

AGRI CO TORE

FMS Dairly No. 5957
AGR 24-3-2017

No. 6/ 9/2016-6GC
Haryana Government
Chief Minister Grievance Redressal Cell

Chandigarh, Dated, the 16th March, 2017.

To,

1. All Administrative Secretaries to Government, Haryana.
2. All Head of Departments in the State.
3. Director General of Police, Haryana.
4. All Deputy Commissioners in the State.

23/3/17

J.S. (Admin) (O.L.)

Subject: - Regarding operationalisation of CM Window.

Sir/Madam,

I am directed to invite your attention to this office even letter No. 6/9/2016-6GC, dated 10-03-2016 on the subject noted above and to send revised format for Action Taken Report (both in English and Hindi) with the request to upload ATRs as per enclosed. No ATRs will be entertained after 30-03-2017 if not in the prescribed format.

MP

27/3/17

You are, therefore, again requested to direct all the Officers/officers of Department/ Directorate and field offices under your kind control to ensure strict compliance of the same.

DSE-III
PA (JDAE Admin)

This may be taken at top-priority.

30/3
A-2

Yours faithfully,

[Signature]
Under Secretary to Government, Haryana
Chief Minister's Grievance Redressal Cell

INTERNAL DISTRIBUTION:-

Technical Director, NIC (GD), All Supervisors, Special Assistants, Assistant Clerks working in CM Grievances Redressal Cell for compliance.

DIRECTORATE OF AGRICULTURE & FARMERS WELFARE, HARYANA, PANCHKULA

Endst.No. 7958-8/08 /E-III(5)

Dated: 30-3-17

A copy of the above is forwarded to the following:

- 1 All Addl. Directors/ Joint Directors
 - 2 All Head of the Sections
- } Directorate of Agri. & Farmers Welfare.
Haryana, Panchkula.
- 3 All subordinate Offices in Agriculture & Farmers Welfare Department, Haryana for information and necessary action.

[Signature]

Assistant Director (Admin)
for Director, Agriculture & Farmers Welfare Department
Haryana

CC:- Computer Programmer for upload on the Departmental Web-site

CM Window Action Taken Report (ATR) – FINAL REPLY

CM Window Grievance No. : CMOH/W/10 /

Registration Date:

Grievance Details

Citizen Contact Details

Name:

Mobile Number:

By which medium was the citizen contacted?

Letter/Phone/Summoned in person:

Provide details of Date, Time and Letter number:

Enquiry Details

Date of Enquiry :

Findings by Enquiry Officer :

Is the matter Sub-judice? Yes / No

If yes, Case No. :

Court Name:

Title:

Date of Next Hearing :

(Attach a copy of Stay Order, if any)

Legal provisions (Law) :

Solution suggested by department

Citizen Satisfaction

Whether citizen is satisfied by proposed solution? : Yes / No

Signature of citizen:

Final Reply & Action Taken

Date on which Final ATR Uploaded:

Comments of Notal Officer (Optional) :

Was a copy of the final ATR sent to the citizen? Yes/No

Signature of officer & seal of office

सी0एम0 विंडो एक्शन टेकन रिपोर्ट (ए0टी0आर0) – अंतिम रिपोर्ट

सी0एम0 विंडो शिकायत संख्या:- CMOFF/M/20 /

रजिस्ट्रेशन क्रमांक:

1. शिकायत का विवरण और तथ्य:

2. नागरिक या अपराधी कर्म का विवरण:

नाम:

पता/पता नंबर:

नागरिक या अपराधी किस मामले से विस्था गया ?

किस गैर-संरक्षित विस्था/नागरिक को कार्यालय या थोक पर बुलाया ?

अपराधी की तारीख, समय या पता संख्या:

3. जॉन का विवरण:

जॉन की तारीख:

जॉन अधिकारी द्वारा अवलोकित:

क्या मागला न्यायालय में विचारणीय है: हाँ/नहीं

यदि हाँ, वास्तव संख्या न्यायालय का नाम:

किस का नाम:

अपनी सुनवाई की तारीख:

(यदि न्यायालय द्वारा एक आदेश (Stay Order) है, तो संलग्न करें)

अपनी प्राप्ति:

4. विभाग द्वारा दिया गया सुझाव/निर्णय:

5. नागरिक की सतुष्टि:

क्या नागरिक संतुष्ट है: हाँ/नहीं

नागरिक के हस्ताक्षर:

6. अंतिम रिपोर्ट (फाईनल रिपोर्ट) तथा की गई कार्यवाही:

अंतिम रिपोर्ट अपनाने की तारीख:

अंतिम अधिकारी की दिशा (एडिटर):

क्या नागरिक को अंतिम प्रदान किया गया है: हाँ/नहीं

अधिकारी के हस्ताक्षर और कार्यालय की मोहर