

Meeting of Administrative Secretaries
on 1.1.2010 at 3.00 PM

No.4/1/2009-MC
Government of Haryana
Monitoring & Coordination Cell

Haryana Civil Secretariat
Dated, Chandigarh the 17th Dec. 2009

To

All the Administrative Secretaries to Government, Haryana.

Subject:- Meeting of Administrative Secretaries to be held under the
Chairmanship of Hon'ble Chief Minister, Haryana on
01.01.2010 at 3.00 PM at Chandigarh.

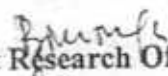
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Sir,

I am directed to refer on the subject and to say that a meeting of
all the Administrative Secretaries will be held under the chairmanship of
Hon'ble Chief Minister, Haryana on 1st January, 2010 at 3.00 PM in Main
Committee Room, 4th Floor, Haryana Civil Secretariat, Chandigarh.
You are requested to make it convenient to attend the meeting.

You are further requested to kindly send the Agenda Item(s), if
any, you want to discuss in the meeting by 23rd December, 2009 positively
and also email at js.coordination@hry.nic.in and cs.coordination@hry.nic.in.

Yours faithfully,


Assistant Research Officer.

Internal Distribution:-

1. Senior Secretary to Chief Minister for information of Hon'ble CM
2. PS/CS for information of CS.
3. PS/PSCM for information of PSCM.
4. PS/Financial Commissioner & Principal Secretary, Coordination.
5. PS/SSPS
6. Under Secretary/CM Cell
7. SIO NIC
8. PA/JS Coordination.
9. Ad.o

Date Bound
Meeting of Administrative Secretaries
on 1.1.2010 at 3.00 PM.

No.4/1/2009-MC
Government of Haryana
Monitoring & Coordination Cell

Haryana Civil Secretariat
Dated, Chandigarh the 28th Dec. 2009

To

All the Administrative Secretaries to Government of Haryana

Subject: Meeting of Administrative Secretaries to be held under the Chairmanship of Hon'ble Chief Minister, Haryana on 1.1.2010 at 3.00 PM at Chandigarh.

Sir

I am directed to refer letter No.4/1/2009-MC dated 17th December, 2009 vide which it was intimated that Meeting of Administrative Secretaries will be held under the Chairmanship of Hon'ble Chief Minister, Haryana on **1.1.2010 at 3.00 PM in the Main Committee Room, 4th Floor, Haryana Civil Secretariat, Chandigarh.**

The following agenda items shall be discussed in the meeting:-

1. Action Taken Report

Action Taken Report on the decisions taken in the previous meeting of Administrative Secretaries held under the Chairmanship of Hon'ble Chief Minister.

2. Touring and Monitoring by Administrative Secretaries

Instructions regarding Inspection by the Administrative Secretaries/Heads of the Departments has been issued to monitor their department's functioning, maintaining punctuality and redressal of grievance of the public at large and to make touring more effective. Such a touring should result in a prompt redressal of grievance and implementation of schemes for the benefit of the people. There is need to interact with younger officers in district for providing guidance and supervision.

3. Monitoring of issues pending with Government of India.

The Issues of the Departments which are pending with the various ministries/departments of Government of India may be followed continuously.

4. Success/development stories to be projected

Every Department has success stories about the implementation of development schemes. These success stories may be projected so that public at large may come to know the functioning of the Government for their welfare.

5. Projects Completion

The projects which are in hand may be completed well in time as the delay escalates the costs etc.

6. Steps to reduce litigation

Administrative Secretary should take steps to reduce litigation by prompt disposal of establishment matters, legal notices and proper briefing of Advocate General, Haryana in case of pending court cases.

You are requested to kindly make it convenient to attend the meeting. You are also requested to give a brief record of discussions on the points concerning your department (s).


Joint Secretary to Government of Haryana
28/12/09

Endst. No. 4/1/2008-MC

Dated Chandigarh, the 28th Dec, 2009.

A copy is forwarded to the following for sending the brief note on the points relating to them by 29th December 2009:

1. Special Secretary to Govt., Haryana, Political Services.
2. Special Secretary to Govt., Haryana, Administrative Reforms
3. Joint Secretary to Govt., Haryana, General Administration
4. Under Secretary, CM Cell. (CM's Announcements)
5. State Information Officer, NIC .


Joint Secretary to Government of Haryana
28/12/09

INTERNAL DISTRIBUTION:

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9. Ad.O