

For official use only

MANUAL OF INSTRUCTIONS

ON

SERVICE MATTERS



PART—I

Issued by

HARYANA GOVERNMENT (GENERAL ADMINISTRATION DEPARTMENT)

HARYANA GOVERNMENT PRESS, CHANDIGARH.

PREFACE

I am glad that General Administration Department has consolidated in this Manual most of the instructions on service matters issued by Government from time to time. It contains Government instructions issued upto 31st December, 1984.

I am confident that this book will be of immense use to all the departments and it would serve as a guide on most service matters. Although all possible care and precautions have been taken while compiling this Manual, yet the General Administration Department (in General Services-III Branch) will be glad to receive any error or omission which is brought to the notice of this department.

Dated Chandigarh,
the 13-8-1985

P. P. CAPRIHAN
Chief Secretary to Government,
Haryana.

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DOC. No. 3225
Date 8/8/86

III

No. 4/10/84-IGS-III

From

The Chief Secretary to Government, Haryana.

To

All Heads of Departments, the Registrar, Punjab and Haryana High Court, Commissioner of Ambala and Hissar Divisions, District and Sessions Judges, Deputy Commissioners and Sub-Divisional Officers (Civil) in the State.

Dated Chandigarh, the

Subject :—Manual of instructions on service matters

Sir,

I am directed to say that although instructions on various service matters are issued by Government from time to time, these were not consolidated. It is likely that certain department do not have all the relevant instructions handy when dealing with service matters. Sometimes, out-dated and superseded instructions are inadvertently followed. The departments are sometimes obliged to make references to the Services Department for advice on matters which they might have been able to settle themselves in case the complete instructions were available with them for scrutiny. This naturally delays the settlement of cases and carries with it the possibility of administrative and legal complications.

2. The present manual containing instructions issued upto 31-12-1984 seeks to meet a long-felt need of Government Departments. Some of these instructions would have been modified by latest decisions of Government and High Court and Supreme Court. In case involving such matters, the later instructions would apply. It is hoped that the enclosed manual of instructions would be of substantial use to all the Departments and would serve as guide to all those dealing with service matters.

Yours faithfully,

C. S. RANA

Joint Secretary General Administration
for Chief Secretary to Government, Haryana.

A copy, along with a copy of the 'Manual of Instructions on Service Matters' is forwarded to all the Financial Commissioners and Administrative Secretaries to Government, Haryana, for information and action.

C. S. RANA

Joint Secretary, General Administration,
for Chief Secretary to Government, Haryana.

To

1. The Financial Commissioners, Haryana.
2. The Administrative Secretaries to Government, Haryana.

U. O. No. 4/10/84-IGS-III/

dated Chandigarh the

1985

A copy, along with a copy of the 'Manual of Instructions on Service Matters' is forwarded to the Principal Secretary/Deputy Principal Secretary/Secretary to Chief Minister and Secretaries/Private Secretaries to Ministers/State Ministers and Parliamentary Secretary, for information and necessary action.

C. S. RANA

Joint Secretary General Administration,
for Chief Secretary to Government, Haryana.

To

The Principal Secretary/Deputy Principal Secretary/Secretary to the Chief Minister and Secretaries/Private Secretaries/to Ministers/State Ministers/Parliamentary Secretary.

U. O. No. 4/10/84-1 GS-III

dated Chandigarh the

1985

NOTE

The following Government Instructions could not be incorporated in this manual of Instructions on service matters because of their non-availability (being untracable):—

Serial No.	Number and date of Govt. Instructions	Subject
1	2	3
1.	18790-3GS (I)-64/5569, dt. 19-2-64	Age of compulsory retirement-Raising of
2.	7048-5GS-69/1676, dt. 26-1-69	Appointments by departments on ad-hoc basis.
3.	4319-GI-58/36255, dt. 30-5-58	Re-imbusement to Govt. servants of the cost of investigation into their conduct.
4.	6757-6GS-60/31334, dt. 27.9.60	Expeditious disposal of cases involving financial liabilities of Government-Delays in taking disciplinary action.
5.	7663-G-49/70531, dt. 10.1.49	Grant of extension in service Re-employment of Govt. servant.
6.	4886-G-52, dt. 21-7-52	Qualification of age for recruitment to services/ posts under the State Government.
7.	3074-ACC-54/806, dt. 20-11-54	Grant of pension of retired government servants and the application of Rule 6.4 of C.S.R. Vol. II in case of Government servants whose reputation for honesty has been bad.
8.	122-ACC-48/38539, dt. 19-7-48	Fixation of quantum of punishment in cases relating to false drawl of T. A.
9.	1048-ACC-51/40, dt 6-8-51	Dismissal of government servants on conviction.
10.	8789-51/1/18129, dt. 6-11-51	—do—
11.	3216-GIII-59/11653, dt. 20-4-59	State Trading of Food Grains—Appintment of staff.
12.	1070-GIII-60/1995, dt. 1-4-60	Training of clerks —Initial recruitment of clerks on apprenticeship basis.
13.	6917-PG/7072, dt. 18-7-50	Instructions relating to interviews with Ministers.
14.	16424-DSGSIII-63, dt. 12-11-63	Approaching Ministers and other higher officers.
15.	2974-GII-58/59622, dt. 26-6-1958	Punjab Government Servants (Conduct) Rules regarding purchase of land material etc. for buildings/making additions to a house.
16.	7190-G-55/44953, dt. 28-7-55	Prohibition of Plural Marriages.
17.	1202-G-46/21150, dt. 22-3-56	Re-imbusement to government servants of the cost of investigation—Delays in taking disciplinary action.
18.	8791-WG-59/83351, dt. 14-10-59	Concession to candidates who took part in national movements.
19.	5980-G-II (C)-57/10/10775, 19-6-57	Finding Ways and Means to deal with un-suitable officers.
20.	1017-WG-II-(C)-57/25901, dt. 20-12-57	Concession to candidates who take part national movements.
21.	9180-GIII-59/22659 dt. 20-11-59	Relationship between the Commissioners/Deput Commissioner/Divisional Officers/Districts regarding writing of Confidential Reports.
22.	12281-PG-50/9395, dt. 30-10-50	Verification of Character and antecedents of persons before their first appointment in government service.

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PART I

Copy of Circular letter No. 6476-PI (C)-57/18892, dated the 27th September, 1957, from the Chief Secretary to Government, Punjab to all Heads of Departments, etc. etc.

Subject :—Grant of overtime allowances to peons who are called to duty after office hours and on holidays.

I am directed to address you on the subject noted above, and to state that the Governor of Punjab is pleased to enhance the rate of overtime allowances from Rs. 0.25 to Rs. 0.37 per day to each of the peons including Jamadars employed at their headquarters when they are detained in office on official duty after one hour of the usual office hours. The allowance will also be admissible to those who may have to be called for official duties to office or at the residence of officers at the Secretariat headquarters on Sundays and holidays. No overtime allowances will be admissible to peons and jamadars when they accompany officers on tour and to those working in the offices of Deputy Commissioners and Commissioners in the Divisions.

2. Care should, however, be taken to see that this concession is not abused and the peons are only detained on duty in really genuine cases in the interest of Government work. As a rule such use of peons should be avoided in particular by the officers who have more than one peon. The duties of peons in their case should be so arranged that one peon works upto 4 P.M. and the other comes on duty from 12 noon and works upto 7 P.M. (6 P.M. in winter) if need be office peons must not be detained on duty except under express orders of their Superintendent or any other Gazetted Officer. The officer who required his peon for such a duty shall certify before payment is authorised the drawing officers should furnish the following certificates in support of all contingent bills relating to claim of overtime allowance granted to peons who are called to duty after office hours :—

(1) "Certified that the peons and Jamadars for whom overtime allowance has been claimed in the bill were actually required for duty after one hour of the usual office hours or on holidays".

(2) "Certified that I have satisfied myself that the requirements of the orders issued in Chief Secretary to Government, Punjab's letter No. 6476-PI (C)/18892, dated the 19th September, 1957, have been complied with in case of peons and jamadars for whom overtime allowance has been claimed in this bill".

(3) The expenditure involved will be debited to the primary unit 'Contingencies' of the office concerned.

(4) This letter will supersede the instructions issued by the State Government on this subject from time to time in the past.

Copy of letter No. 1569-Pol. (3)-64/3714, dated the 22nd/24th February, 1964, from the Chief Secretary to Government, Punjab to all Heads of Departments in the Punjab, etc., etc.

Subject :—Grant of overtime allowances to peons who are called to duty after office hours and on holidays.

I am directed to invite a reference to the instructions contained in Punjab Government letter No. 6476-PI (C)-57/18892, dated the 27th September, 1957, which inter alia lay down that the peons including Jamadars employed in the Secretariat offices and in the offices of Heads of Departments at their Headquarters are entitled to an overtime allowance of 00.37 NP per day when they are detained in offices on official duty after one hour of the usual office hours. The question regarding grant of overtime allowances to these Peons and Jamadars if they are called upon to work more than one hour earlier the usual office hours has been engaging the attention of Government for some time past. It has now been decided by Government that these Peons and Jamadars if they are called upon to work more than one hour earlier than the usual office hours will also be entitled to the overtime allowance at the same rates and conditions as laid down in the letter under reference.

2. This issue with the concurrence of the Finance Department, vide U.O.No. 1148-3FR-63, dated the 23rd January, 1964.

PART II

No. 2067-2 GSI-75/9622,

From

The Chief Secretary to Govt., Haryana.

To

- (i) All Heads of Departments, Commissioners Ambala and Hissar Divisions, all Deputy Commissioners and all Sub-Divisional Officers in Haryana.
- (ii) The Registrar, Punjab and Haryana High Court and all District & Sessions Judges in Haryana.

Dated, Chandigarh, the 10th April, 1975.

Subject :—Bonafide residents of Haryana guidelines regarding.

Sir,

I am directed to address you on the subject noted above to say that the question of defining the term 'bonafide residents of Haryana' for purpose of admissions to educational institutions (including technical/medical institutions), grant of scholarships and other concessions, where they are restricted to bonafide residents of Haryana, has been engaging the attention of the State Government for some time past. The matter has accordingly been considered and the following guidelines are laid down in this behalf :

- (i) To constitute a bonafide resident of Haryana, the parents or guardian (if the parents are not living) of the candidate must be settled or have resided in Haryana for a period of at least 3 years before the date of the applications.
- (ii) All candidates claiming to be bonafide residents of Haryana should be produce a Haryana Domicile Certificate signed by the District Magistrate/General Assistants to Deputy Commissioner or Sub-Divisional Officer (Civil) of the District/Sub-Divisional to which the candidates belong. Certificates from no other authority should be accepted.
- (iii) In the case of admissions to educational institutions Principal/Headmaster of the institution shall have full powers to reject a candidate if he is not satisfied that the candidate belongs to Haryana. His authority in this behalf would be final ;

If a candidate is admitted on the basis of a claim that he belongs to the state of Haryana but at any subsequent time it is discovered that his claim was false, the student shall be removed from the institution and all fees and other dues paid up to the date of such removal shall be confiscated. The Principal/Headmaster may take such other action against the student and his/her parents/guardians as he may deem proper in the circumstances of any particular case.

- (iv) Children of the employees of the Haryana State posted in or outside the Haryana State or working on deputation, children of the employees of the Government of India, posted in Haryana, children of the employees of the statutory bodies/Corporations established by or under an act of the State of Haryana and other corporations such as under the Industrial Development Corporations etc. established under the Indian Companies Act, will be treated as bonafide residents of Haryana provided that the father/mother/guardian have continuous service of three years under the Government of India, the Haryana Government or the Corporation as the case may be. Children of the employees of autonomous bodies such as 'Haryana Nimco' in which the Haryana Government has 26% or more shares will also be treated as bonafide residence of Haryana.
- (v) Children of the pensioners of Haryana Government should be considered for the purpose of admission as bonafide residents of Haryana irrespective of the fact that the original home of the retiree is in the State other than Haryana or he settles after retirement in or outside Haryana.

Yours faithfully,

Sd/—

Virendra Nath

Deputy Secretary, Political & Services,
for Chief Secretary to Government, Haryana.

A copies endorsed to Financial Commissioner, Haryana/All Administrative Secretaries to Govt. Haryana,

No. 4294-2 GSI-75/32585

From

The Chief Secretary to Govt., Haryana.

To

- (1) All Heads of Departments, Commissioners Ambala and Hissar Divisions, All Deputy Commissioners and all Sub-Divisional Officers in Haryana.
- (2) The Registrar, Punjab and Haryana High Court, and all Districts and Sessions Judges in Haryana.

Dated, Chandigarh the 6th October, 1975.

Subject :—Bonafide residents of Haryana-Guidelines regarding.

Sir,

In supersession of the instructions issued vide Haryana Govt. letters No. 2067-2 GSI-75/9622, dated the 10th April, 1975, on the subject noted above I am directed to say that the question of further widening the scope of the definition of the term 'bonafide residents of Haryana' for the purpose of admissions to educational institutions (including technical/medical institutions), grant of scholarships and other concessions, where they are restricted to bonafide residents of Haryana, has been engaging the attention of the State Government.

2. After careful consideration it has been decided that the following categories of persons would be eligible for the grant of domicile certificate :—

- (i) Candidates who have passed the examinations qualifying them for selection in an institution from a school/college in Haryana ;
- (ii) Children/wards (if parents are not living)/dependents—
 - (a) of the employees of Haryana State posted in or outside Haryana State or working on deputation ;
 - (b) of the employees of the Government of India posted in Haryana or Chandigarh in connection with the affairs of Haryana Govt.
 - (c) of the employees of the statutory bodies/Corporations established by or under an act of the State of Haryana or a Central Act and who are posted in Chandigarh or elsewhere in Haryana ;
 - (d) of the employees of autonomous bodies in which Haryana Government has 26 % or more shares.
- (iii) Children/wards (if parents are not living)/dependants of persons who after retirement have permanently settled in Haryana and draw their pensions from the treasuries situated in the State of Haryana ;
- (iv) Children/wards (if parents are not living)/dependants of the pensioners of Haryana Govt. irrespective of the fact that the original home of the retiree is in a State other than Haryana or he has settled after retirement in or outside Haryana ;
- (v) Children/wards (if parents are not living) dependants of persons who have settled in Haryana or had resided in Haryana at any time prior to the date of the submission of the application either in pursuit of a profession or holding of a job to which effect an affidavit in the former case and the certificate of the employer in the latter case, is produced ;
- (vi) Children/wards (if parents are not living)/dependants of persons who hold immovable property in Haryana but for service in the Govt. of India or in any State Govt. or business are residing outside the State of Haryana ;
- (vii) the wives of such persons who are bonafide residents of Haryana irrespective of the fact that they had belonged to any other State before marriage ;

(viii) persons who were born in Haryana and produce a certificate to that effect ;

Provided that the parents/guardians (if parents are not living) of persons belonging to any one of the above mentioned eight categories, are ;—

(a) citizens of India ;

(b) produce an affidavit to the effect that they or their children/wards (if parents are not living)/dependants have not obtained the benefit of domicile in any other state.

All candidates claiming to be bonafide residents of Haryana should produce a Haryana Domicile Certificate signed by the District Magistrate/General Assistant to Deputy Commissioner or Sub-Divisional Officer (Civil) of the District /Sub-Division to which the candidates belong. Certificates from no other authority shall be accepted.

4. In the case of admissions to educational institutions, Principal/Headmaster of the institution shall have full powers to reject a candidate if he is not satisfied that the candidate belongs to Haryana. His authority in this behalf shall be final.

5. If a candidate is admitted on the basis of a claim that he belongs to the State of Haryana but at any subsequent time it is discovered that his claim was false, the student shall be removed from the institution and all fees and other dues paid up to the date of such removal shall be confiscated. The Principal/Headmaster may take such other action against the student and his/her parents/guardians as he may deem proper in the circumstances of any particular case.

6. These instructions may kindly be noted carefully and their receipt may be acknowledged.

Yours faithfully,

Sd./---

(P. ISSAR).

Deputy Secretary General Administration,
for Chief Secretary to Government, Haryana.

A copies endorsed to the Financial Commissioner, Haryana, All Administrative Secretaries to Government, Haryana.

No. 2823-2GSI-76/16227

From

The Chief Secretary to Government, Haryana.

To

- (1) All Heads of Departments, Commissioners
Ambala and Hissar Divisions, All Deputy
Commissioners and Sub-Divisional Officers
in Haryana.
- (2) The Registrar, Punjab and Haryana High Court
and all Districts and Sessions Judges in
Haryana,

Dated, Chandigarh, the 18th June, 1976.

Subject :—Bonafide residents of Haryana-Guidelines regarding.

Sir,

I am directed to invite a reference to Haryana Government letter No. 4294-2GSI-75/32585, dated the 6th October, 1975, on the subject noted above, and to say specific that para 3 of the letter referred to above should be substituted as follows :—

“All candidates claiming to be bonafide residents of Haryana should produce a Haryana Domicile Certificate signed by the District Magistrate/General Assistant to Deputy Commissioner or Sub-Divisional Officer (Civil) of the District/Sub-Division to which the candidate belong. Domicile -certificates in respect of the children/wards of Government employees who are posted at Chandigarh, Delhi or elsewhere, or in respect of the children/wards of the employees of the Government of India posted at Chandigarh in connection with the affairs of Haryana Government, or in respect of the children /wards of the employees of the Statutory bodies /Corporations of Haryana established by or under an Act of the State of Haryana or a Central Act and located at Chandigarh, should be issued by their respective Heads of Departments.”

Yours faithfully,

Sd./—

(P. ISSAR).

Deputy Secretary General Administration,
for Chief Secretary to Government, Haryana.

A copies endorsed to the Financial Commissioner, Haryana, All Administrative Secretaries to Government, Haryana.

No. 4663-6GSI-77/19856]

From

The Chief Secretary to Government,
Haryana.]

To]

- (1) All Heads of Departments, Commissioners Ambala and Hissar Divisions, All Deputy Commissioners and all Sub-Divisional Officers in Haryana.
- (2) The Registrar, Punjab and Haryana High Court, and all Districts and Sessions Judges in Haryana.

Dated Chandigarh, the 26th July, 1977.

Subject :—Bonafide residents of Haryana-Guidelines regarding.

Sir,

In supresesion of the instructions issued vide Haryana Government letters No. 4294-2GSI-75/32585, dated the 6th October, 1975 and No. 2823-2GSI-76/16227, dated the 18th June, 1976, on the subject noted above I am directed to say that the Question of further widening the scope of the definition of the term 'bonafide residents of Haryana' for the purpose of admissions to educational institutions (including technical/ medical institutions), grant of scholarships and other concessions, where they are restricted to bonafide residents of Haryana, has been examined.

2. After careful consideration it has been decided that the following categories of persons would be eligible for the grant of domicile certificate .—

- (i) Candidates who have passed the examinations, qualifying them for selection in an institution, from a school/college in Haryana;
- (ii) Children/wards (if parents are not living)/dependants—
 - (a) of the employees of Haryana State posted in or outside Haryana State or working on deputation;
 - (b) of the employees of the Government of India posted in Chandigarh or in Haryana in connection with the affairs of the Haryana Government;
 - (c) of the employees of the statutory bodies/Corporations established by or under an act of the State of Haryana or a Central Act, who are posted in Chandigarh or in Haryana.
 - (d) of the employees of autonomous bodies in which Haryana Government has 26% or more shares.
- (iii) Children/wards (if parents are not living)/dependants of persons who after retirement have permanently settled in Haryana and draw their pensions from the treasuries situated in the State of Haryana.
- (iv) Children/wards (if parents are not living)/dependants of the pensioners of Haryana Government, irrespective of the fact that the original home of the retiree is in a State other than Haryana or he has settled after retirement in or outside Haryana;
- (v) Children/wards (if parents are not living) /dependants of persons who have settled in Haryana or had resided in Haryana at any time prior to the date of the submission of application either in pursuit of a profession or holding of a job, to which effect an affidavit in the former case and the certificate of the employer in the latter case, is produced;
- (vi) Children/wards (if patents are not living)/dependants of persons who hold immovable property in Haryana but for service in the Government of India or in any State Government or business are residing outside the State of Haryana;

- (vii) the wives of such persons who are bonafide residents of Haryana irrespective of the fact that they had belonged to any other State before marriage;
- (viii) persons who were born in Haryana and produce a certificate to that effect;

Provided that the parents/guardians (if parents are not living) of persons belonging to any one of the above mentioned eight categories, are—

- (a) citizens of India;
- (b) produce an affidavit to the effect that they or their children /wards (if parents are not living)/ dependants have not obtained the benefit of domicile in any other State.

3. All candidates claiming to be bonafide residents of Haryana should produce a Haryana Domicile Certificate signed by the District Magistrate/General Assistant to Deputy Commissioner or Sub-Divisional Officer (Civil) of the District /Sub-Division to which the candidates belong. Domicile certificates in respect of the children/wards/dependants of Haryana Government employees who are posted at Chandigarh, Delhi or elsewhere, or in respect of the Children/wards/dependants of the employees of the Government of India posted at Chandigarh or in Haryana in connection with the affairs of Haryana Government, or in respect of the children/wards/dependants of the employees of the Statutory bodies/Corporations of Haryana established by or under an act of the State of Haryana or a Central Act and located at Chandigarh or in Haryana, should be issued by their respective Heads of Departments.

4. In the case of admissions to educational institutions, Principal/Headmaster of the institution shall have full powers to reject a candidate if he is not satisfied that the candidate belongs to Haryana. His authority in this behalf shall be final.

5. If a candidate is admitted on the basis of a claim that he belongs to the State of Haryana but at any subsequent time it is discovered that his claim was false, the student shall be removed from the institution and all fees and other dues paid up to the date of such removal shall be confiscated. The Principal/Headmaster may take such other action against the student and his/her parents/guardians as he may deem proper in the circumstances of any particular case.

6. These instructions may kindly be noted carefully.

Yours faithfully,

Sd./—

Deputy Secretary General Administration,
for Chief Secretary to Government, Haryana.

A copies endorsed to the Financial Commissioner, Haryana, and, All Administrative Secretaries to Government, Haryana.

No. 8659-6GSI-77/41865

From

The Chief Secretary to Government, Haryana.

To

- (1) All Heads of Departments, Commissioners Ambala and Hissar Divisions, All Deputy Commissioners and all Sub-Divisional Officers in Haryana.
- (2) The Registrar, Punjab and Haryana High Court and all District and Sessions Judges in Haryana.

Dated Chandigarh, the 6th January, 1978.

Subject :—**Bonafide residents of Haryana-Guidelines regarding.**

Sir,

I am directed to invite a reference to the instructions contained in Haryana Government circular letter No. 4663-6GSI-77/19856, dated the 26th July, 1977 on the subject noted above and to say that in para 3 of these instructions it has interalia been provided that domicile certificates in respect of the children/wards/dependants of the employees of the Statutory Bodies/Corporations of Haryana established by or under an Act of the State of Haryana or a Central Act and located at Chandigarh or in Haryana, should be issued by their respective Heads of Departments. There are no Heads of Departments in respect of the Statutory Bodies/Corporations as these are not the Government Departments. It is, therefore, clarified that for the purpose of issuing domicile certificates in respect of the children/wards/dependants of the employees of the Statutory Bodies/Corporations, the executive/administrative head of the Statutory Body/Corporation concerned i.e. the Managing Director, General Manager, Manager or Secretary etc. will be competent to issue such certificates.

2. These instructions may please be brought to the notice of all concerned for guidance.

Yours faithfully,

Sd./---

Deputy Secretary General Administration,
for Chief Secretary to Government, Haryana.

A copies endorsed to the Financial Commissioner, Revenue, Haryana, and all Administrative Secretaries to Government, Haryana.

No. 62/46/83-6GSI

From

The Chief Secretary to Government, Haryana.

To

- (1) All Heads of Departments, Commissioners Ambala and Hissar Divisions, All Deputy Commissioners and all Sub-Divisional Officers(C), in Haryana.
- (2) The Registrar, Punjab, and Haryana High Court, and all Districts and Session Judges, in Haryana.

Dated Chandigath, the 6th September, 1983.

Subject :—**Bonafide residents of Haryana-Guidelines regarding.**

Sir,

I am directed to refer to the instructions issued vide Haryana Government circular letter No. 4663-6GSI-77/19856, dated the 26th July, 1977, on the subject noted above, and to say that it has been decided to make the following amendments therein :—

- (1) Para 2 (ii) (c) thereof should be read as under :—

“(c) of the employees of statutory bodies/Corporations established by or under an Act of the State of Haryana or a Central Act, who are posted in Chandigarh or in Haryana or outside Haryana.”

- (2) For the expression “Chandigarh or in Haryana, should be issued by their respective Heads of Departments” occurring at the end of para 3 thereof the expression “Chandigarh, in Haryana or outside Haryana, should be issued by their respective Heads of Departments”, shall be substituted.

2. The receipt of this letter may please be acknowledged.

Yours faithfully,
Sd./—
Under Secretary, General Administration,
Chief Secretary to Government, Haryana..

A copy is forwarded for information and necessary action.

Signed]

All Financial Commissioners, Haryana and All Administrative Secretaries to Government, Haryana.

Sd./—
Under Secretary, General Administration,
for Chief Secretary to Government, Haryana.

PART III

Copy of Punjab Government Circular letter No. 728-8GS-62/1501, dated 15th January, 1962 from the Chief Secretary to Government, Punjab to all Heads of Departments, etc., etc.

Subject :—Allegations against individual Government servants in the Press—Action to be taken in the case of Government servants involved in legal proceedings—provision for legal and financial assistance.

I am directed to say that Government have for some time past been considering the question of adopting a suitable procedure in regard to the action to be taken in the case of allegations against individual Government Servants in the Press and to provide legal and financial assistance to the Government servant involved in legal proceedings and have decided as follows :—

2. When allegations are made in the Press or by individuals against a Government servant in respect of his conduct in the discharge of his public function a preliminary confidential enquiry by a senior officer may be ordered by Government, depending on the nature of the case.

3. If such an enquiry leads to the conclusion that the allegations are based on ignorance, insufficient information or even malice it should be further considered whether, having regard to the nature and circumstances of the case, any action in a Court of Law is necessary to indicate the conduct of the Government servant concerned, for in some cases, mere publication of the result of enquiry may not always carry conviction with the public. If it is decided to have resort to a Court of Law, it should also be considered whether Government should themselves initiate proceeding in a Court of Law against the party which made the allegations or whether the Government servant should be required to initiate such proceedings if on the other hand, it is considered as a result of the enquiry that there are reasonable grounds to doubt the propriety and correctness of the conduct of the Government servant, or if the enquiry is not conclusive Government may entrust the case to the Vigilance Department for investigation or order a full departmental enquiry under the Punjab Civil Services Rules, or require the officer to vindicate his conduct by resorting to a Court of Law.

4. In case where Government decide to initiate Criminal Proceedings themselves the provisions of Section 198-B of the Criminal Procedure Code should be made use of. According to these provisions the complaint can be filed within six months of the date of the alleged offence, by the public Prosecutor directly in a Court of Sessions with previous sanction of the Government and the case will thereafter be pursued by Government. Where the Government decide to institute civil proceedings the usual procedure for institution of civil proceedings by Government may be followed.

5. In cases where the Government servant is required to vindicate his conduct in a court of law, Government will give financial assistance as laid down in this letter.

6. When a Government servant desires to institute proceedings suo motu to vindicate his conduct in the course of the discharge of his official duties, he will have to obtain the previous sanction of the Government as required in rule 23 of the Government servants Conduct Rules, 1955.

If Government decide to grant such sanction no question of reimbursement of any expenses to the Government servant will arise, but advances may be granted as laid down in the following paragraphs.

7. The appropriate authority for taking decisions in each case will be the administrative Department concerned who will consult the Finance Department and the Legal Remembrancer to Government, Punjab where necessary.

8.(a) Proceedings initiated by Government in respect of matters connected with the official duties or position of the Government servant.

Government will not give any assistance to a Government Servant for his defence in any proceedings, civil or criminal instituted against him by the State in respect of matter arising out of the or connected with his official duties or his official position. Should, however, the proceedings, conclude in favour of the Government servant, Government will entertain his claim for reimbursement of costs incurred by him for his defence, and if Government are satisfied from the facts and circumstances of the case that the Government servant was subjected to the strain of the proceedings without proper justification, they will consider whether the whole or any reasonable proportion of the expenses incurred by the Government servant for his defence would be reimbursed.

(b) Proceeding in respect of matters connected with official duties or position of the Government servant.

Government will not give any assistance to a Government Servant or reimburse the expenditure incurred by him in the conduct of proceedings in respect of matters not arising out of or connected with his official duties or his official position irrespective of whether the proceedings were instituted by a private party against the Government servant or vice versa.

(c) Proceedings instituted by private party against a Government servant in respect of matters connected with his official duties or position.

(i) If the Government on consideration of the facts and circumstances of the case consider that it will be in the public interest that Government should themselves undertake the defence of the Government servant in such proceedings and if the Government Servant agrees to such a course, the Government servant should be required to make statement in writing as in Annexure 'A' and thereafter Government should make arrangements for the conduct of the proceedings, as if the proceedings had been instituted against Government.

(ii) If the Government Servant proposes to conduct his defence in such proceedings himself, the question of reimbursement of reasonable costs incurred by him for his defence may be considered in case of the proceedings conclude in his favour in determining the amount or costs to be so reimbursed. Government will consider how far the court has vindicated the acts of the Government servant. The conclusion of the proceedings in favour of the Government servant will not by itself justify reimbursement.

To enable the Government servant to meet the expenses of his defence Government may sanction at their discretion an interest-free advance not exceeding Rs. 500 or the Government servant's substantive pay for three months whichever is greater after obtaining from the Government servant a bond in the form reproduced as Annexure B. The amount advanced would be subject to adjustment against the amount, if any, to be reimbursed as above.

(d) Proceedings instituted by a Government servant on his being required by Government to vindicate his official conduct.

A Government servant may be required to vindicate his conduct in a court of law in certain circumstances. The question whether costs incurred by the Government servant in such cases should be reimbursed by the Government, and if so, to what extent should be left over for consideration in the light of the result of the proceedings. Government may, however, sanction an interest-free advance, a suitable instalments of an amount to be determined by them in each case on the execution of a bond by the Government servant in the form reproduced in Annexure 'B'.

In determining the amount of costs to be reimbursed on the conclusion of the proceedings, the Government will consider to what extent the court vindicated the acts of Government servant in the proceedings. Conclusion of the proceedings in favour of the Government servant will not itself justify reimbursement but will be a strong consideration in favour of doing so.

(e) Proceedings instituted by a Government servant suo motu with previous sanction of Government to vindicate his conduct arising out of or connected with his official duties or position.

If a Government servant resorts to a Court of Law with the previous sanction of Government to vindicate his conduct arising out of or connected with his official duties or position though not required to do so by Government, he will not ordinarily be entitled to pay any assistance but Government may in deserving cases, sanction advances in the manner indicated in sub-para C(ii) above, but no part of the expenses incurred by the Government servant will be reimbursed to him, even if he succeeds in the proceedings.

Clause (d) of article 320 (3) of the Constitution required consultation with the Public Service Commission on any claim by a Government servant for the reimbursement of the costs incurred by him in defending legal proceedings instituted against him in respect of facts done or purporting to be done in the execution of his duty. In order cases consultation with the Public Service Commission is not obligatory, but it will be open to Government to seek the Commission's advice, if considered necessary. The question whether a case falls under article 320 (3) (d) OF THE Constitution so as to require consultation with the Commission may at times be difficult to determine. It may be stated generally that the consultation is obligatory in a case where a reasonable connection exist between the act of the Government servant and the discharge of his official duties, the act must bear such relation to the official duties that the Government servant could lay a reasonable but not a pretended or a fanciful claim that he did it in the course of the performance of his duties.

9. The recovery of advance will be made in not less than twelve and not more than twenty-four equal instalments, the exact number being determined by the sanctioning authority.

The advance will be debitable to the head "P--Loans and Advances by State Government Loans to Government Servants--M--Other Advances--Advances for legal proceedings" for expenditure connected with the interest-free advances to Government servants involved in legal proceedings.

10. These instructions are being issued with the concurrence of the Finance Department,—vide their U.O. No. 5447-FGI-(DS)-61, dated the 21st December, 1961. I am to request that these instructions may be brought to the notice of all Government servants under your control.

11. The receipt of this letter may please be acknowledged.

ANNEXURE 'A'

(Here enter description of the proceedings)

The Government of Punjab having been pleased to undertake my defence in the above proceedings. I hereby agree to render such assistance to Government as may be required for my defence and further agree that I shall not hold Government in any way responsible if the proceedings end in the decision adverse to me.

Dated :

Signature of the Government Servant:

ANNEXURE 'B'

By this Bond, I _____ (here give the name and other particulars of the Government servant including post held by him) acknowledge myself bound to the Government of Punjab in the sum of Rs. _____ (here enter a sum representing double the amount advanced) to the said Government.

Now the above written Bond is conditioned to be void in case the above bounder (Government servant), his personal representatives or any person acting for and on behalf of the above bounder (Government servant) shall, on demand, pay to the said Government or its representatives or assigns or their attorney authorised to receive the same, the said sum of Rs. _____ but in the event of the above bounder (Government servant) or his personal representatives or any person acting for and on his behalf failing to pay the said sum on demand, the above written Bond shall remain in full force and effect.

Dated this _____ day of _____ 19 .

Signature of the Govt. Servant.

Witnesses :—

(Published in the Punjab Government Gazette, Legislative Supplement Ordinary, dated the 26th January, 1962)

Copy of Punjab Government Circular letter No. 4068-DSGS-64/12488, dated the 10th April, 1964 from the Chief Secretary to Government, Punjab to all Heads of Departments, etc., etc.

Subject :—Allegations against individual Government employee in the Press—Action to be taken in the case of Government employees involved in legal proceedings—Provision for legal and Financial assistance.

I am directed to invite reference to Punjab Government letter No. 728/8GS/62/1501, dated the 15th January, 1962, on the subject cited above and to say that it has been further decided by the Government that where in a civil suit a Government employee sought to be made liable for damages for acts or negligence in discharge of his official duties of a civil nature and the Government is impleaded on the ground of vicarious liability, the Government should arrange for the defence of the Government employee also, provided the defence, of the Government and the Government employees are substantially the same and there is no conflict of interest. Each case should be examined in consultation with the Law Department before undertaking common defence. If it is decided to arrange for the defence of the Government employee, the Government employee should be required to make a statement in writing as in Annexure 'A' to Punjab Government letter, dated 15th January, 1962, referred to above.

2. These instructions come into force from the date of issue.
3. The receipt of this letter may please be acknowledged.

Copy of letter No. 4174-P-54/17154, dated the 28th July, 1954 from the Chief Secretary to Government, Punjab, to all Heads of Departments etc.

Subject :—Instructions relating to interviews with Ministers.

I am directed to refer to the instructions contained in Punjab Government letter No. 6917-PG/7072, dated the 18th July, 1950, in which it was directed that subordinate officers, should refrain from approaching Ministers directly, or indirectly through M.L.As. or others in connection with personal grievances, and to say that Government have now reconsidered the whole question of the accessibility of Ministers to Officers, and have decided that if a subordinate officer wishes to bring a grievance or any other matter to the notice of the Minister-in-charge, he may seek an interview with him by a written request, to be addressed through proper channel. Such an application must disclose the object of the interview and the superior officer, while forwarding the application, may express his own view in the matter. Permission for interviews should normally be granted freely, but if in any case it is proposed to refuse a request for an interview, the Minister should invariably be informed, and the refusing authority should state the reasons for which the interview is being refused. It is hoped that this procedure will deter subordinate officers from resorting to the irregular practice of approaching Ministers directly, without the knowledge of their superior officers, or indirectly through M.L.As. and others. It is proposed that, in future, if any case comes to the notice of Government in which officers have acted contrary to these instructions suitable action will be taken against him. This may kindly be brought to the notice of all members of your staff.

Copy of letter No. 2319-P (C)-56/9324, dated the 2nd March, 1956 from the Chief Secretary to Government, Punjab, to all Heads of Departments, etc., etc.

Subject :—Government Servants directly approaching Ministers for the redress of their personal grievances etc.

I am directed to invite a reference to Punjab Government letter No. 4174-P-54/17154, dated the 28th July, 1954 in which Government servants were forbidden to approach Ministers for the redress of their personal grievances, except by getting a permission from superior officers. An instance has now come to the notice of Government where a Government servant has approached a Minister in connection with personal affairs, without obtaining the prior approval of his head of Department. Such a practice is not only contrary to the instructions issued by Government from time to time but subverts discipline and should, therefore, be completely stopped. I am to request that all Government servants serving under you should be made to note these instructions carefully and told in express terms that any breach thereof will render them liable to disciplinary action.

Copy of letter No. 2297-P-56/18382, dated the 4th May, 1956, from the Chief Secretary to Government, Punjab, to All Heads of Departments in the Punjab.

Subject :—Channel of Correspondence.

I am directed to refer to paragraph 37 of the Punjab Government Consolidated Circular No. 5 which inter-alia lays down that subordinate officers should always address higher authorities/Government through their superiors and any body infringing this rule and writing either to higher authorities or attempting in other ways to bring his wishes to the notice of Government will be liable to disciplinary action. Instances have come to the notice of Government where these instructions have not been observed by Government servants and where higher authorities have been approached over the head of their immediate superiors. This tendency shows indiscipline on the part of Government servants and is required to be firmly curbed. I am accordingly to request you to warn all Government servants working under you not to write or approach, otherwise, the higher authorities or Government through the proper channel viz., the Head of Office, Head of Department, etc., as the case may be, and that any Government servant infringing this rule will render himself liable to disciplinary action.

Copy of Punjab Government letter No. 3672-GH-59/248, dated the 11th May, 1959 from the Chief Secretary to Government Punjab, to all Heads of Departments etc.

Subject :—Approach to Members of the State Legislature.

I am directed to say that inspite of repeated instructions issued on the subject, from time to time, Government have noticed with regret an increasing tendency on the part of Government servants to approach members of the State Legislature for the redress of their grievances connected with their conditions of service etc. In this connection I am also to invite your attention to rule 20 of the Government Servants Conduct Rules, 1955, which inter-alia lays down that no Government servant shall approach any member of the State Legislature or of Parliament with a view to get his grievances removed or to furthering any object. It has come to the notice of Government that neither the executive instructions issued on the subject nor the statutory provisions of rule 20 *ibid* are being adhered to by the Government servants. Such a practice is not only contrary to the rules but subverts discipline and should, therefore, be completely stopped. I am to request that all Government servants serving under you should be made to note these instructions carefully and told in express terms that any breach thereof will render them liable to disciplinary action.

Copy of letter No. 16110-8GS-62/39005, dated 6th November, 1962 from the Chief Secretary to Government, Punjab to all Heads of Departments, etc., etc.

Subject :—Approaching Ministers and other higher officers.

I am directed to say that the Government has observed that the tendency on the part of officials to approach higher officers and ministers by ways other than those indicated through 'proper channel' is on the increase. This practice is contrary to the instructions issued by the Government from time to time and subverts discipline. In this context, attention is invited to the instructions contained in Punjab Government letter No. 4174 P-54/17154, dated the 28th July, 1954 which may be brought to the notice of all Government servants under your control for strict compliance. They may be told in express terms that you will take strict disciplinary action against them for any infringement of these instructions.

2. The receipt of this communication may kindly be acknowledged.
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Copy of Circular letter No. 5394-DSGS(I)-65, dated the 6th July, 1965, from the Chief Secretary to Government Punjab to all Heads of Departments, etc., etc.

Subject :—Approaching Ministers and other higher officers.

I am directed to invite your attention to the instructions contained in the Punjab Government circular letters noted in the margin, requiring officers and official of the Government to refrain from approaching directly Minister and other higher officers in connection with personal grievances. In this context, it has been brought to the notice of the Government that some Departmental Heads have been too harsh to, and had tried to even victimise officers/officials who have approached Ministers with their grievances whereas no such adverse notice was taken in cases where Government officers/officials might have seen higher officers/officials over the Head of their immediate Departmental superiors. It was, therefore, suggested that these instructions regarding approaching Ministers should be withdrawn.

1. No. 16110-8GS-62/39005, dated 6-11-62.
2. No. 16424-DSGSII-63, dated 12-11-63.

Government have carefully considered the matter and have decided finally that the existing instructions may remain as they are, but it should be brought to the notice of all concerned that the orders of the Ministers in such cases should be carried out appropriately and no action should be taken against any officials for approaching a Minister, without the permission of the Minister concerned.

2. The receipt of this letter may kindly be acknowledged.
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Copy of letter No. 5824-3GSI-66, dated the 20th October, 1966 from the Chief Secretary of Government, Punjab to all Heads of Departments etc., etc.

Subject :—Approaching ministers and other officers.

I am directed to invite your attention to Rule 20 of the Punjab Government Employees (Conduct) Rules, 1966 which forbids Government employees from approaching members of the Punjab State Legislature or of the Parliament with a view to having their personal grievances, connected with their conditions of service, redressed through them. As this tendency on the part of subordinate officers to approach members of the Legislature as also the Ministers was on the increase the provisions of the rules were specifically brought to the notice of the Government employees enjoining at the same time that cases of breach of these instructions would be suitably dealt with. Again in May, 1956 attention of the Government employees was drawn to paragraph 37 of the Punjab Government Consolidated Circular No. 5 which inter alia lays down that subordinate officers should always address higher authorities/Government through their superiors and that anybody violating the provision would be liable to disciplinary action. These instructions were reiterated in November, 1962.

2. These instructions also did not have the desired effect and the Government employees continued to approach the Ministers and higher officers through the members of the legislature and other non-officials for the redress of their grievances. This necessitated the reiteration of this Government instructions once again in November, 1963. The Government employees were told that strict disciplinary action would be taken against those guilty of default in this regard.

3. In March, 1965, it was brought to the notice of Government that some Departmental Heads had been too harsh to and had even tried to victimize officers/officials who had approached ministers for the redress of their grievances whereas no such adverse notice was taken in cases where Government officers/officials might have seen higher officers over the head of their immediate departmental superiors. As a result of this it was decided that the orders of ministers in such cases should be appropriately carried out and no action should be taken against any official for approaching a minister without the permission of the minister concerned.

4. The matter has been examined further with reference to the relevant provisions in the various conduct rules which generally prohibit Government employees from bringing in any political or other outside influence to bear upon any superior authority to further his interest in respect of matters pertaining to his service. In a democratic set-up, where the impartiality of the services and the detachment from any kind of political influence has to be consciously fostered, the need for this rule and for its strict enforcement cannot be over emphasised. Regular procedures have been prescribed in the various service rules for the redress of grievances, and Government employees are expected not to utilize methods, other than those available in the service rules for this purpose. It has, therefore, been decided that no outside influence of any kind must be brought in by the Government employees for the redress of their official grievances. The instructions contained in Punjab Government letter No. 5394-DSGS(1)-65, dated the 6th July, 1965, may therefore, be deemed to have been modified to this extent and it may be brought to the notice of all concerned that any violation of the Punjab Government Employees Conduct Rules will be strictly dealt with.

5. As already pointed out in Punjab Government letter No. 4174-P-54/17154, dated the 28th, July, 1954 also Government employees seeking intervention of the Ministers should be allowed to see them through the Administrative Secretary of the concerned department. The Administrative Secretaries should freely grant this permission but where they have reasons to refuse permission they should record their reasons and send these to their respective Ministers.

Copy of letter No. 3598-5GS-68/18551 dated 22-7-68 from the Chief Secretary to Government, Haryana to all Heads of Departments, etc., etc.

Subject ;—Approaching Ministers/M.L.As.

I am directed to invite reference to Rule 20 of the Punjab Government Employees (Conduct) Rules, 1966, which lays down that "no Government employee shall bring or attempt to bring any political or other influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under Government." Reference is also invited to the detailed instructions which were issued in this behalf vide composite Punjab Government letter No. 5824-3GSI-66, dated the 20th October, 1966.

2. In spite of these instructions, instances have come to notice in which Government employees have approached Ministers, M.L.As. and other influential non-officials in the matter of their postings, transfers and other service matters. Such action on the part of Government employees is subversive of discipline and involves clear violation of the rules which cannot be permitted by Government. I am therefore to request that the provisions of the Punjab Government Employees' (Conduct) Rules, 1966 and the relevant Government instructions should be brought specifically to the notice of all Government employees working under you and they should be warned that any violation of the rules and the instructions will be viewed seriously and that the defaulting employees will render themselves liable to disciplinary action.

Yours faithfully,

Sd./—
Deputy Secretary Political & Services,
for Chief Secretary to Government, Haryana.

A copy is forwarded to :—

The Financial Commissioner, Revenue, and all Administrative Secretaries to Government, Haryana, for information and necessary action.

मुख्य सचिव, हरियाणा द्वारा विभागाध्यक्षों आदि को सम्बोधित परिपत्र क्रमांक 4472-5 जी 0 एस 0-1-71 24500 दिनांक 20-8-71 की प्रति ।

विषय :—मन्त्री/विधान सभा सदस्यों की सिफारिश के लिये पहुंचना ।

मुझे निदेश हुआ है कि उपरोक्त विषय पर आपका ध्यान हरियाणा सरकार के पत्र क्रमांक 3598-5 जी 0 एस 0-68/18351, दिनांक 22-7-68 की ओर दिलाऊं (जिस में यह लिखा गया था कि सरकारी कर्मचारियों की मन्त्रियों, विधान सभा सदस्यों तथा पब्लिक के दूसरे प्रभावी सदस्यों से नियुक्ति, बदली और दूसरे सेवा सम्बन्धित मुआमलों में सिफारिश नहीं करानी चाहिए और जो कर्मचारी ऐसा करेंगे वह अनुशासनिक कार्यवाही के भागी होंगे), और कहूं कि इस प्रकार के दृष्टान्त नोटिस में आये हैं, जिन में सरकारी कर्मचारियों ने इन हिदायतों की उल्लंघना की है परन्तु सम्बन्धित विभागों ने उनके विरुद्ध कोई अनुशासनिक कार्यवाही नहीं की ।

2. इस मुआमले पर पंजाब सरकारी कर्मचारी (आचरण) नियमावली 1966 की सम्बन्धित व्यवस्था के संदर्भ जांच की गई है और ऐसा देखा गया है कि सरकारी कर्मचारी द्वारा इस प्रकार की चूक अनुशासन के विरुद्ध है । इससे उपर्युक्त नियमावली के उप नियम 20 की उल्लंघना होती है । इस लिए यह निर्णय लिया गया है, कि ऐसे केसों में चूक कर्ता कर्मचारी के विरुद्ध पंजाब सिविल सेवाएं (दण्ड तथा अपील) नियमावली 1952 के तहत अनुशासनिक कार्यवाही हमेशा की जाये और उपयुक्त दण्ड दिया जाये । इस के इलावा अगर किसी विशेष हालात के कारण इस प्रकार का 'दण्ड' न दिया जाये और सम्बन्धित कर्मचारी को केवल चेतावनी या सरकार की नराजगी लिखित रूप में जारी की जाये, तो ऐसी communication की एक प्रति उसकी व्यक्तिगत फाईल (personal file) में भी जरूर लगाई जावे ।

3. यह निवेदन किया जाता है कि इन हिदायतों पर दृढ़ता पूर्वक अमल किया जावे और अपने अधीन कार्य करने वाले सभी सरकारी कर्मचारियों की विशेष तौर पर नोटिस में लाई जायें । कृपया इस की पावती भी भेजें ।

भवदीय

उप सचिव, राजनैतिक एवं सेवाएं,
कृते मुख्य सचिव, हरियाणा सरकार ।

एक एक प्रति निम्नलिखित को सूचना तथा आवश्यक कार्य बाही के लिए भेजी जाती है :-

- 1) वित्तायुवन राजस्व, हरियाणा ।
- 2) सभी प्रशासकीय सचिव, हरियाणा ।

मुख्य सचिव, हरियाणा द्वारा विभागाध्यक्षों आदि को संबोधित परिपत्र क्रमांक 1871-6 जी 0 एस 0 1-73/8661 दिनांक 30-3-73 की प्रति।

विषय :—मन्त्री/विधान सभा सदस्यों की सिफारिश के लिये पहुंच करना।

मुझे निदेश हुआ है कि मैं उपर्युक्त विषय पर आपका ध्यान दिलाऊं और कहूं कि सरकारी कर्मचारी (आचरण) नियमावली 1966 के नियम 20 में यह व्यवस्था है कि कोई भी सरकारी कर्मचारी अपनी सरकारी सेवा सम्बन्धी मामलों के लिये अपने किसी प्रवर अधिकारी पर कोई राजनैतिक या अन्य प्रभाव नहीं डलवायेगा और न ही डलवाने का प्रयत्न करेगा। हरियाणा सरकार के परिपत्र क्रमांक 3598-5 जी 0 एस 0-68/18351, दिनांक 22-7-68 द्वारा उपरोक्त नियमों की व्यवस्था की ओर ध्यान दिलाया गया था व कहा गया था कि सरकारी कर्मचारियों को मन्त्रियों, विधान सभा के सदस्यों तथा पब्लिक के दूसरे प्रभावी सदस्यों से अपनी नियुक्ति, बदली और दूसरे सेवा सम्बन्धित मामलों में सिफारिश नहीं करवानी चाहिये और जो कर्मचारी ऐसा करेंगे वे अनुशासनिक कार्यवाही के भागी होंगे। इसके पश्चात् सरकार के नोटिस में ऐसे दृष्टांत आये थे जिनमें सरकारी कर्मचारियों ने उपरोक्त हिदायतों की उल्लंघना की थी, अतः उपरोक्त हिदायतों की परिपत्र क्रमांक 4472-5 जी 0 एस 0 1-71/24500, दिनांक 20-8-71 द्वारा दोहराया गया था। इनमें सरकार का यह निर्णय स्पष्ट किया गया था कि ऐसे केसों में चूककर्ता कर्मचारी के विरुद्ध पंजाब सिविल सेवाएँ (दण्ड तथा अपील) नियमावली, 1952 के तहत अनुशासनिक कार्यवाही हमेशा की जाया करे और उपयुक्त दण्ड दिया जाया करे। यह भी कहा गया था कि यदि कुछ विशेष हालतों के कारण इस प्रकार का दण्ड न दिया जा सके और सम्बन्धित कर्मचारी को केवल चेतावनी या सरकार की नाराजगी ही लिखित रूप में जारी की जानी हो तो ऐसे परिपत्र की एक प्रति उसकी व्यक्तिगत फाईल (परसनल फाईल) में भी जरूर लगा दी जाये।

2. सरकार ने खेद के साथ नोट किया है कि बार-बार हिदायतें जारी करने के बावजूद भी काफी ऐसे दृष्टांत हुए हैं जिनमें कि उपरोक्त हिदायतों की उल्लंघना की गई है और सम्बन्धित अधिकारियों/कर्मचारियों के विरुद्ध कोई अनुशासनिक कार्यवाही नहीं की गई है। राज्य सरकार के विचार में ऐसा अवांछनीय है तथा आपसे पुनः अनुरोध किया जाता है कि इन हिदायतों का भविष्य में कठोरता से पालन किया जाये। यह स्पष्ट किया जाता है कि यदि सरकार के ध्यान में कोई भी ऐसा केस आया जिसमें कि इन हिदायतों की उल्लंघना की गई हो और सम्बन्धित विभागाध्यक्ष/प्रशासकीय सचिव ने अनुशासनिक कार्यवाही न की हो तो इसका गम्भीर नोटिस लिया जायेगा।

3. आपसे अनुरोध किया जाता है कि इन हिदायतों को अपने अर्धानस्थ कार्य करने वाले सभी कर्मचारियों के नोटिस में भी विशेष तौर पर ला दें। इस पत्र की पावती भी भेजने की कृपा करें।

भवदीय

हस्ता-।

उप सचिव, राजनैतिक एवं सेवाएँ,
कृते मुख्य सचिव, हरियाणा सरकार।

एक-एक प्रति निम्नलिखित को सूचनार्थ तथा आवश्यक कार्यवाही के लिये भेजी जाती है :—
वित्तायुक्त राजस्व/सभी प्रशासकीय सचिव, हरियाणा।

मुख्य सचिव, हरियाणा द्वारा विभागाध्यक्षों आदि को सम्बन्धित परिपत्र क्रमांक 3261-6 जी 0 एस 0-1-7314142 दिनांक 5-6-1973 की प्रति।

विषय :—सरकारी कर्मचारियों द्वारा अपने सेवा सम्बन्धी मामलों के बारे में हरियाणा लोक सेवा आयोग/अधीन सेवार्य प्रवरण मण्डल के सदस्यों आदि को पहुंच करना।

मुझे निदेश हुआ है कि मैं उपर्युक्त विषय पर आपका ध्यान दिलाऊं और कहूं कि सरकारी कर्मचारी (आचरण) नियमावली, 1966 के नियम 20 में यह व्यवस्था है कि कोई भी सरकारी कर्मचारी अपनी सरकारी सेवा सम्बन्धी मामलों के लिये अपने किसी प्रवर अधिकारी पर कोई राजनैतिक या अन्य प्रभाव नहीं डलवायेगा और न ही डलवाने का प्रयत्न करेगा। हरियाणा सरकार के परिपत्र क्रमांक 3598-5 जी 0 एस 0-68/18551, दिनांक 22-7-68 की हिदायतों द्वारा (जिन्हें परिपत्रों दिनांक 20-8-71 तथा 30-3-73 द्वारा दोहराया भी गया है) उपरोक्त नियमों की व्यवस्था की और ध्यान दिलाया गया था व कड़ा गया था कि सरकारी कर्मचारियों को मन्त्रियों, विधान सभा के सदस्यों तथा पब्लिक के दूसरे प्रभावी सदस्यों से आने वाली नियुक्ति, बदली और दूसरे सेवा सम्बन्धित मामलों में सिफारिश नहीं करवानी चाहिये और जो कर्मचारी ऐसा करेंगे वे अनुशासनिक कार्यवाही के भागी होंगे। सरकार के नोटिस में एक केस आया है कि जिसमें एक सरकारी अधिकारी ने अपने सेवा सम्बन्धी केस के बारे में हरियाणा लोक सेवा आयोग के सदस्य को स्वयं पहुंच की था तथा जब उसे इस बारे में स्पष्टीकरण मांगा गया तो उसने उत्तर में यह लिखा कि वह तो स्वयं आयोग के सदस्य को अपना केस पलीड करने के लिये मिला था तथा उसने उपरोक्त हिदायतों की उल्लंघना नहीं की है व हिदायतों की उल्लंघना तो तब होती यदि वह अपने केस के बारे में किसी मन्त्री/विधान सभा के सदस्य आदि द्वारा पहुंच करवाता।

2. इस बारे में एक सामुहिक तोति बनाने के प्रश्न पर सरकार ने विचार किया है और यह निर्णय लिया है कि कोई भी सरकारी कर्मचारी अपने सेवा सम्बन्धी केसों के बारे में हरियाणा लोक सेवा आयोग/अधीन सेवार्य प्रवरण मण्डल के अध्यक्ष तथा सदस्य को न ही तो किसी मन्त्री/विधान सभा सदस्य आदि से सिफारिश करवायेगा और न ही वह स्वयं सदस्य को मिलेगा। यहां पर यह स्पष्ट किया जाता है कि यदि कोई सरकारी कर्मचारी आयोग/मण्डल के सदस्य को मिलने को चेष्टा करता है तो सम्बन्धित अध्यक्ष अथवा सदस्य को चाहिये कि वह उसे मिलने से इन्कार कर दे तथा उस की रिपोर्ट सम्बन्धित विभाग को भेज दें।

3. इसके साथ-साथ यह भी निर्णय लिया गया है कि यदि किसी सरकारी कर्मचारी का सेवा सम्बन्धी केस मुख्य सचिव के कार्यालय, वित्त विभाग, बिधि विभाग अथवा अन्य किसी विभाग में मन्त्रणा के लिये गाना हुआ हो तो सम्बन्धित कर्मचारी उपरोक्त विभागों के सम्बन्धित अधिकारियों को सीधा नहीं मिलेगा। यदि कोई सरकारी कर्मचारी अपने केस के बारे में सम्बन्धित अधिकारी से मिलना चाहता है तो राजनैतिक कर्मचारी के केस में सम्बन्धित प्रशासकीय सचिव तथा अराजनात्मिक कर्मचारी के केस में सम्बन्धित विभाग अध्यक्ष की लिखित अनुमति के साथ ही कर सकता है।

4. आपसे अनुरोध किया जाता है कि इन हिदायतों का भविष्य में कठोरता से पालन किया जाये व इन हिदायतों को आने अज्ञान कार्य कर रहे सभी सम्बन्धित कर्मचारियों के ध्यान में ला दिया जाये कि यदि कोई सरकारी कर्मचारी इन हिदायतों को उल्लंघना करेगा तो वह अनुशासनिक कार्यवाही का भागी होगा। यह भी स्पष्ट किया जाता है कि यदि सरकार के ध्यान में कोई भी ऐसा केस आया जिनमें कि इन हिदायतों को उल्लंघना की गई हो और सम्बन्धित विभागाध्यक्ष/प्रशासकीय सचिव ने अनुशासनिक कार्यवाही न की हो तो इसका भी गम्भीर नोटिस लिया जायेगा। कृपया इस पत्र की पावती भी भेजी जाये।

हस्ता-

उप सचिव राजनैतिक एवं सेवार्य,

कृते: मुख्य सचिव, हरियाणा सरकार।

Copy of letter No. 5730-4GSI-75/29584, dated 9-10-75 from the Chief Secretary to Government, Haryana to all Heads of Departments, etc., etc.

Subject :—Approaching the General Services Branch of the Haryana Civil Secretariat in connection with Service matters.

I am directed to invite your attention to the instructions contained in Haryana Government's circular letters No. 3598-5GS-68/18351, dated the 22nd July, 1968, 4472-5GS-I-71/24500, dated the 20th August, 1971, 1871-IGS-I-73/18661, dated the 30th March, 1973 and 3261-IGS-I-73/14142, dated the 5th June, 1973. It is mentioned in these instructions that if any Government employee approaches higher authorities in service matters he will render himself liable to strict disciplinary action. In this connection, attention is also invited to Rule 20 of the Government Employees (Conduct) Rules, 1966, according to which no Govt. employee shall bring or attempt to bring any political or other influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under the Government.

The General Services Branch of the Haryana Civil Sectt. deals with different types of service matters. It is also the concerned branch for laying down policy and given advice in matters relating to appointment, promotion etc. It has been observed that despite the clear instructions issued by the Government and the provisions of the Rule 20 of the Government Employees (Conduct) Rules, 1966, employees from different departments whose case are referred to the Chief Secretary for advice, visit the General Services Branch and try to discuss the merits of their cases with the Assistant concerned, which hinders the impartial and objective assessment of the merits and demerits of the case. The Government has considered this matter and has decided that the concerned employees or any other employee on their behalf must not approach the Superintendent or the Assistants in the General Services Branch in this connection. If it is found that these instructions are still being contravened, the matter will be brought to the notice of the concerned departments for taking strict disciplinary action against the defaulting officer/official.

3. It has also been noticed that employees from various departments come to the General Services Branch for obtaining copies of circulars on various service matters issued by the Government from time to time. Sometimes the number of such employees is so large that it hinders the working of this Branch. It has, therefore, been decided that copies of circular letters, if required, should be obtained from the General Services Branch between 4 to 5 P.M. everyday and no employee should come for this purpose outside these prescribed hours.

4. It is requested that the above instructions may kindly be brought to the notice of officers/officials working under you for strict compliance. Receipt of these instructions may also be acknowledged.

Yours faithfully,

Sd./—
Deputy Secretary General Administration,
for Chief Secretary to Government, Haryana.

Copies are forwarded for information and similar necessary action to :—

Financial Commissioner, Haryana and All Administrative Secretaries to Government, Haryana.

Copy of letter No. 11-10-80-2GSI dated 10-10-80 from the Chief Secretary to Government, Haryana to All Heads of Departments, etc., etc.

Subject :—Approaching Ministers, Members of Parliament or Vidhan Sabha etc. for their recommendations in Service Matters.

I am directed to invite your attention to the instructions contained in the Haryana Government circular letter No. 1871-1GSI-73/8661, dated the 30th March, 1973, on the subject noted above and to say that rule 20 of the Haryana Government Employees (Conduct) Rules, 1966 envisages that no Government employee shall bring or attempt to bring any political or other influence to bear upon any superior authority to further his interests in respect of matter pertaining to the service under the Government. Accordingly, any Government employee found guilty of approaching Ministers, Members of Parliament or Vidhan Sabha or any other influential public persons to influence his superiors regarding any of his service matter, viz., appointment, transfer, promotion etc. is liable for disciplinary action against him.

2. It has been observed that in spite of clear instructions, certain employees still continue to approach political persons in regard to their service matters and largely for securing transfers or for cancellation of their transfer orders. In order to check any violation of Government instructions, I am to request you to keep a strict watch over these matters and to initiate disciplinary action against employees who are found violating these instructions. These instructions should be brought to the notice of all employees working under your control for information and strict compliance.

3. Receipt of this letter may please be acknowledged.

Yours faithfully,

Sd./

(RAM PARKASH)

Under Secretary, General Administration
for Chief Secretary to Government, Haryana.

A copy each is forwarded to the following for information and strict compliance :—

The Financial Commissioner Revenue, Haryana; and All Administrative Secretaries to Government, Haryana.

मुख्य सचिव, हरियाणा द्वारा विभागाध्यक्षों आदि को सम्बन्धित परिपत्र क्रमांक 16/48/80-6 जी 0 एस 0 I दिनांक 28-4-81 की प्रति।

विषय :--सरकारी अधिकारियों/कर्मचारियों द्वारा अपने सेवा सम्बन्धी मामलों में हरियाणा लोक सेवा आयोग/अधीन सेवाएं प्रवरण मण्डल को सीधे सन्दर्भ करने के बारे में।

मुझे विदेश हुआ है कि मैं उपर्युक्त विषय की ओर आप का ध्यान दिलाऊँ और कहूँ कि हरियाणा सरकार के परिपत्र क्रमांक 3261-1 जी 0 एस 0-1-73/14142, दिनांक 5-6-1973 द्वारा औरों के साथ-साथ यह हिदायतें जारी की गई थीं कि कोई भी सरकारी अधिकारी/कर्मचारी अपने सेवा सम्बन्धी केशों के बारे में हरियाणा लोक सेवा आयोग/अधीन सेवाएं प्रवरण मण्डल के अध्यक्ष तथा सदस्य को न ही तो किसी मंत्री/विधान सभा सदस्य आदि से सिफारिश करवायेगा और न ही वह स्वयं सदस्य को मिलेगा तथा यदि कोई सरकारी अधिकारी/कर्मचारी आयोग/मण्डल के सदस्य को मिलने की चेष्टा करेगा तो सम्बन्धित अध्यक्ष अथवा सदस्य उसे मिलने से इन्कार कर देगा और उसकी रिपोर्ट सम्बन्धित विभाग को भेजेगा जो कि सम्बन्धित दोसरे अधिकारी/कर्मचारी के विरुद्ध अनुशासनिक कार्यवाही करेगा।

2. सरकार के ध्यान में कुछ ऐसे मामले आये हैं जिनमें कि कुछ सरकारी अधिकारियों/कर्मचारियों ने अपने सेवा सम्बन्धी मामलों में आयोग के अध्यक्ष/सदस्य को किसी मंत्री/विधान सभा सदस्य आदि से सिफारिश तो नहीं करवाई और न ही उन को मिलने की चेष्टा की किन्तु उन्होंने आयोग को अपने सेवा सम्बन्धी मामलों के बारे में सीधे ही पत्र लिख दिने जिन पर कि आयोग को ओर से कोई कार्यवाही बांछित नहीं थी। यद्यपि उपरोक्त हिदायतों में किसी सरकारी अधिकारी/कर्मचारी द्वारा अपने सेवा सम्बन्धी मामलों के बारे में आयोग को सीधे सन्दर्भ भेजने की कोई मनाही नहीं है तथापि सरकार ने ऐसे सीधे सन्दर्भों को उचित नहीं पाया है क्योंकि ऐसे सन्दर्भों को निपटाने में आयोग के कार्यालय का समय व्यर्थ में नष्ट हुआ है।

3. मामले में विचारोपरान्त सरकार द्वारा यह निर्णय लिया गया है कि भविष्य में कोई भी सरकारी अधिकारी/कर्मचारी अपने सेवा सम्बन्धी मामलों के बारे में न केवल आयोग/मण्डल के अध्यक्ष अथवा सदस्य को किसी मंत्री/विधान सभा सदस्य से सिफारिश करवायेगा तथा उन्हें मिलने की चेष्टा करेगा बल्कि वह सीधे ही आयोग/मण्डल को सन्दर्भ भी नहीं करेगा और यदि वह ऐसा करेगा तो अनुशासनिक कार्यवाही का भारा होगा जो कि आयोग/मण्डल से रिपोर्ट प्राप्त होने पर सम्बन्धित विभाग द्वारा की जायेगी।

4. यह स्पष्ट किया जाता है कि ये हिदायतें उन सरकारी अधिकारियों/कर्मचारियों पर लागू नहीं होंगी जो आयोग/मण्डल द्वारा विज्ञापित पदों के विरुद्ध उचित माध्यम द्वारा अप्लाई करेंगे और केवल अप्लाई किये गये पदों के साक्षात्कार, परीक्षा केन्द्र, रोल न० तथा फीस आदि के बारे में ही जानकारी के लिये आयोग/मण्डल की सीधा सन्दर्भ करेंगे।

5. आपसे अनुरोध किया जाता है कि इन हिदायतों का भविष्य में कठोरता से पालन किया जाये व इन हिदायतों को अपने अधीन कार्य कर रहे सभी सम्बन्धित अधिकारियों/कर्मचारियों के ध्यान में ला दिया जाये।

कृपया इस पत्र की पावती भेजी जाये।

भवदीय,
संयुक्त सचिव राजनैतिक एवं सेवायें,
कृते: मुख्य सचिव, हरियाणा सरकार।

एक प्रति निम्नलिखित को सूचना तथा आवश्यक कार्यवाही के लिये भेजी जाती है:—

वित्तायुक्त राजस्व, हरियाणा, तथा सभी विभागाध्यक्ष

No. 994-P-53/11881.

From

Nawab Singh Esquire, I.C.S.,
Chief Secretary to Government, Punjab.

To

All Heads of Departments, Commissioners of the
Divisions, all Deputy Commissioners in the Punjab
and the Administrator, Simla.

Dated, Simla—2, the 2nd March, 1953.

Subject ; **Bharat Sevak Samaj—Permission to Government servants to join.**

Sir,

I am directed to invite a reference to Punjab Government letter No. 10222-P-52/33627, dated the 17th December, 1952, on the subject noted, above, in which it was stated that the Government servants wishing to join the Bharat Sevak Samaj should obtain prior permission from the appropriate Head of the Office or Department concerned.

2. It has been suggested that having to secure previous permission may itself have the effect of damping the enthusiasm of Government servants who wish to join the Samaj. It is needless to state that such a result was never intended. In order to remove all possibility of doubt on this score, Government have decided that Government servants should be permitted freely to join the Bharat Sevak Samaj and to participate in its activities, and they need no longer obtain prior permission for this. It should, however, be made clear to all concerned that such participation should not be permitted to interfere with the due discharge by them of their official duties, and does not absolve them from the observance of the rules and instructions relating to the conduct and behaviour of Government servants.

Yours faithfully,

Sd/—

Under Secretary Political,
for Chief Secretary to Government, Punjab.

Copies are forwarded to the Administrative Secretaries to Government, Punjab, for information and necessary action, in continuation of this Department's U.O.No. 10222-P-52, dated the 17th December, 1952.

Sd/—

Under Secretary Political,
for Chief Secretary to Government, Punjab.

To

All Administrative Secretaries to Government, Punjab. U.O.No. 994-P-53, dated the Simla-2, the 2nd March, 1953.

Copy of Circular letter No. 15948-GS-60/44659, dated the 8th December, 1960, from the Chief Secretary to Government Punjab to all Heads of Department etc., etc.

Subject :—Attendance of Government servants at the meetings conventions etc. of the Bharat Sewak Samaj.

I am directed to say that according to the instructions contained in Punjab Government letter No. 994-P-53/11881, dated the 2nd March, 1953, Government servants can associate themselves with the activities of the Bharat Sewak Samaj without obtaining the prior permission of Government subject to the condition that such association is not permitted to interfere with the due discharge of their official duties and does not absolve them from the observance of rules and instructions relating to their conduct and behaviour. In this connection, enquiries have, however, been made by various departments on the following two points :—

- (i) Whether or not the period spent by Government servants in attending the meetings and conventions of the Bharat Sewak Samaj, is to be treated as period spent on duty.
- (ii) Whether, or not the Government servants who participate in annual conventions and other meetings arranged by the Bharat Sewak Samaj should be paid T.A. and D.A. by the Government.

After careful consideration of the matter, the Government have taken the following decisions :—

- (i) The period of absence, which normally does not exceed three days at a time, should be treated as duty in the case of those Government servants who are required exclusively to attend conventions and meetings of the Bharat Sewak Samaj as ex-officio members of the managing Body of the Punjab Branch of the Bharat Sewak Samaj, subject to other conditions laid down in the Punjab Government letter referred to above.
- (ii) These Government servants should receive T.A. and D.A. from the funds of the Samaj.
- (iii) In cases, where the officers/officials attend the meetings/conventions of the Bharat Sewak Samaj, while they are officially on tours which are undertaken with the prior approval of the competent authority and include attendance of the meetings/conventions of the Samaj, they shall be all along treated as on duty and draw T.A./D.A. from the Government funds in the normal manner.

2. I am to request you that these decisions may be brought to the notice of all Government servants working under your control.

3. The receipt of this letter may be acknowledged.

Copy of letter No. 4656-6GS-63/24763, dated the 25th July, 1963 from Shri Saroop Krishan, I.C.S., Financial Commissioner, Planning and Additional Chief Secretary to Government, Punjab to the address of all Heads of Departments, etc., etc.

Subject :—Conduct of a Government employee in relation to the proper maintenance of his family.

I am directed to say that instances have come to the notice of the Government in which there has been failure on the part of Government employees in the matter of proper maintenance of their families and the question has arisen as to the action that can be taken in such cases. The position is that a Government employee is expected to maintain a reasonable and decent standard of conduct in his private life and not bring discredit to his service by misdemeanour of this type. Where, therefore, a Government employee is reported to have acted in a manner unbecoming of such employee, for instance by neglect of his wife and family, departmental action can be taken against him on that score. The Government Servants Conduct Rules should not, however, be invoked for this purpose and instead basis should be that neglect by a Government employee of his wife and family in a manner unbecoming of him can be regarded as a good and sufficient reason to justify action being taken against him in the terms of Rule 4 of Punjab Civil Services (Punishment and Appeal) Rules, 1952 which specifies the nature of penalties that may for good and sufficient reason be imposed on a Government employee.

2. It should, however, be noted that in certain cases the party affected has a legal right to claim maintenance, and if any legal proceedings in that behalf are pending in a court of law, it would not be correct for the Government to take action against the Government employee as such action may be construed by the Court to amount to contempt.

Copy of Punjab Government Circular letter No. 8323-6GS-63/22817, dated 5th July, 1963, from the Chief Secretary to Government, Punjab, to all Heads of Departments etc. etc.

Subject :—Punjab Government Servants (Conduct) Rules, 1955—Form of report to be submitted to the prescribed authority regarding purchase of land material etc. for building/making additions to a house—Rule 8 thereof.

In supersession of Punjab Government letter No. 2874-GII-58/49622, dated the 26th June, 1958 on the subject cited above, I am directed to say that the construction/extension of a house by a Government employee amounts to acquisition by him of an immovable property for which the previous knowledge or sanction, as the case may be, of the prescribed authority, is required under rule 8 of the Punjab Government Servants' (Conduct) Rules, 1955. A question has been raised whether the purchase of any movable property, exceeding five hundred rupees in value, required for the construction/extension of the house comes within the scope of rule 8(2) *ibid*, which requires that a report for such transactions shall forthwith be sent to the prescribed authority. It would, obviously, be cumbersome and inconvenient if such reports have to be made in respect of every such purchase made in connection with the building of/addition to the house. At the same time the purpose of the rule would be defeated, if a check is not kept on such purchases merely because permission has been given for the building of/addition to house just before the construction begins. It is, therefore, necessary that whenever a Government employee wishes to build a house or make extensions to it, the following procedure should be followed.

2. Before starting construction of the house, or extension thereof, he should report or seek permission, as the case may be, in form I and after completion of the house/extension, he should report in Form II to the prescribed authority.

3. The details in the *proforma* should be furnished whenever it is possible to do so. Where, however, it is not possible to furnish these details, the officer, should mention the covered area on which the building is proposed to be erected and estimated cost of the building.

4. These instructions may pleased be brought to the notice of all Government employees under your control for compliance and its receipt acknowledged.

FORM I

(Form of report/application (for permission) to the prescribed authority for the building of or addition to a house)

Sir,

This is to report to you that I propose to

_____ This is to request that permission may be granted build/make addition to a house.

_____ The
to me for the building of or addition to a house. estimated cost of the land and materials for the
construction/extension.

LAND

- (1) Location (Survey numbers, jillage, District, State)
- (2) Area.
- (3) Cost.

BUILDING MATERIALS

- (1) Bricks (Rate/quantity/cost).
- (2) Cement (Rate/quantity/cost).
- (3) Iron and Steel (Rate/quantity/cost)
- (4) Timber (Rate/quantity/cost).

Sub. National Systems Unit,
National Institute of Educational
Planning and Administration,
17-B, SriAurobindo Marg New Delhi-110016
DOC. No. 3225
Date.... 8/8/86

- (5) Sanitary fittings (cost).
(6) Electrical fittings (cost).
(7) Any other special fittings (cost).
(8) Other charges, if any.
(9) Labour charges.

Total cost of Land and Building.

Yours faithfully,

FORM II

(Form of report to the prescribed authority after completion of the building/extension of a house)

Bir, In my letter No. _____ dated _____ I have reported

Permission was granted to me in Order No. _____ dated _____ that I proposed to
build/make addition to a house _____ The
for the building of /ad,ition to a house _____ house/extension has
since been completed and I enclose a valuation Report, duly certified to by (A firm of Civil Engineers of
repute) _____
of _____

Date :—

Yours faithfully,

(Signatures)

VALUATION REPORT

I/We hereby certify that I/we have valued House/(Here enter details of the house/extension) ex
tension thereof _____
Constructed by Shri/Shrimati (Here enter name
etc. of the Government servant.) _____ and I/we
give below the value at which we estimated the cost of the house/extension under the following headings :—

Heading	Cost Rs. np.
1. Bricks	..
2. Cement	..
3. Iron and steel	..
4. Timber	..
5. Sanitary fittings	..
6. All other special fittings	..
7. Labour charges	..
8. All other charges	..

Total cost of the Building/
extension

Dated

(Signature)

Copy of letter No. 1651-5GS-67/8429 dated 22-5-67 from the Chief Secretary to Government, Haryana to all Heads of Departments, etc. etc.

Subject :—Central Civil Services (Conduct) Rules , 1964—Acceptance of passage and hospitality by officers from foreign contracting firms.

I am directed to say that Government have considered the question of whether an officer may be permitted to accept the cost of passage to a foreign country and offers of hospitality by way of free board and lodging during his stay there, if offered by a foreign firm contracting with the Government, either directly or through its agents/representatives in India. The explanation below rule 13 of the Punjab Government Employees (Conduct) Rules, 1966, as now applicable to Haryana Government employees, provides that "gift" shall include transport, boarding, lodging or other services or any other pecuniary advantage when provided by any person other than a near relative or personal friend having no official dealings with the Government. Note (II) below the said rule further provides that a Government employee shall avoid the acceptance of lavish or frequent hospitality from any individual having official dealings with him or from industrial or commercial firms, organisations etc. In the circumstances, Government have decided that officers should neither accept nor be permitted to accept offers of the cost of passage to foreign countries and hospitality by way of free board and lodging there, if such offers are made by foreign firms contracting with Government either directly or through their agents/representatives in India. The only exception to this will be in respect of facilities for training abroad extended by any foreign firm (which obtain reimbursement from the foreign Government concerned) as part of an aid programme.

2. You are, therefore, requested to bring these instructions to the notice of all concerned.

Yours faithfully,

Sd./—

Under Secretary Political & Services,
for Chief Secretary to Government, Haryana.

A copy each is forwarded for information and necessary action to :—

The Financial Commissioner, Revenue, Haryana. All the Administrative Secretaries to Government, Haryana.

Copy of letter No. 5303-5GS-68/25396 dated 30-9-68 from the Chief Secretary to Government, Haryana to all Heads of Departments, etc., etc.

Subject :—Consumption of inoxicating drinks and drugs.

I am directed to invite reference to rule 22 of the Punjab Government Employees (Conduct) Rules 1966 which rule lays down inter alia that "a Government employee shall not appear in a public place in a state of intoxication." I am to add that the matter has been considered further and it has been decided to enlarge the scope of this restriction and to provide with immediate effect that a Government employee should neither appear in a State of intoxication in a public place nor take an intoxicating drink in a public place.

2. I am to request that the above instructions should be brought specifically to the notice of all Government employees working under you for strict compliance and it should be made clear that serious notice will be taken of any contravention of these instructions.

Yours faithfully,

Sd./—
Deputy Secretary Political and Services,
for Chief Secretary to Government, Haryana.

A copy each is forwarded to :—

The Financial Commissioner, Revenue, Haryana, All Administrative Secretaries for information and necessary action.

Copy of letter No. 2609-5GS-69/9913 dated 20-5-69 from the Chief Secretary to Government, Haryana to All Heads of Departments, etc. etc.

Subject :—Consumption of intoxicating drinks and drugs by Government employees.

I am directed to refer you to Rule 22 of the Punjab Employees (Conduct) Rules 1966 (adopted by the Haryana Government) and to Haryana Government letter No. 5303-5GS-68/25396, dated the 30th September, 1968 (copy enclosed) which provide that a Government employee should neither appear in a state of intoxication in a public place nor take an intoxicating drink in a public place. I am to request that these instructions may again be brought to the notice of all Government employees working under you and it may be made clear to them that contravention of these instructions will be viewed seriously and that the defaulting employees will render themselves liable to serve disciplinary action.

2. I am to add that while Government do not intend to impose a ban as such on drinking by Government employees in private, they are of the considered opinion that Government employees should try to give up drinking altogether in order to maintain due decorum in public and in private and to set an appropriate example for others to follow. All Government employees may, therefore, be advised accordingly.

3. The receipt of this letter may please be acknowledged.

Yours faithfully,

Sd./—
Deputy Secretary Political and Services,
for Chief Secretary to Government, Haryana.

A copy each, with a copy of its enclosures is forwarded to :—

The Financial Commissioner, Revenue, Haryana all Administrative Secretaries to Government Haryana; and the sales Tax Tribunal, Haryana. for information and necessary action.

Copy of letter No. 4787-1GSI-72/25531 dated 5-9-72 from the Chief Secretary to Government, Haryana to all Heads of Departments, etc., etc.

Subject :—Amendment in Punjab Government Employees (Conduct) Rules, 1966, as applicable to the State of Haryana.

I am directed to address you, on the subject cited above, and to state that the Joint Conference of Central Bureau of Investigation and State Anti-Corruption Officers held at New Delhi from 13th to 15th November, 1967, in one of its recommendations, had recommended as under :—

“In all returns the assets belonging to the wife of a male Government servant or of a husband of a female Government servant or his/her dependents, even though these are acquired by the wife or husband of dependents, as the case may be, in her/his own right should also be shown”.

In Rule 18 (1) (a) of the Punjab Government Employees (Conduct) Rules, 1966, it has been provided that every Government Employee shall, on his first appointment to any service or post, and thereafter at such intervals as may be specified by the Government, submit a return of his assets and liabilities, in such form as may be prescribed by the Government, giving the full particulars regarding the immovable property inherited by him or owned or acquired by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person. Thus, in this rule, there was no provision regarding submission of returns of assets in regard to the property owned, acquired or held by any family member of the Government employee in his/her own right.

2. Keeping in view the above recommendation of the Joint Conference of Central Bureau of Investigation and State Anti Corruption Officers, this State Government is considering the question of amending rule 18 (1) (a) *ibid* accordingly. Before this is done, I am to request you to kindly intimate as to whether Government of India/your State Government have considered the above recommendation of the Conference and whether or not they are thinking of amending the All India Services and Central Civil Services/State Government Employees (Conduct) Rules (as the case may be) in accordance with the recommendation of the Conference. If not, the reasons for not accepting the said recommendation of the Conference may please be intimated to this State Government at an early date.

Yours faithfully,

Sd/—

Deputy Secretary Political and Services,
for Chief Secretary to Government, Haryana.

Copy of letter No. 5489-IGSI-72/27577 dated 18-9-72 from the Chief Secretary to Government, Haryana to all Heads of Departments, etc., etc.

Subject :—Consumption of intoxicating drinks and drugs by Government employees.

I am directed to invite your attention to the subject noted above and to say that vide State Government Notification No. G.S.R. 194/Const./Art, 309/Amd/72 dated the 18th August, 1972 (copy enclosed) rule 22 (c) of the Punjab Government Employees (Conduct) Rules, 1966, as adapted for the State of Haryana, has been amended and the revised rule 22 of the Rules *ibid* now reads as under :—

22. "Consumption of intoxicating drinks and drugs :—

A Government employee shall—

- (a) strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he may happen to be for the time being ;
- (b) take due care that the performance of his duties is not affected in any way by the influence of any intoxicating drinks or drug ;
- (c) not appear in a state of intoxication in a public place ;
- (d) not habitually use any intoxicating drinks or drug to excess."

2. These provisions are brought to your notice for carefully compliance and should also be brought to the notice of all concerned under your control. Any previous instructions of the State Government on the subject may be deemed to have been modified to this extent.

3. Please acknowledge the receipt of this letter.

Yours faithfully

(L.M. Jain)
Deputy Secretary Political & Services,
for Chief Secretary to Government, Haryana.

CO-OPERATIVE SOCIETIES

Copy of Circular letter No. 6375-GS-61/23734, dated the 6th July, 1961, from the Chief Secretary to Government, Punjab, to all Heads of Departments, etc., etc.

Subject :—Formation of Co-operative Societies by Government Servant.

I am directed to say that the proviso to rule 12 of the Government Servants Conduct Rules, 1955 enjoins that a Government servant may in accordance with the provisions of any general or special order of the Government take part in promotion, registration or management of a Co-operative Society registered under the Co-operative Societies Act, 1912 (II of 1912), or under any similar State Law. No general or special order as envisaged in the above rule has so far been issued. On the other hand, Thrift and Credit Societies of Government servants are in existence and functioning in various Departments without such Government servants having obtained previous sanction of the Government. Government has been advised that in the absence of any general or special order in this behalf, it is necessary for a Government servant to take previous sanction of Government to join a Co-operative Society. This position should, therefore be brought to the notice of all Government servants working under your control.

2. It has, however, been represented to the Government that if formal sanction is taken in individual cases, the enrolment of members of Co-operative Societies, Canteens and Stores will receive a set-back and this will not be desirable in view of Government policy to encourage such Co-operative Societies among Government servants to enable them to derive benefit from the Co-operative movement. Government have carefully considered this proposition and decided to exempt all Government servants generally from the operation of rule 12 of the Government Servant Conduct Rules, 1955 in so far as the following types of Co-operative Societies formed by Government servants are concerned :—

- (i) Service Co-operatives.
- (ii) Salary-earners Co-operative Thrift and Credit Societies.
- (iii) House Building Societies.
- (iv) Co-operative Stores and Canteens.
- (v) Co-operative Societies connected with social welfare or educational work.

These orders may as well be brought to the notice of all Government servants working under you.

CORRUPTION

Copy of Circular letter No. 15837-7GS-62/39797, dated the 8th November, 1962 from the Chief Secretary to Government Punjab to all Heads of Departments, etc., etc.

Subject :—Eradication of corrupt practices among officials.

Government is of the opinion that the Establishment clerks in all the Departments have great scope for resorting to corruption. You are accordingly desired to post officials of proved integrity to such posts.

2. The receipt of this letter may be acknowledged.

FAREWELL ENTERTAINMENTS

Copy of letter No. 8852-G-50/1-4952, dated the 23rd December, 1950 from the Chief Secretary to Government, Punjab, to all Heads of Departments, etc.

Subject :—Instructions regarding Public Parties and Farewell Entertainments in honour of Government servants.

The attention of Government having been drawn to instances in which provisions of rule 4 of the Government Servant's Conduct Rule relating to attendance at entertainments held in honour of a Government servant himself or in any other Government servant or any person who had recently quitted the services of Government had been disregarded, I am directed to say that it appears that instructions in this behalf issued in the prepartition Punjab are not being observed presumably because they have not been re-issued in this State. The policy of the State Government in this behalf continues, however to be governed by those instructions and I am to enclose for your own information and guidance and that of other Government servants under your control a copy of the Press communique dated the 4th May 1937 on the subject.

2. I am to request you to ensure that these instructions are understood by all concerned and strictly obeyed.

PRESS COMMUNIQUE

The following communique is issued for the information of the general public :

1. The Government Servants' Conduct Rules lay down that a Government servant shall not except with the previous sanction of the Government attend any public meetings or entertainment held in his honour. This is the general rule but at the same time, subject to the provisions of any general or special order of Government a Government servant may attend a farewell entertainment of a substantially private and informal character held as a mark of regard to himself on the occasion of his retirement or departure from a district or station. In 1927 Government issued a special order on the subject and directed that no Government servant could attend any farewell entertainment held as a mark of regard to himself, unless the previous sanction of Commissioner or Head of the Department had been obtained for the holding of the entertainment.

2. The position, therefore, is as follows :—

The prohibition against a Government servant attending any public entertainment in his honour is absolute, Government itself, and not a Commissioner or a Head of Department can grant exemption from this prohibition. Further, a Government servant may not attend any farewell entertainment held as a mark of regard to himself, whatever its nature may be without the previous sanction of his Commissioner or the Head of Department.

3. There have been occasions lately when Government has granted exemption from the general prohibition against public entertainments. The position has been carefully reviewed. If public parties are occasionally permitted, the result is that when permission is refused, it is taken not only as a slight on the Government servant concerned but as an affront to the would-be-hosts. Government does not wish to be put in the position of being accused of either slighting its officials or of affronting members of the public, and on the other hand, has no intention of giving general permission for public entertainments in honour of its servants. It has, therefore been decided as a matter of practice the sanction of Government will not be given to Government servants to attend public entertainments in their honour. Requests by Government servants for permission to attend an entertainment, will as formerly, be made to Commissioner or the Head of the Department. The decision of the Commissioner or the Head of the Department will be final, and Government will not interfere.

Copy of letter No. 15386-G-55/83568, dated the 3rd January, 1956 from the Chief Secretary to Government, Punjab, to all Heads of Departments, etc.

Subject ;—Instructions regarding public parties and farewell entertainments in honour of Government servants.

With reference to the instructions contained in the press communique dated the 4th May, 1957, circulated with Punjab Government circular letter No. 8852-G-50/14952, dated the 23rd December, 1950 on the subject noted above. I am directed to say that the question of allowing Government servants to attend farewell entertainments has been considered and it has been decided that a Government servant may attend a farewell entertainment except by a non-official or a subordinate Government servant, of a substantially private and informal character held in his honour of any person who has recently ceased to be in the service of the Government or who has retired from service. A suitable provision has been made in the Government Servants' Conduct Rules, 1955, which are being issued separately vide Punjab Government letter No. 15229-G-55/78145, dated the 5th December, 1955. The instructions referred to above may please be considered to have been modified to this extent.

MORAL TURPITUDE

Copy of Punjab Government circular letter No. 3674-3GSI-66/1944, dated 5-8-1966, from the Chief Secretary to Government, Punjab, to all Heads of Departments, etc. etc.

Subject :—Cases involving Moral Turpitude.

According to rule 7.6 of the Punjab C.S.R., Volume I, Part I, a Government employee against whom a criminal charge or a proceeding for arrest for debt is pending should be placed under suspension by the issue of specific orders to this effect during periods when he is not actually detained in custody or imprisoned (E.g. while released on bail), if the charge made against him is connected with his position as a Government employee or is likely to embarrass him in the discharge of his duties as such or involves moral turpitude.

2. The term moral turpitude has not been defined anywhere. Some departments have approached this Organisation to elucidate as to which cases could possibly be considered as involving moral turpitude. The Legal Remembrancer, Punjab who was consulted in the matter had given the following advice:—

The expression "moral turpitude" has not been defined in the rules or anywhere else but it generally implies an act of baseness, vileness or depravity in the private and social duties which a man owes to his fellow men or to society in general, contrary to the accepted and customary rule of right and duty between man and man (Bovier's Law Dictionary).

In AIR. 1957 Punjab 97, it was observed by the Hon'ble Judge that the term "Moral turpitude" is a rather vague one and it may have different meaning in different contexts but it has generally been taken to mean a conduct contrary to Justice, honesty, modesty or good morals. In view of this definition an offence under section 324 I.P.C. does involve "moral turpitude".

Copy of letter No. 6857/5-GSI,-72/2756, dated 2-2-73 from the Chief Secretary to Government, Haryana to all Heads of Departments etc. etc..

Subject :—Rehabilitation of ex-convicts released from Jails-question of making them eligible for appointment under Government.

I am directed to refer to the subject noted above and to say that the All India Seminar on Correctional Services held in New Delhi in March, 1969, considered the problem of rehabilitation of ex-convicts and emphasized the need for their employment under Government on release from Jails. Consequently, the Government of India suggested to all State Governments that they should examine the possibility of taking steps whereby ex-convicts would not suffer from any disability in that regard and should be able to obtain employment on their merits after release from Jail.

2. The State Government have considered this matter accordingly and have taken the following decision,—

- (i) Persons who are detained under the Borstal Act or, after conviction, are released under the Probation of Offenders Act instead of being confined to Jail, should not suffer any disability in respect of obtaining Government service;
- (ii) With regard to the employment of ex-convicts on release from jail, a "uniform policy" will not be possible and each case should be considered on its own merits. The appointing authority should, in such cases, make detailed enquiries and satisfy himself fully that the ex-convicts has reform himself after release from Jail, and nothing adverse about his conduct has come to notice after his conviction, and he is thus suitable for Government service. The enquiries should invariably be made through the Police Department and, if the Police Department consider it necessary to obtain a report from any other department, they should proceed to do so.
- (iii) Ex-convicts who were convicted of offences involving moral turpitude should not however be taken in Government Service.

(A list of offences which involve moral turpitude is enclosed for information and guidance in this connection).

3. I am to request that these instructions may please be noted for strict compliance and the receipt of this letter may be acknowledged.

Enclosure to Haryana Government Letter No. 6857-GS.1-72/2755, dated the 2nd February, 1973.

List of offences which constitute Moral turpituded Sections of the T.P.C.

120-B
121-A to 124-A
161
302
325
326
359
362
363
365
366
366-A
367-69
370-73
375-76
378
380-82
390-92
395-97
404,406,409
420-21
497-98

Copy of letter No. 1449-5GSI-75/6324 dated 17/26-3-75 from the Chief Secretary to Government, Haryana to all Heads of Departments, etc. etc.

Subject :—Rehabilitation of ex-convicts released from Jails; question of making them eligible for appointment under Government.

I am directed to invite a reference to Haryana Government letter No. 6857-5GS-I-72/2756, dated 2nd February, 1973, on the subject noted above, in which instructions were issued to the effect that ex-convicts should be able to obtain employment on their merits after release from Jail. It was further laid down in these instructions that ex-convicts who were convicted of offences involving moral turpitude should not be taken in Government service. A list of offences which involved moral turpitude was also circulated along with these instructions.

2. This matter has been further considered by the Government and it has been decided that instructions issued in para 2 of Haryana Government's letter dated the 2nd February, 1973 referred to above should be modified as follows :—

- (i) Persons who are detained under the Borstal Act or who, after conviction under the offences which do not involve moral turpitude, are released under the Probation of Offenders Act instead of being confined to Jail, should not suffer any disability in respect of obtaining Government service.
- (ii) With regard to the employment of ex-convicts on release from Jail, a uniform policy will not be possible and each case should be considered on its own merits. The appointing authority should, in such cases, make detailed enquiries and satisfy himself fully that the ex-convict has reformed himself after release from Jail and nothing adverse about his conduct has come to notice after his conviction, and he is thus suitable for Government service. The enquiries should invariably be made through the Police Department and, if the Police Department consider it necessary to obtain a report from any other Department, they should proceed to do so.
- (iii) Ex-convicts convicted of offences involving moral turpitude should neither be taken nor retained in Government service. The following tests should ordinarily be applied in judging whether a certain offence involves moral turpitude or not :—
 - (1) Whether the act leading to a conviction was such as could shock the moral conscience of society in general.
 - (2) Whether the motive which led to the act was a base one.
 - (3) Whether on account of the act having been committed the perpetrator could be considered to be of depraved character or a person who was to be looked down upon by the society.

Decision in each case will, however, depend upon the circumstances of the case and the competent authority has to exercise its discretion while taking a decision in accordance with the above mentioned principle. A list of offences which involve moral turpitude is enclosed for your information and guidance. This list, however, cannot be said to be exhaustive and there might be offences which are not included in it but which in certain situations and circumstances may involve moral turpitude.

Yours faithfully,

Sd./—
(VIRINDER NATH)
Deputy Secretary Political & Services,
for Chief Secretary to Government, Haryana.

A copy is forwarded to the following for information and necessary action :—

The Financial Commissioner, Revenue, Haryana; All Administrative Secretaries to Government, Haryana.

Sections of the Indian Penal Code concerning serious offences involving moral turpitude.

- 120-A Punishment of criminal conspiracy.
- 121-A Conspiracy to commit offences punishable by section 121.
122. Collecting arms, etc., with intention of waging war against the Government of India.
123. Concealing with intent to facilitate design to wage war.
124. Assaulting President, Governor or Rajpramukh, etc. With intent to compel or restrain the exercise of any lawful power.
- 160-A Sedition.
161. Public servant taking gratification other than legal remuneration in respect of an official act.
- 161-A. Giving of bribe.
165. Public servant obtaining valuable thing, without consideration, from person concerned in proceeding of business transacted by such public servant.
167. Public servant framing an incorrect document with intent to cause injury.
181. False statement on oath or affirmation to public servant or person authorised to administer an oath or affirmation.
182. False information with intent to cause public servant to use his lawful power to the injury of another person.
193. Punishment for false evidence.
194. Giving or fabrication false evidence with intent procure conviction of capital offence. innocent person be thereby convicted and executed.
195. Giving or fabricating false evidence with intent procure conviction of offence punishable with imprisonment for life or imprisonment.
196. Using evidence known to be false.
197. Issuing or signing false certificate.
198. Using as true a certificate known to be false.
199. False statement made in declaration which is by law receivable as evidence.
200. Using as true such declaration knowing it to be false.
201. Causing disappearance of evidence of offence or giving false information, to screen offender -
 if a capital offence;
 If punishable with imprisonment for life;
 If punishable with less than ten year's imprisonment.
- Giving false information respecting an offence committed.
- Destruction of document to prevent its production as evidence.
205. False personation for purpose of act or procedure in suit or prosecution.
209. Dishonestly making false claim in Court.
292. Sale, etc, of obscene books, etc.

293. | Sale, etc. of obscene objects to young person.
302. | Punishment for a murder.
304. Punishment for culpable homiciden ot amounting to murder.
307. Attempt to murder.
354. Assault or criminal force to women with intent to outrage her modesty.
359. Kidnapping.
362. | Abduction.
363. Punishment for kidnapping.
364. Kidnapping or abducting in order to murder.
365. Kidnapping , abducting with intent secretly and strong fully to confine person.
366. Kidnapping , abducting or inducing woman to compel her marriage, etc.
- 366-A Procuration of minor girl.
- 366-B. Importation of girl from foreign country.
367. Kidnapping or abducting in order to subject person to grievous hurt, slavery, etc.
368. Strongfully concealing or keeping in confinement kidnapped or abducted person.
369. Kidnapping or abducting child under ten years with intent to steal from its person.
370. | Buying or disposing any perso n as a slave.
371. | Habitual dealing in slave.
372. Selling minor for purposes of prostitution, etc.
373. Buying minor for purposes of prostitution, etc.
376. Punishment for rape.
377. Innatural offences.
379. Punishment for theft.
380. Theft in dwelling house, etc.
391. Theft by clerk or servant of property in possession of master.
392. Theft after preparation made for causing death, hurt or restraint in order to the committing of the theft.
- Punishment for robbery.
- Attempt to commit robbery.
- Voluntarily causing hurt in committing robbery.
- Punishment for dacoity.
- Dacoity with murder.
- Robbery or dacoity, with attempt to cause death or grievous hurt .
398. Attempt to commit robbery or dacoity when armed with deadly weapon.

399. Making preparation to commit dacoity.
400. Punishment for belonging to gang of dacoity.
403. Dishonest misappropriation of property.
494. Dishonest misappropriation of property possessed by deceased person at the time of his death.
406. Punishment for criminal breach of trust.
407. Criminal breach of trust by carrier, etc.
408. Criminal breach of trust by clerk or servant.
409. Criminal breach of trust by public servant, or by banker, merchant or agent.
417. Punishment for cheating.
418. Cheating with knowledge that wrongful loss may ensue to person whose interest offender is bound to protect.
419. Punishment for cheating with personation.
420. Cheating and dishonestly inducing delivery of property.
421. Dishonest or fraudulent removal or concealment of property to prevent distribution among creditors.
449. House-trespass in order to commit offence punishable with death.
450. House-trespass in order to commit offence punishable with imprisonment for life.
453. Punishment for lurking house-trespass or house-breaking.
454. Lurking house-trespass or house-breaking in order to commit offence punishable with imprisonment.
455. Lurking house-trespass or house breaking after preparation for hurt, assault or wrongful restraint.
456. Punishment for lurking house-trespass or house-breaking by night.
457. Lurking house-trespass or house breaking by night in order to commit offence punishable with imprisonment.
456. Lurking house-trespass or house-breaking by night after preparation for hurt, assault or wrongful restraint.
465. Punishment for forgery.
466. Forgery of record of Court or of public register, etc.
467. Forgery of valuable security, will, etc.
468. Forgery for purpose of cheating.
471. Using as genuine a forged document.
472. Making or possessing counterfeit seal, etc. with intent to commit forgery punishable under section 467.
473. Making or possessing counterfeit seal, etc. with intent to commit forgery punishable otherwise.
474. Having possession of document described in section 466 to 467, knowing it to be forged and intending to use as genuine.
475. Counterfeiting device or mark used for authenticating documents described in section 467, or possessing counterfeit marked material.

- 476. Counterfeiting device or mark used for authenticating documents other than those described in section 467, or possessing counterfeit marked material.
 - 477-A Falsification of accounts.
 - 489-A Counterfeiting currency notes or bank-notes.
 - 489-B Using at genuine , forged or counterfeit currency notes or bank-notes.
 - 489-C Possession of forged or counterfeit currency notes or bank-notes.
 - 489-D Making or possessing instruments or materials for forging or counterfeiting currency notes or bank-notes.
 - 489-C Making or using documents resembling currency-notes or bank-notes.
 - 493. Cohabitation caused by a man deceitfully inducing a belief of lawful marriage.
 - 494. Marrying again during life-time of husband or wife.
 - 495. Same offence with concealment of former marriage from person with whom subsequent marriage is contracted.
 - 496. Marriage ceremony fraudulently gone through without lawful marriage.
 - 497. Adultery.
 - 498. Enticing or taking away or detaining with criminal intent a married women.
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PERMISSION

Copy of letter No. 16935-GS-60/1295, dated the 23rd January, 1961, from the Chief Secretary to Government, Punjab, to all Heads of Departments, etc. etc.

Subject :—Celebration of marriages —Permission for.

I am directed to bring to your notice that complaints have been made to Government that some officers, while celebrating the marriage of sons or daughters at the place of their posting, take undue advantage of their position in collecting material and arranging amenities. This practice brings a bad name to the official machine and to Government and it has now been decided that an officer who wants to celebrate the marriage of his son or daughter or other relation at the place of his posting should invariably obtain the prior permission of the appointing authority and where the appointing authority happens to be Government, then of the Administrative Secretary concerned. Such permission will not be required if the marriage is to be celebrated at the headquarters of the Government, i.e. Chandigarh or in the village or the town to which the officer himself belongs. In the case of displaced officers, who do not possess property anywhere in the Punjab, permission to celebrate the marriage in any particular place will still be necessary.

2. As regards leave for the celebration of the marriage, Government have decided that it should be applied for by the officer concerned if he thinks it necessary, and will be granted to the extent administratively feasible.

3. I am also directed to emphasize that in order to avoid public criticism officers should when performing the marriage of their sons or daughters or other dependents, scrupulously avoid the use of their official position in the collection of material or arranging amenities through their staff or members of the public with whom they are directly or indirectly concerned in the discharge of their duties as Government servants. Officers should also not accept gifts and presents from such persons. In this connection, attention is invited to the provisions contained in rule 3 of the Government Servants Conduct Rules, 1955, and rule 10 of the All India Services (Conduct) Rules, 1954, which should be observed scrupulously by all the officers.

4. I am to request that these instructions be brought to the notice of all persons working under you for compliance.

Copy of Punjab Government Circular letter No. 8493-DSGS(I)-65/31233, dated 15th September, 1965, from the Chief Secretary to Government, Punjab, to all Heads of Departments, etc. etc.

Subject :—Celebration of marriage —Permission for.

I am directed to invite a reference to Punjab Government Circular letter No. 16935-GS-60/1295, dated the 23rd January, 1961, on the subject noted above and to say that Government have reconsidered the whole question and have decided that in future, the practice of obtaining prior permission of the appointing authority by an officer who proposes to celebrate the marriage of his son or daughter or other relation at the place of his posting may be discontinued. The officers, will, however, bear in mind that contents of para 3 of the letter referred to above.

2. The receipt of this letter may kindly be acknowledged.

Copy of Punjab Government Circular letter No. 1220-I-GSII-65/7944, dated 24th March, 1965, from the Chief Secretary to Government, Punjab, to all Heads of Departments, etc. etc.

Subject :—All India Services (Conduct) Rules, 1954—interpretation.

I am directed to enclose a copy of letter No. 8/62/64-AIS-III, dated the 14th January, 1965, from the Government of India, Ministry of Home Affairs, on the subject noted above and to say that these instructions will apply mutatis mutandis to the P.C.S. and other officers of the State Government who held executive jobs. I am to request you to bring this to the notice of all concerned for information and necessary action.

2. The receipt of this letter may please be acknowledged.

Copy of letter No. 8/64-AIS. III, dated the 14th January, 1965, from the Under-Secretary to the Government of India, Ministry of Home Affairs, New Delhi-II, to the Chief Secretary to the Government of all State Governments except Orissa and Nagaland.

Subject :—All India Services (Conduct) Rules, 1954—interpretation

I am directed to state that recently a question was referred to the Government of India whether wives of All India Services Officers, should be permitted to enter into business or become partners in firms of a commercial nature.

2. After a careful consideration, Government of India are of the opinion that even though the wife of an officer may intend to undertake business activity from funds entirely at her own disposal this legal "separation" between the officer and his wife, may not be fully acceptable or tenable in the public eye, who would be prone to cast aspersions on the officer and the office that he holds. Apart from this, the nature of duties of an All India Services Officer is such that he may exercise influence in varying spheres of governmental activity, depending upon the post that he holds from time to time. The State Government on their part may suffer the difficulty of precluding the services of such an officer from departments which might bring him into contact with the business activities of his wife in his official capacity. Even if the officer conducts his affairs in absolutely honest manner and keeps his conduct above reproach, the chances of allegations of direct or indirect abuse of his official position, cannot be ruled out.

3. I am to request that while dealing with such request from the All India Services Officers, the State Governments may keep in mind the views expressed above.

POLITICAL ACTIVITIES

Copy of letter No. 1036-P-60/12434, dated the 19th May, 1960 to the all Heads of Departments, etc.

Subject :—Participation of Government Servants in Political activities and agitations.

I am direct to invite your attention to rule 22(1) of the Government servants Conduct Rules, 1955, which lays down that no Government servant shall take part in, subscribe in aid of or assist, in any way, any political movement in India or abroad relating to Indian affairs. It has been explained in the rule that the expression "Political Movement" includes any movement or activities tending directly or indirectly to excite dis-affection against, or to embarras, the Government as by law established, and to promote feelings of hatred enmity between different classes of subjects of the India n Union, or to disturb the public peace. In this connection, I am to point out that a rigid and strict line will be taken in regard to employees who associate themselves or take part in politics and that Government will not make any concession regarding re-employment where employees are dismissed or discharged because of association with politics or any political movement. This may kindly be brought to the notice of all Government Servants working under you.

2. The receipt of this letter may please be acknowledged.

Copy of letter No. 4453-9GSII-64/22797, dated the 31st August, 1964 from the Chief Secretary to Government Punjab to all Heads of Department, etc. etc.

Subject :—Impartial behaviour of Government employees in a secular State.

The Government has recently noticed a trend among some of its employees towards communal tendencies and participation in political movements. Your attention is invited, in this connection, to Government instructions issued vide Punjab Government letter No. 1036-P-60/12454, dated the 19th May, 1960 regarding participation of Government employees in political activities and agitation and also to Rule 23 of Government Servants' Conduct Rules which prohibits participation in political movements. Government expects that all its employees should conduct themselves in an impartial manner, and create confidence in the people about their integrity and impartially. If any case come to the notice of the Government contrary to these instructions and these already issued, Government would be constrained to take strong action against all those employees who indulge in these things.

2. I am to request you to bring these instructions to the notice of all employees and also acknowledged their receipt.

Copy of Circular letter No. 7653-6GSI-65/40644, dated 18th December, 1965 from the Chief Secretary to Government Punjab to all Heads of Departments, etc. etc.

Subject :—Government employees indulging political matters.

I am directed to invite a reference to para 2 the communication noted in the margin from the Chief Minister, Punjab to your address impressing upon all Government employees that they should not involve themselves in politics directly. This is also required by rule 4 of the All India Services (Conduct) Rules, 1954 and rule 22 of the Punjab Government Servants Conduct Rules, 1955. It has further been emphasized that in implementing the decisions of Government the welfare of the public in general has to be kept in mind and not the interests of any particular group or political party and that rules, laws and regulations, should be administered without any discrimination or bias. It has also been desired that all Government employees should conduct themselves in such a way that they leave no scope for any feeling that they are aligned with any political party, group pr person or that privately or informally they take interest in a particular section.

No. 8904-CPM-65 dated 10th July, 1965.

2. I am directed to inform you that Government shall take a serious view of any violation of these instructions, and to request that any instance that may come to your notice should be brought to the personal notice of the Chief Secretary to Government, Punjab through the Aemnistrative Secretary concerned, for appropriate action.

Copy of letter No. 442-5GS-66/199, dated 11-1-67 from the Chief Secretary to Government, Haryana to all Heads of Departments, etc. etc.

Subject :—Association of Government employees with the activities of R.S.S./Jammaat-e-Islami.

I am directed to invite attention to Sub Rule (I) of Rule 5 of the Punjab Government Employees (Conduct) Rules, 1966 under which no Government employee shall be a member of, or be otherwise associated with, any political party or any organisation which takes part in politics nor shall be take part in, subscribe in aid, of, or assist in any other manner, any political movement or activity. It is clarified that the Government have always held the activities of the Rashtrya Swoyam Sevak Sangh and the Jammaat-e-Islami to be of such a nature that participation in them by Government employees would attract the provisions of sub-rule (1) of Rule 5 of the Punjab Government Employees (Conduct) Rules, 1966. Any Government employee who is a member of or is otherwise associated with the aforesaid organisations or with their activities is thus liable to disciplinary action.

2. It is requested that the above position may be brought to the notice of all Government employees under your control.

Yours faithfully

Sd./—
Under Secretary Political & Services,
for Chief Secretary to Government, Haryana.

A copy is forwarded to the Financial Commissioner, Haryana and all Administrative Secretaries to Government, Haryana.

1. The Financial Commissioner, Haryana, All Administrative Secretaries to Government, Haryana.

Copy of letter No. 3100-5GS-69/13240, dated 13-6-69 from the Chief Secretary to Government, Haryana to all Heads of Departments, e tc. e tc.

Subject :—Association of Government servants with the activities of political parties.

I am directed to invite reference to rule 5(1) of the Government Employees (Conduct) Rules, 1966, as amended by the Government Employees (conduct) Haryana Second Amendment Rules, 1968, notified vide notification No. G.S.R. 67/Const./Art./309/Amd.(2)/68, dated the 21st August, 1968, which is to the effect that "no Government employee shall be a member of, or be otherwise associated with, any political party or any organisation which takes part in politics nor shall he take part in subscribe in aid of, or assist in any other manner, any political movement or activity". Reference is also invited to the instructions contained in composite Punjab Government letter No. 7653-6GSI-65/40644, dated the 18th December, 1965 (copy enclosed) wherein Government employees were advised to refrain from aligning themselves with any political party.

2. It has to be pointed out in this context that "Anand Marg" and its organisations (list enclosed) come within the purview of these instructions and Government employees joining or associating with any of these organisation will render themselves liable to disciplinary action. Further more, Government employees should exercise great care in this matter and should not join any other organisation either whether specifically notified as such by Government or not, if there is the slightest reason to think that that organisation has a political aspect. It is essential that Government employees should not only maintain political neutrality but should also appear to do so and should ensure that no doubts are created about their neutrality in any circumstances.

3. I am to request that these instructions may be brought to the notice of all Government employees working under you and it should be made clear to them that any default in this regard will be viewed seriously by Government and will entail severe disciplinary action.

4. The receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/—
Deputy Secretary Political & Services,
for Chief Secretary to Government, Haryana.

A copy each with copies of its enclosures, is forwarded to :—

The Financial commissioner, Revenue, Haryana all Administrative Secretaries to Government, Haryana, and the Sales Tax Tribunal, Haryana. for information and necessary action.

Copy of letter No. 3946-5GS-69/17872 dated 17th July, 1969 from the Chief Secretary to Government, Haryana to all Heads of Departments, etc. etc.

Subject :—Association of Government Servants with the activities of political parties.

I am directed to refer to para 2 of Haryana Government letter No. 3100-5GS-69/13240, dated the 13th June 1969, on the subject noted above wherein it was indicated inter alia that Government employees associating with the activities of 'Anand Marg' and any of its organisations would render themselves liable to disciplinary action. The Government of India have recently intimated that the Supreme Court has pending disposal of an application before it for stay, restrained them from giving effect to the orders issued by them to the same effect. The matter has been examined and it is considered that although the order of Supreme Court is directed against the Government of India it would not be appropriate for the State Government too to take any action in this regard pending disposal of the case before the Supreme Court. I am, thereof to request that till further orders, no action should be taken on the instructions that have been issued by the State Government on this subject.

2. The receipt of this letter may please be acknowledged.

Yours faithfully,

Sd./—
Deputy Secretary Political and Services,
for Chief Secretary to Government, Haryana.

A copy each is forwarded to :—

The Financial Commissioner, Revenue, Haryana. All Administrative Secretaries to Government Haryana for information and necessary action.

Copy of letter No. 398-5GS-70/4340, dated 4th March 1970 from the Chief Secretary to Government, Haryana Heads of Departments, etc. etc.

Subject :—Association of Government employees with the activities of R.S.S.S. Jamaat-e-Islami.

I am directed to invite your attention to Haryana Government letter No. 442/5GS-66/199, dated the 11th January, 1967 on the subject noted above vide which it was intimated that any Government employee who was a member or was otherwise associated with the activities of the Rashtrya Swayam Sevak Sangh and Jamaat-e-Islami, was liable to disciplinary action under sub-rule (1) of rule (5) of the Punjab Government Employees (Conduct) Rules, 1966.

2. The provisions of sub rule (1) of Rule 5 ibid are similar to those contained in Sub rule (1) of Rule (5) of the Central Services (Conduct) Rules, 1964. The instructions contained in the letter referred to above were issued on the analogy of the Government of India's communication on the subject.

3. It has been brought to the notice of Government that provisions of sub rule(1) of Rule 5 of the Central Civil Services (Conduct) Rules, 1964 have been challenged in the Supreme Court of India, regarding the participation of Government servants in the activities of 'Anand Marg' and its Organisations Accordingly, Government have decided that till final disposal of the case by the Supreme Court, it would not be appropriate at this stage to take any action against Government Servants in terms of the letter referred to above for participation in the activities of the Rashtrya Swayam Sevak Sangh and Jamaat-e-Islami

Yours faithfully,

Sd./—
Deputy Secretary Political & Services,
for Chief Secretary to Government, Haryana.

A Copy each is forwarded to :—

The Financial Commissioner, Revenue, Haryana and All Administrative Secretaries to Government, Haryana.

Copy of letter No. 820-IGSI-73/6479, dated 9th March, 1973 from the Chief Secretary to Government, for Haryana All Heads of Departments, etc. etc.

Subject :—Policy to be followed in regard to international friendship societies as well as social, cultural or other similar organisations known to be connected with political parties.

I am directed to refer to the instructions issued by Haryana Government in their letter No. 3100-5GS-69/13240, dated the 13th June, 1969, in which it was mentioned that Government employees should exercise great care and should not join any organisation whether specifically notified as such by the Government or not, if there was the slightest reason to think that the organisation had a political aspect. It was also brought to notice that it is essential that Government employees should not only maintain political neutrality but should also appear to do so and should ensure that no doubts were created about their neutrality in any circumstances. It was to be made clear to the Government employees that any default in this regard would be viewed seriously by Government and would entail severe disciplinary action.

2. This matter has been further considered particularly with regard to the policy to be followed in regard to international friendship societies as well as social, cultural or other similar organisations known to be connected with political parties. It has been observed that associations whose avowed aim is to promote friendly relations between the people of India and any specific foreign country have generally been referred to as international friendship societies. Several such friendship societies exist and function in India as well as in other countries. In respect to these, it has been decided that Government officials should not accept any office in or membership of any such international friendship society nor should they participate in the activities of these societies. Administrative Secretaries and other officers after obtaining prior permission of their Administrative Secretaries may however address such societies on non-controversial matters or on cultural relations between India and the country concerned.

3. In regard to social, cultural or other similar organisations known to be connected with political parties, it has been decided that since it is essential that Civil Servants should not only maintain political neutrality but should also appear to do so and there should be no doubts about their neutrality, a civil servant should keep away from any organisation in regard to which there is the slightest reason to think that it has any political overtones. There are in fact in which Government have themselves notified committee organisations as political for the purposes of the Government Employees' Conduct Rules and it would be obviously a breach of discipline for any civil servant to associate himself with such an organisation. As, however, there are many other organisations which have not been so notified by Government as political, it is equally necessary that all civil servants should refrain from associating themselves in any manner with such organisations also. In this connection reference is also invited to rule 5(1) of all India Services (Conduct Rules, 1968/Punjab Government Employees (Conduct) Rules, 1966 (as adopted in the State of Haryana which is to the effect that "no member of the Service/Government employee shall be a member of, or be otherwise associated with, any political party or any organisation which takes part in politics nor shall he take part in, subscribe in aid of, or assist in any other manner, any political movement or activity".

4. I am to request that the above instructions may be carefully noted and also brought to the notice of all concerned for strict compliance. It may be added that any default in this regard will be viewed seriously by Government and will entail severe disciplinary action.

5. The receipt of this letter may please be acknowledged.

मुख्य सचिव, हरियाणा द्वारा विभागाध्यक्षों आदि को सम्बोधित परिपत्र क्रमांक 11(5)-2 जी 0 एस 0-I-79 दिनांक 31-5-79 की प्रति।

विषय :—सरकारी कर्मचारी (आचरण) नियमावली-1966 के नियम 5(I) के अन्तर्गत रैलीज में हिस्सा लेने बारे।

मुझे निदेश हुआ है कि मैं आप का ध्यान उपरोक्त विषय की ओर बिलाऊ तथा भारत सरकार, गृह विभाग द्वारा केन्द्रीय सिविल सेवाएं (आचरण) नियमावली, 1964 के नियम 5(I) के बारे में जारी की गई हिदायत क्रमांक 28034/5/78-दिनांक 1-9-78 की प्रति अनुलग्नक सहित आप को भेजूं। हरियाणा राज्य में सरकारी कर्मचारी (आचरण) नियमावली 1966 के नियम 5(I) में भी इसी प्रकार की व्यवस्था है जैसी की केन्द्रीय सिविल सेवाएं (आचरण) नियमावली, 1964 के नियम 5(I) में है अतः आप से अनुरोध है कि इस बारे भारत सरकार द्वारा जारी की गई हिदायतें अपने अधीन काम कर रहे सभी अधिकारियों/कर्मचारियों के ध्यान में ला दी जाए।

भवदीय,

हस्ता/-

उप सचिव सामान्य प्रशासन

मुख्य सचिव, हरियाणा सरकार।

Copy of O.M. No. 25/4/73-Estt.A, dated 17th Feb., 1973 from the Deputy Secretary to the Govt. of India, Cabinet Secretariat, Deptt. of Personnel and A.R., New Delhi to all Ministries/Departments of the Govt. of India.

OFFICE MEMORANDUM

Subject :—Participation by Govt. servants in political activities-participation by Govt. servants in meetings/demonstrations organised by political parties.

The undersigned is directed to invite the attention of the Ministry of Finance etc. to rule 5 (1) of the Central Civil Services (Conduct) Rules 1964 which inter alia provides that no Govt. servant shall be a member of or be otherwise associated with any political party or any organisation which takes part in politics nor shall he take part in subscribe in aid of or assist in any other manner, any political movement or activity. Attention is also invited to the instructions contained in the Ministry of Home Affairs O.M.No. 6/6/69-Estt. B, dated 18th July, 1969 where in it was emphasised that Govt. servants should not only maintain political neutrality but should also appear to do so and they should not participate in the activities of, or associate themselves with, any organisation in respect of which there is the slightest reason to think that the organisation has a political aspect.

A question has been raised as to whether participation by a Govt. servant in a public meeting or demonstration organised by a political party would amount to participation in a political movement or activity within the meaning of rule 5 (1) of the Central Civil Services (Conduct) 1964, mentioned above.

This question has been considered, and it is felt that, in the light of the existing provisions of the Conduct Rules and the instructions already issued on the subject, taking any active part by a Govt. servant in a meeting or demonstration organised by a political party might give cause for an impression which may well be construed as assisting a political movement for Example, if a Govt. servant takes active or prominent part in organising or conducting such a meeting or demonstration or speaks himself here in, or attends regularly or even frequently any such meetings, etc., action on his part is likely to create an impression that he is taking part in or assisting a political movement or activity. In order, therefore, to avoid any doubts about their political neutrality, it would not be in the interest of the Govt. servants themselves to participate in such meetings or demonstrations.

It is requested that the Ministry of Finance etc. may bring this clarification to the notice of all the employees working under them.

Copy of letter No. 28034/5/78-Estt.A, dated 1st Sept., 1978 from the Deputy Secretary to the Govt., of India, Ministry of Home Affairs, Deptt. of Personnel and A.R., New Delhi to all Ministries/ Deptts. of the Govt. of India with usual number of spare copies.

OFFICE MEMORANDUM

Subject Central Civil Services (Conduct) Rules, 1964 Use of public servants and public facilities for purpose of holding rallies etc.

The undersigned is directed to say that instances have come to the notice of the Government in which public servants and public utility facilities were used for arranging crowds for rallies and for arranging transport for bringing those crowds, involving violations of laws and rules in regard to the use of such transport. In this connection attention is invited to rule 5 (1) of the CCS (Conduct) Rules, 1964 which provides that no Govt. servant shall be a member of, or be otherwise associated with any political party or organisation which takes part in politics; nor shall he take part in, subscribe in aid of, or assist in any other manner, any political movement or activity. It is also clarified in this department M.No. 25/4/73-Estt.A, dated 17-2-73 (copy enclosed) that it is advisable for a Government employee not to attend even public meetings for demonstrations organised by a political party or having political aspects. It will not suffice to say that such arrangements were made on the orders of superior officers as the explanation below sub rule (2) of rule 3 of the CCS (Conduct) Rules, 1964 clarifies that nothing in clause (a) of the said sub rule (2) shall be construed as empowering a Govt. employee to evade his own responsibilities. It hardly needs to be emphasised that Govt. servants should not only maintain political neutrality but should also appear to do so taking active part in holding rallies in support of any political party by arranging for crowds and arranging transport for bringing those crowds would, therefore, clearly attract the provisions of the aforesaid rule of the conduct rules, Govt. employees should, therefore, resist from engaging in such activities which may be construed as participation in the activities of a political party.

2. Ministry of Finance etc. are requested to bring contents of this Office Memorandum to the notice of all Govt. servants serving under their control.

Copy of letter No. 11/9/79-2-GSI dated 2nd April, 1980 from the Chief Secretary to Government Haryana to all Heads of Departments, etc., etc.

Subject :—Association of Government Employees with the activities of R.S.S.S. Jamat-e-Islami.

I am directed to invite your attention to Haryana Government letter No. 398-5GS-70/4340, dated the 4th March, 1970 on the subject noted above vide which it was intimated that since the provisions of sub-rule I of rule 5 of the Central Civil Services (Conduct Rules, 1964 had been challenged in the Supreme Court of India, regarding the participation of Government servants in the activities of 'Anand Marg' and its organisations, it would not be appropriate to take any action against Government servants for participation in the activities of the Rashtrya Swayam Sevak Sangh, Jamat-e-Islami till final disposal of the case by the Supreme Court.

2. The matter has been reconsidered and it has been decided that it is not necessary to hold up action against a Government servant merely on the ground that rule 5 of the Central Civil Services (Conduct) Rules, 1964 has been challenged in the Supreme Court. Unless the Supreme Court strikes down the relevant portion of the Conduct Rule, action in terms of Haryana Government letter No. 442/4GS-66/199, will continue to be taken.

3. It is requested that the above position may be brought to the notice of all Government employees under your control.

Yours faithfully,

Sd/-

Under Secretary General Administration,
for Chief Secretary to Government, Haryana.

A copy is forwarded to :—

(i) The Financial Commissioner Revenue, Haryana.

(ii) All Administrative Secretaries to Government, Haryana.

Copy of letter No. 53/52/80/3 PP dated 4-7-80 from the Chief Secretary to Government, Haryana to all Heads of Departments, etc., etc.

Subject :—The Mother's Birth Centenary Celebrations Committee, Punjab, Haryana and Himachal Pradesh and Chandigarh-Participation of IAS officers.

I am directed to address you on the subject cited above and to say that for sometime past, the State Government have had under their consideration the matter regarding the participation of State Government Officers in the aforesaid Committee. After careful consideration, it has been decided that since this institution does not appear to be connected with any caste, creed or community, in as much as its avowed objects are educational, ethical and spiritual, therefore, there should be no objection to officers of the State being associated with its activities including setting up of libraries and buildings and bringing out publications etc. However, the officers will of course, not associate themselves with any fund collections.

2. These instructions may please be brought to the notice of the concerned officers of the State for information and compliance.

Yours faithfully,

Sd/-

Deputy Secretary Protocol.
for Chief Secretary to Govt., Haryana.

A copy is forwarded to :—All Financial Commissioner, Haryana, and All Administrative Secretaries to Govt., Haryana, for information and necessary action.

Copy of letter No. 239-PSCS (H) -80, dated 11th November, 1980, from the Chief Secretary to Government, Haryana to all Heads of Departments, etc., etc

Subject :—Streamlining of administration re-organising time schedules of judicial and executive work for the purpose of optimization etc.

I am directed to refer to Haryana Government letter No. 239-PSCS (H)-80, dated the 25th April, 1980, on the above subject, wherein it was inter alia laid down that the first three days of the week should be earmarked for the disposal of court work by the Commissioners, Collectors, Additional/Special Collectors and Sub Divisional Officers (Civil).

2. It has come to the notice of the Government that meetings at the State and Divisional headquarters are sometimes fixed on the first three days of the week, requiring the presence of the Deputy Commissioners, with the result that Court work at the district level has to be postponed. It is therefore reiterated that meetings should not be fixed on the first three days of the week, save in exceptional circumstances of need, so that the object underlying the instructions contained in the letter quoted above, is not defeated.

Yours faithfully,

Sd/-

Under Secretary Administratives Reforms,
for Chief Secretary to Government, Haryana.

Copy of letter No. 9/12/80-IGSII, dated 24th Sept., 1980, from the Chief Secretary to Government, Haryana to all Heads of Departments, etc., etc.

Subject :—Giving of gifts by the autonomous bodies under the Haryana Government including Corporations, Boards and Cooperative Banks.

I am directed to invite your attention to the instructions contained in this Department U.O. No. 22 57-1GSII-76 dated 22/23-3-1976 wherein it was mentioned that instances had come to the notice of the Government where corporate bodies had given gifts to official members of their respective Boards. It was desired that this practice should be discouraged and peremptory instructions should be issued to all such bodies under your administrative control to discontinue such a practice forthwith.

2. It has again been noticed that autonomous bodies under the Haryana Government including Corporations Boards and Cooperative Banks continue to present costly articles as souvenirs to the members of their Boards/Committees including officials. Insofar as the employees of the State Government are concerned permission of the competent authority is required to be taken by them before accepting any gift keeping in view the provisions of rule 13 of the Government Employees (Conduct) Rules 1966. For the members of the All India services similar provisions exist in rule 11 of the All India Services (Conduct) Rules 1968. The non-official members are not governed by the provisions of the aforesaid Conduct Rules.

3. The Government considers that the practice of offering gifts to the members by the Corporation should be discouraged. If however on a rare occasion it is considered desirable to offer gifts there should be a proper resolution passed to justify the giving of gifts. In any case the value of a gift given to or accepted by a member must not exceed Rs. 75/-. This will obviate the need for obtaining permission by the official members of the Boards/Committees and will also be in keeping with the idea of economy in expenditure. The concerned autonomous body should send a report to the concerned administrative Department regarding gifts given to its members. Any person (including the recipient of a costly gift) violating these instructions will be liable to the charge of misconduct.

4. It is requested that strict instructions should be issued to all the autonomous bodies including Corporations/Boards and Co-operative Banks under your control for compliance. A copy of the instructions issued to the respective Board/Corporation should be endorsed to this Department for information.

Sd/-
Yours faithfully
Joint Secretary General Administration,
for Chief Secretary to Government, Haryana.

No. 9/12/80-IGSII dated Chandigarh, the 24th September, 1980.

A copy each is forwarded for information and necessary action :—

All Heads of Departments ; The Commissioners, Ambala and Hissar Divisions ; and All Deputy Commissioners and Sub-Divisional Officers (Civil) in the State.

