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Subject:- Regarding issuance of checklist proforma for dealing Retirement and Disciplinary Cases.

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

- 2. Commissioner and Secretary to Government, Haryana, Urban Local Bodies Department has approved the checklist proformas for dealing the cases of Retirement and Disciplinary Proceedings of all categories of staff including municipal staff at the level of Administrative Department and Directorate.
- Hence, please find enclosed herewith the copy of said checklist proformas with the request to create and maintain the database pertaining to all the fields mentioned in the prescribed checklists while dealing the cases of Retirement and Disciplinary Proceedings. Further, it has also been directed by the Commissioner & Secretary to overnment, Haryana, Urban Local Bodies Department that checklist will be part of noting and shall not be enclosed as lose sheets or CPs. Furthermore, it shall also be ensured that all retirement/disciplinary cases are put up strictly as per the prescribed checklists in future. In case of non-filling the correct informations in the fields of checklists, responsibility of dealing officers/officials will be fixed.

Encl. As above.

Additional Director (H.Q.) for Director, Urban Local Bodies, Haryana, Panchkula.

Dated: 08th September, 2023

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/2023/28040

CC:-

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

## CHECK LIST FOR DISCIPLINARY CASES

Sr. No.	Particulars Annual Control of the Co	Reply of office
1	Name of employee	REST FREE IN TENSORS ASSESSED OF THE PERSONS ASSESSED.
2	Designation	Kateset
3	HRMS Code	START NO. DISHURA TONGSTON
4	Date of superannuation	Remode goases for H (16)
5	Whether the official is on deputation with the Department?	CONTRACTOR SERVICES SERVICES OF THE CONTRACTOR SERVICES S
6	Name of municipality/office where the employee is/was working at the time of charges/allegation.	AND SEES AS ASSESSED TO SEED OF THE SEED O
7	Brief of charges/allegations.	Spirits and partition of the property of the partition of
8	Whether the employee has been placed under suspension? If yes, date of suspension of employee.	is portiting to any Courts to so alreads of coore
9	Where the Head Quarter of the employee has been fixed ?	entitional contracts of
10	<ul> <li>(i) Whether preliminary Inquiry has been conducted?</li> <li>(ii) Whether decision has been taken to initiate disciplinary proceeding on the basis of preliminary inquiry? OR</li> <li>(iii) Decision has been taken to initiate disciplinary proceeding on the basis of report/recommendation of office</li> </ul>	ALTEROPER, INDESSAUTERS TO SERVICE AND SER
11	Whether decision has been taken for initiating disciplinary proceeding under:  (a) Rule-7 of HCS (P&A) Rules, 2016 has been taken?  Or  (b) Rule-8 of HCS (P&A) Rules, 2016 has been taken?  (c) Date of decision for initiating disciplinary proceeding.	Victoria Repartments of a constraint of a cons
12	(a) Whether the chargesheet has been issued within stipulated time against the delinquent?	Foru: Festis of the checklist more
13	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
14	<ul> <li>(a) Whether written reply to chargesheet has been submitted by the employees within specified period?</li> <li>(b) Date of submission of reply to chargesheet by the employee concerned.</li> </ul>	
15	1 1 -6 41 -	
16	(a) Name of Inquiry Officer (b) Name & Designation of Presenting Officer	
17	<ul><li>(a) Whether Inquiry Officer has submitted Inquiry Report in stipulated time?</li><li>(b) Date of submission of Inquiry Report.</li></ul>	
18	Decision on the Inquiry Report:  (a) Whether chargesheet dropped and matter has been filed? Or  (b) Decided to award punishment.	
19	(a) If decided for punishment, whether Show Cause Notice has been issued before awarding punishment?	
	(b) Date of Show Cause Notice	

les .

Sr. No.	Particulars	Reply of office
20	<ul><li>(a) Whether reply of Show Cause Notice has been submitted by the employee within prescribed time (one month)?</li><li>(b) Date of submission of reply to Show Cause Notice.</li></ul>	CHECK LIST
21	Whathan decision is a significant of the state of submission of the submission of th	man to that a fig. a.
21	Whether decision in any other case has been taken for initiation of departmental proceedings under Rule-7 or Rule-8?	1 Name of graployee
	(i) If yes, date of decision. Whether charge-sheet has been issued or not?	2 Designation 2 RTM_Code
	(ii) If not, reason thereof.	actionnergons have to
22	Whether departmental proceedings under Rule-7 or 8 (if charge-sheet has been issued) is pending against the officer/official in any other case? If yes, status of proceedings.	h Whether the official is on Department?
23	<ul> <li>(a) Whether any judicial proceeding against the officer/official in connection with the department is pending in any Court of Law? If so, details of cases alongwith their current status/order/directions.</li> <li>(b) Whether Department has also initiated departmental proceeding in the said matter? If yes, status of the same.</li> </ul>	y select of charges/allegations.  8 'Whether the employee has appearation? If yes, date of same a superstance in the charge the distribution of the charge (ii) Whether prefirminary input
24	Whether any proceeding against the officer/official in connection with the department is pending in Lokayukta? If so, details of cases alongwith their current status/order/directions.	Westber decision has been taken  disciplinary months for  (iii) Decision has been taken
25	Whether any complaint/case is pending with the Vigilance Department or any other Government investigating agency presently? If yes, details and status of the cases.	procedura vacanos report/reconstrucción al lisciplinary proceding under
26	Competent authority for taking decision of disciplinary action.	10 246-8-87 P.23F H. B. ST P. S. A. P. B. ST P. S. B. B. ST P. S. B. S. B. ST P. S. B. S.

