

**MOST URGENT**

**Through E-Mail**

**No. 10/01/2025-1DCU  
GOVERNMENT OF HARYANA  
CHIEF SECRETARY'S ORGANISATION  
GENERAL ADMINISTRATION DEPARTMENT**

Dated: Chandigarh, the 30<sup>th</sup> May, 2025

To

1. All the Administrative Secretaries to Govt. of Haryana.
2. All the Head of Department in Haryana.
3. All the Chief Administrators and Managing Directors of Boards/Corporations in Haryana.
4. All the Divisional Commissioners in Haryana.
5. All Deputy Commissioners in Haryana.

**Subject: Disposal of Files with the use of Centralized File Movement & Tracking Information System (CFM&TIS) in all Departments including Boards/Corporations and Autonomous Bodies.**

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Sir/Madam

I am directed to invite your kind attention to the subject cited above and to state that numerous files on the CFMS portal have remained in the "pending" category for several years —hundreds of files in some cases. Probably many of these files are either no longer relevant or have already been physically cleared, but their final status has not been updated on the CFMS portal. This results in exaggerated pendency, which impedes appropriate assessment and monitoring of actual pendency of files.

The Office of the Hon'ble Chief Minister has taken a serious view of this issue, and, hence; it is requested to review and clear such pending files within the next 10 days. Following this period, reviews will be conducted based on the data available on the CFMS portal, and the pendency data reflected therein will be treated as final and authentic. Therefore, all departments shall ensure that the actual status of files be updated regularly on the CFMS portal. A copy of the current status/pendency report from CFMS is enclosed for your reference.

These instructions may kindly be brought to the notice of all concerned officials under your control for strict compliance in letter & spirit.

Yours faithfully,

  
(Sanjeev Kumar)

Superintendent, DCU

for Chief Secretary to Government, Haryana.

Status of the Summary Report as on 27/05/2025 for the Year 2025

Sno	Department	Total Receipts	Cleared Files	Pending Files	Pending	Pending >7 and	Pending >15 days	Pending >30 days	Pending >30 days(In %)	Average(days)
1	Advocate General	588	307	281	37	17	29	198	33.67	23
2	Agriculture Department	14420	6478	7942	1608	1213	738	4379	30.37	10
3	Agro Indus. Corp. Ltd.	111	63	48	4	1	2	41	36.94	29
4	Animal Husbandary and Dairying	4112	2330	1782	693	66	168	855	20.79	8
5	Anti Corruption Bureau Haryana	9569	7841	1728	399	330	129	870	9.09	10
6	Archaeology and Museums	668	33	635	43	43	70	479	71.71	14
7	Architecture	6248	6183	65	5	5	4	51	0.82	0
8	Archives Department	1094	922	172	57	9	29	77	7.04	7
9	Art and Cultural Affairs	820	575	245	67	12	76	90	10.98	11
10	AVUSH	9130	7177	1953	481	299	242	931	10.2	6
11	Avushman Bharat Digital Mission Haryana	49	6	43	7	2	3	31	63.27	18
12	Avushman Bharat HHPM	1407	827	580	153	70	74	283	20.11	5
13	BC and EWS Kalvan Nigam Ltd.	21	5	16	1	6	0	9	42.86	22
14	Bhagat Phool Singh Mahila Vishwavidyalaya	4088	49	4039	491	342	428	2778	67.95	18
15	Chief Electrical Inspector Haryana	554	14	540	24	51	57	408	73.65	36
16	Citizen Resources Information Department	1244	909	335	24	16	24	271	21.78	14
17	Civil Aviation Department	145	43	102	25	8	4	65	44.83	27
18	CM Office	33230	28783	4447	690	343	479	2935	8.83	5
19	CONFED	28	6	22	2	0	2	18	64.29	30
20	Consolidation	1126	287	839	68	71	76	624	55.42	30
21	Coop. Housing Fed.	9	1	8	2	2	0	4	44.44	32
22	Coop. Labour and Construction Fed. Ltd.	12	9	3	2	1	0	0	0	33
23	Cooperation	3021	2737	284	207	17	11	49	1.62	28
24	Dairy Development Coop. Fed. Ltd	71	14	57	4	5	9	39	54.93	40
25	Dakshin Hr. Biji Vitran Nigam	4319	1658	2661	416	346	333	1566	36.26	12
26	DC Ambala	9326	543	8783	507	538	797	6941	74.43	35
27	DC Gurugram	1854	0	1854	90	76	162	1524	82.2	38
28	DC Kaithal	119	0	119	11	14	17	77	64.71	67
29	DC Karnal	11665	911	10754	880	660	943	8271	70.9	33
30	DC Mewat	264	0	264	2	2	5	255	96.59	63
31	DC Sirsa	177	105	72	5	4	29	34	19.21	36
32	DC Sonapat	4700	124	4576	278	235	479	3584	76.26	32
33	Deenbandhu Chhotu Ram University of Science and Technology	6372	406	5966	646	398	577	4345	68.19	19
34	Development and Panchayat	16370	5914	10456	1617	1722	1659	5458	33.34	12
35	Directorate of State Audit Haryana	75	73	2	0	0	0	2	2.67	4
36	Economic and Statistical Affairs	545	228	317	54	46	50	166	30.46	9
37	Education (Higher)	4947	1599	3348	348	250	415	2335	47.2	18
38	Elections	42	7	35	1	0	1	33	78.57	56
39	Elementary Education	11151	3500	7651	873	584	1160	5034	45.14	20
40	Employment	1896	1571	325	88	51	66	120	6.33	5
41	Environment	1152	877	275	54	56	22	143	12.41	10

