

Copy of letter No. 5730-4GS-I-73/29584, dated 9-10-75 from the Chief Secretary to Government, Haryana to all Heads of Departmentss, etc., etc.

Subject :—Approaching the General Services Branch of the Haryana Civil Secretariat in connection with Service matters.

I am directed to invite your attention to the instructions contained in Haryana Government's circular letters No. 3598-5GS-68/18351, dated the 22nd July, 1968, 4472-5GS-I-71/24500, dated the 20th August, 1971, 1871-IGS-I-73/18661, dated the 30th March, 1973 and 3261-IGS-I-73/14142, dated the 5th June, 1973. It is mentioned in these instructions that if any Government employee approaches higher authorities in service matters he will render himself liable to strict disciplinary action. In this connection, attention is also invite to Rule 20 of the Government Employees (Conduct) Rules, 1966, according to which no Govt. employee shall bring or attempt to bring any political or other influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under the Government.

The General Service Branch of the Haryana Civil Sectt. deals with different types of service matters. It is also the concerned branch for laying down policy and given advice in matters relating to appointment, promotion etc. It has been observed that despite the clear instructions issued by the Government and the provisions of the Rule 20 of the Government Employees (Conduct) Rules, 1966, employees from the different departments whose case are referred to the Chief Secretary for advice, visit the General Services Branch and try to discuss the merits of their cases with the Assistant concerned, which hinders the impartial and objective assessment of the merits and demerits of the case. The Government has considered this matter and has decided that the concerned employees or any other employee on their behalf must not approach the Superintendent or the Assistants in the General Services Branch in this connection. If it is found that these instructions are still being contravened, the matter will be brought to the notice of the concerned departments for taking strict disciplinary action against the defaulting officer/official.

3. It has also been noticed that employees from various departments come to the General Services Branch for obtaining copies of circulars on various service matters issued by the Government from time to time. Sometimes the number of such employees is so large that it hinders the working of this Branch. It has, therefore, been decided that copies of circular letters, if required, should be obtained from the General Services Branch between 4 to 5 P.M. everyday and no employee should come for this purpose outside these prescribed hours.

4. It is requested that the above instructions may kindly be brought to the notice of officer/officials working under you for strict compliance. Receipt of these instructions may also be acknowledged.

Yours faithfully,

Sd./—

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

Copies are forwarded for information and similar necessary action to :—

Financial Commissioner, Haryana and All Administrative Secretaries to Government, Haryana.