

No. 34/17/98-7 SII

From

The Chief Secretary to Govt., Haryana.

To

All the Financial Commissioners and  
Administrative Secretaries to  
Government, Haryana.

Dated, Chandigarh, the 2nd July, 1998.

*Subject* :—Tour Programme of the Administrative Secretaries—sending of information to the Minister-Incharge-Regarding.

Sir

I am directed to refer to the subject noted above and to say that it has been observed by the Government that Administrative Secretaries do not send a copy of their tour programme to their Ministers for information while submitting the tour programme to Chief Secretary/Chief Minister for approval. This causes inconvenience to the Ministers as they are not aware of the whereabouts of their Administrative Secretaries.

2. In future, all Administrative Secretaries should send a copy of their proposed tour programmes to their Minister-Incharge well in advance before proceeding on tour.
3. The above instructions may kindly be complied with meticulously.

Yours faithfully,

Sd/—

Under Secretary Administration,  
for Chief Secretary to Government, Haryana.

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