

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, 10th July 2014

Subject: To review/monitor the filing of replies/affidavits in the Hon'ble Courts well before time/ Court Case Monitoring System & prompt disposal of court cases.

Sir/Madam,

I am directed to invite your attention towards the Government letter no.

62/42/2010-6GS1, dated 19.9.2011 and others instructions noted in the margin issued time to time on the subject noted above vide which all the Departments/Boards/Corporations etc. were directed to ensure that affidavits/replies/written statements are filed in the Hon'ble Courts atleast three working days prior to the date fixed for hearing and also to ensure that the cost, on account of delay in filing reply/ affidavit, imposed by the Hon'ble Court mandatorily be recovered from the delinquent officer so that the State does not suffer due to result of the cost being imposed. Thereafter, for providing effective mechanism for filing affidavits/written statements the instructions were issued vide Government letter even number dated 17.1.2014 that Nodal Officer in each department will maintain a register as per performa which will be inspected by the authority i.e. Head of the Department/Administrative Secretary every fortnight. As the legal notices/petitions/court orders are received in the department the Nodal Officer shall bring it to the notice of the competent authority. The Nodal officer will also ensure that appropriate steps are taken to prepare replies/affidavits/written statements within time under intimation of the competent authority. It will be responsibility of the competent authority to file the replies/affidavits etc. in the courts three working days prior to the date fixed.

Margin

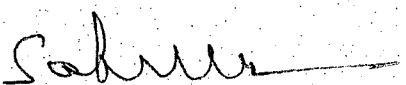
62/42/2013-6GS1
Dated: 18.9.2013,
19.9.2013, 7.1.2014,
19.3.2014 and Chief
Secretary D.O.
Letters No.
62/42/2013-6GS1
Dated: 23.10.2013 &
30.1.2014

2. Further vide letter dated 19.3.2014 Court Case Monitoring System (CCMS) was introduced for proper monitoring of the court cases by the Head of Department and Administrative Secretaries. It was decided that all the Departments/Boards etc. will upload the data relating to the court cases on the CCMS by the official appointed for the purpose and for day to day updation of the court's proceedings. Further it was also directed that the Nodal Officer shall check the e-mail everyday with proper care and caution.

3. It has been brought to the notice of the State Government that despite the above instructions issued time to time as well as D.O. Letters of the Chief Secretary, the instructions are not being complied within letter and spirit. In addition, the Courts are not being attended on the fixed date and notices/summons received from the Hon'ble Courts are not entertained with care and caution within time. Resultantly, adverse orders are being issued by the Hon'ble Court against the State Government. In some cases, Chief Secretary has been summoned for personal appearance by the Hon'ble Court.

4. You are, therefore, again directed to ensure compliance of these instructions in letter and spirit. Head of Departments/Administrative Secretaries while monitoring the court cases must ensure that each and every notice/summons/court orders received from the Hon'ble Court are disposed of within stipulated time and the concerned officer/official must be directed to attend the Courts on the date fixed alongwith complete record of the case. Court Case Monitoring System (CCMS) must be operated and data be updated at regular basis by all the Departments/Boards etc. may ensure proper monitoring of the court cases.

5. These instructions may be brought to the notice of all the concerned for its strict compliance.


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