

Government of Haryana
General Administration Department
General Services-III Branch

No. 21/1/2003-4-GS-III

Dated Chandigarh, the 26th April 2017

To

1. All the Administrative Secretaries to Government Haryana.
2. All Head of Departments in the State of Haryana.
3. The Commissioners, Ambala/Hisar/Rohtak/Gurgaon Division.
4. All the CAs/MDs of all Boards/Corporations/Public Sector Undertakings in Haryana.
5. The Registrar General of Punjab & Haryana High Court, Chandigarh.
6. All the Deputy Commissioners in the State of Haryana.
7. All the Sub Divisional Officers (Civil) in the State of Haryana.
8. The Registrar of all the Universities in the State of Haryana.

Subject:- Submission of memorial-instructions regarding.

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Sir/Madam,

I am directed to invite Govt. letter of even number dated 21.03.2005 on the subject noted above whereby it had been decided that the memorials shall be processed and presented by the Heads of Departments/Administrative Secretaries to the Governor of the Haryana for consideration and final disposal.

It has often been noticed that the Departments send Assistant's level officials to conduct the cases who are not well prepared for the case.

Now the matter has been further reconsidered by the Government and It has been decided that all the Administrative Departments shall depute their HODs and if not HOD, then Additional Director's/Joint Director's level officers preferably HCS officers to come for personal hearings before Hon'ble Governor. Such officer must be well acquainted with the facts of the case. The name(s) of officer presenting the case on behalf of the AD/HOD must be intimated to the Deputy Secretary, Haryana Raj Bhawan at least a week in advance.

These instructions may be brought to the notice of all concerned for strict compliance.


Yours faithfully


Superintendent General Services-III Branch
for Chief Secretary to Government, Haryana.

Endst. No. 21/1/2003-4-GS-III

Dated Chandigarh, the 26th April 2017

A copy is forwarded to Deputy Secretary, Haryana Raj Bhawan Chandigarh w.r.t. his letter No. HRB-VA-(3)2017/2789, dated 16-03-2017 for information.


Superintendent General Services-III Branch
for Chief Secretary to Government, Haryana.

Internal distribution

Incharge NIC for hosting the above instructions on State Government website.