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(5)

No. 34/123-IH(7)-2023/4454
Chandigarh Administration
Department of Personnel

Chandigarh, dated the 31/3/23

To

All the Administrative Secretaries/
Head of Departments/Offices/
Institutions/Boards/Corporations
Chandigarh Administration

1527
6/4/23

E/3

DTE

**Subject:** **Guidelines for referring the case to Department of Personnel for advice/clarification**

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Sir/Madam

I am directed to refer to this department's letter No. 34/123-IH(7)-2021/1558 dated 11.02.2021 on the subject noted above whereby the Administrative departments were directed to adhere with following guidelines/instructions while referring the case for advice/clarification to Department of Personnel with the approval of Administrative Secretary:-

i) The issue on which advice/opinion is required.

ii) Main facts of the case in chronological order (alongwith important dates of relevant facts) in self-contained note.

iii) Rules/ instructions/guidelines /Acts/Bye-laws relevant to the issue. Copy thereof.

iv) Details of Court judgments/orders (if any) relating to the subject matter.

v) Previous decisions (if any) taken by the department in similar cases.

vi) Whether case was referred to DOP /FD/Law Department earlier also. If yes, copy of advice thereof.

vii) Reasons, why the Administrative Department cannot decide the matter on its own. If the department is of the view that the existing rules/instructions/ guidelines are silent, ambiguous or contradictory it must clearly explain the inadequacy in the same.

viii) Administrative Department's own opinion on the subject.

2. Further, the Administrative Departments were directed to send the time bound cases to Department of Personnel at least 21 days (working) before such time limit.

3. However, it has been noticed that cases are not being referred to Department of Personnel as per above guidelines by the Administrative Departments. Therefore, the above guidelines dated 11.02.2021 are hereby reiterated and cases being referred to Department of Personnel shall be examined strictly as per guidelines ibid.

4. The contents of this communication may be brought to the notice of all officers/officials working under your control for information & necessary action and compliance.

Yours faithfully

Superintendent Personnel
for Secretary Personnel
Chandigarh Administration