

No. 25/12/80-6AR,
Government of Haryana
General Administration Department
(Administrative Reforms Organisation)

Chandigarh, dated the 28th May, 1980.

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 statement of pending cases by the branches of the Administrative Departments was revised last year and necessary instructions were issued vide this organisation's Office Memo No. 25/24/78-6AR, dated 12th July, 1979.

2. It appears that there is some mis-understanding in some quarters regarding the exact meaning of the term "pending cases", in that the case in which a final decision is yet to be taken, but is being followed up regularly with the Head of the Department or any other concerned office/Organisation is not considered as pending, and, consequently, not shown in the quarterly statement of pending cases to be furnished to this organization in accordance with the revised procedure.

3. With a view to removing any mis-understanding on this account, it is hereby clarified that all the cases which are pending for 6 months or more for want of final decision, are to be shown in the said statement, notwithstanding the fact that the same are being followed up regularly. It is requested that the above position may be noted by all concerned for strict compliance in future.

Sd/-

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

To

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