

GOVERNMENT OF MEGHALAYA

PERSONNEL & ADMINISTRATIVE REFORMS DEPARTMENT

CHAPTER – V

**COMPULSORY RETIREMENT/ REMOVAL FROM SERVICE/ PREMATURE
RETIREMENT**

1. The Government has decided that the procedure as indicated below should be followed :-

(i) **Compulsory retirement of persons who have attained the
age of 50 or who have rendered 25 years of service :**

(a) F.R.56 {FR 57(b) of the Meghalaya F.Rs. & S.Rs} is being amended in the line of the amendment already made by the Government of Assam to provide for compulsory retirement on attaining the age of 50 years or completion of 25 years of service in respect of persons who are grossly inefficient or of doubtful integrity.

(b) At present, most of the Officers (except direct recruits) are drawn from the Government of Assam and are technically on deputation. Till the agreement under Section 64* is executed, the powers to retire such Assam employees would remain with the Government of Assam.

(i) In any case in which the agreements under Section 64 of the North Eastern Areas (Reorganisation) Act, 1971 have not been initiated, expeditious action should be taken to send the agreements to the Government of Assam within 15 days.

(ii) In all those cases in which the agreement forms have been sent to the Government of Assam for execution, the Secretaries concerned should take up the matter at personnel level with his (their) counterpart in the Assam Government.

* Section 64 of the North-Eastern Areas (Reorganisation) Act, 1971

*O.M.No.PER
218/75/2, dt.
2nd Aug, 1975*

1.2. Removal from service under Article 311 (2) :- In case of persons not covered by Para 1 above, resort should be taken under the relevant provisions of Article 311 (2)* as specified below :-

(i) Removal under proviso (b) may be resorted in respect of those Government servants who are grossly corrupt or have been guilty of serious misconduct.

** (ii) For removal under proviso (c) to Article 311(2) of the Constitution of India, the same procedure may be followed as in the case of removal under Proviso (b).

1.3. Procedure for cases under both Para 1 and 1.2. above

(a) Where the appointing authority concerned is satisfied that a person who has attained 50 years of age or has completed 25 years of service has ceased to take any interest in his work and is inefficient or that his integrity is not above board, a list of such persons should be sent to the Chief Secretary along with their service records and complete character rolls to the extent available with the recommendation that they may be compulsorily retired. For taking steps for removal from service in respect of Government servants who are grossly corrupt or have been guilty of serious misconduct (even if they have not attained 50 year of age or have not completed 25 years of service) a similar procedure may be followed as indicated above but with the report from the appointing authority giving the grounds which would justify taking such drastic action. The Government have constituted a Reviewing Committee with the Chief Secretary as Chairman and consisting of some other Officers to scrutinise carefully such recommendations both for removal from services under Proviso to Article 311(2) and for compulsory retirement under F.R. 56 (F.R. 57 of Meghalaya F.Rs & S.Rs).

(b) In cases contemplated under these orders, character rolls may be used for examination of each case. It is presumed that the character rolls

* Article 311(2) of the Constitution of India

** Government O.M. No. PER. 218/70/88, dated, 8th November, 1975

are available with the respective Departments concerned. Where the character rolls are still with the Government of Assam, immediate steps should be taken to procure them. Even if a complete set of character rolls is not available, it should be possible for the Secretaries/ Heads of Departments to assess the general performance of the official concerned and to form an objective opinion as to whether he has ceased to be effective, as many of them would have been serving under the Government of Meghalaya for a number of years.

(c) Cases of doubtful integrity :- According to Government Circular letter No.POL. 79/71/11, dated 13th March, 1974 all Government servants are required to submit property returns in respect of person against whom action is contemplated to be taken. The authorities concerned should ensure that his property return is upto-date. If not, such person should be asked to submit his return within a specified date. Government expect that each concerned authority will be in a position to form an objective opinion regarding lack of integrity on the basis of materials available with them. Where the question of corrupt practices is involved, the assistance of the Anti-Corruption Branch of the Police Department may be obtained if not already done.

