

HARYANA CIVIL SECRETARIAT
SECRETARIAT ESTABLISHMENT ORGANIZATION
ORDER

It has been observed that the Centralised file Movement and Tracking Information System (cefMaTIS) is not being used in the offices/branches. You are once again requested to use the Centralised file Movement and Tracking Information System for recording of movement of files without any further delay. The compliance report may please be sent with in 15 days positively.

Dated Chandigarh,
the 22/07/09

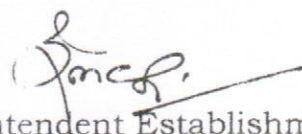
RAJBIR SINGH
Joint Secretary to Government Haryana.
Secretariat Establishment

No. 19/17/2008-3EII

Dated 27/07/09

A copy each is forwarded to the following with a reference to Government order No.19/17/2008-3EII, dated 21st April, 2009 (copy enclosed) for necessary action :-

- a) All Administrative Secretaries to Government, Haryana.
- b) All Special Secretaries to Government Haryana.
- c) All Joint Secretaries/Deputy Secretaries/Under Secretaries to Govt. Haryana.
- d) All Senior Secretaries to Ministers/Secretaries to Minister/Private Secretaries of Haryana Civil Secretariat.
- e) Administrative Officer, Haryana Civil Secretariat.
- f) All Superintendents/Deputy Superintendents/Branch Incharge of Haryana Civil Secretariat.
- g) Technical Director and Project Incharge, NIC, 9th floor, Haryana Civil Secretariat for hosting on the State Govt. website.
- h) All Personal Assistants of Haryana Civil Secretariat.


Superintendent Establishment-II,
for Joint Secretary to Government, Haryana
Secretariat Establishment

**HARYANA CIVIL SECRETARIAT
SECRETARIAT ESTABLISHMENT ORGANIZATION
ORDER**

It has been decided to implement Centralised File Movement and Tracking Information System in Haryana Civil Secretariat. For the smooth implementation of this system, the following guidelines have been framed which should be followed by all the concerned meticulously:-

- (i) The Circulating Branch will take Branch-wise printout of all receipts on daily basis and send the same to Administrative Secretary/Special Secretary/Joint Secretary/ Branches concerned, who shall cross the same.
- (ii) The Branch Head of Circulation & Issue will take out printout of all the receipts and dispatches everyday and will sign the report of daily basis. These reports will be bound in form of register twice a month (1st to 15th and 16th to the end of the month) by the concerned Branch Heads for future reference.
- (iii) Each PS/PA will maintain the record in physical form (hard copy) by taking out the monthly printout of the report of all dak received and dispatched.
- (iv) The computers will be provided by the Administrative Branch of Secretariat Establishment. At least one computer in each Branch will be provided, if it is not already available in the Branch.
- (v) Each Branch Head (Superintendent/Deputy Superintendent) will maintain the record in physical form (hard copy) by taking out the monthly printout of the report of all the dak received.

Dated Chandigarh
the 18th April, 2009

Dharam Vir
Chief Secretary to Government Haryana.

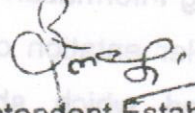
No. 19/17/2008-3EII,

Dated Chandigarh, the 21st April, 2009

A copy each is forwarded to the following for information and necessary action:-

1. All Administrative Secretaries to Government, Haryana.
2. All Special Secretaries to Government, Haryana.
3. All Joint Secretaries/ Deputy Secretaries/ Under Secretaries to Govt., Haryana.
4. All Senior Secretaries to Ministers/Secretaries to Ministers/

6. All Superintendents/Deputy Superintendents/ Branch Incharge of Haryana Civil Secretariat.
7. Technical Director and Project Incharge, NIC, 9th floor, Haryana Civil Secretariat for hosting on the State Govt. website.
8. All Personal Assistants of Haryana Civil Secretariat.


Superintendent Establishment-II,
for Chief Secretary to Government, Haryana.

INTERNAL DISTRIBUTION

1. PS/C.S.
2. P.A./SSPS/JSSE/DSSE

No. 16712/2008-3EII
Dated Chandigarh, the 18th April, 2009
Chief Secretary to Government Haryana
Dharam Vir

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