

**CONSOLIDATED INSTRUCTIONS REGARDING PREPARATION  
AND SUBMISSION OF MEMORANDA FOR THE  
CONSIDERATION OF THE HARYANA  
COUNCIL OF MINISTERS**

**INSTRUCTIONS REGARDING PREPARATION AND SUBMISSION OF MEMORANDUM  
FOR THE CONSIDERATION OF THE COUNCIL OF MINISTERS.**

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**INSTRUCTIONS REGARDING PREPARATION AND SUBMISSION OF  
MEMORANDUM FOR THE CONSIDERATION OF THE COUNCIL OF MINISTERS.**

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1. **Instructins to seek approval of CM to place the Memorandum before the Council of Ministers.**

2. **Instructions regarding framing and preparation of Memorandum for the Council of Ministers.**

The following points have to be kept in view while framing and preparing of Memorandum :—

- (i) Memorandum for the Council of Ministers should, in addition to the information required under the rules, bear a heading stating the subject of the case and should indicate at the top the Minister-in-Charge and the Administrative Secretary concerned, and should be dated and signed by the Administrative Secretary concerned. In brief, the following skeleton form should be adopted for preparing these memoranda :—

**MEMORANDUM**

Minister-in-Charge .....

Administrative Secretary .....

Subject :—

Date (Sd.)- .,

Secretary to Government, Haryana,  
..... Department.

- (ii) The heading should be properly indicative of the proposals contained in the Memorandum;
- (iii) The Memorandum should indicate with sufficient precision-the salient facts of the case, the points for decision of the council and the recommen-dations of the Administrative Department in the case in a comprehensive and clear cut manner, without any ambiguity;  
Besides, at the end there should be mentioned:—
- (iv) the rule of the Rules of Business and the items in the Schedule appended to the Rules/the instructions of the Government which require that the case shall be brought, before the Council of Ministers; and
- (v) the facts that permission of the Chief MInister to take the case to the Council of Ministers has been taken.
- (vi) the Memorandum should be prepared in a self-contained and objective manner and the views expressed therein should be on behalf of the Administrative Department and not of any individual officer;

3. **Instructions regarding typing out the papers and forwarding the copies of Memorandum.**

The following points have to be kept in view while typing out the papers and forwarding the copies of Memorandum:—

- (i) The papers should be typed in double space, and both sides of the paper should be used and a wide margin should be left towards, the edge of the papers (the left edge on the obverse and the right edge on the reverse);

- (ii) If possible the papers should be typed by the Computer and photostate copies thereof should be used;
- (iii) Annual Administrative Report should be typed only in Hindi language but Review and Critique of the Report should be typed in English & Hindi both languages;
- (iv) All papers relating to the business considered by the Council of Ministers in the meeting should be treated as confidential, and should be marked accordingly;
- (v) The papers should be checked thoroughly with a view to ensuring that the typed/cyclostyled/photostate matter is clear and it does not contain any mistakes;
- (vi) The memorandum and other papers should not be forwarded through the Issue/Circulating Branches, but should be delivered direct to the Secretary to the Council (in the Cabinet Section).
- (vii) Thirty five copies of the Memorandum for consideration should be forwarded to the Secretary to the Council with a covering un-official reference which should be duly numbered, dated and signed by or for the Administrative Secretary concerned.

**4. Instructions regarding the proposal requiring previous consultation with any other Department.**

- (i) The proposals requiring previous consultation with the Finance Department should contain the advice of the Finance Department in full. (The Finance Department are prepared to tender advice at a short notice in emergent cases).
- (ii) The proposals involving legal implications should contain the advice of the Legal Remembrancer.
- (iii) The proposals requiring consultation with any other Department, particularly the Planning Department, should contain the advice of that Department also in full.
- (iv) Where the advice of the Finance Department or of any other Department is included in the Memorandum, an advance copy of the Memorandum should be supplied to that Department, indicating clearly the relevant reference number and date of the advice.

**5. Instruction regarding submission of Memorandum for consideration in the meeting of Council of Ministers.**

- (i) The ordinary means of securing that a case is included in the list of pending business of the Council is for the Secretary concerned to forward to the Secretary to the Council at least three days before the date fixed for the meeting, the papers mentioned in rule 14 of the Rules of Business. On receipt of the papers the case is, as a matter of course, entered in the list of pending business.

No supplementary item will be circulated unless it can reach the Ministers 24 hrs. before the scheduled time of the meeting, save in extremely

emergent cases for which the Secretary to the Council of Ministers will decide as necessary. In this connection, it is to be ensured that the supplementary items reach

the Cabinet Secretariat at *least* 48 hours before the scheduled time of the meeting.

- (ii) Where final consideration of a proposal has been postponed by the Council of Ministers for a reason other than the lack of time, e.g., where a proposal is discussed at length and a decision on it is postponed, the Administrative Department may examine the matter further and put up a fresh Memorandum with the permission of the Chief Minister and thereafter forward the requisite number of copies so that the proposal is included again in the agenda for the next meeting.
- (iii) Proposals requiring the *ex-post facto* approval should be sent to the Council of Ministers for approval immediately after the issue of sanction in anticipation of the approval of Council of Ministers.

**6 Instructions regarding implementation of the decisions of the Council of Ministers.**

- (i) It shall be the responsibility of the Administrative Secretary concerned to take action to implement the decisions of the Council of Ministers.

If the subject matter of the Memorandum relates to more than one department, and when more than one Departments have to initiate action on the decision of the Council of Ministers, it will be the responsibility of the nodal department which bring the Memorandum before the Council to ensure coordination among all the other departments and secure early implementation.

- (ii) Action on the decisions of the Council of Ministers by way of preparing drafts, etc., may be initiated as soon as an advance copy of the decision is received by the Administrative Secretary concerned. The actual communication can be issued directly after the receipt of the authenticated copy.
- (iii) Where the proposal of the Administrative Department is approved by the Council of Ministers in the form it was placed before the Council of Ministers, final orders of Government should issue immediately on the receipt of authenticated copy of the decision and an intimation to this effect should be sent to the Secretary to the Council of Ministers within a fortnight of the date of the decision enclosing a copy of the orders that are issued. Where, however, the proposal is approved with certain modifications, final orders of the Government should issue as soon as possible but not later than a period of three months from the date of the decision.

In any case, where the Department is unable to issue the final orders of the Government within the prescribed period of three months, a detailed Memorandum should be laid before the Council of Ministers again, explaining the latest position of the case, the difficulties that have prevented the issue of formal orders and the further action contemplated by the Department. In such cases also, the other procedure for submission of Memorandum to the Council of Ministers shall be followed.

- (iv) Copies of the decisions/minutes of the meetings of the Council of Ministers should not be sent to Head of Departments / Commissioners / Deputy Commissioners, etc. Instead, self contained instructions should be sent to them on behalf of the Government.

**7 Instructions regarding attendance of the Administrative Secretaries in the meeting of Council of Ministers.**

The Administrative Secretaries may, ordinarily, remain at head-quarters and be available for consultation on the dates on which regular meetings of the Council of Ministers are held irrespective of the fact whether they have an item on the agenda or not. The Administrative Secretaries should ensure that they themselves attend the meetings of the Council of Ministers

when their items come up for discussion. In case, due to some unavoidable reason, like illness, the Secretary is unable to be present himself, he should obtain timely permission of the Chief Minister through the Secretary to the Council of Ministers, and send a representative.

**8 Instructions regarding preparing a quarterly fresh Instructions. statement showing issue of final orders of Government on the decisions of the Council of Ministers.**

Each Administrative Secretary shall prepare a quarterly statement of the cases where final orders of the Government on the decisions of the Council of Ministers have not been issued. The proforma given at the appendix is prescribed for this purpose. The statement should cover all the Departments under the charge of the Administrative Secretary and it should be forwarded in a consolidated form to the Secretary to the Council of Ministers by the 7th of the month following the quarter to which it relates. The Secretary to the Council of Ministers will then consolidate these statements and put up a Memorandum on the subject for the information of the Council of Ministers. The Memorandum will be included as the first item *in* the agenda for the meeting of the Council of Ministers scheduled to be held immediately after the 10th of the month.

**APPENDIX  
QUARTERLY STATEMENT SHOWING ISSUE OF FINAL ORDERS OF GOVERNMENT  
ON THE DECISIONS OF THE COUNCIL OF MINISTERS \_\_\_\_\_ QUARTER ENDING \_\_\_\_\_.**

No. of cases pending as on the 1st of the quarter under review, with date of the decision of the Council of Ministers.		No. of cases decided during the quarter under review, with date of the decision of the Council of Ministers.		No. of cases in which formal orders have been issued during the quarter under review with date of the decision of the Council of Ministers.		No. of cases still pending as on the 1st of the month following the quarter under review. (Col. 2+Col. 4-Col. 6)		No. of cases out of those mentioned in column 6, in which the decisions are more than three months old.	
Date of Decision	No. of cases	Date of Decision	No. of cases	Date of Decision	No. of cases				
1	2	3	4	5	6	7		8	

Details showing date of decision and brief subject about the cases mentioned in column 8 are given separately.

(Sd.)

Administrative Secretary.

**Subject :- Preparation/Submission of Memorandum for the consideration of Council of Ministers.**

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Will all the Financial Commissioners & Principal Secretaries and all Administrative Secretaries to Government, Haryana kindly refer to the U.O.No. 10/6-2 Cabinet-93, dated 22.7.1994 and U.O.No. 10/5-Cabinet-2003, dated 24th April 2003, on the subject noted above ?

2. The procedure for preparation/submission of Memorandum for consideration of the Council of Ministers, Haryana has been prepared and circulated *vide* U.O.Nos. referred to above. It has been observed that where in-principle approval of an issue/proposal required to be placed before the Council of Ministers is given by the Chief Minister, the same is again submitted to him for approval of the draft Memorandum for placing it before the Council of Ministers.

3. This issue has been considered and it has been decided that where in-principle approval of an issue/proposal that is required to be placed before the Council of Ministers is given by the Chief Minister, the same issue/proposal need not be put up to him again for seeking approval of the draft Memorandum for the Council of Ministers. The Memorandum for the Council of Ministers should be personally prepared by the concerned Administrative Secretary. It is, therefore, requested to adhere to the procedure laid down in the Rules of Business and these instructions.

Sd/-  
Under Secretary Cabinet  
for Chief Secretary to Government, Haryana.

To

All the Financial Commissioners & Principal Secretaries and  
all Administrative Secretaries to Govt. Haryana.

U.O. No. 10/6/2007-2Cabinet

Dated. Chandigarh the 3-10-2007

**Subject:- Preparation/Submission of Memorandum for the consideration of Council of Ministers.**

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Will all the Financial Commissioners & Principal Secretaries and all Administrative Secretaries to Government, Haryana kindly refer to the U.O.No. 9026PI-55, dated the 23rd December, 1955, on this subject?

2. It has been noticed that the Administrative Departments send incomplete memoranda for the consideration of the Council of Ministers with the result that these have to be returned for one reason or the other. This leads to waste of time and energy apart from delaying the decisions of the Cabinet, unnecessarily. The Administrative Secretaries should, therefore, kindly ensure, in future, that the memorandum makes it clear:-

(a) That the permission of the Chief Minister to take the case to the Council of Ministers has been obtained through the Ministers-in Charge. Attention in this connection is invited to Rule 11 of the Rules of Business of the Punjab Government, Part II, as corrected from time to time.

(b) If there is any financial implication, that the Finance Department have been consulted, in accordance with the provisions contained in rules 5 and 7 of the above mentioned Rules of Business. The Views of the Finance Department should invariably be given in the memorandum;

(c) in case any legal points are involved, whether the L.R. has been consulted as per rules 48 and 49 of the Rules Business. The views of the Law Department should be given in the memorandum;

3. It may also kindly be ensured: -

(i) Whether the memorandum sets out, with sufficient precision, the salient facts of the case and the points for decision as required by rule 14 of the Rules of Business of the Punjab Government, Part II, The Concluding portion of the memorandum, should, in particular, bring out clearly the point/s on which the orders of the Council of Ministers are required;

(ii) Whether the memorandum indicates correctly the designations of the Minister-in Charge, Deputy Minister/Chief Parliamentary Secretary and the Administrative Secretary concerned.

