

From

Financial Commissioner & Secretary to Govt., Haryana,
Administrative Reforms Department.

To

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

Dated Chandigarh the 1-3-1989.

Subject :—Elimination of delays in the disposal of Govt. work.

Sir,

I am directed to invite your attention on the subject noted above and to say that in many cases delays have occurred in the disposal of Govt. work. It has, therefore, been decided to amend the time schedule laid down vide letter No. 8/12/79-AR, dated 24th August, 1979 (copy enclosed) as follows :—

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

The time schedule indicated above should be strictly adhered to at each level. These instructions may please be noted and also brought to the notice of all concerned for strict compliance.

Sd/-

Deputy Secretary, Administrative Reforms,
for Financial Commissioner & Secretary, Govt.,
Haryana, Administrative Reforms Department.