

No.4/4/2016-MC
Government of Haryana
Monitoring & Coordination Cell

Dated Chandigarh, the 15th November, 2016

From

The Principal Secretary to Govt., Haryana,
Monitoring & Coordination Cell, Haryana.

To

All the Administrative Secretaries to Govt. Haryana.

Sub:-Proceedings of the 1st Monthly Meeting of all Administrative Secretaries held on 10.11.2016 at 10.00 AM under the Chairmanship of Chief Secretary to Govt. Haryana to discuss the important issues.

Sir/Madam,

Kindly find enclosed the Proceedings of the 1st Monthly Meeting of the Administrative Secretaries held on 10.11.2016 at 10.00 AM under the Chairmanship of Chief Secretary to Govt. Haryana in the Main Committee Room, 4th Floor, Haryana Civil Sectt. You are requested to take necessary action on the minutes/decisions taken in the meeting and to send Action Taken Report through e.mail. It is also informed that the next meeting will be held at 10.00 AM on 08.12.2016 in the Main Committee Room, 4th Floor, Haryana Civil Secretariat under the Chairmanship of CS. No separate notice will be issued in case there is no change in the date, time or venue of the meeting. You are requested to attend the same.

Yours sincerely,



(Lilu Ram)

Under Secretary, M&C

for Principal Secretary to Government, Haryana,
Monitoring & Coordination Department.
email Id cs.coordination@hry.nic.in

Encl: as above

Internal Distribution:

1. PSCM for kind information of Hon'ble CM.
2. APSCM (Dr. Rakesh Gupta), OSD/CM (MK), OSD/CM (BD), OSD/CM (ND).
3. PS/CS for kind information of CS.

Proceedings of the 1st Monthly Meeting of all Administrative Secretaries held on 10.11.2016 at 10.00 AM under the Chairmanship of Chief Secretary to Govt. Haryana to discuss the important issues.

The Chief Secretary to Govt. Haryana (CS) welcomed all the Administrative Secretaries (ASs) in the meeting and explained the background of holding these meetings. The basic purpose is to tone up the administration in the State and to implement the policies and programmes of the Government with more vigour. It is also the endeavour of the Government to make Haryana a 'Digital State'. He exhorted the Administrative Secretaries to be more responsive and send desired information in time bound manner after taking requisite action in future. Thereafter, he asked the Principal Secretary, Monitoring & Coordination Cell (PMSC) to take up the agenda items starting with Agenda Item No.6:-

Agenda Item No.6:

Finalization of Annual Administrative Report (AAR) up to 2015-16 by 31.1.2017:

It was pointed out by PSMC that when the information was not received till 04.11.2016 in response to letter dated 21.10.2016, reminders were sent to 30 ASs, out of whom, only five had responded till 09.11.2016. CS expressed his unhappiness over the state of affairs and pointed out that this information could have been sent within hours. He directed that not only this information should be sent by the remaining ASs upto 15.11.2016 but all ASs should ensure that all pending Annual Reports are got approved from CMM, printed and circulated by 31.03.2017. The names of those Departments whose Reports had not been received till 09.11.2016 are given at **Annexure-I**.

Agenda Item No.1 Implementation of CM's in Announcements:

CS expressed his unhappiness over present state of affairs regarding implementation of CM's announcements. He exhorted all the ASs to take action in accordance with the instructions issued vide letter dated 27.10.2016 and stressed that updation should be done atleast on monthly basis by all the

