



**GOVERNMENT OF ASSAM
GENERAL ADMINISTRATION (SECTT. ESTT.) DEPARTMENT
DISPUR :: GUWAHATI-6**

Block-A, Ground Floor, Janata Bhawan, sad.assam@gov.in, gad.assam.gov.in

No.242671/12

Dated Dispur, the 04th November, 2022.

OFFICE MEMORANDUM

Subject: Priority Marking of Files submitted to the Office of the Hon'ble Chief Minister.

The eOffice application has the feature to mark files according to their priority such as Immediate, Most Immediate etc. The Chief Minister's Office has observed that important eFiles are being submitted without suitable priority markings which makes it difficult to identify the priority files.

Therefore, to ensure speedy disposal of eFiles in the Chief Minister's Office, all Branch Officers/Section Officers/All other concerned officers are requested to strictly observe the following before submitting the file to the Chief Minister's Office:

1. '**Remarks**' field should be filled with appropriate remarks about the nature/importance of the file.
2. '**Set Due Date**' field should be filled with the appropriate date.
3. '**Priority**' should be selected with proper priority flags such as Immediate, Most Immediate etc.

In addition to the above, it is to be ensured that all files related to Cabinet are opened under the '**Cabinet File**' category only for ease of identification of such files.

(M. S. Manivannan, IAS)
Commissioner & Secretary to the Govt. of Assam,
General Administration Department.

Memo No.242671/12-A

Dated Dispur, the 04th November, 2022.

Copy for information and necessary action to:-

1. Principal Secretary to the Hon'ble Chief Minister, Assam.
2. All Commissioner & Secretaries to the Govt. of Assam.
3. All Secretaries to the Govt. of Assam.
4. All Administrative Departments.
5. S.O. to the Chief Secretary, Assam.
6. P.S. to all Principal Secretaries/Addl. Chief Secretaries to the Govt. of Assam.

By Order etc.,

Signed by Antaripa

Daimari

Deputy Secretary to the Govt. of Assam,
Date: 04-11-2022 10:30:36
General Administration Department

Signed by M.s Manivannan

Date: 03-11-2022 18:14:52