

Compendium of Instructions on Service Carrier - Vol. III

एक प्रति सभी वित्तायुक्तों तथा प्रशासनिक सचिवों को सूचनार्थ एवं आवश्यक कार्यवाही के लिए भेजी जाती है। वे कृपया इन दिशान्तों को अपने अधीन सभी सम्बन्धित के ध्यान में ला दें।

सभी विभागाध्यक्षों द्वारा मेनटेन की जाने वाली सूची/सारणी

क्रम संख्या	कर्मचारी का नाम जन्म तिथि	50 वर्ष की आयु प्राप्त करने की तिथि	50 वर्ष की आयु प्राप्त करने से पूर्व 6 मास की तिथि जब केस सरकार को अवश्य भेजा जाना है।	55 वर्ष की आयु प्राप्त करने की तिथि	55 वर्ष की आयु प्राप्त करने के अवसर को अवश्य भेजा जाना है।
1	2	3	4	5	6

क्रमांक 32/198/83-4-जी.एस.-1

प्रेषक

मुख्य सचिव, हरियाणा सरकार।

सेवा में,

1. सभी विभागाध्यक्ष, हरियाणा सरकार।
2. आयुक्त अम्बाला तथा हिसार मण्डल, हरियाणा, उप-मण्डल अधीक्षक।
3. रजिस्ट्रार, पंजाब तथा हरियाणा हाई कोर्ट, चण्डीगढ़।

दिनांक, चण्डीगढ़, 16 अगस्त, 1983

विषय :-

50/55 वर्ष की आयु के बाद सेवा में रखना-55 वर्ष की आयु पद्धति में परिवर्तन करना।

श्री. गान जी,

मुझे आपका ध्यान हरियाणा सरकार के पत्र क्रमांक 3556-4 जी.एस.-1-75/24237, दिनांक 9 अगस्त, 1975 की ओर आकर्षित किया जाता है।

आपका पत्र दिनांक 30-6-75 के साथ संलग्नित प्रोफार्मा की मद 10 अनुसार आता है। यह कि पत्र दिनांक 30-6-75 के साथ संलग्नित प्रोफार्मा की मद 10 अनुसार आता है।

अब सरकार ने मामले पर पुनर्विचार करके यह निर्णय लिया है कि 55 वर्ष की आयु के अधिकारियों को सेवा वृद्धि उसी सूत्र में दी जाये जब कि उनकी अन्तिम 10 वर्ष की गोपनीयता की रिपोर्ट अच्छी हो। तदनुसार संशोधित प्रोफार्मा द्वारा राजपत्रित अधिकारियों को 50 वर्ष की आयु के बाद सेवा वृद्धि देने हेतु उनकी अन्तिम 10 वर्ष की रिपोर्ट का 50 प्रतिशत अच्छा या बेहतर होना आवश्यक है। यदि कोई प्रतिवेदन, ऐसी रिपोर्ट के विरुद्ध है तो उसे खारिज किया जाये।

कृपया इन दिशान्तों को अनुसार भविष्य में कार्यवाही की जाये तथा इसको

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हaryana राज्य शासनेका
०० क्रमांक 484
दिनांक 22-2-09

Government of Haryana
General Administration Department
General Services-1 Branch
No. 32/01/2009-4GS I

Chandigarh, dated the 17th February, 2009.

To

1. All the Financial Commissioners and Principal Secretaries/ Commissioners and Secretaries to Government of Haryana.
2. All Heads of Departments, Commissioners, Ambala, Hisar, Rohtak and Gurgaon Divisions.
3. The Registrar, Punjab & Haryana High Court, Chandigarh
4. All Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.
5. All the Chief Administrators/Managing Directors of Boards/ Corporations/Public Undertakings.

Subject:- Retention in service to Group-C of Haryana Government employees beyond the age of 55 years.

Dir. Arch. (AO) / 25/2
Sir/Madam,

I am directed to invite your attention to the Haryana Government instructions issued vide letters No.3575-4GS-I-75/24237, dated 9.8.1975 on the subject noted above, in which it was mentioned that in the cases of Group-C employees on the basis of their confidential record and whose integrity has not been doubted, the Appointing Authority will take a decision at their own level to retain them in Government service beyond the age of 55 years but where the integrity of an employee is doubtful, such cases may be referred to the General Administration Department for placing the matter before the Officers' Committee for consideration. Thereafter, the Government had reviewed the aforesaid instructions and decided that the Heads of Department are the Appointing Authority of Class-III employee and they will take a decision at their own level in such cases for retaining them in service beyond the age of 55 years. This position was clarified by the Government vide circular letter No.32/01/2005-4GS1, dated 11.04.2005.

2. However, it has been observed that the instructions dated 11.04.2005 are not being followed meticulously and the cases are still being referred to the General Administration Department for advice. You are, therefore, requested to ensure that instructions issued vide letter No. 32/01/2005-4GSI, dated 11.04.2005 are complied with and cases are not referred to this department.

