

No. 1/11/96-IAR

From

The Commissioner & Secretary to Govt., Haryana,
Administrative Reforms Department.

To

- (i) All Deputy Commissioners in Haryana State.
- (ii) All Sub Divisional Officers(C) in Haryana State.
- (iii) All Managing Directors of Boards and Corporations in Haryana.

Dated Chandigarh, the 14th July, 1998.

Subject :—Instructions regarding writing of names in Brackets by officials/officers on the files.

Sir,

I am directed to invite your attention on the subject noted above.

2. It has come to the notice of the Govt. that the officials/officers do not write their full name in bracket while signing the files. It is a serious lapse on the part of the officials/officers. Now all the officials/officers are requested to write their full name in brackets while signing the files. These instructions should be strictly complied with. Non compliance of these instructions will be viewed seriously by the Govt.

Sd/-

Under Secretary Administrative Reforms,
for Commissioner and Secretary to Govt.,
Haryana, Administrative Reforms Deptt.

No. 1/2/99-RU