

Copy of Circular letter No. 2247-AUL-59/33366, dated 20th/24th November, 1959 from Chief Secretary to Government, Punjab to All heads of the departments etc. etc.

**Subject :** Taking of decision by the lowest level empowered and authorised as such.

During the conference of Commissioners and Deputy Commissioner held at Simla in September, 1959, the question of the proper and full use of the powers delegated different stages of the hierarchy in State Departments was discussed. It was the view that officials often did not or were not allowed by higher authority, to exercise powers which they were, in fact, competent to exercise. This tendency not only led to unnecessary delays but also undermined the effectiveness of the various executives working in Government and created a certain amount of confusion. To check this tendency, therefore, the State Government has taken the following decisions :—

- (a) Decisions Should be allowed to be made at the lowest empowered and authorised to make these and it should normally be left to processes of appeal and representation available to the parties concerned to get such decisions reconsidered.
  - (b) Where a decision taken by a lower authority is not approved by the higher authority, it should not be revised without taken into consideration, by obtaining through the proper channel, the views of the authority who has made the decision.
  - (c) Individual cases or classes of cases where a particular authority is empowered to take a decision should not be removed from the purview of that authority to a higher authority, However, the latter may, if it so wishes, issue any policy directions with regard to how a particular decision or policy is to be implemented.
2. Government would like to emphasise again that these instructions should be conveyed to all officers under you and should be complied with strictly so that interference with the functioning of a lower authority by higher authority does not take place, except for good reason, and in a regular authorised manner.