

H/O
Government of Odisha
General Administration & Public Grievance Department

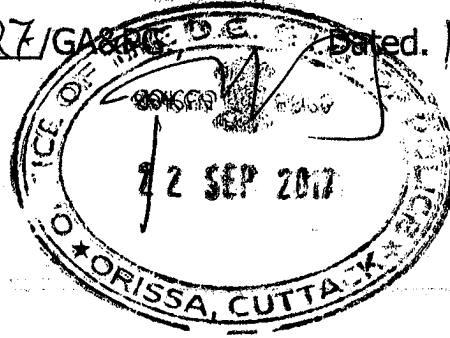
No. PG (I) Misc-15/2017-

3827/GA&PG, D.E.

Dated. 14.09.2017

To

All Departments /
All Heads of Department /
All Collectors.



Sub:- General guideline to all public authorities in the state in line with the decision of the Hon'ble Lokpal in Case No. 112-A of 2004.

Sir,

In continuation to erstwhile PG&PA Department Letter No. 1836, dated 20.03.2012 (Copy enclosed) on the captioned subject, I am to say that in the said letter general guideline to all public authorities in the state in line with the decision of the Hon'ble Lokpal in Case No. 112-A of 2004 was issued to all concerned which are given below:-

(i) The applications / documents received from an applicant in an office may be diarized after being signed by the concerned officer with date and seal. The diary number and date may be furnished to the applicant submitting the document if demanded.

(ii) When acknowledgement due of a letter sent by registered post signed, the speed post letter is received after signature and a packet received from courier service is also received, the same may be diarized after being signed by the concerned officer with date and seal. The diary number and date may be intimated to the applicant submitting the document if demanded.

(iii) In case the application / document is received by hand and a person himself writes a slip, the receiving officer may also sign the slip in token of receipt of document described in the slip.

(iv) Responsibility may be fixed on the person responsible in refusing the received letters and give acknowledgement receipt on demand.

In addition to aforementioned guidelines the Government have been pleased to issue further following guideline in this context.


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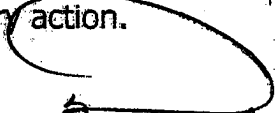
(i) In case a copy of the document is produced by the applicant along with original, a receipt stamp with signature can also be put there in order to eradicate maladministration.

The aforesaid guidelines may be brought to the notice of your subordinate offices for its strict compliance and follow scrupulously by all concerned in future without any deviation.

Memo. No. 3828 /PG&PA.,

All RDCs for information and necessary action.


14/09/17
Director, Public Grievance & Ex-Officio
Special Secretary to Government.

Dated. 14.09.2017

14/09/17
Director, Public Grievance & Ex-Officio
Special Secretary to Government.

GOVERNMENT OF ODISHA
P. S. & PENSION ADMINISTRATION DEPARTMENT

No. PG (I) - 42/2011 1836

/PG&PA

Dated. 20.3.2012

To

All Departments of Government /

All Heads of Departments /

All Collectors.

Sub: - General guideline to all public authorities in the State in line with the decision of the Hon'ble Lokpal in Case No-112-A of 2004.

Hon'ble Orissa Information Commission, Bhubaneswar while disposing compliant Case No-1134/2009 filed by Baghambar Pattanaik-Vrs-PIO, Sundargarh Collectorate and First Appellate Authority, Sundargarh Collectorate, Sundargarh, have passed order to issue a general guideline to all public authorities in the State in line with the decision of the Hon'ble Lokpal in Case No-112-A of 2004, filed by Sri Baghambar Pattanaik-Vrs-Collector, Puri.

Therefore, Government after careful consideration have been pleased to issue the following guidelines.

- (i) The applications / documents received from an applicant in an office may be diarised after being signed by the concerned officer with date and seal. The diary number and date may be furnished to the applicant submitting the document if demanded.
- (ii) When acknowledgement due of a letter sent by registered post is signed, the speed post letter is received after signature and a packet received from courier service is also received, the same may be diarised after being signed by the concerned officer with date and seal. The diary number and date may be intimated to the applicant submitting the document if demanded.
- (iii) In case the application / document is received by hand and a person himself writes a slip, the receiving officer may also sign the slip in token of receipt of document described in the slip.

Contd.....2/

Where any application / document is lost, responsibility may be fixed on the person responsible.

The above guidelines may be followed scrupulously by all concerned.

The content of this matter may kindly be brought to the notice of your subordinate offices for their strict compliance.

Memo. No. 1837 /PG&PA,

All RDCs for information and necessary action.

[Signature]
Director, PG & PA & Ex-Officio
Special Secretary to Government.

Dated. 20.3.2017

[Signature]
Director, PG & PA & Ex-Officio
Special Secretary to Government.

**ODISHA POLICE
STATE HEADQUARTERS,
CUTTACK**

Memo No. V-4-16/38655 /Min.

dt. 17.10.2017

Copy forwarded to All Heads of Police Establishments for information and necessary action.

[Signature]
AIG of Police (Personnel)
Odisha, Cuttack

OD

38655
17-10-2017
Copy to All Sectional Heads of State Police Hdqrs., Cuttack/A.C.
(Hdqrs.)/Control Room/Computer Cell for information and necessary action.

15 Computer Cell