1.4. (a) A list of likely officials to be compulsorily retired/removed from service should be forwarded to the Chief Secretary as quickly as possible. A preliminary list should be sent to the Chief Secretary on or before 6th August, 1975. Separate lists should be prepared in respect of cases falling under paras 1.2 and 1.3 above.

(b) Final action under these rules shall only be taken after the matter has been referred to the Chief Secretary and orders obtained.

(c)(i) In respect of Government servants who are still technically on deputation from the Government of Assam final orders will be issued by the Government of Assam. Persons who are recommended for reversion to Assam but who have not actually been reverted may also be considered for action as stated above, wherever warranted.

(ii) In respect of Government servants permanently allocated to

	<p>Meghalaya and in respect of those Government servants as appointed by the Government of Meghalaya, the model forms for action under F.R.56 (F.R 57(b) of Meghalaya F.Rs & S.Rs) for giving effect to orders of compulsory retirement are given in Annexure- A. For taking action under proviso (b) of Article 311 (2) of the Constitution, the model forms are given in Annexure-B. Final orders, however, should be issued only after the procedure outlined above is gone through</p>
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ANNEXURE –A
FORM –1

ORDER BY THE GOVERNOR OF MEGHALAYA
GOVERNMENT OF MEGHALAYA

.....Department

No. Dated,

NOTICE

To,

Shri

You are hereby informed that in the public interest your services are no longer required by the Government of Meghalaya. It has, therefore, been decided that you should retire from Government service.

Therefore, take notice as required under F.R.56 (b)(F.R 57(b) of Meghalaya F.Rs & S.Rs) as inserted by Correction Slip No._____ dated _____ of the Fundamental Rules & Subsidiary Rules that you shall be deemed to be retired from Government service with effect from the date of expiry of the period of 3 (three) months from the date of issue of this notice.

By orders of the Governor of Meghalaya

Secretary to the Govt. of Meghalaya

.....Department

Memo No. Dated, the.....

Copy for information to the :-

1. The Accountant General, Meghalaya, Shillong.
2.
3.

(ANNEXURE – A)

FORM - 2
(For non-gazetted)

GOVERNMENT OF MEGHALAYA.

.....Department.

No.....

Dated , the.....

NOTICE

To

Shri

You are hereby informed that in the public interest your services are no longer required by the Government of Meghalaya. It has, therefore, been decided that you should retire from Government service.

Therefore, take notice as required under F.R. 56 (b)(F.R 57(b) of Meghalaya F.Rs & S.Rs) as inserted by Correction Slip No._____ dated _____ of the Fundamental Rules & Subsidiary Rules that you shall deem to be retired from Government service with effect from the date of expiry of the period of 3 (three) months from the date of issue of this notice.

Signature of the Appointing Authority
(with Designation).

Memo. No

Dated, the.....

Copy to :-

- 1.
- 2.

By orders etc.,

(ANNEXURE – A)
FORM - 3
(FOR GAZETTED)

ORDERS BY THE GOVERNOR OF MEGHALAYA
.....DEPARTMENT

NOTIFICATION

No. Dated, the

In exercise of the powers conferred by F.R.56 (b) (F.R 57(b) of Meghalaya F.Rs & S.Rs) as inserted by Correction Slip No..... ..dated..... ..of the Fundamental Rules and Subsidiary Rules read with NOTE below Rule 99 of the Meghalaya Services (Pension) Rules, the Governor of Meghalaya is pleased to compulsorily retire Shri..... from Government service with effect from

Secretary to the Government of Meghalaya
.....Department.

Memo No. Dated, the
Copy to :-

1. Shri.....
2. The Accountant General, Meghalaya Shillong.

By orders, etc.

ANNEXURE -A
FORM - 4
(FOR NON-GAZETTED)

GOVERNMENT OF MEGHALAYA
.....DEPARTMENT / OFFICE

ORDER

Dated, Shillong No.

