

ਦਫਤਰ ਡਾਇਰੈਕਟਰ ਸਿੱਖਿਆ ਵਿਭਾਗ (ਸੈਸਿ), ਪੰਜਾਬ, ਐਸ.ਏ.ਐਸ. ਨਗਰ
(ਕੋਆਰਡੀਨੇਸ਼ਨ ਸ਼ਾਖਾ)

ਸੇਵਾ ਵਿਖੇ

ਸਮੂਹ ਜਿਲ੍ਹਾ ਸਿੱਖਿਆ ਅਫਸਰ (ਸੈਸਿ)
ਪੰਜਾਬ

ਮੀਮੋ ਨੰ: 15/1-2017 ਕੋ ਸ਼ਾਖਾ (1)/ 127087

ਮਿਤੀ: 26.04.2019

ਵਿਸ਼ਾ: Regarding proposals (Agenda Notes) sending to Screening Committee for the approval of Election Commission of India.

ਹਵਾਲਾ: ਪੰਜਾਬ ਸਰਕਾਰ, ਆਮ ਰਾਜ ਪ੍ਰਬੰਧ ਵਿਭਾਗ (ਆਮ ਤਾਲਮੇਲ ਸ਼ਾਖਾ) ਦਾ ਪੱਤਰ ਨੰ: 03/05 / 2019 / ਜੀ.ਸੀ.(5)/586 ਮਿਤੀ 19.03.2019.

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਹਵਾਲਾ ਅਧੀਨ ਪੱਤਰ ਦੀ ਕਾਪੀ ਆਪ ਨੂੰ ਸੂਚਨਾ ਅਤੇ ਯੋਗ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜੀ ਜਾਂਦੀ ਹੈ।

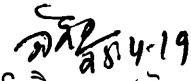
ਨੱਥੀ: ਉਕਤ ਅਨੁਸਾਰ


ਸਹਾਇਕ ਡਾਇਰੈਕਟਰ (ਕੋ.ਸ਼ਾਖਾ)

ਪਿੱਠ.ਅੰ.ਨੰ: ਉਕਤ

ਮਿਤੀ 26.04.2019

ਉਤਾਰਾ ਦਫਤਰ ਡਾਇਰੈਕਟਰ ਸਿੱਖਿਆ ਵਿਭਾਗ (ਸੈਸਿ), ਪੰਜਾਬ ਵਿਖੇ ਸਮੂਹ ਅਧਿਕਾਰੀਆਂ ਨੂੰ ਯੋਗ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ।


ਸਹਾਇਕ ਡਾਇਰੈਕਟਰ (ਕੋ.ਸ਼ਾਖਾ)

No. 03/05/2019-G.C(5)/586

Government of Punjab

Department of General Administration
(General Co-ordination Branch)

ਦਫ਼ਤਰੀ ਨਿਯੰਤਰਣ ਵਿਭਾਗ (ਜੀ.ਐ.ਜੀ.)
ਸੰਖਿਆ: 78.028 ਸਬੀ
ਮਿਤੀ: 28.3.19

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To

1. All Head of the Departments
2. All Divisional Commissioners, Punjab
3. The Registrar, Punjab and Haryana High Court
4. All Deputy Commissioners, Punjab
5. All Chairman/Managing Directors of Boards and Corporations, Punjab

Dated, Chandigarh: 19/3/19

Subject: Regarding proposals (Agenda Notes) sending to Screening Committee for the approval of Election Commission of India.

Kindly refer to the letter dated 14.2.2019 issued by the Chief Electoral Officer, Punjab subject cited above.

2. It is mentioned here that some Agenda Notes were received in the office of the Chief Secretary, Punjab for Screening Committee for the approval of Election Commission of India.

3. It has been observed that Agenda Notes sent by the departments neither present the urgency involved in the matter nor the relevant provisions of the Model Code of Conduct under which the approval of the Screening Committee and after that of the Election Commission of India is required. It has also been observed that some of the departments have sent the Agenda Notes in Punjabi in Gurmukhi Script where as, all the dealings with Election Commission of India are in English language.

4. In view of the above you are requested to revise your Agenda Notes. Attentive format, for the purpose only of illustration, is given below:-


- a) Name of the Department.
- b) Full detail of the Issue.
- c) The justification for the urgency involved, that is, why the proposal cannot wait till the completion of the Poll.
- d) The specific provision of the Model Code of Conduct under which the permission is needed.
- e) A brief statement of the proposal that is required to be sent to the Election Commission of India.

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- f) Whether the proposal is regarding an ongoing scheme or new one. Whether or not the work under the said Scheme was started before the coming into force of the Model Code of Conduct.
- g) The administrative approvals, as well as the funds for the scheme are available with the department, are to be clearly specified in the Agenda Notes.
- h) All the Agenda Notes to be submitted should be duly signed by the concerned Administrative Secretary.


Under Secretary

A copy is forwarded to Special Chief Secretaries/Additional Chief Secretaries/Financial Commissioners/ Principal Secretaries and Administrative Secretaries, Government of Punjab for information and necessary action.


Under Secretary

To

Special Chief Secretaries/Additional Chief Secretaries/
Financial Commissioners/ Principal Secretaries and
Administrative Secretaries, Government of Punjab

Endst No. 03/05/2019-G.C(5)/ 587

Dated, Chandigarh: 19/3/19

C.C

- Secretary/Chief Secretary, Punjab.
- PS/Principal Secretary, General Administration, Government of Punjab.