

विषय : सरकारी कार्य का शीघ्रतापूर्वक निपटान ।

क्या सभी प्रशासकीय सचिव कृपया उपरोक्त विषय की ओर ध्यान देंगे।

2. सरकारी कार्य को शीघ्रतापूर्वक निपटाने के लिए यह निर्णय लिया गया है कि स्थाई आदेशों के अनुसार जो केस प्रशासकीय सचिव/कार्यभारी मन्त्री को प्रस्तुत किये जाने होते हैं उनमें से साधारण प्रकार के मामले, जिनमें किसी प्रकार की नीति अथवा पेचीदगी निहित न हो, सम्बन्धित अवर सचिव (जहां भी लगे हों) द्वारा सीधे संयुक्त सचिव (जहां लगे हों), अथवा विभागीय सचिव (जहां संयुक्त सचिव नहीं लगे हों), को प्रस्तुत किये जाया करें तथा उन्हें उप सचिव के माध्यम से न भेजा जाये। इस प्रकार कुछ केस ऐसे भी हो सकते हैं जिन्हें संयुक्त सचिव (जहां लगे हों), अथवा उप सचिव (जहां संयुक्त सचिव नहीं लगे हों) सीधे ही विभागीय मन्त्री को प्रस्तुत कर दें। इस कार्य विधि को अपनाने के लिए प्रशासकीय सचिव कृपया विभाग में निपटाये जाने वाले केसों की सूची का अध्ययन कर यह तय करें कि उन में से कौन कौन से मामले अवर सचिव द्वारा संयुक्त सचिव/प्रशासकीय सचिव को सीधे प्रस्तुत किये जाएंगे तथा कौन कौन से मामले संयुक्त सचिव/उप सचिव द्वारा सीधे विभागीय मन्त्री को प्रस्तुत किये जाएंगे। इस सम्बन्ध में कृपया शीघ्र कार्यवाही कर इस विभाग को सूचित किया जाये।

हस्ता 0/---

उप सचिव, सामान्य प्रशासन,  
कृते: मुख्य सचिव, हरियाणा सरकार।

सेवा में

सभी प्रशासकीय सचिव, हरियाणा सरकार

प्रशा-क्रमांक 1469-6 ए0 आर0--75

दिनांक 10-7-75

**IMMEDIATE**

No. 1589-AR-75/21776

From

The Chief Secretary to Government, Haryana.

To

All Heads of Departments in Haryana,  
and Commissioners of Divisions and Deputy  
Commissioners in the State of Haryana.

Dated, Chandigarh, the 21st July, 1975.

Subject : Elimination of delays in the disposal of Government Work.

Sir,

I am directed to forward herewith a summary record of the meeting of the Administrative Secretaries held with the Governor of Haryana on 15-7-1975 and to inform you that Government have decided to implement the decisions arrived at immediately. You are, therefore, requested to take necessary steps to implement the decisions under intimation to Government (in Administrative Reforms Branch).

2. The receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/—

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



Summary record of the meeting of the Administrative Secretaries held with the Governor on 15-7-1975 at 11-00 a. m. in the Raj Bhavan to discuss matters relating to streamlining of administration.

After discussing the various factors which hamper the administrative process, the following decisions were taken to streamline administration and to make it more efficient : —

- (a) Existing instructions regarding disposal of papers/files at the level of Assistants/Deputy Superintendents and Superintendents within a specified time should be strictly implemented and periodical assessment made of the number of cases disposed of by them.
- (b) The week starting from the 21st July, 1975, should be observed as an "Arrears Clearance Week" as is being done in the Government of India.
- (c) The present system of filing and maintenance of records is out-moded. The system prevalent in the Government of India should be adopted by the State Government Commissioner and Secretary to Government, Haryana, P.W.D. (Irrigation & Power) and Transport Departments who is conversant with the system adopted at the Centre will help in introducing this system in 2 or 3 Departments initially. He will be assisted by Deputy Secretary General Administration. An expert from the Government of India may be invited to help, if necessary.
- (d) The Officer-Oriented system which was tried in 1968 may be introduced once again in one or two departments of the Secretariat on a selective basis.
- (e) Members of the public should not have any access to clerks, assistants and superintendents in the Secretariat. Instructions on this subject should be strictly implemented.
- (f) The question of appointing an officer at the Secretariat level to deal with complaints and grievances of the public should be examined.
- (g) A fortnightly or monthly review may be undertaken at the level of the administrative Secretary in each department to ensure expeditious disposal of pending cases. For the purpose, Deputy Secretary should put up lists of delayed cases to the Secretaries. Meetings may be arranged with the Heads of Departments and Finance Department's representatives to reduce delay in the disposal of Government work.
- (h) There is need to change the existing system of financial control. At present the departments have to approach the Finance Department for obtaining concurrence even in respect of proposals/projects included in the budget. Once grants have been earmarked for a department, the administrative Secretary should be free to spend the money in the best interests of the department and a second reference to the Finance Department should be obviated. Finance Department should study this proposal and suggest ways of implementing it.
- (i) Proposals for a larger measure of delegation of financial and administrative powers to the Heads of Departments and down below should be framed by each administrative Secretary and orders of the Government obtained thereon.
- (j) Knowledge of rules and regulations pertaining to disciplinary proceedings should be improved. Each department should train a couple of officers thoroughly in this regard with the help of the Law Department.
- (k) The present practice of communicating adverse remarks to the officers concerned should be reviewed to ensure oral and written counselling by superior officers and to authorise communication of adverse remarks only if two separate reporting officers hold the same opinion.
- (l) The desirability of making promotions on the basis of a departmental test or interview coupled with an assessment of Confidential Reports should be examined by each administrative Secretary. It was further suggested that a Departmental Promotion Committee may be constituted for such purpose. Provision for such tests/examinations should be got incorporated in the Service Rules, wherever necessary.
- (m) Senior officers of the level of Secretaries, Heads of Departments etc. should make surprise and unannounced visits to the subordinate offices.