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File No. 2/14/2011-2AR
Government of Haryana, Chief Secretary' Office,
Administrative Reforms Department.

Chandigarh
Dated 1.7.2014

15/7/14
स्थापना शाखा - III
कार्य क्रमांक 322
दिनांक 21.8.2014

To

- 1- All the Administrative Secretaries, to Government of Haryana.
- 2- All Head of Departments in Haryana
- 3- The Commissioners, Rohtak, Gurgaon, Hisar & Ambala Divisions.
- 4- The Registrar, Punjab & Haryana High Court, Chandigarh.
- 5- All the Deputy Commissioners in Haryana.
- 6- The Registrars of the Universities in Haryana.

Subject:- Introduction of procedure for handing over/taking over of record on transfer, etc.

Sir/Madam,

I am directed to refer you on the subject noted above and to inform you that it come to the notice of the State Government that many times old record does not become available and it become difficult to fix the responsibility as to who is responsible for misplacement of record. The Government has considered the issue and decided to adopt the procedure for handing over/taking over of the record at the time of transfer/ new appointment of the officers/ officials so that the problem of non availability of record may not overcome and will becomes convenient to fix the responsibility of the person who misplaces the record/ files. This will also make official concerned more responsible towards handing & maintenance of records.

It is therefore, requested to ensure the implementation of these instructions in all the offices under your kind control.

Acknowledgment of this letter will be appreciated.

Yours faithfully

KRM
Under Secretary (AR)
For Chief Secretary to Government Haryana
Administrative Reforms Department.

Endst No. . 2/14/2011-2AR

Dated Chandigarh the 1.7.2014

A copy is forwarded to the PSCM, APSCM-I, APSCM-II, Principal OSD/CM, DPSCM, OSD/CM, Private Secretaries to the Chief Minister/Ministers/Ministers of the State for information of the Chief Minister/Ministers/Ministers of the State,Haryana.

KRM
Under Secretary (AR)
for Chief Secretary to Government Haryana
Administrative Reforms Department.

1-7-14

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PS/DG

D.G.
15-7-14

JDCA (Constitution)

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OS/CM

R put on website

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Endst No. . 2/14/2011-2AR

Dated Chandigarh the 1.7.2014

A copy is forwarded to the Member Secretary, Haryana Bureau of Public Enterprises for information and necessary action. They are requested to send the copy of these instructions to all the Boards/ Corporations in the State of Haryana for taking necessary action.

KRS
Under Secretary (AR)
for Chief Secretary to Government Haryana
Administrative Reforms Department.
17/7/14

Endst No. . 2/14/2011-2AR

Dated Chandigarh the 1.7.2014

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

- 1- The Director General Information and Public Relation Haryana, Chandigarh
For giving appropriate publicity
- 2- The Director, Local Bodies Haryana for circulating these instructions to all the MC/ Council/ Corporations in the State.

KRS
Under Secretary (AR)
for Chief Secretary to Government Haryana
Administrative Reforms Department.
17/7/14

A copy is forwarded to all the Branch officers/ Superintendents/ Deputy Superintendents of Haryana Civil Secretariat/ ACS Revenue & Disaster Management Department for information and necessary action.

KRS
Under Secretary (AR)
for Chief Secretary to Government Haryana
Administrative Reforms Department.
17/7/14

To

All the Branch Officers/ Superintendents/ Deputy Superintendents of Haryana Civil Secretariat/ Chandigarh Revenue & Disaster Management Department.

U.O. No. 2/14/2011-2AR

Dated Chandigarh the 1.7.2014