

PRIOR PUBLICATION NOTICE INVITING
COMMENTS/SUGGESTIONS ON THE DRAFT RULES OF THE
HARYANA EXTENSION LECTURERS AND GUEST LECTURERS
(SECURITY OF SERVICE) ACT, 2025

The Department of Higher Education, Government of Haryana, has prepared the Draft of the Haryana Extension Lecturers and Guest Lecturers (Security of Service) Rules, 2026 in exercise of the powers conferred under the sub-section (1) of Section 10 of the Haryana Extension Lecturers and Guest Lecturers (Security of Service) Act, 2025.

The draft Rules are hereby placed in the public domain and uploaded on the official website of Department of Higher Education, for information and for inviting comments/suggestions from all stakeholders and members of the general public.

All interested persons are requested to send their comments/suggestions on the Draft Rules along with suitable justification, if any, within 15 days (**till 05:00 PM on 14.08.2026**) from the date of publication of this Notice on the Department's website - <https://www.highereduhry.ac.in>.

The comments/suggestions may be submitted through Email i.e. suggestionsforrules@highereduhry.ac.in and may also be sent by post at Directorate of Higher Education Haryana, Shiksha Sadan, Sector-5, Panchkula-134109, Haryana.

While submitting the comments/ suggestions the Name and contact details shall also be provided. Comments/ suggestions received after the prescribed period or without adequate particulars shall not be considered. The Department shall examine all comments/ suggestions received within the stipulated period and may incorporate such suggestions as are considered appropriate. The decision of the Competent Authority regarding acceptance or otherwise of any comment/suggestion shall be final.

The Draft Rules are available for download on the Department's official website.

**Director General,
Higher Education Department,
Government of Haryana.**

HARYANA GOVERNMENT
Higher Education Department
Notification

The , 2026

No. _____ In exercise of the powers conferred by sub-section (1) of section 10 of the Haryana Extension Lecturers and Guest Lecturers (Security of Service) Act, 2024 (1 of 2025), the Governor of Haryana hereby makes the following rules regulating the terms and conditions of service of eligible Extension Lecturers and eligible Guest Lecturers under the Act, namely:

Short title and 1. commencement

- 1) These rules may be called The Haryana Extension Lecturers and Guest Lecturers (Security of Service) Rules, 2026.
- 2) They shall come into force on the date of their publication in the Official Gazette.

Definitions

2.

In these rules, unless the context otherwise requires,-

- (a) **'Act'** means the Haryana Extension Lecturers and Guest Lecturers (Security of Service) Act, 2024 (1 of 2025);
- (b) **"administrative department"** means a department of the Haryana Government other than the Finance Department;
- (c) **"administrative secretary"** means an officer not below the rank of the Principal Secretary to Government, Haryana;
- (d) **'Annexure'** means Annexure appended to these rules;
- (e) **"appointing authority" means:-**
 - i. the authority empowered to make appointments to the service of which the secured employee is for the time being a member ; or
 - ii. the authority empowered to make appointments to the post which the secured employee for the time being holds ; or
 - iii. the authority which appointed the secured employee to such service, pay structure or post, as the case may be;
- (f) **"casual leave"** means leave which is granted to a secured employee for unforeseen or occasional unauthorised absence. While on casual leave a

secured employee is treated on duty for all purposes provided the same is sanctioned by the Principal concerned;

