



GOVERNMENT OF HARYANA

COMPENDIUM OF INSTRUCTIONS

(VOLUME – II)

RECRUITMENT

CHIEF SECRETARY, GOVERNMENT OF HARYANA

June -- 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 second volume in this series and relates to "Recruitment".

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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129.	2822 - 1 जी.एस. - 1 - 76 / 14794 10 जून, 1976	हरियाणा लोक सेवा आयोग के कार्य को नियन्त्रण करने वाले विनियमों तथा अनुदेशों से सम्बन्धित बुकलैट के भाग 4 के पैरा 2 तथा अपैडिक्स - 1 में संशोधन ।	177—178
130.	4770 - 5 जी.एस. 1 - 76 / 21278, 13 अगस्त, 1976.	ए - क्लास के कार्यालयों तथा अन्य कार्यालयों में लिपिक, स्टैनोटाईपिस्ट तथा आशुलिपिक के पदों के लिए समान योग्यताये निर्धारित करना ।	179—182
131.	No. 18011/1/(S)-75-Estt. (B), 19th October, 1976	Verification of character and antecedents of candidates selected for appointment to civil posts under the Government of India-criteria to be observed in determining the suitability.	183
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CHAPTER – III

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I

AGE FOR SERVICE

क्रमांक 6476 - 5 जी.एस.।-71/33370

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

(1) हरियाणा के सभी विभागाध्यक्ष, आयुक्त अम्बाला मण्डल,
सभी उपायुक्त और उप मण्डल अधिकारी ।

(2) रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय और
हरियाणा के सभी जिला एवं सत्र न्यायाधीश ।

दिनांक, चण्डीगढ़, 25 नवम्बर, 1971

विषय :- **विवाहित महिलाओं के कुछ वर्गों के लिए सरकारी सेवा में प्रवेश के लिए निर्धारित आयु-सीमा में छूट ।**
महोदय,

मुझे निदेश हुआ है कि मैं आपका ध्यान उपर्युक्त विषय पर संयुक्त पंजाब सरकार के पत्र संख्या क्रमांक 150003-जी-55/75504, दिनांक 23-11-1955 के अनुदेशों की ओर दिलाऊँ और कहूँ कि सरकार ने राज्य रोजगार समिति की सिफारिशों के परिणामस्वरूप निम्नलिखित वर्गों की स्त्रियों के सरकारी सेवा में प्रवेश के लिए निर्धारित आयु सीमा की नीति पर आगे विचार किया है:

- (1) विधवाएं,
- (2) पतियों से कानूनी तौर पर अलग हुई महिलाएं,
- (3) तलाक़ शुदा महिलाएं, और
- (4) पतियों द्वारा छोड़ी हुई महिलाएं ।

इस बात को ध्यान में रखते हुए कि ऐसी महिलाओं का जीवन आमतौर पर कष्टमय होता है, सरकार ने यह निर्णय किया है कि ऐसी महिलाओं के लिए सरकारी सेवा में प्रवेश के लिए अधिकतम आयु सीमा 45 वर्ष कर दी जाए ताकि वे सामाजिक तथा आर्थिक तौर पर आराम से जीवन बिता सकें ।

2. यह भी स्पष्ट किया जाता है कि जो महिला उपर्युक्त वर्ग (4) के अन्तर्गत आती हो उसे अपने आवेदन-पत्र के साथ इस बात का शपथ-पत्र भी संलग्न करना होगा कि वह अपने पति द्वारा छोड़ी हुई है और वह दो वर्षों से अधिक समय से अलग रह रही है तथा इस शपथ-पत्र पर दो प्रतिष्ठित व्यक्तियों जैसे विधान सभा, स्थानीय निकायों, पंचायतों के सदस्य अथवा वकील हो, के प्रतिहस्ताक्षर होने चाहिए । तथापि यदि किसी महिला ने पुनर्विवाह कर लिया हो तो वह आयु के मामले में उपर्युक्त रियायत की पात्र नहीं होगी ।

3. कृपया इस पत्र की पावती भेजिए ।

भवदीय,

हस्ता / -

उप सचिव, राजनैतिक एवं सेवाएं,

कृते : मुख्य सचिव, हरियाणा सरकार ।

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

1. वित्तायुक्त राजस्व, तथा
2. सभी प्रशासनिक सचिव, हरियाणा सरकार ।

No. 3/1/88-1GSIII

From

The Chief Secretary to Government, Haryana.

To

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

Dated Chandigarh, the 14th January, 1988.

Subject :— Relaxation in age limit to adhoc employees for competing for selection by the S.S.S. Board.

Sir,

I am directed to refer to the subject noted above and to say that the question of giving relaxation in age limit to the adhoc employees for appointment to Government service on regular basis has been considered in the context that some of them have become overage for entry into government service while working on adhoc basis. The Government have decided that all those adhoc employees who were within the prescribed age limit for entry into Government service at the time of appointment to service on adhoc basis will be entitled to compete with other candidates selection by the S.S.S. Board. This relaxation in age is to be given only to those adhoc employees, who are presently in government service subject to further condition that initial recruitment on adhoc basis was made through the Employment Exchange. The adhoc employees presently in government service will be given relaxation in age to the extent that they would get one opportunity for competing for selection by the S.S.S. Board.

2. The Government have also decided that where posts have already been advertised and applications invited by the Board, the Board should invite applications from such adhoc employees who were not eligible to apply earlier because of age limit.
3. 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.

Sd/-

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

A copy is forwarded to :

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

Sd/-

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

To

1. All Financial Commissioners, Haryana.
2. All the Administrative Secretaries to Govt., Haryana.

U.O. No. 3/1/88-IGSIII,

dated Chandigarh, the 14th Jan., 1988.

No. 3/11/88-IGSIII

From

The Chief Secretary to Government Haryana.

To

1. All Heads of Departments.
2. Commissioners, Ambala & Hisar Divisions.
3. All the Deputy Commissioners in the State.
4. All the S.D. Os. (Civil) in the State.
5. Registrar, Punjab and Haryana High Court.
6. All the District and Session Judges in the State.

Dated Chandigarh, the 15th June, 1988.

Subject :— Employment of the blind persons-Relaxation of Rules/instructions.

Sir,

I am directed to invite your attention to the above noted subject and to say that the matter regarding providing employment to the blind persons in State Services has been under consideration of Government. After due consideration it has been decided that for a period of two years from the date of issue, the upper age limit for blind persons for entering into Government service will be 45 years.

This 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 Govt., Haryana.

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 Govt., Haryana.

To

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

U.O. No. 3/11/88-IGSIII,

dated Chandigarh, the 15th June, 1988.

No. 3/1/88-IGS-III

From

The Chief Secretary to Govt.. Haryana.

To

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

Dated Chandigarh, the 24th June, 1988.

Subject :— Relaxation in age limit to adhoc employees for competing for selection by Haryana Public Services Commission.

Sir,

I am directed to refer to the subject noted above and to say that the question of giving relaxation in age limit to the class-II adhoc employees for appointment to Government service on regular basis has been considered by Govt. in the context that some of them have become overage for entry into Government service while working on adhoc basis. The Government have decided that all those Class II adhoc employees who were within the prescribed age limit for entry into Government service at the time of appointment to service on adhoc basis may be granted relaxation in the age to the extent that they would get one opportunity for competing for selections by the Haryana Public Service Commission. This relaxation in age is to be given only to those adhoc Class-II employees who are presently in the Government service and their initial recruitment on adhoc Class-II employees who are presently in the Government service and their initial recruitment on adhoc basis was made through the Employment Exchanges, provided further that these employees were not working on a substantive Class-III posts at the time of their adhoc appointment in Class-II.

2. The Government have also decided that where posts have already been advertised and the applications invited by the H.P.S.C., the H.P.S.C. should circulate the vacancies to the department and invite application from such adhoc employees who were not eligible to apply earlier because of age limit. This concession would be available only for one year from the date of issue of this letter.

3. 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 Govt., Haryana.

Age for Service

Endst No. 3/1/88-IGS III

Dated Chandigarh, the 24th June, 1988.

A copy is forwarded to Secretary, H.P.S.C. for information and necessary action.

Sd/-

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

A copy is forwarded to :—

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

Sd/-

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

To

1. All Financial Commissioners, Haryana and
2. All Administrative Secretaries to Govt., Haryana.

U.O. No. 3/1/88-IGS III

Dated Chandigarh, the 24th June, 1988.

No. 3/1/88-IGSIII

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Departments in Haryana, Commissioners, Ambala and Hissar Divisions, All Deputy Commissioners and S.D.Os. (Civil) in Haryana.
2. The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated Chandigarh, the 27-7-88

Subject :— Relaxation in age limit to adhoc employees for competing for Selection by S.S.S. Board.

Sir,

I am directed to refer to the instructions bearing No. 3/1/88-IGSIII dated 14-1-1988 on the above noted subject and to say that question of giving relaxation in age limit to adhoc employees has further been considered in the context that in some cases final recommendation have been sent by S.S.S. Board even before an adhoc employee had opportunity to avail the chance to compete. After due consideration it has further been decided that those adhoc employees may also be allowed one chance to complete for selection by the S.S.S. Board even if they are no longer in service but become over age during the period of adhoc service.

It is requested that necessary action may be taken in accordance with these instruction.

Yours faithfully,

Sd/-

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

A copy is forwarded :—

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

Sd/-

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

To

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

U.O.No. 3/1/88-IGSIII

dated Chandigarh, the 27-7-88

No. 3/1/90-IGSIII

From

The Chief Secretary to Government, Haryana.

To

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

Dated Chandigarh, the 5th Sept., 1990.

Subject :— Raising of upper age limit for entry into Government Service.

Sir,

I am directed to refer to Haryana Government letter to No. 8(5)-IGSIII/79, dated the 7th December, 1979 on the subject noted above and to say that for the purpose of making recruitment of to various Services under the State Government, the general upper age limit prescribed at present under Rule 3.6 of Punjab Civil Services Rules, Vol. 1, part-I, is 30 years. The matter regarding raise in the upper age limit has been under consideration of Government for some time. In order to mitigate the hardship of educated unemployed youths it has been decided that the existing general upper age limit for entry into service under the State Government shall, notwithstanding any provision to the contrary that may be contained in respective rules, be raised to 35 years subject to the following conditions—

- (a) The existing instructions in regard to the relaxation of 5 years in the upper age limit in respect of Scheduled Castes, Scheduled Tribes and Backward Class for appointment to gazetted as well as non-gazetted service or posts will continue to be in force.
 - (b) The relaxation in upper age limit for recruitment in respect of ex-servicemen as contained in Haryana Government Circular letter No. 4710-5GS-70/1898, dated the 15th July, 1970, will continue as heretofore. In other wards, the candidates of this category may be recruited upto the age of 35 years plus continuous military service added by three years, and
 - (c) If in certain service rule the upper age limit higher than 35 years is permissible on account of special grounds or in certain circumstances these provisions shall continue to remain in force.
3. It is requested that these instructions may be noted carefully for immediate compliance and amendment in the relevant service rules, wherever considered necessary, should also be made in accordance with the circumstances/conditions pertaining in each service under your control.
 4. The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-

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

Compendium of Instructions on Recruitment—Vol. II

A copy is forwarded for similar action to All Financial Commissioners/Commissioners and Administrative Secretaries to Govt., Haryana.

Sd/-

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

To

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

U.O. No. 3/1/90-IGSIII, dated, Chandigarh, the 5th Sept., 1990.

A copy is forwarded to the Financial/Commissioner and Secretary, to Government, Haryana, Finance Department.

2. It is requested that the necessary steps may be taken to amend the rules 3.6 of Punjab Civil Services Rules, Vol. 1, Part-I, in accordance with the above decision.

Sd/-

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

To

The Financial Commissioner and Secretary to Govt., Haryana, Finance Department.

U.O. No. 3/1/90-IGSIII, dated, Chandigarh, the 5th Sept., 1990.

No. 23/6/97-2GS III

From

The Chief Secretary to Govt., Haryana.

To

1. All Heads of Departments, Commissioners Ambala, Hisar, Gurgaon and Rohtak Divisions, All Deputy Commissioners, and Sub Divisional Officers (Civil) in Haryana State.
2. Registrar
Punjab & Haryana High Court, Chandigarh..
Dated Chandigarh, the 6-10-98

Subject : — Economy-in-expenditure- Absorption of surplus staff of autonomous Bodies of Haryana State.

Sir,

I am directed to invite your attention to Haryana Govt., circular No. 23/10/88-2GSIII, dated 16/19th December, 1988 on the subject noted above and to say that matter relating to formulating a policy for surplus staff of Boards/Corporations/Autonomous Bodies has been under consideration of the Government for sometime past and after careful consideration the Government has taken the following decision :—

1. “The present policy of December, 1988 for surplus employees shall continue.
 2. Those surplus employees of Boards/Corporations who have already been appointed/ absorbed in some Government Departments, as a special case, shall not be entitled to the benefit of their past service (except for the purposes of pay protection and they shall be treated as fresh entrants in Government service.”
2. These instructions should be brought to the notice of all concerned working under you for information and necessary action.

Yours faithfully,

Sd/-

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

A copy each is forwarded to :—

1. All the Financial Commissioners to Govt., Haryana.
2. All the Administrative Secretaries to Govt., Haryana for information and necessary action.

Sd/-

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

To

1. All the Financial Commissioners to Govt., Haryana.
2. All the Administrative Secretaries to Govt., Haryana.

U.O. No. 23/6/97-2GIII

dated Chandigarh, the 6-10-98.

No 4/3/98-1GSIII

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Departments Commissioners Ambala, Hisar, Gurgaon and Rohtak Divisions,
All Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana State.
2. Registrar,
Punjab and Haryana High Court, Chandigarh and All District & Sessions Judges in Haryana.

Dated Chandigarh, the 12-1-1999.

Subject :— Absorption of surplus staff (appointment to the post of Safai Karamcharies) by Local Govt. Department.

Sir,

I am directed to invite your attention on the subject noted above and to say that Municipal employees including Safai Karamcharies had gone on strike in December, 1996. In order to ensure cleanliness in the Municipal areas, the Municipal Councils/Committees/Municipal Corporation, Faridabad recruited Safai Karamcharies through various recruiting channels, In March, 1997, on reaching amicable settlement between the Govt. and the Union leaders of Municipal employees, the strike come to an end and the employees who went on strike were also taken back in service. As a result about 2060 Safai Karamcharies have become surplus in the Municipal Councils/Committees and Municipal Corporations, Faridabad. In order to adjust the surplus Safai Karamcharies. The Financial Commissioner and Secretary to Govt. Haryana, Local Govt. Department, has set up a surplus pool in the Local Govt. Department. It has been decided that if any appointment to the post of Safai Karamcharies is recruited to be made, it should be made after taking persons from this Surplus pool or after obtaining a non availability certificate from the Financial Commissioner and Secretary to Govt., Haryana in Local Govt. Department in New Haryana Civil Secretariat, Chandigarh.

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

Yours faithfully,

Sd/-

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

Age for Service

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

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

To

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

To

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

U.O. No. 13/4/94-SII,

Dated Chandigarh, the 18th October, 1995.

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

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

U.O. No. 13/4/94-SII,

dated, Chandigarh, the 18th October, 1995.

No. 23/6/97-2GSIII

From

The Chief Secretary to Govt., Haryana.

To

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

Dated Chandigarh the 17th June, 1999.

Subject :— Economy in expenditure absorption of surplus staff of Autonomous Bodies of Haryana State.

Sir,

I am directed to refer to the subject noted above and to say that the matter regarding absorption of surplus employees of the following Boards/Corporations in the Haryana State has under consideration of the Government for some time. The following tentative list of Surplus employees has been compiled :—

Sr. No.	Name of the Board/Corporation	Total employees
1.	Haryana State Minor Irrigation & Tubewells Corporation Ltd. (HSMITC).	682
2.	Haryana State Small Scale Industries & Export Corporation Ltd. (HSSI&EC).	91
3.	Haryana State Handloom & Handicrafts Corporation.	28
4.	Haryana Slum Clearance Board	4
5.	CONFED	311
Total		1116

2. The details of these surplus employees (category-wise) from the above institutions is enclosed.

3. With a view to absorb such surplus employees, Govt. has decided to create a Surplus Staff cell under the Chief Secretary to Govt. Haryana (in General Services-III Br.). Efforts will be made to absorb the maximum number of surplus employees through it and it will not be mandatory for the Govt. to absorb all the employees in question.

4. For this purpose, every proposal shall have to be brought before the Council of Ministers by the General Administration Department (in General Services-III Br.)

5. For the purpose of absorption of the surplus staff the Govt. have decided the following course of action :—

- (i) Whenever there is any vacancy in the Deptt., the Deptt. would be required to verify as to whether the post or identical post is available with the surplus staff cell, a list of which is attached alongwith this letter.

- (ii) Thereafter, the Deptt. through Administrative Deptt. would make a specific request to the General Admn. Department for the filling up of the said posts.
- (iii) Thereafter, the General Administration Deptt. would give its clearance to the availability of the post. In case the post is not available then a non availability certificate will be issued to the Administrative Deptt. by the General Administration Department.
- (iv) In case availability of the post in the surplus cell and clearance having been given to the Deptt., the Deptt. through Administrative Deptt. would take up the matter for taking the post in question out of the purview of the HSSC/HPSC.
- (v) After the post in question has been taken out of the purview of the Commission/HPSC, the matter will again be referred by the Deptt. through Administrative Deptt. to the Chief Secretary (in General Services-III Br.) for further necessary action.
- (vi) General Administration Deptt. (in General Services-III Br.) would examine the matters, prepare a memorandum for getting approval of the Council of Ministers for filling posts in question and also for the relaxation in the instructions regarding ban on the recruitment imposed by the Govt. from time to time.
- (vii) After the approval of the Council of Ministers, the concurrence will be conveyed to the Deptt. concerned for issuing the appointment letter. The Deptt. would issue the appointment letter after thoroughly verifying required educational qualifications/experience for the recruitment.
- (viii) Instructions dated 16/19-12-88 and 6-10-98 will remain in force in other related matters of surplus employees.

It is, therefore, requested that the action may please be taken as per procedure laid down above.

These instructions should be brought to the notice of all concerned working under you for information and necessary action.

Yours faithfully,

Sd/-

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

A copy each is forwarded to :—

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

Sd/-

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

To

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

U.O.No.23/6/97-2GSIII,

Dated, Chandigarh, 17th June, 1999.

Category-wise list of surplus staff of Haryana State Minor Irrigation & Tubewells Corporation Ltd. (HSMITC) as on 31-3-99

Sr. No.	Category	No. of surplus staff
1.	Assistant Revenue Clerk	5
2.	Clerks	12
3.	Peons	65
4.	Chargeman	12
5.	Turner	5
6.	Moulder	12
7.	Cazer	4
8.	Electrician	10
9.	Dak Runner	17
10.	Beldar	204
11.	T. Mate	182
12.	T/Well Operator	154
Total		682

Category wise list of Surplus employees of Haryana State Small Scale Industries & Export Corporation Ltd. as on 31-3-1999.

Sr. No.	Category	No. of surplus staff
1.	Manager	1
2.	Field Officer	3
3.	Fore man-cum-Instructor	1
4.	D.P.O	1
5.	Assistant Engineer	1
6.	Designer-cum-Moulder	1
7.	Technical Assistant	1
8.	Deputy Manager	1
9.	Assistant Foreman	3
10.	Chemist	1
11.	Press Operator	1
12.	Machinist-cum-Fitter	2
13.	Welder	1
14.	Electrician	2
15.	Technician	1
16.	Supervisor	2
17.	Foreman	2
18.	Die Fitter	2
19.	Sr. Draftsman	1

Age for Service

20.	Machineman	2
21.	Master (Potter)	1
21.	Instructor	1
23.	Instructor-cum-Fireman	1
24.	Assistant Press Operator	3
25.	Semi Skilled Worker	3
26.	Helper Artisan	1
27.	Kilo Attendant-cum-Sorter	1
28.	Machine Operator	4
29.	Sales Assistant	9
30.	Sales Girl	1
31.	Caner	1
32.	Storemate	1
33.	Water-carrier	1
34.	Peon	21
35.	Packer	2
36.	P.C.C.	1
37.	Helper	11
Total		91

Category-wise list of surplus employees of Haryana State Handloom and Handicrafts Corporation as on 31-3-99

Sr. No.	Category	No. of Surplus staff
1.	Clerk	2
2.	Designer	1
3.	Assistant Development Officer	1
4.	Expert Weaver	1
5.	Jr. Weaving Supervisor	2
6.	Jacquard Mechanic	1
7.	Dueing Instructor	1
8.	Asstt. Technician	1
9.	Accounts Assistant	3
10.	Dyer-cum-Printer	1
11.	Sales Assistant	3
12.	Peon	7
13.	Mali	1
14.	Sweeper	2
15.	Driver	1
Total		28

Category-Wise list or surplus employees of Haryana Slum Clearance Board as on 31-3-1999.

Sr. No.	Category	No. of surplus staff
1.	Clerk	2
2.	Peon	2
Total		4

Category-wise list of surplus employees of CONFED as on 31-3-1999

Sr. No.	Category	No. of surplus staff
1.	General Manager	4
2.	Accountant 'B'	6
3.	Pharmacist	1
4.	Salesman	295
5.	Technical hand	5
Total		311

No. 3/3/99-1 GSIII

From

The Chief Secretary to Government, Haryana.

To

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

Dated Chandigarh, the 22nd September, 1999.

Subject :— Raising of age for entry into Government Service.

Sir,

I am directed to refer to Haryana Government Letter No. 3/1/90-1 GSIII, dated 5-9-90 on the subject noted above and to say that for the purpose of making recruitment to various services under the State Government, the general upper age limit prescribed at present under rule 3.6 of Punjab Civil Services Rules, Vol. 1, Part-I, is 35 years. The matter regarding raise in the upper age limit has been under consideration of Government for some time. In order to mitigate the hardship of educated unemployed youths, it has been decided that the existing general upper age limit for entry into service under the State Government shall, notwithstanding any provision to the contrary that may be contained in respective rules, be raised to 40 years subject to the following conditions :--

- (a) The existing instructions in regard to the relaxation of 5 years in the upper age limit in respect of Scheduled Castes, Scheduled Tribes and Backward Classes for appointment to gazetted as well as non-gazetted services or posts will continue to be in force,
 - (b) The relaxation in upper age limit for recruitment in respect of ex-servicemen as contained in Haryana Government Circular letter No. 4710-5GS-70/18998, dated the 15th July, 1970, will continue as heretofore. In other words, the candidates of this Category may be recruited upto the age of 40 years plus continuous military service added by three years, and
 - (c) If in certain service rules, the upper age limit higher than 40 years is permissible on account of special grounds or in certain circumstances those provisions shall continue to remain in force.
2. It is requested that these instructions may be noted carefully for immediate compliance and amendment in the relevant service rules, wherever considered necessary, should also be made in accordance with the circumstances/conditions pertaining in each service under your control.
 3. The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-

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

Compendium of Instructions on Recruitment—Vol. II

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

Sd/-

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

To

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

U.O. No. 3/3/99-1GS-III

Dated, Chandigarh, the 22nd Sept., 1999.

A copy is forwarded to the Financial Commissioner and Secretary to Government, Haryana,
Finance Department.

2. It is requested that the necessary steps may be taken to amend the Rule 3.6 of Punjab Civil
Services Rules Vol.-I, Part-I, in accordance with the above decision.

Sd/-

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

To

The Financial Commissioner and Secretary to Government, Haryana, Finance Department.

U.O. No. 3/3/99-1GS-III

Dated, Chandigarh, the 22nd Sept., 1999.

MOSTIMMEDIATE

No. 3/3/99-IGSIII

From

The Chief Secretary to Government, Haryana.

To

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

Dated Chandigarh, the 1-10-1999.

Subject :— Raising of age for entry into Government service.

Sir,

I am directed to refer to Haryana Government letter No. 3/3/99-1GSIII, dated 22-9-1999, on the subject noted above and to reiterate that the maximum age limit for recruitment has been raised from 35 to 40 years in the State of Haryana. As a logical corollary of this decision it is 'incumbent upon all concerned to withdraw all action relating to filling up of existing vacancies and restart the process by making an express provision of the upper age limit as now decided upon. All existing advertisements and notices and further selection process like interview etc. should therefore be cancelled and new advertisements/notices issued in their place. All the recruiting agencies/Board and Corporations must follow the latest instruction regarding age limit while making any recruitment appointments including those in which the recruitment process has already been started. Any laxity in this regard will be viewed seriously.

2. Therefore, these instructions may be noted and be followed in letter and spirit.
3. The receipt of this letter may be acknowledged.

Yours faithfully,

Sd/-

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

Compendium of Instructions on Recruitment—Vol. II

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

Sd/-

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

To

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

U.O. No. 3/3/99-1GSIII

Dated Chandigarh, the 1-10-1999.

No. 3/3/99-1 GSIII

Dated Chandigarh, the 1-10-1999.

A copy is forwarded to each or the followings :—

- (i) The Secretary, Haryana Staff Selection Commission,
Sector-8, Chandigarh.
- (ii) The Secretary, Haryana Public Service Commission,
Chandigarh.

They are requested to ensure that these instructions are followed strictly by their office.

Sd/-

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

No. 3/3/99-1 GSIII

Dated Chandigarh, the 1-10-1999.

A copy is forwarded to all Managing Directors of Haryana State Boards/Corporations and Cooperative Institutions etc. for information and necessary action.

Sd/-

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

II

RECRUITMENT

Copy of Ministry of Home Affairs Office Memorandum No. 20/102/ 47-Estt. (S), dated the 14th October, 1947 addressed to all Ministries.

Subject :— Verification of character and antecedents of candidates recruited through Employment Exchanges.

The question whether the character and antecedents of persons recruited through the Employment Exchanges should be verified before they are appointed has been examined by this Ministry, and it has been decided that the following procedure shall be observed for verification in such cases :—

- (i) In the case of Ex-servicemen and others, who have not previously served in an office of the Central Government, verification should be carried out in full, in accordance with the Home Department O.M. No. 20/58/45-Estt. (S), dated the 7th February, 1947.
- (ii) In the case of a person who was originally employed in an office of the Central Government, if the interval between the case of his discharge from his previous office and the date of his securing a new appointment is less than a year, it would be sufficient if the appointing authority before making the appointment satisfies itself by a reference to the office in which the candidate was previously employed that, (a) that office have verified his character and antecedents and (b) his conduct while in employ in that office did not render him unsuitable for employment under Government. If, however, more than a year has lapsed after the discharge of the person from his previous office, verification should be carried out in full as indicated as at (i) above.

*2. This disposes of the office memorandum from the Ministry of Agriculture No. F.7-20/47-Policy, dated the 18th September, 1947.

Copy of letter No. 2502-G-51/3389, dated the 11th June, 1951 from the Chief Secretary to Government, Punjab to all Heads of Departments etc.

Subject :— Verification of character and antecedents of persons before their first appointment to Government service.

In supersession of Punjab Government Secret endorsement No. 12201-PG-50/9395, dated the 30th October, 1950, on the subject of “Possibility of Muslims who opted finally for Pakistan joining service in the Indian Union under assumed names”, I am directed to say that the State Government have had under consideration the question of the verification of the character and antecedents of candidates for appointment in civil posts under the Punjab Government and have decided that the Policy explained below should be adopted.

2. Determination of suitability of a person for appointment to Government services :—

Every candidate for appointment to a post under the Punjab Government should, before he is appointed whether in a permanent, temporary capacity, satisfy Government that his character is such as to render him, in all respects, suitable for appointment to the service or post to which he is to be appointed. It will be the responsibility of the appointing authority to satisfy itself on this point before making an appointment. Every case has to be decided on merit but the following principles are of general application and should be, served in determining a person’s suitability for appointment :—

- (a) Persons convicted of offences involving moral turpitude or persons who have been dismissed from service by the Central or a State Government should be deemed ineligible for appointment under the Punjab Government.
- (b) While no person should be considered unfit for appointment solely because of his political opinions, care should be taken not to employ persons who are likely to be disloyal and to abuse the confidence placed in them by virtue of their appointment. Ordinarily persons who are actively engaged in subversive activities including members of any organisation the above object of which is to change the existing order of society by violent means, should be considered unfit for appointment under Government. Participation in such activities at anytime after attaining the age of 21 years and within 3 years of the date of enquiry should be considered as evidence that the person is still actively engaged in such activities, unless in the interval there is positive evidence of a change of attitude.
3. **Method of verification :—** (a) Before a person is appointed in Government Service whether against a gazetted or a non-gazetted appointment, his character and antecedents must be verified by the appointing authority through the Superintendent of Police, or the District Magistrate of the district or locality of which he is a permanent resident. If within three years of the date of enquiry he has resided for more than a year in any other district or locality, a report should also be obtained from the District Magistrate concerned. Cases of complicated nature may, if considered necessary, be referred to the Deputy Inspector-General, Criminal Investigation Department, Punjab, for the verification of the antecedents of the persons concerned.
- (b) As regards the verification of class IV Government servants it has been decided to leave the matter at the discretion of the appointing authority. The latter may either

dispense with the verification of antecedents of these persons or have them verified as in the case of other Government servants or require the persons concerned to produce a certificate of good character in the enclosed form No. 1, from a gazetted officer or a Magistrate. The appointing authority should, however, ensure that no person of an undesirable or questionable character is recruited to a class IV post (e.g. peon, etc.) in a Government office.

4. In order however, to ensure that the policy regarding disqualification of persons for purposes of entry into Government service may be uniform, all cases in which it is proposed to, debar from appointment under Government should be referred to the Administrative Department concerned. The concurrence of the Administrative Department may, however, be assumed in respect of persons coming under paragraph 2(a) above and cases of such persons should not be referred to that Department unless it is proposed to treat the person concerned as eligible for appointment.

5. **Steps to ensure that a person debarred from employment does not secure employment under the State Government** : (1) In order to obviate the necessity for making full enquiries regarding the character and antecedents of undesirable candidates whose character and antecedents have already been verified by a department office, and to prevent a disqualified person from securing employment under the State Government the department/office concerned should immediately communicate the fact to Government in the political Department giving detailed particulars of the persons concerned in the enclosed form (No.2). A list of such persons will be maintained by Government and circulated half yearly to all Heads of Departments etc. The Heads of Departments, etc. should on their part consult such list each time selections are made in their respective departments in order to preclude the possibility of any disqualified person joining service in any department.

(2) In order to safeguard against the employment under the State Government of a disqualified person all candidates should be required to fill in the enclosed form (No. 3) before their appointment.

FORM NO. 1

Character Certificate

Certified that I know Shri _____
son of Shri _____ for the last _____ years and
_____ month and that to the best of my knowledge and belief he bears a reputable
character and has good antecedents and I consider him suitable in all respects for Government
service.

2. Shri _____ is _____ related to me.
is not

Place _____ (Signature) _____

Dated the _____ Designation _____

FORM NO. 2

**Statement showing the names and particulars of persons discharged/dismissed from
Government service**

S. No.	Name, father's name, caste, religion and residence	Age and date of birth	Description	Post held under Government	Reason for discharge/ dismissal with date	Whether debarred from further employment under Government	Remark
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FORM. No. 3

**Verification form for candidates under consideration for appointment to a post under
the Punjab Government.**

I _____, a candidate for appointment to _____
hereby certify that my answers to the following questions are correct :—

(a) Have you previously been employed by the Central or a State Government.

***No**
Yes

Department or office in which previously employed	Designation of appointment	Reason for termination of appointment
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(b) Have you previously applied without success for an appointment under the Central or a State Government ?

*No
Yes

Department or office in which an appointment was sought	Designation of appointment applied for
---	--

I understand that if the above statement is false in any material respect my appointment is liable to be terminated.

Sd/- _____

Date _____

* Strike out whichever is not applicable.

Copy of letter No. 764-G-53/10895, dated Simla-2, the 20th February, 1953 from Nawab Singh, Esquire, I.C.S., Chief Secretary to Govt., Punjab addressed to All Heads of Departments, Registrar, Punjab High Court, Commissioner of Divisions, District and Sessions Judges and all Deputy Commissioners in Punjab and the Administrator, Simla.

Subject :— Relaxation of age-limit for the purpose of recruitment to services in the Punjab State.

I am directed to invite a reference to Punjab Government letter No.10403-G-52/22574, dated the 25th November, 1952, on the subject noted above, in which the maximum age limit for purposes of recruitment to services was raised from 25 years to 27 years for the period up to and including the 31st December, 1953. The question of extending this concession further has been engaging the attention of Government and it has been decided that the maximum age limit for entry into Government Service in Punjab will be 27 years till the 31st December, 1954. As heretofore this concession will be applicable to all residents whether displaced or otherwise of the Punjab State. (To the Director, Public Relation, Punjab only). You may please give wide publicity to this decision of Government.

Copy of letter No. 11224-G-52/13631, dated 3-3-1953 from the Chief Secretary to Government, Punjab to All Heads of Departments, etc., etc.

Subject :— Relaxation of age-limit for the purpose of recruitment to services in the Punjab.

I am directed to invite a reference to Punjab Government letters No.10403-G-52/22574, dated the 25th November, 1952 and No. 764-G-53/10895, dated the 20th February, 1953 on the subject noted above and to say that a question has arisen whether the concession raising the age-limit for entry into service under the Punjab Government from 25 years to 27 years is also applicable to the residents of the Delhi State. According to the instructions contained in the letters under reference, this concession is applicable to all residents, whether displaced or otherwise, of the Punjab State only. The residents of the Delhi State are however, eligible for recruitment to some services or posts in the Punjab State under the recruitment rules of these services or posts. In view of this it has been decided that if the service rules of a particular service or services allow the recruitment of the residents of the Delhi State in the Punjab State, the concession mentioned above will be applicable to such residents of the Delhi State in respect of recruitment to those services.

Copy of letter No. 4599-P-53/39464, dated 5th June, 1953 from Chief Secretary, Punjab to All Heads of Departments etc., etc.

Subject:— Absorption of the retrenched/likely to be retrenched staff of the Civil Supplies Department, Punjab.

I am directed to address you on the subject noted above and to say that consequent upon the recent decision of the Government to de-control wheat and to withdraw monopoly procurement and rationing in the Punjab, over a thousand employees of the Civil Supplies Departments are likely to be retrenched shortly and many more a little later. Such persons will include District Food Controllers, Rationing and Ward Rationing Officers of gazetted rank, Assistant Food Controllers, Enquiry Officers, Foodgrains Inspectors, Sub-Inspectors and clerical staff of non-gazetted rank. Many of these officers have several years of temporary service to their credit and the impending retrenchment is bound to cause much suffering.

2. Government have been considering ways and means to meet this situation and the decisions which they have now taken in this respect are as follows :—

- (i) These orders will apply to :—
 - (a) every person who is the temporary employee of the Civil Supplies Department and has at least 4 years continuous service to his credit in the Department;
 - (b) every retrenched employee of the Civil Supplies Department whose retrenchment took place after the 31st March, 1952, or who may be retrenched hereafter only on the ground that his services are no longer required due to lack of work.
- (ii) Fifty percent of all vacancies existing on the date of this letter or occurring thereafter in each Department shall be reserved for absorption of the staff of the Civil Supplies Department described above after existing reservations in favour of Harijan and Backward Classes etc. have been made. This will not apply to vacancies to be filled by competitive examination by the Public Service Commission.
- (iii) The age limit for purposes of recruitment shall be waived in favour of the above staff of the Civil Supplies Department for the period for which it has been in the continuous employment of that Department. In the case of employees who were retrenched in 1948, due merely to de-control and re-employed, this period of break in their service shall be condoned.

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- (iv) There will be no relaxation in qualifications for the posts in question in favour of these employees.
- (v) By virtue of these relaxations or concessions no person shall be entitled to consideration for a post, the pay or grade of which is higher than the pay or grade of the last appointment held by him in the Civil Supplies Department.
- (vi) These orders shall remain in force till the 31st May, 1955 only.

3. A list of the staff of the Civil Supplies Department and the retrenched staff eligible for appointment under these orders will be prepared by the Civil Supplies Department and circulated to all other Departments of Government. They will be responsible for seeing that no person with doubtful reputation or who had doubtful reputation is brought on this list. They will also ensure that no person whose services have been or are retrenched in reality for other reasons is put on the list. The list should be revised from time to time to keep it up-to-date. The Recruiting Department will see that no person who is not on the list and whose antecedents etc. have not been properly verified by the Civil Supplies Department is entitled to take advantage of any of these concessions.

4. It is requested that the above orders should be complied with strictly and a quarterly statement in the following form should be submitted to Government for their information punctually :—

The first statement for the quarter ending the 30th September, 1953 should reach Government by the 7th October, 1953 and similarly, the subsequent quarterly statements should be submitted by the last day of the week of the month following the quarter.

**Copy of Punjab Government Circular letter No. 10918-G-53/8033, dated 12th February, 1954,
from the Chief Secretary to Government, Punjab to all Heads of Departments, etc., etc.**

Subject :— The first five year plan -assessment of methods and procedure of recruitment and selection by the Public Service Commission for the different kinds of posts, Administrative, Technical, Scientific etc., Annual departmental review during the first three years of service on the work and quality of officers recruited through the Commission.

I am directed to address you regarding the recommendations contained in the First Five Year Plan for improvement in the methods of recruitment and selection of the officers at present followed. It has been suggested that methods and procedure adopted in this behalf should be continually reassessed and adopted to meet new recruitments. It has also been suggested that there should be greater contact and exchange of opinion between the Punjab Public Service Commission and the department on whose behalf recruitment is undertaken. These recommendations were referred to the Punjab Public Service Commission for comments. In their view they have so far not found any defect in the methods of selection adopted by them, whether for Technical or Non-Technical posts. However, with a view to seeing how far the present mode of selection particularly selection by interview has been suitable in selecting the right type of material, the Commission propose to “follow up” the career of the successful candidates for the first two or three years. With this end in view they have suggested that instructions should be issued addressing various Departments to send to the Commission for the 1st three years and, if so, suggested by them for a longer period special assessment reports, about the amount and quality of work done by the candidates recruited through them. Government have given careful consideration to the matter, and feel that any defect that the present methods of selection adopted by the Commission possesses can only become apparent by a system of “follow up” as suggested by them. Unless steps are taken to ascertain how the officers recruited to the various services have shaped in actual practice, it is clearly not possible to say anything, about the correctness or otherwise of methods of the recruitment. Government have, therefore, accepted the suggestions made by the Commission. I am accordingly, to request that each department should make a careful review every year of the work of officers recruited for that department by the Public Service Commission. This review should extend to batches of officers recruited during the previous three years and should give separate attention to each batch. Within each batch such separate attention as is called for should be given to each individual officer. The Departmental review should after receiving approval of Government be sent to the Punjab Public Service Commission for information.

I am to add that these reviews will be of value only if the confidential remarks on the new recruits are not entered in the same sketchy and superficial manner in which it is ordinarily done at present. Unless each new officer is made a subject of close and special study and observation, there

is not much that a reporting officer easily find to write about an officer undergoing training. I am, therefore, to urge that the officers entrusted with recording of remarks on newly recruited officers under training, etc., during the first few years of their service must attach greatest importance to the matter and take personal and sustained interest in watching the trainees at work so as to make a very careful assessment of their qualities, their attitude and potentialities as well as their defects. It is only if the annual reviews on the work of newly recruited officers are based on through and analytical reports on their work, in the light of existing instructions of Government, particularly, those contained in Punjab Government letter No. 9026-G-51/16544, dated the 4th December, 1951, that Government can be in a position to assess the soundness or otherwise of the method of selection adopted by the Public Service Commission.

Copy of letter No. 1212-G-54/5973, dated the 13th February, 1954, from the Chief Secretary to Government, Punjab to all Heads of Departments etc., etc.

Subject :— Subordinate Service Selection Board.

In continuation of Punjab Government letter No. 9348-G-53/94879, dated 16th December, 1953, on the subject noted above, I am directed to convey the following decisions of Government for guidance and strict compliance :—

- (i) The appointing authorities will be competent to fill temporary vacancies which are not expected to last for more than three months and even permanent vacancies on temporary basis for the same period pending references to the Selection Board.
- (ii) In cases of appointments to be made by promotion or by transfer the Subordinate Services Selection Board should be consulted regarding the suitability of the official proposed for promotion or appointment by transfer as in the case of Public Service Commission. If any appointment by promotion involves supersession the fact should be clearly pointed out in the reference to the Board and the confidential reports files of the official proposed to be superseded should also be forwarded to the Board.
- (iii) The Department proposing to exclude a post or category of posts from the purview of the Subordinate Services Selection Board should make a reference to the Administrative Secretary concerned giving full justification in support of the proposal. The Administrative Secretary after obtaining the orders of the Minister in charge of the Department should refer the case to the Chief Secretary to Government, Punjab, in the Gazette Branch, who will obtain the orders of the Chief Minister.

No. 1212-G-54/5973

From

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

To

All Heads of Departments, the Registrar, High Court Punjab,
Commissioner, Ambala and Jullundur Divisions, Sessions Judge in the Punjab.

Dated the 13th February, 1954.

Subject:— **Subordinate Services Selection Board.**

In continuation of Punjab Government letter No. 9348-G-53/948799, dated the 16th December, 1953, on the subject noted above, I am directed to convey the following decisions of Government for guidance and strict compliance:—

- (i) The appointing authorities will be competent to fill temporary vacancies which are not expected to last for more than six months and even permanent vacancies on temporary basis for the same period pending references to the Selection Board;
- (ii) In cases of appointments to be made by promotion or by transfer the Subordinate Services Selection Board should be consulted regarding the suitability of the official proposed for promotion or appointment by transfer as in the case of Public Service Commission. If the fact should be clearly pointed out in the reference to the Board and the confidential reports files of the officials proposed to be superseded, should also be forwarded to the Board.
- (iii) The Department proposing to exclude a post or category of posts from the purview of the Subordinate Services Selection Board should make a reference to the Administrative Secretary concerned giving full justification in support of the proposal. The Administrative Secretary after obtaining the orders of the Minister Incharge of the Department should refer the case to the Chief Secretary to Govt. Punjab, in the Gazette Branch who will obtain the orders of the Chief Minister.

Yours faithfully,

Nawab Singh,
Chief Secretary to Govt., Punjab.

Compendium of Instructions on Recruitment—Vol. II

No. 1212-G-54/5975,

dated the 13th February, 1954.

A copy is forwarded to the Chairman, Subordinate Services Selection Board, Simla, for information.

By Order,
Nawab Singh,
Chief Secretary to Government, Punjab.

Copies are forwarded to all Administrative Secretaries to Government, Punjab, for information and guidance.

By Order,
Nawab Singh,
Chief Secretary to Government, Punjab.

To

All Administrative Secretaries to Govt., Punjab.

U.O. No. 1212-G-54, dated the 13th February, 1954.

Copy of letter No. 8845-G-54/29154, dated 19th October, 1954, from the Chief Secretary to Government, Punjab, to all Heads of Departments, etc., etc.

Subject:— Termination of employment of temporary Government servants.

I am directed to address you on the subject noted above and to state that in most temporary Departments care is taken to provide in terms of employment that employment is terminable on one month's notice on either side. In some cases, the period of notice may, however, be longer than one month. In order to observe uniformity in this important matter, it has now been decided to adopt it as a general rule that future recruitment of temporary officers and staff, whether technical or other, should take place on the basis that service of the official concerned will be terminable on notice of one month on either side provided that it will be open to Government, to pay, in lieu of notice, the official's salary and allowances, in respect of the period by which the notice given by him falls short of one month. A specific provision in this behalf should, therefore, invariably be made, in future in the terms of appointment of temporary officials.

Copy of letter No. 15240-WG-54/34912, dated 6-12-54 from the Chief Secretary to Government, Punjab to All Heads of Departments, etc., etc.

Subject :— Concession to candidates who took part in National Movements.

I am directed to refer you to Punjab Government letter No. 8791-WG-53/833351, dated the 14th October, 1953, on the subject noted above wherein it has been laid down that the Punjab Government have decided that in the case of persons who rendered national or social service before independence, the age limit for entry into Government service may be relaxed upto and including the age of 45 years. Participation in certain movements which qualify for national or social service was also laid down. It was further stated that this concession will be allowed upto 31-12-54 and will only relate to direct appointments. I am to add that the Punjab Government has decided that this concession should be extended for a further period of two years. Accordingly, it should now be given upto the 31st December, 1956.

Copy of letter No. 12360-G-54/35016, dated 6-12-54 from the Chief Secretary to Government, Punjab to All Heads of Departments etc., etc.

Subject :— Relaxation of age-limit for the purpose of recruitment to services in-the Punjab State.

I am directed to invite a reference to Punjab Government letter No. 764-G-53/10895, dated the 20th February, 1953, on the subject noted above, in which the maximum age-limit for purposes of recruitment to services was raised from 25 years to 27 years for the period up to and including the 31st December, 1954. The question of extending this concession further has been engaging the attention of Government and it has been decided that the maximum age-limit for entry into Government service in this State will be 27 years till the 31st December, 1955. As heretofore this concession will be applicable to all residents, whether displaced or otherwise of the Punjab State.

Copy of U.O. Circular letter No. 7516-G-54, dated 17th December, 1954, from the Chief Secretary to Government, Punjab, to all the Administrative Secretaries to Government, Punjab.

Subject :— Consultation with the Punjab Public Service Commission on the methods of recruitment to various posts under the Administrative control of Punjab Government.

It has been reported by the Punjab Public Service Commission that instances are multiplying where departments of Government have first requested the Commission to advertise the posts with a view to their being filled by direct recruitment but have subsequently withdrawn the requisitions on the grounds that it had been decided to adopt an alternative method of recruitment such as promotion or transfer from another department. In one case the change in the method of recruitment was decided upon after the Commission had actually recommended certain candidates for appointment on the basis of a written test and interview. Although technically there is nothing constitutionally wrong with the adoption of such a course of action it would seem to be wrong in principle and bound to give the impression that the mode of recruitment had been changed to suit a particular person.

2. It is accordingly directed that the question as to the method of recruitment to be followed in any particular case should be carefully considered in the first instance and that once a reference has been made to the Commission to fill the post by direct recruitment, it should not be withdrawn, save for exceptional reasons. Further, in cases where in the absence of any service rules, a reference to the Commission is required whenever it is found necessary to change the mode of recruitment the reasons justifying such a step should be fully explained to the Commission. Where, however, the service rules provide for different modes of recruitment without specifying any rotation of proportion for the adoption of each such method of recruitment if, in the opinion of Government a change in the mode of recruitment becomes quite essential, it is not necessary to furnish the reasons to the Commission for doing so.

3. It is requested that the above instructions should be carefully compiled with in future.

Copy of office Memorandum No. 56/39/54-Estt. (B), dated 12th February, 1955, from Government of India Ministry of Home Affairs, New Delhi, to all Ministries etc.

**Subject:— Verification of character antecedents of those appointed to Central posts and Services-
Procedure to be followed in emergent cases.**

In this Ministry's office Memorandum No. 56/50/54-Estt, (B), dated the 25th September, 1954, it was reiterated that in cases where the requirement of verification had been prescribed, no appointment should be made except after the character and antecedents of the candidate had been verified and offers of appointments or provisional appointments subject to verification of character and antecedents should not be made.

It has been presented that in certain cases, where for example the appointment is itself likely to last for 2 or 3 'months only, the public interest, and practical considerations make it essential to appoint the candidate forthwith and that in such cases deferment of the appointment till the candidate has been verified would not be desirable. The matter has been carefully considered and this Ministry are of the view that while prior verification, when required, should be the normal rule, even if it involves a certain amount of inevitable delay, in exceptional cases only the Ministries concerned may make appointments on a purely provisional basis and simultaneously take steps to verify them. If the result of the verification is adverse to the candidate his services should be terminated on the grant of a month's pay and allowances in lieu of notice. No such appointment should be made even on probation against a permanent or long-term vacancy.

2. In cases where it may become necessary to terminate the services on account of adverse report, the fact that action is being taken on the results of a police report should not be divulged to the employee, not should the nature or substance of the reports received from the police be communicated under any circumstances to the employee.

Copy of letter No. 15003-G-55/75504, dated 23-11-1955 from Shri Nawab Singh Esquire, I.C.S., Chief Secretary to Govt. Punjab to all Heads of Departments in the Punjab and the Registrar, Punjab and Haryana High Court at Chandigarh, Commissioners of Ambala and Jullundur Divisions, District and Sessions Judges and All Deputy Commissioners in the Punjab.

Subject :— Relaxation of age limit for entry into Government Service for certain categories of married women.

I am directed to say that Government had for sometime under consideration on the question of relaxing age limit for entry into service under the Punjab Government for married women of the under mentioned categories, provided they are otherwise eligible for the posts in question :—

- (i) Widows;
- (ii) Women who are legally separated from their husbands or have been divorced;
- (iii) Women whose husbands have been ordered by Civil or Criminal Courts to pay maintenance to them;
- (iv) Women who have because of their desertion, been living separately from their husbands for more than two years; and
- (v) Women whose husbands have re-married.

Government consider that the lot of such women is generally very hard in the present stage of our social development, they should be specially provided for to enable them to earn bread for themselves and their unfortunate children if any. As such women may quite often be above the prescribed minimum age for entry into Government service when they find it necessary to seek employment under Government it has been decided that the maximum age limit in the case of such women should be raised to 35 years.

2. I am to add that a woman falling in category (iv) above will be required to submit with her application an affidavit to the effect that she has been deserted by her husband and has been living separately from him for more than two years and this affidavit should be countersigned by two respectable persons such as members of the Legislature, Local Bodies including Panchayats and the Bar. Where however; a woman has re-married on the relevant date she would not be eligible for the above concession in the matter of age.

**Copy of Punjab Government Circular letter No. 16424-G-55/19030, dated, 16th March, 1956
from the Chief Secretary to Government, Punjab, to all Heads of Departments, etc., etc.**

Subject :— Recruitment through the Public Service Commission.

I am directed to invite a reference to Punjab Government endorsement No. 9804-G.55/50050, dated the 17th August, 1955, on the subject cited above and to say that ordinarily Masters/Mistresses possessing B.A., B.T., qualifications are recruited in the Punjab Educational Service (Non-gazetted) in the grade of Rs. 110-8-190/10-250 but M.As (I or II Class) B.T. are given an initial start of Rs. 150 in the same grade. A question has arisen whether the recruitment of Masters/Mistresses possessing M.A(I or II Class) B.T. qualifications on Rs. 150 per mensem in the grade of Rs. 110-8-190/10-250 is to be made through the Public Service Commission. The matter has been examined carefully in consultation with the Law Department and Government are advised that the words “posts when carrying an initial pay of Rs. 150 or more” used in Punjab Government letter referred to above refer to those posts whose grade of pay in the time-scale starts from Rs. 150 per mensem or above. As in the present case the grade starts from Rs. 110 per mensem reference to the public Service Commissions not necessary not with standing the fact that higher start at Rs. 150 per mensem in the same grade is to be given to persons possessing higher qualifications. It is possible that there may be similar cases in other Departments where higher start at Rs. 150 or above may have to be given in a grade the minimum of which is less than Rs. 150 per mensem. In all such cases, therefore, recruitment will be made through the Subordinate Services Selection Board and not through the Punjab Public Service Commission. I am accordingly to request that the position may be brought to the notice of all concerned for guidance.

**Copy of Punjab Government Circular letter No. 1625-G-56/19079, dated the 16th March, 1956,
from the Chief Secretary to Government, Punjab, to all Heads of Departments, etc., etc.**

Subject :— Recruitment through the Subordinate Services Selection Board.

I am directed to say that it has been brought to the notice of Government by the subordinate Services Selection Board, Punjab, that as a rule they recommend candidates to departments in the order of merit obtained by them in the test interview conducted by the Board. Some Departments, however, do not appoint the candidates in the order prescribed by the Board, but adopt the policy of “pick and choose” which is clearly objectionable and hardly fair to the candidates who attain higher positions. I am to add that the ordinary convention in such cases is that the advice of the Board should normally be accepted and the order of merit determined by them should not be disturbed. I am accordingly to request that this practice of “pick and choose” by the departments should cease and the candidates should ordinarily be appointed in the order recommended by the Subordinate Services Selection Board.

Copy of letter No. 32542-WG-56/85110, dated 20-11-56 from Chief Secretary to Govt. Punjab to All Heads of Departments etc., etc.

Subject :— **Concession to candidates who took part in National Movements.**

I am directed to refer you to Punjab Government letter No. 8791-WG-53/83351, dated the 14th October, 1953, on the subject noted above, wherein it has been laid down that the Punjab Government have decided that in the case of persons who rendered national or social service before independence, the age limit for entry into Government service may be relaxed upto and including the age of 45 (forty five) years. Participation in certain movements which qualify for national or social service was also laid down. It was further stated that this concession will be allowed upto 31-12-54 and will only for a further period of two years *i.e.* upto 31st December, 1956, *vide* Punjab Government letter No. 15240-WG-54/34912, dated the 6th December, 1954.

2. I am to add that the Punjab Government have now decided that this concession should be extended for a further period of one year. Accordingly, it should now be given upto the 31st December, 1957.

Copy of Circular letter No. 3863-G-II/10417, dated 1st February, 1957 from the Chief Secretary to Government, Punjab to all Heads of Departments, etc., etc.

Subject :— **Medical Certificate of fitness on First Entry into Government Service.**

I am directed to invite a reference to Rule 3.1 of the Punjab Civil Services Rules, Volume I, Part I, which *inter alia* lays down that no person except as provided in Rules 3.2 and 3.3 may be appointed in India to a post in Government service without the production of a medical certificate of health in the prescribed form and to say that it has come to the notice of Government that the provisions of this rule are not strictly complied with in the various departments. Persons are appointed to gazetted and non-gazetted posts without obtaining from them the necessary health certificates before hand. This results in complications. Audit are not inclined to authorise pay to gazetted Government servants unless they have produced a medical certificate of their fitness. Difficulty may also be experienced by following this method if a person appointed to a Government post is declared medically unfit after he has put in service for a sufficiently long period. In order to avoid such eventualities, I am to impress upon you that the provisions of Rule 3.1 *ibid* should be enforced rigidly and in future no person should be appointed to a post in Government service unless he produces a medical certificate of Health.

Copy of letter No. 5096-GII-57/70813, dated 12th August, 1957, from the Chief Secretary to Government, Punjab, to all Heads of Departments, etc., etc.

Subject :— Recruitment through Subordinate Services Selection Board, Punjab.

In order to avoid unnecessary expenditure to Government, in-convenience to candidates for different posts in the purview of the Subordinate Services Selection Board, as also to meet the demands of the Departments for staff promptly, the Board have, in the end of each calendar year, been requesting the Departments, to send in estimates of their requirements of staff for the succeeding financial year. The Departments, it has been observed, have not been giving due attention to such requests from the Board and had either kept quiet, or given too high or too low estimates of their demands, without visualising the consequences, this laxity on their part entailed. The Board had, in such cases either to readvertise the posts and undergo the whole process of making selections with extra expenses to the State and work to its staff or tell the selected candidates that they had no appointments to offer to them, thus putting them to inconvenience and exposing themselves to avoidable public criticism.

2. I am to make it clear that Government take a strong exception to such practices on the part of the Departments and will hold the heads of the Departments personally responsible for such lapses in future. Government do realise that in some cases it may not be possible to anticipate the demands correctly, but such cases cannot be many and they feel that if the following two classes of anticipated vacancies are kept in consideration, it would not be difficult to formulate exact demands:-

- (a) Vacancies due to retirements in the year.
- (b) Vacancies on account of approved schemes.

The Departments must also work out the number of anticipated vacancies on account of schemes that are in the process of sanction and intimate to the Board, with clear remarks that the posts are likely to be created and an intimation about their being created or turned down finally, will be sent to the Board promptly.

Copy of Punjab Government letter No. 3604-GII(S)-57/21982; dated 2nd November, 1957 from the Chief Secretary to Government, Punjab to All Heads of Departments etc., etc.

Subject :— Produce to be observed by the departments in their dealings with the Subordinate Services Selection Board, Punjab.

I am directed to refer to the instructions laid down in Punjab Government letter No. 1155-GII-56/76600, dated the 16th/24th October, 1965, on the above subject, which were based on similar instructions in respect of recruitment through the Punjab Public Service Commission. Government have since withdrawn such instructions relating to the P.P.S.C. and on the analogy thereof they have decided to do away with the opinion of the Departments to ask the Board to recommend double the number of candidates for appointment without specifying the order of priority. I am accordingly to direct that henceforth the Board will invariably recommend precisely the same number of candidates as are actually required to fill the posts in the Departments/offices of Government and the names of such candidates will be strictly in accordance with the merit obtained by them at the time of selection by the Board.

Copy of letter No. 1774-GII-58/2610, dated 31st March/9th April, 1958, from the Chief Secretary to Government, Punjab, to the Secretary, Punjab Public Service Commission, Patiala.

Subject :— Exclusion of posts from the preview of the Punjab Public Service Commission.

I am directed to refer to the proceedings of a discussion that took place between the undersigned and Shri Hardwari Lal, Member, Punjab Public Service Commission, on the 17th December, 1957, in which it was *inter-alia* urged by the Commission's representative that:

- (a) a post should not be taken out of the Commission's purview once a requisition had been placed with it and the post was advertised; and
- (b) before taking any post out of the jurisdiction of the Commission, it should be consulted and its opinion considered.

Government have given a careful thought to the implication of the proposal and, in order to establish a better understanding between them and the Commission, have decided to accept it subject to the following principles:

- (a) The Commission would on their part ensure that selections of personnel for posts is expedited; and
 - (b) The Condition at (b) above, would be operative only if the views of the Commission are received within one month of the request.
-

**Copy of Secret letter No. 4694/IIB-321-1947, dated April 28, 1958 from Mukhya Sachiva,
Uttar Pradesh, Shasan to (1) All Heads of Departments and Principal Heads of Offices,
Uttar Pradesh (2) All Commissioners of Divisions, Uttar Pradesh (3) All District Officers,
Uttar Pradesh.**

Subject :— Verification of the character and antecedents of government servants before their first appointment.

Appointment (B) Department. I am directed to refer to Appointment (B) Department Secret G. O. No. 2712/IIB-321-1947, dated 9th November, 1953, in which detailed instructions were issued regarding the method of verifications of character and antecedents of candidates for appointment under the State Government, these instructions were latter on revised in this Department Secret G.O. No. 4637/IIB-321-47, dated December 4, 1957. It has been noticed that difficulty is being experienced by some appointing authorities in correctly interpreting the instructions issued in the Government Order, dated December 4, 1957. It has also been found that these instructions are not fully comprehensive to cover all the cases. The Governor has therefore been pleased to lay down the following instructions in supersession of all the previous orders on the subject.

2. The rule regarding character of candidates for appointment under the State Government shall continue to be as follows :—

“The character of a candidate for direct appointment must be such as to render him suitable in all respects for employment in the Service for post to which he is to be appointed. It would be the duty of the appointing authority to satisfy itself on this point.

Note — (a) A conviction need not of itself involve the refusal of a certificate of good character. The circumstances of the conviction should be taken into account and if they involve no moral turpitude or association with crimes of violence or with a movement which has as its object the overthrow by violent means of Government as by law established in free India the mere conviction need not be regarded as disqualification. *(Conviction of a person during his childhood should not necessarily operate as a bar to his entering Government service. The entire circumstances in which his conviction was recorded as well as the circumstance in which he is now placed should be taken into consideration. If he has completely reformed himself on attaining the age of understanding and discretion, mere conviction in childhood should not operate as a bar to his entering Government service).

(b) While no person should be considered unfit for appointment solely because of his political opinions, care should be taken not to employ persons who are likely to be disloyal and to abuse the confidence placed in them by virtue of their appointment. Ordinarily, persons who are actively engaged in subversive activities including

members of any organization the avowed object of which is to change the existing order of society by violent means, should be considered unfit for appointment under Government. Participation in such activities at any time after attaining the age of 21 years and within three years of the date of enquiry should be considered as evidence that the person is still actively engaged in such activities unless in the interval there is positive evidence of a change of attitude.

- (c) Persons dismissed by the Central Government or by a State Government will also be deemed to be unfit for appointment to any service under this Government.
3. (a) Every direct recruit to any service under the Uttar Pradesh Government will be required to produce:
- (i) A certificate of conduct and character from the head of the educational institution where he last studies (if he went to such an Institution).
 - (ii) Certificates of character from two persons. The appointing authority will lay down requirements as to kind of persons from whom it desires these certificates.
- (b) In case of doubt, the appointing authority may either ask for further references, or may refer the case to the District Magistrate concerned. The District Magistrate may then make such further enquiries as he considers necessary.
- *(c) In the case of direct recruits to the State Services under the Uttar Pradesh Government besides requiring the candidates to submit the certificates mentioned in a paragraph 3 (a) above the appointing authority shall refer all cases simultaneously to the Deputy Inspector General of Police, Intelligence and the District Magistrate *(of the home district and of the district(s) where the candidate has resided for more than a year within five years of the date of the inquiry), giving full particulars about the candidate. The District Magistrate shall get the reports in respect of the candidates from the Superintendent of Police who will consult District Police Records and records of the Local Intelligence Unit. The District Police or the District Intelligence Unit shall not make any enquiries on the spot, but shall report from their records whether there is anything against the candidate, but if in any specific case the District Magistrate, at the instance of the appointing authority asks for a enquiry on the spot, the Local Police or the Local Intelligence Units will do so and report the result to him. The District Magistrate shall then report his own views to the appointing authority. Where the District Police or the Local Intelligence Units report adversely about a candidate, the District Magistrate may give the candidate a hearing before sending his report.

(d) In the case of direct recruits (who are lower in rank than that of a State Service Officer) of:—

- (i) the police *(including ministerial staff of Police Offices)
- (ii) the Secretariat.
- (iii) the staff employed in government factories.
- (iv) power houses and dams,

besides requiring the candidates to submit the certificates mentioned in paragraph 3(a) above, the appointing authorities shall refer all cases simultaneously to the Deputy Inspector General, C.I.D and the District Superintendent of Police **(of the home district and of the district(s) where the candidate has resided for more than a year within five years of the date of the inquiry), giving full particulars about the candidate. The Superintendent of Police will send his report direct to the appointing authority if there is nothing adverse against the candidate. In cases where the report is unfavourable the Superintendent of Police will forward it to the Distt. Magistrate who will send for the candidate concern, give him a hearing and then form his own opinion. All the necessary papers (the Superintendent of Police's report, the candidate's statement and the District Magistrate's finding) will thereafter be sent to the appointing authority.

4. It will be seen that in case of direct recruits to services other than those mentioned in paragraphs 3(c) and 3 (d) above, verification shall not be necessary as a matter of routine except in cases of doubt when the procedure mentioned in paragraph 3(b) shall be followed.

5. In the case of candidate for services mentioned in paragraphs 3 (c) and 3(d) above:—

- (i) If at the time of enquiry the candidate is residing in a locality situated outside Uttar Pradesh or if he has resided in such a locality at any time within five years of the date of enquiry for a period of one year or more it shall be the duty of the Deputy Inspector General, C.I.D. to consult also the C.I.D. of the State concerned in which the locality is situated before making his verification report ;
- (ii) If the candidate was residing before partition in an area now comprising Pakistan the Deputy Inspector General C.I.D. shall also make a reference to the Director of Intelligence Bureau, Ministry of Home Affairs, Government of India, in addition to the usual enquiries as indicated above.

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6. It has also been observed that where the District Magistrate are required to send the attestation forms they sometimes do not sign the forms themselves. Government consider it very desirable that the attestation forms should invariably be signed by the District Magistrate themselves in all such cases.

7. Other State Governments and Administrations are being informed separately that the verification of character and antecedents of recruits to their services from this State will henceforth be done according to the procedure adopted in the case of recruits to different categories of services under this State Government.

8. In order to prevent a candidate, who has been disqualified for Government Employment from securing employment in a Subordinate or inferior service other than those mentioned in paragraph 3(d), every person recruited to these services should be required at the time of joining his appointment to fill up the form appended as Annexure III to this letter. If he is found to have made a false statement in this connection, he should be discharged forthwith, without prejudice to any other action that may be considered necessary.

9. All questions arising from these orders shall be referred to Government in the Appointment (B) Department for decision.

10. A form each of (i) Particulars about the candidate (ii) Character Certificate and (iii) Statement of candidates to be used by the enquiring officers is annexed to this letter.

Copy of Endst. No. 4694(1)/IIB-321-1947 of even date made by the same officer.

Copy forwarded for information and necessary action to :—

all Departments of the Secretariat,

the Deputy Inspector General of Police, C.I.D., Uttar Pradesh, Allahabad,

the Secretary, Public Service Commission, Uttar Pradesh, Allahabad.

the Secretary to the Governor; and

the Registrar, High Court of Judicature at Allahabad.

ANNEXURE –I

Attestation Form*

Warning

(1) The furnishing of false information or suppression of any factual information in this form would be a disqualification, and is likely to render the candidate unfit for employment under the Government.

(2) If detained, convicted, debarred etc. subsequent to the completion and submission of this form, the details should be communicated to the U.P. Public Service Commission failing which it will be deemed to be a suppression of factual information:

1. Name in full with aliases, if any _____
2. Father's Name in full with aliases, if any, and designation of service, if any _____
3. Nationality of:
Father _____
Mother _____
Husband _____
Wife _____
Place of birth of:
Husband _____
Wife _____
4. Home address in full :
(i.e. Village, Thana and District/Road, Street or Lane with House No.)

If originally a resident of Pakistan, the address in that Country and the date of migration to India should be stated here.

5. Present address in full _____
6. Addresses during the preceding five years _____
7. Age and date of birth (if the candidate is a matriculate, his age at matriculation should be noted).

8. Educational qualifications showing places of education with years in schools and colleges since the 15th year of the candidate _____

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Name of the School/ College with full address	Date of Entry	Date of leaving	Examination passed
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9. Offices or firms with full description and addresses where the candidate previously worked and where he is working at present, if any _____

Designation of the post held or description of work	Period		Full address of the office, firm or Institution	Full reasons for leaving the previous service
	From	To		

10. Names of two responsible persons in the locality or two referees to whom the candidate is known _____

11. (a) Have you ever been arrested, prosecuted, kept in detention, or bound down, fined, convicted by a court of law for any offence or debarred/disqualified by any Public Service Commission from appearing at the examination/Selections, or debarred from taking any examination rusticated by any other educational authority/Institution ?
- (b) Is any case pending against you in any Court of Law, University or any other educational authority/Institution at the time of filling up this attestation form ?

If the answer to (a) or (b) is “yes” full particulars of the case, arrest, detention, fine, conviction, sentence, etc., and the nature of the case pending in the Court/University/Educational authority, etc. at the time of filling up this form, should be given _____

(Please also see the ‘warning’ at the top of the attestation form)

(Certificate to be signed by the candidate) _____

I certify that the foregoing information is correct and complete to the best of my knowledge and belief. I am not aware of any circumstances which might impair my fitness for employment under Government.

Date _____

Signature of Candidate

Place _____

* Substituted by G.O. No. 11/3/66 appointment (b), dated May 31, 1967

ANNEXURE III

**FORM OF STATEMENT OF CANDIDATES UNDER CONSIDERATION FOR APPOINTMENT
TO A SUBORDINATE SERVICE UNDER GOVERNMENT**

I, _____ a candidate for appointment to
_____ hereby certify that my answers to the
following questions are correct.

(a) Have you previously been employed by the Central or a State Government?

*No

----- See below:

* Yes

Department or office in which previously employed	Designation of appointment	Reasons for termination of appointment
--	-------------------------------	---

(b) Have you previously applied with success for an appointment under the Central
or a State Government?

*No

----- See below:

* Yes

Department or office in which an appointment was sought	Designation of appointment applied for
--	---

I understand that if the above statement is false in any material respect my appointment
is liable to be terminated without notice and without my being entitled to claim any compensation and
without prejudice to any other action that may be considered necessary by competent authority.

Date _____

Signature of candidate.

* Strike out whichever is not applicable.

Copy of letter No. 2416-P-II-58/41282, dated the 20th May, 1958 from the Chief Secretary to Government Punjab, Chandigarh to All Heads of Departments etc., etc.

Subject :— Absorption of the retrenched/likely to be retrenched staff of the Civil Supplies Department, Punjab.

I am directed to invite a reference to the orders contained in Punjab Government circular letters No. 4599-P-53/ 39464, dated the 5th June, 1953, No. 5076-P-55/18733, dated the 21st July, 1955, 6115-A-P-(C)-55/65418, dated the 8th October, 1955, 3927-P-(C)-55/3801, dated the 18th November, 1955 and No. 3367-P-55/57867, dated the 16th July, 1956 on the subject noted above and to say that Government have decided that the orders in question should continue to remain in force upto the end of March, 1960.

Copy of Secret letter No. 4694(i)/IIB-321/1947, dated 6-6-1958 from the Chief Secretary to Govt., Uttar Pradesh to the Chief Secretaries to Governments of all States and Centrally Administered Areas.

Subject :— Verification of the character and antecedents of government servants before their first appointment.

Appointment (B) Department. I am directed to say that references regarding verification of character and antecedents of candidates residing in Uttar Pradesh and selected for Government services under other State Governments/Administrations were, hitherto, made to the District Magistrate of the district of which the candidate happened to be a permanent resident, who after making necessary enquiries used to submit his report to the appointing authority. The procedure for verification of character and antecedents of candidates selected for service under this State Government has now been revised and a copy of circular No. 4694/IIB-321/1947, dated April 28, 1958 is enclosed herewith for the information of your Government. In the revised instructions, Government servants have been classified into several categories and different procedure for verification has been laid down for each category. The State Government have further decided that verification of character and antecedents of recruits to the services of other State Governments and Administrations from this State also will, henceforth, be done according to the procedure adopted in the case of recruits to different categories of services under this State Government. I am, therefore, to request that these instructions may kindly be brought to the notice of all appointing authorities in your State and they may be advised to make future references in accordance with these instructions to the appropriate authorities in this State for verification of character and antecedents of the recruits to their services who have their homes in Uttar Pradesh.

Copy of Circular letter No. 2812-GII-58/49605, dated 27th June, 1958, from the Chief Secretary to Government, Punjab, to the Secretary, Subordinate Services Selection Board and copy endorsed to all Heads of Departments, etc. etc.

Subject:— Exclusion of posts from the purview of the Punjab Public Service Commission/ Subordinate Services Selection Board, Punjab.

I am directed to refer to your letter No. 4543, dated the 7/9th May, 1958, on the above subject and to confirm that the decision of Government contained in their letter No. 1774-G-II-58/26107, dated the 31st March! 9th April, 1958 to the address to the Secretary, Punjab Public Service Commission will be applicable while taking posts out of the preview of the Subordinate Services Selection Board as well.

U.O. Circular letter No. 2751-GII-58, dated the 3rd July, 1958, from the Additional Chief Secretary to Government, Punjab, to all Administrative Secretaries to Government, Punjab.

Subject :— Qualifications of age for recruitment to Services/posts under the State-Provision in Service Rules.

In a number of service rules for recruitment the maximum age limit is determined from the date of appointment to the service concerned, with the result that cases have arisen where a candidate, who at the time of applying for a post, was well within the age limit had to be ignored as age-barred at the time of actually appointing him. Such a provision, in such cases causes, undue hardship to candidates. It has been considered necessary, therefore, to evolve a uniform procedure for the choice of a reference date on which a candidate for services should be: considered to be within age limits, unmindful of the actual date of appointment.

2. Government have in view of the above, decided that all Rules of Recruitment to services under the State should be so modified as to provide for the date of examination/interview/selection as the case may be, as-the date of reference with regard to the qualifications of age required of candidates. All Administrative Departments are requested to take immediate necessary steps in this direction. As the examination is not held on exactly the same date every year the rules may have a fixed date which should be in the, vicinity of the approximate dates of the examination. Thus if the examination is normally held in January early or late, or in the early February there would be no harm in fixing the 1st January, as the date of reference.

3. It would not be necessary to refer draft amendments in this behalf to the undersigned for scrutiny as required by instructions embodied in U.O. reference No. 4886-G-52, dated the 21st July, 1952, since they are being incorporated in the relevant rules, already had the approval of this Department.

Copy of Circular letter No. 4629-GII-58/67584, dated the 25th August, 1958 from Shri E. N. Mangat Rai, I.C.S., Chief Secretary to Government, Punjab to all Heads of Departments in the Punjab etc., etc.

Subject :— Relaxation of age limit for entry into Government service for certain categories of married women.

In continuation of Punjab Government letter No.15003-G-55/75504, dated the 23rd November, 1955 on the subject noted above, I am directed to say that the question of extending the concession of maximum age limit to those married women whose husbands have been incapacitated by serious ailments or accidents and are not able to earn their livelihood and have to look to their wives for treatment and bread, had been under the consideration of the matter Government have decided to raise the maximum age limit in the case of such women to 35 years.

2. I am to add that a woman falling in this category will be required to submit with her application an affidavit to the effect that her husband has become incapable of earning his livelihood due to serious ailment or accident. The affidavit will be further supported by a medical certificate from a registered medical practitioner certifying the correctness of the contents of the affidavit.

Copy of letter No. 4576-GII-58/34387, dated 12th November, 1958 from the Chief Secretary to Government, Punjab, addressed to all Heads of Departments, etc. etc.

Subject:— Punjab Public Service Commission (Limitation of Functions) Regulations, 1955.

I am directed to address you on the subject noted above and to say that some of the departments had represented to Government that the period of three months laid down in Clause (d) of Regulation 3 of the Punjab Public Service Commission (Limitation of Functions) Regulations, 1955 is rather short as the Commission often take much longer to recommend candidates for posts notified to them and that this period should be extended. The consensus of opinion of the Administrative Departments favoured the extension of this period to six months.

2. The Punjab Public Service Commission were consulted in the matter and they have expressed the opinion that delay occurs more often in the Government departments themselves than with the Commission. The Commission ascribe this delay to two main reasons :--

- (a) The departments do not forward their requisitions to the Commission immediately they make temporary appointments. In some cases even a copy of the appointment order is not endorsed to the Commission for their information. While in some cases the term of three months appointment is actually allowed to expire before a reference is made to the Commission although the instructions contained in Punjab Government letter No. 2939-G-54/21013, dated the 7th April, 1954, are quite clear on this point;

- (b) More often than not, incomplete or defective requisitions are sent by the departments with the result that the Commission are compelled to make back references which again are not replied to promptly by the departments. Sometimes replies to these back references are delayed by as much as two months.

