

No. 2/12/95-2GS1

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Departments
2. The Commissioners, Ambala/Hisar/Rohatak/Gurgaon Divisions.
3. All Deputy Commissioner and Sub Divisional Officers (Civil) in Haryana.
4. The Registrar,
Punjab & Haryana High Court,
Chandigarh.

Dated Chandigarh, the 22nd October, 1997.

Subject :—Passing of type test for promotion to the higher posts.

Sir,

I am directed to refer to the subject noted above and to say that instances have come to the notice of Government that clerks who were promoted as Assistant or on some other higher posts without passing the prescribed departmental type test which is an essential qualification for the post of clerk, in terms of Service Rules applicable to them or Government instructions No. 1411-2GS1-74/6961, dated 27-3-74, as the case may be, create in-efficiency in the office work. Over the years there has been utter laxity in the observance of rules regarding promotion to higher posts from the post of Clerk. The essential pre-requisite of passing a test in type writing has been given a go by. This has resulted in creeping inefficiency and delay in disposal of work.

2. The matter has been carefully considered by the Government and it has been decided that in future no clerk who has not passed type test be promoted to higher posts.

However, such officials who were promoted without passing type test should be given an opportunity of passing the said test within a period of three months from the date of issue of those instructions failing which they will be reverted to the posts of clerks. However, in the case of those Assistants or other officials who are holding their higher positions substantively without passing the prescribed type test, they will be reverted to posts of clerks after observing the deconfirmation process.

However, in the case of such Assistants who were appointed by transfer from other departments, they will be repatriated to their parent departments and further action with regard to their deconfirmation and reversion etc. will be taken by the said departments.

3. You are requested to take necessary follow up action to implement these orders immediately.
4. These instructions may also be brought to the notice of all concerned for strict compliance.

Yours faithfully,
Sd/-

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

Dated Chandigarh, the 22nd Oct., 1997.

No. 2/12/95-2GS1

A copy is forwarded to all the Financial Commissioners/Commissioners and Secretaries to Government, Haryana for information and necessary action.

Sd/-

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

To

All the Financial Commissioners/Commissioners and Secretaries to Govt., Haryana.

U.O. No. 2/12/95-2GS1

Dated Chandigarh, the 22nd Oct., 1997.

A copy is forwarded to the Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State/Parliamentary Secretary for information of the Chief Minister/Ministers/Ministers of State/Parliamentary Secretary.

Sd/-

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

To

The Principal Secretary/Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State/Parliamentary Secretary.

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Dated Chandigarh, the 22nd Oct., 1997.

No. 2/12/95-2GS1

Dated Chandigarh, the 22nd Oct., 1997.

A copy is forwarded to the Accountant General, Haryana, Chandigarh for information and necessary action.

Sd/-

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

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