

Most Important

No. 6/12/93/RU

From

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

To

All Heads of Departments in the State.
Dated, Chandigarh, the 2nd November, 1993.

Subject: Designating "Organisation & Methods Officers" in all departments.

Sir,

I am directed to refer to the subject cited above and to state that the efforts of Administrative Reforms Department always aim at to bring improvements in administration with a view to increase the functional efficiency in Government Offices. This aim is being achieved by way of simplification and improvement of office methods and procedures ; detection and elimination of delays ; maintaining punctuality in government offices ; conducting work-studies for requirement of additional staff ; and conducting in-depth studies to suggest reformative and remedial measures etc.

2. Keeping in view the need to boost and co-ordinate the Organisation and Methods (O & M) activities simultaneously in all departments of the State, Government have decided that all Heads of Departments may designate one of the existing officers (in addition to his normal duties) as "O & M Officer" and entrust him the duties of supervision, control and guidance in respect of O & M activities of his department. While entrusting the O & M duties to an officer it may please be ensured that O & M Officer should be a senior level officer ; he should have adequate practical knowledge of office methods and procedures ; and also he should have healthy contacts with the staff and be able to ingratiate in them the sense of his being an officer to whom they can look forward for guidance in their work.

3. The said "O & M Officers" will perform the following duties :

- (i) To work as "link" between his department and the Administrative Reforms Department.
- (ii) To conduct surprise checkings periodically to ensure the punctuality in attendance and to detect delays.
- (iii) To investigate into the causes of deterioration of efficiency in his department, locate the defects, devise remedial measures and to make efforts to awaken the consciousness for efficiency in the office staff.
- (iv) To simplify the procedures and work methods at all levels in the department aiming at increasing efficiency and reducing the costs.

- (v) To ensure strict compliance of instructions/directives/inspection reports etc. issued by the Administrative Reforms Department from time to time. Also he will make available all types of information requisitioned by Administrative Reforms Department.
- (vi) To guide the staff of his department in the performance of their normal ~~and~~ day to day functions.
- (vii) To suggest remedies (based on their practical experiences) for improvements in administration.
- (viii) To have proper and effective co-ordination, they will keep constant contact with the 'Research Unit' of Administrative Reforms Department.
- (ix) To send report on the department's O & M activities, for every six months' periods ending 30th June and 31st December by 15th July and 15th January, respectively.

4. It is, therefore, requested that the name, address and telephone number of the "O & M Officer" may kindly be intimated to the government immediately. It may also be ensured that the change, if any, will be communicated to the government well in time.

Yours faithfully,

Sd/-

(K. L. Sharma)

Research Officer

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