

GOVERNMENT OF ODISHA  
FINANCE DEPARTMENT

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Memo NO. FIN-OM- RTI-0004/2015 7467 /F. Dt. 26.3.2015

Copy alongwith copies of enclosure forwarded to all HODS Under Control of Finance Department for information and necessary action.

Memo NO. FIN-OM-RTI-0004/2015 7468 /F. Dt. 26.3.2015  
Under Secretary to Government.

Copy alongwith copy of enclosures forwarded to All Branches of Finance Department for information and necessary action.

Under Secretary to Government.

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Government of Odisha  
Parliamentary Affairs Department

No. 3977 /PAD., Dated, the 8/8/12  
OLA/1-19/2012

From

To G. Mathi Vathanan, IAS,  
Commissioner-cum-Secretary to Government.

To

The Secretary,  
All Departments of Government.

Sub

**Nomination of nodal Officer for maintaining a separate Register for V.I.Ps and also details of their telephone calls.**

Sir,

The House Committee on Ethics, in their Report for 2011-12, has recommended to issue necessary instructions to all Departments / Heads of the Departments and their sub-ordinate offices to appoint a nodal officer in each office to maintain a separate Register for communications relating to V.I.Ps and also details of their telephone calls.

This recommendation has been accepted by the Government for implementation.

In this regard, I bring to your kind attention to para 5.1 and 5.2 of the Book Circular-47 which states that "a separate Diary Register should be maintained in each Department of the Secretariat and in each sub-ordinate offices to facilitate locating the letters received from the Members directly or sent by the Chief Minister, Deputy Chief Minister, Ministers, Ministers of State or Deputy Ministers"

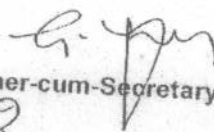
Similarly, to keep a special watch on speedy disposal, each section will maintain a separate register and mark it out prominently those communications finally disposed of by rounding off the serial numbers in red ink.

The copy of the format of the Register prescribed by the Government of India, Ministry of Labour Employment in their Office Memorandum No. 34011/06/07-IWSU dated 10.07.2007 is enclosed for your reference.

In view of the above stated guidelines enunciated in Book Circular-47 and recommendation of the Ethics Committee, it is requested to nominate a nodal Officer in your Department, who will be responsible for maintaining a separate register (as per the prescribed format) and to take necessary action as per the Circular. Besides, it is also requested to issue instructions to all your sub-ordinate offices to nominate nodal officer in each office to act as per the recommendation and Book Circular -47.

The action taken report may be sent to this Department for furnishing compliance to the House Committee on Ethics.

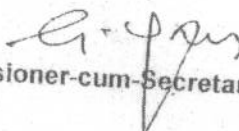
Yours faithfully,



Commissioner-cum-Secretary to Government

Memo No. 3978 /PAD., Date 8/8/12

Copy forwarded to Secretary, O.L.A. for apprising the matter to the Chairman, Ethics Committee.



Commissioner-cum-Secretary to Government

(P.T.O.)




APPENDIX 47

Particulars of M.Ps letters pending for over a fortnight  
M.P.S

[Vide para 127(4)]

Sl. No.	Name of M.P./ M.L.A.	Date from Which pending	Brief Subject	Reason for delay	Remark of Branch Officer/ Divisional Head/Jt. Secy.	Action Taken on The remarks in column 6
1.	2.	3.	4.	5.	6.	7.

 e-Despatch (for official use only)  
 Government of Odisha

WEB : No  Yes

FAX  e-Mail  SMS  Local

RP  SP  OP  SM