

**HARYANA GOVERNMENT**  
**GENERAL ADMINISTRATION DEPARTMENT**  
**CHIEF SECRETARY OFFICE**

No. 32/ 10 /2018-4GSI

To

1. All the Administrative Secretaries to Government Haryana.
2. All Heads of the Departments of Haryana.
3. Commissioners Ambala/Hisar/Rohtak/Gurugram/Karnal/Faridabad Divisions.
4. All the Deputy Commissioners of Haryana.

Dated Chandigarh, the 27<sup>th</sup> April, 2018.

**Subject: - Retention in service beyond of 50/55 years-cutting of delay.**

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Sir/Madam,

I am directed to refer to Haryana Government instructions No. 32/189/2000-4GSIII, dated 31.05.2002 and 32/257/2002-4GSIII, dated 27.09.2002 on the subject noted above wherein it was laid down that the cases of retention in service are of great importance and should be sent to this department six months before the crucial date of 50/55 years as the case may be. But this is not being followed meticulously. It has also come to notice of Government that in some cases of retention in service beyond 50/55 years, the cases are received near the age of retirement and sometimes even after attaining the age of retirement.

2. A very serious view of such cases of delay has been taken and it is again reiterated that Administrative Secretaries and Head of Departments must ensure that all such proposal should be sent to this department six months before an officer attains the relevant age as the case may be. All Heads of Departments must review the progress of cases of retention in service beyond the age of 50/55 years with their Departmental Officers every month, and report the progress to their respective Administrative Secretaries. The Administrative Secretaries should arrange a quarterly meeting with their Heads of Departments to monitor the latest position of review cases.

3. The case to be reviewed by the Officers Committee should be given top priority so that where necessary there is sufficient time to serve three months notice of retirement required statutorily.

4. In case of delay and non-compliance of these instructions the matter shall be viewed seriously. Responsibility of Officers/Officials for delays and lapses in this regard working in your charge should be affixed by you and no laxity in such cases should be tolerated.

These instructions may be brought to the notice of all concerned.

Yours faithfully,



Under Secretary General Administration,  
for Chief Secretary to Government Haryana