

No. 2/6/2002-2GSI

From

The Chief Secretary to Government Haryana.

To

1. All the Heads of Departments in Haryana.
2. The Registrar, Punjab & Haryana High Court.
3. All the Deputy Commissioners in Haryana and Commissioners Rohtak, Gurgaon, Hisar and Ambala Divisions.

Dated Chandigarh, the 31st Dec., 2002.

Subject :- Speedy disposal of the cases of confirmation.

Sir,

I am directed to refer to the subject noted above and to say that Service Rules of the various departments provided for taking decision with regard to the completion of period of probation, whether successful or not, within a period of 3 months after the expiry of prescribed period of probation. On satisfactory completion of probation, orders of confirmation are to be issued if a permanent post is available.

2. It has been observed by the Government that the cases of confirmation of the employees of various departments to various posts/services are taken-up by the department concerned after a fairly long time, Unnecessary delay of the cases of confirmation is disadvantageous to the concerned employees interest and also works against a good and congenial organisational environment. I am directed to request you to ensure that the cases of confirmation should be processed well in time upon completion of period of probation period satisfactorily and orders of confirmation should be issued in case a permanent post is available. In case of non-availability of permanent post (s), case of confirmation should be taken up immediately on the availability of the permanent post(s). However, where relevant Service Rules provided for confirmation only after passing the prescribed departmental examination or on exemption from passing the departmental examination, confirmation is to be done strictly as per the Service Rules. All Heads of Departments must review the progress of cases of confirmation on a six monthly basis. A report of the confirmations made /reasons for pendency of the cases of confirmation should be sent to their respective Administrative Secretaries in the month of December every year.

3. These instructions may be brought to the notice of all concerned for strict compliance.

Yours faithfully,

Sd/-

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

A copy is forwarded to all the Financial Commissioners & Principal Secretaries and all the Administrative Secretaries to Govt., Haryana for information and necessary action.

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

To

All the Financial Commissioners and Principal Secretaries and all the Administrative Secretaries to Government Haryana.

U.O. No. 2/6/2002-2GSI

Dated Chandigarh, the 31st Dec., 2002.