

No. 6/6/95-RU

**MOST URGENT**

From

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

To

All Heads of Departments in the State.

Dated Chandigarh the 20th March, 1997.

**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.**

Sir/Madam,

I am directed to invite your attention to the Administrative Reforms Department's endst. No. 6/6/95-RU dated 31-3-1995 vide which a copy of D.O. letter written to all Financial Commissioners/Commissioners & Secretaries to Government, Haryana, was endorsed to you.

2. In the above said communication it was stated that the role 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 the departments/ Offices etc. During the surprise inspections of the offices it has been observed that there is urgent need to take effective measures for achieving economy, improving efficiency, ensuring accountability in administration & 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 defined and monthly targets fixed section-wise and scheme-wise. Thereafter, the Heads of Departments will personally review the calendar of works/jobs every month and shortfalls, if any, will be made good in next month.

3. Keeping in view the above, you are requested to kindly —

- (i) list out the works/jobs identified and defined to be carried out during the year 1997-98;
- (ii) get the Calendar of works/jobs prepared for the whole year of 1997-98, monthwise/ schemewise/sectionwise; and
- (iii) make available this information to the Administrative Reforms Department by 30th April, 1997

Yours faithfully,

Sd/

(Ram Nath)

Under Secretary (Admn. Reforms)  
for Commissioner and Secretary to Government, Haryana,  
Administrative Reforms Department.