Sd/-
Joint Secretary General Administration
for Chief Secretary to Government, Haryana.

Copy of letter No. 46/11/78-3PP, dated 6th Oct., 1980 from the Chief Secretary to Government, Haryana to all Heads of Departments, etc., etc.

Subject :--Collection of funds by official agencies-Eradication of corruption-Banning of Red Cross Fairs.

I am directed to refer to the Chief Secretary's (3) D.O. No. 161-PSCS (H)-77 dated the 27th June, 1977, and Haryana Government letter No. 46/11/78/PP(3), dated the 29th September, 1978 and 17th December 1979, on the subject cited above and to say that despite the imposition of complete ban on the holding of Red Cross Fairs at district head quarters, Sub-Divisional headquarters etc. instances have again come to the notice of the Government where permission for holding fairs such as Fun Fairs in aid of St. John Ambulance Association, Summer Festivals by Welfare Society for Handicapped, Scheduled Castes and Backward classes and Trade Fairs by Hind Kusht Nivaran Sangh etc. in the State was granted by the District authority. The matter has been reconsidered by Government and I am directed to clarify that the ban imposed on holding Red Cross Fairs is also applicable to all other fairs of this type in the State. Any permission granted to hold such fairs is contrary to the Government instructions issued on the subject.

2. I am, therefore, to impress upon you that in future no permission for holding of any such fairs may be granted by you except with prior approval of the Government and any departure/violation of Government instructions will be viewed seriously.

3. Receipt of this letter may please be acknowledged.

Yours faithfully,
Sd/-
Deputy Secretary Protocol
for Chief Secretary to Government, Haryana.

A copy is forwarded to :--

All Financial Commissioners, Haryana/All Administrative Secretaries to Govt. Haryana, for information and necessary action,

PRIVATE WORKS

Copy of letter No. 7307-G-50/1-4390, dated the 31st October, 1950 from the Chief Secretary to Government, Punjab to all Heads of Departments etc., etc.

Subject :—Employment of Peons as private servants.

I am directed to refer to my letter No. 3825-C-50/1-2795, date the 26th June 1950 on the subject of employment of peons as private servants and to say that Government have received, in this short interval, numerous representations against the ban on private work prescribed therein, and also a good number of applications from individual Class IV Government servants for permission to engage in or undertake private work outside office hours on payment of remuneration.

2. The matter has, therefore, been considered further in the light of the communications referred to above and while Government strictly adhere to their view as previously expressed that Class IV Government servants should not be burdened with "begar" of any kind, they, nevertheless, realise that the existing orders may operate harshly on certain individuals belonging to this class of Government servants. They have, therefore, decided to modify them to the extent that where an individual Class IV employee applies for permission to engage in or undertake other work outside office hours on receipt of remuneration and the head of department/office concerned is satisfied that engagement on such duties will not interfere with the applicant's duties in office, such an application may be considered on merits on the analogy of rule 18 of the Government servant's Conduct Rules, 1945, under which it is permissible for higher classes of Government servants to undertake such work and thereby to supplement their income. At the same time, Government desire to make it clear that these employees should not, behind the excuse of work outside office hours, be employed on menial household duties such as sweeping of rooms, cleaning of utensils, and cooking of meals, etc.

Copy of letter No. 4540-G-II-57/12538, dated the 15th July, 1957 from the Chief Secretary to Government, Punjab, Chandigarh, to all Heads of Departments, etc., etc.

Subject :—Use of Government servants for private work.

Government frequently receive complaints against individual officers alleging that they take private work from Government servants under their control. I am directed to address you in order to clarify policy of Government on this subject.

2. The extent to which Government servants are used for private work varies in the different departments. The attitude of the average officer is, however, more or less the same in all departments, viz., that using Government servants for private work is a practice which has the sanction of widespread and old usage. The possibility of this practice amounting, in certain circumstances, to dishonesty is neither taken into account by the officers indulging in it, nor by their departmental heads. For dishonesty there is the firm rule that dismissal is the only right punishment, and it is, therefore, a matter of importance to clarify whether use of Government servants for private work does amount to dishonesty (meriting dismissal) or not.

3. Since circumstances vary a great deal, it is difficult to lay down a rigid policy that taking private work from Government servants should always be construed as dishonesty meriting dismissal. The circumstances attending each case would always have to be gone into the severity of punishment in a proved case left to be determined on the merits of that particular case. On one extreme there can be circumstances in which the practice may be totally innocent deserving no notice from Government e.g. the use of a personal orderly out of office hours, with his willingness and on payment for duties not of a menial character. On the other extreme, there can be circumstances in which the practice would amount to dishonesty meriting dismissal e.g. the use of gangmen as regular whole-time domestic servants. Since it is necessary that the honest Government servants should know where exactly he stands, and equally necessary that the dishonest Government servants should have warning of Government's intention to treat certain form of this practice as acts of corruption, this letter seeks to analyse the various types of cases and to indicate the lines on which they should be dealt with.

4. Broadly speaking, two kinds of cases arise:

- (i) Where the Government servants from whom private work is taken are on the personal staff of the officer concerned, e.g. his Personal Assistant, Stenographer or orderlies.
- (ii) Where the Government servants from whom private work is taken are not on the personal staff of the officer concerned, though his subordinates otherwise ;

5. Regarding (i) there is a widespread practice for personal Assistants and Stenographers to be utilised for maintaining some of private files of their officers and also for taking private dictation of occasional character. Within reasonable limits and so long as this does not effect Government work adversely, there can be no objection to the practice. For orderlies the nature of their duties is such that it is difficult to draw the line as to where official work ceases and private work begins. Here too, within reasonable limits, there can be no objection to some private work being taken from orderlies and peons. These limits have been defined in a whole series of policy letters noted in the margin on the subject "Employment of peons as private servants."

The gist of these is that peons may with their consent on payment and outside office hours be utilised for private work of a non-menial character. Sometime it is necessary to make a peon do private work of an occasional character even during office hours, and no serious objection can be taken to this. Cases falling in this category are thus simple ones, the brief position in respect of them being that no notice need be taken unless reasonable limits are exceeded, in which event at worst there would be an instance of irregular (not corrupt) conduct.

- (i) No. 775(H. Genl.), dated the 11th January, 1922.
- (ii) No. 5897 (H. Genl.), dated the 20th November, 1934.
- (iii) No. 5248-G-47/36389, dated the 31st May, 1947.
- (iv) No. 7104-G-48/57106, dated the 22nd October, 1948.
- (v) No. 7307-G-50/14390, dated the 31st October, 1950.
- (vi) No. 1978-G-51/13370, dated the 9th June, 1951.

(vii) No. 9566-G-53/90920, dated the 21st November, 1953.

6. Regarding (ii) a distinction needs to be made between cases in which private work is taken from such Government servants on rare occasions (e.g. at the time of packing-up on transfer) and when private work is taken on a regular and more or less whole-time basis (e.g. case of gangmen mentioned in para 3 of this letter), the former amounts to irregular conduct if the Government servants concerned are utilised against their will or during office hours. The latter is a serious type of case in which dishonest conduct should normally be presumed. Facts may differ widely in such cases, but the test for classifying a particular case as a case of dishonesty is whether willful dishonesty is actually present. If so, no quarter should be given.

7. The practice of using Government servants for private work has been a widespread and an old one, and until now it has never been regarded with such severity, even when an element of dishonest conduct was present. For the future, Government would like the new standards of judgment laid down in this letter to be applied to individual cases that may come up. I am to request you to bring these instructions to the notice of all concerned serving under you for strict compliance. Past cases involving element of dishonesty should not be ignored, but should receive lighter punishment (depending on individual circumstances) than the extreme one of dismissal which normally goes with dishonesty.

Copy of Circular letter No. 7686-G-58/19409, dated the 30th June, 1958 from the Additional Chief Secretary to the Government, Punjab, to all Heads of Departments etc. etc.

Subject :—Use of Government servants for private work.

I am directed to invite your attention to the instructions contained in Punjab Government's circular letter No. 4540-GII-57/12538, dated the 15th July, 1957, on the above subject, and to say that cases are still being reported to Government regarding the misuse of Class IV Government servants, for private work during office hours or when they are actually supposed to be on duty elsewhere and are shown as such in the relevant record. In two such cases which came to the notice recently, the officers concerned have been warned, and copies of the warning issued to them have been placed on their personal files. A lenient view was taken in these cases as these were first to be reported, after the issue of instructions contained in the above-mentioned letter. I am desired to say that a more serious view will be taken in cases involving contravention of these instructions, and to reiterate that use of Government servants as regular whole-time domestic servants will, in future, be treated as dishonesty meriting the severest punishment.

2. I am to request you to bring these instructions to the notice of all concerned serving under you.

वित्तायुक्त राजस्व/हरियाणा सरकार के सभी प्रशासकीय सचिव को सूचना तथा ऐसी ही कार्यवाही हेतु भेजी जाती है।

मुख्य सचिव, हरियाणा सरकार की ओर से सभी विभागाध्यक्ष आयुक्त अम्बाला मण्डल हरियाणा के सभी उपायुक्त तथा सभी उपमण्डल अधिकारी को लिखे पत्र क्रमांक 287-1 जी 0 एस 0-1-72/3104 दिनांक 8 फरवरी, 1972 की प्रति।

विषय :—प्राइवेट कार्य के लिए सरकारी कर्मचारियों का प्रयोग।

मुझे निदेश हुआ है कि मैं संयुक्त पंजाब सरकार के पत्र 4540-जी-ग-57/12538, दिनांक 15 जुलाई, 1957 (प्रति संलग्न है) द्वारा जारी की गई हिदायतों की ओर आपका ध्यान दिलाऊँ जिसमें अधिकारियों द्वारा सरकारी कर्मचारियों से प्राइवेट कार्य लेने के सम्बन्ध में सरकार की नीति को स्पष्ट किया गया था। उस पत्र में अन्य बातों के अतिरिक्त इस बात पर बल दिया गया था कि प्राइवेट कार्य के लिए सरकारी कर्मचारियों को प्रयोग में लाए जाने के मामलों को गम्भीर दृष्टि से देखा जाए और जब कभी भी Dishonest conduct का कोई तथ्य पाया जाए, तब पदच्युति (डिसमिसल) का अधिकतम दण्ड दिये जाने के बारे में भी विचार कर लिया जाए। संयुक्त पंजाब में पत्र क्रमांक पी 0 ओ 0 एल 0-50 (3)-61/26382, दिनांक 25 नवम्बर, 1961 द्वारा पुनः अनुरोध किया गया था कि दिनांक 15 जुलाई, 1957 के पत्र में दी गई हिदायतों का कठोरता से पालन किया जाए।

2. यह बात सरकार के ध्यान में आई है कि उपर्युक्त हिदायतों का सभी सम्बन्धित व्यक्तियों द्वारा अनुसरण नहीं किया जा रहा है तथा अब भी ऐसी घटनाएँ होती हैं जिसमें कुछ अधिकारियों द्वारा वर्ग चार (iv) के सरकारी कर्मचारियों को प्राइवेट कार्य पर लगाया जाता है। इस बात का पुनः उल्लेख किया जाता है कि सरकार इस मामले को गम्भीरता की दृष्टि से देखती है तथा चाहती है कि यह सुनिश्चित किया जाए कि यह प्रथा सभी केसों में, बिना किसी उपवाद के समाप्त कर दी गई है। अतः मैं अनुरोध करूँगा कि आप उपर्युक्त हिदायतों को उनका कठोरता से पालन किये जाने के लिये, अपने अधीनस्थ सभी सरकारी कर्मचारियों के ध्यान में लाएं तथा उन्हें यह स्पष्ट कर दिया जाए, कि इस विषय में कोई चूक होने पर वे कठोर अनुशासनिक कार्यवाही के भागी होंगे।

3. कृपया इस पत्र की पावती भेजी जाये।

मुख्य सचिव, हरियाणा द्वारा विभागाध्यक्षों आदि को सम्बोधित परिपत्र क्रमांक 25/25/78-जी 0 एस 0-I-दिनांक 28-9-78 को प्रति ।

विषय :—प्राईवेट कार्य के लिए सरकारी कर्मचारियों का प्रयोग ।

मुझे निदेश हुआ है कि उपरोक्त विषय पर मैं संयुक्त पंजाब के पत्र संख्या 4540-जी-II-57/12588, दिनांक 15 जुलाई, 1971 (प्रति संलग्न है) द्वारा जारी की गई हिदायतों की ओर आप का ध्यान दिलाऊँ जिसमें अधिकारियों द्वारा सरकारी कर्मचारियों से प्राईवेट कार्य लेने के बारे में सरकार की नीति को स्पष्ट किया गया था। हरियाणा सरकार के पत्र क्रमांक 287-1 जी 0 एस 0-I-72/3104, दिनांक 8-2-1972 (प्रति संलग्न है) द्वारा पुनः अनुरोध किया गया था कि इन हिदायतों का कठोरता से पालन किया जाए।

2. सरकार के ध्यान में पुनः यह बात आई है कि उपरोक्त हिदायतों की पालना सभी सम्बन्धित व्यक्तियों द्वारा नहीं की जा रही है। सरकार ऐसी कार्यवाही को गम्भीरता पूर्वक देखती है तथा चाहती है कि यह सुनिश्चित किया जाए कि किसी श्रेणी चार के सरकारी कर्मचारी को प्राईवेट काम के लिए प्रयोग में न लाया जाए। इस लिए आपसे अनुरोध है कि उपरोक्त अनुदेशों का कठोरता से पालन किया जाये और आप अपने अधीनस्थ सभी सरकारी कर्मचारियों के ध्यान में यह अनुदेश लायें और उन्हें यह स्पष्ट कर दिया जाए कि इस विषय में चूक होने पर वे कठोर अनुशासनिक कार्यवाही के भागी होंगे।

कृपया इस पत्र की पावती भेजी जाए।

भवदीय,

हस्ता/-

भवर सचिव, सामान्य प्रशासन

कृते: मुख्य सचिव, हरियाणा सरकार।

एक-एक प्रति अनुलग्नकों सहित, निम्नलिखित को सूचनार्थ तथा आवश्यक कार्यवाही हेतु भेजी जाती है :—

वित्तायुक्त/सभी प्रशासकीय सचिव, हरियाणा सरकार।

PROHIBITION

Copy of letter No. 6890-G-38/28943, dated the 24th August, 1938, from the Chief Secretary to Government, Punjab to All Heads of Departments etc.

Subject :—Prohibition of the grant of free passes for cinemas to Government servants.

I am directed to inform you that the Governor of the Punjab is pleased to order that no person serving under the Punjab Government shall in any circumstances ask for or accept a free pass for any cinema or other place of entertainment and to request that this order may be brought to the notice of all Government servants under your control.

Copy of Punjab Government Circular letter No. 12897-G-54/1775, dated 18th January, 1955 from the Chief Secretary to Government, Punjab, addressed to all Heads of Departments etc., etc.

Subject :—Prohibition of plural marriages by Government servants.

I am directed to say that in the I.A.S. (Recruitment) Rules, 1954, recently published, the Government of India have provided that no person who has more than one wife living shall be eligible for appointment to the service; provided that the Central Government may if satisfied, that there are special grounds for doing so, exempt any person from the operation of this provision. In the same way, it has been laid down in the I.A.S. (Conduct) Rules, 1954, that no Government servant who has a wife living shall contract another marriage without first obtaining the permission of the Government of India, notwithstanding that such marriage is permissible under the personal law for the time being applicable to him. The Government of India have also decided that the principles embodied in the above provisions contained in the All India Service Rules should also govern the recruitment and conditions of Service of other Central Government Servants and they propose to include a provision similar to that in the I.A.S. (Conduct) Rules, 1954 referred to above in their revised Government Servants Conduct Rules and the other provision in the various service rules. Meanwhile they have decided that these principles should be observed as if the relevant rules had in fact been amended in this respect.

2. The Punjab Government have after due consideration decided to make similar provision for governing the recruitment and condition of service of State Government servants and to amend the Government Servants Conduct Rules as well as the relevant rules in this behalf. Naturally, in respect of such Government servants, the requisite permission for remarriage would be of the State Government. Since all this will take time, it has been decided that, pending formal incorporation of these provisions in the relevant rules, the principles thereof should be observed as if the relevant rules had in fact been amended in this sense. *The decision may kindly be made known to all existing employees and effect may be given to it forthwith.*

Copy of Punjab Government Circular letter No. 1920-G-55/19071, dated 9th April, 1955, from the Chief Secretary to Government, Punjab, to all Heads of Departments, etc., etc.

Subject :—Prohibition of plural marriages by Government servants in the Punjab State.

I am directed to invite a reference to Punjab Government letter No. 12897-G-54/1775, dated the 18th January, 1955 on the subject noted above and to say that the instructions prohibiting the appointment of a person, who has more than one wife living, to a service under Government, except when exempted by the State Government from the operation of this provision, apply also to cases when the appointment is made by promotion.

Copy of Punjab Government Circular letter No. 10062-G-55/77334, dated 1st December, 1955 from the Chief Secretary to Government, Punjab, addressed to all Heads of Departments, etc., etc.

Subject :—Prohibition of plural marriages by Government servants.

In continuation of Punjab Government letter No. 7190-G-55/44953, dated the 28th July, 1955, on the subject cited above, I am directed to say that Government have had under consideration the question whether the permission for the re-marriage, by a Government servant should be granted by Government in the Administrative Department or central guidance should be given to all Departments of Government to guard against varying practices in the different Departments. After careful consideration it has been decided that central guidance is necessary. I am accordingly to request that all cases involving permission for re-marriage by Government servants should be sent to the Chief Secretary in the Gazette Branch for advice before the requisite permission is actually granted.

In supersession of the Regulations published with Punjab Government notification No. 1760-G-37/18874, dated the 1st May, 1937, as amended from time to time, the Governor of Punjab in exercise of the powers conferred by the proviso to clause (3) of Article 320 of the Constitution of India and all powers enabling him in this behalf, is pleased to make the following Regulations specifying the matters in which it shall not be necessary for the Punjab Public Service Commission to be consulted :

Part I—Preliminary

1. These Regulations shall be called the Punjab Public Service Commission (Limitation of Functions) Regulations, 1955.
2. In these Regulations unless there is something repugnant in the subject or context :
 - (i) "Commission" means the Punjab Public Service Commission;
 - (ii) 'Initial appointment' means an appointment in the first instance to a service or post which does not involve the promotion or transfer of any one already in the service of the Punjab Government.

Part II—Limitations

3. It shall not be necessary to consult the Commission on the suitability of candidates for—
 - (a) initial appointments to services or posts, carrying an initial salary of two hundred ninety-nine rupees or less per mensem.
 - (b) initial appointments to services or posts enumerated in the Schedule 'A' hereto annexed.
 - (c) appointments to a temporary post, for a period not exceeding six months.
 - (d) appointment to a permanent post of a person temporarily for a period not exceeding six months, if owing to an emergency having arisen, it is necessary, in the public interest to fill the vacancy immediately and there is likely to be undue delay in making the appointment after consultation with the Commission;
 - (e) promotions or transfers from one service or post to another unless the service or post to which the promotion or transfer is made, is a service or post an initial appointment to which must be referred to the Commission;
 - (f) officiating promotions or transfers to any service or post, when at the time of making the promotion or transfer there is reason to suppose that the officiating promotion or transfers will be for not more than six months;
 - (g) appointment to any service or post if such candidates have been Government servants who have retired on pension from same service or from the same post or from a higher class of service or from a higher post of a similar nature.
 - (h) absorption in a regular allied service of a person who had been recruited initially on a temporary basis in consultation with the Commission and who has rendered satisfactory service under the Punjab Government for a period of at least 10 years and is considered suitable for permanent appointment;

- (i) appointments by promotion or transfer from other services or posts to the services or posts enumerated in Schedule 'C' hereto annexed.
- (j) *Omitted;*
- (k) *Omitted;*
- (l) appointment of an I.A.S. Officer or a member of the State Civil Service on the Select List as prepared and maintained under the Indian Administrative Service (Appointment by Promotion) Regulations, 1955, to an ex-cadre post;

Explanation.—For the purpose of clause (l) an ex-cadre post shall mean a temporary post created in the senior -scale of I.A.S. outside the I.A.S. Cadre.

- (m) appointment to any service or post of any person who may have been recommended for such appointment by the Subordinate Services Selection Board, Punjab.

4. It shall not be necessary to consult the Commission in respect of any of the matters mentioned in clause (a) to (e) of Article 320(3) of the Constitution of India in the case of officers of Indian Defence Services other than the Indian Territorial and Auxiliary Forces holding posts in connection with the affairs of the State of Punjab.

5. It shall not be necessary to consult the Commission.

- (a) on any original or appellate order, connected with a matter of discipline when such order is proposed to be made by an authority subordinate to the Punjab Government.
- (b) on any original order proposed to be made by the Punjab Government imposing any of the following penalties;
 - (i) censure;
 - (ii) suspension for not more than one year.
 - (iii) withholding of increments or promotion, including stoppage at an efficiency bar, for not more than one year with non-continuing effect.
- (c) on any order proposed to be made by the Punjab Government on appeal other than an order enhancing the penalty to that for which consultation with the Commission would have been necessary in case the enhanced penalty had been imposed in an original order when the order appealed against is one of—
 - (i) censure;
 - (ii) suspension for not more than one year;
 - (iii) withholding of increments or promotion including stoppage at an efficiency bar, for not more than one year with non-continuing effect.
- (d) on any petition or memorial connected with a matter of discipline unless it is proposed to revise a previous decision;
- (e) on any case—
 - (i) relating to the termination of the probation of any person;
 - (ii) relating to the discharge or reversion of an officer otherwise than as a penalty;
 - (iii) relating to the termination of the employment of any person in accordance with the terms of the contract of his employment;
 - (iv) relating to the imposition of any penalty laid down in any rule or order for failure to pass any test or examination within a specified time; or
 - (v) in which the Commission has at any previous stage given advice in regard to the orders

to be passed and no fresh question has thereafter arisen for determination, unless it is proposed to reverse a previous decision;

(f) on the methods of recruitment and the principles to be followed in making appointments to posts which are not whole-time posts and to posts enumerated in Schedule 'B' hereto annexed;

(g) *Omitted*

(Published with Punjab Government Notification No. 15230-G-55/81632 dated 21st December, 1955).

SCHEDULE 'A'

[(See Regulation 3(b))]

- (1) Work charged appointments in the Public Works Department.
- (2) Any post which is not a whole time post. Where there is any doubt whether a post is or is not a whole-time post the decision shall rest with the Governor.
- (3) Air Raid Precautions Officers.
- (4) Appointments in connection with the Bhakra-Nangal Project, which may be filled by foreign specialists and other foreign personnel.
- (5) Private Secretary (Political) to the Chief Minister.
- (6) Specialist Officer, appointed in India, including Indians recruited abroad, on contracts for periods not in excess of five years, in connection with the Bhakra-Nangal Project.
- (7) Chairman and Members of the Subordinate Services Selection Board.
- (8) 12-1/2 per cent of the post of Block Development Officers under the National Extension Service Scheme.
- (9) Assistant Demonstrators in the Glancy Medical College, Amritsar.
- (10) Assistant Registrars of the V.J. Hospital, Amritsar, provided these are tenure appointments and that the tenure would in no case, exceed three years.
- (11) Appointments to temporary posts of Accounts Officers, Forest Officers, and Telegraph Officers in the Punjab Public Works Department, Irrigation Branch when filled by deputation from the office of the Accountant-General, Punjab, the Forest Department and the Telegraph Department, respectively.
- (12) Supervisors in the Public Relations Department, Punjab.
- (13) Consolidation Officers in the Consolidation of Holding Department, Punjab, appointed up to 31st March, 1956 and thereafter.
- (14) Chief Instructor and two Assistant Instructors for the Home Economics Department, Punjab.
- (15) Fire Officers in the Civil (Home) Defence Department.
- (16) Assistant Registrars of the Medical College, Amritsar, provided these are tenure appointments and that the tenure would in no case exceed three years.
- (17) State Press Liaison Officer at Delhi, under the Public Relations Department, Punjab.
- (18) Technical Organiser in the Industries Department.
- (19) Officer Incharge, National Discipline Scheme in the Education Department.
- (20) Organisers in the Public Relations Department, Punjab.
- (21) All posts of B.D.Os. created or to be created in the National Extension Service Blocks in the Lahaul and Spiti Area.

(22) All posts in the Food and Supplies Department, Punjab, when filled by the appointment of ex-employees of the Civil Supplies Department.

(Note.—Orders in respect of these posts shall remain operative until the 31st May, 1960).

(23) Additional Advocate-General, Punjab.

(24) Editor (Urdu) in the Public Relations Department, Punjab.

(25) Youth Welfare Officer for Girls in the Education Department.

(26) All posts in all Departments with initial salary of Rs. 160 per mensem and above created or to be created in the Lahaul and Spiti area provided a resident of that area is appointed thereto.

(27) Supervisor for the Cafeteria in the New Secretariat, building.

(28) Staff Officer in the Civil (Home) Defence Department.

(29) Advocate-General, Deputy Advocate-General and Assistant Advocate-General.

(30) Technician, Walnut Wood Carving Training Centre Kulu (Rs. 200-10-300).

(31) Technician, Paper Machine Training Centre, Nagrota. (Rs 200—10—300).

(32) Technician. Tapestry Training Centre Dharamsala (Rs 200—10—300).

(33) Sports Officers and Sports Coaches in the Punjab Sports Department.

(34) District Attorneys Grade I and 7 District Attorneys Grade II in the Home (Judicial) Department.

(35) Junior and Senior Specialists appointed in India including Indians recruited abroad, on contracts for period not in excess of five years, in connection with the Beas Project.

(36) (a) Six Class I Coaches.

(b) Six Class II Coaches.

(c) Six Class III Coaches.

(d) Three Divisional Sports Officers.

(e) Nineteen District Sports Officers.

(f) One Deputy Director, Sports.

(g) One Assistant Deputy Director, Sports (General).

(h) One Assistant Deputy Director (Women).

(i) One Director, Mountaineering (Men) Institute, Manali.

(j) Four Instructors for Mountaineering.

(k) One Organiser, Yoga Scheme.

(37)(a) One Pashmina Textile Expert in Weaving in Pashmina Wool Training Centre at Nurpur (Rs. 200-10-300).

(b) One Carpet Weaving Technician in Carpet Weaving Centre at Baijnath, District Kangra (Rs. 200-10-300).

(c) One Head Designer in Central Organisation and Designing Centre at Dharamsala (Rs. 200-10-300).

- (d) One Hooking Technician in Hooking Rug Training Centre at Kulu (Rs. 200-10-300).
 - (e) One Felting Technician in Namda Training Centre at Kulu (Rs. 200-10-300).
 - (f) One Chain Stitch Embroidery Technician in Chain Stitch Embroidery on Namdas and Hussain Cloth Training Centre, Kulu (Rs. 200-10-400).
- (38) Special Collector in the Stamp and Registration Branch of the Revenue Department in the grade of Rs. 270-15-300/25-500/25-650.
- (39) Twelve Class III Coaches in the Sports Department.
- (40) Associate Professor of English, Language Teaching Institute, Chandigarh.
- (41) Temporary Assistant Engineers against which prefinal and final year students of the Engineering Colleges in the State of Punjab are appointed on their being granted provisional Short Service Regular Commission.
- (42) Field Publicity Assistants in the Public Relations Department.
- (43) Information Assistants in the Public Relations Department.
- (44) District Farming Planning Education Officers.
- (45) Health Educators.
- (46) Social Scientist Instructors.
- (47) Health Education Extension Officers.
- (48) Assistant District Attorneys in the Home Department.
- (49) Director of Prosecution and Ex-Officio Joint Secretary to Government, Punjab, Home Department.
- (50) The following posts in the Public Relations Department—
- (a) Public Relations Officer (Research and Reference).
 - (b) District Public Relations Officers.
 - (c) Photo and Cinema Officer.
 - (d) Art Executive.
 - (e) Technical Officer.
 - (f) Senior Photographer.
 - (g) Director, Cameraman.
 - (h) Press Secretary to the Chief Minister.
 - (i) Information Officers.
 - (j) Producer.
 - (k) Exhibition Officer.
 - (l) Senior Actor.
 - (m) Sound Recorder.

(n) Production/State Manager.

(51) Secretary, Punjab State Soldiers' Sailors' and Air-men's Board.

(52) Two wholetime Members of the Punjab Official Language (Legislative) Commission.

SCHEDULE 'B'

[See Regulation 5(f)]

1. Air-Raid Precautions Officers.
2. All appointments in connection with the Bhakra-Nangal Project, which may be filled by foreign Specialists and other foreign personnel.
3. Private Secretary (Political) to the Chief Minister.
4. Specialist Officers, appointed in India, including Indians recruited abroad on contracts for periods not in excess of five years, in connection with the Bhakra-Nangal Project.
5. Chairman and Members of the Subordinate Services Selection Board.
6. 25 per cent of the posts of Block Development Officers under the National Extension Service Scheme.
7. Consolidation Officers in the Consolidation of Holdings Department, Punjab, appointed up to 31st March, 1956 and thereafter.
8. All posts in the Food and Supply Department when filled by the appointment of ex-employees of the Civil Supplies Department, Punjab
9. One Accounts Officer
10. One Assistant Director in the Food and Supplies Department, Punjab (Note.—Orders in respect of these posts shall remain operative upto 31st May, 1960)
11. One Statistical Officer
12. One Administrative Officer
13. Four District Food and Supplies Controllers
14. Three District Food and Supplies Officers
15. Two Superintendents (Haadquarters)
16. Three Superintendents (District Officers)
17. Eight Senior Auditors
18. Six or seven Assistant Food and Supplies Officers
19. All posts in the Food and Supplies Department, when filled by the transfer of officials serving in other Departments.
20. Additional Advocate-General, Punjab.

21. Editor (Urdu) in the Public Relations Department, Punjab.
22. Youth Welfare Officer for Girls in the Education Department.
23. All posts in all Departments with initial salary of Rs. 160 per mensem and above, created or to be created in the Lahaul and Spiti area, provided a resident of that area is appointed thereto.
24. Supervisor for the Cafeteria in the New Secretariat Building.
25. Staff Officer in the Civil Home Defence Department.
26. Advocate General, Deputy Advocate General and Assistant Advocate-General, Punjab.
27. Sports Officers and Sports Coaches in the Punjab Sports Department.
28. District Attorneys, grade I and 7 District Attorneys, grade II, in the Home (Judicial) Department.
29. Junior and Senior Specialists, appointed in India including Indians recruited abroad, on contracts for periods not in excess of five years, in connection with the Beas Project.
30. (a) Six Class I Coaches,
(b) Nine Class II Coaches,
(c) Six Class III Coaches,
(d) Three Divisional Sports Officers,
(e) Nineteen District Sports Officers,
(f) One Deputy Director, Sports,
(g) One Assistant Director (General),
(h) One Assistant Director (Women),
(i) One Director Mountaineering Institute, Manali,
(j) Four Instructors for Mountaineering,
(k) One Organiser, Yoga Scheme.
- (31) Special Collector in the Stamp and Registration Branch of the Revenue Department in the grade of Rs. 270-15-300/25-500/25-550.
- (32) Twelve Class III Coaches in the Sports, Department.
- (33) Associate Professor of English, Language Teaching Institute, Chandigarh.
- (34) Temporary Assistant Engineers against which pre-final and final years students of the Engineering Colleges in the State of Punjab are appointed on their being granted provisional short-service Regular Commission.
- (35) Assistant District Attorneys in the Home Department.
- (36) Director of Prosecution and *ex officio* Joint Secretary to Government, Punjab, Home Department.
- (37) The following posts in the Public Relations Department :—
(a) Public Relations Officer (Research and Reference),
(b) District Public Relations Officers.

- (c) Photo and Cinema Officer.
 - (d) Art Executive.
 - (e) Technical Officer.
 - (f) Senior Photographer.
 - (g) Director Cameramen.
 - (h) Press Secretary to the Chief Minister.
 - (i) Information Officers.
 - (j) Producer.
 - (k) Exhibition Officer.
 - (l) Senior Actor.
 - (m) Sound Recorder.
 - (n) Production/Stage Manager.
- (38) Secretary, Punjab State Soldiers', Sailors' and Air men's Board.

SCHEDULE 'C'

[See Regulation 3(i)]

1. Consolidation Officers in the Consolidation of Holdings Department appointed up to the 31st March, 1956, and thereafter.
2. 12- $\frac{1}{2}$ per cent posts of B.D.Os. under the National Extension Service Scheme.
3. One Accounts Officer (Headquarters)
4. One Assistant Director (Headquarters)
5. One Statistical Officer (Headquarters) in the Food and Supplies Department, Punjab
(Note: Orders in respect of these posts shall remain operative up till 31st May, 1960)
6. One Administrative Officer (Headquarters).
7. Four District Food and Supplies Controllers
8. Three District Food and Supplies Officers
9. Two Superintendents (Headquarters)
10. Three Superintendents (District Offices)
11. Eight Senior Auditors
12. Six/Seven Assistants, Food and Supplies Officers
13. All posts in the Food and Supplies Department when filled by the transfer of officials serving in other Departments.

Copy of Punjab Government Circular letter No. 3992-G-II-56/3421, dated 15th January, 1957, from the Chief Secretary to Government, Punjab addressed to all Heads of Departments, etc., etc.

Subject :—Plural marriages-Government servants.

I am directed to invite a reference to Punjab Government letter No. 12897-G-54/1775, dated the 18th January, 1955, and subsequent instructions issued by them on the matter of prohibition of plural marriages by Government servants and to intimate that the Government of India have amended the Central Civil Services (Conduct) Rules, 1955, to provide therein that no women Government servant shall marry any person who has a wife living, without first obtaining their permission. The Government of India have further ordered similar amendments to be incorporated in the rules or orders relating to recruitment to services and posts with which they are concerned.

2. As therefore the Punjab Government have decided to follow the Government of India in this behalf in as much as they have decided to order the necessary amendments also being carried out in the corresponding rules and orders relating to the services and posts under them. In respect of such Government servants, naturally, the requisite permission, for marriage with a person already having a wife living, would be that of the State Government. Since incorporation of necessary amendments in the relevant rules would take time, it has been decided that pending formal incorporation, the principles there should be observed as if the relevant rules had actually been amended.

Copy of Circular letter No. 1116-GII-60/6152, dated 18th February, 1960 from the Chief Secretary to Government, Punjab to all Heads of Departments, etc., etc.

Subject :—Scrutiny of property returns submitted under rule 10 of the Government Servants Conduct Rules, 1955.

I am directed to invite your attention to para I (4) of the Punjab Government letter No. 637-G-56/19033, dated the 16th March, 1956, which enjoins that the property returns should be scrutinised when these are received, so that particular enquiries, if considered necessary, may be made from the Government servant concerned. It has been noticed of late that neither proper and regular scrutiny of such returns is carried out by the authorities concerned nor suspected cases of corruption are being enquired into. In order to achieve this object Government have decided that all property statements when received should be scrutinised carefully by the departments concerned and in case of such Government servants, whose assets appear to be, *prima facie*, in excess of their status and emoluments, their statement should be forwarded to the Vigilance Department for further scrutiny. It has further been decided that the Vigilance Department on the basis of such information as it has, should have the right to call for the return of any employee for purposes of scrutiny and enquiry.

2. I am to add that for the present this procedure has been introduced for two years and the position may be reviewed after the expiry of this period to see whether it requires further elaboration.

3. The receipt of this letter may be acknowledged.

Copy of Punjab Government Circular letter No. 140-2GSI-65/5259, dated 4th March, 1965, from the Chief Secretary to Government, Punjab to all Heads of Departments, etc., etc.

Subject :—Possession by Government employees or by any other person on their behalf of pecuniary resources or property disproportionate to their known sources of income.

I am directed to say that a presumption of corruption fairly and reasonably arises against an officer who cannot account for large accretion of wealth which he could not possibly have saved from his known sources of income. This principle has received statutory recognition in section 5 (3) of the Prevention of Corruption Act, 1947, and its application in a departmental enquiry against an officer charged with corruption could not, therefore, be unjust or inequitable. In fact, this principle has recently been upheld by the Supreme Court in the case of Shri G.R. Mankar *versus* Union of India (Civil Appeal No. 160 of 1963).

2. You are, therefore, requested to ensure that, in a departmental enquiry against an officer charged with corruption and found to be in possession of assets disproportionate to his known sources of income, the Presenting Officer concerned bring the legal position, as set out in para 1 above, to the notice of the Enquiring officer.

3. Punjab Government's letter No. 4167-2GS-63/9945, dated the 28th March, 1963, may be treated as cancelled.

4. These instructions should be brought to the notice of all government employees working under you.

5. The receipt of this letter may please be acknowledged.

Copy of Circular letter No. 278-3 GSI-66/3062, dated the 16th February, 1966 from the Chief Secretary to Government, Punjab, to all Heads of Departments, etc., etc.

Subject :—Government Servants Conduct Rules, 1955 Clarification of Rule 10 regarding movable and immovable property.

I am directed to invite a reference to rule 10 of the Punjab Government Servant (Conduct) Rules, 1955, regarding control over movable and immovable property held or acquired by a Government employee and to state that a question has arisen whether a Government employee is required to make a declaration of movable and immovable property held or acquired by him or by any member of his family, as a member of a Joint Hindu Family. The matter has been considered by Government in consultation with the Legal Remembrancer and it is observed that as a member of the Joint Hindu Family, a Government employe has some interest in the ancestral property and, therefore, under rule 10 of the Government Servants (Conduct) Rules he is bound to send information regarding his interest and the interest of the members of his family in such property. It is immaterial that the extent of his interest cannot be ascertained until the partition actually takes place.

2. It is accordingly to be brought to the notice of all Government employees that they should in future also indicate in the annual property return, details of the movable or immovable property held or acquired by them as members of the Joint Hindu Family.

मुख्य सचिव, हरियाणा द्वारा विभागाध्यक्षों आदि को सम्बन्धित परिपत्र क्रमांक 5936-6 जी 0 एस 0-I-76/5706 दिनांक 11-3-76 की प्रति।

विषय :-सरकारी कर्मचारियों द्वारा चल, अचल और मूल्यवान सम्पत्ति की विवरणी प्रस्तुत करने के बारे में।

मुझे निदेश हुआ है कि मैं आपका ध्यान सरकारी कर्मचारी (आचरण) नियमावली, 1966 के नियम 18 की ओर दिलाऊँ जिसमें कि यह व्यवस्था की गई है कि प्रत्येक सरकारी कर्मचारी किसी सेवा या पद पर अपनी प्रथम नियुक्ति के समय और उसके बाद सरकार द्वारा निर्दिष्ट अन्तरालों पर अपनी देनदारियों और लेनदारियों की एक विवरणी सरकार द्वारा नियत फार्म में देगा। सरकारी कर्मचारियों द्वारा इन विवरणियों को देने का मुख्य उद्देश्य यह है कि यह देखा जा सके कि कोई भी सरकारी कर्मचारी आमदनी से अधिक मूल्य की चल अचल और मूल्यवान सम्पत्ति नहीं प्राप्त करता। इन उद्देश्य को पूर्ति के लिये यह आवश्यक है कि सरकारी कर्मचारी द्वारा उपरोक्त वर्णित विवरणियों की अच्छी प्रकार से जांच की जाए और यदि सक्षम प्राधिकारी के नोटिस में यह बात आती है कि विवरणी में दिखायी गई सम्पत्ति कर्मचारी का आमदनी के मुकाबले अधिक है तो सम्बन्धित कर्मचारी से उसका पूरा ब्यौरा प्राप्त किया जाए और सक्षम प्राधिकारी अपने आपको सन्तुष्ट कर ले कि सरकारी कर्मचारी द्वारा सम्पत्ति प्राप्त करने में किसी प्रकार की अनियमितता नहीं की गई है।

2. इस लिये आपसे अनुरोध किया जाता है कि जब आपके अधीन काम करने वाले कर्मचारी अपनी चल, अचल और मूल्यवान सम्पत्ति का ब्यौरा निर्धारित विवरणी में आपको दे तो उसे बगैर जांच किये उसकी व्यक्तिगत फाईल पर न लगा दिया जाए बल्कि सक्षम प्राधिकारी द्वारा अपने आपको सन्तुष्ट करने के बाद ही ऐसा किया जाए और यदि सम्पत्ति को प्राप्त करने के बारे में कर्मचारी को ईमानदारी पर किसी प्रकार का भी सन्देह हो तो इस बारे में पूरी जांच करके ही इस विवरणी की उसकी व्यक्तिगत फाईल पर लगाया जाए।

3. कृपया इन हिदायतों को अपने अधीन काम कर रहे कर्मचारियों के नोटिस में वा दिया जाए और इन हिदायतों का दृढ़ता से पालन किया जाए।

भवदीय

हस्ता/-

उप-सचिव, सामान्य प्रशासन

कृते: मुख्य सचिव, हरियाणा सरकार।

इसकी एक प्रति निम्नलिखित को सूचनार्थ तथा आवश्यक कार्यवाही के लिये भेजी जाती है :-

वित्तायुक्त/हरियाणा सरकार के सभी प्रशासकीय सचिव।

मुख्य सचिव, हरियाणा द्वारा विभागाध्यक्षों आदि को सम्बोधित परिपत्र क्रमांक 5733-जी0एस0-I-77/40529 दिनांक 29-12-77 की प्रति।

विषय :—सरकारी कर्मचारियों द्वारा चल, अचल और मूल्यवान सम्पत्ति की विवरणी प्रस्तुत करने के बारे में।

मुझे निदेश हुआ है कि मैं आपका ध्यान सरकारी कर्मचारी (आचरण) नियमावली 1966 के नियम 18 को और दिलाऊँ जिसमें यह व्यवस्था है कि प्रत्येक सरकारी कर्मचारी किसी सेवा या पद पर अपनी प्रथम नियुक्ति के समय और उसके बाद सरकार द्वारा निर्दिष्ट अन्तरालों पर अपनी देनदारियों और लेनदारियों की एक विवरणी राज्य सरकार द्वारा नियत फार्म में देगा। राज्य सरकार के परिपत्र, क्रमांक 593-6 जी0एस0-I-76/5706, दिनांक 11-3-1976 द्वारा यह अनुरोध किया गया था कि सरकारी कर्मचारियों द्वारा उनकी चल, अचल तथा मूल्यवान सम्पत्ति का व्यौरा देने वाली विवरणियों की भली प्रकार से जांच उपरान्त ही उन्हें सम्बन्धित कर्मचारियों की फाईलों पर लगाया जाए।

2. काफ़ी समय से यह मामला राज्य सरकार के विचाराधीन है कि प्रसंगाधीन विवरणियों को कितने अन्तरालों पर सरकारी कर्मचारियों द्वारा प्रस्तुत किया जाए। इस सम्बन्ध में यह निर्णय लिया गया है कि प्रत्येक सरकारी कर्मचारी स्वयं विवरणी वर्ष के अन्त में ऐसी विवरणी अपने नियुक्ति प्राधिकारी की देगा।

3. कृपया इन हिदायतों को आपके अधीन काम कर रहे सभी कर्मचारियों के नोटिस में ला दिया जाए तथा इन की दृढ़ता से पालना की जाए।

4. कृपया इस परिपत्र की पावती भेजी जाए।

भवदीय, १

हस्ता/-

उप-सचिव, सामान्य प्रशासन

कृते: मुख्य सचिव, हरियाणा सरकार।

एक प्रति, सभी वित्तायुक्तों तथा हरियाणा के सभी प्रशासकीय सचिवों को सूचना तथा ऐसी ही कार्यवाही हेतु भेजी जाती है।

मुख्य सचिव, हरियाणा द्वारा विभागाध्यक्षों आदि की सम्बोधित परिपत्र क्रमांक 11/10/78-जी 0 एस 0-I-दिनांक 28-6-78 की प्रति।

विषय :—सरकारी कर्मचारियों द्वारा सरकारी कर्मचारी (आचरण) नियमावली, 1966 के नियम 16 के अन्तर्गत उधार लेने तथा देने के बारे में व्यवस्था का स्पष्टीकरण।

मुझे निदेश हुआ है कि आपका ध्यान उपरोक्त विषय की ओर दिलाऊँ और सूचित करूँ कि सरकारी कर्मचारी (आचरण) नियमावली, 1966 के नियम 16(4) में यह व्यवस्था है कि कोई सरकारी कर्मचारी स्वयं या अपने परिवार के सदस्यों की या उसकी ओर से काम करने वाले किसी व्यक्ति के माध्यम से किसी व्यक्ति को ब्याज पर या ऐसी विधि से धन उधार नहीं देगा जिस में धन या जिस रूप से प्रभार लिया या दिया जाये। परन्तु सरकारी कर्मचारी किसी सम्बन्धी या निजी मित्र को या उनसे बिना ब्याज के थोड़ी राशि उधार दे या ले सकता है या किसी वास्तविक व्यापारी के साथ उधार खाता खोल सकता है या अपने निजी सेवक को उसके वेतन की पेशगी दे सकता है। सरकारी कर्मचारी (आचरण) नियमावली 1966 में 'थोड़ी राशि' वाक्यांश को परिभाषित नहीं किया गया है। प्रत्येक मामले में उनके गुण-दोष के आधार पर विचार किया जाना होगा। राशि थोड़ी है या नहीं, इस प्रश्न का निर्णय उधार लेने वाले व्यक्ति की हैसियत और आय तथा उस उधार को वापिस करने के लिए किये गये प्रस्ताव के ढंग के संदर्भ में किया जाना होगा। अतः आपसे अनुरोध है कि यह स्थिति आपके अधीन काम कर रहे सभी कर्मचारियों के ध्यान में आवश्यक कार्यवाही हेतु ला दी जाये।

भवदीय,

हस्ता/-

उप सचिव सामान्य प्रशासन,

कृते: मुख्य सचिव, हरियाणा सरकार।

एक प्रति :—

वित्तायुक्त राजस्व/हरियाणा सरकार के सभी प्रशासकीय सचिव की सूचना तथा ऐसी ही कार्यवाही हेतु भेजी जाती है।

PUNCTUALITY

Copy of Punjab Government Circular letter No. 9676-8GS-62/23655, dated 19th July, 1962 from the Chief Secretary to Government Punjab, to all Heads Departments, etc., etc.

Subject :—Observance of punctuality in office-attendance.

I am directed to say that it has come to the notice of Government that officers serving in non-judicial or executive courts do not observe the office timings laid down by the Government in as much as they usually come late in the morning, observe a break for lunch sometimes for 2 or 3 hours and sit late after office hours, thereby causing unnecessary harassment and inconvenience to the litigants and the bar. This casts a poor reflection on the officers and also brings a bad name to the administration. I am, therefore, to request you to point this out to all the officers concerned and to look into the matter personally to ensure punctual attendance of the officers in future.

2. The receipt of this communication may kindly be acknowledged.

Copy of Circular letter No. 1946-8 GS-63/6399, dated the 16th February, 1963 from Shri Saroop Krishan, I.C.S. Financial Commissioner Planning and Additional Chief Secretary to Government, Punjab to all Heads of Departments etc., etc.

Subject :—Observance of punctuality in keeping appointments.

I am directed to say that it has been brought to the notice of the Government that some district officers particularly of the Revenue irrigation and Police Departments arrange appointments with members of the public at outstations but later cancel their programme and do not keep the appointments or reach the place of appointments with delay. This results in great inconveniences and disappointment to the public and is open to objection. It is, therefore, requested that all officers under your control should be instructed to take particular care and to keep such appointments, and in case it becomes absolutely necessary for administrative reason to cancel the appointments/programmes, information should be sent to the persons concerned at least 12 hours in advance. I am to add that contravention of these instructions will be viewed very seriously by the Government.

2. The receipt of this communication may please be acknowledged.

Copy of Punjab Government Circular letter No. 8484-6 GS—63/23957, dated 3rd July, 1963, from the Chief Secretary to Government, Punjab, to all Heads of Departments etc., etc.

Subject :—Observance of punctuality in keeping appointments.

I am directed to invite your attention to Punjab Government letter No. 1946-8GS-63/6299, dated the 16th February, 1963, on the subject cited above and to say that the State Government have received complaints that the instructions contained therein are not being fully observed. I am accordingly to request that steps should be taken to ensure that they are implemented strictly in future. It may be noted that these instructions apply to district officers as well as to others and all such officers should make it a point to adhere to the appointments fixed by them for meetings.

Interviews, hearing of cases etc; whether at the headquarters or in camp. I am also to emphasise, that Government will take serious notice of cases of non-compliance with these instructions in future.

PURCHASE OF ARTICLES

Copy of Punjab Government Circular letter No. 9676-8GS-62/23655, dated 19th July, 1962 from the Chief Secretary to Government Punjab, to all Heads Departments, etc., etc.

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Interviews, hearing of cases etc. whether at the headquarters or in camp. I am also to emphasise, that Government will take serious notice of cases of non-compliance with these instructions in future.

PURCHASE OF ARTICLES

Copy of Punjab Government Circular letter No. 3321-GS-61/14042, dated 19th April, 1961 from the Chief Secretary to Government Punjab, to all Heads of Departments, etc., etc.

Subject :—Purchase of articles from subordinates-Instructions regarding.

I am directed to inform you that an instance has come to the notice of Government where an officer of the Revenue Department purchased a cow from a patwari who was working under him. Subsequently a complaint was received that the officer has accepted the cow by way of illegal gratification. Although on investigation, it was revealed that he had actually purchased it, it could not be proved whether or not the bargain was really a genuine one. With a view to check such transactions between the officers and their subordinates which give rise to chances of misunderstanding in the minds of the general public, it has been decided by Government that officers should not as a matter of principle buy from their subordinates any article or thing even though at the market price, particularly cows, buffaloes, foodgrains, etc. It will be in their own interest to buy such articles or things direct from the market or through other proper sources. I am to request you that these instructions should be brought to the notice of all Government servants for strict compliance.

2. The receipt of this letter may please be acknowledged.

मुख्य सचिव, हरियाणा द्वारा विभागाध्यक्षों आदि को सम्बोधित परिपत्र क्रमांक 5672-3 जी 0 एस 0-I-77/25892 दिनांक 14-9-77 की प्रति।

विषय :—संविधान की धारा 311(2) के परल्लुक (सी) के तहत केन्द्रीय सरकार के कर्मचारियों के विरुद्ध की गई कार्यवाही-सेवा से पदच्युत/निष्कासित कर्मचारियों के मामलों का पुनरीक्षण।

मुझे निवेदन हुआ है कि उपरोक्त विषय की ओर आप का ध्यान दिलाऊँ और भारत सरकार के पत्र क्रमांक 34013/4(एस)/77-एसटेबलिशमेंट (बी), दिनांक 10-5-1977 तथा इसके अनुसंगमक की प्रति संलग्न करते हुए आप से अनुरोध करूँ कि इस सम्बन्ध में भारत सरकार द्वारा लिए गए निर्णय के अनुसार राज्य सरकार के कर्मचारियों के मामलों में एंसी ही कार्यवाही की जाए।

2. इस सम्बन्ध में वित्त विभाग की सहमति उनके अशा: क्रमांक 4097-1 एफ 0 जी 0-I, दिनांक 8-8-1977 द्वारा ले ली गई है।

3. कृपया इस पत्र की पावती भेज दें।

भवदीय,
हस्ता/-

उप सचिव, सामान्य प्रशासन,
कृते: मुख्य सचिव, हरियाणा सरकार।

क्रमांक 5672-3 जी 0 एस 0 I-77/25093 दिनांक 14-9-1977

एक प्रति वित्तायुक्त, राजस्व/प्रशासकीय अधिकारी को अनुलग्नकों सहित, महालेखाकार, हरियाणा, चण्डीगढ़ को सूचनार्थ भेजी जाती है।

Copy of confidential/Most Immediate letter No. 34013/4(S)/77-Estt.(B), from the Government of India/Bharat Sarkar, Deptt. of Personnel and Administrative Reforms (Karmik Aur Prashanik Sudhar Vibhag) Ministry of Home Affairs.

New Delhi, the 10th May, 1977.

OFFICE MEMORANDUM

**Subject :—Action against Central Government servants under proviso (c) to Article 311 (2) of the Constitution—
Review of the cases of employees who were dismissed/removed from service.**

The undersigned is directed to say that Government have since reviewed the policy relating to the cases of Central Government employees who had been dismissed or removed from service during the internal emergency by invoking the provisions of proviso (c) to Article 311 (2) of the Constitution. It has now been decided that all the Central Government employees who had been dismissed/removed from service under proviso (c) to Article 311 (2) of the Constitution for their alleged links with the RSS, CPM, CP (ML), Jamaat-e-Islami and Anand Marg should be reinstated immediately. As regard the employees who were associated with the activities of CP (ML) prior to their dismissal or removal from service, a written undertaking should be obtained from them that they will eschew the path of violence prior to their being reinstated. The question of reinstating those connected with the Mizo National Front is being examined separately.

2. It has also been decided that such of the Central Government employees, as were involved in espionage and other objectionable & illegal activities are not to be reinstated. In the event of any doubt in regard to any particular case, the Department of Personnel & A.R. may be consulted.

3. Further it has also been decided that the period between the date of dismissal/removal from service and the date of reinstatement of the employee concerned shall be treated as duty for purposes of drawal of increments and pension and for this intervening period the employees shall be paid 50% of the salary. Where the reinstated Government servant has secured employment during any period between the dismissal/removal and reinstatement, the amount payable to him after reinstatement for the intervening period shall be reduced by the emoluments earned by him during such employment. Further while making the payment to the employee concerned, the actual amount of compassionate allowance including the death-cum-retirement gratuity, if any, paid to the employee during the intervening period should be recovered.

4. It has further been decided that all Central Government employees who had been detained under MISA and who have since been released should be reinstated forthwith. The period for which such employees were under suspension would be treated as on duty for purposes of increment and pension. They would be paid subsistence allowance for the period of suspension an amount equal to 50% of the salary.

5. Cases of such employees as were convicted by the courts under any substantive law like the DISIR should also be reviewed without further delay.

6. Ministry of Finance etc. are requested to take urgent action accordingly and bring the contents of this O.M. to the notice of all heads of Departments/Offices under their control.

7. Hindi version will follow.

Sd/—
(R.RAGHAVACHARI)
DIRECTOR (ESTABLISHMENT)

MOST/IMMEDIATE CONFIDENTIAL

No. 34013/4(S)/77-Estt. (B) Government of India/Bharat Sarkar Department of Personnel and Administrative Reforms (Karmik Aur Prashasnik Sudhar Vibhag) (Ministry of Home Affairs)

New Delhi, the 10th May, 1977.

To

The Chief Secretaries of All State Governments/Administrations in Union Territories.

**Subject :—Action against Central Government servants under proviso (c) to Article 311 (2) of the Constitution—
Review of cases of employees who were dismissed/removed from service.**

Sir,

I am directed to forward herewith a copy of the instructions issued by the Government of India to the various Ministries Departments on the subject mentioned above and to request that the State Governments, if they have no objection, may also like to review on these lines, the cases of the State Government employees who might have been dismissed/removed from service during inter alia emergency under proviso (c) to Article 311 (2) of the Constitution, for their links with various political parties.

Yours faithfully,

Sd/—

(R.RAGHAVACHARI)
DIRECTOR (ESTABLISHMENT)

मुख्य सचिव, हरियाणा द्वारा विभागाध्यक्षों आदि को सम्बोधित परिपत्र क्रमांक 8274-3 जी 0 एस 0-I-77/40119 दिनांक 28-12-77 की प्रति।

विषय :—संविधान की धारा 311(2) के परन्तुक (सी) के तहत केन्द्रीय सरकार के कर्मचारियों के विरुद्ध की गई कार्यवाही-सेवा से पदच्युत/निष्कासित कर्मचारियों के मामलों का पुनरीक्षण।

मुझे निदेश हुआ है कि उपरोक्त विषय पर आपका ध्यान हरियाणा सरकार के परिपत्र, क्रमांक 5672-3 जी 0 एस 0-I-77/25092, दिनांक 14-9-1977 की ओर दिलाऊँ और भारत सरकार के पत्र क्रमांक 34013/4 (एस) 77-स्थापना (बी), दिनांक 5-10-77 तथा इसके अनुलग्नक की प्रति संलग्न करते हुए आपसे अनुरोध करूँ कि इस सम्बन्ध में भारत सरकार द्वारा लिए गए निर्णय अनुसार राज्य सरकार के कर्मचारियों के मामलों में ऐसी ही कार्यवाही की जाए।

2. इस सम्बन्ध से वित्त विभाग की सहमति उनके अशा: क्रमांक 6535-1 एफ 0 जी 0-77, दिनांक 8-12-1977 द्वारा ले ली गई है।

3. कृपया इस पत्र की पावती भेज दें।

भवदीय,
हस्ता/-

उप-सचिव सामान्य प्रशासन,
कृते: मुख्य सचिव, हरियाणा सरकार।

क्रमांक 8274-3 जी 0 एस 0-I-77/40120, दिनांक चण्डीगढ़, 28 दिसम्बर, 1977

एक प्रति, अनुलग्नकों सहित, महालेखाकार, हरियाणा, चण्डीगढ़ को हरियाणा सरकार के पृष्ठांकन क्रमांक 5672-3 जी 0 एस 0-I-77/25093, दिनांक 14-9-1977 के संदर्भ में सूचनार्थ भेजी जाती है।

मुख्य सचिव, हरियाणा द्वारा विभागाध्यक्षों आदि की सम्बोधित परिपत्र क्रमांक 11/8/78-जी 0 एस 0-I दिनांक 13-3-78 की प्रति।

विषय :—संविधान की धारा 311(2) के परन्तुक (सी) के तहत केन्द्रीय सरकार के कर्मचारियों के विरुद्ध की गई कार्यवाही-सेवा से पदच्युत/निष्कासित कर्मचारियों के मामलों का पुनरीक्षण।

मुझे निदेश हुआ है कि उपरोक्त विषय पर आपका ध्यान हरियाणा सरकार के परिपत्र क्रमांक 5672-3 जी 0 एस 0-I-77/25092, दिनांक 14-9-1977 की ओर दिलाऊँ और भारत सरकार के पत्र क्रमांक 34013/4 (एस)/77-स्थापना (बी), दिनांक 1-11-1977 तथा इसके अनुलग्नकों की प्रति संलग्न करते हुए आपसे अनुरोध करूँ कि इस सम्बन्ध में भारत सरकार द्वारा लिये गये निर्णय अनुसार राज्य सरकार के कर्मचारियों के मामलों में ऐसी कार्यवाही की जाये।

2. इस सम्बन्ध में वित्त विभाग की सहमति उनके अशा: क्रमांक 636-I एफ 0 जी 0 I-78, दिनांक 15-2-78 द्वारा ले ली गई है।

3. कृपया इसकी पावती भेज दें।

भवदीय,
हस्ता/-

उप-सचिव सामान्य प्रशासन,
कृते: मुख्य सचिव हरियाणा सरकार।

क्रमांक 11/8/78-जी 0 एस 0-I, दिनांक चण्डीगढ़ 13-3-1978

एक प्रति वित्तीय राजस्व/सभी प्रशासकीय सचिव को अनुलग्नकों सहित, महालेखाकार, हरियाणा, चण्डीगढ़ को हरियाणा सरकार के पृष्ठांकन क्रमांक 5672-3 जी 0 एस 0-I-77/25093, दिनांक 14-9-77 के संदर्भ में सूचनार्थ भेजी जाती है।

Copy of letter No. 34013/4(S)/77-Estt. (B) dated the 1st November, 1977 from Director (E) Government of India, Deptt. of Personnel, and Administrative Reforms, Ministry of Home Affairs, New Delhi addressed to the Chief Secretaries of all State Governments/Union Territory Administrations and to etc.

Subject :—Review of cases of Central Government servants convicted under DISIR during internal emergency—Guidelines for.

I am directed to forward herewith a copy of the office Memo. No. even number dated the 28th October, 1977 issued to the Ministries/Departments of the Government of India on the above mentioned subject for information and guidance. In this connection, I am to invite referance to this Ministry's letter of even number dated the 10th May, 1977 regarding review of cases of employees whose services were terminated by invoking the provisions of proviso (c) to Article 311 (2) of the Constitution of with which a copy of this Department's OM of even number dated the 10th May, 1977 was enclosed.

Copy of letter No. 34013/4(S)/77-Estt. (B) dated the 28th October, 1977 from Director (E) Government of India, Ministry of Home Affairs, Department of Personnel and Administrative Reforms, New Delhi addressed to the Chief Secretaries of all State Govts. and Union Territory Administrations and to etc.

**Subject :—Review of cases of Central Government servants convicted under DISIR during internal emergency—
Guidelines for.**

In para 5 of this Department's O.M. of even number dated the 10th May, 1977, it had been stated that cases of Central Government employees who were convicted by the courts under the DISIR during the internal emergency should be taken up for review. The following guidelines may be followed in reviewing such cases :—

- (i) A Government servant convicted in a court of law of an offence is to be dismissed, removed or compulsorily retired from service if the offence is of such a nature as to render further retention of the Government servant in public service prima facie undesirable. Keeping this general principle in view, the disciplinary authority should call for and examine a copy of the judgement (leading to his conviction) with a view to decide whether the action already taken to dismiss, remove or compulsorily retire the Government servant needs modification or cancellation.

If a Government servant is found to have been convicted for economic offences or acts of violence or for acts prejudicial to national security act there would be no case for showing leniency. But in regard to other convictions which do not involve (a) any moral turpitude or (b) any participation in violent activities, a lenient view would be justified considering that most of the convictions under DISIR during the Emergency were on account of participation in the activities of the erstwhile banned organisations or distribution of anti-emergency literature.

- (ii) In cases where it is felt that the action earlier taken in the form of dismissal, removal or compulsory retirement appears to be excessive but not totally without jurisdiction, the competent authority may set aside the order imposing the penalty of dismissal or removal or compulsory retirement, and order a departmental enquiry for imposing an appropriate minor penalty.
- (iii) In the case of officers where the Service Commission was consulted before imposing the penalty of dismissal, removal or compulsory retirement, the Commission may have to be consulted formally again before setting aside such penalties.
- (iv) In all cases where the Government servants have been reinstated, half pay and allowances may be paid for the intervening period (calculation of the amount being made in the same manner as in the case of subsistence allowance).
- !! (v) Central Government employees who were suspended from service pending investigation or pending trial in courts under the DISIR may be reinstated if the investigation has been dropped or the cases withdrawn.

As regards appointment to a post under the Government, in respect of applicants who were convicted for political offences during the internal emergency, care should be taken to ensure that no adverse inference is drawn against the interest of an applicant unless the conviction is for an offence involving moral turpitude, which could be regarded as sufficient ground for considering the applicant ineligible for Government service except where the appointing authority comes to a considered conclusion that there are features and grounds to believe that the person has rid himself of the weakness, in which case specific approval of Government should be obtained before his employment, in this connection, attention is invited to paragraph (a) Home Department O.M. No. 20/58/45-Estts. (S), dated the 7th Feb., 1947 and also MHA-OM No.2//11/56-Estts. (B) dated the 1st December, 1956 (vide pages 23 and 43 of the Brochure on verification of character and antecedents of Government servants issued by the Ministry of Home Affairs.

3. Ministry of Finance etc. are requested to take action accordingly and bring the contents of this OM to the notice of all Heads of Departments/Offices under their control.

PART IV

Copy of Punjab Government Circular letter No. 2334-ASI-60/15708, dated 3rd May, 1960, from the Chief Secretary to Government, Punjab, to all Heads of Departments etc. etc.

Subject.—Confidential Reports.

I am directed to invite attention to Punjab Government Circular letter No. 15851-GI-56/1643, dated the 28th January, 1957, on the subject of confidential reports, and to point out that since its issue a number of further instructions on the subject have been sent to you. It seems suitable, therefore, to issue a consolidated revised circular and this letter embodies all instructions on the subject brought up-to-date.

2. *The need for regular and punctual recording of reports in personal file.*—It is essential that all officers write their reports in the personal files of their subordinates regularly and punctually. Not only should every official, whether gazetted or non-gazetted, except Class IV Government servants, possess a personal file or character roll, but it should be kept up to date and not allowed to remain without remarks for over a period of 12 months, otherwise its utility as a confidential record disappears. When an official is placed under suspension as a result of disciplinary proceedings, the fact should be recorded in the personal file. Similarly, the final result of the disciplinary proceedings should also be duly recorded. As during the period of suspension an officer frequently has no immediate superior, there tend to be gaps in Personal Files, and it is the responsibility of the authority which keeps the file to ensure that entries regarding such periods are invariably made. It must be remembered that the personal file of an official is used for various purposes, e.g., promotion, punishment, appeals, memorials or in dealing with the question whether his service is approved for the purpose of full pension. If, therefore, it is not carefully maintained it is robbed of much of its value. Indeed, the very purpose for which it is maintained will be defeated. There are different instructions in different departments regarding the dates on which confidential remarks are to be recorded and the frequency of these remarks. In some cases, confidential reports are written twice a year and in others once a year. Whatever the frequency laid down, it is necessary that this should be adhered to rigidly and the reports recorded on or by the due dates. A certificate should be furnished by all Heads of Departments to the Administrative Secretaries concerned within one month to show that all confidential reports have been recorded in their respective departments by the due date.

Note.—The confidential reports should be recorded without delay. Further in the event of heavy delay occurring in isolated cases, it should be possible for the higher authorities to discount to the extent necessary such reports as had been written after a lapse of very long period and as were attended with suspicious features on one ground or another. The assessment of the record as a whole of the officer concerned would thus not be affected unduly by such a report.

No. 126-ASI-64/2377, dated 17 January, 1964.

3. *What the reports should contain.*—Forms have been prescribed by different departments for different officers but it is not possible for Government to prescribe any standard form for all departments on which reports should be recorded. While, therefore, every department is free to obtain the reports in forms which may have been laid down or which it may consider most suitable, it is felt that balance of advantage would definitely be in favour of prescribing a simple form (specimen enclosed as Annexure C) instead of providing a multiplicity of columns and items on which assessment is to be made. Too elaborate and lengthy a form would only lead to complications. Generally speaking the reporting officer should state whether the officer official concerned has been able satisfactorily to discharge the duties of his office. It should also be stated whether the person is able, conscientious and hardworking and the degree of his qualities in these directions should be indicated. If the officer or official reported on has to control an establishment under him, it should be stated whether he is capable of supervising their work and whether his relations with his subordinates are satisfactory. It is important to mention whether the officer or official is punctual and, has maintained discipline. It should also be stated (if he comes into contact with the public) whether he is accessible and hears and deals with complaints properly and is also courteous in his behaviour. In the case of touring officers, it should be stated whether their touring is systematic and adequate. The report should also specifically bring out any defects, remediable or otherwise, so that a complete picture of the official's work including the favourable and unfavourable points is available. If any particular incident has occurred during the period under report which shows up the officer in good or bad light, this should be mentioned. Letter of appreciation issued by various Authorities or persons and any major event of work done or special contribution made by the officer towards implementation of a particular scheme or successful conclusion of a special Campaign will naturally be taken into consideration by the reporting authority while recording the annual remarks on the work of the officer if he considers them relevant in an annual assessment of the officer's work.

Explanatory Notes :—

- (i) Some reporting officers tend to make mention of very slight defects in a subordinate. Government is of the view that very slight defects should be brought to an officer's notice verbally in the way of advice and guidance and need not find mention in annual confidential report unless they are of a type which have been more than once brought to the subordinate's attention but which he nevertheless persists in. Likewise, remediable defects should also be pointed out during the year so that the official concerned may make an effort to improve and to remove those defects.
- (ii) Quite often it is more convenient to get an overall assessment of an officer by pointing out some defects against one of the other columns in relationship to remarks made regarding his work with reference to that column. It is not the intention that all defects should be enumerated against the column 'Defects, if any,' if their mention against some other column permits a more rounded and balanced judgement of the officer. In these circumstances it is better to mention the defects against the column where they seem relevant and merely state against the column "Defects, if any" the fact that these have been pointed out already.
- (iii) Generally against the column "Defects, if any, should be mentioned any significant general or particular defect in the subordinate which is part of his method of work or manner, personality or reputation and minor matters can either be ignored or dealt with as indicated in note (i) above.
- (iv) Where a pending enquiry finds mention in the confidential report of an officer, it is incumbent upon the authority maintaining the personal file of that officer to ensure that the result of the enquiry is also recorded in the personal file.
- No. 1485-ASI-61/7762, dated 1st March, 1961.*
- (v) Normally the reporting authorities should give their remarks in the confidential reports on the basis of their personal knowledge or assessment. There can, however, be occasions when a reporting authority receives complaints against an officer. It will not be appropriate for a reporting authority to make mention of such complaints in the confidential reports without trying to sift the truth. In such a case, he should give an indication whether he believes the complaints to be true or false or that it is premature for him to form a definite opinion.

4. *Report regarding integrity.*—A special mention should invariably be made regarding the integrity of the officer to which Government attached the greatest importance. It should be clearly stated if the officer is suspected of corruption or is believed to be corrupt and this opinion should generally be fortified by reasons, which may be in the possession of the reporting officer. Any ill-considered remarks in this respect may do a lot of mischief and harm. On the other hand, the reporting officer must be quite honest and frank and discuss an officer's worth from the point of view of his integrity openly and frankly in the column "Defects, if any" or elsewhere. Government observe that reporting officers are still following the practice of making non-committal remarks like no complaints. Government view this with disfavour and desire that the practice of making non-committal entries in the column relating to integrity should cease. Reporting officers should give a definite opinion on the integrity of their subordinates while writing their confidential reports. Further, instances have come to the notice of Government in which even though, officers are being proceeded against for serious forms of corruption their confidential reports for the same periods certify their integrity to be good. It is felt that contradictions of this type arise only because reporting officers are failing in their duty to make entries in the column relating to integrity forthrightly and without hesitation. In case an officer has been given a good report for integrity which is later proved to be wrong, the reporting officer will run the risk of earning Government displeasure. Ordinarily, the inference would be that either he did not exercise proper supervision or he was in dishonest

collusion with his subordinate. The intention of Government is that the truth about subordinates should be known to reporting officers and brought to the notice of higher authorities. This would not, however, justify the entering of ill-considered remarks based on inadequate observation.

Letter No. 8588-G(C)-56-11533 GI-(S)-56/73580, dated 4th October, 1956.

5. *Writing of Annual Confidential Reports on the Secretaries, Joint Secretaries, Heads of Departments and other Officers, working under the State Government:*—(i) The Administrative Secretaries to Government will write confidential reports on the Additional Secretaries, Joint Secretaries, Deputy Secretaries and Heads of Departments, included in their sphere of work. If the work of a Deputy

Secretary of below passes through an Additional Secretary or Joint Secretary, the report on the work of the Deputy Secretary or other officer concerned will be initiated by the Additional Secretary/Joint Secretary as the case may be, and will thereafter be put up to the Administrative Secretary for his remarks. In regard to Heads of Departments the Secretary will write the initial remarks though if much work has been seen by an Additional or Joint Secretary, the former will consult him before doing so.

No. 574-GI-59/5924, dated 3rd March, 1959.

The Confidential Report on the work and conduct of the Inspector-General of Police will be initiated by the Home Secretary if he is of the rank of Commissioner. Thereafter, it will be recorded by the Chief Secretary Minister-in-charge of Home (Police) Department and the Chief Minister. In case, the Home Secretary is not of the rank of Commissioner, the Confidential Report of the Inspector General of Police will be initiated by the Chief Secretary, who will consult the Home Secretary, informally or otherwise, before recording his remarks. Thereafter, the remarks will be recorded by the Home Minister and the Chief Minister.

No. 289-SII-(5) 68/3454, dated 8th February 1968.

(ii) The Minister-in-charge will be the recording authority in respect of Secretary to Government.

(iii) The Minister-in-charge will be the accepting authority in regard to Additional Secretaries, Joint Secretaries Deputy Secretaries and Heads of Departments. In the case of other officers, the Minister-in-charge would normally be neither a recording nor an accepting authority. He would be competent, however, in any particular case, if he so chooses, to send for the personal file of an officer and record such remarks therein as he considers should be made on the basis of his personal knowledge.

No. 1485-ASI.61/7762 dated 1st March, 1961.

(iv) A Deputy Minister will have the same rights regarding recording/accepting or remarks in the confidential reports as the Minister-in-charge.

No. 59 ASI-62/5649, dated 17th February, 1962.

Explanatory Notes.—A Minister or a Deputy of the Chief Parliamentary Secretary who has quit office, will not be competent to record remarks in the confidential reports of officers working in the Departments, which worked under him or on his personal staff. The reports of officers for whom the Ministers or Deputy Ministers are the only reporting authority, shall be recorded by the Chief Minister.

No. 9161-GI-5926689, dated the 16th December, 1959.

6. *Number of Reporting Officers and powers of Administrative Secretaries to record remarks in the Confidential Reports on the staff under the Heads of Departments.*—The work and conduct of an officer working under a Head of Department, whether in the office or in the field, should be reported on by at least two officers. Thus, reports which are initiated by the Head of the Department himself should be put up to the Administrative Secretary for the recording of his remarks.

No. 279-ASI-63/4655, dated 2nd February, 1963.

Explanatory Note.—These instructions do not apply to categories of Government servants such as clerks, stenographers, drivers, etc., who exclusively work under one officer.

Letter No. 4686-G-(C)-56/16804, dated the 21st April, 1956.

7. *Minimum period for which a Reporting Officer should have seen the work of a subordinate before recording remarks on him.*—In future no reporting officer should record his remarks in the Confidential Report of an officer under him unless he has seen his work and conduct for at least three months. If the officer has served under the reporting authority for less than three months, the opinion of the officer under whom he has previously served for at least three months should be obtained.

Explanatory Notes.—(i) A reporting officer while recording annual remarks may request his predecessor who has seen the work of the subordinate concerned for a period of more than 3 months to record his remarks but these later remarks should be submitted by the recording officer direct to the next higher authority who before adding his own remarks will take both sets of remarks, that is, those recorded by the present reporting officer as well as those recorded by his predecessor, into consideration.

Copy of Punjab Government Circular letter No. 2334-ASI-60/15708, dated 3rd May, 1960, from the Chief Secretary to Government, Punjab, to all Heads of Departments etc. etc.

Subject.—Confidential Reports.

I am directed to invite attention to Punjab Government Circular letter No. 15851-GI-56/1643, dated the 28th January, 1957, on the subject of confidential reports, and to point out that since its issue a number of further instructions on the subject have been sent to you. It seems suitable, therefore, to issue a consolidated revised circular and this letter embodies all instructions on the subject brought up-to-date.

2. *The need for regular and punctual recording of reports in personal file.*—It is essential that all officers write their reports in the personal files of their subordinates regularly and punctually. Not only should every official, whether gazetted or non-gazetted, except Class IV Government servants, possess a personal file or character roll, but it should be kept up to date and not allowed to remain without remarks for over a period of 12 months, otherwise its utility as a confidential record disappears. When an official is placed under suspension as a result of disciplinary proceedings, the fact should be recorded in the personal file. Similarly, the final result of the disciplinary proceedings should also be duly recorded. As during the period of suspension an officer frequently has no immediate superior, there tend to be gaps in Personal Files, and it is the responsibility of the authority which keeps the file to ensure that entries regarding such periods are invariably made. It must be remembered that the personal file of an official is used for various purposes, e.g., promotion, punishment, appeals, memorials or in dealing with the question whether his service is approved for the purpose of full pension. If, therefore, it is not carefully maintained it is robbed of much of its value. Indeed, the very purpose for which it is maintained will be defeated. There are different instructions in different departments regarding the dates on which confidential remarks are to be recorded and the frequency of these remarks. In some cases, confidential reports are written twice a year and in others once a year. Whatever the frequency laid down, it is necessary that this should be adhered to rigidly and the reports recorded on or by the due dates. A certificate should be furnished by all Heads of Departments to the Administrative Secretaries concerned within one month to show that all confidential reports have been recorded in their respective departments by the due date.

Note.—The confidential reports should be recorded without delay. Further in the event of heavy delay occurring in isolated cases, it should be possible for the higher authorities to discount to the extent necessary such reports as had been written after a lapse of very long period and as were attended with suspicious features on one ground or another. The assessment of the record as a whole of the officer concerned would thus not be affected unduly by such a report.

No. 126-ASI-64/2377, dated 17 January, 1964.

3. *What the reports should contain.*—Forms have been prescribed by different departments for different officers but it is not possible for Government to prescribe any standard form for all departments on which reports should be recorded. While, therefore, every department is free to obtain the reports in forms which may have been laid down or which it may consider most suitable, it is felt that balance of advantage would definitely be in favour of prescribing a simple form (specimen enclosed as Annexure C) instead of providing a multiplicity of columns and items on which assessment is to be made. Too elaborate and lengthy a form would only lead to complications. Generally speaking the reporting officer should state whether the officer official concerned has been able satisfactorily to discharge the duties of his office. It should also be stated whether the person is able, conscientious and hardworking and the degree of his qualities in these directions should be indicated. If the officer or official reported on has to control an establishment under him, it should be stated whether he is capable of supervising their work and whether his relations with his subordinates are satisfactory. It is important to mention whether the officer or official is punctual and, has maintained discipline. It should also be stated (if he comes into contact with the public) whether he is accessible and hears and deals with complaints properly and is also courteous in his behaviour. In the case of touring officers, it should be stated whether their touring is systematic and adequate. The report should also specifically bring out any defects, remediable or otherwise, so that a complete picture of the official's work including the favourable and unfavourable points is available. If any particular incident has occurred during the period under report which shows up the officer in good or bad light, this should be mentioned. Letter of appreciation issued by various Authorities or persons and any major event of work done or special contribution made by the officer towards implementation of a particular scheme or successful conclusion of a special Campaign will naturally be taken into consideration by the reporting authority while recording the annual remarks on the work of the officer if he considers them relevant in an annual assessment of the officer's work.

Explanatory Notes :—

- (i) Some reporting officers tend to make mention of very slight defects in a subordinate. Government is of the view that very slight defects should be brought to an officer's notice verbally in the way of advice and guidance and need not find mention in annual confidential report unless they are of a type which have been more than once brought to the subordinate's attention but which he nevertheless persists in. Likewise, remediable defects should also be pointed out during the year so that the official concerned may make an effort to improve and to remove those defects.
- (ii) Quite often it is more convenient to get an overall assessment of an officer by pointing out some defects against one of the other columns in relationship to remarks made regarding his work with reference to that column. It is not the intention that all defects should be enumerated against the column 'Defects, if any,' if their mention against some other column permits a more rounded and balanced judgement of the officer. In these circumstances it is better to mention the defects against the column where they seem relevant and merely state against the column "Defects, if any" the fact that these have been pointed out already.
- (iii) Generally against the column "Defects, if any, should be mentioned any significant general or particular defect in the subordinate which is part of his method of work or manner, personality or reputation and minor matters can either be ignored or dealt with as indicated in note (i) above.
- (iv) Where a pending enquiry finds mention in the confidential report of an officer, it is incumbent upon the authority maintaining the personal file of that officer to ensure that the result of the enquiry is also recorded in the personal file.

No. 1485-ASI-61/7762, dated 1st March, 1961.

- (v) Normally the reporting authorities should give their remarks in the confidential reports on the basis of their personal knowledge or assessment. There can, however, be occasions when a reporting authority receives complaints against an officer. It will not be appropriate for a reporting authority to make mention of such complaints in the confidential reports without trying to sift the truth. In such a case, he should give an indication whether he believes the complaints to be true or false or that it is premature for him to form a definite opinion.

4. *Report regarding integrity.*—A special mention should invariably be made regarding the integrity of the officer to which Government attached the greatest importance. It should be clearly stated if the officer is suspected of corruption or is believed to be corrupt and this opinion should generally be fortified by reasons, which may be in the possession of the reporting officer. Any ill-considered remarks in this respect may do a lot of mischief and harm. On the other hand, the reporting officer must be quite honest and frank and discuss an officer's worth from the point of view of his integrity openly and frankly in the column "Defects, if any" or elsewhere. Government observe that reporting officers are still following the practice of making non-committal remarks like no complaints. Government view this with disfavour and desire that the practice of making non-committal entries in the column relating to integrity should cease. Reporting officers should give a definite opinion on the integrity of their subordinates while writing their confidential reports. Further, instances have come to the notice of Government in which even though, officers are being proceeded against for serious forms of corruption their confidential reports for the same periods certify their integrity to be good. It is felt that contradictions of this type arise only because reporting officers are failing in their duty to make entries in the column relating to integrity forthrightly and without hesitation. In case an officer has been given a good report for integrity which is later proved to be wrong, the reporting officer will run the risk of earning Government displeasure. Ordinarily, the inference would be that either he did not exercise proper supervision or he was in dishonest

collusion with his subordinate. The intention of Government is that the truth about subordinates should be known to reporting officers and brought to the notice of higher authorities. This would not, however, justify the entering of ill-considered remarks based on inadequate observation.

Letter No. 8588-G(C)-56-11533 GI-(S)-56/73580, dated 4th October, 1956.

5. *Writing of Annual Confidential Reports on the Secretaries, Joint Secretaries, Heads of Departments and other Officers, working under the State Government:*—(i) The Administrative Secretaries to Government will write confidential reports on the Additional Secretaries, Joint Secretaries, Deputy Secretaries and Heads of Departments, included in their sphere of work. If the work of a Deputy

Secretary of below passes through an Additional Secretary or Joint Secretary, the report on the work of the Deputy Secretary or other officer concerned will be initiated by the Additional Secretary/Joint Secretary as the case may be, and will thereafter be put up to the Administrative Secretary for his remarks. In regard to Heads of Departments the Secretary will write the initial remarks though if much work has been seen by an Additional or Joint Secretary, the former will consult him before doing so.

No. 574-GI-59/5924, dated 3rd March, 1959.

The Confidential Report on the work and conduct of the Inspector-General of Police will be initiated by the Home Secretary if he is of the rank of Commissioner. Thereafter, it will be recorded by the Chief Secretary Minister-in-charge of Home (Police) Department and the Chief Minister. In case, the Home Secretary is not of the rank of Commissioner, the Confidential Report of the Inspector General of Police will be initiated by the Chief Secretary, who will consult the Home Secretary, informally or otherwise, before recording his remarks. Thereafter, the remarks will be recorded by the Home Minister and the Chief Minister.

No. 289-SII-(5) 68/3454, dated 8th February 1968.

(ii) The Minister-in-charge will be the recording authority in respect of Secretary to Government.

(iii) The Minister-in-charge will be the accepting authority in regard to Additional Secretaries, Joint Secretaries Deputy Secretaries and Heads of Departments. In the case of other officers, the Minister-in-charge would normally be neither a recording nor an accepting authority. He would be competent, however, in any particular case, if he so chooses, to send for the personal file of an officer and record such remarks therein as he considers should be made on the basis of his personal knowledge.

No. 1485-ASI.61/7762 dated 1st March, 1961.

(iv) A Deputy Minister will have the same rights regarding recording/accepting or remarks in the confidential reports as the Minister-in-charge.

No. 59-ASI-62/5649, dated 17th February, 1962.

Explanatory Notes.—A Minister or a Deputy of the Chief Parliamentary Secretary who has quit office, will not be competent to record remarks in the confidential reports of officers working in the Departments, which worked under him or on his personal staff. The reports of officers for whom the Ministers or Deputy Ministers are the only reporting authority, shall be recorded by the Chief Minister.

No. 9161-GI-5926689, dated the 16th December, 1959.

6. *Number of Reporting Officers and powers of Administrative Secretaries to record remarks in the Confidential Reports on the staff under the Heads of Departments.*—The work and conduct of an officer working under a Head of Department, whether in the office or in the field, should be reported on by at least two officers. Thus, reports which are initiated by the Head of the Department himself should be put up to the Administrative Secretary for the recording of his remarks.

No. 279-ASI-63/4655, dated 2nd February, 1963.

Explanatory Note.—These instructions do not apply to categories of Government servants such as clerks, stenographers, drivers, etc., who exclusively work under one officer.

Letre No. 4686-G-(C)-56/16804, dated the 21st April, 1956.

7. *Minimum period for which a Reporting Officer should have seen the work of a subordinate before recording remarks on him.*—In future no reporting officer should record his remarks in the Confidential Report of an officer under him unless he has seen his work and conduct for at least three months. If the officer has served under the reporting authority for less than three months, the opinion of the officer under whom he has previously served for at least three months should be obtained.

Explanatory Notes.—(i) A reporting officer while recording annual remarks may request his predecessor who has seen the work of the subordinate concerned for a period of more than 3 months to record his remarks but these later remarks should be submitted by the recording officer direct to the next higher authority who before adding his own remarks will take both sets of remarks, that is, those recorded by the present reporting officer as well as those recorded by his predecessor, into consideration.

(ii) In the case of a subordinate whose work has been seen by the reporting officer for a period of less than six months in the year (and of course more than 3 months), if there is another officer who has seen the work for more than six months during the same year, the latter must invariably be called upon to record his remarks and submit them direct to the next higher authority before the present superior records his own remarks.

No. 59-ASI-62/5649, dated 17th February, 1962.

(iii) The period of three months referred to in this paragraph means the period for which the reporting authority has actually seen the work of the officer/official reported on. Besides regular leave (casual leave is treated as duty), the period of suspension when a Government servant does not attend to his duties is not to be counted in calculating this period, nor the leave and suspension periods of the reporting authority if any, when it does not see the work of the subordinate.

No. 59-ASI-62/5649, dated 17th February, 1962.

8. *Recording of remarks on these occasion of relinquishment of charge by Reporting Authority.—*(i) An officer may, if he had not done so previously within six months record remarks for the confidential files of officers subordinate to him within six months of his relinquishing the charge of his post.

No. 59-ASI-62/5649, dated 17th February, 1962.

(ii) In consequence of change of portfolios, a Minister or a Deputy Minister or the Chief Parliamentary Secretary may also if he had not done so previously within six months, record remarks on the confidential files of officers subordinate to him within six months of his relinquishing the charge of his previous portfolio.

Ditto

Explanatory Notes.—(i) If an officer wishes to record his remarks either on account of his own transfer or because of the transfer of the subordinate in the middle of the year, there is no objection to his doing so and he may be supplied blank forms for the purpose if he asks for them but these remarks should not be taken into consideration for any purpose whatsoever, except at the end of the year, or other reporting period prescribed. Such a report will, however, be processed in the same manner as other normal reports.

No. 272-ASI-63/4655, dated 2nd February 1963.

(ii) An officer under suspension is not competent to record confidential reports on the work of his previous subordinates.

No. 6853-G-37/37890, dated 4th November, 1937.

9. *Issue of letter of appreciation.—* The practice of recognising the good work of an officer by a letter of appreciation is sound and should be adopted by all departments. It is important that such letters should not be issued indiscriminately but this should be sent in really deserving cases to encourage good work and at the end of the prescribed reporting period, on an overall assessment of the officer's whole work during the period. The criterion for granting such commendatory letters should be based on a record of exceptionally good work and not merely on the performance of routine duties with more than average ability and industry; and since commendation will lose much of its value if it is too easily won, it is essential that the greatest care should be taken to limit the number of commendatory letters and to grant them only in cases really deserving of notice.

No. 8965-ASI-64/35707, dated 16th November, 1964.

Explanatory Notes.—(i) (a) At least two authorities when there are two or more such competent authorities, should make the recommendation in clear term; and

(b) the work proposed for commendation should be clearly indicated.

(ii) The intention is that, as a rule, such letters of appreciation should where necessary, be issued by the appointing authority or at least by the authority competent to receive confidential reports, convey adverse remarks and maintain the personal file of the officer concerned as defined in paragraph 17 and not by officers lower than that. Officers below the level of the authority competent to maintain the personal file of the officer concerned are not competent to issue letter of appreciation or commendation on the basis of generally good work done over a period of time.

Their remarks in respect of generally good work done by subordinates should appropriately be recorded in annual confidential reports.

(iii) Occasions do arise when an executive officer in the field feels the need of encouraging his subordinates by issuing them letters of commendation particularly after good work done in connection with some specific incident, e.g. flood relief, locusts, visit of some V.I.P. etc. and it is not the intention of Government to place this method of extracting good work out of the subordinate beyond the reach of executive officers in the field. In such cases letters of appreciation may be issued even by officers lower than the appointing authority the authority competent to receive confidential reports, convey adverse remarks and maintain personal files. Such letters will not however be placed on personal files and should be very sparingly.

No. 9026-G-51/6544, dated 4th December, 1951.

10. *Communication of adverse remarks.*—Attention is invited to paragraph 7 of Punjab Government Consolidated circular No. 1 which is reproduced below :—

“The attention of Government of India having been directed to the diversity of procedure followed in different provinces in regard to the communication to subordinate officers in civil employ of unfavourable remarks made by their superiors in annual or other reports of a periodical nature, the Governor-General in Council has, with the approval of the Secretary of State, laid down the following general principles to which effect to be given in all departments in all provinces :—

- (a) when report is built up on the individual opinions as noted of different departmental superiors in gradation it is only the opinion as accepted by the highest authority which need be considered from the point of communication ;
- (b) an officer should not at any time be kept ignorant of reporting officer's opinion where his service is not considered satisfactory; criticism should be communicated promptly and should indicate in suitable language the nature of the defects in question ;
- (c) the practice of discriminating between a remediable and irremediable defects should be abandoned as far as practicable, except that a certain degree of discretion should be regarded as permissible in communicating reported defects of an irremediable nature. For instance, it might do more harm than good to inform an officer year after year that his brains are below average or that he is unduly sensitive ;
- (d) the reporting officer should specifically state whether the defects reported have already been brought in any other communication to the notice of the officer concerned ;
- (e) remarks in cases in which the Government or head of a department or other officer suspends judgment should not be communicated ;
- (f) great attention should be paid to the manner method of communication in order to ensure that the advice given or the warning or censure administered, whether orally or in writing, shall having regard to the temperament of the officer concerned, be most beneficial to him ; and
- (g) any remarks on an officer's report which show that he has taken steps to remedy defects to which his attention has been drawn in a previous year, should be communicated to him, so that he may know that his efforts to improve have not passed unnoticed.

No. 2679-G/I-59/8249, dated 15th July, 1959.

The above instructions should continue to be followed with the modification that adverse remarks in all cases should be communicated. Further the existing practice of conveying only adverse remarks is rather discouraging and leaves the officer concerned guessing as to the general total purport of his report. To avoid anxiety on this amount Government have also decided to let the officer know briefly (in a sentence or part-sentence) the general total impression of his report. For example, it could be said, 'while your work has been assessed as of a good standard of efficiency and competence, it has been pointed that you tend to delay cases ; or though your work is generally assessed as out satisfactory during the year, you show a communal tendency which is brought to your notice for correction'; or, 'while you are a hard working officer, you sometimes lose your temper in dealings with the public'.

it is received within three months from the date of the letter communicating adverse remarks to the officer/official concerned. Government wish to make it clear that this time-limit should be followed rigidly and that time-barred representations should be rejected. It is dangerous to allow officers to go on putting up, representations whenever they think the situation is favourable to them, and post facto attempts to clean up personal files must be resisted.

(ii) The representation against adverse remarks may be addressed direct to the authority conveying the adverse remarks.

Remarks recorded in the Annual Confidential Reports against which representation has not been filed within the prescribed period or, if so filed, has been rejected, should not be expunged in spite of the fact that at some later date a succeeding authority has a different view. The succeeding Minister or officer may record his own remarks and get the same also placed on the personal file of the employee reported upon where he has a different view in regard to the remarks in the Confidential Report recorded by a previous Minister/Officer.

No. 3871-SII-(5)-68/14567, dated 24th May, 1968

Explanatory Note

In the case of officers posted in Lahaul and Spiti on account of difficult communications the time-limit for submitting representations against adverse remarks will be eight months.

No. 279-ASI-63/4655, dated 2nd February, 1963

13. *Nature of documents/communications which need be placed on personal files.*—(i) Besides the confidential reports on the work and conduct of an officer, copies of documents/communications specified below should also be placed on the personal files—

- (a) all orders imposing any of the penalties prescribed under Rule 4 of the Punjab Civil Service (Punishment and Appeal) Rules, 1952 [now rule 5 of Punjab Civil Services (Punishment and Appeal) Rules, 1970] or rule 3 of the All-India Services (Discipline and Appeal) Rules, 1954, as amended from time to time ;
- (b) all communications conveying adverse remarks ;
- (c) those letters of appreciation which deal with the outstanding nature of performance of an officer on an overall assessment on his work and conduct during the year in the light of the remarks recorded in his confidential reports.
- (d) A copy of the orders granting advance increments).

No. 8965-ASI-64/35707, dated 16th January. 1964.

(ii) As regards warnings which are not the direct outcome of annual confidential reports (excepting those emanating from Government), these shall not be placed on the personal files without the previous approval of the 'appointing authority'.

(iii) In regard to other communications of the nature of advice or conveying displeasure of Government, orders of the competent authority whether or not a copy should be placed in the personal file should be obtained in each individual case. "Competent authority" referred to above will be:—

- (a) Government in cases where advice given to a Government servant is from Government or the displeasure of Government is conveyed or Government is the authority competent to impose the punishment of censure ; and
- (b) the authority competent to hear appeals from an order imposing the punishment of censure, in other cases, except when the advice given is that of a higher authority in which case such higher authority should be the "competent authority".

No. 279-ASI-63/4655 dated 2nd February 1963.

(iv) Whenever an officer has attended an approved course of study or training in India or

abroad—

- (a) the fact of his having done so should be entered in his character roll;
- (b) the report received from the head of the institution of the aforesaid study or training should either place in original with the character roll or the substance of it entered therein;
- (c) an entry about the report submitted by the officer on his work should also find mention in the character roll if it is outstandingly good, or is of poor quality indicating that the officer had not made good use of his period of study or training.

Explanatory Note.—Approved courses of training may be defined to include courses sponsored by the Government or in which the cost or part of the most is borne by Government as also courses attended with the permission of Government or for which Government grant study leave. In respect of some of these courses it may not be possible or necessary to obtain reports which could be incorporated in the character rolls. For instance there are part-time courses and refresher courses where an assessment of the candidate is not made. In such cases, however, entry in the character roll of the fact of the officer having attended the course would nevertheless be useful in giving a more complete picture of the officer's experience and accomplishments.

No. 1485-ASI-61/7762, dated 1st March, 1961.

Explanatory Notes.

- (i) As a result of delays detected by the Assessment Units, the officials responsible for delays are sometimes warned and in certain cases the Chief Secretary decides that a copy of the warning be placed on the personal file of the official concerned. In such cases it is not necessary to obtain the orders of the competent authority as defined in this paragraph for placing a copy of the warning on the personal file. The Chief Secretary will be the competent authority for this purpose.

No. 126-ASI-64/2377, dated 17th January, 1964.

- (ii) It is the responsibility of the authorities maintaining the personal files to ensure that all documents required under the instructions of the Government to be placed on the personal files, are placed thereon.

No. 126-ASI-64/2377, dated 17th January, 1964.

- (iii) The term 'personal file' means in this context the collection of periodical or annual confidential reports on the work and conduct of a Government employee and copies of orders of punishment and appreciation letters, etc., that may, in accordance with the forgoing instructions, form a part of this collection.

No. 5929-G (C)-56/21125, dated 30th May, 1956.

14. *Documents which are not to be placed on personal files.*—The personal files should not be burdened with copies of personal letters or certificates issued by superior officers to their subordinates or letters of commendation issued by Government in recognition of any special help that might have been rendered by the officer on a particular occasion, e. g., a local exhibition, visit of a V.I.P., etc.

Letters of appreciation issued by various authorities or persons on any major event of work done or special contribution made by the officer towards the implementation of a particular scheme or successful conclusion of special campaign will not, therefore, be placed on personal files.

No. 1485-ASI-61/7762, dated 1st March, 1961.

Explanatory Note.—Enquiry reports of the Vigilance Department sometimes contain mention of unsubstantiated allegations. In any case these are in the nature of investigations. Such enquiry reports shall not be placed on the personal files.

Explanatory Notes.—

- (i) It is not the intention that even those adverse remarks which have been washed out by the remarks of some superior authority including Ministers should be conveyed. The correct position is that only the adverse remarks recorded or endorsed by the Highest authority reporting on an officer should be communicated. Where, however, an adverse remark has not been specifically denied by a higher authority, it should be conveyed. It is, however open to that authority to decide that any adverse remarks need not be communicated. Where it is so decided, a specific order to this effect should be recorded. The criterion for such a decision should be based on paragraph 7(c) of Punjab Government Consolidated Circular No. I reproduced above.
- (ii) The reporting officer, while mentioning any defects in the report, should as far as possible also give indication of what efforts have been made by way of guidance, admonition, etc., to get the defects removed and with what results.

No. 5515-ASI-61/25297, dated 11th July, 1961.

- (iii) It has been noticed that instructions that adverse remarks in all cases should be communicated to the officer are not being strictly observed with the result that officers are deprived of the right of representation. It has, therefore, been decided that all departments should make it a regular form of routine discipline and procedure to invariably convey adverse remarks to the officer concerned. All competent authorities should make an occasional check of confidential reports entrusted to their custody in order to ensure that adverse remarks are in fact conveyed to the officers concerned. No notice should be taken in future of adverse remarks if they have not been conveyed. Where a competent authority does not convey adverse remarks to the officer concerned, the omission will be treated as discriminatory action on its part and due notice will be taken of it. In regard to past entries in the personal files, any adverse remarks that have not been conveyed or shown, except those not conveyed or shown when Government's practice of conveying adverse remarks was not as strict as it is now, shall also not be taken into consideration.

No. 59-ASI-62/5649, dated 17th February, 1962.

Although it was provided in Punjab Government circular letter No. 9026-G-51/16544, dated the 4th December, 1951, that an officer should not be kept in the dark about reporting officer's opinion where his service was not considered satisfactory and that criticism should be communicated promptly, yet all Departments do not invariably convey adverse remarks to the officers concerned. Fresh instructions were issued in Punjab Government letter No. 3916-GI-57/9867, dated the 15th June, 1957, that all adverse remarks should be conveyed. The practice of conveying adverse remarks can, therefore, be said to have become strict only on receipt of the letter dated the 5th June, 1957. The uncommunicated adverse remarks relating to the previous period, however, need not be communicated now.

No. 10935-G-52/35352, dated 21st December, 1952.

- (iv) The highest reporting authority should be consulted at the time of communication of any adverse remarks if at the time of writing the report his views were not by any chance recorded therein.

No. 1485-ASI-GI/7762, dated 1st March, 1961.

- (v) Except to the extent indicated above, confidential reports are not to be communicated or shown to the officer concerned.

No. 8965-ASI-64/35707, dated 16th November, 1964.

- (vi) While communicating the adverse remarks to the Government servants the identity of the superior officer making such remarks should not normally be disclosed. If however, in a particular case, it is considered necessary to disclose the identity of the superior officer, the authority dealing with the representation may at his discretion allow the identity to be communicated.

No. 703-GI-58/8250, dated 7th April, 1958., No. 2356-G-55/18471, dated 31st March, 1955., No. 15172-G-55, dated the 22nd December, 1955.

11. *Representations against adverse remarks.*—Government have noticed a strong tendency among

officers/officials at all levels not to take adverse remarks in the spirit in which they are intended and as part of the normal incidents of a whole career of service but to indulge in all kinds of pressure to get such remarks expunged. Such tendency produces ill-effects in regard to the recording of remarks, without fear or favour, by reporting officers, and such practice must be strictly and firmly discouraged and eliminated, if possible. It is often forgotten that the primary purpose of maintaining a record of annual remarks in regard to an officer's work is to accumulate over a period of years a varied assessment regarding the performance, character, ability and integrity of the officer in discharging the responsibilities to which he is called. This record is meant to enable Government to assess the total worth of an individual officer with a view to utilising him in the best way possible for the public service. Primarily, therefore, the record of an officer is a document internal to Government to be utilised for 'promotions, postings, transfers, encouragement, caution, etc.' This main purpose of the record must, therefore, be borne in mind, namely, that it is a cumulative assessment of an officer's worth to be utilised for Government purposes and for public ends and it is only incidentally a means of bringing to the officer's notice defects which he should consciously endeavour to remedy. Ordinarily, therefore, departments should not enter into any controversy with officers in the matter of adverse remarks communicated to them on the basis of their confidential reports. Occasionally, however cases arise where the adverse remarks are not made bona fide, or the based on a patent error of fact. An examination of the representations is, therefore, called for, and these should not be turned down automatically. Where the preliminary examination of the representation does not *prima facie* establish that the adverse remarks are *mala fide* or based on a patent error of fact, there should be no hesitation in disposing of the representation on the basis of the general policy referred to above. Where, however, it appears *prima facie* that the remarks are not bona fide or that these are based on a clear error of fact, the representation should be examined on merits. If as a result, it is found that the adverse remarks were not justified, after obtaining the order of the highest administrative authority, a note should be recorded on the confidential report expunging the remarks and the officer concerned should be informed of the action taken. The reporting officer may also be informed and suitably warned where *mala fide* intent is indicated. Recourse to expunction of remarks may be had only in cases of exceptional character after observing the procedure laid down above. There may also be border line cases in which there may be some substance in the adverse remarks conveyed to the officer and also some justification for the representation made by the officer against the adverse remarks. In such cases, the proper course to adopt would be to place the representation on the personal file after obtaining the orders of the highest administrative authority.

No. 8965-ASI-64/135707, dated 16th November, 1964.

Explanatory Notes.—

- (i) Before passing final orders on a representation against adverse remarks, the comments of the reporting authority/authorities should invariably be obtained.
- (ii) If a representation is made by any officer against the remarks communicated to him such representation should be brought to the notice of the highest administrative authority and his order should be obtained. It would be very undesirable that an officer against whose adverse remarks representations are submitted should himself dispose of such representations.

No. 12241-GI-58/1860, dated 21st January, 1959.

The intention is that both for purposes of rejection and acceptance of representations against adverse remarks, there should be one authority and it should be the highest administrative authority.

The 'highest administrative authority' means 'the appointing authority' or the authority to whom representation against the punishment of censure lies under the existing rules of the department concerned for particular officer, whichever is higher. If such authority is himself the authority whose adverse remarks are communicated, the term 'highest administrative authority' should mean the next higher authority.

No. 59-ASI-62/5649, dated 17th February, 1962.

For members of the All India Services serving under the Punjab Government, the 'highest administrative authority' will mean the State Government.

No. 5515-ASI-61/25297, dated 11th July, 1961.

12. Time limit for filing representation against the adverse remarks and the authority to whom the representations are to be addressed.—(i) As stated above, Government do not encourage representations against adverse remarks. But if a representation is made, it should not be entertained unless

it is received within three months from the date of the letter communicating adverse remarks to the officer/official concerned. Government wish to make it clear that this time-limit should be followed rigidly and that time-barred representations should be rejected. It is dangerous to allow officers to go on putting up, representations whenever they think the situation is favourable to them, and post facto attempts to clean up personal files must be resisted.

(ii) The representation against adverse remarks may be addressed direct to the authority conveying the adverse remarks.

Remarks recorded in the Annual Confidential Reports against which representation has not been filed within the prescribed period or, if so filed, has been rejected, should not be expunged in spite of the fact that at some later date a succeeding authority has a different view. The succeeding Minister or officer may record his own remarks and get the same also placed on the personal file of the employee reported upon where he has a different view in regard to the remarks in the Confidential Report recorded by a previous Minister/Officer.

No. 3871-SII-(5)-68/14567, dated 24th May, 1968

Explanatory Note

In the case of officers posted in Lahaul and Spiti on account of difficult communications the time-limit for submitting representations against adverse remarks will be eight months.

No. 279-ASI-63/4655, dated 2nd February, 1963

13. *Nature of documents/communications which need be placed on personal files.*—(i) Besides the confidential reports on the work and conduct of an officer, copies of documents/communications specified below should also be placed on the personal files—

- (a) all orders imposing any of the penalties prescribed under Rule 4 of the Punjab Civil Service (Punishment and Appeal) Rules, 1952 [now rule 5 of Punjab Civil Services (Punishment and Appeal) Rules, 1970] or rule 3 of the All-India Services (Discipline and Appeal) Rules, 1954, as amended from time to time ;
- (b) all communications conveying adverse remarks ;
- (c) those letters of appreciation which deal with the outstanding nature of performance of an officer on an overall assessment on his work and conduct during the year in the light of the remarks recorded in his confidential reports.
- (d) A copy of the orders granting advance increments).

No. 8965-ASI-64/35707, dated 16th January, 1964.

(ii) As regards warnings which are not the direct outcome of annual confidential reports (excepting those emanating from Government), these shall not be placed on the personal files without the previous approval of the 'appointing authority'.

(iii) In regard to other communications of the nature of advice or conveying displeasure of Government, orders of the competent authority whether or not a copy should be placed in the personal file should be obtained in each individual case. "Competent authority" referred to above will be:—

- (a) Government in cases where advice given to a Government servant is from Government or the displeasure of Government is conveyed or Government is the authority competent to impose the punishment of censure ; and
- (b) the authority competent to hear appeals from an order imposing the punishment of censure, in other cases, except when the advice given is that of a higher authority in which case such higher authority should be the "competent authority".

No. 279-ASI-63/4655 dated 2nd February 1963.

(iv) Whenever an officer has attended an approved course of study or training in India or

abroad—

- (a) the fact of his having done so should be entered in his character roll;
- (b) the report received from the head of the institution of the aforesaid study or training should either place in original with the character roll or the substance of it entered therein;
- (c) an entry about the report submitted by the officer on his work should also find mention in the character roll if it is outstandingly good, or is of poor quality indicating that the officer had not made good use of his period of study or training.

Explanatory Note.—Approved courses of training may be defined to include courses sponsored by the Government or in which the cost or part of the most is borne by Government as also courses attended with the permission of Government or for which Government grant study leave. In respect of some of these courses it may not be possible or necessary to obtain reports which could be incorporated in the character rolls. For instance there are part-time courses and refresher courses where an assessment of the candidate is not made. In such cases, however, entry in the character roll of the fact of the officer having attended the course would nevertheless be useful in giving a more complete picture of the officer's experience and accomplishments.

No. 1485-ASI-61/7762, dated 1st March, 1961.

Explanatory Notes.

- (i) As a result of delays detected by the Assessment Units, the officials responsible for delays are sometimes warned and in certain cases the Chief Secretary decides that a copy of the warning be placed on the personal file of the official concerned. In such cases it is not necessary to obtain the orders of the competent authority as defined in this paragraph for placing a copy of the warning on the personal file. The Chief Secretary will be the competent authority for this purpose.

No. 126-ASI-64/2377, dated 17th January, 1964.

- (ii) It is the responsibility of the authorities maintaining the personal files to ensure that all documents required under the instructions of the Government to be placed on the personal files, are placed thereon.

No. 126-ASI-64/2377, dated 17th January, 1964.

- (iii) The term 'personal file' means in this context the collection of periodical or annual confidential reports on the work and conduct of a Government employee and copies of orders of punishment and appreciation letters, etc., that may, in accordance with the forgoing instructions, form a part of this collection.

No. 5929-G (C)-56/21125, dated 30th May, 1956.

14. *Documents which are not to be placed on personal files.*—The personal files should not be burdened with copies of personal letters or certificates issued by superior officers to their subordinates or letters of commendation issued by Government in recognition of any special help that might have been rendered by the officer on a particular occasion, e. g., a local exhibition, visit of a V.I.P., etc.

Letters of appreciation issued by various authorities or persons on any major event of work done or special contribution made by the officer towards the implementation of a particular scheme or successful conclusion of special campaign will not, therefore, be placed on personal files.

No. 1485-ASI-61/7762, dated 1st March, 1961.

Explanatory Note.—Enquiry reports of the Vigilance Department sometimes contain mention of unsubstantiated allegations. In any case these are in the nature of investigations. Such enquiry reports shall not be placed on the personal files,

No. 3916-IG-57/9867, dated 5th June, 1957.

15. *Procedure to be followed where a Reporting Authority is related to the officer to be reported on.*—(i) When the reporting officer is the first reporting authority, he should be competent to record his remarks, but, while doing so, he should clearly mention that he is related to the officer reported on and bring out the exact nature of relationship.

(ii) When the reporting officer is not the original reporting authority he need not normally write any remarks. If, however, he feels that for some reasons he must enter some remarks, he should, while doing so, act as under (i) above.

No. 5445-GI-58/15872, dated 26th May, 1958.

16. *Soliciting of remarks to be discouraged.*—Government have noticed an undesirable tendency among officers/officials to approach the higher authorities for getting remarks out of the way on their personal files. The confidential remarks on the work of Government servants are recorded by the competent authority in the normal course when due. The officers/officials should, on no account, solicit for remarks in personal files whether from Ministers or their other superiors.

No. 6257-GI-59/1587, dated 13th January, 1960.

17. *Custody of personal files and Authorities competent to convey adverse remarks in Confidential Reports.*—In regard to the general question as to which authorities should be competent to receive and convey confidential reports and maintain personal files (character rolls) of different categories of Government servants it is considered that, in principle, all this work should normally be the responsibility of the "appointing authority". However, in view of practical difficulties involved, this does not appear to be feasible in all cases. Therefore, without prejudice to the right of the 'appointing authority' to issue any special instructions to meet administrative exigencies, it has been decided to lay down the following procedure :—

- (i) The personal files of all officers of the I.C.S./I.A.S. and the P.C.S. (Executive Branch and non-I.C.S./P.C.S. (Executive Branch). Administrative Secretaries will remain with the Chief Secretary, except that the personal file of the General Manager and Secretary, Bhakra Dam, will continue to be maintained by the Secretary, Irrigation and power.
- (ii) The personal files of Additional Secretaries/Joint-Secretaries/Heads of Departments, who are not members of the I.C.S./I.A.S./P.C.S. (Executive Branch), will remain in the custody of their Administrative Secretaries.
- (iii) The personal files of all Class I and Class II Officers, except those covered by (i) and (ii) above, will remain with their Heads of Departments.
- (iv) The personal files of non-gazetted staff will remain in the custody of their Heads of Departments/Heads of Offices according to the existing practice, which may be modified, if circumstances so warrant, at the discretion of the Head of Department concerned.

The authorities mentioned at (i) to (iv) above will receive confidential reports and convey adverse remarks contained therein in respect of the Government servants whose personal files are maintained by them.

To facilitate the assessing of an officer's worth, on the basis of his personal file, the good and bad remarks should be side lined with red and blue pencils respectively while putting up the personal files in cases of promotion, disciplinary action pension etc.

No. 1648-G-56/18571, dated 14th March, 1956

18. *Index to Personal Files.*—Government observe that very often annual confidential reports are not written promptly by the recording authorities, not is due importance attached to the proper maintenance of personal files, which are a valuable service record of Government servants. To remedy this state of affairs, it has been decided that an index in the attached *pro forma* (Annexure A) should form part of each personal file and entries therein completed before any new documents are filed. To ensure proper upkeep of personal files, it would also be desirable that the appointing authorities/Heads of Departments/Heads of Offices have the personal files in their own custody and those in the custody of their subordinate offices inspected by a responsible officer once every year between the months of July and September.

No. 6257-GI-59/1587, dated 13th January, 1960

Explanatory Note.—Where the personal file is in the shape of a bound register, it is not necessary to prepare an index to it.

No. 2107-3S-67/19007

From

The Chief Secretary to Government, Haryana.

To

All Heads of Departments, Commissioner, Ambala Division, Deputy Commissioners, District and Sessions Judges and the Sub-Divisional Officers (Civil) in the State of Haryana and the Registrar, High Court of Punjab and Haryana.

Dated Chandigarh, the 4th October, 1967.

Subject. Confidential Reports.

Sir,

I am directed to invite attention to para 17 of the Pre-reorganisation Punjab Government Circular letter No. 2334-ASI-60/15708, dated the 3rd May, 1960, regarding the custody of personal files etc., and to state that it has come to the notice of Government that some of the Heads of Departments, on relinquishing charge as a result of transfer etc., leave the Personal files in their custody with their personal staff instead of handing over the same to their successors or the other appropriate authority. Such a practice results into leakage of the confidential reports and is not desirable. I am, therefore, to request that the Personal files in the custody of the Heads of Departments should be duly passed on to the appropriate authority at the time of relinquishing charge the post.

2. Government have also observed that the practice in some of the Departments is to record the reports on the work and conduct of their employees in respect of the calendar year whereas in other Departments such reports are written for the financial year. For the sake of uniformity, it has been decided that all the reports on the work and conduct of the officers/officials working under the Haryana Government should be written for the financial year and not for the calendar year.

3. I am to request that these instructions may be brought to the notice of all concerned for strict compliance.

Yours faithfully,
(Sd)

Deputy Secretary Political and Services.
for Chief Secretary to Government, Haryana

Copy forwarded, to the Financial Commissioner, Revenue, Haryana and all Administrative Secretaries to Government, Haryana for information and necessary action.

No. 6718-3S-68/27185

CONFIDENTIAL

From

The Chief Secretary to Government, Haryana.

To

All Deputy Commissioners and
Superintendents of Police
in Haryana.

Dated Chandigarh, the 24th October, 1968.

Subject:— Recording of annual confidential reports on the work of Superintendents of Police.

Sir,

I am directed to address you on the the subject noted above and to say that the question as to the authorities who should record annual reports on the work Superintendents of Police has recently been considered by Government in detail. In this connection it has been decided that in order *inter alia* to enable the District Magistrate effectively to discharge his responsibility in the matter of maintenance of law and order and to function as the representative of Government in the district, he should be authorised to record the annual confidential reports of gazetted police officers (Superintendents and Deputy Superintendents of Police) as indicated below. The procedure in this behalf will be that the District Magistrate will initiate the confidential report of the Superintendent of Police but his remarks will be confined to the following items:—

- (1) reputation for honesty;
- (2) dealings with the public ; and
- (3) over-all personality and efficiency in the matter of maintenance of law and order.

The report initiated by the District Magistrate will be revied by the Commissioner and the DIG and will be finally accepted by a Committee consisting of the Chief Secretary, the Home Secretary and the Inspector General of Police.

2. As regards the Deputy Superintendent of Police, the procedure will be that the report will be initiated by the Superintendent of Police and will be sent to the District Magistrate. The latter will then forward it to the Deputy Inspector General with his remarks.

3. I am to request that the above instructions may kindly be noted for compliance in future.

Your faithfully,

Sd/—

Deputy Secretary, Political & Services,
for Chief Secretary to Government, Haryana

No. 6718-3S-68/27186, dated Chandigarh, the 24th October, 1968.

A copy forwarded for information to the Inspector General of Police, Haryana and Commissioner, Ambala Division; and Deputy Inspector General of Police, Ambala Range and the Commissioner for Home Affairs, Haryana, and Secretary to Government, Haryana, Home Department, for information,

CONFIDENTIAL

No. 6718-3S-68/27937

From
The Chief Secretary to Government, Haryana.

To
All District Magistrates and Superintendents of Police in Haryana.
Dated Chandigarh, the 1st November, 1968.

Subject:—Recording of annual confidential reports on the work of Superintendents of Police and Deputy Superintendents of Police.

Sir,

I am directed to refer to Government letter No. 6718-3S-68/27185, dated the 24th October, 1968, on the subject noted above and to say that a question has been raised as to whether this letter supersedes to existing orders under which confidential reports on the work of the Superintendents of Police and recorded by the Deputy Inspector General of Police and submitted to the Inspector General of Police. In order to make the position clear, I am to say that these orders do not supersede the existing instructions on the subject.

2. The intention is that a separate report, in addition to the above, has to be initiated by the District Magistrate. This report should be forwarded to the Commissioner of the Division who will record his remarks on it, after consulting the Deputy Inspector General of Police, and send it to Government. These reports received from the Commissioner will then be reviewed by a Committee consisting of the Chief Secretary, the Home Secretary and the Inspector General of Police.

Yours faithfully,

Sd/—
Deputy Secretary, Political & Services,
for Chief Secretary to Government, Haryana.

No. 6718-3S-68/27938, dated Chandigarh the 1st November, 1968.

A copy is forwarded, for information, to the Inspector General of Police, Haryana, the Commissioner, Ambala Division; and the Deputy Inspector General of Police, Ambala Range the Commissioner for Home Affairs and Secretary to Government, Haryana, Home Department, Chandigarh, for information.

CONFIDENTIAL

No. 6718-3S-68/1581

From
The Chief Secretary to Government, Haryana.

To
All District Magistrates and Superintendents of Police in Haryana.
Dated Chandigarh, the 20th January, 1969.

Subject:—Recording of annual confidential reports on the work of Superintendents of Police and Deputy Superintendents of Police.

Sir,

I am directed to invite a reference to Haryana Government letter No. 6718-3S-68/27185, dated the 24th October, 1968 and letter No. 6718-3S-68/27937, dated the 1st November, 1968, on the subject noted above, and to say that so far as reports on the work of Deputy Superintendents of Police are concerned the relevant instructions are contained in the former letter and the remarks of the District Magistrate are to be recorded on the report forwarded by the Superintendent of Police and not separately.

Yours faithfully,
Sd/—

Deputy Secretary Political & Services,
for Chief Secretary to Government, Haryana.

A copy forwarded for information, to the Inspector General of Police, Haryana: the Commissioner, Ambala Division; and the Deputy Inspector General of Police, Ambala Range the Commissioner for Home Affairs and Secretary to Government, Haryana, Home Department, Chandigarh, for information.

क्रमांक 397-3एस/69/6274

प्रेषक,

मुख्य सचिव, हरियाणा सरकार।

सेवा में,

हरियाणा के सभी विभाग अध्यक्ष, कमिश्नर, अम्बाला मण्डल और
सभी उप आयुक्त तथा उप-मण्डल अधिकारी।
दिनांक चंडीगढ़, 4/7 अप्रैल, 1969

विषय :—जिला अधिकारियों के काम पर वार्षिक गोपनीय रिपोर्टें।

महोदय,

मुझे यह कहने का निदेश हुआ है कि इस समय लागू अनुदेशों के अनुसार पुलिस अधीक्षक, उप-पुलिस अधीक्षक तथा अन्य विभागों के जिला अधिकारियों के काम पर वार्षिक गोपनीय रिपोर्टों में उप-आयुक्त इन अधिकारियों की निम्न-लिखित विशेषताओं पर विचार प्रकट करने में सक्षम हैं :—

(1) पुलिस अधीक्षक तथा उप-पुलिस अधीक्षक

- (क) ईमानदारी के बारे में प्रतिष्ठता।
- (ख) जनता से सम्पर्क।
- (ग) समूचे तौर पर व्यक्तित्व, तथा विधि और व्यवस्था ठीक रखने में दक्षता।

(2) अन्य विभागों के जिला अधिकारी

- (क) ईमानदारी के बारे में प्रतिष्ठता।
- (ख) जनता से सम्पर्क।
- (ग) विकास योजनाओं तथा सरकार की नीति को पूरा करने का काम।

सरकार ने अब निर्णय किया है कि भविष्य में उप-आयुक्त जिले के सभी राजपत्रित अधिकारियों (Gazetted Officers) के काम पर रिपोर्टों में विचार प्रकट करें; अर्थात् पुलिस अधिकारियों की ऊपर उप पैरा (1) में दी हुई विशेषताओं पर और अन्य अधिकारियों की ऊपर उप-पैरा (2) में दी गई विशेषताओं पर रिपोर्ट लिखें। यह निर्णय आपके नोटिस में अनुपालन के लिये लाया जाता है।

भवदीय

हस्ताक्षर

उप-सचिव, राजनैतिक एवं सेवाएं,
कृते: मुख्य सचिव, हरियाणा सरकार।

एक-एक प्रति :—(1) वित्त कमिश्नर राजस्व, हरियाणा। (2) सभी प्रशासकीय सचिव, हरियाणा सरकार।
(3) मैम्बर सेल्वर टैक्स ट्रिब्यूनल, हरियाणा को सूचनार्थ भेजी जाती है।

क्रमांक 160-3 एस-70/9698

प्रेषक,

मुख्य सचिव, हरियाणा सरकार।

सेवा में,

हरियाणा के सभी उपायुक्त।

दिनांक चण्डीगढ़ : 23 अप्रैल, 1970।

विषय :- नेशनल इंटीग्रेशन कौंसिल द्वारा बनाई गई साम्प्रदायिकता के बारे में कमेटी की सिफारिशें।

महोदय,

मुझे श्री आर०डी० थापर, संयुक्त सचिव, गृह मन्त्रालय, भारत सरकार, के उपरोक्त विषय पर अ०स० पत्र क्रमांक 9/29/68 ए०आई०एस० (III), दिनांक 24 दिसम्बर, 1968 की प्रति आपको मार्ग दर्शन के लिये भेजने का आदेश हुआ है। आपसे अनुरोध किया जाता है कि आई०एस० व एच०सी०एस० अधिकारियों के काम पर वार्षिक गोपनीय रिपोर्ट लिखते समय उनकी साम्प्रदायिक खिंचाव व गड़-बड़ को दूर करने की योग्यता को ध्यान में रखा जाये। इस पत्र को जिला के सभी आई०एस० व एच०सी०एस० अधिकारियों को उनके मार्गदर्शन के लिये ध्यान में भी लाया जाये।

भवदीय,

आर०डी० माथूर,

अवर सचिव (प्रशासन)

कृते: मुख्य सचिव, हरियाणा सरकार।

क्रमांक 160-3 एस-70/9699, दिनांक चण्डीगढ़, 23 अप्रैल, 1970।

एक प्रति, अनुलग्नक की प्रति सहित, आयुक्त, अम्बाला मण्डल, अम्बाला छावनी, को सूचना तथा आवश्यक कार्यवाही के लिये भेजी जाती है।

2. उनसे अनुरोध है कि वे उपायुक्तों आदि की वार्षिक गोपनीय रिपोर्टें लिखते समय उनकी साम्प्रदायिक खिंचाव व गड़बड़ को दूर करने की योग्यता को ध्यान में रखें।

एक प्रति सचिव, गृह मन्त्रालय, भारत सरकार, नई दिल्ली को हरियाणा सरकार के पत्र क्रमांक 5531/-3एच-69, दिनांक 23 मई, 1969 के हवाले में सूचनार्थ भेजी जाती है।

एक प्रति गृह आयुक्त, हरियाणा को उनके अशासकीय क्रमांक 12623-3-एच-69, दिनांक 5 जनवरी, 1970 के हवाले में सूचनार्थ भेजी जाती है।

Copy of D.O. No. 9/29/68-AIS (III) dated 24.12.68 from Shri R.D. Thapar, Joint Secretary to Government of India, Ministry of Home Affairs, New Delhi to Shri Saroop Krishan, Chief Secretary to Government, Haryana, Chandigarh.

Kindly refer to Shri T. C. K. Srinivasavaradan's D. O. letter No. 28/3/68-poll. I (A), dated July 20, 1968 regarding the recommendations of the National Integration Council.

2. The Committee on Communal Aspects appointed by the National Integration Council had recommended that the District Magistrate and Supdt. of Police should be made personally responsible for prompt action to prevent or stop communal disturbances. They had further recommended that failure to take prompt and effective action should be considered as dereliction of duty and the officers concerned should be dealt with accordingly. The Committee felt that, if necessary, service rules should be amended. A related recommendation was that a system of suitable recognition of services rendered in preventing or dealing with communal disturbances should be introduced.

3. I am desired to request that the attention of all members of the I.A.S. and I.P.S. may be specifically invited to the recommendations of the National Integration Council, and it may be impressed upon them that any failure to take effective action to deal with communal tensions and disturbances would be regarded by Government as a dereliction of duty entailing suitable disciplinary action.

4. Officer reporting on the work and conduct of executive District/Sub Divisional/City Magistrates etc. and Superintendents/Assistant Superintendents of Police may also be suitably advised to take into account while evaluation of their performances the effectiveness of otherwise of the officers working under their supervision in dealing with situations of this nature.

5. I shall be grateful if copies of the instructions issued in this behalf are endorsed to this Ministry for reporting to the Standing Committee of the National Integration Council on the progress of action taken on the recommendations of the National Integration Council.

