

No. 04/06/2016-RU
Government of Haryana
Chief Secretary's Organisation
General Administration Department
(Research Unit)

Dated Chandigarh the 17th July, 2025

To

1. All the Administrative Secretaries to Government, Haryana.
2. All the Heads of Departments in Haryana.
3. Managing Director/Chief Executive Officers/Chief Administrators etc. of Boards/ corporations/Public sector Undertakings etc.
4. All the Divisional Commissioners in Haryana.
5. All the Deputy Commissioners and SDO (C) in Haryana.
6. All the Registrars of Universities in Haryana.

Subject: - Regarding amendment and spelling corrections in Manual of Office Procedure (First Edition) Part-I and Part-II, 2022.

Respected Sir/Madam,

In continuation of this office letter of even No. dated 16.01.2023 on the subject cited above and to say that the amendment in the paragraph 3.9 of Chapter III of Manual of Office Procedure (First Edition) Part-I, 2022 has been made and some spelling in the Manual of Office Procedure (Part I & Part II) have also been corrected. The soft copy of the amended Manual of Office Procedure (Part I & Part II) has been uploaded on the website csharyana.gov.in (In Research Unit).


(Rakesh Kumar)

Research Officer, Research Unit
for Chief Secretary to Government, Haryana.

