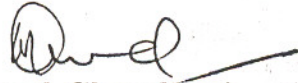


Subject:- Submission of Annual Administrative Reports of various Departments to the Council of Ministers.

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Reference:- U.O. No.16/22/2005-4PP, dated 04.05.2005 on the subject noted above.

2. Annual Administrative Reports of the Departments are to be submitted to the Council of Ministers within six months after the close of the financial year. The pendency of such reports for the department under your administrative control be reviewed urgently. All pending reports including reports which have also become due may be put up for submission to the Council of Ministers. It may also be ensured that all pending reports in respect of the Boards/Corporations under you may also be placed in the ensuing Vidhan Sabha Session.


(Meenaxi Anand Chaudhry)

ES 28/11

All Financial Commissioners & Principal Secretaries and Administrative Secretaries to Government Haryana

U.O.NO. 16/22/2005-4PP

Dated Chandigarh the 2-12-2005.

TIME BOUND MATTER

Subject:- Submission of Annual Administrative Reports of the departments of the Government to the Council of Ministers.

Will: -

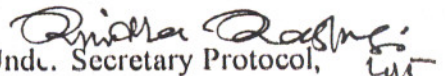
1. All the Financial Commissioners & Principal Secretaries to Government, Haryana;
2. All the Commissioners & Secretaries to Government, Haryana.

kindly refer to this department U.O. No.15/19/91-4PP dated 24.2.97 on the subject cited above?

2. As per existing instructions of the Government, the Annual Administrative Report of each department is required to be submitted to the Council of Ministers for approval within 6 months after the close of the each financial year. The importance of speedy finalization of these Annual Administrative Reports has already been emphasized time and again through various communications issued by the Govt.

3. However, it has been observed that some of the departments are not following these instructions and the Annual Administrative Reports are not being submitted to the Council of Ministers according to the prescribed schedule. Government has viewed this position with serious concern. It has also been observed that in many cases there is lack of application of mind in preparing these reports. Therefore, it has been decided by the Government that these reports may be prepared carefully and with proper application of mind and all the departments of the Government should adhere to the time schedule for submitting these reports to the Council of Ministers.

4. They are, therefore, requested to get the pending reports prepared within a period of 2 months positively and submit the same to the Council of Ministers. It may be ensured that there is no lapse in implementing this decision of Government.


Und. Secretary Protocol,
for Chief Secretary to Govt., Haryana.
4-5-05

To

1. All the Financial Commissioners & Principal Secretaries to Government, Haryana;
2. All the Commissioners & Secretaries to Government, Haryana.

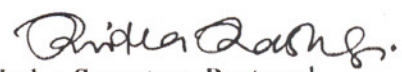
U.O.No. 16/22/05-4PP

dated Chandigarh, the: 4th May, 2005

Endst. No. 16/22/05-4PP

Dated Chandigarh, the:4th May, 2005

A copy is forwarded to all Heads of Departments in Haryana for information and immediate necessary action.


Und. Secretary Protocol,
for Chief Secretary to Govt., Haryana.
4-5-05

Subject: Submission of Annual Administrative Reports of the Vari Deptts. of Government to the Council of Ministers.

Will the Financial Commissioners and all the Administrative Secretaries kindly refer to this Deptt. U.O. No. 15/19/91-4pp dated the 30th March, 1993 and D.O. letter of even number dated the 31st October 1996, on the subject cited above?

2. As per existing instructions of the Haryana Government the Annual Administrative Report of each Deptt. is required to be submitted to the Council of Ministers within 6 months after the close of the financial year for its approval. The importance of speedy finalisation of these reports has already been emphasised time and again through various communications issued by the Government, from time to time.

3. It has been observed that some of the Departments are not following these instructions and the Administrative Reports are not submitted to the Council of Ministers according to the schedule fixed by the Govt. for this purpose. It has also been observed that no useful purpose is being served by submission of such reports after the lapse of 4 or 5 years. It has been decided by the Govt. that all Departments of the Government should adhere to the time schedule and submit their Administrative Reports well in time, but it has been observed that still some of the Departments are not sending their Administrative Reports well in time.

