

No. 2/2/32-1DG-92

From

The Chief Secretary to Government,
Haryana.

To

All the Deputy Commissioners in the
State of Haryana.

Dated Chandigarh, the 4th May, 1992.

Subject:-

Guidelines for the meeting of District Public
Relations and Grievances Committees.

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Sir,

I am directed to refer on the subject noted above and to say that it has been brought to the notice of Government that proper seating arrangements are not being made for M.L.As / M.Ps as per protocol guidelines and also proper agenda of the meetings are not being issued well in time.

2. Government have decided that in future proper seating arrangements should be made for M.L.As / M.Ps as per protocol guidelines.

3. A proper agenda of the meeting should be circulated invariably to all the members at least 10 days before the commencement of the meetings, the proceedings may be recorded immediately after the meeting and a copy of the same be sent to Chief Secretary to Government, Haryana as well as to the Director, Grievances, Haryana and to all the members of the District Public Relations and Grievances Committee. Copies of extracts from the consolidated statement of complaints/petitions concerning the various departments should also be forwarded to the concerned Heads of Departments.

4. The record of meeting should be collected/filed in an orderly manner so that reference can be made to the past decisions without any loss of time.

5. You are also requested to inform all the concerned

.....2/-

members accordingly:

Arora 2/5/92
Joint Secretary Grievances,
for Chief Secretary to Govt., Haryana.

Dated Chandigarh, the 4th May, 92.

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A copy is forwarded to the Commissioners, Ambala,
Rohtak, Hisar and Gurgaon Divisions for information and necessary
action please.

Arora 2/5/92
Joint Secretary Grievances,
for Chief Secretary to Government,
Haryana.
B-2/4/92