

From

The Chief Secretary to Government, Haryana.

To

1. All the Heads of Departments,
2. Commissioner, Ambala, Hisar, Rohtak and Gurgaon Divisions, and all the Deputy Commissioners/Sub Divisional Officers (Civil) in Haryana.
3. Registrar, Punjab and Haryana High Court.

Dated Chandigarh, the 20-3-1997.

**Subject :—**Use of Calendars of dates/events for disposal of cases in Government offices.

Sir,

I am directed to invite your attention to Haryana Government letter No. 5/2/96-5AR, dated 1-7-96 and 21-2-97 on the subject noted above, and to say that in order to ensure quick disposal of Government files a system of attaching printed calendar of dates of disposal of the files by various levels was decided to be introduced. For this purpose, two forms for use in Secretariat and office of the Heads of Departments, and in the subordinate offices respectively, were prescribed.

It has been observed by the Government that said instructions are not being complied with seriously. I am accordingly directed to again send herewith a copy of the instructions with the request to ensure strict compliance of them. It has also been decided that reasons for detaining the files for more than three days should also be given by every concerned officer in the date calendar on the file.

Administrative Reforms Department shall be monitoring the enforcement of these instructions.

Yours faithfully,

Sd/-

Under Secretary General Administration,  
for Chief Secretary to Government, Haryana.

A copy is forwarded to all the Financial Commissioners/Commissioners & Secretaries to

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Government Haryana for information and necessary action.

Sd/-

Under Secretary General Administration,  
for Chief Secretary to Government, Haryana.

To

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

U.O. No. 62/97-6GSI

Dated Chandigarh, the 20-3-1997.

Copy of letter No. 5/2/96-5AR, dated 1-7-96 from the Commissioner and Secretary to Government, Haryana, Administrative Reforms Department to (i) All the Heads of Departments (2) Commissioner Ambala, Hisar, Rohtak and Gurgaon Divisions and all DCs/SDOs(C) in Haryana (3) Registrar, Punjab and Haryana High Court and copy endorsed to the Financial Commissioners/Commissioners & Secretaries to Government Haryana and Controller Printing & Stationery Department Haryana.

Subject :- Use of calenders of dates/events for disposal of cases in Government offices.

Sir,

I am directed to address you on the subject noted above and to say that in the year 1956, instructions under sub-para-6 of para 204 of the chapter IX of Secretariat Instructions were issued for attaching a printed calendar of dates of disposal with each file so that the time taken at difference stages could become clear and delay avoided. These instructions were reiterated from time to time. A separate Form of the calendar was prescribed for use in the Secretariat and another in the offices of Heads of Departments and the subordinate offices respectively, the forms being U.F. 4A and U.F. 4 B.

2. Unfortunately during the past many years, this useful practice has been discontinued. In order that delay could be checked promptly, it has been decided to re-introduce the system. You are therefore, requested to ensure that all files, the ones, except containing instructions, or interim information, should invariably contain the calendar of dates/events before these are submitted to the higher Authorities. The case files which are required to be submitted to the Hon'ble C.M. must have a chronological chart of the date-wise movement placed on them. These instructions should be brought to the notice of all concerned for strict compliance with immediate effect. Copies of these calendars can be obtained from the Controller, Printing & Stationery Department Haryana, Chandigarh.

The receipt of this letter may please be acknowledged.

Copy of letter No. 5/2/96-5AR, dated 12/21-2-97 from the Commissioner and Secretary to Government Haryana, Administrative Reforms Department to (i) All the Heads of Departments (2) Commissioner, Ambala, Hisar, Rohtak and Gurgaon Divisions and all the DCs/SDOs(C) in Haryana (3) Registrar, Punjab and Haryana High Court and copy endorsed to the Financial Commissioners/Commissioners & Secretaries to Government Haryana and Controller, Printing & Stationery Department, Haryana.

Subject :- Use of Calendar of dates/events for disposal of cases in Government offices.

Sir,

I am directed to invite your attention to this department letter No. 1/11/96-5AR, dated 1-7-96 on the subject noted above and to state that during the course of inspection of different offices at the Headquarter and in the field level, it has come to the notice of this department that the calendars of dates are not being used as per instructions issued by the Government while submitting the cases to higher authorities.

2. You are, therefore, again requested to bring these instructions to the notice of all officers/officials working under your control for strict compliance. Non-compliance of these instructions will be viewed seriously by the Government.