

REMINDER-I

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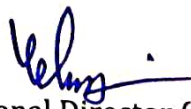
Memo No. DULB/Admin/2A/2023/18858

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 devised 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 above.

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			
	(b) HRMS Code			
2.	(a) Date of first entry into service with designation.			
	(b) Name of Municipality where first time posted.			
	(c) Qualification at the time of entry into service			
	(d) Present qualification			
	(e) If higher qualification acquired during the service, copy of permission from competent authority for acquiring higher education during service			
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.			
4.	(a) Present Designation of officer/official.			
	(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)		
		(ii)		
		(iii)		
		(iv)		
7.	Status of employee in the final Seniority List (copy of final seniority list be enclosed).			
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	Experience required as per Service Rules (in years)	Officer/official having experience (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 Sanctioned posts	Filled up	Vacant

Sr. No.	Observation	Remarks/Reply of office		
12.	Details of post on which proposal for promotion is under consideration.	Total Sanctioned posts	Direct quota	Promotional quota
13.	Status of promotional quota posts in the municipalities against which the officer/ official is proposed to be promoted.	Total Promotional quota posts	Filled up	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.			
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.			
16.	Detail of ACRs for last 10 years	S.N.	ACR year	Remarks
		i		
		ii		
		iii		
		iv		
		v		
		vi		
		vii		
		viii		
		ix		
		x		
17.	Whether any adverse remarks about integrity have been made ever? If yes, details be provided.			
18.	Whether the officer/official has denied/ refused for promotion in the last two years?			
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.			
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.			
22.	Whether upto date service of officers/official has been verified?			
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.			
24.	Whether the complete Service Book has been updated on the HRMS portal.			