- (g) "**censure**" means expression of severe displeasure. It is one of the minor penalties;
- (h) "**competent authority**" in relation to the exercise of any power under Haryana Civil Services Rules means the authority to which any power has been delegated under these rules otherwise the concerned Administrative Department acting in consultation with the Finance Department;
- (i) "**competent medical authority**" for the purpose of leave on medical certificate means a physician not below the rank of medical officer of a Government hospital, dispensary or a private hospital approved by Haryana Government for the purpose of medical treatment. It also includes physician of an Ayurvedic, Unani and Homoeopathic Government hospital, dispensary and approved similar private hospital(s);
- (j) "**maternity leave**" is a kind of leave admissible to a female secured employee for a period of six months for the delivery of child. It is also admissible for a period upto forty five days in case of miscarriage including abortion but not in threatened abortion;
- (k) "**punishing authority**" means the appointing authority competent under these service rules to impose any of the penalties on a secured employee;
- (l) "**quarantine leave**" means the leave granted to a secured employee at the time when he or any member of his/her family suffers from prescribed infectious disease(s). The secured employee is treated on duty during the period of quarantine leave;
- (m) "**removal**" means removal of a secured employee from service. It is one of the major punishments awarded under these rules. However, the removed person is not debarred for future employment under the Government;
- (n) "**secured employee**" means the eligible Extension Lecturer and eligible Guest Lecturer being granted the benefit of security of service under the Act;
- (o) "**strike**" means refusal to work or stoppage or

slowing down of work by a group of employees acting in combination and includes—

- i. mass abstention from work without permission (which is wrongly described as "mass casual leave");
 - ii. refusal to work overtime where such overtime work is necessary in the public interest;
 - iii. resort to practices or conduct which is likely to result(s) in the cessation or substantial retardation of work. Such practices would include, what are called, 'go-slow', 'sit-down', 'pen-down', 'stay-in', 'token', 'sympathetic' or any other similar strike; as also absence from work for participation in a bandh or any similar movements;
- (p) **'year of service'** means the period of 365 days beginning from the date of first engagement of the Extension Lecturer and Guest Lecturer as eligible and every such period thereafter for which the remuneration was received by him as eligible for atleast 240 days during this period;

**Eligibility
Criteria**

3.

- (1) No year of service shall be ignored while granting the benefit of security of service under the Act; provided the remuneration has been received as eligible Extension Lecturer and eligible Guest Lecturer for atleast 240 days during that year.
- (2) Where the service has been partly in one Government College and partly in another Government College in the State of Haryana, the total cumulative service shall be counted for the purpose of ascertaining five years of service.
- (3) Every eligible Extension Lecturer and eligible Guest Lecturer, for considering as a secured employee, shall upload their details on portal, which will be created for the purpose and same shall be verified by the Principal concerned and DDO concerned.

**Adjustment of
surplus secured
employees**

4.

In case the secured employee is surplus in his/her subject, in any of the Government Colleges in the State of Haryana, a list of such secured employees shall be sent to the Directorate for their adjustment in any other Government College, where workload is available.

Re-adjustment of secured employees from one district to other

5.

- (1) In case of marriage of a female secured employee outside the district where she is presently on engagement, as eligible Extension Lecturer, she will send her representation for re-adjustment in other district to the Directorate with a copy of the marriage certificate issued by the competent authority alongwith the residence proof of her spouse and Directorate will decide to adjust the female secured employee in a Government College of the district preferred/nearby district where sufficient workload is available.
- (2) In case of marriage of a secured employee to a person in Government service, such secured employee shall be eligible to represent for re-adjustment in other district to the Directorate with a copy of the marriage certificate issued by the competent authority alongwith the proof of posting of his/her spouse and Directorate will decide to re-adjust the secured employee in a Government College of the district preferred/nearby district where sufficient workload is available.
- (3) In case of chronic disease, a secured employee shall be eligible to represent for re-adjustment in other district to the Directorate with a copy of the medical certificate issued by concerned Chief Medical Officer (CMO) and Directorate will decide to re-adjust the secured employee in a Government College of the district preferred/nearby district where sufficient workload is available.
- (4) In case of family circumstances/ death of spouse, a secured employee shall be eligible to represent for re-adjustment in other district to the Directorate with an affidavit/death certificate and Directorate will decide to re-adjust the secured employee in a Government College of the district preferred/nearby district where sufficient workload is available.
- (5) In case of Administrative Ground, Directorate will re-adjust the secured employee in any Government College where sufficient workload is available.

Provided that, no adjustment of secured employee will be made against a regular lecturer. However, Government may adjust any secured employee

against the post of regular lecturer strictly during maternity leave period, earned leave period, EOL period or medical leave period.

