

No.6/14/2015-MC
Government of Haryana
Monitoring & Coordination Cell
Haryana Civil Secretariat
Dated, Chandigarh, the 09th December, 2016

To

All the Administrative Secretaries to Govt. Haryana.

Subject: - Disposal of Files with the use of Centralized File Movement & Tracking Information System (CFM&TIS) in all Departments including Boards/Corporations and Autonomous Bodies.

Sir/Madam,

I am directed to refer to the subject noted above and to say that this matter was discussed in the First meeting of all the Administrative Secretaries held on 10.11.2016 under the Chairmanship of Chief Secretary to Government of Haryana. The status of pending files as per CFM&TIS was shown in the meeting from which it was evident that large number of files were pending in most of the Departments and the status was not encouraging. It was also observed that majority of files might have been disposed off but these might not have been entered in the CFM&TIS. The CFM&TIS is very important tool for controlling the file movement and its disposal. The latest status of the pending files as per CFM&TIS as on 08.12.2016- Department wise, is enclosed. Hon'ble CM has directed that all the files which are pending for more than 30 days should be disposed off within next 15 days positively. I am further directed to inform you that this will be discussed in detail as a separate agenda item in the next meeting of Administrative Secretaries to be held shortly under the Chairmanship of Chief Secretary, Haryana.

Yours faithfully


(Lili Ram) 9-12-2016

Under Secretary

for Principal Secretary to Govt. Haryana
Monitoring & Coordination Cell
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CC:

1. PSCM for kind information of Hon'ble Chief Minister, Haryana.
2. Chief Secretary, Haryana.