

URGENT

**No.3/3/2001-MC
Government of Haryana
Monitoring and Coordination Cell
O/o Chief Secretary, Haryana.**

**Haryana Civil Secretariat,
Dated, Chandigarh the 20th December, 2012**

To

1. All the Administrative Secretaries, Government of Haryana.
2. All the Heads of the Departments/ Chief Administrators & Managing Directors of Boards/Corporations, Government of Haryana
3. Commissioner, Ambala/ Gurgaon/ Hisar and Rohtak Divisions.
4. All the Deputy Commissioners in Haryana.

Subject: Regarding Inspections by Administrative Secretaries/ Heads of Departments of the Head Offices/Field Offices to monitor their functioning, maintaining punctuality and Redressal of Grievances of the public at large.

Sir,

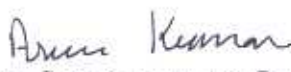
I am directed to invite your kind attention to Circular letter No.3/3/2001-MC dated 17th November, 2009 on the subject cited above regarding inspection of the Head Offices/Field Offices by the Administrative Secretaries, Heads of the Departments, Divisional Commissioners and Deputy Commissioners. In partial modification of these instructions, Government have decided that while the Heads of Departments shall continue to submit Tour Notes to the Administrative Secretaries, copy of same shall also be sent to the Chief Secretary. Similarly, Administrative Secretaries will also send their Tour Notes to the Chief Secretary. There is no change in the number of visits to field offices.

2. It has been noted that the Monthly Review Meeting to be held at the level of the Head of the Department, which is also required to be addressed by the concerned Administrative Secretary as per ibid instructions, is not being convened on regular basis. It has been decided that the concerned Administrative Secretary will send copy of the Minutes of Monthly Review Meeting w.e.f. the Review Meeting held in the month of December, 2012 to the Chief Secretary. The Departments are also advised to prepare standard formats for calling reports pertaining to core areas of their functioning which will show the performance of the Departments at a glance and send the same to the Chief Secretary by 15.01.2013.

Above information may preferably be sent through e.mail at cs.coordination@hry.nic.in

The above instructions may please be brought to the knowledge of all concerned for their strict compliance.

Yours faithfully,


Deputy Secretary to Govt. of Haryana.

M.S.R.