



GOVERNMENT OF HARYANA

COMPENDIUM OF INSTRUCTIONS

(VOLUME – IV)

Career Development

CHIEF SECRETARY, GOVERNMENT OF HARYANA

YEAR -- 2009



PREFACE

After the formation of Haryana State, for the first time in 1985, Compendium of instructions issued by the General Administration Department, Government of Haryana, was published. This compendium was in two parts. Subsequently, in 1994, all the instructions issued from 1985 upto that year, were published in the form of another compendium. The next edition, which appeared in 2001, contained all the instructions issued from 1994 until 2001. These four compendia are not easily available and therefore could not be utilized fully. The earlier editions were not reprinted by the Government. Moreover, each of these compendia contained instructions relating to different subjects. Due to this, whenever a particular topic needed to be searched all the four compendia had to be scanned. Besides, a large number of instructions were also issued after 2001. This also made the updation of these compendia necessary.

Therefore, it was decided to compile the contents of these compendia in a subject-wise fashion. It would require nine volumes, replacing all the four earlier compendia, i.e., those published in 1985, 1994 and 2001. The present compendium is the fourth volume in this series and relates to "Career Development".

The new Compendia would also be available on the websites www.haryana.gov.in and www.csharyana.gov.in. Interested persons can easily download them or any part thereof. The compendia would also be circulated amongst all Administrative Secretaries, Heads of Departments and other offices. The public can also obtain them from the market.

Efforts have been made to include all available Government instructions issued by General Administration Department of the Haryana Government till 30th June, 2009. Although we have taken all possible precautions while compiling the Compendia, there may be some omission or lapse on our part. We would welcome any feedback or suggestion from users of the Compendia.

I acknowledge the hard work put in by the GS-III Branch of General Administration Department, in general, and Shri Rajeev Ranjan, IAS, Joint Secretary, Shri Sushil Kumar Jain, Under Secretary, Sh. Subhash Ahuja, Superintendent and Smt. Raj Kumari, Assistant, in particular, for compiling all Compendia in a very short period of time. Shri Vikas Yadav, HCS, Controller, Printing & Stationary, Shri Vishal Chadha, PCAT, and their team of officials also took steps to ensure a speedy publication. They deserve our appreciation.

I hope that this Compendium would be handy and useful to all concerned.

**Dated Chandigarh,
The 1st July, 2009**

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I

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.**

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To ensure uniformity of action by different Departments in the matter of stoppage of officers at efficiency bars, Government 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, onus 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 to 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 reason 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 official at the top, it is essential that each case 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 and of the duties which the service is called upon into undertake. No particular difficulty should arise with regard to 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 ordinarily 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.

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7. While Heads of Departments are required to exercise their judgment and discretion in each case, the following instruction will be helpful and should be kept in view.

- (i) 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.
- (ii) For the purpose of crossing the efficiency bars, Government servants will broadly fall into three decisions as below and their case will be dealt with as explained against each.
 - (a) Good — Are those who consistently earn good report 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 carefully study of the record, that they merit promotion and give promise of satisfactorily filling the heavier charge 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 word on which the Government Servant was employed.

9. Stoppage at an efficiency bar should be for general had 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 reports 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 of giving effect to the orders regarding the review of cases of officers of services other than the provincial services is left to the Head of the Department to settle.

12. These instructions supersede all previous instructions whether Departments 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 marking 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 it 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 clause (i) (ii) or (iv) or 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-52/1/1303, dated 31st March, 1952 from the Chief Secretary to Government, Punjab addressed to all Heads of Departments , etc., etc.

Subject : Instructions 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 को प्रेषित है।**

विषय : दक्षतारोध पार करना।

क्या वित्तायुक्त राजस्व तथा हरियाणा सरकार के सभी प्रशासकीय सचिव कृपया उपर्युक्त विषय पर पूर्व पंजाब सरकार के अनुदेशों जो कि पत्रों क्रमांक 4091 -ए, एस-II, 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 दक्षतारोधक 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 रिपोर्ट/अच्छी/बहुत अच्छी तथा उत्कृष्ट हो तो ऐसे केसों के बिना स्पेशल रिपोर्ट मंगवाए ही दक्षतारोध पार करने में मामले की जांच की जाए और जिस केस के पिछले रिकार्ड के आधार पर दक्षतारोध पार करने की अनुमति देने के संबंध 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 उस साल के बारे में संबंधित अधिकारी/कर्मचारी के कार्य एवं आचरण के बारे में स्पेशल रिपोर्ट मंगवा कर ही दक्षतारोध के केसों का फैसला करना चाहिए। अतः आपसे अनुरोध है कि इन हिदायतों का पूर्ण ढंग से पालन किया जाये।

कृपया इसकी पावती भेजे।

Copy of letter No. 7688-3S-71/8880, dated 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 Punjab 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 contained in that communication.

- (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 employee for the purpose of considering his suitability for crossing as efficiency bar, his record for the five years preceding 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 following 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 efficiency 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 this communication may please be acknowledged.

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No. 6472-3S-71/28599

From

The Chief Secretary to Government, 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

Date 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 proposal 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 take 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 to the dates on which all officers/officials working in the department 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 instruction 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. Acknowledgment of the receipt of this communication is requested.

Yours Faithfully

Sd/-

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

Efficiency Bar

A copy each is forwarded to :—

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

No. 6472-3S-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 of 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:—

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

D.O. No. GA-IV/HR/EDU/L-P/3700-OIst. 17-8-71 from Sh. Ajit Narula addressed to Sh. L.M. Jain, I.A.S. DSPs.

—————

Compendium of Instructions on Career Development – Vol. IV

No. 5474-3S-73/2073

From

The Chief Secretary to Government, Haryana

To

- (i) All Heads of Departments, Commissioner, Ambala and Hisar Divisions and 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. 3574G-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 later 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 case is not required.
- (v) the case will have to be reviewed annually in terms of Notes 3 below Rule 4.8 of the Punjab C.S.R. Vol.-I. Part I and his up to-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 the 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 charge 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.

Compendium of Instructions on Career Development – Vol. IV

- (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 allowed to cross the first efficiency bar.
- (6) The record of the officer/official during the period of 5 years preceding the date on which crossing of the efficiency bar become 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 nevertheless 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 mind 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 in which owing to unavoidable circumstances it is not possible to take 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-S71/3980, dated 29-4-71

10. In order 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/department proceedings are in progress against a Government employee. They should be taken up

Efficiency Bar

immediately after the due date of crossing the efficiency bar, and should be decided on merits independently of the enquiries/proceedings. If however, the decisions condition that the same will be without prejudice to the decision that may be taken later in the pending enquires/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.

Yours Faithfully

Sd/-

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

A copy each is forwards to :-

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

Compendium of Instructions on Career Development – Vol. IV

No. 1331-3S-74/26263

From

The Chief Secretary to Government, Haryana

To

- (i) All Heads of Departments, Commissioner, Ambala/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 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-S-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

Sd/-

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

A copy each is forwards to :-

The Financial Commissioner, all Administrative Secretaries to Government, Haryana for information and necessary action in continuation of Haryana Government U.O. No. 5474-S-73, 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 and 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 invite reference to the instructions contained in Haryana Government circular letter No. 5474-3S-73/2078 dated the 29th January, 1974 as amended *vide* circular letter No. 1331-3S-74/6263, 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 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 exiting provisions of note I below rule 4.8 of the Punjab Civil Services Rules Vol. 1 Part-1. Thus, depending on the merits and circumstances of a case, the fixation of pay at the time of passing the efficiency bar may of may not result in the loss of one or more increments.

Yours Faithfully

Sd/-

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

A Copy each in forwarded to the Financial Commissioner (Revenue) Haryana: and all the Administrative Secretaries to Government, Haryana for information and necessary action.

Compendium of Instructions on Career Development – Vol. IV

No. 37/21/81-S(1)

From

The Chief Secretary to Government, Haryana

To

(1) All Heads of Departments, Commissioner Ambala and Hissar Divisions,
all Deputy Commissioners and All Sub Divisional Officers (Civil) in Haryana,

(2) 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 to invite reference to Haryana Government letter No. 1331-S-74-26263, dated 4th Nov., 1974 on the subject noted above, where in it was provided that 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. However, if any such report is older 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 had been decide 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 older 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

Sd/-

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

A Copy each in forwarded for information and necessary action to :—

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

[Published in the Haryana Government Gazette, Legislative supplement, dated the 13th August, 1974]

HARYANA GOVERNMENT
GENERAL ADMINISTRATION DEPARTMENT

Notification

The 9th August, 1974

No. G.S.R. 101/Const./Art. 309/74.— 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, and with the previous approval of the Government of India, received under sub-section (6) of section 82 of Punjab Reorganisation Act, 1966, the Governor of Haryana hereby makes the following rules regulating the recruitment by promotion to posts in the Civil Services of the State, namely:—

1. *Short title.*— These rules may be called the Haryana Services (Appointment by Promotion) Rules, 1974.
2. In these rules, unless the context otherwise requires :—
 - (a) ‘appointment by promotion’ means an appointment made otherwise than by direct recruitment or by transfer of an employee in a service ;
 - (b) ‘fitness’ means the capability of the Government employee to discharge efficiently the duties and the responsibilities of the concerned post;
 - (c) ‘service rules’ means the rules made or deemed to have been made under Article 309 of the constitution of India ;
 - (d) ‘selection on merit’ means selection for the purpose of promotion to a higher post in the service, made on the basis of service record of three senior most persons in accordance with the criteria laid down in the appendix to these rules.
3. *Appointment by promotion to Class I and Class II posts.*—Where appointment to any Class I or Class II post is required, under the service rules, to be made by promotion, then notwithstanding anything to the contrary contained in such rules the appointment by promotion to such posts shall be made by selection on merit with due regard to seniority and no person shall be entitled to claim as of right, promotion to such post on the basis of seniority alone.
4. *Appointment by promotion to Class III and Class IV posts.*— Where appointment to any Class III or Class IV post is required, under the service rules, to be made by promotion, then, notwithstanding anything to the contrary contained in such rules, the appointment by promotion to such post shall be made on the basis of seniority and fitness to the post, and no person shall be entitled to claim as of right, promotion to such post on the basis of seniority alone.
5. *Repeal and saving.*—The Punjab Services (Appointment by Promotion) Rules, 1962, in their application to the state of Haryana, are hereby repealed ; provided that any action taken or any thing done under the rules so repealed shall be deemed to have been taken or done under the provision of these rules.

APPENDIX

[See rule 2 (d)]

Criteria for the purpose of promotion to a higher post in the service on the basis of record.

Only such official or officers who have obtained atleast fifty percent ‘good’ or ‘better than average’ reports on the posts from which they are being considered for further promotion, and whose overall assessment can be classified as better than ‘ average’ should be placed in the slab of suitable officials or officers. If in any particular case, the total number of reports earned on the post from which the official or officer is being considered for further promotion are far less than ten years, then the reports earned on the lower post or posts should also be considered so that the reports for a period of ten years are kept in view for determine suitability. However, in such a case, greater weightage shall be given to the reports earned on the higher posts from which further promotion is being considered.

N. N. KASHYAP,

Chief Secretary.

[Constract from the Haryana Government Gazette, (Extra), dated the 4th April, 1975]

PART III

HARYANA GOVERNMENT

GENERAL ADMINISTRATION DEPARTMENT (GENERAL SERVICES)

Notification

The 4th April, 1975

No, G.S.R. 33/Const/Art. 309/75.— 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 Haryana hereby makes the following rules to repeal the Haryana Services (Appointment by Promotion) Rules, 1974, published with Haryana Government General Administration Department notification No. G.S.R. 101/Const./Art. 309/74, dated the 9th August, 1974, namely

1. *Short title.*—These rules may be called the Haryana Services (Appointment by Promotion) Repealing Rules, 1975.
2. *Repeal.*— The Haryana Services (Appointment by Promotion) Rules, 1974 are hereby repealed and shall be deemed to have been repealed with effect from the 13th August, 1974.

Provided that the repeal shall not affect the validity of any action taken or thing done under the rules so repealed except any action taken or thing done under the provisions of rule 4 of the rules so repealed.

S. D. BHAMBRI,
Chief Secretary to Government, Haryana.

No. 1980-4GSI-75

dated, Chandigarh, the 4th April, 1975.

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

- (1) All Heads of Departments Commissioners Ambala and Hisar Divisions, all Deputy Commissioners and Sub-Divisional Officers; and
 - (2) The Registrar Punjab and Haryana High Court, Chandigarh and all District and Session Judges in Haryana.
2. It is made clear that due to repeal of Haryana Services (Appointment by Promotion) Rules, 1974 if it becomes necessary to revert a Government servant already promoted under the provisions of these rules, it will be essential to give him a reasonable opportunity before he is reverted.

K. C. THAKUR,
Superintendent, General Services –I
for Chief Secretary to Government, Haryana.

II

PROMOTION

Copy of Punjab Government Circular letter No. 8638-G-53/85910, dated the 28th October, 1953, from the Chief Secretary to Government, Punjab, addressed to all the Heads of Departments, etc., etc.

***Subject:*— Consultation with the Public Service Commission in connection with officiating promotions, etc.**

I am directed to invite a reference to clause (c) in regulation 5 of the Punjab and North-West Frontier Province Joint Public Service Commission (Limitation of Functions) Regulations which provides that consultation with the Commission shall not be necessary in the case of officiating promotion 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 transfer will be for not more than six months. In other words the Commission should be consulted as soon as it becomes evident that the vacancy will last for more than six months, or immediately after six months are over. The Commission have reported that they have noticed a tendency on the part of some departments to make appointments without previous reference to the Commission even where the vacancies are known from the beginning to be likely to last for more than six months. They have further pointed out that in some cases the advice of the Commission is not sought at all, and in others after a year or so of the appointment. In cases of sudden vacancies caused by unforeseen circumstances such as the death or resignation of the previous incumbent, it may be necessary to make temporary arrangements for the carrying out of the duties of the post vacated, before approaching the Commission, but in normal cases it should be possible for the departments to anticipate their requirements well in time so as to be able to ask the Commission to make their recommendations. The appointment of an officer long before a reference is made to the Commission may create an erroneous and undesirable impression in the public mind that selection has already been made and that the advertisement is intended merely to comply with a formality. I am, therefore, to impress upon you the desirability of strict observance of the regulations and, of timely references to the Public Service Commission in matters of officiating promotions and transfer and direct recruitment.

Copy of U.O. Circular letter No. 3937-G-54, dated 1st July, 1954, from the Chief Secretary to Government, Punjab, to all the Administrative Secretaries to Government, Punjab.

Subject:- Procedure to be adopted by Administrative Departments of the Punjab Government in their dealing with the Punjab Public Service Commission.

Reference this Department un-official reference No. 4095-G-49, dated the 18th July, 1949, on the subject noted above.

2. In accordance with the instructions contained in this reference the Punjab Public Service Commission are required to give their views on the suitability of persons considered fit for promotion by an Administrative Department and while doing so, the Personal Files of officers, if any, whose super session is involved in the proposal are also forwarded to the Commission for reference. It has been noticed that the Commission opined that some officers proposed to be superseded are also fit for promotion, and since the advice of the Commission is generally accepted this results in promotions of officers who in the opinion of the Administrative Department are unfit. The matter has been carefully considered and it has been decided that the Administrative Departments should, while forwarding such cases to the Punjab Public Service Commission invariably state all the reasons on the basis of which it is proposed that a certain officer should be superseded. The Public Service Commission would thus have before them not merely the Personal file of the officer concerned but also all the other considerations which may have been responsible for the Administrative Department's proposal. I am to request that these instructions should be carefully followed in future.

Copy of letter No. 8588-G-55/44186, dated the 25th July, 1955, from the Chief Secretary to Government, Punjab to all the Heads of Departments, etc., etc.

Subject :- Promotions.

I am directed to say that it has been noticed by Government that there is a provision in some of the service rules laying down that certain promotions will be made on grounds other than selection. The matter has been given careful consideration by Government and it has been decided that such a provision should not remain in the service rules as promotion should always be by selection. I am accordingly to request you to amend the service rules, where such a provision exists, so as to provide that all promotions, whether from one grade to another or from one class of service to another, should be on the basis of selection.

Copy of letter No. 218S-G-56/27029, dated the 11th April, 1956, from the Chief Secretary to Government, Punjab, to all the Heads of Departments, etc., etc.

Subject :- Promotion to Selection Grade Posts.

In connection with the subject noted above, I am directed to say that it has come to the notice of Government that posts on the selection grades of various cadres are allowed to remain vacant for long periods with the result that the prospective candidates are put to unnecessary and avoidable hardship. The Government have examined the question and it has been decided that in future selection grade should invariably be granted to deserving officers within three months of the occurrence of a vacancy. I am to request that this decision may please be put into practice immediately.

Copy of Circular letter No. 9129-G-56/3964, dated the 17th September, 1956, from the Chief Secretary to Government, Punjab, to all the Heads of Departments, etc., etc.

Subject :- Procedure to be followed in selection of officers/officials for promotion to higher posts— Greater emphasis on merit than on seniority.

I am directed to refer to the correspondence resting with Punjab Government letter No. 2334-51/1-2152, dated the 6th April, 1951, regarding the maintenance of Ranking lists for the purpose of promotion and to state that the question of laying greater emphasis on merit rather than seniority has been engaging the attention of Government for sometime past. Although theoretically, the principle is recognised that promotion to selection posts implies a conscious act of selection, Government are convinced that, in practice, promotion is primarily made not on the basis of merit but on the basis of seniority-cum-fitness. It cannot be ignored that selection for the purpose of promotion also affords chances of abuse and therefore some method has to be found which would safeguard against this. It is also necessary to ensure that, in an effort to widen the scope of eligibility for promotion to higher posts immature officers/officials are not included and due weight is given to experience.

Taking all the above mentioned points into consideration it has been decided to adopt the following revised procedure for selecting officers/officials for promotion to selection posts :—

- (i) A standard of required minimum experience in respect of each kind of higher post should be laid down in terms of years of service in consultation with the Public Service Commission/Subordinate Services Selection Board, except in cases, where a reference to the Commission/Board is not under the rules, required for making such appointments.
- (ii) A list should then be drawn up of officers/officials possessing the requisite minimum length of service as laid down above.
- (iii) Out of the lists so prepared, selection for filling the vacancies which may have arisen, will be confined to first three candidates for each vacancy. For every vacancy a slab of three suitable officers/officials is to be formed and unless a junior among them happens to be of exceptional merit and suitability, the senior-most will be selected. This does not mean that after selection has been made the other two become unsuitable. For the next vacancy another slab of three will be formed and the two who were not selected for the first vacancy will necessarily have to be included in that slab. It is quite possible that one of them may be selected for the second

vacancy. In effect, therefore, after one slab has been formed for the first vacancy, every subsequent slab will necessarily contain two candidates of the slab preceding it.

- (iv) The criteria to be observed for making the final selection of officers/officials for the vacancies in question will be :—
- (a) An officer known to be dishonest will not be promoted. For the rest, each officer/official would have to be judged on the basis of ability, industry, personality and bearing, experience and aptitude. It is difficult to lay down generally what importance should be attached to each of these qualities. This would have to depend on the nature of the posts in question.
 - (b) While making selection for purposes of promotion to higher selection posts, out of the three suitable candidates for each post, seniority would be ignored only in favour of that junior candidate who is considered to be of exceptional merit. No Selection Committee need be formed or a written test or an interview need be introduced for the purposes of selection.

3. In respect of selection to gazetted posts, appeals against non-selection will be disposed of by the Council of Ministers, if they lie to Government. In other cases, where no appeals lie, or where the appeal lies to an authority subordinate to Government, a representation against rejection of the appeal by the latter authority for non-selection will also lie to the Council of Ministers. The period for such appeals/representations to the Council of the Ministers shall be one month from the date of the receipt of the orders represented against. These appeals/representation will normally be disposed of by the Council of Ministers within two months of their receipt. It will not be necessary for the Council of Ministers to consult the Public Service Commission in these cases.

The following procedure in putting up the case to the Council of Ministers would be followed. The memorandum, will in addition to the facts of the case, describe the history of service of the officers/officials concerned and also include summary of their personal files. The personal files of the officers/officials concerned would also be made available to the Council of Ministers for reference if necessary. The Administrative Secretary will put up such memoranda through the Chief Secretary, in the Gazette Branch, who would examine the case and make such revisions in the draft, as may *be* necessary, with a view to ensuring that the case of the representing officer does not go by default.

4. It is intended that the new principles to be adopted for the selection of officers/officials should apply to all posts to be filled by selection, whether within the cadre of the same service or from one service to another even if consultation with the Public Service Commission/Subordinate Services Selection Board, as the case may be, is required. Where a reference to the Commission/Board is required under the rules, a list containing the names of officers/officials with the requisite minimum length of service, weeding out the unsuitable, should be prepared and forwarded to the Commission/Board keeping in view the fact that if there is one vacancy, three names; if two, four names and if three, five names and so on are recommended. In doing so, the character rolls of the officers recommended and also of those with the prescribed minimum length of service, who are not recommended, will be forwarded to the Commission/Board.

5. These instructions supersede all previous instructions, if any, on the subject and shall come into force with immediate effect. They should be brought to the notice of all concerned for information and guidance.

Copy of letter No. 1018-GII-57/2675, dated the 12-2-1957, from the Chief Secretary to Government, Punjab, to all the Heads of Departments, etc., etc.

Subject:- Procedure to be followed for selection of officers for promotion to higher selection posts— Greater emphasis on Merit than on Seniority.

I am directed to invite a reference to a para 2(iv)(b) of Punjab Government letter No. 9129-G-56/1965, dated the 4th/7th September, 1956, according to which no Selection Committee need be formed or a written test or interview need be introduced for purposes of Selection of officers/officials for promotion to higher selection posts. Some doubts have arisen and advice of Government has been sought whether or not a written test or interview where it is already in vogue should be dispensed with. This has been carefully considered and it is felt that the test which are already held in the Punjab Civil Secretariat for the selection of Assistants/Stenographers from amongst Clerk and Steno-typists etc. have worked very successfully and ensured the recruitment of right type of officials. Government have accordingly decided that such tests should continue. I am, therefore, to request you that where a written test or an interview is already in vogue it need not necessarily be dispensed with.

Copy of Punjab Government letter No. 1980-GII-58/31343, dated the 16th/25th April, 1958, from the Chief Secretary to Government, Punjab, to all the Heads of Departments, etc., etc.

Subject :- Procedure to be followed for selection of officers/officials for promotion to higher posts greater emphasis on Merit than on Seniority.

I am directed to invite a reference to Punjab Government circular letter No. 9129-G-56/3964, dated the 4th/17th September, 1956, on the subject noted above and to say that the words, 'Subordinate Services Selection Board' and 'Board' occurring in line 4 and 5 respectively of sub para 2(1) thereof may be considered to have been deleted.

Copy of letter No. 3110-GII-58/46049, dated the 9th/14th June, 1958, from the Chief Secretary to Government, Punjab, Sima-2 ; to all the Heads of Departments.

Subject:- Procedure to be followed for the selection of officers/officials for promotion to higher posts—Greater emphasis on merit than on seniority.

I am directed to invite a reference to Punjab Govt. letter No. 9129-G-56/3964, dated the 4th/17th September, 1956 on the subject noted above and to say that these instructions do not expressly make any mention whether the officers/ officials are to be specifically and officially informed of their non-selection for promotion to higher posts and subsequent supersession. The matter has been given careful consideration and it has been decided by Government that officers/ officials not considered fit for promotion after selection should invariably be informed at least by endorsing a copy of the orders appointing their juniors to them. The time-limit of one month fixed for appeals in para-3 of the instructions referred to above will count from the date of the receipt of such orders.

**Copy of Punjab Government letter No. 6468-GS-60/20806, dated Chandigarh, the
17th June, 1960, from the Chief Secretary to Government, Punjab,
addressed to all the Heads of Departments.**

**Subject:- Procedure to be followed in selection of officers/officials for promotion to higher posts—
Greater emphasis on merit than on seniority.**

I am directed to refer to letter No. 9129-G-56/3964, dated the 17th September, 1956, from the Chief Secretary to Government, Punjab to your address on this subject and to inform you that a question has been put to Government as to whether the executive instructions, conveyed in this letter override the provisions of Service Rules, where these exist, laying down that promotions to a particular class of posts shall be strictly on merits and seniority alone shall confer no claim to a particular promotion. I am to clarify the position in this matter.

2. The executive instructions referred to above provide procedure for considering names for promotion, the general rule being that three names should be considered for each post. Where a service rule lays down that within a particular service, promotion shall be made by selection, on the basis of merit and suitability in all respects and no member of the Service shall have any claim to such promotion as a matter of right or mere seniority or has provision somewhat to this effect, namely making it quite clear that promotions are a matter of merit and not merely of seniority, Government is advised that the Department making the selection is not limited to choosing between three fit persons for a single post. It may apply such criteria for suitable competitive selection as it wishes and considers fair and appropriate and in doing so need not limit itself to three names for each post. In other words, the executive instructions do not override or restrict the provisions of a statutory service rules which distinctly provides for selection on merit without necessary reference to seniority.

3. I might add also that the above clarification is within terms of Government policy in which the emphasis increasingly must be towards selection on merit rather than merely on seniority. This does not mean that seniority will not be a consideration at all in assessing the suitability and merits of candidates because other things being equal or near equal, a person who is senior has certainly to be regarded as more suitable from the point of view of experience and maturity. It would follow therefore, that even where Service Rules categorically provide for selection entirely on merits, seniority would still be one of the considerations in making an assessment on merits regarding a particular case, though in the final selection, it will not necessarily be the determining factor.

Copy of letter No. 4175-7-GS-61/13942, dated the 17th/18th April, 1961, from Shri E.N. Mangat Rai, I.C.S., Chief Secretary to Government, Punjab, to all the Heads of Departments, etc., etc.

Subject:- Premature promotion to higher selection posts—starting salary.

I am directed to address you on the subject noted above and to say that in Punjab Government letter No. 9129-G-56/3964,, dated the 17th September, 1956, the department's were asked to lay down a standard of required minimum experience in terms of years of service on a lower post, for purposes of eligibility to promotion to the next higher selection post, with a view to ensure that due weight is given to experience and immature officers/officials are not promoted to such posts. Accordingly in most of the departmental rules, governing promotion of officers from one rank to the other, service for a minimum number of years in the lower rank has been provided. In some cases where this condition is not fulfilled, relaxation from the rule is sought to be given.

2. A question has arisen as to what salary should be given to an officer, who is promoted to a higher post, but does not fulfil the condition regarding the minimum number of years of service in the lower rank. It seems reasonable that in such a case the officer concerned should not be given the full benefit of the salary attached to the higher post till he has completed prescribed minimum length of qualifying service. Government has given careful thought to the whole matter and decided that the starting salary in such cases should be the minimum of the grade of the higher post, less the amount due from increments which have not been earned by the officer concerned in the lower grade for the period he is short of the minimum prescribed. As a concrete case, if an Executive Engineer in the PWD B&R Branch who according to the rules, can be promoted as a Superintending Engineer only after minimum 7 years of service as an Executive Engineer, is actually promoted after 5 years' service. He should be given a starting salary of Rs. 1,500 the minimum of Superintending Engineer's grade, less Rs. 80 representing two increments of Rs. 40 each of the Executive Engineer's scale. The point in this illustration is that whereas the sudden in the salary on account of promotion remains intact, the officer, with less than minimum number of years of qualified service in the lower grade, does not start with the same starting salary in the higher grade, who satisfied the rule in respect of the minimum period.

3. I am to request that in future the pay in the type of cases mentioned above may be suitably fixed below the minimum of the relevant scales according to the formula above. All the pending cases should also be decided accordingly. For the sake of uniformity, such cases of fixation of pay be channelised to Finance Department through Chief Secretary in the General Services Branch. These instructions would be applicable to superior posts, e.g. those of district or Deputy Secretary level or Deputy Director level and above and not to ordinary ministerial posts and the like. I am to add that in all cases of premature promotions, the written consent of the promoted officers to receive a particular pay to be fixed according to the above formula should be obtained before-hand and stipulation also laid down in the promotion order which should not be passed in his favour if he is unwilling to give such consent.

4. These instructions do not apply to the All India Services, and the staffs of the Secretariats of the Punjab Vidhan Sabha/Punjab Legislative Council, the Punjab High Court, Punjab Public Service Commission.

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

Copy of letter No. 2243-4GS-63/21181, dated the 19th June, 1961, from the Chief Secretary to Government, Punjab, to all the Heads of Departments etc., etc.

Subject:- Procedure to be followed in selection of officers/officials for promotion to higher posts—Greater emphasis on Merits than on Seniority.

I am directed to invite a reference to the Punjab Government's letter No. 9129-G-56/3964, dated the 17th September 1956, on the subject noted above and to state that it has been brought to the notice of the Government by the Punjab Public Service Commission that the instructions contained therein are not being followed properly by various Departments. In some cases the references from the Departments are silent on the point of seniority i.e. it is not categorically stated whether any supersession is involved in the proposed promotions. The files containing annual confidential reports which are sent to the commission are also very often not complete.

2. I am, therefore, to request you that the instructions referred to above should rigidly be followed by the Departments and due attention should also be paid to removing the defects now pointed out by the Commission.

Copy of Punjab Government Circular letter No. 4044-5-GS-61/23179, dated the 28th June, 1961, from the Chief Secretary to Government, Punjab, to all the Heads of Departments etc., etc.

Subject:- Procedure to be followed for the selection of officers/officials for promotion to higher posts—Greater emphasis on merit than on seniority.

I am directed to invite a reference to Punjab Government letter No. 9129-G-56/3964, dated the 17th September, 1956, on the subject noted above, and to say that some doubts have arisen and Government have been approached to clarify as to whether in accordance with sub-para 2(iii) of these instructions, the officers/officials who are prima facie unsuitable for promotion are to be included in the slab of 3 in making selection for promotion to higher posts. It has also been enquired as to what is the correct interpretation of the word "suitable" occurring in that sub-paragraph. In this connection, I am to make it clear that, in fact, in the first instance, a list of eligible officers/officials who fulfil the prescribed experience etc. for promotion is to be drawn up in accordance with sub-para 2(i) and (ii) of the letter referred to above. Then out of this list, such officers/officials as are considered unsuitable for promotion are to be weeded out and a list of only those who are suitable for promotion has to be drawn up. Selection thereafter is to be confined to the 3 suitable officers/officials of the latter list if there are three posts and so on. Unsuitable officers/officials are those who on the basis of their service record, general reputation etc. are definitely not considered fit for promotion by the department. Selection for every vacancy has, therefore, to be made from the slab of 3 officers/officials who are considered fit for promotion and unless a Junior among them happens to be of exceptional merit and suitability the senior-most will be selected.

2. I am to request that the above clarification may please be brought to the notice of all concerned for information and guidance.

No. 6254-4 GS-61/27363

From

Shri Saroop Krishan, I.C.S.
Additional Chief Secretary to Government, Punjab.

To

All Heads of Departments, the Registrar,
Punjab High Court, Commissioners of Divisions, all
Distt. and Sessions Judges and
Deputy Commissioners in the Punjab.

Dated, Chandigarh, the 1st August, 1961.

Subject:— Procedure to be followed in making selections of officers/officials for promotion to higher posts—Test for the promotion of clerks to the post of Assistant.

Sir,

I am directed to invite a reference to Punjab Government letter No. 4119-GII-58/71202, dated the 5th September, 1958, with which a copy of the orders prescribing procedure to be followed in making promotion of clerks to the posts of Assistants in the Secretariat was forwarded to you for issuing similar instructions in respect of your Department. It has been observed that no provision exists in these orders to cover the cases of clerks who are unable to take the test for reasons beyond their control, viz. sickness etc. The actual position is that the officials who are required to take the test but do not avail of the chance should ordinarily be deemed to have failed in the test and to have lost that chance within the terms of the instructions framed by the Departments. Government have however decided that if such officials prove to the satisfaction of the competent authority which would be the same as permits him to take the test that for reasons beyond human capacity and control, they were unable to take a particular test, they will not be considered to have lost that chance but would be treated as having been exempted from taking that test. It need hardly be stressed that the competent authority should exercise its discretion only in genuine and hard cases.

2. In cases where exemption is allowed by the competent authority from appearing in a particular test as explained above, the seniority of the official concerned as well as the number of chances to which he is entitled, would not be affected.
3. These instructions may be brought to the notice of all concerned for information and guidance.

Yours faithfully,

Sd/-

Deputy Secretary, General Administration,
for Additional Chief Secretary to Government, Punjab.

No. 6254-4GS-61/27364,

dated Chandigarh, the 1st August, 1961.

A copy is forwarded to the Revenue Secretary to the Financial Commissioners, Punjab for information with reference to his letter No. 11255-III-Admn. 1-60/140. dated the 4th January, 1961.

Compendium of Instructions on Career Development – Vol. IV

No. 8697-4 GS-61/29364

From

Shri Saroop Krishan, I.C.S., Additional Chief Secretary to Government, Punjab

To

All Heads of Departments in the Punjab,

Dated, Chandigarh, the 14th August, 1961.

**Subject:- Procedure to be followed in selection of Officers/Officials for promotion to higher posts—
Greater emphasis on merit than on seniority.**

Sir,

I am directed to refer to para 2(i) of Punjab Government Circular letter No. 9129-G-56/3964, dated the 4th/17th September, 1956, wherein all the Departments of Government were required to lay down a standard of required minimum experience for promotion to higher post in terms of years of service in consultation with the Public Service Commission, except in cases, where a reference to them is not required under regulation 5(f) of the Punjab Public Service Commission (Limitation of Functions) Regulations, 1955.

2. It has been reported by the Commission that while some of the departments have laid down the said standard of experience in consultation with them, several others have not yet complied with the requirements of the letter under reference although a period of 4 years has elapsed. It has further been pointed out by the Commission that some departments send their proposals for fixation of length of service experience simultaneously with the cases recommending the promotion of officers on the basis of the experience proposed by them, and very often it gives the impression that this has been done so as to suit the particular officers. The Commission have desired that the prescription of requisite length of service experience and the actual promotion cases should not only be sent separately to be Commission but the former should precede the latter reference. Government fully agree with the views of the Commission and also desire that in accordance with the instructions contained in para 2(i) of the letter referred to in para I, the standard of required minimum experience for promotion in respect of each kind of higher post, should be laid down, immediately, if it has not been done already, in terms of years of service, in consultation with the Public Service Commission, under advice to Punjab Government.

3. A copy of the statement furnished by the Commission showing the names of posts/services/ departments, in respect of which the minimum length of experience does not appear to have been prescribed is enclosed.

4. The action taken on this communication should please be reported within a month without fail.

Yours faithfully,

Sd/-

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

No. 8697-4GS-61/29365

Dated, Chandigarh, the 14th August, 1961,

A copy is forwarded to the Secretary, Punjab Public Service Commission, Patiala, and all the Administrative Secretaries to Government, Punjab, for information, with reference to his letter No. B.F. 401/60-SAP/32981, dated the 22nd July, 1961.

List of Departments/Services, Posts in respect of which the minimum length of service has been prescribed in consultation with the Commission as required by Punjab Government letter No. 9129-G-56/3964, dated. 17-9-1956.

1. Punjab Cooperative Service, Class III.
2. All posts in Class I and Class II of the Veterinary Service.
3. Transport Department.
4. Printing and Stationery Department.
5. Planning Department (Economic and Statistical Organisation).
6. Department of Jails.
7. All Gazetted posts in the Irrigation and Power Department of Punjab, P.W.D.
8. All gazetted posts in the B & R/P.H. Branches of Punjab, P.W.D.
9. All non-gazetted posts in Irrigation/B&R/P.H. Branches of Punjab, P.W.D.
10. Elections Department.
11. Class II and Class I of Punjab Forest Services.
12. Industries Department (Class I and Class II) Services.
13. Divisional Accountants and Accounts Officers under the Finance Department.
14. P.E.S. Class I & II (Men's and Women's Branches) (School Cadre and College Cadre).
15. Posts in Class III of F.C.'s Office, Office of the Director, Consolidation of Holdings, Punjab and other connected Offices.
16. For posts in Class I, II, & III of the Punjab Industrial Services.
17. Welfare Department.
18. All Gazetted and non-gazetted posts in the Department of Architecture.
19. Punjab Secretariat Service (Class II and Class III) Law and Legislative Department Rules.

Copy of letter No. 8401-4GS-61/33117, dated Chandigarh, the 8th/11th September, 1961 from the Chief Secretary to Government, Punjab to all the Heads of Departments, etc., etc.

Subject:- Procedure to be followed in selection of officers/officials for promotion to higher posts— Greater emphasis on merit than on seniority.

I am directed to invite a reference to Punjab Government letter No. 9129-G-56/3964, dated the 17th September, 1956, and No. 4044-5 GS-61/23179, dated the 28th June, 1961, on this subject, and to clarify the following points about which doubts have been expressed :—

Point I.— Officials A, B, C and D are eligible for promotion. B, C and D are suitable ; But A is not quite suitable. Can A be provisionally promoted subject to a subsequent special report on his performance on the higher post?

Clarification.—It would be wrong to provisionally promote an official about whose suitability doubt is entertained by the appointing authority. Only those officials are required to be considered for promotion who are suitable at the time of selection. There is, therefore, no justification to promote 'A' with the stipulation indicated.

Point II.— Officials A, B, C, D, E, F and G are eligible for promotion. A is unsuitable and only B, C, D and E are approved for promotion B, C and D are promoted but before E can be promoted a satisfactory report is received about the work of A.

- (i) Will the next vacancy go to E or will he be considered afresh along with A and F for it ?
- (ii) How many annual good reports should A earn before he can be considered suitable for promotion?

Clarification.—

- (i) As established his suitability earlier, the next vacancy should go to him, unless a fairly long period (say two years or more) has passed since the original list was made in which case the matter should be considered on over all merits as to whether A has established his competence so clearly as to take precedence over E.
- (ii) The number of annual reports cannot be fixed for universal application but in any case normally at least one fresh annual report should come in before the question of an ignored officials suitability is reopened.

Point III.—Official A is considered unsuitable and official B is suitable for promotion. B is promoted but later on, has to revert for want of a vacancy. By the time a vacancy arises again, A too has become suitable. Will this vacancy go to B ?

Clarification .—As the claim of B for the vacancy has been established earlier and he has also officiated in the higher post for some time, B should normally get the vacancy in preference to A.

Point IV.—Official A is promoted from a lower to a higher post. His performance on the higher post is adjudged unsatisfactory and he is reverted to the lower post.

- (i) For how long should A put in satisfactory work in the lower post before he can be considered suitable for promotion ?

- (ii) By the time A is considered suitable for promotion, B and C have been promoted. Will A on promotion rank senior or junior to B and C in the higher post ?

Clarification.—

- (i) All though no hard and fast policy as to the period for which official A should wait for being considered for promotion to a higher post again, can be laid down it is necessary to exercise caution on each occasion. It will be necessary to first of all decide whether he is at the particular time fit for promotion or not. If he is considered fit by the competent authority, his name should be considered in a panel of three for one post.
 - (ii) It would be manifestly wrong to reassign A his old seniority in the higher post. The fact of his reversion on account of unsatisfactory work will decidedly go against him. A should, therefore, rank junior to B and C in the higher post on his re-appointment, unless there are specific rules to the contrary for the particular service.
2. I am to request that these clarifications may please be brought to the notice of all concerned.
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Copy of Circular letter No. 11057-4GS-61/34501, dated the 25th September, 1961 from the Chief Secretary to Government, Punjab to all the Heads of Departments, etc., etc.

Subject:- Procedure to be followed in selection of officers/officials for promotion to higher posts— Greater emphasis on merit than on seniority.

I am directed to refer to the correspondence resting with Punjab Government letter No, 8697-4GS-61/29364, dated the 11th August, 1961 on the subject noted above and to say that it has been reported by some of the Departments that the standard of required minimum experience for promotion to higher posts in terms of years of service will be provided in the Service Rules when formulated. As it may entail considerable delay, it is suggested that minimum experience for promotion to higher posts in terms of years of service may be laid down immediately, in consultation *with* the Public Service Commission and the decision in this respect may later on be incorporated in the Service Rules as and when finalised.

2. The action taken in this regard may kindly be reported to Government within a month at the latest.

Copy of letter No. 12912-4GS-61/41813, dated the 20th November, 1961, from the Chief Secretary to Government, Punjab, to all the Heads of Departments etc., etc.

Subject :- Procedure to be followed-for selection of officers/officials for promotion to higher selection posts— Greater emphasis on merit than on seniority.

It continuation of Punjab Government letter No. 11911-GII-59/1136, dated the 21st January, 1960, on the subject noted above, I am directed to inform you that the question of raising the standard of qualifying test for purposes of promotion of clerks in 'A' class offices to the posts of Assistants has been considered by Government and it has been decided that whereas the Subordinate Services Selection Board will continue to conduct a single qualifying test for all offices, the pass percentage of marks in the case of 'A' class office will be 40% in each subject and 60% in the aggregate and in respect of 'B' and 'C' class offices it will remain as at present, namely 33% in individual subjects including the Character Roll assessment and 50% in the aggregate.

2. These instructions may please be brought to the notice of all concerned for information and necessary action.

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

Copy of Punjab Government Circular letter No. 13951-8GS-61/42227, dated 1st December 1961, from the Chief Secretary to Government, Punjab, to all the Heads of Departments, etc., etc.

Subject :- Departmental Examinations to be conducted by the Commission/Board for Promotion to higher posts.

I am directed to invite a reference to Punjab Government letter No. 5568-GI1-58/78736 dated the 6th October, 1958, with which the candidates required to appear in the test to be conducted by the Punjab Public Service Commission/Subordinate Services Selection Board, for promotion to the posts of Assistants were, in view of the departmental nature of the examination exempted from the payment of examination fee. This concession was further extended to the candidates required by the Departments to pass similar tests to be conducted by the Commission/Board for promotion to other higher selection posts, —*vide* Punjab Government letter No. 6550-GS-60/26233. dated the 25th July, 1960. A question has arisen whether this concession should also be allowed to Departmental candidates from Sub-offices who may be required to pass the competitive/qualifying; tests conducted by the Commission/Board for promotion to higher posts in their Head Offices. After careful consideration, it has been decided that such candidates should be exempted from the payment of examination fees where departmental rules or Government instructions provide for such tests.

[Published in the Punjab Government Gazette, Legislative Supplement, Ordinary, dated the 29th December, 1961]

Part III

HOME DEPARTMENT

Notification

The 26th December, 1961

No. GS.R. 10/Const/Art. 309/61.— In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Punjab is pleased to make the following rules regulating the promotion of Stenographers and Steno-typists, in the civil services of the State to higher posts on clerical side, namely —

Short title, extent and commencement

1. (1) These rules may be called the Punjab Civil Services (Promotion of Stenographers and Steno-typists) Rules, 1961.
- (2) They shall apply to all Stenographers and Steno-typists of all the Departments of the State excepting those of the Punjab Civil, Secretariat, the Punjab Legislative Council Secretariat and the Punjab High Court.
- (3) They shall come into force at once.

Eligibility for promotion

2. Stenographers and Steno-typists shall be eligible for promotion to the post of Assistant, Head Assistant, Deputy Superintendent or Superintendent as the case may be, in accordance with the provisions hereinafter appearing.

Compendium of Instructions on Career Development – Vol. IV

Promotion of Stenographers in offices where their scale of pay is identical to that of Assistants

3. (1) In offices where the scale of pay of Stenographers is identical to that of Assistants, the Stenographers shall, before becoming eligible for promotion to a higher post on the clerical side, have to —

- (i) qualify in the departmental test prescribed for the post of Assistant; and
- (ii) work as Assistant for a period of two years on some existing vacancy or by sharing the work of an Assistant:

Provided that —

- (a) no Stenographer shall be allowed to take the test unless he has put in one year's service as Stenographer,
- (b) nothing in this sub-rule shall be deemed to require the Stenographers, who stand exempted from passing the test by virtue of the instructions already issued by the Government from time to time to pass the Assistant's test prescribed in this sub-rule,
- (c) no Stenographer will be put to work as an Assistant for the required period of two years unless he has qualified in the test.

Explanation 1.— The period during which a Stenographer has, before the date of issue of these rules, performed the duties of Assistant whether in addition to his own duties or otherwise will be taken into consideration in computing the period of his training as Assistant.

Explanation 2.— (1) Where there is no available vacancy of the post of Assistant for imparting training to the Stenographer he shall be given at least one-third of the work of some Assistant in addition to his own duties. The assistant who is thus relieved of some of his work will in turn help the Stenographer in his routine duties.

(2) The seniority of the Stenographers, who successfully complete the period of two years training specified in sub-rule (1), *vis-a-vis* Assistant, shall be determined by the dates of their continuous appointment against the post of Stenographer or Assistant, as the case may be and if the dates of their appointment be the same, the one drawing higher pay shall be senior to the other and if the rates of pay drawn by them be also the same the older shall be senior to the younger.

Promotion of Stenographers in offices where their scale of pay is lower than that of Assistants

4. (1) In offices, where the scale of pay of Stenographers is lower than that of Assistants, the Stenographers shall be eligible along with Clerks for promotion to the post of Assistant, after they have qualified in the departmental test prescribed for the post of Assistant. On their appointment as Assistants they shall, like other Assistants be eligible for promotion to higher posts on the clerical side on the basis of their seniority in the Assistants cadre.

(2) The *inter-se* seniority of such Stenographers *vis-a-vis* Clerks shall be determined by the dates of their continuous appointment against the post of Stenographer or Clerk, as the case may be, and if the dates of their appointment be the same, the older shall be senior to the younger.

Promotion of Junior Scale Stenographer and Steno-typists

5. (1) The Junior Scale-Stenographers and Steno-typists shall, along with Clerks, be eligible for promotion to the post of Assistant, after they have qualified in the test prescribed for the post of Assistant. On their appointment as Assistants they shall, like other Assistants be eligible for promotion to higher posts on the clerical side on the basis of their seniority in the Assistants cadre.

(2) The *inter-se* seniority of such Junior Scale Stenographers and Steno-typists *vis-a-vis* Clerks shall be determined by the dates of their continuous appointment against the post of Junior Scale Stenographer or Steno-typist or Clerk as the case may be, and if the dates of their appointment be the same, the older shall be senior to the younger.

Promotion of Stenographers in offices where there is no post of Assistant

6. (1) In offices where there is no post of Assistant the Stenographers shall along with Clerks, be eligible for promotion to higher post on the clerical side :

Provided that if the Clerks before being eligible for promotion to higher posts are required to qualify in any departmental test the Stenographers will also be required to qualify that test before becoming eligible for promotion.

(2) The *inter-se* seniority of Stenographers *vis-a-vis* Clerks shall be determined by the dates of their continuous appointments as Stenographers or Clerks, as the case may be, and if the dates of their appointment be the same the older shall be senior to the younger-

Seniority in respective cadres not to be disturbed

7. Except for the purpose of promotion to higher posts on clerical side, the *inter-se* seniority determined under sub-rule (2) of rule 4, sub-rule (2) of rule 5 and sub-rule (2) of rule 6, will not affect the seniority of persons in their respective cadres.

Overriding effect

8. The provisions of these rules shall have effect notwithstanding anything to the contrary contained in any rules to the time being in force regulating the recruitment and conditions of service of persons appointed to public service and posts, in connection with the affairs of the State.

E. N. MANGATRAI,
Chief Secretary to Government, Punjab.

Compendium of Instructions on Career Development – Vol. IV

No. 9906-4GS-61/45956

From

Shri E. N. Mangat Rai, I.C.S., Chief Secretary to Government, Punjab.

To

All Heads of Department, the Registrar, Punjab High Court, the Commissioners of Divisions, all District Sessions Judges and Deputy Commissioners in the Punjab.

Dated Chandigarh, the 30th December, 1961.

Subject— Procedure to be followed in making selection of officers/officials for promotion to higher selection posts—Greater emphasis on merit than on seniority.

Sir,

In continuation of Punjab Government letter No. 12912-4GS-61/41813, dated the 20th November, 1961, on the subject noted above, I am directed to say that instances, where candidates, with unsatisfactory service record have been declared successful in the Assistants Grade test conducted by the Subordinate Services Selection Board, have been brought to the notice of Government by some Departments who have urged that they should be authorised to withhold the promotion of such officials.

2. After careful consideration of the whole position. Government have come to the conclusion that this complaint is mainly due to the fact that an inadequate pass percentage has been prescribed for Character Roll assessment. Accordingly, with a view the minimising the chances of candidates with unsatisfactory service record emerging successful in the test and thereby becoming eligible for promotion to the posts of Assistants, Government have decided to raise the pass percentage for Character Roll assessment from 33% and 40% as already prescribed for candidates from 'B' & 'C' and 'A' class offices respectively, to 50% in the case of all offices. Government are convinced that this will ensure adequate safeguard against the selection of candidates whose service record manifestly renders them unfit for promotion.

3. I am, however, to make it clear that since the process of selection has been entrusted to the Subordinate Services Selection Board, the convention of accepting their recommendations should invariably be followed and the candidates declared successful by them should be promoted without any reluctance as and when their turn comes up. It will, however, be open to the Head of Department not to make the appointment, if between the time of selection of a person as suitable for appointment and his actual appointment, anything comes to light in regard to his character and integrity or in regard to his efficiency, which renders him unsuitable for appointment and refer the matter to the Subordinate Services Selection Board for their approval.

4. These instructions shall come into force immediately. These may please be acknowledged and brought to the notice of all concerned for information and compliance.

5. (For Inspector General of Police, only) This disposes of his memorandum No, 18853/B, dated the 18th August, 1961.

Yours faithfully,

Sd/-

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

dated Chandigarh, the 30th December, 1961.

No. 9906-4GS-61/45957

A copy is forwarded to the Secretary, Subordinate Services Selection Board, Punjab, for information and necessary action.

Part III

HOME DEPARTMENT

Notification

The 20th January, 1962

No. G.S.R. 19/Consfc/Art. 309/62.— In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Punjab is pleased to make the following rules regulating the recruitment by promotion to certain posts in the Civil Services of the States, namely :—

RULES

1. *Short title.*—These rules may be called the Punjab Services (Appointment by Promotion) Rules, 1962.
2. *Definitions.*— In these rules —
 - (a) “Scheduled Post” means a post specified in the Schedule appended to these rules; and
 - (b) “Services Rules” means the rules made or deemed to be made under Article 309 of the Constitution of India in relation to any Scheduled Post or the Service in which any such post is included.
3. *Appointment by promotion to be by merit.*— Where appointment to any Scheduled post is required under the Service Rules to be made by promotion, then, notwithstanding anything to the contrary contained in such rules, the appointment by promotion to such post shall be made by selection on merit and no person shall be entitled to claim as of right promotion to such post on the basis of seniority.

SCHEDULE

*Serial Name of the Department
No.*

List of posts

- | | |
|--|--|
| 1. Administration of Justice
(Office of Administrator
General and Official Trustee,
Punjab) | 1. Administrator-General and Official Trustee,
Punjab.
2. Advocate-General, Punjab.
3. Deputy Advocate - Generals.
4. Assistant Advocate - General. |
| 2. Administration of Justice (Punjab
High Court) | District and Sessions Judges. |
| 3. Agriculture | 1. Director, Agriculture, Punjab.
2. Joint Director (Extension)
3. Deputy Directors of Agriculture.
4. Deputy Director, Seed (Seed Farm)
5. Deputy Director (R. and E.)
6. District Agriculture Officers. |

Compendium of Instructions on Career Development – Vol. IV

<i>Serial Name of the Department No.</i>	<i>List of posts</i>
4. Agriculture (Animal Husbandry)	<ol style="list-style-type: none">1. Director, Animal Husbandry and Warden of Fisheries, Punjab.2. Joint Director, Fisheries, Punjab.3. Deputy Director, Fisheries, Punjab.4. Deputy Director, Key Village Scheme, Punjab.5. Planning Officer, Animal Husbandry Department.6. Poultry Development Officer, Punjab.7. Rinderpest Eradication Officer, Punjab.8. Deputy Directors, Animal Husbandry.9. Gaushala Development Officer, Punjab.10. Deputy Wardens of Fisheries.11. Cattle Development Officer, Patiala Division12. Disease Investigation Officer, Punjab, Livestock farm, Hisar.13. District Animal Husbandry Officers.14. Assistant Wardens of Fisheries.15. Dairy Inspectors.
5. Agriculture (colonization)	<ol style="list-style-type: none">The Colonization Officer, Punjab.
6. Architecture	<ol style="list-style-type: none">1. Chief Architect.2. Senior Architect.3. Architect.4. Assistant Architect.
7. Consolidation	<ol style="list-style-type: none">1. Assistant Directors, Consolidation of Holdings.2. Settlement Officers.
8. Co-operation	<ol style="list-style-type: none">1. Assistant Registrars, Co-operative Societies.2. Joint Registrar, Co-operative Societies, Punjab.3. Chief Auditor, Co-operative Societies, Punjab.4. Deputy Registrar, Co-operative Societies, Punjab.5. Statistical Officer.6. Officer Incharge, Co-operative Farming, Punjab.7. Officer on Special Duty (Fertilizer), Co-operative Societies.8. Information Officer, Co-operative Department, Punjab.9. Education Officer, Co-operative Department.

<i>Serial Name of the Department No.</i>	<i>List of posts</i>
9. Development and Panchayat.	<ol style="list-style-type: none">1. Assistant Directors of Panchayats.2. Physical Panchayat Officers.3. Educational Panchayat Officer.4. Assistant District Development Panchayat Officers.5. Deputy Director, Evaluation.6. Deputy Director, Panchayat.7. Planning Officers.
10. Development (Office of the Economic and Statistical Adviser to Government, Punjab).	<ol style="list-style-type: none">1. Economic and Statistical Adviser to Government, Punjab)2. Deputy Economic and Statistical Adviser to Government Punjab.3. Inquiry Officer.4. Research Officers.5. Officer on Special Duty (Training).6. District Statistical Officers.
11. Education	<ol style="list-style-type: none">1. Director of Public Instruction, Punjab2. Administrative Officer.3. State Social Education Organiser.4. Harijan Welfare Officer.5. Co-ordinator, Secondary Education.6. Officer Incharge, National Discipline Scheme.7. Youth Welfare Officer (Girls).8. District/Additional District/Inspectors/Inspectresses of Schools.9. Inspectors/Inspectresses/Additional Inspector /Inspectresses of Schools.10. Circle Social Education Officers.11. Special Officer, Primary Education.12. Deputy Directors.13. Assistant Directors.14. Deputy Inspector of Schools for Agriculture, Punjab.15. Assistant Inspectresses of Schools for Domestic Science.

Compendium of Instructions on Career Development – Vol. IV

<i>Serial Name of the Department No.</i>	<i>List of posts</i>
12. Excise & Taxation	<ol style="list-style-type: none">1. Deputy Excise & Taxation Commissioners, Punjab.2. Additional Deputy Excise & Taxation Commissioner, Punjab.3. Assistant Excise & Taxation Commissioner, Punjab.4. Additional Assistant Excise & Taxation Commissioner, Punjab.5. Senior Excise & Taxation Officer, Amritsar.6. Excise & Taxation Officer.7. Assistant Excise & Taxation Officers.
13. Finance (Treasury & Accounts Branch)	<ol style="list-style-type: none">1. Chief Accounts Officer, Bhakra-Nangal Project, Nangal.2. Chief Accounts Officer, Capital Project, Chandigarh.3. Examiner, Local Fund Accounts, Punjab.4. Accounts Officer, Finance Department.5. Treasury Officers.6. Superintendent (T. and A. Branch).
14. Food & Supplies	<ol style="list-style-type: none">1. Director, Food & Supplies and Deputy Secretary to Government, Punjab2. Joint Director, Food & Supplies and Under-Secretary to Government, Punjab.3. Controller of Food Accounts.4. Deputy Director, (Food).5. Deputy Controller of Food Accounts.6. Administrative Officer.7. District Organiser, Food & Supplies.8. District Food & Supplies Controller.9. District Food & Supplies Officer.10. District Food & Supplies Controller, (H.Q.)11. Fumigation Officer.12. Accounts Officer, Procurement and Stores.
15. Forests	<ol style="list-style-type: none">1. Chief Conservator of Forests, Punjab.2. Deputy Chief Conservator of Forests, Punjab3. Conservator of Forests, Punjab4. Divisional Forest Officers.

<i>Serial Name of the Department No.</i>	<i>List of posts</i>
16. General Administration (Public Relations and Tourism)	<ol style="list-style-type: none">1. Director, Public Relations, Punjab.2. Deputy Directors.3. Technical Officer.4. District Public Relations Officers.
17. General Administration (Welfare of Scheduled Castes and Backward Classes)	<ol style="list-style-type: none">1. Director, Welfare of Scheduled Castes and Backward Classes, Punjab2. Deputy Director, Welfare of Scheduled Castes and Backward Classes, Punjab.3. Lady Welfare Officer (Non Gazetted).4. District Welfare Officers of Scheduled Castes and Backward classes in each District (Except Kapurthala District) Non- Gazetted Posts).
18. Health	<ol style="list-style-type: none">1. Director of Health Services, Punjab.2. Deputy Director, Health Services (M), Punjab.3. Deputy Director, Health Services, Punjab.4. Civil Surgeons.5. Director of Ayurveda.6. Assistant Director of Ayurveda.7. Assistant Director, Health Services.8. Public Analyst, Punjab.9. Assistant Director, Maternity and Child Welfare.10. Assistant Director, Health Services (Nursing).11. Transport Officers.12. Deputy Director, Malaria Punjab.13. Deputy Public Analyst, Punjab.14. Statistical Officer, Punjab.15. Epidemiologist.16. Provincial Leprosy Officer.17. Zonal Officer.18. Malaria Officers.19. District Medical Officers of Health.
19. Health (Office of the Director, Research & Medical Educational)	<ol style="list-style-type: none">1. Director, Research and Medical Education, Punjab.2. Deputy Director, Research and Medical Education, Punjab.

Compendium of Instructions on Career Development – Vol. IV

<i>Serial Name of the Department No.</i>	<i>List of posts</i>
20. Housing	Executive Engineer.
21. Industries	1. Controller, Weights and Measures, Punjab. 2. Assistant Controller, Weights and Measures, Punjab. 3. Inspectors, Weights and Measures, Punjab.
22. Irrigation and Power	1. Director, Irrigation and Power Research Institute, Punjab. 2. Deputy Director, Land Reclamation. 3. Research Officers. 4. Executive Engineers. 5. Chief Engineers. 6. Director, Central Design. 7. General Managers, Bhakra Dam and Beas Projects. 8. Superintending Engineers. 9. Secretary, Bhakra Control Board. 10. Land Reclamation officers. 11. Director, land Reclamation. 12. Deputy Director, Beas Project.
23. Irrigation and Power (Electricity)	1. Chief Electrical Inspectorate. 2. Electrical Inspectors.
24. Jails (Office of the Inspector-General of Prisons, Punjab)	1. Superintendents of Jails, 2. Inspector-General of Prisons (G) and (I), Punjab. 3. Officer on Special Duty (Jail Agriculture).
25. Labour and Employment	1. Presiding Officer, Industrial Tribunal, Punjab, Patiala. 2. Presiding Officer, Labour Court, Rohtak. 3. Presiding Officer, Labour Court, Jullundur. 4. Labour Commissioner. 5. Joint Labour Commissioner. 6. Deputy Labour Commissioner. 7. Officer on Special Duty. 8. Field Investigator. 9. Factory Inspectors. 10. Labour Officers. 11. Medical Inspectors of Factories. 12. Deputy Chief Inspector of Shops.

<i>Serial Name of the Department No.</i>	<i>List of posts</i>
26. Labour and Employment (Employees State Insurance Scheme) Punjab.	Assistant Director, Health Services, (Social Insurances)
27. Labour and Employment (National Employment Service) (Employment Exchanges)	1. Director, National Employment Services, Punjab. 2. Employment Market Information Officer. 3. State Vocational Guidance Officer. 4. Regional Employment Officers. 5. District Employment Officers.
28. Language	1. Director-General, Language Department. 2. Director, Hindi Department. 3. Director, Punjabi Department. 4. Assistant Directors, Hindi and Punjabi Departments.
29. Law and Order (Elections)	1. Deputy Chief Electoral Officer, Punjab. 2. Electoral Officer, Punjab. 3. Assistant Chief Electoral Officer, Punjab.
30. Law and Order (Police)	1. Superintendents of Police on Non-I.P.S.Cadre Posts. 2. Deputy Superintendent of Police. 3. Deputy Superintendent of Police, Lahaul and Spiti. 4. Prosecuting Deputy Superintendent of Police. 5. Deputy Superintendent of Police, C.I.D. 6. Inspector of Police, C.I.D. 7. District Inspector of Police. 8. Inspector of Police, C.I.A. 9. Inspector of Police, Vigilance.
31. Miscellaneous (Charitable Endowments, Punjab)	Treasurer, Charitable Endowments, Punjab.
32. Legislative	1. Legal Remembrancer and Secretary to Government Legislative Department. 2. Assistant Legal Remembrancers and Under-Secretaries Legislative Department. 3. District Attorneys Grades I and II. 4. Assistant District Attorneys.

Compendium of Instructions on Career Development – Vol. IV

<i>Serial Name of the Department No.</i>	<i>List of posts</i>
33. Local Government	1. Divisional Inspector, Local Bodies. 2. Assistant Director of Elections (Local Bodies), Punjab.
34. Public Works (Buildings and Roads)	1. Chief Engineer. 2. Superintending Engineer. 3. Executive Engineer. 4. Sub-Divisional Officer.
35. Public Works (Public Health)	1. Chief Engineer. 2. Superintending Engineer. 3. Executive Engineer. 4. Sub-Divisional Officer.
36. Technical Education	1. Director. 2. Deputy Director. 3. Principal, Punjab Engineering College, Chandigarh. 4. Professor, Punjab Engineering College, Chandigarh. 5. Associate Professor, Punjab Engineering College, Chandigarh. 6. Assistant Professor, Punjab Engineering College, Chandigarh. 7. Principal of Polytechnic. 8. Head of Department in a Polytechnic. 9. Principal, College of Architecture, Chandigarh
37. Rehabilitation	1. Inspectors Rehabilitation. 2. Tehsildars Sales. 3. Managing Officers.
38. Revenue Department	1. Inspector-General of Registration.
39. Social Welfare	1. Director Social Welfare and Deputy Secretary to Government, Punjab. 2. Social Welfare Officer, (Inspectorate). 3. Research Officer. 4. Divisional Social Welfare Officers.

*Serial Name of the Department
No.*

List of posts

40. Sports

1. Director of Sports, Youth Programme, Punjab.
2. Deputy Director of Sports, Punjab.
3. Assistant Director Sports, Punjab.
4. Sports Officers.

41. Transport

1. Deputy Transport Controller.
2. Motor Accidents Claims Tribunal.
3. Secretary Regional Transport Authorities.
4. Deputy Transport Controller (T. and C.)
5. General Managers.
6. Works Managers.
7. Traffic Managers.

E. N. MANGAT RAI.

Chief Secretary to Government, Punjab.

**Copy of Punjab Government Circular letter No. 1497-4GS-62/4059, dated 13th February, 1962
from the Chief Secretary to Government, Punjab, to all the Heads of Departments etc., etc.**

Subject:- Procedure to be followed in cases where the turn of an officer, whose conduct is the subject of an enquiry, comes up for retirement or promotion to higher posts.

I am directed to refer you to the subject cited above and to state that at present there are no clear instructions as to how the cases of officials/officers whose conduct is subject of any enquiry, should be dealt with when they become due for promotion to higher posts or reach the date of superannuation.

2. It has been noticed by Government that when employees are about to retire or are due for promotion, quite often a number of complaints are received against them which are presumably inspired by interested persons and more often than not, on enquiry, are found baseless. With a view to ensure that honest and diligent officers are not unnecessarily harassed, it has been considered desirable that ways and means should be devised to safeguard their interests. After careful consideration of the whole matter, it has been decided by Government that the following procedure should be followed henceforth in dealing with complaints against officers/officials who are due for promotion/retirement:—

(a) Complaints under consideration at the time of promotion :—

- (i) Where anonymous and unsigned complaints are received against an officer on the eve of his promotion, they should be ignored.
- (ii) Promotion should-not be withheld *if no prima facie* case has been established by the date the official/ officer is due for promotion.
- (iii) Where it is suspected that an enquiry has been initiated *mala fide* because likely to affect the promotion of an officer, such an enquiry should be dropped and should not affect, the promotion.
- (iv) Where a *prima facie* case has been established, i.e., on a preliminary investigation of the complaint, a actionable material under rule 7 or 8 of the Punishment and Appeal Rules, or any other relevant punishment rules applicable to the official/officer concerned has been brought out and it is intended to take action against him under the above mentioned rules, he should not be promoted. However, if on the completion of the enquiry he is found not guilty and is exonerated of all the charges, he should be given promotion with retrospective effect (i.e., the date From which he was due for promotion) and where there is no vacancy, a temporary post may be created for that period in consultation with Finance Department and the junior most promoted official should be reverted, if necessary.

(Note.— The above instructions assume that the officer concerned is otherwise considered in every way fit for promotion).

(b) Complaints under consideration before retirement of officials/officers.—

- (i) All complaints should be settled as far as possible one month before the retirement of the Government servant concerned.
- (ii) In cases where *minor complaints* are pending at preliminary investigation stage and no final decision has been taken to proceed against the official/officer till the date of

his retirement, he may be allowed to retire. His pension case, however, should be decided after taking into account the result of the investigation, and if any actionable material of minor nature comes to light, the question of cut in pension according to the gravity of the established default may be considered.

- (iii) In cases, where complaints alleging grave charges, which if established, would expose the official/ officer to the penalty of dismissal, removal or reduction are pending in a preliminary investigation stage on the date of retirement the official should not be retired. He will be continued in service on extension till the setting of the investigation and later enquiry, if necessary and may be placed under suspension.
- (iv) In case where a preliminary investigation has established a *prima facie* case, i.e., the material brought out in the investigation is such as is considered damaging enough to expose the official/officer to the penalty of dismissal, removal or reduction, but it is not possible to complete the enquiry before the date of his retirement, he should not be allowed to retire till the completion of the enquiry and an all out effort should be made to complete it as early as possible. If he is not already under suspension, he may be suspended and not permitted to retire as provided in rule 3.26 (a) of the Punjab Civil Services Rules, Volume 1. Part I.

3. I am to request that the above instructions may please be brought to the notice of all concerned for strict compliance. The receipt of this letter may also be acknowledged.

Copy of letter No. 16357-3GS-62/41102, dated 24th November, 1962 from the Chief Secretary to Government, Punjab, to all the Heads of Departments etc., etc.

Subject:- Procedure to be followed in selection of officer/officials for promotion to higher posts— Greater emphasis on merit than on seniority.

I am directed to invite a reference to Punjab Government letter No. 2243-4GS-61/21 181, dated the 19th June, 1961 on the subject noted above, and to say that the Punjab Public Service Commission have again observed that cases for promotion referred to them still continue to be incomplete in one respect or the other, necessitating back references which result in avoidable work and delay. The Commission feel that in some cases this is due to lack of information on the part of the departments as to what is exactly required by the Commission in such cases. I am, therefore, to request that in future information in respect of the various points mentioned in the enclosed statement must be supplied to the Commission meticulously while making references to them in the light of Government instructions on this subject.

Copy of letter No. 7386-8-GS-63/20345, dated the 29th May, 1963 from Shri Sarrop Krishan, I.C.S., Financial Commissioner Planning and Additional Chief Secretary to Government, Punjab, to the address of All the Heads of Departments, etc., etc.

Subject:—Recruitment through the Subordinate Services Selection Board.

I am directed to invite a reference to the Punjab Government letter No. 4832-GS-60/34308, dated the 16th September, 1960 on the subject noted above and to say that it has been suggested that in order to provide an impetus to matriculate peons to improve their prospects, they may be appointed as clerks on temporary basis till the candidates recommended by the Subordinate Services Selection Board, Punjab become available or for a period of six months whichever is earlier. After consultation with the Subordinate Services Selection Board, it has been decided that matriculate peons may be so appointed on the temporary basis against the permanent vacancies in emergent cases till candidates recommended by the Board report for duty or for a period of six months whichever is earlier. A requisition in such cases should also be placed with the Board simultaneously and copies of the order making appointments on temporary basis should invariably be forwarded to the Board for information.