In exercise of the powers conferred by F.R.56(b)(F.R 57(b) of Meghalaya F.Rs & S.Rs) inserted by Correction Slip No..... dated.....of the Fundamental Rules and Subsidiary Rules, the undersigned is pleased to compulsorily retire Shri..... from Government service with effect from

(Signature of the Appointing
Authority with Designation)

Memo No..... Dated, the

Copy to :-

1. Shri
2. The Accountant General, Meghalaya, Shillong.

By orders etc.,

ANNEXURE - A
FORM-5
(For Gazetted)

ORDERS BY THE GOVERNOR

.....DEPARTMENT

NOTIFICATION

No. Whereas Shri has completed 25 years of service and whereas the Governor of Meghalaya is of the opinion that Shri should retire from service in the public interest.

Now, therefore, in exercise of the powers conferred under F.R.56 (b)(F.R 57(b) of Meghalaya F.Rs & S.Rs) as inserted by Correction Slip No. dated of the Fundamental Rules & Subsidiary Rules read with Note below Rule 99 of the Meghalaya Services (Pension) Rules, 1969, the Governor of Meghalaya is pleased to order that Shrishould retire from government service with immediate effect.

The Governor of Meghalaya is further pleased to order that Shri be paid 3 (months) pay and allowances in lieu of 3 (three) months' notice.

Secretary to the Govt. of Meghalaya,
..... Department

Memo No Dated Shillong, the

Copy to :-

1. Shri

2. The Accountant General, Meghalaya, Shillong.

By orders, etc

ANNEXURE –A
FORM-6
(for non gazette)

GOVERNMENT OF MEGHALAYA

.....DEPARTMENT.

ORDER

Dated , Shillong the

No.....Whereas Shri has completed 25 years of service and whereas the undersigned is of the opinion that Shri should retire from service in the public interest.

Now, therefore, in exercise of the powers conferred under F.R.56 (b)(F.R 57(b) of Meghalaya F.Rs & S.Rs) as inserted by Correction Slip No.dated..... of the Fundamental Rules & Subsidiary Rules read with Note below Rule 99 of the Meghalaya Services (Pension) Rules, the undersigned is pleased to order that Shri should retire from service with immediate effect.

The undersigned is further pleased to order that Shri be paid 3 (months) pay and allowances in lieu of 3 (three) months' notice.

(Signature of the Appointing
authority with designation)

Memo No

Dated Shillong, the

Copy to :-

1. Shri
2. The Accountant General, Meghalaya, Shillong.

By orders, etc

ANNEXURE - B
FORM - 1
(FOR GAZETTED)

ORDERS BY THE GOVERNOR

.....DEPARTMENT

NOTIFICATION

No..... :- The Governor of Meghalaya is satisfied that Shri..... is unfit to be retained in public service and that he ought to be dismissed/removed from service.

The Governor is further satisfied that under Sub-clause (b) of Clause (2) of Article 311 of the Constitution of India that in the public interest it is not reasonably practicable to hold an inquiry under Clause (2) of the said Article against the said Shri

Accordingly, the Governor of Meghalaya is pleased to dismiss / remove the said Shri..... from service with immediate effect..

Secretary to the Govt. of Meghalaya
.....Department

Memo No.

Dated Shillong, the

Copy to :-

1. Shri
- 2.
2. The Accountant General, Meghalaya Shillong.

By orders etc

ANNEXURE -B
FORM - 2
(FOR NON-GAZETTED)

GOVERNMENT OF MEGHALAYA
.....DEPARTMENT / OFFICE

NOTIFICATION

No. :-The undersigned is satisfied that Shriis unfit to be retained in public service and that he ought to be dismissed/removed from service.

The undersigned is further satisfied that under Sub-clause (b) of Clause (2) of Article 311 of the Constitution of India that in the public interest it is not reasonably practicable to hold an inquiry under Clause (2) of the said Article against the said Shri

Accordingly, the undersigned hereby dismiss / remove the said Shri..... from service with immediate effect.

(Signature of the appointing
authority with designation)

Memo.No.....

