

No. 6/1/2019-3SII  
GOVERNMENT OF HARYANA  
CHIEF SECRETARY'S OFFICE  
PERSONNEL DEPARTMENT

To

1. All Heads of Departments.
2. All Secretaries/Special Secretaries/Additional Secretaries  
in all the Departments of Haryana.

Dated Chandigarh, the 10<sup>th</sup> February, 2020.

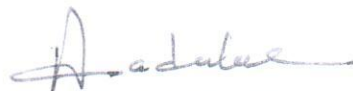
Subject:- HODs working under more than one Administrative Secretary.  
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I am directed to refer on the subject mentioned above and to say that due to shortage of middle level officers, many officers are having the charge of HOD/Secretary of more than one department. As a result they are reporting to two different Administrative Secretaries. A number of cases have come to notice where approval for tour programme was taken only from one Administrative Secretary and the programme clashed with a meeting/programme fixed by the other Administrative Secretary.

2. In order to avert any such situation, all such HODs/Secretaries holding the charge of more than one department are requested to arrange their tour programme in such a way that the same may not cause inconvenience to the Departments of which charge is held by them and while getting approval of their tour programme from the concerned Administrative Secretary i.e. the Department for which they shall be performing official tour, they will inform the other Administrative Secretary also regarding their official tour.

3. You are requested to comply with the above instructions strictly.

Yours faithfully,



Joint Secretary Administration,  
for Chief Secretary to Government, Haryana.

Endst. No. 6/1/2019-3SII

Dated Chandigarh, the 10<sup>th</sup> February, 2020.

A copy is forwarded to the All Administrative Secretaries to Government, Haryana for information



Joint Secretary Administration,  
for Chief Secretary to Government, Haryana.