

No. 32/06/2018-4GS-I
HARYANA GOVERNMENT
GENERAL ADMINISTRATION DEPARTMENT

Dated Chandigarh, the 30th December, 2020

To

1. All the Administrative Secretaries to Government Haryana.
2. All the Heads of Departments.
3. The Registrar (General) Punjab & Haryana High Court.
4. All the Divisional Commissioners in the State of Haryana.
5. All the Deputy Commissioners in the State of Haryana.

Subject: Expeditious submission and disposal of cases of Premature Retirement.

Sir/Madam,

I am directed to invite your attention to the subject noted above and to say that as per para- 2 (XXI) of instructions bearing No. 32/06/2018-4GS1, dated 5th February, 2019 pertaining to premature retirement on attaining the prescribed age or completion of qualifying service, the cases of Government employees should be reviewed six months before they attain the prescribed age or complete the prescribed length of qualifying service.

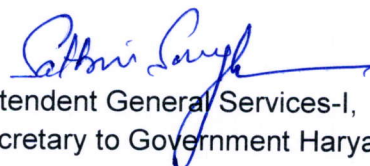
2. To ensure timely submission of such cases it was also directed in the above said instructions that a timely Review should be undertaken regularly by all the Heads of Departments and Administrative Secretaries. It should be ensured that a senior officer to maintain a suitable register(s) of employees under their control or who belong to cadres/services controlled by them, who are due to attain the age of 50/55 years or complete 25 years of qualifying service.

3. However, it has come to our notice that cases of premature retirement are not being submitted/disposed of in a timely manner and Controlling Officers are not reviewing the same seriously. It is a lapse not only on the part of dealing officials but also of the Officers concerned including the Appointing Authorities.

4. Government has decided that henceforth the concerned officials/officers including the Heads of Department/Appointing Authorities will be held personally responsible for such. All the dealing persons from Assistant onwards to the Appointing Authorities will be charge sheeted under rule 7 of the Haryana Civil services (Punishment and Appeal) Rules, 2016 or any other respective rules applicable to them in a case of any unnecessary delay.

5. These instructions may please be brought to the notice of all concerned for strict compliance.

Yours faithfully,



Superintendent General Services-I,
for Chief Secretary to Government Haryana