

MOST URGENT

No.IPH-PH-Genl.7/2011- 464-4692
Government of Himachal Pradesh
Irrigation & P.H. Department

To


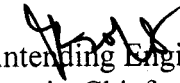
All the Chief Engineers,
Under I&PH Department in H.P.

All the Superintending Engineers.
Under I&PH Department in H.P.

Dated Shimla-1 the 20th August,2011

Subject:- Directions of Hon'ble Chief Minister given on 19.8.201 during his address.

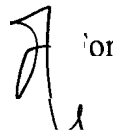

A copy of e-mail dated 20.8.201 alongwith its enclosure received from the Chief Secretary to the Gov of Himachal Pradesh, Shimla-2 on the subject cited above is sent herewith for information and further necessary action please.

 For 
Superintending Engineer (Works),
Engineer-in-Chief,
I&PH Deptt., Shimla-1.

Copy alongwith copy of above is forwarded to the Superintending Engineer, P&I & II I&PH H.Q. Shimla for information and necessary action.

Copy alongwith copy of above is forwarded to all the Executive Engineers, under I&PH Deptt., in H.P. for information and necessary action.

Copy alongwith copy of above is forwarded to all Head of Branches in Head office for information and necessary action.

 For 
Superintending Engineer (Works),
Engineer-in-Chief,
I&PH Deptt., Shimla-1.
20/8

(5x78)

Subject [Allhod-hp] Directions of Hon'ble Chief Minister given on 19.8.2011 during his address.
 From NIC LIST Manager <nicsmgr-admin@nic.in> ; on behalf of; cs-hp <cs-hp@nic.in>
 Date Saturday, August 20, 2011 10:11 am
 To allsecy-hp@ismgr.nic.in , alldc-hp@ismgr.nic.in , allhod-hp@ismgr.nic.in

Hon'ble Chief Minister addressed Administrative Secretaries, Heads of Departments, Deputy Commissioners, Managing Directors of Corporations and other officers of the Government of H.P. on 19th August, 2011 on the issues relating to Governance and responsive administration. A summary of the directions given by Hon'ble Chief Minister in the course of his address is attached.

Please ensure that follow up action is initiated by you on the points listed in the directions as attached.

(Rajwant Sandhu)
 Chief Secretary to the
 Government of H.P.

Allhod-hp mailing list
 Allhod-hp@ismgr.nic.in

Handwritten notes:
 AR
 SE (W)
 20/8
 ENL
 20/8
 May circulate to all
 CE's/SE's/EE's and
 all branches of Head office
 20/8
 URGENT
 Smt (W)
 20/8

Directions of Hon'ble Chief Minister, H.P.

Deputy Commissioners have the responsibility to ensure efficient working of branches inter alia dealing with registration of vehicles, issue of licenses and also to exercise a check on Revenue Officers responsible for mutations, partition cases and registration of documents. There should be no pendency beyond the time period fixed for the disposal of such matters.

Cash-books must be updated and checked regularly. Amounts recovered as registration fees etc. must be deposited promptly in the banks so that the three instances where defalcation of funds took place in SDM and Tehsil offices in the course of the last few months are not repeated in future. May note that in Revenue offices it has at least been defected. We have no reason to presume that this is not happening in other (and especially cash rich departments like Blocks).

BDO offices are getting large allocations particularly under NREGS and other related schemes. Regular checking of works executed through PRIs must be ensured so that quality is of an acceptable level.

In some Departments where works are awarded and payments made to contractors, officials are habitual in keeping the cheques against the payments with them and only releasing the same to the payees after they have been paid or offered something. Henceforth, no cheque payments will be made by the Departments such as IPH, PWD and Forest etc. since Core Banking Solution System (CBS) facilities are available all over the State. After the bills are cleared by the District Treasury Officers payments be made only into the bank accounts of the payees. Finance Department may ensure that

clear instructions are issued in this regard. Cash payments of above Rs.10,000/- should be banned.

It is frequently seen that buildings, roads and other works are not completed within periods prescribed in the contracts and contractual conditions are not observed inspite of adequate funds having been made available for the works. Delay results in escalation of cost of works and this has to be borne by the State Government. Contracting Officers will take their responsibility seriously and ensure that all contractual conditions are observed in the execution of work and no delay takes place after the work is awarded. Besides, closure of accounts of works that have been completed and handed over, must be ensured. If need be; contract Document/Agreements also should be revised.

