

PS/DFS

Receipt No. 1599

Date 22/04/16

Establishment Branch

Dairy No. 2075

Dated 25/4/16

HRB-GA-15(1)-2016/

3325-336

To

20 April, 2016

1. The Chief Secretary to Government, Haryana,
2. All the Additional Chief Secretaries and Principal Secretaries, Commissioners & Secretaries to Government, Haryana.
3. The Secretary, Haryana Vidhan Sabha.
4. The Registrar General, Punjab and Haryana High Court, Chandigarh.
5. All Head of Departments stationed at Chandigarh & Panchkula

Subject: Regarding sending of duplicate copy of noting & enclosures while sending file to Hon'ble Governor, Haryana.

Sir/ Madam,

I am directed to refer on the subject noted above and to say that it has been observed that no duplicate copy of noting/enclosures is being sent while sending the cases to Hon'ble Governor, Haryana due to which a lot of time is consumed in getting the same photocopied in Haryana Raj Bhavan. Even when the case is cleared at odd hours, it is not possible to keep photocopy for the shadow file in Haryana Raj Bhavan due to which the office faces unnecessary problems at later stage. To cope with this situation, it has been desired that in future, a duplicate copy of noting/enclosures may be placed in the file while sending the same to the Hon'ble Governor for use of office for creating shadow file as has been done while sending the cases to Finance Department/Chief Secretary to Government, Haryana.

I have, therefore, been directed to request you to place a duplicate copy of complete case viz. photocopy of noting/enclosures while sending the case to the Hon'ble Governor, Haryana in future.

Yours faithfully,

Ravindra Singh
Deputy Secretary,
for Secretary to Governor, Haryana

OFFICE OF DIRECTOR FOOD & SUPPLIES, HARYANA, CHANDIGARH.

Endst. No. 6E(I)-2016/ 8711

Dated, Chandigarh the 28/04/16

A copy of the above is forwarded to all Branch Officers/In-charges, H.Q. for information and necessary action.

Usha
27/4/16

Superintendent (Estt.-I)
for Director Food & Supplies, Haryana

DFS
21-04-16

DD (Admin.)

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