

No.12/54/2015-2SII
GOVERNMENT OF HARYANA
CHIEF SECRETARY'S OFFICE
PERSONNEL DEPARTMENT

To

All IAS/HCS Officers in State of Haryana.

Dated, Chandigarh, the 2nd November, 2017

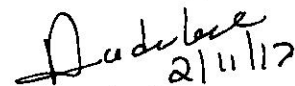
Subject:- Instructions regarding Station leave-furnishing of contact details-regarding

Sir/Madam,

I am directed to address you on the subject cited above and to say that it has come to the notice of State Government that while taking Casual leave/Earned leave, certain officers also leave the station and do not leave behind any contact details. Difficulty has been experienced in contacting officers while they are on leave. As such, I have been directed to inform you to give your contact details i.e. address/mobile number/email address etc. in the leave application so that the officer concerned can be contacted in case of any requirement/emergency.

2. These instructions may please be noted for strict compliance.

Yours faithfully,


(Madan Lal)

Deputy Secretary Administration