

No. 25/24/78-6AR

Government of Haryana
General Administration Department
(Administrative Reforms Organisation)

Chandigarh, dated the July 12, 1979

OFFICE MEMORANDUM

Subject :—Elimination of delay in the disposal of Government business—submission of reports by the Administrative Department Branches regarding pending cases.

The procedure regarding the submission of monthly statement of pending cases by the Branches of the Administrative Departments to the Administrative Reforms Organisation has been reviewed and it has been decided to lay down the following revised procedure in this behalf :—

- (1) The list of pending cases shall hereafter be submitted once a quarter instead of once a month. This statement should now be delivered in the Administrative Reforms Organisation by the 10th of April, the 10th of July, the 10th of October and the 10th of January. The next quarterly Statement will be come due on the 10th October, 1979.
- (2) The Statement shall contain information only regarding cases in which final decision has not been taken within six months. The statement shall be submitted in the proforma annexed hereto.
- (3) A copy of the statement of pending cases should be available with the Superintendent, Under Secretary, Deputy Secretary/Joint Secretary and the Administrative Secretary.
- (4) The Joint Secretary/Deputy Secretary should hold a meeting each month for devising means to expedite disposal of the pending cases and, if necessary, the representatives of the Head of Department may also be called to this meeting. The Joint Secretary, Deputy Secretary should himself record on the concerned files the action taken for or progress made in the expeditious disposal of the cases. In the absence of Joint Secretary/Deputy Secretary, this responsibility will be undertaken by the Under Secretary.
- (5) A certificate should be attached with the statement of pending cases that monthly meetings have been regularly held, indicating the dates of the meeting.
- (6) Where necessary, the old pending cases should be discussed at the level of Administrative Secretary of the Department, who may also take up the matter with the Head of Department.
- (7) The Administrative Reforms Organisation will carry out surprise checks of three or four Branches every month to ascertain whether the statements of pending cases are being prepared and submitted correctly and whether corrective action is being taken on the lines indicated above. A report of these inspections will be submitted to the Chief Secretary/Chief Minister.

Sd/-

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

To

- (i) All the Financial Commissioners and Administrative Secretaries to Government, Haryana.
- (ii) All the Joint Secretaries, Deputy Secretaries, Under Secretaries,
- (iii) All the Superintendents/Deputy Superintendents of branches in the Secretariat and in the office of the Financial Commissioner.