2. The question has also risen whether a peon appointed as Clerk should be allowed usual pay of a clerk on his initial appointment. I am to state that the appointment of a peon as a Clerk is strictly not a case of promotion, as the two posts belong to different services, i.e. Class IV and Class III respectively. Such cases are not therefore, covered by para I(v) of the instructions contained in P.G. Letter No. 15055-IGS-61/44784, dated the 15th December, 1961. They will be taken on apprenticeship basis for two months at a stipend of Rs- 40/- p.m.

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

Copy of letter No. 36-1 GS(1)-65/5977, dated 9th March, 1965 from the Chief Secretary to Government, Punjab, to all the Heads of Departments etc., etc.

Subject:- Procedure to be followed in selection of officer/officials for promotion to higher posts— Greater emphasis on merit than on seniority.

I am directed to invite a reference to Punjab Government circular letter No. 8697-4GS-61/29364, dated the 11th August, 1961, wherein all the Departments of Government were required to lay down a standard of minimum experience required for promotion to higher post in terms of years of service in consultation with the Punjab Public Service Commission except in cases, where a reference to them is not required under regulation 5(f) of the Punjab Public Service Commission (Limitation of functions) Regulations, 1955 before referring promotion cases to the Commission.

2. It has now been reported by the Commission that in some Departments higher academic qualifications are also laid down in addition to the experience for certain technical posts under them. Quite often proposals for the prescription of such qualifications, etc. are not made separately but are referred to them simultaneously in the letter asking for their advice regarding promotion proposed by the Department. It gives the impression that this has been done so as to suit the particular officer(s). The Government agree with the Commission and desire that in future the prescription of requisite length of service experience/academic qualifications and the actual promotion cases should not only be sent separately to the Punjab Public Service Commission but the former should precede the latter reference.

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

Copy of Punjab Government Circular letter No. 5912-1GS-II-65, dated 20th August, 1965 from the Chief Secretary to Government, Punjab, to all the Heads of Departments etc., etc.

Subject:- Promotion of Steno-typists and Stenographers to higher posts on clerical side.

I am directed to invite a reference to Punjab Government Notification No. G.S.R. 10-Const. Art. 309/61, dated the 26th December, 1961, wherein detailed rules regarding the promotion of Steno-typists and Stenographers to higher posts on clerical side were laid down and to say that enquiries have been received from different quarters as to how many chances should be given to a steno-typist or Stenographer for qualifying the Assistant's grade test. I am to say that this issue has been considered in detail and it has been decided that the instructions contained in clause(g) of Punjab Government letter No. 4119-GII-58/71202, dated the 5th September, 1958, and letter No. 1035-1GS(1)-65/5416, dated the 8th February, 1965, are also applicable to Steno-typists and Stenographers *mutatis mutandis*.

2. These instructions may please be brought to the notice of all concerned and their receipt acknowledged,

Copy of letter No. 10874-IGSI-65/1653, dated 8-2-1966 from the Chief Secretary to Government Punjab, to all the Heads of Departments etc., etc.

Subject:- Premature promotion to higher selection posts—starting salary.

I am directed to invite your attention to the instructions contained in Punjab Government circular letter No. 4175-7GS-61/13942, dated the 17th/20th April, 1961 on the subject cited above, which in accordance with the contents of para 4 of the circular, would be applicable only to superior posts e.g. those of district level or Deputy Secretary level and above and not to ordinary ministerial posts and the like, it has been decided that these instructions shall hereinafter be applicable to such posts as are listed in the schedule appended to the Punjab Services (Appointment by Promotion) Rules, 1962, as amended from time to time, in respect of promotion to which minimum experience in terms of years of service on a lower post has been laid down in the departmental rules governing such promotion.

2. In such cases, the relevant departmental service rules should be suitably amended to give statutory force to these instructions and till such time as this is done, the written consent of the officer proposed to be promoted prematurely to receive a particular pay, to be fixed in accordance with the formula contained in the circular under reference, should be obtained before hand and a stipulation also laid down in the promotion order, which should not *be* passed in his favour if is unwilling to give such consent.

Copy of Punjab Government Circular letter No. 584-I GS(I)-66/2807, dated 8-2-1966 from the Chief Secretary to Government, Punjab, to all the Heads of Departments etc., etc.

Subject:- Procedure to be followed in cases where the turn of an officer, whose conduct is the subject of an enquiry comes up for promotion to a higher post.

I am directed to invite your attention to the instructions contained in the General Administration Department circular No. 1497-4GS-62/4059, dated Chandigarh the 13th February, 1962 on the subject cited above and to say that in accordance with para 2(a) (iv) of this circular, if the promotion of an employee has been with held because of an enquiry about complaints against him and if on the completion of the enquiry he is exonerated of all the charges, he should be given promotion with respective effect (i.e.) with effect from the date on which he was due for promotion, by reverting the junior most promoted employee and/or by creating a temporary post for the relevant period, in consultation with the Finance Department, as may be warranted by the circumstances of the case. It appears that the reference to the creation of temporary posts has been interpreted by the departments, in some cases, to mean that so long as an enquiry is being held into complaints against a particular employee, his junior in his cadre or the Service may be promoted against all available substantive vacancies, and a supernumerary post may be got created to provide for the employee under enquiries, if he is ultimately exonerated. I am directed to clarify by that the intention behind the issue of these instructions was to safeguard the interests of the employees, without at the same time incurring unnecessary financial liability. Thus, whereas every officiating vacancy may have to be filled immediately after it has arisen in the interest of administration, there is no such compelling necessity in the case of substantive vacancies and these should invariably be kept reserved for the employees, against whom enquiries are in progress, and a final decision taken on the completion of the enquiry. Of course, only one substantive vacancy need be reserved for each employee under enquiry and subsequent vacancies may and should be filled up with his juniors, if they are otherwise fit, without waiting for the result of the enquiry.

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

क्रमांक 2025 - 5 जी. एस. - 71/12277

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. हरियाणा के सभी विभागाध्यक्ष, आयुक्त, अम्बाला मण्डल, सभी उपायुक्त तथा सभी उप मण्डल अधिकारी हरियाणा ।
2. रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय तथा हरियाणा के सभी जिला एवं सत्र न्यायाधीश।
दिनांक चण्डीगढ़, 24 मई, 1971

विषय :- **उन केसिज में पदोन्नति की कार्यविधि जब अधिकारी के विरुद्ध अनुशासनिक कार्यवाही की जा रही है, और पड़ताल चल रही हो ।**

महोदय,

मुझे निदेश हुआ है कि उपर्युक्त विषय पर आपका ध्यान संयुक्त पंजाब के परिपत्र क्रमांक 1497 - 4 जी. एस. - 62/4059, दिनांक 13 - 2 - 62 की ओर आकर्षित करूं और कहूं कि ऊपर दिये गये पत्र के साथ साथ यह लिखा गया था कि जिन केस में जांच पड़ताल के बाद प्रतिवादी के विरुद्ध प्रत्यक्षत (prima facie) केस साबित हो चुका हो यानि यदि दोषी के विरुद्ध पंजाब सिविल सेवाएं (दण्ड तथा अपील) नियम 1952 के उप नियम 7 तथा 8 के अधीन कार्यवाही करने के लिये ठोस समग्री पाई जाए और उसके विरुद्ध नियम अनुसार कार्यवाही करने का निश्चय हो चुका हो तो इस प्रकार के अधिकारियों को ऊंचे पदों पर तब तक तरक्की न दी जावे, जब तक कि अनुशासनिक कार्यवाही पूरी न हो जाये । यह मामला सरकार के नोटिस में लाया गया है कि एक केस में प्रशासकीय विभाग ने ऐसे अधिकारी को पदोन्नत कर दिया जिस के विरुद्ध नियम 7 आफ पंजाब सिविल सेवाएं (दण्ड तथा अपील) नियम 1952 के अधीन प्रत्यक्षत (prima facie) केस साबित होने पर जांच पड़ताल आरम्भ हो चुकी थी और पूरी नहीं हुई थी । इस प्रकार की कार्यवाही सरकार द्वारा जारी की गई । उपर्युक्त हिदायतों की उल्लंघना है तथा स्पष्ट तौर पर आपत्तिजनक है ।

2. तदानुसार, यह निर्णय किया गया है कि पूर्वोक्त हिदायतों को एक बार फिर कठोरता से अनुपालन करने के लिए तमाम विभागों को बता दी जाये तथा इस की पालना न करने के मामले पर गंभीरता से विचार किया जाए । यह भी निवेदन किया जाता है कि यह हिदायतें आपके अधीन कार्य करने वाले अधिकारी/कर्मचारियों के नोटिस में लाई जाएं और यह सुनिश्चित कर लिया जाए कि उनकी ओर से इन हिदायतों की पालना करने में कोई चूक न होगी ।

3. कृपया इसकी पावती भेजने का कष्ट करे ।

भवदीय,

हस्ता / -

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

एक - एक प्रति वित्तायुक्त, राजस्व हरियाणा के सभी प्रशासकीय सचिवों को सूचनार्थ तथा आवश्यक कार्यवाही के लिये भेजी जाती है ।

Copy of letter No. 4044-2GSI-71/23800, dated Chandigarh, the 17th August, 1971 from the Chief Secretary to Government, Haryana, to all the Heads of Departments etc., etc.

Subject:—Premature promotion to higher selection posts starting salary.

Sir,

I am directed to invite reference to the instructions issued vide composite Punjab Government letter No. 4175-7GS-61/13942, dated 17/20-4-1961 and No. 10874-1 GSI-65/1653, dated 8-2-1966 on the subject noted above and to say that the matter has been reconsidered by the Government and it has been decided to modify the earlier instructions as indicated below.

2. The aforesaid instructions are that when minimum experience in terms of years of service has been laid down in the departmental rules/conditions of service governing promotion to posts included in the Punjab Services (Appointment by promotion) Rules, 1962 but the officer promoted to such a post does not fulfil the condition regarding the minimum number of years of service in the lower rank then he fulfil the condition regarding the minimum number of the grade of the higher posts less the amount of the increments he would have earned in the lower grade if he had completed the minimum period prescribed for promotion. In other words increments which would have been admissible during the period by which his service is short of the prescribed minimum should be reduced from the minimum of the higher grade.

3. In this connection it has to be observed that the provisions contained in the India an Administrative Service (pay) Rules, 1954 are that senior scale to members of the I.A.S. is admissible in the sixth year of service or under but the increments are regulated with reference to the length of Service as follows :—

Year of service	Junior scale	Senior scale
1 st	400	900
2 nd	400	900
3 rd	500	900
4 th	540	900
5 th	580	900
6 th	620	900
7 th	650	950

It is considered that it will be appropriate if similar principles are also made applicable to officers promoted to posts included in the Punjab services (appointment by promotion) Rules, 1962 and they are allowed the minimum of the grade of the higher post but are given increments only when they have completed the deficiency in the minimum period of service and thereafter completed one year of service in the higher scale. For instance, if an Assistant Engineer in the Public Works Department (B & R Branch) who can be promoted as Executive Engineer only after a minimum of 8 years service as Assistant Engineer, is actually promoted as Executive Engineer after 6 years service, he should be given the minimum of the grade of the post of Executive Engineer but should be allowed an increment in that grade only after he has completed 9 years service in all.

4. It has therefore been decided that in such cases increments should be allowed accordingly. Further more, the order of promotion should in each case specifically indicate the manner in which the increments in question will become due.

5. The concurrence of the Finance Department has been accorded vide their U.O. No. 2655-4FR-71, dated 14-7-71.

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

English Version of letter No. 6034-2GS-I-71/32498, dated 18-11-71

Subject:- Procedure to be followed in cases where the turn of an official whose conduct is the subject of an enquiry comes for promotion to a higher post.

I am directed to refer to the composite Punjab Government letter No. 1497-4GS-62/4059, dated 13-2-1962, (and to the Haryana Government letter No. 2025-5GS-71/12277, dated 24-5-71) wherein it is provided *inter alia* that where on a preliminary investigation of a complaint a *prima facie* case is found to exist against a Government employee and it is proposed to take action against him under rule 7 or 8 of the Punjab Civil Services (Punishment and Appeal) Rules, 1952, then he should not be promoted to a higher post until after disciplinary action against him has been completed.

2. I am to say that in that connection the Government has considered the matter further and it has been decided to substitute para 2(a)(iv) of the instructions dated 13-2-1962 by the following :—

Para (a) (iv)

Where on a preliminary investigation of the complaint *a prima facie* case has been established against a Government employee and he has been served a charge sheet and an Enquiry Officer has been appointed to hold a regular departmental enquiry under rule 7 of the Punjab Civil Services (Punishment and Appeal) Rules, 1952, or any comparable rule applicable to the Govt. employee concerned, then he should not be promoted until the enquiry has been completed and he has been exonerated. In a case in which a charge-sheet has been served but the explanation in response to the charge-sheet has not been received (and as a result if an Enquiry Officer has not been appointed), the case of promotion should be kept pending until decision has been taken as to whether a regular departmental enquiry should or should not be held. If it is decided that such an enquiry should be held, then the Govt. employee should not be promoted until he has been exonerated in the enquiry. If he is ultimately exonerated of all the charges without the imposition of any penalty or is only administered a warning (whether with a copy on the personal file or not) then he should, if otherwise fit for promotion in every respect, be promoted with retrospective effect i.e. from the date on which he was due for promotion and an official junior to him was promoted. In case no vacancy was available for the period in question a temporary post should be created in consultation with the Finance Department and the junior most promoted official should be reverted, if necessary.

In the case of a Govt. employee against whom action is proposed to be taken under rule 8 of the Punjab Civil Services (Punishment and Appeal) Rules, 1952 or any rule comparable thereto, the matter should be considered in the light of the nature of allegations and the quantum of the penalty that is proposed to be awarded. The criterion should be whether or not if the allegations were to be proved and the proposed penalty were to be imposed, then the promotion of the employee would still be justified on the basis of his entire record. In other words promotion should not be withheld only because disciplinary action under rule 8 of the Punjab Civil Services (Punishment and Appeal) Rules, 1952 or any comparable rule is contemplated or is pending against a Government employee and instead in such cases the decision should be taken keeping in view the nature of the allegations, the quantum of the penalty proposed and the overall record. Furthermore, if promotion is withheld on that basis, but subsequently on the completion of the departmental proceedings the Govt. employee is exonerated without the imposition of a penalty or is only administered a warning (whether with a copy on the personal file or not) then he should if he is otherwise fit for promotion in every respect be promoted with retrospective effect i.e. from the date on which he was due for promotion and an official junior to

him was promoted. Where no vacancy is available a temporary post may be created for the purpose in consultation with the Finance Department and the Junior most promoted official should be reverted, if necessary.

3. It is requested that the above instructions may be brought to the notice of all concerned for strict compliance. The receipt of this communication may also be acknowledged.

Copy of letter No. 931-4GS-72/19308, dated Chandigarh, the 13th April, 1972 from the Chief Secretary to Government, Haryana to (1) All the Heads of Departments, Commissioner, Ambala Division, Deputy Commissioners and sub-Divisional Officers in Haryana. (2) The Registrar, Punjab & Haryana High Court and all District and Sessions Judges in Haryana.,

**Subject:—Procedure to be followed in selection of official/officers for promotion to higher posts—
Greater emphasis on merit than on seniority.**

Sir,

I am directed to invite a reference to the composite Punjab Government letter No. 9129-G-56/3964, dated the 17th September, 1956 and the clarifications issued thereafter vide letters No. 4044-5GS-61/23109, dated the 28th June, 1961 and No. 8401 -4GS-61/33117, dated the 8th/11th September, 1961, on the subject noted above, wherein it was emphasised that since promotion to selection posts implies a conscious act of selection, greater emphasis should be laid on merit while making promotions against these posts. In these instructions it has been provided that an official/officer known to be dishonest will not be promoted. Regarding the rest, it was laid down that each official/officer would have to be judged on the basis of ability, industry, personality, bearing experience and aptitudes, it being difficult to lay down generally what importance should be attached to each of these qualities. Since for officials/officers other than those known to be dishonest no strict standard of determining their suitability for promotion to selection posts has been laid down, different criteria is being observed in various departments of the Govt. and officials/officers with only average record of service are also being included in the slab of three suitable officers and, consequently, promoted unless the junior officer(s) included in the slab happened to be of exceptional merit.

2. The matter has been carefully considered by the State Govt. with a view to laying down definite standard for considering persons suit for being placed in the slab of suitable officials/officers at the time of making promotion to the selection posts. It has been decided that only such officials/officers who have obtained at least 50% 'Good' or 'Better' than average reports on the posts from which they are being considered for further promotion, and the overall assessment can be classified as better than 'Average' should be placed in the slab of suitable officials/officers. If in any particular case, the total number of reports earned on the post from which the official/officer is being considered for further promotion are for less than 10 years, then the reports earned on the lower post/posts should also be considered so that the reports for a period of 10 years are kept in view for determining suitability. However, in such case, greater weightage shall be given to the reports earned on the higher post from which further promotion is being considered.

3. It is requested that these instructions may kindly be noted for careful compliance in future and should also be brought to the notice of all concerned for necessary compliance.

Copy of letter No. 2251-2GSI-72/14234, dated 12/15-5-1972 to all the Head of the Departments and etc., etc. from the Chief Secretary to Government, Haryana.

Subject:- Premature promotion to higher selection posts—starting salary.

Sir,

I am directed to refer to the subject cited above and to say that in accordance with the instructions contain in composite Punjab Govt. circular letter No. 4175-7GS-61/13942, dated the 17th/20th April, 1961, all cases relating to the fixation of pay on premature promotion to higher selection posts are required to be referred to the Finance Department through the Chief Secretary (in the General Services Branch). Later instructions contained in letter No. 4044-20SI-71/23800, dated 17-8-71 provide that an officer promoted prematurely to a higher selection post should be given the minimum scale of the pay of the post to which he is promoted and should be granted grade increments only after he completes the deficiency in the minimum period of service necessary for promotion plus one year of service in the higher scale. Since the manner in which the starting salary in cases of premature promotion to higher selection posts is to be calculated has been clearly laid down in the instruction dated 17-8-1971, it has been decided that in future it will not be necessary to refer such cases either to the Finance Department or to the Chief Secretary in (General Services Br.)

2. I am, therefore, to request you that all cases regarding the fixation of pay or grant of increments which are covered by the instructions contained in the circular letter dated 17-8-71, referred to above, should henceforth be referred to the Deputy Accountant General, Haryana, direct, cases pertaining to the fixation of pay for the period prior to the 17th August, 1971, will however, continue to be referred to the Finance Department through the Chief Secretary (in the General Services) Branch as hithertofore.

3. This issues with the concurrence of the Finance Department, vide their U.O. No, 1276-4FR-72, dated the 11th April, 1972.

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

संख्या 1507-5 जी. एस.-1-73/8724

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 चण्डीगढ़ तथा सभी जिला एवं सत्र न्यायाधीश, हरियाणा।

दिनांक चण्डीगढ़, 30 मार्च, 1973

विषय :- चतुर्थ श्रेणी के कर्मचारियों को लिपिकों के पदों पर नियमित रूप से नियुक्त करने के बारे ।
महोदय,

मुझे निदेश हुआ है कि मैं आपका ध्यान उपरोक्त विषय पर संयुक्त पंजाब सरकार के परिपत्र क्रमांक 7386-8 जी. एस.-63/20345, दिनांक 29-5-63 (प्रति संलग्न है) कि ओर दिलाऊँ और कहूँ कि कुछ समय से सरकार यह विचार कर रही है कि चतुर्थ श्रेणी के कर्मचारी जो अपनी योग्यतायें (improve) करलें और जिनका कार्य तथा आचरण संतोषजनक हो उन्हें उत्साह मिलना चाहिए । सरकार ने इस मामले पर विचार करने के बाद यह निर्णय लिया है कि श्रेणी-IV के कर्मचारियों को प्रोत्साहन देने के लिए उन्हें लिपिक के पद पर पदोन्नत किया जाए परन्तु उनको निम्नलिखित शर्तें पूरी करनी होंगी :-

- (1) वह मैट्रिक हो ।
- (2) उसने क्लास IV के किसी पद पर कम से कम 2 साल काम किया हो ।
- (3) ऐसी पदोन्नति विभाग तदर्थ आधार पर 6 महीने के लिए कर सकता है । यदि इस समय में कर्मचारी का काम संतोषजनक हो तो उसकी रैगुलर नियुक्ति का अनुमोदन बोर्ड से प्राप्त कर लिया जाए, परन्तु रैगुलर नियुक्ति के बाद उसे एक साल के लिए प्रोबेशन पर रखा जाए और यदि प्रोबेशन काल में उसका काम संतोषजनक हो तो स्थाई पद उपलब्ध होने पर नियुक्ति स्थाई रूप में कर दी जाए । यदि प्रोबेशन के समय में उसका काम ठीक न हो तो उसी श्रेणी के पद पर रिवर्ट कर दिया जाए ।
- (4) ऐसे कर्मचारी को बोर्ड द्वारा लिपिक के पद के लिए ली जाने वाली परीक्षा पास करनी जरूरी नहीं होगी ।
- (5) जब श्रेणी-IV के कर्मचारी को तदर्थ आधार पर लिपिक के पद पर पदोन्नत किया जाए तो भी उसे लिपिक के पद का वेतनमान दिया जाना चाहिए तथा जितनी सेवा पर लिपिक के पद पर करता है वह इन्क्रीमेंट के लिए शुमार की जानी चाहिए ।
- (6) ऐसी पदोन्नति सीनियोरिटी-कम-फिटनेस के आधार पर की जाए ।

2. सरकार ने यह भी निर्णय लिया है कि उपरोक्त पैरा में बताई गई स्थिति के अनुसार विभाग अपने सेवा नियमों में भी उपलब्ध कर लें यदि पहले ऐसा नहीं किया गया हो तथा जितने प्रतिशत पद इस प्रकार पदोन्नति द्वारा भरे जाने हों उनका भी प्रोवीजन नियमों में कर लें ।
3. आपसे अनुरोध है कि यह अनुदेश कृपया सावधानी से नोट कर लिये जायें तथा दृढ़ता पूर्वक पालना के लिए सभी संबंधित कर्मचारियों के ध्यान में लाई जायें । इस पत्र की पावती भेजी जाए ।

भवदीय,

हस्ता / -

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

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

**English version of Haryana Government letter No. 2759-4GSI-73/12854,
dated the 21st May, 1973.**

Subject:—Policy regarding Promotion of Officers/Officials to the Higher Posts.

Sir.

I am directed to invite your attention to the instructions contained in Joint Punjab Government letter No. 9129-G-56/3964, dated the 17th September, 1956 and Haryana Government letter No. 931-4GSI-72/10308, dated the 13th April, 1972, on the subject noted above, and to say that it was *inferred* provided in these instructions that the officers/officials whose integrity is considered to be doubtful should not be brought on the slab of suitable officers/officials and should not be promoted.

2. Government have considered the matter further and have decided that the criteria to determine the honesty/integrity also of an officer/official should be that if in reports for the proceeding ten years in respect of the post from which he is to be promoted, a doubt has been expressed regarding his honesty, he should not be promoted. If the total number of annual confidential reports in respect of the post from which he is to be promoted is less than ten then the reports in respect of the next lower post should be examined so that the total number of reports taken into consideration are *at least for a period of ten years*. In case the total number of annual reports in respect of the post from which he is to be promoted is more than ten and a doubt has been express regarding his honesty in any report which is more then ten years old, then keeping in view his over all performance in the latest ten reports, *it will be open to the appointing authority to ignore the adverse remarks relating to doubtful integrity in reports which are more than ten years old*, and to include the name in the slab of three suitable officers/officials if the concerned officer/officials fulfils other conditions with regard to suitability. The above criteria for judging the honesty of officers/officials will be also applicable in these cases where promotion is made to posts or higher scale of pay (such as .selection grade of Haryana Civil Services (Executive Branch) not on the principle of slab of three suitable officer/official but strictly by selection, according to the provision made in the relevant service rules.

3. It is accordingly requested that the above instructions should be noted for strict compliance by you and also brought to the notice of all officers/officials working under your control.

4. The receipt of these instructions may kindly be acknowledged.

संख्या 3049-5 जी. एस.-1-73/14393

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 चण्डीगढ़ तथा सभी जिला एवं सत्र न्यायाधीश, हरियाणा।

दिनांक चण्डीगढ़, 5 जून, 1973

विषय :- **चतुर्थ श्रेणी के कर्मचारियों को लिपिकों के पदों पर नियमित रूप से नियुक्त करने के बारे ।**
महोदय,

मुझे निदेश हुआ है कि मैं आपका ध्यान उपरोक्त विषय पर हरियाणा सरकार के पत्र क्रमांक 1507-5 जी. एस.-1-73/8724, दिनांक 30.3.73 द्वारा जारी की गई हिदायतों की ओर दिलाऊं और कहूं कि सरकार ने इस मामले पर आगे विचार किया है और यह निर्णय लिया है कि यह हिदायतें श्रेणी III के पदों पर काम कर रहे उन कर्मचारियों के केसों में भी लागू होगी जिनका वेतनमान लिपिक के वेतनमान से कम है । उदाहरण के तौर पर स्पष्ट किया जाता है कि रैस्टोरर, गैस्टेटनर आप्रेटर आदि के पद पर भी इन्हीं हिदायतों के तहत आयेंगे ।

भवदीय,

हस्ता / -

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

एक-एक प्रति निम्नलिखित को हरियाणा सरकार के अशा: क्रमांक 1507-5 जी. एस0 -1-73, दिनांक 30-3-73 के संदर्भ में सूचनार्थ तथा आवश्यक कार्यवाही के लिये भेजी जाती है ।

वित्तायुक्त, राजस्व, हरियाणा तथा हरियाणा सरकार के सभी प्रशासकीय सचिव ।

क्रमांक 3508-4 जी. एस.-1-73/18540

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. हरियाणा के 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 तथा सत्र न्यायाधीश।
दिनांक चण्डीगढ़, 19 जुलाई, 1973

विषय :- उच्च पदों पर कर्मचारियों/अधिकारियों की पदोन्नति के लिये अपनाई गई नीति ।

महोदय,

मुझे निदेश हुआ है कि उपरोक्त विषय पर आपका ध्यान दिलाऊँ और कहूँ कि उच्च पदों पर कर्मचारियों की पदोन्नति के लिये अपनाई जाने वाली नीति के बारे में विस्तारपूर्वक हिदायतें सरकार के परिपत्र क्रमांक 931-4 जी. एस.-I-72/10308, दिनांक 13-4-1972 तथा 2759-4 जी. एस.-I-73/12854, दिनांक 21-5-1973 द्वारा जारी की हुई है। जिन कर्मचारियों का आचरण जांच का विषय हो उनकी पदोन्नति के लिये बारी आने पर अपनाई जाने वाली नीति भी विस्तारपूर्वक सरकार की हिदायतों क्रमांक 6034-2 जी. एस.-1-32498, दिनांक 18-11-71 द्वारा स्पष्ट की हुई हैं। जिन कर्मचारियों को सजा मिल चुकी हो उनके मामलों को पदोन्नति के समय विचारने के बारे में सरकार ने यह उचित समझा है कि ऐसे कसों में नियुक्ति प्राधिकारी/प्रशासकीय विभाग स्वयं (equity & rules of natural justice) को ध्यान में रखते हुए निर्णय लिया करें तथा निम्नलिखित बातें विभिन्न सजाएं प्राप्त किये कर्मचारियों के बारे में ध्यान रखा करें :-

- (1) Censure or warning with a copy on the A.C.R. :- ये सजाएं साधारणतः इतनी बड़ी नहीं कि उनके आधार पर किसी कर्मचारी की पदोन्नति रोकी जाये और इन सजाओं को कर्मचारी के पूरे रिकार्ड का भाग समझकर उसको (overall suitability judge) की जानी चाहिए।
- (2) Stoppage at an Efficiency Bar:- साधारणतः जो कर्मचारी (Efficiency Bar) पर रोका जाता है वह अपने आप में ही पदोन्नति के काबिल नहीं होता और उसकी पदोन्नति का तब तक प्रश्न नहीं उठना चाहिये जब तक कि वह (Efficiency Bar cross) न कर ले।
- (3) Withholding of increments of promotion:- जिस कर्मचारी की पदोन्नति आदेशों द्वारा किसी खास अवधि के लिये रोकी जा चुकी है उस बारे में किसी स्पष्टीकरण की आवश्यकता प्रतीत नहीं होती। जिस कर्मचारी की एक या एक से अधिक (grade increments) रोकी हुई हैं, उस कर्मचारी की यदि (during the currency of the stoppage of grade increment/increments) पदोन्नति की बारी आ जाती है तो उसके समूचे रिकार्ड पर विचार कर ही इस बात पर फैसला किया जाना चाहिये कि वह पदोन्नति के काबिल है या नहीं। यह ठीक है कि यदि उसे पदोन्नति देने का फैसला लिया जाता है तो उसे (grade increments) पर रोकने वाली सजा (ineffective) हो जाती है परन्तु उन मामलों का ध्यान रखा जाना आवश्यक है जिनमें किसी कर्मचारी का बाकी सारा रिकार्ड बहुत

अच्छा हो और पदोन्नति का मामला विचाराधीन न हो तो उससे कुछ समय पहले उसे (stoppage of grade increments) की सजा मिल जाये । अगर ऐसे कर्मचारी को (stoppage of grade increments) के समय के दौरान पदोन्नति से वंचित रखा जाता है तो उसका असर यह हो सकता है कि यह दूसरा कर्मचारी जो पिछले समय में (grade increments) पर रोका गया था और जिसके केस में सजा का समय समाप्त हो चुका है, वह पहले वाले कर्मचारी की बनिस्बत फायदे में रहेगा, चाहे उसका रिकार्ड कुल मिलाकर पहले वाले कर्मचारी के मुकाबले में बहुत कम अच्छा हो । इसलिये (grade increments) पर रोका हुआ कर्मचारी (grade increments) की (stoppage) दौरान भी पदोन्नति के काबिल समझा जाना चाहिये यदि उसका (overall record) उसको पदोन्नति के योग्य बनाता हो ।

- (4) Recovery from pay:- यह सजा किसी समय तक (extend) नहीं करती । अतः इस प्रकार की सजा का पदोन्नति के समय समूचे रिकार्ड का भाग समझकर ध्यान में रखा जाना चाहिये ।
- (5) Reduction in rank:- जिस अधिकारी को (reduction in rank) की बड़ी सजा दी गई हो तो उसे पुनः प्रमोशन के लिये काफी समय के बाद (consider) किया जाना चाहिये जब यह समझा जाये कि इतना समय गुजर गया है कि पहले दी गई सजा को नजर अन्दाज करके fresh opportunity दी जा सकती है ।

उपरोक्त सभी सजाओं पर विचार करते समय एक बात हरेक सजा के बारे में ध्यान रखने वाली है । यदि सजा lack of integrity से संबंध रखती है तो उस हालत में पदोन्नति सरकार की हिदायतों क्रमांक 2759-4 जी.एस. -1-73/12854 दिनांक, 21-5-1973 को ध्यान में रखकर ही की जाए ।

कृपया इस पत्र की पावती भेजें ।

भवदीय,

हस्ता / -

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

दिनांक, चण्डीगढ़, 19 जुलाई, 1973

क्रमांक 3508-4 जी.एस.-1-73

एक प्रति सचिव, हरियाणा राज्य बिजली बोर्ड को उनके पत्र क्रमांक 80921/एन.जी.आई/जी. दिनांक 7-6-73 के संदर्भ में वित्तायुक्त राजस्व, हरियाणा । सभी प्रशासकीय सचिव, हरियाणा सरकार । प्रधान सचिव/सचिवों, निजी सचिव, मुख्य मन्त्री/मन्त्रीगण/राज्य मन्त्री, हरियाणा सरकार को सूचनार्थ तथा आवश्यक कार्यवाही हेतु भेजी जाती है ।

Copy of Circular letter No. 5901-4GSII-73/23071, the dated 11th September, 1973, from the Chief Secretary to Government, Haryana, to all the Heads of Departments etc., etc.

Subject:—Selection of clerks for promotion to the posts of Assistants through a test.

As you are aware that in composite Punjab executive instructions were issued by the Government on the 21st June, 1958 that all promotions of Clerks, to the posts of Assistants in the Civil Secretariat will be made on the basis of a prescribed test. All the Heads of Departments were asked to issue similar instructions vide composite Punjab Government circular letter No. 4119-GII-58/71202, dated the 5th September, 1958, subject to suitable modifications by the departments.

2. As a result of the above instructions the Clerks who were unable to qualify the test were not promoted as Assistants and those promoted provisionally were reverted on the ground of their failure to qualify the test. A few out of the above had, however, filed civil suits in courts and challenged the validity of the instructions. Their suits were decreed against the Government. Some cases went upto the Supreme Court and in two cases the appeals were decided on merits by the Supreme Court vide judgement dated 19-4-72. It was held by the Supreme Court that the Government was not competent to alter the service rules framed under article 309 of the Constitution of India by issuance of administrative instructions regarding taking of test. Further it was held that even any rule affecting the right of promotion of a person related to his conditions of service and, therefore, unless the same was framed with the prior approval of the Central Government in terms of proviso to sub-section (7) of section 115 of the State Re-organisation Act, 1956, it was invalid as it violated sub-section (7) of section 115 of the aforesaid Act.

3. The matter has been under the consideration of the State Government as how best to implement the judgements of the Supreme Court. It has now been decided that the benefit should be given only to those officials who went to the courts and get decrees in their favour Accordingly they should be given due seniority as if there was no requirement of passing the test in their cases, in pursuance of the instructions issued by the Government in the year 1958 or the service rules which were framed without getting the prior approval of the Government of India as required under section 115 of the states Reorganisation Act, 1956.

4. As regards the arrears of pay and allowances in respect of these officials who are to be given due seniority they should be paid the arrears for a period not exceeding three years and two months from the date of issuance of these instructions.

5. Services in respect of which no rules were in existence at the time of holding the test, any action taken in pursuance of Punjab Government instructions issued in 1958 shall not be disturbed as in the absence of service rules, the executive instructions carry the sanctity of rules.

6. Where the service rules of any department framed before 1956, contain a specific provision for the holding of a qualifying tests for promotion to the post of an Assistant, tests should continue to be held and promotion and seniority should be regulated accordingly. If the service rules of a department do not contain any such provision for the holding of a qualifying test for promotion to the posts of Assistant, the departments should continue to make provisional promotions as hithertofore, till instructions are issued in this behalf.

7. These instructions may please be brought to the notice of all concerned for meticulous compliance and the receipt of this communication may be acknowledged.

क्रमांक 5700-2 जी. एस.- I-73/27522

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. हरियाणा के 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, 16 नवम्बर, 1973

विषय :- तदर्थ आधार पर की गई सेवा को बतौर तजुर्बा के पदोन्नति के समय गिने जाने के बारे में ।
महोदय,

उपर्युक्त विषय पर आपको संबोधित करते हुए मुझे यह कहने का निदेश हुआ है कि इस समय संयुक्त पंजाब सरकार के परिपत्र क्रमांक 8398-एफ.आर.-56/6156, दिनांक 14-9-56 तथा 1028-जी-II-27804, दिनांक 29-3-1957 में जारी की गई हिदायतों के अनुसार तदर्थ सेवा का लाभ कर्मचारियों को वार्षिक वेतन-वृद्धि तथा छुट्टी की ओर दिया जाता है और वरिष्ठता की ओर नहीं दिया जाता । इस बारे में अब यह प्रश्न उठाया गया है कि क्या तदर्थ आधार पर की गई सेवा का लाभ बतौर तजुर्बा के पदोन्नति की ओर दिया जा सकता है या नहीं । इस मामले की जांच की गई है और यह स्पष्ट किया जाता है कि तदर्थ आधार पर की गई सेवा को पदोन्नति के लिए तजुर्बा के तौर पर नहीं गिना जा सकता ।

भवदीय,

हस्ता / -

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

एक-एक प्रति निम्नलिखित अधिकारियों को सूचनार्थ तथा आवश्यक कार्यवाही हेतु भेजी जाती है :-
वित्तायुक्त राजस्व, हरियाणा, सभी प्रशासकीय सचिव, हरियाणा सरकार ।

संख्या 3077-5 जी. एस.-1-74/13841

सेवा में

1. सभी विभागाध्यक्ष, अम्बाला तथा हिसार मण्डल के आयुक्त सभी उपायुक्त तथा सभी उप मण्डल अधिकारी, हरियाणा ।
2. रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय चण्डीगढ़ तथा सभी जिला एवं सत्र न्यायाधीश, हरियाणा।

दिनांक चण्डीगढ़, 13-6-74

विषय :- चतुर्थ श्रेणी के कर्मचारियों को लिपिकों के पदों पर नियमित रूप से नियुक्त करने के बारे ।
महोदय,

मुझे निदेश हुआ है कि मैं आपका ध्यान उपरोक्त विषय पर हरियाणा सरकार के पत्र क्रमांक 1507-5 जी. एस.-1-73/8724, दिनांक 30 मार्च, 1973 की ओर दिलाऊं जिसमें कि यह हिदायतें जारी की गई थीं कि चतुर्थ श्रेणी के कर्मचारी जो अपनी योग्यताएं (improve) कर लें और जिनका काम तथा आचरण संतोषजनक हो उन्हें उत्साह देने के लिपिक के पद पर पदोन्नत किया जाये यदि वे मैट्रिक पास हों तथा उन्होंने श्रेणी चार के किसी पद पर कम से कम दो वर्ष काम किया हों । बाद में यह हिदायतें हरियाणा सरकार के पत्र क्रमांक 3049-5 जी.एस.-1-73/14393, दिनांक 5-6-73 द्वारा श्रेणी III के उन कर्मचारियों (रैस्टोरर, गैस्टेटनर आप्रेटर आदि) केंसों में भी लागू की गई, जिनका वेतनमान लिपिक के वेतनमान से कम है ।

2. इस बारे में सरकार ने पुर्न विचार किया है तथा अब यह निर्णय लिया है कि ऐसे श्रेणी तीन तथा श्रेणी चार के कर्मचारियों को लिपिक के पद पर पदोन्नति तभी दी जाए यदि उन्होंने ऐसे किसी पद पर कम से कम पांच वर्ष काम किया हो, दूसरे शब्दों में 2 वर्ष के अनुभव की शर्त को 5 वर्ष के अनुभव में बदल दिया गया है । हरियाणा सरकार के परिपत्र दिनांक 30-3-73 में जारी की गई हिदायतों को इस हद तक ही संशोधित समझा जाए तथा इस बारे में दूसरी निर्धारित शर्तें पहले की ही भांति लागू रहेंगी ।

भवदीय,

हस्ता/-

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

संख्या 1259-5 जी. एस.-1-74/13840

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. हरियाणा के सभी विभागाध्यक्ष, आयुक्त, अम्बाला तथा हिसार मण्डल, सभी उपायुक्त तथा सभी उप मण्डल अधिकारी, हरियाणा ।
2. रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय चण्डीगढ़ तथा सभी जिला एवं सत्र न्यायाधीश, हरियाणा।

दिनांक चण्डीगढ़, 13 जून, 1974

विषय :- चतुर्थ श्रेणी के कर्मचारियों को लिपिकों के पदों पर नियमित रूप से नियुक्त करने के बारे ।

महोदय,

मुझे निदेश हुआ है कि मैं आपका ध्यान उपरोक्त विषय पर हरियाणा सरकार के पत्र क्रमांक 1507-5 जी. एस.-1-73/8724, दिनांक 30 मार्च, 1973 तथा 3049-5 जी.एस.-1-73/14393 दिनांक 5 जून, 1973 में जारी की गई हिदायतों की ओर दिलाऊं जिनमें कि यह कहा गया था कि श्रेणी तीन के पदों पर काम कर रहे उन कर्मचारियों को जिनके वेतनमान लिपिकों के वेतनमान से कम हैं या चतुर्थ श्रेणी के कर्मचारियों को जो अपनी योग्यताएं बढ़ा लेते हैं और जिनका काम तथा आचरण संतोषजनक हो, उन्हें प्रोत्साहन देने के लिए लिपिक के पद पर पदोन्नत किया जाये जिसके लिए हरियाणा सरकार के पत्र दिनांक 30 मार्च, 1973 में कुछ शर्तें निर्धारित की गई थीं ।

2. इस बारे में कुछ विभागों द्वारा कई प्रश्न उठाये गये हैं जिन्हें कि जांचा गया है तथा उनके बारे में स्थिति निम्न प्रकार से स्पष्ट की जाती है :-

1. यह प्रश्न उठाया गया है कि क्या ऐसे श्रेणी तीन तथा श्रेणी चार के कर्मचारियों को लिपिक के पद पर पदोन्नति तीन वरिष्ठ कर्मचारियों का सलैब बनाकर सीनियोरिटी-कम-मैरिट के आधार पर की जाये ।

इस संबंध में यह स्पष्ट किया जाता है कि ऐसे कर्मचारियों की पदोन्नति सीनियोरिटी-कम-फिटनेस के आधार पर की जानी है जिसका अर्थ यह कि यदि उनका सेवा रिकार्ड ठीक है और वह पदोन्नति के लिये निर्धारित योग्यतायें रखते हैं तो उन्हें पदोन्नति किया जा सकता है और ऐसा करने के लिये तीन वरिष्ठ कर्मचारियों का सलैब बनाने की आवश्यकता नहीं है।

2. यह प्रश्न उठाया गया है कि ऐसे श्रेणी-3 तथा 4 के कर्मचारियों को किस प्रतिशत के आधार पर लिपिक के पद पर पदोन्नति किया जाये । संदर्भित पत्र में यह पहले ही बताया जा चुका है कि जितने प्रतिशत पद इन कर्मचारियों की पदोन्नति द्वारा भरे जाने हैं उनकी व्यवस्था विभागीय सेवा नियमों में कर ली जायें । इस मामले पर आगे विचार कर यह निर्णय लिया गया है कि यदि पहले नियमों में प्रोमोशन द्वारा भरे जाने वाले पदों की प्रतिशतता 20 प्रतिशत से ज्यादा नहीं है तो इसे 20 प्रतिशत तक ही सीमित रखा जाये ।

3. यह प्रश्न उठाया गया है कि जहां किसी ऐसे कर्मचारी ने सेवा में आने के पश्चात् दसवीं पास की हो तो क्या यह जरूरी है कि पदोन्नति के योग्य बनाने के लिए यह दसवीं पास करने के बाद ऐसे पद पर कम से कम दो वर्ष के लिए काम करे या कि दसवीं पास करने से पहले की गई सेवा को भी अनुभव के लिये गिना जा सकता है ।

अलग से हिदायतें जारी कर मूल हिदायतों में यह तबदीली की गई है कि 2 साल के स्थान पर आइंदा 5 साल के अनुभव की शर्तें लागू होगी। इस बारे में यह भी स्पष्ट किया जाता है कि यदि वह 5 वर्ष की सेवा का अनुभव दसवीं पास करने के पहले का हो तो भी पदोन्नति दी जा सकती है।

4. यह प्रश्न उठाया गया है कि क्या सेवा नियमों में संशोधन करने से पूर्व श्रेणी-4 के कर्मचारियों को लिपिक के पद पर पदोन्नति किया जा सकता है या नहीं ।

इस बारे में हरियाणा सरकार के उपरोक्त वर्णित पत्र दिनांक 30 मार्च, 1973 के पैरा-2 में हिदायतें जारी की जा चुकी हैं कि लिपिकों के पद पर श्रेणी-4 या श्रेणी-3 के कर्मचारियों की पदोन्नति के बारे में विभाग अपने सेवा नियमों में उपबन्ध कर लें यदि पहले ऐसा न किया गया हो । जहां विभागों के सेवा नियमों में पहले ऐसा कोई उपबन्ध नहीं है जो कि ऐसे श्रेणी-3 या श्रेणी - 4 के कर्मचारियों को लिपिक के पद पर पदोन्नति के विरुद्ध है तो इन हिदायतों के अनुसार ऐसे कर्मचारियों की सेवा नियमों में संशोधन करने से पहले ही पदोन्नति किया जा सकता है । जहां सेवा नियमों में ऐसी कोई व्यवस्था है जैसे कि क्लर्क के पद केवल सीधी भर्ती से ही भरे जा सकते हैं यह उन पर केवल रैस्टोरर ही पदोन्नत किये जा सकते हैं आदि वह कार्यवही करने से पहले सेवा नियमों में संशोधन किया जाना होगा ।

5. यह प्रश्न उठाया गया है कि क्या संदर्भित 30 मार्च, 1973 की हिदायतों का फायदा उन कर्मचारियों को भी दिया जा सकता है जिन्होंने सेवा में आने से पहले ही मैट्रिक पास कर लिया हो ।

इस संबंध में विचार किया गया है । यद्यपि 30-3-73 की हिदायतों में योग्यतायें (improve) करने वाली बात का जिक्र किया गया है परन्तु ऐसे कर्मचारियों, जो सेवा में आने से पहले ही मैट्रिक पास कर चुके थे, के साथ (discrimination) बचाने के लिये यह फैसला किया गया है कि इन हिदायतों का फायदा उन कर्मचारियों को भी दिया जायें जो सेवा में आने से पहले ही मैट्रिक पास कर चुके हैं ।

भवदीय,

हस्ता / -

उप सचिव, राजनैतिक एवं सेवाएं,

कृते: मुख्य सचिव, हरियाणा सरकार ।

एक - एक प्रति वित्तायुक्त राजस्व, हरियाणा तथा हरियाणा सरकार के सभी प्रशासकीय सचिव को सूचनार्थ तथा आवश्यक कार्यवाही के लिए भेजी जाती है ।

क्रमांक 5/9/83-1 जी. एस. - I

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. हरियाणा के सभी विभागाध्यक्ष, आयुक्त, अम्बाला तथा हिसार मण्डल, सभी उपायुक्त तथा सभी उप मण्डल अधिकारी, हरियाणा चण्डीगढ़।
2. रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय चण्डीगढ़ तथा सभी जिला एवं सत्र न्यायाधीश, हरियाणा।

दिनांक चण्डीगढ़, 17 सितम्बर, 1974

विषय :- **चतुर्थ श्रेणी के कर्मचारियों को लिपिकों के पदों पर पदोन्नत करने बारे** की गई हिदायतों की पालना बारे।

महोदय,

मुझे निदेश हुआ है कि मैं उपरोक्त विषय पर आप का ध्यान हरियाणा सरकार द्वारा हाशियें में अंकित हिदायतों की ओर दिलाऊँ और यह कहूँ कि सरकार के ध्यान में यह लाया गया है कि कई विभाग इन हिदायतों की पालना नहीं कर रहे । सरकार द्वारा जारी की गई हिदायतों की पालना न करना एक गम्भीर बात है । अतः आप से अनुरोध है कि इन हिदायतों की दृढ़ता से पालना की जाए ।

भवदीय,

हस्ता / -

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

हाशिया :-

1. क्रमांक 1507-5 जी.एस.-I-73/8724, दिनांक 30 मार्च, 1973 ।
2. क्रमांक 3049-5 जी.एस.-I-73/14393, दिनांक 5 जून, 1973 ।
3. क्रमांक 3077-5 जी.एस.-I-74/13841, दिनांक 13 जून, 1974 ।
4. क्रमांक 1259-5 जी.एस.-I-74/13840, दिनांक 13 जून, 1974 ।
5. क्रमांक 774-5 जी.एस.-I-74/10594, दिनांक 20 अप्रैल, 1977 ।
6. क्रमांक 34-23/81-6 जी.एस.-I, दिनांक 21 मई, 1983 ।
7. क्रमांक 34-106/81-6 जी.एस.-I, दिनांक 10 दिसम्बर, 1981 ।

No. 257-4GSI-75/963

From

The Chief Secretary to Government, Haryana.

To

All Heads of Departments, Commissioners, Ambala and Hisar Divisions,
All Deputy Commissioners and Sub Divisional Officers in Haryana.

Registrar, Punjab and Haryana High Court and All District and Sessions Judges in Haryana.

Dated, Chandigarh, the 15th January, 1975.

Subject:—Policy regarding promotion of officials to the Higher posts.

Sir,

I am directed to invite your attention to the instructions contained in Joint Punjab Government letter No. 931-4GS1-72/10308, dated the 13-4-72 on the subject noted above, wherein it was provided *inter alia* that the officials who *have earned 50% or more good or better than average reports during the last ten years of service should alone be considered eligible for promotion to a higher post.* A question has arisen whether an official who has earned adverse remarks and whose representation for expunction of adverse remarks is pending final decision of the competent authority, should be considered eligible for being placed in the slab of three suitable officials for promotion.

On consideration of the matter it has been decided that whenever a proposal for promotion to a higher post is under consideration of the appointing authority the fact as to whether any representation from the official concerned against the adverse remarks in his A.C.R. is pending final decision, should be kept in view. In die case of those Departments where a Selection Committee has to consider the promotion cases, the fact as to whether any representation from the concerned official against the adverse remarks is pending a decision of the competent authority, should be brought to the notice of the Committee. The appointing authority/selection committee may defer a decision on the case it is considered necessary to do So till a decision has been taken on the representation. In case where adverse remarks are permitted to be toned down or expunged by the competent authority the matter should be brought to the notice of the appointing authority/selection committee for a decision whether having regard to the nature of the adverse remarks and extent to which these have been toned down/expunged a review is justified in the case of the official. If a review is found to be justified the appointing authority/selection committee may take a suitable decision on the question of promotion. It is, however, stressed that all representations against adverse remarks should be decided by the competent authority within three months of the receipt of the representation to ensure that a decision on the promotion cases is not unduly delayed. Attention in this connection is invited to the provisions of the consolidated instructions regarding A.C.Rs. Which have been issued by the Government wherein such a time limit has been specified. By adhering to this time limit it should be possible to take a decision in such promotion cases without loss of time.

These instructions may please be brought to the notice of all officials for strict compliance.

Yours faithfully,

Sd/-

Deputy 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.

क्रमांक 2407-5 जी. एस.-I-75/16971

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. सभी विभागाध्यक्ष, अम्बाला तथा हिसार मण्डल के आयुक्त, सभी उपायुक्त तथा सभी उप मण्डल अधिकारी, हरियाणा ।
2. रजिस्ट्रार, पंजाब तथा हरियाणा, उच्च न्यायालय, चण्डीगढ़ तथा सभी जिला एवं सत्र न्यायाधीश, हरियाणा ।

दिनांक, चण्डीगढ़, 25 जून, 1975

विषय :- चतुर्थ श्रेणी के कर्मचारियों को लिपिकों के पदों पर नियमित रूप से नियुक्ति करने बारे ।

महोदय,

मुझे निदेश हुआ है कि मैं उपर्युक्त विषय पर आपका ध्यान हरियाणा सरकार के परिपत्र क्रमांक 1507-5 जी. एस.-1-73/8724, दिनांक 30 मार्च, 1973 क्रमांक 3049-5 जी. एस.-1-73/14393, दिनांक 5 जून, 1973 तथा क्रमांक 3077:5 जी. एस.-1-74/13841, दिनांक 13 जून, 1974 द्वारा जारी की गई हिदायतों की ओर दिलाऊँ जिन में यह बताया गया था कि चतुर्थ श्रेणी के कर्मचारियों तथा तीसरी श्रेणी के उन कर्मचारियों को जिन के पद का वेतनमान लिपिक के पद के वेतनमान से कम है जो मैट्रिक पास हों, और उसका काम तथा आचरण संतोषजनक हो, उन्हें उत्साह देने के लिए लिपिक के पद पर पदोन्नत किया जाए, यदि उन्होंने ऐसे किसी पद पर कम से कम 5 वर्ष (13-6-74) से पहले 2 वर्ष तक कार्य किया हो ।

2. हरियाणा सरकार के परिपत्र दिनांक 30-3-73 में बताई गई शर्त के अनुसार विभागों को ऐसे कर्मचारियों की लिपिकों के पद पर पदोन्नति पहले 6 मास के लिए तदर्थ आधार पर करनी होती है । यदि इस समय में कर्मचारी का काम संतोषजनक हो, तो उसकी नियमित नियुक्ति का अनुमोदन अधीन सेवाएं प्रवरण मण्डल, हरियाणा से प्राप्त करना होता है । अधीन सेवाएं प्रवरण मण्डल, हरियाणा ने यह सरकार के ध्यान में लाया है कि विभाग जब मण्डल को ऐसे कर्मचारियों की लिपिकों के पदों पर नियमित नियुक्ति के प्रस्ताव अनुमोदनार्थ भेजते हैं तो उनमें कई प्रकार की त्रुटियाँ पाई जाती हैं । कई प्रस्ताव अधूरे होते हैं जिससे मण्डल को अनुमोदन प्रदान करना कठिन होता है । ऐसे प्रस्तावों में समानता रखने के लिए सरकार ने विचार करके यह निर्णय किया है कि विभाग जब ऐसे कर्मचारियों की लिपिकों के पदों पर नियमित पदोन्नति के प्रस्ताव मण्डल को भेजते हैं तो उस प्रस्ताव में मण्डल को निम्नलिखित सूचना भी अवश्य भेजी जाए ।

- (1) विशेष नियम या नियमों जिनके अन्तर्गत पदोन्नति की जाती है ।
- (2) क्या संबंधित नियमों में सीधी भर्ती तथा पदोन्नति के अनुपात की व्यवस्था को ध्यान में रखा गया है ।
- (3) पदोन्नति के लिए जो शैक्षणिक योग्यताएं तथा अनुभव की न्यूनतम अवधि रखी गई है, उनकी या तो सेवा नियमों में व्यवस्था हो, या वह मण्डल द्वारा अनुमोदित हो ।

- (4) (क) पदोन्नति के लिए विचारार्थ कर्मचारियों के नाम
(ख) वरिष्ठता, सूची में उनका स्थान
(ग) क्या वे उक्त पैरा (3) में दिए गए शैक्षणिक योग्यताओं, अनुभव तथा सेवा नियमों की दूसरी बातों को पूरा करते हैं ।
- (5) क्या उक्त पैरा (4) के प्रस्ताव में कोई सुपर सैशन (supersession) इन वालवड (involved) तो नहीं है । यदि है तो ऐसे कर्मचारियों के नाम वरिष्ठता सूची में उनका स्थान तथा सुपर सैशन के ठोस कारण बताए जाएं ।
- (6) कर्मचारियों के upto date character rolls.
3. कृपया सुनिश्चित करें कि आप के अधीन कार्य करने वाले सभी कर्मचारियों द्वारा उपरोक्त हिदायतों का दृढ़ता से पालन किया जाए ।

भवदीय,

हस्ता / -

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

एक-एक प्रति निम्नलिखित को सूचनार्थ तथा आवश्यक कार्क्यवाही के लिए भेजी जाती है
वित्तायुक्त, हरियाणा तथा हरियाणा सरकार के सभी प्रशासकीय सचिव ।

Compendium of Instructions on Career Development – Vol. IV

No. 4374-2GSI-75/24791

From

The Chief Secretary to Government, Haryana.

To

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

Dated, Chandigarh, the 25th August, 1975.

Subject:- Premature promotion to higher selection posts starting salary.

Sir,

I am directed to invite your attention to the instructions contained in Haryana Government, letter No. 4044-2GSI-71/23 800, dated the 17th August, 1971, on the subject noted above, in which it was laid down that when an officer who has been promoted to a post does not fulfil the condition regarding the minimum number of years service in the lower rank provided for promotion to that post, he should be allowed the minimum of the grade of the higher post and is given increments in that grade only when he has completed the deficiency in the minimum period of service prescribed for the lower post and thereafter completed one year's service in the higher scale to which he has been promoted- These instructions were made applicable to officers promoted to posts included in the Punjab Services (Appointment by promotion) Rules, 1962. These rules as well as the subsequent rules i.e. the Haryana Services (appointment by Promotion) Rules, 1974 have been repealed vide Haryana Government's Notification No. G.S.R. 33/Const./Art/309/75, dated the 4th April, 1975. It has, accordingly, been decided that after the repeal of these rules the above instructions will be applicable to promotion to posts in the department in respect of which it has been provided that an officer should possess a minimum number of years of service in the lower grade before he becomes eligible for promotion to the higher post.

2. The instructions issued vide Haryana Government, letter No. 4044-2GSI-71/23800, dated the 17th August, 1971, should be considered to have been modified to this extent.
3. The concurrence of the Finance Department in the above mentioned modification has been obtained vide their U.O. No. 3942-IFGI-75, dated the 27th July, 1975.
4. The receipt of this communication may please be acknowledged.

Yours faithfully,

Sd/-

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

No. 4374-2GSI-75/24792

Dated, Chandigarh, the 25th August, 1975.

A copy is forwarded to the Accountant General, Haryana, Chandigarh, for information.

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

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

क्रमांक संख्या 5462-5 जी. एस.-1-75/28285

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, हरियाणा ।
2. रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय चण्डीगढ़ तथा सभी जिला एवं सत्र न्यायाधीश, हरियाणा।

दिनांक चण्डीगढ़, 17 सितम्बर, 1975

विषय :- चतुर्थ श्रेणी के कर्मचारियों को लिपिकों के पदों पर नियमित रूप से नियुक्त करने के बारे ।
महोदय,

मुझे निदेश हुआ है कि मैं आपका ध्यान उपरोक्त विषय पर हरियाणा सरकार के पत्र क्रमांक 1507-5 जी. एस.-1-73/8724, दिनांक 30 मार्च, 1973 तथा 3049-5 जी.एस.-1-73/14393 दिनांक 5 जून, 1973 तथा क्रमांक 3077-5 जी.एस.-1-74/13841, दिनांक 13 जून, 1974 में जारी की गई हिदायतों की ओर आकर्षित करूँ तथा यह बताऊँ कि हरियाणा सरकार ने इस प्रश्न पर विचार किया है कि क्या किसी ऐसे चतुर्थ/तृतीय श्रेणी (जिनका वेतनमान लिपिक के वेतनमान से कम है) के कर्मचारी को जो कि मैट्रिक तक हिन्दी भाषा का ज्ञान न रखते हों, उपरोक्त हिदायतों के अनुसार लिपिक के पद पर पदोन्नत किया जा सकता है अथवा नहीं? सरकार ने इस बारे में पूर्ण रूप से विचार करके यह निर्णय किया है कि चतुर्थ/तृतीय श्रेणी (जिनका वेतनमान लिपिक के वेतनमान से कम है) के कर्मचारी जो कि मैट्रिक तक हिन्दी भाषा का ज्ञान न रखते हों, को सरकार की उपरोक्त हिदायतों के अनुसार यदि वह दूसरी सभी निर्धारित शर्तें पूरी करते हों, उन्हें लिपिक के पद पर पदोन्नत किया जाए ।

कृपया हरियाणा सरकार के उक्त निर्णय को अपने अधीन कार्य करने वाले सभी संबंधित कर्मचारियों के ध्यान में लाया जाए ।

भवदीय,

हस्ता/-

उप सचिव, राजनैतिक एवं सेवाएं,

कृते: मुख्य सचिव, हरियाणा सरकार ।

एक-एक प्रति वित्तायुक्त, हरियाणा सरकार तथा हरियाणा सरकार के सभी प्रशासकीय सचिव को सूचनार्थ तथा आवश्यक कार्यवाही के लिए भेजी जाती है ।

English version of letter No. 5232-2GSI-75/Dated the 21st October, 1975.

***Subject:-* Counting of period of deputation towards experience in the parent department for promotion to the next higher post.**

Sir,

I am directed to address you on the subject noted above and to inform you that it has come to the notice of the Government that in a department a senior employee had gone on deputation to a department of another State Government. The Junior employee in his parent department was promoted in his place. The senior employee remained on deputation and the employee junior to him continued working in the parent department- In the meantime the question of making promotion to the next higher post cropped up in the parent department, for which post it was necessary to have experience of a prescribed number of years on the lower post. The junior employee who had remained in the department had completed the prescribed experience and thus became eligible for promotion to the next higher post. A question then arose whether the period of deputation, should also be counted towards such an experience or not- The State Government has considered this point carefully and has decided that if the concerned employee is not permitted to report to his parent department from deputation in public interest and he reverts to his parent department after the completion of period of his deputation then the period of deputation on/ an equivalent or a higher post, should be counted towards experience and if thereby he completes the prescribed period of experience he should be promoted to the next higher post in his parent department.

क्रमांक संख्या 774-5 जी. एस.-1-77/10594

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. सभी विभागाध्यक्ष, आयुक्त, अम्बाला तथा हिसार मण्डलों के आयुक्त, सभी उपायुक्त तथा सभी उप मण्डल अधिकारी (सिविल), हरियाणा ।
2. रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय चण्डीगढ़ तथा सभी जिला एवं सत्र न्यायाधीश, हरियाणा।

दिनांक चण्डीगढ़, 20 अप्रैल, 1977

विषय :- चतुर्थ श्रेणी के कर्मचारियों को लिपिकों के पदों पर नियमित रूप से नियुक्त करने के बारे ।

महोदय,

मुझे निदेश हुआ है कि मैं आपका ध्यान उपरोक्त विषय पर हरियाणा सरकार के परिपत्रक्रमांक 1507-5 जी. एस.-1-73/8724, दिनांक 30 मार्च, 1973 तथा 3049-5 जी.एस.-1-73/14393 दिनांक 5 जून, 1973 तथा क्रमांक 3077-5 जी.एस.-1-74/13841, दिनांक 13 जून, 1974 में जारी की गई हिदायतों की ओर आकर्षित और तथा सूचित करूँ कि अधीन सेवाएं प्रवरण मण्डल, हरियाणा ने सरकार के ध्यान में लाया है कि बहुत से विभागों ने सरकार की उपरोक्त हिदायतों अनुसार तृतीय/चतुर्थ श्रेणी के कर्मचारियों को लिपिक के पदों पर पदोन्नत करने हेतु अपने विभागीय सेवा नियमों में अभी तक आवश्यक संशोधन नहीं किए हैं तथा इसके विपरीत अपने तृतीय/चतुर्थ श्रेणी के कर्मचारियों के लिपिक के पदों पर पदोन्नति के आदेश जारी कर रहे हैं । इस बारे में हरियाणा सरकार के परिपत्र क्रमांक 1259-5 जी. एस. - 1-74/13840 दिनांक 13 जून, 1974 के पैरा 4 में भी स्थिति स्पष्ट हो गई थी । सरकार ने पुनः ध्यानपूर्वक विचार किया है कि और यह पाया गया है कि उपरोक्त हिदायतों अनुसार विभागीय सेवा नियमों में आवश्यक संशोधन किए बिना किसी तृतीय/चतुर्थ श्रेणी के कर्मचारी को लिपिक के पद पर पदोन्नत करना ठीक नहीं है । इसलिये आप से अनुरोध किया जाता है कि सरकार की उपरोक्त हिदायतों अनुसार तृतीय/चतुर्थ श्रेणी के कर्मचारी को लिपिक के पद पर पदोन्नति करने बारे अपने विभागीय सेवा नियमों में आवश्यक संशोधन शीघ्र-अति-शीघ्र कर लिया जाए तथा ऐसा करने से पूर्व किसी तृतीय/चतुर्थ श्रेणी के कर्मचारी को लिपिक के पद पर पदोन्नति न किया जाए ।

2. यह हिदायतें सभी संबंधित व्यक्तियों के ध्यान में ला दी जाएं ।

भवदीय,

हस्ता / -

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

एक-एक प्रति विल्तायुक्त, हरियाणा सरकार तथा सभी प्रशासकीय सचिव, हरियाणा सरकार को सूचनार्थ तथा आवश्यक कार्यवाही हेतु भेजी जाती है ।

क्रमांक 2211-2 जी. एस.- II/77/15761

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. सभी विभागाध्यक्ष, आयुक्त, अम्बाला तथा हिसार मण्डल, सभी उपायुक्त तथा सभी उप मण्डल अधिकारी (ना) हरियाणा ।
2. रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय तथा सभी जिला एवं सत्र न्यायाधीश, हरियाणा।
दिनांक चण्डीगढ़, 8 जून, 1977

विषय :- परीक्षा द्वारा लिपिकों की सहायक के पदों पर पदोन्नति ।

महोदय,

मुझे निदेश हुआ है उपरोक्त विषय पर आपका ध्यान इस विभाग के पृ. क्रमांक 603-2 जी. एस. - II-77/2760, दिनांक 28-1-77 की ओर आकर्षित करूँ और सूचित करूँ कि सरकार के ध्यान में यह लाया गया है कि कुछ ऐसे विभाग हैं, जिनके सेवा नियमों में सहायक ग्रेड परीक्षा का उपबन्ध था किन्तु वे लिपिकों की सहायक के पदों पर बिना परीक्षा लिए तदर्थ आधार पर पदोन्नति करते रहे हैं ।

यह निर्णय लिया गया है कि ऐसे केसों में 21-1-77 से पूर्व लिपिकों से सहायक के पदों पर हुई पदोन्नतियाँ इस तदर्थ पदोन्नति की तिथि से नियमित कर दी जाए ।

सभी विभागों के सेवा नियमों में (power of relaxation) का उपबन्ध होता है । अतः इस उपबन्ध का प्रयोग करके वे सभी विभाग जिनके सेवा नियमों में सहायक ग्रेड परीक्षा का उपबन्ध है, उन सहायकों की पदोन्नतियाँ जो 21-1-77 से पहले पदोन्नत हुए थे, पदोन्नति की तिथि से नियमित कर दें ।

इन आदेशों की विधिवत पालना के लिए नोट किया जाये ।

भवदीय,

हस्ता / -

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

इसकी एक-एक प्रति वित्तायुक्त राजस्व, हरियाणा, सभी प्रशासकीय सचिव, हरियाणा सरकार को सूचनार्थ तथा आवश्यक कार्यवाही हेतु भेजी जाती है ।

HARYANA GOVERNMENT
GENERAL ADMINISTRATION DEPARTMENT

Notification

The June, 1977.

In exercise of the powers conferred by the proviso to rule 2 of the Haryana Civil Service (Promotion of Clerks) First Amendment Rules 1977, the Governor of Haryana hereby specifies under Secretary to Government, Haryana Secretariat Establishment, as the authority competent to conduct the Assistants' Grade Examination for the entire State.

S.D. Bhambri,

Chief Secretary to Government, Haryana.

Endst. No. 5860-2 GSII-77/17755

dated, Chandigarh, the 29-6-77.

A copy each is forwarded to :—

All Heads of Departments, Commissioner Ambala and Hisar Divisions, All Deputy Commissioners and Sub Divisional Officers (Civil) Haryana.

Registrar, Punjab and Haryana High Court and all District and-Sessions Judges in-Haryana, for information and necessary action in continuation to this department endst. No. 4757-2 GSII-77/13129 dated 13-5-77.

Sd/-

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

A copy is forwarded to ;—

Financial Commissioner Revenue, All Administrative Secretaries to Govt., Haryana, for information, in continuation to this department U.O. No. 4757-2 GSII-77/dated 13-5-77.

No. 26/59/80-1GSI

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Departments, Commissioners, Ambala and Hisar Divisions, all Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.
2. The Registrar, Punjab and Haryana, High Court, Chandigarh.
Dated, Chandigarh, the 22nd September, 1980.

Subject:- Procedure to be followed in cases where the turn of an officer, whose conduct is the subject of an enquiry comes up for promotion to a higher post.

Sir,

I am directed to invite a reference to erstwhile Punjab Government circular letter No. 5 84-IGSI-66/2807 dated, the 8th February, 1966, which *inter alia* provides as under —

“Whereas every officiating vacancy may have to be filled immediately after it has arisen in the interest of administration, there is no such compelling necessity in the case of substantive vacancies and these should invariably be kept reserved for the employees, against whom enquiries are in progress, and a final decision taken on the completion of the enquiry. Of course, only one substantive vacancy need be reserved for each employee under enquiry and subsequent vacancies may and should be filled up with his juniors, if they are otherwise fit, without waiting for the result of the enquiry.”

The Government has considered the matter further and it has been decided that the substantive vacancies, too, need not necessarily be kept reserved for the employees against whom enquiries are in progress and these may be filled, if necessary in the interest of administration, by promoting their juniors by imposing the following condition in their promotion orders :—

“the promotion of (insert the name of the employee to be promoted) is subject to the final decision in the disciplinary proceedings/criminal proceedings that are pending against (insert the name of the senior employee) and (insert the name of the junior employee promoted) who is being promoted shall have no right on the post if (insert the name if the senior employee) is found fit for promotion after the decision of the disciplinary/criminal proceedings.”

The State Law Department has advised that such a condition as referred to above in the promotion order will be quite valid and legal and the junior employee will not be in a position to claim confirmation after the expiry of the probation period.

