

DEPARTMENT OF SOCIAL WELFARE  
GOVT. OF NCT OF DELHI  
GLNS COMPLEX, DELHI GATE, NEW DELHI-110002  
(ADMINISTRATION BRANCH)

F.44 (286)/DSW/Admn/2017-18

9614-9684

Dated:-

24 JUL 2019

CIRCULAR

A Circular vide No. F.30/03/2016/S.I/2444 dated 09/07/2019 has been received from Deputy Secretary-I (Services), Services Department, Delhi Secretariat regarding Review of mechanism to ensure probity of Government servants- Strengthening of Administration- periodical review under FR 56 (j) and Rule 48 of CCS (Pension) Rule, 1972- formation of Review Committee for DASS / Steno.

The criteria to be followed by the Review Committee in making their recommendations would be as per the instructions / guidelines issued by DoPT OM No. 25013/1/2013-Estt(A) dated 21/03/2014 and are details are as under:-

- a) Government employees whose integrity is doubtful, will be retired.
- b) Government employees who are found to be ineffective will also be retired. The basic consideration in identifying such employee should be the fitness / competence of the employee to continue in the post which he/she is holding.
- c) while the entire service record of an Officer should be considered at the time of review, no employee should ordinarily be retired on grounds of ineffectiveness if his service during the preceding 05 years or where he has been promoted to higher post during that 5 years period, his service in the highest post, has been found satisfactory.

Consideration is ordinarily to be confined to the preceding 05 years or to the period in the higher post, in case of promotion within the period of 5 years, only when retirement is sought to be made on grounds of ineffectiveness. There is no such stipulation, however where the employees is to be retired on grounds of doubtful integrity.

- d) No employee should ordinarily be retired on ground of ineffectiveness, if, in any event, he would be retiring on superannuation within a period of one year from the date of consideration of his case.

Therefore, all the concerned DDO / HOO of Branches / Districts / Homes/ Institutions are requested to submit the particulars in the attached proforma (copy enclosed) in respect of such DASS / Steno Cadre Officials / Officers working under their administrative control, who are covered by the instructions / guidelines issued by DoPT from time to time regarding periodic review under FR 56 (j) and Rule 48 of CCS (Pension) rules, 1972.

This may be treated as 'Most Urgent' and information as sought above may be provided to Services Department by 15/07/2019 for placing the same before the Review Committee constituted for its consideration and further recommendations.

Encl: As above

SB  
24/07/2019  
Section Officer (Admn-II)

F.44 (286)/DSW/Admn/2017-18

9614-9684

Dated:-

24 JUL 2019

Copy for necessary action to:-

1. All DDOs / HOOs / Branch Incharge / DSWOs / DDs of Homes / Institutions / Districts of Department of Social Welfare, GNCTD.
2. Sr. System Analyst, DSW (HQ) with the request to upload the circular on the website of the Department.
3. Guard file.

SB  
24/07/2019  
Section Officer (Admn-II)

247/C

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
SERVICES DEPARTMENT: SERVICES - I BRANCH  
DELHI SECRETARIAT: 7<sup>TH</sup> LEVEL: B-WING  
I.P. ESTATE: NEW DELHI  
<http://services.delhigovt.nic.in>  
(Tel:011 - 23392038)

No.F.30/03/2016/S.I/2444

Dated: 09/07/2019

Circular

**Sub: Review of mechanism to ensure probity of Government servants- Strengthening of administration - periodical review under FR 56 (j) and Rule 48 of CCS (Pension) Rule, 1972- Formation of Review Committee for DASS/Steno- reg.**

Attention is invited to this Department's office order no. 306 dated 02.07.2019 regarding composition of a Review Committee in Govt. of NCT of Delhi in pursuance of DoPT O.M. No.25013/1/2013-Estt.A dated 21.03.2014, O.M. No.25013/1/2013-Estt.A-IV dated 11.09.2015, 11.03.2016, 10.08.2017 and 20.06.2017 for periodical review of DASS/Steno Cadre officers/officials of Govt. of NCT of Delhi under FR-56 (j) and Rule 48 of CCS (Pension) Rules, 1972.

2. The said Review Committee has been constituted to carry out periodical review of the service record of DASS/Steno Cadre Officers/Officials of Government of NCT of Delhi in accordance with the guidelines issued by DoPT from time to time and submit its recommendations for further consideration by the concerned Cadre Controlling Authority.
3. The detailed guidelines on the above subject are already in public domain at <http://dopt.gov.in> under Notifications → OM & Orders → Establishments → Premature Retirement.
4. As per these instructions, the case of Government Servant covered by FR 56 (j) or Rule 48 of CCS (Pension) Rules, 1972 should be reviewed six months before he/she attains the age of 50/55 years in cases covered by FR 56 (j) and on completion of 30 years of qualifying service under Rule 48 of CCS (Pension) Rule, 1972 as per the Time Schedule prescribed for such review vide DoPT's instructions issued from time to time.
5. The criteria to be followed by the Review Committee in making their recommendations would be as per the instructions/guidelines issued by DoPT OM No. 25013/1/2013-Estt (A) dated 21.03.2014 and are detailed as under:-

- a) Government employees whose integrity is doubtful, will be retired.
- b) Government employees who are found to be ineffective will also be retired. The basic consideration in identifying such employee should be the fitness/competence of the employee to continue in the post which he/she is holding.
- c) While the entire service record of an Officer should be considered at the time of review, no employee should ordinarily be retired on grounds of ineffectiveness if his service during the preceding 5 years or where he has been promoted to a higher post during that 5 years period, his service in the highest post, has been found satisfactory.