क्रमांक 1430-3 एस-71/5968

प्रेषक;
सेवा में,
मुख्य सचिव, हरियाणा सरकार ।
हरियाणा के सभी विभाग अध्यक्ष,¹
कमिश्नर अम्बाला मंडल और सभी उपायुक्त
तथा उप मंडल अधिकारी ।
दिनांक चण्डीगढ़ 31 मार्च, 1971

विषय :- जिला के सभी राजपत्रित अधिकारियों पर वार्षिक गोपनीय रिपोर्ट लिखने बारे नीति ।

महोदय,
मुझे यह कहने का निवेश हुआ है कि इस समय लागू आनुदेशों के अनुसार पुलिस अधीक्षकों, उप-पुलिस अधीक्षकों, तथा अन्य विभागों के जिला अधिकारियों व जिला के सभी राजपत्रित अधिकारियों के काम पर वार्षिक गोपनीय रिपोर्टों में उपायुक्त निम्नलिखित विशेषताओं पर विचार एकत्र करने के लिए सक्षम है :-

- (क) पुलिस अधीक्षक तथा उप-पुलिस अधीक्षक
- (1) ईमानदारी के बारे में प्रतिष्ठता ।
 - (2) जनता से सम्पर्क ।
 - (3) समूचे तौर पर ब्यक्तित्व तथा विधि तथा व्यवस्था ठीक रखने में दक्षता ।

(ख) अन्य विभागों के जिला अधिकारी तथा सभी राजपत्रित अधिकारी (जिन में जिले के कालेजों के प्रिंसिपल भी शामिल हैं)

- (1) ईमानदारी
- (2) जनता से सम्पर्क
- (3) विकास योजनाओं तथा सरकार की नीति को पूरा करने में काम ।

श्रेणी (क) में आने वाले अधिकारियों के बारे में रिपोर्ट लिखने की पद्धति हरियाणा सरकार के पत्रों क्रमांक 6718-3 एस-68/27185 दिनांक, 24 अक्टूबर, 1968, क्रमांक 6718-3 एस-68/27937, दिनांक 1 नवम्बर, 1968 तथा क्रमांक 6718-3 एस-68/1581, दिनांक 20 जनवरी, 1969 में दी गई है। श्रेणी (ख) में आने वाले अधिकारियों के काम पर रिपोर्ट लिखने के लिए यह निर्णय लिया गया है कि उक्त अधिकारियों की रिपोर्ट उनके रिपोर्टिंग Authority द्वारा initiate की जाने के पश्चात् उपायुक्त को भेजी जाया करे। तदपश्चात् उपायुक्त अपने रिपोर्ट रिकार्ड करके संबंधित विभाग के रिब्यूईंग एथोरटी के पास वह रिपोर्ट सीधी भेजेंगे अर्थात् ऐसी रिपोर्टों को कमिश्नर, अम्बाला मंडल के माध्यम से रिब्यूईंग एथोरटी को भेजने की आवश्यकता नहीं है। इन हिदायतों के अनुपालन में यह आवश्यक है कि सभी विभाग कृपया अपने राजपत्रित अधिकारियों के गोपनीय रिपोर्ट फार्मों में रिपोर्टिंग एथोरटी के पश्चात् उपायुक्त द्वारा रिमार्क्स निर्धारित पहलुओं पर रखने के लिए आवश्यक कालम बनाएं तथा उनके नीचे यह भी निर्विष्ट किया जाये कि उस रिपोर्ट को लिखने के लिये भ्रगली रिब्यूईंग एथोरटी कौन है ताकि उपायुक्त को रिपोर्ट ठीक अधिकारी के पास भेजने में दिक्कत न हो।

जिले में जिन राजपत्रित अधिकारियों के बारे में उपायुक्तों द्वारा रिपोर्ट लिखने के आदेश हरियाणा सरकार के परिपत्र क्रमांक 397-3 एस-69/6274, दिनांक 4/7 अप्रैल, 1969 द्वारा जारी किये जा चुके हैं, उन में जिले में स्थित कालेजों में प्रिंसिपल शामिल होंगे परन्तु इन कालेजों के अन्य राजपत्रित लेक्चरर शामिल नहीं होंगे। इस के अतिरिक्त गवर्नमेंट मैडिकल कालेज, रोहतक के प्रिंसिपल तथा उस कालेज का अन्य राजपत्रित स्टाफ भी शामिल नहीं होगा। इसलिए उक्त पत्र में निहित अनुदेश इस हद तक संशोधित किये गए समझे जायें।

आपसे अनुरोध है कि उक्त हिदायतें अनुपालन के लिए नोट कर ली जायें।

भवदीय,
हस्ताक्षर

उप-सचिव, राजनैतिक एवं सेवाएं,
कृते : मुख्य सचिव, हरियाणा सरकार ।

एक-एक प्रति वित्तायुक्त राजस्व, हरियाणा तथा हरियाणा के सभी प्रशासकीय सचिव को सूचनार्थ एवं आवश्यक कार्यवाही हेतु भेजी जाती है।

क्रमांक 3600-3 एस-71/17241

प्रेषक,

मुख्य सचिव, हरियाणा सरकार।

सेवा में,

हरियाणा के सभी विभागाध्यक्ष,
आयुक्त. अम्बाला मंडल और
सभी उपायुक्त तथा उप-मंडल अधिकारी।

दिनांक चंडीगढ़, 18 जून, 1971

विषय:—जिला के सभी राजपत्रित अधिकारियों पर वार्षिक गोपनीय रिपोर्ट के लिखने बारे नीति।

महोदय,

मुझे निदेश हुआ है कि मैं आपका ध्यान उपर्युक्त विषय पर हरियाणा सरकार के परिपत्र क्रमांक 1430-3 एस-71/5968 दिनांक 30 मार्च, 1971, की ओर दिलाऊँ और कहूँ कि वर्तमान नीति के अनुसार जिलों में सभी राजपत्रित अधिकारियों को वार्षिक गोपनीय रिपोर्ट पहले उनके रिपोर्टिंग एथोरेटीज द्वारा इनीशियेट (initiate) करने के पश्चात् उपायुक्त अपने रिमार्कस रिकार्ड करके सीधे संबंधित विभाग के रिब्यूईंग एथोरेटी को भेजते हैं। इस संबंध में मुझे यह स्पष्ट करना है कि जिन केसों में राजपत्रित अधिकारियों के काम के बारे में विभाग अध्यक्ष के अतिरिक्त और किसी निम्न विभागीय अधिकारी द्वारा रिपोर्ट नहीं लिखी जाती है तो ऐसे केसों में रिपोर्ट पहले उपायुक्त द्वारा लिखी जानी चाहिये और इसके बाद यह रिपोर्ट संबंधित विभाग अध्यक्ष को भेजी जानी चाहिये। यह भी स्पष्ट किया जाता है कि ऐसे केसों में उपायुक्तों द्वारा रिमार्कस रिकार्ड करवाने के लिए गोपनीय रिपोर्ट के ब्लैंक फार्म (forms) संबंधित विभाग द्वारा ही संबंधित उपायुक्त को भेजने होंगे।

2. अतः आपसे अनुरोध है कि उक्त हिदायतों को अनुपालन के लिये नोट कर लिया जाये।

भवदीय
हस्ताक्षर

उप-सचिव, राजनैतिक एवं सेवाएं,
कृते : मुख्य सचिव, हरियाणा सरकार।

एक प्रति वित्तायुक्त, राजस्व, हरियाणा और हरियाणा के सभी प्रशासकीय सचिवों को सूचनार्थ तथा आवश्यक कार्यवाही हेतु भेजी जाती है।

No. 6190-3S-71/

From

The Chief Secretary to Government, Haryana.

To

1. All Deputy Commissioners in Haryana.
2. All District & Sessions Judges in Haryana.

Dated Chandigarh, the 16th September, 1971.

Subject : —Channel of submission of annual Confidential Reports on the work and conduct of officers of ICS/IAS and HCS.

Sir,

I am directed to address you on the subject noted above and to say that it has been decided that the existing practice where by the confidential reports on the work and conduct of the District Magistrates are initiated by the District and Sessions Judges and are sent to Government through the High Court is not appropriate and should, therefore, be discontinued. The reason is that after the separation of the Judiciary from the Executive, there is little occasion for undertaking substantial judicial work by the District Magistrates which would be seen by the District & Sessions Judges. As regards Executive Magistrates, however, the existing practice does not call for modification and the confidential reports may continue to be initiated by the District Magistrates and forwarded to Government by the District & Sessions Judges through the High Court.

Yours faithfully,

Sd/---

Deputy Secretary, Political & Services,
for Chief Secretary to Govt., Haryana.

No. 6190-3S—71/

Dated the 16th September, 1971.

A copy is forwarded to the Registrar, Punjab and Haryana High Court, Chandigarh and the Commissioner, Ambala Division, Ambala Cantt. for information.

क्रमांक 160-3 एस-70/9698

प्रेषक,

मुख्य सचिव, हरियाणा सरकार।

सेवा में,

हरियाणा के सभी उपायुक्त।

दिनांक चण्डीगढ़ : 23 अप्रैल, 1970।

विषय :- नेशनल इंटीग्रेशन कौंसिल द्वारा बनाई गई साम्प्रदायिकता के बारे में कमेटी की सिफारिशें।

महोदय,

मुझे श्री आर०डी० थापर, संयुक्त सचिव, गृह मन्त्रालय, भारत सरकार, के उपरोक्त विषय पर अ०स० पत्र क्रमांक 9/29/68 ए०आई०एस० (III), दिनांक 24 दिसम्बर, 1968 की प्रति आपको मार्ग दर्शन के लिये भेजने का आदेश हुआ है। आपसे अनुरोध किया जाता है कि आई०ए०एस० व एच०सी०एस० अधिकारियों के काम पर वार्षिक गोपनीय रिपोर्ट लिखते समय उनकी साम्प्रदायिक खिंचाव व गड़-बड़ को दूर करने की योग्यता को ध्यान में रखा जाये। इस पत्र को जिला के सभी आई०ए०एस० व एच०सी०एस० अधिकारियों को उनके मार्गदर्शन के लिये ध्यान में भी लाया जाये।

भवदीय,

शार०डी० माथूर,

अवर सचिव (प्रशासन)

कृते: मुख्य सचिव, हरियाणा सरकार।

क्रमांक 160-3 एस-70/9699, दिनांक चण्डीगढ़, 23 अप्रैल, 1970।

एक प्रति, अनुलग्नक की प्रति सहित, आयुक्त, अम्बाला मण्डल, अम्बाला छावनी, को सूचना तथा आवश्यक कार्यवाही के लिये भेजी जाती है।

2. उनसे अनुरोध है कि वे उपायुक्तों आदि की वार्षिक गोपनीय रिपोर्टें लिखते समय उनकी साम्प्रदायिक खिंचाव व गड़बड़ को दूर करने की योग्यता को ध्यान में रखें।

एक प्रति सचिव, गृह मन्त्रालय, भारत सरकार, नई दिल्ली को हरियाणा सरकार के पत्र क्रमांक 5531/-3एच-69, दिनांक 23 मई, 1969 के हवाले में सूचनार्थ भेजी जाती है।

एक प्रति गृह आयुक्त, हरियाणा को उनके अशासकीय क्रमांक 12623-3-एच-69, दिनांक 5 जनवरी, 1970 के हवाले में सूचनार्थ भेजी जाती है।

Copy of D.O. No. 9/29/68-AIS (III) dated 24.12.68 from Shri R.D. Thapar, Joint Secretary to Government of India, Ministry of Home Affairs, New Delhi to Shri Saroop Krishan, Chief Secretary to Government, Haryana, Chandigarh.

Kindly refer to Shri T. C. K. Srinivasavaradan's D. O. letter No. 28/3/68-poll. I (A), dated July 20, 1968 regarding the recommendations of the National Integration Council.

2. The Committee on Communal Aspects appointed by the National Integration Council had recommended that the District Magistrate and Supdt. of Police should be made personally responsible for prompt action to prevent or stop communal disturbances. They had further recommended that failure to take prompt and effective action should be considered as dereliction of duty and the officers concerned should be dealt with accordingly. The Committee felt that, if necessary, service rules should be amended. A related recommendation was that a system of suitable recognition of services rendered in preventing or dealing with communal disturbances should be introduced.

3. I am desired to request that the attention of all members of the I.A.S. and I.P.S. may be specifically invited to the recommendations of the National Integration Council, and it may be impressed upon them that any failure to take effective action to deal with communal tensions and disturbances would be regarded by Government as a dereliction of duty entailing suitable disciplinary action.

4. Officer reporting on the work and conduct of executive District/Sub Divisional/City Magistrates etc. and Superintendents/Assistant Superintendents of Police may also be suitably advised to take into account while evaluation of their performances the effectiveness of otherwise of the officers working under their supervision in dealing with situations of this nature.

5. I shall be grateful if copies of the instructions issued in this behalf are endorsed to this Ministry for reporting to the Standing Committee of the National Integration Council on the progress of action taken on the recommendations of the National Integration Council.

क्रमांक 1430-3 एस-71/5968

प्रेषक,
सेवा में,
मुख्य सचिव, हरियाणा सरकार ।
हरियाणा के सभी विभाग अध्यक्ष,¹
कमिश्नर अम्बाला मंडल और सभी उपायुक्त
तथा उप मंडल अधिकारी ।
दिनांक चण्डीगढ़ 31 मार्च, 1971

विषय :- जिला के सभी राजपत्रित अधिकारियों पर वार्षिक गोपनीय रिपोर्ट लिखने बारे नीति ।
महोदय,

मुझे यह कहने का निदेश हुआ है कि इस समय लागू आनुदेशों के अनुसार पुलिस अधीक्षकों, उप-पुलिस अधीक्षकों, तथा अन्य विभागों के जिला अधिकारियों व जिला के सभी राजपत्रित अधिकारियों के काम पर वार्षिक गोपनीय रिपोर्टों में उपायुक्त निम्नलिखित विशेषताओं पर विचार एकत्र करने के लिए सक्षम है :-

(क) पुलिस अधीक्षक तथा उप-पुलिस अधीक्षक

- (1) ईमानदारी के बारे में प्रतिष्ठता ।
- (2) जनता से सम्पर्क ।
- (3) समूचे तौर पर ब्यक्तित्व तथा विधि तथा व्यवस्था ठीक रखने में दक्षता ।

(ख) अन्य विभागों के जिला अधिकारी तथा सभी राजपत्रित अधिकारी (जिन में जिले के कालेजों के प्रिंसिपल भी शामिल हैं)

- (1) ईमानदारी
- (2) जनता से सम्पर्क
- (3) विकास योजनाओं तथा सरकार की नीति की पूरा करने में काम ।

श्रेणी (क) में आने वाले अधिकारियों के बारे में रिपोर्ट लिखने की पद्धति हरियाणा सरकार के पत्रों क्रमांक 6718-3 एस-68/27185 दिनांक, 24 अक्टूबर, 1968, क्रमांक 6718-3 एस-68/27937, दिनांक 1 नवम्बर, 1968 तथा क्रमांक 6718-3 एस-68/1581, दिनांक 20 जनवरी, 1969 में दी गई है। श्रेणी (ख) में आने वाले अधिकारियों के काम पर रिपोर्ट लिखने के लिए यह निर्णय लिया गया है कि उन अधिकारियों की रिपोर्ट उनके रिपोर्टिंग Authority द्वारा initiate की जाने के पश्चात् उपायुक्त को भेजी जाया करे। तदपश्चात् उपायुक्त अपने रिपोर्ट रिकार्ड करके संबंधित विभाग के रिब्यूइंग एथोरटी के पास वह रिपोर्ट सीधी भेजेंगे अर्थात् ऐसी रिपोर्टों को कमिश्नर, अम्बाला मंडल के माध्यम से रिब्यूइंग एथोरटी को भेजने की आवश्यकता नहीं है। इन हिदायतों के अनुपालन में यह आवश्यक है कि सभी विभाग कृपया अपने राजपत्रित अधिकारियों के गोपनीय रिपोर्ट फार्मों में रिपोर्टिंग एथोरटी के पश्चात् उपायुक्त द्वारा रिमार्क्स निर्धारित पहलुओं पर रखने के लिए आवश्यक कालम बनाएं तथा उनके नीचे यह भी निदिष्ट किया जाये कि उस रिपोर्ट की लिखने के लिये भ्रगली रिब्यूइंग एथोरटी कौन है ताकि उपायुक्त को रिपोर्ट ठीक अधिकारी के पास भेजने में दिक्कत न हो।

जिले में जिन राजपत्रित अधिकारियों के बारे में उपायुक्तों द्वारा रिपोर्ट लिखने के आदेश हरियाणा सरकार के परिपत्र क्रमांक 397-3 एस-69/6274, दिनांक 4/7 अप्रैल, 1969 द्वारा जारी किये जा चुके हैं, उन में जिले में स्थित कालेजों में प्रिंसिपल शामिल होंगे परन्तु इन कालेजों के अन्य राजपत्रित लेक्चरर शामिल नहीं होंगे। इस के अतिरिक्त गवर्नमेंट मेडिकल कालेज, रोहतक के प्रिंसिपल तथा उस कालेज का अन्य राजपत्रित स्टाफ भी शामिल नहीं होगा। इसलिए उक्त पत्र में निहित अनुदेश इस हद तक संशोधित किये गए समझे जायें।

आपसे अनुरोध है कि उक्त हिदायतें अनुपालन के लिए नोट कर ली जायें।

भवदीय,

हस्ताक्षर

उप-सचिव, राजनैतिक एवं सेनाएं,

कृते: मुख्य सचिव, हरियाणा सरकार ।

एक-एक प्रति वित्तायुक्त राजस्व, हरियाणा तथा हरियाणा के सभी प्रशासकीय सचिव को सूचनार्थ एवं आवश्यक कार्यवाही हेतु भेजी जाती है।

क्रमांक 3600-3 एस-71/17241

प्रेषक,

मुख्य सचिव, हरियाणा सरकार।

सेवा में,

हरियाणा के सभी विभागाध्यक्ष,
आयुक्त. अम्बाला मंडल और
सभी उपायुक्त तथा उप-मंडल अधिकारी।

दिनांक चंडीगढ़, 18 जून, 1971

विषय:---जिला के सभी राजपत्रित अधिकारियों पर वार्षिक गोपनीय रिपोर्ट के लिखने बारे नीति।

महोदय,

मुझे निदेश हुआ है कि मैं आपका ध्यान उपर्युक्त विषय पर हरियाणा सरकार के परिपत्र क्रमांक 1430-3 एस-71/5968 दिनांक 30 मार्च, 1971, की ओर दिलाऊँ और कहूँ कि वर्तमान नीति के अनुसार जिलों में सभी राजपत्रित अधिकारियों को वार्षिक गोपनीय रिपोर्ट पहले उनके रिपोर्टिंग एथोरिटीज द्वारा इनीशियेट (initiate) करने के पश्चात् उपायुक्त अपने रिमार्कस रिकार्ड करके सीधे संबंधित विभाग के रिव्यूईंग एथोरिटी को भेजते हैं। इस संबंध में मुझे यह स्पष्ट करना है कि जिन केसों में राजपत्रित अधिकारियों के काम के बारे में विभाग अध्यक्ष के अतिरिक्त और किसी निम्न विभागीय अधिकारी द्वारा रिपोर्ट नहीं लिखी जाती है तो ऐसे केसों में रिपोर्ट पहले उपायुक्त द्वारा लिखी जानी चाहिये और इसके बाद यह रिपोर्ट संबंधित विभाग अध्यक्ष को भेजी जानी चाहिये। यह भी स्पष्ट किया जाता है कि ऐसे केसों में उपायुक्तों द्वारा रिमार्कस रिकार्ड करवाने के लिए गोपनीय रिपोर्ट के ब्लैंक फार्म (forms) संबंधित विभाग द्वारा ही संबंधित उपायुक्त को भेजने होंगे।

2. अतः आपसे अनुरोध है कि उक्त हिदायतों को अनुपालन के लिये नोट कर लिया जाये।

भवदीय
हस्ताक्षर

उप-सचिव, राजनैतिक एवं सेवाएं,
कृते : मुख्य सचिव, हरियाणा सरकार।

एक प्रति वित्तायुक्त, राजस्व, हरियाणा और हरियाणा के सभी प्रशासकीय सचिवों को सूचनार्थ तथा आवश्यक कार्यवाही हेतु भेजी जाती है।

No. 6190-3S-71/

From

The Chief Secretary to Government, Haryana.

To

1. All Deputy Commissioners in Haryana.
2. All District & Sessions Judges in Haryana.

Dated Chandigarh, the 16th September, 1971.

Subject : —Channel of submission of annual Confidential Reports on the work and conduct of officers of ICS/IAS and HCS.

Sir,

I am directed to address you on the subject noted above and to say that it has been decided that the existing practice where by the confidential reports on the work and conduct of the District Magistrates are initiated by the District and Sessions Judges and are sent to Government through the High Court is not appropriate and should, therefore, be discontinued. The reason is that after the separation of the Judiciary from the Executive, there is little occasion for undertaking substantial judicial work by the District Magistrates which would be seen by the District & Sessions Judges. As regards Executive Magistrates, however, the existing practice does not call for modification and the confidential reports may continue to be initiated by the District Magistrates and forwarded to Government by the District & Sessions Judges through the High Court.

Yours faithfully,

Sd/—

Deputy Secretary, Political & Services,
for Chief Secretary to Govt., Haryana.

No. 6190-3S—71/

Dated the 16th September, 1971.

A copy is forwarded to the Registrar, Punjab and Haryana High Court, Chandigarh and the Commissioner, Ambala Division, Ambala Cantt. for information.

No. 8367-3S-71/36929

From The Chief Secretary to Government, Haryana.

To All Heads of Departments; the Commissioner, Ambala Division; all Deputy Commissioners; and all Sub Divisional Officers, Haryana.

The Registrar, Punjab and Haryana High Court; and all District and Sessions Judges in Haryana.

Dated Chandigarh, the 23rd December, 1971.

Subject :—Confidential reports—Consolidated instructions regarding.

Sir,

I am directed to refer to composite Punjab Government consolidated circular letter No. 1334-ASI-60/15708 dated the 3rd May, 1960 (as amended from time to time) on the subject noted above and to say that it has been decided to make the following further amendments in the instructions :—

I. The following will be added as explanatory note (iii) below Paragraph 8 :—

“An officer who has retired from service will not be competent to record remarks in the confidential reports of officers/subordinates who worked under him”.

I. Paragraph 8 (ii) will read as below :—

“If there is a change of portfolios, a Minister or Deputy Minister or Chief Parliamentary Secretary also may, if he had not done so previously during the year, record remarks on the confidential files of officers subordinate to him within six weeks of his relinquishing charge of his previous portfolio(s)”.

Yours faithfully,

Deputy Secretary, Political & Services,
for Chief Secretary to Government, Haryana.

A copy is forwarded to all Financial Commissioners, Haryana and all Administrative Secretaries to Government, Haryana for information and necessary action.

मुख्य सचिव, हरियाणा सरकार की ओर से प्रतिलिपी क्रमांक 1283-3 एस-72/4813, दिनांक 18 फरवरी, 1972
हरियाणा के सभी विभागाध्यक्ष इत्यादि को प्रेषित है।

विषय :- जिला के सभी राजपत्रित अधिकारियों पर वार्षिक गोपनीय रिपोर्ट लिखने बारे नीति :

मुझे निदेश हुआ है कि मैं आपका ध्यान उपर्युक्त विषय पर हरियाणा सरकार के परिपत्र क्रमांक 1430-3 एस-71/5958, दिनांक 30 मार्च, 1971 की ओर दिलाऊँ जिसमें और बातों के अतिरिक्त यह बताया गया था कि उपायुक्त जिले के सभी राजपत्रित अधिकारियों की वार्षिक गोपनीय रिपोर्ट में अपने रिमार्क्स लिखने के लिए सक्षम है। इस संदर्भ में हरियाणा राज्य बिजली बोर्ड के एस 0डी 0ओज 0 तथा एक्स 0ई 0एनज 0 (S.D.Os. & X.E.Ns.) की गोपनीय रिपोर्ट पर उपायुक्तों द्वारा रिमार्क्स रिकार्ड करने के मामले पर भी विचार किया गया है और बिजली बोर्ड को कन्सल्ट करने के बाद यह निर्णय लिया है कि उपायुक्त ऐसे अधिकारियों की ईमानदारी से सम्पर्क तथा विकास योजनाओं और सरकार की नीति की पूरा करने के काम आदि के बारे में अपने रिमार्क्स सम्बन्धित अधिकारियों की गोपनीय रिपोर्ट में लिखने की बजाए अपने किचर लिख कर सीधे चेयरमैन, हरियाणा राज्य बिजली बोर्ड को बाई नेम भेजेंगे और अधिकारियों की रिपोर्ट बिजली बोर्ड के अधिकारियों द्वारा लिखे जाने के समय उपायुक्तों के विचारों की ध्यान में रखा जायेगा।

आपसे अनुरोध है कि उपरोक्त हिदायतें अनुपालन के लिए नोट कर ली जाएं और इस पत्र की पावती भेजें।

क्रमांक 2390-3 एस-72/10913

प्रेषक,

मुख्य सचिव, हरियाणा सरकार ।

सेवा में,

- (1) हरियाणा के सभी विभाग अध्यक्ष, आयुक्त, अम्बाला मण्डल, सभी उपायुक्त तथा उप-मण्डल अधिकारी ।
- (2) रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय तथा सभी जिला तथा सत्र न्यायाधीश ।

दिनांक 19 अप्रैल, 1972

विषय :—डिविजनल हैड आफ डिपार्टमेंट्स की वार्षिक गोपनीय रिपोर्ट लिखने बारे नीति ।

महोदय,

मुझ निदेश हुआ है कि मैं आपका ध्यान उपर्युक्त विषय पर संयुक्त पंजाब के परिपत्रों क्रमांक 14102-जी 1-57/22998, दिनांक 15 नवम्बर, 1957 तथा क्रमांक 10542-जी 111-59/26741, दिनांक 17 दिसम्बर, 1959 (प्रतियां संलग्न हैं) में निहित हिदायतों की ओर दिलाऊं और बनाऊं कि इन परिपत्रों में बताई गई हिदायतों के अनुसार मण्डलों के आयुक्त सभी विभागों के डिविजनल हैड आफ डिपार्टमेंट्स (जिनमें सर्किल लैवल अधिकारी भी शामिल हो जाते हैं) की वार्षिक गोपनीय रिपोर्ट में उन अधिकारियों की निम्नलिखित विशेषताओं पर अपने विचार प्रकट करने के लिये सक्षम हैं :—

1. ईमानदारी;
2. जनता से सम्पर्क, तथा
3. विकास योजनाओं तथा सरकार की नीति को पूरा करने में काम ।

सरकार के देखने में आया है कि उपर्युक्त अधिकारियों की वार्षिक गोपनीय रिपोर्टों को लिखवाने में एक नीति नहीं अपनाई जा रही । अतः अब सरकार ने निर्णय लिया है कि डिविजनल हैड आफ डिपार्टमेंट्स जिनमें सर्किल लैवल आफिसर भी शामिल होंगे, की गोपनीय रिपोर्ट उस अधिकारी के सम्बन्धित विभागीय अध्यक्ष द्वारा लिखी जानी चाहिये और उसके बाद उन रिपोर्टों को आयुक्त, अम्बाला मण्डल को भेजी जाये । आयुक्त, अम्बाला मण्डल उस पर अधिकारी को उपरोक्त विशेषताओं के बारे में अपने विचार लिखकर रिपोर्ट को बगली रिपोर्टिंग एथोरेटी (जो मण्डल के आयुक्त को विभाग द्वारा पहले ही Indicate की जायेगी) को भेज दें ।

2. आप से अनुरोध है कि उपरोक्त हिदायतों को अनुपालन के लिये नोट कर लिया जाये और इस पत्र की पावती भेजें ।

भवदीय

हस्ताक्षर

उप-सचिव, राजनैतिक एवं सेवाएं,

कृते: मुख्य सचिव, हरियाणा सरकार ।

एक-एक प्रति अनुलग्नकों सहित सभी वित्तायुक्त, हरियाणा; तथा हरियाणा के सभी प्रशासकीय सचिवों को सूचनार्थ तथा अनुपालनार्थ भेजी जाती है ।

Copy of letter No. 14102-GI-57/22998, dated the 15th November, 1957 from the Chief Secretary to Govt. Punjab to all Deputy Commissioners and the District and Sessions Judges in the Punjab and the Registrar, Punjab High Court.

Subject :—Relationship between the Deputy Commissioners and the Departmental Officers in the District.

I am directed to address you on the subject noted above, and to say that after consideration of the question very carefully, Government have decided that as far as relationship between the Deputy Commissioners and the Departmental Officers in the districts is concerned the Deputy Commissioner would be a coordinator and he will have authority to call for advice and assistance from all Departmental Officers posted in his district. Moreover, he would also be competent to write the Annual Confidential reports of the District Officers of other departments posted in his district, but his remarks would be confined merely to ;—

- (a) reputation for honesty; and
- (b) relationship with public.

So far as Police Officers are concerned, it has, however, been decided that no change is necessary in the present rules and procedure.

क्रमांक 5010-3 एस-72/265555

प्रेषक,

मुख्य सचिव, हरियाणा सरकार ।

सेवा में,

हरियाणा के सभी उपायुक्त ।

दिनांक चण्डीगढ़ : 7 सितम्बर, 1972

विषय :—डिस्ट्रिक्ट अटारनीज तथा असिस्टेंट डिस्ट्रिक्ट अटारनीज की वार्षिक गोपनीय रिपोर्ट लिखने बारे ।

महोदय,

मुझे निदेश हुआ है कि मैं आपका ध्यान उपर्युक्त विषय की ओर दिलाऊँ और बताऊँ कि चूँकि डिस्ट्रिक्ट अटारनीज और असिस्टेंट डिस्ट्रिक्ट अटारनीज की राजस्व केसों के सिलसिले में सरकार की ओर से आयुक्त, अम्बाला मंडल के सम्मुख पेश होना पड़ता है और इस प्रकार उन का काम आयुक्त, अम्बाला मंडल को भी देखने का अवसर मिल जाता है । अतः सरकार ने यह निर्णय लिया है कि डिस्ट्रिक्ट अटारनीज तथा असिस्टेंट डिस्ट्रिक्ट अटारनीज जो आयुक्त अम्बाला मंडल के सम्मुख सरकार की ओर से पेश होते हैं उनकी वार्षिक गोपनीय रिपोर्ट सम्बंधित उपायुक्त, द्वारा लिखे जाने के बाद आयुक्त अम्बाला मंडल को रिमार्कस रिकार्ड करने के लिए भेजी जाया करें और आयुक्त, अम्बाला मंडल अपने रिमार्कस रिकार्ड करने के उपरांत उन रिपोर्टों को विधि परामर्शी हरियाणा को भेजा करें ।

हस्ताक्षर

उप-सचिव, राजनैतिक एवं सेवाएं,
कृते : मुख्य सचिव, हरियाणा सरकार ।

क्रमांक 5010-3 एस-72/26526, दिनांक चण्डीगढ़, 7 सितम्बर, 1972

एक प्रति आयुक्त अम्बाला मंडल विधि परामर्शी तथा सचिव, हरियाणा सरकार, विधि विभाग को उनके अशा. क्र. 2591 दिनांक 16 अगस्त, 1972 के सन्दर्भ में सूचनार्थ तथा आवश्यक कार्यवाही हेतु भेजी जाती है ।

No. 872-38-73/5679

From

The Chief Secretary to Government Haryana.

To

1. All Heads of Departments; the Commissioners, Ambala and Hissar Divisions; all Deputy Commissioners; and all Sub Divisional Officers in Haryana.
2. The Registrar, Punjab and Haryana High Court; and all District & Sessions Judges in Haryana.

Dated Chandigarh the 6 March, 1973.

Subject : Confidential reports--Consolidated instructions regarding.

Sir,

I am directed to refer to Composite Punjab Govt. Consolidated circular letter No. 2334-ASI-60/15708 dated the 3rd May, 1960 (as amended from time to time) on the subject noted above and to say that Government have now decided that special reports recorded on the work and conduct of Government employees on any particular occasion should also be placed on their personal files. It is therefore requested that the following new sub para may please be added as sub para (c) below paragraph 13(i) of the said consolidated instructions :—

“13(i) (e) Special reports recorded on the work and conduct of Government employees on any particular occasion e.g. reports recorded on the expiry of the period of probation or in connection with the crossing of an efficiency bar etc.”

Yours faithfully,

Deputy Secretary Political & Services,
for Chief Secretary to Government, Haryana.

A copy forwarded to the Financial Commissioner, Revenue, Haryana, All Administrative Secretaries to Government Haryana for information and necessary action.

No. 1262-3S-73/7754

From

Shri Saroop Krishen, ICS
Chief Secretary to Government, Haryana.

To

- (1) All Heads of Departments; the Commissioners Ambala and Hissar Divisions; all Deputy Commissioners; and all Sub Divisional Officers in Haryana.
- (2) The Registrar, Punjab and Haryana High Court and all District and Sessions Judges in Haryana.

Dated Chandigarh, the 22nd March, 1973.

Subject:—Confidential reports consolidated instructions regarding.

Sir,

I am direct to refer to the composite Punjab Government circular letter No. 2334-ASI-60/15708 dated the 3rd May, 1960 (as amended from time to time) on the subject noted above and to say that Government have decided that the personal files (ACR files) of class I officers should be maintained in duplicate—the original copy being maintained by the Head of the Department concerned and the duplicate copy by the Administrative Secretary concerned. Paragraph 17 (iii) and sub para one immediately below paragraph 17 (iv) of the instructions referred to above will therefore be substituted as under :—

- I. Para 17 (iii) “The personal files of all class I and class II officers, except those covered by (i) and (ii) above, will remain with the Heads of Departments. The personal files of class I officers will be maintained in duplicate i.e. the personal files containing the original/annual confidential reports and other documents will be maintained by the Head of the Department concerned while the duplicate files containing attested copies of the reports and the other documents will be maintained by the Administrative Secretary concerned.”
- II. Sub para one immediately below paragraph 17(iv) “The authorities mentioned at (i) ii and (iv) above and the Heads of Departments in the case of officers at (iii) above will receive the confidential reports and convey adverse remarks/appreciation on their basis in respect of the Government employees whose personal files are maintained by them.”

2. This decision will cover the existing personal files of class I officers also and the Head of departments are therefore requested to forward up-to-date authenticated copies of confidential reports and all other documents in such personal files to the Administrative Secretaries for the duplicate copies of the personal files being maintained by the latter. Furthermore, it will be necessary for the Administrative Secretaries to ensure that the personal files are being duly maintained by the Heads of Department strictly in accordance with the Government Instructions and any default that is observed in this regard is brought to the notice of the Heads of Departments for the defects being rectified.

3. These instructions may please be noted carefully and also brought to the notice of all others concerned for strict compliance.

4. Receipt of this communication may please be acknowledged.

Yours faithfully,

Deputy Secretary Political & Services,
for Chief Secretary to Govt. Haryana.

A copy each is forwarded to:—

- (1) the Financial Commissioner, Revenue, Haryana
- (2) all Administrative Secretaries to Government Haryana for information and necessary action.

No. 5150-35/20236

From

The Chief Secretary to Govt., Haryana.

To

1. All Heads of Departments ; the Commissioners, Ambala and Hissar Division ; all Deputy Commissioners and all Sub Divisional Officer in Haryrna.
2. The Registrar, Punjab and Haryana High Court ; and all District & Sessions Judges in Haryana.

Dated Chandigarh the 14th August, 1973.

Subject :- Confidential reports consolidated instructions regarding.

Sir,

I am directed to refer to Composite Punjab Govt. Consolidated circular letter No. 2334-ASI-60/15708, dated the 3rd May, 1960 (as amended from time to time) on the subject noted above and to say that it has come to the notice of Govt. that the Annual Confidential Report files of Govt. Employees are not being kept in safe custody under lock and key with the result that the same are likely to be misplaced/lost by the interested persons. In order to meet the above situation, Govt. have decided that all the Annual Confidential Report Files should be kept in safe custody under lock and key.

2. It is requested that the following new explanatory note may pleased be added as Explanatory Note (I) below paragraph 17 of the said consolidated instructions :—

(I) Explanatory Note (i) below paragraph 17 of the Condoliated Instructions.

“The Personal Files (Annual Confidential Report Files) should be kept in safe custody under lock and key, so that there is no room for their leakage and/or for their being misblaced/lost by the interested persons.

(II) The existing explanatory Note below paragraph 17 will be numbered as Explanatory Note (ii)

Yours faithfully,

Sd/-

Joint Secretary Secretariat Establishment
for Chief Secretary to Government, Haryana.

A copy each is forwarded to :—

- (i) The Financial Commissioner, Revenue, Haryana.
- (ii) All Administrative Secretaries to Govt., Haryana for information and necessary action.

No. 3062-3S-73/

From
The Chief Secretary to Government, Haryana

To
All Heads of Departments,
Commissioners of Divisions,
all Deputy Commissioners and
Sub-Divisional Officers of Haryana.

Dated, Chandigarh, the 14th Aug., 1973

Subject :—Policy regarding writing of Confidential Reports on Sub Divisional level officials by Sub Divisional Officers (Civil).

Sir,

I am directed to address you on the subject noted above and to say that in order to enable the Sub-Divisional Officers (Civil) to perform their co-ordinating roll, Government have decided that S.D.Os. (C) will record remarks on annual confidential reports of gazetted and other staff in the Sub-Division. The remarks to be recorded by the S.D.Os (C) will relate to :—

- (1) Co-operation offered by the official concerned ;
- (2) integrity.

2. For the purpose of these instructions, (i) Deputy Superintendent of Police, (ii) Sub-Divisional Officers of the Haryana State Electricity Board, (iii) Executive Engineers shall not be treated as officers of Sub-Divisional level. The procedure for recording of remarks by the Deputy Commissioners on the DSPs has been laid down in circular letter No. 6718-3S-68/27185, dated the 24th October, 1968 and according to these instructions their Confidential Reports are initiated by the Superintendents of Police and are thereafter to be sent to the Deputy Commissioners.

In this connection it has now been decided that the Deputy Commissioners, before recording their remarks on the Confidential Reports of DSPs in accordance with the above referred instructions, will invite comments from the S.D.O's (C) concerned. A similar procedure will be followed in the case of S.D.O's of the Haryana State Electricity Board and the Deputy Commissioners before recording their remarks on the aspects referred to in circular letter No. 1430-3S-71/5968, dated 30-1-1971, will take into consideration any comments which the S.D.O's (C) concerned may have to offer.

3. The S.D.O's (C) shall not be competent to record remarks on the confidential Reports of

- (1) District Level Officers posted in the Sub-Division, but covering the entire district ;
- (2) Other I.A.S./H.C.S. officers posted in the Sub-Division ; and
- (3) Principals etc. of Government Colleges in the Sub-Division.

On these officers the Deputy Commissioners will record their remarks in accordance with instructions already in force.

4. On the confidential reports of the remaining officers/officials in the Sub-Division, the S.D.Os (C) will record remarks on the two aspects referred to in para of 1 this letter as follows. The S.D.Os (C) will record their remarks only in respect of gazetted officers and the inspectors and sub-inspectors of various departments posted in the Sub-division. After the reports of these officers/officials have been initiated by the Departmental reporting authority, papers will be sent to the S.D.Os (C) for recording his remarks who will thereafter forward them to the next reporting/reviewing authority as indicated by the Department.

5. No Change by these instructions is intended to be effected in respect of the reports of the officers in whose case S.D. Os (C) is initial reporting authority.

6. It is also clarified that exempt as indicated in the case of D.Ps and S.D.Os of the Haryana State Electricity Board the Deputy Commissioners will not record their remarks in respect of those gazetted officers on whom, the S.D.Os (C) have recorded their remarks. Instructions contained in Government circular letter No. 1430-3S-71/5968, dated 30-3-1971 should be deemed to be modified to that extent.

Yours faithfully,

Sd/-

Joint Secretary Secretariat Establishment
for Chief Secretary to Government, Haryana

Financial Commissioner, Revenue Haryana and all administrative Secretaries to Government, Haryana.

No. 8190-3S-73/

From

The Chief Secretary to Government, Haryana.

To

- (1) All Heads of Departments; the Commissioners, Ambala and Hissar Division; all Deputy Commissioners and all Sub-Divisional Officers in Haryana.
- (2) The Registrar, Punjab and Haryana High Court; and all District & Sessions Judges in Haryana.

Dated, Chandigarh, the 2nd Jan., 1974.

Subject:—Confidential reports consolidated instructions regarding.

Sir,

I am directed to refer to composite Punjab Government consolidated circular letter No. 2334-ASI-60/15708, dated the 3rd May, 1960 (as ammended from time to time) on the subject noted above and to say that Government have decided to make the following further amendments in the instructions :—

I. The existing Paragraph 5(iv) may be substituted as under :—

5(iv) A Chief Parliamentary Secretary Deputy Minister will have no right of recording/ reviewing/accepting of remarks in the annual confidential reports of officers/officials (except in the case of personal staff working under him). A Minister of State where he holds independent charge of a Department will, however, be competent to record such remarks. The Minister/Minister of State (where he is the Minister-in-charge), before recording his remarks may informally consult the Minister(s) of State/Deputy Minister(s), Chief Parliamentary Secretary as the case may be.

II. The explanatory note below Paragraph 5 may be substituted as under :—

(i) A Minister or a Minister of State (who held independent charge of any department) who has quit office, will not be competent to record remarks in the confidential report of any officer (including his personal staff). The reports of officers for whom the Minister was the only reporting authority shall be recorded by the Chief Minister.

III. The following is added as explanatory note (ii) below Paragraph 5 ;—

(ii) The word Minister-in-Charge wherever occurring in these instructions would mean Ministers who are/were independently in-charge of the Departments under their control. It would include Ministers of State, when they hold/held independent charge of any department.

IV. The existing Paragraph 8 (ii) may be substituted as under :—

8(ii) If there is a change in portfolios, a Minister or a Minister of State (incharge of any Department) May, if he had not done so earlier record remarks on the confidential files of officers subordinate to him for the year in which change in portfolios took place. Such remarks should be recorded as early as possible after relinquishing charge of his previous portfolio(s) and in any case before the end of the reporting year concerned.

Yours faithfully,
Deputy Secretary Political & Services,
for Chief Secretary to Govt. Haryana.

A copy each is forwarded to :—

- (i) The Financial Commissioner, Revenue, Haryana
- (ii) All Administrative Secretaries to Government, Haryana.

(To be substituted to the letter bearing same number and date).

No 493-3S-74/4585

From

The Chief Secretary to Govt. Haryana.

To

1. All Heads of Departments; the Commissioners, Ambala and Hissar Division; all Deputy Commissioners All Sub Divisional Officers in Haryana.
2. The Registrar, Punjab and Haryana High Court; and all District & Sessions Judges in Haryana.

Dated, Chandigarh the 26th February, 1974.

4-3-74

Subject :—Confidential reports—consolidated instructions/regarding

Sir,

I am directed to refer to composite Punjab Government consolidated circular letter No. 2334/ASI-60/15708, dated the 3rd May, 1960 (as amended from time to time) on the subject noted above and to say that Government have decided to make the following further amendments in the instructions :—

The following is added as sub para (f) below paragraph 13(i) (e) :—

13(i) (f) a copy of the order stopping a Government employee at efficiency bar under the provisions of Punjab CSR Volume I Part I.

Yours faithfully,

Sd/-

Deputy Secretary Political & Services,
for Chief Secretary to Govt., Haryana.

A copy each is forwarded to:

- (i) The Financial Commissioner, Revenue, Haryana.
- (ii) All Administrative Secretaries to Govt. Haryana for information and necessary action.

No. 2223—3S-74/8217

From

The Chief Secretary to Govt., Haryana.

To

- (i) All Heads of Departments, the Commissioners Ambala and Hissar Divisions, all Deputy Commissioners and all Sub-Divisional Officers in Haryana.
- (ii) The Registrar, Punjab and Haryana High Court and all Districts & Sessions Judges in Haryana.

Dated Chandigarh the 12th April, 1974.

Subject : Confidential reports—consolidated instructions regarding.

Sir,

I am directed to refer to composite Punjab Government consolidated circular letter No. 2334-ASI-60/15708, dated the 3rd May, 1960, as amended by circular letter No. 8190-3S-73, dated the 2nd January, 1974 and to say that the Government have decided to make the following further amendment in the instructions.

2. The existing paragraph 5 (iv) may be substituted as under :—

- 5(iv) A Chief Parliamentary Secretary/Deputy Minister/Minister of State (except where he is the Minister-in-charge) will normally have no right of recording/reviewing/accepting of remarks in the annual confidential reports (except in the case of personal staff working under him) and the next higher reporting authority above the level of Administrative Secretary, will be the Minister or Minister of State (where he is the Minister-in-charge). The Minister/Minister of State (where he is the Minister-in-charge) may, where he so desires, before recording his remarks, send the confidential report form to the Chief Parliamentary Secretary/Deputy Minister/Minister of State, as the case may be, for recording remarks. However, in the case of IAS/IPS officers and the officers on the Select List of IAS/IPS, no such reference need be made and the Minister (where he is the Minister-in-charge) shall himself record the remarks.

Yours faithfully,

Sd/-

Deputy Secretary Political & Services,
for Chief Secretary to Govt., Haryana,

The Financial Commissioner, Revenue, Haryana and All Administrative Secretaries to Govt., Haryana.

क्रमांक 3461-3एस-74/12910

प्रेषक

मुख्य सचिव, हरियाणा सरकार।

सेवा में

- (1) सभी विभागाध्यक्ष, तथा
 - (2) आयुक्त, अम्बाला एवं हिसार मण्डल।
- दिनांक चण्डीगढ़ 3 जून, 1974

विषय : विभागाध्यक्षों (अखिल भारतीय सेवा अधिकारियों को छोड़ कर) तथा लोक निर्माण विभाग में अधीक्षक इंजीनियरों के बारे में।

महोदय,

मुझे निदेश हुआ है कि मैं आपका ध्यान उपरोक्त विषय की ओर दिलाऊँ और बताऊँ कि वर्तमान स्थिति के अनुसार कुछ विभागाध्यक्षों (अखिल भारतीय सेवा अधिकारियों को छोड़ कर) की वार्षिक गोपनीय रिपोर्टें मुख्य मंत्री को रिमार्क्स लिखने के लिए प्रस्तुत की जाती हैं तथा कुछ की नहीं। मुख्य मंत्री सभी विभागाध्यक्षों के कार्य के बारे में काफी हद तक सीधा ज्ञान रखते हैं। विभिन्न विभागों के मामले समय-समय पर उन्हें नियमानुसार प्रस्तुत किए जाते रहते हैं तथा फील्ड में भी विभागाध्यक्षों द्वारा किया जा रहा कार्य मुख्य मंत्री के ध्यान में होता है। साधारणतः विभागाध्यक्षों की रिपोर्टें सरकार के प्रशासकीय सचिव द्वारा initiate की जाती हैं और विभाग के सम्बन्धित मंत्री द्वारा review की जाती हैं। इस सम्बन्ध में विचार कर अब सरकार ने फैसला किया है कि सभी विभागाध्यक्षों की गोपनीय रिपोर्टें मुख्य मंत्री को accepting authority के तौर पर प्रस्तुत की जाया करें।

2. सरकार ने यह भी फैसला किया है कि लोक निर्माण विभाग के सभी अधीक्षक इंजीनियरों की रिपोर्टें भविष्य में मुख्य मंत्री को रिमार्क्स रिकार्ड करने के लिए प्रस्तुत की जाया करें। कृपया इन हिदायतों की अनुपालना के लिए नोट कर लिया जाए तथा इस पत्र की पावती भेजी जाए।

भवदीय,

हस्ता 0

उप सचिव, राजनैतिक एवं सेवाएं,
कृते: मुख्य सचिव, हरियाणा सरकार।

एक-एक प्रति निम्नलिखित को सूचनार्थ तथा आवश्यक कार्यवाही हेतु भेजी जाती है :-

1. वित्तायुक्त राजस्व तथा
2. हरियाणा के सभी प्रशासकीय सचिव।

प्रेषक

मुख्य सचिव हरियाणा सरकार ।

सेवा में

हरियाणा के सभी उपायुक्त ।
यादी क्रमांक 6143-3एस-74/
दिनांक चण्डीगढ़ 20 नवम्बर, 1974

विषय— आई० ए० एस०/एच० सी० एस० अधिकारियों को नगरपालिका के प्रशासक के पद पर अतिरिक्त रूप में चार्ज दिया जाना—

वार्षिक गोपनीय रिपोर्ट लिखने बारे ।

आई० ए० एस०/एच० सी० एस० अधिकारी समय-समय पर नगरपालिकाओं के प्रशासक के पद पर लगाए जाते हैं । कहीं तो नगरपालिका का कार्य उनका मूल कार्य होता है या अकेला कार्य होता है और कहीं नगरपालिका का कार्य उन्हें अतिरिक्त तौर पर दिया जाता है । इस सम्बन्ध में यह प्रश्न उठाया गया है कि क्या नगरपालिका के कार्य की बाबत इन अधिकारियों की रिपोर्टें अलग से लिखी जानी चाहिए या जो रिपोर्टें इन अधिकारियों की बतौर उप मण्डल अधिकारी/ सामान्य सहायक कार्य करते हुए लिखी जाती है उनमें नगरपालिका के कार्य का वर्णन भी किया जाना चाहिए ।

2. इस मामले पर विचार कर यह निर्णय लिया गया है कि जहाँ ऐसे अधिकारियों के पास नगरपालिका के पद का चार्ज अतिरिक्त तौर पर है वहाँ नगरपालिका के कार्य के बारे में अलग रिपोर्ट लिखे जाने की आवश्यकता नहीं है । केवल उन अधिकारियों की नगरपालिका के कार्य के बारे में अलग रिपोर्ट लिखी जानी होगी जहाँ वे केवल नगरपालिका के प्रशासक के पद पर कार्य कर रहे हैं ।

ह०

प्रेम नाथ टंडन
अवर सचिव प्रशासन,
कृते: मुख्य सचिव, हरियाणा सरकार ।

क्रमांक 6143-3एस-74/

दिनांक चण्डीगढ़ 20-11-74

एक एक प्रति आयुक्त अम्बाला तथा हिसार मण्डल की सूचनार्थ तथा आवश्यक कार्यवाही हेतु भेजी जाती है ।

ह०

अवर सचिव प्रशासन,
कृते: मुख्य सचिव, हरियाणा सरकार ।

एक एक प्रति आयुक्त एवं सचिव हरियाणा सरकार, स्थानीय शासन विभाग, मंत्री स्थानीय शासन विभाग, हरियाणा को सूचनार्थ भेजी जाती है ।

ह०

अवर सचिव प्रशासन,
कृते: मुख्य सचिव, हरियाणा सरकार ।

क्रमांक 182-3 एस-75/4694

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

- (1) सभी विभागाध्यक्ष ।
- (2) मण्डलों के आयुक्त तथा हरियाणा के सभी उपायुक्त ।

दिनांक चण्डीगढ़ 17 फरवरी, 1975

विषय :— आई० ए० एस०/एच० सी० एस० अधिकारियों की वार्षिक गोपनीय रिपोर्टें लिखवाने के लिए फार्म निर्धारित करना ।

महोदय,

उपरोक्त विषय की ओर ध्यान दिलाते हुए मुझे यह कहने का निदेश हुआ है कि राज्य सरकार के ध्यान में आया है कि विभागों तथा विभागों के अधीन कारपोरेशनों में काम करने वाले आई० ए० एस०/एच० सी० एस० अधिकारियों की वार्षिक गोपनीय रिपोर्टें भिन्न-भिन्न विभागों द्वारा विभिन्न फार्मों में लिखवाई जाती हैं। अतः मामले में एकरूपता लाने के लिए सरकार ने अब यह निर्णय लिया है कि आई० ए० एस० अधिकारियों की वार्षिक गोपनीय रिपोर्टें भारत सरकार द्वारा निर्धारित किए गए फार्म में लिखी जाया करे, चाहे वह आई० ए० एस० अधिकारी हैडक्वार्टर पर कार्य करते हों या फील्ड में या राज्य सरकार की किसी कारपोरेशन में। इस फार्म की एक प्रति सूचनार्थ संलग्न है।

2. जहां तक एच० सी० एस० अधिकारियों का सम्बन्ध है, राज्य सरकार ने निर्णय किया है कि इन अधिकारियों की वार्षिक गोपनीय रिपोर्टें भी राज्य सरकार द्वारा निर्धारित किए गए फार्म में लिखी जाया करें। इस फार्म की एक प्रति भी संलग्न है।

3. नियंत्रक, मुद्रण तथा लेखन सामग्री, हरियाणा को यह अनुरोध किया जा रहा है कि वह दोनों प्रकार के फार्मों की छाप कर आवश्यक प्रतियां अपने स्टॉक में रख लें ताकि आवश्यकता पड़ने पर विभाग उन फार्मों को वहां से मंगवा सके।

आपसे अनुरोध है कि आई० ए० एस०/एच० सी० एस० अधिकारियों की वार्षिक गोपनीय रिपोर्टें निर्धारित फार्मों में ही लिखी जाएं।

भवदीय,

ह०

प्रेमनाथ टंडन,

अवर सचिव प्रशासन,

कृते: मुख्य सचिव, हरियाणा सरकार।

क्रमांक 282-3 एस-75/4695 दिनांक 17 फरवरी, 1975

एक प्रति अनुलग्नकों सहित निम्नलिखित को सूचनार्थ तथा आवश्यक कार्यवाही हेतु भेजी जाती है :—

- (1) विल्लायुक्त हरियाणा,
- (2) हरियाणा के सभी प्रशासकीय सचिव

उनसे अनुरोध है कि उनके अधीन या उनके विभाग के अधीन कारपोरेशनों में काम करने वाले आई० ए० एस० तथा एच० सी० एस० अधिकारियों की वर्ष 1974-75 की वार्षिक गोपनीय रिपोर्टें साथ लगे नए फार्मों में ही लिखवाई जाये।

ह०

प्रेमनाथ टंडन

अवर सचिव प्रशासन

कृते: मुख्य सचिव हरियाणा सरकार।

प्र० क्रमांक 182-3 एस-75/4696 दिनांक 17 फरवरी, 1975

एक प्रति नियंत्रक, मुद्रण तथा लेखन सामग्री हरियाणा को सूचनार्थ तथा आवश्यक कार्यवाही हेतु भेजी जाती है। उनसे प्रार्थना है कि साथ लगे दोनों फार्मों को छपवाकर प्रैस के स्टॉक में रख लें ताकि विभाग आवश्यकतानुसार उन फार्मों की प्रतियां प्रैस से मंगवा सके। यह भी अनुरोध किया जाता है कि इन फार्मों की पाँच-पाँच सौ प्रतियां शीघ्र इस विभाग के प्रयोग के लिए भिजवा दें।

अवर सचिव प्रशासन,

कृते: मुख्य सचिव, हरियाणा सरकार।

FORM OF CONFIDENTIAL REPORTS

(See rule 4 of the All India Services (Confidential Rolls) Rules, 1970)

Report for the year/period ending _____

PART I Personal Data

(To be filled by the Government)

1. Name of Officer
2. The name of the service to which the officer belongs
3. Date of birth
4. Date of continuous appointment to the present grade
5. Present post held and the date of a appointment thereto
6. Period of absence from duty on leave, training, etc. during the year

PART II Assessment by the Reporting Authority

1. State of Health
2. General Assessment

(This should contain an overall assessment of the officer's personality, his good qualities and shortcomings and should in particular touch on the following points; viz. quality of mind (originality and comprehension) knowledge of work; power of expression (on paper & in discussion) power of acquiring general information, attention to detail, industry and conscientiousness; judgement, speed of disposal; willingness to accept responsibility and take decisions; relations with subordinates and colleagues; public relations.

If the officer has been reprimanded for indifferent work or for other causes during the period under review, brief particulars should be given. If the officer has done any outstanding notable work meriting commendation, brief mention should be made.)

3. Integrity.

Signature of the Reporting Authority

Name in Block Letters _____

Designation _____

Date _____

P.T.O.

Assessment by reporting authorities (continued). (Space to be utilized where there is more than one reporting authority)

PART III REMARKS OF THE REVIEWING AUTHORITY

1. Length of service under Reviewing Authority
2. Do you agree or disagree with the assessment of the officer given by the Reporting Authority? Is there any thing you wish to modify or add ?
3. General remarks with specific comments about the general remarks given by the Reporting Authority and remarks about the outstanding work of the Officer.
4. (a) Fitness for promotion to higher grade (s) in his turn;

(i)	Fit
(ii)	Not yet fit
(iii)	Unfit
- (b) Has the officer any special characteristics and/or any outstanding merits or abilities which would justify his advancement and special selection for higher appointment out of turn ? If yes, please mention these characteristics briefly.
- (c) Recommendation regarding suitability for other spheres of work.

Signature of the Reviewing Authority

Name in Block Letters _____

Designation _____

Date _____

P.T.O.

Assessment by reviewing authorities (continued). (Space to be utilized where there is more than one reviewing authority).

PART IV

REMARKS OF THE ACCEPTING AUTHORITY

(i. e. Next Superior Officer)

Signature of the Accepting Authority

Name in Block Letters-----

Designation-----

Date-----

साल-----

एच.सी.एस. अधिकारियों के कार्य पर गोपनीय रिपोर्ट

रिपोर्ट का काल/समय

अधिकारी का नाम व पद

रिपोर्ट लिखने व रिव्यू करने वाले प्राधिकारियों के नाम :--

- (i) Recording of remarks on the CR is a work of an important nature and therefore due attention should be paid to it by the reporting authority.
- (ii) The report should contain a general appraisal of the work and the conduct of the officer his personality, the quality of his mind and his capability to the discharge the duties of his office.
- (iii) In the case of S.D. Os. and other field officers, the report should also contain remarks about knowledge of revenue law, behaviour towards the public, communal tendencies, if any, willingness and interest in serving the people, accessibility, relation with subordinates and colleagues etc.
- (iv) In the case of officers posted in the Secretariat, the report should also contain remarks about knowledge of work, power of expression (on paper and in discussion) power of acquiring information, attention to detail and speed of disposal etc.
- (v) If the officer has been reprimanded for indifferent work or for other causes during the period under review, brief particulars should be given. If the officer has done any outstanding or notable work meriting commendation, brief mention, should be made.
- (vi) The reporting authorities should also indicate whether the defects (if any) reported were ever brought to the notice of the officer concerned, orally or in writing.
- (vii) The report should contain remarks about the reputation for integrity of the officer. Special care should be exercised in recording remarks such remarks should, as far as possible, be supported against integrity, by reasons/instances.

रिमार्कस

समस्त निर्धारण:--

(उत्कृष्ट, बहुत अच्छा, अच्छा;

औसत, औसत से नीचे)

क्रमांक 5321-3 एस-75/16049

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

- (1) हरियाणा के सभी विभागाध्यक्ष तथा
 - (2) आयुक्त अम्बाला तथा हिसार मण्डल ।
- दिनांक, चण्डीगढ़, 5 जून, 1975

विषय :— विभागाध्यक्षों (अखिल भारतीय सेवा अधिकारियों को छोड़कर) तथा लोक निर्माण विभाग में अधीक्षक इन्जीनियरों की वार्षिक गोपनीय रिपोर्टों बारे ।

महोदय,

मुझे यह निदेश हुआ है कि मैं आपका ध्यान उपरोक्त विषय पर इस विभाग के परिपत्र क्रमांक 3461-3 एस 74/12910, दिनांक 3 जून, 1974 को धोर दिलाऊं और बताऊं कि सरकार के ध्यान में आया है कि कुछ विभागों द्वारा उपरोक्त परिपत्र द्वारा जारी की गईं हिदायतों को ठीक प्रकार interpret नहीं किया जा रहा है तथा मुख्य मंत्री को यह गोपनीय रिपोर्ट्स प्रस्तुत करने से पहले विभागीय मंत्री द्वारा रिमार्क्स दर्ज नहीं किए जा रहे हैं । मुझे यह स्पष्ट करने का निर्देश हुआ है कि अधीक्षक इन्जीनियरों के मामलों में यह रिपोर्ट्स मुख्य मंत्री को फाईनल accepting authority के रूप में भेजने से पूर्व इन्हें विभागीय मंत्री को भी first accepting authority के रूप में रिमार्क्स दर्ज करने के लिए भेजी जाया करे । कृपया इन हिदायतों की अनुपालना के लिए नोट कर लिया जाए तथा इस पत्र की पावती भेजी जाय

भवदीय,

उप सचिव राजनैतिक एवं सेवाएं,
कृते: मुख्य सचिव, हरियाणा सरकार ।

एक-एक प्रति वित्तीयकृत हरियाणा तथा हरियाणा के सभी प्रशासकीय सचिवों को सूचनार्थ तथा आवश्यक कार्यवाही हेतु भेजी जाती है ।

क्रमांक 7102-3 एस-75/27446

मुख्य सचिव, हरियाणा सरकार।

हरियाणा के सभी विभागाध्यक्ष,
 आयुक्त अम्बाला तथा हिसार मण्डल,
 हरियाणा के सभी उपायुक्त तथा उप मण्डल अधिकारी।

दिनांक, चण्डीगढ़ 8 सितम्बर, 1975

विषय:— जिला के सभी राजपत्रित अधिकारियों पर वार्षिक गोपनीय रिपोर्ट लिखने बारे।

महोदय,

मुझे निदेश हुआ है कि मैं आप का ध्यान उपरोक्त विषय पर हरियाणा सरकार के परिपत्र क्रमांक 1430-3 एस-71/5968 दिनांक 30-3-1971 की ओर दिलाऊँ और बताऊँ कि सरकार के देखने में आया है कि लोक निर्माण विभाग के कार्यकारी अभियन्ताओं, जिनका कार्य क्षेत्र Revenue district से Co-terminus नहीं है और आम तौर पर एक से अधिक जिलों में होता है, की गोपनीय रिपोर्ट पर केवल उसी जिले के उपायुक्त से (निर्धारित तीन पहलुओं पर) रिमार्क्स रिकार्ड करवाये जाते हैं, जिस जिला में उस कार्यकारी अभियन्ता का मुख्यालय (Headquarter) हो। यह प्रथा ठीक नहीं है। अतः इन हिदायतों को और स्पष्ट करते हुए मुझे यह कहने का निदेश हुआ है कि जिन कार्यकारी अभियन्ताओं या अन्य अधिकारियों (जिन की वार्षिक गोपनीय रिपोर्ट पर उपायुक्त अपने रिमार्क्स लिखने के लिए सक्षम हैं) का कार्य क्षेत्र एक से अधिक जिलों में हो तो ऐसे सभी अधिकारियों की गोपनीय रिपोर्ट पर निर्धारित तीन बिन्दुओं पर उन सभी उपायुक्तों द्वारा रिमार्क्स लिखे जाने चाहिए जिन जिलों में उन अधिकारियों का कार्य क्षेत्र हो। लोक निर्माण विभाग के कार्यकारी इंजीनियरों की गोपनीय रिपोर्ट लिखवाने के लिए प्रोसीजर यह होगा कि अधीक्षक इंजीनियर द्वारा ऐसे कार्यकारी इंजीनियर की रिपोर्ट initiate की जानी चाहिए और उस के बाद वह रिपोर्ट सभी संबंधित उपायुक्तों (जिन-जिस जिला में कार्यकारी इंजीनियर का कार्य क्षेत्र पड़ता हो) में से कनिष्ठ उपायुक्त से रिमार्क्स पहले रिकार्ड करवाये जाएँ और उस के बाद वह रिपोर्ट उन से वरिष्ठ उपायुक्त को तथा अन्त में वरिष्ठतम उपायुक्त को रिमार्क्स रिकार्ड करने हेतु भेजी जाए अर्थात् कार्यकारी इंजीनियर की रिपोर्ट सम्बन्धित उपायुक्तों में से juniormost उपायुक्त से Seniormost उपायुक्त को बारी बारी अर्थात् रिमार्क्स रिकार्ड करने के लिए भेजी जायेगी। Seniormost उपायुक्त द्वारा यह रिपोर्ट विभाग की अगली एथोरेटी अर्थात् मुख्य इंजीनियर को भेज दी जाए। लोक निर्माण विभाग (बी.एण्डआर, इन स्वास्थ तथा सिवाई) कृपया कार्यकारी इंजीनियर के गोपनीय रिपोर्ट फार्म में उपरोक्त अनुसार उपायुक्तों से रिमार्क्स रिकार्ड करवाने बारे आवश्यक provision करलें तथा उस फार्म में यह भी निर्दिष्ट किया जाए कि Seniormost उपायुक्त द्वारा रिमार्क्स लिखे जाने के बाद वह रिपोर्ट अगली कितनी एथोरेटी को भेजी जाए। यह निर्णय वर्ष 1974-75 की रिपोर्ट्स से लागू होगा। 1974-75 की जो रिपोर्ट केवल मुख्यालय के उपायुक्त द्वारा ही लिखी गई है उन केसों में अन्य उपायुक्तों को जिन से यह रिपोर्ट लिखवानी रह गई हो Separately A.C.R. proforma भेजकर उक्त policy के मुताबिक रिपोर्ट्स मुकमल करवा ली जाएँ।

भवदीय

उप सचिव राजनैतिक एवं सेवाएं,
 कृते मुख्य सचिव, हरियाणा सरकार

एक-एक प्रति निम्नलिखित की सूचनाएं एवं आवश्यक कार्यवाही हेतु भेजी जाती है—

- (1) वित्तियुक्त हरियाणा।
- (2) हरियाणा के सभी प्रशासकीय सचिव।

क्रमांक 1206 0-3 एस-75/36710

प्रेषक

मुख्य सचिव, हरियाणा सरकार।

सेवा में

- (1) हरियाणा के सभी विभागध्यक्ष, आयुक्त अम्बाला व हिसार मण्डल तथा हरियाणा के सभी उपायुक्त एवं उप मंडल अधिकारी।
- (2) रजिस्ट्रार पंजाब तथा हरियाणा उच्च न्यायालय तथा हरियाणा के सभी जिला तथा सत्र न्यायधीश।
दिनांक चण्डीगढ़, 16 दिसम्बर, 1975

विषय:— गोपनीय रिपोर्ट फाइलों बारे।

महोदय

उपरोक्त विषय की ओर ध्यान दिलाते हुए मुझे यह कहने का निदेश हुआ है कि सरकार के ध्यान में आया है कि कभी-कभी वार्षिक गोपनीय रिपोर्ट्स व ऐसी फाइलें जिन में गोपनीय रिपोर्ट्स होती हैं, लापरवाही से अन्य विभागों को भेज दी जाती है। कभी-कभी तो ऐसे documents/files, खुले तौर पर, सचिवालय को Circulating Branch के माध्यम से ही विभागों में प्राप्त होते हैं। यह विधि असंतोषजनक है तथा इस प्रकार से ऐसे मामलों की गोपनीयता सुनिश्चित नहीं की जा सकती। अतः मुझे आप से अनुरोध करने का निदेश हुआ है कि भविष्य में ऐसे सभी cases जिन में ए0सी0 आरज या ए0सी0आर0 फाइलें लगी हुई हों उन पर confidential लिखा जाना चाहिए और उन्हें गोपनीय रूप में मोहर बन्द लिफाफे में भेजना चाहिए। आइन्दा ऐसे documents/files लापरवाही से भेजने का गम्भीर दृष्टिकोण लिया जाएगा।

कृपया इस पत्र को सभी सम्बन्धितों के ध्यान में उचित कार्यवाही हेतु ला दिया जाए और इस पत्र की पावती भी भेजी जाए।

उप सचिव राजनैतिक एवं सेवाएँ,
कृते: मुख्य सचिव, हरियाणा सरकार।

एक-एक प्रति हरियाणा के वित्तायुक्त तथा सभी प्रशासकीय सचिवों को सूचनार्थ तथा आवश्यक कार्यवाही हेतु भेजी जाती है।

भवदीय

उप सचिव राजनैतिक एवं सेवाएँ
कृते: मुख्य सचिव, हरियाणा सरकार।

सेवा में

वित्तायुक्त हरियाणा तथा हरियाणा के सभी प्रशासकीय सचिव।

अशासकीय क्रमांक 12060-3एस-75, दिनांक चण्डीगढ़, 16 दिसम्बर, 1975।

क्रमांक 9776-3 एस-75/

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में,

- (1) हरियाणा के सभी विभागाध्यक्ष, आयुक्त अम्बाला व हिसार मण्डल तथा हरियाणा के सभी उपायुक्त एवं उप मण्डल अधिकारी ।
- (2) रजिस्ट्रार पंजाब तथा हरियाणा उच्च न्यायालय तथा हरियाणा के सभी जिला तथा सत्र न्यायाधीश ।

दिनांक चण्डीगढ़ 22 जनवरी, 1976

विषय : —तदर्थ आधार पर नियुक्त कर्मचारियों/अधिकारियों की वार्षिक गोपनीय रिपोर्ट्स लिखने बारे ।

महोदय,

सरकार के ध्यान में आया है कि कई विभागों में तदर्थ आधार पर कार्य करने वाले कर्मचारियों/अधिकारियों की गोपनीय रिपोर्ट्स नहीं लिखवाई जा रही हैं, जबकि गोपनीय रिपोर्ट्स सम्बन्धी समेकित हिदायतों में ऐसी कोई व्यवस्था नहीं है कि ऐसे कर्मचारियों की गोपनीय रिपोर्टें न लिखी जायें और यह हिदायतों के अनुकूल नहीं है अतः मुझे आपको यह कहने का निदेश हुआ है कि तदर्थ आधार पर लगे कर्मचारियों की वार्षिक गोपनीय रिपोर्ट्स नियमित तौर पर लिखवाई जाया करें । आपसे अनुरोध है कि ये हिदायतें आपके अन्तर्गत कार्य कर रहे सभी रिपोर्टिंग अथोर्टीज के ध्यान में दृढ़ता से पालन करने के लिए ला दी जायें ।

कृपया इस पत्र की एक पात्रती भेजें ।

भवदीय,

उप सचिव, राजनैतिक एवं सेवाएं,
कृते. मुख्य सचिव, हरियाणा सरकार ।

एक एक प्रति वित्तीय, हरियाणा तथा हरियाणा के सभी प्रशासकीय सचिवों को सूचना तथा आवश्यक कार्यवाही हेतु भेजी जाती है ।

क्रमांक 5158-3 एस-76/19330

प्रेषक

मुख्य सचिव, हरियाणा सरकार

सेवा में

- 1) हरियाणा के सभी विभागाध्यक्ष,
आयुक्त अम्बाला तथा हिसार मण्डल,
हरियाणा के सभी उपायुक्त तथा उप मण्डल अधिकारी ।
- 2) रजिस्ट्रार पंजाब तथा हरियाणा
उच्च न्यायालय तथा हरियाणा के सभी
जिला तथा सत्र न्यायाधीश ।

दिनांक 21 जुलाई, 1976 ।

विषय :—वार्षिक गोपनीय रिपोर्ट फार्म के प्रत्येक पृष्ठ पर रिपोर्ट लिखे जाने वाले कर्मचारी/अधिकारी का नाम लिखने
बारे ।

महोदय,

उपयुक्त विषय की ओर ध्यान दिलाते हुए मुझे यह कहने का निदेश हुआ है कि यह नोटिस में आया है कि जो वार्षिक गोपनीय रिपोर्ट एक से अधिक पृष्ठ पर लिखी जाती है उनके प्रत्येक पृष्ठ पर प्रायः रिपोर्ट लिखे जाने वाले अधिकारी/कर्मचारी का नाम नहीं लिखा जाता जिससे यह स्पष्ट नहीं होता कि यह पृष्ठ किस कर्मचारी की रिपोर्ट से सम्बन्धित है । अतः यह निर्णय लिया गया है कि वार्षिक गोपनीय रिपोर्टों के हर पृष्ठ पर कर्मचारी/अधिकारी का नाम लिखा जावे । आपसे अनुरोध है कि आप कृपया इन हिदायतों को सभी सम्बन्धित अधिकारियों के ध्यान में ला दें और यह सुनिश्चित किया जाये कि इनका दृढ़ता से पालन किया जाता है ।

भवदीय

हस्ताक्षर

उप सचिव सेवाएं,

कृते: मुख्य सचिव हरियाणा सरकार ।

सेवा में

वित्तायुक्त हरियाणा ।

- 1) हरियाणा के सभी प्रशासकीय सचिव ।

अशा: क्रमांक 5158-3 एस-76/

दिनांक 21 जुलाई, 1976 ।

क्रमांक 6639-3 एस-76/24486

शेषक

मुख्य सचिव, हरियाणा सरकार ।।

सेवा में

- 1) हरियाणा के सभी विभागाध्यक्ष,
भायुक्त अम्बाला तथा हिसार मण्डल,
हरियाणा के सभी उपायुक्त तथा उपमण्डल अधिकारी ।
- 2) रजिस्ट्रार पंजाब तथा हरियाणा उच्च न्यायालय तथा
हरियाणा के सभी जिला तथा सत्र न्यायधीश ।

दिनांक चण्डीगढ़ 9 सितम्बर, 1976.

विषय :— वार्षिक गोपनीय रिपोर्ट फार्म के प्रत्येक पृष्ठ पर रिपोर्ट की अवधि तथा रिपोर्ट लिखे जाने वाले कर्मचारी/अधिकारी का नाम लिखने बारे ।

महोदय,

उपरोक्त विषय पर आपका ध्यान हरियाणा सरकार के परिपत्र क्रमांक 5158-3 एस-76/19330, दिनांक 21-7-1976 की ओर दिलाया जाता है जिसमें यह सूचित किया गया था कि वार्षिक गोपनीय रिपोर्टों के प्रत्येक पृष्ठ पर रिपोर्ट लिखे जाने वाले कर्मचारी/अधिकारी का नाम लिखा जाए। इस मामले पर और विचार किया गया है और यह निर्णय लिया गया है कि जो वार्षिक गोपनीय रिपोर्टें एक से अधिक पृष्ठ पर लिखी जाती हैं उनके हर पृष्ठ पर संबंधित कर्मचारी/अधिकारी का नाम लिखने के साथ-साथ प्रत्येक पृष्ठ पर रिपोर्ट की अवधि लिखी जाए तथा रिपोर्ट लिखने वाले सम्बन्धित अधिकारी द्वारा हस्ताक्षर भी किए जाएं। आपसे अनुरोध है कि कृपया इन हिदायतों को सभी सम्बन्धित अधिकारियों के ध्यान में ला दें और यह सुनिश्चित किया जाए कि इन हिदायतों का दृढ़ता से पालन किया जाता है।

भवदीय,

उप सचिव, सेवाएं एवं गृह,
कृते: मुख्य सचिव, हरियाणा सरकार ।

एक-एक प्रति निम्नलिखित को सूचनार्थ तथा आवश्यक कार्यवाही हेतु भेजी जाती है।—

- 1) वित्तायुक्त, हरियाणा ।
- 2) हरियाणा के सभी प्रशासकीय सचिव ।

क्रमांक 1267-3 एस-76/24570

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

हरियाणा के सभी विभागाध्यक्ष,
मंडलों के आयुक्त तथा
सभी उपायुक्त तथा उप मंडल अधिकारी (सिविल)

दिनांक, चण्डीगढ़ 13 सितम्बर, 1976

विषय :— उप मण्डल अधिकारियों (सिविल) द्वारा उप मण्डल स्तरीय कर्मचारियों की गोपनीय रिपोर्ट लिखने सम्बन्धी निति ।

महोदय,

उपरोक्त विषय पर हरियाणा सरकार के परिपत्र क्रमांक 3062-3एस-73, दिनांक 14-8-73 द्वारा जारी की गई हिदायतों के बारे में यह स्पष्ट किया जाता है कि जिन अधिकारियों/कर्मचारियों (उदाहरणतया) उप पुलिस अधीक्षक तथा हरियाणा राज्य बिजली बोर्ड के उप मण्डल अधिकारी) की गोपनीय रिपोर्टों पर उप मण्डल अधिकारी (सिविल) द्वारा निम्नलिखित बिन्दुओं पर अपने विचार अलग शीट पर लिखकर उपायुक्तों की भेजे जानें हैं, उनके बारे में सम्बन्धित उप मंडल अधिकारी (सिविल) ने स्वयं ही अपने रिमार्क्स लिखकर सम्बन्धित उपायुक्तों को भेजने हैं और इस बारे में सम्बन्धित उपायुक्त की ओर से किसी मांग पत्र की प्रतीक्षा करने की आवश्यकता नहीं है ।

(क) सम्बन्धित अधिकारी/कर्मचारी द्वारा दिया गया सहयोग

(ख) ईमानदारी

भवदीय,

उप सचिव सेवाएं,

कृते: मुख्य सचिव, हरियाणा सरकार ।

एक-एक प्रति वित्तायुक्त तथा हरियाणा के सभी प्रशासकीय सचिवों को उपरोक्त पत्र के संदर्भ में सूचनार्थ तथा आवश्यक कार्यवाही हेतु भेजी जाती है ।

No. 8562-3S-76/32073

From

The Chief Secretary to Government, Haryana.

To

- (i) All Heads of Departments;
Commissioners Ambala & Hissar Divisions,
All Deputy Commissioners and all
Sub Divisional Officers (Civil) in Haryana ;
- (ii) The Registrar,
Punjab & Haryana High Court and
all District and Sessions Judges in Haryana ;

Dated Chandigarh the 23rd November, 1976.

Subject :—Writing of Confidential Reports by Government servants who are retired prematurely.

Sir,

I am directed to address you on the subject noted above and to say that a clarification on this subject has been sought from the Government. It has been decided that annual confidential reports are not to be written by those Government servants who are being retired prematurely.

Yours faithfully,

Deputy Secretary Political & Services,
for Chief Secretary to Government, Haryana.

A copy is forwarded to Financial Commissioner, Haryana All Administrative Secretaries to Government, Haryana.

No. 8516-38-76/33647

From

The Chief Secretary to Government, Haryana.

To

All Heads of Departments;
Commissioners of Divisions;
all Deputy Commissioners and
Sub Divisional Officers of Haryana
Dated Chandigarh, the 17 December, 1976

Subject :—Policy regarding Writing of confidential reports on Sub-Divisional level officials by Sub Divisional Officers (Civil).

Sir,

I am directed to refer to para 4 of the Haryana Government circular letter No. 3062-3S-73, dated the 14th August, 1973 and to say in continuation, that the Government has decided that Sub Divisional Officers (Civil) will also record remarks on two aspects mentioned in para 1 of the circular letter referred to above, in the case of Assistant Food and Supplies Officers and Sectional Officers of various Engineering departments and Zileendars of the Irrigation Department posted in the Sub Division after their reports have been initiated by the Departmental authorities. Para 4 of the circular letter dated 14.8.73 may be considered to have been amended to this extent.

Yours faithfully,

Deputy Secretary Political & Services,
for Chief Secretary to Government, Haryana.

A copy each is forwarded to the Financial Commissioner, Haryana, and all Administrative Secretaries to Government, Haryana.

विषय :—नगरपालिकाओं के प्रशासकों की वार्षिक गोपनीय रिपोर्टें लिखवाने बारे नीति ।

क्या आयुक्त एवं सचिव, हरियाणा सरकार स्थानीय शासन विभाग कृपया उपर्युक्त विषय पर अपने अक्षा: क्रमांक 8264-क-76 दिनांक 16-9-76 की ओर ध्यान देंगे ?

2. वर्तमान प्रधानुसार नगरपालिका के प्रशासक की वार्षिक गोपनीय रिपोर्टें उपायुक्त द्वारा initiate की जाती है, मण्डल के आयुक्त द्वारा review की जाती है तथा आयुक्त एवं सचिव स्थानीय शासन विभाग द्वारा accept की जाती है परन्तु यह प्रथा तभी applicable हो सकती है जबकि सचिव स्थानीय शासन विभाग मण्डल के आयुक्त से वरिष्ठ हो और जहां मण्डल के आयुक्त से सचिव स्थानीय शासन विभाग कनिष्ठ हों इस बारे में सरकार ने निर्णय लिया है कि ऐसे केसों में नगरपालिकाओं के प्रशासकों की गोपनीय रिपोर्टें उपायुक्त द्वारा initiate की जाए और सचिव स्थानीय शासन विभाग द्वारा पहले review की जाये तथा बाद में मण्डल के आयुक्त द्वारा review किये जाने के उपरान्त मंत्रि-इंचार्ज द्वारा accept की जाएं । कृपया भविष्य में रिपोर्टें उपरोक्तानुसार ही लिखवाई जाया करें ।

3. मुख्य मंत्री महोदय ने देख लिया है ।

प्रेम नाथ टंडन

अवर सचिव प्रशासन,

कृते: मुख्य सचिव, हरियाणा सरकार ।

आयुक्त एवं सचिव, हरियाणा सरकार स्थानीय शासन विभाग तथा आयुक्त अम्बाला/हिसार मण्डल को सूचनाएँ हेतु भेजी जाती है ।

No. 7116—3S—76/3368

From

The Chief Secretary to Govt. Haryana.

To

1—All Heads of Departments,
Commissioner Ambala and Hissar Divisions,
All Deputy Commissioners and all Sub Divisional
Officers in Haryana.

2—The Registrar,
Punjab and Haryana High Court and
all District and Sessions Judges in Haryana.

Dated, Chandigarh the 14th Feb., 1977

Subject :—Writing of Confidential Report by reviewing/accepting authority/authorities—regarding.

Sir,

I am directed to invite your attention to para 8 of the consolidated instructions regarding Confidential Reports, according to which if remarks on the work of an officer are not recorded by a reporting authority at the time of relinquishing the charge of his post or immediately on the transfer of his subordinate(s) within a reporting year (i.e from 1st April to 31st March of the year), then it is obligatory for the officer maintaining the annual confidential reports that when the annual confidential reports are being written at the end of the year he should ask them (expect the officers who have already retired) to record their remarks on the confidential reports of those officers/officials in respect of whom these authorities are the initial reporting authorities. The said instructions are however silent as to who among the officers in the capacity of reviewing/accepting authorities is to report upon the work of a subordinate officer/official, if more than one such officer had seen the work of the officer or official reported upon during a particular year. I am to clarify that in such cases remarks are to be recorded only by that reviewing/accepting authority who may have last seen the work of the officer/official reported upon in the reporting year for at least three months.

2. These instructions may kindly be brought to the notice of all concerned for strict compliance. The receipt of this communication may kindly be acknowledged.

Yours faithfully,
Deputy Secretary, Political & Services
for Chief Secretary to Govt. Haryana.

A copy is forwarded to the Financial Commissioner, Haryana (ii) all Administrative Secretaries to Govt. Haryana and the Principal Secretary/Secretaries/Private Secretaries/Personal Assistants to Chief Minister/Ministers of State for the information of Chief Minister/Ministers/Ministers of State in Haryana.

क्रमांक 1731-3एस-77/20257

प्रेषक,

मुख्य सचिव हरियाणा सरकार।

सेवा में,

हरियाणा के सभी उपायुक्त,
आयुक्त, अम्बाला/हिसार मण्डल
दिनांक 26 जुलाई, 1977

विषय :—जिला के सभी राजपत्रित अधिकारियों पर वार्षिक गोपनीय रिपोर्ट लिखने बारे।

महोदय,

उपर्युक्त विषय पर इस विभाग के परिपत्र क्रमांक 7102-3एस-75/27446, दिनांक 8-9-75 की ओर ध्यान दिलाते हुए मुझे आप से यह अनुरोध करने का निवेश हुआ है कि जहां तक (1) कार्यकारी अभियन्ता, यांत्रिक जन स्वास्थ्य मण्डल अम्बाला छावनी (2) कार्यकारी अभियन्ता भूगर्ब जल अनुसंधान जन स्वास्थ्य मण्डल अम्बाला छावनी (3) कार्यकारी अभियन्ता योजना एवं अनुसंधान जन स्वास्थ्य मण्डल अम्बाला शहर व (4) कार्यकारी अभियन्ता, रूपांकन एवं योजना जन स्वास्थ्य मण्डल रोहतक, जिन का कार्यक्षेत्र एक से अधिक जिले में पड़ता है, का संबंध है संदर्भाधीन पत्र में निहित हिदायतें लागू नहीं समझी जायेगी। इन चारों कार्यकारी अभियन्ताओं की गोपनीय रिपोर्ट लिखने बारे यह निर्णय लिया गया है कि इन कार्यकारी अभियन्ताओं की वार्षिक गोपनीय रिपोर्ट पर केवल उसी जिला के उपायुक्त द्वारा निर्धारित तीन पहलुओं पर टिप्पणी रिकार्ड की जाए, जिस जिले में इन कार्यकारी अभियन्ताओं का मुख्यालय (Headquarter) स्थित है।

भवदीय

प्रेम नाथ टंडन

अवर सचिव, प्रशासन,

कृते : मुख्य सचिव हरियाणा सरकार।

एक प्रति आयुक्त एवं सचिव हरियाणा सरकार जन स्वास्थ्य विभाग को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है।

No. 7165-3S-77/28840

From

The Chief Secretary to Government, Haryana.

To

The All Deputy Commissioners and
Superintendents of Police in Haryana.

Dated, Chandigarh, the 23rd September, 1977.

Subject : Recording of annual confidential reports on the work of Superintendents of Police.

Sir,

I am directed to invite your attention to the Haryana Government letter No. 6718-3S-68/27185 dated the 24th October, 1968 on the subject noted above, and to say that on reconsideration of the question of writing of annual confidential reports on the work of Superintendents of Police by the District Magistrates on the three aspects i.e. (i) reputation for honesty; (ii) dealings with the public; and (iii) overall personality and efficiency in the matter of maintenance of law and order, it has been decided in partial modification of the aforesaid instructions that henceforth the District Magistrates will not initiate the annual confidential reports of the Superintendents of Police. However, the confidential reports on the work of Superintendents of Police will be recorded by the Deputy Inspector General of Police and submitted to the Inspector General of Police as was the practice prior to the issue of instructions referred to above.

2. It is further stated that the clarification issued with Haryana Government letter No. 6718-3S-68/27937 dated 1st November, 1968 is hereby withdrawn.

3. I am further to request that these instructions will be applicable for the writing of the confidential reports for the year 1977-78 and onwards.

4. These instructions may kindly be brought to the notice of all concerned for compliance.

Yours faithfully,

Deputy Secretary Political & Services
for Chief Secretary to Government, Haryana

No. 7165-3S-77/28841

Dated Chandigarh, the 23rd September, 1977.

A copy each is forwarded for information to the Inspector General of Police, Haryana; the Commissioner, Ambala/Hissar Division and the Deputy Inspector General of Police, Ambala/Hissar Range the Commissioner and Secretary to Government, Haryana, Home Department, for information.

विषय:- हरियाणा भवन नई दिल्ली में कार्य करने वाले अधिकारियों/कर्मचारियों की वार्षिक गोपनीय रिपोर्ट विशेष प्रतिनिधि द्वारा लिखने बारे ।

क्या मुख्य सचिव, हरियाणा सरकार (न्यायचार एवं प्रचार शाखा में) कृपया उपर्युक्त विषय पर अपने पृष्ठांकन क्रमांक 31/1/9-1 पी:पी:-78/4333, दिनांक 28-8-78 तथा आशा: क्रमांक 31/1/9-1 पी:पी-78, दिनांक 3-1-79 की ओर ध्यान देंगे ?

2. उपर्युक्त पत्रों के साथ उन द्वारा भेजे गये इस प्रस्ताव से यह विभाग सहमत है कि हरियाणा भवन विक्रम करने वाले अधिकारियों/कर्मचारियों की वार्षिक गोपनीय रिपोर्टें विशेष प्रतिनिधि हरियाणा द्वारा भी लिखी जाएं। अब चूंकि विशेष प्रतिनिधि हरियाणा के पद पर एक अति उच्च दर्जे के अधिकारी नियुक्त हैं अतः उनके अशा: क्रमांक 31/1/9/1 पी:पी:-78 दिनांक 3-1-79 के साथ भेजे गये विशेष प्रतिनिधि के पत्र क्रमांक एस आर-78/2376, दिनांक 26-10-78 के कालम में 5 में बताई गई **proposed channel writing of A.C.R.** में इस हद तक संशोधन कर लिया जाए कि हरियाणा भवन के सम्बन्धित अधिकारियों/कर्मचारियों की गोपनीय रिपोर्टें **Special Representative-cum-Additional Chief Secretary to Govt. Haryana** से अन्त में लिखवाई जाएंगी अर्थात् वह **Special Representative-cum-Additional Chief Secy. to Govt., Haryana** इन सभी अधिकारियों/कर्मचारियों की वार्षिक गोपनीय रिपोर्टें लिखने के सिलसिले में **final accepting authority** होंगे ।

3. चूंकि **Speoial Representative-cum-Addditional Chief Secretary** महोदय ने इस पद का कार्यभार हाल ही में सम्भाला है इसलिये इन द्वारा 1978-79 की **ACRs** नहीं लिखी जानी। अतः वर्ष 1978-79 की गोपनीय रिपोर्टें विशेष प्रतिनिधि के पत्र क्रमांक एस. आर-78/2376, दिनांक 26-10-78 के **column पांच** में सुझाए गए प्रस्तावनुसार ही लिखी जायेंगी और भविष्य में इन कर्मचारियों की गोपनीय रिपोर्टें उपरोक्त परा-2 के अनुसार लिखी जायेंगी ।

4. उनसे अनुरोध है कि मामले में आवश्यक हिदायतें सभी सम्बन्धित विभागों को जारी कर दें और उसकी एक प्रति इस विभाग को भी भेज दें ।

हस्ता/-

अवर सचिव, प्रशासन

कृते: मुख्य सचिव, हरियाणा सरकार।

एक प्रति विशेष प्रतिनिधि कम अतिरिक्त मुख्य सचिव, हरियाणा सरकार, हरियाणा भवन, कापरनिकस रोड, नई दिल्ली को सूचनार्थ तथा आवश्यक कार्यवाही हेतु भेजी जाती है ।

क्रमांक 30/77/79-एल (1)

प्रेषक

मुख्य सचिव हरियाणा सरकार ।

सेवा में

- (1) सभी विभागाध्यक्ष, मण्डलीय आयुक्त सभी उपायुक्त तथा उप मण्डल अधिकारी ।
- (2) रजिस्ट्रार पंजाब तथा हरियाणा हाईकोर्ट चण्डीगढ़ तथा सभी जिला एवं सत्र न्यायाधीश ।

दिनांक चण्डीगढ़ 14 मार्च, 1980

विषय:- गोपनीय रिपोर्टों बारे समेकित हिदायतें ।

महोदय,

उपर्युक्त विषय पर संयुक्त पंजाब सरकार के परिपत्र क्रमांक 2334-ए:एस::आई:-60/15708 दिनांक 3-3-1960 द्वारा जारी की गई तथा समय समय पर संशोधित हिदायतों की ओर आपका ध्यान दिलाने तथा यह कहने का निदेश हुआ है कि राज्य सरकार ने यह निर्णय लिया है कि सरकारी कर्मचारियों द्वारा की गई सेवाओं के सम्बन्ध में यदि उन्हें कोई मीडल आदि दिया जाए तो उक्त सम्बन्ध में जो अधिसूचनाएं/पत्र जारी किए जाएं उनकी प्रतियां सम्बन्धित कर्मचारी/अधिकारी की गोपनीय रिपोर्ट फाइल में भी रख दी जाए ।

2. उपर्युक्त निर्णय के अनुसरण में निम्नलिखित sub para (g) गोपनीय रिपोर्ट्स से सम्बन्धित समेकित अनुदेश के पैरा 13(i) (f) के नीचे जोड़ दिया जाए ।

"13(i) (g) a copy of notification/letter regarding award of medal to a Government employee in recognition of his service."

भवदीय,

हस्ता/-

अवर सचिव, सामान्य प्रशासन

कृते : मुख्य सचिव, हरियाणा सरकार

एक एक प्रति निम्नलिखित को सूचनार्थ भेजी जाती है :-

विल्तायुक्त, हरियाणा सरकार । सभी प्रशासकीय सचिव, हरियाणा सरकार ।

क्रमांक 30/14/80-एस

प्रेषक

मुख्य सचिव, हरियाणा सरकार

सेवा में

आयुक्त, अम्बाला/हिसार मण्डल,
सभी उपायुक्त तथा उप मण्डल अधिकारी।

दिनांक चण्डीगढ़ 23 मई, 1980

विषय:- इंजीनियरिंग विभागों के अधिकारियों की वार्षिक गोपनीय रिपोर्ट लिखने बारे नीति।

महोदय,

उपर्युक्त विषय पर आपका ध्यान हरियाणा सरकार के परिपत्र क्रमांक 1430-3 एस-71/5968 दिनांक 30-3-71 क्रमांक 2390-3एस-72/10913 दिनांक 19-4-1972 तथा क्रमांक 3062-3 एस-73 दिनांक 14-8-1973 की ओर दिलाते हुए मुझे यह कहने का निदेश हुआ है कि इंजीनियरिंग विभागों के अधिकारियों की वार्षिक गोपनीय रिपोर्टों में उप मण्डल अधिकारियों (नाओ), उपायुक्तों एवं मण्डली आयुक्तों द्वारा टिप्पणी रिकार्ड करने के प्रश्न पर राज्य सरकार द्वारा पुनः विचार किया गया है और यह निर्णय लिया गया है कि भविष्य में कथित सिविल अधिकारी, इंजीनियरिंग विभागों के अधिकारियों की वार्षिक गोपनीय रिपोर्टों में अपनी टिप्पणी नहीं लिखेंगे। यह निर्णय वर्ष 1980-81 के लिए सिखा जाने वाली रिपोर्टों से लागू होगा। इस विषय पर समय समय पर जारी की गई सभी हिदायतों को तदनुसार संशोधित समझा जाए।

कृपया इस पत्र की पावती भेजें।

भवदीय,

हस्ता/-

उप सचिव, राजनैतिक एवं सेवाएं
कृते : मुख्य सचिव, हरियाणा सरकार

क्रमांक 30/14/80-एस दिनांक चण्डीगढ़ 23 मई, 1980

एक एक प्रति निम्नलिखित को सूचनार्थ प्रेषित है :-

प्रमुख अभियन्ता लोक निर्माण (भवन तथा सड़कें) प्रमुख अभियन्ता लोक निर्माण (सिंचाई), प्रमुख अभियन्ता लोक निर्माण (जन स्वास्थ्य)।

क्रमांक 30/82/79-एस

प्रेषक

मुख्य सचिव, हरियाणा सरकार।

सेवा में

अयुक्त अम्बाला/हिसार मण्डल तथा हरियाणा में सभी उपायुक्त।

दिनांक चण्डीगढ़ 30 मई, 1980

2 जून, 1980

विषय:- भूमि अभिग्रहण अधिकारियों (L.A.O.s) की वार्षिक गोपनीय रिपोर्टें लिखने बारे नीति।

महोदय,

उपर्युक्त विषय पर आपका ध्यान दिलाते हुए मुझे यह कहने का निर्देश हुआ है कि राज्य सरकार के ध्यान में यह बात लाई गई है कि विभिन्न विभागों में नियुक्त भूमि अभिग्रहण अधिकारियों जोकि साधारणतया एच. सी. एस. अधिकारी होते हैं, की वार्षिक गोपनीय रिपोर्टें लिखने बारे इस समय कोई समान (uniform) नीति नहीं है। अतः इस विषय पर विचार उपरान्त राज्य सरकार द्वारा यह निर्णय लिया गया है कि जिलों में लोक निर्माण (B.&R.) तथा irrigation/drainage आदि विभागों के लिए नियुक्त भूमि अभिग्रहण (L.A.O.'s) की वार्षिक गोपनीय रिपोर्टें जहां L.A.O. का मुख्यालय हो वहां का उपायुक्त initiate करेगा तथा सम्बन्धित मुख्य अभियान्ता reviewing authority होगा और वित्तायुक्त accepting authority होंगे। यह निर्णय वर्ष 1980-81 के लिए लिखी जाने वाली गोपनीय रिपोर्टों से लागू होगा।

कृपया इस पत्र की पावती भेजें।

भवदीय,

हस्ता/-

कृते : मुख्य सचिव, हरियाणा सरकार।

क्रमांक 30/82/79-एस दिनांक चण्डीगढ़ 2 जून, 1980

एक एक प्रति निम्नलिखित को सूचनार्थ प्रेषित है :-

प्रमुख अभियन्ता, लोक निर्माण विभाग (भवन तथा सड़कें) प्रमुख अभियन्ता, लोक निर्माण विभाग (सिंचाई) प्रमुख अभियन्ता, लोक निर्माण विभाग (जन स्वास्थ्य) कृपया इस पत्र की पावती भेजी जाए।

क्रमांक 30/27/80-एस(I) (ए)

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

आयुक्त अम्बाला/हिसार मण्डल ।

दिनांक चण्डीगढ़ 30 अक्टूबर, 1980 ।

विषय:- वार्षिक गोपनीय रिपोर्ट-अनुसूचित जातियों/जन जातियों के विकास तथा संरक्षण हेतु किए गए कार्य बारे टिप्पणी ।

महोदय,

उपर्युक्त विषय पर राज्य सरकार ने यह निर्णय लिया है कि उपायुक्तों/पुलिस अधीक्षकों तथा उप मण्डल अधिकारियों (ना0)/उपाधीक्षक पुलिस की वार्षिक गोपनीय रिपोर्ट लिखने हेतु निर्धारित फार्मों में एक और कालम जोड़ दिया जाए जिसमें Effectiveness in the development and protection of Scheduled Castes/Scheduled Tribes के बारे में Reporting Authority द्वारा टिप्पणी दी जाए और वह टिप्पणी निम्नलिखित बिन्दुओं पर हो:-

- (a) Attitude towards Scheduled Castes/Scheduled Tribes.
- (b) Sensitivity to Social Justice.
- (c) Ability to take quick and effective action to prevent and quell atrocities and ensure justice to Scheduled Castes/Scheduled Tribes.
- (d) Effectiveness in bringing about the development of Scheduled Castes/Scheduled Tribes.

निर्धारित फार्मों का तदनुसार संशोधन करके अग्रिम कार्यवाही की जाए। यह निर्णय वर्ष 1980-81 के लिए लिखी जाने वाली रिपोर्टों से लागू होगा ।

कृपया इस पत्र की पावती भेजें ।

भवदीय,

हस्ता/-

अवर सचिव, प्रशासन ,

कृते: मुख्य सचिव, हरियाणा सरकार

पृष्ठांकन क्रमांक 30/27/80-एस(T) (ए) दिनांक चण्डीगढ़ 30 अक्टूबर, 1980

एक एक प्रति राज्य में सभी उपायुक्तों पुलिस अधीक्षकों उप मण्डल अधिकारियों(ना) । उपाधीक्षक पुलिस को सूचनार्थ प्रेषित है ।

क्रमांक 36/21/81-एस-I

प्रेषक

मुख्य सचिव, हरियाणा सरकार।

सेवा में

आयुक्त, अम्बाला/हिसार मण्डल,
सभी उपायुक्त तथा उप मण्डल अधिकारी ।
दिनांक, चण्डीगढ़

9 जून, 1981

विषय :- इंजीनियरिंग विभागों के अधिकारियों की वार्षिक गोपनीय रिपोर्टें लिखने बारे।

महोदय,

उपर्युक्त विषय पर कृपया हरियाणा सरकार के परिपत्र क्रमांक 30/14/80-एस दिनांक 23 मई, 1980 की ओर ध्यान दे जिसमें यह कहा गया था कि भविष्य में उप मण्डल अधिकारी (नागरिक), उपायुक्त तथा मण्डलीय आयुक्त इंजीनियरिंग विभागों के अधिकारियों की वार्षिक गोपनीय रिपोर्टों में अपनी टिप्पणी नहीं लिखेंगे।

2. इस सम्बन्ध में मुझे आपको यह सूचित करने का निदेश हुआ है कि हरियाणा सरकार द्वारा इस मामले पर पुनः विचार उपरांत यह निर्णय लिया गया है कि पूर्व प्रथा जिसके अनुसार उप मण्डल अधिकारी (नागरिक), उपायुक्त तथा मण्डलीय आयुक्त इंजीनियरिंग विभागों के अधिकारियों की वार्षिक गोपनीय रिपोर्टें में अपनी टिप्पणी दिया करते थे पुनः लागू कर दी जाये। अतः राज्य सरकार के परिपत्र क्रमांक 30/14/80-एस, दिनांक 23 मई, 1980 के जारी होने से पहले इस विषय पर जो हिदायतें लागू थी कृपया उन्हें पुनः लागू समझा जाये और उसके अनुसार कार्यवाही की जाये। यह निर्णय वर्ष 1981-82 के लिये लिखी जानी वाली रिपोर्टों से लागू होगा।

कृपया इस पत्र की पावती भेजें।

भवदीय,

हस्ता/-

विशेष कार्य अधिकारी, प्राशासकीय अधिकारी

कृते : मुख्य सचिव, हरियाणा सरकार।

पृ० क्रमांक 36/21/81-एस (I) (I) दिनांक 9 जून, 1981।

एक एक प्रति निम्नलिखित को इस विभाग के पृ० क्रमांक 30/14/80-एस, दिनांक 23 मई, 1980 के संदर्भ में सूचना तथा आवश्यक कार्यवाही हेतु प्रेषित है

प्रमुख अभियन्ता, लोक निर्माण (भवन तथा सड़कें) प्रमुख अभियन्ता लोक निर्माण (सिंचाई) प्रमुख अभियन्ता, लोक निर्माण (जन स्वास्थ्य) कृपया इस पत्र की पावती भेजी जाये।

No. 36/36/81—S(I)

From The Chief Secretary to Government, Haryana

To

- (1) All Head of Departments ;
the Commissioners, Ambala and
Hissar Divisions ; All Deputy Commissioners
and all Sub-Divisional Officers in Haryana.
- (2) The Registrar, Punjab and Haryana
High Court, Chandigarh.

Dated Chandigarh, the 3rd February, 1982.

Subject— Confidential reports Consolidated instructions regarding

Sir,

I am directed to refer to Composite Punjab Government Consolidated Circular letter No. 2334-ASI-60/15708, dated the 3rd May, 1960 (as amended from time to time) on the subject noted above and to say that the Government have decided to make the following further amendments in the instructions:—

The existing Paragraphs 8 (i) and 8 (ii) may be substituted as under :—

8(i) If an officer (a) relinquishes the charge of his post during a reporting year on account of his transfer or retirement or (b) one of his subordinates is transferred or retires during the reporting year, such officer may record remarks in the Confidential files of the officer (s) subordinate to him in respect of the relevant period of the reporting year provided he has not recorded such remarks previously in respect of the same reporting year. Such remarks should be recorded by the retiring officer before the date of his retirement and by other officers as early as possible after relinquishing charge of his previous post.

8(ii) If there is a change in portfolios, a Minister or a Minister of State (incharge of any Department) may, if he had not done so earlier, record remarks on the Confidential files of officers subordinate to him for the year in which change in portfolios took place. Such remarks should be recorded as early as possible after relinquishing charge of his previous portfolio (s).

Yours faithfully,

Joint Secretary General Administration,
for, Chief Secretary to Government, Haryana.

A copy is forwarded for information and necessary action to all Financial Commissioners and All Administrative Secretaries to Government, Haryana.

No. 36/28/81-S (I)

From

The Chief Secretary to Government, Haryana.

To

- (1) All Head of Departments,
Commissioners Ambala and Hissar Divisions,
All Deputy Commissioners and All Sub Divisional
Officers (Civil) in Haryana.
- (2) The Registrar, Punjab & Haryana High Court.

Dated Chandigarh, the 16 August, 1983.

Subject :— Confidential reports-Communication of 'average' reports.

Sir,

I am directed to state that according to explanatory note (i) below para 10 of the consolidated instructions regarding writing of annual confidential reports on the work of officers/officials the remarks in the annual confidential reports which show the overall assessment of the work of an official as 'average' without any other qualifying word or phrase, should not be treated as adverse and need not be communicated to him. Further, according to para 12 of the aforementioned instructions, if a representation is made against adverse remarks it should be entertained only if it is received within three months from the date of receipt of the letter communicating the adverse remarks to the officer/official concerned.

2. However, adverse notice is being taken of 'average' reports at the time of promotion, retention in service beyond 50/55 years etc. It has therefore, been decided that if in the confidential report of an officer/official his work is assessed and graded as 'average' then this report alongwith its gradation should be communicated to him even if the report does not contain any adverse remarks, so that he may make a representation, if he so desires, against the grading of the report. As in the case of the adverse remarks, only one representation will be entertained against 'average' reports. All other instructions regarding representations against adverse remarks will also be applicable to representations against 'average' reports.

3. It has further been decided that a representation against adverse remarks or an 'average' report, should be entertained only if it is received within six months from the date of receipt of the letter communicating the adverse remarks or grading of the report to the officer/official concerned.

Yours faithfully,

Under Secretary General Administration,
for, Chief Secretary to Government, Haryana.

A copy each is forwarded to all the Financial Commissioners, Haryana, All the Administrative Secretaries to Government, Haryana, for information and necessary action.

APPRECIATION LETTERS

Copy of Punjab Government Circular letter No. 472-ASI-64/11586, dated 9th April, 1964 from the Chief Secretary to Government, Punjab, to all Heads of Departments etc., etc.

Subject :—Confidential reports—issue of letters of appreciation

I am directed to invite a reference to the Punjab Government letter No. 2334-ASI-60/15708, dated the 3rd May, 1960, on the above mentioned subject and to state that in para 9 thereof it was specifically mentioned that letters of appreciation should not be issued indiscriminately but only in really deserving cases, in order to encourage good work on an overall assessment of the officer's whole work during the reporting period. The intention behind this really was to ensure that commendatory letters are based on a record of exceptionally good work, and not merely on the performance of routine duties with more than average ability and industry. Since commendations lose much of their value if they are given too easily, it is essential that the greatest care is taken to limit the number of such letters and to grant them only in really deserving cases.

2. Instances have however, come to the notice of the Government where these instructions have not been followed in the spirit in which they were issued, with the result that recommendations for letters of appreciation were made only in a routine manner and not after full and proper consideration of the merits of the work done. And, of the late such recommendations have been found to have been made too frequently, which had even led to an unhealthy tendency among officers to go abegging for such letters.

3. It has, therefore, been considered that the standing instructions on the subject should be brought to the pointed notice of all concerned, so that these may be observed carefully.

In order to further ensure that such recommendations come up after thorough consideration, Government desire that for any good case for acceptance :--

- (a) at least two authorities, when there are two or more such competent authorities, should make the recommendation in clear terms ; and
- (b) the work proposed for commendation should be clearly indicated.

4. It is requested that these instructions may be brought to the notice of all the reporting authorities under your control, for careful compliance. The necessary addition to paragraph 9 of the Circular letter referred to above is also being made.

- 5. The receipt of this letter may please be acknowledged.

Copy of Punjab Government Circular letter No. 3270-ASI-65/11454, dated 3rd April, 1965, from the Chief Secretary to Government, Punjab, to all Heads of Departments etc., etc-

Subject:—Confidential Reports—issue of appreciation letters

I am directed to invite a reference to the Punjab Government letter No. 472-ASI-64/11586, dated the 3rd/9th April, 1964, on the subject noted above, wherein it was decided that before a letter of appreciation could be issued to an officer on the basis of his confidential report, the following conditions should be fulfilled:—

- (a) at least two authorities, when there are two or more such competent authorities, should make the recommendation in clear terms ; and
- (b) the work proposed for commendation should be clearly indicated.

The State Government has, from time to time' been receiving references from the various departments seeking clarification on certain points. The matter has, therefore, been considered further and I am to offer the following clarifications in this behalf :—

- (i) Where there is only one reporting authority and it recommends clearly the issue of an appreciation letter and also indicates the work proposed for commendation, an appreciation letter may be issued in such cases ;
- (ii) In cases where the first reporting authority recommends an appreciation letter in clear terms indicating the work proposed for commendation and the second authority simply endorses it by saying 'I agree', an appreciation letter may be issued as the words 'I agree' amount to endorsing the recommendation of the first reporting authority notwithstanding the fact that the second reporting authority did not clearly say in so many words that an appreciation letter may be issued ;
- (iii) Where two reporting authorities recommended the issue of an appreciation letter and the highest authority does not contradict that recommendation but records the words "Seen" or "No remarks" or simply appends his signature, an appreciation letter may be issued. Where, however, the final authority controverts the recommendation of the lower authority, no letter of appreciation should be issued ;
- (iv) Where the two lower reporting authorities do not recommend the issue of an appreciation letter but the highest authority makes the recommendation for such a letter in clear terms, a letter of appreciation should not be issued straightaway. In such cases, a reference to the two lower reporting authorities, where there are two or more such authorities, should be made asking for their views on the issue of a letter of appreciation. A letter of appreciation should be issued only if at least one of the lower reporting authorities is also of the view that an appreciation letter should be issued.

2. I am to request that these instructions may be brought to the notice of all reporting authorities under your control for careful compliance.

The receipt of this letter may be acknowledged.

विषय:- गोपनीय रिपोर्ट.....प्रशंसा पत्र जारी करना।

हरियाणा के सभी वित्तायुक्त तथा प्रशासकीय सचिव, कृपया उपर्युक्त विषय पर पूर्व पंजाब सरकार द्वारा जारी किए गए अनुदेशों की ओर ध्यान देंगे। जो कि परिपत्र क्रमांक 2334 एम: एम: 1-60/15708 दिनांक 3 मई, 1960 (समयसमय पर यथा संशोधित) में निहित है।

2. यह देखा गया है कि इन अनुदेशों का विभिन्न विभागों द्वारा समान रूप से प्रयोग नहीं किया जा रहा और कुछ ऐसे उदाहरण हुए हैं जिनमें अधिकारियों को प्रशंसा पत्र जारी करने के सम्बन्ध में समान प्रकार के तथ्यों तथा विचारों के होने पर भी उनपर अलग अलग निर्णय लिए गए हैं जो यह प्रत्यक्ष तौर पर अभीष्ट नहीं हैं और इसलिए सरकार ने इस मामले में समानता रखने के लिए यह निर्णय लिया है कि भविष्य में प्रथम श्रेणी के अधिकारियों के ऐसे सभी मामले, मुख्य सचिव, (सेवाएं शाखा में) द्वारा मुख्य मन्त्री को आदेशार्थ भेजे जाएं। इस सम्बन्ध में कृपया सभी विभाग तदानुसार कार्यवाही करें।

3. कृपया इसकी गावती भेजें।

हस्ता/-

उप सचिव, राजनैतिक एवं सेवाएं,
कृते : मुख्य सचिव, हरियाणा सरकार।

एक प्रति निर्मालिखित को सूचनार्थ प्रेषित की जाती है :-

हरियाणा के सभी वित्तायुक्त। हरियाणा के सभी प्रशासकीय सचिव। सभी विभागाध्यक्ष आयुक्त भम्बाला मंडल तथा सभी उपायुक्त, हरियाणा। रजिस्ट्रार पंजाब तथा हरियाणा उच्च न्यायालय तथा हरियाणा के सभी जिला तथा सत्र न्यायाधीश।

मुख्य सचिव, हरियाणा सरकार की ओर से हरियाणा के सभी विभागाध्यक्ष इत्यादि को प्रतिलिपि नं० 2817-एस-71 दिनांक 10 मई, 1971 प्रेषित है।

विषय: गोपनीय रिपोर्ट.....प्रशंसा पत्र जारी करना।

क्या सभी वित्तायुक्त तथा सभी प्रशासकीय सचिव, हरियाणा सरकार कृपया राज्य सरकार के परिपत्र क्रमांक 1624-3एस-71 दिनांक 31 मार्च, 1971 द्वारा उपरोक्त विषय पर जारी किए गए अनुदेशों की ओर ध्यान देंगे जिनमें यह कहा गया था कि समानता रखने के लिए प्रथम श्रेणी के कर्मचारियों के ऐसे मामले जिन में सराहना पत्र देने का प्रस्ताव हो, मुख्य सचिव, हरियाणा सरकार (सेवाएं शाखा) द्वारा मुख्य मन्त्री के आदेश के लिए भेजे जाएं।

2. अब इस मामले पर पुनर्विचार किया गया है और यह निर्णय लिया गया है कि भविष्य में ऐसे सभी केस केस संबंधित विभाग द्वारा सीधे मुख्य मन्त्री महोदय को आदेश के लिए प्रस्तुत किए जाएंगे।

3. इस पत्र की कृपया पावती भेजें।

क्रमांक 4643-3 एस-72121708

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

- (1) हरियाणा के सभी विभागाध्यक्ष,
आयुक्त अम्बाला मण्डल तथा सभी उपायुक्त एवं उप-मण्डल अधिकारी ।
- (2) रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय तथा
हरियाणा के सभी जिला तथा सत्र न्यायाधीश ।

दिनांक, चण्डीगढ़, 21 जुलाई, 1972

विषय: गोपनीय रिपोर्ट—प्रशंसा पत्र जारी करना ।

महोदय,

मुझे निदेश हुआ है कि मैं आपका ध्यान उपर्युक्त विषय पर संयुक्त पंजाब के परिपत्र क्रमांक 2334 ए0एस01-60/15708, दिनांक 3 मई, 1960 के पैरा-9 की ओर दिलाऊँ और बताऊँ कि इस पैरा के नीचे एक्सप्लेनेटरी नोट (II) में यह बताया गया है कि गोपनीय रिपोर्टों के आधार पर जारी किए जाने वाले प्रशंसा पत्र संबंधित कर्मचारियों के नियुक्ति प्राधिकारी या उस प्राधिकारी जो संबंधित कर्मचारी की चरित्र पंजी मेनटेन करता हो, द्वारा जारी किए जाने चाहिए। इसके अतिरिक्त हरियाणा सरकार के परिपत्र अशा: क्रमांक 2817 एस-71, दिनांक 10 मई, 1971 द्वारा यह हिदायतें जारी की गई थीं कि समानता रखने के लिए प्रथम श्रेणी के अधिकारियों के प्रशंसा पत्र जारी करने के सभी मामले संबंधित विभाग द्वारा सीधे मुख्य मन्त्री जी को प्रस्तुत किए जाएं ।

2. प्रथम श्रेणी के अधिकारियों को छोड़कर शेष सभी प्रकार के अधिकारियों। कर्मचारियों के बारे में अब सरकार ने निर्णय लिया है कि इन केसों में प्रशंसा-पत्र उनके संबंधित प्रशासकीय सचिवों द्वारा अनुमोदन किए जाने के पश्चात् ही सक्षम प्राधिकारियों द्वारा जारी किए जाएं ।

भवदीय,

हस्ताक्षर

उप सचिव, राजनैतिक एवं सेवाएं,

कृते: मुख्य सचिव, हरियाणा सरकार ।

एक प्रति निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु भेजी जाती है:—

हरियाणा के सभी वित्तायुक्त । सभी प्रशासकीय सचिव ।

ASSESSMENT

Copy of circular letter No. 3498-ASI-66, dated 2nd April, 1966, from the Chief Secretary to Government. Punjab to the All Heads of Departments, etc., etc.

Subject:—Confidential reports—consolidated instructions regarding IInd amendment of 1963—overall assessment.

I am directed to invite a reference to paragraph 3 of the Punjab Government letter No. 126-ASI-64/2377, dated the 17th January, 1964, in which the following addition was made at the end of paragraph 10 of the consolidated instructions contained in Punjab Government circular letter No. 2334-ASI-60/15108, dated 3rd May, 1960:—

“To facilitate this task grading should be done by the reporting officers. A column for overall assesment should be provided in the form so that the year's work is assessed and graded in the recognised categories namely 'A plus' (outstanding) 'A' (very goon); 'B' plus (Good); 'B' (Average); and 'C' (below average).”

It has come to the notice of the Government that column for overall assessment has not been provided by some of the Departments in their confidential report forms with the result that the overall assesment of the officers is not indicated by the reporting authorities at the time of recording annual confidential reports. It has further been noticed that even where this column for averall assessment has been provided in the report forms, the reporting authorities do not indicate the overall assessment of the officers reported upon. This necessitates the return of confidential reports to the reporting authoriries for indicating the overall assessment. As a result, the confidential reports are delayed considerably and various matters, which has to be decided on the basis of those confidential reports, have also to be kept pending. In order to avoid such eventualities, I am to request that the column for overall assessment should be provided in the form of confidential reports, where it has not already been provided, and the grading of an officer should be indicated in the said column invariably.

2. I am to request that these instructions be brought to the notice of all concerned for information and strict compliance.

CLASS IV EMPLOYEES

Copy of letter No. 7814-ASI-65/27821, dated 10th August, 1965, from the Chief Secretary to Government, Punjab to all Heads of Department Commissioners of Divisions, Deputy Commissioners, District and Sessions Judges and the Sub-Divisional Officers (Civil) and the Registrar, Punjab High Court.

Subject:—Writing of Confidential Reports on Class IV Government Employees.

I am directed to say that the question regarding the maintenance of Confidential personal files on the work of Class IV Govt. employees in the State has been engaging the attention of Govt. for some time past. At present, no confidential reports are recorded on the work of Class IV employees with the result that there is no satisfactory system for the purpose of judging the relative merit of these employees at the time of their promotion etc. It has been considered that the maintenance of regular confidential personal files of this Class of Govt. employees would prove a useful record, which may be utilized for purpose of promotion and confirmation as well as for purposes of general discipline. In view of these considerations, it has been decided that annual confidential reports should hereafter be written in the State and their personal files be maintained as in the case of other Classes of Govt. employees. A simple form of confidential report which may be used in this connection is enclosed.

2. The receipt of this letter may please be acknowledged.

Confidential Report on the work and conduct of Class IV staff for the year _____

1. Name
2. Post held
3. Date of birth
4. Scale of pay
5. Educational Qualification.
6. Branch to which/Office to whom attached.
7. Can he read and write Punjabi/Hindi/English.
8. Observation
 - (i) Intelligence
 - (ii) Amenability to discipline
 - (iii) Honesty and Integrity
 - (iv) Punctuality
 - (v) Devotion to duty
9. Is he fit for promotion to the grade of Jamadar/Daftry/ Record Lifter etc.
10. Are you prepared to retain him under you ?
11. Any other remarks

Remarks of Reporting Officer.

क्रमांक 7012-3एस-72/31509

प्रेषक,

मुख्य सचिव, हरियाणा सरकार

सेवा में,

- (1) हरियाणा के सभी विभाग अध्यक्ष, आयुक्त, अम्बाला मण्डल तथा सभी उपायुक्त एवं उप-मण्डल अधिकारी, हरियाणा।
- (2) रजिस्ट्रार पंजाब तथा हरियाणा उच्च न्यायालय तथा हरियाणा के सभी जिला तथा स्तर न्यायाधीश।

दिनांक चण्डीगढ़, 30 अक्टूबर, 1972/2 नवम्बर, 1972

विषय:—चौथी श्रेणी के कर्मचारियों की वार्षिक गोपनीय रिपोर्ट लिखने बारे

महोदय,

मुझे निदेश हुआ है कि मैं आपका ध्यान उपर्युक्त विषय पर संयुक्त पंजाब सरकार के परिपत्र क्रमांक 7814-एस-65/27821, दिनांक 10 अगस्त, 1965 (प्रति संलग्न है) की ओर दिलाऊँ और बताऊँ कि उपरोक्त पत्र के साथ चतुर्थ श्रेणी के कर्मचारियों की वार्षिक गोपनीय रिपोर्ट लिखने के लिए फार्म निर्धारित किया गया था। सरकार ने अब इस मामले पर पुनः विचार किया है और निर्णय लिया है कि चौथी श्रेणी के कर्मचारियों के गोपनीय रिपोर्ट फार्म में से निम्नलिखित कालम को हटा दिया जाए:—

(9) It be fit for promotion to the grade of Jamadar/Daftri/Record Lifter etc.

तथा इस के स्थान पर निम्नलिखित नया कालम जोड़ दिया जाए:—

“ Whether the employee has been able satisfactorily to discharge the duties of his office”

2. कृपया इन अनुदेशों के अनुसार आईन्दा कार्यवाही की जाए और गोपनीय रिपोर्ट फार्मों में आवश्यक तबदीली करली जाए।

भवदीय

हस्ताक्षर

उप-सचिव, राजनैतिक एवं सेवाएं,

कृते : मुख्य सचिव, हरियाणा।

एक-एक प्रति हरियाणा के सभी वित्तायुक्त तथा हरियाणा के सभी प्रशासकीय सचिवों की सचनार्थ एवं आवश्यक कार्यवाही हेतु भेजी जाती है।

RELATIONSHIP

Copy of letter No. 14102-G-1-57/22998, dated 15th November, 1957, from the Chief Secretary to Government, Punjab, to all Heads of Departments etc. etc.

Subject :— Relationship between the Deputy Commissioners and the Departmental Officers in the District.

I am directed to address you on the subject neted above and to say that after considering the question very carefully government have decided that as far as relationship between the Deputy Commissioners and the Departmental Officers in the District is concerned, the Deputy Commissioner would be a co-ordinator and he will have authority to call for advice and assistance from all Departmental Officers posted in his district, Moreover, he will also be competent to write the annual confidential reports of District Officers of the other Department posted in his district, but his remarks would be confined merely to—

- (i) reputation for honesty; and
- (ii) relationship with public,

So far as Police Officers are concerned, it has, however, been decided that no change is necessary in the present rules and procedure.

Copy of letter No. 10542-GIII-59/26741 dated the 17th December, 1959, from the Chief Secretary to Government, Punjab, Chandigarh, to all Head of Departments., etc. etc.

Subject ;—Relationship between the Commissioners/Deputy Commissioners and Divisional Officers/ District Officers in Divisions/Districts.

I am directed to refer to the instructions contained in Punjab Government letters No. 14102-GI-57/22998, dated the 15th November, 1957 and No. 9180-GIII-59/22659, dated the 20 November, 1959, regarding the relationship between Deputy Commissioners and Departmental Officers, in the districts and to state that after careful consideration, Government have decided that these instructions should apply mutatis mutandis to the Commissioners of Divisions vis-a-vis Divisional Heads of Departments. I am also to state that besides recording remarks with regard to (i) reputation for honesty and (ii) relationship with public, of district and divisional officers of various departments, the Commissioners and Deputy Commissioners will also record remarks in regard to their work in the matter of implementing development schemes and policy of Government.

Copy of Punjab Government Circular letter No. 3482-ASI-61/25298, dated 11th July, 1961, from the Chief Secretary to Government, Punjab, to all Heads of Departments, etc., etc.

Subject :—Relationship between the Commllsioaers/Deputy Commissioners and Divisional Officers/ District Officers in Divlions/Districts.

I am directed to refer to the instructions contained in Punjab Government circular letters No. 14102-GI-57/22998, dated the 15th November, 1957, No. 9180-GIII-59/22659, dated the 20th November, 1959 and No. 10542-GIII-59/26741, dated the 17th December, 1959, on this subject.

It has been laid down in paragraph 10 of Punjab Government circular letter No. 2334-ASI-61/15708, dated the 3rd May, 1960, regarding confidential reports that adverse remarks in all cases should be communicated. It has further been amplified in explanatory note (i) under this paragraph that only the adverse remarks recorded or endorsed by the highest authority reporting on an officer, should be communicated. In the ordinary departmental hierarchy it is easy to determine who is the highest authority reporting on an officer, but it is difficult to do so where the Deputy Commissioner and the Commissioner are the additional reporting authorities on Divisional/District level departmental officers. A question has arisen as to what weight should be attached to the remarks recorded by the Deputy Commissioner/Commissioner vis-a-vis those recorded by the departmental reporting authorities. After careful consideration, Government have decided that where an adverse remark has been recorded by the Deputy Commissioner/Commissioner, it should invariably be conveyed even though the departmental reporting authorities have disagreed with it. Where however, the Commissioner disagrees with the Deputy Commissioner, the Deputy Commissioner's remarks need not be conveyed.



No. 10250-ASI-65/40176

From

Sirdar Gyan Singh Kahlon, I.C.S.
Chief Secretary to Government, Punjab.

To

All Heads of Departments, Commissioners of Divisions, Deputy Commissioners, District and Sessions Judges, Sub-Divisional Officers (Civil) in the Punjab and the Registrar, High Court, Punjab.

Dated Chandigarh, the 15th December, 1965.

Subject:—Confidential reports time-limit for making representations against adverse remarks.

Sir,

I am direct to invite a reference to paragraph 12 of the Punjab Government Instructions contained in circular letter No. 2334-ASI-60/15708, dated the 3rd May, 1960 as amended,---*vide* Punjab Govt. letter No. 5515-ASI-61/25297, dated the 11th July 1961 which reads as follows: --

“Time limit for filing representation against the adverse remarks and the authorities to who the representations are to be addressed.

- (I) As stated above, Government do not encourage representations against adverse remarks. But if a representation is made, it should not be entertained unless it is received within three months from the date of the letter communicating adverse remarks to the officer/official concerned. Government wish to make it clear this time-limit should be followed rigidly and that time-barred representations should be rejected. It is dangerous to allow officers to go on putting up representations whenever they think the situation is favourable to them and *post facto* attempts to clean up personal files must be resisted.
- (II) The representation against adverse remarks may be addressed direct to the authority conveying the adverse remarks.”

As is clear from the above-mentioned instructions, this time-limit of three months for making representations against adverse remarks is required to be followed strictly. Accordingly, if an officer wants to represent against adverse remarks, he must do so within this prescribed time-limit and time-barred representations should be rejected straightaway.

2. Instance have, however, come to the notice of Government where certain officers, who wanted to represent against adverse remarks, could not do so because they were unable to lay hands on the relevant record in order to prepare their representations. The matter had been considered by Government and it has been felt that in such cases the officer/official concerned should promptly intimate to the authority conveying the adverse remarks that he would be making a detailed representation after examining the relevant record. As far as possible, the detailed representation should also be sent within the prescribed time limit of three months; but where this is not practicable owing to the circumstances beyond an officer's control and the authority dealing with the representation is satisfied about it, the representation may be entertained and dealt with as if it had been received within the prescribed time limit of three months.

3. I am to request that these instructions may be brought to the notice of all concerned for information and compliance.

Yours faithfully,

P.H. VAISHNAY

Deputy Secretary Administration and Political
for Chief Secretary to Government, Punjab.

NO. 2180-4GSI-66)

From

The Chief Secretary to Government, Punjab.

To

All Heads of Departments, The Registrar, Punjab,
High Court, Commissioners of Divisions, District and
Sessions Judges, Deputy Commissioners, and Sub-Divisional
Officers (Civil) in the Punjab.

Dated Chandigarh, the 10th May, 1966.

Sir,

I am direct to refer to Punjab Government letter No. 9369-G-51/1881, dated the 12th February, 1952, which lays down the instructions for the sub-mission and receipt of memorials and petitions from persons who are, or have been in the Civil service of the Punjab State. Under para 2(1) of these instructions a Govt. employee is competent to file a memorial to the Governor in respect of matters arising out of such employment. The question whether a memorial against adverse remarks in the confidential report of Govt. employees is admissible or not has been considered at length and it has now been decided that no memorial lies against adverse remarks communicated to the employee on basis of his confidential report. Accordingly para 2 (1) of the memorial instructions may be amended to read as follows:

These instructions that apply to memorials addressed to the Governor of Punjab or the State Govt. by persons who are, or have been in the Civil service of the Punjab State in respect of matters arising out of such employment; or in respect of the termination of such employment and who are or were subject to the rule making power of the Governor. However, these instructions will not apply to representations made against adverse remarks communicated on the basis of annual confidential reports.

Yours faithfully,

(Sd.).....

Deputy Secretary, General Administration,
for Chief Secretary to Govt., Punjab.

A copy forwarded to the Financial Commissioners, Punjab and the Administrative Secretaries to Govt., Punjab for information and necessary action.

No. 5120-3S-67/

From

The Chief Secretary to Government, Haryana.
Chandigarh.

To

1. All heads of Departments, the Commissioner, Ambala Division, and all Deputy Commissioners and Sub-Divisional Officers (Civil) in Haryana.
2. The Registrar, Punjab and Haryana High Court, and all District and Sessions Judges in Haryana.

Dated Chandigarh, the 1st December, 1967.

Subject:— Maintenance of confidential rolls.

Sir,

I am directed to enclose a copy of the Government of India, Ministry of Home Affairs, letter No. 51/2/67-Ests. (A), dated the 18th August, 1967, with that of its enclosure, for your information and guidance.

2. The instructions contained in para 2 of the above mentioned enclosure should also be followed in the case of this State Government Officers who are deputed to other Departments/State Governments/Government of India or are on foreign service.

Yours faithfully,

(Sd.).....

Section Officer (Services).

for Chief Secretary to Government, Haryana.

A copy with a copy of the enclosures is forwarded for information and guidance, to:

1. The Financial Commissioner, Haryana.
2. All Administrative Secretaries to Government, Haryana.

Copy Office memo 51/2/67 Ests. (A), dated the 18th August, 1967 from the Under Secretary to the Government of India, Ministry of Home Affairs, New Delhi to all Ministries/Departments etc. of the Government of India.

OFFICE MEMORANDUM

Subject :—Maintenance of confidential rolls.

The undersigned is directed to state that certain doubts have been raised as to the authority who should maintain the confidential rolls of the Central Government Officers who are deputed to other Departments/State Governments, or are on foreign service, and what should be the periodicity of the rendition of these reports.

It is hereby clarified that the parent department of the Government servant should maintain the character rolls of such officers and the periodicity of the rendition of confidential reports should conform to the periodicity adopted in his parent department. It will be the responsibility of the parent department to obtain the reports of their officers on deputation and maintain them.

