



## हरियाणा सरकार

**Haryana Government**  
**General Administration Department**  
**(General Services-II Branch)**

**Subject:- Regarding approval of service rules of the Departments/Boards/Corporations & Universities etc.-revised check List for sending the case to W/Chief Secretary, Haryana.**

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

2. In continuation of Govt. letter No. 13/44/2019-4GSII dated 29.07.2019 and letter No. 13/39/2020-4GSII dated 09.11.2020, 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. It has come to notice that byelaws of some of the Boards/Corporations/Public Sector Undertakings etc. are sometimes not in consonance with the Model Service Rules/Act Provision under Article/Instructions issued by Government from time to time.

4. Departments/Boards/Corporations/ Public Sector Undertakings etc 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 of different subjects?
- (vi) Whether the double copy of the relevant noting/documents portion is attached?
- (vii) Whether the comparative table of the existing and proposed rules with justification has been attached?
- (viii) Whether the draft service rules in double space.

5. 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.

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

To

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

U.O. No. 13/28/2021-4GSII

Dated 16.07.2021