

No. 4860-2GS-I-74

From The Chief Secretary to Government, Haryana.

To

- (1) All Heads of Departments; the Commissioner, Ambala and Hissar Divisions, all Deputy Commissioners and all Sub-Divisional Officers in Haryana.
- (2) The Registrar, Punjab and Haryana High Court; and all District & Sessions Judges in Haryana.

Dated Chandigarh, the 22nd Jan., 1975.

Subject:—Passing of departmental Examination—Drawal of increments.

Sir,

I am directed to invite your attention to Haryana Government letter No. 209-2GSI-72/4436 dated 23rd Feb., 1972, on the subject above, in which instructions were issued regarding the grant of increment to the officials in the various Departments on their passing of departmental examinations. These instructions were issued in order to bring in uniformity in the procedure adopted by various Departments.

2. The matter has been again considered and it has been decided to issue the following further instructions regarding the grant of increments on passing the departmental examination, in partial modification of the instructions contained in para 1 (a) of Haryana Government's letter dated 23rd Feb., 1972 referred to above :—

(1) Every department should prescribe a reasonable period for passing the Departmental Examination. This period may be either the period of probation or such other period which the Department may consider reasonable.

(2) If a person passes the departmental examinations before the prescribed period, he should be given all the increments which would have otherwise fallen due to him at the end of the prescribed period with effect from the last day on which the departmental examination were completed. This should act as a special incentive for passing the departmental examination quickly. The above advantage conferred by this stipulation is not intended to be of a cumulative nature and latter increments will only be due to him on the dates on which they would have become otherwise due.

(3) No increments should be withheld until the period prescribed for clearing the Departmental examination is over. It is requested that necessary steps may kindly be taken for amending the service rules on the lines indicated above, at the earliest, after observing the necessary formalities. If there arise any cases of undue hardship while taking action in accordance with the instructions as also the instructions contained in Haryana Government's letter No. 209-2GS-I-72/4436, dated the 23rd Feb., 1972 the also should be dealt with by taking recourse to the relaxation powers as provided in the various service rules.

4. These instructions are being issued with the concurrence of the Finance Department received vide their U.O. advice No. 4223-IFG-(I)-74 dated 5-11-74.

Yours faithfully,

Sd/-

Deputy Secretary, General Administration,
for Chief Secretary to Govt., Haryana.

A copy each is forwarded for information and necessary action to :—

- (i) Financial Commissioner, Revenue.
- (ii) All the Administrative Secretaries to Government, Haryana.

Sd/-

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

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