

No. 6/198-RU

From

The Commissioner & Secretary to Government,
Haryana, Administrative Reforms Department.

To

- (i) All Heads of Departments in the State.
- (ii) Commissioners of Ambala/Hisar/Rohtak and Gurgaon Divisions.
- (iii) All Deputy Commissioners & all Sub Divisional Officers (Civil) in Haryana.
- (iv) The Registrar,
Punjab & Haryana High Court, Chandigarh.

Dated Chandigarh, the 24-2-1998.

Subject :—Standardisation of Drafts, Notes etc.

Sir/Madam,

As you are already aware, all Government offices have to deal with routine and stereotype cases which do not need detailed examination. For example, cases pertaining to Leave, Advances, withdrawal of GPF, forwarding of application for outside employment and dealing with some Budgetary proposals in Finance Department, etc. can be dealt with in standardised noting form. Most of these routine matters are common for all offices. For such cases, every time, preparing of lengthy notes and drafts unnecessarily adds to paper work and wastage of time of the dealing person. Therefore, in order to avoid wastage of paper and official time, the State Government have decided that each department should take necessary action in regard to :—

- (i) identify the type of cases which would be considered of routine nature or which would be amendable to a standard pattern of disposal;
- (ii) forms of letters or orders of common type should be standardised and invariably used so as to avoid the lengthy procedure required for approval and thereafter getting fair copies made.

These instructions may be complied with meticulously and the receipt of this communication may also be acknowledged.

Yours faithfully,

Sd/-

(Shiv Raman Gaur)

Joint Secretary (AR)

for Commissioner & Secretary to Govt.,
Haryana, Admn. Reforms Deptt.

A copy is forwarded to all the Financial Commissioners and Administrative Secretaries to Government, Haryana for information and necessary action.

Sd/-

(Shiv Raman Gaur)

Joint Secretary (AR)

for Commissioner & Secretary to Government,
Haryana, Admn. Reforms Department.

To

All the Financial Commissioners &
Administrative Secretaries to Government, Haryana.

U.O. No. 6/198(RU)

Endst. No. 6/198-RU

A copy is forwarded to the Director, Haryana Institute of Public Administration, 76 HIPA
Complex, Sector-18, Gurgaon, for information.

Dated Chandigarh, the 24-2-98

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Sd/-

(Shiv Ram Gaur)

Joint Secretary (AR)

for Commissioner & Secretary to Government,
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