

From

The Chief Secretary to Govt., Haryana.

To

- (i) All Heads of Departments in Haryana,
Commissioners, Ambala & Hissar Divisions,
All Deputy Commissioners & Sub-Divisional
Officers (Civil)
- (ii) The Registrar,
Punjab & Haryana High Court, Chandigarh and
All District & Sessions Judges in Haryana.

Dated Chandigarh, the 16th June, 1976.

Subject :—Monthly staff meetings.

Sir,

I am directed to refer you to the subject noted above and to say that at the Chief Secretaries' Conference held recently, it was decided that monthly staff meetings should be held at every level for better co-ordination and review of work. It is, therefore, requested that a particular day in a month should be fixed by every officer for such a meeting. The Administrative Secretary should hold a monthly meeting with his Deputy Secretaries, Under Secretaries and heads of departments for determining priorities, fixing time targets, evaluating progress and for programme-cum-policy review. The same thing should be done by the head of the department in respect of his immediate subordinates.

These instructions may be brought to the notice of all concerned so that such meetings are held at the head-quarters, regional and district levels.

Yours faithfully,

Sd/-

Deputy Secretary General Administration,
for Chief Secretary to Government, Haryana.