

Subject :—Adoption of Single File System.

Will all the Financial Commissioners & Administrative Secretaries to Government, Haryana kindly refer to this department U. O. No. 22/2/78-4AR, dated 20-7-1979 and even number dated 28-12-88 (copy enclosed) on the subject noted above ?

2. The working of the single file system was reviewed by the Administrative Secretaries in their meeting held on 28-11-88 and it was felt that single file system should be adopted in more and more areas of administration for achieving efficiency and avoiding delay. At present transfer cases, relating to planning and cases of Town and Country Planning Department are already being dealt with on single file system which practice may continue. The cases relating to establishment and policy making should not be dealt with on single file system because objective assessment of these cases which is made in the Secretariat will be lacking if single file system is introduced in the case of such cases. In rest of the areas single file system could be considered of adoption.

3. It was felt that review of existing instructions/regulations in all departments should be made in order to scrap the obsolete and superfluous instructions/regulations.

4. It was also decided that more financial and administrative powers may be delegated to the Heads of Departments so that Secretaries could devote more and more time to policy making.

5. You are requested to take necessary action in the light of the above. A list of additional subjects earmarked for being dealt with under the single file system may also be supplied to the Administrative Reforms Department.

Sd/-

Deputy Secretary, Administrative Reforms,
for Financial Commissioner & Secretary to
Govt., Haryana, Administrative Reforms Deptt.

To

All the Financial Commissioners & Administrative
Secretaries to Govt., Haryana.

U. O. No. 22/2/78-2AR, dated Chandigarh the 28th December, 1988.

No. 21/10/88-5AR