

**No. 22/188/2024-2HR-III
HARYANA GOVERNMENT
HUMAN RESOURCES DEPARTMENT
(HUMAN RESOURCES-III BRANCH)**

Dated, Chandigarh, the 03rd December, 2025

To

1. All the Administrative Secretaries to Government Haryana.
2. All the Heads of Departments of Haryana.
3. All the Managing Directors/Chief Administrators of Boards/Corporations in Haryana.
4. The Registrar General, Punjab and Haryana High Court, Chandigarh.
5. All the Divisional Commissioners of the State of Haryana.
6. All the Deputy Commissioners of the State of Haryana.
7. The Registrars of all the Universities in the State of Haryana.

Subject : Resignation from service and submission of application for subsequent appointment through proper channel.

Sir/Madam,

I am directed to invite your attention to the subject noted above and to say that the matter regarding revision/consolidation of instructions pertaining to acceptance/withdrawal of Resignation from service and submission of application through proper channel for subsequent appointment was under consideration since some time past. After careful consideration Government has decided to issue revised/consolidated instructions in supersession of all the previous instructions listed at Annexure-B as under:-

I. Resignation and Technical Resignation.—

Resignation is an intimation in writing sent to the appointing authority by a person holding a post in temporary or permanent capacity with the intention to resign from service either immediately or from a future specified date.

'Technical Resignation' is also an intimation in writing to the appointing authority which is submitted by a temporary Government employee due to administrative reasons with the intention to join service of subsequent appointment on his selection from open market through Recruiting Agency (Haryana Public Service Commission, Haryana Staff Selection Commission, etc.) or by way of transfer/absorption or otherwise in a new Department/Organization (i.e. Autonomous Body/Statutory Body/Public Sector Undertakings undertakings etc.), and the same is acceptable under these instructions without any one month's notice or salary in lieu thereof.

II. Submission of application for subsequent appointment within the State Government.—

- (i) Generally inordinate delay occurs in dealing with the applications of in-service candidates, working in Government Departments/Organizations seeking appointment to some other posts advertised by the Recruiting Agency which results in harming the interests of such candidates. From

08.03.2018, it has been decided that a Government employee, **who has not executed any Bond** with the State Government, may forward his application for subsequent appointment to the Recruiting Agency of Haryana Government without obtaining any **No Objection Certificate** from the appointing authority. The incumbent will have to inform his Head of Office and send copy to the Appointing Authority before the last date of submission of application.

However, in case of an employee **who has executed a Bond** with State Government (viz. doctors, Professor, Engineers etc.) he will have to obtain 'No Objection Certificate' before the last date of submission of application for subsequent appointment. Where the application for subsequent appointment is for a Department/Organization under Haryana Government and the incumbent is ready to make applicable the existing Bond for the remaining period of service in the new Department/Organization under Haryana Government in such case a conditional 'No Objection Certificate' may be issued under intimation to the Recruiting Agency concerned.

- (ii) If the record of an employee, who has directly forwarded his application for subsequent appointment or submitted a request for No Objection Certificate, contains adverse remarks about integrity or any disciplinary proceedings are pending against him, it should be informed by the Appointing Authority to the Recruiting Agency concerned.
- (iii) The candidate who is already in service shall have to enclose a self-declaration with the application form to the effect that he is not facing any disciplinary/judicial proceedings or vigilance inquiry, etc.

III. **Submission of application for subsequent appointment to Union Government or any other State Government.—**

- (i) A Government employee who wants to submit his application for subsequent appointment to UPSC, Staff Selection Commission or any other Recruiting Agency under Gol or any State Government but not under Haryana Government, he will have to obtain **No Objection Certificate** from the appointing authority before submission of his application as per requirement of the Recruiting Agency concerned.
- (ii) See also Para II (ii) above.

IV. **Forwarding of Advance copy to the Recruiting Agency.—**

- (i) Where the application is to be submitted through proper channel in such case the Government employee concerned may send advance copy of application form with all relevant documents and fee etc. to the Recruiting Agency concerned before the closing date. The Recruiting Agency shall consider the advance copy of application of the in-service candidates and allow them to appear in written examination/interview etc. subject to No

Objection Certificate from the Appointing Authority concerned before or after the closing date.

