

Subject :—Proper up keep and maintenances of files

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

2. It has been observed that the files which are submitted to Ministers/Chief Minister for orders are some times put up in an improper manner and without referencing. Immediate and urgent slips sometimes attached on the files whereas after going through the files it is noticed that there was no urgency at all in the matter. On the other hand, in certain cases no urgent/immediate slips are attached whereas the matters are of extremely urgent nature. Therefore, it be ensured that the slips are attached correctly as per requirement of each case.

3. Further, according to Secretariat Instructions, it is necessary that sufficient space is left on its page on which the note finishes for the signatures/orders of the Officers/Ministers/Chief Minister but this is not being done and very often, signatures are all accommodated towards the end of the page. This should be avoided and sufficient space should be left for recording remarks/orders of the senior Officers/Ministers/Chief Minister.

4. It has also been noticed that slips indicating the files number and subject of the file are not being affixed on the flap of the file and it becomes very difficult to know the subject matter of the file. Sometimes superfluous papers/files are added with the main files which are not at all required for decision in the case. Please ensure that all flaps should bear file No. the subject and only relevant reference may be attached to the files.

It is therefore, requested that the files which are put up to the Ministers/Chief Minister are put up in proper and systematical and the observations made above are followed strictly.

Sd/-
(NAVRAJ SANDHU)
Deputy Secretary, General Administration,
for Chief Secretary to Government, Haryana.

To

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

D.O. No. 62/22/21-6GSI

Dated 13-12-91