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MOST URGENT
PERSONEL ATTENTION

Subject :- Circulation of instructions/guidelines/ circulars issued by various quarters—Regarding.

As you are aware, a number of instructions/ guidelines/ circulars issued by various quarters are received in the Directorate, which are further being circulated (in hard copy) to all Additional/Joint Directors, Heads of Sections, Sub-offices etc for compliance and future references. Thus, the present process of circulation consumes lot of Govt. resources such as stationery, manpower, energy, postal charges etc. Despite of the circulation of such instructions/ circulars to all—*which puts extra burden on state exchequer*, these are seldomly used/referred by those branches/offices to whom these are circulated, since it becomes difficult for them/user(s) to trace a particular instruction(s) due to one or the other reasons.

Nowadays, every office/branch has internet connectivity and there is a departmental website which can be accessed at www.agriharyana.nic.in. Therefore, it has been decided that henceforth, instead of circulation of instructions/ guidelines/ circulars received from various offices in hard copy form, the same may be put in the public domain on departmental website in soft copy (scanned) form. This will also be a pro-active disclosure measure under RTI. On one hand, it will save a lot of Govt. resources and on the other hand the access to each and every instruction(s)/ circular(s) will be very easy.

You are, therefore, requested to regularly (*atleast twice/thrice in a day*) access the circulars/ instructions/ guidelines on the departmental website and also advise your subordinates to do so since any ignorance about issuance of any circular/ instructions/ guidelines will not be excused and the official/officer concerned will be held responsible.


15/7/14
Joint Director (Admn)

For Director General, Agriculture, Haryana

To

1. All Additional/Joint/Deputy Directors of Agriculture, in the State
2. All Heads of Sections/ branches.
3. All Sub offices of Agriculture Department, in the State of Haryana
4. PS/ DG Agri for kind information of DGA, Haryana


U.O.No/5146-346E-III/RA-III/

Dated Panchkula, the 15.7.2014

Endst. 15347 /E-III/RA-III/

Dated Panchkula, the 15.7.2014

A copy is forwarded to Shri Vivek Sharma, Computer Programmer, Directorate of Agriculture, Haryana, Panchkula for information and necessary action. He is requested to create a link in the name of "Circulars/ Instructions/ Guidelines" on the departmental website and put all the circulars/ instructions/ guidelines supplied to him by various branches of the Directorate in the same link after scanning the same on the same day under intimation to the concerned branch by indicating the same on the same document.


Joint Director (Admn)
For Director General, Agriculture, Haryana