

No. 6/12/93-RU

From

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

To

All Heads of Departments,  
Commissioners of Ambala, Hissar, Rohtak  
and Gurgaon Divisions.

Dated Chandigarh, the 11th March, 1997.

**Subject : Conducting Workshops on 'O&M Activities' for the benefit of 'O&M Officers' got designated in all Departments**

Sir/Madam,

Administrative Reforms Department had got "O&M Officers" designated in all Departments of Haryana Government vide letter No. 6/12/93-RU dated 2-11-93 and this letter contains the duties assigned to these officers. The very purpose of designating O & M Officers in the Department was to increase efficiency, eliminate delays, simplify the procedures and ascertain punctuality in personnel administration. Thereafter, it was felt that Workshops be organised to impart latest knowledge and techniques to the O&M Officers to enable them to exercise their duties in an effective manner.

2. The Administrative Reforms Department has organised four 2-days Workshops with the help of Haryana Institute of Public Administration, Gurgaon, for the benefit of O & M Officers. These Workshops, provide opportunities to O&M Officers. —

- (i) to learn about the latest methods and techniques of administration;
- (ii) to exchange their views and discuss their problems with the experts invited to the Workshop, Faculty members of Haryana Institute of Public Administration, and participating O&M Officers from other Departments.
- (iii) to go through the books/articles/literature available in the Library of H.I.P.A.

In addition to the above, the participating O & M Officers are provided with useful Study Material.

3. Usually HIPA makes arrangement for 35 participants in one Workshop. In the past, it has been observed that the response of the department and O&M Officers to attend the Workshops is not encouraging, i.e., either the Departments do not recommend names of O&M Officers or if they recommend the names, the concerned officers do not turn up at the workshop. Under such circumstances the arrangements made by HIPA for 35 participants are disturbed. This has been viewed seriously by the Government.

4. Keeping in view the above, it is requested to kindly ensure that names of O & M Officers must be sent to the Government, whenever invited, and the officers recommended must attend the workshop on given dates and time.

Yours faithfully,

Sd/-

(Ram Nath)

Under Secretary (Admn. Reforms),  
for Commissioner & Secretary to Government, Haryana,  
Administrative Reforms Deptt.