

Meeting Notice
15.01.2024 at 04:00 P.M.

No. 04/01/2024-5MC
Government of Haryana
Chief Secretary Organization
General Administration Department

Haryana Civil Secretariat
Dated: Chandigarh, the 10th January 2025

To

All the Administrative Secretaries to Government Haryana.

Subject: Meeting with all Administrative Secretaries to review the progress on the 100 days agenda of the Government.

Sir/Madam,

I am directed to address you on the subject cited above and to say that a meeting regarding subject cited matter is scheduled to be held on **15th January 2025 at 04:00 P.M. under the Chairmanship of Hon'ble Chief Minister, Haryana at Main Committee Room, 4th Floor, Haryana Civil Secretariat, Sector-1, Chandigarh.**

2. You are also requested to make it convenient to attend the meeting in person.

Yours faithfully,

Tilak Ray
Superintendent
for Chief Secretary to Govt. Haryana
Monitoring & Coordination Cell
E-mail Id: cs.coordination@hry.nic.in

Endst. No. 04/01/2024-5MC

Dated: Chandigarh, the 10th January 2025

A copy is forwarded to Director General, Information, Public Relations, Languages and Cultural Department with the request to circulate agenda within three days to all departments.

Tilak Ray
Superintendent
for Chief Secretary to Govt. Haryana
Monitoring & Coordination Cell

Internal Distribution:-

1. CSO/ CM for kind information of CM.
2. Sr. Secy./Secretary/PS to CPSCM/PSCM/APSCM/DPSCM/OSDs for kind information of respective officers.
3. Secretary/CS for kind information of W/CS.
4. PS/Sr. Secy. to SGAD/SSPS/SSM&C for kind information of respective officers.

Review of progress on the 100 Days Agenda of the Government

Sr. No.	GUIDELINES FOR MEETING
1.	Presentation on agenda items will be finalised by Department of Information, Public Relations, Language and Culture.
2.	Sequence of items for discussion/review will strictly be as per decision of the Hon'ble Chief Minister and agenda issued by DIRPL.
3.	Every Administrative Department shall be represented only by Administrative Secretaries and HoDs concerned (if required).
4.	Participants to be physically present at least 15 minutes before the meeting starts.
5.	Mobile and other handheld devices to be kept on silent mode by all participants.
6.	No documents/evidence to be presented to the chair during the meeting, unless specifically asked for.