

**GOVERNMENT OF MANIPUR
OFFICE OF THE CHIEF SECRETARY**

MINUTES OF THE 1ST MEETING CHAIRED BY SHRI D.S. POONIA, CHIEF SECRETARY, GOVT. OF MANIPUR WITH Pr. SECRETARIES, COMMISSIONERS AND SECRETARIES TO THE GOVT. OF MANIPUR AT 10 A.M. ON 06/07/2009.

Shri D.S. Poonia, Chief Secretary, Manipur welcomed the officers present and detailed the following issues for guidance of the senior officers :-

1. **Assembly Matters :** The Budget 2009-2010 Session of the Manipur Legislative Assembly has commenced on 03/07/2009 and is scheduled to continue till 27/07/2009. The officers were advised to attend the House whenever any Questions, Calling Attention Motions, Short Duration Motion etc. and Demands for Grants of their Departments are scheduled for discussion.

In addition, one officer should be detailed daily to the House for taking note of any relevant issue raised. The Officer should submit a brief report to the concerned Administrative Secretary at the end of the day with a copy to the Chief Secretary. Follow up action should be monitored personally by the Administrative Secretary.

Chief Secretary advised that **tours, particularly outside the State, should not be undertaken during the ongoing Assembly Session.**

2. **Tours/Leave :** All Administrative Secretaries and HODs were advised to obtain **prior** approval for tours outside the State and **before** proceeding on leave. Information regarding tours within the State should also be furnished in writing to the Chief Secretary in advance of undertaking tours.

All Officers who are deputed for attending meetings/discussions/seminars/workshops etc. **outside the State** should invariably, within **three days of their return**, submit brief **Tour Notes** on the decisions taken and then follow up action taken in all seriousness.

3. **Supreme Court/High Court matters** : All Administrative Secretaries were advised to introduce and maintain an effective system of monitoring action for attending to Supreme Court and High Court cases. **Special attention should be given to Contempt Cases and cases which require time bound response from the Govt.** In case of any delay due to unavoidable reasons, Interim Affidavit should be filed with the Hon'ble Supreme Court/High Court.

In all matters relating to Supreme Court cases, advice of the Ld. Advocate General should be taken and he should be kept informed of the progress. In all cases where the Chief Secretary, Manipur is a party, Administrative Secretary will ensure that he is kept informed and timely action taken, particularly, in regard to Contempt Cases. Office of the Chief Secretary will monitor follow up action on Court cases.

4. **NHRC/MHRC/RTI** : All matters relating to NHRC, MHRC and RTI Commission should also be monitored and the Administrative Secretary shall ensure timely and appropriate response.

5. **Parliamentary Questions** : Central Ministries often seek materials for replying to Lok Sabha/Rajya Sabha Questions and other Parliament relating matters. These should be accorded priority and attended to in time.

6. **Govt. of India Correspondence** : It has been observed that important correspondence from the Govt. of India are **often not responded to by the Administrative Secretaries leading to embarrassment to the State Govt.** Administrative Secretaries were advised to ensure that a draft reply to correspondence

addressed to the Chief Secretary is put up within one week. An interim reply may be put up if details are not readily available for a detailed reply. In case, information is required to be collected from several Departments, the Nodal Secretary should take responsibility and, if necessary, use the good Offices of the Chief Secretary for inter-departmental coordination.

Office of the Chief Secretary, Manipur will monitor important correspondence addressed to Hon'ble Chief Minister and Chief Secretary.

7. **File Maintenance/Movement** : It has been observed that Sectt. files are often not well maintained. Bulky files continue to be pushed without opening successor files. As per the Manual of Office Procedure, Volume II of any file may be opened if Volume I has become too voluminous and unwieldy.

Proper file covers and file boards should be maintained. It is not sufficient to submit the file to the higher authority. It is the **responsibility of the Administrative Secretary to monitor the file movement and ensure that a decision is taken in time by the Competent Authority.**

8. **Notings/Draftings** : In all important matters, Administrative Secretary should ensure clear typed self-contained notings and also properly drafted correspondence. Factual accuracy of the statements made in the notings and correspondence should be cross-checked before submission to the Chief Secretary, Hon'ble Ministers and Hon'ble Chief Minister.

Finally, as a courtesy to the senior Officers/Ministers/CM, it should be ensured that there is at least 4 – 5 inches of space at the bottom of the Note sheet is available when the file is submitted. It should also be ensured that a spare blank Notesheet is invariably placed on the file submitted. The correspondence and notesheet side should be paginated.

9. **Meetings** : Meetings convened by the Chief Secretary, Ministers and Hon'ble Chief Minister should invariably be attended **in person** by the officers invited. In case, any officer is unable to attend, a request should be made in advance, for exemption on valid grounds, and a representative deputed to attend the meeting in time.

