

From:

The Financial Commissioner and Secretary
to Government, Haryana,
Administrative Reforms Department.

To

All Heads of Departments in the State.

Dated, Chandigarh the 16th May, 1994.

Subject:—Setting up review groups/task forces for identifying the changes needed in the existing laws, forms and procedures.

Sir,

I am directed to refer to the subject cited above and to say that a meeting of the "O & M Officers" of States/UTs held on 10-2-1994 at New Delhi, in the Ministry of Personnel, Public Grievances and Pensions, Government of India. In this meeting action on 'priority basis' on the following two issues was stressed upon :—

- (i) *Setting up of "Special Review Groups"* in the Departments for reviewing the existing laws and procedures so as to identify the changes needed for bringing them in line with the emerging economic environment.
- (ii) *Setting up of 'task forces'* in the departments for review and simplification of existing forms and procedures so as to make them short and consistent with enforcement of clear accountability.

(All Heads of Departments in the State have already been requested to take action in this direction vide Administrative Reforms Department's circular letter No. 1/2/91-RU dated 27-6-91 and subsequent reminders of even number dated 29-1-92, 6-1-93, 10-3-93 and 18-8-93).

2. It is requested to kindly constitute 'Special Review Groups' and 'Task Forces' required under item (i) and (ii) above, respectively, on priority basis, and the accomplishment of these processes may be made time bound.

The receipt of this communication may please be acknowledged.

Yours faithfully,

Sd/—

Research Officer,
for Financial Commissioner and Secretary
to Government, Haryana,
Administrative Reforms Department.

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FINANCIAL COMMISSIONER AND SECRETARY
TO GOVERNMENT OF HARYANA
ADMINISTRATIVE REFORMS DEPARTMENT
CHANDIGARH