Remuneration 6. A secured employee shall be entitled to receive a consolidated monthly remuneration of Rs. 57,700/- (Rupees Fifty Seven Thousand and Seven Hundred only).

Annual Increment 7. Annual increment of 2% shall be admissible once during a year. The date of increment shall be either 1st January or 1st July on every year subject to completion of more than minimum six months qualifying service before back date. The annual increment shall be admissible from the date of notification of the Act.

Dearness Allowance 8. A secured employee shall be entitled to dearness allowance equal to the increase in dearness allowance rate fixed by the State Government from time to time with effect from the 1st January, 2025 onwards and the same shall be started from initial rate. No dearness allowance shall be admissible upto 31st December, 2024.

Entitlement of Leaves and Special Casual Leaves 9. 1. **General Conditions:-**

- (a) Leave cannot be claimed as a matter of right.
- (b) Secured employee shall proceed on leave with the prior permission of the Principal concerned, except in exceptional circumstances.
- (c) When the exigencies of the public services so require, discretion to refuse, revoke or recall from vacation or leave of any description is reserved to the Principal concerned to grant it.
- (d) A secured employee who absents himself from his duty without permission of the Principal concerned is liable to have his absence treated as wilful absence.
- (e) Every secured employee before proceeding on leave must record on his application for leave, the contact number, email ID and address. Subsequent changes, if any, shall also be intimated to the office of the Principal concerned.
- (f) No secured employee shall leave his headquarters, during casual leave, holidays or

any other kind of leave without prior permission of the Principal concerned to sanction him casual leave.

2. A secured employee shall be entitled to 10 casual leaves in one calendar year. However, female secured employee shall be entitled to 2 days casual leave during the calendar month subject to maximum 22 days during a calendar year instead of 10 days.
3. A secured employee shall be entitled to duty leave to attend seminars, conference etc. for not more than two days (maximum 2 times in one academic year).
4. A female secured employee shall be entitled to full pay maternity leave upto a maximum period of six months.

Provided that, the maximum period entitled to maternity benefit by a woman having two or more than two surviving children, shall be twelve weeks of which not more than six weeks shall precede the date of her expected delivery.

The Principal concerned shall be competent to grant maternity leave.

5. A male secured employee, upto two surviving children, may be granted paternity leave of 15 days during the confinement of his wife.

Note: - *The paternity leave may not normally be refused under any circumstances.*

6. Maximum limit of casual leave and combination of Holidays:-

For taking casual leave, within the limits admissible above, a secured employee may remain continuously absent from duty for a maximum of 10 days. In this spell he/she shall be permitted to include holidays which shall not be debited to casual leave account. The total spell, however, should, in no case, exceed 10 days.

7. Grant of quarantine leave:-

Quarantine leave is absence from duty necessitated by orders not to attend office in consequence of suffering of a secured employee or his family member from an infectious disease.

Such leave may be granted by the Principal concerned on the certificate of a competent medical authority for a period not exceeding twenty one days, or in exceptional circumstances for thirty days, including holidays. Quarantine leave may also be granted, when necessary, in continuation of casual leave.

Explanation:- *The maximum limits of twenty one and thirty days prescribed in this rule refer to each occasion.*

Note:- *Cholera, Small-pox, plague, Diphtheria, Typhus and Cerebrospinal Meningitis may be considered as infectious diseases for the purpose of the rule. In the case of chicken-pox, quarantine leave shall not be sanctioned unless the Health Officer responsible considers that because of doubt as to the true nature of the disease, for example small-pox, there is a reason for the grant of such leave. In the case of secured employee stationed in areas under the administration of other States, such other diseases as may have been declared by those Governments as infectious for the purpose of their quarantine leave may also be considered as infectious diseases for the purpose of the rule. Such secured employees shall, however, be eligible for quarantine leave for any of the diseases mentioned above, even though it has not been declared in orders issued by other states concerned to be an infectious disease.*

8. **Special casual leave when bitten by a rabid animal:-**



A secured employee who has been bitten by a rabid animal may be granted special casual leave up to 5 days for anti-rabid treatment subject to production of medical certificate of bed rest from the competent medical authority of Government hospital/ dispensary only.

