

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

Most Urgent  
X

F.44 (286)/DSW/Admn/2017-18 10430-10500  
CIRCULAR

Dated:-  
29 JUL 2019

**Sub: Review of Mechanism to ensure probity of government servants-Strengthening of administration-periodical review of under FR 56(j) and Rule 48 of CCS(Pension) Rules, 1972 by the Review Committee constituted for Govt. of NCT of Delhi for Ex-Cadre Officers/Officials of Department of Social Welfare.**

In pursuance of Department of Personnel & Training, Ministry of personnel, Public grievances & Pension OM No. 25013/1/2013-Estt.A dated 21.03.2014, OM No. 25013/1/2013-Estt.A-IV dated 11.09.2015, 11.03.2016, 10.08.2017 and 20.06.2019, the Services Department vide their order no. 305 dated 02.07.19 (copy enclosed) has constituted a Review Committee in Government of NCT of Delhi for periodical review under FR-56(j) and Rule 48 of CCS(Pension) Rules, 1972 for Ex-Cadre Officers/Officials (Other than IAS/DANICS/DASS & steno) of Government of NCT of Delhi.

The detailed guidelines on the above subject are already in the public domain at <http://dopt.gov.in> under Notifications-OM & Order-Establishments-premature Retirement.

The Services Department has issued detailed instructions vide their circular No. F.30/03/2016/S.I/2478 dated 12.07.2019 (copy enclosed) in this regard stating that Hon'ble Lt. Governor has taken serious note of the issue and has desired that periodical review of all categories of Government Servant working with govt. of NCT of Delhi under the FR-56(j) and Rule 48 of CCS(Pension) Rules, 1972 may be taken on priority basis to weed out the "dead wood" and "the dark sheep". An action taken report is to be furnished to Services Department by 15<sup>th</sup> of each month in the prescribed proforma.

As per these instructions, the case of government servant 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 FR56(j) and on completion of 30 years of qualifying service under rule 48 of CCS(Pension) Rules, 1972 as per the time Schedule prescribed for such review vide DoPTs instructions issued from time to time.

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:-

- Government employees whose integrity is doubtful, will be retired.
- 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.
- 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.

- 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.

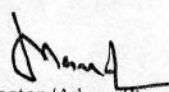
Ordinarily no employee should be retired on grounds of ineffectiveness if he is retiring on superannuation within a period of one year from the date of consideration of the case. The DoPT has further clarified that in a case where there is a sudden and steep fall in the competence, efficiency or effectiveness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

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 Ex- 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 immediately onward submission to Services Department for placing the same before the Review Committee constituted for its consideration and further recommendations.

This issues with the prior approval of the Director (SW).

Encl: As above

  
Dy. Director (Admn-II)

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

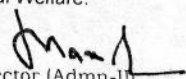
10430-10500

Dated:-

29 JUL 2019

Copy for necessary action to:-

- PS to Secretary, Department of Social Welfare, GLNS Complex, New Delhi.
- PA to Director, Department of Social Welfare, GLNS Complex, New Delhi.
- All DDOs / HOOs / Branch Incharge / DSWOs / DDOs of Homes / Institutions/ DSWO of Department of Social Welfare, GNCTD.
- Sr. System Analyst, DSW (HQ) with the request to upload the circular on the website of the Department of the Social Welfare.
- Guard file.

  
Dy. Director (Admn-II)

285/cc  
31/7/19

  
31/07/2019

Sh. Abhishek Raj

259k 18k

**Proforma to review the performances of Govt. of NCT of Delhi Accounts  
Service Cadre Officers (Controller of Accounts/DCA/Sr.AO/AO/AAO)**

1. Name and Designation of the Officer:
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 service book)  
(please provide break up as well as the total period)
6. State of health:
7. Whether the health of the officer 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 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 during the entire career.:

258/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 has initiated his ACRs/APARs timely:
15. No. of promotions obtained:
16. Whether the officer 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 and remarks, if any:
19. Recommendations:

Signature of the Head of the Department

Name of Department:

Seal:



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 - 110002.  
<http://services.delhigovt.nic.in>  
 Tel:011 - 23392038

284/c  
 Th/c

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

ORDER No. 305

Dated: 02/07/2019

Subject:- 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 Ex-Cadre Officers/Officials (Other than IAS/DANICS/DASS & Steno) of Government of NCT of Delhi -reg.