4. They are, therefore, once again requested to follow the instructions and ensure that all the pending Administrative Reports concerning their Departments are submitted to the Council of Ministers well in time. It may kindly be ensured that the Administrative Reports upto the year 1994-95, if pending, are submitted to the Council of Ministers by 30.4.1997, positively.

S. J. Singh
Under Secretary Protocol
for Chief Secretary to Govt., Haryana

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

Most Urgent

U.O. No. 15/19/91-4pp dated, Chandigarh the 24th Feb 1997.
No. 15/19/91-4pp dated 24.2.97.

A copy is forwarded to all the Heads of the Deptts. of Haryana, for immediate necessary action. The above instructions may kindly be complied with strictly.

S. J. Singh
Under Secretary Protocol
for Chief Secretary to Govt., Haryana

विषय- मन्त्री परिषद् को वार्षिक प्रशासकीय रिपोर्ट प्रस्तुत करना।

क्या विज्ञापित तथा सभी प्रशासकीय सचिव, हरियाणा सरकार उपरोक्त विषय पर कृपया संयुक्त पंजाब के कन्सोलिडेटेड परिपत्र क्रमांक 2951-डब्ल्यू जी-11-66, दिनांक 10-5-66 की ओर ध्यान देगे।

2- हिदायतों के अनुसार यह सुनिश्चित करना होता है कि विभाग के कार्य के बारे में वार्षिक प्रशासकीय रिपोर्ट तथा रिप्लूज जिस वर्ष से यह सम्बन्धित हो, मन्त्रीपरिषद् को 6 महीने की अवधि के अन्दर-अन्दर प्रस्तुत होती है और जटिल केसिज़ में अधिक से अधिक 9 महीने की अवधि तक प्रस्तुत करनी होती है।

सरकार ने यह अवलोकन किया है कि विभाग यह रिपोर्ट्स तथा रिप्लूज देरी से मन्त्रीपरिषद् को प्रस्तुत करते हैं अतः आपसे अनुरोध है कि वर्ष 1976-77 तक लम्बित सभी प्रशासकीय रिपोर्ट्स तथा उन पर रिप्लूज मन्त्री परिषद् को अनुमोदनाथ 31-1-78 तक अवश्यमेव प्रस्तुत कर दें। यह भी सुनिश्चित किया जाए कि विभाग को ये प्रशासकीय रिपोर्ट्स विभाग द्वारा निर्धारित अनुसूचि के अनुसार समय के अन्दर-अन्दर खपवाई तथा वितरण की जाया करें।

इसकी वापती भोजें।

हस्ता/-

अवर सचिव, प्रोटोकॉल,
कृते: मुख्य सचिव, हरियाणा सरकार।

सेवामें

विज्ञापित एवं सचिव, हरियाणा सरकार;

विज्ञापित तथा सभी प्रशासकीय सचिव, हरियाणा सरकार।

अशा: क्रमांक 9052-3 पी पी-77/3189 दिनांक 12-12-77

क्रमांक 9052-3 पी पी-77/31892 दिनांक 12-12-77

एक प्रति हरियाणा सरकार के सभी विभागाध्यक्षों को अग्रिम सूचना तथा दृढ़ता से पालना हेतु भोजी जाती है।

हस्ता/-

अवर सचिव, प्रोटोकॉल,
कृते: मुख्य सचिव, हरियाणा सरकार।

एक प्रति सचिव, मन्त्रीपरिषद् हरियाणा को उनके अशा: क्रमांक 829-हम-77, दिनांक 25-11-77 के सन्दर्भ में भोजी जाती है।

हस्ता/-

सेवामें सचिव/मन्त्री परिषद् कृते: मुख्य सचिव, हरियाणा सरकार।
हरियाणा।

अशा: क्रमांक 9052-3 पी पी-77/31892 दिनांक 12-12-77