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Instructions regarding Appointment of Contractual Staff and Joining and Relieving of Deputationists:

From

The Chief Administrator,
HUDA, Panchkula.

To

1. All Branch In charges of HUDA(HQ).
2. All Heads of the offices in the field of HUDA.

Memo No.EA-2-08/**35721**

Dated:**16.10.2008**

Sub:- Joining/relieving of the officers/officials in HUDA on deputation.

It is mentioned at the outset that vide this office Memo No.EA-2-08/498 dated 7.1.2008 Legal Remembrancer, HUDA, Panchkula was requested not to relieve any Law Officer without the permission of Chief Administrator, HUDA. It was also mentioned that in case an Officer relinquishes the charge on his own without the permission from C.A. HUDA, he shall be treated as on unauthorized absence and disciplinary action shall be taken accordingly. Later on similar instructions were issued vide this office Memo No.EA-3-08/1428-65 dated 15.01.2008 wherein it was directed that joining report of any Deputationist (from Department of Prosecution, Finance etc.) shall not be accepted without permission of C.A. HUDA. It was also directed that the DDO will not release the salary of the incomers without ensuring compliance of these instructions.

2. The experience regarding the implementation of these instructions for the last 6-7 months has not been soothing one. The Law Officers in particular have indulged in flagrant violation of these instructions and have relinquished their charges on their own without obtaining permission of C.A. HUDA. Further the L.R./D.A., HUDA have been moot spectators in this regard and have not

submitted anything against any such Law Officer for initiation of disciplinary action. In fact, the earlier instructions were issued with a view to ensure that whenever a Law Officer is transferred and a new officer takes his place, the outgoing officer should not only handover the case-diaries and details of the court cases but should also brief his successor about important cases/legal issues pertaining to his seat. The situation where a Law Officer relinquishes his charge without resorting to the above said practice results in leaving the new officer and the Organization groping in dark. Such act on the part of some Law Officer has even burdened the Organization with costs imposed by the Courts. It so appears that nobody is ready to share the responsibility entrusted to him/her by the official duties/instructions. It hardly needs mention that discipline is the base of success of any Organization. If discipline loses its grip nothing can mitigate the woes of the Organization and is bound to result in doom some day. In fact there is an impression that Organization has no value before self interests which perhaps is a wrong perception. It is really painful to note that even the senior officers remain oblivious to such kind of scenario. So much so, no effort is made even to ensure that the circulars/instructions are got noted from all concerned. Yet, there is a ray of hope always. If the members of the Organization start right now to have some sense of duty, respect for official dictum in the shape of rules, regulations and instructions, the worsening may be stalled. It is with this expectation that the instructions referred above are reiterated for compliance. In future the following instructions will act as guide in the aforesaid circumstances:-

- i) Joining of any deputationist to HUDA shall not be accepted by the Head of the Office/Branch (HQ) on its own without permission of C.A. HUDA.
- ii) As soon as the deputationist submits his joining report, the Head of the Office/In-charge shall contact the Chief Administrator, HUDA either telephonically or through e-mail to seek his permission and shall direct the concerned deputationist to be present before the C.A. HUDA for interaction on the day and time to be intimated by the C.A. HUDA to the Head of the Office/Branch.
- iii) Scope of duties to be given at the time of joining by the Establishment Branch.

- iv) Likewise the Head of the Office/Branch shall not relieve any deputationist on his transfer without permission from C.A. HUDA for obtaining of which he will follow the above mentioned course.
- v) No deputationist shall be allowed to relinquish the charge on his own and in case any officer/official chooses to relinquish his charge in violation of these instructions the Head of the Office/Branch shall immediately bring the facts to the notice of C.A. HUDA by submitting a proposal for disciplinary action against the defaulters immediately.
- vi) The deputationist, Law Officer specially shall handover, besides case-diaries etc., a list of important cases/issues pending at his seat which require immediate attention of the incoming officer.

To avoid the ending of this communication on a dismal note it is requested, with hope, to all the concerned to render compliance to these instructions in letter and spirit.

This has approval of the Chief Administrator, HUDA.

HUDA

Sd/-
(Maheshwar Sharma)
Secretary,
for Chief Administrator,
Panchkula.

From

The Chief Administrator,
HUDA, Panchkula

To

All the Subordinate Offices
of HUDA in the State.

Memo No.EA-1-08/10001-81

Dated:18.03.2008

Subject: Regarding contractual Appointment.

Reference on the subject cited above.

It has come to notice of this office that some of the field offices are making contractual appointments at their own level which is unhealthy practice on their post. So it has been decided that in future prior approval of Chief Administrator, HUDA, Panchkula may be obtained before contractual appointments.

This has the approval of Chief Administrator, HUDA.

Sd/-
Secretary,
for Chief Administrator, HUDA,
Panchkula