

Department of IT
Ref. No. 7141
Date 11/6/13

GOVERNMENT OF MANIPUR
SECRETARIAT: GENERAL ADMINISTRATION DEPARTMENT
(WELFARE SECTION)

NOTIFICATION

Imphal, the 10th June, 2013.

No. 1/2/2013-GAD/W(Misc.): It has been observed that Officers request GAD to provide refreshment items like tea, snacks and mineral water to the participants of meetings called by them in the Conference Hall of Manipur Secretariat at the expense of GAD. It may kindly be noted that the GAD only books/reserves Conference Hall subject to availability. The GAD can neither arrange refreshments nor arrange to serve. The GAD's mandate is limited to making such arrangements only for participants in meeting chaired by i) Hon'ble Chief Minister ii) Hon'ble Dy. Chief Minister iii) Hon'ble Ministers iv) Parliamentary Secretaries v) Chief Secretary and in respect of vi) State Guests. It is hereby notified that the Departments concerned have to make their own arrangement and bear the expenses. They also need to detail at least 2(two) Grade-IV employees to serve the refreshments.

2. It has further been observed that often some Officers fix a date for holding a meeting without first confirming whether the Conference Hall is available or not. This leads to collision of meeting schedules and embarrassment besides causing inconvenience to GAD and all concerned. It is, therefore, informed to first confirm availability of the Conference Hall before a date and time for a meeting is fixed.


(Norbert Disinang)
Commissioner (GAD),
Government of Manipur.

Copy to :-

1. Staff Officer to Chief Secretary, Govt. of Manipur.
2. PPS/PS to all Addl. Chief Secretaries, Govt. of Manipur.
3. PPS/PS to all Pr. Secretaries/Commissioners/Secretaries, Govt. of Manipur.
4. Sh. Martha Khuman, Department of Information Technology, Manipur for hosting on Website please.
5. SIO, NIC, Manipur State Centre, Imphal.
6. Guard file.

Copy for information to :-

- i) Secretary to Hon'ble Chief Minister.
- ii) PPS to Hon'ble Dy. Chief Minister.
- iii) PPS to Hon'ble Minister (GAD)
- iv) PS to all Ministers.
- v) PS/PA to all Parliamentary secretaries.
