

**Subject :- Regarding issuance of checklist proforma for considering the transfer cases.**


Will the Under Secretary, Deputy Director (Admin.), Superintendent Committee-I & II and Superintendent (Admin./Estt.), H.Q. please refer to the subject cited above?

2. Commissioner and Secretary to Government, Haryana, Urban Local Bodies Department has approved the checklist proforma for considering/dealing transfer cases of all categories of staff including municipal staff at the level of Administrative Department and Directorate.

3. Hence, please find enclosed herewith the copy of said checklist proforma with the request to create and maintain the database pertaining to all the fields mentioned in the prescribed checklist in respect of all the staff so that as and when the transfer case of any employee is to be processed the same can be put up without any delay in a time bound manner. Further, it shall also be ensured that all such transfer cases are put up strictly as per the prescribed checklist in future.

***The above directions be strictly complied with.***

**Encl.** As above.

  
25/08/2023  
Additional Director (H.Q.),  
for Director, Urban Local Bodies,  
Haryana, Panchkula.

To

1. USULB.
2. Deputy Director (Admin.), H.Q.
3. Superintendent Committee-I and II.
4. Superintendent (Admin./Estt.), H.Q.

U.O. No. DULB/Admin./2A/2023/24517

Dated : 25<sup>th</sup> August, 2023

**CC:-**

1. Secy./ULBM.
2. PS/C&S, ULB.
3. PA/DULB.
4. PA/SS, ULB.
5. PA/ADULB (H.Q.).
6. PA/JDULB (Admn.).


## Department of Urban Local Bodies

### Check list for Transfer cases

S.N.	Particulars	Details																																			
(a)	(b)	(c)																																			
1.	Name of officer/official																																				
2.	Designation																																				
3.	Employee ID/HRMS ID																																				
4.	Date of joining into service																																				
5.	Date of retirement																																				
6.	Gender (Male/Female)																																				
7.	Marital Status																																				
8.	Mobile Number.																																				
9.	Email ID																																				
10.	Home District																																				
11.	Place where the family of employee is settled.																																				
12.	Whether spouse working in State Government or Government of India or any statutory body of the State/Central Government? If yes, detail be provided. (place of posting of spouse)																																				
13.	Level of post (State Level/District Level)																																				
14.	Place of present posting																																				
15.	Date from which posted at present place.																																				
16.	Whether the officer/official is physically challenged? If yes, UDID Number with %age of disability?																																				
17.	Whether any member of family of the employee is differently abled or mentally challenged? If yes, proof be attached.																																				
18.	Transfer Note received from																																				
19.	Ground of transfer																																				
20.	Status of vacancy at MCs																																				
	(a) MC from where the transfer is recommended.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Sanctioned</th> <th style="width: 10%;">Filled Up</th> <th style="width: 10%;">Vacant</th> <th style="width: 20%;">Required as per norms fixed by the Deptt.</th> <th style="width: 20%;">Short/Excess as per norms fixed by the Deptt.</th> </tr> <tr> <th>(a)</th> <th>(b)</th> <th>(c)</th> <th>(d)</th> <th>(e)</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Sanctioned	Filled Up	Vacant	Required as per norms fixed by the Deptt.	Short/Excess as per norms fixed by the Deptt.	(a)	(b)	(c)	(d)	(e)																									
Sanctioned	Filled Up	Vacant	Required as per norms fixed by the Deptt.	Short/Excess as per norms fixed by the Deptt.																																	
(a)	(b)	(c)	(d)	(e)																																	
	(b) MC for which the transfer has been recommended.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Sanctioned</th> <th style="width: 10%;">Filled Up</th> <th style="width: 10%;">Vacant</th> <th style="width: 20%;">Required as per norms fixed by the Deptt.</th> <th style="width: 20%;">Short/Excess as per norms fixed by the Deptt.</th> </tr> <tr> <th>(a)</th> <th>(b)</th> <th>(c)</th> <th>(d)</th> <th>(e)</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Sanctioned	Filled Up	Vacant	Required as per norms fixed by the Deptt.	Short/Excess as per norms fixed by the Deptt.	(a)	(b)	(c)	(d)	(e)																									
Sanctioned	Filled Up	Vacant	Required as per norms fixed by the Deptt.	Short/Excess as per norms fixed by the Deptt.																																	
(a)	(b)	(c)	(d)	(e)																																	
21.	Feasibility of transfer (Yes/No)																																				
22.	Detail of posting of the officer/official for last two years.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">S.N.</th> <th style="width: 20%;">Name of MC</th> <th style="width: 15%;">From (Date)</th> <th style="width: 15%;">To (Date)</th> <th style="width: 15%;">Tenure</th> </tr> <tr> <th>(a)</th> <th>(b)</th> <th>(c)</th> <th>(d)</th> <th>(e)</th> </tr> </thead> <tbody> <tr><td>1</td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td>2</td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td>3</td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td>4</td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td>5</td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	S.N.	Name of MC	From (Date)	To (Date)	Tenure	(a)	(b)	(c)	(d)	(e)	1					2					3					4					5				
S.N.	Name of MC	From (Date)	To (Date)	Tenure																																	
(a)	(b)	(c)	(d)	(e)																																	
1																																					
2																																					
3																																					
4																																					
5																																					

ADVUB (NO)

S.N.	Particulars	Details				
(a)	(b)	(c)				
23.	Tenure of last five (5) postings of the officers/officials	S.N.	Name of MC	Date		Tenure
				To	From	
		1				
		2				
		3				
		4				
		5				
24.	Whether up-to-date Property Returns (upto 2022-23) have been filed by the officer/official?					
25.	Whether any complaint is pending at the present station from where the transfer is recommended?					
26.	Whether any complaint is pending at the station where the transfer is recommended?					
27.	Whether the official is under suspension? (Yes/No)					
28.	Whether the official is on Long Leave? If yes, kind of leave alongwith period of leave.					
29.	Whether departmental proceedings under Rule 7 or 8 (if charge-sheet has been issued) is pending against the officer/official? If yes, status of proceedings.					
30.	Whether judicial proceeding is pending against the officer/official? If yes, status of the said proceedings?					
31.	Whether officer/official is under the currency of punishment awarded in any departmental case? If yes, status of punishment awarded.					
32.	Whether upto date service of officer/ official has been verified?					
33.	Whether the complete Service Book has been updated on the HRMS Portal?					
34.	Any other detail/remarks.					

  
 ADULS (HO)