CONDUCT and PUNISHMENT **10.**

In the matters relating to conduct and punishment, every secured employee shall be governed by the following rules: -

CONDUCT RULES

1. General: -

Every secured employee shall at all times-

- (i) maintain absolute integrity;
- (ii) maintain devotion to duty;
- (iii) do nothing which is unbecoming of a secured employee; and
- (iv) act in accordance with the Government's policies

Explanation - A secured employee who habitually fails to perform a task assigned to him within the time set for the purpose and with the quality of performance expected of him shall be deemed to be lacking in devotion to duty within the meaning of clause (ii) above.

- (i) Every secured employee shall in the discharge of his official duties act in a courteous manner and shall not adopt dilatory tactics in his dealings with the public or otherwise.

2. Act and conduct which amount to misconduct:-

The following acts and omissions amount to misconduct:-

- (i) wilful insubordination or disobedience, whether alone or jointly with others, to any lawful and reasonable order of a superior;
- (ii) infidelity, unfaithfulness, dishonesty, untrustworthiness, theft and fraud, or dishonesty in connection with the activities of the Government or handling of its property;
- (iii) strike, picketing, gherao, striking work or inciting others to strike work in contravention of the provisions of any law or rule having the force of law;
- (iv) gross moral misconduct, acts subversive of discipline, riotous or disorderly behaviour during or after the office hours at any place;
- (v) riotous and disorderly behaviour during and after the working hours or in work place;
- (vi) negligence or neglect of work or duty



- amounting to misconduct;
- (vii) habitual negligence or neglect of work or duty;
 - (viii) habitual absence without permission and over-staying leave;
 - (ix) conviction by a criminal court

3. Prohibition of sexual harassment of women:-

- (1) No secured employee shall indulge in any act of sexual harassment of any woman at her work place.
- (2) Every secured employee who is in charge of a work place shall take appropriate steps to prevent sexual harassment to any woman at such work place.

Explanation:- For the purposes of this rule, 'sexual harassment' includes such unwelcome sexually determined behaviour, whether directly or otherwise, as—

- (a) physical contact and advances;
- (b) demand or request for sexual favours;
- (c) making any sexually coloured remarks;
- (d) showing any pornographic material; and
- (e) any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

4. Taking part in politics and elections:-

- (1) No secured employees shall be a member of, or be otherwise associated with, any political party or any organization, which takes part in politics, nor shall take part in, or subscribe in aid of, or assist in any other manner, any political movement or activity.
- (2) If any question arises whether a party is a political party or whether any organization takes part in politics or whether any movement or activity fall within the scope of sub-rule (2), the decision of the Government thereon shall be final.
- (3) No secured employee shall canvass or otherwise interfere with, or use his influence in connection with or take part in, an election to any legislature or local authority:

Explanation:- The display by a secured employee on his person, vehicle or residence of any electoral symbol shall amount to using his

influence in connection with an election, within the meaning of this sub-rule.

5. Joining of associations:-

No secured employee shall join or continue to be a member of an association, the objects or activities of which are prejudicial to the interest of the sovereignty and integrity of India or public order or morality.

6. Demonstration and strikes:-

No secured employee shall engage himself or participate in any demonstration which is prejudicial to the interest of the sovereignty and integrity of India, the security of the State, friendly relations with foreign State, public order, decency or morality or which involves contempt of court, defamation or incitement to an offence.

7. Connection with print or electronic media:-

No Secured employee shall, except with the previous sanction of the Government, on wholly or in part, or conduct or participate in the editing or management of, any newspaper or other periodical publication or electronic media.