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3. It may also kindly be ensured :-

(i) Whether the memorandum sets out, with sufficient precision, the salient facts of the case and the points for decision as required by rule 14 of the Rules of Business of the Punjab Government, Part II. The concluding portion of the memorandum, should, in particular, bring out clearly the points/s on which the orders of the Council of Ministers are required;

(ii) Whether the memorandum indicates correctly the designations of the Minister-in-Charge, Deputy Minister/Chief Parliamentary Secretary and the Administrative Secretary concerned.

4. This Department continues to receive memoranda, which contain typographical mistakes. In some cases, the impression of the matter cyclostyled is so dim that the memorandum is not legible. Some memoranda do not even indicate the subject matter dealt with, and so on. Where such mistakes are not checked by the Administrative Departments, the Secretary to the Council of Ministers will be under the duty of returning the copies of the memorandum. It is, therefore, emphasised that the Administrative Departments may thoroughly check up the fair copies of the memorandum before these are sent for the consideration of the Council.

5. In this connection, attention is also invited to rule 50 of the Rules of Business, according to which the Secretary of the Department concerned is, in each case, responsible for the careful observance of the Rules.

6. As at present, 25 copies of the memorandum should continue to be supplied to the office of the Secretary to the Council of Ministers direct. Copies of the memorandum should not be sent through the Circulating /Issue Branches, as there is every likelihood of these being misplaced or delayed.

7. The other rules and principles for the preparation of the memorandum may continue to be observed as heretofore.

(Sd/-)  
E.N. Mangat Rai,

Secretary to the Council of Ministers.

To

All Administrative Secretaries to Government, Punjab (by name).  
U.O. No. 229-PCM-59, dated, Chandigarh, the 22nd May, 1959.

A copy is forwarded to the Assistant Secretary to Government, Punjab/Accounts Officer, Punjab Civil Secretariat, for information and necessary action on paragraph 6, above.

(Sd/-)

HARBANS SINGH,  
Superintendent Political I,  
for Secretary to the Council of Ministers.

To

The Assistant Secretary to Government, Punjab/Accounts/Officer,  
Punjab Civil Secretariat.  
U.O. No. 229-PCM-59, dated, Chandigarh, the 22nd May, 1959.

Subject: --- Preparation of Memoranda for the Council of Ministers.

Will the Financial Commissioners, Punjab, and all the Administrative Secretaries to Government, Punjab, kindly refer to the subject noted above?

2. The Cabinet Secretariat has examined the question as to whether or not the Memoranda prepared by an Administrative Department for the Council of Ministers should contain specifically the view expressed by all the Senior Officers of the Department on the department files in order that the Council gets the benefit of those views before

taking a decision. In this connection, the procedure obtaining at the Centre and in the other States has been considered vis-a-vis that obtaining in the Punjab State, and it has been decided that procedure obtaining in this State may continue. For facility of reference, the main points of procedure are given below:-

(a) The Memorandum should indicate with sufficient precision the salient facts of the case and the points for decision. (Rule 14 of the Rules of Business of the Punjab Government, Part II).

(b) The concluding portion, should in particular, bring out clearly, the points on which orders of the Council of Ministers are required. (Instructions contained in the Cabinet Secretariat Circular U.O. reference No. 229-PCM-59, dated the 22nd May, 1959).

(c) In the cases which concern more Ministers than one, the Ministers concerned shall attempt by previous discussion to arrive at an agreement. If an agreement is reached, the Memorandum shall contain the joint recommendations of the Ministers; and if no agreement is reached, the Memorandum shall state the points of difference and the recommendations of each of the Ministers concerned. (Rule 15 of the Rules of Business of the Punjab Government, Part II).

(d) When the subject matter of a case concerns more than one Department,

no orders shall be issued nor shall the case be laid before the Council until it has been considered by all the Departments concerned, unless the case is one of extreme urgency. (Rule 22 of the Rules of Business of the Punjab Government, Part II).

2. The Administrative Departments are requested particularly to keep these points in view while preparing Memoranda for the consideration of the Council of Ministers, and ensure always that the papers are prepared by the Departments in a self-contained and objective manner and the views expressed therein are on behalf of the Administrative Department and not on behalf of any individual officer. It may be ensured, however, that the Administrative Department gives its own recommendations in the case in a comprehensive and clear-cut manner, without any ambiguity.

(Sd/-)  
G.S. KAHLON,  
Chief Secretary and  
Secretary to the Council of Ministers.

To

- (1) The Financial Commissioners, Punjab.
- (2) The Administrative Secretaries to Government, Punjab.

U.O.No. 129-PCM-66, dated, Chandigarh, the 30th March, 1966.

**Subject:- Preparation of Memorandum for the consideration of the Council of Ministers.**

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Will all the Financial Commissioners, Commissioners & Administrative Secretaries to Government, Haryana kindly refer to the subject noted above?

2. Some of the points for preparing a Memorandum by the Administrative Departments for the Council of Ministers are given in Rules 15 & 27 of the Rules of Business of the Govt. of Haryana 1977. For facility of reference, these are re-produced below:-

(a) In case which concern more Ministers than one, the Ministers concerned shall attempt by previous discussion to arrive at an agreement. If an agreement is reached the memorandum referred to in rule 13 of rule 14 shall contain the joint recommendations of the Ministers; and if no agreement is reached, the memorandum shall state the points of difference and the recommendation of each of the Ministers concerned.

(b) When the subject of a case concerns more than one Department, no order shall be issued nor shall the case be laid before the Council until it has been considered by all the Departments concerned, unless the case is one of extreme urgency.

3. It has been observed that some departments are sending the Memorandum to the Cabinet Section for the consideration of Council of Ministers without consulting the other departments concerned with the subject matter. Thus, the Council of Ministers while taking a decision on the proposal contained in the Memorandum of the Administrative Department, does not get the benefit of the views of the other departments concerned with or affected by the proposal. Accordingly, the above statutory provisions to this effect are once again brought to the notice of all concerned for strict compliance. The Administrative Departments are requested to keep the above points in view, while preparing the memorandum for the Council of Ministers and ensure that, if the subject matter of case appears to relate to more than one department, the views of the other departments concerned are invariably obtained and incorporated in the Memorandum.

Sd/-  
Joint Secretary, Political & Services,  
for Secretary, Council of Ministers, Haryana.

To

All the Financial Commissioners ,Commissioners & Administrative Secretaries to Govt. Haryana.

U.O. No. 5/313-Cabinet-88,

Dated. Chandigarh the 12.10.1988

Subject: - Preparation of Memoranda for the consideration of the Council of Ministers.

Will the Financial Commissioners, Punjab, and all the Administrative Secretaries to Government, Punjab, kindly refer to para 6 of the instructions contained in the Cabinet Secretariat circular U.O. reference No.229-PCM-59, dated the 22nd May, 1959 (copy enclosed), which lays down, inter alia, that copies of Memoranda for the consideration of the Council of Ministers should not be sent through the Circulating/Issue Branches, as there is every likelihood of their being misplaced/delayed.

(Sd/-)  
K.S. GULATI,  
Superintendent Political,  
for Secretary to the Council of Ministers.

To

1. All the Financial Commissioners, Punjab.
2. All the Administrative Secretaries to Government, Punjab.

U.O. No. 246-PCM-65, dated, Chandigarh, the 26th February, 1965.

A copy with a copy of the enclosure, is forwarded to---

- (1) The Assistant Secretary to Government, Punjab (General)
- (2) The Assistant Secretary to the Financial Commissioners, Punjab for issue of suitable instructions to the Circulating / Issue Branches.

(Sd/-)  
K.S. GULATI,  
Superintendent Political,  
for Secretary to the Council of Ministers.

Subject:- Preparation of Memoranda for the consideration of the Council of Ministers.

Will all the Administrative Secretaries to Government, Haryana, kindly refer to the Cabinet Secretariat Circular U.O. reference No. 526-Cabinet-68, dated the 17th September, 1968, on the subject noted above , wherein the necessity of improving the quality of typing/cyclostyling of Memoranda for the Council of Ministers was impressed upon them?

2. The members of the Council of Ministers have again complained of the poor quality of typing/cyclostyling of the Memoranda. The Administrative Secretaries are again requested to ensure that copies of Memoranda for the Council of Ministers are prepared with due care and attention. In this connection, they are requested particularly to ensure compliance with the instructions contained in paragraphs 10 & 11 of the Consolidated Instructions issued vide Cabinet Secretariat Circular U.O. reference No. 513-Cabinet-66, dated the 24th December, 1966 and in Circular U.O. reference mentioned above. These are reproduced below for ready reference:-

(i) The papers should be typed in double space, and both sides of the paper should be used.

(ii) A wide margin should be left towards the edge of the papers (the left edge on the obverse and the right edge on the reverse ) as these are placed in pads for the meetings.

(iii) The papers should be checked thoroughly with view to ensuring that the typed / cyclostyled matter is clear and it does not contain any mistakes.

(iv) the stencils for cyclostyling of the Memoranda may be prepared by the Stenographers attached with various Branches.

3. In future the Cabinet Section would be unable to accept a Memorandum which is not legible and neatly typed.

(Sd/-)

K.S. GULATI,  
Deputy Secretary Political & Services  
for Chief Secretary to Government, Haryana

To

All the Administrative Secretaries to Govt., Haryana.

U.O. No. 747-Cabinet-69, dated, Chandigarh, the 28th February, 1969.

विशय:- मंत्रिपरिशद के विचारार्थ ज्ञापन का प्रस्तुत करना ।

क्या सभी प्र शासकीय सचिव, हरियाणा सरकार, मंत्रिमण्डल सचिवालय के परिपत्र संख्या -मंत्रिमण्डल-68, दिनांक 17 सितम्बर, 1968, की ओर ध्यान देने की कृपा करेंगे जिस में ज्ञापन को ठीक ढंग से टाइप करने पर जोर दिया गया था?

2. मंत्रिपरिशद के सदस्यों ने फिर विचारार्थ कहा है कि ज्ञापन ठीक ढंग से टाइप/साइक्लोस्टाइल नहीं किया जाते । सभी प्र शासकीय सचिवों से अनुरोध किया जाता है कि वे ज्ञापन को भली भांति तैयार करवाना सुनिश्चित करें । इस संबंध में उन का ध्यान विशेषतया राज्य सरकार के संकलित अनुदेशों के पैरा 10 व 11, जो परिपत्र संख्या 513-मंत्रिमण्डल-66, दिनांक 24 दिसम्बर, 1966 द्वारा जारी किये गये थे की ओर आकर्षित किया जाता है । अनुदेश इस प्रकार है:-

- (1) ज्ञापन खुली लाईन पर कागज के दोनों ओर टाइप किया जाये ।
  - (2) टाइप करते समय खुला हाथिया रखा जाये ।
  - (3) टाइप/साइक्लोस्टाइल किये गये कागजों को ध्यान पूर्वक देख लिया जाये ताकि इन में कोई गलती न हो तथा इन का प्रभाव भोख हो ।
  - (4) विभिन्न भाखाओं में काम कर रहे आगुलिपिकों को स्टैंसिल काटने का कार्य सौंपा जाये ।
3. भविष्य में मंत्रिमण्डल अनुभाग में अपाठ्य और अस्वच्छ ज्ञापन स्वीकार नहीं होंगे ।

(हस्ता/-)

उप सचिव, राजनीतिक एवं सेवाएं,  
कृते: मुख्य सचिव, हरियाणा सरकार ।

सेवा में

सभी प्र शासकीय सचिव, हरियाणा सरकार ।

अ शास 747-मंत्रिमण्डल-69,

दिनांक, चण्डीगढ़ 28 अक्टूबर, 1969 ।

**मंत्रिपरिशद**  
**तिथिबद्ध**

विशय:- मंत्रिपरिशद के अनुमोदन हेतु वार्षिक प्र शासनिक रिपोर्ट प्रस्तुत करने बारे ।

क्या सभी वित्तायुक्त एवं प्र शासकीय सचिव, हरियाणा सरकार कृपया उपर्युक्त विशय की ओर ध्यान देंगे?