3. You are also requested to bring these instructions to the notice of all concerned for strict compliance.

Yours faithfully,

Sushil Kumar Jain
(Sushil Kumar Jain)
Under Secretary to Government of Haryana.

Endst. No. 32/01/2009- 4GS I

Chandigarh, dated the 17th February, 2009.

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

1. Member Secretary, Haryana Bureau of Public Enterprises, Chandigarh
2. Director, Public Relations, Haryana, Chandigarh for wide publicity.
3. State Informatics Officer, NIC, Haryana, Region for placing the same on the website of Haryana Government/CS Haryana and also for sending by e-mail to all concerned.


Under Secretary to Government of Haryana.

INTERNAL DISTRIBUTION:-

PS/CS.
PA/JSGA.

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हियाणा राज्य प्रमितापना
दे. क्रमांक 442-
दिनांक 24-2-2009

Government of Haryana
General Administration Department
General Services-1 Branch
No. 32/01/2009- 4GS I

Chandigarh, dated the 17th February, 2009.

To

- Raj
20/2
SA
21/2/09
ASST-III
1. All the Financial Commissioners and Principal Secretaries/ Commissioners and Secretaries to Government of Haryana.
 2. All Heads of Departments, Commissioners, Ambala, Hisar, Rohtak and Gurgaon Divisions.
 3. The Registrar, Punjab & Haryana High Court, Chandigarh
 4. All Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.
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(Sushil Kumar Jain)

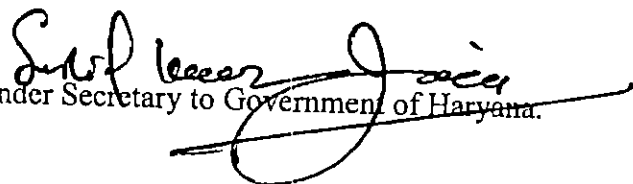
Under Secretary to Government of Haryana.

Endst. No. 32/01/2009- 4GS I

Chandigarh, dated the 17th February, 2009.

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1. Member Secretary, Haryana Bureau of Public Enterprises, Chandigarh
2. Director, Public Relations, Haryana, Chandigarh for wide publicity.
3. State Informatics Officer, NIC, Haryana, Region for placing the same on the website of Haryana Government/CS Haryana and also for sending by e-mail to all concerned.


Under Secretary to Government of Haryana.

INTERNAL DISTRIBUTION:-

PS/CS.
PA/JSGA.

No. 32/179/89-4GSI

From

The Chief Secretary to Government, Haryana.

To

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

Dated, Chandigarh the 21-2-90.

Subject :—Age of compulsory retirement—change of policy reg.

Sir,

I am directed to refer to the restrictions issued by the State Government vide letter No. 32/10/89-GSI, dated the 9th January 1989 on the subject noted above, wherein it has been laid down that the cases of Class-II officers having 50/70 percent or more good or better reports and where there are no adverse remarks about integrity and no disciplinary/court proceedings reflecting on integrity are pending will be decided by the Administrative Departments at their own level for retention in service beyond the age of 50/55 years age, after obtaining the orders of the Minister-in-charge.

2. The matter has been further examined and it has been decided that in future, the cases of such Class-II officers who are not eligible for retention in service beyond the age of 50/55 years on the basis of record will also be decided at the level of administrative Department and decision will be taken under the orders of the Minister-in-charge. All other cases of Class-II officers which fall in four categories mentioned below will continue to be dealt with as per the present practice :—

1. Border-line cases,
2. Where integrity has been doubted.
3. Where disciplinary proceedings are pending.
4. Where down grading/up-grading of ACRs is involved.

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

Yours faithfully,

Sd/-

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

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Page 5 of 10 and also in the original Confidential Report
Printed in 1972 3

The Minister-in-charge will be the recording authority in respect of Secretaries to Government.

(iii) The Minister-in-charge will be the accepting authority in regard to Additional Secretaries, Joint Secretaries, Deputy Secretaries and Heads of Departments. The Minister-in-charge will also be the accepting authority in respect of those Under Secretaries who submit their cases direct to the Secretary of the Department concerned without routing them through any Joint/Deputy Secretary. In the case of other officers, the Minister-in-charge would normally be neither a recording nor an accepting authority. He would be competent however, in any particular case, if he so chooses, to send for the personal file of an officer and record such remarks therein as he considers should be made on the basis of his personal knowledge.

Haryana Government letter No. 6148-3S-72, dated 30th August, 1972.

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

Punjab Government letter No. 1483-ASI-61/7762 dated 1st March, 1961.

(v) Notwithstanding anything contained in the instructions hitherto issued in respect of Annual Confidential Reports, the Chief Minister, being incharge of General Administration, shall have and shall always be deemed to have had, an inherent right to send for the file of an officer of any department and record such remarks therein as he may deem fit on the basis of his personal knowledge.

Haryana Government letter No. 3103-AS-71 dated 21st May, 1971.

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

Punjab Government letter No. 39 ASI-62/5649, dated 17th February, 1962.

