



व वं. 11-14, संबंध 4, पंचतुरका, तरियाणा Bay No. 11-14, Emeter 4, Patienkula, Heryand REMINDER-I

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To

1. All the District Municipal Commissioners in the State of Haryana.

2. All the Commissioners, Municipal Corporations in the State of Haryana.

3. All the Executive Officers/Secretaries/Municipal Councils/Committees in the State of Haryana.

Memo No. DULB/Admin/2A/2023/22474

Dated: 14.07.2023

Subject: Regarding checklist for promotion cases.

Please refer to this office letter Memo No. DULB/Admn./2A/2023/18858 dated 14.06.2023 on the subject cited above.

- 2. Vide above referred letter it was requested to deal the promotion cases strictly as per checklist issued by this office at the level of Municipalities as well as Directorate and Government.
- 3. You are, therefore, once again requested that promotion cases be dealt strictly as per checklist proforma issued by this office and send the cases to this office as well as office of Government, as the case may be, as per competency strictly as per checklist.

Additional Director (HQ)

for Directorate Urban Local Bodies,
Haryana, Panchkula

CC:

- 1. PS/C&S, ULB
- 2. USULB
- 3. Section Officer (Admn.)
- 4. PA/DULB
- 5. Superintendents (Admin. & Estt.)/Dealing Assistants to follow up please.

Encl: As above.



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Memo No. DULB/Admin/2A/2023/18858

Dated: 14.06.2023

Subject: Regarding checklist for promotion cases.

It has been observed that while dealing the promotion cases at the level of municipal bodies or at the level of Directorate/Government, no thorough examinations are being made. Some important particulars are being missed while submitting the cases to the higher authorities due to which there are chances that undeserving employees may be promoted. This practice invites unwarranted litigations for the department. In order to provide the transparency and fairness in the promotion cases of all categories of employees of Urban Local Bodies, some checks are required to be put up while dealing the promotions cases. A checklist proforma has been deviced for considering the cases of promotion. The said checklist proforma has been approved by the Commissioner & Secretary, Urban Local Bodies Department, Haryana. The copy of proforma checklist for promotion cases is enclosed herewith for further necessary action.

2. It is, therefore, requested that in future all the cases of promotions be dealt at the level of municipalities as well as at the level of Directorate and Government as per enclosed checklist proforma.

Additional Director (HQ)

for Directorate Urban Local Bodies,
Haryana, Panchkula

CC:

- 1. PS/C&S, ULB
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Encl: As ahone.

## **Check list for promotion cases**

Note: A separate checklist to be prepared for each official being considered for promotion.

Sr. No.	Observation	Remarks/Reply of office			
1.	(a) Name of officer/official	TEN TELD STUDENOS TO SESSION			
	(b) HRMS Code	Dutomeno M of Loxosphu, el labello :			
2.	(a) Date of first entry into service with designation.	vita sequilibro di selen vitogini esiMi. En se edilasga pitto sepensi el estro sele			
	(b) Name of Municipality where first time posted.	904 lu khalot kot II tanang embla 1911. Tanan 2006 bi nyol dalagolik i			
	(c) Qualification at the time of entry into service	sagmungsidi jugang hadirangan bagangsi e .			
	(d) Present qualification				
	(e) If higher qualification acquired during the service, copy of permission from competent authority for acquiring higher education during service	president for the collection of the material of the collection of			
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, 2010.  OR  Haryana Municipal Corporation Employees				
	(Recruitment and Conditions) Service Rules, 1998.	Landa di senangan di sua agai to isa			
4.	(a) Present Designation of officer/official.	bowe been made ever? If yee, de			
	(b) Applicable Rules on the officer/official				
5.	Details of promotions acquired during the service career with dates of promotions and designations	S.N. Date Promoted as (i) (ii) (iii) (iv)			
6.	Details of ACPs granted during the service career till date.	S.N. Date Detail of ACPs (i)			
	ing salatan mastang	(ii) (iii) (iv)			
7.	Status of employee in the final Seniority List (copy of final seniority list be enclosed).	eli: Vincinar iali o Zamout n ingka the i			
8.	Whether the officer/official has passed departmental test prescribed for promotional post.	azon yen er bab izten hannaarriayagg any an erdőhang in kotnöz "zegőt Sazse			
9.	Whether the official/officer has acquired the higher educational qualification, etc. as required for the promotional post?	The little are an ago. Sala sage all against the salar sage and against the salar sage and sage against the salar sage against the s			
10.	Whether the officer/official fulfils the prescribed experience as per applicable Service Rules? Detail be provided	Experience required as per Service Rules (in years) - As on date of proposal			
11.	Status of present post in the municipalities against which the officer/official is working? (suppose the case is for promotion from JE to ME, the detail of JE's posts is to be provided in the column)	Total Filled up Vacant Sanctioned posts			

Sr. No.	Observation	Remarks/Reply of office				
12.	Details of post on which proposal for promotion is under consideration.	Tota Sand post	tioned	Direct quota	Promotional quota	
13.	Status of promotional quota posts in the municipalities against which the officer/official is proposed to be promoted.	Total Promotiona quota posts		Filled uj	Vacant	
14.	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.	with the first carry into and (#)				
15.	Whether prescribed Roster Registers have been completed? Whether the posts have been kept reserve for such categories? If yes, position of the officer/official on the roster point.	ser we de la region de la companie de la region de la reg				
16.	Detail of ACRs for last 10 years	S.N.	ACR ye	ear Re	marks	
		i ii iii iv				
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		viii ix x	ratogre anone	r frækdall moller a tel	i de Herralia e Herralia e	
17.	Whether any adverse remarks about integrity have been made ever? If yes, details be provided.	(McNa)	hitartou		ACRE (n)	
18.	Whether the officer/official has denied/refused for promotion in the last two years?	gets b	alogyeni g ka kada	Turking	to shaded	
19.	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.	todo jije	وتور وتبدن	rang Mi	soccasion	
20.	Whether judicial proceeding is pending against the officer/official? If yes, status of the said proceedings?	, -				
21.	Whether officer/official is under the currency of punishment awarded in any departmental case? If yes, status of punishment awarded.	<del>na di</del> Idzi <sub>a</sub> lan Ida <sub>n</sub> II.	<del>- dada</del> - data la udicka la voluma	d sentucio he orbust al tra pre	tinda gondi tinda gondi tindagi pana a gondi	
22.	Whether upto date service of officers/official has been verified?	oguer ei Artis	er sadil	Tacalle s tananan tananan		
23.	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.	iller Tree	i 6. u la verej e	a toda a seri a toda a ser a dherest Terr	badh want	
24.	Whether the complete Service Book has been updated on the HRMS portal.	afarey Ma		eng gložen Bromili stal	j të spri e i i t	