

From

The Registrar,
CCSHAU, Hisar.

To

All the Deans/Directors/HODs/Offices/Sections
(including outstations)
CCSHAU, Hisar

Memo. No. Admn.E.2/2010/ S 84/ 11881-12030
Dated: 26/7/10

Sub: Issue of LPC, relieving on transfer and completion of handing over of charge.

-o-o-

Your kind attention is invited to this office memo. No. Admn.E-2/ 88/ 9431-580 dated 13.10.88, No. Admn.E2/93/E-41/5613-5750 dated 20.5.93, No. Admn.E2/93/19549-695 dated 18.12.93, No. Admn.E2/95/11684-850 dated 31.7.1995 and No. Admn.E2/2008/3796-945 dated 17.4.2008 vide which instructions regarding issue of LPC, relieving and completion of handing over charge were circulated. It has been noticed that some of the Deptts./ Offices have not adhered to these instructions in letter and spirit due to which the cases regarding issue of LPC/ handing/taking over of the charge are delayed year together and the concerned employees suffer unnecessarily.

2. After considering the whole situation at large and reviewing the matter afresh, the Vice-Chancellor has ordered as :-

- (i) It would be the personal responsibility of the concerned HOD to get the charge completed within a period of three months from the date of relieving the officer/official and in case he/she fails to complete the charge necessary shortage/ discrepancies etc. may please be worked/pointed out through a committee constituted by the HOD consisting of Rep. of HOD, Rep. of Comptroller and A&AO/Supdt. of the concerned Controlling Officer. The concerned committee will submit its report within a period of two months under all circumstances.
- (ii) The list of shortages/discrepancies etc. duly got ticked in audit alongwith cost thereof will be supplied to the concerned Deptt./office within the stipulated period by the office/Deptt. from where the officer/official was transferred. Besides, the disciplinary action as per statutory provision shall be initiated too against the concerned employee. For this purpose Deptt./office will attempt draft show cause notice/chargesheet and send to the respective appointing authority.
- (iii) In case the above action is not taken by the concerned HOD/Officer-in-Charge within the prescribed period, he shall be personally liable for the loss caused to the University.
- (iv) The LPC of the relieving officer/ official on transfer should be issued immediately, giving a note therein that he/she will be liable for disciplinary action as per rules for shortages/discrepancies etc., if found subsequently.

3. The above instructions may be brought to the notice of all concerned for strict compliance thereof. It is requested that further necessary action regarding handing/taking over the charge may kindly be taken as per above orders of the Vice-Chancellor.

Final
(S.S. Dahiya) 24.7.10
Registrar