

No. 10/1/86-5AR

From

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

To

1. All Heads of Departments.
2. Commissioners, Ambala/Hisar/Gurgaon/Rohtak Divns.
3. All D.Cs., SDOs(C) & BDPOs. in Haryana.

Dated Chandigarh, the 12-2-97.

Subject—Keeping of movement of files and other papers.

Sir,

I am directed to invite your attention to this department letter No. 10/1/86-4AR, dated 26-2-86 (copy enclosed) on the subject noted above and to say that during the course of inspections of different offices at the Headquarter and in the field level it has come to the notice of Govt. that the movement of files and important documents are not being kept as per instructions issued by the Govt. from time to time regarding the movement of files and other documents due to which very important documents/files are misplaced.

2. You are, therefore, again requested to bring these instructions the notice of all officers/officials working under your control for strict compliance to avoid any such eventuality in future. Non-observance of these instructions would be viewed seriously.

Yours faithfully,

Sd/-

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

A copy, alongwith its enclosures is forwarded for information & necessary action to the :—

1. All the Financial Commissioners/Commissioners & Secretaries to Govt., Haryana.
2. Principal Secy./Addl. Principal Secy./Dy. Principal Secy./Secy./Pvt. Secy./Chief Minister/Ministers/Chief Parliamentary Secy.

Sd/-

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

To

1. All the Financial Commissioners/Commissioners & Secretaries to Govt., Haryana.
2. Principal Secy./Addl. Principal Secy./Dy. Principal Secy./Secy./Pvt. Secy./Chief Minister/Ministers/Chief Parliamentary Secy.

U.O. No. 10/1/86—5AR Dated, Chandigarh, the 12-2-1997

Copy of letter No. 10-1-86-4AR, dated 26th Feb., 1986 from the Commissioner & Spl. Secretary to Govt., Haryana, Administrative Reforms Deptt. to All Heads of Deptts, Commissioners of Ambala & Hissar Divisions and all Deputy Commissioners in Haryana and endorsed to All the Financial Commissioners and Commissioners & Secretaries to Govt., Haryana/Principal Secy/Deputy Principal Secy./OSD/Secretaries/Pvt. Secys. to CM/Ministers/CPS/PS.

Subject—Keeping of movement of files and other papers.

Sir,

I am directed to address you on the subject noted above and to say that it has come to the notice of Govt. that the movement of files and other important papers which are sent from one quarter to another is not being maintained properly with the result that many important and urgent/immediate papers go astray as the whereabouts of the files/papers are not known. In order to overcome this situation it is felt that when the files of important papers are sent from one quarter to another their movement should invariably be kept in the Register maintained for the purpose in the branch and with the personal staff of the officer/Minister concerned. The procedure to keep movement of files/papers would be that the files marked upward or downward by Deputy Supdt./Supdt. of the branch will be noted by the diarist of the branch concerned. In respect of the files and other papers which are sent upward as well as downward by any officer/Minister, the movement will be noted by the personal staff of the officer/Minister concerned in the Register to be maintained by them in the attached proforma. However, papers marked by them to other departments, will continue to be marked routed through the branch concerned for noting their movement Register or branch diary as is appropriate.

2. These instructions may be brought to the notice of all officer/officials for strict compliance. Checking of this arrangement will be done by the Delay Checking Unit of this Department.
3. The receipt of this letter may please be acknowledged.

PROFORMA FOR KEEPING MOVEMENT OF FILES

Date of receipt	File No.	Brief Subject	To whom sent	When sent
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