

IMMEDIATE

ASSEMBLY BUSINESS  
MOST IMMEDIATE  
DATE BOUND

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cc

Thakur

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 17<sup>th</sup> August, 2018. All the Administrative Secretaries may please ensure that draft replies to questions to be asked in the Vidhan Sabha should reach the Chief Minister's Secretariat, Room No. 75, 4<sup>th</sup> floor Haryana Civil Secretariat, Chandigarh at least 72 hours before they are due to be replied.

PS Am  
6/8/18

3. The Vidhan Sabha Secretariat will be circulating a list of questions in due course. Efforts should be made to collect information about the questions well in advance.

USA  
CALCULATOR

4. Both the Questions and their replies relating to Hon'ble Chief Minister should be typed out both in English and Hindi neatly on thick white sheets. Notes for Pad should be crisp and succinct. Annexures should give entire relevant information relating to the question. If a similar question has been answered in an earlier session of the Vidhan Sabha, this be reflected in the Note for Pad and relevant details be enclosed.

ALL NO.  
PS

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 Special Senior Secretary to Chief Minister, Haryana. Chief Minister's Secretariat Telephone No. is 2741682 and Vidhan Sabha Secretariat Nos. are 2741525-28.

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 replies to the Questions, Calling Attention Notices and Private Resolutions etc. to the Chief Minister's Secretariat through Special Messenger well in time.

10/8  
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8. For updating the Hon'ble Chief Minister regarding activities and achievements of various departments during the year 2018-2019 as also the projects/ programmes for the year 2019-2020, 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 the same be sent to the Superintendent, Chief Minister's Secretariat by 10.08.2018 without fail along with a soft copy. On some previous occasions some Departments had sent these notes in a routine manner. All the Administrative Secretaries are requested to personally ensure that every Note contains relevant and useful information in succinct form and brings out the concrete achievements, thrust areas and policy enunciations in the format of talking points.

*At. Kell.*  
Principal Secretary to  
Chief Minister, Haryana.

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

U.O. No. CMH-2GA-2018/6184 Dated, Chandigarh, the August 04, 2018  
Enst.No. CMH-2GA-2018/6185 Dated, Chandigarh, the August 04, 2018

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

*At. Kell.*  
Principal Secretary to  
Chief Minister, Haryana.

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

*At. Kell.*  
Principal Secretary to  
Chief Minister, Haryana.

To  
The Special Senior Secretaries/ Senior Secretaries/ Secretaries/ Private Secretaries to Ministers/ Ministers of State

U.O. No. CMH-2GA -2018/6186 Dated, Chandigarh, August 04, 2018

**DIRECTORATE OF AGRICULTURE & FARMERS WELFARE, HARYANA, PANCHKULA**

Endst.No. 11604-754 /E-III(5)

Dated : 10.08.2018

A copy of the above is forwarded to the following:

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|--|---|---|
| 1 All Addl. Directors/ Joint Directors   | } | Directorate of Agri. & Farmers Welfare,<br>Haryana, Panchkula |
| 2 All Head of Section  |   |   |
| 3 All Branch Incharges   |   |   |
| 4 All subordinate Offices in Agriculture & Farmers Welfare Department, Haryana |   |   |

for information and further necessary action.

*At. Kell.*  
Deputy Superintendent (Estt.-III)  
for Director, Agriculture & Farmers Welfare  
Department, Haryana