2. जैसा कि उन्हें विदित ही है कि सभी विभागों की वार्षिक प्र शासनिक रिपोर्ट सरकार की अंगेजी तथा हिन्दी दोनों भाशाओं में मंत्रिपरिशद के अनुमोदन हेतु भेजी जाती है । इस बारे विचार के बाद अब यह निर्णय लिया गया है कि भविष्य में विभागों की वार्षिक प्र शासनिक रिपोर्ट मंत्रिपरिशद के अनुमोदन हेतु

केवल हिन्दी भाषा में ही भेजी जाया करें परन्तु उसकी समीक्षा तथा पुनरवलोकन पहले की भांति अंग्रेजी एवं हिन्दी दोनों भाषाओं में ही भेजी जाया करें । अतः उनसे अनुरोध है कि इन हिदायतों का दृढ़तापूर्वक पालन किया जाए ।

3. इस सम्बन्ध में उन का ध्यान हरियाणा सरकार के अ आ 9 क्र० 15/19/91-4 पी०पी०, दिनांक 30.3.1993 की ओर दिलाते हुए पुनः अनुरोध किया जाता कि वे अपने विभागों की वर्ष 1992-93 तक की वार्षिक प्रशासनिक रिपोर्टों का अनुमोदन मंत्रिपरिषद् से 30.3.1993 तक अवश्य करवा लें ।

(हस्ता/-)  
उप सचिव, मंत्रिमण्डल,  
कृते: सचिव मंत्रिपरिषद्, हरियाणा ।

सेवा में

सभी वित्तायुक्त एवं प्रशासकीय सचिव, हरियाणा सरकार ।  
अ आ क्रमांक 10/2-कैबिनेट-93, दिनांक, चण्डीगढ़, 14.6.1993 ।

IMMEDIATE

Subject:--- Submission of Memorandum to the Council of Ministers.

Will all the Financial Commissioners and Principal Secretaries and all the Administrative Secretaries to Government, Haryana, kindly refer to this Section's U.O.No.10/3-2 Cabinet-97, dated 10th September, 1997 on the subject noted above?

2. They are requested that in future only 35 copies of the Memorandum (both in Hindi & English) may please be supplied to the Cabinet Section after observing the procedure laid down in the Rules of Business of the Government of Haryana, 1977.

(Sd/-)

Superintendent, Cabinet  
for Chief Secretary to Council of Ministers,  
Haryana.

To

All the Financial Commissioners & Principal  
Secretaries and all the Administrative  
Secretaries to Government, Haryana.  
(All Branches in Haryana Civil Secretariat and Financial Commissioner's Office)

U.O. No. 10/3-2 Cabinet-97, dated, Chandigarh, the 13th April, 2002.

Subject----- Referring of cases involving financial implications to the Council of Ministers.

Will the Administrative Secretaries to Government, Punjab, kindly refer to this Department U.O. Reference No. 9026-P (C)-55, dated the 23rd December, 1955 (copy enclosed) on the subject noted above?

2. The administrative Departments still continue to refer cases, involving financial implications, to the Council of Ministers without first consulting the Finance Department. The need for consulting the Finance Department in such cases is once again emphasized and the Administrative Secretaries are requested to ensure that the provisions of rule 5 of Business of the Punjab Government, Part II (as corrected up to the 31st August, 1955) are strictly observed. It should invariably be made clear in the memorandum whether any financial implications are involved in the proposal and, if so, whether the Finance Department has been consulted.

3. Attention in this connection is also drawn to the provisions of rule 50 ibid according to which the Secretary of the department concerned is, in each case, responsible for the careful observance of these rules.

(Sd/-)  
K.C.PANDEYA,  
Deputy Secretary Political,  
for Chief Secretary to Government,  
Punjab.

To  
The Secretary to Government, Punjab, Finance Department.

U.O.No. 8100-PI-(C)-57, Dated, Chandigarh, the 19th/23rd December, 1957.

A Copy is forwarded to the Finance Department, for information, with reference their U.O.reference No. 5311-FD-(I)-57, dated the 23rd/27th November, 1957.

(Sd/-)

K.C.PANDEYA,  
Deputy Secretary Political,  
for Chief Secretary to Government,  
Punjab.

To  
The Secretary to Government, Punjab, Finance Department.

U.O.No. 8100-PI-(C)-57, Dated, Chandigarh, the 19th/23rd December, 1957.

Subject:- Preparation of memorandum for the consideration of the consideration  
of the Council of Ministers.

Will the Financial Commissioners and Administrative Secretaries to Government, Punjab, kindly refer to this Department U.O. 229-PCM-59, dated the 22nd May, 1959, on the subject noted above?

2. It has been observed that in some cases the views of the Finance Department are not quoted in full in the memoranda prepared by the Administrative Departments for the consideration of the Council of Ministers with the result that some important aspects of Finance Department's advice do not come to the notice of the Council of Ministers. It is, therefore, requested that Finance Department's views may invariably be included in full in the memoranda so that the Cabinet have full picture of the case in view before taking a decision in the matter.

(Sd/-)  
BALWANT SINGH  
Superintendent Political,  
for Secretary to the Council of Ministers.

To  
1. All Financial Commissioners in Punjab.  
2. All Administrative Secretaries to Government, Punjab.

U.O.No. 601-PCM-62, Dated, Chandigarh, the 19th October, 1962.

A copy is forwarded to the Secretary to Government, Punjab, Finance Department, for information with reference to his U.O.No. 6063-2B&c 62, dated the 20th September, 1962.

(Sd/-)

BALWANT SINGH  
Superintendent Political,  
for Secretary to the Council of Ministers.

To

The Secretary to Government, Punjab.  
Finance Department.

U.O.No. 601-PCM-62, Dated, Chandigarh, the 19th October, 1962.

Subject:- Preparation of Memoranda for the consideration of the Council of Ministers.

Will the Finance Commissioners/Administrative Secretaries to Government, Punjab, kindly refer to this Department U.O.No. 601-PCM-62, dated the 19th October, 1962, on the subject noted above?

2. It has been pointed out by the Finance Department that they have been experiencing a great difficulty in tracing out their files relating to the memoranda involving financial implications sent for the consideration of the Council of Ministers and included in the agenda for Cabinet meetings because of the fact that the agenda for the Cabinet meetings usually are sent to them just a few days before the actual date of the meetings. With a view to enabling the Finance Department to locate their papers in time, the Administrative Departments are requested to ensure that one copy of each memorandum involving financial implications is furnished to the Finance Department as soon as they send the requisite number of copies thereof to the Secretary to the Council of Ministers for the consideration of the Cabinet. The Administrative Departments may also kindly indicate in the forwarding communication the number and date of the U.O., if any, with which the Finance Department tendered the advice in the relevant case.

(Sd/-)

BALWANT SINGH  
Superintendent Political,  
for Secretary to the Council of Ministers.

To

1. All Financial Commissioner in Punjab.
2. All Administrative Secretaries to Government, Punjab.

U.O.No. 57-PCM-63, Dated, Chandigarh, the 1st/4th February, 1963.

A copy is forwarded to the Secretary to Government, Punjab, Finance Department, for information, with reference to his U.O.No. 8591-B&C-62, dated the 19th January, 1963.

(Sd/-)

BALWANT SINGH  
Superintendent Political,  
for Secretary to the Council of Ministers.

To

The Secretary to Government, Punjab, Finance Department.  
U.O.No. 57-PCM-63, Dated, Chandigarh, the 1st/4th February, 1963.

Subject:- Preparation of memoranda for the consideration of the Council of Ministers.

Will the Financial Commissioners and all the Administrative Secretaries to Government, Punjab, kindly refer to-

(i) rule 22 of the Rules of Business of the Punjab Government, Part II, which provides that when the subject of a case concerns more than one Department, no order shall be issued nor shall the case be laid before the Council until it has been considered by all the Departments concerned, unless the case is one of extreme urgency, and

(2) paragraph 349 of the Secretariat Instructions which lays down that it is the duty of the Secretary primarily concerned with a case carefully to consider at the outset whether any other Secretary is also concerned with the case, and, if so, to see that his views are obtained on it.

2. It has been observed that in some cases concerning Plan schemes and Plan allocations the views of the Planning Department were not obtained and incorporated in the memoranda prepared by the Administrative Departments for the consideration of the Council of Ministers with the result that some important aspects of the matter did not come to the notice of the Council of Ministers. It is, therefore, requested that Planning Department's views in matters concerning that Department should invariably be obtained in future and should be incorporated in full in the Memoranda so that the Council may have the complete picture of the case in view before taking a decision in the matter. The Administrative Departments may also kindly indicate in the forwarding communication the No. and date of the U.O. reference, if any, with which the Planning Department tendered the advice in the relevant case and supply a copy of the memorandum to the Planning Department, in advance.

(Sd/-)  
K.S.GULATI,  
Superintendent Political,  
for Secretary to the Council of Ministers.

To

1. All the Financial Commissioner in Punjab.  
2. All Administrative Secretaries to Government, Punjab.  
U.O.No 56-PCM-65, Dated, Chandigarh, the 16th January, 1965.

Subject:- Preparation of Memorandum for the consideration of the council of Ministers

Will the Financial Commissioners and all the administrative secretaries to Government, Punjab, kindly referred to Rule 5 of the rules of Business of Punjab Government, Part II, which provides that no case in regard to which the Finance Department is required to be consulted under Rule 7 ibid shall, save in exception circumstances and under the directions to the Chief Minister, be discussed by the Council of Ministers unless the Finance Minister has had opportunity for its consideration.

2. In the Past some cases have been considered by the Council of Ministers without the advice of the Finance Department. It has know been pointed out by the Finance Department that in order to maintain the Financial Discipline. It is necessary that in all cases involving Financial Implications the advice of the Finance Department is made available to the Council of Ministers. The Finance Department have made it clear that in emergent cases their advice will be available to the Administrative Departments at short notice. In view of this it has been decided to strictly enforce the provision of Rule 5 of the rules of Business of the Punjab Government, Part II. In future, no memorandum involving financial implications will be accepted from the administrative Departments unless the finance Department advice has been obtained and in-corporated in full in the memorandum for the Council of Ministers.

3. These instructions may kindly be enforced strictly in all the department of the Government.

(sd/-)

G.BALAKRISHAN

Deputy Secretary, General Administration,  
for Secretary to Council of Ministers.

To

- (1) The Financial Commissioners in Punjab
- (2) All Administrative Secretaries to Government, Punjab

U.O.No. 1127-PCM-65

dated, Chandigarh, the 12<sup>th</sup> September 1965

A copy is forwarded to the Secretaries/ Private Secretaries to the Chief Minister, Ministers (including Ministers of State / Deputy Ministers) and Chief Parliamentary Secretary, Punjab, for the information of the latter.

(sd/-)

G.BALAKRISHAN

Deputy Secretary, General Administration,  
for Secretary to Council of Ministers.

To

The Secretaries / Private Secretaries to the Chief Minister, the Ministers

(including Ministers of State / Deputy Ministers) and Chief Parliamentary Secretary

U.O.No. 1127-PCM-65

dated, Chandigarh, the 12<sup>th</sup> September 1965

Subject:- Consideration of memoranda by the Council of Ministers –  
Postponement of certain items including in the agenda.

In the meeting of Council of Ministers the consideration of some Memoranda included in the agenda for that Meeting is postponed as the cabinet is left with no time to take them up in that meeting. These items are included in the agenda for the next cabinet meeting and copies of the relevant agenda are supplied to the Secretaries concerned. Some other items are, however, taken up by the cabinet, discussed at length and a decision on the proposals contained in the memorandum is postponed. In such cases the orders of the cabinet to postpone decision on some or all the proposals contained in the memorandum, are recorded and conveyed to the department concerned. A question has arisen whether in such cases it is for the secretary to the Council of Ministers to include the relevant memorandum again in the agenda for a subsequent cabinet meeting or it is for the administrative department to re examine the matter and prepare a fresh memorandum in case they may like the matter to be reconsidered.

