

Through mail.

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/2023/24711
Dated: 01.08.2023

Subject: Regarding checklist/proforma for ACP cases.

The ACP 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 ACP 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 devised for processing the cases of ACPs. The said checklist/proforma has been approved by the Commissioner & Secretary to Government of Haryana, Urban Local Bodies Department. The copy of checklist/proforma for dealing ACP cases is enclosed herewith for further necessary action.

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


Additional Director (HQ)
for Director, 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.

Encl: Checklist proforma

Check list for ACP cases

Sr.No.	Particulars	Remarks/Reply of office																				
1.	Name of officer/official																					
2.	(a) Date of entry into service on regular basis with pay scale of post.	(a)																				
	(b) Name of Municipality where first time posted.	(b)																				
	(c) HRMS Code.	(c)																				
	(d) Qualification at the time of entry into service	(d)																				
	(e) Present qualification	(e)																				
	(f) If higher qualification acquired during the service, copy of permission from competent authority for acquiring higher education during service	(f)																				
3	Rules applicable at the time of first entry into service of Municipality or under what rules appointment was made initially? (under Haryana Municipal Services (Integration, Recruitment and Conditions of Service) Rules, 1982 (amended-2010). OR Haryana Municipal Corporation Employees (Recruitment and Conditions) Service Rules, 1998) OR Any other Service Rules application <i>at the time of first entry into service.</i>																					
4.	(a) Present Designation of officer/official.	(a)																				
	(b) Applicable Rules on the officer/official	(b)																				
5.	Details of promotions acquired during the service career with dates of promotions and designations and pay scales.	<table border="1"> <thead> <tr> <th>S.N.</th><th>Date</th><th>Promoted as</th><th>Pay scales</th></tr> </thead> <tbody> <tr><td>(i)</td><td></td><td></td><td></td></tr> <tr><td>(ii)</td><td></td><td></td><td></td></tr> <tr><td>(iii)</td><td></td><td></td><td></td></tr> <tr><td>(iv)</td><td></td><td></td><td></td></tr> </tbody> </table>	S.N.	Date	Promoted as	Pay scales	(i)				(ii)				(iii)				(iv)			
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6.	Details of ACPs granted during entire service career with pay scales.	<table border="1"> <thead> <tr> <th>S.N.</th><th>Date</th><th>Detail of ACPs</th><th>Pay Scales</th></tr> </thead> <tbody> <tr><td>(i)</td><td></td><td></td><td></td></tr> <tr><td>(ii)</td><td></td><td></td><td></td></tr> <tr><td>(iii)</td><td></td><td></td><td></td></tr> <tr><td>(iv)</td><td></td><td></td><td></td></tr> </tbody> </table>	S.N.	Date	Detail of ACPs	Pay Scales	(i)				(ii)				(iii)				(iv)			
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7.	Number of financial up-gradations acquired during service career. Specify each even with date and pay scale or nature of benefit.																					
8.	Whether the officer/official has passed departmental test prescribed for promotional post.																					
9.	Whether the official/officer has acquired the higher educational qualification, etc. as required for the promotional post?																					
10.	Whether the officer/official fulfils the prescribed experience as per applicable Service Rules? Detail be provided	<table border="1"> <thead> <tr> <th>Experience required as per Service</th><th>Officer/official having experience (in years)</th></tr> </thead> <tbody> <tr> <td></td><td></td></tr> </tbody> </table>	Experience required as per Service	Officer/official having experience (in years)																		
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11.	Whether any case is pending in any Court of Law or in Lokayukta with regard to promotion of cadre posts? If yes, details of court cases alongwith their status/court order/directions.																																				
12.	Detail of ACRs for last 10 years	<table border="1"> <thead> <tr> <th>S.N.</th> <th>ACR year</th> <th>Remarks</th> </tr> </thead> <tbody> <tr><td>i</td><td></td><td></td></tr> <tr><td>ii</td><td></td><td></td></tr> <tr><td>iii</td><td></td><td></td></tr> <tr><td>iv</td><td></td><td></td></tr> <tr><td>v</td><td></td><td></td></tr> <tr><td>vi</td><td></td><td></td></tr> <tr><td>vii</td><td></td><td></td></tr> <tr><td>viii</td><td></td><td></td></tr> <tr><td>ix</td><td></td><td></td></tr> <tr><td>x</td><td></td><td></td></tr> </tbody> </table>	S.N.	ACR year	Remarks	i			ii			iii			iv			v			vi			vii			viii			ix			x				
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13.	Whether any adverse remarks about integrity have been made ever during service career? If yes, details be provided.																																				
14.	Whether the officer/official has denied/refused for promotion in the last two years?																																				
15.	Whether departmental proceedings under Rule-7 or 8 (if charge-sheet has been issued) is pending against the officer/official? If yes, status of proceedings.																																				
16.	Whether judicial proceeding is pending against the officer/official? If yes, status of the said proceedings?																																				
17.	Whether officer/official is under the currency of punishment awarded in any departmental case? If yes, status of punishment awarded.																																				
18.	Whether upto date service of officers/official has been verified?																																				
19.	Whether property returns for last 10 years or since entry into service whichever is earlier have been filed by the officer/official? Report of Nodal Officer of HRMS be obtained.																																				
20.	Whether the complete Service Book has been updated on the HRMS portal																																				

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