

V—3. INTER DEPARTMENTAL REFERENCES AND PROCEDURE FOR THEIR EXAMINATION.

Memo. no. OM/R-2022/57—567, dated the 16th January, 1958, from the Chief Secretary to the Government of Bihar, to all departments of the Secretariat.

The undersigned is directed to invite a reference to Rule 7.10 (iii) (a) and (b) of the Secretariat Instructions which explains the procedure of examination of unofficial files referred by one department to another for advice, comments, etc. It has been brought to the notice of the Cabinet Secretariat (Organisation and Methods Section) that in some departments all examination by the office of unofficial files of other departments is made on the regular note-sheets of the file itself. The rule of the Secretariat Instructions referred to above lays down that the office note in such files, unless purely formal in character, should always be made on routine note-sheets. The rule further provides that if at all necessary only so much of the office notes should be recorded on the regular note-sheets as may be necessary for a complete understanding of the case. The defects of unrestricted noting by the office on other departments' file are—

- (a) such notings may at times give offence to the officers of the department to which the file belongs, and
- (b) the advice or comment of the department to which the file is referred remains on the file and no extracts are kept in the department. In the absence of such extracts in the department conflicting advice is often tendered by the department concerned, in similar cases.

The undersigned is to request that the habit of noting on the files of other departments by the assistants of an office should be given up and the procedure laid down in Rule 7.10 (iii) (a) and (b) should be followed rigorously in all departments of the Secretariat.

V—4. SUMMARY OF FACTS TO BE PREPARED IN COMPLICATED AND LONG DRAWN OUT CASES.

Memo. no. OM/M-107/58—2083, dated the 25th February, 1958, from the Chief Secretary to the Government of Bihar, to all Departments of the Secretariat.

SUBJECT.—Maintenance of summary of facts for disposal of cases.

Attention is invited to the last sentence of Rule 6.21 of the Secretariat Instructions which lays down that if the subject-matter under consideration in a file be important and of great length and complexity, a clear summary should be prepared with remarks and suggestions, if any, for its disposal. Quite often there are cases in the departments of the Secretariat relating to individuals, institutions or transactions which have a complicated history. Every time such cases are put up to higher officers or to Government a history of the case is given in the office notes or in the notes of junior officers. Such repetitive notes add to the bulk of the files and at times confuse the issues. If in all such cases a single "running summary of facts" is prepared and placed in a separate cover below the regular note-sheets it would be possible to avoid repetitive notes of the kind mentioned above. If further factual developments take place with the passing of time the running summary of facts could always be brought up-to-date. The undersigned is to suggest that maintenance of a single running summary of facts in all suitable cases in the departments of the Secretariat should be encouraged.