In pursuance of Department of Personnel & Training, Ministry of Personnel, Public Grievances & Pensions 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 20.06.2019, the Competent Authority is pleased to constitute a Review Committee in Govt. of NCT of Delhi for periodical review under FR-56 (j) and Rule 48 of CCS (Pension) Rule, 1972 for Ex-Cadre Officers/Officials (Other than IAS/DANICS/DASS & Steno) of Government of NCT of Delhi. The Composition of Review Committee will be as follows:-

1.	Principal Secretary / Secretary of the Department concerned, Govt. of NCT of Delhi.	Chairperson
2.	Special Secretary (Services)/ Additional Secretary (Services), Govt. of NCT of Delhi.	Member
3.	Special Secretary (Vigilance)/ Additional Secretary (Vigilance), Govt. of NCT of Delhi.	Member
4.	Special Secretary (Administrative Reforms)/ Additional Secretary (Administrative Reforms), Govt. of NCT of Delhi.	Member
5.	One Special Secretary/ Additional Secretary rank Officer, Govt. of NCT of Delhi representing SC/ST community	Member

The Review Committee shall carry out periodical review of the service records of Ex-Cadre Officers/Officials of Government of NCT of Delhi in accordance with the guidelines issued by DOP&T from time to time and submit its recommendations for further consideration by the concerned Cadre Controlling Authority:

(AJAY KUMAR CHAWLA)  
 DEPUTY SECRETARY-II (SERVICES)

Dated: 02/07/2019

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

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, Delhi.

25516  
16/C

No.F.30/03/2016/5.1/2478

Dated: 12/07/2018

Circular

Sub: Review of mechanism to ensure probity of Government servants- Strengthening of administration - periodical review under FR 56 (j) and Rule 43 of CCS (Pension) Rule, 1972- Formation of Review Committee for Ex-Cadre Officers/Officials (Other than IAS/DANICS/DASS & Steno) of Government of NCT of Delhi- reg.

Attention is invited to this Department's office order no. 305 dated 02.07.2019 regarding composition of a Review Committee in Govt. of NCT of Delhi for periodical review of Ex-Cadre Officers/Officials (Other than IAS/DANICS/DASS & Steno) of Govt. of NCT of Delhi under FR-56 (j) and Rule 48 of CCS (Pension) Rules, 1972 in pursuance of CoPT 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 20.06.2019.

2. The said Review Committee has been constituted to carry out periodical review of the service record of Ex-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. Separate Sub-Committee for DANICS and Review Committee for DASS/Steno Cadre have also been constituted vide order no. 304 and 306 dated 02.07.2019.
3. Hon'ble Lt. Governor, Delhi has taken serious note of the issue and has desired that periodic review of all categories of Government servants working with Govt. of NCT of Delhi in accordance with the provision of FR 56 (j) and Rule 48 of CCS (Pension) Rules, 1972 may be taken on priority basis to weed out "the dead wood" and "the dark sheep". These provisions are required to be strictly enforced to ensure an honest, efficient and effective administration. Hon'ble Lt. Governor, Delhi has further directed that HODs may take necessary action to enforce the provision of FR 56(j) and Rule 48 of CCS (Pension) Rules, 1972 in accordance with the procedure/guidelines as prescribed by DoPT from time to time.
4. The detailed guidelines on the above subject are already in public domain at <http://dopt.gov.in> under Notifications → OM & Orders → Establishments → Premature Retirement.
5. 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.
6. It is reiterated that respective departments are responsible for periodic review exercise of Ex-Cadre officers/officials working in departments/autonomous bodies/Boards/PSUs etc. and all requisite action in this regard is required to be taken by the Departments in a time bound manner.
7. Accordingly, all Pr. Secretaries/Secretaries/Head of Departments are requested to take necessary action to facilitate the periodic review of the Ex-Cadre officers/officials (other than IAS/DANICS/DASS & Steno) working under administrative control.
8. To carry out periodic review exercise, it shall be ensured that meeting of the Review Committee is convened at regular interval as per the time schedule prescribed for such review vide DoPT's instructions issued on the subject from time to time.



6. All Pr. Secretaries/Secretaries/Head of Departments are further requested to ensure that service record of the officers/officials being reviewed along with other detailed information relevant for assessment are placed before Review Committee constituted for the purpose by Services Department vide order no. 305 dated 02.07.2019.

10. All Pr. Secretaries/Secretaries/Head of Departments may further submit the recommendations of the Review Committee for consideration of the concerned cadre controlling authority.

11. It is accordingly requested that the matter may kindly be given personal attention and requisite action to facilitate periodical review under the provision of FR 56(j) and Rule 48 of CCS (Pension) Rules, 1972 be taken. It is further requested that an action taken report may be sent to Services Department by 15th of each month in the following proforma:-

Number of employees to be reviewed under FR 56 (j) and Rule 48 of CCS (Pension) Rules, 1972 group-wise (A/B/C)	Number of employees reviewed under FR 56 (j) and Rule 48 of CCS (Pension) Rules, 1972 group-wise (A/B/C)	Number of employees reviewed and against whom under FR 56 (j) and Rule 48 of CCS (Pension) Rules, 1972 invoked/recommended group-wise (A/B/C)	Number of employees retired prematurely under FR 56 (j) and Rule 48 of CCS (Pension) Rules, 1972 (A/B/C)
1	2	3	4

12. This issues with the approval of Competent Authority.

(S.N. MISRA)

SPECIAL 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.

(S.N. MISRA)

SPECIAL SECRETARY-I (SERVICES)