In so far as the personnel serving in the Indian Audit and Accounts Department are concerned these instructions have been issued after consultation with the C. & A. G.

Copy to the letter No. 51/2/67—Ests. (1), dated the 18th August, 1967 from the Under Secretary to the Government of India, Ministry of Home Affairs, to the Chief Secretaries to all State Governments and Union Territories.

I am directed to enclose for the information and guidance of the State Government a copy of the Ministry of Home Affairs Office Memo. No. 51/2/67-Ests. (A), dated the August, 1967.

संख्या 1910-3 एस-69/18079

प्रेषक

मुख्य सचिव, हरियाणा सरकार

सेवा में

हरियाणा के सभी विभागाध्यक्ष,
आयुक्त, अम्बाला मण्डल, तथा
उभी उपायुक्त और उप-मण्डल अधिकारी ।

दिनांक चण्डीगढ़ : 23 जुलाई, 1969

विषय: वार्षिक गोपनीय रिपोर्ट-प्रतिकूल अभ्युक्तियां सूचित करना ।

महोदय,

मुझे ऊपर लिखे विषय की ओर ध्यान दिलाने और यह कहने का निदेश हुआ है कि संबंधित कर्मचारी यों यों वार्षिक गोपनीय रिपोर्टों की प्रतिकूल अभ्युक्तियां सूचित करने के बारे में एक बात स्पष्ट करना जरूरी हो गया है। ऐसे उदाहरण देखने में आए हैं, जहां प्रतिकूल अभ्युक्ति के प्रति प्रतिवेदन आने पर जब उन्हें अभ्युक्ति लिखने वाले अधिकारियों के पास टिप्पणी के लिए भेज दिया जाता है तो वे लिखते हैं कि अभ्युक्तियां प्रतिकूल नहीं थीं बल्कि उपदेशक थीं। इस विषय पर विचार किया गया है, और यह स्पष्ट है कि इस तरह की स्थिति उचित नहीं और मानी नहीं जा सकती, कि कोई अभ्युक्ति प्रतिकूल न हो बल्कि उपदेशक हो। इस का कारण यह है कि उपदेश देने का प्रश्न केवल तभी उठता है, जब त्रुटि या दोष के रूप में कोई प्रतिकूल बात नजर आई हो, अन्यथा उपदेश देने का प्रश्न ही नहीं उठता। इस के अतिरिक्त यह दरतूर है कि जब कभी किसी कर्मचारी को प्रतिकूल अभ्युक्ति सूचित की जाती है, उस के साथ हमेशा यह उपदेश दिया जाता है कि उसे संबंधित दोष को दूर करने के लिए प्रयत्न करने चाहिए। इस लिए यह स्पष्ट है कि इस तरह का कथन कि अभ्युक्ति प्रतिकूल नहीं बल्कि केवल उपदेशक है, स्वविरोधी है और इसे उचित नहीं कहा जा सकता; तथा यदि कोई उपदेश दिया जाए तो यह केवल किसी दोष के संबंध में हो सकता है जिसे दूर करना होगा। अतः यह अनुरोध किया जाता है कि जब भी वार्षिक रिपोर्ट में अभ्युक्तियां लिखी जाती हैं या ऐसी अभ्युक्तियों के विरुद्ध प्रतिवेदन पर विचार किया जाता है तो आप और आप के अधीन काम करने वाले कर्मचारियों को यह स्थिति सावधानी से ध्यान में रखनी चाहिए।

2. आप से अनुरोध है कि इस पत्र की प्राप्ति भेजी जाए।

भवदीय,

हस्ता:

उप-सचिव, राजनैतिक एवं सेवाएं
कृते: मुख्य सचिव, हरियाणा सरकार।

एक-एक प्रति :—

वित्त कमिश्नर, राजस्व, सभी प्रशासकीय सचिव, हरियाणा सरकार को सूचनार्थ भेजी जाती है।

संख्या 6186-3 एस-69/

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

हरियाणा के सभी विभागाध्यक्ष, आयुक्त, अम्बाला मण्डल
तथा सभी उपायुक्त और उप-मण्डल अधिकारी ।

दिनांक चण्डीगढ़, 10 दिसम्बर, 1969 ।

विषय: गोपनीय रिपोर्ट—प्रतिकूल कथनों के विरुद्ध प्रतिवेदन ।

श्रीमान जी,

मुझे प्रतिकूल-कथन के विरुद्ध प्रतिवेदनों से संबंधित परिपत्र संख्या 2334-ए-एस-1-60/15708, दिनांक 3 मई, 1960 में उल्लिखित सरकारी अनुदेशों के पैरा 11 की ओर ध्यान दिलाने तथा यह कहने का निदेश हुआ है कि सरकार के ध्यान में ऐसे मामले आए हैं जिन में यह बताया गया था कि रिपोर्ट करने वाले अधिकारियों ने प्रतिकूल कथन कदाशय से दर्ज किए हैं । परन्तु बाद में यह प्रतीत हुआ है कि ऐसा आरोप गलत था और बिना सोचे समझे तथा बिना आधार या औचित्य के लगाया गया था । सरकार इसे गम्भीर मामला समझती है और अनुभव करती है कि वह इस तरह के दोष के प्रति सख्त कार्यवाही की जाए क्योंकि यह अत्यन्त आपत्तिजनक तथा अनुशासन के विरुद्ध है । इस लिए इस बात पर जोर दिया जाता है कि सरकारी कर्मचारियों को इस संबंध में विशेष सावधानी बरतनी चाहिए और यह नोट कर लेना चाहिए कि यदि कोई कर्मचारी इस प्रकार की चूक करे और कदाशय का निराधार आरोप लगाए तो वह अनुशासनात्मक कार्यवाही का भागी होगा ।

2. आप से अनुरोध है कि ये अनुदेश आप के नियन्त्रण के अधीन काम कर रहे सभी सरकारी कर्मचारियों के ध्यान में सूचना एवं मार्गदर्शन के लिए लाए जायें ।

भवदीय,

आर०डी० माथुर

सहायक सचिव, (प्रशासन)

कृते : मुख्य सचिव, हरियाणा सरकार ।

एक प्रति निम्नलिखित को सूचना के लिए भेजी जाती है :—

वित्तायुक्त, राजस्व, हरियाणा । सभी प्रशासकीय सचिव, हरियाणा सरकार ।

क्रमांक 6838-3एस-71/31493

प्रेषक,

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

- (i) हरियाणा के सभी विभागाध्यक्ष,
आयुक्त अम्बाला मण्डल, तथा सभी उपायुक्त और उप-मण्डल अधिकारी
- (ii) रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय तथा हरियाणा के सभी जिला तथा स्तर न्यायाधीश ।

दिनांक चण्डीगढ़ 3/8 नवम्बर, 1971 ।

विषय : गोपनीय रिपोर्ट—प्रतिकूल कथनों के विरुद्ध अभिवेदन ।

महोदय,

मुझे निदेश हुआ है कि मैं आप का ध्यान उपर्युक्त विषय पर हरियाणा सरकार के परिपत्र क्रमांक 6186-3एस-69 दिनांक 10 दिसम्बर, 1969 की ओर दिलाऊँ और कहूँ कि यह बहुत असंतोषजनक तथा डीसटरविग बात है कि उपरोक्त पत्र में जारी की गई हिदायतों के बावजूद भी कुछ ऐसे केसिज सरकार के ध्यान में आए हैं जिन में (प्रतिकूल विचारों के विरुद्ध अभिवेदनों में) वरिष्ठ अधिकारियों के खिलाफ irresponsible और reckless तौर पर mala fide की allegations लगाई जाती हैं अर्थात् कर्मचारी/अधिकारी द्वारा वार्षिक गोपनीय रिपोर्टों में दर्ज प्रतिकूल कथनों के विरुद्ध अभिवेदनों में रिपोर्टिंग आफिसरों के विरुद्ध झूठे तथा बेबुनियाद एलीगेशनज लगाई जाते हैं। यह डिसिपलीन के विरुद्ध कार्यवाही है और सरकार इसे गंभीरता से देखती है। यह निर्णय किया गया है कि इस तरह के दाँष के लिए सख्त कार्यवाही की जाये तथा संबंधित कर्मचारी/अधिकारी को सरकार की नाराजगी व्यक्त की जाये (जिस की एक प्रति कर्मचारी/अधिकारी की चरित्र पंजी में भी रखी जाये) या और कोई उचित अनुशासनिक कार्यवाही की जाए। इस लिए इस बात पर जोर दिया जाता है कि सरकारी कर्मचारियों/अधिकारियों को प्रतिकूल विचारों के विरुद्ध अभिवेदन करते समय विशेष सावधानी बरतनी चाहिए ।

2. आप से अनुरोध है कि ये अनुदेश आप के नियन्त्रण में काम कर रहे सभी सरकारी कर्मचारियों के ध्यान में सूचना एवं मार्गदर्शन के लिए लाए जाएं ।

भवदीय,
हस्ताक्षर

उप सचिव, राजनैतिक एवं सेवाएं,
कृते : मुख्य सचिव, हरियाणा सरकार ।

एक एक प्रति निम्नलिखित को सूचना के लिए भेजी जाती है:—

वित्तायुक्त राजस्व, हरियाणा तथा हरियाणा के सभी प्रशासकीय सचिव ।

No. 5990—3S—73/10832

From

The Chief Secretary to Government, Haryana.

To

All Heads of Departments,
Commissioners of Divisions,
All Deputy Commissioners and
Sub-Divisional Officers of Haryana.
Dated Chandigarh, the 7th May, 1974.

Subject :—Conveying of adverse remarks.

Sir,

I am directed to say that para 10 of the consolidated instructions regarding confidential reports provides that an employee should not, at any time, be kept ignorant about the reporting officer's opinion and adverse remarks wherever recorded in the annual confidential reports should be conveyed, promptly. The consolidated instructions also provide that all authorities entrusted with the responsibility of maintaining annual confidential reports should ensure that adverse remarks are so conveyed and further more no notice should be taken of adverse remarks if they have not been conveyed.

2. In spite of the clear instructions on this subject, it has been noticed that lapses in this respect on the part of authorities responsible for maintaining the annual confidential reports have only been too many. Such lack of action nullifies the very purpose of maintaining the confidential record. Government feel much concerned about the inaction of competent authorities at various levels in this connection and in order to ensure that necessary action is taken by them in future, it has been decided that a certificate as indicated below should be furnished by all Heads of Offices, Heads of Departments and Administrative Secretaries by the end of June each year:

“Certified that A. C. Rs. of all Government employees for the year—————maintained by this office have been checked and adverse remarks wherever contained have been conveyed to the employees concerned.”

This certificate shall be submitted by the Heads of Offices to the Heads of Departments by the Heads of Departments to the Administrative Secretaries and by the Administrative Secretaries to the Chief Secretary.

3. It is also made clear that any lapse on the part of the competent authorities in not conveying to the employees concerned adverse remarks which should be conveyed, shall be taken serious note of in future.

The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/—

Deputy Secretary Political & Services,
for, Chief Secretary to Government, Haryana.

क्रमांक 3784-3एस-74/

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में,

1. हरियाणा के सभी विभागाध्यक्ष, आयुक्त अम्बाला तथा हिसार मंडल, सभी उपायुक्त तथा उपमंडल अधिकारी ।
2. रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायलय तथा हरियाणा के सभी जिला तथा सत्र न्यायधीश ।

दिनांक चंडीगढ़ 8 अक्टूबर, 1974

विषय :-

वार्षिक गोपनीय रिपोर्ट में दर्ज प्रतिकूल विचार व्यक्त करने वाले पत्र पर ऐसे विचारों के विरुद्ध किए गए अभिवेदन व उस पर लिए गए निर्णय का वर्णन ।

महोदय,

गोपनीय रिपोर्टों सम्बन्धी समेकित हिदायतों के पैरा 10 (बी) तथा 13 (1) (बी) में यह कहा गया है कि वार्षिक गोपनीय रिपोर्ट में दर्ज प्रतिकूल टिप्पणियां सम्बन्धित अधिकारी को तुरन्त व्यक्त की जानी चाहिए तथा प्रतिकूल विचार व्यक्त करने वाले पत्र की एक प्रति सम्बन्धित कर्मचारी की चरित्र पंजी में रखी जानी चाहिए । कर्मचारियों की पदोन्नति तथा अन्य सेवा मामलों पर निर्णय लेते समय चरित्रपंजियों के आधार पर रिकार्ड का मूल्यांकन करने में कई बार यह कठिनाई सहसूस की जाती है कि यह पता नहीं लगता जो प्रतिकूल विचार किसी कर्मचारी को व्यक्त किए गए हैं क्या उनके खिलाफ कोई अभिवेदन लम्बित है या नहीं ।

2. सरकार ने इस मामले पर विचार किया है और यह निर्णय लिया है कि जो प्रतिकूल विचार व्यक्त किए जाए, यदि उनके खिलाफ कोई अभिवेदन प्राप्त हो तो उस का जिक्र प्रतिकूल विचार करने वाले पत्र पर कर दिया जाए कि "अभिवेदन पत्र दिनांक-----लम्बित है" और जब उस अभिवेदन पर फैसला हो जाए तो उस फैसले का जिक्र (यदि अभिवेदन स्वीकार न किया जाए) भी उसी पत्र पर कर दिया जाए । यदि प्रतिकूल विचार हटाने का फैसला लिया जाता है तब तो उक्त पत्र तथा प्रतिकूल विचार मूल रिपोर्ट से ही हट जाएंगे । इस प्रकार कार्यवाही से रिकार्ड के मूल्यांकन करने वाली एगोरिटी के ध्यान में पूरी स्थिति आ जाएगी । कृपया इसकी पावती भेजें ।

भवदीय,

उप सचिव राजनैतिक एवं सेवाएं,
कृते : मुख्य सचिव, हरियाणा सरकार ।

एवं एक प्रति वित्तायुक्त। हरियाणा तथा हरियाणा के सभी पशासकीय सचिवों को सूचनार्थ तथा आवश्यक न्यर्बाही हेतु भेजी जाती है।

No. 953-3S-75/

From

The Chief Secretary to Government, Haryana.

To

All Heads of Departments Commissioner of Divisions, All Deputy Commissioners
and Sub-Divisional Officers of Haryana.
Dated Chandigarh, the 1st May, 1975

Subject :—Conveying of adverse remarks.

Sir,

I am directed to refer to the Haryana Government circular letter No. 5990-3S-73/10852, dated the 7th May, 1974 on the Subject noted above in which it was again emphasised that the adverse remarks wherever recorded in the annual confidential reports should be conveyed promptly as failure to convey such remarks nullifies the very purpose of maintaining the annual confidential record.

2. Despite repeated instructions, instances have come to the notice of the Government where in adverse remarks given in the earlier confidential report were not conveyed to the persons concerned. Some Departments have also been seeking the advice of the Government when questions regarding promotion, crossing of efficiency bar or retention in Government service beyond the age of 50/55 years of the employees arise, asking whether the uncommunicated adverse remarks appearing in the earlier confidential reports could be communicated to the officer/official concerned at a belated stage.

The Government has carefully considered the whole matter and has decided that it would not be proper to convey very old adverse remarks appearing in the earlier reports as it would put the concerned officer/official at undue disadvantage in the matter of submission of representations. It has, therefore, been decided that the uncommunicated adverse remarks appearing in reports earlier than for the year 1971-72 should not be conveyed now and that the uncommunicated adverse remarks should not be taken into consideration when cases for promotion, crossing of efficiency bar and retention in service beyond the age of 50/55 years are decided. However, adverse remarks, if any, appearing in the annual confidential reports for the years 1971-72, 1972-73, and 1973-74 which have not been conveyed so far should be conveyed to the officer/official concerned immediately. It is again requested that you should kindly ensure that adverse remarks given in the annual confidential reports for the year 1971-72 and onwards are conveyed promptly. In future any laps on the part of the competent authority in the matter of conveying to the officer/official concerned adverse remarks which should have been conveyed will be viewed seriously.

4. In order to ensure that the action in conveying the adverse remarks is taken invariably and that no lapse takes place, you should kindly nominate an officer in your Department for this work and his designation should be intimated to the Chief Secretary to Government in the Service Department. This officer shall furnish a certificate to the concerned authority as indicated in para 2 of the letter dated the 7th May, 1974 referred to above at the end of June each year (in the case of Education Department at the end of October each year) that adverse remarks given in the A.C.R.'s maintained in that Department have been communicated to the officer/official concerned.

5. Receipt of this letter may kindly be acknowledged.

Yours faithfully

Sd/-
Deputy Secretary, Political & Services,
for Chief Secretary to Government, Haryana.

A copy is forwarded to the Financial Commissioner, Haryana and all Administrative Secretaries to Government, Haryana for information and necessary action.

No. 60/12/82-S(I)

From

The Chief Secretary to Government, Haryana.

To

- (1) All Heads of Departments,
Commissioner Ambala/Hissar Divisions,
All Deputy Commissioners and
All Sub-Divisional Officer in Haryana.
- (2) The Registrar, Punjab and Haryana,
High Court.

Dated Chandigarh, the 14th June 1983.

Subject : Comments of the retired officers on the adverse remarks recorded by them while in Service.

Sir,

I am directed to refer to Haryana Govt. letter No. 8367-3S-71/36929, dated 23-12-71 vide which explanatory note (iii) below paragraph 8 to the consolidated instructions regarding Confidential Reports was added as under :—

“An Officer who has retired from service will not be competent to record remarks in the confidential reports of officers/subordinates who worked under him.

But there is no provision as to whether the comments of those retired officers can be obtained after their retirement on the representation submitted against the adverse remarks recorded by them while they were in service. In light of the above, the matter has been examined and it has now been decided that the comments of the reporting officer who has retired after recording his remarks as the reporting authority, can be called for if the circumstances of the case so warrant. While doing so, however, the convenience of the retired officer, the expediency of such a course of action and other relevant circumstances should no doubt be considered. I am, therefore, to request that the decision of the Government may kindly be brought to the notice of all concerned for further necessary action.

Yours faithfully,

Joint Secretary General Administration,
for Chief Secretary to Government Haryana.

A copy each is forwarded for information and necessary action to :—

All the Financial Commissioners, Haryana and

All Administrative Secretaries to Govt. Haryana.

PART V

CONFIRMATION OF GOVT. EMPLOYEES

Copy of letter No. 10405—4GS-62/30948, dated the 24th September 1962 from Sirdar Gyan Singh Kahlon, I.C.S., Chief Secretary to Government, Punjab, to all Heads of Departments, etc. etc.

Subject :—Procedure to be followed in cancelling the erroneous confirmation of Junior Officers.

I am directed to address you on the subject cited above and to say that there may be instances of some competent authorities having issued orders confirming temporary or officiating employees in permanent posts even though the employees concerned were not qualified in all respects for such confirmation under the relevant statutory rules, executive orders or administrative instructions. In all such cases the confirmation so made would have the effect of withholding or postponing confirmation of other employees, who may be otherwise qualified in all respects for confirmation. Government take serious notice of such erroneous orders of confirmation which need to be regularized without delay. It is, however, felt that there being no clear instructions issued on the subject so far, authorities concerned, might be confronted with procedural difficulties in cancelling the orders already passed even though erroneously.

2. After careful consideration of the whole matter it has been decided on the analogy of instructions issued by the Government of India in the Ministry of Home Affairs, that the following procedure should be observed in cancelling the erroneous orders of confirmation :—

(1) An order of confirmation which is clearly contrary to the relevant statutory rules may be cancelled by the competent authority straightaway; for.

Where the order of confirmation was *ab initio* void as it was *ultra vires* of the relevant rules and cancellation of the order would be justified on the ground that there was no valid subsisting order at all and the act of cancellation is a mere formality. The effect of cancellation would be to put the employees concerned in a position of never having been confirmed.

(2) An order of confirmation which is contrary to executive orders or administrative instructions may be cancelled by the competent authority, if such erroneous order of confirmation has operated to the prejudice of some identifiable person who would otherwise have been confirmed if the orders had been correctly applied for.

Where the order of cancellation would be just and equitable as the confirmation of the employee concerned, operates unfairly to the detriment of another employee who would have otherwise been confirmed. Such cancellation will not have the effect of doing any injustice to the employee whose confirmation is cancelled since he was under the executive order or administrative instructions in force not entitled to confirmation.

3. The question of the applicability of Article 311 of the Constitution of India to such cases is not free from doubt. It is, however, safer to comply with these provisions. In a case of this nature, the provisions of Article 311 can be complied with by coming to a conclusion and then communicating the conclusion and documents etc. to the officer and asking him to show cause why he should not be deconfirmed or the orders of his confirmation should not be cancelled. The competent authority would, if the officer so desires have to hear him and let him place any material he may like before it. The Government of India have also observed that before deconfirming persons in such cases a notice to show cause should be given to them in consonance with the principles of natural justice.

4. I am to request that the above instructions may please be brought to the notice of all concerned for strict compliance.

5. The receipt of this letter may please be acknowledged.

Copy of Punjab Government Circular letter No. 4091-ASII-60/20836, dated 8th June, 1960 from the Chief Secretary to Government Punjab to all Heads of Departments, etc. etc.

Subject :—Efficiency Bars.

Sir,

I am directed to point out that doubt had arisen as to the policy to be followed in deciding the question of allowing a Government servant to cross the efficiency bar when he is subject to an enquiry or some other departmental proceedings. The point at issue was whether at the time of examining the question of allowing an officer/official to cross the efficiency bar :

(a) his conduct and record upto the date on which he was due to cross the bar should be kept in view.

(b) whether subsequent developments are also to be taken into account.

2. The question has been considered and it has been decided that in a case where the question of crossing the efficiency bar has not been decided before the due date the decision on it should be based on consideration of the officer/official's record and conduct up to the date on which the crossing of the efficiency bar became due. It may be added that allowing the officer to cross the efficiency bar with effect from the due date, notwithstanding his subsequent conduct, will not have any effect on the punishment which may have to be awarded to him for any misconduct after the date from which he is allowed to cross the bar. It would, however, be advisable to inform the officer at the time when he is allowed to cross the efficiency bar, should be the decision, that the fact that he has been allowed to cross the bar is independent of the action which may be taken against him on the basis of disciplinary proceedings.

3. The analogy of this decision will not ipso facto apply to cases of confirmation or promotions. In such a case, where an officer/official is due for confirmation or promotion from a particular date, his work and conduct subsequent to that date and prior to the date of decision may also for good reasons, constitute an important relevant factor in deciding or deferring the matter.

Copy of Punjab Government Circular letter No. 8372-3GS(II)-65/34785, dated 19th October, 1965, from the Chief Secretary to Government, Punjab, to all Heads of Departments etc. etc.

Subject :—Confirmation of Government Servants.

I am directed to address you on the subject noted above and to say that it has been brought to the notice of Government that whenever decisions for the conversion of temporary posts/Departments into permanent ones are taken, no action is sometimes taken to confirm the officials concerned against these posts. It is essential that officials are confirmed as soon as permanent posts become available. I am, therefore, request you to ensure that in future immediate steps are taken in this respect so that unnecessary hardship is not caused to the officials concerned.

2. These instructions may be brought to the notice of the all Government Servants concerned under your control for information and strict compliance.

PART VI

Copy of U.O. No. 9875-GS-63, dated 21st August, 1963, from Chief Secretary to Government, Punjab to all Administrative Secretaries to Government, Punjab.

Subject :—Classification of posts/services.

The following are the broad criteria which are observed for the declaration of posts/services as Class I or Class II :—

- (a) Class I/posts/services.—All Gazetted posts the maximum of which exceeds Rs. 1,000.
- (b) Class I (Junior) posts/services.—This is a Class in existence peculiar to Punjab and, at present, Engineers in the P.W.D. in the time scale of Rs. 375-925 are so classified, while the existing category may continue, no new posts may be added to it.
- (c) Class II posts/Services.—All other gazetted posts the maximum of which is Rs. 550 or above but does not exceed Rs. 1,000.

These are only general considerations and are not intended to apply automatically to any existing or new posts/services. The Administrative Departments may keep in view the above criteria while recommending classification of posts/services to this Department, or framing service rules.

विषय :— पद/सेवाओं का वर्गीकरण ।

क्या :—

- (1) वित्तियुक्त, हरियाणा सरकार ।
- (2) सभी प्रशासकीय सचिव, हरियाणा सरकार

उपर्युक्त विषय पर संयुक्त पंजाब सरकार के अशा- क्रमांक 9875-6 जी: एस-63, दिनांक 21-8-63 (प्रति संलग्न की जाती है) की ओर ध्यान देने की कृपा करेंगे ।

2. कुछ समयपूर्व से उपरोक्त अशासकीयपत्र में राजपत्रित पदों की श्रेणी—I में अपग्रेड करने के लिए वेतन की जो 1000/- रुपये से अधिकतम की सीमा निर्धारित की हुई है और जो पदों के ग्रेड में परिशीलन करने के कारण अप्रचलित हो गई है, को बढ़ाने का प्रश्न सरकार के विचाराधीन रहा इस सम्बन्ध में सरकार ने विस्तार-पूर्वक विचार के पश्चात् यह निर्णय लिया है कि अब किसी राजपत्रित पद को क्लास-I तब ही बनाया जाएगा जिस पद के ग्रेड को अधिकतम 1100/- रुपये या इससे अधिक होगा । इस निर्णय अनुसार ऐसे सभी पदों को अटोमैटीकली श्रेणी-I का घोषित नहीं किया जा सकेगा बल्कि इस आधार पर प्रत्येक प्रस्ताव के औचित्य को देखते हुए ही इस बारे में निर्णय किया जाएगा तथा सभी प्रस्ताव इस विभाग को विचारार्थ तथा-निर्णय के लिए भेजे जायेंगे ।

हस्ता

उप सचिव, राजनैतिक एवं सेवायें,
कृते: मुख्य सचिव, हरियाणा सरकार ।

सेवा में

वित्तियुक्त, सभी प्रशासकीय सचिव, हरियाणा सरकार ।

अशा: क्रमांक 7006-2 जी: एस-1-72, दिनांक चण्डीगढ़ 1 दिसम्बर, 1972

विषय :— पदों/सेवाओं का वर्गीकरण ।

क्ला :—

- (1) वित्तायुक्त हरियाणा सरकार,
- (2) सभी प्रशासकीय सचिव, हरियाणा सरकार

उपर्युक्त विषय पर संयुक्त पंजाब सरकार के अशा क्रमांक 9875-6 जी. एस:-63, दिनांक 21-8-63 (प्रति संलग्न की जाती है) के मद (सी) तथा हरियाणा सरकार के अशा-क्रमांक 7006-2 जी. एस: 1-72, दिनांक 1 दिसम्बर, 1972 में जारी की गव हिदाततों की ओर ध्यान देने की कृपा करेंगे ?

2. उपरोक्त अशा: पत्र में राजपत्रित पदों की श्रेणी-II में अपग्रेड करने के लिये वेतन की जो सीमा 550/- रुपये है या इससे अधिक है परन्तु 1000/- रु० से बढ़ती नहीं है और जो पदों के ग्रेड परिशोधित करने के कारण अपचलित हो गई है, को बढ़ाने का प्रश्न कुछ समय पूर्व से सरकार के विचाराधीन रहा। इस संबंध में सरकार ने विस्तारपूर्वक विचार करने के पश्चात् यह निर्णय लिया है कि अब किसी पद को क्लास-II तब ही बनाया जायेगा जब ऐसे पद के ग्रेड की अधिकतम सीमा 700/- रुपये या इससे अधिक परन्तु 1100/- रु से कम होगी। इस निर्णय के अनुसार ऐसे सभी पदों को 'automatically' श्रेणी-II घोषित नहीं किया जा सकेगा बल्कि इस आधार पर प्रत्येक प्रस्ताव के औचित्य को देखते हुए ही इस बारे में निर्णय किया जायेगा तथा सभी प्रस्ताव इस विभाग को विचारार्थ तथा निर्णय के लिये भेजे जायेंगे।

हस्ता/—

उप सचिव, राजनैतिक एवं सेवाएं,
कृते: मुख्य सचिव, हरियाणा सरकार।

सेवा में

वित्तायुक्त सभी प्रशासकीय सचिव, हरियाणा सरकार।

अशा: क्रमांक 3042-2 जी. एस: 1-73

दिनांक चण्डीगढ़ 26 मई, 1973

No. 31-10-78-2GS I.

From

The Chief Secretary to Government, Haryana.

To

- (i) All Heads of Departments,
Commissioners, Ambala and Hissar Divisions,
All Deputy Commissioners, Sub Divisional Officers
(Civil) in the State of Haryana.
- (ii) The Registrar,
Punjab and Haryana High Court,
Chandigarh.

Dated Chandigarh, the 2nd March, 1982.

Subject :—Classification of Offices under Haryana Government.

Sir,

I am directed to refer to the subject noted above and to state that the matter regarding classification of offices under Haryana Government has been considered and it has been decided that classification of the offices i.e. 'A' class Office and 'B' Class Office in the State of Haryana, be abolished.

2. These instructions shall be effective from 17-2-82.

Yours faithfully,
Sd./—

Under Secretary, General Administration,
for Chief Secretary to Government, Haryana.

A copy each is forwarded to :—

The Financial Commissioner, Revenue, Haryana. All Administrative Secretaries to Government
Haryana.

No. 31/10/78-2GS-I,

From

The Chief Secretary to Government, Haryana.

To

All Heads of Departments,
Commissioners, Ambala and Hissar Divisions, and
All Deputy Commissioners in Haryana State.

Dated Chandigarh the 15th June, 1982.

Subject :—Classification of offices under Haryana Government.

Sir,

I am directed to invite your attention to the Haryana Government Circular letter No. 31-10-78-2GSI, dated 2-3-1982 on the subject noted above and to clarify that with the abolition of the classification of offices in Haryana State, the nomenclature or the status of the various posts does not change. As a result of recommendations of the Pay Commission and the Revised Scales of pay Rules, 1980 issued thereunder, the distinction in the scales of pay of 'A' or 'B' Class offices in respect of general category of posts had been removed with effect from 1-4-1979. There would be neither loss nor gain to any Government Servant as a consequence of abolition of the said classification,

Yours faithfully,

Sd./—

Under Secretary, General Administration,
for Chief Secretary to Government, Haryana.

A copy each is forwarded to :—

The Financial Commissioner, Revenue, Haryana. All Administrative Secretaries to Govt. Haryana,

Copy of Punjab Government Circular letter No. 13531 IGS-61, dated 20th November, 1961, from the Chief Secretary to Government Punjab to all Heads of Departments, etc. etc.

Subject :—Conversion of temporary posts/departments into permanent ones—General Policy relating to,

Ever since the last World War there has been a huge expansion in the temporary staffs employed by Government. This process has been further accelerated since Independence, when apart from the Rehabilitation problem which required special and at times gigantic organisation, the State has been interesting itself in bigger and bigger programmes of development and many special projects. The result is that today a large number of employees are employed on a temporary basis. This situation naturally is the cause of pratssure on the part of the employees to have their posts made permanent and occasions marked difference of opinion between Administration and Finance. Therefore, there is need to get the matter on to a firm policy footing. On the other hand, Government's long-term need for particular posts must depend on the duties of these posts and the future programmes connected with the particular type of experience involved. Any rigid policy may well mean that Government commits itself to carrying large staffs some of which it may, in fact, not require.

2. In these circumstances, whereas a fairly well defined policy is desirable, it is also believed that it must provide some degree of safeguard to meet with particular unusual circumstances. Instead of piecemeal cases coming up to Government with regard to making staffs of particular departments permanent, the following general procedure has been decided upon :—

A. Temporary posts in permanent Departments.

3. (1) There should be a review with regard to all posts which have existed for three years or over, every year between the months of May—July when there is relatively less pressure of Budget work. The Administrative Secretary will make a list of temporary posts which have existed for three years and send proposals for their permanance by the end of May to the Chief Secretary who may depute one of his Deputy Secretaries to deal with these cases. The proposals will then be processed through a Committee of officers comprising the senior Financial Commissioner as Chairman, the Chief Secretary, the Planning Secretary the Finance Secretary and the Secretary of the Administrative Department concerned. This Committee will meet during June according to the needs of the situation. The Deputy Secretary concerned will act as Secretary of this Committee. Where technical posts are involved, the Secretary of the Administrative Department will be at liberty to get the assistance and presence of such technical officers as he wishes. This Committee of officers will after discussion make recommendations as to which posts should be made permanent. These recommendations will then be put up to the Council of Ministers during the July for final decision.

(2) Where a post has existed for five years or more the general practice will be that these posts should be made permanent automatically. The Administrative Secretary concerned would, therefore, take necessary action in consultation with the Finance Department. In order, however, to provide some safe guard where the Finance Department specifically objects to making posts permanent, the matter should be referred to the same Committee as is mentioned at (1) above, through the Chief Secretary to Government, Punjab by the end of May each year. The Committee will again make suitable recommendations to the Cabinet whose decisions will be final

B.—Temporary Departments

4 In these departments all posts will be temporary unless the Government has specifically made certain posts permanent, as has been done in the Civil Supplies and Rehabilitation Departments. The problem of temporary departments is much more difficult than that of merely temporary posts, since it is debatable whether the whole activity in which the department is involved is to continue or not. Here also, the following procedure has been provided for review :—

(1) The same Committee of officers as has been mentioned above should review the position of all temporary departments which have been in existence for five years or above and should make appropriate recommendations to the Cabinet whose decision would be final. The Administrative Department will intiate this review by the end of May, each year with justification as to making the organisation 'permanent or a part of it permanent.

(2) Where a tempordry organisation has existed for ten years or above it should automatically be made permanent. Here again, however, where the Finance Department has special reasons against following this practice in regard to a particular organisation, the matter should be considered by the Committee of officers at the initiative of the Finance Department, who will send its proposal by the end of May each year and appropriate recommendations made to the Cabinet whose decisions would be final.

To enable the Finance Department to send up its proposal in time, the Departments should, on demand by the Finance Departments, make available to the Finance Department a detailed note giving the history of the Department ever since its inception and a justification for its being made permanent.

5. The above arrangements represent an *ad hoc* solution which is not too grave in risks to Government and at the same time would offer reasonable chances of long-term security to employees. The recent decision of Government, following the recommendation of the Pay Commission, that all temporary service followed by confirmation should be counted towards pension will certainly help employees, as one of the difficulties previously was that temporary service counted towards pension only to the extent of 50%. The new rules *plus* the arrangements mentioned above would substantially meet the employees needs and demands

6. As these arrangements provide for review during May—July each year, they will not interfere with current practice in regard to posts suggested for permanance through the Budget 1962-63. The usual procedure will apply to such cases

Copy of letter No. 6966-1-GS-69/29002, dated the 13th November, 1969, from the Chief Secretary to Government, Haryana, to All Heads of Departments, Commissioner, Ambala Division, Ambala. All Deputy Commissioners and Sub-Divisional Officers (Civil) in Haryana.

Subject :— Conversion of temporary posts into permanent ones.

I am directed to refer to the subject noted above and to state that in the wake of Re-organisation of composite Punjab a large number of temporary posts were allocated to Haryana and moreover owing primarily to rapid development in the State numerous temporary posts have had to be created in various Departments to cope with the additional work. The result is that the number of temporary posts is disproportionately large and it has become necessary to take special measures to overcome the difficulty. The question has accordingly been considered in detail and it has been decided as follows :—

- (i) Temporary posts which were in existence in permanent Departments on 1-4-1968 and the work of which is of a continuing nature should be made permanent by the Administrative Departments after obtaining formal Concurrence from the Finance Departments;
- (ii) temporary posts which were created in permanent Departments between 1-4-1968 and 1-11-1969 and the work of which is of a continuing nature should be reviewed by the Standing Committee (constituted vide Government letter No. 13531-IGSI-61, dated 20-11-1961 (copy enclosed) in January, 1970 for conversion into permanent ones. The procedure to be followed by this Committee will be the same as indicated in the said letter dated 20-11-1961.
- (iii) posts in temporary Departments will also be reviewed according to the procedure and subject to the condition laid down in the letter dated 20-11-1961 for the conversion of temporary posts into permanent ones.

2] You are therefore, requested to take action as indicated above to refer the cases in question (i) to the Finance Department and (ii) to the standing Committee (in the prescribed proforma) by 15-12-1969 without fail so that action in the matter is completed in January next. It may be added that as the standing Committee will be reviewing temporary posts created between 1-4-1968 and 1-11-1969 fresh proposals will be necessary in all cases and it will not be possible to take into account any proposals that have been sent earlier.

Copy of U.O. endorsement No. 6966-1-GD-69, of even date and from the same officer.

A copy each with a copy of enclosures is forwarded for information and necessary action to ;—

- (i) The Financial Commissioner, Revenue, Haryana, Chandigarh.
- (ii) All the Administrative Secretaries to Government, Haryana.

Copy of endorsement No. 6966-1-GS-69/29003, of even date and from the same officer.

A copy each with a copy of enclosures is forwarded to the (i) Accountant General, Haryana, Simla, and (ii) Deputy Accountant General, Haryana, Kothi No. 5, Sector- 2-A, Chandigarh, for information.

No. 6817-2GS-I-76/28957.

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Departments, Commissioner Ambala and Hissar Divisions, All Deputy Commissioner and all District Sub Divisional Officers in Haryana.
2. The Registrar,
Punjab and Haryana High Court and all District & Sessions Judges in Haryana.

Dated Chandigarh, the 29th October, 1976.

Subject :—Conversion of temporary posts into permanent ones.

Sir,

In continuation of Haryana Government letter No. 6966-2GS-1-69-29001, dated the 13th November, 1969, on the sub rule noted above, I am directed to say that the matter registering conversion of temporary posts into permanent ones has been further considered and it has been decided as under :—

1. Temporary posts which have been in existence in permanent Departments for five years or more and the work of which is of a continuing nature should be made permanent by the Administrative Department after obtaining formal concurrence of the Finance Department.
2. Temporary posts in permanent Department which have been in existence for three years or more but for less than five years and the work of which is of a continuing nature should be reviewed by the Standing Committee according to the procedure laid down in composite Punjab Government U.O No 13561-IGS-61, dated the 20th November, 1961.
3. Posts in temporary Departments will also be reviewed by the Standing Committee according to the procedure laid down in composite Punjab Government letter No. 13561-IGS-61, dated the 20th November, 1961.

2. It is, therefore, requested that the proposals regarding conversion of temporary posts. in future, should be sent to the Chief Secretary to Government, Haryana (in General Services I Branch) in accordance with the procedure laid down above and the instructions dated 13th November, 1969, should be considered to have been modified to this extent.

Yours faithfully,

Sd./—
Deputy Secretary, General Administration,
for Chief Secretary to Government, Haryana.

A copy is forwarded for information and necessary action to :—

The Financial Commissioner, Haryana. All Administrative Secretaries to Government Haryana.

PART VII

**DECEASED EMPLOYEES CONCESSION
TO FAMILY MEMBERS**

English version of the subject matter of letter No. 9054-4GS-70/32230 dated 22nd December, 1970.

Subject :—Ex-gratia grants and other facilities for families of Government employees who die while in service.

Sir,

I am directed to say that the question of allowing appropriate ex-gratia grants and other facilities to the families of Government employees who die while in service has been under consideration with Government for some-time past and the following decisions have now been taken about the general policy to be followed in that regard. The policy will, however, be of general application and if any case or cases are attended with very unusual or exceptional circumstances these will need to be considered separately on their merits. For instance, the quantum of the grant may be varied if the financial position of the family is exceptionally unsatisfactory or is exceptionally favourable. Again, the record of the deceased employee would not as a rule be of particular relevance, but notice would have to be taken of it if the record is exceedingly adverse, say in the matter of integrity. Subject to this, grants, etc. will be as indicated below :—

(a) Ad-hoc Ex-Gratia grants.

The ex-gratia grant to be given to the family of the deceased employee will be equivalent to ten (10) times the last monthly emoluments drawn by him subject to a minimum of Rs. 5,000/- and a maximum of Rs. 15,000/-. The grant will normally be given for assisting the members of the family resettling themselves and only in very hard cases for purposes like marriage of the children.

(b) Free Medical Aid

Free medical aid will be given to the family on the same basis as to pensioners except that facility will also be extended to minor children of the employee.

(c) Free Educational Facilities.

Free educational facilities will be provided to all children of the deceased employee for education up to the degree level.

(d) Accommodation.

In case where the deceased employee was in possession of Government accommodation, his family will be allowed to retain the accommodation for one year after his death, the rate of the rent being the same as was applicable to the employee at the time of his death. In other cases the house rent allowance admissible to the deceased employee will continue to be given to the family for one year after his death.

(e) Employment

One or more members of the family of the deceased employee will be considered for absorption in Government service, the relevant rules being relaxed if necessary and feasible.

(f) Waiving of recovery of loans.

Any general concession by way of waiving recovery of loans drawn by the deceased employee (e.g. for house building) will not be allowed but each case will be considered by the Department concerned on its merits.

2. As regards the procedure for granting these facilities it has been decided that the necessary information in regard to the deceased employee and his family should be obtained from his family as in the enclosed proforma. Thereafter the Administrative Department concerned should examine the case and submit it to the Chief Minister through Chief Secretary (in General Service Branch) alongwith its recommendations. The ex-gratia grants will be met out of the provision under "71-Misc-K-36-Misc. and Unforeseen Charges-ex-gratia grant to the heirs of Government employees." The Drawing and Disbursing Officer in respect of this head will be the Under Secretary to Government, Haryana, Political Department.

3. It may be added that the basic objective is that an assistance in such cases is needed urgently. It should be provided with the minimum loss of time. It is, therefore, essential that each such case should be dealt with most expeditiously at all stages and no delay is allowed to occur. In particular if sanction of certain items must take some time because of the need for examination etc., the other items e.g. sanction of the ex-gratia grant should not be held up on that account and instead should be allowed separately.

अनुग्रह पूर्वक अनुदान के लिए आवेदन पत्र का फार्म

भाग—क

नियुक्त स्वर्गीय श्री/श्रीमति

के परिवार की ओर से आवेदन पत्र ।

1. आवेदक का नाम तथा पूरा पता
2. मृतक कर्मचारी के साथ सम्बन्ध
3. सरकारी कर्मचारी की मृत्यु की तिथि
4. मृतक कर्मचारी के जीवित सम्बन्धियों के नाम तथा आयु

नाम

आयु

- (क) विधवा/पति
- (ख) पुत्र
- (ग) अविवाहित पुत्रियां
- (घ) विधवा अविवाहित बहनें
- (ङ) मृतक कर्मचारी पर पूर्ण रूप से आश्रित माता पिता

5. परिवार की सामान्य वित्तीय स्थिति (वह शपथ पत्र प्रोफार्मा ए/1(क/1) में दर्शायी जानी है ।
6. आय का साधन
7. सरकारी नौकरी के लिए विचार दिए जाने के इच्छुक परिवार के सभी सदस्यों की शैक्षणिक योग्यतायें एवं अन्य ब्यौरा ।
8. यदि मृतक सरकारी कर्मचारी की विधवा या उस के परिवार का कोई सदस्य काम रहा है तो प्रत्येक केस में प्राप्त होने वाले मासिक वेतन तथा नियुक्ति का ब्यौरा दिया जावे ।
9. कोई अन्य सम्बन्ध सूचना

स्थान
दिनांक

आवेदक के हस्ताक्षर
पूरा पता ।

भाग—ख

(कार्यालय/विभाग के अध्यक्ष द्वारा पूरा किए जाने के लिए)

1. मृतक कर्मचारी का नाम
2. परिस्थिति में जिनके कारण कर्मचारी की मृत्यु हुई
3. सेवा अवधि
4. जन्म तिथि
5. मृत्यु के समय प्राप्त की गई कुल मासिक आय
6. परिवार की आर्थिक दशा, विशिष्ट विवरणों सहित
7. सेवा का रिकार्ड, विशिष्ट विवरण सहित, यदि कोई हो
8. मृतक कर्मचारी की सम्पत्ति (सम्पत्ति घोषणा पत्र की प्रति संलग्न की जाये)
9. सेवा निवृत्ति तथा मृत्यु के बीच की अवधि
10. (क) सुविधायें जो पेंशन/ग्रेच्युटी द्वारा मृतक को प्राप्त होती, यदि वह सामान्य ढंग से सेवा निवृत्त होता

1. (ख) सुविधायें जो अब उस का परिवार पेंशन/ग्रेच्युटी के तौर पर प्राप्त करेगा

11. मृत्यु के समय मृतक की सामान्य भविष्य निधि (जी 0पी 0 एफ 0) में जमा राशि
12. मृतक के पुत्र कहां कहां बसे हुए हैं और उन की मासिक आय क्या है
13. भाग 'क' के खाना 7 के सम्बन्ध में सिफारिशें यदि कोई हों
14. सिफारिश की गई अनुग्रहपूर्वक अनुदान की राशि
15. क्या कर्मचारी नियमित था तथा एडवाक नहीं था :—

टिप्पणी :—अनुग्रहपूर्वक अनुदान की राशि सामान्य/मृतक कर्मचारी द्वारा प्राप्त की गई मासिक आय के बस गुणा राशि बराबर होगी तथा न्यूनतम 5,000 रुपये तथा अधिकतम 15,000 रुपये होगी।

कार्यालय/विभाग अध्यक्ष के हस्ताक्षर

स्थान—

दिनांक—

क्रमांक 468-3 जी 0 एस 0-11-71/3664

प्रेषक

मुख्य सचिव, हरियाणा सरकार।

सेवा में

1. सभी विभागाध्यक्ष, आयुक्त अम्बाला मण्डल तथा हरियाणा के सभी उपायुक्त और उपमण्डल अधिकारी।
2. रजिस्ट्रार पंजाब तथा हरियाणा उच्च न्यायालय और हरियाणा के सभी जिला तथा सत्र न्यायाधीश।

दिनांक चण्डीगढ़ 11 फरवरी, 1971.

विषय :—सेवा अवधि के दौरान मरने वाले सरकारी कर्मचारियों के परिवारों को अनुग्रहपूर्वक अनुदान तथा अन्य सुविधाएं।

महोदय,

मुझे निदेश हुआ है कि आपका ध्यान हरियाणा के परिपत्र क्रमांक 9054-4 जी 0 एस 0-70132230 दिनांक 22 दिसम्बर, 1970 की ओर आकर्षित करूं जोकि सरकारी कर्मचारियों के सेवा के दौरान मृत्यु हो जाने पर उसके परिवारों को अनुग्रहपूर्वक अनुदान वह अन्य सुविधाएं, देने के बारे में है, और कहूं कि इस सम्बन्ध में अवर सचिव, प्रशासन के अधीन मुख्य सचिव, संगठन के में एक वेलफेयर सैल (Welfare Cell) स्थापित करने का फैसला किया है। यह सैल दी जाने वाली सुविधाओं को जल्द देने और मृत कर्मचारियों के परिवारों को सदस्यों को रोजगार उपलब्ध करवाने में मदद करेगा ताकि वे आता पुनर्वास कर सकें और अपनी आजीविका कमा सकें।

2. अनुरोध है कि कर्मचारियों के देहान्त के बारे में सम्बन्धित विभाग इस सैल के अधिकारी इन्चार्ज की 24 घण्टे के अन्दर तार द्वारा सूचित करें व इसके साथ उसके परिवार के निवास स्थान का पता भी दें। इस सूचना के प्राप्त होने पर सैल दुखित परिवार के सदस्यों से सम्पर्क स्थापित करके अनुग्रहपूर्वक अनुदान से सम्बन्धित फार्म भरने के लिए सहायता प्रदान करने की व्यवस्था करेगा। ऐसे पग उठाए जायेंगे जिनसे कि केस का निपटान तथा अनुग्रहपूर्वक अनुदान का भुगतान शीघ्रतापूर्वक किया जा सके। सैल सम्बन्धित परिवार के सदस्यों को जी 0 पी 0 फण्ड व वीमा पालिसी की राशि की प्राप्ति में भी सहायता करेगा।

3. इसके अतिरिक्त परिवार के सदस्यों की वेलफेयर सैल की ओर से शनाखत कार्ड (Identity Card) भी जारी किए जाएंगे जोकि हर वर्ष नवीकरण (Renew) किए जाएंगे। इस सम्बन्ध में सरकारी नीति के अनुसार यह शनाखती कार्ड उनकी सरकारी हस्पतालों के मुफ्त डाक्टरी इलाज एवं बच्चों की डिग्री (Degree) तक मुफ्त शिक्षा प्राप्त करने में सहायक होंगे।

3. अनुरोध है कि इस पत्र की पावती भेजें और इन अनुदेशों की पालना के लिए आवश्यक पग उठाए जाएं।

भवदीय,

हस्ता/-

उप सचिव, सचिवालय स्थापना

[कृते: मुख्य सचिव, हरियाणा सरकार।

(English version of the subject matter of letter No. 646-3GSII-71/4738 dated 25th February, 1971).

Subject :—Ex-gratia Grants and other facilities for families of Government employees who die in service.

Sir,

I am directed to refer to Haryana Government letter No. 9054-4GS-70/32230, dated the 22nd December, 1970 on the subject noted above and to say that the question regarding the date from which the instructions contained in it should take effect has been considered by the State Government and it has been decided that the said instructions should be brought into effect with effect from 1-1-1970. So far as cases, if any, which date from before 1-1-1970, are concerned those should be considered individually on merits and decided accordingly.

2. It is requested that the receipt of this letter may kindly be acknowledged.

English version of circular letter No. 3442-3GSII-71/19169, dated 13th July, 1971.

Subject :—Ex-gratia grants and other facilities for families of Government employees who die while in service.

I am directed to invite attention to the Haryana Government circular letter No. 9054-4GS-70/32230, dated the 22nd December, 1970, on the subject noted above in which it was indicated inter-alia that one or more members of the family of the deceased employee would be considered for a absorption in Govt. service, the relevant rules being relaxed, if necessary and feasible. In this connection the question as to the general policy to be followed in this behalf and the extent to which the rules should be relaxed has been considered by the State Government and it has been decided to make it clear that it is not the intention to provide employment to the dependents of deceased Government employees as a matter of course. Instead each individual case should be examined carefully and employment, which should be confined to class III and Class IV posts, should be provided only if it is justified in order to avoid exceptional hardship and not otherwise.]

2. In the matter of relaxation of rules etc. relaxation will be necessary in respect of the condition that appointment should be made after reference to the Employment Exchange or the recommendation of the Services (Selection Board. As to relaxation in the matter of age, educations etc., this criterion should be that relaxation should be considered only to the extent that the work of the post question will not be adversely affected and the person concerned will be able to undertake the work satisfactorily. Recommendations in the regard should be formulated after due consideration and reference thereafter be made to the Chief Secretary (in General Services II Branch) which office will then process the case further

3. It is requested that receipt of this communication may please be acknowledged.

English Version of subject matter of circular letter No. 4066-3GSII-71/22959, dated 29th July, 1971.

Subject :—Ex-gratia grants and other facilities for families of Government employees who die while in service.

I am directed to invite reference to Haryana Govt. circular letter No. 9054 4GS 70/32230, dated the 22nd December, 1970 on the subject noted above which was accompanied with the proformae to be furnished when applying for recommending ex-gratia grants etc. in question. Experience has shown that these proformae need to be modified in certain respects and revised proformae are accordingly forwarded herewith and it is requested that these proformae should be used in future in place of the earlier ones. It may also be noted that one form (Affidavit-A/I) has been provided in addition to the earlier ones and this affidavit has to be submitted on a non-judicial paper of the value of 10 paise.

2. It may be reiterated that proposals for ex-gratia grants should be prepared on top priority basis and should be finalized with the minimum possible delay. Assistance to the dependents has to be provided at the earliest and all steps must be taken to avoid any undue loss of time.

3. Please acknowledge receipt of this letter.

PART 'C'

(For use of the Administrative Department/Head of Department)

- (1) Recommendation by the Head of Department.
- (2) Recommendation by the Administrative Department.

PART 'D'

Forwarded to the Chief Secretary to Govt. Haryana (General Services Branch for information and necessary action.

2. The confidential record and the Service Book (the latter in the case of a non-gazetted Government Servant) of late Shri/Shrimati-----are enclosed.

Secretary to Government, Haryana,
-----Department.

To

The Chief Secretary to Government, Haryana,
(General Service Branch).

U.O.No.

Dated

English Version of circular letter No. 7260-3GSII-71/880 dated 10th January, 1972.

I am directed to refer to the instructions contained in Haryana Government circular letter No. 9054-4GS-70/32230 dated the 22nd December, 1970, on the subject noted above and to say that the scheme regarding ex-gratia etc. has been re-examined and it has been decided to make the following modifications in it :—

(i) *Ex-gratia grants :*

According to the existing instructions, ex-gratia grants equal to ten times the last monthly emoluments drawn subject to a minimum of Rs. 5,000 and a maximum of Rs. 15,000 are to be given to the families of employees who die in service. It has now been decided (a) that in cases where any of the members of the family of the deceased employee is an earning member, or the family has some other independent source of income the quantum of minimum grant admissible will be reduced to 50% of the amount whether of the full amount or the amount reduced to 50%, will be within the authority to the Chief Secretary (in the welfare-Cell) to sanction without any reference to the Finance Department. It will be necessary to refer the case to the Finance Department only in respect of such additional amount in excess of the minimum pay in an instance to be proposed for sanction.

(ii) *Admissibility of Ex-gratia grant to contingent paid staff/re-employed pensioners :*

Ex-gratia grants and other facilities will not normally be admissible to contingent paid staff. The State Government may however allow them in very exceptional cases. Re-employed pensioners will not be covered under the scheme.

(iii) *Definition of the term emoluments :*

The term emoluments will be interpreted to mean the gross emolument drawn by the employee immediately before his/her death exclude only house rent allowance, if any.

(iv) *Waiving of recovery of loans :*

Scooter/motor car loans will not be waived in any instance, in the case of house building loans, only the interest may be waived and the number of instalments for the recovery of the loan may be increased in suitable cases. The recovery of any part of the loan will not ordinarily be waived.

(v) *Admissibility of free medical aid and free education :*

The facilities of free medical aid and free education for school college going children will cease in case the widow/widower remarries.

(vi) *Accommodation :*

According to the existing instructions in cases where the deceased employee was in possession of Government accommodation, his family is allowed to retain the accommodation for one year after his/her death, the rate of rent being the same as was paid by the employee at the time of his/her death. In other cases (when non-Government accommodation was occupied), the house rent allowance admissible to the deceased employee continues to be given to the family for one year after his/her death.

In this connection, it has to be clarified that this concession will be given regardless of the date on which the employee would have reached the age of superannuation. At the same time in case of Government accommodation, the rent will be required to be paid regularly within one month of the date on which it becomes due and in the event of default, the occupant(s) will be required to vacate the accommodation on two weeks' notice.

(vii) *Title of ex-gratia grant :*

Ex-gratia grants will normally be admissible to the widow ; widower only and failing them to such dependent/dependents of the deceased (or to such guardian) as the Government may decide in each case.

2. It is requested that the receipt of this communication may please be acknowledged and the instructions may be noted for careful compliance.

क्रमांक 416-3 जी० एस० 11-72/2512

प्रेषक

मुख्य सचिव, हरियाणा सरकार।

सेवा में

1. सभी विभागाध्यक्ष, आयुक्त अम्बाला मण्डल, सभी उपायुक्त तथा राज्य के सभी उप मण्डल अधिकारी।
2. रजिस्ट्रार पंजाब तथा हरियाणा उच्च न्यायालय तथा हरियाणा राज्य के सभी जिला तथा सत्र न्यायाधीश;।

दिनांक चण्डीगढ़ 27 जनवरी, 1972

विषय :--सेवा अवधि के दौरान मरने वाले सरकारी कर्मचारियों के परिवारों को अनुग्रहपूर्वक अनुदान तथा अन्य सुविधाएं देना।

महोदय,

मुझे निदेश हुआ है कि मैं आप का ध्यान हरियाणा सरकार के परिपत्र क्रमांक 4066-3 जी० एस० 11-71/22959, दिनांक 29-7-71 की ओर दिवाऊं जिस में अन्य बातों के साथ-साथ एक शपथ-पत्र (प्राफोर्मा ए/1) भी भेज दिया गया था जिसे हकदारों द्वारा भरा जाता था। समस्त सम्बन्धित सूचना, विशेषकर कमाने वालों सदस्यों तथा अन्य साधनों में प्राप्त होने वाली आय, को ठीक ठीक प्राप्त करने के उद्देश्य से शपथ-पत्र के फार्म को संशोधित किया गया है, संलग्न है। अतः अनुरोध है कि, भविष्य में मुख्य सचिव हरियाणा सरकार (बैल फेअर सैल) को केस भेजने से पहले कृपया आवेदकों से शपथ-पत्र का संशोधित फार्म भरवाया जाया करे।

भवदीय,

हस्ता/-

अवर सचिव, (प्रशासन)

कृते: मुख्य सचिव, हरियाणा सरकार।

क्रमांक 416-3 जी० एस० 11-72/2513, दिनांक 27 जनवरी, 1972

एक प्रति महालेखा पाल, हरियाणा, शिमला को तथा सभी वित्तायुक्तों तथा सभी प्रशासकीय सचिवों, हरियाणा सरकार को सूचना के लिये भेजी जाती है।

शपथ पत्र

मैं _____ स्व० श्री/श्री मति

निवासी _____ तहसील _____ जिला _____ इस के द्वारा सत्यनिष्ठा पूर्वक कहता/कहती हूं कि मेरे पति/पिता की मृत्यु के समय उन के तथा उन के परिवार के सभी सदस्यों के पास निम्नलिखित सम्पत्ति थी

1. बैंक/डाकखाने में राशि
2. बीमा पालिसी की राशि
3. तकदी/आभूषण
4. चल/अचल सम्पत्ति का विवरण तथा अन्य निवेश

कि परिवार के निम्नलिखित समस्या नौकरी पर लगे हैं (प्रत्येक केस में अलग-2 आय बताई जाए)

- 1.
- 2.
- 3.

कि परिवार के निम्नलिखित आय के साधन हैं (आय का ब्यौरा दे दिया जाना चाहिए)

अभि साक्षी

सत्यापन

मैं आगे निश्चय पूर्वक घोषणा करता/करती हूं कि मेरे द्वारा अनुग्रहपूर्वक अनुदान के लिए भेजे गए आवेदन पत्र में दी गई सूचना तथा शपथ पत्र में दी गई सूचना मेरे ज्ञान एवं विश्वास के अनुसार ठीक हैं एवं सत्य हैं और मैंने इस में कोई भी बात छुपा कर नहीं रखी है।

अभि साक्षी

(यह शपथ पत्र 10 पै० वाले नान जुडिशियल पेपर पर होना चाहिए)

क्रमांक 920-3 जी० एस०-11-72/6247

प्रेषक

मुख्य सचिव, हरियाणा सरकार।

सेवा में

1. सभी विभागाध्यक्ष, आयुक्त अम्बाला मण्डल, सभी उपायुक्त, तथा राज्य के सभी उप मण्डल अधिकारी।
2. रजिस्ट्रार पंजाब व हरियाणा उच्च-न्यायालय तथा हरियाणा राज्य के सभी जिला एवं सत्र न्यायाधीश।

दिनांक चण्डीगढ़, 2 मार्च, 1972

विषय :—सेवा अवधि के दौरान मरने वाले सरकारी कर्मचारियों के परिवारों को अनुग्रहपूर्वक अनुदान की देय मात्रा।

महोदय,

मुझे उपरोक्त विषय पर आपका ध्यान हरियाणा सरकार के परिपत्र क्र० 7260-3 जी० एस०-11-71/880, दिनांक 10-1-72 के पैरा (1) की ओर दिलाने का निदेश हुआ है, जिसमें, अन्य बातों के साथ-साथ यह उपबन्ध है, कि उन केशों में जहां मृतक के परिवार या कोई सदस्य कमाता हो या परिवार के पास कोई अन्य आय के साधन हों, अन्यथा देय न्यूनतम-अनुदान की राशि को 50% कम कर दिया जाएगा। इस विषय पर आगे विचार करके यह निर्णय किया गया है कि परिवार के पाय आय के स्वतन्त्र साधन होने के कारण या अन्य किसी कारण, अनुदान की न्यूनतम राशि का घटाना उचित नहीं है। सभी केशों में बिना किसी भेद-भाव के अनुदान की न्यूनतम राशि अंतिम लिए गए वेतन के दस गुणा के बराबर कम से कम 5,000 रुपए तथा अधिक से अधिक 15,000 रुपए, जैसे कि इस-पालिसी में था, स्वीकृत की जानी चाहिए। मुख्य सचिव (वैलफेयर-सैल) को न्यूनतम राशि मंजूर करने का जो प्राधिकार बाद की हिदायतों द्वारा दिया गया था वह बिना किसी संशोधन के कायम रहेगा। इस प्रकार उन केशों में जहां न्यूनतम-अनुदान दिया जाना है, वित्त-विभाग की सहमति अनिवार्य न होगी।

2. कृपया इन अनुदेशों को नोट किया जाए और इस पत्र की पावती भेजें।

भवदीय,

हस्ता/-

उप सचिव सामान्य प्रशासन
कृते: मुख्य सचिव, हरियाणा सरकार।

क्रमांक 920-3 जी० एस०-11-72/6248 दिनांक चण्डीगढ़ 2-3-72

एक प्रति महा लेखापाल हरियाणा शिमला को हरियाणा सरकार के पृ० क्र० 7260-3 जी० एस०-11-71/881 दिनांक 10-1-72 के संदर्भ में सूचनार्थ व आवश्यक कार्यवाई के लिए भेजी जाती है।

भवदीय,

हस्ता/-

उप सचिव सामान्य प्रशासन
कृते: मुख्य सचिव, हरियाणा सरकार।

एक-एक प्रति :—

1. सभी वित्तायुक्तों तथा
2. सभी प्रशासकीय सचिवों हरियाणा सरकार को सूचनार्थ के लिए भेजी जाती है।

क्रमांक 1107-3 जी 0 एस 0 11-72/10292

प्रेषक

मुख्य सचिव, हरियाणा सरकार।

सेवा में

1. सभी विभागाध्यक्ष, आयुक्त, अम्बाला मण्डल, सभी उपायुक्त तथा सभी उप मण्डल अधिकारी, हरियाणा।
 2. रजिस्ट्रार, पंजाब तथा हरियाणा हाई कोर्ट तथा हरियाणा के सभी जिला एवं सत्र न्यायाधीश।
- दिनांक चण्डीगढ़, 19-4-72

विषय :--सेवा अवधि के दौरान मरने वाले सरकारी कर्मचारियों को परिवारों की अनुग्रहपूर्वक अनुदान तथा अन्य सुविधाएं देना।

महोदय,

मुझे निदेश हुआ है कि मैं आप का ध्यान हरियाणा सरकार के परिपत्र क्रमांक 3442-3 जी 0 एस 0-11-71/19169, दिनांक 13-7-71 (प्रति सलंगन है) द्वारा जारी किए गए अनुदेशों की ओर दिलाऊं जिस में यह सूचित किया गया था कि मृत-कर्मचारियों के आश्रितों को सरकारी सेवा दिलाने के प्रश्न पर प्रत्येक केस में अलग-अलग, ध्यानपूर्वक, गुणों के आधार पर विचार किया जाना चाहिए और एंसी नौकरी नियम के तौर पर नहीं दी जानी चाहिए। यह भी उल्लेख किया गया था कि इस प्रकार के रोजगार की व्यवस्था केवल बर्ग III व IV के पदों तक ही सीमित रहनी चाहिए।

2. सरकार के ध्यान में लाया गया है कि कुछ केसों में मृत-कर्मचारियों के आश्रितों को मुख्य सचिव, हरियाणा (सामान्य सेवाएं II शाखा में) को इस बारे में संदर्भ किए बगैर तदर्थ-नौकरी दी गई है। यह प्रथा सरकार के अनुदेशों का उल्लंघन है तथा इस पर घोर आपत्ति उठाई जा सकती है। इस लिए आपसे पुनः अनुरोध है प्रत्येक केस में, उपरोक्त पत्र में दी गई हिदायतों का कठोरता से पालन किया जाए।

भवदीय,

हस्ता/-

उप सचिव, सामान्य प्रशासन,

कृते: मुख्य सचिव, हरियाणा सरकार।

पृ 0 क्रमांक 1107-3 जी 0 एस 0 11-72/10293, दिनांक 19-4-72

एक प्रति अध्यक्ष, अधीन सेवाएं प्रवरण मण्डल हरियाणा को सूचनार्थ व आवश्यक कार्यवाही के लिए भेजी जाती है।

प्रतिलिपि क्रमांक 2283-3 जी 0 एस 0-11-72/14359, ए दिनांक 9 मई 1972 जो मुख्य सचिव, हरियाणा सरकार की ओर से सभी विभागाध्यक्ष, आयुक्त अम्बाला मण्डल, सभी उपायुक्त तथा राज्य के सभी उप-मण्डल अधिकारी तथा रजिस्ट्रार पंजाब व हरियाणा उच्च न्यायालय तथा हरियाणा राज्य के सभी जिला एवं न्यायाधीश को प्रेषित है।

विषय :--सेवा अवधि के दौरान मरने वाले सरकारी कर्मचारियों के परिवारों को अनुग्रह अनुदान तथा अन्य सुविधाएं देना।

मुझे उपरोक्त विषय पर आप का ध्यान हरियाणा सरकार के परिपत्र क्रमांक 9054-4 जी 0 एस 0-70/32230, दिनांक 22-12-70 तथा बाद में पत्रों द्वारा जारी किए गए अनुदेशों की ओर दिलाते हुए यह स्पष्ट करने का निदेश हुआ है कि इस सकोप के अधीन राज्य सरकार के तदर्थ (ad-hoc) तौर पर लगे मृत कर्मचारियों के परिवारों तथा आश्रित को अनुदान आदि की सुविधा नहीं दी जानी है। इसलिए भविष्य में अनुग्रह पूर्वक अनुदान के मामले सरकार को प्रस्तुत करते समय सम्बन्धित मृत कर्मचारी के विषय में यह स्पष्ट किया जाया करे कि वह तदर्थ तौर पर कार्य नहीं कर रहा था।

2. इन अनुदेशों की कृपया सावधानी से अनुपालना के लिए नोट किया जाए।

क्रमांक 4327-3 जी 0 एस 0 11/24640

प्रेषक

मुख्य सचिव, हरियाणा सरकार।

सेवा में

1. सभी विभागाध्यक्ष, आयुक्त, अम्बाला मण्डल, तथा हरियाणा के सभी उपायुक्त तथा सभी उप मण्डल अधिकारी
2. रजिस्ट्रार पंजाब व हरियाणा हाई कोर्ट और हरियाणा के सभी जिला तथा सत्र न्यायधीश।

दिनांक चण्डीगढ़ 18 अगस्त, 1972

विषय :—सेवा अवधि के दौरान मरने वाले सरकारी कर्मचारियों के परिवारों को अनुग्रहपूर्वक अनुदान तथा अन्य सुविधाएं देना।]

महोदय,

मुझे आपका ध्यान हरियाणा सरकार के परिपत्र क्र० 9054-4 जी० एस०-70/32230 दिनांक 22-12-70 की ओर दिलाने का निदेश हुआ है, जिस के द्वारा उपरोक्त विषय पर विस्तृत अनुदेश जारी किए गए थे। बाद में सरकार ने अपने पत्र क्र० 646-3 जी० एस०-II-71/4738 दिनांक 25-2-71 द्वारा निर्णय किया था कि यह सुविधाएं उन केषों में ही दी जाएंगी जहां कर्मचारी की मृत्यु 1-1-1970 को या उसके बाद हुई है। साथ ही इस बात का भी उल्लेख था कि 1-1-70 से पहले के केषों में गुणागुण के आधार पर विचार करके निर्णय लिया जाएगा।

2. मामले पर अब पुनर्विचार कर के यह यह फैसला किया गया है कि अनुग्रहपूर्वक अनुदान तथा उस से सम्बन्धित अन्य लाभ उन केषों में नहीं दिए जाएंगे जहां पर मृत्यु 1-1-70 से पहले हुई हो। इसलिए भविष्य में ऐसे केष मुख्य सचिव हरियाणा को अनुग्रहपूर्वक अनुदान तथा अन्य सुविधाएं प्रदान करने के लिए न भेजे जाएं।

भवदीय,

हस्ता/-

उप सचिव सामान्य प्रशासन,
कृते: मुख्य सचिव, हरियाणा सरकार।

क्रमांक 4327-3 जी 0 एस 0-II-72/24641 दिनांक चण्डीगढ़ 18 अगस्त, 1972

एक प्रति महालेखाकार सभी वित्तायुक्त, तथा प्रशासकीय सचिव हरियाणा, चण्डीगढ़ को इस विभाग के पृ० क्र० 646-3 जी 0 एस 0-11-71/4739 दिनांक 25-2-72 में सूचनार्थ व आवश्यक कार्यवाही के लिए भेजी जाती है।

No. 8453-3GS-II-72/37452

From

The Chief Secretary to Government, Haryana

To

The Director of Public Instruction,
Haryana, Chandigarh.

Dated Chandigarh, the 22nd December, 1972.

Subject :—Ex-gratia grants and other facilities to the families of deceased Haryana Government Employees who die while in Service-Re-imburement of tuition fee in Schools/Colleges.

Sir,

I am directed to refer to State Government letter No. 265-3GS-II-72/3884, dated February, 19, 1972, regarding facilities for families of Haryana Government employees who die while in service and to say that in the terms of Haryana Government circular letter No. 9054-4GS-II-70/32230, dated 22nd December, 1970, free education upto the degree level is being provided to such children in Government schools and colleges. It has now been decided that benefit of free education should be made available to children of deceased employees who are studying in recognised private schools/colleges in Haryana, Punjab and the Chandigarh Union Territory. This will not, however, cover education in public schools and, furthermore, the benefit will be to the extent only of reimbursement of the tuition fee plus the laboratory fee (if any) and not of any other item.

2. The procedure for the reimbursement of the fee will be as under :—

- (i) Recognised private schools/colleges in Haryana State will not charge any fee from the children of deceased Haryana Government employees on the basis of identify cards issued to them by the Chief Secretary to Government, Haryana, (Welfare cell). The heads of the Institutions will then made a claim in respect of the amount of the fee to the District Education Officers concerned who will arrange re-imburement at his own level ;
- (ii) As regards the children studying in recognised private schools/colleges in Punjab and in Chandigarh Union Territory, they will pay the fee in the first instance and then prefer claims at the end of every quarter, duly verified by the Heads of the Institutions concerned, to the Director, Public Instructions, Haryana, for reimbursement.

3. It is requested that necessary instructions may please be issued accordingly to all recognised private schools/colleges in Haryana. (As regard Punjab State and Chandigarh Union Territory the authorities concerned are being requested to make appropriate action).

4. The expenditure involved in this connection shall be debited to the Major Head "71-Misc". The opening of a new minor Head under this Major Head is under correspondence with the Accountant General, Haryana. On hearing from the Accountant General, Haryana, steps will be taken to declare Director of Public Instruction, Haryana and all the District Education Officers in Haryana as Drawing and Disbursing Officers in respect of expenditure under this head.

Yours faithfully,
Sd/-

Under Secretary (Administration),
for Chief Secretary to Government, Haryana.

No. 8453-3GS-II-72/37453, dated Chandigarh, the 22nd Dec., 1972.

A copy (with two spare copies) is forwarded to the Accountant General, Haryana/Chief Secretary to Government, Punjab, Chandigarh/Finance Secretary/Union Territory, Chandigarh, for information and necessary action.

English version of subject matter of circular letter No. 8541-3GSII-72/791, dated 9-1-73, issued by the Chief Secretary Haryana to all Heads of Departments. etc.

Subject :—Ex-gratia grant and other facilities to the families of deceased Haryana Govt. employees-granting of House Rent Allowance.

I am directed to refer to the instructions contained in Haryana Govt. Circular letter No. 9054-4GS-70/32230, dated the 22-12-70, on the subject noted above, wherein, it has been provided interalia that in cases where the deceased employee was in possession of Govt. Accommodation, his family will be allowed to retain the said accommodation for one year from the date of the death on the same rent as was applicable to employee immediately before his death and in other cases the house rent allowance admissible to deceased will be paid to the family for one year.

2. In this connection the question of providing this facility to the families of Government employees who were in occupation of rent free accommodation has raised difficulty. Rent free accommodation is provided to employees for special consideration of public interest and it will obviously not be appropriate to allow the families of the deceased employees to retain the accommodation for any length of time. It has, therefore, been decided that in such cases the families of the deceased employees should be granted house rent admissible at the particular station plus 10% of the pay drawn by the Govt. employee at the time of his death. As an illustration, if an employee was in receipt of Rs. 400/- p.m. as pay and was employed at Rohtak before his death, the amount in this case would workout to Rs. 40/- which is 10% of his pay plus Rs. 30/- being 7½% of his pay as house rent admissible for Rohtak Town. The above provision will however, be subject to the condition that the family of the deceased employee vacates the rent free accommodation within three weeks of the death of the employee.

The expenditure involved will be debited to head of account from which the deceased Govt. employee was drawing his pay before his death.

3. This issues to with the concurrence of Finance Department Haryana conveyed vide their U.O. No. 4085-FICW-72, dated 16/21-11-72.

क्रमांक 817-3 जी 0 एस 0-II-73/6209

प्रेषक

मुख्य सचिव, हरियाणा सरकार।

सेवा में

1. सभी विभागाध्यक्ष, मण्डलों के आयुक्त, सभी उपायुक्त और राज्य के सभी उप मण्डल अधिकारी (सिविल)।
2. रजिस्ट्रार, पंजाब तथा हरियाणा हाई कोर्ट और हरियाणा के सभी जिला तथा सत्र न्यायाधीश।

दिनांक चण्डीगढ़, 8 मार्च 1973.

विषय :—सेवा अवधि के दौरान मरने वाले कर्मचारियों के परिवारों को अनुग्रहपूर्वक अनुदान तथा अन्य सुविधाएं देना।

महोदय,

मुझे निदेश हुआ है कि मैं आपका ध्यान उपर्युक्त विषय पर हरियाणा सरकार के परिपत्र क्रमांक 9054-4 जी 0 एस 0-70/32230 दिनांक 22-12-70 द्वारा जारी किए गए अनुदेशों की ओर दिलाऊँ और कहूँ कि इन अनुदेशों के पैरा-2 में यह कहा गया है कि अनुग्रहपूर्वक अनुदान मामले प्रशासकीय विभाग की सिफारिश सहित मुख्य सचिव, हरियाणा सरकार (सामान्य सेवायें शाखा) को भेजे जायें।

2. यह देखने में आया है कि विभिन्न प्राधिकारियों जैसे कार्यालय के मुख्य विभागाध्यक्ष और प्रशासकीय सचिवों द्वारा केस इस विभाग को भेजे जाते हैं। इस सम्बन्ध में नीति में समानता लाने के लिए मामले पर पुनर्विचार किया गया है और यह निर्णय किया गया है कि भविष्य में अराजपत्रित मृतक कर्मचारियों के मामले विभागाध्यक्ष द्वारा और राज-पत्रित अधिकारियों के मामले सम्बन्धित प्रशासकीय सचिव द्वारा भेजे जायें।

3. कृपया यह आदेश सभी संबंधितों के नोटिस में कठोरता-पूर्वक पालन के लिए लाये जायें।

भवदीय,

हस्ता/-

संयुक्त सचिव सामान्य प्रशासन,
कृते: मुख्य सचिव, हरियाणा सरकार।

पृष्ठांकन क्रमांक 817-3 जी 0 एस 0-73/6210 दिनांक, 8-3-73.

एक प्रति महालेखापाल तथा वित्तायुक्त राजस्व, सभी प्रशासकीय सचिव हरियाणा, चण्डीगढ़ को सूचनार्थ भेजी जाती है।

क्रमांक 1866-3 जी 0 एस 0-II-73/28891

प्रेषक

मुख्य सचिव, हरियाणा सरकार।

सेवा में

1. सभी विभागाध्यक्ष, आयुक्त, अम्बाला तथा हिसार मण्डल, हरियाणा के सभी उपायुक्त तथा सभी उप मण्डल अधिकारी (सिविल)।
2. रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय तथा हरियाणा के सभी जिला तथा सत्र न्यायाधीश।

दिनांक, चण्डीगढ़ 23 अगस्त, 1973

विषय :—हरियाणा सरकार के मृत कर्मचारियों के परिवारों को अनुग्रहपूर्वक अनुदान तथा अन्य सुविधाएं देना-देयताओं का अन्तरण।

महोदय,

मुझे निदेश हुआ है कि मैं आपका ध्यान उपर्युक्त विषय पर हरियाणा सरकार के परिपत्र क्रमांक 7260-3 [जी 0 एस 0-II-73/880 दिनांक 10 जनवरी 1972 में दिए गए अनुदेशों की ओर दिलाऊँ और यह कहूँ कि यह प्रश्न उठाया गया है कि क्या मृत सरकारी कर्मचारी को विधवा/विधुर को मृत कर्मचारी द्वारा किस्तों में लिए गए स्कूटर/कार को ब्याज की किस्तों के इलावा पहले की तरह किस्तों में चुकाने की अनुमति दे दी जाए। सावधानी से विचार करने के पश्चात यह निर्णय किया गया है कि यदि मृत सरकारी कर्मचारी ने अपनी मृत्यु से पूर्व स्कूटर/कार पेशगी ली हो तो ब्याज सहित बकाया राशि विधवा/विधुर/आश्रितों को जैसी भी स्थिति हो अन्तरित की जा सकती है और उस स्थिति में अदायगी पहले से नियत की गई किस्तों में की जा सकती है। जिस व्यक्ति को वाहन कर्ज को पुनरदायगी अन्तरित की गई है उसे सम्बन्धित विभाग को 65 रु (15 रु जमानत के कारण स्टैम्प शुल्क के रूप में तथा 50 रु बन्धक के रूप में) के मूल्य के स्टैम्प कागज पर संलग्न फार्म में एक करारनामा भर कर देना होगा। इस सम्बन्ध में दी गई जमानत [स्थायी सरकारी कर्मचारी की होनी चाहिए।

2. कृपया इन अनुदेशों का अनुपालन किया जाए तथा इसकी पावती भेजी जाए।

भवदीय,

हस्ता/-

संयुक्त सचिव सामान्य प्रशासन,
कृते: मुख्य सचिव, हरियाणा सरकार।

पृ 0 क्रमांक 1866-3 जी 0 एस 0-II-73/20892 दिनांक चण्डीगढ़ 23-8-73

एक प्रति महालेखाकार, वित्तायुक्त राजस्व, सभी प्रशासकीय सचिव, हरियाणा, चण्डीगढ़ को सूचना तथा आवश्यक कार्यवाही के लिए भेजी जाती है।

This deed is executed on the _____ day of _____ between
 Smt. _____ W/o _____ and Shri _____
 S/o _____ Miss _____
 D/o _____ (herein give names of the children of the deceased
 through Widow/Smt./Sh./Widower acting as guardian of the minor children, namely _____

hereinafter referred to as debtors) of the first part and Shri _____ S/o _____
 resident of _____ (hereinafter referred to as surety) of the second part
 and the Governor of Haryana (hereinafter referred as the Government) of the third part.

Whereas late Shri _____ obtained a loan
 of _____ from the Government, for the purchase of a Scooter/Car on.

And whereas Shri _____ died on _____ and out
 of the said loan an amount of Rs. _____ exclusive of the interest, is still out-
 standing ;

And whereas the debtors have requested the Government for the recovery of the balance amount
 of loan in instalments ;

And whereas the Government has agreed to the request of the debtors subject to the terms and
 conditions herein appearing.

Now this deed witness as follows :—

1. For the consideration of aforesaid, the debtors and surety hereby jointly and severly covenant
 with the Government to repay to it the said sum of Rs. _____ and the interest due on the
 total amount of loan in monthly instalments of Rs. _____ each on the _____ day
 of _____ each month.

2. If any of the instalments or any part thereof are be in arrears for a period of _____ days
 after the said instalments shall have become payable as aforesaid, then the whole or such part thereof as shall
 for the time being remain unpaid, shall immediately become due and payable alongwith the interest thereon
 at _____ per cent per annum upto the date of actual payment and the debtors and
 the surety hereby jointly and severly covenant to pay the same to the Government.

3. The liability of the surety herein shall not be impaired or discharged by reason of time being
 granted or by any forbearance act or omission by the Government (whether with or without the consent
 or knowledge of the sureties), nor shall it be necessary for the Government to one the said debtors before
 suing the surety or any of them for the amount due hereunder.

4. The debtor hereby assigns and transfers to the Government the motor vehicle, the particulars
 of which are set out in the Schedule hereunder written by way of security for the said loan and the interest
 thereon. In the case of default in the payment of any instalment due under this deed the Government shall
 be at liberty to take possession of the said motor vehicle and sell the same either by public auction or private
 contract for the recovery of amount due under this deed alongwith the expenses incurred for such auction
 or other proceedings.

5. The debtor will insure and keep insured the said motor vehicle against loss or damage by fire,
 theft or accident with an insurance company.

6. All disputes and differences arising out of or in any way touching or concerning this deed
 whatsoever shall be referred to the sole arbitration of acting as such at the time of reference. It will be no
 objection to such appointment that the arbitrator so appointed is a Government servant, that he had to deal
 with the matter to which this deed relates and that in the course of his duties as Government servants he had
 expressed views on all or any of the matters in dispute or difference. The award of such arbitrator shall be
 final and binding on the parties to this deed.

7. The stamp duty on the execution of this deed shall be borne by the debtors.

In WITNESS where of the parties hereto have signed this deed on the dates respectively mentioned
 under their signatures.

SCHEDULE

(Particulars of the Vehicles)

1. Witness _____

Date _____

Sd/- _____

(Debtors)

Date _____

2. Witness _____

Date _____

for herself and as guardian of her minor children.

Sd/- _____

(Surety)

For and on behalf of the Governor of Haryana.

1. Witness _____

Date _____

Sd/- _____

Date _____

2. Witness _____

Date _____

क्रमांक 5197-3 जी 0 एस 0-II-74/

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

निदेशक,
शिक्षा विभाग, हरियाणा,
चण्डीगढ़ ।

दिनांक चण्डीगढ़ 24 अक्टूबर, 1974

विषय :--नेत्रा अवधि के दौरान मरने वाले सरकारी कर्मचारियों के परिवारों को अनुग्रह पूर्वक अनुदान व अन्य सुविधाएं देना—पब्लिक स्कूलों में ट्यूशन फीस की प्रतिपूर्ति ।

महोदय,

हरियाणा सरकार ने उन कर्मचारियों के, जिनकी मृत्यु सेवा में रहते हुए हुई हो, के परिवारों को सुविधाएं देने सम्बन्धी हरियाणा सरकार के परिपत्र संख्या 8453-3 जी 0 एस 0-II-72/37452 दिनांक 22 दिसम्बर, 1972 के सिलसिले में मुझे यह कहना है कि हरियाणा सरकार के परिपत्र संख्या 9054-4 जी 0 एस 0-70/32230 दिनांक 22 दिसम्बर, 1970 की शर्तों के अनुसार हरियाणा पंजाब तथा संघ क्षेत्र चण्डीगढ़ के सरकारी स्कूलों तथा कालेजों एवं मान्यता प्राप्त गैर सरकारी स्कूलों/कालेजों में ऐसे बच्चों को निःशुल्क शिक्षा दी जा रही है। अब यह निर्णय किया गया है कि निशुल्क शिक्षा का लाभ मृत कर्मचारियों के उन बच्चों को भी उपलब्ध होना चाहिए जो हरियाणा के निम्नलिखित पब्लिक स्कूलों में पढ़ रहे हैं :—

1. पब्लिक हाई स्कूल, हिसार ।
2. एस 0 ए 0 जैन माडल स्कूल, अम्बाला शहर ।
3. होली चाइल्ड स्कूल, सोनीपत ।
4. हौप्पी नर्सरी मिडल स्कूल, जीन्द ।
5. सीनियर माडल स्कूल, कुरुक्षेत्र ।
6. सीनियर माडल स्कूल, फतेहाबाद (हिसार) ।
7. सतीश पब्लिक स्कूल, रिवाड़ी ।
8. पब्लिक हाई स्कूल, जुआं ।
9. दयानन्द माडल स्कूल, करनाल ।
10. सीनियर माडल स्कूल, कैथल ।
11. हरियाणा पब्लिक हाई स्कूल, गोहाना ।
12. पब्लिक मिडल स्कूल, फतेहाबाद ।

उपर्युक्त ट्यूशन फीस की प्रतिपूर्ति अदा की गई वास्तविक ट्यूशन फीस तथा प्रयोगशाला फीस (यदि कोई है) अथवा प्रति मास 20 रुपये, जो भी कम हो, तक की जाएगी ।

भवदीय,

हस्ता/- 1

अवर सचिव, नयाचार,

कृते : मुख्य सचिव, हरियाणा सरकार ।

पृष्ठांकन क्रमांक 5197-3 जी 0 एस 0-II-74/दिनांक चण्डीगढ़ 24 अक्टूबर, 1974

एक प्रति (दो फालतू प्रतियों सहित) महा लेखापाल, निदेशक, शिक्षा विभाग, अवर सचिव, हरियाणा, चण्डीगढ़ को सूचनार्थ तथा आवश्यक कार्यवाही हेतु भेजी जाती है ।

क्रमांक 60-3 जी 0 एस 0-II 75/6408

प्रेषक

मुख्य सचिव, हरियाणा सरकार।

सेवा में

1. हरियाणा के सभी विभागाध्यक्ष, आयुक्त, अम्बाला तथा हिसार मण्डल, सभी उपायुक्त तथा सभी उप मण्डल अधिकारी (सिविल), हरियाणा।
2. रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय, चण्डीगढ़ तथा जिला तथा सत्र न्यायाधीश, हरियाणा में।

दिनांक चण्डीगढ़ 13 मार्च, 1975

विषय :—सेवा अवधि के दौरान मरने वाले सरकारी कर्मचारियों के परिवारों को अनुग्रहपूर्वक अनुदान तथा अन्य सुविधाएं देना।

महोदय,

मुझे उपरोक्त विषय पर आपका ध्यान हरियाणा सरकार के परिपत्र क्रमांक 9054-4 जी 0 एस 0-II-70/32230, दिनांक 22 दिसम्बर, 1970 तथा इस विषय पर समय समय पर जारी की गई हिदायतों की ओर दिलाने का निर्देश हुआ है। इस सम्बन्ध में राज्य सरकार की ओर से जो हिदायतें जारी की गई हैं उनमें यह स्पष्ट तौर पर बताया गया था कि ऐसे केशों को निपटाने के लिए जरा भी देरी नहीं होनी चाहिए।

2. परन्तु कुछ समय से यह देखने में आया है कि सम्बन्धित विभाग मृतक कर्मचारियों के बारे में निर्धारित फार्मों में बैलफेयर सैल को सूचना भेजने में काफी देरी कर देते हैं जिससे पीड़ित परिवार को समय पर सहायता न मिलने के कारण काफी कठिनाई का सामना करना पड़ जाता है। इस कठिनाई को दूर करने के लिए सरकार ने यह निर्णय लिया है कि सम्बन्धित विभाग मृतक कर्मचारियों के परिवारों को अनुदान देने के केशों में सूचना तथा निर्धारित प्रोफार्माज मृतक के आश्रितों से निजि स्तर पर भरवाकर मुकम्मल केस 15 दिनों के अन्दर अन्दर इस विभाग को भेजें।

3. आपसे अनुरोध है कि इन हिदायतों का दृढ़ता से पालन किया जाए तथा इसकी पावती भेजी जाए।

भवदीय,

हस्ता/-

अवर सचिव नयायाचार,

कृते: मुख्य सचिव, हरियाणा सरकार।

एक प्रति विस्तार्युक्त, राजस्व हरियाणा तथा सभी प्रशासकीय सचिव, हरियाणा सरकार को सूचना तथा आवश्यक कार्यवाही हेतु भेजी जाती है।

क्रमांक 1410-5 जी 0 एस 0-II-75/9268

प्रेषक:

मुख्य सचिव, हरियाणा सरकार।

सेवा में

1. हरियाणा के सभी विभागाध्यक्ष, आयुक्त, अम्बाला तथा हिसार मण्डल सभी उपायुक्त तथा सभी उपमण्डल अधिकारी (सिविल) हरियाणा।
2. रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय, चण्डीगढ़ तथा जिला एवं सत्र न्यायाधीश, हरियाणा।

दिनांक चण्डीगढ़ 3 अप्रैल, 1975

विषय :—सेवा अवधि के दौरान मरने वाले सरकारी कर्मचारियों के परिवारों को अनुदान व अन्य सुविधाएं देना—मकान किराया भत्ता की अदायगी।

महोदय,

मुझे उपरोक्त विषय पर हरियाणा सरकार के स्विपत्र क्र० 9054-4 जी 0 एस 0-70/32230, दिनांक 22 दिसम्बर, 1970 तथा परिपत्र क्र० 8541-3 जी 0 एस 0-II-72/791, दिनांक 9 जनवरी, 1973 की ओर दिलाने का निदेश हुआ है जिनमें मृतक के परिवार को एक वर्ष तक सरकारी मकान रखने की तथा अन्य केसों में मृतक कर्मचारी को जो मकान किराया भत्ता मिलता था, वह परिवार को एक वर्ष के लिए दिए जाने की सुविधा प्रदात की गई थी। इन अनुदेशों में यह भी व्यवस्था की गई थी कि इस सम्बन्ध में जो व्यय होगा वह उसी व्यय के शीर्ष से दिया जाएगा जहां से मृतक कर्मचारी मृत्यु से पहले वेतन प्राप्त कर रहा था। इस मामले पर पुनः विचार कर यह निर्णय लिया गया है कि मृतक कर्मचारियों के परिवारों को देय मकान किराया भत्ता का व्यय अब बजट शीर्ष "288—सोशल सैक्यूरिटी-फंड वेलफेयर (नान पलैन)-ई-II-अन्य प्रोग्रामज-7-मृतक कर्मचारियों के परिवारों को अनुदान व अन्य सुविधाएं देने से ही पूरा किया जाएगा। इस बारे में सभी विभागाध्यक्षों की D.D.O. धोषित करने के लिए अलग से कार्यवाही की जा रही है।

2. आपसे अनुरोध है कि इन हिदायतों का दृढ़ता से पालन किया जाए तथा इस सम्बन्ध में व्यय के आंकड़े मासिक विवरण द्वारा इस विभाग की नियमित रूप से भेजे जाएं।

3. कृपया इस पत्र की पावती भेजी जाए।

भवदीय,

हस्ता-

अवर सचिव, न्यायाचार,

कृते: मुख्य सचिव, हरियाणा सरकार।

एक प्रति वित्तायुक्त राजस्व, हरियाणा तथा सभी प्रशासकीय सचिव, हरियाणा सरकार को सूचना तथा आवश्यक कार्यवाही हेतु भेजी जाती है।

ORDER OF THE GOVERNOR OF HARYANA

The Governor of Haryana is pleased to declare all Heads of Departments as Drawing and Disbursing Officers under the Head "288—Social Security and Welfare (Non-Plan)-EII-Other Programme-VII-Ex-gratia grant to the heirs of Government employees" for the reimbursement of House Rent Allowance to the families of deceased Haryana Government employees.

Dated, Chandigarh
the March, 1975.

S.D. BHAMBRI
Chief Secretary to Government, Haryana.

No. 1410-3GSII-75/7411, dated Chandigarh 3 April, 1975.

A copy is forwarded to (i) all Heads of Departments, Commissioner, Ambala and Hissar Divisions, all Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana, (ii) Registrar, Punjab and Haryana High Court, Chandigarh and all District and Session Judges, Haryana, for information and necessary action.

2. They are requested to furnish monthly statements of expenditure in respect of House Rent Allowance paid by them to the families of deceased Government employees.

Sd/—
Under Secretary, Protocol,
for Chief Secretary to Govt. Haryana.

No. 1410-3GSII-75/7412 dated Chandigarh the 3rd April, 1975.

A copy is forwarded to the Accountant General, Haryana, Chandigarh with reference to his letter No. TM/Misc./Ex-gratia/991, dated the 22nd August, 1974, for information.

क्रमांक 5093-3 जी 0 एस 0-II-75/

प्रेषक

मुख्य सचिव, हरियाणा सरकार।

सेवा में

1. हरियाणा के सभी विभागाध्यक्ष, आयुक्त, अम्बाला तथा हिसार मण्डल, सभी उपायुक्त तथा सभी उप-मण्डल अधिकारी (सिविल) हरियाणा।
2. रजिस्ट्रार, पंजाब एवं हरियाणा उच्च न्यायालय, चण्डीगढ़ तथा जिला तथा सब न्यायाधीश, हरियाणा।

दिनांक चण्डीगढ़ 30 अप्रैल, 1975

विषय :—सेवा अवधि के दौरान मरने वाले सरकारी कर्मचारियों के परिवारों को सुविधाएं देना—ग्रुप इन्शोरेन्स स्कीम का लागू करना।

महोदय,

मुझे उपरोक्त विषय पर यह कहने का निदेश हुआ है कि हरियाणा सरकार के सभी कर्मचारियों पर ग्रुप इन्शोरेन्स स्कीम लागू करने का मामला सरकार के विचाराधीन रहा है। विचारोपरान्त सरकार ने निर्णय लिया है कि ग्रुप इन्शोरेन्स स्कीम हरियाणा सरकार के सभी कर्मचारियों, चाहे वे राज्य सरकार में कार्य कर रहे हों, भारत सरकार अथवा दूसरी राज्य सरकारों या सरकारी अण्डरटेकिंग या कुआसी गवर्नमेन्ट बाडीज में कार्य करते हों, पर लागू की जाए। परन्तु ग्रुप इन्शोरेन्स स्कीम तदार्थ आधार, डेली वेजिज/पार्ट टाईम पर कार्य करने वाले कर्मचारियों पर लागू नहीं होगी। इस स्कीम के अन्तर्गत प्रत्येक कर्मचारी से एक रुपया प्रतिमास की दर से कटौती की जायेगी और जिन कर्मचारियों को सेवा अवधि के दौरान मृत्यु हो जाएगी, उनके परिवारों को 5,000 रुपये की राशि बीमा निगम की ओर से मुख्य सचिव के माध्यम से बतौर सहायता दी जाएगी। यह स्कीम 1-4-1975 से लागू समझी जाएगी। आपसे प्रार्थना है कि मास अप्रैल, 1975 से प्रत्येक कर्मचारी के वेतन से एक रुपया प्रतिमास काट लिया जाए तथा मासिक क्लैमेशन की सूचरा निगमों के साथ लगे प्रोफार्मा 4 में भरकर हर मास की 10 तारीख तक मुख्य सचिव, सामान्य सेवाएं II को भेजी जाए। इस सम्बन्ध में बनाए गए हरियाणा स्टेट इम्प्लाइज ग्रुप इन्शोरेन्स स्कीम रूल्ज, 1975 की प्रति संलग्न की जाती है। जिसमें बताए गए प्रोसीजर के मुताबिक कार्यवाही की जाए।

क्रमांक 10028-3 जी 0 एस 0-II-75/27015

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. हरियाणा के सभी विभागाध्यक्ष, आयुक्त अम्बाला तथा हिसार मण्डल, सभी उपायुक्त तथा सभी उप मण्डल अधिकारी (सिविल) हरियाणा ।
2. रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय, चण्डीगढ़ तथा जिला सत्र तथा न्यायाधीश हरियाणा में ।

दिनांक चण्डीगढ़ 15 सितम्बर, 1975.

विषय :—सेवा अवधि के दौरान मरने वाले सरकारी कर्मचारियों के परिवारों को अनुग्रह पूर्वक अनुदान तथा अन्य सुविधाएं देना ।

महोदय,

मुझे उपरोक्त विषय पर हरियाणा सरकार के परिपत्र क्रमांक 9054-4 जी 0 एस 0-II-70/32230, दिनांक 22 दिसम्बर, 1970 तथा इस बारे में समय समय पर जारी की गई हिदायतों की ओर आपका ध्यान दिलाने तथा यह कहने का निदेश हुआ है कि जो मृतक कर्मचारी अपने पीछे नाबालिग आश्रित छोड़ जाते हैं, सरकार अनुग्रह पूर्वक अनुदान की राशि मृतक के नाबालिग बच्चों के नाम स्वीकृत करती है और इसे फिक्सड डिपॉजिट में जमा करवाया जाता है ताकि अनुदान की राशि की अदायगी बच्चों के बालिग होने पर की जा सके। परन्तु कई केशों में नाबालिग बच्चों की जन्मतिथियां उपलब्ध न होने के कारण अनुदान की राशि फिक्सड डिपॉजिट में जमा नहीं हो सकती और बच्चों की जन्म तिथियां जानने के लिए विभागों को पुनः लिखना पड़ता है जिससे अनावश्यक देरी हो जाती है। इस देरी को कम करने के लिए निर्धारित फार्म 'क' में मृतक के परिवार के सभी सदस्यों की जन्म तिथियां की सूचना का उपलब्ध होना आवश्यक है। अतः आपसे अनुरोध है कि भविष्य में मृतक के परिवारों को अनुदान देने का मामला सरकार को भेजते समय उसके सारे सदस्यों की जन्म तिथियां फार्म 'क' में सूचित की जाएं।

2. कृपया इस पत्र की पावती भी भेजी जाए।

भवदीय,

हस्ता/-

अवर सचिव, न्यायाचार,

कृते: मुख्य सचिव, हरियाणा सरकार ।

एक प्रति विलम्बित राजस्व, हरियाणा तथा सभी प्रशासकीय सचिव, हरियाणा सरकार को सूचना तथा आवश्यक कार्यवाही हेतु भेजी जाती है।

क्रमांक 9109-3 जी 0 एस 0-II-75/27898

प्रेषक

मुख्य सचिव, हरियाणा सरकार।

सेवा में

हरियाणा के सभी खजाना अधिकारी।

दिनांक, चण्डीगढ़ 24 सितम्बर, 1975

विषय :—सेवा अवधि के दौरान मरने वाले सरकारी कर्मचारियों के परिवारों को सूविधाएं देना—ग्रुप इन्शोरेंस स्कीम का लागू करना।

महोदय,

मुझे उपरोक्त विषय से सम्बन्धित राज्य सरकार द्वारा जारी किये गये नोटिफिकेशन नं० GSR-39/Const/Art 309/75, दिनांक 25-4-75 के पैरा 7 की ओर आपका ध्यान दिलाते हुए यह कहने का निदेश हुआ है कि अप्रैल 1975 से जब से यह स्कीम लागू की गई है आपकी ओर से सभी विभागों के कर्मचारियों के वेतन में से 1 रु० प्रति मास की दर से काटी गई राशि की कुल रिकवरी के सम्बन्ध में अभी तक कोई सूचना राज्य सरकार द्वारा प्राप्त नहीं हुई है हालांकि यह सूचना हर मास की 10 तारीख तक प्राप्त हो जानी चाहिए थी। इसके फलस्वरूप राज्य सरकार इस बात का अनुमान नहीं लगा सकती कि इस स्कीम के लागू होने पर राज्य सरकार को कितनी राशि प्राप्त हुई है। इसलिए आपसे अनुरोध है कि आप अप्रैल, 1975 से लेकर अब तक, प्रति मास के हिसाब से आवश्यक सूचना अवर सचिव, न्यायाचार, हरियाणा सरकार, चण्डीगढ़ को भी प्रति शीघ्र भेजें। इस के अतिरिक्त भविष्य में भी ऐसी सूचना अवर सचिव, न्यायाचार की प्रति मास की 10 तारीख तक प्रस्तुत की जाए।

2. कृपया इस पत्र की पावती भेजी जाए।

भवदीय,

हस्ता/-

अवर सचिव न्यायाचार,

कृते: मुख्य सचिव, हरियाणा सरकार।

एक प्रति आयुक्त एवं सचिव, हरियाणा सरकार, वित्त विभाग (खजाना एवं लेखा विभाग) चण्डीगढ़ को सूचनार्थ तथा आवश्यक कार्यवाही हेतु भेजी जाती है।

2. यह अनुरोध किया जाता है कि सभी खजाना अधिकारियों को अनुदेश जारी किये जाएं कि वे राज्य सरकार द्वारा जारी किये गये नोटिफिकेशन दिनांक 25-4-75 के पैरा 7 के अनुसार राज्य सरकार की आवश्यक सूचना हर मास की 10 तारीख तक अवश्यमेव भेज दें।

क्रमांक 1040-3 जी: एस: -II-75132129

प्रषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. हरियाणा के सभी विभागाध्यक्ष, आयुक्त, अम्बाला तथा हिसार मण्डल, सभी उपायुक्त तथा सभी उप मण्डल अधिकारी (सिविल) हरियाणा में।
2. रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय, चण्डीगढ़ तथा सभी जिला एवं सत्र न्यायाधीश, हरियाणा में।

दिनांक चण्डीगढ़ 29 अक्टूबर, 1975 ।

विषय:- सेवाअवधि के दौरान मरने वाले सरकारी कर्मचारियों के परिवारों को अनुग्रह पूर्वक अनुदान व अन्य सुविधाएं देना-मृतकों के नाबालिग बच्चों के नाम स्वीकृत अनुदान की राशि को फिक्सड डिपॉजिट में जमा करवाना।

महोदय,

मुझे आपका ध्यान उपरोक्त विषय पर हरियाणा सरकार के परिपत्र क्रमांक 9054-4 जी: एस: - II-70/32230, दिनांक 22 दिसम्बर, 1970 तथा इस विषय पर समय समय पर जारी की गई हिदायतों की ओर दिलाने तथा यह कहने का निदेश हुआ है कि वर्तमान नाति के अनुसार मृतक कर्मचारी के नाबालिग सदस्यों के नाम जो राशि स्वीकृत की जाती है उसे फिक्सड डिपॉजिट में जमा करवा दिया जाता है ताकि उनके बालिग होने पर यह राशि उनको अदा की जा सके। इस मामले पर पुनः विचार करके पर यह अनुभव किया गया है कि कुछ ऐसे केशों में नाबालिग बच्चों के गार्डियन की आर्थिक दशा काफी कमजोर होने के कारण बच्चों की पढ़ाई तथा देखभाल में काफी कठिनाई उत्पन्न होती है, विशेष तौर पर जब गार्डियन अपंग हो, अशक्त हो तथा उसकी रोजीआय का कोई साधन न हो। इसलिए सरकार ने यह निर्णय लिया है कि फिक्सड डिपॉजिट पर लगे ब्याज की राशि नाबालिग बच्चों के गार्डियन को प्रतिमाह दे दी जाए। परन्तु ऐसा करते समय यह सुनिश्चित करना जरूरी है कि मासिक ब्याज की राशि बच्चों की भलाई पर ठीक प्रकार से व्यय हो और इस राशि का गार्डियन द्वारा दुरुपयोग न हो। इसके अन्तर्गत फिक्सड डिपॉजिट पर लगे ब्याज की अदायगी केवल उन्हीं केशों में की जाएगी जहां गार्डियन द्वारा इसके लिए विशेष प्रार्थना की गई हो तथा उसके अपंग, अशक्त तथा रोजीआय के साधन न होने का प्रमाण विभाग की ओर से दिया गया हो।

2. आपसे अनुरोध है कि भविष्य में जब भी ऐसी प्रार्थना प्राप्त हो तो इसकी सिफारिश करते समय उक्त प्रमाण देते हुए यह सिफारिश की जाए कि फिक्सड डिपॉजिट की राशि पर लगे ब्याज की राशि मृतक के नाबालिग बच्चों को उनके गार्डियन के माध्यम से देना आवश्यक है और इस राशि का गार्डियन द्वारा सदुपयोग होगा। साथ में गार्डियन काडनाम तथा पूरा पता भी सूचित किया जाए।

3. कृपया इन हिदायतों की दृढ़ता से पालना की जाए तथा इस पत्र की पावती भेजी जाए।

हस्ता/-

अवर सचिव, न्यायाचार,
कृते: मुख्य सचिव, हरियाणा सरकार।

एक प्रति वित्यायुक्त राजस्व हरियाणा तथा सभी प्रशासकीय सचिव, हरियाणा सरकार को सूचना तथा आवश्यक कार्यवाही हेतु भेजी जाती है।

क्रमांक 9293-3 जी: एस:-II-75/33759

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. हरियाणा राज्य के सभी विभागाध्यक्ष, आयुक्त, अम्बाला तथा हिसार मण्डल, सभी उपायुक्त तथा सभी उप मण्डल अधिकारी (सिविल) हरियाणा में ।
2. रजिस्ट्रार पंजाब तथा हरियाणा उच्च न्यायालय, चण्डीगढ़ तथा सभी जिला एवं सत्र न्यायाधीश, हरियाणा में ।

दिनांक चण्डीगढ़ 17 नवम्बर, 1975 ।

विषय:- सेवा अवधि के दौरान मरने वाले सरकारी कर्मचारियों के परिवारों को अनुदान व अन्य सुविधाएं देना ।

महोदय,

मुझे निदेश हुआ है कि मैं आपका ध्यान उपर्युक्त विषय पर हरियाणा सरकार के परिपत्र क्रमांक 817-3 जी: एस:-II-73/6209 दिनांक 8 मार्च, 1973 द्वारा जारी किये गए अनुदेशों की ओर दिलाऊं जिनके अनुसार अराज-पत्रित मृतक कर्मचारियों के मामले विभागाध्यक्ष द्वारा और राजपत्रित अधिकारियों के मामले सम्बन्धित प्रशासकीय सचिव द्वारा अनु: अनु: की स्वीकृति तथा डिस्चार्समेंट हेतु भेजे जाने हैं । परन्तु यह देखने में आया है कि इन हिदायतों का दृढ़ता से पालन नहीं किया जा रहा है और कई मृतक कर्मचारियों से सम्बन्धित अनुग्रह । पूर्वक अनुदान के मामले एक ओर नीच के स्तर से प्राप्त हो रहे हैं और दूसरी ओर सम्बन्धित विभागाध्यक्ष द्वारा भी सरकार को रैफर किये जाते हैं । इस प्रकार जहां कार्य में अनावश्यक वृद्धि हो रही है वहां प्रार्थियों को दोहरी अदायगी होने की संभावना है । अतः आपसे पुनः अनुरोध है कि सरकार के उपरोक्त पत्र में वर्णित अनुदेशों का दृढ़ता से पालन किया जाए और भविष्य में यह मामले केवल सम्बन्धित प्रशासकीय सचिव विभाग अध्यक्षों द्वारा ही सरकार को प्रस्तुत किये जाए ।

2. कृपया इसकी पावती भेजी जाए ।

हरता/-

अवर सचिव, न्यायालय,

कृते: मुख्य सचिव, हरियाणा सरकार ।

प्रेषक

क्रमांक 12155-3 जी: एस:-II-75134723

मुख्य सचिव, हरियाणा सरकार ।

1. हरियाणा के सभी विभागाध्यक्ष, आयुक्त, अम्बाला तथा हिसार मण्डल, सभी उपायुक्त तथा सभी ग्रुप मण्डल अधिकारी (सिविल) ।
2. रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय, चण्डीगढ़, तथा जिला एवं सत्र न्यायाधीश, हरियाणा में ।

दिनांक चण्डीगढ़ 2 दिसम्बर, 1975 ।

विषय:- सेवा अवधि के दौरान अन्धे या नाकारा (Major disability से ग्रस्त) सरकारी कर्मचारियों को अनुग्रह पूर्वक अनुदान व अन्य सुविधाएं प्रदान करना ।

मुझे उपरोक्त विषय पर आपका ध्यान हरियाणा सरकार के परिपत्र क्रमांक 9054-4 जी: एस:-II-70/32230, दिनांक 22 दिसम्बर, 1970 तथा इस विषय पर समय समय पर जारी की गई हिदायतों की ओर दिलाने और यह कहने का निदेश हुआ है कि कुछ समय से सेवा अवधि के दौरान अन्धे या नाकारा (Major disability से ग्रस्त) कर्मचारियों को भी अनुग्रह पूर्वक अनुदान तथा अन्य सुविधाएं प्रदान करने का मामला सरकार के विचाराधीन रहा है । सरकार ने इस श्रेणी के कर्मचारियों को भी निम्नलिखित सुविधाएं प्रदान करने का निर्णय लिया है :-

अनुग्रह पूर्वक अनुदान

1. अनुग्रह पूर्वक अनुदान अन्धे या नाकारा सरकारी कर्मचारी द्वारा लिए गए अन्तिम मासिक वेतन के आठ गुणा के बराबर होगी परन्तु यह अनुग्रह पूर्वक अनुदान की राशि कम से कम 4,000/- रु और अधिक से अधिक 12,000/- रु तक होगी ।
2. अनुग्रह पूर्वक अनुदान के अतिरिक्त अन्य सभी सुविधाएं जो मृतक कर्मचारियों के परिवारों को उपलब्ध हैं, इस Category के कर्मचारियों को भी उपलब्ध होंगी ।

ये सुविधाएं 1-4-1974 या इस तिथि के बाद अन्धे या नाकारा होने के कारण सेवा से निवृत्त किये जाने वाले सरकारी कर्मचारियों को प्रदान की जाएंगी ।

2. आपसे प्रार्थना है कि इन हिदायतों का दृढ़ता से पालन किया जाए तथा यदि कोई इस प्रकार का केस हो तो उससे सम्बन्धित सूचना संलग्न फार्मों में भरकर सरकार को भेजी जाए ।

3. कृपया इस पत्र की पावती भेजी जाए !

भवदीय

हस्ता/-

अवर सचिव, न्यायाचार,

कृते: मुख्य सचिव, हरियाणा सरकार ।

एक प्रति अनुलग्नक सहित वित्तायुक्त राजस्व, हरियाणा तथा सभी प्रशासकीय सचिव, हरियाणा सरकार को सूचना तथा आवश्यक कार्यवाही हेतु भेजी जाती है ।

अनुग्रह पूर्वक अनुदान के लिए आवेदन पत्र का फार्म

भाग क

के कार्यालय/विभाग में
श्री/श्रीमति

के रूप
की ओर से आवेदन पत्र ।

में नियुक्त

(1) आवेदक का नाम तथा पूरा पता

सरकारी कर्मचारी की इनवैलिड होने की तिथि

(3) कर्मचारीके जीवित सम्बन्धियों के
नाम तथा आयु ।

नाम

आयु

(क) पत्नि/पति

(ख) पुत्र

(ग) अविवाहित पुत्रियां

(घ) विधवा पुत्रियां

(ङ) कर्मचारी पर पूर्व रूप से आश्रित माता पिता

(च) विधवा/अविवाहित बहन

(4) परिवार की सामान्य वित्तीय स्थिति (यह शपथ पत्र प्रोफार्मा ए/ 1 क/1) में दर्शाया जाना है ।

(5) आय का साधन

(6) सरकारी नौकरी के लिए विचार किए जाने के इच्छूक परिवार के सभी सदस्यों की श्रेणिक योग्यता एवं अन्य ब्योरा

(7) यदि इनवैलिड सरकारी कर्मचारी की पत्नि/पति या उसके परिवार का कोई सदस्य कमा रहा है तो प्रत्येक केस में प्राप्त होने वाली मासिक वेतन तथा नियुक्ति का ब्योरा दिया जाए ।

(8) कोई अन्य सम्बन्ध सूचना

स्थान
दिनांक

(आवेदक के हस्ताक्षर)
पूरा पता --

प्रोफार्मा ए/1य(क) /1)

शपथ पत्र

मैं
श्री/श्रीमति
जिला

निवासी

पुत्र/पुत्री।

तहसील

इसके द्वारा सत्यनिष्ठा से निश्चय पूर्वक कहता/कहती हूँ तथा घोषणा करता/करती हूँ :-

की मेरे नाकारा होने के समय मेरे तथा मेरे परिवार के सभी सदस्यों के पास निम्नलिखित सम्पत्ति

थी :-

- (1) बैंक/डाकघर में राशि
- (2) बीमा पालिसी की राशि
- (3) नकदी ।आभूषण
- (4) चल/अचल सम्पत्ति का विवरण तथा अन्य विषय ।

II निम्नलिखित परिवार के सदस्य काम पर सभे हैं :-

- 1 _____
- 2 _____
- 3 _____

III परिवार के पास निम्नलिखित आय के अन्य साधन हैं :-

- 1 _____
- 2 _____
- 3 _____

अभिलाषी
पूरा पता -

सत्यापन

मैं इसके द्वारा यह निश्चय पूर्वक कहता/कहती हूँ तथा घोषणा करता/करती हूँ कि मेरे शपथ पत्र के उक्त विवरण मेरी जानकारी तथा घोषणा के अनुसार ठीक एवं सत्य हैं और कोई भी बात गुप्त नहीं रखी है ।

अभिलाषी

नोट:- यह शपथ पत्र 10 पैसे के मूल्य के नान-जुडिशियल कागज पर प्रस्तुत किया जाना है ।

भाग ख

(कार्यालय/विभाग के अध्यक्ष द्वारा पूरा किए जाने के लिए)

- (1) कर्मचारी का नाम
- (2) परिस्थितियां जिनके कारण कर्मचारी अन्धा या नाकारा हुआ
- (3) सेवा अवधि
- (4) जन्म तिथि
- (5) अन्धा/नाकारा होने (मेजर डिस एबिलिटी) के समय प्राप्त की गई कुल मासिकपआव।
- (6) परिवार की आर्थिक दशा, विशिष्ट विवरणी सहित,
- (7) सेवा का रिकार्ड विशिष्ट विवरणी सहित, यदि कोई हो,
- (8) अन्धा/नाकारा कर्मचारी की सम्पत्ति (सम्पत्ति घोषणा पत्र की प्रति संलग्न की जाए)।
- (9) सेवा निवृत्ति तथा अन्धा/नाकारा होने के बीच की अवधि
- (10) (क) सुविधाएं जो पेंशन/प्रेच्युटी द्वारा अन्धा/नाकारा कर्मचारी की प्राप्त होती यदि वह सामान्य ढंग से सेवा निवृत्त होता।
(ख) सुविधाएं जो अब अन्धा/नाकारा कर्मचारी पेंशन/प्रेच्युटी के तौर पर प्राप्त करेगा।
- (11) अन्धा/इनवैलिड होने के समय सामान्य भविष्य निधि (जी:पी:एफ:) में जमा राशि।
- (12) अन्धा/नाकारा कर्मचारी के पुत्र कहां कहां बसे हुए हैं और उनकी मासिक आय क्या है?
- (13) भाग 'क' के खाना 7 के सम्बन्ध में सिफारिशें, यदि हो।
- (14) सिफारिश की गई अनुग्रह पूर्वक अनुदान की राशि।
- (15) क्या कर्मचारी नियमित था तथा एडहाक नहीं था—

टिप्पणी:—अनुग्रह पूर्वक अनुदान की राशि सामान्यतः अन्धा/नाकारा सरकारी कर्मचारी द्वारा प्राप्त की गई मासिक आय के आठ गुणा राशि के बराबर होगी तथा न्यूनतम 4,000 रुपये तथा अधिकतम 12,000 रुपये होगी।

कार्यालय/विभागाध्यक्ष के हस्ताक्षर

भाग 'ग' (फार्म सी)

(प्रशासकीय विभाग/विभागाध्यक्ष के प्रयोग)

1. विभाग अध्यक्ष की सिफारिश
2. प्रशासकीय विभाग की सिफारिश।

भाग-भी (फार्म-डी)

मुख्य सचिव हरियाणा सरकार, (सामान्य सेवाएं शाखा) को सूचनार्थ एवं आवश्यक कार्यवाही के लिए अघेषित किया जाता है।

2. श्री/श्रीमति की गोपनीय अभिलेख तथा सेवा पंजी (सेवा पंजी अराजपत्रित सरकारी कर्मचारी की स्थिति में) संलग्न है।

सचिव, हरियाणा सरकार,
विभाग।

सेवा में

मुख्य सचिव, हरियाणा सरकार, (सामान्य सेवाएं शाखा)।

अशा 0 क्रमांक

दिनांक

क्रमांक 185-3 जी 0 एस 0-II-16/1273

प्रेषक

मुख्य सचिव, हरियाणा सरकार।

सेवा में

1. हरियाणा के सभी विभागाध्यक्षों, आयुक्त, अम्बाला तथा हिसार मण्डल, सभी उपायुक्त तथा सभी उप मण्डल अधिकारी (मिविल)।
2. रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय, चण्डीगढ़ तथा जिला एवं सत्र न्यायाधीश, हरियाणा में।

दिनांक चण्डीगढ़, 16 जनवरी, 1976

विषय :—सिविल सेवा में पुनर्नियुक्त मिलटरी पेंशनरज की सेवा अवधि के दौरान मृत्यु कारण, उनके परिवारों को अनु-ग्रहपूर्वक अनुदान व अन्य सुविधाएं देना।

महोदय,

मुझे आपका ध्यान उपरोक्त विषय पर हरियाणा सरकार के परिपत्र, क्रमांक 7260-3 जी 0 एस 0-II-71/880 दिनांक 10 जनवरी, 1972 द्वारा जारी की गई हिदायतों की ओर दिलाने का निदेश हुआ है, जिन के पैरा 2 में यह व्यवस्था की गई थी कि पुनर्नियुक्त पेंशनरज अनुग्रहपूर्वक अनुदान की स्कीम के अन्तर्गत नहीं आयेंगे। राज्य सरकार ने इस मामले पर पुनः विचार किया है और यह निर्णय लिया है कि सिविल सेवा के दौरान मरने वाले पुनर्नियुक्त मिलटरी पेंशनरज भी उपरोक्त स्कीम के अन्तर्गत माने जाएंगे।

3. कृपया इस पत्र की पावती भेजी जाए।

भवदीय,

हस्ता/-

अवर सचिव, न्याचार,

कृते: मुख्य सचिव, हरियाणा सरकार।

एक प्रति विज्ञापक, राजस्व, हरियाणा तथा सभी प्रशासकीय सचिव, हरियाणा सरकार, को सूचना तथा आवश्यक कार्यवाही हेतु भेजी जाती है।

क्रमांक 769-3 जी 0 एस 0-II-76/5165

प्रेषक

सेवा में,

मुख्य सचिव, हरियाणा सरकार।

1. सभी विभागाध्यक्ष, आयुक्त अम्बाला, तथा हिसार मण्डल, सभी उपायुक्त तथा सभी उप-मण्डल अधिकारी (नागरिक) हरियाणा में।
2. रजिस्ट्रार पंजाब तथा हरियाणा उच्च न्यायालय एवं सभी जिला एवं सत्र न्यायाधीश हरियाणा में।

दिनांक चण्डीगढ़ मार्च 15, 1976

विषय :—सेवा अवधि के दौरान मरने वाले सरकारी कर्मचारियों के परिवारों को अनुदान व सुविधाएं देना।

महोदय,

मुझे यह निदेश हुआ है कि उपरोक्त विषय पर आपका ध्यान हरियाणा सरकार के पत्र क्रमांक 9054-4 जी 0 एस 0-II-70/32230/दिनांक 22 दिसम्बर, 1970 जिसके अनुसार, अन्य सुविधाओं के इलावा मृतक कर्मचारियों के आश्रित बच्चों को डिग्री स्तर पर मुफ्त पढ़ाई की सुविधा प्रदान की जाती है। इन हिदायतों में यह स्पष्ट नहीं है कि क्या डिग्री स्तर की शिक्षा में प्रोफेशनल कालेजिज/यूनिवर्सिटीज में प्राप्त की जा रही शिक्षा सम्मिलित है या नहीं। विचार करने के पश्चात यह निर्णय लिया गया है कि वर्तमान हिदायतों में इस प्रकार संशोधन कर दिया जाए :—

The benefit of free education shall be allowed upto Degree Courses (including professional Courses), provided the children get admission in the said courses on merit and pass the examination hold from time to time.

