

From

The Chief Secretary to Government, Haryana.

To

All Heads of Departments, the Commissioner,
Ambala Division, all Deputy Commissioners
and Sub Divisional Officers.

Dated Chandigarh, the 16th/17th September, 1968.

Subject:—Prevention of delays in the submission of cases—Use of calendar of dates of disposal of cases.

Sir,

I am directed to address you on the subject noted above and to say that in the year 1956, instructions were issued for attaching a printed calendar of dates of disposal with each file so that the time taken at the various stages would become clear and delay would be avoided. One form of the said calendar was prescribed, for use in the Secretariat and another in the offices of the Heads of Departments and offices subordinate to them, the forms being U.F. 4A and U.F. 4B respectively. It has been observed that these calendars are not being used in many instances. It has, therefore, been decided to repeat the same instructions and you are requested to ensure that they are complied with carefully and the calendars are attached to all files except only those which are merely for information or those in which only interim information is required. Copies of these calendars, if may be added, can be obtained from the Controller, Printing & Stationery, Haryana on indent.

The receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-

Deputy Secretary Political & Services,
for Chief Secretary to Government, Haryana.