8. Criticism of Government:-

No secured employee shall, in any radio broadcast or communication over any electronic media or in any document published in his own name or anonymously or pseudonymously or in the name of any other person or in any communication to the press or in any public utterance make any statement of fact or opinion-

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- (i) which has the effect of any adverse criticism of any current or recent policy or action of the Government of India, Government of Haryana or any other State Government;
 - (ii) which is capable of embarrassing the relations between the Government of Haryana and the Government of India or the Government of any other State in India; or
 - (iii) which is capable of embarrassing the relations between the Government of India or

the Government of Haryana and the Government of any foreign State:

Provided that nothing in this rule shall apply to any statements made or views expressed by a secured employee in his official capacity or in the due performance of the duties assigned to him.

9. Communication of official information:-

Every Secured employee shall, in performance of his duties in good faith, communicate to a member of public or any organisation full and accurate information, which is to be disclosed under the Right to Information Act, 2005 (22 of 2005):

Provided that no Secured employee shall except in accordance with any general or special order of the Government or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or any part thereof; or information to any Secured employee or any other person to whom he is not authorized to communicate such document or information.

10. Prohibition of dowry:-

(1) No Secured employee shall—

- (i) give or take or abet the giving or taking of dowry; or
- (ii) demand, directly or indirectly, from the parents or guardian of a bride or bridegroom, as the case may be, any dowry.

Explanation: - For the purposes of this rule, "dowry" has the same meaning as in the Dowry Prohibition Act, 1961 (28 of 1961), as amended in its application to the State of Haryana.

(2) Every Secured employee after his marriage shall furnish a declaration to his Head of Department that he has not taken any dowry. The declaration shall be signed by his wife, father and father-in-law.

11. Private trade or employment:-

- 1) No Secured employee shall, except with the previous sanction of the Government:-
- a. engage directly or indirectly in any trade or business, or
 - b. negotiate for, undertake, any other employment, or
 - c. hold an elective office, canvass for a candidate for an elective office, in any body, whether incorporated or not; or
 - d. canvass in support of any business of insurance agency, commission agency, etc., owned or managed by any member of his family, or
 - e. take part, except in the discharge of his official duties, in the registration, promotion or a management of any bank or other company registered under the Companies Act, 2013 (18 of 2013) or any other law for the time being in force, or of any Co-operative Society for Commercial purposes or
 - f. participate in, or associate himself in any manner, in making of—
 - (i) a sponsored media (including radio, televisions) programme, or
 - (ii) a media programme commissioned by Government media but produced by an outside agency or;
 - (iii) a privately produced radio or televisions or other media programme including a video magazine:

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Provided that no previous permission shall be necessary in case a Secured employee participates in a programme produced by the doordarshan or a subject dealt with by him in his official capacity.

- g. involve or engage himself in the registration, promotion, management of other kinds of activities of any non-Government organisation (NGO) if the same is aided by the Central Government, State Government or an international organization or agency.

- 2) A Secured employee may, without the previous sanction of the Government:-
- (a) undertake honorary work of a social or charitable nature; or
 - (b) undertake occasional work of literary, artistic or scientific character; or
 - (c) participate in sports activities as amateur; or
 - (d) take part in the registration, promotion or management (not involving the holding of an elective office) of a literary, scientific or charitable society, or of a club, or similar organisation, the aims or objectives of which relate to promotion of sports, cultural, or recreation activities, registered under the Societies Registration Act, 1860 (21 of 1860), or any other law for the time being in force.

12. Canvassing.—

No Secured employee shall bring or attempt to bring any political or other influence to bear upon any superior authority to further his interests in respect of a matter pertaining to his service under the Government.

13. Restriction regarding bigamous marriage.—

-  (1) No Secured employee shall enter into, or contract, a marriage with a person having a spouse living.
- (2) No Secured employee, having a spouse living shall enter into, or contract, a marriage with any person:

Provided that the Government may permit a Secured employee to enter into, or contract, any such marriage as is referred to in sub-rule (1) or sub-rule (2), if it is satisfied that—

- (a) such marriage is permissible under the personal law applicable to such Secured employee and the other party to the marriage; and
 - (b) there are other grounds for so doing.
- (3) A Secured employee who has married or

marries a person other than of Indian nationality shall forthwith intimate the Government.