- (ii) Where the Appointing Authority is not the immediate superior of the Government employee in such case application shall be submitted to his Head of Office who should ensure that it reaches the Appointing Authority at the earliest within a week. In case of delay strict disciplinary action will be taken against the dealing official/officer. All Head of Departments shall entrust the work of monitoring of applications forms of Government employees or issue of No Objection Certificate to the Establishment Branch which shall be responsible for any delay in the matter. Where the application of No Objection Certificate or forwarding of application through proper channel is rejected/accepted, the record of all the Government employees should properly be maintained for the purpose of grant of benefit of past service.

V. Self-declaration Certificate by the Recruiting Agency.—

The Recruiting Agencies are directed to seek self-declaration from the Government employee who submits his application directly for any subsequent appointment to the effect that he is not facing any disciplinary or judicial proceedings or vigilance inquiry.

VI. One month's Notice or salary in lieu thereof for resignation from service.—

- (i) Save as otherwise provided in these instructions, a Government employee of any group working on regular basis (permanent/temporary) who intends to resign from service due to family circumstances or any other reason has to submit one month's notice or deposit salary in lieu thereof, provided the salary shall be deposited with the prior approval of appointing authority. The Government employee will continue to be in Government service until his resignation is accepted and is relieved of his duties. It is not open to a Government employee to relinquish the charge after depositing one month's salary in lieu of notice or otherwise on his own.
- (ii) The salary includes Basic Pay, Special Pay in lieu of higher time scale, Dearness Pay, Personal Pay, Dearness Allowance, House Rent Allowance and also any other emoluments classed as pay by the competent authority. For the purpose of one month, the period of 30 days will be treated equal to a month.

VII. Necessary provision in the appointment letter regarding One Month's Notice or salary in lieu thereof for resignation or termination of service.—

Necessary reciprocal arrangements regarding submission of one month's notice or salary in lieu thereof for resignation or termination of service should be made between the appointing authority and the employee concerned in the appointment letter. However, there is no need to mention

any such provision where the services of a Government employee are liable to be terminated at any time without one month's notice.

VIII. No Notice of one month or salary in lieu thereof for resignation in certain circumstances.—

In the following circumstances the Government employee concerned has not to submit one month's notice of resignation or to deposit salary in lieu thereof:-

- (i) A Government employee who submitted his application for appointment to a post in any Government at the time when he was not in service in any Department/Organization under the Haryana Government in such case on his appointment from one post to another within Haryana Government or any other Government, he will have not to submit any one month's notice of resignation or to deposit salary in lieu thereof. The question of submission of application with No Objection Certificate or Through Proper Channel does not arise because the incumbent was not in service in any Government at that time.
- (ii) (a) Where the application for subsequent appointment can be submitted without obtaining 'No Objection Certificate' or 'prior approval of the appointing authority' for a post in any Department/Organization under the Haryana Government, as per provision in Para-II of these instructions; or
- (b) On absorption/appointment by transfer of a temporary Government employee from one Department/ Organization to another with the approval of appointing authority;

In the above circumstances, incumbent will have to submit an application for technical resignation which may be accepted by the appointing authority provided the incumbent has not executed any Bond with the State Government or the conduct of Government employee is not under investigation.

IX. Resignation by a Government employee who has executed a Bond.—

- (i) A Government employee who submits a resignation from service due to his family circumstances or otherwise, during or after the period of Study Leave/Training within or out of India or Foreign service out of India for which he has executed a Bond with State Government with the condition to render service for a prescribed period after the completion of Study Leave/Training or Foreign service out of India, as the case may be, his case shall be examined by the appointing authority keeping in view the terms and conditions of bond executed by him.
- (ii) When technical resignation is submitted by a Government employee, who has executed a Bond, on his subsequent appointment to a post within Haryana Government, the same may be accepted subject to the following conditions:-

- (a) application for the post of subsequent appointment was submitted through proper channel;
- (b) subsequent appointment is in a Department/ Organization under Haryana Government and not in any other State Government/Government of India;
- (c) The bond already executed by him shall remain in force upto the date of original period of such bond. Necessary provision in this regard shall be made in his appointment letter by the new Department. The original Indemnity Bond shall be forwarded by the previous Department/Organization to the new Department/Organization.

