

No. 1/2/91-RU

Form

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

To

1. All Heads of Departments in the State,
Commissioners of Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in the State.
2. The Registrar, Punjab and Haryana High Court and
All District & Session Judges in Haryana State.

Dated, Chandigarh the 27-6-1991.

Subject:—Rationalisation and Simplification of Forms.

Sir,

It is a well known fact that forms are an important device for the collection, storage and retrieval of information and have thus become an integral part of the Government operations. Their use for collection, communication and processing of information has been steadily increasing with the increasing area of Government activity. A sizeable number of these forms are used by the citizens also.

2. The cost of paper and manpower has been rising for the years. Consequently the cost of producing forms has also been gone up considerably. Inadequate attention to the production of forms, their design, size etc. not only leads to the wasteful expenditure, but also is potential source of irritation to the public using such forms. Hence, any reduction in the number of forms and economy in the use of forms through improvement in design and format can result into substantial savings both in terms of direct cost of producing and indirect cost of processing and storage etc.

3. Besides the cost aspects as stated above, forms also play an important role in streamlining the office work and increasing the efficiency of workers and thus have a direct bearing on output. It is for these reasons that forms deserve special and continuous attention. Hence, in order to achieve the above objectives, a thorough review of existing forms (other than statutory forms) is required to:—

- (i) eliminate obsolete and redundant form;
- (ii) improve the layout, design, etc. of forms (with a view to increasing clarity, achieving greater ease in the entry and use of data, avoiding wastage of paper etc.); and
- (iii) combine the two or more forms into single forms.

4. Therefore, after giving careful consideration to the matter, it has been decided that each department/organisation should constitute a departmental committee consisting of at least three officers:—

- to review the existing forms with reference to the objectives mentioned under para three above; and
- to draft the tentative forms with reference to the contents required.

Thereafter, the design of the forms will be studied by the Research Unit of the Administrative Reforms Department and final shape will be given.

5. Keeping in view the urgent need and importance of rationalisation and simplification of the forms, it is requested that the above said committee(s) may please be constituted in each department/organisation immediately under intimation to the Administrative Reforms Department. In the meantime, one complete set of existing forms (other than statutory forms) may be sent to the Administrative Reforms Department for review/study, so that final shape could be given to the forms as soon as these are received for finalisation.

An early action in the matter shall be highly appreciated.

Yours faithfully,

Sd/—

(H. S. Bhawaria)

Deputy Secretary (A. R.),

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