

O.O. No. 147/68

*Dated the 16th October, 1968*

To

All Officers and Sections

Subject : Procedure for examination of cases in Sectt. and Technical Sections of the Roads Wing

In supersession of all previous orders on the subject it has been decided that the procedure indicated in the following paragraphs should be followed by all sections (Secretariat), except Administration Sections, and the Technical Sections of the Roads Wing in regard to examination of cases.

2. Upon receipt of a reference from the State Government or a Local Administration or other authority, the sections concerned will collect all the relevant papers, point out any relevant rulings or decisions taken in the past, and submit the file with all connected papers to the Under Secretary in charge of the branch, with a suitable note. The Under Secretary will forward the case after scrutiny to the Superintending Engineer concerned. The Superintending Engineer will then arrange for the technical examination of the cases by the staff under his control, obtain the orders of the higher officers on technical points, wherever necessary, and then return the file with a technical note approved by the appropriate officer, to the Under Secretary concerned for further action.

3. The Under Secretary will then instruct the office to examine the case further, if necessary, in the light of the views expressed on the Technical side, and then put up the file with a suitable draft, indicating whether a reference to the Ministry of Finance or other Ministries is required. Upon receipt of the file from the office, the Under Secretary will put up the file to the Chief Engineers concerned who will obtain the order of the Additional Director General (Roads)/Additional Director General (Bridges), and the Director General (Road Development) wherever necessary, and on return of the case, take suitable action. He will ensure that a careful watch is kept on the further progress of the case so that in case of delay reminders are issued to the other Ministry or Ministries concerned in time and that upon return of the file orders are issued at the earliest possible without avoidable delay.