

IMMEDIATE

From

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

To

All Heads of Departments in the State.

Dated Chandigarh the 28th April, 1994.

Subject :—Delegation of Administrative and Financial Powers to Haads of Departments/Field Officers
Review/Study thereof.

Sir,

I am directed to refer to the subject cited above and to say that in the present era main stress and priorities are being given to simplify the existing procedures, irrespective of the fact whether it is governmental organisation or public/private sector. The concept of this process is to achieve efficiency in administration and providing speedy disposal and services at the nearest point for the common man in the minimum possible time. Therefore, the "delegation of administrative and financial powers" is one of the areas which certainly tend to bring the desired reforms.

2. It has been observed that some departments have been delegating powers in piece-meal at and when found necessary and which process creates complications instead of facilitating decision making and implementation in the long run. On the other hand many departments have not yet given serious thought in this direction. Therefore, keeping in view the present day needs and stress on developmental activities, it is considered necessary that the existing 'Delegation of Administrative and Financial Powers' be reviewed on priority basis and redefined on the basis of following aims :—

- (i) efficient implementation of programmes and schemes ;
- (ii) elimination of administrative delays ;
- (iii) speedy disposal of public grievances ;
- (iv) less important and routine functions be performed at lower level of the hierarchy ;
- (v) rationalisation and simplification of office procedures ;

- (vi) uniform procedures/powers in respect of matters common to all Government offices ;
- (vii) reduction in the number of levels or channels of decision making etc.

Further, to make the delegation more practical in each item/provision of powers to be delegated may be critically analysed and examined. For this process the questions which need to be answered are. What to delegate (means which power should be delegated for taking decision, accomplishing function/plan/scheme and implementation thereof); Whom to delegate (which is suitable and appropriate level/authority to whom the power be delegated); and How much to delegate (quantum of delegation which matches the purpose for which it is being delegated).

4. Keeping in view the above, it is requested to kindly initiate the process of examining the existing set of delegated Administrative and Financial Powers as a whole. The proposals for delegation (in annotated from showing existing and proposed delegation, side by side) may be forwarded to the Administrative Reforms Department, immediately.

Yours faithfully,

Research Officer,
for Financial Commissioner and Secretary
to Government, Haryana,
Administrative Reforms Department.