

From

The Chief Secretary to Government Haryana,

To

1. All Administrative Secretaries to Government Haryana.
  2. All the Heads of Departments
  3. Commissioners, Ambala, Hisar, Gurgaon & Rohtak Divisions.
  4. The Registrar, Punjab & Haryana High Court, Chandigarh.
  5. All the Deputy Commissioners in the State of Haryana.
  6. The Managing Directors/Chief Administrators of all the Boards/ Corporations in Haryana State.
  7. The Registrars of all the Universities in the State of Haryana.
- Dated Chandigarh, the 1<sup>st</sup> January, 2015

**Subject : Rooting out corruption using a preventive and participatory strategy.**

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Debilitating effects of corruption permeate through all aspects of public life. Corruption not only stifles growth, it also perpetuates inequality, deepens poverty, causes human suffering, dilutes the fight against terrorism and organized crime and tarnishes our image as a nation globally. Over the past six decades, Institutions and legislations have been crafted to combat corruption in the country; however significant gaps still remain between policy and the practice.

Existing anti-corruption interventions are mostly punitive in nature. For integrity to become embedded in public life, it is important that we shift from punitive approach to a more holistic preventive and participatory approach. It has therefore been decided that all Heads of Departments/Boards/Corporations will take following steps/initiatives with immediate effect:-

**1. Points and Places of Corruption**

Heads of Departments/Boards/Corporations, in consultation with the officers working under their control, shall prepare a list of points and places in their organization, where corrupt practices are prevalent. Special attention shall be paid to eradication of corruption at these points and places by adopting a two-pronged strategy-process re-engineering and induction of information technology. Special care shall be taken to post officials having good integrity at these points and places. A discrete and unobtrusive watch shall also be maintained by the gazetted officers in whose jurisdiction such points and places are situated, followed by surprise checks as and when considered appropriate. Surprise checks at these points and places should be conducted by gazetted officers, after thoroughly acquainting themselves with the modus operandi adopted by the corrupt public servants. This list shall be updated in the month of January every year. Every Department/Board/Corporation shall identify Top 5 Areas of corruption to begin with and make them free of corruption.

**2. List of Officers of Doubtful Integrity (ODI)**

All Heads of the Departments/Boards/Corporation shall prepare a list of **Officers of Doubtful Integrity (ODI)** in the month of January every year. Names of Gazetted Officers and subordinate ranks who are convicted in a court of law or awarded major penalty in criminal or disciplinary proceedings respectively, on charges of lack of integrity, or for an offence involving moral turpitude or against whom such proceedings are pending, shall be included in the ODI list. Names of those officers who were prosecuted for such offences but were acquitted on technical grounds, and in whose case, on the basis of evidence adduced during the trial, there remained a reasonable suspicion of lack of integrity may also be included. The ODI list shall be updated every year and a copy published on the website.

Alongside the ODI list, Heads of the Departments/Boards/Corporations shall also prepare/update a list of sensitive assignments and those involving public dealing and publish the same on their website. Officers figuring in the ODI list shall not be posted to sensitive assignments



or those involving public dealing. When name of an officer/official is included in the ODI list, he shall ordinarily be transferred to another wing/district on administrative grounds.

### 3. List of Undesirable Contact Men (UCMs)

All Heads of the Departments/Boards/Corporations shall prepare a list of undesirable contact men (UCMs) who are suspected of facilitating corrupt and/or irregular practices in public offices functioning under their control. This list will be circulated in all Government offices and Heads of offices advised to NOT let these UCMs operate in their offices. An unobtrusive watch/check shall be carried out on the activities of such persons with a view to identify their further contacts, modus operandi and specific instances of corruption/malpractice.

### 4. Transfer Policy

All Heads of the Department/Boards/Corporations shall formulate a Transfer policy with the approval of the office of Chief Secretary. All transfers and postings shall be governed by the transfer policy so framed. The following general principles will be followed while preparing the transfer policy.

- Officers of impeccable integrity and those known for efficiency (honest and efficient) will be given the most sensitive/important postings.
- The remaining officers having good integrity may also be given important assignment involving public dealing.
- Officers of doubtful integrity (ODI) shall NOT to be posted to any sensitive assignment or those having public dealing.

5. All Administrative Secretaries and Heads of the Departments/ Boards/ Corporations shall ensure that the service record of every officer working under their control should reflect his/her true general reputation. Conduct rules should be enforced in letter and spirit. The system of Annual Confidential Report/Annual Performance Appraisal needs to be streamlined and timelines prescribed. It should be strictly ensured that the timelines so prescribed are adhered to by the public servant reported upon as well as the reporting/reviewing/accepting authority. In case of non-adherence, it should be the responsibility of the next higher authority to record his/her comments as per the timeline. Further, the annual plan of work should be prepared by members of the AIS as per the guidelines and mid-year appraisal conducted as prescribed. Personal whims and fancies should not be allowed to affect the overall assessment of the officer reported upon.


6. Promotions should NOT be treated as a matter of right. Integrity Certificate should NOT be issued routinely to facilitate promotion. Similarly, the system of "sealed cover" procedure should be followed in letter and spirit.

7. Disciplinary proceedings need to be expedited and their progress monitored closely. Delinquent public servants must be awarded exemplary punishment for their misconduct in a timely manner so as to curb corruption and inefficiency.

8. All Heads of the Departments/Boards/Corporations shall ensure implementation of Right to Information Act in letter and spirit. Maximum information should be made available on the website so as to minimize the need to file RTI applications by the citizens.

9. All Departments/Boards/Corporations should create a dedicated Vigilance wing and appoint a Chief Vigilance Officer who will act as the nodal officer for all vigilance related matters.

Please ensure strict compliance of the above instructions.

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