

From

The Financial Commissioner & Secretary to Government, Haryana,  
Administrative Reforms Department.

To

All the Heads of Departments in the State.

Dated Chandigarh the 2nd November, 1988.

Subject ;—Efficiency and Punctuality in the Govt. Offices.

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Sir,

I am directed to invite your attention on the subject noted above.

2. It has been observed that punctuality in the offices is not being maintained. To bring about greater efficiency in the Administration, Government has desired that the Administrative Secretaries and Heads of Departments should themselves be punctual and they should also make their subordinate staff conscious about the need for punctuality. Secondly, surprise inspection of attendance as well as disposal of work in subordinate offices should be undertaken by Secretaries/Joint Secretaries/Deputy Secretaries/Under Secretaries at least once a month. Similarly, the Heads of Departments while on tour should also make surprise visits of the field offices not only to check the attendance and punctuality but also the speed of disposal of work. Your attention is also invited to this Deptt. U. O. No. 4/2/87-6AR, dated 21-9-1987 (copy enclosed).

3. These instructions may please be implemented strictly. Non-compliance of the instructions will be reviewed seriously.

Yours faithfully,

Sd/-

Deputy Secretary, Administrative Reforms,  
for Financial Commissioner & Secretary to Govt., Haryana,  
Administrative Reforms Department.