Note: Fields of the checklist may be filled upto the stage of case.

## **CHECK LIST FOR RETIREMENT/SUPERANNUATION CASES**

r. lo.	Particulars	ol consul	Reply of off	ice
1	Name of Employee		STRUCT VEGISE TO	STREET, AL. 12
2	Father/Spouse Name	CARLES AND ENGINEE		
3	Designation	Antonia de Carriera	e areas a secondario	093
4	HRMS Code	TORREST CONTRACT	AL MERCHANIST CONTROL	AP. Chia
5	Date of Entry into Service			NAME OF THE OWNER OWNER OF THE OWNER OWNE
6	Date of Birth	Jensey Control		
7	Date of retirement/superannuation	THE PARTY OF THE P	according on the second	Data de Certa de Sa
8	Name of municipality from where the officer/			
	official is going to retire.			
9	Type of Retirement –			
	(i) Superannuation			
	(ii) Voluntary			
	(iii) Compulsory			
	(iv) Pre-mature			
	(v) Invalided			AND DESCRIPTION OF THE PROPERTY OF THE PROPERT
10	Total Service	Year	Month	Days
			Name of Street or Street	
11	Non-Qualifying Service (if any)	Year	Month	Days
	when the state of	West Date		
12	Net Qualifying Service	Year	Month	Days
	Visual-transfer		AND THE STATE OF THE STATE OF	est chestal
13	Details of previous service in case of			
	appointment on subsequent appointment/			
	transfer basis/merger/absorption.		And the tract	Repaired .
14	Whether service rendered in previous	380,000,000	availed the t	
	Department/Organization is qualifying for			
	pensionary benefits or not?			
	If yes, details of sanction accorded by competent			
	authority in this regard.		139.9	44012335
15	Details of leave salary and pension contribution			
	received in case of official having served on	Skell such		
	deputation outside Department during the	e oxolad		
	service career.			randerlie i
16	(a) Whether any judicial proceeding against			
	the officer/official in connection with the			
	department is pending in any Court of Law?			Miles
	If so, details of cases alongwith their			
	current status/order/directions.			
	(b) Whether Department has also initiated			
	departmental proceeding in the said	83712045/36		
	matter? If yes, status of the same.			
17	Whether any proceeding against the			
	officer/official in connection with the	agisagian <sup>s</sup>		
	department is pending in Lokayukta? If so,			
	details of cases alongwith their current			
	status/order/directions.			
18				
	pending with the Vigilance Department or any			
	other Government investigating agency at the			
	time of retirement or not?			
	If so, details of cases alongwith their current			
	status/order/directions.			
19				
19				
19	of departmental proceedings under:-			
19	of departmental proceedings under:- (a) Rule-7 of the HCS (P&A) Rules, 2016 or (b) Rule-8 of the HCS (P&A) Rules, 2016			

Sr. No.	Particulars	Reply of office
	(i) If yes, date of decision.	HITSH HAR TOTT WATER
	(ii) whether charge-sheet has been issued or	
	not?	
	(iii) If not issued yet, reason for the same.	Prediction 1
20	Whether departmental proceedings under Rule-	
	(a) Rule-7 of the HCS (P&A) Rules, 2016 or	
	(b) Rule-8 of the HCS (P&A) Rules, 2016	
	are/is pending against the officer/official?	a HTMS Lode
0.4	If so, present status of such proceedings.	
21	In case of pending disciplinary/judicial	
	proceedings, whether Leave encashment is	
	required to be withheld in view of Rule 69 of	
22	HCS (Leave) Rules, 2016 or not?	
22	Whether officer/official is under the currency of	
	punishment awarded in any departmental case?	
23	If yes, status thereof.  Whether the officer/official is under	VISALUS VIII
43	Whether the officer/official is under suspension?	
24	•	2.43 (13.43)
24	Whether the officers/official is on Leave (other	
	than casual and quarantine leave) on the day of retirement/superannuation?	
25	Whether upto date service of officer/official has	
20	been verified?	13 Con-Oualifying Service (Enny)
26	Whether the complete Service Book has been	
20	updated on the HRMS Portal?	
27	Whether No Dues Certificate has been issued?	
	The many of	States at assessing contra
28	Details of Government accommodation at the	
20	time of retirement.	teronas (represed a stance)
29	Whether any recovery of over payment/loan &	
	advances/loss made to Government or on	Bepartment, Organization is
	account of attachment order issued by any Court	
	of Law is pending or not at the time of	
	retirement?  If you details thereof	
30	If yes, details thereof.  Whether Pension papers have been submitted	15   Deseit ent leave enterprised puris
30		
	by the employee before six months of superannuation?	
31	Status of Pension case.	7185765 65 (45c)
	(i) Whether case has been sent to Director,	16 (a) Whether any judicial pro
	Local Audit, Haryana/Accountant General,	
	Haryana for verification?	
	(ii) If yes, details thereof.	
	(iii) If no, reasons thereof.	
32	Status of retirement benefits	S. N. Particular Status
	1 21 10 St. 1	(i) Leave Encashment
	sylv tunismo	(ii) Provident Fund/GPF
22	Whathon any ACD are Drawn at last Constant and 1: 2	(iii) Gratuity
33.	Whether any ACP or Promotion Case is pending?	
34.	If yes, status thereof.	Hiteografica passes an elimination
14	Competent authority for sanctioning the	

