

CHECK LIST FOR RETENTION OF EMPLOYEE BEYOND 50 OR 55 YEARS

| Sr. No. | Particulars | Reply of office | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------|---|--|---------|--------|---------|---|---------|--|---|---------|--|---|---------|--|---|---------|--|---|---------|--|---|---------|--|---|---------|--|---|---------|--|---|---------|--|----|---------|--|
| 1 | Name of officer/official | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | Designation | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | HRMS Code | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | Date of Birth | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | Date of joining into service | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | Date of retirement | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | Completion of service at 25 years | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | Date of attaining age 50/55 years: (A) 55 years. (B) 50 years. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | Whether Disciplinary action/Vigilance inquiry is pending or not? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | <p>ACR Summary of last ten years.</p> <p>(a) in case of retention beyond 50 years 50% ACR summary should be 'Good' and above. (Yes or No)</p> <p>(b) in case of retention beyond 55 years 70% ACR summary should be 'Good' and above. (Yes or No)</p> | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">Sr. No.</th> <th style="width: 35%;">Period</th> <th style="width: 60%;">Summary</th> </tr> </thead> <tbody> <tr><td>1</td><td>2022-23</td><td></td></tr> <tr><td>2</td><td>2021-22</td><td></td></tr> <tr><td>3</td><td>2020-21</td><td></td></tr> <tr><td>4</td><td>2019-20</td><td></td></tr> <tr><td>5</td><td>2018-19</td><td></td></tr> <tr><td>6</td><td>2017-18</td><td></td></tr> <tr><td>7</td><td>2016-17</td><td></td></tr> <tr><td>8</td><td>2015-16</td><td></td></tr> <tr><td>9</td><td>2014-15</td><td></td></tr> <tr><td>10</td><td>2013-14</td><td></td></tr> </tbody> </table> | Sr. No. | Period | Summary | 1 | 2022-23 | | 2 | 2021-22 | | 3 | 2020-21 | | 4 | 2019-20 | | 5 | 2018-19 | | 6 | 2017-18 | | 7 | 2016-17 | | 8 | 2015-16 | | 9 | 2014-15 | | 10 | 2013-14 | |
| Sr. No. | Period | Summary | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | 2022-23 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | 2021-22 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | 2020-21 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | 2019-20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | 2018-19 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | 2017-18 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | 2016-17 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | 2015-16 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | 2014-15 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | 2013-14 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | Whether in service carrier he/she has earned any adverse remarks casting reflection on his/her integrity? (Yes or No) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | Whether the Officer/Official considered for good reputation regarding his/her integrity and honesty? (Yes or No) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12 | Level of post (State Level/District level). | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13 | Place of present posting. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14 | Date from which posted at present place. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15 | Whether the officer/official is physically challenged? If yes, UDID number with % age of disability. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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|---------|---|-----------------|
| 16 | Whether upto date Property Returns have been filed by the officer/official? | |
| 17 | Whether any complaint is pending at the station where the retention case recommended? | |
| 18 | Whether the official is under suspension? (Yes/No) | |
| 19 | Whether the official is on long Leave? If yes, kind of leave alongwith period of leave. | |
| 20 | Whether departmental proceedings under Rule 7 or 8 (if charge-sheet has been issued) is pending against the officer/official? If yes, status of the said proceedings? | |
| 21 | Whether judicial proceedings are pending against the officer/official? If yes, status of the said proceedings? | |
| 22 | Whether officer/official is under the currency of punishment awarded in any departmental case? if yes, status of punishment awarded? | |
| 23 | Whether upto date service of officer/official has been verified? | |
| 24 | Whether the complete service book has been updated on the HRMS Portal? If yes, please enclose the copy. | |
| 25 | Any other detail/Remarks. | |