

No. 32/ 8 /2020-4GS-I
HARYANA GOVERNMENT
GENERAL ADMINISTRATION DEPARTMENT

Dated: Chandigarh, the 31st December, 2020.

To

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

Subject: - Premature retirement of employees-Consultation with Haryana Public Services Commission in case of Group A & B officers and Haryana Staff Selection Commission in case of Group C officials.

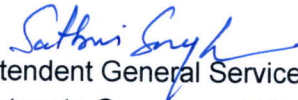
.....

Sir/Madam,

I am directed to invite your attention to the subject cited above and to say that as per Rule-144 of Haryana Civil Services (General) Rules, 2016 read with instructions bearing letter No. 32/06/2018-4GSI, dated 05.02.2019, Departments are required to consult the Haryana Public Service Commission in cases of premature retirement in respect of Group A & B officers and the Haryana Staff Selection Commission in case of Group C officials. The provisions of the above rule & instructions are required to be kept into view while forwarding the cases to the HPSC/HSSC for their advice.

2. However, it has come to our notice that Departments are sending cases to the HPSC/HSSC without providing full particulars. In some cases, the procedure as prescribed in the rules/instructions is also not being followed by the Departments.
3. The matter has been duly considered by the Government and it is directed that all Departments shall send the proposal to the Haryana Public Service Commission in cases of premature retirement in respect of Group A & B officers and Haryana Staff Selection Commission in respect of cases of Group C officials as per the attached proforma/checklist (Annexure-I) in future, so that proper & timely advice can be tendered by HPSC & HSSC.
4. All concerned are directed to take immediate and necessary action in the light of the above said instructions.


Yours faithfully,


Superintendent General Services-I,
for Chief Secretary to Government Haryana
Dated: Chandigarh, the 31st December, 2020.

Endst No. 32/8/2020-4GS-I

A copy is also forwarded to the following for information and further necessary action:-

1. The Principal Accountant General, Haryana (Audit/A&E), Sector-33, Chandigarh.
2. The Secretary, Haryana Public Service Commission, Panchkula.
3. The Secretary, Haryana Staff Selection Commission, Panchkula.


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

Annexure-I

Proforma/Checklist for seeking advice of Haryana Public Service Commission in cases of premature retirement in respect of Group A & B Officers and Haryana Staff Selection Commission in case of Group C Officials.

1.	Name of Officer/Official and Designation:	
2.	Group of the Officer/Official – 'A' ; 'B' or 'C':	
3.	Name of the Department and Office:	
4.	Date of Birth:	
5.	Date of entry into Government Service:	
6.	Due date of Superannuation:	
7.	Whether he entered in Government Service before attaining the age of 35 years in case of Group – 'A' or 'B'?	
8.	Date of attaining the age of 50 years in case of Group – 'A' or 'B':	
9.	Date of attaining the age of 55 years in case of Officer/Official – 'A' ; 'B' or 'C':	
10.	Date of completion of 25 years qualifying service:	
11.	a. Whether ACRs of last 10 years are available or not?	
	b. If not, of which year ACR is not available and reason thereof?	
	c. The period of which the ACR of the Officer/Official is not available was not actually written by the officer(s) concerned due to :	
12.	Whether the integrity of the officer/official during the period of which the ACR is not available, was beyond doubt?	
13.	a. Assessment of the last 10 years' ACRs:	Outstanding:
		Very Good:
		Good:

		Average:
		Below Average:
	b. Details of Adverse Remarks in ACRs, if any:	
	c. Whether the Adverse Remarks have been communicated to the officer? If yes, details thereof:	
	d. Whether the integrity of the officer has been doubtful during last 10 years? If yes, details thereof:	
14.	Whether at least 50% ACRs are 'Good' or above, in case of retention beyond 50 years in case of Group – 'A' or 'B'?	
15.	Whether at least 70% ACRs are 'Good' or above, in case of retention beyond 55 years or in case of retention on completion of 25 years qualifying service in case of Officer/Official – 'A' ; 'B' or 'C'?	
16.	Whether the service of the officer during the preceding 5 years has been found satisfactory?	
17.	Whether punishment has been awarded during last 10 years which reflects on the integrity of the officer? If yes, enclose punishment orders.	
18.	Whether departmental proceedings under Rule 7 are pending? If yes, enclose copy of the charge sheet and mention the status of the proceedings.	
19.	Grounds to retire the Officer/Officials prematurely.	

Date:

Signature

Name of the Officer:

Designation: