

No. 62/23/88-6 GSI

From

The Chief Secretary to Government, Haryana.

To

All Heads of Departments, Commissioners, Ambala & Hisar Divisions,

All Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.

Dated Chandigarh the 9th August, 1988.

**Subject :—Inspection of Sub offices by the Heads of Departments.**

Sir,

I am directed to refer to the subject noted above and to state that it has been brought to the notice of Government that in most of the departments, the practice of inspecting the sub-offices in the districts by the Head of the departments has been stopped. It is believed that Head of departments have issued instructions laying down the schedule and manner of inspection. In some cases, it has been laid down that through inspection is carried out firstly by the staff of Head Office and then by Head of Department himself.

Government have considered the matter and it has been decided that the periodic inspection of sub offices by Head of departments should invariably be carried out. Periodicity and procedure for inspection shall be laid down by Heads of department in keeping with their requirements. Similarly, the offices of the Heads of department will be inspected by the Administrative Secretaries. You are, therefore, requested to comply with these instructions strictly. It is also requested that a copy of the rules/instruction in regard to inspection of sub-offices may be supplied to Government.

Yours faithfully,

Sd/-

Under Secretary General Administration,  
for Chief Secretary to Government, Haryana.

A copy is forwarded to the Financial Commissioners/Commissioners & Secretaries to Government, Haryana and other Administrative Secretaries to Government, Haryana with the request that it may kindly be ensured that the above instructions are followed by the departments under them strictly. It may also be ensured that the offices of the Head of department are inspected periodically.

Sd/-

Under Secretary General Administration,  
for Chief Secretary to Government, Haryana.

To

The Financial Commissioners/Commissioners & Secretaries to Government, Haryana and Administrative Secretaries to Government, Haryana.

U.O. No 62/23/88-6 GSI, dated Chandigarh, the 9th August, 1988.