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

Punjab Government letter No. 9161-(G1)59/26689, dated 16th December, 1959.

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

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

7. Minimum period for which a Reporting Officer should have seen the work of a Subordinate before Recording Remarks on him.—No reporting officer should record his remarks in the confidential report of an officer under him unless he has seen his work and conduct for at least three months during the financial year.

Haryana Government letter No. 2784-3S-70, dated 2nd March, 1971.

Explanatory Note.—The period of three months referred to in this paragraph means the period for which the reporting authority has actually seen the work of the officer/official reported on. Besides regular leave (as distinct from casual leave which is treated as duty) the period of suspension when a Government employee does not discharge any duties is not to be counted in calculating this period. Similarly the period, if any, during which the reporting authority is on leave or under suspension is not to be counted.

8. Recording of Remarks on the occasion of Relinquishment or handing over of Charge by the Reporting Authority or by the Subordinate concerned.—(i) If an officer (a) relinquishes the charge of his post during a reporting year on account of his transfer or retirement or (b) one of his subordinates is transferred or retires during the reporting year, such officer may record remarks in the confidential files of the officer(s) subordinate to him in respect of the relevant period of the reporting year provided he has not recorded such remarks previously in respect of the same reporting year. Such remarks should be recorded by the retiring officer before the date of his retirement and by other officers as early as possible and in any case before the end of the reporting year concerned.

Haryana Government letter No. 6148-3S-72, dated 30th August, 1972.

(ii) If there is a change of portfolios, a Minister or Deputy Minister or Chief Parliamentary Secretary also may, if he had not done so previously in respect of the same reporting year, record remarks on the confidential files of officers subordinate to him. Such remarks should be recorded as early as possible after relinquishing charge of his previous portfolio(s) and in any case before the end of the reporting year concerned.

joining appointments or training courses in the case of women candidates who are declared 'Temporarily Unfit' by the medical authorities on account of being enceinte (pregnant), is treated as relaxed by such period as is considered necessary provided it does not extend beyond six weeks of the date of confinement.

2. Government of India have already waived similar condition in the case of woman candidates, who are found to be pregnant at the time of their appointment against the posts which do not carry hazardous nature of duties e. g. in police organisations etc. and where they do not have to complete a period of training as a condition of their service.

3. The matter has been examined by the State Government in the light of the instructions in vogue in Government of India and it has been decided that it shall no longer be necessary to declare a woman candidate as 'Temporarily Unfit' if she is found to be pregnant during medical examination before appointment against posts which do not prescribe any elaborate training i. e. they can be appointed straightway on the job. However, where pregnant women are to be appointed against posts carrying hazardous nature of duties e. g. in Police organisations etc. and they have to complete a period of training as a condition of service, the existing instructions depicted in letter dated 1.8.1962 referred to above will remain in force.

These instructions should be brought to the notice of all concerned for compliance.

Subject:-Raising of Resources by Health Department
(Copy of H. D. Hr. No.3/78/92-3HB-III, dated 10.8.2001)

Reference your letter No.16/6043 PM-2000/303, dated 17.5.2000 and even No. of this office dated 29.12.1994, 29.11.96 and 30.11.97 on the subject noted above.

2. Government have considered your proposal and has agreed with following modification with immediate effect:-

Sr. No.	Item	Proposed Rates
1.	Purchase Fee	Rs.5/-
2.	Daily Bed Occupancy Charges	Rs.10/-
3.	Medical Examination Fee First Entry to Govt. Services:- Class-I Class-II Class-III Class-IV	Rs.200/- Rs.200/- Rs.100/- Rs.10/-
4.	Driving Licence Fee	Rs.100/-
5.	Birth Certificate	Rs.10/-
6.	Death Certificate	Rs.10/-

This sanction issue with the concurrence of Finance Department conveyed vide their U. O. No.3(489-1FDII/3307, dated 29.06.01.

तृतीय श्रेणी के कर्मचारियों को 55 वर्ष की आयु के बाद सेवा में रखने की किया विधि में परिवर्तन करने बारे।

(copy of C. S. Hr No.32/01/2005-4 जीए स dt.11.4.05)

मुझे आपका ध्यान उपरोक्त विषय पर सरकार के पत्र क्रमांक 3575- 4 जीए स 1-75/24237 दिनांक 09 अगस्त, 1975 की ओर दिलाते हुए यह कहने का निर्देश हुआ है कि उक्त परिपत्र में यह स्पष्ट किया गया था कि तृतीय श्रेणी के कर्मचारियों के ऐसे मामले जिनमें सम्बन्धित कर्मचारी/अधिकारी सेवा

रिकार्ड के आधार पर तो सेवा में रखनेयोग्य हो पर उनकी ईमानदारी सन्देहजनक रही हो; अधिकारी समिति की बैठक में विचारार्थ प्रस्तुत किये जायें।

