

CHAPTER II

Office Management and Discipline

16(1) *Admission of outsiders to the Secretariat.*—The admission of outsiders or private persons to any part of the Secretariat for any purpose is prohibited. A visitor arriving to interview officers will be required by the Sub-Inspector or other officials on duty at the main entrance to approach the reception office. The visitor will give to the receptionist his name and business with the name of the officer he wishes to interview. The Receptionist shall contact the officer concerned, if on telephone, giving him the name of the visitor, his business and also enquire from him whether he would like to see the visitor or not. If the officer or his Private Secretary or Personal Asstt. is not on telephone, the Receptionist shall send him the above information on a slip of paper through a messenger on the main entrance and get the reply from the officer concerned. Any visitor coming to see the members of the ministerial establishment in the Secretariat will be asked to wait in the Visitor's room and the official concerned will come and see the visitor in the Visitor's room. Under no circumstances, should a visitor be permitted to go into the rooms of the Secretariat Establishment and the Superintendents and other Heads of Branches should see that visitors are not received by any member of the staff working under them.

(2) With a view to enabling the Ministers and Officers to devote more time to office work and to ensure that visitors do not see them at all times, the entry of visitors to the Secretariat has been restricted to fixed hours. However, the following instructions have been issued for the information and meticulous observation by all concerned :—

- (i) The visiting hours in the offices of the Haryana State Government located in the new Secretariat building will be from 2.00 P.M. to 3.00 P.M. throughout the year.
- (ii) No person, whether non-official visitors holding permanent passes or others, shall be allowed entry in the Secretariat building to interview a Minister or an officer before the prescribed interview hours, except in cases where appointments have been fixed and about which an intimation has been sent in advance to the receptionist for compliance. The visits of the Members of Parliament and the Members of Haryana Legislative Assembly, however, shall be without any restriction as regards time.
- (iii) The receptionist and the personal staff of Ministers/Officers should not authorise entry of any visitors if the Minister/Officer concerned is out on tour or otherwise not attending office.
- (iv) The visitors shall leave the Secretariat building as soon as they have finished their work. If any of them has to see any other Minister/Officer, he should approach the reception office again or have the name of the Minister/Officer entered in the pass by the officer last visited.

The latter will have the name so entered only after it has been ascertained over the telephone that the Minister/Officer concerned is available and can see the visitors.

The above provisions will not apply to the entry of officers and other persons who have to visit the Secretariat in connection with meetings. Moreover, lawyers and their clerks and the parties concerned may visit the Secretariat in connection with the court cases in accordance with the Cause List for the day. They can also visit the Secretariat for inspection of the records on the production of an application on a stamped paper for the purpose, or for filing fresh cases on the strength of the relevant documents.

(3) It is the duty of the Jamadar or Orderly attached to an Officer to see that no outsider or un-authorised Official goes to the officer's room in his absence. If such a case occurs the Jamadar or orderly concerned would be held responsible and disciplinary action will be taken against him.

(4) Every official and officer working in the Secretariat has been issued an Identity Card which he is expected to carry on his person when coming to office. Surprise checkings are held off and on and any official found without his Identity Card can be refused permission to enter the Secretariat or reported against to the Under Secretary, Secretariat Establishment who will take necessary action against the individual concerned.

17(1) *Attendance.*—The hours of attendance are determined by the Govt. from time to time. At present the working hours of all the offices of the State Govt. will be from 9.00 A.M. to 5.30 P.M. with half an hour break for lunch from 1.30 P.M. to 2.00 P.M.

Any member of the staff may, however, be required to work overtime when the business of office demands it.

(2) *Attendance Register.*—On arrival each Superintendent/Section Officer or in his absence, the Deputy Superintendent, if there is one otherwise the Senior most Assistant, present should mark the attendance of the officials in the branch by writing the letter 'P' at the appropriate place in the attendance register opposite the name of each person's present. Those on leave will be marked as 'L'. The register, after being initialled at the foot of the day entries, should be sent to the room of the Branch Officer i.e. Under Secretary/Deputy Secretary or Joint Secretary as the case may be, within five minutes of the time of opening of office. The Superintendents/Section Officers/Deputy Superintendents, and Clerks etc., who reach the office thereafter, should proceed to the room of the branch officer and have the time of the arrival noted by him.

(3) *Penalty for late attendance.*—One day's casual leave will be forfeited for every three days late attendance. At the end of each month, the Heads of Branches should examine the attendance registers and calculate the number of days on which the members of their branches were marked late and forward the statement in the form given below to the Deputy Secretary, Secretariat Establishment upto the 5th of each month following the one to which it relates. In the last week of December the Heads of Branches will prepare a consolidated statement showing the total casual leave forfeited on account of late attendance and then examine whether the casual leave at the credit of an official has been exceeded or not. Any excess should be carried over as a debit entry to the next

year's account. This consolidated statement together with the material on which it has been prepared should be submitted to the Deputy Secretary, Secretariat Establishment punctually by the 15th January each year. The Deputy Secretary, Secretariat Establishment will then take such action on these statements as he may deem suitable.

Permission to attend office late by one or two hours will also be treated as late attendance for the above purpose.

Statement for the month of _____
showing the names of late comers of the _____
_____ Branch.

Sr. No.	Name of the Official	Date	Time of arrival	No. of days to be deducted from CLA A/C.	Total CL deduction of previous months	Remarks
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Note—In the remarks column of the statement, it should be indicated whether the official came late with or without permission.

18. *Unauthorise absence.*—Except in cases of sudden illness leave must always be applied for well in advance and sanctioned before it is taken. Absence without leave is in infringement of discipline and an official renders himself liable to be treated without pay and to be disciplined unless a satisfactory explanation is submitted of such absence.

