

Subject: - Session of the Haryana Vidhan Sabha.

Will all the Additional Chief Secretaries / Principal Secretaries/ Administrative Secretaries to Govt. Haryana kindly refer to the subject cited above?

2. The Session of the Haryana Vidhan Sabha has been convened on 2nd September, 2015. All the Administrative Secretaries are requested to ensure that draft replies to questions to be asked in the Vidhan Sabha should reach the Chief Minister's Secretariat, Room No. 75, 4th floor Haryana civil Secretariat, Chandigarh at least 72 hours before they are due to be replied.

The Vidhan Sabha Secretariat will be circulating a list of questions in due course. Efforts should be made to collect information about them well in advance. In this behalf Chief Minister's Secretariat will also be keeping a close contact with the Vidhan Sabha Secretariat. Chief Minister's Secretariat Telephone No. is 2741682 and Vidhan Sabha Secretariat Nos. are 2741525-28.

4. Questions and their answers both in English and Hindi relating to Hon'ble Chief Minister should be typed out neatly on thick white sheets. Notes for Pad and Annexures etc. should give all relevant information relating to the questions. If a similar question has been answered in an earlier Session of the Vidhan Sabha, a reference to it may invariably be made in the Note for Pad and relevant details should be enclosed. As far as possible these notes should be self-contained. Due care should be taken regarding the syntax and nuances of Hindi language while preparing draft replies in Hindi.

5. Hon'ble Chief Minister would like to be briefed by the Minister and Administrative Secretary concerned about the listed Questions and other Assembly Business on the previous day or one hour before the start of the Session in his Chamber in the Vidhan Sabha. Exact venue and time for briefing meeting may, however, be ascertained from Secretary to Chief Minister, Haryana.

6. Special care may be taken in dealing with Adjournment Motions, Calling Attention Notices and Resolutions.

7. Branch Officers may be instructed to supply Twelve (12) copies of all papers (Bills, Ordinances, Notifications and Reports etc.) to be laid/re-laid on the table of the House as also of all answers to the Questions, Calling Attention Notices and Private Resolutions etc. to the Chief Minister's Secretariat, Room No. 75, 4th Floor, Haryana Civil Secretariat, Chandigarh through Special Messenger well in time.

8. Besides, for updating the Hon'ble Chief Minister regarding activities and achievements of various departments during the year 2015-2016 as also the projects/ programmes for the year 2016-17, the Administrative Departments may furnish brief notes in English and Hindi (both in triplicate). The notes should be neatly typed out on thick white sheets and

For Attention of All Branch Heads

Contd....2

IMPORTANT
Personal attention
expected.

Important
H. Singh
25/8

DA
25/8
JD (A)
ADJ
24/8/15
P.S. DA

27/8/15
A II

the same be sent to the Superintendent, Chief Minister's Secretariat, Room No. 75, 4th floor Haryana Civil Secretariat, Chandigarh by 26.08.2015 without fail along with a soft copy. It has been observed that quite often departments send these notes in a routine manner and as such they do not serve much purpose. All the Administrative Secretaries are requested to personally ensure that the notes contain relevant and useful information in succinct form on concrete achievements, perceptible thrust areas and policy enunciations in the shape of talking points.


Additional Principal Secretary to
Chief Minister, Haryana.

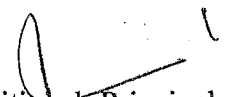
To

All the Additional Chief Secretaries / Principal Secretaries/
Administrative Secretaries to Govt., Haryana.

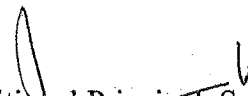
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Enst.No.CMH-2GA(II)-2015 / 6068

Dated, Chandigarh, the August 20, 2015
Dated, Chandigarh, the August, 20, 2015

A copy is forwarded to all the Heads of Departments for information and necessary
action.


Additional Principal Secretary to
Chief Minister, Haryana.

A copy, each, is forwarded to Special Senior Secretaries/Senior Secretaries/Senior Secretaries/ Secretaries/ Private Secretaries to Ministers/ Ministers of State /Chief Parliamentary Secretaries for the information of Ministers/Ministers of State/Chief Parliamentary Secretaries.


Additional Principal Secretary to
Chief Minister, Haryana.

To

The Special Senior Secretaries/ Senior Secretaries/ Secretaries/ Private Secretaries to
Ministers/ Ministers of State/Chief Parliamentary Secretaries.

U.O. No. CMH-2GA(II)-2015/ 6068

Dated, Chandigarh, the August, 20, 2015