

Director General  
Animal Husbandry & Dairying Hry  
Bays 9-12, Sector 2, Panchkula  
16 DEC 2014  
Receipt No. 4687

No. 62/26/2005-6GS1

From

The Chief Secretary to Government, Haryana

Upload only  
To website of the deptt.  
for strict compliance  
of all concerned

1. All the Administrative Secretaries to Government Haryana
2. All the Heads of Departments, Commissioners, Ambala, Hisar, Gurgaon and Rohtak Divisions.
3. The Registrar, Punjab and Haryana High Court, Chandigarh
4. All the Deputy Commissioners in the State of Haryana.
5. The Managing Directors/Chief Administrators of all the Boards/ Corporations in Haryana State.
6. The Registrars of all the Universities in the State of Haryana.

Dated Chandigarh, the 12<sup>th</sup> December, 2014.

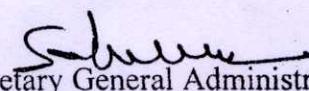
Subject:

Instructions regarding Officers to maintain their Headquarters.

Sir/Madam,

I am directed to invite your attention to this department letter No. 62/26/2005-6GS1, dated 14.6.2010 on the subject noted above vide which it was directed that all the field officers i.e. Deputy Commissioners/Superintendent of Police/ Sub Divisional Officers (Civil) etc. shall maintain their headquarters and in case they wish to stay at a place other than that to their place of posting, they shall submit their requests to the competent authority giving justifiable reasons and obtain prior approval of the competent authority. It shall be open to the competent authority to allow or decline permission keeping in view the circumstances of a particular case. Further, in case of officers who have been allowed to maintain their residence at a place other than their place of posting, it shall be ensured that they are easily accessible and could reach their headquarters within one hour in case of emergency.

2. It has been observed by the State Government that the instructions regarding Officers to maintain their headquarters are not being complied in letter and spirit. Despite the above instructions field officers choose to stay outside their headquarters without obtaining prior approval of competent authority which is leading to administrative inconvenience.
3. Government has taken serious view of the matter and accordingly they are directed again to ensure the full compliance of these instructions.
4. These instructions may please be brought to the notice of all concerned for strictly compliance. In case of any default, disciplinary action should be initiated against the delinquent officer(s).

  
Under Secretary General Administration,  
for Chief Secretary to Government Haryana

Vo no - 1958  
Date - 17/12/14