3. The Commission have brought specific instances to the notice of the Government to support their view.

4. Government have considered the matter while appreciating both points of view, Government observe that Regulation 3(D) is intended to cover those cases in which vacancies arise suddenly and not these in which they occur on account of normal incidence of service., e.g., retirement which can always be foreseen. It is, therefore, of some importance that this provision should be used only when it is really necessary. Taking everything into account, Government have decided that no change in the present position need be effected just yet. Even the present time limit may prove workable if the departments take sufficient care. The departments are therefore, advised to see :-

- (i) that requisitions are sent to the Commission as soon as a vacancy occurs or at the very latest as soon as a temporary appointment is made;
- (ii) that a copy of the appointment order is endorsed to the Commission for their information, whenever a temporary appointments takes place;
- (iii) that requisitions sent to the Commission are complete in all respects and free from defects so that back reference becomes necessary.
- (iv) that if and when a back reference is received by them from the Commission it is promptly attended to.

5. Much delay will be cut down if these instructions are complied with.

6. These instructions should be strictly carried out and results watched. If necessary the position will be re viewed after a suitable interval.

7. These instructions will also cover recruitment through the Subordinate Services Selection Board.

Copy of letter No. 11718-G-II-59, dated 12th January, 1959, from the Chief Secretary to Government, Punjab, to all the Administrative Secretaries to Government, Punjab.

Subject:— Exclusion of Post from the purview of the Punjab Public Service Commission.

Under regulation 3(a) of the Punjab Public Service Commission (Limitation of Functions) Regulations, 1955, as amended, initial appointment to services or posts carrying initial salary of Rs. 160 per mensem or above are referable to the Commission. Where it is considered desirable to take any specific appointment out of the purview of the Commission, it is necessary that the proposal should be sent to the Chief Secretary (in Gazette II Branch) who is the Administrative Secretary for the Public Service Commission, for taking necessary action. A convention has been established according to which it is obligatory for Government to consult the Commission before any post is taken out of their purview. Accordingly receipt of a proposal for the exclusion of a post from the Commission's purview, the Chief Secretary invariably invites the comments of the Commission. The matter is then taken to the Council of Ministers and the views of the Commission are incorporated in the memorandum for the Council.

2. Instances have come to the notice where some Administrative Departments took proposals for the exclusion of certain posts in their departments from the Commission's purview, to the Council of Ministers direct, over the heads of the Chief Secretary, in these cases the convention referred to above could not be observed with the result that the Commission had to strongly protest against the non-observance of the convention. Government was thus placed in an awkward position as a result of the irregular procedure followed by the Administrative Departments concerned. In some cases the Chief Secretary had to take the matters to the Council of Ministers again to regularise the actions of the Administrative Departments.

3. In the circumstances it is urged that in future correct procedure should be followed by the Administrative Depts. in such matters and all proposals for the exclusion of posts from the purview of the Public Service Commission should invariably be referred to the Chief Secretary (In Gazette II Br.). They are requested to ensure that no such proposal is taken to the Council of Ministers direct.

4. Kindly acknowledged receipt.

Copy of letter No. 7414-GII-58/3853, dated 14th/17th February, 1959 from the Chief Secretary to Government, Punjab to all Heads of Departments.

Subject :— Recruitment through the Punjab Public Service Commission and the Subordinate Services Selection Board.

I am directed to address you on the subject noted above and to say that according to sub-para I (i) of Punjab Government letter No. 1212-G-54/5973, dated the 13th February, 1954, the appointing authorities are competent to fill temporary vacancies which are not expected to last for more than three months and even permanent posts on temporary basis for a period not exceeding three months pending reference to the Subordinate Services Selection Board. It has been brought to the notice of Government by the Board that these powers, which are intended to enable to these authorities to make immediate to temporary arrangements in cases of emergency are being misused by some of them to circumvent the authorities of the Board in the matter of appointment. It is reported that the appointing authorities have adopted a practice whereby they appoint candidates of their own choice on three months basis and on the expiry of this period their services are terminated for a day or two after which they are re-employed for another term. Thus a candidate continues in service for a long time without the Board ever being consulted. This practice it is reported by the Punjab Public Service Commission is also being followed in the case of posts that fall within the jurisdiction of the Commission. Such a practice on the part of appointing authorities is undesirable and defeats the object for which the centralised system of recruitment through the Board/Commission was adopted. Government desire that this practice should be discontinued forthwith.

2. It may be pointed out that Government have more than once emphasized the desirability of carefully complying both in spirit and letter, with the rules prescribed and instructions issued by the Government from time to time on the subject of recruitment through the Board and the Commission. You are again requested to extend your complete and unreserved co-operation to the Board and Commission in your dealings with them. Government will take serious notice of any deliberate attempt to circumvent the authority of the Board/Commission or to flout Government instructions on the subject.

3. I am to request you to acknowledge receipt.

Copy of letter No. 869 (Ch)-2WG-II-59/11308, dated 23rd March, 1959 from the Special Secretary to Government, Punjab to All Heads of Departments etc., etc.

Subject :— Concession to candidates who took part in National Movements.

I am directed to refer you to Punjab Government Letter No. 8791- WG- 53/833351, dated the 14th October, 1953 on the subject noted above, wherein it has been laid down that the Punjab Government have decided that in the case of persons who rendered national or social service before independence, the age limit for entry into Government service may be relaxed upto and including the age of 45 (Forty five) years. Participation in certain movements which qualify for national or social service was also laid down. It was further stated that this concession would be allowed upto 31st December, 1954 and would only relate to direct appointments. This concession was extended for a further period of four years, *i.e.* upto 31st December, 1956 *vide* Punjab Government letter No. 15240-WG-54/ 34912, dated the 6th December, 1954, upto 31st Dec., 1957 *vide* Punjab Government letter No. 32542-WG-56/85110, dated the 20th November, 1956 and upto 31st December, 1958 *vide* Punjab Government letter No. 1817-WG-II-(C)-57/25901, dated the 20th December, 1957.

2. I am to add that the Punjab Government have now decided that this concession should be extended for further period of one year. Accordingly, it would now be given upto the 31st December, 1959.

Copy of Punjab Government Letter No. 533-GII-59/11327, dated the 15th/18th April, 1959 to all Heads of Departments in the Punjab.

Subject :— Holding of Combined Examinations for Recruitment to similar posts/services.

I am directed to address you on the subject noted above and say that on the analogy of the practice obtaining in the Union Public Service Commission and some other State Public Service Commissions a proposal for the holding of combined examinations for recruitment to similar posts/ services under the Punjab Government had been under the consideration of Government for a long time. A scheme has now been approved under which the Punjab Public Service Commission will hold combined examinations for various posts. For this purpose the Commission have divided about 40 Categories of posts into the following 10 groups :—

<i>Name of Group</i>	<i>Name of post included in the group</i>
Group I	1. P.C.S. (Executive Branch) 2. Excise and Taxation Officers. 3. Assistant Excise and Taxation Officers. 4. Tehsildars. 5. Block Development Officers. 6. Assistant Registrars, Co-operative Societies, Punjab. 7. Secretaries of Municipalities and District Boards. 8. Assistant Employment Officers. 9. Lady Organiser, Public Relations Departments. 10. District Public Relations Officers. 11. Public Relations Officers, Capital Administration. 12. Assistant Public Relations Officers in the Public Relations Department.
Group II	1. P.C.S. (Judicial Branch) 2. Legal Assistant in L.R.'s Office, Industries and other offices.
Group III	1. Superintendents Jails. 2. Deputy Superintendent Jails. 3. Deputy Superintendent Police. 4. Inspector of Police.
Group IV	1. Engineering Services; all Branches, Class I and Class II, Temporary Engineers, Apprentice Engineers, Design Assistants and Municipal Engineers.

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<i>Name of Group</i>	<i>Name of post included in the group</i>
Group V	1. Excise and Taxation Inspectors. 2. Labour Inspectors. 3. Assistants (Direct recruitment) 4. Statistical Assistants in the Public Relations Department, Financial Commissioner's Office and other offices. 5. Inspectors, Cooperative Societies
Group VI	1. Lecturers for Government Colleges in P.E.S., Class III. 2. Senior Lecturers in P.E.S., Class II (College Cadre) 3. Headmasters and other similar posts in P.E.S., Class II, 4. Head master under Local Bodies.
Group VII	1. Stenographers (English, Hindi, Punjabi). 2. Reporters (English, Hindi, Punjabi).
Group VIII	1. Assistants of all class I Offices (by promotion and transfer from other office).
Group IX	1. Treasury Officers. 2. Assistant Treasury Officers. 3. Accountants in Government Offices and Municipalities, 4. Auditors in Co-operative Societies.
Group X	1. Labour Officers. 2. Panchayat Officers 3. Welfare Officers. 4. District Industries Officers.

1. The posts in each group have been placed in the order of their superiority and will be offered to the successful candidates in the order of their positions in the merit lists, keeping in view the preference given by them.

2. For the holding of combined examination the commission considers it essential to draw up a common syllabus for all posts in every group, and for that purposes it may be necessary to amend any rule that may exist regarding syllabi. The Commission have already addressed the Departments concerned in this behalf. It is accordingly requested that necessary amendments should be made in the rules where necessary to provide for recruitment to the services concerned on the basis of combined examination and common syllabus in consultation with the Commission. This communication may please be treated as urgent, so that no delay in recruitment occur on this account. If no amendment to any of the service rule is necessary , the department concerned may intimate that also to the Commission.

Copy of Circular letter No. 8260-GII-59/13735, dated 4th September, 1959, from the Chief Secretary to Government, Punjab to all Heads of Departments, etc. etc.

Subject:— Recruitment through the Subordinate Services Selection Board.

I am directed to address you on the subject noted above and to say that recruitment to posts carrying an initial salary of Rs. 50 to Rs. 149 is made on the recommendations of the Subordinate Service Selection Board. In certain cases, it so happened that after the Heads of Departments had placed requisitions on the Board, the scales of the posts in question were revised with the result that these posts came within the purview of Public Service Commission before the Board could make final selection although they had made a substantial head way in the matter by way of advertising the posts and scrutinising applications etc. In such cases Government have every now and then been confronted with the question as to which of the two bodies should make final selection. I am directed to bring to your notice that recruitment in such cases will be made by the Public Service Commission and the Subordinate Selection Board will have no jurisdiction over them provided the board had not by that time made final selection. This is constitutionally the only correct course.

2. Departments are requested to note these instructions and to take immediate steps to get the recruitment through the proper body as soon as such a case occurs.

Copy of letter No. 5747-GII-58/37663, dated the 19-12-1959, from the Chief Secretary to Government, Punjab to all Heads of Departments etc., etc.

Subject :— Re-appointment of Temporary Government Servants where their services are terminated under terms of their employment.

While considering certain memorials to the Governor, Government have come across case in which the services of a temporary Government servant were terminated upon reduction in staff. Thereafter on a representation made by their official the department concerned passed orders reinstating him with retrospective effect to his original post after a period of more than three years. At that time the official was not given any benefit of the period during which he remained out of service. He represented that the intervening period-between the date of termination of his services and the date of reinstatement should be treated as a period spent on duty and that he should consequently be given full benefit of pay and seniority. The representation of the official had to be accepted after taking into consideration various aspects of the case particularly the legal one and Government have consequently had to pay a heavy sum in respect of arrears claimed.

2. It will be seen that the services of a temporary Government servant were terminated and that he was taken back after three years. He had, however, to be paid for all these three years for which he did not do any work. There would normally have been no compulsion to make this payment as his post was temporary and according to his terms of appointment his services could have been terminated without notice. The compulsion in this case arose from the fact that the official was reinstated instead of being appointment afresh. When he was again absorbed after a period of three years his letter of appointment should not have stated that he had been 'reinstated'. The word 'reinstatement' which was quite unnecessary gave a different complexion to the whole case resulting in substantial loss to the Government. The conclusion obviously is that the order of reinstatement was carelessly passed and carelessly drafted and that the department did not choose to examine the financial implications of its order.

3. This case is being brought to your notice as an instance of careless handling. I am to request you to see that such instances do not recur and that orders are passed after careful scrutiny. I am directed to request you to bring these instructions to the notice of your subordinates also.

Copy of letter No. 8348-GII-59/3051, dated 12th January, 1960 from the Chief Secretary to Government, Punjab to all Heads of Departments, etc. etc.

Subject:— Appointments made by the departments on temporary basis.

I am directed to invite a reference to sub-para 4(ii) of Punjab Government letter No. 4576-GII-58/34387, dated the 11th/12th November, 1958, according to which the Departments are required to endorse a copy of the appointment order to the Public Service Commission/Subordinate Service Selection Board, for their information whenever a temporary appointment is made. It has, however, been brought to the notice of Government that these instructions are not being complied with in their letter and spirit and the Departments continue to retain unqualified/unapproved candidates even on receipt of the recommendations from the Commission/Board. Government view this state of affairs as seriously irregular and take this opportunity to make it clear to the Departments that they are authorised to make temporary appointments so that the Government work does not suffer. This course cannot be resorted to when suitable candidates are available with the Commission/Board. In future effective steps should, therefore, be taken to ensure that unqualified hands are not retained when suitable candidates have been recommended by the Commission/Board.

2. Further to ensure that all cases of temporary appointments are brought to the notice of the Commission/ Board. I am request you to furnish them with monthly returns, in addition to normal intimation, in the enclosed proforma indicating all temporary appointments made without their approval. Returns for a particular month should be forwarded to the Commission/Board by the 7th of the following month. Any omission on the part on the Department will be treated a serious irregularity.

Compendium of Instructions on Recruitment—Vol. II

**Statement for the Month of _____ showing the First Appointments made with out
reference to Public Service Commission/Subordinate Services Selection Board.**

Office _____

Particulars in respect of person appointed/promoted or transferred			Particular in respect of the post filled		Nature of appointment		Remarks
Name	<i>Appointment held under Government, if any, prior to appointment to the post mentioned in column 4 and 5</i>		(a) Name of post	Is the post- (a) permanent or (b) temporary or (c) a tenure post. If temporary state period for for which sanctioned and if this period is likely be extended	Whether it is direct appointment, transfer or promotion Give the date from which appointment took effect	Whether it is permanent or temporary or officiating if temporary or officiating state the period for which the person appointed is likely to hold the post)	Authority under which the appointment was made without reference to the Commission/ Board.
(a) Name of Post	(a) Whether the post held was permanent or temporary		(b) Classification (if the post has not been classified this should be stated)				
(b) Classification	(b) If permanent was it held in a substantive or officiating capacity						
1	2	3	4	5	6	7	8

Copy of Circular Letter No. 671-GII-60/7882, dated the 11th March, 1960 from the Chief Secretary to Government, Punjab to All Heads of Departments, etc., etc.

Subject :— Holding of Combined Examination for Recruitment to similar posts/services.

I am directed to refer to Punjab Government letter No. 533-GII-59/11327, dated the 15th/18th April, 1959, on the subject noted above and to say that Government have received representations from certain Departments claiming superior positions, in different groups, for posts in their Departments, for various reasons. Government have carefully examined the matter in consultation with the Commission. The letter have informed Government that the posts in each Group or the Groups have not been arranged in the order of their superiority, and that posts in each Group will be offered to the qualified candidates in order of their positions in the merit list, keeping in view of the preference given by them. The words "have been placed in the order of their superiority and" occurring in the concluding sentence of Punjab Government letter, dated the 15th/18th April, 1959, referred to above may, therefore, be deemed to have been deleted.

Copy of Circular letter No. 159-GII-60/11007, dated 11th April, 1960 from the Chief Secretary to Government, Punjab to all Heads of Departments, etc. etc.

Subject:— Recruitment through the Punjab Public Service Commission.

I am directed to address you on this subject and to point out that a case has been brought to the notice of Government where a Department sent a requisition to the Punjab Public Service Commission on the 20th August, 1959, for recruitment to Class II posts and desired the Commission to recommend suitable candidates before the 30th September, 1959, as the selected candidates had to join an institute for training on that date after completing all formalities including the medical examination. As the selection had to be made after holding a written and physical test, it was not possible for the Commission to make selection in such a short time. The Commission have urged that requisitions should be sent to them in sufficient time. Government have given consideration to this matter and feel that there should be a time limit which should normally be allowed to the Commission for making their recommendations in ordinary as well as in emergent cases. It has, therefore, been decided that in the case of ordinary requisitions, the Commission should be allowed a minimum of 10 weeks period where selection is to be made by interview only and of 20 weeks period where selection is to be made by written examination-cum- Viva Voce test. In emergent cases, the Commission may be allowed a minimum period of 5 weeks and 15 weeks respectively. These limits will be reckoned from the date of receipt of requisition by the Commission, complete in all respects, involving no back reference.

2. I am to request, therefore, that requisitions should be sent to the Commission sufficiently in advance so as to allow them to have the necessary minimum periods for making their recommendations in ordinary as well as in emergent demands. While forwarding their requisitions the Department should ensure that these are complete in all respect and free from any kind of defect so that there should be no back reference, involving delay in making recommendations by the Commission within the prescribed period.

3. Kindly acknowledge receipt.

Compendium of Instructions on Recruitment—Vol. II

No. 3936-GII-60/15056

From

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

To

All Heads of Departments in the Punjab.

Dated, Chandigarh, the 4th May, 1960.

Subject:— **Re-appointment of Government employees, who resign their posts to contest elections.**

Sir,

I am directed to address you on this subject and to inform you that the question whether or not employees who resign their posts to contest elections should be re-appointed to posts from which they resigned, has been considered by Government. It has been decided that, as a matter of policy, employees who leave Government service in order to take part in elections should not be re-appointed to their original service thereafter. As ordinary citizens they will of course, be eligible for applying for job in the Government but they will not enjoy continuity of service from their previous employment.

2. I am accordingly to request you to bring these instructions to the notice of all Government employees under your control for-their information.

Yours faithfully,

Sd/-

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

**Copy of Punjab Government Circular letter No. 8770-GS-60/31537, dated 31st August, 1960
from the Chief Secretary to Government, Punjab to all Heads of Departments, etc. etc.**

Subject :— Amendment to the form of requisition to be sent by the departments to the Punjab Public Service Commission for recruitment to various posts.

Sir,

I am directed to address you on the subject cited above and to say that against column 3(B) of the form of requisition to be sent by the Departments to the Punjab Public Service Commission for recruitment to various posts, the following information is required to be given, if the post to be advertised is temporary :-

- (a) When it was sanctioned;
- (b) The period for which it has been sanctioned.

2. It is, however, not possible to furnish this information in respect of posts which are included in the Schedule of New Expenditure for the next financial year and requisition for the filling up of which is sent to the Commission before the voting of the Budget Estimates. The reason is that at the time of sending such a requisition, the number and date of the Government order containing the sanction and the period of this sanction are not available and it is not known whether the provision made in the Schedule of New Expenditure will be voted by the Legislature. The result is that in such cases the Departments have to wait till the necessary provisions included in the Budget Estimates is voted by the Legislature and the grant is communicated to them. This causes unnecessary delay in filling the post(s) and undertaking the Scheme(s) from the very beginning of the financial year.

3. The matter has been examined in consultation with the Punjab Public Service Commission with a view to overcoming the difficulty. According to the revised budgetary procedure, provision for creation/continuance of temporary posts is made in the Schedule of New Expenditure after administrative approval to that effect has been issued with the concurrence of the Finance Department. This is treated as financial sanction to the extent the funds are voted by the Legislature. In view of this it has been decided that once provision for any post(s) has been admitted for inclusion in the Schedule of New Expenditure, it should not be necessary for the departments concerned to wait till the passing of the Budget to communicate their requirements of staff to the Punjab Public Service Commission. Instead it will be sufficient for the purposes of the Commission if the following statement is made by the departments concerned against item 3(B) (a) and (b):-

“Administrative approval/financial sanction in regard to the post(s) in question has been accorded”.

4. I am accordingly, to request that the above procedure should invariably be followed while sending requisitions to the Commission in respect of temporary posts, if it is desired to initiate action to fill up such posts in advance of the passing of the Budget by the State Legislature.

Copy of letter No. 4832-GS-60/34308, dated the 16th September, 1960 from the Chief Secretary to Government, Punjab to all Heads of Departments, etc. etc.

Subject :— Recruitment through the Subordinate Services Selection Board.

In partial modification of orders contained in sub-para (i) of Punjab Government letter No. 1212-G-54/5973, dated the 13th February, 1954, on the subject noted above it has been decided that the appointing authorities will henceforth be competent to fill in permanent vacancies on temporary basis for a period of six months in emergent cases. A requisition in such cases will also be placed with the Board simultaneously.

2. Copies of orders making appointments on temporary basis should invariably be forwarded to the Subordinate Services Selection Board for their information.

Copy of letter No. 11616-4GS-60/36079, dated the 3rd October, 1960 from the Chief Secretary to Government, Punjab to all Heads of Departments etc., etc.

Subject :— Relaxation of age limit for the purpose of recruitment of Services in the Punjab State.

I am directed to invite a reference to Punjab Government letter No. 8295-GII-59/12984, dated the 29th August, 1959, on the subject noted above and to inform you that Government have decided to further extend the concession, viz. raising of the maximum age limit for entry into Government service in this State by two years over the normal age limits prescribed in the Service Rules, till the 21st December, 1961. As heretofore, this concession will be applicable to all residents, whether, displaced or otherwise, of the Punjab State.

Copy of circular letter No. 7441-5GS-60/41343, dated the 10th November, 1960, from the Chief Secretary to Government, Punjab to all Heads of Departments etc., etc.

Subject :— Absorption of Government employees whose services are terminated for want of vacancies.

I am directed to address you on the subject noted above and to say that it has been brought to the notice of Government that whenever services of candidates recruited through the Subordinate Services Selection Board are terminated for want of vacancies, intimation to that effect is not sent in time to the Board with the result that arrangements to absorb them in other Departments cannot be made by the due date and it causes break in their service. In this connection, it is pointed out that it is regarded as very essential that full particulars of such candidates should be supplied to the Board, well in advance and the Departments should feel no difficulty in following this practice as they can visualize the dates of retrenchment of such officials much before the crucial date. In view of this, I am to request you kindly to ensure that in future adequate steps in this behalf are taken so that unnecessary hardship is not caused to the officials concerned, and proper arrangements are made by the Board in time for their absorption in other Department if possible without any break in their service.

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

Copy of letter No. 9962-ASII-60/44300, dated 6th December, 1960 from Chief Secretary to Government, Punjab to all Heads of Departments, etc., etc.

Subject :— State Trading in foodgrains-appointment of staff.

I am directed to invite a reference to Punjab Government letter No. 3216 -GIII-59/11653, dated the 20th April, 1959.

2. Government have decided that the concessions mentioned in the letter referred to above should be confined to the officials of other Departments who have already been appointed in the Civil Supplies Department by transfer. They will not accordingly be applicable to persons appointed in the Civil Supplies Department after the date of issue of this letter as the emergency for which they were given is now over. Deputations to that department should now take the normal course and procedure applicable to your organisation.

Copy of Circular letter No. 643-AS-II-61/8010, dated the 6th March, 1961 from the Chief Secretary to Government Punjab, to All Heads of Departments, etc., etc.

Subject :— **Fixation of pay of new entrants.**

It has come to the notice of Government that at times the question of fixation of pay of new persons appointed to various services/posts is decided long after the appointment. The short time involved in making references and back reference is understandable but the delay of several months is neither just nor desirable. This not only causes considerable hardship to the persons concerned but also places the Finance Department in a difficult situation as they are sometimes forced to agree to fixing pay at higher rates when a reference is made to them after several months of the appointment.

2. I am, therefore, to request you to impress on all concerned that the cases relating to pay fixation should not be allowed to drag on at a leisurely pace and that due promptitude and despatch should be shown in dealing with such matters at all levels.

**Copy of Punjab Government Circular letter, No. 5281-4GS-6I/21179, dated the 19th June, 1961
from the Chief Secretary to Government, Punjab to all Heads of Departments, etc. etc.**

Subject :— Recruitment by selection-Defects generally observed by the Commission in the Requisition Forms.

I am directed to invite a reference on the subject noted above and to inform you that the Punjab Public Service Commission have brought to the notice of the State Government certain defects which are generally observed by them in the requisition form. A copy of those defects is enclosed for your information.

2. Government observe that a good deal of labour and time will be saved if the requisitions sent to the Commission are filled in by the Departments with care. It is accordingly requested that efforts should be made to ensure that the requisition forms are sent to the Commission complete in all respects, carefully avoiding the defects particularly pointed out by them.

Defects generally met with in the reference to the Punjab Public Service Commission

1. Recruitment by Selection.

(A) Form of requisition :—

- | | |
|------------------------|---|
| (1) Item No.3 | In cases of temporary posts, which are sanctioned upto the end of the financial year and where the reference to the Commission is being made only a few months before the termination of the sanction, the departments do not generally make it clear whether further sanction has been applied for and/ or what are the prospects of the posts being continued beyond their existing term. This information is necessary for incorporation in the advertisement etc. for the information of the intending candidates, as it looks incongruous that the term of a post should be supposed to come to an end by the time the Commission are in a position to make their recommendations. |
| (2) Item 3(A) and 3(B) | Very often no entries are made against these. Clear, and to the point, replies should be given. |
| (3) Item 4 | No reply is generally given to sub-item (b). |
| (4) Item 6 | In furnishing an answer to it no distinction is drawn between the termination of appointment during probation, and after confirmation. |
| (5) Item 14 | The qualifications required are not stated according to the sub-items; and it is also not made quite clear as to which of them are to be strictly adhered to. Moreover where training and/or experience are laid down as essential conditions the minimum period of training/experience is not stated. It is imperative that |

the qualifications demanded are stated categorically, so that they are not susceptible of any doubt, and can be readily incorporated in the advertisement. Sometimes the qualifications laid down are not the same as, or similar to, those prescribed on a previous occasion, or required under the relevant rules; and no reasons are given for this departure.

(6) Item 15

Exact answers to the various sub-items are generally not given, particularly to sub-item 3(ii). Further concessions in age allowed to Scheduled Castes etc. candidates, retrenched likely to be retrenched personnel of the Civil Supplies and other temporary departments, and persons who have rendered national or social service before independence, are not mentioned.

(B) Service Rules

In cases where there are no published rules for the service/post concerned the department forwarding the requisition confines itself to merely giving a negative answer to item 2(b) of the requisition. No information is furnished on the point as to why no rules have been framed or what steps are being taken to frame them. Nor are the Commission asked to first approve of the proposed method of recruitment and qualifications though this is obligatory under Article 320(3) of the Constitution, in the absence of service rules already framed in consultation with the Commission.

Copy of circular letter No. 8522-GS-61/27256, dated the 1st August, 1961 from the Additional Chief Secretary to Govt. Punjab to all heads of Departments etc., etc.

Subject:— Training of Clerks--Initial Recruitment of clerks on an apprenticeship basis.

I am directed to state that Government have for some time past been considering the question regarding the training of clerks on their initial appointment to various offices of the State Government. The matter came up for discussion in the Conference of Commissioners and Deputy Commissioners held in September, 1959, at Simla which favoured the system of apprenticeship. Government have now decided that pending the establishing of a diploma of Secretariat Training by the Punjab University, which is under active consideration, recruitment to the posts of Clerks should be made on an apprenticeship basis, requiring the person selected by the Subordinate Services Selection Board, Punjab, to undergo two month's training in the office of appointment on a stipend of Rs. 40 per mensem. The recruit will receive training as an apprentice through the senior office hands available in the particular office and be appointed as a Clerk on regular basis if the appointing authority is satisfied that he has acquired the necessary preliminary knowledge to work as such. If he is not considered suitable at the end of this period of two months, he will not be appointed as a regular Clerk.

2. The following procedure is prescribed in this context :—

- (a) Recruitment to all posts *of* Clerks in the scale of Rs. 60-4-80/5-120/5-175 will continue to be made through the subordinate Services Selection Board Punjab, as usual. The approved candidates will be taken against regular vacancies but they will initially join as apprentices for a period of *two* months on purely temporary basis on a fixed stipend *of* Rs. 40 per mensem only. A condition should be laid down in the appointment letter *of* a recruit *to* the effect that his services will be liable to be terminated during or after the apprenticeship period on account of his unsatisfactory work or conduct without any notice or pay in lieu *of* notice. The general condition of one month's notice will, however, be applicable after the regular appointment.
- (b) The apprenticeship period *of* two month's will be in addition to the normal probationary period prescribed in the service rules of the department concerned. After completing the apprenticeship period to the satisfaction of the appointing authority, the recruit will be appointed as a regular clerk and thence entitled to the payscale attached *to* the post. Thereafter, he will complete the normal probationary period as prescribed in the relevant service rules.
- (c) There will be no departmental test on the expiry of the apprenticeship period. In order *to* watch the daily progress *of* the apprentice clerk during the period, a progress report should be drawn up in the enclosed *proforma*. The assessment should be broad and practical and reasonably strict. It would not be merely formal and procedural. After two months, the Head of Office or the Department, as the case may be, should certify that the work and conduct of the apprentice concerned has been found to be satisfactory during the period. The assessment of the appointing authority should be made and conveyed in the form of orders of regular appointment or termination *of* services, as the case may be, positively in the last week of 2nd month so that *if* necessary, it may be possible *to* terminate

the services of an apprentice within the period of apprenticeship to avoid any financial implications.

3. These clerks will *not* be strictly taken as apprentices within the meaning of rule 2.6 of the Punjab Civil Services Rules, Volume I, Part I. The Punjab Government letter No. 1070-GIII-60/1995, dated the 1st April, 1960, which provides that all direct recruits appointed to Government service, whether against temporary or permanent posts, should receive the minimum *of* the prescribed pay-scale, shall not be applicable *to* these personnel. The service rules should be amended in the light *of* above instructions. These orders will come into effect immediately, and apply also *to* clerks who may be appointed on temporary basis by the Departments themselves.

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

PROGRESS REPORT

Period _____

From _____

Name of Apprentice _____

Section/Branch in which working _____

Date	Details of work done	Initials of Superintendent/ Head of Branch	Remark if any
1	2	3	4

(To be substituted for the letter bearing same number and date)

No. 9916-3GS-61/ 31279

From

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

To

All Heads of Departments etc.
Dated, Chandigarh, the 28th August, 1961.

Subject :— Relaxation of age limit for the purpose of recruitment to services in the Punjab State.

Sir,

I am directed to invite a reference to Punjab Government letter No. 11616-4GS-61/36079, dated the 3rd October, 1960, on the subject noted above and to state that Government have decided not to extend the age concession for entry into Government Service in this State beyond the 31st December, 1961.

Yours faithfully

Sd/-

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

Copies are forwarded to the :—

- (i) Financial Commissioner, Development, Punjab;
- (ii) Financial Commissioner, Punjab;
- (iii) Financial Commissioner, Revenue, Punjab; and
- (iv) All Administrative Secretaries to Government, Punjab for information and guidance in continuation of this Department U.O. endorsement No. 11616-4GS-60, dated the 3rd October, 1960.

Sd/-

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

To

- (i) Financial Commissioner, Development, Punjab;
- (ii) Financial Commissioner, Punjab;
- (iii) Financial Commissioner, Revenue, Punjab;
- (iv) All Administrative Secretaries to Government, Punjab.

U.O. No. 9916.3GS-61, dated Chandigarh, the 28th August, 1961.

**Copy of letter No. 6158-8PP61/22005, dated 12-9-61 from the Chief Secretary to Government,
Punjab to All Heads of Departments, etc. etc.**

**Subject :— Absorption of the retrenched / likely to be retrenched staff of the Civil Supplies /
Rehabilitation Departments.**

I am directed to invite a reference to the order contained in Punjab Government Circular letters No. 4599-P-53/ 39464, dated the 5th June, 1953, No. 5076-P-55/18733, dated the 21st July, 1955, No. 6514-A-P(C)-55/65418, dated the 8th October, 1955, No. 3927 -P-(C)-55/73801, dated the 18th November, 1955, No. 3367 -P-56/57867, dated the 16th July, 1956, No. 2416-PII-58/41282, dated the 20th May, 1958 and No. 899-PII-60/6826, dated the 14th March, 1960 on the subject noted above and to say that the Government have decided that the orders in question should continue to remain in force upto 31st March, 1962.

2. It is further pointed out that these concessions will be admissible beyond the 31st March, 1961, only to the retrenched, likely to be retrenched employees of the Civil Supplies and Rehabilitation Departments.

**Copy of letter No. 13979-3GS-61/41034, dated 18th November, 1961 from Chief Secretary,
Punjab to all Heads of Departments etc., etc.**

Subject :— Relaxation of age limit for the purpose of recruitment to Services in the Punjab State.

I am directed to invite a reference to Punjab Government letter No. 9916-3GS-61/31279, dated the 28th August, 1961 on the subject noted above and to inform you that Government have on reconsideration decided to further extend the concession of raising the maximum age limit for entry into Government Service in this State by two years over the normal age limit prescribed in the Service Rules, till the 31st March, 1965. As heretofore, this concession will be applicable to all residents whether displaced or otherwise of the Punjab State.

**Copy of letter No. 13178-4GS-61/41561, dated 23-11-1961, from the Chief Secretary to Govt.,
Punjab to all Heads of Departments.**

**Subject :— Fixation of period for joining appointments in case of candidates recruited through the
Punjab Public Service Commission/S.S.S. Board.**

Sir,

I am directed to address you on this subject and to inform you that the question of fixing a period for joining appointment or training courses in the case of candidates recruited through the Punjab Public Service Commission/Subordinate Services Selection Board, Punjab has been considered by Govt. After obtaining the views of the Public Service Commission Punjab, and the Subordinate Services Selection Board, Punjab and in the background of practice prevalent in the Govt. of India, it has been decided that all such candidates should be given a maximum period of fortnight to join their appointments or the training courses, if any, where preliminary training is prescribed. It is considered that this period should ordinary be sufficient to enable them to take necessary preparation for journey etc. to take up their posts courses. In case a candidate is unable to join the post within the time limit prescribed for any bonafide reasons competent authority may allow suitable extension of time which should, not however exceed a total period of two months provided administrative requirements permit such extension.

These instructions may please be brought to the notice of all concerned of strict compliance in future.

No. 15055-IGS-61/44784

From

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

To

All Heads of Departments, the Registrar Punjab High Court,
Commissioners of Ambala, Patiala and Jullundur Divisions,
District and Sessions Judges and all Deputy Commissioners in the Punjab.

Dated, Chandigarh, the 15th December, 1961.

Subject :— Training of Clerks-initial Recruitment of Clerks on an Apprenticeship Basis.

Sir,

I am directed to invite a reference to Punjab Government circular letter No. 8522-GS-61/27256, dated the 1st August, 1961, on the subject noted above, and to clarify as follows :—

- (i) Apprenticeship instructions are applicable to all clerical posts of typists, stenotypist, steno-graphers, store keeper, librarian etc., carrying the same/identical scale of pay of a clerk.
- (ii) The training of two months at a stipend of Rs. 40.00 p.m. is necessary for all clerks, whether recruited by the Departments themselves or through the Local Employment Exchanges or the Subordinate Services Selection Board, Punjab and also in cases where the posts are taken out of the purview of the Subordinate Services Selection Board, Punjab, on a temporary or a regular basis.
- (iii) All clerks recruited after issue of the instructions on the 1st August, 1961, must work on a stipend of Rs. 40.00 p.m. once for two months irrespective of whether they have had any experience before. On a second time appointment as a clerk elsewhere, the person will get normal pay of the post.
- (iv) When a person subsequently recruited as a regular clerk through the Subordinate Services Selection Board, Punjab and he has already had the apprenticeship training for two months on a stipend of Rs. 40.00 p.m. as a temporary hand, he need not be required to undergo that training again and should be paid full pay.
- (v) Clerks appointed by transfer from other departments will get full pay provided their experience as clerks before appointment by transfer is not less than two months. Cases of appointment by promotion are, however, exempted from the operation of the instructions.

2. I am further to add that as already mentioned in para 3 of the letter dated the 1st August, 1961 under reference, the clerks to be appointed under this scheme will not strictly be taken as apprentices within the meaning of rule 2.6 of the Punjab Civil Services Rules, Volume I, Part I. Accordingly, they will be treated as normal temporary clerks for purposes of leave, etc. the only difference being that their leave salary will be admissible on the basis of the stipend paid to them. They will otherwise be treated as full-fledged Government servants.

Yours faithfully,
Deputy Secretary, General Administration,
for Chief Secretary to Govt. Punjab.

No. 15055-IGS-61/44785, dated Chandigarh, the 15th Dec., 1961.

A copy is forwarded to the Accountant General, Punjab, Simla, for information, with reference to his letter No. TMII-5-7/61-62/Vol. I/1403, dated the 23rd September, 1961.

By order
Sd/-
J.R. Dhingra,
Under Secretary to Govt. Punjab,
Finance (G) Department.

No. 15055-IGS-61/44786, dated Chandigarh, the 15th December, 1961.

A copy is forwarded to the Secretary, Subordinate Services Selection Board, Punjab, for information and necessary action in continuation of Punjab Govt. endst. No. 8522-IGS-61/27258, dated the 1st August, 1961.

By order,
Deputy Secretary, General Administration,
for Chief Secretary to Govt., Punjab.

Copies are forwarded for information to :—

1. Financial Commissioner, Development, Punjab.
2. Financial Commissioner, Punjab.
3. Financial Commissioner, Revenue, Punjab.
4. All Administrative Secretaries to Govt., Punjab, in continuation of this Department

U.O. No. 8522-GS-61, dated the 1st August, 1961.

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

Compendium of Instructions on Recruitment—Vol. II

To

1. Financial Commissioner, Development, Punjab.
2. Financial Commissioner, Punjab.
3. Financial Commissioner, Revenue, Punjab.
4. All Administrative Secretaries to Govt., Punjab.

U.O. No. 15055-IGS-61, dated Chandigarh, the 15th Dec., 1961.

Copies are forwarded to the Secretaries to the Chief Minister/Finance Minister/Revenue Minister/Industries Minister and Community and Development Minister, Private Secretaries/Personal Assistants to Ministers, Deputy Ministers and Chief Parliamentary Secretary for information of the Chief Minister, Ministers, Deputy Ministers and Chief Parliamentary Secretary in continuation of this department U.O. No. 8522-GS-61, dated the 1st August, 1961.

Deputy Superintendent, General Services,
for Chief Secretary to Govt., Punjab.

To

As above.

U.O. No. 15055-IGS-61, dated Chandigarh, the 15th Dec., 1961.

Copy of Circular letter No. 9074-ASII-61/45279, dated the 28th December, 1961, from the Chief Secretary to Government, Punjab, to all Heads of Departments, etc., etc.

Subject :— Verification of character and antecedents of persons before their first appointment to Government service.

I am directed to invite a reference to the instructions contained in Punjab Government letter No. 2502-G-51/3389, dated the 11 th June, 1951, on the subject noted above. Government have been considering the question of determining the suitability of such persons for appointment to Government service who are reported to have indulged in anti-social vices including communalism and acts of violence. It has been decided that normally such persons should not to be taken into Government service. Each case should, however, be examined and decided on its merits before taking a final decision. The Home Department will refer to the Chief Secretary for overall policy guidance. These instructions may be brought to the notice of all concerned for information and guidance.

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

Copy of letter No. 391-3GS-62/1443, dated 11th January, 1962 from the Chief Secretary to Government, Punjab, Addressed to Heads of Departments etc., etc.

Subject:— Holding of Combined Examinations for Recruitment to similar posts/services-Procedure regarding allocation of candidates to various services.

I am directed to invite a reference to Punjab Government letter No. 533-GII-59/11327, dated the 15th/18th April, 1959, on the subject noted above and to say that as you are no doubt aware the system of holding combined examinations for recruitment to similar posts/services in a group has been adopted in the Punjab. In order to rationalise allocation of candidates selected on the results of such examinations and for the sake of uniformity and speedy decision the following procedure has been evolved :—

- (i) The Departments while intimating to the Punjab Public Service Commission the number of vacancies to be filled on the basis of a combined examination in a year shall endorse a copy of the requisition to the Chief Secretary (in General Service Branch).
- (ii) The Commission, while forwarding (to the Chief Secretary in the General Services Branch) names of competitioners in the order of merit, shall clearly indicate the choice made by candidates in regard to preference of service. The list shall also include the names of candidates belonging to the Scheduled Castes/Tribes and other Backward Classes in order of merit. The Commission would simultaneously send to the Government the original applications of all the candidates equal to the number of vacancies including those reserved for Scheduled Castes/Tribes/other Backward Classes, plus five extra in each case to cover any additional vacancies. When advertising for these posts, Commission will make it clear that the choice indicated by the candidate is final and he will not be permitted to indicate a new choice after the result of the examination is made available.
- (iii) On the basis of the Commissions list a meeting of the Department concerned will be called and candidates earmarked in the order of merit including reservation for the Scheduled Castes etc. for the various service according to the vacancies indicated by the Departments. If at this stage the Departments can indicate additional number of firm vacancies, these will also be provided for.
- (iv) Having earmarked the candidates as above, the Departments should proceed with the appointments after the formalities are completed. If by chance and candidate falls out as a result of verification of character and antecedents, medical examinations etc., a new appointment should not be made in place thereof as that would involve a revision of the whole list, but this vacancy should be carried forward as an additional vacancy to the next year. It is believed that the number of candidates who fail in the medical examination or whose antecedents are found to be unsatisfactory will be very small and the risk of ignoring this number can be easily taken, than running the risks of delays involved in reallocating the whole list.

2. I am to request that the procedure outlined above may be strictly adhered to in future. The receipt of this letter should be acknowledged.

Copy of letter No. 1143-3GS-62/3235, dated 3rd February, 1962 from Chief Secretary to Government Punjab to all Heads of Departments etc., etc.

Subject :— **Relaxation of age limit for the purpose of recruitment to Services in the Punjab State.**

I am directed to invite a reference to Punjab Government letter No. 13979-3GS-61/41834, dated the 18th November, 1961 on the subject noted above and to inform you that the concession of raising the maximum age limit for entry into Government service in this State extend upto the 31st March, 1965, is also admissible to candidates from all states.

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

Copy of Punjab Government Circular letter No. 2572-GS-62/8884, dated 21st March, 1962 from the Chief Secretary to Government, Punjab to all Heads of Departments etc., etc.

D.O. No. 13036-3GS-61, dated 3-1-1962, from Sh. E.N. Mangat Rai, I.C.S., to all Heads of Department.

Subject :— **Need for employment of more women particularly in Ministerial posts.**

I am directed to invite a reference to marginally noted communication on the subject cited above and to clarify that these instructions do not over-ride the instructions contained in Punjab Government letter No. 15003-G-55/75504, dated the 23rd November, 1955, by which the maximum age limit for entry into Government service in the case of the following categories of women was raised to 35 years:—

- (i) Widows;
- (ii) Women who are legally separated from their husbands or have been divorced;
- (iii) Women whose husband's have been ordered by Civil or Criminal to pay maintenance to them;
- (iv) Women who have, because of their desertion, been living separately from their husbands for more than two years; and.
- (v) Women whose husbands have re-married.

2. Its receipt may be acknowledged.

Copy of Punjab Government Circular letter No. 3028-3GS-62/19037, dated 11th June, 1962 from the Chief Secretary to Government, Punjab, to all Heads of Departments etc., etc.

Subject :— Principles to be followed in making appointments to Civil Services and posts in consultation with the Public Service Commission under Article 320 (3) (b) of the Constitution of India.

I am directed to address you on the above subject and to say that in accordance with the provisions contained in sub-clause (b) of clause (3) of Article 320 of the Constitution of India, the Public Service Commission are to be consulted on the 'principles' to be followed in making appointments to Civil Services and posts, in making promotions and transfers from one service to another and on the suitability of candidates for such appointments, promotions or transfers. The expression "principles to be followed" occurring in that sub-clause are those incorporated in the recruitment rules of the particular service/post. Such rules in respect of the service/posts which are within the purview of the commission are required to be framed in consultation with them. The commission, when consulted about these rules, can express their views in regard to the qualifications and experience to be prescribed for the service/post. Any subsequent change in qualifications and/or experience has also to be referred to the Commission for approval and this should precede the making of recruitment proposals to the Commission.

2. The Commission have brought to the notice of Government that quite often no formal proposal suggesting qualifications and/or experience for particular posts is made by the Departments and whenever such a proposal is made, it is only as a part of the requisition asking for recruitment. This practice defeats the very purpose of Article 320 (3) (b) referred to above. I am, therefore, to request you kindly to ensure that in cases where qualifications/experience for a service/ post are proposed to be prescribed for the first time or where a variation from those already prescribed in the rules is desired, consultation with the Commission should precede the placing of the requisition on the Commission.

3. It may be clarified that the term 'principles' in the context of Article 320 (3) (b) of the Constitution in relation to appointments would not include scales of pay prescribed or to be prescribed for the service/post. The scales of pay are approved by the Government and the Commission do not normally, comment on such matters.

4. The receipt of this letter may be acknowledge and the instructions brought to the notice of all concerned.

Copy of Circular letter No. 9388-4GS-62/24631, dated the 1st August, 1962 from the Chief Secretary to Government, Punjab to all Heads of Departments etc., etc.

Subject :— Fixation of period for joining appointments in the case of candidates recruited through the Punjab Public Service Commission/Subordinate Services Selection Board.

I am directed to invite a reference to Punjab Government circular letter No. 13178-4GS-61/41501, dated the 23rd November, 1961 on the subject noted above and to inform you that on further consideration it has been decided that in the case of woman candidates who are declared temporarily unfit by the medical authorities on account of being enceinte, the maximum time limit of two months prescribed for joining appointments or training courses may be treated as relaxed by such period as is considered necessary, provided that it will not extend six weeks beyond the date of confinement.

Copy of Punjab Government Circular letter No. 11034-3GS-62/34530, dated 26th September, 1962 from the Chief Secretary to Government, Punjab, to all Heads of Departments etc., etc.

Subject :— Principles to be followed in making appointments to Civil Services and posts in consultation with the Public Service Commission under Article 320 (3) (b) of the Constitution of India.

I am directed to invite a reference to Punjab Government Circular No. 3028-3GS-62/19037, dated the 11th June, 1962, on the subject noted above and to say that the words “Such rules in respect of the services/posts which are within the purview of the Commission are required to be framed in consultation with them” occurring in 11 to 13 lines in paragraph I therein should be considered to have been deleted and replaced by the following words :-

“Such rules in respect of all services/posts are required to be framed in consultation with the Commission except those covered by regulation 5 (f) of the Punjab Public Service Commission (Limitation of Functions) Regulations, 1955.”

Copy of Punjab Government Circular letter No. 18427-3GS-62/43145, dated the 5th December, 1962 from the Chief Secretary to Government, Punjab, to all Heads of Departments, etc. etc.

Subject :— **Inclusion of details of allowances attached to a post in the advertisements.**

I am directed to say that in order that the candidates from the open market may know the total emoluments attached to a post, the Punjab Public Service Commission has desired that details of the dearness and other allowances attaching to a post should be included in the advertisements issued by them. This will be possible if the rates of all the allowances admissible in each case are intimated to the Commission by the respective departments, along with the pay-scales against item 9 of the Requisition Form.

I am to request that the required information should in future, be invariably furnished to the Commission, in the proper column of the Requisition Form.

Copy of Punjab Government Circular letter No. 16781-3GS-62/39468, dated the 5th November, 1962 from the Chief Secretary to Govt. Punjab to all Heads of Departments, etc., etc.

Subject :— **Minimum age for entry into Government Service—Fixation of.**

I am directed to address you on the subject cited above and to say that the question regarding fixation of minimum age for entry into Government service has been engaging the attention of the Government for some time past. After careful consideration it has been case of class IV service and 17 years for class III service and other superior service subject to the condition that the service rendered by any person before, the age of 18 years will not qualify for pension, etc. as provided in rules 3.9 of the Punjab C.S.R. Volume II.

2. The Departments may amend their service rules accordingly unless exigencies of service in their particular field require a higher age limit.

Copy of Punjab Government circular letter No. 18854-3GS-62/44893, dated the 17th December, 1962 from the Chief Secretary to Government, Punjab to all Heads of Departments, etc., etc.

Subject :— Holding of Combined Examinations for Recruitment to similar posts/services.

In continuation of Punjab Government letter No. 17999-3GS-62/42246, dated the 24th November, 1962, on the subject noted above. I am directed to state that the instructions contained therein with particular reference to para 4 thereof, will come into force the ensuing P.C.S. (Executive Branch) examination to be held in or about the month of January, 1963.

Copy of Punjab Government Circular Letter No. 17999-3GS-62/42246, dated 24th November, 1962 from the Chief Secretary to Government, Punjab, to all Heads of Departments, etc., etc.

Subject:— Holding of Combined Examination for Recruitment to similar posts/services.

I am directed to refer to Punjab Government letter No. 533-GII-59/11327 dated the 15th/18th April, 1959, and subsequent letter No. 671-GII-60/7882, dated the 11th March, 1960, on the subject noted above, and to say that Government has reviewed the whole scheme of combined examinations for recruitment to similar posts/services in the light of the suggestions made by the various Departments and their past experience, and in consultation with the Punjab Public service Commission. It has been decided that for the future, the Punjab Public Service Commission will hold the combined examinations for recruitment to the various posts shown in the following groups only :—

<i>Name of Group</i>	<i>Name of Posts included in the Group.</i>
Group I	1. P.C.S. (Executive Branch). 2. Excise and Taxation Officer. 3. Assistant Excise and Taxation Officer. 4. Tehsildar. 5. Assistant Registrar, Co-operative Societies, Punjab. 6. Assistant Employment Officer. 7. Excise and Taxation Inspector.
Group II	1. P.C.S. (Judicial Branch). 2. Legal Assistant in the Legal Remembrancer's Office, Industries and other offices.
Group III	1. Deputy Superintendent, Jail. 2. Deputy Superintendent, Police: 3. Inspector of Police.
Group IV	1. Engineering Services Class I and II of all branches of the P.W.D. 2. Temporary Engineer.
Group V	1. Labour Officer. 2. Welfare Officer. 3. Labour Inspector.

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<i>Name of Group</i>	<i>Name of Posts included in the Group.</i>
Group VI	1. Treasury Officer. 2. Assistant Treasury Officer.
Group VII	1. Punjab Forest Service Class I 2. Punjab Forest Service Class II
Group VIII	1. District Industries Officer. 2. Assistant Director of Industries. 3. Assistant Controller of Stores.

2. The posts in each group have not been arranged in the order of their superiority and will be offered to the qualified candidates in the order of their positions in the merit list, keeping in view the preference given by them.

3. The Punjab Public Service Commission will, if considered necessary, make separate arrangements to hold examinations for recruitment to the posts which have been excluded from the new groups detailed in para 1 above but fall within their purview.

4. Government has further decided that the Ministerial Government servants who are eligible for appearing in the P.C.S. (Executive Branch) Examination under Rule 10(3) of the P.C.S. (Executive Branch) Rules, 1930, up to the age of 35 years, will in future, be allowed only three chances in addition to those which a Government servant may have availed of as a direct recruit within the normal age-limit. To avoid any hardship in marginal cases, it has been decided to allow one more chance during the next two years to those Ministerial of Government Servants who have already availed of 3 chances.

5. The receipt of this letter may kindly be acknowledged

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 reference to the case of wives of the serving military personnel. It is felt that the families of the military personnel may be experiencing monetary difficulties due to the setting up of two establishments. Government has, therefore, agreed 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.

Compendium of Instructions on Recruitment—Vol. II

No. 20179-IGS-62/2582

From

Shri Saroop Krishan, I.C.S.,
Financial Commissioner Planning and Addl.
Chief Secretary to Government, Punjab.

To

All Heads of Department, Registrar,
Punjab High Court, Commissioner of Ambala,
Patiala and Jullundur Divisions, District and
Sessions Judges and all Deputy Commissioners in Punjab.

Dated, Chandigarh, the 22nd January, 1963.

Subject :— Training of Clerks-Initial recruitment of Clerks on an apprenticeship basis.

Sir,

I am directed to refer to Punjab Government letter No. 8522-GS-61/27256, dated the 1st August, 1961, on the subject cited above and to further clarify as under :—

- (i) the instructions contained therein shall not be applicable to Stenographers.
- (ii) the persons who had been appointed as Clerks, Stenotypists etc. before the 1st August, 1961, in any department and were, subsequently, appointed as such in the same or different department after the 1st August, 1961 without any break in service shall be exempted from the operation of these instructions.
- (iii) the period of apprenticeship shall in no case be extended beyond the period of two months including the period of apprenticeship spent in any other department of the Punjab Government prescribed under the instructions except that when a person appointed on apprenticeship basis proceeds on extra-ordinary leave, the period of apprenticeship shall be deemed to have been extended to that extent.

These clarifications will take effect from the 1st August, 1961 the date on which instructions referred to above were originally issued. The Finance Deptt. have concurred *vide* their U.O. No. reference No. 3477-3FGI (DS)-62, dated 21-9-1962.

3. The receipt of these instructions may please be acknowledged.

Yours faithfully,
Deputy Secretary General Administration,
for Financial Commissioner, Planning and Addl.
Chief Secretary to Govt., Punjab.

No. 201 79-IGS-62/2583,

dated, Chandigarh, the 22nd Jan., 1963.

Recruitment

A copy is forwarded to the Accountant General, Punjab, Simla, for information in continuation of Punjab Govt. endst. No. 15055-IGS-61/44785 dated the 15th December, 1961.

By Order,
Deputy Secretary General Administration,
for Financial Commissioner, Planning and
Addl. Chief Secretary to Govt., Punjab.

No. 20179-IGS-62/2584,

dated Chandigarh, the 22nd January, 1963.

A copy is forwarded to the Secretary, Subordinate Services Selection Board, Punjab for information and necessary action in continuation of Punjab Govt. endst. No. 15045-IGS-61/44786, dated the 15th December, 1961.

By Order,
Deputy Superintendent General Services,
for Financial Commissioner, Planning and
Addl. Chief Secretary to Govt., Punjab.

Copies are forwarded for information to :—

- (i) Financial Commissioner, Development and Secretary to Government, Punjab, Development and Panchayat Deptt.,
- (ii) Financial Commissioner, Revenue,
- (iii) Financial Commissioner, Planning,
- (iv) Financial Commissioner, Taxation,
- (v) All Administrative Secretaries to Govt., Punjab,

in continuation of this department

U.O. No. 15055-IGS-61,

dated the 15th December, 1961.

Deputy Superintendent General Services,
for Financial Commissioner, Planning and
Addl. Chief Secretary to Govt., Punjab.

Compendium of Instructions on Recruitment—Vol. II

To

- (i) Financial Commissioner Development and Secretary to Government, Punjab,
- (ii) Financial Commissioner, Revenue,
- (iii) Financial Commissioner, Planning and Secretary to Govt., Punjab, Planning Deptt.
- (iv) Financial Commissioner, Taxation
- (v) All Administrative Secretaries to Govt., Punjab.

U.O.No.20179-IGS-62, dated Chandigarh, the 22nd Jan., 1963.

Copies are forwarded to the Secretaries/Private Secretaries/Personal Assistants to Ministers (including the Chief Minister) and the Chief Parliamentary Secretary for information.

Deputy Superintendent General Services,
for Financial Commissioner, Planning and
Addl. Chief Secretary to Govt., Punjab.

To

The Secretaries/Private Secretaries/Personal Assistants to Ministers (including the Chief Minister) and the Chief Parliamentary Secretary.

U.O. No. 20179-IGS-62, dated Chandigarh the 22nd January, 1963

**Copy of Punjab Government Circular letter No. 1100-10GS-63/4707, dated 6th February, 1963
from the Chief Secretary to Government, Punjab, to all Heads of Departments etc., etc.**

**Subject :— Appointment of Tibetan Refugees to Central Service and Posts-Question of eligibility
for employment.**

In continuation of Punjab Government endorsement No. 18072-10GS-62/45092, dated the 27th December, 1962, with which a copy of Government of India, Resolution No. F-II (2) 62-Estt.- (B), dated the 16th June, 1962, and a copy of the latest phraseology of the domicile rule was forwarded to you for being adopted in various service rules. I am directed to say that pending adoption of the phraseology of the rule in the various service rules, Tibetans who arrived in India before the 1st January, 1962, with the intention of permanently settling in India may, subject to the issue of a certificate of eligibility in their favour by the competent authority, be considered for appointment to any post or service under the Punjab Government, provided they are otherwise suitable for appointment and possess the requisite qualifications prescribed for appointment to that post or service.

2. For Secretary to Government, Punjab, Labour and Employment Departments only.

Necessary instructions may please be issued to the various Employment Exchanges to sponsor the cases of Tibetan Refugees, if they are otherwise suitable for employment to various under the Punjab Government.

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

F.No. 15011(1)76-Estt. (B)

Government of India, Cabinet Secretariat,
Department of Personnel and Administrative Reforms,
New Delhi—110001 the 29th April, 1976.

RESOLUTION

The Government of India have decided that in supersession of earlier instructions regarding the eligibility for appointment under the Government of India, the standard rule for recruitment will hence forth be modified as follows:—

“A candidate for appointment to any Central Service or post must be—

- (a) a citizen of India, or
- (b) a subject of Nepal, or
- (c) a subject of Bhutan, or
- (d) A Tibetan refugee who came over to India before the 1st January, 1962 with the intention of permanently settling in India, or

- (e) a person of Indian origin, who has migrated from Pakistan, Burma, Sri Lanka and East African countries of Kenya, Sri Lanka and East African countries of Kenya, Uganda and the United Republic of Tanzania, (formerly Tanganyika and Zanzibar) with the intention of permanently settling in India:
- (1) Provided that a candidate belonging to categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Govt. of India:
- (2) Provided further that a candidate belonging to categories (b), (c) and (d) above will not be eligible for appointment to the Indian Foreign Service.

A candidate in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Union Public Service Commission or other recruiting authority and he may also provisionally be appoint subject to the necessary certificate being given to him by the Govt.

ORDER Ordered that a copy of this Resolution may be communicated to all State Government, all Ministries of the Govt. of India, etc. and also that the Resolution be published in the Gazette of India.

Sd/-
P.S. Mahajan,
Joint Secretary to the Govt. of India.

No. F. 15011(1) 76-Estt. (B) New Delhi the 29th April, 1976.

Copy to:—

All Ministries etc. of the Govt. of India etc.

All States Govt./U.Ts.

All Sections of Deptt. of Personnel and Administrative Reforms and the Ministry of Home Affairs,

All attached/Subordinate offices of Deptt. of Personnel and Administrative Reforms/U.P.S.C./Supreme Court/Lok Sabha/Rajya Sabha Secretariats/President's Secretaries/Vice President's Secretaries/C&A-G.DGP&T.-50 spare copies for the section.

Sd/-
(L.B.Mann)
Under Secretary to the Govt. of India.

HARYANA GOVERNMENT

Endst. No. 3868-4GSTI-76/16644, dated, Chandigarh, the 24-6-76.

A copy is forwarded to :—

- (i) All Heads of Departments, Commissioners, Ambala and Hissar Divisions, All Deputy Commissioners, and all Sub-Divisional Officers.
 - (ii) The Registrar, Punjab and Haryana High Court and All District and Sessions Judges in Haryana for information and guidance.
2. The revised Rule 4 (i) of Model Service Rules regarding Nationality and domicile to be adopted in Various service Rules will now be as per annexure attached.

Sd/-

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

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

- (i) The Financial Commissioner, Haryana.
- (ii) All Administrative Secretaries, Haryana for information and guidance.

Sd/-

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

To

- (i) The Financial Commissioner, Haryana.
- (ii) All Administrative Secretaries, Haryana.

U.O.No.3868-4GSII-76,

dated, Chandigarh, the 24-6-76

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

Subject :— 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 peon 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 orders making appointments on temporary basis should invariably be forwarded to the Board for information.

2. The question has also arisen whether a peon appointed as Clerk should be allowed usual pay of 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. 15055-1GS-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. 7918-3GS-63/26112, dated 31st July, 1963, from the Chief Secretary to Government, Punjab, to all Heads of Departments, etc. etc.

Subject :— Practice of making recruitment and the Draft Service Rules—Subordinate Services Selection Board.

I am directed to say that the Secretary, Subordinate Services Selection Board has brought to the notice of Government a number of cases in which the Board was in the first instance approached to approve the appointment/promotion of particular candidates but when the request was not agreed to the respective. Departments proceeded to make such appointments/promotions on their own, under the cover of draft service rules. The draft rules till finally approved and notified have no legal sanction behind them and appointments/promotions made thereunder are not regular. This is tantamount to short-circuiting the authority of the Board.

2. Government has already issued instructions in the case of the Commission, with Punjab Government U.O. reference No. 7516-G-4-54, dated the 17th December, 1954, that once a reference has been made to the Commission to fill the post by direct recruitment it should not be withdrawn save for exceptional reasons. It has now been decided that these instructions should be deemed to have been extended in the case of reference made to the Board as well.

3. Further, it is hardly necessary to emphasize that the services of the Board should be utilized to the maximum for the recruitment of staff so as to avoid unnecessary criticism of any favouritism by the department.

4. The departments who have not yet finalized their Service Rules should do so at the earliest possible date.

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

Copy of letter No. F.3/3(S)/62-Est. B, dated the 4th October, 1963 from the Joint Secretary to the Government of India, Ministry of Home Affairs New Delhi-II to the Chief Secretaries of all State Governments/Union Territories.

Subject :— Verification of Character and antecedents of candidates selected for appointment to civil posts under the Government of India Procedure regarding.

I am directed to invite a reference to this Ministry's Secret letter of even number dated the 26th November, 1962 on the above subject and to paragraph 3 of Shri L.P. Singh's D.O. letter No. 20/25/62-AIS(I), dated the 12th March, 1963 and to say that a doubt has been expressed by some State Governments whether the District Magistrate/Deputy Commissioner should consult the police authorities and Deputy Inspector General, Criminal Investigation Department in each case before a report is sent to the appointing authority.

2. The matter has been examined further and it has been decided that as a fully documented political record of the undesirable political activities of an individual is only found with the Deputy Inspector General, Criminal Investigation Department, a confidential reference should invariably be made to the Deputy Inspector General, Criminal Investigation Department. Similarly, to check up the criminal record of a candidate, the District Superintendent of Police should invariably be consulted.

To the above extent the procedure suggested in paragraph 3 of Shri L.P. Singh's D.O. letter of 12th March, 1963 stands modified.

3. It is necessary to emphasise the difference between the District Magistrate submitting his report after making a reference to the Criminal Investigation Department and to the local police records, and getting local enquiries made either through his own agencies or through the superintendent of Police. There can be no legitimate objection to the Criminal Investigation Department and the local police records being consulted provided this is done confidentially, and provided further that it is clearly understood that the District Magistrate is free to exercise his own judgement. But enquiries made from individuals etc. in the locality, where a candidate resides or had resided are likely to cause offence and should be avoided except in the few cases in which they appear necessary in the light of entries in the Criminal Investigation Department/Police Records. Even these cases, enquiries should be made by a responsible officer and as discreetly as possible.

4. It has been brought to the notice of this Ministry that while forwarding the attestation form to the District Police authorities and the State Criminal Investigation Departments, the District Magistrates do not always mention the name of the appointing authority and the post for which the candidate is being considered for appointment. In the absence of this information, the police authorities find it difficult to make their recommendation regarding the suitability of the candidate, especially when there is some adverse information about him on record. If the appointments are to be made so sensitive posts, the police may have to adopt a stricter standard than in the case of appointments/posts involving lesser security risks. It is, therefore, necessary that the District Magistrate/Deputy Commissioner should always indicate in the reference to the District Police/Criminal Investigation Department authorities, the name of the appointing authority and the post for which the candidate is being considered. This information is generally given by the appointing authority at the time of making a reference to the District authorities.

PUNJAB GOVERNMENT

No. 9155-ASII-63/2366, dated Chandigarh, the 31st January, 1964.

A copy alongwith a copy of letter No. 2023/62-AIS(I) dated the 12th March, 1963 forwarded to :—

- (1) All Heads of Departments in the Punjab;
- (2) All Administrative Secretaries to Government Punjab;
- (3) The Registrar, Punjab High Court, Chandigarh ;
- (4) Commissioners of Divisions in the Punjab;
- (5) All District Magistrates in the Punjab;
- (6) All District & Sessions Judges in the Punjab; and
- (7) Deputy Inspector General of Police, CID, Punjab;

for information and guidance in continuation of Punjab Government endorsement No. 5181-ASII-63/2367, dated the 20th June, 1963.

For District Magistrates only :— It may kindly be ensured that the verification forms are returned within one month of their receipt from the Union Public Service Commission.

Sd/-
J.C. Khanna,
Superintendent Administrative Services-II,
for Chief Secretary to Government, Punjab.

No. 9155-ASII-63/2367, Dated Chandigarh, 31st January, 1964

Copy with a copy of the enclosure forwarded to all Financial Commissioners in the Punjab, for information, in continuation of Punjab Government U.O. Endorsement No. 3181-ASII-63, dated the 5th July, 1963.

Sd/-
J.C. Khanna,
Superintendent Administrative Services-II,
for Chief Secretary to Government, Punjab.

No. 9155-ASII-63/2367-A, Dated Chandigarh, the 31st January, 1964.

Copy forwarded to the Joint Secretary to Government of India, Ministry of Home Affairs, New Delhi, for information.

Sd/-
J.C. Khanna,
Superintendent Administrative Services-II,
for Chief Secretary to Government, Punjab.

No. 3070-1GS-64/15080

Sardar Gyan Singh Kahlon, I.C.S., Chief Secretary to Government, Punjab.

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

Dated, Chandigarh, the 7th May, 1964.

Subject:— **Recruitment through the Subordinate Services Selection Board, Punjab.**

Sir,

I am directed to invite a reference to Punjab Government letter No. 7386-8GS/20345, dated the 29th May, 1963, on the subject noted above and to convey the following further decisions taken by the Government :-

- (i) All class IV employees of the State Government, besides the peons who alone are at present eligible for temporary appointment, as clerks, may be considered for temporary appointments as clerks provided they are matriculate and are otherwise suitable for such appointment.
- (ii) As the appointment of class IV employees as clerk will be purely temporary arrangement i.e. pending the receipt of the recommendations of the Subordinate Services Selection Board it is not necessary that they should possess the minimum qualification prescribed for appointment to these posts in the service Rules, except, of course the possession of the Matriculation Certificate.
- (iii) The instructions for Apprenticeship issued *vide* letter No. 8522-GS-62/27256, dated 1-8-61, will not apply in the case of Class IV employees promoted as clerk. In addition to their existing emoluments viz., pay plus allowances, they will be given an extra allowances equal to 10% of their basic pay till such time as they are approved by the Subordinate Services Selection Board, when of course they would be entitled to the minimum of the scale of pay attached to the post of clerks.

2. The above decision may please be brought to the notice of all concerned for their information and guidance. The receipt of this letter may also be acknowledge.

Yours faithfully,

Sd/-

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

No. 7865-1GSI-64/31874, dated the 12th October, 1964.

To

- (i) All Heads of Departments, Commissioners for Divisions,
District and Sessions Judges,
Deputy Commissioners and Sub-Divisional Officers (Civil) in the Punjab.
- (ii) The Registrar, Punjab High Court, Chandigarh.

Dated, Chandigarh, the 12th October, 1964.

Subject :— **Recruitment through the S.S.S. Board.**

Sir,

I am directed to invite a reference to Punjab Government letter No. 7386-8GS-64/20345, dated the 29th May, 1963, on the subject above and to say that it has further been decided by the Government that Matriculate peons may be appointed on temporary basis even against temporary vacancies in emergent cases, till the candidates recommended by the Board report for duty, or for a period of three months whichever is earlier. It will however, be obligatory for the Departments to please send a requisition with the Board. Simultaneously and forward copies of orders making appointment on temporary basis to the Board for information.

Copy of circular letter No. 7554-10-GS-64/39008, dated the 8th December, 1964 from the Chief Secretary to Government, Punjab to all Heads of Departments etc., etc.

Subject :— Training of Clerks-Initial recruitment of Clerks on apprenticeship basis.

I am directed to invite your attention to the instructions, contained in Punjab Government letter No. 8522-GS-61/27256, dated the 1st August, 1961 laying down that recruitment to posts of clerks should be made on an apprenticeship basis and the person selected by the Subordinate Services Selection Board, Punjab should be required to undergo two month's training in the office of appointment on a stipend of Rs. 40.00 per mensem. It was clarified,—*vide* Punjab Government letter No. 15055-IGS-61 /44784, dated the 15th December, 1961 that the apprenticeship instructions would be applicable to all clerical posts of typist, Steno-typist, Stenographer, Store-keeper Librarian etc., (carrying the same identical scale of pay *of* a clerk. In partial modification of these instructions the Government has decided to exempt the Steno-typists from the operation of these instructions. The Steno-typists, will henceforth be allowed the regular scale of clerk *i.e.* Rs. 60-4-80-/5-120-5-175 plus usual allowances including stenography allowance of Rs. 15/- p.m. from the date of joining the posts in the first instance.

2. These instructions will come into operation with immediate effect.
3. This issues with the concurrence of the Finance Department, *vide* their U.O. advice No. 8798-FGI-64, dated the 4th November, 1964.
4. The receipt of this communication may please be acknowledged.

Copy of Punjab Government Circular letter No., 9578-3GSI-64/41005, dated the 31st December, 1964 from the Chief Secretary to Government, Punjab to all Heads of Departments etc., etc.

Subject :— Holding of Combined Examinations for Recruitment to similar posts/services—procedure regarding allocation of candidates.

I am directed to invite a reference to Punjab Government circular letter No. 391-3GS-62/1443, dated the 11th January, 1962 on the subject noted above and to say that the last two lines of para 1 (ii) thereof be read as under:—

“that the choice indicated by the candidate would be final unless changed before the final result becomes available,”

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

Copy of Punjab Government Circular letter No. 6772-10GS-64/1923, dated the 18th January, 1965, from the Chief Secretary to Government, Punjab, to all Heads of Departments, etc. etc.

Subject :— Termination of employment of temporary Government servants--provision of notice.

I am directed to invite a reference to Punjab Government letter No. 8845-G-54/29154, dated the 19th October, 1954, on the subject noted above and to state that a number of references are being received from time to time from various Departments as to whether or not a provision in regard to one month's notice from either side, need be made in terms of appointments made on *ad-hoc* basis, for a specific period, on stop-gap arrangements. It has been decided by the Government that as the appointments in such cases are made on purely temporary basis, no provision for one month's notice from the either side need be made in the terms of appointment of such a candidate. It should be indicated in such cases that the services of the official(s) concerned would be liable to be terminated at any time without any prior notice.

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

Copy of Punjab Government Circular letter No. 1757-GSII-65/6393, dated 3rd March, 1965, from the Chief Secretary to Government Punjab, to all Heads of Departments, etc.

Subject :— Training of Clerks-Initial recruitment of Clerks on apprenticeship basis.

I am directed to invite your attention to Punjab Government letter No. 8522-GS-61/27256. dated the 1st August, 1961, on the subject noted above and to say that on reconsideration Government has abolished the scheme of apprentice clerks with effect from 1st January, 1965, from which date all freshly appointed clerks be paid regular pay and allowances.

2. Necessary action may please be taken accordingly.

Copy of Circular letter No. 1036-IGS(I)-65/13310, dated the 3rd March, 1965, from the Chief Secretary to Government, Punjab, to all Heads of Departments, etc., etc.

Subject :— Fixation of period for joining appointments in the case of candidates recruited through the Punjab Public Service Commission/Subordinate Services Selection Board, Punjab.

I am directed to refer to you to the instructions contained in Punjab Government letter No. 13178-4GS-61/41501, dated the 23rd November, 1961, on the subject noted above and to say that Punjab Government have been frequently receiving proposals from some departments dealing with technical personnel for the relaxation of the maximum time limit of two months as laid down in the said instructions in favour of selected candidates who are unable to join their appointments, these requests were normally accepted by Government on the basis that there was an acute shortage of doctors and other technical hands. In order to further facilitate the position of such departments and to avoid unnecessary correspondence it has now been decided by Government to authorise the Administrative Departments to allow suitable extension, if necessary, at their own level to doctors and other technical hands who are in short supply and in whose case recommendation is made by the Punjab Public Service Commission/Subordinate Services Selection Board, Punjab.

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

Copy of Punjab Government Circular letter No. 8069-10-GS-64/11669, dated 6th April, 1965, from the Chief Secretary to Government, Punjab, to all Heads of Departments etc., etc.

Subject :— Training of Clerks-Initial recruitment of Clerks, on apprenticeship basis.

I am directed to invite a reference to Punjab Government letter No. 8522-GS-61/27256, dated the 1st August, 1961, and subsequent letters, Nos. 15055-10-GS-61/44784, dated the 15th December, 1961, and 20179-10-GS-62/2582 dated the 22nd January, 1963, on the subject noted above and to clarify further that the persons who were previously appointed as Clerks, Typists, Stenotypists, Store-keepers, Librarians in the scale of Rs. 60-4-80/5-120/5-175 through the Subordinate Services Selection Board and had worked as such for two months before their re-appointment on such clerical posts after 1st August, 1961 through the Subordinate Services Selection Board should be treated as exempted from the operation of the apprenticeship instructions.

2. This issues with the concurrence of the Finance Department conveyed vide their U.O. advice No. 3059FGI-65, dated the 30th March, 1965.
3. The receipt of this letter may please be acknowledged.

Copy of letter No. 5692-IGS-II-65/27838, dated the 9th August, 1965, from the Chief Secretary to Government, Punjab, to all Heads of Departments etc., etc.

Subject :— Training of Clerks-Initial recruitment of Clerks on apprenticeship basis.

I am directed to invite a reference to Punjab Government letter No. 8069-10 GS-64/11668, dated the 6th April, 1965, on the subject noted above and to clarify further that the persons who were previously appointed as Clerks, Typists, Steno-typists, Storekeepers, Librarians, in the scale of Rs. 60-4-80/5-175 through the Employment Exchanges and had worked as such for two months before their re-appointment on such clerical posts after 1st August, 1961, through the Subordinate Services Selection Board should also be treated as exempted from the operation of the apprenticeship instructions.

2. This issues with the concurrence of the Finance Department, - *vide* their U.O. No. 7366-FGI-65, dated 26th July, 1965.

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

No. 5622-I-GSII-65/32342

From

The Chief Secretary to Government, Punjab, All Heads of Departments,
The Registrar, Punjab High Court, the Commissioner of Divisions,
All District and Sessions Judges and Deputy Commissioners in the Punjab.
Dated Chandigarh, the 22nd September, 1965.

Subject :— Filling up of vacancies of Clerks in Class 'A' Offices of the Punjab Government.

Sir,

I am directed to address you on the subject noted above and to state that it has been represented by the ministerial staff of the various sub offices of the Punjab Government that 50% of the posts of Clerks in Class 'A' offices should be filled by making appointments from amongst clerks who are working in Sub-Offices and are duly selected by the Subordinate Services Selection Board, without holding further test and irrespective of the fact whether they pass the Matriculation Examination in the 1st Division or not. The Government have considered the representation and observe that appointment to posts are normally made by the following three methods :—

- (i) by direct appointment;
- (ii) by transfer of persons working in other offices of the State Government; and
- (iii) by promotion.

