

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/

7970

Date:



25/4/25

Subject: Regarding checklist/ Proforma for appointment of consultants/experts.

In reference to the subject cited above.

2. The cases for appointment of consultants/experts 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 cases for appointment of consultants/experts 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 cases for appointment of consultants/experts is enclosed herewith for further necessary action.

3. It is, therefore, requested that in future all the cases of appointment of consultants/experts 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 Appointment of Consultants/Experts

Sr. No.	Particulars	Details
(a)	(b)	(c)
1.	Name	
2.	Date of retirement	
3.	Last Post held along with the name of dept.	
4.	Employee ID/HRMS ID of last post	
5.	Gender (Male/Female)	
6.	Present Age (In Years and Month)	
7.	Whether present age is above 65 years (yes/no)	
8.	Education Qualification (Degree/Diploma etc. with stream)	
9.	Marital Status	
10.	Mobile Number	
11.	Email ID	
12.	Home District	
13.	Last place of posting	
14.	Place where the family of employee is settled	
15.	Whether spouse working or retired from State Government or Government of India or any statutory body of the State/Central Government? If yes, details be provided (Current or Retirement Designation along with dept and place of posting)	
16.	Whether the officer/official is physically challenged?	

	If yes, UDID Number with %age of disability.					
17.	Post/Project for which appointment is applied					
18.	Previous experience, if any, held at post applied for					
19.	Any achievement/project/diploma/course completed related to the post/project applied for					
20.	Recommendation with remarks from concerned DMC/CMC					
21.	Details of other consultants/experts working in the concerned MC	Name of the MC -				
		Name of the post	Name of the person	Joining date on the current post	Completion date of period of appointment	Duties assigned
22.	Details of posting in last 5 years before retirement	Sr. No.	Name of Dept. with place	From (Date)	To (Date)	Tenure

23.	Whether previously appointed in any department since retirement from service? If yes, provide the details	Sr. No.	Name of Dept. with place	From (Date)	To (Date)	Tenure
24.	ACR details of last 10 years before retirement (70% ACR should be Very Good or above)					
25.	Whether property return for last 10 years before retirement had been filed by the person					
26.	Whether any departmental proceeding/ Vigilance enquiry is pending against the person? (If yes, then provide the details)					
27.	Whether the person has ever been punished in his career? If yes, status of punishment awarded.					
28.	Recommendation with remarks by higher authorities of the last post held before retirement					
29.	Any other detail/remarks.					