2. It is requested that action in such matters should be taken in accordance with the above decision.

Yours faithfully,

Sd/-

Joint Secretary, General Administration,
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.

No. 26/3/81-GS-I

From

The Chief Secretary to Government, Haryana,

To

1. All Heads of Departments, Commissioners, Ambala/Hisar Divisions, Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.
2. The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 12th March. 1981.

Subject:- Procedure to be followed in cases where the turn of an official whose conduct is the subject of inquiry comes for promotion to higher post.

Sir,

I am directed to invite a reference to Haryana Government circular letter No. 6034-2GSI-71 / 32498, dated 18-11-71 on the subject noted above and to state that the question of grant of selection grade to a Government servant against whom disciplinary action is under contemplation/pending or where representation against adverse remarks in the Confidential Report is pending has been under consideration of the Government for some time past. After careful consideration it has been decided that in the aforesaid circumstances the question of grant of selection grade to such a Government servant should be deferred till a final decision has been arrived at in the matter of disciplinary proceedings or on the representation made against adverse remarks in the Confidential Report. While deferring the case, a post of selection grade should be reserved for such a Government servant. The case should however, be reconsidered for grant of selection grade on the finalisation of the disciplinary proceedings or a decision on the representation against adverse remarks in the Confidential Report. If the Government servant concerned is ultimately exonerated of the charges or the adverse remarks in the Confidential Report are expunged or toned down to such an extent as do not stand in the way of his promotion, then he should be considered for grant of selection grade on the basis of record with retrospective effect i.e. from the date on which he was due for selection grade.

2. It is requested that the above instructions may be brought to the notice of all concerned for strict compliance. The receipt of this communication may please be acknowledged.

Yours faithfully,

Sd/-

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

A copy each is forwarded to :-

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

क्रमांक 34/23/81-6 जी. एस.-1

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. सभी विभागाध्यक्ष, आयुक्त, अम्बाला तथा हिसार मण्डल के आयुक्त, सभी उपायुक्त तथा सभी उप मण्डल अधिकारी (नागरिक), हरियाणा ।
2. रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय चण्डीगढ़ ।
दिनांक चण्डीगढ़, 21 मई, 1981

विषय :- **चतुर्थ श्रेणी के कर्मचारियों को लिपिकों के पदों पर नियमित रूप से नियुक्त करने के बारे ।**
महोदय,

मुझे निदेश हुआ है कि मैं उपर्युक्त विषय पर आपका ध्यान हरियाणा सरकार के हाशिये में अंकित परिपत्रों में निहित अनुदेशों की ओर दिलाऊँ जिन द्वारा श्रेणी 4 तथा श्रेणी 3 के ऐसे पदों पर नियुक्त कर्मचारियों (जिन का वेतनमान लिपिकों के वेतनमान से कम है जैसा कि रैस्टोरर तथा गैस्टेटनर अप्रेटर आदि) को लिपिकों के पदों पर पदोन्नति के बारे में निर्धारित की हुई है ।

2. जिस समय परिपत्र क्रमांक 3049-5-जी.एस.-1-73/14393, दिनांक 5 जून, 1973 जारी किया गया था उस समय रैस्टोरर तथा गैस्टेटनर अप्रेटर आदि जो श्रेणी 3 के पद हैं का वेतनमान (100-160) लिपिक के पद के वेतनमान (110-225) से कम था परन्तु 1-4-79 से ऐसे श्रेणी 3 के पदों का वेतनमान संशोधित हो कर लिपिक के पद के टाईम स्केल (400-660) के सामान हो गया है । इस कारण वर्तमान नीति के अनुसार रैस्टोरर, गैस्टेटनर अप्रेटर आदि श्रेणी-3 के कर्मचारियों के लिपिकों के पदों पर पदोन्नति के अवसर समाप्त हो गए हैं । इनको बनाये रखने के लिये सरकार ने उपर्युक्त परिपत्र दिनांक 5-6-73 में निहित अनुदेशों में दिनांक 1-4-79 में संशोधन करने का निर्णय लिया है कि यह अनुदेश श्रेणी-पू के पदों पर नियुक्त उन कर्मचारियों के मामलों में भी लागू होंगे जिनका टाईम स्केल चाहे लिपिक के पद के :-

हाशिया :

1. क्रमांक 1507-5 जी.एस.-I-73/8724, दिनांक 30 मार्च, 1973 ।
2. क्रमांक 3049-5 जी.एस.-I-73/14393, दिनांक 5 जून, 1973 ।
3. क्रमांक 3077-5 जी.एस.-I-74/13841, दिनांक 13 जून, 1974 ।

टाईम स्केल के बराबर ही क्यों न हो परन्तु उनके कर्तव्य और जिम्मेवारियां लिपिक के पद के कर्तव्य और जिम्मेवारियों से कम हों ।

आपसे अनुरोध है कि कृपया इन अनुदेशों के अनुसार कार्यवाही की जाए और विभागीय सेवा नियमों में वांछित संशोधन 1-4-79 से कर लिया जाए ।

4. कृपया इस पत्र की पावती भेजें ।

भवदीय,

हस्ता / -

अवर सचिव सामान्य प्रशासन

कृते: मुख्य सचिव, हरियाणा सरकार ।

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

वित्तायुक्त राजस्व, हरियाणा तथा हरियाणा सरकार के सभी प्रशासकीय सचिव ।

क्रमांक 34/106/81-1 जी. एस.-1

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. हरियाणा के सभी विभागाध्यक्ष, आयुक्त, अम्बाला तथा हिसार मण्डल, सभी उपायुक्त तथा सभी उप मण्डल अधिकारी (नागरिक), हरियाणा ।
2. रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय चण्डीगढ़ ।
दिनांक चण्डीगढ़, 10-12-1981

विषय :- चतुर्थ श्रेणी के कर्मचारियों को लिपिकों के पदों पर नियमित रूप से नियुक्त करने के बारे ।

महोदय,

मुझे यह कहने का निदेश हुआ है कि मैं आपका ध्यान हरियाणा सरकार के पत्र क्रमांक 1259-5 जी. एस.-1/74-13840, दिनांक 13 जून, 1974 द्वारा जारी की गई हिदायतों की ओर दिलाऊँ, जिसमें अन्य बातों के अतिरिक्त यह भी कहा गया था कि यदि विभागीय सेवा नियमों में लिपिकों के प्रमोशन द्वारा भरे जाने वाले पदों की प्रतिशतता 20 प्रतिशत से ज्यादा नहीं है, तो इसे 20 प्रतिशत तक ही सीमित रखा जाये ।

2. इस निमित्त से यह स्पष्ट किया जाता है कि तृतीय तथा चतुर्थ श्रेणी के कर्मचारियों द्वारा लिपिकों के पदों पर पदोन्नति का लाभ निर्धारित प्रतिशतता के अनुसार पदों तथा रिक्तियों दोनों में दिया जाता है, जिसे कैडर में स्वीकृत पदों की निर्धारित प्रतिशतता तक सीमित रखा जाये । ऐसा सुनिश्चित करने के लिये यह आवश्यक होगा कि लिपिकों की 20 प्रतिशत या जो प्रतिशतता निर्धारित की गई है, के अनुसार जो पद रिक्तियाँ तृतीय तथा चतुर्थ श्रेणी के कर्मचारियों से भरी जायें, इसके लिये संबंधित नियुक्ति प्राधिकारी द्वारा एक रोस्टर बना लेना चाहिये और इसके अनुसार पात्र तथा उपयुक्त कर्मचारियों को लिपिकों के पदों पर पदोन्नत किया जाये । यदि इन श्रेणियों के पात्र और उपयुक्त कर्मचारी उपलब्ध न हों तो उनके लिये उपलब्ध/रिक्तियों को "कैरी फारवर्ड" करने की आवश्यकता नहीं है, बल्कि उन्हें नियमानुसार अन्य साधनों से भर लिया जाये ।

3. कृपया ये हिदायतें सभी संबंधित अधिकारियों/कर्मचारियों के ध्यान में ला दी जायें ।

भवदीय,

हस्ता/-

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

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

वित्तायुक्त, हरियाणा सरकार तथा सभी प्रशासकीय सचिव, हरियाणा सरकार ।

Compendium of Instructions on Career Development – Vol. IV

No. 13/1/78-2-GS-II

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Departments, Commissioners, Hisar & Ambala Divisions and all Deputy Commissioners and S-D.Os (Civil) in Haryana, and
2. The Registrar, Punjab and Haryana High Court and All District and Sessions Judges in Haryana.

Dated, Chandigarh, the 1st June, 1983.

Subject:- Assistant Grade Examination—Instructions regarding—held ultra virus—action required to be taken in consequence thereof in regard to promotions, seniority, confirmation etc.

Sir,

I am directed to invite your attention to the composite Punjab Government instructions noted in the margin-*vide* which a qualifying test, namely, Assistant Grade Examination, *inter alia*, for purposes of promotion from Clerk to Assistant was required to be introduced in all the Departments and a broad pattern (subject to suitable modifications by the Departments) for regulating appointments to the cadre of Assistants in vogue in the composite Punjab Civil Secretariat was required to be followed. This condition of passing Assistant Grade Examination for being eligible for promotion to the rank of Assistant has been a subject of litigation which has ultimately come to close with the judgement of the Supreme Court in the case of State of Haryana, etc. versus Shamsheer Jung Bahadur, as reported in 1972 S.L.R. 441 -444. For facility of reference the following extracts from the relevant Judgement are quoted :—

- (1) No. 4809-GII-57/21176, dated 23rd October, 1957.)
- (2) No- 4119-GI1-58/7I202, dated 5th September, 1958.)

Extract from the Judgement of Sub-Judge 1st Class, Sangrur, in the case of Harnam Singh son of Shri Ram Narain Singh of Barnala versus the State of Punjab.

“I see force in this argument, according to the provisions of Article 309 of the Constitution of India, it is only the Governor of State or the persons to whom he delegates the authority, who can make rules regulating the recruitment and the conditions of Service of the persons appointed to services and posts in connection with the affairs of that State- In the present case, there is nothing on the record to show that the Governor had delegated this authority of his to the Chief Secretary in the composite Punjab Government or to the Commissioner of this Division for issuing the said instructions. Therefore, the Chief Secretary to the Government of this State could not direct the Commissioner of this Division to make rules or issue the said instructions for filling the vacancies in the cadre of Assistants in the offices of the Deputy Commissioners of this Division.”

(The High Court dismissed the appeal of the State of Punjab against the above judgement on 18th September, 1964.) Extract from the judgement 1972 S.L.R. 441-444 of the Supreme Court in the case referred to above :—

“the first question arising for decision is whether the Government was competent to add by means of administrative instructions to the qualifications prescribed under the rules framed under Article 309. The High Court and Courts below have come to the conclusion that the Government was incompetent to do so.

The instructions issued by the Govt. undoubtedly effect the promotion of concerned officials, and therefore, they relate to their conditions of service. The Government is not competent to alter the rules framed under Article 309 by means of administrative instructions. We are unable to agree with the contention of the State that by issuing the instructions, in question, the Government had merely filled up a gap in the rules. These rules can be implemented without any difficulty. We see no gap in the rules.”

2. During the period this matter remained under consideration of the Supreme Court, promotions to the rank of Assistant were required to be made as under, vide Haryana Government Circular No. 8073-2GS-70, dated 27-10-1970 :—

- (1) Services in respect of which rules contain a specific provision for the holding of a qualifying test for promotion to the post of an Assistant, tests should continue to be held and promotion and seniority should be regulated accordingly.
- (2) If the Service Rules of a department do not contain any such provision for the holding of a qualifying test for promotion to the posts of Assistants and the tests are held on the basis of executive instructions, further promotion should be made without any test. The promotions should be made provisionally and it should be made clear to the promotees that their promotions are subject to condition that they will have to qualify the Test when required to do so by the Government.

3. Consequent upon the above mentioned instruction, relating to the condition of passing Assistant Grade examination having been declared ultra-virus of the Constitution by the Supreme Court, it was decided by Haryana Government, vide para 3 of the circular letter No. 5901 -4GS-II-73/23071, dated the 11th September, 1973, that the benefit should be given only to those officials who went to the Courts and got decrees in their favour and they should be given due seniority as if there was no requirement of passing the test in their cases, in pursuance of the instructions issued by the Government in the year 1958 or the Service Rules which were framed without getting the prior approval of the Government of India as required under Section 115 of the State Reorganisation Act, 1956. Government have reconsidered the whole matter thoroughly and have now decided that the steps enumerated in the succeeding paras may be taken by all the Departments, where ever required.

Rescinding of Instructions

4. The instructions dated the 23rd October, 1957 and the 5th September, 1958, referred to above and any subsequent instructions, issued with a view to elaborating the policy with regard to promotion as Assistant including circular letter dated the 11th September, 1973, referred to above should be deemed to have been rescinded. Accordingly, the benefit is now to be given to all officials irrespective of the fact whether or not they went to the Courts and got decrees in their favour.

Vacating the Direct or Indirect effect of Instructions

5. The departments who were acting directly on the basis of the aforesaid instructions for imposing the condition of passing the Assistant Grade Examination before promotion or were indirectly

relaying upon these instructions, while giving effect to general provisions in their respective service rules that for promotion to the rank of Assistant, it shall be necessary to pass such Assistant Grade Examination as specified by Government, shall also vacate the effect of the instructions in question, unless the departments concerned had made specific provision in the form of Rules under Article 309 of the Constitution for holding such an examination.

Independent condition of Assistant Grade Examination not valid without the order of the competent Authority.

6. In services in respect of which no rules have been framed so far and in respect of which no order of the competent authority providing for holding of Assistant Grade Examination in the manner specified in Article 309 or 320 of the Constitution of India or independent terms and conditions relating to certain posts have been issued, the condition of Assistant Grade Examination imposed so far shall also not be valid.

Partial Review of Promotion Regulated under Punjab Civil Services (Promotion of Steno—Graphers and Steno-typists) Rules, 1961,

7. In regard to promotions of Steno-typists to the posts of Head Assistant and of Stenographers to the posts of Head Assistants, Deputy Superintendents and Superintendents, as the case may be, which are regulated under the Punjab Civil Services (Promotion of Stenographers and Steno-typists) Rules, 1961, approval of the Government of India was considered necessary to be obtained in cases where it involved departure to the this advantage from a specific condition of service of an employee of the erstwhile State of Punjab and Pepsu in terms of sub-section (7) of section 115 of the State Re-organisation Act, 1956. In other cases, the said rules will have their due operation and effect without any prejudice because they guarantee in general, an additional chance of promotion to the Stenographers and Steno-typists, as the case may be. But a promottee of this category should not supersede any person who would have been entitled to promotion on a particular date without the condition of passing the Assistant Grade Examination.

8. The action outlined above would result in the complete review of promotions made in the light of instructions dated 23rd October, 1957 or subsequent thereto whether by direct application or otherwise.

Adjustment of Promotions

9. The following principles may be adopted in regard to adjustment of promotions :—

- (i) Those who were ignored for promotion in the Assistant Grade on the date they would have been otherwise due for promotion, on the basis of seniority-cum-merit formula, enjoined in composite Punjab Government instructions No. 9129-C-56/3964. dated the 17th September, 1956 will have to be considered and if they are found fit on the basis of the said formula on that particular date and if they fulfil the condition of experience wherever prescribed, order of promotion be issued in their case treating them to have been promoted on the said date and their pay fixed accordingly.
- (ii) Those who were promoted on the date they were due for promotion on the basis of their seniority without passing the Assistant Grade Examination but subject to the condition that they will have to pass the examination and on their failure to fulfil this condition were reverted. Their reversions will have to be undone, subject of course,

to their fitness on the relevant date (the date of promotion to be assigned to them on the basis of seniority) keeping in view their record of service and experience prescribed, if any. Similar treatment will have to be given to those whose promotions were made in the rank of Assistants on temporary/ad-hoc basis (due according to their seniority) although with no express condition on passing the Assistant Grade Examination irrespective of the fact whether they had to be reverted subsequently on the availability of persons qualified in this examination or the arrangement continued impliedly on the assumption condition that they will stand reverted as soon as candidates qualified in this examination would be available.

- (iii) While making readjustments of promotions as outlined at items (i) and (ii) above, obviously the relevant dates of promotions will have to be calculated on the basis of the dates of promotions of officials who, regardless of their junior position in the respective seniority list were promoted on qualifying the examination, and the promotions will be adjusted according to the seniority and in the order in which vacancies become available, the junior person going down in the list of promotees to the stage till his immediate senior (in the seniority list of Clerks) is adjusted and a vacancy is available for the former's promotion.

10. The condition of qualifying the said examination having become invalid and the supersession caused by junior qualified candidates being untenable the former would revert unless by virtue of their own seniority, they become entitled to promotion against available vacancies as Assistants in the meantime.

Protection of emoluments

11. Emoluments of those persons who have to revert in the above eventuality either as Clerk or of those who become too junior to hold a higher rank of Head Assistant, Deputy Superintendent, Superintendent etc., as the case may be, will stand protected, if such emoluments are drawn in any of the following cases :—

- “(i) promotions made in terms of instructions No. 4809-GII-57/21176, dated 23rd October, 1957 as in vogue till 27-10-1970 i.e. the date when the revised instructions were issued vide circular letter No- 8073-2GS-70 dated 27th October, 1970.
- (ii) promotions made by way of any administrative arrangements (despite instructions dated 27-10-1970 referred to above) till 19th April, 1972 i.e. the date on which the Supreme Court judgement was announced.

As a net result of the above, the emoluments drawn up to 19th April, 1972 will stand protected.”

Seniority

12. Adjustment of promotions on the above lines will obviously necessitate recasting of the Seniority lists-Action may be taken as follows :-

- (i) Seniority of the officials in the cadre of Assistants, Head Assistant, Deputy Superintendent, Superintendents, etc., as the case may be should be recast by restoring the *inter se* seniority as in the cadre of clerks subject of course to their suitability for the higher rank as explained in paragraph 9(i) above. This may be done without taking into consideration the effect of the instructions regarding Assistant Grade Examination now struck down by the High/Supreme Court. The protection in respect

of emoluments in terms of para II above, if given will not, however, be of any advantage in the seniority, whatsoever.

- (ii) The *inter se* seniority of Steno-graphers and Steno-typists who were promoted to other ranks vis-a-vis promotee from clerical line, will continue to be such as in the ranks from which they were promoted because their promotions to senior ranks have not been struck down by the Court.
- (iii) The persons who were recruited as Assistants either by transfer or direct appointment, in accordance with the provisions of various Service Rules, will not be affected in any manner in their seniority vis-a-vis promotees, which should normally be determined with reference to the date of continuous officiation. No supersession in their case should take place merely by recasting the seniority list.

Thus the seniority list shall be recast firstly keeping in view the formula of one for one and secondly by bringing down to correct places the persons who were promoted by getting a jump in the seniority simply by passing the Assistant Grade Examination.

- (iv) The revised provisional lists in the promoted cadre(s) should be circulated by the Departments among the employees concerned and they should invite objections within a period of two months.
- (v) The Departments while inviting objections on the provisional seniority lists, should make it clear that the seniority lists, would be further subject to approval by the Government of India according to the States Reorganisation Act, wherever applicable, e.g. where the recasting of the seniority involves changes in those seniority lists which were framed in consultation with the Government of India in terms of the States Reorganisation Act, 1956. The reference to Government of India in this behalf should be made in a lucid manner giving complete background of the matter especially the Supreme Court judgement.
- (vi) The operation of the revised provisional seniority list should, however, be commenced immediately and should not be deferred till the approval of the Government of India.

Confirmation

13. Confirmations too will have to be regulated in order of seniority as recast above, firstly keeping in view the provision existing in most of the Service Rules for determining seniority on the basis of the dates of confirmation and secondly because this is a major service benefit-which should have accrued according to seniority. Of course, the successful performance of duties during the period of probation or officiation, as the case may be, according to the nature of post will be necessary. Consequently, those who become junior in the promoted rank shall have to be deconfirmed after giving them an opportunity if no substantive vacancy is available to shift their lien, or in the alternative additional supernumerary posts will have to be created. Readjustment of confirmations and the need for additional posts should be assessed according to the position in each Department.

Subsequent Promotions to Higher Ranks

14. Subsequent promotions may be made on the basis of seniority lists recast as above, subject, of course, to any rules *inter alia*, those which might be framed for the purpose separately. Those promoted so far on the basis of the seniority framed as a result of passing Assistant Grade Examination,

shall vacate places in the higher ranks for the senior persons to step-in-and adjusted according to their turn only if vacancies are available.

Benefits to Retired Persons

15. Those who have already been retired from service without having been promoted or promoted later than the date they were entitled to be considered for promotion according to their seniority as clerks without passing the Assistant Grade Examination, would also be entitled to benefit of promotion according to the above instructions. Their cases should be reviewed and benefit of promotion and consequently raising of emoluments should form the basis of amount of pension/ death-cum-retirement, gratuity to be afforded to them. There would be no effect of these instructions on those who have already been retired after having been promoted on the basis of Assistant Grade Examination because of the legal implication involved in the reduction of their pension etc.

Illustration

16. In order to facilitate the examination of cases by different departments, an elaboration of Government's policy as explained in the preceding paragraphs is given in the form of an illustration in Annexure "A".

Scope of these Instructions vis-a-vis Previous Cases

17. As is clear from the background in which these instructions are being issued, their scope is directly related to the cases of promotion, seniority, confirmation etc., arising out of Government's general instructions issued,—vide Circular letter dated 23rd October, 1957, and subsequent thereto,—vide which the Assistant Grade Examination was required to be prescribed in all the Departments of the State. Accordingly these revised instructions would amount to vacating the condition of Assistant Grade Examination as if the instructions dated 23rd October, 1957 were not there and as such seniority in the clerical cadre alone would form the basis for the promotion, seniority and confirmations, except in cases regulated by the rules validly framed as explained in para 5.

18. The Assistant Grade Examination/Test held in certain departments prior to the issue of the aforesaid policy instructions dated 23rd October, 1957 are of course, not directly hit by the Rulings in question. It is a different matter, if the judgements kept in view while issuing these instructions may have indirect bearing up to the practice adopted by the Department prior to 23rd October, 1957. The Administrative Departments concerned are in a better position to appreciate such cases and to make a realistic assessment about the legality of the practices adopted by way of framing any rules or by issuing any instructions/an order of an executive nature. This assessment be made in the context of the principles enunciated in the judgement referred to in paragraph 1 of this letter. The Departments may, therefore, decide such cases in consultation with Legal Remembrancer after taking into consideration the above principles as also the effect of the orders having been challenged or otherwise- Since, this may entail revisions of the seniority lists as notified under Sections 115 of the States Reorganisation Act, 1956, the departments should also take the approval of the Government of India, wherever necessary.

Saving

19. These instructions have been issued subject to the following understanding and conditions which should be carefully noted by all concerned for strict compliance :—

- (i) that the grant of retrospective seniority and promotions to non-petitioners is not a legal obligation of the State Government;

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- (ii) that Government wish to be fair with the non-petitioners within the administrative limitations; and at the same time do not wish to create a hardship by placing the junior petitioners above these non-petitioners as well as suppressing the latter by those who were promoted earlier on passing the Assistant Grade Examination;
- (iii) that Government have decided to give seniority on presumptive basis according to criteria of seniority-cum-merit and by ignoring the condition of Assistant Grade Examination in cases in which this condition was imposed without framing rules or without issuing an order in a legally appropriate manner (as explained in para 5 above) ;
- (iv) that Government would give the above seniority to * non-petitioners without any liability of the payment of arrears of salary; and
- (v) that Government would give the above mentioned benefits only on the under-taking to be given by each employee concerned as per Annexure 'B'.

* Those who have not obtained any decree/judgement from the Court in their favour.

Gist of Instructions

20. Within limitations explained above and on the requisite undertaking in Annexure 'I', the net effect of these instructions would be to give the benefit of seniority to all Assistants including those who have since retired from service, without giving the arrears of pay.

However the arrears of pay already allowed to those who had gone in writ or obtained a decree from the Court in terms of the decree or judgement, as the case may be will not be recovered.

21. For facility of uniformity of action and liaison, the General Services Department may please be kept informed of the action taken in this direction.

22. In view of the importance/urgency of the matter, necessary action as outlined above may please be taken on priority basis.

Receipt of this letter may please be acknowledged.

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

A copy is forwarded to the Financial Commissioner and Administrative Secretaries to Government, Revenue, Haryana, for information and similar necessary action.

Sd/-
(V.M. CHADHA)
Superintendent, General Services-II
for Chief Secretary to Government, Haryana.

The Financial Commissioner, Haryana and the Administrative Secretaries to Government Haryana.

U.O.No. 13/1/78-2 GS II.

dated Chandigarh, the 1st June, 1983.

ANNEXURE 'A'

A, B, C, D, E, F, H and I were working as Clerks in the same order of seniority prior to the issue of Government Instructions dated 23rd October, 1957. B and E qualified the Assistants Grade Examination and were promoted as Assistants on 12th September, 1958 and 15th October, 1958 respectively on the availability of vacancies- A, C, F, H and I were not promoted as they could not pass the said examination. F and I qualified the examination on subsequent occasions and were promoted as Assistants on 3rd December, 1960 and 10th January, 1962 respectively. D and G were taken as Assistant by transfer and direct appointment on 4th November, 1958 and 15th April, 1962 respectively. A and C have not been able to qualify the examination uptill now, but have been promoted as Assistants on ad-hoc basis. H, who also could not pass the Assistant Grade Examination, is still working as Clerk. Their present Seniority stands as under :—

Sr. No.	Name of Official	Date of Promotion	Remarks
1	2	3	4
Assistants			
1.	Mr. 'B'	12-9-1958	Promotee
2.	Mr. 'E'	15-10-1958	Promotee
3.	Mr. 'D'	4-11-1958	On transfer
4.	Mr. 'F'	3-12-1960	Promotee
5.	Mr. T	10-1-1962	Promotee
6.	Mr. 'G'	15-4-1962	Direct
7.	Mr. 'A'	10-12-1963	Ad-hoc
8.	Mr. 'C'	8-1-1964	Ad-hoc
Clerk			
1.	Mr. 'H'		

Now the seniority list of Assistants is to be revised. 'A' being the senior most clerk will have to be placed at Serial No. 1 and considered to have been promoted with effect from 12th September, 1958. 'B' will thus come down to Sr. No. 2 and take the place of "E" on the basis of his own seniority and considered to have been promoted with effect from 15th October, 1958. 'D' is a transferee and as such will not be affected. He will remain at Serial No. 3. 'C' being the next senior most Clerk is to be placed at Sr. No. 4 but his record prior to 3rd December, 1960 (the Date on which next vacancy became available) being not satisfactory having been ignored, his place will be taken by 'E' who is found fit and will be considered to have been promoted with effect from 3rd December, 1960. 'F' who now vacates the post at Sr. No. 4 will be placed at Sr. No. 5 and considered to have been promoted with effect from 10th January, 1962 provided 'C' is again considered unfit on seniority-cum-merit basis and 'F' is considered fit for promotion prior to 'C'. 'G' being a direct recruit will maintain his position at Sr. No. 6. 'C' who was ignored for promotion earlier, is now for promotion for the vacancy became available on 10th December, 1963 and will thus be placed at Sr. No. 7.

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'H' who is still working as Clerk will get promotion on the basis of his seniority as clerk and will be placed at Serial No. 8. Since there are in all 8 posts, I, who was at Sr. No. 5 will have to be reverted as Clerk. The revised seniority list would, therefore, be as under :—

Sr. No.	Name of the Official	Date of Promotion
1	2	3
1.	Mr. 'A'	12-9-1958
2.	Mr. 'B'	15-10-1958
3.	Mr. 'D'	1-11-1958
4.	Mr. 'E'	3-12-1960
5.	Mr. 'F'	10-1-1962
6.	Mr. -G'	15-4-1962
7.	Mr. 'C'	10-12-1963
8.	Mr. 'H'	8-1-1964
	Clerk	
1.	Mr. T	(Subject to protection of emoluments as in para 12 of these instructions).

ANNEXURE 'B'

I _____, son of _____ at present employed is _____ in the department of _____ under the Government of the State of Haryana do hereby undertake that in case I am promoted to the post of Assistant with retrospective effect in terms of Haryana Government Instructions No. 13/1/78-2-GSII, dated 1-6-1983. I will not claim any arrears of pay becoming payable on account of such retrospective promotion. I also agree that the said date of promotion as an Assistant may be treated only presumptive for the purposes of grant of benefits of seniority and I do hereby voluntarily forego all rights as aforesaid.

I hereby further declare that I have given this undertaking of my own free will without any extraneous influence.

Dated :

Signature _____

Designation _____

Full address _____

No. 12/4/82-2GS-I

From

The Chief Secretary to Government, Haryana.

To

- (1) All Heads of Departments.
- (2) Commissioners, Ambala/Hisar Divisions & All Deputy Commissioners, and Sub Divisional Officers (Civil) in Haryana.
- (3) The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 26th March, 1984.

Subject:- Grant of Selection Grade to Clerks before passing type test.

Sir,

I am directed to refer to the subject noted above and to say that cases have come to notice of Haryana Government where the Clerks have been granted Selection Grade before passing the type test. It is clarified that Selection Grade has higher pay put in the same cadre. The Selection Grade is intended to ensure that capable employees who may not get chance of promotion on account of limited outlets to promotion, should at least be placed in the selection grade to prevent stagnation on the maximum of scale. The clerks who were to pass the type test in accordance with the conditions of their appointment/Service Rules and to get increment thereafter only but have not passed this test, will, therefore, be not eligible to get a Selection Grade. The Selection Grade presently is only to be granted to an official who fulfils all the terms and conditions of his appointment and becomes eligible for further promotion- The grant of Selection Grade is a sort of promotion.

2. These instructions may be brought to the notice of all concerned for strict compliance.

Yours faithfully,

Sd/-

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

No. 12/4/82-2GS-I.

Dated, Chandigarh, 26-3-1984

A copy is forwarded to the Accountant General, Haryana, Chandigarh for information and necessary action. All Financial Commissioners, Haryana and all Administrative Secretaries to Government, Haryana.

Compendium of Instructions on Career Development – Vol. IV

No. 2/10/85-5-GS-I

From

The Chief Secretary to Government, Haryana.

To

All the Heads of Departments, Commissioners Ambala and Hissar Divisions.
All Deputy Commissioners and SDO's (Civil) in Haryana.

Registrar, Punjab and Haryana High Court and All District and Sessions Judges in Haryana.
Dated, Chandigarh the 9th May, 1985.

Subject :- Policy regarding promotion of officials to the higher posts Raising of criteria from 50% to 70% of good reports.

Sir,

I am directed to invite your attention to the instructions contained in Haryana Govt. letter No. 931-IGSI--72/10308. dated 13-1-1972 on the subject noted above, wherein it was provided *inter alia* that the officials who have earned 50% or more good or better than average/reports during the last ten years of service should alone be considered eligible for promotion to a higher post.

2. The matter has been considered further by the State Government and it has been decided that in further only such officials /officer(s) who have obtained at least 70% or more reports of "good" or better categories during the last 10 years should be considered eligible for promotion to a higher post. However, .as before greater weightage shall be given to the reports earned on the higher post from which further promotion is being considered.

These instructions may please be noted for careful .compliance and brought to the notice of all concerned.

Kindly acknowledge receipt of this letter.

Yours faithfully,

Sd/-

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

Subject :- Forwarding of promotion proposals to the Haryana Public Service Commission-Instructions regarding.

Will all the Financial Commissioners and all the Secretaries to Government Haryana, kindly refer to the Subject noted above ?

2. The Haryana Public Service Commission has brought to the notice of the Government that while forwarding the promotion proposals to them the Government Departments do not supply the complete information in the attached prescribed proforma as a result of which back references have to be made by the Commission for getting the information completed. This not only delays the disposal of promotion cases but also unnecessarily increases the work in the office of the Commission as well as in the Government Departments apart from the harassment caused to the concerned official/officer. The Commission has also pointed out the following shortcomings in the promotion proposals sent to them by the Department :—

- (i) If the post, to which promotion is proposed has not been included in the notified relevant service Rules, then it is not stated whether the qualifications for the same have been approved by the Commission.
- (ii) Complete A-C .R. files with summary of last 10 years reports are not sent in the first instance. If there is any confidential report missing, the reasons for not writing or sending the same are not stated in details.
- (iii) The date of promotion, qualifications and length of experience are not given against the relevant columns of the prescribed proforma.
- (iv) The A.C. Rs. of superseded persons are not sent.
- (v) Printed or authenticated seniority list is not sent and instead extracts thereof are sent.
- (v) When a typed copy of the seniority list is sent, it is not got attested by an officer not lower than the rank of a class I officer.
- (vii) Number and date of Commission's letter, in which the advice of the Commission was last given for a post of the same category, is not intimated in the relevant column of the prescribed proforma.
- (viii) When the proposal of promotion of officer to Class-I is sent, it is not stated whether approval of the Commission has been obtained for his promotion in Class-II.
- (ix) The prescribed proforma is not signed by a responsible officer.
- (x) Against column 2 of the proforma, the number of posts meant for promotion quota is not given alongwith the number of posts already filled and the number of vacant posts.
- (xi) A certificate is not given by the Competent Authority to the effect that the integrity of the officer remained above board and no enquiry under Rule 7 of the Punishment and Appeal Rules 1952 is pending.

3. The Government has carefully considered the observations of the Commission and has viewed seriously that inspite of several instructions on the subject the Departments do not care to

Compendium of Instructions on Career Development – Vol. IV

supply the complete information to the Commission in the first instance. It has, therefore, been decided that special care should be exercised in and to ensure that the above mentioned common commissions should not occur and that the proposals in the attached prescribed proforma are forwarded to the Commission well in time in accordance with the Govt. instructions on the subject, for the assessment of the suitability of officials/officers for promotion complete in all respects in the first instance so that no avoidable delay occurs in the finalisation of the case due to back references by the Commission.

4. It is requested that these instructions should be complied with meticulously.

Kindly acknowledge the receipt of this letter.

Sd/-

Joint Secretary Political & Services,
for Chief Secretary to Govt., Haryana.

To

All the Financial Commissioners and all Secretaries to Govt, Haryana.

U.O.No. 66/71-84-7GSI.

dated Chandigarh, the 3rd July, 1985.

No. 66/71/M-7GSI.

dated Chandigarh, the 3rd July, 1985.

A copy is forwarded to all the Heads of Departments in the Haryana State for information and necessary action with the request that these instructions should be followed strictly,

Sd/-

Joint Secretary Political & Services,
for Chief Secretary to Govt., Haryana.

Margin

D.O. No 3443,

dt. 16-5-85

No. 66/7184/7GSI

dated Chandigarh, the 3rd July, 1985

A copy is forwarded to the Secretary, Haryana Public Service Commission, Chandigarh, for information and necessary action with reference to the D.O. letter, mentioned in the margin, from the chairman, Haryana Public Service Commission to the Chief Secretary to Government, Haryana.

Sd/-

Joint Secretary Political & Services,
for Chief Secretary to Govt., Haryana.

PROFORMA

(Referred to in para 14 of part IV-A of procedure to be observed by Havana Government is their dealing with Haryana Public Service Commission).

Statement to be supplied to the Haryana Public Service Commission by the Departments.

- (1) Specific rule or rules under which promotion is admissible
- (2) Whether the provisions in the relevant rules regarding the ratio between direct recruitment and promotion has been taken into account and if so, whether this condition is satisfied.
- (3) Minimum length of experience required for promotion to this post prescribed either in the service rules or otherwise in consultation with the Commission as required by Punjab Government letter No. 9129-G-56/, 1964 dated the 17th September, 1956.
- (4) The rules of the reference with the Commission may please be quoted.
 - (i) Names of the persons included in the slab *vide* para 2 (iii) of the letter referred to in (3) above.
 - (ii) Their position in the seniority list.
 - (iii) Whether they fulfil the condition regarding ex-perience referred to in (3) above and the other conditions laid down in the service rules.
- (5) Whether the proposal in (4) above involves any supersession ? If so, the names of such officials together with their position in the seniority list and the reasons for their supersession may given.
- (6) Number and date of Commission's letter in which advice for promotion to such a post was last given.
- (7)
 - (i) The character rolls of the officials referred to in (4) (i) and (5) may be attached.
 - (ii) The character rolls should be upto-date

(The Commission insist that character rolls of all persons whether they are proposed for promotion or supersession should be upto date before they are sent to them)

- (8) Is seniority list sent? If not, whether it has already been supplied and, if so, please give the number and date of the letter with which it was sent.

Subject:- Forwarding of promotion proposals to the Haryana Public Service Commission Instructions regarding.

Will all the Financial Commissioners/Commissioners and Administrative Secretaries to Government, Haryana, kindly refer to this Department U.O. No. 66/71/84-7GSI dated 3-7-1985 on the subject noted above ?

2. It has come to the notice of the Government that inspite of repeated instructions the Department have not been supplying complete information in regard to promotion proposals to the Haryana Public Service Commission in the prescribed proforma in the first instance. This not only delays the approval of promotion cases but also un-necessarily increase the work in the office of Commission as well as in the Government Departments apart from the harassment caused to the concerned official/officer.

3. The matter has again been considered by Government in consultation with the Commission. The Commission has informed that delay takes place in the cases which are sent to them without full details i.e. without upto date ACR files/record summaries or other relevant papers connected with the case. Government has taken a serious view of the matter and desire that the proposals, complete in all respects, in the prescribed proforma, may be forwarded to the Commission in the first instance in accordance with the Government instructions on the subject for the assessment of the suitability of officials/officers for promotion.

4. It is therefore, again requested that in order to avoid delay in the finalisation of cases, it may please be ensured that in future, the proposals to the Commission, are sent complete in all respects as per Government instructions.

Sd/-

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

To

All the Financial Commissioners/Commissioners and Admn. Secretaries to Government, Haryana.

U.O:No.66/108/88-7GSI

dated Chandigarh, the 22nd Nov., 1988.

No. 66/108/88-7GSI

dated Chandigarh, the 22nd Nov., 1988.

A copy is forwarded to all the Heads of Departments in the Haryana State with reference to Haryana Govt. Endst. No. 66/71/84-7GSI dated 3-7-85 for similar action.

Sd/-

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

No. 66/108/88-7GSI

Dated Chandigarh, the 22nd Nov., 1988.

A copy is forwarded to the Secretary, Haryana Public Service Commission, Chandigarh for information and necessary action w.r, to his letter No. 9/85/3520 dated 22-8-88. The date of instructions No. 66/71/84-7GSI is 3-7-85 and not 3-7-87 as mentioned by him.

Sd/-

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

No- 2/46/88-2 GS I

From

The Chief Secretary to Government, Haryana.

To

All Heads of Departments, Commissioners, Ambala and Hisar Divisions/Deputy Commissioners and S.D.O. (Civil) in the State.

Dated Chandigarh, the 17th May, 1989.

Subject:- Policy regarding promotion of officials to higher posts—down-grading of ACRs.

Sir,

I am directed to invite your attention to the instructions contained in Haryana Government letter Nos. 930-1GSI-72/10308, dated 13.4.72 and 2/10/85-5GS1, dated 9.5.85 on the subject noted above, wherein it was provided that the officials who have earned at least 70% or more good or better, than average reports during the last 10 years of service and the over-all assessment is classified as better than average reports during the last 10 years of service and the over-all assessment is classified as better than average should alone be considered eligible for promotion to a higher post. It has come to the notice of Governments that different criteria are being adopted by various departments interpreting the instructions issued *vide* letter No. 3508—4GSI—73/18540, dated 19.7.73 and punishment of censure, warning etc. are being ignored while making the over-all assessment and only the grading of ACRs is considered.

2. The matter has been considered and it is clarified that while calculating the over-all assessment of an employee due weightage may be given to the punishments awarded to the employee during the period under consideration and the same should not be ignored while assessing overall suitability. For that matter, if an employee has been awarded a punishment for an act of omission or commission during a particular period, his ACR of that year (i.e. the year in which the act of omission or commission took place) may be suitably down-graded. Though no mathematical formula can be laid down for such down-gradation yet it is made clear that the extent of down grading will depend on the nature of charges proved against an individual and not merely on the amount of punishment awarded, as sometime taking a lenient view a lesser punishment may be awarded to an individual. Therefore, what is necessary to be kept in view is the nature of charges proved. The extent of down grading will be decided by the authority passing final orders in promotion etc. cases.

It is requested that these instructions may kindly be noted for compliance in future and should also be brought to the notice of all concerned for necessary compliance.

Yours faithfully,

Sd/-

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

Compendium of Instructions on Career Development – Vol. IV

A copy is forwarded to all the Financial Commissioners and Commissioners and Secretaries to-Govt. Haryana for information and necessary action.

Sd/-

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

To

All the Financial Commissioners/Commissioners and Secretaries to Government, Haryana.

U.O.No. 2/46/88-2 GSI

dated Chandigarh. the 17th May. 1989.

No. 2/46/88-2GSI.

From

The Chief Secretary to Govt., Haryana.

To

All Heads of Departments, Commissioners of Divisions,
All Deputy Commissioner and All Sub-Divisional Officers in Haryana.
Dated Chandigarh, the 15th May, 1990

Subject :- Policy regarding promotion of official to higher posts down grading of ACRs.

Sir,

I am directed to invite your attention to this department letter of even number dated the 17th May, 1989, on the subject cited above and say that some departments have sought clarifications on certain points. The matter has been further examined keeping in view the points raised and it is clarified that :—

- (i) When the period of Omission and Commission is spread over a period of more than one year, in such cases, the A.C.R. of the last year of the acts of omission /commission may be down graded.
 - (ii) Down grading of ACR is a sequence of punishment awarded to the employee, no fresh/ separate cause notice is required to be issued but the order of down grading may be passed simultaneously while taking a decision on the case of acts of omission and commission. However, in the cases where punishment orders have already been issued, in which no mention about down grading has been made, than in such cases, for down grading the ACR another show cause notice may be issued in view of the punishment already awarded.
 - (iii) When the order of down grading is passed, a copy thereof should be placed in the ACR file of the employee and a mention thereof may also be made in the A.C.R. of that particular year.
2. These instructions may be brought to the notice of all concerned for strict compliance.

Yours faithfully,

Sd/-

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

A copy each is forwarded for information and necessary action to all Financial Commissioners, Commissioners and Secretaries to Govt., Haryana.

Sd/-

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

To

All the Financial Commissioners/Commissioners and Secretaries to Govt., Haryana.

U.O. No. 12/39/90-2G.SI

Dated Chandigarh, the 15th-May, 1990.

क्रमांक 2/39/89-2 जी. एस. I

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में,

1. सभी विभागाध्यक्ष, आयुक्त अम्बाला, हिसार, रोहतक एवं गुड़गांव मण्डल ।
2. सभी उपायुक्त एवं सभी उपमण्डल अधिकारी, (नागरिक) हरियाणा राज्य ।
3. रजिस्ट्रार, पंजाब एवं हरियाणा उच्च न्यायालय ।

दिनांक चण्डीगढ़ 1-7-1991

विषय : कर्मचारियों को उच्च पदों पर पदोन्नत करने बारे नीति मापदण्ड 50% से 70% अच्छी रिपोर्ट करना ।

महोदय,

मुझे निदेश हुआ है कि मैं आपका ध्यान परिपत्र क्रमांक 2/10/85-2 जी. एस.-I दिनांक 9-5-85 की ओर दिलाऊँ जिस द्वारा पदोन्नति के लिए पात्रता 50% से 70% अच्छा रिकार्ड निर्धारित की गई थी और कहूँ कि उक्त हिदायतों को लागू करने के विरुद्ध कुछ कर्मचारियों द्वारा उच्च न्यायालय में दायर की गई याचिकाओं पर दिए गए निर्णय के दृष्टिगत मामले का सरकार द्वारा पुनः निरीक्षण किया गया है । विचारोपरांत यह निर्णय लिया गया है कि हिदायतें दिनांक 9-5-85 तुरन्त प्रभाव से लागू समझी जायेंगी जिसके अनुसार पदोन्नति के मामलों का निरीक्षण करने के लिये 10 वर्ष की गोपनीय रिपोर्ट देखते समय वर्ष 1984-85 तक की रिपोर्ट्स का 50 प्रतिशत तथा इसके बाद की रिपोर्ट्स का 70 प्रतिशत अच्छा या इससे अधिक होना आवश्यक है ।

ये हिदायतें पालनार्थ सभी कर्मचारियों/अधिकारियों के ध्यान में ला दी जायें ।

भवदीय,

हस्ता / -

अवर सचिव, सामान्य प्रशासन,
कृते: मुख्य सचिव, हरियाणा सरकार

Promotion

No. 13/5/88— 2 GS—II

From

The Chief Secretary to Govt., Haryana,

To

1. All Heads of Departments/Commissioners of Divisions/Deputy Commissioners/Sub-Divisional Officers (Civil) in the State.
2. The Registrar, Punjab & Haryana High Court,
All District and Sessions Judges in Haryana.

Dated Chandigarh the 6th July, 1992.

Subject:- Selection of Clerks for promotion to the post of Assistant through a test.

I am directed to invite your attention on the subject noted above and to say that Government has decided to introduce the Assistant Grade Examination for the promotion from the post of Clerk to the post of Assistant. A copy of the notification No. G. S. R. 36/Const./Art.—390 and 318/92, dated 25.6.92 issued in this behalf is enclosed for information and necessary action.

The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-

Superintendent, General Services-II,
for Chief Secretary to Govt., Haryana.

A copy alongwith a copy of the notification dated 25-6-92 is forwarded to All the Financial Commissioners and Administrative Secretaries to Govt. Haryana for information & necessary action.

Sd/-

Superintendent, General Services-I .
for Chief Secretary to Govt.. Haryana.

To

The Financial Commissioners & All Administrative Secretaries to Govt., Haryana.

U.O. No. 13/5/88-2 GS-II

Dated 6.7.92.

हरियाणा सरकार

सामान्य प्रशासन विभाग

अधिसूचना

25 जून, 1992

सं. सा. का. नि 36/सवि./अनु. 309 तथा 318/92 - भारत के संविधान के अनुच्छेद 309 तथा 318 के खण्ड (ख); के परन्तुक द्वारा प्रदान की गई सभी शक्तियों का प्रयोग करते हुए, हरियाणा के राज्यपाल इसके द्वारा लिपिकों से सहायकों के पद पर पदोन्नति विनियमित करने वाले निम्नलिखित नियम बनाते हैं, अर्थात:-

संक्षिप्त नाम :

1. ये नियम हरियाणा राज्य सहायक ग्रेड परीक्षा नियम, 1992 कहे जा सकते हैं ।

परिभाषाएं

2. इन नियमों में जब तक संदर्भ से अन्यथा अपेक्षित न हो :-

- (क) “नियुक्त प्राधिकारी” से अभिप्राय है, ऐसा प्राधिकारी जिसके पास सहायक के पद पर नियुक्त करने की शक्तियां हों;
- (ख) “सहायक” से अभिप्राय है, हरियाणा राज्य के अन्तर्गत सिविल पद या सिविल सेवा में पद जिसको सहायक के पद की संज्ञा दी गई है और इसमें सभी ऐसे पद शामिल होंगे जोकि लिपिक के पद से उच्चतर है, या समकक्ष है चाहे वे किसी भी पदनाम से पुकारे जाते हों तथा जिनका वेतनमान और जिम्मेदारियां समान है ।
- (ग) “सरकार” से अभिप्राय है, सामान्य प्रशासन विभाग में हरियाणा सरकार ।

सहायक के पद पर पदोन्नति के लिए पात्रता

3. कोई भी व्यक्ति सहायक के पद पर पदोन्नति द्वारा नियुक्त नहीं होगा जब तक कि वह विहित शैक्षणिक योग्यताएं एवं अनुभव के अतिरिक्त इन नियमों के परिशिष्ट में दिये गये पाठ्यक्रम के अनुसार सहायक परीक्षा पास नहीं कर लेता;

परन्तु ऐसा व्यक्ति, जो 50 वर्ष या इससे अधिक आयु का हो, या जिसने उसी विभाग में लिपिक या किसी अन्य पद पर चाहे पदनाम कुछ भी हो, जिससे सहायक के पद पर पदोन्नत किया जा सके, 15 वर्ष की नियमित सेवा पूरी कर ली हो, के लिए सहायक ग्रेड परीक्षा पास करनी अनिवार्य नहीं होगी;

परन्तु यदि सेवा में, सहायक के पद पर पदोन्नति हेतु परीक्षा पास किया हुआ व्यक्ति उपलब्ध नहीं होता है तो नियुक्त प्राधिकारी उस व्यक्ति को जब तक वह विहित परीक्षा पास नहीं कर लेता या कोई अन्य व्यक्ति जिसने यह परीक्षा पास कर ली है, उपलब्ध नहीं हो जाता, जो भी पहले हो को अस्थायी तौर पर पदोन्नत कर सकता है ।

परीक्षा पदोन्नति का मूल आधार नहीं होगा

4. सहायक ग्रेड परीक्षा केवल एक क्वालिफाई टैस्ट है, पदोन्नति का एक मात्र आधार नहीं होगा । सरकार द्वारा समय-समय पर निर्धारित तरीके के दृष्टिगत, नियुक्त प्राधिकारी द्वारा सहायक के पद पर पदोन्नति टैस्ट पास करने पर, जबकि उसे छूट न दे दी गई हो, ज्येष्ठता एवं सेवा रिकार्ड पर विचार करते हुए की जायेगी ।

परीक्षा का संयोजन

5. (1) परीक्षा में दो प्रश्न-पत्र होंगे तथा प्रत्येक प्रश्न-पत्र 100 अंकों का होगा। प्रथम प्रश्न पत्र में नोटिस, प्रारूपीकरण, हिन्दी भाषा में प्रेसी लेखण तथा अनुवाद विषय होंगे, और दूसरा प्रश्न पत्र लेखा तथा सेवा विषयों पर होगा और जहां तक हो सके 75 अंकों का प्रश्न-पत्र पंजाब सिविल सेवा नियम (जोकि हरियाणा राज्य में लागू है) तथा शेष पंजाब वित्त नियम, पंजाब बजट निर्देशिका तथा पंजाब अनुषंगी खजाना नियम (जोकि हरियाणा राज्य में लागू है) से होगा।

(2) दोनों प्रश्न-पत्रों का विस्तृत पाठ्यक्रम इन नियमों के परिशिष्ट में यथा विनिर्दिष्ट होगा।

(3) उम्मीदवारों को दूसरा प्रश्न-पत्र पुस्तकों की सहायता से अंग्रेजी या हिन्दी भाषा में हल करने का विकल्प होगा।

परीक्षा में उत्तीर्ण।

6. कोई व्यक्ति यदि वह प्रत्येक प्रश्न पत्र में कम से कम 50 प्रतिशत अंक प्राप्त करता है तो उसे परीक्षा में उत्तीर्ण समझा जायेगा।

परीक्षा का आयोजन।

7. परीक्षा साधारणतय वर्ष में दो बार जनवरी तथा जुलाई के महीनों में या सरकार द्वारा समय समय पर निर्धारित महीनों में आयोजित की जायेगी।

परीक्षा में बैठने के लिए व्यक्तियों की पात्रता

8. ऐसे सभी व्यक्ति जो कि लिपिक या अन्य समान पद जिनका पदनाम कोई भी हो तथा जिनसे सहायक के पद पर पदोन्नति की जाती हो परिवीक्षा अवधि सफलतापूर्वक पूरी करने पर परीक्षा में बैठने के लिए पात्र होंगे।

परीक्षा में उत्तीर्ण होने के लिए अवसरों की संख्या।

9. कोई भी व्यक्ति परीक्षा पास करने के लिये कितने ही अवसर ले सकता है।

ज्येष्ठता का संरक्षण

10. इन नियमों में किसी बात के होते हुये भी यदि कोई व्यक्ति लिपिक या इसके समकक्ष कोई पद चाहे उसका पदनाम कुछ भी हो, पर कार्यरत हो जिससे वह सहायक के पद पर पदोन्नत किया जा सकता है नियम 8 के अनुसार पात्र बनने के बाद उसे उपलब्ध प्रथम पांच अवसरों में परीक्षा उत्तीर्ण कर लेता है तो सहायक पद पर पदोन्नति स्थानापन्न हैसियत में होगी और उसकी सहायक संवर्ग में ज्येष्ठता पूर्व पद जहां से वह सहायक के पद पर पदोन्नत किया गया था, ज्येष्ठता के अनुसार निश्चित की जायेगी।

परन्तु यदि ऐसा व्यक्ति पूर्वोक्त पांच अवसरों में परीक्षा में असफल रहता है या नियम 3 के अधीन उसे परीक्षा पास करने में छूट दी गई है तो सहायक के पद पर पदोन्नति पर उसे सहायक संवर्ग में ज्येष्ठता इस तिथि से दी जायेगी जिस तिथि को वह पदोन्नत किया गया है।

टिप्पणी।

परीक्षा में न बैठने की दशा में कर्मचारी अनुत्तीर्ण समझा जायेगा।

अध्यारोही प्रभाव

11. किसी अन्य सेवा नियम जिसमें सेवा नियुक्ति और अन्य सेवा शर्तें निहित हैं और इस समय लागू हैं, में वर्णित प्रावधान के बावजूद इन नियमों के प्रावधानों का अध्यारोही प्रभाव होगा ।

छूट देने की शक्तियां

12. जहां सरकार की राय में ऐसा किया जाना आवश्यक व उचित हो यह लिखित रूप में कारणों को अभिलिखित करते हुए आदेशों द्वारा किसी वर्ग या श्रेणी या व्यक्तियों को इन नियमों के प्रवर्तन में छूट दे सकता है और ऐसी छूट भविष्य में भी लागू रहेगी ।

व्याख्या

13. इन नियमों के किसी भी उपबन्ध की व्याख्या पर, यदि कोई संदेह हो, तो मामला निर्णायार्थ सरकार को भेजा जायेगा ।

परिशिष्ट

सहायक ग्रेड परीक्षा के लिये पाठ्यक्रम

(नियम 4)

देखिए नियम 3 तथा 5(2)

प्रश्न - पत्र - I

अधिकतम अंक - 100

समय : 3 घंटे

नोटिंग, प्रारूपीकरण, सारलेखन तथा अनुवाद

1.	(क) नोटिंग	30 अंक
	(ख) ड्राफ्टिंग	30 अंक
2.	प्रैसी लेखन	20 अंक
3.	हिन्दी अंग्रेजी में अनुवाद	10 अंक
4.	अंग्रेजी से हिन्दी में अनुवाद	10 अंक

प्रश्न - पत्र - II

अधिकतम अंक - 100

समय : 3 घंटे

75 अंक

लेखा तथा सेवा सम्बन्धी मामले

(पुस्तकों की सहायता से)

हरियाणा राज्य को यथा लागू (पंजाब सिविल सेवा नियम)

जिल्द - I भाग - I

अध्याय I	प्रार्थना पत्र का विस्तार	पूर्ण
अध्याय II	परिभाषाएं	पूर्ण
अध्याय III	सेवा की अन्य शर्तें	पूर्ण
अध्याय IV	वेतन	पूर्ण
अध्याय V	वेतन नियम में बढ़ोतरी 5.1, से 5.14, 5.55 से 5.64	
अध्याय VII	सेवा में पादच्युति हटाना और निलम्बन	पूर्ण
अध्याय VIII	अवकाश नियम 8.91, 8.113 से 8.123, 8.130 से 8.140 तक	पूर्ण
अध्याय IX	उपस्थिति समय नियम 9.1 से 9.15, 9.18 से 9.20	
अध्याय XII	सेवाओं का अभिलेखा ।	

इसमें व्यवहारिक समस्याएं (I) सेवा पुस्तकों में प्रदर्शित प्रोफार्मा में अवकाश खाते तैयार करना (II) वेतन नियतन (III) निलम्बन के दौरान सरकारी कर्मचारियों को गुजारा भत्ता देय सम्मिलित किया जा सकता है ।

2. पंजाब सिविल सेवा नियम जिल्द - II

अध्याय 1 से 9 तथा 11 से 13 ।

3. पंजाब सिविल सेवा नियम जिल्द - III यात्रा भत्ता नियम ।

4. पंजाब वित्त नियम जिल्द - I और अध्याय - II 25 अंक

IV, V, VII और VIII

अध्याय X के नियम 10.13 से 10.27, अध्याय 15, 16 तथा 18 ।

5. पंजाब वित्त नियम जिल्द - II, परिशिष्ट 2 से 4, 14 से 16 और 19

6. पंजाब बजट निर्देशिका अध्याय 2 से 5, 7 और 12 से 14 ।

7. पंजाब अनुषंगी खजाना नियम अध्याय 2 के नियम 2.1 से 2.7 अध्याय III का नियम 3.1 से 3.9 अध्याय IV के नियम 4.1 से 4.55, 4.113 से 4.114 और 4.168 से 4.181 और अध्याय VI के नियम 6.2 और 6.3 ।

वी. एस. ओझा,
मुख्य सचिव, हरियाणा सरकार ।

(Authorised English Translation)

HARYANA GOVERNMENT

GENERAL ADMINISTRATION DEPARTMENT

Notification

The 25th June. 1992

No. G.S.R. 36/ConstArt. 309 and 318/92.—In exercise of the powers conferred by the proviso to article 309 and clause (b) of article 318 of the Constitution of India, the Governor of Haryana hereby makes the following rules, regulating the promotion of clerks to the posts of Assistants, namely :—

Short title

1. These rules may be called the Haryana State Assistant Grade Examination Rules, 1992.

Definitions

2. In these Rules, unless the context otherwise requires :—
 - (a) "Appointing authority" means the authority which has the powers to make appointment to the post of Assistant;
 - (b) "Assistant" means a civil post or a post in civil Service under the State of Haryana in rank designated as Assistant and includes all such posts, higher in rank to that of the post of Clerk, as are in the same or in an- identical pay scale and carry responsibilities similar to or identical with those of the post of Assistant; by whatever designation they may be called ;
 - (c) "Government" means the Government of the State of Haryana in the Department of General Administration ;

Eligibility for promotion to the post of Assistant.

3. No person shall be eligible for appointment by promotion to the post of Assistant, unless in addition to fulfilling the qualifications and experience prescribed for appointment by promotion to the post of Assistant he qualifies the examination as per syllabus given in Appendix to these rules :

Provide that a person who is of the age of 50 years or more or who has 15 years of regular service in the same Department on the post of Clerk or other posts by whatever designation called from which he could be appointed to the post of Assistant shall not be required to qualify the examination :

Provided further that if no person, who has qualified the examination, is available for promotion to the post of Assistant in the Service, the appointing authority may appoint a person by promotion to the post of Assistant on provisional basis till he qualifies the examination within the prescribed limit or a person who has so qualified the examination becomes available in service whichever is earlier.

Examinations not the sole basis of promotion.

4. Assistant Grade Examination shall only be the qualifying test and not the sole basis of promotion. Promotion shall be made on the basis of seniority and service record after qualifying the

test unless he is exempted, which shall be considered by the appointing authority at the time of promotion in the manner laid down by the Government from time to time.

Composition of Examination

5. (1) The examination shall consist of two papers of one hundred marks each, the first paper shall be on the subjects of noting, drafting, precis writing in Hindi language and translation and the second paper shall be on the subject of accounts and service matters and as far as may be, questions carrying seventy-five marks shall be from the Punjab Civil Services Rules (as applicable to the State of Haryana) and the rest from the Punjab Financial Rules, Punjab Budget Manual and Punjab Subsidiary Treasury Rules (as applicable to the State of Haryana).

(2) The detailed syllabus of the two papers shall be as specified in Appendix to these rules.

(3) The candidates shall have the option to answer the second paper with the aid of books either in English or in Hindi language.

Qualifying Examination.

6. A person shall be considered to have qualified the examination only if he secures atleast 50% marks in each paper.

Holding of Examination.

7. The examination shall ordinarily be held twice a year in the months of January and July or in such other months as may be specified by the Government from time to time.

Person eligible to sit in Examination.

8. All persons, holding the posts of clerks or other equivalent posts, by whatever designation called from which they could be appointed by promotion to the posts of Assistant shall be eligible to sit in the examination, after the completion of their probation period successfully.

Number of chances to qualify examination

9. A person may avail of any number of chances to qualify the examination.

Saving of seniority.

10. Notwithstanding anything contained in these rules, if a person holding the post of Clerk or any other equivalent post, whatever designation called, from which he could appointed by promotion to the post of an Assistant, qualifies the test within the first five chances available to him after becoming eligible under rule 8, he shall on his promotion in officiating capacity to the post of Assistant be assigned seniority in the cadre of Assistant in accordance with his seniority in the post from which he has been promoted to the post of Assistant:

Provided that if such a person fails to qualify the test within the aforesaid first five chances but does so later or he is exempted from qualifying the test under the proviso to rule 3 he shall, on his promotion to the post of Assistant be assigned seniority in the cadre of Assistant from the date he is promoted as such.

Note :—Failure to appear in the examination will be treated as failure to qualify the test.

Over riding effect.

11. The provisions of these rules shall have effect notwithstanding anything contained in any other rules governing the appointment and other condition of service for the time being in force.

Power of exemption.

12. Where the Government is of the opinion that it is necessary or expedient so to do, it may by order, for reasons to be recorded in writing, exempt any class or category or persons from the operation of these rules and such exemption shall operate prospectively.

Interpretation.

13. If any doubt as to the interpretation of any of the provisions of these rules arises, the matter shall be referred to the Government for decision.

Appendix

SYLLABUS FOR THE ASSISTANT GRADE EXAMINATION,

[See rules 3 and 5 (2)]

PAPER I

Maximum Marks : 100

Time allowed : 3 Hours

NOTING, DRAFTING, PRECIS WRITING AND TRANSLATION.

- | | | | |
|----|-----|-----------------------------------|----------|
| 1. | (a) | Noting | 30 Marks |
| | (b) | Drafting | 30 Marks |
| 2. | | Precis writing in Hindi | 20 Marks |
| 3. | | Translation from English to Hindi | 10 Marks |

PAPER II

Maximum Marks 100
Time allowed : 3 hours
75 Marks

ACCOUNTS AND SERVICE MATTERS

(with the aid of books)

1.	Punjab Civil Services Rules, Volume-I, Part-I (As applicable to Haryana State)	
Chapter - I	Extent of application	Full
Chapter-II	Definitions	Full
Chapter-III	General Condition of Service	Full
Chapter-IV	Pay	Full
Chapter-V	Addition to pay rules. 5.1 to 5.14, 5.55 to 5.64.	
Chapter-VII	Dismissal, Removal and Suspension	Full
Chapter-VIII	Leave, rules upto 8.91, 8.113 to 8.123,	Full
Chapter-IX	Joining time Rules 9.1 to 9.15, 9.18 to 9.20	
Chapter-XII	Records of Services. (This may include practical problems on (i) preparation of leave accounts in the proforma appended to the Service Book, (ii) fixation of pay (iii) subsistence allowance admissible to a Government employee under Suspension).	
II	Punjab Civil Services Rules, Volume-II. Chapter I to IX and XI to XIII.	
III.	Punjab Civil Services Rules, Volume-III, Travelling allowance rules.	
IV.	Punjab Financial Rules, Volume-I, Chapter II, IV, V, VII and VIII Rules 10.13 to 10.27 of Chapter X, Chapter XV, XVI, XVII and XVIII.	
V.	Punjab Financial Rules, Volume-II. Appendices 2 to 4, 14 to 16 and 19.	
VI.	Punjab Budget Manual Chapter 2 to 5, 7 and 12 to 14.	
VII.	Punjab Subsidiary Treasury Rules. Rules 2.1 to 2.7 of Chapter II, Rules 3.1 to 3.9 of Chapter-III Rules 4.1 to 4.55, 4.113 to 4.114 and 4.168 to 4.181 of Chapter-IV and Rules 6.2 and 6.3 of Chapter-VI	

B.S. OJHA,
Chief Secretary to Government, Haryana.

Compendium of Instructions on Career Development – Vol. IV

No. 2/38/92-2GS-I

From

The Chief Secretary to Government, Haryana.

To

- (1) All Heads of Departments. Commissioners Ambala/Hisar/Rohtak/Gurgaon Divisions Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.
- (2) The Registrar Punjab & Haryana High Court. Chandigarh.

Dated Chandigarh, the 25th November. 93.

Subject :- Procedure to be followed in cases where the turn of an official whose conduct is the subject of inquiry comes for promotion to higher post.

Sir,

I am directed to refer to Haryana Government letter No. 6034-2GS-1- 71/32498, dated the 18th November, 1971 on the subject noted above wherein a procedure to be followed in the cases of promotion of an official whose conduct is subject of an inquiry has been laid down. According to these instructions the employees against whom inquiry /departmental proceedings under rule 7 or 8 of the Punishment & Appeal Rules/Criminal Proceedings are pending are ignored for promotion or their promotion is withheld till the finalisation of the proceedings. The matter has been engaging the attention of the Govt. for sometime past and after careful consideration it has now been decided that the cases of such employee should be reviewed after six months from the date when they were ignored for promotion/their promotion was withheld. Besides the other things the progress of the proceeding” against them and their immediate finalisation should also be reviewed. Such review should be done after every six months. The instructions referred to above should be treated to have been amended to this extent.

It is requested that the above instructions may be brought to the notice of all concerned for strict compliance.

Sd/-

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

A copy is forwarded to all the Financial Commissioners/Commissioners and Secretaries to Govt. Haryana for information and necessary action.

Sd/-

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

All the Financial Commissioners/Commissioners and Secretaries to Government, Haryana.

UO. No. 2/38/92-2GS-I

Dated Chandigarh, the 25th November, 1993.

No. 2/10/92-2GSI

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Departments, Commissioners, Ambala, Hissar, Rohtak and Gurgaon Divisions
2. All the Deputy Commissioners and Sub-Divisional Officers (Civil) in Haryana.
3. Registrar, Punjab and Haryana High Court, Chandigarh.

Dated Chandigarh, the 22nd April 1994.

Subject :- Pre-matter promotion to higher posts- Starting Salary.

Sir

I am directed to invite your attention to the instructions issued *vide* Haryana Government letter No. 4044-2GSI-71/23800, dated 17th August, 1971, and other instructions issued from time to time on the subject noted above and to say that with the general revision of pay scales from 1-4-79 and 1-1-86 the pay scales of the lower and the higher promotional posts have become over-lapping. According to the instructions referred to above when an officer who has been promoted to the post does not fulfil the condition regarding the minimum of years' service in the lower rank provided for promotion to that post he is to be allowed the minimum of the grade of the higher post and is given increment in that grade only when he has completed the deficiency in the minimum period of service prescribed for the lower post and thereafter completes one years service in the higher scale to which he has been promoted. In view of the over-lapping scales instances have come to the notice of Government where the employees have been promoted to the higher post are already drawing basic pay on the lower post higher than that of the minimum of the higher promotional post. In such cases if instructions are made applicable the employees, so promoted pre-maturely stand to loose instead of getting any benefit of their promotion. The matter has been engaging the attention of the Government for sometime past and it has now been decided that the pay of the employees who are given premature promotion should be regulated in the following manner :—

1. If on pre-mature, promotion the minimum of the pay scale of the promotional higher post is higher than the basic pay draws on the lower post, the minimum pay of the higher post may be allowed till the completion of deficiency in experience. In case, during the deficiency in experience the presumptive pay of the lower post exceeds the minimum of the higher post, the pay of the lower post will be protected from time to time.
2. If, at the time of pre-mature promotion, the pay drawn on the lower post is higher than the minimum of the pay scale of the higher post, the pay drawn on the lower post may be protected from time to time.
3. The pay under the provisions of normal rules of CSR wherever applicable shall be fixed only from the date of completion of experience on the lower post.

Compendium of Instructions on Career Development – Vol. IV

2. The instructions issued vide Haryana Government letter No. 4044-2GSI-71/23800, dated the 17th August, 1971 should be considered to have been modified to this extent.
3. The concurrence of the Finance Department in the above mentioned modification has been obtained vide their U. O. No. 1/1(131/92-FRI, dated the 9th January, 1994.
4. The receipt of this communication may please be acknowledged.

Yours faithfully,

Sd/-

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

A Copy is forwarder to the all Financial Commissioners/Commissioners and Secretaries to Government, Haryana, for information and necessary action.

Sd/-

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

To

All the Financial Commissioners/Commissioners and Secretaries to Government, Haryana.

