

21. *Leave other than Casual Leave.*—(i) Application for leave other than casual leave must be submitted well in advance as arrangements are to be made for a substitute in place of the official who is granted such leave. Before the leave application of an Assistant is sanctioned the Under Secretary, Secretariat Establishment, should confer with the Branch Superintendent with regard to the proposed changes and if necessary submit them to the Administrative Secretary for information.

(ii) Earned leave up to 15 days where no substitute is required* should be sanctioned by the Branch Officer except during 3 months viz. March, April and May when leave even for a shorter period with or without substitute is sanctioned by the Under Secretary, Secretariat Establishment.

22. A member of the Secretariat staff should, before proceeding on casual leave for other leave, hand over a written statement on all necessary information pertaining to his work to his successor for guidance and the member of the Secretariat staff (including Superintendents/Section officer/Heads of branches) and private Secretaries proceeding on or returning from leave other than casual leave should submit their departure and arrival reports to the Under/Deputy Secretary, Secretariat Establishment as the case may be, who will pass them on to the Establishment Branch for record. Every person proceeding on leave including casual leave must leave his address with the Under/Deputy Secretary, Secretariat Establishment/sanctioning authority.

23. *Quarantine leave.*—On account of an infectious disease in his family or household, an official may be granted quarantine leave on the certificate of a medical or public health officer for a period not exceeding twenty one days, or, in exceptional circumstances, thirty days. A Government employee on quarantine leave is not treated as absent from duty and his pay is not intermitted. This concession is not ordinarily given to a Government employee who has neglected or refused to have him-self and his family vaccinated or re-vaccinated as the case may be, Cholera, Small Pox, Plague, Diphtheria, Typhus fever and Cerebrospinal meningitis are infectious diseases for the above purpose. In the case of chicken-pox, no quarantine leave is allowed unless the Health officer recommends grant of such leave pending diagnosis that it is not small pox.

24. *Medical Certificate.*—When a member of the staff is unable to attend office owing to illness, he may apply for one days leave without a medical certificate, but if the absence is continued to a second day, it is compulsory for him to send in a medical certificate on that very day or to explain the cause of his inability to provide one. The certificate must, unless it has been furnished by a commissioned medical officer be obtained from a medical practitioner whose name appear on the list of registered medical practitioner. If a member of the staff fails to comply with the order requiring him to submit a medical certificate, it will be the duty of the Under/Deputy Secretary, Secretariat Establishment to ascertain, by sending some one to his house, whether he is actually ill and the Under/Deputy Secretary, Secretariat Establishment should then send a demi-official letter to the Assistant concerned, asked him to visit the absent official and report whether he is unable to attend to his work or not.

25. *Failure to return to duty on the expiration of leave.*—As soon as it becomes apparent to a Govt. employees that there is a possibility that he may not be able to resume charge of his office on the expiration of the period of his leave, he should make an immediate reference to the Under/Deputy Secretary,

Secretariat Establishment, asking for an extension of leave, setting out the unavoidable circumstances which prevent him from resuming his duty. Unless the required sanction has been received by the date on which the leave expires, the official concerned should return to duty and not anticipate sanction of the competent authority. If the competent authority is satisfied with the reasons responsible for the failure of an official to resume his duty on the due date, he may grant an extension of leave which fact should be communicated to the official concerned before the date on which he is due back to duty. Generally no extension would be allowed except in cases of actual emergency.

The above principle does not apply to officials on medical leave, in whose case a certificate from the Chief Medical Officer of the district if the official concerned is at a district head quarters, or from the Medical Officer of the nearest Government dispensary, is essential for extension of leave. In cases where such a medical certificate is not produced the whole of the extension of leave will be treated as leave without pay.

26. *Gazetted and other holidays*:—(a) Gazetted or other holidays may not be taken as a matter of course. Any individual who is in arrears may be required to come on a holiday. Similarly, in times of urgency or a period of unusual rush of work necessary staff may be called upon to attend office.

(b) *Staff on duty on a holiday*:—Except on Sunday and such postal holidays on which no dak is distributed, Under Secretaries/or other officers with equivalent rank with one Assistant and necessary staff will be put on duty on every holiday to attend to urgent and immediate work on that day. The duty staff must be punctual in their attendance and must not leave office before closing time without the permission of the officer on duty.

(2) Branches concerned are responsible to inform the Assistant on duty or the Resident Assistant of any urgent or important cases or telegrams which are expected on Sundays or other holidays. As a rule no urgent cases received in a branch on the day preceding a holiday should be left unattended for the duty staff to deal with and if time has not permitted such a case to be attended to on the preceding day, the Assistant/or Superintendent/Section officers concerned should himself ordinarily attend on the holiday for that purpose.

(3) The Under Secretary/other officer on duty on a holiday is in general charge of the Secretariat. The officer on duty is responsible to see that all urgent and immediate work is attended to by the staff on duty and put up for orders. The officer on duty should also visit the circulating Branch and the fresh receipts have been passed on to the branch Assistant for scrutiny. The latter should also satisfy himself before leaving the office that there is no receipts or cases of urgent or immediate nature requiring attention on that very day.

