

**Haryana Government
General Administration Department**

Subject: - Regarding approval of Service Rules of the departments- Check List for sending the cases to W/Chief Secretary, Haryana.

This matter has been examined in General Administration Department (in GS-II Branch).

2. General Administration Department has observed that while sending the case for approval of framing/amendment in service rules, many departments send incomplete proposals and results in protracted correspondence.

3. Departments are therefore, advised to send the cases to Chief Secretary, Haryana as per following check list:-

- i) Whether draft of service rules (fresh rules/amendment) is as per provisions mentioned in Model Service Rules?
- ii) Whether approval of Hon'ble CM has been obtained?
- iii) Whether draft of rules is, in both Hindi and English version?
- iv) Whether copy of previous rules (if any) has been attached?
- v) Whether the draft of proposed service rules is prepared as per instructions issued from time to time by the Government on different subjects?
- vi) Whether the double copy of the relevant noting portion is attached?
- vii) Whether the comparative chart of the existing and proposed rules with justification has been attached?

4. The proposal should be sent complete, with all point wise information after getting it approved from the concerned Administrative Secretary, failing which the proposal shall not be considered.

JAmo
Superintendent, General Services-II,
For Chief Secretary to Govt. Haryana.

29/7

To

All the Additional Chief Secretaries & Principal Secretaries
to Government Haryana.