

No.12/54/98-2GS1

From

The Chief Secretary to Government Haryana.

To

1. All Heads of Departments, Commissioners Ambala, Hisar, Rohtak and Gurgaon Divisions;
2. The Registrar, Punjab and Haryana High Court, Chandigarh; and
3. All Deputy Commissioners and Sub-Divisional Officers (Civil) in Haryana.

Dated Chandigarh, the 2nd March, 2000.

Subject:- Guidelines for forwarding of applications of Government employees seeking employment through Haryana Public Service Commission/ Haryana Staff Selection Commission.

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Sir,

It has been observed that inordinate delay is generally caused in forwarding through proper channel the applications of in-service candidates working in Government Departments seeking appointment to some other posts advertised by the Haryana Public Service Commission/Haryana Staff Selection Commission which results in harming the interests of such candidates. Recently, a case of this kind came to the notice of the Hon'ble Punjab & Haryana High court which was pleased to direct that the procedure for forwarding such applications should be streamlined and strict instructions issued so as not to disadvantage the in-service candidates and to ensure that their applications are forwarded to HPSC/HSSC as far as possible within a week of their receipt by the Appointing Authority.

Accordingly, the matter has been considered in consultation with HPSC and HSSC. Even according to existing procedure such candidates are allowed to send advance copies of

their application forms to HPSC/HSSC provided it is accompanied with the proper fees and delays on the part of Government Department in forwarding their applications through proper channel are ordinarily condoned. However, it has been decided to issue strict guidelines to be followed by Government employees seeking employment through HPSC/HSSC and by the Competent Authority of the Department concerned for onward transmission of the application forms of such Government employees to the HPSC/HSSC as follows:-

1. The in-service candidates should invariably send advance copy of their application form with the prescribed fee to reach the HPSC/HSSC, as the case may be, before the closing date for receipt of such application forms by these agencies. HPSC/HSSC, as the case may be, shall consider the advance application of the in-service candidates and shall allow them to appear in the interview /written examination but on appointment of such candidates, the benefits of past service, authenticated by their application forms through proper channel, shall be admissible to them only if had they applied through proper channel also, even if the same was received by HPSC/HSSC after the closing date;
2. Simultaneously, the candidate should submit an application form with all relevant documents (except fee) to his/her Appointing Authority who should forward the same to HPSC/HSSC, if considered eligible, within a week of its receipt;
3. Besides taking action under (1) and (2) above, in cases where the Appointing Authority is not his/her immediate superior, the candidate should also submit his/her application along with necessary documents (except fee) through proper channel to his/her immediate superior, who should ensure that it reaches the Appointing Authority at the earliest. The Appointing Authority shall transmit such application further to the HPSC/HSSC within a week of its receipt in his office; and
4. Every department of the Government shall entrust the work of monitoring of application forms of the Government employees to the aforesaid recruiting agencies to some specific branch/cell which would be responsible for sending the original application forms of the candidates in shortest possible time. In case of delay, strict disciplinary action would be taken against the person responsible for delay.

3. You are requested to bring these instructions to the notice of all officers/officials working under your kind control for their information and strict compliance.

Yours faithfully,

P. R. R. H.
Under Secretary General Administration,
for Chief Secretary to Government Haryana.

A copy is forwarded to all Financial Commissioners/Commissioners and Secretaries to Government, Haryana with the request to bring these instructions to the notice of all officers/officials working under their kind control for their information and strict compliance.

P. R. R. H.
Under Secretary General Administration,
for Chief Secretary to Government Haryana.

To

All Financial Commissioners/ Commissioners and Secretaries to Government Haryana.

U.D.No.12/54/98-2661

Dated Chandigarh, the 2nd March, 2000.

Endst. No.12/54/98-2661

Dated Chandigarh, the 2nd March, 2000.

A copy is forwarded to the :-

1. Secretary Haryana Public service Commission, Chandigarh; and
2. Secretary, Haryana Staff Selection Commission, Chandigarh.

for their information and necessary action.

P. R. R. H.
Under Secretary General Administration,
for Chief Secretary to Government Haryana.

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P. R. R. H.