

**GOVERNMENT OF ASSAM**  
**PENSION & PUBLIC GRIEVANCES DEPARTMENT**

NO.PPG (P) 219/97/5

Dated Dispur, the 2<sup>nd</sup> March 98.

**OFFICE MEMORANDUM**

Sub : Reference from Administrative Deptts. to  
consulting Deptt. procedure thereof.

It has been observed that the administrative departments refer cases/files to Pension & Public Grievances Department for approval/concurrence in the matter of Pension & P.G. Deptt. are required. Even in most of the cases, Deptt. fail to submit précis of the case. It is also observed that endorsement of Pension & Public Grievances Deptt. is mostly vague in one or two lines without specifying the issues on which views/concurrence of Pension & P.G. Deptt. will necessary. As a result, Pension & P.G. Deptt. have to return the file to the concerned Department to clarify the points(s) or to submit précis of the case, which in turn, take lot of time in finally disposing of the file. Henceforth, Pension & P.G. Deptt. will not take action on the files where a mere approval of the Commissioner & Secretary/Secretary of the Administrative Deptt. has been taken only for moving Pension & P.G. Deptt. but not accompanied by detailed not & précis of the matter.

The Administrative Deptt. are once again requested to move Pension & P.G. Deptt. for their views/approval etc. while endorsing their files with a self contained note/a signed précis of the case to facilitate prompt disposal by the Pension & Public Grievances Department.

Sd/- P.C. Sharma  
Commissioner & Secretary to the Govt. of Assam  
Pension & Public Grievances Department.

NO.PPG (P) 219/97/5

Dated Dispur, the 2<sup>nd</sup> March '98

Copy forwarded to :-

1. All Commissioner & Secretaries/All Secretaries to the Govt. of Assam, Dispur.
2. All Administrative Departments.

By order etc.,

Sd/-S. Goswami  
Under Secretary to the Govt. of Assam,  
Pension & Public Grievances Department