2. This question has been examined and it is felt that in such cases there are reasons for which the cabinet postponed a decision on the proposal or some of the proposals contained in the memorandum. These reasons are known at least to the Minister – in- Charge and some times involve a matter of assessment as to whether the subject should come up whether or not and when the matter should be referred to the cabinet a fresh force soliciting their orders. It is possible that the Minister-in-Charge / Chief Minister may not like the matter to be considered by the cabinet at a particular stage.

3. in view of the position explained above it has been decided that in such cases the administrative department should put up a fresh memorandum with the permission of Chief Minister/ Minister-in-Charge and send the requisite numbers of copies to the Secretary to the Council of Ministers who would then include an item in the agenda for the next cabinet meeting. The secretary to the council of Minister will not, of his own accord, include such items in the agenda for a subsequent cabinet meeting.

( sd/-)

E.N.MANGAT RAI

Chief Secretary to Government, Punjab,  
and Secretary to the Council of Ministers.

To

1. The Financial Commissioner, Development, Punjab.
2. The Financial Commissioner, Punjab.
3. The Financial Commissioner, Revenue, Punjab

4. All administrative secretaries to Government, Punjab

U.O.No. 280-PCM-61 dated, Chandigarh, the 16<sup>th</sup> / 18<sup>th</sup> May, 1961.

A copy is forwarded to the Secretary to Government, Punjab, Printing & Stationery Department, for information.

2. This disposes of his U.O.No. 22(8)-P&S-61, dated the 20<sup>th</sup> April, 1961.

(Sd/-)

BALWANT SINGH,  
Superintendent, Political  
for Secretary to the Council of Ministers.

To

The Secretary to Government, Punjab.  
Printing & Stationery Department.

U.O.No. 280-PCM-61 dated, Chandigarh, the 16<sup>th</sup> / 18<sup>th</sup> May, 1961.

Subject:- Supplementary items for the agenda of the meetings of the Council of Ministers.

Under rule 16 (2) of the Rules of Business of the Punjab Government, partII, the agenda paper showing the cases to be discussed at a meeting of the Council of Ministers is sent to all concerned so as to reach them to clear days before the date of such meeting. The question of supplementary items for the agenda has been considered and it has been decided that no supplementary item should be circulated unless it can reach all the Ministers etc 24 hours before the scheduled time of the meeting, save in extremely emergent cases for which the Secretary to the Council of Ministers may decided as necessary. In this connection, it has been further decided that only those supplementary items should be accepted which reach the Cabinet Secretariat at least 48 hrs. before the scheduled time of the meeting.

2. All the Financial Commissioners & all the Administrative Secretaries to Government, Punjab are requested to ensure compliance with these instructions. Ten copies of this communication are enclosed for circulation in the branches under their control.

(Sd/-)

Superintendent, Political  
for Secretary to the Council of Ministers.

To

- 1 All the Financial Commissioners, Punjab.,  
2 All the Administrative Secretaries to Govt., Punjab.

U.O.No. . 131-PCM-64 dated, Chandigarh, the 1<sup>st</sup> February, 1964.

Subject:- Preparation/submission of Memorandum for the consideration of the Council of Ministers, Haryana.

Will all the Financial Commissioners and all the Administrative Secretaries to Government Haryana, kindly refer to this Department U.O.No. 5/313-Cabinet-88, dated 12.10.1988 (copy enclosed for ready reference) on the subject noted above?

2. It has been observed that the Government instructions on the subject as contained in Rules 15/22 of Rules of Business of Government of Haryana, 1977 are not being adhered to in letter and spirit. Accordingly, for facility of reference some additional instructions relating to different of the memorandum are given below:-

(1) Submission of Memorandum

The general practice of the Administrative Department is that the Memorandum approved by the Hon'ble Chief Minister and signed by the Administrative Secretary is delivered in the Cabinet Section only when the meeting of Council of Ministers having been fixed and some time even at the 11<sup>th</sup> hour. Thus, while this practice does not give any time to the Cabinet Branch to have even a close examination of their proposal, it also results in un-necessary rush of work and delay in the agenda being delivered to the Ministers. It has, therefore, been decided that as soon as the Memorandum is signed by the Administrative Secretary, its requisite number of copies, neat and clean, both in English and Hindi, be supplied to the Secretary to the Council of Ministers, in terms of Rule 14 of the Rules of Business of Haryana Govt., 1977, within a week positively or at least 72 hour before the date fixed for the meeting.

(2) Postponed Items

In the case of postponed items, where final consideration of a proposal has been postponed by the Council of Ministers for a reason other than the lack of time, e.g., where a proposal is discussed at length and a decision on it is postponed/deferred, the Administrative Department should according to existing instructions, examine the matter further and put up a fresh memorandum with the permission of Chief Minister afresh and there after forward the requisite number of copies, so that the proposal is included again in the agenda for the next meeting.

(3) Conveying Decisions/Instructions

As regards conveying decisions of the Council of Ministers by A.Ds. the general practice adopted by them is that, instead of conveying self-contained instructions to the concerned quarters, based on the decisions of the Council of Ministers, the Administrative Departments generally forward an extract copy of the decisions with copies to the A.G. etc. with a copy to the Cabinet Section. This is not the correct procedure to be followed in such cases. Attention in this connection is, therefore, invited to para 164-A of the Secretariat instructions, which reads as under:-

“Orders of the Council of ministers should be filled as part of the notes and not of the correspondence of cases, and shall, in not circumstances, be referred to in official correspondence nor shall copies be forwarded to any authority outside the Secretariat.”

Thus, copies of the minutes of the meetings of the Council of Ministers should not be sent to the Heads of Department/Commissioners/Deputy Commissioners, etc. Instead, self-contained instructions, should be sent to them on behalf of the Government and a copy forwarded to the Secretary to the Council of Ministers under a sealed cover.

(4) Implementation of the decision

With regard to implementation of the decision of the Council of Ministers, existing Government instructions are that where the proposal of the Administrative Department is approved by the Council of Ministers, final orders of Government should issue immediately on the receipt of authenticated copy of the decision and an intimation to this effect should be sent to the Secretary to the Council of Ministers within a fortnight of the date of the decision enclosing a copy of the orders that are issued. Where, however, the proposal is approved with certain modification, final orders of the Government should issue as soon as possible but not later than a period of three months from the date of decision.

In any case, where the Department is unable to issue the final orders of the Government within the prescribed period of three months, a detailed memorandum should be laid before the Council of Ministers again, explaining the latest position of the case, the difficulty that have prevented the issue of formal orders and further action contemplated by the Department. In such cases also the other procedure for submission of Memorandum to the Council of Ministers shall be followed.

(5) Incorporation of advice in the Memorandum

It has been noticed that some time specific directions issued by the Council of Ministers, Chief Secretary, Finance Department, legal Remembrancer, Haryana Public Service Commission, are not incorporated by the Administrative Department in the memorandum, which results in the withdrawal of the memorandum by them at the 11<sup>th</sup> hour or some times during the meeting of the Council of Ministers. This is not a healthy practice and needs to be discouraged. So advice given by these agencies should invariably be incorporated in the Memorandum, clearly indicating therein the relevant letter/U.O.No. of the relevant agency.

(6) Financial Implications

In the cases involving financial implications, some of the Administrative Department still continue referring such cases to the Council of Ministers without first consulting the Finance Department. This is contrary to Govt., instructions as also the provisions of Rule 7(a)(2) of the Rules *ibid*. Hence they should invariably make it clear in the Memorandum whether any Financial implications are involved in the proposal and, if so, whether the Finance Department has been consulted.

3. The Administrative Departments are accordingly requested to keep the above instructions/guidelines in view, while preparing the memorandum for the Council of Ministers and ensure that the above guidelines relating to different stages of the preparation of memorandum are adhered to meticulously.

Kindly acknowledge the receipt.

Sd/-

Joint Secretary, Political & Services,  
for Secretary, Council of Ministers, Haryana.

To

(All Branches of Secretariat and F.C. Office) All the Financial Commissioners,  
& Administrative Secretaries to Government, Haryana.

U.O.No. 5/313-Cabinet-88,

Dated, Chandigarh, the 2<sup>nd</sup> July, 1991.

Subject:- Submission of memoranda for consideration in the meetings of the  
Council of Ministers.

Will all the Financial Commissioners/Commissioners and  
Administrative Secretaries to Govt., Haryana, kindly refer to the subject noted above?

2. It has been observed that the memoranda pertaining to the proposal to  
be placed for consideration before the Council of Ministers for approval in its  
meeting, are sometimes sent by the departments under their control to the Cabinet  
Section at the eleventh hour. This causes lot of inconvenience in placing such  
memoranda for consideration before the Council of Ministers. They are, therefore,  
requested to kindly direct the department under their control to send memoranda to  
the Cabinet Sections of the Haryana Civil Secretariat well in time, in future.

3. The next meeting of the Council of Ministers is scheduled to be held at  
11.00 A.M. on 5.10.93. They are requested to please ensure that all memoranda are  
sent to the Cabinet Section by 10.00 A.M. on 4.10.93.

Sd/-

Joint Secretary, Political & Services,  
for Secretary to Council of Ministers, Haryana.

To

All the Financial Commissioners/  
Commissioners and Administrative Secretaries to Govt., Haryana.

U.O.No. 10/6-2 Cabinet-93,

Dated, Chandigarh, the 1<sup>st</sup> October, 1993.

Subject:- Submission of memoranda for consideration in the meetings of the  
Council of Ministers.

Will all the Financial Commissioners/Commissioners and  
Administrative Secretaries to Govt., Haryana, kindly refer to the subject noted above?

2. It has been observed that often Administrative Departments sent  
memoranda for presentation before the Council of Ministers at the eleventh hour. The  
procedure for submission of memoranda, is contained in Rule 16(2) of the Rules of  
Business of the Government of Haryana, 1977, which is reproduced hereunder:-

“After an agenda paper, showing the cases to be discussed at a meeting  
of the Council has been approved by the Chief Ministers, copies  
thereof, together with copies of such memoranda as have not been  
circulated under rule 14 shall be sent by the Secretary to the Council,  
to the Chief Minister and other Ministers so as to reach them two clear  
days before the date of such meeting. The Chief Minister may, in the

case of emergency, curtail the said period of two days. Copies of the agenda and the memoranda shall at the same time be sent to the Governor”.

3. The submission of memoranda at the eleventh hour is in clear violation of the above rule which obligates that all the agenda items be circulated to the members at least 48 hours, in advance. This also means that the Administrative Departments should send copies of the memoranda to the Cabinet Department at least 72 hours before the meeting of the Council of Ministers to facilitate timely action as per the rules referred to *ibid*.

4. They are, therefore, requested to strictly adhere to the procedure laid down in the Rules of Business for presenting memoranda before the Council of Ministers, in future. However, in exigencies memoranda may be sent to the Cabinet Department with relaxation of the prescribed time limit after obtaining a specific approval of the Chief Minister for relaxation in rule 16(2) and this should be conveyed to the Cabinet Department along with the memorandum.

Sd/-

Joint Secretary, Political & Services,  
for Secretary to Council of Ministers, Haryana.

To

All the Financial Commissioners/Commissioners and  
Administrative Secretaries to Govt., Haryana.

U.O.No. 10/6-2 Cabinet-93,

Dated, Chandigarh, the 22<sup>nd</sup> July, 1994.

IMMEDIATE

Subject:- Late submission of proposals for approval to the Council of Ministers in which ex-post facto approval is required.

Will all the Financial Commissioners and Administrative Secretaries to Government Haryana kindly refer to the subject noted above?