Consideration is ordinarily to be confined to the preceding 5 years or to the period in the higher post, in case of promotion within the period of 5 years, only when retirement is sought to be made on grounds of ineffectiveness. There is no such stipulation, however where the employees is to be retired on grounds of doubtful integrity.

- d) No employee should ordinarily be retired on ground of ineffectiveness, if, in any event, he would be retiring on superannuation within a period of one year from the date of consideration of his case.

246/C

Ordinarily no employee should be retired on grounds of ineffectiveness if he is retiring on superannuation within a period of one year from the date of consideration of the case. It is clarified that in a case where there is a sudden and steep fall in the competence, efficiency or effectiveness of an officer, it would be open to review his case for premature retirement.

6. In order to facilitate the Review Committee to carry out periodical review exercise of DASS/Steno Cadre Officers/Officials as per the instructions/guidelines on the subject issued by DoPT from time to time, a proforma has been devised for the departments/Autonomous bodies/Public Undertakings under GNCTD for forwarding the particulars of DASS/Steno cadre Officers/Officials working under their administrative control. (Copy enclosed)
7. All HODs are accordingly requested to submit the particulars in the attached proformas in respect of such DASS/Steno cadre Officers/Officials, working under their administrative control, who are covered by the instructions/guidelines issued by DoPT from time to time regarding periodic review under FR 56(j) and Rule 48 of CCS (Pension) Rules, 1972.
8. This may be treated as 'Most Urgent' and the information as sought above may be provided to Services Department by 15.07.2019 for placing the same before the Review Committee constituted for its consideration and further recommendations.
9. This issues with the approval of Competent Authority.

  
(ASHWANI KUMAR MEHTA)  
DEPUTY SECRETARY-I (SERVICES)


All Pr. Secretaries/Secretaries/Head of Departments, Corporations, Boards, PSUs and Autonomous Bodies of Govt. of NCT of Delhi.

Copy to the:

1. Principal Secretary to Lt. Governor, Delhi.
2. Additional Secretary to Chief Minister, Govt. of NCT of Delhi.
3. Secretary to Dy. Chief Minister, Govt. of NCT of Delhi.
4. Secretary to Speaker, Delhi Vidhan Sabha, Delhi.
5. Secretary to Deputy Speaker, Delhi Vidhan Sabha.
6. Secretaries to all Ministers, Govt. of NCT of Delhi.
7. OSD to Leader of Opposition, Govt. of NCT of Delhi.
8. OSD to Chief Secretary, Govt. of NCT of Delhi.
9. Additional Chief Secretary (Finance/Home/Planning), Govt. of NCT of Delhi.
10. Principal Secretary (AR), Govt. of NCT of Delhi.
11. Secretary (Services), Govt. of NCT of Delhi.
12. Secretary (Vigilance), Govt. of NCT of Delhi.
13. Special Secretary (Services), Govt. of NCT of Delhi.
14. Special Secretary (Vigilance), Govt. of NCT of Delhi.
15. Special Secretary (AR), Govt. of NCT of Delhi.
16. All Pr. Secretaries / Secretaries / Spl. Secretaries / Addl. Secretaries, GNCTD.
17. Section officer (Coordination), Services Department, Govt. of NCT of Delhi - with the request to upload this order on website of Services Department.
18. Guard file/Personal file.

Copy forwarded to the: -

1. Under Secretary (Establishment), Govt. of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training, New Delhi.
2. Under Secretary (UTS.II), Govt. of India, Ministry of Home Affairs, North Block, New Delhi.

  
(ASHWANI KUMAR MEHTA)

245/5

Proforma to review the performances of DASS/STENO Cadre officers/officials of GNCTD.

1. Name and Designation of the Officer/official:
2. Grade/Pay Band/Grade Pay:
3. Date of Birth: Age as on 01.07.2019.
4. Date of Joining in Govt. Service:
5. Leave availed during the past five years (from the service book)  
(please provide break up as well as the total period)
6. State of health:
7. Whether the health of the officer/official has a bearing on discharge of his duties  
(Yes/No):  
*(If yes, please elaborate)*
8. Whether services of the officer are considered useful to the Govt. (Yes/No):  
*(If no, please provide reasons)*
9. Whether the officer/official is considered competent and effective and fit to continue to hold the post occupied by him or to continue in Cadre(Yes/No):  
*(If no, please provide reasons)*
10. Status of Integrity:
11. Is there any reason to doubt the integrity viz. Complaints of suspicious transaction in property, corruption, informal feedback etc.(Yes/No):  
*(If yes, Please specify)*
12. Details of Penalties, if any, imposed on the officer/official during the entire career:

244 / C

13. ACR/APAR grading during the last 5 years. If there is any adverse entry, please specify.

Sl. No.	Year	ACR/APAR Grading	Remarks, if any

14. Please specify whether the officer/official has initiated his ACRs/APARs timely:

15. No. of promotions obtained:

16. Whether the officer/official has got timely promotions along with his batch mates (Yes/No):  
(If no, please provide details)

17. Any promotion during the last 05 years(Yes/No):  
(If yes, please provide details of the promotions)

18. Overall conduct of the officer/official and remarks, if any:

19. Recommendations:

Signature of the Head of the Department.

Name of Department:

Seal: