

V-5. PROCEDURE FOR DISCUSSION BETWEEN TWO OFFICERS OF THE
SECRETARIAT.

Memo. no. OM/R-2-101/51-A—4367, dated the 1st May, 1951, from the Chief Secretary to the Government of Bihar, to all departments of the Secretariat.

Under para. 8 (i) of the Memorandum on Departmental Organisation and Methods of work introduced from 1st August, 1950 the Under-Secretary is in complete charge of the section reporting direct to him. He has to meet the Section Heads and the Registrar once every month to discuss progress of work, means to expedite despatch of business, output of work, staff and miscellaneous problems. This instruction requires a little modification in case of those departments which have been amalgamated with corresponding Heads of Departments. The purposes in view will be served if the Secretary, Under-Secretary and the Heads of Departments including gazetted officers under the Heads of Departments attached to the headquarters office meet at frequent intervals, but at least once a month to discuss the outstanding problems. All Secretaries and Additional Secretaries are requested to see that such meetings are held at least once a month.

V-6. IMPORTANT COMMUNICATION FROM THE GOVERNMENT OF INDIA.

Memo. no. ACS-2975, dated the 4th June, 1954, from the Chief Secretary to the Government of Bihar, to all departments of Government.

Under rule 26 of the Rules of the Executive Business a copy of important official communications from the Government of India has to be circulated to all Ministers. But it has come to the notice of the Organisation and Methods Section that the provisions of this rule are not being strictly followed. In order to facilitate quick circulation all departments are requested to see that as soon as any important communication is received from the Government of India, sufficient number of copies are prepared and a copy is sent separately to each Minister and to the Governor.

V-7. MONTHLY MEETING OF THE UNDER SECRETARY IN A DEPARTMENT WITH
SECTION HEADS (NOW SECTION OFFICERS) IN THE DEPARTMENT.

Memo. no. OM/R-2-101/51-A—4367, dated the 1st May, 1951, from the Chief Secretary to the Government of Bihar, to all departments of the Secretariat.

Under para. 8(i) of the Memorandum on Departmental Organisation and Methods of work introduced from 1st August, 1950 the Under-Secretary is in complete charge of the section reporting direct to him. He has to meet the Section Heads and the Registrar once every month to discuss progress of work, means to expedite despatch of business, output of work, staff and miscellaneous problems. This instruction requires a little modification in case of those departments which have been amalgamated with corresponding Heads of Departments. The purposes in view will be served if the Secretary, Under-Secretary and the Heads of Departments including gazetted officers under the Heads of Departments attached to the headquarters office meet at frequent intervals, but at least once a month to discuss the outstanding problems. All Secretaries and Additional Secretaries are requested to see that such meetings are held at least once a month.
