

Subject:- Regarding full name in brackets under signatures of the officers/officials on the files.

Will all the:-

- i) Joint Secretaries/ Deputy Secretaries/ Under Secretaries/ Superintendents/ Deputy Superintendents and Branch Incharges, Haryana Civil Secretariat.
- ii) Special Senior Secretaries/ Senior Secretaries/ Secretaries to Ministers/ Private Secretaries of Haryana Civil Secretariat (including posting at CM Residence).

Kindly refer to the subject cited above?

2. It is intimated that the Government instructions issued vide U.O No. 62/10/1997-6GSI, dated 24th June, 1997 provides that

The officers were requested to write their full names in the brackets under their signature on the files and non compliance of these instructions will invite disciplinary proceedings against them.

Further, the Manual of Procedure (first Edition) issued by the General Administration Department in December, 2022, Part-I, Page No. 94, in 7.4 (11) provides that:-

Assistant/ Dealing-hand shall affix full signature with name in brackets and complete date (dd/mm/yy) on left hand side of the note.

3. But, It has been observed that the aforesaid instructions are not being complied by the officers/ officials as the signatories are making short signature on the Noting/ Correspondence and even not mention their names in brackets while submitting the files to the higher authorities, therefore, it be ensued that the Government instructions be followed in letters and spirit.

4. It is, therefore, requested that these instructions may be brought into the notice of all officers/ officials working under their control for strict compliance, failing, which invite disciplinary proceedings against defaulters.


(Narender Kumar)

Superintendent Establishment-I,
for Chief Secretary to Government Haryana,

To

- i) Joint Secretaries/ Deputy Secretaries/ Under Secretaries/ Superintendents/ Deputy Superintendents and Branch Incharges, Haryana Civil Secretariat.
- ii) Special Senior Secretaries/ Senior Secretaries/ Secretaries to Ministers/ Private Secretaries of Haryana Civil Secretariat (including posting at CM Residence).

U.O No. 05/01/2023-6Estt.-I

Dated: Chandigarh, the 20th June, 2023

Endst. No. 05/01/2023-6Estt.-I

Dated: Chandigarh, the 20th June, 2023

A copy each is forwarded for taking immediate action in this regard to the following:

- i) Principal Resident Commissioner, Haryana Bhawan Delhi.
- ii) Chairperson, Haryana Water Resources Authority (HWRA), Panchkula.
- iii) Inquiry Officer, Vigilance, Haryana.
- iv) Secretary to Governor, Haryana Raj Bhawan, Chandigarh.
- v) Director, Sainik & Ardh Sainik Welfare Department, Haryana, Panchkula.
- vi) Secretary, Haryana Staff Selection Commission, Panchkula.
- vii) Member Secretary in the office of Commissioner, Gurudwara Elections, Haryana.
- viii) All concerned.


(Narender Kumar)

Superintendent Establishment-I,
for Chief Secretary to Government Haryana,

A copy is forwarded to the Special Secretary to Government Haryana, Finance Department w.r.t. their office Diary No. 10776, dated 12th May, 2023 for information and necessary action.


(Narender Kumar)

Superintendent Establishment-I,
for Chief Secretary to Government Haryana,

To

The Special Secretary to Government Haryana,
Finance Department.

U.O. No. 05/01/2023-6Estt.-I

Dated: Chandigarh, the 20th June, 2023