

**No. 62/06/2021-6GS-I
HARYANA GOVERNMENT
HUMAN RESOURCES DEPARTMENT**

Dated Chandigarh, the 26th May, 2022

To

1. All the Administrative Secretaries to Government Haryana.
2. All the Heads of Departments.
3. All the Managing Directors/Chief Administrators of all the Boards/ Corporations, in Haryana State.
4. All the Divisional Commissioners in the State of Haryana.
5. All the Deputy Commissioners of the State of Haryana.
6. All the Registrars of Universities in Haryana.

Subject: Disposal of cases pertaining to Promotions/ Procurements/ Transfers/ Disciplinary Proceedings etc. during last two months before retirement.

Sir/Madam,

I am directed to invite your attention towards Government letter of even number dated 19 April 2021 on the subject cited above vide which it was decided that henceforth, unless specifically directed by the Government, an officer exercising the powers of Administrative Secretary during the last two months prior to the date of his/her retirement, shall submit the following categories of cases to the Chief Secretary to Govt. Haryana and the officers exercising the powers of Head of Department or Controlling Authority to the next competent authority for prior approval:-

- i. Cases pertaining to procurement i.e. processing of tenders for allotment of work or release of payments/purchases.
 - ii. Cases pertaining to appointment/ fresh recruitment of officials, regular as well as contractual (except HSSC/HPSC).
 - iii. Cases pertaining to promotions.
 - iv. Cases pertaining to transfers of officials of all categories.
 - v. Matters relating to disciplinary actions where charges stand proved.
2. The matter has been re-considered at length by the Government and it has now been decided that where, as per provision in the Haryana Civil Services Rules/Punjab Financial Rules/Departmental Service Rules or any other Rules/Instructions of the Government, the final authority to take decision on any of the above said cases is the Administrative Secretary who is going to retire during next two months, in such scenario the above-mentioned categories of cases shall be referred to the Link Officer concerned, provided that the Link Officer is also not going to retire during next two months, if any declared/designated by the Chief Secretary to Government, Haryana (in Personnel Department).
3. The cases pertaining to above subjects where, as per provision in the Rules of Business of Haryana Government or Standing Order or under any other rules/instructions, the competent authority for final decision is the Minister-in charge or the Chief Minister, the final decision shall be taken by the competent authority and such cases may be continued to be put up to the competent authority by the Administrative Secretary superannuating in the next two months only.
4. These instructions may be brought to the notice of all concerned for immediate and strict compliance.

Tulak Ram
Superintendent, General Services-III,
for Chief Secretary to Government Haryana