

Government employees (conduct) Rules, and is punishable as a breach thereof.

36. *Electric lights, heaters and fans* :—These should be brought into use only when rooms are occupied. As economy in this respect is desirable, all officials should see to it that the man who leaves the room last in the evening switches off any lights, heaters or fans that may be in use, chowkidar, when locking the room after office hours should also see to this. Peons of branches should be warned not to run on lights, fan or heaters when they are dusting the tables and chairs in the morning.

37. *Smoking* —Smokers should provide themselves with ash-trays or other receptacles, matches, cigar and cigarette ends should not be thrown on the floor, nor should any one smoke in the Record room. This instruction should be strictly observed and any breach of it will render the offender liable to severe punishment.

Jamadars and orderlies should desist from smoking while on duty with officers. Those who wish to have a smoke should do so during the interval for lunch after leaving their seats and while they are not on duty with officers.

38. *Dress to be worn by the Government officials in office and on ceremonial occasions* :—Jamadars, peons and other employees who have been provided with liveries should always attend office with the liveries put on, which would be kept as clean as possible.

39. *Anonymous and pseudonymous complaints* :—Most of the anonymous and pseudonymous complaints are, on examination, found to be false, frivolous or malicious and the investigation into them not only results in wastage of Government efforts but also prevents Government from devoting proper attention to genuine complaints. Anonymous and pseudonymous complaints should ordinarily be ignored. Government employees should refrain from writing anonymous or pseudonymous complaints against their seniors or colleagues. Any official found indulging in this practice is liable to disciplinary action.

40. *Application for outside appointments, higher studies and private work* :—No application should be made by any member of the staff for any appointment outside the Secretariat, except in accordance with the rules prescribed for the purpose as reproduced in the succeeding paragraphs :—

(1) No member of the Secretariat Staff should join Private Classes or an institution for higher studies without first obtaining the permission of the Chief Secretary. This permission should be applied for through the Under Secretary, Secretariat Establishment and may be granted, subject to the clear understanding that the applicant will strictly observe office hours and will not allow his office work to suffer. No leave, except on examination days, will be allowed to him in connection with his studies.

(2) Similarly, no member of the staff can undertake work of private nature or receive payment thereof without the previous permission of the Chief Secretary through the Under Secretary, Secretariat Establishment. This permission, if granted, is subject to the condition that the official work does not suffer in any way and that the permission will not be availed of any manner prejudicial to the interests of Government.

(3) Under/Deputy, Secretary, Secretariat Establishment, may call for regular or occasional reports on the work of the official concerned from his officer to ensure that the official work is upto the mark and is not suffering because of higher studies and private work out of office hours. The permission will be withdrawn as soon as it is found that the official work of the official concerned is suffering.

41. The following rules have been made by the Haryana Government regarding Government employees seeking private employment or employment in other departments of the Haryana Government or any other Government provided that nothing in these rules shall effect the terms of contract of any Government employee :—

PART-I

1. *Private Employment* :—(1) A Government employee shall not apply for private employment, nor shall he signify his willingness to accept such employment without the previous permission of the appointing authority of his post or service.

2. An application for permission to apply for private employment shall not be entertained unless such authority is satisfied that the premature resignation of the applicant may be accepted without detriment to the public service.

3. If a Government employee, who is refused permission to apply for private employment, wishes to resign his appointment under Government such resignation shall ordinarily be accepted.

4. A Government employee, who is permitted to apply for private employment, must on accepting it, resign his appointment under Government. After such acceptance, he shall not be allowed any leave and he shall not be permitted to retain a lien on his appointment under Government.

Note :—Nothing in these rules shall be deemed to override the provisions of Rule 5.55, 5.56 and 8.4 of the Punjab Civil Services Rule, Volume-I, Part-I

Part—II

2. *Employment in other departments of Government or other Governments* (1) A Government employee shall not apply for an appointment in another office or department of Government or under another Government, unless the head of such office or department or such other Government or Union or a State Public Service Commission has invited applications for the post.

(2) A Government employee must submit his application for such an appointment through the appointing authority of his own post or service, which shall decide whether he shall be permitted to apply. Such permission shall ordinarily be granted, unless such authority considers that the permission should not be allowed on the ground that the transfer would not be consistent with the interests of the public service. Applications submitted direct to the authority making the appointment shall be rejected if the authority is a department of, or subordinate to the Government of Haryana.

