

No. 62/36/2018-6GS1

From

The Chief Secretary to Government, Haryana

To

1. All the Administrative Secretaries to Government Haryana
2. All the Heads of Departments, Commissioners of all Divisions,
3. The Registrar, Punjab and Haryana High Court, Chandigarh

Dated Chandigarh, the 20th August, 2018

Subject: Disposal of files without avoidable delays on account of queries on simple issues.

Sir/Madam,

I am directed to invite your attention to the subject noted above and to inform that Government has observed that disposal of certain files is unduly delayed on account of queries relating to simple issues. In some cases the issues are intra-departmental, whereas in other cases they are inter-departmental.

2. The matter has been considered by the Government. Accordingly, it has been decided that in order to avoid such delays such matters shall be resolved either through discussion on telephone or through a meeting. Only in those cases where large amounts of information are required or where major policy matters are involved, queries in writing should be raised. The cases which are purely of administrative nature shall also be disposed of at the level of Administrative Secretary to avoid unnecessary delay on account of shuffling the file.

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

Yours faithfully,



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

