

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

CIRCULAR

No. F.24(55)Appts(A)/57.Pt.I.Gr.I/CR

Dated Jaipur, 19.4.1972

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

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Attention is invited to Appointments (A) Department circular No. F.24(55)Appts/57 dated 18.8.1958 wherein procedure was prescribed for dealing with cases regarding compulsory retirement of persons who have completed 25 years of service. Contents of the above circular have been reviewed by Government and in partial modification of the instructions contained therein, the following procedure is now prescribed for being followed by the various Departments:-

(a) On the first March of every year each Secretariat Administrative Department empowered to make appointment to posts included in the State Services as defined in the C.C.A. Rules should draw up a list of persons who shall complete 25 years of qualifying service by the next 31st December. A register should be maintained by the Administrative Department containing the following headings:-

1. S.No.
2. Name of the officer.
3. Department to which he belongs.
4. Designation.
5. Date of birth
6. Date of commencement of qualifying service
7. Date of completion of 25 years of qualifying service.
8. Date of superannuation.
9. Recommendation of the Committee
10. Decision as finally communicated to the Special Secretary.
11. Remarks.

The list to be drawn up should contain information regarding the name, substantive post, officiating post, date of first appointment and date of birth.

(b) These lists with the confidential reports upto and including the confidential reports for the preceding year, should be sent to Special Secretary (Appointments) by 31st March. It is an unfortunate fact that there is considerable delay in receipt of Confidential Reports in many departments. The Secretaries and other appointing authorities should however, ensure that the Confidential Reports in respect of persons on the list are received by 28th February.

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(c) The lists and Confidential reports received from various Secretaries and other appointing authorities should be scrutinised by a Committee consisting of the following:-

- Chairman : A member of the P.S.C. nominated by Chairman P.S.C.
- Member(1) : A member of the Board of Revenue nominated by Government.
- Member(2) : (Officer of the status of the Divisional Commissioner nominated by Government)
- Co-opted Member : For each service or Department, other than the R.S.S., R.A.S. and Tehsildars, the Secretary concerned shall be co-opted by the Committee.
- Secretary : Special Secretary (Appointments).

The Committee shall not, however, scrutinise the case of officers of the R.J.S. and permanent officers of the P.S.C. and R.L.A. In their cases, the lists should be sent to the Chief Justice, Chairman, P.S.C. and the Speaker requesting them to advise Government whether action under Rule 244(2) is necessary.

The Committee need not meet continuously, but only when lists and confidential reports in respect of each service or department are ready.

(d) The Committee shall draw up lists of officers who should be compulsorily retired. Brief reasons in respect of each officer should be recorded. Unless this record is particularly adverse, an officer should not be recommended for compulsory retirement, if he is due to superannuate by the end of the next calendar year. These lists in respect of each service or department should be drawn up as early as possible, one by one.

(e) (1) Special Secretary (Appointments) shall send these lists along with Confidential Rolls of the officers in question to each Secretary, who will submit them for approval to the Minister-in-Charge and the Chief Minister through the Chief Secretary (Appointments). After their approval the administrative Secretary will issue orders for compulsory retirement under Rule 244(2) of the R.S.R. in the case of Gazetted officers whose appointing authority is Government.

(ii) The persons proposed to be retired compulsorily should be informed by 1st August so that they can avail of leave due and get their pension papers ready. If there is delay in drawing up lists and informing the persons to be retired, the retirement need not be from 1st January but from date of expiry of leave due. To avoid delay regarding leave account etc. it may be convenient to issue orders retiring a person from a date 4 months after the date of the order so that it is left to the officer to take leave or not.

(b) The Special Secretary (Appointments) should be informed by the Secretaries and other appointing authorities about action taken on the lists. He should then compile a report for perusal of the Chief Minister and the Cabinet about action taken during the calendar year, including action taken, if any, on the advice of the High Court, Chairman, P.S.C. and the Speaker of the Rajasthan Legislative Assembly.

2/1/72

By Order,

Mangal Behari

(Mangal Behari)
Special Secretary to Government

Copy forwarded to:-

1. All Secretaries to Government.
2. All Heads of Departments including Collectors.
3. All departments/Sections of the Secretariat.

Copy also forwarded to:-

1. Secretary, Rajasthan Legislative Assembly, Jaipur.
2. Secretary, Rajasthan Public Service Commission, Ajmer.
3. Registrar, Rajasthan High Court, Jodhpur.

Mangal Behari

(Mangal Behari)
Special Secretary to Government.