

No. 4/5/93-3AR

From

The Financial Commissioner and Secretary
to Government, Haryana,
Administrative Reforms Department.

To

- (i) All Heads of Departments in the State.
- (ii) All Deputy Commissioners and S.D.O. (Civil) in the State.
- (iii) Registrar, Punjab and Haryana High Court.

Dated, Chandigarh, the 26-8-93

Subject :—Measures to be taken for smooth working in Government Offices and to boost their efficiency Meeting of O & M (Organisation and Methods) officers of States/UT's held at New Delhi on 4-2-93.

Sir,

The Administrative Reforms Department has been issuing instructions from time to time on matters concerning elimination of delays, maintenance of punctuality, simplification of rules and procedures, record management etc. In the meeting of "O and M Officers" from different States/UTs. convened on 4-2-93 at New Delhi by the Ministry of Personnel, Public Grievances and Pension, Govt. of India, it has been stressed that immediate steps may be taken for implementing the following decisions.

1. Reviewing and Updating of Rules, Regulations and Manuals

The Rules, Regulations and Manuals should be reviewed at regular intervals so as to make them up-to-date and as simple as possible. In this regard instructions issued by the Administrative Reforms Department vide letter No. 3/2/92-IAR dated 31-3-1993 may also be referred to.

2. Consolidating the various Orders/Instructions

Various orders/instructions issued from time to time should be consolidated after reasonable intervals so that they are self-contained and easy to refer by the officers/officials concerned.

3. Annual Review of Recording and Weeding out of Files

There should be an annual review of the recording reviewing and weeding out of files so that records not replaced any more be got disposed of and more space becomes available for efficient working of the office. The recorded files are considered important for future reference and may be sent to Record Rooms after keeping them in the concerned section for one year. In this regard instructions have been issued vide A. R. Deptt's letter No. 1/1/89-2AR dated 22-4-93 stressing the need for strict compliance of Records Retention Schedule, 1984 already supplied by the Archives Department, Haryana to all departments.

4. Fixation of Channels and Final levels for Decentralised decision making and delegation of powers

Detailed instructions should be issued regarding fixation of final levels of disposals of cases and channel of their submission for improving efficiency of the office. Such instructions should also be reviewed once in every year for making further delegation of powers as far as possible. Further, efforts should be made to de-centralise the decision making process by selecting specified areas from time to time. At the same time limits should be fixed for disposal of different items of work.

5. Elimination, Amalgamation, Reduction and Processing convenience of Forms, Returns and Reports

The number of reports and returns are being brought out periodically by every department and these should be reviewed from time to time for possible elimination, amalgamation, reduction in

frequency etc. keeping in view the changing needs. Further, a Task Force may be constituted by different departments for reviewing the forms being used, for possible elimination, streamlining processing convenience etc. In this regard detailed instructions have been issued vide No. 1/2/91-RU dated 18-8-93 which may be strictly complied with.

6. Directory of officers located at District Headquarters

For providing ready-hand information to the public about district level functionaries at district headquarters a directory of officers should be prepared and maintained wherein the names and designation of officers, officer locations, telephone numbers and their functions should be mentioned.

Keeping in view the above, it is requested that strict compliance of these instructions may kindly be ensured and achievements made in these matters by the departments may also be intimated to the government from time to time.

This supersedes the instructions issued vide letter No. 4/5/93-3AR dated 29-7-93

Please acknowledge receipt of this communication.

Yours faithfully,

Sd/-

Deputy Secretary (A. R.)
for Financial Commissioner & Secretary to
Government, Haryana, Administrative
Reforms Department.