2 सरकार द्वारा इस मामले पर विचार किया है और अवयह निर्णय लिया गया है कि तृतीय श्रेणी कर्मचारियों के ऐसे मामले जिनमें सम्बन्धित कर्मचारी का सेवा रिकार्ड अच्छा हो तो परन्तु उनकी ईमानदारी सन्देहजनक रही हो, भविष्य में मुख्य सचिव(सामान्य सेवाएँ शाखा-1) को न भेजें तथा ऐसे मामलों का निपटान विभागध्यक्ष/प्रशासकीय सचिव के स्तर पर किया जाये।

3 आपसे अनुरोध है कि इन हिदायतों को सभी सम्बन्धित के ध्यान में ला दिया जाए तथा इनकी दृढ़ता से पालना की जाये।

श्रेणी I के अधिकारियों को 50/55 वर्ष की आयु के बाद में रखने की क्रिया विधि में परिवर्तन करने बारे।

प्रतिभुस हरि कमांक 32/02/2005-4 जीएस I dt.11.4.05

मुझे आपका ध्यान उपरोक्त विषय पर सरकार के पत्र कमांक 32/10/89 4 जीएस I दिनांक 9 जनवरी 1989 तथा कमांक 32/179/89-4 जीएस I दिनांक 21 फरवरी 1990 की ओर दिलाने तथा यह कहने का निर्देश हुआ है कि उक्त पत्रों द्वारा यह निर्णय लिया गया है कि श्रेणी II अधिकारियों के ऐसे मामले जिसमें अधिकारी की 50/70 प्रतिशत अथवा उससे अधिक वार्षिक गोपनीय रिपोर्ट्स अच्छे हों और उसकी ईमानदारी सन्देहजनक न हो तथा ऐसी कोई अनुशासनिक कार्यवाही/न्यायालय में मामला लम्बित न हो जिसमें अधिकारी की ईमानदारी पर सन्देह किया गया हो, प्रशासकीय विभाग के स्तर पर विचारे जायें तथा ऐसे मामलों में कार्यभारी मंत्री के आदेश प्राप्त करके निर्णय लिया जाये। श्रेणी II अधिकारियों के ऐसे मामलों में भी प्रशासकीय विभाग के स्तर पर ही निर्णय लिया जाये जिनमें अधिकारी सेवा रिकार्ड के आधार पर 50/55 वर्ष की आयु के पश्चात सेवा में रखने योग्य न पाया जाये।

सरकार द्वारा इस मामले पर आगे विचार किया गया है तथा अवयह निर्णय लिया गया है कि श्रेणी II अधिकारियों की तरह ही श्रेणी I अधिकारियों के 50/55 वर्ष की आयु के पश्चात सेवा में रखे जाने सम्बन्धी उक्त प्रकार के मामले भी प्रशासकीय विभाग के स्तर पर विचारे जायें तथा ऐसे मामलों में भी कार्यभारी मंत्री के आदेश प्राप्त करके निर्णय लिया जाये। अतः भविष्य में श्रेणी I तथा श्रेणी II अधिकारियों के केवल निम्नलिखित प्रकार के ही मुख्य सचिव हरियाणा सरकार(सामान्य सेवाएँ शाखा-I) को भेजे जायें:-

1. ऐसे मामले जिनमें अधिकारी को नियम 7 के तहत आरोप पत्र जारी किया गया हो आरोप पत्र की प्रति सहित भेजे जायें।

2. ऐसे मामले जिनमें अधिकारी के विरुद्ध कोई अनुशासनिक कार्यवाही/न्यायालय में मामला लम्बित हो।

3. जिस समय केस पर विचार किया जा रहा है उस से पिछले दस वर्षों की गोपनीय रिपोर्ट्स में यदि कभी ईमानदारी सन्देह जनक रही हो तो प्रतिकूल टिप्पणी कन्वे करने तथा उस पर निर्णयोपरान्त निर्णय की प्रति सहित मामला भेजें।

4. ऐसे मामले जिनमें गोपनीय रिपोर्ट में समस्त मूल्यांकन को डाउनग्रेड/अपग्रेड किया गया हो।

5. सीमांकित मामले (Border line cases)।

3 आपसे अनुरोध है कि इन हिदायतों को सभी सम्बन्धित के ध्यान में ला दिया जाये तथा इनकी दृढ़ता से पालना की जाये।

Retention in service beyond the age of 50/55 years

(Copy of CS Hr. No.32/93/2005-5GSI dt.12.04.05)

I am directed to refer to Haryana Government circular letter No.32/189/2000-4GSI, dated 31.05.2002 and letter No.32/257/2002-4GSI, dated 27.09.2002 on the subject noted above whereby all the Administrative Secretaries and Heads of the Departments were requested to ensure that all such cases of retention in service beyond the age of 50/55 years the requires approval by the Officers Committee should be sent to this department six months before the officer concerned attains that age. It was further

requested to give top priority to these cases so that there is sufficient time left to serve three months notice of retirement required statutorily wherever necessary. It was also instructed that responsibility of officer/official for delay in such cases should be fixed.