U. O. No- 4/10/92-2GSI

Dated Chandigarh. the 22nd April, 1994

No. 13/5/88-2GS-II

From

The Chief Secretary to Government, Haryana.

To

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

Dated Chandigarh, the 22nd July, 1994

Subject :- Abolition of Haryana State Assistant Grade Examination Rules, 1992.

Sir,

I am directed to invite your attention to letter No. 13/5/88-2GS-II dated 3rd December, 1993 on the Subject noted above and to enclose a copy of Notification No. G.S.R. 47/ Const./Art. 309 and 318/94 dated the 3rd June, 1994 for information and necessary action.

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

Yours faithfully

Sd/-

Superintendent, General Services-II,
for Chief Secretary to Government, Haryana.

A copy along with a copy of Notification dated 3rd June, 1994 is forwarded to all the Financial Commissioners and Administrative Secretaries to Govt., Haryana for information and necessary action.

Sd/-

Superintendent, General Services-II,
for Chief Secretary to Government, Haryana.

To

The Financial Commissioners

All Administrative Secretaries to Govt., Haryana.

U.O. No. 13/5/88-2GS-II

Dated Chandigarh, the 22nd July, 1994.

No. 5/2/97-2GSI

From

The Chief Secretary to Govt., Haryana.

To

1. All the Heads of Departments;
2. The Commissioners, Ambala, Hisar, Rohtak and Gurgaon Division and all the Deputy Commissioners and Sub-Divisional Officers (Civil) in Haryana; and
3. Registrar, Punjab & Haryana High Court, Chandigarh.

Dated Chandigarh, the 4th July, 1997.

Subject:- Departmental Test for promotion of Class-III & IV Employees to the posts of Clerks.

Sir,

I am directed to refer to Haryana Government letter No. 1507-5GSI-73/8724, dated 30th March, 1973, letter No. 3077-5GSI-74/13841, dated 13-6-74, letter No. 1259-5GSI-74/13840, dated 13th June, 1974 and letter No. 34/23/81-6GSI, dated 21st May, 1981 relating to promotion of Class-III and IV employees to the post of Clerk and to say that as per policy of the State Government, 20 % posts in the cadre of Clerks in each department are required to be reserved for filling by promotion from such Class-III and IV employees as are matriculate and have put in 5 'years' service on their respective Class-III or IV posts and their scale of pay is less than or equal to the scale of pay of Clerk. Such promotions are made on the basis of seniority-cum-fitness.

2. It has been observed that most of the Class-III and IV employees who are promoted as Clerks are not able to discharge duties of their new assignments. There are widespread malpractices in obtaining the matriculation certificate from certain Boards and Universities through middlemen without going through the due examination procedure. In order to ensure that the person being promoted is suitable for the job of Clerk. Government have decided to introduce a system of Departmental test for filling up the posts of Clerks by promotion under the 20% posts reserved for Class-III and IV employees. It is a major promotion by selection and Government is competent to lay down selection procedure.

3. It is accordingly requested that when the turn of such employees comes up for promotion to the post of Clerk, they should be put to a written test of Hindi and English languages of the matriculation level by the Head of department concerned and only on being qualified shall be promoted to the post of Clerk. The inter-se-seniority of so promoted employees shall be determined according to their seniority position in their respective cadres, if the persons being promoted belong to the same cadre. In case the persons being promoted belong to different cadres, their length of service shall be relevant for the purpose of determining their inter-se-seniority on the initial post in the department.

4. With these instructions coming into force, instructions issued vide letter No. 1507-5GSI-73/8724, dated 30th March, 1973 would stand modified to the extent that after passing the Departmental Test, employee will be promoted as Clerk on regular basis subject to the approval of S.S.S. Board Haryana for which the case shall be taken up by the concerned department immediately and the promotee shall be on probation for a period of one year from the date of promotion. Rest of the conditions would remain unchanged.

Promotion

5. These instructions may be brought to the notice of all concerned for strict compliance.

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/
Commissioners and Secretaries to Govt.. Haryana.

Sd/-

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

To

All the Financial Commissioners /Commissioners & Secretaries to Govt., Haryana.

U.O. No. 5/2/97-2GSI

Dated Chandigarh, the 4th July, 1997

हरियाणा सरकार

सामान्य प्रशासन विभाग

अधिसूचना

दिनांक 24 जुलाई, 1998

संख्या सा0 का0 नि0 82/सवि0/अनुच्छेद 309/98 - भारत के संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रदान की गई शक्तियों का प्रयोग करते हुए, हरियाणा के राज्यपाल, इसके द्वारा, हरियाणा राज्य के सभी विभागों के ग्रुप ग और घ कर्मचारियों की लिपिक के पद पर पदोन्नति को विनियमित करने के लिये निम्नलिखित नियम बनाते हैं, अर्थात्:-

संक्षिप्त नाम, विस्तार तथा प्रारम्भ

- (1) ये नियम हरियाणा सिविल सेवाएं (ग्रुप ग और घ कर्मचारियों की पदोन्नति) नियम, 1998 कहे जा सकते हैं।
- (2) राजपत्र में उनके प्रकाशन की तिथि से लागू होंगे।

लागू होना

- ये नियम लिपिक के पद पर पदोन्नति के संबंध में हरियाणा राज्य के सभी विभागों के सभी ग्रुप ग और घ के कर्मचारियों को लागू होंगे।

पदोन्नति के लिए पात्रता

- इस निमित्त बनाये गये किन्हीं अन्य नियमों में किसी बात के प्रतिकूल होते हुए भी, ऐसे ग्रुप ग और घ कर्मचारी जो दसवीं पास हैं और ग्रुप ग और घ पदों पर पांच वर्ष की सेवा की हो, या ग्रुप ग और ग्रुप घ दोनों पदों पर पांच वर्ष का संयुक्त अनुभव हो, जिनका वेतनमान लिपिक के वेतनमान से कम अथवा बराबर है, उनके लिये आरक्षित लिपिकों के 20 प्रतिशत पदों पर, पदोन्नति के लिये पात्र होंगे। जब ऐसे कर्मचारियों की लिपिक के पद पर पदोन्नति हेतु बारी आती है। तब उन्हें सम्बद्ध विभागाध्यक्ष द्वारा संचालित की जाने वाली मैट्रिक स्तर की हिन्दी और अंग्रेजी भाषाओं में लिखित विभागीय परीक्षा पास करनी होगी और केवल परीक्षा में पास होने पर ही, लिपिक के पद पर पदोन्नति के लिये उन पर विचार किया जायेगा। ऐसी पदोन्नतियां ज्येष्ठता एवं योग्यता के आधार पर की जायेंगी।

पदोन्नतियां

- ऐसे पदोन्नत किये गये कर्मचारियों की परस्पर ज्येष्ठता उनके अपने संवर्ग में उनके ज्येष्ठता क्रम के अनुसार निर्धारित की जायेंगी, यदि पदोन्नत किये जाने वाले व्यक्ति उसी संवर्ग से सम्बन्ध रखते हैं। यदि पदोन्नत किये जाने वाले व्यक्ति विभिन्न संवर्गों से सम्बन्ध रखते हों तो उनका सेवाकाल विभाग में उनके प्रारम्भिक पद पर उनकी परस्पर ज्येष्ठता निर्धारित करने के प्रयोजन के लिये सुसंगत होगा।

राम0 एस0 वर्मा,

मुख्य सचिव, हरियाणा सरकार।

HARYANA GOVERNMENT
GENERAL ADMINISTRATION DEPARTMENT

Notification

The 24th July, 1998

No. G.S.R. 82/Const./Art. 309/98 In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules regulating the promotion of Group C and Group D employees of all the departments of the State of Haryana to the post of Clerk, namely : —

Short title, extent and commencement

1. (1) These rules may be called the Haryana Civil Services (Promotion of Group C and Group D Employees) Rules, 1998.
- (2) They shall come into force on the date of their publication in the official Gazette.

Application

2. These rules shall apply to all Group C and Group D employees of all the departments of the State of Haryana in respect of promotion to the post of Clerk.

Eligibility for promotion

3. Notwithstanding anything to the contrary contained in any other service rules framed in this behalf, Group C and Group D employees who are Matriculate and have put in five years service on Group C or Group D posts or combined experience of five years on both Group C and Group D posts, whose scales of pay are less than or equal to the scale of the post of Clerk, shall be eligible for promotion to the 20 percent posts of Clerk reserved for them. When the turn of such employees comes up for promotion to the post of Clerk, they shall have to pass a written departmental test in Hindi and English languages of the Matriculation level to be conducted by the Head of the Department concerned and only on being qualified they shall be considered for promotion to the post of Clerk. Such promotion shall be made on the basis of seniority-cum-fitness.

Seniority

4. The *inter-se* seniority of such promoted employees shall be determined according to their seniority position in their respective cadres, if the persons being promoted belong to the same cadre. In case the persons being promoted belong to different cadres, their length of service shall be relevant for the purpose of determining their *inter-se* seniority on the initial post in the department.

RAM S. VERMA,
Chief Secretary to Government, Haryana.

No. 5/2/98-2GSI

From

The Chief Secretary to Governments, Haryana.

To

1. All Heads of Departments;
2. The Commissioners, Ambala/Hisar/Rohtak/Gurgaon Divisions;
3. All Deputy Commissioners and Sub-Divisional Officers (Civil) in Haryana; and
4. The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated Chandigarh, the August 28, 1998.

Subject:- Departmental Test for promotion of Class-III & Class-IV employees to the posts of Clerks.

Sir,

I am directed to refer to Haryana Govt. instructions issued vide letter No. 5/2/97-2GSI, dated 4th July, 1997 on the subject noted above wherein a qualifying test of matric level for filling up the posts of Clerks by promotion under the 20% posts of Clerks reserved for Class-III and IV employees was introduced.

2. The employees working in various departments of the State Government had questioned the validity of the instructions dated 4th July, 1997 by way of Civil Writ Petitions in the Punjab & Haryana High Court. In one of such Civil Writ Petitions bearing No. 14544/1997 filed by the employees of Industries Department Haryana, the Hon'ble High Court vide its judgement dated 3.12.97 has quashed that portion of the instructions dated 4th July, 1997 which prescribed passing of a test for being considered for promotion from Class-III & IV posts to the post of Clerk. Giving the rationale, the Hon'ble High Court observed that service conditions laid down in the rules could be varied only by way of amending the rules and not by way of issuing instructions.

3. In the light of the aforesaid judgement of the Hon'ble High Court, the State Government, has framed General Rules, namely, the Haryana Civil Services (Promotion of Group—C and Group—D Employees) Rules, 1998 to enforce the system of departmental test in all the departments of the State Government. A copy of the Haryana Government notification No. GSR. 82/Const./Art. 309/98, dated 24.7.98 in this regard is sent herewith for strict implementation of the amended Rules in all cases of vacancies arising after 24.7.98. In other words these Rules shall have prospective application.

4. The contents of these Rules may also be brought to the notice of all concerned for their information and strict compliance.

Yours faithfully,

Sd/-

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

Promotion

A copy is forwarded to all the Financial Commissioners/Commissioners and Secretaries to Government, Haryana for information and necessary action.

Sd/-

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

To

All the Financial Commissioners/Commissioners and Secretaries to Government, Haryana.

U.O. No. 5/2/98-2GSI

Dated Chandigarh, the August 28, 1998.

A copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State/Parliamentary Secretary for information of the Chief Minister/Ministers/ Ministers of State/Parliamentary Secretary.

Sd/-

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

To

The Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers,
Ministers of State Parliamentary Secretary.

U.O. No. 5/2/98-2GSI

Dated Chandigarh the August 28, 1998

No. 5/2/98-2 GSI

From

The Chief Secretary to Government Haryana.

To

1. All the Heads of Departments,
2. The Commissioners, Ambala/Hisar/Rohtak/Gurgaon Divisions;
3. The Registrar, Punjab & Haryana High Court. Chandigarh; and
4. All Deputy Commissioners and Sub-Divisional Officers (Civil) in Haryana.

Dated Chandigarh, the 7th December, 1999.

Subject :- Abolition of system of departmental written test for promotion of Group ‘C’ and Group ‘D’ employees to the posts of Clerks.

Sir,

I am directed to refer to Haryana Govt. letter No. 5/2/97-2GSI, dated 4th July, 1997 on the subject noted above whereby instructions were issued by the State Government to all Heads of Departments for introduction of a qualifying test of matric level for filling up the posts of Clerks by promotion under the 20% posts of Clerks reserved for Group ‘C’ and Group ‘D’ employees. Thereafter, the State Government has also framed General Service Rules namely, the Haryana Civil Services (Promotion of Group-C and Group-D Employees) Rules, 1998 vide Haryana Government Notification No. GSR. 82/Const./Art. 309/98, dated 24th July, 1998 to enforce the system of departmental written test in all the departments of the State Government. These rules were also circulated to all the Heads of Departments vide Haryana Govt. letter No. 5/2/98-2GSI, dated 28th August, 1998 for their application in their respective departments.

2. On reconsideration of the matter, the State Government has now decided to abolish the system of departmental written test introduced as above and revert to the old practice. In this context, a copy of the Haryana Govt. Notification No. G.S.R. 104/Const. /Art.309/99, dated 15th Nov., 1999 issued with regard to rescinding of the aforesaid notification dated 24th July, 1999 in order to abolish the system of departmental written test is sent herewith. Hence, the promotions of Group ‘C’ and Group ‘D’ employees to the posts of Clerks under the 20% quota reserved for such categories shall be made, as before.

3. These instructions may be brought to the notice of all concerned under their kind control for their information and compliance.

Yours faithfully,

Sd/-

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

Promotion

A copy is forwarded to all the Financial Commissioners/Commissioners and Secretaries to Government, Haryana for information and necessary action.

Sd/-

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

To

All the Financial Commissioners/Commissioners and Secretaries to Govt., Haryana.

U. O. No. 5/2/98-2GSI

Dated Chandigarh, the 7th December, 1999.

हरियाणा सरकार

सामान्य प्रशासन विभाग
(सामान्य सेवाएं - 1)

अधिसूचना

दिनांक 15 नवम्बर, 1999

संख्या सा0 का0 नि0 104 /संवि0 /अनुच्छेद 309 /99. भारत के संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रदान की गई शक्तियों तथा इस निमित्त उन्हें समर्थ बनाने वाली सभी अन्य शक्तियों का प्रयोग करते हुए, हरियाणा के राज्यपाल, इसके द्वारा हरियाणा सरकार, सामान्य प्रशासन विभाग, अधिसूचना संख्या सा0 का0 नि0 82 /संवि/अनुच्छेद 309/98, दिनांक 24 जुलाई, 1998 को विरुद्धित करते हैं।

राम एस0 वर्मा,
मुख्य सचिव, हरियाणा

(Authorised English Translation)

HARYANA GOVERNMENT

GENERAL ADMINISTRATION DEPARTMENT
(GENERAL SERVICES-1)

Notification

The 15th November, 1999

No. G.S.R. 104/Const./Art. 309/99.— In exercise of the powers conferred by proviso to article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Haryana hereby rescinds the Haryana Government, General Administration Department, Notification No. G.S.R 82/ Const./Art. 309/98, dated the 24th July, 1998.

RAM S. VERMA,
Chief Secretary to Government, Haryana.

क्रमांक 2/1/99-2 जी. एस. ।

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. आयुक्त अम्बाला, हिसार गुड़गांव तथा रोहतक मण्डल ।
 2. हरियाणा के सभी विभागाध्यक्ष ।
 3. रजिस्ट्रार, पंजाब एवं हरियाणा उच्च न्यायालय, चण्डीगढ़ ।
 4. सभी उपायुक्त, हरियाणा राज्य ।
- दिनांक चण्डीगढ़ 8 फरवरी, 2000

विषय: - दण्ड एवं अपील नियमावली के अधीन दोषी कर्मचारियों को सजा प्रदान करने सम्बन्धी दिशा निर्देश ।

महोदय,

मुझे निदेश हुआ है कि उपरोक्त विषय पर मैं आपका ध्यान सरकार के समसंख्यक पत्र दिनांक 27.8.90 की ओर दिलाऊँ जिस द्वारा सरकार ने यह हिदायतें जारी की थी कि दण्ड एवं अपील नियमावली के अधीन चल रही जांच में दोषी पाये जाने वाले कर्मचारियों को सजा देने से पूर्व यह सुनिश्चित कर लिया जाये व दोषी कर्मचारी को ऐसी सजा दी जाये जो निकट भविष्य में कर्मचारी की सेवा-निवृत्ति/पदोन्नति इत्यादि से प्रभावहीन न हो ।

2. सरकार के नोटिस में यह आया है कि विभिन्न विभागों द्वारा दोषी कर्मचारियों को सजा देते समय इन हिदायतों को ध्यान में नहीं रखा जा रहा अथवा जानकारी होते हुए भी दोषी कर्मचारी को वेतन वृद्धियां रोकने की सजा दी गई जिसके परिणामस्वरूप दोषी कर्मचारी को दी गई सजा निकट भविष्य में उसकी पदोन्नति सेवा निवृत्ति से प्रभावहीन हो गई तथा कर्मचारी दोषी होने पर भी सजा से बच गया । सरकार ने विभागों द्वारा की जा रही कोताही को गम्भीरता से लिया है।

3. मुझे निर्देश हुआ है कि मैं चर्चाधीन हिदायतें पुनः दोहराऊँ तथा अनुरोध करूँ कि यह हिदायतें दृढ़ता से पालना के लिए अधीन कार्य कर रहे सक्षम प्राधिकारियों के नोटिस में ला दी जायें ।

भवदीय,

हस्ताक्षर / -

अवर सचिव, सामान्य प्रशासन,

कृते: मुख्य सचिव, हरियाणा सरकार ।

एक प्रति सभी वित्तायुक्त/आयुक्त एवं सचिव, हरियाणा सरकार को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है ।

हस्ताक्षर / -

अवर सचिव, सामान्य प्रशासन,

कृते: मुख्य सचिव, हरियाणा सरकार।

सेवा में

सभी वित्तायुक्त/आयुक्त एवं सचिव, हरियाणा सरकार,

अशांक्रमांक 2/1/99-2जी. एस. ।

दिनांक 8.2.2000

Subject :- Setting up of Departmental Promotion Committees to consider the cases for promotions to Group A & B posts.

Will all the Administrative Secretaries to Government Haryana kindly refer to this department's instructions issued vide letter No. 2/10/97-2GS1, dated July 1, 1997, on the subject of expeditious disposal of promotion cases, wherein, the following procedure was laid down for expeditious disposal of the promotion cases-

“...In the month of November every year panel of all the anticipated vacancies of promotion quota up to the 31st December of the next year shall be prepared. Assessment of individual worth and suitability shall be made in the meetings where the Joint/Deputy/Under Secretary as well as Heads of Departments and Administrative Officer are present with entire record. The Administrative Secretary shall record the minutes of the meeting and put up to the competent authority for approval under the rules of business. This will obviate the need to make back references and will cut all delays.

Such meetings can be taken again if the above mentioned panel for the whole year expires so that promotions are done well in time..”

2. Attention is also invited to Haryana Government instructions issued vide U.Q.No.66/71 /84-7GS1 , dated 29th March, 1985 and the instructions issued from time to time regarding forwarding of promotion proposals to the H.P.S.C, as are referable to them under article 320(3) (b) of the Constitution of India, for their concurrence/approval.
3. On reconsideration of the matter, the State Government has decided to formulate Departmental Promotion Committees by all the departments of the State Government by associating a member of the Haryana Public Service Commission in the Committee to judge the suitability of officers/officials for promotions to Group A and B posts. It has also been decided that if the D.P.C. is held at the level of Administrative Secretary, then it would be Chaired by the Administrative Secretary and in case it is being held at the level of Head of the Department, then it will be Chaired by the Member of the HPSC nominated by the Chairman H.P.S.C for the purpose. The department would notify the date of holding of D.P.C. meeting well in advance to the H.P.S.C so that a member of the H.P.S.C. can be deputed to attend the meeting. The member of the H.P.S.C. would give his views in the D.P.C. meeting itself and, therefore, there would be no necessity to again refer the promotion cases to the H.P.S.C. for their concurrence/approval, as are referable to them under article 320(3)(b) of the Constitution of India.
4. The aforesaid instructions shall be deemed to have been modified to the extent indicated above.
5. These instructions should be brought to the notice of all concerned for necessary action and strict compliance.

Yours faithfully,

Sd/-

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

Compendium of Instructions on Career Development – Vol. IV

To

All the Administrative Secretaries to Government Haryana.

U.O.No.2/10/97-2GSI

Dated Chandigarh, the 9th Jan., 2002.

No.2/10/97-2GSI

Dated Chandigarh, the 9th Jan., 2002.

A copy is forwarded to the following for similar action:-

1. All the Heads of Departments, Commissioners Ambala, Hisar, Rohtak and Gurgaon Divisions;
2. The Registrar, Punjab & Haryana High Court, Chandigarh; and
3. All the Deputy Commissioners and Sub-Divisional Officers (Civil) in Haryana.

Sd/-

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

No.2/10/97-2GSI

Dated Chandigarh, the 9th Jan., 2002

A copy is forwarded to the Secretary, Haryana Public Service Commission in continuation of this department letter No. 66/75/2001-7GSI, dated 3.1.2002 for his information and necessary action.

Sd/-

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

Subject :- Setting up of Departmental Promotion Committees to consider the cases for promotions to Group A & B posts.

Will all the Administrative Secretaries to Government Haryana kindly refer to this departments instructions issued vide letter No. 2/ 10/97-2GS1, dated 9th January, 2002 on the subject noted above by which all the departments of the State Government have been directed to formulate Departmental Promotion Committees to consider the cases for promotion to Group A & B posts/ Attention is also invited to this department's instructions issued vide letter No.2/10/97-2GS1, dated July 1, 1997 whereby it was instructed to prepare a panel of all the anticipated vacancies of promotion quota up to 31st December of the next year in November every year.

2. Further keeping in view the demand made by various employees associations, the State Government has decided that Departmental Promotion Committees should meet within first quarter of each calendar year and a list of all the eligible persons for promotion against vacancies likely to arise during the course of the year should be prepared by it so that promotions can be made without any loss of time after a vacancy arises.

3. It has also been decided that the date of meeting should be fixed in consultation with Haryana Public Service Commission and the department would send the agenda note complete in all respect including copies of ACRs etc. for the D.P.C meeting to the H.P.S.C. at least 3 weeks before that of meeting.

4. The Government instructions dated 9th January, 2002, outlines the procedure about holding the Departmental Promotion Committee meeting and consultation with the H.P.S.C. It is further clarified that if the member of H.P.S.C. disagrees with the proposal of the department, he would record his views accordingly in the D.P.C. meeting itself. If the Administrative Secretary of the department does not agree with the views/ advice of the Member H.P.S.C. recorded in the D.P.C. meeting, the matter would be referred to Chief Secretary with whose approval the matter can be taken up again with H.P.S.C for reconsideration in terms of the provisions contained in Para-16 of Part-IV of the regulations and Instructions governing the work of the H.P.S.C.

5. The aforesaid instructions dated July I, 1997 shall be deemed to have been modified to the extent indicated above.

6. These instructions should be brought to the notice of all concerned for necessary action and strict compliance.

Yours faithfully,

Sd/-

Under Secretary, General Administration
for Chief Secretary to Government Haryana

To

All the Administrative Secretaries to Government Haryana.

U.O.No.2/10/97-2GSI

Dated Chandigarh, the 6th Feb., 2002.

Compendium of Instructions on Career Development – Vol. IV

No. 2/10/97-2GSI

Dated Chandigarh, the 6th Feb., 2002.

A copy is forwarded to the following for similar action :-

1. All the heads of Departments, Commissioners Ambala, Hisar, Rohtak and Gurgaon Divisions;
2. The Registrar, Punjab & Haryana High Court, Chandigarh; and
3. All the Deputy Commissioners and Sub-Divisional Officers (Civil) in Haryana.

Sd/-

Under Secretary General Administration,
for Chief Secretary to Government Haryana

No. 2/10/97-2GS-I

Dated Chandigarh, the 6th- Feb, 2002.

A copy is forwarded to the Secretary, Haryana Public Service Commission in continuation of this department's instructions issued vide letter No. 2/10/97 -2GS1, dated 7th January, 2002 for his information, and necessary action.

Under Secretary General Administration,
for Chief secretary to Government Haryana

Subject:- Setting up of Departmental Promotion Committees to consider the cases for promotion to Group A & Group B posts.

Will all the Administrative Secretaries to Government Haryana kindly refer to this department's instructions issued vide letters of even. number dated 9th January, 2002 and 6th February, 2002 on the subject noted above?

2. All the departments were directed to formulate Departmental Promotion Committees to consider the cases for promotion to Group 'A' and Group 'B' posts vide the letters under reference. The cases of promotion to Group A & B posts are referable to the Haryana Public Service Commission for their concurrence/ approval under Article 320(3) (b) of the Constitution of India. As such, the departments vide letters under reference were directed to associate a member of the H.P.S.C. in the Departmental Promotion Committee with the objective to curtail time wasted in correspondence seeking approval of the H.P.S.C.

Some departments have referred queries to this office seeking clarification on the point whether the cases of promotion from one cadre to another cadre in the same Group of Service are to be placed before the Departmental Promotion Committee. In this regard, it is clarified that as per Rule 3 (o) of the Haryana Public Service Commission (Limitation of Functions) Regulations, 1972, no approval of the H.P.S.C. is required in the matter of promotion from one cadre to another within the same Group of service. Accordingly, the cases of promotion from one cadre to another within the same Group of service are not required to be placed before the Departmental Promotion Committee and as such, **the cases of promotion from one cadre to another within the same Group of service (i.e. from Class-I to Class-I and Class-II to Class-II itself) may not be placed before the Departmental Promotion Committee and may be processed for approval of the promotion from the authorities, as before.**

3. The instructions under reference shall be deemed to have been modified to the extent indicated above.

4. These instructions' may be brought to the notice of all concerned for necessary action and compliance.

Yours faithfully

Sd/-

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

To

All the Administrative Secretaries to Government Haryana.

U.O.No.2/10/97-2 GSI No.

Dated Chandigarh, the 5th June, 2003

No. 2/10/97-2GSI

Dated Chandigarh, the 5th June, 2003

A copy is forwarded to the following for information and necessary action in continuation

Compendium of Instructions on Career Development – Vol. IV

of this department's letters of even number dated 9th January, 2002 and 6th February, 2002 :—

1. All the Heads of Departments, Commissioners Ambala, Hisar, Rohtak and Gurgaon Divisions;
2. The Registrar, Punjab & Haryana High Court, Chandigarh; and
3. All the Deputy Commissioners and Sub-Divisional Officers (Civil) in Haryana.

Sd/-

Under Secretary General Administration,
for Chief Secretary to Government Haryana

No.2/10/97-GSI

Dated Chandigarh, the 5th June, 2003

A copy is forwarded to the Secretary, Haryana Public Service Commission in continuation of this department's letters of even number dated 9th January, 2002 and 6th February, 2002 for his information and necessary action.

Sd/-

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

Subject:- Setting up of Departmental Promotion Committees to consider the cases of promotions to Group A & B posts.

Will all the Administrative Secretaries to Government Haryana kindly refer to this department's instructions issued vide letter No. 2/10/97-2GSI dated 09.01.2002 and even number dated 6.2.2002 on the subject noted above by which all the departments of the State Government have been directed to formulate Departmental Promotion Committees to consider the cases for promotion to Group A & B posts. It was also decided that Departmental Promotion Committee should meet within first quarter of each calendar year and a list of all the eligible persons for promotion against vacancies likely to arise during the course of the year should be prepared by it so that promotions can be made without any loss of time after a vacancy arises.

2. Attention is also invited to the department's instructions issued vide U.O. No. 2/10/97-2GSI, dated 06.02.2002 whereby it was instructed that the date of meeting should be fixed in consultation with Haryana Public Service Commission and the department would send the agenda note complete in all respect including copies of ACRs etc. for the D.P.C. meeting to the Haryana Public Service Commission at least 3 weeks before the date of meeting.

3. It has been brought to the notice of Government that meeting of DPC are being convened by concerned departments by giving very short notice to the Haryana Public Service Commission and, therefore, they are unable to examine the record of the candidate properly. It is, therefore, requested that the notice to Haryana Public Service Commission should be given as per instructions i.e. at least 3 weeks before the date of meeting.

These instructions should be brought to the notice of all concerned for necessary action and strict compliance.

Sd/-
Superintendent General Services -I,
for Chief Secretary to Government Haryana

To

All the Administrative Secretaries to Government Haryana

U.O.No. 2/10/97-2GSI

Dated Chandigarh, the 15.06.2004

Subject:- Regarding validity of the recommendation of the Departmental Promotion Committee for promotion to Group A & B posts.

Will all the Administrative Secretaries to Government Haryana kindly refer to Government instructions issued by this department vide No.2/10/97-2GSI, dated 9th January, 2002 and instructions of even number dated 6th February, 2002 issued on the subject of Departmental Promotion Committee?

2 All the departments of State Government vide the letters under reference were directed to formulate Departmental Promotion Committee to consider the cases of promotions to Group A & B posts. A point has been raised by one of the department for clarification about the validity of recommendations of Departmental Promotion Committee for promotions to Group A & B posts.

3 The matter has been considered by the State Government in consultation with the Haryana Public Service Commission. It has been observed that the recommendations of the D.P.C. against the existing and anticipated vacancies are based on the calendar year. Hence, it has been decided that the recommendations of the D.P.C. regarding promotions to Group A & B posts shall remain in force till the last day of the calendar year i.e. 31st December and if the officers/ officials found suitable in the D.P.C. meeting could not be promoted up to that date for want of vacancies or for any other reason, the list/ recommendations of the D.P.C. should not be carried forward suo- moto for the succeeding calendar year and the cases of such officers/ officials shall again be placed before the D.P.C. in the next calendar year for adjudging their suitability for promotion.

4 These instructions should be brought to the notice of all concerned for their information and compliance.

Yours faithfully,

Sd/-

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

To

All the Administrative Secretaries to Government Haryana.

U.O.No.2/17/2004-2GSI

Dated Chandigarh, the 11th October, 2004.

No.2/17/2004-2GI

Dated Chandigarh. the 11th October. 2004

A copy is forwarded to the following for their information and compliance :-

1. All the Heads of Departments, Commissioners Ambala, Hisar, Rohtak and Gurgaon Divisions;
2. The Registrar, Punjab & Haryana High Court, Chandigarh; and
3. All the Deputy Commissioners and Sub-Divisional Officers (Civil) in Haryana.

Sd/-

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

Promotion

No.2/17/2004-2GS1

Dated Chandigarh, the 11th October, 2004.

A copy is forwarded to the Secretary, Haryana Public Service Commission, Chandigarh with reference to his letter No. P&G 59/98/14019, dated 31.8.2004 for his information and necessary action.

Sd/-

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

A copy is forwarded to the Principal Secretary/Deputy Principal Secretary/ Deputy Principal Secretary-II/ O.S.D./Senior Secretary to Chief Minister Haryana and Senior Secretary/ Secretary/ Private Secretary to Ministers/ State Ministers/ Chief Parliamentary Secretary for information.

Sd/-

Deputy Secretary General Administration,
for Chief Secretary to Government Haryana

To

The Principal Secretary/ Deputy Principal Secretary/ Deputy Principal Secretary-II/ O.S.D./ Senior Secretary to Chief Minister, Haryana and Senior Secretary/ Secretary/ Private Secretary to Ministers/ State Ministers/ Chief Parliamentary Secretary.

U.O. No. 2/17/2004-2GS1

Dated Chandigarh, the 11th October, 2004.

Endst.No.2/17/2004-2GS1

Dated Chandigarh, the 11th October, 2004.

A copy is forwarded to all the Branch Officers/ Superintendents/ Deputy Superintendents of Chief Secretary/ Financial Commissioner's office Haryana for information and necessary action.

Sd/-

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

No. 25/18/2005-4GSII

From
The Chief Secretary to Government Haryana.

To

1. All Heads of Departments in Haryana.
2. Commissioner, Ambala, Hisar, Rohtak and Gurgaon Divisions.
3. The Registrar, Punjab & Haryana High Court.
4. All Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.
5. The Registrars, M.D.U. Rohtak/K.U.Kurukshetra/ Ch. Charan Singh H.A.U.Hisar/
G.J.U. Hisar/Ch. Devi Lai University (Sirsa).

Dated Chandigarh, the 13.9.2005

Subject: Promotional avenues to the Group ‘C’ and ‘D’ employees on the posts of Drivers.

Sir,

I am directed to address you on the subject noted above and to say that it has been observed that in most of the service rules of Group ‘C’ employees of the departments, provision exists for promotion of Group ‘D’ and Group ‘C’ employees to the post of Driver if he has a valid driving licence to drive a jeep/car etc. and has at least five years service on a Group ‘D’ or ‘C’ post. No maximum age for an employee to qualify for promotion under this rule has been prescribed in the service rules of the departments.

The matter has been considered by the Government and it has been decided that the maximum age for an employee to qualify for promotion as Driver under the aforesaid rules shall be restricted to 50 years. In addition, he should have driving licence of driving cars and jeeps which is at least 5 years old.

You are requested to take immediate necessary action to carry out necessary amendment in the relevant Group ‘C’ service rules governing the post of Drivers of your department, wherever such a provision for promotion exists in the service rules.

These instructions should be brought to the notice of all concerned for their information and strict compliance.

The receipt of this communication may kindly be acknowledged.

Yours faithfully,

Sd/-

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

Promotion

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

- (1) All the Financial Commissioner & Principal Secretary to Government, Haryana.
- (2) All the Administrative Secretaries to Government Haryana
- (3) Senior Special Private Secretaries/ Senior Private Secretaries/ Private Secretaries to Chief Minister/ Ministers.
- (4) All Superintendents/Deputy Superintendents of Branches, Haryana Civil Secretariat and F.C. Office.

Sd/-

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

To

- (1) All the Financial Commissioner & Principal Secretary to Government, Haryana
- (2) All the Administrative Secretaries to Government, Haryana.
- (3) Senior Special Private Secretaries/ Senior Private Secretaries/ Private Secretaries to Chief Minister / Ministers.
- (4) All Superintendents/Deputy Superintendents of Branches Haryana Civil Secretariat and F.C. Office

U.O.No. 25/18/2005-4GSII

Dated Chandigarh, the 13.9.2005

Endst.No. 25/18/2005-4GSII

Dated Chandigarh, the 13.9.2005

A copy is forwarded to all the Managing Directors/Chief Administrators of Boards/Corporations in the State of Haryana for information & necessary action.

Sd/-

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

Subject:- Setting up of Departmental Promotion Committees to consider the cases of promotions to Group A & B posts.

Will all the Administrative Secretaries to Government Haryana kindly refer to government instructions issued by this department vide letter No. 2/10/97-2GSI dated 09.01.2002 on the subject noted above ?

2. Vide the letter under reference, all the departments of the State Government were directed to formulate Departmental Promotion Committees by associating one Member of the Haryana Public Service Commission to consider the cases for promotions to Group A & B posts. The decision to include one member of the Commission in the Committee was ostensibly taken to avoid the delay which had taken place under the old procedure with constant correspondence between the Government and the Commission. However, it appears that this revised procedure has not yielded the desired results and the employees in general seem to be unhappy about it.

3. The matter has been reconsidered by the State Government in view of the demand from the government employees. In order to cut delay and to ensure that the promotions of the deserving officers take place in time, it has been decided to withdraw the government instructions issued vide letter No.2/10/97-2GSI, dated 9th January, 2002 and to restore the earlier system of promotions contained in letter No.2/10/97-2GSI, dated July 1, 1997. Accordingly, now onwards, Departmental Promotion Committee comprising of departmental officers would consider the promotion cases of group A & B officers and thereafter will put up to the competent authority for approval under the rules of business. After the issue of promotion orders, the Commission shall be requested to grant its concurrence to the promotions approved by the Departmental Promotion Committee within one month from the date of receipt of the proposal. In case the Commission does not respond within this period, then its approval will be deemed to have been granted.

4. Rest of the instructions on the subject noted above issued from time to time will remain in force.

5. These instructions should be brought to the notice of all concerned for their information and compliance.

Sd/-

Deputy Secretary General Administration,
for Chief Secretary to Government Haryana

To

All the Administrative Secretaries to Government Haryana.

U.O.No. 2/10/97-2GSI

Dated Chandigarh, the 26th July, 2005.

Endst.No.2/10/97-2GSI

Dated Chandigarh, the 26th July, 2005.

A copy is forwarded to the following for similar action :-

1. All the Heads of Departments, Commissioners Ambala, Hisar, Rohtak and Gurgaon Divisions;

Promotion

2. The Registrar, Punjab & Haryana High Court, Chandigarh; and
3. All the Deputy Commissioners and Sub-Divisional Officers (Civil) in Haryana.

Sd/-

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

Endst.No.2/10/97-2GSI

Dated Chandigarh, the 26th July, 2005.

A copy is forwarded to the Secretary, Haryana Public Service Commission for his information and necessary action.

Sd/-

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

Subject:- Setting up of Departmental Promotion Committees to consider the cases of promotions to Group A & B posts.

Will all the Administrative Secretaries to Government Haryana kindly refer to the Government instructions issued by this department vide letter No. 2/10/97-2GSI dated 26th July, 2005 on the subject noted above?

2. Vide the letter under reference, it was decided that the Departmental Promotion Committee comprising of departmental officers would consider the promotion cases of Group A & B posts and thereafter will put up to the competent authority for approval under the rules of business. After the issue of promotion orders, the Commission shall be requested to grant its concurrence to the promotions approved by the Departmental Promotion Committee within one month from the date of receipt of the proposal. In case the Commission does not respond within this period, then its approval will be deemed to have been granted.

3. The matter has been reconsidered by the State Government and it has been decided to modify the instructions dated 26th July, 2005 to the extent that the promotions to Group A & B posts, after approval by the Departmental Promotion Committee and thereafter by the competent authority under the rules of business, shall be made subject to approval by the Haryana Public Service Commission. After the issue of promotion orders, the Commission shall be requested to grant its concurrence to the promotions within a month from the date of receipt of the proposal. In case the Commission does not respond within this period, deemed concurrence would be assumed. After the due prior approval of the Commission, another order deleting the condition mentioned regarding approval of the Haryana Public Service Commission in the earlier promotion orders, shall be issued separately.

4. These instructions should be brought to the notice of all concerned for their information and compliance.

Sd/-

Deputy Secretary General Administration,
for Chief Secretary to Government Haryana

To

All the Administrative Secretaries to Government Haryana.

U.O.No. 2/10/97-2GSI

Dated Chandigarh, the 22nd March, 2006.

Endst.No.2/10/97-2GSI

Dated Chandigarh, the 22nd March, 2006.

A copy is forwarded to the following for similar action :—

1. All the Heads of Departments, Commissioners Ambala, Hisar, Rohtak and Gurgaon Divisions;

Promotion

2. The Registrar, Punjab & Haryana High Court, Chandigarh; and
3. All the Deputy Commissioners and Sub-Divisional Officers (Civil) in Haryana.

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

Endst.No.2/10/97-2GSI

Dated Chandigarh, the 22nd March, 2006.

A copy is forwarded to the Secretary, Haryana Public Service Commission for his information with reference to his letter No. P&G 59/98/3767, dated 25.1.2006.

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

Compendium of Instructions on Career Development – Vol. IV

No. 2/5/2006-2GSI

From

The Chief Secretary to Government Haryana.

To

1. All Heads of Departments, Commissioners, Ambala, Hisar, Gurgaon and Rohtak Divisions;
2. The Registrar, Punjab and Haryana High Court, Chandigarh; and
3. All the Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.

Dated Chandigarh, the 31st May, 2006.

Subject:- Regarding consideration of promotion during the currency of stoppage of increments.

Sir,

I am directed to refer to the subject noted above and to invite your attention to para-2 of the Haryana Government instructions issued vide letter No.3508-4GS1-1-73/18540, dated 19.7.73 which inter-alia provide that if an employee has been awarded punishment of stoppage of one or more grade increments and his turn comes up for promotion during the currency of stoppage of his grade increment(s), the decision for his eligibility for promotion or otherwise should be taken keeping in view his overall record and he should be considered fit for promotion if his over all record makes him eligible for promotion notwithstanding the fact that the punishment awarded to him becomes ineffective on his promotion.

2. In a judgment of the Hon'ble Supreme Court in the case of State of Tamilnadu Versus Thiru K.S. Muragesan & others (C.A.Nos.3432-33 of 1995) decided on 28.2.1995, reported as 1995 (3) RSJ 271, this Hon'ble Court has held that :-

“.....Unless the period of punishment gets expired by efflux of time, the claim for consideration during the said period cannot be taken up. Otherwise, it would amount to retrospective promotion which is impermissible under the Rules and it would be a premium on misconduct. Doctrine of double jeopardy has no application and non- consideration is neither violative of Article 21 nor Article 14 read with Article 16 of the Constitution.....”

3. The State Government has considered the matter in the light of aforesaid judgment and it has been decided that no promotion should be allowed to any employee during the currency of punishment of stoppage of his grade increment (s). The instructions issued vide letters No.6034-2GS 1-71/32498, dated 18.11.71 and No.3508-4GS1-1-73/18540, dated 19.7.73 shall stand modified to the extent indicated above.

These instructions may be brought to the notice of all concerned for their information and strict compliance.

Yours faithfully,

Sd/-

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

Promotion

A copy is forwarded to all the Financial Commissioners and Principal Secretaries/ Commissioners and Secretaries to Government Haryana for information and necessary action.

Sd/-

Deputy Secretary General Administration,
for Chief Secretary to Government Haryana

To

All the Financial Commissioners and Principal Secretaries/
Commissioners and Secretaries to Government Haryana.

U.O.No. 13/2/2006-2GS1

Dated Chandigarh, the 31st May, 2006.

Endst.No. 13/2/2006-2GS1

Dated Chandigarh, the 31st May, 2006.

A copy is forwarded to All the Managing Directors of all the Boards/Corporations and Public Undertakings for their information.

Sd/-

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

A copy is forwarded to Principal Secretary/Additional Principal Secretary I & II/ OSD-I & II/ Senior Special Private Secretary/ Senior Private Secretary/ Private Secretary to Chief Minister/ Deputy Chief Minister/ Ministers for information.

Sd/-

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

To

Principal Secretary/Additional Principal Secretary I & II/ OSD-I & II/
Senior Special Private Secretary/ Senior Private Secretary/ Private
Secretary to Chief Minister/ Deputy Chief Minister/ Ministers.

U.O.No. 13/2/2006-2GS1

Dated Chandigarh, the 31st May, 2006.

Endst.No. 13/2/2006-2GS1

Dated Chandigarh, the 31st May, 2006.

A copy is forwarded to all the Superintendents/ Section Officers/ Deputy Superintendents and other officers in Haryana Civil Secretariat and Financial Commissioner's office for information and necessary action.

Sd/-

Deputy Secretary General Administration,
for Chief Secretary to Government Haryana

No. 62/39/2006-6GSI

From

The Chief Secretary to Government Haryana

To

1. All Heads of Departments. Commissioners, Ambala. Hisar, Rohtak and Gurgaon Divisions.
2. The Registrar, Punjab and Haryana High Court, Chandigarh
3. All Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.
4. Special Representative Haryana Bhawan, Copernicus Road, New Delhi.
5. All the Managing Directors of Boards/Corporations/Public Undertakings.
6. The Registrar, Maharishi Dayanand University, Rohtak, Kurukshetra University, Kurukshetra, Haryana Agriculture University, Hisar and Guru Jambheshwar University, Hisar and Ch. Devi Lal University, Sirsa.

Dated Chandigarh, the 31.10.2006

Subject: Promotion of effectiveness in public grievance redressal mechanism.

Sir/Madam,

I am directed to refer to the subject noted above and to say that the matter regarding promoting effectiveness in public grievance redressal mechanism had been engaging the attention of the Govt, for some time past. In this regard I am to state that NIC Haryana State Centre in association with the Department of Information Technology had developed web-based Online Grievance Information System (OGIS). This allows the complainant to register his/her grievance from a remote location. The Govt. feels that an institutionalized method should be made available for complaints to register the grievance online of the district & sub-divisional level given the present level of computer literacy and internet accessibility available to common citizens especially in rural areas. The Govt. has therefore, decided as follows :-

- (i) Kiosks with internet access may be opened at the district and sub-division headquarters which could be manned by persons engaged by the District Red Cross Society who would perform the task of reducing the complaint of the applicant into an electronic form on the Online Grievance Information System as well as provide information on the status of the complaint to the applicant.
- (ii) Every Department shall nominate a Grievance Officer who shall study the complaint so received online and transmit the same to the officer concerned with the redressal of the Grievance.
- (iii) the Grievance Officer of each department shall also monitor the status of redressal of grievances and inform the Head of the Department or Head of Office accordingly for taking suitable action.
- (iv) A formal launch of the OGIS shall be done after the institutional process relating to receipt, transmission, redressal & monitoring mechanisms are put in place.

Promotion

- (v) For any kind of technical assistance State Informatics Officer, NIC Haryana State Centre, Chandigarh at State Head Quarter & District Level Monitoring District Informatics Officers at respective district may be contacted.

For state level implementation the www.haryana.gov.in is the URL for accessing the software. The detailed guidelines and workflow for the implementation is attached herewith.

These instructions should be brought to the notice of all concerned for strict compliance.

Yours faithfully,

Sd/-

Deputy Secretary General Administration
for Chief Secretary to Government Haryana

A copy is forwarded to all the Financial Commissioners & Principal Secretaries/Commissioners & Secretaries to Government, Haryana, for information and necessary action.

Sd/-

Deputy Secretary General Administration,
for Chief Secretary to Government Haryana

To

All the Financial Commissioners & Principal Secretaries/
Commissioners & Secretaries to Government, Haryana

U.O. No. 62/39/2006-6GSI

Dated Chandigarh the 31.10.2006

Guidelines on Public Grievances Redressal Mechanism

In order to reduce the time of Public Grievances Redressal it is necessary to operate the websites at following the two levels.

1. District Level Public Grievances Redressal Mechanism
2. State Level Public Grievance Redressal Mechanism

1. District Level Public Grievances Redressal Mechanism

The first mechanism will be in place at each DC offices and SDM Offices where the redressal for the public grievances will be done at the District level. NIC has redesigned the application for implementation at the district level. This application will run on mini secretariat LAN, SWAN and sub division offices. This application will be loaded on the e-DISHA server of the district. This website at the districts will shorten the time taken for public grievances redressal as will save the time to transfer of grievances from state Hqrs. to district Hqrs. To run this application following mechanism will be required in place at the district level.

A) Identification of District Level Grievances Officer .

The District Level Grievances Officer will be overall In-Charge of the Grievances Redressal Cell In the District. His prime responsibilities will be :-

- a. To mark grievances received at the district to the District level department nodal officers and fix the timeline.
- b. Take the printout and send the grievances marked to the department who are not on the web.
- c. Monitor the redressal of grievances by issuing the reminders.
- d. Mark “**final**” the grievances addressed.

B) Identification District Level Department Nodal officers.

The Department level Nodal officer will be responsible for timely redressal of Grievances mark to him by the District Level Grievances officer. His prime responsibilities will be :-

- a. Regularly view the grievances marked to him.
- b. Take the appropriate action in consultation with HOD to address the grievances.
- c. Continuously review the status of redressal of Public Grievances at the Department level.
- d. Update the status on web or send the status to the District Level Grievances Officer.

2. State Level Public Grievances Redressal Mechanism

The second mechanism will be in place at State level .Where the redressal for the public grievances will be done at the State level. This application will run on Internet. This application will be loaded on the web server of state and will be accessible to all citizen on anywhere any time basis. To run this application following mechanism will be required in place at the district level.

A) Appointment of State Level Grievances Officer.

The State Level Grievances Officer will be overall In-Charge of the Grievances Redressal Cell at Haryana Civil Secretariat.. The prime responsibilities of **State Level Grievances Officer** will be :-

- e. To mark grievances received on the website to the Department level nodal officers posted at the various Department head offices and at various DC offices.
- f. Fix the timeline for redressal of Grievances .
- g. Monitor the redressal of grievances by issuing the reminders.
- h. Mark final the grievances addressed.

B) State Level Department Nodal Officers.

The Department Level Nodal officer will be responsible for timely redressal of Grievances mark to him by the State Level Grievances Officer. His prime responsibilities will be :-

- i. Regularly view the grievances marked to him.
- j. Take the appropriate action in consultation with HOD to address the grievances.’
- k. Continuously review the status of redressal of Public Grievances at the Department level.
- l. Update the status on web portal.

Work Flow Process for OGIS

OGIS is a Web based application so it will be put on Internet so that everyone can use it directly from there. It will also be put on Internet at Mini Secretariats. If there is a proper LAN and a Web Server.

A) Receipt Mechanism

Grievance can be submitted online as well as manually.

E Submit the grievance online

Any person who wants to submit the grievance online then he/she has to connect the Internet and open Internet Explorer. In address bar, write www.harvana.gov.in Through this website the grievance can be submitted. It will automatically generate a **Unique Grievance Number (YYNNNNNN where YY is last two digit of current year and last six digits are the number given to Grievance with in that year)**. This number will be used for all future references. Details of grievance submitted will be e- mailed back to applicant if he/she has given e-mail in his/her details.

E Submit the grievance DLeDCs

Applicant will submit his/her application to the DLeDC in the respective Mini Secretariat. Concerned operator from the Grievances Cell will enter application in the computer using OGIS software. After submitting grievance in computer, a receipt will be generated specifying a Unique Grievance Number (YYNNNNNN where YY is last two digit of current year and last six digits are the number given to Grievance within that year). This number will be used for all future references. The operator will forward the grievance to the District Level Grievance Officer for further action. Concerned operator will give the hard copy of this receipt to the applicant and also if he/she has specified the e-mail address then details of grievance submitted will be e-mailed back to applicant.

The details of grievance will also be sent to Department through e-mail for further action.

E Know the status of Grievance

To know the status of grievance, applicant has to just enter the Unique Grievance Number or his/her name by which he/she has submitted the Grievance. He/She will get the latest status of grievance. He/she can get the print of status also.

B) Transmission Mechanism

One Senior Officer will be responsible for handling all kinds of grievances. He will be named as Grievances Officer. For every location there will be a different Grievances Officer.

Grievances Officer has to login using username and password. He/She will get the list of all grievances submitted from his/her location.

Grievances officer will mark the grievance to the concerned officer of his/her location specifying the target date and comments. He/She can mark the same grievance to more than one officer.

C) Redressal Mechanism

The department Nodal Officer also has to login using his username and password. He/she will get the list of grievances marked by Central Grievances Officer.

Nodal Officer can update the status of grievance* specifying status (No action taken, in process, Mutually Agreed, Not Feasible, Sub-Judice, False complaints, Disposal of Grievance), expected date of completion and action taken.

Again Grievances Officer has to login to check the status of Grievance, if Concerned Officer has updated the status of grievance then Grievance Officer will see the updated status otherwise he will get the message that this grievance is pending. From there, Grievance Officer can send the reminder to the Nodal officer.

Again Nodal officer can update the status.

Status and Remarks updation can be done any number of times.

E Disposal of Grievance

If Nodal Officer wants to dispose off the grievance then he/she has to select the Status as Disposal of Grievance and update the status.

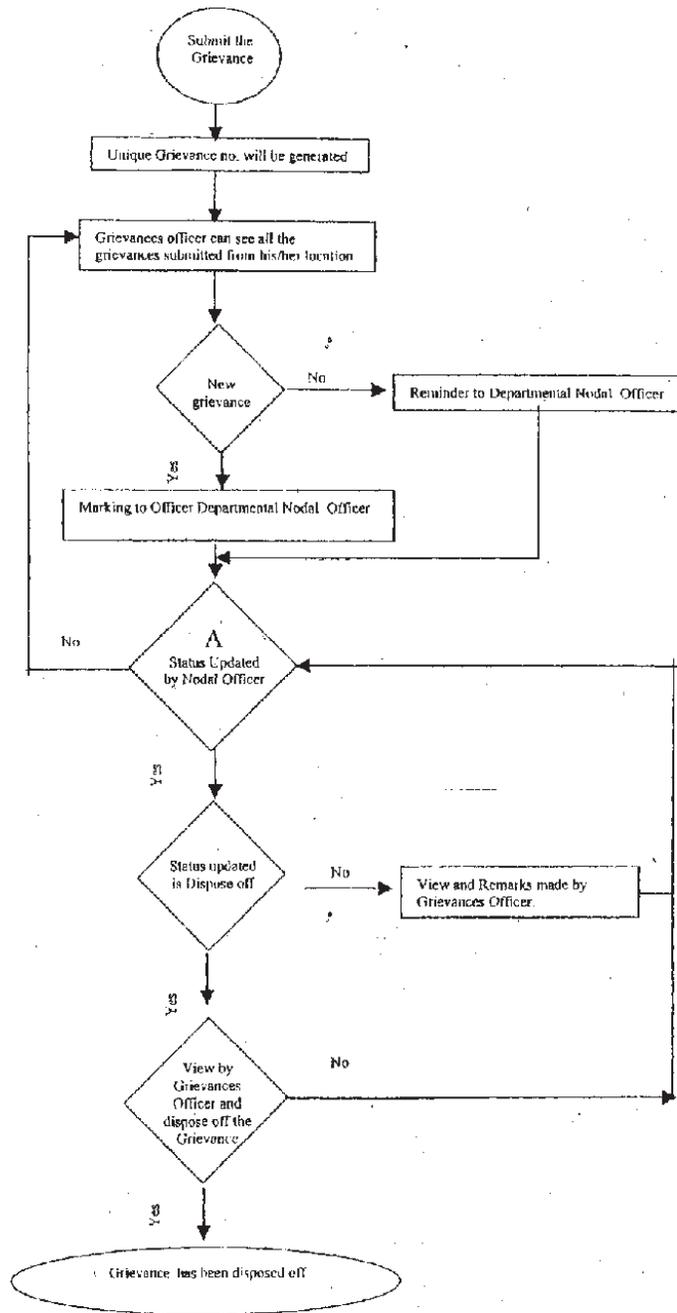
Then Grievances Officer may dispose off the grievance or he/she may ask the Nodal Officer to take the action again.

There will not be any status or remarks updation, once It is disposed of.

D) Monitoring Mechanism

Grievances Officer can monitor different reports like list of grievances, summary of grievances, details of pending grievances and list of disposed grievances.

Work Flow Diagram of OGIS



No. 2/33/2006- 2GSI

From

The Chief Secretary to Government Haryana.

To

1. All Heads of Departments, Commissioners, Ambala, Hisar, Gurgaon and Rohtak Divisions;
2. The Registrar, Punjab and Haryana High Court, Chandigarh; and
3. All the Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.

Dated Chandigarh, the 8th August, 2007.

Subject:- Amendment in the departmental service rules regarding the term 'experience' provided for in the rules for promotion to various posts.

Sir,

I am directed to refer to the subject noted above and to say that the service rules of all the departments provide for experience for a certain period for promotion to various posts. It has been observed that the experience gained on adhoc basis too, in some cases, is being taken into account towards the requisite experience for the purpose of promotion to higher posts whereas the intention of the rules is to count experience gained only while holding the post on regular basis. However, in order to have a clear-cut provision in the rules, the Government has decided that all the departments should amend their respective service rules by inserting a note therein that “ **the term 'experience' as used herein shall mean the service rendered in the department after regular appointment on the post.**”

The above decision may be brought to the notice of all concerned for their information and necessary action in the matter.

Yours faithfully,
(SUMITA MISRA)

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

A copy is forwarded to all the Financial Commissioners and Principal Secretaries, Commissioners and Secretaries to Government Haryana for similar action.

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

To

All the Financial Commissioners and Principal Secretaries/ Commissioners and Secretaries to Government Haryana.

U.O.No.2/33/2006-2GSI

Dated Chandigarh, the 8th August, 2007.

Compendium of Instructions on Career Development – Vol. IV

Endst. No.2/33/2006-2GS 1

Dated Chandigarh, the 8th August, 2007.

A copy is forwarded to All the Managing Directors of all the Boards/ Corporations and Public Undertakings for their information.

Sd/-

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

A copy is forwarded to Principal Secretary/Additional Principal Secretary I & II/ OSD-I & II Senior Special Private Secretary/ Senior Private Secretary/ Private Secretary to Chief Minister/ Deputy Chief Minister/ Ministers for information.

Sd/-

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

To

Principal Secretary/Additional Principal Secretary I & II/ OSD-I & II/ Senior Special Private Secretary/ Senior Private Secretary/ Private Secretary to Chief Minister/ Deputy Chief Minister/ Ministers.

U.O.No. 2/33/2006-2GS 1

Dated Chandigarh, the 8th August, 2007.

Endst. No. 2/33/2006-2GS1

Dated Chandigarh, the 8th August, 2007.

A copy is forwarded to all the Superintendents/ Section Officers/ Deputy Superintendents and other officers in Haryana Civil Secretariat and Financial Commissioner's Office for information and necessary action.

Sd/-

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

III

TYPE TEST

क्रमांक 12/59/89-2 जी० एस० I

प्रेषक

मुख्य सचिव, हरियाणा सरकार।

सेवा में

1. सभी विभागाध्यक्ष, सभी मण्डलों के आयुक्त तथा सभी उपायुक्त, हरियाणा ।
 2. रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय ।
- दिनांक चण्डीगढ़ 24-5-1990

विषय :- लिपिकों/टाईपिस्टों के पदों को भरना ।

महोदय,

मुझे आपका ध्यान हरियाणा सरकार के परिपत्र क्रमांक 39/4/79-जी० एस० I, दिनांक 3-4-1978 की ओर दिलाने और यह कहने का निदेश हुआ है कि यह देखने में आया है कि लिपिक प्रायः अंग्रेजी भाषा में टाईप टैस्ट पास करते हैं जिससे हिन्दी में किए जाने वाले सरकारी कार्य के निपटान में अनावश्यक देरी होती है। अतः सरकार ने मामले पर पुनः विचार करते हुए प्रशासनिक हित में यह निर्णय लिया है कि प्रत्येक लिपिक के लिये हिन्दी तथा इंग्लिश भाषा में क्रमशः 25 तथा 30 शब्द प्रति मिनट की गति से टाईप टैस्ट पास करना अनिवार्य होगा।

2. यह अनुरोध किया जाता है कि उम्मीदवारों को लिपिक के पद पर नियुक्ति पत्र जारी करते समय दोनों भाषाओं में उक्त गति से टाईप टैस्ट पास करने की शर्त उनके नियुक्ति पत्र में ही लगा दी जायें ।

यह हिदायतें तुरन्त प्रभाव से लागू होंगी । जो कर्मचारी लिपिक के पद पर कार्य कर रहे हैं उन पर लागू नहीं होंगी। इन हिदायतों का दृढ़ता से पालना किया जाये।

भवदीय,

हस्ता / -

अधीक्षक सामान्य सेवायें शाखा - I
कृते : मुख्य सचिव, हरियाणा सरकार।

क्रमांक 12/26/91-2 जी. एस. I

प्रेषक

मुख्य सचिव, हरियाणा सरकार।

सेवा में

- (1) हरियाणा के सभी विभागाध्यक्ष, आयुक्त अम्बाला, हिसार गुड़गांव तथा रोहतक मंडल।
- (2) सभी उपायुक्त तथा उप मण्डल अधिकारी।
- (3) रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय, चण्डीगढ़।

दिनांक, चण्डीगढ़ 2 अप्रैल, 1991

विषय :- लिपिकों/टाईपिस्टों के पदों को भरना।

महोदय,

मुझे निदेश हुआ है कि मैं आपका ध्यान हरियाणा सरकार के पत्र क्रमांक 12/59/89-2 जी.एस. I, दिनांक 24-5-1990 की ओर दिलाऊँ जिस द्वारा यह हिदायतें जारी की गई थीं कि उम्मीदवारों को लिपिकों के पदों पर नियुक्ति पत्र जारी करते समय अंग्रेजी तथा हिन्दी भाषाओं में क्रमशः 25 तथा 30 शब्द प्रति मिनट की गति से टाईप टैस्ट पास करने की शर्त उनके नियुक्ति पत्र में ही लगा दी जाये।

2. मामले पर आगे विचार किया गया है और यह निर्णय लिया गया है कि जो 45 वर्ष से या इससे अधिक आयु की विधवायें अनुग्रह पूर्वक अनुदान स्कीम के तहत लिपिकों के पदों पर नियुक्त की जाती हैं उन्हें टाईप टैस्ट से छूट प्रदान कर दी जाये। अतः जिन विधवाओं की आयु नियुक्ति पत्र जारी होने की तिथि को 45 वर्ष या इससे अधिक हो उनके नियुक्ति पत्रों में टाईप टैस्ट पास करने की शर्त न लगाई जाये। इस आयु की विधवायें जो इन हिदायतों के जारी होने से पूर्व सेवारत हैं और टाईप टैस्ट पास नहीं कर सकी हैं उन्हें भी तुरन्त प्रभाव से टाईप टैस्ट से छूट प्रदान कर दी जाये। कृपया इन हिदायतों की दृढ़ता से पालना के लिये अपने अधीन कार्य कर रहे सभी कर्मचारियों के ध्यान में ला दें।

भवदीय,

हस्ता / -

अधीक्षक सामान्य सेवार्यें शाखा - I
कृते : मुख्य सचिव, हरियाणा सरकार।

एक एक प्रति सभी वित्तायुक्तों/आयुक्तों एवं सचिवों को सूचनार्थ एवं आवश्यक कार्यवाही हेतु भेजी जाती है।

हस्ता / -

अधीक्षक सामान्य सेवार्यें शाखा - I
कृते : मुख्य सचिव, हरियाणा सरकार।

सेवा में

सभी वित्तायुक्त/आयुक्त एवं सचिव, हरियाणा सरकार।

अशा० क्रमांक 12/26/91- जी.एस. I

दिनांक 2 अप्रैल, 1991

एक एक प्रति मुख्य मंत्री के प्रधान सचिव अतिरिक्त प्रधान सचिव/विशेष कार्य अधिकारी, मंत्रियों /राज्य मंत्रियों/मुख्य संसदीय सचिव के सचिवों/निजी सचिवों को मुख्यमंत्री/ मंत्रियों / राज्य मंत्रियों तथा मुख्य संसदीय सचिव की सूचनार्थ भेजी जाती है।

हस्ता / -

अधीक्षक सामान्य सेवायें शाखा - I
कृते : मुख्य सचिव, हरियाणा सरकार।

सेवा में

मुख्य मंत्री के प्रधान सचिव/अतिरिक्त प्रधान सचिव/विशेष कार्य अधिकारी, मंत्रियों/राज्य मंत्रियों/मुख्य संसदीय सचिव के सचिवों/निजी सचिवों को मुख्य मंत्री/मंत्रियों/राज्य मंत्रियों तथा मुख्य संसदीय सचिव को सूचनार्थ भेजी जाती है।

अशा० क्रमांक 12/26/91- 2जी.एस. I

दिनांक 2 अप्रैल, 1991.

क्रमांक 12/59/89-2 जी.एस. I

प्रेषक

मुख्य सचिव, हरियाणा सरकार।

सेवा में

1. सभी विभागाध्यक्ष, आयुक्त अम्बाला, हिसार, रोहतक एवं गुड़गांव मण्डल।
2. सभी उपायुक्त एवं सभी उप मण्डल अधिकारी (नागरिक) हरियाणा राज्य।
3. रजिस्ट्रार, पंजाब एवं हरियाणा उच्च न्यायालय।

दिनांक, चण्डीगढ़ 8 जुलाई, 1991

विषय :- लिपिकों/टाईपिस्टों के पदों का भरना।

मुझे आपका ध्यान हरियाणा सरकार के परिपत्र क्रमांक 39/4/78-2 जी.एस. 1, दिनांक 3-4-78 तथा क्रमांक 12/59/89-2 जी.एस. 1, दिनांक 24.5.90, जिन द्वारा यह हिदायतें जारी की गई थी कि जो लिपिक दिनांक 24.5.90 या इससे पहले नियुक्त किए गए थे उनके लिए निर्धारित दर से अंग्रेजी या हिन्दी टाईप टैस्ट पास करना आवश्यक है तथा जो लिपिक इसके बाद नियुक्त किए जाएंगे उनके लिए दोनों भाषाओं में टाईप टैस्ट पास करना आवश्यक होगा, की ओर ध्यान दिलाने और यह कहने का निदेश हुआ है कि मामले पर आगे विचार किया गया है और यह निर्णय लिया गया है दिनांक 24.5.90 से पहले नियुक्त जो लिपिक अंग्रेजी तथा हिन्दी दोनों भाषाओं में निर्धारित दर से टाईप टैस्ट पास करेगा उसे एक अतिरिक्त वेतन वृद्धि प्रदान की जायेगी।

2. यह भी यह स्पष्ट किया जाता है कि यदि कोई लिपिक दिनांक 24.5.90 से पहले तदर्थ आधार पर नियुक्त थे तथा बाद में उनकी सेवायें 31.12.90 से नियमित कर दी गई है तो उन्हें दोनों भाषाओं में टाईप टैस्ट पास करना आवश्यक है क्योंकि उनकी नियमित नियुक्ति 24.5.90 के बाद की गई है।

वित्त विभाग का उनके अशा०, क्रमांक 3 (7) 90-1 एफ.जी 1/3094ए, दिनांक 5.6.91 द्वारा अनुमोदन प्राप्त कर लिया गया है।

भवदीय,

हस्ता / -

अधीक्षक सामान्य सेवायें शाखा - I

कृते: मुख्य सचिव, हरियाणा सरकार।

एक प्रति सभी वित्तायुक्त, आयुक्त एवं सचिव हरियाणा सरकार को सूचनार्थ एवं आगामी कार्यवाही हेतू प्रेषित है।

हस्ता / -

अधीक्षक सामान्य सेवायें शाखा - I

कृते: मुख्य सचिव, हरियाणा सरकार।

सेवा में

सभी वित्तायुक्त/आयुक्त एवं सचिव, हरियाणा सरकार।

अशा०, क्रमांक 12/9/89-2 जी.एस. 1

दिनांक 8 जुलाई 1991.

