

MOST URGENT
IMMEDIATE

Subject:- Submission of memorandum for consideration in the meeting of the Council of Ministers.

Will All the Administrative Secretaries to Government Haryana, kindly refer to the subject noted above ?

2. It has been observed that, at times, there is considerable delay between the approval of Cabinet Memorandum by competent authority and its receipt in the Cabinet Branch O/o Chief Secretary. The matter has been considered and it has been decided that in future all Administrative Departments will ensure that the Cabinet Memorandum is forwarded to Cabinet Branch O/o Chief Secretary immediately and under no circumstance the time period between the approval by competent authority and submission to Cabinet Branch should exceed four (04) working days.

3. This may be treated as most urgent and followed strictly.

Mohinder Dhill
Under Secretary, Cabinet,
for Secretary to Council of Ministers.

To

5/2

All the Administrative Secretaries to Government Haryana.

U.O.No. 10/11/2011-2Cabinet

Dated 05th February, 2015.