2. Despite the aforesaid government instructions, it has been noticed that the case regarding retention in service beyond the age of 50/55 years invariably are received after the concerned officer was already crossed the relevant age. The Government has viewed the matter seriously and decided that no laxity in such cases shall be tolerated in future. It is, therefore, reiterated that all the cases of retention in service beyond the age of 50/55 years that requires approval by the Officers Committee should be sent to this department well in time at least six months before the officer concerned attains the relevant age. Any laxity/delay in submission of the cases shall be viewed seriously.

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

Case Laws

Rule 3.12

Confirmation The petitioner promoted within the prescribed quota against 2% post of Head constable for sportsmen and completed two years of his probationary period. The petitioner has got the right to be confirmed. *H.G Om Parkash No.17/PPI vs. State of Haryana and others 1998(3) RSJ 544.*

Confirmation-Seniority-Appellant appointed on probation of two years in 1965- Probation period not extended-Declared quasi permanent in 1975- Batch mate of appellant confirmed earlier whereas she was confirmed in 1975-Held that the case of the appellant should have been considered immediately after completion of period of probation-In the grade of Mechanical Operator her seniority shall be restored to below the persons who were immediate senior to the appellant. *Purshpa Aggarwal Vs. U. P. S. C. and others 1999(2) RSJ 691(SC)*

Rules 3.9, 3.10 and 3.11 -Benefit of military service -Concession admissible only for first appointment -Whether the respondent is entitled to the benefit of seniority from October 26, 1963 for the second time, when he had already joined as Taxation Inspector on January 29, 1970 and had availed the benefit of the previous service -Held -Since he has already availed of all the benefits of seniority as Taxation Inspector and got tagged to his service his service rendered in the military service between October 26, 1973 to September 19, 1969 as Taxation Inspector, the same period cannot availed of in his subsequent appointment though in a higher cadre. *State of Punjab and another vs. Charanj Lal Goel, 1997(1) RSJ 163 (SC) : AIR 1997 SC 3648 : 1997 Lab. IC 1447 : 1997(1) SLR 184 : JT 1996(9) SC 704*

Rules, 3.11, 3.12, 3.13, 3.14 and 3.16 -Lien -Appointment of Government servant to permanent post -His lien on some earlier permanent post must automatically cease. *Shri. Tuli Ram Sharma; District Agriculture Officer; Haryana vs. Shri Prithvi Singh, District Agriculture Officer and the State of Haryana, (1950-1988) (5) RSJ 161 : AIR 1971 P&H 297 : 1971 SLR 184 : ILR 1971 (1) P&H 353 : 1971 Lab. IC 563*

Rules 3.12, 3.14(a) and 3.15 -Lien -Whether is automatically suspended on appointment in a substantive capacity to a permanent post outside cadre - Held -'No'. *T.R. Sharma vs. Prithvi Singh, (1950-1988) (4) RSJ 318*

Rule 3.14 -Lien -Termination of -Whether in the absence of written request by employee, can the lien be terminated -Held -'No'. *State of Haryana vs. Shri Des Raj Sangat; (1950-1988) (3) RSJ 350*

Rule 3.14 -Punjab Civil Services (Premature Retirement) Rules, 1975, Rule 3(1)(a) & (b) -Rule 3.14 provides for suspension of lien when Government servant is appointed in

10
120A-13
1/6/11
No. 32/10/2011-4GSI

From

The Chief Secretary to Government of Haryana

To

All the Financial Commissioners & Principal Secretaries and
the Commissioners & Principal Secretaries to Government of Haryana.

Dated Chandigarh the, 18th May, 2011.

Subject: Retention in Government service beyond the age of 50/55 years.

Sir/Madam,

I am directed to refer on the subject noted above and to request you to
send the cases regarding retention in Government service beyond the age of 50/55 years
alongwith 10 copies of agenda within 15 days positively, so that a meeting in this regard
can be held.

Yours faithfully

Om Parbhash

Superintendent General Services I,
for Chief secretary to Government of Haryana.

23/5/11

Sir Arch.

Rep
7/6

24

7/6/11

AISH-II

क्र० 2/12-2008-अभि०/१११

प्रेषक

निदेशक,
अभिलेखागार विभाग हरियाणा,
चौथी मंजिल, ब्लॉक-बी, सिंचाई भवन,
सैक्टर-5, पंचकुला ।

सेवा में

मुख्य सचिव,
हरियाणा सरकार (स्वास्थ्य सेवाएँ-1)
दिनांक पंचकुला 17-6-2011

विषय:- Retention in Government service beyond the age of
50/55 years.

उपरोक्त विषय पर आपके पत्र क्र० 32/10/2011-4 जी.एस.1 दिनांक
18.5.2011 के संदर्भ में 1

आप द्वारा मांगी गई सूचना के संबंध में इस विभाग का कोई मामला
लम्बित नहीं है 1 अतः विभाग की सूचना शून्य समझी जाए 1

उप निदेशक अभिलेख

कृते: निदेशक, अभिलेखागार, विभाग हरियाणा, पंचकुला ।

12
1329
2-9-2011

Immediate
Out to day

No. 32/10/2011-4GSI

From

The Chief Secretary to Government of Haryana

To

All the Financial Commissioners & Principal Secretaries and
the Commissioners & Secretaries to Government of Haryana.

