

STATE FUNCTIONS/
MOST IMMEDIATE

ALL HEADS
GOVERNMENT OF TELANGANA
GENERAL ADMINISTRATION (POLL.B) DEPARTMENT

16/12/1185 (5)

Letter No.13468/Poll.B/2016 -3

Dated:-23-11-2016

From
The Deputy Secretary to Govt.,(Protocol)
General Administration Department,
Telangana Secretariat, Hyderabad.

To:
All Heads of the State Govt. Departments /Undertakings / Organisations
(in Twin Cities of Hyderabad & Secunderabad)
The Commissioner of Police, Hyderabad / Cyberabad (East)/Cyberabad (West)
The Collector & District Magistrate, Hyderabad.
The C.E.O., Zilla Praja Parishad, Ranga Reddy District.
Commissioner, Greater Hyderabad Municipal Corporation, Hyderabad

Sir,

Sub:- Republic Day Celebrations, 2017 - List of invitees called for - Reg.

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I am directed to request you to arrange furnishing of **latest list of the Officers / Executives** working in your Department/Organization; and in the Subordinate Offices of your Department/Organisation; whose Offices are located in the Twin Cities of Hyderabad and Secunderabad in the peripheral area of the Greater Hyderabad Municipal Corporation, for sending of invitations to them for the ensuing Republic Day Celebrations - 2017, scheduled on 26.01.2017. The particulars may please be arranged to send, in the proforma appended below, **in triplicate** on separate sheets (in such a way so as to use one of the sheets as address slips to paste them on the invitation covers), along with a soft copy so as to reach this Department, in the address given below, **not later than 10th January 2017**. Changes, if any, due to transfers/posting of officers after this date, may please be intimated at the earliest possible. Please avoid usage of abbreviations in the list, to the extent possible, while indicating the designations/office address to ensure prompt receipt of the invitations.

S/g

(B)

7/12/2016

2. I am further directed to request you to intimate the name of the Liaison Officer along with his contact telephone No. from your office to enable him to collect the invitation cards from this office for the above celebrations well in advance i.e., (7)days before the Republic Day celebrations 2017.

General Administration (Political-B) Department
Room No. 208, Second Floor, "C" Block
Telangana Secretariat Buildings, Hyderabad-500 022
(Ph.No. 040-23452344)

Yours faithfully,

Aysha Nusrath

for DEPUTY SECRETARY TO GOVT.(PROTOCOL)

PROFORMA

S.No.	Name & Designation of the Officer with full Office address	Scale of Pay & Present Pay	Telephone Number