42	ESI Health Care Haryana	1710	411	1299	83	62	92	1062	62.11	35
43	Excise and Taxation	8618	4212	4406	1034	473	672	2227	25.84	7
44	Finance and Planning Department	11905	9402	2503	902	289	284	1028	8.64	5
45	Fisheries	679	279	400	71	69	41	219	32.25	17
46	Food and Drugs Administration	1904	196	1708	114	87	198	1309	68.75	34
47	Food and Supplies	8869	3635	5234	789	574	482	3389	38.21	12
48	Foreign Cooperation	452	91	361	25	14	35	287	63.5	21
49	Forests	3120	361	2759	234	247	215	2063	66.12	20
50	Gurudwara Election Commission	83	20	63	7	4	1	51	61.45	47
51	HAFED	10290	3413	6877	542	466	759	5110	49.66	20
52	Harco Bank (HQ)	198	136	62	2	0	5	55	27.78	22
53	HARTRON	3475	1429	2046	251	221	247	1327	38.19	12
54	Haryana Aids Control Society	95	14	81	11	4	7	59	62.11	43
55	haryana backward classes commission	1	0	1	0	0	0	1	100	12
56	Haryana Building and Other Construction Workers Welfare Board	3206	1711	1495	96	162	295	942	29.38	19
57	Haryana Civil Secretariat	70381	51218	19163	3514	1988	2224	11437	16.25	7
58	Haryana Electricity Regulatory Commission	815	314	501	58	51	63	329	40.37	26
59	Haryana Fire Service	1885	1796	89	22	40	22	5	0.27	17
60	Haryana Forest Development Corporation Ltd	36	20	16	0	0	0	16	44.44	37
61	Haryana Institute of Public Administration	7	6	1	0	0	0	1	14.29	8
62	Haryana Kala Parishad	280	88	192	0	0	58	134	47.86	24
63	Haryana Kaushal Rojgar Nigam Limited	414	22	392	63	29	33	267	64.49	49
64	Haryana Khadi and Village Industries Board	447	263	184	82	13	57	32	7.16	9
65	Haryana Kisan Kalyan Pradhikaran	1	1	0	0	0	0	0	0	18
66	Haryana Labour Welfare Board	253	137	116	28	11	15	62	24.51	11
67	Haryana Land Reclamation & Development Corpn.Ltd.	275	113	162	10	16	10	126	45.82	23
68	Haryana Medical Services Corporation Ltd.	1043	45	998	114	55	198	631	60.5	20
69	Haryana Nurses and Nurse Midwives Council	94	72	22	3	6	1	12	12.77	18
70	Haryana Parivar Pehchan Authority	512	88	424	15	31	54	324	63.28	52
71	Haryana Police Housing Corporation	4405	1875	2530	406	288	270	1566	35.55	13
72	Haryana Power Generation Corporation	4903	1041	3862	523	361	452	2526	51.52	13
73	Haryana Public Service Commission	3715	2176	1539	325	196	222	796	21.43	5
74	Haryana Raj Bhavan	97	63	34	2	1	0	31	31.96	12
75	Haryana School Shiksha Parivojna Parishad	4542	2295	2247	543	216	308	1180	25.98	12
76	Haryana SCs Finance and Development Corporation	55	52	3	0	0	0	3	5.45	20
77	Haryana Seeds Development Corporation	83	30	53	1	2	5	45	54.22	22
78	Haryana Staff Selection Commission	10310	7996	2314	1147	468	323	376	3.65	4
79	Haryana State Board of Technical Education	180	152	28	8	9	3	8	4.44	8

