

From

Director General State Transport,
Haryana, Chandigarh.

To

1. All Officer (Departmental) at HQ.
2. Senior Mechanical Engineer,
Govt. Central Workshop,
Haryana, Chandigarh.
3. All General Manager (Departmental),
Haryana Roadways.
4. General Manager,
Driver Training School,
Murthal.
5. General Manager/DTC,
Haryana Roadways Central W/shop,
Karnal/Hisar.
6. General Manager,
Haryana Roadways Engineering Corporation,
Gurgaon.

Memo No. 3099-3125/EA3/E1

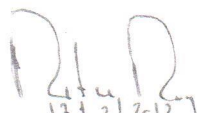
Dated 13-02-12

Subject :- Channel of correspondence.

Reference on the subject cited above.

It has come to the notice of the headquarter that some officers (i.e. GM/SPO/TM/WM/AO/ADA/Superintendent) are sending their cases/applications directly to the Govt. and not through the office of Director General State Transport i.e. HOD. In view of the above, the HOD remains unaware as to which case has been sent to Govt. without his permission.

Now, keeping in view of the above, you are directed to send the cases/applications of the officers of your offices to higher authorities through proper channel i.e. HOD. This should also be brought into the notice of the subordinate officers also. If any case is reported to be referred to the Govt. without the approval of HOD, the disciplinary proceedings may be taken against the concerned officer by this office and the General Manager concerned may also be held responsible for lack of control over the officers/officials working under his control.


13/2/2012
for Director General State Transport,
Haryana, Chandigarh.