

Proforma showing the particulars of the Officials/Officers who are under suspension for the period over six months.

Statement for the quarter ending.....

Name of the Admn. Deptt.....

(1)	(2)	(3)	(4)	(5)			(6)
Sr. No.	Name & Designation of the official/officer.	Date of suspension	Charge against him (in brief)	Present position of the case			Remarks
				Departmental enquiry	Police case	Court case	

Subject :—Speedy disposal of suspension cases of Government employees—Supply of information.

Will all the Financial Commissioners and Administrative Secretaries to Government, Haryana, kindly refer to this Department U.O. No. 11/8/82-2GSIII, dated 20th/23rd August, 1982, on the subject noted above ?

2. According to the U. O. under reference, information regarding suspended Government employees is to be collected directly by all the Administrative Secretaries from their Heads of Departments quarterly, in the prescribed proforma, by the end of the month following the quarter to which it pertains and after scrutiny, it is to be forwarded by them with their comments to the Chief Secretary (General Services III Branch) by the middle of next month. Further, the monthly reports regarding information about suspended Government employees were dispensed with.

3. It has, however, been observed that the aforementioned information, as received from Heads of Departments is sometimes passed on by the Administrative Secretaries to the Chief Secretary without proper scrutiny or without their comments. Some Heads of Departments have been sending this information directly to Chief Secretary instead of routing it through their Administrative Secretaries. Further, in some cases the monthly reports regarding suspended Government employees still continue to be received whereas these were dispensed with vide communication referred to above.

4. It is, therefore, requested that the Administrative Secretaries may ensure that instructions regarding sending information relating to suspended Government employees as contained in the U. O. referred to above are followed meticulously.

5. It has also been observed that in some of the Departments a number of employees have been under suspension for more than 2-3 years whereas according to Government instructions contained in letter No. 11/3/82-2 GSIII, dated 7-2-1982, the period of suspension is not expected to exceed 6 months. The Administrative Secretaries are, therefore, requested to review such cases and to take appropriate action to get the same finalised at the earliest.

6. The receipt of this communication may please be acknowledged.

Sd/-

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

To

Copy is forwarded to the following for information necessary action :—

All the Financial Commissioners,
Administrative Secretaries to Government Haryana. All Heads of Departments and Commissioners,
Ambala and Hissar Divisions in the State, Deputy Commissioners and Sub-Divisional Officers (Civil)
in Haryana State.

Registrar, Punjab & Haryana High Court, Chandigarh. in continuation of this Department letter No.
11/8/82-2 GSIII, dated 20th/23rd August, 1982.

Sd/-