

No. 10/1/86-4 AR

From

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

To

All Heads of Departments, Commissioners of Ambala & Hissar
Divisions and all Deputy Commissioners in Haryana
Dated Chandigarh the 26th February, 1986.

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 or 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 down-ward 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 routed through the branch concerned for noting their movement in the file movement Register or branch diary as is appropriate.

2. These instructions may be brought to the notice of all officers/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.

Yours faithfully,

Sd/-

(Beant Singh)

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