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No. 6/5/2016-MC
Government of Haryana
Monitoring & Coordination Cell

Haryana Civil Secretariat
Dated, Chandigarh the 27th October, 2016

From

Principal Secretary to Govt. Haryana,
Monitoring & Coordination Cell.

To

All the Administrative Secretaries to Govt., Haryana.
All the Heads of the Departments.
All the Deputy Commissioners in the State.

SUB:- Comprehensive instructions for implementation of announcements made by the Hon'ble Chief Minister.

Madam/Sir,

In supersession of all instructions on the subject, I have been directed to ensure that following instructions are complied with by all concerned for expeditious implementation of announcements made by the Hon'ble Chief Minister:-

1. The primary responsibility for implementation of CM's announcements shall be of the concerned Administrative Secretary of the Department. The practice of appointing Nodal Officer for implementation of CM's announcements is hereby dispensed with. The Monitoring & Coordination Department shall correspond only with concerned Administrative Secretary and Deputy Commissioner for implementation of CM's announcements.
2. Before making any announcement, Hon'ble Chief Minister generally seeks feedback from the concerned Department now-a-days and it is expected that the concerned Department will give report regarding feasibility whenever asked even if time is short.
3. As soon as any announcement is made by the Hon'ble Chief Minister in the field, the concerned Deputy Commissioner should upload the announcement on the Website for approval of CM, preferably the same day or positively by next day (even if it is not a working day). The CM Secretariat will obtain the orders of the Hon'ble CM and upload the same on the website after assigning it a number and send it through e.mail to the concerned Administrative Secretary and the Deputy Commissioner on their official e.mail ids.

4. The concerned Administrative Secretary should draw timelines to implement the CM's announcements within two weeks of receipt of its communication and should prepare a PERT (Programme Evaluation Review Technique) Chart, wherever applicable to ensure that the activities are taken up simultaneously. For example, Hon'ble CM announced establishment of Anaj Mandi, Israna at new place on 06.04.2015 for which Panchayat land had been identified. Even though the Panchayat Department approved the transfer of 35 acres of land on 16.03.2016, the work has not started on ground till date. If same had been discussed at the time of initial announcement itself, it could have been easily ascertained within 2-3 months that the Anaj Mandi would be set up on Panchayat land and half of work could have been completed till now but unfortunately even estimates have not been prepared till date.
5. If a CM's announcement is proposed to be transferred to another Department, the Administrative Secretary of the latter Department should invariably be consulted and his views, even if taken on telephone, should be recorded on the transfer proposal. If it is to be transferred, same should be submitted for orders of Hon'ble within 15 days positively from the date of communication of announcement alongwith the brief of discussions held with the other Department to whom the announcement is proposed to be transferred.
6. If the Department is of the opinion that it is not possible to implement a particular announcement, it may be categorized as 'non feasible' and submitted within 15 days from the date of communication of the announcement for the orders of the Hon'ble CM.
7. While deciding the land/building which is to be selected for implementation of CM's announcements, all concerned Departments including Engineering/ Architecture should be associated. This process should not take more than two months in any case and immediately after selection, the simultaneous steps for the preparation of drawing, estimates, calling of tenders etc. should be initiated as per PERT Chart drawn by the Department.
8. Wherever acquisition of land is involved, draft notification for acquisition of land under The Right to Fair Compensation And Transparency in Land Acquisition, Rehabilitation & Resettlement Act-2013 should be ready and should be issued after the approval of the Competent Authority as soon as the Rules are notified, which is likely to be done shortly.

9. It has been observed that different timelines are being followed while calling tenders. Some Departments are giving one month, some are giving 28 days while some are giving 15 days. The matter has been discussed with PWD (B&R) and they have circulated instructions vide Memo No.94950-981 dated 30.09.2016 to all the Heads of the Departments (copy enclosed as Annexure-I for ready reference) by which timeline of only two weeks has been prescribed and therefore, this timeline should be adhered to while calling tenders for implementation of CM's announcements.
10. One more area of concern is that in some cases, abnormally long time has been given to the contractors for execution of the work. Hence, a conscious view should be taken to prescribe the minimum time limit within which the work should be executed. For example, a single storey structure can now-a-days be completed in six months but in some cases, even 12 months have been given for execution of the work.
11. It will be the responsibility of the concerned Department to ensure that the contractor executes the work within the prescribed time limit. The extension in these time limits is being given without the knowledge of the HoD or the Administrative Secretary. Therefore, orders may be issued that whenever extension beyond one month upto three months is given, same should be done with the approval of the HoD and wherever, time limit is extended beyond three months, it should be done with the approval of the Administrative Secretary so that they are aware of the reasons for delay in implementation of the work pertaining to the CM's announcements. Wherever there is delay of more than three months, same should be informed to Monitoring & Coordination Cell separately and responsibility should be fixed in all such cases, if anyone is found wanting.
12. The review of action taken on all CM's announcements pertaining to a Department should be done by the Administrative Secretary atleast once in a month and after approval of the status on file, same should be uploaded by 5th of every succeeding month. All parameters pertaining to the announcements like estimated, cost, likely dates of initiation and completion, funds released and utilized etc. should be regularly up-dated as per the columns in the software. Some Departments have been found to be badly wanting in this regard. The current up-to-date status should be uploaded by all Departments positively by 5th November, 2016.
13. In some cases, it has been seen that CM's announcements have been shown in the category of 'in progress' even though the tenders have not