The Clerks working in the Sub-Offices are therefore, already eligible for appointment to 'A' Class Offices by transfer. As regards the condition of 1st or 2nd Division it is observed that the qualifications normally prescribed in the Service Rules pertain to direct recruits and not to persons who are appointed by promotion or by transfer with the experience and the background that such Clerk would have required in Sub Offices it is believed they would prove useful. The Government have, therefore, decided to accept the proposal of the ministerial staff of the Sub Offices that they would be eligible for appointment in Class-I Offices irrespective of the Division in which they have passed the Matriculation Examination *i.e.* their academic qualification may be mere Matriculation but they should have clerical experience in the Sub-Offices for atleast **Two years**.

2. As far the reservation of 50% posts of Clerks in 'A' Class Officer for appointment by transfer from Sub- Offices the Government are of the view that free flow of fresh blood should be allowed to infuse in the services and as such are not in favour of lying down any restrictions on the Government departments and it is left to the individuals Offices to draw upon this class of officials, as and when necessary.

Sd/-
Deputy Secretary, Gen. Administration,
for Chief Secretary to Government, Punjab.

Recruitment

A copy each is forwarded to :—

- (i) All the Financial Commissioners, Punjab.
- (ii) All the Administrative Secretaries to Government Punjab, for necessary action.

U.O. No. 5622-IGS-II-65, dated Chandigarh, the 22nd Sept., 1965.

A copy is forwarded to :—

Secretaries/Private Secretaries and Personal Assistants to Chief Minister, Ministers/
Minister of State/Deputy Minister/Chief Parliamentary Secretary for the information of the Chief
Minister/Ministers/Minister of State/Deputy Minister/Chief Parliamentary Secretary.

Sd/-

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

To

Secretary/Private Secretaries and Personal Assistants to Chief Minister/ Ministers/
Minister of State/Deputy Minister/Chief Parliamentary Secretary.

U.O. No 5622-IGS-II-65, dated Chandigarh, the 22nd September, 1965.

Copy of Punjab Government Circular letter No. 510-5 GSII-66/4597, dated 8-3-1966 from the Chief Secretary to Government, Punjab, to all Heads of Departments, etc., etc.

Subject :— Question of admissibility of age and other concessions to persons holding Government posts on adhoc basis.

I am directed to say that it has been brought to the notice of the Government by the Punjab Public Service Commission and the Subordinate Services Selection Board that in the requisitions received by them from the Departments for recruitment from the open Market, the usual provision regarding the relaxability/non-applicability of the upper age limit in the case of Government employees does not distinguish between the permanent and temporary Government employees working on a regular basis on the one hand and the employees appointed by the Departments on temporary adhoc basis, pending the appointment of candidates recommended by the Commission/the Board, on the other. The question whether the adhoc appointees should be treated at par with other Government employees in the matter of upper age limit has been carefully considered by Government and it has been decided that the adhoc appointees should not be made eligible for this concession as otherwise persons above the prescribed age can, by securing adhoc appointments, circumvent the condition regarding upper age limit. I am, accordingly, to request that while placing requisitions with the Commission/the Board for recruitment to posts in your department, this decision of the Government may be kept in view.

Copy of Punjab Government Circular letter No. 2416-5GSII-66/13080, dated the 23rd May, 1966, from the Chief Secretary to Government, Punjab, to all Heads of Departments, etc.. etc.

Subject:— Recruitment through the Subordinate Services Selection Board.

I am directed to say that in modification of orders contained in sub-para (i) of Punjab Government letter No. 1212G-54/5973, dated the 13th February, 1954 on the subject noted above it has been decided that the appointing authorities will be competent to fill both permanent and temporary posts for a period not exceeding six months pending reference to the Subordinate Services Selection Board.

Copy of Circular letter No. 5173-IGS-II-66/24953, dated the 19th September, 1966 from the Chief Secretary to Government, Punjab to all Heads of Departments etc., etc.

Subject :— Training of Clerks-Initial recruitment of clerks on apprenticeship basis.

I am directed to invite a reference to Punjab Government letter No. 5692-IGS-II-66/27838, dated the 9th August, 1965 and to clarify further that the persons who were previously appointed as Clerks, Typists, Steno-typists, Storekeepers and Librarians in the scale of Rs. 60-4-80/5-120/5-175 through the Subordinate Services Selection Board/Employment Exchanges and had worked as such for two months and were subsequently re-appointed after 1st August, 1961 on such clerical posts through the Employment Exchanges and whose appointments were later on regularised by the Subordinate Services Selection Board should also be treated as exempted from the operation of the apprenticeship scheme.

2. This issues with the concurrence of the Finance Department,-vide their U.O. advice No. 8150-FGI 766 dated the 26th August, 1966.

Copy of letter No. 5165-5GS-66/27092, dated the 20th October, 1966, from the Chief Secretary to Government, Punjab to all Heads of Departments etc., etc.

Subject :— Personnel data of Government Employees - Collection of.

I am directed to say that it has been decided that all future entrants to Government service except the Class IV employees, on their first appointment should furnish information in respect of their close relations in the enclosed proforma which should be added to the Confidential Personal file of the employee concerned and any change in the particulars given in the proforma should be furnished by the official concerned at the end of each year to the Administrative Department/Head of Department/Head of office, as the case may be. The Department concerned should incorporate the information in the confidential personal file of the employees concerned and keep it up to date. The term close relation includes wife, son, daughter, parents, brothers and sisters. The receipt of this letter may please be acknowledged.

Form to be filled by Government Employees on first appointment

- | | | | | | | |
|----|--|--|-------------|-----------------|----------------|------------|
| 1. | Close relations
who are national
of or are domiciled
in other countries | Name | Nationality | Present address | Place of birth | Occupation |
| | (i) Father | | | | | |
| | (ii) Mother | | | | | |
| | (iii) Wife/Husband | | | | | |
| | (iv) Son(s) | | | | | |
| | (v) Daughter(s) | | | | | |
| | (vi) Brother(s) | | | | | |
| | (vii) Sister(s) | | | | | |
| 2. | Close relations
resident in India,
who are of non-
India origin | Name | Nationality | Present address | Place of birth | Occupation |
| | (i) Father | *If in Public Service, given full particulars regarding designation of the post held, name of department/office, etc., where employed and the date of such employment. | | | | |
| | (ii) Mother | | | | | |

(iii) Wife/Husband I certify that the foregoing information is correct and complete to the best of my knowledge and belief.

(iv) Son(s)

(v) Daughter(s)

(vi) Brother(s)

(vii) Sister(s)

Signature _____

Designation _____

Dated _____

- Note:—
1. Suppression of information in this form will be considered a major departmental offence for which the punishment may extend to dismissal from service.
 2. Subsequent changes, if any, in the above data should be reported to the Head of office/Department at the end of the each year.
- _____

Copy of O.M. No. 3/8(S)/67-Ests. (B), dated the 27th September, 1967 from the Deputy Secretary to Government of India, Ministry of Home Affairs, New Delhi-11 to all Ministers/ Departments of Government of India etc.

OFFICE MEMORANDUM

Subject :— Verification of character and antecedents of candidates selected for appointment to civil posts under the Government of India. Review of the procedure and revision of instructions regarding.

Attention is invited to the instructions contained in Home Department's O.M. No. 20/58/45-Ests. (S), dated 7th February, 1947 which lay down some of the Principles behind the practice of verification of character and antecedents of candidates selected for appointment under the Government of India. Certain apprehensions have been expressed regarding the interpretation of the criteria laid down in para 2(b) of this O.M. and it has been represented that candidates might be discriminated against on the basis of their political opinions or affiliations. Government's policy has been that no person should be considered unfit for appointment solely because of his political opinions but care has to be taken not to employ persons who are likely to be disloyal and to abuse the confidence placed in them by virtue of their appointment. Ordinarily, persons who are actively engaged in subversive activities including members of any organisation, the avowed object of which is to change the existing order of society by violent means should be considered unfit for appointment under Government. In amplification of this criterion, it is hereby further clarified that an individual may be considered unsuitable for public employment only on the ground of his actual participation in or association with any objectionable activity or programme. Specifically, the following shall be considered undesirable for employment in civil posts in the public services :—

- (a) those who are, or have been, members of, or associated with, any body or association declared unlawful after it was so declared or,
- (b) those who have participated in, or associated with, any activity or programme :—
 - (i) aimed at the subversion of the Constitution,
 - (ii) aimed at the organised breach or defiance of the law involving violence,
 - (iii) prejudicial to the interests of the sovereignty and integrity of India or the security of the State, or
 - (iv) which promotes on grounds of religion, race, language, caste or community, feelings of enmity or hatred between different sections of the people.

Participation in such activities at any time after attaining the age of 21 years and within three years of date of enquiry should be considered as evidence that the person is still actively engaged in such activities unless in the interval there is positive evidence of a change of attitude.

The competent authorities who make enquiries into the character and antecedents of candidates are being requested to specifically cover the above points in their report on the character and antecedents of candidate.

2. All Ministers are requested to bring the above instructions to the notice of all Heads of Departments/offices under their control including the quasi-Government Organisations, Public Undertakings, Autonomous Bodies, etc., where the scheme of verification has been extended, and instruct all the appointing authorities to observe the above principles for the future. Cases decided in the past need not be reopened.

SECRET

Copy of letter No.3 (15) (S)/65-Ests. (B), dated the 8th March, 1968, from the Deputy Secretary to the Government of India, Ministry of Home Affairs, New Delhi, to the Chief Secretaries of all State Governments, Administrations/Governments in the Union Territories.

Subject:— Verification of character and antecedents of candidates for appointment to posts under the Central Government.

I am directed to refer to this Ministry's letter No. F. 56 (50/54-Ests. (B) dated the 25th September, 1954, modifying the procedure followed for the verification of character and antecedents of candidates for employment under the Government of India to relimitate the requirement of interrogation of the candidates or other persons in his locality for the purpose of establishing his identity and verifying the particulars furnished by him and to say that the Government of India have reviewed the position. They consider that it is essential that the identity of candidates being considered for appointment under the Central Government should be clearly established, in order to avoid cases of impersonation and entry of unsuitable persons. With this purpose in view, candidates for employment under the Government of India, have been required to attach their photographs to the attestation form. It is requested that instructions may be issued to the District authorities to make local inquiries to establish the candidate's identity, that is, whether the candidate is, in fact, the person he claims to be, whenever requests to this effect are made by the appointing authorities concerned, while sending the attestation form of the candidates for verification of character and antecedents. The District authorities may also be requested to furnish a certificate while returning the attestation form to the appointing authorities to the effect that the candidate's identity has been established.

2. I am to add that in the case of appointments to posts under the Government of India where the Ministries/Departments specifically ask for local field inquiries to be conducted, the same should be conducted by responsible officers as already requested in this Ministry's letter No. 8/3(S)/62-Ests. (8) dated the 4th October, 1963. The Ministries/Departments under the Government of India have been instructed to make a specific request to the District Authorities to this effect, while sending the attestation forms for verification of character and antecedents of candidates who are considered for appointment to posts where such enquiries are considered by them to be necessary. I am to request that the District authorities may be informed of the position and instructed to conduct field inquiries whenever requests to this effect are received from the appointing authorities, along with the request for verification of character and antecedents.

No. 1387-5S-68/9115

From

The Chief Secretary to Government, Haryana.

To

All Heads of Departments,
Registrar, High Court of Punjab and Haryana,
Commissioner of Ambala Division,

All District Magistrates and
District and Sessions Judges in Haryana.

Dated, Chandigarh, the 16th April, 1968.

Subject :— **Verification of character and antecedents of candidates for appointment to posts under the Central Government.**

Sir,

I am directed to invite a reference to the composite Punjab Government endorsement No. 9155-ASII-63/2366 dated the 31st January, 1964 on the subject noted above, and to forward herewith a copy of Government of India, Ministry of Home Affairs' letter No.3 (15) (S)/65-Ests. (B) dated the 8th March, 1968 for information and compliance.

Yours faithfully,

Sd/-

Section Officer, (Services),
for Chief Secretary to Government, Haryana.

A copy with copy of the enclosure is forwarded to the Financial Commissioners and the Administrative Secretaries to Government, Haryana, for information, in continuation of composite Punjab Government endorsement No. 9155ASII-63/2366-67 dated the 31st January, 1964.

No. 5999-5GS-69/23700

From

The Chief Secretary to Government, Haryana.

To

- (1) All Heads of Departments ; the Commissioner, Ambala Division; and 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 24th/27th October, 1969.

Subject :— Appointments made by the Departments on Temporary Basis.

Sir,

I am directed to refer to the instructions contained in composite Punjab Government letter No. 2939-G-54/21013, dated the 7th April, 1954, (copy enclosed) according to which the Departments are required to endorse a copy of the appointment order to the Public Service Commission, whenever a temporary appointment is made. It has also been laid down in these instructions that the period of temporary appointment should not be extended without reference to the Public Service Commission, irrespective of the period of extension involved.

2. An instance has come to the notice of the State Government where a department had allowed temporary appointment to continue for a considerable period in contravention of the instructions referred to above. This is irregular. I am to request that the instructions in question should be followed in their letter and spirit and with the modification that henceforth a requisition complete in all respects, must be sent to the Haryana Public Service within 15 days of every temporary appointment, so that the Commission could send their recommendations in time.

Yours faithfully,

Sd/-

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

A copy each with a copy of its enclosure, is forwarded for information and necessary action to :-

- (1) The Financial Commissioner, Revenue, Haryana, and
- (2) All Administrative Secretaries to Government, Haryana.

Sd/-

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

To

- (1) The Financial Commissioner, Revenue, Haryana.
- (2) All Administrative Secretaries to Government, Haryana.

U.O. No. 5999-5GS-69/

Dated Chandigarh, the 24th October, 1969.

क्रमांक 1454 - 5 से 69/5803

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. हरियाणा के सभी विभागाध्यक्ष, अम्बाला मण्डल के आयुक्त तथा उपायुक्त ।
 2. रजिस्ट्रार, मुख्य न्यायालय, पंजाब तथा हरियाणा एवं जिला और सत्र न्यायाधीश ।
- दिनांक, चण्डीगढ़, 28 मार्च, 1969

विषय :- सरकारी कर्मचारियों की सेवा में नियुक्ति से पहले उनके चरित्र तथा पूर्ववृत्त के सत्यापन के बारे में ।

श्रीमान्,

मुझे निदेश हुआ है कि मैं उपर्युक्त विषय पर उत्तर प्रदेश सरकार के गोपनीय पत्र क्रमांक 4694(1)/11 बी-321/1947, दिनांक 6-6-1958 तथा उसके अनुलग्नकों की एक प्रति आपको एक बार फिर अग्रेषित करूँ और यह प्रार्थना करूँ कि भविष्य में उन प्रार्थियों के, जिनका घर उत्तर प्रदेश में है, चरित्र तथा पूर्ववृत्त का सत्यापन करते समय इन हिदायतों का पूर्णतय पालन किया जाए ।

भवदीय,

हस्ता / -

सहायक सचिव, प्रशासन,

कृते: मुख्य सचिव, हरियाणा सरकार ।

एक-एक प्रति सहपत्रों सहित, सूचना तथा आवश्यक कार्यवाही के लिए वित्तायुक्त एवं राजस्व सचिव, हरियाणा सभी प्रशासन सचिव, हरियाणा सरकार को भेजी जाती है ।

Compendium of Instructions on Recruitment—Vol. II

No. 566-S-69/

From

The Chief Secretary to Government, Haryana

To

All Heads of Departments,
Registrar High Court of Punjab and Haryana,
Commissioner of Ambala Division,

All Deputy Commissioners and District and Sessions Judges in Haryana.

Dated, Chandigarh, the 7th February, 1969.

Subject:— Verification of Character and antecedents of candidates selected for appointment to civil posts under Government of India.

Sir,

Government of India's letter No. 3/8 (S)/67-Ests. (B) dated 27-9-1967 with enclosure. I am directed to enclose a copy of the marginally noted communication on the subject noted above, issued by the Government of India, Ministry of Home Affairs, for information, guidance and strict compliance.

2. I am also directed to invite a reference to para 2 (b) of the composite Punjab Government circular letter No. 2502-G-51/3389 dated the 11-6-1951, on the subject of "verification of character and antecedents of persons before their first appointment to Government service" and to say that the State Government have decided that the procedure adopted by the Government of India, as indicated in their communication referred to above, should be observed for candidates seeking employment under the State Government as well. These instructions may, therefore, please be followed in the case of appointments to posts under the Haryana Government also.

Yours faithfully,

Sd/-

Assistant Secretary (Administration),
for Chief Secretary to Government, Haryana.

A copy, each with copies of enclosure, is forwarded to the Financial Commissioner, Revenue, Haryana and the Administrative Secretaries to Government, Haryana, for information and guidance.

No. 1824-S-69/9201

From

The Chief Secretary to Government,
Haryana.

To

- (i) All Heads of Departments; Commissioner, Ambala Division;
and all Deputy Commissioners in Haryana.
- (ii) The Registrar
High Court of Haryana and Punjab
and all District and Session, Judges in Haryana.

Dated, Chandigarh, the 22nd May, 1969.

Subject :— Procedure regarding the verification of character/antecedents of persons recommended by the Haryana Public Service Commission for appointment to Government Service.

Sir,

I am directed to invite reference to the instructions issued by the composite Punjab Government about the procedure to be adopted for the verification of character and antecedents of persons prior to their first appointment to Government service. According to these instructions it is necessary that before a person is appointed to Government service, his character and antecedents should be verified by the appointing authority through the District Magistrate of the district of which he is a permanent resident. Moreover, the District Magistrate is required, before making his report, to consult the Superintendent of Police and also the Deputy Inspector General of Police, Criminal Investigation Department.

2. The present procedure is that the Public Service Commission forwards to the appointing authority the list of the candidates recommended by it for appointment. On receipt of this list, the appointing authority addresses the successful candidates, requiring them *inter alia* to fill in and return the attestation forms. These forms are then forwarded by the appointing authority to the District Magistrate concerned who, after consulting the Superintendent of Police and the D.I.G. (CID), makes a report to the appointing authority about the suitability of the candidates. The instructions

are that the District Magistrate should sent this report within a period of one month, but ordinarily about three months are taken, and as the candidates cannot be appointed until the reports are received heavy delay occurs in their appointment.

3. In order to avoid such delay which for obvious reasons causes difficulty and is undesirable it has been decided that the procedure set out below, should be adopted in this respect :—

- (i) Two copies of the attestation form should be attached to the application form itself and all candidates should be required to fill in this form also when they make their applications.
- (ii) At the top of the attestation form, the words “Confidential” and “Date Bound” should be printed in red ink.
- (iii) The Commission should check up specifically whether the candidate has given the name of the Police Station in which his home is located in column 2 of the attestation form.
- (iv) The Commission should forward the application form including the attestation forms to the Departments concerned along with its recommendations.

If the candidate recommended is finally selected the Department should, besides completing the other formalities regarding medical test etc., address the District Magistrate concerned simultaneously for the verification of his character and antecedents. This letter should specifically mention the name, parentage and complete address of the candidate. A copy of the communication addressed to the District Magistrate, should be endorsed to the Superintendent of Police concerned and to the D.I.G. (CID), Haryana along with a copy each of the attestation form, and it should be requested that their verification reports should be sent to the District Magistrate according the time schedule laid down in para 4 below. When subsequently the verification reports are forwarded to the District Magistrate, a copy of the covering letter should also be endorsed to the Department concerned. On receipt of the reports from the Superintendent of Police/ the D.I.G. (CID) Haryana, the District Magistrate should pass them on to the Department adding therein his own comments, if any, within a maximum period of 4 days. If the reports of Superintendent of Police/D.I.G. (CID) are not received within the prescribed period. The District Magistrate should pursue the matter with them. Moreover, while these reports are awaited, the District Magistrate may make his own independent inquiries in the matter, if he is so desires.

4. It may be noted that time to be taken at the various stages will be as given below and it should be ensured that the schedule is adhered to strictly :—

(1)	Transit from the Head of the Department to the office of the D.M., the S.P. and the D.I.G. (CID).	...2 days.
(2)	Transit to the branches concerned of these offices.	...1 day
(3)	(a) (For office of the D.M. only). Time allowed for independent enquiries, if necessary, by the D.M.	...9 days.
	(b) (For office of the DIG(CID) only). Time allowed for verification and for report reaching the D.M.'s office.	...9 days.
	(c) (i) (For office of S.P. only). Time allowed for despatch of the attestation form to S.H.O.(s) concerned.	...2 days.
	(ii) Time allowed to S .H. O. (s) for verification and for report reaching the S.P.'s office.	...15 days.
	(iii) Time allowed for the S.P.'s final report reaching the D.M.'s office.	...3 days.
(4)	Transit to the branch concerned in the D.M.'s Office.	...1 day.
(5)	Time allowed for the final reply of the District Magistrate reaching the Department concerned.	...3 days.
(6)	Transit to Head of Department.	...2 days.
Total time		29 days.

5. In case the Head of Department concerned does not receive the verification report from the District Magistrate within a period of one month, he should send him a reminder endorsing a copy thereof to the Commissioner, Ambala Division. Furthermore, in order to avoid the loss of attestation forms in transit, these forms should be sent under registered cover.

6. The Commissioner, Ambala Division and the D.I.G. of Police, Ambala range, are also requested to check up such cases at the time of inspection of the offices of the District Magistrates and the Superintendents of Police respectively, and to ensure that these are disposed of expeditiously and without delay.

Compendium of Instructions on Recruitment—Vol. II

7. Attention may also be invited to the instructions contained in paragraph 2 of Government of India, Ministry of Home Affairs letter No. F.S. 3/6/60-B, dated the 17-5-1960 circulated *vide* composite Punjab Government circular Memorandum No. 12861-12939/VDSB/MY dated the 9-6-1960, which instructions require that the verification should not be made by S.P./DIG (CID) direct and the District Magistrate should be the authority to consolidate the reports, and make independent enquiries and add his comments, if necessary. This is provided for in the present procedure according to which the Superintendent of Police and the DIG (CID) are required to forward their reports through the District Magistrate.

Yours faithfully,

Sd/-

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

A copy each is forwarded to :—

- (i) The Financial Commissioner (Revenue), Haryana.
 - (ii) All Administrative Secretaries to Government, Haryana, for information.
-

No. 8305-5-GS-69/844

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 in Haryana.
- (2) The Registrar, Punjab and Haryana High Court
and all Districts and Sessions Judges in Haryana.

Dated, Chandigarh, the 16th January, 1970.

Subject :— Appointments made by the Departments on temporary Basis.

Sir,

I am directed to invite reference to clauses (c) and (d) of regulation 3 of the Punjab Public Service Commission (Limitation of Functions) Regulations, 1955 which authorises an appointing authority to make ad-hoc appointments for a period of 6 months pending the approval of the H.P.S.C. for regular appointment, where such posts are to be filled by direct recruitment. The Haryana Public Service Commission on receipt of a requisition from the appointing authority advertises the posts and, after scrutiny of the candidates, recommends, suitable names for regular appointment. In this regard the H.P.S.C. does not and cannot make any distinction between candidates from the open market and persons appointed by the appointing authority on an ad-hoc basis, and therefore the later have to compete with the other candidates on an equal level.

2. Cases have come to the notice of the State Government where ad-hoc appointees have failed to apply to H.P.S.C. for a regular appointment in response to their advertisement, under the wrong impression that their appointment will be regularised in due course by the H.P.S.C. Furthermore, the appointing authorities themselves too have under a similar erroneous impression, been requesting this department to take up the regular appointment of these ad-hoc appointees with the H.P.S.C. This leads to difficulty because the State Government cannot, for obvious reasons make any such reference to H.P.S.C. and ad-hoc appointees lose their chance of regular appointment. In order to ensure that such difficulty is avoided in future. I am directed to request you to bring it to the notice of the ad-hoc appointees serving under you from time to time that they will not be considered by the H.P.S.C. for regular appointments unless, like other candidates from the open market they submit their applications to the Commission and they should therefore proceed accordingly. The appointing authorities may also be apprised of the correct position in this regard.

3. Kindly acknowledge the receipt of this letter.

Yours faithfully,

Sd/-

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

Compendium of Instructions on Recruitment—Vol. II

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

- (1) The Financial Commissioner, Revenue, Haryana, and
- (2) All Administrative Secretaries to Government, Haryana.

Sd/-

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

To

- (1) The Financial Commissioner, Revenue, Haryana.
- (2) All Administrative Secretaries to Government, Haryana.

U.O. No. 8305-5GD-69/
1970.

Dated, Chandigarh. the 16th January,

क्रमांक 6317 - 1 जी.एस. - 70 / 21313

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. सभी विभागीय अध्यक्ष, आयुक्त अम्बाला मण्डल,
तथा सभी उपायुक्त और उप-मण्डल अधिकारी, हरियाणा ।
2. रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय चण्डीगढ़ और
जिला तथा सत्र न्यायाधीश, हरियाणा ।
दिनांक, चण्डीगढ़, 20 अगस्त, 1970.

विषय: - तदर्थ आधार पर विभागों द्वारा नियुक्तियां तथा हरियाणा लोक सेवा आयोग के पास भेजी गई मांगें ।
महोदय,

मुझे उपरोक्त विषय पर आपको लिखने का निदेश हुआ है कि मैं आप को यह कहूँ कि हरियाणा लोक सेवा आयोग के अपनी 1968-69 की वार्षिक रिपोर्ट में निम्नलिखित बातों की ओर ध्यान दिलाया है ।

- (1) विभिन्न पदों की सीधी नियुक्ति के मांग-पत्र ठीक प्रकार से नहीं भरे पाए गए जिसके कारण उन्हें लौटाया गया जिसके फलस्वरूप काम में निवार्य देरी हुई;
- (2) विभागों ने अपने विभागीय उम्मीदवारों के आवेदन-पत्र आयोग में प्राप्ति की अन्तिम तिथि से पहले अग्रेषित करने में चूक की जिसके कारण वे चयन का सुअवसर न प्राप्त कर सके;
- (3) नई भर्ती पर प्रतिबन्ध होने के बावजूद तदर्थ नियुक्तियां की गई; और
- (4) लगभग सब तदर्थ नियुक्त व्यक्तियों को आयोग का पूर्व अनुमोदन लिए बिना छह मास से आगे सेवा में चलने दिया गया ।

2. इन बातों पर सरकार ने विचार किया और इन पर इस प्रकार निर्णय किया गया है: -

- (1) सरकार ने अपने पत्र संख्या 7048-5 जी.एस.-69/1676, दिनांक 26 जनवरी, 1969 द्वारा सभी प्रशासकीय सचिवों तथा विभागाध्यक्षों को हिदायतें जारी की थी कि आयोग को भेजे जाने वाले मांग पत्र भली भांति और पूर्ण रूप से भरे होने चाहिए । यह जरूरी है कि आयोग की बातों को ध्यान में रखा जाये और सरकार द्वारा जारी की गई हिदायतों का कठोरता से पालन किया जाए ताकि जो देरी आयोग को दोबारा सहबारा पत्र-व्यवहार करने से पदों को भरने से होती है उसे आगे के लिए समाप्त किया जा सके ।
- (2) यह अतीव खेद की बात है कि विभाग की ओर से विभागीय उम्मीदवारों के आवेदन पत्र ठीक समय में भेजने की चूक के कारण उन्हें हानि हो । विभागाध्यक्ष व्यक्तिगत तौर पर यह सुनिश्चित करें कि ऐसी भर्ती भविष्य में न हों और विभागीय पात्र उम्मीदवारों के आवेदन पत्र आयोग की प्राप्ति तिथि से पूर्व लोक सेवा आयोग में ठीक समय पर भेज दिये जाते हैं यह विभागीय उम्मीदवारों के हितों तथा पदों के उचित चयन के लिये जरूरी है ।
- (3) आपका ध्यान सरकारी परिपत्र संख्या 4475-5 जी.एस. 68/2516, दिनांक 3-10-1968 में दी गई हिदायतों की ओर दिलाया जाता है । जिसके द्वारा गैर तकनीकी पदों पर नई भर्ती करने पर प्रतिबन्ध लगाया गया था और यह निदेश दिया गया था कि मुख्य सचिव के कार्यालय से पूर्व

अनुमति हासिल किए बिना ऐसे पदों पर भर्ती न की जाए। मुझे प्रभाव सहित यह कहना है कि यह प्रतिबन्ध तदर्थ तथा नियमित दोनों प्रकार की भर्ती पर लागू होता है। और ऐसी सभी नियुक्तियों को भरने से पहले मुख्य सचिव की अनुमति लेना आवश्यक है।

- (4) तदर्थ नियुक्तियों के सम्बन्ध में सरकारी पत्र संख्या 2939 जी.एस. - 54 / 21013, दिनांक 7 अप्रैल, 1964 तथा 5999 - 5 जी.एस. - 69 / 23700, दिनांक 24 / 27 अक्टूबर, 1968 में दिये गये अनुदेशों के अनुसार नियुक्ति करने वाले अधिकारी नियुक्ति-आदेश की प्रति का पृष्ठांकन आयोग को करें। नियुक्ति अवधि लोक सेवा आयोग की अनुमति के बिना न बढ़ाई जाये चाहे इसमें कितनी ही अवधि बढ़ाने का प्रश्न क्यों न हो और ऐसी नियुक्ति के सम्बन्ध में 15 दिनों के भीतर ही आयोग को भली प्रकार से भरा हुआ मांग-पत्र भेजा जाये। यह बात ठीक है कि तदर्थ रूप से नियुक्तियां कई केसों में काम के हित को देखते हुए की जाती हैं, लेकिन इस बारे में सरकार को यह कहना है कि (क) ऐसे सब केसों में उपर्युक्त सरकारी अनुदेशों के परिपालन में आयोग को मांग-पत्र शीघ्रता से भेज देना चाहिए, (ख) तदर्थ रूप से भरी हुई नियुक्तियों की सूचना आयोग को भेज देनी चाहिए (ग) नियत समय के आगे तदर्थ व्यवस्था की अवधि बढ़ाने के लिए आयोग की अनुमति प्राप्त करना अनिवार्य है; और (घ) आयोग की सिफारिशें प्राप्त होते ही तदर्थ नियुक्ति समाप्त कर दी जानी चाहिए और आयोग द्वारा सिफारिश किया गया व्यक्ति नियुक्त कर दिया जाए।

इसके साथ ही सरकार का यह विचार है कि सम्बन्धित प्रशासकीय सचिवों का यह देखना दायित्व होगा कि नियुक्ति अधिकारी उपर्युक्त अनुदेशों का पालन करने में कोई चूक न करें और इस मामले पर वह व्यक्तिगत तौर पर ध्यान दे। इसलिए यह निश्चय किया गया है कि प्रत्येक विभागाध्यक्ष तदर्थ नियुक्ति सम्बन्धी मासिक-विवरण-पत्र (प्रोफार्मा संलग्न) प्रतिमास 7 तारीख को सम्बन्धित प्रशासकीय सचिव को भेजे। इस विवरणी की पड़ताल करने की जिम्मेदारी प्रशासनिक विभाग की होगी कि वह सुनिश्चित करें कि हिदायतों के अनुसरण में किसी प्रकार की अनियमितता तो नहीं की जा रही है।

3. प्रार्थना है कि इस पत्र की पावती भेजी जाए तथा इसमें दी गई हिदायतों का सावधानी से पालन किया जाए।

भवदीय,

हस्ता / -

उप सचिव, राजनैतिक तथा सेवाएं,

कृते: मुख्य सचिव, हरियाणा सरकार।

Copy of letter No. 49-1-GS-71/2910, dated Chandigarh the 5th February, 1971

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 in Haryana.
2. The Registrar, Punjab and Haryana High Court; and all District and Sessions Judges in Haryana etc., etc.

Subject :— **Replacement of adhoc employees by regular recruits.**

Sir,

I am directed to refer to the subject noted above and to say that the order in which person appointed on an adhoc basis pending regular appointment should be discharged on receipt of the recommendations of the Public Service Commission/Subordinate Services Selection Board for regular appointment has been under the consideration of the Government. It has been observed that no uniform practice is being followed by various Departments in this behalf and as a result difficulty has arisen in some instance. It has, therefore, been decided that henceforth when recommendations from the Commission SSS Board are received ad-hoc employees should be discharged in the same order in which they were appointed that is those appointed first should be discharged/first and so on. This arrangement will be appropriate in as much as requisition which are sent to the Commission/Board for regular appointment for specific posts are intended to be related to the ad-hoc arrangements that have been made for those posts and further-more, this order of discharging ad-hoc employees will avoid undue extension in the period of their employment, which gives rise to difficulty subsequently.

2. The receipt to this letter may please be acknowledged.
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क्रमांक 2536-1 जी.एस.-71/13539

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. राज्य के सभी विभागाध्यक्ष, आयुक्त अम्बाला मण्डल, और सभी उपायुक्त तथा उप मण्डल अधिकारी, हरियाणा।
2. रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय, चण्डीगढ़ ।
दिनांक, चण्डीगढ़, 4 जून, 1971

विषय :- पंजाब लोक सेवा आयोग के विनियमों के विनियम 3(सी) तथा (डी) के अन्तर्गत भिन्न-भिन्न विभागों द्वारा उचित योग्यताओं को नजर अन्दाज करके की गई तदर्थ नियुक्तियां ।

महोदय,

मुझे निदेश हुआ है कि उपर्युक्त विषय पर आप का ध्यान दिलाऊँ और कहूँ कि पंजाब लोक सेवा आयोग (लिमिटेड ऑफ फण्डज़) विनियम, 1955 के विनियम 3 (सी) तथा (डी) में दी गई व्यवस्था के अनुसार किसी नियुक्ति प्राधिकारी को 6 मास के लिए तदर्थ नियुक्ति करने का अधिकार है । इस बारे में लोक सेवा आयोग ने यह प्रश्न उठाया था कि नियुक्ति प्राधिकारी जिन कर्मचारियों को तदर्थ रूप में 6 मास के लिए लगाते हैं । वे प्रायः सम्बन्धित सेवा नियमों के अनुसार योग्यताएं, अनुभव तथा आयु आदि की शर्तें पूरी नहीं करते और सुझाव दिया था कि सरकार सभी विभागाध्यक्षों को ये हिदायतें जारी करे कि सम्बन्धित सेवा नियमों में दी गई योग्यताएं, अनुभव और आयु की शर्तें पूरी करने वाले उम्मीदवारों को ही तदर्थ तौर पर लगाया जाए ।

2. लोक सेवा आयोग के इस सुझाव से सरकार सहमत है किन्तु सरकार का विचार है कि कई बार विभागों के पास ऐसे खास हालात होते हैं कि निर्धारित योग्यताओं से बाहर जाकर इस प्रकार की नियुक्ति करनी पड़ती है । तो ऐसा तब किया जाना आवश्यक होता है जब कि खाली पद को खाली नहीं रखा जा सकता और प्रयत्नों के बावजूद भी निर्धारित योग्यताएं रखने वाला उम्मीदवार महकमें में या बाहर से उपलब्ध नहीं होता ।

3. चूँकि इस प्रकार की कार्यवाही प्रशासकीय कारणों से अवांछनीय है तथा इसको एक्यूस किया जा सकता है, इसलिये मामले में नियन्त्रण रखने के लिए सरकार ने निर्णय लिया है कि यदि योग्यताएं पूरी करने वाले उम्मीदवार न मिलते हों और पद को भरा जाना लोक हित में अति आवश्यक हो तो तब कम योग्यताओं वाले उम्मीदवारों को तदर्थ नियुक्तियाँ केवल मुख्य सचिव की पूर्व अनुमति से की जाएं । साथ ही यह भी जाँच कर ली जाए कि क्या निर्धारित योग्यता के उम्मीदवार के न मिलने पर सम्बन्धित सेवा नियमों में निर्धारित योग्यताओं में उपयुक्त रूप से संशोधन कर लिया जाए या नहीं । ताकि यदि योग्यताओं में संशोधन करने की जरूरत महसूस हो तो यह

संशोधन करने की आवश्यक कार्यवाही बिना देरी के की जा सके । मुख्य सचिव की अनुमति प्राप्त करते समय विभाग के प्रस्ताव में निम्नलिखित बातें स्पष्ट की जाएं :-

- (क) निर्धारित योग्यताएं रखने वाले उम्मीदवारों को खोजने के लिये उन्होंने क्या प्रयत्न किये ।
- (ख) क्या विभाग सेवा नियमों में दर्ज योग्यताओं में संशोधन भी करने का विचार रखता है तथा क्या संशोधन करने का विचार है ?

4. उपरोक्त हिदायतें सभी सम्बन्धित अधिकारियों के ध्यान में कठोरता से अनुपालन के लिये लाई जाएं तथा इस पत्र की पावती भेजी जाए ।

हस्ता / -

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

संख्या 126 - 1 जी.एस.1-72 / 963

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. सभी विभागाध्यक्ष, आयुक्त अम्बाला मण्डल,
सभी उपायुक्त और हरियाणा के सभी उप-मण्डल अधिकारी ।
2. रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय तथा
हरियाणा के सभी जिला तथा सत्र न्यायाधीश ।
दिनांक, चण्डीगढ़, 17 जनवरी, 1972

विषय :- हरियाणा लोक सेवा आयोग को प्रस्तुत किये गये मांग पत्र ।

महोदय,

मुझे निदेश हुआ है कि मैं उपर्युक्त विषय के सम्बन्ध में आपको सम्बोधित करते हुए यह कहूँ कि हरियाणा लोक सेवा आयोग ने वर्ष 1970-71 को अपनी वार्षिक रिपोर्ट में निम्नलिखित अवलोचनाएँ की हैं :-

- (i) मांग पत्रों में त्रुटियाँ थीं और इन त्रुटियों को दूर करने के लिए नियुक्ति अधिकारियों को कई संदर्भ लिखने पड़े ।
 - (ii) कई विभाग, विभागीय उम्मीदवारों के आवेदन-पत्रों को आयोग के कार्यालय में उन द्वारा निश्चित की गई पावती की अंतिम तिथि से पूर्व भेजने में असफल रहे जिसके फलस्वरूप विभागीय उम्मीदवार प्रवरण (सिलेक्शन) के अवसर से वंचित रहे ।
2. हरियाणा लोक सेवा आयोग ने अपनी 1968-69 की वार्षिक रिपोर्ट में भी इसी प्रकार की अवलोचनाएँ की थी और पत्र क्रमांक 6317-1 जी.एस.-70/21313, दिनांक 20-8-70 द्वारा निम्नलिखित हिदायतें कड़ी पालना के लिए जारी की गई ।
- (i) सरकार ने अपने पत्र संख्या 7048-5 जी.एस.-69/1676, दिनांक 26 जनवरी, 1969 द्वारा सभी प्रशासकीय सचिवों तथा विभागाध्यक्षों को हिदायतें जारी की थी कि आयोग को भेजे जाने वाले मांग पत्र भली भाँति और पूर्ण रूप से भरे जाने चाहिए । यह जरूरी है कि आयोग की बातों को ध्यान में रखा जाए और सरकार द्वारा जारी की गई हिदायतों का कठोरता से पालन किया जाए ताकि पदों की भर्ती में जो देरी आयोग को बार-बार पत्र व्यवहार करने में होती है उसे आगे के लिए समाप्त किया जा सके ।
 - (ii) यह अतीव चिन्ता की बात है कि विभागों की ओर से विभागीय उम्मीदवारों के आवेदन पत्र ठीक समय पर न भेजे जाने के कारण उन्हें हानि हो । विभागाध्यक्ष व्यक्तिगत तौर पर यह सुनिश्चित करें कि उपर्युक्त विभागीय उम्मीदवारों के आवेदन पत्र आयोग द्वारा नियत अंतिम प्राप्ति तिथि से पूर्व लोक सेवा आयोग को समय पर भेज दिए जाएं । यह विभागीय उम्मीदवारों के हितों तथा पदों के उचित चयन के लिए जरूरी है ।
3. सरकार ने गम्भीरता से नोट किया है कि कुछ केसों में इन अनुदेशों का पालन नहीं किया जा रहा है और यह पुनः कहना पड़ रहा है कि अनुदेशों का भविष्य में कठोरता से पालन करने के लिए विशेष सावधानी बरती जाए । इस मुआमले की महत्ता पर जितना भी बल दिया जाए वह कम होगा तथा यह आवश्यक है कि इस प्रकार की त्रुटियाँ पुनः न हों ।

4. लोक सेवा आयोग द्वारा यह भी नोटिस में लाया गया है कि कई विभाग जब कर्मचारियों का पदोन्नति के सम्बन्ध में उनकी उपयुक्तता निर्धारण करवाने के लिए प्रस्ताव भेजते हैं तो वे प्रस्ताव प्रायः अधूरे होते हैं और इस मामले से सम्बन्धित हिदायतों का पूर्ण रूप से पालन नहीं किया जाता है। अतः प्रस्तावों में कमियों को पूरा करवाने के लिए आयोग को बार-बार पत्र व्यवहार (back references) करने पड़ते हैं। इस प्रकार केसों के अंतिम निपटारे में परिहार्य देरी हो जाती है। अतः यह अनुरोध किया जाता है कि ध्यानपूर्वक यह सुनिश्चित कर लिया जाए कि इस प्रकार की त्रुटियां पुनः न हों।

5. यह अनुरोध किया जाता है कि इस पत्र की पावती भेजी जाए और कठोरता से पालन करने के लिए अनुदेश नोट कर लिए जाएं।

भवदीय,

हस्ता / -

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

एक-एक प्रति सूचनार्थ और आवश्यक कार्यवाही हेतु भेजी जाती है।

(1) सभी वित्तायुक्त, हरियाणा सरकार।

(2) सभी प्रशासकीय सचिव, हरियाणा सरकार।

हस्ता / -

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

सेवा में

(1) सभी वित्तायुक्त, हरियाणा सरकार।

(2) सभी प्रशासकीय सचिव, हरियाणा सरकार।

अशा: क्रमांक 126-1 जी.एस.-1-72, दिनांक चण्डीगढ़, 17 जनवरी, 1972

English version of Letter No. 209-2GSI-72/4436, Dated the 23-2-1972

Subject:— Passing of Departmental Examination-Drawl of increments.

Sir,

I am directed to refer to the subject noted above and to state that in the service rules of the various departments, the procedure prescribed for the grant of increments admissible on passing the departmental examination lacks uniformity and differs widely. It is considered that a measure of uniformity will be desirable in that regard and it has therefore been decided that the service rules should be amended so as to incorporate the following provisions :—

- (a) If a number of the service passes the departmental examinations before the date if his first increment falls due, then the said increment should be released to him from the date the increment becomes due.
- (b) If a member of the service passes the departmental examinations after the date on which his first increment falls due, then the said increment should be given to him from the date following the last date on which the departmental examinations are completed. The increment should be released with retrospective effect from that date but no arrears should be paid for the past period. In this context it should not be material whether any period has or has not been prescribed under the departmental service rules for passing the departmental examinations.
- (c) If a member of the service fails to pass all the departmental examinations or any part thereof, and is subsequently exempted by competent authority from passing the examination(s), his increment (s), should be released from the date he is given such exemption. The increment(s) should be released with retrospective effect but no arrears should be paid for the past period.

It may be observed that the intention underlying the provision in I (b) above is that regardless of whether any period has or has not been prescribed for passing the departmental examinations officials should be expected to pass the departmental examinations by the time their first increment falls due and failure to do so should mean that they should be allowed the first increment only as from the date following the last day of the completion of the departmental examinations in which they pass in all the subjects and not earlier.

2. It is requested that wherever necessary steps for amending the service rules on these lines may please be taken at earliest after observing the necessary formalities.

3. This issue with the concurrence of the Finance Department *vide* their U.O. No. 6685-IFGI-71, dated 5-1-72.

No. 2368-2GSI-72/17625

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Departments, The Commissioner Division, Ambala,
All the 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 3rd May, 1972.

Subject:— Production of medical certificate of fitness by temporary employees appointed on 6 months basis.

Sir,

I am directed to refer to the subject cited above and to say that in accordance with the provisions contained in the rule 3.3 (3) of Punjab C.S.R. Vol. I, Part I, a Government servant appointed in a temporary vacancy for a period not exceeding three months is exempted from producing a medical certificate of fitness on his appointment to a post in Government service. Rule 3.4 (4) of the rules, *ibid*, provides that when a Government servant initially employed in an office in temporary capacity for a period not exceeding three months is subsequently retained in that office or is transferred without break to another Office and the total period of continuous service under Government is expected to last for a period exceeding three months, he shall produce such a certificate within a week of the date orders sanctioning his retention in that office or joining the new office are made. In this connection it is considered that previously appointments on temporary basis pending reference to the Public Service Commission/Subordinate Services Selection Board could be made for a period of three months. This period of three months has since been extended to six months and now adhoc appointments pending reference to Public Service Commission/Subordinate, services Selection Board can be made for a period not exceeding 6 months. It has, therefore, been decided that existing anomaly in the rules should be removed and a person employed on purely temporary basis for a period not exceeding six months should not be required to produce a medical certificate of fitness and words “six months” in rules 3.3 (3) and 3.4 (4) of the rules *ibid* should be substituted for the words “three months”. Necessary steps to change the rules are being taken separately and in the meantime these instructions are being issued for guidance and due compliance.

2. This issues with the concurrence of Finance Department *vide* their U.O. No. 1450-3FR-72, dated 14-4-72.

Yours faithfully,

Sd/-

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

Compendium of Instructions on Recruitment—Vol. II

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

1. All Financial Commissioners in Haryana State.
2. All Commissioners and Administrative Secretaries in Haryana State.

Sd/-

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

To

1. All Financial Commissioners in Haryana State.
2. All Administrative Secretaries in Haryana State.

U.O.No. 2368-2-GSI-72,

dated Chandigarh, the 3rd May, 1972

क्रमांक 2341-1 जी.एस.।-72/15727

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. सचिव, हरियाणा लोक सेवा आयोग, चण्डीगढ़ ।
 2. सचिव, हरियाणा अधीनस्थ सेवाएं प्रवरण मण्डल, चण्डीगढ़ ।
- दिनांक, चण्डीगढ़, 26 मई, 1972

विषय :- हरियाणा लोक सेवा आयोग/अधीनस्थ सेवाएं प्रवरण बोर्ड द्वारा बनाई गई प्रतीक्षा सूची में से उम्मीदवारों की नियुक्ति ।

महोदय,

मुझे निदेश हुआ है कि मैं उपरोक्त विषय पर आपका ध्यान संयुक्त पंजाब सरकार के परिपत्र प्रशासकीय क्रमांक 1673-जी.-11-56, दिनांक 22-3-1957 (प्रति संलग्न है) की ओर दिलाऊँ और यह वर्णन करूँ कि इस परिपत्र में दी गई हिदायतों के अनुसार ऐसी रिक्तियाँ जो कि हरियाणा लोक सेवा आयोग द्वारा प्राप्त हुई सिफारिशों के 6 महीने के अन्दर-अन्दर उत्पन्न होती हैं उनको आयोग द्वारा बनाई गई प्रतीक्षा सूची में से भरा जाना आवश्यक है और जो रिक्तियाँ 6 मास के समय के बाद उत्पन्न हों उनके लिए आयोग को मांग-पत्र भेजना अनिवार्य है । यह 6 मास की अवधि किस प्रकार गिनी (काउण्ट) की जावे इसके संबंध में स्थिति कुछ स्पष्ट नहीं है । इस संबंध में यह भी वर्णनीय है कि भूतकाल में आयोग विभाग द्वारा की गई मांग से दो गुणा नामों की सिफारिशें करता था परन्तु अब ऐसी व्यवस्था नहीं है । सरकार ने उपरोक्त विषय पर संयुक्त पंजाब में जारी की गई हिदायतों को पुनः निरीक्षण किया है और इन हिदायतों को अप-टू-डेट करने के लिए यह निर्णय लिया गया है कि इन हिदायतों को निम्नलिखित प्रकार से संशोधित कर दिया जावे :-

- (क) जब हरियाणा लोक सेवा आयोग/अधीनस्थ सेवाएं प्रवरण मण्डल किसी विभाग को उनकी मांग पर सीधी भर्ती द्वारा भरे जाने वाले पदों के लिए अपनी सिफारिशें भेजे तो आयोग/बोर्ड विभाग द्वारा सूचित की गई रिक्तियों की संख्या के अतिरिक्त पांच एक्सट्रा (Extra) उम्मीदवारों के नामों की भी सिफारिश कर दें और साथ ही साथ विभाग को यह भी अवश्य सूचित कर दें कि उनके पास उसी पद पर बाद में उत्पन्न होने वाली रिक्तियों के लिए प्रतीक्षा सूची भी उपलब्ध है या नहीं । यदि क्वालीफाई करने वाले एक्सट्रा उम्मीदवारों की संख्या पांच से कम हो तो कम नामों की ही आयोग/बोर्ड द्वारा सिफारिश की जायेगी ।
- (ख) यदि आयोग/बोर्ड को सिफारिश की जाती है तथा उन सिफारिशों की प्राप्ति के 6 मास के अन्दर-अन्दर उस विभाग में उसी पद की अतिरिक्त रिक्तियाँ होती हैं तो इन बाद में उत्पन्न होने वाली रिक्तियों के लिए उपर्युक्त पांच एक्सट्रा उम्मीदवारों में से भरा जाएगा । यदि बाद में उत्पन्न होने वाली रिक्तियों की संख्या पांच से अधिक बढ़ जाती है तो आयोग/बोर्ड से प्रतीक्षा सूची में से अतिरिक्त नाम मंगा कर उनमें से नियुक्तियाँ करने के लिए 6 महीने की टाईम लिमिट जो निर्धारित है उसके संबंध में आयोग/बोर्ड को विभाग द्वारा लिखे जाने वाले पत्र की तिथि रेलेवेन्ट होगी और यदि आयोग/बोर्ड को विभाग ने Original recommendation प्राप्त होने के 6 मास

के अन्दर-अन्दर लिख दिया हो किन्तु उनसे अतिरिक्त नाम 6 मास की समाप्ति पर प्राप्त हों तो भी उनमें से नियमित नियुक्तियों की जा सकती हैं। यदि किसी पर पर सीधी भर्ती द्वारा नियुक्ति के लिए आयोग/बोर्ड ने भूतकाल में कोई सिफारिश न की हो या यदि की हो तो वह 6 मास के भी पहले के समय में की हो तब आयोग/बोर्ड से प्रतीक्षा सूची में से नाम मंगवाने की आवश्यकता विभाग को नहीं होगी।

(ग) उन केषों में जहां आयोग/बोर्ड को प्रतीक्षा सूची में से अतिरिक्त रिक्ति भेजने के लिए कहा गया हो किन्तु आयोग/बोर्ड 15 दिन के अन्दर-अन्दर अपनी अतिरिक्त नामों के बारे में सिफारिशें नहीं भेजता तो विभाग को अधिकार होगा कि वह ऐसी रिक्तियों के विरुद्ध तदर्थ रूप से नियुक्तियां कर लें।

(घ) अतिरिक्त रिक्तियां जिनका वर्णन ऊपर किया गया है ऐसी रिक्तियां होंगी जो कि आयोग/बोर्ड से प्राप्त हुई Original recommendation के 6 मास के अन्दर-अन्दर ही उत्पन्न हुई हों और इन रिक्तियों में ऐसी रिक्तियां शामिल नहीं की जावेंगी जो वास्तविक रूप से 6 मास के अन्दर-अन्दर उत्पन्न न हुई हों परन्तु उनके उत्पन्न होने की सम्भावना हो।

2. इस संबंध में यह स्पष्ट किया जाता है कि यदि किसी उम्मीदवार को आयोग/बोर्ड द्वारा की सिफारिशों के आधार पर नियुक्ति पत्र उक्त रिक्ति के विरुद्ध जारी किया जाता है जो आयोग/बोर्ड को मांग-पत्र द्वारा सूचित की गई हों और उपरोक्त उम्मीदवार पद ग्रहण करने से इन्कार कर देता है तो उस केष में 6 मास की टाईम लिमिट लागू नहीं होगी और ऐसी हालत में रिक्ति को 6 मास के पश्चात् भी उपरोक्त पांच एक्सट्रा नामों में या आयोग/बोर्ड द्वारा बनाई गई प्रतीक्षा सूची में से नाम मंगाकर भरा जा सकता है।

3. आपसे अनुरोध है कि भविष्य में उपरोक्त निर्णय के अनुसार कार्यवाही की जाया करे।

हस्ता/-

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

क्रमांक 3399-1 जी.एस.-72/18744

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

- (1) हरियाणा के सभी विभागाध्यक्ष, आयुक्त अम्बाला मण्डल,
सभी उपायुक्त और उप मण्डल अधिकारी ।
- (2) रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय तथा
हरियाणा के सभी जिला एवं सत्र न्यायाधीश ।

दिनांक, चण्डीगढ़, 19-6-1972

विषय :- **तदर्थ आधार पर नियुक्त सरकारी अधिकारियों/कर्मचारियों को आयु में ढील देने के बारे में ।**

महोदय,

मुझे निदेश हुआ है कि उपर्युक्त विषय पर आपका ध्यान हरियाणा सरकार के परिपत्र क्रमांक 4859-1-जी.एस.-1-72/25313, दिनांक 25-8-71 की ओर दिलाऊँ जिसके द्वारा इस प्रश्न पर विचार किया गया था कि क्या तदर्थ आधार पर नियुक्त सरकारी अधिकारियों/कर्मचारियों को, जो कि अधिकतम आयु सीमा पार कर चुके हैं, आयु में ढील दी जाए ताकि वे नियमित रूप में सरकारी सेवा प्राप्त करने के लिए लोक सेवा आयोग/अधीन सेवार्थ प्रवरण मण्डल को अपने आवेदन पत्र भेज सकें तथा आपको यह निर्णय सूचित किया गया था कि तदर्थ आधार पर नियुक्त सरकारी अधिकारियों/कर्मचारियों की आयु में ढील न दी जाए और बोर्ड तथा आयोग द्वारा चुने हुए उम्मीदवार जब उपलब्ध हो जाएं तो तदर्थ आधार पर नियुक्त व्यक्तियों को सरकारी सेवा से फारिग कर दिया जाए ।

2. सरकार ने इस प्रश्न पर पुनः विचार किया है तथा यह निर्णय लिया गया है कि ऐसे सरकारी अधिकारी/कर्मचारी, जोकि किसी पद पर तदर्थ नियुक्ति के समय ओवर-ऐज नहीं थे, किन्तु तदर्थ नियुक्ति के दौरान ओवर-ऐज हो गए और ओवर-ऐज होने तक आयोग/बोर्ड द्वारा उस पद पर रैगुलर नियुक्ति करने हेतु लिए जाने वाले एक भी टैस्ट/सलैक्शन का अवसर प्राप्त नहीं कर सके क्योंकि एक भी टैस्ट/सलैक्शन उस पीरियड में नहीं हुआ, उनकी आयु में ढील उतने समय के लिए दे दी जाए जितने समय में वे आयोग/बोर्ड से सलैक्शन कराने का एक अवसर ले सकें दूसरे शब्दों में आयु में ढील केवल आयोग/बोर्ड से नियमित नियुक्ति के लिए कई बार सलैक्शन करवाने का मौका देने के लिए ही दी जानी है और यदि सरकारी अधिकारी/कर्मचारी एक अवसर पर फायदा नहीं उठाते या इस अवसर पर अपना सलैक्शन करवाने में असफल रहते हैं तो उन्हें पुनः सलैक्शन करवाने के लिए आयु में कोई ढील नहीं दी जानी है । यहां पर यह भी स्पष्ट किया जाता है कि केवल उन्हीं तदर्थ आधार पर नियुक्त सरकारी अधिकारियों/कर्मचारियों को आयु में ढील दी जाती है जो इस समय सरकारी सेवा में हैं और जो व्यक्ति आयोग/बोर्ड

से रैगुलर उम्मीदवार प्राप्त होने के कारण सेवा से निकाले जा चुके हैं उनको आयु में कोई ढील नहीं दी जानी है ।

3. आपसे अनुरोध किया जाता है कि भविष्य में इन अनुदेशों के अनुसार कार्यवाही की जाए और यह अनुदेश अपने अधीन कार्य कर रहे सभी अधिकारियों/कर्मचारियों के ध्यान में ला दिए जाए । कृपया इस पत्र की पावती भी भेजी जाए ।

भवदीय,

हस्ता / -

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

प्रतिलिपि क्रमांक 4848-एस.-72, दिनांक 18 जुलाई, 1972, मुख्य सचिव, हरियाणा सरकार द्वारा सभी विभागाध्यक्ष, आयुक्त, अम्बाला मंडल तथा राज्य के सभी उपायुक्त तथा रजिस्ट्रार पंजाब व हरियाणा उच्च न्यायालय तथा हरियाणा राज्य के सभी जिला एवं न्यायाधीश को सम्बोधित है।

विषय :- हरियाणा लोक सेवा आयोग/अधीनस्थ सेवाएं प्रवरण मण्डल द्वारा सरकारी सेवा में नियुक्ति के लिए संस्तुत किये गये व्यक्तियों के चरित्र तथा पूर्ववृत्त के सत्यापन के बारे में क्रियाविधि।

महोदय,

मुझे निदेश हुआ है कि मैं आपका ध्यान उपरोक्त विषय पर हरियाणा सरकार के परिपत्र क्रमांक 1824-एस-69/9201, दिनांक 22-5-69 की ओर आकर्षित करूँ जिसमें व्यक्तियों की सरकारी सेवा में प्राथमिक नियुक्ति से पहले उनके चरित्र तथा पूर्ववृत्त के सत्यापन के बारे में क्रियाविधि निर्धारित की गई है और यह कहूँ कि सरकार के ध्यान में यह बात लाई गई है कि कई बार लोक सेवा आयोग/अधीनस्थ सेवाएं प्रवरण मंडल द्वारा विभिन्न सेवाओं/पदों के लिए ऐसे व्यक्तियों की भी संस्तुति की जाती है जो कि पहले ही हरियाणा सरकार या केन्द्रीय सरकार या अन्य राज्य सरकारों के सेवाधीन होते हैं। राज्य सरकार ने निर्णय किया है कि ऐसे व्यक्तियों के चरित्र तथा पूर्ववृत्त के सत्यापन के लिये जिलाधीश को रैफ़रेंस करने की आवश्यकता नहीं और ऐसे व्यक्तियों की नियुक्ति कि सिलसिले में उनके पिछले नियोक्ताओं से निम्नलिखित सूचना मांग ली जाया करें और इसके बाद उचित निर्णय ले लिया जाया करें कि क्या सत्यापन कराने की आवश्यकता है या नहीं।

- (1) आया कि उनके विभाग में उक्त व्यक्ति की नियुक्ति के समय उसके चरित्र तथा पूर्ववृत्त का सत्यापन कराया गया था।
- (2) आया कि उनके विभाग में काम करते समय उक्त व्यक्ति का पूर्ववृत्त इत्यादि संतोषजनक रहा। यदि उसके विरुद्ध कोई आपत्तिजनक बात उदाहरणतयः मुअत्तली, जांच आदि है जो कि उसे नये पद पर नियुक्ति के अयोग्य बनाती है तो उसका ब्यौरा दिया जाए।

ऐसे सभी उम्मीदवार, पूर्व की भांति, आवेदन पत्र फार्म में संलग्न सत्यापन फार्म की दोनों प्रतियां भरेगे और उसके पिछले नियोक्ताओं से उपरोक्त सूचना मंगवाते समय उक्त सत्यापन फार्म उन्हें इस प्रार्थना के साथ भेज दिया जाया करें कि वह अपने उत्तर के साथ इसे वापिस कर दें।

2. अनुरोध है कि इन अनुदेशों की सभी सम्बन्धित अधिकारियों को अनुपालन के लिये ध्यान में ला दिया जाए।

(केवल निदेशक, अनुसूचित जातियां तथा पिछड़े वर्ग कल्याण विभाग, हरियाणा के लिए)

इससे उनके यादी क्रमांक सं. 1/5872, दिनांक 25-4-72 का निपटान हो जाता है।

क्रमांक 4495-1 जी.एस.-1-72/23046

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. सभी विभागीय अध्यक्ष, आयुक्त अम्बाला मण्डल तथा सभी उपायुक्त और उप-मण्डल अधिकारी, हरियाणा ।
 2. रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय चण्डीगढ़ और सभी जिला तथा सत्र न्यायाधीश, हरियाणा।
- दिनांक, चण्डीगढ़, 7 अगस्त, 1972

विषय :- Punjab Public Service Commission (Limitation of Functions) Regulations 1955, के विनियम 3(सी) तथा (डी) के अन्तर्गत भिन्न-भिन्न विभागों द्वारा की गई नियुक्तियां ।

महोदय,

मुझे निदेश हुआ है कि मैं उपर्युक्त विषय पर आपका ध्यान दिलाऊँ और कहूँ कि Punjab Public Service Commission (Limitation of Functions) Regulations 1955, के विनियम 3 (सी) तथा (डी) में दी गई व्यवस्था के अनुसार किसी नियुक्त प्राधिकारी को 6 मास के लिए नियुक्त करने का अधिकार है । 6 मास के आगे तदर्थ नियुक्ति को जारी रखने के लिए लोक सेवा आयोग की अनुमति प्राप्त करनी आवश्यक है चाहे तदर्थ नियुक्ति की अवधि कितनी ही समय के लिए बढ़ाने का प्रश्न क्यों न हो । इस संबंध में सरकार के परिपत्र क्रमांक 5999-5 जी.एस.-1-69/23700, दिनांक 27-10-1969 द्वारा ये हिदायतें जारी की थी कि प्रत्येक तदर्थ नियुक्ति के 15 दिनों के अन्दर-अन्दर पूर्णरूप से भरा हुआ माँग-पत्र लोक सेवा आयोग को अवश्य भेज दिया जाए ताकि आयोग अपनी सिफारिश समय पर भेज सके। सरकार के ध्यान में कुछ ऐसे उदाहरण आये हैं जिनमें कि इन हिदायतों का कठोरता से पालन नहीं किया गया है, यद्यपि ये हिदायतें सरकार के परिपत्र क्रमांक 6317-जी.एस.-1-72/21913, दिनांक 20-8-1970 द्वारा दोहराई भी गई थीं । इन हिदायतों की पालना करके 15 दिनों के अन्दर-अन्दर आयोग को पूर्ण रूप से भरा हुआ माँग-पत्र न भेजने का कारण यह ध्यान में आया है कि तदर्थ नियुक्ति करने से पहले विभागों द्वारा पद की योग्यताएं आयु तथा भर्ती के तरीके आदि मुकम्मल तौर पर तय नहीं किए जाते व तदर्थ नियुक्ति के बाद विभाग यह विचार करने लगते हैं कि पद को पदोन्नति द्वारा भरा जाए या अन्य किसी तरीके से भरा जाए या पद को रैगुलर तौर पर भरा भी जाए या नहीं, आदि । इस संबंध में सरकार ने ध्यानपूर्वक विचार किया है तथा यह निर्णय लिया है कि तदर्थ नियुक्ति के 15 दिनों के अन्दर-अन्दर लोक सेवा आयोग को पूर्ण रूप से भरा हुआ माँग-पत्र अवश्य भेजा जाए तथा पद की योग्यताएं, आयु भर्ती के तरीकों आदि से सम्बन्धित सभी मामलों को तय किए बिना कोई भी तदर्थ नियुक्ति न की जाए। इस बारे में आपका ध्यान हरियाणा सरकार के परिपत्र क्रमांक 2536-1 जी.एस.-1-71/13539, दिनांक 4-6-1971 द्वारा जारी की गई हिदायतों की ओर भी दिलाया जाता है जिनके अनुसार यदि निर्धारित योग्यताएं पूरी करने वाले उम्मीदवार न मिलते हों और पद को पूरा भरा जाना लोक हित में अति आवश्यक हो तो कम योग्यताओं वाले उम्मीदवारों की तदर्थ नियुक्तियां केवल मुख्य सचिव की अनुमति से ही की जा सकती हैं ।

2. लोक सेवा आयोग ने सूचित किया है कि तदर्थ नियुक्तियों को 6 मास की अवधि के बाद जारी रखने की अनुमति के लिए जब विभाग आयोग को प्रस्ताव भेजते हैं तो वे पूर्ण सूचना के साथ नहीं भेजे जाते, जिसके कारण

आयोग को संबंधित विभाग को लिखना पड़ता है और इस प्रकार केसों के निपटारे में अनावश्यक देरी हो जाती है । इस संबंध में विचार करके सरकार ने यह निर्णय लिया है कि भविष्य में जब भी तदर्थ नियुक्ति की 6 मास से आगे की अवधि बढ़ाने के लिए अनुमोदन के लिए प्रस्ताव आयोग को भेजा जाए तो उसमें निम्नलिखित सूचना भी अवश्य दी जाए:-

(i) तदर्थ तौर पर नियुक्त किए गए कर्मचारी की :-

1. योग्यताएं
2. अनुभव
3. जन्म तिथि
4. तदर्थ नियुक्ति की तिथि ।

(ii) पद को सीधी भर्ती द्वारा भरने के लिए मांग-पत्र भेजा गया है या नहीं । यदि हाँ तो पत्र का नम्बर तथा तिथि दी जाए ।

(iii) (क) क्या तदर्थ रूप में नियुक्त कर्मचारी संबंधित सेवा नियमों में या माँग-पत्र में दी गई योग्यताएं अनुभव तथा आयु आदि की अनिवार्य शर्तों को पूरी करता है ।

(ख) परिपत्र क्रमांक 2536-1 जी.एस.-1-71/13539, दिनांक 4-6-72 द्वारा जारी की गई हिदायतों के अनुसार मुख्य सचिव का अनुमोदन प्राप्त कर लिया गया है या नहीं । यदि हां तो मुख्य सचिव के अनुमोदन की एक प्रति साथ लगाई जाए ।

3. आपसे अनुरोध है कि उपरोक्त हिदायतों को सभी संबंधित अधिकारियों के ध्यान में कठोरता से अनुपालन के लिए लाया जाए तथा इस पत्र की पावती भेजी जाए ।

भवदीय,

हस्ता / -

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

एक-एक प्रति :-

- (1) सभी वित्तायुक्त, हरियाणा तथा
- (2) सभी प्रशासकीय सचिव, हरियाणा सरकार ।

को सूचनार्थ तथा आवश्यक कार्यवाही के लिए निम्नलिखित को भेजी जाती है ।

हस्ता / -

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

सेवा में

- (1) सभी वित्तायुक्त, हरियाणा ।
- (2) सभी प्रशासकीय सचिव, हरियाणा सरकार ।

अशा: क्रमांक 4495-1 जी.एस.-1-72, दिनांक, चण्डीगढ़ 7-8-1972

क्रमांक 5024-1 जी.एस. I-72/26877

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. सचिव, हरियाणा लोक सेवा आयोग, चण्डीगढ़ ।
2. सचिव, अधीन सेवाएं प्रवरण मण्डल, हरियाणा, चण्डीगढ़ ।

दिनांक, चण्डीगढ़, 8 सितम्बर, 1972

विषय :- हरियाणा लोक सेवा आयोग/अधीन सेवाएं प्रवरण मण्डल द्वारा बनाई गई प्रतीक्षा सूची में से उम्मीदवारों की नियुक्ति ।

महोदय,

मुझे निदेश हुआ है कि मैं उपर्युक्त विषय पर आपका ध्यान सरकार के परिपत्र क्रमांक 2341-1 जी. एस. I-72/5627, दिनांक, 26-5-72 द्वारा जारी की गई हिदायतों की ओर दिलाऊं और कहूं कि इस पत्र के पैरा 1 (क) में यह सूचित किया गया था कि जब हरियाणा लोक सेवा आयोग/अधीन सेवाएं प्रवरण मण्डल किसी विभाग को उनके मांग पर सीधी भर्ती द्वारा भरे जाने वाले पदों के लिए अपनी सिफारिशें भेजेगे तो आयोग/बोर्ड विभाग द्वारा सूचित की गई रिक्तियों की संख्या अतिरिक्त 5 एक्सट्रा उम्मीदवारों के नामों की भी सिफारिश करेंगे ।

2. सरकार ने इस मामले पर आगे विचार किया है तथा यह निर्णय किया है कि जो 5 एक्सट्रा नामों की सूची आयोग/अधीन सेवाएं प्रवरण मण्डल भेजेगे, इनमें से तीन नाम तो ओपन मार्कीट के उम्मीदवारों के होंगे तथा एक-एक नाम अनुसूचित जाति तथा भूतपूर्व सैनिकों से संबंध रखने वाले उम्मीदवार का होगा । अतिरिक्त रिक्तियों पर नियुक्तियां ब्लाक सिस्टम के मुताबिक ही की जाया करेंगी और यदि ब्लाक-सिस्टम के मुताबिक नियुक्ति की बारी किसी ऐसी श्रेणी के उम्मीदवार की आती है जिसका नाम अतिरिक्त 5 नामों में आयोग/बोर्ड ने न भेजा हो या यदि भेजा हो तो पर्याप्त मात्रा में न भेजा हो, तब विभाग रोटेशन के मुताबिक आयोग को लिखकर उसी श्रेणी के उम्मीदवार का नाम मंगवा लेंगे और इस बात से फर्क नहीं पड़ना चाहिए कि आयोग द्वारा भेजे गए 5 अतिरिक्त नामों में से कुछ नाम (जो विभिन्न श्रेणी के उम्मीदवारों के होंगे) उनके पास बचे हुए हों ।

3. इसके अतिरिक्त यह भी निर्णय लिया गया है कि जब विभाग ने आयोग/बोर्ड द्वारा भेजे गए उम्मीदवारों में से किसी उम्मीदवार का कैंडीडेचर इस कारण रिजैक्ट करना हो कि उसने पद का कार्यभार निश्चित समय में नहीं सम्भाला और उसके बदले में इन 5 अतिरिक्त नामों में से नियुक्ति करने की आवश्यकता पड़े तो ऐसे केस में नए उम्मीदवार को नियुक्ति पत्र जारी करने से पहले विभाग द्वारा मुख्य सचिव सामान्य सेवाएं-1 शाखा को मामला भेजा जाएगा और मुख्य सचिव की अनुमति प्राप्त होने पर ही नियुक्ति पत्र जारी किया जाएगा । मुख्य सचिव सामान्य सेवाएं-1 शाखा द्वारा इस बात की तसल्ली की जानी होगी कि विभाग ने कैंडीडेट को नियुक्ति ज्वॉइन करने के लिए पूरा मौका दे दिया है तथा जल्दबाजी में कार्यवाही नहीं की जा रही है ।

4. आपसे अनुरोध किया जाता है कि भविष्य में उपरोक्त हिदायतों के अनुसार कार्यवाही की जाए तथा यह हिदायतें सभी सम्बन्धित अधिकारियों/कर्मचारियों के नोटिस में ला दी जाएं ।

भवदीय,

हस्ता / -

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

पृष्ठ क्रमांक 5024-1 जी.एस. 1-72/26878

दिनांक चण्डीगढ़ 8-9-72 ।

एक-एक प्रति निम्नलिखित को हरियाणा सरकार के पृ. क्रमांक 23-41-1 जी.एस. 1-72/15726, दिनांक 26-5-1972 के क्रम में सूचना तथा आवश्यक कार्यवाही हेतु भेजी जाती है ।

1. हरियाणा के सभी विभागाध्यक्ष, आयुक्त अम्बाला मण्डल, अम्बाला और सभी उपायुक्त तथा उप-मण्डल अधिकारी, हरियाणा ।
2. रजिस्ट्रार, पंजाब तथा हरियाणा हाईकोर्ट, चण्डीगढ़ तथा सभी जिला एवं सत्र न्यायाधीश । उनसे अनुरोध है कि वे इन हिदायतों का दृढ़ता से पालन करें तथा इस पत्र की पावती भेजें ।

हस्ता / -

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

एक प्रति निम्नलिखित को इस विभाग के अशा. क्रमांक 2311-1 जी.एस. 1-73/15728, दिनांक 26-5-1972, के क्रम में सूचनार्थ तथा आवश्यक कार्यवाही के लिए भेजी जाती है ।

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

हस्ता / -

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

Copy of letter No. 5641-IGSI-72/28717 dated 29-9-72 from the Chief Secretary to Government Haryana to all Heads of Departments, Commissioner, Ambala Division, all Deputy Commissioners and Sub Divisional Officers in Haryana and the Registrar Punjab and Haryana High Court, Chandigarh.

Subject :— Raising of upper age limit for recruitment to the various services under the Haryana Government.

Sir,

I am directed to address you on the subject noted above and to say that for the purpose of making recruitment to various services under the State Government the General upper age limit prescribed at present under rule 3.6 of Punjab Civil Services Rules, Volume I, Part I, is 25 years. However, if in the relevant service rules, higher upper age limit is prescribed in some cases on special grounds, that limit prevails over the provision made in the Punjab Civil Services Rules, Volume I, Part I.

2. The State Government have considered that the general upper age limit prescribed at present is not adequate and a large number of candidates become over-age before they can enter into Government Service. Many candidates particularly with the rural background, take longer time to attain the requisite graduate and post-graduate qualifications and they do not get sufficient time to compete for the various Government services thereafter. It has also been observed that Government of India have already enhanced the upper age limit for entry into services under them keeping all these factors in view, it has been decided that the existing general upper age limit for entry into service under the State Government shall, notwithstanding any provision to the contrary that may be contained in respective rules be raised to 27 years subject to the following conditions.

- (a) The relaxation of years in the upper age limit recruitment in respect Scheduled Castes/Scheduled Tribes and Backward Classes will continue as heretofore. In other words, the candidates of these classes may be recruited upto the age of 32 years (27+5).
- (b) The relaxation in upper age limited recruitment in respect of Ex-serviceman as contained in Haryana Government circular letter No. 4710-5GS-70/18998, dated the 15th July, 1979, will continue as heretofore. In other words, the candidates of this category may be recruited upto the age of 27 years plus continuous military service added by 3 years.
- (c) If in certain service rules, upper age limit higher than 27 years is permissible on account of special grounds or in certain circumstances those provisions shall continue to remain in force.
- (d) If for recruitment to any service, a competitive examination is prescribed and for appearing in such examination, certain number of chances have been fixed, then those will continue to remain in force.

