

**Subject :—Prevention of delay in the submission of cases**

Will the Financial Commissioner, Revenue and all Administrative Secretaries to Govt., Haryana, please refer to the subject noted above ?

2. It has been observed that unnecessary time is taken in the submission of cases, with the result that considerable delay takes place in their final disposal. In order to create awareness amongst the Government servants of the need for speedy disposal of work, it has been decided that in future dealing officials/officer should indicate the time taken in disposing of each file. This will be done by the official/officer concerned indicating, within brackets, the number of days (in words) taken, underneath his/her signature.

3. It has been observed that delay is also caused by the much prevalent practice of marking the cases downwards by Deputy Secretaries, Under Secretaries and Superintendents to their subordinates with the remarks 'Please speak' or 'Please discuss.' In future, this may be avoided and the officer or official requiring discussion should send for the concerned person or speak to him on the RAX telephone-rather than marking the file downwards. This will apply to officers upto the level of Deputy Secretaries.

4. With a view to achieving speedier follow-up action on the cases where information is asked for by the Chief Minister, the Deputy Secretaries should be made responsible for pursuing the matters at personal level. They will be answerable if there are unusual delays. Similarly, the Deputy Secretaries should keep track of all important cases, too.

5. These instructions may please be brought to the notice of all concerned for compliance.

Sd/-

Under Secretary, Administrative Reforms,  
for Chief Secretary to Government, Haryana.

To

The Financial Commissioner, Revenue and  
all Administrative Secretaries to Govt., Haryana.

U.O. No. 31/64/78-AR, dated, Chandigarh the 28-12-1978