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The Chief Secretary to Govt., Haryana,
Administrative Reforms Department.

To

All Heads of departments in the State.

Dated Chandigarh the 22-07-2014

Subject:- Designating 'Organization and Methods officers' in all departments-supply of Six Monthly report on department's O&M activities for the period ending 30.6.2014

Sir/Madam,

I am directed to invite your attention to para-3(ix) of Administrative Reforms Department letter No.6/12/93-RU, dated 2.11.1993 and to say that six monthly report on Department's O&M activities for the period ending 30.6.2014 was required to reach the Government by 15.7.2014.

2. As is evident from the duties assigned to the O & M officers in para-3 of Administrative Reforms Department above referred letter dated 2.11.1993, the report broadly should contain the information on following points:-

- (a) Surprise checking/inspections conducted to ensure punctuality in attendance.
- (b) Surprise checking/inspections conducted to detect delays.
- (c) Action taken on the surprise inspection report(s) sent by the Administrative Reforms Department, if any, pending in the department.
- (d) Steps taken to simplify the working methods/procedure and forms of the department.
- (e) Action taken on the directives issued vide Administrative Reforms Department letter No.6/14/93-RU, dated 13.1.1995 regarding conducting "Administrative Efficiency Audit".
- (f) General views/suggestions which the department would like to contribute for increasing the efficiency in office working.

3. It is requested that the six monthly report on your department's O & M activities for the period ending 30.6.2014 may please be sent to the Administrative Reforms Department positively by 15.7.2014. The name, designation and telephone number of the O & M officer of your department may also be intimated.

Yours faithfully,

Suresh Kumar
Deputy Superintendent,
for Chief Secretary to Govt., Haryana,
Administrative Reforms Department.

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