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

(Vibha Midha)
Joint Secretary Administrative Reforms,
for Chief Secretary to Government. Haryana

OFFICE OF THE LABOUR COMMISSIONER, HARYANA, CHANDIGARH

Endst. No./ Estt./04/2018/ 14838-945 Dated: 24-4-18

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

1 All Presiding Officer Industrial Tribunal-cum-Labour Court .
2 Addl. Labour Commissioner (NCR),Gurgaon
3 All Dy. Labour Commissioner in Haryana State.
4 All Dy. Director, IH in Haryana State.
5 All Dy. Director (IS&H) in Haryana State.
6 All Joint Director, IS&H, in Haryana State.
7 All Assistant Labour Commissioner, Haryana State, Labour Department.
8 All Assistant Director, Industrial Safety and Health.
9 All Assistant Director, Industrial Safety and Health (C), Haryana State.
10 All Assistant Director, Industrial Health & Certifying Surgeon, Haryana State.
11 Headquarter. (All officers)

Dy. Superintendent (Estt.)
for Labour Commissioner, Haryana.