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GOVERNMENT OF HARYANA  
GENERAL ADMINISTRATION DEPARTMENT  
GENERAL SERVICE-II BRANCH  
No. 25/1/2003-4GSII

Chandigarh, dated the

11-10-2010

To

1. All the Financial Commissioners & Principal Secretaries/Commissioners and Secretaries to Govt. of Haryana.
2. All Heads of Departments & Divisional Commissioners, Rohtak, Ambala, Hisar and Gurgaon Divisions.
3. The Registrar, Punjab and Haryana High Court, Chandigarh.
4. All the Deputy Commissioners and Sub Divisional Officers (Civil) in the State of Haryana.
5. All the Managing Directors of Boards/Corporations/Public Undertaking of the State of Haryana.
6. All the Registrars of the Universities of the State.

**Subject:- Regarding provide the work of Chowkidar to Peons.**

Sir/Madam,

I am directed to invite your attention on the subject noted above and to say that the matter was under consideration with the State Govt. for some time and it was noted that many departments experience a lot of difficulties in case when the Chowkidars are away from the office even for a couple of days either on leave or due to some other reason. After consideration, it has been decided that a clause may be incorporated in the appointment letters of the Peons that in case of exigency the duties of Chowkidars would be assigned to Peon as a part of stop gap arrangement during such period the Chowkidar is away from the office.

2. These instructions would be brought to the notice of all concerned for their information and compliance.

Yours faithfully,

*Hans Raj Bomi*  
Under Secretary, Protocol,  
for Chief Secretary to Government, Haryana.

6.10.10