

**HARYANA STATE WAREHOUSING CORPORATION**  
**BAY No. 15-18, SECTOR-2, PANCHKULA**

**OFFICE ORDER**

In the disciplinary cases the following Standard Operating Procedure is ordered:-

Sr. No.	Activity	Concerned official/ officer	Number of days
1.	Receipt of orders of charge-sheet by Administration Branch	-	-
2.	Putting up to the concerned Branch for preparation of charge-sheet	Concerned Assistant	5 days
3.	Forwarding the same to the concerned Branch	Manager (P) Secretary	2 days 1 day
4.	Preparation of charge-sheet by the concerned Branch	-	10 days
5.	Serving of charge-sheet by Admin. Branch	Dealing Assistant Assistant Manager Manager (P) Secretary	5 days 3 days 2 days 1 day
6.	Putting up the reply for comments of the concerned Branch.	Dealing Assistant Assistant Manager Manager (P) Secretary	5 days 3 days 2 days 1 day
7.	Submission of reply by the concerned Branch Head (NOTE- No reminder is proposed to be issued and in case the Branch Head does not reply/ submit his comments in 15 days the file shall be put up for orders of Worthy Managing Director)	Branch Head	15 days
8.	Submission of reply to the Worthy Managing Director	Dealing Assistant Assistant Manager Manager (P) Secretary	5 days 3 days 2 days 1 day
9.	Conveying orders of Worthy Managing Director to the delinquents (NOTE- Number of days means working days.)	Dealing Assistant Assistant Manager Manager (P) Secretary	5 days 3 days 2 days 1 day

NOTE- Number of days means working days.

No Officer/ Official is allowed to down mark the file with discuss remarks. The number of days the file remains in "Discuss" mode is the onus of the concerned employee/ officer.

It is further ordered that once the charge-sheet is issued and reply of the delinquents is received, the same is forwarded to the concerned Branch Head for comments. If no response is received within 15 days, the charge-sheet is ordered to be put up for the orders of Worthy Managing Director.

DATED: 08.07.2020  
PLACE: PANCHKULA

MANAGING DIRECTOR

Endst. No. HSWC/Admn./EA-6/2020/ 30050-071

Dated: 20 JUL 2020

A copy of the above is forwarded for information and necessary action to:

1. All the Divisional Heads at Head Office.
2. All the AMAs/Assistants working in Admn. Branch.
3. P/M.D. for information of worthy Managing Director.

NP-A

D/C

SECRETARY  
FOR MANAGING DIRECTOR

**HARYANA STATE WAREHOUSING CORPORATION**  
**BAY No. 15-18, SECTOR-2, PANCHKULA**

**OFFICE ORDER**

It is hereby ordered that the delinquent shall not be provided any opportunity more than 45 days for submission of their reply in the chargesheet issued under Rule-7 and 8. Further, no reminder in this regard shall be issued.

**DATED: 08.07.2020**  
**PLACE: PANCHKULA**

**MANAGING DIRECTOR**

**Endst. No. HSWC/Admn./EA-6/2020/32258-287**

**Dated:**

**11 AUG 2020**

A copy of the above is forwarded for information and necessary action to:

1. All the officers at Head Office/ in the field. They are also requested to bring the above orders in the notice of all the officers/officials working under them and in their circles.
2. All the AMAs/Assistants working in Admn. Branch.
3. PA/M.D. for information of worthy Managing Director.

**SECRETARY  
FOR MANAGING DIRECTOR**

o/c

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