

No.F.23012/24/2013-GAD
GOVERNMENT OF MIZORAM
GENERAL ADMINISTRATION DEPARTMENT

Dated Aizawl, the 20th August, 2014

OFFICE MEMORANDUM.

It has been observed that some Heads of Administrative Departments put up files directly to the concerned Ministers without routing them through the Chief Secretary in matters involving important policy decisions. This hampers the inter-Departmental coordination so vital at the level of the Chief Secretary for an effective administration. Even matters that are required to be placed for consideration by the Council of Ministers are sometimes dealt within the Department without reference to the Chief Secretary. As a result of this practice, the Chief Secretary, who is also the Cabinet Secretary, is kept in the dark, which is not in the best interest of good governance.

All Heads of Administrative Departments are hereby informed to route all important policy files through the Chief Secretary before it goes to the Minister concerned.

Similarly, it has been observed that some departments are in the habit of submitting files directly to the acting Chief Minister while the Hon'ble Chief Minister is away on tour, without routing through the Personal Branch of Chief Minister.

All concerned are informed to route all their files through the Personal Branch of Chief Minister even while the Hon'ble Chief Minister is away on tour.

This issues with the approval of Hon'ble Chief Minister.

Sd/- L. TOCHHONG
Chief Secretary to the Govt. of Mizoram

Memo No. F.23012/24/2013-GAD

Dated Aizawl, the 20th August, 2014.

Copy to:-

1. Secretary to Governor, Mizoram
2. P.S. to Chief Minister, Mizoram for information of Chief Minister.
3. P.S. to all Ministers/Parliamentary Secretaries, Mizoram.
4. Sr. PPS to Chief Secretary, Govt. of Mizoram
5. All Principal Secretaries/Commissioner & Secretaries/Special Secretaries, Govt. of Mizoram for compliance.
6. All Administrative Departments.
7. All Heads of Departments.
8. Guard File.

(LALSANGPUII HMAR)

Under Secretary to the Govt. of Mizoram

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26/8/14