

(LC /

No. 6/9/2016-6GC
Government of Haryana

Chief Minister Grievances Redressal Cell

Dated, Chandigarh, the 2th February, 2017

- LC
6-2-18 To
- CO/L
ALCA(8-2-18)
1. All Administrative Secretaries to Government, Haryana.
 2. All Head of Departments in the State.
 3. Director General of Police, Haryana
 4. All Deputy Commissioners in the State.
- 3394
8/2/18

Subject: - Regarding Operationalisation of CM Window.


SE Sir/Madam,

I have been directed to invite your kind attention to this office letter of even number dated 10.03.2017 on the subject noted above and to inform you that some modifications have been made in the ATR format (specimen of English is enclosed).

You are, therefore, requested to direct all the officers/officials of Department/Directorate and filed level under your kind control to send reports in future in revised format.

This may be taken at top-priority.

Yours faithfully,


Under Secretary,

for Additional Principal Secretary to Chief Minister, Haryana,
Chief Minister's Grievances Redressal Cell.

CM Window Action Taken Report (ATR)-FINAL REPLY

1. CM window grievance No.

Date of Registration: A

2. **Grievance Details**

Category:

Specifications:

3. **Citizen Contact Details**

Name:-

Mobile:

Address:

Alternate contact number:

By which medium was the citizen contacted or summoned?

1. Registered Post/Phone & SMS:

4. **Interim Report on the Enquiry (By the Investigating Officer)**

Date of Enquiry:

Findings by Investigating Officer/Enquiry Officer:

5. **Is the matter Sub-judice? Yes/No**

If Yes, Case No.:

Court Name:

Title:

Date of Next Hearing:

(Attach a copy of Stay Order, if any)

Legal provisions (Law):

6. **Final Report on the Enquiry (By the Investigating or Reporting Officer)- Action taken with Dates and Details:**

Date of Commencement of proceedings:

Date of concluding the proceedings (Date on which proceedings were concluded)

Photos to be attached herewith if site visit conducted:

Details on Action Taken:

Author of report

(Name and designation of the officer)

7. **Citizen Satisfaction**

Whether citizen satisfied by proposed solution?: Yes/No

Signature of citizen.
(Name of Citizen)

Eminent Citizen (EC) Verification

Name of EC:

Date/dates when EC was approached for the case.

Whether Citizen was counseled in the presence of the EC?: Yes/No

Comments of EC (if any):

Signature of citizen.
(Name of Citizen)

8. **Comments of the DC (Optional)/Nodal Officer of Department**

Signature of the DC/Nodal Officer