

D. D. No. 6/6/95-RU

Kamla Chowdhary,
I. A. S.Commissioner and Spl. Secretary
to Government, Haryana,
Administrative Reforms Department

Dated Chandigarh the 31st March, 1995.

Subject :—Drawing Annual Action Plan in the form of a Calendar of activities by all departments, which identifies objectives aimed at and the tasks designed.

The rule of Administrative Reforms Department in the Government machinery is to bring efficiency in the administration ; to detect delays and suggest remedial measures ; and to ascertain punctuality in departments/offices etc. During the surprise inspections of offices it has been observed that there is urgent need to take effective measures for achieving economy, improving efficiency, ensuring accountability in Government and monitoring of various plans and schemes. Therefore, present circumstances demand that each department prepares an Annual Action Plan in the form of a Calendar of works/jobs to be completed monthwise. The objectives of the schemes be clearly defined and monthly targets fixed section-wise and scheme-wise. Thereafter, the calendar of works/jobs of each Department be reviewed at the level of Heads of Departments personally every month and shortfalls be made good in next month.

2. I shall be grateful if you kindly advice all the Heads of Departments under your control, to get the Calendar or Works/Jobs prepared in respect of their Departments for the whole year monthwise and inform this Department of the compliance by 10th of April, 1995.

Yours,

Sd/-

(Kamla Chowdhary)

All Financial Commissioners/Commissioners
and Secretaries to Government, Haryana.

Endst. No. 6/6/95-RU

Dated, Chandigarh the 31st March, 1995.

A copy is forwarded to All Heads of Departments for information and necessary action.

2. Necessary compliance in the matter may please be sent to Administrative Reforms Department by 10th of April, 1995.

Sd/-

(Kamla Chowdhary)