

C. A. KENNEDY & B.

(Paragraph 261)

1. ОИ МЯОТ
Form No. 1

Oath for Indian Nationals

Declaration form for Movable property under Rule 18 of the Government Servants Conduct Rules, 1966. Name and Designation of the Government servant.

honestly and with impartiality. So help me God.

by law established and that I will carry out the duties of my office: **Address**

faithful and bear true allegiance to India and to the Constitution of India as

I do swear solemnly affirm that I will be

servant.

Statement made on _____

Date _____

(a) Cash, jewellery, bullion, Bank deposits, Insurance policies, shares, securities and debentures.

(ii) Motor cars, motor cycles, horses, and/or any other means of conveyance.

(iii) Refrigerators,

(iv) Milch cattle.

Sr. No.	Description of items	Value	Name of member of the Govt. servants	Date of manner of fresh	Remarks
1	2	3	4	5	6

Note :—The expression “member of a Government servant” family is to be interpreted according to the definition in rule 2(2) of the Government Servants’ Conduct Rules, 1955.

FORM No. 2

Declaration by of the immovable property held by him and members of his family,

- Notes.** (1) All interests in land of a permanent nature, whether ownership, mortgage, or hereditary, occupancy, should be entered, also dwelling houses in towns.
- (2) Members of a Government servants' family are those mentioned in rule 2(2) of the Government Servants' Conduct Rules, 1955 and in showing the holding of each, if a holding is Benami, the name of the Benamidar should also be mentioned.
- (3) Particulars in regards to family holding should be indicated separately.

In what district, tahsil and village situated	Description of holdings with area and assessment	How and when acquired (e.g. by inheritance, gift, purchase, etc.)
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सरकारी कर्मचारी आचरण नियमावली, 1966 के नियम 18 के अधीन चर सभ्यता का घोषणा फार्म

सरकारी कर्मचारी का नाम तथा पद संज्ञा-----

पता-----

दिनांक-----का दिया गया विवरण-पत्र

- (क) (एक) नकदी, जेवर, सोना, चांदी (बलियम), बैंक जमा, बीमा पॉलिसी हिस्से, प्रतिभूतियां तथा डिबिटचर
(दो) मोटरकारें, मोटर साइकल, घोड़े और/या वाहन के अन्य साधन ।
(तीन) प्रशुतिक (चार) दूध देने वाले पशु ।

क्रम सं०	मर्दों का विवरण	सरकारी कर्मचारी के परिवार के सदस्य वर्ष के दौरान नये अभिग्रहण वर्ष के दौरान नये अभिग्रहण	विशेष कथन
	और बेनामदार (यदि कोई हो) तो का नाम जिसके नाम पर परिसम्पत्ति रखी हुई ।	की तिथि तथा ढंग	

दिया गया कर्जों क्या ले लिया गया है या नहीं/यदि ले लिया गया है । प्रतिभूति की किस्म, अर्थात् कर्जों सहित या बिना जेवर साधारण, प्रोनोट या बन्धक करारनामे ।

क्रम सं०	कर्जों और राशियां मूल्य यदि कर्जों ले लिया हो तो इस की अनुमानित मूल्य के साथ प्रतिभूति की किस्म	सरकारी कर्मचारी के परिवार के सदस्य का नाम जिसने कर्ज दिया है	कर्जों के अर्थों सहित तिथि	विशेष कथन

नोट :—सरकारी कर्मचारी के परिवार का सदस्य वाक्य की व्याख्या सरकारी कर्मचारी आचरण नियमावली, 1955 के नियम 2(2) में दी गई परिभाषा के अनुसार की जाएगी ।

परिशिष्ट—II

घोषणा द्वारा + _____ अचल सम्पत्ति उसके एवं
उस के परिवार सदस्यों _____

- टिप्पणी (1) स्थाई भूमि के सारे हित, मालीयत, रेहन अथवा मावती कच्चे दर्जे होने चाहिए तथा कस्बों के निवास घर भी ।
- (2) सरकारी कर्मचारियों के परिवारिक सदस्यों जो कि सरकारी कर्मचारियों के आचार नियम, 1955 के नियम 2(2) तथा प्रत्येक का क्षेत्र दिखाते हुये यदि क्षेत्र काशनी हो तो जमींदार का नाम भी होना चाहिये ।
- (3) परिवारिक क्षेत्र के सम्बन्ध में भी विवरण भलग भलग संकेत दिया जाना चाहिये ।

