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**HARYANA CIVIL SECRETARIAT  
SECRETARIAT ESTABLISHMENT ORGANIZATION  
ORDER**

It has been decided to implement Centralised File Movement and Tracking Information System in Haryana Civil Secretariat. For the smooth implementation of this system, the following guidelines have been framed which should be followed by all the concerned meticulously:-

- (i) The Circulating Branch will take Branch-wise printout of all receipts on daily basis and send the same to Administrative Secretary/Special Secretary/Joint Secretary/ Branches concerned, who shall cross the same.
- (ii) The Branch Head of Circulation & Issue will take out printout of all the receipts and dispatches everyday and will sign the report of daily basis. These reports will be bound in form of register twice a month (1st to 15<sup>th</sup> and 16<sup>th</sup> to the end of the month) by the concerned Branch Heads for future reference.
- (iii) Each PS/PA will maintain the record in physical form (hard copy) by taking out the monthly printout of the report of all dak received and dispatched.
- (iv) The computers will be provided by the Administrative Branch of Secretariat Establishment. At least one computer in each Branch will be provided, if it is not already available in the Branch.
- (v) Each Branch Head (Superintendent/Deputy Superintendent) will maintain the record in physical form (hard copy) by taking out the monthly printout of the report of all the dak received.

Dated Chandigarh  
the 18<sup>th</sup> April, 2009

Dharam Vir  
Chief Secretary to Government Haryana.

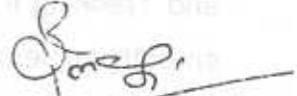
No. 19/17/2008-3EII,

Dated Chandigarh, the 21<sup>st</sup> April, 2009

A copy each is forwarded to the following for information and necessary action:-

1. All Administrative Secretaries to Government, Haryana.
2. All Special Secretaries to Government, Haryana.
3. All Joint Secretaries/ Deputy Secretaries/ Under Secretaries to Govt., Haryana.
4. All Senior Secretaries to Ministers/Secretaries to Ministers/ Private Secretaries of Haryana Civil Secretariat.
5. Administrative Officer, Haryana Civil Secretariat.

6. All Superintendents/Deputy Superintendents/ Branch Incharge of Haryana Civil Secretariat.
7. Technical Director and Project Incharge, NIC, 9<sup>th</sup> floor, Haryana Civil Secretariat for hosting on the State Govt. website.
8. All Personal Assistants of Haryana Civil Secretariat.



Superintendent Establishment-II,  
for Chief Secretary to Government Haryana.

2/14/20

INTERNAL DISTRIBUTION

1. PS/C.S,
2. P.A./SSPS/JSSE/DSSE