ASs after reviewing at their level. Various aspects pertaining to implementation of CM's announcements were discussed in detail and it was stressed that ASs should use their discretion and show initiative in achieving the target of commissioning atleast 50% announcements made till 30.09.2016 by 31.03.2017. It was also stressed that not more than 5% of these announcements should remain pending as on 31.03.2017. He further stressed that if things are monitored closely by the ASs, the target fixed by the Hon'ble Chief Minister can easily be surpassed and impressed upon them to give top priority to implementation of these announcements. The AS, Labour stated that in some cases pertaining to Higher Education Department, announcements had been made in the past without consulting the Department which were not feasible. This was also supported by other two ASs. The CS responded that now-a-days, announcements are being made only after consultations with the concerned Departments and if same are not feasible, they should act as per Sr. No.6 of the instructions dated 27.10.2016. He also asked those ASs to send him a list of those announcements, which in their opinion, are not feasible and were made without consultation of the Department. It was also observed that in many cases, there is delay in making land available for implementation of CM's announcements. Therefore, a Committee consisting of ACS, Revenue as Chairperson and ACS, Development & Panchayats, PS, Urban Local Bodies & PS Monitoring & Coordination as members was constituted to expedite the process of identification and making land available for this purpose. All the Administrative Secretaries were requested to send the requirement of land alongwith the name of the Department whose land has been identified for transfer as well as the status of transfer of land within two weeks so that this Committee can expedite the process.

Agenda Item No. 2

Expeditious Implementation of Swaran Jayanti Schemes/ Programmes/ Projects.

It was informed that apart from those Schemes/Programmes/ Projects which have been inaugurated/launched by the Hon'ble

Prime Minister on 1st November, 2016, the remaining Schemes/Programmes/Projects which are to be implemented during the Swarna Jayanti Year should be reviewed by the ASs and the time frame when these can be inaugurated or foundation stones can be laid should be informed to OSD/CM (MK) for getting them inaugurated/foundation stones laid by the Hon'ble CM during his next visit to the concerned District. It was reiterated by PSMC that the decision to select such Projects is to be taken by the concerned Administrative Department with the approval of the competent authority and the cases should not be sent to MC Cell either for sanction of the Project or for release of funds.

Agenda Item No. 3. Field Visits

After detailed discussions, it was decided that MC Cell will issue comprehensive instructions afresh in this regard and in the meantime, the ASs and HoDs/CAs/MDs of Boards/Corporations will visit their field offices 2/3 times respectively in a month and ASs will send their Tour Notes to MC Cell. It was decided that the ASs while undertaking these tours will check their field offices with respect to various parameters like cleanliness, availability of drinking water and toilets for public, upkeep of the office including weeding out of old records, display of Govt. Schemes etc. besides their performance in discharge of core functions of the respective Departments.

Agenda Item No. 4 Holding of regular review meetings of District Heads

PSMC reiterated the points mentioned in Agenda Item and CS directed that monthly meetings of District Heads wherever applicable should be held w.e.f. current month positively.

Agenda Item No. 5.

Implementation of Priority programmes of the Government to make Haryana a Digital State.

It was decided that to achieve the dream of the Hon'ble Prime Minister to make our country 'Digital' one, the Departments should launch more and more

'online' services and should encourage use of emails in official communications. All Class-I and Class-II Officers shall have their email accounts by 31.12.2016 and 30.6.2017 respectively and they should communicate preferably through e.mail. PSMC stated that in future, communications will be sent from MC Cell to ASs mainly through email and for that, email IDs of various Departments, individual Officers as well as their preferred email IDs were circulated in the meeting itself. Thereafter, following Programmes of the Government of Haryana were discussed in detail:-

i. CM Dashboard

It was explained that CM Dashboard was launched by the Hon'ble CM on 04.12.2015 and the Key Performance Indicators (KPIs) were selected by the Departments themselves and communicated to IT Department. However, same are not being updated on regular basis and detailed status of 20 Departments was shown in the meeting from which it was evident that some Departments like Labour, PWD (B&R), Rural Development, DHBVNL have not updated the same for last more than one year. CS directed all the concerned Departments to update their KPIs within a week positively and in case any Department wants to change their KPIs, same should be informed to IT Department so that necessary amendments in the Software can be done.

ii. ePMS

Detailed status of the 16 Departments was shown in the meeting from which it was evident that six Departments/Directorates neither updated the status nor created the desired stages. Some of the Departments had updated the status but the updation was more than four months old. CS directed that updation in ePMS should be done within a week and should be ensured on monthly basis in future.

iii. CM Window

OSD/CM (BD) explained the working of CM Window as well as Call Centre and detailed status of pending complaints on CM Window was

shown in the meeting. Though the performance of the Departments is being monitored on regular basis by the CM Secretariat with the Nodal Offices because of which, the status in respect of redressal of grievances is satisfactory but it can further be improved if same is monitored by the ASs. CS suggested that the ASs may see the status 'online' once in a week and take corrective measures where there are overdue complaints.

iii. Implementation of Centralized File Movement & Tracking Information System (CFM&TIS).

