

(TO BE SUBSTITUTED BEARING SAME NUMBER & DATE)

No. 5/04/2025-5MC  
Government of Haryana  
Chief Secretary's Organization  
General Administration Department

Haryana Civil Secretariat  
Dated: Chandigarh, the 10<sup>th</sup> January 2025

To

All the Administrative Secretaries to Government, Haryana.

**Subject: Timely issuance of agenda of meetings to be held under the Chairmanship of Hon'ble Chief Minister and issuance of minutes.**

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Sir,

I am directed to invite your kind attention to the instructions issued vide letter No. 3/1/2015- M&C dated 27.09.2016 on the subject noted above and to say that agenda of meetings and minutes of meetings of Hon'ble Chief Minister are not being issued within timeline stipulated in these instructions.

2. The Government has taken serious view on this. All the Administrative Secretaries are again requested that the agenda of meetings to be convened under the Chairmanship of Hon'ble Chief Minister should be issued well in advance but not later than one working day before the scheduled date of meeting, The minutes of these meetings should also be issued as early as possible but not later than three working days after the meeting. The agenda and minutes of these meetings should be sent strictly as per above schedule at email: [Specialofficer-CM@hry.gov.in](mailto:Specialofficer-CM@hry.gov.in).

Yours faithfully

*Tilak Ray*

Superintendent  
for Chief Secretary to Govt. Haryana  
Monitoring & Coordination Cell  
E-mail Id: [cs.coordination@hry.nic.in](mailto:cs.coordination@hry.nic.in)

Endst. No. 5/04/2025-5MC

Dated: Chandigarh, the 10<sup>th</sup> January 2025

A copy is also forwarded to the following for information and necessary action please:-

1. The Chief Principal Secretary to Chief Minister.
2. The Chief Secretary to Govt. Haryana.

*Tilak Ray*

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