Dated Chandigarh the 19th August, 2011.

Subject: Retention in Government service beyond the age of 50/55 years.

Sir/Madam,

I am directed to refer to the subject noted above and to request you to send the cases for retention in Government service beyond the age of 50/55 years, if any, alongwith 10 copies of agenda by 28.8.2011 positively so that the same could be placed in the meeting of Officers' Committee.

Yours faithfully,

Superintendent General Services I,
for Chief secretary to Government of Haryana.

24/8/11

Dr Arch

Rajiv
24/8/11

SA
De
24/8/11
ASST-II

13
प्रेषक

निदेशक,

अभिलेखागार विभाग, हरियाणा, पंचकूला 1

सेवा में

मुख्य सचिव, हरियाणा सरकार
(सामान्य सेवाएं I)

यादि क्रं० 2/8-2011-अभि० 11453
दिनांक पंचकूला 16-9-2011

विषय:- Retention in Government Service beyond the age of
50/55 years.

उपरोक्त विषय पर आपके पत्र क्रं० 32/10/2011-4जी.एस.1 दिनांक
19.8.2011 के संदर्भ में 1

आप द्वारा मांगी गई सूचना के संबंध में इस विभाग का कोई मामला
लम्बित नहीं है 1 अतः विभाग की सूचना शून्य समझी जाए 1


उप निदेशक अभिलेख,

कृते: निदेशक, अभिलेखागार विभाग, हरियाणा 1

FC Archives

Government of Haryana
General Administrative Department
General Services-I Branch
No. 32/17/2010 - 4 GS I,

Dated Chandigarh, the 05th January, 2011

To

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

Subject: - Age of compulsory retirement - Change of policy reg.

Sir,

I am directed to refer to the instructions issued by the State Govt. vide letter No. 32/02/2005 - 4GS I, dated 11-04-2005 on the subject noted above, where in it has been laid down that the cases of Class-I & II officers having 50/70% or more good or better reports and where there are no adverse remarks about integrity and no disciplinary proceedings reflecting on integrity are pending in the court of Law will be decided by the Administrative Departments at their own level for retention in service beyond the age of 50/55 years, after obtaining the orders of the Minister-Incharge. All other cases of Class-I & II officers which fall in five categories mentioned below will continue to be placed before the officers committee:-

- i) The cases of those officers against whom disciplinary action u/r-7 is pending and charge sheet has been issued, a copy thereof may be enclosed.
- ii) The officers whose cases of disciplinary action are pending in a Court of Law.
- iii) In case the integrity of the officer is doubtful and adverse remarks against him have been conveyed. A copy of decision taken in such cases may also be enclosed.
- iv) Such cases where the ACRs have been down graded/up graded.
- v) Border line cases.

2. As explained above, the matter referred to the General Administration Department by the Administrative Department is to be placed before the officers committee for its consideration and decision.

3. The officers committee, after due deliberations, reviews all the cases and advises the Administrative Department to expedite the matter, if disciplinary action in a particular case is pending and then re-submit the case for its decision.

4. Now, the matter has been further examined and it has been decided that in future, if the case of disciplinary proceedings against an officer has been disposed, no disciplinary action /Vigilance enquiry is pending against the officer, he also does not fall in the above five categories and the Class-I or II officer is eligible for being retained in government service, the officer may be allowed extension in service beyond the age of 50/55 year by the Administrative Department at their own level after obtaining the order of Minister-Incharge. The Administrative Department concerned need not refer such cases to the Officers' Committee. The AD in future will only send the formal information in this regard to the General Administration Department.

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

Yours faithfully,

Surinder Kaur Jain
Under Secretary General Administration,
for Chief Secretary to Government Haryana

INTERNAL CIRCULATION

State Informatics Officer, NIC, Haryana for hosting on the CS website and sending by e-mail to recipients.

No. 32/179/89-4GSI

From

The Chief Secretary to Government, Haryana.

To

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

Dated, Chandigarh the 21-2-90.

Subject :—Age of compulsory retirement—change of policy reg.

Sir,

I am directed to refer to the restrictions issued by the State Government vide letter No. 32/10/89-GSI, dated the 9th January 1989 on the subject noted above, wherein it has been laid down that the cases of Class-II officers having 50/70 percent or more good or better reports and where there are no adverse remarks about integrity and no disciplinary/court proceedings reflecting on integrity are pending will be decided by the Administrative Departments at their own level for retention in service beyond the age of 50/55 years age, after obtaining the orders of the Minister-in-charge.

