

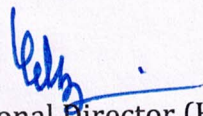
**Subject:- Regarding issuance of checklist proforma for dealing Retirement and Disciplinary Cases.**

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.

3. 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. ✓

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**

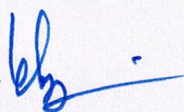
**Dated : 08<sup>th</sup> September, 2023**

**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	Reply of office
1	Name of employee	
2	Designation	
3	HRMS Code	
4	Date of superannuation	
5	Whether the official is on deputation with the Department?	
6	Name of municipality/office where the employee is/was working at the time of charges/allegation.	
7	Brief of charges/allegations.	
8	Whether the employee has been placed under suspension? If yes, date of suspension of employee.	
9	Where the Head Quarter of the employee has been fixed ?	
10	(i) Whether preliminary Inquiry has been conducted? (ii) Whether decision has been taken to initiate disciplinary proceeding on the basis of preliminary inquiry ? OR (iii) Decision has been taken to initiate disciplinary proceeding on the basis of report/recommendation of office	
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.	
12	(a) Whether the chargesheet has been issued within stipulated time against the delinquent? (b) Date of issuance of chargesheet.	
13	(a) Whether chargesheet has been delivered to the delinquent employee? (b) Date of delivery of chargesheet.	
14	(a) Whether written reply to chargesheet has been submitted by the employees within specified period? (b) Date of submission of reply to chargesheet by the employee concerned.	
15	What decision has been taken on the reply of the chargesheet submitted by the employee concerned? (i) Whether the matter has been filed? or (ii) Inquiry Officer has been appointed for conducting regular departmental inquiry.	
16	If Inquiry Officer has been appointed, then: (a) Name of Inquiry Officer (b) Name & Designation of Presenting Officer	
17	(a) Whether Inquiry Officer has submitted Inquiry Report in stipulated time? (b) Date of submission of Inquiry Report.	
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	



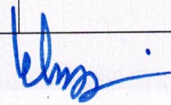
Sr. No.	Particulars	Reply of office
20	(a) Whether reply of Show Cause Notice has been submitted by the employee within prescribed time (one month)? (b) Date of submission of reply to Show Cause Notice.	
21	Whether decision in any other case has been taken for initiation of departmental proceedings under Rule-7 or Rule-8? (i) If yes, date of decision. Whether charge-sheet has been issued or not? (ii) If not, reason thereof.	
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.	
23	(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. (b) Whether Department has also initiated departmental proceeding in the said matter? If yes, status of the same.	
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.	
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.	
26	Competent authority for taking decision of disciplinary action.	

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

*[Handwritten signature]*

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

Sr. No.	Particulars	Reply of office		
1	Name of Employee			
2	Father/Spouse Name			
3	Designation			
4	HRMS Code			
5	Date of Entry into Service			
6	Date of Birth			
7	Date of retirement/superannuation			
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			
10	Total Service	Year	Month	Days
11	Non-Qualifying Service (if any)	Year	Month	Days
12	Net Qualifying Service	Year	Month	Days
13	Details of previous service in case of appointment on subsequent appointment/transfer basis/merger/absorption.			
14	Whether service rendered in previous Department/Organization is qualifying for pensionary benefits or not? If yes, details of sanction accorded by competent authority in this regard.			
15	Details of leave salary and pension contribution received in case of official having served on deputation outside Department during the service career.			
16	(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. (b) Whether Department has also initiated departmental proceeding in the said matter? If yes, status of the same.			
17	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.			
18	Whether any complaint regarding dis-honesty is 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	Whether decision has been taken for initiation 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. (ii) whether charge-sheet has been issued or not? (iii) If not issued yet, reason for the same.													
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? 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 HCS (Leave) Rules, 2016 or not?													
22	Whether officer/official is under the currency of punishment awarded in any departmental case? If yes, status thereof.													
23	Whether the officer/official is under suspension?													
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 been verified?													
26	Whether the complete Service Book has been updated on the HRMS Portal?													
27	Whether No Dues Certificate has been issued?													
28	Details of Government accommodation at the time of retirement.													
29	Whether any recovery of over payment/loan & advances/loss made to Government or on account of attachment order issued by any Court of Law is pending or not at the time of retirement? If yes, details thereof.													
30	Whether Pension papers have been submitted by the employee before six months of superannuation?													
31	Status of Pension case. (i) Whether case has been sent to Director, Local Audit, Haryana/Accountant General, Haryana for verification? (ii) If yes, details thereof. (iii) If no, reasons thereof.													
32	Status of retirement benefits	<table> <tr> <th>S. N.</th><th>Particular</th><th>Status</th></tr> <tr> <td>(i)</td><td>Leave Encashment</td><td></td></tr> <tr> <td>(ii)</td><td>Provident Fund/GPF</td><td></td></tr> <tr> <td>(iii)</td><td>Gratuity</td><td></td></tr> </table>	S. N.	Particular	Status	(i)	Leave Encashment		(ii)	Provident Fund/GPF		(iii)	Gratuity	
S. N.	Particular	Status												
(i)	Leave Encashment													
(ii)	Provident Fund/GPF													
(iii)	Gratuity													
33.	Whether any ACP or Promotion Case is pending? If yes, status thereof.													
34.	Competent authority for sanctioning the pension case.													