Haryana State Coop Agriculture and Rural Development Bank															
80	Bank		371	50		321	9		58		45	209		56.33	15
81	Haryana State Cooperative Dev. Federation Ltd.		26	8	18	2		3	151	170	1	12		46.15	32
82	Haryana State Health Resource Centre		138	58	80	7		11	22	56	8	54		39.13	28
83	Haryana State Horticulture Development Agency		63	15	48	13		4	3	0		31		49.21	31
84	Haryana State Seed Certification Agency		347	181	166	14		3	15	15		134		38.62	19
85	Haryana State Warehousing Corporation		2023	97	1926	158		151	22	170		1447		71.53	25
86	Haryana Tourism Corporation Ltd.		1165	191	974	165		22	56	56		731		62.75	25
87	Haryana Vidhan Sabha		195	119	76	3		5	3	3		65		33.33	24
88	Haryana Vidut Prasaran Nigam Limited Panchkula		3065	1512	1553	274		134	188	188		957		31.22	7
89	Haryana Water Resources Authority		532	325	207	18		21	25	25		143		26.88	16
90	Health Services		11518	10386	1132	648		74	81	81		329		2.86	3
91	HFA (Housing for all)		14377	4392	9985	1127		441	1194	1194		7223		50.24	22
92	HFC (Haryana Financial Corporation)		842	216	626	34		45	97	97		450		53.44	20
93	Home Department		112	1	111	6		5	11	11		89		79.46	56
94	Horticulture Department		19070	6587	12483	1876		142	1616	1616		7822		41.02	11
95	Hospitality Department		3041	1120	1921	256		196	156	156		1313		43.18	12
96	Housing Board		30	0	30	4		2	1	1		23		76.67	73
97	HSA MB		1157	193	964	61		155	106	106		642		55.79	29
98	HSLIDC		9152	2675	6477	618		717	705	705		4437		48.48	14
99	HSVP (Haryana Shehri Vikas Pradhikaran)		7057	2560	4497	833		408	411	411		2845		40.31	12
100	Industries Department		83479	67782	15697	3523		2355	1629	1629		8190		9.81	6
101	Information Technology		5163	3179	1984	320		212	340	340		1112		21.54	11
102	Irrigation Department		925	401	524	45		76	57	57		346		37.41	15
103	Kalpna Chawla Govt. Medical College, Karnal		5072	2804	2268	512		294	228	228		1234		24.33	13
104	Kurukshetra Development Board		12036	1641	10395	702		617	932	932		8144		67.66	28
105	Land Records		162	30	132	13		4	10	10		105		64.81	24
106	Law and Legislative		5506	4055	1451	252		142	186	186		871		15.82	9
107	Lives Stock Development Board		1999	934	1065	101		97	88	88		779		38.97	15
108	Local Audit, Haryana		692	600	92	17		17	17	17		46		6.65	11
109	Medical Education and Research		96	15	81	6		3	4	4		68		70.83	36
110	Mewat Development Agency		6002	2064	3938	515		666	203	203		2554		42.55	17
111	Micro Irrigation and Command Area Development		10034	7618	2416	1138		360	291	291		627		6.25	4
112	Authorty		99	2	97	4		0	2	2		91		91.92	42
113	Micro Small and Medium Enterprises (MSME)		367	47	320	31		11	164	164		114		31.06	25
114	Mines and Geology Department		1209	441	768	105		93	84	84		486		40.2	15
115	Municipal Corporation Gurugram		7282	3345	3937	1037		489	620	620		1791		24.59	12
116	National Health Mission Health Department		14	3	11	1		1	1	1		7		50	55
117			2890	2106	784	389		158	108	108		129		4.46	3