

D.O. No. 1187-AR-76/21449

S.D. Bhambri,
Chief Secretary, Haryana

Chandigarh,

August 4, 1976

My dear,

The Government had issued instructions that vital points of contact with the public should be identified by every department at the district and lower levels and each of these should be provided with a public counter. I am sure that these points of contact have been identified by all the departments concerned. I would request you to make a list of all such points of contact with the public and review the progress made towards setting up of public counters. At present, one employee in every office may be given the additional task of manning these counters. Progress made in this regard may please be sent to me by 31-8-1976.

2. The Government will also organise training in public relations to officials manning these counters. For this purpose, you may nominate upto 10 persons from your district to attend this course. These officials should be selected from various offices and the list forwarded to me within two months.

Yours sincerely,

Sd/-

(S.D. Bhambri)