(3) No canvassing shall be allowed in the case of applications referred to in this rule.

Exception :—A Government employee, who wishes his name to be considered for an appointment for which applications are not ordinarily invited, may inform the authority which makes the appointment by a letter submitted through the appointing authority of his own post or service.

The following procedure should be observed in the types of cases mentioned below :—

(a) Where another Government or another department of State Government advertises for a post or asks for names *through the Public Service Commission or direct* :—

In such a case, the above rules should apply. The Department which forwards the applications should satisfy itself that :—

(i) The applicant will be suitable for the post and fulfills the required qualifications, and

(ii) that his service can be spared without detriment to work and a suitable substitute will be available. When it is considered that the proposed transfer would not be consistent with the interest of public service, the application should be refused.

In a case where the application is forwarded and is accepted by the other Government or the other department of the same Government, the question of the retention of the officer's lien or otherwise shall be determined on the merits of each individual case if the transfer or deputation is for a long period the lien could be suspended and later on cancelled on the official's confirmation etc. In this connection, the relevant rules contained in the Fundamental Rules and the Civil Services Rules should be followed.

(b) Where another Government or department of the State Government asks the Head of department etc. for the names of suitable officers for particular posts in forwarding names, the following considerations should be borne in mind.

(1) It should be considered whether an officer can be spared with due regard to the requirements of the State or the Department in which the officer is serving. If not, there should be no hesitation in giving a refusal to the demanding or borrowing Government or Department. In this connection, it should be understood that the interests of State may require that our officer should be allowed to go and, similarly, the interests of another Department in the same State may be greater than the interests of the Department in which the officer may be serving.

(2) If an officer can be spared, his selection should be carefully made and strictly on considerations of merit. No 'Sifarish' personal pull or other considerations of the kind should be allowed to intervene in the matter of selection of name or names. The only criterion should be fulfilment of qualifications and suitability. It should be remembered that considerable heart burning may result, if the names are not selected on considerations of merit and suitability etc.,

(3) Where two or more names have to be forwarded, the same should be, wherever possible or desirable, arranged in order of merit. It should be understood in such a case that the department forwarding the name should be prepared to release any one of the persons recommended, but the Head of Department would be entitled to call from the demanding or borrowing Government department, their reasons for selecting a person other than the one recommended as No. 1. Such reasons should not be demanded, save in exceptional cases because the selecting Government or department has the final voice in making their selections which are usually based on officer's record and qualifications and the selecting Government or department are in the best position to judge their own requirements.

(c) *When the demanding or borrowing Government or department asks for an officer by name :—* In a case like this, it will be often found that the reference is the result of 'personal pull' an un-authorised approach, 'sifarish' and consideration of the type. Unless it is obvious that no such pull or similar consideration has found a place, the Head of Department concerned should make a back reference and ask if there were special reasons for asking the individual by name. There are Government of India's orders contained in their office Memo, dated the 17th May, 1949, to which the attention of the borrowing or demanding Government or department to initiate qualifications etc. for the post and the department would itself forward name or name of suitable men. In other words, calling for the services of officers by name should be discouraged, save in obvious cases, to counteract and avoid in what are understood to be 'back-door' influences. This is very necessary in the interests of discipline and good administration.

(d) Where an officer has been trained aboard at Government expenses he should not normally be permitted to go in contravention of the terms of his agreement.

(P.G. Gazette Br. letter No. 5803-G-51/1-4506, dated 3-9-81).

PART-III

(3) *Appearance at examination for recruitment to services or posts :—* A Government employee who wishes to appear at a competitive examination or another service or post shall obtain the previous permission of Government.

PART IV

(4) *Admission of employees of other Government for recruitment in Haryana :—* No application for service under the Government of Haryana by a person under another Government in India shall be entertained, nor shall such a person be accepted as a candidate at any examination for admission to service under this Government save with the permission of the Government under which he is serving.

42. *Acceptance of private employment by officers when on leave preparatory to retirement :—* No Government officer should take up any private employment during the period of leave preparatory to retirement or proportionate or ordinary pension, without the specific consent of Government. The request for such permission should be accompanied by a definite request for such permission to retire at the expiry of the leave. The employment of officers who are on leave preparatory to retirement in trading concerns is prima facie open to objection and should not be permitted except in very exceptional