Dated, Shillong, the

Copy to :-

1. Shri
2. The Accountant General, Meghalaya Shillong.

(Signature of the appointing
authority with designation)

<p><i>O.M.No.PER. 218/75/23,dtd 2nd Aug, 1975</i></p>	<p>2. There may be instances in which a Government servant of one Department is deputed or deployed for assignment in some other Department, for example, A.C.S. Officers, Secretariat Service Officers and Stenographers Grade I under the control of the Personnel Department are deployed for working under other Departments and Subordinate Secretariat Service personnel, Stenographers Grade II/III under the control of the Secretariat Administration Department are similarly deployed for work in other Departments. Apart from making use of the Character Rolls as the basis for examination of each case, the day-to-day performance of such Government servant will be better known to the Secretary/Heads of Departments, etc. under whom he is serving. In suitable cases a confidential note may be sent to Personnel Department/Secretariat Administration Department or other concerned Department for their consideration in respect of the personnel controlled by each Department.</p>
<p><i>No.PER.218/7 5/43,dt.,3rd Sept, 1975.</i></p>	<p>3. Under para 1.2(ii) instructions in regard to removal under proviso (c) of Article 311 (2) of the Constitution were laid down. All cases where the proposed action to be taken is removal/dismissal from service under proviso (c) of Article 311(2) of the Constitution, the same should be sent to the Secretary of the Department concerned with all relevant records to enable the Administrative Department concerned to process the matter.</p>
<p><i>O.M.No.PER.2 11/75/40,Dtd., 22nd Dec, 1975.</i></p>	<p>4.1. Government has decided that the Review Committee mentioned in para 4 (d) of the Office Memorandum No. PER.218/75/2, dated the 2nd August, 1975 will be meeting regularly every three months on the first week of January, April, July and October to consider the cases for compulsory retirement of all the State Government Servants who has attained 50 years of age or has completed 25 years of service during the quarter ending 21st December, 31st March, 30th June and 30th September, respectively. For this purpose a list of persons to be considered for</p>