2. It has been observed for quite some time that proposals in which ex-post-facto approval of Council of Ministers is required, are being submitted to the Council of Ministers very late. In some cases proposals have been sent to the Council of Ministers after a lapse of nearly six months. The late submission of such proposals before the Council of Ministers defeats the very purpose for which the proposals are brought before CMM. It is, therefore, requested that it may be ensured that such proposals should be sent to the Council of Ministers for approval immediately after the issue of sanctions in anticipation of the approval of Council of Ministers for obtaining ex-post-facto approval.

Sd/-  
Superintendent, Cabinet  
for Secretary to Council of Ministers, Haryana.

To

All the Financial Commissioners/Commissioners and  
Administrative Secretaries to Govt., Haryana.

U.O.No. 10/6/2002-2 Cabinet      Dated, Chandigarh, the 18<sup>th</sup> September, 2002.

विशय:— मंत्रिपरिषद् के विचार के लिये ज्ञापन तैयार/प्रस्तुत करने बारे हिदायतें ।

क्या सभी वित्तायुक्त एवं प्रधान सचिव/प्र. शासकीय सचिव, हरियाणा सरकार, कृपया उपरोक्त विषय पर इस विभाग के आ. शा. क्रमांक 5/3/3-कैबिनेट-88, दिनांक 26.8.2002 की ओर ध्यान देने का कष्ट करेंगे?

2. प्रायः यह देखने में आया है कि प्र. शासकीय विभागों द्वारा मंत्रिपरिषद् के विचार के लिये ज्ञापन तैयार/प्रस्तुत करते समय इस संबंध में सरकार द्वारा समय-समय पर जारी की गई हिदायतें/मार्गदर्शिन का दृढ़ता से पालन नहीं किया जा रहा है । अतः संदर्भों की सुविधा हेतु ज्ञापन के विभिन्न स्तरों से संबंधित हिदायतों का विवरण निम्न अनुसार दोहराया जा रहा है:—

1. ज्ञापन में मंत्रणा का वर्णन करना ।

मंत्रिमण्डल अनुभाग के आ. शा. क्र. 5/313-कैबिनेट-88, दिनांक 2.7.91 द्वारा जारी की गई हिदायतों में यह स्पष्ट किया हुआ है कि प्र. शासकीय विभागों द्वारा अपने ज्ञापन में मंत्रिपरिषद्, मुख्य सचिव, वित्त विभाग, विधि परामर्शी तथा हरियाणा लोक सेवा आयोग द्वारा दी गई मंत्रणा/निर्देश को ज्यों का त्यों सम्मिलित करना चाहिये और साथ ही उस संबंधित पत्र/आ. शा. क्र. 0 का भी उल्लेख किया जाए जिसके द्वारा मंत्रणा दी गई है । इसके बावजूद भी कई विभाग अपना ज्ञापन तैयार करते समय इन विभागों/आयोग द्वारा दी गई मंत्रणा को ज्ञापन में ज्यों का त्यों सम्मिलित नहीं कर रहे हैं । अतः प्र. शासकीय विभागों से पुनः अनुरोध किया जाता है कि भविष्य में ज्ञापन तैयार करते समय इन हिदायतों की दृढ़ता से पालना की जाए ।

2. वित्तीय विविक्षा/राज्य का वित्त प्रभावित होने की अवस्था में उक्त उप-पैरा 1 में वर्णित हिदायतों में यह भी स्पष्ट किया हुआ है कि जिन मामलों में वित्तीय विविक्षा निहित होती है या राज्य का वित्त प्रभावित होता है, ऐसे मामलों में प्र. शासकीय विभागों द्वारा कअपने ज्ञापन में यह स्पष्ट करना चाहिए कि प्रस्ताव में कोई वित्तीय विविक्षा निहित है अथवा नहीं, यदि है तो वित्त विभाग से परामर्श कर लिया गया है । फिर भी प्रायः यह देखने में आता है कि जिन मामलों में वित्तीय विविक्षा निहित होती है या राज्य का वित्त प्रभावित होता है कई प्र. शासकीय विभागों द्वारा ऐसे मामले वित्त विभाग से पूर्व परामर्श किया बगैर ही मंत्रिपरिषद् के विचारार्थ भेज दिये जाते हैं, जोकि सरकार ककी हिदायतों तथा हरियाणा सरकार कार्य संचालन नियमावली, 1977 के नियम 7(क) (2) में प्रावधान के विरुद्ध है । अतः प्र. शासकीय विभागों से पुनः अनुरोध किया जाता है कि भविष्य में ज्ञापन तैयार करते समय इन हिदायतों की दृढ़ता से पालना की जाए ।

3. मामले का संबंध एक से अधिक विभागों से होने की अवस्था में ।

प्र शासकीय विभागों द्वारा मंत्रिपरिषद् के लिये ज्ञापन तैयार करने से सम्बन्धित कुछ बिन्दुओं का विवरण हरियाणा सरकार कार्य संचालन नियमावली, 1977 के नियम 15 एवं 22 में वर्णित हैं। इन नियमों के प्रावधानों के अन्तर्गत मंत्रिमण्डल अनुभाग के अ. शा. क्रमांक 5/313-कैबिनेट-88, दिनांक 12-10-88 द्वारा सभी प्र शासकीय विभागों को हिदायतें जारी करके यह अनुरोध किया गया था कि जब कोई मामला एक से अधिक विभागों से सम्बन्धित हो तो उस मामले पर सभी दूसरे सम्बन्धित विभागों से प्रभावी ढंग से परामर्श/विचार विमर्श करके ज्ञापन तैयार किया जाए तथा उन विभागों के परामर्श/विचार का समुचित उल्लेख भी ज्ञापन में ज्यों का त्यों सम्मिलित करना सुनिश्चित करें। इसके बावजूद भी प्रायः यह देखने में आता है कि जिन मामलों का एक से अधिक विभागों से संबंध होता है उनके बारे में ज्ञापन प्रस्तुत करने वाले प्र शासकीय विभाग द्वारा मंत्रिपरिषद् के विचार के लिये ज्ञापन तैयार करते समय दूसरे संबंधित विभागों से परामर्श/विचार विमर्श नहीं किया जाता है। अथवा उनके परामर्श/विचार को ज्ञापन में ज्यों का त्यों सम्मिलित नहीं किया जाता है। इस से न केवल ऊपर वर्णित नियमों/हिदायतों की उल्लंघना होती है बल्कि ज्ञापन में वर्णित मामले पर समुचित निर्णय लेने में कठिनाई भी आती है। तथा अनुचित निर्णय हो जाने की आशंका बनी रहती है। अतः सभी प्र शासकीय विभागों से पुनः अनुरोध किया जाता है कि भविष्य में ऐसे मामलों से संबंधित ज्ञापन तैयार करते समय वर्णित हिदायतों का दृढ़ता से पालन करना सुनिश्चित करें।

4. नियम जिसके तहत मंत्रिपरिषद् का अनुमोदन आवश्यक है। सामान्य तौर पर शासकीय विभागों द्वारा ज्ञापन में यह स्पष्ट नहीं किया जाता है कि उनका प्रस्ताव हरियाणा सरकार कार्य संचालन नियमावली, 1977 के इस नियम अथवा सरकार की किये हिदायतों के तहत मंत्रिपरिषद् के सम्मुख प्रस्तुत किया जाना है। इसके अतिरिक्त कई बार प्रस्ताव स्पष्ट भी नहीं होता है। जिस पर मंत्रिपरिषद् का अनुमोदन प्राप्त किया जाना है। अतः उन्हें ज्ञापन में उक्त वर्णित नियमावली के उस नियम जिसके तहत प्रस्ताव मंत्रिपरिषद् के सम्मुख प्रस्तुत किया जाना होता है, का वर्णन स्पष्ट रूप से करना चाहिए और प्रस्ताव भी पूर्णतः स्पष्ट होना चाहिए।
5. ज्ञापन प्रस्तुत करना। मंत्रिमण्डल अनुभाग के अ. शा. क्र. 5/313-कैबिनेट-88, दिनांक 2.7.91 द्वारा जारी की गई हिदायतों में यह भी स्पष्ट किया हुआ है कि प्र शासकीय विभागों द्वारा अपना ज्ञापन बैठक की तिथि के एक सप्ताह के भीतर या कम से कम 72 घण्टे पहले सचिव, मंत्रिपरिषद् को भिजवाना चाहिए। लेकिन अभी भी कई प्र शासकीय विभागों द्वारा आमतौर पर ज्ञापन मंत्रिमण्डल अनुभाग में केवल उस समय भेजा जाता है जब परिषद् की बैठक होने की तिथि तिथि निश्चित हो जाती है और कभी-2 तो अंतिम क्षण में भेजा जाता है। जिससे उनके प्रस्ताव का निरीक्षण करने के लिये मंत्रिमण्डल अनुभाग को पर्याप्त समय नहीं मिल पाता है। परिणामस्वरूप कार्य में अनावश्यक बाधा आती है और परिषद् की बैठक की कार्यसूची को सभी संबंधित को भेजने में विलम्ब हो जाता है। हरियाणा सरकार कार्य संचालन नियमावली, 1977 के नियम 16(2) में विद्यमान प्रावधान अनुसार परिषद् की बैठक में विचार विमर्श किया जाने वाले मामलों को दर्शाने वाली कार्यसूची ऐसी बैठक की तिथि से पूरे दो दिन पहले मंत्रियों/मुख्य मंत्री/राज्यपाल के पास पहुंच जानी चाहिये। अतः सरकार ने विचार उपरांत पुनः यह निर्णय लिया है कि मामले को परिषद् के सामने लाये जाने का निर्णय हो जाने उपरांत पुनः यह निर्णय लिया है कि मामले को परिषद् के सामने लाये जाने का निर्णय हो जाने उपरांत उक्त वर्णित नियमावली के नियम 14 में वर्णन अनुसार प्र शासकीय विभाग ज्ञापन तैयार करके इसकी साफ-सुथरी, अंग्रेजी तथा हिन्दी में वांछित संख्या में प्रतियां

बैठक की निश्चित तिथि के एक सप्ताह के भीतर या कम से कम 72 घण्टे पूर्व सचिव मंत्रिपरिषद् को अवगत भिजवायें ।

3. तदनुसार सभी प्रासकीय विभागों से पुनः अनुरोध है कि भविष्य में मंत्रिपरिषद् के विचार के लिये ज्ञापन तैयार/ प्रस्तुत करते समय इन हिदायतों/मार्गदर्शिका का दृढ़ता से पालन किया जाये । प्रासकीय विभागों द्वारा भेजा गया अधूरे ज्ञापनों को मंत्रिमण्डल अनुभाग द्वारा स्वीकार किया जाना संभव नहीं हो सकेगा । कृपया इसकी पावती भेजें ।

सुरेन्द्र मिश्र,  
उप सचिव मंत्रिमण्डल  
कृते सचिव मंत्रिपरिषद्, हरियाणा ।

सेवा में

सभी वित्तियुक्त एवं प्रधान सचिव/प्रासकीय सचिव,  
हरियाणा सरकार, चण्डीगढ़ ।

अ. प्रा. क्रमांक 10/5-कैबिनेट-2003

दिनांक चण्डीगढ़, 24 अप्रैल, 2003 ।

**Subject:- Action to be taken on the minutes of the meeting of the Council of Ministers.**

At present, meeting of the Council of Ministers are held at the State Headquarters on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month, on the 2<sup>nd</sup> Wednesday of the month, a Cabinet meeting is held at a District Headquarter. An informal Cabinet meeting is also held on the Tuesday preceding the 1<sup>st</sup> Wednesday of each month.

2. Advance copies of the decisions taken in such Cabinet meetings are sent immediately after the Cabinet meeting to enable the Administrative Secretaries to take such action as may be called for and considered necessary, The confirmation of the Cabinet decision is also sent through a U.O. reference immediately after the Chief Minister has signed the minutes on each of the case. The Secretary of the Council of Ministers does not, however, know the action taken by the Secretary of the Department in each case. It is, therefore requested that the Financial Commissioner/Administrative Secretaries may kindly initiate action on each of the Cabinet decisions as soon as advance copy thereof is received by them, and the final draft in such cases may be issued immediately on receipt of authenticated copies, Intimation may also kindly be sent within a week or earlier if possible to the Secretary to the Council of Ministers with regard to the action taken (beginning from the Cabinet Meeting held on 19<sup>th</sup> September, 1962) by the Secretary concerned.

