

No. 6/12/93—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.

Dated Chandigarh, the 10-2-98

Subject :—

Conducting Workshops on 'O&M Activities' for the benefit of 'O&M Officers' of various Departments.

Sir/Madam

As you are already aware the 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 Departments 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. In view of the above, the Administrative Reforms Department has been organising such 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 Departments and O&M Officers to attend the Workshops is not encouraging, i.e., either the Departments do not recommend the names of O&M Officers or if they recommend the names, the concerned Officers do not turn up at the Workshops and instead some Junior Officers come to participate. This has been viewed very seriously by the Government.

4. Keeping in view the above, you are 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 Workshops on given dates and time. This should be complied with strictly, in future.

5. Besides, it is also added that the response of O&M Officers about implementation of the recommendations innovated during the said O&M Workshop may be intimated after a month and repeated on six monthly basis in the Report on department's O&M activities.

Yours faithfully,

Sd/—

(Shiv Raman Gaur)

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

Dated Chandigarh, the

Endst. No. 6/12/93—RU

A copy is forwarded to Dr. Suresh Misra, Associate Professor and Head Public Administration, Haryana Institute of Public Administration, 76 HIPA Complex, Sector—18, Gurgaon, for information.

Sd/—

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