

No. 1/3/91-RU

From

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

To

1. All Heads of Departments
Commissioners of Divisions
All Deputy Commissioners
& Sub Divisional Officers (C) in Haryana.
2. The Registrar, Punjab & Haryana High Court,
Chandigarh.

Dated, Chandigarh, the 3rd May, 1991

Subject: Identifying the Areas of activities of various Departments which need in-depth Study and Research for efficient performance.

Sir,

I am directed to inform you that a Research Unit has been setup in the Administrative Reforms Department. One of the main functions of this Unit is to conduct in-depth Study and Research on different administrative aspects with a view to eliminate the delay and inconvenience as well as to bring efficiency in the administration. In this connection, this Unit intends:—

- (a) to evaluate the existing procedures/systems being followed for the performance of different activities/functions of various departments of the State Government, whether directly or indirectly concerning the masses of the State and also the working procedures within the departments;
- (b) to identify the bottlenecks, flaws, shortcomings and mis-management in the existing systems/procedures which cause hurdles in the efficient functioning of your department in achieving desired positive results; and
- (c) to suggest reforms and measures to simplify the procedures/systems and making them effective and result-oriented as well as to eliminate the delays and hurdles.

Keeping in view the above, it is requested to kindly identify the areas of activities of your department in which you feel that in-depth Study and Research is needed to gear-up the efficiency of your department. Kindly make it sure that your proposals must reach Government within one month, so that the Research Unit may be in a position to draw up a priority-wise list of Research Projects.

Yours faithfully,

S/d—

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