

No. 4/02/2021-1Trg.

Through: E- mail

HARYANA GOVERNMENT  
CHIEF SECRETARY OFFICE  
TRAINING DEPARTMENT

Dated, Chandigarh the 13<sup>th</sup> July, 2021.

To

All the Administrative Secretaries of Haryana State.

**Subject: Developing a uniform pattern of Interaction by Administrative Secretaries during Secretariat Attachment of OTs of All India Services and SCS.**

Sir/Madam,

I am directed to refer to the subject noted above and to inform that it has been observed that during the Secretariat Attachment **the Interactions of the Officer Trainees of All India Services and State Civil Services with esteemed Administrative Secretaries need to be structured in a uniform pattern** as follows:

- i) The Administrative Secretaries may designate developing of this Interaction for each and every department being administered by them to the training, Research & IPR Cells of the respective departments under supervision of the Nodal Officer (Training Coordinator) of respective departments.
- ii) Departmental overview, Organizational Set up, Duties & Functions, Major achievements of the department in past, ongoing programs/schemes, future plans and the related data upto 31<sup>st</sup> March of every year should be inserted in this interaction.
- iii) These interactions should also be mailed to Training Branch not later than 30<sup>th</sup> April every year.

2. You are requested to take further necessary action accordingly under intimation to this office.

Yours faithfully,



Superintendent, Training  
for Chief Secretary to Govt., Haryana. 12/7/21