- (e) In the case of engineering graduates and diploma holders, 5 years relaxation in general upper age limit of 25 years for entry into Government service has already been granted *vide* State Government instructions No. 3481 IGSI-72/18002, dated the 15th June, 1972 and this relaxation was made applicable for period of 2 years. Those instructions shall continue to apply in the case of engineering graduates and diploma holders until they remain applicable (including their renewal, if any) and, whenever that special relaxation lapses, the general upper age limit in their cases shall also be 27 years.
3. It is requested that these instructions may be noted carefully for immediate compliance and amendment in the relevant service rules, where-ever considered necessary, should also be made in accordance with the circumstances/conditions pertaining to each service under your control.
4. The receipt of this letter may kindly be acknowledged.
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क्रमांक 105 - 5 जी.एस. - I - 73 / 1531

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. हरियाणा के सभी विभागाध्यक्ष, आयुक्त अम्बाला मण्डल, सभी उपायुक्त तथा सभी उप-मण्डल अधिकारी ।
 2. रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय तथा हरियाणा के सभी जिला एवं सत्र न्यायाधीश ।
- दिनांक चण्डीगढ़, 17 जनवरी, 1973

विषय: - अधीन सेवाएं प्रवरण मण्डल, हरियाणा की सिफारिशों पर नियुक्ति करना ।

महोदय,

मुझे निदेश हुआ है कि मैं उपर्युक्त विषय पर आपका ध्यान दिलाऊँ और कहूँ कि सरकार के ध्यान में यह आया है कि अधीन सेवाएँ प्रवरण मण्डल द्वारा भेजे गये उम्मीदवारों को विभाग किसी न किसी कारण नियुक्त नहीं करते और उन व्यक्तियों के नाम वापिस लौटा देते हैं । इससे न केवल तदर्थ नियुक्तियाँ अधिक समय के लिये जारी रखी जाती हैं बल्कि जो उम्मीदवार परीक्षा में सफल हो जाते हैं उनको भी समय पर नियुक्ति नहीं मिलती तथा उन्हें परेशानी का सामना करना पड़ता है ।

2. सरकार ने इस मामले पर विचार किया है और निर्णय लिया है कि जब भी विभाग अपना माँग-पत्र बोर्ड को भेजे तो उस समय स्पष्ट तौर पर यह बता दिया करें कि उन्हें किन योग्यताओं और अनुभव के व्यक्ति चाहियें तथा इस बारे में किसी प्रकार के शक की गुन्जाईश न रखी जाये । इसके अतिरिक्त बोर्ड को भी यह चाहिये कि जब भी वह किसी व्यक्ति के नाम की सिफारिश किसी विभाग को करे तो उस विभाग द्वारा भेजे गये माँग-पत्र की ध्यानपूर्वक जाँच कर लिया करें तथा उनके माँग-पत्र के अनुसार ही ऐसे व्यक्तियों के नाम भेजे जो माँग को पूरा करते हों । सरकार ने यह भी निर्णय लिया है कि यदि किसी कारण बोर्ड द्वारा ऐसे उम्मीदवार भेज दिये जाते हैं जो विभाग द्वारा निर्धारित योग्यतायें यदि पूरी न करते हों तो बोर्ड की सिफारिश की प्राप्ति के एक सप्ताह के अन्दर-अन्दर अवश्य पूरे कारण देते हुए विभाग बोर्ड को लिख दे ताकि उस उम्मीदवार को नाम की सिफारिश बोर्ड किसी और विभाग में कर सकें । अतः मेरी आप से प्रार्थना है कि इन अनुदेशों की पालना कठोरता से की जानी चाहिए और किसी भी प्रकार की भूल नहीं होनी चाहिए ।

3. कृपया इस पत्र की पावती भेजी जाये ।

भवदीय,

हस्ता / -

उप सचिव, राजनैतिक एवं सेवाएं,

कृते: मुख्य सचिव, हरियाणा सरकार ।

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

- (1) वित्तायुक्त राजस्व, हरियाणा,
- (2) हरियाणा सरकार के सभी प्रशासकीय सचिव ।

हस्ता / -

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

सेवा में

- (1) वित्तायुक्त राजस्व, हरियाणा,
- (2) हरियाणा सरकार के सभी प्रशासकीय सचिव ।

अशा: क्रमांक 105-5 जी.एस.-1-73, दिनांक, चण्डीगढ़ 17 जनवरी, 1973

क्रमांक 856-1 जी.एस.-1-73/6246

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

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

दिनांक चण्डीगढ़, 7 मार्च, 1973

विषय :- हरियाणा लोक सेवा आयोग को प्रस्तुत किये गये मांग-पत्र ।

महोदय,

मुझे निदेश हुआ है कि मैं उपर्युक्त विषय के सम्बन्ध में आप को संबोधित करते हुए यह कहूँ कि हरियाणा लोक सेवा आयोग ने वर्ष 1971-72 की अपनी वार्षिक रिपोर्ट में निम्नलिखित अवलोचनाएं की हैं:-

- (1) मांग-पत्रों में त्रुटियां थीं और इन त्रुटियों को दूर करने के लिए नियुक्ति अधिकारियों को कई पत्र लिखने पड़े।
 - (2) कई विभाग विभागीय उम्मीदवारों के आवेदन-पत्रों को आयोग के कार्यालय में उन द्वारा निश्चित की गई पावती की अन्तिम तिथि से पूर्व भेजने में असफल रहे जिसके फलस्वरूप विभागीय उम्मीदवार प्रवरण (सिलैक्शन) के अवसर से वंचित रहें ।
2. हरियाणा लोक सेवा आयोग ने अपनी 1968-69 तथा 1970-71 की वार्षिक रिपोर्टों में भी इसी प्रकार की अवलोचनाएं की थीं और पत्र क्रमांक 6317-1 जी.एस.-70/21913, दिनांक 20-8-70 तथा पत्र क्रमांक 126-1 जी.एस.-1-72/963, दिनांक 17-1-72 द्वारा निम्नलिखित हिदायतें जारी की गई थीं:-
- (1) “.....आयोग को भेजे जाने वाले मांग पत्र भली-भांति और पूर्ण रूप से भरे जाने चाहिए । यह जरूरी है कि आयोग की observations को ध्यान में रखा जाए और सरकार द्वारा जारी की गई हिदायतों का कठोरता से पालन किया जाए ताकि पदों की भर्ती में जो देरी आयोग द्वारा बार-बार पत्र व्यवहार करने में होती है उसे आगे के लिए समाप्त किया जा सके ।
 - (2) यह अतीव चिन्ता की बात है कि विभागीय उम्मीदवारों के आवेदन-पत्र विभागों द्वारा ठीक समय पर न भेजे जाने के कारण उन्हें हानि हो । विभागाध्यक्ष व्यक्तिगत तौर पर ये सुनिश्चित करें कि उपर्युक्त विभागीय उम्मीदवारों के आवेदन-पत्र आयोग द्वारा नियत अन्तिम प्राप्ति तिथि से पूर्व लोक सेवा आयोग को समय पर भेज दिए जाएं । यह विभागीय उम्मीदवारों के हितों तथा पदों के उचित चयन के लिए जरूरी है ।
3. लोक सेवा आयोग ने अपनी 1971-72 की वार्षिक रिपोर्ट के पैरा 26 (प्रति संलग्न है) द्वारा यह भी ध्यान में लाया है कि विभाग जब कर्मचारियों की पदोन्नति के सम्बन्ध में उनकी उपयुक्तता निर्धारण करवाने के लिए प्रस्ताव भेजते हैं तो वह प्रस्ताव प्रायः अधूरे होते हैं और इस मामले से संबंधित हिदायतों का पूर्णरूप से पालन नहीं किया जाता है और प्रस्तावों में कमियों को पूरा करवाने के लिए आयोग को बार-बार पत्र व्यवहार करना पड़ता है तथा इस प्रकार केसों के अन्तिम निपटारे में परिहार्य देर हो जाती है । यह मामला 1970-71 की वार्षिक रिपोर्ट में भी उठाया गया

था जिसके परिणामस्वरूप सरकार ने परिपत्र क्रमांक 126-1 जी.एस.-1-72/963, दिनांक 17-1-72 द्वारा सभी विभागाध्यक्षों आदि को यह हिदायतें जारी की थी कि ध्यानपूर्वक सुनिश्चित कर लिया जाए कि इस प्रकार की त्रुटियां पुनः न हों। लोक सेवा आयोग द्वारा इस प्रकार की आपत्ति को दोहराये जाने का स्पष्ट अर्थ यह है कि ऐसी त्रुटियां अब भी होती हैं जिनको रोका नहीं जा रहा है।

4. सरकार ने गम्भीरता से नोट किया है कि सरकार द्वारा जारी किये गए अनुदेशों का कठोरता से पालन नहीं किया जा रहा है। अतः पुनः अनुरोध किया जाता है कि विशेष सावधानी से इन अनुदेशों का पालन किया जाए ताकि भविष्य में इस प्रकार की त्रुटियां न हों और लोक सेवा आयोग के पास इस बारे में आपत्ति उठाने का कोई आधार न रहे।

5. यह अनुरोध किया जाता है कि 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 लिये निम्नलिखित को भेजी जाती है:-

(1) वित्तियुक्त राजस्व, हरियाणा।

(2) सभी प्रशासकीय सचिव, हरियाणा सरकार।

हस्ता/-

उप सचिव, राजनैतिक एवं सेवाएं,

कृते: मुख्य सचिव, हरियाणा सरकार।

सेवा में

(1) वित्तियुक्त राजस्व, हरियाणा,

(2) सभी प्रशासकीय सचिव, हरियाणा सरकार।

अशा: क्रमांक 856-1 जी.एस.-1-73,

दिनांक, चण्डीगढ़ 7 मार्च, 1973

क्रमांक 856-1 जी.एस.-1-73/6246

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

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

दिनांक चण्डीगढ़, 7 मार्च, 1973

विषय :- हरियाणा लोक सेवा आयोग को प्रस्तुत किये गये मांग-पत्र ।

महोदय,

मुझे निदेश हुआ है कि मैं उपर्युक्त विषय के सम्बन्ध में आप को संबोधित करते हुए यह कहूँ कि हरियाणा लोक सेवा आयोग ने वर्ष 1971-72 की अपनी वार्षिक रिपोर्ट में निम्नलिखित अवलोचनाएं की हैं:-

- (1) मांग-पत्रों में त्रुटियाँ थीं और इन त्रुटियों को दूर करने के लिए नियुक्ति अधिकारियों को कई पत्र लिखने पड़े।
 - (2) कई विभाग विभागीय उम्मीदवारों के आवेदन-पत्रों को आयोग के कार्यालय में उन द्वारा निश्चित की गई पावती की अन्तिम तिथि से पूर्व भेजने में असफल रहे जिसके फलस्वरूप विभागीय उम्मीदवार प्रवरण (सिलैक्शन) के अवसर से वंचित रहें ।
2. हरियाणा लोक सेवा आयोग ने अपनी 1968-69 तथा 1970-71 की वार्षिक रिपोर्टों में भी इसी प्रकार की अवलोचनाएं की थीं और पत्र क्रमांक 6317-1 जी.एस.-70/21913, दिनांक 20-8-70 तथा पत्र क्रमांक 126-1 जी.एस.-1-72/963, दिनांक 17-1-72 द्वारा निम्नलिखित हिदायतें जारी की गई थीं:-
- (1) “.....आयोग को भेजे जाने वाले मांग पत्र भली-भांति और पूर्ण रूप से भरे जाने चाहिए । यह जरूरी है कि आयोग की observations को ध्यान में रखा जाए और सरकार द्वारा जारी की गई हिदायतों का कठोरता से पालन किया जाए ताकि पदों की भर्ती में जो देरी आयोग द्वारा बार-बार पत्र व्यवहार करने में होती है उसे आगे के लिए समाप्त किया जा सके ।
 - (2) यह अतीव चिन्ता की बात है कि विभागीय उम्मीदवारों के आवेदन-पत्र विभागों द्वारा ठीक समय पर न भेजे जाने के कारण उन्हें हानि हो । विभागाध्यक्ष व्यक्तिगत तौर पर ये सुनिश्चित करें कि उपयुक्त विभागीय उम्मीदवारों के आवेदन-पत्र आयोग द्वारा नियत अन्तिम प्राप्ति तिथि से पूर्व लोक सेवा आयोग को समय पर भेज दिए जाएं । यह विभागीय उम्मीदवारों के हितों तथा पदों के उचित चयन के लिए जरूरी है ।
3. लोक सेवा आयोग ने अपनी 1971-72 की वार्षिक रिपोर्ट के पैरा 26 (प्रति संलग्न है) द्वारा यह भी ध्यान में लाया है कि विभाग जब कर्मचारियों की पदोन्नति के सम्बन्ध में उनकी उपयुक्तता निर्धारण करवाने के लिए प्रस्ताव भेजते हैं तो वह प्रस्ताव प्रायः अधूरे होते हैं और इस मामले से संबंधित हिदायतों का पूर्णरूप से पालन नहीं किया जाता है और प्रस्तावों में कमियों को पूरा करवाने के लिए आयोग को बार-बार पत्र व्यवहार करना पड़ता है तथा इस प्रकार

केसों के अन्तिम निपटारे में परिहार्य देर हो जाती हैं। यह मामला 1970-71 की वार्षिक रिपोर्ट में भी उठाया गया था जिसके परिणामस्वरूप सरकार ने परिपत्र क्रमांक 126-1 जी.एस.-1-72/963, दिनांक 17-1-72 द्वारा सभी विभागाध्यक्षों आदि को यह हिदायतें जारी की थी कि ध्यानपूर्वक सुनिश्चित कर लिया जाए कि इस प्रकार की त्रुटियां पुनः न हों। लोक सेवा आयोग द्वारा इस प्रकार की आपत्ति को दोहराये जाने का स्पष्ट अर्थ यह है कि ऐसी त्रुटियां अब भी होती हैं जिनको रोका नहीं जा रहा है।

4. सरकार ने गम्भीरता से नोट किया है कि सरकार द्वारा जारी किये गए अनुदेशों का कठोरता से पालन नहीं किया जा रहा है। अतः पुनः अनुरोध किया जाता है कि विशेष सावधानी से इन अनुदेशों का पालन किया जाए ताकि भविष्य में इस प्रकार की त्रुटियां न हों और लोक सेवा आयोग के पास इस बारे में आपत्ति उठाने का कोई आधार न रहे।

5. यह अनुरोध किया जाता है कि 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 लिये निम्नलिखित को भेजी जाती है:-

(1) वित्तायुक्त राजस्व, हरियाणा।

(2) सभी प्रशासकीय सचिव, हरियाणा सरकार।

हस्ता / -

उप सचिव, राजनैतिक एवं सेवाएं,

कृते: मुख्य सचिव, हरियाणा सरकार।

सेवा में

(1) वित्तायुक्त राजस्व, हरियाणा,

(2) सभी प्रशासकीय सचिव, हरियाणा सरकार।

अशा: क्रमांक 856-1 जी.एस.-1-73,

दिनांक, चण्डीगढ़ 7 मार्च, 1973

क्रमांक 1265-2 जी.एस-II-73/781

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 तथा सत्र न्यायाधीश हरियाणा ।

दिनांक, चण्डीगढ़, 27 मार्च, 1973

विषय :- क्लर्कों तथा टाईपिस्टों के पदों के लिए भर्ती ।

मुझे निर्देश हुआ है कि मैं उपर्युक्त विषय पर आपका ध्यान दिलाते हुए यह लिखूँ कि कुछ ऐसे उदाहरण देखने में आए हैं कि विभागाध्यक्ष क्लर्कों तथा टाईपिस्टों के पद भरने के लिए अधीनस्थ सेवा प्रवरण मण्डल को अलग-अलग मांग भेजी जाती है । यह प्रथा नियमानुकूल नहीं क्योंकि सेवा नियमों में टाईपिस्टों के अलग संवर्ग की व्यवस्था नहीं है अपितु टाईपिस्टों के पद क्लर्कों के संवर्ग में ही शामिल होते हैं । इसलिए ठीक कार्यविधि यह है कि विभागाध्यक्षों को चाहिए कि वे टाईपिस्टों तथा क्लर्कों की समेकित मांग तैयार करके अधीनस्थ सेवा प्रवरण मण्डल को भेजा करें साथ ही मण्डल को ऐसे पदों की संख्या यदि कोई हो सूचित की जाए जिन्हें हिन्दी या अंग्रेजी टाईप जानने वाले क्लर्कों से भरा जाना हो ताकि तदनुसार भर्ती की जा सके ।

2. कृपया इन अनुदेशों को विधिवत अनुपालन के लिए नोट कर लिया जाए तथा अन्य इन्हें सभी अन्य संबंधित अधिकारियों/कर्मचारियों के ध्यान में ला दिया जाए ।

भवदीय,

हस्ता / -

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

एक-एक प्रति :-

1. सभी वित्तायुक्त राजस्व, हरियाणा ।
2. सभी प्रशासकीय सचिवों, हरियाणा सरकार को सूचनार्थ एवं आवश्यक कार्यवाही हेतु भेजी जाती है ।

हस्ता / -

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

सेवा में

1. वित्तायुक्त राजस्व, हरियाणा ।
2. सभी प्रशासकीय सचिव, हरियाणा सरकार ।

अशा: क्र: 1265-2 जी.एस. (II)-73

दिनांक 27 मार्च, 1973

संख्या 3265 - 5 जी.एस. - I - 73 / 15225

सेवा में

मुख्य सचिव, हरियाणा सरकार ।

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

दिनांक चण्डीगढ़, 15 जून, 1973

विषय :- तदर्थ आधार पर भरी रिक्तियों को नियमित रूप में भरना ।

महोदय,

मुझे निदेश हुआ है कि मैं उपरोक्त विषय पर आपका ध्यान हरियाणा सरकार के परिपत्र क्रमांक 5999 - 5 जी.एस. - 1 - 69 / 23700, दिनांक 27 - 10 - 69 द्वारा जारी की गई हिदायतों की ओर दिलाऊँ और कहूँ कि इन हिदायतों के अनुसार प्रत्येक तदर्थ नियुक्ति के 15 दिनों के अन्दर - अन्दर पूर्णरूप से भरा हुआ मांग - पत्र लोक सेवा आयोग को अवश्य भेज दिया जाना चाहिए ताकि आयोग अपनी सिफारिश समय पर भेज सके । यही हिदायतें सरकार के परिपत्र क्रमांक 6317 - 1 जी.एस. - 70 / 21913, दिनांक 20 - 8 - 70 तथा क्रमांक 4495 - 1 जी.एस. - 1 - 72 / 23046, दिनांक 7 - 8 - 72 द्वारा दोहराई गई थीं । सरकार के ध्यान में लाया गया है कि विभिन्न विभागों से तदर्थ आधार पर लगे कर्मचारियों की अवधि 6 मास से आगे बढ़ाने के लिये प्रस्ताव आयोग/बोर्ड के पास आते रहते हैं पर उन पदों को भरने के लिये मांग - पत्र नहीं भेजे जाते ।

2. सरकार इस मामले को गम्भीरता की दृष्टि से देखती है अतः भविष्य में जब भी किसी रिक्ति को तदर्थ आधार पर भरा जाये तो रिक्ति को भरने के 15 दिन के अन्दर - अन्दर मांग - पत्र लोक सेवा आयोग/अधीन सेवाएं प्रवरण मण्डल को अवश्य भेजा जाये । यह भी निर्णय किया गया है कि यदि ऐसा नहीं किया जाता है तो आयोग/बोर्ड को अधिकार होगा कि वह 6 मास से आगे नियुक्ति जारी रखने की अनुमति न दे ।

3. आपसे प्रार्थना है कि इन हिदायतों की पालना दृढ़ता से की जाये और इसमें किसी भी प्रकार की भूल न हो । कृपया इस पत्र की पावती भी भेजी जाये ।

हस्ता / -

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

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

- (1) वित्तायुक्त राजस्व, हरियाणा, तथा
- (2) हरियाणा सरकार के सभी प्रशासकीय सचिव ।

हस्ता / -

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

सेवा में

- (1) वित्तायुक्त राजस्व, हरियाणा,
- (2) हरियाणा सरकार के सभी प्रशासकीय सचिव, ।

अशा. क्रमांक 3264-5 जी.एस.-1-73,

दिनांक, चण्डीगढ़ 15 जून, 1973

(To be substituted for the letter bearing the same No. and date)

No. 6050-2GSI-73/27803

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 and Haryana High Court and all District and Sessions Judges in Haryana.

Dated, Chandigarh, the 16th November, 1973.

Subject:— Grant of arrears of pay on account of vacation orders of reversion/supersession/reduction in rank and re-fixation of seniority etc.

Sir,

I am directed to address you on the subject noted above and to say that at present where an officer/official is subjected to supersession, reversion or reduction in rank and subsequently, as result of an appeal or an acceptance of a representation or a memorial or pursuant to any writ, orders or decrees of courts, the initial supersession, reversion or reduction in rank is set aside and the officer/official is promoted, the remedy normally allowed is that on promotion, the pay and allowances are fixed at a level at which they would have been had the officer/official never been superseded, reverted or reduced in rank. However, no remedy is afforded for the time during which he actually remained superseded, reverted or reduced in rank and no arrears are paid for this period. Only in cases where a court specifically decrees or orders the payment of arrears of pay and allowances on enhanced basis from a date earlier than the date of restitution, are such arrears etc. paid in consultation with Finance Department.

2. In order to ensure that in the former category of cases also i.e. in cases where under the present system no relief is afforded for the period between the date of restitution, but some relief none the less deserves to be given, the Government have decided to constitute a Committee comprising the Chief Secretary, Finance Secretary and the Administrative Secretary concerned which will consider and decide such cases. It shall not be within the competence of the Committee to give any relief beyond the date of restitution.

3. I am further to state that with a view to facilitate the consideration of such cases by the Committee the Administrative Department should send seven copies of a complete and self contained memorandum and a summary of service record along with the personal file of the officer/official concerned and any other documents which may have a bearing on the subject, to the Chief Secretary (in General Services Branch).

Yours faithfully,

Sd/-

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

Compendium of Instructions on Recruitment—Vol. II

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

- (i) Financial Commissioner, Revenue, Haryana.
- (ii) All Administrative Secretaries to Govt. Haryana.

Sd/-

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

To

- (i) Financial Commissioner, Revenue, Haryana.
- (ii) All Administrative Secretaries to Govt. Haryana.

U.O. No. 6050-2 GSI-73, dated Chandigarh, the 16th November, 1973.

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

Sd/-

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

To

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

U.O. No. 6050-2 GSI-73,

dated Chandigarh, the 16th November, 1973.

क्रमांक 1411-2 जी.एस.1-74/6961

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

(1) हरियाणा के सभी विभागाध्यक्ष, आयुक्त अम्बाला तथा
हिसार मण्डल, सभी उपायुक्त तथा सभी उप-मण्डल अधिकारी ।

(2) रजिस्ट्रार, पंजाब तथा हरियाणा हाई कोर्ट तथा हरियाणा के
सभी जिला तथा सत्र न्यायाधीश ।

दिनांक, चण्डीगढ़, 27 मार्च, 1974

विषय :- क्लर्कों तथा टाईपिस्टों के पदों पर भर्ती ।

महोदय,

मुझे निर्देश हुआ है कि मैं उपर्युक्त विषय की ओर आपका ध्यान हरियाणा सरकार के परिपत्र क्रमांक 1265-2 जी.एस.11-73/781, दिनांक 27-3-73 में जारी की गई हिदायतों की ओर दिलाऊँ जिनमें कि यह कहा गया था कि विभागाध्यक्षों को चाहिए कि वे टाईपिस्टों तथा क्लर्कों की संगठित मांग तैयार करके अधीनस्थ सेवाएं प्रवरण मण्डल को भेजा करें और साथ ही मण्डल को ऐसे पदों की संख्या, यदि कोई हो, सूचित की जाए जिन्हें हिन्दी या अंग्रेजी टाईप जानने वाले क्लर्कों से भरा जाना हो ताकि तदनुसार भर्ती की जा सके ।

2. इस मामले पर आगे विचार किया गया है कि कोई ऐसा तरीका अपनाया जाये जिससे यह सुनिश्चित हो सके कि सभी विभागों में भर्ती किए गए लिपिकों को टाईप का ज्ञान हो । टाईप का ज्ञान लिपिकों के लिए एक लाभदायक योग्यता है । टाईप जानने वाले लिपिक तथा सहायक अपने नोटिस टाईप करके प्रस्तुत कर सकते हैं और छोटे-मोटे पत्र आदि भी स्वयं टाईप कर सकते हैं । अतः इस बारे में यह उचित समझा गया है कि भविष्य में जो लिपिक भर्ती किए जाएं उनके लिए हिन्दी या इंगलिश की टाईप का ज्ञान होना जरूरी करार दिया जाए और विभागों द्वारा अधीन सेवाएं प्रवरण मण्डल को लिपिकों के बारे में जो मांग-पत्र भेजे जाएं उनमें यह स्पष्ट रूप में बताया जाए कि जिन उम्मीदवारों की सिफारिश की जाए उन्हें हिन्दी या इंगलिश की टाईप का ज्ञान जरूरी होना चाहिए । अधीन सेवाएं प्रवरण मण्डल केवल उन उम्मीदवारों के ही नामों की सिफारिश करेगा जिन्होंने टाईप का निर्धारित टैस्ट पास किया हुआ होगा । यदि मण्डल पहली बार में टाईप जानने वाले उम्मीदवार पर्याप्त संख्या में उपलब्ध न कर सके तो यह मैरिट के आधार पर उन उम्मीदवारों की भी सूची तैयार करेगा जो टाईप का टैस्ट पास नहीं कर सके परन्तु लिपिक के पद के लिए योग्य हैं । ऐसे उम्मीदवारों को 6 मास के अन्दर-अन्दर टाईप का टैस्ट पास करने का दूसरा मौका मण्डल द्वारा दिया जाएगा । यदि ऐसे उम्मीदवार निर्धारित टाईप का टैस्ट पास कर लेते हैं तो उनके नामों की सिफारिश विभागों को की जा सकेगी । इसलिए इस व्यवस्था को लागू करने के लिए यह आवश्यक समझा गया है कि राज्य के सभी विभागों द्वारा श्रेणी-II (Ministerial) नियमों में लिपिकों की भर्ती के लिए निम्नलिखित व्यवस्था की जाए ।

“Knowledge of typing in Hindi or English at the speed of 25 and 30 words per minute respectively would be a necessary qualification for the post of Clerk.”

3. इस संशोधन के बारे में अधीन सेवाएं प्रवरण मण्डल, विधि विभाग तथा वित्त विभाग की अनुमति प्राप्त कर ली गई है और इस संशोधन का अनुमोदन मन्त्रिपरिषद् से भी करवा लिया गया है। इसलिए यह सुझाव दिया जाता है कि सभी विभाग अपने-अपने सम्बन्धित सेवा नियमों में तदनुसार संशोधन, नोटिफिकेशन विधि विभाग से वेट (wet) करवाने के बाद, कर लें और भविष्य में इस संशोधन के अनुसार ही कार्यवाही की जाए।
4. कृपया इन हिदायतों की पावती भेजी जाए।

हस्ता / -

वीरेन्द्र नाथ

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

सेवा में

1. हरियाणा के सभी वित्तायुक्त ।
2. हरियाणा के सभी प्रशासकीय सचिव ।

अशा. क्रमांक 5025-1 जी.एस. 1-73 /,

दिनांक 8-9-72

5761-5 जी.एस. 1-74/29782

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. हरियाणा सरकार के सभी विभागाध्यक्ष,
आयुक्त अम्बाला तथा हिसार मण्डल,
सभी उपायुक्त तथा उप-मण्डल अधिकारी (सिविल) ।
2. रजिस्ट्रार, पंजाब तथा हरियाणा हाई कोर्ट, चण्डीगढ़ तथा हरियाणा
राज्य के सभी जिला एवं सत्र न्यायाधीश ।

दिनांक, चण्डीगढ़, 17 दिसम्बर, 1974

विषय :- कामन कैटेगरीज के पदों की भर्ती ।

महोदय,

उपरोक्त विषय पर मुझे आपको यह कहने का निदेश हुआ है कि अधीन सेवाएं प्रवरण मण्डल हरियाणा के अनुरोध पर हरियाणा सरकार राज्य सेवाओं में ऐसे पदों, जिनकी ड्यूटीज, योग्यताएं तथा वेतनमान एक जैसे हों, जैसे कि लिपिक, सहायक, आशुलिपिक, ड्राईवर्स इत्यादि के पद को कामन कैटेगरीज के पद निश्चित करने पर विचार कर रही है, ताकि सभी विभागों के ऐसे पदों की भर्ती के लिए प्रवरण मण्डल द्वारा एक ही विज्ञापन जारी किया जा सके । इसलिए ऐसे पदों के बारे में पूर्ण स्थिति जानने के लिए आपसे अनुरोध किया जाता है कि आप अपने विभाग में आशुलिपिक, लिपिक तथा ड्राईवर्स के पदों के लिए नियमों में निर्धारित योग्यताओं के बारे सूचना शीघ्र इस विभाग को भेजें । इसके अलावा आपके विभाग में आशुलिपिक/लिपिक/ड्राईवर्स के जितने पद स्वीकृत हैं उनके बारे भी सूचना प्रत्येक पद के लिए अलग तौर पर भेजी जाए ।

भवदीय,

हस्ता / -

अधीक्षक, सामान्य सेवाएं,

कृते: मुख्य सचिव, हरियाणा सरकार ।

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

हस्ता / -
अधीक्षक, सामान्य सेवाएं,
कृते: मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. वित्तायुक्त राजस्व, हरियाणा सरकार ।
2. हरियाणा सरकार के सभी प्रशासकीय सचिव ।

अशा: क्र. 5761-5 जी.एस. I-74

दिनांक, 17 दिसम्बर, 1974

पृ. क्रमांक 5761-5 जी.एस. I-74 / 29783

दिनांक, 17-12-1974

एक प्रति सचिव, अधीन सेवाएं प्रवरण मण्डल, हरियाणा, चण्डीगढ़ को उनके पत्र क्रमांक 3 आर. (III)-74 / 8048 दिनांक 28-10-74 के संदर्भ में भेजी जाती है । उनसे अनुरोध किया जाता है कि जितनी देर तक सभी कार्यालयों में कामन कैटेगरी के पदों की योग्यताएं एक जैसी नहीं कर दी जाती उतनी देर तक सभी विभागों की मांग को इकट्ठा करके विज्ञापित न किया जाए और जितनी देर तक ऐसा नहीं किया जाता उतनी देर तक अलग-अलग से ही ज्ञापन जारी किए जाएं ।

हस्ता / -
अधीक्षक, सामान्य सेवाएं,
कृते: मुख्य सचिव, हरियाणा सरकार ।

No. 4860-2GS-I-74

From

The Chief Secretary to Government, Haryana.

To

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

Dated, Chandigarh, the 22nd January, 1975.

Subject :— Passing of departmental Examination—Drawl of increments.

Sir,

I am directed to invite your attention to Haryana Government letter No. 209-2GSI-72/4436, dated 23rd February, 1972, on the subject above, in which instructions were issued regarding the grant of increment to the officials in the various Departments on their passing of departmental examinations. These instructions were issued in order to bring in uniformity in the procedure adopted by various Departments.

2. The matter has been again considered and it has been decided to issue the following further instructions regarding the grant of increments on passing the departmental examination, in partial modification of the instructions contained in para I (a) of Haryana Government's letter dated 23rd February, 1972 referred to above:—

- (1) Every department should prescribe a reasonable period for passing the Departmental Examination. This period may be either the period of probation or such other period which the Department may consider reasonable.
- (2) If a person passes the departmental examinations before the prescribed period, he should be given all the increments which would have otherwise fallen due to him at the end of the prescribed period with effect from the last day on which the departmental examination were completed. This should act as a special incentive for passing the departmental examination quickly. The above advantage conferred by this stipulation is not intended to be of a cumulative nature and latter increments will only be due to him on the dates on which they would have become otherwise due.
- (3) No increments should be withheld until the period prescribed for clearing the Departmental examination is over. It is requested that necessary steps may kindly be taken for amending the service rules on the lines indicated above, at the earliest, after observing the necessary formalities. If there arise any cases of undue hardship while taking action in accordance with the instructions as also the instructions

Compendium of Instructions on Recruitment—Vol. II

contained in Haryana Government's letter No. 209-2GS-I-72/4436, dated the 23rd Feb., 1972 they also should be dealt with by taking recourse to the relaxation powers as provided in the various service rules.

3. These instructions are being issued with the concurrence of the Finance Department received *vide* their U.O. advice No. 4223-IFG-(I)-74, dated 5-11-74.

Yours faithfully,

Sd/-

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

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

- (i) Financial Commissioner, Revenue.
- (ii) All, the Administrative Secretaries to Government, Haryana.

Sd/-

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

To

- (i) Financial Commissioner, Revenue.
- (ii) All Administrative Secretaries, Haryana.

U.O. No. 4860-2GSI-74

Dated Chandigarh, the 22nd January, 1975.

क्रमांक 699 - 2 जी.एस.।-74 /1747

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

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

दिनांक, चण्डीगढ़, 27 जनवरी, 1975

विषय :- तदर्थ आधार पर नियुक्त कर्मचारियों द्वारा विभागीय परीक्षा पास करना-वार्षिक वेतन वृद्धियों की प्राप्ति ।

महोदय,

मुझे निदेश हुआ है कि मैं आपका ध्यान उपरोक्त विषय पर संयुक्त पंजाब सरकार के परिपत्र क्रमांक 5927 - (I) - एफ.आर. II - 64 / 5302, दिनांक 30 - 6 - 1964 तथा हरियाणा सरकार के परिपत्र क्रमांक 2179 - I एफ. आर. - 74 / 20509, दिनांक 11 - 6 - 74 में जारी की गई हिदायतों की ओर दिलाऊँ जिनमें यह व्यवस्था की गई थी कि तदर्थ आधार पर नियुक्त कर्मचारियों को वार्षिक वेतन वृद्धि पंजाब सी.एस.आर. भाग - I, खण्ड - I, के नियम 4.9 के तहत दी जाए । उपरोक्त हवाला दिए गए नियम अथवा वर्तमान हिदायतों से यह स्पष्ट नहीं होता है कि क्या किसी पद पर तदर्थ आधार पर नियुक्त कर्मचारी जिसको लागू सेवा नियमों में विभागीय परीक्षा पास करने की व्यवस्था है बिना विभागीय परीक्षा पास किए वार्षिक वेतन वृद्धि प्राप्त कर सकता है ।

2. इस मामले पर सरकार ने ध्यानपूर्वक विचार किया है तथा यह निर्णय लिया है कि सीधी भर्ती द्वारा तदर्थ आधार पर नियुक्त कर्मचारियों को वार्षिक वेतन प्राप्त करने से पहले विभागीय परीक्षा पास करना अनिवार्य होगा यदि इस पद के लिए लागू सेवा नियमों में विभागीय परीक्षा पास करना अनिवार्य है । यदि कोई कर्मचारी ऐसे पद पर प्रोविजनली तौर पर इस शर्त पर पदोन्नत कर दिया जाता है कि लोक सेवा आयोग/अधीन सेवाएं प्रवरण मण्डल की मंजूरी प्राप्त करनी होगी तब ऐसे कर्मचारी को भी वार्षिक वेतन वृद्धि विभागीय परीक्षा पास करने पर ही दी जाएगी ।

भवदीय,

हस्ता / -

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

एक प्रति :-

- (1) वित्तियुक्त, राजस्व, हरियाणा सरकार ।
- (2) सभी प्रशासकीय सचिव, हरियाणा सरकार को सूचनार्थ तथा आवश्यक कार्यवाही के लिए भेजी जाती है।

हस्ता / -

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

सेवा में

1. वित्तियुक्त, राजस्व, हरियाणा सरकार ।
2. सभी प्रशासकीय सचिव, हरियाणा सरकार ।

आा: क्रमांक 699-42 जी. एस. -1-74, दिनांक 27-1-1975

No. 2087-7-S-75/9680

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Departments in Haryana,
Commissioners Ambala & Hissar Divisions,
All Deputy Commissioners and Sub Divisional Officers.
2. The Registrar, Punjab and Haryana High Court, Chandigarh and
All District and Session Judges in Haryana.

Dated Chandigarh, the 16th April, 1975.

Subject :— Verification of character and antecedents of persons before their first appointment to Government service.

Sir,

I am directed to invite your attention to the references quoted in the margin (copies enclosed) on the subject noted above and to say that it has come to the notice of the Government that instructions on the subject are not being followed by some departments. In many cases, the character and antecedents of persons appointed to Government service are not verified at all and in many other cases such verification is made after a person has been appointed. In the instructions referred to above, it has been made clear that such verification has to be made before a person is appointed to Government service. (*Composite Punjab Government's letter No. 2502-G-51/3389 dated 11-6-1951 Haryana Government's letter No. 566 S-69, dated 7-2-69. Government of India letter No. 3/81 (S) 67,- Estt. (B) dated 27th September, 1967. Haryana Government's letter No. 1824-S-69/9201, dated 22nd, May, 1969.*)

2. I am to request you to ensure that Government instructions on the subject are strictly complied with by all concerned. Any lapses which come to the notice of the Government will be viewed seriously.

Yours faithfully,

Sd/-

Chief Secretary to Government, Haryana.,

A copy alongwith the enclosures, is forwarded for information and necessary action to :—

Financial Commissioner and All Administrative Secretaries to Government, Haryana.

No. 2740-IGSI-75/13480

From

The Chief Secretary to Govt., 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 and Haryana High Court and all District & Sessions Judges, Haryana.

Dated, Chandigarh, the 19th May, 1975.

Subject :— Maximum age limit for direct recruitment for Government Servants-Clarification regarding.

Sir,

I am directed to refer to the instruction contained in Haryana Government circular letter No. 5641-IGSI-72/28717, dated 29-9-72 on the subject noted above and to say that as laid down in rule 3.6 of C.S.R. Vol. I, Part-I, the normal maximum age limit prescribed for entry into Government service is 27 years (or such higher age limit as may be prescribed in the Service Rules relating to any particular post keeping in view the nature of duties of that post) unless relaxed by the Government in the case of any class or category of persons. As there is no specific provision to the effect that the above normal age limit of 27 years (or age prescribed in the relevant service rules) is applicable also in the case of persons already in the employment of Government it is sometimes wrongly presumed that it is not applicable to persons already in the employment of Government who apply for direct recruitment. This presumption is not correct. I am to clarify that the above maximum age limit of 27 years (or the age limit prescribed in the relevant service rules for direct recruitment) is also applicable to the persons already in the employment of Government unless the same has been relaxed by the Government by issue of suitable rules/instructions.

2. You are requested to ensure strict compliance of these instructions and acknowledge the receipt of this letter.

Yours faithfully,

Sd/-

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

No. 2740-IGSI-75/13481

Dated Chandigarh, the 16th May, 1975.

A copy is forwarded to Secretary, Haryana Public Service Commission Chandigarh and Secretary, Haryana Subordinate Services Selection Board, Chandigarh ; for information and necessary action.

Copy of letter No. 18011/1(S)-75-Estt. (B), dated the 1st August, 1975, from the Director, Government of India, Cabinet Secretariat, Department of Personnel & Administrative Reforms, New Delhi to the Chief Secretaries of all State Administrations and Union Territories. etc., etc.

Subject :— Verification of Character and Antecedents of candidates selected for appointment to Civil posts under the Government of India-Secrecy of Police reports and criteria to be observed in determining the suitability.

Attention is invited to this Department's secret O.M. No. 18011/1 (s)/75-Estt. (B), dated 1-8-1975 (copy enclosed) on the subject noted above reiterating the criteria to be observed for determining the suitability of candidates for appointment. I am to request that the State Government, may advise the authorities concerned to verify the Character and antecedents of the candidates selected for appointment under the central Government, regarding whom references are made by the authorities concerned, to the State Government, with specific reference to the Criteria mentioned at (a) and (b) of para I of MHA O.M. No. 3/8 (S)-Ests. (B), dated Sept. 27, 1967, which have also been reiterated in the enclosed O.M.

2. It is also suggested that the State Government may consider reiterating their instructions, if any, adopting similar principle in regard to the verification of character and antecedents of candidates being considered for appointment to civil post under the State Government.

3. In actual practice, it has been observed that it takes a long time for completing the formalities of verification of character and antecedents and sometimes it was not possible to wait till the procedure of verification was completed particularly when large number of candidates have to be appointed every year. The State Government are requested to impress on all the authorities concerned under the State the need for expediting the verification of character and antecedents of candidates. If these are expeditiously verified the need for appointing persons in Government service without verification of their character and antecedents will be obviated.

4. The receipt of this letter may please be acknowledged and the action taken by the State Government in this regard may please be intimated at an early date.

Copy of letter No. 18011/1(S)-75-Estt. (B), dated the 1st August, 1975, from the Director, Government of India, Cabinet Secretariat, Department of Personnel Administrative Reforms, New Delhi to All Ministries Departments of the Government of India etc., etc.

Subject :— Verification of Character and Antecedents of candidates selected for appointment to Civil posts under the Government of India—Secrecy of Police reports and criteria to be observed in determining the suitability.

Attention of the Ministries/Departments is invited to the various instructions contained in the Brochure on verification of Character and Antecedents of Candidates selected for appointment to civil posts under the Government of India as also to subsequent instructions laying down the procedure to be followed in this regard and in particular to the Ministry of Home Affairs (now Department of personnel & AR) O.M. No. 3/8(S)/67-Estt. B, dated 27th September, 1967 which inter alia lays down the criteria to be observed in determining the suitability of candidates to be appointed to civil posts under the Central Government. It has been brought to notice, that in certain cases, the appointing authorities made appointment of candidates without prior verification of Character and Antecedents and later, on receipt of verification reports, failed to observe the prescribed criteria in determining the suitability of candidates for appointment to civil posts under the Central Government. Further, in some cases the contents of the police reports were also made known to the appointees or their attorneys and were also produced before the Courts of Law. The termination of service of the appointees with adverse reports in such cases where proper procedure as prescribed was not followed by the authorities concerned has been criticised in certain courts and has also caused various administrative difficulties. The matter has been carefully reviewed in the light of the observations made by the courts and it has been decided that all authorities concerned should in future scrupulously follow the various instructions prescribed in this regard by Government.

2. Instructions already exist that no indication (either orally or in writing) should be given to any candidate who is appointed under exceptional circumstances without prior verification of Character, etc. that the appointment or retention in service is subject to satisfactory verification of character and antecedents. It has also been laid down that in cases where it becomes necessary to terminate the service on account of adverse reports received subsequent to the appointment, the fact that action is being taken on the results of a police report should not be divulged to the employees, nor should the nature or substance of the reports received from the police be communicated under any circumstances to the employee. In this connection attention is invited to MH-A (now Department of personnel & AR) Office Memos No. 56/39/54-Estt. (B), dated 12th February, 1955 and O.M. No. 3/22/55-Estt. (B), dated 13th August, 1955.

3. As regards the criteria to be observed for determining the suitability of candidates Government's service in this regard as brought out in the O.M. dated 27th September, 1967 referred to in para 1 above is that no person should be considered unfit for appointment solely because of his political opinions but care has to be taken not to employ persons who are likely to be disloyal and to abuse the confidence placed in them by virtue of their appointment. Persons who are actively engaged in subversive activities including members of any organisation, the avowed object of which is to change the existing order of society by violent means, should be considered unfit for appointment under Government. An individual may be considered unsuitable for public employment only on the

ground of his actual participation in or association with any objectionable activity or programme. Specifically, the following shall be considered undesirable for employment in civil posts in the public services-

- (a) those who are, or have been members of, or associated with anybody or association declared unlawful after it was so declared, or
- (b) those who have participated in, or association with any activity or programme-
 - (i) aimed at the subversion of the Constitution,
 - (ii) aimed at the organised breach or defiance of the law involving violence,
 - (iii) prejudicial to the interests of the sovereignty and integrity of India or the security of the State, or
 - (iv) which promotes on grounds of religion, race, language, caste or community, feelings of enmity or hatred between different sections of the people.

Participation in such activities at any time after attaining the age of 21 years and within three years of date of enquiry should be considered as evidence that the person is still actively engaged in such activities unless in the interval there is positive evidence of a change of attitude. It has also been decided that the above mentioned criteria may be incorporated in the standard covering letter to be addressed to the District Authorities for verification of character and antecedents. Accordingly the proforma of the covering letters as enclosed with this Department's O.M. No. 3/10/S/72-Estt. B, dated 15-9-72 has been revised, and a copy of the revised proforma is enclosed. It is requested that in future the revised proforma may be used while forwarding the particulars of the candidates to District authorities for verification of their character and antecedents. On receipt of the report of the concerned authorities on the verification of character and antecedents of the candidates in question, the appointing authorities should take a decision regarding the suitability of the candidate for appointment to civil posts under the Central Government in the light of the observations made in the report, keeping in view the criteria indicated above.

4. The authorities who make enquiries into the character and antecedents of candidates are being requested to specifically cover the above points in their report on character and antecedents of candidates.

5. All Ministries are requested to bring the above instructions to the notice of all Heads of Departments/ Offices under their control including the quasi-Government organisation, public undertakings, autonomous bodies, etc. where the scheme of verification has been extended and instruct all the appointing authorities to scrupulously observe the above principles in making future appointments in their respective Offices. Cases decided in the past need not be reopened.

To

- (i) All Ministries/Departments of the Government of India, P.M.'s Secretariat, Lok Sabha/Rajya Sabha Secretariats, M.P. C/O.V.C./ Supreme Courts; C. & A.G., D.G. P. & T.; Election Commission; President's Secretariat; Vice President's Secretariat;

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Planning Commission; Planning Commission (D.E.O) Commissioner for Scheduled Castes and Scheduled Tribes; Commissioner for Linguistic Minorities.

- (ii) All attached/Subordinate offices of Department of Personnel & Admn. Reforms.
- (iii) Admn. Section AVD I; AVD IV; AIS (I) Estt. (E) of Department of Personnel and A.R. and Admn. Section, A.R. Wing.
- (iv) Intelligence Bureau, New Delhi .with 10 spare copies (Shri J.C. Luthra, Joint Asstt. Director.)

SECRET

STANDARD FORM OF COVERING LETTER FOR ATTESTATION FORM

To

The Authority specified in Department of Pers. A.R. O.M.O. 3/20(B)/72-Estt. (8), dated 5-8-1974.

Subject :— Verification of character and antecedents of candidates for the post of _____

Sir,

I am directed to say that Shri _____ whose particulars are entered in the enclosed attestation Form is a candidate for the post of _____. To enable this Ministry/Department/office to determine the suitability of the candidate for Government service. I am to request you kindly to certify on the basis of the information available in your records whether he has come to adverse notice or not and whether there are any facts about him on record which would render him unsuitable for employment under Government. In this connection, it may be stated that the criteria to be observed for determining suitability of candidates as prescribed by the Government of India are that no person should be considered unfit for appointment solely because of his political opinions but care has to be taken not to employ persons who are likely to be disloyal and to abuse the confidence placed in them by virtue of their appointment. Persons who are actively engaged in subversive activities including members of any organisation, the avowed object of which is to change the existing order of society by violent means, should be considered unfit for appointment under Government. An individual may be considered unsuitable for public employment only on the ground of his actual participation in or association with any objectionable activity or programme. Specifically, the following shall be considered undesirable for employment in civil posts in the public services :—

- (a) those who are, or have been members of, or associated with, anybody or association declared unlawful after it was so declared, or
- (b) those who have participated in, or associated with any activity or programme;
 - (i) aimed at the subversion of the Constitution,

- (ii) prejudicial to the interests of the sovereignty and integrity of India or the security of the State, or
- (iii) aimed at the organised breach or defiance of the law involving violence,
- (iv) which promotes on grounds of religion, race, language, caste or community, feelings of enmity or hatred between different sections of the people.

Participation in such activities at any time after attaining the age of 21 years and within three years of date of enquiry should be considered as evidence that the person is still actively engaged in such activities unless in the interval there is positive evidence of a change of attitude.

2. It is requested that it may be specifically indicated whether or not the candidate is suitable, for Government service in the light of the criteria mentioned above and if he is considered unsuitable, a brief statement of the grounds for the opinion expressed may be added. The result of the scrutiny may be communicated immediately to this Ministry/ Department/Office and within a period of six weeks,

3. Applicable to cases covered by paragraph 2 of M.H.A. O.M. No. 3/15/S/65 Estt. (B) dated 8-3-1968 only. Steps may kindly be taken to establish the candidate's identity and after this is done a certificate may please be recorded to this effect along with your report on the suitability of the candidate.

4. Similar enquiries are being made of the District Magistrate (s)/District Commissioner (s) Collector.

Yours faithfully,

Name _____

Designation _____

Full Address _____

Copy of letter No. 3980- 2GSI-75/25879, dated 27th August, 1975.

From

The Chief Secretary to Govt., Haryana.

To

- (i) All Heads of Departments, Commissioners, Ambala & Hisar Division, 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.

Subject: — Passing of departmental examinations-Drawl of increments.

Sir,

I am directed to invite your attention to Haryana Government letter Nos. 209-2GSI-72/4436, dated the 23rd February, 1972 and 4860-2GSI-74/1195, dated the 22nd January, 1975, on the subject noted above, in which instructions were issued regarding the grant of increments to the officials in the various departments on their passing the departmental examinations. These instructions were issued in order to bring uniformity in the procedure adopted by various departments.

2. In partial modification of the instructions issued regarding the grant of increments to the officials in various departments on their passing the departmental examinations in part I (a) of Haryana Government letter No. 209-2GSI-72/4436, dated the 23rd February, 1972, and in supersession of the instructions issued *vide* Haryana Government letter No. 4860-2GSI-75/1195, dated the 22nd January, 1975, I am directed to say that the matter has been again considered and it has been decided to issue the following further instructions :—

- (i) Every department should prescribe a reasonable period for passing the departmental examination. This period may either be the period of probation or such other period as the department may consider reasonable.
- (ii) If a person passes the departmental examinations before the prescribed period, he should be given all the increments which would have otherwise fallen due to him at the end of the prescribed period/with effect from the last day on which the departmental examination were completed. This should act as a special incentive for passing the departmental examination quickly. The above advantage conferred by this stipulation is not intended to be of a cumulative nature and latter increments will be due to him only on the dates on which they would have otherwise become due.
- (iii) No increment should be withheld until the period prescribed for clearing the departmental examination is over.
- (iv) If a member of the service passes the departmental examinations after the prescribed period, then the increment for the period subsequent to that within which the

departmental examination was to be passed should be released to him from the date following the last day on which the departmental examinations are completed. The increment should be released with retrospective effect from the date it was otherwise due but no arrears should be paid for the past period.

- (v) If a member of the service fails to pass all the departmental examinations or any part thereof, and is subsequently exempted by competent authority from passing the examination(s) for the period subsequent to that within which the departmental examination was to be passed should be released from the date he is given such exemption. The increment(s) should be released with retrospective effect from the date it was otherwise due but no arrears should be paid for the past period.
 - (vi) It is requested that necessary steps are taken at the earliest for amending the service rules on the lines indicated above, after observing formalities. If there are any cases of undue hardship while taking action in accordance with these instructions as also the instructions contained in Haryana Government's letter No. 209-2GSI-72/4436, dated the 23rd February, 1972, they also should be dealt with by taking recourse to the power of relaxation as provided in the various service rules.
 - (vii) These instructions are being issued with the concurrence of the Finance Department received *vide* their U.O. advice No. 3686-IFG-75, dated the 8th July, 1975.
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Chandigarh, addressed to all Heads of Departments in Haryana. Commissioner, Ambala and Hissar Divisions, all Deputy Commissioners, D.I.G (CID), and Sub Divisional Officer, and extra.

Subject :— Verification of Character and Antecedents of persons before their first appointment to Government Service.

I am directed to invite reference to Haryana Government letters No. 2087-7S-75/9680, dated 16-4-75 and No. 9393-7S-75/37226, dated 24-12-1975 on the subject cited above and to forward herewith the following two communications received from the Department of Personnel and Administrative Reforms, Government of India, New Delhi :—

- (a) Letter No. 18011/1 (S)/75 Estt. (B) dated 1-8-75
 - (b) O.M. No. 18011/1 (S)/75 Estt. (B) dated 1-8-75
2. It has been decided that the instructions contained in the above two references should be strictly followed in respect of candidates seeking employment under the State Government as well.
 3. Your attention is particularly invited to the following points in the instructions :—
 - (a) Normally, as a rule, all appointments should be made only after the character and antecedents of the person to be appointed have been verified but if a candidate is appointed under exceptional circumstances without prior verification of character etc. then no indication (either orally or in writing) should be given to the candidate that his appointment or retention in service is subject to satisfactory verification.
 - (b) Appointments made, if any, under exceptional circumstances, without prior verification of the character etc. shall be on a purely provisional basis.
 - (c) If under exceptional circumstances as mentioned in sub-para (a) above, an appointment is made without verification of character and antecedents, then simultaneously with the appointment, necessary steps should be taken to have the character and antecedents verified and should it become necessary to terminate the services on account of adverse reports received subsequent to the appointment, the fact that action is being taken on the result of a false report should not be divulged to the employee nor should be the nature or substance of the report received from the police be communicated under any circumstances to the employees.
 - (d) Reference to the District Magistrate/D.I.G., C.I.D. for verification of character and antecedents should be in the standard form as prescribed by the Government of India and annexed to O.M. dated 1-8-75 referred to above.
 - (e) In order that proper identity of the candidate is established, photograph (s) of the candidate must also be forwarded alongwith the reference to the Supdt. of Police/D.I.G., C.I.D.
 - (f) Suitability of candidates for appointment to Civil posts should be determined in the light of principles laid down by the Government of India in their O.M. dated the 1st August, 1975 referred to above.
 4. It has been brought to the notice of the State Government that in the matter of verification

of character and antecedents, the time schedule laid down in para 4 of the State Government letter No. 1824-S-69/9201, dated the 22nd May, 1969, is not strictly adhered to. Amongst other reasons, this may be due to the fact that the attestation forms which are to be sent by the Department direct to the District Superintendent of Police and the D.I.G., C.I.D. are in some cases being sent to the District Magistrate. This is not in accordance with the procedure laid down in the letter referred to above. While addressing the District Magistrate regarding verification of character and antecedents, one copy each of the attestation form is to be sent direct by the Department concerned to the District Superintendent of Police and the Deputy Inspector General of Police, C.I.D. who after doing the needful have to send the papers to the District Magistrate. The attestation forms are not to be sent direct to the District Magistrate. It has also come to notice that in most of the cases only one attestation form is being sent, whereas instructions provide for the despatch of two attestation forms. The idea of prescribing time schedule is to cut down delay in verification of character and antecedents to the minimum, but by not following the procedure prescribed therein, the departments concerned are themselves causing additional delay. I am directed to bring these instructions to your notice once again for strict compliance. Default in this behalf will be seriously viewed.

5. You are requested to bring these instructions to the notice of all officers under your control including the quasi-Government organisations, public sector undertakings, autonomous bodies etc. and request them to comply with these instructions scrupulously.

क्रमांक 9393-7 एस.-75/37726

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. सभी विभागाध्यक्ष, आयुक्त अम्बाला व हिसार मण्डल,
सभी उपायुक्त तथा उप मण्डल अधिकारी, हरियाणा ।
2. रजिस्ट्रार, पंजाब तथा हरियाणा हाईकोर्ट तथा जिला एवं सत्र न्यायाधीश, हरियाणा ।
दिनांक, चण्डीगढ़, 24 दिसम्बर, 1975

विषय :- तदर्थ आधार पर भर्ती किये जाने वाले कर्मचारियों के चरित्र एवं पूर्ववृत्त का सत्यापन ।

महोदय,

उपरोक्त विषय पर हरियाणा सरकार के परिपत्र क्रमांक 2087-7एस.-75/9680, दिनांक 16-4-1975 के सम्बन्ध में मुझे यह कहने का निदेश हुआ है कि हरियाणा सरकार के कुछ विभागों द्वारा यह क्लैरिफिकेशन (clarification) मांगी गई है कि क्या उपरोक्त परिपत्र द्वारा जारी की गई हिदायतों में तदर्थ आधार पर नियुक्त किये गये कर्मचारियों/अधिकारियों को भी लागू होती है । इस संबंध में सरकार द्वारा विचार किया गया है और निर्णय किया गया है कि भारत सरकार के परिपत्र क्रमांक 56/39/54 स्था. (बी), दिनांक 12-2-1955 (प्रति संलग्न है) द्वारा जारी की गई हिदायतें राज्य सरकार द्वारा भी कार्यान्वित की जायें और भविष्य में तदर्थ आधार पर भी नियुक्तियां संबंधित कर्मचारियों/अधिकारियों के चरित्र एवं पूर्ववृत्त के सत्यापन के पश्चात् ही की जाया करें और जो कर्मचारी/अधिकारी इस समय तदर्थ आधार पर कार्य कर रहे हैं उनके चरित्र एवं पूर्ववृत्त का सत्यापन तत्काल करवाया जाये तथा यदि किसी कर्मचारी/अधिकारी के antecedents को ठीक नहीं पाया जाता है तो उसको नियुक्ति की शर्तों के अनुसार तुरंत ही यदि आवश्यक हो एक मास का वेतन देकर भार-मुक्त कर दिया जाये ।

2. इस संबंध में यह भी वर्णन किया जाता है कि यदि किसी कर्मचारी/अधिकारी की सेवाएं पुलिस द्वारा प्रतिकूल रिपोर्ट प्राप्त होने के फलस्वरूप समाप्त की जानी आवश्यक हो पुलिस की रिपोर्ट के तथ्यों से संबंधित कर्मचारी/अधिकारी को किसी भी सूरत में अवगत नहीं किया जाना चाहिए और पुलिस द्वारा प्राप्त हुई रिपोर्ट को गोपनीय ही रखा जाये ।

3. अनुरोध है कि कृपया यह भी सुनिश्चित किया जाये कि सरकार की उपरोक्त हिदायतों का दृढ़ता से पालन हो ।

भवदीय,

हस्ता/-

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

क्रमांक 2822 - 1 जी.एस. - I - 76 / 14794

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. हरियाणा के सभी विभागाध्यक्ष ।
 2. रजिस्ट्रार, पंजाब तथा हरियाणा हाई कोर्ट, चण्डीगढ़ ।
- दिनांक चण्डीगढ़, 10 जून, 1976

विषय :- हरियाणा लोक सेवा आयोग के कार्य को नियन्त्रण करने वाले विनियमों तथा अनुदेशों से सम्बन्धित बुकलैट के भाग 4 के पैरा 2 तथा अपैडिक्स-1 में संशोधन ।

महोदय,

मुझे निदेश हुआ है कि मैं उपर्युक्त विषय की ओर आपका ध्यान दिलाऊँ और कहूँ कि हरियाणा लोक सेवा आयोग के कार्य को नियन्त्रण करने वाले विनियमों तथा अनुदेशों से सम्बन्धित बुकलैट के भाग 4 के पैरा 2 में निम्नलिखित व्यवस्था है:-

“2. No reference shall be made to the Commission without the approval of the Minister concerned. The Administrative Secretary concerned shall be responsible for ensuring that all cases in which it is necessary to consult the Commission are brought to the notice of the Minister.”

उपरोक्त व्यवस्था के अनुसार लोक सेवा आयोग को किसी अनुशासनिक आदि मामले में सन्दर्भ करने से पहले सम्बन्धित विभागीय मंत्री की अनुमति की आवश्यकता है । सरकार के ध्यान में एक ऐसा मामला आया है कि विभागाध्यक्ष ने किसी श्रेणी- II के अधिकारी को एक वेतन वृद्धि (भविष्य में प्रभाव सहित) रोकने की सजा आयोग के अनुमोदन से दे दी, जिसके लिए वे सम्बन्धित विभागीय सेवा नियमों के तहत सक्षम थे, किन्तु आयोग को सन्दर्भ करने से पूर्व सम्बन्धित मंत्री की अनुमति प्राप्त नहीं की । इस बारे में सरकार ने विचार किया है और यह निर्णय लिया है कि उपरोक्त पैरे को निम्नप्रकार से तदनुसार बदल कर यह व्यवस्था कर दी जाये कि किसी विभागाध्यक्ष द्वारा आयोग को सन्दर्भ करने से पहले सम्बन्धित मंत्री की पूर्व अनुमति की आवश्यकता नहीं होगी ताकि अपील पर सरकार के आदेश के विरुद्ध prejudiced होने का चार्ज न लग सके तथा विभागाध्यक्षों का कार्य शीघ्रता से हो सके:-

“2. No reference shall be made to the Commission by the Administrative Secretary concerned without the approval of the Minister concerned but in the case of reference made to the Commission by a Head of Department the approval of the Minister concerned will not be necessary. The Administrative Secretary concerned shall be responsible for ensuring that all cases in which it is necessary to consult the Commission at the Government level are brought to the notice of the Minister.”

2. हरियाणा लोक सेवा आयोग (कार्य प्रसीमम) विनियम, 1973 के विनियम 6(ए) की व्यवस्था के अनुसार विभागाध्यक्ष को श्रेणी- II के अधिकारी को केवल कुछ ही लघु दण्ड देने हेतु ओरिजनल आदेश जारी करने से पूर्व लोक सेवा आयोग के परामर्श से छूट है जबकि उपरोक्त बुकलैट के अपैडिक्स- I की व्यवस्था के अनुसार सभी प्रकार के (लघु

तथा बड़ा) दण्ड देने हेतु ओरिजनल आदेश जारी करने से पूर्व आयोग के परामर्श से छूट है। अतः उपरोक्त अपैडिक्स-1 को उपरोक्त विनियमों के अनुसार बनाने तथा कथित anomaly को दूर करने के लिए इसमें निम्न प्रकार से संशोधन करने का निर्णय लिया गया है:-

APPENDIX-I

(Referred to in para 5 of Part IV-A)

ORIGINAL ORDER

Authority making the order	Penalty proposed	Whether consultation with the Commission is necessary
1	2	3
An authority subordinate to the Haryana Govt.	Immaterial. (in respect of class III & IV Govt. servants)	No
-do-	Minor penalty (in respect of Class II officers)	No
-do-	Major penalty (in respect of Class II officers)	Yes
The Haryana Govt.	Minor penalty	No
-do-	Major penalty	Yes

3. आपसे अनुरोध है कि भविष्य में उपरोक्त निर्णयों के अनुसार कार्यवाही की जाया करे तथा 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 लिये भेजी जाती है:-

- (1) वित्तियुक्त राजस्व, हरियाणा, तथा
- (2) हरियाणा सरकार के सभी प्रशासकीय सचिव।

हस्ता/-

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

सेवा में

- (1) वित्तियुक्त राजस्व, हरियाणा।
- (2) हरियाणा सरकार के सभी प्रशासकीय सचिव,।

अशासकीय क्रमांक 2822-1 जी.एस.-1-76, दिनांक, चण्डीगढ़ 10 जून, 1976

क्रमांक 4770-5 जी.एस. I-76/21278

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. सभी विभागाध्यक्ष, अम्बाला तथा हिसार मण्डल के आयुक्त,
सभी उपायुक्त तथा उप-मण्डल अधिकारी, हरियाणा ।
2. रजिस्ट्रार, पंजाब तथा हरियाणा हाई कोर्ट, चण्डीगढ़ तथा
सभी जिला एवं सत्र न्यायाधीश, हरियाणा ।
दिनांक, चण्डीगढ़, 13 अगस्त, 1976.

विषय :- ए-क्लास के कार्यालयों तथा अन्य कार्यालयों में लिपिक, स्टैनोटाईपिस्ट तथा आशुलिपिक के पदों के लिए समान योग्यतायें निर्धारित करना ।

महोदय,

मुझे निदेश हुआ है कि मैं उपर्युक्त विषय पर आपका ध्यान हरियाणा सरकार के पत्र क्रमांक 5761-5 जी.एस. I-74/29782 दिनांक, 17-12-1974 की ओर दिलाऊँ और आपको सूचित करूँ कि अधीन सेवायें प्रवरण मण्डल, हरियाणा द्वारा सरकार के ध्यान में यह लाया गया था कि “कामन कैटेगरीज” के पदों, जैसा कि लिपिक, स्टैनोटाईपिस्ट, आशुलिपिक इत्यादि को सीधी भर्ती द्वारा भरने के लिए अलग-अलग विभागों द्वारा विभागीय सेवा नियमों में विभिन्न योग्यताएँ निर्धारित की हुई हैं । मण्डल द्वारा सभी विभागों के ऐसे पदों के लिए एक संयुक्त विज्ञापन जारी किया जाता था, परन्तु योग्यताओं की विभिन्नता के कारण मण्डल को उम्मीदवारों की विभागों को एलोकेशन करते समय बहुत कठिनाई का सामना करना पड़ता था । सरकार ने अब यह निर्णय लिया है कि हरियाणा राज्य के सभी ए-क्लास के कार्यालयों में सीधी भर्ती के लिए लिपिक, स्टैनोटाईपिस्ट तथा आशुलिपिक के पदों के लिए योग्यताएँ एक समान हों, जैसा कि Annexure-A में बताया गया है । इसी प्रकार से सभी अन्य कार्यालयों में सीधी भर्ती के लिए लिपिक, स्टैनोटाईपिस्ट तथा आशुलिपिक के पदों के लिये योग्यतायें एक समान हों, जैसा कि Annexure-B में बताया गया है । अधीन सेवायें प्रवरण मण्डल हरियाणा तथा वित्त विभाग में Annexure A and B के अनुसार ए-क्लास के कार्यालयों तथा अन्य कार्यालयों में लिपिक, स्टैनोटाईपिस्ट तथा आशुलिपिक के पदों के लिए योग्यतायें एक समान करने के लिए सहमति प्रदान कर दी है । इसलिए अब आपसे अनुरोध किया जाता है कि आप अपने विभाग के सेवा नियमों में सीधी भर्ती के लिए लिपिक, स्टैनोटाईपिस्ट तथा आशुलिपिक के पदों की योग्यतायें सरकार के उपरोक्त निर्णय अनुसार निर्धारित करने के लिए अधिसूचना विधि विभाग से वैट कराकर शीघ्र जारी करें तथा उनकी प्रतियाँ इस विभाग को भी भेजें । भविष्य में ऐसे पदों को भरने के लिए मांग-पत्र नियमों में संशोधन करने के पश्चात् संशोद्धि त योग्यताओं अनुसार ही अधीन सेवायें प्रवरण मण्डल हरियाणा को भेजे जायें ।

2. कृपया सरकार के उपरोक्त निर्णय अनुसार कार्यवाही तुरन्त की जाये ।

भवदीय,

हस्ता / -

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

क्रमांक 4770-5 जी.एस. I-76/21278-ए, दिनांक चण्डीगढ़ 13 अगस्त, 1976

एक प्रति सचिव, अधीन सेवायें प्रवरण मण्डल हरियाणा, चण्डीगढ़ को उनके पत्र क्रमांक 3460-3 आर-III-75/13608, दिनांक 23 अक्टूबर, 1975 के संदर्भ में सूचनार्थ तथा आवश्यक कार्यवाही हेतु भेजी जाती है।

हस्ता/-

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

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

1. वित्तायुक्त, हरियाणा सरकार।
2. सभी प्रशासकीय सचिव, हरियाणा सरकार।

हस्ता/-

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

सेवा में

1. वित्तायुक्त, हरियाणा सरकार।
2. सभी प्रशासकीय सचिव, हरियाणा सरकार।

अशा. क्रमांक 4770-5 जी.एस. I-76, दिनांक चण्डीगढ़ 13 अगस्त, 1976

Annexure—A

Qualifications for the posts of Clerk, Steno- Typist and Stenographer in all A-Class Offices

<i>Name of Post</i>		<i>Qualifications</i>	
1.	Clerk	1.	Matric 1st Division/Higher Secondary Second Division/ Intermediate Second Division/Graduate or equivalent. (For Ex-servicemen Matric only)
		2.	Knowledge of Hindi upto Matric Standard.
		3.	Hindi/English typing at a speed of 25/30 words per minute respectively.
2.	Steno-typist	1.	Matric 1st Division /Higher Secondary Second Division/ Intermediate Second Division/Graduate or equivalent. (For Ex-servicemen Matric only).
		2.	Knowledge of Hindi upto Matric Standard.
		3.	English Short-hand at 80 words per minute and transcription thereof at 11 words per minute.
3.	Stenographer	1.	Matric 1st Division/Higher Secondary Second Division/ Intermediate Second Division/Graduate or equivalent. (For Ex-Servicemen Matric only)
		2.	Knowledge of Hindi upto Matric Standard.
		3.	English short-hand at 100 words per minute and transcription thereof at 20 words per minute.
		4.	Hindi short-hand at 80 words per minute and transcription thereof at 15 words per minute.

Annexure—B

Qualifications for the Posts of Clerk, Steno- Typist and Stenographer in all offices other than A-Class Offices

<i>Name of Post</i>	<i>Qualifications</i>
1. Clerk	1. Matric/Higher Secondary or equivalent. 2. Knowledge of Hindi upto Matric Standard. 3. Hindi or English typing at a speed of 25/30 words per minute respectively.
2. Steno- Typist	1. Matric/Higher Secondary or equivalent. 2. Knowledge of Hindi upto Matric Standard. 3. Hindi short-hand at 64 words per minute and transcription thereof at 11 words per minute. or English short-hand at 80 words per minute and transcription thereof at 15 words per minute.
3. Stenographer	1. Matric/Higher Secondary or equivalent. 2. Knowledge of Hindi upto Matric Standard. 3. Hindi short-hand at 80 words per minute and transcription thereof at 15 words per minute. or English short-hand at 100 words per minute and transcription thereof at 20 words per minute.

Copy of Secret letter No. 18011/1/(S)-75-Estt. (B), dated the 19th October, 1976, from the Under Secretary to Government of India, Department of Personnel & A.R. (Cabinet Secretariat), New Delhi, addressed to the Chief Secretaries of All States Governments/Administrations in Union Territories.

Subject :— Verification of character and antecedents of candidates selected for appointment to civil posts under the Government of India—criteria to be observed in determining the suitability.

Sir,

I am directed to refer to this Department's letter No. 18011/1/(S)/75-Estt. (B), dated 1st August, 1975, on the subject mentioned above, which inter alia provides that the State Governments should issue instructions to the authorities in charge of verification of character and antecedents that before making a recommendation on the suitability of a candidate for employment under the Government of India, the case of the candidate concerned should be examined with reference to the general criteria laid down in this regard. The State Governments are aware that certain organisations like the RSS/ Anand Marg etc. have been banned by Government of India and hence it is absolutely necessary that candidates who are associated with the activities of the banned organisations should not be made eligible for appointment under the Governments, in accordance with the criteria mentioned in the standard form of the revised covering letter enclosed with this Department's letter referred to above. In the circumstances, the State Governments are requested to issue necessary instructions to the District authorities concerned for verification of character and antecedents of candidates from the above point of view also so as to prevent infiltration of such persons in Government Departments/Public Sector Undertakings.

A copy of the orders which may be issued by State Government in this regard may please be endorsed to this Department, for information.

गोपनीय

क्रमांक 7985-7 एस.-76/32541

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. हरियाणा के सभी उपायुक्त,
 2. हरियाणा के सभी पुलिस अधीक्षक ।
- दिनांक, चण्डीगढ़, 26 नवम्बर, 1976.

विषय :- भारत सरकार के अधीन सिविल पदों पर नियुक्ति के लिये चयन किए गए उम्मीदवारों के चरित्र तथा पूर्ववृत्तों का सत्यापन-उपयुक्तता निर्धारण करने में अपनाए जाने वाले मापदण्ड ।

महोदय,

मुझे निदेश हुआ है कि मैं उपर्युक्त विषय पर भारत सरकार के गोपनीय पत्र क्रमांक 18011/1/(एस)/75 स्थापना (ख) दिनांक 19-10-76 को एक प्रति आपको अग्रेषित करूँ और प्रार्थना करूँ कि चरित्र एवं पूर्ववृत्त का सत्यापन करते समय इन हिदायतों का दृढ़ता से पालन किया जाए ।

भवदीय,

हस्ता / -

अवर सचिव, प्रशासन,

कृते: मुख्य सचिव, हरियाणा सरकार ।

पृष्ठांकन क्रमांक 7985-7एस.-76/32542

दिनांक 26 नवम्बर, 1976 ।

एक-एक प्रति अनुलग्नकों की प्रति सहित पुलिस महानिरीक्षक और उप महानिरीक्षक, गुप्तचर विभाग हरियाणा को सूचनार्थ एवं आवश्यक कार्यवाही हेतु भेजी जाती है ।

क्रमांक 7771-5 जी.एस.-1-76/1449

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

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

दिनांक, चण्डीगढ़, 20 जनवरी, 1977

विषय :- तदर्थ आधार पर भरी रिक्तियों को नियमित रूप में भरना ।

मुझे निदेश हुआ है कि मैं उपरोक्त विषय पर आपका ध्यान हरियाणा सरकार के परिपत्र क्रमांक 5999-5 जी.एस.-1-69/23700, दिनांक 27-10-1969 द्वारा जारी की गई हिदायतों की ओर दिलाऊँ और कहूँ कि इन हिदायतों के अनुसार प्रत्येक तदर्थ नियुक्ति के 15 दिनों के अन्दर-अन्दर पूर्ण रूप से भरा हुआ माँग-पत्र लोक सेवा आयोग को अवश्य भेज दिया जाना चाहिए ताकि आयोग अपनी सिफारिश समय पर भेज सके । यही हिदायतें सरकार के परिपत्र क्रमांक 6316-1 जी.एस.-1-70/21913, दिनांक 20-8-70 तथा क्रमांक 4495-1 जी.एस.-1-72/23046, दिनांक 7-8-78 तथा क्रमांक 3265-5 जी.एस.-1-73/15255, दिनांक 15-6-1973, द्वारा दोहराई गई थी । सरकार के ध्यान में लाया गया है कि विभिन्न विभागों में तदर्थ आधार पर लगे कर्मचारियों की अवधि 6 मास से आगे बढ़ाने के लिए प्रस्ताव हरियाणा लोक सेवा आयोग/अधीन सेवाएं प्रवरण मण्डल, हरियाणा से प्राप्त होते रहते हैं परन्तु इन पदों को नियमित रूप से भरने के लिए माँग-पत्र नहीं भेजे जाते ।

2. पुनः स्पष्ट किया जाता है कि भविष्य में जब भी किसी रिक्ति को तदर्थ आधार पर भरा जाए तो रिक्ति को भरने के 15 दिन के अन्दर-अन्दर माँग-पत्र हरियाणा लोक सेवा आयोग/अधीन सेवाएं प्रवरण मण्डल, हरियाणा को अवश्य भेजा जाए ।
3. आपसे प्रार्थना है कि इन हिदायतों की पालना दृढ़ता से की जाए ।

हस्ता / -

उप सचिव, सामान्य प्रशासन,

कृते: मुख्य सचिव, हरियाणा सरकार ।

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

- (1) वित्तियुक्त, हरियाणा सरकार, तथा
- (2) सभी प्रासकीय सचिव, हरियाणा सरकार ।

हस्ता / -

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

सेवा में

- (1) वित्तियुक्त, हरियाणा सरकार ।
- (2) सभी प्रशासकीय सचिव, हरियाणा सरकार ।

अशा: क्रमांक 7771-5 जी.एस.-1-76, दिनांक, चण्डीगढ़ 20 जनवरी, 1977

Copy of Letter No. 15014/3/(S)/76-Estt. (B) dated 1st March, 1977, from Joint Secretary to the Government of India Cabinet Secretariat, Department of Personnel and Administrative Reforms, New Delhi Addressed to the All State Governments and Union Territories etc. etc.

