

ASSEMBLY BUSINESS
MOST IMMEDIATE
DATE BOUND

3194
9/2/17

Subject: - Budget 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 Budget Session of the Haryana Vidhan Sabha has been convened on 27th February, 2017. 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.

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.

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. Annexure's 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.

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 Sr.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.

8. For updating the Hon'ble Chief Minister regarding activities and achievements of various departments during the year 2016-2017 as also the projects/ programmes for the year 2017-18, the Administrative Departments may furnish brief notes in English and Hindi (both in triplicate).

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Pls
Circulate
9/2/17
A.S.

The notes should be neatly typed out on thick white sheets and the same be sent to the Superintendent, Chief Minister's Secretariat by 20.02.2017 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.

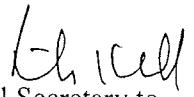

Principal Secretary to
Chief Minister, Haryana.

To

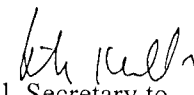
All the Additional Chief Secretaries / Principal Secretaries/
Administrative Secretaries to Govt., Haryana.

U.O. No. CMH-2GA-2017/1442 Dated, Chandigarh, the 03rd February, 2017
Enst.No. CMH-2GA-2017/1443 Dated, Chandigarh, the 03rd February, 2017

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


Principal Secretary to
Chief Minister, Haryana.

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


Principal Secretary to
Chief Minister, Haryana.

To

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

U.O. No. CMH-2GA-2017/1444 Dated, Chandigarh, the 03rd February, 2017

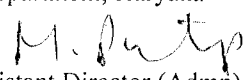
DIRECTORATE OF AGRICULTURE & FARMERS WELFARE, HARYANA, PANCHKULA

Endst.No. 6171-4321 /E-III(5) Dated: 16-02-2017

A copy of the above is forwarded to the following:

- 1 All Addl. Directors/ Joint Directors
 - 2 All Head of the Sections
 - 3 Superintendent/Dy. Superintendent
Establishment Branch- I, II, III and IV
 - 4 All subordinate Offices in Agriculture & Farmers Welfare Department, Haryana
- } Directorate of Agriculture & Farmers Welfare,
Haryana, Panchkula

for information and necessary action please.


Assistant Director (Admn)
for Director, Agriculture & Farmers Welfare Department
Haryana, Panchkula

✓ C.C. Computer Programmes for up-date on Agri. website.