किस जिले, तहसील
तथा गांव में स्थित है

क्षेत्रफल एवं कर निर्धारण सहित
जोत का विवरण

कब और कैसे प्राप्त हुई
(जैसा कि उत्तराधिकारी,
पुन-दान, खरीद इत्यादि)

APPENDIX 'D'

(Para 264)

No. 36/2/78-GSI

From

The Chief Secretary to Govt., Haryana

To

1. All Heads of Departments, Commissioners, Ambala & Hisar Divisions, All Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.
2. The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated : Chandigarh the 5th April, 1978.

Subject : Change in Transfer Policy.

Sir,

I am directed to refer to the correspondence resting with Haryana Government letter No. 36/2/78-SSGI, dated the 10th January, 1978, on the subject noted above and to say that in order to adopt a uniform transfer policy with proper delegation of authority, the following decisions have been taken :—

- (a) Government employees in various departments who have stayed at a particular station for a period of more than three years should be considered for transfer except where public interest demands otherwise. Such employees should be asked to indicate three places of their choice for posting. Those employees, if transferred should as far as possible, be adjusted at one of the aforesaid three places.
- (b) No employee should be transferred unless he has completed a tenure of three years at his present place of posting. This condition will not apply where transfer is necessary in public interest or a specific request in this behalf is made by an employee with adequate proof in support of his request.
- (c) Cases in which employees will not be transferred inspite of having stayed at a station for more than three years and cases in which employees will be shifted prior to their completing three years tenure should be exceptional and decisions in each case should be taken with due care.
- (d) Unnecessary transfers should be avoided.
- (e) In the case of employees working in the Secretariat or head offices

of departmental heads etc., those who have been at the same seat for more than three years should be considered for transfer to a different seat, consistent with considerations of efficiency.

- (f) As regards the period during which general transfers should be effected, it is felt that because of the exigencies of work at different times of the various departments, it is not feasible to fix a uniform period for transfers. It has, therefore, been decided that this period which should be one month may be fixed by each department as may be considered appropriate between the 15th April, 1978 to 30th June, 1978. (In the case of the Department of Civil Supplies, the one month period of general transfers should be extended upto the 15th July, 1978).
- (g) During the period of annual transfers to be fixed by the Departments, the appointing authority or the authority to whom these functions may be delegated shall be competent to order transfers. Where the appointing authority is the State Government, orders of the Minister in charge in the case of Class-II officers and of the Chief Minister in case of Class-I officers, will be obtained. There may be cases where transfers become expedient in public interest after the aforesaid nominated period of one month. In such cases the appointing authority should order transfers with the approval of the next higher authority.

II. ACCOUNTS SECTION

CONTINGENT EXPENDITURE

269. The Deputy Secretary/Joint Secretary, Secretariat Establishment is empowered to sanction non-recurring expenditure chargeable to contingencies upto a maximum of Rs. 20,000/- on any one item, while the Under Secretary (General) upto the maximum limit of Rs. 2,000/- on any one item. The Under Secretary (General) is also authorised to incur expenditure on behalf of the Chief Secretary on the following items of the contingent expenditure :—

- | | |
|---|---|
| (i) Petty Local purchase of stationery required by Ministers and Officers of the Secretariat as well as any article which has to be purchased locally for office use. | Upto the limit prescribed for Heads of Deptt. in the Book of Financial Powers provided that the expenditure is within the scales and rates laid down by Govt. |
| (ii) Supply of liveries, summer clothing belts, cross belts, badges and warm clothing to Class IV Government employees. | |
| (iii) Replacement of typewriter declared unserviceable by the Haryana Condemnation Board. | |
| (iv) Purchase of office bicycles to replace those which have become unserviceable. | Upto maximum of Rs. 2,000/- on any one item. |
| (v) Purchase of books, maps and periodicals. | |