

URGENT

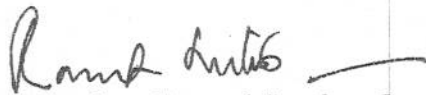
Subject: - Fixing the meeting with regards to rules in Chief Secretary Office.

Will all the Administrative Secretaries of the Haryana Government kindly refer to the subject noted above?

2. It has been observed that some departments send their proposals in single file for fixing the meeting with regards to rules in Chief Secretary Office and copy of agenda not forwarded to the General Administration Department. Generally, the departments do not bring to the notice of General Administration Department the issues wherein the role of the General Administration Department figures. In the absence of agenda by the Administrative Department, it becomes very difficult to judge merits and demerits of the issues in the meeting.

3. It has, therefore, been decided that all the Administrative Secretaries of Haryana Government to issue agenda notes concerning departments to the concerned Branch of the General Administration Department for examination one week in advance of the proposed meeting.

These instructions may be brought to the notice of all concerned under their control for strict compliance.


Superintendent General Services-I
for Chief Secretary to Government of Haryana
R3

To

All the Administrative Secretaries of the Haryana
Government

U.O.No. 62/18 /2009-6GSI

Dated Chandigarh, the 3rd June, 2009

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