

**HARI CHAND**

**ADVOCATE**

ਹਰੀ ਚੰਦ

ਵਕੀਲ

**PUNJAB & HARYANA HIGH COURT**

ਪੰਜਾਬ ਅਤੇ ਹਰਿਆਣਾ ਹਾਈ ਕੋਰਟ

H. NO. 2299,

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ਸੈਕਟਰ 44- ਸੀ

ਚੰਡੀਗੜ੍ਹ 160045

**DATED: 28.5.2019**

TO,

1. Chief Secretary, Government of Punjab, Punjab Civil Secretariat, Chandigarh.
2. Chief Secretary, Government of Haryana, Haryana Civil Secretariat, Chandigarh.

**Subject:- Desirability of mentioning the complete address of the concerned Government offices, in official correspondence.**

**By E-mail/Speed Post.**

Dear Sirs,

I have come across several cases, where I received letters from certain Departments of the State Government, but had to do a lot of hard work, including searching the address on the websites of the Government, as the letter under reference received by me did not mention the address of the office from which the said letter had originated. It hardly needs be stated that a large number of persons like me are suffering inconvenience for the reason that letters which they receive from the Government Department do not contain the address of the office issuing such letters.

It hardly needs be emphasized that the Government of Punjab,, or for that matter, the Government of Haryana, is not functioning from any one Secretariat. Some of the offices of Government of Punjab are in main Civil Secretariat, while the others are in Punjab Civil Secretariat-II in Sector 9, Chandigarh, and some others in Mohali. Similarly, the some of the offices of

the Haryana Government are in Haryana Civil Secretariat at Chandigarh, and some others are at in Panchkula, and some others in New Secretariat in Sector-17-A, Chandigarh. Thus, there is an imperative need that in order to avoid harassment and inconvenience to the general public, you may kindly issue appropriate directions to all the Heads of Departments that they should mention the complete address of their offices in their letters while communicating with the citizens. It would be all the more desirable in case the e-mail address as well as telephone number of said offices is also mentioned in such letters for better and effective communication between the Government and the citizens.

Soliciting appropriate consideration.

Yours sincerely,

(HARI CHAND)  
ADVOCATE