

MOST IMMEDIATE

No. 31/14/2007-7S(I)

From

The Chief Secretary to Government, Haryana.

To

All the Haryana Civil Services (Executive Branch) Officers.

Dated, Chandigarh, the 8th January, 2018.

Subject: Regarding eOffice Lite (SPARROW) system for writing the Performance Appraisal Reports of Haryana Civil Services (Executive Branch) Officers.

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Sir/Madam,

I am directed to refer to this office letter of even number dated 15.12.2017 on the subject noted above vide which it was requested to send the pdf file of the single user subscription form after filling the same online on the website <http://mail.gov.in> but the same has not been received so far from most of the HCS officers.

2. I am therefore desired to again request to the officers who have yet not submitted their single user subscription forms to this office to kindly log into the website <http://mail.gov.in> and click on download forms and then click on single user Subscription form. The single user subscription form will appear after agreeing with the terms and conditions prescribed in it. Kindly fill up the requisite information in the said form and then, download the printout of the pdf. file generated by the web page and send the same to the Personnel Department after signing the same without any further delay.

3. Please consider it as ' **Most urgent**' .

Yours faithfully,


(Jitender Singla)

Superintendent Services-I,
for Chief Secretary to Government, Haryana.