

Subject:- To Identify the Assistants of Haryana Civil Secretariat who ~~are~~ need training for their office work.

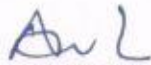
Will all the Joint Secretaries/ Deputy Secretaries/ Under Secretaries/ Superintendents/ Deputy Superintendents, Haryana Civil Secretariat kindly refer to the subject cited above?

2. It is informed that the names of Assistants of Haryana Civil Secretariat are required to be identified who need training for their office work so that the efficiency of work will be enhanced.

3. You are, therefore, requested to send **the names of only those Assistants who need training** and working under your kind control **by 16.11.2021 positively**, so that the training shall be organized.

4. The prescribed Performa is as under:-

Sr. No.	Name of Assistant who need training	Branch Name	Training required in the field
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Superintendent Establishment-I,
for Chief Secretary to Government Haryana.

To

All the Joint Secretaries/ Deputy Secretaries/ Under Secretaries/
Superintendents/ Deputy Superintendents, Haryana Civil Secretariat.

U.O No. 22/45/2018-6Estt.-I

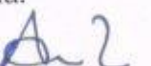
Dated: Chandigarh, the 11th November, 2021

Endst. No. 22/45/2018-6Estt.-I

Dated: Chandigarh, the 11th November, 2021

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

- i) Principal Resident Commissioner, Haryana Bhawan Delhi.
- ii) Secretary, Haryana Raj Bhawan, Chandigarh.
- iii) Director, Sainik & Ardh Sainik Welfare Department, Haryana, Panchkula.
- iv) Secretary, Haryana Staff Selection Commission, Panchkula.


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