<p>No. PER.218/ 70/87.dt. 8th Nov,1975</p>	<p>compulsory retirement with all the relevant records are required to be submitted by the appointing authority to the Chief Secretary not later than the third day of the succeeding month of the relevant quarter.</p> <p>4.2. It has also been decided that in addition to the criteria indicated in para 1.3(a) above, those persons whose integrity is not in doubt but whose physical and mental condition is such as to make them ineffective for further service, should also be considered for compulsory retirement in public interest.</p> <p>4.3. The procedure indicated above will take effect from the quarter ending 31st December, 1975 and the list of persons to be considered for compulsory retirement should be submitted to the Chief Secretary not later than 3rd January, 1976.</p> <p style="text-align: center;">Proviso (c) to Article 311 (2) of the Constitution of India and Rule 10 of the Assam Services (Discipline & Appeal Rules, 1964) :</p> <p>5. Government of Meghalaya have decided to adopt a procedure similar to that outlined in the Government of India's letter No.34012/1 (S)75-Estt (B), dated the 15th October, 1971. Therefore, the procedure contained in the Department's letter No.PER.218/70/14, dated 6th October, 1971 (not reproduced) need not be followed hereafter and the instructions contained in that letter are cancelled. Accordingly, it would be sufficient if the cases coming within the proviso (c) to Article 311 (2) of the Constitution and rule 10 (iii) of the Assam Services (Discipline & Appeal) Rules, 1964 are submitted to the Minister-In-Charge for necessary orders</p> <p><u>Extracts of GI's letter No.34012/1(S)75-Estt(B) dtd. 15th October, 1971</u></p> <p>“In a recent judgement in Shamsher Singh's case (AIR 1974 SC 2192), the Supreme Court has over-ruled their earlier decision taken in the case of Sardari Lal Vs. Union of India (Civil Appeal No.576 of 1969). The Supreme Court has now pointed out that “the rules of</p>
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<p>O.M.No.PER. 211/75/65, dt, 3rd March, 1976.</p>	<p>business and the allocation among the Ministers of the said business indicates that the decision of any Minister or Officers under the Rules of</p> <p>Business made under these two Articles viz. Article 77 (3) in the case of President and Article 166 (3) in the case of the Governor of the State, is the decision of the President or the Governor, respectively.” In the said judgement it has been held that neither the President nor the Governor has to exercise executive functions personally. It would thus be clear that the requirement of proviso (c) to Article 311 (2) of the Constitution would be satisfied if the matter is submitted to the Minister-In-Charge under the relevant rules of business and receives the approval of the Minister. The matter has been examined in consultation with the Ministry of Law and in so far as the employees of the Government of India are concerned, it has been decided that in view of the recent judgement the letter dated 21.6.1971 quoted above (Department of Personnel & Administrative Reforms, Cabinet Secretariat, Government of India No. 6/1 (S)71-Estt. (B), dated 21.6.1971 not reproduced) need not be followed hereafter and the provisions contained in the letter are cancelled. Accordingly, it would be sufficient if the cases coming within the proviso (c) to Article 311 (2) of the constitution and Rule 19 (iii) of the Central Civil Services (Classification, Control and Appeal) Rules, 1965, are submitted to the Minister-in-Charge for necessary orders.”</p> <p>Premature retirement – consideration of representations against - Procedure for –</p> <p>6. Government have had under consideration the question of prescribing a procedure for considering the representations from Government servants against orders of premature retirement should be considered by a Committee consisting of the Chief Secretary and the Special Secretary, General Administration Department and the Special Secretary, Planning Department as Members. The recommendations of the Committee are to be submitted to the Government in the Personnel Department for consideration and decision. For this purpose the representations of the Officers concerned may be sent by the Administrative Departments/Heads of Departments to the Government in the Personnel</p>
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<p><i>No.PER.123/76/5, dt. 7th Apr. 1976</i></p> <p><i>No.PER.87/77/2 dt. 9th May, 1977</i></p> <p><i>O.M.No.PER.93/77/130, dt. 7th July, 1980</i></p>	<p>Department.</p> <p>7.. The Character Rolls of persons who have attained 50 years of age or completed 25 years service and in whose cases there are at least two adverse entries in the Annual Confidential Reports for the last five years should also be submitted to the Chief Secretary even if the persons concerned are not proposed for compulsory retirement.</p> <p>8. Government have noticed that some of Departments seem to be under the impression that the report mentioned under Para 4.1. above is no longer required to be submitted to the Personnel & A.R. (A) Department as the Emergency has been lifted. It is clarified that F.R. 56(F.R 57(b) of Meghalaya F.Rs & S.Rs) has been amended due to the need for improving administrative efficiency of all Government Offices. The provision for compulsory retirement of Government servants will, therefore, continue and the quarterly reports should be submitted as usual, i.e. the Quarterly report(s) should be regularly submitted not later than the third day of the succeeding month of the relevant quarter.</p> <p style="text-align: center;">Reconstitution of Review Committee</p> <p>9. Government have reconstituted the Committee for the purpose of considering the representations from the Government servants against orders of premature retirement as follows :-</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">1. Chief Secretary to the Govt. of Meghalaya</td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 25%;">Chairman</td> </tr> <tr> <td>2. Addl. Chief Secretary, Govt. of Meghalaya</td> <td style="text-align: center;">-</td> <td>Member</td> </tr> <tr> <td>3. Commissioner of Division, Meghalaya</td> <td style="text-align: center;">-</td> <td>Member</td> </tr> <tr> <td>4. Special Secretary Govt. of Meghalaya, Industries etc., Department</td> <td style="text-align: center;">-</td> <td>Member</td> </tr> </table>	1. Chief Secretary to the Govt. of Meghalaya	-	Chairman	2. Addl. Chief Secretary, Govt. of Meghalaya	-	Member	3. Commissioner of Division, Meghalaya	-	Member	4. Special Secretary Govt. of Meghalaya, Industries etc., Department	-	Member
1. Chief Secretary to the Govt. of Meghalaya	-	Chairman											
2. Addl. Chief Secretary, Govt. of Meghalaya	-	Member											
3. Commissioner of Division, Meghalaya	-	Member											
4. Special Secretary Govt. of Meghalaya, Industries etc., Department	-	Member											

O.M.No.PER.
211/75/101, dt
20th,June,1978

10.1. Instructions have been issued from time to time laying down the detailed procedure to be followed in applying the provisions of F.R.56 (F.R 57(b) of Meghalaya F.Rs & S.Rs) of the Fundamental Rules & Subsidiary Rules relating to compulsory retirement, the guidelines to be kept in view while deciding cases of premature retirement under the provisions of the above rule and the safeguard to be observed with a view to ensuring that the spirit of the provisions of the rules and instructions on the subject are not exceeded.