क्रमांक 12/90/91-2 जी.एस. 1

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. सभी विभागाध्यक्ष, आयुक्त, अम्बाला, हिसार, रोहतक एवं गुड़गांव मण्डल
2. सभी उपायुक्त एवं सभी उप मण्डल अधिकारी (नागरिक) हरियाणा ।
3. रजिस्ट्रार, पंजाब एवं हरियाणा उच्च न्यायालय ।

दिनांक, चण्डीगढ़ 20 जनवरी, 1992

विषय :- लिपिकों/टाईपिस्टों के पदों को भरना ।

महोदय,

मुझे निदेश हुआ है कि मैं आपका ध्यान हरियाणा सरकार के परिपत्र क्रमांक 12/59/80-2जी.एस. 1 दिनांक 24.5.1990 की और दिलाऊँ जिसमें कहा गया था कि प्रत्येक लिपिक के लिए हिन्दी तथा अंग्रेजी भाषा में क्रमशः 25 तथा 30 शब्द प्रति मिनट की गति से टाईप टैस्ट पास करना अनिवार्य होगा। इसके बाद परिपत्र सम क्रमांक दिनांक 8.7.1991 में यह कहा गया था दिनांक 24.5.90 से पहले नियुक्त जो लिपिक दोनों भाषाओं में निर्धारित दर से टाईप टैस्ट पास करेगा उसे एक अतिरिक्त वेतन वृद्धि प्रदान की जाएगी।

2. इस बारे में कुछ विभागों द्वारा कई प्रश्न उठाये गये हैं जिन्हें जांचा गया है । उनके बारे में स्थिति निम्न प्रकार से स्पष्ट की जाती है:-

1. यह प्रश्न उठाया गया है कि क्या जिन लिपिकों को तदर्थ आधार पर वेतन वृद्धियां प्रदान की जाती थी तथा वे दिनांक 24.5.90 के बाद नियमित हुए हैं उनकी वेतन वृद्धियां रोकी जानी है।

ऐसे केषों में दोनों भाषाओं में टाईप टैस्ट पास करने की निर्धारित अवधि समाप्त होने पर आगे की वेतन वृद्धि रोक दी जाये तथा वेतन वृद्धियां तभी release की जायें जब दोनों भाषाओं में टाईप टैस्ट पास कर लें ।

2. विभाग के सेवा नियमों में एक भाषा के टाईप टैस्ट की शर्त है और कुछ लिपिक दिनांक 24.5.90 के बाद भी नियुक्त किए जा चुके हैं परन्तु उनके नियुक्ति पत्रों में दोनों भाषाओं की शर्त नहीं लगाई गई।

हिदायतों के अनुसार नियुक्ति पत्रों में दोनों भाषाओं की शर्त लगाना आवश्यक है। यदि ऐसा नहीं किया जाता तो संबंधित कर्मचारी/अधिकारी के विरुद्ध अनुशासनिक कार्यवाही की जाये । सभी विभागों में एकरूपता बनाये रखने के लिए ऐसे कर्मचारियों के लिए भी दोनों भाषाओं में टाईप टैस्ट पास करने की शर्त लगा दी जाये तथा सेवा नियमों में तदनुसार प्रावधान कर लिया जाये।

3. जो कर्मचारी नियमित आधार पर नियुक्त हों तथा दिनांक 24.5.90 के बाद दूसरे विभाग में सर्पलस होने पर या स्थानांतरण द्वारा नियुक्त किए जाते हैं क्या ऐसे लिपिकों के लिए दोनों भाषाओं में टाईप

टैस्ट पास करना आवश्यक है।

जो कर्मचारी दिनांक 24.5.90 से पहले नियमित तौर पर कार्य कर रहा था ऐसे केसों में उक्त शर्त लागू नहीं होगी।

4. अतिरिक्त वेतन वृद्धि का लाभ किस तिथि से दिया जाना है ।

यह लाभ हिदायतें जारी होने की तिथि या टाइप टैस्ट पास करने की तिथि से जो भी बाद में हो से दिया जाता है।

3. यह भी स्पष्ट किया जाता है कि उक्त हिदायतें सभी विभागों के लिपिकों पर लागू होगी तथा अतिरिक्त वेतन वृद्धि का लाभ केवल लिपिकों को ही प्रदान किया जाना है। जिन लिपिकों ने दिनांक 24.5.90 से पहले दोनों भाषाओं में टाइप टैस्ट पास कर लिया था उन्हें इस आधार पर अतिरिक्त वेतन वृद्धि का लाभ प्रदान नहीं किया जाना है।

हस्ता / -

अधीक्षक सामान्य सेवाएं - I

कृते : मुख्य सचिव, हरियाणा सरकार।

एक प्रति सभी वित्तायुक्त, आयुक्त एवं सचिव, हरियाणा सरकार को सूचनार्थ एवं आगामी कार्यवाही हेतु प्रेषित है।

हस्ताक्षर

अधीक्षक सामान्य सेवाएं - I

कृते : मुख्य सचिव, हरियाणा सरकार।

सेवा में

सभी वित्तायुक्त/आयुक्त एवं सचिव, हरियाणा सरकार ।

अशा० क्रमांक 12/9/82-3 जी.एस.1

दिनांक चण्डीगढ़ 20-1-1992

क्रमांक 12/15/92-2 जी.एस. I

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

- (1) हरियाणा के सभी विभागाध्यक्ष, आयुक्त अम्बाला, हिसार, गुड़गांव, एवं रोहतक मण्डल।
- (2) सभी आयुक्त तथा उप मण्डल अधिकारी (नागरिक) ।
- (3) रजिस्ट्रार, पंजाब एवं हरियाणा उच्च न्यायालय, चण्डीगढ़।

दिनांक, चण्डीगढ़ 21-5-1992.

विषय :- लिपिकों/टाईपिस्टों के पदों की भरना ।

महोदय,

मुझे निदेश हुआ है कि उपयुक्त विषय पर मैं आपका ध्यान हरियाणा सरकार के पत्र क्रमांक 12/26/91 जी.एस. I, दिनांक 2.4.91 की ओर दिलाऊँ जिस द्वारा अनुग्रह पूर्वक अनुदान स्कीम के अन्तर्गत लिपिकों के पदों पर नियुक्त की गई उन विधवाओं जिनकी आयु नियुक्ति के समय 45 वर्ष या इससे अधिक हों, को निर्धारित टाईप टैस्ट पास करने की शर्त से छूट प्रदान की गई थी।

2. मामले पर आगे विचार करने के उपरान्त यह निर्णय लिया गया है कि अनुग्रह पूर्वक अनुदान स्कीम के अन्तर्गत नियुक्त की गई उन विधवाओं, जिनकी आयु 45 वर्ष से कम है, को निर्धारित टाईप टैस्ट पास करने हेतु तीन वर्ष का समय प्रदान किया जाये । यदि वे सेवा में नियुक्ति करने के तीन वर्ष के अन्दर-2 टाईप टैस्ट पास नहीं करती तो अन्य कर्मचारियों की भान्ति उनकी वेतन वृद्धियाँ रोक दी जायें और रोकी गई वेतन वृद्धियाँ तब खोली जायें जब ये दोनों भाषाओं में निर्धारित टाईप टैस्ट पास कर लें, परन्तु उन्हें टाईप टैस्ट पास करने की तिथि तक वेतन वृद्धियों का बकाया न दिया जाये । कृपया इन हिदायतों की दृढ़ता से पालना के लिये अपने अधीन कार्यरत सभी कर्मचारियों के ध्यान में ला दें।

भवदीय,

हस्ताक्षर

अधीक्षक सामान्य सेवायें- I

कृते : मुख्य सचिव, हरियाणा सरकार।

एक प्रति सभी वित्तायुक्तों/आयुक्त एवं सचिवों को सूचनार्थ एवं आगामी कार्यवाही हेतु प्रेषित की जाती है ।

हस्ताक्षर

अधीक्षक सामान्य सेवायें- I

कृते : मुख्य सचिव, हरियाणा सरकार।

सेवा में

सभी वित्तायुक्त/आयुक्त एवं सचिव, हरियाणा सरकार ।

अशा०: क्रमांक 12/15, 92-2 जी.एस. I

दिनांक, चण्डीगढ़ 21.5.1992.

क्रमांक 12/46/92-2 जी.एस. I

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. सभी विभागाध्यक्ष, आयुक्त, अम्बाला, हिसार, रोहतक एवं गुड़गांव मण्डल
2. सभी उपायुक्त एवं सभी उप मण्डल अधिकारी (नागरिक) हरियाणा ।
3. रजिस्ट्रार, पंजाब एवं हरियाणा उच्च न्यायालय ।

दिनांक, चण्डीगढ़ 8 अक्टूबर, 1992

विषय :- लिपिकों/टाईपिस्टों के पदों को भरना ।

महोदय,

मुझे निर्देश हुआ है कि मैं आपका ध्यान हरियाणा सरकार के परिपत्र क्रमांक 12/59/89-2 जी.एस. I दिनांक 24.5.1990 की और दिलाऊँ जिसमें कहा गया था कि प्रत्येक लिपिक के लिए हिन्दी तथा अंग्रेजी भाषा में कमशः 25 तथा 30 शब्द प्रति मिनट की गति से टाईप टैस्ट पास करना अनिवार्य होगा। सरकार ने मामले पर पुनः विचार करते हुये निर्णय लिया है कि 24.5.1999 या इसके बाद नियुक्त होने वाले लिपिकों को हिन्दी का टाईप टैस्ट पास करने पर प्रथम वेतन वृद्धि प्रदान की जायेगी। तथा दूसरी वेतनवृद्धि अंग्रेजी भाषा का टाईप टैस्ट पास करने पर प्रदान की जायेगी।

2. इन हिदायतों का दृढ़ता से पालन किया जाये।

हस्ताक्षर

अधीक्षक सामान्य सेवायें-I

कृते : मुख्य सचिव, हरियाणा सरकार।

एक प्रति सभी वित्तायुक्त/आयुक्त एवं सचिव, हरियाणा सरकार को सूचनार्थ एवं आगामी कार्यवाही हेतु प्रेषित है।

हस्ताक्षर

अधीक्षक सामान्य सेवायें-I

कृते : मुख्य सचिव, हरियाणा सरकार।

सेवा में

सभी वित्तायुक्त/आयुक्त एवं सचिव, हरियाणा सरकार ।

अशा : क्रमांक 12/46/92-2 जी.एस. I

दिनांक, चण्डीगढ़ 8 अक्टूबर, 1992

क्रमांक 12/46/92-2 जी.एस. I

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. हरियाणा के सभी विभागाध्यक्ष, आयुक्त अम्बाला, हिसार, गुड़गांव, एवं रोहतक मण्डल ।
2. सभी आयुक्त तथा उप मण्डल अधिकारी (नागरिक) ।
3. रजिस्ट्रार, पंजाब एवम् हरियाणा उच्च न्यायालय, चण्डीगढ़।

दिनांक, चण्डीगढ़ 26 नवम्बर, 1993.

विषय :- लिपिकों/टाईपिस्टों के पदों की भरना

महोदय,

मुझे निर्देश हुआ है कि मैं आपका ध्यान हरियाणा सरकार के परिपत्र क्रमांक 12/59/89-2 जी.एस. I, दिनांक 24-5-90 क्रमांक 12/59/89-2 जी.एस. I दिनांक 8/7-91, क्रमांक 12/90/91-2 जी.एस. I, दिनांक 20-1-92 तथा क्रमांक 12/46/92-2 जी.एस. I, दिनांक 8-10-92 की ओर दिलाऊँ तथा यह कहूँ कि सरकार ने मामले पर पुनर्विचार करते हुए यह निर्णय लिया है कि इन हिदायतों को निरस्त कर दिया जाये तथा दिनांक 24-5-90 से पूर्व की स्थिति बहाल कर दी जाए । इस निर्णय क दृष्टिगत अब टाईप टैस्ट के बारे में हरियाणा सरकार के परिपत्र क्रमांक 39/4/78- जी.एस, दिनांक 3-4-78 द्वारा जारी की गई हिदायतें लागू मानी जायेंगी जिसके अनुसार अब 24-5-90 से पहले की भान्ति लिपिकों को केवल हिन्दी अथवा अंग्रेजी भाषा में क्रमशः 25 तथा 30 शब्द प्रति मिनट की गति के हिसाब से टाईप टैस्ट पास करना आवश्यक होगा। उनकी पहली तथा आगामी वेतन वृद्धियां 24-5-90 से पहले की भान्ति एक भाषा का टाईप टैस्ट पास करने पर ही रिलीज की जाएगी।

2. इसके अतिरिक्त सरकार ने कार्यालयों में कार्यकुशलता को बनाए रखने तथा लिपिकों को प्रोत्साहन देने के लिए यह भी निर्णय लिया है कि उन लिपिकों को जो दूसरी भाषा का भी टाईप टैस्ट निर्धारित गति से पास करेंगे, को एक अतिरिक्त वेतन वृद्धि प्रदान कर दी जाए । यह हिदायतें तुरन्त प्रभाव से लागू होंगी।

3. वित्त विभाग का उनके अशा : क्रमांक 3/7/90-1 जी.एस. I/4329, दिनांक 26-11-93 द्वारा अनुमोदन प्राप्त कर लिया गया है।

भवदीय,

हस्ताक्षर

अवर सचिव, सामान्य प्रशासन- I

कृते : मुख्य सचिव, हरियाणा सरकार।

एक प्रति सभी वित्तायुक्तों/आयुक्तों एवं सचिव, हरियाणा सरकार को सूचनार्थ एवं आवश्यक कार्यवाही हेतु भेजी जाती है।

हस्ताक्षर

अवर सचिव, सामान्य प्रशासन- I
कृते : मुख्य सचिव, हरियाणा सरकार।

सेवा में

सभी वित्तायुक्त/आयुक्त एवं सचिव, हरियाणा सरकार ।

अशा : क्रमांक 12/46/92-2 जी.एस. I

दिनांक, चण्डीगढ़ 26 नवम्बर, 1993.

एक-एक प्रति मुख्य मंत्री के प्रधान सचिव/अतिरिक्त प्रधान सचिव/विशेष कार्य अधिकारी, मंत्रियों/राज्य मंत्रियों/ मुख्य संसदीय सचिव के सचिवों/निजी सचिवों को मुख्य मंत्री/मंत्रियों/राज्य मन्त्रियों तथा मुख्य संसदीय सचिव को सूचनार्थ भेजी जाती है।

हस्ताक्षर

अवर सचिव, सामान्य प्रशासन- I
कृते : मुख्य सचिव, हरियाणा सरकार।

सेवा में

मुख्य मंत्री के प्रधान सचिव/अतिरिक्त प्रधान सचिव/
विशेष कार्य अधिकारी, मंत्रियों/राज्य मंत्रियों/
मुख्य संसदीय सचिव के सचिवों/निजी सचिवों ।

अशा: क्रमांक 12/46/92-2 जी.एस. I

दिनांक चण्डीगढ़ 26 नवम्बर, 1993.

एक प्रति वित्तायुक्त एवं सचिव, हरियाणा सरकार, वित्त विभाग को उनके अशा : क्रमांक 3/1/90-I/4329, दिनांक 26-11-93 के संदर्भ में सूचनार्थ प्रेषित है।

हस्ताक्षर

अवर सचिव, सामान्य प्रशासन- I
कृते : मुख्य सचिव, हरियाणा सरकार।

सेवा में

वित्तायुक्त एवं सचिव, हरियाणा सरकार, वित्त विभाग ।

अशा: क्रमांक 12/46/92-2 जी.एस. I

दिनांक चण्डीगढ़ 26 नवम्बर, 1993.

क्रमांक 12/46/92-2 जी० एस०-I

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में,

1. हरियाणा के सभी विभागाध्यक्ष,
2. आयुक्त अम्बाला, हिसार, रोहतक एवम् गुड़गावां मण्डल,
3. सभी उपायुक्त एवं सभी उप मंडल अधिकारी (नागरिक) हरियाणा,
4. रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय, चण्डीगढ़ ।

दिनांक चण्डीगढ़ 11 सितम्बर, 1997 ।

विषय:- लिपिकों/टाईपिस्टों के पदों को भरना

महोदय,

मुझे निदेश हुआ है कि आपका ध्यान हरियाणा सरकार के परिपत्र क्रमांक 12/46/92-2 जी० एस०-I दिनांक 26-11-93 के पैरा 2 की ओर दिलाऊँ जिसके अनुसार सरकार ने कार्यालयों में कार्यकुशलता को बनाए रखने तथा लिपिकों को प्रोत्साहन देने के लिए यह निर्णय लिया था कि उन लिपिकों, जो दूसरी भाषा का भी टाईप टैस्ट निर्धारित गति से पास करेंगे को एक अतिरिक्त वेतन वृद्धि प्रदान कर दी जाए तथा यह हिदायतें तुरन्त प्रभाव से लागू होंगी। उपरोक्त हिदायतों के तहत वे लिपिक जो कि 24-5-90 से 26-11-93 की अवधि के दौरान सेवा में भर्ती हुए थे तथा जिन्होंने इस अवधि में दूसरी भाषा में निर्धारित गति से टाईप टैस्ट भी पास कर लिया था इस अतिरिक्त वेतन वृद्धि के लाभ से वंचित रह गए थे।

2. अब सरकार ने इस मामले में पुनर्विचार करते हुए यह निर्णय लिया है जो लिपिक दिनांक 24-5-90 से 26-11-93 के बीच सेवा में आये तथा जिन्होंने इस दौरान दूसरी भाषा में निर्धारित गति से टाईप टेस्ट भी पास कर लिया था, को भी एक अतिरिक्त वेतन वृद्धि का लाभ प्रदान किया जाए।

3. वित्त विभाग का उनके अशा: क्रमांक 3/7/90-I एफ० जी०-I/4322 दिनांक 4-9-97 द्वारा अनुमोदन प्राप्त कर लिया गया है।

भवदीय,

हस्ता० / -

अवर सचिव प्रशासन-I

कृते: मुख्य सचिव, हरियाणा सरकार ।

एक प्रति सभी वित्तायुक्तों/आयुक्तों एवं सचिव, हरियाणा सरकार को सूचनार्थ एव आवश्यक कार्यवाही हेतु भेजी जाती है।

Compendium of Instructions on Career Development – Vol. IV

सेवा में

सभी वित्तायायुक्त/आयुक्त एवं सचिव, हरियाणा सरकार।

अशा० क्रमांक 12/46/92-2 जी० एस०-I

दिनांक 11 सितम्बर, 1997

एक-एक प्रति मुख्य मंत्री के प्रधान सचिव/उप प्रधान सचिव/विशेष कार्य अधिकारी, मंत्रियों/राज्य मंत्रियों/मुख्य संसदीय सचिव के सचिवों/निजी सचिवों को मुख्य मंत्री/मंत्रियों/राज्य मंत्रियों तथा मुख्य संसदीय सचिव को सूचनार्थ भेजी जाती है।

हस्ता० / -

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

सेवा में

मुख्यमंत्री के प्रधान सचिव/अतिरिक्त प्रधान सचिव/विशेष कार्य अधिकारी, मंत्रियों/राज्य मंत्रियों/मुख्य संसदीय सचिव के सचिवों/निजी सचिवों ।

अशा० क्रमांक 12/46/92-2 जी० एस०I

दिनांक 11 सितम्बर, 1997

एक प्रति वित्तायुक्त एवं सचिव, हरियाणा सरकार, वित्त विभाग को उनके अशा० क्रमांक 3/7/90 एफ० जी० I 4322, दिनांक 4-9-97 के सन्दर्भ में सूचनार्थ प्रेषित है।

हस्ता० / -

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

सेवा में,

वित्तायुक्त एवं सचिव, हरियाणा सरकार,
वित्त विभाग।

अशा० क्रमांक 12/46/92-2 जी० एस०-I

दिनांक 11 सितम्बर, 1997

No. 2/12/95-2GSI

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Departments
2. The Commissioners, Ambala/Hisar/Rohtak/Gurgaon Divisions.
3. All Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.
4. The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated Chandigarh, the 22nd October, 1997

Subject : Passing of type test for promotion to the higher posts.

Sir,

I am directed to refer to the subject noted above and to say that instances have come to the notice of Government that clerks who were promoted as Assistant or on some other higher posts without passing the prescribed departmental type test which is an essential qualification for the post of clerk, in terms of Service Rules applicable to them or Government instructions, No. 1411-2GSI-74/6961, dated 27-3-74, as the case may be, create in-efficiency in the office work. Over the years there has been utter laxity in the observance of rules regarding promotion to higher posts from the post of Clerk. The essential pre-requisite of passing a test in type writing has been given a go by. This has resulted in creeping inefficiency and delay in disposal of work.

2. The matter has been carefully considered by the Government and it has been decided that in future no clerk who has not passed type test be promoted to higher posts.

However, such officials who were promoted without passing type test should be given and opportunity of passing the said test within a period of three months from the date of issue of these instructions failing which they will be reverted to the posts of clerks. However, in the case of those Assistants or other officials who are holding their higher positions substantively without passing the prescribed type test, they will be reverted to posts of clerks after observing the deconfirmation process.

However, in the case of such Assistants who were appointed by transfer from other departments, they will be repatriated to their parent departments and further action with regard to their deconfirmation and reversion etc. will be taken by the said departments.

3. You are requested to take necessary follow up action to implement these orders immediately.
4. These instructions may also be brought to the notice of all concerned for strict compliance.

Yours faithfully,

Sd/-

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

Compendium of Instructions on Career Development – Vol. IV

No. 2/12/95-2GSI

Dated Chandigarh, the 22nd Oct., 1997.

A copy is forwarded to all the Financial Commissioners/Commissioners and Secretaries to Government, Haryana for information and necessary action.

Sd/-

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

To

All the Financial Commissioners/Commissioners and Secretaries to Govt., Haryana.

U.O. No. 2/12/95-2GSI

Dated Chandigarh, the 22nd Oct., 1997

A copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State/Parliamentary Secretary for information of the Chief Minister/Ministers/Ministers of State/Parliamentary Secretary.

Sd/-

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

To

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

U.O. No. 2/12/95-2GSI

Dated Chandigarh, the 22nd Oct., 1997.

No. 2/12/95-2GSI

Dated Chandigarh, the 22nd Oct., 1997.

A copy is forwarded to the Accountant General, Haryana, Chandigarh for information and necessary action.

Sd/-

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

No. 13/3/97-2GSI

From

The Chief Secretary to Government, Haryana.

To

1. All the Heads of Departments, Commissioners Ambala, Rohtak, Gurgaon & Hisar Divisions.
2. All Deputy Commissioners & Sub-Divisional Officers (Civil) in Haryana.
3. The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated Chandigarh, the 4th December, 1997.

Subject :- Judgment/directions of the Hon'ble Punjab and Haryana High Court in LPA No. 782 of 1996 filed by the Punjab Government in the CWP. No. 10866 of 1992 titled as Darshan Singh Sandhu and others Vs. State of Punjab

Sir,

I am directed to invite your attention to the subject noted above and to say that Hon'ble Punjab & Haryana High Court in the LPA. No. 782 of 1996 filed by the Punjab Government in CWP. No. 10866 of 1992 titled as Darshan Singh Sandhu & others Vs. State of Punjab has passed the following judgment/ directions :-

"The State while granting such entitlement which accrues from the statutory provisions governing the conditions of service of employees, it is expected that State would act fairly, judiciously and would respect the statutory rules framed and strictly implement them. Compliance to Rules and fairness in State action is the basis of administrative/executive actions. Even if the State wishes to accommodate certain officers, we are of the considered view that it has no authority to issue instructions contrary to the Rules of instructions which would frustrate, undermine or negate the spirit of Rules. Changing of qualifications prescribed under the Rules by administrative instructions would be contrary to the settled principle of law and would suffer from lack of inherent jurisdiction."

2. In view of the above judgement/directions of the Hon'ble Punjab & Haryana High Court, it should be taken care of while issuing instructions on any subject that instructions are in no way contrary to the Rules or would frustrate, undermine or negate the spirit of Rules.

3. It is requested that the above judgement/directions of Hon'ble Punjab & Haryana High Court may be brought to the notice of all concerned for their information and strict compliance.

Yours faithfully

Sd/-

(R.D. Gugnani)

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

Compendium of Instructions on Career Development – Vol. IV

A Copy is forwarded to all the Financial Commissioners/Commissioners & Secretaries to Government, Haryana for information and necessary action.

Sd/-

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

To

All the Financial Commissioners/Commissioners and Secretaries to Government Haryana

U.O. No. 13/3/97-2GSI

Dated Chandigarh, the 4th December , 1997

No. 11/10/96/2GSI

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Departments,
2. The Commissioners, Ambala, Hisar, Rohtak and Gurgaon Divisions and all the Deputy Commissioners and Sub-Divisional Officers (Civil) in Haryana ; and
3. The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated Chandigarh, the 12th December, 1997.

Subject:- Departmental Test for promotion to the post of Steno-typist/Stenographers.

Sir,

I am directed to refer to the subject noted above and to say that it has been observed that the female employees some time loose the opportunity to appear in the departmental test for promotion to the post of Steno-typist/Stenographer etc. due to their being on maternity leave. Resultantly, such female employees loose their seniority to those junior employees who qualify the departmental test held during the period of maternity leave of the said female employees.

2. Government have considered the matter and it has been decided that the female employees who on account of being on authorised maternity leave fail to take the departmental test should be given an opportunity to appear in the departmental test on return from such leave. In case, she qualifies the departmental test, her original seniority shall be restored and she shall be given her due promotion, if any, if she is otherwise eligible for such promotion.

3. These instructions may be brought to the notice of all concerned for strict compliance.

Yours, faithfully,

Sd/-

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

A copy is forwarded for information and necessary action to all the Financial Commissioners/Commissioners and Secretaries to Government, Haryana.

Sd/-

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

To

All the Financial Commissioners/Commissioners and secretaries to Government, Haryana,

U.O. No. 11/10/96-2GSI

Dated Chandigarh, the 12th December, 1997

No. 12/38/95-2GSI

From

The Chief Secretary to Government Haryana.

To

1. All Heads of Departments,
2. The Commissioners Ambala, Rohtak, Hisar and Gurgaon Divisions, all Deputy Commissioners & Sub-Divisional Officer (Civil) in Haryana, and
3. The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated Chandigarh, the January 20, 1998.

Subject : Exemptions to the handicapped from the condition of passing type-test.

Sir,

I am directed to refer to the subject noted above and to say that according to the terms & conditions of Service of Clerks, they are required to pass a test in typewriting after their appointment. It has come to the notice of Government that certain handicapped persons have also been appointed to the posts of Clerks by various departments of the Government. They cannot do type-work due to their disability.

2. Government has been receiving requests form various department of Government to exempt such employees from the condition of passing type-test. In order to overcome this difficulty being faced by the handicapped employees and to streamline the procedure, Government has decided to exempt the following handicapped employees working as Clerks from passing the type-test :-

- (1) Amputation of hand (Left and Right)
- (2) Amputation of upper limbs.
- (3) Paralysis of Radial Nerve (Redial Nerve Palsy), either upper limbs.
- (4) Declination degenerative disorder effecting the nervous system which may cause paralysis and atrophy of the hand and its muscles.
- (5) Visually handicapped.

However, this exemption shall be given only to these handicapped employees who are already employed as Clerks at present against regular vacancies.

3. For granting exemption to handicapped employees employed as Clerks each case alongwith Medical Certificate of the concerned employee issued by the C.M.O. concerned shall be referred by all the departments to their Administrative Department which will examine/ decide each case on merits at its own level keeping in view the medical certificate of the concerned employee and these instructions. However, Director General Health Services Haryana may be consulted for any clarification regarding the disability or handicap, if need be.

4. It has also been decided that in future no such handicapped person as are incapable of doing typing work should be offered appointment or considered for the post of Clerk which involves typing work.

Type Test

5. These instructions may be brought to the notice of all concerned for information and strict compliance.

Yours faithfully,

Sd/-

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

No. 12/38/95-2GSI

Dated Chandigarh, the January 20, 1998

A copy is forwarded to all the Financial Commissioners/Commissioners & Secretaries to Government, Haryana for information and necessary action.

Sd/-

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

To

All the Financial Commissioners/Commissioners and
Secretaries to Government, Haryana.

U.O. No. 12/38/95-2GSI

Dated Chandigarh, the January 20, 1998

No. 12/38/95-2GSI

Dated Chandigarh, the January 20, 1998

A copy is forwarded to the Director General Health Services Haryana for his information and necessary action.

Sd/-

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

Compendium of Instructions on Career Development – Vol. IV

No. 2/12/95-2GSI

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Department;
2. The Commissioners, Ambala/Hisar/Rohtak/ Gurgaon Divisions;
3. All Deputy Commissioners and Sub-Divisional Officers (Civil) in Haryana; and
4. The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated Chandigarh, the 28th July, 1998.

Subject: - Passing of type-test by all Clerks and such employees who were promoted without passing type-test.

Sir,

I am directed to refer to Haryana Govt. instructions issued vide letter No. 2/12/95-2GSI, dated 22nd October, 1997 on the subject noted above and to say that clarification are being sought by various departments as to whether Government instructions dated 22nd October, 1997 will be applicable to such Clerks also as were appointed before 27-3-74. Clarifications are also sought whether these instructions are applicable to officials working as Clerks and Assistants only or even to Deputy Superintendents/Superintendents/ Under Secretary etc.

2. The matter has been considered by the Governments and it is clarified that the instructions issued vide letter No. 2/12/95-2/GSI, dated 22nd October, 1997 will be applicable to only those employees who were appointed as Clerks on or after 27-3-74 and were subsequently promoted to the post of Assistant or on some other post lower or equivalent to the post of Assistant without passing the requisite type-test. However, those already promoted as Deputy Superintendent /Superintendent / Under Secretary or equivalent will not fall within the ambit of these instructions.

3. These instructions may please be brought to the notice of all concerned for strict compliance.

Yours faithfully,

Sd/-

(VIJAI VARDHAN)

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

No. 2/12/95-2GSI

Dated Chandigarh, the 28th July, 1998

A copy is forwarded to all the Financial Commissioners/Commissioners and Secretaries to Government, Haryana for information and necessary action.

Sd/-

(VIJAI VARDHAN)

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

Type Test

To

All the Financial Commissioners/Commissioners and Secretaries to Government, Haryana.

U.O. NO. 2/82/95-2GSI

Dated Chandigarh, the 28th July, 1998

A copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Minister/Ministers of State/Parliamentary Secretary for information of the Chief Minister, Ministers, Ministers of State/Parliamentary Secretary.

Sd/-

(VIJAI VARDHAN)

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

To

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

U.O. No. 2/12/95-2GSI

Dated Chandigarh, the 28th July, 1998

A copy is forwarded to the Accountant General, Haryana, Chandigarh for information and necessary action.

Sd/-

(VIJAI VARDHAN)

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

क्रमांक 12/1/99-2 जी० एस०-I

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. आयुक्त अम्बाला, हिसार, गुड़गांव तथा रोहतक मण्डल।
2. हरियाणा के सभी विभागाध्यक्ष ।
3. रजिस्ट्रार, पंजाब एवं हरियाणा उच्च न्यायालय, चण्डीगढ़ ।
4. सभी उपायुक्त, हरियाणा राज्य ।

दिनांक चण्डीगढ़ 8 फरवरी, 2000

विषय :- दण्ड एवं अपील नियमावली के अधीन दोषी कर्मचारियों को सजा प्रदान करने सम्बन्धी दिशा निर्देश ।

महोदय,

मुझे निर्देश हुआ है कि उपरोक्त विषय पर मैं आपका ध्यान सरकार के समसंख्यक पत्र दिनांक 27-8-90 की ओर दिलाऊं जिस द्वारा सरकार ने यह हिदायतें जारी की थी कि दण्ड एवं अपील नियमावली के अधीन चल रही जांच में दोषी पाए जाने वाले कर्मचारियों को सजा देने से पूर्व यह सुनिश्चित कर लिया जाए व दोषी कर्मचारी को ऐसी सजा दी जाए जो निकट भविष्य में कर्मचारी की सेवा-निवृत्ति/पदोन्नति इत्यादि से प्रभावहीन न हो।

2. सरकार के नोटिस में यह आया है कि विभिन्न विभागों द्वारा दोषी कर्मचारियों को सजा देते समय इन हिदायतों को ध्यान में नहीं रखा जा रहा अथवा जानकारी होते हुए भी दोषी कर्मचारी को वेतन वृद्धियां रोकने की सजा दी गई जिसके परिणामस्वरूप दोषी कर्मचारी को दी गई सजा निकट भविष्य में उसकी पदोन्नति सेवा निवृत्ति से प्रभावहीन हो गई तथा कर्मचारी दोषी होने पर भी सजा से बच गया। सरकार ने विभागों द्वारा की जा रही कोताही को गम्भीरता से लिया है।

3. मुझे निर्देश हुआ है कि मैं चर्चाधीन हिदायतें पुनः दोहराऊं तथा अनुरोध करूं कि यह हिदायतें दृढ़ता से पालना के लिए अपने अधीन कार्य कर रहे सक्षम प्राधिकारियों के नोटिस में ला दी जाए।

हस्ता / -

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

एक प्रति सभी वित्तायुक्त/आयुक्त एवं सचिव, हरियाणा सरकार को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है।

हस्ता / -

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

सेवा में,

सभी वित्तायुक्त/आयुक्त एवं सचिव, हरियाणा सरकार।

अशा० क्रमांक 12/1/99-2 जी० एस०-I

दिनांक 8-2-2000

No. 12/54/98-2GSI

From

The Chief Secretary to Government Haryana.

To

1. All Heads of Departments, Commissioners Ambala, Hisar, Rohtak and Gurgaon Divisions ;
2. The Registrar, Punjab and Haryana High Court, Chandigarh ; and
3. All Deputy Commissioners and Sub-Divisional Officers (Civil) in Haryana.

Dated Chandigarh, the 2nd March, 2000.

Subject :- Guidelines for forwarding of applications of Government employees seeking employment through Haryana Public Service Commission/Haryana Staff Selection Commission.

Sir,

It has been observed that inordinate delay is generally caused in forwarding through proper channel the applications of in-service candidates working in Government Departments seeking appointment to some other posts advertised by the Haryana Public Service Commission/Haryana Staff Selection Commission which results in harming the interests of such candidates. Recently, a case of this kind came to the notice of the Hon'ble Punjab & Haryana High Court which was pleased to direct that the procedure for forwarding such applications should be streamlined and strict instructions issued so as not to disadvantage the in-service candidates and to ensure that their applications are forwarded to HPSC/HSSC as far as possible within a week of their receipt by the Appointing Authority.

Accordingly, the matter has been considered in consultation with HPSC & HSSC. Even according to existing procedure such candidates are allowed to send advance copies of their application forms to HPSC/HSSC provided it is accompanied with the proper fees and delays on the part of Government Department in forwarding their applications through proper channel are ordinarily condoned. However, it has been decided to issue strict guidelines to be followed by Government employees seeking employment through HPSC/HSSC and by the Competent Authority of the Department concerned for onward transmission of the application forms of such Government employees to the HPSC/HSSC as follows:-

1. The in-service candidates should invariably send advance copy of their application form with the prescribed fee to reach the HPSC/HSSC, as the case may be, before the closing date for receipt of such application forms by these agencies. HPSC/HSSC, as the case may be, shall consider the advance application of the in-service candidates and shall allow them to appear in the interviews/written examination but on appointment of such candidates the benefits of past service, authenticated by their application forms through proper channel, shall be admissible to them only if had they applied through proper channel also, even if the same was received by HPSC/HSSC after the closing date.
2. Simultaneously, the candidate should submit an application form with all relevant documents (except fee) to his/her Appointing Authority who should forward the

Compendium of Instructions on Career Development – Vol. IV

same to HPSC/HSSC, if considered eligible, within a week of its receipt ;

3. Besides taking action under (1) and (2) above, in cases where the Appointing Authority is not his/her immediate superior, the candidate should also submit his/her application along with necessary documents (except fee) through proper channel to his/her immediate superior, who should ensure that it reaches the Appointing Authority at the earliest. The Appointing Authority shall transmit such application further to the HPSC/HSSC within a week of its receipt in his office; and
4. Every department of the Government shall entrust the work of monitoring of application forms of the Government employees to the aforesaid recruiting agencies to some specific branch/cell which would be responsible for sending the original application forms of the candidates in shortest possible time. In case of delay, strict disciplinary action would be taken against the person responsible for delay.
5. You are requested to bring these instructions to the notice of all officers/officials working under your kind control for their information and strict compliance.

Yours faithfully,

Sd/-

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

A copy is forwarded to all Financial Commissioners/Commissioners and Secretaries to Government, Haryana with the request to bring these instructions to the notice of all officers/officials working under their kind control for their information and strict compliance.

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

To

All Financial Commissioners/Commissioners and Secretaries to Government Haryana.

U.O.No. 12/54/92-2GSI

Dated Chandigarh, the 2nd March, 2000.

Endst. No. 12/54/98-2GSI

Dated Chandigarh, the 2nd March, 2000.

A copy is forwarded to the :-

1. Secretary, Haryana Public Service Commission, Chandigarh ; and
2. Secretary, Haryana Staff Selection Commission, for their information and necessary action.

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

No. 12/38/95-IGSI

From

The Chief Secretary to Government Haryana

To

1. All Heads of Departments, Commissioners, Ambala, Hisar, Rohtak and Gurgaon Divisions.
2. The Resident Commissioner, Haryana Bhawan, New Delhi.
3. The Registrar, Punjab and Haryana High Court, Chandigarh
4. All Deputy Commissioner in Haryana.

Dated Chandigarh, the 17th January, 2007

Subject:- Exemption to the handicapped employees from the condition of passing type-test.

Sir/Madam,

I am directed to refer to Haryana Government instructions issued vide letter No. 12/38/95-2GSI, dated 20.1.1998 on the subject noted above vide which certain categories of the handicapped employees working as Clerk have been granted exemption from passing type-test. Such exemption is to be granted by the Administrative Department after examining each case on merits at its own level keeping in view the medical certificate of the concerned employee and the above instructions and in consultation with the Director General, Health Services Haryana for any clarification regarding the disability or handicap, if need be. These instructions also provide that in future no such handicapped persons as are incapable of doing typing work, should be offered appointment or considered for the post of Clerk which involves typing work.

2. However, it has been observed that the instant instructions dated 20.1.1998 are not being followed in their letter and spirit and the cases are being referred to the General Administration Department for advice without examining the instructions.

3. Therefore, while reiterating the instructions under reference, I am also to request you to make appropriate provision regarding non appointment of persons as clerk who are incapable of doing typing work or non consideration for the post of clerk which involves typing work, in your relevant Service Rules.

These instructions may be brought to the notice of all concerned for information and strict compliance.

Yours faithfully,

Sd/-

Deputy Secretary General Administration
for Chief Secretary to Government Haryana

Compendium of Instructions on Career Development – Vol. IV

A copy is forwarded to all the Financial Commissioners & Principal Secretaries / Commissioners and Secretaries to Government Haryana for information and necessary action. They would ensure the compliance of the above instructions.

Sd/-

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

To

All the Financial Commissioners & Principal Secretaries/
Commissioners & Secretaries to Government Haryana.

U.O. No. 12/38/95-1GSI

Dated Chandigarh, 17th January, 2007

A copy is forwarded to the Principal Secretary/Additional Principal Secretary-I-II/OSD-1-II/ Chief Parliamentary Secretary/Parliamentary Secretary / Special Private Secretary to Chief Minister/ Senior Private Secretary/Private Secretary to Ministers for information and necessary action.

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

To

The Principal Secretary/Additional Principal Secretary-I&II/OSD-1 & II/ Chief Parliament Secretary/Parliamentary Secretary/ Special Private Secretary to Chief Minister/ Senior Private Secretary/Private Secretary to Ministers.

U.O. No. 12/38/95-1GSI

Dated Chandigarh the 17th January, 2007

Endst. No. 12/38/95-1GSI

Dated Chandigarh the 17th January, 2007

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

- i) All the Managing Directors of Boards/Corporations/Public Sector Undertaking.
- ii) Registrar, Maharishi Dayanand University, Rohtak, Kurukshetra University, Kurukshetra, Haryana Agriculture University, Hisar and Guru Jambheshwar University, Hisar and Ch. Devi Lal University, Sirsa.

Sd/-

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

A copy is forwarded to all the Branch Officers/Superintendents/ Deputy Superintendents of Chief Secretary/F.C. office for information and necessary action.

Sd/-

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

To

All the Branch Officers/Superintendents/ Deputy Superintendents of Chief Secretary/F.C. office

U.O. No. 12/38/95-1GSI

Dated Chandigarh, the 17th January, 2007

IV

HIGHER QUALIFICATION

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 Govt. 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 18-2-1972 from the Chief Secretary to Government Haryana to All Heads of Departments ; Commissioners Ambala Division; all 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 consigned 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 instructions/ 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 effects 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 मण्डल 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. - II - 72 / 21209, दिनांक 18 - 7 - 72 की ओर दिलाऊँ जिसके द्वारा सरकारी कर्मचारियों के उच्चतर शिक्षा पाने के लिये शैक्षणिक संस्थाओं में भर्ती पर कुछ प्रतिबंध लगाये गये थे। इस संबंध में एक प्रश्न उठाया है कि क्या उपरोक्त प्रतिबंध ऐसे कर्मचारियों पर भी लागू होंगे जो कोरसपोन्डेंस कोर्सिज करते हैं। इसे मुख्यालय द्वारा सरकार पर विचार कर, यह निर्णय किया गया है कि कोरसपोन्डेंस कोर्सिज करने वाले उम्मीदवारों को लगातार किसी संस्था में उपस्थित होने की आवश्यकता नहीं होती, इसलिये कोरसपोन्डेंस कोर्सिज पर यह प्रतिबंध नहीं लागू होंगे।

2. इसके अतिरिक्त यह निर्णय भी लिया गया है कि ऐसे तदर्थ कर्मचारी जिन्हें परिपत्र दिनांक 18 - 7 / 2 के अनुदेश जारी होने से पहले किसी कोर्स में भर्ती होने की अनुमति दी जा चुकी है उन्हें संबंधित कोर्स को पूरा करने दिया जाए।

हस्ता / -

भवदीय,

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

**प्रेषक मुख्य सचिव, हरियाणा सरकार चण्डीगढ़ का पत्र क्रमांक 3251-4 जी0एस0-11-7-76/
12309 जोकि सभी विभागाध्यक्ष इत्यादि 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 जी.एस. 72 / 21209, दिनांक 18 - 7 - 72 की ओर आकर्षित करूँ। जिस द्वारा उन नियमित रूप में लगे सरकारी कर्मचारियों को उच्चतर शिक्षा पाने के लिये अनुमति प्रदान की गई थी जिनका सेवा काल कम से कम 5 वर्ष का हो। सरकार ने इस मामले पर पुनः विचार करने के पश्चात् अब यह निर्णय लिया है कि उन नियमित रूप से लगे सरकारी कर्मचारियों को उच्च शिक्षा प्राप्त करने की अनुमति प्रदान की जाये जिनका सेवा काल कम से कम 3 वर्ष हो। शेष शर्तें पहले वाली ही रहेंगी।

2. कृपया इस पत्र की पावती भेजें।

No. 6/6/88-2GS-I

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Departments, Commissioners Ambala & Hisar Divisions, Deputy Commissioners and all S.D.O. (Civil) in Haryana.
2. The Registrar, Punjab & Haryana High Court and all District and Sessions Judges in Haryana.

Dated, Chandigarh, the 23rd June, 1988.

Subject :- Grant of 5% additional marks to adhoc employees.

Sir,

I am directed to invite your attention to Haryana Government circular letter No. 3/1/88-1GSIII, dated 14.1.88, vide which the adhoc employees presently in Govt. Service were given relaxation in age to the extent that they would get one opportunity for competing for selection by S.S.S. Board. The matter for granting further relief to adhoc employees has been looked into. It has been felt that experience gained by an adhoc employee may be given due consideration, at the time of selection by the S.S.S. Board for posts for which they are appearing for interview. After careful consideration, it has now been decided by the Government that adhoc employees may be given weightage of upto 5% of marks for the experience gained by them while in adhoc service for interview/selection by the S.S.S. Board. This concession will be given to only those adhoc employees who were appointed through Employment Exchange and they fulfilled the conditions/qualifications prescribed for the post.

2. It is requested that necessary action may kindly be taken in accordance with these instructions and these may be brought to the notice of all concerned.

Yours faithfully,

Sd/-

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

V

TRAINING

Copy of U.O. No. 9138-P-60, dated the 28th November, 1960, from the Chief Secretary to Government, Punjab, to all Administrative Secretaries to Government, Punjab and others.

Subject:- Procedure for the selection of Candidates for Post-Graduate Training or Technical Training in India or Abroad.

Will the Administrative Secretaries to Government, Punjab, kindly refer to the Political Department U.O. reference No. 8162-P-I (C)-57, dated the 22nd/23rd January, 1958 ?

2. One of the conditions for sponsoring Government Servants for training is that in the event of selection of an officer for training, the work in his absence should be carried on from within the sanctioned personnel of the Department. Experience has, however, shown that in some departments it is necessary to post a substitute in place of the official/officials sent for training, in order to carry on the work smoothly in their absence on training. It has, therefore, been decided that :-

- (1) a substitute shall be allowed for an officer of district level and above;
- (2) in the case of officers at the Secretariat a substitute shall be allowed for a Deputy Secretary, headquarters, Director and above;
- (3) in the case of offices which are neither Secretariat Departments nor Directorates, a substitute shall be allowed when the highest or the next highest authority at the headquarters is sent on deputation for training :

Provided that the period of training exceeds two months and an existing post at lower level in the relevant line is kept vacant.

3. The term "officer of the District level and above" will mean the highest officer of the Department concerned posted in the district.

Copy of letter No. 6/3/69-AIS (II), dated the 8th May, 1969, from the under Secretary to the Government of India, Ministry of Home Affairs, New Delhi to the Chief Secretary to Government Haryana.

Subject :- All India Services- Training abroad under Colombo Plan-Clarifications regarding.

I am directed to say that the instance have come to the notice of the Government of India where AIS officers sent on deputation abroad for training under Colombo Plan etc. are granted leave without any restriction. The practice followed by the Government of India in this regard is that leave for stop over/stay over on the return journey is restricted to the periods indicated below :-

- (a) when the training period abroad is for 3 months or under, the trainee may have a stop over/stay over for a period upto one week ;
- (b) when the training period is for more than 3 but less than 6 months, the stop over/stay over may be for two weeks ;
- (c) when the training period is over 6 months the stop over/stay over period may be up to 3 weeks.

2. The State Governments may consider adopting this norm is granting leave to IAS officers sent abroad for training.

HARYANA GOVERNMENT

No. 2197-Pol. (3)-69/13723

dated Chandigarh, the June, 1969.

A copy each is forwarded for information and guidance to :-

1. All Heads of Departments, Commissioners Ambala Division and Deputy commissioners in the State.
2. Registrar, Punjab and Haryana High Court and District and Sessions Judges in Haryana State.
3. It has been decided that these instructions may be made applicable to all the State Officer sent abroad for training.
4. Finance Department have also concurred *vide* their U.O. advice No. 3194-5FR-69, dated 16-6-69.

By order,

Sd/-

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

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

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

Training

3. The Member, Sales Tax Tribunal, Haryana.
2. It is requested that these instructions may kindly be kept in view while sanctioning leave for stop over/stay over to the officers sent on foreign training.

Sd/-

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

To

1. The Financial Commissioner, Revenue, Haryana.
2. All Administrative Secretaries to Government, Haryana and,
3. The Member, Sales Tax Tribunal Haryana.

U.O. No. 2197-Pol. (3)-69

dated Chandigarh, the June, 1969

No. 2197-Pol.-I(3)-69/13728,

dated Chandigarh, the June, 1969.

A copy is forwarded to the Accountant General, Haryana Shimla for information.

By order,

Sd/-

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

No. 15/65/66-AIS (III)

Government of India
Ministry of Home Affairs,

To

The Chief Secretaries of All the State Governments,
New Delhi-1, the 3rd June, 1970
13th Jyaistha, 1792.

Subject:- Admissibility of special pay/deputation allowance to an all India Service Officer during the period of his training abroad.

Sir,

I am directed to say that the following points have been raised for clarification with reference to this Ministry letter of even number, dated the 22nd March, 1969 (copy enclosed) :-

- (1) The services of the officers sent on deputation abroad should be available for a minimum period of 3 years. How will the fulfilment of this condition be watched in respect of the All India Service Officers who proceed on training from posts which are outside and control of the Central Government such as posts under autonomous bodies, corporations etc.
 - (2) The protection of the special pay/deputation allowance drawn by an All India Service Officers in a cadre posts or an ex-cadre post, prior to his proceeding on training abroad, should be subject to the condition that the concerned officer would have continued to draw it but for his proceeding on training.
2. The above points have been considered by the Central Government and I am to clarify as under :—
- (1) The All India Services Officers are borne on the State Cadres and they come on tenure deputation to the Central Government. They may also be appointed to posts in public sector undertakings under the control of a State Government or the Central Government. When an All India Services Officers is deputed for training abroad, a bond is obtained from him to the effect that he will serve the Government for a period of 3-4 years on his return form training. It is not necessary that he should serve in the particular post for the prescribed period. The only condition to be fulfilled is that he should not resign from the All India Service within the prescribed period. if he does so, the provisions of the bond will become operative and the amount can be recovered from him in the circumstances no special steps are considered necessary.
2. The special pay/deputation allowance, drawn by the officer in a cadre post or an ex-cadre post prior to his proceedings on training abroad, will be allowed to him during the period of such training subject to the production of a certificate from the competent authority to the effect he would have continued to draw it out for his proceeding on training.

HARYANA GOVERNMENT

No. 3575-Pol.-1(3)-70/20413, dated Chandigarh, the July, 1970.

A copy each is forwarded to All Heads of Departments, Commissioner Ambala Division, all Deputy Commissioners and all Sub-Divisional Officers (Civil) in Haryana State for information and guidance.

2. Finance Department have seen these instructions vide their U.O. reference No. 3091-4FR-70, dated the 20-7-70.

By order

Sd/-

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

Copy of Letter No. 28(12) EO/71, dated the 15th July, 1971, from the Establishment Officer to the Government of India, Cabinet Secretariat (Department of Personnel) Office of the Establishment Officer, New Delhi to All Ministries/ Departments of Government of India.

OFFICEMEMORANDUM

Subject :- Release of Officers by Ministries for training.

An instance has come to notice recently where an officer sponsored for training on the recommendation of the concerned Ministry was not released for the course after his final selection. It is obvious that in a case like this the training opportunities which are already scarce go unutilised. In addition, the training institution finds its arrangements dislocated and the administrative effort involved in going through the procedure of selection is totally wasted.

2. Inability to release an officer recommended earlier for a training course can be justified if the time-lag between the first proposal and actual start of training is inordinately long and if in the meanwhile the situation has altered in such a way as to make the release of the officer prejudicial to public interest. But where such justification does not exist, it would appear that the proposal itself was not well considered.

3. In view of the position stated above, it may please be ensured that while sending proposals for nominating officers to training courses, the Ministries may consider as far as possible all aspects of the proposal and in the event of the selection of their nominee for training may not refuse to release him at the last moment.

Copy forwarded for information and necessary action to Chief Secretaries of all the States (by name).

HARYANAGOVERNMENT

No. 3305-Pol (3)-71/22355

dated Chandigarh, the 29th July, 1971.

A copy each is forwarded to :-

- (i) All Heads of Departments, the Commissioner Ambala Division and all Deputy Commissioners in Haryana.
 - (ii) The Registrar, Punjab and Haryana High Court and all District and Sessions Judges in Haryana.
- (2) It is requested that the instructions contained in the Government of India's letter may please be noted for compliance in future.

Sd/-

Under Secretary Administration,
for Chief Secretary to Government, Haryana

A copy each is forwarded to the Financial Commissioner, Haryana and all other Administrative Secretaries to Government Haryana, for information and compliance of the instructions issued by the Government of India.

Sd/-

Under Secretary Administration,
for Chief Secretary to Government, Haryana

To

The Financial Commissioner Haryana and all other
Administrative Secretaries to Government, Haryana.

U.O. No. 3305-Pol (3)-71

dated Chandigarh, the 29th July, 1971.

विषय :- राज्य कर्मचारियों का विदेशों में ट्रेनिंग, फेलोशिप या किसी अन्य कार्यों के लिये जाना।

क्या वित्तायुक्त राजस्व हरियाणा तथा अन्य प्रशासकीय सचिव उपर्युक्त विषय पर ध्यान देंगे ?

2. सरकार के नोटिस में यह आया है कि बहुत से सरकारी अधिकारी/कर्मचारी विदेशों में ट्रेनिंग कोर्स, फेलोशिप, अध्ययनार्थ छुट्टी या और सरकारी कार्यों के लिए भेजे जा रहे हैं तथा यह निर्णय लिया गया है कि किसी भी सरकारी अधिकारी/कर्मचारी को विदेश भेजने से पहले मुख्य मन्त्री के आदेश प्राप्त किए जाएं। यदि किसी केस में विदेश यात्रा की अनुमति दी भी जा चुकी है तो वह मामला रिव्यू किया जाए और आगे कार्यवाही करने से पहले मुख्यमंत्री जी के आदेश पुनः प्राप्त किए जाएं।
3. आप सभी से अनुरोध किया जाता है कि इन हिदायतों का दृढ़ता से पालन किया जाए।

हस्ता / -

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

सेवा में

- (1) वित्तायुक्त राजस्व।
- (2) सभी प्रशासकीय सचिव, हरियाणा सरकार ।

अशा. क्रमांक 4476-राज 1 (3)-71/

दिनांक चण्डीगढ़ 7 सितम्बर, 1971

पृष्ठांकन क्रमांक 4476-राज (3).71/26450

दिनांक, चण्डीगढ़ 7 सितम्बर, 1971

एक प्रति सभी विभागाध्यक्षों को सूचनार्थ व आवश्यक कार्यवाही के लिए भेजी जाती है।

हस्ता / -

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

विषय: - राज्य कर्मचारियों का विदेश ट्रेनिंग, फ़ैलोशिप या किसी अन्य कोर्सों के लिए जाना ।

क्या वित्तायुक्त राजस्व तथा अन्य प्रशासकीय सचिव, उपर्युक्त विषय पर इस विभाग के अशा. क्रमांक 4476-राज-1(3)-71, दिनांक 7-9-1971 की ओर ध्यान देंगे ?

2. इस सम्बन्ध में यह स्पष्ट किया जाता है कि यदि कोई अधिकारी/कर्मचारी अपने स्वर्चे पर भी किसी विदेशों में जाना चाहे तो ऐसे मामले को भी रिव्यू किया जाए और मुख्य मन्त्री जी के आदेश प्राप्त किए जाएं।

हस्ता / -

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

सेवा में

- (1) वित्तायुक्त राजस्व।
- (2) सभी प्रशासकीय सचिव, हरियाणा सरकार ।

अशा. क्रमांक 6144-राज-1 (3)-71,

दिनांक चण्डीगढ़ 13 सितम्बर, 1971

पृ. क्रं. 6144-राज-1 (3)-71/27194,

दिनांक चण्डीगढ़ 13 सितम्बर, 1971

एक प्रति सभी विभागाध्यक्षों को सरकार के पृ० क्र. 4476-राज-1(3)-71/26450, दिनांक 7-9-71 के क्रम में सूचनार्थ व आवश्यक कार्यवाही के लिए भेजी जाती है।

हस्ता / -

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

SECRET

Copy of secret letter No. AA/327/23/71, dated the 29th December, 1971, from the Deputy Secretary to Govt. of India. Ministry of External Affairs, New Delhi to the Chief Secretaries of all State Governments and Union Territories.

Subject :- Procedure to be adopted for invitation for training courses abroad by Private International Organisations.

Instances have come to the notice of the Government where Private International Organisations of other countries have tried to extend individual invitations to scholars/trainees in India for training courses abroad in order to get foot-hold in our sensitive border areas. Perhaps, the Private International Organisations of foreign countries have resorted to the above means because the Government of India, on security considerations did not consider it desirable to allow the representatives of the Private International organisations to take up projects in these sensitive border areas.

2. Ministry of Home Affairs etc. are; therefore, requested to ensure that in future the Government of India would not entertain any individual invitations from any private International Organisations of foreign countries unless they are sponsored by the parent Government and have approved by the Government of India on the analogy of scholarships offered under the Colombo Plan.

HARYANAGOVERNMENT

पृष्ठांकन नं. 319-राज (3)-72/4394

दिनांक चण्डीगढ़ 10 फरवरी, 1972

एक-एक प्रति हरियाणा के सभी विभागाध्यक्षों तथा उपायुक्तों को सूचना तथा आवश्यक कार्यवाही हेतु भेजी जाती है।

हस्ता / -

अवर सचिव, राजनैतिक,

कृते : मुख्य सचिव, हरियाणा सरकार।

एक-एक प्रति निम्नलिखित को सूचना तथा आवश्यक कार्यवाही हेतु भेजी जाती है।

- (1) वित्तियुक्त, हरियाणा
- (2) हरियाणा के सभी प्रशासकीय सचिव।

हस्ता / -

अवर सचिव, राजनैतिक,

कृते : मुख्य सचिव, हरियाणा सरकार।

अशा. क्रमांक 319-राज (3)-72

दिनांक चण्डीगढ़ 10 फरवरी, 1972

Compendium of Instructions on Career Development – Vol. IV

No. 2690-Pol-I(3)-72/2189

From

The Chief Secretary to Government, Haryana.

To

All Heads of Departments
Commissioner, Ambala Division,
and All Deputy Commissioners in the State.

Dated Chandigarh, the 12th July, 1972.

Subject:- Imparting of the job training to State Service officers/officials.

Sir,

I am directed to address you on the subject noted above and to say that the question of making appropriate arrangements for training State Service officers/officials has been engaging the attention of the State Government for some time. In the first instance, it has been considered necessary to impart on-the-job training to them by providing special guidance on the job so as to improve their competence at work. A planned scheme of job rotation should be carried out in order to provide diversified experience which will stand them in good stead in the future. It should be the endeavour of the superior authorities under whom the officers are posted to assess the deficiency if any and discover potential for development and identify the special training needs of the individual officers with a view to rectifying the deficiency or to develop the potential as the case may be, by suitable on-the-job guidance. You are therefore, requested to take further action accordingly and it will be special responsibility of the immediate superiors of these officials to give them advice and guidance for improving the quality of their work.

2. In this connection I am to specially bring to your notice that in the case of officers/officials belonging to the Scheduled Castes and Backward Classes, need for providing on the job trainings is of even greater importance because at the time of recruitment, candidates belonging to the Scheduled Castes/Backward Classes are selected at a standard lower than the one observed in the case of general candidates. Therefore, it is extremely necessary that all efforts should be made to improve the standard and competence of the officers/officials of this category in order to bring them at par with candidates selected on the basis of merit so that they do not remain at a handicap at the time of promotions to higher selection posts. The Government of India have emphasized to the State Government that HCS (Executive Branch) officers belonging to the Scheduled Castes/Scheduled Tribes should be given special attention in this regard in order to improve their chances for selection for appointment to the Indian Administrative Service. The State Government have considered that while such special emphasis on the training of HCS (Executive Branch) belonging to the Scheduled Castes/Scheduled Tribes is extremely necessary, it is imperative that officers/officials belonging to Scheduled Castes/Backward Classes in other State services should also receive such special attention.

Training

3. I am to request that the above instructions may kindly be noted for careful compliance and may be brought to the notice of all concerned. A receipt of this letter may kindly be acknowledged.

Yours faithfully,

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

A copy each is forwarded to all Financial Commissioners and other Administrative Secretaries to Government, Haryana for similar necessary action.

Sd/-

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

To

All Financial Commissioners and
Administrative Secretaries to
Government Haryana

U.O. No. 2690-Poll (3) 72,

dated, Chandigarh 12 July, 72

ORDER OF THE GOVERNOR OF HARYANA

Sanction of the Governor of Haryana is hereby accorded to the grant of Book Allowance at the following rates to the officer deputed for training, courses, seminars etc. at the L.B. Shastri, Academy of Administration, Mussoorie.

- | | | |
|----|---|-----------|
| 1. | If the Course/Seminar is upto two weeks. | Rs. 50/- |
| 2. | If the Course/Seminar is from two weeks to six weeks. | Rs. 125/- |
| 3. | If the Course/Seminar exceeds six weeks. | Rs. 175/- |

2. The above allowance will be paid by the respective Department to the concerned officers from their own heads of accounts.

3. The officer concerned will purchase relevant books from the Academy for use during the course and after expiry of the course books will be retained by him.

4. This allowance will be given to such officers as are already undergoing any training Course/Seminar etc. and for future also.

5. This issued with the concurrence of the Finance Department conveyed vide their U.O. advice No. 2941-7FR-73, dated the 5th June, 1973.

Dated Chandigarh,
the 16th June, 1973

N.N. Kashyap
Chief Secretary to Government, Haryana

No. 2913-Pol(3)-73/15856

Dated Chandigarh the 28th June, 1973

A copy is forwarded for information and necessary action to A.G. Haryana, Director L.B. Shastri Academy of Administration Mussoorie and all Heads of Departments, Commissioners of Divisions & All Deputy Commissioners, Registrar, Punjab and Haryana High Court etc.

Sd/-

Under Secretary (Administration),
for Chief Secretary to Government., Haryana.

Copy of the letter No. 9/26/71-AIS (III) dated the 25th July, 1973 from the Under Secy. to the Government of India, Min. Cabinet Secretariat Deptt. of Personnel and Admn. Reforms, addressed to the Chief Secretaries to Governments of all State. etc., etc.

Subject:- Procedure to be followed in accepting offers of Scholarships/fellowships and other kinds of grants from foreign international institutions-instructions applicable to members of an All India Service.

I am directed to refer to letter No. 6/14/69-AIS(III) dated the 21st July, 1970 of the Ministry of Home Affairs, and to say that clarifications have been sought by various State Governments regarding the procedure laid down therein for accepting offers of fellowships and other kinds of grants from foreign institutions. The following revised procedure is laid down of the guidance for the State Governments:-

(i) Offers from or correspondence with foreign Government/institutions for visits abroad/ grant of scholarships/fellowships or grants. The State Governments or the members of the All India Services individually should not negotiate directly with foreign Governments/ institutions/agencies and international organisations including Indo-Foreign Cultural Organisations for the grant of scholarships/ Fellowships/grants to the members of the All India Services or offers to visit abroad. When such offers of fellowships etc. or offers to visit abroad are received by the State Government not meant for a particular member of the Service directly from the foreign Governments or organisations the State Government should forward the communication together with the names of the members of All India Services, whom the State Government would like to sponsor for the scholarships, fellowships etc., to the Ministry/Department of Government of India, who are concerned with the particular Service. (At the same time the State Government should acknowledge receipt of the offers from the Foreign Government or Organisations and inform them that all future correspondence in the matter should be addressed by them to the government of India, Ministry of External Affairs). In other words, such invitations are not to be processed by the State Government or accepted by the members of the All India Services without the approval of the Ministry of External Affairs through the (i) Department of Personnel and Administrative Reforms in the cases of the member of the Indian Administrative Service (ii) the Ministry of Home Affairs in the case of the Members of the Indian Police Service and (iii) the Ministry of Agriculture, in the case of the members of the Indian Forest Service.

If, however, such offers of fellowships, etc. or offers to visit abroad are addressed to a members of the Service direct or addressed to the State Government intended for a particular member of the Service, by the foreign Governments foreign organisations etc., by the State Government should straight away reject the offer made by the foreign Governments or foreign organisations, without approaching the Central Government seeking their concurrence for permitting the member of the Service concerned to accept the offer. The question of selection of a member of the Service for fellowship or travel grant should be left to the Government to decide and not the foreign Governments, foreign organisations etc. The intention behind this restriction is to discourage the possibility of foreign Governments, foreign organisations etc. exercising patronage by means of travel grants etc. and conversely the possibility of members of the Service compromising their positions in some way as a result of these facilities. .

The names of the members of the All India Services whom the State Government would like to recommend for such fellowships, training course or travel grants in response to such offers should

be sent to the concerned Ministry/ Department referred to above who would process the case in consultation with the other Ministries of the Government of India.

(ii) Open advertisements by Central Ministries foreign fellowships:- Applications of members of the All India Services in response to such advertisements may be forwarded by the State Governments to the concerned Ministries direct.

(iii) Open advertisements by foreign agencies for foreign fellowship:- Applications of members of the All India Services in response to such advertisements should be routed through (i) the Department of Personnel and Administrative Reforms in the case of the members of the Indian Administrative Service (ii) the Ministry of Home Affairs in the case of the Members of the Indian Police Service, and (iii) the Ministry of Agriculture in the case of the members of the Indian Forest Services.

(iv) Officers who wish to go abroad for higher studies at their own cost:- Members of the All India Services who wish to go abroad for higher studies at their own cost may be permitted to seek admission in foreign educational institutions for higher studies in subjects which are advantageous for, or directly relevant to, the discharge of the duties usual to the service to which they belong, provided they do not apply for financial assistance in the form of fellowships, scholarships, travel grants etc. from the educational institutions. If they want to make any request for financial assistance they should route their requests through (i) the Department of Personnel and Administrative Reforms in the case of the members of the Indian Administrative Service, (ii) the Ministry of Home Affairs in the case of the members of the Indian Police Service and (iii) the Ministry of Agriculture in the case of the members of the Indian Forest Service.

Whenever a member of an All Indian Service goes abroad for a fellowship, training course etc., a copy of the orders issued by the State Governments may be endorsed to the (i) Secretary to the Government of India, Department of Personnel and Administrative Reforms and the Establishment Officer to the Government of India, in the case of member of the Indian Administrative Service (ii) Secretary to the Government of India, Ministry of Home Affairs in the case of a member of the Indian Police Service and (iii) Secretary to the Government of India, Department of Agriculture in the case of member of the Indian Forest Service.

3. Letter No. 6/14/69-AIS (III) dated the 21st July, 1970 of the Ministry of Home Affairs and letter of the same number dated the 6th July, 1971 of the Department of Personnel are hereby cancelled.

4. The receipt of this letter may please be acknowledged and contents of this letter may be brought to the notice of all the members of the All Indian Service borne on the State/Joint Cadre.

Copy of letter No. 5(1) 73/CM, dated the September 17, 1973 from Shri S. Ramakrishnan Deputy Secretary to Govt. of India, Cabinet Secretariat Department of Personnel and Administrative Reforms, New Delhi, addressed to the Chief Secretaries to State Government and others.

Subject:- Utilisation of officers trained abroad under various training programmes/fellowships-Instructions regarding.

At Present a number of officers belonging to various services from the Government of India, and the State Governments are being deputed abroad for specialised training programmes including fellowships. Though the State Governments and Ministries/Departments invariably give an undertaking that such officers after return from training will be properly utilised so that the training and skills acquired become useful to the sponsoring organisation, it is noticed that in many instances this principle is not being observed.

2. The Government of India are very keen that the services of such of those officers deputed for any training programme, especially foreign training programmes and fellowships, should be utilised in a manner which will benefit the Government and that these officers are in a position to give the benefits of such training programmes to the best of their ability in suitable assignments. It is, therefore, essential that on return from such training programmes, officers should invariably be posted in jobs where their specialised training could be useful to the organisation. It is necessary that the State Governments keep this also in view while nominating officers for various foreign training programmes.

3. Though on account is being made by the Department of Personnel and Administrative Reforms as far as officers from various cadres offered for services, under the Government of India, to ensure that such of those officers who have had specialised training programmes abroad are sponsored for postings in related fields, it is necessary that the State Governments should take steps to ensure that these officers are posted in jobs where the skills acquired during foreign training would be fully utilised.

4. The State Governments are requested to kindly take suitable action and ensure that officers are put on assignments where their training abroad could be utilised to the maximum possible extent. In this connection, the State Governments may kindly ensure that a report (in duplicate), in the enclosed performa, is sent to the Department of Personnel and Administrative Reforms by every officer concerned within one month of his posting after his return from training abroad. This performa has been devised to introduce a built-in evaluation of various foreign training programmes and to ensure that this Department is kept informed about the postings of officers who return from such training programmes.

HARYANA GOVERNMENT

No. 4519-Pol. (3)-73/27080

dated Chandigarh, the 19th October, 1973.

A copy is forwarded to :-

- (1) All Heads of Departments, Commissioners of Divisions and all Deputy Commissioners in the State.
- (2) Registrar, Punjab & Haryana High Court and All Distt. & Sessions Judges in Haryana.

2. It is requested that the instruction issued by the Govt. of India may kindly be noted for compliance by all concerned. In further all attempts may be made to ensure that officers deputed for training programme/fellowship are, on their return from abroad to put on assignments where their

Compendium of Instructions on Career Development – Vol. IV

specialised training could be useful to the organisation. Further, it may also be ensured that a report (in duplicate) in the proforma prescribed by the Government of India is sent to the Department of Personnel and Administrative Reforms, under intimation to the Chief Secretary (Political Department) in respect of every officer concerned within one month of his posting after his return from training abroad.

3. A receipt of this communication may please be acknowledged by all.

Sd/-

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

A copy each is forwarded to the Financial Commissioners and all other Administrative Secretaries to Govt. of Haryana, for similar necessary action. It may kindly be ensured that action as indicated above is taken in respect of every concerned officer.

2. Receipt of this communication may please be acknowledged.

Sd/-

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

U.O. No. 4519-Pol. (3)-73/

Dated the Chandigarh, 19th October, 1973.

Copy of letter No. 6/6-71-AIS (III), dated the 11th January, 1974 from the Deputy Secretary to Government of India, Department of Personnel and Administrative Reforms, A.I.S. (III) Section to the Chief Secretaries to the Govt. of all States.

Subject:- Deputation Abroad-All India Services officers-Treating the period spent by-regarding.

I am directed to refer to this Department's letter of even number, dated the 10th April, 1972, and to say that it has been decided to drop the proposal to frame statutory regulations under rule 2 of the All India Services (Conditions of Service-Residuary Matters) Rules, 1960, for regulating the grant of deputation terms to members of the All India Services sent abroad for training, etc. and that the matter may be regulated only through executive instructions. Accordingly the following criteria would serve as the guidelines for the State Governments to regulate the grant of deputation terms to the members of All India Services working in connection with affairs of the State-

(1) If a member of an All India Services is nominated by the Central Govt. for training abroad, the period spent by him on training shall be treated as duty for all purposes, subject to the fulfilment of the following conditions :-

- (a) the member of the service should possess adequate background of the subject or filled in which he would be receiving training;
- (b) he should have rendered a minimum of five year's service;
- (c) he should not be due to retire, or have the option to retire from service within three years of the date of completion of the training; and;
- (d) the period of training should not ordinarily exceed twelve months.

