

GOVERNMENT OF RAJASTHAN
Appointments (A-I.C.R.) Department.

CIRCULAR

No.F.24(55)Appts/A/57/Part-I/Gr.I/CR Jaipur Dated 19/26.4.1972

Subject:- Compulsory retirement under Rule 244(2) of Rajasthan Service Rules.

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Attention is invited to this Department Circular letter No.F.24(55)Appts(A)/57-Part-I/Gr.II/CR dated the 16th May 1963, wherein procedure was laid down for compulsory retirement of persons belonging to the Subordinate Service. Contents of the above Circular have been reviewed and in supersession of previous instructions on the subject, the following procedure is now laid down for being followed by the various Departments :-

- (1) On the 1st March of each year, each appointing authority or subordinate authority empowered to make appointments in the subordinate service, shall draw up a list in advance of, persons who shall complete 25 years qualifying service by the next 31st March and submit the same to the heads of Department concerned.
- (2) On receipt of the lists, the Head of Department shall get the qualifying service verified and draw up a fresh list of Government Servants who shall complete 25 years qualifying service on 31st March of the following year under the headings indicated below .

1. S.No.
2. Name of official
3. Substantive post held
4. Officiating post held
5. Date of birth
6. Date of entry into Government service.
7. Date of commencement of qualifying service
8. Date of completion of 25 years qualifying service.
9. Date of superannuation.

He will also collect their personal files, confidential rolls and enquiry cases, if any, against them. He will ensure that C.Rs of all the previous years are available in each case, and the missing C.Rs, if any, are obtained from the Reporting Officers concerned to bring the record upto date. This work should be completed latest by the 31st August of the year.

The list so drawn up together with the confidential rolls and other records as mentioned in the preceding para shall be scrutinised by a committee consisting of the following and concerned by the member Secretary in consultation

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with the Secretary to the Administrative Department at the earliest.

- 1) Secretary to Government in the Administrative Department Member
- 2) Head of the Department concerned Member
- 3) The Senior Deputy Head of the Department concerned, Member
- 4) **Appointing Authority** **Member Secy.**

Note:- In very special cases when the Secretary to Government cannot attend the meeting of the committee, the Dy. Secretary to Government concerned may be the member of the Committee.

4. The Committee shall draw up a list of officials who should be compulsorily retired. Unless the record is particularly adverse an officer should not be recommended for compulsory retirement, if he is due to be superannuated by the end of the next calendar year. The lists in respect of each department should be drawn as early as possible so as to leave sufficient margin for the further processing of the case and to enable the officer so to be retired, to avail of leave due.
5. The recommendation of the Committee with the C.Rs etc. of the staff recommended for retirement shall be submitted for approval to the Minister in Charge and the Chief Minister through the Chief Secretary (Appointments).
6. After the approval of the Government is received, orders for compulsory retirement in individual cases will be issued by the appointing authority, as per specimen copy enclosed.

The official will be allowed to proceed on privilege and half pay leave admissible to him but not exceeding 120 days in all. In such cases the retirement shall take effect after the expiry of such leave. Where an official does not want to avail of leave, he should be retired forthwith but not earlier than the date on which he completes 25 years qualifying service. The most important thing in such cases to be kept in mind is, that nobody should be retired before the completion of 25 years qualifying service and the retirement orders should be so planned that no body/work in the office after the orders of compulsory retirement are issued one may either proceed on leave immediately or retire forthwith.

7. The Heads of Departments shall maintain a register containing the following headings in

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respect of those who are recommended for compulsory retirement by the Committee.

1. S.No.
2. Name of the official
3. Designation.
4. Office to which he belongs
5. Date of birth
6. Date of commencement of qualifying service
7. Date of completion of 25 years qualifying service.
8. Date of recommendation.
9. Recommendation of the Committee.
10. Decision as finally communicated by the Govt.
11. No. and date of order of compulsory retirement issued by the Head of the Department.
12. The effective date of compulsory retirement.
13. Remarks.

8. As this procedure has the effect of curtailing the working life of officials, fairly advanced in life it should be used with care and caution.

By order

Sd/-

(Mangal Behari)

Special Secretary to Government

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