

OFFICE OF DIRECTOR HIGHER EDUCATION, HARYANA,
PANCHKULA

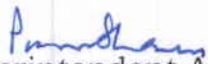
ORDER

Order No- 12/1-2017 Ad(3)

Dated, Panchkula the 27.11.2018

A copy of letter No.4/14/2018-RU dated 18.10.2018 received from Under Secretary-AR O/o Chief Secretary to Govt. Haryana, "**regarding office efficiency-disposal of PUCs/Files/Cases pending for more than one month-Drafting of Manual of Office Procedure for State**" is forwarded to the following for information and necessary action:-

1. All the Principals of Government Colleges in the State.
2. All the Commanding Officers, NCC Units in the State.
3. Registrar, Kurukshetra University, Kurukshetra/Maharishi Dayanand University, Rohtak/Chaudhary Devi Lal University, Sirsa/Bhagat Phool Singh Mahila Vishwavidyalaya, Khanpur Kalan (Sonepat)/Indira Gandhi University, Meerpur (Rewari)/Chaudhary Ranbir Singh University, Jind/Chaudhary Bansi Lal University, Bhiwani.
4. All the Librarians of District Libraries/Sub Divisional Libraries in the State of Haryana / Librarian.



Superintendent Administration,
for Director Higher Education,
Haryana, Panchkula

Endst. No.- Even

Dated, Panchkula 19-12-18

A copy is forwarded to the following for information and necessary action:-

1. PS/DGHE, Steno/Additional Director Admn.
2. All the HQ Officers and Head of Branches.
3. All the Assistants of Admin Branch.


Superintendent Administration,
for Director Higher Education,
Haryana, Panchkula

9308-1911
31/10/18

ACSHHE
27.10.18

DME & ...
29.10.18

A.D.
RE

30/10/18
S.A.

Office efficiency- disposal of PUCs/ Files / Cases pending for more than one month

1 message

Tue, Oct 23, 2018 at 12:43 PM

Administrative Reforms <admnreformshry@gmail.com>
 To: fcab@hry.nic.in, sumitams@hry.nic.in, fcel@hry.nic.in, fcr@hry.nic.in, sandhunavraj@hry.nic.in, dasspk@hry.nic.in, fcemployment-hry@nic.in, fcenvironment-hry@nic.in, fcf@hry.nic.in, raopr@hry.nic.in, fcfish@hry.nic.in, prasadss@hry.nic.in, fforest@hry.nic.in, fcindustry@hry.nic.in, fcitve@hry.nic.in, singhak@hry.nic.in, fcpr@hry.nic.in, fcmer-hry@nic.in, TRILOK <guptatc@hry.nic.in>, fcminesg-hry@nic.in, fcph@hry.nic.in, secypower@hry.nic.in, rastogianurag@hry.nic.in, sportsm-hry@nic.in, fcte@hry.nic.in, dhillonss@hry.nic.in, fcgl@hry.nic.in, pkmahapatra@nic.in, arorakeshnianand@hry.nic.in, guptark@hry.nic.in, gulatisk@hry.nic.in, vijaivardhan@hry.nic.in, sibalrs@hry.nic.in, kaushalsanjeev@hry.nic.in, kunduvsiyas@hry.nic.in, nigamalok@hry.nic.in, jowelrr@hry.nic.in, khandelwaldheeraias@hry.nic.in, jhaamit@hry.nic.in, roysn@hry.nic.in, anilkumar@hry.nic.in, mahavirsingh@hry.nic.in, gargvineet@hry.nic.in, sharananandmohan@hry.nic.in, khemka@hry.nic.in, malikanil@hry.nic.in, walgadshrikant@hry.nic.in, rajpalsudhir@hry.nic.in, likhiabhilaksh@hry.nic.in, fcagri@hry.nic.in, fcarchives-hry@nic.in, fccultural-hry@nic.in, cs@hry.nic.in, fcaviation-hry@nic.in, fccoop@hry.nic.in, fcdp@hry.nic.in, fcpet@hry.nic.in, fcfs@hry.nic.in, fchm@hry.nic.in, fchousing-hry@nic.in, citve@hry.nic.in, fcplanning-hry@nic.in, fcpwd@hry.nic.in, fcpnes@hry.nic.in, fcse.hry@nic.in, fcst@hry.nic.in, fctransport@hry.nic.in, Animal Husbandry <acsahh@gmail.com>, Hardeep Kumar <paftcah@gmail.com>, pshhousing@gmail.com, Mahavir Singh <drmahavirsingh@gmail.com>, pshehry@gmail.com, "Acs Coop." <acscooperation@gmail.com> Navraj Sandhu <sandhunavraj123@gmail.com>, ACS School Education Education <acshehry@gmail.com>, Sudhir Rajpal <psindustryhry@gmail.com>, DEVENDER SINGH <62devender@gmail.com>, psenv2016@gmail.com, acsethry@gmail.com, pstcpharyana1@gmail.com, S N Roy <snroy87@gmail.com>, acstourismharyana@gmail.com, "S.S. Prasad, IAS" <fcpsfood@gmail.com>, Shyam Sundar Prasad <ss.prasad1959@gmail.com>, acshealth2015@gmail.com, Rajan Gupta <rajangupta12@gmail.com>, dheera.acs@gmail.com, acsprinting2016@gmail.com, Kumar Sunil Gulati <sunilaol@gmail.com>, Ashok Khemka <ashok.khemka@gmail.com>, Amit Jha <amitjha.principalsecretary@gmail.com>, Amit jha <amitjhaias@gmail.com>, "Dr. Abhilaksh Likhi IAS" <acsagriharyana@gmail.com>, acstcphry@gmail.com, Hpu Power <acspowerhry@gmail.com>, HPU Haryana <pspowerhry@gmail.com>, pssnt2016@gmail.com, Principal Secretary Sports & Youth Affairs <acsportsry@gmail.com>, KK KHANDELWAL <acskk85@gmail.com>, abhilaksh likhi <likhiabhilaksh@hotmail.com>, pssc87@gmail.com, anil kumar <kumarani2020@gmail.com>, ct.hry@gmail.com, psfisheries1@gmail.com, roopjowel@yahoo.com, hry_elect@yahoo.com, ankurkgupta@yahoo.com, fcubl@yahoo.com, acsit-hry@gov.in, vs.vundru@gov.in, acs.finance-hry@gov.in, guptaankur@gov.in, fcwscbc-hry@gov.in, Sudeep Dhillon <dhillonss@hotmail.com>
 Cc: pscmofficeharyana@gmail.com, HOD HIPA <hipa@hry.nic.in>, hipagrg@gmail.com, hipagrg@rediffmail.com

