

URGENT

No. 10/08/96- 1Pol
Government of Haryana
Political and Parliamentary Affairs Department
Chief Secretary's Office

Dated Chandigarh, the 3rd November, 2010

To

1. All the Administrative Secretaries to Government of Haryana.
2. All the Heads of Departments and Divisional Commissioners, Ambala, Hisar, Rohtak and Gurgaon Divisions.
3. All the Deputy Commissioners and Sub-Divisional Officers (C) in State.
4. All the M Ds of Boards/Corporations/ Public Undertaking of the State.
5. All the Registrars of the Universities of the State.

Subject: - To ensure presence of Administrative Secretaries/ Heads of Departments during CM's visits / formal functions in the field or at the Headquarters.

Sir/Madam,

I am directed to invite your attention to the Government's letter of even number dated 29th March, 2006, 10th January, 2007 and 6th October, 2008 on the subject noted above and to say that it has been observed that during the visit of the Chief Minister at the public functions at various places neither the Administrative Secretary nor the Heads of Departments remain present.

2. The State Government has taken a serious view of such lapse on the part of officers concerned. It has, therefore, been decided that the Administrative Secretaries may ensure that they alongwith their respective Heads of Departments remain present during the CM's visits/formal functions connected with their departments whether in the field or at the Headquarters.

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

Yours faithfully,

Sd/-

Under Secretary Political,
for Chief Secretary to Government of Haryana

INTERNAL CIRCULATION

State Informatics Officer, NIC, Haryana for hosting on the CS website and sending by e-mail to recipients.

IMMEDIATE

No. 10/8/96-1Pol

From

The Chief Secretary to Government, Haryana.

To

**All the Heads of Departments,
Commissioners, Ambala, Hisar, Rohtak & Gurgaon Divisions.
All the Deputy Commissioners and Additional Deputy Commissioners,
All the Sub Divisional Officers (Civil) in Haryana.**

Dated Chandigarh, the 29th March, 2006.

**Subject:- Instructions relating to the reception of the Chief Minister/Ministers/
Ministers of State/Deputy Ministers/Hon'ble Speaker/Deputy Speaker,
Haryana Vidhan Sabha, when on tour in the State.**

Sir,

**I am directed to invite a reference to the subject noted above and to say
that in supersession of all the previous instructions issued on the subject, it has now
been decided as under:-**

- i) Deputy Commissioner, Superintendent of Police and all heads of offices posted in the district would receive the Chief Minister at the Rest House whenever he pays his first visit to the district. On subsequent visits of the Chief Minister, only the Deputy Commissioner and the Superintendent of Police of the concerned district would receive him alongwith such of the heads of offices as are specifically required with respect to the purpose of the visit.**
- ii) Deputy Commissioner, Superintendent of Police and heads of offices posted in the district will receive and call on the Ministers including Ministers of State/Deputy Ministers at the Rest House in their first visit to the district headquarters. On subsequent visits of the Ministers/Ministers/Ministers of State/Deputy Ministers, only the District Heads/Sub Divisional Heads of the Departments under the control of Ministers/Ministers of State/Deputy Ministers etc. and those officers of other departments who are specifically asked for by the Ministers including Minister of State/Deputy Ministers should be present.**
- iii) In case of visit of a Cabinet Minister, the Sub Divisional Magistrate or Deputy Superintendent of Police will not be required to accompany the Minister. Only the officers of the department under the control of the Minister should accompany him as required by the Minister.**

I am directed to request you to ensure compliance of the above instructions.

Yours faithfully,

Sd/-

**Under Secretary Political,
for Chief Secretary to Government, Haryana.**

Contd.....2

No. 10/8/96-Pol (1P)

Dated Chandigarh, the 29th March, 2006

A copy, each, is forwarded to the Senior Secretaries/Secretaries/ Private Secretaries to the Chief Minister/Deputy Chief Minister/Ministers/Ministers of State/ Deputy Ministers for the information of Hon'ble Chief Minister/Deputy Chief Minister/Ministers/Ministers of State/ Deputy Ministers.

Sd/-

**Under Secretary Political,
for Chief Secretary to Government, Haryana.**

No. 10/8/96-Pol (1P)

Dated Chandigarh, the 29th March, 2006

A copy is forwarded to the Secretary, Haryana Vidhan Sabha for the information of Hon'ble Speaker and Deputy Speaker, Haryana Vidhan Sabha.

Sd/-

**Under Secretary Political,
for Chief Secretary to Government, Haryana.**

IMMEDIATE

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From

The Chief Secretary to Government, Haryana.

To

**All the Heads of Departments,
Commissioners, Ambala, Hisar, Rohtak & Gurgaon Divisions.
All the Deputy Commissioners and Additional Deputy Commissioners,
All the Sub Divisional Officers (Civil) in Haryana.**

Dated Chandigarh, the 10th January, 2007.

**Subject:- Instructions relating to the reception of the Chief Minister/Ministers/
Ministers of State/Deputy Ministers/Hon'ble Speaker/Deputy Speaker,
Haryana Vidhan Sabha, when on tour in the State.**

Sir,

**I am directed to invite a reference to the instructions issued on the
subject vide Haryana Government letter No.10/8/96-Pol(1P) dated 29th
March,2006(copy enclosed for ready reference) and to say that it has been brought to
the notice of the Government that these instructions are not being followed strictly by
some of the district level officers of certain departments.**

**It is emphasized once again that these instructions may be followed by
all the concerned officers/officials in letter and spirit.**

Yours faithfully,

Sd/-

**Under Secretary Political,
for Chief Secretary to Government, Haryana.**

No. 10/8/96-Pol (1P)

Dated Chandigarh, the 10th January, 2007.

**A copy, each, is forwarded to the Senior Secretaries/Secretaries/ Private
Secretaries to the Chief Minister/Deputy Chief Minister/Ministers/Ministers of State/
Deputy Ministers for the information of Hon'ble Chief Minister/Deputy Chief
Minister/Ministers/Ministers of State/ Deputy Ministers.**

Sd/-

**Under Secretary Political,
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No. 10/8/96-Pol (1P)

Dated Chandigarh, the 10th January, 2007.

**A copy is forwarded to the Secretary, Haryana Vidhan Sabha for the
information of Hon'ble Speaker and Deputy Speaker, Haryana Vidhan Sabha.**

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All the Sub Divisional Officers (Civil) in Haryana.**

Dated Chandigarh, the 6th October, 2008.

**Subject:- Instructions relating to the reception of the Chief Minister/Ministers/
Ministers of State/Deputy Ministers/Hon'ble Speaker/Deputy Speaker,
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I am directed to invite a reference to Haryana Government instructions issued on the subject vide letter of even number and dated 29th March, 2006 and dated 10th January, 2007 on the subject noted above and to say that it has been brought to the notice of Government that these instructions are not being followed strictly by some of the district level officers of certain departments. It has been further decided that ADCs and SDOs (C) should accompany Ministers/ Ministers of State/Chief Parliamentary Secretaries, Parliamentary Secretaries, if requested by them, on their tours to the Districts of the State.

It may be ensured that the guidelines referred above are followed strictly and violation of the laid down guidelines will be viewed seriously.

Yours faithfully,

Sd/-

**Under Secretary Political,
for Chief Secretary to Government, Haryana.**

A copy, each, is forwarded to:-

- 1. All the Financial Commissioners and Principal Secretaries to Government, Haryana.**
- 2. All the Administrative Secretaries to Government, Haryana.**

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**Under Secretary Political,
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