IMPORTANT

No. 6/14/93-RU

From

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

To

All Heads of Departments in the State

Dated, Chandigarh, the 13th Janaury, 1994.

Subject :—**Conducting of 'Administrative Efficiency Audit' so as to Identify delays and eliminate them to the extent possible.**

Sir,

I am directed to refer to the subject cited above and to state that the approach of the State Govt. has been to provide a clean, efficient and people oriented administration wherein the gap between public and the administration is minimised and legitimate demands of the people are satisfied properly. To achieve these objectives, the Administrative Reforms Deptt. is providing guidance, from time to time to other Departments of the State Government, aspiring to have good results by way of simplification and improvement in office methods and procedures and detection and elimination of delays etc.

2. In order to strengthen these activities and also to seek participation in reformative programmes by various Departments/Organisations of the State Government have decided to introduce the system of 'Administrative Efficiency Audit' for the offices of Heads of the Departments in the first instance. In this system internal audit will be done by a senior officer of the Department it self and external audit will be conducted by the Administrative Reforms Department. The basic idea of this andit is to identify delays and eliminate them to the extent possible.

3. You are well aware that all Heads of Departments in the State have already been requested by the Administrative Reforms Department, vide letter No. 6/12/93-RU, dated 2.11.93 to designate one of the existing officers (in addition to his normal duties) as "O and M Officer" to perform the duties of supervision, control and guidance in respect of O and M Activities of his department. In view of this 'Organisation and Methods Officer' is considered as the most suitable person to undertake the work of 'Internal audit' of his Department. Therefore, this duty may also be assigned to him with the instructions that audit of awaited/closed files of entire department may be done by him by 'Random Sampling method' and remedial measures, to avoid detected delays, be suggested. The specific areas where delays are taking place may be identified so that in picking out cases for audit concentration could be placed on such areas.

4. This decision may please be implemented immediately.

Yours faithfully,

Sd/-

(K. L. Sharma)

Research Officer (RU)

for Financial Commissioner & Secretary to Govt.,

Haryana, Administrative Reforms Department.

No. 8/1/94/-RU