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| 5. | Instructions regarding Disciplinary Cases: | |
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Instructions regarding Disciplinary Cases:

i. Regarding disciplinary cases.

From

The Chief Administrator
HUDA, Panchkula.

To

All the Subordinate Offices in the State.

Memo No: EA-1-08/312373
02.09.2008

Dated:

Subject: - Regarding disciplinary cases.

Reference on the subject cited above.

It has been noticed that whenever more than one official are to be charged for a same offence, the field offices did not mention the stay of charged official in that office on that seat (in case of employee of Estate Office) or whether he was in charge of that sector if so that how much time that he dealt that particular seat or sector as two persons can not be charged for a same offence.

You are therefore requested that stay of the charged official in that office on particular seat (on a particular sector in case of employees of Estate Office) may be clearly spelt out in the charge sheet itself so that ambiguity in deciding the charge sheet could be avoided. Besides, date of birth of charged employee may also be mentioned in the charge sheet. These instructions may be brought in the notice of all concerned for strict compliance.

This has the approval of Chief Administrator, HUDA.

Sd/-
(M. Sharma)

Secretary,
for Chief Administrator, HUDA,
Panchkula.

From

The Chief Administrator,
HUDA, Panchkula.

To

All the field offices of HUDA
in the State.

Memo No.EA-3-08/29880

Dated: 20.08.2008

Subject : Regarding implementation of punishment orders awarded under Rule-7/8 of Haryana Civil Services (Punishment & Appeal) Rules, 1987 to the officers/officials of HUDA.

The decisions taken in respect of the officers/officials facing disciplinary proceedings are conveyed to the concerned Heads of the offices for further implementation. Such orders are required to be entered in the service books of the concerned officers/officials in red ink, but it has been observed that no such entries are made by the concerned Heads of the offices which results in difficulties in taking decisions regarding DCRG and pension cases etc. at the time of the retirement of the officers/officials. Besides, it has also been observed that in a number of cases even penalty of stoppage of increments or recovery of loss caused to HUDA has also not been effected by the concerned offices. It appears that the concerned offices merely believe in receiving and serving the orders of penalty and do not bother for further implementation thereof which is a great lapse on the part of Head of the office, Superintendent/Dy. Superintendent and dealing Assistant of the office.

It is, therefore, reiterated that as and when orders imposing penalty are conveyed to the head of the office, the same should not only be served upon the concerned officer/official but their implementation in letter and spirit should also be ensured and the acknowledgement as a token of the receipt by the concerned official should be sent to the Headquarters immediately. A report regarding implementation of the order issued from Headquarters since 01.04.07 should also be sent to the Headquarters by 10.09.2008. Thereafter, orders in respect of all employees retiring in 2009 and

then in 2010 should be taken up for scrutiny and entire exercise should be completed by 31.12.2008 and confirmation should be sent by 15.01.2009.

This has approval of Chief Administrator, HUDA.

HUDA.

Endst. No.EA-03-08/29881

Sd/-
(M. Sharma)
Secretary
for Chief Administrator,

Panchkula.

Dated:20.08.2008

A copy of the above is forwarded to all Incharges of branches at the HUDA Headquarters for similar action, if any.

HUDA,

Sd/-
(M. Sharma)
Secretary
for Chief Administrator,

Panchkula.