

No. 04/06/2016-RU

**GOVERNMENT OF HARYANA
CHIEF SECRETARY'S ORGANISATION
GENERAL ADMINISTRATION DEPARTMENT
(AR Branch)**

Dated: Chandigarh, the 16th January, 2023

To

- (i) All the Administrative Secretaries to Government, Haryana,
- (ii) All the Heads of Departments in Haryana,
- (iii) Managing Directors/Chief Executive Officers/Chief Administrators etc. of Board/Corporations/Public Sector Undertakings etc.
- (iv) All the Divisional Commissioners in Haryana,
- (v) All the Deputy Commissioners and SDO (C) in Haryana
- (vi) All the Registrars of Universities in Haryana.

Subject : Manual of Office Procedure, 2022.

Sir/Madam,

I am directed to address you on the subject noted above and to state that till now the processes and procedures laid down in the first edition of Secretariat instructions, 1989 (which was the revised edition of 1957 edition of erstwhile Punjab Govt.) and the instructions issued by the different departments from time to time were being followed by all departments for handling official business.

2. To keep pace with changing scenario and to improve efficiency in the disposal of official work, Government has framed a common Manual of Office Procedure 2022 applicable across the State. The Manual seeks to provide guidelines to the office functionaries to handle the office work as per laid down procedures to maintain uniformity so that the overall aim to increase efficiency, transparency and to make the administration more responsive is achieved.
3. This Manual is a compilation of important processes and procedures used by Government Organizations at different levels. The existing office procedures contained in the Secretariat Instructions, 1989 and in other relevant rules books have been updated and included in it.
4. The Manual has been prepared in two Parts. Part-I contains the Chapters dealing with Office Procedures in general namely, Definitions, Organizational Set Up, Functionaries and Functions, Dak-Receipt, Registration and Distribution, Fresh Receipts – Submission and Diary, File Numbering System, Noting, Drafting, Diary & Dispatch and Action thereafter, Interdepartmental References, Records Management, Knowledge Management, Treatment of Secret and Confidential Documents, Measures for Prevention of Delays, Inspections, Law & Legislative Department, Legislative Procedures, Court Cases – Institution and Defence. Part II of the Manual is a compilation of Obligatory Procedures namely, Finance Department, RTI Act, 2005, CM Window, (Citizen Grievances Redressal), Procedure for Submission of Memorials, Haryana

Government Gazette, Office Automation and Electronically supported Office Procedures System, Computerization/Modernization of Offices, National Flag, National Anthem and National Emblem, Setting Up New Office, Preventive Law and Preventive measures for Sexual Harassment, Right to Service, Official Language, Instructions Regarding Oath ceremony of the Governor and Ministers, Action to be taken on the Death of High Dignitaries etc.

5. I am directed to request you to kindly issue instructions to all concerned under your administrative control to follow meticulously the procedure/processes and to adopt the formats for drafting, reports/returns and maintenance of registers etc. as prescribed in the said "Manual of Procedures".

6. Soft copy of the Manual has been uploaded on the website csharyana.gov.in (Administrative Reforms Branch).

Yours faithfully,

(Gajender Yadav)
Under Secretary Administrative Reforms,
for Chief Secretary to Govt. Haryana.

16/11/23