



**OFFICE OF DIRECTOR SECONDARY EDUCATION HARYANA  
PANCHKULA**

Order No. 10/13-2015 Admn (4)

Dated, Panchkula the 18/06/2018

A copy of letter No 4/17/2018-RU dated 06.06.2018 from Chief Secretary to Govt. Haryana regarding check the official emails daily-mandatory is forwarded to the following for information and necessary action:-

1. Director Elementary Education Haryana, Panchkula.
2. Director SCERT Haryana, Gurugram.
3. All DIET's in the State.
4. All District Education Officer's in the State.
5. All District Elementary Education Officer's in the State.
6. All the Headquarter Officers.
7. Registrar Education (Secondary).
8. All the Superintendent (HQ).
9. Superintendent Admn. (Pry).
10. PS/DSE.
11. PA/Additional Director (Admn).
12. PA/Additional Director (Academic).
13. PA/Joint Director Admn.
14. All Assistant Admn. Branch (Sec.).
15. IT Cell (HQ) for website.

  
**Dy.SUPERINTENDENT ADMIN.  
for DIRECTOR SECONDARY EDUCATION  
HARYANA PANCHKULA**

ACS/School/Reform

224 (3)  
13/6/18

~~2882/Adm (4)~~  
~~13/7/18~~

REMINDER

No. 4/17/2018-RU  
GOVERNMENT OF HARYANA  
CHIEF SECRETARY'S OFFICE  
DEPARTMENT OF ADMINISTRATIVE REFORMS

16060  
8/6/18

Dated Chandigarh the, 06/06/2018

- (i) All the Administrative Secretaries to Govt. Haryana.
- (ii) All Head of Departments in Haryana.
- (iii) All Divisional Commissioners in Haryana.
- (iv) All the Chief Administrators and Managing Directors of Boards/Corporations in Haryana.
- (v) All Deputy Commissioners in Haryana State.  
(EXCEPT LIST ENCLOSED)

ACSS E (bury)  
PA/ACSS E  
8-6-18 To  
DSE or  
DEE  
8.6.18  
JAAE

Subject:- Check the official emails daily- mandatory.

Sir/Madam,

I am directed to invite your attention to this Department letter No. 4/17/2018-RU, dated 08.05.2018 on the subject cited above.

You are again requested to create and check official emails everyday (if not done already) and convey (to reconfirm) the mail id checked by you daily for conveying official communication in following format:-

Sr. No.	Name of Officer	Official Mail ID	Alternative mail ID
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Yours faithfully,

*Vishu Madhu*  
Joint Secretary, AR

for Chief Secretary to Government, Haryana.

Endst. No. 4/17/2018-RU

Dated Chandigarh the, 06/06/2018

A copy is forwarded to the Secretary, Electronic and information Technology Department w.r.t this office Endst. No. 4/17/2018-RU, dated 08.05.2018 for information and necessary action please.

*Vishu Madhu*  
Joint Secretary, AR  
for Chief Secretary to Government, Haryana.

CC:  
PS/PSCM  
PS/CS  
PS/ACSAR

P.T.O

Sr. No.	Name of Department
1.	Monitoring & Coordination, Haryana Civil Secretariat
2.	Commissioner Ambala Division, Ambala
3.	Mines & Geology Department
4.	Secretariat Establishment, Haryana Civil Secretariat
5.	Land and Records, Haryana, Panchkula
6.	Haryana State Federation of Cooperative Sugar Mills Ltd., Panchkula
7.	Haryana State Roads and Bridges Development Corporation Ltd., Panchkula
8.	Rural Development Department, Haryana, Chandigarh.

DSE  
DEE