

No.21/231/2006-FX(MISC)
GOVERNMENT OF MANIPUR
SECRETARIAT: FINANCE DEPARTMENT

OFFICE MEMORANDUM
Imphal, the 22nd November, 2013.

It is reported that many proposals/references received from the Administrative Departments or other agencies have remained pending in sections of Finance Department (including Budget, Expenditure, Resources, PIC and Legal Cell etc.) for several days and in some cases for months together. In the process, work of the Administrative Departments as well as the reputation of the Finance Department has suffered.

It is not proper for the concerned officials to take the pretext of 'work load' to justify delay in processing and disposal of cases. This is completely unacceptable as it reflects adversely on the efficiency of the officials of the Finance Department as well as the supervisory and monitoring mechanism within the Department.

All officers/officials working in all sections of Finance Department at all levels are therefore instructed herewith to ensure that no file or reference remains pending at their level for more than 3(three) days at a time. All officials are to keep a record of such files/references at their level and produce when called for.

Whenever individual cases can not be processed or taken up because of composite nature of cases or policy decisions, such cases will be compiled/listed and specific instructions will be obtained from the concerned Additional Secretary in charge of the section.

Any delay in processing/disposal of such cases will be viewed as personal failure of the official concerned. It will also be the responsibility of the Additional Secretary concerned to monitor files/references received from the Departments and ensure that this instruction is complied with.

All are advised to take this instruction seriously.

Section Officer / F. R.

All officers/officials of Finance Department



(R.R. Rashmi)

Addl. Chief Secy. (Fin. & Plg)