

No. 3/4/91-1AR

From

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

To

- (i) All Heads of Departments, Commissioners of Divisions, All Dy. Commissioners and S.D.Os., (Civil) in Haryana.
- (ii) Registrar, Punjab & Haryana High Court.

Dated, Chandigarh the 17th June, 1992.

Subject :—Streamlining the work of the court cases in various courts.

Sir,

It has been observed that litigation against the Govt. is increasing every day and many cases are not being defended properly in various courts. There are numerous instances where Govt. cases are defeated due to delayed actions on the part of office of Advocate General or the departments. In order to overcome this problem, it has now been decided that a register for keeping track of court cases be maintained in the attached format by each branch of the Sectt. and Heads of Deptts. Administrative Secretaries and Heads of Deptts. should see these registers frequently to ensure that timely actions are being taken on the various matters. The above instructions may please be adhered strictly.

Yours faithfully,

Sd/—

Under Secretary Admn. Reforms
for Financial Commissioner & Secretary to
Govt., Haryana, Admn. Reforms Department.

Format of Register for keeping track of the pending Court Cases

1	2	3	4	5	6	7	8	9	10
Sr. No.	Name and number of court case/date of institutions	Name of the court	Whether action to be taken by Deptt. or AD	Date of hearing & brief of proceedings	Action called for on the part of Deptt.	Last date for action	Date & brief of court decision	Reason for delay if any on the part of HOD/AD	Sign. of HOD/Ad. Secy.

Note :— (a) One page of the register be allotted for each court case.

(b) Proper index at the beginning of the register be prepared.