(4) Should any Assistant be required in the Issue Branch for typing letters for issue on a holiday, such help should be arranged by the Resident Assistant.

27. *Indebtedness and insolvency*:—Attention of all officers and staff is drawn to rule 17 of Government servants employees is constantly being attached for debt or has been continuously under attachment for more than two years

or is attached for a sum which, in ordinary circumstances, it will require more than two years to repay a full schedule of the official's debt should be obtained by the head of Office and the case dealt with in the same way as if the debtor had taken advantage of the insolvency Court a resort to which would be sufficient cause for exclusion from public service, unless it is proved that the embarrassments of the insolvent had been the result of the unforeseen misfortunes or circumstances over which he could exercise no control and has not proceeded from dissipated and extravagant habits.

The plea, frequently put forward, that the hopeless indebtedness has been caused by standing security for friends is no valid excess. In such cases, should be specially ascertained :—

- (a) What is the proportion of the debts to the salary and the extent to which they detract from the debtors efficiency as a public servant;
- (b) Whether the debtor's position is irretrievable;
- (c) Whether it is desirable under the circumstances to retain him:—
 - (i) in the particular post he occupies; or
 - (ii) In any position under Government.

The authority to which the schedule of debts and the reports on it should be submitted for orders shall be deemed to be the officer, who, under ordinary circumstances, would have the power of dismissing the official in question.

When the pay of any official is attached for a considerable time by a prohibitory order of a court, the fact should immediately be brought to the notice of the Chief Secretary by the Under Secretary/Deputy Secretary, Secretariat Establishment.

28. *Douceurs to Class IV Government Employees* :—The practice of orderlies or jamadar receiving, and sometimes extorting tips, from persons calling on officers is objectionable and should not be countenanced. Any orderlies or jamadars found to be accepting tips or making such demands will be severely punished. The Under/Deputy Secretary, Secretariat Establishment should satisfy himself periodically that such Government employees are acquainted with this rule.

(File No. 238 (H. Genl.) 1911.)

29. *Official information to be treated as confidential* :—(1) Under rule 11 of the Government Employees conduct Rules, Government employees are prohibited from communicating to any one, including fellow Government employees, without authority, any information acquired by them in the course of their official duties. Such unauthorised communication is also prohibited under the Indian Official Secrets Act, XIX of 1923, and is punishable under section 5 thereof with imprisonment for a term, which may extend to two years or with fine or with both. This provision should be specifically brought to the notice of all members of the Civil Secretariat by the Under/Deputy Secretary, Secretariat Establishment.

Only Ministers, Secretaries, Additional Secretaries, Heads of Departments, or any other officer specially authorised by the Secretary of the Department,

may give information or be accessible to representatives of the press. Any other official if approached by a representative of the press, should refer him to any of the authorised officer who may be concerned.

(2) The following procedure should be followed when letters are received by Secretaries to Government from members of the Haryana Legislature in which information is asked for :—

(a) Every such case should be considered on its merits under the general or special orders of the Minister concerned. In dealing with such cases, however, it should be borne in mind that the general policy of Government is to supply reasonable information to the public and that members of the Legislature should if any-thing, be treated with greater difference than the general public.

The Secretariat is not expected to devote undue time to the collection of the information not readily available, but when the information asked for is available in a published document, the enquirer should be referred to that document (File No. 180 (H. General) 1934.

The two foregoing rules do not apply to clerks calling from other offices on official business, the information to be given to them, is however, to be purely official. For instance a clerk from one office is not entitled to receive information about a case in another office in which he or his officer may be personally interested.

The provisions of the instructions in this subparagraph should be most strictly observed. Superintendents to section officers/Heads of branches should impress this upon all new hands and upon their office establishment, generally, and any breaches should be immediately reported to the Under/Deputy Secretary, Secretariat Establishment.

(3) Secretariat notes must be considered to be strictly confidential document and should not be sent out of the office without the order of a Secretary save as provided in the rules for unofficial references. The Superintendents/Section Officers/Head of the branch concerned should not hesitate to bring personally to the notice of the Secretary, Deputy Secretary, Under Secretary, if in his opinion papers should not be sent to a subordinate office.

(4) No official working in or outside the Secretariat should be allowed to see a Secretariat file which concerns him personally. If any officer asks for such a file, which, in the opinion of the Superintendent/Section officers/Head of the branch concerns him personally, he should send on the requisition alongwith the relevant file to the Under Secretary, Secretariat Establishment, in a closed cover. The letter will then obtain the orders of the Chief Secretary as to whether the file in question should be made available to the officer concerned or not. Secretaries and Private Secretaries to the Ministers and Chief Secretary and Personal Assistants and Stenographers to the various officers should exercise the greatest vigilance to see that files relating to personal cases are sent to the authority concerned in a closed cover so as to eliminate all possibility of leakage of information.

