

No.62/80/2002-6GSI

From

The Chief Secretary to Government, Haryana.

To

1. All the Heads of Departments in Haryana.
2. The Registrar, Punjab and Haryana High Court.
3. The Commissioners Rohtak, Gurgaon, Hisar and Ambala Divisions and all the Deputy Commissioners in Haryana.
4. The Managing Directors of all Boards and Corporations in Haryana.
5. The Registrars, Maharishi Dayanand University, Rohtak, Kurukshetra University Kurukshetra, Ch. Charan Singh Haryana Agriculture University, Hisar and Guru Jambheshwar University, Hisar.

Dated, Chandigarh, the 27.01.2003

Subject:- **Expeditious disposal of disciplinary proceedings pending against Government employees.**

Sir,

I am directed to refer on the subject noted above and to say that it has come to the notice of the Government that finalization of disciplinary proceedings takes very long time. At times such cases keep on lingering sometimes even after the retirement of the employees.

2. Government has further observed that disciplinary proceedings under rule 7 of the Haryana Civil Services (Punishment and Appeal) Rules, 1987 are prolonged unnecessarily, and several times, intentionally, so as to evade action against the delinquent officers, as a result of which several delinquent officers are able to get away scot-free. This is an unhappy state of affairs.

3. With a view to overcome/remedy this situation, the matter has been examined in detail and after careful consideration, it has been decided by the Government that disciplinary proceedings under rule 7 of the Haryana Civil Services (Punishment and Appeal) Rules, 1987 should be completed within a period of one year, right from decision of ordering action under rule 7 to actual order of punishment, in consultation with the Haryana Public Service Commission. For this purpose the following time schedule should be followed in such cases, so that there is no undue delay caused in disposal of the disciplinary proceedings:-

	Level/Stage of case	Time allowed for completing the required action.
1.	Issue of charge-sheet under rule 7	Within 2 months from the passing of order by the competent authority.
2.	Reply to be sought from the delinquent official	one month
3.	Appointment of Enquiry Officer	one month

4.	Completion of Enquiry proceedings	not more than 4 months
5.	Issuing of second show cause notice regarding imposition of major penalty	one month
6.	Consultation with Haryana Public Service Commission before passing final orders of punishment	one month
7.	Final orders	Soon after hearing from the Haryana Public Service Commission and well before the expiry of time limit of one year.

These instructions should be brought to the notice of all concerned for strict compliance.

Yours faithfully,

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Under Secretary General Administration,
for Chief Secretary to Government Haryana