The status of pending files as per CFM&TIS was shown in the meeting from which it was evident that after the files are entered in CFM&TIS and disposed off, same are not being updated in the system. The performance of CM Office in this regard is excellent and CS directed all the ASs to emulate the same. The performance of Pollution Control Board, Science & Technology Department, Haryana Scheduled Castes Finance & Development Corporation, Chief Electrical Inspector, Haryana Khadi & Village Industries Board, Supplies & Disposals Department, ESI Health Care, Haryana, Haryana Welfare Labour Board, Labour Department, Finance Department was found to be satisfactory. CS directed that all those files which are shown pending for more than 30 days should be brought to 'nil' within 15 days by launching a campaign to update the 'legacy' data and ensure that disposal of files is entered 'online' in future. It was stated by some of the ASs that the system is slow and it takes lot of time to make entries of a single file in CFM&TIS. DDG/SIO was directed to get in touch with IT Department and take remedial steps like increase in the capacity of Server etc.

v. Implementation of Aadhaar Enabled Biometric Attendance System (AEBAS)

The detailed status was shown in the meeting as per which, only 40.1% of registered employees are marking their attendance on AEBAS. The status of School Education Department, Power Department and Health Department was discussed in detail and after detailed discussions, CS directed that all registered

employees should mark their attendance on the biometric devices. Wherever devices have not been installed, same should be installed on priority. CS directed that there should be marked improvement in the next review meeting.

After the formal agenda was over, CS requested Principal Secretary, Employment to explain the details of the new Scheme 'Saksham', Shri A.K. Singh, Principal Secretary, Employment stated that:-

(i) On Haryana Golden Jubilee day, a new scheme by the name of "सक्षम" has been started by the Employment Department. Regarding this scheme, a letter was issued on 6.10.2016 to all Administrative Secretaries & HoDs for suggestions/proposals of honorary assignments as well as to direct the departments/Boards/Corporations/Societies & subordinate offices under their control to forward proposals & requirements of the Post-graduate qualified unemployed youths for the indicated honorary assignments (illustrative list given in letter).

(ii) The State Cabinet approved the "सक्षम" scheme in the meeting on 18.10.2016 and the detailed guidelines were issued on 20/21 October, 2016 [*The letter dated 6.10.2016 and 20/21 October, 2016 can be accessed at www.hrex.org - link "सक्षम"*].

(iii) On 26.10.2016, Principal Secretary to Govt. Haryana, Employment Department discussed the scheme in detail with the DC's of all districts through Video Conferencing. The web-portal www.hreyahs.gov.in, after complete Beta-Testing/Security Audit, was unveiled by Hon'ble Chief Minister on 31-10-2016. Till 10.11.2016, 1281 candidates have registered and 414 candidates have completed their forms on this website to get the benefit under this scheme. It is expected that, by 30.11.2016, over 3,000 youth will register under the "सक्षम" scheme.

All Administrative Secretaries were requested to take active interest in this Scheme and identify honorary assignments as well as prepare their subordinate

offices/Boards/Corporations etc to engage the Post-graduate qualified unemployed youths in honorary assignments from 1.12.2016 onwards.

CONCLUDING REMARKS:

In his concluding remarks, CS requested that besides taking action on agenda items as discussed above, all ASs should work whole heartedly to take Haryana to new heights in the Swarna Jayanti Year.

Lists of Officers who attended the meeting are enclosed at **Annexure-II**.

Meeting ended with a vote of thanks to the Chair and the Participants.
