

Subject :—Instructions regarding full name in brackets under signatures of the officers on the files.

Will all the Financial Commissioners/Commissioners and Secretaries to Government, Haryana kindly refer to the subject noted above.

2. Vide Administrative Reforms Department's circulars letter No. 1/11/96 IAR, dated 8-8-96 and 1/11/96-IAR, dated 18-3-97 all the officers were requested to write their full names in the brackets under their signatures on the files. Despite repeated instructions, however, it has been observed that officers are not putting their name any designation below their signatures on the nothing sheets of the files. C.M. has noted such defiance of Government orders very seriously. It is once again emphasised that all officers should give their full names in the brackets under their signatures on the files.

3. These instructions should be brought to the notice of all officers working under their control for strict compliance. Non-compliance of these instructions will invite disciplinary proceedings against them.

Sd/-

(Ram S. Varma)

for Chief Secretary to Government, Haryana.

To

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

U.O. No. 62/10/97-6GSI

Dated Chandigarh, the 24th, June, 1997.

No. 62/10/97-6GSI

Dated Chandigarh, the 24th June, 1997.

A copy is forwarded to the following for information and strict compliance :—

1. All the Heads of Departments.
2. The Commissioners, Hisar, Ambala,
Rohtak and Gurgaon Divisions.

Sd/-

(Ram S. Verma)

Chief Secretary to Government, Haryana.