been allotted. The practice of showing an announcement 'in progress' after only according administrative approval is not proper and the work should be shown 'in progress' only after the tender has been allotted.

14. The Administrative Secretaries and HoDs should be aware of the bottlenecks in the implementation of CM's announcements and take remedial measures. In some cases, it has been simply written that the work cannot be executed due to stay granted by the Court. Neither the CWP No. nor date of hearing in the case has been mentioned. It is expected that they would not only be aware about the facts of the case but would also ensure timely filing of reply and would discuss the case with the concerned Law Officer for vacation of the stay. Wherever the issue cannot be resolved by one Department with the other Department after mutual discussions and intervention of Chief Secretary, Haryana is required, a written request may be sent to the Chief Secretary for resolving the issue at his level at the earliest.

The Hon'ble Chief Minister has ordered that atleast 50% of the announcements made till 30.09.2016 should be implemented by 31st March, 2017 and not more than 5% of total announcements should be in 'pending' category which should be brought to the notice of the Hon'ble Chief Minister on file alongwith reasons. Monthly progress likely to be achieved from November, 2016 to March, 2017 should be sent at cs.coordination@hry.nic.in after thorough review by 05.11.2016 as has been communicated by HRDF (Annexure-II). It is made clear that while writing Performance Appraisal Report (PAR) of IAS Officers for the year 2016-17, sincere efforts made by an Officer for the implementation of CM's announcements shall be one of the important criteria. Bottomline is that the CM's announcements should be implemented with all seriousness which they deserve.

Yours sincerely,



(T.C. Gupta, IAS)

Principal Secretary to Govt. Haryana
Monitoring & Coordination Cell
e.mail id: cs.coordination@hry.nic.in
Telefax: 2714010

Encl: as above.

CC:

1. PSCM for kind information of Hon'ble Chief Minister.
2. Chief Secretary, Govt. of Haryana.
3. APSCM-I, ASPCM-II, OSD (MK).

Annexure 5

From

The Engineer-in-Chief,
Haryana PWD (B&R) Branch,
Chandigarh.

To

All the Heads of the Departments Haryana,

Memo No. 94950 - 981 /Gen.

Dated, Chandigarh, the 30.09.2016

Sub:-

Notice period for tenders-Reduction thereof.

In Partial modification of Haryana Government order No. 44/135/05-05B&R

(W) dated 23.04.2008, the Govt. has approved the time frame for tender notices as under:

- (i) **Work upto Rs. 5 Lacs:** 7 days, with additional 2 days for circulation of notices.
There would be no mandatory requirement for the advertisement to be issued.
- (ii) **Works above Rs. 5 Lacs but not exceeding Rs. 25 lacs:** 2 weeks with additional 7 days for publication of appropriate advertisement in newspapers.
- (iii) **Works above Rs. 25 lacs:** 2 weeks, with additional 7 days for publication of appropriate advertisement in newspaper.

This is for information and necessary action

30/9/16
Executive Engineer/Gen,
for Engineer-in-Chief, Haryana,
PWD B&R Branch, Chandigarh.

Endst. No. 94987 /Genl.

Dated:- 30.09.2016

A copy of above is forwarded for information please:-

- ✓ 1. Principal Secy. to Govt. of Haryana, Monitoring and Coordinator,
Mini Sectt., Chandigarh

28.9.16

ANNEXURE-II**COMPLETION SCHEDULE OF ONGOING ANNOUNCEMENTS****IN PROGRESS AS ON 04.08.2016 = 96**

Months	No. of Annc. Scheduled to be completed	Annc. Code Nos.
August, 2016	6	9708, 9918, 10406, 10431, 10491, 10954
September, 2016	7	10407, 9939, 10425, 10069, 10160, 10897, 10952.
October, 2016	14	1007, 10421, 10461, 10100, 10396, 10401, 10398, 10130, 10275, 10266, 10600, 10859, 10745, 10947.
November, 2016	9	10019, 10413, 10255, 10441, 10158, 10403, 10603, 10893.
December, 2016	7	10399, 10807, 10906, 10762, 10875, 10890, 10895.
January, 2017	6	10024, 10907, 10948, 10942, 10941, 10949
February, 2017	2	10016, 10402
March, 2017	3	10437, 10866, 10943
Total	54	