फीस आदि की प्रतिपूर्ति का तरीका वही होगा जोकि हरियाणा सरकार के प्रतिपत्र क्रमांक 8455-5 एच 0 जी 0 एस 0-11-72137452, दिनांक 22-12-72 के पैरा 2 में दिया गया है।

इस पत्र की पावती भेजी जाए।

भवदीय,

हस्ता/-

अवर सचिव प्रोटोकॉल,

कृते: मुख्य सचिव, हरियाणा सरकार।

क्रमांक 769-3 जी 0 एस 0-II-76/5166 दिनांक मार्च, 15, 1976

एक प्रति सूचना तथा आवश्यक कार्यवाही हेतु महानिदेशाकार हरियाणा को भेजी जाती है।

क्रमांक 16/2/78-3 जी 0 एस 0-II

प्रेषक

मुख्य सचिव, हरियाणा सरकार।

सेवा में

1. सभी विभागाध्यक्ष, आयुक्त अम्बाला तथा हिसार मण्डल, सभी उपायुक्त तथा उपमण्डल अधिकारी (ना), हरियाणा।
2. रजिस्ट्रार पंजाब तथा हरियाणा उच्च न्यायालय, चण्डीगढ़।
दिनांक, चण्डीगढ़ 11/13-10-78

विषय :--सेवा अवधि के दौरान मरने वाले कर्मचारियों के परिवारों को तथा सेवा अवधि के दौरान अन्धे या नाकारा हो जाने के कारण सेवा निवृत्त किये जाने वाले कर्मचारियों को अनुग्रह पूर्वक अनुदान तथा अन्य सुविधायें-भवन निर्माण ऋण पर लगे ब्याज की राशि माफ करना-प्रोफोर्मा में सूचना देने बारे।

महोदय,

मुझे यह कहने का निदेश हुआ है कि हरियाणा सरकार के पत्र क्रमांक 7260-3 जी 0 एस 0-II-71/880, दिनांक 10-1-1972 के पैर. (IV) के अनुसार सेवा अवधि के दौरान मरने वाले सरकारी कर्मचारियों द्वारा लिये गये भवन निर्माण ऋण पर लगे ब्याज की राशि उपयुक्त कसों में माफ की जा सकती है। आगे, हरियाणा सरकार के पत्र क्रमांक 12155-3 जी 0 एस 0-II-75/34723, दिनांक 2-12-1975 के अनुसार यह सुविधा सेवा अवधि के दौरान अन्धे या नाकारा हो जाने के कारण सेवा निवृत्त किये जाने वाले कर्मचारियों को भी दी जा सकती है। इस सम्बन्ध में अनुरोध है कि भवन निर्माण ऋण पर लगे ब्याज की राशि को माफ करने के लिये प्रस्ताव भेजते समय कृपया भविष्य में संलग्न प्रोफोर्मा के भाग (1) के अनुसार मृतक कर्मचारियों के आश्रितों से या नाकारा अथवा अंधा हो जाने के कारण सेवा निवृत्त किये गये कर्मचारियों से शपथ पत्र के रूप में प्रार्थना पत्र प्राप्त करके तथा प्रोफोर्मा का भाग (2) विभाग द्वारा भरकर सरकार को अवश्य भेजे जायें।

भवदीय,

हस्ता/-

उप सचिव, न्यायाचार,

कृते: मुख्य सचिव, हरियाणा सरकार।

एक प्रति अनुलग्नक सहित, वित्तायुक्त एवं सभी प्रशासकीय सचिव, हरियाणा सरकार को सूचना तथा आवश्यक कार्यवाही हेतु भेजी जाती है।

भवन निर्माण ऋण पर लगे ब्याज को माफ करने बारे मृतक कर्मचारियों के आश्रितों या नाकारा कर्मचारियों द्वारा दिये जाने वाला प्रार्थना-पत्र ।

भाग (I) जो प्रार्थी द्वारा भरा जाये ।

1. (क) मृतक/नाकारा कर्मचारी का नाम ।
 (ख) कर्मचारी की पद संज्ञा ।
 (ग) कर्मचारी के कार्यालय/विभाग का नाम ।
 (घ) कर्मचारी की मृत्यु/नाकारा होने की तिथि ।
 (ङ) मृतक कर्मचारी के साथ संबंध ।

2. कर्मचारी की चल/अचल सम्पत्ति :—

- (क) बैंक/डाकखाने में जमा राशि ।
 (ख) बीमा पालिसी की राशि ।
 (ग) नकदी ।
 (घ) आभूषण ।
 (ङ) अचल सम्पत्ति (कृषि भूमि, मकान, मकान के लिये प्लॉट आदि) का ब्यौरा, कीमत सहित ।

3. परिवार के आय के साधन :—

- (क) परिवार के सदस्यों का ब्यौरा, उनकी मासिक आय सहित ।

क्रम संख्या	नाम	कर्मचारी के साथ संबंध तथा आय	नौकरी या कोई अन्य काम करता है। आय भी बताएं	परिवार के साथ रहता है या अलग
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- (ख) अन्य साधनों (कृषि योग्य भूमि, मकान आदि) से प्राप्त आय ।

4. मृतक के परिवार/नाकारा कर्मचारी की निम्नलिखित मदों से प्राप्त होने वाली राशि का विवरण :—

- (क) मासिक पैम्शन ।
 (ख) ग्रेच्युटी ।
 (ग) भविष्य निधि कोष (जी 0 पी 0 फण्ड)
 (घ) किसी स्टेच्युट आदि के अधीन प्राप्त धन राशि (उदाहरणतया: वर्क मैन कम्पनमेशन एक्ट के अधीन प्राप्त धन राशि)

5. मृतक के परिवार/नाकारा कर्मचारी की जिम्दारियां का ब्यौरा ।

प्रार्थी के हस्ताक्षर
 पूरा पता

घोषणा-पत्र

मैं यह निश्चय पूर्वक घोषणा करता हूँ/करती हूँ कि मेरे द्वारा दिये गये उपरोक्त तथ्य मेरे ज्ञान एवं विश्वास के अनुसार ठीक एवं सत्य हैं और मैंने कोई भी बात गुप्त नहीं रखी है।

अभिसाक्षी

नोट :—यह सूचना 10 पैसे के मूल्य के नान-ज्युडिशियल कागज पर तथा ओथ-कमिशनर/प्रथम श्रेणी मैजिस्ट्रेट द्वारा साक्षात्कृत हो।

भाग (2) विभाग द्वारा दिये जानी वाली सूचना :—

1. (क) कर्मचारी की जन्म तिथि।
(ख) कर्मचारी की सरकारी सेवा में नियुक्ति की तिथि।
(ग) क्या कर्मचारी स्थायी था अथवा अस्थायी।
2. (क) कर्मचारी द्वारा भवन-निर्माण के लिये प्राप्त ऋण की कुल राशि।
(ख) ऋण प्राप्त करने की तिथि (तिथियां)
(ग) कर्मचारी द्वारा मृत्यु तक/नाकारा होने तक ऋण की वापिस की गई कुल राशि।
(घ) कर्मचारी की मृत्यु/नाकारा होने की तिथि तक भवन निर्माण ऋण पर लगे ब्याज की कुल राशि जो बकाया है।
3. विभाग की सिफारिश।
(सिफारिश के कारणों सहित)

विभागाध्यक्ष के हस्ताक्षर।

क्रमांक 16/2/3 जी 0 एस 0-II-79

प्रेषक

मुख्य सचिव, हरियाणा सरकार, चण्डीगढ़।

सेवा में

1. हरियाणा के सभी विभागाध्यक्ष, आयुक्त, अम्बाला तथा हिसार मण्डल, सभी उपायुक्त व उप मण्डल अधिकारी (नागरिक)।
2. रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय, चण्डीगढ़।

दिनांक, चण्डीगढ़ 22 फरवरी, 1979

विषय :—सेवा अवधि के दौरान मरने वाले सरकारी कर्मचारियों के परिवारों को अनुग्रह पूर्वक अनुदान तथा अन्य सुविधाएं देना।
महोदय,

मुझे उपरोक्त विषय पर आपका ध्यान हरियाणा सरकार के परिपत्र क्रमांक 9054-4 जी 0 एस 0-II-78/32230, दिनांक 22-12-70 तथा इस विषय पर समय-2 पर जारी की गई हिदायतों की ओर दिलाते हुए यह कहने का निदेश हुआ है कि सरकार ने निर्णय लिया है कि भविष्य में गुमशुदालापता कर्मचारियों के परिवारों के एक आश्रित सदस्य को नौकरी की सुविधा प्रदान कर दी जाए और ऐसे केसों में अनुग्रहपूर्वक अनुदान राशि की अदायगी तभी की जाए यदि कर्मचारी 7 साल से अधिक लापता रहे तथा प्रयत्न करने पर भी तलाश नहीं किया जा सका हो। उक्त लाभ पुलिस विभाग द्वारा गुमशुदा रिपोर्ट प्राप्त करने उपरांत देय होंगे।

अतः आपसे अनुरोध है कि उक्त निर्णय में Covered Cases भी आगे से इस विभाग को भेजे जाएं।

भवदीय,

हस्ता/-

उप सचिव, न्यायाचार,

कृते: मुख्य सचिव, हरियाणा सरकार।

एक-एक प्रति हरियाणा सरकार के सभी विल्लायुक्तों, तथा सचिवों को सूचना एवं आवश्यक कार्यवाही हेतु भेजी जाती है।

क्रमांक 16/7-3 की 0 एस 0-II-79

प्रेषक

मुख्य सचिव, हरियाणा सरकार।

सेवा में

1. हरियाणा के सभी विभागाध्यक्ष आयुक्त अम्बाला तथा हिसार मण्डल, सभी उपायुक्त व उपमण्डल अधिकारी (सिविल)।
2. रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय, चण्डीगढ़।

दिनांक, चण्डीगढ़ 30 अप्रैल, 1979

विषय :—सेवा अवधि के दौरान मृत कर्मचारियों के परिवारों को अनुग्रहपूर्वक अनुदान की अदायगी के लिए प्रस्ताव भेजने बारे।

महोदय,

मुझे उपरोक्त विषय पर आपका ध्यान हरियाणा सरकार के पत्र क्रमांक 9054-4-जी 0 एस 0-II-70/32230, दिनांक 22-12-70 की ओर दिलाने तथा यह कहने का निदेश हुआ है कि इन हिदायतों के साथ भेजे गये निर्धारित आवेदन-पत्र।प्रोफार्मा के फार्म-डी में यह व्यवस्था है कि मृतक की गोपनीय अभिलेख तथा सेवा पंजी (सेवा पंजी अराजपलित सरकारी कर्मचारी की स्थिति में) इस विभाग को भेजी जाए। मृतक कर्मचारी की सेवा पंजी।गोपनीय अभिलेख की अनूपलब्धि के कारण अनेक विभागों द्वारा पैन्शन सम्बन्धी मामलों का निपटारा करने में अनावश्यक विलम्ब हो जाता है। अतः सरकार द्वारा इस विलम्ब का निवारण करने के प्रश्न पर विचार किया गया है और यह निर्णय लिया गया है कि भविष्य में मृतक की सेवा पंजी।गोपनीय अभिलेख आवेदन-पत्र के साथ भेजने की अपेक्षा वांछित सूचना प्रमाण-पत्र के रूप में निम्न प्रकार भेजी जाए :—

प्रमाणित किया जाता है (1) "मृतक नियमित कर्मचारी था तथा तदर्थधार पर नहीं लगा हुआ था और (2) उसकी ईमानदारी पर कभी सन्देह प्रकट नहीं किया गया।"

2. कृपया इन अनुदेशों का पालन दृढ़ता से किया जाए।

भवदीय,

हस्ता/-

उप सचिव न्यायाचार

कृते: मुख्य सचिव, हरियाणा सरकार।

एक-एक प्रति हरियाणा सरकार के सभी वित्तायुक्तों, आयुक्त एवं सचिवों तथा सचिवों, सूचना एवं आवश्यक कार्यवाही हेतु भेजी जाती है।

क्रमांक 16/9/3 जी 0 एस 0-II-79

प्रेषक

मुख्य सचिव, हरियाणा सरकार।

सेवा में

1. हरियाणा के सभी विभागाध्यक्ष, आयुक्त अम्बाला तथा हिसार मण्डल, सभी उपायुक्त एवं उप मण्डल अधिकारी (ना)।
2. रजिस्ट्रार, पंजाब एवं हरियाणा उच्च न्यायालय, चण्डीगढ़।

दिनांक चण्डीगढ़ 30 अप्रैल, 1979

विषय :—सेवा अवधि के दौरान मरने वाले सरकारी कर्मचारियों के परिवारों को सामूहिक बीमा स्कीम के अन्तर्गत बीमा राशि की सुविधा प्रदान करने बारे।

महोदय,

उपर्युक्त विषय पर हरियाणा सरकार के परिपत्र क्रमांक 5093-3 जी 0 एस 0-II-75, दिनांक 30-4-75 के साथ प्रेषित किए गए हरियाणा स्टेट इम्प्लॉईज ग्रुप इंशोरेंस स्कीम रूलज, 1975 के नियम 2 (डी) के साथ पठित रूल 12 की ओर दिलाते हुए मुझे यह कहने का निदेश हुआ है कि उक्त पैरा में निहित उपबंध अनुक्षार मृतक कर्मचारी के आश्रित परिवार सदस्यों को बीमा राशि की अदायगी किये जाने की व्यवस्था है। वर्तमान प्रणाली में अधिकतम सरलता एवं एकरूपता लाने की दृष्टि से मामले का पुनर्निरीक्षण किया गया है और तत्पश्चात् सरकार द्वारा यह निर्णय लिया गया है कि भविष्य में स्कीम के नियम 2 (डी) के अनुसार सभी नियमित कर्मचारियों से उनके लाभ प्राप्तकर्ता (beneficially) का नामांकन प्राप्त कर लिया जाये ताकि किसी कर्मचारी के मरणोपरान्त उसके नामांकित परिवार सदस्य को बीमा राशि बिना किसी कठिनाई के प्रदान की जा सके। लाभ प्राप्तकर्ता (nominee) की अनुपलब्धि में स्कीम के रूल 12 में अंकित क्रमानुसार बीमा राशि का भुगतान किया जाएगा।

2. आपसे निवेदन है कि ग्रुप बीमा योजना के अन्तर्गत सभी नियमित कर्मचारियों से निर्धारित फार्म (प्रतियां संलग्न) में नामांकन प्राप्त करके अपने रिकार्ड में रख लिया जाये और भविष्य में मृतक द्वारा दिये गये नामांकन के अनुसार ही बीमा राशि दिलाने हेतु इस विभाग को प्रस्ताव भेजा जाये।

3. कृपया इन हिदायतों का पालन दृढ़तापूर्वक किया जाये और इस पत्र की पावती भी भेजी जाये।

भवदीय,

हस्ता/-

उप सचिव न्याचार,

कृते: मुख्य सचिव, हरियाणा सरकार।

एक-एक प्रति हरियाणा सरकार के सभी वित्तायुक्तों आयुक्त एवं सचिवों तथा सचिवों, सूचना एवं आवश्यक कार्यवाही हेतु भेजी जाती है।

FORM—I

Nomination for benefits under the Haryana State Employees' Group Insurance Scheme

(When the Government servant has a family and wishes to nominate one member or more than one member thereof).

I hereby nominate the person(s) mentioned below, who is/are member(s) of my family and confer on him/them the right to receive the amount that may be sanctioned by the Haryana Govt. under the Group Insurance Scheme in the event of my death while in service.

Name and addresses of nominee/nominees	Relationship with Govt. servant	Age
--	---------------------------------	-----

Dated, this day of 19 at
 Signature of Govt. servant.

Signatures of two witnesses :—

- 1.
- 2.

N.B.—The Govt. servant should draw lines across the blank space below his last entry to prevent insertion of any names after he has signed.

FORM—II

Nomination for benefits under the Haryana State Employees' Group Insurance Scheme.

When the Govt. servant has no family and wishes to nominate one person or more than one person.

I, having no family, hereby nominate the person/persons mentioned below and confer of him/them the right to receive the amount that may be sanctioned by the Haryana Govt. under the Group Insurance Scheme, in the event of my death while in service.

Name and addresses of nominee/nominees	Relationship with Govt. servant	Age
--	---------------------------------	-----

Dated, this day of 19 at

Signature of two witnesses :

- 1.
- 2.

Signature of Govt. servant.

N.B. 1. The Govt. servant should draw line across the blank space below his last entry to prevent the insertion of any names after he has signed.

2. Where a Govt. servant who has no family makes a nomination, he shall specify in this column that the nomination/his subsequently acquiring a family shall become invalid in the event of the nomination will hold good in spite of his acquiring a family.

(Delete the in applicable part).

क्रमांक 16/13-3-जी 0 एस 0-II-79

प्रेषक

मुख्य सचिव, हरियाणा सरकार।

सेवा में

1. हरियाणा के सभी विभागाध्यक्ष, आयुक्त अम्बाला तथा हिसार मण्डल, सभी उपायुक्त एवम उप मण्डल अधिकारी (नागरिक)।
2. रजिस्ट्रार, पंजाब व हरियाणा उच्च न्यायालय, चण्डीगढ़।

दिनांक चण्डीगढ़ 26 जुलाई, 1979

विषय :—सेवा अवधि के दौरान मरव वाले सरकारी कर्मचारियों के परिवारों को सामूहिक बीमा योजना के अन्तर्गत बीमा राशि की सुविधा प्रदान करने बारे।

महोदय,

उपर्युक्त विषय पर आपका ध्यान हरियाणा सरकार के परिपत्र क्रमांक 5093-3 जी 0 एस 0-II-75, दिनांक 30-4-75 के साथ प्रेषित किए गए हरियाणा स्टेट इम्प्लोईज ग्रुप इन्शोरेंस स्कीम रूल्ज, 1975 के नियम 4 की श्रोर दिलाते हुए मुझे यह कहने का निदेश हुआ है कि उक्त पैरा में निहित उपबन्ध अनुसार ग्रुप इन्शोरेंस स्कीम हरियाणा सरकार के सभी कर्मचारियों (केवल वर्क चार्ज्ड, पार्ट टाइम तथा तदर्थधार पर लगे हुए कर्मचारियों को छोड़कर) पर लागू की गई है। वर्क चार्ज्ड कर्मचारियों को ग्रुप-इन्शोरेंस स्कीम के अन्तर्गत कवर किए जाने का प्रश्न कुछ समय से सरकार के विचाराधीन था। इस मामले पर विचारोपरान्त अब सरकार द्वारा यह निर्णय लिया गया है कि भविष्य में वर्क चार्ज पर्सनल जो रैगुलर इस्टैबलिशमेंट पर हैं, को भी ग्रुप इन्शोरेंस स्कीम के अन्तर्गत कवर किया जाए।

2. कृपया इस निर्णय का दृढ़ता से पालन किया जाए।

भवदीय,

हस्ता/-

उप सचिव, सचिवालय स्थापना,
कृते: मुख्य सचिव, हरियाणा सरकार।

एक-एक प्रति हरियाणा सरकार के सभी वित्तायुक्तों, आयुक्त एवं सचिवों तथा सचिवों को सूचना एवं आवश्यक कार्यवाही हेतु भेजी जाती है।

क्रमांक 16/19-3 जी 0 एस 0-II-79

प्रेषक

मुख्य सचिव, हरियाणा सरकार।

सेवा में

1. हरियाणा के सभी विभागाध्यक्ष, आयुक्त अम्बाला तथा हिसार मण्डल सभी उपायुक्त एवं उप मण्डल अधिकारी (नागरिक)।
2. रजिस्ट्रार, पंजाब व हरियाणा उच्च न्यायालय, चण्डीगढ़।

दिनांक, चण्डीगढ़ 12 सितम्बर, 1979

विषय :—सेवा अवधि के दौरान मरने वाले सरकारी कर्मचारियों के परिवारों को अनुदान व सुविधायें देना।

महोदय,

उपर्युक्त विषय पर आपका ध्यान हरियाणा सरकार के परिपत्र क्रमांक 8453-जी 0 एस 0-11-7237/452, दिनांक 22-12-72 तथा क्रमांक 769-3 जी 0 एस 0-76/5165, दिनांक 15-3-78 की ओर दिलाते हुये मुझे यह कहने का निदेश हुआ है कि इन हिदायतों के अनुसार मृत कर्मचारियों के आश्रित बच्चों को डिग्री स्तर तक (Including professional courses) निःशुल्क शिक्षा की सुविधा प्रदान किये जाने की व्यवस्था है। परन्तु वर्तमान हिदायतों में यह स्पष्ट नहीं किया गया था कि यह सुविधा फेल होने पर भी जारी रहेगी या नहीं। अतः इस प्रश्न पर अब सरकार द्वारा विचार किया गया है और यह निर्णय लिया गया है कि सरकारी कर्मचारी के मरणोपरान्त पांच वर्ष तक उसके आश्रित बच्चों की निःशुल्क शिक्षा की सुविधा दी जाती रहे, परन्तु उसके पश्चात किसी भी कक्षा में पहली बार फेल होने पर निःशुल्क शिक्षा की सुविधा समाप्त कर दी जाये।

2. कृपया वर्तमान हिदायतों में इस हद तक संशोधन सम्भवा जाये और तदनुसार इनकी भविष्य में दृढ़ता से पालन किया जाये।

भवदीय,

हस्ता-

उप सचिव, न्यायाचार,

कृते: मुख्य सचिव, हरियाणा सरकार।

एक-एक प्रति हरियाणा सरकार के सभी विल्लायुक्तों, आयुक्त एवं सचिवों तथा सचिवों की सूचना एवं आवश्यक कार्यवाही हेतु भेजी जाती है।

क्रमांक 16/21-3 जी 0 एस 0-II-79

प्रेषक

मुख्य सचिव, हरियाणा सरकार।

सेवा में

1. हरियाणा के सभी विभागाध्यक्ष, आयुक्त अम्बाला तथा हिसार मण्डल, सभी उपायुक्त एवं उप मण्डल अधिकारी (नागरिक)।
2. रजिस्ट्रार, पंजाब व हरियाणा उच्च न्यायालय।

दिनांक चण्डीगढ़ 4-1-1980

विषय :—सेवा अवधि के दौरान मृत कर्मचारियों के परिवारों की अनुग्रहपूर्वक अनुदान की अदायगी के लिए प्रस्ताव भेजने बारे।

महोदय,

मुझे उपरोक्त विषय पर आपका ध्यान हरियाणा सरकार के परिपत्र क्रमांक 4066-3 जी 0 एस 0-II-71/22959, दिनांक 29-7-71 तथा 416-3 जी 0 एस 0-II-72/2512 दिनांक 27-1-72 की ओर दिलाने तथा यह कहने का निदेश हुआ है कि इन हिशायतों के साथ भेजे गये निर्धारित आवेदन/पत्र प्रोफार्मा के भाग-क तथा शपथ-पत्र में प्रार्थियों द्वारा समस्त सम्बन्धित सूचना ठीक प्रकार से नहीं दी जाती है जिसके परिणामस्वरूप अपेक्षित सूचना सम्बन्धित विभाग से मंगवाने में अनावश्यक विलम्ब हो जाता है। इस विलम्ब का निवारण करने के उद्देश्य से आवेदन पत्र/प्रोफार्मा के भाग-क तथा शपथ-पत्र में इस हद तक संशोधन कर दिया गया है कि अपेक्षित सूचना पहली बार ही पूर्ण रूप से प्राप्त हो सके। अतः अनुरोध है कि भविष्य में संलग्न संशोधित फार्म (भाग-क तथा शपथ-पत्र) कृपया आवेदकों से भरवा कर इस विभाग को भेजे जायें।

2. कृपया इन अनुदेशों का पालन दृढ़ता से किया जाये।

भवदीय,

हस्ता/-

उप सचिव न्याचार,

कृते: मुख्य सचिव, हरियाणा सरकार।

एक-एक प्रति हरियाणा सरकार के सभी वित्तायुक्तों, आयुक्त एवं सचिवों तथा सचिवों को सूचना एवं आवश्यक कार्यवाही हेतु भेजी जाती है।

अनुग्रहपूर्वक अनुदान के लिये आवेदन पत्र का फार्म

भाग—क

1. मृतक कर्मचारी का नाम श्री/श्रीमति
2. मृत्यु की तिथि
3. आवेदक के बारे में पूरी सूचना

1. नाम

2. पूरा पता

3. मृतक के साथ सम्बन्ध

4. आयु

5. क्या आवेदक मृतक कर्मचारी पर पूरी तरह आश्रित था ?

6. क्या आवेदक का काम का कोई अपना साधन है या नहीं ?

7. क्या आवेदक सरकारी सेवामें है या सेवा निवृत्त है ?

(यदि सरकारी कर्मचारी है तो कार्यालय का नाम तथा मासिक वेतन, यदि सेवा निवृत्त हो चुका है तो मासिक पेंशन)

8. क्या आवेदक किसी करानिक रोग या शारीरिक अपंगता से पीड़ित तो नहीं है ? (यदि है तो उसका ब्यौरा दिया जाये)

4. मृतक कर्मचारी के जीवित सम्बन्धियों के बारे सूचना :—

नाम	आयु	पूरा पता (यदि सरकारी सेवा में है तो कार्यालय का नाम व पता)	कमाई का साधन सरकारी नौकरी या निजी कार्य	मासिक आय	कोई अन्य सूचना
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(क) विधवा/पति

(ख) पुत्र

(ग) अविवाहित पुत्रियां

(घ) विधवा/अविवाहित बहिनें

(ङ) मृतक कर्मचारी पर पूर्ण रूप से आश्रित माता/पिता

5. परिवार की सामान्य वित्तीय स्थिति (यह शपथ-पत्रप्रोफार्म में भी दर्शाई जानी है।

6. मृतक परिवार के जो सदस्य सरकारी नौकरी के इच्छुक हैं उनकी शैक्षणिक योग्यतायें एवं अन्य ब्यौरा।

7. अन्य सम्बन्धित सूचना।

स्थान :—

दिनांक ।

आवेदक के हस्ताक्षर

व पूरा पता

शपथ पत्र

मैं.....
निवासी.....तहसील.....जिला..... इसके
 द्वारा सत्यनिष्ठा पूर्वक कहता/कहती हूँ (क) कि मेरे पति/पिता की मृत्यु के साथ उनके तथा उनके परिवार के सभी सदस्यों के पास निम्नलिखित सम्पत्ति थी :—

1. बैंक/डाकखाने में राशि
2. बीमा पालिसी की राशि
3. नकदी/आभूषण
4. चल/अचल सम्पत्ति का विवरण तथा अन्य निवेश

(ख) कि परिवार के निम्नलिखित सदस्य नौकरी पर लगे हैं (प्रत्येक केस में अलग-अलग आय बताई जाये)

- 1.
- 2.
- 3.

(ग) कि परिवार के निम्नलिखित आय के साधन हैं (आयु का ब्यौरा वे दिया जाना चाहिए)

(घ) कि मैं मृतक पर पूर्ण रूप से आश्रित था/थी ।

सत्यापन

मैं आगे निश्चय पूर्वक घोषणा करता/करती हूँ कि मेरे द्वारा अनुग्रहपूर्वक अनुदान के लिए भेजे गए आवेदन पत्र में दी गई सूचना तथा शपथ पत्र में दी गई सूचना पर ज्ञान व विश्वास के अनुसार ठीक है एवं सत्य है और मैंने इसमें कोई बात छुपा कर नहीं रखी है ।

अभि० साक्षी

(यह शपथ पत्र 10 पै० वाले नान जुडिशियल पेपर पर होना चाहिए)

No. 16/9/83-3 GSII

From

The Chief Secretary to Government,
Haryana.

To

All Heads of Departments,
Commissioners of Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana State.

Dated, Chandigarh, the 27-6-83.

Subject :--Raising the limit of Ex-gratia Grant admissible under the Ex-gratia Scheme.

Sir,

I am directed to invite your attention to Haryana Government letter No. 9054-4GS-70/32231 dated 22-12-70 and to say that, at present, the ex-gratia grant equivalent to 10 times monthly emoluments (excluding House Rent Allowance) drawn by a deceased government employee subject to a minimum of Rs. 5000/- and maximum of Rs. 15,000/- as admissible is given to the family of the deceased. The question of enhancement of ex-gratia grant to the family of the deceased government employee has been engaging the attention of the government and it has been decided to raise these limits to a minimum of Rs. 10,000/- and a maximum of Rs. 25,000/-. This amount will be, however, continue to be calculated at 10 times of the last monthly emoluments (excluding House Rent Allowance) drawn by the deceased government employee.

2. I am, therefore, to request that the proposals in respect of the employees who die, while in service, on or after 1-4-1983 should be forwarded to Government on the basis of the aforesaid decision. You are requested to bring these instructions to the notice of all Heads of the offices under your control for strict compliance.

Yours faithfully,

Sd/-

D.S. Cheema

Under Secretary General Administration,
for Chief Secretary to Govt. Haryana.

A copy is forwarded for information and necessary action to Accountant General Haryana, and All Financial Commissioners to Government, Haryana. All Administrative Secretaries to Government, Haryana. Secretaries/Private Secretaries to the Chief Minister Ministers/State Ministers/Chief Parliamentary Secretary/Parliamentary Secretary.

क्रमांक 16/1/84-3जी 0एस 0-II

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. हरियाणा के सभी विभागाध्यक्ष, आयुक्त अम्बाला तथा हिसार मण्डल, सभी उपायुक्त व उप मण्डल अधिकारी (नागरिक)
2. रजिस्ट्रार, पंजाब व हरियाणा उच्च न्यायालय, चण्डीगढ़ ।

दिनांक, चण्डीगढ़ 18 जनवरी, 1984

विषय: सेवा अधि के दौरान मरने वाले सरकारी कर्मचारियों के परिवारों को अनुग्रहपूर्वक अनुदान व नौकरी की सुविधायें प्रदान करना ।

महोदय,

मुझे उपरोक्त विषय पर आपका ध्यान हरियाणा सरकार के परिपत्र क्रमांक 9054-4जी 0एस 0-II-70/32230, दिनांक 22-12-70 तथा परिपत्र क्रमांक 60-3जी 0एस 0-II-75/6408, दिनांक 13-3-1975 की ओर दिलाने तथा यह कहने का निदेश हुआ है कि इस संबंध में राज्य सरकार द्वारा जो हिदायतें समय समय पर जारी की गई हैं, उनसे यह स्पष्ट है कि ऐसे केशों के निपटान में बिल्कुल भी देरी नहीं होनी चाहिए तथा शोक संगत परिवार को राहत पहुंचाने के लिए हर स्तर पर हर संभव प्रयत्न करने चाहिए ।

2. परन्तु यह देखने में आया है कि इन अनुदेशों की पालना भली प्रकार से नहीं की जा रही है जिससे संतप्त परिवार को समय पर सहायता न मिलने के कारण काफी कठिनाई का सामना करना पड़ता है तथा कई केशों में तो अनुग्रह-पूर्वक अनुदान व नौकरी संबंधी प्रस्ताव भेजने में संबंधित विभाग द्वारा बहुत अधिक समय (6 मास से ऊपर) लिया जाता है । अतः इस कठिनाई को दूर करने के लिए सरकार ने यह निर्णय लिया है कि भविष्य में अनुग्रहपूर्वक अनुदान व नौकरी संबंधी पूर्ण प्रस्तावों का एक महीने में फैसला होना चाहिए । इस निर्णय को क्रियान्वित करने के लिए आवश्यक है कि सारे प्रस्ताव अलग-अलग 21 दिन के अन्दर अन्दर सरकार को पहुंच जाने चाहिए ताकि इस प्रकार के केशों को (top priority basis) पर डील किया जा सके ।

कृपया इन हिदायतों का दृढ़ता से पालन किया जाए व इन्हें अपने अधीनस्थ सभी कर्मचारियों के ध्यान में ला दिया जाए । भविष्य में इन हिदायतों की पालना न करने वाले दोगी कर्मचारी/अधिकारी के विरुद्ध कड़ी अनुशासनिक कार्यवाही की जाएगी ।

कृपया इहस पत्र की पावती भेजें ।

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उप सचिव, प्रोटोकॉल,

कृते: मुख्य सचिव, हरियाणा सरकार ।

एक एक प्रति हरियाणा सरकार के सभी वित्तायुक्तों, आयुक्त एवं सचिवों को सूचनार्थ एवं आवश्यक कार्यवाही हेतु भेजी जाती है ।

क्रमांक 16/3/84-3जी0एस0-II

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. सभी विभागाध्यक्ष, आयुक्त अम्बाला तथा हिसार मण्डल,
सभी उपायुक्त तथा उप मण्डल अधिकारी (ना) हरियाणा ।
2. रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय, चण्डीगढ़
दिनांक चण्डीगढ़ 6-2-84

विषय: सेवा अवधि के दौरान मरने वाले सरकारी कर्मचारियों के आश्रित सदस्यों को नौकरी सुविधा प्रदान करने बारे ।

महोदय,

मुझे उपरोक्त विषय पर आपका ध्यान हरियाणा सरकार के परिपत्र क्रमांक 2283-3जी0एस0-11-72/15439 दिनांक 9-5-1972 की और दिलाने और यह कहने का विदेश हुआ है कि अनुग्रहपूर्वक अनुदान संबंधी सुविधायें तदर्थ आधार पर कार्य करने वाले कर्मचारियों के परिवारों की नहीं दी जाती है। परन्तु सरकार को कुछेक ऐसे केस भी प्राप्त हुए हैं जिनमें विभिन्न विभागों द्वारा तदर्थ कर्मचारियों के परिवारों को ऐसी सुविधायें करुणामूलक आधार पर प्रदान करने बारे सिफारिश की है। अतः आप कृपया भविष्य में यह सुनिश्चित कर लें कि तदर्थ आधार पर कार्य करने वाले कर्मचारियों के परिवारों को अनुग्रहपूर्वक अनुदान देने बारे प्रस्ताव इस विभाग को न भेजे जायें तथा प्रत्येक प्रस्ताव में यह स्पष्ट किया जाये कि मृतक कर्मचारी तदर्थ आधार पर कार्य नहीं कर रहा था।

2. कृपया इन अनुदेशों का दृढ़ता से पालन किया जाये व इन्हें अपने अधीन काम करने वाले सभी कर्मचारियों के ध्यान में ला दिया जाये।

3. इस पत्र की पावती भी भेजी जाए।

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उप सचिव, प्रोटोकॉल,
कृते: मुख्य सचिव, हरियाणा सरकार।

एक प्रति हरियाणा सरकार के सभी वित्तायुक्तों, आयुक्त एवं सचिवों व सचिवों की सूचना एवं आवश्यक कार्यवाही हेतु भेजी जाती है।

क्रमांक 16/4/84-3 जी 0एस 0 II

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. हरियाणा के सभी विभागाध्यक्ष, आयुक्त अम्बाला तथा हिसार मण्डल, सभी उपायुक्त तथा उपमण्डल अधिकारी (नागरिक)
2. रजिस्ट्रार, पंजाब व हरियाणा उच्च न्यायालय, चण्डीगढ़ ।

दिनांक चण्डीगढ़ 22-2-84

विषय: सेवा अवधि के दौरान मरने वाले कर्मचारियों के परिवारों को सुविधाएं देना—भवन निर्माण ऋण पर लगी ब्याज की राशि को माफ करने बारे ।

महोदय,

मुझे उपरोक्त विषय पर आपका ध्यान हरियाणा सरकार के परिपत्र क्रमांक 7260-3 जी 0एस 0 II-71/880, दिनांक 10-1-1972 की ओर दिलाने तथा यह कहने का निदेश हुआ है कि सरकार के नोटिस में आया है कि मृतक कर्मचारियों द्वारा लिए गए भवन निर्माण ऋण पर लगने वाले ब्याज की माफी के लिये जो केसिज इस विभाग का प्राप्त होते हैं उनमें बहुत अधिक देरी की जाती है । जिसका कारण विभिन्न विभागों द्वारा यह बताया गया है कि भवन निर्माण ऋण पर लगने वाले ब्याज की वैरीफिकेशन में बहुत समय लग जाता है । अतः यह निर्णय लिया गया है कि भविष्य में ब्याज को वैरीफिकेशन संबंधित विभागाध्यक्ष अपने विभागीय स्तर पर करवा कर केस सरकार को भेज दें तथा बाद में मह(लेखाकार, हरियाणा की सहमति ले ली जाए और यदि वैरीफिकेशन में कोई अन्तर आए, तो मामला सरकार के साथ टेक-अप कर लिया जाए ।

2. भविष्य में इन हिदायतों का दृढ़ता से पालन किया जाए व इस पत्र की पावती भी सरकार की भेजी जाए ।

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उप सचिव, प्रोटोकॉल,
कृते: मुख्य सचिव, हरियाणा सरकार ।

एक एक प्रति हरियाणा सरकार के सभी वित्तायुक्तों, आयुक्त एवं सचिवों तथा सचिवों को सूचना एवं आवश्यक कार्यवाही हेतु भेजी जाती है ।

No. 16/9/83-3GSII

From

The Chief Secretary to Government, Haryana.

To

- (1) All Heads of Departments,
Commissioners of Division, All Deputy Commissioners and Sub Divisional Officers (Civil)
in Haryana State.
- (2) Registrar, Punjab & Haryana High Court &
All District & Session Judges in Haryana State.

Dated, Chandigarh, the 7th March, 1984.

Subject :—Enhancement of Ex-gratia grant to the Government employees who become blind or disabled (having major disability) while in service.

Sir,

I am directed to invite your attention to Haryana Government letter No. 121 55-3GSII/75-34723, dated 2-12-75 on the subject noted above and to say that, at present, the ex-gratia grant equivalent to 8 times monthly emoluments (excluding House Rent Allowance) drawn by an employee who becomes blind or disabled during service subject to a minimum of Rs. 4,000 and maximum of Rs. 12,000/- as admissible, is granted to him/her. The question of enhancement of ex-gratia grant to such Government employees has been engaging the attention of the Government and it has been decided to raise the limit to a minimum of Rs. 8,000/- and a maximum of Rs. 20,000/-. This amount will be, however, continue to be calculated at 10 times the last monthly emoluments (excluding House Rent Allowance) drawn by such Government employee. I am, therefore, to request that the proposals in respect of the employees who become blind or disabled, while in service, on or after 1-4-1983 should be forwarded to government on the basis of the aforesaid decision. These instructions may please brought to the notice of all Heads of the offices under your control for strict compliance.

Receipt of this communication may be acknowledged.

Yours faithfully,

Sd/-

Deputy Secretary Protocol,
for Chief Secretary to Govt. Haryana.

No. 16/9/83-3GSII,

Dated Chandigarh, the 7th March, 1984.

A copy is forwarded to the Accountant General. All Financial Commissioners to Government, Haryana. All Administrative Secretaries to Govt. Haryana. Secretaries/Private Secretaries to the Chief Minister/Ministers/State Ministers Haryana, for information and necessary action.

क्रमांक 16/7/84-3जी0एस0 II

प्रेषक,

मुख्य सचिव ; हरियाणा सरकार ।

सेवा में

1. सभी सिभागाध्यक्ष, आयुक्त भम्बाला तथा हिसार मण्डल, सभी उपायुक्त तथा उप मण्डल अधिकारी (नागरिक) हरियाणा ।
2. रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय, चण्डीगढ़ ।

दिनांक, चण्डीगढ़ 7-3-84

विषय : **Concession to the dependents of the employees working in Boards and Corporations of Haryana States who die while in service.**

महोदय,

मुझे निदेश हुआ है कि मैं आपका ध्यान उपरोक्त विषय की ओर आकर्षित करूँ तथा कहूँ कि अभी तक अनुग्रहपूर्वक अनुदान की नीति के अन्तर्गत नौकरी की सुविधा केवल हरियाणा सरकार के रैगुलर/स्थाई कर्मचारियों जिनकी सेवा अवधि के दौरान मृत्यु हो जाती है के आश्रित परिवार के एक सदस्य को प्रदान की जाती है। अब सरकार ने यह निर्णय लिया है कि हरियाणा राज्य के विभिन्न बोर्डों व निगमों के कर्मचारियों को भी ऐसी सुविधा प्रदान की जाये। अतः आपसे अनुरोध है कि आप अपने अधीनस्थ बोर्डों व निगमों को यह निदेश देने का कष्ट करें कि वे भी हरियाणा सरकार की नीति अनुसार संतप्त परिवार के एक आश्रित सदस्य को नौकरी की सुविधा प्रदान करें।

यह हिदायतें 9-2-84 की व उसके बाद मरने वाले कर्मचारियों के एक आश्रित परिवार सदस्य को नौकरी की सुविधा प्रदान करने हेतु लागू होगी ।

इसे अपने अधीनस्थ अधिकारियों/कर्मचारियों के नोटिस में ला दिया जाये व इस पत्र की पावती भी भेजी जाए ।

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उप सचिव, प्रोटोकॉल,

कृते: मुख्य सचिव, हरियाणा सरकार ।

सेवा में

हरियाणा सरकार के सभी विलायुक्त, आयुक्त एवं सचिव तथा सचिव ।

अशा0 क्र0 16/1/84-3जी0एस0 II

दिनांक 7-3-84

एक एक प्रति मुख्य मन्त्री/मंत्रीगण/राज्य मन्त्री गण के प्रधान सचिव/निजी सचिवों/सचिवों को मुख्य मन्त्री/मन्त्रीगण या राज्य मन्त्रीगण की सूचना के लिए भेजी जाती है ।

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उप सचिव, प्रोटोकॉल,

कृते: मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. मुख्य मन्त्री के प्रधान सचिव तथा
2. मन्त्रीगण/राज्य मन्त्रीगण के सचिव/निजी सचिव ।

अशा0 क्र0 16/1/84-3जी0एस0 II

दिनांक 7-3-84

CROSSING OF EFFICIENCY BAR

Copy of Punjab Government Circular letter No. 3574-G-48/35863, dated 5th July, 1948 from the Chief Secretary to Government, Punjab addressed to all Heads of Departments, etc. etc,

Subject :—Efficiency Bars.

Gazette

Home.

To ensure uniformity of action by different Departments in the matter of stoppage of officers at efficiency bars, Governments consider it necessary to lay down certain general principles for the guidance of all concerned.

2. The crossing of an efficiency bar is to be distinguished from the earning of an annual increment. In the case of the annual increment, on us is on the authority to show cause why it should be withheld; in the case of crossing a bar the onus is on the official, tacitly or otherwise, to show cause why he should cross it.

3. Crossing of an efficiency bar amounts to promotion stoppage at one is a form of punishment under Rule 49 of the Civil Service (Classification, Control and Appeal) Rules or Rule 14.10 of Civil Services Rules (Punjab) Volume I (Part I). It is, however, not necessary, before it is decided to stop an officer at a bar, to inform him in writing of the grounds on which it is proposed to take such action. The order is, however, appealable accordingly as the officer concerned is a member of the All-India or Provincial and Subordinate Service and it is desirable that every case should be scrutinised carefully by the Head of the Department and good reasons given in support of an order of stoppage.

4. As the efficiency of a service depends to a great extent on the quality of the officials at the top, it is essential that each case is dealt with care and that the passing of an efficiency bar is not regarded as a mere matter of formality.

Broadly speaking, efficiency and honesty should, taken together, be the deciding factors. These factors do not always hang together, on the contrary, a dishonest officer is more often efficient than otherwise while an honest officer may not necessarily be efficient.

5. There are usually two bars in every time-scale, the first at the stage when an officer may be considered as ceasing to be a 'Junior' and as fit to perform satisfactorily the ordinary duties of his service, and the second at the stage when he becomes a 'senior' and may be expected to be fit to perform any of the duties which the service is called upon to undertake. No particular difficulty should arise with regard to the first bar, and in respect of this bar, Government only desire to lay down that no officer should be allowed to pass this bar until he has proved himself competent to perform satisfactorily the ordinary duties of his service.

6. The second bar presents greater difficulty, and it is clear that, in the absence of definite instructions as to the standard required, number of officers, who are not fit to perform the highest duties that could be allotted to them in their service, have been nevertheless allowed to rise to the highest pay in the ordinary scale. Government consider that in future no officer should be allowed to cross the second and final bar unless he is adjudged fit to be placed in charge of the full duties attaching to the heavier charges which officers of his rank can be called upon to fill. Heads of Departments will be able to fix in their minds the standard charge which each grade of officer should be expected to be able to fill before passing the bar but in each case it should be remembered that the charge should be one which an officer can be called upon to fill in the ordinary course of duties of his grade.

7. While Heads of Departments are required to exercise their judgement and discretion in each case, the following instructions will be helpful and should be kept in view.

- (1) The efficiency bars must be real, and recommendations for passing them should not be given as a matter of course to those Government servants who just manage to avoid getting into trouble.
- (2) For the purpose of crossing the efficiency bars, Government servants will broadly fall into three divisions as below and their case will be dealt with as explained against each.
 - (a) **Good**—Are those who consistently earn good reports and who will in the ordinary course be permitted by competent authority to cross the efficiency bars.

(b) **Fair**—Are those who secure at least 50 per cent good reports. They should not be permitted to cross the bar unless the head of department is satisfied, on a careful study of the record, that they merit promotion and give promise of satisfactorily filling the havier charges in the grade.

(c) **Poor**—Are the remainder, and they will not be permitted to cross the bar.

8. Heads of Departments while considering each case on the basis of the above classification should take into account the severity or leniency of the officers whose reports are under consideration and the nature of the work on which the Government servant was employed.

9. Stoppage at an efficiency bar should be for general bad work and inefficiency continued over several years and not for one or two lapses for which ordinary stoppage of increment (with or without future effect) should be the punishment.

10. As there is at present no definite provision for periodical review of orders stopping Government servants at efficiency bars, Government consider that there should be such a provision and have accordingly decided that cases of stoppage at efficiency bar should be reviewed at the expiration of the period of one year from the date of the order, and, if necessary, at the same interval thereafter. In the case of an officer who is stopped at the bar by the Provincial Government, the most convenient procedure would be at the time of the passing of the order, to ask for a special report on his work at the end of one year or to require his superior officers to deal with the matter in the annual confidential report on him.

11. The procedure for giving effect to the orders regarding the review of cases of officers in services other than the provincial services is left to the Head of the Department to settle.

12. These instructions supersede all previous instructions whether Departmental or general, on the subject.

Copy of Punjab Government Circular Letter No. 1055-G-51/1308, dated 23rd February, 1951 from the Chief Secretary to Government, Punjab, addressed to all Heads of Departments etc., etc.

Subject : Efficiency Bars.

I am directed to invite a reference to paragraph 3 of the Punjab Government letter No. 3574-G-48/35863, dated the 5th July, 1948, on the subject noted above, in which it was *inter alia* pointed out that while stopping an officer at an efficiency bar under rule 4(ii) of the Punjab Civil Services (Punishment and Appeal) Rules, published with Punjab Government notification No. 6693-G-40/47845, dated the 26th November, 1940, it was not necessary to inform him in writing of the grounds on which it was proposed to take action against him. With the promulgation of rule 7-A, published with Punjab Government notification No. 7094-G-48/57526, dated the 25th October, 1948, the position has changed and it is now necessary before withholding an increment or promotion including stoppage at an efficiency bar, to afford an adequate opportunity to the Government servant concerned of making any representation that he may desire to make and such representation, if any, has to be taken into consideration before the order is passed. The requirements of this rule may, for sufficient reasons to be recorded in writing, be waived where there is difficulty in observing them and where they can be waived without injustice to the officer concerned. Government feel that the only case in which this rule may be waived is where the Government servant absconds and cannot, therefore, be called upon to submit his representation. I am, however, to make it clear that the orders contained in paragraph 3 of Punjab Government letter of the 5th July 1948, referred to above should be deemed to have been modified by rule 7-A of the Punjab Civil Services (Punishment and Appeal) Rules and every Government servant upon whom it is proposed to impose any of the penalties referred to in clauses (i), (ii) or (iv) of rule 4 *ibid* should be afforded an opportunity to make a representation and such representation, if any, should be taken into consideration before passing orders in the matter.

Copy of Punjab Government Circular letter No. 2112-G-52/1303 dated 31st March, 1952, from the Chief Secretary to Government, Punjab, addressed to all Heads of Departments etc., etc.

Subject :—Instruction to be observed by controlling authorities in the matter of the grant of increment of pay or permission to cross the efficiency bar

I am directed to say that it has been reported to Government that recently an official whose service record was bad and whose case was to be considered for compulsory retirement was allowed to cross the efficiency bar. On account of this lapse on the part of the Head of the Department permitting him to cross the efficiency bar the official concerned escaped the proposed action. Government consider that the action of the Head of the Department in this case was very irregular and contrary to the instruction issued on this subject,—Vide Punjab Government letter No. 30793-Gaz., dated the 27th November, 1933. I am, therefore, to enclose a copy of this letter for information and strict compliance by all controlling officers in future.

मुख्य सचिव, हरियाणा सरकार की ओर से प्रतिलिपि क्रमांक 53-3 एस-71, दिनांक 17 मार्च, 1971, वित्तायुक्त, हरियाणा सरकार के सभी प्रशासकीय सचिव तथा सभी विभागाध्यक्षों इत्यादि की प्रेषित है।

विषय :—दक्षतारोध पार करना :।

क्या विस्तारयुक्त राजस्व तथा हरियाणा सरकार के सभी प्रशासकीय सचिव कृपया उपर्युक्त विषय पर पूर्व पंजाब सरकार के अनुदेशों, जो कि पत्रों क्रमांक 4091-ए 0एस0-11-60/20836, दिनांक 8-6-60, में निहित है, की ओर ध्यान देने की कृपा करेंगे ?

2 उक्त पत्र में यह बताया गया था कि किसी अधिकारी/कर्मचारी के दक्षतारोध के मामले पर विचार करते समय उस कर्मचारी के दक्षतारोध पार करने की तिथि तक का रिकार्ड तथा कन्डक्ट ध्यान में लाया जाना चाहिए तथा उस तिथि के बाद के समय की घटनाओं को ध्यान में नहीं लाना है। इस सम्बन्ध में आगे यह निर्णय लिया गया है कि यदि किसी अधिकारी/कर्मचारी की पिछली रिपोर्टें/बच्छी/बहुत अच्छी/तथा उत्कृष्ट हो तो ऐसे केसों में बिना स्पेशल रिपोर्ट मंगवाए ही दक्षतारोध पार करने के मामले की जांच की जाए और जिस केस में पिछले रिकार्ड के आधार पर दक्षतारोध पार करने की अनुमति देने के सम्बन्ध में सन्देह प्रतीत होता है। और कर्मचारी/अधिकारी की दक्षतारोध पार करने की ड्यू तिथि वर्तमान रिपोर्टिंग इयर के पहले छः महीने या उससे ज्यादा हिस्सा कवर करती है और रिपोर्टिंग इयर अभी समाप्त न हुआ हो तो ऐसी अवस्था में उसे साल के बारे में संबन्धित अधिकारी/कर्मचारी के कार्य एवं आचरण के बारे में स्पेशल रिपोर्टें मंगवा कर ही दक्षतारोध के केसों का फैसला करना चाहिए। अतः आपसे अनुरोध है कि इन हिदायतों का पूर्ण ढंग से पालन किया जाए।

कृपया इसकी पावती भेजें।

Copy of letter No. 7688-3S-71/8880, dated the 29th April, 1971 from the Chief Secretary to Government, Haryana to all Heads of Departments etc., etc.

Subject :—Efficiency Bars.

I am directed to invite reference to composite Puanjb Government memorandum No, 3574-G-48/35863, dated the 5th July, 1948 on the subject noted above and to say that Government have decided to make the following amendments in the instructions constained in that commfination :—

(1) At the end of para 8 of the instructions referred to above, the following new para will be added :—

“8—A. While examining the overall record of a Government employees for the purpose of considering his suitability for crossing as efficiency bar, his record for the five years praceding the date on which the crossing of the efficiency bar becomes due should be given special importance.”

(2) At the end of para 9 of the instructions the fowlling new para will be added :—

“9—A. Cases regarding crossing of efficiency bars should be decided by competent, authorities before the date on which the crossing of the bar in question become due. There may however be exceptional instances in which owing to unavoidable circumstances it is not possible to take a decision before the said date. In such cases the decision must be taken as soon thereafter as possible and in any event not later than six months from the date on which the crossing of the effcency bar became due. Delay in this regard should be viewed seriously and stringent action should be taken against the officers/officials responsible for the default”.

(3) The receipt of th's communication may please be acknowledged.

No. 6472-35-71/28599

From

The Chief Secretary to Govt Haryana.

To

- (i) All Heads of Departments; the Commissioner, Ambala Division; and all Deputy Commissioners; and all Sub Divisional Officers in Haryana, and all District & Sessions Judges in Haryana
- (ii) The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 6th October, 1971.

Subject :—Crossing of efficiency bars,

Sir,

I am directed to address you on the subject noted above and to say that the proposals received from various departments about crossing of efficiency bars by gazetted officers showed that such proposals were being taken up for consideration long after the date on which the Officer concerned was due to cross the efficiency bar. Inquiries were therefore made and the departments reported that delay in such cases occurred primarily because intimation as to the date when the crossing of the efficiency bar was due was not received from the 'Accountant General' office in time. The matter was accordingly taken up with the Accountant General but he indicated that the practice followed by the audit office until now about intimating the date of the crossing of the efficiency bar to the departments concerned was only with a view to facilitating timely examination of such cases and in fact the Administrative Departments had the dates available on their records and should be able to process such cases on their own.

2. It has accordingly been decided that in future each department should keep upto date record of the dates on which all officers/officials working in the department are due to cross efficiency bars and should initiate those cases at the appropriate time without waiting for any communication from the Accountant General. If any department has in any particular case doubt as to the correct date in question then it may obtain confirmation from the audit office but that should be done at least 6 months in advance, so that the case can be settled in time.

3. It is requested that these instructions may please be brought to the notice of all concerned for strict compliance so that the delay does not in future occur in the finalisation of these cases.

4. Acknowledgement of the receipt of this communication is requested.

Yours faithfully,

Deputy Secretary Political & Services,
for Chief Secretary to Government, Haryana.

A copy each is forwarded to :—

The Financial Commissioner, Revenue, Haryana/All Administrative Secretaries to Govt Haryana, for information and necessary action.

No 6472-35-71/28600

Dated Chandigarh, the 6th October, 1971.

A copy is forwarded to the Accountant General, Haryana Chandigarh, for information and necessary action with reference to the communication noted in the margin

2. As will be observed instructions have been issued to all the Departments to deal with such cases without awaiting information from the audit office. Since however correct information regarding due dates for crossing efficiency bars is always readily available in the Audit Office the Accountant-General may please issue instructions again to all concerned that the said dates may in each case be intimated to the Department concerned well in advance so that it is ensured effectively that such cases are not delayed under any circumstances

MARGIN :—

Deputy Secretary Political & Services,
for Chief Secretary to Govt. Haryana.

D.O. No GA-IV/HR/EDU/L-P/3700-01st, 17-8-71 from Sh. Ajit Narula addressed to Sh. L.M.Jain,
I.A.S., DSPs.

No. 5474-3S-73/2073

From

The Chief Secretary to Government, Haryana.

To

- (i) All Heads of Departments, Commissioners, Ambala and Hissar Divisions ; all Deputy Commissioners ; and all Sub-Divisional Officers in Haryana ;
- (ii) The Registrar, Punjab and Haryana High Court, and all District & Sessions Judges in Haryana.

Dated Chandigarh, the 29th January, 1974

Subject :—Efficiency Bars—Stoppage of Efficiency Bars under the provisions of C.S.R.

Sir,

I am directed to refer to the subject noted above and to say that in order to ensure uniformity of action by different Departments in the matter of stoppage of officers/officials at efficiency bars Government have reviewed the matter further and consider it necessary to lay down certain general principles in a consolidated form for the guidance of all concerned.

2. The crossing of an efficiency bar is to be distinguished from the earning of an annual increment. In the case of the annual increment onus is on the competent authority to show cause why it should be withheld ; in the case of crossing an efficiency bar the onus is on the official tacitly or otherwise to show cause why he should cross it.

Punjab Govt. letter No. 3574-G-48/35863, dated 5-7-48.

3. Stoppage at efficiency bar on the basis of work and conduct of a Government employee under the provision of the C.S.R. has to be distinguished from the stoppage at efficiency bar under the Punishment and Appeal Rules. Under the Punishment and Appeal Rules, an employee may be stopped at efficiency bar, not as a punishment in itself but as a resultant of punishment of stoppage of grade increment/increments. When a Government employee is to be stopped at the efficiency bar under the provisions of the C.S.R., no formal opportunity to show cause is required to be given to him, while in the latter case, it is necessary that such opportunity is given to the Government employee. Relevant extracts from advice dated 6-7-73 given by the Advocate General in this connection are enclosed. In view of the above facts, the instructions issued vide composite Punjab Government circular letter No. 1055-G-51/1308, dated the 23-2-51 are hereby withdrawn.

4. It is thus not necessary before it is decided to stop a Government employee at an efficiency bar, to inform him in writing of the grounds on which it is proposed to take such action. The order stopping an employee at an efficiency bar should however be a speaking order and it should give sufficient details so that, the employee can, if he so desires, make a representation against the same. It is desirable that every case should be scrutinised carefully by the Departments and good reasons given in support of an order of stoppage.

5. It is further clarified that—

- (i) under the provisions of C.S.R. no order stopping an employee at efficiency bar for any particular period, can be passed. An employee is just stopped at the efficiency bar. Note 3 below Rule 4.8 of C.S.R. Vol. I., Part I provides that the case must be reviewed after a period of one year and therefore it is clear that the initial order cannot be effective for a period more than one year ;
- (ii) the record and conduct of the Government employee upto the date of his crossing the efficiency bar is to be taken into consideration ;

Punjab Govt. letter No. 4091-ASII-60/20836 dated 8-6-60

- (iii) stoppage at the bar would be without cumulative effect ;
- (iv) advice of the Haryana Public Service Commission in such cases is not required ;

- (v) the case will have to be reviewed annually in terms of note 3 below rule 4.8 of the Punjab C.S.R. Vol. I, Part I and his upto-date record will have to be taken into consideration at the time of each review of the case, so as to see whether the defects have been removed to an extent sufficient to warrant the removal of the bar. For this purpose the previous record will necessarily have to be taken into consideration together with the fresh reports.

6. While Heads of Departments are required to exercise their judgement and discretion in each case, the following should be kept in view :—

Punjab Govt. letter No. 3574-G-48/35863, dated 5-7-48.

- (1) The efficiency bars must be real, and permission to cross them should not be given as a matter of course to Government servants who just manage to avoid getting into trouble.
- (2) On the other hand stoppage at an efficiency bar should be for general bad work and inefficiency and not for one or two lapses only.
- (3) For the purpose of crossing the efficiency bars Government servants will broadly fall into three categories as below and their cases should be dealt with as explained against each :—
 - (a) Good—Are those who consistently earn good reports and who should in ordinary course be permitted by the competent authority to cross the efficiency bars.
 - (b) Fair—Are those who secure at least 50% good reports. They should not be permitted to cross the bar unless the Head of Department is satisfied, on a careful study of the record, that they merit promotion and give promise of satisfactorily filling the heavier charges in the grade.
 - (c) Poor—Are the remainder, and they should not be permitted to cross the bar.

Heads of Departments while considering each case on the basis of the above classification may take into account the severity or leniency of the officer whose reports are under consideration and the nature of the work on which the Government servant was employed.

- (4) Efficiency and honesty taken together should be the guiding factor in dealing with the cases of efficiency bar.
- (5) In the case of the first efficiency bar the whole record of the officer/official in the grade in which the bar is to be crossed should be taken into consideration. In the case of the second efficiency bar only that record should be taken into consideration which the officer/official has earned since he was allowed to cross the first efficiency bar.
- (6) The record of the officer/official during the period of 5 years preceeding the date on which crossing of the efficiency bar becomes due should be given special importance.

Haryana Govt. letter No. 7688-3S-71/8980, dated 29-4-71.

- (7) An employee who has earned an adverse report against integrity during the period for which the work and conduct is taken into consideration, should not be allowed to cross the efficiency bar.

7. There are usually two bars in every time-scale ; the first at the stage when an officer may be considered as ceasing to be a "Junior" and as fit to perform efficiently the ordinary duties of his services ; and the second at the stage when he become a "Senior" and may be expected to be fit to perform any of the duties which an officer of his rank in the service is called upon to undertake. No particular difficulty should arise with regard to the first bar, and in respect of this bar, Government only desire to lay down that no officer should be allowed to pass this bar until he has proved himself competent to perform efficiently the ordinary duties of his service.

Punjab Govt. letter No. 3574-G-48/35863, dated 5-7-48.

8. The second bar presents greater difficulty, and it is clear that in the absence of definite instructions and to the standard required, a number of Government employees who are not fit to perform the highest duties that could be allotted to them in their service, have been never-the-less allowed to rise to the highest pay in the ordinary scale. Government consider that in future no officer/official should be allowed

to cross the second and final bar unless he is adjudged fit to be placed in charge of the full duties attaching to the heavier-charges which officer/official of his rank can be called upon to fill. Heads of Departments will be able to fix in their minds the standard charge which each grade of officer/official should be expected to be able to fill before passing the bar but in each case it should be remembered that the charge should be one which an officer/official can be called upon to fill in the ordinary course of the duties of his grade.

9. Cases regarding crossing of efficiency bar should be decided by competent authorities immediately after the due date of crossing the efficiency bar. There may, however, be exceptional instances in which owing to unavoidable circumstances it is not possible to take a decision in time. In such cases the decision must be taken as soon as possible after the due date and in any event not later than six months from the date on which the efficiency bar became due. Delay in this regard should be viewed seriously and stringent action should be taken against the officers/officials responsible for default.

Haryana Govt. letter No. 7688-3S-71/3980, dated 29-4-71

10. In border line cases, where one report can make a difference, special report may be called and taken into consideration provided that the period involved is more than 6 months. If the period in question is less than 6 months then the case should be decided on the basis of available reports only.

Haryana Govt. letter No. 53-3S-71/dated 17-3-71.

11. The efficiency bar cases should not be held up on account of the fact that some enquiries/departmental proceedings are in progress against a Government employee. They should not be taken up immediately after the due date of crossing the efficiency bar, and should be decided on merits independently of the enquiries/proceedings. If however, the decision is that the crossing of the efficiency bar should be permitted then in such cases it should be permitted subject to the express condition that the same will be without prejudice to the decision that may be taken later in the pending enquiries/proceedings.

Punjab Govt. letter No. 4091-ASII-60/20836, dated 8-6-60.

12. Each department should keep upto date record in the dates on which all officers/officials working in the department are due to cross efficiency bar and should initiate those cases at the appropriate time without waiting for any communication from the Accountant General, Haryana. If any department has in any particular case any doubt as to the correctness of date in question then it may obtain confirmation from the audit office but that should be done at least six months in advance so that the case can be settled in time.

Haryana Govt. letter No. 6472-3S-71/28599 dated, 6-10-71.

13. All earlier instructions on the subject in case of variations should be deemed to have been modified as laid down in this circular.

Sd/-
Deputy Secretary Political & Services,
for Chief Secretary to Government Haryana.

A copy each is forwarded to :—

The Financial Commissioner (Revenue), Haryana and All Administrative Secretaries to Government, Haryana for information and necessary action.

No. 1331-3S-74/26263

From

The Chief Secretary to Government, Haryana.

To

- (i) All Heads of Department, Commissioner, Ambala/Hissar, Divisional Deputy Commissioners and all Sub Divisional Officers in Haryana.
- (ii) The Registrar, Punjab and Haryana High Court and all District and Sessions Judges in Haryana

Dated Chandigarh, the 4th November, 1974

Subject :—Efficiency bars-Stoppage of efficiency bars under the provisions of C.S.R.

Sir,

I am directed to invite reference to Haryana Government circular letter No 5474-3S-73/2078, dated the 29th January, 1974, on the subject noted above and to say that Government have decided to make the following amendment in the instructions contained in that communication :—

The following may be substituted in place of para 6 (7) :—

“An employee who has earned an adverse report against integrity during the period of which the work and conduct is taken into consideration, should not be allowed to cross the Efficiency Bar.

Provided that if any such report is older than 10 years the competent authority may take a lenient view of it.”

Yours faithfully,

Deputy Secretary Political & Services,
for Chief Secretary to Government, Haryana.

A copy is forwarded to :—

The Financial Commissioner, and all Administrative Secretaries to Government, Haryana, for information and necessary action in continuation of Haryana Government U.O.No. 5474-3S-3/dated, the 29th January, 1974.

No. 73/10/79-S

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Departments, Commissioners Ambala and Hissar Divisions, all Deputy Commissioners and all Sub Divisional Officers (Civil) in Haryana.
2. The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated Chandigarh, the 20th January, 1981.

Subject :—Efficiency bars—stoppage of efficiency bars under the provisions of C.S.R.

Sir,

I am directed to refer to the instructions contained in Haryana Govt. circular letter No. 5474-3S-73/2078, dated the 29th January, 1974 as amended vide circular letter No. 1331-3S-74 26263, dated 4th November 1974, on the subject noted above and to say that the Government has decided to make the following amendment in the instructions :—

The existing paragraph 5 (iii) may be substituted as under :—

- 5(iii) When a Government servant is allowed to pass an efficiency bar which had previously been enforced against him, he should come on to the time scale at such stage as the authority competent to declare the bar removed may fix for him, subject of course, to the pay admissible according to his length of service.

2. The above amendment is in accordance with the existing provisions of note I below rule 4.8 of the Punjab Civil Services rules Vol. I Part I. Thus, depending on the merits and circumstances of a case, the fixation of pay at the time of passing the efficiency bar may or may not result in the loss of one or more increments.

Yours faithfully,

Sd/-

Under Secretary General Administration,
for Chief Secretary to Government, Haryana.

A copy each is forwarded to :—

The Financial Commissioner (Revenue) Haryana ; and All Administrative Secretaries to Govt., Haryana, for information and necessary action.

No. 37/21/81-S (I)

From

The Chief Secretary to Government, Haryana.

To

- (i) All Heads of Departments, Commissioners Ambala/Hissar Divisions. All Deputy Commissioners and All Sub Divisional Officers in Haryana.
- (ii) The Registrar Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 14th January, 1982.

Subject :—Efficiency bars—stoppage of efficiency bars under the provisions of C.S.R.

Sir,

I am directed invite reference to Haryana Government letter No. 1331-3S-74/26263, dated 4th Nov, 1974 on the subject noted above, where in it was provided that an employee who has earned on adverse report against integrity during the period of which the work and conduct is taken into consideration, should not be allowed to cross the efficiency bar. However, if any such report is order than 10 years the competent authority may take a lenient view of it.

2. A question has arisen whether an official whose integrity is considered to be doubtful on the basis of record other than confidential reports, should be allowed to cross the efficiency bar.

3. I has been decided that an employee who has earned an adverse remarks against integrity or has been awarded any penalty in consequence of any disciplinary proceedings indicating lack of integrity, during the period of which the work and conduct is taken into consideration should not be allowed to cross the efficiency bar, provided that if any such report or the incident which led to the imposition of any penalty indicating lack of integrity is order than 10 years, the competent authority may take a lenient view of it.

4. It is accordingly requested that the above instructions may kindly be brought to the notice of all officers/officials working under your control for strict compliance.

Yours faithfully,

Under Secretary General Administration,
for Chief Secretary to Government, Haryana.

A copy is forwarded for information and necessary action to :—

All Financial Commissioners and all Administrative Secretaries to Government Haryana.

PART IX

Copy of letter No. 5803-G-51/1-4506, dated the 3rd September, 1951, from the Chief Secretary to Government, Punjab, to all Heads of Departments, etc., etc.

Subject :—Policy regarding Government servants seeking private employment or employment in other departments of Punjab Government or under other Governments.

I am directed to invite your attention to Punjab Government Notification No. 32627, dated the 23rd November, 1934, with which rules regarding Government servants seeking private employment or employment in other departments of Punjab Government or under other Governments were promulgated. Part II of these rules contains rules regarding employment in other departments of Government or with other Governments and the question of clarifying the instructions contained therein has been engaging the attention of the Punjab Government for some time past.

It has now been decided that the following procedure should be observed in the types of cases mentioned below :—

(a) Where another Government or another Department of the State Government advertises for a post or asks for names through the Public Service Commission or direct :—In such a case, the rules contained in Part II in Punjab Government notification referred to above should apply. The Department which forwards the application should satisfy itself that—

- (i) the applicant will be suitable for the post and fulfils the required qualifications, and
- (ii) that his services can be spared without detriment to work and a suitable substitute will be available. When it is considered that the proposed transfer would not be consistent with the interests of Public Service, the application should be refused.

In a case where the application is forwarded and is accepted by the other Government or the other department of the same Government, the question of the retention of the officer's lien or otherwise shall be determined on the merits of each individual case. If the transfer or deputation is for a long period, the lien could be suspended and later on cancelled on the officer's confirmation, etc. In this connection the relevant rules contained in the Fundamental Rules and the Civil Services Rules (Punjab) should be followed :

(b) Where another Government or department of the State Government asks the Head of the Department etc., for the names of suitable officers for particular posts :—In forwarding names, the following considerations should be borne in mind—

- (1) It should be considered whether an officer can be spared with due regard to the requirements of the State or the Department in which the officer is serving. If not, there should be no hesitation in giving a refusal to the "demanding" or "borrowing" Government or department. In this connection, it should be understood that the interest of the State may require that our officer should be allowed to go and similarly the interests of another department in the same State may be greater than the interests of the department in which the officer may be serving.
- (2) If an officer can be spared, his selection should be carefully made and strictly on considerations of merit. No *sifarish* personal pull or other considerations of that kind should be allowed to intervene in the matter of selection of name or names. The only criterion should be fulfilment of qualifications and suitability. It should be remembered that considerable heartburning may result, if the names are not selected on consideration of merit and suitability, etc.
- (3) Where two or more names have to be forwarded, the same should be, wherever possible or desirable, arranged in order of merit. It should be understood in such a case that the department forwarding the names should be prepared to release any one of the persons recommended, but the Head of the Department would be entitled to call from the "demanding or borrowing Government or department" their reasons for selecting a person other than the one recommended as No. 1. Such reasons should not be demanded save in exceptional cases because the selecting Government or Department has the final voice in making their selections, which are usually based on officers record and qualifications and the selecting Government or department in the best position to judge own requirements.

(c) When the demanding or borrowing Government or Department ask for an officer by name :—

In a case like this, it will be often found that the reference is the result of "personal pull", or unauthorised approach, 'sifarish' and considerations of that type. Unless it is obvious that no such pull or similar consideration has found a play, the Head of the Department concerned should make a back reference and ask if there were special reasons for asking for the individual by name. There are Government of India's orders contained in their office memorandum, dated the 17th May, 1949 (copy enclosed), to which the attention of the borrowing or demanding Government might be invited. The department should ask the demanding Government or department to intimate qualifications, etc., for the post and the department would itself forward name or names of suitable men. In other words, calling for the services of officers by name should be discouraged, save in obvious cases, to counteract and avoid what are understood to be 'backdoor' influences. This is very necessary in the interest of discipline and good administration, and

- (d) Where an officer has been trained abroad at Government expense, he should not normally be permitted to go in contravention of the terms of his agreement.

I am to request that the instructions mentioned above should always be taken into consideration before an officer/official is allowed to go on transfer of deputation to another department or another Government.

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS, OFFICE OF THE ESTABLISHMENT OFFICER

New Delhi-3, the 17th May, 1949

OFFICE MEMORANDUM

Subject :—Procedure to be followed in securing the services of officers from provinces for employment at the Centre.

The undersigned is directed to refer to the Ministry of Home Affairs O.M. No. 48 (15) E.O./48, dated the 3rd August, 1948, and to say that the Government of India had occasion to consider what changes, if any, should be made in the existing system of securing officers from the Provinces for employment at the Centre. As the Ministries are aware, the essential features of the existing system as originally conceived are :—

- (a) An Officer of Joint Secretary's status, designated as Establishment Officer to the Government of India, should facilitate the selection of officers for employment at the Centre, maintain personal contacts with Central Departments and Provincial Governments, negotiate with the latter and discuss with them with complete confidence and frankness the difficulties of Provinces and the Centre and the merits of the officers in view and finally maintain a list of officers considered suitable for service under the Government of India.
- (b) Whenever officers are required for service at the Centre, enquiries should be addressed by the Establishment Officer to the Provincial Governments indicating the terms, the seniority and qualifications required for the incumbent of the post in question and leaving it to them to recommend the names of such officers as they could spare.
- (c) Requests for the services of officers specified by name should not be made save in the case of officers who had already served at the Centre and had, with the consent of the Provincial Government concerned, been earmarked for further services, if and when needed.
- (d) All correspondence in such matters should be channelised through the Establishment Officer.

2. This system worked well prior to the commencement of the war when there was a sufficient number of capable officers in India both to meet the requirements of the Centre as well as the Provinces. As the war progressed, the manpower requirements of the Centre as well as of the Provinces increased rapidly. The tendency on the part of the Heads of Central Departments directly to negotiate with Provinces in disregard of the established system increased with the increase in demands for officers. Even after the termination of the war there was no significant diminution in the requirements of manpower and the practice of obtaining officers by personal contacts or influences continued to such an extent that in December, 1946, the then Viceroy had to intervene and direct that the practice of asking Provincial Government for officers by name should cease. The position deteriorated further, however, owing to the serious manpower shortage caused by the political changes that took place in August, 1947. Owing to the departure of European and Muslim officers very serious gaps were left in all the cadres. Requests addressed by the Establishment

Officer for the loan of Provincial Officers have since met with scant success. In the result the needs of the Centre have continued to be met to a large extent by negotiations at Ministerial level.

3. Such negotiations involve, among others, the following serious evils—

- (1) they result in preferential treatment of particular officers who happen to be known to particular Ministers ;
- (2) they lead to personal approach and manoeuvring by individual officers to the disadvantage of their more scrupulous colleagues ; and
- (3) they put the Provincial Governments in a very embarrassing position if an officer whose services are asked for is not in the list of officers whom they consider as suitable for appointment at the Centre while other officers who are actually so listed are denied the chance of serving at the Centre on the ground that they cannot be spared.

4. The Cabinet before whom the matter was placed has now decided :—

- (a) that the regular system described in paragraph 1 above should be adhered to save in the most exceptional circumstances ;
- (b) that Hon'ble Ministers at the Centre should refrain from negotiating directly with any Minister of a Provincial Government for the loan of any particular officer by name ;
- (c) that if any Minister has a preference in favour of any particular individual this should be intimated to the Establishment Officer who can take the matter up with the Province concerned ;
- (d) That where exceptional circumstances exist, e.g., cases of extreme urgency; where Ministers require the services of specified officers because of their special qualifications or experience which render them particularly suitable for particular posts; and cases in which the Establishment Officer's efforts have proved unsuccessful; and it is considered necessary to conduct negotiations at Ministerial level, the matter should be left for decision by the Home Minister.

5. The undersigned is directed to request that this procedure should invariably be followed by all the Ministries of the Government of India.

S.B. BAPAT,
Establishment Officer.

Copy of Circular letter No. 9868-G-54/8566, dated the 2nd March, 1954, from the Chief Secretary to Government, Punjab, Simla-2, to all the Heads of Departments, etc., etc.

Subject :—Policy regarding Government Servants seeking employment in other Governments, etc., etc.

I am directed to invite attention to the instructions contained in Punjab Government letter No. 5803-G-51/14506 dated the 3rd September, 1951, on this subject, the condition laid down in clause (a) (i) of which provides inter alia that the department forwarding an application of an officer to another Government or to the Public Service Commission should satisfy itself that the applicant would be suitable for the post. On further consideration, Government is of the view that the question of suitability is really for the determination of a borrowing Government or of the Public Service Commission, as the case may be. It has, therefore, been decided that a Department while forwarding an application of an officer to another Government or Public Service Commission, etc., need not look into the suitability of a candidate for the post applied for, but they must see whether the candidate fulfils the required qualifications and other conditions laid down for the post. I am, therefore, to say that the instructions under reference should be treated as modified to the extent indicated above.

Copy of Punjab Government Circular letter No. 8886-ASII-60/41451 dated the 23rd November, 1960, from the Chief Secretary to Government; Punjab, to all Heads of Departments etc., etc.

Subject :—Policy regarding Government servants seeking Private Employment or Employment in other Departments of Punjab Government or under other Governments.

I am directed to invite a Reference to Punjab Government letter No. 9868-G-54/8566, dated the 2nd March, 1954, on the subject noted above, and to state that Government have further decided to amend the instructions contained in Punjab Government letter No. 5803-G-51/14506 dated the 3rd September, 1951, to the extent that when considering applications for permission to appear in higher competitive examinations, the applicant's past performance if any, in such examinations be also taken into consideration before according permission.

Copy of Punjab Government Circular letter No. 1493-ASII-61/9905 dated 27th March, 1961, from the Chief Secretary to Government, Punjab, to all Heads of Departments, etc., etc.

Subject :—Policy regarding Government servants seeking private employment or employment in other departments of Punjab Government or under other Governments.

I am directed to invite a reference to Punjab Government letter No. 9868-G-54/8566, dated the 2nd/12th March, 1954 conveying the decision that a department, while forwarding an application of an officer/official to another Government or Punjab Public Service Commission, etc., need not look into the suitability of the candidate for the post applied for but it must see that the candidate fulfils the required qualifications and other conditions laid down for the post. On further consideration it is felt that occasionally there may be a case where despite a candidate fulfilling all the conditions, it is considered necessary to with-hold his application on ground of unsuitability. In such a case, the matter should be considered jointly by the Minister concerned in a meeting with the Administrative Secretary and the Chief Secretary before taking a final decision. Where a Head of Department is the competent authority for forwarding an application, the cases, where it is proposed to withhold the application on account of unsuitability should be referred to Government in the Administrative Department for decision.

Copy of letter No. 5017-ASH-61/31342, dated the 30th August, 1961 from the Chief Secretary to Government , Punjab to all Heads of Departments etc., etc.

Subject :—Policy regarding Government servants seeking private employment or employment in other departments of Punjab Government or under other Governments.

I am directed to invite a reference to Punjab Government letter No. 1493-ASII-61/9905, dated the 27th March, 1961, on the subject noted above, It has been further decided by Government that when an application is withheld on ground of suitability by an authority subordinate to a Head of Department, it would be enough if the matter is referred to the Head of the Department for confirmation.

Copy of letter No. 5301-ASII-62—22862, dated the 16th July, 1962, from the Chief Secretary to Government, Punjab, to all Heads of Departments etc., etc.

Subject :—Policy regarding Government servants seeking private employment or employment in other departments of Punjab Government or under other Government.

I am directed to invite attention to the instructions contained in para 1(a) (1) of Punjab Government circular letter No. 5803-G-51/1-4506, dated the 3rd September, 1951 and the instructions contained in Punjab Government letter No. 9868-G-54/8566, dated the 2nd/12th March, 1954, regarding verifications of the qualifications of the applicant in respect of the post applied for. It has been brought to the notice of Government by the Punjab Public Service Commission that these instructions are not being observed strictly. It is, therefore, requested that these instructions may once again be brought to the notice of all concerned and it should be impressed on them that through scrutiny and verifications of the particulars mentioned by the applicant should always be made before the endorsement at the end of the printed Application Form (extract copy enclosed) is completed and signed by the forwarding authority.

No. 3539-ASII-64 29158

From

The Chief Secretary to Government, Punjab

To

All Heads of Departments, Commissioners of Divisions
Deputy Commissioners and District and Sessions
Judges in the Punjab and the Registrar, Punjab
High Court, Chandigarh

Dated Chandigarh, the 5-9-1964

Subject :—Policy regarding Government servants seeking private employment in other Departments of Punjab Government or under other Governments.

Sir,

I am directed to invite reference to the Punjab Government letters noted in the margin on the subject noted above, (copies enclosed for ready reference) and to say that these *inter alia* provide that the applications of the officers/officials may be forwarded for employment in other Departments of the Punjab Government or under other Government if—

- (1. No. 5803-G-51/1-4506 dated the 3rd Sept. 1951.
 - (2. No. 9868-G-54/8566, dated the 2nd March, 1954.
 - (3. No. 8886-ASII-60/41451 the 22nd November, 1960.
 - (4. No. 1493-ASII-61/9905, dated the 27th March, 1961.
 - (5. No. 5917-ASII-61/31342 dated the 30th August, 1962.
 - (6. No. 5301-ASII-62/22862, dated the 16th July, 1962.
- (1. the applicant fulfils the required qualifications ; and
 - (2. his services can be spared without detriment to work.

(2) It has however been observed that these instructions are not being followed in letter and spirit and certain Departments have laid down restrictions on the forwarding of applications such as—

- (i) a particular official must have put in a specific number of year's service; and
- (ii) specific number of applications of an official will be forwarded during a calendar year.

Government feel that such restrictions are not in accordance with the Government instructions regarding the forwarding of applications which are quite clear. In some cases the candidates suitability for the post can also be a deciding factor. Apart from the fulfilment of prescribed qualifications for the post applied for the deciding factor is to be whether the applicant can or cannot be spared without detriment to the work. If he cannot be spared there is no question of his application being forwarded even once within any given period. And if he can be spared, then it is matter of consequence whether his application is forwarded for one post or for a number of posts during a certain calendar year.

3 I am, therefore, to stress upon you that no restriction with regard to the number of applications to be forwarded for outside posts during a year etc. should be imposed and if a properly qualified official can be spared he should be given a chance. You are requested to review the instructions if any, issued by you and to ensure that the restrictions laid down therein are within the frame work of the Government instructions on the subject.

Yours faithfully,

Sd/-
J.C. KHANNA,
Superintendent Administrative Services-II,
for Chief Secretary to Government, Punjab.

No 3539-ASII-64/29159 dated

Copy forwarded for information and necessary action to—

All Financial Commissioners, Punjab and All Administrative Secretaries to Govt., Punjab.

क्रमांक 4063-2 जी: एस: 1-72/23712

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. सभी विभागाध्यक्ष, आयुक्त अम्बाला मण्डल तथा सभी उपायुक्त और उप मण्डल अधिकारी ।
2. रजिस्ट्रार, पंजाब तथा हरियाणा हाई कोर्ट, चण्डीगढ़ और सभी जिमा तथा न्यायाधीश हरियाणा ।

दिनांक, चण्डीगढ़

11 अगस्त, 1972

विषय :-हरियाणा लोक सेवा आयोग/अधीनस्थ सेवाएं प्रवरण मण्डल द्वारा विज्ञापित पदों के लिए अस्थाई सरकारी कर्मचारियों के सीधा आवेदन पत्र भेजने पर रोक ।

महोदय,

मुझे उपरोक्त विषय पर आपका ध्यान आकर्षित करते हुए यह कहने का निदेश हुआ है कि सरकार के नोटिस में यह बात आई है कि अस्थाई रूप में लगे हुए सरकारी कर्मचारी हरियाणा लोक सेवा आयोग/अधीनस्थ प्रवरण मण्डल द्वारा विज्ञापित पदों के लिए विभाग के माध्यम की बजाये अपने आवेदन सीधे आयोग/बोर्ड को भेज देते हैं जबकि किसी भी हिदायत के तहत ऐसा नहीं किया जा सकता, और इस प्रकार वह अनुशासन-हीनता का व्यवहार करते हैं। आयोग/बोर्ड को सीधे आवेदन पत्र भेजने के कारण सम्बंधित विभाग विज्ञापित पदों के लिए इन आवेदन पत्रों में वर्णित योग्यताओं तथा अन्य आवश्यक तथ्यों का सत्यापन भी नहीं कर सकते। इस का नतीजा यह होता है कि अपूर्ण आवेदनपत्र तथा पद की सारी योग्यताएं पूर्ण न करने वाले अस्थाई कर्मचारियों के आवेदन आयोग/बोर्ड को पहुंच जाते हैं। इन्हीं अनियमितताओं को ध्यान में रखते हुए सरकार ने अपने पत्र क्रमांक 5301-ए: एस: 11-62/22862 दिनांक 16-7-1962, जो सारे विभागाध्यक्षों को सम्बंधित है (प्रति संलग्न है) द्वारा यह हिदायत जारी की थी कि आयोग द्वारा विज्ञापित पदों के लिए सरकारी कर्मचारियों के आवेदन पत्र भेजते समय इन में वर्णित योग्यताओं की भली प्रकार जांच की जाया करे और उन कर्मचारियों के आवेदन पत्र आयोग को भेजे जायें जो पद की सारी योग्यताएं पूर्ण करते हैं। अतः आप से अनुरोध किया जाता है कि आप यह स्थिति अपने अधीन काम कर रहे सभी कर्मचारियों/अधिकारियों के ध्यान में ला दें कि भविष्य में कोई भी कर्मचारी, चाहे स्थाई हो या अस्थाई, विज्ञापित पदों के लिये सीधे आयोग/बोर्ड को आवेदन पत्र कदापि न भेजे अन्यथा उन के विरुद्ध अनुशासन-हीनता के व्यवहार के लिए आवश्यक कार्रवाई की जायेगी ।

(निदेशक रोजगार, निदेशालय, हरियाणा के लिए :-)

यह हिदायतें उन के अर्ध सरकारी पत्र क्रमांक ए-15(टी 7/24/1054, दिनांक 3 जुलाई, 1972 में उठाए गए प्रश्न का निपटारा करती हैं)

उप सचिव, राजनैतिक एवं सेवाएं
कृते मुख्य सचिव, हरियाणा सरकार ।

एक प्रति सूचनार्थ तथा आवश्यक कार्यवाई के लिए निम्नलिखित को भेजी जाती है :-

वितायुक्त हरियाणा सरकार । सभी प्रशासकीय सचिव, हरियाणा सरकार ।

मुख्य सचिव, हरियाणा सरकार के पत्र क्रमांक 6948-2 जी: एस:-/74/1267 दिनांक 21-1-75 की प्रति जो सभी विभागाध्यक्ष, आयुक्त अम्बाला तथा हिसार मण्डल, सभी उपायुक्त, तथा उप मण्डल अधिकारी, हरियाणा, रजिस्ट्रार पंजाब तथा हरियाणा उच्च न्यायालय तथा हरियाणा के सभी जिला एवं सब न्यायाधीश को सम्बोधित है।

विषय :-—केन्द्रीय अथवा राज्य सरकार की अन्डरटेकिंग में नौकरी के लिए सरकारी कर्मचारियों/अधिकारियों के आवेदन पत्र भेजने के बारे में नीति।

उपरोक्त विषय पर आपको सम्बोधित करते हुए मुझे यह कहने का निदेश हुआ है कि कुछ समय पूर्व से सरकार के पास यह प्रश्न विचाराधीन रहा है कि केन्द्रीय अथवा राज्य सरकार की पब्लिक अन्डरटेकिंग में नौकरी के लिए सरकारी कर्मचारियों/अधिकारियों के आवेदन पत्र भेजे जाने के बारे में क्या नीति अपनाई जाए। इस बारे में ध्यान पूर्वक विचार करने के बाद सरकार ने यह निर्णय लिया है कि सरकारी कर्मचारियों/अधिकारियों के केन्द्रीय सरकार का राज्य सरकार के किसी एक विभाग से अन्य विभाग या दूसरी राज्य सरकारों को नौकरी के लिए आवेदन पत्र भेजे जाने के बारे में जो हिदायतें संयुक्त पंजाब सरकार के परिपत्र क्रमांक 3539-ए: एस:-11-64/29158 दिनांक 5-9-1964 (प्रति संलग्न है) में जारी हुई हैं वह ही सरकारी कर्मचारियों/अधिकारियों के केन्द्रीय अथवा राज्य सरकार को पब्लिक अन्डरटेकिंग में नौकरी के लिए आवेदन पत्र भेजे जाने के बारे में लागू होगी।

PART X

Copy of Punjab Government Circular letter No. 13987-5GS-61/43369, dated the 4th December, 1961, from the Chief Secretary to Government, Punjab, to all Heads of Departments, etc. etc.

Subject :—Acquisition of Higher Qualification—Permission to Government servants

Government has observed that in the absence of any general instructions governing the grant of permission to Government servants for acquisition of qualifications the practice followed varies. For the sake of uniformity in the matter and with a view to encouraging Government servants to improve their educational qualifications, I am directed to inform you that the question of granting general permission to all Government servants to appear in University and other Examinations has been carefully considered by Government. For the reasons that the acquisition of higher qualifications is always beneficial and broadens the outlook of an individual who should naturally give better work to Government, it has been decided that permission may be granted normally to all Government servants for study in any subject they like, even though the qualification sought to be achieved is not directly connected with the routine duties of the post or service to which that employee is appointed. The only condition that may be imposed should be that such a course of studies should not interfere with his official duties as such.

2. As regards grant of leave, it has been decided that unless there be very exceptional circumstances, it should invariably be allowed for the actual days of examination and also for upto a period of fortnight in advance for preparation, if the administrative circumstances permit.

3. The receipt of this letter may be acknowledged.

Copy of letter No. 3712-2CS-II-72/21209 Dated, Chandigarh, the 18-7-1972 from the Chief Secretary to Government, Haryana, to All Heads of Departments; Commissioners Ambala Division II Deputy Commissioners and sub Divisional officers (Civil) Haryana.

Subject :—A requisition of Higher Educational qualifications Permission to Government Servants.

I am directed to invite your attention to the instructions contained in the composite Punjab letter No. 13987-5GS-61/43360 dated the 4th December, 1961 (copy enclosed), on the subject noted above. It has been noticed that Government employees who are permitted to join academic institutions/appear in examinations proceed on leave on one pretext or the other, for a major part of the year in order to make preparations. As this tendency is undesirable and affects Government work adversely, it has been decided to place certain restrictions on permission accorded to Government employees in this respect, as under :—

- (i) Adhoc employees should not be permitted to join courses or appear in examination.
- (ii) Only those regular employees who have completed 5 years of service should be accorded such permission. In reckoning the 5 years period, service rendered by the employee in any other Office/department of Government should also be considered.

2. However, those regular employees who have already been permitted to join a particular course of study, or who were studying for a particular course at the time they joined Government service, should be allowed to complete that course, without the necessity to having to obtain any permission.

प्रतिलिपि पत्रांक 5350-जी:एस:- II-72/2906, दिनांक 13/16/10-72, प्रेषक मुख्य सचिव हरियाणा सरकार सेवा में सभी विभागाध्यक्ष, आयुक्त अम्बाला मंडल, सभी उपायुक्त तथा सभी उप मंडल अधिकारी हरियाणा, तथा रजिस्ट्रार, पंजाब तथा हरियाणा हाईकोर्ट तथा सभी जिला एवं सत्र न्यायाधीश हरियाणा ।

विषय :— उच्चतर शिक्षा पाने के लिए सरकारी कर्मचारियों को अनुमति देना ।

मुझे निदेश हुआ है कि मैं आपका ध्यान हरियाणा सरकार के परिपत्र क्रमांक 3712-2 जी:एस: 11-72/21209, दिनांक 18-7-72 की ओर दिलाऊँ जिसके द्वारा सरकारी कर्मचारियों के उच्चतर शिक्षा पाने के लिए मौखिक संस्थाओं में भर्ती पर कुछ प्रतिबंध लगाये गये थे । इस सम्बन्ध में एक प्रश्न उठाया है कि क्या उपरोक्त प्रतिबंध ऐसे कर्मचारियों पर भी लागू होंगे जो कोर्सपोन्डेंस कोर्सिंग करते हैं । इसे मुख्यालय द्वारा सरकार पर विचार कर, यह निर्णय किया गया है कि कोर्सपोन्डेंस कोर्सिंग करने वाले उम्मीदवारों को लगातार किसी संस्था में उपस्थित होने की आवश्यकता नहीं होती, इसलिए कोर्सपोन्डेंस कोर्सिंग पर यह प्रतिबंध नहीं लागू होंगे ,

2. इसके अतिरिक्त यह निर्णय भी लिया गया है कि ऐसे तदर्थ कर्मचारी जिन्हें परिपत्र दिनांक 18-7-72 के अनुदेश जारी होने से पहले किसी कोर्स में भर्ती होने की अनुमति दी जा चुकी है उन्हें जम्बन्धित कोर्स को पूरा करने दिया जाए ।

हस्त :—

उप अधीक्षक सामान्य प्रशासन,
कृते: मुख्य सचिव, हरियाणा सरकार ।

प्रेषक मुख्य सचिव, हरियाणा सरकार, चण्डीगढ़ का पत्र क्रमांक 3251-4 जो एस:-11-7-76/12309 जो कि सभी विभागाध्यक्ष इत्यादी को दिनांक 13 मई 1976 को भेजा गया है ।

विषय :— उच्चतर शिक्षा पाने के लिए सरकारी कर्मचारियों को अनुमति देना ।

मुझे निदेश हुआ है कि मैं उपरोक्त विषय पर आपका ध्यान हरियाणा सरकार द्वारा जारी किये गये परिपत्र क्रमांक 3712-2 जल: एव-72/21209, दिनांक 18-7-72 की ओर अकृषित करूँ । जिस द्वारा उन नियमित रूप में लगे सरकारी कर्मचारियों को उच्चतर शिक्षा पाने के लिए अनुमति प्रदाव की गई थी जिनका सेवा काल कम से कम 5 वर्ष की हो । सरकार ने इस मामले पर पुनः विचार करने के पश्चात अब यह निर्णय लिया है कि अननियमित रूप से लगे सरकारी कर्मचारियों की उच्च शिक्षा प्राप्त करने की अनुमति प्रदान की जाये जिनका सेवा काल कम से कम 3 वर्ष हो । शेष शर्तें पहले बाहली हो रहेगी ।

2. कृपया इस पत्र को पावती भेजें ।

PART XI

No. 961-4GS-62/5593

From

E. N. Mangat Rai,
Chief Secretary to Government, Punjab.

To

All Heads of Departments, the Registrar, Punjab High Court,
the Commissioners of Divisions. All District and Sessions
Judges and Deputy Commissioners in the Punjab.

Dated Chandigarh, the 16th February, 1962.

Subject :—Grant of advance increments/rapid promotions to officers who go abroad to improve their qualifications.

Sir,

I am directed to inform you that the question of evolving a uniform policy as regards granting advance increments and adequate promotion to such officers as go abroad for training or to improve their qualifications has been considered by Government. At present these cases are decided individually and no uniform practice is followed. The officers are generally allowed the grades for which they held prescribed qualifications or at best a few advance increments and this too after considerably waste of time and effort. On the other hand, on their return from abroad, they are sometimes offered much more alluring terms by private firms and concerns and therefore, in most cases they prefer to join private service rather than enter into Government Service. Some of them even return to the foreign countries where they have had their training as they can get more lucrative employments there. With a view to make full use of the valuable training and technical education received by them in foreign lands, for public purposes, it is felt that they should be provided adequate incentive to continue or join service under the State Government and ensured within our limited resources, as much satisfaction as possible so that they give their best to the Government and the people of the State.

2. It has now been decided to lay down the following procedure for deciding cases of grant of advance increments and promotions to such personnel :—

1. Where an officer has been abroad and improved his qualifications, Government will consider on the merits of the individual case the grant of up to ten increments to him on his return. The claimant, however, should fulfil the following conditions :—
 - (i) His work with Government must be from good to very good; and
 - (ii) the additional qualification or experience achieved must be considered by Government as directly beneficial to his efficiency or competency in his particular line or job.
2. While taking a final decision, consideration will also be given to the following factors :—
 - (i) Whether the officer has improved his qualifications or experience at personal sacrifice or substantially at Government expense. In the former case, he would merit more consideration than in the latter; and
 - (ii) Whether the officer during the period of his training and experience has given a good account of himself or not. In the former case, he would merit more consideration.
3. To cover a few rather exceptional cases which may arise where the officer concerned has achieved some degree of unique distinction or where his previous record and experience with Government has been altogether unusual and he has added to his some further degree of unusual qualification or experience abroad, he will be considered for promotion to a higher grade of the service or a special post.

4. In order to ensure that such cases are decided without delay and the officers are not left in suspense for a long period, the Administrative Secretary concerned will put up a considered proposal within one month of the return of the officers and after obtaining the approval of the Minister concerned will refer the matter to a Committee comprising of the Chief Secretary, the Finance Secretary and the Administrative Secretary concerned, who will make their recommendation to a Cabinet Sub-Committee consisting of the Chief Minister, the finance Minister and the Minister Incharge of the department to which the officer whose case is under examination belongs, within one month of the receipt of the proposal from the Administrative Department. The Cabinet Sub-Committee will also take final decision in the matter within one month at the latest from the receipt of the recommendation.
 5. Similar procedure will also be observed in regard to cases of grant of unusual and rapid promotion mentioned at III above; but the Secretariat Committee in that case will comprise besides the officers mentioned already, the Senior Financial Commissioner, the Planning Secretary and Chief Engineer of the P. W. D. most nearly concerned with the type of work involved or the other technical head concerned.
 6. In the interest of uniformity and quick disposal, the Secretariat Committee, in due course, endeavour to fix norms for each department separately laying down qualifications, etc, to be recognised and the number of increments to be allowed for acquiring such qualifications.
3. I am further to state that for submission of such cases to the Committees referred to above, the Administrative Department should send a complete self-contained memorandum, summary of service record, alongwith the personel file of the officer and other relevant documents which have a bearing on the subject,
4. This issues in consultation with the Finance Department, vide their U. O. advice No. 459-FRII-62, dated the 16th January, 1962.
 5. The receipt of this letter may please be acknowledged.

Yours faithfully,

Sd./-
E. N. MANGAT RAI,
Chief Secretary to Government, Punjab

Copy of Circular letter No. 14663-4G-S-62/34732, dated the 10th October, 1962 from the Chief Secretary to Government Punjab, to all Head of departments, etc.

Subject :—Grant of advance increments/rapid promotions to officers who go abroad to improve their qualifications.

I am directed to invite a reference to Punjab Govt. circular letter No. 961-4GS -62/5593-dated the 16th February 1962 on the subject noted above and to inform you, for the sake of clarification, that the concession allowed there under would be admissible to all officers in the employ of the State Government who have been abroad and improved their qualifications irrespective of the fact that they did so either before or after the issue of the instructions in question. It may however, incidentally be added that no officer will have any claim to the grant of this concession from a back date.

2. This issues with the concurrence of the Finance Department conveyed, vide their communication noted in the margin.

U. N. No. 6258-(1)FRU-62 dated 21.9.62.

Copy of letter No. 5752-IGS- 1/65/14567, dated the 7th May, 1965 from the Chief Secretary to Govt. Punjab, to all Heads of Departments.

Subject :—Grant of advance increments to Government employees for doing work of exceptional merit.

I am directed to address you on the subject noted above and to say that question of laying down a policy for the grant of advance increments to Government employees in recognition of work of exceptional merit, has been under consideration of the the Government for some time past. After carefull consideration of the whole matter and in the interest of uniformity it has been decided that in future all cases for the grant of advance increments to Government employees for doing work of exceptional merit, will be considered and decided by the Committee comprising the Senior most Financial Commissioner, Chief Secretary, Finance Secretary and the Administrative Secretary concerned.

2. I am further to state that with a view to facilitate the consideration of such cases by the committee referred to above, the Administrative Department should sent seven copies of complete and self contained memorandum, summary of service record alongwith the Personal File(s) of the official concerned and other documents which may have a bearing on the subject.

3. All cases at present pending with the departments may be submitted to the Chief Secretary to Government Punjab (in General Services (I) Branch) in accordance with the procedure laid down in the preceding para for consideration by the said Committee.

4. The receipt of this letter may kindly be acknowledged.

No. 10566-IGSI-65/

From

The Chief Secretary to Government, Punjab.

To

All Heads of Departments, Registrar, Punjab High Court, Commissioners of Divisions, District and Sessions Judges, Deputy Commissioners and Sub Divisional Officers (Civil) in the Punjab.

Dated Chandigarh, the 26th November, 1965.

Subject :— Grant of advance increments to Government employees for doing work of exceptional merit.

Sir,

I am directed to invite your attention to the instructions contained in Punjab Government circular letter No. 4752-IGS(I)-65/14567, dated the 7th May, 1965, on the subject cited above, and to say that Government have noticed a tendency on the part of the reporting authorities to recommend advance increments indiscriminately at the time of recording the annual confidential reports, without even mentioning the remarks on which these recommendations are based. With a view to ensuring that the spirit of the instructions on the subject, that only in real and exceptional circumstances should the advance increments be granted, is preserved. It has been decided that the competent authority shall make out separate cases, for this purpose, and shall not incorporate recommendations, in this regard in the annual confidential reports, which, if so incorporated, shall in future be ignored. On the receipt of such cases, the departments shall, with reference to the past and the present performance of the officer who has been recommended advance increments, and in the light of his overall record of work, first satisfy themselves about the appropriateness of the recommendations and thereafter refer the case, as necessary and in accordance with the prescribed procedure, to the Chief Secretary (in the General Services I Branch) for being put up to the Officers Committee for final decision.

2. The cases, where reporting authorities have incorporated recommendations for the grant of advance increments in the annual confidential reports recorded already, should be carefully screened by the Administrative Departments on the lines suggested in the forgoing paragraph and then submitted, if necessary, to the Chief Secretary (in the General Services I Branch) in accordance with the prescribed procedure.

3. These instructions may please be brought to the notice of all concerned for strict compliance.

Yours faithfully,

Sd/-

BALAKRISHNAN

23-11-65

**Deputy Secretary General Admn.
for Chief Secretary to Govt. Punjab.**

A copy is forwarded for information and necessary action to :—

All the Financial Commissioners, Punjab. All the Administrative Secretaries to Govt., Punjab. The Secretaries/Private Secretaries/Personal Assistants to the Chief Minister/Ministers/Ministers of State/Deputy Ministers/Chief Parliamentary Secretary.

No. 179-2GS-68/930

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Departments, the Commissioner, Ambala Division and all Deputy Commissioners and Sub Divisional Officers.
2. The Registrar, Punjab and Haryana High Court and all District and Sessions Judges in Haryana.

Dated Chandigarh, the 17th January, 1968.

Subject :—Grant of advance increments to Government employees for doing work of exceptional merit.

Sir,

I am directed to draw your attention to the subject noted above and to inform you that the instructions contained in Punjab Government letter No. 4752-IGS(I)-65/14567, dated the 7th May, 1965, and letter No. 10566-IGSI-65, dated 26th December, 1965, relating to the grant of advance increments to Government employees for doing work of exceptional merit are still in vogue and such cases may be processed in the light of instructions contained in these letters.

Yours faithfully,

Sd/-
Under Secretary, Political,
for Chief Secretary to Government, Haryana.

A copy each is forwarded to the :—

Financial Commissioner, Haryana; All Administrative Secretaries to Government Haryana, for guidance.

No. 5678-2GS-68/32776

From

The Chief Secretary to Government, Haryana.

To

- (1) All Heads of Departments; the Commissioner, Ambala Division; all Deputy Commissioners; and all Sub-Divisional Officers.
- (2) The Registrar, Punjab and Haryana High Court and all the District & Sessions Judges in Haryana.

Dated Chandigarh, the 27th December, 1968.

Subject :—Incentive to Government employees for outstanding work.

Sir,

I am directed to address you on the subject noted above and to say that the question of providing suitable incentives to Government employees for outstanding work has been under the consideration of Government. It has been decided that Government employees who are issued letters of appreciation on the basis of their annual confidential reports in accordance with the policy instructions on the subject, should be given the following additional facilities :—

- (a) seven days' special leave during the year in which the letter of appreciation is issued, and
- (b) 10% of their total monthly emoluments by way of good service reward to cover travelling expenses etc.

2. I am desired to request that these instructions may please be brought to the notice of all the employees working under you.

Yours faithfully,

Sd/-
Deputy Secretary, Political & Services
for Chief Secretary to Government, Haryana.

No. 183-2GS-69/1625

From

The Chief Secretary to Government, Haryana.

To

- (1) All Heads of Departments, Commissioner Ambala Division, All Deputy Commissioners and all Sub Divisional Officers in Haryana.
- (2) The Registrar, Punjab and Haryana High Court and All District & Session Judges in Haryana.

Dated Chandigarh, the 22nd January, 1969.

Subject :—Grant of advance increments to Government employees upto class II level for doing work of exceptional merit.

Sir,

I am directed to refer to the composite Punjab Government letter No. 4752-IGS(*)-65/14567, dated 7th May 1965 (copy enclosed) on the subject noted above and to say that with a view to simplifying the procedure of granting advance increments it has been decided that the recommendations of the Heads of Departments for the grant of advance increments to Govt. officials upto class II level only for doing work of exceptional merit will, henceforth, be considered and decided by the committee comprising the Finance Secretary, the concerned Administrative Secretary and the Head of the Department.

2. I am further to state that for the facility of consideration of such cases by the Committee referred to above the Administrative Department should send six copies of complete and self contained memorandum summary of service record alongwith the personal file(s) of the official concerned and other documents which may have a bearing on the subject. The principles, for the grant of advance increments, however, remain as the present and Government instructions in regard to them should continue to be followed. In this connection, attention is particularly invited to the instruction contained in the composite Punjab Government letter No. 10566-IGS(I)-65, dated the 26th November, 1965(copy enclosed).

All cases at present pending with the departments may be submitted to the Secretary to Government, Haryana, Finance Department. Cases which have already been referred to the Chief Secretary to Government, Haryana (in General Services Branch) will be passed on to him for consideration by the said Committee.

Cases of class I officers will continue to be referred to the Chief Secretary to Government, Haryana (in General Services Branch) as heretofore

Yours faithfully,

Sd/-

Deputy Secretary Political & Services,
for Chief Secretary to Government, Haryana.

No. 2681-2GS-69/13154

From

The Chief Secretary to Government, Haryana.

To

- 1 All Heads of Departments; Commissioner, Ambala Division; and all Deputy Commissioners, in Haryana.
- 2 The Registrar, Punjab and Haryana High Court and all District and Sessions Judges in Haryana.

Dated Chandigarh, the 16th June, 1969.

Subject :—Grant of advance increments/promotions to officials who go abroad to improve their qualifications.

Sir,

I am directed to invite reference to the composite Punjab Government letter No 961-4GS-62/5593, dated the 16th February, 1962 (copy enclosed), on the subject noted above, and to draw attention to the detailed procedures required to be followed for the grant of advance increments and promotion to officials who go abroad to improve their qualifications. I am to observe that some cases have come to the notice of Government in which these instructions were not followed and that led to complications and resulted in unnecessary work at several levels. It has, therefore, to be reiterated that the instructions that have been issued on the subject should be complied with strictly in future and it should be ensured that there is no deviation from them in processing the relevant cases.

Yours faithfully

Sd/-
Deputy Secretary Political & Services,
for Chief Secretary to Government, Haryana.

A copy each with a copy of its enclosure is forwarded to :—

The Financial Commissioner, Revenue, Haryana. All Administrative Secretaries to Government, Haryana. The Sales Tax Tribunal, Haryana for information and necessary action.

No. 4163-2GS-69/18043

From

The Chief Secretary to Government, Haryana.

To

- (i) All Heads of Departments, the Commissioner, Ambala Division; all Deputy Commissioners; and all Sub-Divisional Officers.
- (ii) The Registrar, Punjab and Haryana High Court and all District and Sessions Judges in Haryana.

Dated Chandigarh, the 23rd July, 1969.

Subject :—Incentives to Government employees for outstanding work.

Sir,

I am directed to invite a reference to Haryana Government circular letter No 5678-2GS-68/32776, dated the 27th December, 1968, on the subject noted above, and to clarify as under :—

- (i) These instructions will only relate to the appreciation letters issued on the basis of the annual confidential reports for the year 1968-69 and onwards. The reward should be calculated on the basis of the total emoluments for the month in which appreciation letter is issued.
- (ii) Seven days special casual leave will be in addition to normal casual leave and its record will be kept in the casual leave account.
- (iii) The special casual leave may be enjoyed during the financial year in which of appreciation is issued, and will lapse if not so availed of.
- (iv) The special casual leave earned by an employee on the basis of the appreciation letter issued to him should be available to him for as many times as the appreciation letter is issued to him
- (v) The employee will be entitled to duty pay, as special casual leave will be in the nature of casual leave.
- (vi) To calculate 10 per cent of the total emoluments to which the employee is entitled, the components that may be taken into consideration should be his pay, special pay, dearness pay, dearness allowance and other compensatory allowances but excluding house rent allowance.
- (vii) The reward should be treated as honorarium. Honorarium payable to a gazetted Officer upto Rs 100 may be paid by the Head of Office without an authority from the Accountant General,—*vide* exception (ii) of rule 22 of the Punjab Treasury Rules, Vol. I.
- (viii) The honorarium of 10 per cent emoluments may be disbursed on receipt of letter of appreciation. It need not be linked with any any journey which may be performed during or after the special casual leave.
- (ix) The 10 per cent emoluments need not be dependent on a journey to be performed by the employee. He may or may not perform the journey.
- (x) There need be no restriction on the area in which special leave may be enjoyed by the employee and he should be free to travel within or outside the State.

Yours faithfully,

Sd/-
Deputy Secretary Political and Services,
for Chief Secretary to Government, Haryana.

No. 4163-2GS-69/19044, dated Chandigarh, the 23rd July, 1969.

A copy is forwarded to the Accountant-General, Haryana, the Financial Commissioner, Revenue, Haryana, and all Administrative Secretaries to Government, Haryana, for information.

क्रमांक 3103-2 जी०एस०-70/10061

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में,

1. सभी विभागाध्यक्ष, आयुक्त अम्बाला मण्डल, राज्य के सभी उपायुक्त तथा उप-मण्डल अधिकारी,
2. रजिस्ट्रार पंजाब तथा हरियाणा उच्च न्यायालय तथा सभी जिला व सत्र न्यायाधीश ।

दिनांक 29-4-1970

विषय:—उत्कृष्ट कार्य करने के लिये कर्मचारियों को प्रोत्साहन देना ।

श्रीमान् जी,

आप का ध्यान सरकार के परिपत्र क्र० 5678-2 जी.एस.-68/32776, दिनांक 23 दिसम्बर, 1968 तथा 4163-2; जी०एस०-69/18043, दिनांक 23 जुलाई, 1969 उपरोक्त विषय पर, की ओर दिलाया जाता है। इन हिदायतों के मुताबिक सराहना पत्र जारी होने पर उस महीने की आमदनी का 10 प्रतिशत इनाम के तौर पर दिया जाता है जिस महीने कर्मचारी को सराहना पत्र जारी किया हो सरकार अब यह महसूस करती है कि इनाम तय करने का यह तरीका ठीक नहीं है क्योंकि इस के अनुसार सराहना पत्र जल्दी या देरी से जारी करने में इनाम की राशि में फर्क आ सकता है जो कि तर्क विरुद्ध है। विचार करने के बाद सरकार ने यह निर्णय किया है कि आगे से जिस वर्ष को गोपनीय रिपोर्ट के आधार पर सराहना पत्र मिले/जारी किया जाए उसी वर्ष के अंतिम मास, यानि मार्च मास का कुल आमदनी का 10 प्रतिशत उस कर्मचारी को दिया जाये। उदाहरण के तौर पर यदि सराहना पत्र 1969-70 की रिपोर्ट के आधार पर जारी होता मार्च, 1970 के वेतन की 10 प्रतिशत राशि इनाम में दी जायेगी।

2. सरकार का उपरोक्त अनुदेश सभी संबंधित अधिकारियों के नोटिस में लाया जाये।

भवदीय,

(हस्ताक्षर)

उप सचिव, राजनैतिक तथा सेवाएं,
कृते : मुख्य सचिव, हरियाणा सरकार।

No. 7721-2GS-70/27635

From

The Chief Secretary to Government, Haryana.

To

- (i) All Heads of Departments; the Commissioner Ambala Division; all Deputy Commissioners and all Sub-Divisional Officers.
- (ii) The Registrar Punjab and Haryana High Court and All District and Sessions Judges in Haryana.

Dated Chandigarh the 13th October, 1970

Subject :—Incentive to Government employees for outstanding work.

Sir,

I am directed to invite a reference to Haryana Government circular letter No. 5678-2GS-68-32776 dated the 27th December, 1968 on the subject noted above (and to the subsequent clarifications issued with letter No. 4163-2GS-70/10061 dated the 29th April, 1970) and to say that Government have reconsidered the matter and have decided that in future these instructions should not apply to Class I Officers and instead should cover Officers of other classes only. This may please be noted for compliance with reference to annual reports starting with reports for 1969-70. It is requested that these orders may also be brought to the notice of all Government employees working under you.

Yours faithfully

Sd/-

K.K. SHARMA

Deputy Secretary, Political & Services
for Chief Secretary to Government, Haryana.

No. 7721-2GS-70/27636, dated Chandigarh, the 13th October, 1970.

A copy is forwarded to the Accountant-General, Haryana, Simla for information, with reference to Haryana Government endorsement No. 3103-2GS-70/10062, dated the 29th April, 1970.

A copy each is forwarded for information to the Financial Commissioner, Revenue, Haryana, and All Administrative Secretaries to Government, Haryana.

क्रमांक 2211-4 जी एस-II-71/13813

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में,

- 1 सभी विभागाध्यक्ष, आयुक्त, अम्बाला मण्डल, सभी उपायुक्त तथा उप मण्डल अधिकारी, हरियाणा ।
- 2 रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय और सभी जिला तथा सत्र न्यायाधीश, हरियाणा ।

दिनांक, चण्डीगढ़

11 जून, 1971

विषय:--उत्कृष्ट कार्य करने पर सरकारी कर्मचारियों को अग्रिम वेतन वृद्धि देना ।

महोदय,

मुझे निदेश हुआ है कि मैं उपरोक्त विषय पर सरकार के पत्रांक 183-2 जी.एस.-69/1625 दिनांक 22-1-1969 (प्रति संलग्न) की और आपका ध्यान दिलाऊँ और आपसे प्रार्थना करूँ कि यद्यपि उपरोक्त अनुदेश उत्कृष्ट कार्य करने पर सरकारी कर्मचारियों को अग्रिम वृद्धियाँ के मुआमलों पर लागू होते हैं परन्तु कुछ ऐसे मुआमले देखने में आए हैं जिनमें विभागों ने अपने आप ही अग्रिम वेतन वृद्धियाँ प्रदान की हैं। विभागों ने ऐसा इस लिए किया क्योंकि दूसरे विभागों/नियमों में अधिक वेतन वाले पदों पर नियुक्ति के लिये सम्बन्धित कर्मचारियों के आवेदन पत्र या तो लोक हित में रोक लिखे गये या उनके चुनाव के पश्चात् उन्हें नए पदों का कार्यभार ग्रहण करने के लिए उन्हें भारमुक्त नहीं किया गया ।

इस मुआमले की अच्छी तरह से जांच की गई है। और यह आवश्यक समझा गया है कि अग्रिम वेतन वृद्धि देने के सभी श्रेणियों के मुआमलों में एक जैसी नीति अपनाई जानी चाहिए। यह निर्णय किया गया है कि इस प्रकार के सभी मुआमलों का वर्तमान समितियों द्वारा ही निगटान किया जाना चाहिए और इस प्रकार का कोई भी मुआमला उनके विचार क्षेत्र से बाहर नहीं निकाला जाना चाहिए। दूसरे शब्दों में श्रेणी II तथा उससे निचले स्तर के कर्मचारियों को अग्रिम वेतन-वृद्धियाँ देने के मुआमले एक समिति जिसके सदस्य निम्नलिखित होंगे :--

वित्त सचिव, सम्बन्धित प्रशासकीय सचिव, विभागाध्यक्ष को हरियाणा सरकार के क्रमांक 183-2 जी:एस:-69/1625 दिनांक 22-1-69 के अनुसार निर्धारित फार्म में भेजे जावें। इसी प्रकार श्रेणी-I के अधिकारियों को अग्रिम वेतन वृद्धियाँ देने के मुआमले एक दूसरी समिति, जिसके (1) वरिष्ठतम वित्तायुक्त, (1) मुख्य सचिव, (3) वित्त सचिव, (4) सम्बन्धित प्रशासकीय सचिव, सदस्य होंगे, संयुक्त पंजाब सरकार के पत्रांक 4752-I जी. स. (I)-65/14567 दिनांक 7-5-1965 के अनुसार निर्धारित फार्म में भेजे जाये।

अतः प्रार्थना की जाती है कि इस अनुदेशों की ध्यान पूर्वक अनुपालना की जावे तथा इस पत्र की पावती भी भेजी जाए।

भवदीय,

उप सचिव, प्रशासनिक सुधार,
कृते : मुख्य सचिव, हरियाणा सरकार।

एक प्रति निम्नलिखित को भेजी जाती है :--

वित्तायुक्त, राजस्व हरियाणा, सभी प्रशासकीय सचिव, हरियाणा सरकार ।

No. 4857-4GSII-72/26331

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Departments; the Commissioner Ambala Division, All Deputy Commissioners; and all Sub Divisional Officers.
2. The Registrar, Punjab and Haryana High Court and all District and Sessions Judges in Haryana.

Dated Chandigarh, the 5th September, 1972.

Subject :—Incentives to Government employees for outstanding work.

Sir,

I am directed to invite a reference to Haryana Government letter No. 5678-2GS-68/32776, dated 27-12-68, on the subject noted above and to say that it has been decided to modify the existing policy on the subject as follows :—

Instead of 1/10th of total monthly emoluments being given as reward as at present, half of the total monthly emoluments will be given as special reward to Government employees who earn appreciation letters.

Attention in this connection is also invited to the instructions contained in the Government letter No. 4643-3S-72/21768 dated the 24th July, 1972, added in sub head (4) which were to the effect that appreciation letters to any category of Government employees should be issued by the competent authority only after obtaining the approval of the Administrative Secretary concerned. Therefore, before any payment of the reward, as indicated above, is made, it should in each case be ensured that the approval of the Administrative Secretary, referred to above, has been obtained.

2. I am directed to request that these instructions may be brought to the notice of all concerned working under you.

Yours faithfully,

Sd/-

Deputy Secretary General Administration
for Chief Secretary to Government, Haryana.

A copy each is forwarded to :—

All Financial Commissioner and all Administrative Secretaries to Government, Haryana, for information and necessary action.

No. 5002-4GSII-72/36750

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Departments; the Commissioners Ambala Division; all Deputy Commissioners; and all Sub-Divisional Officers.
2. The Registrar, Punjab and Haryana High Court and all District and Sessions Judges in Haryana.

Dated, Chandigarh the 7th September, 1972.

Subject :—Incentives to Government employees for outstanding work.

Sir,

The date of issue of Haryana Government circular letter No. 4857-4GSII-72/26231, dated the 5th August, 1972, may please be read as "5-9-72" instead of "5-8-72".

Yours faithfully,

Sd/-
Deputy Superintendent General Services
for Chief Secretary to Government, Haryana

A copy each is forwarded to :—

All Financial Commissioners and All Administrative Secretaries to Govt., Haryana, for necessary action.

No. 4857-4GSII-72/28344

From

The Chief Secretary to Government, Haryana

To

- (i) All Heads of Departments;
the Commissioner, Ambala Division;
All Deputy Commissioners and
All Sub Divisional Officers.
- (ii) The Registrar,
Punjab and Haryana High Court and
All District and Sessions Judges in Haryana.

Dated Chandigarh, the 26th September, 1972.

Subject :—Grant of advance increments to Govt. employees who improve their qualifications by further study within the Country or abroad.

Sir,

I am directed to refer to the instructions contained in Composite Punjab Govt. letter No. 961-4GS-62/5593, dated 16-2-1962, relating to grant of advance increments/rapid promotions to officers who go abroad to improve their qualifications and to say that in view of better educational facilities, both technical and non-technical, now being available within the country, the Govt. after due consideration have decided that instructions referred to above should be made applicable to cases of improvement in qualifications by study/training within the country also. For this purpose instructions on the subject have been revised and action in further should be taken on the lines indicated below :—

- (i) The scale on which the advance increments will be given in all departments should be as follows :—

Diploma of at least one year	One advance increment
Master's Degree	Two advance increments
Doctorate	Three advance increments

Only those diploma/degree which are higher than the prescribed minimum qualifications for the posts, should be considered for grant of advance increments and no distinction should be made between technical and non-technical diplomas/degree.

- (ii) Advance increments should be given for only such recognised diplomas/degrees from recognized institutions which involve study for more than one year and which are obtained on the basis of examinations and not otherwise. Further the diplomas/degree should be such as are considered by the Govt. to be directly beneficial to the efficiency of the Govt. employee concerned in his particular post or line.
- (iii) Only those diplomas/degree should be considered in this context which are obtained after availing of study leave or a leave of the kind due. If the period of study is treated as duty and full pay is drawn for it, then advance increments will not be allowed.
- (iv) Only those higher qualifications which have been obtained by the employee concerned after his entry into Government service should be considered while deciding upon the question of grant of advance increment.

2. In order to avoid the necessity of taking a decision as to which degree/diploma qualifies an employee for advance increment, every time when a new case comes up, all Heads of Deptt. are advised to prepare a list of diplomas/degrees in accordance with the criteria mentioned in the forgoing sub-para and get it approved by the Administrative Secretary concerned. This list should be revised from time to time and kept up to-date,

3. These instructions shall be applicable from the date of their issue, and earlier cases which merit grant of advance increments should be decided in accordance with instructions applicable heretofore. Further-more, as these instructions shall be applicable to all employees of the State Government, if in any particular Department a separate policy for grant of advance increments on attaining higher qualifications within the country or abroad is already in existence the same should be modified accordingly and nothing should remain which is contradictory to these instructions.

4. No reference in such cases will henceforth be necessary to the Officers' Committee Cabinet Sub Committee.

Sd/-
Deputy Secretary General Administration,
for Chief Secretary to Government, Haryana.

No. 6452-2GS-II-74/28173

From

The Chief Secretary to Government, Haryana, Chandigarh.

To]

1. All Heads of Departments, Haryana.
2. Commissioners of Ambala and Hissar Divisions,
All Deputy Commissioners and
All Sub Divisional Officers(Civil)
3. The Registrar
Punjab and Haryana High Court and
all District & Sessions Judges, Haryana.

Dated, Chandigarh, the 26th November, 1974.

Subject :—Grant of Advance increments to Government Employees who improve their qualifications by further study within the country and abroad.

Sir,

I am directed to invite your attention to Haryana Government letter No. 4857-4GS-I-72/28344 dated the 26th September 1972 on the subject noted above and to say that Government have further decided to extend the facility of grant of advance increments to those Government employees also who have improved their qualifications without taking study leave. It is however clarified that they will draw the increments prospectively i.e. from the date of issue of these instructions and in their present pay scale.

2. This issues with the concurrence of the Finance Department conveyed vide their U.O. No. 6452-4FR-I-74 dated the 20th November 1974.

Yours faithfully

Sd/-
Deputy Secretary General Admn.
for Chief Secretary to Government, Haryana.

A copy is forwarded to :—

The Financial Commissioner Revenue—All the Administrative Secretaries to Government Haryana; for information and necessary action.

क्रमांक 434-2 जी. एस.-75/7211

प्रेषक,

मुख्य सचिव, हरियाणा सरकार, चंडीगढ़।

सेवा में,

- (1) हरियाणा के सभी विभागाध्यक्ष, अम्बाला तथा हिसार मण्डलों के आयुक्त, सभी उपायुक्त एवं उप मण्डल अधिकारी।
- (2) रजिस्ट्रार पंजाब हरियाणा के उच्च न्यायालय और सभी जिला सब न्यायाधीश हरियाणा।

दिनांक चंडीगढ़ 13 मार्च, 1975

विषय:—राज्य सरकार के कर्मचारियों को एल: एल: बी: की योग्यता प्राप्त करने पर अग्रिम वेतन वृद्धियां देना।

महोदय,

गुप्त आदेश हुआ है कि मैं उपरोक्त विषय की ओर आपका ध्यान दिलाऊँ और सूचित करूँ कि राज्य सरकार के कर्मचारियों को एल: एल: बी: की योग्यता प्राप्त करने पर अग्रिम वेतन वृद्धियां देने के प्रश्न पर सरकार कुछ समय पहले से जो विचार कर रही थी, उस पर सहानुभूति पूर्वक विचार करने के पश्चात् यह निर्णय लिया गया है कि सरकारी सेवा में प्रवेश करने के पश्चात् जिन कर्मचारियों ने एल: एल: बी: की योग्यता प्राप्त की है उन्हें इन आदेशों के जारी होने की तिथि से दो अग्रिम वेतन वृद्धियां उसी वेतन मान में दी जाने जिसमें वे उस दिन को कार्य कर रहे थे। इस सम्बन्ध में यह भी स्पष्ट किया जाता है कि वे अग्रिम वेतन वृद्धियां उन्हीं कर्मचारियों को दी जाएगी जिनके केसों में यह योग्यता उन पदों के लिए निर्धारित योग्यताओं से उच्चतर होगी जिन पर कर्मचारी वर्तमान समय में कार्य कर रहे हैं।

2. इसे वित्त विभाग की सहमति उनके अशा. क्रमांक 556-4 एफ: आर: 75, दिनांक 3-3-1975 द्वारा प्राप्त, कर जारी किया जाता है।

भवदीय,

उप-सचिव सामान्य प्रशासन,
कृते : मुख्य सचिव, हरियाणा सरकार।

एक एक प्रति :—

वित्तायुक्त राजस्व, हरियाणा, सरकार के सभी प्रशासकीय सचिवों को सूचनार्थ भेजी जाती है।

No. 6452-2GS-1-75/12171

**MOST
IMMEDIATE
DATE BOUND**

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Departments in Haryana;
2. Commissioner of Ambala and Hissar Divisions;
3. All Deputy Commissioners and all Sub-Divisional Officers Civil.
4. Registrar,
Punjab & Haryana High Court and all District and
Sessions Judges, Haryana.

Dated, Chandigarh, the 5th May, 1975.

Subject :—Grant of advance increments to Government employees who improve their qualifications by further study within the country and abroad.

Sir,

I am directed to invite your attention to Haryana Govt. letter No. 4857-4GSI-72/28344, dated, the 26th September, 1972, which interalia laid down that all the Heads of Departments with the approval of the Administrative Departments concerned should prepare lists of such qualifications as are directly beneficial to the efficiency of Govt. Employees and which qualify him for the grant of advance increments. The question regarding selection of subjects in M.A. for the purposes of two advance increments had been engaging the attention of Government for some time past. In order to adjudge as to what subjects in M.A. are beneficial in the performance of duties of an employee, I am directed to request you to supply the information in the proforma given below :—

S.No.	Name of the post	Minimum qualifications prescribed for recruitment against the post	Degrees/Diplomas/ Master Degree with subject which is beneficial and the reasons thereof.	Remarks
1	2	3	4	5

2. The requisite information should be supplied within a fortnight of the receipt of this letter failing which it will be presumed that you have no comments to offer.

3. You are also directed not to allow any advance increment(s) in this regard to any Government employee working under you till a final decision in the matter, is arrived at.

Yours faithfully,

Sd/-
Deputy Secretary General Administration
for Chief Secretary to Government, Haryana.

A copy is forwarded for information and necessary action to :—

The Financial Commissioner, Revenue—All the Administrative Secretaries to Govt., Haryana.

क्रमांक 434-2 जी: एस-II-75/21469

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में,

1. हरियाणा के सभी विभागाध्यक्ष, अम्बाला तथा हिसार मण्डल के आयुक्त, सभी उपायुक्त एवं उप मण्डल अधिकारी ।
2. रजिस्ट्रार पंजाब तथा हरियाणा के उच्च न्यायालय और सभी जिला सत्र न्यायाधीश हरियाणा ।

दिनांक चण्डीगढ़ 17 जुलाई, 1975

विषय :--राज्य सरकार के कर्मचारियों को एल: एल: बी: की योग्यता प्राप्त करने पर अग्रिम वेतन वृद्धियां देना ।

महोदय,

मुझे आदेश हुआ है कि मैं उपरोक्त विषय के संदर्भ में आपका ध्यान इस विभाग के पत्र क्रमांक 434-2 जी: एस:-II-75/7211, दिनांक 13 मार्च, 1975 की ओर दिलाऊँ जिसके द्वारा सरकार ने यह निर्णय लिया था कि सरकारी सेवा के दौरान जिन कर्मचारियों ने एल: एल: बी: की योग्यता प्राप्त की है उन्हें भी दो अग्रिम वेतन वृद्धियों का लाभ इस तिथि से दे दिया जाये। सरकार का अभिप्राय यह था कि जो लाभ सरकार के पिछले पत्र क्रमांक 4857-4 जी: एस:-II-72/28344, दिनांक 26-9-72 द्वारा जारी की गयी हिदायतों के अनुसार सरकारी कर्मचारियों की सेवा के दौरान एम: ए: की योग्यता प्राप्त करने पर दिया जाता था वही लाभ अन्य कर्मचारियों को इसी प्रकार सेवा के दौरान एल: एल: बी: की योग्यता प्राप्त करने पर भी दे दिया जावे वरन्त ही यह योग्यता उन कर्मचारियों के पदों के लिये निर्धारित योग्यताओं से उच्चतर हो। सरकार के उक्त पत्र क्रमांक 4857-4 जी: एस:-II-72/28344, दिनांक 26-9-72 द्वारा जारी की गयी हिदायतों के अनुसार एम: ए: की डिग्री प्राप्त करने पर इस प्रकार का लाभ केवल उन्हीं मामलों में दिया जा सकता था जिन्होंने सरकारी सेवा के दौरान तथा इन हिदायतों के जारी होने की तिथि अर्थात् 26-9-72 के पश्चात् यह एम: ए: की योग्यता हासिल की। स्पष्टतः इसी प्रकार का सिद्धांत सरकारी कर्मचारियों को एल: एल: बी: की योग्यता प्राप्त करने पर लाभ देने के लिये भी लागू किया जाना था। इसका अर्थ यह था कि सरकारी सेवा के दौरान व 26-9-72 के बाद जिन कर्मचारियों ने एल: एल: बी: की योग्यता प्राप्त की उन्हें यह लाभ 13-3-1975 से दिया जाना था तथा 13-3-1975 के पश्चात् यह योग्यता हासिल करने वाले कर्मचारियों को यह लाभ इस अतिरिक्त योग्यता प्राप्त करने की तिथिसे दिया जाना था। परन्तु सरकारी नोटिस में आया है कि कई विभागों द्वारा के मामलों में भी दो अग्रिम वेतन वृद्धियों का लाभ दिया जा रहा है जिनमें संबंधित सरकारी कर्मचारी ने ए: एल: बी: की योग्यता 26-9-72 से पहले हासिल की थी। यह स्पष्ट भिदा जाता है कि इस प्रकार के मामलों में यह लाभ नहीं दिया जाता है तथा यदि किसी विभाग द्वारा गलती से इस प्रकार का लाभ दे भी दिया गया है तो उसे तुरन्त वापिस ले लिया जाये तथा संबंधित कर्मचारी से इस प्रकार की हुई राशि की वसूली कर ली जाये। इस विभाग के पत्र क्रमांक 434-2 जी: एस:-II-75/7211, दिनांक 13-3-75 द्वारा जारी की हुई हिदायतों को इस हद तक संशोधित समझा जाये।

2. कृपया इन हिदायतों की कड़ी अनुपालना के लिये नोट करें तथा इस पत्र की पावती भेजें।

भवदीय,

हस्ता:

उप सचिव, राजनैतिक एवं सेवाएं,
कृते : मुख्य सचिव, हरियाणा सरकार।

क्र० 7439-2 जी: एस: II-76/27001

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में,

1. सभी विभागाध्यक्ष, आयुक्त अम्बाला तथा हिसार मण्डल, राज्य के सभी उपायुक्त तथा उप मण्डल अधिकारी ।
2. रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय तथा सभी जिला एवं सत्र न्यायाधीश ।

दिनांक, सृण्डीगढ़ 14 अक्तूबर, 1976

विषय:--उत्कृष्ट कार्य करने के लिये कर्मचारियों/अधिकारियों को प्रोत्साहन देना ।

महोदय,

मुझे निदेश हुआ है कि उपरोक्त विषय पर हरियाणा सरकार के पत्र क्र० 7721-2 जी: एस: 70127635, दिनांक 13-10-70 को और ध्यान दिलाऊँ, जिसके द्वारा श्रेणी-I के अधिकारियों को इस प्रकार का प्रोत्साहन देने पर प्रतिबन्ध लगाया गया था । सरकार ने इस मुआमले पर पुनः विचार करने के पश्चात् यह निर्णय लिया है कि सरकार के पत्र क्र० 5678-2 जी: एस:-68/32776, दिनांक 27-12-1968 तथा क्र० 4857-4 जी: एस:-II-72/26331, दिनांक 5-9-72 द्वारा उत्कृष्ट कार्य करने पर हरियभणा सरकार के अन्य श्रेणियों के कर्मचारियों को जो प्रोत्साहन दिए जाते हैं, वे श्रेणी 1 के उन अधिकारियों को भी दिये जायेंगे जिन्हें वर्ष 1974-75 तथा इसके बाद को वार्षिक गोमन्थ रिपोर्ट के आधार पर प्रशंसा पत्र जारी किए गये हों ।

2. जहाँ तक अखिल भारतीय सेवाओं के अधिकारियों का सम्बन्ध है, अश्लेषित हिदायतें अलग से जारी की जाएगी ।
3. आपसे अनुरोध किया जाता है कि ये अनुदेश अपने अत्रोन सभी अधिकारियों के नोटिस में ला दिये जाएं ।

भवदीय,

उप सचिव सामान्य प्रशासन,
कृते : मुख्य सचिव, हरियाणा सरकार ।

एक एक प्रति सभी वित्तायुक्त/सभी प्रशासकीय सचिव, हरियाणा सरकार को सूचनार्थ तथा आवश्यक कार्यावाही के लिये भेजी जाती है ।

No. 1210-2GS-II-77/7706

From

The Chief Secretary to Government, Haryana, Chandigarh.

