



To

1. All the District Municipal Commissioners of the State of Haryana.
2. All the Commissioners of Municipal Corporations in the State of Haryana.

Memo: No. DULB/Estt.-2E/2025/ 11870

Dated 10-06-2025

- Sub.- I. Regarding Standard Operating Procedure (SOP) for handling the disciplinary proceedings in respect of employees of Municipalities.**
- II. Regarding Standard Operating Procedure (SOP) for grant of Annual Increment to all the municipal officers belonging to Group-A and B.**

Kindly refer the subject noted above.

2. It is brought to your notice that currently the department lacks a standardized framework for handling disciplinary matters where proceedings are initiated against more than one employee through a single file, particularly when the services of these employees are controlled by different authorities. This situation presents significant challenges in tracking and reviewing such cases on a unified platform.

3. In such cases, the decision to initiate disciplinary proceedings must be communicated to each concerned branch so that it can be properly recorded and processed in the personal file of each delinquent employee. However, since the initial decision is recorded in a single file, there is a risk that the decision may not be timely or properly conveyed to all relevant branches, which could lead to delays or inconsistencies in disciplinary action.

4. To address this issue, the Government has decided to centrally manage the progress and review of disciplinary proceedings involving multiple employees. The responsibilities are delegated as follows:

- For **Group 'A' and 'B' employees**: The **Administrative Department** will monitor and review the progress of disciplinary proceedings.
- For **Group 'C' and 'D' employees**: The **Directorate of Urban Local Bodies, Haryana** will be responsible.

(A copy of the detailed guidelines/SOP is enclosed as **Annexure-1** for ready reference.)

5. Additionally, the Government has decided that the establishment of all municipal officers belonging to Group 'A' and 'B' shall lie with the Directorate of Urban Local Bodies, Haryana. Accordingly, personal files and service books of these employees shall be maintained at the Directorate level. Henceforth, **Annual Increments** will be sanctioned by the Urban Local Bodies Department, based on proposals submitted by the concerned DMCs/CMCs (Refer to **Annexure-2** for further details).

6. It is, therefore, requested to issue necessary directions to the concerned officers/officials under your jurisdiction to review the draft documents provided at **Annexure-1** and **Annexure-2** and submit the requisite information to this office without any further delay.

7. Your cooperation in this matter is solicited to ensure uniformity, efficiency and timely handling of disciplinary matters and service-related processes.

(Deepak Kumar, Supdt. Estt)
Directorate of Urban Local Bodies,
Haryana, Panchkula. @

Dated 10-06-2025

Endst. No. DULB/Estt.-2E/2025/ 11871

A copy of the above is forwarded to all the Executive Officers/Secretaries of Municipal Councils/Municipal Committees for doing needful on top priority.

(Deepak Kumar, Supdt. Estt)
Directorate of Urban Local Bodies,
Haryana, Panchkula. @

Standard Operating Procedure (SOP) for handling the disciplinary proceedings in respect of employees of municipalities.

Presently, standard framework is not available in the department for dealing the disciplinary matters where decision is taken on a single file to initiate disciplinary proceedings against more than one employee and the services of these employees are controlled by the separate authorities. Further, it becomes difficult to review the progress about the status of disciplinary proceedings against delinquents at a single platform. In such a situation, it is required to endorse the decision taken to each of the dealing Branch of such authority so as to deal the case on the personal file of each such delinquent employee. But due to decision taken on particular file, there are chances that the decision to initiate disciplinary proceedings against other delinquent officials may not be conveyed to all the concerned Branches or conveyed at later stage. Due to this gap, the progress of disciplinary proceedings may get varied against all the delinquents. Hence, it becomes difficult for the authorities to take final decision in the disciplinary matters, resulting in unnecessary delays. Sometimes, delinquent employee gets scot free due to non-initiating of disciplinary proceedings within the prescribed time.

2. To cope up with the issue, it has been decided that where more than one employee are involved in any disciplinary matter, the progress of the disciplinary proceeding will be kept and reviewed by the officers at the level of Administrative Department for group-'A' and 'B' and Directorate of Urban Local Bodies, Haryana for group-'C' and 'D' as per details given below:-

(a) When more than 1 (one) employees are involved in a disciplinary matter and decision for initiating disciplinary proceedings is taken on the file of Administrative Department,-

(i) the progress of the disciplinary matter will be kept and reviewed by the Deputy/Under Secretary, Urban Local Bodies Department for group-'A' and 'B' category till the disposal of matter.