- (4) Every Secured employee shall in his personal capacity observe strictly, the existing policies regarding age of marriage.

14. Consumption of intoxicating drinks and drugs:-

A Secured employee shall—

- (a) strictly abide by any law, relating to intoxicating drink or drugs, in force in any area in which he may happen to be for the time being;
- (b) not be under the influence of any intoxicating drink or drug during the course of his duty and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of such drink or drug;
- (c) not consume any intoxicating drinks, drugs or smoking in public place ;
- (d) not appear in a public place in a state of intoxication;
- (e) not be present on duty in a state of intoxication; and
- (f) not use any intoxicating drinks or drugs to excess.

***Explanation:-** For the purposes of this rule, "public place" means any place or premises (including conveyance) to which the public have or are permitted to have, access whether on payment or otherwise.*

15. Prohibition of child labour:-

No Secured employee shall employ any child below the age of 14 years as domestic help.

PUNISHMENT RULES

1. Penalties:-

The following penalties may, for good and sufficient reasons and as hereinafter provided, be

imposed on a Secured employee, namely—

(a) Minor Penalties:-

- (i) warning with a copy in the personal file;
- (ii) censure;
- (iii) recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders, to the Central Government or a State Government or to a Company and association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the Government or to a local authority set up by an Act of Parliament or of the legislature of a State ; and
- (iv) withholding of increment(s) without cumulative effect.

(b) Major Penalties:-

- (i) withholding of increment(s) with cumulative effect;
- (ii) removal from service.

2. Procedure for imposing major penalty.—

(A) Inquiry before imposition of major penalty—

- (1) No order of imposing a major penalty shall be passed against a person to whom these rules are applicable unless he has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.
- (2) Whenever the punishing authority is of the opinion that there are grounds for inquiring into the truth of any imputation of misconduct or misbehaviour against a Secured employee, it may itself inquire into, or appoint under this rule or under the provisions of the Public Servants (Inquiries) Act. 1850, as the case may be, an authority to inquire into the truth thereof:

Provided that where there is a complaint of sexual harassment, the complaints committee established or officer for inquiring into such complaints shall be deemed to be the

inquiry officer appointed by the punishing authority for the purpose of these rules and the complaints committee shall hold, if separate procedure has not been prescribed for the complaints committee for holding the inquiry into the complaints of sexual harassment, the inquiry as far as practicable in accordance with the procedure laid down in these rules.

- (3) The punishing authority shall deliver or cause to be delivered to the Secured employee, a copy of the statement of the imputations of misconduct or misbehaviour or any other allegations and a list of document and witness and shall require the Secured employee to submit, within such time as may be specified (not more than 45 days), a written statement of his defence and to state whether he desires to be heard in person.
- (4) In case the competent authority is satisfied with the reply of defence given by the alleged person, it may drop the allegations without resorting to the procedure of conducting enquiry. Similarly, if the competent authority after considering the reply of defence of the alleged person is of the opinion that awarding of minor punishment shall meet the end of justice, then the authority competent may award minor punishment without following the procedure of conducting the enquiry.
- (5) The punishing authority may—
 - i. itself inquire into such allegations as are not admitted; or,
 - ii. if it considers it necessary so to do, appoint, an inquiry officer for the purpose; and
 - iii. where all the allegations have been admitted by the Secured employee in his reply of defence, the punishing authority shall record its findings on each allegation after taking such evidence as it may think fit and shall act in the manner laid down in these rules;
- (6) If no reply of defence is submitted by the alleged person within the specified period or extended period, if any, allowed by the



punishing authority after due consideration, the punishing authority may itself inquire into the allegations or may, if it considers it necessary to do so, appoint, inquiry officer for the purpose.

