

CHAPTER XIV

Reports, Returns and Reviews

242.— Each branch should maintain a printed calender of all reports and returns due from, and to it, in the following forms :—

CALENDER OF REPORTS AND RETURNS

Name of report or return.	From whom due	Date on which due to branch	To whom due	Date on which due to Govt. of India or Other authority	Remarks
1	2	3	4	5	6

Copies should be hung up in the rooms of administrative officers of branches and of Superintendents and, a copy supplied to each Assistant. Superintendents and Assistants should study their calendars and, a month before a report is due, submit for approval a demi-official reminder calling the attention of the officer concerned to the fact that the report is due on a particular date, and that Government expects it to be submitted punctually. If the report is not received by the date fixed, the matter should be brought to notice and an official reminder sent up for approval. A week before a report is expected the superintendent or Assistant concerned should take steps to collect the reviews and reports of the previous three years and any cases bearing on the report, which should be looked up in proceedings and note books, the object being to have the case complete before the report comes, so that it may be taken in hand immediately on arrival. The papers should reach the officer dealing with the report at least three days before the report is due. Superintendents should see that no avoidable delay occurs. Superintendents and Assistants should keep a careful note of any orders requiring particular subjects to be noticed in annual reports and see that the files on these subjects are put up before submission of the annual report for orders.

(2) Similarly a week before a return is due, the Superintendent or Assistant should ascertain how many officers have submitted their statements and then remind those who have not replied, as above. If all the replies are not in on the prescribed date, the matter should be brought to the notice of the Secretary or Under Secretary concerned.

243. All officers upon whom the duty of furnishing an annual report devolves should use their utmost endeavour to submit it promptly. No elaboration of literary merits can be weighed against the all important requirements, of submission at the prescribed time. Reports should not be delayed for want of maps. The

statements should be confined to those which are (1) definitely ordered by the Government of India, (2) necessary for the information of the public and (3) required constantly for use in the department.

(2) A report should consist of accurate facts and figures with concise and intelligent criticism of them, both facts and comments being contained within reasonable compass. In order to attain this object the following principles should be strictly followed :—

- (i) The report should contain only the explanation of important or suggestive variations in the statistics and the statement of really not worthy facts in the history of the year's administration.
- (ii) No mere paraphrasing and re-production of the statistics should be allowed in the report.
- (iii) All attempts to offer explanations of variations in the figures which are not important or unusual, should be excluded unless the fact alleged in explanation is in itself important enough to demand mention.
- (iv) The idea that it is necessary to say something should be discarded, and it should be recognised that the briefer a report is the better, if it says all that need be said to show an intelligent comprehension of the meaning of the facts and figures and of the salient features of the year's work.
- (v) Matters requiring consideration and orders should not be brought forward in an annual report, but should invariably be submitted in a separate official letter. If comment or suggestion is considered necessary it should be as brief as possible especially where the matter is a complicated one or one regarding which there is room for controversy. The object of a report is to state that has been done rather than to suggest what should be done.
- (vi) Unfavourable comments on the working of departments not under the control of the reporting officers should always be excluded from periodical reports, except when the proper treatment of the history of the year absolutely necessitates an opposite course. Complaints by an officer of one department against the action of another department should always be made in a separate communication.

(3) Heads of Departments should first submit annual departmental reports to Govt. for approval before sending them to the Press for printing.

244. *Review of departmental report.*—Reviews of departmental reports should invariably be drafted by the Secretaries concerned. As soon as the reviews have been approved by the Council of Ministers should be published in the Gazette. It is important to ensure that the publication of report in the Gazette and their communication to the Govt. of India are made simultaneously. Letters forwarding the reports to the Government of India, where considered necessary, will be issued by the Branch concerned. After a review has been published, the Assistant dealing with the case should examine the review and, if any further action is required, resubmit the case for orders.

A separate section of the review should not be devoted to accounts, but one paragraph should deal with the subject of income and expenditure as a whole, another with taxation in detail, another with loans, and another with balances, whilst the income and the expenditure on Education, Medical Establishment, Public Works and the rest should be discussed in paragraphs devoted to those subjects.

