

To

1. All the Commissioners of Municipal Corporations in the State of Haryana.
2. All the District Municipal Commissioners in the State of Haryana.
3. All the Executive Officers and Secretaries of Municipal Councils and Municipal Committees in the State of Haryana.

Memo No. DULB/Admin./2A/2025/12913

Dated : 25<sup>th</sup> June, 2025

**Subject :- Regarding checklist/proforma for Departmental Promotion Committee.**

Please refer to the subject cited above.

2. A checklist proforma for considering promotion cases had been circulated vide this office letter No. DULB/Admn/2A/2023/18858 dated 14<sup>th</sup> June, 2023 with the request that in future all the cases of promotions be dealt as per the said checklist by the municipalities, Directorate as well as Administrative Department.

3. In addition to above, Departmental Promotional Committee (DPC) had also been constituted for considering the promotion cases of the officers/officials of the Urban Local Bodies Department and the same was conveyed to all the municipalities vide order dated 26<sup>th</sup> October, 2023.

4. There is a need to prepare a set procedure so that any required information is not missed or left out while submitting the cases to the higher authorities. In order to provide the transparency and fairness in the promotion cases, checks are required to be ensured while dealing such cases. To achieve this purpose, a checklist proforma for submission of proposals to DPC in respect of promotion cases has been approved by the Administrative Secretary, Urban Local Bodies Department. The copy of the same is enclosed herewith for further necessary action.

5. It is, therefore, requested that in future the Departmental Promotion Committees shall process the promotional cases as per the enclosed checklist proforma.

Please ensure strict compliance.

**Encl.** Checklist proforma.

( Y.S. Gupta )

Additional Director,  
for Director General, Urban Local Bodies,  
Haryana, Panchkula.

Email id : adulb.ulb@hry.gov.in

**CC :-**

1. PS/C&S, ULB.
2. PA/DGULB.
3. PA/ADULB.
4. PA/JDULB-I and II.
5. USULB.
6. Superintendent (Admin./Estt.)/Dealing Assistants to strictly follow-up.
7. GM (IT), H.Q. for uploading the same on website of the department.

**Government of Haryana  
Urban Local Bodies Department  
Department Promotion Committee (DPC)**

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1. Agenda :
2. Meeting details :
3. Promotional post :
4. Service Group with FPL :
5. Applicable Service Rules :
6. Cadre strength :

| Sanctioned Post | Filled Post | Vacant Post |
|-----------------|-------------|-------------|
|                 |             |             |

7. Roaster details :

| S. No. | Category         | Quantum of reservation | Roaster points |
|--------|------------------|------------------------|----------------|
| (a)    | Scheduled Castes |                        |                |
| (b)    | PWDs             |                        |                |

8. Seniority list :

| Name | Date of issue | Final/ tentative |
|------|---------------|------------------|
|      |               |                  |

9. List of eligible candidates :

10. Name of officials presently :  
deployed in the post

11. Details of court cases along with orders, if any :

| Particulars: | Status : Currently operational or not |
|--------------|---------------------------------------|
| Summary:     |                                       |

*SD*  
*23/04*

|  |
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|  |
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**12. Service record :**

|                         |  |             |
|-------------------------|--|-------------|
| a)                      | <b>Name &amp; designation</b>  |             |
| b)                      | <b>Service detail with FPL after promotion</b>   |             |
| c)                      | <b>Education Qualification</b>   |             |
| d)                      | <b>Date &amp; year of joining in ULB Department</b>                                    |             |
| e)                      | <b>Details of posting in chronological order from the date of joining to till date</b> |             |
|                         |  |             |
|                         |  |             |
| f)                      | <b>ACR record of last 10 years</b>   | <b>Year</b> |
|                         |  | 2015-16     |
|                         |  | 2016-17     |
|                         |  | 2017-18     |
|                         |  | 2018-19     |
|                         |  | 2019-20     |
|                         |  | 2020-21     |
|                         |  | 2021-22     |
|                         |  | 2022-23     |
|                         |  | 2023-24     |
|                         |  | 2024-25     |
| <b>Summary of ACRs:</b> |  |             |

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|                                  |   |         |        |
|----------------------------------|---|---------|--------|
| g)                               | Disciplinary action details                                     | Details | Status |
|                                  |   | 1.      |        |
|                                  |   | 2.      |        |
|                                  |   | 3.      |        |
|                                  |   | 4.      |        |
| Summary of disciplinary actions: |   |         |        |
| h)                               | Details of criminal proceedings including status of chargesheet |         |        |
| i)                               | Detailed remark by the department                               |         |        |

13. Relaxation, if any required :  
 details with rules and pre-  
 cedents for this post

14. Details of annexures :

| Sr. No.    | Particulars | Page No. |
|------------|-------------|----------|
| Annexure 1 |             |          |
| Annexure 2 |             |          |
| Annexure 3 |             |          |
| Annexure 4 |             |          |

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