

HARYANA GOVERNMENT
GENERAL ADMINISTRATION DEPARTMENT
CORRIGENDUM

Dated: 25th April, 2025

In the Government of Haryana, General Administration Department, in Paragraph 3.9 of Chapter III of the Manual of Office Procedure (First Edition) Part-I, 2022 published in December, 2022 shall be amended as :-

Published	To be amended as
3.9 Functions of PSCM/ Addl. PSCM/ Dy. PSCM/ Other Officers to the Chief Minister.-- (1) The PSCM/Addl. PSCM/Dy. PSCM/Other Officers to the Chief Minister are required to assist the Chief Minister in the disposal of work. For this purpose he has to put up, where necessary for the use of the Chief Minister, routine notes which do not form part of the Secretariat file. (2) PSCM or Addl. PSCM, Dy. PSCM or any of his other staff officers to whom the Chief Minister may from time to time so authorise can also convey the Chief Minister's orders wherever, in his opinion or in the opinion of the Chief Minister, it is not necessary that the order should be signed by the Chief Minister himself.	3.9 Functions of CPSCM/ PSCM/ Addl. PSCM/ Dy. PSCM/ Other Officers to the Chief Minister: - (1) The CPSCM/ PSCM/ Addl. PSCM/ Dy. PSCM/ Other Officers to the Chief Minister are required to assist the Chief Minister in the disposal of work. For this purpose, they have to record instructions/ decisions/ orders/ opinion of the Chief Minister on Secretariat files [as per work/ department(s) assigned to them]. Further, they shall handle correspondence/ dak of the Chief Minister and also issue notes under their signatures containing instructions/ decisions/ orders of the Chief Minister. (2) Such instructions/ decisions/ orders/ opinion of the Chief Minister recorded and signed by CPSCM/ PSCM/ Addl. PSCM/ Dy. PSCM/ Other officers of the Chief Minister do not need to be separately authorized/ signed by the Chief Minister. However, the Chief Minister, wherever in his opinion thinks necessary/ appropriate, may sign on his instructions/ orders/ decisions, himself.

ANURAG RASTOGI

Chief Secretary to Government Haryana.

Dated, Chandigarh the 25th April, 2025

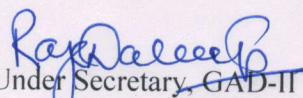
Endst. No. 4/12/2020-RU

A copy is forwarded to the following for information and necessary action.

1. All the Administrative Secretaries to Government, Haryana.
2. All the Head of Departments, Haryana.

CC:

1. PS/CPSCM
2. PS/PSCM
3. PS/APSCM
4. PS/DPSCM
5. PS/CS


Under Secretary, GAD-II
for Chief Secretary to Government Haryana

25.04.25