(2) The order, deputing a member of the Service, may be issued by the Government, under whom he is serving, with the concurrence of the Joint Cadre Authority if he is borne on the Joint Cadre. If that Government is not the Government of the State, on the cadre of which he is borne, the latter Government, or the Joint Cadre, Authority, as the case, may be consulted before such an order is issued.

(3) The grant of deputation terms in such a case, may be regulated as follows:-

- (i) pay to the entire period of absence of a member of the service from his post in India shall be treated as period of deputation on full pay which he would have drawn, had he remained on duty in India.
- (ii) **Dearness Allowance :** During the period of deputation, a member of the Service shall be entitle to dearness allowances in accordance with such orders as may be issued by the Government of India from time to time, under the All India Service (Dearness Allowance) Rules, 1972.
- (iii) **Compensatory Allowance and House Rent Allowance :** The entitlement of a member of the Service to compensatory allowance and house rent allowance during the period of deputation abroad shall be regulated by the general or special orders issued by the State Government concerned in this regard.

- (iv) **Grant of Leave :** A member of the Service may be grant the leave as follows, if applied for by him, for stoppage over/stay-over on the return journey;
- (a) when the period of deputation is for 3 months or under, he may be granted leave upto one week;
 - (b) when the period of deputation is for more than 3 months but less than 6 months he may be granted leave upto two weeks; and
 - (c) when the period of deputation is over 6 months, he may be granted leave upto 3 weeks.
- (v) **Execution of Bond :** A member of the Service, who has been sent abroad for training and the period of training is proposed to be treated as duty, shall be required to execute a bond, as in Annexure A, to the effect that, in the event of his resigning or retiring from service, without returning to duty after the expiry of the training or at any time within the period as specified in the bond after his return on duty, he shall be liable to refund to the Government a lump sum amount to be specified in the bond. This lump sum amount shall include all money paid to the member of the Service, viz., pay and allowances, leave salary, cost of fees, travelling and other expenses cost of international travel and cost of training abroad met by the foreign Government/ agency concerned. In case the period of deputation is extended, a supplementary bond, as in Annexure B, converting the extended period(s) of training shall also be got executed by the member of the service concerned.
- (4) In the case of a member of an All India Service, who is not nominated by the Central Government, as envisaged in paragraph I, and who is permitted by the State Government concerned to go abroad for training at his own cost or at the expenses of a foreign Govt. or agency, the period involved shall not, without the period sanction of the Central Government, be treated as duty for any purpose, and he may be granted.
- (a) study leave under the All India Services (Study Leave) Regulations, 1960, if the conditions laid down in the regulations are fulfilled, and/or
 - (b) leave due and admissible under the All India Services (Leave) Rules, 1955.

HARYANAGOVERNMENT

No. 1942-Pol. (3)-74/13134

Dated Chandigarh, the 31st May, 1974.

A copy each is forwarded for information and necessary action to all Heads of Departments, Commissioners of Divisions and all Deputy Commissioners in the State.

2. These instructions have been seen by the Finance Department vide their advice No. 1209-FR-74, dated 22-4-1974.

Sd/-

Under Secretary (Administration),
for Chief Secretary to Government, Haryana.

No. 1942-Pol. (3)-74/13135

Dated Chandigarh, the 31st May, 1974.

A copy is forwarded to Accountant General Haryana, Chandigarh, for information.

Sd/-

Under Secretary (Administration),
for Chief Secretary to Government, Haryana.

No. 1942-Pol. (3)-74/13136

Dated Chandigarh, the 31st May, 1974.

A copy is forwarded to all I.A.S. officers of Haryana Government for information and guidance

Sd/-

Under Secretary (Administration),
for Chief Secretary to Government, Haryana.

A copy each is forwarded for information and necessary action to the Financial Commissioner and all Administrative Secretaries to Government, Haryana.

2. (i) For Financial Commissioner, Revenue and Secretary to Govt. Haryana, Home Departments.
- (ii) The Secretary to the Govt. Haryana, Forests Departments.

It is requested that these instructions may also be brought to the notice of I.P.S. and I.F.S. officers.

Sd/-

Under Secretary (Administration),
for Chief Secretary to Government, Haryana.

To

The Financial Commissioner and all
Administrative Secretaries to Government, Haryana.

U.O. No. 1942-Pol (3)-74

Dated Chandigarh, the 31st May, 1974.

ANNEXURE-'A'

Bond to be Executed by a Member of an all India Service Proceeding Abroad on Deputation.

KNOW ALL MEN BY THESE PRESENT THAT I _____ resident of _____ in the District of _____ at present employed _____ under the Government of _____ do hereby bond my self and may heirs, executors and administrator referred to as Governor of _____ (hereinafter referred to as the Government) on demand the sum of Rs. _____ (Rupees _____), on account of having been placed on deputation for training connected with (particulars of nature of training) for the period from _____ to _____ at (names of countries) at the cost of the Government of _____ / under a foreign aid scheme, together with interest thereon from the date of demand at Government rates for the time being in force on Government loans, or, if payment is made in a country other than India, the equivalent of the said amount in the currency of that country converted at the official rate of exchange between that country and India.

Dated this _____ day of _____ one thousand nine hundred and _____.

WHEREAS, the above bounded _____ is placed on deputation by the Government.

AN WHEREAS, for the better protection of the Government, the above bounden has agreed to execute this bond with such condition as hereunder is written.

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT, in the event of the above bounders _____ resigning or retiring from service without returning to duty or otherwise quitting the services after the expiry of termination of the period of training or at any time within a period of four years after his return to duty he shall forthwith refund to the Government, or, as may be directed by the Government to refund, on demand the said sum of Rs. _____ (Rupees _____) on account of his having been place on deputation afore said, together with interest thereon from the date at demand at Government rates for the time being in force on Government loans.

AND, upon the above bounden _____ making such refund the above written obligation shall be void and of no effect; otherwise it shall be and remain in full force and virtue.

Stamp duty payable on this bond shall be borne and paid by the Government.

Signed and delivered by _____ in the presence of Witness No.

- 1.
- 2.

Accepted
For and on behalf of the Government
of _____

ANNEXURE- 'B'

Supplementary Bond to be Executed by a Member of an all India Service Granted Extension of Deputation Abroad.

KNOW ALL MEN BY THESE PRESENT THAT I _____ resident of _____ in the District of _____ at present employed under the Government of _____ do hereby bind my self and my heirs, executors and administrators to pay to the Governor of _____ (hereinafter referred to as the Government) on demand the sum of Rs. _____) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans, or, if payment is made in a country other than India, the equivalent of the said amount in the currency of that country converted at the official rate of exchange between that country and India.

Dated this _____ day of _____ one thousand nine hundred and _____

WHERE AS THE above bounden _____ was placed on deputation by the Government for the period from _____ to _____ in consideration of which a bond dated _____ for Rs. _____ (Rupees _____) was executed by him in favour of the Governor of _____/under foreign aid scheme.

AND WHEREAS for the better protection of the Government, the above bounder has agreed to execute this supplementary bond with such conditions as hereunder is written.

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT, in the event of the above bounden _____ resigning or retiring from service without returning to otherwise quitting the service after the expiry or termination of the period of training so extended or at any time within a period of four years after his return to duty, he shall forthwith refund to the Government, or as may be directed by the Government to refund, on demand the said sum of Rs. _____ (Rupees _____) together with interest thereon from the date of demand at Government rates for the being in force on Govt. loans.

AND, upon the above bounden _____ making such refund, the above written obligation shall be void and of no effect; otherwise it shall be and remain in full force and virtue.

Stamp duty payable on this bond shall be borne and paid by the Government.

Signed and delivered by

_____ in the presence of

Witness : 1. _____

2. _____

Accepted
for and on behalf of the
Governor of _____

Copy of letter No. B-2311/141/72 dated 30th July, 1974 from the Under Secretary to Government of India Ministry of External Affairs (New Delhi) to the Accountant General, Central Revenue New Delhi and copy endorsed to All State Governments.

Subject:- Terms and conditions of Indian experts deputed to foreign countries under the I.T.E.C. Programme of the Ministry of External Affairs.

CORRIGENDUM(3)

I am directed to refer to the Ministry's letter of even number dated the 15th November, 1973 on the above subject and subsequent amendments of even number dated the 16th December, 1973 and 22nd April, 1974, and to state that the following may be added as sub-para to para 5 of Annexure III of the letter :—

"Passages may be allowed at Government cost to entitle members of the family of an expert from the station of his previous posting to the place of his deputation abroad and back only in cases where the members actually accompany him with a view to taking up residence with him. If for any unavoidable reason any entitled member/members of family cannot accompany him on his onward journey, the Ministry may allow him/them passages for journey following that of the expert within 2 months/4 months/6 months depending on whether the period of deputation is for 1 year but less than 2 year; 2 years but less than 3 years and 3 years or more respectively. Any entitled member who is so allowed to followed the expert on an onward journey will not be allowed passage at Government cost for preceding the expert in relation to his return journey to India on expiry of the tenure. Also, in respect of any entitled member/members who has/have accompanied the officer on the onward journey. Ministry may permit passage/passages at Government expense in connection with the return journey which may involve the member/members preceding the expert on the terminal journey to the extent of the periods specified above."

2. This will cover the deputation cases already agreed to where either the members of the family of the officers are still to join him at his place of duty abroad or to return to India before the terminal journey of the expert or both the journeys have not been undertaken so far.

3. This issued with the concurrence of the Ministry of Finance (EA Division) vide their U.O. No. 3057-EA II/74 dated the 27th July, 1974.

HARYANA GOVERNMENT

No. 3599-Pol (3)-74/22153

dated Chandigarh, the 18th Sept. 1974 to --

A copy each is forwarded for information and guidance—

1. All Heads of Departments, Commissioners of Divisions and All Deputy Commissioners in the State.
2. Registrar, Punjab and Haryana High Court and all District and Sessions Judges in Haryana.

Sd/-

Superintendent Political,
for Chief Secretary to Govt, Haryana.

A copy each is forwarded to the Financial Commissioner, Haryana and all other Administrative Secretaries to Government Haryana, for information and guidance.

Sd/-

Superintendent Political,
for Chief Secretary to Govt, Haryana.

To

The Financial Commissioner,
Revenue and Other Administrative Secretaries.

U.O. No. 3599-Pol (3)-74

dated Chandigarh, the 18th Sept., 1974.

ORDER

In partial modification of the order dated the 16th June, 1973, circulated vide endorsement No. 2913 Pol. (3)-73/15857A, dated the 22nd June, 1973, the officer concerned on return from the training in Lal Bahadur Shastri Academy of Administration, Mussoorie, to whom the Book Allowance at the rate prescribed in the aforesaid order is sanctioned will submit a certificate to the authority who has sanctioned the allowance that he has actually spent the requisite amount.

2. This allowance will not be admissible to the I.A.S. probationers.

3. This issues with the concurrence of the Finance Department received vide their U.O. No. 5944-7FR-74, dated 16.10.74.

Dated Chandigarh the 22nd Oct. 1974.

S.D. Bhambri
Chief Secretary to Government, Haryana.

No. 4730-Pol. (3)-74/25341

Dated Chandigarh, the 22nd Oct. 74.

A copy is forwarded to the Accountant General, Haryana, Chandigarh, for information with reference to his letter No. GAI/IAS/1744, dated the 6th August, 1974.

Sd/-

Under Secretary (Administration),
for Chief Secretary to Government, Haryana.

No. 4730-Pol. (3)-74/25342

Dated Chandigarh, the 22nd Oct. 74.

A copy is forwarded to the Director, Lal Bahadur Shastri Academy of Administration, Mussoorie, for information, in continuation of this State Government endst. No. 2913-Pol. (3)-73/15857, dated the 22nd June, 1973.

Sd/-

Under Secretary (Administration),
for Chief Secretary to Government, Haryana.

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No. 4730-Pol. (3)- 74/2543

Dated Chandigarh, the 22nd Oct. 74.

A copy each is forwarded for information and necessary action to all Heads of Department, Commissioners of Divisions, all Deputy Commissioners, Registrar, Punjab and Haryana High Court and all District & Sessions Judges in Haryana, in continuation of State Government endst. 2913-Pol.(3)-73/15857-A, dated the 22nd June, 1973.

Sd/-

Under Secretary (Administration),
for Chief Secretary to Government, Haryana.

A copy is forwarded to for Information and necessary action to the Financial Commissioner, Haryana and other Administrating, Secretaries to the Govt. Haryana.

Sd/-

Under Secretary (Administration),
for Chief Secretary to Government, Haryana.

To

The Financial Commissioner & other
Administrative Secretaries to Govt. Haryana.

U.O. No. 4730-Pol.(3)-74/

Dated Chandigarh, the 22nd Oct. 1974.

A copy each is forwarded to the Commissioner and Secretary to Govt. of Haryana, Finance Department for information, with reference to his U.O. advice No. 5944-7FR-74, dated 16.10.74.

विषय: - राज्य कर्मचारियों का विदेशों में ट्रेनिंग, फ़ैलोशिप या किसी अन्य कार्यों के लिये जाना ।

क्या वित्तायुक्त हरियाणा सरकार तथा अन्य प्रशासकीय सचिव, हरियाणा सरकार कृपया उपरोक्त विषय पर सरकार के अशा: क्रमांक 4476-राज 1(3)-71, दिनांक 7 सितम्बर, 1971 तथा अशा: क्रमांक 6144-राज 1(3)-71, दिनांक 13-9-71 की ओर ध्यान देने का कष्ट करेंगे?

2. उपरोक्त संदर्भों द्वारा यह हिदायतें जारी की गई थीं कि किसी भी सरकारी अधिकारी/कर्मचारी का विदेश में ट्रेनिंग कोर्स फ़ैलोशिप या अध्ययनार्थ छुट्टी पर या अन्य सरकारी कार्य के लिये भेजने से पहले, चाहे इस प्रकार की यात्रा सम्बन्धित अधिकारी/कर्मचारी द्वारा अपने खर्चे पर ही की जानी हो, आवश्यक केस पर मुख्य मंत्री महोदय के आदेश अवश्य ही प्राप्त किये जायें। यह देखा गया है कि उपरोक्त आदेशों का दृढ़ता से पालन नहीं किया जा रहा है और कई बार विभागीय अध्यक्ष स्वयं ही बिना मुख्य मंत्री महोदय की अनुमति के सीधे ही आवश्यक सिफारिशें भारत सरकार को भेज देते हैं। इस प्रकार से उपरोक्त हिदायतों की उल्लंघना करना एक गम्भीर बात है।

3. अतः उनसे अनुरोध है कि उपरोक्त हिदायतों को सभी कर्मचारियों /अधिकारियों के ध्यान में पुनः लाया जाये और उन्हें निर्देश दिये जायें कि वह इन हिदायतों का दृढ़ता से पालन करें और भारत सरकार की सिफारिशें आदि करने से पहले सम्बन्धित केस पर मुख्य मंत्री महोदय के आदेश अवश्य ही प्राप्त किये जायें।

हस्ता / -

अवर सचिव, प्रशासन,

कृते : मुख्य सचिव, हरियाणा सरकार।

सेवा में

1. वित्तायुक्त, हरियाणा सरकार ।
2. सभी प्रशासकीय सचिव, हरियाणा सरकार।

आशा: क्रमांक 3776-राज (3)-75

दिनांक चण्डीगढ़ 19 मई, 1975 ।

पृ. क्रमांक 3776-राज (3)-75

दिनांक चण्डीगढ़ 19 मई, 1975 ।

एक-एक प्रति सभी विभागीय अध्यक्षों को सूचनार्थ व आवश्यक कार्यवाही हेतु भेजी जाती है।

हस्ता / -

अवर सचिव, प्रशासन,

कृते : मुख्य सचिव, हरियाणा सरकार।

A copy of letter No. 28(56)-EOF/74, dated 7th August, 1975 from the Under Secretary to the Govt. of India, Cabinet Secretariat, Department of Personnel and A.R. Officer of the Establishment Officer, New Delhi to the Chief Secretaries of All State Government/Union Administrations.

OFFICE MEMORANDUM

Subject :- Briefing Offices attending foreign Universities or deputed for foreign training

The undersigned is directed to state that the question of briefing officers attending foreign Universities or deputed for foreign training abroad, was recently examined in consultation with the Ministry of External Affairs. It has been felt necessary that arrangements should be made for the briefing of the officers, and for keeping in touch with them to ensure that they are behaving in the national interest.

2. The Ministry of External Affairs have agreed to arrange such briefing. The process of briefing the deputationist on current problems on policies and also about our own political, social and economic systems, would be done by the Heads of different territorial divisions, notably by the Division in the Ministry of External Affairs, dealing with the country of deputation. The arrange such briefing, it would be expedient to plan it in groups of as many officers as possible instead of one or two individual coming at frequent intervals and at short notice. The Ministry of External Affairs would prefer if 10 to 15 days notice are given to fix the process of briefing.

3. The Ministry of External Affairs will also inform the Heads of Missions concerned about the deputationist. After giving advance notice, the deputationists should be instructed to contact /call on the nearest Indian diplomatic or consular mission.

4. The instructions would apply to all Class I officers deputed for study/training abroad.

5. Necessary clarifications, on matters of doubt may be obtained directly from the Ministry of External Affairs (Policy Planning Division), New Delhi. The Ministries/ Departments who arrange the foreign trainings abroad should also arrange the briefing programme of the Officers with the Ministry of External Affairs and inform the officers well in time before their actual dates of departure.

**HARYANA GOVERNMENT
POLITICAL DEPARTMENT**

No. 3618-Pol(3)-75/26464

Dated Chandigarh the 4-9-75

A copy is forwarded for information and guidance to:—

1. All Heads of Departments, Commissioners, Ambala and Hisar Divisions, All Deputy Commissioners in the State.
2. Registrar, Punjab and Haryana High Court, and all District and Session Judges in Haryana.

Sd/-

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

A copy is forwarded to the Financial Commissioner and all other Administrative Secretaries to the Government Haryana for information and guidance.

Copy of a office memorandum No. 28(56)-EO(F)/74 Dated the 7th August, 1975 from Cabinet Secretariat Addressed to all Ministers/ Departments, Chief Secretaries of all State and Union Territories regarding briefing of officers attending Foreign Universities or deputed For Foreign Training.

The undersigned is directed to State that the question of briefing officers attending foreign universities or deputed for foreign training abroad, was recently examined in consultation with the Ministry of External Affairs, It has been felt necessary that arrangements should be made for the briefing of the officers, and for keeping in touch with them to ensure that they are behaving in the national interest.

2. The Ministry of External Affairs have agreed to arrange, such briefing. The process of briefing the deputationists on current problems on policies, and also about our own political, social and economic systems, would be done by the Heads of different territorial divisions, notably by the Division in the Ministry of External Affairs, dealing with the country of deputation. To arrange such briefing, it would be expedient to plan it in groups of as many officers as possible instead of one or two individuals coming at frequent intervals and at short notice. The Ministry of External Affairs would prefer if 10 to 15 days notice are given to fix the process of briefing.

3. The Ministry of External Affairs will also inform the Heads of Missions concerned about the deputationists. After giving advance notice, the deputationints should be instructed to contact call on the nearest Indian diplomatic or consular mission.

4. These instructions would apply to all Class-I officers deputed for study/training abroad.

5. Necessary clarifications, on matters of doubt, may be obtained directly from the Ministry of External Affairs (Policy Planning Division), NEW DELHI. The ministries/ Departments who arrange the foreign training abroad should also arrange the briefing programme of these officers with the Ministry of External Affairs and inform the officers well in time before their actual date of departure.

Copy of the letter No. 5/1/75-FAS, Cabinet Secretariat Department of Personnel & AR, dated 22nd August, 1975 from U.C. Aggarwal, Establishment Officer to C.S. to Govt. Haryana.

As you will be aware we have been sponsoring officers for foreign assignments to different countries either under the Indian Technical and Economic Cooperation Programme etc. or on a bilateral basis. These officers are sponsored either from the foreign assignment panels maintained by us or through open advertisements. In either case, we do not sponsor a Government servant or an employee of a public sector organisation unless his application had been duly forwarded to us by the employing organisations. When officers, who are duly registered or whose applications have been forwarded by their employers, are selected by a foreign Government we stand committed to release them without undue delay.

2. A number of instances have, however, come to our notice in which officers selected for foreign assignments on the basis of our nomination were not released in time. The Ministry of External Affairs or this Department had enter into protracted correspondence with the authorities concerned to obtain the release of the selected officers. Delay in making officers available to foreign Govt.'s creates embarrassment for the Government of India. Some foreign Govt.'s had brought to the notice of the Government of India instances where delay in our experts joining services abroad had led to dislocation in their economic development programmes. The Ministry of External Affairs have urged us to make sure that there is no delay in making available to foreign governments the services of officers who were selected on the basis of our nomination. We shall, therefore, be grateful if you could kindly issue necessary instructions to all concerned so that there is no delay in releasing officers for service abroad where these officers have been selected on the basis of our nomination.

With regards,

**HARYANA GOVERNMENT
POLITICAL DEPARTMENT**

No. 3861-Pol(3)-75/28075,

Dated, Chandigarh, 18-2-75.

A copy is forward for information and strict compliance to :-

1. All Heads of Department, Commissioners Ambala and Hisar Division's, All Deputy Commissioners in the State.
2. Registrar, Punjab & Haryana High Court, all Distt. & Session Judges in Haryana.

Sd/-

Under Secretary Administration,
for Chief Secretary to Govt. Haryana.

Copy of letter No. PL-13(21)74 dated the 22nd September 1975, from the Under Secretary to The Government of India, Ministry of Shipping and Transport (Roads Wing) New Delhi addressed to the All State Governments and U.Ts. (Deptts, dealing with Roads).

Subject:- Briefing Officers attending foreign Universities or Deputed for foreign training.

I am directed to say that the Government of India recently examined the question of briefing officers attending foreign universities or deputed for foreign training abroad when it was felt that necessary arrangements should be made for briefing the officers and for keeping in touch with them to ensure that they are behaving in the national interests.

2. The Ministry of External Affairs have agreed to arrange such a briefing on current problems on policies and also about Indian political, social and economic systems. Necessary briefing in respect of these various subjects would be provided by the Heads of the different territorial divisions of the Ministry of External Affairs dealing with the country of deputation. They have, however, desired that in order to enable them to arrange such a briefing they would prefer if 10-15 days notice is given to them to fix the process of briefing. They have further desired that arrival in the country of training.

3. I am accordingly to bring the aforesaid requirement to the notice of the State Government/ Local Admn. for keeping it in view while issuing necessary deputation orders after the officer concerned has been finally selected for training abroad. In that case, the following further action may kindly also be taken:-

1. The Selected offers may be directed to call in this Ministry at least 15 days before departure for briefing with the E.A. Ministry.
2. The requirement of calling on the nearest Indian diplomatic or Consular Mission concerned should be incorporated in the deputation orders of the officer concerned and specifically brought to his notice also for necessary compliance.

These instructions would of course, apply only to Class I Officers deputed for study/ training abroad.

Sd/-

R.C. Jain,

Under Secretary to the Govt. of India.

**HARYANA GOVERNMENT
POLITICAL DEPARTMENT**

No. 4413-Po1(3)-75/31146

Dated, Chandigarh the -10-75

A copy is forwarded for information and guidance to :-

1. All Heads of Departments, Commissioners Ambala and Hisar Divisions, All Deputy Commissioners in the State.
2. Registrar, Punjab and Haryana High Court and All District and Sessions Judges in Haryana; in continuation of Haryana Govt. letter No. 3618-Po1.(3)-75/26464 dated the 3/4th September, 1975.

Sd/-

Under Secretary Administration,
for Chief Secretary to Govt. Haryana.

विषय :- राज्य कर्मचारियों का विदेश में ट्रेनिंग, फ़ैलोशिप या किसी अन्य कोर्सों के लिए जाना।

क्या वित्तायुक्त हरियाणा तथा सभी प्रशासकीय सचिव, हरियाणा सरकार, उपर्युक्त विषय पर ध्यान देंगे?

2. समय-समय पर राज्य सरकार के अधिकारी सरकारी खर्चों पर प्रशिक्षण प्राप्त करने हेतु विदेशों में भेजे जाते हैं ताकि वे विशेष ट्रेनिंग प्राप्त करके लोक हित कार्यों में विशेष योगदान दे सकें। यह अनुभव किया गया है कि जो अधिकारी जिस विषय में ट्रेनिंग लेता है उसे कई दफा वापसी पर प्रशासकीय कारणोंवश सम्बन्धित विभाग में नियुक्त नहीं किया जाता जिसके फलस्वरूप उस अधिकारी के अनुभव से लाभ प्राप्त नहीं किया जा सकता। अतः यह निर्णय लिया गया है कि प्रत्येक अधिकारी द्वारा जो ट्रेनिंग प्राप्त की जाती है वह उस ट्रेनिंग पर विस्तार रूप से लिखित में एक नोट सरकार, सम्बन्धित विभाग, एवं राजनैतिक शाखा को प्रस्तुत करे, जिससे सरकार तथा अन्य अधिकारियों द्वारा सोच विचार उपरान्त जनहित कार्य के लिए प्रयोग में लाया जा सके। जो अधिकारी अब तक विदेश में या भारत में सरकारी खर्च पर विशेष ट्रेनिंग ले चुके हैं, उनसे ऐसा ब्यौरा शीघ्र उपलब्ध कर लिया जाए और जो अधिकारी अब ट्रेनिंग प्राप्त कर रहे हैं या भविष्य में ऐसा करेंगे उन्हें भी ऐसा करने का आदेश पहले से ही दिया जाए।

3. आप से अनुरोध है कि इन हिदायतों का दृढ़ता से पालन किया जाये। आप से यह भी अनुरोध है कि आप यह हिदायतें अपने अधीन कार्यालयों (including Corpn. autonomous Organisation etc.), काम करने वाले अधिकारियों के ध्यान में ला दें और यह भी सुनिश्चित किया जाये कि इन हिदायतों का दृढ़ता से पालन किया जाता है।

हस्ता / -

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

सेवा में

वित्तायुक्त, हरियाणा सरकार तथा सभी प्रशासकीय सचिव, हरियाणा सरकार।

अशा: क्रमांक 1621-पोल(3)-76 /

दिनांक चण्डीगढ़ 8 मार्च, 1976

पृ. क्रमांक 1621- पोल(3)-76 /9185,

दिनांक चण्डीगढ़ 8 मार्च, 1976

एक प्रति सभी विभागाध्यक्षों को सूचनार्थ व आवश्यक कार्यवाही के लिए भेजी जाती है।

हस्ता / -

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

**Copy of letter No. 5(1)-76-CM, dated 18th June, 1976, from the Under Secretary to Govt. of India,
Cabinet Sectt. Deptt. of Personnel and A.R. Office of the Establishment Officer,
New Delhi, to the Chief Secretaries of all State Govts.**

**Subject :- Utilisation of Officers trained abroad under various training programmes fellowships
instructions regarding- Entry in C.R.**

I am directed to invite a reference to the Govt. of India letter No. 5(1)-73-CM, dt. Sept. 17, 1973, on the subject mentioned above and to say that all officers who are sent on training programme abroad do not furnish their reports on their return. It is requested that it should be brought to the notice of such officers to invariably furnish their reports, within one month of their return, in the prescribed proforma, a copy of which was sent with this Department's letter dt. 17th Sept., 1973, referred to above.

A suitable entry should also be made in the C.R. of the officer about the training undergone by him and the quality of this report.

3. Receipt of this letter may please be acknowledged.

HARYANA GOVERNMENT

POLITICAL DEPARTMENT

No. 3479-Pol(3)-76/1780,

dated Chandigarh, the 7th July, 1976.

A copy each is forward to :-

- (1) All Heads of Departments, Commissioners of Ambala & Hisar Division's and all Deputy Commissioner in the State.
- (2) The Registrar, Punjab and Haryana High Court and District and Sessions Judges in Haryana, for information and strict compliance in continuation of Haryana Govt. endst.

No. 4519-Pol(3)-73/27080,

dated 19-10-73.

2. Receipt of this communication may please be acknowledged.

Sd/-

Under Secretary Administration,
for Chief Secretary to Govt. Haryana.

**Copy of letter No. M-11014/2-74-LSG Vol. II/dated New Delhi 30th Oct. 1976 from
Shri N.N. MITRA, Under Secretary to the Government of India/Bharat Sarkar
Ministry of Works and Housing Nirman Aur Awast Mantralaya to the
Chief Secretaries, (All State Government and Union Territories)**

Subject:- Brief of officers attending foreign countries or deputed on foreign training.

As you are aware, the Government of India is keen to ensure that Indian nationals going abroad for a short period, conduct themselves in a manner belittling the national interest. With this end in view the Cabinet Secretariat in consultation with the Ministry of External Affairs have issued a series of instructions regarding briefing the Government officers attending foreign universities or deputed for foreign universities or deputed for foreign training abroad. Some instructions, in this connection are contained in the confidential office Memorandum No. 238/56-EO(F)/74, dated the 7th Aug. 1975 issued by the Cabinet Secretariat to Chief Secretaries of all State and Union Territories. A copy of this office Memorandum is enclosed for ready reference.

2. This Ministry is also sending officers of the Central and State Governments aboard for training under various International programmes, such as the WHO and the Colombo Plan fellowships. One of the State Governments had raised a point whether an officer selected for a training programme abroad, stationed for way Delhi should come over to Delhi for the purpose of briefing in the Ministry of External Affairs. The matter was referred to the Ministry of External Affairs and that Ministry has further clarified as follows:-

1. Candidate selected for training abroad, who are stationed in the Eastern, Southern, or Western regions of the country are not required to come to Delhi as they depart by air from Calcutta, Madras and Bombay.
2. In those cases whose intimation regarding final selection is received too late and practically no time is left for such briefing, this required need not be complied with.
3. However, in both cases, the sponsoring authority should advice their nominee to report to the Indian Mission concerned for the required briefing.
4. It is requested that procedure outlined above may be followed while sending officers on deputation abroad attending training courses etc.

HARYANA GOVERNMENT

POLITICAL DEPARTMENT

No. 5869 Pol(3)-76/31046

Dated, Chandigarh, the 17th Nov. 1976.

A copy alongwith a copy of Government of India's letter dated 7-8-1975 is forwarded to :-

1. All Heads of Departments, Commissioners Ambala and Hisar Division.
2. Registrar, Punjab and Haryana High Court and all District and Sessions Judges in Haryana, for information and compliance in continuation of Haryana Government letter No. 4418-Pol(3)-75/13446 dated 16-10-1976.

Sd/-

Under Secretary Administration,
for Chief Secretary to Govt. Haryana.

**Copy of letter No. UNIDO-12(3)/77 dated 6th February, 1978 from Under Secretary to
Govt. of India, Ministry of Industry, Deptt. of Industries Development, New Delhi to
The Chief Secretaries of all State Governments/ Union Territories.**

Subject:- In-plant Group Training Programme under UNIDO-Instructions regarding.

Sir,

Ministry of Industry (Deptt. of Industrial Development) as the nodal agency for the United Nations Industrial Development Organisation (UNIDO) have been calling for nominations of suitable officers from all State Governments/Union Territories etc. for being sponsored for the In-plant Group-Training Programme and other training programmes organised by UNIDO in co-operation with other countries in managerial/technical fields. Generally, UNIDO call for at least three nominations from India for the final selection being made by their selection panel. The Deptt. of Industrial Development, after careful scrutiny of the educational qualification and experience of the candidates suggested by the State Governments etc., sponsor the requisite number of eligible and suitable officers to UNIDO for such Training Programmes.

2. In all such cases, State Governments etc. are supplied with a copy of the Aide-Memorre for the training programmes prepared by UNIDO, which, Inter-alia, contain the basic educational qualification and experience etc. required of the candidates. Sometimes, it is stated that the candidates should have a degree in engineering etc., in the relevant field or equivalent as the basic educational qualifications.

3. It is requested that while forwarding the nomination of officers, the State Government etc. should specifically certify that the said officer fulfils the basic educational qualification of a degree or equivalent and requisite experience as prescribed by UNIDO in the Aids Memorre relating to the particular programme. If a candidate holds a diploma or certificate awarded by certain Institution, It has to be certified that such a diploma or certificate is recognised as equivalent to a degree in engineering or otherwise, for purpose of recruitment to Government posts and services.

4. Sometimes more than one name is suggested for the training programme. It is normal presumption that where more than one name is suggested for a particular programme by the State Governments etc., this is done in order of preference, unless specifically mentioned to the contrary. It is, therefore, requested that precise indication to this effect may be made in future at the time of recommending the candidates for training programmes.

5. Kindly acknowledge receipt.

हरियाणा सरकार
राजनैतिक विभाग

पृष्ठांकन क्रमांक 31(64)-पोल (3)/78,

दिनांक, चण्डीगढ़, 23 मार्च, 1978

भारत सरकार उद्योग मन्त्रालय के पत्र दिनांक 6-2-78 के प्रति सहित :-

- (1) सभी विभागाध्यक्ष, हरियाणा सरकार, आयुक्त अम्बाला तथा हिसार और सभी उपायुक्त
- (2) रजिस्ट्रार, पंजाब तथा हरियाणा हाईकोर्ट चण्डीगढ़ और हरियाणा के सभी जिला सत्र न्यायाधीश।

को सुचनार्थ एवं आवश्यक कार्यवाही हेतु भेजी जाती है। उनसे अनुरोध किया जाता है कि वह इन हिदायतों का दृढ़ता से पालन करें।

हस्ता / -

अवर सचिव, प्रशासन

कृते : मुख्य सचिव, हरियाणा सरकार।

एक-एक प्रति हरियाणा में वित्तायुक्त तथा सभी प्रशासकीय सचिवों को आवश्यक कार्यवाही हेतु भेजी जाती है।

HARYANA GOVERNMENT
POLITICAL DEPARTMENT

No. 31/120/78-POL(3)

Dated, Chandigarh, the 30th June, 1978.

A copy with a copy of Govt. of India's, Ministry of Home Affairs letter No. 22(71)-EO(F)/78 dated the 3rd June, 1978, alongwith its enclosures is forwarded to all Indian Administrative Service Officers working in Haryana for information and compliance.

Sd/-

Under Secretary Administration,
for Chief Secretary to Govt. Haryana.

No. 31/120/78-Pol(3)

Dated, Chandigarh, the 30th June, 1978.

A copy, with a copy of Govt. of India's Ministry of Home Affairs dated 3rd June, 1978 alongwith its enclosures is forwarded to the Chief Secretary to Government, Haryana (Services Branch) for information.

Copy of the letter No. 28/(71)-EO (F)78 dated the 3rd June, 1978 from the Under Secy. to Govt. of India Ministry of Home Affairs, Deptt. of Personnnel & Administrative Reforms addressed to the Chief Secretaries of All State Governments and Union Territories. etc.

Subject:- Procedure to be followed in accepting offers of Scholarships/fellowships and other kinds of grants from foreign/international Institutions Instructions applicable to member of All India Services.

I am directed to state that recently case have come to our notice wherein permission is sought from this Department for participation of individual members of the All India Services to attend meetings, seminars or short-duration programmes on the basis of requests form foreign government organisations. Attention of the State Government is invited to the instructions issued in this Department's letter No. 9/26/71-AIS(III) dated 25-7-73 (copy enclosed) in which it has been stated that the question of selection of a member of the Services for fellowships should be left to the Government and not the foreign Government/organisations. The intention behind this restriction is to discourage the possibility of foreign Governments/organisations exercising patronage by means of travel grants and other expenses and conversely the possibility of members of the Services compromising their position in some way as a result of this facility. It is again emphasised that individual officers of the services should not make personal efforts to secure invitations from foreign Governments/organisations for participation in meeting/seminars or others programme and that cases of such efforts by officers will be dealt with firmly by the Government.

2. It is requested that the contents of this letter may be brought to the notice of all the members of the All India Services borne on the state cadres.

Copy of letter No. F.1/3/CP/78, dated 12 Sept., 1978 from the Under Secretary to Government of India, Ministry of Finance, Department of Economic Affairs, New Delhi to the Chief Secretaries of all State Governments/U.Ts.

Subject:- Colombo-Plan-Medical report on a candidate for training in Britain.

I am directed to say that the U.K. authorities- have devised a new Medical Report which is called Med. 101. Another form-Med. 100-Declaration of Health'-has also been introduced. The British High Commission have desired that Med. 100 and 101 should be completed in respect of each nominee sponsored for training in U.K. and forwarded alongwith the nomination documents on A-2 form. The British High Commission have further pointed out that Chest X-ray report should accompany the medical report in Med. 100 and 101 forms if the course for which the candidate has been nominated is to start within four months of the completion of A-2 forms. However, (X-ray plates) are not required.

I am to request that the medical documents may accordingly be submitted alongwith the A-2 forms. A specimen copy each of the Med. 100 and 101 is sent herewith.

**Haryana Government
Political Department**

No. 31/185/78-Pol(3),

dated, Chandigarh, the 12th October, 1978.

1. A copy is farwarded to the All Heads of Departments, the Commissioner, Ambala and Hisar Divisions and all Deputy Commissioners in Haryana.

Medical report on a candidate for an award of studies in Britain Administered by the British Council.

Part I — **To be completed by the Examinee who is responsible for answering each question accurately. FAILURE TO DISCLOSE medical history in full may lead to rejection or cancellation of award.**

A. Full name and permanent address (block capitals). _____
_____ Recent Photograph of candidate

Sex _____ Date of birth _____

- B. Have you had any of the following ? Answer yes, or no.
- | | |
|-------------------------------|---|
| 1. Tuberculosis | 16. Erpilepsy |
| 2. Penumonia | 17. Poliomyelit is or other neurological disorder |
| 3. Pieurisy | 18. Nervous breakdown |
| 4. Asthema | 19. Psychiatric disorder |
| 5. Allergic disorder | 20. Eye disorder. |
| 6. Rheumatic fever | 21. Ear, nose or throat disorder |
| 7. Heart disease | 22. Skin disease |
| 8. Gastric or duodenal ulcer | 23. Anaemia |
| 9. Recurrent indigestion | 24. Gynaecological disorder |
| 10. Jaundice | 25. Malaria or other tropical disease |
| 11. Dysentery | 26. Operations |
| 12. Varicose veins | 27. Serious accidents |
| 13. Kidney or urinary disease | 28. Any other serious disorder |
| 14. Rupture | |
| 15. Diabetes | |

C. If any question above answered Yes, please give the following.

(a) Year (b) Treatment received (c) Any recurrence of lasting effects

No. _____
No. _____
No. _____
No. _____
No. _____

Signature (to be signed in presences of examining doctor). _____
Date _____

Compendium of Instructions on Career Development – Vol. IV

Medical Examiner's report.

Important : The object of the examination is to determine whether the candidate is physically and mentally fit to undertake a course of study in UK where he will be subject to the additional stress of living and working in an alien culture and environment.

Your opinion is confidential to the British Council and should not be discussed with the candidate.

A. General appearance and complexion :
(eg. consistent with stated age)

Height (cms)	Weight (kms.)	(unclothed)
Urinalysis-SG	Sugar Albumen	Deposit
Eyes :	Visual acuity R	L
Ears:	Acuity (both ears)	
Nose and throat :	Teeth.	

B. Locomotor system-upper limbs : Lower limbs.

C. Cardiovascular system-pulse rate : Arteries
Heart size : Heart sounds.
BP systolic diastolic Retinal vessels
if hypertension present.

D. Respiratory system ;

E. Adomen

Liver Spleen Hernial sites.

F. Reproductive system.

Mensrual history. WR Klien or VDRL :

G. Central nervous system Refle was.

Psychiatric assessment-Mood : Stability Sleep

H. Please comment on declared medical history if significant.

J. (a) Is the candidate at present being treated for a condition ?
Please specify ?

(b) Is the candidate likely to need further treatment in UK ?

K. Do you consider the Candidate fit to undertake the proposed course of Z study in UK ?

Signature of examining doctor _____ Date _____

(Name in block letters, and degrees) _____

Address : _____

- Notes :*
1. A Chest X-ray and radiologist's report are required in all cases.
 2. Diseases unlikely to read a rejection of candidate should be treated without delay and treatment completed before departure for UK.
 3. Long standing conditions diabetes will not necessarily lead to rejection of candidate provided the condition has been suitable under treatment for a sufficient length of time, but drugs can not be supplied has been suitable under for a sufficient length of time, but drugs cannot be supplied through the National Health Service.

PROFORMA

DECLARATION OF HEALTH

I declare that I am in good health and fit to take up an award in Britain,

I am/am not* pregnant.

I am/am not* receiving medical treatment at present for the following (give detail)

In the past 12 months I have not *received medical treatment for the following (give details).

Date

Signature Full name

Notes:

Any illness declared above will not necessarily debar you from any receiving an award, but the information supplied will enable the British Council to ensure that training is arranged at a suitable time. Pregnancy or recent birth of a child will prohibit an award. If an award is made you will be required to have a medical examination and chest X-ray. You will be informed about this later on.

*Delete as necessary.

Copy of letter No. 20(155)EO (F)/78, dated the 23rd October, 1978 from Under Secretary to the Government of India. Ministry of Home Affairs, Department of Personnel and Administrative Reforms, New Delhi addressed to the Chief Secretary to Govt., Haryana and to etc.

Subject:- Officers contacting Embassies/High Commissions in connection with foreign training programmes instructions regarding.

It has been brought to the notice of Government that officers selected for foreign training programmes sometimes approach foreign embassies about their selection for training programmes abroad or for allotment to different institutions. Attention of the State Governments is invited to the instructions issued in the Ministry of Finance Department of Economic Affairs circular letter No. F. 1(4) CP/71 dated 25th October, 1971 paragraph 5 of which is reproduced below:-

“Instances have come to the notice of the Government of India where Central/State Government officers have on their own initiative approached Government agencies, institutions and individuals in foreign countries for arranging their training under the Colombo Plan. It must be emphasised that no candidate should under any circumstances contact a foreign Mission about his personal cases and that any such contact or correspondence regarding his training arrangement should be only through the prescribed Government channels. Candidates who have made their own arrangements for training abroad or have already secured admission in a foreign institution should not be sponsored for Colombo Plan fellowship.”

2. Attention is also invited to this Department's circular letter No. 28(71) EO/78 dated 23rd June, 1978 which ineralia, stated that individual officers of the services should not make personal efforts to secure invitations from foreign Governments/Organisations for participation in meetings/seminars or other programmes and that cases of such efforts by officers will be dealt with firmly by the Government.

3. It may kindly impressed on the members of the services that any canvassing either for selection or for placement would disqualify the candidate concerned and instances of approach made in this connection would be brought to the notice of the authorities concerned for appropriate action.

4. It is requested that contents of this letter may be brought to the notice of all members of the All India Services borne on the State cadre.

HARYAN GOVERNMENT POLITICAL DEPARTMENT

No. 31/294/78-Pol(3),

dated, Chandigarh, the 6/11/78.

A copy with a copy of Govt. of India's Ministry of Home Affairs, letter No. 28(155)-EO(F)78, dated the 3rd October, 1978, is forwarded to all Indian Administrative Service Officers working in Haryana for information and strict compliance in continuation of Haryana Govt. endst. No. 31/120/78-Pol. (3) dated 30-6-78.

Sd/-

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

No. 31/294/78-Pol(3), dated, Chandigarh, the 6/11/78.

A copy with a copy of Govt. of India's Ministry of Home Affairs letter dated 3rd October, 1978 is forwarded to the Chief Secretary to Government, Haryana (Services I Branch) for information in continuation of Haryana Govt. endst. No. 31/120/78-Pol. (3), dated 30-6-78.

Sd/-

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

A copy with a copy of Govt. of India's Ministry of Home Affairs, letter dated the 3rd October, 1978 is forwarded to :-

- (i) The Commissioner and Secretary to Govt., Haryana Home, Department.
- (ii) The Secretary to Govt., Haryana, Forests Department, for information and necessary action in continuation of Haryana Govt. U.O. No. 31/120/78-Pol. (3), dated 30-6-78.

2. It is requested that the contents of this letter may be brought to the notice of all the members of the Indian Police Service/Indian Forest Service.

Sd/-

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

U.ON. 31/120/78-Pol(3),

dated Chandigarh, the 6/11/78.

विषय :- ट्रेनिंग कोर्सिज पर आई.ए.एस./एच.सी.एस. अधिकारियों को भेजा जाना।

क्या वित्तायुक्त हरियाणा सरकार तथा सभी आयुक्त एवं सचिव, हरियाणा सरकार, कृपया उपर्युक्त विषय की ओर ध्यान देंगे?

2. राज्य सरकार को भारत सरकार की आरे से तथा कई एक संस्थाओं से ट्रेनिंग कोर्सिज पर अधिकारियों को भेजे जाने के लिए प्रस्ताव प्राप्त होते हैं। यह ट्रेनिंग कोर्सिज दो प्रकार के होते हैं। एक वे जो विदेश में हों और दूसरे वे जो भारत के अन्दर ही कई एक संस्थाओं द्वारा आयोजित किये जाते हैं। राज्य सरकार के आ.शा. क्रमांक 3776 राज (3) दिनांक 19-5-1975 द्वारा ये हिदायतें जारी की गई हुई हैं कि जब कभी भी किसी सरकारी कर्मचारी/अधिकारी को विदेश में ट्रेनिंग कोर्स पर भेजा जाना हो तो इस सम्बन्ध में मुख्य मन्त्री महोदय के आदेश प्राप्त किए जायें।

3. यह देखने में आया है कि कई एक विभाग आई.ए.एस./एच.सी.एस अधिकारियों के सम्बन्ध में भी उपरोक्त ट्रेनिंग कोर्सिज के लिए चाहे वे देश में हों या विदेश में, अपनी सिफारिशें सीधे ही भारत सरकार/संस्थाओं को भेज देते हैं। आई.ए.एस./एच.सी.एस अधिकारियों के कंट्रोलिंग आफिसर मुख्य सचिव हैं। अतः यह आवश्यक है जब कभी भी किसी आई.ए.एस./एच.सी.एस अधिकारी के नाम की सिफारिश किसी ट्रेनिंग कोर्स के लिए की जानी हो, चाहे वह कोर्स देश में हो या विदेश में, तो इस प्रकार की सिफारिश भेजने से पहले मुख्य सचिव/मुख्य मन्त्री महोदय के आदेश (राजनैतिक शाखा के माध्यम से) अवश्य प्राप्त किए जाएं।

4. उनसे अनुरोध है कि वे कृपया उपरोक्त हिदायतें सभी कर्मचारियों/अधिकारियों के ध्यान में लायें और उन्हें यह निदेश दे दें कि वे इन हिदायतों का दृढ़ता से पालन करें और जब कभी भी किसी आई.ए.एस./एच.सी.एस अधिकारी के नाम की सिफारिश किसी ट्रेनिंग कोर्स के लिए की जानी हो तो उसके सम्बन्ध में मुख्य सचिव (राजनैतिक शाखा के माध्यम से) की अनुमति अनिवार्य रूप से प्राप्त की जाये।

हस्ता / -

उप सचिव, राजनैतिक तथा सेवाएं,
कृते : मुख्य सचिव, हरियाणा सरकार।

सेवा में

1. वित्तायुक्त हरियाणा सरकार।
2. सभी आयुक्त एवं सचिव, हरियाणा सरकार।

अशा: क्रमांक 33/206/78-पोल(3),

दिनांक, चण्डीगढ़, 27-10-78

पृ. क्रमांक 31/206/78-पोल(3),

दिनांक, चण्डीगढ़, 27-10-78

उक्त की प्रति हरियाणा राज्य के सभी विभागाध्यक्षों/बोर्डज़, निगमों व फ़ैडरेशनज़ के प्रबन्धक निदेशकों/अध्यक्षों को सूचनार्थ एवं पालना हेतु भेजी जाती है।

हस्ता / -

उप सचिव, राजनैतिक तथा सेवाएं,
कृते : मुख्य सचिव, हरियाणा सरकार।

Copy of letter No. 28 (1)-EO(F)/77, dated the 18th October, 1979 from the Under Secretary to the Government of India Ministry of Home Affairs, Department of Personnel and Administrative Reforms, New Delhi to the Chief Secretaries of all States/Union Territories etc.

Subject:- Training of officers abroad- Submission of reports of training -evaluation of the reports, and matters arising therefrom.

I am directed to state that question of systematic evaluation of foreign training programmes and their usefulness has been engaging the attending of the Government of India. Doubts had been raised on the advisability of sending our officers for training to countries whose socio-economic and political conditions are different from ours. Since adequate attentions had not been paid to the evaluation of training, the method of evaluation and suggestion for improvement of the proforma prescribed for submission of the training reports, were recently considered in this Department. It was decided to undertake the work of evaluation of training programmes in the following manner :—

I Sponsoring Agency to —

- (i) ensure the receipt of training report,
- (ii) ensure the receipt of revised proforma, duly filled by the trainee officer (copy enclosed),
- (iii) attempt brief evaluation of (i) and (ii) above,
- (iv) send (iii) above to the cadre authority, nodal Ministry and Department of Personnel and Administrative Reforms.

II Administrative or Nodal agencies to—

Study the evaluation of sponsoring agency I (iii) above, arrive at conclusion regarding utility of the course and inform Department of Personnel and Administrative Reforms.

III. Cadre Agency to—

Study I (iii) above and use it for career development of the officer and inform Department of Personnel and Administrative Reforms.

IV. Department of Personnel and Administrative Reforms—

- (i) Study I (iii), II and III,
- (ii) Evaluate I (i) and (II) in respect of Central Establishment Board and Senior Selection Board officers;
- (iii) Attempt an annual evaluation of the utility of the training course. The performance of trainee and reach conclusions regarding further conduct of training programmes and career development.

2. The following decisions were also taken :—

- (i) Each nodal ministry would prepare a calendar of training courses for the year 1980 and forward a copy to this Department. This should include all recurring and non-recurring foreign training programmes, likely to be held during 1980,
- (ii) A list of recurring training programmes with their duration and place of training should be sent to Secretary, Department of Personnel and Administrative Reforms within the next 15 days to enable the E.O.'S Division be prepare a consolidated list.

- (iii) While future training programmes would be evaluated as per the procedure outlined in para I above, it would be useful if some evaluation is made of the training programmes conducted during the last 3 years i.e. 1976, 1977 and 1978. Each nodal Ministry should forward before the end of December, 1979 its evaluation in the enclosed proforma. This may be confined to the recurring training programmes, excluding seminars, conferences, workshops etc.
- (iv) As an annual features, an overall evaluation of all the courses should be attempted by each nodal ministry at the end of every calendar year and discussed in a joint meeting.
- (v) The State Government, various ministry, may in future ensure that officers are posted in their relevant field of training after return from training abroad.

HARYANA GOVERNMENT POLITICAL DEPARTMENT

No. 31/243/79-Pol(3)

Dated, Chandigarh the 10-12-79.

A copy each alongwith its enclosures is forwarded to :—

- (i) All Heads of Departments, Commissioner of Divisions and all Deputy Commissioner in the State;
- (ii) Registrar, Punjab and Haryana High Court, Chandigarh ;

2. It is requested that instructions issued by the Government of India may kindly be got noted for compliance by all concerned. Further efforts be made to ensure that officers deputed abroad for training programmes/fellowships are on their return abroad are put on assignments where they could utilise the training to the advantage of Government/Organisation concerned. It may also be ensured that an evaluation report in the proforma prescribed by the Government of India is sent to the cadre authority, nodal Ministry and Department of Personnel and Administrative Reforms, under intimation to the Chief Secretary to Government Haryana, (Services III Branch) in respect of every officer sent abroad on training within one month of his posting after his return from training abroad.

3. Receipt of this communication may kindly be acknowledged.

Sd/-

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

A copy each is forward to all the Financial Commissioners and all Administrative Secretaries to Government, Haryana. It is requested that similar action as indicated above may be taken in respect of ever officers who is sent abroad on training.

2. Receipt of this letter may please be acknowledged.

Sd/-

Under Secretary Administration,
for Chief Secretary to Government, Haryana

To

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

U.O. No. 31/243/79-Pol (3)

Dated, Chandigarh, the 10-12-79.

DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS

Report on foreign training and its Utilisation

Part -I

(To be filed by the officer who has been trained abroad)

Instructions : Section IV, and Clauses (iv) and (v) thereof in particular, are of considerable importance and will determine the utility of this report. This portion should be filed up with care and in detail.

I Identification Particulars :

- (i) Name
- (ii) Designation with brief job description
- (iii) Address
- (iv) Date of birth
- (v) Service
- (vi) Cadre & Seniority
- (vii) Educational qualifications
- (viii) Previous Training
- (ix) Posts held (for 5 years before latest training abroad).
- (x) What do you consider to be your Field(s) of specialisation or what field(s) of activity held(s) most interest for you ?
Indicate years of service in such fields(s).

II Details of foreign training (Including study tour) Received :

- (i) Training Programme (Harvard/Colombo Plan, UNDT etc.)
- (ii) County in which trained.
- (iii) Duration of the training (indicate exact dates)
- (iv) Names of the countries to which the other participants belonged.
- (v) Brief content of the raining Programme.
- (vi) Institutions attended under the training Programme.

S.No.	Country	Organisation/ Institution where trained	Period		Subject nature of training	Diploma Certificate, if awarded
			from	to		
1	2	3	4	5	6	7

- (vii) Enclose copy of any report/paper submitted to training authorities.
- (viii) Enclose copy of certificate/diploma/letter issued for undergoing training programme.

III.A Comment on

- (i) Duration of training programme.
 - (ii) Duration of attachments, visits, etc.
 - (iii) Standard and contents of training programme.
 - (iv) Standard of attachments.
 - (v) Applicability of content of training programme in Indian conditions.
- B. Please give your frank views on the defects if any of the training programme and suggestions for improvements.

IV. Utilisation of training

- (i) Were you sent for training in the same field in which you were working.
- (ii) Is the present assignment you have after your return from the training the same as the assignment you had before you left for training or is it different?
if different, please give present designation with brief job description.
- (iii) If different, what are the reasons for the change ?
- (iv) What are your gains, in respect of new knowledge and skills, from the training programme and how will you utilise the same in your work conditions ?
- (v) Did you draw any lesson of importance from the training programme that can be implemented to improve the working of your organisation or any part of it ?

V. If you wish to make any other comments on any aspect of the foreign training, you are welcome to do so.

Filled in by _____

Date _____

PART-II

(To be filled by the Head of the Department/Incharge of the organisation as a whole)

Please comment on the replies given by the officer to queries at Section No. IV above. Please do not ask him to change his answers, but indicate your own observations in regard to proper utilisation of the knowledge and skills acquired by the officer trained abroad. As so indicate clearly his present posting after his return from training abroad.

Place :

Signature :

Date :

Name ;

Designation :

**PROFORMA FOR EVALUATION OF FOREIGN
TRAINING PROGRAMME**

PART I

1. Name of the Course :
2. Place & Institution of training :
3. Duration of Training :
4. Particulars of Training :

Year	Name of Officer	Service and seniority	Designation before/after training	Whether submitted training report Yes/No	
1		2	3	4	5
	197-				
	197-				
	197-				
	197-				
	197-				

Brief contents of the training programme including the subjects covered (about 100 words)

PART-II

6. Was the duration of training - Less than adequate
Adequate
Too long.
7. What was the standard of Training ? - Less than adequate
Adequate
Too high
8. Were the subjects and their coverage - Adequate
- Less than adequate
9. Has the course proved useful to the officer in his
 - (a) assignment immediately after training. - YES/NO
 - (b) Future career - YES/NO

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10. Should Indian officers be sent for this programme in future - YES/NO
11. Overall assessment and suggestion regarding the improvement of course, level of officers to be nominated, duration of training etc.

(about 100 words)

Evaluated by _____
Name and
Designation

Countersigned (Jt. Secy./Incharge)
Name and
Designation.

Copy of letter No. 12011/3/76-TRG-II, dated the 17th April, 1980 from Smt. Ranjana Chowdhary, Under Secretary to Government of India, Ministry of Home Affairs, Department of Personnel and Administrative Reforms, New Delhi to all Ministers/Depts. of India of Govt. of India and Chief Secretaries of all States and Union Territories.

OFFICEMEMORANDUM

Subject:- Training course within India/fixation of age limit of officers attending such course.

In supersession of previous instructions relating to fixing the upper age limit for deputation of officers to training courses/seminars within the country contained in this Department's O.M. of even No. dated 31st January, 1977 the following guidelines have been decided in selecting officers for the various training programmes :-

- (i) Short Training Programme- No age limit.
- (ii) Long Term Training Programme - Age limit 55 years. (more than 3 months)

HARYANA GOVERNMENT

POLITICAL DEPARTMENT

No. 31/89/80-POL (3)

Dated Chandigarh, the 16th June, 1980.

A copy with a copy of Govt. of India's letter dated 31-1-1977 is forwarded to :—

1. All Heads of Departments,
Commissioners of Ambala & Hissar Division and All Deputy Commissioners in Haryana.
2. The Registrar,
Punjab & Haryana High Court,
Chandigarh.

for information and compliance.

Sd/-

Under Secretary Administration,
for Chief Secretary to Government, Haryana

A copy with a copy of Govt. of India's letter dated 31/1/1977 is forwarded to the :-

- (i) Financial Commissioner Revenue, Haryana
- (ii) All Administrative Secretaries to Govt. Haryana, for information and compliance.

2. It is requested that all Boards/Corporations/Autonomous Bodies under their Administrative control may please be advised to follow the above instructions.

Sd/-

Under Secretary Administration,
for Chief Secretary to Government, Haryana

Compendium of Instructions on Career Development – Vol. IV

To

- (i) The Financial Commissioner Revenue, Haryana
- (ii) All Administrative Secretaries to Govt. Haryana.

U.O. No. 31/89/80-POL(3)

Dated Chandigarh, the 16th June, 1980.
No. 12011/3/76-TRG-II

OFFICEMEMORANDUM

Subject: Training Courses within India-Fixation of age limit for officers attending such courses.

The question of fixing the upper age limit for deputation of officer to training course/ seminars within the country has been considered and the following guidelines have been decided for selecting officers for various training programmes :-

- | | |
|---|--|
| 1. Seminars | No age limit |
| 2. Short training programmes
(2) to 3 weeks) | Age limit 52 years. |
| 3. Long-term training programmes
(more than 3 weeks) | Age limit 45 years relaxable to 48 years in
exceptional cases |
- (V.KOHLI)
DS (Trg.)
-

No. 21/22/82-S-II

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Departments in Haryana.
2. Commissioners, Ambala and Hisar Divisions,
3. All Deputy Commissioners in Haryana, and
4. Managing Directors of various Corporations/Boards etc. in Haryana.

Dated : Chandigarh, the 3rd March, 1983

Subject:- Deputing of officers for training course, seminars, workshops etc. within India.

Sir,

It has been observed that some officers tend to attend too many seminars or training programmes during a year with resultant detriment to Government work. This also prevents other officers from attending the courses and thus the benefit of such training courses and seminars is not spread over a large number of offices. It has also been noticed that in certain cases many applications are sent but the officers are not selected and those officers continue to apply for one course after the other. It may also happen that one offices may be selected for more than one course. It has, therefore, become necessary to restrict the number of applications made by an officer during a year.

2. The matter has been carefully considered by the Government and I am directed to say that taking into consideration the Government work and the benefit likely to accrue to the Government and the officers, it has been decided that the following policy should be adopted in future for forwarding the applications of the officers/ officials and for deputing them for seminars and training programmes in India. :—

- (a) An officer will not be recommended for attending more than 2 seminars or training courses in one year.
- (b) An officer will not be deputed for a training course within India, if he had attended a training course in India or abroad in the two years preceding the date of the beginning of the course in question. The names of such officers need not be recommended to the Government.

Explanation :- The word 'seminar' will include workshop, conversion, conference etc.

The above decision may please be brought to the notice of all Officers/Officials and while forwarding their applications to Govt. for various training programmes, seminars etc., the above principles may please be kept in view. These instructions will apply to all training programmes to be attended by officers of all departments.

Yours faithfully,

Sd/-

Under Secretary Administration,
for Chief Secretary to Govt. Haryana.

Compendium of Instructions on Career Development – Vol. IV

A Copy each is forwarded to the Financial Commissioners and all Administrative Secretaries to Govt. Haryana, for information and compliance.

Sd/

Under Secretary Administration,
for Chief Secretary to Government, Haryana

To

The Financial Commission &
All Administrative Secretaries to Govt., Haryana

U.O. No. 21/22/82-S-II

Dated Chandigarh, the 3rd March, 1983.

VI

INCENTIVES / CASH AWARDS

No. 961-4-GS-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 aboard, they are sometimes offered much more alluring terms by private firms and concerns and therefore, in most cases they prefer to join private 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 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 upto 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

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- (ii) Whether the officer during the period of his training and experience has given a goods 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 the 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 along with the personal 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-FR-II-62, dated, the 16th January, 1962.
 5. The receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-

E.N. MANGATRAI
Chief Secretary to Government, Punjab.

Copy of Circular letter No. 14663-4GS-62/34732, dated the 10th October, 1962 from the Chief Secretary to Government Punjab, to all Heads 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 thereunder would be admissible to all officers in the employee of the State Government who have been abroad and improved their qualifications irrespective of the fact they did so either before 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.O. No. 6258-(1) FR II-62

dated 21-9-1962

**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 upto the extent noted, against each of the following examinations should be granted to the Officers of the ICS, IAS, IP/IPS and Provincial Services (including non-gazetted ranks) in case they pass the examination in these course from the Panjab 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 part time.

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. 5752-IGS-1/65/14567, dated the 7th May, 1965 from the Chief Secretary to Government Punjab, to all Heads of Departments, etc.,

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 Government for some time past. After careful 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 Governments 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 send seven copies of complete and self contained memorandum, summary of service record along with 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.

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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 Officer (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 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 Service (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/-

BALKRISHAN

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.

**Copy of letter No. 10935-IGSI-65/41155, dated the 27th December, 1965, from the
Chief Secretary to Govt. 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 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 Panjab University Chandigarh and the Punjabi University, Patiala. Only the following course are being conducted at present.

- | | | |
|------|-------------------------------|--|
| (i) | Panjab University, Chandigarh | A certificate course in Tibetan Language. |
| (ii) | Punjabi University, Patiala | A certificate course in Tibetan and Chinese Languages. |

As such in suppression of their previous instructions Government have decided that those Government employees who secure a certificate in Chinese/Tibetan Languages from Panjab or Punjabi University will be awarded a prize of Rs. 500/- for each of these examinations.

2. The other provision 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 issued with the concurrence of the Finance Department, - vide U.O. No. 10262-7FRI-65, dated the 8th December, 1965.

Compendium of Instructions on Career Development – Vol. IV

No. 179-2GS-68/938

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 of 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. 4752-1GS(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 Govt. 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 Sub-Divisional Officers.
2. The Registrar, Punjab and Haryana High Court and all District and 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, the Commissioner, Ambala Division and 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 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(I)-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 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 the 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 Service 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.

Compendium of Instructions on Career Development – Vol. IV

No. 4163-2GS-69/18043

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Departments, the Commissioner, Ambala Divisional ; all Deputy Commissioner; and all Sub-Divisional Officers.
2. The Registrar, Punjab and Haryana High Court and all District & 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 entitle 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 Officer 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 journey which may be performed during or after the special casual leave.

Incentives/Cash awards

- (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 & 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 जी.एस. – 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 अप्रैल, 1970.

विषय: - **उत्कृष्ट कार्य करने के लिये कर्मचारियों को प्रोत्साहन देना।**

श्रीमान् जी,

आप का ध्यान सरकार के परिपत्र क्रमांक 5678-2 जी.एस.-68/32776, दिनांक 23 दिसम्बर, 1968 तथा 4163-2 जी.एस.-69/18043, दिनांक 23 जुलाई, 1969 उपरोक्त विषय पर, की और दिलाया जाता है । इन हिदायतों के मुताबिक सराहना-पत्र जारी होने पर उस महीने को 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 तर्क विरुद्ध है। विचार करने के बाद सरकार ने यह निर्णय किया है कि आगे से जिस वर्ष की 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 हो तो 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, राजैतिक 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 : 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 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 others 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, Shimla 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 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 ओर 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 लिये किया क्योंकि दूसरे विभागों/निगमों में अधिक वेतन वाले पदों पर नियुक्ति के लिये संबंधित कर्मचारियों के आवेदन-पत्र या तो लोक हित में रोक लिये गये या उनके चुनाव के पश्चात् उन्हें नए पदों का कार्यभार ग्रहण करने के लिये 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 निपटान किया जाना चाहिए और इस प्रकार का कोई भी मुआमला उनके विचार क्षेत्र से बाहर नहीं निकाला जाना चाहिये। 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, संबंधित 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, (2) मुख्य सचिव, (3) वित्त सचिव, (4) संबंधित प्रशासकीय सचिव, सदस्य होंगे। संयुक्त पंजाब के पत्रांक 4752-I जी.एस. (I)-65/14567, दिनांक, 7-5-1965 के अनुसार निर्धारित फार्म में भेजे जायें।

अतः प्रार्थना की जाती है कि इन अनुदेशों की ध्यान पूर्वक अनुपालना की जावे तथा इस पत्र की पावती भी भेजी जाए।

भवदीय,

हस्ता/-

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 Officer.
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 the 27-12-1968, 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 the 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 Commissioners and all Administrative Secretaries to Government, Haryana, for information and necessary action.

Compendium of Instructions on Career Development – Vol. IV

No. 5002-4GSII-72/36750

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 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 Government, Haryana, for information and 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 Commissioner 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 qualification 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 line 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 recognised 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.

Compendium of Instructions on Career Development – Vol. IV

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 Depts. 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 qualification 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 Chef 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 and 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 Administration,
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, चण्डीगढ़।

सेवा में

1. हरियाणा के सभी विभागाध्यक्ष, अम्बाला तथा हिसार मडलों के आयुक्त, सभी उपायुक्त एवं उप-मडल अधिकारी।
2. रजिस्ट्रार, पंजाब एवं हरियाणा उच्च न्यायालय और सभी जिला एवं सत्र न्यायाधीश, हरियाणा।
दिनांक, चण्डीगढ़, 13 मार्च, 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 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 जावें जिसमें वे उस दिन को कार्य कर रहे थे। इस संबंध में यह भी स्पष्ट किया जाता है कि वे अग्रिम वेतन वृद्धियां उन्हीं कर्मचारियों को देय होंगी जिनके केसों में यह योग्यता उन पदों के लिये 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,

हस्ता/-

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-I-75/12171

**MOST
IMMEDIATE
DATE BOUND**

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Departments in Haryana ;
2. Commissioners of Ambala and Hissar Divisions;
3. All Deputy Commissioners and all Sub-Divisional Officers Civil
4. Registrar, Punjab and 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 Government letter No. 4857-4GS-I-72/28344, dated the 26th September 1972, which *inter alia laid* down that all the Heads of Departments with the approval of the Administrative Department 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 selections of subjects in M.A. for the purpose 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 performas 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.

Compendium of Instructions on Career Development – Vol. IV

3. You are also directed not to allow any advance increments(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 Government
Haryana.

