

Copy of letter No. 3980-2GSI-75/25879, dated 27th August 1975, from the Chief Secretary to Govt., Haryana to (i) All Heads of Departments, Commissioners, Ambala & Hissar Division all Deputy Commissioners and all Sub Divisions Officers in Haryana (ii) The Registrar, Punjab and Haryana High Court and all District & Sessions Judges in Haryana.

Subject:— Passing of departmental examinations drawal of increments.

I am directed to invite your attention to Haryana Government letter, Nos. 209-2GSI-72/4436, dated the 23rd February, 1972 and 4860-2GSI-74/1195, dated the 22nd January, 1975, on the subject noted above, in which instructions were issued regarding the grant of increments to the officials in the various departments on their passing the departmental examinations. These instructions were issued in order to bring uniformity in the procedure adopted by various departments.

2. In partial modification of the instructions issued regarding the grant of increments to the officials in various departments on their passing the departmental examinations in part I (a) of Haryana Government letter No. 209-2GSI-72/4436, dated the 23rd February, 1972, and in supersession of the instructions issued vide Haryana Government letter No. 4860-2GSI-75/1195, dated the 22nd January, 1975, I am directed to say that the matter has been again considered and it has been decided to issue the following further instructions :—

- (i) Every department should prescribe a reasonable period for passing the departmental examination. This period may either be the period of probation or such other period as the department may consider reasonable.
- (ii) 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 be due to him only on the dates on which they would have otherwise become due.
- (iii) No increment should be withheld until the period prescribed for clearing the departmental examination is over.
- (iv) If a member of the service passes the departmental examinations after the prescribed period, then the increment for the period subsequent to that within which the departmental examination was to be passed should be released to him from the date following the last day on which the departmental examinations are completed. The increment should be released with retrospective effect from the date it was otherwise due but no arrears should be paid for the past period.
- (v) If a member of the service fails to pass all the departmental examinations or any part thereof, and is subsequently exempted by competent authority from passing the examination(s) for the period subsequent to that within which the departmental examination was to be passed should be released from the date he is given such exemption. The increment (s) should be released with retrospective effect from the date it was otherwise due but no arrears should be paid for the past period.
- (vi) It is requested that necessary steps are taken at the earliest for amending the service rules on the lines indicated above, after observing formalities. If there are any cases of undue hardship while taking action in accordance with these instructions as also the instructions contained in Haryana Government's letter No. 209-2GSI-72/4436, dated the 23rd February, 1972, they also should be dealt with by taking recourse to the power of relaxation as provided in the various service rules.
- (vii) These instructions are being issued with the concurrence of the Finance Department received vide their U. O. advice No. 3686-IFG-75, dated the 8th July, 1975.