

CHAPTER XVI

Establishment and Accounts Branches

257. All matters relating to the personnel of the Civil Secretariat are attended to by the Establishment, Administrative Officer's Branch, Accounts, and Accounts & Partition branches. These branches are under the control of Deputy Secretary, Secretariat Establishment/Under Secretary, Secretariat Establishment/Under Secretary/Deputy Secretary (General). The division of work in these branches is as follow :—

(1) Establishment Branches :—

- (i) All matters connected with creation of posts, appointments, promotions, confirmations, framing & revision of service rules, fixation of pay and seniority, drawal of increment, leave, pension, posting and transfers, revision of grades, deputation of the staff to other States or Central Government, retention and suspension of liers, suspensions and dismissals etc. of the entire staff of the Civil Secretariat.
- (ii) Miscellaneous matters such as, grant of honourarium, special pay, personal pay, permission regarding publication of books, undertaking of private work and studies etc.

(2) Administrative Officer's Branch :—

- (i) Office accommodation in respect of various Departments of Haryana Government.
- (ii) Maintenance, cleanliness and upkeep of Haryana Civil Secretariat.
- (iii) Matters connected with the allotment of residential accommodation to the staff of Haryana Civil Secretariat.
- (iv) Maintenance of Accounts regarding refreshment served in the meetings of Ministers/Officers and references relating to the maintenance of Government canteens in the Haryana Civil Secretariat.
- (v) Supply of furniture to officers/officials concerned and Purchase of electrical equipment for the use of office.
- (vi) Supply of stationery articles to officers/officials.

(3) Accounts Branch :—

- (i) Preparation of pay, travelling allowance, house rent allowance bills, medical claims, G.P. fund, Insurance and other advances etc., bills of Gazetted establishment and correspondence connected therewith.

- (ii) Maintenance of service books/records of Gazetted Establishment.
- (iii) Preparation of Establishment, Income tax and various returns and other statements in regard to gazetted establishment.
- (iv) Budgeting of service heads under the administrative control of the Chief Secretary and other matters relating to budgeting.
- (v) All cases concerning contingent expenditure of Haryana Civil Secretariat.
- vi) Matters connected with telephones.

(4) *Accounts & Partition Branch*

- (i) Preparation of pay, travelling allowance, house rent allowance bills, medical claims, G.P. Fund, insurance and other advances etc., bills of non-gazetted establishment and correspondence therewith.
- (ii) Maintenance of Service Books/records of non-gazetted establishment.
- (iii) Preparation of establishment, income tax and various returns and other statements in regard to non-gazetted staff.

1. Establishment Section

258. Prohibition of plural marriage by Govt. Servants

Pb. Govt. circular letter
No. 128 97-G-154/1775, dated
18-1-55 as modified by Pb.
Govt. letter Nos. 6811-G-55/
31129, d t. 1-4-55 & 7140-G-
55/44953, dt. 28-7-55

No person who has more than one wife living is eligible for appointment to service under the Haryana Government provided that the State Govt. may, if satisfied, that there are special grounds for doing so, exempt any person from the operation of this provision. This ban will, however, not apply in the cases of recruitment by promotion or transfer where the relevant marriage took place before 8-9-1954.

Further, no Government employee shall enter into, or contract, a marriage with a person having a spouse living and no Government employee, having a spouse living, shall enter into or contract, a marriage with any person. However, the State Govt. may permit a Government employee to enter into, or contract, any such marriage, if it is satisfied that (a) such marriage is permissible under the personal law applicable to such Government employee and to the other party to the marriage, and (2) there are other grounds for doing so.

No woman who is married to a man who has already a living wife shall be eligible for Govt. service.

259. Verification of character and antecedent of persons before their first appointment to Govt. service.

Haryana Govt. Circular
letter No. 7473-78/75-
14433 dated 8-6-76.

Before a person is appointed in the Civil Secretariat his character and antecedents must be verified by the Under Secretary/Deputy Secretary/Joint Secretary as the case may be, on behalf

of the Chief Secretary through the Supdt. of Police and the DIG, CID under overall supervision of the Distt. Magistrate in accordance with the instructions of the Government relating to verification of character and antecedents or the instructions that may be issued by the Government from time to time. (The existing instructions are at Appendix 'A').

In order to ensure that the policy regarding disqualification of persons for purposes of entry into Govt. service may be uniform all cases in which it is proposed to debar a person from appointment under Government should be referred to the Administrative Department concerned. To prevent a disqualified person from securing employment under some other Deptt. of the State Govt. the department debarring the person should immediately communicate the fact to Govt. in the Political Deptt. giving details of the person concerned as in Form—2 to this Chapter. A list of such persons should be maintained by Govt. and circulated half yearly to all Heads of departments etc. The Heads of Departments should on their part consult such lists each time when selections are made in their respective Departments.

In order to further safe guard against the employment in the Civil Secretariat of a disqualified person, all candidates should be required to fill in Form 3 to this Chapter, before their appointment.

260. *Oath of allegiance to the Constitution of India at the time of his first appointment to the Civil Secretariat.* Every person shall be required by the Under Secy./Deputy Secretary/Joint Secretary as the case may be, to take the oath of allegiance to the constitution of India. Indian nationals would do it in Form No. 1 of Appendix 'B' to this chapter.

