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16/07/14

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

Chandigarh  
Dated 1.7.2014

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.

PI issue  
instructions Recd  
Strict Compliance

14-7-14  
PSTCP

STP

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

Sir/Madam,

15-7-2014

Subjt - Recovery 1-7-14

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.

47012

2- 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.

Receipt No. 4712  
Date 14/7/14  
O/e P.C.I.C.P.

Yours faithfully

KRSM

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

14-7-14

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.

KRSM

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

1-7-14



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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.

*SP 1.7.14*

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.

*SP 1.7.14*

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.

*SP 1.7.14*

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

**HARYANA URBAN DEVELOPMENT AUTHORITY**

Endst. No. EA-6-2014/ *22237*

dated:- *22/9/14*

A copy of the above is forwarded to all the field offices in HUDA/all Heads of Branches at HUDA (HQ)/all establishment Assistants for strict compliance. This is in continuation of this office endst no. EA-6-2014/20714 dated 19.08.2014.

*[Signature]*  
Dy. Supdt. (E)  
for Chief Administrator, HUDA (HQ)  
Panchkula