

**Reminder-I
Most Urgent**

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

13059-13129

Dated:-

16 AUG 2019

CIRCULAR

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 DASS / Steno & Ex- Cadre Officers/Officials of Department of Social Welfare.

Please refer to this officer earlier circular No. F.44 (286)/DSW/Admn/2017-18/9614-9684 dated 24/07/2019 and F.44 (286)/DSW/Admn/2017-18/10430-10500 dated 29/07/2019 on the subject cited above. In this connection, the requisite information is **STILL AWAITED** from concerned Office / Districts / Homes / Branches etc of Department of Social Welfare, GNCTD.

Therefore, all the concerned DDO / HOO of Branches / Districts / Homes/ Institutions are once again requested to submit the particulars in the attached proforma (copy enclosed) in respect of such DASS / Steno & 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 is to be sent to the Competent Authority for placing the same before the Review Committee constituted for its consideration and further recommendations.

Encl: As above


Dy. Director (Admn-II)

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

13059-13129

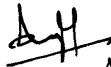
Dated:-

16 AUG 2019

Copy for necessary action to:-

1. PS to Secretary (SW), Department of Social Welfare, GLNS Complex, Delhi Gate, New Delhi-110002.
2. PA to Director (SW), GLNS Complex, Delhi Gate, New Delhi-110002.
3. All DDOs / HOOs / Branch Incharge / DSWOs / DDs of Homes / Institutions / Districts of Department of Social Welfare, GNCTD.
4. Sr. System Analyst, DSW (HQ) with the request to upload the circular on the website of the Department.
5. Guard file.


Dy. Director (Admn-II)


20/8/19
Mr. Abhishek

323/cc
20/8/19

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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:

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:-

12 9 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 15th 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

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

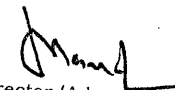
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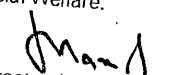
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12 9 JUL 2019

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- PA to Director, Department of Social Welfare, GLNS Complex, New Delhi.
- All DDOs / HOOs / Branch Incharge / DSWOs / DDs 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)


Dy. Director (Admn-II)

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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:

259/E 18/E

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.:

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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:

Seat: