CIRCULAR

Sub: General Administration Department - Procedure for inter-departmental reference – instructions issued.

It has come to the notice that certain departments in the Government Secretariat are not following the instructions in Para 118 and Para 119 of the Kerala Secretariat Office Manual promptly. Para 118 of the Kerala Secretariat Office Manual states as follows:

"The files of the concerned department properly referenced and arranged with all material shall be made over to the office section of the department which is proposed to be consulted. It shall be processed like any other current received by the department. Noting by the latter department may be done in a routine note and departmental deliberations of the department consulted need not find a place in the main file. In such cases only the final opinion of the department shall be endorsed on the main file forwarded for reference. Such endorsement in the main file shall be authenticated by the Section Officer of the latter department in such a way that the receiving department will be in a position to understand the level at which such an opinion is arrived at. For example, authentication may be above the words 'for Deputy Secretary, for Joint Secretary, for Secretary etc. If remarks are made over, after obtaining orders of the Minister in charge of the latter department, the fact may be specifically included in the concluding part of the remarks."
When files are received by the officers of other departments directly, they shall be processed in the same manner as in the case of departmental files with the exception that the files shall be returned by the officer himself to the officer who marked the file”.

In para 190 (iii) of the Secretariat Office Manual, it is clearly stated that “....in cases where consultation with the other departments concerned is required, the fact of consultation as well as their remarks should be incorporated in the Note for the Council”.

Hence the following instructions are issued for strict compliance.

1. All departments in the Secretariat including Law and Finance shall process the files received from other departments for opinion/remarks like any other currents received by them. Noting should in such cases, be done as a routine note. Since the files are for advice, in accordance with the seriousness of the matter involved, the notes should cover all points. Remarks/advice formulation should be done only at the appropriate levels of Deputy Secretary/Joint Secretary/Additional Secretary/Special Secretary/Secretary/Minister as per the delegation prevalent.

2. The deliberations of the department consulted upon need not find a place in the main file (Administrative Department's file received for remarks). The final opinion/remarks of the department alone need be endorsed on the file of the Administrative Department and it should be brief and speaking. The endorsement shall be authenticated by the Section Officer in such a way that the receiving department will be in a position to understand the level at which such an opinion is arrived at. It should indicate the number of the file in which the opinion/remarks/advice was arrived at.

3. The file with the endorsement made in the above said manner should
immediately be submitted direct to the officer who ordered/marked the file for remarks/advice.

4. All departments in the secretariat including Law and Finance shall include the remarks/advice obtained as required by the Rules of Business, as it is, in the notes circulated for approval and also in the notes submitted before the Council of Ministers for decision.

5. The orders issued in consultation with other departments, the reference of the advice/opinion/remarks should be read in the Government Order and the essential gist of the remarks mentioned in the body of the order. Copies of the orders shall be marked to the departments that rendered the advice quoting the reference number invariably.

6. All officers in the Secretariat shall ensure that the above said instructions are scrupulously followed.

S. M. VIJAYANAND
Chief Secretary

To

All Additional Chief Secretaries / Principal Secretaries / Secretaries and Special Secretaries.
All Additional Secretaries /Joint Secretaries/Deputy Secretaries and Under Secretaries
All Sections in the Secretariat including Law and Finance,
S/F, O/C