

62/10/2015-6GS1

From

The Chief Secretary to Government, Haryana

To

1. All the Heads of Departments,
2. Commissioner, Ambala/Hisar/ Gurgaon/Rohtak Division.

Dated Chandigarh, the 20th March, 2015


Subject:- Special campaign for disposal of pending issues relating to employees.

Sir/Madam,

I am directed to invite your attention on the subject noted above and to inform you that Government has observed that there are a large number of pending cases which require approval of competent authority relating to employees matters like ACP, Pay fixation, retention in service beyond 50/55 years, Loan cases.

2. The matter has been examined by the Government and accordingly it has been decided that all the departments will launch a special campaign for quick disposal of pending cases, relating to employees' matters in their respective departments. Each department will maintain a register as per proforma (over-leaf) which will be reviewed by the Administrative Secretary on monthly basis. It has been further decided that PAR's of all the officers/officials may be completed till the year 2013-2014.

3. You are requested to ensure full compliance of these instructions in letter and spirit. These instructions may be brought to the notice of all the concerned for its strict compliance.


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

A copy is forwarded to all the Additional Chief Secretaries/Principal Secretaries to Government Haryana for information and necessary action.

To

All the Additional Chief Secretaries/Principal Secretaries
to Government Haryana.

U.O.No. 62/10/2015-6GS1

Dated Chandigarh, the 20th March, 2015

Status of ACP Matters, Extension cases, Medical Re-imbursement, Loan and Advance cases of _____ Department.

Sr. No	Particulars	Pending/ Opening Balance in (month's name)	Added during the month	Total	Disposed off during the month	Returned with the objection	closing Balance
1	2	3	4	5	6	7	8
1.	ACP Cases						
2	Extension Cases						
3	Medical Re-imbursement cases						
4	Loan cases						
Total							