

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

Chandigarh, Dated, the 10<sup>th</sup> 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.

**Subject: - Regarding operationalisation of CM Window.**

Sir/Madam,

I am directed to invite your attention on the subject noted above and to inform you that during CMGGA workshop on CM Window, held on 25-02-2017 under the chairmanship of Hon'ble Chief Minister, It has been decided that ATRs be uploaded in the standardised format (specimen both in English and Hindi enclosed). It has also been ordered that Disposal of critical grievances identified on CM Window be disposed on priority as per norms. No ATR will be accepted after 20-03-2017 if not in approved format.

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

This may be taken at top-priority.

Yours faithfully,

*Abhinav Kulkarni*  
Under Secretary to Government, Haryana,  
Chief Minister's Grievance Redressal Cell.

**INTERNAL DISTRIBUTION:-**

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

## सी एम विंडो (एटीआर) प्रारूप

1	सी एम विंडो शिकायत संख्या: CMOFF/N/20 /	दिनांक:
2	शिकायत विवरण और तथ्य:	
3	<p>जांच विवरण :</p> <p>जांच की तारीख :</p> <p>वास्तविक तथ्य :</p> <p>यदि न्यायालय में विचाराधीन है. :</p> <p>केस संख्या : <span style="float: right;">न्यायालय का नाम :</span></p> <p>अगली सुनवाई की तारीख :</p> <p>कानूनी प्रावधान :</p>	
4	तार्किक निर्णय ( सुझाव ) :-	
5	<p>शिकायत की सुनवाई :</p> <p>शिकायतकर्ता का नाम :</p> <p>मोबाइल नंबर :</p> <p>सुनवाई की तारीख :</p> <p>क्या शिकायतकर्ता शिकायत के तार्किक समाधान से संतुष्ट है : हाँ/ नहीं</p> <p>शिकायतकर्ता का दृष्टिकोण और सुझाव :</p>	
6	अंतिम रिपोर्ट (फाइनल रिपोर्ट) :	

अधिकारी का हस्ताक्षर और कार्यालय की मुहर

