

**Government of Odisha**  
**General Administration & Public Grievance Department**

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No. 13502 /Gen., Bhubaneswar, Dated, the **3<sup>rd</sup> of May, 2024**  
GAD-SC-MISC-0006-2024

To

All Additional Chief Secretaries

All Principal Secretaries

All Commissioner cum Secretaries

**Subject – Reference to General Administration & Public Grievance Department on matters relating to Service Conditions.**

Sir,

Instructions have been issued vide erstwhile General Administration Department circular letter No. 26422 dated 29.11.1995 that Administrative Departments should try to settle various issues of their Department on application of different provisions of Rules, Regulations and Circulars relating to Service Conditions issued by General Administration Department at their level in which a decision could be taken by the Administrative Department concerned since the rules and instructions themselves are very clear.

It was also instructed therein that only such cases, where there is a genuine doubt and need for clarification, may be referred to General Administration Department for their views.

Despite such clear guidelines/ instructions, in many instances files are being referred to this Department in a routine manner without proper examination at their level by different Administrative Departments. Sometimes, it is also noticed that the A/Ds refer files without even attaching material facts which are necessary for appropriate examination of the case.



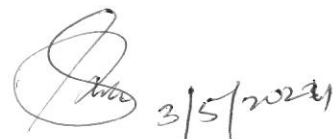
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During examination of such references, it is noticed that in large number of cases the Administrative Department could have easily taken a decision at their level, without referring the matter. Such indiscriminate reference in a routine manner by the Administrative Departments puts unwarranted burden on the already stretched workload resulting in avoidable delay in implementation of Government guidelines.

Another phenomenon has been observed that in matters relating to Court Cases, many ADs seek views of GA & PG Department on implementation of the orders of the judicial courts. Ordinarily, as per Rules of Business, Law department is the competent authority/department to opine in matters relating to Court orders, whether to implement the orders or go for appeal. Since opinion on legal matters/ Court judgments are under the domain of Law Department, administrative departments are advised to avoid unwarranted references to GA & PG Department for views, except when the Rules/position relating to service condition is involved.

It is, therefore, advised that before making any reference, each case may be examined at the level of the Administrative Department carefully at a senior level and such matters where there is genuine doubt and need for clarification, may only be referred to this Department for views, clearly indicating the history of the case, the issues involved and reasons for entertaining the doubts.

The references should be sent to General Administration & Public Grievance Department only with the approval of the Secretary of the Department. This may be brought to the notice of all concerned.

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**Additional Chief Secretary to Government**