

Subject:—Expression of views on Secretariat files at levels lower than that of Under/Assistant Secretary.

Will the Financial Commissioner, Revenue and all Administrative Secretaries to Government, Haryana, kindly refer to the subject noted above ?

2. Instructions regarding the introduction of action oriented system in selected branches of the Haryana Civil Secretariat have been issued separately with a view to eliminating major noting at the level of Assistants and action will doubtless be taken accordingly in the branches concerned. In this connection it is considered that in the remaining branches of the Secretariat also it will be useful and desirable if the expression of views as such on files is confined to the level of Under/Assistant Secretary and above and is not undertaken at any lower level. The cases will continue to be examined at the lower levels as at present, and the factual position and the past history in respect of the cases and also the earlier policy followed in regard to them will be set down on the files. There will, however, be no expression of views on the merits of the individual cases at those levels and instead such views will be recorded and the relevant decisions will be taken only by the Under/Assistant Secretary and the higher officers.

3. It is requested that the above instructions may kindly be brought to the notice of all concerned for compliance.

Sd/—

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

Dated Chandigarh, the 9th Sept., 1968

U.O. No. 876—/SAR—68

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