- (7) Where the punishing authority itself inquires into any allegations or appoints an inquiry officer for holding an inquiry into such allegation(s), it shall by an order appoint a government employee or a legal practitioner, to be known as the 'Presenting Officer' to present on its behalf the case in support of the allegations.
- (8) The punishing authority shall, where it is not itself the inquiry officer, forward to the inquiry officer-
- i. a copy of the allegations and the statement of the imputation of misconduct or misbehaviour;
 - ii. a copy of reply of defence, if any submitted by the alleged person;
 - iii. a copy of the statement of witnesses, if any;
 - iv. evidence proving the delivery of the documents required to be delivered to the alleged person;
 - v. a copy of the order appointing the Presenting Officer.
- (9) The alleged person shall appear in person before the inquiry officer on such day and at such time within ten working days from date of receipt by him of the statement of the imputations of misconduct or misbehaviour as the inquiry officer may, by a notice in writing, specify in this behalf, or within such further time not exceeding ten days, as the inquiry officer may allow.
- (10) The inquiry officer appointed to conduct enquiry shall serve a notice to the alleged person to appear before him for presenting his case. In case the alleged person does not appear after the service of notice, the inquiry officer shall be competent to proceed ex-parte in the matter.
- (11) If the alleged person refuses or omits to plead, the inquiry officer shall require the Presenting Officer to produce the evidence by which he

proposes to prove the allegations, and shall adjourn the case to a later date not exceeding Seven days.

- (12) If the alleged person, who has not admitted any of the allegations in his reply of defence, or has not submitted any written statement of the defence, appears before the inquiry officer, such officer shall ask him whether he is guilty or has any defence to make. If he pleads guilty to any of the allegations, the Inquiry Officer shall record the plea, sign the record and obtain the signature of the alleged person thereon.
- (13) The Inquiry Officer shall give to the alleged person a finding of guilt in respect of those allegations to which the charged person pleads guilty.

(B) Submission of inquiry report:

- 1) After the close of the enquiry, the inquiry officer shall prepare his report which inter-alia indicate the following:-
- (a) the allegations framed against the Secured employees;
 - (b) his explanation, if any;
 - (c) oral and documentary evidence produced in support of the allegations;
 - (d) oral and documentary evidence led in defence;
 - (e) findings on the allegations.
- 2) The inquiry officer shall give clear findings on each of the allegations so that the Secured employee shall know from the findings on what ground he has been found guilty. Each finding shall be supported by evidence and reasons thereof. The findings are in the nature of a report to the competent authority to enable it to pass final orders. Such findings are to assist but do not bind him. He himself alone has to come to a final decision.
- 3) The inquiry officer, where it is not itself the punishing authority, shall forward to the punishing authority the records of inquiry which shall include: -
- (a) the report prepared;
 - (b) the reply of defence, if any, submitted by



- the alleged person;
- (c) the oral and documentary evidence produced in the course of the inquiry;
 - (d) written briefs, if any, filed by the presenting officer or the alleged person or both during the course of the inquiry; and
 - (e) the orders, if any, made by the punishing authority and the inquiry officer in regard to the inquiry.

(C) Action on inquiry report—

- 1) After the enquiry against a alleged person has been completed, the punishing authority shall forward or cause to be forwarded a copy of the enquiry report, and where the punishing authority does not agree with the enquiry report or any part thereof, the reasons for such disagreement shall be communicated alongwith the enquiry report, to the charged person who may submit, if he so desires, a written representation to the punishing authority within a period of ten days from the date of such communication.
- 2) The punishing authority shall consider the representation, if any, submitted by the alleged person and record its findings before proceeding further in the matter.

4. Procedure for Imposing minor penalties:-

No order for imposing a minor penalty shall be passed on a Secured employee unless he has been given an adequate opportunity of making any representation, that he may desire to make, and such representation has been taken into consideration:

Provided that this condition shall not apply in a case where an order based on facts has led to his conviction in a criminal court

Provided further that the requirements of this rule may, for sufficient reasons to be recorded in writing, be waived where it is not practicable to observe them and where they can be waived without injustice to the Secured employee concerned.

**Power of
relaxation**

10. Where the Government is of the opinion that it is necessary or expedient to do so, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules.