

(TO BE SUBSTITUTED BEARING SAME NUMBER AND DATE)

No. 4/14/2018-RU
GOVERNMENT OF HARYANA
CHIEF SECRETARY'S OFFICE
ADMINISTRATIVE REFORMS DEPARTMENT

Dated Chandigarh the, 18.10.2018

To

- (i) All the Administrative Secretaries to Govt. Haryana.
- (ii) All the Head of Departments in Haryana.
- (iii) All the Chief Administrators and Managing Directors of Boards/Corporations in Haryana.
- (iv) All the Registrar of Universities in Haryana.
- (v) All the Divisional Commissioner in Haryana.
- (vi) All the Deputy Commissioners and SDO (c) in Haryana.

Subject: Office efficiency- disposal of PUCs/files/cases pending for more than one month-Drafting of Manual of Office Procedure for State.

Sir/Madam,

.....

I am directed to invite your attention to this Department letter of even No. dated 04.04.2018 (copy enclosed) on the subject cited above and to clarify that the time limit to deal with the PUCs/files/cases will be as under:-

	Item	Clerk/Record Keeper	Assistant/ Dealing-hand	Superintendent/ Branch Incharge	Total time limit
1	PUCs/files/cases marked immediate to be disposed in	Within same day	Within same day	Within same day	One working day
2	PUCs/files/cases marked Urgent to be disposed in	Within one working day	Within one working day	Within one working day	Three working day
3	PUCs/files/cases marked Ordinary to be disposed in	Within one working day	Within three working day	Within one working day	Five working day

Note-1. If subordinate consumes more than the prescribed time limit in that case the time of next official/officer will be reduced proportionately. In other words the total time taken by all the concerned officials/officers of a Branch should not exceed the proscribe total time limit.
2. In exceptional circumstances, the Department may fix time limits as per their requirements.

Yours faithfully,

Santosh
18/10/18

Under Secretary-AR,
for Chief Secretary to Government, Haryana.

Endst. No. 4/14/2018-RU

Dated Chandigarh the, 18.10.2018

A copy is forwarded to the Principal, Divisional Training Centre, HIPA, SCO 11, Sector-16, Panchkula w.r.t. their Ref. No. PDTC/PKL-18/994, dated 28.08.2018 for information and further necessary action.

S/

Under Secretary-AR,
for Chief Secretary to Government, Haryana.

No. 4/14/2018-RU
GOVERNMENT OF HARYANA
CHIEF SECRETARY'S OFFICE
DEPARTMENT OF ADMINISTRATIVE REFORMS

Dated Chandigarh the, 4th April, 2018

To

- (i) All the Administrative Secretaries to Govt. Haryana.
- (ii) All Head of Departments in Haryana.
- (iii) All the Chief Administrators and Managing Directors of Boards/Corporations in Haryana.

Subject:- Office efficiency – disposal of PUCs/files pending for more than one month.

Sir/Madam,

I am directed to address you on the subject cited above and to say that Government had prescribed work disposal norms for Government offices in 1989 and the following time-frames were prescribed for work disposal :

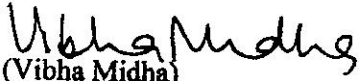
1. PUCs marked Immediate are to be disposed in 1 working day
2. PUCs marked Urgent in 3 working days
3. PUCs marked Ordinary in 5 working days

It has come to notice that many officials in the Haryana Civil Secretariat, Sector 1, Chandigarh and Haryana New Secretariat, Sector 17, Chandigarh are not disposing work according to above work norms.

Government has considered the matter and it is decided that the officers/officials at the Secretariats shall undertake a special campaign to clear the pendency of all files which have been pending for more than a month. The campaign shall run over the next three weeks i.e till 27th of April, 2018. In case some officials feel that they have too much workload, they may approach their senior officers for swift resolution of the pending work.

After 27th of April, 2018, special teams shall conduct random checking to ascertain if officials have cleared their pendency. In case, it is found that the work has not been disposed off, appropriate disciplinary action shall be taken against the concerned officials. All concerned are directed to complete disposal of pending work by 27th of April, 2018 positively.

Yours faithfully,


(Vibha Midha)

Joint Secretary Administrative Reforms,
for Chief Secretary to Government, Haryana.