

From

Chief Secretary to Govt., Haryana.

To

All the Private Secretaries and Personal Assistants,
Haryana Civil Secretariat

Memo No. 02/09/94-3EII

Dated, Chandigarh the 16th July, 2020

Subject: **E-office & -Sachivalaya Trainig of PS/PAs of Minister/Officers.**

Reference on the subject noted above.

2. It is decided to conduct training of Private Secretaries/Personal Assistants of Minister/Officers regarding e-office & Sachivalaya Training at Haryana Civil Secretariat and Mini Secretariat.

3. Therefore, you are directed to attend the training on 17.07.2020 at 12.P.M. at the venues mentioned below:-

1. Haryana Civil Secretariat, 9th floor VC room, Sector-1, Chandigarh.
2. Mini Secretariat, 6th floor, VC room, Sector-17, Chandigarh

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Superintendent, Establishment-II,
for Chief Secretary to Govt., Haryana. 