

No. 3/3/2001-3MC
Government of Haryana
General Administration Department
(Monitoring & Coordination Cell)

Haryana Civil Secretariat
Dated, Chandigarh, the 4th May, 2023

To

1. All the Administrative Secretaries to Government Haryana.
2. All the Heads of Departments.
3. All the Managing Directors/Chief Administrators of all Boards/Corporations in Haryana.
4. All the Divisional Commissioners in Haryana.
5. All the Deputy Commissioners in Haryana.
6. The Registrars of all the Universities in Haryana.

Subject: - Instructions regarding presence of all the DCs and SPs at their respective Headquarters from 11:00 AM to 01:00 PM daily on all working days for hearing of public grievances and declaration of 'Tuesday' as 'No Meeting Day' .

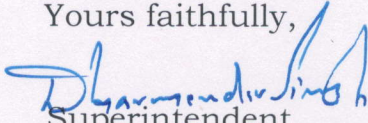
Sir/Madam,

I am directed to address you on the subject cited above and to invite your kind attention to the Government letter of even no. dated 1st April, 2022, vide which, it was decided that all the Officers will remain available between 11:00 AM to 12:00 Noon daily on working days for purpose of meeting the public, for prompt redressal of their grievances and complaints. In case, they are out of station then next officer be designated to hear the public grievances. Now, in partial modification of the same, it has been decided by the Government that all the DCs and SPs will remain available between 11:00 AM to 01:00 PM on all working days for the purpose of meeting the public and for prompt redressal of their grievances and complaints. Accordingly, Headquarters may ensure that there are no Video Conferences / Meetings during this time period.

2. In addition to above, it has also been decided that every **'Tuesday'** will be considered as **'No Meeting Day'** for all purposes, including Video Conferences. If meetings are required to be held due to urgent and emergent situation, then prior confirmation of the same may be obtained from Chief Secretary's, Office.

3. These instructions may please be brought out to the notice of all concerned for strict compliance in letter and spirit.

Yours faithfully,


Superintendent

for Chief Secretary to Govt. Haryana
Monitoring & Coordination Cell (GAD)
E-mail Id: cs.coordination@hry.nic.in

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