




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

**Order No. kw10/2-2021 Admn(4)**

**Dated, Panchkula the 26/04/2022**

A copy of letter No.3/3/2001-3MC dated 04.04.2022 received from Chief Secretary to Government Haryana regarding instructions of presence of all the Officers at their respective Headquarters from 11.00 AM to 12.00 Noon daily for hearing of public grievances 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(Sec.).
7. All Superintendents Headquarter.
8. Superintendent Admn. (Ele.)
9. PA/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.

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



1747 Adm 7/5  
13/4/22 आज़ादी का  
अमृत महोत्सव

No. 3/3/2001-3MC  
Government of Haryana  
Monitoring & Coordination Cell

Dated, Chandigarh, the 1<sup>st</sup> April, 2022

To

1. All the Administrative Secretaries to Government Haryana.
2. All the Heads of Departments.
3. All the Managing Directors/Chief Administrators of all Boards/Corporations in Haryana.
4. All the Divisional Commissioners in Haryana.
5. All the Deputy Commissioners in Haryana.
6. The Registrars of all the Universities in Haryana.

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6/4/22

DGSE (Bury)  
07.04.22  
DEE

Subject: - Instructions regarding presence of all the Officers at their respective Headquarters from 11:00 AM to 12:00 Noon daily for hearing of public grievances.

Sir/Madam,

I am directed to address you on the subject cited above and to inform you that it has been observed that general public find it difficult to get their grievances redressed because of non availability of the senior officers in the Govt. offices. People have to visit time and again to the offices for redressal of their grievances. To avoid this, it has been decided that all the Officers will **remain available between 11:00 AM to 12:00 Noon daily on working days** for purpose of meeting the public, for prompt redressal of their grievances and complaints. In case, they are out of station then next officer be designated to hear the public grievances.

2. These instructions may please be brought out to the notice of all concerned for strict compliance in letter and spirit.

To: DGSE  
15338  
6/4/2022

Yours faithfully,

(Under Secretary)

Monitoring & Coordination Cell  
for Principal Secretary to Govt. Haryana  
E-mail Id: [cs.coordination@hry.nic.in](mailto:cs.coordination@hry.nic.in)