X. Resignation by a temporary Government employee on his subsequent appointment within the State Government.—

A temporary Government employee does not hold a lien on any post in any Department/Autonomous Body/Statutory Body etc. under the Haryana Government. On his subsequent appointment from open market through a Recruiting Agency to a new post within the same or any other Department/Organization under Haryana Government he will have to submit technical resignation from service irrespective of the fact whether he applied with or without obtaining No Objection Certificate. However, the provision of one month's notice or depositing salary in lieu thereof shall be applicable where the application was to be submitted with **No Objection Certificate** as per provision in these instructions, but the same was submitted without obtaining such certificate.

XI. No need of resignation by a permanent Government employee on his subsequent appointment within the Haryana Government.—

On subsequent appointment of a permanent Government employee in any Department/ Organization under Haryana Government, he will be relieved from service on his request and his lien will be retained in the previous Department/ Autonomous Body/Statutory Body etc. as per provision in the applicable rules. On completion of probation period successfully he will have to inform the previous Department whether he wants to come back or to remain in the new Department/Organization under the Haryana Government. Further necessary action regarding retention or termination of his lien will be taken by the appointing authority of the previous department as per provision in Note 1 below Rule 29 of Haryana Civil Services (General) Rules. This provision shall not be applicable to the Government employee who had to submit his application after obtaining No Objection Certificate but the same was not obtained before the last date of submission of application.

XII. Resignation by a temporary or permanent Government employee on his subsequent appointment under any other Government.—

- (i) In case of subsequent appointment of a permanent Government employee in any other Government, if the application was submitted after obtaining

No Objection Certificate then he will be relieved from service on his request and his lien will be retained as per provision in Note 1 below Rule 29 of Haryana Civil Services (General) Rules. On successful completion of probation period in the new Department/ Autonomous Body/Statutory Body etc. under a Government other than Haryana Government he will have to inform the previous Department whether he wants to come back or to remain in the new Department/Organization. Further necessary action regarding retention or termination of his lien will be taken by the appointing authority or previous department as per provision in Rule 29 of the Haryana Civil Services (General) Rules. If 'No Objection Certificate' was not obtained before submission of application by the permanent Government employee for appointment in any other Government in such case he will have to resign from service with one month's notice and his lien will not be retained due to resignation from service.

- (ii) On subsequent appointment of a temporary Government employee in any other Government, for which the application was submitted after obtaining No Objection Certificate, in such case he may submit technical resignation from service without one month's notice or depositing salary in lieu thereof, otherwise for resignation from service he will have to submit minimum one month's notice or deposit salary in lieu thereof.

Note.— On appointment of a Government employee of any other State Government or the Govt. of India to Haryana Government, whose lien has been retained by the previous Government for a limited period, he may submit technical resignation from service without one month's notice or salary in lieu thereof to re-join the previous post where he holds a lien.

XIII. Resignation by a Government employee who wants to contest elections.—

A Government employee who wants to contest elections, namely, Member of Panchayat, Municipal Corporation/Municipal Committee/Council Election, Member of State Legislative Assembly or Parliament etc., he will have to resign from service. After the election, he will not be re-appointed to his original service irrespective of the fact that he loses or wins the election. If he wants to enter into Government service he will have to submit his application as an ordinary applicant for a new job. On subsequent appointment afresh in the same or any other Department through Recruiting Agency or otherwise, he will not be entitled to the benefit of past service for any purpose.

XIV. Leave during notice period or submission of Notice during leave.—

- (i) A Government employee who has submitted one month's notice of resignation may avail casual leave or any other leave of the kind due

subject to prior approval of the competent authority and not beyond the date of resignation. The notice period will not be extended.

- (ii) For resignation from service while on leave already sanctioned by the competent authority one month's notice may be submitted or salary in lieu thereof may be deposited by the Government employee. There is no need to rejoin service for the purpose of acceptance of resignation. However, this provision shall not be applicable to the cases in which the Government has already incurred expenditure for the higher education or Training of a Government employee or who has executed a Bond for a fixed term of years or the cases in which the conduct of a Government employee is under investigation.

