

No. 5/2/96—5AR

From

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

To

1. All Heads of Departments,
2. Commissioners, Ambala/Hisar/Rohtak/Gurgaon Divns./
All DCs./SDOs. (C) in Haryana.
3. Registrar, Punjab & Haryana High Court.

No. 5/2/96—5AR

Dated, Chandigarh, the 12-2-97.

Subject : Use of Calendar of dates/events for disposal of cases in Govt. offices.

Sir,

I am directed to invite your attention to this department letter No. 1/11/96—5AR, dated 1-7-96 (copy enclosed) on the subject noted above and to state that during the course of inspection of different offices at the Headquarter and in the field level, it has come to the notice of this department that the calendars of dates are not being used as per instructions issued by the Govt. while submitting the cases to higher authorities.

2. You are, therefore, again requested to bring these instructions to the notice of all officers/officials working under your control for strict compliance. Non-compliance of these instructions will be viewed seriously by the Govt.

Yours faithfully,

Sd/-

Under Secretary Admn. Reforms
for Commissioner & Secretary to Govt., Haryana,
Administrative Reforms Department.

A copy is forwarded to all the Financial Commissioners/Commissioners & Secretaries to Govt., Haryana for information and necessary action.

Sd/-

Under Secy Admn. Reforms
for Commissioner & Secy to Govt., Haryana,
A.R. Deptt

To

All FCs./Commissioners & Secys. to Govt., Haryana.

U.O.No. 5/2/96—5AR

Dated, Chandigarh, the 12-2-97

Copy of letter No. 5/2/96-5AR, dated 11-7-96 from the Commissioner & Secretary to Govt., Haryana, Administrative Reforms Deptt. to (1) All the Heads of Departments, (2) Commissioner, Ambala, Hisar, Rohtak and Gurgaon Divns. and all the DCs./SDOs (C) in Haryana (3) Registrar, Punjab & Haryana High Court, and copy endorsed to the Financial Commissioners/Commissioners & Secretaries to Govt., Haryana and Controller, Printing & Stationery Deptt., Haryana.

Subject — Use of calendars of dates/events for disposal of cases in Govt. offices.

Sir,

I am directed to address you on the subject noted above and to say that in the year 1956, instructions under sub-para-6 of para-204 of the chapter IX of Secretariat Instructions were issued for attaching a printed calendar of dates of disposal with each file so that the time taken at different stages could become clear and delay avoided. These instructions were reiterated from time to time. A separate Form of the calendar was prescribed for use in the Secretariat and another in the offices of the Heads of Departments and the subordinate offices respectively, the forms being U.F. -4A and UF-4B.

2. Unfortunately during the past many years, this useful practice has been discontinued. In order that delay could be checked promptly, it has been decided to re-introduce the system. You are, therefore, requested to ensure that all files the ones, except containing instructions, or interim information, should invariably contain the calendar of dates/events before these are submitted to the higher authorities. The case files which are required to be submitted to the Hon'ble C.M. must have a chronological chart of the date-wise movement placed on them. These instructions should be brought to the notice of all concerned for strict compliance with immediate effect. Copies of these calendars can be obtained from the Controller, Printing & Stationery Deptt., Haryana Chandigarh.

The receipt of this letter may please be acknowledged.

UF 4-A

Calendar of Dates of Disposal of a Case

1. Date of receipt of PUC in the secretariat

2. Date of receipt of previous papers,
if any, from the Record department.

3. Date of disposal by the Assistant.

4. Date on which it has been dealt with
by Supdt.

5. Date on which it has been dealt with by
Under Secy./Asstt. Secy./Dy. Secy.

6. Date on which it has been dealt with
by Secy.

7. Time taken in case of back reference to the
branch or subordinate officer.

8. Time taken by FD/LR.

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केंसों के निपटारे के लिये तिथियों के कैलेण्डर

1. कार्यालय में पत्र प्राप्त होने की तिथि	
2. रिकार्ड कक्ष से पूर्व पत्र आदि प्राप्त होने की तिथि	
3. सहायक/लिपिक द्वारा निपटारे की तिथि	
4. जिस तिथि को अधीक्षक/उप-अधीक्षक/प्रधान सहायक/मुख्य लिपिक/सहायक इंचार्ज ने डील किया	
5. जिस तिथि को अधिकारी इंचार्ज ने डील किया	
6. जिस तिथि को विभागाध्यक्ष ने डील किया	
7. प्रति सन्दर्भ (बैंक रफ़ेस) करने में शाखा अथवा अधीनस्थ अधिकारी को जितना समय लगा।	
8. प्रशासकीय/विधि विभाग को प्रति सन्दर्भ (बैंक रफ़ेस) करने में जितना समय लगा	
9. विशेष कथन, यदि कोई हो	