

Office Memorandum**Subject:- "Open House" with Principal Secretary, Excise & Taxation".**

In reference to the above, it is stated that for meeting PSET, there is an existing practice whereby officers/officials of the Department can seek an appointment through e-mail/phone/in-person from his office.

In addition to this formal arrangement, as a convenience to serving & retired officers/officials of the Department who have any service related grievances, an "Open House" system is being introduced, whereby they can meet the PSET without an appointment. The initiative aims to provide an opportunity to serving & retired officers/officials to submit their service related matters such as retirement benefits, promotions, disciplinary proceedings, etc. (other than requests for transfer and posting.) The "Open House" timings are 10.00am to 11.00am on Tuesday, Wednesday & Thursday every week. Officers/officials may however check his availability before the visit.

Further, any stake-holder/association/organisation can similarly meet from 11:00 AM to 12:00 PM on prescribed days as above, to discuss any issue related to the Department and to give suggestions for 'Ease of Doing Business' in any area related to the Department.

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To:

1. Secretary to C.PS.C.M
2. Secretary to Chief Secretary
3. ETC