2. The matter has been further examined and it has been decided that in future, the cases of such Class-II officers who are not eligible for retention in service beyond the age of 50/55 years on the basis of record will also be decided at the level of administrative Department and decision will be taken under the orders of the Minister-in-charge. All other cases of Class-II officers which fall in four categories mentioned below will continue to be dealt with as per the present practice :—

1. Border-line cases,
2. Where integrity has been doubted.
3. Where disciplinary proceedings are pending.
4. Where down grading/up-grading of ACRs is involved.
3. These instructions may be brought to the notice of all concerned for information and necessary action.

Yours faithfully,

Sd/-

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

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The Minister-in-charge will be the recording authority in respect of Secretaries to Government.

(iii) The Minister-in-charge will be the accepting authority in regard to Additional Haryana Government letter No. 6148-3S-72, dated 30th August, 1972. Secretaries, Joint Secretaries, Deputy Secretaries and Heads of Departments. The Minister-in-charge will also be the accepting authority in respect of those Under Secretaries who submit their cases direct to the Secretary of the Department concerned without routing them through any Joint/Deputy Secretary. In the case of other officers, the Minister-in-charge would normally be neither a recording nor an accepting authority. He would be competent however, in any particular case, if he so chooses, to send for the personal file of an officer and record such remarks therein as he considers should be made on the basis of his personal knowledge.

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

(v) Notwithstanding anything contained in the instructions hitherto issued in respect of Annual Confidential Reports, the Chief Minister, being in charge of General Administration, shall have and shall always be deemed to have had, an inherent right to send for the file of an officer of any department and record such remarks therein as he may deem fit on the basis of his personal knowledge.

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

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

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

7. **Minimum period for which a Reporting Officer should have seen the work of a Subordinate before Recording Remarks on him.**—No reporting officer should record his remarks in the confidential report of an officer under him unless he has seen his work and conduct for at least three months during the financial year.

Explanatory Note.—The period of three months referred to in this paragraph means the period for which the reporting authority has actually seen the work of the officer/official reported on. Besides regular leave (as distinct from casual leave which is treated as duty) the period of suspension when a Government employee does not discharge any duties is not to be counted in calculating this period. Similarly the period, if any, during which the reporting authority is on leave or under suspension is not to be counted.

8. **Recording of Remarks on the occasion of Relinquishment or Handing over of Charge by the Reporting Authority or by the Subordinate concerned.**—(i) If an officer (a) relinquishes the charge of his post during a reporting year on account of his transfer or retirement or (b) one of his subordinates is transferred or retires during the reporting year, such officer may record remarks in the confidential files of the officer(s) subordinate to him in respect of the relevant period of the reporting year provided he has not recorded such remarks previously in respect of the same reporting year. Such remarks should be recorded by the retiring officer before the date of his retirement and by other officers as early as possible and in any case before the end of the reporting year concerned.

(ii) If there is a change of portfolios, a Minister or Deputy Minister or Chief Parliamentary Secretary also may, if he had not done so previously in respect of the same reporting year, record remarks on the confidential files of officers subordinate to him. Such remarks should be recorded as early as possible after relinquishing charge of his previous portfolio(s) and in any case before the end of the reporting year concerned.

No. 32/179/89-4GSI

From

The Chief Secretary to Government, Haryana.

To

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

Dated, Chandigarh the 21-2-90.

Subject :—Age of compulsory retirement—change of policy reg.

Sir,

I am directed to refer to the restrictions issued by the State Government vide letter No. 32/10/89-GSI, dated the 9th January 1989 on the subject noted above, wherein it has been laid down that the cases of Class-II officers having 50/70 percent or more good or better reports and where there are no adverse remarks about integrity and no disciplinary/court proceedings reflecting on integrity are pending will be decided by the Administrative Departments at their own level for retention in service beyond the age of 50/55 years age, after obtaining the orders of the Minister-in-charge.

2. The matter has been further examined and it has been decided that in future, the cases of such Class-II officers who are not eligible for retention in service beyond the age of 50/55 years on the basis of record will also be decided at the level of administrative Department and decision will be taken under the orders of the Minister-in-charge. All other cases of Class-II officers which fall in four categories mentioned below will continue to be dealt with as per the present practice :—

1. Border-line cases,
2. Where integrity has been doubted.
3. Where disciplinary proceedings are pending.
4. Where down grading/up-grading of ACRs is involved
3. These instructions may be brought to the notice of all concerned for information and necessary action.

Yours faithfully,

Sd/-

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

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- 18 -

(Signature)

(Print) in 1972

The Minister-in-charge will be the recording authority in respect of Secretaries to Government.

(iii) The Minister-in-charge will be the accepting authority in regard to Additional Secretaries, Joint Secretaries, Deputy Secretaries and Heads of Departments. The Minister-in-charge will also be the accepting authority in respect of those Under Secretaries who submit their cases direct to the Secretary of the Department concerned without routing them through any Joint/Deputy Secretary. In the case of other officers, the Minister-in-charge would normally be neither a recording nor an accepting authority. He would be competent however, in any particular case, if he so chooses, to send for the personal file of an officer and record such remarks therein as he considers should be made on the basis of his personal knowledge.

