

No. 62/06/2022-6GS-I
HARYANA GOVERNMENT
GENERAL ADMINISTRATION DEPARTMENT
GENERAL SERVICES-I BRANCH

Dated Chandigarh, the 14th February, 2022

To

1. All the Administrative Secretaries to Government Haryana.
2. All the Heads of Departments
3. All the Divisional Commissioners of the State.
4. All the Deputy Commissioners in the State of Haryana.

Subject: - Signature of the Administrative Secretary not essential on order being issued by the Government- regarding.

Sir/Madam,

I am directed to invite your kind attention to the subject cited above and to say that it has been observed by the Government that signatures of the Administrative Secretaries are being sought in the orders for communication by the respective staff in the most of Administrative Departments.

2. The matter has been considered by the Government and it has been decided that once the proposal has been approved on the noting sheets of file and a decision has been taken at the appropriate level whether it is the Chief Minister, the Minister or the Administrative Secretary, its communication would always be done/issued by an officer of the rank of Superintendent, Under Secretary, Deputy Secretary, Joint Secretary and Additional Secretary as per nature of matter. Insistence on personal signature of the Administrative Secretary would not be required. This would prevail in disciplinary matters.

3. It has been further decided that the communication must mention at the end **"This issues with the approval of the Competent Authority."**

4. These instructions may be brought to the notice of all concerned for strict compliance.

Yours faithfully,



Under Secretary, General Administration,
for Chief Secretary to Government Haryana.

