

Subject :—Prevention of] delays in the submission of cases.

Will all the Financial Commissioners/Commissioners and the Administrative Secretaries to Govt., Haryana kindly refer to the instructions issued by this Organization, vide their U.O. of even number dated the 28th December, 1978 (copy enclosed); which were recently reiterated for strict compliance vide the Organization U.O. of even number dated the 29th July, 1981.

2. In order to assess the incidence of compliance of these instructions a random check was conducted in two branches, one each of Haryana Civil Secretariat and the office of the Financial Commissioner, Revenue, and it has been revealed that none of the officials/officers barring a few solitary cases, had indicated below his signatures the time taken in the disposal of each file. It may be clarified here that under these instructions all the officials/officers upto the level of Administrative Secretary are to indicate below their signatures, the time taken in disposal of each file. In addition to this, these instructions also put a constraint on the Superintendents/Under Secretaries/Deputy Secretaries to mark the files to their subordinates with the remarks 'Please speak' or 'Please discuss'. However, such cases also came to light at the time of random check. This only shows that Govt. instructions are not being followed strictly. Such a situation is a matter of concern. It is, therefore, requested that these instructions may please be brought to the notice of all concerned once again for strict compliance. Any violation of these instructions in future will be viewed very seriously and stern action may be taken against the defaulters.

Sd/-

(Ishwar Chandra)
Chief Secretary, Haryana.

To

All the Financial Commissioners/Commissioners &
Administrative Secretaries to Govt., Haryana.

U.O. No. 31/64/78-1AR.

Endst. No. 31/64/78-1AR,

Dated, Chandigarh the 8th Dec., 1981

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A copy, with a copy of enclosure, is forwarded, in continuation of this Organization U.O. of even number dated the 29th July, 1981 to all the Joint Secretaries/Deputy Secretaries/Under Secretaries/Superintendents/Deputy Superintendents of branches in the Civil Secretariat/Financial Commissioner, Revenue office, for information and necessary action.

Sd/-

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

Endst. No. 31/64/78-1AR

Dated Chandigarh the 8th Dec., 1981

A copy, with a copy of the enclosure, is forwarded in continuation of this Organization U.O. of even number dated the 29th July, 1981, for information, to the Secretaries/Private Secretaries, to Chief Minister/Ministers/Ministers of State/Deputy Ministers/Chief Parliamentary Secretary.

Sd/-

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