RESOLUTION

The Government of India have decided that in Supersession of earlier instructions regarding the eligibility for appointment under the Government of India, the standard rule for recruitment will hence forth be modified as follows :—

A candidate for appointment to any Central Service or post must be—

- (a) a citizen of India, or
- (b) a subject of Nepal ,
- (c) or a subject of Bhutan, or
- (d) a Tibetan refugee who came over to India before the 1st January, 1962, with the intention of permanently settling in India, or
- (e) A person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African Countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire and Ethiopia with the intention of permanently settling in India:

Provided that a candidate belonging to categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India:

Provided further that candidates belonging to categories (b), (c) and (d) above will not be eligible for appointment to the Indian Foreign Service.

A candidate in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Union Public Service Commission or other recruiting authority, but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government of India.

Order: Ordered that a copy of this Resolution may be communicated to all State Governments, all Ministries of the Government of India etc. and also that the Resolution be published in the Gazette of India.

HARYANA GOVERNMENT

Endst. No. 2153-4-GSII-77-12718

dated, Chandigarh, the 13-5-1977.

A copy is forwarded to :—

To

- (1) All Heads of Departments, Commissioners Ambala and Hisar Divisions, All Deputy Commissioners and all Sub-Divisional officers.
- (2) The Registrar, Punjab and Haryana High Court and all District and Sessions Judges in Haryana for information and guidance in continuation of Haryana Govt. endst. No. 3868-4 GSII-76/ 16644, dated 24-6-76.

- (3) The revised Rule 4(1) and 4(2) of Model Service Rules regarding Nationality and domicile to be adopted in various service Rules will now be as per annexure attached.

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

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

The Financial Commissioner, Haryana and all Administrative Secretaries, Haryana, for information and guidance in continuation of this department's U.O.No. reference No.3868-4 GSII-76, dated 24-6-76.

ANNEXURE I

Revised rule 4 (1) of Model Service Rules regarding Nationality domicile :—

4 (1) No person shall be appointed to the service, unless he is :—

- (a) A citizen of India; or
- (b) a subject of Nepal; or
- (c) a subject of Bhutan; or
- (d) A Tibetan refugee who came over to India before the 1st January, 1962, with the intention of permanently settling in India; or
- (e) a person of Indian Origin who has migrated from Pakistan, Burma, Ceylon, and East African Countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar) with the intention of permanently settling in India; or

“Provided that a person belonging to category (b), (c), (d) or (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government.”

क्रमांक 9503 - 7 एस. - 76 / 25321

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. सभी विभागाध्यक्ष, आयुक्त, अम्बाला मण्डल व हिसार मण्डल, सभी उपायुक्त तथा उप मण्डल अधिकारी व डी.आई.जी. (सी.आई.डी.) हरियाणा ।
2. रजिस्ट्रार, पंजाब तथा हरियाणा हाई कोर्ट तथा जिला एवं सत्र न्यायाधीश, हरियाणा ।
दिनांक, चण्डीगढ़, 13 सितम्बर, 1977.

विषय :- चरित्र एवं पूर्ववृत्त का सत्यापन करवाना ।

महोदय,

उपर्युक्त विषय पर हरियाणा सरकार के परिपत्र क्रमांक 2087-7 एस.-7/9680, दिनांक 16-4-75 के सम्बन्ध में मुझे यह कहने का निदेश हुआ है कि हरियाणा सरकार के कुछ विभाग उम्मीदवारों की प्रथम नियुक्ति के समय चरित्र एवं पूर्ववृत्त का सत्यापन करवाने में बिना कोई कोशिश या उपायुक्त/डी.आई.जी. (सी.आई.डी.) से पत्र-व्यवहार किये उम्मीदवारों का चरित्र एवं पूर्ववृत्त का सत्यापन नियुक्ति से पूर्व की बजाए नियुक्ति से बाद करवाये जाने के बारे में छूट देने के लिए प्रस्ताव भेज देते हैं तथा यह भी वर्णन कर देते हैं कि चरित्र एवं पूर्ववृत्त का सत्यापन करवाये जाने के बारे में 2 या 3 मास लग जाते हैं । इस सम्बन्ध में यह वर्णन किया जाता है कि सरकार द्वारा जारी की गई हिदायतों के अनुसार सत्यापन बारे रिपोर्ट सम्बन्धित उपायुक्त से एक मास तक प्राप्त हो जानी चाहिए । इन परिस्थितियों में इस सम्बन्ध में सरकार का यह विचार है कि विभागों को चाहिए कि वे पहले चरित्र एवं पूर्ववृत्त का सत्यापन के सम्बन्ध में सम्बन्धित उपायुक्त तथा डी.आई.जी. (सी.आई.डी.) से पत्र-व्यवहार करें और यदि उनसे उत्तर आने में देरी हो तो तब भी चरित्र एवं पूर्ववृत्त का सत्यापन के बारे में जारी की हिदायतों में छूट दिये जाने के सम्बन्ध में अपना प्रस्ताव मुख्य सचिव (सेवाएं विभाग) को भेजा जाए । यह भी वर्णन किया जाता है कि यह छूट केवल एकसैपशनल केसिज में दी जा सकती है और समान्यतः प्रत्येक विभाग द्वारा इस विषय से सम्बन्धित जारी की गई हिदायतों को अपनाना अनिवार्य होगा ।

हस्ता / -

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

एक-एक प्रति निम्नलिखित को सूचनार्थ तथा आवश्यक कार्यवाही हेतु भेजी जाती है ।

1. वित्तायुक्त, हरियाणा ।
2. सभी प्रशासकीय सचिव, हरियाणा सरकार ।

हस्ता / -

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

अशा: क्रमांक 9503 - 7 एस. - 77

दिनांक, चण्डीगढ़ 13 - 9 - 77

No. 5202-IGS-77/26053

From

The Chief Secretary to Government, Haryana.

To

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

(2) The Registrar,
Punjab and Haryana High Court, Chandigarh

Dated, Chandigarh, the 15th September, 1977.

Subject:— Relaxation in maximum age limit to adhoc employees for appointment to Government service on regular basis.

Sir,

I am directed to refer to Haryana Government order dated 9th Sept. 1977 circulated *vide* endorsement No. 5565-IGSI-77/25233, dated the 9th September, 1977 revoking the Government order dated the 10th June, 1977 circulated earlier *vide* endorsement No. 3840-IGSI-77/16898, dated the 17th June, 1977 and to say that the question of giving relaxation in the maximum age limit to the adhoc employees for appointment to Government service has been reconsidered in the context that some of them have become overage for entry into Government service while working on adhoc basis. The Government has decided that adhoc employees should be given relaxation in age to the extent of their adhoc service to enable them to compete for future selections by the Subordinate Service Selection Board, Haryana. The adhoc employees will thus be given the relaxation in age for more than one opportunity for competing for selection through the Board for regular appointment. However, this relaxation in age is to be given only to those officials appointed on adhoc basis who are presently in Government service. It is clarified that such adhoc employees whose services may be terminated subsequently on the joining of regular candidates from the Board should also be given this relaxation in age limit.

2. There may be adhoc employees who have served in one of more Departments under the State Government and their service in adhoc capacity may not continuous. It has been decided that for the purpose of counting the period for which relaxation in the maximum age limit will be admissible the latter most continuous period of adhoc service will be taken into account provided that each break upto 30 days will be condoned. The actual period (s) of break (s) will not however, be included while computing the total length of adhoc service.

3. The Government has also decided that where posts have already been advertised and applications invited by the Subordinate Services Selections Board, the Board should invite applications also from adhoc employees (who have not already applied). These adhoc employees should also be given relaxation in age to the extent of their adhoc service.

Recruitment

4. 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.

Kindly acknowledge receipt of this letter.

Yours faithfully,

Sd/-

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

No, 5202-IGSI-77/26054,

dated Chandigarh, the 15th Sept. 1977.

A copy is forwarded to the Secretary, Subordinate Services Selection Board, Haryana, Chandigarh in continuation of Haryana Government endorsement No. 5565-IGSI-77/25234, dated 9-9-77.

2. It is requested that necessary action may please be taken in regard to para 3 of this letter.

Copy of Letter No. 18011/I(S)-75-Estt. B, dated the 12th October, 1977, from the Director (E) Government of India, Ministry/Department of Personnel and Administrative Reforms, Ministry of Home Affairs, New Delhi, endorsed to the Joint Secretary (Pers.) to the Government of Himachal Pradesh, Department of Personnel (A I I), Simla.

Subject :— Verification of character and antecedents of candidates selected for appointment to Civil Posts under the Government of India-Criteria to be observed in determining the suitability.

With reference to the State Government's letter No. 8/3/72-DP (Apptt. II) Vol. II, dated the 29th August, 1977 on the subject mentioned above I am directed to say that the ban on RSS and Anand Marg, etc. has been lifted and the instructions contained in this Department's letter of even number dated 19th October, 1976 have been rescinded. However, the criteria for determining the suitability of candidates for appointment to civil posts under the Government of India, as indicated in this Department's letter of even number dated the 1st August, 1975 continue to exist. It is, therefore, necessary on the part of the verifying authorities to furnish as much information as possible on a candidate's antecedents including his association with any organisation, political or otherwise, so as to enable the appointing authorities to determine on the criteria laid down for the purpose. In other words, while association with the political organisation by a candidate will not by itself be a disqualification for entry into Government service, his activities and antecedents would have to be taken into account in determining the suitability of the candidate for employment under the Government.

क्रमांक 7952 - 5 जी.एस. - 1-77 / 39316

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

(1) हरियाणा सरकार के सभी विभागाध्यक्ष, आयुक्त अम्बाला तथा हिसार मण्डल,
तथा सभी जिलों के उपायुक्त ।

(2) रजिस्ट्रार, पंजाब तथा हरियाणा हाई कोर्ट तथा
सभी जिला एवं सत्र न्यायाधीश, हरियाणा ।

दिनांक, चण्डीगढ़, 16 दिसम्बर, 1977

विषय :- Apprentice Clerks को प्रशिक्षण प्राप्त करने के उपरान्त तदर्थ आधार पर नियुक्त करने में प्राथमिकता देने बारे ।

महोदय,

मुझे निदेश हुआ है कि उपरोक्त विषय की ओर आपका ध्यान आकर्षित करते हुए सूचित करूँ कि जो Apprentice लिपिक राज्य के भिन्न-भिन्न कार्यालयों में Apprentice Act 1961 के अन्तर्गत निर्धारित अवधि के लिये नियुक्त किये जाते हैं । उनका सम्बन्ध प्रशिक्षण प्राप्त करने के पश्चात् उन कार्यालयों से नहीं रहता । नियमानुसार संबंधित विभाग उन्हें तदर्थ रूप में नियुक्त करने के लिए भी बाध्य नहीं है । ऐसी परिस्थिति में उन्हें काफी कठिनाइयों का सामना करना पड़ता है । सरकार ने इस बारे में ध्यान पूर्वक विचार किया है तथा यह निर्णय लिया है कि Apprentice लिपिकों को प्रशिक्षण प्राप्त करने के पश्चात् हरियाणा राज्य के कार्यालयों में, यदि वे विभागीय सेवा नियमों अनुसार लिपिक के पद के लिये निर्धारित योग्यताएं रखते हों, तदर्थ आधार पर नियुक्त करने के लिये प्राथमिकता दी जाये बशर्ते कि उनके नाम रोजगार कार्यालयों द्वारा sponsor किये गये हों । रोजगार कार्यालयों को मांग पत्र भेजते समय इस निमित्त संकेत दे दिया जाया करें ताकि वह उसके अनुसार अपनी सिफारिश भेज सकें ।

भवदीय,

हस्ता / -

(ए. सी. अग्रवाल)

उप सचिव, सामान्य प्रशासन

कृते: मुख्य सचिव, हरियाणा सरकार ।

एक प्रति सचिव, हरियाणा सरकार श्रम तथा रोजगार विभाग को सूचना तथा आवश्यक कार्यवाही हेतु भेजी जाती है । उनसे अनुरोध किया जाता है कि राज्य में सभी रोजगार कार्यालयों को कृपया हिदायतें जारी

की जाये कि लिपिकों के पद के लिये सिफारिश भेजते समय उन उम्मीदवारों को प्राथमिकता दी जाये जिन्होंने शिक्षु प्रशिक्षण प्राप्त किया हो ।

हस्ता / -

(ए. सी. अग्रवाल)

उप सचिव, सामान्य प्रशासन

कृते: मुख्य सचिव, हरियाणा सरकार ।

सेवा में

सचिव, हरियाणा सरकार,
श्रम तथा रोजगार विभाग ।

अशा. क्रमांक 7952 - 5 जी.एस. - 177,

दिनांक, चण्डीगढ़ 16 दिसम्बर, 1977

एक-एक प्रति निम्नलिखित को :-

वित्तियुक्त, राजस्व, हरियाणा तथा सभी प्रशासकीय सचिव, हरियाणा सरकार को सूचनार्थ तथा आवश्यक कार्यवाही हेतु भेजी जाती है ।

No. 8170-7S-77/38961

From

The Chief Secretary to Government, Haryana.

To

1. All District Magistrates in the State,
2. The Deputy Inspector General of Police,
C.I.D., Haryana, Chandigarh.

Dated Chandigarh, the 19th December, 1977.

Subject :— Verification of character and antecedents of candidates selected for appointment to Civil Posts under the Government of India-Criteria to be observed in determining the suitability.

Sir,

I am directed to invite reference to Haryana Government letter No. 7473-7S-75/14433, dated the 8th June, 1977 on the subject noted above, and to forward herewith a copy of Government of India, Department of Personnel and Administrative Reforms, Ministry of Home Affairs' letter No. 18011/1(S)/75-Estt-B, dated 12th October, 1977, for information, guidance and strict compliance.

Yours faithfully,

Sd/-

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

A copy alongwith a copy of Government of India letter No. 18011/1(S)/75-Estt-B, dated 19-10-76 is for information and necessary action to :—

- (i) The Financial Commissioner, Haryana.
- (ii) The Financial Commissioner (Revenue), Haryana.
- (iii) All Commissioners and Administrative Secretaries to Government, Haryana.

प्रतिलिपि क्रमांक 39/4/78-जी.एस. दिनांक 3-4-1978 को जो मुख्य सचिव, हरियाणा सरकार द्वारा सभी विभागाध्यक्ष, आयुक्त, अम्बाला तथा हिसार मण्डल, सभी उपायुक्त आदि को सम्बोधित है ।

विषय :- लिपिकों/टाईपिस्टों के पदों को भरना ।

मुझे निदेश हुआ है कि मैं आपका ध्यान हरियाणा सरकार के पत्र संख्या 1411-2 जी.एस.-74/6961, दिनांक 21 मार्च, 1974 की ओर दिलाऊँ और यह कहूँ कि समूचे मामले पर पुनः विचार किया गया है और यह निर्णय लिया गया है कि यद्यपि लिपिक के पद के लिए हिन्दी अथवा इंग्लिश क्रमशः 25 तथा 30 शब्द प्रति मिनट स्पीड के हिसाब से टाईप का ज्ञान होना आवश्यक होगा तथापि, भर्ती के समय उम्मीदवारों का टाईप का टैस्ट न लिया जाए । इसके स्थान पर उनके लिए अपनी नियुक्ति के एक वर्ष की अवधि के अन्दर-अन्दर टाईप का निर्धारित टैस्ट पास करना आवश्यक होगा । वार्षिक वेतन वृद्धि को हरियाणा सरकार के पत्र क्रमांक 3980-जी.एस. 1-75/25879, दिनांक 27 अगस्त, 1975 (प्रति संलग्न है) द्वारा जारी किए गए अनुदेशों से नियमित किया जाएगा ।

2. यह अनुरोध किया जाता है कि 17-2-78 से पूर्वापिक्षी प्रभाव के साथ आवश्यक औपचारिकताओं का पालन करने के पश्चात् उपर्युक्त निदेशों पर विभागीय सेवा नियमावली में कृपया संशोधन कर लिया जाए । उक्त निर्णय विभागों द्वारा नियमित रूप से टाईप टैस्ट लेने की परिकल्पना करता है और इसलिए इस नियमित आवश्यक पग उठाए जायें ।

3. हरियाणा सरकार के संदर्भाधीन पत्र संख्या 1411-2 जी.एस. 1-74/6961, दिनांक 27 मार्च, 1974 में दिए गए अनुदेशों में उपर्युक्त सीमा परिवर्तन हो जाएगा ।

Copy of the letter No. 18011/6(s)-76-Estt. (B), dated the 5th April, 1978, from (Sh. N. Rangarajan) Dy. Secy. to Government of India, Ministry of Home Affairs, Department of Personnel, addressed to the Chief Secretary to the Government of Haryana, Chandigarh.

Subject :— Verification of character and antecedents of recruitment to Civil posts under the Government of India.

I am directed to refer to this Department's secret letter of even number dated the 14th January, 1977, on the above subject and to say that inspite of the position having been made clear to the State Government in the letter quoted above, it has been reported that the District Magistrates in Haryana continue to return the attestation forms of candidates for recruitment to posts under the Government of India to the authorities who make the reference on the ground that the procedure followed by the Central Government authorities was not in accordance with the instructions issued by the Government of Haryana, according to which the attestation forms are not to be sent direct to the District Magistrate, but one copy of the attestation form is to be sent to the Senior Superintendent Police of the concerned District and the other to the Deputy Inspector General of Police, C.I.D., Haryana, Chandigarh simultaneously under intimation to the District Magistrates. Senior Superintendent Police/D.I.G., C.I.D., Haryana will send the attestation forms with their report to the District Magistrate who would then return the same to the Department concerned.

2. As already mentioned in the letter quoted above, the procedure followed for verification of character and antecedents of candidates for appointment to posts under the Central Government is different. In other words the appointing authorities are required only to address the District Magistrate along with two sets of attestation forms. It is for the District Magistrate to make such inquiries as may be necessary and forward a report to the appointing authority.

3. In the circumstances I am to request that the District Authorities may be advised to follow the procedure as indicated above. A copy of the instructions issued in this regard may please be endorsed to this Department.

Compendium of Instructions on Recruitment—Vol. II

No. 72/3/78-S

From

The Chief Secretary to Government, Haryana.

To

The Commissioner, Ambala and Hissar Divisions,
all Deputy Commissioners, DIG (CID) and Sub Divisional
Officers (Civil) in Haryana.

Dated, Chandigarh, the 16th June, 1978.

Subject :— Verification of character and antecedents of persons before their appointment to Government Service.

Sir,

In forwarding herewith a copy of the Government of India, Department of Personnel, Ministry of Home Affairs' letter No. 18011/6 (S)/76-Estt. B, dated the 5th April, 1978, on the subject cited above. I am directed to say that in partial modification of the instructions issued by the State Government vide the communications noted in the margin, it has been decided that in respect of candidates to be appointed by the Government of India or other State Governments on the civil posts under them, the verification of character and antecedents of the candidates should be done in accordance with the instructions issued by the Government of India from time to time. The instructions issued by the Government of India envisage that an appointing authority should send two sets of attestation forms to the District Magistrate concerned and that the District Magistrate, after obtaining the necessary report of the DIG (CID) and the S.P. concerned and any other quarter as he may deem necessary, should return the attestation forms to the appointing authority. These instructions also provide that out of two sets of attestation forms only one shall contain the photograph of the candidate concerned. I am, therefore, to request that in future the attestation forms sent by an appointing authority under the Government of India or any other State Government for the verification of character and antecedents of the candidates should not be returned without action to the appointing authority simply on the ground that the attestation forms instead of having been addressed to the DIG (CID) as provided in the marginally noted instructions, have been sent directly to the District Magistrate. 1. No. 7473-7S-75/14423, dated 8-6-1976 2. No. 9393-7S-75/37726, dated 24-12-75. 3. No. 9503-S-76/25321, dated 13-9-77.

2. You are requested to kindly bring these instructions in the notice of all concerned officers under your control and advise them to comply with these instructions scrupulously.

Yours faithfully,

Sd/-

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

Recruitment

No. 72/3/78-S

dated, Chandigarh, the 16th June, 1978.

A copy is forwarded, for information to the Deputy Secretary to the Government of India Department of Personnel, Ministry of Home Affairs, New Delhi, with reference to his letter No. 18011/6 (S)/76-Estt. B, dated, 5th April, 1978.

Sd/-

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

क्रमांक 34/20/70-जी.एस.-1

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

हरियाणा के सभी विभागाध्यक्ष,
आयुक्त अम्बाला तथा हिसार मण्डल तथा सभी जिलों के उपायुक्त ।
रजिस्ट्रार, पंजाब तथा हरियाणा हाई कोर्ट चण्डीगढ़ ।
दिनांक, चण्डीगढ़, 16 अगस्त, 1978

विषय :- Apprentice Clerks को प्रशिक्षण प्राप्त करने के उपरान्त तदर्थ आधार पर नियुक्त करने में प्राथमिकता देने बारे ।

महोदय,

मुझे निदेश हुआ है कि उपरोक्त विषय पर आप का ध्यान हरियाणा सरकार के परिपत्र क्रमांक 7952-5जी.एस.-1-77/39316, दिनांक 16 दिसम्बर, 1977 (प्रति संलग्न है) में जारी की गई हिदायतों की ओर दिलाऊँ । इन हिदायतों में यह कहा गया था कि Apprentice Clerks को प्रशिक्षण प्राप्त करने के पश्चात् हरियाणा राज्य के कार्यालयों में यदि वे विभागीय सेवा नियमों अनुसार लिपिक के पद के लिये निर्धारित योग्यताएं रखते हों, तदर्थ आधार पर नियुक्त करने के लिये प्राथमिकता दी जाए बशर्ते कि उनके नाम रोजगार कार्यालयों द्वारा sponsor किये गये हों । यह भी अनुरोध किया गया था कि रोजगार कार्यालयों को मांग-पत्र भेजते समय इस निमित्त संकेत दे दिया जाय करे ताकि वह उसके अनुसार अपनी सिफारिश भेज सकें । यह सरकार के ध्यान में लाया गया है कि विभागों द्वारा सरकार की उपरोक्त हिदायतों अनुसार कार्यवाही नहीं की जा रही है, क्योंकि रोजगार कार्यालयों को मांग-पत्र भेजते समय इस निमित्त कोई संकेत नहीं देते । इसलिये आप से यह पुनः अनुरोध किया जाता है कि सरकार की उपरोक्त हिदायतों की दृढ़ता से पालना की जाए ।

भवदीय,

हस्ता/-

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

एक प्रति सचिव, हरियाणा सरकार, श्रम तथा रोजगार विभाग को इस विभाग के अशा: क्रमांक 7952-5 जी.एस.-1-77, दिनांक, 16 दिसम्बर, 1977 के संदर्भ में सूचनार्थ तथा आवश्यक कार्यवाही हेतु भेजी जाती है । उनसे अनुरोध किया जाता है कि पुनः राज्य में सभी रोजगार कार्यालयों को कृपया पुनः हिदायतें जारी की जायें कि

लिपिकों के पद के लिये सिफारिश भेजते समय उन उम्मीदवारों को प्राथमिकता दी जाए जिन्होंने शिक्षा प्रशिक्षण प्राप्त किया हो ।

भवदीय,

हस्ता / -

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

सेवा में

सचिव, हरियाणा सरकार, श्रम तथा रोजगार विभाग ।

अशा. क्रमांक 34 / 20 / 78 - जी.एस. - I,

दिनांक, चण्डीगढ़, 16 अगस्त, 1978

एक-एक प्रति वित्तायुक्त राजस्व, हरियाणा तथा सभी प्रशासकीय सचिव, हरियाणा सरकार को इस विभाग के अशा. क्रमांक 7952 - 5 जी.एस. - 1 - 77, दिनांक 16 दिसम्बर, 1977 के संदर्भ में सूचनार्थ तथा आवश्यक कार्यवाही हेतु भेजी जाती है ।

2. उनसे यह अनुरोध किया जाता है कि अपने अधीन सभी निगमों/बोर्डों को कृपया हिदायतों जारी करें कि Apprentice Clerks को प्रशिक्षण प्राप्त करने के पश्चात नियुक्तियों में सरकार के निर्णय अनुसार प्राथमिकता दी जाए।

हस्ता / -

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

सेवा में

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

अशा. क्रमांक 34 / 20 / 78 - जी.एस. - I,

दिनांक, चण्डीगढ़ 16 अगस्त, 1978

एक-एक प्रति प्रधान सचिव/उपप्रधान सचिव, मुख्य मंत्री, हरियाणा तथा सचिव निजी सचिव अन्य मन्त्रीगण तथा मुख्य संसदीय सचिव, हरियाणा को सूचनार्थ भेजी जाती है ।

हस्ता / -

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

सेवा में

प्रधान सचिव/उप प्रधान सचिव, मुख्य मंत्री, हरियाणा तथा सचिव/निजी सचिव, अन्य मन्त्रीगण तथा मुख्य संसदीय सचिव, हरियाणा ।

अशा. क्रमांक 34 / 20 / 78 - जी.एस. - I,

दिनांक, चण्डीगढ़ 16 अगस्त, 1978

क्रमांक 34/20/78-5-जी.एस.-I

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

(1) हरियाणा सरकार के सभी विभागाध्यक्ष, आयुक्त अम्बाला तथा हिसार मण्डल तथा सभी जिलों के उपायुक्त ।

(2) रजिस्ट्रार, पंजाब तथा हरियाणा हाई कोर्ट, चण्डीगढ़ ।

दिनांक, चण्डीगढ़, 17 नवम्बर, 1978.

विषय :- Apprentice Clerks को सफलतापूर्वक प्रशिक्षण प्राप्त करने के उपरान्त तदर्थ आधार पर नियुक्त करने में प्राथमिकता देने बारे ।

महोदय,

मुझे निदेश हुआ है कि उपरोक्त विषय पर आपका ध्यान हरियाणा सरकार के पत्रों क्रमांक 7952-5 जी.एस.-1-77/39316, दिनांक 16 दिसम्बर, 1977 तथा क्रमांक 34/20/78 जी.एस.-I, दिनांक 16 अगस्त, 1978 में जारी की गई हिदायतों की ओर दिलाऊँ जिन में यह कहा गया था कि Apprentice Clerks को प्रशिक्षण प्राप्त करने के पश्चात् हरियाणा राज्य के कार्यालयों में, यदि वे विभागीय सेवा नियमों अनुसार लिपिक के पद के लिये निध रित योग्यताएं रखते हैं, तदर्थ आधार पर नियुक्त करने के लिये प्राथमिकता दी जाए, बशर्ते कि उनके नाम रोजगार कार्यालयों द्वारा sponsor किये गये हों । सरकार ने इस मामले पर पुनः ध्यानपूर्वक विचार करके अब यह निर्णय लिया है कि भविष्य में सभी प्रकार के Apprentice जो कि हरियाणा राज्य के विभिन्न विभागों तथा निगमों इत्यादि में Apprentice Act, 1961 के अन्तर्गत निर्धारित अवधि के लिये नियुक्त किये जाते हैं, में सफलतापूर्वक प्रशिक्षण प्राप्त करने के पश्चात् हरियाणा राज्य के सभी विभागों में यदि वे विभागीय सेवा नियमों अनुसार उस पद के लिये निध रित योग्यताएं रखते हों, तदर्थ आधार पर नियुक्त करने के लिए प्राथमिकता दी जाए, बशर्ते कि उनके नाम विभाग को रोजगार कार्यालयों द्वारा sponsor किए गए हों । किसी भी रिक्त पद को भरने के लिये रोजगार कार्यालयों को मांग- पत्र भेजते समय इस बारे संकेत अवश्य दिया जाया करे ताकि रोजगार कार्यालय उसके अनुसार अपनी सिफारिश भेज सकें ।

भवदीय,

हस्ता / -

उप सचिव, सामान्य प्रशासन,

कृते: मुख्य सचिव, हरियाणा सरकार ।

एक प्रति सचिव, हरियाणा सरकार, श्रम तथा रोजगार विभाग को इस विभाग के अशा: क्रमांक 34/20/78 जी.एस.-1, दिनांक, 16 अगस्त, 1978 के संदर्भ में भेजी जाती है । उनसे अनुरोध किया जाता है कि राज्य

में सभी रोजगार कार्यालयों को कृपया हिदायतों जारी की जायें कि किसी भी रिक्त पद के लिये सिफारिश भेजते समय उन उम्मीदवारों को प्राथमिकता दी जाए जिन्होंने सफलतापूर्वक शिक्षा प्रशिक्षण प्राप्त किया हो। इस बारे में जारी की गई हिदायतों की एक प्रति इस विभाग को सूचनार्थ भेजी जाए।

एक-एक प्रति वित्तियुक्त, राजस्व विभाग हरियाणा तथा सभी प्रासकीय सचिव, हरियाणा सरकार को इस विभाग के अशा: क्रमांक 34/20/78 जी.ए.-1, दिनांक 16 अगस्त, 1978 के संदर्भ में सूचनार्थ तथा आवश्यक कार्यवाही हेतु भेजी जाती है।

क्रमांक 4/3/78-6 जी.एस.-1

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

- (1) हरियाणा के सभी विभागाध्यक्ष, आयुक्त हिसार और अम्बाला मण्डल, सभी उपायुक्त और उप-मण्डल अधिकारी ।
 - (2) रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय और हरियाणा के सभी जिला एवं सेशन न्यायाधीश ।
- दिनांक, चण्डीगढ़, 21 फरवरी, 1979

विषय :- विवाहित महिलाओं के कुछ वर्गों के लिए सरकारी सेवा में प्रवेश के लिए निर्धारित आयु-सीमा में छूट ।

महोदय,

मुझे निदेश हुआ है कि मैं आपका ध्यान हरियाणा सरकार के पत्र क्रमांक 6476-5 जी.एस.-1-71/33370, दिनांक 25 नवम्बर, 1971 (जिसकी प्रति संलग्न है) की ओर पुनः दिलाऊँ और कहूँ कि सरकार ने संलग्न हिदायतों के अनुसार निम्नलिखित वर्गों की स्त्रियों के लिए सरकारी सेवा में प्रवेश के लिए अधिकतम आयु सीमा 45 वर्ष निर्धारित की हुई है: -

- (1) विधवायें
- (2) पतियों से कानूनी तौर पर अलग हुई महिलाएँ,
- (3) तलाक़ शुदा महिलायें और
- (4) पतियों द्वारा छोड़ी हुई महिलायें ।

2. सरकार के ध्यान में आया है कि कई विभाग इन अनुदेशों की अवहेलना कर रहे हैं जिसके फलस्वरूप उपर्युक्त श्रेणी की महिलाओं को सेवा ग्रहण करने में कठिनाई हो रही है । अतः आपसे अनुरोध है कि इन अनुदेशों का दृढ़ता से पालन करें और अपने अधीन विभागों के ध्यान में भी यह बात पुनः ला दें ।

भवदीय,

हस्ता / -

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

इसकी एक प्रति निम्नलिखित को सूचना एवं आवश्यक कार्यवाही हेतु भेजी जाती है: -

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

प्रतिलिपि पत्र संख्या 604/79 तथा (ख) हेल्थ अधिकारी, श्री एम. एस. पारथासारथी द्वारा दिनांक 20 अप्रैल, 1979 को मुख्य सचिव, हरियाणा सरकार, चण्डीगढ़ को सम्बोधित ।

विषय :- चरित्र और पूर्ववृत्त का सत्यापन-रिलीज़ होने के पश्चात् भूतपूर्व सैनिकों की सरकारी सेवा में नियुक्ति होने पर ।

महोदय,

उपर्युक्त विषय पर राज्य सरकार के दिनांक 20-1-79 के पत्र संख्या 72/13/78-एस., के संदर्भ में मुझे यह कहने का निदेश हुआ है कि विद्यमान अनुदेशों के अनुसार, भूतपूर्व सैनिकों के रिलीज़ होने के पश्चात् केन्द्रीय सरकार के किसी भी कार्यालय में नियुक्ति होने से पूर्व उनके चरित्र और पूर्ववृत्त का सत्यापन किया जाना आवश्यक होता है-देखिए गृह मंत्रालय का दिनांक 14 अक्टूबर, 1957 का क्र. संख्या 20/102/47 एस. (ख) 1 (प्रति संलग्न)

2. किन्तु, यदि सेना प्राधिकारियों ने ऐसे भूतपूर्व सैनिकों की सेवा में भर्ती से पूर्व, उनके चरित्र और पूर्ववृत्त का सत्यापन कर लिया है तो चरित्र और पूर्ववृत्त का सत्यापन नए सिरे से करना आवश्यक नहीं है बशर्ते कि रिलीज़ होने की तारीख तथा उक्त नियुक्ति की तारीख में एक वर्ष से कम का अन्तराल हो । ऐसे मामले, में सम्बन्धित सेना प्राधिकारियों से यह पुष्टि कर लेना ही पर्याप्त होगा कि चरित्र और पूर्ववृत्त का सत्यापन कर लिया गया था और उनके नियोजनाधीन अवधि में भूतपूर्व सैनिक का आचरण ऐसा नहीं था कि जिससे वह सरकार के अधीन नियुक्ति के लिए उपयुक्त न हो ।

3. चरित्र और पूर्ववृत्त का सत्यापन नए सिरे से करने का निर्णय लेने के लिए केवल डिस्चार्ज प्रमाण-पत्र में की गई प्रविष्टि ही पर्याप्त नहीं होगी । चूँकि उक्त प्रमाण-पत्र में व्यक्ति के आचरण का ही उल्लेख होगा किन्तु इस तथ्य का उल्लेख नहीं होगा कि चरित्र और पूर्ववृत्त का सत्यापन पहले कर लिया गया है या नहीं ।

क्रमांक 72/21/79-एस.

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. सभी विभागाध्यक्ष, हरियाणा ।
2. आयुक्त अम्बाला व हिसार मण्डल ।
3. सभी उपायुक्त, हरियाणा ।
4. सभी जिला पुलिस अधीक्षक, हरियाणा तथा
5. उपमहानिरीक्षक, (गुप्तचर विभाग), हरियाणा ।

दिनांक, चण्डीगढ़, 25 अप्रैल, 1979.

विषय :- सरकारी सेवा के लिये अधीन सेवाएं प्रवरण मण्डल हरियाणा द्वारा चयनशुदा उम्मीदवारों के चरित्र एवं पूर्ववृत्त का सत्यापन ।

महोदय,

उपर्युक्त विषय पर मुझे यह कहने का निदेश हुआ है कि सरकार के ध्यान में लाया गया है कि अधीन सेवाएं प्रवरण मण्डल द्वारा सरकारी सेवा में भर्ती के लिए चुने गये उम्मीदवारों के चरित्र एवं पूर्व वृत्त के सत्यापन में बहुत विलम्ब हो जाता है और कई बार तो ऐसी कार्यवाही 6 मास की अवधि तक भी पूरी नहीं की जाती । स्पष्टतः ऐसी स्थिति में अधीन सेवाएं प्रवरण मण्डल द्वारा चुने गये उम्मीदवारों की नियुक्ति में परेशानी होती है तथा सरकारी कार्य में बाधा पड़ती है और अन्य कई प्रकार की उलझने पड़ जाती हैं ।

2. सरकारी सेवा में भर्ती के लिए चुने गये उम्मीदवारों के चरित्र तथा पूर्व वृत्त के सत्यापन के सम्बन्ध में जो हिदायतें हरियाणा सरकार के परिपत्र क्रमांक 1824-एस.-69/9201, दिनांक 22-5-69 द्वारा जारी की गई है इनके अनुसार ऐसे उम्मीदवारों के चरित्र व पूर्व वृत्त के सत्यापन की पूर्ण कार्यवाही 29 दिन की निर्धारित अवधि में पूरी हो जानी चाहिये । हरियाणा सरकार के पत्र क्रमांक 7473.-एस.-75/14433, दिनांक 8-6-1976 द्वारा जारी की गई हिदायतों में भी इस बात पर बल दिया गया है कि उक्त निर्धारित अवधि के अन्दर कार्यवाही पूरी की जाए । ऐसा प्रतीत होता है कि इन हिदायतों की पालना ठीक प्रकार से नहीं की जा रही है । अतः आपसे फिर अनुरोध है कि आप अपने अधीन सभी सम्बन्धित अधिकारियों/कर्मचारियों को कड़ी हिदायतें दे कि लोक सेवा आयोग तथा अधीन सेवाएं प्रवरण मण्डल, हरियाणा द्वारा चुने गये उम्मीदवारों के चरित्र व पूर्व वृत्त सत्यापन सम्बन्धी कार्यवाही शीघ्रातिशीघ्र की जाए और यह सुनिश्चित किया जाए कि यह कार्यवाही उक्त अनुदेशों में निर्धारित 29 दिन की अवधि में अवश्य मुकम्मल हो ।

3. कृपया इस पत्र की पावती भेजें ।

भवदीय,

हस्ता / -

अवर सचिव, प्रशासन,

कृते: मुख्य सचिव, हरियाणा सरकार ।

पृष्ठांकन-क्रमांक 72/21/79-एस.

दिनांक, चण्डीगढ़ 25-4-79

एक प्रति अनुलग्नक की प्रति सहित, सचिव, अधीन सेवाएं प्रवरण मण्डल, हरियाणा को हाशिये में अंकित पत्र के सन्दर्भ में सूचनार्थ प्रेषित है।

सदस्य, अधीन सेवाएं प्रवरण मण्डल, हरियाणा की ओर से मुख्यमंत्री महोदय को लिखा गया अ.स. पत्र क्रमांक एम.-79/2382, दिनांक 29-3-79.

हस्ता/-

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

क्रमांक 34/86/78 जी.एस. - I

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

- (1) सभी विभागाध्यक्ष, अम्बाला तथा हिसार मण्डलों के आयुक्त,
सभी जिलों के उपायुक्त तथा सभी उपमण्डल अधिकारी (नागरिक) हरियाणा ।
 - (2) रजिस्ट्रार, पंजाब तथा हरियाणा हाईकोर्ट चण्डीगढ़ ।
- दिनांक, चण्डीगढ़, 18 मई, 1979

विषय :- हरियाणा सरकार के 'ए' क्लास के कार्यालयों में लिपिक के पद को अधीनस्थ कार्यालयों के कर्मचारियों के स्थानान्तरण द्वारा भरने के लिये शैक्षणिक योग्यताएं ।

महोदय,

मुझे निदेश हुआ है कि मैं उपर्युक्त विषय पर संयुक्त पंजाब सरकार के परिपत्र क्रमांक 5622-I जी. एस. II-65/32342, दिनांक 22 सितम्बर, 1965 में हिदायतों की ओर आकर्षित करूँ, जिनके अन्तर्गत 'ए' क्लास के कार्यालयों में लिपिक के रिक्त पदों को अधीनस्थ कार्यालयों में अधीन सेवाएं प्रवरण मण्डल, हरियाणा के माध्यम से नियमित तौर पर नियुक्त किए हुए लिपिकों (जोकि केवल मैट्रिक पास हों तथा उन्हें 2 वर्ष का अनुभव हो) के स्थानान्तरण द्वारा नियमित तौर पर भरा जा सकता है । हरियाणा सरकार ने इस बारे में पुनः ध्यानपूर्वक विचार किया है तथा यह निर्णय लिया है कि 'ए' क्लास के कार्यालयों में लिपिक के रिक्त पदों को स्थानान्तरण द्वारा भरने के लिये उम्मीदवारों की वही योग्यताएं होगी जोकि इन कार्यालयों में लिपिक के पदों को सीधी भर्ती द्वारा भरने के लिये परिपत्र क्रमांक 4770-5/जी.एस.-I, 76/21278, दिनांक 13 अगस्त, 1976 द्वारा निर्धारित की हुई हैं । आप से यह अनुरोध किया जाता है कि 'ए' क्लास के कार्यालयों में लिपिक के पदों को स्थानान्तरण द्वारा भरते समय सरकार के उपर्युक्त निर्णय को सम्मुख रख कर कार्यवाही की जाए तथा सभी 'ए' क्लास के कार्यालयों के विभागीय सेवा नियमों में सरकार के उपरोक्त निर्णय अनुसार संशोधन किया जाए ।

2. कृपया यह सुनिश्चित करें कि सरकार को इन हिदायतों अनुसार आवश्यक कार्यवाही शीघ्र की जाए तथा इनकी सभी अधिकारियों/कर्मचारियों द्वारा दृढ़ता से पालना की जाए ।

3. संयुक्त पंजाब सरकार के परिपत्र क्रमांक 5622-I जी.एस. II-65/32342, दिनांक 22 सितम्बर, 1965 में जारी की गई हिदायतों को अब इन हिदायतों द्वारा superseded समझा जाए ।

भवदीय,

हस्ता/-

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

एक प्रति :-

1. वित्तायुक्त, राजस्व हरियाणा तथा
2. सभी प्रशासकीय सचिव, हरियाणा सरकार, को सूचनार्थ तथा आवश्यक कार्यवाही हेतु भेजी जाती है ।

हस्ता / -

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

सेवा में

1. वित्तायुक्त, राजस्व हरियाणा तथा
2. सभी प्रशासकीय सचिव, हरियाणा सरकार ।

अशा. क्रमांक 34/86/78-5 जी.एस. 1,

दिनांक चण्डीगढ़ 18 मई, 1969

एक प्रति :-

1. प्रधान सचिव/उप प्रधान सचिव, मुख्य मंत्री, हरियाणा; तथा
2. सचिव/निजी सचिव, सभी मन्त्रीगण तथा मुख्य संसदीय सचिव, हरियाणा, को सूचनार्थ भेजी जाती है।

हस्ता / -

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

सेवा में

1. प्रधान सचिव/उप प्रधान सचिव, मुख्य मंत्री, हरियाणा ।
2. सचिव/निजी सचिव, सभी मन्त्रीगण तथा मुख्य संसदीय सचिव, हरियाणा ।

अशा. क्रमांक 34/86/78-5 जी.एस. 1,

दिनांक चण्डीगढ़ 18 मई, 1979

क्रमांक 72/13/78-एस.

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. सभी विभागाध्यक्ष, आयुक्त अम्बाला व हिसार मण्डल,
सभी उपायुक्त तथा उप मण्डल अधिकारी (नागरिक) हरियाणा ।
 2. रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय, चण्डीगढ़ ।
 3. उप महानिरीक्षक, गुप्तचर विभाग, हरियाणा ।
- दिनांक, चण्डीगढ़, 2-6-1979.

विषय :- भूतपूर्व सैनिकों की सरकारी सेवा में नियुक्ति होने पर चरित्र एवं पूर्ववृत्त का सत्यापन ।

महोदय,

उपर्युक्त विषय पर कृपया हरियाणा सरकार के परिपत्र क्रमांक 7473-7 एस.,-75/14433, दिनांक 8-6-1976 द्वारा जारी की गई हिदायतों की ओर ध्यान दें ।

2. इस सम्बन्ध में कुछ विभागों ने इस बिन्दु पर स्पष्टीकरण (Clarification) मांगा था कि क्या भूतपूर्व सैनिकों की सरकारी सेवा में नियुक्ति करने से पहले उनके चरित्र एवं पूर्ववृत्त का सत्यापन करवाना आवश्यक है । इस सम्बन्ध में भारत सरकार से मार्गदर्शन प्राप्त किया गया है । भारत सरकार के पत्र संख्या 604/79-स्था. (ख), दिनांक 20-4-1979 तथा उसके अनुलग्नक की प्रतियां आपको सूचना तथा मार्गदर्शन के लिए संलग्न है ।
3. मुझे यह कहने का निदेश हुआ है कि भूतपूर्व सैनिकों को सरकारी सेवा में नियुक्ति के समय भारत सरकार की इन हिदायतों के अनुसार कार्यवाही की जावे ।

भवदीय,

हस्ता / -

अवर सचिव, प्रशासन,

कृते: मुख्य सचिव, हरियाणा सरकार ।

एक प्रति अनुलग्नकों की प्रतियों सहित निम्नलिखित को सूचना तथा अनावश्यक कार्यवाही के लिए भेजी जाती है:-

1. वित्तायुक्त, जन स्वास्थ्य (II) वित्तायुक्त राजस्व एवं विकास, हरियाणा ।
2. हरियाणा सरकार के सभी प्रशासकीय सचिव ।

हस्ता / -

अवर सचिव, प्रशासन,

कृते: मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. वित्तायुक्त, जन स्वास्थ्य तथा वित्तायुक्त राजस्व एवं विकास, हरियाणा ।
2. हरियाणा सरकार के सभी प्रशासकीय सचिव ।

अशा: क्रमांक 72/13/78-एस.,

दिनांक 2-6-1979

एक प्रति अनुलग्नकों की प्रतियों सहित आयुक्त एवं सचिव, हरियाणा सरकार श्रम विभाग को इस विभाग के अशा: क्रमांक 72/13/78-एस., दिनांक 19-3-79 तथा उनके अशा: क्रमांक 6(39) 78-6 श्रम, दिनांक 16-5-79 के संदर्भ में सूचनार्थ तथा आवश्यक कार्यवाही के लिए भेजी जाती है ।

2. उनके कार्यालय की फाईल भी मूल रूप में उनको लौटाई जाती है ।

हस्ता / -

अवर सचिव, प्रशासन,

कृते: मुख्य सचिव, हरियाणा सरकार ।

सेवा में

आयुक्त एवं सचिव, हरियाणा सरकार,
श्रम विभाग ।

अशा: क्रमांक 72/13/78-एस.,

दिनांक, 2-6-1979

No. 34/93/78-5-GS-I.

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Departments, Commissioners, Ambala and Hissar Divisions; all Deputy Commissioners and Sub-Divisional Officers (Civil) in Haryana.
2. The Registrar, Punjab and Haryana High Court, Chandigarh.
Dated, Chandigarh, the 16th June, 1979.

Subject:— Minimum qualifications for a post, eligibility of candidates possessing higher qualifications than those laid down as minimum.

Sir,

I am directed to refer to the subject noted above and to state that a question had come up for consideration by the Government whether a person possessing qualifications higher than those prescribed for a post, but not those actually prescribed for it, should be considered eligible for such a post. The matter has carefully considered and it has been decided that if a candidate possesses higher qualifications in the same line and has passed such higher examination in the same division or class as prescribed for the minimum qualifications applicable to a particular post, then he should be considered for eligible for that post.

2. To illustrate, if the minimum educational qualification prescribed for a post is Matric First Division and if candidates with higher qualifications, such as Higher Secondary or B.A. have applied for it, then such candidates as have passed the higher examination in the First Division would be eligible although they may not have passed the Matric Examination in the First Division.

Yours faithfully,

Sd/-

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

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

Sd/-

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

To

1. The Financial Commissioner, Revenue & Development, Haryana.
2. All Administrative Secretaries to Government, Haryana.

U.O. No. 34/93/78-5GS-I,

dated, Chandigarh, the 16th June, 1979.

ANNEXURE-A

Qualifications for the posts of Clerk, Steno- Typist and Stenographer in all A Class Offices.

<i>Name of Post</i>	<i>Qualifications</i>
1. Clerk	1. Matric 1st Division/Higher Secondary Second Division/ Intermediate Second Division/Graduate or equivalent. (For Ex-servicemen, Matric only) 2. Knowledge of Hindi upto Matric Standard. 3. Hindi/English typing at a speed of 25/30 words per minute respectively.
2. Steno-gypist	1. Matric 1st Division/Higher Secondary Second Division/ Intermediate Second Division/Graduate or equivalent. (For Ex-servicemen, Matric only) 2. Knowledge of Hindi upto Matric Standard. 3. English Shorthand at 80 words per minute and transcription thereof at 15 words per minute. 4. Hindi shorthand at 64 words per minute and transcription thereof at 11 words per minute.
3. Stenographer	1. Matric 1st Division/Higher Secondary Second Division/ Intermediate Second Division/Graduate or equivalent. (For Ex-servicemen Matric only) 2. Knowledge of Hindi upto Matric Standard. 3. English short-hand at 100 words per minute and transcription thereof at 20 words per minute. 4. Hindi short-hand at 80 words per minute and transcription there of at 15 words per minute.

ANNEXURE-B

Qualifications for the posts of Clerk, Steno-Typist and Stenographer in all offices other than A Class Office

<i>Name of Post</i>	<i>Qualifications</i>
1. Clerk	1. Matric/Higher Secondary or equivalent. 2. Knowledge of Hindi upto Matric Standard. 3. Hindi or English typing at a speed of 25/30 words per minute respectively.
2. Steno- Typist	1. Matric/Higher Secondary or equivalent. 2. Knowledge of Hindi upto Matric Standard. 3. Hindi short-hand at 64 words per minute and transcription thereof at 11 words per minute. or English short-hand at 80 words per minute and transcription thereof at 15 words per minute.
3. Stenographer	1. Matric/ Higher Secondary or equivalent. 2. Knowledge of Hindi upto Matric Standard. 3. Hindi short-hand at 80 words per minute and transcription thereof at 15 words per minute. or English short-hand at 100 words per minute and transcription thereof at 20 words per minute.

क्रमांक 16/49/79-6 जी.एस.-I

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. हरियाणा के सभी विभागाध्यक्ष, अम्बाला तथा हिसार मण्डलों के आयुक्त, सभी उपायुक्त तथा उप-मण्डल अधिकारी, (नागरिक) ।
2. रजिस्ट्रार, पंजाब तथा हरियाणा हाई कोर्ट, चण्डीगढ़ ।

दिनांक चण्डीगढ़, 26 जुलाई, 1979

विषय :- हरियाणा लोक सेवा आयोग को पदोन्नति सम्बन्धी प्रस्तावों को भेजने के बारे में ।

महोदय,

उपर्युक्त विषय के सन्दर्भ में मुझे यह कहने का निदेश हुआ है कि हरियाणा लोक सेवा आयोग द्वारा सरकार के ध्यान में यह तथ्य लाया गया था कि कई विभाग जब कर्मचारियों की पदोन्नति सम्बन्धी प्रस्ताव आयोग को उपयुक्तता तय करवाने हेतु भेजते थे तो वे प्रस्ताव प्रायः अधूरे होते थे अर्थात् सम्बन्धित कर्मचारियों की वार्षिक गोपनीय रिपोर्ट आदि पूर्ण (अप-टू-डेट) नहीं होती थी जिन्हें पूर्ण करवाने के लिये आयोग को बार-बार पत्र-व्यवहार करना पड़ता था । इस प्रकार केसों के अन्तिम निपटारे में काफी देरी हो जाती थी अतः हरियाणा सरकार के परिपत्र क्रमांक 126-1 जी.एस.-I-72/963, दिनांक 17-1-1972 द्वारा आप से अनुरोध किया गया था कि ऐसे प्रस्ताव आयोग को भेजने से पूर्व यह सुनिश्चित कर लिया जाए कि इस प्रकार की त्रुटियां न हों । इन हिदायतों को हरियाणा सरकार के परिपत्र क्रमांक 856-1 जी.एस.-I-73/6246, दिनांक 7-3-1973 द्वारा दोहराया गया था और यह स्पष्ट किया गया था कि विशेष सावधानी से अनुदेशों का पालन किया जाए ताकि भविष्य में इस प्रकार की त्रुटियां न हों तथा आयोग को इस बारे आपत्ति उठाने का अवसर न मिले ।

2. आयोग द्वारा अब फिर यह ध्यान में लाया गया कि कई विभागों द्वारा उपरोक्त हिदायतों की दृढ़ता से अनुपालना नहीं की जा रही है । सरकार ने इसका गम्भीर नोटिस लिया है ।

3. आप से पुनः अनुरोध है कि भविष्य में उपर्युक्त हिदायतों की दृढ़ता से अनुपालना करवाई जाए ।

भवदीय,

हस्ता / -

अवर सचिव, सामान्य प्रशासन,

कृते: मुख्य सचिव, हरियाणा सरकार ।

एक-एक प्रति निम्नलिखित को सूचना तथा आवश्यक कार्यवाही हेतु भेजी जाती है:-

- (1) सभी वित्तियुक्त, हरियाणा ।
- (2) हरियाणा सरकार के सभी प्रशासकीय सचिव ।

हस्ता / -

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

सेवा में

- (1) सभी वित्तियुक्त, हरियाणा तथा
- (2) हरियाणा सरकार के सभी प्रशासकीय सचिव ।

अशा: क्रमांक 16/49/79-6 जी.एस.-1,

दिनांक, चण्डीगढ़ 26 जुलाई, 1979

No. 34/85/79-5 (GSI)

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 State; and
- (2) The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 25th September, 1979.

Subject :— Filling up of vacancies in Government Departments/Corporate Bodies of Haryana State.

Sir,

I am directed to refer to the subject noted above and to say that vacancies in the various Government Departments, are required to be filled through the Haryana Public Service Commission and the Subordinate Services Selection Board, Haryana, subject to the provisions of the Haryana Public Service Commission (Limitation of Functions) Regulations, 1973 and the Haryana Government Notification No. 523-3-GS-70/2068, dated the 28th January, 1970, respectively, as amended from time to time. Appointment to certain categories of posts under the 'Local Authority' as defined in the Haryana Rules Service Commission (Additional Functions) Act, 1974 and those mentioned in the Haryana Government notification dated the 28th January, 1970 referred to above is required to be made on regular basis through the Commission/Board as the case may be. The vacancies other than those referred to above are required to be filled in through the Employment Exchanges in according with the instructions contained in the Haryana Government, Labour and Employment Department circular memo No. 11073-2/Lab. 67/34357, dated the 27th November, 1967, which envisage that all vacancies filled otherwise than through the Haryana Public Service Commission or by promotion should be notified to the Employment Exchange serving the area of competent authority under the Employment Exchanges (Compulsory Notification of vacancies) Act, 1959 and that no vacancy/vacancies should be filled directly from the open market unless the concerned Employment Exchange has issued a 'Non Availability Certificate'. The aforesaid instructions also envisage that Government officer, quasi Government institutions or statutory bodies should not advertise vacancies unless they have been cleared by the Employment Exchange concerned.

2. The observance of these instructions has been emphasised by the Government several times in the past. With a view to ensuring compliance with these instructions, the State Government reiterates that the vacancies in the Government offices/quasi Government institutions/Statutory or Corporate Bodies should be filled on a regular basis through the Haryana Public Service Commission/ Subordinate Services Selection Board, Haryana through advertisements or through Employment

Compendium of Instructions on Recruitment—Vol. II

Exchanges as per provision of the relevant rules so that full opportunity is available to all concerned and suitable candidates are available for selection. The State Government desires that these instructions should be followed strictly. Any violation thereof will be viewed by the Government seriously.

3. The contents of this letter may kindly be brought to the notice of all concerned.

Yours faithfully,

Sd/-

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

A copy each is forwarded to the :—

- (i) Financial Commissioner, Revenue, Haryana; and
 - (ii) All Administrative Secretaries to Government Haryana, for information and necessary action.
2. The above instructions may be brought for compliance to the notice of all the statutory quasi Government institutions, statutory or corporate bodies under their administrative control or which they are concerned.

For information.

Sd/-

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

To

- (i) The Principal Secretary/Deputy Principal Secretary to Chief Minister, Haryana ;
- (ii) Secretaries/Private Secretaries to all Ministers, Deputy Ministers, Chief Parliamentary Secretary and Parliamentary Secretaries in Haryana.

U.O. No. 34/85/79-5-GS-I, dated, Chandigarh, the 25th September, 1979.

क्रमांक 34/88/79-5 जी.एस.-I

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

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

दिनांक चण्डीगढ़, 9 अक्टूबर, 1979

विषय :- तदर्थ आधार पर नियुक्त कर्मचारियों की सेवा अवधि में बढ़ोतरी ।

महोदय,

मुझे निदेश हुआ है कि उपर्युक्त विषय पर आपका ध्यान दिलाऊँ और कहूँ कि हरियाणा सरकार के पत्र क्रमांक 3265-5 जी.एस.-I-73/15225, दिनांक 15 जून, 1973 द्वारा विभाग को हिदायतें जारी की गई थीं कि जब भी किसी रिक्ति को तदर्थ आधार पर भरा जाए तो रिक्ति के भरने के बाद 15 दिन के अन्दर-अन्दर मांग-पत्र लोक सेवा आयोग/अधीनस्थ सेवाएं प्रवरण मण्डल को अवश्य भेजा जाये । इसमें यह भी लिखा गया था कि यदि ऐसा नहीं किया जाता है तो आयोग/बोर्ड को अधिकार होगा कि वह 6 मास के आगे नियुक्ति जारी रखने की अनुमति न दें । क्योंकि इस समय बोर्ड के नये अध्यक्ष तथा सदस्यों की नियुक्ति अभी तक नहीं हुई है, कठिनाई हो रही है कि तदर्थ आधार पर नियुक्त कर्मचारियों की सेवा को बिना बोर्ड की अनुमति से कैसे चालू रखा जाये । विचार उपरान्त सरकार ने निर्णय लिया है कि जिन तदर्थ आधार पर नियुक्त कर्मचारियों की सेवा को चालू रखने के लिए कोई भी अनुमति आवश्यक है, उन कर्मचारियों की सेवाओं को बोर्ड की अनुमति न प्राप्त होने के कारण समाप्त न किया जाये और उनको सेवा में बनाये रखा जाये, यदि इनके लिए पद उपलब्ध हों । परन्तु जब बोर्ड के अध्यक्ष तथा सदस्यों के पद भरे जाएंगे और वे अपने कार्यभार को संभाल लेंगे, तो तदर्थ आधार पर नियुक्त कर्मचारियों के प्रत्येक केस में मामले को नियमित रूप देने हेतु बोर्ड का अनुमोदन प्राप्त कर लिया जाए।

2. यदि किसी तदर्थ आधार पर नियुक्त कर्मचारी की सेवा को बोर्ड की अनुमति प्राप्त न होने के कारण समाप्त की गई है, इस बारे में जारी किए गए आदेशों को वापिस लेकर उन की नियुक्ति को जारी रखा जाए और उनकी सेवा में आए ब्रेक के लिए उनको देय अवकाश दे दिया जाए ।
3. यह हिदायतें उन केसों में लागू नहीं होंगी जिनमें तदर्थ आधार पर लगे कर्मचारियों की सेवाएं प्रशासकीय कारणों से या पद उपलब्ध न होने का कारण समाप्त की गई हैं या की जानी हों ।

हस्ता / -

अवर सचिव, सामान्य प्रशासन,

कृते: मुख्य सचिव, हरियाणा सरकार ।

पृष्ठांकन क्रमांक 34/88/79-5 जी.एस.-1, दिनांक चण्डीगढ़, 9 अक्टूबर, 1979 ।

एक प्रति सचिव, अधीन सेवाएं प्रवरण मण्डल, हरियाणा को उनके पत्र क्रमांक 4040-3 आर-11-79/5134, दिनांक 10 सितम्बर, 1979 के संदर्भ में सूचनार्थ तथा आवश्यक कार्यवाही हेतु भेजी जाती है ।

हस्ता/-

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

एक-एक प्रति :-

- (1) वित्तियुक्त राजस्व एवं विकास, हरियाणा तथा
 - (2) सभी प्रशासकीय सचिव, हरियाणा सरकार;
- को सूचनार्थ तथा आवश्यक कार्यवाही हेतु भेजी जाती है ।

हस्ता/-

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

सेवा में

- (1) वित्तियुक्त, राजस्व एवं विकास हरियाणा,
- (2) सभी प्रशासकीय सचिव, हरियाणा सरकार ।

अशा. क्रमांक 34/88/79-5 जी.एस.-1, दिनांक, चण्डीगढ़ 9 अक्टूबर, 1979

एक-एक प्रति :-

- (1) प्रधान सचिव/उप प्रधान सचिव मुख्य मंत्री हरियाणा; तथा
 - (2) सभी सचिव/निजी सचिव, सभी मन्त्रीगण, उप-मन्त्रीगण, मुख्य संसदीय सचिव तथा संसदीय सचिव;
- को सूचनार्थ भेजी जाती है ।

हस्ता/-

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

सेवा में

- (1) प्रधान सचिव/उप प्रधान सचिव मुख्य मंत्री हरियाणा;
- (2) सभी सचिव/निजी सचिव, मन्त्रीगण, उप-मन्त्रीगण, मुख्य संसदीय सचिव तथा संसदीय सचिव ।

अशा. क्रमांक 34/88/79-5 जी.एस.-1, दिनांक चण्डीगढ़, 9 अक्टूबर, 1979.

No.8 (5)-1GSIII-79

From

The Chief Secretary to Govt., Haryana.

To

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

Dated, the 7th December, 1979.

Subject : — Raising of age limit for entry into Government Service.

Sir,

I am directed to refer to Haryana Government letter No. 5641-1GSI-72/28717, dated the 29th September, 1972 on the subject noted above and to say that for the purpose of making recruitment to various services under the State Government, the general upper age limit prescribed at present under rule 3.6 of Punjab Civil Services Rules, Vol I. Part I, is 27 year. However, if in the relevant service rules, a higher upper age limit is prescribed in same cases on special grounds that limit prevails over the provision made in the Punjab Civil Services Rules, Vol. I, Part I.

2. The State Government has considered that the general upper age limit prescribed at present is not adequate and a large number *of* candidates become over age before they can enter into Govt. Service. It has, therefore, been decided that the existing general upper age limit or entry into service under the State Government shall, not with standing any provision to the contrary that may be contained in respective rules, be raised to 30 years subject to the following conditions :—

- (a) The extant instructions in regard to the relaxation of 5 years in the upper age limit in respect of Scheduled Castes, Scheduled Tribes and Backward Classes for appointment to gazetted as well as non-gazetted service or posts will continue to be in force.
- (b) The relaxation in upper age limit for recruitment in respect *of* ex-servicemen as contained in Haryana Government circular letter No. 4710~5GS-70/18998, dated the 15th July, 1970, will continue as heretofore. In other words, the candidates of this category may be recruited upto the age *of* 30 years plus continuous military service added by 3 years.
- (c) If in certain service rules, the upper age limit higher than 30 years is permissible on account of special grounds or in certain circumstances, those provisions shall continue to remain in force.

Compendium of Instructions on Recruitment—Vol. II

3. It is requested that these instructions may be noted carefully for immediate compliance and amendment in the relevant service rules, wherever considered necessary, should also be made in accordance with the circumstances/conditions pertaining to each service under your control.
4. The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-

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

A copy is forwarded for similar action to :—

- (1) Financial Commissioner, Revenue, Haryana and all the Administrative Secretaries to Govt., Haryana, (except Finance Department).

Copy of the letter No. 18011/3(S)/80-Estt. (B), dated 20th June, 1980, from the Director, Government of India, Ministry of Home Affairs, Department of Persl. & A.R., New Delhi addressed to all State Govt's., etc.

OFFICEMEMORANDUM

Subject :— Verification of character and antecedents of candidates for appointment under Government of India Authorities to be addressed.

The undersigned is directed to refer to this Department's O.M. No. F. 3/5(S)/-63 Estt. (B), dated 14th April, 1964 on the above subject enclosing a statement showing the designation and the headquarters of the office-in-charge of verification work in each district of the various States/Union Territories.

2. The Government of Andhra Pradesh had recently raised a question as to whether the Commissioner of Police, Hyderabad, who is vested with the powers of the District Magistrate may be directly addressed by the State Government instead of the Collector, Hyderabad District, who in turn has to make a reference to the Commissioner of Police, so as to ensure expeditious action on references relating to character and antecedents Verification.

3. The matter was examined in this Ministry and it has now been decided that hereafter the appointing authorities may address direct the Commissioners of Police in Bombay, Calcutta, Madras, Ahmedabad, Bangalore, Trivandrum, Delhi and Hyderabad who combine in them the powers of both a Superintendent of Police and a District Magistrate in regard to the verification of character and antecedents of candidates for appointment to civil posts under Government of India in respect of Persons residing within the respective city limits, instead of routing the requests through the Collector.

4. Receipt of this communication may be acknowledged.

हरियाणा सरकार

क्रमांक 52/14/80-एस-(I)(क)

दिनांक, 10 सितम्बर, 1980

एक-एक प्रति निम्नलिखित को सूचनार्थ प्रेषित है :-

1. हरियाणा के सभी विभागाध्यक्ष, आयुक्त अम्बाला व हिसार मण्डल, सभी उपायुक्त तथा उप मण्डल अधिकारी (ना.) हरियाणा ।
2. रजिस्ट्रार, पंजाब एवं हरियाणा उच्च न्यायालय ।

हस्ता / -

अवर सचिव, प्रशासन,

कृते: मुख्य सचिव, हरियाणा सरकार ।

एक-एक प्रति सभी वित्तायुक्तों तथा प्रशासकीय सचिवों को सूचनार्थ प्रेषित है ।

हस्ता / -

अवर सचिव, प्रशासन,

कृते: मुख्य सचिव, हरियाणा सरकार ।

सेवा में,

सभी वित्तायुक्त तथा हरियाणा सरकार के सभी प्रशासकीय सचिव ।

अशा: क्रमांक 52/14/80-एस (I) (क)

दिनांक 10-9-1980

पृ: क्रमांक 52/14/80-एस (I) (क)

दिनांक सितम्बर, 10-1980

एक प्रति निदेशक, भारत सरकार गृह मंत्रालय कार्मिक और प्रशासकीय सुधार विभाग नई दिल्ली को उनके पत्र क्रमांक 18011/3 (एस) 80-स्था. (बी) दिनांक 20-6-80 के संदर्भ में सूचनार्थ प्रेषित है ।

हस्ता / -

अवर सचिव, प्रशासन,

कृते: मुख्य सचिव, हरियाणा सरकार ।

क्रमांक 52/14/80-एस.(I)(ख)

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. सभी उपायुक्त हरियाणा ।
2. सभी जिला पुलिस अधीक्षक, हरियाणा ।
3. उप महानिरीक्षक, (गुप्तचर विभाग), हरियाणा ।

दिनांक, चण्डीगढ़, 10 सितम्बर, 1980

विषय :- सरकारी सेवा में नियुक्ति के लिए उम्मीदवारों के चरित्र पूर्ववृत्त का सत्यापन किये जाने में देरी समाप्त करना ।

महोदय,

उपर्युक्त विषय पर राज्य सरकार के परिपत्र क्रमांक 72/21/79-एस. दिनांक 25-4-79 के संदर्भ में निदेशानुसार भारत सरकार के पत्र क्रमांक 18011/8 (एस) स्था. (बी), दिनांक 4-8-80 की प्रति संलग्न है और आपसे अनुरोध है कि उम्मीदवारों के पूर्ववृत्त तथा चरित्र सत्यापन की समस्त कार्यवाही, राज्य सरकार के परिपत्र क्रमांक 1824-एस-69/9201, दिनांक 22-5-69 द्वारा जारी किये गये अनुदेशों में निर्धारित, 29 दिन की अवधि में अवश्य मुकम्मल की जाया करें । यदि किसी विशेष मामले में इससे अधिक देरी लगने की सम्भावना हो तो नियोक्ता प्राधिकारियों को स्थिति से अवगत कराने हेतु अन्तरिम उत्तर भेज दिया जाए और सत्यापन की कार्यवाही शीघ्र अति शीघ्र पूर्ण करने का प्रयत्न किया जाए ।

भवदीय,

हस्ता / -

अवर सचिव, प्रशासन,

कृते: मुख्य सचिव, हरियाणा सरकार ।

पृ: क्रमांक 52/14/80-एस.(I)(ख) दिनांक 10 सितम्बर, 1980

एक प्रति निदेशक, भारत सरकार गृह मंत्रालय, कार्मिक और प्रशासनिक सुधार विभाग, नई दिल्ली को उनके क्रमांक 18011/8(एस)/80-स्था. (बी) दिनांक 4-8-80 के संदर्भ में सूचनार्थ प्रेषित है ।

हस्ता / -

अवर सचिव, प्रशासन,

कृते: मुख्य सचिव, हरियाणा सरकार ।

Copy of the letter No. 18011/8(S)/80-Estt. (B), dated the 4th August, 1980, from the Director, Government of India, Min. of Home Affairs, Department of Persl. & Admn. Reforms, New Delhi, addressed to the Chief Secretaries of All State Governments and U.Ts. etc.

Subject :— Verification of character and antecedents of candidates for appointment to posts under the Government of India Elimination of delay for completion of Verification report.

I am directed to say that it has been brought to the notice of this Department by the Ministry of Defence that there have been numerous instances where the Civil authorities/District authorities did not complete reports even within one year or beyond despite repeated reminders and that this not only holds up the grant of commission to Gentleman Cadets, the attestation and posting of recruits to field units for which they have been recruited but also delays weeding out of undesirable elements who are found to be a security risk by the verifying authorities. The Ministry of Defence has also brought to our notice the minute of the Rajya Raksha Mantry that the verification of character and antecedents in respect of candidates for commission in the Army should be completed within the specified time of 6-8 weeks so as to avoid the grant of provisional Commission.

I am, therefore, to request that the necessity for quick verification may be impressed upon all concerned. The time limit of 6-8 weeks prescribed for the purpose should be strictly adhered to by the district authorities. In case the report of the district authority is likely to take more than one month in any particular case, the authority who initiates the references should be informed of the position and necessary steps taken to complete the enquiries etc. with the least possible delay.

A copy of the instructions issued by the State Government in this regard may be endorsed to this Ministry for information.

While on the subject, it is reiterated that there is no change in the procedure outlined in this Ministry's O.M. No. F.S. 3/6/60-Estt. (B), dated 17-5-60 in so far as the channel of verification of character and antecedents of the candidates for employment under the Government of India is concerned, i.e. the authorities under the Central Government will continue to refer the cases to the District Magistrate Deputy Commissioner concerned and it will be for the DM/DC to consult the State/DIG/CID and the district police authorities concerned to find out for them, if they have in the records anything adverse against the candidates.

No. 52/32/80-S (1)

From

The Chief Secretary to Government, Haryana.

To

All Heads of Departments, Commissioners of Divisions, Deputy Commissioners,
Sub-Divisional Officers, in Haryana.

Deputy Inspector General of Police, C.I.D., Haryana.

Dated, Chandigarh, the 20th October, 1980.

Subject:— Verification of character and antecedents of persons on their first appointment to Government service.

Sir,

I am directed to invite reference to Haryana Govt. letter No. 7473-7S-75/14433, dated the 8th June, 1976, on the subject cited above, and to say that the Government has decided, in partial relaxation of the provisions of this letter and all other instructions issued by the Government from time to time on this subject, that all the candidates recommended by the Haryana Subordinate Services Selection Board, on the basis of the examination conducted by it in 1978, for appointment as Clerks, may be appointed as Clerks on provisional basis without prior verification of their character and antecedents. Their character and antecedents should, however, be got verified immediately after their provisional appointment.

2. As laid down in paragraph 3(a) of the letter referred to above, no indication (either orally or in writing) be given to the candidates that their appointment or retention in service is subject to satisfactory verification of their character and antecedents.

Yours faithfully,

Sd/-

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

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

Sd/-

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

To

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

U.O. No. 50/32/80-S(I),

dated Chandigarh, the 20th October, 1980.

No. 34/141/81-7GS-I

From

The Chief Secretary to Government, Haryana.

To

All Heads of Departments and Commissioners,
Ambala and Hissar Divisions.

Dated Chandigarh, the 7th October, 1981.

Subject :— Appointment of Clerks-Candidates recommended by the Haryana Subordinate Services Selection Board.

Sir,

I am directed to refer to the State Government circular letter of even number dated 18th September, 1981, on the subject noted above and to say that information received from 64 departments reveals that from September, 80 to 18-9-1981, the Subordinate- Services Selection Board Haryana had recommended 2174 candidates for appointment to the post of clerks in the various departments. But so far 1595 candidates have been appointed as clerks leaving a balance of 579 candidates (Clerks) who have not been appointed. It has also been reported that in the aforesaid departments, the number of vacancies of clerks as on 18-9-81 was 1848 (this does not include the posts occupied by the ad-hoc clerks).

2. The State Government desire that the candidates recommended by the Board for the posts of clerks who have not so far been appointed by the concerned departments should immediately be appointed against the existing vacancies, keeping in view the policy of the Government regarding reservation. It may be clarified that the posts occupied by the ad-hoc clerks should not be regarded as existing vacancies.

Yours faithfully,

Sd/-

(A.C. Aggarwal)

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

No. 34/141/81-7GS-I,

Dated, Chandigarh, the 7th October, 1981.

A copy is forwarded to the Secretary, Subordinate Services Selection Board, Haryana, for information and necessary action. It is requested that the matter may be pursued with the concerned departments to ensure the compliance of the above instructions.

Sd/-

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

Recruitment

A copy each is forwarded to :—

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

for information and necessary action.

Sd/-

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

To

- (i) The Financial Commissioner, Revenue, Haryana ;
- (ii) All Administrative Secretaries to Government, Haryana.

U.O. No. 34/141/81-7 GS-I,

Dated, Chandigarh, the 7th October, 1981.

Compendium of Instructions on Recruitment—Vol. II

No.3/12/79-2GSI-7GSI-82

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 and Haryana High Court Chandigarh.

Dated, Chandigarh, the 2nd March, 1982.

Subject :— Grant of arrears of pay on account of vacation orders of reversion/supersession/reduction in rank and re-fixation of seniority etc.

Sir,

I am directed to invite a reference to Government circular letter No. 6050-2GSI-73/27803, dated the 16th November, 1973, on the subject noted above and to say that in the meeting of the Officer's Committee held on 25th January, 1982, it was considered and decided that the meeting of the Committee should be held more often at least once a year. In view of this, the matters which come in the ambit of the instructions referred to above should accordingly be sent in the shape of memoranda to this department for holding the meeting of the Officers' Pay Committee for the grant of arrears of pay at least once a year.

Yours faithfully,

Sd/-

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

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

- (i) The Financial Commissioner, Revenue, Haryana.
- (ii) All Administrative Secretaries to Govt. Haryana.

Sd/-

Joint Secretary General Admn.
for Chief Secretary to Govt. Haryana.

To

- (i) The Financial Commissioner, Revenue, Haryana.
- (ii) All Administrative Secretaries to Govt. Haryana.

Recruitment

U.O. No. 3/12/79-2GS-7GSI-82, dated the 2nd March, 1982.

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

Sd/-
Joint Secretary General Admn.
for Chief Secretary to Govt. Haryana.

To

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

U.O. No. 3/12/79-2GSI-7GSI-82, Dated the 2nd March, 1982.

