

From

The Chief Secretary to Government, Haryana.

To:

- (i) All Heads of Departments in Haryana,  
Commissioners, Ambala & Hissar Divisions,  
All Deputy Commissioners & Sub-Divisional  
Officers (Civil).
- (ii) The Registrar,  
Punjab & Haryana High Court,  
Chandigarh & All District & Sessions. Judges  
in Haryana.

Dated Chandigarh, the 16th June, 1976.

Subject :--Rationalisation of forms and returns.

Sir,

I am directed to address you on the subject noted above and to say that there are many forms and returns in existence in every department which, wholly or in part, have outlived their utility and are written only to be filed. The Government has now decided that the Administrative Reforms Branch shall conduct a survey of all such forms and returns in every department. For this purpose, the heads of departments are requested to make a study of all the forms and returns relating to their departments and forward their recommendations to the Chief Secretary (Administrative Reforms Branch). This study should include specific recommendations about rationalising the forms and returns as regards their frequency, number of copies, simplification or even abolition. This should reach the Administrative Reforms Branch by the 15th of July, 1976.

Yours faithfully,

Sd/-

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