30/10
2/11/18
R/S

Respected Sir or Madam

Please see the attachments.

Office efficiency- disposal of PUCs, Files & Cases.pdf
846K

CFMS No. 100659
O/o ACSHE
Dated: 26-10-18

DGHE & SECY.
No. 8784
Date 29/10/18

2/23-10-18

(TO BE SUBSTITUTED BEARING SAME NUMBER AND DATE)

No. 4/14/2018-RU
GOVERNMENT OF HARYANA
CHIEF SECRETARY'S OFFICE
ADMINISTRATIVE REFORMS DEPARTMENT

Dated Chandigarh the, 18.10.2018

To

- (i) All the Administrative Secretaries to Govt. Haryana.
- (ii) All the Head of Departments in Haryana.
- (iii) All the Chief Administrators and Managing Directors of Boards/Corporations in Haryana.
- (iv) All the Registrar of Universities in Haryana.
- (v) All the Divisional Commissioner in Haryana.
- (vi) All the Deputy Commissioners and SDO (c) in Haryana.

Subject: Office efficiency- disposal of PUCs/files/cases pending for more than one month-Drafting of Manual of Office Procedure for State.

Sir/Madam,

I am directed to invite your attention to this Department letter of even No. dated 04.04.2018 (copy enclosed) on the subject cited above and to clarify that the time limit to deal with the PUCs/files/cases will be as under:-

Item	Clerk/Record Keeper	Assistant/ Dealing-hand	Superintendent/ Branch Incharge	Total time limit
1 PUCs/files/cases marked immediate to be disposed in	Within same day	Within same day	Within same day	One working day
2 PUCs/files/cases marked Urgent to be disposed in	Within one working day	Within one working day	Within one working day	Three working day
3 PUCs/files/cases marked Ordinary to be disposed in	Within one working day	Within three working day	Within one working day	Five working day

Note-1. If subordinate consumes more than the prescribed time limit in that case the time of next official/officer will be reduced proportionately. In other words the total time taken by all the concerned officials/officers of a Branch should not exceed the proscribed total time limit.
2. In exceptional circumstances, the Department may fix time limits as per their requirements.

Yours faithfully,

Santosh
18/10/18

Under Secretary-AR,
for Chief Secretary to Government, Haryana.

Endst. No. 4/14/2018-RU

Dated Chandigarh the, 18.10.2018

A copy is forwarded to the Principal, Divisional Training Centre, HIPA, SCO 11, Sector-16, Panchkula w.r.t. their Ref. No. PDTC/PKL-18/994, dated 28.08.2018 for information and further necessary action.

S/1

Under Secretary-AR,
for Chief Secretary to Government, Haryana.

No. 4/14/2018-RU
GOVERNMENT OF HARYANA
CHIEF SECRETARY'S OFFICE
DEPARTMENT OF ADMINISTRATIVE REFORMS

Dated Chandigarh the, 4th April, 2018

To

- (i) All the Administrative Secretaries to Govt. Haryana.
- (ii) All Head of Departments in Haryana.
- (iii) All the Chief Administrators and Managing Directors of Boards/
Corporations in Haryana.

Subject:- Office efficiency – disposal of PUCs/files pending for more than one month.

Sir/Madam,

I am directed to address you on the subject cited above and to say that Government had prescribed work disposal norms for Government offices in 1989 and the following time-frames were prescribed for work disposal :

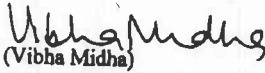
1. PUCs marked Immediate are to be disposed in 1 working day
2. PUCs marked Urgent in 3 working days
3. PUCs marked Ordinary in 5 working days

It has come to notice that many officials in the Haryana Civil Secretariat, Sector 1, Chandigarh and Haryana New Secretariat, Sector 17, Chandigarh are not disposing work according to above work norms.

Government has considered the matter and it is decided that the officers/officials at the Secretariats shall undertake a special campaign to clear the pendency of all files which have been pending for more than a month. The campaign shall run over the next three weeks i.e till 27th of April, 2018. In case some officials feel that they have too much workload, they may approach their senior officers for swift resolution of the pending work.

After 27th of April, 2018, special teams shall conduct random checking to ascertain if officials have cleared their pendency. In case, it is found that the work has not been disposed off, appropriate disciplinary action shall be taken against the concerned officials. All concerned are directed to complete disposal of pending work by 27th of April, 2018 positively.

Yours faithfully,


(Vibha Midha)

Joint Secretary Administrative Reforms,
for Chief Secretary to Government, Haryana.