To

1. All Heads of Departments Commissioners of Ambala and Hissar Divisions, All Deputy Commissioners and Sub-Divisional Officers (Civil) Haryana.
2. Registrar,
Punjab and Haryana High Court and all
District and Session Judges in the State.

Dated Chandigarh, the 24th March 1977.

Subject :—Incentive to Government servants for blood donation.

Sir,

I am directed to invite your attention to the subject noted above and to say that the Government has decided to give incentive to blood donors in order to give a boost to this important programme. A Government servant, who donates blood twice a year continuously for five years, should be issued an appreciation letter by the appointing authority and a copy of this placed in his personal file.

These instructions may kindly be brought to the notice of all concerned.

Yours faithfully,

Sd/-

Deputy Secretary General Administration,
for Chief Secretary to Government, Haryana.

No. 1210-2GS-II-77/7707 dated Chandigarh, the 24-3-77.

A copy is forwarded to the Accountant General, Haryana, Chandigarh, for information and necessary action.

The Financial Commissioner Revenue, Haryana; and All the Administrative Secretaries to Govt., Haryana.

Copy of No. 4718-2GS-II-77/17173 dated, Chandigarh the 20th June, 1977 from the Chief Secretary to Govt. Haryana to all Heads of Departments etc., etc.

Subject :—Grant of personal pay to Govt. servants who improve their qualifications by further study within the country and abroad.

I am directed to refer to the instructions contained in this Department letter No. 4857-GSII-72/28344, dated 26-9-1972, letter No. 6452-2GSII-74/28173, dated the 26th November 1974 and letter No 434-2GS-II-75/21469 dated 17-7-75 on the subject noted above and to say that the Government has further considered the matter and, in supersession of the aforesaid instructions, taken the following decisions :—

- I. Personal pay shall be granted to all employees, who improve their qualifications after joining Govt. service, if the qualification(s) so acquired from a recognised University is/are higher than the minimum qualifications prescribed for the post on which they were recruited at the time of entry into Govt. service, in accordance with the scales and conditions laid down in the succeeding paragraphs/sub-paragraphs :—
 - (i) Personal pay admissible for acquiring each of the following qualifications shall be equal to the amount of increment(s) mentioned against each qualifications :—

(a) Diploma of at least one years duration.	One increment
(b) Law degree or post graduate	Two increments
(c) Doctorate or Post Doctorate qualifications	Four increments

Provided that the maximum benefit will not exceed the equivalent of four increments.
 - (ii) Govt. employees who have acquired the aforesaid qualifications after 26-9-1972 (i.e. whose result as declared on or after the said date) shall be eligible for the benefit of personal pay with effect from the date of declaration of the result of the examination concerned and those who had improved their educational qualifications before 26-9-1972 (i.e. whose result was declared before the said date) shall be eligible for the benefit of personal pay with effect from the date of issue of these instructions. In either of the two type of cases, thereto of increment for the purpose of calculating the amount of personal pay shall be taken to be that which was last drawn prior to the date of eligibility.
 - (iii) No benefit shall not be given for such of these qualifications as had already been acquired by the Govt. employee before joining Govt. service.
 - (iv) This benefit shall not be admissible to adhoc employees.
 - (v) If, say, a graduate Govt. servant is appointed to another post for which the minimum qualifications is post-graduation and he subsequently acquires a post graduate degree, he shall not be entitled to this benefit of personal pay. This principle will be applicable to all such cases.
 - (vi) According to the present instructions, graduate Clerks/Steno-typists/Junior Scale Stenographer are entitled to the benefit of two advance increments with effect from 1-2-69. The amount of these advance increments will not be taken into account while computing the personal pay according to (i) above.
 - (vii) A committee of the Administrative Secretary and the Head of the Department concerned shall be formed for deciding cases under this scheme. This committee shall consider the question of granting personal pay to a Govt. employee and decide to grant it provided that at least half the annual reports earned during the five years preceding the date of eligibility were at least average. In case the record of an employee does not justify grant of a personal pay from the date of eligibility, personal pay will be given to him with effect from a subsequent date when the aforesaid criterion of record is fulfilled.
 - (viii) The benefit of personal pay shall be extinguished after five years from the date from which it is granted.

- (ix) This benefit will be available to a Govt. employee only once during his entire service. For example, if a person has availed himself of this benefit on the basis of his having acquired a post-graduate degree, he cannot claim the benefit again if he acquires a law degree later.
- (x) This benefit of personal pay will not be available to Class-I, Officers. However, if a Class-II, Officer acquires such a qualifications and becomes eligible for the grant of personal pay, this benefit will cases on his becoming a Class-I, Officer.

This issues with the concurrence of the Finance Department conveyed vide their U.O. No. 4994-4FR-& 77. dated 9-5-77.

Office of the Director of Agriculture, Haryana, Chandigarh.

Endst. No. 51155/5-383/E-III Dated, Chandigarh the 28-7-77.

A copy is forwarded to the :—

All Head Assistants/Senior Auditor of this directorate. All Sub Offices of this Department, for information and necessary action.

No. 6183-2GS-II-77/17098

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Departments,
the Commissioners Ambala and Hissar Division.
All Deputy Commissioners and
All Sub Divisional Officers(Civil).
2. The Registrar,
Punjab and Haryana High Court and
all District & Sessions Judges in Haryana.

Dated, Chandigarh, the 20th June, 1977.

Subject :—Incentive to Government employees for outstanding work—Grant of special leave and reward to employees who are issued letter of appreciation on the basis of annual Confidential reports.

Sir,

Please refer to letter No. 6034-2GS-II-77/16894 dated 17-6-1977 on the subject noted above.

2. In the cases of letters of appreciation issued after the date of the letter under reference, the monetary reward and the reward of special leave will not be given.

3. I am to request that these instructions may please be brought to the notice of all the employees working under you for strict compliance.

Yours faithfully,

Sd/-

Deputy Secretary General Administration,
for Chief Secretary to Government, Haryana.

A copy with a copy of enclosure is forwarded to :—

The Financial Commissioner (Revenue) Haryana and All Administrative Secretaries to Government Haryana for information and necessary action.

No. 14/3/78-GSII

From The Chief Secretary to Government, Haryana.

To

- 1 All Heads of Departments, Commissioners Ambala and Hissar Divisions, all Deputy Commissioners and Sub-Divisional Officers (Civil) in Haryana.
- 2 The Registrar,
Punjab and Haryana High Court.

Dated Chandigarh, the 26th July, 1978.

Subject :—Grant of personal pay to Government servants who improve their qualifications by further study within the country and abroad.

Sir,
I am directed to refer to Haryana Government letter No 4718-2GSII-77/17173 dated the 20th June, 1977, on the subject noted above, and to say that some departments having sought clarifications on certain position is clarified as under :—

- (i) The cases in which the benefit of advance increments has been given under the instructions which were in force prior to the instructions issued vide letter under reference, should be reviewed and the benefit allowed earlier should be adjusted against the benefit of personal pay to be given in accordance with the latest instructions of the 20th June, 1977.
- (ii) The personal pay will also be admissible to those employees who may have reached the maximum of their pay scales.
- (iii) The cases of the employees on deputation will be decided by their parent departments.
- (iv) If the minimum qualification prescribed for a post is a post-graduate degree, the acquisition of a law degree or another post-graduate degree by a Govt employee will not entitle him to the benefit of personal pay.
- (v) Personal pay equal to two increments will be admissible for all the law degrees, irrespective of the fact that whether the course was of two or three years' duration.
- (vi) For acquiring a degree of one-year duration, e.g. Bachelor of Library Science, personal pay equal to one increment will be admissible.
- (vii) The rate of increment for the purpose of calculating the amount of personal pay shall be taken to be that which was last drawn in a post held on the date of eligibility or in a post which would have been held by an official under the State Government (Parent Deptt.) on the date of eligibility but for his deputation.
- (viii) Personal pay allowed to an employee under the latest instructions will cease on his appointment to a post for which the minimum qualification is such as had entitled him to the grant of personal pay.
- (ix) If on the date of eligibility an employee is holding a post for which the minimum qualification is such as he had acquired after entering into Government Service, he will not be entitled to the benefit of personal pay. However, where for any reason he ceases to hold such a post, his right to the benefit of personal pay will revive. In such cases the period of five years will count from the date of eligibility.
- (x) The benefit of personal pay should be allowed to those employees who have not completed 5 years service on the date of eligibility if at least half of the annual reports earned during the period preceding the date of eligibility are atleast average.
- (xi) An employee should be considered to have improved his qualifications after joining service only if he had appeared in all parts of the examination for the higher qualifications after joining government service.
- (xii) An employee who has improved his qualifications at any time viz. even before 16-2-1962 will be eligible for the benefit of personal pay.
- (xiii) The cases of the employees of the Haryana Vidhan Sabha under the scheme will be decided by the Hon'ble Speaker, on the recommendations of the Secretary, Haryana Vidhan Sabha.

2. This issues with the concurrence of the Finance Department conveyed vide their U.O. No. 9(3)-78-4FR-I, dated 13-7-78.

Yours faithfully,
Sd/-

Deputy Secretary General Administration,
for Chief Secretary to Government, Haryana.

No. 14/3/78-GSII

From

The Chief Secretary to Govt. Haryana.

To

1. All Heads of Departments, Commissioners of Ambala and Hissar Divisions, and All Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.
2. The Registrar, Punjab and Haryana High Court.

Dated, Chandigarh 23rd October, 1978.

Subject :—Grant of personal pay to Government servants who improve their qualifications by further study within the country and abroad.

Sir,

I am directed to refer to Haryana Govt. circular letter No. 4718-2GSII-77/17173, dated the 20th June, 1977, on the subject noted above, and to say that according to sub para (X) hereof, the benefit of personal pay was not to be given to class I Officers and if a class II officer improves his qualifications and becomes eligible for the grant of personal pay, this benefit was to cease on his becoming a class I Officer.

3. This matter has been considered further and it has been decided that class I officers of the State services, who prove their qualifications should also be allowed the benefit of personal pay, subject to other conditions and stipulations contained in the aforesaid circular read with the clarifications given vide this State Govt. circular letter No 14/3/78 GSII, dated the 26th July, 1978. Sub para (X) of the circular dated 20-6-77 should be considered to have been modified accordingly

3 This issues with the concurrence of the Finance Deptt. conveyed vide their U O No 9(3-8-4FR, dated 17-10-78

Yours faithfully,

Sd/-

Under Secretary General Administration,
for Chief Secretary to Government, Haryana

A copy each is forwarded for information and necessary action to the :—

Financial Commissioner, Revenue, Haryana, and All Administrative Secretaries to Govt. Haryana.

No. 14/18/78/GSII

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Departments, Commissioners Ambala and Hissar Divisions,
All Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.
2. The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 16th July, 1979.

Subject :—Grant of personal pay to Government servants who improve their qualifications by further study within the country and abroad.

Sir,

I am directed to refer to Haryana Government letter No. 14/3/78-GSII, dated the 26th July, 1978, on the above subject and to say that the phrasing of para I (vii) thereof does not make the position quite clear as to what rate of increment for the purpose of calculating the amount of personal pay should be taken, if no increment has been drawn by an employee in a post held by him on the date of eligibility. However, in para I (ii) of the earlier instructions contained in Haryana Government letter No. 4718-2GSII-77/17173, dated the 20th June, 1977, it has inter alia been clearly stated that the rate of increment for the purpose of calculating the amount of personal pay shall be taken to be that which was last drawn prior to the date of eligibility. These instructions have not been superseded by the aforesaid subsequent Haryana Government circular letter of the 26th July, 1978. It is, therefore, clarified that the rate of increment for the purpose of calculating the amount of personal pay should be taken to be that which was drawn in a post held prior to the date of eligibility.

Yours faithfully,

Sd/-

Under Secretary General Administration,
for Chief Secretary to Govt., Haryana.

A copy each is forwarded to the—

All the Financial Commissioner, Haryana; and All the Administrative Secretaries to Govt. Haryana.

No. 14/38/82-2GS-II.

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Departments, the Commissioners Ambala and Hissar Divisions, All Deputy Commissioners and Sub Divisional Officer (Civil) in Haryana.
 2. The Registrar, Punjab and Haryana High Court, Chandigarh.
- Dated Chandigarh, the 20th December, 1982.

Subject :—Grant of personal pay to Government servants who improve their qualifications by further study within the country and abroad.

Sir,

I am directed to refer to the instruction contained in Punjab Government letter No. 961-4GS-62/5593, dated the 16th February, 1962. Haryana Government letter No. 4718-2GS-II-77/17173, dated the 20th June, 1977, letter No. 14/3/78-GS-II, dated 26-7-78 and letter of even number dated the 23rd October, 1978, and letter No. 14/18/78-GS-II, dated the 16th July, 1979, on the subject noted above and to say that the matter concerning grant of advance increments as personal pay to Government employees who improve their academic qualifications while in service has been under the consideration of the Government for some time. It has now been decided to discontinue the practice of giving advance increments to Government employees for acquiring higher qualifications and all the instructions issued on the subject as referred to above should be treated as withdrawn with immediate effect.

Yours faithfully,

Sd/-

Joint Secretary General Administration,
for Chief Secretary to Government, Haryana.

A copy each is forwarded for information and necessary action to the :—

All Financial Commissioners, Haryana ; and All the Administrative Secretaries to Government Haryana.

क्रमांक 9/4/82-पोल (7)

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में,

1. आयुक्त अम्बाला, मण्डल, अम्बाला छावनी ।
2. आयुक्त हिमाचल, मण्डल, हिमाचल ।
3. हरियाणा के सभी उपायुक्त ।

दिनांक चण्डीगढ़ 5 जनवरी, 1983

विषय :—भारत के राष्ट्रपति द्वारा 26 जनवरी को पद्म पदक पुरस्कार प्रदान करने के सम्बन्ध में सिफारिश करने हेतु ।

महोदय,

गगतंत्र दिवस पर, राष्ट्रपति द्वारा दिये जाने वाले पद्म पुरस्कार हेतु, हरियाणा राज्य प्रत्येक वर्ष कुछ नामों की सिफारिश भारत सरकार को करती है। साधारणतया यह सिफारिशें जिला स्तर से भी प्राप्त होती हैं। कई केसों में यह देखा गया है कि सरकारी अधिकारियों/कर्मचारियों के बारे में यह सिफारिशें सीधे सरकार के पास भेजी गई हैं। इस मामले पर विचारोपरान्त यह निर्णय लिया गया है कि ऐसी कोई भी सिफारिश सीधे सरकार को न भेजी जाये बल्कि ऐसी सिफारिशें सम्बन्धित विभागाध्यक्ष, प्रशासकीय सचिव के माध्यम से राजनैतिक विभाग को भेजी जाये ताकि सम्बन्धित विभाग सरकारी कर्मचारी अधिकारी का पूरा biodata उसका citation तथा उसकी निजी फाईल इत्यादि अपनी सिफारिश सहित सरकार (राजनैतिक विभाग) को भेज सकें। कृपया भविष्य में इन आदेशों की पालना की जाए।

भवदीय,

संयुक्त सचिव, राजनैतिक एवं सेवाएं

कृते : मुख्य सचिव हरियाणा सरकार

एक प्रति सभी वित्तियुक्त एवं हरियाणा राज्य के सभी प्रशासकीय सचिवों को सूचना तथा आवश्यक कार्यवाही हेतु प्रेषित है।

संयुक्त सचिव, राजनैतिक एवं सेवाएं,

कृते : मुख्य सचिव, हरियाणा सरकार ।

क्रमांक 9/2/83 पोल (7)

प्रेषक :

मुख्य सचिव, हरियाणा सरकार

सेवा में

1. आयुक्त अम्बाला मंडल, अम्बाला छावनी ; आयुक्त हिसार मंडल, हिसार

2. हरियाणा के सभी उपायुक्त

दिनांक 21-12-83

विषय : भारत के राष्ट्रपति द्वारा 26 जनवरी को पदम पदक पुरस्कार प्रदान करने के सम्बन्ध में सिफारिश करना ।

महोदय,

मुझे निदेश हुआ है कि मैं आपका ध्यान राजनैतिक विभाग के परिपत्र क्र० 9/4/82 पोल (7), दिनांक 5-1-83 प्रति संलग्न है) की ओर दिलाऊँ और कहूँ कि यह देखने में आया है कि इन अनुदेशों की पालना पूरी तरह नहीं भरी जा रही है। अब भी जिला स्तर के कुछ अधिकारियों/कर्मचारियों के नामों की सिफारिशें, "पदम पुरस्कार" हेतु सम्बन्धित विभागाध्यक्ष/प्रशासकीय सचिव के माध्यम से न आकर सीधे ही इस विभाग को प्राप्त हुई है। आप से पुनः अनुरोध है कि उक्त वर्णित पत्र दिनांक 5-1-1983 में दी गई हिदायतों की भविष्य में पालना की जाये और जब भी किसी सरकारी कर्मचारी/अधिकारी के नाम की सिफारिश "पदम पुरस्कार" हेतु करनी हो तो ऐसी सिफारिश सम्बन्धित विभागाध्यक्ष/प्रशासकीय विभाग के माध्यम से भेजी जाए।

भवदीय,

संयुक्त सचिव राजनैतिक एवं सेवाएं
छूते: मुख्य सचिव हरियाणा सरकार ।

एक-एक प्रति अनुलग्नक को प्रति सहित, सभी विभागायुक्त एवं सभी प्रशासकीय सचिवों की सूचना एवं आवश्यक कार्यवाही हेतु भेजी जाती है।

No. 14/38/82-2G.S.-II

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Departments, the Commissioners Ambala and Hissar Division, All Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.
2. The Registrar, Punjab and Haryana High Court, Chandigarh.
Dated, Chandigarh the 10th January, 1983.

Subject :—Grant of personal pay to Government servants who improve their qualifications by further study within the country and abroad.

Sir,

I am directed to refer to Haryana Government letter No. 14/38/82-2GS-II, dated the 20th December 1982, on the subject noted above and to say that some departments having sought clarifications on certain points the position is clarified as under :—

- (i) No employee improving his qualifications after 20-12-1982 would be entitled to the benefit of advance increments in the form of personal pay.
- (ii) The benefit personal pay, already being given to employees who improved their qualifications under instructions in vogue before 20-12-82 would continue for stipulated period.
- (iii) The employees who have already improved their qualifications (before 20-12-82) but have not yet put up their claims for personal pay or those whose claims are pending, will be given the benefit as per policy in vogue before 20-12-1982.
- (iv) The employees who have appeared in the examination (the passing of which would entitle them to personal pay before 20-12-82) but their results have not yet been declared, will also be entitled to personal pay as per policy in operation before 20-12-1982.
- (v) The employees who have yet to appear for the concerned examinations or appeared in that examinations after 20-12-82, will not be entitled to the benefit of advance increments even though they might have deposited the examination fee and/or had taken other steps by joining educational institutions etc.

2. You are requested that these clarifications may kindly be brought to the notice of all concerned working under you.

Yours faithfully,
Sd/-

Joint Secretary, General Administration,
for Chief Secretary to Government, Haryana.

A copy each is forwarded for information and necessary action to the :—

All Financial Commissioners, Haryana ; and All Administrative Secretaries to Government, Haryana.

AWARD CASH

Copy of Punjab Government Circular letter No. 7176-10GS-64/1773, dated 20th January, 1965, from the Chief Secretary to Government, Punjab to all Heads of Departments, etc., etc.

Subject :—Concessions to the Government Employees of the Punjab Government who learn Chinese, Tibetan and Lahauli and Spitian Languages.

I am directed to say that with a view to encouraging the officers of the Punjab State Government to acquire reasonable proficiency in the languages of the areas contiguous to this State viz. Chinese, Tibetan, Lahauli and Spitian, it has been decided that honorarium up to the extent noted, against each of the following examinations should be granted to the Officers of the ICS, IAS, IP/IPS and Provincial Services (excluding non-gazetted ranks) in case they pass the examinations in these courses from the Punjab University, the Punjabi University or the School run by the Ministry of Defence :—

	Rs.
(i) Preliminary examination ..	500
(ii) Higher standard examination ..	1,000
(iii) Interpretership examination ..	3,000

2. No other concessions in the form of tuition fees, books, travelling expenses etc. would be given to such officers. They may be allowed to avail of the kind of leave due to them in case they want to study whole-time and permission to attend evening classes in case they want to indulge in it parttime.

3. These instructions will not apply to those Officers in respect of any of these languages, which is their mother tongue.

4. These instructions should be brought to the notice of all Officers for their information. The particulars of the Officers who pass any of the prescribed examinations in these languages may be communicated to Government.

5. These instructions come into operation with effect from the date of issue.

6. This issues with the concurrence of the Finance Department,—*vide* its U.O. No. 1062-7FRI-64, dated the 19th October, 1964.

7. The receipt of this letter may kindly be acknowledged.

Copy of letter No. 10935-1GS1-65/41155, dated the 27th December, 1965, from the Chief Secretary to Government, Punjab, to all Haeds of Departments, etc., etc.

Subject :—Concessions to the Government Emoloyees of the Punjab Government who learn Chinese, Tibetan and Lahauli and Spitian Languages.

I am directed to refer to Punjab Government letter No. 7176-IGS-64/1773, dated the 20th January, 1965, on the subject noted above and to state that it has come to the notice of Government that all the courses mentioned in the letter under reference are not available with the teaching institutions namely the Punjab University Chandigarh and the Punjabi University, Patiala. Only the following courses are being conducted at present.

(i) Punjab University Chandigarh	A certificate course in Tibetan Language.
(ii) Punjabi University Patiala]	A certificate course in Tibetan and Chinese Languages.

As such in supersession of their previous instructions Government have decided that those Government employees who secure a certificate in Chinese/Tibetan Languages from the Punjab or Punjabi University will be awarded a prize of Rs. 500/for each of these examinations

2. The other provisos contained in the instructions under reference will, however, apply *mutatis mutandis*,

3. These instructions will be applicable retrospectively with effect from the date of issue of original instructions.

4. This issues with the concurrence of the Finance Department,—*vide* U.O.No. 10262-7FRI-65, dated the 8th December, 1965.

PART XII

Copy of Punjab Government Circular letter No. 4376-GII-59/27671, dated 28th May, 1959, from the Chief Secretary to Government, Punjab, addressed to all Heads of Departments, etc., etc.

Subject :—Revised system of Earned Leave, Holidays and working Hours.

I. INTRODUCTION

1. *The Need for revision.* The question of rationalising the system of holidays and working hours at present observed by the Punjab Government and also of the leave enjoyed by Punjab Government servants has been examined at some length. The present system is defective in many ways. The incidence of holidays is eccentric and often disturbs the continuity of work. Possibly because of their eccentric incidence holidays are in fact not always allowed to be treated as such, and miscellaneous work is often required to be done on these days. A system in which neither work nor leisure is undisturbed obviously needs reform so that both are more effective. Leave rules are not realistic in that although leave, both privilege and casual, is admissible to Government servants at a liberal scale, it is seldom possible to take it in full in actual practice. Government are, therefore, of the view that a reform in the present organisation of work and leisure is necessary so that work is done and leisure enjoyed on a more rational basis. Government are convinced that with a better and more effective organisation of leisure it will be possible for Government servants to work longer and harder, particularly in the cooler months. Harder work from the Government servants is required in the context of the country's present economic struggle, and should be well within their capacity if they are given adequate and systematic rest and leisure.

2. *Aims of Revised System.*—Government have, therefore, decided to increase working hours during the cooler months so that more work is done, to re-organise holidays so that adequate rest is given and the continuity of work is not disturbed, and to rationalise leave rules so that an official without being entitled to inordinately long periods of absence can, and in fact generally does, take the leave due to him. The object is to introduce a system which combines hard work with real leisure.

II. DATE OF COMMENCEMENT

The revised system will come into force on the 1st July, 1959.

III. WORKING HOURS

3. (1) *Hours of work will be—*

(a) September 1st to April 30th—9.00 a.m. to 5.30 p.m. with half an hour's break for food.

(b) May 1st to August 31st—7.00 a.m. to 1.30 p.m.

(2) *Exceptions—*

(a) The High Court have decided that subject to the provision for hill stations at (b) below, District Courts and Subordinate Courts shall observe these hours also except that these Courts shall work in the cooler months from 9.30 a.m. to 4.00 p.m. Offices attached to Courts will however, work from 9.00 a.m. to 5.30 p.m. The decision regarding Courts is experimental for one year to begin with

(b) In the hill stations of Simla, Kasauli, Kandaghat, Dharamsala, Dalhousie, Dagshaj, Kulu Sub-Division and Palampur hours of work will be—

March 1st to October 31st .. as at (1) (a) above.

November 1st to the end of February .. 9.30 a.m. to 4.00 p.m.

Offices attached to Courts will work as above and District and Subordinate Courts from 9.30 a.m. to 4.00 p.m. throughout the year.

IV. HOLIDAYS

4. (1) *General Holidays* will be as follows :

All Sundays.

All Saturdays during the period September 1st to April 30th,

Republic Day (January 26th).

Independence Day (August 15th).

Mahatma Gandhi's Birthday (October 2nd).

A midsummer break of three days Thursday to Saturday (inclusive) nearest to June 21st (to be fixed each year by Government—for example for 1960, this will be June 23rd to 25th inclusive).

(2) *Optional Holidays*.—Six in the year.

As Government will not now be allowing any holidays on festive and religious occasions, and as Government is nevertheless anxious that each employee should get the fullest opportunity of celebrating and observing such occasions as are important to him a Government servant will be able to take at his option, six holidays in a year. He may, if he so chooses, take two half days off work instead of an entire day. No particular days for this purpose will be prescribed and he will be able to take off any six days he likes. He should normally not be refused permission to take these days nor questioned about his choice unless there are circumstances of urgency or crisis which require some adjustment. For each Government servant an account of such holidays similar to his casual leave account will be maintained.

In the half year, July 1 to December 31, 1959, four such optional holidays will be permitted.

5. *Courts*.—The High Court has decided that as an experimental measure for an year to begin with, these holidays will also be observed by Courts and optional holidays will likewise be given to the officials working in the Courts and Offices attached to them.

6. *Notifying Holidays*.—(1) The notification issued by Government declaring the holidays to be observed by Government for the second half of 1959, is at Enclosure 1. A notification for Courts is being issued by the High Court containing an identical list of holidays.

(2) This list of holidays does not affect the list of holidays which are observed by banking and commercial institutions and which are notified under the Negotiable Instruments Act.

V. EARNED LEAVE

7. (1) *Scale*. Earned leave will be admissible as follows :

To employees with ten years service or less	1/24th of the period spent on duty.
To employees with above ten and up to twenty years service	1/18th of the period spent on duty.
To employees with over twenty years service]	1/12th of the period spent on duty.

(2) *Assessing length of service*.—For purposes of deciding the leave due to an employee, under the above slab system, length of service shall be determined as follows :

- (a) Generally length of service will be counted from the date of appointment of the employee in continuous service ; but
- (b) where an employee has been retrenched from a previous job in the Punjab Government and then again appointed continuously his period of service in the previous job shall be considered in determining the slab of leave to which he is entitled. For example, X has worked for 3 years as an assistant in the Rehabilitation Department, been retrenched, and after a gap of two years, been appointed continuously for seven years in the Excise Department. He will be considered to have 10 years service for purposes of calculating the leave due to him.
- (c) In the case of women if an employee resigned a previous job on grounds of having to look after her children, and is then appointed again, any service rendered before resignation shall be included in determining her "length of Service".

(3) *Contingent paid and allied Employees*.—No leave will be admissible to temporary establishments paid from Contingencies on Contingent bills. Such establishments may, as hitherto be allowed extraordinary leave under Rule 8.137 of the Punjab C.S.R. Volume I, Part I.

8. *Accumulation of earned leave* will be permitted to any extent but the leave actually given at

time will be subject to the following limits :

- (i) In India .. 120 days
- (ii) Abroad .. 240 days
- (iii) Where an official goes on leave preparatory to retirement, whether in India or abroad .. 180 days

Provided that the limit of refused leave preparatory to retirement allowed to an employee by way of extension in service shall be limited to 120 days.

- (iv) If an official goes on a course of studies or research or work which in the view of the Government in the Administrative Department in consultation with Finance Department, increases his competence, knowledge or efficiency or adds to technical knowledge.

9. *Notification.* A copy of the notification No. 3691-FRII-59/5176, dated Chandigarh, the 26th May, 1959, amending rules 8.21, 8.116, 8.117(b), 8.117(c), 8.133, 8.134, 8.69, 8.73, is at Enclosure 2 [These are the main rules affected. Some minor amendments in some other rules of comparatively rare applicability (e.g., rules 8.92, 8.97, 8.129 etc.) will also be necessary and will be notified in due course].

10. *Other Leave.* The existing rules regulating other kinds of leave, i.e. leave on half average pay [rule 8.73 Punjab C.S.R., Vol. I, Part I, leave on half average pay (rule 8.119), leave on medical grounds Special Disability Leave (rules 8.82 and 8.124), Study Leave (rule 8.85 and 8.126), read with appendix 20 of Punjab C.S.R., Vol. I, Part II] and Maternity and Hospital leave (rules 8.127 and 8.128), will stand as they are and no change in them is contemplated.

11. *Leave accumulated prior to New System.* As the revised system will be brought into force from the 1st July, 1959, the leave accumulated up to the 30th June 1959 at the existing scale will not lapse but will be counted. From the 1st July, 1959, onwards the earned leave will be counted and added at the new scale given above. In adding earned leave accumulated up to 30th June, 1959, fractions will be resolved into whole numbers. Half a day or more will be counted as a full day and less than half a day will be ignored.

12. *Exception.* These leave rules will be applicable to all Government servants whose leave is regulated by the Punjab Government whether they were appointed before the issue of these instructions or are appointed afterwards, with the following exceptions :

- (i) *Members of the Punjab Public Service Commission.*—Holding office prior to the issue of these instructions and the enclosed amendments, will continue to be governed by the leave rules applicable to them at the time of their appointment. Members of the Commission appointed after the issue of these instructions will, however, be governed by the new leave rules contained in this letter.
- (ii) *Members of the ex-Secretary of State Services and of All-India Services.*—The Punjab Government is not competent to amend rules regulating their leave.
- (iii) Employees appointed on contract will be governed by the terms of their contract. In future contracts, terms of leave should conform to the revised scales.
- (iv) *Employees in a vacation Department.*—To whom the existing rules 8.74 and 8.117 of C.S.R., Vol. I, Part I, apply will not be entitled to any earned leave except at the scale and in the manner provided for in these rules. These rules have also been amended to provide for leave at the revised scale to those who are prevented from availing of the vacation. The notification amending these rules is at Enclosure 2.

VI—CASUAL LEAVE

13. (1) *Scale.* Casual leave will be admissible as follows :

- (i) To employees with 10 years service or less—10 days
- (ii) To employees with more than 10 years service but less than 20 years service—15 days
- (iii) To employees with over 20 years service—20 days

(2) *How calculated.*—From the date on which an employee completes his 10th or 20th year of

service, as the case may be, he will be given leave in that year according to the next higher scale. Thus if an employee completes 10 years service on the 30th April, 1960, he will be entitled to 15 days casual leave for the entire year 1960. Length of service will be assessed as at paragraph 7(2).

(3) *Accounting of casual Leave.*—The casual leave account will be maintained annually from the 1st of January to 31st of December. All casual leave accounts will be closed on the 31st December and new accounts opened on the 1st of January, following, irrespective of the fact that an official takes a spell of casual leave which includes the last few days of December, and the first few days of January. Thus if an official takes leave from the 26th December, 1959 to 5th January, 1960, the period 26th December to 31st December will be debited to his leave account for the year 1959 and the period 1st January to the 5th January, 1960, will be debited to his leave account for the year 1960.

(4) *Arrangements for half year of 1959.*—As casual leave is not accumulated and as the revised scales will come into force from the 1st July, 1959, i.e., in the middle of the year, leave admissible to an employee during 1959 will be calculated as follows :—

Ten days (i.e., half of the leave due for the half year from 1st January to 30th June, 1959), plus half the leave that would be due to him in a year according to the revised scale. Thus an official with ten years' service or less will be entitled to a maximum of ten days plus five days, i.e., fifteen days, and an official with above 10 and up to 20 years service to 10 plus $7\frac{1}{2}$, i.e., $17\frac{1}{2}$ days leave during the year 1959. Those who have already availed of some leave will be given the balance which would be calculated according to the maximum limits arrived at in this manner.

However, as the new rules are being introduced in mid-year and without long notice, and as some employees may already have exhausted their leave as calculated in this manner, it has been decided as a matter of grace, to allow during the half year beginning 1st July, 1959, a maximum of 3 days' casual leave to those who have exhausted their casual leave (whether according to the revised calculations or according to the old scale) and to those who according to the revised calculations will have less than 3 days' leave due to them.

(5) *Length of Leave and Combination of leave.*—In taking casual leave, within the limits admissible above, an employee may remain continuously absent from duty for a maximum of 16 days. In this spell he will be permitted to include holidays which will not be debited to his casual leave account. The total spell, however, should in no case exceed 16 days. The balance of the casual leave can be taken in dribbles. It may be emphasised that it is desirable, but not compulsory for Government servants to take such a spell. Where a Government servant desires to take such a spell, permission should not ordinarily be refused although of course the competent authority may adjust the dates on which the spell is taken for administrative convenience.

Casual leave may, at the option of the sanctioning authority, be combined with optional holidays provided that the limit of a continuous absence of 16 days' is not exceeded. Casual leave should not, except in hard circumstances to be determined by the sanctioning authority, be combined with the mid-summer break.

(6) *Caution.*—Heads of Departments and Heads of Offices should ensure generally that the issue of these instructions does not lead to a general tendency on the part of their employees to take all the casual leave due before the 30th June, 1959. Casual leave up to the 30th June, 1959, should, therefore, be sanctioned with care.

VII—CONCLUSION

(14) (1) *Net effect of New System.*—The following chart shows the comparative position under the existing and revised systems :—

Item	Existing Position	Revised System	Days
(a) Earned leave	33 days	Up to 10 years' Service	15
		11—20 years' Service	20
		Above 20 years' Service	30
			Average 22

<i>Item</i>	<i>Existing Position</i>	<i>Revised System</i>	<i>Days</i>
(b) Casual leave	.. 20 days	.. Upto 10 years' Service	.. 10
		11—20 years' Service	.. 15
		Above 20 years' Service	.. 20
		(1) Sundays	.. 52
(c) Public Holidays—	(1) Sundays 52	(2) Saturdays (during 8 cooler months)	.. 34
		(3) National days (Republic Day) Independence and Gandhi's Birthday	.. 3
		(4) Midsummer holidays	.. 3
		(3) Religious and National Holidays 30	.. 92
(4) Local Holidays 3			
(d) Optional Holidays for religious, National and festive occasions			.. 6
(e) Total No. of off days	150		.. 135
(f) Total No. of working days	215		.. 230
(g) <i>Working Hours</i>			
4 Summer months from 7 a.m. to 1.30 p.m.	4 Summer months 7 a.m. to 1.30 p.m.		6½ hrs net
8 cooler months from 10 a.m. to 5.00 p.m. with half an hour lunch interval, i.e., 6½ hours net throughout the year	8 cooler months 9 a.m. to 5.30 p.m. with half an hour lunch interval		8 hrs. net
(h) Total No. of working hours per year	.. 1,398		.. 1,709

2. *Guidance regarding Emphasis.*—It is hoped that the new system will result in better and more work and better and more leisure. Officers at all levels are requested to conduct their activities in the spirit of the new system and in particular to respect the sanctity of holidays. The emphasis should not be to ask or permit employees to work on holidays or to work outside office hours except in emergency or crisis. Exceptions will of course have to be made in the case of specialised types of institutions and work such as those which deal with emergencies nursing in hospitals etc., but barring these special cases the success of the new system will depend substantially on its strict observance. It is also the intention of Government that at all levels leave, applied for, particularly earned leave should be considered favourably, unless there are special circumstances which do not permit this.

ENCLOSURE I

HOME DEPARTMENT

(GAZETTE)

Notification

Holidays

The 28th May, 1959

No. 4376-GII-59/2777.—In partial modification of notification No. 6784-GII-58/34912, dated

the 19th November, 1958, it is hereby notified that the holidays enumerated in the annexed schedule shall be observed as holidays in public offices under the State Government during the second half of the year, 1959 i.e. 1st July, 1959 to 31st December, 1959.

In addition, all Government servants will be entitled to 4 optional holidays to celebrate festive or religious occasions according to their choice. A Government servant may at his discretion take two half holidays instead of a complete holiday.

This notification does not apply to holidays to be observed by the High Court and Civil Courts, subordinate thereto or to Government servants in educational and industrial institutions which are governed by special instructions.

SCHEDULE

List of closed holidays for the second half of the year 1959

Names of Holidays	Dates on which they fall	Saka era 1880-81	Day or days of the week	Number of holidays
All Saturdays after 1st September, 1959	17
All Sundays	20
Independence Day	15th August	24th Sravan	Saturday	
Mahatma Gandhi's Birthday	2nd October	10th Asvin	Friday	

ENCLOSURE II

FINANCE DEPARTMENT

(REGULATION)

Notification

The 26th May, 1959

No. 3691-FR/II-59/5176.—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following amendments in the Punjab Civil Services Rules, Volume I, Part I, namely :

AMENDMENTS

A—Leave beyond the date of compulsory retirement

(1) Rule 8.21,—

(i) in sub-rule (a)(2), for the words 'six months' in the 7th line, the words "four months" shall be substituted.

(ii) in sub-rule (a)(2) the words 'subject to a maximum of 120 days' shall be inserted after the word 'leave' in the penultimate line.

(iii) in sub-rule (b) the figures and words '1/12th' shall be substituted for '1/11th'.

B—Modification of the Old Leave Rules—Admissibility of Leave on Average Pay

(2) In Rule 8.69 the words and figures "5/22nds, 2/11th and 1/11th" wherever they occur, shall be replaced by "5/24ths, 1/6th and 1/12ths", respectively.

(3) In clause (a), Rule 8.73 after the words "plus one-eleventh of the period spent on duty subsequent to that date" the words "up to 30th June, 1959, and one-twelfth of the period spent on duty thereafter", shall be added.

(4) In clause (b)(i), Rule 8.73 after the words "one-eleventh of the period spent on duty after that date" the words "up to 30th June, 1959, and one-twelfth of the period spent on duty thereafter" shall be added.

(5) In clause (b)(ii) of Rule 8.73, after the words "four months", the words "or six months in the case of leave preparatory to retirement" shall be inserted.

(6) In clause (b)(ii) of Rule 8.73, the following shall be added at the end before the proviso :
"up to 30th June, 1959 and 1/12th of the period spent on duty thereafter."

C—Modification of the Revised Leave Rules

(a) *Earned Leave, its admissibility and accumulation.*

(b) *Grant of extra-study leave.*

(7) The following shall be substituted for Rule 8.116 of the said rules :—

"8.116. (1) The earned leave admissible to a Government servant in permanent employ is :—

- (a) 1/24 of the period spent on duty, during the first 10 years of his service,
- (b) 1/18 of the period spent on duty, during the next 10 years of his service, and
- (c) 1/12 of the period spent on duty thereafter.

Note. For the purpose of assessing the length of service under this sub rule break in service caused as a result of retrenchment shall not entail forfeiture of previous service. Further -in this case of women Government Servants break in service due to resignation as a result of family circumstances of the Government servant concerned shall also be condoned by the re appointing authority provided the duration of break does not exceed 10 years.

(2) Accumulation of earned leave shall be permissible to any extent but the maximum earned leave that may be granted at a time to a Government servant shall be (a) 120 days if spent in India, (b) 240 days, if the entire leave so granted or any portion thereof is spent outside India, Burma, Ceylon, Daman, Diu, Nepal and Pakistan, provided that where earned leave exceeding 120 days is granted under this sub-rule the period of such leave spent in India shall not in the aggregate exceed 120 days.

Provided further that except as provided in the Study Leave Rules contained in Appendix 20 to the Punjab Civil Services Rules, Volume I, Part II, if a Government servant goes on a course of study or research or work which in the Government's view increases his competence, knowledge or efficiency or adds to the technical knowledge, he may be granted earned leave to the extent it is due to him and not limited to 120 to 240 days.

Note. The consent of the Finance Department is not presumed to the grant of such study leave

(3) Leave preparatory to retirement may be allowed up to 180 days on full pay provided it is due."

(c) *Earned Leave admissible to Vacation Departments.*

(8) The following shall be substituted for clause (b) of Rule 8.117 of the said rules :—

"(b) The earned leave admissible to such Government servant in respect of any year in which he is prevented from availing himself of the full vacation is such proportion of the following periods as the number of days of vacation not taken bears to the full vacation :

- (i) to a Government servant with 10 year's service or less 15 days
- (ii) to a Government servant with more than ten years' service but not exceeding 20 years' service 20 days

(iii) to a Government servant with over 20 year's service

30 days

If in any year he does not avail himself of the vacation, earned leave will be admissible in respect of that year in accordance with the provisions of Rule 8.116".

(9) In clause (c) of Rule 8.117, the words "or under the exception thereto as the case may be" shall be deleted.

D—Earned Leave, etc., to Government servants not in permanent employ

(10) The following shall be substituted for Rule 8.133 :—

"8.133. The provisions of rules 8.116 to 8.119 apply also to a Government servant not in permanent employ, provided that—

(a) no half pay leave shall be granted unless the authority competent to sanction leave has reason to believe that the officer will return to duty on its expiry; and

(b) no leave not due shall be granted."

(11) Rule 8.134 of the rules shall be deleted.

E—Date of effect

These amendments shall come into force on the 1st of July, 1959.

J.S.BASUR,
Secretary to Government, Punjab,
Finance Department.

Copy of letter No. 2855-GII-59/10518, dated 9-4-1959, from the Chief Secretary to Government Punjab to all Heads of Departments etc. in the Punjab.

Subject :—Instructions relating to the grant of casual leave.

I am directed to invite a reference to Punjab Government letter No. 10873-G-52/31794, dated 9-12-52 and to say that the question regarding the maximum amount of casual leave which should be permissible to class four Government servant of the State Government including those paid on the contingent bill during a calendar year, has been considered by Government. After careful consideration of the matter, it has been decided that the existing discriminating against such employees viz member of class I, II and III services in the matter of casual leave should cease to operate. So, henceforth they will be entitled to casual leave viz. 20 days in a year as is II and III. They will also be governed by the same instructions, in regard to the amount of spell etc. as are applicable to the later category of officials.

Copy of Punjab Government Circular letter No. 9091-GII-59/19223, dated the 27th October, 1959, from Shri E.N. Mangat Rai, I.C.S., Chief Secretary to Government, Punjab, addressed to all Heads of Departments, etc., etc.

Subject :—Grant of casual leave to Government employees.

In continuation of Punjab Government letter No. 4376-GII-59/2767, dated the 28th May, 1959, on the subject noted above, I am directed to say that the question of the number of spells of casual leave which should be allowed to a Government servant during a calendar year and their duration has been under consideration of Government. It has been decided that there should be no restriction in regard to the duration and number of spells. Henceforth, it would be within the competence of the sanctioning authorities to sanction any amount of casual leave without any limit of spells, within the amount of casual leave admissible subject to the condition that one spell at a time will not exceed 16 days as already provided in sub-para (5) of para 13 of Punjab Government letter referred to above.

Copy of Punjab Government Circular letter No. 10343-GII-59/24150, dated 16th December, 1959, from the Chief Secretary to Government, Punjab, addressed to all Heads of Departments, etc., etc.

Subject :—Casual leave.

With the introduction of the revised system of Earned Leave, Holidays and Working hours with effect from the 1st July, 1959, some doubts have arisen and certain departments have sought clarification as to how the amount of casual leave admissible to an employee, who has less than two years service is to be calculated in the presence of the instruction contained in paragraph 20 of the Secretariat Instructions. The whole matter has been considered at length and it has been decided not to impose any further restrictions in this behalf because the amount of casual leave has already been reduced considerably. In future no discrimination will thus be made in the case of those who have less than two years service and all employees having less than 10 years service will be entitled to 10 day's casual leave in a year as laid down in the policy No. 4376-GII-59/2767, dated the 28th May, 1959.

2. Paragraph 20 of the Secretariat Instructions is being amended suitably so as to bring it in line with the instructions issued with the above-mentioned letter.

Copy of Circular letter No. 1929-GII-60/12089, dated the 14th April, 1960, from the Chief Secretary to Government, Punjab, to all Heads of Departments, etc., etc.

Subject :—Assessing of length of service for calculating earned leave/casual leave under the revised system.

Sir,

I am directed to invite a reference to sub-para 7(2) of Punjab Government Circular letter No. 4376-GII-59/2767, dated the 28th May, 1959, on this subject and to inform you that a clarification has been sought from Government as to whether the service rendered by an employee under the Government of India or another State Government or in a semi-Government body prior to his joining service under the Punjab Government will count for assessing length of service for calculating earned leave/casual leave under the revised system of Earned leave, Holidays and working hours. After careful consideration it has been decided that such service should not be taken into account for the aforesaid purpose. However, once a person has joined the Punjab Government service, his service, if any on deputation with the Central Government or other organisation such as Corporations, municipalities etc. will count for the purpose of determining the extent of casual leave Privilege Leave due.

2. I am accordingly to request you to settle all such cases in the light of the decision contained in the preceding para.

Copy of letter No. 7365-GS-60/30449, dated 29th August, 1960, from Additional Chief Secretary to Government, Punjab to All Heads of Departments of Punjab etc., etc.

Subject :—Revised system of Earned Leave, Holidays and Working hours.

I am directed to invite a reference to Punjab Government letter No. 10343-GII-59/24150, dated the 16th December, 1959, with which the discrimination that existed previously in regard to the grant of casual leave to Government Servants having less than two years service was eliminated. Such employees are now entitled to the same amount of Casual leave as is admissible to employees having less than 10 years' service. A clarification has now been sought as to how much casual leave is to be allowed to employees who are appointed purely on temporary basis for a period not exceeding three months, or for a period not exceeding six months against regular vacancies, during the course of the year. After careful consideration, it has been decided that no restrictions should be imposed even in the case of such employees. They may be granted casual leave in full provided they are in dire need of it and Government work is not allowed to suffer.

2. The same procedure will also be followed in regard to the grant of Optional Holidays.

3. It is requested that the receipt of this letter should be acknowledged and these instructions be brought to the notice of all concerned for strict compliance in future.

Copy of Circular letter No. 11981-GS-60/37758, dated the 26th October, 1960 from the Chief Secretary to Government, Punjab, to all Heads of Departments, etc., etc.

Subject :—Assessing the length of service for calculating earned leave/casual leave under the revised system.

Sir,

I am directed to invite a reference to the Punjab Government letter No. 1929-GII-60/12689, dated the 14th April, 1960, on this subject and to say that a question has arisen whether the instructions contained therein apply to employees, who come to the Punjab Government for a short period of service but continue to hold lien on their substantive posts under the Central or other State Governments and have the right to return to them. In this connection, I am to inform you that the instructions contained in the letter under reference are only meant to cover persons entering the Punjab Government service as employees, who may have worked earlier for the Central or other State Governments, but who, after joining the Punjab Government, have no connection with their parent offices. I am further to clarify that the employees who are permanent and continue to hold liens or the right to return to Central or other State Governments or are allotted to any Service cadre of the Punjab State after rendering service under the Central Government or other State Government, shall carry the rights of the previous service to the extent recognised in their parent offices, in assessing the length of service for calculating earned leave/casual leave under the revised system.

Copy of letter No. 13083-5GS-60/39681, dated the 31st October, 1960, from the Chief Secretary to Government, Punjab, addressed to all Heads of Departments etc., etc.

Subject :—Revised System of earned leave, holidays and working hours.

I am directed to invite a reference to paragraphs 7 and 13 of the Punjab Government letter No. 4376-GII-59/2769, dated the 2nd May, 1959, on the above subject and to say that a doubt has arisen whether the previous service of a re-employed pensioner is to be taken into account for calculating the amount of earned leave/casual leave admissible to him under the revised Leave System. The matter has been considered and it has been decided that the previous service of officers/officials re-employed after superannuation, shall be taken into account for assessing the length of service for determining the amount of casual leave only due to them. As regards earned leave, they shall be treated as temporary Government servants and their length of service for this purpose shall count from the date of their re-employment.

Copy of Circular letter No. 14939-8GS-62/39028, dated the 14th November, 1962 from the Chief Secretary to Government, Punjab to all Heads of Departments, etc., etc.

Subject :—Revised system of Earned Leave, Holidays and working hours.

I am directed to refer to para 7(2)(b) of Punjab Government letter No. 4376-GII-59/2767, dated the 28th May, 1959 on the subject noted above and to clarify that for the purpose of deciding the title of leave to erstwhile Pepsu employees, the service rendered by them in the erstwhile Pepsu State shall also be taken in account. This clarification shall be deemed to have taken effect from the 28th May, 1959, the date on which these instructions were originally issued. This may please be brought to the notice of all concerned for information and guidance and its receipt may be acknowledged.

Copy of Circular letter No. 1730-8GS-63/2044, dated the 25th February, 1963 from the Financial Commissioner Planning and Additional Chief Secretary to Government, Punjab to all Heads of Departments, etc., etc.

Subject :—Combination of casual leave with autumn/winter/spring recess under the revised system of earned leave, Holidays and working hours.

I am directed to refer to para (5) of Part VI, of the Punjab Government letter No. 4376-GII-59/2767, dated the 28th May, 1959, on the subject noted above and to say that a question has arisen as to whether casual leave can be combined with autumn/winter or spring recess enjoyed by Government employees in the vacation Departments. It has been decided that casual leave should not, except in hard circumstances to be determined by the sanctioning authority, be combined with the autumn/winter/spring recess and that such combination should not in any case be allowed to exceed the spell of 16 days admissible under the rules.

2. These instructions may kindly be brought to the notice of all concerned for information and guidance. The receipt of this communication may please be acknowledged.

Copy of Circular letter No. 3741-8GS-63/9352, dated the 19th March, 1963 from Shri Saroop Krishan, I.C.S., Financial Commissioner, Planning and Additional Chief Secretary to Government, Punjab, addressed to all Heads of Departments, etc., etc.

Subject :—Revised System of Earned Leave, Holidays and Working Hours.

In continuation of Punjab Government letter No. 7365-GS-60/30440, dated the 29th August, 1960 on the subject noted above, I am directed to clarify that in the matter of earned leave all temporary employees whether appointed for a period of less than six months or more will unless there are specific conditions in the terms of their appointment to the contrary, be governed by leave rules applicable to temporary employees as contained in Part C of Section III of Chapter VIII of the Punjab Civil Services Rules, Volume I, Part I.

2. These instructions are brought to the notice of all concerned for guidance. The receipt of this communication may also be acknowledged.

Copy of Circular letter No. 7899-9GS(II)-64/38646, dated the 8th December, 1964, from the Chief Secretary to Government, Punjab to all Heads of Departments, etc., etc.

Subject :—Assessing of length of service for calculating earned leave/casual leave under the revised system.

I am directed to refer you to the instructions contained in Punjab Government letter No. 1929-GII-60/12089, dated the 14th April, 1960 and No. 11981-GS-60/37758, dated the 26th October, 1960, on the subject noted above and to say that it has been decided in modification of these instructions that the service rendered by an employee under the Government of India or another State Government prior to his joining service under the Punjab Government, will count for the purposes of calculating earned/casual leave under the revised system of Earned Leave, Holidays and Working Hours subject to the condition that the previous service with the Government of India or any other State of the Union has been considered as continuous for the purposes of pension.

2. These instructions may kindly be brought to the notice of all concerned and the receipt of this communication may be acknowledged.

3. This issues with the concurrence of the Finance Department, vide their U.O. advice No. 11874-FRII-64, dated the 20th November, 1964.

Copy of letter No. 2293-4GSII-66/15013, dated 7th June, 1966 from the Chief Secretary to Government, Punjab to all Heads of Departments in the Punjab etc., etc.

Subject :—Revised system of working hours.

I am directed to invite a reference to Punjab Government letter No. 10343-GII-59/24150, dated the 16th December, 1959, with which the discrimination that existed previously in regard to the grant of casual leave to Government employees having less than two years service was eliminated. Such employees are now entitled to the same amount of casual leave as is admissible to employees having less than 10 years service. It was clarified,—vide Punjab Government letter No. 7365-GS-60/30449, dated the 29th August, 1960 that no restriction should be imposed even in the case of employees who are appointed purely on temporary basis for a period not exceeding three months, or for a period not exceeding six months against regular vacancies and they may be granted casual leave in full provided they are in dire need of it and Government work is not allowed to suffer. This question has again been considered by Government carefully and it has been decided that casual leave to such employees should admissible as under :—

- | | |
|---|------------|
| (i) To employees who after having been appointed on <i>ad hoc</i> basis have been in Government employment for a period up to one month | .. |
| (ii) To employees who after having been appointed on <i>ad hoc</i> basis have been in Government employment for a period of more than one month but not exceeding two months | One day |
| (iii) To employees who after having been appointed on <i>ad hoc</i> basis have been in Government employment for a period of more than two months but not exceeding three months. | two days |
| (iv) To employees who after having been appointed on <i>ad hoc</i> basis have been in Government employment for a period of more than three months but not exceeding four months | three days |
| (v) The employees who after having been appointed an <i>ad hoc</i> basis have been in Government employment for a period of more than four months but not exceeding five months. | four days |
| (vi) To employees who after having been appointed on <i>ad hoc</i> basis have been in Government employment for a period of more than five months but not exceeding six months | five days |

Extract of letter No. 1498-4GS-67/7089, dated the 27th April, 1967 addressed to all Heads of Departments, the Commissioner, Ambala division, all Deputy Commissioners and Sub-Divisional Officers. The Registrar, Punjab and Haryana High Court, all District and Session Judges in Haryana.

Subject :—Working hours of Offices and Courts under the Haryana Government.

I am directed to refer to the subject cited above and to state that the question of working hours to be observed in the offices and courts under the Government of Haryana has been re-examined and it has been decided that the said working hours during the period of three months, from the 1st May to the 31st July, every year will be from 7.00 A.M. to 1.30 P.M., without any lunch-break. The working hours to be observed during the rest of the year will continue to be from 10.00 A.M. to 5.00 P.M., with half an hour's lunch-break, as at present.

2. These orders will come into force with effect from the 1st May, 1967.

Copy of letter No. 2046-4GS-68/10561, dated 26/27th April, 1968 from the Chief Secretary to Government, Haryana to all Heads of Departments, etc., etc.

Subject :—Working hours of Offices and Courts under the Haryana Government.

Sir,

I am directed to invite a reference to Haryana Government letter No. 1498-4GS-67/7089, dated the 27th April, 1967 on the subject noted above and to say that the summer timings to be observed in the Haryana Government Offices and Courts shall come into operation on the 1st May, 1968. The working hours during the period of three months from the 1st May to 31st July, 1968 shall be from 7.00 A.M. to 1.30 P.M., without any lunch break.

Copy of letter No. 3834-4GS-68/19363, dated 31-7-1968 from the Chief Secretary to Government, Haryana addressed to all Heads of Departments; the commissioners, Deputy Commissioners and Sub-divioisnal officers.

Subject :—Working hours and holidays in offices and courts under the Haryana Government.

Sir,

I am directed to invite reference to Haryana Government letter No. 1498-4GS-67/7089, dated the 27th April, 1967 and No. 2046-4GS-68/10561, dated the 26th/27th April, 1968. on the subject noted above and to state that the question of working hours and holidays to be observed in the offices and the courts under the Government of Haryana has been re-examined and it has been decided as follows :—

- (i) There will be no change in the hours of work during the *three summer months*, namely, from the 1st May to the 31st July, and the hours of work during this period will be from 7.00 a.m. to 1.30 p.m. without any break. The second Saturday in the month will be holiday during this period as at present.
- (ii) The hours of work during the remaining nine months that is, from the 1st August to 30th April will be from 9.00 a.m. to 5.00 p.m. with a half hour break for lunch from 1.30 p.m. to 2.00 p.m. All Saturdays during this period will be observed as holidays.
- (iii) The number of other holidays during the year will be reduced to 8, as given below :—

- (1) Id-UI-Fiter
- (2) Republic Day.
- (3) Holi.
- (4) Independence Day.
- (5) Mahatma Gandhi's Birthday.
- (6) Diwali.
- (7) Guru Nanak's Birthday
- (8) Christmas Day.

2. These orders will come into force with effect from the 1st August, 1968.

मुख्य सचिव, हरियाणा द्वारा विभागाध्यक्षों आदि को सम्बोधित परिपत्र क्रमांक 2788-2 जी. एस.-II-71/4280 दिनांक 9/72 की प्रति।

विषय :—अस्थाई कर्मचारियों को सरकारी सेवा के प्रथम कैलेंडर वर्ष में आकस्मिक अवकाश का दिया जाना।

महोदय,

मुझे निदेश हुआ है कि आप का ध्यान उपरोक्त विषय की ओर दिलाले हुए यह लिखूँ कि यह निर्णय किया गया है कि सरकारी सेवा में, हरियाणा लोक सेवा आयोग/अधीन सेवाएं प्रवरण मण्डल की सिफारिश पर (विपरीत उनके जो एम्प्लायमेंट एक्सचेंज से तदर्थ तौर पर नियुक्त होते हैं) जो नये कर्मचारी नियुक्त होते हैं, उनकी सेवा के पहले कैलेंडर वर्ष में उन्हें आकस्मिक अवकाश का मान निम्न प्रकार से दिया जाना चाहिए :—

- | | | |
|-----|--|------------------------|
| (क) | नए भर्ती होने वाले कर्मचारी जो 30 जून से पहले सेवा में सम्मिलित होते हैं। | अधिकतम 10 दिन का अवकाश |
| (ख) | नए भर्ती होने वाले कर्मचारी जो 30 जून तथा 30 सितम्बर के मध्य सेवा में सम्मिलित होते हैं। | अधिकतम 5 दिन का अवकाश |
| (ग) | नए भर्ती होने वाले कर्मचारी जो सेवा में 30 सितम्बर के पश्चात् सम्मिलित होते हैं। | अधिकतम 2 दिन का अवकाश |

Copy of letter No. 3784-4GS-II-74, dated the 29th June, 1974 from the Chief Secretary to Government, Haryana to all Heads of Departments etc., etc.

Subject :—Working hours and holidays in offices under the Haryana Government.

Sir,

I am directed to invite reference on the subject noted above and state that it has been decided that the working hours and holidays to be observed in the offices under the Government of Haryana for the month of July shall be as under :—

The hours of work will be from 9.00 a.m. to 5.00 p.m. with a half an hour break for lunch from 1.30 p.m. to 2.00 p.m. All Saturdays during this month will be observed as holidays.

These orders will come into force with effect from 1st July, 1974 and are applicable for the current year only.

A copy each is forwarded to the :—

The principal Secretary to the Chief Minister, Haryana.

The Secretaries /Private Secretaries to the Chief Minister/Ministers/Ministers of State.

Sd./-

Deputy Secretary Administrative Reforms,
for Chief Secretary to Government, Haryana.

Copy of letter No. 4087-4GS-II-75/10664, dated the 18th April, 1975, from the Chief Secretary to Government, Haryana to all Heads of Departments, etc., etc.

Dated Chandigarh, the 18th April, 1975.

Subject :—Working hours and holidays in offices under the Haryana Government.

Sir,

I am directed to invite reference on the subject noted above and state that it has been decided that the present working hours (i.e. 9.00 a.m. to 5.00 p.m.) will continue to be observed in the offices under the Government of Haryana for the month of May, 1975 also. The hours of work will be from 9.00 a.m. to 5.00 p.m. with a half an hour break for month from 1.30 p.m. to 2.00 p.m. All Saturdays during this month will be observed as holidays.

A copy each is forwarded for information to the :—

The Principal Secretary to the Chief Minister, Haryana. The Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State.

Sd./-

Deputy Secretary General Administration,
for Chief Secretary to Government, Haryana.

POLICE RADIO MESSAGE

PRIORITY IMMEDIATE

From

Chief Secretary, Haryana.

To

Commissioners Ambala and Hissar Divisions,
All Deputy Commissioners and Sub Divisional
Officers in Haryana.

In continuation Haryana Government letter No. 4087-4GSII-75/10664 dated 18-4-1975, Government have decided that working hours in all Haryana Government Offices except located at Chandigarh would be from 7.00 A.M. to 1.30 P.M. Without any lunch break w.e.f. 7-5-1975 till further orders. Every second Saturday of the month during this period will be observed as holiday.

No. 6239-4GSII-75/12248

Dated 5-5-1975.

A copy is forwarded for information and necessary action to :—

All Heads of Departments, Commissioners, Ambala and Hissar Divisions, All Deputy Commissioners and Sub-Divisional Officers (Civil) in Haryana.

Sd./-
Deputy Secretary General Administration,
for Chief Secretary to Government, Haryana.

POLICE RADIO MESSAGE**PRIORITY/IMMEDIATE**

From

Chief Secretary Haryana.

To

The Special Representative
Haryana Bhawan, New Delhi.

In continuation Police Radio Message issued *vide* Haryana Government No. 6239-4GSII-75/12248 dated 5-5-1975, Government have decided that working hours in Haryana Government Offices located at Delhi would continue to be observed from 9.00 A.M. to 5.00 P.M. Till further orders with half an hour break for lunch from 1.30 p.m. to 2.00 p.m. All Saturdays during this period will be observed as holidays.

No. 6653-4GSII-75/13773

Dated 15-5-75.

A copy is forwarded for information and necessary action to :—

All Heads of Departments, Commissioners, Ambala and Hissar Divisions, All Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.

Sd./-

Deputy Secretary General Administration,
for Chief Secretary to Government, Haryana.

Copy of letter No. 6735-4GSII-75/14514, dated the 21st/22nd May, 1975 from the Chief Secretary to Government, Haryana to all Heads of Departments, etc., etc.

Subject :—Working hours and holidays in offices under the Haryana Government.

Sir,

In continuation of Haryana Government letter No. 4087-4GSII-75/10664, dated the 18th April, 1975, on the subject noted above, I am directed to state that it has been decided that for the months of June and July, 1975 as well working hours in Haryana Government offices located at Chandigarh only will continue to be from 9.00 A.M. to 5.00 P.M., with half an hour break for lunch from 1.30 P.M. to 2.00 P.M. All Saturdays during these months will be observed as holidays.

Yours faithfully,

Sd./-

Deputy Secretary General Administration,
for Chief Secretary to Government, Haryana.

A copy each is forwarded for information and necessary action to :—

The Financial Commissioner Revenue, Haryana, All Administrative Secretaries to Government
Haryana.

POLICE RADIO MESSAGE

PRIORITY/IMMEDIATE

From

Chief Secretary Haryana.

To

The Special Representative
Haryana Bhawan, New Delhi.

In continuation Police Radio message issued vide Haryana Government No. 6653-4GSII-75/13773 dated 15-5-75, Government have decided that working hours in Haryana Government offices located at Delhi would be from 10.00 a.m. to 5.00 p.m. with immediate effect with half an hour break for lunch from 1.30 p.m. to 2.00 p.m. only second Saturdays during this period will be observed as Holiday.

No. 6856-4GSII-75/14797 Dated 23-5-75.

A copy is forwarded for information and necessary action to :—

The Financial Commissioner, Revenue, Haryana & All Administrative Secretaries to Government, Haryana, All Heads of Departments, Commissioners, Ambala and Hissar Divisions, All Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.

Deputy Secretary General Administration,
for Chief Secretary to Government, Haryana

प्रतिलिपि क्रमांक 10391-4 जी: एस: II-75/31627 दिनांक चण्डीगढ़ 27-10-75 प्रेषक मुख्य सचिव, हरियाणा सरकार, सेवा में, सभी विभागाध्यक्ष, आयुक्त अम्बाला तथा हिसारमण्डल, सभी उपायुक्त तथा सभी उपमण्डल अधिकारी हरियाणा (2) रजिस्ट्रार पंजाब तथा हरियाणा हाई-कोर्ट तथा सभी जिला व न्यायाधीश, हरियाणा।

विषय :—तदर्थ आधार पर नियुक्त सरकारी कर्मचारियों को आकस्मिक अवकाश का दिया जाना।

महोदय,

मुझे निदेश हुआ है कि उपरोक्त विषय पर आपका ध्यान संयुक्त पंजाब सरकार द्वारा जारी किए गए परिपत्र क्र: 2293-4-जी: एस: II-66/15013 दिनांक 7-6-66 की ओर दिलाऊँ जिसके अनुसार तदर्थ आधार पर लगे सरकारी कर्मचारी को अधिकतम केवल 5 दिन तक के लिए आकस्मिक अवकाश प्रदान किया जा सकता है। नियमों के अनुसार ऐसे कर्मचारियों की नियुक्त 6 मास से अधिक नहीं होती। यह देखने में आया है कि कई केसों में तदर्थ आधार पर लगाए गए कर्मचारी 6 मास के बाद भी बिना ब्रेक के सरकारी सेवा में चलते रहते हैं और पूर्ववत् आदेशों दिनांक 7-6-66 के अनुसार उन्हें 5 दिन से अधिक आकस्मिक अवकाश नहीं मिलता। राज्य सरकार ने इस सम्बन्ध में पुनः विचार किया है और यह निर्णय लिया है कि ऐसे तदर्थ कर्मचारी जो एक कार्यालय में बिना ब्रेक के 6 मास बाद भी सरकारी सेवा में चलते रहते हैं, उनको हरेक कम्पलीट मास के बाद एक दिन का आकस्मिक अवकाश दिया जाए परन्तु इस बात का ध्यान रखा जाए कि एक तदर्थ कर्मचारी को एक वर्ष में आकस्मिक अवकाश 10 दिन से अधिक न मिले।

Copy of Circular letter No. 7899-9GS(II)-64/38646, dated the 8th December, 1964, from the Chief Secretary to Government, Punjab to all Heads of Departments, etc., etc.

Subject :—Assessing of length of service for calculating earned leave/casual leave under the revised system.

I am directed to refer you to the instructions contained in Punjab Government letter No. 1929-GII-60/12089, dated the 14th April, 1960 and No. 11981-GS-60/37758, dated the 26th October, 1960, on the subject noted above and to say that it has been decided in modification of these instructions that the service rendered by an employee under the Government of India or another State Government prior to his joining service under the Punjab Government, will count for the purposes of calculating earned/casual leave under the revised system of Earned Leave, Holidays and Working Hours subject to the condition that the previous service with the Government of India or any other State of the Union has been considered as continuous for the purposes of pension.

2. These instructions may kindly be brought to the notice of all concerned and the receipt of this communication may be acknowledged.

3. This issues with the concurrence of the Finance Department, vide their U.O. advice No. 11874-FRII-64, dated the 20th November, 1964.

Copy of letter No. 2293-4GSII-66/15013, dated 7th June, 1966 from the Chief Secretary to Government, Punjab to all Heads of Departments in the Punjab etc., etc.

Subject :—Revised system of working hours.

I am directed to invite a reference to Punjab Government letter No. 10343-GII-59/24150, dated the 16th December, 1959, with which the discrimination that existed previously in regard to the grant of casual leave to Government employees having less than two years service was eliminated. Such employees are now entitled to the same amount of casual leave as is admissible to employees having less than 10 years service. It was clarified,—vide Punjab Government letter No. 7365-GS-60/30449, dated the 29th August, 1960 that no restriction should be imposed even in the case of employees who are appointed purely on temporary basis for a period not exceeding three months, or for a period not exceeding six months against regular vacancies and they may be granted casual leave in full provided they are in dire need of it and Government work is not allowed to suffer. This question has again been considered by Government carefully and it has been decided that casual leave to such employees should admissible as under :—

- | | |
|---|------------|
| (i) To employees who after having been appointed on <i>ad hoc</i> basis have been in Government employment for a period up to one month | .. |
| (ii) To employees who after having been appointed on <i>ad hoc</i> basis have been in Government employment for a period of more than one month but not exceeding two months | One day |
| (iii) To employees who after having been appointed on <i>ad hoc</i> basis have been in Government employment for a period of more than two months but not exceeding three months. | two days |
| (iv) To employees who after having been appointed on <i>ad hoc</i> basis have been in Government employment for a period of more than three months but not exceeding four months | three days |
| (v) The employees who after having been appointed on <i>ad hoc</i> basis have been in Government employment for a period of more than four months but not exceeding five months. | four days |
| (vi) To employees who after having been appointed on <i>ad hoc</i> basis have been in Government employment for a period of more than five months but not exceeding six months | five days |

Extract of letter No. 1498-4GS-67/7089, dated the 27th April, 1967 addressed to all Heads of Departments, the Commissioner, Ambala division, all Deputy Commissioners and Sub-Divisional Officers. The Registrar, Punjab and Haryana High Court, all District and Session Judges in Haryana.

Subject :—Working hours of Offices and Courts under the Haryana Government.

I am directed to refer to the subject cited above and to state that the question of working hours to be observed in the offices and courts under the Government of Haryana has been re-examined and it has been decided that the said working hours during the period of three months, from the 1st May to the 31st July, every year will be from 7.00 A.M. to 1.30 P.M., without any lunch-break. The working hours to be observed during the rest of the year will continue to be from 10.00 A.M. to 5.00 P.M., with half an hour's lunch-break, as at present.

2. These orders will come into force with effect from the 1st May, 1967.

Copy of letter No. 2046-4GS-68/10561, dated 26/27th April, 1968 from the Chief Secretary to Government, Haryana to all Heads of Departments, etc., etc.

Subject :—Working hours of Offices and Courts under the Haryana Government.

Sir,

I am directed to invite a reference to Haryana Government letter No. 1498-4GS-67/7089, dated the 27th April, 1967 on the subject noted above and to say that the summer timings to be observed in the Haryana Government Offices and Courts shall come into operation on the 1st May, 1968. The working hours during the period of three months from the 1st May to 31st July, 1968 shall be from 7.00 A.M. to 1.30 P.M., without any lunch break.

Copy of letter No. 3834-4GS-68/19363, dated 31-7-1968 from the Chief Secretary to Government, Haryana addressed to all Heads of Departments; the commissioners, Deputy Commissioners and Sub-divioisnal officers.

Subject :—Working hours and holidays in offices and courts under the Haryana Government.

Sir,

I am directed to invite reference to Haryana Government letter No. 1498-4GS-67/7089, dated the 27th April, 1967 and No. 2046-4GS-68/10561, dated the 26th/27th April, 1968. on the subject noted above and to state that the question of working hours and holidays to be observed in the offices and the courts under the Government of Haryana has been re-examined and it has been decided as follows :—

- (i) There will be no change in the hours of work during the *three summer months*, namely, from the 1st May to the 31st July, and the hours of work during this period will be from 7.00 a.m. to 1.30 p.m. without any break. The second Saturday in the month will be holiday during this period as at present.
- (ii) The hours of work during the remaining nine months that is, from the 1st August to 30th April will be from 9.00 a.m. to 5.00 p.m. with a half hour break for lunch from 1.30 p.m. to 2.00 p.m. All Saturdays during this period will be observed as holidays.
- (iii) The number of other holidays during the year will be reduced to 8, as given below :—

- (1) Id-UI-Fiter
- (2) Republic Day.
- (3) Holi.
- (4) Independence Day.
- (5) Mahatma Gandhi's Birthday.
- (6) Diwali.
- (7) Guru Nanak's Birthday
- (8) Christmas Day.

2. These orders will come into force with effect from the 1st August, 1968.

मुख्य सचिव, हरियाणा द्वारा विभागाध्यक्षों आदि को सम्बोधित परिपत्र क्रमांक 2788-2 जी. एस.-II-71/4280 दिनांक 9/72 की प्रति।

विषय :—अस्थायी कर्मचारियों को सरकारी सेवा के प्रथम कैलेंडर वर्ष में आकस्मिक अवकाश का दिया जाना।

महोदय,

मुझे निदेश हुआ है कि आप का ध्यान उपरोक्त विषय की ओर दिलाते हुए यह लिखूँ कि यह निर्णय किया गया है कि सरकारी सेवा में, हरियाणा लोक सेवा आयोग/अधीन सेवाएं प्रवरण मण्डल की सिफारिश पर (विपरीत उनके जो एम्पलायमेंट एक्सचेंज से तदर्थ तौर पर नियुक्त होते हैं) जो नये कर्मचारी नियुक्त होते हैं, उनकी सेवा के पहले कैलेंडर वर्ष में उन्हें आकस्मिक अवकाश का मान निम्न प्रकार से दिया जाना चाहिए :—

- | | | |
|-----|--|------------------------|
| (क) | नए भर्ती होने वाले कर्मचारी जो 30 जून से पहले सेवा में सम्मिलित होते हैं। | अधिकतम 10 दिन का अवकाश |
| (ख) | नए भर्ती होने वाले कर्मचारी जो 30 जून तथा 30 सितम्बर के मध्य सेवा में सम्मिलित होते हैं। | अधिकतम 5 दिन का अवकाश |
| (ग) | नए भर्ती होने वाले कर्मचारी जो सेवा में 30 सितम्बर के पश्चात् सम्मिलित होते हैं। | अधिकतम 2 दिन का अवकाश |

Copy of letter No. 3784-4GS-II-74, dated the 29th June, 1974 from the Chief Secretary to Government, Haryana to all Heads of Departments etc., etc.

Subject :—Working hours and holidays in offices under the Haryana Government.

Sir,

I am directed to invite reference on the subject noted above and state that it has been decided that the working hours and holidays to be observed in the offices under the Government of Haryana for the month of July shall be as under :—

The hours of work will be from 9.00 a.m. to 5.00 p.m. with a half an hour break for lunch from 1.30 p.m. to 2.00 p.m. All Saturdays during this month will be observed as holidays.

These orders will come into force with effect from 1st July, 1974 and are applicable for the current year only.

A copy each is forwarded to the :—

The principal Secretary to the Chief Minister, Haryana.

The Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State.

Sd./-

Deputy Secretary Administrative Reforms,
for Chief Secretary to Government, Haryana.

Copy of letter No. 4087-4GS-II-75/10664, dated the 18th April, 1975, from the Chief Secretary to Government, Haryana to all Heads of Departments, etc., etc.

Dated Chandigarh, the 18th April, 1975.

Subject :—Working hours and holidays in offices under the Haryana Government.

Sir,

I am directed to invite reference on the subject noted above and state that it has been decided that the present working hours (i.e. 9.00 a.m. to 5.00 p.m.) will continue to be observed in the offices under the Government of Haryana for the month of May, 1975 also. The hours of work will be from 9.00 a.m. to 5.00 p.m. with a half an hour break for month from 1.30 p.m. to 2.00 p.m. All Saturdays during this month will be observed as holidays.

A copy each is forwarded for information to the :—

The Principal Secretary to the Chief Minister, Haryana. The Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State.

Sd./-

Deputy Secretary General Administration,
for Chief Secretary to Government, Haryana.

POLICE RADIO MESSAGE

PRIORITY IMMEDIATE

From

Chief Secretary, Haryana.

To

Commissioners Ambala and Hissar Divisions,
All Deputy Commissioners and Sub Divisional
Officers in Haryana.

In continuation Haryana Government letter No. 4087-4GSII-75/10664 dated 18-4-1975, Government have decided that working hours in all Haryana Government Offices except located at Chandigarh would be from 7.00 A.M. to 1.30 P.M. Without any lunch break w.e.f. 7-5-1975 till further orders. Every second Saturday of the month during this period will be observed as holiday.

No. 6239-4GSII-75/12248

Dated 5-5-1975.

A copy is forwarded for information and necessary action to :—

All Heads of Departments, Commissioners, Ambala and Hissar Divisions, All Deputy Commissioners and Sub-Divisional Officers (Civil) in Haryana.

Sd./-

Deputy Secretary General Administration,
for Chief Secretary to Government, Haryana.

POLICE RADIO MESSAGE

PRIORITY/IMMEDIATE

From

Chief Secretary Haryana.

To

The Special Representative
Haryana Bhawan, New Delhi.

In continuation Police Radio Message issued *vide* Haryana Government No. 6239-4GSII-75/12248 dated 5-5-1975, Government have decided that working hours in Haryana Government Offices located at Delhi would continue to be observed from 9.00 A.M. to 5.00 P.M. Till further orders with half an hour break for lunch from 1.30 p.m. to 2.00 p.m. All Saturdays during this period will be observed as holidays.

No. 6653-4GSII-75/13773

Dated 15-5-75.

A copy is forwarded for information and necessary action to :—

All Heads of Departments, Commissioners, Ambala and Hissar Divisions, All Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.

Sd./-
Deputy Secretary General Administration,
for Chief Secretary to Government, Haryana.

Copy of letter No. 6735-4GSII-75/14514, dated the 21st/22nd May, 1975 from the Chief Secretary to Government, Haryana to all Heads of Departments, etc., etc.

Subject :—Working hours and holidays in offices under the Haryana Government.

Sir,

In continuation of Haryana Government letter No. 4087-4GSII-75/10664, dated the 18th April, 1975, on the subject noted above, I am directed to state that it has been decided that for the months of June and July, 1975 as well working hours in Haryana Government offices located at Chandigarh only will continue to be from 9.00 A.M. to 5.00 P.M., with half an hour break for lunch from 1.30 P.M. to 2.00 P.M. All Saturdays during these months will be observed as holidays.

Yours faithfully,

Sd./-
Deputy Secretary General Administration,
for Chief Secretary to Government, Haryana.

A copy each is forwarded for information and necessary action to :—

The Financial Commissioner Revenue, Haryana, All Administrative Secretaries to Government Haryana.

POLICE RADIO MESSAGE

PRIORITY/IMMEDIATE

From

Chief Secretary Haryana.

To

The Special Representative
Haryana Bhawan, New Delhi.

In continuation Police Radio message issued vide Haryana Government No. 6653-4GSII-75/13773 dated 15-5-75, Government have decided that working hours in Haryana Government offices located at Delhi would be from 10.00 a.m. to 5.00 p.m. with immediate effect with half an hour break for lunch from 1.30 p.m. to 2.00 p.m. only second Saturdays during this period will be observed as Holiday.

No. 6856-4GSII-75/14797 Dated 23-5-75.

A copy is forwarded for information and necessary action to :—

The Financial Commissioner, Revenue, Haryana & All Administrative Secretaries to Government, Haryana, All Heads of Departments, Commissioners, Ambala and Hissar Divisions, All Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.

Deputy Secretary General Administration,
for Chief Secretary to Government, Haryana

प्रतिलिपि क्रमांक 10391-4 जी: एस: II-75131627 दिनांक चण्डीगढ़ 27-10-75 प्रेषक मुख्य सचिव, हरियाणा सरकार, सेवा में, सभी विभागाध्यक्ष, आयुक्त अम्बाला तथा हिसारमण्डल, सभी उपायुक्त तथा सभी उपमण्डल अधिकारी हरियाणा (2) रजिस्ट्रार पंजाब तथा हरियाणा हाई-कोर्ट तथा सभी जिला व न्यायाधीश, हरियाणा।

विषय :—तदर्थ आधार पर नियुक्त सरकारी कर्मचारियों को आकस्मिक अवकाश का दिया जाना।

महोदय,

मुझे निदेश हुआ है कि उपरोक्त विषय पर आपका ध्यान संयुक्त पंजाब सरकार द्वारा जारी किए गए परिपत्र क्र: 2293-4-जी:एस: II-66/15013 दिनांक 7-6-66 की ओर दिलाऊँ जिसके अनुसार तदर्थ आधार पर लगे सरकारी कर्मचारी को अधिकतम केवल 5 दिन तक के लिए आकस्मिक अवकाश प्रदान किया जा सकता है। नियमों के अनुसार ऐसे कर्मचारियों की नियुक्त 6 मास से अधिक नहीं होती। यह देखने में आया है कि कई केसों में तदर्थ आधार पर लगाए गए कर्मचारी 6 मास के बाद भी बिना ब्रेक के सरकारी सेवा में चलते रहते हैं और पूर्ववत् आदेशों दिनांक 7-6-66 के अनुसार उन्हें 5 दिन से अधिक आकस्मिक अवकाश नहीं मिलता। राज्य सरकार ने इस सम्बन्ध में पुनः विचार किया है और यह निर्णय लिया है कि ऐसे तदर्थ कर्मचारी जो एक कार्यालय में बिना ब्रेक के 6 मास बाद भी सरकारी सेवा में चलते रहते हैं, उनको हरेक कम्प्लीट मास के बाद एक दिन का आकस्मिक अवकाश दिया जाए परन्तु इस बात का ध्यान रखा जाए कि एक तदर्थ कर्मचारी को एक वर्ष में आकस्मिक अवकाश 10 दिन से अधिक न मिले।

Copy of letter No. 2943-4GSII-76/10161-62 dated 21st April, 1976 from the Chief Secretary to Government, Haryana to all Heads of Departments, etc., etc.

Subject :—Working hours and holidays in offices under the Haryana Government.

Sir,

I am directed to invite reference on the subject noted above and to state that it has been decided that working hours in all offices of the Haryana Government except those located at Chandigarh, will be from 7.00 a.m. to 1.20 p.m. without any lunch break, during the months of May, June and July, 1976. Every second Saturday of the month will be observed as a holiday.

2. The present working hours, i.e. from 9. a.m. to 5. p.m. will continue to be observed in those offices of the Haryana Government which are located at Chandigarh. In this case, lunch break will continue to be from 1.30 p.m. to 2.00 p.m. and all Saturdays will be observed as holidays.

3. These instructions may be brought to the notice of all concerned.

Yours faithfully,

Deputy Secretary General Administration,
for Chief Secretary to Government, Haryana.

A copy is forwarded for information and necessary action to :—

The Financial Commissioner, Revenue, Haryana. All Administrative Secretaries to Government, Haryana.

मुख्य सचिव, हरियाणा द्वारा विभागाध्यक्षों आदि की सम्बोधित परिपत्र क्रमांक 5684-4 जी:एस:II-76/21609 दिनांक 10 अगस्त, 1976 की प्रति ।

विषय :—कनटिनजैन्ट पेड कर्मचारियों को आकस्मिक छुट्टियां प्रदान करना ।

महोदय,

मुझे निदेश हुआ है कि मैं आपका ध्यान उपरोक्त विषय पर संयुक्त पंजाब सरकार के पत्र क्रमांक 2855-जी:II-59/10518, दिनांक 9-4-1959 की ओर आकर्षित करूँ जिसमें contingent paid श्रेणी 4 के कर्मचारियों को आकस्मिक छुट्टी का लाभ देने की व्यवस्था की गई है। अब यह प्रश्न उत्पन्न हुआ है कि क्या contingent paid कर्मचारी अन्य सरकारी कर्मचारियों के समान शनिवार, रविवार तथा अन्य ऐसी छुट्टियां के हकदार हैं। ध्यान पूर्वक विचार करने के उपरान्त यह निर्णय लिया गया है कि contingent paid स्टाफ को सप्ताह में एक दिन का विश्राम दिया जाए जिसके लिये उन्हें पूरा वेतन दिया जाये।

भवदीय

हस्त:

उप सचिव, राजनैतिक एवं सामान्य प्रशासन,
कृते: मुख्य सचिव, हरियाणा सरकार ।

एक-एक प्रति—

1. वित्तायुक्त, हरियाणा सरकार ।
2. सभी प्रशासकीय सचिव, हरियाणा सरकार की सूचनार्थ भेजी जाती है ।

Copy of letter No. 3035-4GSII-77/10793 dated 20/21 April, 1977 from the Chief Secretary to Government Haryana to all Heads of Departments, etc., etc.

Subject :—Working hours and holidays in offices under the Haryana Government.

Sir,

I am directed to refer to the subject noted above and to say that it has been decided that working hours in all offices of the Haryana Government, except those located at Chandigarh and offices of Town and Country Planning and P.W.D. (Public Health Br.) at Panchkula, will be from 7.00 a.m. to 1.30 p.m. without any lunch break during the months of May, June and July, 1977 and every second Saturday of the month will be observed as holiday.

2. The present working hours, i.e. from 9.00 a.m. to 5.00 p.m. will continue to be observed in those offices of the Haryana Government which are located at Chandigarh and offices of Town and Country Planning and P.W.D. (Public Health Branch) at Panchkula. In this case lunch break will continue to be from 1.30 p.m. to 2. p.m. and all Saturday will be observed as holidays.

3. These instructions may brought to the notice of all concerned.

Yours faithfully,

Sd/-

Deputy Secretary General Administration,
for Chief Secretary to Government, Haryana.

A copy each is forwarded for information and necessary action to :—

The Financial Commissioner, Revenue, Haryana and ; All Administrative Secretaries to Government, Haryana.

Copy of letter No. 24/14/78-GSII dated 25th April, 1978 from the Chief Secretary to Government, Haryana to all Heads of Departments, etc., etc.

Subject :—Working hours and holidays in offices under the Haryana Government.

Sir,

I am directed to refer to the subject noted above and to say that it has been decided that working hours in all offices of the Haryana Government, except those located at Chandigarh and offices of Town and Country Planning, P.W.D. (Public Health Branch) and Government Text Books Press at Panchkula, will be from 7.00 a.m. to 1.30 p.m. without any lunch break during the months of May, June and July, 1978 and every second Saturday of the month will be observed as holiday.

2. The present working hours, i.e. from 9.00 a.m. to 5.00 p.m. will continue to be observed in those offices of the Haryana Government which are located at Chandigarh and offices of Town and Country Planning, P.W.D. (Public Health Branch) and Government Text Books Press at Panchkula. In this case, lunch break will continue to be from 1.30 p.m. to 2.00 p.m. and all Saturdays will be observed as holidays.

3. These instructions may brought to the notice of all concerned.

Yours faithfully,

Sd/-

Deputy Secretary General Administration,
for Chief Secretary to Government, Haryana.

A copy each is forwarded for information and necessary action to :—

The Financial Commissioner, Revenue, and Haryana All Administrative Secretaries to Govt.,
Haryana,

Copy of letter No. 27/35/78-GS-II dated 22nd December, 1978 from the Chief Secretary to Government, Haryana to all Heads of Departments, etc., etc.

Subject :—Working hours of Haryana Government offices situated at Chandigarh and in Haryana State.

Sir,

I am directed to invite a reference to Haryana Government letter No. 3834-4GS-68/19363, dated 31st July, 1968, on the subject noted above and to say that it has been decided that with effect from 1-1-1979 the working hours of all the offices of the State Government situated at Chandigarh and in Haryana State will be as under :—

(1) From December to February	From 10 A.M. to 5 P.M.	Lunch-break from 1.30 P.M. to 2.00 P.M. and only the second and last Saturdays of the month will be observed as holidays.
(2) From March to November	From 9.A.M. to 5 P.M.	

The decision may be brought to the notice of all concerned.

Yours faithfully,

Sd/-

Deputy Secretary General Administration,
for Chief Secretary to Government, Haryana.

A copy each is forwarded for information and necessary action to :—

The Financial Commissioner, Revenue, Haryana, and ; All Administrative Secretaries to Govt., Haryana.

POLICE RADIO MESSAGE

From Chief Secretary Haryana.

To Commissioners Ambala and Hissar Divisions,
All Deputy Commissioners and Sub Divisional Officers in Haryana.

In continuation of Haryana Government letter No. 27/35/78-GS-II, dated 22-12-1978, Government have decided that working hours in all Haryana Government Offices except those located at Chandigarh and Panchkula would be from 7.00 A.M. to 1.30 P.M. without lunch break with effect from 1st May to 31st July, 1979 and every Saturday of the month will be observed as working day.

No. 27/35/78-GS-II, Dated Chandigarh, the 30th April, 1979.

A copy is forwarded for similar action to the Registrar, Punjab & Haryana High Court, Chandigarh.

Sd/-
Superintendent General Services II,
for Chief Secretary to Govt., Haryana.

Copy of letter No. 27/35/78-GS-II dated 30th July, 1979 from the Chief Secretary to Government, Haryana to All Heads of Departments, etc., etc.

Subject :—Working hours of Haryana Government Offices.

Sir,

I am directed to invite a reference to Haryana Government letter No. 27/35/78 GS-II, dated the 22nd December, 1978, and Police Radio Message of even No. dated the 30th April, 1979, on the subject noted above and to say that after considering the various factors and keeping in view the need for economy in the use of petrol and diesel oil, it has now been decided that with effect from 1-8-1979 the working hours of all the offices of the State Government will be from 9.00 a.m. to 5.00 p.m. with half an hour break for lunch from 1.30 p.m. to 2.00 p.m. All Saturdays will be observed as holidays.

2. As regards the question of working hours in field offices during the months of May to July, the matter is under consideration of the Government and instructions in this behalf will be issued in due course.

3. The above decision may be brought to the notice of all concerned for necessary action.

Yours faithfully,
Sd/-
Joint Secretary General Administration,
for Chief Secretary to Government, Haryana.

A copy each is forwarded for information and necessary action to :—

All the Financial Commissioners, Haryana; and, All Administrative Secretaries to Govt., Haryana.

Copy of letter No. 27/35/78-GSII dated 24th April, 1980 from the Chief Secretary to Government, Haryana to all Heads of Departments, etc., etc.

Subject :—Working hours in field offices during the months of May to July.

Sir,

I am directed to invite a reference to para 2 of Haryana Government letter No. 27/35/78-GSII, dated the 30th July, 1979, on the subject noted above and to state that it has been decided that the present working hours (i.e. 9.00 a.m. to 5.00 p.m. with half an hour break for lunch) will also continue to be observed in the field offices under the Haryana Government during the months of May to July. All Saturdays will be observed as holidays.

Yours faithfully
Sd/-
Under Secretary General Administration,
for Chief Secretary to Government, Haryana.

A copy each is forwarded for information and necessary action to :—

All the Financial Commissioners, Haryana; and, All Administrative Secretaries to Govt., Haryana.

WIRELESS MESSAGE

From

Chief Secretary, Haryana.

To

Commissioners Ambala and Hissar Divisions,
All Deputy Commissioners and Sub Divisional Officers in Haryana.

In cancellation of Haryana Government letter No. 27/35/78-GS-II, Dated 24th April, 1980, Government have decided that working hours in all Haryana Government offices and courts except those located at Chandigarh and Panchkula would be from 7.00 a.m. to 1.30 p.m. without lunch break from 6th May to 31st July, 1980, and every saturday of the month will be observed as working day. High court has been requested to issue similar orders to judicial officers. Please inform all concerned for compliance.

S.D. Bhambri

Chief Secretary to Govt., Haryana.

No. 27/35/78-GS-II,

Dated, Chandigarh, the 5th May, 1980

A copy is forwarded for similar action to the Registrar Punjab & Haryana High Court, Chandigarh.

A copy each is forwarded for information & necessary action to the Financial Commissioner, Revenue & All Administrative Secretaries to Government, Haryana.

Sd/-

Superintendent General Services-II,
for Chief Secretary to Govt., Haryana.

Dated Chandigarh, the 5th May, 1980.

Copy of Punjab Government Circular letter No. 3206-GH-58/54252, dated 18th July, 1958 from the Chief Secretary to Government, Punjab addressed to all Heads of Departments., etc., etc.

Subject :—Penalty for late attendance.

I am directed to address you on the subject noted above and to say that according to paragraph 17 (3) of the Punjab Civil Secretariat Instructions, one day's casual leave is to be forfeited for every three days late attendance provided the official is not late for more than two hours on each occasion and this practice is strictly followed in the Punjab Civil Secretariat. An enquiry has now been received as to whether these instructions also apply to other Departments or not. In order to maintain uniformity in all the Departments of Government it is considered necessary to adopt the same procedure throughout the State. I am, therefore, to request you that in future the instructions *ibid* (copy enclosed) should be followed in all Departments of Punjab Government.

Copy of Para 17 (3) of Secretariat Instructions, Punjab.

(3) *Penalty for late attendance.*—One day's casual leave will be forfeited for every three days late attendance. At the end of each month the Heads of Branches should examine the Attendance Registers and calculate the number of days on which the members of their branches were marked late and forward the statement in the form given below to the Assistant Secretary (Administration) up to the 5th of each month following the one to which it relates. In the last week of December, the Heads of Branches will prepare a consolidated statement showing the total casual leave forfeited on account of late attendance and then examine whether the casual leave at the credit of an official has been exceeded or not. Any excess should be carried over as a debit entry to the next year's account. This consolidated statement together with the material on which it has been prepared should be submitted to the Assistant Secretary (Administration) punctually by the 15th January each year. The Assistant Secretary will then take such action on these statements as he may deem suitable.

Permission to attend office late by one or two hours will also be treated as late attendance for the above purpose.

Statement for the month of _____ showing names of late comers of _____ Branch.

Serial No.	Name of official	Date	Time of arrival	No of days to be deducted from C.L. A/C	Total C.L. Deductions of previous months	Total	Remarks
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Copy of letter No. 8644-4GSII-765/35042, dated 22nd October, 1965 from the Chief Secretary to Government, Haryana to all Heads of Departments etc., etc.

Subject :—Penalty for late attendance procedure regarding.

Sir,

I am directed to invite a reference to the instructions contained in the Punjab Government circular letter No. 3206-G-II-56/54252, dated the 18th July, 1958, according to which one day's casual leave is to be forfeited for every three days late attendance provided the official is not late for more than 2 hours on each occasion. In the last week of December, the Heads of Branches are also required to prepare a consolidated statement showing the total casual leave forfeited on account of late attendance and then examine whether the casual leave at the credit of an official has been exceeded or not. Further, any such excess amount of leave is carried over as a debit entry to the next years' credit account. Instances have come to the notice of Government where certain officials were late on several occasions (even as many as 70 occasions) in a year and it would take years together to account for such excess amount of leave, leaving no casual leave for such officials during subsequent years, as normally the official is entitled to only 10 days casual leave in a year. The matter has, therefore, been reconsidered by the Government and it has been decided that the system of carrying over leave to the next year should be done away with altogether as it creates unnecessary complications. The amount of casual leave forfeited by a Government employee on account of late attendance should be adjusted in his casual leave account of the same year and in case no casual leave is due to him, it should be debited to his earned leave account or treated as leave on half-pay or extraordinary leave (i.e. leave without pay), as the case may be. Further, in order to avoid any complications at the close of the year, the short leave on account of late attendance should be deducted from the casual leave and the entry made in this respect in the casual leave account on the very day when the leave is granted or late attendance is marked, as the case may be, or on the following day, instead of accounting for the whole leave availed of in this manner at the close of the year.

2. These instructions may kindly be brought to the notice of all concerned for information and guidance.

Yours faithfully,

Sd/-

Superintendent General Services II,
for Chief Secretary to Government Haryana.

A copy is forwarded for information and guidance to :—

All the Financial Commissioners, Punjab ; All the Administrative Secretaries to Govt., Punjab, Secretaries/Private Secretaries to Chief Minister/Ministers/Ministers of State/Deputy Ministers/Chief Parliamentary Secretary.

Copy of Punjab Government Circular letter No. 2703-3GS-62/9950, dated 29th March, 1962 from the Chief Secretary to Government, Punjab to all Heads of Departments etc., etc.

Subject :—Refusal of Leave Preparatory to Retirement under Rule 8.21 of C.S.R., Volume I, Part I.

I am directed to invite a reference to Punjab Government letter No. 5818-GII-58/33161, dated the 13th November, 1958, on the subject noted above, wherein it was emphasised that all cases of refusal of Leave Preparatory to Retirement should be sent to the Chief Secretary to Government, Punjab well in time. A question has arisen whether as a result of the amendment of Note 4 under clause(d) of Rule 3.26 of C.S.R., Volume I, Part I, contained in the Finance Department Notification No. 9750-I(5)-FRII-61/13524, dated the 28th October, 1961 according to which the period of refused Leave Preparatory to Retirement will not reckon as automatic extension in service, it is still necessary to send such cases to him. In this connection, I am to clarify that all these cases should continue to be routed through the Chief Secretary to Government, Punjab (in the General Services Branch) for the sake of uniformity of action.

2. The receipt of this letter may kindly be acknowledged.

Copy of letter No. 1417-3GS-63/4884, dated the 13th February, 1963 from Sirdar Gian Singh Kahlon, ICS, Chief Secretary to Government, Punjab to all Heads of Departments in the State.

Subject :—Refusal of leave preparatory to retirement under rule 8.21 of Civil Service Rules, Volume I, Part I.

I am directed to invite a reference to Punjab Government letter No. 5818-GII-58/33121, dated the 13th November, 1958, on the subject noted above, in which it was brought to your notice that cases regarding the refusal of leave preparatory to retirement generally come to the Chief Secretary (in the General Services Branch) at the eleventh hour and as such, it becomes difficult to scrutinise them with due care. You were also requested to bring the necessary instructions to the notice of all Government servants, asking them to submit applications for leave Preparatory to Retirement at least three months before the date from which they propose to proceed on leave. It was provided in para 3 of the said instructions that having received such applications three months before the crucial date it should be possible for the departments to forward cases in which they wanted leave to be refused, to the Chief Secretary two months before the due date.

2. Again, in Punjab Government letter No. 4458-GII-59/8957, dated the 25th July, 1959, you were requested to prepare quarterly statements of all retiring officers/officials at least six months before the commencement of the quarter to which these might relate, viz., the statement in respect of Government servants due to retire during the quarter July-Sept., 1962 should be prepared by the 15th October, 1962. It was further desired that the appointing authority should keep a watch on the progress of the case of each retiree to ensure that the question of appointing his substitute was settled well in advance of the date of his retirement or the date of his proceeding on leave preparatory to retirement, as the case might be. The statements in respect of Government servants whose substitutes are to be appointed by Government are to be submitted to the Administrative Department concerned within a week of the dates specified above for similar necessary action at their end.

3. Government observe with regret that the departments are getting indifferent to the Government instructions mentioned in para 1 and 2 above regarding the timely submission of cases in which the leave preparatory to retirement has to be refused and also in finding substitutes for the retiring officers/officials in time. At times cases are received from the Administrative Departments when about half the period of leave preparatory to retirement is already over and in certain cases the proposals are received only at the end of the time limit and as such, the Government is forced to agree to the proposal.

4. Government has reconsidered the whole problem and it has been decided that in future each officer/official due to retirement, should as a normal rule, intimate in writing his intention with regard to leave preparatory to retirement to his Head of the Department with an advance copy to the Administrative Department concerned or any other department under whom he shall be serving at that time, three months before the date in which he proposes to proceed on leave three months from the date from which ordinarily the leave preparatory to retirement will commence in his case. The department concerned may send to the Chief Secretary its views within a month from the date receipt of the leave application. Any period of lapse will be deducted from the amount of leave due. For instance, if an officer applies only a month before hand instead of three months, he will be given only two months leave preparatory to retirement instead of four months applied for by him. In case the departments fail to forward the leave applications within the stipulated period of one month it would be presumed that they do not want leave to be refused and any request made after the expiry of one month will not be considered. In regard to officers who do not intend taking leave preparatory to retirement, the case for replacement should invariably be put up two months before the date of retirement.

5. I am to request that the procedure laid down in para 4 above should be strictly complied with and Government instructions dated the 25th July, 1950 mentioned in para 2 above rigidly followed by all concerned. These instructions will not apply to All India Service Officers.

6. These instructions will come into operation from the date of issue.

7. The receipt of this letter may kindly be acknowledged and the instructions brought to the notice of all officers/officials under you.

Copy of letter No. 945-3GSII-71, dated the 13th April, 1971.

Subject :—Refusal of leave preparatory to retirement under Rule 8.21 of C.S.R. Volume I, Part I.

I am directed to invite reference to the instructions contained in composite Punjab Government letters No. 5818-GII-58/33161, dated the 13th Nov, 1958, No. 1417-3GS-63/4884, dated 13th February, 1963 and U.O.No. 5142-3GSI-63, dated 25th May, 1963 (a copy is enclosed), on the subject noted above, and to say that the said instructions are to the effect that cases regarding refusal of leave preparatory to retirement should be initiated well in advance so that sufficient time is available for their proper scrutiny. The provision in fact is that a Government employee proposing to proceed on leave preparatory to retirement should intimate this in writing to his Head of Department (with an advance copy to the Administrative Department concerned) four months before the date from which ordinarily leave preparatory to retirement would commence in his case. Furthermore, all cases pertaining to the grant of benefit of refused L.P.R. should reach the Chief Secretary (in General Services Branch) within one month of the receipt of the application for such leave. It has been observed however that these instructions have not been followed in many cases. This is open to objection as the result is that there is delay in the processing of the cases and in some instances the benefit of a refused leave has to be disallowed even when it is otherwise deserved. It is, therefore, requested that the aforesaid instructions may be brought to the notice of all Government Employees working under you for strict compliance so that difficulties of the type mentioned above do not occur to the detriment of the employee.

2. The receipt of this letter may kindly be acknowledged.

English version of Government letter No. 6798-4GS-71/37215 dated 29th December, 1971.

Subject :—Retention in service beyond the age of 55 years Grant of L.P.R. to retiring employees.

I am directed to refer to Government letter No. 4658-IBS-70/20719 dated 6th August, 1970 which lays down inter alia that the Government employees retiring at the age of 55 years should be granted leave due and admissible subject to a limit of 180 days, and to say that certain queries have been raised about those instructions. The following clarifications may therefore be noted in regard to them :—

- (i) The Government employee concerned may apply for such leave at any stage during the period of the three months notice of retirement served on him, but not after the date of retirement.
- (ii) The leave that is granted may extend beyond the date of expiry of the three months notice of retirement. Leave may therefore be allowed to the extent it is due and admissible subject to a maximum of 180 days from the date it is granted.
- (iii) The Government employee concerned will be deemed to have retired on the date of the expiry of the three months notice of retirement and the remaining leave (beyond the date of retirement) should be treated like benefit of refused leave. In other words the employee should be allowed to draw leave salary minus pension during the period of the leave beyond the date of his retirement, and also allowed to draw pension separately.

2. This issues with the concurrence of Finance Department vide their U.O.No. 7818-IFR-71, dated 13th December, 1971.

3. You are requested to bring the above instructions to the notice of all officers/official working under you, for their guidance. The receipt of this letter may kindly be acknowledged.

मुख्य सचिव, हरियाणा द्वारा विभागाध्यक्षों आदि को सम्बोधित परिपत्र क्रमांक 5742-4 जी: एस:-I-72/29726 दिनांक 11 अक्तूबर, 1972 की प्रति ।

विषय :— 55 वर्ष आयु से आगे सरकारी कर्मचारियों को सेवा में रखना । सेवा निवृत्त कर्मचारियों को सेवा निवृत्त पूर्व अवकाश प्रदान करना ।

महोदय,

मुझे निदेश हुआ है कि मैं उपर्युक्त विषय पर आपका ध्यान हरियाणा सरकार के पत्र क्रमांक 6798-4 जी: एस:-I-71/37215, दिनांक 29-12-71 की ओर दिलाऊँ और यह कहूँ कि सरकार ने इस मामले पर पुनः विचार किया है और निर्णय लिया है कि उपरोक्त हिदायतों को इस हद तक संशोधित किया जाए कि 55 वर्ष की आयु पर सेवा निवृत्त किए जाने वाले कर्मचारियों/अधिकारियों को नोटिस का समय समाप्त होने पर रिटायरमेंट की तिथि के बाद के पीरियड के लिए सेवा निवृत्त पूर्व छुट्टी का लाभ 180 दिन की बजाए 120 दिन तक ही सीमित रखा जाए। यदि ऐसा कर्मचारी/अधिकारी नोटिस के समय में सेवा निवृत्त निवृत्ति पूर्व छुट्टी लेता है तो छुट्टी उसकी 180 दिन की देय एवं स्वीकार्य अवकाश से घटा दी जाएगी तथा शेष छुट्टी का लाभ रिटायरमेंट के बाद दिया जाएगा, किन्तु बात में दिए जाने वाले छुट्टी के लाभ की अवधि 120 दिन तक ही सीमित रहेगी तथा यदि उसने रिटायरमेंट से पहले नोटिस पीरियड में छुट्टी न ली हो तो उसे रिटायरमेंट की तिथि से 120 दिन तक सेवा निवृत्ति पूर्व छुट्टी का ही लाभ मिल सकेगा जिसके दौरान उसे लीव सैलरी माईनस पेंशन मिलेगी।

2. वह पत्र वित्त विभाग की अनुमति (अशा: क्रमांक: 5144-5 एफ: आर:-72, दिनांक 22-9-72) के साथ जारी किया जाता है। यह आदेश उन कर्मचारियों/अधिकारियों के केस में लागू होंगे जो इन के जारी होने के बाद की तिथि से रिटायर होंगे तथा जिन्हें पिछली हिदायत के तहत छुट्टी मंजूर नहीं की जा चुकी है।

3. आपसे अनुरोध है कि उपरोक्त अनुदेश आपके अधीन काम करने वाले अधिकारियों/कर्मचारियों के ध्यान में उनके मार्गदर्शन के लिए लाया जाए।

कृपया इस पत्र की पावती भेजें।

भवदीय,

हस्त:

उप सचिव राजनैतिक एवं सेवाएं/मु: स:

मुख्य सचिव, हरियाणा द्वारा विभागाध्यक्षों आदि को सम्बोधित परिपत्र क्रमांक 810-4 जी: एस:-I-75 दिनांक, 14 मार्च, 1975 की प्रति ।

विषय :—पंजाब सी: एस: आर: वोल्यूम-1, पार्ट-I के नियम 8.21 के तहत सेवा निवृत्ति पूर्व अवकाश को न दिए जाने के संबंध में ।

महोदय,

मुझे निदेश हुआ है कि मैं आपका ध्यान हरियाणा सरकार के परिपत्र क्र० 945-3 जी: एस: II-71, दिनांक 30 अप्रैल, 1971 में जारी की गई हिदायतों की ओर दिलाऊँ जिसमें और बातों के साथ यह भी कहा गया था कि जब कोई कर्मचारी सेवा निवृत्ति पूर्व अवकाश पर जाना चाहता है तो वह इस संबंध में लिखित रूप में विभागाध्यक्षको (प्रशासकीय विभाग को एक अग्रिम प्रति भेजते हुए) उस तिथि से 4 महीने पहले सूचित करे जिससे वह छुट्टी पर जाना चाहता है या उसके केस में सेवा निवृत्ति पूर्व छुट्टी के आरम्भ होने की तिथि से 4 महीने पहले यह भी कहा गया था कि अस्वीकृत सेवा निवृत्ति पूर्व छुट्टी का लाभ दिया जाने वाले सभी मामले मुख्य सचिव (सामान्य सेवाएँ शाखा) को ऐसी छुट्टी के लिए प्राप्त आवेदन पत्र की तिथि के एक महीने के अन्दर अन्दर भेजे जाएँ ।

2. अखिल भारतीय सेवाओं के अधिकारियों के बारे में सरकार ने हाल ही में यह निर्णय लिया है कि (मुख्य सचिव के पत्र, क्र० 1206-एस-74/5755 दिनांक 25 अप्रैल, 1974 में जारी की गई हिदायतों द्वारा) सेवा निवृत्ति के पूर्व आवेदन पत्र कम से कम उस तिथि से 2 महीने पहले प्रस्तुत किए जाएँ जिससे कि वे छुट्टी पर जाना चाहते हों। अखिल भारतीय सेवाओं के अधिकारियों के बारे में इन हिदायतों के जारी होने के पश्चात् यह उचित समझा गया है कि वही हिदायतें राज्य सरकार के दूसरे कर्मचारियों के केस में भी लागू की जाएँ ।

3. इसलिए यह निर्णय लिया गया है कि राज्य सरकार के वे कर्मचारी जो सेवा निवृत्ति पूर्व छुट्टी पर जाना चाहते हों, उन्हें कम से कम उस तिथि से 2 महीने पहले आवेदन पत्र देना चाहिए जिससे कि वे छुट्टी पर जाना चाहते हैं। दो महीने से कम समय के नोटिस को छुट्टी से से काट लिया जाएगा। जिन मामलों में लोक हित में छुट्टी अस्वीकार की जानी है वे वर्तमान हिदायतों के अनुसार मुख्य सचिव (सामान्य सेवाएँ शाखा) को पूर्ण रूप में उस तिथि के कम से कम 21 दिन पहले पहुंच जाने चाहिए जिससे कि सेवा निवृत्ति पूर्व छुट्टी शुरू होनी है।

4. सेवा निवृत्ति पूर्व छुट्टी के लिए आवेदन पत्र देने के लिए नोटिस के समय को 4 महीने से घटा कर 2 महीने किए जाने के कारण यह जरूरी होगा कि ऐसी छुट्टी के लिए सभी आवेदन पत्र वगैर किसी देरी के परम अग्रता से निपटाए जाएँ ताकि उस तिथि से पहले अवश्य निर्णय लिया जा सके जिस तिथि से कि सरकारी कर्मचारी छुट्टी पर जाना चाहता है।

5. उपरोक्त हिदायतें सभी संबंधित कर्मचारियों द्वारा दृढ़ता से पालन करने के लिए नोट कर ली जाएँ। इन हिदायतों की कृपया पावती भी भेजी जाए।

भवदीय,

हस्त:

उप सचिव, सामान्य प्रशासन,

कृते: मुख्य सचिव, हरियाणा सरकार

एक-एक प्रति वित्तायुक्त, राजस्व हरियाणा तथा हरियाणा के सभी प्रशासकीय सचिवों को सूचना तथा दृढ़ता से पालना के लिए भेजी जाती है।

इन हिदायतों की कृपया पावती भेजी जाए।

Copy of letter No. 8073-4GSI-76/34994, dated 23rd December, 1976 from the Chief Secretary to Government, Haryana to all Heads of Departments etc., etc.

Subject :—Grant of L.P.R. to employees retiring prematurely.

I have been directed to refer to the subject noted above and to say that the Government servants retiring prematurely may be given the benefit of leave preparatory to retirement in accordance with the procedure laid down in the succeeding paragraph.

2 A Government employee who is required to retire or may himself choose to retire on or after attaining the age of 50 or 55 years by giving notice of not less than 3 month's period under the relevant provisions of Punjab Civil Services Rules may be allowed due and admissible earned leave and/or half pay leave not extending beyond 180 days, further subject to the condition that the leave so granted does not extend beyond 120 days from the date of expiry of the notice period or the date of compulsory retirement, whichever is earlier. Leave salary admissible in respect of leave extending beyond the notice period shall be reduced by the amount of pension and pension equivalent of other retirement benefits.

These instructions may be brought to the notice of all concerned.

Yours faithfully,

Sd/-

Deputy Secretary General Administration,
for Chief Secretary to Government, Haryana.

No. 8073-4GSI-76/34995 Dated Chandigarh, the 23rd December, 1976.

A copy is forwarded to the Accountant General, Haryana, Chandigarh for information and necessary action.

Copy of Circular letter No. 1466-9GS-64/10394, dated the 28th March, 1964 from the Chief Secretary to Government, Punjab to all Heads of Departments etc., etc.

Subject :—Leave to Scheduled Caste and Scheduled Tribes Government employees attending the Pre-examination training centre for I.A.S. etc., examination at Allahabad and Bangalore.

I am directed to say that it has been decided by the Government that Scheduled Caste and Scheduled Tribes Government employees selected for training at the Pre-examination Training Centres for I.A.S. etc. Examination at Allahabad or Bangalore may be granted leave (earned leave) etc. as may be due to them under the normal rules, including extra-ordinary leave. Individual cases in which leave due, including extra-ordinary leave, is not sufficient to cover the period of training will, however, be considered by the Government for relaxation of the limit of extra-ordinary leave up to the period of leave required for training.

2. These instructions are being issued with the concurrence of the Finance Department contained in their U.O. advice No 1339 (5)-FRII-64, dated the 6th March, 1964.

3. They will come into force from the date of issue.

4. These may kindly be brought to the notice of all concerned for information and guidance and the receipt of this communication may be acknowledged.

Copy of Circular letter No. 4295-4GS (II)-65/27841, dated the 9th August, 1965, from the Chief Secretary to Government, Punjab, addressed to all Heads of Departments etc., etc.

Subject :—Procedure for accounting for short leave.

I am directed to address you on the subject noted above and to say that in the absence of any specific instructions regarding accounting for short leave which may range from half an hour to more than 2 or 3 hours, different procedures are being adopted in the Government offices in the State. In order to maintain uniformity in all the departments of Government it has been decided that in future the following procedure should be adopted in all the departments of Punjab Government :—

- (1) Short leave for two hours or less should be treated as one third day's casual leave.
- (2) Short leave for more than two hours should be considered as half day's casual leave, up to three and a half hours and as full day's casual leave if it exceeds three and a half hours.
- (3) The account of short leave should be adjusted in the casual leave account maintained in the Branch/Office.

2. These instructions may be brought to the notice of all concerned for information and guidance and the receipt of this letter may please be acknowledged.

Copy of letter No. 684-GII-58/13153, dated the 14th February, 1958, from the Chief Secretary to Government, Punjab, to all Heads of Departments, etc., etc.

Subject :—Grant of special casual leave to sportsmen.

I am directed to enclose a copy of Office Memo No. 46/7/50-Ests., dated 5th March, 1964, on the subject noted above and to say that it has been decided by Government to extend the concession contained therein Mutatis Mutandis to the sportsmen, who are in the service of State Government and are deputed by Government to participate in National or International events in India or abroad.

Copy of letter No. 10711-GII-59/24455, dated the 30th November, 1959, from the Chief Secretary to Government, Punjab, Chandigarh, to all Heads of Departments, etc., etc.

Subject :—Grant of special casual leave to sportsman.

I am directed to address you on the subject noted above and to say that according to the instructions contained in Punjab Government circular letter No. 684-GII-58/13153, dated the 14th/20th February, 1958, special casual leave not exceeding 30 days in one calendar year can be granted to Government Servants who are sportsmen and take part in sporting events, tournaments and matches of national or international importance held either in India or abroad. The question of extending this concession to employees who participate in inter-district matches and in preliminary tests for selection to Punjab teams for inter-State, i.e., All India Sports events has been engaging the attention of Government for sometimes past. After careful consideration, it has been decided that in principle there should be no objection to giving the special casual leave to such employees, but each case should be dealt with on its merits by the authorities competent to grant leave, keeping in view the type of tournament etc.

Copy of Circular letter No. 2393-8GS-62/11431, dated the 9th April, 1962 from Shri E.N. Mangat Rai, I.C.S., Chief Secretary to Government, Punjab addressed to all Heads of Departments etc., etc.

Subject :—Grant of special casual leave to sportsmen.

I am directed to address you on the subject noted above and to say that according to the instructions contained in Punjab Government Circular letter No. 684-GII-58/13153, dated the 14th/20th February, 1958, special casual leave for a period not exceeding 30 days in a calendar year can be granted to Government Servants who are sportsmen and take part in sporting events, tournaments and matches of national or international importance held either in India or abroad. Vide Punjab Government letter No. 10711-GII-59/24455, dated the 30th November, 1959, this concession has also been extended to the employees who participated in inter-district matches and in preliminary tests for selection to Punjab teams for inter-State, i.e. All India Sports events. The question of extending this concession to such temporary Government Servants, as are employed on six/three months basis, has been engaging the attention of Government for sometime past. I am to inform you that after careful consideration, it has been decided that special casual leave to the extent of 15 days to Government Servants employed on six months basis and 7 days to those employed on three months basis may be granted; but each case should be dealt with on its merits by the authorities competent to grant leave, keeping in view the type of sporting event, tournament, etc.

2. These instructions may kindly be brought to the notice of all concerned for information and guidance and the receipt of this communication be acknowledged.

Copy of letter No. 1952-3GS-63/6924, dated the 21st February, 1963, from the Financial Commissioner Planning and Additional Chief Secretary to Government, Punjab, to All Heads of Departments, etc., etc.

Subject :—Coaching or Training Courses attended by the Punjab Government employees at the National Institute of Sports Patiala—Treatment of the period of their absence from duty for the purpose.

I am directed to invite your attention to Punjab Government letter No. 2393-8GS-62/11431, dated the 9th April, 1962, and to say that the concession of 30 days casual leave allowed under these instructions, to Government employees who are sportsmen will also be admissible to sports men who are sponsored by the State Government for coaching or training in the National Institute of Sports, Patiala,

2. The receipt of this letter may be acknowledged.

Copy of letter No. 2152-8GS-63/7043, dated the 25th February, 1963, from the Financial Commissioner, Planning and additional Chief Secretary to Government, Punjab, to all Heads of Departments, etc., etc.

Subject : Grant of special casual leave to sportsmen.

In continuation of Punjab Government letter No. 2393-8GS-62/11431, dated the 9th April, 1962, on the subject noted above, I am directed to enclose a copy of Government of India, Ministry of Home Affairs Office memo No. 46/13/54-Ests (A), dated the 3rd December, 1956, on the above subject. I am to say that it has been decided by Government to extend the concession of 30 days special casual leave envisaged in Punjab Government letter No. 684-GII-58/13153, dated the 14th/20th February, 1958, to those Government employees also whose services are utilised in any of the Organisations mentioned in the sub-para 3(b) (i) of Government of India, Ministry of Home Affairs, Office Memo No. 46/7/50—Ests., dated 5th March, 1954 forming an enclosure of Punjab Government letter, dated the 14th/26th February, 1958, referred to above, or by a State, Zone or Circle in connection with the coaching or administration of the teams participating in sporting events of national or inter-national importance.

2. The instructions will come into operation from the date of issue and past cases which have already been decided will not be reopened.

3. A complete and up-to-date list of National Sports Federation Associations recognised by the All India Council of Sports will be circulated in the due course.

4. The receipt of this communication may be acknowledged.

Copy of Punjab Government Circular letter No. 2202-GII-60/8429, dated the 24th March, 1960, from the Chief Secretary to Government, Punjab addressed to all Heads of Departments, etc., etc.

Subject :—Grant of special casual leave to Government servants who undergo sterilization operation under the "Family Planning Scheme".

I am directed to address you on the subject noted above and to say that the State Government have had under consideration the question of grant of special casual leave to their employees who undergo sterilization operation under the Family Planning Scheme. To enable Government servants to undergo this operation and to take some rest which is considered necessary immediately after the operation, it has been decided to grant special casual leave not exceeding six working days to such Government servants.

2. These orders will come into force from the date of issue.

Copy of Circular letter No. 3231-8GS-62/7571, dated the 7th March, 1962 from the Chief Secretary to Government, Punjab, addressed to all Heads of Departments, etc., etc.

Subject :—Grant of special casual leave to Government servants who undergo sterilization operation under the 'Family Planning Scheme'.

I am directed to invite a reference to the instructions contained in Punjab Government letter No. 2202-GII-60/8429, dated the 24th March, 1960, in which the concession of special casual leave not exceeding six working days has been granted to Government servants who undergo sterilization operation under the 'Family Planning Scheme'. Government have now decided to extend this concession to the personnel of the 'Work-Charged Establishment' and the 'Industrial Employees' of the Punjab Government.

2. These orders will come into force from the date of issue and may kindly be brought to the notice of all the concerned employees under your control. The receipt of this communication may be acknowledged.

Copy of letter No. 11083-8GS-62/26744, dated the 7th August, 1962, from the Chief Secretary to Government, Punjab to all Heads of Departments etc., etc.

Subject :—Grant of special casual leave to Government servants who undergo sterilization operation under the Family Planning Scheme.

I am directed to invite a reference to the instructions contained in Punjab Government Circular letter No. 2202-GII-60/8429, dated the 24th March, 1960, and No. 3231-8GS-62/7571, dated the 7th March 1962, on the subject noted above, Government have further decided that special leave should be granted on satisfying that operation will be performed on the same or the next day of the commencement of leave.

2. These instructions may kindly be brought to the notice of all Government Servants under your control. The receipt of this communication may also be acknowledged.

Copy of Circular letter No. 1607-4GSII-66, dated the 2nd April, 1966 from the Chief Secretary to Government, Punjab to all Heads of Departments, etc., etc.

Subject :—Grant of special casual leave to Government servants who undergo sterilization operation under the 'Family Planning Scheme.'

I am directed to invite attention to Punjab Government Circular letter No. 2202 GII-60/8429, dated the 24th March, 1960, on the subject noted above under which Government employees who undergo sterilization operation under the Family Planning Scheme are entitled to special casual leave not exceeding six working days. Cases have been brought to the notice of Government wherein the initial operation not having been successful, the employees had to be operated for the second time. Government have decided that in such cases another six days should be allowed as special casual leave for re-sterilization.

No. 6054-4GS-67/3144

From

The Chief Secretary to Government Haryana.

To

(i) All Heads of Departments, the Commissioner, Ambala Division and all the Deputy Commissioner & Sub-Divisional Officers in Haryana.

(ii) The Registrar, Punjab & Haryana High Court and District and Sessions Judges in Haryana.

Dated Chandigarh, the 13th February, 1968.

Subject :—Grant of special casual leave to work-charged female Government employees who undergo sterilization operation under the Family Planning scheme.

Sir,

I am directed to refer to Haryana Government Letter No. 1735-4GS-67/7890, dated the 12th May, 1967, vide which Government have allowed the grant of special casual leave not exceeding 14 days to female Government employees for undergoing non-puerperal sterilization. Government have further decided to extend this concession of special casual leave not exceeding 14 days to work-charged female Government employees also for undergoing non-puerperal sterilization under the family planning scheme. I am, therefore, to request that these orders may kindly be brought to the notice of all concerned.

Yours faithfully,
Sd./-

Under Secretary Political,
for Chief Secretary to Government, Haryana.

A copy each is forwarded for information and necessary action to:—

The Financial Commissioner, Revenue, Haryana, All the Administrative Secretaries to Government, Haryana.

प्रति क्रमांक 1452-2 जी. एस. 170/7417, दिनांक 30 मार्च, 1970, प्रेषक मुख्य सचिव, हरियाणा सरकार, सेवा में हरियाणा के सभी विभागाध्यक्ष आयुक्त अम्बाला मण्डल, तथा सभी उपायुक्त (2) रजिस्ट्रार, उच्च न्यायालय, पंजाब तथा हरियाणा, चण्डीगढ़ तथा सभी जिला सत्र न्यायाधीश आदि ।

विषय :—परिवार नियोजन प्रोग्राम—विशेष आकस्मिक छुट्टी ।

सरकारी कर्मचारियों को, जिनकी धर्मपत्नियां नलबन्दी का आप्रेशन करवायें, कुछ सुविधा देने के मामले पर सरकार कुछ समय से गौर कर रही थी। विचार विमर्श के बाद यह फैसला किया गया है कि जिन अधिकारियों की धर्मपत्नियां **Gynace Sterilisation (Tubectomy operation without delivery)** करवाएँ उन अधिकारियों को 7 दिन की विशेष आकस्मिक छुट्टी (जो कि ordinary casual leave or regular leave के साथ शामिल की जा सकेगी) दी जाए। यह सुविधा केवल 1500 रुपये या इससे कम वेतन पाने वाले अधिकारियों को ही दी जाएगी।

2. सरकार का यह फैसला सभी कर्मचारियों के नोटिस में लाया जाए।

मुख्य सचिव, हरियाणा द्वारा विभागाध्यक्षों आदि को सम्बोधित परिपत्र क्रमांक 3260-2 जी. एस.—II-71/18484 दिनांक 13 जुलाई, 1971 की प्रति ।

विषय :—परिवार नियोजन प्रोग्राम—विशेष आकस्मिक छुट्टी ।

श्री मान जी,

उपरोक्त विषय पर आप का ध्यान इस कार्यालय के पत्र क्रमांक 1452-2 जी. एस.—70/7417 दिनांक 30 मार्च, 1971 की ओर दिनांक जाता है जिसमें सरकारी कर्मचारियों, जिनकी धर्मपत्नियां नलबन्दी का आप्रेशन करवायें, को 7 दिन की विशेष छुट्टी दिए जाने के अनुदेश जारी किए गए इस त्रुटि में यह प्रश्न उठाया गया है कि क्या कथित 7 दिन का विशेष आकस्मिक अवकाश पत्नियों के आप्रेशन के तुरन्त बाद सम्बन्धित कर्मचारियों को दिया जाना है या उन्हें उत्साहके तौर पर यह अवकाश बाद में भी दिया जा सकता है। इस सम्बन्ध में यह सूचित किया जाता है कि 7 दिन का विशेष आकस्मिक अवकाश किसी सरकारी कर्मचारी को जिसकी धर्मपत्नी ने नलबन्दी आप्रेशन करवाया हो केवल आप्रेशन के समय ही दिया जाये ताकि कर्मचारी आप्रेशन के बाद कुछ समय तक अपने बच्चों आदि की देखभाल कर सके।

यह स्पष्टीकरण सभी कर्मचारियों के नोटिस में लाया जाये।

भवदीय,

हस्त/-

उप सचिव सामान्य प्रशासन,

कृते: मुख्य सचिव, हरियाणा सरकार ।

एक प्रति सूचनार्थ तथा उचित कार्यावाही के लिये भेजी जाती है।

विल्लायुक्त राजस्व, हरियाणा ।

सभी प्रशासकीय सचिव, हरियाणा सरकार ।

Copy of letter No. 8488-2GSII-72/4165, dated the 13th February, 1973 from the Chief Secretary to Government, Haryana to all Heads of Departments, etc., etc.

Subject : Grant of special Casual Leave to Government Servants and the Work charged /contingent paid staff for undergoing Family Planning Operations etc.

Sir,

I am directed to address you on the subject noted above and to say that according to the existing instructions, all Government employees who undergo operations etc. under the Family Planning Programme are entitled to Special Casual Leave as follows :—

1. Special Casual Leave not exceeding 6 working days to Government employees who undergo sterilization operations.
2. Special Casual Leave not exceeding 14 Working days to female Government employees who undergo non-puerperal sterilization.
3. Special Casual Leave for one day to female Government employees who undergo I.U.C.D. insertions.

The facilities at serial Nos. 1 and 2 above have already been extended to work-charged staff under the Haryana Government (vide Nos. 3231-8GS-62/7571, dated 7-3-62 and No. 6054-4GS-67/3144, dated 13-2-1968). It has now been decided to extend the facility referred to at No. 3 above also to the work-charged staff. In future, therefore, female work-charged staff will be entitled one day's special casual leave for undergoing I.U.C.D. insertions.

It has further been decided that all the above benefits of special casual leave should also be extended to the contingent-paid staff. In their case, it will be necessary that they should be paid full wages for the days for which a Government employee in a similar position would be allowed special casual leave. The benefit should, however, be extended to only such contingent-paid staff as work with a Government Departments on a whole-time basis and have been so working for at least 6 months before undergoing the Family Planning operation in question.

Sd/-

Deputy Secretary Secretariat establishment
for Chief Secretary to Government, Haryana.

A copy of above is forwarded to the Secretary to Government, Haryana, Finance Department, for information, with reference to his U.O. No. 255-5FE-73, dated 6-2-73.

