

Chapter V

Compilation of Annual Administrative Report by
State Government Departments

Compilation of Annual Administrative Report by State Government Department

With a view to streamlining the functioning of Government departments as well as bringing transparency, the Commission recommends that each Department of State Government should compile and publish an Annual Administrative Report covering the period from 1st April to 31st March. The Report must contain objectives of setting up of the Department as well as offices and agencies under its administrative control; the administrative structures indicating number of personnel in each structure; its functioning in the relevant year highlighting the achievements and failures. This Report should invariably be published within 30th June of each year and circulated widely.

The relevant rule regarding preparation of Annual Administrative Report as incorporated in the Manual of Secretariat Office Procedure should be appropriately amended.