

Subject :—Single File System

The Financial Commissioners and Administrative Secretaries to Government, Haryana, may please refer to the subject noted above.

2. The working of the Single File System was reviewed by the Administrative Secretaries in their meeting held on 13-6-79 and the following decisions were taken :—

“It was agreed that the Single File System should continue in the Departments where it is working satisfactorily, namely : Civil Aviation, Sports, Tourism, Panchayat, Lotteries, Election, Small Savings and Food and Supplies. It may be discontinued in the Transport, Town and Country Planning, Colonization and Urban Estate Departments, as the Administrative Secretaries are not in favour of its continuation. In Departments like Public Relations,

Cultural Affairs, Police, Labour and Employment, Irrigation and Education, where the system is in vogue partially the Administrative Secretary should clearly demarcate subject to be dealt with under this system so that there is no ambiguity. In establishment cases of sensitive nature, where double check is necessary, the Single File System should not be used. But cases concerning deputation of officers on training or foreign assignment should be dealt with by all departments under Single File System to expedite the matter. Similarly proposals for development programmes/projects where no worthwhile contribution can be made by the Assistants and Superintendents, should be dealt with under Single File System at Under Secretary/Deputy Secretary/Joint Secretary/Secretary levels".

3. The above decision has been accepted by the Government. It is requested that necessary steps may be taken to implement the decisions. It should also be ensured that the files pertaining to the subjects to be dealt with under the Single File System should not be passed on to the Administrative Branches for further examination. The movement of such files should be recorded in the registers to be maintained by the personal staff of the officers concerned.

4. It is requested that a list of the subjects earmarked for being dealt with under the Single File System may be supplied to the Administrative Reforms Department.

Sd/-

Under Secretary, Administrative Reforms,
for Chief Secretary to Government, Haryana.

To

All the Financial Commissioners and
Administrative Secretaries to Government, Haryana.

U.O. No. 22/2/78-4AR, dated, Chandigarh the 20th July, 1979.

No. 8/12/79-AR