XV. Withdrawal of Notice before the due date.—

Where the application for withdrawal of notice of resignation is submitted by a Government employee before the due date of resignation, in such case the same may be allowed by the appointing authority irrespective of the fact that the resignation has already been accepted or not. If the request for withdrawal is to be rejected, the grounds for the rejection of the request should be duly recorded by the appointing authority and suitably intimated to the Government employee concerned.

XVI. Re-appointment or withdrawal of notice after the due date of resignation.—

- (A) Re-appointment after resignation or withdrawal of notice after the due date of resignation shall not be admissible, however, it may be considered in very exceptional circumstances with the approval of Chief Secretary to Government, Haryana (in Human Resources Department) subject to the following conditions :-
 - (i) The resignation was tendered by the Government employee for some compelling reasons which did not involve any reflection on his integrity, efficiency or conduct and the request for withdrawal of resignation has been made as a result of a material change in the circumstances which originally compelled him to tender the resignation.
 - (ii) The resignation was not tendered with a view to join private commercial company wholly or substantially owned or controlled by Government;
 - (iii) The intervening period between the date on which the resignation became effective and the date on which the application for re-appointment after resignation is submitted should not be more than 90 days;
 - (iv) None has been appointed against the post, which was vacated by him after the acceptance of his resignation;

- (v) Approval of HPSC or HSSC, as the case may be, has been obtained, if the post held by the incumbent was of direct recruitment quota;
 - (vi) The benefit of past service towards seniority, pay, leave, pension shall not be admissible because as per provision in Haryana Civil Services Rules, resignation from service entails forfeiture of past service.
- (B) Where the technical resignation was submitted by a Government employee to join his subsequent appointment in any other Department/ Organization but he was not allowed to join there on account of stay on merit list by the Hon'ble Court, or he was terminated from service after joining due to revision of merit list or any other similar reasons pertaining to selection on merit or being found unsuitable for the post of subsequent appointment, the case may be forwarded to the Chief Secretary to Government, Haryana (in Human Resources Department) for consideration. In such cases, the period of break between two spells is to be treated as dies non or otherwise decision will be taken by the Chief Secretary to Government, Haryana in HRD.
- (C) All other applications of re-appointment or withdrawal of resignation after the due date of resignation may be rejected by the appointing authority.

XVII. Action to be taken by the Appointing Authority for acceptance of resignation.—

- (A) It is not in the interest of Government to retain an unwilling person in Government service, therefore, whenever a Government employee submits his notice of resignation from service the decision on such notice should be taken at the earliest by the appointing authority, except in the following circumstances:-
- (i) Where the Government employee concerned has been appointed on work of importance and it would take time to make alternate arrangements for filling the post, the resignation should not be accepted straightway but only when alternative arrangements for filling the post have been made.
 - (ii) Where the Government employee concerned is under suspension or disciplinary/judicial proceedings are pending or to be contemplated against him under the Haryana Civil Services (Punishment and Appeal) Rules, 2016 or any other corresponding rules/instructions applicable to him, then the appointing authority should take decision regarding rejection or acceptance of notice keeping in view the nature and gravity of charges. If the charges leveled against the accused person is not strong enough to justify the assumption that if the departmental/judicial proceedings were continued he would be removed or dismissed from service or where the departmental proceedings are likely to be so protracted that it would be cheaper to the public exchequer to accept the resignation.

- (B) Non-acceptance of resignation within the prescribed period may create complications for the Government employee concerned. It is stressed that prompt action should be taken by the Department concerned as soon as the notice of resignation is received and efforts should be made to convey the acceptance or non-acceptance of the resignation, as the case may be, within the stipulated period. If the notice of resignation is to be rejected then the reasons thereof should also be conveyed to the Government employee concerned.

XVIII. Date of acceptance of Resignation.—

Where there is delay in acceptance of resignation upto the date of resignation due to one reason or the other, the same may be accepted from the date of issue of order and not from retrospective effect. The Government employee will continue to be in Government service until his resignation is accepted and is relieved of his duties. It is not open to a Government employee to relinquish the charge after depositing one month's salary in lieu of notice or otherwise. Where nothing is due against the Department/Organization and he has been allowed to relinquish the charge after the due date of resignation in such case the date of acceptance shall be retrospective effect.

