

GOVERNMENT OF MEGHALAYA
SECRETARIAT ADMINISTRATION DEPARTMENT ::: ESTABLISHMENT

No. SAE 118/2012/4

Dated Shillong, the 1st November 2012

OFFICE ORDER

In view of No Visitors day on Monday and Wednesday and usage of access control cards in Secretariat Buildings, it is required that all concerned Department/Offices stationed in Rilang Building (Main Secretariat) and Myntdu building (Additional Secretariat) that whenever a meeting is conveyed by an Office to which persons who have not been issued by access control cards like members of public, N.G.O's etc the Office/Department may intimate in advance the Deputy Secretary, S.A.D.(N) and assist the reception to facilitate the entry of such persons.

This has the approval of the Competent Authority.

Sd/- E.Lyngdoh
Deputy Secretary to the Govt. Of Meghalaya,
Secretariat Administration Department (Establishment)


Memo No. SAE 118/2012/4-A

Dated Shillong, the

Copy to :-

1. Receptionists Rilang and Myntdu Buildings.
2. Security in-charge Rilang and Myntdu Buildings.
3. All Departments/Offices.
4. PS/PA to all Ministers/Parliamentary Secretaries/Chairmen/Deputy Chairmen/Co Chairmen etc.
5. P.S. to Chief Minister.
6. P.S. to Deputy Chief Ministers.
7. PS to Chief Secretary for favour of information of the Chief Secretary.
8. PS/PA to Principal Secretaries/Commissioners & Secretaries.
9. PS/PA to Secretaries.
10. Deputy Secretary S.A.D (N).
11. Nazir, S.A.D (N).

By order etc.,


Deputy Secretary to the Govt. Of Meghalaya,
Secretariat Administration Department (Establishment)