



**OFFICE OF DIRECTOR SECONDARY EDUCATION HARYANA
PANCHKULA**

Order No. 10/13-2015 Admn (2)

Dated, Panchkula the 12-01-2018

A copy of Letter No. 9/26/2011-RVA dated 14.12.2017 from Chief Secretary's Office, Govt. of Haryana General Administration Department regarding new proforma for the booking of rooms in Haryana Bhawan/Chankayapuri, New Delhi and Circuit House, Shimla is forwarded to the following for information and necessary action:-

1. Director Elementary Education Haryana, Panchkula.
2. Director SCERT Haryana, Gurgaon.
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 Superintendents (HQ).
9. Superintendent Admn. (Pry.)
10. PA/DSE.
11. PA/Joint Director Admn. I & II.
12. IT Cell (HQ) for website.

**SUPERINTENDENT ADMN.
for DIRECTOR SECONDARY EDUCATION
HARYANA PANCHKULA**

Aman Alfa.

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1/2/18

23(G) Adm
11/11/17
11/11/17
A/T
12/18

No. 9/26/2011-RVA
Government of Haryana,
Chief Secretary's Office
General Administration Department
(RVA Branch)

Chandigarh the 14th December, 2017

1. All the Additional Chief Secretaries, Principal Secretaries and Financial Commissioner and all the Administrative Secretaries to the Govt. of Haryana.
2. The Principal Resident Commissioner, Haryana Bhawan, Copernicus Marg, New Delhi.
3. The Secretary to Governor, Haryana
4. The Commissioners of Ambala, Gurgaon, Hissar and Rohtak Divisions.
5. All the Secretaries/ Special Secretaries/ Addl. Secretaries /Joint Secretaries to Govt. of Haryana.
6. All the Heads of Departments of Haryana State.
7. All the Deputy Commissioners and SDOs (Civil) in Haryana State.
8. Managing Directors/ Chief Administrations of Boards/ Corporations in Haryana State.
9. The Registrar General, Punjab and Haryana High Court Chandigarh.
10. All the Registrars of Universities in Haryana State.
11. The Advocate General Haryana, Chandigarh.
12. The Accountant General (A&E) and Audit, Haryana.

Subject: New Performa for the Booking of room in Haryana Bhawan/ Chankyapuri, New Delhi and Circuit House, Shimla.

Sir/Madam,

I am directed to invite your kind attention to inform that the State Government has issued New Performa for the Booking of room in Haryana Bhawan/ Chankyapuri, New Delhi and Circuit House, Shimla is available on website csharyana.gov.in and a copy of Performa enclosed herewith. You are therefore, requested that requisition of booking of rooms may be sent in new Performa in future.

Yours faithfully,

Jarnail Singh

(JARNAIL SINGH)

Under Secretary Protocol to Govt. of Haryana,
General Administration Department

Endst. No. 9/26/2011-RVA

Dated Chandigarh the 14th December, 2017

A copy is forwarded to the following for information and necessary action:

2. PSCM, DPSCM, APSCM, OSDs/CM, Sr. Spl.Secy/ Secretaries/PS to Ministers.
3. Transport Commissioners, Haryana
4. Director, Supplies & Disposal Haryana
5. PS/CM (O), OSD/CM (R), US/CM (R).
6. The State Informatics Officer (NIC) with request to put these instructions on the websites of Govt. of Haryana and chief secretary, Haryana and also send them by email to all Administrative Secretaries, Head of Departments etc.

Jarnail Singh

(JARNAIL SINGH)

Under Secretary Protocol to Govt. of Haryana,
General Administration Department

P.T.O

NEW PROFORMA REQUISITION FOR RESERVATION OF ACCOMMODATION IN HARYANA BHAWAN, CHANAKYAPURI GUEST HOUSE , NEW DELHI AND CIRCUIT HOUSE , SHIMLA

A FOR OFFICIAL/PRIVATE PERMIT

- 1 Name of the officer _____
- 2 Designation _____
- 3 Confirm if Class I official _____
- 4 Name of Guest House where accommodation is Needed (Haryana Bhawan/ Chanakyapuri Guest House, New Delhi, Circuit House Shimla) _____
- 5 Whether the visit is official or private _____
- 6 Period for which the accommodation as needed _____ (A.N.) to _____ (F.N)
- 7 Phone No: _____

Certified that the allotted accommodation will be used by me personally and not other person.

B FOR FAMILY MEMBER(S) PERMIT

- 1 Name of the officer _____
- 2 Designation _____
- 3 Confirm if Class I official _____
- 4 Full name of the family member(s) _____
- 5 Age of the family member(s) _____
- 6 Relationship with the officer _____
- 7 Name of Guest House where accommodation is Needed (Haryana Bhawan/ Chanakyapuri Guest House, New Delhi, Circuit House Shimla) _____
- 8 Period for which accommodation as needed _____ (A.N.) to _____ (F.N)
- 9 Phone No. _____

C FOR Guest PERMIT

- 1 Name of the officer _____
- 2 Designation _____
- 3 Confirm if Class I official _____
- 4 Full name of the guest _____
- 5 Name of Guest House where accommodation is Needed (Haryana Bhawan/ Chanakyapuri Guest House, New Delhi, Circuit House Shimla) _____
- 6 Period for which accommodation required _____ (A.N.) to _____ (F.N)
- 7 Phone No. _____

D PERMIT FOR Personl Staff (PS/PA/Special Assistant /Assistant of Honble CM/ Ministers/ Speaker/Deputy Speaker
(When on official tour)

- 1 Name _____
- 2 Designation _____
- 3 Place of posting _____
- 4 Name of Guest House where accommodation is Needed (Haryana Bhawan/ Chanakyapuri Guest House, New Delhi, Circuit House Shimla) _____
- 5 Period for which the accommodation as needed _____ (A.N.) to _____ (F.N)
- 6 Phone No. _____

Note:

1. Not observing the requirement of the rules renders the person liable to be disqualified for reservation/accommodation in future.
2. The requisition for family /guest must be signed by the officer himself. In exceptional cases, the requisition is sent through personal/ staff of the concerned official, the requisition must be signed by a gazetted officer.

Signature _____

Name of the Officer _____

Designation with full _____

Address& stamp _____