अस.प.क्र. 52/14/82-एस(1)

नसीम अहमद, आई.ए.एस.

संयुक्त सचिव, हरियाणा सरकार,
राजनैतिक एवं सेवाएं विभाग।

दिनांक 17 मई, 1982

विषय :- अखिल भारतीय तथा केन्द्रीय सेवाओं के उम्मीदवारों के चरित्र एवं पूर्ववृत्त सत्यापन पंजियों के शीघ्र विकास के बारे में।

महोदय,

उपर्युक्त विषय पर श्री टी. वी. रामानन, संयुक्त सचिव, भारत सरकार, गृह मन्त्रालय, कार्मिक और प्रशासनिक सुधार विभाग, नई दिल्ली के अर्ध सरकारी पत्र क्रमांक 13012/2/82-ए.आई.एस. (1), दिनांक 3-5-82 की प्रति संलग्न करते हुए मुझे यह कहने का निदेश हुआ है कि जो सत्यापन पंजियां कार्मिक और प्रशासनिक सुधार विभाग, गृह मन्त्रालय द्वारा आपको निकट भविष्य में भेजी जाएंगी उनके सम्बन्ध में आवश्यक कार्यवाही परम अग्रता के आधार पर करवाएं और यह सुनिश्चित करें कि प्रत्येक केस में सत्यापन सम्बन्धी रिपोर्ट भारत सरकार को सत्यापन पंजी की प्राप्ति के एक मास के अन्दर अन्दर अवश्य भेज दी जाएं।

आपका
हस्ता/-
(नसीम अहमद)

1. सभी उपायुक्त
2. सभी पुलिस अधीक्षक

क्रमांक 52/14/82-एस(1)

दिनांक चण्डीगढ़ 17 मई, 1982

एक प्रति अनुलग्नक की प्रति सहित पुलिस महानिरीक्षक/उप-महानिरीक्षक (गुप्तचर विभाग) हरियाणा, चण्डीगढ़ को सूचना तथा आवश्यक कार्यवाही हेतु प्रेषित है।

हस्ता/-
संयुक्त सचिव, राजनैतिक एवं सेवाएं,
कृते: मुख्य सचिव, हरियाणा सरकार।

क्रमांक 52/14/82-एस(1)

दिनांक चण्डीगढ़ 17 मई, 1982

एक प्रति श्री टी. वी. रामानन, संयुक्त सचिव, भारत सरकार, गृह मन्त्रालय, कार्मिक और प्रशासनिक सुधार विभाग, नार्थ ब्लॉक, नई दिल्ली को उनके अर्ध सरकारी पत्र क्रमांक 13012/2/82-ए.आई.एस. (1), दिनांक 3-5-82 के संदर्भ में सूचनार्थ प्रेषित है।

हस्ता/-
संयुक्त सचिव, राजनैतिक एवं सेवाएं,
कृते: मुख्य सचिव, हरियाणा सरकार।

Copy of D.O. No. 13012/2/82 AIS (I), dated 3rd May, 1982 from Sh. T.V. Ramanan, Joint Secretary, Government of India, Department of Personnel and A.R., Ministry of Home Affairs, North Block New Delhi to Shri Ishwar Chandra, Chief Secretary, Government of Haryana, Chandigarh.

We had sought the assistance of the State Governments and Union Territories Administrations for expeditious clearance of verification rolls of candidates for All India and Central Services *vide* my D.O. letter No. 130 12/2/81-AIS (I), dated the 24th March, 1981. We have now made a review of the time taken in clearing verification reports by various State Governments and Union Territory Administrations. A comparative statement indicating the position is enclosed.

2. It will be noticed that Delhi and Chandigarh cleared the verification rolls within an average time of about 30 days which is the prescribed time limit. In the case of other State and Union Territories, it has taken much longer. As you are aware, even a few delayed reports hold up the allocation of candidates to the various Services and consequently delay their joining the training course at the L.B.S. National Academy of Administration, Mussoorie.

3. We shall be sending verification rolls shortly for candidates who appeared at the Civil Services Examination held in 1981. I shall be grateful if you could kindly instruct the district authorities to attend to these rolls on a priority basis so that they are cleared within the prescribed period of one month.

With regards.

Copy of letter No. 1801/9(S)/78-Estt. (B) dated the 2nd July, 1982 from Joint Secretary to Govt. of India, Ministry of Home Affairs, Deptt. of Personnel and Admn. Reforms, New Delhi, to the Chief Secretary of all the States.

CONFIDENTIAL

Subject :— Verification of character and antecedents of candidates selected for appointment to civil posts under the Government of India-Review of the procedure and revision of instructions regarding.

Sir,

Attention is invited to Ministry of Home Affairs O.M. No. 3/8/(S)/67-Estt. (B), dated the 27th September, 1967, on the subject of verification of character and antecedents of candidates for employment under the Central Government.

2. The Government of India reviewed the orders issued in this regard from time to time and the type of verification that would be applicable to the various categories would be as under with immediate effect:

3. **Detailed Verification:**

3.1 Detailed verification would be applicable to appointments to :

- (a) Group 'A' posts;
- (b) Group 'B' posts;
- (c) Group 'C' and 'D' posts of all those offices in which detailed verification is considered particularly necessary in the interest of security by the administrative ministry or office; and,
- (d) Cases in which simple verification cannot be done because of the candidate's inability to produce a certificate of character.

3.2 **Record Check.**

3.2.1 **Record Check-What it is ?**

Record Check involves looking into adverse reports in respect of any matter including criminal cases, arrests, debarment by UPSC, etc. as may be revealed by the Police records.

3.2.2 **Record Check-Persons to whom applicable.**

Record Check would be applicable to Group 'C' posts above the level of Lower Division Clerk in the Government of India Secretariat and its attached offices.

3.3 **Simple Verification:**

Simple verification would be applicable to appointments to all other posts, viz :

- (a) Posts of LDC and posts of equivalent grade and all Group 'D' posts in the Government of India Secretariat and its attached offices; and
- (b) Group 'C' and 'D' posts under the Government of India in subordinate offices.

3.4 As mentioned in para 3.1 (c) above, as an exception to the general procedure, in case of persons in categories mentioned in paras 3.2 and 3.3 above, and appointment to certain posts or services on departments, detailed verifications may be necessary for all levels. Such post services/ departments would be identified by the appointing authorities and cases of such persons appointed all levels to these posts/ services/departments would be referred to the district authorities for detailed verification.

4. A specimen of the attestation form to be used for the purpose of verification of character and antecedents is at Annexure-I.

4.1 While making a reference to the District authorities all appointing authorities have been asked to prominently indicate at the top of the attestation forms the type of verification required to be done, i.e. Detailed Verification or Record Check.

5. The various appointing authorities would hereafter refer attestation forms in respect of the various categories of posts as under:

- | | |
|--------------------------------|---|
| (1) Cases covered by para 3.1: | D.M. or the Commissioner of Police as the case may be. |
| (2) Cases covered by para 3.2: | S.P. of the District return to appointing authority through the D.M. with this attestation. |

6. I have to request that the State Governments may advise the authorities concerned to verify the character and antecedents of the candidates referred to them by the various appointing authorities including public sector undertakings and to return verification roll s within a period of six to eight weeks.

7. As would be seen from para 3.2 above a new concept of "record check" has been introduced in respect of Group 'C' posts above the level of L.D.C. in the Government of India Secretariat and its attached offices. The attestation forms of candidates belonging to this category would bear the prominent marking. For "record check only" the district authorities may be informed that field enquiries would not be required in these cases. They may return such attestation forms to the appointing authorities after record check, within a fortnight.

8. While circulating these instructions to the various district authorities and Commissioners of Police, the State Government are required to maintain confidentiality of the same by keeping a proper account of the copies distributed and ensuring their safe custody at appropriate levels.

ANNEXURE-I

Attestation Form

“WARNING : The Furnishing of false information or suppression of any factual information in the Attestation Form would be a disqualification, and is likely to render the candidate unfit for employment under the Government.	
Affix signed passport size (5cm. x 7cm. approx.) copy of recent photograph where asked for	2. If detained, arrested, prosecuted, bound down, fined, convicted, debarred, acquitted etc. subsequent to the completion and submission of this form, the details should be communicated immediately to the authorities to whom the attestation form has been sent early, failing which it will be deemed to be a suppression of factual information. 3. If the fact that false information has been furnished or that there has been suppression of any factual information in the attestation form comes to notice at any time during the service of a person, his service would be liable to be terminated.”
1.	Name in full (in block capitals) with aliases, if any (Please indicate if you have added or dropped in any stage any part of your name or surname) SURNAME NAME
2.	Present address in full (i.e. Village, Thana and District or House No. Lane/Street/Road and Town.
3.	(a) Home Address in full (i.e Village, Thana, and District or House No. Lane/Street/Road and Town and name of District Headquarters. (b) If Originally a resident of Pakistan, the address in that country and the date of migration to Indian Union.

4.	(a)	Place of birth, District and State in which situated	(a)
	(b)	District and State to which you belong.	(b)
	(c)	District and State to which your father originally belong.	(c)

5.	(a)	Yours religion
	(b)	Are you a member of a Scheduled Caste/ Scheduled Tribe? Answer 'Yes or No'

6. Educational Qualification showing places of education with years in Schools and Colleges since 15th years of age.

Name of School/College	Date of entering	Date of leaving	Examination passed with full address
------------------------	------------------	-----------------	--------------------------------------

7. (A) Are you a holding or have any time held an appointment under the Central or State Government or a Semi-Government or a Quasi-Government body, or an autonomous body, or a public undertaking, or a private firm or institution? if so, give full particulars with dates of employment up-to-date.

Period	Designation, emoluments and nature of employment of employer	Full name and address	Reasons for leaving previous service.
From To			

8. (B) If the previous employment was under the Government of India, a State Government/an Undertaking owned or controlled by the Government of India of a State Government/ an Autonomous Body/University/ Local Body.

If you had left service on giving a month's notice under the rules 5 of the Central Civil Services (Temporary Service) Rules, 1965 or any similar corresponding rules were any disciplinary proceedings framed against you, or had you been called upon to explain your conduct in any matter at the time you gave notice of termination of service, or at a subsequent date, before, your services actually terminated ?

9.	(1)	(a)	Have you ever been arrested?	Yes/No
		(b)	Have you ever been prosecuted?	Yes/No
		(c)	Have you ever been kept under detention?	Yes/No
		(d)	Have you ever been bound down?	Yes/No
		(e)	Have you ever been fined by a Court of Law?	Yes/No

Compendium of Instructions on Recruitment—Vol. II

- (f) Have you ever been convicted by a Court of Law for any offence? Yes/No
- (g) Have you ever been debarred from any examination or rusticated by any University or any other educational authority/Institution ? Yes/No
- (h) Have you ever been debarred/disqualified by any Public Service Commission/Staff Selection Commission for any of its examination/selection? Yes/No
- (i) Is any case pending against you in any Court of Law at the time of filling up ? Yes/No
- (j) Is any case pending against you any University or any other educational authority/Institution at the time of filling up this Attestation Form ? Yes/No
- (k) Whether discharged/expelled/withdrawn from any training institution under the Government or otherwise? Yes/No
- (2) If the answer to any of the above mention question is 'Yes' give full particulars of the case/arrest/detention/fine-conviction/sentence/punishment etc. and/or the/nature of the case pending in the Court/University/Educational Authority etc., at the time of filling up this form.

NOTE :

(i) Please also see the 'warning' at the top of this Attestation Form.

(ii) Specific answers to each of the questions should be given by striking out 'Yes' or 'No' as the case may be.

10.	Name of two responsible persons of your locality or two references to whom you are known.	1
		2

I certify that the foregoing information is correct and complete to the best of my knowledge and belief. I am not aware of any circumstances which might impair my fitness for employment under Government.

Signature of candidate_____

Date _____

Place _____

Identity Certificate

(Certificate to be signed by anyone of the following)

- (i) Gazetted Officers of Central or State Government;
- (ii) Members of Parliament or State Legislature belonging to the constituency where the candidate or his parent/guardian is ordinarily resident;
- (iii) Sub-Divisional Magistrates/Officers ;
- (iv) Tehsildars or Naib/Deputy Tehsildar authorised to exercise magisterial powers;
- (v) Principal/Head Master of the recognised School/College/Institution where the candidate studied last;
- (vi) Block Development Officer;
- (vii) Post-Master;
- (viii) Panchayat Inspectors.

Certified that I have known Shri/Smt./Kumari _____ son/
daughter of Sh. _____ for the last _____ years _____ months
and that to the best of my knowledge and belief the particulars furnished by him/her are correct.

Date _____

Signature _____

Place

Designation or status and address

To be filled by the Office

- (i) Name, designation and full address of the appointing authority.
- (ii) Post for which the candidate is being considered.

Confidential

No. 52/21/82-8(1)

From

The Chief Secretary to Govt., Haryana.

To

1. Commissioners, Ambala & Hissar Divisions.
2. All Deputy Commissioners in Haryana State.
3. D.L.G. (CID), Haryana.

Dated, Chandigarh, the 29th July, 1982.

Subject:— Verification of character and antecedents of candidates selected for appointment to Civil posts under the Government of India-Review of the procedure and revision of instructions regarding.

Sir,

I am directed to invite reference to Haryana Government letter No. 72/3/78-S, dated 16-6-78 in which it was stated *inter-alia* that for the purposes of verification of character and antecedents of candidates to be appointed by the Government of India or other State Governments on civil posts under them, the procedure laid down in the instructions issued by the Govt. of India from time to time should be followed.

2. I am directed to say that the Govt. of India Ministry of Home Affairs, Deptt. of Personnel and A.R. have reviewed the procedure in respect of verification of character & antecedents of candidates selected for appointment to the civil posts under the Govt. of India. A copy of the instructions issued by them *vide* their letter No. 18011/9(S)/78-Estt. (B), dated the 2nd July, 1982 is enclosed for compliance. I am to add that as desired by the Govt. of India in para 8 of their letter the confidentiality of these instructions should be carefully maintained.

Yours faithfully,

Sd/-

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

Confidential

No. 52/21/82-S (I)

Dated the 29th July, 1982.

A copy each with a copy of the Govt. of India's letter dated 2-7-1969 is forwarded for information and necessary action to :—

1. I.G. Police, Haryana.
2. All District Superintendents of Police in Haryana.

Sd/-

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

No. 52/21/82-S (I)

Dated the 29th July, 1982.

A copy is forwarded to Sh. K.C. Sharma Joint Secretary to Govt. of India, Ministry of Home Affairs, Deptt. of Personnel and A.R., New Delhi, for information with reference to his letter No. 18011/9(8)78-Estt. (B), dated the 2nd July, 1982.

Sd/-

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

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. हरियाणा राज्य के सभी विभागाध्यक्ष,
2. रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय, चण्डीगढ़ ।
3. आयुक्त हिसार/अम्बाला मण्डल, हिसार/अम्बाला,
4. राज्य के सभी उपायुक्त; तथा
5. राज्य के सभी उप-मण्डल अधिकारी, (नागरिक) ।

यादी क्रमांक 42/20/82-5 जी.एस.-।

दिनांक चण्डीगढ़, 19 अगस्त, 1982 ।

विषय :- तृतीय श्रेणी के पदों को स्थानान्तरण आधार पर भरने हेतु क्या अधीनस्थ सेवाएं प्रवरण मण्डल का अनुमोदन प्राप्त किया जाना वांछनीय है या कि नहीं, के संबंध में स्थिति का स्पष्ट किया जाना ।

उपरोक्त विषय के सन्दर्भ में ।

2. राज्य सरकार के यह प्रश्न विचाराधीन था कि श्रेणी-III के पदों पर स्थानान्तरण आधार पर नियुक्ति करने में क्या अधीनस्थ सेवाएं प्रवरण मण्डल का अनुमोदन प्राप्त किया जाना वांछनीय है या कि नहीं । इस बिन्दु पर विस्तृत रूप से परीक्षण किया गया है तथा राज्य सरकार द्वारा अधीनस्थ सेवाएं प्रवरण मण्डल को सौंपे गये कार्यों के दृष्टिगत कानूनी दृष्टि को मध्यनजर रखते हुये विधि विभाग की मन्त्रणा भी प्राप्त की गई है । इस संबंध में निम्नलिखित हिदातयों को ध्यान में रखा जाए :-

(क) श्रेणी-III के पद/सेवा से श्रेणी-III के ही किसी अन्य पद/सेवा में यदि कोई नियुक्ति एक विभाग से दूसरे विभाग में स्थानान्तरण आधार पर की जाए तो ऐसी नियुक्ति पर अधीनस्थ सेवाएं प्रवरण मण्डल का अनुमोदन प्राप्त किया जाना वांछनीय नहीं है, बशर्ते कि:-

- (1) जिस विभाग में ऐसी नियुक्ति की जानी हो, उसके सेवा नियमों में उस पद को स्थानान्तरण आधार पर भरने की व्यवस्था हो,
- (2) स्थानान्तरण आधार पर नियुक्त किये जाने वाले कर्मचारी की प्रारम्भिक नियुक्ति (Initial Appointment) अधीनस्थ सेवाएं प्रवरण मण्डल/लोक सेवा आयोग, जैसा भी आवश्यक हो, के माध्यम से हुई हो ।
- (3) स्थानान्तरण आधार पर जिस पद को भरा जाना आवश्यक हो, उस पद को सभी विभागों को परिपत्र द्वारा सर्कुलेट (circulate) किया गया हो,

- (4) ऐसी सलैक्शन (selection) के लिए किसी भी कर्मचारी का सीधे ही आवेदन-पत्र ऐन्टरटेन (entertain) नहीं किया जाना चाहिये बल्कि सम्बन्धित कर्मचारी के विभागाध्यक्ष से प्राप्त होने वाली रिकमैन्डेशनज़ पर ही कार्यवाही की जानी चाहिये, तथा
 - (5) केवल उन्हीं कर्मचारियों का चयन किया जाना चाहिये जोकि सम्बन्धित पद की निर्धारित योग्यताएं/अनुभव रखते हों ।
- (ख) स्थानान्तरण आधार पर, निम्न प्रकार से की जाने वाली नियुक्तियों पर एस. एस.एस. बोर्ड का अनुमोदन प्राप्त किया जाना वांछनीय है :-
- (1) यदि किसी कर्मचारी की प्रारम्भिक नियुक्ति (initial appointment) अधीनस्थ सेवाएं प्रवरण मण्डल/लोक सेवा आयोग, जैसी भी स्थिति हो, के माध्यम से न हुई हो, तथा
 - (2) यदि कोई नियुक्ति स्थानान्तरण आधार पर श्रेणी - IV के पद/सेवा से श्रेणी - III के किसी पद/सेवा में की जाए ।
 - (3) उपरोक्त के अतिरिक्त यह भी स्पष्ट किया जाता है कि स्थानान्तरण आधार पर यदि किसी ऐसे कर्मचारी की नियुक्ति कर ली जाती है, जिसकी प्रारम्भिक नियुक्ति (initial appointment) अधीनस्थ सेवाएं प्रवरण मण्डल के माध्यम से न हुई हो, तो ऐसी नियुक्ति पर यदि सक्षम अधिकारी एस.एस.एस. बोर्ड का अनुमोदन प्राप्त भी कर लेता है, तो इसका यह तात्पर्य नहीं होगा कि उस कर्मचारी की प्रारम्भिक नियुक्ति नियमित हो गई है ।
 - (4) कृपया उपरोक्त हिदायतों अनुसार कार्यवाही की जाए ।

हस्ता / -

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

उपरोक्त की एक-एक प्रति क्रमश :-

- (1) वित्तियुक्त राजस्व एवं सचिव, हरियाणा सरकार, राजस्व विभाग, तथा
- (2) सभी प्रशासकीय सचिव, हरियाणा सरकार को सूचनार्थ तथा आवश्यक कार्यवाही हेतु प्रेषित की जाती है ।

हस्ता / -

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

सेवा में

- (1) वित्तियुक्त राजस्व एवं सचिव, हरियाणा सरकार, राजस्व विभाग, तथा
- (2) सभी प्रशासकीय सचिव, हरियाणा सरकार ।

अशा. क्रमांक 42/20/82-5 जी.एस.-I

दिनांक, 19 अगस्त, 1982 ।

No. 23/3/81-3GSIII

From

The Chief Secretary to Government, Haryana.

To

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

Dated, Chandigarh, the 25th February, 1983.

Subject:— Retrenchment of staff after successful completion of Census Operations, 1981.

Sir,

I am directed to address you on the above cited subject and to say that after the completion of field operations, Regional Tabulation Offices, were set up in the state for processing the data collected in the 1981 Census Schedules. These offices are being wound up after the processing work is over and as such a number of persons recruited in these offices are likely to be retrenched have been retrenched. With a view to avoid hardship to the employees likely to be retrenched or retrenched, it has been decided by the State Government that due consideration may be given to the experience gained by these personnel while working in the Census Organisation, for their absorption in the State Class III & IV services, and, if possible they may be appointed on ad-hoc basis for the present and later steps be taken to absorb them on regular basis with the approval of S.S.S. Board/Employment Exchanges or the State Government, as the case may be.

2. The list of employees likely to be retrenched/have been retrenched will be supplied by the Director of Census Operation, Haryana, S.C.O. 1074-75, Sector 22-B, Chandigarh.
3. These instructions may please be followed meticulously.

Yours faithfully,

Sd/-

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

Recruitment

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

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

To

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

U.O. No. 23/3/81-3GSIII, Dated, Chandigarh, the 25th Feb., 1983.

No. 23/3/81-3GSIII, dated Chandigarh, the 25th Feb., 1983.

A copy is forwarded to the Secretary S.S.S. Board Haryana with reference to his letter No. 1609/3RII/82/4313, dated 14-7-82 for information and necessary action.

2. Necessary action regarding regularisation of ad-hoc clerks has since been taken *vide* Haryana Govt. Notification No. GSR/Const./Art. 309/83, dated 3-1-83. As such, it is requested that retrenched employees of the Census Department may be helped in getting absorbed in other departments.

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

No. 23/3/81-3 GSIII Dated, Chandigarh, the 25th Feb., 1983.

A copy is forwarded to all Managing Directors of the Haryana State Boards, Corporations and Co-operative institutions etc. with the request that the staff being retrenched/retrenched from the Census Organisation may be considered for appointment against the post to be filled in, the Public Undertakings on ad-hoc basis.

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

No.23/3/81-3-GSIII Dated, Chandigarh, the 25th Feb., 1983.

A copy is forwarded to the Director, Census Operations, Haryana, S.C.O. No. 1074-75/22-B, Chandigarh with reference to his letter No. 22015/1/81 ADM, dated 17-1-83 for information.

Compendium of Instructions on Recruitment—Vol. II

2. He is requested to supply the necessary particulars of the employees likely to be retrenched, retrenched already (seeking employment) to all the Departments and Public Undertakings in the State/under intimation to Government in the proforma given below :-

Sr. No.	Name of the Official	Whether SC/ST/BC/ESM/Handicapped	Date of birth	Educational Qualification
1	2	3	4	5

Post held	Pay Scale	Date of appointment	Residential Address	Source of recruitment	Whether permanent/temporary
6	7	8	9	10	11

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

SECRET

Copy of Letter No. 18011/9(S)78—Estt. (B), dated the 23rd May, 1983 from the Joint Secretary to the Government of India, Ministry of Home Affairs, Department of Personnel & AR, New Delhi to the Chief Secretaries of all State Governments/Union Territories etc.

OFFICE MEMORANDUM

Subject :— Verification of character and antecedents of candidates selected for appointment to civil posts under the Government of India-Reverification.

The undersigned is directed to say that Rule 5 of the Central Civil Services (Conduct) Rules, 1964 read with various instructions issued by this Department prohibit participation of Government servants in political activities. For this purpose periodical reverification of character and antecedents of employees, in selected cases, is a normal procedure adopted by the Central Government. To achieve the above object, the appointing authorities would wherever and whenever considered necessary be making references to the District authorities as well as the DIG, CID concerned. The State Government are therefore, requested to suitably advise the District Authorities as well as the DIG, CID's of the various ranges to undertake this work whenever such references are made by the competent authorities.

SECRET

No. 52/13/83-SI

From

The Chief Secretary to Govt. Haryana.

To

1. All Deputy Commissioners in Haryana State.
2. D.I.G. (C.I.D.) Haryana.
3. All District Superintendents of Police in Haryana.

Dated, Chandigarh the 28th June, 1983.

Subject :— Verification of Character and antecedents of candidates selected for appointment to civil posts under the Govt. of India-Reverification.

Sir,

I am directed to enclose a copy of letter No. 18011/9(5)/78-Estt. (B) dated 23-5-83 received from the Government of India for information and necessary action. I am to add that whenever any reference is received from Govt. of India on this behalf, reverification of character and antecedents of the employees in question may be undertaken and report sent to the Govt. of India at the earliest.

Yours faithfully,

Sd/-

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

No. 52/13/83-SI dated the 28th June, 1983.

A copy each is forwarded for information to the :—

1. Commissioner Ambala/Hissar Division.
2. Director General of Police, Haryana.

SECRET

Copy of Letter No. 18011/4(5)/83-Estt. (B), dated 15th July 1983 from the Joint Secretary to the Govt. of India, Ministry of Home Affairs, Department of Personnel & AR addressed to the Chief Secretaries of various States / U.T. Governments.

Subject :— Reverification of character and antecedents of candidates appointed to civil posts under the Govt. of India-Review of the procedure and revision of instructions regarding.

Attention is invited to this Department's office Memorandum No. 18011/9(S)/78-Estt. (B), dated 20-5-1983 on the subject of periodical reverification in selected cases of character and antecedents of Government employees. It may please be ensured that enquiries relating to such reverification are not made in a routine fashion; this Deptt. would also request the various State Governments to issue necessary instructions to the District Magistrates/Commissioners of Police that whenever reverification relating to officers of the level of Joint Secretary and above are to be made, field enquiries in such cases, are necessarily made by Police officers not below the rank of Superintendent of Police/ Additional Superintendent of Police. In the case of officers of the status of Deputy Secretary and Director, field enquiries may be conducted by officers not below the rank of Deputy Superintendent of Police. It is felt that this should not pose any problem to the State Governments because enquiries about officers of the level of Deputy Secretary and above would be very few.

2. A copy of the instructions issued to the District Magistrates/Commissioners of Police be endorsed to this Department for our record.

New Delhi-11, the 16th June, 1962

26th Jyaistha, 1884

RESOLUTION

The policy of the Government of India in respect of qualifications based on nationality and domicile for eligibility for appointment to Central Services and posts was laid down in this Ministry's Resolution No. 43/58/49-Ests., dated the 6th April, 1950, and was subsequently modified so far as citizens of Sikkim are concerned, by Resolution No. 43/29/51Ests., dated the 11th April, 1951.

2. In view of the fact that the territories of Goa, Daman and Diu: have become part of India and have been constituted as a Union Territory, the persons domiciled in those territories have become Citizens of India. It has therefore, been decided to dispense with the requirements of issue of certificate of eligibility in respect of the persons belonging to these territories for purposes of employment under the Government.

The question of making the Tibetans, who migrated to India, eligible for Central Services and posts, has also been under the consideration of the Government of India for sometime past. It has now been decided that Tibetans who came over to India before the 1st January, 1962 with the intention of permanently settling in this country, may be considered for appointment to various services, posts under the Government of India, subject to the issue of certificate of eligibility in their favour and their otherwise being found suitable.

3. The Resolution of the Government of India in the Ministry of Home Affairs, No. 43/58/49-Ests., dated the 6th April, 1950 is, therefore, amended as follow:—

- (1) The sub-clauses (i) and (ii) under paragraph 3 of the said Resolution shall be substituted by the following:—
 - (i) Subject of Nepal and the State of Pondicherry.
 - (ii) Persons who have migrated or may hereafter migrate from Pakistan with the intention of permanently settling down in India, and who have not become citizens of India under the Constitution.
 - (iii) Tibetans who migrated to India before the 1st January, 1962, with the intention of permanently settling in India.
2. The standard rule for recruitment contained in paragraph 5 of the said Resolution, as subsequently amended by Resolution Nos.43/97/56-CS(C), dated the 12th April, 1957, and 11(24)60-Ests. (B), dated the 21st December, 1960, shall stand modified as follows:—

“A candidate for appointment to any Central Service or post must be:—

- (a) a citizen of India, or
- (b) a subject of Sikkim, or
- (c) a subject of the State of Pondicherry, or
- (d) a person of Indian origin who has migrated from Pakistan with the intention of permanently settling in India:

Provided that, subject to the issue of a certificate of eligibility in his favour, a subject of Nepal, or a Tibetan who came over to India before the 1st January, 1962, with the intention of permanently settling in India may also be appointed to any Central Service or post, other than the Indian Foreign Service:

Provided further that a candidate belonging to category (c) or (d) above must be a person in whose favour a certificate of eligibility has been given by the Government of India, and if he belongs to category (d) the certificate of eligibility will be valid only for a period of one year from the date of the appointment beyond which he can be retained in service only if he has become a citizen of India.

A candidate in whose case a certificate of eligibility is necessary, may be admitted to an examination or interview conducted by the Union Public Service Commission or other recruiting authority and he may also provisionally be appointed subject to the necessary certificate being given to him by the Government .”

4. Resolution No. 11/2/62-Ests. (B), dated the 28th April, 1962, is hereby cancelled.

ORDER

Ordered that a copy of this Resolution be communicated to all State Governments, all Ministries of the Government of India ,etc. and also that the Resolution be published in the Gazette of India.

L. M. NADKARNI,

Joint Secretary to the Government of India.

No. F. 11(2) 62-Ests (B), New Delhi-II, the 16th June, 1962, 26th Jyaistha, 1884.

All Ministries etc. of the Government of India.

All State Governments/Union Territories.

All Regular Sections of the Ministry of Home Affairs.

L. M. NADKARNI,

Joint Secretary to the Government of India.

PUNJAB GOVERNMENT

No. 18072-10GS-62/45092, dated Chandigarh the 27th December, 1962.

A copy is forwarded to all Heads of Departments and Administrative Secretaries to Government, Punjab, for information.

2. The domicile rule in the various service rules will now be as per Annexure I.

Sd/-

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

ANNEXURE I

(1) No person shall be appointed to the service, unless he is-

- (i) a citizen of India, or
- (ii) a subject of Sikkim, or
- (iii) a subject of the State of Pondicherry, or
- (iv) a person of India origin, who has migrated from Pakistan with the intention of permanently settling in India:

Provided that, subject to the issue of a certificate of eligibility in his favour, a subject of Nepal or a Tibetan who came over to India before the 1st January, 1962, with the intention of permanently settling in India may also be appointed to any post in the service:

Provided further that a candidate belonging to category (iii) or (iv) above must be a person in whose favour a certificate of eligibility had been given by the competent authority and if he belongs to category (iv) the certificate of eligibility will be valid only for a period of one year from the date of his appointment beyond which he can be retained in service only if he has become a citizen of India.

(2) A candidate in whose case a certificate of eligibility is necessary, may be admitted to an examination or interview conducted by the Commission, Board or any other recruiting authority on his furnishing proof that he has applied for the certificate and he may also provisionally be appointed subject to the necessary certificate being given to him by the competent authority.

No. 23/3/81-2GSIII

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Departments; Commissioners, Ambala and Hisar Division, All Deputy Commissioners, and S.D.O. (C) in Haryana.
2. The Registrar, Punjab and Haryana High Court and all District and Sessions Judges in Haryana.

Dated, Chandigarh, the 7th September, 1983.

Subject :— Absorption of retrenched/surplus employees and candidates recommended by the Subordinate Services Selection Board.

Sir,

I am directed to state that in the State Government circular letter No. 23/3/81-3GSIII, dated 25-2-83, it was desired that due consideration may be given to the experience gained by the employees who were recruited in the Census Department in connection with the Census Operations, 1981, and Were retrenched on the completion of these operations, for their absorption in the State Class III & IV Services and, if possible, they may be appointed on adhoc basis for the present and later steps be taken to absorb them on regular basis with the approval of S.S.S. Board/Employment Department or the State Government, as the case may be. The State Government has since imposed 10% cut on the existing strength of staff in all departments and the employee rendered surplus as a result thereof are now also required to be absorbed. Further, candidates have also been recommended are being recommended for appointment by the S.S.S. Board, against the requisitions sent by the departments. The question regarding the order in which the aforementioned employees and candidates should be absorbed, has been considered by Government and it has been decided that they should be absorbed in the following orders:-

- (1) Employees rendered surplus as a result of 10% cut imposed on the existing strength of staff.
- (2) Candidates recommended by S.S.S. Board.
- (3) Retrenched employees of the Census Department.

The vacant posts should be filled by appointment of candidates/employees mentioned at (2) and (3) above or otherwise only if suitable employees are not available those mentioned at (1) above and after obtaining a certificate to this effect from the General Administration Department.

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

Yours, faithfully,

Sd/-

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

Compendium of Instructions on Recruitment—Vol. II

A copy each 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.

To

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

U.O. No. 23/3/81-2-GS-III

Dated 7th September, 1983.

No. 23/3/81-2-GS-III

Dated, Chandigarh, the 7th September, 1983.

A copy is forwarded to the Secretary, S.S.S. Board, Haryana Chandigarh, for information and necessary action.

Sd/-

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

No. 23/3/81-2-G-SIII

Dated Chandigarh, the 7th September, 1983.

A copy is forwarded to all Managing Directors of the Haryana State Boards, Corporations and Cooperative institutions etc. for necessary action.

Sd/-

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

No. 23/3/81-2-GS-III

Dated Chandigarh, the 7th September, 1983.

A copy is forwarded to the Director, Census Operations Haryana, S.C.O. No.1074-75 Sector 22-B Chandigarh for information.

Sd/-

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

Letter No. 52/13/83-GI, dated 28-6-83

SECRET

No. 52/13/83-SI

From

The Chief Secretary to Government, Haryana.

To

1. All Deputy Commissioners in Haryana State.
2. D.I.G (C.I.D.), Haryana.
3. All District Superintendents of Police

Dated, Chandigarh the 21st September, 1983.

Subject :— Reverification of character and antecedents of candidates appointed to civil posts under the Government of India-Review of procedure and revision of instructions regarding.

Sir,

I am directed to invite reference to Haryana Government letter No. 52/13/83-SI, dated 28-6-83 on the subject noted above and to enclose a copy of letter No. 18011/4(S)/83-Estt. (B), dated 15-7-83 received from Government of India, Ministry of Home Affairs, Department of Personnel & Administrative Reforms for careful compliance.

Yours faithfully,

Sd/-

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

No. 52/13/83-SI

Dated, Chandigarh, the 21st September, 1983.

A copy each is forwarded in continuation of Endst. No. 52/13/83-SI, dated 28-6-83 for information to the :—

1. Commissioners Ambala Division/Hissar Division.
2. Director General of Police, Haryana.

Sd/-

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

Compendium of Instructions on Recruitment—Vol. II

Endst. No. 52/13/83-S1

Dated, Chandigarh, the 20-9-83

A copy is forwarded to S. Krishnan, Joint Secretary to Govt. of India, Ministry of Home Affairs, Department of Personnel & Administrative Reforms for information with reference to his letter No. 18011/4/(S)/83-Estt. (B), dated 15-7-83.

2. It is presumed that the above communication is in continuation of Ministry of Home Affairs letter No. 18011/9/(S)/78-Estt. (B)", dated 23-5-83 (and not dated 20-5-83 as stated therein)

Sd/-

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

No. 23/24/84-2GSIII

From

The Chief Secretary to Government, Haryana.

To

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

Dated, Chandigarh the 22nd March, 1984.

Subject :— Absorption of retrenched/surplus employees and candidates recommended by the S.S.S. Board.

Sir,

I am directed to invite your attention to the instructions issued *vide* Govt. letter No. 23/3/81-2GSIII, dated the 7th September, 1983, and to say that it has now been decided that the names of the retrenched/likely to be retrenched employees of the Directorate of Census Operations Haryana, should be brought on a special roster by this department for their absorption in the State Government Offices and Corporations etc. It has also been decided to give six months time from the date of appointment to pass the typing test to such of them as do not type writing. Accordingly, the names of the said employees will henceforth be recommended for appointment in the state Government offices and Corporations etc. by this Department.

2. A number of employees of the Haryana Land Reclamation and Development Corporation Limited have also been retrenched due to the discontinuance of a Project of Development of Panchayat Lands in the State. A list of the retrenched employees is enclosed. I am to request that these employees may be considered for absorption against vacancies in State Government offices when no suitable surplus employees or recommendees of the S.S.S. Board are available.

Yours faithfully,

Sd/-

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

A copy each is forwarded to all the Financial Commissioners and Administrative Secretaries to, Government, Haryana, for information and necessary action in continuation of this Department U.O. No. 23/3/81-2GSIII, dated the 7th September, 1983, and No. 23/23/84/-2GSIII, dated the 21st/22nd February 1984.

Sd/-

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

Compendium of Instructions on Recruitment—Vol. II

To

All Financial Commissioners & Administrative Secretaries to Government, Haryana.

U.O No. 23/24/84-2GSIII.

Dated Chandigarh, the 22nd March, 1984.

Endst. No. 23/24/84-2GSIII,

Dated Chandigarh, the 22nd March, 1984.

A copy is forwarded to the Secretary, S.S.S. Board, Haryana, Chandigarh, for information and necessary action w.r.t. this department endst. No. 23/3/81-2GSIII, dated the 7th September, 1983.

Sd/-

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

Endst. No. 23/24/84-2GSIII,

Dated Chandigarh, the 22nd March, 1984.

A copy is forwarded to all Managing Directors of the Corporations/Boards/Undertakings/ Co-operative Institutions/ Companies etc. for necessary action in continuation of Government endst. No. 23/3/81-2GSIII, dated the 7th September, 1983, and No 23/23/84-2GSIII dated the 21st/22nd February, 1984.

2. The names of the retrenched employees of the Haryana Land Reclamation and Development Corporation have been kept in this department and will be recommended against existing vacancies in other corporations etc. The Corporations etc. to which-their names are recommended may appoint them on adhoc basis in the first instance and subsequently if they are found suitable their appointment can be regularised. The question of giving them age relaxation to the extent of service rendered by them in the Haryana Land Reclamation and Development Corporation may also be considered.

Sd/-

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

Endst. No. 23/24/84-2GSIII,

Dated Chandigarh, the 22nd March, 1984.

A copy is forwarded to the Director, Census Operations, Haryana, S.C.O. No. 1074-75, Sector 22-B, Chandigarh, for information.

Sd/-

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

**HARYANA LAND RECLAMATION AND DEVELOPMENT CORPORATION LIMITED
CHANDIGARH**

Statement showing the bio-data of Retrenched employees of the Corporation

Sr. No.	Name	Designation	Scale of	Qualification Pay	Date of birth	Remarks Joining
	Sarvshri-					
1.	Ran Singh	Assist. Manager (Store)	400-660+ Rs. 25/-Spl.	Graduate	1-1-53	26-2-81
2.	Kasim Khan	-do-	-do-	-do-	15-3-54	20-2-81
3.	Vakil Chand	-do-	-do-	-do-	1-11-54	5-3-81
4.	Jai Parkash	-do-	-do-	-do-	8-10-48	11-9-80
5.	Pal Singh	-do-	-do-	-do-	2-7-46	2-3-80
6.	Ram Chand	-do-	-do-	-do-	20-4-48	4-10-79
7.	Ajaib Singh	-do-	-do-	-do-	12-1-54	3-10-79
8.	S.K. Gautam	-do-	-do-	-do-	10-12-51	25-9-79
9.	Ram Murthi	-do-	-do-	-do-	2-4-52	29-9-79
10.	Rishi Kumar	Mechanic	-do-	Diploma in Auto-Engg.	10-10-46	18-7-80
11.	Ram Narain	-do-	-do-	-do-	5-3-43	22-7-80
12.	Gian Singh	-do-	-do-	-do-	4-8-57	27-8-80
13.	R.L. Chaudhary	-do-	-do-	-do-	17-8-37	1-5-80
14.	Ved Parkash	-do-	-do-	-do-	15-4-57	9-11-79
15.	Ashok Kumar	Astt. Mech-cum- Tractor-Operator	-do-	-do-	8-3-55	5-3-82
16.	Rajbir Singh	-do-	-do-	-do-	6-3-59	21-5-80
17.	Sham Singh	-do-	-do-	-do-	3-12-51	21-5-80
18.	Om Parkash	-do-	-do-	-do-	1-1-59	21-5-80
19.	Balbir Singh	-do-	-do-	-do-	12-2-54	31-12-79
20.	Sudershan Kumar	-do-	-do-	-do-	10-5-61	31-12-79
21.	Balbir Singh	-do-	-do-	-do-	13-9-56	31-12-79
22.	Kundan Lal	-do-	-do-	-do-	17-2-39	31-12-79
23.	Narinder Kumar	Fitter-cum-Welder	-do-	-do-	9-9-59	13-7-81
24.	Surjit Singh	-do-	-do-	-do-	15-9-46	16-11-77
25.	Jai Gopal	-do-	-do-	-do-	7-5-59	29-10-77
26.	Krishan Lal	Accounts Clerk	-do-	B.Com.	28-11-59	16-11-82
					8-8-59	23-11-82
27.	Brij Mohan	-do-	-do-	-do-	19-4-56	8-12-82

Compendium of Instructions on Recruitment—Vol. II

Sr. No.	Name	Designation	Scale of	Qualification Pay	Date of	Date of birth	Remarks Joining
	Sarvshri-						
28.	Narinder Kumar	-do-	-do-	-do-	9-10-56	19-6-81	
29.	Lakshman Ram	-do-	-do-	-do-	15-8-57	57-5-81	
30.	Naresh Kumar	-do-	-do-	-do-	31-10-56	15-2-80	
31.	Jagdish Chand	Agri. Inspector	400-660	Matric in Agri.	8-11-58	15-2-80	
32.	Tek Chand	-do-	-do-	-do-	2-1-55	17-1-80	
33.	Karam Chand	-do-	-do-	-do-	13-6-57	8-1-80	
34.	Rajinder Singh	-do-	-do-	-do-	16-3-54	24-12-79	
35.	Hari Ram	-do-	-do-	-do-	19-4-42	22-12-79	
36.	Tilak Raj	-do-	-do-	-do-	3-1-56	12-11-79	
37.	Subhas Chander	Tracer	-do-	Matric/Diploma in ITI			
38.	Dinesh Kumar	-do-	-do-	-do-	26-12-54	9-8-77	
39.	Inder Kumar	-do-	-do-	-do-	4-2-54	5-11-74	
40.	Ram Rattan	Beldar-cum-Mali	300-430	Middle	7-9-57	12-12-79	
41.	Ram Dhari	-do-	-do-	-do-	5-8-45	12-12-79	
42.	Reghubir	-do-	-do-	-do-	4-10-40	12-12-79	
43.	Jaila Ram	-do-	-do-	-do-	8-3-36	12-12-79	
44.	Ram Dev	-do-	-do-	-do-	12-11-50	1-12-79	
45.	Ram Bharan	-do-	-do-	-do-	2-1-50	1-12-79	
46.	Bodh Raj	-do-	-do-	-do-	3-3-52	17-4-79	
47.	Rupinder Kumar	-do-	-do-	-do-	7-5-60	4-4-79	
48.	Som Nath	-do-	-do-	-do-	1-4-58	4-4-79	
49.	Rajesh Kumar	-do-	-do-	-do-	2-2-56	3-4-79	
50.	Tara Chand	Peon	-do-	-do-	15-4-58	31-10-80	
51.	Seo Karan	-do-	-do-	-do-	2-4-50	13-12-82	
52.	Mahabir Singh	-do-	-do-	-do-	20-12-56	23-6-82	
53.	Mohan Lal	-do-	-do-	-do-	8-2-61	11-1-82	
54.	Shiv Charan Dass	-do-	-do-	-do-	5-11-50	9-6-82	
55.	Kanhi Ram	-do-	-do-	-do-	6-1-58	21-10-81	
56.	Prem Singh	-do-	-do-	-do-	15-4-58	28-8-81	
57.	Sardari Lal	-do-	-do-	-do-	--	Adhoc	
58.	Darshan Singh	Helper	-do-	Diploma in Auto -Engg.	--	-do-	

Recruitment

Sr. No.	Name	Designation	Scale of	Qualification Pay	Date of	Date of birth	Remarks Joining
Sarvshri-							
59.	Prem Singh	Peon	-do-	Middle	10-7-56	13-7-81	
60.	Gurmukh Singh	Chowkidar	-do-	Middle/Ex-serviceman	10-10-50	15-1-82	
61.	Balbir Singh	-do-	-do-	-do-	6-6-54	28-8-81	
62.	Ram Singh	-do-	-do-	Middle	15-2-44	28-8-81	
63.	Laxman Dass	Tractor-Operator	420-700	Middle/ Driving Licence	10-3-57	17-2-82	
64.	Moman Dutt	-do-	-do-	-do-	5-6-57	16-2-82	
65.	Baljit Ram	-do-	-do-	-do-	1-3-55	20-2-82	
66.	Hukam Singh	-do-	-do-	-do-	22-12-48	18-2-82	
67.	Naresh Kumar	-do-	-do-	-do-	22-3-63	18-2-82	
68.	Tarsem Lal	-do-	-do-	-do-	1-10-58	16-2-82	
69.	Mahabir Singh	-do-	-do-	-do-	--	19-2-82	
70.	Jai Singh	-do-	-do-	-do-	1-5-52	16-2-82	
71.	Sat Parkash	-do-	-do-	-do-	1-12-65	19-2-82	
72.	Sita Ram	-do-	-do-	-do-	1-4-53	19-2-82	
73.	Jarnail Singh	-do-	-do-	-do-	24-9-55	18-3-82	
74.	Hari Singh	-do-	-do-	-do-	7-11-46	19-2-82	
75.	Ajit Lal	-do-	-do-	-do-	13-4-58	15-2-82	
76.	Om Parkash	-do-	-do-	-do-	16-3-58	18-2-82	
77.	Om Parkash-II	-do-	-do-	-do-	4-2-53	19-2-82	
78.	Manjit Singh	-do-	-do-	-do-	--	--	
79.	Balwan Singh	Accounts Clerk	400--660 +25/-Spl.	B.Com.	8-4-59	21-1-83 Already adjusted in HSDC	
80.	Raj Pal Singh	-do-	-do-	-do-	31-5-60	24-1-83	

Sd/-
Secretary

No. 45/3/84-5 GS-I

From

The Chief Secretary to Government, Haryana.

To

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

Dated, Chandigarh, the 14th May, 1984.

Subject :— Appointments by transfer to Group 'C' posts-Cases in which the approval of Subordinate Services Selection Board is not necessary.

Sir,

I am directed to refer to Government circular letter No. 42/20/82-5 GS-I, dated the 19th August, 1982, and to clarify that there is no requirement for obtaining approval of Subordinate Services Selection Board where the vacancies in Group 'C' are proposed to be filled on transfer basis from those Group 'C' employees whose services have been regularised in terms of Government Notifications No. G.S.R. 6 Const./Art. 309/83, dated the 3rd January, 1983, No. G.S.R. 3 Const./Art. 309/80, dated the 1st January, 1980 and G.S.R. 2/Const/ Art. 309/84, dated the 19th January, 1984 as such employees shall have to be treated at par with those who have been appointed through the Subordinate Services Selection Board Haryana.

Yours faithfully,

Sd/-

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

Subject :— Deputation of expert advisor at the time of interview to be conducted by the Subordinate Services Selection Board.

Will all the Financial Commissioners and all the Administrative Secretaries to Government, Haryana kindly refer to the subject cited above?

2. It has been brought to the notice of Government by the Subordinate Services Selection Board that whenever interviews are conducted, the department generally do not assist the Board adequately as the expert officer to advice/assist the Board is not deputed and some time on officer of the lower rank is deputed to assist the Board. It will be appreciated that selection of suitable candidates can be made if the Board is assisted by a senior expert officer of the concerned Department. Accordingly, it is requested that the departments under your control may kindly be directed to depute senior expert officers of the department to assist the Board at the time of interviews to be conducted by it.

Sd/-

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

To

All the Financial Commissioners &
Administrative Secretaries to Govt. Haryana.

U.O. No. 42/55/85-GSI

Dated Chandigarh the 25-10-85

Endst. No. 42/55/85-5GSI

Dated Chandigarh the 25-10-85

A copy is forwarded to all Heads of Departments for strict compliance.

Sd/-

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

Endst. No. 42/55/85-5GSI

Dated Chandigarh the 25-10-85

A copy is forwarded to the Secretary, Subordinate Services Selection Board, Haryana for information with reference to his letter No. IR-IV/85/2166, dated the 18th Sept. 1985.

Sd/-

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

No. 42/52/86-5GSI

From

The Chief Secretary to Government, Haryana.

To

- (1) All Heads of Departments, Commissioner Ambala and Hisar Divisions, all Deputy Commissioners and S.D.O. (C) in the State of Haryana.
- (2) Registrar,
Punjab & Haryana High Court,
Chandigarh.

Dated, Chandigarh the 29th May, 1986.

Subject:— Filling up of posts/vacancies through S.S.S. Board.

Sir,

I am directed to invite your attention to this department endst. No. 42/19/84-5GSI, dated the 27th September, 1985 wherein it was impressed upon that the demand for filling up available various posts/vacancies be made to the S.S.S. Board and also to obtain approval of the S.S.S. Board for the adhoc appointments within 6 months. Such adhoc appointments cannot last for a long time and regular arrangements are required to be made. You are accordingly, requested that the demand for posts/vacancies of various categories available in your departments may immediately be place with the S.S.S. Board.

2. Attention is also invited to this department circular letter No. 42/55/85-5GSI, dated 25th October, 1985 wherein it was *inter alia* requested to depute senior expert officers of the department to assist the Board. In order to make available the Expert views and advice of the department to the Board it is essential that officers of Additional Directors, S.Es and AIG etc who are senior in rank may be deputed to the Board at the time of interviews to assist it. Compliance of these instructions should be done meticulously.

Sd/-

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

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

- (i) All Financial Commissioners, Haryana, and
- (ii) All the Administrative Secretaries to Government, Haryana

Sd/-

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

To

- (i) All the Financial Commissioners, Haryana.
- (ii) All the Administrative Secretaries to Govt., Haryana.

U.O. No. 42/52/86-5GSII

Dated 29-5-1986

Immediate

No. 12/19/87-2GSI

From

The Chief Secretary to Government, Haryana.

To

All Managing Directors of Corporations/Boards }
of Haryana State stationed at Chandigarh.

Dated Chandigarh, the 5th June, 1987.

Subject :— Recruitment of Engineering staff in Boards/Corporations.

Sir,

A meeting of officers to consider the question of appointment of Engineering staff in Boards/Corporations by taking on deputation was held on 24-4-86. The officers Committee after considering the proposal gave following suggestions:-

1. Under the administrative control of F.D. a Public Undertaking Board be constituted. This Board will provide Engineering staff to all Boards/Corporations.
2. The Engineers posted in Corporations/Boards should not be promoted unless engineers with equal length of service in Government is promoted.

The above proposals were circulated to all Boards/Corporations for comments.

2. The proceedings of the meeting were put up before the Chief Minister and Chief Minister desired that the views of Managing Directors of Boards & Corporations and concerned Administrative Secretaries may be obtained. It was also observed by C.M. that higher level engineering posts may be filled up by deputation.

3. C.P.W., after ascertaining the views of Corporations/Boards has reported that there is no consensus of opinion among these organisations regarding filling of engineering posts through deputation or otherwise. To consider the matter further a meetings under the chairmanship of Chief Secretary will be held on 8-6-1987 at 3.00P.M. in Committee Room of Civil Secretariat. You are requested kindly to make it convenient to attend the meeting.

Yours faithfully,

Sd/-

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

Compendium of Instructions on Recruitment—Vol. II

Endst. No. 12/19/87-2GSI

Dated Chandigarh, the 5th June, 1987.

A copy each is forwarded to the Engineering-in-Chief PWD (B&R)/(Public Health)/(Irrigation) Branch, for information and necessary action. They are requested to attend the meeting.

Sd/-

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

A copy is forwarded to the Commissioner & Secretary to Government, Haryana, PWD (B&R), for information and necessary action. She is also requested kindly to make it convenient to attend the meeting.

Sd/-

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

To

The Commissioner & Secretary to Government Haryana,
PWD (B&R)

U.O. No. 12/19/87-2GSI

Dated 5-6-87

From

The Chief Secretary to Government, Haryana.

To

1. All Administrative Secretaries to Government, Haryana.
2. All Heads of Departments in Haryana.
3. All Chairman/Managing Directors of Corporations/Boards in Haryana.
4. Commissioners Ambala/Hissar Divisions.
5. All Deputy Commissioners in Haryana.
6. All Sub Divisional Officers (Civil) in Haryana.

Memo No. 12/1/88-2GSI

Dated Chandigarh, the 5th February, 1988.

Subject:— Filling up of Vacancies in Government Departments/Corporate Bodies of Haryana State.

Sir,

In this office letter No. 34/85/79-GSI, dated 25th September, 1979, it was reiterated that the vacancies other than those required to be filled through the Haryana Public Service Commission/ Subordinate Services Selection Board, are to be notified to the Employment Exchange concerned under the provisions of Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959 and that no vacancy/vacancies should be filled directly from the open market unless the concerned Employment Exchange has issued a 'Non Availability Certificate.'

Now it has been decided that the following be added after the first sub-para of para 3 of the instructions contained in the Haryana Government, Labour and Employment Department circular memo No. 11073-2-Lab.-67/34357, dated 27-11-67:--

"Provided that in the case of recruitment in the Corporations, Boards and Government Offices situated in Chandigarh and Panchkula, against adhoc daily wages, casual and part-time vacancies, all appointing authorities after receiving sponsorship from the Employment Exchange shall send the case for finalising the selections to the Director of Employment who shall ensure that Government instructions are complied with. The Director of Employment shall also be the co-sponsorer alongwith Employment Exchange. This sponsorship shall be done out of the applications received by him directly from the candidates in response to advertisement in the leading newspapers".

The contents of this letter may kindly be brought to the notice of all concerned.

Sd/-

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

Copy of letter No. AB. 14017/70/87-Estt. (RR) dated the 14th July, 1988 from Sh. M.V. Kesavan, Director (E), Government of India, Ministry of Personnel, P.G. & Pensions, Department of Personnel & Training, New Delhi.

OFFICEMEMORANDUM

Subject:— Crucial date for determining age limits for competitive examinations conducted in parts by the UPSC/SSC.

As the Ministry of Defence etc., are aware, according to the instructions contained in para 2 of this Department's O.M. No. 42013/1/79-Estt (D) dated 4th December, 1979, the crucial date for determining the age limits for competitive examination held for recruitment by UPSC/SSC etc. in the first half of the year is the first day of January of the year in which the examination is held; and if the examinations is held in the second half of the year, the crucial date will be the first day of August of the year in which the examination is held.

2. Same doubts have been expressed as to what should be the crucial date for determining the age limits in respects of examinations which are held in two parts on two different dates of the year. For instance, the Preliminary examination of the Civil Services Examination is normally held in the first half of the year and the Main examination is held in the second half of the year. In this case the position has been clearly indicated in the rules for this examination that the later of the two dates would be the crucial date. If however, both parts of an examination fall in the first half of the year, the crucial date for determining the age limits will normally be the 1st of January, similarly, if both part of an examination fall in the second half of the year, the crucial date for determining the age limits would be the 1st of August. The position in this regard is clarified in the following illustrations:-

Illustrations

Name of Examination	Date on which first part of Exam. held.	Date on which Second part of Exam. held.	Date for determining the age limits (Minimum and Maximum)
1	2	3	4
Exam. A	1-3-88	25-8-88	As on 1-8-88
Exam. B	1-9-88	1-3-89	As on 1-1-89
Exam. C	1-3-88	1-5-88	As on 1-1-88

3. It may sometimes so happen that due to exigencies of circumstances an examination, which is normally held during the first half of the year, is shifted to the second half. In such a case, the, date for determining the age limits would still be the 1st of January. The exact position should be clearly indicated in the rules for the respective examinations, which are notified for the purpose.

No. 66/76/88-7 GSI

From

The Chief Secretary to Government, Haryana.

To

- (i) All Heads of Departments, Commissioners, Ambala/Hissar Divisions.
- (ii) All Deputy Commissioners and Sub Divisional Officers (C) in Haryana.

Dated Chandigarh, the 21st November, 1988.

Subject:— Crucial date for determining age limits for competitive examinations conducted in parts by the UPSC/SSC.

Sir,

I am directed to invite your attention to Government of India's letter No. AB 14017/70/87-Estt., (RR), dated 14-7-88 (copy enclosed) in respect of determining the minimum/maximum age for competitive examinations and to state that the State Govt. after considering the matter has decided to follow the suggestions made by the Government of India, in this respect for competitive examinations of the Govt. of India in the departmental Service Rules.

Yours faithfully,

Sd/-

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

No. 66/76/88-7 GSI

Dated: Chandigarh, the 21-11-1988

A copy is forwarded to the :—

1. Secretary, Haryana Public Service Commission, Chandigarh, with reference to his letter No. P&G 6/82/10968, dated 27-9-88.
2. Secretary, SSS Board, Haryana, Mani Majra Chandigarh

(with a copy of Govt. of India letter) with the request that where the rules are silent in respect of determining the minimum/maximum age for competitive examinations, the age of candidates should be determined in accordance with the guidelines of Government of India.

Sd/-

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

Compendium of Instructions on Recruitment—Vol. II

No. 66/76/88-7 GS 1

Dated: Chandigarh, the 21-11-1988

A copy with a copy of enclosures is forwarded to the Accountant General, Haryana, Chandigarh for information & necessary action.

Sd/-

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

A copy with a copy of Govt. of India letter is forwarded to the Financial Commissioners/Commissioner and Secretaries to Govt., Haryana and other Administrative Secretaries to Government, Haryana for information and necessary action.

Sd/-

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

To

The Financial Commissioners/Commissioners and
Secretaries to Government, Haryana and Administrative
Secretaries to Government, Haryana.

U.O. No. 66/76/88-7 GSI

Dated: Chandigarh, the 21st Nov., 1988

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

Sd/-

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

To

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

U.O. No. 66/76/88-2GSI
the 21st Nov., 1988.

Dated Chandigarh,

No. 66/76/88-7 GSI

From

The Chief Secretary to Government, Haryana.

To

- (i) All Heads of Departments,
Commissioners Ambala/Hissar Divisions.
- (ii) All Deputy Commissioners and Sub Divisional
Officers (Civil) in Haryana.

Dated Chandigarh, the 17th March, 1989.

Subject:— Crucial date for determining age limits for competitive examinations conducted in parts by the U.P.S.C./S.S.C.

Sir,

I am directed to invite your attention the Haryana Government letter No. 66/76/88-7GSI, dated 21-11-88 on the subject noted above wherein it was requested that the suggestion of Govt. of India in respect of determining the age limits for competitive examinations should be incorporated in the departmental Service Rules. You are again requested to intimate the action taken in the matter and to taken necessary steps for making amendments in the Service Rules expeditiously, if not already taken.

Yours faithfully,

Sd/-

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

No. 66/76/88-7 GSI

Dated: Chandigarh, the 17th March, 1989.

A copy is forwarded to :—

1. The Secretary, Haryana Public Service Commission, with reference to his letter No. 6/82/22425, dated 21-2-89 with the request that the guidelines may kindly be followed as there is no difficulty in implementing the same in respect of the service where the service rules are silent with regard to determining the age.
2. Secretary, SSS Board, Haryana, Mani Majra Chandigarh for information and necessary action with reference to Haryana Govt. endst. No. 66/76/88-7GSI, dated 21-11-88.

Sd/-

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

Compendium of Instructions on Recruitment—Vol. II

No. 66/76/88-7 GSI

Dated: Chandigarh, the 17th March, 1989.

A copy is forwarded to the Accountant General (Accounts), Haryana, Chandigarh for information & necessary action with reference to Haryana Govt. letter No. 66/76/88-7 GSI, Dated 21-11-88.

Sd/-

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

A copy is forwarded to the Financial Commissioner/Commissioners and Secretaries to Govt., Haryana and other Administrative Secretaries to Government, Haryana with the request that necessary action in terms of this Deptt's. U.O. No. 66/76/88-7 GSI Dated 21-11-88 may kindly be taken on priority basis.

Sd/-

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

To

The Financial Commissioner/Commissioners and
Secretaries to Government, Haryana and Administrative
Secretaries to Government, Haryana.

U.O. No. 66/76/88-7 GSI

Dated: Chandigarh, the 17th March, 1989.

No. 42/6/90-5GSI

From

The Chief Secretary to Govt., Haryana.

To

All Heads of Departments,
Commissioners Ambala, Hisar, Gurgaon & Rohtak
Divisions and all the Deputy Commissioners in the State.

Dated Chandigarh, the 19th February, 1990.

Subject :— Improving the system/procedure of recruitment to various State Services.

Sir,

I am directed to address you on the subject noted above and to say that it has been felt that the present system of recruitment to various services does not provide equitable opportunities for all sections of society, particularly the candidates coming from rural areas and weaker sections of society with a view to provide equitable opportunities and adequate representations to the candidates coming from rural areas and weaker sections of the society, the State Govt. is considering the question of improving the present system/procedure of recruitment to various state services and also the question of prescribing the eligibility criteria for the grant of five years relaxation in the upper age limit to the candidates coming from rural areas of the State. In view of this, till a decision is taken in the matter, you are requested not to take any further action for making recruitment against any posts in any departments.

2. This may please be brought to the notice of all concerned for strict compliance. The receipt of this letter may also be acknowledged.

Yours faithfully,

Sd/-

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

No. 42/6/90-5GSI.

Dated, Chandigarh the 19th February, 1990.

A copy is forwarded to each of the following :—

- (i) The Secretary, Haryana Public Service Commission, Chandigarh.
- (ii) The Secretary, Subordinate Services Selection Board, Haryana Manimajra.

2. It is requested that further action on recruitments in hand may be deferred till final decision by Government in this behalf.

Sd/-

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

Compendium of Instructions on Recruitment—Vol. II

A copy is forwarded to :—

- (i) The Financial Commissioner, Revenue, Haryana; and
- (ii) All the Financial Commissioners and Secretaries to Govt., Haryana for information and necessary action.

Sd/-

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

To

- (i) The Financial Commissioner, Revenue, Haryana.
- (ii) All the Financial Commissioners & Commissioners & Secretaries to Govt., Haryana.

U.O. No. 42/6/90-5GSI

Dated Chandigarh, the 19th February, 1990.

No. 42/6/90-GSIII

Dated Chandigarh, the 19th February, 1990.

A copy is forwarded to:-

All Chairman/Chief Administrators/Managing Directors of Corporations/Boards in the State for similar action in the matter.

Sd/-

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

IMMEDIATE

No. 42/6/90-5GSI

From

The Chief Secretary to Government, Haryana.

To

All Heads of Departments,
Commissioners, Ambala, Hisar, Gurgaon & Rohtak
Divisions, and all the Deputy Commissioners in the State.
Dated Chandigarh, the 19th March, 1990.

Subject:— Improving the system/procedure of recruitment to various State Services.

Sir,

I am directed to refer to Haryana Govt. letter of even number, dated the 19th February, 1990, on the above subject and say to that various departments had sought clarifications on few points and after careful consideration of the matter it is clarified that the said instructions will not be applicable in the following cases :—

- (i) Appointments of the candidates recommended by the recruiting agencies before the issue of said instructions.
- (ii) Where the recruiting agencies have conducted written tests or have interviewed the candidates.
- (iii) Where appointments are covered by Ex-gratia scheme.
- (iv) Recruitments to Class IV services through the Employment Exchange.
- (2) However, the recruiting agencies/departmental selection committees should not take further action in the cases where post have been advertised by them but no written test/interviews have been conducted till the system/procedure of recruitment is suitably modified.
- (3) The departments should also not get the posts advertised through the recruiting agencies departmental Selection committees till the system/procedure of recruitment is modified.

Yours faithfully,

Sd/-

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

Compendium of Instructions on Recruitment—Vol. II

No. 42/6/90-5GSI

Dated Chandigarh, the 19th March, 1990

A copy is forwarded to each of the following :—

- (i) The Secretary Haryana Public Service Commission, Chd.
- (ii) The Secretary, Haryana Subordinate Services Selection Board, Manimajra, for information & necessary action.

Sd/-

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

A copy is forwarded to :—

- (i) The Financial Commissioner, Revenue, Haryana; and
- (ii) 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

- (i) The Financial Commissioner, Revenue, Haryana; and
- (ii) All the Financial Commissioners/Commissioners & Secretaries to Government, Haryana.

U.O. No. 42/6/90-5GSI

Dated 10-3-1990

U.O. No. 42/6/90-5GSI

Dated 10-3-1990

A copy is forwarded to :-

All Chairman/Chief Administrators/Managing Directors of Corporations/Boards in the State for information.

Sd/-

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

No. 42/85/90-5GS-I

From

The Chief Secretary to Government, Haryana.

To

- (i) All Heads of Departments, Commissioners
Ambala, Hissar, Rohtak and Gurgaon Divisions and
All the Deputy Commissioners in the State.
- (ii) The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated Chandigarh, the 5-7-1990

Subject :— Appointments of candidates recommended by S.S.S. Board/H.P.S.C. for various posts.

Sir,

I am directed to invite your attention to the subject noted above and to say that it has been brought to the notice of the Government that various departments instead of sending requisition to the S.S.S. Board for recruitment make appointments on adhoc basis through the Employment Exchanges. As you know S.S.S. Board and H.P.S.C. are the two main recruiting agencies set up by the Government. Adhoc appointments not only defeat the very purpose for which these two agencies were set up but also create administrative and legal problems for the Government as after certain time the persons so appointed claim regularisation. In order to curb the problem of adhocism the Government *vide* their instructions number 50/35/88-5GS-I, dated 5-2-1990 have clearly laid down that the departments should avoid making adhoc appointment in future. It has also been stated in those instructions that if at all it is necessary to make adhoc appointments such appointments should not be made for more than 9 months and that too after following the procedure laid down in these instructions.

A copy of letter number 730-2R4-90/1552, dated 1-5-90 received from S.S.S. Board is sent herewith and I am directed to request you that in such categories of posts for which persons recommended by HPSC/SSS Board are available no adhoc appointments should be made through Employment Exchange and only the Candidates who have already been recommended by S.S.S. Board/HPSC, should be offered appointment against the available vacancies.

With regard to appointment to the posts of clerks, all such appointments may be made only from the list circulated by the S.S.S. Board or from the waiting list of selected candidates, available with S.S.S. Board. The current lists shall remain valid till 30-9-1990.

Yours faithfully,

Sd/-

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

Compendium of Instructions on Recruitment—Vol. II

No. 42/35/90-5GS-I

Dated Chandigarh the 5-7-1990

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

1. The Secretary, Haryana Public Service Commission, Chandigarh.
2. The Secretary, Subordinate Services Selection Board Haryana, Chandigarh.

Sd/-

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

A copy is forwarded to :—

1. The Financial Commissioner, Revenue, Haryana, Chandigarh.
2. All the Financial Commissioner & Secretaries to Govt. Haryana for information & necessary action.

Sd/-

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

To

1. The Financial Commissioner, Revenue, Haryana.
2. All the Financial Commissioner & Secretaries to Government, Haryana.

U.O. No. 50/35/90-5GS-I

Dated Chandigarh, the 5-7-1990

No. 42/6/90-5GS-I

From

The Chief Secretary to Government, Haryana

To

All Heads of Departments,
Commissioners Ambala, Hissar, Gurgaon & Rohtak
Divisions and all the Deputy Commissioners in the State.

Dated Chandigarh, the 13th September, 1990

Subject:— Improving the system/procedure of recruitment to various State Services.

Sir,

I am directed to invite your attention to Haryana Government circular letters of even No dated the 19th February, 1990 and 19th March, 1990 on the subject noted above *vide* which instructions were issued restraining the Departments from taking action for making recruitment against any posts in the Departments till the question of improving the present system procedure of recruitment to various State Services and also the question of prescribing the eligibility criteria for the grant of five years relaxation in the upper age limit to the candidate coming from rural areas of the State, was considered. The Government after considering the matter have issued instructions *vide* letter No. 3/1/90-1GSIII dated the 5th September, 1990, raising the general upper age limit from 30 years to 35 years for entry into Govt., service. In view of this, Government have decided to withdraw the instructions dated the 19th February, 1990/19-3-1990 referred to above with immediate effect.

2. However, any instructions issued by the Finance Deptt. in regard to restrictions on recruitment of filling up of vacant posts will continue to remain in force.

3. This may please be brought to the notice of all concerned for necessary action.

Yours faithfully,

Sd/-

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

No. 42/6/90-5GSI

Dated, Chandigarh, the September 13, 1990.

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

- (i) The Secretary, Haryana Public Service Commission.
- (ii) The Secretary, Subordinate Services Selection Board, Haryana, Chandigarh.

Sd/-

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

Compendium of Instructions on Recruitment—Vol. II

A copy is forward to :—

- (i) The Financial Commissioner, Revenue, Haryana and
- (ii) All the Financial Commissioners/Commissioners & Secretaries to Government, Haryana for information and necessary action.

Sd/-
Under Secretary General Administration,
for Chief Secretary to Govt., Haryana.

क्रमांक 66/55/90-7 जी. एस. 1

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. सभी विभागाध्यक्ष,
आयुक्त हिसार मण्डल तथा आयुक्त रोहतक मण्डल,
आयुक्त अम्बाला मण्डल एवं आयुक्त गुड़गांव मण्डल एवं
राज्य के सभी उपायुक्त तथा उप मण्डल अधिकारी (नागरिक)
2. रजिस्ट्रार, पंजाब तथा हरियाणा हाईकोर्ट एवं सभी जिला सत्र न्यायधीश ।

दिनांक 18-9-1990

विषय :- हरियाणा लोक सेवा आयोग/हरियाणा अधीनस्थ सेवायें प्रवरण मण्डल के कार्यक्षेत्र से पदों को बाहर निकालने बारे ।

महोदय,

उपरोक्त विषय पर मुझे आपका ध्यान सरकार के परिपत्र क्रमांक 11718-जी-11-59, दिनांक 12-1-59 की ओर दिलाते हुये यह कहने का निर्देश हुआ है कि इस पत्र में उल्लेखित व्यवस्थानुसार जब भी कोई पद हरियाणा लोक सेवा आयोग के कार्य क्षेत्र से बाहर निकालना हो तो मुख्य सचिव द्वारा आयोग की टिप्पणी प्राप्त करके प्रस्ताव मंत्री परिषद् को पेश किया जाता है । इसी तरह की कार्यवाही हरियाणा अधीनस्थ सेवायें प्रवरण मण्डल के कार्य क्षेत्र से पद बाहर निकालने के लिये भी की जाती है । इस मामले में सरकार द्वारा आगे विचार किया गया है तथा यह अनुभव किया गया है कि ऐसा करने से कई कठिनाईयाँ उत्पन्न होती है । एक तो मुख्य सचिव कार्यालय के पास सम्बन्धित मामले के सारे तथ्य उपलब्ध नहीं होते और यदि कोई अन्य सूचना या स्पष्टीकरण की आवश्यकता हो तो वह विभाग से बार-बार प्राप्त करनी होती है जिससे ऐसे केस सिरे चढ़ाने में देरी होती है । इसके इलावा मंत्री-परिषद् के सम्मुख उठाए गए प्रश्नों के उत्तर केवल विभाग ही भली भान्ति दे सकता है । इसलिए यह निर्णय लिया गया है कि भविष्य में सम्बन्धित प्रशासनिक विभाग ही मुख्य सचिव का अनुमोदन प्राप्त करने के उपरान्त प्रस्ताव मंत्री-परिषद् को प्रस्तुत करेंगे । मुख्य सचिव को प्रस्ताव भेजने से पहले विभाग हरियाणा लोक सेवा आयोग/हरियाणा अधीनस्थ सेवाएं प्रवरण मण्डल की टिप्पणी अपने स्तर पर प्राप्त करेंगे तथा इस टिप्पणी का वर्णन मंत्री परिषद् को प्रस्तुत किये जाने वाले ज्ञापन में किया जायेगा । मंत्रीपरिषद् के निर्णय के उपरान्त अधिसूचना अधिसूचित करवाने हेतु विभाग मंत्रीपरिषद् के निर्णय की प्रति एवं ज्ञापन, जो कि मंत्रीपरिषद् के सम्मुख रखा गया हो, मुख्य सचिव, हरियाणा सरकार/सामान्य सेवाएं शाखा-1 को भेजें ।

भवदीय

हस्ता / -

अवर सचिव, (सामान्य प्रशासन),
कृते: मुख्य सचिव, हरियाणा सरकार ।

Compendium of Instructions on Recruitment—Vol. II

इसकी एक प्रति सभी वित्तायुक्तों एवं प्रशासकीय सचिवों हरियाणा सरकार को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है ।

हस्ता / -

अवर सचिव, (सामान्य प्रशासन),
कृते: मुख्य सचिव, हरियाणा सरकार ।

सेवा में

सभी वित्तायुक्तों एवं सभी प्रशासकीय सचिव, हरियाणा सरकार ।

अशा० क्रमांक 66/55/90-7 जी. सी. 1

दिनांक 18-9-1990

No. 42/204/90-5GSI

From

The Chief Secretary to Govt., Haryana,

To

1. All the Head of Departments in Haryana
2. The Registrar,
Punjab and Haryana High Court, Chandigarh.
3. The Commissioners,
Ambala, Rohtak, Hisar, Gurgaon Divisions &
Deputy Commissioners in the State.

Dated Chandigarh, the 20th December, 1990.

Subject :— Recruitment to the posts of clerks-Revalidation of selection list.

Sir,

I am directed to invite your attention to para 3 of Haryana Govt., letter No. 42/85/90-5GSI dated 5-7-90, in which it was, *inter alia*, stated that the list of selected candidates of clerks shall remain valid up to 30-9-1990 and to state that Govt., after consideration of the matter have decided to extend the validity of the list of candidates selected for appointment as clerk up to the following extent :—

Sr. No.	Merit No.	Category
1.	4645	General
2.	5351	S.C.
3.	3542	B.C.
4.	5358	ESM/dependent
5.	2685	Physical handicapped

You are therefore requested to send your requirements for appointment to the post of clerks to the Subordinate Services Selection Board, Haryana, immediately and no appointments of clerks should be made on adhoc basis.

In this connection, attention is also invited to circular letter No. 50/35/88-5GSI, dated 5-2-90 with the request that further action may be taken immediately in terms of clause (v) of the instructions to offer appointments to the recommendes of the Subordinate Services Selection Board.

