

No. 62/04/2021-6GS-I
HARYANA GOVERNMENT
GENERAL ADMINISTRATION DEPARTMENT
(General Services-I Branch)

Dated: Chandigarh, the 15th September, 2021.

To

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

Subject: Quick disposal of disciplinary cases under Rule 7 of Haryana Civil Services (Punishment & Appeal) Rules, 2016.

As you are aware disciplinary matters are governed by Haryana Civil Service (Punishment & Appeal) Rules, 2016. Instructions have been issued by Government from time to time to all Departments for disposal of disciplinary proceedings under Rule 7 i.e. major penalty within a period of six months.

2. However, it has been observed by Government that many such cases of disciplinary proceedings under Rule 7 have not been finalized by the punishing authorities due to inordinate delay in submission of inquiry reports by the Inquiry Officers. So, as to ensure timely disposal of disciplinary cases, particularly pertaining to the Gazetted Officers of Group A & B, Government has decided that all Administrative Secretaries shall ensure that regular inquiries pending against Gazetted Officers are finalised before the 30th November, 2021 positively.

3. In such cases where an Inquiry Officer is unable to submit the inquiry report by 30th November, 2021, the Administrative Secretaries concerned shall submit a report to the Chief Secretary to Government, Haryana (in General Services-I Branch) by 07th December, 2021 mentioning the causes of delay in the finalization of disciplinary proceedings. Wherever Administrative Secretary/Punishing Authority concerned is of the view that justification exists to grant more time to the Inquiry Officer to finalize the inquiry report, reasons thereof may be mentioned in the report. However, if the Administrative Secretary/Punishing Authority is of the view that there has been an unjustified delay by the Inquiry Officer in concluding the inquiry, he may initiate/propose deterrent disciplinary action against the Inquiry Officer (if he is in service) and reassign the Inquiry to some other Inquiry Officer (in case of Inquiry Officer being a retired govt. official).

4. All Administrative Secretaries/Punishing Authorities shall also carry out an immediate review of the progress of disposal of regular inquiries under Rule 7 and 8 pending against the employees of Group C & D.

5. It has also been decided by the Government to direct all the Administrative Secretaries/ Punishing Authorities to send information regarding cases of disciplinary proceedings/departmental inquiries pending against Gazetted Officers of Group A & B to the Chief Secretary to Government, Haryana (in General Services-I Branch) both in the shape of soft copy by email at generalservices0001@gmail.com and also by way of hard copy positively by 05th of October, 2021 in the following format:

List of pending Regular Inquiries (u/r 7) against Gazetted Officers of Group A & B

Name of Department/Board/Corporation _____					
Sr. No	Name of IO	Name of Delinquent Gazetted Officer	Designation of the Officer	Date of enquiry entrusted to the I.O.	Total Number of days since the Inquiry has been pending (from date on which inquiry entrusted till 15.09.2021) with the I.O.
1	2	3	4	5	6



Chief Secretary to Government Haryana