

From

The Chief Administrator,  
H.S.A.M. Board, Panchkula.

65-100-100

To

1. All the Zonal Administrators, H.S.A.M. Board, in the State.
2. All the Superintending Engineers, Executive Engineers, H.S.A.M. Board, in the State.
3. All the Zonal Marketing Enforcement Officers, District Marketing Enforcement Officers, H.S.A.M. Board, in the State.
4. All the Secretary-cum-E.Os., Market Committees in the State.

Memo No. GA-I-2016/ 36366-487

Dated : 17-5-16

**Subject : Proceedings of the meeting held on 13.05.2016 under the Chairmanship of the Chief Administrator, HSAMB.**

It is intimated that a meeting of the officers of the Administration Wing (H.Q.) was held on 13.05.2016 under the Chairmanship of the Chief Administrator, Board. A copy of the proceedings is enclosed for information and necessary action.

While reviewing the working of the Administration Wing, it was observed by the Chief Administrator, Board that number of draft charge sheets and preliminary enquiries in respect of complaints received from various quarters are pending with various officers since long. It was ordered by the Chief Administrator, Board that all such draft charge sheets and preliminary enquiries pending with various officers should be expedited expeditiously but not later than 15 days in case of draft charge sheet and a month in case of preliminary enquiry. It was ordered that in case of failure to do so by the concerned officers, a serious view will be taken.

It is, therefore, requested that the draft charge sheets/preliminary enquiries pending, if any, with you may kindly be expedited accordingly.

*JR*  
Supdt. (Gen.)  
For Chief Administrator

Dated : 17-5-16


Endst.No. GA-I-2016/ 33489-510

A copy is forwarded to the following for information and necessary

action:-

1. The Chief Engineer-I & II, H.S.A.M. Board, Panchkula.
2. The CMEO, MDO, CFA, H.S.A.M. Board, Panchkula.
3. The S.E. (QC) and E.E. (W), H.S.A.M. Board, Panchkula.
4. The Ad.O.-I & II, H.S.A.M. Board, Panchkula.
5. All the Branch Officers at H.Q.
6. PS to Chairperson, Chief Administrator and PA to Secretary Board.
7. The Executive Engineer (IT), H.S.A.M. Board, Panchkula.

*JR*  
Supdt. (Gen.)  
For Chief Administrator



**Subject : Proceedings of the meeting held on 13.05.2016 under the Chairmanship of the Chief Administrator, HSAMB.**

The following officers/officials attended the meeting:-

1. Secretary Board;
2. Ad.O.-I, Ad.O.-II, Superintendent (C&E/Admn./Gen.), Deputy Superintendent (Admn.); and
3. All Assistants of the Administration, C&E and General Branches.

At the outset, Secretary Board welcomed the Chief Administrator and introduced the staff. A presentation was given by the Secretary Board regarding working of the Administration Wing. While reviewing the working of the Administration Wing, following decisions were taken:

1. The Chief Administrator Board observed that a large number of charge sheets could not be issued for want of draft charge sheets along with the supported documents from the concerned reporting officer/custodian of the record. It was observed that in some cases, the draft charge sheets are awaited from the concerned officers for years together. It was ordered by the Chief Administrator, Board that all concerned officers with whom the draft charge sheets are pending, be finally reminded to submit the draft charge sheets within a fortnight, failing which disciplinary proceedings may be initiated against the said officers.

**(Action by Ad.O.-I)**

2. Similarly, it was also observed that on receipt of complaints from various quarters, these are forwarded to various officers for preliminary enquiry, but the enquiry reports are not submitted by the said officers for long. In some cases, such reports are pending for years together. Such a practice not only multiply the work at H.Q. unnecessarily, but also creates a mess. It was ordered by the Chief Administrator, Board that all such officers be directed to submit the reports within a month.

**(Action by Ad.O.-I)**



3. It was desired by the Chief Administrator, Board that all the disciplinary matters under Rule-8 wherein replies have been received be submitted for fixing date of hearing within a fortnight so that such cases are decided expeditiously. Similarly, disciplinary matters of under Rule-7 wherein the procedure of sending the copy of the enquiry report inviting objections from the delinquent officers/ officials has been completed, be submitted to the competent authority for decision/fixing date of personal hearing within a fortnight and no case should be pending at the level of the branch.

**(Action by Ad.O.-I)**

4. It was also observed that promotional posts of various categories of H.Q. cadre are lying vacant and the promotion cases have not been submitted by the concerned officers/officials. It was ordered by the Chief Administrator, Board that all such cases be submitted within a fortnight.

**(Action by Ad.O.-II)**

5. The deployment of staff at H.Q. was also reviewed. It was desired that posting of staff be rationalized and a proposal be submitted immediately as per actual requirement in various branches.

**(Action by Ad.O.-II)**

6. It was also observed that some step up cases of enforcement staff are lying pending with Admn./Accounts Branch. It was ordered by the Chief Administrator Board that all such cases be finalized by the concerned branch within fortnight.

**(Action by Ad.O.-II/CFA)**

The meeting ended with vote of thanks to the Chair.

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