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No.47809/98/DPAR/SS.I(1)  
GOVERNMENT OF PONDICHERRY  
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS  
(PERSONNEL WING)  
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Pondicherry, Dt. 19th August 1998

STANDING ORDER

Instructions are being issued time and again for prompt disposal of matters and quick transaction of business for ensuring the interest of public. But, it is still noticed that there is considerable delay at various levels in the processing of many important matters .

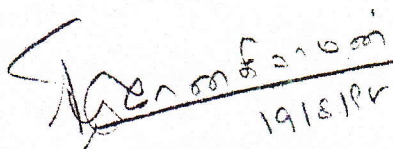
2. With a view to make the Administration more responsive and ensure timely disposal of matters, a time limit within which the matters have to be disposed of at various levels has been fixed as below:

1. At the section level in the Secretariat/ ... 10 days  
Head of Department's level
  
2. At the level of Secretary ... 7 days  
(unless he is out of station)
  
3. A check should be exercised at various levels and the time limit fixed above should be complied with scrupulously.
  
4. The receipt of this Standing Order should be acknowledged.

/By order of the Lieutenant Governor/

T.T. JOSEPH  
CHIEF SECRETARY TO GOVERNMENT

To  
All Secretaries to Government, Pondicherry.  
The Secretary to Lt. Governor, Pondicherry.  
The Private Secretary to Chief Secretary, Pondicherry.  
All Secretariat Departments.  
All Heads of Departments/Offices.

  
(T. D. ANAGUIRAMANE)  
UNDER SECRETARY TO GOVERNMENT  
19/8