

No. 8/12/79-AR

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Departments in Haryana.
2. All Commissioners and Deputy Commissioners in Haryana.
3. All S.D. Os (Civil) in Haryana.
4. Registrar, Punjab & Haryana High Court.

Dated, Chandigarh the 24th August, 1979.

Subject :—Elimination of delays in the disposal of Government business.

Sir,

I am directed to address you on the subject noted above and to say that it has come to notice that in many cases delays occur in the disposal of Government work. The Government desires that overall improvement should be effected and utmost speed and promptitude ensured. It has, therefore, been decided that in the matter of taking action on any reference or case, the time schedule indicated below should be strictly adhered to at each level :—

- (i) An immediate reference/case should be normally dealt with in one day but not later than two working days;
- (ii) An urgent reference/case should be normally dealt with in two days but not later than three working days;
- (iii) An ordinary reference/case should be dealt with in seven working days.

These instructions may please be noted and also brought to the notice of all concerned for strict compliance.

Yours faithfully,

Sd/-

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