

AAP.228/2016/151
GOVERNMENT OF ASSAM
DEPARTMENT OF PERSONNEL (PERSONNEL-A)
ASSAM SECRETARIAT, BLOCK-A, 3RD FLOOR
DISPUR, GUWAHATI-6

Dated Dispur, the 12th July, 2021.

ORDER

It has been noted that the Officers of various Departments attend various review meetings of Hon'ble Chief Minister without adequate preparation. This has been viewed seriously. In view of this, it is directed that senior most Secretaries of the Departments will convene detailed preparatory meetings at their level before attending meeting with Hon'ble Chief Minister. In the preparatory meeting, relevant HoDs of Subordinate Offices (Directorate/PSU/Societies), FA and the senior officers of the Departments shall participate.

The Senior most Secretary along with small group of Senior officers should be thoroughly prepared for the review meetings of Hon'ble Chief Minister.

Matter may be treated as MOST URGENT.

Sd/-Niraj Verma, IAS
Principal Secretary to the Govt. of Assam,
Personnel (A) Department.

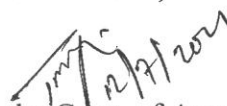
Memo No. AAP.228/2016/151-A

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Copy to:-

1. All Addl. Chief Secretaries/ Principal Secretaries/ Commissioner & Secretaries/ Secretaries of Departments.
2. The Staff Officer to Chief Secretary, Assam, Dispur.
3. The PS to the Principal Secretary to Hon'ble Chief Minister, Assam, Dispur
4. The P.P.S. to Hon'ble Chief Minister, Assam, Dispur

By order etc...,


Secretary to the Govt. of Assam,
Personnel (A) Department