

From

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

To

1. All the Heads of the Departments in Haryana;
2. Commissioner Ambala/Gurgaon/Hisar/Rohtak Divisions;
3. All the Deputy Commissioners in Haryana;
4. Registrar, Punjab & Haryana High Court, Chandigarh

Dated Chandigarh, the 23rd December, 1994.

Subject:— Delay in processing and disposal of files at various levels.

Sir,

I am directed to invite your attention on the subject noted above and to say that the Government has taken very serious notice of the fact that unavoidable delay is allowed to occur at various levels in disposal and movement of files/Frs.

2. It has been observed that fresh receipts in the branches are kept pending avoidably and put up on files after undue delay. Henceforth, ensuring, timely processing of Frs/cases will be personal responsibility of the concerned Section Officer/Under Secretary. The concerned Joint/Deputy Secretary will also monitor the pendency position in each branch and report to the Administrative Secretary periodically.

3. It is also found that even after disposal of files at a particular level, files/Frs. including those marked urgent/immediate are still kept pending, only for entering in diary/despatch register. Sometimes the files/Frs. keep lying for days together at a particular level only for this reason, though important papers are required to be moved immediately even on holidays including weekends. Henceforth it will be the responsibility of the officer not only to dispose of the papers promptly at their level but also to make sure that the papers disposed of by them are passed on the next appropriate level without any delay.

4. Further, a calendar of dates of receipt and disposal of the papers at various levels may be invariably added so as to facilitate monitoring of the time taken at each level.

5. These instructions along with the other instructions issued from time to time regarding prompt disposal of Government work may be brought to the notice of all officers/officials for strict compliance. Non-compliance of these instructions will invite stern action against those responsible.

Yours faithfully,

Sd/-

Superintendent, Administrative Reforms,
for Commissioner & Special Secretary to
Government, Haryana,
Administrative Reforms Department.

No. 6/7/94-RU

From