

No. 4/17/2018-RU
GOVERNMENT OF HARYANA
CHIEF SECRETARY'S OFFICE
DEPARTMENT OF ADMINISTRATIVE REFORMS

Dated Chandigarh the, 08.05.2018

To

- (i) All the Administrative Secretaries to Govt. Haryana.
- (ii) All Head of Departments in Haryana.
- (iii) All Divisional Commissioners in Haryana.
- (iv) All the Chief Administrators and Managing Directors of Boards/ Corporations in Haryana.
- (v) All Deputy Commissioners in Haryana State.

Subject:- Check the official emails daily- mandatory.

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Sir/Madam,

I am directed to address you on the subject cited above and to say that it has come to notice of the Government that many Officers/officials in the Haryana Civil Secretariat, Sector 1, Chandigarh, Haryana New Secretariat, Sector 17, Chandigarh, Head of Departments, Chief Administrators and Managing Directors of Boards/ Corporations in Haryana, Divisional Commissioners and Deputy Commissioners do not check their official mails everyday which results in missing out important official communications sent to them. This is not acceptable. Recently absence of officers on Civil Services Day has been viewed seriously.

You are, therefore, requested to create and check official emails everyday (if not done already) and convey (to reconfirm) the mail id checked by you daily for conveying official communication in following format:-

Sr. No.	Name of Officer	Official Mail ID	Alternative mail ID
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Yours faithfully,



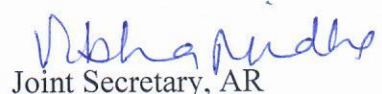
Joint Secretary, AR

for Chief Secretary to Government, Haryana.

Endst. No. 4/17/2018-RU

Dated Chandigarh the, 08.05.2018

A copy is forwarded to the Secretary, Electronic and information Technology Department for information and necessary action please.



Joint Secretary, AR

for Chief Secretary to Government, Haryana.

CC:
PS/PSCM
PS/CS
PS/ACSAR