

MOST-IMPORTANT

Subject:- Implementation of visitor pass at Haryana Civil Secretariat, Chandigarh.

Will all the Ministers/State Ministers/Principal Secretary to Chief Minister/Additional Principal Secretary to Chief Minister/Deputy Principal Secretary to Chief Minister/ Officers on Special Duty to Chief Minister/ Advisor to Chief Minister/ Chief Secretary/ Additional Chief Secretaries/Principal Secretaries/ Secretaries/ Special Secretaries/ Additional Secretaries/ Joint Secretaries/Deputy Secretaries/Under Secretaries/Senior Special Secretaries/ Special Secretaries/PS/PA to Ministers/ Senior Special Secretaries/ Special Secretaries/PS/PA to state Ministers and all Branch Incharges /Superintendents/Deputy Superintendents, Government of Haryana kindly refer to this office UO letter No. 81/01/2016 Ad.O(Recp) dated 07th Sept, 2016 on the subject noted above?

2. Keeping in view the security purpose as well as smooth entry of the visitors (both official & non-official) in the premises of Haryana Civil Secretariat a 'Visitor Pass Management System'(VPMS) Developed by the N.I.C., Haryana was adopted and guidelines in this regard were issued vide U.O. letter referred above. According to this system, the passes for visitors are required to be generated only through Centralized File Movement and tracking Information System (CeFmaTIS) by the Officers/officials/Personal Staff of Hon'ble Chief Ministers/Ministers/State Ministers/Principal Secretary to C.M. & Officers attached with Hon'ble Chief Minister/Administrative Secretaries/other officers etc. It is observed that, such system is not being adopted by some officers/officials/personal staff and they usually pressurize the officials posted at Reception Counters to issue visitor passes on the basis of written slip/request made by them. So they are requested to adopt the 'Visitor Pass Management System' in full spirit & generate the passes strictly through 'Centralized File Movement and tracking Information System (CeFmaTIS)' for all the visitors for entry in the premises of Haryana Civil Secretariat. It is directed that henceforth, no visitors will be entertained to issue pass for entering in the premises of Secretariat on the basis of written slip/request made at the Reception of Haryana Civil Secretariat.

3. This may be treated as most important.

Chen
Secretary Secretariat Establishment
for Chief Secretary to Government Haryana.

To

✓ All the Ministers/State Ministers/Principal Secretary to Chief Minister/Additional Principal Secretary to Chief Minister/Deputy Principal Secretary to Chief Minister/Officers on Special Duty to Chief Minister/Advisor to Chief Minister/Chief Secretary/Additional Chief Secretaries/Principal Secretaries/Special Secretaries/Additional Secretaries/ Joint Secretaries/Deputy Secretaries/Under Secretaries/Senior Special Secretaries/ Special Secretaries/PS/PA to Ministers/ Senior Special Secretaries/ Special Secretaries/PS/PA to state Ministers and all Branch Incharges /Superintendents/Deputy Superintendents.

UO No. 81/01/2016 Ad.O(Recp)

Dated, Chandigarh, the 07th Sep, 2017.

Endst No. 81/01/2016 Ad.O(Recp)

Dated, Chandigarh, the 07th Sep, 2017.

A copy is forwarded to the all HODs/Commissioners/Chairmen/DCs/MDs for information and taking further necessary action.

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