All annual Administrative Reports together with its review should be placed before the Council of Minister for approval with in six months of the end of the year to which it relates. All Administrative Depts. should also add a separate critique with their Annual Administrative Reports listing the various issues suggestions for improvement and relevant observations. It is clarified that the Critique is not to be printed but it simply to accompany the draft administrative Reports and Review submitted to the Council of Ministers. No departmental review should be published in the Gazette expect under the order of Council of Ministers.

245. The following reports are due in the various Branches of the Civil Secretariat.

Sr. No.	Description of reports	From whom due	Date on which due with Haryana Govt.	Date on which due with the Govt. of India	Remarks
1	2	3	4	5	6
JAIL BRANCH					
1.	Quarterly statement showing the appointment of Scheduled Castes in Jails Department	Inspector General of Prisons, Haryana		Jan., April, July and October.	
2.	Quarterly progress report on the activities of the Jail Department	Do.		Do.	
3.	Monthly list of officers who are due to retire within the next 12 months.	Do.		10th of each month	
4.	Annual Report on the Administration of the Jail Department.	Do.		1st May.	
5.	Monthly statement showing progress made in the disposal of cases Govt. servants under suspension.	Do.		10th of each month	
JUDICIAL BRANCH					
1.	Annual Report of the legal affairs of Haryana	Legal Remembrancer to Govt. Haryana.		1st April.	
PRINTING AND STATIONERY BRANCH					
1.	Annual Report on the working of Government Presses.	Controller of Printing & Stationery, Haryana		31st December.	
GRIEVANCES BRANCH					
1.	Under grievances Branch as Anti-Corruption Committee of Districts are dealt with by the Grievances Branch.	All Deputy Commissioners			
2.	Monthly report showing the progress made in the disposal of cases in which the State Vigilance Bureau has concluded investigation.	All Administrative Secretaries.			

MUNICIPAL COMMITTEES

- I. Constitution of Municipal Committees.
- II. Number of meetings of the Municipal Committees.
- III. Income and Expenditure of Municipal Committees.

- Appendix. I. Constitution of Notified Area Committees.
 Appendix. II. Income and Expenditure of N.A.Gs.
 Appendix. III. Financial position of Municipal Committees.

POLITICAL DEPARTMENT

Brief for the periodical Report from Governor
to the President of India.

Administrative
Secretaries.

2nd and each month.

GENERAL SERVICES BRANCH-III

1. Quarterly Progress report speedy disposal of suspension cases of Govt. Employees.
 - (i) All Heads of Departments are required to submit the report to the Administrative Deptt.
 - (ii) All Administrative Departments are required to submit the quarterly report to the Chief secretary.

30th April, 31st July,
31st October, 31st
January.
15th May, 15th August,
15th November, 15th
February.

LABOUR DEPARTMENT

Sr. No.	Name of the Report	To whom submitted	Last date of submission as fixed by state Govt./Govt. of India.
1	Annual Report on the working of Labour Deptt.	State Government	30th September
2	Annual Report on the working of Trade Union Act, 1926	Govt. of India/State Govt.	30th September
3	Annual Report on the working of FACT ORIE Act, 1948.	Do.	25th August.
4	Annual Report on the working of Minimum wages Act, 1936.	Do.	30th May.

5. Annual Report one the working of Maternity Benefit Do. 30th May.
6. Annual Report on the working of workmen's compensation Act, 1923. Do. 30th April
7. Annual Report on the working of Payment of wages Act, 1936. Do. 30th September
8. Annual Report on the working of Industrial Disputes Act, 1947. Do. 30th April

HOUSING BRANCH

S. No.	Description of Reports	From whom due	Date on which due with Haryana Govt.	Date on which due with Govt. of India	Remarks
1	2	3	4	5	6

1. Quarterly Progress Report under Ligh/Migh. Scheme From all D.C.'s in the state & Housing Board. 10th After the expiry of each Quarter 15th After the expiry of each Quarter.