There is a system of National and State Quality Monitors for road works related to PMGSY, NABARD, NH etc. However, inspection reports are not attended to timely and substandard work is being executed. When roads develop potholes shortly after work is completed, this is cause for serious embarrassment to the Government and casts reflection on the integrity of officers involved with the execution and supervision of such works.

would like to stress that Government will be very strict in such matters in future and defaulting officers should be prepared to face disciplinary action which will also be taken against Supervisory Officers.

The store purchase system also needs to be overhauled as does inventory management in the Departments. Procurement should only take place keeping in view the quarterly, half yearly and yearly requirements of stores. Due procedure should be followed. In Departments that spent a lot on procurement, inventory management must be computerized in a time bound manner.

Rotation of staff handling sensitive seats is a requirement as per the Office Manual. Yet, this aspect is not attended to and for a long periods of time, the same persons remain on seats involving financial sanctions, personnel matters and other such sensitive tasks. All Administrative Secretaries and Heads of Departments may ensure that periodical rotation of staff takes place. Staff at Barriers of various departments and those posted in Industrial areas must be shifted out to other areas after 2-3 years

Delay breeds corruption. Hence, if we are to project an image of a responsible and clean administration, we have to ensure that there is no delay in delivery of public services at any level. This also applies to disposal of court cases. In the coming session of H.P. Vidhan Sabha, we are going to introduce "***H.P. Public Services Guarantee Bill, 2011***" and we will ensure that in future public officials deliver service to the public as per the time lines prescribed by the Departments and these will be placed in the public domain. Delays will also invite penal action against officials.

Each Department needs to undertake a review of the Acts/Rules/Instructions being implemented by it, in order to ensure greater client friendliness.

- (a) Remove unnecessary requirement for permissions by the public.
- (b) Reduce discretion in decision making.
- (c) Use information technology to reduce interface with officialdom and ensure that various copies, permissions can be obtained from various channels/agencies using data bases on the net.

State Vigilance and Anti Corruption Bureau also has to be active. It is not good enough to only go after the staff indulging in small

time corruption. It is the responsible and supervisory officers who also have to be dealt with and efforts of the vigilance machinery should be focused in this direction. I have also observed that it takes a long time to complete enquiries, frame charge-sheets and put up the challans in the Courts. Although, in the cases registered under the Prevention of Corruption Act, some progress has been made in this regard, I wish to lay stress on expediting progress in matters so that those who indulge in wrongdoing and corruption get their just deserts. In corruption cases especially, delay results in taking away the deterrence effect of action.

- 2) Enforcement of service discipline in employees needs to be ensured. Punctuality should be observed. Transfer orders should be enforced and officials relieved of duty instantly. Effort to get these orders cancelled or modified should be done by employees by taking leave or consuming their joining time and not while on duty
- 3) Basically, Government of Himachal Pradesh has done reasonably well in providing support services to its citizens. However, there is no room for complacency rather there is always scope for improvement and all Government employees must get together to give their best services to the State

Dated: 23.08.2011

Government of Himachal Pradesh
Department of Administrative Reforms & Training

The Chief Secretary to the
Government of Himachal Pradesh,
HP Secretariat,
Shimla.

To:

- 1) All Administrative Secretaries to the
Government of Himachal Pradesh,
HP Secretariat,
Shimla.
- 2) All Heads of Departments
- 3) All Deputy Commissioners

Directions of Hon'ble Chief Minister given on 19.08.2011 during his address to all Administrative Secretaries/HODs etc. on the issues relating to Governance and responsive administration: Inspections of government offices.

Sir/Madam.

In continuation to the mail of Chief Secretary on the above subject dated 20th August 2011 the following points pertaining to conduct of inspections for furtherance of the directions issued, are being highlighted for compliance:

1. All departments to review the status of their schedule of inspections for the year.
2. While such schedules of inspections are known to all officials and these should be complied with, some surprise inspections must also take place.

The inspections should be conducted so as to bring out the weak links in achieving better governance and in providing a responsive administration. The actionable points on conclusion of such inspections should focus on removing these bottlenecks for achieving these larger objectives. These instructions may be conveyed to all the organizations under your control for compliance. I may be periodically informed of status of implementation of these instructions in respect of your department.

Yours faithfully,

Sd-

(Rajwant Sandhu)