

From

The Additional Chief Secretary to Govt. Haryana  
Finance Department

To

1. All the Administrative Secretaries to Govt. Haryana.
2. All Head of Departments in Haryana.
3. All the Commissioners of Divisions, Ambala, Karnal, Faridabad, Gurugram, Hisar and Rohtak.
4. The Registrar General, Punjab and Haryana High Court Chandigarh.
5. All Deputy Commissioner and Sub Divisional Officers (Civil) in Haryana.

Memo No.04/25/2016-4FR/5400

Dated : 24.03.2026

**Subject :** Guidelines to issue new place of posting orders while issuing promotion orders to avoid treatment of compulsory waiting period.

Reference on the subject noted above.

2. In this regard, following provisions provided in sub-rule 10 of Rule 8 of HCS (General) Rules, 2016 are brought to your notice:-

*"compulsory waiting period" means the period of compulsory waiting spent by a Government employee for getting posting orders on return from foreign service, deputation, training, leave and for any other reasons for which Government employee is not accountable. This period shall be treated as duty when sanctioned by the competent authority;*

*Note 1.— Administrative Department and Head of Department are competent to sanction compulsory waiting period as duty upto forty two days and thirty days respectively;*

*Note 2.— Where compulsory waiting period exceeds six weeks, the junior-most shall be reverted to accommodate senior;*

3. Administrative Departments are sending employees' cases to the Finance Department for treating waiting period beyond 42 days (i.e. between the period of promotion orders and new posting orders) as compulsory waiting period under Rule, referred above.

4. Finance Department observed that ADs/HoDs used to issue promotion orders of its employees on routine basis without mentioning the new place of posting in promotion orders. The promoted employees submit their joining report at Head Quarter or at the present place of posting, while residing at home, he/she waits for his/her new place of posting orders. Thereafter, ADs/HoDs used to issue new place of posting orders separately after long period upto 90-100 days resulting the promoted employees gets full salary and allowances without being on active duty for long period.

*Asst*  
21/2/26

Office working also suffers due to late posting orders and joining on new place of posting by the employee.

5. To curb the situation described overleaf, it has been decided that henceforth the competent authority shall mandatorily mention the new place of posting orders in the original promotion orders of the employees itself so that question of compulsory waiting period may not arise in future.

6. These instructions shall be applicable from the date of issuance of this order.

7. These instructions may be brought to the notice of all competent authorities for strict compliance.

8. This issues with the approval of Hon'ble Chief Minister.

9. Copy of this order is available on the official website of the Finance Department i.e. finhry.gov.in.

*Nain Singh*  
24/3/26

**Nain Singh**

**Chief Accounts Officer**

for Additional Chief Secretary to Govt. Haryana,  
Finance Department

24/03/26

Endst. No.04/25/2016-4FR/5400

Dated: 24.03.2026

A copy is forwarded to the Chief Secretary to Government Haryana (all Establishment Branches, Human Resources Departments) for information and necessary action.

*Nain Singh*  
24/3/26

**Nain Singh**

**Chief Accounts Officer**

for Additional Chief Secretary to Govt. Haryana,  
Finance Department

24/03/26

To

The Chief Secretary to Government Haryana  
(all Establishment Branches, Human Resources Departments).

U.O. No.04/25/2016-4FR/5400

Dated: 24.03.2026

Endst. No.04/25/2016-4FR/5400

Dated: 24.03.2026

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

1. The Principal Accountant General (A&E), Haryana, Chandigarh.
2. The Principal Accountant General (Audit), Haryana, Chandigarh.
3. The Incharge, Computer Cell (Finance Department) for uploading these instructions on the website of the Finance Department.

*Nain Singh*  
24/3/26

**Nain Singh**

**Chief Accounts Officer**

for Additional Chief Secretary to Govt. Haryana,  
Finance Department

24/03/26