2. Quarterly Progress Report on 19th Report of P.A.C. From all D.Cs. Do. Do.

3. Quarterly Progress Report on 21st Report of P.A.C. Do. Do.

4. Construction Assistance Point No. 9(b) of 20 Point Housing Board MAP 8th of the following month 10th of the following month

5. EWS houses Point No. 10(b) of 20 Point Programme. Housing Board M.P.R. 8th of the following month 10th of the following month

6. Shortfalls of class III & IV posts Reservation for SC, BC, Ex-Servicemen & Handicapped. Do. 10th after the expiry of each Quarter.

SOCIAL WELFARE DEPARTMENT

1. Action taken in cases in regard to the implementation D.S.W./D.E.C. of the orders of Chief Minister--Fortnightly report 7th and 21st of each month P.S./C.M.
2. Monthly report regarding action taken or orders passed by Chief Minister on demands/Requests made by public. Do. 7th of each month P.S./C.M.
3. Periodical report from the Governor to the President of India. Do. 2nd of each month (C.S. in political branch)

1	2	3	4	5	6
4.	Implementation of New 20 point programme. (7th point under financial Assistance to S.C. & B.C.)	D.S.W./D.E.C.	7th of each month (Planning Dept.)	7th of each month (Home Ministry)	
	(a) Monthly Progress report.	Do.	20th April, 20th July	(Home Ministry)	
	(b) Quarterly Progress Report.	Do.	20th Oct., 20th Jan.	(Social Welfare Ministry)	
5.	Quarterly Progress report speedy disposal of cases of suspended officers/officials	Do.	30th April, 31st July, 31st Oct., 31st Jan.		
6.	Submission of Quarterly Progress report to Central Ministries and to the Prime Minister's secretariat.	Do.	(C.S. in G.S.-II Br. 30th April, 31st July 31st Oct, 31st Jan. of each year C.S. (in A.R. Br.)	Social Welfare Ministry (Home Ministry)	
7.	Elimination of delay in the disposal of Govt. Business Quarterly Progress Report regarding pending cases.	Do.	30th April, 31st July, 31st Oct, 31st Jan., of each year C.S. (in A.R. Branch)		
8.	Reservation in services to the various posts physically Handicapped. Quarterly report.	Do.	Do. C.S. (in G.S. II Branch)		
9.	Return of pending pension cases and list of employees who are due to retire from services within next 24th months	Do.	10th days of the succeeding month F.D.		
10.	Report regarding sale of scraps Monthly report	Do.	Do. F.D.		
11.	Annual report Regarding Manpower generation	Do.	Annual(F.D)		
12.	Staff position to Employment Exchange, Annual Report	Do.	Annual Economic and Statistical Advison (F.D.)		

SECRETARIAT INSTRUCTIONS

246. *Return of petitions withheld.*—The Heads of Departments send a quarterly return in the form given below on the 15th day of April, July, October and January to Government specifying all memorials withheld by them during the preceding quarter, and the reasons for withholding the same.

(a) List of memorials withheld during the quarter ending the—

(b) Name of Department—

FORM

S. No.	Name and Particulars of Govt. servants who memorialised	Brief Subject of the memorial.	Date of the submission of the memorial	Head of Deptt. who withheld the memorial	Reasons with dates or orders withholding the memorial
1	2	3	4	5	6

247. *Reports to Government of India on important matters.*—Besides the fortnightly report of Chief Secretary, which covers all the Departments, information regarding important events which have excited public interest or which directly concern the general public should, when considered necessary by the State Government, be communicated to the Government of India. The matters upon which the Government of India desire to receive early information are :—

- (a) Calamities such as floods or earthquakes, which cause serious damage to life or property ; and
- (b) All other events which have a political or administrative importance, including information as to the appointment or resignation of Ministers and resolutions passed by the Legislature which involve question of all India importance or which the State Government consider should be treated as such.

Such a report should be accompanied or followed by information as to the action, where necessary, taken by the State Government in the matter.