क्रमांक 434-2 जी.एस.-II-75/21469

प्रेषक

मुख्य सचिव, हरियाणा सरकार।

सेवा में

1. हरियाणा के सभी विभागाध्यक्ष, अम्बाला तथा हिसार मडलों के आयुक्त, सभी उपायुक्त एवं उप-मडल अधिकारी।
2. रजिस्ट्रार, पंजाब एवं हरियाणा उच्च न्यायालय और सभी जिला एवं सत्र न्यायाधीश, हरियाणा।
दिनांक, चडीगढ़, 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 आपको ध्यान इस विभाग के पत्र क्रमांक 434-2 जी.एस.-II-75/7211, दिनांक 13 मार्च, 1975 की ओर दिलाऊं 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 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 को 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 बशर्ते 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 जाता 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 13-3-75 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 तिथि से 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 जिसमें संबंधित सरकारी कर्मचारी ने एल.एल.बी. की योग्यता 26-9-72 से पहले हासिल की थी। यह स्पष्ट किया 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 उस तुरन्त वापिस ले लिया जाए तथा संबंधित कर्मचारी से इस प्रकार दी हुई राशी 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,

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

क्रमांक 7439-2 जी.एस.- II 76/27001

प्रेषक

मुख्य सचिव, हरियाणा सरकार।

सेवा में

1. सभी विभागाध्यक्ष, अम्बाला तथा हिसार मडलों के आयुक्त, सभी उपयुक्त एवं उप-मडल अधिकारी।
2. रजिस्ट्रार, पंजाब एवं हरियाणा उच्च न्यायालय तथा सभी जिला एवं सत्र न्यायाधीश।
दिनांक, चंडीगढ़, 14 अक्टूबर, 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 क्रमांक 7721-2 जी.एस 70/27635, दिनांक 13-10-70 की ओर 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 क्रमांक 5678-2 जी.एस 68/327/6, दिनांक 27-12-1968 तथा क्रमांक 4857-4 जी.एस.- II-72,26331, दिनांक 5-9-72 द्वारा उत्कृष्ट कार्य करने पर हरियाणा सरकार के अन्य श्रेणियों के कर्मचारियों को जो प्रोत्साहन दिये जाते हैं, वे श्रेणी-I के उन अधिकारियों को भी दिये जायें। जिन्हें वर्ष 1974-75 तथा इसके बाद की वार्षिक गोपनीय रिपोर्ट के आधार पर प्रशंसा पत्र जारी किए गये हों।

2. जहां तक अखिल भारतीय सेवाओं के अधिकारियों का सम्बन्ध है, अपेक्षित हिदायतें अलग से जारी की जाएंगी।
3. आपसे अनुरोध किया जाता है कि ये अनुदेश अपने अधीन 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 कार्यवाही के लिये भेजी जाती है।

No. 1210-2GS-II-7/7706

From

The Chief Secretary to Government, Haryana, Chandigarh.

To

1. All Heads of Departments, Commissioners of Ambala and Hisar Divisions, all Deputy Commissioners and Sub-Divisional Officers (Civil) Haryana.
2. Registrar, Punjab and Haryana High Court and all District and Sessions 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 be 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. 1210-2-GS-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.

Incentives/Cash awards

- (vi) According to the present instructions graduate Clerks/Steno-typist/Junior Scale Stenographers are entitle to benefit of two advance increment with 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 where at least average. In case of record of an employee does not justify grant of personal pay from the date of eligible 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 had 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 cease on his becoming a Class-I officer.

This issued with the concurrence of the Finance Department vide their U.O. No. 4994-4 FR &-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 Heads Assistants/Senior Auditor of this Directorate. All sub officers of this Department, for information and necessary action.

Compendium of Instructions on Career Development – Vol. IV

No. 6183-2GS-II-77/17908

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Departments,
The Commissioners, Ambala and Hisar Divisions
all Deputy Commissioners and
all Sub Divisional Officers (Civil) in Haryana.
 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 letters 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 Hisssar Divisions all Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.
2. The Registrar, Punjab and Haryana High Court

Dated, Chandigarh, the 26th June, 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. 4718-2GS-II-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 qualifications prescribed for a post is a post –graduate degree, the acquisition of a low 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 year's 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 or personal pay.

Compendium of Instructions on Career Development – Vol. IV

- (ix) If on the date of eligibility and employees 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 year's will from the date of eligibility.
- (x) The benefit of personal pay should be allowed to those employees who have not completed 5 year's 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. 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 issued 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 Government, 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. Registrar, Punjab and Haryana High Court.

Dated : Chandigarh, the 23rd October, 1978.

Subject:- Grant of personal pay to Govt. 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.

2. This matter has been considered further and it has been decided that class I Officers of the State services, who improve 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-GSI, 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 (13-8-4FR), dated 17-10-78.

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 to Govt., Haryana.

Compendium of Instructions on Career Development – Vol. IV

No. 14/18/78-GSII

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Departments, Commissioners Ambala and Hisar Divisions, all Deputy Commissioners and Sub-Divisional Officers (Civil) in Haryana.
2. 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 ratio 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/-

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

A copy each is forwarded to all the Financial Commissioners, Haryana and All 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 Officers (Civil) in Haryana.
2. 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 instructions 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 discounting the practice of giving advance increments to Governments 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/-

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

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

All the Financial Commissioners, Haryana and All Administrative Secretaries to Govt.,
Haryana.

क्रमांक 9/4/82 - पोल (7)

प्रेषक

मुख्य सचिव, हरियाणा सरकार।

सेवा में

1. आयुक्त, अम्बाला मण्डल, अम्बाला छावनी।
2. आयुक्त, हिसार मण्डल, हिसार।
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,

गणतन्त्र दिवस पर, राष्ट्रपति द्वारा दिये जाने वाले पद्म पुरस्कार हेतु, हरियाणा राज्य प्रत्येक वर्ष कुछ नामों की सिफारिश भारत 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 के पास भेजी जाये ताकि सम्बन्धित 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,

हस्ता/-

संयुक्त सचिव, राजनैतिक एवं सेवाएं
कृते : मुख्य सचिव, हरियाणा सरकार।

एक प्रति सभी वित्तायुक्त एवं हरियाणा राज्य के सभी प्रशासकीय सचिवों को सूचना तथा आवश्यक कार्यवाही हेतु प्रेषित है।

हस्ता/-

संयुक्त सचिव, राजनैतिक एवं सेवाएं
कृते : मुख्य सचिव, हरियाणा सरकार।

क्रमांक 9/2/82-पोल (7)

प्रेषक

मुख्य सचिव, हरियाणा सरकार।

सेवा में

2. आयुक्त, अम्बाला मण्डल, अम्बाला छावनी, आयुक्त, हिसार मण्डल, हिसार।
3. हरियाणा के सभी उपायुक्त।

दिनांक, चण्डीगढ़, 21 दिसम्बर, 1983 ।

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 क्रमांक 9/2/82-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 हैं। 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,

हस्ता/-

संयुक्त सचिव, राजनैतिक एवं सेवाएं
कृते : मुख्य सचिव, हरियाणा सरकार।

एक-एक प्रति अनुलग्नक को प्रति सहित, सभी वित्तायुक्त एवं सभी प्रशासकीय सचिवों को सूचना एवं आवश्यक कार्यवाही हेतु भेजी जाती है।

Compendium of Instructions on Career Development – Vol. IV

No. 14/38/82-2 GS-II

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Departments, The Commissioners Ambala and Hisar Divisions, all Deputy Commissioners and Sub-Divisional Officers (Civil) in Haryana.
2. 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 of 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 examination 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 the Financial Commissioners, Haryana and all Administrative Secretaries to Government
Haryana.

No. 27/38/78-2 GS-II

From

The Chief Secretary to Government, Haryana.

To

1. All the Heads of Departments/
Commissioners of Divisions/Deputy Commissioners/
Sub Divisional Officer (Civil) in the State.
2. Registrar, Punjab and Haryana High Court,
and all District and Sessions Judges in Haryana.

Dated Chandigarh, the 24th October, 1990.

Subject:- **Participation by Haryana Government Servants in Sporting events and tournaments of national or international importance-Grant of incentive/facility.**

Sir,

I am directed to invite your attention to the subject noted above and to say that at present special casual leave is granted to Haryana Government employees for a period of 30 days in a calendar year for participating in Civil Services Tournaments of National & International importance such as :-

- (i) Participating in sporting events of National/International importance;
 - (ii) Coaching/Administration of teams participating in sporting events of National/International importance.
 - (iii) Attending coaching or training camps under Raj Kumari Amrit Kaur Coaching Scheme or similar All India Coaching or Training Scheme;
 - (iv) Attending coaching or training camps at the National Institution of Sports, Patiala;
 - (v) Participating in mountaineering expeditions;
 - (vi) Attending coaching camps in sports organised by National Sports Federation/Sports Board recognised by all India Council of Sports, and
 - (vii) Participating in trekking expeditions;
2. Government of Haryana have had under consideration for some time past the question of granting some further incentives/facilities to Sportsmen and Sportswomen. The matters has been examined and the Government has decided as follows:-
- (i) In the case of Haryana Government servants who are selected for participating in sporting events of National/International importance, the period of the actual days on which they participate in the events as also the time spent in travellings to and from such tournaments/meets may be treated as duty. Further, if any pre-participation Coaching Camp is held in confectioned with the above mentioned events and the Governments servant is required to attend the same, this period may also be treated as on duty. Consequently, the existing provisions regarding grant of Special Casual leave for the purposes mentioned in this item may be treated as cancelled.

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- (ii) The quantum of Special Casual Leave for a period not exceeding 30 days in a Calendar year allowed to Haryana Government employees, for purposes, indicated at items (iii) (vii) in para 1 above, will cover also their attending the pre-selection trials/camps connected with sporting events of national/international importance.
 - (iii) The Haryana Government employees who are selected for participating in sporting events, of national/international importance within India may be allowed to travel by First Class by train. In the case of events of International importance held outside India, they may be entitled to travel by economy class by air.
 - (iv) (a) The number of increments to be awarded for achieving excellence in National events should be paid down at a Scale lower than for excellence, in International events and accordingly the sportsmen/women securing first, second & third position in National and International tournaments may be allowed one and two increments respectively.
 - (b) The Total number of increments to be awarded to be awarded to an individual should not exceed five in his/her entire career.
 - (c) The increments so granted would continue to be drawn at the same rate till retirement and would count for the propose of retirement benefits but not for pay fixation on promotion.
3. These orders will come into effect from the date of issue of these instructions.

Yours faithfully,

Sd/-

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

No. 27/38/78-2GSII

dated Chandigarh, the 24.10.90

A copy is forwarded to the Accountant General, Haryana (Account & Audit Wing) Chandigarh.

Sd/-

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

A copy is forwarded to All the Financial Commissioners and All Administrative Secretaries to Govt. Haryana for information and necessary action.

Yours faithfully,

Sd/-

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

Incentives/Cash awards

To

All the Financial Commissioners & Administrative Secretaries to Govt. Haryana.

U.O. No. 27/38/78-2GSII

dated Chandigarh, the 24.10.90

A copy is forwarded to the Principal Secretary to Chief Minister/Private Secretaries to the Ministers/Ministers of State/Chief Parliamentary, Secretary for information and necessary action.

Sd/-

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

To

The Financial Secretary/Private Secretaries to Ministers/Ministers of State/Chief Parliamentary Secretary.

U.O. No. 27/38/78-2GSII

dated Chandigarh, the 24.10.90

VII

MILITARY SERVICE BENEFITS

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., etc.

Subject :— Demobilised personal 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 Defences 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 persons 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 and Employment, Exchange under the State Government; he produces satisfactory evidence that he is suitable for re-employment under Government;
- (b) he produces satisfactory evidence that he is suitable for re-employment under Government;
- (c) no general relaxation of educational and other qualification [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 personnel, 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 examples are merely illustrative and not exhaustive.

Copy of Punjab Government Circular letter No. 87/56/PI/(C)-57/21016, dated the 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.

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.

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 of 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 thereof it has been decided that in case of ex-servicemen seeking appointments under the State Government made other-wise 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 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.

**Copy of Circular letter No. 19982-3GS-62/45907, dated the 27th December, 1962 from the
Financial Commissioner, Planning 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 say that the Government has, in view of the national emergency 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 references 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 Punjab Government Circular letter No. 1922-II-GS-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 concession 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:—

- I. *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-II-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 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 *proforma* 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 of 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 bases, 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 cases 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 the post. In addition, they will be entitled to the benefits of increments and promotion which may become due during the period.

Transit Period

- (s) In regard to the transit period, the office memorandum No. 35/16/63-Estt. (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(I) 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, 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 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.

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 1, 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, etc., 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)-Estt.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 servant 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-Estts. (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 the 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 to 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 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 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.
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(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 if they had not proceeded on military service rate of pay and allowances whichever are higher. In case of Civil Government servants who take up military services as J.C.Os/O.Rs, the civil rate of pay and allowances which would have been admissible to them 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 Officer's 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 Office Other Ranks concerned through the Commandant of the Training Centre/

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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 amount 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 I.C.O.s'/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 Re;. 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. (ORs.) 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. Special pay granted in lieu of a separate higher scale of pay and special pays	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.

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 order and administrative decisions including those relating to *proforma* 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, Estt. (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 extend the provisions of the Ministry of Home Affairs Office Memorandum referred to in para I 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.
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(ANNEXURE I)

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 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 *proforma* 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.

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. F35/1/62 Ests. (B), dated the 4th December, 1962, regarding term 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.

Copy of letter No. F. 6(8)-EIII/63, dated 11th April, 1963, from the Deputy Secretary to the Govt. of India, Ministry of Finance, New Delhi, to all the Ministries of the Govt. of India etc., etc.

OFFICE MEMORANDUM

Subject:— Fixation of pay of ex-Combatant Clerks retired/released from service in the Armed Forces on re-employment as LDCs/Junior Clerks in Civil posts.

It has been decided as a special case, that service rendered as a Combatant Clerks (sepoy & above and equivalent ranks in Navy & Air Force) may be treated as equivalent to service as L.D.Cs./Junior Clerks in Civil Departments irrespective of the pay drawing the Armed Forces and that when such persons are absorbed in posts in LDCs/Junior Clerks in Civil Departments after their release/retirement from the Armed Forces, their initial pay in the posts of LDCs/Junior Clerks may be fixed at a higher stage in the scale above the minimum equal to the number of completed years of service as Combatant Clerk.

2. The pension and pension equivalent of gratuity, if any which does not exceed Rs. 15 per mensem will be ignored. In respect of pensionary benefits exceeding Rs. 15 per mensem the authority competent to determine the pay will have discretion to ignore Rs. 15 or any smaller amount that it may consider justified depending upon the circumstances of the case.

3. The power to fix pay as above is hereby delegated Ministries of the Govt. of India. For the purpose of this order, the C&AG will have the same powers as Ministries of Government of India. Orders fixing the pay in such cases should be issued by invoking the provisions of F.R. 27.

4. These orders shall take effect from the date of issue of this O.M. Past cases will not be reopened.

5. In so far as persons serving in the Indian Audit Accounts Department are concerned these orders are issued in consultation with the Comptroller and Auditor General of India.

No. 14312-4-GS-63/35933

From

The Planning Commissioner and Additional Chief Secretary to Government 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 Government 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 Government 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. 10727/11013-5FRII-63, dated the 13th September, 1963.

Yours faithfully,

M. SETH

Deputy Secretary, General Administration,
for Planning Commissioner and Additional Chief Secretary to
Government, 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 Government Punjab.

**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 the Punjab Govt., letter No. 19982-3GS-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 upon 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 post in question.

No. 3068-4 GSI-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 posses a degree in civil, mechanical or electrical engineering but tills 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 Crops. of Engineer, Signals and Electrical and Mechanical Engineers after obtaining degree from engineering colleges in the State are not placed at a disadvantage vis-a-vis 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 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 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 establishment and to suffer considerably long periods of separations 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 all deviate 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.

HOME DEPARTMENT

GENERAL SERVICES

Notification

The 20th July, 1965

No. GS.R.160/ Const./ Art. 309/65. — 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 rules.—

- (1) *Short Title, Commencement and Application.* — (1) These rules may be called the Punjab Government National Emergency (Concession) Rules, 1965.
 - (2) They shall come into force at once.
 - (3) They shall apply to all classes of services and posts in connection with the affairs of the State of Punjab except Medical and Health services.
- 2.** *Definition.*—For the purposes of these rules, the expression ‘military service’ means 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 on the 26th October, 1962 or such other service as may hereafter be declared as military service for the purposes of these rules. Any period of military training followed by military service shall also be reckoned as military service.
- 3.** *Maximum Age-limit and Minimum Qualification.*— (1) 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 or the date of his application for employment under the Government.
- (2) 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.
 - (3) 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.
- 4.** *Increments, Seniority and Pension.* — Period of military service shall count for increments, seniority and pension as under :—
- (i) *Increments.*—The period spent by a person on military service, after attaining the minimum age prescribed for appointment to any service or post, to which he is

appointed, shall count for increments. Where no such minimum age is prescribed the minimum age shall be as laid down in rules 3.9, 3.10 and 3.11 of the Punjab Civil Services Rules, Volume II. This concession shall, however, be admissible only on first appointment.

- (ii) *Seniority.*—The period of military service mentioned in clause (i) shall be taken into consideration for the purpose of determining the seniority of a person who has rendered military service.
- (iii) *Pension.*— The period of military service mentioned in clause (i) shall count towards pension only in the case of appointments to permanent services or posts under the Government subject to the following conditions :—
 - (1) the person concerned should not have earned a pension under military rules in respect of the military service in question.
 - (2) any bonus or gratuity paid in respect of military service by the defence authorities shall have to be refunded to the State Government;
 - (3) the period, if any, between the date of discharge from military service and the date of appointment to any service or post under the Government shall count for pension, provided such period does not exceed one year. Any period exceeding one year but not exceeding three years may also be allowed to count for pension in exceptional cases under the orders of the Government.

5. *Seniority, Promotion, Increment, Pension and Leave of Government Employees.*— The period spent on military service by a Government employee shall count for seniority, promotion, increment and pension in the service or post held by him immediately before his joining military service. A permanent Government employee who renders military service, shall earn leave during such service according to the leave rules applicable to him immediately before his joining military service. A temporary Government employee shall during military service, be governed by the military rules in all respects. The employee concerned shall be entitled to *pro forma* promotion in his parent departments under the 'next below' rule and also to seniority in higher posts to which he would otherwise have been entitled if he had not joined military service.

6. *Probation.*—The period spent by a Government employee on military service in any rank shall be treated as period spent on deputation on a corresponding post for being counted towards the period of probation fixed under the service rules applicable to that employee.

7. *Promotion.*—The proforma promotion of a Government employee in military service shall be made in his parent department on the basis of seniority-cum-merit. In case it is necessary for him to pass any departmental qualifying test for a particular promotion, increment, he shall stand exempted from passing such a test for the period he remains on military service and for such period thereafter as would, normally, have been allowed to him to pass such a test but for his joining military service:

Provided that if a similar qualifying test has been passed by him while in military service

he shall be exempted altogether from passing the said test.

8. *Temporary Government Employee.* —A temporary Government employee, who after return from military service, is appointed to the service or post from which he proceeded on military service or is appointed to a service or post with equivalent or similar grades, shall be treated in the same manner as a permanent Government employee in respect of pay, seniority and pension, irrespective of whether or not the post on which he was working at the time of his joining military service continue to exist during the period of his military service. A temporary Government employee who does not return to the same post or to post with 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.

9. *Effect of Joining Military Service before Announcement of Result of any Competitive Examination or Government Service.*—If a person is successful in a competitive examination for any service or post under the Government but joins military service before the result of such examination is announced, he shall be considered as having been seconded for military service with effect from the date of such appointment.

GYAN SINGH KAHLON,
Chief Secretary to Government,
Punjab.

(No. 7055-IGSI-65, dated 20th July, 1965)

Copy of Punjab Government Circular letter No. 88-4-GSI-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 training service 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 allowances.

No. 7477-4GS-63/24400, dated 8th July, 1963.

- (ii) The transit period will not be treated as duty if the Government employee 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 employees 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 falls 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 employee 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 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 to 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 1.

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. 8848-4 GSI-65/32592, dated 6th October, 1965

8. *Reservation of posts.*— (I) 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 employee should be considered in his turn. For this purpose unless the military authorities have specifically, intimated anything against the civilian employees, 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 *proforma* 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 that 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 employee 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. 10357-4 GS-I-65/1377, dated 27th January, 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 post, '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 Commission 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-GS-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 officer 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 Government 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 year provided they are otherwise eligible for the post in question.

No. 5717-4GS-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 qualification 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 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 Engineers 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 adsorbed 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 demobilization/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 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.*— 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 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 forgoing 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 Commandant 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 of 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/service), dated the 20th March, 1963 have been extended to their personnel.

No. 11028-4GSI-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 to 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. (ORs.) 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. (ORs.) 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 decision including those relating to proforma promotion under the 'Next below Rule' which might have a bearing on the pay and allowance 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 credit 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. 11028-4GS-I-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 care 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 services 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 or 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 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 16th April, 1964 as modified *vide* Punjab Government letter No. 965 1-4GSI(I)-65/3469 I, 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 percent 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 of 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 other 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.

Copy of Circular letter No. 3590-4GSI-66/17115, dated the 17th June, 1966 from the Chief Secretary to the 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 10th/11th October, 1966, from the Chief Secretary to Govt. Punjab to All Heads of Departments, 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-66/95551, 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 Engineer 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 jointed 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. 5948-6GS-67/6941, 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. 4544-4GSI -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 post.
- (c) Existing instructions provide for reservation only in respect of permanent vacancies, whereas the number of such vacancies under the State Governments 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 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 qualification for posts in the Police and in the Home Guard and in other services, wherever possible.

Military Service Benefits

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 proforma 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.

Sd/-

(H.V. GOSWAMI)

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

A copy is forwarded to —

(i) The Financial Commissioner, Revenue, Haryana and (ii) all Administrative Secretaries to Government Haryana for information

No. 2987-6-GS-68/16645

From

The Chief Secretary to Government, Haryana

To

- (1) All Heads of Departments.
- (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 -Estts. (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 exempted from the payment of examination fee in respect of those examination 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. 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 Judges, 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. 88-4-GSI-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 no-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.

Compendium of Instructions on Career Development – Vol. IV

No. 3743-4GS-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 and 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.एस. - 69 / 14496

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

- (1) सभी विभागीय अध्यक्ष, कमिश्नर, अम्बाला मण्डल और सभी उपायुक्त और उप मण्डल अधिकारी (सिविल) हरियाणा ।
 - (2) रजिस्ट्रार, पंजाब तथा हरियाणा हाईकोर्ट और जिला और सत्र न्यायाधीश हरियाणा ।
- दिनांक चण्डीगढ़, 15 जून, 1970

विषय :- **सैनिक सेवाए कर्मचारियों के बच्चों के घोषणा-पत्र/प्रमाण-पत्रों की तसदीक जोकि हरियाणा राज्य में तकनीकी/पेशेवर संस्थाओं में दाखिला प्राप्त करना चाहते हैं ।**

महोदय,

मुझे निदेश हुआ है कि उपरोक्त विषय पर आपको सम्बोधित करूं और यह कहूं कि वर्तमान अनुदेशों के अनुसार उन व्यक्तियों के घोषणा-पत्र (डेकेलेरेशन) प्रमाण-पत्र जो हरियाणा राज्य के तकनीकी/पेशावर संस्थाओं में दाखिला प्राप्त करना चाहते हैं उनको घोषणा-पत्रों/प्रमाण-पत्रों को 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 है जिसके फलस्वरूप सैनिक कर्मचारियों के बच्चों को दाखिला 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 बाज बोर्ड, जोकि राजपत्रित अधिकारी हैं, को भी सैनिक कर्मचारियों के बच्चों से जो तकनीकी पेशावर संस्थाओं में दाखिला प्राप्त करना चाहते हैं उनसे सम्बन्ध रखने वाले घोषणा-पत्र/प्रमाण-पत्रों को तसदीक करने का प्राधिकार दिया जावे ।

भवदीय,

हस्ता / -

उप सचिव राजनैतिक तथा सेवाएं,
कृते: मुख्य सचिव, हरियाणा सरकार ।

क्रमांक 8008 - 5जी.एस. - 70 / 14497,

दिनांक चण्डीगढ़, 15 जून, 1970

एक-एक प्रति सेवा में सूचनार्थ भेजी जाती है:-

रजिस्ट्रार, पंजाब विश्वविद्यालय, चण्डीगढ़, रजिस्ट्रार कुरूक्षेत्र, विश्वविद्यालय, कुरूक्षेत्र, रजिस्ट्रार पंजाब एग्रीकलचर विश्वविद्यालय, लुधियाना ।

No. 4534-5GS-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 employee 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. 4170-5 GS-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 the 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.

Your 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 Govt., Haryana.

क्रमांक 7654 – 6 जी.एस. – 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 जिला और सत्र न्यायाधीश हरियाणा ।
दिनांक चण्डीगढ़, 24 सितम्बर, 1970

विषय :- सिविल कर्मचारियों तथा अन्य व्यक्तियों के लिए रियायतें जो सैनिक सेवा में आपात्काल के समय भर्ती हुए 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 जी.एस. 1-66/9554, दिनांक 21-4-1966 तथा क्रमांक 2407-4 जी.एस.-1-96, 738, दिनांक 22/25 अप्रैल, 1966 की ओर 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 है और स्थिति शक से मुक्त नहीं है । इसलिये 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 आपात्काल के दौरान सैनिक सेवा में भरती हुए थे ।
- (2) उपरोक्त आईटम नं. (1) के व्यक्तियों के दावों को पूरा करने के पश्चात् यदि कोई आरक्षण मात्रा की रिक्तियां बच जाती हैं तो वो उन व्यक्तियों द्वारा भरी जायेगी जो आपात्काल से पहले सैनिक सेवा में भरती हुये हो परन्तु उन्होंने आपात्काल 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 नं. (2) के वर्ग के व्यक्तियों को भी उसी प्रकार उपलब्ध होंगी जिस प्रकार आईटम नं. (1) के व्यक्तियों को ।

भवदीय,

हस्ता / -

उप सचिव राजनैतिक तथा सेवायें,
कृते: मुख्य सचिव, हरियाणा सरकार ।

क्रमांक 8460-6 जी.एस.-70/29024

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 जिला तथा सत्र न्यायाधीश हरियाणा ।
दिनांक चण्डीगढ़, 9 नवम्बर, 1970

विषय :- **शस्त्र सेना के सदस्य जो सेवा के दौरान मर जाते हैं या लड़ाई में मारे जाते हैं उनके पुत्रों/पुत्रियों/स्त्रियों को रोजगार देना-रोजगार कार्यालय-कार्यविधि से छूट ।**

महोदय,

मुझे निदेश हुआ है कि मैं आपका ध्यान उपरोक्त विषय पर तथा संयुक्त पंजाब सरकार के परिपत्र क्रमांक 88-4 जी.एस. 1-66/9554, दिनांक 21-4-1966 की ओर 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, उनके 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 उन योग्य केशों 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 पावती भेजें और इन अनुदेशों को सभी सम्बन्धित कर्मचारियों के नोटिस में परिपालन के लिए लाया जाए ।

भवदीय,

हस्ता / -

उप सचिव राजनैतिक तथा सेवायें,
कृते: मुख्य सचिव, हरियाणा सरकार ।

एक-एक प्रति निम्नलिखित को सूचना तथा आवश्यक कार्यवाही हेतु भेजी जाती है -

सभी वित्तायुक्त हरियाणा और सभी प्रासकीय सचिव, हरियाणा सरकार । सचिव, हरियाणा लोक सेवा आयोग चण्डीगढ़ । सचिव, अधीनस्थ सेवा प्रवरण बोर्ड चण्डीगढ़ । प्रधान सचिव, मुख्य मंत्री हरियाणा और सचिव/निजी सचिव मंत्रीगण/सभी संसदीय सचिव, मुख्य मंत्री हरियाणा/मंत्रीगण/सभी संसदीय सचिवों को सूचना के लिए ।

क्रमांक 9502-3 जी.एस.-II- 70/31245

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

- (1) सभी विभागीय अध्यक्ष, आयुक्त अम्बाला मण्डल,
और सभी उपायुक्त तथा उप मण्डल अधिकारी, (सिविल) हरियाणा ।
- (2) रजिस्ट्रार, पंजाब तथा हरियाणा हाईकोर्ट और जिला तथा सत्र न्यायाधीश हरियाणा ।
दिनांक चण्डीगढ़, 9 दिसम्बर, 1970

विषय :- सिविल कर्मचारियों तथा अन्य व्यक्तियों के लिए रियायतें जो सैनिक सेवा में आपात्काल के समय भर्ती हुए थे ।

महोदय,

मुझे निदेश हुआ है कि आपका ध्यान संयुक्त पंजाब सरकार के परिपत्र क्रमांक 88-4 जी.एस. 1-66/9554, दिनांक 21-4-1966 के पैरा 6(III) की ओर दिलाऊँ (जिस को हरियाणा सरकार ने अपने परिपत्र क्रमांक 4710-5 जी.एस.-70/18998, दिनांक 15 जुलाई, 1970 द्वारा संशोधित किया है ।) जिस में ये संकेत दिया गया है कि उन व्यक्तियों के केशों में जिन्होंने आपात्काल 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 योग्यताएँ उक्त पद की योग्यताओं के बराबर हैं या उसे ऐसे पद के काम का तजुर्बा है और उन योग्यताओं/तजुर्बे के आधार पर वह अपने पद के कार्य को भली-भाँति निपटा सकता है । इस मामले पर आगे विचार किया गया है और यह फैसला किया गया है कि ऐसे केश में नीचे लिखें के आधार पर कार्यवाही की जाए:-

जब कभी किसी आरक्षित रिक्ति की पूर्ति हरियाणा लोक सेवा आयोग या एस.एस.एस. बोर्ड हरियाणा द्वारा किसी और ढंग से करनी हो तो उस पद की योग्यताओं की ध्यान पूर्वक छानबीन 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 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 योग्यताएँ निर्धारित की जानी चाहिए । इसका अभिप्राय यह है कि यदि विचार हो कि भूतपूर्व सैनिक योग्य अनुभव रखता हुआ पद के कार्य को कुशलतापूर्वक कर सकेगा तो उसके केश को विचार क्षेत्र से न निकाला जाए केवल इसलिये उसके पास मानक शिक्षा योग्यताएँ नहीं हैं बल्कि उसके केश 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 राजनैतिक तथा सेवायें,
कृते: मुख्य सचिव, हरियाणा सरकार ।

एक-एक प्रति सेवा में भेजी जाती है:-

वित्तायुक्त राजस्व, हरियाणा और सभी प्रशासकीय सचिव, हरियाणा ।

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 Government. 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 protracted exchange of correspondence between this Ministry and the State Governments concerned resulting in coordinate 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. I 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 pro-posal at an early date.

Yours faithfully.

Sd/-

Under Secretary to the Govt. of India.

क्रमांक 1178 - 4 जी.एस. - II - 71/8459

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

- (1) सभी विभागीय अध्यक्ष, आयुक्त अम्बाला मण्डल और सभी उपायुक्त तथा उपमण्डल अधिकारी, हरियाणा ।
 - (2) रजिस्ट्रार, पंजाब तथा हरियाणा हाईकोर्ट और जिला तथा सत्र 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 नं. 5948-6जी.एस.-67/6942 दिनांक 25 मार्च, 1968 उपरोक्त विषय का हवाला दूं और कहूँ कि हरियाणा सरकार ने स्थिति का पुनः निरीक्षण करके अनुभव किया है कि भूतपूर्व सैनिकों का समाहार आरक्षित पदों पर सन्तोषजनक तरीके से नहीं हो रहा है और भूतपूर्व सैनिकों की सहायता के लिए विशेष उपाय करना जरूरी है । इसलिए यह निर्णय किया है कि उन्हें आरक्षित रिक्तियों पर नियुक्त करने के साथ-साथ यदि दूसरी बारी समान हो, तो भूतपूर्व सैनिकों को आरक्षित (रिजर्वड) रिक्तियों को भरते समय भी प्राथमिकता देनी चाहिए ।

2. यह प्रार्थना की जाती है 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 ।

पृष्ठांकन 1178 - 4जी.एस. - II 71/8640,

दिनांक, चण्डीगढ़ 22 अप्रैल 1971

एक प्रति महालेखापाल शिमला तथा अध्यक्ष हरियाणा लोक सेवा आयोग चण्डीगढ़, अध्यक्ष अधिनियम सेवा प्रवरण मण्डल हरियाणा, चण्डीगढ़ । सभी वित्तायुक्त, हरियाणा, सभी प्रशासकीय सचिव, हरियाणा सरकार को सूचनार्थ भेजी जाती है ।

क्रमांक 1520-4 जी.एस.-॥- 71/8796

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

- (1) सभी विभागीय अध्यक्ष, आयुक्त अम्बाला मण्डल तथा सभी उपायुक्त और सभी उपमण्डल अधिकारी, हरियाणा ।
 - (2) रजिस्ट्रार, पंजाब तथा हरियाणा हाईकोर्ट और जिला तथा सत्र न्यायाधीश हरियाणा ।
- दिनांक चण्डीगढ़, 23 अप्रैल, 1971

विषय :- **नियोग्य भूतपूर्व सैनिकों को सरकारी सेवा में रियायतों का देना ।**

महोदय,

मुझे निदेश हुआ है कि हरियाणा सरकार के अनुदेश क्रमांक 4710-5जी.एस.-॥-70/14996, दिनांक 19-6-70, उपरोक्त विषय का हवाला दूं और कहूं कि अब सरकार ने यह निर्णय किया है कि जब नियोग्य (Disabled) भूतपूर्व सैनिकों को सेना अधिकारियों द्वारा पुनरीक्षण मैडीकल बोर्ड के लिए बुलाया जावे, उनका अस्पताली समय को इ्यूटी समझा जाये ।

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 अशा: क्रमांक 328-3 एफ.आर.-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. 1063-4 GS-II-718/799, 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. 7654-6-GS-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 than those vacancies will be filled by persons who joined military service before the Emergency but served during the emergency also. Persons of the latter 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, 1964, 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.

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 आपात्काल के समय भर्ती हुए थे ।

महोदय,

मुझे निदेश हुआ है कि उपरोक्त विषय का हवाला दूं और कहूं कि यह प्रश्न पैदा हुआ है कि क्या जो रियायतें पंजाब सरकार राष्ट्रीय आपात्काल (रियायतें) नियम 1965 में दी गई हैं, वे उन्हीं भूतपूर्व सैनिकों के बारे में लागू होती हैं जो आरक्षित (रिजर्वड) रिक्तियों पर नियुक्त हुए हैं या उन पर भी लागू होती हैं जो अनारक्षित (नॉन-रिजर्वड) रिक्तियों के प्रति नियुक्त हुए हैं । इन मामलों पर विचार करके यह निर्णय किया गया है कि जो भूतपूर्व सैनिक अनारक्षित (नॉन-रिजर्वड) रिक्तियों के प्रति नियुक्त हुए हैं उन्हें भी उपरोक्त नियमों में अंकित रियायतें मिलनी चाहिए ।

2. इन अनुदेशों की ध्यानपूर्वक अनुपालना करें तथा इस पत्र की पावती भेजें ।

भवदीय,

हस्ता / -

उप सचिव, प्रशासन सुधार,

कृते: मुख्य सचिव, हरियाणा सरकार ।

पृष्ठ 816 - 4 जी.एस. - II

दिनांक, चण्डीगढ़, 26 मई, 1971

एक प्रति महालेखापाल हरियाणा, वित्तियुक्त राजस्व हरियाणा और सभी प्रशासकीय सचिव हरियाणा सरकार शिमला को आवश्यक कार्यवाही हेतु भेजी जाती है ।

English Version of letter No. 3417-4GS-II-71/23840, dated 5-8-1971.

Subject :— Employment in relaxation of employment Exchange procedure of sons/daughter/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 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. Further more, it will be allowed only in deserving cases where the persons stand in need of immediate assistance and there is no other earning member of the family.

English Version of letter No. 2906-4-GS-II-71/25549, dated 27-8-71

Subject :— Rehabilitation of Ex-servicemen-Exemption from payment of examinations/application fees.

Sir,

I am directed to refer to the instructions contained in Haryana Government letter No. 2927-6-GS-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 examination 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. 4397-4GS-II-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 Govt., 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 जी.एस.- 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 आपात्काल कमीशण्ड अधिकारियों तथा भूतपूर्व सैनिकों (जो आपात्काल में सेना में भर्ती हुए) को पुनः 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 5948-6जी.एस.-67/6942, दिनांक 25-3-1968 की ओर दिलाऊं । इन अनुदेशों के अनुसार भूतपूर्व आपात्काल कमीशण्ड अधिकारियों तथा सैनिकों के लिए पदों में आरक्षण निम्न प्रकार किया जाता है:-

1. 50 प्रतिशत सीधी भर्ती के लिए इंजीनियरिंग तथा मैडिकल सेवाओं में, तथा
2. 30 प्रतिशत अन्य सेवाओं में (एच.सी.एस. 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 अनुसूचित तथा 2 प्रतिशत पिछड़े वर्गों के लिए आरक्षित हैं, भूतपूर्व सैनिकों के लिए कुल आरक्षण 28 प्रतिशत से अधिक नहीं होना चाहिए । इसलिए (एच.सी.एस.) जहां पहले ही आरक्षण 28 प्रतिशत से कम है के अतिरिक्त सभी सेवाओं में भूतपूर्व आपात्काल कमीशण्ड अधिकारियों तथा सैनिकों के लिए आरक्षण के वर्तमान प्रतिशत को घटाकर 28 प्रतिशत करने का निर्णय किया गया है ।

भवदीय,

हस्ता/-

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

English version of Haryana Government letter No. 4853-4-GS-II-71/29728 dated 15-10-1971

Subject :— **Recruitment of ex-servicemen on adhoc-basis.**

I am directed to refer to the Haryana Government letter No. 4534-5GS-70/1710, 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 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.एस. - II - 71/30857

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, 29 अक्टूबर, 1971

विषय :- **भूतपूर्व सैनिकों की नियुक्ति ।**

महोदय,

मुझे निदेश हुआ है कि यह कहूँ कि वर्तमान प्रणाली के अनुसार रोजगार विभाग प्रत्येक रिक्ति जो उन्हें अधि सूचित की जाती है, के प्रति सात उम्मीदवारों के नाम इन्टरव्यू के लिए भेजते हैं । अनुभव से मालूम हुआ है कि यह प्रणाली भूतपूर्व सैनिकों के लिए असुविधाजनक है तथा कठिनाई का खास कारण है, विशेष कर क्योंकि सभी इंटरव्यू उनके घर के 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 भूतपूर्व 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 भूतपूर्व सैनिकों जिनके नाम रोजगार कार्यालय में दर्ज, 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 भूतपूर्व सैनिकों जिन्हें श्रेणी - III तथा चार के पदों पर सभी कार्यालयों तथा विभागों में आरक्षित रिक्तियों पर नियुक्ति के लिए अधिमान्यता देनी है, का एक विशेष पैनल 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 भूतपूर्व सैनिकों को विचार में रखेगी परन्तु उन भूतपूर्व 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 हैं । दूसरी प्रकार के भूतपूर्व सैनिकों को विशेष पैनल में अस्थाई तौर पर रखा जावेगा, इस शर्त पर कि नियुक्ति अधिकारी योग्यताओं में आवश्यक छूट देने के लिए सहमत हों, और इन भूतपूर्व 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 को रोजगार कार्यालय सिफारिश करेगा, ये नियुक्ति अधिकारी को नियुक्ति के लिए मान्य होंगे और उनका फिर से इन्टरव्यू तथा प्रवरण नहीं होगा। यदि सम्बन्धित विभाग बाद में यह अनुभव करे कि जिन व्यक्तियों की नियुक्ति की गई है वे अपने पद के कर्त्तव्य 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 ध्यानपूर्वक अनुपालना करने के लिए नोट किए जावें और सभी सम्बन्धित के ध्यान में ला दिए जावें।

भवदीय,

हस्ता / -

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

एक प्रति प्रत्येक को सूचनार्थ तथा आवययक कार्यवाही हेतु प्रेषित है: -

वित्तायुक्त, राजस्व, हरियाणा। सभी प्रशासकीय सचिव, हरियाणा सरकार।

क्रमांक 6080 - 4 जी.एस. - 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 न्यायलय तथा
सभी जिला एवं सत्र न्यायाधीश हरियाणा ।

दिनांक चण्डीगढ़, 29 नवम्बर, 1971

विषय :- **सिविल कर्मचारियों व अन्य व्यक्तियों को रियायतें जो कि आपात्काल में सैनिक सेवा में भर्ती हुए थे।**
महोदय,

मुझे निदेश हुआ है कि उपरोक्त विषय पर आपका ध्यान हरियाणा सरकार के परिपत्र क्रमांक 2391-4जी.एस. II-71/13973, दिनांक 9-6-71 की ओर दिलाऊँ जिसमें यह निर्दिष्ट किया था कि भूतपूर्व सैनिकों के लिए आरक्षित पदों को भरते समय हरियाणा लोक सेवा आयोग/अधीन सेवाएं प्रवरण मण्डल को मांग पत्र भेजने से पहले सम्बन्धित विभाग ऐसे पदों को 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 विधिवत 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 किसी को भी मांग पत्र भेजा गया हो द्वारा मांग पत्र मूल रूप में सम्बन्धित विभाग को वापिस दिया 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 वित्तायुक्त, राजस्व, सभी प्रशासकीय सचिव, हरियाणा सरकार ।

क्रमांक 6832 - 4 जी.एस. - II - 71/36211

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 हाईकोर्ट तथा
सभी जिला एवं सत्र न्यायाधीश हरियाणा ।

दिनांक चण्डीगढ़, 20 दिसम्बर, 1971

विषय :- भूतपूर्व आपात्काल कमीशण्ड अधिकारियों, शार्ट 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 4741-4जी.एस.-II-71/26709, दिनांक, 13-9-1971, में निर्दिष्ट अनुदेशों तथा अन्य पूर्व अनुदेशों की ओर दिलाऊं तथा कहूं कि इस समय भूतपूर्व आपात्काल कमीशण्ड अधिकारियों/शार्ट सर्विस कमीशण्ड अधिकारियों/भूतपूर्व सैनिकों के लिये सरकारी सेवा में कुछ वर्गों के पदों में रिक्तियों के आरक्षण के बारे में समय सीमा नियत नहीं है । इस सम्बन्ध में 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 पश्चात् विचार किया जावेगा।

भवदीय,

हस्ता / -

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

एक-एक प्रति वित्तायुक्त, राजस्व, सभी प्रशासकीय सचिव, हरियाणा सरकार को इस विभाग के अशा.:
क्रमांक 4741-4जी.एस.-II-71/दिनांक 13-9-71 के संदर्भ में सूचनार्थ भेजी जाती है ।

No. 191-4GS-II-72/2483

From

The Chief Secretary to Govt., Haryana.

To

1. All Heads of Department, 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. letter No. 4710-5GS-70/18908, dated the 15th July, 1970, and No. 9502-3GS-II-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"-34½"	Defence Forces Wireless operators/ Technicians with 6 months service or more Minimum height 5'-6" chest, 31-32½"
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.	For Ex-servicemen who have been Clerks in the Defence Forces a minimum period of two years with the conditions that they should acquire the requisite knowledge of Hindi and the requisite standard of typing with in the first six months of their appointment without which they will not be eligible for confirmation. No educational qualification should be necessary.
Agriculture Sub-agriculture Inspector	Matric with one year Agriculture Sub-Inspector course pass of B.Sc., Agri. of Agriculture University Hisar, Ex-servicemen will be preferred	The conditions of one year's Sub-Inspector should be relaxed in favour of ex-servicemen having agricultural back ground 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 requisitetraining 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 operate entry into service.

1	2	3
Ware-house operator	Middle-Three years experience in various warehouse 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 bindings 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.
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.B.T.	Ex-servicemen who are Matriculates or possess equivalent qualification with Punjabi as an elective subject or those who are Matriculates/possessing equivalent qualification in the army with Giani.

1	2	3
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 year's 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.

English version of circular letter No. 945-GS-II-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 below:—

- (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 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.

क्रमांक 260-4 जी.एस.-॥-72/10295

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 हाईकोर्ट तथा सभी जिला एवं 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 1520-4जी.एस.-॥-71/8796, दिनांक, 23-4-71 का हवाला दूं जिसके अनुसार जब कभी नियोग्य (Disabled) भूतपूर्व सैनिकों को सेना अधिकारियों द्वारा मैडीकल पुनरीक्षण के लिए बुलाया जावे, तो उनके अस्पताली समय को इयूटी 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 इयूटी समय समझे जाने के अनुदेश लागू हैं ।

यह वित्त विभाग की सहमति उनके अशा. क्रमांक 1317-6 एफ.आर.-72, दिनांक 21-3-72 द्वारा प्राप्त कर जारी किया जाता है ।

कृपया इस पत्र की पावती भेजें ।

हस्ता / -

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

एक-एक प्रति सभी वित्तायुक्त हरियाणा तथा सभी प्रशासकीय सचिव, हरियाणा सरकार को सूचनार्थ प्रेषित हैं ।

English version of the letter No. 210-4-GS-II-72/10122 dated 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.

विषय :- सिविल कर्मचारियों व अन्य व्यक्तियों को रियायतें जो कि आपात्काल में सैनिक सेवा में भर्ती हुए थे।

क्या वित्तायुक्त, राजस्व तथा सभी प्रशासनिक सचिव, हरियाणा सरकार कृपया उपरोक्त विषय पर हरियाणा सरकार के अनुदेशों जो उनके पत्र क्रमांक 2391-4जी.एस.॥-72-13973 दिनांक 9-6-71 में हैं तथा जिन्हें पत्र क्रमांक 6080-4 जी.एस. ॥-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 केस मुख्य सचिव को मंत्रणा के लिए भेजे गए, क्योंकि सैल द्वारा दिया योग्यताओं में ढील का सुझाव प्रशासनिक विभागों को मान्य नहीं था। इस सम्बन्ध में स्पष्ट किया जाता है कि ऐसी मंत्रणा के लिए केस मुख्य सचिव को भेजने की आवश्यकता नहीं अपितु सम्बन्धित प्रशासनिक सचिव द्वारा ऐसे मामलों पर स्वयं अंतिम निर्णय लिया जाना चाहिए।

भवदीय

हस्ता/-

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

सेवा में

- (1) सभी वित्तायुक्त, हरियाणा
- (2) सभी प्रशासनिक सचिव, हरियाणा सरकार।

अशा. क्रमां 2259-4जी.एस. ॥-72

दिनांक 9-5-72

क्रमांक 306 - 4 जी.एस. - 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 हाईकोर्ट तथा सभी जिला एवं सत्र न्यायाधीश हरियाणा ।
दिनांक चण्डीगढ़, 5/72

विषय :- **भूतपूर्व आपात्काल कमीशण्ड अधिकारियों तथा भूतपूर्व सैनिकों (जो आपात्काल 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 4741-4जी.एस.-II-71/26709, दिनांक, 13-9-1971 की ओर दिलाऊँ। भूतपूर्व आपात्काल कमीशण्ड अधिकारियों तथा भूतपूर्व सैनिकों के लिए आरक्षित पदों को भरने के लिए ब्लाक सिस्टम को अपनाने के प्रश्न पर विचार करके यह निर्णय किया गया है कि कथित प्रणाली उसी आधार पर अपनाया जाए जिस प्रकार अनुसूचित जातियों आदि के केस में रिक्तियां आरक्षित की जाती हैं। जो विशेष रिक्तियां भूतपूर्व सेवा कर्मिकों के लिए 100 रिक्तियों के एक ब्लाक में आरक्षित की जाएंगी वे इस प्रकार होगी:-

- (i) भूतपूर्व सेवा कर्मिकों के लिए आरक्षित रिक्तियां जहां 100 रिक्तियों के प्रत्येक खण्ड में 28 प्रतिशत आरक्षण करना होता है ।
2-5-9-12-15-19-23-28-32-35-38-42-45-48-52-55-59-62-65-69-73-78-82-85-88-92-95-98
- (ii) भूतपूर्व सेवा कर्मिकों के लिए आरक्षित रिक्तियां जहां 100 रिक्तियों के प्रत्येक खण्ड में 28 प्रतिशत 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 वेतनमान 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 करें कि जो व्यक्ति लोक सेवा आयोग/अधीन सेवाएँ प्रवरण मण्डल के द्वारा गुण के आधार पर नियुक्त किए जाते हैं उनकी वरिष्ठता आयोग मण्डल द्वारा तय किये प्रवरण के आधार पर होंगी 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 प्रतिगुण के आधार पर नियुक्त हुए हैं, यदि वह मैरिट के अनुसार उनके नीचे हैं। 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 जायेगी। उपरोक्त स्पष्टीकरण सभी आरक्षित रिक्तियों, चाहे वे भूतपूर्व सेवा कर्मियों की हों या अनुसूचित जातियों के सदस्य, हों लागू होगा।

3. कृपया इस पत्र की पावती भेजें और इन अनुदेश, की विधिवत अनुपालना के लिए अंकित करें।

भवदीय,

हस्ता / -

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

एक - एक प्रति निम्नलिखित: -

सभी वित्तायुक्त, सभी प्रशासकीय सचिव, हरियाणा सरकार सूचनार्थ तथा आवश्यक कार्यवाही हेतु भेजी जाती हैं।

No. 2701-4GS-II-72/15872

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 in Haryana.
2. Registrar, Punjab and Haryana High Court and all District and Sessions Judges in Haryana.

Dated, Chandigarh, 31st 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. 306-4GS-II-71/4089, 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(ii) of the Punjab Government National Emergency Concession Rules, 1965 and the benefit of seniority on account of Mili-tary 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 जी. एस. 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 आपका ध्यान हरियाणा सरकार के परिपत्र क्रमांक 945-4 जी. एस. 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 गए सैनिकों की स्त्रियों/विधवाओं तथा आश्रित भी राज्य सरकार के अधीन भूतपूर्व सैनिकों के लिए आरक्षित पदों के लाभ के हकदार होंगे । इससे पूर्व परिपत्र संख्या 2815-4 जी. एस. II-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 प्राधिकारियों को मान्य होंगे । भूतपूर्व सैनिकों के मामले में यह प्रक्रिया इसलिए 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 की 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 होगी और सिविल पदों पर नियुक्तियों के लिए उनका प्रवरण भी राज्य प्रवरण समिति द्वारा किया जाएगा ।

भवदीय,

हस्ता / -

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

एक-एक प्रति सभी वित्तायुक्त, सभी प्रशासकीय सचिव, हरियाणा सरकार को सूचनार्थ तथा आवश्यक कार्यवाही हेतु भेजी जाती है ।

क्रमांक 3856-4 जी. एस. II-72/22901

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, 31-7-1972.

विषय :- भूतपूर्व सैनिकों द्वारा न्यूनतम शैक्षणिक योग्यता प्राप्त करने से पूर्व अभिप्राप्त अनुभव की गणना ।

श्रीमान्

मुझे कहने का निदेश हुआ है कि सरकार के अधीन विभिन्न पदों की भर्ती के लिए 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 डिग्रियां 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 विचारधीन रहा है । हरियाणा लोक सेवा आयोग के परामर्श के साथ अब सरकार द्वारा यह 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 । जहां विहित शैक्षणिक योग्यताएं तकनीकी प्रकृति की हैं वहां 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 ।

Military Service Benefits

3. आप से प्रार्थना है कि इन अनुदेशों का ध्यानपूर्वक पालन किया जाए और इस पत्र की पावती भेजने की कृपा करें ।

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

क्रमांक 3856-4 जी.एस.-॥-722/2902,

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. 2070-4GS-II-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, 1972.

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 occasion 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 services, 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 services 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. 4223-4GS-II-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. 945-4GS II-72/6451, dated the 6th March, 1972, on the subject noted above wherein provisions, has *inter-alia*, been made for general relation 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-ser-vicemen, as relaxation in age to various extents was being proposed by various appointing authorities, the question of sitting 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 20% to 50%). 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.

क्रमांक 4310-4 जी. एस. 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 हाई कोर्ट 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 आपका ध्यान उपर्युक्त विषय की ओर आकर्षित करूँ और कहूँ कि राज्य के कुछ विभागों में क्लर्कों के पदों पर प्रारम्भिक नियुक्ति के समय टाईप का ज्ञान होना एक अनिवार्य योग्यता है और क्लर्कों के रिक्त स्थान भरते समय इसी प्रकार रोज़गार कार्यालयों/अधीनस्थ सेवाएं 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 सैनिक की क्लर्कों के पदों पर प्रारम्भिक भर्ती के समय टाईप टैस्ट पास करने की शर्त पर जोर न दिया जाए और यदि टाईप करने की योग्यता नियमों के अनुसार आवश्यक हो तो ऐसे क्लर्क जिन्हें आरक्षित पदों पर नियुक्त किया जाता है उन्हें 6 मास की अवधि टाईप सीखने के लिए दे दी जाए । ऐसे भूतपूर्व सैनिक जो 45 वर्ष या इससे अधिक आयु के हों, उन्हें टाईप परीक्षा पास करने से पूरी छूट दे दी जाए ।
3. इन अनुदेशों को विधिवत पालना के लिये नोट किया जाए और इस पत्र की पावती भेजी जाए ।

भवदीय,

हस्ता / -

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. 869-4GS-II-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 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 achieved only by making an appropriate amendment in the relevant Services 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. 3856-4GS-II-72/22901, dated the 31st July, 1972 wherein it has been laid down *inter alia* that in the case of ex-serviceman, 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 जी. एस. II-71/8459, दिनांक 22-4-1971 में दिये गये अनुदेशों की ओर ध्यान देंगे जिसमें यह निर्धारित किया गया है कि अनारक्षित रिक्तियों को पूरी करते समय दूसरे उम्मीदवारों की तुलना में अन्य बातें समान होना पर भूतपूर्व सैनिकों को अधिमान दिया जाना चाहिए ?

2. जबकि भूतपूर्व सैनिकों का पुनर्वास मुख्यतः राज्य की जिम्मेदारी है, फिर भी राज्य सरकार के अधीन 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 चाहिए ।

हस्ता / -

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

सेवा में

वित्तायुक्त, राजस्व, हरियाणा, हरियाणा सरकार के सभी प्रशासकीय सचिव ।

अशा: क्रमांक 1359 जी. एस. II-73 /

दिनांक चण्डीगढ़, 19 अप्रैल, 1973

क्रमांक 1898 - 4 जी. एस. II-73/13043

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. सभी विभागाध्यक्ष, अम्बाला तथा हिसार मण्डलों के आयुक्त, सभी उपायुक्त तथा हरियाणा के सभी उप मण्डल अधिकारी ।
2. रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय, तथा हरियाणा के सभी जिला एवं सत्र न्यायाधीश ।

दिनांक, चण्डीगढ़, 23-5-73.

विषय :- **सिविल सेवाओं में भूतपूर्व सैनिकों की नियुक्ति ।**

श्रीमान् जी,

मुझे निदेश हुआ है कि मैं आपका ध्यान उपर्युक्त विषय पर हरियाणा सरकार के पत्र संख्या 191-4 जी. एस. 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 भूतपूर्व सैनिकों के मामले में पदों के लिये नियम 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 / -

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

एक-एक प्रति :- -

वित्तायुक्त, राजस्व तथा हरियाणा सरकार के सभी प्रशासकीय सचिवों को आवश्यक कार्यवाही हेतु इस विभाग के अशासकीय पत्र संख्या 191-4 जी. एस. II-72/ दिनांक 21 जनवरी, 1972 के सिलसले में प्रेषित की जाती है ।

क्रमांक 3226 - 4 जी. एस. II-73/20432

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. सभी विभागाध्यक्ष, आयुक्त, अम्बाला तथा हिसार मण्डल, हरियाणा में सभी उपायुक्त तथा सभी उप-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 जी. एस. II-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 प्रवर्ण समिति द्वारा किया जाए। तत्पश्चात् समिति सभी कार्यालयों तथा सरकारी विभागों में श्रेणी - III तथा IV के पदों पर नियुक्ति के लिए उपर्युक्त समझे गए भूतपूर्व सैनिकों की एक विशेष नामिका तैयार करें तथा रिक्तियाँ, जो भूतपूर्व सैनिकों के लिए आरक्षित हैं अथवा जिनमें भूतपूर्व सैनिकों को अधिमान्यता दी जानी 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 प्रवर्ण समिति द्वारा सिफारिश भूतपूर्व सैनिकों की नियुक्ति के सम्बन्ध में सूचित नहीं करते जिसके परिणामस्वरूप 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 सम्बन्धित रोजगार कार्यालयों को 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 / -

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

एक-एक प्रति निम्नलिखित को सूचनाार्थ तथा आवश्यक कार्यवाही हेतु भेजी जाती है: - -

वित्तायुक्त, राजस्व तथा सभी प्रशासकीय सचिव हरियाणा सरकार ।

No.7013-4GS-II-73/25634

From

The Chief Secretary to Govt., Haryana.

To

1. All Heads of Departments, Commissioners Ambala and Hisar Divisions and all Deputy Commissioners in Haryana.
2. The Registrar Punjab and Haryana High Court, Chandigah.

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. 945-4GS-II-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 50%. 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. 3257-4GS-II-73/15150, dated the Haryana 13th June, 1973, from the
Chief Secretary to Government,**

(Debate 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 जी. एस. 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 भूतपूर्व सैनिकों तथा युद्ध में मारे गए/विकलांग सैनिकों के आश्रितों का पुनर्वास ।

महोदय,

मुझे निदेश हुआ है कि मैं आपका ध्यान उपर्युक्त विषय पर हरियाणा सरकार के पत्र संख्या 945-4 जी. एस. 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 भूतपूर्व सैनिकों के लिए सिविल पदों के सम्बन्ध में वर्तमान आरक्षण में 20 प्रतिशत से 50 प्रतिशत के बीच अशक्त हो गए विकलांग भूतपूर्व सैनिकों तथा मारे गए 50 प्रतिशत से अधिक विकलांग हुए सैनिकों के दो आश्रितों को प्रथमिकता 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 पृथक् नहीं किए गए किन्तु जिन्हें यथा समय अथवा सेना में रोजगार की शर्तों को 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 सम्बन्ध 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 :-

वित्तियुक्त, 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 21st 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. 945-4GS-II-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 of 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.

संख्या 382-4 जी. एस. II-74/3912

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. हरियाणा के 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 संख्या 2815-4 जी. एस. II-71/30857, दिनांक 29 अक्टूबर, 1971 में दिए गए अनुदेशों को निर्दिष्ट करने के 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 प्रवरित 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 ।

वित्तियुक्त, राजस्व, हरियाणा तथा हरियाणा सरकार के सभी प्रशासकीय सचिव ।

Copy of letter No. 4(1) E-III(A)/74, dated 2nd March, 1974, from the Under Secretary to the Govt. of India, Ministry of Finance, Department of Expenditure, to all the Ministries of the Government of India, etc. and copy informed to all State Governments and Union Territories.

OFFICE MEMORANDUM

Subject :— Fixation of pay of Ex-Combatant Clerks released on compassionate grounds from Armed Forces on their appointment as L.D.Cs/Junior Clerks in Civil Posts.

The undersigned is directed to invite a reference to the Ministry of Finance, Department of Expenditure O.M. No. F. 6(8)-E-III(A)/63, dated 11-4-1963, as amended from time to time, on the subject mentioned above, and to say that the President is pleased to decide that the benefit envisaged therein, may also be granted to Ex-Combatant Clerks released from Armed Forces on their own request or on compassionate or medical grounds.

2. These orders will have retrospective effect and the past cases decided otherwise may be re-opened and pay refixed.

3. In so far as person serving in India in Audit and ACCOUNTS Department are concerned these orders are issued in consultation with Comptroller and Auditor General of India.

हरियाणा सरकार

पृष्ठांकन क्रमांक 1766 - 2 जी. एस. II - 73 / 10756

दिनांक चण्डीगढ़, 20 मई, 1974

उपरोक्त की एक प्रति निम्नलिखित को सूचनार्थ तथा आवश्यक कार्यवाही हेतु भेजी जाती है: - -

सभी विभागाध्यक्ष, हरियाणा, आयुक्त, अम्बाला/हिसार मण्डल, सभी उपायुक्त तथा उप-मण्डल अधिकारी हरियाणा ।

हस्ता / -

उप अधीक्षक, सामान्य सेवाएं,
कृते: मुख्य सचिव, हरियाणा सरकार ।

एक एक प्रति वित्तायुक्त राजस्व, हरियाणा सरकार, सभी प्रशासकीय सचिव, हरियाणा सरकार ।

Letter No. 273-2G.S.—II-75/18809

From

The Chief Secretary to Government Haryana, Chandigarh.

To

All Heads of Department, Commissioners of Ambala and Hisar,
Divisions, District and Sessions 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. 88-4-GS-II-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 Government
Haryana for information and necessary action.

क्रमांक 6659 – 2 जी. एस. – 75 / 18118

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. सभी विभागाध्यक्ष, 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, 26 जून, 1975

विषय: – **सिविल पदों पर भूतपूर्व सैनिकों की नियुक्ति ।**

महोदय,

मुझे निदेश हुआ है कि मैं उपरोक्त विषय पर आपका ध्यान इस विभाग के क्रमांक 4310 – 4 जी. एस. II – 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 हो, उन्हें टाईप परीक्षा पास करने की पूरी छूट होगी । अब इस सम्बन्ध में सहानुभूतिपूर्वक 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 वेतन वृद्धियां कर्मचारियों को उसी तिथि से दी जायेगी जिस तिथि को वे 45 वर्ष की आयु सीमा पूरी करेंगे ।

इन आदेशों को विधिवत् पालना के लिए नोट किया जाये और इस पत्र की पावती भेजी जाये ।

भवदीय,

हस्ता / -

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

एक-एक प्रति वित्तायुक्त, 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/PS-4(c)/453D (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 officers 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 Government, Haryana.

To,

All the Administrative Secretaries to Government, Haryana.

U.O. No. 9245-2GS-II-75

Dated Chandigarh the 31-10-75.

क्रमांक 7922-2 जी. एस. II-29679

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 तथा सभी जिला एवं सत्र न्यायाधीश, हरियाणा ।
दिनांक, चण्डीगढ़, 10 अक्टूबर, 1975.

विषय :- **सवेदना आधार पर सशस्त्र सेना से रिलीज़ 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 दिलाऊँ और कहूँ कि कुछ विभागों ने सरकार से इस बिन्दु पर टिप्पणी देने के लिये लिखा है कि सवेदना आधार पर सैनिक सेवा से रिलीज़ 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 सवेदना (Compassionate) आधार पर रिलीज़ हुए हैं ।

आपसे अनुरोध है कि इन अनुदेशों की विधिवत् पालना की जाए और इस पत्र की पावती भी भेजें ।

भवदीय,

हस्ता / -

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

एक-एक प्रति वित्तायुक्त, हरियाणा तथा सभी प्रशासकीय सचिव, हरियाणा सरकार को सूचनार्थ तथा आवश्यक कार्यवाही हेतु भेजी जाती है ।

क्रमांक 12383 - 2 जी. एस. II-75/3560 6

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, 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 लिये 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 इनकार 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 अविलम्ब रिक्त पदों पर नियुक्त करें और यदि वे ऐसा करने में असमर्थ हों, तो इसके लिए वे मुख्य सचिव की 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. एस. II-75/36386

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. सभी विभागाध्यक्ष, आयुक्त, अम्बाला व हिसार मण्डल, सभी उपायुक्त तथा सभी उपमण्डल 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,

मुझे आदेश हुआ है कि मैं उपरोक्त विषय पर आपका ध्यान इस विभाग के क्रमांक 2815-4 जी. एस. II-71/30857 दिनांक 29 अक्टूबर, 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. एस. II-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 जी. एस. II-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 एम.ई.एस. तथा आर्डिनैस फैक्टरी में सैनिक सेवा की है, उनको सिविल सेवा में नियुक्ति पर पंजाब नेशनल एमरजेंसी (कन्सैशन) नियम 1965 के अन्तर्गत सैनिक सेवा का लाभ नहीं दिया जा सकता है । यदि इन दोनों एजेंसीज़ से सैनिक सेवा से रिलीज़ 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: -

वित्तायुक्त, हरियाणा सरकार तथा सभी प्रशासकीय सचिव, हरियाणा सरकार को सूचनार्थ तथा आवश्यक कार्यवाही हेतु भेजी जाती है ।

PART III
HARYANA GOVERNMENT
GENERAL ADMINISTRATION DEPARTMENT

Notification

The 22nd March, 1976

No. G.S.R. 77/Const./Art. 309/Amd./(I)/76.—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 Haryana hereby makes the following rules to amend the Punjab Government National Emergency (Concession) Rules, 1965, namely:—

1. (1) These rules may be called the Punjab Government National Emergency (Concession) Haryana First Amendment Rules, 1976.
- (2) They shall be deemed to have come into force on the 1st day of November, 1966.
2. In the Punjab Government National Emergency (Concession) Rules, 1965, in rule 4, to clause (ii), the following proviso shall be added, namely:

“Provided that a person who has availed of concession under sub-rule (3) of rule 3 shall not be entitled to the concession under this clause.”

S. D. BHAMBRI,
Chief Secretary to Government, Haryana.

No. 2259-2GSII-76/7273,

dated, Chandigarh, the 22nd March, 1976.

A copy each is forwarded to :—

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

PROMILA ISSAR,
Deputy 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 Government, Haryana for information and necessary action.

A copy each is forwarded to the Accountant-General, Haryana, Chandigarh for information.

A copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers, State Ministers, Haryana for information.

क्रमांक 10946-2 जी. एस. II-75/6812

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. सभी विभागाध्यक्ष, आयुक्त, अम्बाला तथा हिसार मण्डल, सभी उपायुक्त तथा सभी उपमण्डल 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 ।**

महोदय,

मुझे आदेश हुआ है कि मैं उपरोक्त विषय की ओर आपका ध्यान दिलाऊँ और कहूँ कि भारत सरकार पुनर्वास निदेशालय के सुझाव 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 - I के ऊपर दाईं ओर यह दर्ज कर दें कि उसे सिविल पद पर लिया गया है । साथ ही साथ यह भी स्पष्ट करें कि उसे स्थाई/अस्थायी/तदर्थ अथवा नियमित तौर पर नियुक्त किया गया है ।
- (2) नौकरी के लिये जिन भूतपूर्व सैनिकों की सबमिशन की जावे नियोक्ता उनके परिणाम स्पान्सरिंग अथारिटी को शीघ्रातिशीघ्र भेज दें ।

अनुरोध किया जाता है कि इन अनुदेशों 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 जी. एस. II-75/6813

दिनांक, चण्डीगढ़, 25-3-76

एक-एक प्रति सूचनार्थ तथा आवश्यक कार्यवाही हेतु वित्तायुक्त, राजस्व हरियाणा तथा सभी प्रशासकीय सचिव, हरियाणा सरकार को प्रेषित की जाती है ।

**HARYANA GOVERNMENT
GENERAL ADMINISTRATION DEPARTMENT**

Notification

The 4th August, 1976

No. GSR-182/Const./ Art. 309/ Amd. (2)/76.—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 Haryana hereby makes the following rules to amend the Punjab Government National Emergency (Concession) Rules, 1965, namely :—

1. (1) These rules may be called the Punjab Government National Emergency (Concession) Haryana Second Amendment Rules, 1976.
(2) They shall be deemed to have come into force on the 1st day of November, 1966.
2. In the Punjab Government National Emergency (Concession) Rules, 1965, for rule 2, the following rule shall be substituted, namely :--

“2 *Definition.*—For the purpose of these rules, the expression ‘military service’ means the service rendered by a person, who had been enrolled or commissioned 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. In any of the three wings of the Indian Armed Forces (including the service as a Warrant Officer) during the period of the said Emergency or such other service as made hereafter be declared as military service for the purpose of these rules. Any period of military training following by military service shall also be reckoned as military service”.

S. D. BHAMBRI

Chief Secretary to Government, Haryana.

No. 6102-2GSII-76/21382,

dated, Chandigarh, the 9-8-76

A copy each is forwarded to all Heads of Departments, Commissioners, Ambala and Hissar Divisions, All Deputy Commissioners and Sub Divisional Officers (Civil), Haryana, Registrar, Punjab and Haryana High Court and All District & Sessions Judges in Haryana for information and necessary action.

No. 6834-2GS-II-76/24016

From

The Chief Secretary to Government, 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, person 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 thereafter 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-Governments 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, into, 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 Government, Haryana.

क्रमांक 7304-2 जी. एस. II-76/26513

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

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, 30 सितम्बर, 1976

विषय :- **भूतपूर्व सैनिकों को सिविल पदों पर नियुक्ति के लिए रियायतें ।**

महोदय,

मुझे निदेश हुए हैं कि उपरोक्त विषय पर आपको सम्बोधित करूं और कहूं कि सरकार के ध्यान में आया है कि भूतपूर्व सैनिकों की 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 पश्चात् यह निर्णय लिया गया है कि भूतपूर्व सैनिकों को दी जा रही हिदायतों को निम्नलिखित हद तक (Liberalise) कर दिया जाये ताकि निर्धारित संख्या तक भूतपूर्व सैनिक उन पदों पर नियुक्त किये जा सकें जिनके लिए 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 की 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 । इसलिए 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 क्रमांक 4310-4 जी. एस. प्-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 की अवधि को बढ़ाकर एक वर्ष कर दिया जाए और शेष नीति यथापूर्वक रहे । यह हिदायतें सभी अधीनस्थ कार्यालयों के ध्यान में ला दी जाएं ।

भवदीय,

हस्ता / -

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

एक-एक प्रति सभी वित्तायुक्तों/सभी प्रशासकीय सचिव, हरियाणा सरकार को सूचना तथा आवश्यक कार्यवाही के लिए भेजी जाती है ।

**HARYANA GOVERNMENT
GENERAL ADMINISTRATION DEPARTMENT**

Notification

Dated the 5th November, 1976

No. GSR-238/Const./ Art. 309/ Amd. (3)/76.—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 Haryana hereby makes the following rules to amend the Punjab Government National Emergency (Concession) Rules, 1965, namely:—

1. (1) These rules may be called the Punjab Government National Emergency (Concession) Haryana 3rd Amendment Rules, 1976.
(2) They shall be deemed to have come into force with effect from the 1st day of November, 1966.
2. In the Punjab Government National Emergency (Concession) Rules, 1965, to rule 4, the following proviso shall be added namely :--

“Provided that a person who has been released from the military service on compassionate grounds shall not be entitled to any concessions under this rule”.

