

No. 4/1/93-1AR

From

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

To

(i) All the Heads of Departments.

(ii) All P.D. Cs./S.D. Os. (Civil) Tehsildars/B.D. Os. in Haryana State.

Dated, Chandigarh the 12-5-1993.

Sub. :—Efficiency and Punctuality in the Govt., offices.

Sir,

I am directed to invite your attention on the subject noted above.

2. During inspections by the Administrative Reforms Department it has been generally noticed that punctuality and efficiency is not being maintained up to the mark. To bring greater efficiency in the administration Govt. has desired that the Heads of Departments should make their subordinate staff conscious about the need for punctuality. Secondly, surprise inspection of attendance as well as disposal of work in the subordinate offices should be undertaken by Secretaries/Joint Secretaries/Deputy Secretaries/Under Secretaries at least once a month. Similarly, the Heads of Departments while on tour should also make surprise visits of the field offices not only to check the attendance and punctuality but also see the quick disposal of work. These instructions may please be implemented strictly.

Yours faithfully,

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