

**No. 3/1/2015 M&C**  
**Government of Haryana**  
**Monitoring & Coordination Cell**

Haryana Civil Secretariat  
Dated, Chandigarh the 27<sup>th</sup> September, 2016

From

Principal Secretary to Govt. Haryana,  
Monitoring & Coordination Cell.

To

All the Administrative Secretaries to Govt., Haryana.


Subject:- Timely issuance of agenda of meetings to be held under the Chairmanship of Hon<sup>ble</sup> Chief Minister and issuance of minutes.

Sir/Madam,

I am directed to refer to subject noted above and request you that the agenda of meetings to be convened under the Chairmanship of Hon<sup>ble</sup> Chief Minister should be issued well in advance but not later than one working day before the scheduled date of meeting. The minutes of these meetings should also be issued as early as possible but not later than three working days after the meeting. The agenda and minutes of these meetings should be sent strictly as per above schedule to Shri Neeraj Daftuar, OSD/CM on his e.mail ID: osdcmnd@gmail.com.

Yours sincerely,

 27/9/2016


Under Secretary (M&C)  
For Principal Secretary to Govt. Haryana  
Monitoring & Coordination Cell  
e.mail id: cs.coordination@hry.nic.in  
Telefax: 2714010 

Endst No.3/1/2015-MC

Dated: 27<sup>th</sup> September, 2016

A copy is forwarded to the following for information and necessary action please:-

- 1.The Chief Secretary to Govt. Haryana.
- 2.Shri Neeraj Daftuar, OSD/CM.

  
Under Secretary (M&C)  
For Principal Secretary to Govt. Haryana  
Monitoring & Coordination Cell