



**OFFICE OF DIRECTOR GENERAL SECONDARY EDUCATION
HARYANA PANCHKULA**

Order No. 10/2-2021 Admn(4)

Dated, Panchkula the

04/04/2022

A copy of letter No. IPRDH (Field)-2022/4425-60 dated 14.03.2022 received from Director General, Informaiton, Public Relations & Languages Department, Haryana regarding SOP for important programmes of the Stae Government is forwarded to the following for information and necessary action:-

1. Director Elementary Education Haryana, Panchkula.
2. Director SCERT Haryana, Gurgram.
3. All District Education Officer's in the State.
4. All Principal DIET's/BITE's in the State.
5. All the Headquarter Officers.
6. Registrar Education (Secondary).
7. All Superintendents Headquarter.
8. Superintendent Admn. (Ele.)
9. PS/DGSE.
10. PA/Additional Director Model Sanskriti Schools.
11. PA/Additional Director Admn. I & II.
12. PA/ Additional Director Academic.
13. All Assistants Admn. Branch (Sec.)
14. IT Cell (HQ) for website.

[Handwritten Signature]
4/4/2022

**SUPERINTENDENT ADMINISTRATION
for DIRECTOR GENERAL SECONDARY EDUCATION
HARYANA PANCHKULA**

1305/A9/21
2873/22

From

Director General,
Information, Public Relations & Languages Deptt.,
Haryana, Chandigarh.

17-3-2022

DCSE
DEE 22-03-2022

To

All the Administrative Secretaries in the State.

ADI
Vijay
22-3-22

No.IPRDH(Field)-2022/4425-60
Dated Chandigarh, the 14-3-2022

Sub : Regarding SOP for important programmes of the State Government.

Sir,

I would like to inform that the Hon'ble Chief Minister, Haryana has desired that all the major and mega events/ programmes of the State Government, especially those presided over by important dignitaries, like Hon'ble Governor and Chief Minister, be organized in a planned and systematic manner.

S. Aggarwal
28-3-22
S. Aggarwal

To achieve this end, some guidelines/SOP have been prepared and I would request you to kindly bring it to the notice of all concerned officers under your control so that the important programmes of the State Government are properly organized and covered by the media adequately :

S. Aggarwal
29/3/22

- i) The concerned department will prepare the minute-to-minute programme well before the event and forward to this department.
- ii) All the relevant and important details of the programme may be supplied to this department at least two days in advance for issuing a curtain raiser press note in the print, electronic and social media and also after the main event.
- iii) The matter of backdrop, hoardings as well as foundation stones may be got approved from this department so as to avoid any mistake well in time.
- iv) In case, media persons are to be invited in any major event, intimation regarding inviting them may be given in advance to this department.

It refers to And-4.

29/3/22
M.Y.
S. Aggarwal
29/3/22

I am sure that this SOP will help this department to ensure press, still and video coverage of all the important programmes of the State Government more effectively so as to apprise the masses about the developmental activities being undertaken in the State.

Yours sincerely,

For
Director General,
Information, Public Relations & Languages,
Haryana, Chandigarh.

O/O ACSE
No. 12056
Dt. 17-3-2022

Received
today
from
Workshop branch
25-3-22