

CHIEF MINISTER'S SECRETARIAT

Introduction

Chief Minister's Secretariat is not an Administrative Department. It deals with subject matters relating to the smooth functioning of the office of the Chief Minister. Under it, the Addl. Chief Secretary is the Head of the Secretariat.

Functions and Duties:

The main functions and duties of the Chief Minister's Sectt. are indicated below :

1. Handling all the letters/petitions/memoranda addressed to the Chief Minister.
2. Drafting and issue of D.O. letters from the Chief Minister to all concerned.
3. Preparation of Budget under the control of this Secretariat i.e. :-
 - (i) "2013-Council of Ministers (01) Chief Minister Non Plan.
 - (ii) "2052-Secretariat General Services- 090-Secretariat (01) Chief Minister's Secretariat" – Non Plan.
4. Procurement of office furniture and stationeries for Chief Minister's Secretariat" and the Chief Minister's Office.
5. Arrangement of refreshment to meetings etc host by Chief Minister.
6. Purchase including maintenance of Chief Minister's vehicles/staff car.
7. Received proposals under CMSRDF & CMSUDF and forward them to Nodal Department duly sanctioned approved by Chief Minister.
8. Receiving proposals under CM's Special Grant and sanctioning as approved by the Chief Minister.
9. Preparation of Bills :-
 - [i] Pay Bill of Chief Minister and the staff of Chief Minister's Secretariat/ Chief Minister's Office.
 - [ii] Honorarium & other facilities of Political Adviser/Political Secretary to Chief Minister/Chairman Infrastructure Development Committee and pay bill of the staff of Political Adviser/ Political Secretary/Chairman/ Infrastructure Development Committee.
 - [iii] T A Bills /Medical Bills of Chief Minister, Political Adviser/Political Secretary/Chairman Infrastructure Development Committee as well as of the staff of Chief Minister's Secretariat/Chief Minister's Office/ Political Adviser/ Political Secretary/ Chairman Infrastructure Development Committee.
 - [iv] Contingency bills.

[v] Advances etc. of the staff.

10. Achievements:-

The Chief Minister's Secretariat is not dealing with the implementation of any scheme/project. During the year, it has achieved some progress e.g. Implementation of FTS i.e in monitoring the movement of Daks and Files and the Online State Public Grievances and also the implementation of e-Governance through e-Office Software for processing of files. Regarding CMSRDF and CMSUDF also, the processing of files is going-on through computerization. One of the major achievement within this year is the sanction of the Hon'ble Chief Minister to an amount of `6 crores (Rupees Six crores) only from his Relief Fund for expenditure of COVID-19 for funding towards Community Quarantine Centres through out the State. The amount were routed through the Deputy Commissioners.

Another achievement is the Sanction of the Hon'ble Chief Minister to CMSG (Chief Minister's Special Grant) to an amount of `7 crores (Rupees Seven crores). The main aims of the Fund within this year is mostly for COVID-19 towards the expenditure of Provision Kits throughout the State and Stranded citizen. The amount for provision kits were route through the Deputy Commissioners whereas for transportation of the Stranded citizen, the amount were transferred directly to the Bank Account of the beneficiaries.