

No.3/3/2001-MC  
Government of Haryana  
Monitoring and Coordination Cell

Haryana Civil Secretariat  
Dated Chandigarh the 21<sup>st</sup> December, 2009

To

1. All the Financial Commissioners & Principal Secretaries, Commissioners & Secretaries to Govt. of Haryana.
2. All the Heads of Department in Haryana.

**Subject:- Regarding Inspections by Administrative Secretaries/ Heads of Departments in the head offices/field offices to monitor their functioning, maintaining punctuality and redressal of grievance of the public at large.**

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Sir,

I am directed to invite your kind attention to circular letter No.3/3/2001-MC dated 17.11.2009 regarding inspections by Administrative Secretaries/Head of Department in the heads offices/field offices to monitor their functioning, maintaining punctuality and redressal of grievances of the public at large.

2. You are requested to send the Action Taken Report for the month of **December, 2009 by 4<sup>th</sup> of January, 2010 positively.**
3. This may please be **Treated on Priority.**

Yours faithfully,

*Rajbir Singh*  
21/12/09  
(Rajbir Singh)

Joint Secretary to Govt. of Haryana.