(sd/-)

BALWANT SINGH  
Superintendent Political  
for Secretary to the Council of Ministers.

To

1. All Financial Commissioner, Punjab.
2. All Administrative Secretaries to Government, Punjab.

U.O.No. 574-PCM-62 dated, Chandigarh, the 1<sup>st</sup> October, 1962.

**Subject:- Forwarding of copies of the minutes of the meeting s of the Council of Ministers to Heads of Department, etc.**

It has come to the notice of the Government that Sometimes, the Administrative Department, instead of conveying self contained instructions bases on the decisions of the Council of Ministers to the concern quarters, send exact copies of the Cabinet decisions to them. This is not the correct procedure to be followed in such cases attention, this connection, is therefore invited to para 16-A of the Secretariat instructions which lays down that :-

“Orders of the Council of Ministers should be filed as part of the notes and not of the correspondence of cases, and shall, in no circumstances, be referred to in official correspondence, nor shall copies be forwarded to any authority outside the Secretariat.” And it is requested that copies of the minutes of the meeting of the

Council of Ministers should not be sent to Heads of Department/Commissioners/Deputy Commissioner, etc. instead, self contained instructions should be sent to them on behalf of the Government.

(sd/-)

S.C.JAIN

Deputy Secretary, Administration and Political,  
for Secretary to the Council of Ministers.

To

1. All Financial Commissioner, Punjab.
2. All Administrative Secretaries to Government, Punjab.

U.O.No. 338-PCM-63 dated, Chandigarh, the 9<sup>th</sup> May, 1963.

**Subject:- Implementation of the decisions of the Council of Ministers.**

Will the Financial Commissioners, Punjab and the Administrative Secretaries to Government, Punjab, Kindly refer to :-

1. rules 17(1) of the Rules of Business of the Punjab Government, PartII, which provides that when a case has been decided by the Council of Ministers, the Minister concerned shall take action to give effect to the decision.
2. the Cabinet Secretariat Circular U.O.No. 574-PCM-62, dated the 1st October, 1962, which prescribed that intimation with regard to the action taken on the decisions of the Council of Ministers may be given by the Secretary concerned to the Secretary to the Council Of Ministers, within a week, or earlier, if possible.
2. Past experience has shown that in several cases intimation of the action taken on the decisions of the Council of Ministers is not sent to the Cabinet Secretariat within the prescribed period of one week and in a number of cases the Departments have taken a long period to finalize action on the decisions.
3. The matter has been reviewed carefully and it has been decided that, I future, the Departments concerned should intimate to the Secretary to the Council of Ministers the action taken on the decision of the Council, within a period of fifteen days from the date of the decision, and should finalize such action within a period of fifteen days from the date of the Cabinet Secretariat, in any case in which the Department is unable to finalize action within this period of three months, a detailed memorandum should be laid before the Council of Ministers, explaining the latest position of the case, the difficulties that have prevented an early implementation of the decision and further action that is contemplated by the Department. In such cases

the procedure for submission of memoranda to the Council of Ministers laid down in the Rules of Business of the Punjab Government, Part II shall be followed.

4. All the cases, where action has not been finalized to implement the decisions of the Council of Ministers taken during the years 1963 and 1964, may, in accordance with these instructions, be brought before the Council of Ministers again, immediately.

(sd/-)  
G.BALAKRISHAN  
Under Secretary, Political,  
for Secretary to the Council of Ministers.

To

1. All Financial Commissioner, Punjab.
2. All Administrative Secretaries to Government, Punjab.

U.O.No. 571-PCM-65 dated, Chandigarh, the 22<sup>nd</sup> May, 1965.

#### **IMMEDIATE/COUNCIL OF MINISTERS**

**Subject:- Preparation of memorandum for the consideration of the Council of Ministers-Implementation of the decision of the Council of Ministers.**

Will all the Financial Commissioner, Commissioners and Administrative Secretaries to Government, Haryana, Kindly refer to the Council of Ministers U.O.No. 5/313-Cabinet-88 dated 13.10.1988 on the subject noted above?

2 It is reiterated that if the subject matter of the Memorandum relates to more than one department, and when more than one departments have to initiate action on the decision of the Council of Ministers, it will be responsibility of the Administrative Department which brings the Memorandum before the Council to inform invariably all the concerned departments to initiate action in compliance with the decision of the Council of Ministers such intimation should be given to the concerned departments immediately after the receipt of the decision, under intimation to the Cabinet Section.

3. Receipt of this communication may please be acknowledged.

(sd/-)  
Joint Secretary, Political & Services,  
for Secretary to the Council of Ministers.

To

1. All Financial Commissioner, Commissioners & Administrative Secretaries to Government, Haryana.

**IMMEDIATE/CONFIDENTIAL  
COUNCIL OF MINISTERS**

**Subject:- Delay in implementing the decisions of the Council of Ministers – Policy regarding.**

Will the Financial Commissioners and all the Administrative Secretaries to Government Haryana, Kindly refer to the subject noted above.

2. It has been observed that decisions of the Council of Ministers are not being implemented within the stipulated period of 15 days, despite issuing instructions in this regard from time to time. It has also been observed that certain proposals in the Memorandum are being submitted by a single department to the Council of Ministers for approval, though the proposals require action by more than one department, Consequently, the implementation of the decisions of the Council of Ministers gets delayed as only after the decision has been conveyed to the nodal department, it starts consultations with other departments concerned regarding implementation of the decision. It is pointed out here that there is a specific provision in this regard in the Rules of Business of the Haryana Government, which is reproduced below :-

“When the subject of a case concerns more than one Department, no order shall be issued nor shall the case be laid before the Council until it has been considered by all the Departments concerned, unless the case is one of extreme urgency”

3. While the departments should meticulously comply with the above provision, the following points should also be strictly observed by them in order to streamline the implementation:-

- (i) In formulating and implementing any new policy/proposal where the involvement and cooperation of various other departments is necessary, the draft proposal should be referred to an Inter-Ministerial Committee for consideration and detailed recommendations.
- (ii) After such a Committee has considered all aspects of the matter and given its recommendations, the matter should be got confirmed from all the concerned departments at appropriate level( by the Minister or CM as may be necessary). Only then the Cabinet Memorandum should be prepared and submitted for decision.
- (iii) When Cabinet approval has been accorded, all the necessary follow-up action should be taken by the concerned departments without delay since all the preliminary actions have already been gone through.
- (iv) If any dispute arises regarding the interpretation of any clause or point arising out of the Cabinet decision, such issues should be decided in a meeting to be chaired by the Senior Most Minister concerned or at the level of CM if necessary
- (v) At the time of submitting the case of the Council of Ministers and before making any announcements, any legal formalities which are

required to be observed by way of issuing notifications and hearing objections, etc. should also be pointed out clearly so that the time required for meeting such legal formalities is known in advance and no assurance is held out for immediate implementation.

- (vi) In such cases where immediate implementation is not possible and legal formalities cannot be completed prior to the decision of the Council of Ministers, It should be made clear in the decision that the policy would be implemented from a prospective date which should be fixed keeping in view the time required.
- (vii) Any draft notification etc. which needs to be issued should be prepared and shown to the Legal Remembrance prior to the submission of the case to the Council of Ministers, so that the legal aspects can be examined in detail before hand and no delay takes place after the decision except the period which is statutorily required to be given for implementing the said notifications.

4. It is, therefore, requested that the above points may kindly be followed strictly while framing proposals for submission to the Council of Ministers in cases relating to more than one department. Similarly, at the implementation stage all the department should make concerned efforts, so that the Council of Ministers decisions are implemented expeditiously.

5. However, it would be the responsibility of the nodal department which brings the memorandum to ensure coordination among all the other departments and secure early.

6. Receipt of this letter may kindly be acknowledged.

(sd/-)

Joint Secretary Political & Services,  
for Chief Secretary to Government,  
Haryana.

To

- 1. All the Financial Commissioner, and Secretaries to Government, Haryana.
- 2. All the Administrative Secretaries to Government, Haryana.

U.O.No. 7/1-Cabinet-90 dated, Chandigarh, the 28<sup>th</sup> June 1990

**Subject:- Attendance of meeting of Council of Ministers.**

It has been noticed that some Administrative Secretaries do not attend the meetings of the Council of Ministers when their items come up before it and that, instead, they send their Deputy Secretary or Under Secretary to represent them. It is considered that this is improper and that in future, the Secretaries alone should attend to their items in the meetings. All the Administrative Secretaries to Government, Punjab are therefore, requested to ensure that, in future, they alone attend the

meetings of the Council when their items come up for discussion, In case, due to some unavoidable reason, like illness, etc. a Secretary is unable to be present himself, he should, as required by rule 16(6) of the Rules of Business of the Punjab Government, Part II obtain timely permission of the Chief Minister, through the Secretary to the Council, to send a representative.

(sd/-)

NAWAB SINGH

Chief Secretary to Government, Punjab

To

All Administrative Secretaries to Government, Punjab (by name).

U.O.No. 8104-P(C)-54, dated, Chandigarh, the 22<sup>nd</sup> October 1954

**Subject:- Attendance of meeting of Council of Ministers.**

According to rule 16(6) of the Rules of Business of the Punjab Government, Part II “the Secretary of a Department concerned with the case shall attend the meeting unless his presence is excused by the Chief Minister”. Further in order to ensure the attendance of the Administrative Secretaries in the Cabinet meetings. Necessary instructions were issued to all the Administrative Secretaries vide Political Department U.O. reference No. 8104-P(C)-54 dated the 22<sup>nd</sup> October 1954. They were specifically requested to ensure that, in future, they alone attend the meetings of the Council of Ministers when their times come up for discussion. In case, however, due to some unavoidable reasons, like illness, etc. a Secretary was unable to be present himself, he should as required by rule 16(6) *ibid*, obtain timely permission of the Chief Minister through the Secretary to Council of Ministers, to send a representative. These instructions were again, brought to their notice – vide this Department U.O. reference No. 5038-P(C)-55 dated the 27<sup>th</sup> May 1955

2. Experience has, however, shown that some of the Administrative Secretaries not only absent from the Cabinet Meetings but they also remain out of headquarters, when items pertaining to their Department are on the agenda. This upsets the programme of the Council of Ministers. The administrative Secretaries, are, therefore, requested :-

- (i) to ensure that, in future, they alone attend the meetings of the Council invariable when their items come up for discussion. if , owing to some unavoidable reasons like illness, etc. a Secretary is unable to be present himself, he should, as required by rule 16(6) of the Rules of Business of Punjab Government, Part-II obtain timely permission of the Chief Minister, through the Secretary to the Council, to send a representative.
- (ii) not to leave their head quarters when there is any item on agenda pertaining to their department, for the consideration of the Council of Ministers, and
- (iii) to be present at the venue of the meeting so that may be easily available as and when their items come up for discussion on the agenda

by the Cabinet Alternatively, they should inform the secretary to the Council of Ministers where they can be found, so that when their item comes up, they can be quickly called.

It is trusted that these instructions will be rigidly observed to avoid inconvenience to the Council of Minister.

(S d/-)  
A.N. KASHYAP,  
for Chief Secretary to Government, Punjab.

To

All administrative Secretaries to Government, Punjab.

U.O. No. 9477-PI (C)-58, dated, Chandigarh, the 23<sup>rd</sup> December, 1958.

A copy is forwarded to all Ministers (including Chief Minister), for information.

(Sd/-)  
A.N. KASHYAP,  
for Chief Secretary to Government, Punjab

To

All Ministers (including Chief Minister).

U.O. No. 9477-PI-58, dated, Chandigarh, the 23<sup>rd</sup> December, 1958.

