

From

The Chief Secretary to Government, Haryana.

To

1. All the Administrative Secretaries to Government Haryana.
2. All the Heads of Departments, Commissioner, Ambala, Hisar, Gurgaon and Rohtak Divisions.
3. The Registrar, Punjab and Haryana High Court, Chandigarh.
4. All the Deputy Commissioners of the State of Haryana.
5. The Managing Directors/ Chief Administrators of all the Boards/ Corporations in Haryana State.
6. The Registrars of all the Universities in the State of Haryana.

Dated Chandigarh, the 19<sup>th</sup> March, 2014.

**Subject:** To review/ monitor the filing of replies/affidavits in the Hon'ble Courts well before time.

Sir/Madam,

I am directed to invite your attention towards the letters No. 62/42/2013-6GSI, dated 18.09.2013, 19.09.2013 and 17.01.2014 issued by the General Administration Department and the Demi Official letters dated 23.10.2013 and 30.01.2014 of the Chief Secretary Haryana vide which all the Administrative Secretaries, Head of Departments, Boards, Corporations, Divisional Commissioner, Deputy Commissioner and all the Universities in Haryana State were requested to ensure that replies/ affidavits are filed well within time at least 3 working days prior to the date fixed and the costs on account of delay in filing reply/affidavit imposed by the Hon'ble Court mandatorily be recovered from the delinquent officer. It was further requested to direct the Nodal Officers to ensure monitoring of the court cases regularly by checking and open the e-mail every day and forward the summons/ notices to the appropriate/concerned persons/ authority received from Hon'ble Courts. The Nodal Officer will maintain a register, which will be inspected by the competent authority i.e. Head of the Department/ Administrative Secretary every fortnight. The Administrative Secretaries were also requested to take suitable corrective administrative action against the responsible/delinquent officers in case the reply is not filed within the stipulated period.

2. In spite of the above instructions, some departments did not file the replies in the Hon'ble Courts well in time and resultantly Government faced severe embarrassment due to the imposition of costs by the Hon'ble High Court. In some cases the Chief Secretary has been forced to make a personal appearance in the Hon'ble High Court for non-filing of replies.

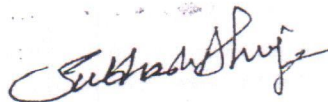
3. Keeping in view of the seriousness of this issue a meeting of all the Administrative Secretaries was held under the chairmanship of the Chief Secretary Haryana on 12.3.2014 wherein following decisions were taken:

- (i) The Administrative Secretaries and Heads of the Departments will ensure that the entire data relating to all pending cases before different courts is uploaded on the Court Cases Monitoring System (CCMS) within one month without fail.
- (ii) Officers of NIC Haryana will ensure the addition of three fields relating to cases where reply has to be filed or action to be taken in the office of the Chief Secretary, Finance Department or the Home/Administration of

Justice Department respectively within one week. Other additions suggested by Principal Secretary, Public Works (B&R) Department in the presentation notably operationalising the qualification of pending cases based on the type of litigation, increase in space for inserting the gist of the judgment, inserting a column required after the gist of the judgment to exhibit whether any appeal was filed or not, etc., will also be implemented within one week.

- (iii) Chief Secretary Haryana constituted a Committee of Officers comprising of Additional Chief Secretary, Information Technology Department, Principal Secretary, Public Works (B&R) Department, Principal Secretary, Town & Country Planning Department and Additional LR to look at the modalities for the integration of the software used in the High Court and the CCMS with a view to ensuring that every episode of issue of notice on a fresh CWP, COCP, LPA, RSA, etc., automatically gets added on to the database of the Department concerned for follow up by the Administrative Secretary/HoD. The officers of NIC Haryana indicated that the same would be feasible. It was felt that the presence of Additional LR in the Committee would facilitate interaction with the Registrar General High Court for effective implementation of the decisions. It was also felt that the Committee would go into the reasons leading to the communication of very few notices issued by High Court in CWPs, etc., to the departments concerned through e-mails. The Committee will also examine the need for adding a field in the CCMS to specify the remaining period of limitation and whether any other Department/Officer needs to file a reply (as was illustrated in the filing of the reply by Land Requisition Collector in the land requisition matters).
- (iv) It was decided that each Administrative Secretary and HoD may post and appoint a dedicated DEO or Assistant/Clerk each for daily updation and assistance for operating the CCMS. No new post will be created for this task and re-deployment will take place within the sanctioned strength of the department concerned.
- (v) Principal Secretary, Coordination will monitor critical cases involving inter-departmental issues.

5. You are, therefore, requested to take immediate steps for implementing the above decisions to avoid delay in filing the replies/affidavits in the Hon'ble Courts. Any laxity in implementing the above decisions will be viewed seriously and in case of default an entry will be made in the ACRs of Heads of Departments/ Administrative Secretary concerned.



Under Secretary General Administration,  
for Chief Secretary to Government Haryana.

19/12/2014

OFFICE OF DIRECTOR GENERAL, STATE TRANSPORT, HARYANA, CHD.

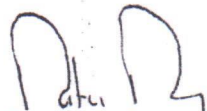
Indst.No. 6366-6401 SA/E4

Dated: 9/4/2014

A copy is forwarded to the following for information and necessary action

to the:-

1. All Officers at Hqr./SE-I, II, III & IV at Hqr.
2. All General Manager, Haryana Roadways.
3. FSO, ISBT, Delhi.
4. SME, GCW, Haryana, Chandigarh.
5. GM, HREC, Gurgaon.
6. DTC (Tech.), CW, Karnal, Hisar & Rohtak.



for Director General, State Transport,  
Haryana, Chandigarh. SA