(ii) the Deputy/Under Secretary will convey the decision of disciplinary proceedings to all concerned dealing Branches of Administrative Department as well as to Directorate of Urban Local Bodies, Haryana for initiating disciplinary proceedings on the personal files of the concerned delinquents.

- (iii) the Deputy/Under Secretary or Joint/Deputy Director of Directorate, as the case may be, shall ensure that disciplinary proceedings against all the erring officials are initiated and the progress of disciplinary proceedings is as per timelines as provided in the rules.
- (b) When more than 1 (one) employees are involved in a disciplinary matter and decision for initiating disciplinary proceedings is taken on the file of Directorate of Urban Local Bodies, Haryana,-
- (i) the progress of the disciplinary matter will be kept and reviewed by the Joint/Deputy Director, Urban Local Bodies Department till the disposal of the matter as the decision has been taken on the file of the Directorate.
- (ii) the Joint/Deputy Director will convey the decision of disciplinary proceedings to Deputy/Under Secretary or concerned dealing Branches of Directorate or concerned Commissioner/District Municipal Commissioner, as the case may be, for initiating disciplinary proceedings on the personal files of the concerned delinquents.
- (iii) the Joint/Deputy Director shall ensure that disciplinary proceedings against all the erring officials have been initiated and the progress of disciplinary proceedings are as per timelines as provided in the rules.
- (c) Further, both the Deputy/Under Secretary and Joint/Deputy Director shall ensure the information of all the delinquents involved in the disciplinary matter is attached in each personal file along with the status of each proceeding. The prescribed proforma is attached as **Annexure-A**.
- (d) Further, the timelines for dealing the cases related to disciplinary proceedings will be as under :-

Sr. No.	Dealing Officer/ Responsibilities	Activity	Maximum Time limit (working days)
(a)	(b)	(c)	(d)
1	Deputy/Under Secretary in case the decision is	To convey the decision of disciplinary proceedings to all concerned Branches of	Within 02 days after receipt of file

Sr. No.	Dealing Officer/ Responsibilities	Activity	Maximum Time limit (working days)
(a)	(b)	(c)	(d)
	taken on A.D. file and Joint/Deputy Director in case the decision is taken on Directorate file	Administrative Department in respect of group-'A' and 'B' category as well as to the Directorate in respect of group-'C' and 'D' category for initiating disciplinary proceedings on the personal files of the concerned delinquents.	on which decision has been taken
2	Concerned Assistant	To prepare and put up the draft of chargesheet, after obtaining the report from field offices, if required, for approval/signatures of the competent authority.	20 days
3	Concerned Superintendent	To examine and put up the case to the higher authority.	03 days
4	Deputy/Under Secretary or Joint/ Deputy Director, as the case may be	To examine and put up the case to the competent authority.	03 days
5	Special Secretary or Director, Urban Local Bodies, Haryana, as the case may be	(i) To submit case to the competent authority in case of Special Secretary. (ii) To take decision in case of Director, ULB, being competent authority.	05 days
6	Competent authority	For decision.	-
7	Deputy/Under Secretary or Joint/ Deputy Director, as the case may be	After approval, issuance of chargesheet.	03 days

Sr. No.	Dealing Officer/ Responsibilities	Activity	Maximum Time limit (working days)
(a)	(b)	(c)	(d)
8	Delinquent officer/ official	Submission of reply.	Usually 02-03 weeks will be provided but not more than 45 days*
9	Concerned Assistant	To put up the case for taking decision regarding appointment of Inquiry Officer, in case punishing authority decides to enquire into the matter.	05 days
10	Concerned Superintendent	To put up the case for taking decision regarding appointment of Inquiry Officer.	02 days
11	Deputy/Under Secretary or Joint/ Deputy Director, as the case may be	To put up the case for taking decision regarding appointment of Inquiry Officer.	02 days
12	Special Secretary or Director, Urban Local Bodies, Haryana, as the case may be	(i) To submit case to the competent authority in case of Special Secretary. (ii) To take decision in case of Director, ULB, being competent authority.	03 days
13	Competent authority	For approval/decision.	-
14	Deputy/Under Secretary or Joint/ Deputy Director, as the case may be	Issuance of order regarding appointment of Inquiry Officer, if required.	03 days
15	Inquiry Officer	To conclude and submit the inquiry report.	90 days**
16	Concerned Assistant	To put up the case for taking decision after receipt of inquiry report.	07 days