**Subject: - Personal attendance of the Administrative Secretaries in the meeting of the Council of Ministers.**

Will the Financial Commissioner, Punjab and the Administrative Secretaries to Government Punjab, kindly refer to :

- (1) Rule 16(60 of the Rules of Business of the Punjab Government Part II, which requires that the Secretary of the Department concerned with the case shall attend the meeting of the Council of Ministers, unless his presence is excused by the Chief Ministers, unless his presence is excused by the Chief Minister; and
- (2) The Cabinet Secretariat U.O. circular No. 750-PCM-61, dated the 8th/11<sup>th</sup> December, 1961, in which the Administrative

Secretaries were requested to so adjust their tour programmes as to be present at headquarters on the dates of the meeting of the Council.

2. it has been observed that of late, in a number of cases, junior officers are being deputed by the Secretaries to represent them at the meetings of the Council. While there may be no objection to the secretaries bringing their subordinate officers along with them for assisting them over matters of detail, if necessary, it is requested that as required by the Rules of Business and the Government Instructions, the Secretaries, should be present personally to advise the Council on cases pertaining to their departments. In this Connection, it may be mentioned that ordinarily the meetings of the Council are held on the 1<sup>st</sup>, 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays of each month, and advance notice of the dates on which the meeting are to be held during a particular month is sent to all the Secretaries in the preceding month itself. As such it is expected that normally there should be no difficulty in the Secretaries adjusting their tour programmes in such way that they are in position to attend all the meetings of the Council.

Sometimes, the Council also wish to consult Administrative Secretaries who may not actually have any special item of agenda before a particular meeting of the Council of Ministers.

3. It is, accordingly, requested that, in future, all the Administrative Secretaries may, ordinarily, remain at headquarters and be available for consultation on the dates on which the regular meetings of the Council are scheduled to be held, irrespective of the fact whether they have an item on the agenda or not. In case, however, in any special circumstances an Administrative Secretary has to be unavoidably away and out of station, he may duly inform his Minister-in-Charge and the Secretary to the Council of Ministers.

(Sd/-)  
G.S. KAHLON,  
Chief Secretary to Government and  
Secretary to the Council of Ministers.

To

- (1) All the Financial Commissioners, Punjab (By name).
- (2) All the Administrative Secretaries to Government (By name).

U.O. No. 346-PCM-66, dated, Chandigarh, the 23<sup>rd</sup> December, 1966.

विशय:- मंत्रिपरिशद की बैठकों में प्र ासकीय सचिवों की उपस्थिति बारे हिदायतें ।

क्या सभी वित्तियुक्त एवं प्रधान सचिव/प्र ासकीय सचिव, हरियाणा सरकार कृपया उपरोक्त विशय पर हाि ाये में दिये गये अ ा0 क्रमांकों (प्रतियां संलग्न है) की ओर ध्यान देने का कश्ट करेंगे?

2. मंत्रिपरिशद की बैठकों में प्र ासकीय सचिवों की उपस्थिति के बारे में उपरोक्त संदर्भित अ ासकीय क्रमांकों द्वारा राज्य सरकार ने निदे ा जारी किए थे, किन्तु यह देखने में

आया है कि कई बार प्र शासकीय सचिव मंत्रिपरिषद् की बैठकों में स्वयं उपस्थित नहीं होते , बल्कि अपनी जगह अपने किसी अधीनस्थ अधिकारी को बैठक में भाग लेने के लिए भेज देते हैं। इस संबंध में उनका ध्यान हरियाणा सरकार कार्य संचालन नियमावली, 1977 के नियम 16(6) की ओर दिलाया जाता है, जिसमें यह प्रावधान है कि मामले से संबंधित सचिव स्वयं मंत्रिपरिषद् की बैठक में उपस्थित होगा जब तक कि मुख्य मंत्री द्वारा उसके अधीनस्थ रहने की अनुमति न दे दी जाए । लेकिन पिछली कुछ बैठकों में प्रायः यह देखने में आया है कि कई प्र शासकीय सचिव मुख्य मंत्री की पूर्व अनुमति के बिना मंत्रिपरिषद् की बैठकों में भाग लेने के लिए आने अधीनस्थ अधिकारी को भेज देते हैं । राज्य सरकार ने इस अनियमितता को गम्भीरता से लिया है । ऐसा किया जाना न केवल नियमों के विरुद्ध है बल्कि इससे मंत्रिपरिषद् की बैठकों में संबंधित मामले को पूरी तरह से स्पष्ट करने में कठिनाई भी आती है । अतः सभी प्र शासकीय सचिवों से अनुरोध है कि वे भविष्य में जब उनके मद/प्रस्ताव मंत्रिपरिषद् की बैठक में विचारार्थ रखे जाते हैं तो वे स्वयं उस बैठक में उपस्थित होना सुनिश्चित करें । यदि कुछ अपरिहार्य कारणों से सचिवों के लिए बैठक में स्वयं उपस्थित होना संभव न हो तो वे इस की आवश्यक जानकारी देते हुए मुख्य सचिव के माध्यम से मुख्य मंत्री की पूर्व अनुमति प्राप्त करें तथा अपने प्रतिनिधि का उल्लेख करते हुए उसे इस बैठक में उपस्थित होने की अनुमति प्रदान किये जाने का अनुरोध करें।

(हस्ता/-)

सुरे । मित्तल

उप सचिव मंत्रिमण्डल

कृते: सचिव मंत्रिपरिषद्, हरियाणा ।

सेवा में

सभी वितायुक्त एवं प्रधान सचिव/प्र शासकीय सचिव,  
हरियाणा सरकार ।

अ शा 110 क्रमांक 10/5/2003-कैबिनेट

दिनांक 20 जून, 2003 ।

विशय:- मंत्रिपरिषद् की बैठक में प्र शासकीय सचिवों की उपस्थिति बारे हिदायतें ।

क्या सभी वितायुक्त एवं प्रधान सचिव/प्र शासकीय सचिव, हरियाणा सरकार, कृपया उपरोक्त विशय की ओर ध्यान देने का कष्ट करेंगे?

2. सरकार के ध्यान में आया है कि कई प्र शासकीय सचिव मंत्रिपरिषद् की बैठक में भाग लेते समय अपने साथ अपने विभाग के विभागाध्यक्षों या संयुक्त/उप सचिवों को साथ लेकर बैठक में आते हैं । मंत्रिपरिषद् की बैठक में प्र शासकीय सचिवों की उपस्थिति के बारे में हरियाणा सरकार कार्य संचालन नियम, 1977 के नियम 16(6) में निम्न व्यवस्था की हुई है:-

ममले से सम्बद्ध सचिव बैठक में उपस्थित होगा जब तक मुख्य मंत्री द्वारा उसकी उपस्थिति माफ नहीं कर दी जाती ।

इससे यह स्पष्ट है कि किसी विभाग से संबंधित मद/प्रस्ताव पर चर्चा के समय संबंधित विभाग के सचिव बैठक में उपस्थित रहेंगे । अन्य किसी अधिकारी की उपस्थिति का संबंधित नियमों में कोई प्रावधान नहीं है । अतः प्र शासकीय सचिवों के अतिरिक्त किसी अन्य अधिकारी का, जब तक कि उसे सरकार द्वारा विशेष रूप से बैठक में उपस्थित होने के लिये प्राधिकृत नहीं किया जाये, मंत्रिपरिषद् की बैठक में भाग लेना नियमों के अनुरूप नहीं है । सरकार ने इस मामले पर विचारोपरान्त यह निर्णय लिया है कि भविष्य में केवल निम्नलिखित अधिकारी ही मंत्रिपरिषद् की बैठक में भाग लेंगे:-

1 मुख्य सचिव (सचिव, मंत्रिपरिषद्)

- 2 वित्तायुक्त राजस्व
- 3 मुख्य मंत्री के प्रधान सचिव
- 4 सचिव, वित्त विभाग
- 5 विधि परामर्शी
- 6 मुख्य मंत्री के उप प्रधान सचिव—। तथा ।।
- 7 मुख्य मंत्री के विशेष कार्य अधिकारी ।
- 8 संयुक्त/विशेष सचिव, राजनैतिक एवं सेवायें ।

उक्त वर्णित अधिकारियों के अतिरिक्त केवल वह प्रशासकीय सचिव, जिनके विभाग के मद/प्रस्ताव बैठक में विचार किये जाने हैं, मंत्रिपरिषद् की बैठक में भाग लेंगे और उनके साथ विभाग को कोई भी अन्य अधिकारी जैसे कि विभागाध्यक्ष या संयुक्त/उप सचिव बैठक में उपस्थित नहीं होगा । यदि कोई प्रशासकीय सचिव कुछ अपरिहार्य कारणों से मंत्रिपरिषद् की बैठक में भाग लेने में असमर्थ हो तो ऐसी स्थिति में सरकार के आदेश क्र० 10/5/2003-कैबिनेट, दिनांक 20.6.2003 द्वारा जारी अनुदेशों अनुसार कार्यवाही कर ली जाये ।

3. मंत्रिपरिषद् की बैठक में रखे जाने वाली कार्य सूची के कागजात गोपनीय प्रकृति होने के कारण इनका परिचालन सीमित होता है । अतः मंत्रिपरिषद् की बैठक की कार्यसूची के कागजात मंत्रिमण्डल सचिवालय द्वारा राज्यपाल, मुख्य मंत्री, मंत्रियों तथा संबंधित अधिकारियों को ही जारी किये जाते हैं । बैठक की समाप्ति के बाद कार्य सूची के कागजात मंत्रिगण अपने साथ ले जाते हैं । यह निर्णय लिया गया है कि मंत्रिमण्डल सचिवालय द्वारा जारी किये जाने वाले मंत्रिपरिषद् की बैठक की कार्यसूची के कागजात, मंत्रियों द्वारा बैठक की समाप्ति के बाद सभा कक्ष में ही छोड़ किये जाये जिन्हें बैठक सम्पन्न होने उपरांत मंत्रिमण्डल भाखा के अधिकारी/कर्मचारी द्वारा एकत्रित कर लिया जायेगा । अतः सभी मंत्रिगण से अनुरोध है कि भविष्य में मंत्रिपरिषद् की बैठक की कार्य सूची के कागजात बैठक की समाप्ति के बाद सभा कक्ष में ही छोड़ने का कष्ट करें । किसी मंत्री के बैठक में भाग लेने में असमर्थ होने की अवस्था में, जिसको कार्य सूची के मद भेजे जा चुके हो, वह मंत्री कृपया कार्य सूची के कागजात मंत्रिमण्डल भाखा को भिजवाने का कष्ट करें ।

(हस्ता/-)

सुरे । मित्तल

उप सचिव मंत्रिमण्डल

कृते: सचिव मंत्रिपरिषद्, हरियाणा ।

सेवा में

सभी वित्तायुक्त एवं प्रधान सचिव/प्रशासकीय सचिव,  
हरियाणा सरकार ।

आदेश क्रमांक 10/5/2003-कैबिनेट

दिनांक 15 जुलाई, 2003 ।

एक प्रति सभी मंत्रिगण/राज्य मंत्रिगण/मुख्य संसदीय सचिव, हरियाणा के वरिष्ठ सचिव/सचिव/निजी सचिव को इस अनुरोध के साथ भेजी जाती है वह कृपया उक्त हिदायतों को संबंधित मंत्री/राज्य मंत्री/मुख्य संसदीय सचिव, हरियाणा के ध्यान में ला दें ।

(हस्ता/—)  
राजेन्द्र रस्तोगी  
अधीक्षक, मंत्रिमण्डल  
कृते: सचिव मंत्रिपरिशद्, हरियाणा ।

सेवा में

सभी मंत्रिगण/राज्य मंत्रीगण/मुख्य संसदीय सचिव, हरियाणा के  
वरिष्ठ सचिव/सचिव/निजी सचिव ।

अ ा० क्रमांक 10/5/2003—कैबिनेट दिनांक 15 जुलाई, 2003 ।

अ ा० क्रमांक 10/5/2003—कैबिनेट दिनांक 15 जुलाई, 2003 ।

एक प्रति निम्नलिखित को सूचनार्थ भेजी जाती है :-

- 1 निदे ाक, लोक सम्पर्क विभाग, हरियाणा ।
- 2 उप महानिदे ाक, गुप्तचर विभाग, हरियाणा ।

(हस्ता/—)  
राजेन्द्र रस्तोगी  
अधीक्षक, मंत्रिमण्डल  
कृते: सचिव मंत्रिपरिशद्, हरियाणा ।

विशय:- मंत्रिपरिशद् की बैठक में प्र ासकीय सचिवों की उपस्थिति बारे हिदायतें ।

क्या सभी वितायुक्त एवं प्रधान सचिव/ आयुक्त एवं सचिव, हरियाणा सरकार कृपया उपरोक्त विशय पर मंत्रिमण्डल अनुभाग के अ ा० क्र० 10/5/2003—कैबिनेट, दिनांक 15.7.2003 की ओर ध्यान देने का कश्ट करेंगे?