मुख्य सचिव, हरियाणा द्वारा विभागाध्यक्षों आदि को सम्बोधित परिपत्र क्रमांक 9502-4 जी: एस:-II-75/24167 दिनांक 7 अगस्त, 1975 की प्रति ।

विषय :—परिवार नियोजन प्रोग्राम-विशेष आकस्मिक छुट्टी ।

महोदय,

मुझे निदेश हुआ है कि उपरोक्त विषय पर आपका ध्यान इस विभाग के पत्र क्रमांक 8488-2 जी: एस:-II-72/4165 दिनांक 13 फरवरी, 1973 की ओर दिलाऊँ जिस के द्वारा सरकार ने यह निर्णय लिया था कि उन सरकारी कर्मचारियों को छः दिन का विशेष आकस्मिक अवकाश प्रदान किया जाये जो नसबन्दी आपरेशन करवाते हैं । परन्तु सरकार ने अब यह निर्णय लिया है कि यदि कोई कर्मचारी नसबन्दी आपरेशन करवाता है और उसके फेल हो जाने से यह आपरेशन उसे दोबारा करवाना पड़ता है तो उस सूरतमें उसे छः दिन का विशेष आकस्मिक अवकाश पुनः दिया जाए । यह छुट्टी चिकित्सा अधिकारी के प्रमाण पत्र के आधार पर दी जायेगी । इस प्रकार का लाभ कन्टीनजेंट पेड स्टाफ को भी मिलेगा ।

कृपया इस पत्र की पावती भेजें ।

भवदीय,

हस्त/-

उप सचिव, सामान्य प्रशासन,

कृते: मुख्य सचिव, हरियाणा, सरकार ।

एक-एक प्रति :—

विस्तारयुक्त, राजस्व, हरियाणा, सभी प्रशासकीय सचिवों, को सूचनार्थ भेजी जाती है ।

मुख्य सचिव, हरियाणा द्वारा विभागाध्यक्षों आदि को सम्बोधित परिपत्र क्रमांक 2793-4 जी:एस: II-77/10319 दिनांक 19 अप्रैल, 1977 की प्रति ।

विषय :—सरकारी कर्मचारियों/अधिकारियों को परिवार नियोजन प्रोग्राम के अधीन नसबन्दी/नलबन्दी आपरेशन करवाने के बाद कोई कम्पलिकेशन होने पर अतिरिक्त विशेष अवकाश प्रदान करना ।

महोदय,

मुझे निदेश हुए हैं कि उपरोक्त विषय पर आपका ध्यान हरियाणा सरकार के परिपत्र क्र: 7502-जी: एस: II-75/24167, दिनांक 7 अगस्त, 1975 की ओर दिलाऊँ, जिसमें यह निर्णय लिया गया था कि यदि कोई सरकारी कर्मचारी नसबन्दी आपरेशन फेल होने पर पुनः आपरेशन करवाता है, तो उस समय भी उसे 6 दिन का विशेष आकस्मिक अवकाश प्रदान किया जायेगा । परन्तु अब सरकार ने यह भी निर्णय लिया है कि यदि किसी सरकारी कर्मचारी/अधिकारी को नसबन्दी/नलबन्दी आपरेशन करवाने के बाद कोई कम्पलिकेशन होती है तो उसे मुख्य चिकित्सा अधिकारी द्वारा प्रमाणित किये जाने पर और विशेष आकस्मिक अवकाश प्रदान किया जाये । इस प्रकार का लाभ कन्टीनजेंट पेड स्टाफ को भी मिलेगा ।

भवदीय,

हस्त/-

उप सचिव, सामान्य प्रशासन,

कृते: मुख्य सचिव, हरियाणा सरकार ।

एक-एक प्रति :—

विस्तारयुक्त राजस्व हरियाणा । सभी प्रशासकीय सचिव, हरियाणा सरकार को सूचनार्थ भेजी जाती है ।

मुख्य सचिव, हरियाणा द्वारा विभागाध्यक्षों आदि को सम्बोधित परिपत्र क्रमांक 28-6-78/जी:एस:-II दिनांक 16 मार्च, 1978 की प्रति ।

विषय :—सरकारी कर्मचारियों/अधिकारियों को नसजोड़/नलखोल आप्रेशन करवाने के लिए विशेष अवकाश प्रदान करना ।

महोदय,

मुझे निदेश हुए हैं कि उपरोक्त विषय पर आपका ध्यान हरियाणा सरकार के परिपत्र क्रमांक 7502-4 जी:एस: II-75/24167, दिनांक 7 अगस्त 1975 की धोर विलाकं जिसमें यह निर्णय लिया गया था कि यदि कोई सरकारी कर्मचारी नसबन्दी आप्रेशन फेल होने पर पुनः आप्रेशन करवाता है, तो उस समय भी उसे 6 दिन का विशेष अवकाश प्रदान किया जायेगा । जब सरकार ने यह निर्णय लिया है कि पुरुष कर्मचारियों की नसजोड़ आप्रेशनके लिए 14 दिन और महिला कर्मचारियों को नलखोल आप्रेशन के लिए 21 दिन का विशेष अवकाश प्रदान किया ज ए । इस प्रकार का लाभ कन्टीजेंट पेंड स्टाफ को भी मिलेगा ।

भवदीय,

हस्त/-

उप सचिव, सामान्य प्रशासन,

कृते: मुख्य सचिव, हरियाणा सरकार ।

एक-एक प्रति :—

वित्तायुक्त राजस्व, हरियाणा, सभी प्रशासकीय, सचिव, हरियाणा सरकार को सूचनार्थ भेजी जाती है ।

मुख्य सचिव, हरियाणा द्वारा विभागाध्यक्षों आदि को सम्बोधित परिपत्र क्रमांक 28/21/78-जी:एस:-II दिनांक 20 अक्टूबर, 1978 की प्रति ।

विषय :—परिवार नियोजन प्रोग्राम-विशेष आकस्मिक अवकाश प्रदान करना ।

महोदय,

मुझे यह कहने के निदेश हुये हैं कि उपरोक्त विषय पर इस विभाग के परिपत्र क्रमांक 1452-जी:एस:-70/7417, दिनांक 30 मार्च, 1970 द्वारा हिदायतें जारी की गई थी कि 1500/-रुपये तक वेतन पाने वाले जिन अधिकारियों/कर्मचारियों की धर्मपत्नियों **Gyance sterilisation**, यानि बिना डिलवरी नलबन्दी आप्रेशन, करवाये उन अधिकारियों/कर्मचारियों को 7 दिन की विशेष आकस्मिक छुट्टी दी जाये । तत्पश्चात्, इस विभाग के परिपत्र क्रमांक 3260-2 जी:एस:-71/18484, दिनांक 13 जुलाई, 1971 द्वारा स्पष्ट किया गया था कि ये अवकाश संबंधित अधिकारियों/कर्मचारियों में उनकी धर्मपत्नियों के आप्रेशन के समय ही दिया जाये । इस सम्बन्ध में राज्य सरकार द्वारा अब निर्णय लिया गया है कि यह सुविधा कथित अधिकारियों/कर्मचारियों को उनकी धर्मपत्नियों के **puerperal sterilisation**, यानि डिलवरी के समय नलबन्दी आप्रेशन करवाने पर भी दी जाये । यह निर्णय कृपया सभी सम्बन्धित अधिकारियों/कर्मचारियों के ध्यान में लाया जाये ।

2. यह वित्त विभाग के उनके अशा: क्रमांक 11/1(2)/78-1, दिनांक 28 सितम्बर, 1978 द्वारा व्यक्त की गई सहमति के साथ जारी किया गया है ।

भवदीय,

हस्त/-

उप सचिव, सामान्य प्रशासन,

कृते: मुख्य सचिव, हरियाणा सरकार ।

Copy of Circular letter No. 8372-4GS-61/32040, dated the 7th September, 1961, from Shri E.N. Mangat Rai, I.C.S., Chief Secretary to Government, Punjab to all Heads of Departments, etc., etc.

Subject :—Grant of special casual leave to internal agents, appointed under the Small Savings Scheme.

I am directed to address you on the subject noted above and to say that the question of treating the period of absence of Government Servants working as internal Agents under the Small Savings Scheme when required to attend Shivirs organised by the Department, has been carefully considered by the Government. It has been decided that such period of absence which should not exceed 3 days in a year might be treated as special casual leave.

2. These orders will come into force from the current year, i.e. from the 1st January, 1961.

Copy of Punjab Government Circular letter No. 10893-4GS-61/37545, dated the 20th October, 1961, from the Chief Secretary to Government, Punjab, to all Heads of Departments, etc., etc.

Subject :—Grant of special casual leave to Government Servants for attending annual general meetings of their recognised associations and meeting with the Government representatives or the Head of Department.

I am directed to address you on the subject noted above and to say that the question as to whether the office bearers of recognised Service Association should be given some kind of special casual leave to enable them to participate in the activities of the Associations has been engaging the attention of Government for sometime past. After careful consideration of the whole matter, it has been decided that casual leave upto a maximum of ten days in a calendar year may be allowed to office bearers of the recognised Service Associations for participating in executive meetings, conferences and other activities of their respective Associations subject, however, to the condition that half of the leave enjoyed in this manner will be debited to the ordinary casual leave account of the official concerned and the remaining half to this special casual leave account for the aforesaid purpose. The maximum number of special casual leave allowed in this matter shall, therefore, be five days in a year.

2. These instructions may be brought to the notice of all concerned for information and guidance.

Copy of Punjab Government Circular letter No. 3446-8GS-62/9556, dated 26th March, 1962 from the Chief Secretary to Government Punjab to all Heads of Departments etc., etc.

Subject:—Grant of special casual leave to Government servants for attending annual general meeting of their recognised associations and meeting with the Government representatives or the Head of Department .

I am directed to invite a reference to the instructions contained in Punjab Government letter No. 10893-4 GS-61/37545, dated the 20th October, 1961, according to which the concession of grant of special casual leave upto a maximum of ten days in a calendar year has been allowed to office bearers of the recognised Service Associations for participating in executive meetings, conferences and other activities of their respective Associations subject to the condition that half of the leave enjoyed in this manner will be debited to the ordinary casual leave account of the official concerned and the remaining half to his special casual leave account for the aforesaid purpose. The maximum number of special casual leave allowed in this manner is to be five days in a year. I am to inform you that Government after careful consideration have decided to extend this facility of grant of special casual leave to the office beares of the recognised associations/ trade unions formed by the employees of the Government undertakings in the manner laid down above;

2. These instructions may kindly be brought to the notice of all concerned for information and guidance. The receipt of this communication may be acknowledged.

Copy of Punjab Government Circular letter No. 2295-9/GS (II-64/13551, dated the 27th April, 1964, from the Chief Secretary to Government, Punjab to all Heads of Departments etc., etc.

Subject:—Grant of leave to Civil employees who are wives of Defence Services Personnel.

I am directed to say that this Government have had under consideration the question of providing suitable concessions to ladies in Government employ, whose husbands are serving in the Defence Forces and as such have to remain in non-family stations for long periods. It has been felt that the families of such Defence Services personnel have to undergo quite a lot of extra expense on account of having to run two establishments and to suffer considerably long periods of separation in the circumstances. The wives who may have undertaken temporary Government employment cannot, however, under the existing rules, be granted leave for any longish periods while the husbands may be posted to family stations.

In order, therefore, to alleviate hardship in such cases, it has been decided that in relaxation of any rules to the contrary the wives may be granted extra-ordinary leave for the period during which their husbands are posted to family stations, and that the wives should be entitled to re-join their Civil Government posts on the expiry of the period of their husband's posting to family stations.

2. These instructions are issued with the concurrence of the Finance Department—*vide* their U.O advice No. 3435-FR11-64, dated the 14th April, 1964.

3. You are requested to note these instructions and to bring them to the notice of all concerned, for information and necessary action.

Copy of letter No. 10303-4GS II-75/1733, dated 20-1-1976, from the Chief Secretary to Government, Haryana to all Heads of Departments etc., etc.

Subject:—Grant of leave to wives of Defence Services Personnel, who are in Civil Employment.

Sir,

This is in continuation of the letter no. 2295-965-(ii) 64/13551, dated the 22nd/27th April, 1964, from the Chief Secretary to Government Punjab on the above mentioned subject.

The Government has considered the matter further and it has been decided that the wives of Defence Services Personnel, who are in civil employment, whether permanent or temporary, may be granted extraordinary leave during the period of their husbands postings at family stations. This period should be subject to a maximum of six months within a span of three years.

Yours faithfully,

Sd/—

Deputy Secretary General Administration,
for Chief Secretary to Government, Haryana.

A copy is forwarded for information and necessary action to :—

The Financial Commissioner, Haryana, and All the Administrative Secretaries to Government, Haryana.

मुख्य सचिव, हरियाणा द्वारा विभागाध्यक्ष आदि को सम्बोधित परिपत्र क्रमांक 24-4 जी:एस:-II-76/5677, दिनांक 5 मार्च, 1976 की प्रति ।

विषय :—ब्लड बैंक सोसायटी के कार्यों में सुधार ।

महोदय,

मुझे निदेश हुआ है कि मैं उपरोक्त विषय पर आपका ध्यान दिलाऊँ और कहूँ कि voluntary blood donation programme को प्रोत्साहित करने का प्रश्न सरकार के विचाराधीन रहा है। इस मामले पर विचार करने के पश्चात् सरकार ने यह निर्णय लिया है कि जिस दिन कोई अधिकारी/कर्मचारी खून दे उसे उस दिन का अवकाश दिया जाए और उसे on duty समझा जाए। किन्तु यह सुविधा, एक साल में 4 बार से अधिक न दी जाये ।

2. इस पत्र की पावती भेजें ।

भवदीय,

हस्त/-

उप सचिव, सामान्य प्रशासन,

कृते : मुख्य सचिव, हरियाणा सरकार ।

एक-एक प्रति निम्नलिखित :—

वित्तायुक्त, हरियाणा; सभी प्रशासकीय सचिव, हरियाणा सरकार को सूचनार्थ तथा आवश्यक कार्यवाही हेतु भेजी जाती है ।

मुख्य सचिव, हरियाणा द्वारा विभागाध्यक्षों आदि को सम्बोधित परिपत्र क्रमांक 28/22/78-जी:एस:-II, दिनांक 9 अगस्त, 1979 की प्रति ।

विषय :—स्वेच्छा से खून देने वाले प्रोग्राम को प्रोत्साहित करना ।

महोदय,

मुझे निदेश हुए हैं कि उपरोक्त विषय पर हरियाणा सरकार के पत्र क्रमांक 24-4 जी:एस:-II-76/5677, दिनांक 5 मार्च, 1976 की ओर आपका ध्यान दिलाऊँ और कहूँ कि इसमें निहित अनुदेशों को इस सीमा तक संशोधित करने का निर्णय लिया गया है कि यदि कोई अधिकारी/कर्मचारी खून दे तो उसे एक दिन की बजाए दो दिन का अवकाश दिया जाये । इस दो दिन के अवकाश में वह दिन भी गिना जाए जिस दिन कि खून दिया जाता है ।

भवदीय,

हस्त/-

अवर सचिव, सामान्य प्रशासन,

कृते : मुख्य सचिव, हरियाणा सरकार ।

एक-एक प्रति वित्तायुक्त राजस्व तथा सभी प्रशासकीय सचिव, हरियाणा सरकार को सूचना तथा आवश्यक कार्यवाही के लिये भेजी जाती है ।

Copy of letter No. 27/28/78-GSII, dated the 23rd November, 1981 from the Chief Secretary to Government, Haryana to all Heads of Departments, etc., etc.

Subject : Grant of Special Casual Leave to the State Government servants for participation in sporting events in the forthcoming Asian Games to be held in New Delhi.

Sir,

I am directed to invite attention to the composite Punjab Government letter No. 684-GSII-58/13153, dated the 14th February, 1958 regarding grant of 'special casual leave' not exceeding 30 days in any one calendar year to the State Government employees for participation in sporting events of National or International importance.

2. The question of grant of additional casual leave to the sportsmen taking part in the coming Asian Games to be held at New Delhi in 1982, has been considered by the State Government. The participants would be required to undergo intensive coaching in different phases for their final selection. In view of the aforesaid position, it has been decided that the Government servants selected to participate in the series of coaching camps and for participation in the international competitions should be granted necessary permission and the period spent for coaching/competitions should be treated as additional special leave.

3. The above instructions may kindly be brought to the notice of all concerned for information and guidance.

Yours faithfully,

Sd/-

Under Secretary General Administration,
for Chief Secretary to Government, Haryana.

Copy of letter No. 27/31/78-GSII, dated 11th December, 1981 from the Chief Secretary to Government, Haryana to all Heads of Departments etc., etc.

Subject : Grant of weekly/fortnightly rest to Chowkidars.

Sir,

I am directed to address you on the subject noted above and to say that chowkidars employed in the various departments of State Government do not at present get a weekly day off as a regular measure. This question has been engaging the attention of the State Government for some time past and it has been decided that Chowkidars belonging to different Departments guarding building located within the same compound or in the close proximity of one another should be pooled together and allowed a weekly day off (or, where this is not possible for special reasons at least a fortnightly off) by rotation. Where such an arrangements is not feasible arrangements should be made for providing a weekly or a fortnightly off to chowkidars by calling for volunteers from among the available Group D' staff (excluding sweepers) and granting to the latter a compensatory day off duty.

2. The above decision may kindly be brought to the notice of all concerned for necessary action.

Yours faithfully,

Sd/-

Under Secretary General Administration,
Chief Secretary to Government, Haryana,

Copy of letter No. 27/28/78-GS-II, dated the 15th April, 1982 from the Chief Secretary to Government Haryana to all Heads of Departments, etc., etc.

Subject :—Grant of Special Casual Leave to sportsman.

Sir,

I am directed to refer to the instructions contained in composite Punjab Government letters noted in the margin on the above subject and to say that the question of extending this concession to employees who participate in mountaineering/Trekking/Hiking trips organised by their clubs has been considered by the Government. It has been decided that, in principal, there should be no objection to giving the special casual leave to such employees, but each case should be dealt with on its merits by the Head of Department concerned.

No. 684-GII-58/
13153, dt. 14-2-58
No. 10711-GII-
59/24455,
dt. 30-11-59
No. 2393-GS-62/
11431, dt. 9-4-62

Yours faithfully,

Sd/-
Joint Secretary, General Administration,
for Chief Secretary to Government, Haryana

A copy is forwarded for information and necessary action to :—

All the Financial Commissioners, All the Administrative Secretaries to Government, Haryana.
The Principal Secretary to Chief Minister, Secretaries/Private Secretaries to Chief Minister/
Ministers/Deputy Ministers/Chief Parliamentary Secretary/Parliamentary Secretary in
Haryana.

मुख्य सचिव, हरियाणा द्वारा विभागाध्यक्षों आदि को सम्बोधित परिपत्र क्रमांक 28/6/81-जी.एस.-II, दिनांक 14 मई, 1982 की प्रति

विषय :—राज्य में बाढ़ के दौरान, बाढ़ कंट्रोल कार्य में अधिकारियों/कर्मचारियों द्वारा कार्यालय समय के बाद रात्रि को तथा छुट्टी वाले दिन दी जाने वाली ड्यूटी के बदले प्रतिपूरक अवकाश प्रदान करना।

सहोदय,

मुझे निदेश हुए हैं कि उपरोक्त विषय की ओर आपका ध्यान दिलाऊँ और कहूँ कि राज्य में बाढ़ के दौरान, बाढ़ कंट्रोल कार्य के लिये अधिकारियों/कर्मचारियों की रात्रि तथा छुट्टी वाले दिनों में ड्यूटियाँ लगाई जाती हैं और इस प्रकार की ड्यूटी देने वाले अधिकारियों/कर्मचारियों की कुछ सुविधा देने का प्रश्न सरकार के विचाराधीन रहा है। इस सम्बन्ध में सरकार ने यह निर्णय लिया है कि जो अधिकारी/कर्मचारी बाढ़ कंट्रोल कार्य में कार्यालय समय के बाद रात्रि की या छुट्टी वाले दिन ड्यूटी देते हैं, उन्हें इस प्रकार की ड्यूटी के बदले प्रतिपूरक अवकाश प्रदान किया जाये। इस सम्बन्ध में प्रतिपूरक अवकाश प्रदान करने की निम्नलिखित शर्तें होंगी :—

1. इस प्रकार की ड्यूटी देने वाले अधिकारियों/कर्मचारियों की प्रतिपूरक अवकाश ड्यूटी देने की तिथि से एक मास के अन्दर-अन्दर लेना होगा अन्यथा यह अवकाश लैपस हो जायेगा। यदि प्रशासकीय आवश्यकताओं को ध्यान में रखते हुए मांगा गया अवकाश सम्बन्धित अधिकारी/कर्मचारी को एक मास के अन्दर-अन्दर नहीं प्रदान किया जा सकेगा तो उस सूरत में प्रतिपूरक अवकाश प्रदान करने की अवधि 6 सप्ताह होगी।
2. इस अवकाश को अन्य राजपत्रित अवकाश के साथ मिलाने में कोई आपत्ति नहीं होगी।
3. इस अवकाश के दौरान सक्षम अधिकारी की स्वीकृति से कार्य स्थान छोड़ने में कोई आपत्ति नहीं होगी।

भयदीय,

हस्त/-

अवर सचिव, सामान्य प्रशासन,
कृते: मुख्य सचिव, हरियाणा सरकार।

एक-एक प्रति सूचना तथा आवश्यक कार्यवाही के लिए निम्नलिखित की भेजी जाती है :—

विस्तार्युक्त राजस्व तथा सभी प्रशासकीय सचिव, हरियाणा सरकार। प्रधान सचिव, मुख्य मन्त्री/सचिव/निजि सचिव,
मुक्त मंत्री/मंत्री/उप-मंत्री।

Copy of letter No. 27/28/78-GSII, dated the 16th November, 1982, from the Chief Secretary to Government, Haryana to all Heads of Departments, etc., etc.

Subject :—Placement of certain Officers/Officials at the disposal of the Special Organising Committee for IX Asian Games, 1982. Treatment of the period spent by them as duty.

Sir,

It has come to notice of the State Government that the Asian Games Special Organising Committee (AGSOC) has proposed to utilise the services of a few Government servants for a short period to assist them in the organisation of IX Asian Games. A question has been raised as to how the services of these Government servants could be made available to the AGSOC and how this period is to be treated. On careful consideration of the matter, it has been decided that the period, for which the services of such officers are to be placed with the Asian Games, should be treated as duty subject to the condition that the controlling authority agrees to relieve the Officers/Officials concerned. In such cases the pay and other allowances of the Officials would be drawn and paid by the concerned departments themselves and no substitute will be allowed to be employed in their case. The Government servants who are called on duty for Asian Games will not be entitled to any deputation allowance or special pay.

Yours faithfully,

Sd/-

Under Secretary General Administration,
for Chief Secretary to Government, Haryana

PART XIII

Copy of office Memorandum No. 60 (274) 48-Ests, dated the 3rd November, 1948, from the Ministry of Home Affairs, New Delhi, to all Ministers of Government of India, etc.

Subject.—Procedure for a change of name by Government servants.

The undersigned is directed to say that the Ministry of Home Affairs receive from time to time references from other Ministries and officers asking for advice as to the procedure to be followed in according recognition to a bona fide change of name by Government servants. As the position in this respect is not too clear at present, the following procedure for the purpose has been decided upon in consultation with the Ministry of Law and may be noted for future guidance.

2. A Government servant wishing to adopt a new name or to affect any modification in his existing name should be asked to adopt the change formally by a deed changing his name. In order that the execution of the document may not be in doubt it is desirable that it should be attested by two witnesses preferably those known to the head of the Department in which the Government servant is serving. A sample deed form is enclosed herewith for reference. The execution of the deed should be followed by publication of the change in a prominent local newspaper as well as the Gazette of India, publication being undertaken by the Government servant at his own expenses in both cases. For the publication of the advertisement in the Gazette of India, Government servant should be directed to approach Publication Branch, Civil Lines, Delhi.

3. It is only after the formalities described in the foregoing paragraph have been complied with and satisfactory evidence of identify and execution of the document adduced by the Government servant that the adoption of the new name or change in the existing name should be recognised officially and entries in Government records so far as may be necessary being extended accordingly. The copies of the relevant documents should be retained by the Head of the Office concerned.

Deed of changing a Surname

By this deed the undersigned A. B. C. (new name) of etc. now lately called A. C. (old name) employed as (designation of the post held at the time by the Government servant concerned)

(Place where employed) do hereby

1. For and behalf or myself and my wife and children and remoter issue wholly renounce, relinquish and abandon the use of my former surname of C (only) and in place thereof do assume from the date thereof the surname of B. C. and so that I and my wife and Children and remoter issue may hereafter be called, known and distinguished not by my former surname of S C. (only) but by assumed surname of B. C.

2. For the purpose of evidencing such my determination declare that I shall at all times hereafter in all records, deed and writings and in all proceedings dealings and transactions as well private as public and upon all occasions whatsoever use and sign the name of B and C mysurname in place of and in substitution for my former surname of C (only).

3. Expressly authorise and request all persons at all times hereafter to designate and address me and my wife and children and remoter issue by such assumed surname of B. C. accordingly.

In witness whereof I have hereto subscribed my former and adopted names of A. C. and A. B. C. and affixed my seal this day of

Signed sealed and delivered by the above A. C. name A. B. C. formerly A. C. in the presence of B. C.

Copy of letter No. 12662-HM-52/34401, dated the 18th December, 1952, from the Home Secretary to Government, Punjab, to all Heads of Departments, etc., etc.,

Subject.—Procedure for a change of name by Government servant.

I am directed to address you on the subject noted above and to enclose a copy of Memorandum No. 60(274)-48-Ests, dated the 3rd November, 1948, from the Government of India, Ministry of Home Affairs, together with a copy of its enclosures and to say that the procedure laid down therein should be followed for the change of names by Government servants. The execution of the deed referred to therein should be followed by publication of change in a prominent newspaper as well as the Punjab Government Gazette, such publication being undertaken by a Government servant at his own expense in both cases. As regards the publication in the official gazette, Government servants intending to change their names should be directed to approach the Controller of Printing and Stationery, Punjab, who will arrange for necessary publication on payment.

Copy of letter No. 8971-HR-54/66421, dated 2nd November, 1954, from the Home Secretary to Government, Punjab, to the Chief Conservator of Forests, Punjab, Simla.

Subject.—Procedure for a change of name by Government servant.

I am directed to invite a reference to your Memo No. 3442/199, dated the 19th October, 1954, on the subject noted above and to say that the official recognition to the change in name of a Government servant is to be given by the Government in the Administrative Department concerned after the formalities laid down in the Punjab Government letter No. 12662-HM-52/34401, dated the 16th December, 1952, have been complied with.

No. 6071-HM-54/66422, dated Simla-2, the 2nd November, 1954

Copy forwarded to all Heads of Departments and High Court (except the Chief Conservator of Forests, Punjab), Commissioners of Divisions, Deputy Commissioners and District Sessions Judges in the Punjab for information and guidance in continuation of the Punjab Government letter No. 12662-HM-52/34401, dated the 18th December, 1952.

By order,

(Sd)

SUPERINTENDENT

for Chief Secretary to Government, Punjab

Copy of Circular letter No. 14195—4 GS-61/42457, dated the 28th November, 1961 from the Chief Secretary to Government, Punjab to all Heads of Departments etc., etc.

Subject:—Deletion of religion, caste, etc, from all Government records.

I am directed to address you on the subject noted above and to inform you that the question of omitting from all Government records including application forms of Punjab Public Service Commission, Subordinate Services Selection Board and Employment Exchanges as also of Schools, Colleges and Institutions technical and non-technical, gradation lists, etc. any mention about religion, namely Hindu, Sikh, Christian, Muslim etc. as also of caste/sub-caste has been considered by Government. In the interests of national integration, it has been decided that all entries relating to religion, caste or sub-caste should be omitted from all Government records with effect from 1st January, 1962. In order, however, to ensure that no complications arise at a latter stage in the case of persons having the same name in the cadre of the same service, the practice of adding figures 1, 2, 3 and so on against their names should be introduced.

2. Exceptions. (1) In the case of persons belonging to Scheduled Castes/Scheduled Tribes and other Backward Classes, it will however, be necessary to mention their castes in the application forms for the reason that they are entitled to certain specified privileges in matters of recruitment to Government service and for admission into schools and colleges. This practice will of course continue till such time as such reservations are allowed to members of these castes and classes.

3. Where a caste or sub-caste is part of the regular name of a person and he or his family calls himself by this it may of course be included as his name or part of it.

4. As these instructions will come into operation with effect from 1st January, 1962, I am to request you to make arrangements to ensure that in gradation list to be published for the next year and in all other records, applications forms etc. the use of religion, caste and sub-caste is omitted except where it is necessary in the case of scheduled castes, etc.

5. The receipt of this letter should be acknowledged.

Copy of Circular letter No. 10839—4GS-62/26792 dated the 20th August, 1962 from Sardar Gyan Singh Kahlon, ICS, Chief Secretary to Government, Punjab to all Heads of Departments etc., etc.

Subject:—Deletion of religion, caste, etc., from all Government records.

I am directed to invite a reference to Punjab Government Circular letter No. 14195-4GS-61/42457, dated the 28th November, 1961, on the subject noted above and to say that in partial modification of the instructions contained therein it has been decided to delete Exception (1) appearing in para 2. In the case of persons belonging to Scheduled Castes/Scheduled Tribes and other Backward Classes, where special reservations have been made according to the Constitution of India in matters of recruitment to Government service and for admission into Schools and Colleges, however, they may be asked to give special certificate alongwith their applications.

Copy of Punjab Government Circular letter No. 5103-DSGS (1) -65/25495 dated 15th July, 1965, from the Chief Secretary to Government, Punjab, to all Heads of Departments, etc., etc.

Subject:—Proper and full implementation of Government policies in district—Particularly at the lower level —assessment.

I am directed to invite attention to item 12 of the Proceedings of the Conference of Deputy Commissioners and Superintendents of Police held at Chandigarh on 2—4th December, 1964.. (copy enclosed) and to say that the recommendations of the Conference made therein have been approved by Government. I am to request that all the District Officers working under you may be instructed to take necessary action on the lines of the recommendations of the Conference for the proper and full implementation of Government policies in districts.

2. The receipt of this communication may kindly be acknowledged.

Extracts taken from the Proceedings of the Conference of Deputy Commissioners and Superintendents of Police held at Chandigarh on 2—4th December, 1964.

ITEM No. 12—PROPER AND FULL IMPLEMENTATION OF GOVERNMENT POLICIES IN DISTRICTS PARTICULARLY AT THE LOWER LEVEL -ASSESSMENT THEREOF.

The District Officers, it is felt, are fully aware of their responsibility for implementing the development schemes particularly and Government policies generally. At the lower levels, however, there is apathy or lack of sense of responsibility for which the service conditions and various other factors are responsible. Nevertheless, it is thought that the District Officers can, with necessary zeal and drive, make their subordinates also function.

Copy of Circular letter No. 16670-7GS-62/3024, dated the 25th January, 1963, from Sh. Saroop Krishan, I.C.S., Financial Commissioner Planning and Additional Chief Secretary to Government, Punjab, to all Heads of Departments, etc., etc.

Subject:—Use of the term “Government Servant”—Instructions regarding.

I am directed to address you on the subject noted above and to say that the question regarding the desirability of the use of the term “Government Servant” in official correspondence has been considered by the Government and it has been decided that this term is not in consonance with a democratic social pattern and should, as far as practicable, be substituted by the term “Government employee” in all official correspondence.

2. It has also been decided to discourage the use of terms like “master” and “servant” which should as far as possible be replaced by the terms “employer” and “employee” in official correspondence, reports, etc.

3. It is requested that the above instructions may be brought to the notice of all concerned for compliance.

4. The receipt of this letter may please be acknowledged.

Copy of Circular letter No. 10208-G-52/5381, dated the 25th January, 1953, from the Chief Secretary to Government, Punjab, to all Heads of Departments, etc., etc.

Subject:— Seeking redress in Courts of Law by Government servants of grievances arising out of their employment or conditions of service.

I am directed to say that the question of Government servants having recourse to Courts of Law in matters arising out of their employment or conditions of service has been engaging the attention of Government for some time past and it is considered necessary to lay down that in the matter of grievances arising out of Government servant's employment or conditions of service, the proper course is to seek redress from the appropriate departmental and Governmental authorities. Any attempt by a Government servant to seek a decision on such issue in a Court of Law (even in cases where such a remedy is legally admissible) without first exhausting the normal official channels of redress, can only be regarded as contrary to official propriety and subversive of good discipline and may well justify the initiation of disciplinary action against the Government servant. These instructions may, therefore, be brought to the notice of all Government servants of your department/office.

Copy of Circular letter No. 4198-GH-59/5323, dated the 20th June, 1959, from the Chief Secretary to Government, Punjab to all Heads of Departments, etc., etc.

Subject :— Seeking redress in Courts of Law, by Government servants of grievances arising out of their employment or conditions of service.

Sir,

In supersession of the instructions contained in Punjab Government letter No. 10208-G-52/5381, dated the 25th January, 1953, on the subject noted above, I am directed to communicate the following revised instructions in this respect for your information and guidance :—

- (a) Government servants seeking redress of their grievances arising out of their employment or conditions of service should in their own interest and also consistently with official propriety and discipline, first exhaust the normal official channels of redress before they take the issue to a court of law.
- (b) Where, however, permission to sue Government in a court of law for the redress of such grievances is asked for by any Government servant either before exhausting the normal official channels of redress or after exhausting them, he may be informed that such a permission is not necessary and that if he decides to have recourse to a court of law, he may do so on his own responsibility.

Copy of Circular letter No. 18341-DSGS-68/3072, dated the 3rd February, 1964 from the Planning Commission and Additional Chief Secretary to Government, Punjab to all Heads of Departments etc., etc,

Subject— Seeking redress in Courts of Law by employees grievances arising out of their employment or conditions of service.

I am directed to invite reference to Punjab Government Circular letter No. 4198-GII-59/5323, dated the 20th June; 1959, on the subject cited above, in which it is stated inter alia that, when a Government employee desires to sue the Government in a court of law for the redress of grievances arising out of service matters, he may be informed that such permission is not necessary and that if he decides to sue the Government he may do so on his own responsibility. I am to say that on reconsideration it has been decided that, in such cases, it would be sufficient to inform the Government employee concerned that permission to sue the Government is not necessary, and the words "if he decides to have recourse to a court of law, he may do so on his own responsibility" should not appear in the communication to him.

PART XIV

Copy of Punjab Government Circular letter No. 87/56-PI (C)-57/21016, dated 18th October, 1957, from the Chief Secretary to Government, Punjab, addressed to all Heads of Departments, etc. etc.

Subject :—War Service concessions to the Staff of the erstwhile Pepsu Government.

The question of the grant of War Service concession to those employees of erstwhile Pepsu Government who were not granted such benefits by the Government before the integration of Punjab and Pepsu has been under consideration of this State Government. It has been decided that on benefits in respect of War Service should be given to such personnel.

2. Government have, however, decided that in the matter of dispute arising out of the grant of war service concessions in the past, whether in the erstwhile Punjab or Pepsu these will be examined in the light of the rules and instructions under which the concessions in point were granted at that time. Such of the disputes as were pending in erstwhile Pepsu, may be disposed of in the New State, as they would have been had their been no merger.

Copy of Punjab Government Circular letter No. 1922-11GS-63/7797, dated 25th February, 1963 from the Chief Secretary to Government, Punjab to All Heads of Departments, etc. etc.

Subject :—War Service concessions to servicemen etc. and civilian employees who undertake military service during the emergency.

I am directed to address you on the subject noted above and to say, that the question of the concessions to be extended to ex-servicemen and their families and to persons who undertake military service during the present emergency has been under the consideration of the Government and it has been decided as follows :—

1. *Ex-servicemen and members of the Territorial Army belonging to Punjab.*

(a) The maximum age limits prescribed for civil employment under the Punjab State will be relaxed in their favour and the period of their approved military service shall be excluded in counting their age for this purpose provided that—

- (i) they produce a certificate from the military authorities that they had continuous military service for a period not less than six months and were discharged because of demobilisation/reduction not more than three years prior to the date of their registration at an Employment Exchange or the date of application for employment under the State Government ; and
- (ii) they fulfil the qualifications other than those in respect of age prescribed for the posts applied for by them.

II *Disabled ex servicemen and families of those killed in action :*

(b) In addition to (a), ex-servicemen who becomes disabled while in military service will also be entitled to exclude from their age the period from the time they were disabled up to the date of their application for appointment or until the end of the emergency, whichever is earlier.

(c) Widows of deceased servicemen and wives of those who become disabled will be considered sympathetically for civil employment provided they fulfil the minimum qualifications prescribed for the posts applied for by them.

(d) Children of deceased/disabled servicemen will be considered sympathetically for civil employment if they fulfil the qualifications of the posts applied for by them.

III. *State Government employees who are permitted to join military service during the emergency :*

(e) The liens of the permanent employees will be retained. As regards temporary Government employees who join military service they will on return from such service be accommodated in their civil posts provided these posts are still in existence. Otherwise efforts will be made to accommodate them in equipment posts.

Copy of letter No. 7477-4GS-63/24400, dated 8th July, 1963, from the Financial Commissioner, Planning
Additional Chief Secretary to Government Punjab, to all Heads of Departments etc. etc.

Subject :—Concessions to civilian employees and others who join military service during the Emergency.

I am directed to refer to Punjab Government letter No. 1922-11-GS-63/7798, dated the 25th February 1963, on the above mentioned subject regarding the concessions to be given to persons who join military service during the present Emergency, and to say that the matter has been reviewed and in supersession of that letter, it has been decided as follows :—

Ex-Servicemen and Members of the Territorial Army

(a) The maximum age-limits prescribed for civil employment under the Punjab State will be relaxed in their favour and the period of their approved military service will be excluded in counting their age for this purpose provided that—

- (i) they produce a certificate from the military authorities that they had continuous military service for a period not less than six months and were discharged because of demobilisation/reduction not more than three years prior to the date of their registration at an Employment Exchange of the date of application for employment under the State Government ; and
- (ii) they fulfil the qualifications other than those in respect of age prescribed for the service/post applied for by them, save that if the competent authority certifies that a person who has rendered approved military service has acquired by experience or otherwise qualifications equivalent to those prescribed for the service post, it may in his case relax the maximum prescribed for such service/post.

(b) The period of approved military service will count for increments, seniority and pension in the civil employment as under :—

- (i) *Increments.*—The period a person has spent on approved military service after he attained the minimum age for entry prescribed for the service/post to which he is appointed will count for increments in the post to which he is appointed if such appointment is on an incremental scale. Where no age is prescribed the minimum age will be as laid down in rules 3.9, 3.10 and 3.11 of the Punjab Civil Service Rules, Volume II.

This concession will, however, be admissible on first appointment and not on subsequent appointments which might follow resignation, etc., from the first appointment. In the case, however, of a person who joins a second or subsequent post on transfer and who has not already availed of the concession, the concession will be admissible but only such benefit will be allowed to him as would have been admissible to him in the post to which he was appointed first.

- (ii) *Seniority.*—An ex-servicemen who is appointed to a civil service will be assigned a place in the cadre of such service which will be fixed with due regard to his age and the period allowed to be deducted under b (i) above and will, as nearly as may be, correspond with the place which he would have been assigned if the Emergency had not intervened and he had qualified in the normal way.

(iii) *Pension.*—Approved military service will count towards pension only in the case of appointment to a permanent civil post and subject to the following conditions—

- (1) the ex-servicemen concerned should not have earned a pension under the military rules in respect of the service in question ;
- (2) in the case of the services/posts in respect of which a minimum age is fixed for recruitment, military service rendered below that age will not be allowed to count for pension ;
- (3) the bonus or gratuity paid in respect of military service by the defence authorities will have to be refunded to the State Government ; and
- (4) the break between the military service and the civil service will be condoned provided the breaks does not exceeding one year. Breaks exceeding one year and not exceeding three years may also be condoned in exceptional cases under the orders of the Government.

Disabled ex-servicemen and families of those killed in action

(c) In addition to (a), ex-servicemen who become disabled while in military service will also be

entitled to exclude from their age the period from the time they were disabled up to the date of their application for appointment or until the end of the Emergency, whichever is earlier.

(d) Widows of deceased servicemen and wives of those who become disabled will be considered sympathetically for civil employment provided they fulfil the minimum qualifications prescribed for the service/post applied for by them.

(e) Children of deceased/disabled servicemen will be considered sympathetically for civil employment if they fulfil the qualifications of the service/post applied for by them.

State Government Employees who are permitted to join Military Service during the Emergency

(f) State Government employees who are permitted to join military service during the Emergency will be seconded for military duty. Liens will be retained on the posts held substantively. As regards State Government employees holding posts on temporary/officiating basis, they will be entitled to the concessions contained in clauses (g) and (h) below so long as the posts remain in existence and the employees concerned continue to be entitled to hold the officiating/temporary posts on the basis of their seniority.

(g) The period spent on approved military service will count for seniority, promotion, increment, leave (subject to the procedure in clause (t) and pension in the civil appointment. The employees concerned will be entitled to *pro forma* promotion in their parent departments under the next below rule and also to seniority in higher posts to which they would otherwise have been entitled if they had not proceeded on military service.

(h) They will be entitled to draw, during military service the civil rates of pay and allowances admissible to them from time to time, or the military rates of pay and allowances, whichever are higher. In the case of those joining as J.C.Os/Other Ranks, however, the civil rates of pay and allowances which would have been admissible to them from time to time will be reduced by Rs 25 per mensem on account of free rations.

(i) The period of military service in any rank will be treated as period spent on deputation on a corresponding post for being counted towards the period of probation fixed under the departmental service rules.

(j) The *proforma* promotion of State Government Employees on military service will be made on the basis of seniority-cum-merit. In case it is necessary for them to pass any departmental qualifying test for a particular promotion/increment, they will stand exempted from passing such a test for the period of the military service and for such period thereafter as would normally have been allowed to them to pass such a test but for proceeding on military service, provided that if a similar qualifying test has been passed by them while on military service they will be exempted altogether from passing such a test. At the same time, without prejudice to seniority, no confirmation will be made till the departmental qualifying test has been passed.

(k) Comparable civil posts will automatically stand created in the respective departments for such periods for which a part or whole of the expenditure on pay and allowance is borne by the State Government in respect of State Government employees who are on military service or under military training.

(l) As from 25th February, 1963, the date of the issue of the original instructions no direct recruitment on a substantive basis, will be made to any service/post under the Punjab Government except with the sanction of the Government and for special reasons to be recorded by the Administrative Department concerned. Recruitment made on temporary basis during this period will not entitle any employee to being made permanent in preference to those who have joined military service.

(m) If any temporary post is made permanent during the Emergency, it will be filled substantively but will be earmarked for the original temporary incumbent till his return from military service without prejudice to the continuance in civil employment of a person who is senior and has rendered longer service than the temporary civil servant who proceeded on military service.

(n) Temporary State Government employees, who after release from military service are absorbed in the posts from which they proceeded on military service or are appointed to posts with equivalent or similar grades, will be treated in the same manner as permanent State Government employees in respect of pay, seniority and pension on their return, irrespective of whether or not the posts on which they were working at the time of their joining the military service continued to remain in existence during the period of their military service. Temporary State Government employees who do not return to the same post or to a post in an equivalent or similar grade shall be treated in the same manner as new entrants under (a) and (b) above.

(o) If a person is successful in a competitive test for a Service/post, but has already taken up military service before the result is announced, his appointment will be made to the Service/post concerned and he will be considered as having been seconded for military duty, with effect from the date of such appointment.

Period of Military Training

(p) The successful period of military training followed by military service will be reckoned as approved military service for all purposes.

(q) If any of the State Government Employees, who are candidates for Emergency Commissions, withdraws, except for reasons beyond his control, from the training or fails to accept a Commission when offered on the completion of the training he will be liable to refund the cost of tuition, food and clothing, and pay and allowances, as may be decided upon by the Government of India. Besides, in the case of permanent State Government Employees the entire period of absence from the civil employment on this account will be treated as leave without pay, and in the case of temporary State Government Employees they will not be taken back in civil employment.

(r) During the period of military training the State Government Employees will continue to receive pay and allowances of the posts which they were holding before being released for such training irrespective whether or not a lien is retained on that post. In addition they will be entitled to the benefits of increments and promotion which may become due during this period.

Transit Period

(s) In regard to the transit period, the office memorandum No. 35/16/63-E st. (h), dated the 10th May, 1963, from the Government of India, Ministry of Home Affairs (Annexure 'A') will apply *mutatis mutandis* to the State Government Employees.

Leave

(t) Permanent State Government Employees who are permitted to take up military service during the present Emergency, will be allowed to earn leave during the military service according to the Civil leave rules applicable to them at the time of their transfer to military service. Temporary State Government employees will during military service be governed by the military rules in all respects. Office memorandum No. F.7XII(1) Est. IV/A/62, dated the 3rd April, 1963, from the Ministry of Finance (Department of Expenditure), Government of India, New Delhi (Annexure 'B') will apply *mutatis mutandis* to the State Government Employees.

Provident Fund

(u) State Government employees who proceed on military duty will retain their right or liability, as the case may be, of subscribing in accordance with the rules of the Fund concerned, to any Provident Fund of which they are members. In case, however, a State Government employee was not a subscriber to any Provident Fund before transfer to military duty, he will be called upon to become a member of the D.S.O.P./A.F.P. Fund after completion of one year's continuous service from the date of his appointment on the civil side.

Accommodation

(v) State Government employees who are permitted to join military service will be allowed to retain, for their families, the Government residential accommodation allotted to them, on payment of rent at 10 per cent of their pay on civil posts.

Medical Facilities

(w) The families of all State Government employees on military service will be entitled to medical facilities on the same footing as families of officers who continue in comparable civil posts.

2. The above concessions will not have the effect of reducing in extent the following concessions but where the two sets of concessions operate in the same respect, the higher of the two will be admissible :—

- (i) the concessions given to ex-servicemen and their families by the Government of India;
- (ii) the concession given to students, who join military service, by the Education Department and/or the Universities concerned; and

(iii) the concessions which may be allowed by different Departments to their employees proceeding on military service.

3. Office memorandum No. 1/4/63/D (Pay Services), dated the 20th March, 1963, from the Government of India, Ministry of Defence, inclusive of Annexure III thereof (Annexure 'C') will apply *mutatis mutandis* to State Government employees except that—

(i) as far as State Government employees who proceed on military duty are concerned, pay and allowances will include all types of pays mentioned in rule 2.44 of the Punjab Civil Service Rules, Volume I, Part I (including special pay on tenure posts); and

(ii) the crossing of the efficiency bar in the civil scale will not be allowed as a matter of course but on the basis of the up-to-date record of service.

4. The concessions contained in this letter will apply in the case of all persons who have joined or join military service during the Emergency and will be in respect of approved military service rendered during the Emergency and for such period thereafter as the Government may prescribe.

5. It is requested that these concessions should be brought to the notice of all employees who are working under you or were working under you and have since joined military service.

6. The receipt of this letter may please be acknowledged.

(ANNEXURE A)

Copy of Office Memorandum No. 35/16/63-Est.(B), dated the 10th May, 1963, from the Deputy Secretary to the Government of India, Ministry of Home Affairs, New Delhi-11- to all State Governments, et.: etc.

Subject :—Treatment of transit period in the case of Civil Government servants permitted to take up military service.

It has been decided in consultation with the Ministry of Finance that in the case of Civil Government servants, who are permitted to take up military service during the present emergency, the period between the date of their release from civil posts and the date on which they report themselves for training/ duty to the military authorities shall be treated as duty in their civil posts, during which they should be entitled to civil rates of pay and allowances.

2. The transit period will not be treated as duty if the Government servant avails himself leave during the period and he will be allowed to draw only the civil leave salary for this period. The transit period shall not in any case exceed the joining time admissible under the rules applicable to the Civil Government servants concerned.

3. The disbursement of pay and allowances to the persons concerned for such periods shall be made by the Defence authorities and necessary debits in respect thereof will be raised subsequently against the civil department concerned.

4. Similarly, at the time of the persons concerned from military service the period between the date of their release and date on which they report for duty in their parent civil department shall be treated as duty in civil posts to which they may be appointed on such reversion and they will be allowed to draw pay and allowances of those posts during that period.

5. The Ministry of Finance, etc., are requested to extend these orders, if they have no objection, to the corporations and public undertakings under them. Copies of the orders issued may please be sent to this Ministry.

6. In so far as the persons serving in the Indian Audit and Accounts Departments are concerned these orders have been issued after consultation with the Comptroller and Auditor General of India.

(ANNEXURE B)

Copy of office Memorandum No. F-7XII(I)-Est. IV/A/62, dated the 3rd April, 1963, from Deputy Secretary to the Government of India, Ministry of Finance, Department of Expenditure, New Delhi, to all Ministries of the Government of India and all State Governments.

Subject :—Leave conditions of Civil Government servants who are permitted to take up military service during the present emergency.

The undersigned is directed to invite a reference to the Ministry of Home Affairs, Office Memorandum (copy attached) No. F. 35/1/62-Ests. (B), dated the 4th December, 1962 on the above subject and to say that the President has been pleased to decide as follows :—

(1) The permanent civil Government servants, who remain subject to the civil leave rules will be granted leave during the period of their military service under the leave rules of the Armed Forces. The leave so granted will also be subject to the conditions and limits laid down in the leave rules of the Armed Forces.

(2) The balance of leave in the civil leave account at the time of their transfer to military service will be frozen.

(3) (i) The leave actually taken during military service will be adjusted in the civil leave account only at the end of military service and in the manner indicated below :—

(a) Annual leave against earned leave;

(b) Sick leave on full pay as commuted leave against half pay leave;

(c) Furlough on half pay/sick leave on half pay against half pay leave.

(ii) If a Government servant availed of leave during military service in excess of what he earned during that service under the civil leave rules, such excess consumption will be condoned in terms of Military Home Affairs Office Memorandum, dated the 4th December, 1962.

(iii) Accordingly the leave at credit in the frozen leave account will not be operated on for any purpose during military service.

(iv) The balance of leave earned during military service remaining at the credit of a Government servant on the date of his revision after adjustment of leave availed of during that service as at sub-para(1) above, will be credited to his frozen leave account in terms of Military Home Affairs Office Memorandum, dated 4th December, 1962, to the extent that the total of leave at credit in the frozen leave account together with the balance of leave added under this clause does not exceed the limits up to which leave can be accumulated under the leave rules applicable to the Government servant.

(v) As the Civil Government servants will be granted leave under the leave rules of Armed Forces during the period of military service they will not be granted special disability leave under the civil leave rules.

4. (i) A permanent Civil Government servant who takes leave during the period of military service, will be entitled to leave salary under the leave rules of the Armed Forces. If a Government servant is in receipt of Civil rates of pay, the leave salary under the leave rules of the Armed Forces will be calculated with reference to the civil pay only.

(ii) In accordance with the Ministry of Home Affairs Office Memorandum, dated the 4th December, 1962, the leave salary in respect of the leave availed of during military service will be paid by the Defence authorities. The leave salary in respect of the leave earned during military service will, if such leave is availed of after reversion to the civil department, be the liability of the civil department concerned.

(5) The leave accounts of temporary Government servants who will be governed fully by the leave rules of the Armed Forces during the period of military service, will also be frozen. They will neither earn any leave under the civil rules during the period of military service nor will they be allowed any pre-annuity benefit in respect of the leave at their credit on the date of transfer to military service. The leave at their credit in the frozen leave account will, however, be carried forward and made available to them on their reversion to the civil department.

(6) Quasi-permanent Government servants will be treated on par with temporary Government servants in the matter of leave on their transfer to military service.

2. These orders will remain in force for the duration of the emergency or until such time thereafter as the Government may deem fit to continue them.

3. In their application to persons serving in the Indian Audit and Accounts Department these orders issue after consultation with the Comptroller and Auditor General.

Copy of office Memorandum No. F. 35/1/62-Ests. (B), dated the 4th December, 1962 from the Deputy Secretary to the Government of India, Ministry of Home Affairs, New Delhi-11, to all State Governments etc., etc.

Subject ;—Leave conditions of Civil Government servants who are permitted to take up military service during the present emergency.

The undersigned is directed to say that it has been decided in consultation with the Ministry of Finance and the Ministry of Defence that permanent Civil Government servants who are permitted to take up military service during the present emergency shall be allowed to earn leave during military service according to the civil leave rules applicable to them before their transfer to military service. The amount of leave actually taken by such persons while in military service shall be deducted from their civil leave accounts. Any case of excess consumption of leave during Military service shall be condemned but if the leave taken during Military service is less than the leave earned during that service according to the civil rules the balance will be credited to their civil leave accounts.

2. Temporary Civil Government servants will during military service be governed by the military leave rules in all respects.

3. In all cases the leave salary will be paid by the defence authorities and to leave salary contribution shall be demanded by the Civil Departments from the Ministry of Defence.

4. In so far as the personnel serving in the Indian Audit and Accounts Department are concerned these orders have been issued after consultation with the Comptroller and Auditor General of India.

(ANNEXURE 'C')

Copy of Office Memorandum No. 1/4/63/D (Pay/Services), dated the 20th March, 1963 from the Under Secretary to Government of India, Ministry of Defence, New Delhi to all State Governments, etc. etc.

Subject :—Pay and Provident Fund of Civil Government servants who are permitted to take up military service during the present emergency.

Ministry of Home Affairs Office Memorandum No. F. 35/1/62-Estt. (B), dated the 4th December, 1962 (copy at Annexure I) provides that all permanent Civil Government servants who are permitted to take up military service during the present emergency shall be allowed to retain their lien on their civil post during the period of their absence on Military service. The period of military service shall be treated as service outside the ordinary line for the purpose of proviso to F.R. 30(1) as a result of which they will be entitled to *proforma* promotion in their present Department under the 'Next below Rule' and also to seniority in their higher posts to which they would have otherwise been entitled if they had not been posted on Military service. That Ministry's office Memorandum No. F.35/1/62/Estt.-B, dated the 4th December, 1962 Copy at (Annexure II) provides that Civil Government servants who are permitted to take up Military service during the present emergency shall be entitled to draw during Military service the Civil rates of pay and allowances which would have been admissible to them from time to time if they had not proceeded on military service or the military rates of pay and allowances whichever are higher. In the case of Civil Government servants who take up Military Service as J.C.O.s/O. Rs. the civil rates of pay and allowances which would have been admissible to them from time to time shall however, be reduced by Rs. 25 per mensem on account of free rations.

2. The following instructions in respect of both permanent and temporary Civil Government servants are issued in order that the provisions of the above-quoted memoranda are fully implemented :—

- (i) The Defence authorities shall, while communicating the final selection to a Civil Government Servant, indicate the name and address of the Military Unit/formation to which details of pay and allowances, etc. of the Civil Government servants should be communicated by the Civil Departments.
- (ii) As soon as the Civil Government servants struck off the civil post, his Administrative Officer (in the case of Non-Gazetted personnel) or the Accounts Officer (in the case of Gazetted personnel), shall forward his Last Pay Certificate and Gazette Notification or Office Order or Pt. II Order to the head of the Establishment to which the individual expected to report for training/service. In the case of personnel selected for grant of Emergency Commission, the Last Pay Certificate has to be forwarded to the Commandant of the Officers' Training School and in the case of personnel selected for J.C.O.s/O.Rs.' appointments, it has to be forwarded to the Pay and Accounts Officer Other Ranks concerned through the Commandant of the Training Centre/Unit. Character Rolls or Service Books of the individuals are not to be forwarded to the Military Departments.
- (iii) In the case of personnel selected for Emergency Commission, the Commandants of the Training Centres shall pay during the training period, to the Civil Government servants net civil pay and allowances as are indicated in the last Pay Certificates. He shall make a further deduction of Rs 25 from the pay and allowance on account of food expenses. Such payments during the training period will be a charge on the Civil Services Estimates, reduced by the amount of any training allowance admissible, under the Defence Rules, Credits for the amounts deducted from pay on account of Provident Fund advances, etc., noted on Last Pay Certificate should, however, be afforded to the Civil Accountant General concerned. After the completion of training and on grant of Commissions, these documents of the individual concerned will be forwarded to the Controller of Defence Accounts (Officer). From the date of grant of the Commission, the officer will start drawing military pay and allowances or civil pay and allowances, whichever are higher. The Controller of Defence Accounts (Officers) will raise debits against the Civil Accountant-General for the excess of civil pay and allowances over military pay and allowances and afford credits to him for the recoveries made on account of Provident Fund advances, etc., as noted on Last Pay Certificate.
- (iv) In the case of J.C.Os./O.Rs. etc. the Commandants of the Training Centre/units shall pay to the Civil Government servants either the civil pay and allowances reduced by Rs 25 or the military pay and allowances, whichever, are higher. In case the reduced civil pay and allowances are higher, debit for the difference shall be raised against the Civil Accountant-General by the C.D.A. (O.Rs.) who shall also afford credits to him for the recoveries made on account of Provident Fund advances, etc. as noted on Last Pay Certificate.
- (v) For purposes of determining whether civil pay and allowances are higher than military pay

and allowances, the following elements shall be taken into account from Civil and Military Pay Code :—

Civil Pay Code	Military Pay Code	
	For J.C.Os./O.Rs., etc.	For Officers
Pay other than special pay, as defined in F.R. 9 (21) (a) and dearness allowance. This includes officiating pay (other than short-term officiating pay) provided that the officiating appointments so held was not in a tenure post and it is certified by the appointing authority that but for the military duty the Government servant concerned would have continued to hold the officiating appointment	Pay including Rank Pay, Badge Pay, G.S. Pay, Good Conduct Pay, length of service increments, special pay, and dearness allowance	Pay including Acting rank Pay K.N.A., S.D.A. and and Dearness Allowance
Special pay granted in lieu of a separate higher scale of pay and special pays drawn in non-tenure appointments for specific additions to duty or arduousness of work subject to the conditions mentioned below, will also be taken into account :—		
(i) It must be certified that but for his military service, the Government servant would have continued to draw the special pay		
(ii) Such special pay will be reckoned so long as the Government servant would have drawn the special pay		
(iii) Such Special pay will be computed in the nature of personal pay to be absorbed in future increases in pay on the civil side		

Note.—The above is in supersession of all earlier, decisions including orders continued in Ministry of Home Affairs, Office Memorandum No. 47/13/62 Ests. (A), dated 22nd October, 1962.

- (vi) All local and compensatory allowances shall be regulated in accordance with the provisions of the Military Pay Code applicable at the place of posting, hazard pay, high altitude allowances, field area concession and other benefits peculiar to military service shall be payable separately in accordance with military rules.
- (vii) The Civil Administrative Officer in the case of the non-Gazetted personnel, and Civil Accounts Officer in the case of the Gazetted personnel, shall communicate to the Controller of Defence Accounts (Officers) in the case of personnel selected for Emergency Commissions and to the Commandants of Regimental Centres in the case of personnel selected for J.C.Os./O.Rs., appointments, all office orders and administrative decisions including those relating to *pro forma* promotion under the 'Next below Rule' which might have a bearing on the pay and allowances of the individuals. All increments including crossing of efficiency bars in the civil scales for these personnel shall continue to be granted as a matter of course, unless a report from the military authorities is received indicating any punishment having the effect of stoppage of increments or pay and allowances.
- (viii) As permitted by the Ministry of Home Affairs Office Memorandum No. F.35/1/62, Est. (B), dated the December, 1962, regarding Provident Fund (Copy at Annexure III) the Civil Government servant will continue as member of the Provident Fund to which he was subscribing before taking over Military duties. Contribution to the fund will be deducted by the Military authorities and credits for recoveries made will be afforded by the Civil accounts authorities concerned for adjustment in their books (In the case of class IV Government servants an intimation in respect of the credits will also have to be sent to the parent office).

In case any Government servant was not a subscriber of any Provident Fund before transfer to Military duty, he shall be called upon to become a member of the D.S.O.P./A.F.P.P. Fund after completion of one year's continuous service from the date of his appointment on the civil side. In the case, the accounts of the officer will be maintained directly by the Military authorities any advance to be drawn from the Provident Fund shall be sanctioned by the competent Military authorities in consultation with the authorities controlling the Provident Fund concerned and necessary debits will be raised or credits given to the Civil Accounts authorities for the payments and recoveries made, intimation being sent to the parent office in the case of class IV Government servants.

3. These instructions will be applicable *mutatis mutandis* to Civil Government servants who are permitted to take up service in the Navy and the Air Force.

4. These instructions will also be applicable *mutatis mutandis* to employees of such semi-Government organisations Public undertakings, State Governments etc. who have extended the provisions of the Ministry of Home Affairs Office Memorandum referred to in para 1 above, to their employees.

5. This Office Memorandum issues with the concurrence of the Ministries of Finance and Home Affairs.

6. In so far as the personnel serving in the Indian Audit and Accounts Department are concerned, these orders have been issued after consultation with the Comptroller Auditor-General of India.

ANNEXURE

To Ministry of Defence Office Memorandum No. 1/4/63 D (Pay/Services), dated the 20th March, 1963

Copy of Government of India, Ministry of Home Affairs Office Memorandum No. 35/1/62 Ests (B), dated the 4th December, 1962, regarding lien of civil Government servants who are permitted to take up Military service during the present emergency.

The undersigned is directed to say that it has been decided that all permanent civil Government servants, who are permitted to take up military service during the present emergency should be allowed to retain liens on their civil posts during the period of their absence on military service to enable to return to their civil posts on release from military service.

2. Under the Fundamental Rules a lien on the post temporarily held by civil Government servant cannot be granted. It has been decided that temporary civil Government servants who are permitted to take up military service should, if they so apply, be permitted to return to their civil posts on release from military service, provided those posts are still in existence at that time and the service rendered is "approved" military service.

3. It has further been decided in consultation with the Ministry of Finance that in the case of civil Government servants who are permitted to take up military service during the present emergency, the period of their military service shall be treated as service outside the ordinary line for the purpose of the proviso to F.R. 30 (1), as a result of which they will be entitled to *pro forma* promotion in their present department under the next below rule and also to seniority in higher posts to which they would otherwise have been entitled, if they had not proceeded on military service.

4. In so far as the personnel serving in the Indian Audit and Accounts Department are concerned, these orders have been issued after consultation with the Comptroller and Auditor-General of India.

ANNEXURE II

To Ministry of Defence Memorandum No. 1/4/63/D (Pay/Services), dated the 20th March, 1963.

Copy of Government of India, Ministry of Home Affairs Office Memorandum No. 35/1/62-Ests (B), dated the 4th December, 1962, regarding pay of civil Government servants who are permitted to take up military service during the present emergency.

The undersigned is directed to say that it has been decided on consultation with the Ministry of Finance and the Ministry of Defence that Civil Government servants who are permitted to take up military service during the present emergency, shall be entitled to draw during military service, the civil rates of pay and allowances which would have been admissible to them from time to time if they had not proceeded on military service, or the military rates of pay and allowances, whichever are higher. In the case of civil Government servants who take up military service as J.C.Os./Other Ranks, the civil rates of pay and allowances which would have been admissible to them from time to time shall, however, be reduced by Rs 25 per mensem on account of free rations.

2. It has also been decided that where the civil rates of pay and allowances are admissible the difference between these rates and the military rates will be paid by the Defence authorities and a debit thereof will subsequently be raised against the Civil Department concerned.

3. In so far as the personnel serving in the Indian Audit and Accounts Department are concerned these orders have been issued after consultation with the Comptroller and Auditor-General of India.

ANNEXURE III

To Ministry of Defence Office Memorandum No. 1/4/63/D (Pay/Service), dated the 20th March, 1963.

Copy of Government of India, Ministry of Home Affairs Office Memorandum No. F.35/1/62-Ests (B), dated the 4th December, 1962, regarding terms in the matter of Provident Fund of Civil Government servants who take up military service during the present emergency.

The undersigned is directed to say that it has been decided that Civil Government servants who take up military service during the present emergency shall, while so employed and subject to the conditions, stated below, retain their right or liability, as the case may be, of subscribing in accordance with the rules of the fund concerned, to any Provident Fund of which he is a member.

2. While in military service, subscriptions to the Provident Funds and the Government contribution towards the Account of a subscriber to the Contributory Provident Fund (India) will be calculated on the basis of the Government servants' emoluments (as defined in the rules of the different funds concerned). The Government contribution, where payable, towards the Provident Fund Account of a subscriber during the period of military service will form a charge against the Defence Services Estimates. Those estimates will, however, be entitled to a refund of the whole amount charged thereto on this account, or of a proportion thereof as the case may be in any individual case in which the whole of the Government contribution with interest thereon, or a fraction thereof, is withheld under Rule 26 the Contributory Provident Fund Rules (India).

3. The above orders do not apply to—

- (i) persons in Railway Service who take up military service ;
- (ii) persons in other civil employ on contract who are so transferred to military service during the currency of their contracts ; and
- (iii) persons borne on the reserve of the Indian Forces who are called up for service in those Forces.

4. In so far as the personnel serving in the Indian Audit and Accounts Department are concerned these orders have been issued after consultation with the Comptroller and Auditor-General of India,

No. 14312-4GS-63/35933

From

The Planning Commissioner and Additional Chief Secretary to Govt. of Punjab.

To

1. All Heads of Departments/Commissioners of Divisions/District and Sessions Judges/Deputy Commissioners and Sub-Divisional Officers (Civil) in the Punjab.
2. The Registrar, Punjab High Court, Chandigarh.

Dated, Chandigarh, the 23rd September, 1963.

Subject :—Relieving of Civilian employees for joining military.

Sir,

I am directed to refer you to the instructions contained in Punjab Govt. circular letter No. 8372-4GS-63/22333, dated the 12th June, 1963, to the effect that no delay should be allowed to occur in releasing Government employees for joining the Armed Forces and to say that these instructions also apply in cases in which the Govt. employees have executed bonds requiring them to serve Government for a certain period of time. They should, therefore, be released notwithstanding the bonds entered into by them and further more military service should be taken to count towards the satisfaction of the bonds which should be regarded as discharged as soon as military service equal to the remaining period of the bonds has been completed.

2. The concurrence of the Finance Department has been obtained—vide their U.O.No. 10727/11013—5FR11—63, dated the 13th September, 1963.

Yours faithfully,

M. SETH

Deputy Secretary, General Administration,
for Planning Commissioner and Additional Chief Secretary to
Govt., Punjab.

A copy is forwarded for information and necessary action :—

All Financial Commissioners/Administrative Secretaries/Secretaries/Private Secretaries/Personal Asstt. to the Chief Minister/Ministers/Chief Parliamentary Secretary to Govt. Punjab,

No. 3068-4GSI-64/10930

From

The Chief Secretary to Government, Punjab.

To

All Heads of Departments, Commissioners of Divisions, District and Sessions Judges, Deputy Commissioners and Sub-Divisional Officers (Civil) in the Punjab.

Dated, Chandigarh, the 6th April, 1964

Subject :—Concessions to civilian employees and others who join military service during the Emergency.

Sir,

I am directed to say that with a view to encouraging engineering students to volunteer for Short Service Regular Commissions, it has been decided that pre-final and final year students of the Engineering Colleges in the Punjab should be appointed as Temporary Assistant Engineers in the relevant branches of the State Public Works Department from the dates of the grant of Provisional Short Service Regular Commissions to them, and they should be deemed to have been seconded to military duty from the said dates. Special posts should be created for this purpose if sufficient vacancies are not available for the appointment of such persons as Temporary Assistant Engineers within the sanctioned cadres of the various branches of the Department. Where such candidates have been appointed against the vacancies within the cadre, the Administrative Department will be competent to create a comparable number of posts for making, purely temporary appointments against them. On their release from military service, these persons will be absorbed in the posts on which they have originally been appointed and the officials temporarily appointed against these posts will be liable to reversion or discharge.

2. In case the Provisional Short Service Regular Commission is terminated for reasons to (i) failure to qualify at the degree or diploma examination, (ii) lack of medical fitness (iii) failure to join the pre-Commission training at the Indian Military Academy or to complete it successfully, the appointment as Temporary Assistant Engineer will be liable to termination from the date of termination of the Provisional Short Service Regular Commission and no benefit will be allowed for the period that their lien with the State Government was retained. Moreover, in the event of the extension of the Provisional Short Service Regular Commission for any period without pay, the civil rates of pay and allowances in the post of Temporary Assistant Engineers will not be admissible.

3. According to the existing service rules of P.S.E., Class II a candidate is eligible for appointment as Temporary Assistant Engineer only if he possesses a degree in civil, mechanical or electrical engineering, but this qualification will be deemed to have been relaxed in favour of persons appointed as Temporary Assistant Engineers on the grant of Provisional Short Service Regular Commission. In order, however, to ensure that the persons who have already joined the armed service in the Corps of Engineer, Signals and Electrical and Mechanical Engineers after obtaining degree from engineering colleges in the State are not placed at a disadvantage viz-viz pre-final and final year students it has been decided that such persons, on their release from military service should be absorbed against the reserved vacancies in the engineering service in the relevant branches of the State Public Works Department and should have priority in absorption over the persons who joined while still pre-final and final year students.

4. It has also been decided to extend similar concessions to medical students of the medical institutions in the Punjab. Instructions in that respect will be issued separately.

5. The receipt of this letter may please be acknowledged.

Yours faithfully,

M. Seth
Deputy Secretary, General Administration,
for Chief Secretary to Government Haryana.

Copy of Punjab Government Circular letter No. 88-4GSI-66/9554, dated 21st April, 1966 from the Chief Secretary to Government, Punjab to all Heads of Departments, etc., etc.

Subject :—Concessions to civilian employees and others who join military service during the Emergency.

I am directed to invite your attention to Punjab Government circular letter No. 7477-4GS-63/24400, dated the 8th July, 1963 on the subject noted above, and point out that since its issue a number of further instructions have been sent to you. It has, therefore, been considered desirable to issue a consolidated circular embodying all the existing instructions on the subject as also the provision of the Punjab National Emergency (Concession) Rules, 1965.

2. *Definition.*—For the purposes of these instructions the expression 'Military service' means, as given in rule 2 of the Punjab National Emergency (Concession) Rules, 1965, enrolled or commissioned service in any of the three wings of the Indian Armed Forces (including service as a warrant officer) rendered by a person during the period of operation of the Proclamation of Emergency made by the President under Article 352 of the Constitution of India on the 26th October, 1962, or such other service as may hereafter be declared specifically as military service for the purpose of these instructions. Any period of military training followed by military service shall also be reckoned as military service.

3. *Relieving of civilian employees joining the Armed forces.*—(i) In relaxation of the existing instructions persons selected for the Armed Forces shall be relieved immediately without any requirement of giving one month's notice or depositing of one month's pay in lieu thereof.

No. 860-7GS-63/2576, dated the 19th January, 1963.

(ii) A candidate, who having been given a stipend after entering into an agreement that he would on the completion of his training or on passing the prescribed test or examination and on demand by the Government serve under them for a prescribed period, leaves the trainingservice in the course of his training service, is discharged or dismissed from training/service for misconduct, is required to pay a specified amount of damages to the Government. However, if such a candidate is selected for military service he shall be relieved, for joining such service, without being required to refund any money or pay any damages in terms of the agreement.

No. 13257-4GS-63/34397, dated 16th September, 1963.

(iii) Government employees who have executed bonds requiring them to serve Government for a certain period of time shall on being selected for Military service, be released forthwith notwithstanding the bonds entered into by them and further, military service shall be taken to count towards the satisfaction of the bonds, which shall be regarded as discharged as soon as military service equal to the remaining period of the bond has been completed.

No. 14312-4GS-63/35932, dated 23rd September, 1963.

4. *Treatment of transit period in the case of Civil Government Employees permitted to take up Military Service.*—(i) In the case of civil Government employees, who are permitted to take up military service, the period between the date of their release from civil posts and the date on which they report themselves for training/duty to the military authorities shall be treated as duty in their civil posts, during which they should be entitled to civil rates of pay and allowance.

No. 7477-4GS-63/24400, dated 8th July, 1963.

(ii) The transit period will not be treated as duty if the Government employees avails himself of the leave during the period and he will be allowed to draw only the civil leave salary of this period. The transit period shall not in any case exceed the joining time admissible under the rules applicable to the civil Government employee concerned.

(iii) The disbursement of pay and allowances to the persons concerned for such period will be made by the Defence authorities and necessary debits in respect thereof will be raised subsequently against the civil department concerned.

(iv) Similarly, at the time of release of the persons concerned from military service, the period between the date of their release and the date of which they report for duty in their parent civil department shall be treated as duty in civil posts to which they may be appointed on such reversion and they will be allowed to draw pay and allowances of those posts during that period.

5. *Period of Military training—How it is to be treated.*—(i) The successful period of military

training followed by military service will be reckoned as approved military service for all purposes.

No. 7477-4GS-63/24400, dated 8th July, 1963

(ii) If any State Government employee who is a candidate for Emergency Commission withdraws, except for reasons beyond his control, from the training or fails to accept Commission when offered on the completion of the training, he will be liable to refund the cost of tuition, food and clothing and pay and allowances, as may be decided upon by the Government of India. Besides, in the case of permanent State Government employee the entire period of absence from the civil employment on this account shall be treated as leave without pay and in the case of a temporary State Government employees he shall not be taken back in civil employment.

(iii) During the period of military training the State Government employees will continue to receive pay and allowances of the posts which they were holding before being released for such training irrespective of whether or not a lien is retained on that post. In addition they will be entitled to benefits of increments and promotion which may become due during this period.

6. *Maximum age-limit and minimum qualifications.*—(i) According to rule 3 of the Punjab Government National Emergency (Concessions) Rules, 1965 ; (a) The maximum age-limit prescribed for appointment to any service or post shall be relaxed in favour of a person who has rendered military service to the extent of his military service, provided he produces a certificate from the competent authority that he had rendered continuous military service for a period of not less than six months and was discharged because of demobilisation or reduction not more than three years prior to the date of his registration at an employment exchange of the date of his application for employment under the Government.

(ii) A person who has become disabled while in military service shall also be entitled to exclude from his age the period from the date he was disabled up to the date of his application for appointment to any service or post under the Government or till the end of the present emergency, whichever is shorter.

(iii) In case a person who has rendered military service does not possess the minimum qualifications prescribed for any service or post, he shall be deemed to possess these qualifications if the appointing authority certifies that such a person has acquired by experience or otherwise qualifications equivalent to those prescribed for that service or post.

(iv) Whenever it is felt that retired defence personnel would prove useful, army experience should be prescribed as a special qualification while sending requisition to the Punjab Public Service Commission or the Subordinate Services Selection Board.

No. 9364-4GS-65/34804, dated 19th October, 1965

7. *Pay and Allowances.*—(i) The State Government employees who are permitted to join Military service will be entitled to draw during the military service, the civil rates of pay and allowances admissible to them from time to time, or military rates of pay and allowances, whichever are higher. In the case of those joining as J.C.Os/Other Ranks, however, the civil rates of pay and allowances which would have been admissible to them from time to time, will be reduced by Rs 25 per mensem on account of free rations.

No. 7477-4GS-63/24400, dated 8th July, 1963.

(ii) Comparable civil posts will automatically stand created in the respective departments for such periods for which a part or whole of the expenditure on pay and allowances is borne by the State Government in respect of State Government employees who are on military service or under military training.

No. 7477-4GS-63/24400, dated 8th July, 1963.

(iii) Payment of salaries, etc., to Civilian Government employees who have joined the army during the present emergency shall be made through Money Order at Government expense in relaxation of Rule 2.24 of P.F.R. Volume, I.

(No. 4322-4GS-64/2984, dated 29th April, 1964

(iv) Civil Government employees who on reversion from Military service are promoted to higher posts in their parent department/office with retrospective effect from earlier dates will be eligible for the difference between the civil pay and allowances and the military pay and allowances, where the former are higher, as a result of such promotion and also for the arrears of pay and allowances for the period intervening between their reversion from military service and actual promotion in their parent department/

office provided that all the conditions precedent to the grant of benefit under the next below rule are fulfilled to the extent necessary.

No. 8848-4GSI-65/32592, dated 6th October, 1965.

8. *Reservation of posts*.—(1) As from 25th February, 1963, the date of the issue of the original instructions, no direct recruitment on a substantive basis, will be made to any service/ post, except the engineering and the medical services, under the Punjab Government except with the sanction of the Government and for special reasons to be recorded by the Administrative Department concerned. This restriction will cover all substantive posts becoming available during the period from the 25th February, 1963 to the 5th April, 1964 as also 20 percent of the permanent vacancies becoming available from the 6th April, 1964, except in the engineering and medical services in which case the reservation would be to the extent of 50 per cent. Recruitment made on temporary basis during this period will not entitle any employee to being made permanent in preference to those who have joined military service. Recruitment to the Punjab Civil Services will not, however, be affected.

No. 1922-II-4GS-63/7798, dated 25th Feb., 1963. No. 7477-4GS-63/24400, dated 8th July, 1963. No. 9651-4GSI-65/34691, dated 19th Oct., 1965.

(2) Government employees who join military service during the present emergency should on their return be absorbed in posts for which they possess the necessary qualifications. If the vacancies which have either been reserved for them or have not been filled on a substantive basis, are not sufficient to absorb them the requisite number of suitable additional posts should be created for that purpose.

No. 3068-4GSI-64/10930, dated 6th April, 1964.

9. *Counting of Military service for seniority, promotion, increment, leave and pension*.—The period spent on approved military service shall count for seniority, promotion, increment, leave (subject to the procedure in paragraph 12) and pension in the civil appointment). The employees concerned will be entitled to *pro forma* promotion in their parent departments under the 'next below' rule and also to seniority in higher posts to which they would otherwise have been entitled if they had not proceeded on military service.

No. 7477-4GS-63/24400, dated 8th July, 1963.

10. *Promotion*. (i) Where promotion is to be made on the basis of seniority-cum-fitness or selection on merit, the case of a civil Government employees should be considered in his turn. For this purpose unless the military authorities have specifically, intimated anything against the civilian employee, it should be presumed that they have nothing adverse to report.

No. 8848-4GSI-65/3259, dated 6th Oct., 1965. No. 8848-4GSI-65/41890, dated 3rd January, 1966.

(ii) This procedure will also apply to cases where passing of any departmental examination(s) is a condition precedent to promotion to the grade concerned and a civil Government employee had passed such examination(s) before proceeding on military service.

(iii) In the cases referred to at (i) and (ii) above, if the decision to promote a civil Government employee in his turn cannot be taken up at the appropriate time and an assessment of his performance after reversion to the parent department/office is considered necessary for the purpose, he should be allowed *pro forma* promotion on reversion from military service. If he is adjudged fit for promotion within one year of such reversion, then he should be promoted to the grade concerned from the date he would have been so promoted in his turn had he not proceeded on military service. To provide for such promotion, a sufficient number of persons promoted to that grade should be kept on an officiating basis if necessary, so that they could be reverted in the event of promotion of the persons returning from military service.

(iv) In cases where the passing of any departmental examination(s) is a condition precedent for a particular promotion/increment, a civil Government employee who had not already passed such examination(s) before taking up military service, should stand exempted from passing such a test for the period of the Military Service and for such period thereafter as would normally have been allowed to him to pass such a test but for proceeding on military service provided that if a similar test has been passed by him while on military service, he will be exempted altogether from passing such a test.

(v) In cases where civil Government employees are eligible for promotion in their parent department/office through competitive examinations, which are limited to department candidates only, a civil Government employee who was eligible to take such an examination while away on military service should be allowed

on his reversion to the parent department/office as many chances to compete at such an examination as would have been available to him but for his joining military service and given the necessary age and length of service relaxations for this purpose.

If he competes successfully at the first/second/third, etc., available opportunities he should be deemed to have passed the examination at the first/second/third, etc., occasion he would have appeared had he not joined military service, should be assigned rank at the bottom of the corresponding Select List and should be promoted retrospectively with effect from the date from which he would have been promoted on the basis of such rank.

For the purpose of reckoning available opportunity an examination notified within three months from the date of joining the civil post by the Government employee after return from military service may be ignored unless he actually appears at it.

Where the names of two or more Civil Government employees are so added to the same Select List, their *inter se* ranking will be in the order of their merit as the competitive examination if they are selected for inclusion in the Select List on the result of the same competitive examination. If, however, names of two or more civil, Government employees are added to the same Select List on the basis of different examinations, their *inter se* ranking will be determined by the Government in consultation with the Punjab Public Service Commission.

Note.—Where promotion is to be made with the approval of the Punjab Public Service Commission under the relevant rules, it would be obtained before a civil Government employees who is covered by these orders, is promoted.

11. *Probation and confirmation.*—(i) Temporary/officiating civil Government employees would be eligible for confirmation in their civil posts, while they are away on military service.

No. 8848-4GSI-65/dated 6th Oct., 1965.

(ii) In cases where passing of any departmental examination(s) is not a condition(s) precedent to confirmation in the civil post, a civil Government employee should be considered for confirmation in his turn. For this purpose, unless the military authorities have specifically intimated anything against the civilian employee it should be presumed that they have nothing adverse to report.

No. 10357-4GSI-65/1377, dated 27th Jan., 1966.

(iii) Where the decision to confirm a civil Government employee in his turn, during his absence on military service, cannot be taken at the appropriate time and an assessment of his performance after his reversion to the parent department/office is considered necessary for the purpose, a permanent vacancy in the grade concerned should be kept reserved for him. On reversion from military service, if he is adjudged fit for confirmation, within one year from such reversion, then he should be confirmed in that vacancy from the date he would have been so confirmed in his turn, if he had not proceeded on military service.

(iv) The procedure set out at (ii) and (iii) above will also apply to cases where passing of any departmental examination(s) is a condition precedent to confirmation and the Government employee concerned had already passed such examination(s) before joining military service.

(v) In cases where passing of any departmental examination(s) is a condition precedent to confirmation, a civil Government employee, who had not already passed the prescribed examination(s) before taking up military service should not be confirmed in the civil post while he is away on military service. In order to safeguard his interest, a permanent vacancy in the grade concerned should be kept reserved for him on reversion from military service he should be required to pass the prescribed examination(s) for this purpose he should be allowed to take as many chances as he might have missed because of joining military service. If he passes the examination(s) within those chances and he is otherwise eligible, and is considered fit for confirmation then he should be confirmed in the civil post from the date he would have been so confirmed if he had passed the examination(s) in corresponding chance but for his taking up military services.

(vi) The above procedure will apply also to persons recruited on probation against permanent civil posts or who are appointed to officiate in higher posts 'on trial' and are permitted to take up military service during their probationary/'trial' period.

Note.—Where confirmation is to be made with the approval of the Punjab Public Service Com-

mission under the relevant rules. It should be obtained before a civil Government employee who is covered by these orders is confirmed.

(vii) The period of military service in any rank will be treated as period spent on deputation on a corresponding post for being counted towards the period of probation fixed under the departmental service rules.

No. 7477-4GS-63/24400, dated 8th July, 1963.

12. *Leave and leave salary.*—Permanent State Government employees who are permitted to take up military service during the present Emergency, will be allowed to earn leave during the military service according to the civil leave rules applicable to them at the time of their transfer to military service. Temporary State Government employees will during military service be governed by the military rules in all respects. This would be subject to the following conditions :—

No. 7477-4GS-63/24400, dated 8th July, 1963.

- (1) The permanent civil Government servants, who remain subject to the civil leave rules will be granted leave during the period of their military service under the leave rules of the Armed Forces. The leave so granted will also be subject to the conditions and limits laid down in the leave rules of the Armed Forces.

No. 7477-4GS-63/24400, dated 8th July, 1963

- (2) The balance of leave in the civil leave account at the time of their transfer to military service will be frozen.

- (3) (i) The leave actually taken during military service will be adjusted in the civil leave account only at the end of military service and in the manner indicated below :—

- (a) Annual leave against earned leave;
- (b) Sick leave on full pay as commuted leave against half pay leave;
- (c) Furlough on half pay/sick leave on half pay against half pay leave.

- (ii) The amount of leave actually taken by such persons while in military service shall be deducted from their civil leave accounts. Any case of excess consumption of leave during Military service shall be condoned but if the leave taken during military service is less than the leave earned during that service according to the civil leave rules the balance will be credited to their civil leave accounts.

- (iii) Accordingly, the leave at credit in the frozen leave account will not be operated on for any purpose during military service.

- (iv) The balance of leave earned during military service remaining at the credit of a Government servant on the date of his reversion after adjustment of leave availed of during that service as at sub-para (i) above, will be credited to his frozen leave account to the extent that the total of leave at credit in the frozen leave account together with the balance of leave added under this clause does not exceed the limits upto which leave can be accumulated under the leave rules applicable to the Government servant.

- (v) As the Civil Government servants will be granted leave under the leave rules of Armed Forces during the period of military service they will not be granted special disability leave under the civil leave rules.

- (4)(i) A permanent civil Government servant who takes leave during the period of Military service, will be entitled to leave salary under the leave rules of the Armed Forces. If a Government servant is in receipt of Civil rates of pay the leave salary under the leave rules of the Armed Forces will be calculated with reference to the civil pay only.

- (ii) The leave salary in respect of the leave availed of during military service will be paid by the Defence authorities. The leave salary in respect of the leave earned during military service will, if such leave is availed of after reversion to the civil department, be the liability of the civil department concerned.

- (5) The leave accounts of temporary Government servants who will be governed fully by the leave rules of the Armed Forces during the period of military service, will also be frozen. They will neither earn any leave under the civil leave rules during the period of military service nor will they be allowed any pecuniary benefit in respect of the leave at their credit on the date of transfer to military service. The leave at their credit in the frozen leave account will, however, be carried forward and made available to them on their reversion to the civil departments.
- (6) Quasi-permanent Government servants will be treated on par with temporary Government servants in the matter of leave on their transfer to military service.

The leave salary will not be paid by the Defence Department in respect of the Civil Government servants transferred to military service during the present emergency, but leave salary in respect of leave actually taken while in military service will be paid from Defence Estimates. Similarly, pensionary charges of the Civil Government servants need not also be allocated between the civil and defence departments and the liability for pension of the Government employees in question relating to the period of military service during the present emergency will be borne by the Civil Department.

No. 8498-4GS-64/31056, dated 8th September, 1964.

13. *Lien.*—(1) State Government employees who are permitted to join military service during the Emergency will be seconded for military duty. Liens will be retained on the posts held substantively.

No. 7477-4GS-63/24400, dated 8th July, 1963.

(2) If a person is successful in a competitive test for a service/post, but has already taken up military service before the result is announced, his appointment will be made to the service/post concerned and he will be considered as having been seconded for military duty, with effect from the date of such appointment.

No. 7477-4GS-63/24400, dated 8th July, 1963.

14. *Provident Fund.*—State Government employees who proceed on military duty will retain their right of liability, as the case may be, of subscribing in accordance with the rules of the Fund concerned, to any Provident Fund of which they are members. In case, however, a State Government employee was not a subscriber to any Provident Fund before transfer to military duty, he will be called upon to become a member of the D.S.O.P./A.F.P.P. Fund after completion of one year's continuous service from the date of his appointment on the civil side.

15. *Accommodation.*—State Government employees who are permitted to join military service will be allowed to retain, for their families, the Government residential accommodation allotted to them on payment of rent at 10 percent of their pay on civil posts.

No. 7477-4GS-63/24400, dated 8th July, 1963.

16. *Temporary Government Employees.*—Temporary State Government employees, who after release from military service are absorbed in the post from which they proceeded on military service or are appointed to posts with equivalent or similar grades, will be treated in the same manner as permanent State Government employees in respect of pay, seniority and pension on their return, irrespective of whether or not the post on which they were working at the time of their joining the military service continued to remain in existence during the period of their military service. Temporary State Government employees who do not return to the same post or to a post in an equivalent or similar grade shall be treated as if he did not hold any post under the Government prior to his joining military service.

No. 7477-4GS-63/24400, dated 8th July, 1963.

17. *Concessions admissible to the Family members of serving, disabled or killed military Personnel.*—The families of all State Government employees on military service will be entitled to medical facilities on the same footing as families of officers who continue in comparable civil posts.

No. 7477-4GS-63/24400, dated 8th July, 1963.

In relaxation of the instructions on the subject the maximum age for entry into Govern-

ment service in the case of the wives of serving military personnel shall be 45 years provided they are otherwise eligible for the posts in question.

No. 19982-3GS-62/45960, dated 27th December, 1962.

The maximum age for entry into Government service in the case of widows of military personnel who are killed and in the case of wives of those who are disabled while in military service shall be 45 years; provided they are otherwise eligible for the posts in question.

No. 15717-4GS-63/47723, dated 31st December, 1963.

Widows of deceased servicemen and wives of those who become disabled will be considered sympathetically for civil employment; provided they fulfil the minimum qualifications prescribed for the service/post applied for by them.

No. 7477-4GS-63/24400, dated 8th July, 1963.

Children of deceased/disabled servicemen will be considered sympathetically for civil employment if they fulfil the qualification of the service/post applied for by them.

18. *Special provision for Engineering and Medical Students.*—With a view to encouraging engineering students to volunteer for Short Service Regular Commissions, it has been decided that pre-final and final year students of the Engineering Colleges in the Punjab shall be appointed as Temporary Assistant Engineers in the relevant branches of the State Public Works Department from the dates of the grant of Provisional Short Service Regular Commissions to them, and they should be deemed to have been seconded to military duty from the said dates. Special posts should be created for this purpose if sufficient vacancies are not available for the appointment of such persons as Temporary Assistant Engineers within the sanctioned cadres of the various branches of the Department. Where such candidates have been appointed against the vacancies within the cadre, the Administrative Department will be competent to create a comparable number of posts for making purely temporary appointments against them. On their release from military service, these persons will be absorbed in the posts on which they were originally appointed and the officials temporarily appointed against these posts will be liable to reversion or discharge.

No. 3068-4GSI-64/10932, dated 6th April, 1964.

In case the Provisional Short Service Regular Commission is terminated for reasons of (i) failure to qualify at the degree or diploma examination; (ii) lack of medical fitness and (iii) failure to join the pre-Commission training at the Indian Military Academy or to complete it successfully, the appointment as Temporary Assistant Engineer will be liable to termination from the date of the termination of the Provisional Short Service Regular Commission and no benefit will be allowed for the period that their lien with the State Government was retained. Moreover, in the event of the extension of the Provisional Short Service Regular Commission for any period without pay, the civil rates of pay and allowances in the post of Temporary Assistant Engineers will not be admissible.

According to the existing service rules of the P.S.E. Class II, a candidate is eligible for appointment as Temporary Assistant Engineer only if he possesses a degree in civil, mechanical or electrical engineering, but this qualification will be deemed to have been relaxed in favour of persons appointed as Temporary Assistant Engineers on the grant of Provisional Short Service Regular Commission. In order however to ensure that the persons who have already joined the armed forces in the corps of Engineers, Signals and Electrical and Mechanical Engineers after obtaining degrees from engineering colleges in the State are not placed at a disadvantage *vis-a-vis* pre-final and final year students such persons, on their release from military service shall be absorbed against the reserved vacancies in the engineering service in the relevant branches of the State Public Works Department and should have priority absorption over the persons who joined while still pre-final and final year students.

The concessions contained in this paragraph will also apply *mutatis mutandis* to medical students of the medical institutions in Punjab.

19. *Ex-servicemen and members of the Territorial Army.*—(a) The maximum age-limits prescribed for civil employment under the Punjab State will be relaxed in their favour and the period of their approved military service will be excluded in counting their age for this purpose provided that —

No. 7477-4GS-63/24400, dated 8th July, 1963.

- (i) they produce a certificate from the military authorities that they had continuous military service for a period not less than six months and were discharged because of demobilisation/reduction not more than three years prior to the date of their registration at an Employment Exchange of the date of application for employment under the State Government; and
- (ii) they fulfil the qualifications other than those in respect of age prescribed for the service/post applied for by them, save that if the competent authority certifies that a person who had rendered approved military service has acquired by experience or otherwise qualifications equivalent to those prescribed for the service/post, it may in his case relax the minimum qualifications prescribed for such post.

(b) The period of approved military service will count for increments, seniority and pension in the civil employment as under :—

- (i) *Increments* :—The period a person has spent on approved military service after he attained the minimum age for entry prescribed for the service/post to which he is appointed will count for increments in the post to which he is appointed if such appointment is so an incremental scale. Where no age is prescribed the minimum age will be as laid down in rules 3.9, 3.10 and 3.11 of the Punjab Civil Services Rules, Volume II.

This concession will, however, be admissible on first appointment and not on subsequent appointments which might follow resignation, etc., from the first appointment. In the case, however, of a person who joins a second or subsequent post on transfer and who has not already availed of the concession, the concession will be admissible but only such benefit will be allowed to him as would have been admissible to him in the post to which he was appointed first.

- (ii) *Seniority* :—An ex-servicemen who is appointed to a civil service will be assigned a place in the cadre of such service which will be fixed with due regard to his age and the period allowed to be deducted under b(i) above and will, as nearly as may be, correspond with the place which he would have been assigned if the Emergency had not intervened and he had qualified in the normal way.

(iii) *Pension* :—Approved military service will count towards pension only in the case of appointment to a permanent civil post and subject to the following conditions :—

- (1) the ex-servicemen concerned should not have earned a pension under the military rules in respect of the service in question;
- (2) in the case of the service/posts in respect of which a minimum age is fixed for recruitment, military service rendered below that age will not be allowed to count for pension;
- (3) the bonus or gratuity paid in respect of military service by the defence authorities will have to be refunded to the State Government; and
- (4) the break between the military service and the civil service will be condoned provided the break does not exceed one year. Breaks exceeding one year and not exceeding three years may also be condoned in exceptional cases under the orders of the Government.

20. *Disabled Ex-servicemen and families of those killed in Action.* - (a) In addition to 19(a), ex-servicemen who become disabled while in military service will also be entitled to exclude from their age the period, from the time they were disabled up to the date of their application for appointment or until the end of the Emergency, whichever is earlier.

No. 7477-4GS-63/24400, dated 8th July, 1963.

(b) Disabled ex-servicemen are entitled to all the concessions which are admissible to ex-servicemen in the matter of relaxation of the minimum qualifications prescribed for a service or post and in other respects as set out above. Preference will be given to ex-servicemen on account of their experience and training while in military service. The standards of physical fitness in the case of disabled ex-servicemen in respect of posts in which the disability will not interfere in the discharge of the duties of the posts will be relaxed.

No. 16963-4GS-63/47725, dated 31st December, 1963.

21. The concessions contained in the foregoing paragraphs will not have the effect of reducing in extent the following concessions but where the two sets of concessions operate in the same respect, the higher of the two will be admissible :—

No. 7477-4GS-63/24400, dated 8th July, 1963.

- (i) the concessions given to ex-servicemen and their families by the Government of India;
- (ii) the concessions given to students, who join military service, by the Education Department and/or the Universities concerned; and
- (iii) the concessions which may be allowed by different Departments to their employees proceeding on military service.

22. The procedure for adjustment of pay and provident fund on civil Government servants who are permitted to take up military service during the present emergency will be as under :—

- (i) The Defence authorities will while communicating the final selection to a Civil Government servant, indicate the name and address of the Military Unit/formation to which details of pay and allowances, etc., of the Civil Government servants should be communicated by the Civil Departments.
- (ii) As soon as the Civil Government servant is struck off the civil posts, his Administrative Officer (in the case of Non-Gazetted personnel) or the Accounts Officer (in the case of the Gazetted personnel), shall forward his last pay certificate and Gazette Notification or Office Order or Pt. II Order to the head of the Establishment to which the individual is expected to report for training/service. In the case of the personnel selected for grant of Emergency Commission, the Last Pay Certificate, has to be forwarded to the Commandant of the Officer's Training School and in case of personnel selected for J.C.Os/ORs' appointments it has to be forwarded to the Pay and Accounts Officer (Other Ranks) concerned through the Comandant of the Training Centre/Unit. Character Rolls or Service Book of the individuals are not to be forwarded to the Military Departments.

The civil employer or the Accounts Officer (in the case of Gazetted personnel) concerned will endorse on the last pay certificate that the provisions of the Government of India, Office Memorandum No. 1/4/63/D (Pay/services), dated the 20th March, 1963 have been extended to their personnel.

No. 11028—4 GSI—65/41429, dated 1st January, 1966.

- (iii) In the case of personnel selected for Emergency Commission, the Commandants of the training Centres will pay during the training period, to the civil Government servants net civil pay and allowances as are indicated in the Last Pay Certificates. They will make a further deduction of Rs. 25 from the pay and allowance on account of food expenses. Such payments during the training period will be a charge on the Civil services Estimates, reduced by the amount of any training allowance admissible under the Defence Rules, Credits for the amounts deducted from pay on account of Provident Fund, advances, etc., noted on Last Pay Certificate would, however be afforded to the Civil Accountant-General concerned. After the completion of training and on grant of Commissions, these documents of the individuals concerned will be forwarded to the Controller of Defence Accounts (Officers). From the date of grant of the Commission, the officer will start drawing military pay and allowance or civil pay and allowances, whichever are higher. The Controller of Defence Accounts(Officers) will raise debits against the Civil Accountant-General for the excess of civil pay and allowances over military pay and allowance and afford credits to him for the recoveries made on account of Provident Fund advances, etc., as noted on Last Pay Certificate.
- (iv) In the case of J.C.Os./ORs. etc., the commandants of the Training Centre/Units shall pay to the civil Government servants either the civil pay and allowances reduced by Rs 25 or the military pay and allowances, whichever are higher. In case the reduced civil pay and allowances are higher, debit for the difference shall be raised against the Civil Accountant-General by the C.D.A. (O.Rs.) who shall also

afford credits to him for the recoveries made on account of Provident Fund advances, etc., as noted on Last Pay Certificate.

Note :—Payment of civil pay and allowances made to the civil Government servants under sub-para (iii) or (iv) above will be recovered monthly or quarterly, as and when the payments are made. The debits will be passed on by the C.D.A.(O) or C.D.A. (O.Rs.) as the case may be to the Civil Accountant-General concerned duly supported also by statement showing the details of payment made and recoveries effected during the pre-commission training period and the excess (if any) of civil pay and allowances over military pay and allowances/credits for the net amounts due/payable on account of Provident Fund, etc.

No. 11028-4GSI-65/41429, dated 1st January, 1966.

(v) For purposes of determining whether civil pay and allowances are higher than military pay and allowances, the following elements shall be taken into account from Civil and Military Pay Code :—

Civil Pay Code	Military Pay Code	
	For J.C.Os/O.Rs. etc.	For Officers
As far as State Government employees who proceed on military duty are concerned pay and allowances will include all types of pays mentioned in rule 2.44 of the Punjab Civil Services Rules, Volume I, Part I (including special pay on tenure posts)	Pay including Rank Pay, Badge Pay, G.S. Pay, Good Conduct Pay, length of service increments, special pay and dearness allowance	Pay including Acting rank Pay K.N.A., S.D.A. and Dearness Allowance

- (vi) All local and compensatory allowances shall be regulated in accordance with the provisions of the Military Pay Code applicable at the place of posting. Hazard pay, high altitude allowances, field area concession and other benefits peculiar to military service shall be payable separately in accordance with military rules.
- (vii) The Civil Administrative Officer in the case of the non-Gazetted personnel and Civil Accounts Officer in the case of the Gazetted personnel, shall communicate to the Controller of Defence Accounts (Officers) in the case of personnel selected for Emergency Commissions and to the Commandants of Regimental Centres in the case of personnel selected for J.C.O./O.Rs., appointments, all office orders and administrative decisions including those relating to *pro forma* promotion under the 'Next below Rule' which might have a bearing on the pay and allowances of the individuals. All increments in the civil scales for these personnel shall continue to be granted as a matter of course, unless a report from the military authorities is received indicating any punishments having the effect of stoppage of increments or pay and allowances. The crossing of the efficiency bar in the civil scale will not be allowed as a matter of course but on the basis of the up-to-date record of service.
- (viii) The civil Government servant will continue as member of the Provident Fund to which he was subscribing before taking over military duties. Contribution to the fund will be deducted by the Military authorities and credits for recoveries made will be afforded by the civil accounts authorities concerned for adjustment in their books. (In the case of class IV Government servants an intimation in respect of the credits will also have to be sent to the parent office). In case any Government servant was not a subscriber of any Provident Fund before transfer to Military duty, he shall be called upon to become a member of the D.S.O.P./A.F.P.P. Fund after completion of one year's continuous service from the date of his appointment on the civil side.

23. Procedure for making entries regarding pay, allowances, etc., in the service books and leave accounts of Civilian Government employees permitted to take up military service during the present emergency would be as follows :—

No. 11028-4GSI-65/41429, dated 1st January, 1966.

(1) *Entries in service books regarding pay and allowances drawn in military service.*—In accordance with para 22(vii) where Government employees are entitled to draw civil rates of pay and allowances during military service, the entry regarding the grant of increments, including crossing of efficiency bar shall be made by the civil authorities at appropriate time indicating that sanction to the crossing of efficiency bar has been given where such efficiency bar is involved. Where Government servants are allowed military rates of pay and allowances the entries shall be made by the civil authorities after obtaining necessary information from the military authorities.

(2) Entries regarding leave availed of during military service—

“As temporary and quasi-permanent Government employees will be fully covered by the military leave rules during the military service and will not earn any leave under the civil leave rules, the question of making any entry in their civil leave account/service book does not arise. In the case of permanent Government employees who earn leave under the civil leave rules during their military service and are allowed to carry forward the unavailed of leave on their reversion to civil Department, the entries in their civil leave account/service book shall be made by the civil authorities after their reversion to the civil appointment.”

(3) Recording of the certificate of verification of service in the service books—

“As the record of service of officers permitted to take up military service during the present emergency will be kept by the military authorities, in one form or the other and also their pay and allowances will be disbursed by them, there is no need of recording certificates of verification of service in the service books by the civil authorities concerned in respect of the period of military service. The necessary verification for this period will be done by the military authorities. On reversion of such officers to the civil appointments, a suitable note of this verification having been done by the military authorities should, however, be recorded by the civil authorities in the service book of the officer on the basis of the facts supplied by the military authorities.

Copy of Circular letter No. 3590-4GSI-66/17115, dated the 17th June, 1966 from the Chief Secretary to Government, Punjab to all Heads of Departments, etc., etc.

Subject :—Concessions to civilian Government employees and others who join military service during the present Emergency.

I am directed to refer to the Punjab Government letter No. 88-4GSI-66/9554, dated the 25th April, 1966 on the subject noted above and to say that it has been decided to substitute paragraph 5(ii) thereof as follows :—

"If any of the State Government employees, who are candidates for Emergency Commissions, withdraws, except for reasons beyond his control, from the training or fails to accept the Commission when offered on the completion of the training, he will be liable to refund the cost of tuition, food and clothing and pay and allowances, as may be decided upon by the Government of India. However, the period of absence from duty of civilian employees who opted for the grant of Emergency Commission, but were reverted back to their parent department without completing the training or who were holding liens on their civil appointments and were sent back as a result of voluntary resignation or withdrawal will be treated as under :

(a) Leave with full or average pay, as the case may be, to the extent admissible in their civil posts, will be granted by their parent Departments for the period of their absence viz. from the date of their departure from the training establishment concerned to the date of their reporting back to the civil department concerned.

(b) In cases where the period of absence given in para (a) above is not covered by the leave due; the same or the balance of the period, as applicable will be treated as Special Leave with full pay and allowances to be paid from the Defence Services Estimates.

These orders will have effect from the 14th January, 1963 and will cover cases arising up to and on the 26th November, 1965 only.

Copy of letter No. 4544-4GSI-66/27171 dated Chandigarh the 10/11th Oct. 1966, from the Chief Secretary to Govt. Punjab to All Heads of Department, etc., etc.

Subject :—Concession to civilian employees and others who join military service during the Emergency.

I am directed to refer to Punjab Govt. Letter No. 88-4GSI-66/95541, dated the 21st April, 1966 on the subject noted above and to say that it has been decided to substitute paragraph 8, thereof as follows :—

"As from the 25th February 1963, the date of issue of the original instructions, 20% of the substantive posts becoming available except in the Engineering and Medical Services in which case the reservation is to the extent of 50%, shall be reserved for civilian Government employees and others who have joined military services during the present Emergency. The reserved vacancies shall not, however be carried forward for a period more than four years. Recruitment made on temporary basis against those posts will not entitle any employee to being made permanent in preference to those who have joined military service Recruitment to the Punjab Civil Services will not, however, be effected Government employees who join military service during the present Emergency should on their return be absorbed in the posts or which they possess necessary qualification.

Copy of letter No. 5948-GGS-67/6942, dated the 25th March, 1968 from the Chief Secretary to Government, Haryana to all Heads of Departments, Commissioner, Ambala Division and all Deputy Commissioners and District and Sessions Judges in Haryana and The Registrar, Punjab and Haryana High Court, Chandigarh.

Subject :—Rehabilitation of Ex-Emergency Commissioned Officers and servicemen (who joined military service during the Emergency)—Reservation of temporary posts and increase in reservation of permanent posts.

I am directed to refer to the instructions contained in composite Punjab Government letter No. 4544-GSI-66/27171, dated the 10th/11th October, 1966 and to the earlier instructions on the subject noted above and to say that it has been decided that the concessions already allowed to ex-Emergency Commissioned Officers and servicemen should be extended in scope as indicated below :—

- (a) The reservation in respect of direct recruitment to engineering and medical services should continue to remain at the existing level of 50% but in all other services 30% (instead of 20%) of the permanent posts becoming available with effect from 1-12-1967 should be reserved for ex-Emergency Commissioned Officers and servicemen.
- (b) As from 1-4-1967 reservation should also be made in regard to *temporary* posts which are to be filled by direct recruitment, the extent of reservation being the same as for *permanent posts*. The existing concessions in respect of age and qualifications allowed for filling the permanent vacancies will also be admissible in respect of temporary posts.
- (c) Existing instructions provide for reservation only in respect of permanent vacancies, whereas the number of such vacancies under the State Government is very limited and in fact most of the posts are initially sanctioned as temporary and are made permanent only subsequently after a number of years. Furthermore, in some service rules the extent of direct recruitment is not specified as such and the provision is that not less than a certain percentage of vacancies should be filled by promotion. The general tendency then is to fill most if not all the posts by promotion with the result that the number of posts available for direct recruitment and therefore for ex-servicemen becomes reduced. In order to avoid this difficulty the minimum percentage fixed for appointments by promotion should be utilised as such the reservation of 30% and 50% as indicated above, should be made in respect of all the remaining posts.
- (d) Military service should be prescribed as a preferential qualifications for posts in the Police and in the Home Guard and in other services, wherever possible.

2. It has also been decided that when the departments place requisitions for recruitment to temporary and permanent posts with the Haryana Public Service Commission, they should specify in each case whether the posts is reserved for ex-Emergency Commissioned Officers and servicemen or not. Furthermore, in order to indicate the position regarding the implementation of these instructions, the Departments should send a monthly statement in the proformer enclosed to the Chief Secretary (in the Home Military Branch) by the 10th of the following month.

3. I am to request that the receipt of this letter may please be acknowledged and the instructions may be complied with strictly.

A copy is forwarded to (i) The Financial Commissioner, Revenue, Haryana and (ii) all Administrative Secretaries to Government Haryana for information.

Sd./-
(H.V. GOSWAMI)
Deputy Secretary Political and Services,
for Chief Secretary to Government, Haryana.

No. 2987-6-GS-68/16645

From

The Chief Secretary to Government, Haryana.

To

- (1) All Heads of Department;
- (2) Commissioner, Ambala Division; and
all Deputy Commissioners.
- (3) The Registrar,
Punjab and Haryana High Court, Chandigarh
and District and Sessions Judges in Haryana.

Dated Chandigarh, the 28th June, 1968.

Subject :—Rehabilitation of Emergency Commissioned short Service Commissioned Officers after their release from the Armed forces-exemption from payment of examination/application fees.

Sir,

I am directed to forward a copy of Government of India, Ministry of Home affairs letter No. 31/10/67-Eats. (B), dated the 23rd March, 1968, together with a copy of its enclosure on the subject noted above and to state that it has been decided by State Government that the released Emergency Commissioned Officers and Short Service Commissioned Officers should be exempt from the payment of examination fee in respect of those examinations which are held by the Haryana Public Service Commission for the purpose of filling the vacancies reserved for them in various services under the State Government. They will also be exempted from the payment of application fee charged by the Haryana Public Service Commission in respect of the posts which are reserved for such officers and which are filled by the commission on the basis of selection/interview. I am to request that similar instructions may also be issued to the Public Sector undertakings and Local Bodies under your control.

Yours faithfully,

Sd./-
Deputy Secretary Political and Services,
for Chief Secretary to Government, Haryana.

No. 265-4GS-69/1416

From

The Chief Secretary to Government, Haryana.

To

- (1) All Heads of Departments; Commissioner, Ambala Division; and all Deputy Commissioners in the State.
- (2) The Registrar, Punjab and Haryana High Court, Chandigarh; and all District and Sessions Judges in the State.

Dated Chandigarh, the 20th January, 1960

Subject :—Rehabilitation of ex-Emergency Commissioned Officers and servicemen (who joined military service during Emergency— Reservation of temporary and permanent posts.

Sir,

I am directed to invite reference to Haryana State Government circular letter No. 5948-6GS-67/6942, dated the 25th March, 1968, on the subject noted above and to the instructions contained in it in regard to reservation of posts for ex-emergency Commissioned Officers and ex-servicemen in various Departments of the State. It has been observed in this connection that while reserving these posts the Departments do not make any distinction between ex-Emergency Commissioned Officers and other ex-servicemen and as a result cases have occurred in which posts carrying entirely inadequate scales of pay e.g. Rs. 50/- and Rs. 100/- have been reserved for officers. This is for obvious reasons unsatisfactory and open to objection. It has therefore been decided that in future only Class I and Class II posts should be reserved for ex-Emergency Commissioned Officers and not posts of any lower category. The other posts that is Class III and Class IV posts should be reserved for ex-servicemen. This may please be borne in view in all such cases in future.

2. I am to request that the receipt of this letter may kindly be acknowledged and the instructions may be complied with strictly.

Yours faithfully,

Sd./-

Deputy Secretary Political and Services,
for Chief Secretary to Government, Haryana.

A copy each is forwarded for information to :—

The Financial Commissioner Revenue, All Administrative Secretaries to Government, Haryana,
The Sales Tax Tribunal, Haryana.

No. 3311-4GS-69/13363

From

The Chief Secretary to Government, Haryana.

To

- (1) All Heads of Departments; the Commissioner Ambala Division; and all Deputy Commissioners in Haryana.
- (2) The Registrar, Punjab and Haryana High Court, Chandigarh, and all District and Sessions Judge, in Haryana.

Dated, Chandigarh, the 19th June, 1969.

Subject :—Concessions to civilian employees and others who joined military service during the Emergency.

Sir,

I am directed to invite your attention to paragraph 6(iii) of the consolidated instructions contained in composite Punjab Government letter No. 88-4GSI-66/9554, dated the 21st April, 1966, and sub rule (3) of Rule 3 of the Punjab Government National Emergency (concession) Rules, 1965 which reads as under ;—

“In case a person who has rendered military service does not possess the minimum qualifications prescribed for any service or post, he shall be deemed to possess these qualifications if the appointing authority certifies that such a person has acquired by experience or otherwise qualifications equivalent to those prescribed for that service or post.”

The question has been raised in this connection as to the type of qualifications which ex-servicemen can be deemed to possess under this provision by virtue of their military experience etc. I am to explain that the provision covers all types of qualifications, educational as well as technical, and no qualification is excluded from its purview. It may be added that in this context it will be appropriate and in fact necessary for the appointing authority to take into account not only the military service rendered by the person concerned but also any technical or non-technical course or training that he may have attended or received. The intention is that all the relevant factors should be fully considered by the appointing authority before taking a decision so that on the one hand ex-servicemen are assisted as much as possible, and on the other the requirements of public interest are fully met.

2. I am to request that the receipt of this letter may please be acknowledged and the instructions noted for careful compliance.

Yours faithfully,

Sd./-
Deputy Secretary Political and Services,
for Chief Secretary to Government, Haryana.

A copy each is forwarded for information and necessary action to :

The Financial Commissioner, Revenue, All Administrative Secretaries to Government, Haryana, The Sales Tax Tribunal, Haryana.

No. 3742-4GS-70/11925

From

The Chief Secretary to Government, Haryana.

To

All Heads of Departments, Commissioner,
Ambala Division; and all Deputy Commissioners in
Haryana State.

Dated, Chandigarh the 8th May, 1970.

Subject :—Territorial Army—Transfers.

Sir,

I am directed to address you on the subject noted above and to say that it has been brought to the notice of Government that in case Government employees who are members of the Territorial Army (Urban Units) are transferred to places which are at a distance from their parent units they cannot attend the weekly parades and as a result the efficiency of the urban units concerned is affected adversely. This is undesirable for obvious reasons and it is therefore requested that this aspect should be kept in view when the question of the transfer of such Government employees arises and it should be arranged that as far as possible their training is not affected.

Yours faithfully,

Sd./-
Deputy Secretary Secretariat Estt.,
for Chief Secretary to Government, Haryana.

A copy each is forwarded to :—

The Financial Commissioner, Revenue, Administrative Secretaries to Government,
Haryana, for information and necessary action.

क्रमांक 8008-5 जी 0 एस 0-69/14496

प्रेषक

मुख्य सचिव, हरियाणा सरकार।

सेवा में

1. सभी विभागीय अध्यक्ष, कमिश्नर, अम्बाला मण्डल और सभी उपायुक्त और उप मण्डल अधिकारी (सिबिल) [हरियाणा।
2. रजिस्ट्रार, पंजाब तथा हरियाणा हाई कोर्ट और जिला और सब न्यायाधीश हरियाणा।

दिनांक चण्डीगढ़ 15 जून, 1970

विषय :—सैनिक सेवाएं कर्मचारियों के बच्चों के घोषणा पत्र/प्रमाण पत्रों की तसदीक जोकि हरियाणा राज्य में तकनीकी/पेशावर संस्थाओं में दाखला प्राप्त करना चाहते हैं।

महोदय,

मुझे निदेश हुआ है कि उपरोक्त विषय पर आपको सम्बोधित करूं और यह कहूं कि वर्तमान अनुदेशों के अनुसार उम व्यक्तियों के घोषणा पत्र (इंक्लेरेशन) प्रमाण पत्र जो हरियाणा राज्य के तकनीकी/पेशावर संस्थाओं में दाखला प्राप्त करना चाहते हैं, उनको घोषणा पत्रों/प्रमाण पत्रों की सम्बन्धित आयुक्त/उपायुक्त/जनरल असिस्टेंट्स/मैजिस्ट्रेट्स श्रेणी 1 से तसदीक करवाने पड़ते हैं। यह बात सरकार के ध्यान में लाई गई है कि उपरोक्त प्रबन्ध बहुत सीमित हैं जिसके फलस्वरूप सैनिक कर्मचारियों के बच्चों को दाखला प्राप्त करने में दिक्कत पेश आती है। तदनुसार इस मामले पर सरकार ने विचार करके यह फैसला किया है कि पहले ही अधिकृत अधिकारियों के अतिरिक्त सचिव जिला सैनिक नाविक तथा हवाई वाज बोर्ड, जोकि राजपत्रित अधिकारी हैं, को भी सैनिक कर्मचारियों के बच्चों से जो तकनीकी पेशावर संस्थाओं में दाखला प्राप्त करना चाहते हैं उनसे सम्बन्ध रखने वाले घोषणा पत्र/प्रमाण पत्रों की तसदीक करने का प्राधिकार दिया जावे।

भवदीय,

हस्ता/-

उम सचिव राजनैतिक तथा सेवाएं,
कृते: मुख्य सचिव, हरियाणा सरकार।

क्रमांक 8008-5 जी 0 एस 0-70/14497 दिनांक चण्डीगढ़ 15 जून, 1970

एक एक प्रति सेवा में सूचनार्थ भेजी जाती है :—

रजिस्ट्रार पंजाब विश्वविद्यालय, चण्डीगढ़, रजिस्ट्रार कुरुक्षेत्रा, विश्वविद्यालय, कुरुक्षेत्रा, रजिस्ट्रार पंजाब एग्री-कल्चर विश्वविद्यालय, लुधियाना;

No. 4534-SGS-70/17010

From

The Chief Secretary to Government, Haryana.

To

- (1) All Heads of Departments; Commissioner, Ambala Division; and all Deputy Commissioners and Sub-Divisional Officers in Haryana.
- (2) The Registrar, Punjab and Haryana High Court; and all District and Sessions Judges in Haryana.

Dated Chandigarh, the 3rd July, 1970.

Subject :—Reservation for ex-Emergency Commissioned Officers in H.C.S. Executive and Judicial Branches.

Sir,

I am directed to refer to the following instructions contained in composite Punjab letter No. 4544-4GSI-66/2771, dated 10-10-66 on the subject noted above and to say that this matter has been considered further as indicated below : -

“As from the 25th February, 1963, the date of issue of the original instructions, 20% of the substantive posts becoming available, except in the Engineering and Medical Services in which case the reservation is to the extent of 50%, shall be reserved for civilian Government employees and others who have joined military service during the present Emergency. The reserved vacancies shall not, however, be carried forward for a period more than four years. Recruitment made on temporary basis against these posts will not entitle any employe to being made permanent in preference to those who have joined military service. Recruitment to the State Civil Service will not however be affected. Government employees who join military service during the present Emergency should on their return be absorbed in the posts for which they possess necessary qualifications.”

It has been decided that reservation should be made in the H.C.S. (Executive Branch) also and should be to the extent of 20% of the direct recruitment vacancies which arise upto 31-12-1972. As regards similar reservation in recruitment to H.C.S. (Judicial Branch) the matter is under examination and orders will be issued separately.

Yours faithfully,

Sd./-
Deputy Secretary Political and Services,
for Chief Secretary to Government, Haryana.

A copy each is forwarded to the :—

Financial Commissioner Revenue, Haryana; and All Administrative Secretaries to Government, Haryana.

No. 4170-SGS-70/18998

From

The Chief Secretary to Government, Haryana.

To

- (1) All Heads of Departments; Commissioner, Ambala Division; and all Deputy Commissioners and Sub-Divisional Officers in Haryana.
- (2) The Registrar, Punjab and Haryana High Court; and all District and Sessions Judges in Haryana.

Dated Chandigarh, the 15th July, 1970.

Subject :—Concessions to civilian employees and others who join military service during the Emergency.

Sir,

I am directed to refer to the instructions contained in composite Punjab Government circular letter No. 88-4GSI-66/9554, dated the 21st April, 1966, on the subject noted above and to say that after careful consideration the Government have decided to liberalize further the concessions admissible to ex-servicemen in regard to maximum age limit and minimum qualifications by amending para 6 (i) and (iii) of the circular letter as follows :—

“6(i) Maximum age limit and minimum qualifications—The maximum age limit prescribed for appointment to any service or post, shall be relaxed in favour of a person who has rendered military service to the extent of his military service added by three years provided he had rendered continuous military service for a period of not less than six months before his release and further provided that he had been released otherwise than by way of dismissal or discharge on account of misconduct or inefficiency.”

“6(iii)—The appointing authority will have the power, in the case of a person who joined military service during the Emergency, to relax or waive the minimum qualifications prescribed for any post if the said authority is of the view and certifies that person has qualifications similar in nature to those that are prescribed and/or has experience of work similar to that of the post, and by virtue of those qualifications/experience he will be able to discharge the duties of the post satisfactorily.”

2. I am to request that the receipt of this letter may please be acknowledged and instructions be brought to the notice of all concerned for strict compliance.

Yours faithfully,

Deputy Secretary Political & Services,
for Chief Secretary to Government, Haryana.

A copy each is forwarded to :—

The Financial Commissioner Revenue, Haryana ; and All Administrative Secretaries to Govt., Haryana.

