

No. 21/17/88-1AR
Government of Haryana
Chief Secretary's Office
Administrative Reforms Department

Dated Chandigarh, the 15th January, 2020

1. The Secretary to Governor, Haryana.
2. The Senior Secretary to Chief Minister, Haryana.
3. All the Administrative Secretaries to Government, Haryana.
4. All Senior Secretaries/Secretaries/Private Secretaries to Ministers/Ministers of State.

Subject: Standing orders of Administrative Reforms Department.

Sir,

I am directed to refer you on the subject noted above and to inform you that the Standing Orders of Administrative Reform Department (along with its annexure) has been uploaded on the website (www.csharyana.gov.in) of Administrative Reforms Branch for information and necessary action.

Yours faithfully,


(Sanjeev Kumar)

Superintendent (A.R.)

for Chief Secretary to Government, Haryana.

INTERNAL DISTRIBUTION

1. PS/PSCM for information of PSCM.
2. PS/CS for information of Chief Secretary.
3. PA/DSAR for information of DSAR.
4. USAR/Supdts. SIU/DCU/RTI Cell/RO (RU).
5. All Staff of Administrative Reforms Department.

HARYANA GOVERNMENT
ADMINISTRATIVE REFORMS DEPARTMENT

STANDING ORDERS

In pursuance of the provision of rules 18 and 19 of the Rules of Business of the Government of Haryana, 1977, framed under Article 166 of the constitution of India, it is hereby directed that the work being dealt with in the Administrative Reforms Department by Administrative Reforms Branch, Delay Checking Unit, Staff Inspection Unit, Research Unit and RTI Cell under the administrative control of the Chief Secretary to Government, Haryana shall be disposed off as indicated in the annexure to this order.

2. These delegations shall be considered as binding only in the sense that the cases mentioned against each level shall not normally go to any higher authority. However, simple cases and simple stage of difficult cases can and shall be disposed off at the levels lower than mentioned in this list. Guidance for this should be had from past precedents.

3. In my absence, the Chief Secretary to Government, Haryana may finally dispose off the cases of extreme urgency pertaining to Administrative Reforms Department. Such cases, however, shall be shown to me, on my arrival at Chandigarh.

Chandigarh, Dated
the 13th January, 2020


Manohar Lal
Chief Minister, Haryana.

STANDING ORDERS**(Administrative Reforms Department)****A. Level of Chief Minister (Minister-in-Charge)**

1. All cases which are required to be submitted to Council of Ministers/Governor.
2. Implementation of administrative reforms recommended by the Chief Secretary's conference.
3. Implementation of administrative reforms recommended by Administrative Reforms Commission (GOI).
4. Constitution of Committee to consider the recommendations of Administrative Reforms Commission (GOI).
5. All references relating to legislative business/assurances given on the floor of the Haryana Legislative Assembly.
6. Implementation of the recommendation made by Central Information Commission regarding RTI Act, 2005.
7. Constitution of Committee to recommend the name (s) for appointment as Chief Information Commissioner/State Information Commissioners.
8. Finalisation of Terms and Conditions of the Chief Commissioner/Commissioners in the State Information Commission Haryana.
9. Framing/amendments in State RTI Rules for implementation of Right to Information Act, 2005.
10. Implementation of the recommendation made by State Government regarding Haryana Right to Service Act, 2014.
11. Constitution of Committee to recommend the name (s) for appointment as Chief Commissioner/Commissioners in the Haryana Right to Service Commission.
12. Finalisation of Terms and Conditions of the Chief Commissioner/Commissioners in the Haryana Right to Service Commission.
13. Framing/amendments in State Rules for implementation of Haryana Right to Service Commission.
14. Introduction of Single File System.
15. Finalisation of the Standing Orders of Administrative Reforms Department.
16. Setting up of the Haryana Administrative Tribunal.
17. Constitution of Committee to recommend the name (s) for appointment as Chairman/Members in the Haryana Administrative Tribunal.
18. Framing/amendments in State Rules for implementation of the Haryana Administrative Tribunal.

19. Implementation of Administrative Reforms recommended by Haryana Governance Reforms Authority (HGRA).
20. Finalisation of Terms & Conditions of the Chairperson/Vice Chairpersons/Members of the HGRA.
21. Constitution of Task Groups and appointment of Chairperson/Member Secretary in Task Group recommended by HGRA.
22. Implementation of Parivartan Scheme (Team Haryana) to accelerate the process of perform, Reforms, Transforms (PRT).
23. Allocation of Blocks to Team Haryana under Parivartan scheme.
24. Progress Report of Team Haryana under Parivartan scheme.
25. All matters relating to Creation of "Work Assessment" norms to conduct work study and "Staffing" policy for all Government Offices in the State."
26. Celebration of Good Governance day on December 25th, every year on the concerned event of A.R. Department.

B. Level of Chief Secretary (Administrative Secretary)

1. To examine the case of delay of various departments reforms to Administrative Reforms Department to find out delay at various levels and fix responsibility of all categories of Government employees.
2. Implementation of proposal formulated as a result of work management studies of various department conducted by Administrative Reforms Department to bring about improvement in the delivery of Public Service.
3. Revision of Secretariat Instructions.
4. Implementation of Administrative Reforms recommended by the Administrative Secretary of the Haryana State.
5. All reference relating to the Indian Institute of Public Administration in connection with various meetings/conferences and payment of annual subscription etc.
6. To take final decision on work measurement reports made by staff Inspection Unit.
7. All references relating to publication of Manuals by various department of the State and preparation of booklets containing important instructions therein.
8. Review of e-governance initiatives taken by various department of the State.
9. Monitoring of action plan for implementation of Haryana Right to Service Commission.
10. To conduct "Work Studies" to examine the requirements of Staff [Officer(s)/officials(s)] and recommendation to creation/deletion of post of Staff [Officer(s)/officials(s)] for all Departments of Haryana Government."
11. Monitoring of Team Haryana of Parivartan Scheme.
12. Monitoring of action plan for implementation of RTI Act in the State.

C. Level of Additional Secretary/Special Secretary/Secretary:-

1. Initiating action on suggestions contained in the journal of HIPA and other such publications received from Government of India
2. Initiating action of inspection reports of Administrative Reforms Department.
3. Arrangements for disposal of important/immediate references during holidays.
4. Coordination to boost up O & M activities in various department of the State.
5. Examination of publications received from other State Governments relating to their activities in the field of administrative reforms.
6. Formulation and implementation of Citizen's Charter – publicity, monitoring and review thereof.
7. Approval of inspection tours of the Staff of the Administrative Reforms Department.
8. Internal Adjustment of staff posted in various branches of Administrative Reforms Department.

D. Level of Deputy Secretary/Under Secretary:-

1. Follow up action on Delayed cases.
2. Miscellaneous work in the branches.
3. Monitoring of Work of the branches.
4. Clarification/back references etc.

E. Level of Research Officer (Research Unit):-

1. Collection of data/information in connection with the studies to be carried out for bringing in more transparency and efficiency in the delivery of Public Service.
2. Follow-up action for implementation of recommendations made in study reports.
3. Clarification/back references etc.

F. Level of Superintendent

1. Back references/issue of reminders of routine nature.
2. Filling of interim replies received from various departments.
3. Distribution of work amongst the staff of the Branch.