XIX. Benefit of past service towards Pay, Pension, Leave in case of resignation.—

On subsequent appointment from one post to another within the same or any other Department/Organization under the State Government, where the benefit of past service towards Pay fixation, Pension and/or Death-cum-Retirement Gratuity and Leave is admissible under the Haryana Civil Services Rules subject to submission of application through proper channel, the same shall now be admissible where the application for subsequent appointment has been allowed to be submitted without obtaining any No Objection Certificate under these instructions, or the incumbent was not in service when the application was submitted for subsequent appointment. In such cases, the condition of 'through proper channel' or NOC shall be ignored for the purpose of grant of benefit of past service admissible under the Haryana Civil Services Rules. In other cases where the application for subsequent appointment was to be submitted with No Objection Certificate or Through Proper Channel, under these instructions, the benefit of past service shall not be admissible if the application is submitted directly by the Government employee. All the cases pertaining to benefit of past service towards Pay fixation, Pension and/or Death-cum-Retirement Gratuity and Leave will be examined under the rules/instructions issued by the Finance Department in this regard and finalized by the Administrative Department in consultation with the Finance Department.

XX. Check-list of points for consideration of application of resignation.—

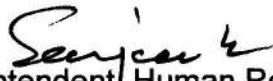
A check list of points for proper examination of the application of resignation is also enclosed at Annexure-A.

XXI. List of instructions which have been withdrawn.—

A list of instructions issued from time to time till today pertaining to resignation and forwarding of application for subsequent appointment is enclosed at **Annexure-B**. These consolidated instructions in hand will supersede all the instructions pertaining to resignation from service and submission of application through proper channel, listed at **Annexure-B**.

2. For clarification in case of doubt and relaxation in instructions, case may be referred to the Chief Secretary to Government Haryana (in HR-III Branch) through the Administrative Department concerned. However, the cases pertaining to benefit of past service towards Pay fixation, Pension and/or Death-cum-Retirement Gratuity and Leave will be referred to Finance Department through the Administrative Department concerned.
3. These instructions shall be applicable w.e.f. 08.03.2018, i.e. the date from which condition of 'Through Proper Channel' has been discontinued by Government.
4. These instructions may please be brought to the notice of all concerned. Necessary amendments in the Haryana Civil Services Rules shall be made by the Finance Department in due course.

Yours faithfully,


Superintendent Human Resources-III,
for Chief Secretary to Government, Haryana

A copy is forwarded to the Addl. Chief Secretary to Govt. Haryana, Finance Department, w.r.t. their concurrence conveyed vide their U.O. No. 05/02/2025-5FR/8892, dated 12.06.2025 & U.O. No. 2/25/2011-1Pension/8892, dated 25.09.2025 with the request to make necessary amendment in the Haryana Civil Services Rules, 2016.


Superintendent Human Resources-III,
for Chief Secretary to Government, Haryana

To

The Addl. Chief Secretary to Government, Haryana,
Finance Department

U.O. No. 22/188/2024-2HR-III

Dated: Chandigarh, the 03rd December, 2025

ANNEXURE-A

Check-list

For consideration of cases of Resignation

	Part – I – General Information	
1.	Name :	
2.	Present Designation	
3.	Whether Government employee is Permanent or Temporary:	
4.	Any post, other than the present post, held previously prior to the resignation:	
5.	Permanent residential address :	
	Part-II – Points to be checked up before accepting resignation	
6.	The date on which the Government employee wants to be relieved from service :	
7.(i)	Whether one month's notice or salary in lieu thereof is required or not:	
(ii)	If yes, whether the same has been submitted or salary in lieu thereof has been deposited or not:	
8.(i)	Whether any inquiry or investigation or disciplinary case is pending or contemplated:	
(ii)	Whether under suspension:	
9.	Whether the Government employee concerned has executed any Bond for serving the Government for a specified number of years on account of his being given specialized training, fellowship/ scholarship for studies or deputed for training whether in India or abroad, and if so, whether he is ready to continue the bond in the new Department/Organization:	
10.	Time required for filling up the post and/or making alternative arrangements:	
11.	Authority competent to accept	

