

To

1. All the District Municipal Commissioners in the state of Haryana.
2. All the Commissioners of Municipal Corporations in the State of Haryana.
3. All the Executive officers/Secretaries of Municipal Councils/ Committees in the State of Haryana.

Memo No DULB/Admin/2A/2025/

7969

Date:


25/4/25

Subject: Regarding checklist/ Proforma for employees recommended for Deputation.

In reference to the subject cited above.

2. The deputation cases are required to be examined thoroughly at the level of municipalities as well as at the level of Directorate and Administrative Department. There is a need to prepare a procedure so that any required particular shall not be missed/ left out while submitting the cases to the higher authorities. In order to provide the transparency and fairness in the deputation cases of all categories of employees of Urban Local Bodies, checks are required to be ensured while dealing such cases. A checklist/ proforma has been approved by the commissioner & Secretary to Government of Haryana, Urban Local Bodies Department. The copy of checklist/ proforma for dealing deputation Cases is enclosed herewith for further necessary action.

3. It is, therefore, requested that in future all the cases of deputation be dealt at the level of municipalities as well as at the level of Directorate and Administrative department strictly as per enclosed checklist/proforma.


Superintendent Admn.
for Director General, Urban Local Bodies,
Haryana, Panchkula

Encl: Checklist Proforma

CC: -

1. PS/C&S, ULB.
2. USULB/SC-I&II.
3. Section officer (Admn).
4. PA/DULB.
5. PA/ADULB (Admn./HQ).
6. Superintendents (Admin.&Estt)/Dealing Assistants to follow up please.

Check List Proforma for employees recommended for deputation

Sr. No.	Particulars	Details
(a)	(b)	(c)
1.	Name of officer/official	
2.	Name of the Parent Department	
3.	Designation & Pay scale of the post held in Parent Department	
4.	Designation & pay scale of the post to be held on Deputation.	
5.	Whether the employee took any relaxation in promotion for current post	
6.	Level of post (State Level/District Level)	
7.	Employee ID/HRMS ID	
8.	Date of joining the service	
9.	Date of retirement	
10.	Gender (Male/Female)	
11.	Education Qualification (Degree/Diploma etc. with stream)	
12.	Marital Status	
13.	Mobile Number	
14.	Email ID	
15.	Home District	
16.	Present place of posting	
17.	Date of joining at the present place of posting	
18.	Place where the family of employee is settled	
19.	Whether spouse working in State Government or Government of India or any statutory body of the State/Central Government? If yes, details be provided	

	(Designation and Place of posting of spouse)					
20.	Whether the officer/official is physically challenged? If yes, UDID Number with %age of disability.					
21.	Deputation request i) If requested by the employee itself then explain the purpose for the deputation ii) If not, then the consent of employee					
22.	Period of Deputation requested					
23.	NOC from parent department					
24.	Recommendation with remarks from concerned DMC/CMC if the case is for extension					
25.	Vacancy Position at the MC where the deputation has been recommended for	Name of the MC -				
	Name of the post	Sanctioned	Filled Up	Vacant	Required as per norms fixed by the Dept.	Short/Excess as per norms fixed by the Dept.
		(a)	(b)	(c)	(d)	(e)
26.	Feasibility of Deputation as per vacancy position (Yes/No)					
27.	Details of posting of the officer/official since last 5 years.	Sr. No.	Name of Dept. with place	From (Date)	To (Date)	Tenure
		(a)	(b)	(c)	(d)	(e)

28.	Whether previously deputed in any department since joining in service? If yes, provide the details	Sr. No.	Name of Dept. with place	From (Date)	To (Date)	Tenure
29.	ACR/APAR details of the officer/official for the last 10 years (70% ACR should be <i>available and</i> outstanding)					
30.	Mention the period which ACR/APAR is not available for					
31.	Whether property return for last 10 years has been filed by the officer/official? (Mandatory)					
32.	Whether service of officer/official has been verified till present date?					
33.	Whether the complete Service Book has been updated on the HRMS Portal?					
34.	What is the specific public interest involved in the proposed deputation?					
35.	Any other detail/remarks.					

Note: Any employee initially appointed in his parent department and later on transferred/merged in other department will not be considered for deputation in ULB Department.