10.2. The whole matter has been reviewed by the Government very care - fully in the light of representations and suggestions received in this behalf with a view to considering whether any modifications or additions are necessary in regard to the following aspects :

- (i) Basic policy relating to premature retirement;
- (ii) Adequacy of the existing criteria and guidelines set out for implementing the policy ;
- (iii) Procedures for initial review of cases for premature retirement as well as for entertaining/considering representations against such premature retirement; and ,
- (iv) Need for special steps, if any, in regard to cases of employees who had been prematurely retired.

10.3. After careful consideration of the matter, Government have decided that while the existing provisions relating to premature retirement of Government employees would continue to operate, implementation of the existing scheme would be subject to the following modification/amplication :-

- (i) While the entire service records of an Officer should be consi-

	<p>dered at the time of review, no employee should ordinarily be retired on grounds of in-effectiveness if his service during the</p> <p>during the proceeding five years, or where he has been promoted to a higher post, during that five years period, his service in higher post, has been found satisfactory.</p> <p>(ii) No employee should ordinarily be retired on grounds of ineffectiveness, if, in any event, he would be retiring on superannuation within a period of one year from the date of consideration of his case.</p> <p>(iii) The opportunity to avail of reversion to a lower post may be made available to those employees who are officiating in a higher post and are substantive in a lower post and also those employees who are substantive in a higher post, provided they had been previously promoted from a lower post.</p> <p>(iv) Final orders on representations against orders of premature retirement/removal or dismissal from service should be passed only after obtaining the recommendation of the Review Committee constituted in this regard.</p> <p>(v) Every case of premature retirement/removal or dismissal from service in pursuance of the instructions contained in office Memorandum No.PER.218/75/2, dated the 2nd August, 1975 (Refer Para 1 above) need not be reviewed by Government on its own. However, as and when representations are received from affected employees, such representations should be forwarded to the Government in the Personnel & A.R. (A) Department along with the views of the appointing authority with all the relevant documents and the Character rolls of the person concerned for consideration by the Review Committee.</p>
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<p><i>O.M. No.PER (AR 218/75/ 106, dtd. 21st July, 1988.</i></p>	<p style="text-align: center;">Premature retirement of Government servants under F.R. 57 (b)</p> <p>11.1. Under F.R. 57(b) of the Meghalaya Fundamental Rules & Subsidiary Rules, 1984, the “appropriate authority” may, if he is of the opinion that it is in the public interest to do so, retire a Government servant by giving him notice of not less than three months in writing or three months pay and allowances in lieu of such notice after he has attained fifty years of age or has completed twenty five years of service, whichever is earlier. The term “appropriate authority” referred to above means the authority which has the power to make substantive appointment to the post or service from which the Government servant is required to retire.</p> <p>11.2. The above rule, commonly referred to as the rule of premature retirement, is based on sound policy and is meant to subserve public interest. The object of the above rule is to weed out (1) Government servants of doubtful integrity, (2) Government servants who have outlived their utility and have become inefficient or ineffective and (3) Government servants whose physical and mental condition is such as to make them incapable of further satisfactory service.</p> <p>11.3. In order to achieve the objective mentioned above, the State Government is pleased to constitute a Review Committee for each and every Department of the Government to consider the cases of premature retirement of Government servants under F.R. 57(b) as recommended by the Appointing Authority on the basis of Confidential Report dossiers and other reports/documents made available to it, and consisting of the following officers :-</p>
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Sl No.		
1.	Shri J.M. Phira, IAS	Chairman
2.	Shri N.N.Mookherjee, IAS	Member
3.	Shri W.M.S. Pariat, IAS	Member
4.	SpecialSecretary/Secretary/Addl.Secretary of the Department concerned.	Member Secretary

