

No. 25 (5)—2GSI—79

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Departments,
Commissioner, Ambala and Hissar Division,
All Deputy Commissioners and Sub-Divisional Officers
(Civil) in the State.
2. The Registrar,
Punjab and Haryana High Court,
Chandigarh.

Dated, Chandigarh, the 24th October, 1979.

Subject :—Speedy disposal of cases of Government employees under suspension.

Sir,

I am directed to invite reference to the composite Punjab Government letter No. 3624—GS—61/14507 dated the 21st April, 1961, which provides inter alia that to avoid unnecessary harassment of Government employees under suspension, the whole process of investigation and enquiry against such employees should be completed within six months excluding any period during which proceedings are stopped owing to reference to a court of Law. These instructions also lay down that the charge-sheets should be handed over to the concerned Government employees within 15 days from the date of taking a decision to start formal proceedings. Further as per these instructions, the written statement of defence should ordinarily be required to be submitted within a period of a fortnight and in no case should a period of more than a month be allowed for the purpose.

2. In Haryana Government letter No. 25/8/78—GSI, dated the 12th April, 1978, it was noted that in a large number of cases, charge sheets are served upon the employees after considerable delay due to various reasons mentioned therein. It was observed that delay also occurred at the time of inspection of record by the Government employee concerned and also during subsequent stages of departmental enquiry. It was, therefore, emphasised that steps should be taken to cut down delay at every stage of the proceedings by taking up the matter even at personal level.

3. It has come to the notice of the Government that in certain cases the records which are to be shown to the employees under charge-sheet to enable them to submit written statements of defence are made available after considerable delay. The State Government desires that such delays must be cut down because the charge-sheet and the statement of allegation are based on the records already available with the concerned authorities. However, if the record asked for is such as cannot be allowed to be inspected under the instructions and rules, the concerned employee should be informed promptly requiring him to submit his reply within the stipulated period of time.

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

Yours faithfully,

Under Secretary, General Administration,
for Chief Secretary to Government, Haryana.

A copy is forwarded for information and compliance to—

1. The Financial Commissioner, Revenue, Haryana.
and All Administrative Secretaries to Government, Haryana.