19. *Authority Competent to sanction leave.*—Powers to grant casual leave are exercised by different officers as shown under the table in paragraph 20(d). Leave cases of Class I Officers and important cases involving policy regarding gazetted establishment where the orders of the Appointing Authority are required will be disposed of with the approval of the Chief Secretary. Normal cases other than LPR and of Class II Gazetted Officers and important cases of Class III officials will be decided by the Joint Secretary, Secretariat Establishment/Deputy Secretary, Secretariat Establishment. Normal leave cases of Non-Gazetted and Class IV employees will be disposed of by the Deputy Secretary, Secretariat Establishment.

20. *Casual Leave.*—(a) No official has any title or claim to casual leave, much less to any particular length of casual leave, for, though leave of absence of this kind has the sanction of rule, the grant of it in any particular case is an act of grace.

The number of days for which casual leave may be granted is left to the discretion of the officer entitled to grant such leave. The maximum period of casual leave admissible in a calendar year will be as follows :—

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| (i) To employees with 10 years service or less | 10 days |
| (ii) To employees with more than 10 years service but less than 20 years service. | 15 days |
| (iii) To employees with over 20 years service. | 20 days |

Note :—The length of service is to be calculated or assessed according to the provision of Punjab Government circular letter No. 4376-GII-59/2767, dated the 28th May, 1959 as amended from time to time.

However, the grant of casual leave to the new entrants employed on the recommendations of the HPSC/SSS Board or on adhoc basis during the first calendar year of their service will be regulated as under :—

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| (i) New entrants who join service before 30th June | Maximum of 10 days |
| (ii) New entrants, who join service between 30th June and 30th September. | Maximum of 5 days |
| (iii) New entrants who join service after 30th September. | Maximum of 2 days |

In taking casual leave, within the limits admissible above, an employee may remain continuously absent from duty for a maximum of 16 days. In this spell, he will be permitted to include holidays which will not be debited to his casual leave account. The total spell, however, should not exceed 16 days. The balance of the casual leave can be taken in dribblets or in spells subjects to the availability of leave to his credit. It may be emphasised that it is desirable but not compulsory, for Government Servants to take such a spell. Where a Government employee desires to take such a spell, permission should not ordinarily be refused although, of course, the competent authority may adjust for administrative convenience the dates on which the spell is taken.

(b) *Leave Roster* : In order to keep up the efficiency of work only one official from a branch should normally proceed on a spell of ten days or more at a time. For this purpose, the Superintendents and Heads of Branches should draw leave rosters of the officials working under them in such a way that only one official of a branch avails himself of such a spell at a time and get it approved from the authority competent to grant casual leave in the month of December of the preceding year.

(c) *Leave application* : Applications for casual leave from members of the Secretariat Staff, must, where necessary, be submitted through the Head of the Branch to the authority competent to sanction the leave, as detailed in clause (d) below, at least 3 days before it is required. The Heads of Branches should not forward the application to the competent authority as a matter of routine, but should see that the leave applied for is for good and sufficient reasons which the applicants must explain in his application in order to enable the sanctioning authority to judge correctly the requirements of the applicant.

(d) *Authorities competent to grant Casual Leave* : Secretaries, Deputy Secretaries, Under Secretaries, Superintendents and other officers mentioned in column 3 of the table below are empowered to grant casual leave to the staff shown in column 2, to the extent indicated in column 4, subject to the following conditions :—

- (i) No substitute is required in place of the absentee on casual leave and proper arrangements are made within the branch to attend to his work.
- (ii) Any general or special order issued by Government from time to time, in the matter of grant of casual leave, are strictly observed ;

- (iii) Such direction as the Chief Secretary in his capacity as Administrative Secretary and Head of Department for the Haryana Civil Secretariat may give from time to time, are complied with;

A proper casual leave account is maintained for each individual official. This account will be subject to inspection at any time by the Under Secretary, Secretariat Establishment who will satisfy himself inter alia that casual leave is being sanctioned to the various Government employees of the Secretariat in accordance with the rules & instructions of Government.

Sr. No.	Category of official to whom leave may be granted	Authority empowered to grant casual leave (including holidays)	Extent of delegation
1	2	3	4
1.	Class-IV Government employees (Peons, Jamadars etc.)	Officer with whom attached	Full powers
2.	Records Lifters, Daftries & Restorers.	Superintendent & Sections Officers	Full powers
3.	Clerks, Steno-typist/ Junior Scale Steno graphers in branches and Junior Translators.	Branch Officer i.e. Under Secretary or Deputy Secretary as the case may be	Spell exceeding 4 days
4.	Clerks, Steno typists and special Assistant working in the offices of Ministers, Deputy Ministers (where there is private Secretary or Secretary).	Secretary or Private Secretary as the case may be	Upto 4 days at a time. Spell exceeding 4 days.
5.	Assistants, Steno-typists and Clerks working in the office of the Chief Minister.	Superintendent/Private Secy./ Secretary to Chief Minister, Principal Secretary to Chief Minister.	Upto 2 days. Upto 4 days at a time. Spell Exceeding 4 days.
6.	Assistants and Senior Translators.	Superintendent or Section Officer, Branch Officer, Secretary	The extent of 2 days at a time. To the extent of 4 days at a time spell exceeding 4 days.
7.	Deputy Superintendents.	Branch Officer Secretary	Upto 4 days at a time. Spell exceeding 4 days.
8.	Superintendent or Section Officer.	Branch Officer Secretary	Upto 4 days at a time. Spell exceeding 4 days.

(In the case of Superintendents working in the branches under the control of Under Secretary, Secretary, Secretariat Establishment, the spell exceeding 4 days even will be sanctioned by the U.S.S.E.)