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9/4/18

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

Dated Chandigarh the, 4<sup>th</sup> April, 2018

- 32  
RCS  
JR (Admin.) away  
in  
5/4/18
- (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.

10/4  
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 27<sup>th</sup> 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 27<sup>th</sup> 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 27<sup>th</sup> of April, 2018 positively.

Yours faithfully,

*Vibha Midha*  
(Vibha Midha)

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

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10.4.18