S. D. BHAMBRI

Chief Secretary to Government, Haryana.

No. 8533-2GSII-76/31484,

Dated, Chandigarh, the 19th November, 1976.

A copy each is forwarded to All Heads of Departments, Commissioners, Ambala and Hissar Divisions, All Deputy Commissioners and Sub Divisional Officers (Civil), Haryana, Registrar, Punjab and Haryana High Court and All District and Sessions Judges in Haryana for information and necessary action.

Urgent

Important

No. 668-2GS-II-77/2314

From

The Chief Secretary to Government Haryana.

To

1. All Heads of Departments, Commissioners of Divisions, Deputy Commissioners and 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 straightaway and in no case later than the 7th February, 1977. In these cases, verifications 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,

Sd/-

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 जी. एस. 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 को लिये सिविल सेवा में रियायतें ।**

महोदय,

मुझे आदेश हुआ है कि उपरोक्त विषय की ओर आपका ध्यान दिलाऊँ और सूचित करूँ कि सरकार ने सहानुभूतिपूर्वक 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 चिकित्सा प्रमाण पत्र प्रस्तुत करें ।

इन आदेशों को विधिवत् पालना के लिये नोट किया जावे ।

भवदीय,

हस्ता / -

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

इसकी एक-एक प्रति वित्तायुक्त, राजस्व हरियाणा, सभी प्रशासकीय सचिव, हरियाणा सरकार को सूचनार्थ तथा आवश्यक कार्यवाही हेतु भेजी जाती है ।

क्रमांक 2150-2 जी. एस. II-77/5839

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, 9 जून, 1977

विषय :- भूतपूर्व सैनिकों को सिविल सेवा में नियुक्ति के समय सैनिक सेवा का लाभ देना ।

महोदय,

मुझे निदेश हुआ है कि मैं आपका ध्यान पंजाब नेशनल अमरजैसी (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 रिलीज़ होकर नौकरी की हो तो उसकी वह नियुक्ति पहली सिविल नियुक्ति गिनी जाये या नहीं । पंजाब नेशनल अमरजैसी (कन्सेशन) रूलज़ केवल राज्य सरकार लागू होते हैं और उनमें “प्रथम सिविल नियुक्ति” के समय केवल हरियाणा राज्य में पहली सिविल नियुक्ति से है । आपसे अनुरोध किया जाता है कि भूतपूर्व सैनिकों को सिविल पद पर नियुक्ति के समय सैनिक सेवा का लाभ देते समय उपरोक्त कलेरिफ़ीकेशन को ध्यान में रखा जाये ।

भवदीय,

हस्ता / -

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

इसकी एक-एक प्रति निम्नलिखित - -

वित्तायुक्त, राजस्व हरियाणा, तथा सभी प्रशासकीय सचिव, हरियाणा सरकार को सूचनार्थ तथा आवश्यक कार्यवाही हेतु भेजी जाती है ।

No. 5200-2GS-II-77/18927

From

The Chief Secretary to Government,
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 formulating 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,

Sd/-

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

Endst. No. 5230-2GS-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-GS-II

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 Officers (Civil) in Haryana State.
2. The Registrar, Punjab and 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 daughter 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,

Sd/-

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

A copy each is forwarded to :—

The Financial Commissioner, Haryana. All the Administrative Secretaries to Government, Haryana. The Secretary, Haryana Public Service commission, Chandigarh. The Secretary Subordinate Services, Selection Board, Haryana, Chandigarh, for information and necessary action.

HARYANA GOVT. GAZ. (EXTRA), AUG. 13, 1979 (SRAVANA 22, 1901, SAKA)

PART II

HARYANA GOVERNMENT

GENERAL ADMINISTRATION DEPARTMENT

Notification

The 13th August, 1979

No. GSR-79/Const./Art. 309/Amd. (1)/79.—In exercise of the powers conferred by proviso to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Haryana hereby makes the following rules to amend the Punjab Government National Emergency (Concession) Rules, 1965, in their application to the State of Haryana, namely :--

1. These rules may be called the Punjab Government National Emergency (Concession) Haryana First Amendment Rules, 1979.
2. Notwithstanding any judgement, decree or order of any court to the contrary, these rules shall be deemed to have come into force with effect from the 1st November, 1966.
3. In the Punjab Government National Emergency (Concession) Rules, 1965, (hereinafter referred to as the said rules), in rule 4,
 - (a) in clause (i), the words “This concession shall, however, be admissible only on first appointment”, shall be omitted;
 - (b) in clause (iii) for the words “only in the case of appointments to permanent services or posts”, the words “in case of first or any subsequent appointment to any service or post” shall be substituted.
4. In the said rules, after rule 4, the following rule shall be inserted, namely :--
 - “4A *Benefit of military service when admissible.* - The benefit of military service towards increments and seniority, mentioned in clauses (i) and (ii) of rule 4 shall be admissible only on first appointment under the Government”.

S. D. BHAMBRI

Chief Secretary to Government, Haryana.

No. 12/14/79-GS-II

From

The Chief Secretary to Government, Haryana.

To

- (i) All the Heads of Departments;
 - (ii) The Commissioners Ambala and Hissar Divisions; and
All the Deputy Commissioners and Sub-Divisional officers (Civil) in the State;
 - (iii) The Registrar,
Punjab and Haryana High Court and all District & 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. 7304-3GS-II-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/-

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

A copy is forwarded to :--

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

No. 12/37/79-GS-II

From

The Chief Secretary to Government, Haryana.

To

1. All the Heads of Departments, Commissioners, Ambala and Hisar Divisions;
All the Deputy Commissioners; and Sub-Divisional Officers, (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.

I am directed to invite your attention to the Haryana Government circular letter No. 12/37/79-GS-II, 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 post reserved for Ex-servicemen, in terms of the Haryana Government circular letter referred to above.

Yours faithfully,

Sd/-

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

A copy each is forwarded to :--

The Financial Commissioner, Revenue, Haryana, and All the Administrative Secretaries to Government 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-GS-II

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 Officers (Civil) in Haryana State.
2. The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh the 21st November, 1980

Subject :— Reservation of 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-GS-II, 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/GS-II, 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 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 remain 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 ;

Military Service Benefits

(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 stated 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.

Yours faithfully,

Sd/-

Deputy 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 :--

Secretary, Haryana Public Service Commission, Chandigarh/Secretary Subordinate Services Selection Board, Chandigarh for information and necessary action.

क्रमांक 75 - 4 जी.एस. - II - 72 / 10298

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 न्यायलय और सभी जिला एवं सत्र न्यायाधीश,
हरियाणा ।

दिनांक चण्डीगढ़, 13 अप्रैल, 1982

विषय :- रक्षा सेवाओं में भर्ती के लिए इंजीनियरिंग तथा डाक्टरी सेवाओं में नये भर्ती होने वाले कर्मचारियों का दायित्व - लियन, प्रवरता, स्थायीकरण तथा पदोन्नति का विनियम (Regulation)।

महोदय,

मुझे यह कहने को निदेश हुआ है कि अनिवार्य दायित्व स्कीम के अन्तर्गत सैनिक सेवा में प्रवेश करने वाले इंजीनियरिंग तथा डाक्टरी 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, वे उन्हीं लाभों के हकदार होंगे जोकि आपात्काल के दौरान सैनिक सेवा करने वाले सरकारी कर्मचारियों को पंजाब सरकार राष्ट्रीय आपात्काल (रियायतें) नियमावली 1965 के नियम 5 के अन्तर्गत दिए जाते हैं ।

यह अनुदेश सभी संबंधित व्यक्तियों के ध्यान में लाये जायें तथा इस पत्र की पावती भेजे ।

भवदीय,

हस्ता / -

उप सचिव, सामान्य प्रशासन,

कृते: मुख्य सचिव, हरियाणा सरकार ।

क्रमांक 75 - 4 जी.एस. - II - 72 / 10299

दिनांक, चण्डीगढ़ 13 - 4 - 72

एक-एक प्रति महालेखाकार, (सभी वित्तायुक्त और सभी प्रशासनिक सचिव) हरियाणा, शिमला को सूचनार्थ तथा आवश्यक कार्यवाही हेतु भेजी जाती हैं ।

Copy of letter No. 12/14/84-2GSII dated 28th May, 1985 from the Chief Secretary to Government, Haryana addressed to All the Heads of Departments/Commissioners of Divisions/ Deputy Commissioners/Sub Divisional Officers (Civil) in the State, Registrar, Punjab & Haryana High Court and All Financial Commissioners and All Administrative Secretaries to Government, Haryana.

Subject :— Grant of military service benefit to Ex-serviceman under the Punjab Government National Emergency (Concession) Rules, 1965.

Sir

I am directed to invite your attention to this State Government letter No. 12/42/85-2 GSII, dated the 5th March, 1985 on the subject noted above and to say that the Supreme Court in K. C. Arora's case (Civil Writ Petitions No. 6436-37 of 1980 decided on 26.4.1984) has quashed the notification; No. 77/Const. Art 309/Amd. (1)/76 dated 22.3.1976 and No. GSR 182/Const./Art. 309/Amd (1)/76, dated 4.8.76 issued by the Haryana Government on the ground that they affect prejudicially the person who had acquired certain rights under the Punjab Government National Emergency (Concession) Rules, 1965. Similarly the Punjab and Haryana High Court in the case of Sh. Gurmukh Singh etc, has quashed the amendment issued vide Notification No. GSR 238/Const., Art. 309/Amd. (3) 765, dated the 5th November, 1976. Thus with the quashing of these three notifications by the Supreme Court and the High Court, the ex-servicemen have become entitled to the benefits in terms of the Punjab Government National Emergency (Concession) Rules, 1965. In a nutshell, the courts have held the retrospectively of these notifications to be bad in law and have said that the instructions obtaining therein can have only prospective effect. In the light of court observations the State Government have decided that ex-serviceman, who joined the Government service before dates of issue of these three notifications viz. either before or during the emergency and served as member of the Armed Forces during the continuance of emergency from 26.10.62 to 10.1.68 before joining as Haryana Government employees would be accorded all these benefits in terms of 1965 Rules, unmitigated full of these amendments aforesaid.

It is further clarified that the benefits of military service, rendered by a person during the operation of proclamation of emergency i.e. 26.10.62 to 10.1.68 only is to be accorded.

Yours faithfully

Sd/-

C. R. Rana,

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

No. 13/14/84-2GSII

Annexure PC

From

The Chief Secretary to Govt. Haryana.

To

1. All Heads of Departments/Commissioners of Divisions/Deputy Commissioners/ Sub Divisional Officers (Civil) in the State.
2. The Registrar, Punjab and Haryana High Court and All District and Sessions Judges in Haryana.

Dated, Chandigarh the 4th August, 1986.

Subject :— Grant of military service benefit to Ex-servicemen under the Punjab Government National Emergency (Concession) Rules, 1965-Clarification in view of judgement delivered by Supreme Court on Review petition filed in A. S. Parmar's case etc.

Sir,

I am directed to invite your attention to State Government letter No. 12/14/84-2GSII dated the 28th May, 1985 on the above cited subject and to say that the State Government filed review petition in the Hon'ble Supreme Court of India against the Order dated 29.7.85 passed by the said Hon'ble Court in Civil Misc. petition No. 37521 of 1984 and 2400 8 of 1983 (Ex-Capt. A. S. Parmar and others) Versus State of Haryana and others. The Hon'ble Supreme Court of India, after considering the said Review petition, accepted the Review Petition. Keeping in view the said decision of the Hon'ble Supreme Court of India, it has been decided to modify/clarify the above mentioned instructions dated 28.5.85 as follows :—

- (i) Ex-servicemen employee who have earlier been granted benefit of the entire military service i.e. including the service for the period before or after emergency, following the order of the Courts in their cases, would not be given the benefit of military, service rendered by them during the period of emergency i.e. from 26.10.62 to 10.1.68. The benefit of the excess period of service, if granted would be withdrawn.
- (ii) The benefit of military service would be eligible to those ex-servicemen also who joined the service before the emergency but continued to do military service during the emergency period. The credit of military service in such cases would be limited to a period of service rendered during the emergency period.”

Military Service Benefits

It may also be added that the following notifications will have only prospective effect as their retrospective effect has been held to be ultra-vires by the Hon'ble Supreme Court in K. C. Arora's case :—

“(i) GSR-77/Const./Art. 309/Amd.(1)76 dated 22nd March, 1976, (ii) GSR-182/Const./Art./3091 and (2) 76 dated the 4th August, 1976 (iii) GSR-233/Const./Art. 309/and (3) 76 dated the 8th November, 1976.

The Ex-servicemen employees who joined the civil service after the issue of these notifications would continue to be governed by these notification.”

3. This may be brought to the notice of all concerned. The cases of grant of benefit of military service rendered during Emergency to Ex-military civil employees may be decided in accordance with these instructions.

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

Yours faithfully,
Sd/-
(LALCHANDAGGARWAL)
Under Secretary, General Admn.,
for Chief Secretary to Govt., Haryana.

True copy Advocate

No. 36034/5/85-Estt. (SCT)

Government of India Ministry of Personal, Public Grievances & Pensions

Department of Personal & Training

New Delhi, dated 14th April, 1987.

Office Memorandum

**Subject :— Recommendation No. 15.2 of the High Level Committee on the problems of Ex-servicemen
Revision of the definition of ‘Ex-servicemen’ in the Ex-servicemen (Re-employment in
Central Civil Services and posts) Rules. 1979.**

The undersigned is directed to say that the High level Committee, on the problem of Ex-servicemen recommended the following definition of the term ‘Ex-servicemen.

“An ‘Ex-serviceman’ means a person, who has served in any rank whether as a combatant or non combatant in the Regular Army, Navy & Air Force of the Indian Union and:

- (i) Who retired from such service after earning his/her pension; or
- (ii) Who has been released from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or
- (iii) Who has been released, otherwise than on his own request, from such service as a result of education in establishment; or
- (iv) Who has been released from such service after completing the specific period of engagements, otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency, and has been given a gratuity; and includes personnel of the Territorial Army or the following categories namely :—
 - (i) Pension holders for continuous embodies service.
 - (ii) Persons with disability attributable to military service; and
 - (iii) Gallantry award winners.”

After careful consideration the Govt. have accepted the above definition recommended by the High Level Committee. However, it may be observed that in the new suggested ‘definition certain categories of personnel which have served in the Armed Forces of the union have been excluded for consideration as ex-servicemen, whereas certain additional categories of Territorial Army personnel have been added in the revised definition. The Notification containing the revised definition was issued on 27th Oct. 1986 and published in the official Gazette on 15-11-86. The Notification gives effect to the new definition from the date of its publication, but since of some of the categories were excluded without adequate publicity, the effect of the earlier notification of 27th October 1986 has been stayed by issuing another notification dated 27-3-87 (copy enclosed) in which the date of effect has been

indicated as 1-7-87. The net effect is that the following *two* categories of personnel, who were included in the pre-revised definition of 'ex-servicemen' will now Cease to be treated as ex--servicemen w.e.f. 1-7.87 as will be seen from the following proviso, namely.

“Any person who has been released :--

- (a) at his own request after completion 5 years' service in the Armed Forces of the Union; or
- (b) After serving for a continuous period of six months after attestation, otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency or has been transferred to the reserve pending such release;

shall also deemed to be an ex-serviceman for the purpose of this clause.

- 3. The territorial Army Personnel will however be treated as ex-serviceman w.e.f. 15.11.86.
- 4. Ministry of Finance etc. are therefore, requested to bring the contents of this office Memorandum to the notice of all the appointing authorities under their administrative control and ensure that there is no laxity on the part of the authorities implementing the above instructions.

Sd/-
(Bata K. Day)
Director (JCA)

No. 12/14/84-2GS-II

From

The Chief Secretary to Govt. Haryana.

To

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

Dated, Chandigarh, the 18th January, 1988.

Subject :— Grant of military service benefit to Ex-serviceman under the Punjab Govt. National Emergency (Concession Rules, 1965) clarification.

Sir,

I am directed to invite your attention to the State Govt. letter No. 12/14/84-2GS-II dated 28th May, 1985 & No. 12/14/84-2GS-II dated 4th August, 1986 on the above cited subject and to say that it has been clearly stated that the cases regarding grant of benefit of military service rendered during emergency period to Ex-serviceman may be decided in accordance with these instructions keeping in view the provisions contained in Punjab Govt. National Emergency (Concession) Rules 1965 as amended from time to time. It has, however, come to the notice that the departments, instead of disposing off such cases at their own level, in accordance with the above mentioned Rules/ instructions, send the cases to State Govt. (G.S.—II branch) for advice. In most of these cases, the Head of departments/Administrative Secretaries are competent to take decision at their own level.

2. Keeping in view the above mentioned circumstances, it is once again impressed upon on all the Heads of departments to get the cases properly examined & disposed of at their own level without referring to C.S. in G. S. -II branch. However, if any particular point is not found to be covered by the above mentioned rules/instructions, the same may be referred to C. S. in G.S.—II branch.

The receipt of this letter may also be acknowledged.

Yours faithfully,
Sd/-

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

Military Service Benefits

No. 12/14/84-2GS-II

Dated, Chandigarh, the 18-1-1988.

A copy is forwarded to all the Financial Commissioners & all Administrative Secretaries to Govt. of Haryana for information & necessary action.

Sd/-

Superintendent General Services-II,
for Chief Secretary to Government, Haryana.

To

All the Financial Commissioners &
Administrative Secretaries to Govt., Haryana.

U.O. No. 12/14/84-2GS-II

Dated, Chandigarh, the 18-1-1988.

A copy is forwarded to the Principal Secretary to Chief Ministers/Private Secretaries to the Ministers/Ministers of State for information &. necessary action.

Sd/-

Superintendent General Services-II,
for Chief Secretary to Government, Haryana.

To

The Principal Secretary/Deputy Secretary to
Chief Minister/Sr. Secretary/Secretaries and
Private Secretaries to the Ministers &
Ministers of State.

U.O. No. 12/14/84-2GS-II

Dated, Chandigarh the 18th January, 1988.

Compendium of Instructions on Career Development – Vol. IV

The Chief Secretary to Govt. Haryana.

To

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

Dated Chandigarh, the 8th November, 1988.

Subject :— **Revision of definition of Ex-Servicemen**

Sir,

I am directed to invite your attention to Govt. of India's notification No. 36034/5/85-Estt. (SCI) dated the 14-4-87/copy enclosed vide which they have decided to include the following categories of territorial personnel of Army in the definition of Ex-Servicemen :—

- (1) Pension holders for continuous embodied service;
 - (2) Persons with disability attributable to Military Service; and
 - (3) Gallantry award winners.
3. This matter has been considered by the State Govt. and it has been decided to adopt the notification issued by the Govt. of India.
 4. This issues with the concurrence of the Finance Department *vide* their U. O. No. 11 (11).S (FG II-82/1654, dated 11-7-88.
 5. These instructions will be applicable from the date of issue of this letter.
 6. These instructions be brought to the notice of all concerned.

Yours faithfully,

Sd/-

RAM PRASAD

Under Secretary General Administration,
for: Chief Secretary to Govt., Haryana.

Military Service Benefits

No. 12/99/8-2 GSII

Dated-8-11-88.

A copy is forwarded to all the Financial Commissioners and all Administrative Secretaries to Govt. of Haryana for information and necessary action.

Sd/-

RAM PRASAD

Under Secretary General Administration,
for: Chief Secretary to Govt., Haryana.

No. 12/99/85-2 GSII

Dated: 8-11-88.

A copy is forwarded to the Principal Secretary to Chief Minister/Secretaries/Private Secretaries to Ministers/Ministers of State, for information and necessary action.

Sd/-

RAM PRASAD

Under Secretary General Administration,
for: Chief Secretary to Govt., Haryana.

No. 12/113/89-2GS-II

From

The Chief Secretary to Govt.: Haryana.

To

1. All the Heads of Depts./Commissioners of Divisions/Deputy Commissioners/ Sub-Divisional Officers (Civil) in the State.
2. The Registrar, Punjab & Haryana High Court & All Districts and Sessions Judges in Haryana.

Dated, Chandigarh the 19th February, 1991.

Subject :— Grant of Military service benefits to ex-servicemen under the Punjab Govt. National Emergency (Concession) Rules, 1965-Clarification in view of Judgement delivered by Supreme Court in Civil Appeal No. 1060 of 1990 against the order dated the 11th July, 1988 of the High Court of Punjab & Haryana at Chandigarh in Civil Writ Petition No. 4725 of 1988-Sh. Dhan Singh versus State of Haryana.

Sir,

I am directed to invite your attention to Haryana Govt. letter No. 12/14/84-2GS-II dated the 4th August, 1986 on the above cited subject and to say that on the Civil Appeal No. 1060 of 1990 filed against the order dated 11th July 1988 of the Punjab & Haryana High Court in Civil Writ Petition No. 4725 of 1988 (Dhan Singh versus State of Haryana and others), the Hon'ble Supreme Court of India vide its orders dated 5-12-90 has upheld the amendment made in Rule 2 of the Punjab Government National Emergency (Concessions) Rules. 1965 by the Haryana Government vide Notification No. GSR 182/Const./Art. 309 Amend. (2)/76, dated 4-8-1976 in so far as it defined the expression Military Service. In view of the decision of the Hon'ble Supreme Court of India, it has been decided to modify/clarify the above mentioned instructions as follows:--

“The benefit of military service would be admissible to those ex-servicemen who joined the military service during the period of emergency i.e. 26-10-62 to 10-1-68. The credit of military service would be limited to the period of service rendered during emergency period only.”

2. This may be brought to the notice of all concerned. The cases of grant of benefit of military service rendered during emergency to ex-military civil employees may be decided in accordance with these instructions.

Yours faithfully,

Sd/-

Ram Prasad

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

No.12/113/89-2GS-II

From

The Chief Secretary to Govt., Haryana.

To

- (1) All the Heads of Departments/Commissioners of Divisions/Deputy Commissioners Sub-Divisional Officers (Civil) in the State.
- (2) The Registrar, Punjab and Haryana High Court & All District and Sessions Judges in Haryana.

Dated, Chandigarh, the 7th October, 1991.

Subject :— Grant of Military Service benefits to Ex-servicemen under the Punjab Government National Emergency (Concession) Rules 1965-Clarification regarding.

Sir,

I am directed to invite your attention to Haryana Government letter No. 12/113/89/-2GS-II, dated the 19th February, 1991 on the above cited subject wherein it was, inter alia, stated that the benefit of military service would be admissible only to those Ex-servicemen who joined the Military Service during the period of emergency i.e. 26-10-62- to 10-1-68 and the credit of military service would be limited to the period of service rendered during the emergency period only. The matter thus further been considered in the light of the Judgement of the Hon 'ble Supreme Court in Dhan Singh's case read with the judgement dated 30-1-91 in the case of Inderaj Singh vs. State of Haryana (CA No. 1073 of 1977). Accordingly, it is clarified that the benefit of military service may not be withdrawn from those Ex-servicemen who had joined the State Services prior to the amendment of the rules vide Haryana Government, notification No. GSR 2/Const./Art. 309/Amd./2/76, dated the 4th August, 1976 even if they had joined the military services before emergency i.e. 26-10-62. However, the benefit of military service granted to those Ex-servicemen who joined army before 26-10-62 and were appointed to State Services after the issue of notification dated 4-8-76, may be withdrawn.

2. It is requested that these instructions may please be brought to the notice of all concerned for guidance and meticulous compliance.

Yours faithfully,

Sd/-

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

No. 12/1 13/89-2 GSII

Dated, Chandigarh the 7th Oct 1991.

Compendium of Instructions on Career Development – Vol. IV

A copy is forwarded to the Accountant General, Haryana (Accounts and Audit Wing) Chandigarh for information.

Sd/-

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

A copy is forwarded to all the Financial Commissioners and all Administrative Secretaries to Government, Haryana for information and necessary action.

Sd/-

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

To

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

U.O. No. 12/1 13/89-2 GSII

Dated, Chandigarh the 7th Oct 1991.

A copy is forwarded to the Principal Secretary to Chief Minister/Private Secretaries to the Ministers/Ministers of State/Chief Parliamentary Secretary/Parliamentary Secretary for information and necessary action.

Sd/-

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

To

The Principal Secretary/Private Secretaries to
Chief Minister/Ministers/Ministers of State/Chief
Parliamentary Secretary/Parliamentary Secretary.

U.O. No. 12/1 13/89-2 GSII

Dated, Chandigarh the 7th Oct 1991.

हरियाणा सरकार

सामान्य प्रशासन विभाग

अधिसूचना

दिनांक 17 अप्रैल, 1996

संख्या सा. का नि 27/संवि./अनु. 309/संशो. (1) - 96. - भारत के संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रदान की गई शक्तियों तथा इस निमित्त उन्हें समर्थ बनाने वाली सभी अन्य शक्तियों का प्रयोग करते हुए हरियाणा के राज्यपाल, इसके द्वारा, पंजाब सरकार राष्ट्रीय आपात (रियायत) नियम, 1965 को हरियाणा राज्यार्थ आगे संशोधित करने के लिए निम्नलिखित नियम बनाते हैं, अर्थात् :-

1. (1) ये नियम पंजाब सरकार, राष्ट्रीय आपात (रियायत) हरियाणा, प्रथम संशोधन, नियम, 1996, कहे जा सकते हैं ।
(2) ये 1966 के नवम्बर के प्रथम दिन से लागू हुए समझे जाएंगे ।
2. पंजाब सरकार राष्ट्रीय आपात (रियायत) नियम, 1965, में नियम 4 में विद्यमान परन्तुक का लोप कर दिया जाएगा।

एम. सी. गुप्ता,

मुख्य सचिव, हरियाणा सरकार ।

[Authorised English Translation]

HARYANA GOVERNMENT

GENERAL ADMINISTRATION DEPARTMENT

Notification

The 17th April, 1996

No. GSR 27/Const./Art, 309/Amd. (I)-96. —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 Haryana hereby makes the following rules further to amend the Punjab Government National Emergency (Concession) Rules, 1965, in their application to the State of Haryana, namely:—

1. (1) These rules may be called the Punjab Government National Emergency (Concession) Haryana, First Amendment Rules, 1995. -
(2) They shall be deemed to have come into force with effect from the 1st day of November, 1966.
2. In the Punjab Government National Emergency (Concession) Rules, 1965, to rule 4, the existing proviso shall be omitted.

M.C. GUPTA,

Chief Secretary to Government, Haryana.

No. 12/7/95-4 GS-II

From

The Chief Secretary to Govt., Haryana.

To

1. All the Heads of Departments/Commissioners of Divisions/Deputy Commissioners/Sub-Divisional Officers (Civil) in the State.
2. The Registrar, Punjab and Haryana High Court & All District and Sessions Judge in Haryana.

Dated, Chandigarh, the 14th June, 1996.

Subject :— **Amendment in Punjab Government National Emergency (Concession) Rules, 1965—
Withdrawal of Instructions dated 5-11-1976 to allow military service benefit to ex-servicemen personnel released on compassionate grounds, from Army.**

Sir,

I am directed to invite your attention to Haryana Government Notification No. GSR-238/Const./Art. 309/Amd. (3) 76, dated 5th November, 1976 on the above cited subject wherein third amendment to Punjab Government, National Emergency (Concession) Rules, 1965 was made by adding following proviso to its Rule 4:—

“Provided that a person who has been released from the military service on compassionate grounds shall not be entitled to any concessions under this rule.”

2. With the issuance of above notification the ex-servicemen employees released from the Army on compassionate grounds were debarred from the military service benefit. The above amendment in the rules was challenged by some aggrieved employees in the Hon’ble Supreme Court and in the case of Sh, Dhan Singh. and others Versus State of Haryana and others, it was held by the Apex Court that persons released from the military service on compassionate grounds are entitled to the benefits of their military service. Keeping in view the above judgement this department has been allowing military service benefits to persons released on compassionate grounds but difficulties were experienced by the Administrative Departments to decide such cases on above lines at their own level until the instructions issued earlier on the subject were not withdrawn or amended.

3. The matter has further been considered in the light of the judgement Hon’ble Supreme Court in Dhan Singh’s case and the Government has decided to change the existing instructions, so that a unified policy could be adopted at all levels to deal with such cases of military service of benefits. For this purpose, the government has issued a notification dated 17-4-96, (copy attached) wherein the existing proviso to Rule-4 of the Punjab Government National Emergency (Concession) Rules, 1965 has been omitted.

Military Service Benefits

4. It is requested that the instructions may please be brought to the notice of all concerned for guidance and meticulous compliance.

Yours faithfully,
Sd/-
Superintendent General Services-II
for Chief Secretary to Government, Haryana.

No. 12/7/95-4 GS-II

Dated, Chandigarh, the 14th June, 1996.

A copy is forwarded to the Accountant General, Haryana, (Accounts and Audit Wing) Chandigarh for information.

Sd/-
Superintendent General Services-II
for Chief Secretary to Government, Haryana.

A copy is forwarded to all the Financial Commissioners and all Administrative Secretaries to Government Haryana for information and necessary action.

Sd/-
Superintendent General Services-II
for Chief Secretary to Government, Haryana.

To

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

U.O. No. 12/7/95-4 GS-II

Dated, Chandigarh, the 14th June, 1996.

A copy is forwarded to the Principal Secretary to Chief Minister/Private Secretaries to the Ministers/Ministers of State/Chief parliamentary Secretary/Parliamentary Secretary for information & necessary action.

Sd/-
Superintendent General Services-II
for Chief Secretary to Government, Haryana.

To

The Principal Secretary/Private Secretaries to Chief Minister/Ministers/Minister of State/
Chief Parliamentary Secretary/Parliamentary Secretary.

U.O. No. 12/7/95-4 GS-II

Dated, Chandigarh, the 14th June, 1996

No. 12/2/96-4GSII

From

The Chief Secretary to Govt., Haryana.

1. All Heads' of Departments, Commissioners Ambala, Hisar, Rohtak & Gurgaon Divisions. All Deputy Commissioners & Sub-Divisions Officers (Civil) in the State of Haryana.
2. The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 27th August, 1998.

Subject: — **Fixation of pay of Ex-Combatant clerks retired/released from service in the Armed Forces on re-employment as L. D. Cs/Junior Clerks in Civil Posts.**

Sir,

I am directed to invite your attention to Haryana Government endorsement No. 2480-2GSII-73/10755, dated 20th May, 1974 with which copy of Govt. of India's letter No. F. 6(8)-E-III/63, dated 11th April, 1963 was circulated to all Head of Departments etc. for information and necessary action. The instructions of the Govt. of India were merely circulated and were not intended to be adopted by the State Govt. However, one Sh. Krishan Thakaran an employee of the Education Deptt. filed C. W. P. No. 2 11351/95 in the Hon'ble Punjab and Haryana High Court claiming the benefit of fixation of pay under the instructions of Govt. of India letter referred to above. The writ petition filed by Sh. Krishan Thakaran was allowed by the Hon'ble High Court vide their order dated 18-4-95. Subsequently, a number of other employees also approached the Hon'ble High Court, for extending the benefit of fixation of pay under the instructions *ibid*. In the light of decision rendered by the Hon'ble High Court in the case of Sh. Krishan Thakaran, the State Govt. after having reconsidered the whole matter, have now decided that Ex-combatant clerks re-employed on civil posts under the Haryana Government as clerk on regular basis on or after 20th May, 1974 may be allowed the incremental benefit (equal to the number of completed years of service rendered in Armed Forces as combatant clerk).

2. Further, while allowing the above benefit, it should be ensured that the increments already granted under the Punjab Government National Emergency (Concession) Rules, 1965 to such Ex-combatant clerks should also be taken into account, so as to avoid grant of double benefit of increments on account of military service.

3. This issue with the concurrence of FD conveyed vide their U. O. No. 1/2/(9) 98-FRI, dated 24-8-1998.

Yours faithfully.

Sd/-

Superintendent General Services-II
for Chief Secretary to Govt., Haryana.

Military Service Benefits

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

- (1) All the Financial Commissioners to Govt., Haryana.
- (2) All the Administrative Secretaries to Govt., Haryana.

Sd/-
Superintendent General Services-II
for Chief Secretary to Government, Haryana.

To

All Financial Commissioners/Commissioners & Secretaries to Govt.. Haryana.

U.O.No- 12/2/98-4GSII

Dated Chandigarh, the 27th August, 1998.

A copy is forwarded to the Financial Commissioners & Secretary to Govt., Haryana, Finance Department for information w. r. t. his U. O. No. 1/2/(9) 98-3F&I, dated 24-8-98.

Sd/-
Superintendent General Services-II
for Chief Secretary to Government, Haryana.

To

Financial Commissioner & Secretary to Govt., Haryana, Finance Department.

U. O. No. 12/2/96-4GSII

Dated Chandigarh, the 27th August, 1998.

Compendium of Instructions on Career Development – Vol. IV

No/ 12/38/98-4 GSII

From

The Chief Secretary to Govt., Haryana.

To

1. All Heads of Departments Commissioner, Ambala, Hisar, Gurgaon and Rohtak Division. All Deputy Commissioners and Sub-Divisional Officers (Civil) in Haryana State.
2. The Registrar Punjab and Haryana High Court, Chandigarh,

Dated Chandigarh, the 16-10-98.

Subject: — Reservation of posts for the children of Ex-Servicemen in services of the Haryana State.

Sir,

I am directed to refer to the instructions of Haryana Govt. issued vide letters No, 12/37/79-GS-II, dated 21-5-79, 1-7-80 and 21-11-80 on the subject noted above. Vide these instructions it was decided that the dependent sons and daughters of Ex-servicemen, who fulfil all the of qualifications conditions, 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 the suitable Ex-Servicemen. This entitlement would be available to one dependent child only. It was also decided that such Ex-servicemen after joining the service under the State Govt. are like other State Govt. employees, their dependent sons and daughters should not be considered for appointment to the posts reserved for Ex-servicemen.

2. Some departments have sought clarification as to whether the dependent sons and daughters of those Ex-servicemen, who were re-employed in Central Govt. departments or public sector undertakings of the Central Govt. should be considered for appointments to the posts reserved for ex-servicemen in Haryana. The matter has been examined afresh and it has been decided that the intention of issuing the instructions dated 1-7-1980 is that if an Ex-servicemen, who is gainfully employed and is having source of livelihood then his dependents are not to be considered against reserved posts for Ex-servicemen. Therefore, the dependent sons and daughters of those Ex-servicemen, who have Joined the service of the Central Govt. and State Govt. or their public sector undertakings are not to be considered for appointment against the posts reserved for Ex-serviceman.

This may please be brought to the notice of all concerned for compliance.

Yours faithfully,

Sd/-

Superintendent General Services-II.
for Chief Secretary to Government, Haryana.

Military Service Benefits

A copy is forwarded to :—

- (i) All Financial Commissioners & Secys. to Govt. Haryana.
- (ii) All Admn. Secretaries, to Govt., Haryana for information and necessary action.

Sd/-
Superintendent General Services-II.
for Chief Secretary to Government, Haryana.

To

- (i) All Financial Commissioners & Secys. to Govt., Haryana.
- (ii) All Admn. Secretaries to Govt., Haryana,

U O. No. 12/38/98-GS-II

Dated : 16-10-98

Endst. No. 12/38/98-GS-II

Dated : 16-10-98

A copy is forwarded to the Secretary, Haryana Public Service Commission, Chandigarh and Secretary, Haryana Staff Selection Commission for information & necessary action.

Sd/-
Superintendent General Services-II.
for Chief Secretary to Government, Haryana.

No. 12/2/96-4GSII

From

The Chief Secy. to Govt., Haryana.

To

1. All Heads of Depts., Commissioners Ambala, Hisar, Rohtak and Gurgaon Divisions.
2. The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated : Chandigarh, the 16th February, 1999.

Subject :- Fixation of pay of Ex-combatant Clerks retired/released from service in the Armed Forces on re-employment as L.D.Cs./Junior Clerks in Civil posts.

Sir,

I am directed to invite a reference to Govt'. of Haryana circular letter No. 12/2/96-4GSII dated 27th August, 1998 and endorsement No. 2480.2GSII-73/10755, dated 29th May, 1974 on the subject noted above and to say that it has brought to the notice of the State Govt. that the pay of the ex-combatant clerks is not being fixed as per the directions given in the Govt. of India letter No. F(8)-E-III/63 dated 11th April, 1963, While filling the pay increments are allowed under instructions dated 11-4-63 and pension is being ignored under Haryana Govt. Finance Deptt. circular letter No. 1/2(3)/91-3FR1, dated 1-7-92 which are applicable to other category of military pensioners. The clarification regarding fixation of pay of ex-combatant clerks retired/released from service in the Armed Forces on re-employment as clerks in civil posts are given in the succeeding paras.

2. (i) Service rendered as combatant clerk in Armed Forces shall be treated as equivalent to service as clerk in civil post, irrespective of the pay drawn in the post in the Armed Forces.
- (ii) The initial pay in such cases shall be fixed in the time scale of the re-employed posts at a stage equivalent to the stage that would have been reached by putting in the civil posts, the number of completed years of service rendered in the post in the Armed Forces. The pay so fixed will not be restricted to the "pre-retirement pay."
- (iii) For the purpose of calculation of completed years of service rendered in the Armed Forces the non-qualifying service in the Armed Forces will not be taken into account—
- (iv) Pension and pension equivalent of gratuity shall be deducted from the pay fixed under this rule after ignoring Rs. 15/- thereof and only the net pay is payable.
- (v) If the resultant amount does not correspond to a stage in the scale applicable to the re-employed post. Pay may be fixed at the next lower stage and the difference allowed as personal pay to be absorbed in future increment of pay.
- (vi) Where the pay in such cases is fixed below the minimum of the pay scale of the re-employed post, as result of adjustment of amount of pension drawn by him from the Army in excess of Rs. 15/- per month, increase in the pay may be allowed after the each year of service at the rate of increment admissible as if the pay has been fixed at the minimum till the minimum of the scale is reached. Thereafter, subsequent

Military Service Benefits

increments may be granted in the scale of the re-employed post in the usual manner.

3. However, if the case of any ex-Combatant clerk is covered under instructions dated 1-7-1992 and he wants benefit of pay fixation under those instructions he will have the option to get pay fixed under instructions dated 1-7-1992 but in such a situation he will not be allowed increments under instructions dated 11-4-1963. .

Yours faithfully,
Sd/-
Superintendent General Services-II.
for Chief Secretary to Government, Haryana.

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

- (1) All the Financial Commissioners to Govt., Haryana.:
- (2) All the Administrative Secretaries to Govt.. Haryana.

Yours faithfully,
Sd/-
Superintendent General Services-II.
for Chief Secretary to Government, Haryana.

To

All Financial Commissioners/Commissioner & Secretaries, to Government, Haryana.

U. N. No. 12/2/96-4 GS-II

Dated, Chandigarh, the 16-2-1999

A copy is forwarded to the Financial Commissioner & Secretary to Government, Haryana, Finance Department for information w.r.t. his U. O. No. 1/2(9)-3 FR-I, dated 2-2-1999.

Yours faithfully,
Sd/-
Superintendent General Services-II.
for Chief Secretary to Government, Haryana.

To

The Financial Commissioner & Secretary to Govt., Haryana, Finance Department.

U.O.No. 12/2/96-4 GS-II

Dated. Chandigarh, the 16-2-1999.

No. 12/32/99-4 GS II

From

The Chief Secretary to Govt., Haryana.

To

All the Heads of Departments, Commissioners of Divisions, Registrar, High Court of Punjab & Haryana, and District and Sessions Judges,

Deputy Commissioners in the State, Sub-Divisional Officers (Civil) in the State.

Dated, Chandigarh, the 17-11-99.

Subject:— Concessions to Ex-Servicemen, for re-employment in Civil posts-Equation of educational qualifications.

Sir:

I am directed to invite your attention on the subject noted above and to say that with a view to giving greater impetus to the rehabilitation of ex-servicemen and in consonance with the Government of India's policy in the matter it has been decided that for appointment to an reserved vacancy in Group 'C' posts, a matriculate ex-serviceman (which term includes an ex-servicemen who has obtained the Indian Army Special Certificate of Education or the corresponding certificate in the Navy or the Air Force), who has put in not less than 15 years of service in the Armed Forces of the Union may be considered eligible for appointment to the posts for which the essential educational qualification prescribed in graduation and where:—

- (a) Work experience of technical or professional nature is not essential; or
 - (b) though non-technical professional work experience is prescribed as essential yet the appointing authority is satisfied that the ex-servicemen is expected to perform the duties of the post by undergoing on the job training for a short duration.
2. These instructions will be effective from the date of issue.

Yours faithfully,

Sd/-

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

A copy is forwarded to all the Financial Commissioners and Administrative Secretaries to Government Haryana for information and necessary action.

Sd/-

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

Military Service Benefits

To

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

U.O. No. 12/32/99-4 GS II dated, Chandigarh, the 17 11-99.

A copy is forwarded to the Principal Secretary to Chief Minister/Private Secretaries to the Ministers/Ministers of State/Chief Parliamentary Secretary/Parliamentary Secretary for information and necessary action.

Sd/-

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

A copy is forwarded to the Secretary, Council of Ministers, Haryana for information with reference to his U.O. No. 9/237-2 Cabinet-99, dated 29th October, 1999.

Sd/-

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

To

The Secretary,
Council of Ministers, Haryana.

U.O. No. 12/32/99-4 GS II dated, Chandigarh, the 17-11-99.

No. 12/8/03-4 GSII

From

The Chief Secretary to Government, Haryana.

To

1. All the Heads of Departments, Commissioners, Ambala, Hisar, Rohtak and Gurgaon Divisions, all the Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.
2. The Registrar, Punjab & Haryana High Court and all District & Sessions Judges in Haryana.
3. The Registrars, Maharishi Dayanand University Rohtak, Kurukshetra University, Kurukshetra, Ch. Charan Singh Haryana Agricultural University, Hisar and Guru Jambheshwar University, Hisar.

Dated, Chandigarh the. 6th June, 2003

Subject :— **Reservation of posts for the children of Ex-servicemen in services of the Haryana State.**

Sir,

I am directed to refer to the instructions of Haryana Govt. issued from time to time vide letter No.12/37/79-GS-II dated 21.5.1979, 1.7.1980, 21.11.1980 and letter No. 12/38/98-4GSII dated 16.10.1998 on the subject noted above.

2. Vide above instructions it was 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 the suitable Ex-servicemen. This entitlement would be available to one dependent child only. It was also decided that such Ex-servicemen after joining the service under the Central Govt. any State Govt or any Public Sector Undertakings, their dependent sons and daughters should not be considered for appointment to the posts reserved for Ex-servicemen.

3. The present policy has been reviewed and it has now been decided that the Ex-serviceman who had availed the benefit of re-employment in any Govt. service, Public Sector Undertakings including Para Military Forces, their dependent sons and daughters will not be considered for appointment(s) against the posts reserved for Ex-servicemen.

4. This may please be brought to the notice of all concerned for compliance.

Yours faithfully,

Sd/-

Under Secretary General Administration
for Chief Secretary to Government, Haryana

Military Service Benefits

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

1. All the Financial Commissioners & Principal Secretaries to Govt., Haryana.
2. All the Administrative Secretaries to Government, Haryana.
3. Senior Secretaries/Secretaries/Private Secretaries to Chief Minister/Ministers/ State Ministers/Chief Parliamentary Secretary.

Sd/-

Under Secretary General Administration
for Chief Secretary to Government, Haryana

To

1. All the Financial Commissioners & Principal Secretaries to Govt., Haryana.
2. All the Administrative Secretaries to Government, Haryana.
3. Senior Secretaries/Secretaries/Private Secretaries to Chief Minister / Ministers/State Ministers/Chief Parliamentary Secretary.

U.O. No.12/8/03-4GSII

Dated, Chandigarh the 6th June, 2003

Endst. No.12/8/03-4GSII

Dated, Chandigarh the 6th June, 2003

A copy is forwarded to the Secretary, Haryana Public Service Commission and Haryana Staff Selection Commission. Chandigarh for information and necessary action.

Sd/-

Under Secretary General Administration
for Chief Secretary to Government, Haryana

Endst. No. 12/8/03-4GSII

Dated, Chandigarh the 6th June, 2003

A copy is forwarded to the Secretary, Haryana Rajya Sainik Board,, Panchkula alongwith his file for information and necessary action.

Sd/-

Under Secretary General Administration
for Chief Secretary to Government, Haryana

Endst. No.12/8/03-4GSII

Dated, Chandigarh the 6th June, 2003

A copy is forwarded to all the M.Ds/C.As. of Boards/Corporations in the State of Haryana for information and necessary action

Under Secretary General Administration
for Chief Secretary to Government, Haryana

Compendium of Instructions on Career Development – Vol. IV

No. 12/8/03-4GSII

From

The Chief Secretary to Government Haryana.

To

1. All the Heads of Departments, Commissioners Ambala, Hissar, Rohtak and Gurgaon Divisions.
2. The Registrar, Punjab & Haryana High Court and all District & Sessions Judges in Haryana.
3. All the Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.
4. The Registrars, Maharishi Dayanand University, Rohtak, Kurukshetra University, Kurukshetra, Ch. Charan Singh Haryana Agricultural University, Hisar, Guru Jambheshwar University, Hisar and Ch. Devi Lal University, Sirsa.
5. All the Managing Directors/Chief Administrators of Boards/Corporations in Haryana.

Dated Chandigarh, the 1.12.2003

Subject:— Reservation of posts for the children of Ex-servicemen in services of the Haryana State.

Sir,

I am directed to refer to the instructions contained in Haryana Government letter No. 12/37/79-GSII, dated 21.11.80. on the subject noted above wherein it has been mentioned that the persons who have income from agriculture, trade, property, bank balance etc. are not to be included in the definition of dependent of ex-servicemen.

2. The Hon'ble Punjab & Haryana High Court in CWP No. 5269 of 2003-Vijay Kumar Versus State of Haryana has directed that it is to be clarified whether a person who possesses a small piece of agricultural land, can be considered as having enough income from such land so as to dis-entitle him from being called a dependent of ex-servicemen.

3. The matter has been further examined/reviewed and it has been decided that the persons who have income from agriculture, trade, property and bank balance etc. up to Rs. 6000/- per month may also be considered dependent of ex-servicemen for employment.

4. This may please be brought to the notice of all concerned for compliance.

Yours faithfully,

Sd/-

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

Military Service Benefits

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

1. All the Financial Commissioners & Principal Secretaries to Government, Haryana.
2. All the Administrative Secretaries to Government, Haryana.
3. Senior Secretaries/Secretaries/Private Secretaries to Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary.

Sd/-

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

To

1. All the Financial Commissioners & Principal Secretaries to — Government, Haryana.
2. All the Administrative Secretaries to Government, Haryana.
3. Senior Secretaries/Secretaries/Private Secretaries to Chief Minister / Ministers / State Ministers / Chief Parliamentary Secretary:

U.O.No. 12/8/03-4GSII

Dated Chandigarh, the 1.12.2003

Endst No. 12/8/03-4GSII,

Dated Chandigarh, the 1.12.2003.

A copy is forwarded to the Secretary, Haryana Rajya Sainik Board, Panchkula w.r.t. his Memo No. 25/5/03-3DII. dated 13.11.2003 for information and necessary action.

2. A copy is forwarded to the Secretary, Haryana Public Service Commission and Haryana Staff Selection Commission, Chandigarh for information and necessary action.

Sd/-

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

(To be substituted for the letter bearing same No.& Date)

हरियाणा सरकार

सामान्य प्रशासन विभाग

अधिसूचना

दिनांक 22 जुलाई, 2005

संख्या सा. का. नि. 8/संवि./अनु. 309/2005. - भारत के संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, हरियाणा के राज्यपाल, इसके द्वारा, पंजाब सरकार राष्ट्रीय आपातकालीन (रियायत) नियम, 1965, को हरियाणा राज्यार्थ आगे संशोधित करने के लिए निम्नलिखित नियम बनाते हैं, अर्थात् :-

1. (1) ये नियम पंजाब सरकार राष्ट्रीय आपातकालीन (रियायत) हरियाणा संशोधन नियम, 2005, कहे जा सकते हैं।

(2) ये अप्रैल 1981, के 20वें दिन से लागू हुए समझे जायेंगे।

2. पंजाब सरकार राष्ट्रीय आपातकालीन (रियायत) नियम, 1965 में, नियम 4-क के स्थान पर, निम्नलिखित नियम प्रतिस्थापित किया जाएगा, अर्थात्:-

“4- क. सैनिक सेवा का लाभ जब अनुज्ञेय हो.-नियम 4 के खण्ड (1) तथा (2) में वर्णित वेतन वृद्धियां तथा वरिष्ठता की ओर सैनिक सेवा का लाभ सरकार के अधीन प्रथम नियमित नियुक्ति पर या पश्चात्तवर्ती नियमित नियुक्ति पर अनुज्ञेय होगा। यद्यपि, यह लाभ केवल एक बार ही अनुज्ञेय होगा।”।

जी. माधवन,

मुख्य सचिव, हरियाणा सरकार।

HARYANA GOVERNMENT
GENERAL ADMINISTRATION DEPARTMENT

Notification .

The 22nd July. 2005

No. G-S.R. 8/Const. Art. 309/2005.—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana, hereby makes the following rules further to amend the Punjab Government ‘National Emergency (Concession) Rules, 1965, in their application to the State of Haryana, namely:—

1. (1) These rules may be called the Punjab. Government National Emergency (.Concession) Haryana Amendment Rules, 2005.
- (2) They shall be deemed to have come into force with effect from the 20th day of April, 1981
2. In the Punjab Government National Emergency (Concession) Rules, 1965, for rule 4-A, the following rule shall be substituted, namely:—

“4-A Benefit of military service when admissible.—The benefit of military service towards increments and seniority mentioned in clauses (i) and (ii) of rule 4 shall be admissible on first regular appointment or on subsequent, regular appointment under the Government. However, the benefit will be admissible only once.”.

G. MADHAVAN,
Chief Secretary to Government, Haryana.

No. 12/1/2002-4GSII

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Departments in Haryana.
2. Commissioners Ambala, Hisar, Rohtak and Gurgaon Divisions.
3. The Registrar, Punjab & Haryana High Court.
4. All Deputy Commissioners and Sub Divisional Officers (Civii) in Haryana.
5. The Registrars, MDU Rohtak/K.U.Kurukshetra/ Ch. Charan Singh H.A.U. Hisar/ GJ.U. Hisar/Ch.Devilal University (Sirsa).

Dated Chandigarh, the 27th July, 2005

Subject : — Amendment in the Punjab Government National Emergency (Concession) Rules, 1965.

Sir.

I am directed to invite your attention on the subject cited above and to send herewith a copy of amendment made in the Punjab Government National Emergency (Concession) Rules, 1965 vide Notification No. GSR.8/Const/Art. 309/2005, dated 22.7.2005 for necessary action. Consequently instructions issued vide letter No. 273-2GSII-75/18809, dated 19-5-1975 shall be treated as withdrawn w.e.f- 20.4.1981 i.e. the applicability of the notification.

2. You are requested to bring this amendment the notice of all concerned officers/officials under your control for strict compliance.
3. The receipt of this communication may kindly be acknowledged.

Yours faithfully,

Sd/-

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

Military Service Benefits

A copy alongwith the copy of rules is forwarded to the following for information & necessary action:—

- 1) All the Financial Commissioner & Principal Secretary to Government, Haryana.
- 2) All the Administrative Secretaries to Government, Haryana.
- 3) Senior Secretaries/Secretaries/Private Secretaries to Chief Minister / Ministers/State Ministers.
- 4) All Superintendents/Deputy Superintendents of Branches Haryana Civil Secretariat and F.C. Office.

Sd/-

Deputy Secretary General Administration
for Chief Secretary to Government Haryana.

To

- 1) All the Financial Commissioner & Principal Secretary to Government, Haryana.
- 2) All the Administrative Secretaries to Government, Haryana.
- 3) Senior Secretaries/Secretaries/Private Secretaries to Chief Minister Ministers State Ministers.
- 4) All Superintendents/Deputy Superintendents of Branches Haryana Chief Secretariat and F.C. Office

U.O.No. 12/1/2002-4GSII Dated Chandigarh, the 27.7.2005

Endst No. 12/1/2002-4GSII Dated Chandigarh, the 27.7.2005

A copy alongwith a copy of the notification is forwarded to all M.Ds/C.A.s Boards/ Corporations in the State of Haryana for information & necessary action.

Sd/-

Deputy Secretary General Administration
for Chief Secretary to Government Haryana.

No. 12/18/2006-4GSII

From

The Chief Secretary to Government, Haryana.

To

1. All the Heads of Departments, Commissioners Ambala, Hisar, Rohtak and Gurgaon Divisions, all the Deputy Commissioners and Sub Divisional Officers(Civil) in Haryana.
2. The Registrar, Punjab & Haryana High Court and all District & Sessions Judges in Haryana.
3. The Registrars, Maharishi Dayanand University Rohtak, Kurukshetra University, Kurukshetra, Ch. Charan Singh Haryana Agricultural University, Hisar, Guru Jambheshwar University, Hisar and Ch. Devi Lal University, Sirsa.

Dated, Chandigarh the 8th January, 2008.

Subject :— Grant of ex-servicemen status to recruits boarded out on medical grounds with disability pension.

Sir,

I am directed to invite your attention towards Government letter No. 12/99/8 5-2GSII, dated 8.11.88 on the subject noted above vide which it was decided to include following categories of territorial personnel of Army the definition of Ex-servicemen :—

- 1) Pension holders for continuous embodied service;
- 2) Persons with disability attributable to military service ; and
- 3) Gallantry Award winners.

2. On reconsideration of the matter, Government have decided that such recruits who were boarded out/released on medical grounds and granted medical/disability pension shall also be covered under the category of ex-servicemen for all practical purpose.

3. This issues with the concurrence of the Finance Department conveyed vide their U.O. No. 2/54/07-1P, dated 28.12.2007.

These instructions shall be applicable from the date of issue and the same be brought into the notice of all concerned for compliance.

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

Military Service Benefits

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

1. All the Financial Commissioner & Principal Secretary to Government, Haryana.
2. All the Administrative Secretaries to Government, Haryana.
3. Senior Secretaries/Secretaries/Private Secretaries to Chief Minister/Ministers State Ministers/Chief Parliamentary Secretaries.

Sd/-

Under Secretary Protocol,
for Chief Secretary to Government Haryana.

To

1. All the Financial Commissioner & Principal Secretary to Government, Haryana.
2. All the Administrative Secretaries to Government, Haryana.
3. Senior Secretaries/Secretaries/Private Secretaries to Chief Minister/Ministers State Ministers/Chief Parliamentary Secretaries.

U.O.No. 12/8/03-4GS II

Dated, Chandigarh the 8th January, 2008.

Endst No. 12/8/03-4GS II

Dated, Chandigarh the 8th January, 2008.

A copy each is forwarded to the followings :—

- i) Secretary; Haryana Public Service Commission.
- ii) Secretary, Haryana Staff Selection Commission, Chandigarh. for information and necessary action

Sd/-

Under Secretary Protocol,
for Chief Secretary to Government Haryana.

Endst. No. 12/8/03-4GS II

Dated, Chandigarh the 8th January, 2008.

A copy is forwarded to the Secretary, Haryana Rajya Sainik Board, Panchkula along with his file for information and necessary action.

Sd/-

Under Secretary Protocol,
for Chief Secretary to Government Haryana.

Endst. No. 12/8/03-4GS II

Dated, Chandigarh the 8th January, 2008

A copy is forwarded to all the M.Ds/C.A.s of Boards/Corporations in the State of Haryana for information and necessary action

Sd/-

Under Secretary Protocol,
for Chief Secretary to Government Haryana.

Compendium of Instructions on Career Development – Vol. IV

A copy is forwarded to Financial Commissioner & Principal Secretary to Government Haryana, Finance Department w.r.t. their U.O. No. 2/54/07-IP, dated 28.12.2007 for information.

Sd/-
Under Secretary Protocol,
for Chief Secretary to Government Haryana.

To

Financial Commissioner & Principal Secretary to
Government Haryana, Finance Department.
(In Pension Branch).

U.O.No. 12/8/03-4GS II

Dated, Chandigarh the 8th January, 2008.

No. 12/8/03-4GS II

From

The Chief Secretary to Government, Haryana.

To

1. All the Heads of Departments, Commissioners Ambala, Hisar, Rohtak and Gurgaon Divisions, all the Deputy Commissioners and Sub Divisional Officers(Civil) in Haryana
2. The Registrar, Punjab & Haryana High Court and all District & Sessions Judges in Haryana.
3. The Registrars, Maharishi Dayanand University Rohtak, Kurukshetra University, Kurukshetra, Ch. Charan Singh Haryana Agricultural University, Hisar, Guru Jambheshwar, University, Hisar and Ch. Devi Lal University Sirsa.

Dated, Chandigarh the 23 .1.2008

Subject :— **Reservation of .posts for the children of Ex-servicemen in services of the Haryana State.**

Sir,

I am directed to refer to the instructions of Haryana Government issued vide letter No. 12/8/03-4GSII, dated 6.6.03 on the subject noted above wherein it was conveyed that the Ex-servicemen who had availed the benefit of re-employment in any Government service, Public Sector Undertakings, including Para Military Forces; their dependent sons and daughters will not be considered for appointment (s) against the posts reserved for Ex-servicemen.

2. On reconsideration of the matter, State Government has decided that the Ex-servicemen who had not availed the benefit of re-employment in any Government service, Public Sector Undertakings, including Para Military Forces, their dependent sons and daughters will be considered for appointment (s) against the posts reserved for Ex-servicemen to the extent of non-availability of suitable Ex-servicemen, provided they fulfil all the required conditions viz qualifications, age experience etc. This entitlement would be available to one dependent child only.

This may please be brought to the notice of all concerned for compliance.

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

Compendium of Instructions on Career Development – Vol. IV

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

1. All the Financial Commissioners & Principal Secretaries to Government, Haryana.
2. All the Administrative Secretaries to Government, Haryana.
3. Senior Secretaries/Secretaries/Private Secretaries to Chief Minister/Ministers State Ministers/Chief Parliamentary Secretaries.

Sd/-

Under Secretary Protocol,
for Chief Secretary to Government Haryana.

To

1. All the Financial Commissioner & Principal Secretary to Government, Haryana.
2. All the Administrative Secretaries to Government, Haryana.
3. Senior Secretaries/Secretaries/Private Secretaries to Chief Minister/Ministers State Ministers/Chief Parliamentary Secretaries.

U.O.No. 12/8/03-4GS II

Dated, Chandigarh the 23rd January, 2008.

Endst No. 12/8/03-4GS II

Dated, Chandigarh the 23rd January, 2008.

A copy each is forwarded to the followings :—

- i) Secretary, Haryana Public Service Commission.
- ii) Secretary, Haryana Staff Selection Commission, Chandigarh.

for information and necessary action.

Sd/-

Under Secretary Protocol,
for Chief Secretary to Government Haryana.

Endst. No. 12/8/03-4GS II

Dated, Chandigarh the 23.1.2008

A copy is forwarded to the Secretary, Haryana Rajya Sainik Board, Panchkula along with his file for information and necessary action.

Sd/-

Under Secretary Protocol,
for Chief Secretary to Government Haryana.

Endst. No. 12/8/03-4GS II

Dated, Chandigarh the 23.1.2008

A copy is forwarded to all the M.Ds/C.A.s of Boards/Corporations in the State of Haryana for information and necessary action.

Sd/-

Under Secretary Protocol,
for Chief Secretary to Government Haryana.

VIII

**FORWARDING OF
APPLICATIONS**

Copy of letter No. 5802-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 notifications 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 spare 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 interest 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 the due regard to the requirements of the State or the Department in which the officer is serving. I 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 departments 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" on unauthorised approach '*sifarish*' and considerations of that type. Unless it is obvious that no such pull or similar consideration has found a place, 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 posts 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 a request that the instructions mentioned above should always be taken into consideration before an officer/ official is allowed to go transfer or 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 Ministers 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 officer for employment at the centre, maintain personal contact 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 officer 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, enquires 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) Request 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 man power requirement of the Centre as well as of the Provinces increased rapidly. The tendency on the part of the Heads of Central Department 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. Request addressed by the Establishment officer for the loan of Provincial Officers have since

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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 Government 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 I 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 that 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 Ministers of the Government of India.

S. B. BAPAT

Establishment Officer.

Forwarding of applications

Copy of Circular letter No 9868-G-54/8566, dated the 2nd March, 1954 from the Chief Secretary to Government, Punjab, Shimla-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 these 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 the Public Service Commission, as the case may be. It has, therefore, been decided that a Department while forwarding 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 Department of Punjab Government or under other Governments.

I am directed to invite a Reference of Punjab Government Letter No. 9868-G-5466, 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 or permission to appear in higher competitive examinations the applicants 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 Department of Punjab Government of 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 withhold his applications on ground of unsuitability. In such a case, the matter should be considered jointly by the Minister concerned jointly by the Minister concerned in a meeting with the Administrative Secretary and the Chief Secretary before a final Decision, Where a Head of Department is the competent authority for forwarding an application, the case 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-ASII-61/31342, dated 30th August, 1961 from the Chief Secretary to Government, Punjab to all Heads of Department.etc. etc.

Subject : Policy regarding Government servants 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 Departments for confirmation

Copy of letter No. 5301-ASII-62/22862, dated 16th July, 1962, from the Chief Secretary of Government, Punjab to all Heads of Departments, etc., etc.

Subject : Policy regarding Government Servant seeking private employment or employment in other Departments of Punjab Government or under other Governments.

I am directed to invite attention to the instructions contains in para 1 (a) (1) of the Punjab Government circular letter No., 5803-G-51/1/1-4506, 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 security and verifications of the particulars mentioned by the applicant should always be made before the endorsement at the end of the printed applications 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 Governments servants seeking private employment in other Department 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 the Government if –

1. No. 5803-G-51/14506, dated the 3rd Sept., 1951.
2. No. 9868-G-54/8566, dated the 2nd March, 1954.
3. No. 8886-ASII-60/41451, dated the 22nd November, 1960
4. No. 1493-ASII-61/9905, dated the 17th 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 service can be spared without detriment to work.

2. It has however been observed that these instructions are not being followed in letter and spirits and certain Department 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 Governments 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, than it is matter of consequence whether his application is forwarded for one post or for a number of posts during a certain calendar year.

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3. I am, therefore, t stress upon you that no restriction with regard to the number of applications to be forwarded for outside 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 to 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 Commissioner, Punjab and All Administrative Secretaries to Government
Punjab.

प्रेषक

मुख्य सचिव, हरियाणा सरकार।

सेवा में

1. सभी विभागाध्यक्ष, आयुक्त अम्बाला मण्डल तथा सभी उपायुक्त और उप-मंडल अधिकारी।
2. रजिस्ट्रार, पंजाब एवं हरियाणा हाई कोर्ट, चण्डीगढ़ और सभी जिला तथा सत्र न्यायाधीश, हरियाणा।
दिनांक, चण्डीगढ़, 11 अगस्त 1972

विषय: - **हरियाणा लोक सेवा आयोग / अधीनस्थ सेवाएं प्रवरण मण्डल द्वारा विज्ञापित पदों के लिए अस्थायी 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 अस्थायी 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 भेजे देते हैं। जबकि किसी भी हिदायत के तहत ऐसा नहीं किया जा सकता और इस प्रकार वह अनुशासनहीनता का व्यवहार करते हैं। आयोग / बोर्ड को सीधे आवेदन पत्र भेजने के कारण संबंधित 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 आवेदन पत्र तथा पद की सारी योग्यताएं पूर्ण न करने वाले अस्थायी 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 सम्बोधित है (प्रति संलग्न) द्वारा यह हिदायतें जारी की थी कि आयोग द्वारा विज्ञापित पदों के लिये सरकारी कर्मचारियों के आवेदन-पत्र भेजते समय इनमें 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 आपसे 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 स्थायी विज्ञापित पदों के लिये सीधे आयोग / बोर्ड को आवेदन पत्र कदापि न भेजे अन्यथा उन के विरुद्ध अनुशासनहीनता के व्यवहार के लिये आवश्यक कारवाई की जायेगी।

(निदेशक रोज़गार निदेशालय, हरियाणा के लिये :

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 है।)

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

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

वित्तायुक्त, हरियाणा सरकार। सभी प्रशासकीय सचिव, हरियाणा सरकार।

**मुख्य सचिव, हरियाणा सरकार के पत्र क्रमांक 6948-2 जी० एस० -1-74/1267 दिनांक, 21-1-75
की प्रति जो सभी विभागाध्यक्ष, आयुक्त अम्बाला तथा हिसार मण्डल,
सभी उपायुक्त तथा उपमण्डल अधिकारी, हरियाणा, रजिस्ट्रार, पंजाब तथा
हरियाणा उच्च न्यायालय तथा हरियाणा के सभी जिला एवं
सत्र न्यायाधीश को सम्बोधित है।**

**विषय :- केन्द्रीय अथवा राज्य सरकार की अन्डरटेकिंगज में नौकरी के लिये 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 अन्डरटेकिंगज में नौकरी के लिये 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 या राज्य सरकार के किसी एक विभाग से अन्य विभाग या दूसरी राज्य सरकार को नौकरी के लिये आवेदन-पत्र भेजे जाने के बारे में जो हिदायतें संयुक्त पंजाब सरकार के परिपत्र क्रमांक 3539-ए०-एस०-11-64/2958, दिनांक 5-9-1964 (प्रति संलग्न) है में जारी हुई है वह ही सरकारी कर्मचारियों/अधिकारियों के केन्द्रीय अथवा राज्य सरकार को पब्लिक अन्डरटेकिंगज में नौकरी के लिये आवेदन पत्र भेजे जाने के बारे में लागू होगी।

Forwarding of applications

No. 12/39/90-2GSI

From

The Chief Secretary to Government, Haryana

To

All Heads of Departments, Commissioners of Divisions;
Deputy Commissioners and All Sub-Divisional Officers in Haryana
Dated, Chandigarh, the 1st March, 1990 .

Subject:- Policy regarding Governments servants seeking employments in other department of Haryana Govt. or under other Governments — Forwarding of applications.

Sir,

I am directed to invite your attention to the subject noted above and to say that it has come to the notice of Government that while forwarding the applications of Government employees seeking employment in other department of Haryana Government or under other Government / Boards/ Corporations their service record is not kept in view, with the result the applications of even such employees are forwarded or No. objection Certificate is issued whose record contains adverse remarks about integrity, When such employees are selected it becomes difficult for the appointing authority to offer appointment to such candidates.

2. The matter has been considered and it has been decided that while forwarding the applications to recruiting agencies of giving NOC, the record of such employees should be examined and applications be forwarded or NOC given only after satisfying that there is nothing adverse in their record which would come in the way of their appointment to a higher post. In cases where there are remarks against the applications should neither be forwarded and nor NOC be issued.

3. In cases where disciplinary proceedings under rule 7 of Punishment & Appeal Rules/ representation against adverse remarks about integrity are pending a mention there of may also be made while forwarding the applications.

4. These instructions may please be followed strictly and brought to the notice of all employees working you for compliance.

Yours faithfully,
Sd/-

Under Secretary General Administration
for Chief Secretary to Government, Haryana

A copy each is forwarded for information and necessary action all financial Commissioner/ Commissioners and Secretaries to Government, Haryana.

Sd/-

Under Secretary, General Administration
for Chief Secretary of Government, Haryana

To

All the Financial Commissioners/Commissioners
and Secretaries to Government, Haryana.

U. O. No. 12/ 39/90-2GSI

Dated Chandigarh the 1st March, 1990