Sr. No.	Dealing Officer/ Responsibilities	Activity	Maximum Time limit (working days)
(a)	(b)	(c)	(d)
17	Concerned Superintendent	To put up the case to higher authority for taking decision.	02 days
18	Deputy/Under Secretary or Joint/ Deputy Director, as the case may be	To put up the case to competent authority for taking decision.	03 days
19	Special Secretary or Director, Urban Local Bodies, Haryana, as the case may be	(i) To submit case to the competent authority in case of Special Secretary. (ii) To take decision in case of Director, ULB, being competent authority.	05 days
20	Competent authority	For approval/decision	-
21	Deputy/Under Secretary or Joint/ Deputy Director, as the case may be	Issuance of final order of decision.	03 days
22	Concerned Assistant	Entry to be made in service book and its uploading on HRMS Portal.	02 days
<p>Note - * As per the provisions of rule 7 (A) (4) of Haryana Civil Services (Punishment & Appeal) Rules, 2016, the total period shall include all days including holidays.</p> <p>** As per the guidelines issued by the Chief Secretary to Government, Haryana, Vigilance Department vide No. 48/01/2008-3Vig.II dated 15th March, 2022, the total period shall include all days including holidays.</p>			

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ANNEXURE-A

The details of all the delinquents to be kept in their personal files of all officials involved in the disciplinary proceedings.

Sr. No.	Name of Officer	Designation	Place of Posting at the time of disciplinary proceedings	Brief of charges	Issuance of Chargesheet	Reply to Charge sheet	Whether any judicial proceedings are initiated in the same case? Details thereof	Whether prosecution sanction has been issued or not?	Status of judicial proceedings, whether on witness, evidence or final argument stage and next date of hearing?	Appointment of Inquiry Officer	Opportunity of Personal Hearing	Decision by Punishing Authority	Remarks
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)
1													
2													
3													
4													
5													

Standard Operating Procedure (SOP) for grant of annual increment to all the municipal officers belonging to group-A and B.

It has been decided that the establishment of all municipal officers belonging to group-A and B shall lie with the Directorate of Urban Local Bodies, Haryana. As such, their personal files and service books shall remain and be maintained in the Directorate.

Hence, their annual increments will be granted at the level of Urban Local Bodies Department. For grant of increment, the proposal from the concerned District Municipal Commissioner/Commissioner of Municipal Corporation will be received in the following format :-

S.N.	Particulars	Report of municipality
(a)	(b)	(c)
1.	Name of Officer	
2.	Designation	
3.	Place of posting(s) during the relevant year.	
4.	Due date of annual increment.	
5.	Whether minimum six months qualifying period completed on the due date of annual increment?	
6.	Whether the officer was on duty on due date of increment? If the officer was on leave, other than casual leave, on due date of increment, detail of leave along with order of approval.	
7.	Service satisfaction report for the period from ____ to _____. Whether the service verification has been recorded in the physical service book and on HRMS portal ?	
8.	Whether any increment has been stopped by the punishing	

S.N.	Particulars	Report of municipality
(a)	(b)	(c)
	authority with or without cumulative effect? If yes, details of punishment awarded since _____ (date) and present status.	
9.	Other information, if any.	

Thereafter, the concerned Branch of the department will put up the case for seeking approval for grant of annual increment in favour of municipal officers belonging to group-A and B. The order of annual increment will be placed in the personal file of each municipal officers of group-A and B.

The channel for dealing the case along with timelines in respect of grant of annual increment to municipal officers of group-A and B will be as under :-

Sr. No.	Dealing Officer/ Responsibilities	Activity	Maximum Time limit (working days)
(a)	(b)	(c)	(d)
1	All CMCs/DMCs	Will provide the report in the prescribed format within seven days of annual increment becoming due either on first January or first July, as the case may be.	7 days
2	Concerned Assistant	Will examine and process the case along with draft order through Accounts Officer designated for HR matters.	3 days
3	Concerned Superintendent	Will examine and forward the case to the designated Accounts Officer.	1 day
4	Designated Accounts Officer	Will examine and verify the annual increment and forward the same to competent authority for approval.	2 days
5	Competent Authority	Will take decision regarding grant of annual increment.	2 days

Sr. No.	Dealing Officer/ Responsibilities	Activity	Maximum Time limit (working days)
(a)	(b)	(c)	(d)
6	Concerned Superintendent	Will issue the orders of annual increment and communicate the same to all concerned through official email.	2 days
7	All CMCs/DMCs	Will ensure that salary for the month of January or July, as the case may be, is released by enhancing the basic pay as per annual increment order issued by the Directorate.	-