Yours faithfully,

Sd/-

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

Compendium of Instructions on Recruitment—Vol. II

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

1. The Financial Commissioner & Secretary to Govt., Haryana, Revenue Department.
2. All F.Cs/Commissioner and the Administrative Secretaries to Govt., Haryana.

Sd/-

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

To

1. The Financial Commissioner & Secretary to Govt., Haryana, Revenue Department.
2. All F.Cs/Commissioner and the Administrative Secretative to Govt., Haryana.

U.O. No. 42/204/90-5-GSI

Dated Chandigarh, the 20th December

No 50/35/88-5GSI

From

The Chief Secretary to Govt. Haryana.

To

1. All the Administrative Secretary to Govt.
Haryana
2. Member Secretary Bureau of Public Enterprises

Dated, Chandigarh, the 15th May, 1991.

Subject :— Ban on recruitment in the Board/Corporations and Autonomous Bodies etc.

Sir,

I am directed to invite your attention to the Haryana Government letter No. 50/35/88-5GSI, dated 8-5-91, in which, it has been decided to impose ban on making adhoc appointments in Govt. departments till further orders.

2. The matter has further been considered and it has been decided that a similar ban on making all kinds of appointments/recruitments in the Boards/Corporations, Autonomous Bodies and Local Bodies should be imposed until the elections are over. Accordingly, you are requested to kindly direct all the Boards/Corporations, Autonomous Bodies and Local Bodies under the administrative control of your department(s) that no appointment/recruitment regular, adhoc and part-time are made until the elections are over.

Yours faithfully,

Sd/-

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

Subject:— Taking out the posts out of the purview of the Haryana Public Service Commission and procedure regarding.

Will the Financial Commissioners and Commissioners and Secretaries to Government, Haryana, kindly refer to this office U.O. No. 66/55/90-7 GSI, dated 18-9-90, in which, interalia it was stated that before submitting the memorandum by the Administrative Departments to the Council of Ministers for taking the posts out of the purview of the Haryana Public Service Commission, the comments/approval of Haryana Public Service Commission/Chief Secretary would be obtained?

2. For sometime past, it has been observed that cases are submitted by the Administrative Departments to the Governor-in-Council/Council of Ministers without consulting the Haryana Public Service Commission or obtaining prior approval of Chief Secretary. In the case of appointments to Class-II posts, under the ex-gratia scheme, there is a ban on such appointments except in the case of candidates/dependents of the deceased possessing technical qualifications like MBBS, BE., B.Tech., B.V. Sc. These cases are submitted to Governor-in-Council/Council of Ministers without consulting the Haryana Public Service Commission or Chief Secretary, presumably, on the ground that for appointment under ex-gratia scheme, the consultation of Chief Secretary (in G.S. II Br.) is enough. It is pointed out that consultation with Chief Secretary (in G.S. II Br.) is confined to the policy of Government for ex-gratia appointments and separate consultation is necessary for taking the posts out of the purview of the Commission.

3. Under clause 3 of Article 320 of the Constitution of India consultation with the Public Service Commission in all matters relating to methods of recruitment to Civil Services and for Civil posts is a constitutional requirement. However, under proviso to Clause 3 of Article 320, the Governor with regard to service and posts in connection with the affairs of a State may make regulations specifying the matters in which, either generally or in any particular class of cases, or in any particular circumstances, it shall not be necessary for a Public Service Commission to be consulted. Accordingly, in exercise of the powers under above mentioned proviso, the State Government framed the Haryana Public Service Commission (Limitations and Functions) Regulations, 1973. Except in respect of certain posts mentioned in these regulations, it shall be necessary to consult the Commission for making initial appointments.

4. In view of the above stated position, the Administrative Departments are required to consult Haryana Public Service Commission and Chief Secretary before submitting the memorandum to the Governor-in-Council/Council of Ministers in respect of appointments to Class-I and II posts by taking posts out of the purview of the Commission. It is clarified that this procedure also applied to the cases of appointments under the ex-gratia scheme. It is, therefore, re- iterated that Haryana Public Service Commission and Chief Secretary should be consulted in respect of appointments to Class-I

Recruitment

and II posts, including appointments under the ex-gratia scheme, before the matter is placed before Governor-in-Council/Council of Ministers. The views of the Commission should be incorporated in the memorandum to be placed before the Governor-in-Council/Council of Ministers.

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

Sd/-

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

To

The Financial Commissioner & Commissioners & Secretaries to Government, Haryana

U.O. No. 66/55/90-7 GSI

Dated : 31-5-91

42/71/88-5 जी. एस. I

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. सभी विभागाध्यक्ष एवम् आयुक्त अम्बाला, रोहतक, हिसार तथा गुड़गांव मंडल, सभी उपायुक्त तथा सभी उप-मंडल अधिकारी (नागरिक) हरियाणा ।
2. रजिस्ट्रार, पंजाब एवम् हरियाणा होईकोट, सभी जिला एवम् सत्र न्यायाधीश ।
3. सभी निगमों तथा मंडलों के अध्यक्ष ।

दिनांक चण्डीगढ़, 15 अक्टूबर, 1991

विषय :- “ए” क्लास के कार्यालयों तथा अन्य कार्यालयों में लिपिक, आशुलिपिक एवम् स्टेनोग्राफर के पदों के लिये योग्यतायें निर्धारित करना ।

महोदय,

मुझे निदेश हुआ है कि मैं उपर्युक्त विषय पर आपका ध्यान हरियाणा सरकार के परिपत्र 4770-5 जी एस- I, 76/21278, दिनांक 13 अगस्त, 1976 की ओर दिलाऊँ और कहूँ कि हरियाणा के शिक्षा संस्थाओं में 10+2 व्यवसायिक शिक्षा प्रणाली लागू कर दी गई है परन्तु विभागीय सेवा नियमों में 10+2 शिक्षा प्रणाली को शामिल नहीं किया गया है और पूर्व निर्धारित योग्यताओं के आधार पर ही भर्ती की जाती है जिससे 10+2 पास उम्मीदवार सरकारी सेवा, में आने से वंचित रह जाते हैं । सरकार द्वारा मामले पर विचारोपरांत यह निर्णय लिया गया है कि हरियाणा राज्य के सभी “ए” क्लास कार्यालय में सीधी भर्ती के लिये, लिपिक, स्टेनोटाईपिस्ट तथा स्टेनोग्राफर के पद की पूर्व निर्धारित योग्यता के साथ 10+2 योग्यता को भी जोड़ दिया जाए जैसा कि अनैक्सचर “ए” में बताया गया है । इसी प्रकार सभी अन्य कार्यालयों में भी सीधी भर्ती के लिये लिपिक, स्टेनोटाईपिस्ट एवम् आशुलिपिक, पदों के लिये निर्धारित योग्यताओं के साथ 10+2 योग्यता को भी जोड़ दिया जाए जैसा कि अनैक्सचर “बी” में बताया गया है । अतः आपसे अनुरोध किया जाता है कि आप अपने विभाग के सेवा नियमों में सीधी भर्ती के लिये लिपिक, स्टेनोटाईपिस्ट तथा आशुलिपिक के लिये योग्यताओं में उपरोक्त अनुसार संशोधन करने बारे कार्यवाही करें । भविष्य में ऐसे पदों को भरने के लिये मांग पत्र संशोधित योग्यताओं अनुसार ही अधीन सेवायें प्रवरण मंडल, हरियाणा को भेजी जायें ।

2. वित्त-विभाग तथा अधिनस्थ सेवायें प्रवरण मंडल का अनुमोदन प्राप्त कर लिया गया है ।
3. कृपया सरकार के उपरोक्त निणयानुसार विभाग के सेवा नियमों में संशोधन एक महीने में कर लिया जाए ।

भवदीय,

नवराज सन्धू

उप-सचिव, सामान्य प्रशासन,

कृते: मुख्य सचिव, हरियाणा सरकार ।

उपरोक्त की प्रति, अनुलग्नक सहित, निम्नलिखित को सूचनार्थ एवम् आवश्यक कार्यवाही हेतु भेजी जाती है :-

1. वित्तायुक्त एवम् सचिव, हरियाणा सरकार, राजस्व विभाग ।
2. सभी वित्तायुक्त, आयुक्त एवम् सचिव, हरियाणा सरकार ।

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

सेवा में

1. वित्तायुक्त एवम् सचिव, हरियाणा सरकार, राजस्व विभाग ।
2. सभी वित्तायुक्त, आयुक्त एवम् सचिव, हरियाणा सरकार ।

अशा: क्रमांक 42/71/88-5 जी0 एस0-1,

दिनांक-चण्डीगढ़, 15 अक्टूबर, 1991

Annexure-A

Qualifications for the posts of clerk, Steno-Typist and Stenographer in all A-Class offices

<i>Name of Post</i>		<i>Qualifications</i>
1.	Clerk	1. Matric 1st Division/Higher Secondary Second Division/ Intermediate Second Division/10+2 (Vocational) Second Division/Graduate or equivalent. (For Ex-Servicemen, Matric only) 2. Knowledge of Hindi up to Matric Standard. 3. Hindi/English typing at a speed of 25/30 words per minute respectively.
2.	Steno-typist	1. Matric 1st Division/Higher Secondary Second Division/ Intermediate Second Division/10+2 (Vocational) Second Division/Graduate or equivalent. (For Ex-Servicemen, Matric only) 2. Knowledge of Hindi upto Matric Standard. 3. English Shorthand at 80 words per minute and transcription thereof at 11 words per minute.
3.	Stenographer	1. Matric 1st Division/Higher Secondary Second Division/ Intermediate Second Division/10+2 (Vocational) Second Division/Graduate or equivalent. (For Ex-Serviceman, Matric only) 2. Knowledge of Hindi upto Matric Standard. 3. English short hand at 100 words per minute and transcription thereof at 20 per words per minute. 4. Hindi short hand at 80 words per minute and transcription thereof at 15 words per minute.

Annexure-B

Qualifications for the posts of Clerk/Steno-Typist and Stenographers in all offices other than A-Class Offices,

<i>Name of Post</i>	<i>Qualifications</i>
1. Clerk	1. Matric/Higher Secondary or equivalent/10+2 (Vocational) 2. Knowledge of Hindi upto Matric Standard. 3. Hindi or English typing at a speed of 25/30 words per minute respectively.
2. Steno-typist	1. Matric/Higher Secondary or equivalent/10+2 (Vocational) 2. Knowledge of Hindi upto Matric Standard. 3. Hindi Short-hand at 64 words per minute and transcription thereof at 11 words per minute. OR English short-hand at 80 words per minute and transcription thereof at 15 words per minute.
3. Stenographer	1. Matric/Higher Secondary or equivalent/10+2 (Vocational) 2. Knowledge of Hindi upto Matric Standard. 3. Hindi short-hand at 80 words per minute and transcription thereof at 15 words per minute. OR English short-hand at 100 words per minute and transcription thereof at 20 words per minute.

विषय :- हरियाणा लोक सेवा आयोग द्वारा लिए जाने वाले साक्षात्कार के समय विभागीय विशेषज्ञों (Technical experts) का मौजूद रहना ।

क्या वित्तायुक्त एवं सचिव/आयुक्त एवं सचिव, हरियाणा सरकार, उपर्युक्त विषय की ओर ध्यान देने का कष्ट करेंगे ?

सरकार के ध्यान में लाया गया है कि लोक सेवा आयोग, हरियाणा द्वारा विभिन्न श्रेणियों के लिये आयोजित साक्षात्कार के समय पूर्व सूचना दिये जाने उपरान्त भी विभिन्न विभागों के तकनीकी विशेषज्ञ (Technical experts), जिनकी सेवाओं की साक्षात्कार के समय आवश्यकता होती है, उपस्थित नहीं होते, जिसके परिणामस्वरूप न केवल उम्मीदवारों को अपितु आयोग को भी कई असुविधाओं का सामना करना पड़ता है । अतः आपसे अनुरोध है कि अपने अधीनस्थ सभी विभागाध्यक्षों की इस बारे में दिशा निर्देश जारी करने की कृपा करें कि आयोग द्वारा आयोजित साक्षात्कार के समय उनके (Technical experts) मौजूद हों ।

हस्ता / -

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

सेवा में

सभी वित्तायुक्तों एवं सचिव/आयुक्त एवं सचिव, हरियाणा राज्य में ।

अशा० क्रमांक 66/89/91-7 जी. सी. 1

दिनांक चण्डीगढ़ : 19-12-91

क्रमांक 42/71/88-5 जी एस-1

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. सभी वित्तायुक्त एवं आयुक्त अम्बाला, रोहतक, हिसार तथा गुड़गांव मंडल, सभी उपायुक्त तथा सभी उपमंडल अधिकारी (नागरिक) हरियाणा ।
2. रजिस्ट्रार, पंजाब एवम् हरियाणा हाईकोर्ट, सभी जिला एवम् सत्र न्यायाधीश ।
3. सभी निगमों तथा मंडलों के अध्यक्ष ।

दिनांक चण्डीगढ़, 5-2-1992

विषय :- “ए” क्लास के कार्यालयों तथा अन्य कार्यालयों में लिपिक, आशुलिपिक एवम् स्टैनोग्राफर के पदों के लिये योग्यतायें निर्धारित करना ।

मुझे निर्देश हुआ है कि मैं उपर्युक्त विषय पर आपका ध्यान हरियाणा सरकार के पत्र क्रमांक 42/71/88-5 जी एस-1, दिनांक 15 अक्टूबर, 1991 की ओर दिलाऊँ और कहूँ कि इस पत्र के साथ जारी किए गए अनुबंध “ए” में आशुलिपिक के लिये निर्धारित योग्यतायें ठीक नहीं दर्शाई जा सकी थी, जिसे अब संशोधित कर दिया गया है । अतः संशोधित अनुबंध “ए” तथा “बी” संलग्न किये जाते हैं । कृपया तदनुसार विभागीय सेवा नियमों में संशोधन तुरन्त कर दिया जाये ।

भवदीय,

हस्ता / -

उप सचिव, सामान्य प्रशासन,

कृते: मुख्य सचिव, हरियाणा सरकार ।

उपरोक्त की प्रति अनुलग्नक सहित सभी वित्तायुक्त/आयुक्त एवं सचिव हरियाणा सरकार को सूचनार्थ एवं आवश्यक कार्यवाही हेतु भेजी जाती है ।

हस्ता / -

उप सचिव, सामान्य प्रशासन,

कृते: मुख्य सचिव, हरियाणा सरकार ।

सेवा में

वित्तायुक्त/आयुक्त एवं सचिव, हरियाणा सरकार ।

अशा: क्रमांक 42/71/88-5 जी0 एस0-1, दिनांक चण्डीगढ़, 5-2-1992

Annexure-A

Qualifications for the posts of clerk, Steno-Typist and Stenographer in all A-Class offices

Name of Post	Qualifications
1. Clerk	1. Matric 1st Division/Higher Secondary Second Division/ Intermediate Second Division/10+2 (Vocational) Second/ Division/Graduate or equivalent. (For Ex-Servicemen, Matric only) 2. Knowledge of Hindi up to Matric Standard. 3. Hindi and English typing at a speed of 25 and 30 words per minute respectively.
2. Steno-typist	1. Matric 1st Division/Higher Secondary Second Division/ Intermediate Second Division/10+2 (Vocational) Second Division/Graduate or equivalent.(For Ex-Servicemen, Matric only) 2. Knowledge of Hindi upto Matric Standard. 3. English Shorthand at the speed of 80 words per minute and transcription thereof at 15 words per minute. 4. Hindi shorthand at 64 words per minute and transcription thereof at 11 words per minute.
3. Stenographer	1. Matric 1st Division/Higher Secondary Second Division/ Intermediate Second Division/10+2 (Vocational) Second Division/Graduate or equivalent. (For Ex-Serviceman, Matric only) 2. Knowledge of Hindi upto Matric Standard. 3. English short-hand at 100 words per minute and transcription thereof at 20 words per minute. 4. Hindi short-hand at 80 words per minute and transcription thereof at 15 words per minute.

Annexure-B
Qualifications for the posts of Clerk/Steno-Typist and Stenographers in all offices other than A-Class Offices

Name of Post	Qualifications
1. Clerk	1. Matric/Higher Secondary or equivalent/10+2 (Vocational) 2. Knowledge of Hindi upto Matric Standard. 3. Hindi or English typing at a speed of 25 and 30 words per minute respectively.
2. Steno-typist	1. Matric/Higher Secondary or equivalent/10+2 (Vocational) 2. Knowledge of Hindi upto Matric Standard. 3. Hindi Short-hand at 64 words per minute and transcription thereof at 11 words per minute. OR English short-hand at 80 words per minute and transcription thereof at 15 words per minute.
3. Stenographer	1. Matric/Higher Secondary or equivalent/10+2 (Vocational) 2. Knowledge of Hindi upto Matric Standard. 3. Hindi short-hand at 80 words per minute and transcription thereof at 15 words per minute. OR English short-hand at 100 words per minute and transcription thereof at 20 words per minute.

No. 42/6/90-5 GSI

From

The Chief Secretary to Govt., Haryana

To

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

Dated Chandigarh, the 16th July, 1992

Subject :— Appointment of handicapped persons-clarification.

Sir,

I am directed to invite your attention to Haryana Govt., notifications No. GSR 30/Const./Art./309/82, dated 24.2.82 and No. GSR 61/Art/309/83, dated 20.9.1983 which *inter alia* laid down that the S.S.S. Board, Haryana shall not be consulted in respect of appointment to such class III posts as are to be filled by orthopedically handicapped or deaf and dumb and blind persons and to state that inspite of this various departments have been sending their requisition to Subordinate Services Selection Board, Haryana to fill up such class III posts on regular basis. It is, therefore, requested that class III posts reserved for orthopedically handicapped or deaf and dumb and blind persons which are out of the purview of S.S.S. Board shall be filled up on regular basis by the departments through Employment Exchange or after obtaining NAC from Employment Exchange by inviting applications directly through press.

In view of this, to fill in these posts the requisition may not be sent to the Board.

This may please be brought to the notice of all concerned for strict compliance.

Sd/-

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

Recruitment

A copy is forwarded to each of the following :—

- (1) Financial Commissioners & Secretary to Govt., Haryana Revenue Department, Haryana.
- (2) All the financial Commissioners & Secretary to Government Haryana, for information and necessary action.

Sd/—

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

To

- (1) Financial Commissioners & Secretary to Government Haryana, Revenue Department.
- (2) All the Financial Commissioners & Secretary to Govt., Haryana.

U.O. No. 42/6/90-5GSI

Dated Chandigarh, the 16th July, 1992

No. 66/35/92-7GSI.

From

The Chief Secretary to Govt., Haryana.

To

- (1) All Heads of Departments in Haryana.
- (2) The Registrars, Punjab and Haryana, High Court.
- (3) The Commissioners, Ambala, Rohtak, Hisar and Gurgaon Divisions.

Dated Chandigarh, the 30th July, 1993.

Subject :— The first five years plan-Assessment of methods and procedure of recruitment and selection by the H.P.S.C. for the different kinds of posts, Administrative Technical, Scientific etc. annual Departmental review during the first three years of service on the work and quality of officers recruited through the Commission.

Sir,

I am directed to invite your attention to the Joint Punjab Govt. circular No. 10918-S-53/8033, dated the 12 February, 1954 (copy enclosed) on the subject noted above wherein it was interalia laid down that the departments should sent the reports about the work done by the candidates recommended by the H.P.S.C. to their departments for the first two years and to say that it has now been brought to the notice of the Govt. that although in each recommendations the Haryana Public Service Commission request the departments to send their observations regarding the work of the recommendees of the HPSC for the first two years, but they have never received any observation either in favour of the recommendation or against. Such reports are indeed essential feed back for Commission to review their selection on the basis of past experience.

I am therefore, to request you again a comply with these instructions strictly and send the recommendations/observations on the work and conduct of the newly recommendees for the first two years to the Haryana Public Service Commission.

Sd/-

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

Recruitment

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

Sd/-

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

To

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

U.O.No. 66/35/92-7GSI

Dated Chandigarh, the 30th July, 1993.

क्रमांक 66/32/87-7 जी0 एस0 1

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

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

दिनांक, चण्डीगढ़ 28.10.93

विषय :- हरियाणा लोक सेवा आयोग/अधीनस्थ सेवाएं प्रवरण मण्डल द्वारा बनाई गई प्रतीक्षा सूची में से उम्मीदवारों की नियुक्ति ।

महोदय,

मुझे निदेश हुआ है कि मैं उपरोक्त विषय पर आपका ध्यान संयुक्त पंजाब सरकार के परिपत्र अशा: क्रमांक 1673-जी-11-56, दिनांक 22-3-1955 क्रमांक 2311/1 जी. एस. 1-72/15727, दिनांक 26-5-1972, क्रमांक 5024-1 जी. एस. 1-72/26877 दिनांक 8-9-72 तथा इस निमित्त समय-समय पर जारी की गई सरकार की हिदायतों की ओर दिलाऊँ और यह कहूँ कि हरियाणा लोक सेवा आयोग द्वारा चयन किये गये उम्मीदवारों की सूची की कितनी सीमा होनी चाहिये और उस सूची में से किस प्रकार नियुक्तियों की जानी चाहिये का मामला काफी समय से सरकार के विचाराधीन था । विचारोपरान्त अब इन हिदायतों में निम्न प्रकार संशोधन करने का निर्णय लिया गया है :-

1. अधीनस्थ सेवायें प्रवरण मण्डल की तरह हरियाणा लोक सेवा आयोग भी मूल सूची के अतिरिक्त 25 रिक्तियों के लिये 25% 25 से 50 रिक्तियों के लिये 15% और 50 से ऊपर की रिक्तियों के लिये 10% और कम से कम 2 उम्मीदवारों की प्रतीक्षा सूची बनायेगा और विभाग को मूल सूची के साथ इस प्रतीक्षा सूची को भी भेजेगा । हरियाणा लोक सेवा आयोग अपनी सिफारिश में यह स्पष्ट करेगा कि कितने उम्मीदवारों तक की सूची मूल सूची है और कितने उम्मीदवारों के बाद की सूची प्रतीक्षा सूची है ।
2. हरियाणा लोक सेवा आयोग की मूल सूची (Original List) केवल 6 मास तक वैध रहेगी और सभी विभाग मूल सूची में से रिक्तियाँ भरने की कार्यवाही 6 मास के अन्दर-अन्दर पूरी करेंगे, 6 मास के पश्चात् मूल सूची की वैधता समाप्त हो जायेगी ।
3. हरियाणा लोक सेवा आयोग की प्रतीक्षा सूची मूल सूची के समाप्त होने के पश्चात् 6 मास और वैध रहेगी अर्थात् उसकी वैधता कुल एक वर्ष तक होगी ।
4. प्रतीक्षा सूची में से नियुक्तियाँ तभी की जाएंगी जब मूल सूची समाप्त हो जाएगी और प्रतीक्षा सूची

में से केवल उन रिक्तियों को ही भरा जाएगा जो सूची प्राप्त होने की तिथि के 6 मास के अन्दर-अन्दर उपलब्ध हुई हो। 6 मास के पश्चात् उत्पन्न होने वाली रिक्तियों के लिए ताजा मांग-पत्र हरियाणा लोक सेवा आयोग को भेजा जाएगा।

5. पिछले काफी समय से सरकार के ध्यान में आया है कि जहां चयन कई सेवाओं के लिये संयुक्त परीक्षा/साक्षात्कार द्वारा किया जाता है और किसी सेवा की कोई रिक्ति किसी कारणवश नहीं भरी जाती या बाद में किसी कारणवश खाली हो जाती है तो अन्य सेवाओं के उम्मीदवार उस पद के लिये अपना हक बताते हैं और इसके लिये न्यायालयों में भी जाते हैं। क्योंकि ऐसे केसों में संयुक्त मैरिट सूची होती है। इसलिये यदि ऐसा किया जाए तो सारी सूची पुनः संशोधित करना पड़ता है। इसलिये ये हिदायतें उन केसों में लागू नहीं होंगी जहां चयन लिखित परीक्षा तथा साक्षात्कार द्वारा किया जाएगा चाहे वह एक सेवा के लिये हो या संयुक्त सेवाओं के लिये। इस तरह के केसों में कोई प्रतीक्षा सूची नहीं बनाई जाएगी और हरियाणा लोक सेवा आयोग को साक्षात्कार के समय तक उपलब्ध होने वाली सूचित की गई रिक्तियों के अतिरिक्त यदि कोई और रिक्ति उपलब्ध होगी या हरियाणा लोक सेवा आयोग द्वारा भेजी गई सूची में से किसी कारणवश भरी न जाए या बाद में किसी कारणवश खाली हो जाए, तो अगली भर्ती के लिये carry forward की जाएगी। यह हिदायतें वहां भी लागू नहीं होंगी जहां नियमों में कोई अन्य specific provision हो।

हस्ताक्षर

संयुक्त सचिव, राजनैतिक एवं सेवायें,

कृते : मुख्य सचिव, हरियाणा सरकार।

क्रमांक 66/32/88-7 जी. एस.।

दिनांक चण्डीगढ़ 28-10-93

एक प्रति सचिव, हरियाणा लोक सेवा आयोग, चण्डीगढ़/सचिव, हरियाणा अधीनस्थ सेवायें प्रवरण मण्डल को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है।

हस्ताक्षर

संयुक्त सचिव, राजनैतिक एवं सेवायें,

कृते:- मुख्य सचिव, हरियाणा सरकार।

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

हस्ताक्षर

संयुक्त सचिव, राजनैतिक एवं सेवायें,

कृते:- मुख्य सचिव, हरियाणा सरकार।

सेवा में

सभी वित्तायुक्त/आयुक्त एवं सचिव, हरियाणा सरकार।

अशा0 क्रमांक 66/32/88-7 जी0 एस0।

दिनांक, चण्डीगढ़ 28-10-93

No. 62/10/95-6GSI

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Departments, the Commissioners Ambala, Rohtak, Gurgaon & Hisar Divisions, All Deputy Commissioners and all Sub Divisional Officers (Civil) in Haryana.
2. The Registrar, Punjab & Haryana High Court and all District and Sessions Judges in Haryana.
3. All Chairman/Administrators/M.D. Boards & Corporations in Haryana.

Dated, Chandigarh, the 4th July, 1995

Subject :— Employment of persons possessing degree and other qualifications awarded by the Institutions declared to be bogus by the University Grant Commission.

Sir,

I am directed to refer to the subject noted above and to say that the Hon'ble Punjab & Haryana High Court in C.W.P. No. 6259 of 1994, Balwinder Singh V/s, The Nawanshahar Central Cooperative Bank Ltd. has given the following directions :-

“Before parting with the case we would like express our dismay that despite the directives issued by the Government of India on the basis of the decision taken by the University Grant Commission regarding the bogus Universities and fake degree, various departments of the Government have not taken prompt steps to bring it to the Notice of the appointing authorities that persons possessing such degree/ other qualifications should not be given employment in the Govt. as well as its agencies and instrumentalities. We therefore, direct that copy of this order be sent to the Chief Secretaries to the Governments of Punjab & Haryana so that they may issue necessary instructions to all concerned to refrain from giving appointments to persons possessing degree and other qualifications awarded by the institutions which have been declared to be bogus by the U.G.C.”.

Accordingly I am to request that these directions may kindly be brought to the notice of all concerned for strict compliance.

Sd/-

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

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 and 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 interview/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 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.
3. 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.

Sd/-

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

To

All Financial Commissioners/Commissioners and
Secretaries to Government Haryana.

U.O.No. 12/54/98-2GSI

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, Chandigarh.

for their information and necessary action.

Sd/-

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

DEED CHANGING NAME/SURNAME

BY THIS DEED I the undersigned _____
(new name)

lately called _____ employed as _____
(former name)

(Designation of the post held at the time by the Govt. servant)

at _____
(Place where employed in the Ministry/Department of the Government of India)

do hereby :—

1. Wholly renounce, relinquish and abandon the use of my former name of _____ and in place thereof do assume from the date thereof the name of _____ and so that I may hereafter be called, known and distinguished not by my former name of _____ but by my assumed name of _____.
2. For the purpose of evidencing such my determination declare that I shall at all times hereafter in all records, deeds and writings and in all proceedings, dealings and transactions private as well as public and upon all occasions whatsoever use and sign the name of _____ as my name in place of and in substitution for my former name of _____.
3. Expressly authorise and request all persons at all times hereafter to designate and address me by such assumed name of _____ accordingly.

Compendium of Instructions on Recruitment—Vol. II

IN WITNESS WHEREOF I have hereunto subscribed my former and adopted names
of _____ and _____ and affixed my seal this
_____ day of _____.

Signed, and delivered by the _____
above named _____ formerly _____
in the presence of:

Witnesses: 1.

2.

हरियाणा सरकार

सामान्य प्रशासन विभाग

(सामान्य सेवाएं)

अधिसूचना

दिनांक 10 मार्च, 2000

संख्या सा० का० नि० १/संवि०/अनु० 187, 309 तथा 318/2000.— भारत के संविधान के अनुच्छेद 187 के खण्ड (3) के साथ, पठित अनुच्छेद 309 के परन्तुक तथा अनुच्छेद 318 के खण्ड (ख) द्वारा प्रदान की गई शक्तियों का प्रयोग करते हुए, हरियाणा के राज्यपाल, हरियाणा विधान मण्डल के अध्यक्ष से परामर्श के बाद जहां तक ऐसा परामर्श पूर्वोक्त उपबन्धों के अधीन आवश्यक है, इसके द्वारा, पंजाब सरकार, कर्मचारी (आचरण) नियम, 1966, को हरियाणा राज्यार्थ आगे संशोधित करने के लिए निम्नलिखित नियम बनाते हैं, अर्थात् :-

1. ये नियम पंजाब सरकार, कर्मचारी (आचरण) हरियाणा संशोधन नियम, 2000, कहे जा सकते हैं ।
2. पंजाब सरकार, कर्मचारी (आचरण) नियम, 1966 में, नियम 6 के बाद, निम्नलिखित नियम रखा जाएगा, अर्थात् :-

“ 6 क. खेल संघों के सदस्य/पदाधिकारी बनने की सीमा :- कोई भी सरकारी कर्मचारी ऐसे किसी एक से अधिक संघ का राज्य स्तर पर तथा राष्ट्रीय स्तर पर एक से अधिक का सदस्य/पदाधिकारी नहीं होगा जिसके लक्ष्य या उद्देश्य खेलों की तरक्की से सम्बन्धित हों । इसके अतिरिक्त खेल विभाग के कर्मचारी राज्य स्तर पर केवल किसी एक संघ के तथा राष्ट्रीय स्तर पर केवल एक के सदस्य/पदाधिकारी बन सकते हैं और वह भी केवल अपनी विशिष्टता/शिक्षा के क्षेत्र में ।” ।

राम एस० वर्मा,

मुख्य सचिव, हरियाणा सरकार ।

[Authorised English Translation]

HARYANA GOVERNMENT
GENERAL ADMINISTRATION DEPARTMENT
(GENERAL SERVICES)

Notification

The 10th March, 2000

No. G.S.R. 9/Const./Art. 187, 309 and 318/2000.— In exercise of the powers conferred by the proviso to article 309 and clause (b) of article 318 read with clause (3) of article 187 of the Constitution of India, the Governor of Haryana, after consultation with the Speaker of Haryana Legislative Assembly, In so far as such consultation is necessary under the aforesaid provisions, hereby makes the following rules further to amend the Punjab Government Employees (Conduct) Rules, 1966, in their application to the State of Haryana, namely :—

1. These rules may be called the Punjab Government Employees (Conduct) Haryana Amendment Rules, 2000.

2. In the Punjab Government Employees (Conduct) Rules, 1966, after rule 6, the following rule shall be inserted, namely :—

“6A.—Limit to be a member/office bearer of sports association.- No Government employee will be a member/office bearer of more than one, such association at State level and one at National level the aims or objectives of which relate to promotion of sports. Furthermore, the employees of the Sports Department may become member/office bearer of (only one association at State level and one at National Level that too in the area of their own specialty/discipline.”.

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

हरियाणा सरकार

सामान्य प्रशासन विभाग

अधिसूचना

दिनांक 28 मार्च, 2001

संख्या सा०का०नि० 9/सवि०/अनु० 309/2001.—चूंकि माननीय उच्चतम न्यायालय ने सिविल अपील संख्या 7422 आफ 1999—संदीप सिंह तथा अन्य बनाम हरियाणा राज्य तथा अन्य हरियाणा सिविल सेवाएं (कार्यकारी शाखा) से संबंधित अन्य तथा समवर्गीय सेवाएं परीक्षा, 1993, में अपने निर्णय दिनांक 9 नवम्बर, 2000 द्वारा अन्य बातों के साथ-साथ यह धारण किया है कि प्रथमतया नियमानुसार, हमें यह सिफारिश आकर्षित करती है कि साक्षात्कार की तिथि तक किसी विशेष सेवा में उपलब्ध रिक्तियां कम से कम केवल उसी परीक्षा से भरी जानी चाहिए जब तक कि उसके लिए कोई कानूनी रोक न हो;

और चूंकि इस निर्णय ने इतनी समस्याएं उत्पन्न कर दी हैं कि सफल उम्मीदवारों को सेवा के आबंटन सहित उक्त प्रवर्गों के लिए उसी परीक्षा तथा पश्चात्पूर्वी परीक्षा (दिसम्बर, 1997/जनवरी, 1998 में की गई) को पुनरीक्षित किया जाना अपेक्षित है। हरियाणा लोक सेवा आयोग भी विज्ञापित रिक्तियों की संख्या के तीन गुणा के बराबर साक्षात्कार के लिए उम्मीदवार बुलाता है। यदि पश्चात्पूर्वी रिक्तियां बाद में विज्ञापित रिक्तियों के साथ मिला दी जाती हैं, यह उनकी जो साक्षात्कार के लिए नहीं बुलाये गये, को बाद के लिए प्रेरित करेगी किन्तु अन्यथा प्रारम्भ में पश्चात्पूर्वी रिक्तियों के मिलाने पर साक्षात्कार के लिए बुलाये जाने के लिए पात्र होते। अब इन उम्मीदवारों को साक्षात्कार के लिए नहीं बुलाया जा सकता क्योंकि लिखित परीक्षा में उनके अंकों का पता चल गया है;

इसलिए, अब, 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 राज्य की हरियाणा सिविल सेवाएं (कार्यकारी शाखा) तथा समवर्गीय सेवाएं तथा अन्य सेवाओं के पदों की सीधी भर्ती के लिए सामूहिक/संयुक्त परीक्षाओं को नियंत्रित/विनियमित करने के लिए निम्नलिखित नियम बनाते हैं, अर्थात् :-

1. (1) ये नियम हरियाणा सिविल सेवाएं (कार्यकारी शाखा तथा समवर्गीय सेवाएं) तथा अन्य सेवाओं के पदों की सीधी भर्ती के लिए सामूहिक/संयुक्त परीक्षाएं नियन्त्रण नियम, 2001, कहे जा सकते हैं।
- (2) ये हरियाणा राज्य में नियम-2 में यथा वर्णित ऐसी सेवाओं के पदों की भर्ती के लिए लागू होंगे, जो लोक सेवा आयोग के माध्यम से सामूहिक/संयुक्त सीधी परीक्षाओं के रूप में भरी जाती हैं।
- (3) ये अक्टूबर, 1993 के 27वें दिन से लागू हुए समझे जाएंगे, सिवाए यातायात प्रबन्धक के पद की सीधी भर्ती की दशा में, इस मामले में ये सितम्बर, 1998, के 25वें दिन से लागू हुए समझे जाएंगे।
2. इस निमित्त बनाए गए किन्हीं अन्य सेवा नियमों/अनुदेशों में दी गई किसी बात के प्रतिकूल होते

हुए भी, ऐसी परीक्षा के परिणामस्वरूप चयनित उम्मीदवारों के युक्तियुक्त आबंटन के लिए निम्नलिखित उपाय अपनाए जाएंगे।

(1) हरियाणा लोक सेवा आयोग निम्नलिखित सेवाओं के प्रवर्गों के पदों की भर्ती के लिए निम्नलिखित रीति में दर्शित सामूहिक/संयुक्त परीक्षाएं करवाएगा :-

प्रवर्ग का नाम	प्रवर्ग में शामिल सेवाओं/पदों के नाम
I	1. हरियाणा सिविल सेवाएं (कार्यकारी शाखा) । 2. आबकारी तथा कराधान अधिकारी । 3. जिला खाद्य एवं पूर्ति नियंत्रक । 4. प्रथम श्रेणी तहसीलदार । 5. सहायक रजिस्ट्रार, सहकारी सोसायटी । 6. सहायक आबकारी तथा कराधान अधिकारी । 7. खण्ड विकास तथा पंचायत अधिकारी । 8. यातायात प्रबंधक । 9. जिला खाद्य एवं पूर्ति अधिकारी । 10. सहायक रोजगार अधिकारी ।
II	1. उप पुलिस अधीक्षक । 2. उप अधीक्षक जेल ।
III	1. लोक निर्माण विभाग की सभी शाखाओं की इंजीनियरिंग सेवा ग्रुप “क” तथा ग्रुप “ख” । 2. अस्थायी इंजीनियर ।
IV	1. श्रम अधिकारी । 2. जिला कल्याण अधिकारी ।
V	1. खजाना अधिकारी । 2. सहायक खजाना अधिकारी ।
VI	1. हरियाणा वन सेवा, ग्रुप “क” । 2. हरियाणा वन सेवा, ग्रुप “ख” ।
VII	1. जिला उद्योग अधिकारी । 2. सहायक निदेशक उद्योग । 3. सहायक नियंत्रक भण्डार ।

- (II) विभाग प्रवर्ग की दशा के सिवाए किसी वर्ष में सामूहिक/संयुक्त परीक्षा के आधार पर भरी जानी वाली अन्य सेवाओं की रिक्तियों की संख्या हरियाणा लोक सेवा आयोग को संसूचित करते समय मुख्य सचिव, हरियाणा सरकार की मांग पत्र की एक प्रति पृष्ठांकित करेगा। प्रवर्ग। में हरियाणा सिविल सेवा (कार्यकारी शाखा) तथा अन्य समवर्गीय सेवाओं की सामूहिक/संयुक्त परीक्षा की दशा में यहां नीचे दी गई अनुसूची के अनुसार प्रत्येक वर्ष एक प्रतियोगिता परीक्षा ली जाएगी :-

अनुसूची

क्रम संख्या	महीना	की जाने वाली कार्रवाई
1	2	3
1	दिसम्बर	सभी संबंधित विभाग 15 दिसम्बर तक अपनी मांग मुख्य सचिव, हरियाणा सरकार को भेजेगे जो आगे हरियाणा सिविल सेवा (कार्यकारी शाखा) तथा समवर्गीय सेवाओं की सामूहिक/समेकित मांग 31 दिसम्बर तक हरियाणा लोक सेवा आयोग को भेजेगा।
2	जनवरी	हरियाणा लोक सेवा आयोग प्रत्याशित पात्र उम्मीदवारों से आवेदन पत्र आमंत्रित करते हुए विज्ञापन जारी करेगा।
3	अगस्त	हरियाणा लोक सेवा आयोग लिखित परीक्षा लेगा।
4	नवम्बर	हरियाणा लोक सेवा आयोग मौखिक परीक्षा लेगा।
5	दिसम्बर	हरियाणा लोक सेवा आयोग सफल उम्मीदवारों की सूची मुख्य सचिव को भेजेगा।

- (III) हरियाणा लोक सेवा आयोग, गुणवत्ता के आधार पर प्रतियोगियों के नाम अग्रेषित करते समय सेवा के लिए अधिमान के सम्बन्ध में उम्मीदवारों द्वारा किए गए विकल्प स्पष्टतः निर्दिष्ट करेगा। सूची में अनुसूचित जातियों/जन जातियों तथा अन्य पिछड़े वर्गों तथा भूतपूर्व सैनिकों इत्यादि से संबंध रखने वाले उम्मीदवारों के नाम उनके अपने अपने प्रवर्ग में गुणा-गुण के आधार पर शामिल होंगे। हरियाणा लोक सेवा आयोग, अनुसूचित जातियों/जन-जातियों, अन्य आरक्षित प्रवर्गों के लिए उनके आरक्षण को शामिल करते हुए विज्ञापित रिक्तियों की संख्या के बराबर सभी अर्हक उम्मीदवारों के मूल आवेदन पत्रों को एक साथ सरकार को भेजेगा। इन पदों का विज्ञापन करते समय, हरियाणा लोक सेवा आयोग, यह स्पष्ट करेगा कि किसी उम्मीदवार द्वारा निर्दिष्ट किया गया विकल्प अंमल होगा तथा परीक्षा का परिणाम उपलब्ध करवाने के बाद नया विकल्प निर्दिष्ट करना अनुज्ञात नहीं होगा।

- (IV) हरियाणा लोक सेवा आयोग सम्बद्ध प्रशासकीय सचिवों को, विज्ञापित रिक्तियों की सीमा तक प्रवर्ग - I, हरियाणा सिविल सेवा (कार्यकारी शाखा) तथा समवर्गी सेवाएं तथा भिन्न प्रवर्गों में वर्णित पदों के सम्बन्ध में सिफारिशें भेजेगा जो उनके द्वारा दिए गए अधिमान को ध्यान में रखते हुए गुणवत्ता सूची में उनके अवस्थान के क्रमानुसार अर्हित उम्मीदवारों में से भरी जाएगी। प्रवर्ग - I की दशा में हरियाणा लोक सेवा आयोग विज्ञापित रिक्तियों की सीमा तक उनके आवेदन-पत्रों सहित, उम्मीदवारों द्वारा दिये गये विकल्प सहित गुणवत्ता क्रमानुसार में अर्हित उम्मीदवारों की सूची मुख्य सचिव को भेजेगा। हरियाणा लोक सेवा आयोग की सूची के आधार पर, मुख्य सचिव विज्ञापित रिक्तियों की सीमा तक विभिन्न सेवाओं के लिए (अनुसूचित जाति इत्यादि के लिए आरक्षण को ध्यान में रखते हुए) गुणवत्ता तथा अधिमान के क्रमानुसार प्रवर्ग - I के सम्बन्ध में उम्मीदवारों को आबंटन करेगा।
- (v) प्रवर्ग - I के सम्बन्ध में उपरोक्त उम्मीदवारों को नैमित्तिक करते हुए, विभाग, उम्मीदवारों के चरित्र तथा पूर्वचरित के सत्यापन तथा अरोग्यता के लिए चिकित्सा परीक्षण की आवश्यक औपचारिकताओं को पूरी करने के बाद नियुक्तियां करने के लिए अग्रसर होगा।
- (vi) लिखित परीक्षा के उपरान्त मौखिक परीक्षा के आधार पर किए गए चयन की दशा में लोक सेवा आयोग विभिन्न प्रवर्गों में विज्ञापित पदों की संख्या की सीमा तक ही सही रूप में संचालित परीक्षण तथा साक्षात्कार (मौखिक) के आधार पर गुणवत्ता सूची तैयार करेगा। यदि कुछ अतिरिक्त रिक्तियां मूल रूप से विज्ञापित पदों के लिए चयन प्रक्रिया के दौरान संसूचित की जाती हैं उनके लिए अलग परीक्षा तथा साक्षात्कार संचालित किया जाएगा। ऐसी अतिरिक्त रिक्तियों की अधि सूचना अपने आप में स्वावलम्बी अलग मांग पत्र के रूप में समझी जाएंगी जिसके लिए नई भर्ती प्रक्रिया अपनाई जाएगी। आगे हरियाणा लोक सेवा आयोग द्वारा भेजी गई गुणवत्ता सूची में से कोई रिक्ति न भरने की दशा में या किसी पश्चात्पूर्ती किसी कारण से रिक्त हो जाती है तब ये सभी रिक्तियां आगामी भर्ती के लिए आगे ली जाएंगी। केवल विज्ञापित पदों की सीमा तक ही उम्मीदवारों के नाम लोक सेवा आयोग द्वारा मूल गुणवत्ता सूची में से सिफारिश किए जाने हैं।
3. इन नियमों में किसी बात का अर्थ, उस व्यक्ति को, जिसको ये नियम लागू होते हैं, तथा जो पहले ही पद पर तदनुसार नियुक्त किया जा चुका है, किसी निहित अधिकार से वंचित करने से नहीं लगाया जाएगा।

एल० एम० गोयल,
मुख्य सचिव, हरियाणा सरकार।

[Authorised English Translation]

HARYANA GOVERNMENT
GENERAL ADMINISTRATION DEPARTMENT

Notification

The 28th March, 2001

No. G. S. R. 9/Const./Art. 309/2001. -- Whereas, the Hon'ble Supreme Court in its judgement dated 9th November, 2000 in Civil Appeal No. 7422 of 1999- Sandeep Singh and others versus State of Haryana and others relating to Haryana Civil Service (Executive Branch) and Allied Services Examination, 1993, has inter alia held that even on first principle it appeals to us to commend that the vacancies available in any particular service till the date of interview at least should be filled in from the very same examination unless there is any statutory embargo for the same ;

And, whereas, this judgement has created multiplicity of problems in as much as that the whole list of the same examination and subsequent examination for the said categories (held in December, 1997/ January, 1998) requires to be revised including the allotment of service to the successful candidates. Also the Haryana Public Service Commission calls candidates for interview equivalent of thrice the number of advertised vacancies. In case subsequent vacancies are clubbed with the advertised vacancies at a later stage, it would lead to litigation from those who were not called for interview but otherwise would have been eligible for being called for interview had the subsequent vacancies been clubbed initially. These candidates cannot now be called for interview as their marks in written examination are known ;

Now, therefore, 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 regulating the holding of common/combined examinations for direct recruitment to posts of Haryana Civil Service (Executive Branch) and Allied Services and other Services of State of Haryana namely :—

1. (1) These rules may be called the Haryana Civil Services Holding of Common/ Combined Examinations for Direct Recruitment to the posts of Haryana Civil Service (Executive Branch) and Allied Services and Other Services Rules, 2001.
- (2) They shall apply to direct recruitment to the posts of such services in the State of Haryana which are filled in by way of various common/combined examinations held through the Haryana Public Service Commission as mentioned in Rule 2.
- (3) They shall be deemed to have come into force with effect from the 27th day of October, 1993, except in the case of direct recruitment to the post of Traffic Manager in which case the same shall be deemed to have come into force with effect from the 25th day of September. 1998.

2. Notwithstanding anything to the contrary contained in any other service rules/ instructions framed in this behalf, the following measures shall be adopted to rationalise allocation of candidates selected on the results of such examinations :—

- (i) The Haryana Public Service Commission shall hold common / combined examinations for recruitment to the posts of following categories of services shown in the following manner :—

Number of Category	Name of services/posts included in the Category
I	1. Haryana Civil Service (Executive Branch) 2. Excise and Taxation Officer 3. District Food and Supplies Controller 4. 'A' Class Tehsildar 5. Assistant Registrar, Co-operative Societies 6. Assistant Excise and Taxation Officer 7. Block Development and Panchayat Officer 8. Traffic Manager 9. District Food and Supplies Officer 10. Assistant Employment Officer
II	1. Deputy Superintendent of Police 2. Deputy Superintendent of Jails
III	1. Engineering Service Group I and Group II of all branches of the P. W.D 2. Temporary Engineer
IV	1. Labour Officer 2. District Welfare Officer
V	1. Treasury Officer 2. Assistant Treasury Officer
VI	1. Haryana Forest Service, Group I 2. Haryana Forest Service, Group II

Number of Category	Name of services/posts included in the Category
VII	1. District Industries Officer 2. Assistant Director of Industries 3. Assistant Controller of Stores (ii) The departments while intimating to the Haryana Public Service Commission the number of vacancies of other services to be filled on the basis of a common/combined examination in a year except in the case of Category I, shall endorse a copy of the requisition to the Chief Secretary to Government, Haryana. In the case of Common/ Combined Examination of Haryana Civil Service (Executive Branch) and other Allied Services in Category I, a competitive examination shall be held every year as per Schedule given hereunder :—

SCHEDULE

Sr. No.	Month	Action to be taken
1	2	3
1	December	All the concerned departments will send their requisitions to the Chief Secretary to Government, Haryana upto 15th December who will further forward common/consolidated requisition for HCS (Executive Branch) and Allied Services to the Haryana Public Service Commission by 31st December.
2	January	The Haryana Public Service Commission will issue advertisement inviting applications from prospective eligible candidates.
3	August	The Haryana Public Service Commission will hold the written examination.
4	November	The Haryana Public Service Commission will hold the <i>viva - voce</i> test.
5	December	The Haryana Public Service Commission will send the list of successful candidates to the Chief Secretary.

PART I

LEGISLATIVE DEPARTMENT

Notification

The 27th March, 2002

No. Leg. 4/2002. - The following Act of the Legislature of the State of Haryana received the assent of the Governor of Haryana on the 27th March, 2002, and is hereby published for general information :--

Haryana Act No. 4 of 2002

THE HARYANA CIVIL SERVICES (EXECUTIVE BRANCH) AND ALLIED SERVICES AND OTHER SERVICES COMMON/COMBINED EXAMINATION ACT, 2002

AN

ACT

to provide for holding of Common/Combined Examination of direct recruitment to Haryana Civil Services (Executive Branch) and Allied Services and Other Services.

Be it enacted by the Legislature of the State of Haryana in the Fifty-third Year of the Republic of India as follows:—

*Short title,
commencement
and application*

1. (1) This Act may be called the Haryana Civil Services (Executive Branch) and Allied Services and other Services Common/Combined Examination Act, 2002.

(2) It shall be deemed to have come into force with effect from the 29th August, 1989 and shall cover recommendations made by the Commission after that date except section 5 of this Act which shall come into force at once.

(3) It shall apply to those persons who have been or are appointed or offered appointment to the services/posts recruitment to which is made by holding Common/Combined Examination.

Definitions.

2. In this Act, unless the context otherwise requires,—

(i) “Allied Services” means the Services shown in Appendix-A;

(ii) “Appendix” means an Appendix appended to this Act;

(iii) “Commission” means, the Haryana Public Service Commission or Haryana Staff Selection Commission or both and shall include Subordinate Services Selection Board, Haryana;

- (iv) "Common/Combined Examination" means the competitive examination conducted by the Commission which may be comprising of written examination and/or interview/viva voce/ personality test or any other method adopted by the Commission for recruitment to services/posts of more than one category;
- (v) "Other Services" means the services/posts recruitment to which is made by holding Common/Combined Examination, but does not include the services/post shown in Appendix A;
- (vi) "Haryana Civil Services (Executive Branch)" means the State Civil Services (Executive Branch) or Extra Assistant Commissioner (Under Training), as the case may be;
- (vi) "Haryana Civil Services (Executive Branch)" means the State Civil Services (Executive Branch) or Extra Assistant Commissioner (Under Training), as the case may be;
- (vii) "Direct Recruitment" means in the case of Haryana Civil Services (Executive Branch) out of register B of Punjab Civil Services (Executive Branch) Rules, 1930, as applicable to the State of Haryana and in the, case of Allied Services and Other Services, recruitment by open competition but does not include--
 - (a) appointment by promotion; or
 - (b) appointment by transfer of an officer already in the service of any State Government or the Government of India;
- (viii) "State Government means the Government of the State of Haryana;
- (ix) "waiting list" means recommendation(s) of additional name(s) by the Commission for appointment to a service/post over and above the advertised posts.

3. The executive instructions contained in circulars No. 814-GS-37/3237-S, dated June, 1937, No. 4596/1178-GS-37/9276, dated 10th September, 1937, No. 475 P.S.C. 37, dated 12th July, 1937, No.1673-G-II 56, dated 22nd March, 1957, No.2311-GSE-72/16727, dated 26th May, 1972, No. 66/32/88-7GSI, dated 28th October, 1993 and No. 66/80/97-7GSI, dated 27th February, 1998 and the notification No. G.S.R./ Const. Art. 309/2002, dated 28th March, 2001, are hereby repealed.

Repeal

4. (1) No appointment shall be made to any post or service to which this Act applies beyond the number of posts advertised.

Bar to appointment beyond the number of advertised posts.

(2) Notwithstanding anything to the contrary contained in any judgement, order, decree or decision of a court of law, Act, rule, regulation or executive instructions, no candidate, from the date of commencement of this Act, shall, on the basis of his merit or placement in a Common/ Combined Examination, have right to seek appointment to Haryana Civil Services (Executive Branch) and Allied Services or Other Services beyond the number of advertised posts.

(3) The State Government shall not be competent to offer appointment to a candidate, who is placed in the waiting list or who claims himself to be in the waiting list on the basis of Common/Combined Examination, for a post for which his name was not recommended by the Commission:

Provided that if a candidate has been appointed or offered appointment over and above advertised posts for any reason, the, services of such candidate shall be dispensed with, However, he shall be entitled, to be appointed to the service/post, if any, for which his name was originally recommended by the Commission:

Provided further that no recovery of higher salary, emoluments or any other financial benefits drawn by such candidate as a result of his appointment in excess of the advertised posts, shall be made from him but his pay shall be fixed in the scale of the post to which he is found entitled for appointment under this Act.

(4) The State Government may offer appointment to the candidates to Haryana Civil Services, (Executive Branch) and Allied Services or Other Services, as the case may be, to the extent of number of advertised posts only. However, no candidate shall be offered appointment even to the extent-of number of advertised posts, if his name is not recommended by the Commission or if he does not fulfill the eligibility condition laid down by the State Government for appointment to that service/post by way of service rules, regulations or executive instructions, as the case may be.

Power to make rules.

5. (1) The State Government may, by notification in. Official Gazette, make rules for laying down the procedure required to be followed by the Commission for holding Common/Combined Examination.

(2) Every rule made under this Act shall be laid as soon as may be after it is made before the Legislative Assembly while it is in session for a total period of fourteen days which maybe comprised in one session or in two or more successive sessions and if before the expiry of the session in which it is so laid or the sessions immediately following Legislative Assembly agrees that the rules should be either modified or annulled, the rules shall thereafter have effect only in such modified form or be of no effect, as the case may be, so however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under those rules.

Validation.

6. Notwithstanding any judgement, decree, decision or order of any court, anything done or action taken under the Haryana Civil Services Holding of Common/Combined Examination for the Direct Recruitment to the posts of Haryana Civil Services (Executive Branch) and Allied Services and Other Services Rules, 2001, which is not inconsistent with the provisions of this Act shall be deemed to be valid and effective as if such thing or action has been done or taken under the corresponding provisions of this Act.

Appendix A

[See Section 1(3) and 2(i) (v) (vi)]

1. Excise and Taxation Officer
2. District Food and Supplies Controller
3. 'A' Class Tehsildar
4. Assistant Registrar, Co-operative Societies
5. Assistant Excise and Taxation Officer
6. Block Development and Panchayat Officer
7. Traffic Manager
8. District Food and Supplies Officer
9. Assistant Employment Officer

L. N. MITTAL,
Secretary to Government Haryana,
Legislative Department.

[Authorised English Translation]

HARYANA GOVERNMENT
GENERAL ADMINISTRATION DEPARTMENT

(GENERAL SERVICES - I)

Notification

The 24th December, 2003

No. G.S.R. 34/Const./Art. 309/2003.— In exercise of the powers conferred by article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Haryana hereby makes the following amendment in the Haryana Government, General Administration Department, General Services, notification No. 523-3GS-70/2068, dated the 28th January, 1970, namely:--

Amendment

In the Haryana Government, General Administration Department, General Services, notification No. 523-3GS-70/2068, dated the 28th January, 1970, in para 6, for sub para (e), the following sub-paras shall be substituted, namely :--

- “(e) appointments to posts carrying an initial pay of Rupees three thousand and fifty per mensem or more but less than rupees eight thousand per mensem under a Municipality, Municipal Corporation, Town Improvement Trust, Zila Parishad or Panchayat Samiti except appointment of the Executive Officer of a Municipality or Municipal Corporation; and
- (f) appointments to posts carrying an initial pay of rupees three thousand and fifty per mensem or more but less than rupees eight thousand per mensem under the State Public Sector Undertakings, Boards, Corporations, Local Bodies or Co-operative Institutions etc. as may be entrusted to the Commission by such Boards, Corporations, Local Bodies or Co-operative Institutions etc. keeping in view the Acts and bye-laws governing them.”.

A.N. MATHUR,

Chief Secretary to Government, Haryana.

भाग III

हरियाणा सरकार

सामान्य प्रशासन विभाग

(सामान्य सेवाएं)

अधिसूचना

दिनांक 24 दिसम्बर, 2003

संख्या सांका०नि० 34/संवि०/अनु० 309/2003. - भारत के संविधान के अनुच्छेद 309 द्वारा प्रदान की गई शक्तियों तथा इस निमित्त उन्हें समर्थ बनाने वाली सभी अन्य शक्तियों का प्रयोग करते हुये, हरियाणा के राज्यपाल, इसके द्वारा, हरियाणा सरकार, सामान्य प्रशासन विभाग, सामान्य सेवाएं, अधिसूचना संख्या 523-3 जी० एस०-70/2068, दिनांक 28 जनवरी, 1970, में निम्नलिखित संशोधन करते हैं, अर्थात्:-

संशोधन

हरियाणा सरकार, सामान्य प्रशासन विभाग, सामान्य सेवाएं, अधिसूचना संख्या 523-3 जी० एस०-70/2068, दिनांक 28 जनवरी, 1970 में, पैरा 6 में, उप-पैरा (ड) के स्थान पर, निम्नलिखित उप-पैरे प्रतिस्थापित किये जाएंगे, अर्थात्:-

- “(ड) नगरपालिका या नगर निगम के कार्यपालक अधिकारी की नियुक्ति के सिवाय नगरपालिका, नगर निगम, नगर सुधार न्यास, जिला परिषद् या पंचायत समिति के अधीन प्रतिमास तीन हजार पचास रुपये या अधिक किन्तु प्रतिमास आठ हजार रुपये से कम प्रारम्भिक वेतन वाले पदों पर नियुक्तियां; तथा
- (च) राज्य पब्लिक सैक्टर उपक्रमों, बोर्डों, निगमों, स्थानीय निकायों या सहकारी संस्थानों इत्यादि के अधीन प्रतिमास तीन हजार पचास रुपये या अधिक किन्तु प्रतिमास आठ हजार रुपये से कम प्रारम्भिक वेतन वाले पदों पर नियुक्तियां जो उनको शासित अधिनियमों तथा उप-विधियों को ध्यान में रखते हुये ऐसे बोर्डों, निगमों, स्थानीय निकायों या सहकारी संस्थानों इत्यादि द्वारा आयोग को सौंपी जाएं :” ।

ए०एन० माथुर,

मुख्य सचिव, हरियाणा सरकार ।

COURT CASE DATE BOUND

IMMEDIATE

No.42/146/2005-5GSI

From

The Chief Secretary to Government Haryana

To

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

Dated Chandigarh, the 25th May, 2005

Subject: — CWP No. 2879 of 2004- Tulsi Ram Vs. State of Haryana.

Sir/Madam,

I am directed to address you on the subject noted above and to say that the Hon'ble High Court has passed the following orders on 9.3.2005 in CWP No. 2879 of 2004- Tulsi Ram V/S State of Haryana:-

- (i) In accordance with the directives issued by the Chief Secretary, Haryana *vide* circular dated 23.07.1997, all those heads of the department and other authorities, who have so far not identified the posts reserved for physically handicapped person, shall now undertake this exercise and complete the process within one month from today.
- (ii) Within next four months, the competent authorities shall take steps to make recruitment against all the vacant posts reserved for physically handicapped persons and appointments be given to the selected candidates strictly in the order of their merit among physically handicapped person.
- (iii) The Government shall simultaneously issue instructions to all the authorities to identify the remaining vacancies/posts reserved for physically handicapped person and take prompt steps for making recruitment against such vacancies simultaneously with the recruitment of general category candidates so that the candidates belonging to the category of physically handicapped are not adversely affected."

Recruitment

You are requested that the compliance of the above orders of the Hon'ble High Court may be made within stipulated period. These instructions may be complied with strictly under intimation to this department.

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

Endst.No.42/146/2005-5GSI,

Dated Chandigarh, the 25th May, 2005

A copy is forwarded to the Chairman and Managing Director of all Boards/Corporation in the State of Haryana for information and necessary action.

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

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

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.42/146/2005-5GS.1,

Dated Chandigarh, the 25th May, 2005.

A copy is forwarded to the Principal Secretary/Additional Principal Secretary/ Deputy Principal Secretary/OSD/ Senior Secretary to Chief Minister/Dy. Chief Minister, Senior Secretary/Private Secretary to Ministers.

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

Compendium of Instructions on Recruitment—Vol. II

To

The Principal Secretary/Additional Principal Secretary/Deputy Principal Secretary/
OSD/ Senior Secretary to Chief Minister/Dy. Chief Minister, Senior Secretary/Private
Secretary to Ministers.

U.O.No.42/146/2005-5GSI

Dated, Chandigarh the 25th May, 2005

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.42/146/2005-5GSI

Dated Chandigarh, the 25th May, 2005

DATEBOUND

IMMEDIATE

No. 42/50/2005-5GS1

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 in Haryana.
4. All the Managing Directors of Boards/Corporations/Public Sector Undertakings
5. 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, 20th December 2005

Subject :— Regarding sending of requisitions to the HSSC for filling up of posts.

Sir/Madam,

I am directed to refer to Haryana Government letter No.42/50/2005-5GSI dated 07.03.2005 *vide* which all the Departments/Corporations etc. were directed that the requisitions sent to Haryana Staff Selection Commission for filling up of various categories of posts may be withdrawn. Now on further consideration of the matter it has been decided by the Government to advise the Haryana Staff Selection Commission to re-advertise the posts where advertisements had been issued and applications received by the Commission but no further action was taken and later requisitions were withdrawn.

2. In the wake of above decision, I am directed to request you that requisitions for the Group 'C' posts where the Haryana Staff Selection Commission had issued the advertisements but no further action could be taken by HSSC subsequently depending upon the alteration in the number of vacancies which have accrued in the meanwhile, may be placed with the Haryana Staff Selection Commission expeditiously. However, while sending requisition(s) to the Commission the Department should keep in view the instructions issued by the Finance Department while their letter No.5/16/2000-1B&C, dated 16.03.2000, as amended from time to time.

Yours faithfully

Sd/-

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

A copy is forwarded to all the Financial Commissioners &

[Authorised English Translation]

HARYANA GOVERNMENT
GENERAL ADMINISTRATION DEPARTMENT
(GENERAL SERVICES)

Notification

The 10th January, 2006

No. G.S.R. I/Const./Art. 309/2006.— In exercise of the powers conferred by article 309 of the Constitution of India, the Governor of Haryana hereby makes the following amendment in the Haryana Government. General Administration Department. General Services. Notification No. 523-3GS-70/2068. dated the 28th January, 1970. namely :—

AMENDMENT

In the Haryana Government, General Administration Department, General Services, Notification No. 523-3GS-70/2068, dated 28th January, 1970 for the existing para 6, the following para shall be substituted. namely :—

“6. Functions.— The Commission shall be consulted on the following matters, namely:-

- (a) initial appointments to Group B (gazetted) and non gazetted Group C posts under the State Government, except appointments of officers and employees of the Punjab and Haryana High Court provided for in article 229 of the Constitution of India;
- (b) promotions and transfers from one service or post to another service or post pertaining to Group C and Group D posts;
- (c) disciplinary matters pertaining to Group C and Group D Government employees ;
- (d) methods of recruitment and the principles to be followed in making appointments to Group C and Group D posts under the State Government;
- (e) appointments to posts carrying an initial pay of rupees three thousand and fifty per mensem or more but less than rupees eight thousand per mensem under a Municipality, Municipal Corporation, Town Improvement Trust, Zila Parishad or Panchayat Samiti except appointment of the Executive Officer of a Municipality or Municipal Corporation; and
- (f) appointments to posts carrying an initial pay of rupees three thousand and fifty per mensem or more but less than rupees eight thousand per mensem under the State Public Sector Undertakings, Boards, Corporations, Local Bodies or Co-operative Institutions etc. as may be entrusted to the Commission by such Boards, Corporations, Local Bodies or Co-operative Institutions etc. keeping in view the Acts and bye-laws governing them:

Provided that it shall not be necessary to consult the Commission in respect of such posts and matters as the State Government may by notification specify.”.

MEENAXIANAND CHAUDHRY,
Chief Secretary to Government Haryana.

DATE BOUND
IMMEDIATE

No. 42/316/2005-5GS1

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 in Haryana.

Dated Chandigarh, 12th January, 2006

Subject: — Regarding amendment in Haryana Government notification No. 523-3GS-70/2068, dated the 28th January, 1970 for including the posts of Group-B of departments of the State Government in the purview of HSSC-Sending requisition thereof.

Sir/Madam,

I am directed to invite your attention to Government instructions contained letter No.42/50/2005-5GSI dated 07.03.2005 wherein all the departments were directed, but the requisitions sent to the Haryana Public Service Commission for filling up of Various categories of posts may be withdrawn. Subsequently *vide* Government Notification bearing No. G.S.R. 3/ Const. /Art. 320 /2005 dated 15.06.2005; initial recruitment of all Group B posts was excluded from the purview of the Commission.

2. On further consideration of the matter, the State Government has decided to entrust the work relating to the initial recruitment of Group B posts to the Haryana Staff Selection Commission, for which a Notification bearing No. G.S.R.1/Const./Art.309/2006 dated 10.01.2006 (Copy enclosed) has been issued.

3. Accordingly, I have been directed to request you that fresh requisition(s) for filling up vacant. Group B posts, which were earlier not notified to the Haryana Public Service Commission, be placed with the Haryana Staff Selection Commission expeditiously. While sending the requisitions, the Finance Department's instructions obtained in their letter No. 5/16/2000-1 B&C dated 16.3.2000, as amended from time to time, may also be kept in view. However, before sending the requisition(s) to the Staff Selection Commission, the Competent Authority should ensure that any matter about the posts/ vacancies for which the requisition is being placed with the HSSC is not pending in any Court of Law.

Yours faithfully,

Sd/-

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

IMMEDIATE

No. 42/50B/2005-5GSI

From

The Chief Secretary to Government Haryana.

To

1. All Heads of Departments, Commissioners, Ambala, Hisar, Rohtak and Gurgaon Divisions.
2. All Deputy Commissioners in Haryana.
3. All the Managing Directors of Boards/Corporations/Public Sector Undertakings
4. 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 16th February, 2006

Subject :— Regarding filling of vacancies which were advertised by the Department/Board/ Corporation after withdrawal of requisitions from the HPSC/HSSC through HSSC.

Sir/Madam,

I am directed to refer to the subject noted above and to say that consequent upon the withdrawal of requisition of posts from the HPSC/ HSSC by the Departments/Boards/Corporations in compliance with the Government instructions issued *vide* circular letter No. 42/50/2005-5GSI, dated 07.03.2005, some Departments/Boards/Corporations/ Authorities advertised the posts for filling the same through Departmental, Selection Committees. In such cases, applications have been received by the concerned Department/Board/Corporation/Authority in response to such advertisements. With the constitution of Haryana Staff Selection Commission for making recruitment to all Group-C posts, the notification of Government dated 10.1.2006 empowering the Haryana Staff Selection Commission for recruitment to Group-B posts in the departments, the process of recruitment needs to be continued by the Haryana Staff Selection Commission. Therefore, on consideration of the matter, it has been decided that the applications received by the concerned department in response to the advertisement for Group-B and Group-C posts and by the concerned Board/Corporation/Authority in response to the advertisement issued for Group-C posts, shall be transferred to the Haryana Staff Selection Commission for carrying the process of recruitment further. The application, fees, so received in case of Board/Corporation or Authority shall also be remitted to the Haryana Staff Selection Commission. Accordingly, I am directed to request you to kindly comply with the above decision of the Government.

Yours faithfully,

Sd/-

Deputy Secretary General Administration,
for Chief Secretary to Government Haryana

Recruitment

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.42/50B/2005-5GSI

Dated Chandigarh, the 16th February, 2006

Endst. No. 42/50B/2005-5GSI

Dated Chandigarh, the 16th February, 2006

A copy is forwarded to the 'Secretary, Haryana Staff Selection Commission, Chandigarh for information and necessary action.

Sd/-

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

Endst. No.42/50B/2005-5GSI

Dated, Chandigarh, the 16th February, 2006

A copy is forwarded to the following for immediate necessary action:

1. The Director General Health Services, Haryana, Panchkula
2. The Chief Administrator, HUDA, Chandigarh

Sd/-

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

DATE BOUND

IMMEDIATE

No. 42/81/2003-5GSI

From

The Chief Secretary to Government Haryana.

To

All the Managing Directors of Boards/Corporations/Public Undertakings.

Dated Chandigarh, the 26th September, 2006

Subject: — Regarding amendment in the Notification of Government dated 28.01.1970 empowering the HSSC for the recruitment of employees of Board/Corporation and Panchayati Raj Institutions & Local Bodies etc.

Sir,

I am directed to refer to Haryana Government, General Administration Department notification No. GSR34/Const./Art.309/2003, dated 24.12.2003 *vide* which recruitment to the following posts was brought within the purview of the Haryana Staff Selection Commission by amending 6(f) clause of Haryana Government Notification 523-3GS-70/2068 dated 28.01.1970 *vide* Notification under reference :--

- (i) appointments to posts carrying an initial pay of rupees three thousand and fifty per mensem or more but less than rupees eight thousand per mensem under a Municipality, Municipal Corporation, Town Improvement Trust, Zila Parishad or Panchayat Samiti except appointment of the Executive Officer of a Municipality or Municipal Corporation; and
- (ii) appointments to posts carrying an initial pay of rupees three thousand and fifty per mensem or more but less than rupees eight thousand per mensem under the State Public Sector Undertakings, Boards, Corporations, Local Bodies or Co-operative Institutions etc. as may be entrusted to the Commission by such Boards, Corporations, Local Bodies or Co-operative Institutions etc. keeping in view the Acts and bye-laws governing them.

It has come to the notice of the Government that some Boards/Corporations etc. have not taken necessary steps to amend their rules providing for recruitment to be made through the Staff Selection Commission.

I am, therefore, request you to consider and carry out the necessary amendment(s) in your rules to fulfill the objective of clause 6(f) of Haryana Government notification dated 28.01.1970 as amended *vide* Notification dated 24.12.2003.

Yours faithfully,

Sd/-

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

Recruitment

Endst. No. 42/81/2003-5GSI

Dated Chandigarh the 26th September. 2006.

A copy is forwarded to the Member Secretary, Haryana Bureau Public Enterprises, Sector-17, Chandigarh for necessary action.

Sd/-

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

No. 62/30/2006-6GSI

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 in Haryana.
4. Special Representative, Haryana Bhawan, Copernicus Marg, New Delhi.

Dated Chandigarh, the 14th May, 2007

Subject :— Regarding making qualification Sanskrit or Hindi upto Matric in place of Hindi only.

Sir/Madam,

I am directed to refer on the subject noted above and to say that it has been noticed by the Government that in CBSE, Hindi subject is an optional subject in Matric and the students of Haryana prefer to opt for Sanskrit subject as it is more scoring than Hindi. On the other side, in Haryana State, Hindi has been made compulsory upto Matric for almost each job with the result that the students, who had taken Sanskrit in Matric in lieu of Hindi, become ineligible for getting job in Haryana.

2. The matter has been considered by the Government and it is observed that no doubt Hindi has evolved as a distinct language from Sanskrit over centuries yet the fact remains that Sanskrit is a root language for Hindi, and further more, a student having passed Class X with Sanskrit would definitely possess a functional knowledge of Hindi, since it is also the prevalent language in use in Haryana, and which is the requirement for a Haryana Government job.

3. In these circumstances it has been decided by the Government that wherever, for recruitment/appointment to a job, Hindi upto matric standard, has been made as one of the essential qualifications, in its place, Hindi or Sanskrit upto matric standard should be made as one of the essential. qualifications. Accordingly it is requested that necessary amendment in this regard in the Service Rules of the Department should also be carried out, without delay.

4. It has also been decided by the Government that if some vacancies have been advertised by the recruiting Agencies with one of the qualifications as Hindi upto Matric standard, a corrigendum be issued by amending as 'Sanskrit or Hindi upto matric standard' and the last date for submission of applications be also extended suitably by the said Agencies.

These instructions should be brought to the knowledge of all concerned for being followed meticulously.

Yours faithfully,

Sd/-

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

Recruitment

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

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

To

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

U.O.No. 62/30/2006-6GS1

Dated Chandigarh, the 14th May, 2007

No; 62/30/2006-6GS1

Dated Chandigarh, the 14th May, 2007

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

1. The Registrar, Maharishi Dayanand University, Rohtak, Kurukshetra University, Kurukshetra, Haryana Agriculture University, Hisar, Guru Jambheshwar University, Hisar, Ch:Devi Lal University, Sirsa and Bhagat Phool Singh Mahila Vishav vidyalya Khanpur, Sonipat .
2. All the Managing Directors of Boards/ Corporations.

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

भाग III

हरियाणा सरकार

सामान्य प्रशासन विभाग

(सामान्य सेवाएं - I)

अधिसूचना

दिनांक 20 दिसम्बर, 2007

संख्या सा० का० नि० 38/संवि०/अनु० 309/2007.- हरियाणा सरकार, सामान्य प्रशासन विभाग, (सामान्य सेवाएं), अधिसूचना संख्या 523-3 जी० एस० - 70/2068, दिनांक 28 जनवरी, 1970 के, पैरा 6 के परन्तुक के साथ पठित भारत के संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रदत्त शक्तियों को प्रयोग करते हुए, हरियाणा के राज्यपाल, इसके द्वारा, हरियाणा कर्मचारी चयन आयोग के कार्यक्षेत्र से क्रमशः नेत्रहीन, वैज्ञानिक रूप से विकलांग या बहरे तथा मूक व्यक्तियों के ग्रुप - III के पदों की नियुक्तियों को बाहर निकालने के सम्बन्ध में जारी हरियाणा सरकार, सामान्य प्रशासन विभाग (सामान्य सेवाएं - I) अधिसूचना संख्या सा०का०नि०30/संवि०/अनु०309/82, दिनांक 24 फरवरी, 1982 तथा सा०का०नि०61/संवि०/अनु०309/83, दिनांक 20 सितम्बर, 1983, को विखंडित करते हैं।

प्रमिला ईसर,

मुख्य सचिव, हरियाणा सरकार।

[Authorised English Translation]

HARYANA GOVERNMENT

GENERAL ADMINISTRATION DEPARTMENT

(GENERAL SERVICES - I)

Notification

The 20th December, 2007

No. G. S. R. 38/Const./Art. 309/2007.- In exercise of the powers conferred by the proviso to article 309 of the Constitution of India read with the proviso to para 6 of the Haryana Government, General Administration Department (General Services), notification No. 523-3GS-70/2068, dated the 28th January, 1970, the Governor of Haryana hereby rescinds Haryana Government, General Administration Department (General Services-I), notification No. G.S.R. 30/Const./Art. 309/82, dated the 24th February, 1982 and G.S.R. 61/Const./Art. 309/83, dated the 20th September, 1983, regarding taking out the appointments of Class III posts of blind, orthopedically handicapped or deaf and dumb persons respectively from the purview of Haryana Staff Selection Commission.