Pr. Secretary (RD & PR) should issue instructions to all DCs to ensure that meetings convened by the Chief Secretary and Hon'ble Chief Minister are attended by the D.C., in person, without fail. Exemptions should be rare and sought in advance on valid grounds.

10. **State/Official Dinners/Functions** : **State Dinners** are hosted by the Hon'ble Chief Minister, Hon'ble Ministers and the Chief Secretary from time to time **in honour of the visiting dignitaries**. It has been observed that the Cultural Programmes and State Dinners are **often not attended by the Administrative Secretaries and HODs who are invited**. This causes immense embarrassment to the State Govt. **All Administrative Secretaries should ensure that they attend Cultural Programmes and the State Dinners hosted in honour of visiting dignitaries if they are invited**. Again, exemption should normally not be requested.

11. **National Days/Functions** : It is **mandatory on the part of the Administrative Secretaries and HODs to attend the official functions in connection with observance of National Days/State Functions**. No exemption should be sought and everyone should make an effort to be present on such occasions in formal dress. Proper dignified decorum should be maintained during such functions.

12. After hearing the Principal Secretaries, Commissioners and Secretaries, the following decisions were taken :-

GAD

- i) to ensure intercom connection to all Secretaries, Addl. Secretaries, Jt. Secretaries and Under Secretaries for communication within the Sectt.

- ii) to ensure adequate staff support to the Administrative Secretaries. If necessary, proposal for approval of the Committee of Officers be prepared and submitted to the Finance Deptment.
- iii) to examine the proposal to abolish/phase out LDA posts and replace by Graduate Computer-literate Asstts. Existing personal staff be trained in the use of computers
- iv) to prepare a proposal for creation of posts for a Protocol & Hospitality Cell within the GAD.
- v) to introduce and ensure a system of punctual and regular attendance of all the Sectt. employees.
- vi) to ensure that Officers sitting in New Secretariat also receive copies of all important orders at the earliest after issue. Also to work out a proposal for “**entitlement**” of personal staff for Principal Secretaries, Commissioners, Secretaries, Addl. Secretaries, Joint Secretaries etc.

DEPTT. OF PERSONNEL

- vii) to streamline allocation of works to the Addl. Secretaries/Jt. Secretaries/Dy. Secretaries/Under Secretaries/SOs so that dedicated service is available to each Administrative Secretary.
- viii) should consider creation of “**District Cadres**” for facilitating attendance of Govt. employees at their respective place of posting.
- ix) should review and process for training of Govt. employees outside the State. D.P. should encourage capacity building programmes with support from Planning Department. Govt. officials, with potential, should be sponsored for training programmes **within the country and abroad** for exposure and upgrading their skills D.P. to computerize and monitor ACRs, Property Returns and Medical Check-up reports.
- x) all Administrative Secretaries be advised to ensure handing over and taking over Notes whenever their charge is changed so that important issues are attended to by their successors.

- xi) should work towards **revitalising and upgrading activities of the Department of Manpower Planning.**
- xii) State Academy of Training should coordinate in-service training programmes/refresher courses for all Govt. employees.

HOME DEPTT.

- xiii) Home Department to request DGP, Manipur to **review and enhance security of DDOs and Sectt.** Security Officer, Manipur Secretariat should brief the security personnel deployed for providing security to the Sectt.

ST & IT

- xiv) Commissioner (ST & IT) shall, in consultation with NIC, take all steps for introducing File Tracking System (FTS/e-Governance).

FINANCE DEPTT.

- xv) to examine proposal to abolish E.B. and to ensure **timely processing and conveying approval of the decisions taken by Committees like PIB, EB, COO etc.**
- xvi) to immediately undertake **review of MIS Directorate and brief the Chief Secretary on the financial position of the State.**
- xvii) to issue orders allowing official use of mobile phones.
- xviii) to propose setting up of an **Internal Work Study Unit (IWSU)** on the pattern of the IWSU in the Govt. of India.

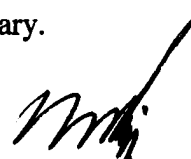
WORKS DEPTT.

- xix) Commissioner (Works) to follow up on the proposal to **construct secured Office Complex in front of the existing Directorate Complex near 2nd M.R.** Similarly, proposal for **secured housing** should be followed up and taken up during 2009-2010.

13. Concluding the discussion, the Chief Secretary stated that **monthly meetings** with the Administrative Secretaries will be held on **first Monday of every month (10 A.M.) in the Conference Hall of the Manipur Secretariat.**

14. The next monthly meeting will be held **at 10 A.M. on 03.08.2009.** No notice will issue.

15. The meeting ended with thanks from the Chief Secretary.


(D.S. Poonia)
Chief Secretary

U.O. No. 1/CS/PERS/2009

Imphal, the 13th July, 2009

All Pr. Secretaries
All Commissioners
All Secretaries
DGP Manipur
Security Officer, Manipur
Protocol Officer, Manipur

Copy for information to : Secretary to Hon'ble Chief Minister, Manipur.