

OFFICE OF REGISTRAR, CCSHAU HISAR

Enst. No. Admn. R.4/2010/m-302/18283-312 Dated: 3/11/10

Copy of the above is forwarded with the approval of the Vice-Chancellor to all Deans/Directors/Officers of the University and other COs, CCS HAU, Hisar for information and taking necessary action. These instructions may be brought to the notice of all concerned to comply with the directions of the Hon'ble Chief Minister, Hayana on the subject.


(P.L.Gupta)
Asstt. Registrar (GA)
for Registrar

- CC: 1. Secretary to Vice-Chancellor
2. COE/Advisor(RC)/ARF/ARA/Law Officer/P.S. to Registrar/E-1 (internal)
✓ 3. Incharge, Computer Section, COBS&H.





HARYANA GOVERNMENT/ हरियाणा सरकार

SECRETARIAT FOR INFORMATION TECHNOLOGY

सूचना प्रौद्योगिकी सचिवालय

No. KC/Admn/61/1SIT/Vol-II /1767

OFFICE OF THE

REGISTRAR

RECORDS

Dy. Reg. (In-charge)

ARCF/AR(E)/AR(S)

25/10/10
Furat
Registrar 25.10.10

From

Financial Commissioner & Principal Secretary to Govt., Haryana,
Electronics & Information Technology Department.

To

1. All the administrative Secretaries to Govt. Haryana.
2. All the Heads of Departments in Haryana.
3. Registrar, Punjab & Haryana High Court
4. All the Divisional Commissioners in Haryana.
5. Managing Directors/Chief Administrators/Chief Executive Officers of all the Boards, Corporations etc. in Haryana.
6. All the Deputy Commissioners in Haryana.
7. Registrars of all the Universities in Haryana.

Dated Chandigarh, the 13.10.2010

Subject : PPT Presentation before Hon'ble Chief Minister, Haryana- Protocol regarding.

Sir/Madam,

I am directed to address you on the subject cited above and convey the directions of the Hon'ble Chief Minister on the subject. He has desired that whenever PPT Presentation are made before him, the officers would ensure that:

- I) PPT presentation are made only where it is absolutely necessary;
- II) Hard copies of the slides printed in colour will not be circulated in the meeting as these do not serve any purpose when the presentation is being made on the screen and agenda notes have been circulated. At best, black & white printed hand-outs (2 or more slides on a single page) may be used instead;
- III) The officers making PPT presentations are expected to use the tool only as reference points rather than reading material. For this purpose, the Golden Rule of 7x7 (i.e. a maximum of 7 slides and each slide carrying no more than 7 points) should be followed in so far as practicable;

9th Floor, Haryana Civil Secretariat, Sector-1, Chandigarh. 160001

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- IV) Maps should be used wherever relevant;
- V) The issues on which decisions are required must be specifically presented in the concluding slides.
2. These instructions may brought to the notice of all concerned for their information and compliance.

Administrative Officer

for Financial Commissioner & Principal Secretary to Govt., Haryana,
Electronics & Information Technology Department.