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

(v) Notwithstanding anything contained in the instructions hitherto issued in respect of Annual Confidential Reports, the Chief Minister, being in charge of General Administration, shall have and shall always be deemed to have had, an inherent right to send for the file of an officer of any department and record such remarks therein as he may deem fit on the basis of his personal knowledge.

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

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

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

7. Minimum period for which a Reporting Officer should have seen the work of a Subordinate before Recording Remarks on him.—No reporting officer should record his remarks in the confidential report of an officer under him unless he has seen his work and conduct for at least three months during the financial year.

Explanatory Note.—The period of three months referred to in this paragraph means the period for which the reporting authority has actually seen the work of the officer/official reported on. Besides regular leave (as distinct from casual leave which is treated as duty) the period of suspension when a Government employee does not discharge any duties is not to be counted in calculating this period. Similarly the period, if any, during which the reporting authority is on leave or under suspension is not to be counted.

8. Recording of Remarks on the occasion of Relinquishment or Handing over of Charge by the Reporting Authority or by the Subordinate concerned.—(i) If an officer (a) relinquishes the charge of his post during a reporting year on account of his transfer or retirement or (b) one of his subordinates is transferred or retires during the reporting year, such officer may record remarks in the confidential files of the officer(s) subordinate to him in respect of the relevant period of the reporting year provided he has not recorded such remarks previously in respect of the same reporting year. Such remarks should be recorded by the retiring officer before the date of his retirement and by other officers as early as possible and in any case before the end of the reporting year concerned.

(ii) If there is a change of portfolios, a Minister or Deputy Minister or Chief Parliamentary Secretary also may, if he had not done so previously in respect of the same reporting year, record remarks on the confidential files of officers subordinate to him. Such remarks should be recorded as early as possible after relinquishing charge of his previous portfolio(s) and in any case before the end of the reporting year concerned.

सभी विभागाध्यक्षों द्वारा मेनटेन की जाने वाली सूची/सारणी

क्रम संख्या	कर्मचारी का नाम जन्म तिथि	50 वर्ष की आयु प्राप्त करने की तिथि	50 वर्ष की आयु प्राप्त करने से पूर्व 6 मास की तिथि जब केस सरकार को भेजा जाना है	55 वर्ष की आयु प्राप्त करने की तिथि	55 वर्ष की आयु प्राप्त करने से पूर्व 6 मास की तिथि जब केस सरकार को भेजा जाना है
	सर्व श्री/श्रीमति				
1.	डा० राजवंती मान, उप निदेशक अभिलेख 5.12.1960 गुप-ए	5.12.2010	5.6.2010	5.12.2015	5.6.2015
2.	चन्द्रभान, बाईण्डर 5.12.1962 गुप-सी	-	-	12.5.17	12.5.2016
3.	बलदेव सिंह, सहायक निदेशक 18.6.1964	-	-	18.6.2019	18.12.2018
4.	धर्मपाल शर्मा, बाईण्डर 4.11.1964	-	-	4.11.19	4.5.2019
5.	स्वीटी गुप्ता, सहायक 27.1.1965	-	-	27.1.2020	27.7.2019

6.	मोहन लाल, सहायक 9.7.1966	-	-	9.7.2021	1.1.2020
7.	रणवीर सिंह मान, सहायक अधिलेखपाल 12.4.1969	-	-	12.4.2024	12.10.2023
8.	अजीत कुमार, माइक्रोफोटोग्राफिस्ट 1.4.1972	-	-	31.3.2027	31.10.2026

राष्ट्रीय विभागध्यक्षों द्वारा मेनटेन की जाने वाली सूची / सारणी

क्र. संख्या	कर्मचारी का नाम जन्म तिथि	50 वर्ष की आयु प्राप्त करने की तिथि	50 वर्ष की आयु प्राप्त करने से पूर्व 6 मास की तिथि जब कोस सरकार को अवश्य भेजा जाना है ।	55 वर्ष की आयु प्राप्त करने की तिथि	55 वर्ष की आयु प्राप्त करने से जब कोस सरकार को अवश्य भेजा जाना है ।
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सर्वश्री श्रीमति

1. डा० राजवन्तीमान

उप निदेशिका

मिलिनेश

05-12-1960
(अपुन्य-र)

5-12-2010

5-6-2010

5-12-2015

5-6-2015

2. लक्ष्मण, बाई

15-12-1962

कुप-सी,

12-5-2016

12-5-2016

3. बलदेव सिंह सहानिदे

18-6-1964

18-6-2019

18-12-2018

4. धर्मपाल झा, अर्जुन

04-11-1964

4-11-19

04-5-2019

5. रवीश गुप्ता, सहायक

27-1-1965

27-1-2020

27-7-2019

6. मोहन लाल, सहायक

01-7-1966

09-7-2021

01-1-2020

7. रमलीर सिंह झा, सहायक

मिलिनेश

12-4-1969

12-4-2024

12-4-2023

8. अजीत कुमार, मई कोमाटी

मिलिनेश

01-4-1972

31-3-2027

31-10-2026