

ACS
Food and Supplies
TCP

CS/MS
O/o ACSFS

No. 6662
Date 28/9/2016

No. 3/1/2015 M&C
Government of Haryana
Monitoring & Coordination Cell

Haryana Civil Secretariat
Dated, Chandigarh the 27th September, 2016

From

Principal Secretary to Govt. Haryana,
Monitoring & Coordination Cell.

ACSTON

25878

28/9/16

To

All the Administrative Secretaries to Govt., Haryana.

Subject:- Timely issuance of agenda of meetings to be held under the
Chairmanship of Hon'ble Chief Minister and issuance of minutes.

Sir/Madam,

I am directed to refer to subject noted above and request you that the agenda of meetings to be convened under the Chairmanship of Hon'ble Chief Minister should be issued well in advance but not later than one working day before the scheduled date of meeting. The minutes of these meetings should also be issued as early as possible but not later than three working days after the meeting. The agenda and minutes of these meetings should be sent strictly as per above schedule to Shri Neeraj Daftuar, OSD/CM on his e.mail ID: osdcmnd@gmail.com.

Yours sincerely,

27/9/2016

Under Secretary (M&C)
For Principal Secretary to Govt. Haryana
Monitoring & Coordination Cell
e.mail id: cs.coordination@hry.nic.in
Telefax: 2714010

Endst No.3/1/2015-MC

Dated: 27th September, 2016

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

- 1.The Chief Secretary to Govt. Haryana.
- 2.Shri Neeraj Daftuar, OSD/CM.

Under Secretary (M&C)
For Principal Secretary to Govt. Haryana
Monitoring & Coordination Cell

OFFICE OF DIRECTOR FOOD & SUPPLIES, HARYANA, CHANDIGARH

Endst. No. 6E(I)-2016/21902

Dated, Chandigarh, the 14/10/2016

A copy of the above is forwarded to All the Officers/Branch Incharges at Hqrs. for information and necessary action.

Balana 14/10/2016
Deputy Superintendent (Estt.-I)
for Director Food & Supplies, Haryana