

No. 62/06/2021-6GSI
HARYANA GOVERNMENT
GENERAL ADMINISTRATION DEPARTMENT

Dated Chandigarh, the 19th April 2021

To

1. All the Administrative Secretaries to Government Haryana.
2. All the Heads of Departments.
3. All the Managing Directors/Chief Administrators of all the Boards/ Corporations in Haryana State.
4. All the Divisional Commissioners in the State of Haryana.
5. All the Deputy Commissioners of the State of Haryana.
6. All the Registrars of Universities in Haryana.

Subject: Disposal of cases pertaining to Promotions/ Procurements/ Transfers/ Disciplinary Proceedings etc. during last two months before retirement.

Your attention is invited to the subject mentioned above. It has been observed by the Government that some officers while exercising the powers of Administrative Secretary/HoD/Controlling Officer during the last two months of the service prior to their superannuation have been issuing orders relating to appointments, promotions, transfers, tenders, purchases and disciplinary matters etc. which do not pass muster in terms of integrity, transparency, rectitude, probity and impartiality. Such actions have invited complaints of financial irregularities, loss to the State exchequer, appointment of undeserving persons, nepotism, favouritism and thus tarnished the image of the Government. These instances of improper conduct on the part of such officers, who were about to retire from Government service, have been viewed seriously by the Government.

2. In view of the above mentioned facts, the Government has duly considered the matter and decided that henceforth, unless specifically directed by the Government, an officer exercising the powers of Administrative Secretary during the last two months prior to the date of his/her retirement, shall submit the following categories of cases to the Chief Secretary to Govt. Haryana and the officers exercising the powers of Head of Department or Controlling Authority to the next competent authority for prior approval:-

- i. Cases pertaining to procurement i.e. processing of tenders for allotment of work or release of payments/purchases.
- ii. Cases pertaining to appointment/ fresh recruitment of officials, regular as well as contractual (except HSSC/HPSC).
- iii. Cases pertaining to promotions.
- iv. Cases pertaining to transfers of officials of all categories.
- v. Matters relating to disciplinary actions where charges stand proved.

3. Failure to abide by these instructions shall invite disciplinary action under the relevant Service Rules as well as penal action under Rule 12 of the Haryana Civil Services (Pension) Rules, 2016 or any other applicable corresponding Rules.

4. These instructions may be brought to the notice of all concerned for immediate and strict compliance in letter and in spirit.



Chief Secretary to Government Haryana.