

HARI CHAND

ADVOCATE

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ਵਕੀਲ

PUNJAB & HARYANA HIGH COURT

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ਚੰਡੀਗੜ੍ਹ 160045

DATED: 29.5.2019

To

Hon'ble Chief Secretary,
Government of Punjab,
Punjab Civil Secretariat, Chandigarh.

Subject:- Desirability of mentioning the name of the concerned officer below his signatures in the official communications.

Referece:- Government of Punjab, General Administration Department (General Coordination Branch) letter No. 12/1/2015-G.C.(4)/14050 dated 18.9.2017.

Through E-mail

Dear Sir,

It is a matter of satisfaction that the General Administration Department (General Coordination Branch), Government of Punjab vide letter No. 12/1/2015-G.C.(4)/14050 dated 18.9.2017 had issued instructions to the various departments that the officer signing any official communication shall mention his name, designation and complete particulars of office in every such communication. However, it appears that with the passage of time, the aforesaid instructions have also been overlooked by various Departments of the Government. The glaring instance in itself is a letter dated 26.9.2017, issued by Superintendent, Coordination Branch, in the office of Director Education Department (Secondary Education) Punjab, SAS Nagar to all the District and Block Education Officers as well as Principals/ Headmasters, calling upon them to comply with the aforesaid instructions issued by the Government of India vide letter dated 18.9.2017. Surprisingly, the Superintendent, Coordination Branch, who issued the aforesaid instructions, has himself not mentioned his own name under his signatures. A copy of the aforesaid letter dated 26.9.2017 is enclosed herewith as **Annexure-1**.

It would therefore, be appropriate if you may kindly reiterate the aforesaid instructions to all the Departments/Administrative Secretaries/Special Secretaries etc. for complying with the said instructions dated 18.9.2017 in their true letter and spirit.

Thanking you.

Yours sincerely,

(HARI CHAND)
ADVOCATE