	resignation, i.e. Appointing Authority:	
	Part-III - If the resignation is accepted, points to be checked up before relieving the Government employee	
12.	Whether alternative arrangements have been made for discharge of duties of the post including arrangements for taking over charge of cash/stores in the custody of Government employee (wherever applicable)	
13.	Whether the Government employee has surrendered and obtained 'No Demand Certificates' in respect of —	
(i)	Departmental Identity Card	
(ii)	Library cards	
(iii)	Computer, Printer, etc.	
14.	Arrangement made for recovery of outstanding advances/loans, taken if any, or any other category of dues, viz., -	
(i)	House Building Advance	
(ii)	Advance for purchase of Motor Car/Motor Cycle etc.	
(iii)	Marriage Advance	
(iv)	Festival Advance	
(v)	Any other dues:	
15.	Whether the Government employee is in occupation of Government accommodation. If so, whether the dues in respect of such accommodation (including electrical appliances, etc.) have been settled and a No Demand Certificate obtained.	
16.	Any other information	

Annexure-B

List of Instructions pertaining to Resignation from service and forwarding of application through proper channel for subsequent appointment which are being withdrawn:-

1	No. 1276-G-52 -	1952.03.05	Termination of employment of temporary Government servants.
2	No. 8845-G-54/29154	1954.10.19	Termination of employment of temporary Government servants.
3	No. 2727-G-55/31719	1955.06.04	Termination of employment of temporary Government servants.
4	No. 4971-G-II-58/74171	1958.09.22	Resignation by permanent Government servants- Period of notice.
5	No. 7464-G-II-59/8003	1959.04.03	Termination of Employment of temporary Government servants- Requirements of one month's notice.
6	No. 12545-G-II-60/2339	1960.01.25/20	Termination of employment of temporary Government servants- Requirement of one month's notice.
7	No. 2073-G-II-60/9530	1960.03.24	Termination of employment of temporary Government servant-Requirement of one month's notice.
8	No. 3936-G-II-60/15056	1960.05.04	Re-appointment of Government employees, who resign their posts to contest elections
9	No. 6023-7GS-60/25338	1960.07.26	Termination of Employment of Temporary Government Servants - Requirement of one month's notice.
10	No. 3497-1GS-62/7965	1962.03.09	Termination of employment of temporary Government Servants- Requirement of one month's notice.
11	No. 5634-2FRI-63/10588	1963.10.08	Condonation of break in the service of Government employees under Rule 4.23 of Punjab Civil Services Rules, Vol. II.
12	No. 6772-10-GS-65/1923	1965.01.18	Termination of employment of temporary Government servants- Provision of notice.
13	No. 7868-1GS-65	1965.11.23	Resignation from Service by temporary Government servants - Giving of one month's notice or refund of one month's emoluments in lieu thereof.
14	No. 13/5/96-2GS-III	1966.11.21	Reappointment of Government employees, who resign their posts to contest elections.
15	No. 5510-2GS-I-71/28244	1971.09.05	Absence from duty by a temporary Government servant on the expiry of maximum period of extraordinary leave admissible to him amounts to automatic resignation.
16	No. 4348-2GS-I-72/22271	1972.07.28	Termination of employment of temporary Government servants- Requirement of one month's notice.
17	No. 6277-2GS-I-72/30745	1972.10.24	Absence from duty by a Government servant on the expiry of maximum period of five years amounts automatic resignation.

18	No. 5045-2GS-I-76/22038	1976.08.17	अंतर्राष्ट्रीय संस्थानों विदेशी सरकारों के अधीन पदों पर राज्य सरकार के अधिकारियों की नियुक्ति-विदेश नियुक्ति के दौरान उनके त्याग-पत्र स्वीकार किये जाने बारे में ।
19	No. 13(1) 80-2GS-III	1980.10.21	Withdrawal of Resignation/ Condonation of break in service of Government employees
20	No. 13/17/88-2GS-III	1989.03.13	Resignation/Withdrawal/Acceptance
21	No. 12/39/90-2GS-I	1990.03.01	Policy regarding Government servants seeking employments in other Department of Haryana Government or under other Governments – Forwarding of application.
22	No. 12/54/98-2GS-I	2000.03.02	Guidelines for forwarding of applications of Government employees seeking employment through Haryana Public Service Commission/ Haryana Staff Selection Commission.
23	No. 12/01/2018-2GS-I	2018.03.10	Submission of application for Government job by the employees.
