

No. 29/1/79-AR

Government of Haryana

GENERAL ADMINISTRATION DEPARTMENT
(ADMINISTRATIVE REFORMS ORGANISATION)

Dated Chandigarh, the 18th July, 1979

Office Memorandum

Subject :—Measures to avoid administrative delays—reduction in the number of levels of consideration.

With a view to improving the efficiency of administration and avoiding administrative delays, the Government has taken the following decisions for implementation with immediate effect :—

- (i) All Administrative Secretaries should re-allocate work among Under Secretaries, Deputy Secretaries and Joint Secretaries within a period of one month, so as to ensure that the cases are disposed of according to their importance at the level assigned and not unnecessarily sent up to a higher level. There should be a clear-cut delegation of responsibility in this respect. This delegation may be made with the approval of the Minister-in-Charge.
- (ii) For specified types of cases, Under Secretaries should be encouraged to submit files direct to the Joint Secretary/Administrative Secretary, without routing them through the Deputy Secretaries. Deputy Secretaries should normally submit cases direct to the Secretaries and not through the Joint Secretaries.
- (iii) Assistants in a Branch should, in routine cases, submit files direct to the officer incharge of the Branch (Under Secretary or Deputy Secretary, as the case may be), so as to reduce the burden on the Superintendent and to enable the latter to devote more time for effective supervision of the Branch as also to make better contribution in the examination of important cases. The Officer-incharge of the Branch will determine whether all or some of the Assistant will send their cases direct to him. In matters involving routine processing like training programmes, issue of reminders, grant or casual leave, etc., level jumping by all Assistants should be encouraged.

2. These decision should be implemented immediately and a report of the action taken in this behalf sent to Administrative Reforms Organisation by the 16th of August, 1979.

Sd/-

Officer on Special Duty (A.R.)
for Chief Secretary to Govt., Haryana.