PROMILLA ISSAR,

Chief Secretary to Government, Haryana.

No. 42/141/2006-5GSI

From

The Chief Secretary to Government Haryana

To

1. All Heads of Department, Commissioners Ambala, Hisar, Rohtak and Gurgaon Divisions.
2. The Registrar, Punjab and Haryana High Court, Chandigarh.
3. All Deputy Commissioners in Haryana.

Dated, Chandigarh, the 13th Feb., 2008.

Subject: — Appointment to Handicapped persons- Bringing the posts of handicapped candidates within the purview of Haryana Staff Selection Commission again.

Sir/Madam,

I am directed to invite *your* attention to Government notifications No. G.S.R.30/Const./Art.309/82, dated 24.2.1982 and No. G.S.R.61/Const./Art. 309/83, dated 20.9.83 on the subject noted above which *inter-alia* laid down that the Haryana Staff Selection Commission would not be consulted in respect of appointment to such class III posts as are to be filled by orthopedically handicapped or deaf and dumb and blind persons. Subsequently *vide* Government letter No. 42/6/90-5GSI, dated 16.7.1992 it was clarified that requisitions for filling of all vacancies of Group 'C' reserved for orthopedically handicapped or deaf & dumb persons which are out of purview of the S.S.S.Board may not be sent to the Board and should be filled up on regular basis by the departments through Employment Exchange or after obtaining NAC from Employment Exchange by inviting applications directly through press.

2. The matter has been reconsidered by the Government and it has been decided to rescind the Notification No.G.S.R.30/Const./Art. 309/82, dated 24.2.1982 and notification No. G.S.R.61/Const./Art. 309/83, dated 20.9.83 regarding taking out the appointment of Class III posts of blinds, orthopedically handicapped or deaf and dumb persons respectively from the purview of the S.S.S. Board, Haryana (now Haryana Staff Selection Commission). Henceforth, in the wake of decision contained in notification dated 20.12.2007, direct recruitment to all Group 'C' posts meant for blinds, orthopedically handicapped or deaf and dumb persons shall be made through the Haryana Staff Selection Commission.

I am, therefore, to enclose a copy of notification dated 20.12.2007 with the request that requisitions for the above mentioned Group 'C' posts may be sent to the Haryana Staff Selection Commission.

The receipt of this letter may be acknowledged.

Yours faithfully,

Sd/-

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

Compendium of Instructions on Recruitment—Vol. II

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

Sd/-

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

To

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

U.O.No.42/141/2006-5GSI

Dated Chandigarh, the 13th Feb., 2008.

No.42/141/2006-5GSI

Dated Chandigarh, the 13th Feb., 2008.

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

1. The Registrar, Maharishi Dayanand University, Rohtak, Kurukshetra University, Kurukshetra, Haryana Agriculture University, Hisar, Guru Jambheshwar University, Hisar , Ch. Devi Lal University, Sirsa and Bhagat Phool Singh Mahila Vishav Vidyalya Khanpur Kalan, Sonipat.
2. All the Managing Directors of Boards/Corporations.

Sd/-

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

HARYANA GOVERNMENT
PERSONNEL DEPARTMENT
(SERVICES - III BRANCH)

Notification

The 21st October, 2008.

No.G.S.R.31/Const.Art.320/2008.- In exercise of the powers conferred by the proviso to clause (3) of article 320 of the Constitution of India, the Governor of Haryana hereby makes the following regulations further to amend the Haryana Public Service Commission (Limitation of Functions) Regulations, 1973, namely :—

1. These regulations may be called the Haryana Public Service Commission (Limitation of Functions) fifth Amendment Regulations, 2008.

2. In the Haryana Public Service Commission (Limitation of Functions) Regulations, 1973, in Part-II Limitations, in regulation 3, for clause (a), the following clause shall be substituted, namely:—

(a) initial appointments to all Group C and Group D (Non-Gazetted) posts;

Provided that notwithstanding this amendment, the appointments already made or in which recruitment process has already been initiated by the Haryana Staff Selection Commission to all Group B (Gazetted) posts shall not have any affect."

DHARAM VIR,

Chief Secretary to Government, Haryana.

No. 66/71/2005-6SIII

From

The Chief Secretary to Government Haryana.

To

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

Dated Chandigarh, the 20th November, 2008.

Subject :— Entrusting the work relating to direct recruitment of Group ‘B’ posts (Gazetted) to the Haryana Public Service Commission after taking it out of the purview of the Haryana Staff Selection Commission.

Sir,

I am directed to refer on the subject noted above and to say that the initial appointment to the posts of Group ‘B’ were earlier taken out of the purview of Haryana Public Service Commission by amending the Haryana Public Service Commission (Limitation of Functions) Regulation, 1973, through a notification dated 15.06.2005 and the work was entrusted to the Haryana Staff Selection Commission on 10.01.2006.

2. On further consideration of the matter, it has now been decided by the Government to restore the recruitment work relating to initial appointment of Group ‘B’ posts back to the Haryana Public Service Commission, including for those posts for whom the requisition has been sent to the Haryana Staff Selection Commission but the advertisements have not yet not been issued. A notification No.GSR 31/Const./Amnd./320/2008 issued on 21.10.08(copy enclosed). However, the Staff Selection Commission will complete the recruitment process for which work has already been initiated by them by way of issue of advertisement.

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

Yours faithfully,

Sd/-

Under Secretary Services-III,
for Chief Secretary to Government Haryana.

Recruitment

To

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

Sd/-

Under Secretary Services-III,
for Chief Secretary to Government Haryana.

To

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

U.O.No.66/71/2005-6SIII

Dated Chandigarh, the 20th November, 2008

INTERNAL DISTRIBUTION

1. PS/CS
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URGENT

No. 45/10/1999-5GS1

From

The Chief Secretary to Government Haryana

To

1. All the Financial Commissioners & Administrative Secretaries.
2. All the Heads of Department, 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(c) in Haryana State.

Dated, Chandigarh, the 12th March, 2009.

Subject :— Regarding the employees who have been appointed by way of transfer from Haryana Vidhan Sabha in Government Department.

Sir/Madam,

I am directed to invite your attention on the subject noted above and to say that Shri Dalbir Singh a Clerk of Haryana Vidhan Sabha filed CWP NO.13701 of 1998- Dalbir Singh Vs. State in the Hon'ble High Court for not considering him eligible *for* appointment by way of transfer to Women and Child Development on the ground that his initial appointment in Haryana Vidhan Sabha has not been made through Haryana Staff Selection Commission. An affidavit was filed by the Government on 25.05.1999 in the Hon'ble High Court that Haryana Vidhan Sabha in which the petitioner was originally employed is not a department under the State Government and as such the employees of the Haryana Vidhan Sabha are not employees of the Haryana Government. Hon'ble High Court dismissed the petition filed by the petitioner *vide* order dated 26.05.1999. After consideration of the matter regarding retaining or not retaining the employees who are already taken in the departments of Government by transfer from Haryana Vidhan Sabha, the advice of Advocate General, Haryana was sought and the Advocate General, Haryana advised on 04.10.2008 as under:--

“After going through the file, I am of the opinion that employees working in Haryana Vidhan Sabha Secretariat are neither employees of any Department of Government of Haryana nor State Government employees and as such they cannot be appointed on transfer basis in other Departments of the State of Haryana. As far as the employees who are appointed on transfer basis in different Departments of State of Haryana prior to the judgment dated 26.05.1999 is concerned their cases may be dealt with individually who have been promoted subsequently on higher post on the basis of some examination or on the basis of some interview they may not be repatriated. However, in case of others whose lien is still there in their parents department i.e. Haryana Vidhan Sabha and the departments who have given in writing in pursuance to the communication dated 04.05.1999 that they will be abide by the decision of the Hon'ble High Court in CWP No.13701 of 1998 those employees

can be repatriated to their parent department since they were retained in those departments subject to decision of CWP No.13701 of 1998.”

2. It is requested to take action accordingly.

Yours faithfully,

S.K. JAIN
Under Secretary General Administration,
for Chief Secretary to Government Haryana.

Endst. No. 45/10/1999-5GSI

Dated Chandigarh, the 12th March, 2009.

A copy is forwarded to the following for necessary action with reference to this department memo.No.45/10/99-1GSI dated 04.05.1999--

1. The Transport Commissioner, Haryana, Chandigarh.
2. The Director, Food & Supplies Department, Haryana, Chandigarh.
3. The Deputy Commissioner, Panchkula.
4. The Director, Prosecution Department, Haryana, Panchkula.
5. The Director, Panchayati Raj, Haryana, Chandigarh.
6. The Director, Agriculture Department, Haryana, Chandigarh.
7. The Director, Lotteries, Haryana, Panchkula.
8. The Director, Treasuries and Accounts Department, Haryana, Chandigarh.
9. The Excise & Taxation Commissioner, Haryana, Chandigarh.
10. The Director, Election Department, Haryana, Chandigarh.
11. The Director, Local Audit, Haryana, Chandigarh.
12. The Joint Secretary to Government, Haryana, Secretariat Establishment Chandigarh.

(S.K. JAIN),
Under Secretary General Administration,
for Chief Secretary to Government of Haryana.

INTERNAL CIRCULATION

1. PS to Chief Secretary, Haryana for the information of Chief Secretary.
2. State Informatics Officer, NIC, Haryana Region for placing it on State website and also sending it by e-mail to all the above mentioned addresses.

PART II

HARYANA GOVERNMENT

LAW AND LEGISLATIVE DEPARTMENT

Notification

The 15th May, 2009

No. Leg. 19/2009.— The following Ordinance of the Governor of Haryana promulgated under clause (1) of article 213 of the Constitution of India, on the 14th May, 2009, is hereby published for general information:-

HARYANA ORDINANCE No. 5 OF 2009

**THE HARYANA PUBLIC SERVICE COMMISSION (ADDITIONAL
FUNCTIONS) AMENDMENT ORDINANCE, 2009**

AN

ORDINANCE

*further to amend the Haryana Public Service Commission (Additional
Functions) Act, 1974.*

Promulgated by the Governor of Haryana in the Sixtieth Year of the Republic of India.

Whereas the Legislature of the State of Haryana is not in session and the Governor is satisfied that the circumstances exist which render it necessary for him to take immediate action.

Now, therefore, in exercise of the powers conferred by clause (1) of article 213 of the Constitution of India, the Governor of Haryana hereby promulgates the following Ordinance :-

Short title

1. This Ordinance may be called the Haryana Public Service Commission (Additional Functions) Amendment Ordinance, 2009.

*Amendment of
long title of
Haryana Act 21
of 1974*

2. In the long title of the Haryana Public Service Commission (Additional Functions) Act, 1974 (hereinafter called the principal Act), for the words “local bodies’ officers”, the words, “local bodies” and other body corporate’s officers” shall be substituted.

*Amendment of
section 2 of
Haryana Act 21
of 1974*

3. In section 2 of the principal Act, the existing clause (a) shall be renumbered as clause (aa) thereof and before clause so renumbered, the following clause shall be inserted, namely :—

‘(a) “body corporate” means any corporation, authority or body incorporated under any law for the time being in force or a Company registered under the Companies Act, 1956 (1 of 1956) and under the administrative control of the State Government;

*Substitution of
section 3 of
Haryana Act 21
of 1974.*

4. For section 3 of the principal Act, the following section shall be substituted, namely :—

“3. **Additional Functions.**- Notwithstanding anything contained in any other law for the time being in force, the Commission may

Recruitment

recruit such posts carrying a pay band of Rs. 9,300–34800 + Rs. 5400 grade pay or above per mensem under a local authority or under a body corporate as the State Government may direct:

Provided that it shall not apply to the—

- (i) recruitment made for a period not exceeding six months; and
- (ii) recruitment of an Executive Officer of a Municipal Committee under the Haryana Municipal Act, 1973.”.

Chandigarh :
The 14th May, 2009

A. R. KIDWAI,
Governor of Haryana

M. S. SULLAR,
Law Secretary to Government,
Haryana, Law and Legislative Department.

No. 66/3/2003-5SIII

From

The Chief Secretary to Government, Haryana

To

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

Dated Chandigarh, the May 19, 2009

Subject:— The Haryana Public Service Commission (Additional Functions) Amendment Ordinance, 2009.

Sir,

I am directed to refer to the subject noted above and to say that an Ordinance has been issued by the State Government (copy enclosed) *vide* which it has been provided that the Haryana Public Service Commission may recruit such posts carrying a pay band of Rs.9300-34800 plus Rs.5400 grade pay or above per mensem under a local authority or under a body corporate as the State Government may direct.

2. These instructions may be brought to the notice of all concerned for compliance.
3. The receipt of this communication may please be acknowledged.

Yours faithfully,

Sd/-

Under Secretary Services-III,
for Chief Secretary to Government, Haryana

Endst. No.66/3/2003-5SIII

Dated Chandigarh, the May 19, 2009

A copy alongwith enclosure is forwarded to all the Heads of Departments/ Chief Administrators/ Managing Directors of Boards and Corporations and Authorities for information and necessary action.

Sd/-

Under Secretary Services-III,
for Chief Secretary to Government, Haryana.

Endst. No. 66/3/2003-SSIII

Dated Chandigarh, the May 19, 2009

A copy alongwith enclosure is forwarded to the Secretary, Haryana Public Service Commission, Panchkula with the request that recruitment may be made in accordance with the provision of this Ordinance after the approval of the State Government.

Sd/-

Under Secretary Services-III,
for Chief Secretary to Government Haryana.

URGENT

No. 42/178/2008-5GSI

From

The Chief Secretary to Government Haryana

To

1. All the Financial Commissioners & Administrative Secretaries.
2. All the Heads of Departments, Commissioners Ambala, Hisar, Rohtak and Gurgaon Divisions.
3. The Registrar, Punjab and Haryana High Court, Chandigarh.
4. All the Deputy Commissioners in Haryana State.

Dated, Chandigarh, the 21st May, 2009.

Subject:— Regarding equivalency of Technical Qualification awarded by Deemed University in distance Education Mode for the purpose of recruitment and promotion in Haryana Government.

Sir/ Madam,

I am directed to refer to the subject noted above and to say that the matter was under consideration of the Government to avoid misuse of degrees/Diploma Technical qualification in Engineering & Technology awarded by the Deemed Universities in Distance Education Mode for the purpose recruitment and promotion in Haryana Government.

2. The matter has been considered by the Government and it has been decided that:--
 - (i) In view of the notification issued by AICTE *vide* No. Legal/01 (02)/2009, a Degree/ Diploma in any discipline of Technical Education, including Engineering & Technology, earned through Distance Education Mode from Universities/Deemed Universities/ Technical Institutions is valid qualification for initial recruitment as well as promotion, only if such Degree/Diploma programme of technical education conducted through distance education mode has been approved by the Joint Committee of UGC-AICTE-DEC. *Vide* its letter No. PC/Dis.Edu. 2008/dated 22.12.2008 of AICTE addressed to Director, Technical Education, Haryana, the All India Council for Technical Education has clarified that it has not given approval to any University/ Institution to offer UG, PG Degree Programmes and Diploma Programmes in Engineering/Technical through Distance Education mode till date (December 22, 2008). As such, no UG/PG Degree and Diploma in Engineering/Technology obtained through distance Education mode is valid for initial appointment and promotion. However, updated position in respect of approval by the Joint Committee could be collected from the AICTE.
 - (ii) Since a large number of institutions have come up in the State and outside the State and are awarding Degree(s)/Diploma in various disciplines of Technical Education, State Level Eligibility Test (s) should be conducted by the State Government and

those, who pass such Test, should be considered for various jobs in Government and public Sector undertakings. Such Test(s) should be held once or twice in a year, depending upon the response.

- (iii) It was felt that the recruiting Commissions should consider constituting a committee comprising nominees of General Administration Department, Technical Education Department, subject matter experts and law expert to consider and advise on various types of qualification related issues faced by them.
 - (iv) It was felt that committee of experts should also be set up to advise Chief Secretary's Office while according approval to qualification proposed by departments.
 - (v) Technical Education Department may be notified as Nodal Department to give advice on the issues relating to equivalency aspects of qualifications, recognition of Degree/Diploma Qualifications and recognition of Universities/Institutions in various disciplines covered by Technical Education.
3. You are requested to bring these instructions to the notice of all concerned for strict compliance. Any violation thereof will be viewed seriously by the Government.
4. These instructions should be brought to the notice of all concerned for strict compliance.

Yours faithfully,

Sd/-

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

Endst. No. 42/178/2008-5GSI

Dated Chandigarh, the 21st May, 2009.

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

- 1. The Registrar, Maharishi Dayanand University, Rohtak, Kurukshetra University, Kurukshetra, Haryana Agriculture University, Hisar, Guru Jambheshwar University, Hisar, Ch. Devi Lal University, Sirsa and Bhagat Phool Singh Mahila Vishav Vidyalya Khanpur, Sonapat.
- 2. All the Managing Directors/CAs of Board/ Corporation/State Public Sector Undertakings.
- 3. The Secretary, Haryana Public Service Commission/Haryana Staff Selection Commission.

Sd/-

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

III

**VERIFICATION OF
CHARACTER**

**Copy of letter No. 3 (15)(S) 65-Estt (B) dated 8th March, 1968 received from Mrs. R.M. Shroff.
Government of India, Ministry of Home Affairs to the Chief Secretaries of all State Governments.**

**Subject : — Verification of character and antecedents of candidates for appointment to posts under
the Central Government.**

Sir,

I am directed to refer to this Ministry's letter No. F. 56/50/54-Estts. (B) dated the 25th September, 1954, modifying the procedure followed for the verification of character and antecedents candidates for employment under the Government of India to eliminate the requirement of interrogation of the candidates or other persons in his locality for the purpose of establishing his identity and verifying the particulars furnished by him and to say that the Government of India have reviewed the position. They consider that it is essential that the identity of candidate being considered for appointment under the Central Government should be clearly established, in order to avoid cases of impersonation and entry of unsuitable persons. With this purpose in view, candidates for employment under the Government of India, have been required to attach their photographs to the attestation form. It is requested that instructions may be issued to the District authorities to make local inquiries to establish the candidate's identity, that is, whether the candidate is in fact, the person he claims to be whenever requests to this effects are made by the appointing authorities concerned, while sending the attestation form the candidate (s) for verification of character and antecedents. The District authorities may also be requested to furnish a certificate while returning the attestation form to the appointing authorities to the effect that the candidate's identity has been established.

2. I am to add that in the case of appointments to posts under the Government of India where the Ministries/Departments specifically ask for local field inquiries to be conducted, the same should be conducted by responsible officers as already requested in this Ministry's letter No. 3/3(S) 62-Estt. (B) dated the 4th October, 1963. The Ministries/Departments under the Government of India have been instructed to make a specific request to the District Authorities to this effect, while sending the attestation forms for verification of character and antecedents of candidates who are considered for appointment to posts where such enquiries are considered by them to be necessary. I am to request that the District authorities may be informed of the position and instructed to conduct field inquiries whenever requests to this effect are received from the appointing authorities, along with the requests for verification of character and antecedents.

Rank _____

Roll No. _____

Verification Roll _____

Govt. of India,

Department of Personnel & Training.

Compendium of Instructions on Recruitment—Vol. II

Subject :— Civil Services Examination

(a) Full Name of the candidate _____

(b) Father's Name Shri _____

Question

Answer by District Magistrate
Deputy Commissioner/Collector

Answer in Yes or No

1. Are you satisfied that his/her character is satisfactory ?
2. Are you aware of any circumstances which in your opinion show that the candidate in UNSUITABLE in any respect for appointment to Service ?
3. Is the candidate's IDENTITY established?

Signature _____

(with Designation)

Place _____

Seal of office _____

Note :— If the signatory considers that the candidate should not be admitted to the service or wishes to call attention to some facts, he should make a special report. THE SEAL OF THE OFFICE SHOULD INVARIABLE BE AFFIXED ON THIS FORM.

क्रमांक 9503-7 एस-76/25321

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में,

1. सभी विभागाध्यक्ष, आयुक्त अम्बाला मण्डल व हिसार मण्डल ।
 2. सभी उपायुक्त तथा उपमण्डल अधिकारी व डी०आई०जी० (सी०आई०डी०), हरियाणा ।
 3. रजिस्ट्रार, पंजाब तथा हरियाणा हाईकोर्ट तथा जिला एवं सत्र न्यायाधीश, हरियाणा ।
- दिनांक चण्डीगढ़, 13 सितम्बर, 1977

विषय :- चरित्र एवं पूर्ववृत्त का सत्यापन करवाना ।

महोदय,

उपर्युक्त विषय पर हरियाणा सरकार के परिपत्र क्रमांक 2087-7-एस-74/9680, दिनांक 16.4.75 के सम्बन्ध में मुझे यह करने का निदेश हुआ है कि हरियाणा सरकार के कुछ विभाग उम्मीदवारों की प्रथम नियुक्ति के समय चरित्र एवं पूर्ववृत्त का सत्यापन करवाने में बिना कोई कोशिश या उपायुक्त/डी०आई०जी० (सी०आई०डी०) से पत्र व्यवहार किए उम्मीदवारों का चरित्र एवं पूर्ववृत्त का सत्यापन नियुक्ति से पूर्व की बजाए नियुक्ति से बाद करवाए जाने के बारे में छूट देने के लिए प्रस्ताव भेज देते हैं तथा यह भी वर्णन कर देते हैं कि चरित्र एवं पूर्ववृत्त का सत्यापन करवाए जाने के बारे में 2 या 3 मास लग जाते हैं । इस सम्बन्ध से यह वर्णन किया जाता है कि सरकार द्वारा जारी की गई हिदायतों के अनुसार सत्यापन बारे रिपोर्ट सम्बन्धित उपायुक्त से एक मास तक प्राप्त हो जानी चाहिये । इन परिस्थितियों में इस सम्बन्ध में सरकार का यह विचार है कि विभागों को चाहिए कि वे पहले चरित्र एवं पूर्ववृत्त का सत्यापन के सम्बन्ध में सम्बन्धित उपायुक्त तथा डी०आई०जी० (सी०आई०डी०) से पत्र व्यवहार करें और यदि उन से उत्तर आने में देरी हो तो तब ही चरित्र एवं पूर्ववृत्त का सत्यापन के बारे में जारी की हिदायतों में छूट दिए जाने के सम्बन्ध में अपना प्रस्ताव मुख्य सचिव (सेवाएं विभाग) को भेजा जाए, यह भी वर्णन किया जाता है कि यह छूट केवल एक्सपैशनल केसिज में दी जा सकती है और सामान्यतः प्रत्येक विभाग द्वारा इस विषय से सम्बन्धित जारी की गई हिदायतों को अपनाना अनिवार्य होगा ।

हस्ता/-

आर० डी० गर्ग

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

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

1. वित्तायुक्त, हरियाणा ।
2. सभी प्रशासकीय सचिव, हरियाणा सरकार ।

हस्ता / -

आर० डी० गर्ग

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

अंशा: क्रमांक 9503-7 एस - 77

दिनांक 13-9-77

Copy of Secret/Most Immediate D.O. letter No. 18011/18(S)/33-Estt. (B), dated the 15th November, 1983 from Shri Krishan, Joint Secretary (B), Department of Personnel & Administrative Reforms, North Block, New Delhi addressed to Shri P.P. Caprihan, Chief Secretary, Government of Haryana, Chandigarh & Others.

Kindly refer to this Department's office Memorandum No. 18011/9(S)/78-Estt.(B) dated 2nd July, 1982 wherein the types of verification that would be applicable to the various categories of posts under the Government of India were indicated to the State Governments. The State Governments had also been requested that they may complete the verification formalities within a period of 6-8 weeks and return the verification rolls to the concerned appointing authorities.

2. Certain instances have been brought to the notice of this Department by the Ministry of Defence, Ministry of Railways, Ministry of Health & Family Welfare, Ministry of Shipping & Transport, wherein considerable delays have taken place in district authorities returning the attestation forms duly verified. This Department had occasion to address the Chief Secretaries of the various State Governments in this regard requesting issue of directions to the district authorities. As the various Ministers are still reporting that there is boon for quick return of verification rolls by the district authorities, this Department shall be grateful if the State Government could issue instructions to the various district authorities that whenever verification rolls are referred to them, they may return with utmost expedition the verification rolls duly verified. A copy of the instructions issued to the district authorities may please be endorsed to us for our record.

Copy of Letter No. 52/21/82-S(I) dated the 25th November, 1983, from Chief Secretary to Government, Haryana addressed to (i) Commissioners, Ambala and Hisar Divisions (ii) All Deputy Commissioners in Haryana State and (iii) D.I.G. (CID), Haryana.

I am directed to invite your attention to para 6 of the Government of India's letter No. 18011/9(S)/78-Estt. (B), dated the 2nd July, 1982 (a copy of which was sent to you *vide* Haryana Government letter No. 52/21/82-S(I), dated the 29th July, 1982, in which it was desired that the authorities concerned should verify the antecedents of the candidates referred to them by the various appointing authorities including public sector undertakings and return verification rolls within a period of six to eight weeks.

2. The Government of India, Department of Personnel & A.R. have intimated *vide* their D. O. letter No. 18011/18/(S)/83-Estt. (B), dated the 15th November, 1983 (copy enclosed) that certain instances have been brought to their notice wherein considerable delay have taken place in the district authorities return in the attestation forms duly verified. I am to request that it may kindly be ensured that whenever verification rolls are returned to yon the Govt. of India, the same are returned to them immediately after the requisite verification.

**Copy of Secret D.O. letter No. 18011/10(S)/84-Estt. (B), dated the 25th April, 1985 from
Shri K. Ramanujam, Secretary to Government of India, Department of Personnel &
Administrative Reforms, New Delhi addressed to Shri P. P. Caprihan, Chief Secretary,
Government of Haryana, Chandigarh..**

Kindly refer to our Office Memorandum No. 18011/9(S)/78-Estt.(B), dated 2-7-1982 wherein the types of verification that would be applicable to the various categories of posts under the Government of India were indicated to the State Governments. The State Governments had also been requested to complete the verification within a period of 6-8 weeks and return the verification rolls to the concerned appointing authorities. We had also to inform you *vide* Shri S. Krishnan's D.O. letter No. 18011/18(S)/83.Estt. (B), dated 15-11-1983 that Ministries/Departments were still reporting about inordinate delays in getting the verification rolls from the district authorities. State Governments had been requested to issue suitable instructions to the various district authorities that whenever verification rolls are referred to them, they may return them with utmost expedition, after doing the needful.

2. However, we continue to get complaints from various Central Ministries/Departments that the district authorities are taking their own time in completing the verification reports and, therefore the offer of appointment to the candidates are getting delayed. The Union Public Service Commission had also commenced on this delay in their annual report. You will kindly agree with me that delays in verification of character and antecedents of candidates selected for Government posts is something serious and requires to be tackled immediately. I shall be grateful if you could kindly issue suitable instructions to your district authorities impressing upon them the need to return with utmost expedition the verification rolls referred by various appointing authorities duly verified. You may consider calling for a Progress Report from all the Districts on this item once in a quarter so that the same can be watched at your level with a view to taking up with those responsible for delays.

No. 52/17/86-S(I)

From

Chief Secretary to Government, Haryana,

To

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

Dated Chandigarh, the 9th May, 1986.

Subject :— Verification of Character and Antecedents of persons before their first appointment to Government Service.

Sir,

I am directed to invite your attention to para (e) of the instructions circulated *vide* Haryana Government letter No. 7473/7S-75/14433, dated 8th June, 1976 in which it was *inter-alia* laid down that in order that proper identity of the candidate is established, photograph (s) of the candidate must also forwarded alongwith the reference to the Superintendent of Police/D.I.G., C.I.D.

2. It has been brought to the notice of Government that inspite clear instructions on the subject, in some cases while sending the attestation forms for verification of character and antecedents by departments, the photograph of the candidate were not affixed on the attestation form with the result that the process of character verification was delayed. It is therefore reiterated that the above mentioned instructions may please be complied with and while making reference to the Superintendent of Police/ D.I.G. C.I.D. for verification of character and antecedents, photographs of the candidate should in variably be forwarded alongwith the attestation forms for verification of character and antecedents.

Yours faithfully,

Sd/-

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

Dated Chandigarh, the 9th May, 1986.

No. 52/17/85-S(I),

A copy is forwarded to the DIG/CID, Haryana for information.

Sd/-

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

Verification of Character

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

Sd/-

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

To

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

U.O. No. 52/17/85-S(I),

Dated Chandigarh, the 9th May, 1986.

No. 52/45/86-S(I)

From

Chief Secretary to Government, Haryana,

To

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

Dated Chandigarh, the 5th June, 1987

Subject:— Procedure regarding the verification of character and antecedents of persons recommended by the Haryana Public Service Commission for appointment to Government Service.

Sir,

I am directed in invite reference to Haryana Government letter No. 1824-S-69/9201, dated the 22nd May, 1969 *vide* which, *inter-alia*, procedure regarding the verification of character and antecedents of persons recommended by the Haryana Public Service Commission was laid down. According to these instructions, two copies of the attestation form are attached to the application form itself and all candidates are required to fill in this form also when they make their applications. The Commission forwards the application form including the attestation forms, to the Department concerned alongwith its recommendations. If the candidate recommended is finally selected, the Department besides completing the other formalities regarding medical test etc, addresses the District Magistrate concerned simultaneously for the verification of his character and antecedents.

2. There has been a phenomenal increase in receipt of applications in response to the advertisements of the Commission and the supply of attestation forms to every candidate at the level of commission involves wastage of material and labour. In view of this, it has been decided that attestation forms should not be attached with the application form supplied by the Commission. Accordingly, the commission will not append copies of attestation forms with application form. In future, on receipt of the list of candidates recommended by the Haryana Public Service Commission for appointment, the appointing authority will address the successful candidates, requiring them *inter-alia* to fill in and return the attestation forms, for verification of character and antecedents.

3. You are requested to kindly comply with these instructions in future.

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

Yours faithfully,

Sd/-

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

Verification of Character

A copy is forwarded to:—

- (1) All the Financial Commissioners, Haryana;
- (2) All the Administrative Secretaries to Government, Haryana.

for information.

Sd/-

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

To

- (1) All the Financial Commissioners, Haryana;
- (2) All the Administrative Secretaries to Government, Haryana.

U.O. No. 52/45/86-S(I),

Dated Chandigarh, the 5th June, 1987

Endst. No. 52/45/86-S(I),

Dated Chandigarh, the 5th June, 1987

A copy is forwarded to the Secretary, Haryana Public Service Commission, Chandigarh for information and necessary action with reference to his letter No. P & G 18/73/4591, dated 27.6.86.

Sd/-

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

क्रमांक 52/68/88-एस(I)

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

- (1) सभी उपायुक्त, हरियाणा ।
- (2) सभी जिला पुलिस अधीक्षक, हरियाणा ।

दिनांक चण्डीगढ़, 16 नवम्बर, 1988

विषय :- सरकारी सेवा में नियुक्ति के लिये उम्मीदवारों के चरित्र एवं पूर्ववृत्त का सत्यापन किए जाने में देरी को समाप्त करना ।

महोदय,

उपर्युक्त विषय पर मुझे यह कहने का निदेश हुआ है कि हरियाणा सरकार के परिपत्र क्रमांक 1824-एस-69/9201, दिनांक 22-5-69 में यह व्यवस्था है कि उम्मीदवारों के चरित्र एवं पूर्ववृत्त सत्यापन की पूर्ण कार्यवाही 29 दिन की निर्धारित अवधि में पूरी हो जानी चाहिए । स्पष्ट हिदायतों के बावजूद भी उम्मीदवारों के चरित्र एवं पूर्ववृत्त में बहुत विलम्ब हो जाता है और इस प्रकार कई मामले लम्बित रह जाते हैं । अतः आपसे अनुरोध है कि चरित्र एवं पूर्ववृत्त सत्यापन सम्बन्धी सभी लम्बित मामलों का District Monthly Meetings में regularly review किया जाये ।

भवदीय,

हस्ताक्षर / -

उप सचिव, प्रशासन,

कृते: मुख्य सचिव, हरियाणा सरकार ।

पृष्ठांकन क्रमांक 52/68/88-एस(I)

दिनांक चण्डीगढ़ 16 नवम्बर, 1988

एक प्रति उप महानिरीक्षक, (गुप्तार विभाग) हरियाणा को सूचनार्थ प्रेषित है ।

भवदीय,

हस्ताक्षर / -

उप सचिव, प्रशासन,

कृते: मुख्य सचिव, हरियाणा सरकार ।

Verification of Character

एक प्रति वित्तायुक्त एवं सचिव, हरियाणा सरकार, गृह विभाग को उनके पत्र क्रमांक 4441-एफ०सी०एच० दिनांक 17-10-88 के सन्दर्भ में सूचनार्थ प्रेषित है ।

2. उनकी मिसल वापिस लौटाई जाती है ।

हस्ताक्षर / -

उप सचिव, प्रशासन,

कृते: मुख्य सचिव, हरियाणा सरकार ।

सेवा में,

वित्तायुक्त एवं सचिव, हरियाणा सरकार, गृह विभाग ।

अंशा: क्रमांक 52/68/88-एस(1)

दिनांक चण्डीगढ़ 16 नवम्बर, 1988

क्रमांक 52/77/88-एस(1)

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में,

1. सभी विभागाध्यक्षों, आयुक्त अम्बाला मण्डल व हिसार मण्डल
2. सभी उपायुक्त तथा उपमण्डल अधिकारी (ना०)
3. डी०आई०जी० (सी०आई०डी०) हरियाणा, चण्डीगढ़ ।
4. रजिस्ट्रार, पंजाब तथा हरियाणा हाईकोर्ट तथा जिला एवं सत्र न्यायाधीश हरियाणा ।

दिनांक चण्डीगढ़, 11 जनवरी, 1989

विषय :- चरित्र एवं पूर्ववृत्त का सत्यापन करवाना ।

महोदय,

उपर्युक्त विषय पर कृपया हरियाणा सरकार के परिपत्र क्रमांक 9503-7 एस-76/25321, दिनांक 13 सितम्बर, 1977 (प्रति संलग्न है) की ओर ध्यान दें जिसमें यह कहा गया था कि हरियाणा सरकार के कुछ विभाग उम्मीदवारों की प्रथम नियुक्ति के समय चरित्र एवं पूर्ववृत्त का सत्यापन करवाने में बिना कोई कोशिश या उपायुक्त/डी०आई०जी० (सी०आई०डी०) से पत्र व्यवहार किये उम्मीदवारों का चरित्र एवं पूर्ववृत्त का सत्यापन नियुक्ति से पूर्व की बजाये नियुक्ति के बाद करवाएं जाने के बारे में छूट देने के लिए प्रस्ताव भेज देते हैं तथा यह भी वर्णन कर देते हैं कि चरित्र एवं पूर्ववृत्त का सत्यापन करवाये जाने के बारे में 2 या 3 मास लग जाते हैं । सरकार द्वारा जारी की गई हिदायतों के अनुसार सत्यापन बारे रिपोर्ट सम्बन्धित उपायुक्त से एक मास तक प्राप्त हो जानी चाहिए । विभागों को चाहिये कि वे पहले चरित्र एवं पूर्ववृत्त का सत्यापन के सम्बन्ध में सम्बन्धित उपायुक्त तथा डी०आई०जी० (सी०आई०डी०) से पत्र व्यवहार करें और यदि उनसे उत्तर आने में देरी हो तो तब ही चरित्र एवं पूर्ववृत्त का सत्यापन के बारे में जारी की हिदायतों में छूट दिये जाने के सम्बन्ध में अपना प्रस्ताव मुख्य सचिव (सेवाएं विभाग) को भेजा जाये ।

2. यह देखने में आया है कि सरकार द्वारा जारी की गई स्पष्ट हिदायतों के बावजूद भी कई विभागों द्वारा चरित्र एवं पूर्ववृत्त सत्यापन करवाने के सम्बन्ध में पहले सम्बन्धित उपायुक्त तथा डी०आई०जी० (सी०आई०डी०) से पत्र व्यवहार नहीं किया जाता और उन द्वारा चरित्र एवं पूर्ववृत्त सत्यापन नियुक्ति से बाद में करवाने के सम्बन्ध में छूट देने के लिए प्रस्ताव मुख्य सचिव (सेवाएं विभाग) को भेज दिए जाते हैं, जो कि सरकार की कथित हिदायतों के विपरीत है । अतः मुझे पुनः यह स्पष्ट करने का निदेश हुआ है कि चरित्र एवं पूर्ववृत्त का सत्यापन के सम्बन्ध में विभाग पहले सम्बन्धित उपायुक्त तथा डी०आई०जी० (सी०आई०डी०) से पत्र व्यवहार करें और यदि उनसे उत्तर आने में देरी हो तो तब ही चरित्र एवं पूर्ववृत्त का सत्यापन के बारे में जारी की हिदायतों में छूट दिए जाने के सम्बन्ध में अपना प्रस्ताव मुख्य सचिव (सेवाएं विभाग) को भेजा जाए तथा छूट सम्बन्धी प्रस्ताव में इस बारे में जिक्र किया जाए अन्यथा ऐसे प्रस्ताव पर विचार नहीं किया जायेगा । यहां यह भी स्पष्ट किया जाता है कि यह छूट केवल exceptional cases में दी जा सकती है और सामान्यतः प्रत्येक विभाग द्वारा इस विषय से सम्बन्धित जारी की गई हिदायतों को अपनाना अनिवार्य होगा ।

3. आप से अनुरोध है कि इन हिदायतों की दृढ़ता से पालन की जाये ।
4. कृपया इस पत्र की पावती भेजें ।

भवदीय,

हस्ता / -

संयुक्त सचिव, राजनैतिक एवं सेवाएं,

कृते: मुख्य सचिव, हरियाणा सरकार ।

एक-एक प्रति सभी वित्तायुक्त, हरियाणा तथा सभी प्रासकीय सचिव, हरियाणा सरकार को सूचनार्थ तथा आवश्यक कार्यवाही हेतु प्रेषित है ।

हस्ता / -

संयुक्त सचिव, राजनैतिक एवं सेवाएं,

कृते: मुख्य सचिव, हरियाणा सरकार ।

सेवा में,

1. सभी वित्तायुक्त हरियाणा तथा
2. सभी प्रशासकीय सचिव, हरियाणा सरकार ।

अंशा: क्रमांक 52 / 77 / 88 - एस(1)

दिनांक चण्डीगढ़ 11 जनवरी, 1989

No. 52/27/93-S(I)

From

The Chief Secretary to Government Haryana.

To

1. All the Deputy Commissioners in Haryana State.
2. DIG/CID, Haryana.
3. All District Superintendents of Police in Haryana.

Dated Chandigarh, the 5th October, 1993

Subject :— Verification of character and antecedence of the persons selected for appointment in the Panjab University at the first stage.

Sir,

I am directed to address you on the subject noted above and to say that whenever request for verification of character and antecedents of candidates elected for appointment in Panjab University is made of you, the same may please be entertained and the necessary verification got done expeditiously.

Yours faithfully,

Sd/-

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

No. 52/27/93-S(1)

Dated Chandigarh, the 5th October, 93

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

1. Commissioner Ambala Division/Hisar Division/Gurgaon Division/Rohtak Division.
2. Director General of Police, Haryana.

Sd/-

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

तत्काल

क्रमांक 52/6/94-एस(1)

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में,

हरियाणा राज्य के सभी उपायुक्त

दिनांक, चण्डीगढ़, 17 मार्च, 1994

विषय :- चरित्र एवं पूर्ववृत्त के सत्यापन बारे ।

महोदय,

उपरोक्त विषय पर मुझे यह कहने का निदेश हुआ है कि प्रायः ऐसा देखने में आया है कि कई विभाग नियुक्ति से पूर्व चरित्र एवं पूर्ववृत्त सत्यापन करवाने से छूट सम्बन्धी प्रस्ताव यह कारण देते हुए इस विभाग को भेज देते हैं कि सत्यापन रिपोर्ट प्राप्त होने में 2 या 3 मास लग जाते हैं । सरकार की हिदायतों के अनुसार किसी भी कर्मचारी की नियुक्ति से पूर्व उसकी चरित्र एवं पूर्ववृत्त सत्यापन करवाया जाना आवश्यक है । अतः आपसे अनुरोध है कि जब भी विभागों द्वारा आप को उम्मीदवारों के चरित्र एवं पूर्ववृत्त सत्यापन करवाने के बारे में अनुरोध किया जाए तो चरित्र एवं पूर्ववृत्त सत्यापन तत्परता से पूर्ण करवाकर सत्यापन रिपोर्ट 15 दिन के अन्दर सम्बन्धित विभाग को भेजने का कष्ट करें ।

भवदीय,

हस्ता / -

उप सचिव, प्रशासन,

कृते: मुख्य सचिव, हरियाणा सरकार ।

क्रमांक 52/3/94-एस(1)

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में,

1. सभी विभागाध्यक्ष, आयुक्त, अम्बाला मण्डल, गुड़गाँव मण्डल, रोहतक मण्डल व हिसार मण्डल ।
 2. सभी उपायुक्त तथा उपमण्डल अधिकारी (ना०)
 3. डी०आई०जी० (सी०आई०डी०), हरियाणा, चण्डीगढ़ ।
 4. रजिस्ट्रार, पंजाब तथा हरियाणा हाईकोर्ट तथा जिला एवं सत्र न्यायाधीश हरियाणा ।
- दिनांक चण्डीगढ़, 17 मार्च 1994

विषय :- चरित्र एवं पूर्ववृत्त का सत्यापन करवाना ।

महोदय,

उपर्युक्त विषय पर कृपया हरियाणा सरकार के परिपत्र क्रमांक 52/77/88-एस(1), दिनांक 11 जनवरी, 1989 की ओर ध्यान दें जिस में यह अवलोकन किया गया था कि सरकार को स्पष्ट हिदायतों के बावजूद भी कई विभागों द्वारा चरित्र एवं पूर्ववृत्त सत्यापन करवाने के सम्बन्ध में पहले सम्बन्धित उपायुक्त तथा डी०आई०जी० (सी०आई०डी०) से पत्र व्यवहार नहीं किया जाता और उन द्वारा चरित्र एवं पूर्ववृत्त सत्यापन नियुक्ति से पूर्व करवाने के स्थान पर नियुक्ति के बाद करवाने के लिए सरकार द्वारा निर्धारित नीति से छूट प्रदान करने के लिए प्रस्ताव मुख्य सचिव (सेवाएं विभाग) को भेज दिए जाते हैं । इस प्रवृत्ति पर अंकुश लगाने के लिए सन्दर्भित परिपत्र द्वारा यह स्पष्ट किया गया था कि चरित्र एवं पूर्ववृत्त सत्यापन के सम्बन्ध में विभाग पहले सम्बन्धित उपायुक्त तथा डी०आई०जी० (सी०आई०डी०) से पत्र व्यवहार करें और यदि उनसे उत्तर आने में देरी हो तो तब ही चरित्र एवं पूर्ववृत्त का सत्यापन के बारे में जारी की गई हिदायतों में छूट दिये जाने के सम्बन्ध में अपना प्रस्ताव मुख्य सचिव (सेवाएं विभाग) को भेजा जाए । इन हिदायतों में यह भी स्पष्ट किया गया था कि छूट केवल exceptional cases में ही देने बारे विचार किया जा सकता है और सामान्यतः प्रत्येक विभाग को सरकार द्वारा जारी की गई नीति सम्बन्धी निदेशों की अनुपालना करना अनिवार्य होगा ।

ऐसा देखने में आया है कि कई विभागों द्वारा उक्त हिदायतों की अनुपालना नहीं की जाती है और चरित्र एवं पूर्ववृत्त सत्यापन करवाने के सम्बन्ध में बिना कोई प्रयास किए ही नियुक्ति से पूर्व चरित्र एवं पूर्ववृत्त सत्यापन करवाने से छूट सम्बन्धी प्रस्ताव इस विभाग को भेज दिए जाते हैं जो कि सरकार की हिदायतों के विपरीत है । अतः स्पष्ट किया जाता है कि भविष्य में उन प्रस्तावों पर विचार नहीं किया जाएगा जो सरकार के 11 जनवरी, 1989 के अनुदेशों के अनुकूल नहीं होंगे । इस स्थिति में आपसे पुनः अनुरोध है कि सरकार के परिपत्र क्रमांक 52/77/88-एस(1), दिनांक 11-1-89 द्वारा जारी किये गये निदेशों की दृढ़ता से अनुपालना की जाये ।

भवदीय,

हस्ता / -

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

Verification of Character

एक-एक प्रति सभी वित्तायुक्त, हरियाणा तथा सभी प्रशासकीय सचिव, हरियाणा सरकार को सूचनार्थ तथा आवश्यक कार्यवाही हेतु प्रेषित है ।

हस्ता / -

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

सेवा में,

1. सभी वित्तायुक्त, हरियाणा तथा
2. सभी प्रशासकीय सचिव, हरियाणा सरकार ।

अंशा: क्रमांक 52/3/94-एस(1),

दिनांक चण्डीगढ़, 17 मार्च, 1994

No. 52/9/94-S(1)

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Departments, Commissioners, of Divisions, Deputy Commissioners, Sub Divisional Officers (C) in Haryana.
2. DIG/CID, Haryana.
3. All District Superintendents of Police in Haryana.

Dated Chandigarh, the 7th June, 1994.

Subject:— Verification of character and antecedents of persons on their first appointment to Government service.

Sir,

I am directed to invite reference to Haryana Government letter No. 7473-7S-75/14433, dated the 8th June, 1976 on the subject noted above and to say that State Government have decided, in partial relaxation of the provisions of this letter, and all other instructions issued by the Government from time to time on the subject, that the requirement of verification of character and antecedents may be waived altogether in regard to the persons who are to be appointed on Class III and Class IV posts except in the following departments:-

1. Police
 2. Jail Administration
 3. Excise and Taxation
 4. Revenue
 5. Public Relations
2. However, the prior verification of character and antecedents will continue to be insisted upon in the case of appointment to Class I and Class II posts.
3. It should be made clear in the appointment letter to be issued to the candidate for Class III and Class IV posts in the Departments other than those mentioned in para 1 above that his character and antecedents have not been got verified and in case, subsequently any adverse facts come to the notice of the State Government regarding his character and antecedents, his services are liable to be terminated.
4. To cut down delay in verification of character and antecedents in respect of persons to be appointed on Class III & IV in the departments mentioned in para 1 above and persons to be appointed on Class I & II posts, it has been decided that immediately after receiving the list of successful candidates, the Administrative Departments would send the attestation forms directly through Fax to the concerned Superintendents of Police of the district, who would get the verification done within 15

Verification of Character

days and submit the report to the District Magistrate for onward transmission by him to the concerned Administrative Department, through Fax.

5. These instructions may please be brought to the notice of all concerned.

Yours faithfully,

Sd/-

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

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

Sd/-

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

To

All the Financial Commissioners and
Administrative Secretaries to Government Haryana.

U.O. No. 52/9/94-S(1)

Dated Chandigarh, the 17th June, 1994

No. 52/9/94-S(1)

From

The Chief Secretary to Government Haryana.

To

1. All Heads of Departments, Commissioners, of Divisions, Deputy Commissioners, Sub Divisional Officers (C) in Haryana.
2. DIG/CID, Haryana.
3. All District Superintendents of Police in Haryana.

Dated Chandigarh, the 29th July, 1994.

Subject :— Verification of Character and Antecedents of persons on their first appointment to Government service.

Sir,

I am directed to invite reference to Haryana Govt. letter No. 52/9/94-S(1), dated 7th June, 1994 which inter-alia laid down that the requirement of verification of character and antecedents may be waived altogether in regard to the persons who are to be appointed on Class III and IV posts except in the following departments:—

1. Police
 2. Jail Administration
 3. Excise and Taxation
 4. Revenue
 5. Public Relations
2. On reconsideration it has been decided by the Government that policy of prior verification of character and antecedents will continue to be applicable in respect of persons to be appointed to class III and IV posts in Haryana Raj Bhawan. Instructions continued in circular letter dated 7th June, 1994 may be considered to have been amended to this extent.

Yours faithfully,

Sd/-

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

Verification of Character

A copy each is forwarded to all the Financial Commissioners and Administrative Secretaries to Govt. Haryana for information and necessary action in continuation of Haryana Govt. letter No. 52/9/94-S(1), dated 7th June, 1994.

Sd/-

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

To

All the Financial Commissioners and
Administrative Secretaries to Govt. Haryana.

U.O. No. 52/9/94-S(1)

Dated Chandigarh, the 29th July, 1994

No. 52/9/94-S(1)

Dated Chandigarh, the 29th July, 1994

A copy is forwarded to the Secretary to Governor Haryana for information with reference to her letter No. HRB-GA-I (77)-93/2373, dated 21-6-94.

Sd/-

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

Compendium of Instructions on Recruitment—Vol. II

No. 52/9/94-S(1)

From

The Chief Secretary to Government Haryana.

To

1. All Heads of Departments, Commissioners of Divisions, Deputy Commissioners, Sub Divisional Officers(C) in Haryana.
2. DIG/CID, Haryana.
3. All District Superintendents of Police in Haryana.

Dated Chandigarh, the 5th September, 1994.

Subject:— Verification of character and antecedents of person on their first appointment to Government Service.

Sir,

I am directed to invite reference to Haryana Government letter No. 52/9/94-S(1), dated 7-6-94 and to say that the instructions contained in the said letter may also be brought to the notice of Boards, Corporations etc. for compliance.

Yours faithfully,

Sd/-

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

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

2. It is requested that the instructions contained in Haryana Government letter No. 52/9/94-S(1), dated 7-6-94 may please be brought to the notice of Boards, Corporations etc. under their control, for compliance.

Sd/-

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

To

All the Financial Commissioners and
Administrative Secretaries to Govt. Haryana.

U.O.No. 52/9/94-S(1)

Dated Chandigarh, the 5th September, 1994.

No. 52/17/94-S(1)

From

The Chief Secretary to Government Haryana.

To

1. All Heads of Departments
Commissioners, of Divisions, Deputy Commissioners,
Sub Divisional Officers (C) in Haryana.
2. DIG/CID, Haryana.

Dated Chandigarh, the 30-11-94

Subject :— Character verification.

Sir,

I am directed to address you on the subject noted above and to say that a specimen of the attestation form to be used for the purpose of verification of character and antecedents was circulated amongst the Commissioners of Divisions. All Deputy Commissioners, D.I.G./C.I.D. I.G. Police and All District Superintendent of Police vide Haryana Government letter No. 52/21/82-S(1), dated 29th July, 1982. It has been brought to the notice of State Government by the Police Department that verification form of some departments does not contain full information in respect of the concerned candidate due to which verification of character and antecedents cannot be verified properly. It is, therefore, requested that in future for the purpose of verification of character and antecedents, the existing attestation form only be used, a specimen of which is at Annexure-I, I am to request that this may kindly be brought to the notice of all concerned for strict compliance.

Yours faithfully,

Sd/-

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

A copy, with a copy of, enclosure, is forwarded to all the Financial Commissioners and Administrative Secretaries to Government Haryana for information and necessary action.

2. It is requested that the above instructions may also please be brought to the notice of Boards, Corporations etc. under their control of compliance.

Sd/-

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

Compendium of Instructions on Recruitment—Vol. II

To

All the Financial Commissioners and
Administrative Secretaries to Government Haryana.

U.O. No. 52/17/94-S(1),

Dated Chandigarh, the 30-11-1994

No. 52/17/24-S(1),

Dated Chandigarh, the 30-11-1994

A copy is forwarded to the Director General of Police Haryana with reference to his memo
No. 1271/Vo.3(H), dated 8-11-94.

Sd/-

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

ANNEXURE-I
ATTESTATION FORM

“WARNING : The Furnishing of false information or suppression of any factual information in the Attestation Form would be disqualification, and is likely to render the candidate unfit for employment under the Government.

Affix signed passport size (5 cm. X 7 cm. Approx) copy of recent photograph where asked for.

2. If detained, arrested, prosecuted, bound down, fined, convinced, debarred, acquitted etc. subsequent to the completion and submission of this form, the details should be communicated immediately to the authorities to whom the attestation form has been sent early, failing which it will be deemed to be a suppression of factual information.
3. If the fact that false information has been furnished or that there has been suppression of any factual information in the attestation form comes to notice at any time during the service of a person, his service would be liable to be terminated.”

1.	Name in full (in block capitals) with aliases, if any (Please indicate if you have added or dropped in any stage any part of your name or surname)	SURNAME	NAME
2.	Present address in full (i.e. Village, Thana and District or House No. Lane/Street/Road and Town.		
3.	(a) Home Address in full (i.e Village, Thana, and District or House No. Lane/Street/Road and Town and name of District Headquarters. (b) If Originally a resident of Pakistan, the address in that country and the date of migration to Indian Union.		

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4. Particulars of places (with periods, of residences) where you have resided for more than one year at a time during the preceding five years. In case of stay abroad (including Pakistan) particulars of all places where you have resided for more than one year after attaining the age of 21 years, should be given.

From	To	Residential address in full (i.e. Village, Thana and Distt. or house No. Lane/Street/Road and Town).	Name of the District Headquarters of the place mentioned in the preceding column)
------	----	--	---

5.	Name	Nationality (by birth & or by domicile)	Place of birth	Occupation (if employed give designation & official address)	Present Postal address (if dead give last address)	Permanent Home Address
----	------	---	----------------	--	--	------------------------

- (i) Father
(name in full aliases, if any)
- (ii) Mother
- (iii) Wife/Husband
- (iv) Brother(s)
- (v) Sister(s)

5. (a) Information to be furnished with regard to sons(s) and/or daughter(s) in case they are studying /living in a foreign country:

Name	Nationality (by birth and/or by domicile)	Place of birth	Country in which studying/living with full Address.	Date from which studying/living in the country mentioned in previous column.
------	---	----------------	---	--

6. Nationality.

7.	(a)	Date of birth	(a)
	(b)	Present Age	(b)
	(c)	Age at Matriculation	(c)

8.	(a)	Place of birth, District and State in which situated	(a)
	(b)	District and State to which you belong.	(b)
	(c)	District and State to which your father originally belong.	(c)

Verification of Character

-
9. (a) Yours religion
- (b) Are you a member of a Scheduled Caste/
Scheduled Tribe? Answer 'Yes or No'
-

10. Educational Qualification showing places of education with years in Schools and Colleges since 15th years of age.
-

Name of School/College Examination passed with full address	Date of entering	Date of leaving
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-
11. (A) Are you holding or have any time held an appointment under the Central or State Government or a Semi-Government or a Quasi-Government body, or an autonomous body, or a public undertaking, or a private firm or institution? if so, give full particulars with dates of employment up-to-date.
-

From	<u>Period</u> To	Designation, emoluments and nature of employment	Full name and address of employer	Reasons for leaving previous service.
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-
11. (B) If the previous employment was under the Government of India, a State Government/ an Undertaking owned of controlled by the Government of India of a State Government/ an Autonomous Body/University/ Local Body.
-

If you had left service on giving a month's notice under the rules 5 of the Central Civil Services (Temporary Service) Rules, 1965 or any similar corresponding rules were any disciplinary proceedings framed against you, or had you been called upon to explain your conduct in any matter at the time you gave notice of termination of service, or at a subsequent date, before, your services actually terminated?

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12. (1) (a) Have you ever been arrested? Yes/No
 (b) Have you ever been prosecuted? Yes/No
 (c) Have you ever been kept under detention? Yes/No
 (d) Have you ever been bound down? Yes/No
 (e) Have you ever been fined by a Court of Law? Yes/No
 (f) Have you ever been convicted by a Court of Law for any offence? Yes/No
 (g) Have you ever been debarred from any examination or rusticated by any University or any other educational authority/Institution ? Yes/No
 (h) Have you ever been debarred/disqualified by any Public Service Commission/Staff Selection Commission for any of its examination/selection? Yes/No
 (i) Is any case pending against you in any Court of Law at the time of filling up this application form? Yes/No
 (j) Is any case pending against you any University or any other educational authority/Institution at the time of filling up this Attestation Form ? Yes/No
 (k) Whether discharged/expelled/withdrawn from any training institution under the Government or otherwise? Yes/No

12. If the answer to any of the above mention question is 'Yes' give full particulars of the case arrest/detention/fine-conviction/sentence/punishment etc. and/or the nature of the case pending in the Court/University/Educational Authority etc., at the time of filling up this form.

NOTE: (i) Please also see the 'warning' at the top of this Attestation Form.
 (ii) Specific answers to each of the questions should be given by striking out 'Yes' or 'No' as the case may be.

-
13. Name of two responsible persons of 1 .
 your locality or two references to whom 2 .
 you are known.

I certify that the foregoing information is correct and complete to the best of my knowledge and belief. I am not aware of any circumstances which might impair my fitness for employment under Government.

Signature of candidate_____

Date _____

Place _____

IDENTITY CERTIFICATE

(Certificate to be signed by anyone of the following)

- (i) Gazetted Officers of Central or State Government;
- (ii) Members of Parliament or State Legislature belonging to the constituency where the candidate or his parent/guardian is ordinarily resident;
- (iii) Sub-Divisional Magistrates/Officers ;
- (iv) Tehsildars or Naib/Deputy Tehsildar authorised to exercise magisterial powers;
- (v) Principal/Head Master of the recognised School/College/Institution where the candidate studied last;
- (vi) Block Development Officer;
- (vii) Post-Master;
- (viii) Panchayat Inspectors.

Certified that I have known Shri/Smt./Kumari _____ son/
daughter of Sh. _____ for the last _____
years _____ months and that to the best of my knowledge and belief the particulars furnished
by him/her are correct.

Date _____

Signature _____

Place _____

Designation or status and address

TO BE FILLED BY THE OFFICE

- (i) Name, designation and full address of the appointing authority.
- (ii) Post for which the candidate is being considered.

SECRET

No. 52/16/94-S(I)

From

The Chief Secretary to Govt., Haryana.

To

1. Commissioner, Ambala, Hisar, Rohtak and Gurgaon Divisions.
2. All Deputy Commissioners in Haryana State.
3. D.I.G (CID) Haryana.

Dated, Chandigarh, the Nov. 12, 1997.

Subject :— Verification of character and antecedents of candidates selected for appointment to Civil posts under the Government of India.

Sir,

I am directed to refer to Haryana Government letter No. 52/21/82-S(I), dated 13-5-1985 on the above noted subject and to say that the verification rolls whenever referred to you by Govt. of India, should be returned to them immediately after the requisite verification and a quarterly report is also required to be sent to the Secretariat in the prescribed proforma in respect of the pending verification rolls. It has come to the notice of the Government that character and antecedents rolls sent by the various departments of Govt. of India for different posts are not being cleared timely and the offers of appointment to the candidates are delayed unnecessarily as a result thereof. I am to request you again that personal attention may kindly be given in order to ensure the verification of rolls referred to you by various authorities and the same are returned to them after necessary verification. A quarterly statement may also be sent as per Govt. instructions.

Yours faithfully,

Sd/-

Section Officer, Services-I,
for Chief Secretary to Government, Haryana.
Dated, Chandigarh, the Nov. 12, 1997.

No. 52/16/94-S(1)

SECRET

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

1. Director General of Police Haryana.
2. All District Superintendents of Police, in Haryana.

Sd/-

Section Officer, Services-I,
for Chief Secretary to Govt., Haryana.

SECRET

No. 52/16/94-S(I)

Dated Chandigarh, the 12th Nov., 1997.

A copy is forwarded to the Secretary to Government of India, Department of Personnel & A.R. New Delhi for information.

Sd/-

Section Officer, Services-I,
for Chief Secretary to Government, Haryana.

Verification of Character

SECRET

No. 52/5/98-S(I)

From

The Chief Secretary to Govt., Haryana.

To

1. All the Deputy Commissioners in Haryana.
2. DIG/CID, Haryana.
3. All District Superintendents of Police in Haryana.

Dated, Chandigarh, the December 22, 1998.

**Subject :— Civil Services Examination, 1997-Verification of character & antecedents of candidates-
Name and Telephone Nos. of Collector/District Magistrate/Deputy Commissioner/
Commissioner of Police-Information reg.**

Sir,

I am directed to refer to the subject noted above and to send herewith a copy of letter No. 13012/22/98-AIS(I), dated Nil alongwith its enclosures, received from the Government of India, Department of Personnel & Training, New Delhi for your guidance and strict compliance.

Yours faithfully,

Sd/-

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

SECRET

A copy, alongwith its enclosures, is forwarded to the Financial Commissioner & Secretary to Govt., Haryana. Home Deptt., for information and necessary action.

2. He is also requested to supply a list containing the names, and telephone numbers of all the District Superintendents of Police in the state to GOI Direct as desired by them.

Sd/-

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

Compendium of Instructions on Recruitment—Vol. II

To

The Financial Commissioner & Secretary to Govt.,
Haryana, Home Department.

U.O. No. 52/5/98-S(I)

Dated, Chandigarh, the December 22, 1998.

SECRET

Endst. No. 52/5/98-S(I)

dated Chandigarh, the December 22, 1998.

A copy is forwarded to the Under Secretary to GOI, Ministry of Personnel, Public Grievances & Pensions Deptt. of Personnel & Training, New Delhi with reference to his letter No. 13012/22/98-AIS (I) dated Nil for information.

2. A list containing the names and telephone numbers of all the Deputy Commissioner in Haryana is sent herewith as desired. A similar list in respect of District Superintendent of Police in Haryana will be supplied to you by the Home Department, Haryana, separately.

Sd/-

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

Copy of letter No. 13012/22/98-AIS(I) dated Nil received from Sh. K.K. Sharma, Government of India, Ministry of Personnel Public Grievances & Pensions Department of Personnel & Training, New Delhi to The Chief Secretary to the Government of Haryana, Chandigarh.

Subject: — Civil Services Examination, 1997-Verification of character & antecedents of candidates- Name & Telephone Nos. of Collector/District Magistrate/Deputy Commissioner/ Commissioner of Police Information reg.

Sir,

I am directed to bring to your notice that every year two copies of Attestation Forms of candidates of Civil Services Examination are sent by this Department for verification of their characters and antecedents to the concerned District authorities of your State. It has been observed for quite some time that inspite of repeated reminders Verification Reports of some candidates remain pending for long with the concerned District authorities without any plausible reason. On certain occasions after a gap of considerable period the District authorities, on repeated reminders, ask for, another copy of Attestation Forms of the candidates concerned inspite of the fact that two copies of Attestation Forms were sent initially to them (one copy is required to be retained in DM/DC's office and another one to be sent to Police authorities by DM/DC) by this Deptt. This callousness on the part of District authorities has led to a situation where in the offers of appointment to candidates get inordinately delayed and it becomes difficult for this Department to reply to the queries of the candidates.

2. In this connection your attention is brought to the instructions issued by this Department *vide* O.M. No. 18011/9 (S)/78 Estt. (B) dated 02.07.82 wherein it is emphasised that it should not take more than six to eight weeks to complete the process of verification and to furnish a Report to the appointing authority, by the concerned District Authority.

3. Moreover, while forwarding the Attestation Form of candidates to the concerned District Authorities a specific request is made by this deptt. that identity of each candidate should be clearly established from the photograph affixed on this Attestation form which is essential as per instructions issued by this deptt. *vide* letter No.3 (15)(S)/65-Estt-B dated 8.3.1968 (Copy enclosed) and the report by the DM/DC must be in the prescribed verification roll form (Specimen enclosed) attached to the Attestation forms of each candidate (by name) by this Department. *DM/DC* concerned is required to return the said form to this deptt. after filling-up the relevant entries, However, it is observed that some of the district authorities of your State either do not mention in their report that identity of the candidate has been established or return the said form without filling-up the details asked for.

4. In view of the above, it is, therefore, requested that all the district authorities may be directed to strictly adhere to these instructions and forward the verification reports of the candidates in the attached Verification Roll Form only to this Department. It is also requested to furnish a list containing the name and telephone number of all the District Magistrates/District Collectors/Dy. Commissioners and Commissioners of Police, if any, of your State **URGETLY** to enable this deptt. to take up the matter directly with the concerned authorities.

Copy of Letter No. 52/16/94-S(I) dated the 12th November, 1997, from Chief Secretary to Government, Haryana addressed to (i) Commissioners, Ambala, Hisar, Rohtak & Gurgaon Divisions (ii) All Deputy Commissioners in Haryana State and (iii) D.1. G. (CID), Haryana.

I am directed to refer to Haryana Government letter No. 52/21/82-S(I) dated 13-5-1985 on the above noted subject and to say that the verification rolls whenever referred to you by Government of India, should be returned to them immediately after the requisite verification and a quarterly report is also required to be sent to the Secretariat in the prescribed proforma in respect of the pending verification rolls. It has come to the notice of the Government that character and antecedents rolls sent by the various departments of Govt. of India for different posts are not being cleared timely and the offers of appointment to the candidates are delayed unnecessarily as a result thereof. I am to request you again that personal attention may kindly be given in order to ensure the verification of rolls referred to you by various authorities and the same are returned to them after necessary verification. A quarterly statement may also be sent as per Govt. instructions.

Verification of Character

From

The Chief Secretary to Government, Haryana.

To

- (i) All the Deputy Commissioners in the State and
- (ii) The Deputy Inspector General of Police, C.I.D., Haryana.

Memo. No. 52/3/98-S (I),

Dated, Chandigarh, the 23 Feb., 1999.

Subject :— Verification of character and antecedents of candidates for appointment to vital under-taking in private sector.

Reference Government Memo. No. 7096-5S-68/29888, dated 18/19-11-1968 and Memo. No. 192-5S-69/2182, dated 31.1.1969 on the above noted subject.

2. The State Government has further considered this matter and it has now been decided to revise the fee of Rs. 15/- to Rs. 100/- (one hundred only), per candidate, for undertaking verification of character antecedents of candidates for appointment in private undertakings and factories. The fee of Rs. 100/- per candidate shall be remitted by the concerned employer into the concerned Treasury/ Head of account to be shared in the ratio of 1:4 between concerned Deputy Commissioner and Superintendent of Police office (i.e. R; 20/- and Rs. 80/- respectively). The challans will be submitted to the District Magistrate concerned along with the particulars of the candidate whose character and antecedents have to be verified as before.

3. This issues with the concurrence of the Finance Department conveyed *vide* their U. O. No.12/85/98 3FG-1/5356. dated 3.2.1999.

Sd/-

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

Endst. No. 52/3/98-S(I),

Dated, Chandigarh, the 23 Feb., 1999.

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

Sd/-

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

Compendium of Instructions on Recruitment—Vol. II

A copy is forwarded to the Financial Commissioner & Secretary to Government, Haryana, Finance Department w.r.t. their U.O. No. 12/85/98-3FG-I/5356, dated 3.2.1999 for information.

Sd/-

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

To

The Financial Commissioner & Secretary to Government,
Haryana, Finance Department,
(In F.G.I. Branch).

U. O. No. 52/3/98-S(I),

Dated, Chandigarh, the 23 Feb., 1999.

Copy of D.O. No. 18011/7(S)/95-Estt. (B), dated the 17/21st June, 1999, from Shri B.B. Tondon, Secretary, Government of India, Ministry of Personnel, Public Grievances and Pensions, New Delhi addressed to Shri Ram S. Verma, IAS, Chief Secretary to Government, Haryana.

Kindly refer of the D. O. letter No. 18011/10(S)/84-Estt. (B), dated April 25, 1985 from Shri K. Ramanujam regarding the need to impress upon the district authorities to return with utmost expedition the verification rolls referred by the various appointing authorities duly verified. We had also requested you to consider calling for a quarterly report from all Districts so that the progress of this item could be watched with a view to taking up those responsible for delays. In spite of the above, complaints continue to be received from the various Ministries/Departments that the District authorities do not send verification reports within the time fixed for the purpose.

2. You will appreciate that the delay in returning the verification rolls results in considerable administrative difficulties. As pre-enrollment verification is a pre-requisite for appointment to posts under the Central Government, delays in returning the verification rolls leads to denial of appointment to the selected candidates for that much long which, in some instances, results in candidates taking up placements elsewhere thereby making the recruitment exercise infructuous. The Union Public Service Commission has also been commenting on these delays in their Annual Reports. Besides, in the circumstances, the vacancy has also to be kept unfilled which often leads to dislocation of work, As this problem has acquired serious proportions. We shall be grateful if the State Government would once again issue instructions to the various District authorities that the verification rolls, duly verified, should be returned to the appointing authorities with utmost expedition.

Copy of secret D.O. letter No. 52/9/99-S(I), dated the 14th July, 1999 from Shri N.C. Wadhwa, I. A. S., Joint Secretary to ,Government, Haryana, Department of Political & Services, addressed to Chief Secretary, Government of Haryana, Chandigarh.

Subject :— Verification of character and antecedents of candidates selected for appointment to Civil posts under the Government of India.

I am desired to enclose a copy of D.O. letter No. 18011/7(S)/95-Estt. (B). dated 21 June, 1999 received. from Shri B. B. Tandon, Secretary, Government of India. Ministry of Personnel; Public Grievances and Pensions, New Delhi on the subject noted above and to say that Government has issued instructions from time to time according to which character and antecedents of the candidates referred to by the various appointing authorities including public sector undertaking should be verified and returned to them immediately thereafter. A quarterly report is also required to be sent in respect of the pending cases. As reported by Government of India, such delays are causing considerable administrative difficulties and in some cases of delays, exercise of recruitment become infructuous. Union Public Service Commission has also been commenting on such, delays in their Annual Reports. A copy each of the circular letter Nos. 58/21/83. S(1), dated 25-11-1983, 52/21/82-S(1), dated 13-5-85 and 52/16/97.S(I), dated November 12, 1997 is enclosed.

I shall be grateful, if you could kindly look into this matter personally and ensure that Government instructions are complied with and the character and antecedents received from the various appointing authorities from Government of India are got verified and returned to them immediately and in case of pending cases, if any, a quarterly report is sent to Government without fail.

Yours sincerely,

Sd/-
(N. C. Wadhwa)

All The Deputy Commissioners

No. 52/9/99-S (I)

Dated, Chandigarh, the 14 July, 1999.

A copy each, with copy of its enclosure, is forwarded to the following:--

1. IG/CID, Haryana.
2. All the District Superintendents of Police in Haryana.
3. It is requested that the contents of the Government India's letter (s) may please be noted for strict compliance.

Sd/-
Joint Secretary to Govt., Haryana,
Political & Services Departments.

Verification of Character

No. 52/9/99-S(1)

Dated, Chandigarh, the 14 July, 1999.

A copy is forwarded to Shri B. B. Tandon, Secretary, Government of India, Ministry of Personnel, Public Grievances and Pensions, New Delhi-110001 with reference to this D. O. letter No. 18011/7/(S)/95-Estt. (B), dated June 21, 1999 addressed to the Chief Secretary to Government, Haryana.

Sd/-

Joint Secretary to Govt., Haryana,
Political & Services Departments.

Compendium of Instructions on Recruitment—Vol. II

SECRET

No. 52/9/99-S(I)

From

The Chief Secretary to Government, Haryana.

To

All the Deputy Commissioners in Haryana,
D.I.G., CID Haryana and

All the Superintendents of Police in the Districts in Haryana.

Dated, Chandigarh, the 17th Nov., 1999.

Subject :— Verification of character and antecedents of candidates selected for appointment to Civil posts under the Government of India.

Sir,

I am directed to refer to D.O. letter of even number dated 14th July, 1999 (Copy enclosed along with enclosures) from Shri N. C. Wadhwa, IAS, the then Joint Secretary to Government, Haryana, Political & Services Department on the above mentioned subject and to say that it has come to the notice of the Government that verification of character and antecedents of candidates sent by various departments of Government of India for their appointment to Civil posts under the Government of India are not being cleared in time inspite of the instructions issued from time to time. Delay in such cases will be viewed seriously by the State Government in future. Therefore, I shall be grateful, if you could kindly pay your personal attention and ensure that the Government instructions are complied with and the verification reports received from the various appointing authorities of Government of India are returned to them after verification and a quarterly report is also Sent to the State Government in respect of the pending cases, if any, regularly.

Yours faithfully,

Sd/-

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

No. 52/9/99-S(I),
1999

Dated, Chandigarh, the 17th Nov.,

A copy is forwarded to the Secretary, Government of India, Ministry of Personnel, P.G. & Pensions, New Delhi in continuation of the State Government letter No. 52/9/99-S(I), dated 14-7-1999.

Sd/-

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

No.52/3/2005-6S(I)

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Departments, Commissioners of Divisions, Deputy Commissioners, Sub Divisional Officers (Civil) in Haryana.
2. DIG/CID, Haryana.
3. All District Superintendents of Police in Haryana.

Dated Chandigarh, the 18th November, 2005.

Subject :— Verification of character and antecedents of persons on their first appointment to Government service.

Sir,

I am directed to invite reference to Haryana Govt. letter No.52/9/94--S(1), dated 7th June, 1994 followed by letter *No.52/9/94-S(I)* dated 29th July, 1994 which *inter-alia* lay down that the requirement of verification of character and antecedents may be waived altogether in regard to the persons who are to be appointed on Class-III and IV posts except in the following departments:--

1. Police
 2. Jail Administration
 3. Excise & Taxation
 4. Revenue
 5. Public Relations
 6. Haryana Raj Bhawan
2. On reconsideration it has now been decided by the Government that policy of prior verification of character and antecedents will also be adhered to in respect of persons to be appointed to Class III i.e. Group 'C' (including teachers) posts in Education Department.
3. Instructions contained in circular letter dated 7th June, 1994 and 29th July, 1994 shall be deemed to have been modified to the extent indicated above.

Yours faithfully,

Sd/-

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

Compendium of Instructions on Recruitment—Vol. II

A copy each is forwarded to all the Financial Commissioners and, Principal Secretaries and Administrative Secretaries to Govt. Haryana for information and necessary action in continuation of Haryana Govt. letter No.52/9/94-S(I) dated 7th June, 1994 and letter No.52/9/94-S(I) dated 29th July, 1994.

Sd/-

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

To

All the Financial Commissioners and Principal Secretaries and
Administrative Secretaries to Govt. Haryana.

U.O.No.52/3/2005-6S(I) Dated Chandigarh, the 18th November, 2005

Endst. No. 52/3/2005-6S(I) Dated Chandigarh, the 18th November, 2005.

A copy is forwarded to the Financial Commissioner & Principal Secretary to Govt., Haryana, Education Department for information with reference to his U.O. No. 5581-FCE dated 20.10.2005.

Sd/-

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