

GOVERNMENT OF MANIPUR  
OFFICE OF THE CHIEF SECRETARY

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**MINUTES OF THE 2<sup>ND</sup> MONTHLY MEETING CHAIRED BY SHRI  
D.S.POONIA, CHIEF SECRETARY, GOVERNMENT OF MANIPUR WITH  
THE ADMINISTRATIVE SECRETARIES ON 10.08.2009 (10 A.M.).**

List of Officers present is at Annexure-A.

List of Officers absent is at Annexure-B.

2. Shri D.S. Poonia, Chief Secretary welcomed the Officers present and requested the Officers to give their assessment of the current law & order situation leading to imposition of curfew.

3. The following points emerged during discussions with the officers present:

- a) Curfew Passes issued by the DC should be honoured by the police personnel.
- b) Curfew should be relaxed to enable people to draw money from the banks.
- c) Commandos going around on motorbikes and using canes and brute force to enforce the curfew is further increasing public anger.
- d) There should be proper training, command and control of the Commandos. They should be utilized only as a strike force.
- e) For the time being, the Commandos be replaced by MR/IRB/Civil Police/CRPF/BSF in Imphal City.
- f) Special attention needs to be paid to trouble spots like Khurai.
- g) Leaders of the agitation be invited for discussion to diffuse the situation.
- h) Hon'ble Chief Minister may take the initiative and invite leaders of opposition political parties to discuss the present situation and suggestions for restoration of normalcy.

4. Chief Secretary mentioned that since the last meeting, FD has issued Office Memo on 16<sup>th</sup> July, 2009 permitting payment by the Govt. for **one mobile post-paid mobilephone per Officer within the monthly ceiling for residential landline**. GAD has also initiated action for installation of **intercoms in the New Sectt.** Commissioner(GAD) was requested to complete the installation within Sept., 2009.

5. **Security of Govt. offices**: Chief Secretary drew attention of the officers to the Advisory Circular asking the Administrative Secretaries and HODs for making special security arrangements for the Govt. offices and vehicles. He advised the officers to monitor follow-up action.

(Action: All Administrative Secretaries)

6. **File Tracking System**: Commissioner (Works & ST&IT) was advised to sanction Rs.7.00 lakhs to NIC for the software for the File Tracking System. Work on a pilot basis may be started in the Office of the Chief Secretary followed by personal sections of the Adm. Secretaries and GAD's Receipt & Dispatch Section.

(Action: Commr (ST & IT).

7. **File maintenance** : The decisions taken in the meeting held on 06/07/2009 regarding the file maintenance/movement and notings/draftings were reiterated.

(Action: All Administrative Secretaries & GAD)

8. **Meetings with DCs**: DCs should be invited to the Chief Secretary's monthly meetings on the **1st Monday of every month**. Deptts may schedule meetings with DCs after the CS's monthly meeting.

(Action: All Administrative Secretaries)

9. **National/ State Day Celebrations**: Chief Secretary reiterated the mandatory attendance of the Administrative Secretaries and HODs for the 13<sup>th</sup> August (Patriots Day) and 15<sup>th</sup> August, (Independence Day) celebrations.

(Action: All Administrative Secretaries/HODs)

10. **Supreme Court/ High Court matters**: Chief Secretary advised that each Adm. Secretary should put into place a computerised system for monitoring action on Supreme Court and High Court Cases. They should make special efforts to keep track of Contempt Cases.

(Action: All Administrative Secretaries)

11. **Finance Deptt:** Principal Secy (Finance) informed that the FD has put into place a system by which funds received on transfer from the Central Govt. for CSS and CPS, the Resource Section shall access the State Account through the RBI Website and send an Advisory Note to the FB Section for Budget authorization. FB will then informed the AD and HOD concerned. Thereafter, the deptt. can move FD through the AD for sanction etc.

(Action: All ADs)

12. **Templates/Check-list:** PS(Fin) also informed that FD is developing Templates/check-list for submission of proposals for consideration by the PIB, EB and COO. Similarly Plg Deptt. will work out and circulate Template/Check List for FIB cases.

(Action: Finance & Plg Deptts)

13. **Quarterly Expenditure Targets:** Planning Deptt to finalize and circulate to all Plan Deptts.

(Action: Plg. Deptt)

14. **Protocol and Hospitality Cell:** GAD to expedite proposal for consideration by COO to strengthen the Protocol and Hospitality Cell and abolition of LDC cadre.

(Action: GAD)

15. **Streamlining Sectt. postings:** DP. to streamline work allocation to AS/JS/DS/US and try to allocate only one Deptt. to one Officer.

(Action: DP)

16. **Office Procedure Manual:** Chief Secretary informed that the Committee chaired by Commr(Agri) has been constituted to review and revise the State Manual of Office Procedure. He agreed to include Shri P. Vaiphei as Member Convener of the Committee in place of AS(G), DP.

(Action: DP)

17. **Weeding of Files:** All AD Secretaries were advised to take-up a drive for weeding-out of old files.

(Action: All ADs)

18. **The next meeting will be held on Monday, the 6 September, 2009 at 10.00 a.m. in the Conference Hall, Old Sectt.**

19. The meeting ended with thanks from the Chair.



(D.S. Poonia)

Chief Secretary, Manipur.

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Imphal, 11 August, 2009.

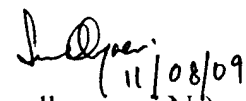
No. 1/CS/PERS/2009

Copy to:-

- i. All Pr. Secretaries.
- ii. All Commissioners.
- iii. All Secretaries.
- iv. DGP Manipur.
- v. Security Officer, Manipur Sectt.
- vi. Protocol Officer, Manipur.

Copy for information to:

Secretary to Hon'ble Chief Minister,  
Manipur.



(Sandhyarani N.)

Staff Officer to  
Chief Secretary, Manipur.

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