

From

The Chief Secretary to Government, Haryana.

To

All IAS and HCS Officers
in the State of Haryana.

Memo No. 49/101/2012-6SII

Dated Chandigarh, the 08th January, 2013.

Subject:- Circulation of vacancies for appointment/deputation in Government of India and increase use of Information Technology tools in Government.

Sir/Madam,

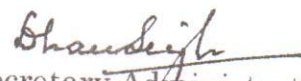
As you are aware that various vacancies for appointment/deputation are circulated by the Government of India from time to time. The State Government further circulates these vacancies amongst the eligible IAS and HCS officers. These vacancies are hosted at the website of the Government of India and the State of Haryana (www.india.gov.in and www.haryana.gov.in respectively). These vacancies are also hosted on the website of Chief Secretary to Government, Haryana i.e. www.csharyana.gov.in.

2. It has been observed that with the available Information Technology the circulation of these vacancies through paper to various authorities is merely wastage of manpower and paper. It has been decided to stop this practice of circulating vacancies through paper and in future such vacancies shall be hosted on the website and officers interested in Government of India deputation or other vacancies can check the website of Government of India/Government of Haryana/Chief Secretary to Government, Haryana from time to time and the eligible officers may send their willingness alongwith their bio-data/necessary documents to the Chief Secretary to Government, Haryana(in Services-II Branch) well in time.

3. It has further been noticed that the officers are not using e-mails for official communications and there is a need to use the same to cut down unnecessary movement of papers as well as to expedite decision making. All the officers are requested to use their official e.mail IDs for communications and in case they are interested in using any other e.mail ID for official communications, they may intimate the same at cs.coordination@hry.nic.in. All the officers are also requested to send their applications for casual leave in the enclosed format and also the tour programmes to their Controlling Officers through e.mail. Agendas of the meetings should be sent through e-mails only.

All the officers are requested to ensure the compliance of these instructions.

Yours faithfully,



Deputy Secretary Administration,
for Chief Secretary to Government Haryana.

NAME OF DEPARTMENT

Casual leave/station leave

Year 2013

Name of the Officer/Official	
Designation	
Total C/L allowed as per entitlement	
Total leave availed	
Balance	
Period of Casual Leave applied for	
Purpose of leave	
Balance after the above leave	
Period of Station leave applied for	
Address during station leave.	

Dated:

Signature of Officer