261. *Under rule 18 of the Government Employee (Conduct) Rules, 1966* Every Government Employee shall on his first appointment to any service or post and thereafter in the end of every financial year, submit a return of his assets and liabilities to his appointing authority, as per Appendix 'C' or in such form as may be prescribed by the Government giving full particulars regarding :—

- (a) the immovable property inherited by him or owned or acquired by him or held by him on lease or mortgaged, either in his own or in the name of any other person;
- (b) shares, debentures and cash including bank deposits inherited by him or similarly, owned, acquired or held by him;
- (c) other movable property inherited by him or similarly owned, acquired or held by him;
- (d) debts and other liabilities incurred by him directly or indirectly.

These returns should be treated as confidential documents and should be thoroughly scrutinised and enquiries, if considered necessary, will be made from the Government employees concerned.

In the Haryana Civil Secretariat these returns will constitute a separate file

in respect of each Government employee which will be treated as confidential and kept in safe custody in Establishment Branch—I & II, as the case may be.

262. *Date of Birth* :—The date of birth of an official on his appointment in the Civil Secretariat should not be entered in his service book unless the matriculation certificate of the recognised university/board or in a case where matriculation certificate is not required, proof of date of birth, is produced and the date of birth given therein should then be entered and verified by the Under Secretary, Sectt. Estt. or Deputy Secretary (General) as the case may be. The date should be expressed in words as well as in figures. The Government reserves the right to make correction in the recorded age of a Govt. servant at any time against the interest of that Govt. servant, if it is satisfied that the age has been incorrectly recorded in his service book.

263. *Service Book* :—The service books of Gazetted and non-gazetted establishment are maintained by the Accounts and Accounts and Partition Branches respectively under the control of the Under Secretary, Secretariat Establishment/Under Secretary, General/Deputy Secretary, General as the case may be. These contain information regarding academic qualifications, appointments, promotions, leave, examination passed etc. The Accounts and Accounts & Partition Branches as per existing practices are responsible for keeping the service books upto date in all respects. While sending the pension papers of a retired officer/official to the Accountant General, Haryana, the officers service book is also sent to him. After taking necessary action the Accountant General will return it to the Deptt. where it is kept for 30 years or till the death of the pensioner.

264. *Transfers* :—The employees in the Haryana Civil Secretariat who have been on the same seat for more than 3 years should be considered for transfer to a different seat consistent with considerations of efficiency.
Haryana Govt. circular letter No. 36/2/78-GS I, dated 5-4-78 Appendix 'D'.

The only exception to the above policy should be where a Wan is to retire fairly shortly within a year or 18 months, in which case it may not be worthwhile to move him.

2. The Administrative Secretaries are empowered to transfer the assistants and clerks within their respective branches subject to the condition that a copy of such transfer order will be endorsed to the Under Secretary, Secretariat Establishment/Deputy Secretary, Secretariat Establishment as the case may be.

3. Frequent transfers should be avoided.

4. While transfers will be regulated by the above general policy, this in no way interferes with Govt.'s right to transfer certain personnel at its discretion should there be overall Administrative reasons for this or reasons relating to a particular case.

265. *Register of temporary posts* :—A register in the following form should be maintained in the Establishment Section of all posts sanctioned temporarily in the Civil Secretariat. Cases regarding such temporary posts should be put up as and when directed by the Finance Department or at least a month before expiration of the period for which these posts have been sanctioned with a view

to obtaining the reports of the officer-in-charge of the branches in which those posts exist and then to obtain the orders of the Chief Secretary as to their future extension. If the tenure of a post is to be extended, the Establishment Section is responsible to see that all formalities are completed well in time, so that the pay of the incumbent of the post is not held up for want of necessary authority. Official in the Finance Department should also see that such cases are returned to the Administrative Department concerned with necessary advice before the expiration of the existing sanctioned terms.

Register of temporary appointments in the Civil Secretariat.

Major Head

Minor Head

Head of Account	Post	Period of appointment	No. and date of sanctioning order	Remarks
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266. *Annual increments* :—In accordance with Rules 4.7 and 4.8 of the Punjab C.S.R. Vol. 1, Part-I, increment of an official (HSS officer of subordinate establishment) shall ordinarily be drawn as a matter of course, unless it is withheld. But the increment next above the efficiency bar shall not be given without the specific sanction of the competent authority in accordance with the instructions of the Government.

2. To ensure that annual increments are drawn regularly, the superintendents Accounts, and Accounts & Partition Branches shall submit a list to the Under Secretary Secretariat Establishment/Under Secretary, General/Deputy Secretary, General as the case may be, in the first week of each month, showing the name of such officers/officials whose increments fall due during that month and obtain his formal approval before the increments are actually drawn. As an increment is normally to be drawn as a matter of course, all cases in which the question of withholding the increment of an official has been raised, and instances in which the adverse comments made during the course of a year upon his work are such as to justify disciplinary action being taken against him, shall promptly be brought to the notice of the Under Secretary, Secretariat Establishment/Under Secretary, General/Deputy Secretary, General as the case may be, who will obtain the orders of the competent authority on the question of withholding the increment of the official concerned in accordance with rule 4.7 of the Punjab C.S.R. Vol. I, Part-I.

The Under Secretary, Secretariat Establishment/Under Secretary, General/Deputy Secretary, General shall keep in the following form a register showing the names of official whose increments are to be withheld to enable him to take necessary action as soon as the increments fall due.

Register of increments withheld

Name	Rank	Grade/Pay	Period for which increment has been withheld	Remarks
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