

**HARYANA GOVERNMENT
GENERAL ADMINISTRATION DEPARTMENT
CHIEF SECRETARY'S OFFICE**

No. 16/01/2018-1GS-I

To

1. All the Administrative Secretaries to Government Haryana.
2. All the Heads of the Departments of Haryana.
3. All the Divisional Commissioners in Haryana.
4. The Registrar (General) Punjab & Haryana High Court.
5. All the Deputy Commissioners of Haryana.

Dated Chandigarh, the 15th June, 2018.

Subject: Fixation of tenure of the Head of Department.

Sir/Madam,

I am directed to invite your attention to joint Punjab circular No. 3734-1GS-II-65/17769, dated the 27th May, 1965 vide which tenure of some posts including Heads of Departments was fixed by the then State Government.

The matter regarding fixation of tenure of the Head of Department (HoD) was under consideration of Government for some time and it has now been decided that where the HoD post is to be filled up by promotion, the tenure of Head of Department shall now be three (3) years instead of five (5) years and the following conditions shall also apply in respect of the appointment:

1. After completion of service of three years as HoD by the incumbent officer, the department shall consider the next eligible officer working on the feeder post for the post of HoD and he/she may even be promoted prematurely by giving necessary relaxation, with the approval of competent authority, if he/she is otherwise fit for promotion.
2. In case no eligible person is available, the term of the existing HoD who has already completed first tenure of three years may be extended for a period not exceed three more years or up-to the date of promotion of junior officer working on the feeder post, whichever is earlier as prescribed in (1) above.
3. If no junior officer working on feeder post is found fit for promotion even during the second term of three years, the term of existing HoD will again be extended for further three years or upto the date of promotion of junior officer, whichever is earlier, provided that the overall tenure of a particular officer as HoD shall, in no circumstances, be more than a period of nine (9) years.
4. At the time, when a junior eligible officer is promoted as HoD after the completion of first term or during the tenure of second or third term of the earlier HoD, the earlier HoD will be assigned some other work commensurate with his/her rank, area of

work and core competence, with the designation of Head of Department (Special). For this purpose an ex-cadre post within the same Department will be got created from Finance Department for a limited period, i.e. upto the date of his/her retirement, and the feeder post vacated by the officer appointed by promotion as HoD will be kept vacant for that period.

5. Officer who was Head of Department (Special) may also be considered for appointment on deputation/foreign service in any other Department/ Board or Corporation etc. under the State Government or any other Government for the post of same or higher pay level/scale.
6. If a junior officer working on the feeder post could not be promoted due to departmental/judicial proceedings pending against him/her, and later on a junior officer is found fit for promotion to the post of Head of Department, he/she shall not be entitled to get the promotion with retrospective effect, where the post of Head of Department has been held by an officer senior to him/her, for second or third term.

It is further directed that the Administrative Departments shall make necessary amendments in their respective Service Rules in this regard without the approval of GAD/FD.

These instructions may be complied with in letter and spirit.

Yours faithfully,



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

Endst. No. 16/01/2018-1GS-I

Dated: Chandigarh, the 15th June, 2018.

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

- (i) Chairman, Haryana Bureau of Public Enterprises, for necessary amendments in the bye-laws of Head of the Board/Corporation etc. where the post is filled by promotion.
- (ii) Principal Accountant General, Haryana, (A&E)/(Audit), Lekha Bhawan, Sector 33-B, Chandigarh.
- (iii) Principal Secretary to Govt. Haryana, Finance Department, for necessary amendment in Haryana Civil Services (General) Rules.



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