11.4. Where the Appointing Authority is satisfied that a Government servant who has attained fifty years of age or has completed twenty-five years (of) service has ceased to take any interest in his work or has become ineffective or inefficient or whose physical and mental condition is such as to make him incapable of further service or whose integrity is in doubt, such persons should be considered for premature retirement under F.R. 57(b). A list of such persons with their service records and Character Rolls together with the recommendation of the Appointing Authority that they may be prematurely retired under F.R. 57(b) should be sent to the Member-Secretary of the Review Committee of the Department for the purpose of placing such cases for consideration of the Review Committee. The Special Secretary/Secretary/Additional Secretary of the respective Department (in his capacity as Member-Secretary) should ensure that such cases are placed before the Review Committee for consideration as early as possible. Premature retirement under F.R. 57(b) is not a punishment. Since premature retirement is sought to be made purely in public interest, the Review Committee should not have any hesitation in deciding such cases on merits.

	<p>11.5. In order to ensure that the review is undertaken regularly it is desirable that every Department should maintain a register of the Government servants who are due to attain the age of fifty years or are due to complete twenty five years service, as the case may be. The register should be scrutinised at the beginning of every quarter and the review undertaken according to the following schedule :-</p>
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Quarter ending in which review is to be made	Cases of Government servants who have attained fifty years of age or completed twenty five years service, as the case may be, in the quarter indicated below to be reviewed
1	2
(1) January to March	October to December of the previous year.
(2) April to June	January to March of the same year
(3) July to September	April to June of the same year
(4) October to December	July to September of the same year

	<p>11.6. The review as indicated above should be started immediately in respect of all those Government servants who have since attained fifty years of age or completed twentyfive years of service as on date.</p> <p>11.7. A quarterly report of cases of premature retirement should be sent to Personnel & A.R. (A) Department at the end of every quarter.</p>
<p>O.M.No.PER.21 8/75/119, dtd, 27th March 1989</p>	<p>12. The Government have issued instructions to review the cases of Government servants for premature retirement under F.R. 57(b) after they have attained fifty years of age or have completed twenty five years of service, whichever is earlier and have constituted a Review Committee for each Department of the Government to consider the cases. In order to</p>

	<p>streamline the procedure and also the method of working of the said Committee, it has been decided that henceforward the cases of the</p> <p>Government servants for review for premature retirement to be placed before the Review Committee should be accompanied with the information as detailed in the Proforma below.</p>
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(P R O F O R M A)

1. Name and designation of the Officer :-
2. Date of birth :-
3. Date of first appointment to Government Service :-
4. Date of promotion to the present Grade/Post :-
- 5.(a) Has any explanation been called for them from the Officer during the last three years for any negligence, Lapse, etc? What was the result thereof ?
(Copies of Relevant correspondence to be enclosed)
- (b) Has the Officer been warned for any negligence, lapse, etc during the last three years (Copies of relevant order to be enclosed)
- 6.(a) Have any departmental proceedings been drawn up against the Officer during the last three years ? If so, what was the result thereof ?
(Copies of relevant order to be enclosed).
- (b) Has the Officer ever been placed under suspension during the last three years ? (Copies of relevant orders to be enclosed):
7. Please comment on the Officer's (a) discipline, (b) Punctuality and attendance and (c) official functioning -
8. Please give details of Earned Leave/Commuted Leave availed of by the

Officer during the last five years and the ground on which leave was applied for :-

9. What is the Officer's general state of health ? Is the Officer fit to be retained in Government service ? (in case of doubt, or where the Officer has availed of frequent Medical Leave during the last few years the Officer may be examined by the Medical Board. (Copy of the findings of the Medical Board to be enclosed)

NB: (The ACR, Dossier of the Officer is also to be enclosed)

Secretary of the concerned Department