When an official applies for leave or makes any other request, e. g., about his pay and allowances or like, he should not be allowed to see these

papers at any stage of the case, but should be informed of the result of his request, either by a separate demi-official letter or memorandum.

(B) It is the duty of all officers of Haryana Government to keep themselves acquainted with the moral and conduct of the staff working under them. In addition to this general responsibility, the Under/Deputy Secretary, Secretariat Establishment and Superintendents/Section officers/Heads of branches have a special responsibility for ensuring by frequent surprise checks, visits to office rooms, and all other means in their power, that instructions laid down from time to time for the conduct of business and the maintenance of security in the secretariat are fully understood and complied with by all persons working in the branches or sections under their charge. Superintendent/Section officers/Heads of branches or sections, will be held responsible for bringing immediately to the notice of their superior officers any cases in which the members of their branches or sections are suspected of communicating official information without authority, to unauthorised person or of offending against security regulations or of misconduct of such a nature as to give rise to doubts of their reliability from security point of view.

It is the duty of all Government employees to bring immediately to the notice of their superior officers any breach of security regulations in general and in particulars, any disclosure of secret or confidential information of which they may obtain knowledge.

30. *Caution in talking of official matters* :— Attention of all officers and staff is drawn to rule 9 and 11 of the Government Employees Conduct Rules for careful compliance. Under the provisions of these rules, no Government Employees should criticise the policy or action of Government or communicate directly or indirectly any official document or information to press or to any one, whether an official or a non-official, who is not authorised to receive the same. Loose and irresponsible talk in respect of Government work or Government officers is forbidden. Any Government employee found guilty or indiscreet in this respect is liable to be severely dealt with.

31. *Government employees prohibited from approaching members of Legislature for redress of grievances* :—

The practice on the part of Government employees to seek redress of their alleged grievance through the agency of non-officials and members of Legislatures contravenes rules 11 and 20 of Government Employees Conduct Rules which prohibit a Government employee from :—

- (i) Communicating directly or indirectly, except in accordance with any special or general order of the Government, any official document or information to a non-official person and;
- (ii) approaching any member of the Legislature with a view to having a question put or resolution or motion moved on a matter connected with the conditions of service of such a Government employee or any disciplinary action taken against him.

32. Government employees should also refrain from approaching Ministers directly, or indirectly through members of the Legislature or others, in connection with personal grievances. If a subordinate officer wishes to bring a grievance or any other matter personally to the notice of the Minister-in-charge, he may seek an

interview with him by a written request, to be addressed through proper channel. Such an application must disclose the object of the interview and the superior officer, while forwarding the application, may impress his own views in the matter. Permission for the interview should normally be given freely, but if in any case it is proposed, to refuse a request for an interview, the Minister should invariably be informed, and the refusing authority should state the reasons for which the interview is being refused. The irregular practice of approaching Ministers directly, without the knowledge of the superior officers, or indirectly through members of Legislative Assembly and others should be discouraged. If any case comes to the notice of Government in which officers have acted contrary to these instructions suitable action will be taken against them (Haryana Government letter No. 1871-IGSI-73/8661, dated 30-3-73).

33. *Channel for submission of appeals, memorials, Representations etc. by the members of the Secretariat Staff* :—The submission by officials of the Secretariat of requests, petitions, or representations direct to the Governor, Ministers or any Secretary is strictly prohibited. All such matters should be submitted to the Under/Deputy Secretary, Secretariat Establishment through the Superintendent, Heads of Branches. The rights of members of establishment to submit appeals are laid down in the Punjab Civil Services (Punishment and Appeals Rules) in other cases representations and memorials, not covered by these rules, no member is allowed to make more than two representations on the same object.

34. *Taking of files to residence by Officials* :—In order to secure that there is no leakage of official information under any circumstances, no member of the Secretariat establishment should take official files home without the permission in writing of the Secretary, Deputy Secretary, Under Secretary concerned, Superintendents, Section Officers of the Civil Secretariat who are members of State Service Class-II, are not required the permission of a higher authority when they want to take office files to their residence for purposes of study. They, however, should not do so as a matter of course but in exceptional circumstances only. But confidential and secret papers should in no circumstances be taken out of the Secretariat by any member of Secretariat Establishment. A list of cases taken home giving their subjects in brief, signed by the officer competent to grant the permission in the case of Superintendents/Section Officers signed by themselves should be handed over the Gate Keeper, so that it may be forwarded to the Secretary, Deputy Secretary or Under Secretary concerned on the next day for his information. The officer according permission, will be personally responsible to see by ascertaining from the official concerned that the papers have been brought back to office. The official or officer who takes papers to his residence is personally responsible for their safe custody and maintenance of secrecy as regards their contents.

(The Gate Keepers on duty at the entrance gate of the Secretariat have instructions to see that no files are taken away by any official working in the Secretariat without proper permission.)

35. *Non Medical Government employees prohibited from undertaking homoeopathic or any other form of medical practice* :—All members of the Secretariat establishment are warned that the practice of homoeopathic or any other form of medical treatment by non-Medical Government employees without the sanction of a competent authority is, in contravention of rule 15 of the