2. उन्हें सूचित किया जाता है कि हरियाणा सरकार कार्य संचालन नियम, 1977 के नियम 16(6) में यह प्रावधान है कि मामले से सम्बद्ध सचिव बैठक में उपस्थित होगा जब तक मुख्य मंत्री द्वारा उसकी उपस्थिति माफ नहीं कर दी जाती । अतः इस संबंध में उक्त संदर्भित अ ा० क्र० द्वारा अनुदे ा जारी किये गये थे कि केवल वही प्र ासकीय सचिव, जिनके विभाग के मद/प्रस्ताव बैठक में विचार किये जाने है । मंत्रिपरिशद् की बैठक में भाग लेंगे और उनके साथ विभाग का कोई भी अन्य अधिकारी जैसे कि विभागाध्यक्ष या संयुक्त/उप सचिव बैठक में उपस्थित नहीं होगा । यदि कोई प्र ासकीय सचिव कुछ अपरिहार्य कारणों से मंत्रिपरिशद् की बैठक में भाग लेने में असमर्थ हो, तो ऐसी स्थिति में वह इस आ य की जानकारी देते हुए मुख्य सचिव के माध्यम से मुख्य मंत्री की पूर्व अनुमति प्राप्त करें तथा अपने प्रतिनिधि का उल्लेख करते हुए उसे बैठक में उपस्थित होने की अनुमति प्रदान किये जाने का अनुरोध करें । यह देखने में आया है कि इन अनुदे ाओं की दृढता से पालना नहीं हो रही है । अतः उनसे पुनः अनुरोध है कि कृपया भविश्य में इन अनुदे ाओं की दृढता से पालना करना सुनिश्चित करें ।

(हस्ता/—)  
अवर सचिव, मंत्रिमण्डल

कृते: मुख्य सचिव, हरियाणा सरकार

सेवा में

सभी वितायुक्त एवं प्रधान सचिव/आयुक्त एवं सचिव,  
हरियाणा सरकार ।

अ 110 क्रमांक 10/5/2003—कैबिनेट

दिनांक, चण्डीगढ़ 10 मई, 2005 ।

विशय:— मंत्रिपरिषद् की बैठक में प्र शासकीय सचिवों की उपस्थिति बारे हिदायतें ।

क्या सभी वितायुक्त एवं प्रधान सचिव/ आयुक्त एवं सचिव, हरियाणा सरकार कृपया उपरोक्त विशय पर मंत्रिमण्डल अनुभाग के अ 110 क्र० 10/5/2003—कैबिनेट, दिनांक 10.5.2003 की ओर ध्यान देने का कष्ट करेंगे?

2. हरियाणा सरकार कार्य संचालन नियम, 1977 के नियम 16(6) में प्रावधान अनुसार तथा सरकार द्वारा समय-2 पर जारी हिदायतों अनुसार जिस भी विभाग के किसी मामले पर मंत्रिपरिषद् द्वारा विचार किया जाना हो, उस विभाग के सचिव का मंत्रिपरिषद् की बैठक में उपस्थित होना आवश्यक है । इसलिए बैठक में विचार किये जाने वाले सम्बद्ध सचिव बैठक की कार्यवाही में भाग लेने के लिए निश्चित समय पर सभा कक्ष में उपस्थित हो जाते हैं तथा बैठक की कार्यवाही सम्पन्न होने तक सभा कक्ष में उपस्थित रहते हैं जबकि जिस सचिव के विभाग से संबंधित मामले पर विचार विमर्श हो जाता है उसके बाद उस सचिव की बैठक में उपस्थिति आवश्यक नहीं है । मंत्रिपरिषद् की बैठकी कार्यवाही के समुचित संचालन एवं व्यवस्था के दृष्टिगत सरकार ने यह निर्णय लिया गया है कि भविष्य में, जिस विभाग के मद पर मंत्रिपरिषद् की बैठक में विचार विमर्श होगा केवल उसी विभाग का प्र शासकीय सचिव सभा कक्ष में उपस्थित रहेगा तथा भोश प्र शासकीय सचिव उनके विभाग से संबंधित मद पर विचार विमर्श की बारी आने तक प्रतीक्षा कक्ष में उपस्थित रहेंगे ।

3. यह भी देखने में आया है कि प्र शासकीय सचिव मंत्रिपरिषद् की बैठक में प्रायः अपने साथ अपने अधीनस्थ अधिकारी जैसे कि विभागाध्यक्ष या संयुक्त/उप सचिव को भी ले आते हैं । इस संबंध में उनका ध्यान सरकार की हिदायतों क्रमांक 10/5/2003—2कैबिनेट, दिनांक 15.7.03की ओर दिलाया जाता है जिसके अनुसार प्र शासकीय सचिवों के अतिरिक्त किसी अन्य अधिकारी का, जब तक कि उसे सरकार द्वारा विशेष रूप से बैठक में उपस्थित होने के लिए प्राधिकृत नहीं किया जाये, मंत्रिपरिषद् की बैठक में भाग लेना नियमों/हिदायतों के अनुरूप नहीं है ।

4. अनुरोध है कि ऊपर वर्णित हिदायतों का दृढ़ता से पालन किया जाये ।

(हस्ता/—)

उप सचिव, मंत्रिमण्डल

कृते: मुख्य सचिव, हरियाणा सरकार

सेवा में

सभी वितायुक्त एवं प्रधान सचिव/आयुक्त एवं सचिव,  
हरियाणा सरकार ।

अ 110 क्रमांक 10/5/2003—2 कैबिनेट

दिनांक, चण्डीगढ़ 16 जून, 2005 ।

विशय:- मंत्रियों द्वारा मंत्रिपरिषद की बैठक कार्यसूची के कागजात बैठक की समाप्ति के बाद सभा कक्ष में छोड़ने बारे ।

क्या उप मुख्य मंत्री/सभी मंत्रीगण, हरियाणा के वरिष्ठ विशेष निजी सचिव/वरिष्ठ निजी सचिव/निजी सचिव कृपया उपरोक्त विशय पर मंत्रिमण्डल अनुभाग के अ आ0 क्र0 10/5/2003-कैबिनेट, दिनांक 15.7.2003 की ओर ध्यान देने का कष्ट करेंगे?

2. मंत्रिपरिषद की बैठक में रखे जाने वाले कार्यसूची के कागजात गोपनीय प्राकृति के होने के कारण इनका परिचालन सिमित होता है । इसलिए मंत्रिपरिषद की बैठक की कार्यसूची के कागजात मंत्रिमण्डल सचिवालय द्वारा राज्यपाल, मुख्य मंत्री , मंत्रियों तथा संबंधित अधिकारियों को ही जारी किये जाते है । यह निर्णय लिया गया था कि मंत्रिमण्डल सचिवालय द्वारा जारी किये जाने वाले मंत्रिपरिषद की बैठक के कागजात मंत्रियों द्वारा बैठक के समाप्ति के बाद सभा कक्ष में ही छोड़ दिये जाये जिन्हें बैठक सम्पन्न होने उपरांत मंत्रिमण्डल भाखा के अधिकारियों/कर्मचारियों द्वारा एकत्रित कर लिया जायेगा । अतः सभी मंत्रीगण से अनुरोध किया गया था कि मंत्रिपरिषद की बैठक की कार्यसूची के कागजात बैठक की समाप्ति के बाद सभा कक्ष में ही छोड़ने का कष्ट करें और किसी मंत्री के बैठक में भाग लेने में असमर्थ होने की अवस्था में,जिसको कार्यसूची के मद भेजे जा चुके हो , वह मंत्री कृपया कार्यसूची के कागजात मंत्रिमण्डल भाखा को भिजवाने का कष्ट करें । यह देखने में आया है कि बैठक की समाप्ति के बाद कार्यसूची के कागजात मंत्रीगण अपने साथ ले जाते है । अतः उनसे पुनः अनुरोध है कि इस संबंध में जारी किये गये अनुदे गों को कृपया उप मुख्य मंत्री/मंत्रीगण के ध्यान ला दें ।

(हस्ता/-)

अधीक्षक, मंत्रिमण्डल

कृते: मुख्य सचिव, हरियाणा सरकार

सेवा में

उप मुख्य मंत्री/सभी मंत्रीगण, हरियाणा के वरिष्ठ विशेष निजी सचिव/वरिष्ठ निजी सचिव/निजी सचिव ।

अ आ0 क्रमांक 10/5/2003-2 कैबिनेट दिनांक, चण्डीगढ़ 10 मई, 2005 ।

विशय:- सरकारी विभागों द्वारा वार्षिक प्र तासकीय रिपोर्ट मंत्रिपरिषद के सम्मुख प्रस्तुत करना ।

क्या सभी वितायुक्त एवं प्रधान सचिव/ आयुक्त एवं सचिव, हरियाणा सरकार कृपया उपरोक्त विशय की ओर ध्यान देने का कष्ट करेंगे?

2. प्रायः यह देखने में आया है कि कुछ विभागों की वार्षिक प्र तासकीय रिपोर्ट से संबंधित ज्ञापन पर तो प्र तासकीय सचिव के हस्ताक्षर होते है, लेकिन ज्ञापन के साथ संलग्न समीक्षा एवं समालोचना ( Review & critique ) पर उनके हस्ताक्षर नहीं होते है, जबकि इन दस्तावेजों पर भी प्र तासकीय सचिव के हस्ताक्षर होने चाहिए । इसके अतिरिक्त यह भी सूचित किया जाता है कि विभाग के वार्षिक प्र तासकीय रिपोर्ट का मंत्रिपरिषद द्वारा अनुमोदन किये जाने के उपरान्त इसकी समीक्षा को राज्य सरकार के राजपत्र में प्रकाशित करवाया जाता था , लेकिन अब कुछ विभागों द्वारा रिपोर्ट की समीक्षा को राज्य सरकार के राजपत्र में प्रकाशित नहीं करवाया जाता है ।

3. अतः उनसे अनुरोध है कि वे कृपया भविष्य में उनके अधीन विभागों की वार्षिक प्रशासकीय रिपोर्ट की समीक्षा एवं समालोचना ( Review & critique ) पर भी हस्ताक्षर करके ज्ञापन मंत्रिपरिषद् के सम्मुख प्रस्तुत करने हेतु मंत्रिमण्डल अनुभाग में भिजवाया करें । यह भी सुनिश्चित किया जाये कि विभाग की वार्षिक प्रशासकीय रिपोर्ट का मंत्रिपरिषद् द्वारा अनुमोदन किये जाने उपरान्त इसकी समीक्षा हरियाणा सरकार के राजपत्र में अवश्य प्रकाशित हो ।

4. कृपया उक्त अनुदेशों का पालना हेतु अपने अधीन सभी संबंधित के ध्यान में ला दिया जाए ।

(हस्ता/-)

अधीक्षक, मंत्रिमण्डल

कृते: मुख्य सचिव, हरियाणा सरकार

सेवा में

सभी वित्तियुक्त एवं प्रधान सचिव/आयुक्त एवं सचिव,  
हरियाणा सरकार ।

अ. आ. क्रमांक 10/5/2003-2 कैबिनेट

दिनांक, चण्डीगढ़ 10 मार्च, 2006 ।