

Subject: "One day training on 'Legal Drafts' for the staff of the O/o Chief Secretary, Haryana on 12.06.2019 from 09:00 AM to 05:00 PM.

Will the:-

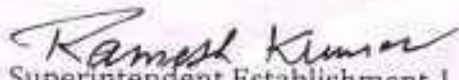
- i) Joint Secretary to Government Haryana, Administration Department.
- ii) Deputy Secretary to Government Haryana Cabinet, Elections & Training.
- iii) Deputy Secretary to Government Haryana Services-III & IV.
- iv) Deputy Secretary (General) to Government Haryana.
- v) Under Secretary to Government Haryana Political & Parliamentary Affairs.
- vi) Under Secretary to Government Haryana Secretariat Establishment.
- vii) Under Secretary to Government Haryana General Administration.
- viii) Under Secretary to Government Haryana Protocol.
- ix) Under Secretary to Government Haryana Tourism, GS-II and Grievances Branch.

Haryana Civil Secretariat kindly refers to the subject cited above?

2. It is informed that one day training on "legal drafts" for the staff of the O/o Chief Secretary, Haryana is going to be organized as per schedule given below:-

Wednesday :12.06.2019		
09.00-09.30 AM	Registration	Anjali
09.30-10.00 AM	An overview of the Course.	Ram Saran Principal, DTC (HIPA)
10.00 AM-04.45 PM	• Need and Importance of Drafting. • Kinds of Drafting. • Interpretation – A Case Study • Open Discussion	Rajiv Dudeja Secy. Law, HSSC (Role & Requirement of Law Deptt.)
		Shruti Jain DAG, Haryana (Role & Requirement of Law Deptt.)
Venue: Knowledge Centre, NIC, 9th floor, Haryana Civil Secretariat.		

You are, therefore, requested to direct the staff under your kind control to attend the above said training programme on above said date and time positively.


Superintendent Establishment-I,
for Special Secretary to Government Haryana
Secretariat Establishment

To

The

- i) Joint Secretary to Government Haryana, Administration Department.
- ii) Deputy Secretary to Government Haryana Cabinet, Elections & Training.
- iii) Deputy Secretary to Government Haryana Services-III & IV.
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- vi) Under Secretary to Government Haryana Secretariat Establishment.
- vii) Under Secretary to Government Haryana General Administration.
- viii) Under Secretary to Government Haryana Protocol.
- ix) Under Secretary to Government Haryana Tourism, GS-II and Grievances Branch.

U.O No. 22/45/2018-6Estt.-I
Endst. No. 22/45/2018-6Estt.-I

Dated: Chandigarh, the 11-6-2019.
Dated: Chandigarh, the 11-6-2019

A copy is forwarded to the following for information and necessary action:-

1. Principal Divisional Training Centre (HIPA), Plot No.1, Sector-25, Near Govt. Dispensary, Panchkula w.r.t. his letter No. TRG(528)PDTC/PKL/ 2019/684, dated 07.06.2019.
2. Administrative Officer, Haryana Civil Secretariat, is requested to arrange the Refreshment i.e. Tea and Biscuits for two times i.e. at 11:15 AM and 3:15 PM on above said date i.e. 12.06.2019 positively.
3. Administrative Officer, NIC with a request to book Knowledge Centre, NIC, 9th floor, Haryana Civil Secretariat for above said date i.e. 12.06.2019.

Ramesh Kumar
Superintendent Establishment-I,
for Special Secretary to Government Haryana
Secretariat Establishment