

No. 1045-3AR-76/16081

From

The Chief Secretary to Govt., 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 :—Clearance of arrears of work in Government offices.

Sir,

I am directed to refer you to the subject noted above and to say that the Government has decided to launch a campaign for the clearance of arrears. For this purpose, the month of July is to be observed as "Arrears Clearance Month" in Government offices. During this month efforts should be made to dispose of all pending references. Detailed information relating to the disposal of arrears should be sent to this office in the enclosed proforma by the 7th of August, 1976.

2. After the disposal of arrears has been accomplished, it should be ensured that work does not accumulate in future and that Government work is disposed of regularly and without delay.

3. These instructions may be brought to the notice of all concerned.

Yours faithfully,

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

## NAME OF MINISTRY/DEPARTMENT

Sr. No. Categories of cases

## Pendency Breakdown

Over	Two	Years	Between 1 & 2 years
On 1-7-76	On 1-8-76	On 1-7-76	On 1-8-76

1. Reference from the State Govt. and other Departments (for Department higher organisation) for field offices.
2. Applications, Appeals reg. Sanctions, Licences, Permits.
3. Representation/cases reg. conditions of service of Govt. servants (except disciplinary cases).
4. Disciplinary cases of Government Servants.
5. Grievances & representation etc. from the citizens or the clients which the department/Office caters for.
6. Others.

Total :