क्रमांक 7654-6 जी० एस०-70/25547

प्रेषक

मुख्य सचिव, हरियाणा सरकार।

सेवा में,

1. सभी विभागीय अध्यक्ष, आयुक्त अम्बाला मण्डल' ; और सभी उपायुक्त तथा उप मण्डल अधिकारी, हरियाणा।
2. रजिस्ट्रार, पंजाब तथा हरियाणा हाईकोर्ट और सभी जिला तथा सत्र न्यायाधीश हरियाणा।

दिनांक चण्डीगढ़ 24 सितम्बर, 1970

विषय :—सिविल कर्मचारियों तथा अन्य व्यक्तियों के लिये रियायतें जो सैनिक सेवा में आपातकाल के समय भर्ती हुये थे—
और भूतपूर्व सैनिकों की सरकार की सिविल सेवा में पुनः नियुक्ति।

महोदय,

मुझे निदेश हुआ है कि मैं आपका ध्यान संयुक्त पंजाब सरकार के परिपत्र क्रमांक 88-4 जी० एस० 1-66/9554 दिनांक 21-4-1966 तथा क्रमांक 2407-4 जी० एस०-1-66/9738 दिनांक 22/25 अप्रैल, 1966 की और उपरोक्त विषय पर, दिलाऊँ और यह कहूँ कि सरकार के नोटिस में यह लाया गया है कि इन अनुदेशों के सही लक्ष्य के विषय में कुछ भ्रम हैं और स्थिति शक से मुक्त नहीं है। इस लिये यह स्पष्ट किया जाता है कि इस मामले में ठीक स्थिति इस प्रकार है :—

- (1) 21 अप्रैल, 1966 के संगठित, परिपत्र में निर्देशित, सरकारी सेवा में आरक्षण के मामले तथा अन्य रियायतों में प्रथम अधिमान्यता उन व्यक्तियों को दी जायेगी जो आपातकाल के दौरान सैनिक सेवा में भरती हुये थे।
- (2) उपरोक्त आईटम न० (1) के व्यक्तियों के दावों को पूरा करने के पश्चात यदि कोई आरक्षण मात्वा की रिक्तियाँ बच जाती हैं तो वो उन व्यक्तियों द्वारा भरी जायेंगी जो आपातकाल से पहले सैनिक सेवा में भरती हुये हों परन्तु उन्होंने आपातकाल के दौरान सैनिक सेवा की हो। इन पदों के वर्ग के व्यक्तियों को आरक्षित पदों के विरुद्ध द्वितीय अधिमान्यता का हक होगा।
- (3) 21 अप्रैल, 1966 के संगठित परिपत्र में निर्देशित आयु और अन्य योग्यताओं में ढील की रियायतें आईटम न० (2) के वर्ग के व्यक्तियों को भी उसी प्रकार उपलब्ध होंगी जिस प्रकार आईटम न० (1) के व्यक्तियों की।

भवदीय

हस्ता/-

उप सचिव राजनैतिक तथा सेवायें
कृते: मुख्य सचिव, हरियाणा सरकार।

क्रमांक 8460-6 जी० एस०-70/29024

प्रेषक

मुख्य सचिव, हरियाणा सरकार।

सेवा में,

1. सभी विभागाध्यक्ष, आयुक्त, अम्बाला मण्डल; और सभी उपायुक्त तथा उप मण्डल अधिकारी, हरियाणा।
2. रजिस्ट्रार, पंजाब तथा हरियाणा हाईकोर्ट और सभी जिला तथा सत्र न्यायाधीश हरियाणा।

दिनांक चण्डीगढ़ 9-11-1970

विषय :—शस्त्र सेना के सदस्य जो सेवा के दौरान मर जाते हैं या लड़ाई में मारे जाते हैं उन के पुत्रों/पुत्रियों/स्त्रियों को रोजगार देना-रोजगार कार्यालय-कार्यविधि से छूट।

महोदय,

मुझे निवेदन हुआ है कि मैं आप का ध्यान उपरोक्त विषय पर तथा संयुक्त पंजाब सरकार के परिपत्र क्रमांक 88-4 जी० एस०-1-66/9554 दिनांक 21-4-66 की और दिलाऊँ और यह कहूँ कि सरकार ने यह फैसला किया है कि शस्त्र सेना के सदस्य जो सेवा के दौरान मर जाते हैं या वे लड़ाई में मारे जाते हैं, उन के पुत्रों/पुत्रियों/स्त्रियों को सरकार के अधीन पदों पर रोजगार कार्यालय कार्यविधि की छूट में नियुक्त किया जावे। यह नियुक्ति की रियायत उन पदों के लिए लागू होगी जो कि केवल रोजगार कार्यालय के माध्यम से भरे जाते हैं और यह छूट उन पदों पर लागू नहीं होगी जोकि हरियाणा लोक सेवा आयोग/हरियाणा अधीनस्थ सेवा प्रवरण बोर्ड के द्वारा भरे जाते हैं। आगे यह कहना है कि उपरोक्त छूट केवल उम योग्य केषों में दी जानी चाहिए जहाँ पर सम्बन्धित व्यक्तियों को तत्काल सहायता की आवश्यकता हो और उनके परिवार में और कोई कमाने वाला व्यक्ति न हो।

2. आप से अनुरोध है कि इस पत्र की पावता भेजें और इन अनूदेशों को सभी सम्बन्धित कर्मचारियों के नोटिस में परिपालन के लिए लाया जाए।

भवदीय,

हस्ता/-

उप सचिव राजनैतिक तथा सेवाएं,
कृते: मुख्य सचिव, हरियाणा सरकार।

एक एक प्रति निम्नलिखित को सूचना तथा आवश्यक कार्यवाही हेतु भेजी जाती है।

सभी विल्यायुक्त हरियाणा और सभी प्रशासकीय सचिव, हरियाणा सरकार। सचिव, हरियाणा लोक सेवा आयोग चण्डीगढ़। सचिव, अधीनस्थ सेवा प्रवरण बोर्ड चण्डीगढ़। प्रधान सचिव, मुख्य मन्त्री हरियाणा और सचिवानिजी सचिव मन्त्रीगण/सभी संसदीय सचिव; मुख्य मन्त्री हरियाणा/मन्त्रीगण/सभी मंसदीय सचिवों की सूचना के लिए।

क्रमांक 9502-3 जी० एस०-II-70/31245

प्रेषक

मुख्य सचिव, हरियाणा सरकार।

सेवा में

1. सभी विभागीय अध्यक्ष, कमीश्नर अम्बाला मण्डल सभी उपायुक्त और उप-मण्डल अधिकारी, (सिविल), हरियाणा।
2. रजिस्ट्रार, पंजाब तथा हरियाणा हाईकोर्ट और जिला सत्र न्यायाधीश, हरियाणा।

दिनांक, चण्डीगढ़, 9 दिसम्बर, 1970।

विषय :—सिविल कर्मचारियों तथा अन्य व्यक्तियों के लिए रियायतें जो रियायतें जो सैनिक सेवा में आपातकाल के समय भर्ती हुए थे।

महोदय,

मुझे निदेश हुआ है कि आप का ध्यान सयुक्त पंजाब के परिपत्र क्रमांक 88-4 जी० एस०-I-66/9554, दिनांक 21-4-66 के पैरा 6(III) की ओर दिलाऊं (जिस को हरियाणा सरकार ने अपने परिपत्र क्रमांक 4710-5 जी० एस०-70/18998 दिनांक 15 जुलाई, 1970 द्वारा संशोधित किया है) जिस में यह संकेत दिया गया है कि उन व्यक्तियों के केषों में जिन्होंने आपात काल में सेना में काम किया है, नियुक्ति प्राधिकारी किसी भी पद पर नियुक्ति के लिए निर्धारित न्यूनतम योग्यताओं में छूट देने में अधिकृत है, यदि उस प्राधिकारी का विचार हो और वह यह प्रमाणित करे कि उस व्यक्ति की योग्यताएं उक्त पद की योग्यताओं के बराबर हैं या भूतपूर्व से पद के काम का तजरबा है और उन योग्यताओं/तजरबे के आधार पर वह अपने पद के कार्य को भली भांति निपटा सकता है। इस मामले पर आगे विचार किया गया है और यह फैसला किया गया है कि एम के सेसों में नीचे लिखे के आधार पर कार्यवाही की जाए :—

जब कभी किसी आरक्षित रिक्ति की पूर्ति हरियाणा लोक सेवा आयोग या एस० एस० एस० बोर्ड हरियाणा द्वारा या किसी और ढंग से करनी हो तो उस पद की योग्यताओं की ध्यान पूर्वक छान-बीन की जानी चाहिए और यदि सम्भव हो तो भूतपूर्व सैनिकों के लिए न्यूनतम योग्यताओं के प्रश्न पर विशेष कर शिक्षा योग्यता को निर्धारित करने पर विचार किया जावे बशर्ते कि उस पद के काम पर कोई प्रतिकूल प्रभाव न पड़े। दूसरे शब्दों में भूतपूर्व सैनिक ने जो सैनिक सेवा में और प्रशिक्षण के दौरान अनुभव प्राप्त किया है और पद के कार्य की आवश्यकता ध्यान में रख कर भूतपूर्व सैनिकों और अन्य व्यक्तियों के लिए भिन्न-भिन्न योग्यताएं निर्धारित की जानी चाहिए। इस का अभिप्राय यह है कि यदि विचार हो कि भूतपूर्व सैनिक योग्य अनुभव रखता हुआ पद के कार्य की कुशलता पूर्वक कर सकेगा तो उस के केस को विचार क्षेत्र से न निकाला जाए केवल इसलिये कि उस के पास मानक शिक्षा योग्यताएं नहीं हैं बल्कि उस के केस पर गुणावगुण के आधार पर निरीक्षण होना चाहिए।

2. मेरी प्रार्थना है कि यह अनुदेश नोट किए जाएं और सभी सम्बन्धित कर्मचारी सावधानी से अनुपालन करें।
3. कृपया इस पत्र की पावती भेजें।

भवदीय,

हस्ता/-

उप सचिव, सचिवालय स्थापना,
कृते: मुख्य सचिव, हरियाणा सरकार।

एक प्रति सेवा में भेजी जाती है :—

विस्तारयुक्त राजस्व, हरियाणा, और सभी प्रशासकीय सचिव, हरियाणा।

पत्रांक 1178-4 जी० एस० II-71/8459

प्रेषक

मुख्य सचिव, हरियाणा सरकार।

सेवा में

1. सभी विभागीय अध्यक्ष, आयुक्त अम्बाला मण्डल और सभी उपायुक्त तथा उप मण्डल अधिकारी, हरियाणा।
2. रजिस्ट्रार, पंजाब तथा हरियाणा हाई कोर्ट और सभी जिला तथा सब न्यायाधीश हरियाणा।

दिनांक चण्डीगढ़ 22 अप्रैल 1971।

विषय :—भूतपूर्व सैनिकों को सिविल नौकरी में पुनः स्थापित करना।

महोदय,

मुझे निदेश हुआ है कि हरियाणा सरकार के परिपत्र नं० 5948-6 जी० एस० 0-67/6942 दिनांक 25 मार्च 1968 उपरोक्त विषय का हवाला दे कर और कहें कि हरियाणा सरकार ने स्थिति का पुनः निरीक्षण करके अनुभव किया है कि भूतपूर्व सैनिकों का समाहार आरक्षित पदों पर सन्तोष जनक तरीके से नहीं हो रहा है। और भूतपूर्व सैनिकों की महायत्ना के लिए विशेष उपाय करना जरूरी है। इसलिए यह निर्णय किया है कि उन्हें आरक्षित रिक्तियों पर नियुक्त करने के साथ साथ यदि दूसरी बातें समान हों, तो भूतपूर्व सैनिकों को आरक्षित () रिक्तियों को भरते समय भी प्राथमिकता देनी चाहिए।

2. यह प्रार्थना की जाती है कि इन अनुदेशों को सावधानी से अनुपालना करने के लिए अंकित करें और इस पत्र की पावती भेजने की कृपा करें।

भवदीय,

हस्ता/-

उप सचिव, सचिवालय स्थापना,
कृते: मुख्य सचिव, हरियाणा सरकार।

पुष्पांकन 1178-4 जी० एस० II-71/8640 दिनांक चण्डीगढ़ 22 अप्रैल 1971

एक प्रति महालेखापाल शिमला तथा अध्यक्ष हरियाणा लोक सेवा आयोग चण्डीगढ़, अध्यक्ष अधिनियम सेवा प्रकरण मण्डल हरियाणा चण्डीगढ़। सभी वित्तायुक्त, हरियाणा, सभी प्रशासकीय सचिव, हरियाणा सरकार को सूचनार्थ भेजी जाती है।

क्रमांक 1520-4 जी०एस० II-71/8796

प्रेषक

मुख्य सचिव, हरियाणा सरकार।

सेवा में

1. सभी विभागीय अध्यक्ष, आयुक्त अम्बाला मण्डल तथा सभी उपायुक्त और सभी उप-मण्डल अधिकारी हरियाणा।
2. रजिस्ट्रार, पंजाब तथा हरियाणा हाईकोर्ट और सभी जिला तथा सत्र न्यायाधीश, हरियाणा।

दिनांक, चण्डीगढ़, 23-4-1971।

विषय :—निर्योग्य भतपूर्व सैनिकों को सरकारी सेवा में रियायतों का देना।

महोदय,

मुझे निदेश हुआ है कि हरियाणा सरकार के अनुदेश क्रमांक 4710-5 जी० एस० II-70/14996 दिनांक 19-6-70 उपरोक्त विषय का हवाला दूं और कहूं कि अब सरकार ने यह निर्णय किया है कि जब निर्योग्य (Disabled) भतपूर्व सैनिकों को सेना अधिकारियों द्वारा पुनरीक्षण मैडीकल बोर्ड के लिए बुलाया जावे, उनका अस्पताली समय को ड्यूटी समझा जावे।

2. उपरोक्त रियायतें, केवल चिकित्सा अधीक्षक, सैनिक अस्पताल के द्वारा आवश्यक चिकित्सा प्रमाण जारी किया हुआ प्रस्तुत करने पर ही देय होगी।

3. यह वित्त विभाग को सहमति उनके अशा० क्रमांक 328-3 अफ० आर०-761/दिनांक 15/16-3-71 प्राप्त करके जारी किया है।

4. कृपया इस पत्र की पावती भेजें।

भवदीय,
हस्ता/-

उप सचिव सचिवालय स्थापना
कृते: मुख्य सचिव, हरियाणा सरकार।

English version of letter No. 1063-4GSII-71/8799, dated the 23rd April, 1971.

Subject :—Concessions to civilian employees and others who joined military service during the Emergency etc .

I am directed to refer to Haryana Government circular letter No. 7654-6GS-70/25547 dated the 24th September, 1970 regarding concessions for military service, which letter provides as follows :—

- (1) In the matter of reservation in Government service and other concessions mentioned in the consolidated circular letter of 21st April, 1966 first preference will be given to those who joined military service during the Emergency.
- (2) If any vacancies in the reservation quota are left over after meeting the claims of persons of the category mentioned at (1) above then those vacancies will be filled by persons who joined military service before the Emergency but served during the Emergency also. Persons of the letter category will thus be entitled to second preference against reserved posts.
- (3) Concessions such as relaxation in age and other qualifications as mentioned in the consolidated circular letter of 21st April, 1966 will also be available to persons of the category at (2) above in the same manner as to persons of the category at (1) above, but no other concessions.

2. The matter has been considered further and it has been decided to enlarge the scope of the second preference as given at (2) above in order to include in it all persons with military service whether they joined military service before or after the declaration of Emergency and whether they served during the Emergency or not. Such ex-servicemen will also be given the concessions of relaxation in age and qualifications as indicated at (3) above.

3. It is requested that these instructions may please be noted for careful compliance.

English version of Haryana Government Letter No. 1884-4GSII-71/10051, dated 15/5/71.

I am directed to refer to the instructions contained in Haryana Government letter No.5948-6GS-67/6942, dated 25-3-1968, on the subject noted above and to say that it has now been decided/that ex-servicemen who fall within other categories for whom there is separate reservation namely scheduled castes, scheduled tribes etc., should on appointment be treated as having been given posts from the quota reserved for those categories and not from the quota reserved for ex-servicemen as such. In other words such appointments will not have the effect of reducing the reservation made for ex-servicemen and will be adjusted against the quota for scheduled castes etc.

2. It is requested that these instructions may be complied with carefully and the receipt of this letter may also be acknowledged.

नं० 816-4 जी० एस० II-71/12899

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. सभी विभागाध्यक्ष, आयुक्त अम्बाला मण्डल, सभी उपायुक्त तथा उप-मण्डल अधिकारी हरियाणा ।
2. रजिस्ट्रार पंजाब तथा हरियाणा उच्च न्यायालय और सभी जिला तथा सत्र न्यायाधीश, हरियाणा ।

दिनांक चण्डीगढ़ 26 मई, 1971

विषय :—सिविल कर्मचारियों तथा अन्य व्यक्तियों के लिये रियायतें जो सैनिक सेवा में आपातकाल के समय भर्ती हुए थे ।

महोदय,

मुझे निदेश हुआ है कि उपरोक्त विषय का हवाला दू और कहूँ कि यह प्रश्न पैदा हुआ है कि क्या जो रियायतें पंजाब सरकार राष्ट्रीय आपत्तिकाल (रियायतें) नियम 1965 में दी गई हैं, वे उन्हीं भूतपूर्व सैनिकों के बारे में लागू होती हैं जो आरक्षित (रिजर्व्ड) रिक्तियों पर नियुक्त हुए हैं या उन पर भी लागू होती है जो आरक्षित (नान रिजर्व्ड) रिक्तियों के प्रति नियुक्त हुए हैं। इन मुआमलों पर विचार करके यह निर्णय किया गया है कि जो भूतपूर्व सैनिक आरक्षित (नान रिजर्व्ड) रिक्तियों के प्रति नियुक्त हुए हैं उन्हें भी उपरोक्त नियमों में अंकित रियायतें मिलनी चाहिए।

2. इन अनुदेशों को ध्यान पूर्वक अनुपालन करें तथा इस पत्र की पावती भेजें।

भवदीय,

हस्ता/-

उप सचिव प्रशासन सुधार

कृते: मुख्य सचिव, हरियाणा सरकार

पृष्ठ 816-4 जी० एस० II दिनांक चण्डीगढ़ 26 मई, 1971

एक प्रति महालेखापाल हरियाणा, वित्तायुक्त राजस्व हरियाणा और सभी प्रशासकीय सचिव हरियाणा सरकार शिमला को आवश्यक कार्यवाही हेतु भेजी जाती है।

Copy of English Version letter No. 2391-4GSII-71/13973, dated the 9-6-1971

Subject :--Concessions to civilian employees and others who joined military service during Emergency.

I am directed to invite reference to the following extract from Government Circular letter No. 9502-4GSII-70/34245, dated the 9th December, 1970 on the subject mentioned above and to observe as indicated below the extract :--

“Whenever any recruitment involving reserved vacancies has to be made, whether through the Haryana Public Service Commission or the Subordinate Services Selection Board or otherwise, the qualifications prescribed for the post should be scrutinised carefully and if possible the question of prescribing lower qualifications (especially academic ones) for ex-service personnel should be considered, provided the work of the post will not be affected thereby to any material extent. In other words separate qualifications should be prescribed for ex-service personnel and for others keeping in view, on the one hand, the experience likely to have been gained by the former in military service and in training courses and on the other, the requirements of the work of the post, the intention being that if it is considered that ex-service personnel with suitable experience will be able to undertake the work of the post satisfactorily they should not be excluded from consideration because they do not possess the normal academic qualifications and instead their cases should be dully examined on merits”.

The matter has been considered further and it has been decided that before the qualifications for various posts are finalised in respect of ex-servicemen (for requisitions being placed with the Subordinate Services Selection Board/Public Service Commission) the Department concerned should also consult the Special Employment Cell for Ex-servicemen. The object is to ensure that whatever modifications in the qualifications are essential for ex-servicemen in view of their educational qualifications (equated or otherwise), training, experience, etc., are duly made and no aspect which is relevant in this regard is left out of consideration.

2. I am to add however that the process of consultation indicated above should be completed in the minimum of time and no avoidable delay should be allowed to occur on account of it. For this purpose the cases should be followed up with the Special Employment Cell for Ex-servicemen at the personal level and it should be arranged that clearance from that Cell is received within two or three days of the receipt of the reference by it.

3. It is requested that the instructions may be noted for careful compliance and the receipt of this letter may also be acknowledged.

English Version of letter No. 3417-4GSII-71/23840 dated 5-8-1971

Subject :--Employment, in relaxation of Employment Exchange procedure of sons/daughters/wives of members of the Armed Forces who die during service or who are killed in action.

I am directed to refer to Haryana Government letter No. 8460-6GS-70/29024, dated 9-11-70, on the subject noted above and to say that the relaxation from the procedure of employment through Employment Exchanges till now admissible in the case of sons/daughters/wives of members of the Armed Forces who die in Service or are killed in action, will also be applicable in the case of sons/daughters/wives of members of the Armed Forces who are disabled in action. This relaxation will apply only in the case of those posts which are to be filled through the agency of Employment Exchanges, and will not cover posts which are to be filled through the agency of the Haryana Public Service Commission/Subordinate Services Selection Board. Furthermore, it will be allowed only in deserving cases where the persons concerned stand in need of immediate assistance and there is no other earning member of the family.

English Version of letter No. 2906-4GSII-71/25549 dated 27-8-71

Subject :—Rehabilitation of Ex-servicemen-Exemption from payment of examination/application fees.

Sir,

I am directed to refer to the instructions contained in Haryana Government letter No. 2927-6GS-68/16645, dated the 28th June, 1968 which are to the effect that released Emergency Commissioned Officers and Short Service Commissioned Officers shall be exempt from the payment of examination fees in respect of examinations held by the Haryana Public Service Commission for filling reserved vacancies also from the payment of application fees payable to the Commission in respect of those posts. I am to say that it has been decided that the exemptions allowed so far to released Emergency Commissioned Officers/Short Service Commissioned Officers will from now onwards be applicable to all ex-service personnel. It has further been decided that these exemptions shall be given to them in respect of examinations held by the Subordinate Services Selection Board as well. These instructions may please be noted for due compliance.

English version of Haryana Govt. letter No. 4397-4GSII-71/26243 dated 3-9-71.

Subject :—Reservation for ex-emergency Commissioned and Short Service Commissioned officers in H.C.S. (Executive Branch)-Extension of reservation period beyond 31-12-1972.

I am directed to refer to the instructions contained in Haryana Government Letter No. 4534-5GS-70/17010, dated 3-7-1970. on the subject noted above and to say that it has been decided to extend the period of reservation for ex-Emergency Commissioned/Short Service Commissioned Officers, in respect of recruitment to H.C.S. (Executive Branch), to 31-12-73.

क्रमांक 4741-4 जी० एस०-II-71/26789

प्रेषक

मुख्य सचिव, हरियाणा सरकार।

सेवा में

1. सभी विभागाध्यक्ष, आयुक्त अम्बाला मण्डल, सभी उपायुक्त तथा उप मण्डल अधिकारी, हरियाणा।
2. रजिस्ट्रार, पंजाब तथा हरियाणा हाईकोर्ट तथा सभी जिला एवं सत्र न्यायाधीश, हरियाणा।

दिनांक चण्डीगढ़ 13 सितम्बर, 1971.

विषय :—भूतपूर्व अपात काल कमीशण्ड अधिकारियों तथा भूतपूर्व सैनिकों (जो अपातकाल में सेना में भर्ती हुए) को पुर्न-स्थापित करना—अस्थाई पदों का आरक्षण तथा स्थाई पदों में आरक्षण का बढ़ाना।

महोदय,

मुझे निदेश हुआ है कि आपका ध्यान उपरोक्त विषय पर हरियाणा सरकार के परिपत्र क्रमांक 5948-6 जी० एस०-67/6942, दिनांक 25-3-1968 की ओर दिलाऊँ। इन अनुदेशों के अनुसार भूतपूर्व अपातकाल कमीशण्ड अधिकारियों तथा सैनिकों के लिए पदों से आरक्षण निम्न प्रकार किया जाता है :—

1. 50 प्रतिशत सीधी भर्ती के लिए इजीनियरिंग तथा मैडिकल सेवाओं में
तथा
2. 30 प्रतिशत अन्य सेवाओं में (एच० सी० एस० के अतिरिक्त)।

हाल ही में एक न्यायिक केस में यह निर्णय किया गया है कि विधान के अनुसार सभी वर्गों के व्यक्तियों के लिए आरक्षित पदों की संख्या कुल पदों की 50 प्रतिशत से अधिक नहीं हो सकती। चूंकि 20 प्रतिशत रिक्तियां पहले ही अनु-सूचित तथा 2 प्रतिशत पिछड़े वर्गों के लिए आरक्षित हैं, भूतपूर्व सैनिकों के लिए कुल आरक्षण 28 प्रतिशत के अधिक नहीं होना चाहिए। इसलिए (एच० सी० एस०) जहां पहले ही आरक्षण 28 प्रतिशत से कम है के अतिरिक्त सभी सेवाओं में भूतपूर्व अपातकाल कमीशण्ड अधिकारियों तथा सैनिकों के लिए आरक्षण के वर्तमान प्रतिशत को घटाकर 28 प्रतिशत करने का निर्णय किया गया है।

भववीय,

हस्ता/-

उप सचिव, सामान्य प्रशासन,

छात्र: मुख्य सचिव, हरियाणा सरकार।

English version of Haryana Government letter No. 4853-4GSII-71/29728 dated 15-10-1971.

Subject :—Recruitment of ex-servicemen on ad hoc basis.

I am directed to refer to the Haryana Government letter No. 4534-5GS-70/17010, dated 3-7-1970, on the subject noted above and to say that it has come to notice that qualified candidates are not available for filling posts reserved for ex-servicemen in Government employment and special arrangements in that behalf are therefore necessary. It has accordingly been decided that the vacancies reserved for ex-servicemen should be filled in the following manner :—

- (i) by ex-servicemen recommended by the Haryana Public Service Commission/Subordinate Services Selection Board (such appointments will be made on a regular basis);
- (ii) failing (i), by ex-servicemen who are already working on an ad hoc basis that is, they will be allowed to continue on their existing posts;
- (iii) failing (i) and (ii), by other ex-servicemen who will be appointed on an ad hoc basis;
- (iv) failing (i), (ii) and (iii), by non-ex-servicemen who will be appointed on an ad hoc basis.

The appointments against the reserved posts will thus be on a regular basis only in the case of ex-servicemen candidates recommended by the Haryana Public Service Commission/Subordinate Services Selection Board. The other appointments (at (ii), (iii) and (iv) above) will be on ad hoc basis, and the persons concerned will be replaced by candidates in categories (i) or (iii) as the case may be when they become available. Further more those ex-servicemen who have been appointed on ad hoc basis but do not fulfil the requisite qualifications in accordance with the Government instructions regarding ex-servicemen issued from time to time shall not be given any benefit under these instructions and they should be discharged from service immediately.

2. I am to request that these instructions may please be noted for due compliance and the receipt of this communication may be acknowledged.

क्रमांक 2815-4 जी 0 एस 0 II-71/30857

प्रेषक

मुख्य सचिव, हरियाणा सरकार।

सेवा में

1. सभी विभाग/अध्यक्ष, आयुक्त अम्बाला मण्डल, सभी उपायुक्त तथा सभी उप मण्डल अधिकारी, हरियाणा।
2. रजिस्ट्रार, पंजाब तथा हरियाणा हाई कोर्ट तथा सभी जिला एवं सब न्यायाधीश, हरियाणा।

दिनांक चण्डीगढ़ 29 अक्टूबर, 1971

विषय :—भतपूर्व सैनिकों को नियुक्ति।

महोदय

मुझे निदेश हुआ है कि यह कहें कि वर्तमान प्रणाली के अनुसार रोजगार विभाग प्रत्येक रिक्ति जो उन्हें अधिसूचित की जाती है, के प्रति सात उम्मीदवारों के नाम इन्टरव्यू के लिए भेजते हैं। अनुभव से मालूम हुआ है कि यह प्रणाली भतपूर्व सैनिकों के लिए असुविधाजनक है तथा कठिनाई का खास कारण है, विशेष कर क्योंकि सभी इन्टरव्यू उनके घर से बाहर के स्थानों में होते हैं। इस मामले पर गहन विचार कर सरकार ने यह निर्णय किया है कि इस कठिनाई को कम करने के लिए भतपूर्व सैनिकों की नियुक्ति के लिए प्रवर्ण भविष्य में निम्न/अंकित संशोधित प्रणाली से होना चाहिए।

2. इसके बजाए कि विभिन्न विभाग साधारण पदों के लिए उम्मीदवारों का अलग अलग इन्टरव्यू लें ऐसे भतपूर्व सैनिकों जिनके नाम रोजगार कार्यालय में दर्ज हैं, का इन्टरव्यू राज्य प्रवर्ण समिति द्वारा किया जायेगा। इस समिति के सदस्य निदेशक, रोजगार विभाग तथा सचिव, हरियाणा राज्य सैनिक, नाविक तथा हवाबाज बोर्ड होंगे। यह समिति ऐसे भतपूर्व सैनिकों जिन्हें श्रेणी III तथा चार के पदों पर सभी कार्यालयों तथा विभागों में आरक्षित रिक्तियों पर नियुक्ति के लिए आधिमान्यता देनी है, का एक विशेष चैनल तैयार करेगी और वे सभी पद इस विशेष पैनल के उम्मीदवारों में से भरे जाने चाहिए।

3. विशेष पैनल तैयार करते समय, समिति न केवल निर्धारित वास्तविकता शैक्षणिक योग्यताएं पूर्ण करने वाले भतपूर्व सैनिकों को विचार में रखेगी परन्तु उन भतपूर्व सैनिकों को भी विचार में रखेगी जो कि कथित योग्यताएं नहीं रखते, परन्तु अनुभव के आधार पर, पद के कार्यभार को निभाने के लिए उपयुक्त है। दूसरी प्रकार के भतपूर्व सैनिकों को विशेष पैनल में अस्थाई तौर पर रखा जावेगा, इस शर्त पर कि नियुक्ति अधिकारी योग्यताओं में आवश्यक छूट देने के लिए सहमत हो, और इन भतपूर्व सैनिकों की नियुक्ति तभी की जायेगी जब अधिकारी योग्यताओं में छूट दे दें।

4. जब विशेष पैनल तैयार हो जायेगा रोजगार कार्यालय, पैनल में से उसी क्रम अनुसार नामों की सिफारिश करेगा जिस क्रम से वे पैनल में हैं और केवल उतने ही नामों की सिफारिश की जावेगी जितने पद अधिसूचित किए गए हैं। जिन व्यक्ति या व्यक्तियों की रोजगार कार्यालय सिफारिश करेगा, ये नियुक्ति अधिकारी को नियुक्ति के लिए मान्य होंगे और उनका फिर से इन्टरव्यू तथा प्रवर्ण नहीं होगा। यदि सम्बन्धित विभाग बाद में यह अनुभव करें कि जिन व्यक्तियों की नियुक्ति की गई है वे अपने पद के कर्तव्य को निभाने में असमर्थ हैं, तो उन्हें सेवा से अलग किया जा सकता है परन्तु प्रथम दशा में उनकी नियुक्ति कर दी जायेगी ताकि उनको पूरा अवसर मिले।

5. अनुरोध किया जाता है कि इन अनुदेशों की ध्यान पूर्वक अनुपालना करने के लिए नोट किए जावे और सभी सम्बन्धित के ध्यान में ला दिए जावे।

भवदीय,

हस्ता/-

उप सचिव, सामान्य प्रशासन,

कृते: मुख्य सचिव, हरियाणा सरकार।

एक प्रति प्रत्येक को सूचनार्थ तथा आवश्यक कार्यवाही हेतु प्रेषित है :—

ब्रिक्तायुक्त, राजस्व, हरियाणा। सभी प्रशासकीय सचिव, हरियाणा सरकार।

क्रमांक 6080-4 जी० एस०-II-71/33316

प्रेषक

मुख्य सचिव, हरियाणा सरकार।

सेवा में

1. सभी विभागाध्यक्ष, आयुक्त अम्बाला मण्डल, सभी उपायुक्त तथा सभी उप मण्डल अधिकारी, हरियाणा।
2. रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय तथा सभी जिला एवं सत्र न्यायाधीश, हरियाणा।

दिनांक चण्डीगढ़ 29 नवम्बर, 1971

विषय :—सिविल कर्मचारियों व अन्य व्यक्तियों को रियायतें जो कि आपातकाल में सैनिक सेवा में भर्ती हुए थे।

महोदय,

मुझे निदेश हुआ है कि उपरोक्त विषय पर आपका ध्यान हरियाणा सरकार के परिपत्र क्रमांक 2391-4 जी० एस० II-71/13973, दिनांक 9-6-71 की ओर दिलाऊँ जिसमें यह निदिष्ट किया था कि भूतपूर्व सैनिकों के लिए आरक्षित पदों को भरते समय हरियाणा लोक सेवा आयोग/अधीन सेवाएं प्रवरण मण्डल को मांग पत्र भेजते से पहले सम्बन्धित विभाग ऐसे पदों की निर्धारित शिक्षा योग्यताओं के बारे में भूतपूर्व सैनिकों के विशेष रोजगार सैल से पूर्व परामर्श कर लिया करें।

2. राज्य सरकार के नोटिस में यह आया है कि कुछ विभाग इन अनुदेशों की विधिबत पालना नहीं कर रहे हैं। अनुरोध किया जाता है कि भविष्य में यह प्रणाली सदैव अपनाई जावे और विभिन्न विभाग भूतपूर्व सैनिकों के आरक्षित पदों को भरने के लिए लोक सेवा आयोग/अधीन सेवाएं प्रवरण मण्डल को मांग पत्र भेजते समय यह प्रमाणित किया करें कि इस सम्बन्ध में विशेष रोजगार सैल से परामर्श कर लिया है। ऐसा न करने पर, लोक सेवा आयोग/अधीन सेवाएं प्रवरण मण्डल, जिस कियो को भी मांग पत्र भेजा गया हो द्वारा मांग पत्र मूल रूप में सम्बन्धित विभाग को वापिस धिया जाएगा। इस सम्बन्ध में आवश्यक अनुदेश लोक सेवा आयोग/अधीन सेवाएं प्रवरण मण्डल को अलग से दिये जा रहे हैं।

भवदीय,

हस्ता/-

उप सचिव, सामान्य प्रशासन,
कृते: मुख्य सचिव, हरियाणा सरकार।

एक एक प्रति निम्नलिखित :—

बिल्लायुक्त, राजस्व, सभी प्रशासकीय सचिव, हरियाणा सरकार।

क्रमांक 6832-4 जी० एस०-11-71/36211

प्रेषक

मुख्य सचिव, हरियाणा सरकार।

सेवा में

1. सभी विभागाध्यक्ष, आयुक्त, अम्बाला मण्डल, सभी उपायुक्त तथा सभी उपमण्डल अधिकारी, हरियाणा।
2. रजिस्ट्रार, पंजाब तथा हरियाणा हाई कोर्ट तथा सभी जिला एवं सत्र न्यायाधीश, हरियाणा।

दिनांक चण्डीगढ़ 20 दिसम्बर, 1971।

विषय :—भूतपूर्व आपातकाल कमीशण्ड अधिकारियों, सर्टे सर्विस कमीशण्ड अधिकारियों तथा भूतपूर्व सैनिकों के लिए राज्य सेवाओं में रिक्तियों के आरक्षण के बारे में समय सीमा।

महोदय,

मुझे निदेश हुआ है कि आपका ध्यान उपरोक्त विषय पर हरियाणा सरकार के पत्र क्रमांक 4741-4 जी० एस०-II-71/26709, दिनांक 13-9-1971 में निर्दिष्ट अनुदेशों तथा अन्य पूर्व अनुदेशों की ओर दिलाऊं तथा कहूं कि इस समय भूतपूर्व आपातकाल कमीशण्ड अधिकारियों/शार्टे सर्विस कमीशण्ड अधिकारियों/भूतपूर्व सैनिकों के लिये सरकारी सेवा में कुछ बगों को पदों में रिक्तियों के आरक्षण के बारे में समय सीमा नियत नहीं है। इस सम्बन्ध में यह निर्णय किया गया है कि यह आरक्षण राज्य की सभी सेवाओं में 31-12-1973 तक लागू रहेगा और यदि समय की सीमा को बढ़ाना आवश्यक समझा गया तो कथित समय के पश्चात विचार किया जावेगा।

भवदीय,

हस्ता०

उप सचिव, सामान्य प्रशासन,

कृते: मुख्य सचिव, हरियाणा सरकार।

एक प्रति निम्नलिखित :—

विल्लायुक्त, राजस्व, सभी प्रशासकीय सचिव, हरियाणा सरकार को इस विभाग के अशा० क्रमांक 4741-4 जी० एस०-II-71/, दिनांक 13-9-71 के संदर्भ में सूचनायें भेजी जाती हैं।

No. 191-4GSII-72/2483

From

The Chief Secretary to Govt., Haryana.

To

1. All Heads of Departments, the Commissioner, Ambala Division and all D.Cs. and all S.D.Os. in Haryana.
2. The Registrar, Punjab & Haryana High Court and all Distt. and Sessions Judges in Haryana.

Dated Chandigarh, the 21st January, 1972.

Subject :—Appointment of ex-servicemen in the Civil Services.

Sir,

I am directed to refer to Haryana Govt. letters Nos. 4710-5GS-70/18998, dated the 15th July, 1970, and No. 9502-3GSII-70/31245, dated the 9th December, 1970, on the subject noted above and to say that the Govt. after due consideration have decided that qualifications for certain posts included in the enclosed list should be deemed to have been relaxed to the extent mentioned in respect of Ex-servicemen candidates, It is, however, clarified that the enclosed list is not supposed to be exhaustive and relaxation in qualifications for posts not included in this list may be granted in the case of ex-servicemen by the appointing authorities in accordance with instructions on the subject.

2. It is requested that the content of this communication may be noted for careful compliance and its receipt may kindly be acknowledged.

Yours faithfully,
Sd/-
Deputy Secretary General, Admn.,
for Chief Secretary to Govt., Haryana.

List of posts

Designation of the post	Qualifications or experience prescribed for the post	Qualifications in the case of ex-servicemen
1	2	3
Constable (Wireless Operator/Tech.)	Matric with ITI certificate in the Radio Mechanic or Wireless Mechanism Trade. Matric with experience/training as Wireless Operator/Mechanic in the Army. Height 5'-7" chest 33"-34/2"	Defence Forces Wireless operators/Technicians with 6 months service or more. Minimum height 5"-6" chest, 31-32/2".
Telephone Operator	Matric with experience	Telephone Operators of the Signal Regiment with minimum experience of 6 months in the Defence Forces.
Clerks/Typists	Matric/Higher Secondary 2nd Division with knowledge of Hindi typing. Those knowing English type will be preferred	Ex-servicemen who have been Clerks in the Defence Forces for a minimum period of two years with the condition that they should acquire the requisite knowledge of Hindi and the requisite standard of typing within the first six months of their appointment without which they will not be eligible for confirmation. No educational qualifications should be necessary.
Agriculture Sub-Inspector	Matric with one year Agriculture Sub-Inspector course pass or B.Sc. Agri. of Agriculture University Hissar Ex-servicemen will be preferred	The condition of one year's agricultural Sub-Inspector should be relaxed in favour of ex-servicemen having agricultural background or who had agriculture as one of the subjects in the matriculation or who had worked in the military farms for at least two years.
Vaccinator	Matric with vaccinator course certificate from Bacteriological Laboratory, Karnal or from Hygiene and Public Health Laboratory Amritsar	Any ex-servicemen may be appointed as vaccinator but it will be necessary to impart the requisite training for one month to him before he can be entrusted with the actual job of vaccinator.
Learner Binder	Preferably Middle, should be well versed in binding work. Should be able to operate cutter stitching machine. Practical test essential	Ex-servicemen who are Lower Middle. Necessary training shall be imparted by the employer after entry into service.
Ware-house operator	Middle-Three years experience in various warehouses machines as cutting, folding. Hindi upto Middle standard. Practical test-essential	Ex-servicemen who are lower Middle. Training should be imparted by the employer after entry into service.
Binders	Preferably Middle. Should know all kinds of binding and should be able to do Mech. Stitching. Practical test essential	Ex-servicemen with Middle Pass qualifications. Training should be imparted by the employer after entry into service.
Distributors	Middle. Should have practical experience in composing in English and in Hindi	Ex-servicemen who are lower Middle. Practical training shall be imparted by the employer after entry into service.
Compositors	Middle. Should have practical experience in composing in English and Hindi	Ex-servicemen who are Middle pass or equivalent. Necessary training shall be imparted by the employer after entry into service.

1	2	3
Copy Holder	Matric 2nd Division with Hindi. Three years experience as copy holder	Ex-servicemen who are Matriculates or equivalent qualifications in the Army. Training shall be imparted by the employer after entry into service.
Reader	Graduate with Hindi. 3 years experience as copy-holder	Ex-servicemen who are Graduates or possess equivalent qualifications in army. Necessary training shall be imparted by the employer after entry into service.
Ferro Khalasis	Literate upto Middle standard having some knowledge of blue printing. Aza Printing on Azo Machine	Ex-servicemen who are lower Middle or equivalent qualifications in the Army. Training of printing on Azo machines shall be imparted by the employer after entry into service.
Cleaner	Having practical experience of work on Diesel Tractors/ Diesel Rollers. Preference would be given to ITI Mech.	Unskilled Ex-servicemen.
Punjabi Teacher	Matric Giani, O.T. or Matric with Punjabi, J.R.T.	Ex-servicemen who are Matriculates of possess equivalent qualifications with Punjabi as an elective subject or those who are Matriculates/possessing equivalent qualification in the army with Giani.
Tracers	Matric, Higher Secondary, or any other equivalent qualification with drawing as one of the subject and diploma in Civil Engineering or certificate in Civil Draftsman	Ex-servicemen who are Matriculates or possess equivalent qualifications in army with drawing as an elective subject or those who have worked in the office of Surveyor General of India or the Code or Engineering or equivalents in other services on engineering duties or as draftsman.
Surveyor	ITI qualified in surveying and knowledge of Hindi or Diploma in Civil Engineering	Ex-servicemen with two years experience as Surveys.
Fitters/Turners/Machinists etc.	ITI qualified in trade and knowledge of Hindi	Ex-servicemen who had worked as Fitters/Machinists in the Defence Forces.
Peon	Matric or Middle	Lower Middle or equivalent qualification in the Army with workable knowledge of Hindi.
Chowkidar	Middle or Primary	Ex-servicemen with workable knowledge of Hindi.
Motor Mechanic	ITI trained or Matric with sufficient experience	Ex-servicemen working as motor mechanics, in the Defence Forces with two years experience.
Driver	Matric or Middle	Ex-servicemen working as drivers with five years' experience in the Defence Forces.
Electricians	Matric ITI trained	Ex-servicemen who had worked as Electricians in the Defence Forces for a minimum period of two years.

306-4 जी० एस० II-72/4089

प्रेषक

मुख्य सचिव, हरियाणा सरकार।

सेवा में

1. सभी विभागाध्यक्ष, आयुक्त, अम्बाला मण्डल, सभी उपायुक्त तथा सभी उप मण्डल अधिकारी, हरियाणा।
2. रजिस्ट्रार, पंजाब तथा हरियाणा हाई कोर्ट तथा सभी जिला एवं सत्र न्यायाधीश, हरियाणा।

दिनांक चण्डीगढ़ / 5/72

विषय :—भूतपूर्व आपातकाल कमीशण्ड अधिकारियों तथा भूतपूर्व सैनिकों (जो आपातकाल में सेवा में भर्ती हुए को पुनर्स्थापित करना—पदों का आरक्षण।

महोदय,

मुझे निदेश हुआ है कि आपका ध्यान उपरोक्त विषय पर हरियाणा सरकार के परिपत्र क्रमांक 4741-4 जी० एस०-II71/26709 दिनांक 13-9-71 को और दिलाऊँ। भूतपूर्व आपातकाल कमीशण्ड अधिकारियों तथा भूतपूर्व सैनिकों के लिए आरक्षित पदों की भरने के लिए ब्लाक सीस्टम को अपनाने के प्रश्न पर विचार करके यह निर्णय किया गया है कि कश्चित प्रणाली उसी आधार पर अपनाया जाए जिस प्रकार अनुसूचित जातियों आदि के केस में रिक्तियां आरक्षित की जाती हैं। जो विशेष रिक्तियां भूतपूर्व सेवा कर्मियों के लिए 100 रिक्तियों के एक ब्लाक में आरक्षित की जाएगी वे इस प्रकार होंगी :—

- (i) भूतपूर्व सेवा कर्मियों के लिए आरक्षित रिक्तियां जहां 100 रिक्तियों के प्रत्येक खण्ड में 28% आरक्षण करना होता है।

2-5-9-12-15-19-23-28-32-35-38-42-45-48-52-55-59-62-65-69-73-76-82-85-88-92-95-98

- (ii) भूतपूर्व सेवा कर्मियों के लिए आरक्षित रिक्तियों जहां 100 रिक्तियों के प्रत्येक खण्ड में 28— आरक्षण करना होता है।

2-7-12-17-22-28-32-37-42-47-52-57-62-67-72-82-87-92-97

यह भी कहा जाता है कि जिन रिक्तियों को एक खण्ड में इकट्ठा करना होता है उनके लिए जरूरी नहीं कि उनका पदनाम समान हो। इसके लिए केवल इतना ही काफी होगा कि रिक्तियां उन पदों की हैं जिनका पदनाम व वेतन-मान समान हो, यह बात उस समय ध्यान में रखना चाहिए जिस समय पदों को इकट्ठा करने का प्रश्न पैदा हो।

2. इस बारे में यह भी अंकित करे कि जो व्यक्ति लोक सेवा आयोग/अधीन सेवाएं प्रवरण मण्डल के द्वारा गुण के आधार पर नियुक्त किए जाते हैं उनकी वरिष्ठता आयोग मण्डल द्वारा तय किये प्रवरण के आधार पर होगी और अन्य किसी आधार पर नहीं। दूसरे शब्दों में उदाहरणतः एक व्यक्ति खण्ड में रिक्ति नम्बर 2 के प्रति नियुक्त होता है (जो कि आरक्षित है) उसकी वरिष्ठता उन व्यक्तियों से ऊपर नहीं होगी जो रिक्ति नम्बर 3 तथा 4 के प्रति गुण के आधार पर नियुक्त हुए हैं, यदि वह मैरिट के अनुसार उनके नीचे है। इस प्रकार जिस खण्ड रिक्ति के प्रति कोई व्यक्ति नियुक्त होता है वह वरिष्ठता नियत करने के लिए मान्य नहीं है और वरिष्ठता के प्रत्येक केस में लोक सेवा आयोग/अधीनस्थ सेवाएं प्रवरण मण्डल द्वारा निर्धारित गुण () के आधार पर ही नियत की जावेगी। उपरोक्त स्पष्टीकरण सभी आरक्षित रिक्तियों, चाहे वे भूतपूर्व सेवा कर्मियों की हो या अनुसूचित जातियों के सदस्यों हो, लागू होगा।

3. कृपया इस पत्र की पावती भेजें और इन अनुदेशों की विधिवत अनुपालना के लिए अंकित करे।

भवदीय,

हस्ता०

उप सचिव सामान्य प्रशासन,

कृते: मुख्य सचिव, हरियाणा सरकार।

एक एक प्रति निम्नलिखित :—

सभी वित्तायुक्त, सभी प्रशासकीय सचिव हरियाणा सरकार को सूचनार्थ तथा आवश्यक कार्यवाही हेतु भेजी जाती है।

English version of circular letter No. 945-GSII-72/6451, dated the 6th March, 1972 from the Chief Secretary to Govt., Haryana to all Heads of Departments etc.

ENGLISH VERSION OF THE SUBJECT MATTER

Subject :—Rehabilitation of disabled ex-service personnel and dependents of those killed/disabled in action.

I am directed to refer to Haryana Govt., letter No. 4741-4 GS-II-71, dated 13-9-71 and to say that the question of the rehabilitation of disabled ex-service personnel (disability between 20% to 50%) and dependents of personnel killed/disabled beyond 50%, had been under consideration, and it has been decided as follows :—

(a) Reservation

The existing reservation in respect of civil posts for ex-servicemen should be utilized in the under given belows.

- (i) disabled ex-servicemen with disability between 20% to 50%.
- (ii) Up to two dependents of Service personnel killed/disabled beyond 50%.
- (iii) other ex-servicemen.

Note :—Disabled ex-servicemen will mean ex-servicemen who, while serving in the Armed Forces of the Union, were disabled in operations against the enemy of in disturbed areas.

Note 2 :—The dependents will include besides wife/widow, dependent sons/daughters.

(b) Maximum age limits

The maximum age limit prescribed for appointment to any service or post may be relaxed in favour of disabled ex-servicemen (disability between 20% to 50%) to the extent of their military service added by three years. In respect of the wife/widow, the maximum age limit will be 45 years. In the case of dependent sons/daughters relaxation in age may be given as considered appropriate by the appointing authority.

(c) Procedure for appointment

(i) Class III and IV posts

As and when a vacancy reserved for ex-servicemen arises, intimation will be sent to the employment Exchange (Special Cell for employment of Ex-Servicemen) by the appointment-authority. It will be indicated therein that only names disabled servicemen (disability between 20% to 50%) and the dependent of those killed disabled beyond 50% in action should be recommended for that post. The appointing authority will also intimate to the Employment Exchange the relaxed qualifications, if any, fixed by the appointing authority in that particular case.

If the names of above two categories are not available with the Employment Exchange and the appointing authority has no application of these categories pending with it, then the names of other ex-servicemen will be called for to fill that post.

The appointment of disabled ex-servicemen (disability between 20% to 50%) and of the dependents of those killed/disabled beyond 50% in action will be made on ad hoc basis in the first instance and later their cases will be referred to the Haryana Subordinate Services Selection Board for regular appointment.

Class I and II posts.

- (ii) For Class I and Class II posts of which recruitment is not made through competitive examination, the appointing authority while forwarding the requisition to the Haryana Public Service Commission will also forward a copy to the Director, Employment, Haryana (Special cell for Employment of Ex-servicemen). If the names of disabled ex-servicemen (disability between 20% to 50%) and dependents of those

killed/disabled beyond 50% in action are available with the Employment Exchange, then those names will be sent by them to the Haryana Public Service Commission within 10 days. On the receipt of the names from the Director of Employment, the Haryana Public Service Commission will first interview those persons and if any among them is found suitable he will be appointed to the post. In case no name is sent by the Director Employment out of the above two categories, or if out of the names sent by the Director Employment no one is found suitable by the Commission then other, ex-servicemen will be considered for the post.

(The procedure for recruitment of other ex-servicemen will continue to remain as at present).

2. It is requested that these instructions may please be brought to the notice of all concerned for strict compliance and the receipt of this letter may also be acknowledged.

English version of the letter No. 210-4-GSII-72/10122 dt. 12-4-72

Subject :—Retention of lien in civil posts of Emergency Commissioned Officers who are granted special Short Service Commission during the present Emergency and regulation of their seniority confirmation and promotion during their absence on military service.

I am directed to refer to composite Punjab Government letter No. 88-4GSI-66/9554, dated 21-4-66 regarding concessions to civilian employees and others who joined military service during the Emergency which was in existence at that time and to say that the question has now arisen of extending similar concessions to Released Emergency Commissioned Officers who are in civilian employment under the State Government and who are given Special Short Service Commissions during the present Emergency the matter has been considered and it has been decided that the instructions contained in the letter dated 21-4-66, and the subsequent instructions relating to the retention of lien, seniority, confirmation and promotion, will also be applicable to such Released Emergency Commissioned Officers who are in Civil employment under Haryana State Government and who join the Armed Forces as Special Short Service Commissioned Officers in the present Emergency. The period spent by them on Commission will also count towards increments in the civilian posts which they held immediately before rejoining the Armed Forces.

2. It is requested that these instructions may please be brought to the notice of all concerned for information. The receipt of this letter also may be acknowledged.

क्रमांक 75-4 जी० एस०-II-72/10298

श्रेणिक

मुख्य सचिव, हरियाणा सरकार।

सेवा में

1. सभी विभागाध्यक्ष, आयुक्त, अम्बाला मण्डल, सभी उपायुक्त तथा उप मण्डल अधिकारी, हरियाणा।
2. रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय और सभी जिला तथा सत्र न्यायाधीश, हरियाणा।

चण्डीगढ़ दिनांक, 13 अप्रैल, 1972

विषय :—रक्षा सेवाओं में भर्ती के लिए इंजीनियरिंग तथा डाक्टरों सेवाओं में नये भर्ती होने वाले कर्मचारियों का दायित्व-लियन, प्रवृत्ता, स्थायीकरण तथा, पदोन्नति का विनियम (Regulation)

महोदय,

मुझे यह कहने का निदेश हुआ है कि अनिवार्य दायित्व स्कीम के अन्तर्गत सैनिक सेवा में प्रवेश करने वाले इंजीनियरिंग तथा डाक्टरों सेवाओं में भर्ती सदस्यों को, उन पर लागू सम्बन्धित वर्तमान सेवा नियमों के उपबन्धों के अन्तर्गत, लियन, वरिष्ठता, स्थायीकरण और पदोन्नति आदि सम्बन्धी लाभ देने का प्रश्न सरकार के विचाराधीन रहा है। अब यह निर्णय लिया गया है कि जिन इंजीनियरों डाक्टरों को अनिवार्य दायित्व स्कीम के अन्तर्गत सैनिक सेवा करना अपेक्षित हो, को उन्हीं लाभों के हकदार होंगे जोकि आवातमन के दौरान सैनिक सेवा करने वाले सरकारी कर्मचारियों को पंजाब सरकार राष्ट्रीय आवातमन (नियमों) नियमावली 1965 के नियम 5 के अन्तर्गत दिए जाते हैं।

यह अनुदेश सभी सम्बन्धित व्यक्तियों के ध्यान में लाये जाये तथा इस पत्र की पावती भेजे।

भवदीय,

हस्ता ०

उप सचिव, सामान्य प्रशासन,

कृते: मुख्य सचिव, हरियाणा सरकार।

क्रमांक 75-4 जी० एस०-II-72/10299 दिनांक चण्डीगढ़ 13-4-72

एक प्रति महालेखाकार, (सभी वित्तायुक्त और प्रशासनिक सचिव) हरियाणा, शिमला को सूचनार्थ तथा आवश्यक कार्यवाही के लिए भेजी जाती है।

क्रमांक 260-4 जी० एस०-11-72/10295

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. सभी विभागाध्यक्ष, आयुक्त, अम्बाला मण्डल, सभी उपायुक्त और सभी उप मण्डल अधिकारी, हरियाणा
 2. रजिस्ट्रार, पंजाब तथा हरियाणा हाई कोर्ट और सभी जिला तथा सत्र न्यायाधीश, हरियाणा ।
- दिनांक चण्डीगढ़, 17-4-1972

विषय :—नियोग्य भूतपूर्व सैनिकों को सरकारी सेवा में रियायतों का देना ।

महोदय,

मुझे निदेश हुआ है कि हरियाणा सरकार के अनुदेश क्रमांक 1520-4 जी०एस०-II-71/8796, दिनांक 23-4-71 का हवाला दूं जिसके अनुसार जब कभी नियोग्य (Disabled) भूतपूर्व सैनिकों की सेना अधिकारियों द्वारा मैडिकल पुनरिक्षण के लिए बुलाया जावे, तो उनके अस्पताली समय को ड्यूटी समझा जावे ।

2. अब यह निर्णय किया गया है कि उपरोक्त कथित अनुदेश 19-6-1970 से लागू समझे जायेंगे जब से सर्व-प्रथम नियोग्य भूतपूर्व सैनिकों को लिम्ब ग्रेफ्टिंग (Limb grafting) के लिए अस्पताली समय को ड्यूटी समय समझा जाने के अनुदेश लागू हैं ।

यह वित्त विभाग को सहमति उनके अश० क्रमांक 1317-3 एफ० आर०-72, दिनांक 21-3-72 द्वारा प्राप्त कर जारी किया जाता है ।

कृपया इस पत्र की पावती भेजें ।

भवदीय,
हस्ता०

उप सचिव, सामान्य प्रशासना,
कृते: मुख्य सचिव, हरियाणा सरकार ।

एक प्रति सभी वित्तायुक्त, हरियाणा तथा सभी प्रशासकीय सचिव, हरियाणा सरकार को सूचनार्थ प्रेषित है ।

विषय : सिविल कर्मचारियों व अन्य व्यक्तियों को रियायतें जो कि आपातकाल में सैनिक सेना में भरती हुए भें ।

क्या वित्तायुक्त, राजस्व तथा सभी प्रशासनिक सचिव, हरियाणा सरकार कृपया उपरोक्त विषय पर हरियाणा सरकार के अनुदेशों जो उनके पत्र क्र० 2391-4 जी०एस० 11-72/13973 दिनांक 9-6-71 में हैं तथा जिन्हें पत्र क्रमांक 6080-4 जी०एस० II-71/33316 दिनांक 29-11-71 द्वारा दोहराया गया था की ओर ध्यान देंगे ? इन अनुदेशों में यह संकेत किया गया था कि सरकारी कार्यालयों द्वारा अधीन सेवाएं प्रवरण मण्डल/लोक सेवा आयोग को भूतपूर्व सैनिकों के लिए आरक्षित पदों के सम्बन्ध में मांग पत्र भेजने से पहले भूतपूर्व सैनिकों के विशेष रोजगार सैल से इस आशय का परामर्श किया जाया करे कि जहां आवश्यक हो तो उन पदों की निर्धारित योग्यताओं में परिशोधन किया जाए ।

2. ऐसे उदाहरण ध्यान में आये हैं कि जिन में भूतपूर्व सैनिकों के विशेष रोजगार सैल को हवाला करने के पश्चात्, केत मुख्य सचिव को मंत्रणा के लिए भेजे गए, क्योंकि सैन द्वारा दिया योग्यताओं में ढील का सुझाव प्रशासनिक विभाग को साम्य नहीं था । इस सम्बन्ध में स्पष्ट किया जाता है कि एसी मंत्रणा के लिए केस मुख्य सचिव को भेजने की आवश्यकता नहीं अतः समन्वित प्रशासनिक सचिव द्वारा ऐसे मुआमलों पर स्वयं अंतिम निर्णय लिया जाना चाहिए ।

भवदीय,
हस्ता०-

उप सचिव, सामान्य प्रशासन,
कृते: मुख्य सचिव, हरियाणा सरकार ।

सेवा में

- (1) सभी वित्तायुक्त, हरियाणा,
- (2) सभी प्रशासनिक सचिव, हरियाणा सरकार ।

प्रशा क्रमांक 2259-4 जी.एस. II-72/ दिनांक 9-5-72

No. 2701-4GSII-72/15872

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Departments, the Commissioner, Ambala Division, all Deputy Commissioners and all Sub Divisional Officers in the Haryana;
2. Registrar, Punjab and Haryana High Court and all District and Sessions Judges in Haryana.

Dated Chandigarh, the 31 May, 1972.

Subject :—Rehabilitation of Ex-Emergency Commissioned Officers and ex-servicemen who joined military service during the Emergency -Reservation of Posts.

Sir,

I am directed to refer to the instructions contained in Government letter No. 306-4GSII-72/4089, dated the 10th February, 1972 (copy enclosed) on the subject noted above.

2. It has been decided that para 2 of these instructions should be replaced as follows :—

“2. It may also be noted in this connection that the seniority interse of persons appointed on the basis of the same selection will be according to the order of merit determined by the Public Service Commission or the Subordinate Services Selection Board, as the case may be and not according to the particular number of vacancy against which a person has been appointed. The Block System as laid down in these instructions has no relevance in deciding question of seniority and is to be used only for working out the number of the reserved vacancies out of the total number of vacancies available. To give an illustration, the fact that a person is appointed to vacancy No. 2 in the Block (which is reserved vacancy) will not entitle him to seniority above a person appointed to vacancy No. 3 or No. 4, if according to the order of merit he is placed lower than the latter. These instructions, however, do not affect the provisions contained in Rule 4(i) of the Punjab Government National Emergency Concession Rules, 1965 and the benefit of seniority on account of Military Service rendered will be given in deserving cases.”

Sd/-

Deputy Secretary Secretariat Establishment
for Chief Secretary to Government, Haryana.

A copy is forwarded to :—

All Financial Commissioners and all Administrative Secretaries to Government, Haryana.

क्रमांक 3233-4 जी० एस०-II-72/18526

प्रेषक

मुख्य सचिव, हरियाणा सरकार।

सेवा में

1. सभी विभागाध्यक्ष, आयुक्त, अम्बाला मण्डल, सभी उपायुक्त तथा सभी उप-मण्डल अधिकारी, हरियाणा।
2. रजिस्ट्रार, पंजाब तथा हरियाणा हाई कोर्ट तथा जिला एवं सत्र न्यायाधीश हरियाणा।

दिनांक चण्डीगढ़, 21 जून, 1972

विषय :—भूतपूर्व सैनिकों की नियुक्ति।

महोदय,

मुझे निदेश हुआ है कि मैं आप का ध्यान हरियाणा सरकार के परिपत्र क्रमांक 945-4 जी० एस० II-72/6451, दिनांक 6 मार्च, 1972, की ओर दिलाऊँ जिस में और बातों के साथ साथ यह उपबंध किया गया था कि वीरगति प्राप्त/अपंग हो गये सैनिकों की स्त्रियों/विधवाएँ तथा आश्रित भी राज्य सरकार के अधीन भूतपूर्व सैनिकों के लिए आरक्षित पदों के लाभ के हकदार होंगे। इस से पूर्व परिपत्र संख्या 2815-4 जी० एस०-11-71/30857, दिनांक 29-10-71 के अनुसार जारी किए गए अनुदेशों में यह निर्णय किया गया था कि वर्ग 3 तथा 4 के सामान्य पदों पर तदर्थ आधार पर नियुक्तियों के लिए भूतपूर्व सैनिकों का प्रवरण एक राज्य प्रवरण/समिति द्वारा किया जाएगा और जो उम्मीदवार इस समिति द्वारा चुने जाएंगे वे नियुक्ति अधिकारियों को मान्य होंगे। भूतपूर्व सैनिकों के मामले में यह प्रक्रिया इस लिये अपनाई गई थी ताकि उन्हें कई स्थानों पर इन्टरव्यू में उपस्थित होने का कष्ट तथा कठिनाई न हो। भूतपूर्व सैनिकों की स्त्रियों, विधवाओं तथा आश्रितों को भी इस प्रकार को कठिनाई न हो, इसलिये यह निर्णय किया गया है कि भूतपूर्व सैनिकों के प्रवरण के लिये उपर्युक्त अनुदेशों में अधिकथित प्रक्रिया वीरगति प्राप्त/अपंग भूतपूर्व सैनिकों की स्त्रियों/विधवाओं तथा आश्रितों को भी लागू होंगी और सिविल पदों पर नियुक्तियों के लिए उनका प्रवरण भी राज्य प्रवरण समिति द्वारा किया जाएगा।

भवदीय,

हस्ता०

उप सचिव सामान्य प्रशासन,

कृते: मुख्य सचिव, हरियाणा सरकार।

एक एक प्रति निम्नलिखित :—

सभी वित्तायुक्त, सभी प्रशासकीय सचिव, हरियाणा सरकार को सूचनार्थ तथा आवश्यक कार्यवाही हेतु भेजी जाती है।

क्रमांक 3856-4 जी० एस०-II-72/22901

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. सभी विभागाध्यक्ष, आयुक्त अम्बाला मण्डल, सभी उपायुक्त और सभी उप-मण्डल अधिकारी, हरियाणा ।
2. रजिस्ट्रार, पंजाब तथा हरियाणा हाई कोर्ट और सभी जिला तथा सत्र-न्यायाधीश हरियाणा ।

दिनांक चण्डीगढ़ 31-7-72

विषय :—भूतपूर्व सैनिकों द्वारा न्यूनतम शैक्षणिक योग्यता प्राप्त करने से पूर्व अभिप्राप्त अनुभव की गणना ।

श्रीमन्,

मुझे कहने का निदेश हुआ है कि सरकार के अधीन विभिन्न पदों की भर्ती के लिये न्यूनतम योग्यता के साथ साथ कुछ वर्षों का सम्बन्धित क्षेत्र में अनुभव भी आवश्यक होता है। इसके अतिरिक्त केवल वही अनुभव मान्य समझा जाता है जो न्यूनतम शैक्षणिक योग्यता प्राप्त करने के पश्चात् अर्जित किया गया हो। ऐसी व्यवस्था से, बहुत से मामलों में ऐसे भूतपूर्व सैनिकों को काफी कठिनाई होती है, जो थोड़ी शैक्षणिक शिक्षा प्राप्त करने के पश्चात् अल्प आयु में सेना में भर्ती हो जाते हैं और जो फिर बाद में सेना से भारमुक्त होकर परिश्रम करके अनेक डिग्रीयां आदि प्राप्त कर लेते हैं। उनके मामलों में यह आशा नहीं की जा सकती कि वे न्यूनतम शैक्षणिक योग्यता प्राप्त करने के पश्चात् उस पद का न्यूनतम आवश्यक अनुभव भी प्राप्त कर लें क्योंकि इससे तो उनके सरकारी सेवा में लिये जाने में पर्याप्त विलम्ब होने की आशंका है।

2. इस विषय में ऐसे अनुभव की गणना का प्रश्न जो कोई भूतपूर्व सैनिक, किसी पद की विहित न्यूनतम शैक्षणिक योग्यता प्राप्त करने से पूर्व ग्रहण करता है, सरकार के विचाराधीन रहा है। हरियाणा लोक सेवा आयोग के परामर्श के साथ अब यह सरकार द्वारा निर्णय लिया गया है कि भूतपूर्व सैनिकों ने जो अनुभव किसी पद की न्यूनतम विहित शैक्षणिक योग्यता प्राप्त करने से पहले या बाद में ग्रहण किये हों, उनकी किसी विशिष्ट पद के लिये पात्रता पर विचार करते समय गणना की जाएगी। यह सुविधा उन्हें तब भी स्वीकार्य होगी जब वे अनारक्षित पदों पर नियुक्त किये जाएं। जहाँ विहित शैक्षणिक योग्यताएं तकनीकी प्रकृति की हैं वहाँ भूतपूर्व सैनिकों का ऐसे पद के लिये वही अनुभव गिना जाएगा जो उन्होंने शैक्षणिक योग्यता प्राप्त करने के पश्चात् अर्जित किया है, जैसा कि साधारण उम्मीदवारों के विषय में गिना जाता है।

3. आप से प्रार्थना है कि इन अनुदेशों का ध्यानपूर्वक पालन किया जाए और इस पत्र की पावती भेजने की कृपा करें।

भवदीय,

हस्ता ०

उप-सचिव, सामान्य प्रशासन,
कृते: मुख्य सचिव, हरियाणा सरकार ।

क्रमांक 3856-4 जी० एस०-II-72/22902 दिनांक चण्डीगढ़ 31-7-72

एक एक प्रति :—

सचिव, हरियाणा लोक सेवा आयोग चण्डीगढ़, सचिव, हरियाणा अधीनस्थ सेवाएं प्रवरण मण्डल, चण्डीगढ़ को सूचनार्थ भेजी जाती है।

No. 2070-4GSII-72/24152

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Departments, the Commissioner Ambala Division, all Deputy Commissioners and all Sub Divisional Officers in Haryana.
2. The Registrar, Punjab and Haryana High Court; and all District and Sessions Judges in Haryana.

Dated, Chandigarh, the 11th August, 72.

Subject :—Concessions to Civilian employees who are on Reserve liability of Defence services.

Sir,

I am directed to say that Civilian employees who are on Reserve liability of the Defence Services are, from time to time, recalled for purposes of training and on occasions they are also detained for active service. Provision already exists in the Punjab Civil Services Rules about the manner in which their training period is to be treated. No such provision, however, has been made to cover cases where they are detained for active military service, and instructions relating to concessions given by the State Government to Ex-servicemen are also silent on this point.

2. In this connection, the question of allowing benefits relating to pay, seniority, promotion etc. to civilian employees who being on Reserve liability of Defence Services are detained/called for active military service has been considered by Government and it is clarified that such civilian employees shall be entitled to the same benefits, as under rules 5 and 8 of Punjab Government National Emergency (Concession) Rules, 1965 are admissible to Government employees who join Military service during the Emergency.

3. These instructions may kindly be brought to the notice of all concerned and receipt of this communication may also kindly be acknowledged.

Yours faithfully,

Sd/-

Deputy Secretary General Administration,
for Chief Secretary to Government, Haryana.

A copy each is forwarded to :—

All Financial Commissioners; and all Administrative Secretaries to Government, Haryana, for information and necessary Action.

English version of circular letter No. 4223-4GSII-72/24903 dated the 17th August, 1972

Subject :—Rehabilitation of disabled ex-servicemen and dependents of those killed/disabled.

Sir,

I am directed to invite your re-attention to the instructions contained in Haryana Government letter No. 945-4GSII-72/6451, dated the 6th March, 1972, on the subject noted above wherein provisions, has, inter-alia, been made for general relaxation of age limit to 45 years, for entry into Government service, in respect of the widows/wives of killed/disabled ex-servicemen (disability beyond 50%) No. such relaxation in the maximum age limit was, however, made in the case of dependent sons/daughters of ex-servicemen killed/disabled beyond 50%. In their case it was left to the appointing authority to give such relaxation in age limit as it considers desirable.

2. In order to remove the difficulty experienced in this behalf by the State selection Committee for ex-servicemen, as relaxation in age to various extents was being proposed by various appointing authorities, the question of setting down the maximum relaxation in age limit in the case of dependents of ex-servicemen etc. has been considered by the Government and it has been decided that the age limit in respect of eligible sons/daughters of service personnel killed/disabled beyond 50% may be relaxed upto 35 years for appointment on civil posts.

3. It has further been decided by the Government that a general relaxation in age limit upto 35 years should also be granted to disabled ex-servicemen (disability between 20M to 50M). Such ex-servicemen can at the same time avail of relaxation in age limit admissible to them normally, if that is more advantageous to them.

English version of circular letter No. 4829-4GSII-73/21789, dated the 27th August, 1973

Subject :—Time limit for reservation of vacancies for Ex-Emergency Commissioned Officers/Short Service Commissioned Officers and Ex-Servicemen in State Services.

I am directed to refer to the instructions contained in Haryana Government letter No. 6832-4 GSII-71/36211, dated the 20th December, 1971, on the subject noted above wherein it has been, inter-alia, laid down that reservation of vacancies for Ex-Emergency Commissioned officers/Short Service Commissioned Officers/Ex-Servicemen would remain in force upto the 31st December, 1973. As the problem of resettlement of Ex-Servicemen in civil life still continues, it has, therefore, been decided to extend the period of reservation upto the 30th June, 1974 in Class III and IV posts in all the departments of Government.

2. The receipt of this communication may please be acknowledged.

क्रमांक 4310-4-जी0 एस0-II-72/26822

प्रेषक

मुख्य सचिव, हरियाणा सरकार।

सेवा में

1. सभी विभागाध्यक्ष, आयुक्त, अम्बाला मण्डल, सभी उपायुक्त तथा सभी उप मण्डल अधिकारी, हरियाणा।
2. रजिस्ट्रार, पंजाब तथा हरियाणा हाइकोर्ट तथा जिला एवं सत्र न्यायाधीश, हरियाणा।

दिनांक, चण्डीगढ़ 11 सितम्बर, 1972

विषय : सिविल पदों पर भूतपूर्व सैनिकों की नियुक्ति।

महोदय,

मुझे निदेश हुआ है कि मैं आप का ध्यान उपर्युक्त विषय की ओर आकर्षित करूँ और कहूँ कि राज्य के कुछ विभागों में कलकों के पदों पर प्रारम्भिक नियुक्ति के समय टाईप का ज्ञान होना एक अनिवार्य योग्यता है, और कलकों के रिक्त स्थान भरते समय इसी प्रकार रोजगार कार्यालयों/अधीनस्थ सेवायें प्रवरण मण्डल को अधिसूचित किया जाता है। यह अनुभव किया गया है कि आरक्षित पदों पर जिन्हें भूतपूर्व सैनिकों द्वारा भरा जाता है, प्रारम्भिक भर्ती समय टाईप के जानने की शर्त का अनिवार्य होना कठिनाई उत्पन्न करता है।

2. इस विषय पर विचार कर निर्णय किया गया है कि भूतपूर्व सैनिकों की कलकों के पदों पर प्रारम्भिक भर्ती के समय टाईप टेस्ट पास करने की शर्त पर जोर न दिया जाए और यदि टाईप करने की योग्यता नियमों के अनुसार आवश्यक हो तो ऐसे कलर्क जिन्हें आरक्षित पदों पर नियुक्त किया जाता है उन्हें 6 मास की अवधि टाईप सीखने के लिये दे दी जाए। ऐसे भूतपूर्व सैनिक जो 45 वर्ष या इस से अधिक आयु के हों, उन्हें टाईप परीक्षा पास करने से पूर्ण छूट दे दी जाए।

3. इन अनुदेशों को विधिवत पाठना के लिये नोट किया जाए और इस पत्र की पावती भेजी जाए।

भवदीय,

हस्ता 0

उप सचिव, सामान्य प्रशासन,

कृते: मुख्य सचिव, हरियाणा सरकार।

एक एक प्रति निम्नलिखित :—

सभी वित्तायुक्त, तथा सभी प्रशासकीय सचिव, हरियाणा सरकार को सूचनार्थ तथा आवश्यक कार्यवाही हेतु भेजी जाती है।

English version of circular letter No. 869-4GSII-73/5085, dated the 28th February, 1973

Subject :—Counting of experience gained before/after obtaining minimum educational qualifications.

I am directed to refer to the subject noted above and to say that in many cases Service Rules provide minimum educational qualifications as well as a certain period of experience for various posts, but do not indicate that such experience should have been obtained after the minimum educational qualifications were acquired. In this connection the question has arisen as to whether in the absence of an express provision in that behalf, the Department concerned can, in consultation with the Public Service Commission/Subordinate Services Selection Board, provide that the aforesaid experience should have been obtained after acquiring the minimum educational qualifications and not prior to that stage.

2. The matter has been examined and it has transpired that the reply to the said question has to be in the negative and the result can be obtained only by making an appropriate amendment in the relevant Service Rules prescribing the qualifications. This may please be noted and it may be ensured that in whatever cases it is considered necessary that only experience gained after acquiring the minimum educational qualifications should be counted, amendment to that effect is made in the relevant Service Rules with immediate effect.

3. Attention in this respect is also invited to the instructions contained in Haryana Government circular letter No. 3856-4GSII-72/22901, dated the 31st July, 1972, wherein it has been laid down inter alia that in the case of ex-servicemen, experience should be taken into account whether gained before or after acquiring the prescribed educational qualifications. It may be made clear that no change in this regard is intended and this concession should continue to be extended to ex-servicemen. If for this purpose relaxation in the Service Rules is necessary under the relaxation clause in any case it may be duly allowed.

4. It is requested that the instructions may please be noted for careful compliance and the receipt of this letter may be acknowledged.

विषय :- भूतपूर्व सैनिकों का पुनर्वास ।

क्या वित्तायुक्त, राजस्व हरियाणा तथा हरियाणा सरकार के सभी प्रशासकीय सचिव हरियाणा सरकार के परिपत्र संख्या 1178-4 जी एम 11-71/8459, दिनांक 22-4-1971 में दिये गए अनुदेशों की ओर ध्यान देंगे जिसमें यह निर्धारित किया गया है कि अनारक्षित रिक्तियों को पूरी करते समय दूसरे उम्मीदवारों को तुलना में अन्य बातें समान होने पर भूतपूर्व सैनिकों को अधिमान दिया जाना चाहिए ?

2. जबकि भूतपूर्व सैनिकों का पुनर्वास मुख्यतः राज्य की जिम्मेदारी है, फिर भी राज्य सरकार के अखीन सार्वजनिक क्षेत्र उपक्रमों, निगमों इत्यादि से भी कुछ सीमा तक भूतपूर्व सैनिकों के पुनर्वास में सहायता करने की आशा की जाती है। अतः यह अनुरोध है कि इस विभाग को सूचित करते हुए सभी सार्वजनिक क्षेत्र उपक्रमों/निगमों को, उचित अनुदेश जारी किए जाएं, जिनके द्वारा उन्हें परामर्श दिया जाए कि रिक्तियों को भरते समय, अन्य सभी बातें समान होने पर भूतपूर्व सैनिकों को अधिमान दिया जाना चाहिये।

संयुक्त सचिव, सामान्य प्रशासन,
कृते : मुख्य सचिव, हरियाणा सरकार।

सेवा में

वित्तायुक्त, राजस्व, हरियाणा, हरियाणा सरकार के सभी प्रशासकीय सचिव।

प्रशा : क्रमांक 1359 जी एस 11-73/

दिनांक चण्डीगढ़ 19 अप्रैल 1973.

संख्या 1898-4 जी०एस०-II73/13043

प्रेषक

मुख्य सचिव, हरियाणा सरकार।

सेवा में

1. सभी विभागाध्यक्ष, अम्बाला तथा हिसार मण्डलों में आयुक्त, सभी उपायुक्त, तथा हरियाणा के सभी उच्च-मण्डल अधिकारी।
2. रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय, तथा हरियाणा के सभी जिला एवं सत्र न्यायाधीश।

दिनांक षण्डीगढ़ 23-5-73

विषय :—सिविल सेवाओं में भतपूर्व सैनिकों की नियुक्ति।

भीमान् जी,

मुझे निदेश हुआ है कि मैं आपका ध्यान उपर्युक्त विषय पर हरियाणा सरकार के पत्र संख्या 191-4 जी०एस०-II-72/2483, दिनांक 21 जनवरी, 1972 की ओर दिलाऊँ जिसमें अन्य बातों के साथ साथ यह भी निर्धारित किया गया है कि नियुक्ति प्राधिकारियों द्वारा भतपूर्व सैनिकों के मामले में पदों के लिए नियत अर्हताओं में ढील दी जा सकती है। पुनर्विलोकन करने पर यह निर्णय किया गया है कि ऐसी ढील केवल सरकार द्वारा ही दी जानी चाहिए न कि नियुक्ति प्राधिकारियों द्वारा। अतः यह अनुरोध है कि इस संदर्भ के अधीन पत्र में प्रयुक्त शब्द 'नियुक्ति-प्राधिकारी' के स्थान पर शब्द "सरकार" प्रतिस्थापित किया जाना चाहिए।

2. कृपया इस पत्र की पावती भेजें।

भवदीय,

हस्ता 0

संयुक्त सचिव, सामान्य प्रशासन,
छूते: मुख्य सचिव, हरियाणा सरकार।

एक एक प्रति:—

बिस्त आयुक्त, राजस्व तथा हरियाणा सरकार के सभी प्रशासकीय सचिवों की आवश्यक कार्यवाही हेतु इस विभाग के अशासकीय पत्र संख्या 191-4 जी०एस०-11-72 दिनांक 21 जनवरी, 1972 के सिलसिले में प्रेषित की जाती है।

क्रमांक 3226-4 जी० एस०-11-73/20432

प्रेषक

मुख्य सचिव, हरियाणा सरकार।

सेवा में

1. सभी विभागाध्यक्ष, आयुक्त अम्बाला तथा हिसार मण्डल, हरियाणा में सभी उपायुक्त तथा सभी उम-मण्डल अधिकारी।
2. रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय तथा सभी जिला एवं सत्र न्यायाधीश, हरियाणा।

दिनांक, चण्डीगढ़, 9 अगस्त 1973

विषय :—भूतपूर्व सैनिकों की नियुक्ति।

महोदय,

मुझे निदेश हुआ है कि मैं आपका ध्यान उपर्युक्त विषय पर हरियाणा सरकार के परिपत्र संख्या 2815-4 जी० एस०-11-71/30857 दिनांक 29 अक्टूबर 1971 में दिए गए अनुदेशों की ओर दिलाऊँ जिसमें अन्य बातों के साथ-साथ यह भी व्यवस्था की गई है कि सामान्य पदों के लिए उम्मीदवारों का विभिन्न विभागों द्वारा पृथक पृथक साक्षात्कार करने की बजाए, भूतपूर्व सैनिकों जो रोजगार कार्यालयों में पंजीकृत हैं, का साक्षात्कार राज्य प्रवरण समिति द्वारा किया जाए। तत्पश्चात् समिति सभी कार्यालयों तथा सरकारी विभागों में श्रेणी-III तथा IV के पदों पर नियुक्ति के लिए उपयुक्त सम्झे गए भूतपूर्व सैनिकों की एक विशेष नायिका तैयार करे तथा रिक्तियाँ, जो भूतपूर्व सैनिकों के लिए आरक्षित हैं अथवा जिनमें भूतपूर्व सैनिकों को अधिमान्यता दी जाती है, विशेष नामिका में दिए गए उम्मीदवारों द्वारा भरी जाए

2. सरकार को पता चला है कि अधिकांश सरकारी विभाग सम्बन्धित रोजगार कार्यालयों को राज्य प्रवरण समिति द्वारा सिफारिशित भूतपूर्व सैनिकों की नियुक्ति के सम्बन्ध में सूचित नहीं करते जिसके परिणाम स्वरूप रोजगार कार्यालयों के रिकार्ड अपूर्ण रह जाते हैं। अतः यह अनुरोध किया जाता है कि भविष्य में भूतपूर्व सैनिकों के नियुक्ति आदेश की एक प्रति सम्बन्ध रोजगार कार्यालयों की निरन्तर भेजी जाए।

3. यह अनुरोध किया जाता है कि कृपया इन आदेशों को अनुपालनार्थ नोट कर लिया जाए तथा कृपया इस पत्र की पावती भेजी जाए।

भवदीय,

हस्ता 0

संयुक्त सचिव, सामान्य प्रशासन,
कृते: मुख्य सचिव, हरियाणा सरकार।

एक एक प्रति निम्नलिखित को सूचनार्थ तथा आवश्यक कार्यवाही हेतु भेजी जाती है :—

वित्तायुक्त, राजस्व तथा सभी प्रशासकीय सचिव हरियाणा सरकार।

No. 7013-4GSII-73/25634

From

The Chief Secretary to Govt., Haryana.

To

1. All Heads of Departments, Commissioners Ambala and Hissar Divisions and all Deputy Commissioners in Haryana.
2. The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated the 11th October, 1973.

Subject :—Assurances given by the Ministers on the floor of the Haryana Vidhan Sabha.

Sir,

I am directed to invite your attention to the Haryana Govt. circular letter No. 945-4GSII-72/6451, dated the 6th March, 1972, wherein it has been inter-alia laid down that in the existing reservation, in respect of Civil posts for ex-servicemen, second preference should be given to upto two dependents of service personnel killed/disabled beyond 50M. In this connection the committee on Government Assurances desire further information as per proforma enclosed. I am, therefore, to request that the desired information, strictly in accordance with prescribed proforma may please be supplied by the 24th October, 1973, at the latest.

Yours faithfully,
Sd/-
Deputy Superintendent General Services,
for Chief Secretary to Govt., Haryana.

A copy each is forwarded to

The Financial Commissioner, Revenue, all the Administrative Secretaries to Govt., Haryana. for information and necessary action.

Further information on Sought by the Committee on Government Assurance in Receipt of the Assurances, promises undertaking, etc. given on the floor of the Haryana Vidhan Sabha by the Ministers

EXTRACT (s) from the proceedings of the meeting (s) of the Committee on Government Assurances held in the 3rd September, 1973

Reply of the Government

COMMUNICATION NO. 549

Vide letter No. 3257-4GSII-73/15150, dated the 13th June, 1973, from the Chief Secretary to Government, Haryana.

(Debate dated 12-1-1972)

Sr. No. 1, PP 30, Budget speech of Finance Minister dated 12-1-1972.

The Committee would like to know the total number of posts reserved for the dependents of martyrs and disabled ex-servicemen since the instructions in this behalf were issued and the number amongst them of those persons who were employed against the vacancies and what happened to the posts for which suitable candidates were not available.

संख्या 8047-4 जी० एस०-II-73/1549.

सेवा में

1. हरियाणा के सभी विभागाध्यक्ष, अम्बाला तथा हिसार मण्डल के आयुक्त और सभी उपायुक्त ।
2. रजिस्ट्रार पंजाब तथा हरियाणा उच्च न्यायालय, चण्डीगढ़ ।

दिनांक चण्डीगढ़ 1-1-1974.

विषय :--विकलांग भतपूर्व सैनिकों तथा युद्ध में मारे गए/विकलांग सैनिकों के आश्रितों का पुर्नवास ।

महोदय,

मुझे निदेश हुआ है कि मैं आपका ध्यान उपर्युक्त विषय पर हरियाणा सरकार के पत्र संख्या 945-4 जी० एस०-II-73/6451 दिनांक 6 मार्च, 1972 में दिए गए अनुदेशों की ओर दिलाऊँ जिसमें अन्य बातों के साथ साथ यह भी निर्धारित किया गया है कि भतपूर्व सैनिकों के लिए सिविल पदों के सम्बन्ध में वर्तमान आरक्षण में 20% से 50% के बीच अशक्त हो गए विकलांग भतपूर्व सैनिकों तथा मारे गए 50% से अधिक विकलांग हुए सैनिकों के दो आश्रितों को प्राथमिकता दी जानी चाहिए ।

2. प्रश्न उठाया गया है कि क्या ऐसा कोई लाभ उन सैनिकों जो अपनी अशक्तता के कारण सुरक्षा विभाग द्वारा अशक्त होने पर सेवा से पृथक नहीं किए गए किन्तु जिन्हें यथासमय अथवा सेना में रोजगार की शर्तों की पूरा करने के पश्चात् मुक्त कर दिया गया है के मामले में दिया जाना चाहिए । इस मामले पर विचार किया गया है तथा यह निर्णय लिया गया है कि ऐसे सैनिक तथा उनके आश्रित सिविल पदों में भर्ती के लिए प्राथमिकता के हकदार नहीं हैं। जैसा कि उपर्युक्त संदर्भ में दिनांक 6-3-1972 के अनुदेशों में उल्लिखित है ।

3. यह अनुरोध किया जाता है कि कृपया ये अनुदेश सख्ती से पालन करने के लिए सभी संबंध के ध्यान में लाए जाएं तथा इस पत्र की पावती भेजी जाए ।

भवदीय,

हस्ता/-

संयुक्त सचिव सामान्य प्रशासन,
कृते: मुख्य सचिव, हरियाणा सरकार ।

एक एक प्रति :--

वित्त आयुक्त, राजस्व हरियाणा, हरियाणा सरकार के सभी प्रशासकीय सचिवों को सूचना तथा आवश्यक कार्यवाही के लिए भेजी जाती है ।

English version of circular letter No. 8047-4GS II-73/1549 Dated the 21 January, 1974 from the Chief Secretary to Government, Haryana to all Heads of Departments etc.

Subject :—Rehabilitation of disabled ex-service personnel and dependent of those killed/disabled in action.

I am directed to refer to the instructions contained in Haryana Government letter No. 945-4GSII-73/6451, dated the 6th March, 1972, on the subject noted above where in it has been inter-alia, laid down that in the existing reservation in respect of civil posts for ex-servicemen; priority should be given to disabled ex-servicemen with disability between 20% to 50% and upto two dependents of service personnel killed/disabled beyond 50%.

2. A question has arisen whether such a benefit should be allowed in the case of those servicemen who are not boarded out of service by the Defence department on account of their disability but are released in the normal course after the completion of their terms and considered and it has been decided that such servicemen and their dependents are not entitled to the priority for filling up civil posts as envisaged in the instructions dated 6.3.1972, referred to above.

3. It is requested that these instructions may please be brought to the notice of all concerned for strict compliance and the receipt of this letter may also be acknowledged.

सं० 382-4 जी० एस०-II-74/3912

प्रेषक

मुख्य सचिव, हरियाणा सरकार।

सेवा में

1. हरियाणा में सभी विभागाध्यक्ष, आयुक्त अम्बाला एवं हिसार मण्डल, उपायुक्त एवं उप मण्डल अधिकारी।
2. रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय तथा हरियाणा में सभी जिला एवं सत्र न्यायाधीश।

दिनांक 1-3-1974

विषय :—भूतपूर्व सैनिकों की नियुक्ति।

महोदय,

मुझे उपर्युक्त विषय पर, हरियाणा सरकार के परिपत्र सं० 2815-4 जी० एस०-II-71/30857 दिनांक 29 अक्टूबर, 1971 में दिए गए अनुदेशों की निर्दिष्ट करने का निदेश हुआ है जिन में अन्य बातों के साथ-साथ यह व्यवस्था की गई है कि श्रेणी III तथा IV के सामान्य पदों पर तदर्थ आधार पर नियुक्ति के लिए भूतपूर्व सैनिकों का प्रवरण बोर्ड, राज्य प्रवरण समिति द्वारा किया जाएगा। इस समिति द्वारा प्रवर्तित उम्मीदवारों को नियुक्ति प्राधिकारियों द्वारा स्वीकार किया जाएगा।

2. ऐसे मामले ध्यान में आए हैं जिनमें कुछ विभागों ने इस सम्बन्ध में राज्य प्रवरण समिति की सिफारिशों को मानने में अनिच्छा प्रकट की है जिसके परिणामस्वरूप भूतपूर्व सैनिकों को सिविल पदों पर नियुक्त करके उनके पुनर्वास करने के समस्त महत्वपूर्ण कार्य में परिहार्य रूप से विघ्न पड़ रहा है। सिविल पदों पर नियुक्ति करके भूतपूर्व सैनिकों के शीघ्र पुनर्वास को आवश्यकता की दृष्टि में रखते हुए यह प्रार्थना की जाती है कि उपर्युक्त परिपत्र में दिए गए अनुदेशों का बहुत सावधानी से अनुपालन किया जाना चाहिए तथापि, भूतपूर्व सैनिकों के लिए आरक्षित पदों को भरते समय राज्य प्रवरण समिति द्वारा सिफारिश किए गए अपंग-भूतपूर्व सैनिकों को प्राथमिकता दी जानी चाहिए।

3. कृपया इस पत्र की विषयवस्तु को सभी संबंध विभागों के ध्यान में ला दिया जाए, तथा इसकी पावती भेजी जाए।

भवदीय,

हस्ता/-

संयुक्त सचिव, सामान्य प्रशासन,
कृते: मुख्य सचिव, हरियाणा सरकार।

इनकी एक एक प्रति सूचना तथा आवश्यक कार्यवाही के लिए निम्नलिखित को भेजी जाती है।

विल्ल आयुक्त, राजस्व, हरियाणा तथा हरियाणा सरकार के सभी प्रशासकीय सचिव।

Letter No. 273-2GSII-75/18809

From

The Chief Secretary to Government Haryana, Chandigarh.

To

All Heads of Department, Commissioners of Ambala and Hissar Divisions, District and Session Judges, Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.

Dated Chandigarh the 19th May, 1975.

Subject :—Concessions to Civilian employees and others who were in Military Service during the emergency.

Sir,

I am directed to invite your attention to para 19 (b) of Haryana Government Circular letter No. 88-4GS-11-66/9554, dated the 21st April, 1966 on the subject noted above and to say that a question has arisen as to whether the period of military service mentioned in this para is to be counted for increment only on first appointment to Civil Posts and not on subsequent appointments, and also as to whether such period is to be counted for increment, seniority and pension on subsequent appointments also. In this connection it is clarified that the period of approved military service in such cases is to be counted for all the three purposes i.e. increment, seniority and pension, on first appointment and not on subsequent appointments which might follow resignation etc. after the first appointment.

Yours faithfully,

Sd/-

Deputy Secretary General Administration
for Chief Secretary to Government, Haryana.

A copy is forwarded to :—

The Financial Commissioner Revenue, all Administrative Secretaries to Govt. Haryana for information and necessary actions.

क्रमांक 6659-2 जी०एस०-11-75/18118

प्रेषक,

मुख्य सचिव, हरियाणा सरकार, चण्डीगढ़ ।

सेवा में

1. सभी विभागाध्यक्ष, आयुक्त अम्बाला एवं हिसार मण्डल, सभी उपायुक्त तथा सभी उपमण्डल अधिकारी, हरियाणा ।
2. रजिस्ट्रार, पंजाब तथा हरियाणा हाई कोर्ट तथा जिला एवं सत्र न्यायाधीश, हरियाणा ।

दिनांक चण्डीगढ़ 26-6-75.

विषय :—सिविल पदों पर भूतपूर्व सैनिकों की नियुक्ति ।

महोदय,

मुझे आदेश हुआ है कि मैं उपरोक्त विषय पर आपका ध्यान इस विभाग के क्रमांक 4310-4जी०एस०-11-72/26882, दिनांक 11-9-1972 की ओर आकर्षित करूँ जिसमें यह सूचित किया गया था कि ऐसे भूतपूर्व सैनिक जो प्रारम्भिक भर्ती के समय 45 वर्ष या उससे अधिक आयु के हों, उन्हें टाईप परीक्षा पास करने की पूरी छूट होगी। अब इस सम्बन्ध में सहानुभूति पूर्वक विचार करने के पश्चात् यह निर्णय लिया गया है कि ऐसे भूतपूर्व सैनिकों को भी टाईप टैस्ट पास करने की छूट होगी जो प्रारम्भिक भर्ती के समय 45 वर्ष से कम आयु के थे, परन्तु सेवा में आने के पश्चात् भी 45 वर्ष की आयु तक टाईप टैस्ट पास नहीं कर सके। ऐसे केसों में वेंतन वृद्धियां कर्मचारियों को उसी तिथि से दी जावेंगी जिस तिथि को वे 45 वर्ष की आयु सीमा पूरी करेंगे।

इन आदेशों को विधिवत् पालना के लिए नोट किया जावे और इस पत्र की पावती भेजी जावे।

भवदीय,
हस्ता/-

उस-सचिव, सामान्य प्रशासन,
कृते: मुख्य सचिव, हरियाणा सरकार।

एक एक प्रति निम्नलिखित :—

वित्तायुक्त, हरियाणा तथा सभी प्रशासकीय सचिव, हरियाणा सरकार को सूचनार्थ तथा आवश्यक कार्यवाही हेतु भेजी जाती है।

क्रमांक 7922-2 जी० एस०-II-29679

प्रापक

मुख्य सचिव, हरियाणा सरकार।

सेवा में

1. सभी विभागाध्यक्ष, आयुक्त अम्बाला तथा हिसार मण्डल, सभी उपायुक्त तथा सभी उप मण्डल अधिकारी, हरियाणा।
2. रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय तथा सभी जिला एवं सत्र न्यायाधीश, हरियाणा।

दिनांक चण्डीगढ़ 10 अक्तूबर, 1975

विषय :—संवेदना आधार पर सशस्त्र सेना से रितीज हुए भूतपूर्व सैनिकों को सिविल सेवा में सैनिक सेवा का लाभ देने के सम्बन्ध में।

महोदय,

मुझे आदेश हुआ है कि मैं आपका ध्यान उपरोक्त विषय की ओर दिताऊँ और कहूँ कि कुछ विभागों ने सरकार से इस बिन्दु पर टिप्पणी देने के लिये लिखा है कि संवेदना आधार पर सैनिक सेवा से रितीज होने वाले भूतपूर्व सैनिकों को सिविल सेवा में नियुक्ति पर सैनिक सेवा का वरिष्ठता, वेतन वृद्धि आदि के लिये लाभ दिया जाना है या नहीं।

2. इस विषय पर विचार कर सरकार ने यह निर्णय लिया है कि उन भूतपूर्व सैनिकों को सिविल सेवा में सैनिक सेवा का कोई लाभ नहीं दिया जाना है जो सैनिक सेवा से संवेदना (Compassionate) आधार पर रितीज हुए हैं।

आपसे अनुरोध है कि इन अनुदेशों की विधिवत पालना की जाए, और इस पत्र की पावती भी भेजें।

भवदीय,

हस्ता/-

उप सचिव, सामान्य प्रशासन,

कृते: मुख्य सचिव, हरियाणा सरकार।

एक एक प्रति निम्नलिखित :—

नितायुक्त, हरियाणा तथा सभी प्रशासकीय सचिव, हरियाणा सरकार को सूचनार्थ तथा आवश्यक कार्यवाही हेतु भेजी

जाती है।

A copy of letter no. A/39900/AG/PS4(c)/5472/D/Pensions/Services, dated 26th July, 1975. from the Under Secretary to the Govt. of India, Ministry of Defence, New Delhi to All State Governments and Union Territories.

Subject :—Counting of former Civil Service. Towards military Pension in respect of Civil Government servants granted permanent commissions in the Armed Forces. Allocation of pensionary liability between the State Government and the Defence services Estimates.

I am directed to refer to this Ministry's letter no. A/39000/AG/PS4(c)/453/D(Pensions/Services), dated the 21st April, 1971. (copy enclosed) on the above subject, and to state that the question, referred to in para 2 thereof, whether the provisions of Appendix 3 to Account Code, Vol. I for allocating pensionary liability in the cases of Government servants who have rendered service under more than one Government in proportion to the length of service rendered under each Government, are automatically applicable to Service Officers who were granted Commissions in the Armed Forces during civil service and whose civil service is reckoned for pension as permanent commissioned officers under the relevant rules, has been re-examined thoroughly by the Defence Accounts authorities. Their reconsidered views are that these provisions are automatically applicable to Services Officers. In such cases, charges on account of pensionary liability in respect of the Civil service allowed to count for pension as a permanent commissioned officer are debited to the Government, under whom this service was rendered, on service share basis. As such, it is considered that the prior concurrence of the Government concerned to share the proportionate pensionary liability is not necessary.

A copy of the above along with its enclosures is forwarded to All Administrative Secretaries to Govt. of Haryana, Chandigarh for information and for circulation amongst all the departments under them.

Yours faithfully,

Sd/-

Deputy Superintendent General Services,
for Chief Secretary to Govt. Haryana.

To

The All Administrative Secretaries to Government, Haryana.

U.O.No. 9245-2GSII-75/Dated Chandigarh the 31-10-75.

Copy of Ministry of Defence letter no. A/39000/AG/P84(c)459/D /(Pensions/Services). dated the 21st April, 1971, to all State Governments.

Subject :—Counting of former Civil Service towards Military pension in respect of Civil Government Servants Granted permanent Commissions in the Armed-Forces-Allocation of pensionary liability between the State Government and the Defence Services Estimates.

^ Sir,

I am directed to state that during World War II and thereafter Civil Govt. servants (including those from State Governments) in a large number were granted non-regular commissions in the Armed Forces. Subsequently many of them were granted permanent commissions. Under the provisions of the present military rules, former permanent/temporary civil Govt. service (including State Government service) if followed by commissioned service without a break, counts for pension as a commissioned officer.

2. Provision exists in Appendix 3 to Account Code Vol. I for allocation of pensionary liability in the case of Government servants who have rendered service under more than one Govt. in proportion to the length of service rendered under each Governments. A view has, however, been expressed by the Defence Accounts Authorities that the said provisions of the Account Code cannot be automatically applied to Service officers who are granted commissions in the Armed Forces during civil service and whose civil service is reckonable for pension as Commissioned Officers under the relevant rules. Consequently in all such cases, references have to be made to the State Governments calling their concurrence for sharing the pensionary liability before the civil service rendered by them under a State Government could be allowed to count for pension as Commissioned officers. It has been found that such references invariably lead to protected exchange of correspondence between this Ministry and the State Governments concerned resulting in cordinate delays in finalisation of the cases. In order to streamline the procedure, it is proposed that prior concurrence of the State Governments should not be a pre-requisite for sharing of pensionary liability on service share basis in accordance with the provisions of Appendix 3 to Account Code Vol.-1 in the event of civil service rendered by Service officers under the State Governments being counted towards their pension, as commissioned officers.

3. It would be appreciated if the State Governments could communicate their agreement with the above proposal at an early date.

Yours faithfully,

Sd/-

Under Secretary to the Govt. of India.

क्रमांक 12383-2 जी0 एस0-II-75/35606

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. सभी विभागाध्यक्ष, आयुक्त अम्बाला व हिसार मण्डल, सभी उपायुक्त तथा उपमण्डल अधिकारी, हरियाणा ।
2. रजिस्ट्रार, पंजाब तथा हरियाणा हाई कोर्ट तथा सभी जिला एवं सब न्यायाधीश, हरियाणा ।

दिनांक 4 दिसम्बर, 1975

विषय :—अपंग भूतपूर्व सैनिकों को नौकरी देना ।

महोदय,

मुझे निदेश हुआ है कि मैं उपरोक्त विषय की ओर आपका ध्यान दिलाऊँ और कहूँ कि रोजगार विभाग द्वारा इस विभाग के ध्यान में लाया गया है कि उन द्वारा जब अपंग भूतपूर्व सैनिक विभिन्न पदों पर नियुक्ति के लिए भेजे जाते हैं, तो नियोजक किसी न किसी कारण उनको स्वीकार नहीं करते या उनके साथ ऐसा व्यवहार करते हैं कि वे स्वयं ही नौकरी लेने से इन्कार कर देते हैं। सरकार ने इस विषय पर विचार किया है और यह निर्णय लिया है कि भविष्य में प्रत्येक विभाग रोजगार विभाग द्वारा भेजे जाने वाले अपंग भूतपूर्व सैनिकों को अबिलम्ब रिक्त पदों पर नियुक्त करें और यदि वे ऐसा करने में असमर्थ हों, तो इसके लिए वे मुख्य सचिव को पूर्व अनुमति प्राप्त करें ।

2. आपसे अनुरोध है कि इन आदेशों की दृढ़ता से पालना की जाए ।

भवदीय,

हस्ता/-

उप सचिव सामान्य प्रशासन,

कृते: मुख्य सचिव, हरियाणा सरकार ।

एक एक प्रति निम्नलिखित :—

वित्तायुक्त राजस्व, हरियाणा तथा सभी प्रशासकीय सचिव, हरियाणा को सूचनार्थ तथा आवश्यक कार्यवाही हेतु भेजी जाती है ।

क्रमांक 9909-2 जी 0 एस 0-II-75/36386

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. सभी विभागाध्यक्ष, आयुक्त अम्बाला व हिसार मण्डल, सभी उपायुक्त तथा सभी उप मण्डल अधिकारी, हरियाणा ।
2. रजिस्ट्रार, पंजाब तथा हरियाणा हाई कोर्ट तथा सभी जिला एवं सत्र न्यायाधीश हरियाणा ।

दिनांक चण्डीगढ़ 22 दिसम्बर, 1975 ।

विषय :—भूतपूर्व सैनिकों की नियुक्ति—राज्य प्रवरण समिति का गठन करना ।

महोदय,

मझे आदेश हुआ है कि मैं उपरोक्त विषय पर आपका ध्यान इस विभाग के क्रमांक 2815-4 जी 0 एस 0-II-71/30857 दिनांक 29 अक्तूबर, 1971 की ओर दिलाऊँ और कहूँ कि ऐसे भूतपूर्व सैनिक जिनके नाम रोजगार कार्यालय में दर्ज हैं उनका इन्टरव्यू लेने के लिए जिस राज्य प्रवरण समिति का गठन किया गया था उसके सदस्य सचिव, हरियाणा राज्य सैनिक, नाविक तथा हवाबाज बोर्ड के अतिरिक्त निदेशक, रोजगार विभाग के स्थान पर अब उप सचिव, रोजगार विभाग होंगे ।

भवदीय,

हस्ता/-

उप सचिव, सामान्य प्रशासन,

कृते: मुख्य सचिव, हरियाणा सरकार ।

एक प्रति इस विभाग के अशा: क्रमांक 2815-4 जी 0 एस 0-III-71; दिनांक 29-10-1971 के सन्दर्भ में सूचनार्थ तथा आवश्यक कार्यवाही हेतु भेजी जाती है :—

वित्तायुक्त, राजस्व हरियाणा, सभी प्रशासकीय सचिव, हरियाणा सरकार ।

क्रमांक 11191-2 जी० एस०-11-75/1268

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. हरियाणा के सभी विभागाध्यक्ष, आयुक्त अम्बाला तथा हिसार मण्डल, हरियाणा के सभी उपायुक्त तथा सभी उपमण्डल अधिकारी ।
2. रजिस्ट्रार पंजाब तथा हरियाणा उच्च न्यायालय तथा हरियाणा के सभी जिला एवं सत्र न्यायाधीश ।

दिनांक चण्डीगढ़ 16 जनवरी, 1976

विषय :—भूतपूर्व सैनिकों को सैनिक सेवा का लाभ देना ।

महोदय,

उपरोक्त विषय पर आपको सम्बोधित करते हुए यह कहने का आदेश हुआ है कि ऐसे भूतपूर्व सैनिक जिन्होंने एम० ई० एस० तथा आर्डीनेन्स फैक्ट्री में सैनिक सेवा की है, उनको सिविल सेवा में नियुक्ति पर पंजाब नैशनल एमरजेंसी (कन्सैशन) नियम 1965 के अन्तर्गत सैनिक सेवा का लाभ नहीं दिया जा सकता है। यदि इन दोनों एजेंसीज से सैनिक सेवा से रितीज होने के पश्चात् सिविल सेवा में नियुक्ति पर किसी भूतपूर्व सैनिक को लाभ दिया गया है तो उसे तुरन्त वापिस ले लिया जाए ।

भवदीय,

हस्ता/-

उप सचिव, सामान्य प्रशासन,
कृते: मुख्य सचिव, हरियाणा सरकार ।

एक एक प्रति :—

विस्तारयुक्त, हरियाणा सरकार तथा सभी प्रशासकीय सचिव, हरियाणा सरकार को सूचनार्थ तथा आवश्यक कार्यवाही हेतु भेजी जाती है ।

क्रमांक 10946-2 जी० एस०-II-75/6812

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. सभी विभागाध्यक्ष आयुक्त अम्बाला तथा हिसार मण्डल सभी उपायुक्त तथा सभी उप मण्डल अधिकारी, हरियाणा ।
2. रजिस्ट्रार पंजाब तथा हरियाणा उच्च न्यायालय और सभी जिला एवं सत्र न्यायाधीश, हरियाणा ।

दिनांक चण्डीगढ़ 25-3-76

विषय :—भूतपूर्व सैनिकों की पुनर्नियुक्ति ।

साहोदय,

मुझे आदेश हुआ है कि मैं उपरोक्त विषय की ओर आपका ध्यान दिलाऊँ और कहूँ कि भारत सरकार पुनर्वास निदेशालय के मुझाव पर सरकार ने यह निर्णय लिया है कि भविष्य में भूतपूर्व सैनिकों की सिविल सेवा में जब नियुक्ति/पुनर्नियुक्ति की जाती है तो नियोक्ता निम्नलिखित कार्यवाही सुनिश्चित करें कि :—

- (1) प्रत्येक भूतपूर्व सैनिक की डिस्चार्ज बुक के पृष्ठ-1 के ऊपर दाईं ओर यह दर्ज कर दे कि उसे सिविल पद पर लिया गया है। साथ ही साथ यह भी स्पष्ट करें कि उसे स्थाई/अस्थाई/तदर्थ अथवा नियमित तौर पर नियुक्त किया गया है ।
- (2) नौकरी के लिये जिन भूतपूर्व सैनिकों की सबमिशन की जावे नियुक्त उनके परिणाम स्पान्सरिंग अथारिटी को शीघ्रतिशीघ्र भेज दें ।

अनुरोध किया जाता है कि इन अनुरोधों की ध्यान पूर्वक अनुपालना की जावे और इन्हें सभी सम्बन्धित अधिकारियों के ध्यान में भी ला दिया जाए ।

भवदीय,

हस्ता/-

उप सचिव, सामान्य प्रशासन
कृते: मुख्य सचिव, हरियाणा सरकार ।

क्रमांक 10946-2 जी० एस०-II-75/6813 दिनांक 25-3-1976

एक एक प्रति सूचनार्थ तथा आवश्यक कार्यवाही हेतु प्रेषित की जाती है :—

वित्तायुक्त राजस्व हरियाणा तथा सभी प्रशासकीय सचिव, हरियाणा सरकार ।

No. 6834-2GSII-76/24016

From

The Chief Secretary to Govt., Haryana.

To

All the Administrative Secretaries to Govt., Haryana.

Dated Chandigarh, the 3-9-76.

Sir,

According to the present policy of the Government, 20% of all posts are reserved for persons belonging to Scheduled Castes, 2% for persons belonging to Backward Classes and 28% of all Class III and IV posts are reserved for ex-servicemen. Apart from this, persons belonging to Scheduled Castes and Backward Classes get the same degree of reservation in promotion to all those Class III and IV posts which are to be filled on the basis of seniority-cum-merit. The Government has also provided certain relaxations in age and qualifications to ex-servicemen. A State Selection Committee interviews all those ex-servicemen who are registered with Employment Exchanges in respect of posts of general category. This Committee then prepares a special panel of ex-servicemen who have been found to be suitable for appointment and there-after all posts reserved in a Government department for ex-servicemen are required to be filled by the candidates from this special panel, which is maintained by the Employment department.

2. The Govt. had issued instructions in 1966 and 1972 that all facilities available to Scheduled Castes and Backward Classes in Govt. departments should also be provided to them by Corporations, Semi-government Bodies, Local Bodies etc. In 1973, Public Sector Undertakings, Corporations etc. under the State Govt. were asked to give preference to ex-servicemen while filling up posts.

3. In spite of these efforts, Corporations etc. do not seem to give adequate representation to these categories of candidates. It has now been decided that the composite policy of the State Govt. with regard to reservation of posts should be made applicable, in toto, to Corporations, Semi-Govt. Bodies etc. A set of these instructions is enclosed for reference. I am, therefore, directed to request you to instruct all the Corporations, Semi-government Bodies etc. under the administrative control of your respective departments to adopt this policy. It may also be ensured that the action taken in this matter is intimated to this Deptt. within a month.

Yours faithfully,

Sd/—

Deputy Secretary General Admn.,
for Chief Secretary to Govt., Haryana.

क्रमांक 7304-2 जी० एस०-II-76/26513

प्रेषक

मुख्य सचिव, हरियाणा सरकार।

सेवा में

1. सभी बिनागाछयस, आयुक्त अम्बाला एवं हिसार मण्डल, सभी उपायुक्त तथा सभी उप मण्डल अधिकारी, हरियाणा।

2. रजिस्ट्रार, पंजाब तथा हरियाणा हाई कोर्ट तथा जिला एवं सत्र न्यायाधीश, हरियाणा।

दिनांक चण्डीगढ़, 30 सितम्बर, 1976.

विषय :—भूतपूर्व सैनिकों को सिविल पदों पर नियुक्ति के लिए रियायतें।

महोदया,

मुझे निदेश हुए हैं कि उपरोक्त विषय पर आपको सन्बोधित करूँ और कहूँ कि सरकार के ध्यान में आया है कि भूतपूर्व सैनिकों को सिविल पदों पर नियुक्ति उचित मात्रा में नहीं हो रही है। इस कमी को पूरा करने का प्रश्न सरकार के विचाराधीन रहा है और विचार करने के पश्चात यह निर्णय लिया गया है कि भूतपूर्व सैनिकों को दी जा रही रियायतों को निम्नलिखित हद तक (Liberalise) कर दिया जाये ताकि निर्धारित संख्या तक भूतपूर्व सैनिक उन पदों पर नियुक्त किये जा सकें जिन के लिये न्यूनतम योग्यता मैट्रिक है:—

- (1) राज्य में श्रेणी III के कई पदों के लिए न्यूनतम शैक्षणिक योग्यता मैट्रिक निर्धारित की गई है। जिन भूतपूर्व सैनिकों ने आर्मी सर्टिफिकेट क्लास I प्राप्त किया हो, उनकी योग्यता आठवीं कक्षा के बराबर गिनी जाती है। अब यह निर्णय लिया गया है कि जिन भूतपूर्व सैनिकों ने सेना में 15 वर्ष सेवा को हो और आर्मी सर्टिफिकेट क्लास I प्राप्त किया हो, उनकी योग्यता मैट्रिक के बराबर समझी जाये।
- (2) हरियाणा राज्य में सभी पदों के लिए हिन्दी का ज्ञान होना अनिवार्य है, परन्तु यह देखने में आया है कि प्रायः भूतपूर्व सैनिकों को हिन्दी का ज्ञान नहीं होता। इस लिये अब यह निर्णय लिया गया है कि प्रारम्भिक नियुक्ति के समय हिन्दी के ज्ञान पर जोर न दिया जाए और भूतपूर्व सैनिकों के नियुक्ति पत्र में यह शर्त लगा दी जाये कि उन्हें एक वर्ष के अन्दर हिन्दी का टैस्ट पास करना जरूरी होगा और यदि वे यह टैस्ट पास न कर सकें तो उनकी सेवा समाप्त कर दी जायेगी।
- (3) हरियाणा सरकार के परिपत्र क्र० 4310-4 जी० एस०-II-72/26822, दिनांक 11/14-9-72 के अनुसार भूतपूर्व सैनिकों के लिए यह आवश्यक है कि वे लिपिक के पद पर नियुक्ति के बाद 6 मास की अवधि के अन्दर टाईप सीख लें। अब सरकार ने यह निर्णय लिया है कि 6 महीने के अवधि को बढ़ाकर एक वर्ष कर दिया जाए और शेष नीति यथापूर्व रहे। यह हिदायतें सभी अधीनस्थ कार्यालयों के ध्यान में ला दी जायें।

भवदीय,

हस्ता/-

उप सचिव, सामान्य प्रशासन,

कृते: मुख्य सचिव, हरियाणा सरकार।

एक प्रति सभी विस्तारयुक्त/सभी प्रशासकीय सचिव, हरियाणा सरकार को सूचना तथा आवश्यक कार्यवाही के लिए भेजी जाती है।

Urgent**Important****No. 668-2GSII-77/2314****From**

The Chief Secretary to Government, Haryana.

To

1. All Heads of Departments, Commissioners of Divisions Deputy, Commissioner & all Sub-Divisional Officers (Civil).
2. Registrar, Punjab and Haryana High Court, and all District and sessions Judges, in Haryana.

Dated Chandigarh, the 24th January, 1977

Subject :- Recruitment of ex-servicemen against reserved class III posts.**Sir,**

I am directed to address you on the subject noted above and to enclose a list detailing the number of persons recommended by the subordinate services selection Board for appointment against class III posts reserved for ex-servicemen. It has been decided that in respect of these recommendations, appointment letters may be issued straightway and in no case later than the 7th February, 1977. In these cases, verification of character and antecedents as well as medical examination may be taken up after the persons have been appointed. The appointment letters should mention that the appointment is subject to character verification and satisfactory medical examination. A report may be submitted to the Chief Secretary by the 20th Feb., 1977, specifying the number of appointment letters issued and the number of appointments made.

Yours faithfully,

Deputy Secretary General Administration,
for Chief Secretary to Government, Haryana.

A copy is forwarded to :—

All the Administrative Secretaries to Government, Haryana, for information and necessary action.

क्रमांक 2244-2 जी० एस०-II-77/10526

प्रेषक

मुख्य सचिव, हरियाणा सरकार।

सेवा में,

1. सभी विभागाध्यक्ष, आयुक्त अम्बाला तथा हिसार मण्डल, सभी उपायुक्त तथा उपमण्डल अधिकारी (ना) हरियाणा।
2. रजिस्ट्रार पंजाब तथा हरियाणा उच्च न्यायालय तथा सभी जिला एवं सत्र न्यायाधीश, हरियाणा।

दिनांक, चण्डीगढ़ 29-4-77

विषय :- भूतपूर्व सैनिकों के लिये सिविल सेवा में रियायतें।

महोदय,

मुझे आदेश हुआ है कि उपरोक्त विषय की ओर आपका ध्यान दिलाऊँ और सूचित करूँ कि सरकार ने सहानु-भूति पूर्वक विचार करने के पश्चात् यह निर्णय लिया है कि ऐसे भूतपूर्व सैनिक जो लिपिक के पद पर नियुक्ति के लिये सभी योग्यतायें पूर्ण करते हों परन्तु उनकी अपंगता इस सीमा तक हो कि वे टाईप सीखने के योग्य न हों तो ऐसे केसों में भूतपूर्व सैनिकों को टाईप की योग्यता प्राप्त करने में छूट होगी, यदि वे इस सम्बन्ध में नियुक्ति कर्ता की संतुष्टि के लिए आवश्यक शिकिस्ता प्रमाण पत्र प्रस्तुत करें।

इन आदेशों को विधिवत् पालना के लिये नोट किया जावे।

भवदीय,

हस्ता/-

उप सचिव, सामान्य सेवाएं,

कृते: मुख्य सचिव, हरियाणा सरकार।

इसको एक प्रति निम्नलिखित :—

विस्तारुक्त राजस्व हरियाणा, सभी प्रशासकीय सचिव, हरियाणा सरकार को सूचनार्थ तथा आवश्यक कार्यवाही हेतु भेजी जाती है।

क्रमांक 2150-2 जी० एस०-II-77/5839

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में,

1. सभी विभागाध्यक्ष, आयुक्त अम्बाला तथा हिसार मण्डल, सभी उपायुक्त तथा उप मण्डल अधिकारी (ना) हरियाणा ।
2. रजिस्ट्रार पंजाब तथा हरियाणा उच्च न्यायालय, तथा सभी जिला सत्र न्यायाधीश, हरियाणा ।

दिनांक चण्डीगढ़ 9 जून 1977

विषय :—भूतपूर्व सैनिकों को सिविल सेवा में नियुक्ति के समय सैनिक सेवा का लाभ देना ।

मुझे निदेश हुआ है कि मैं आपका ध्यान पंजाब नेशनल अमरजैन्सी (कन्सेशन) नियमावली 1965 के नियम 4 की ओर दिलाऊँ जिसके अनुसार भूतपूर्व सैनिकों को सिविल पदों पर नियुक्ति के समय उन द्वारा आपातकालीन अवधि के दौरान की गई सैनिक सेवा का लाभ वरिष्ठता, वेतन वृद्धि इत्यादि की ओर दिया जाता है किन्तु यह लाभ प्रथम नियुक्ति पर ही दिया जाता है । अब प्रश्न यह पैदा हुआ है कि यदि किसी भूतपूर्व सैनिक ने किसी अन्य सरकार या केन्द्रीय सरकार में फौज से रिलीज हो कर नौकरी की हो तो उस को वह नियुक्ति पहली सिविल नियुक्ति गिनी जाये या नहीं । पंजाब नेशनल अमरजैन्सी (कन्सेशन) रूलज केवल राज्य सरकार पर लागू होते हैं और उनमें "प्रथम सिविल नियुक्ति" से समय केवल हरियाणा राज्य में पहली सिविल नियुक्ति से हैं । आपसे अनुरोध किया जाता है कि भूतपूर्व सैनिकों को सिविल पद पर नियुक्ति के समय सैनिक सेवा का लाभ देते समय उपरोक्त क्लेरिफिकेशन को ध्यान में रखा जाये ।

भवदीय,

हस्ता/-

उप सचिव, सामान्य प्रशासन,
कृते: मुख्य सचिव, हरियाणा सरकार ।

इसकी एक प्रति निम्नलिखित :—

वित्तीयक राजस्व हरियाणा तथा सभी प्रशासकीय सचिव, हरियाणा सरकार को सूचनाार्थ तथा आवश्यक कार्यावाही हेतु जाती है ।

No. 5200-2 GS-II-77/18927

From

The Chief Secretary to Govt., Haryana, Chandigarh.

To

The Chief Secretaries, to all the States in India.

Dated, Chandigarh, the 13th July, 1977

Subject :—Reservation for Ex-servicemen in private Sector.

Sir,

I am directed to invite your attention to the subject noted above and to say that in 17th Meeting of Haryana Rajya Sainik Board, the Director, General Resettlement Govt. of India pointed out that some of the States are for mulating draft ordinances for reservation of posts for Ex-servicemen in the private sector Establishments. The complete details of the policy being adopted by your State Govt. in this regard may please be supplied to this Government at an early date.

Yours faithfully,

Deputy Secretary General Administration,
for Chief Secretary to Government, Haryana.

Endst. No. 5200-2GS-II-77/18928 Dated, Chandigarh, the 13-7-77.

A copy is forwarded to the Under Secretary to Govt., of India, Ministry of Defence for supplying the Similar information.

No. 12/87/79-GSII

From

The Chief Secretary to Government, Haryana.

To

1. All the Heads of Departments, Commissioner, Ambala and Hissar Divisions, All the Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana State.
2. The Registrar, Punjab & Haryana High Court.

Dated Chandigarh, the 21st May, 1979.

Subject :—Reservation of posts for the Children of Ex-servicemen in services of the Haryana State.

Sir,

I am directed to invite your attention to the subject noted above and to say that, according to the present policy of the Haryana Government, the reservation of posts for ex-servicemen by direct recruitment in the different services of the State is as under :—

Class I & II 5%

Class III & IV 25%

It has been observed that due to non-availability of suitable candidates for the reserved quota, the recruitment of ex-servicemen to the civil posts is not being made in the desired extent. In view of this, it has been decided that the dependent sons/and daughters of ex-servicemen, who fulfil all the conditions of qualifications, age etc., prescribed for various posts, should also be considered on merit for the posts reserved for the ex-servicemen to the extent of non-availability of suitable ex-servicemen. This entitlement would be available to one dependent child only.

3. These instructions should be brought to the notice of all concerned working under you for strict compliance. The new Position should be made clear while advertising the posts.

4. Receipt of this communications may please be acknowledged.

Yours faithfully,

Deputy Secretary General Administration,
for Chief Secretary to Government, Haryana..

A copy each is forwarded to the :—

The Financial Commissioner, Haryana. All the Administrative Secretaries to Government, Haryana. The Secretary, Haryana Public Service Commission, Chandigarh. The Secretary Subordinate Service, Selection Board, Haryana, Chandigarh. for information and necessary action.

No. 12/14/79-GSII

From

The Chief Secretary to Government, Haryana.

To

- (i) All Heads of Departments,
- (ii) The Commissioners Ambala and Hissar Divisions ; and all Deputy Commissioners and Sub-Divisional Officers (Civil) in the State ;
- (iii) The Registrar,
Punjab and Haryana High Court and all Districts and Session Judges in Haryana.

Dated Chandigarh, the 1st July, 1980.

Subject :—Concessions to ex-servicemen for appointment to civil posts.

Sir,

I am directed to invite your attention to Haryana Government circular letter No. 7304-3GSII-76/26513, dated the 30th September, 1976, on the subject noted above and to say that on further consideration, it has been decided that the qualification of an ex-servicemen, whose disability is at least 20 % according to discharge certificate and who has received the Army Certificate Class-I and has also rendered military service for 10 years, will be considered equal to matriculation for appointment to civil posts under the Haryana Government.

Yours faithfully,

Sd/-

Under Secretary General Administration,
for Chief Secretary to Government, Haryana.

A copy is forwarded to the :—

Financial Commissioner Revenue, Haryana ; All Administrative Secretaries to for information and necessary action.

No. 12/37/79-GSII

From

The Chief Secretary to Government, Haryana.

To

1. All the Heads of Departments Commissioners, Ambala and Hissar Divisions, All the Deputy Commissioners and Sub-Divisional Officer (Civil) in Haryana State.
2. The Registrar, Punjab and Haryana, High Court, Chandigarh.

Dated Chandigarh, the 1st July, 1980.

Subject :—Reservation of posts for the Children of Ex-Servicemen in the services of Haryana State.

Sir,

I am directed to invite your attention to the Haryana Government circular letter No. 12/37/79-GSII- dated 21-5-79 on the above subject and to say that a question has arisen whether the dependent sons and daughters of those ex-servicemen who have joined the service of the State Government, should also be considered on merit for appointment to the posts reserved for the Ex-servicemen. After careful consideration, it has been decided by the Government that since such ex-servicemen after joining the service under the State Government are like other State Government employees, their dependent sons and daughters should not be considered for appointment to the posts reserved for Ex-Servicemen, in terms of the Haryana Government circular letter referred to above.

Yours faithfully,
Sd/-
Under Secretary General Admn.,
for Chief Secretary to Govt., Haryana

A copy each is forwarded to the :—

The Financial Commissioner, Revenue, Haryana, All the Administrative Secretaries to Govt., Haryana, The Secretary, H.P.S.C. Chandigarh. The Secretary, S.S.S. Board., Haryana, Chandigarh. for information and necessary action.

No. 12/37/79-GSII

From

The Chief Secretary to Government, Haryana.

To

1. All the Heads of Departments, Commissioner Ambala and Hissar Divisions, All the Deputy Commissioners and Sub-Divisional Officers (Civil) in the services of Haryana State.
2. The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh the 21st November, 1980.

Subject :—Reservation of posts for the children of Ex-servicemen in the Services of Haryana State.

Sir,

I am directed to invite your attention to the Haryana Government circular letter No. 12/37/79-GSII, dated the 1st July, 1980, on the subject noted above and to say that according to the instructions contained in Haryana Govt. circular letter No. 12(37/79/GSII, dated the 21st May, 1979, the dependent sons and daughters of ex-servicemen, who fulfil all the conditions of qualifications, age etc., prescribed for various posts are also to be considered on merit for the posts reserved for the ex-servicemen to the extent of non-availability of suitable ex-servicemen and this entitlement would be available to one dependent child only. A question has arisen whether the candidates of the following types can be considered as eligible dependents for the purpose of the aforesaid instructions :—

- (i) a person may be working on an ad-hoc basis against the post advertised or somewhere else ;
- (ii) a person may be unemployed at the time of making the application but he may have other sources of income viz. from agriculture, trade, property, bank balance etc ;
- (iii) an unemployed person who is a member of the joint family may also contribute to the pool of the family income by lending help ;
- (iv) a person who has already done his graduation and is doing post-graduation and is getting merit scholarship for the studies ;
- (v) a person who is a member of the joint Hindu family and remains dependent upon the Karta till there is partition in the family or he ceases to be a member of the joint Hindu family and is obliged to pass on all his income to the Karta and draws money for his subsistence from the pool of the joint Hindu family with the consent of the Karta ;
- (vi) a candidate who is a member of the joint Hindu family is employed on ad-hoc basis but he is otherwise dependent on his father.

3. On consideration of this matter, the state Govt. has decided that the position as state above in regard to the term dependent should be kept in view while considering the dependent sons and daughters of ex-servicemen for appointment against the post of ex-servicemen.

4. It is requested that these instructions may please be brought to the notice of all concerned for compliance.

Sd/-
Joint Secretary General Administration,
for Chief Secretary to Government, Haryana.

No. 12/37/79-2GS-II Dated Chandigarh, the 21st November, 1980.

A copy each is forwarded to the :—

Secretary, Haryana Public Service Commission, Chandigarh./Secretary Subordinate Services Selection Board, Chandigarh for information and necessary action.

Copy of Circular letter No. 9319-P-51/124, dated the 18th January, 1952, from the Chief Secretary to Government, Punjab to all Heads of Departments etc.

Subject :—Demobilised personnel or Retrenched Central/State Government employees—Preferential treatment in the matter of re-employment.

I am directed to say that with a view to affecting economy in expenditure, the strength of Armed Forces and civilian establishments under the Ministry of Defence as well as the establishments under the Central/State Government are reviewed periodically and a large number of Demobilised Defence Forces and retrenched civilian personnel, both technical and non-technical, are rendered surplus and the question of provision of alternative employment for as many of them as possible has been engaging the attention of Government. It is considered that the experience gained by the demobilised personnel or retrenched Government employees may be of considerable value, if they are re-employed in similar or suitable capacities. It has, therefore, been decided that such persons should be given preferential treatment in the matter of employment, provided that :—

- (a) the person who claims to be a demobilised/retrenched Government employee, produces a certificate from the Defence Forces/department or office in which he last served that he had continuous service for a period of not less than 6 months under that Defence Forces department or office, and was discharged because of demobilisation/reduction in establishment not more than three years prior to the date of his registration at an Employment Exchange under the State Government ;
- (b) he produces satisfactory evidence that he is suitable for re-employment under Government ;
- (c) no general relaxation of educational and other qualifications [excepting age, for which please see sub-clause (d) below] normally prescribed for recruitment is made ; and
- (d) for appointments made otherwise than on the basis of open competitive tests held by the Punjab Public Service Commission, the period of service of a Demobilised person/Retrenched Government employee is deducted from his actual age and, if the resultant age does not exceed the prescribed maximum age limit, he should be deemed to satisfy the condition for appointment to the post in question in respect of the maximum age.

2. In regards to the re-employment of the demobilised prsonnel, Government feel that they would be particularly suitable for filling certain types of posts for which their previous training and experience makes them specially qualified. Such posts will be those which involve security functioning and which require proficiency in the use of fire-arms, such as those in the Police Force, Home Guards and Watch and Ward personnel. These exmaples are merely illustrative and not exhaustive.

Copy of Punjab Government Circular letter No. 9393-3GS-62/23720, dated 19th July, 1962 from the Chief Secretary to Government, Punjab to all Heads of Departments etc., etc.

Subject :—Demobilised personnel or retrenched Central/State Government employees-preferential treatment in the matter of re-employment.

I am directed to invite a reference to Punjab Government letter No. 93119-p-51/124, dated the 18th January, 1952 on the above noted subject and to say that in partial modification of the instructions contained in sub-para (d) of para I there of it has been decided that in case of ex-servicemen seeking, appointments under the State Government made otherwise than on the basis of open competitive test held by the Punjab Public Service Commission the period of previous service rendered by a particular candidate should be deducted from the actual age and if the resultant age does not exceed the prescribed age limit for the post applied for by him by more than years he should be deemed to satisfy the conditions for appointment to the post in question in respect of the maximum age.

Copy of Circular letter No. 19982-3GS-62/45907, dated the 27th December, 1962, from the Financial Commissioner, Planning and addiional Chief Secretary to Government, Punjab to all Heads of Departments etc., etc.

Subject :—Relaxation of age-limit for entry into Government service for the wives of serving military personnel.

I am directed to say that the Government has, in view of the national amergency requiring the presence of a large number of military personnel in operation areas, examined the policy of the maximum age limit of entry into Government service enunciated in Government instructions issued, vide letter No. 15003-G-55/75504, dated the 23rd November, 1955 with special reference to the case of wives of the serving military personnel. It is felt that the families of the military personnel may be experiencing monetary difficulties due to the setting up of two establishments. Government has, therefore, agree to raise the maximum age for entry into Government service in the case of the wives of serving military personnel to 45 years provided they are otherwise eligible for the posts in question.

Copy of letter No. 15717-4GS-63/47723, dated the 31st December, 1963, from the Planning Commissioner and Additional Chief Secretary to Government, Punjab to all Heads of Departments, etc., etc.

Subject :—Relaxation of age limit for entry into Government service for the wives of serving military personnel.

I am directed to invite a reference to the instructions contained in Punjab Government letter No. 119982-3GS-62/45907, dated the 27th December, 1962, on the subject noted above, and to say that it has now been decided by the Government to extend the concession of relaxation of age limit up to 45 years to widows of military personnel who are killed and to wives of those who are disabled while in military service, provided they are otherwise eligible for the posts in question.

LEAVE

Copy of letter No. 2295-9GS-(ii) 64/13551, dated the 27th April, 1964 from the Chief Secretary to Government Punjab, Chandigarh, to all Heads of Departments in the State and others.

Subject :—Grant of Leave to Civil employees who are wives of Defence Services personnel.

I am directed to say that this Government have had under consideration the question of providing suitable concessions to ladies to Government employee, whose husbands are serving in the Defence forces and as such have to remain in non-family stations for long periods. It has been felt that the families of such Defence Services personnel have to undergo quite a lot of extra expenses on account of having to run two establishments and to suffer considerably long periods of separation in the circumstances. The wives who may have undertaken temporary Government employment cannot, however, under the existing rules, be granted leave for any longish period while the husbands may be posted to family stations.

In order, therefore, to allviate hardship in such cases. It has been decided that in relaxation of any rules to the contrary the wives may be granted extra-ordinary leave for the period during which their husbands are posted to family stations, that the wives should be entitled to rejoining the civil Government posting to family stations.

These instructions are issued with the concurrence of the Finance Department, vide their U.O. No. advice No. 3435-FRI-64, dated the 4th April, 1964.

You are requested to note these instructions and to bring them to the notice of all concerned for information and necessary action.

RE-EMPLOYMENT

Copy of letter No. 2407-4GSI-66/9736, dated the 22nd /25th April, 1966, from the Chief Secretary to Government, Punjab to the address of all Heads of Departments, etc., etc.

Subject :—Re-employment of ex-servicemen in civil Government service.

I am directed to refer to Punjab Government letter No. 3068-4GSI-64/10930, dated the 6th April, 1964 as modified *vide* Punjab Government letter No. 9651-4GSI(I)-65/34691, dated the 19th October, 1965 which lays down that 50 per cent of the permanent vacancies in the Engineering and Medical services, which are filled by direct recruitment and 20 per cent of the permanent vacancies becoming available in the remaining services, except the Provisional Civil Service, will remain reserved for civilian employees and others who joined military service during the emergency. A suggestion was made that a certain percentage of posts should also be reserved for the ex-servicemen not covered by these instructions considering their training and experience in the armed forces and their suitability for such posts, since the reservation already made covers cases for only those persons who joined military service during the present emergency and not those who were already in the service of the Army at the time of the proclamation of the emergency. The matter has been considered by Government and it has been decided to give second preference to such personnel for absorption in civil Government Service. The reserved vacancies will, therefore, be offered first to civilian employees and others who have joined military service during the present emergency and whatever vacancies remain unfilled will be offered to ex-servicemen who are other-wise fit and suitable for employment.

Central Board of Secondary Education
 Department of Educational
 Technology and Administration
 Block 1, Sector 10, Connaught Place, New Delhi-110014
 DOC No. 3325
 Date 21/8/86

NIEPA DC



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