

**OFFICE OF DIRECTOR HIGHER EDUCATION, HARYANA PANCHKULA**


No. 12/1-2017 Ad(3)

Dated: 24/4/2017

**ORDER**

A copy of letter No. 66/2/2017-6S(1) dated 29.03.2017 received from Under Secretary Administration O/o Chief Secretary, Haryana addressed to all Administrative Secretaries to Government Haryana is forwarded to the following for information and necessary action:-

1. All the Principals of Government Colleges in the State.
2. All the Commanding Officers, N.C.C. Units in the State.
3. Registrar, Kurukshetra University, Kurukshetra / Maharishi Dayanand University, Rohtak/ Chaudhary Devi Lal University, Sirsa/ Bhagat Phool Singh Mahila Vishwavidyalaya, Khanpur Kalan(Sonepat)/ Indira Gandhi Univeristy, Meerpur (Rewari)/Chaudhary Ranbir Singh University, Jind/ Chaudhary Bansi Lal University, Bhiwani.
4. All the Librarians of District Libraries/Sub Divisional Libraries in the State of Haryana/Librarian.


  
Superintendent Administration  
for Director Higher Education, Haryana  
Panchkula

Endst. No: Even

Dated: 24/4/2017

A copy of the above is forwarded to the following for information and necessary action :-

1. All the HQ Officers and Head of Branches.
2. DDCC/Legal Cell/ Audit Cell.
3. PS/DHE.
4. Steno Additional Director Admin/ A.D. Admin/ RE.

  
Superintendent Administration  
for Director Higher Education, Haryana  
Panchkula

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DATE BOUND

No 66/2/2017-6S(1)

From

The Chief Secretary to Government, Haryana

To

All the Administrative Secretaries to Government Haryana

PSHE  
Diary No. 9906

Dated 30/03/17  
Subject: -

Dated Chandigarh the 29<sup>th</sup> March, 2017.

Recruitment by Selection from Non-SCS to State IAS cadre for the Select List of 2016-A (vacancy arisen between 01.01.2016 to 31.12.2016).

Sir,

I am directed to invite a reference to the subject mentioned above and to say that as per provisions made in the Indian Administrative Service (Recruitment) Rules, 1954 and the Indian Administrative Service (Appointment by Selection) Regulations, 1997, it has been decided to fill up one vacancy of Indian Administrative Service from among the Non-State Civil Service Officers serving in connection with the affairs of the State. Accordingly, you are requested to sponsor the name (s) of the eligible officer (s) who:-

- (i) is of outstanding merit and ability; and
- (ii) holds a gazetted post in a substantive capacity; and
- (iii) has completed not less than 8 years of continuous service under the State Government on the first day of January of the year in which his case is being considered in any post which has been declared equivalent to the post of Deputy Collector in the State Civil Service and propose the person for consideration of the Committee.
- (iv) below the age of 56 years as on 01.01.2016 (The cut-off age has been increased to 56 years, as per the amendments to the IAS Selection Regulations dated 17.03.2015 and the clarification dated 20.03.2015 issued thereto by the DoP&T, Government of India).

2. The State Government vide order No. 66/6/2001-6S(1) dated 11.03.2011 (copy enclosed) has made necessary declaration in respect of the posts declared equivalent to the post of Deputy Collector in the State Civil Service for this purpose. You are, therefore, requested to recommend the names of eligible officers who fulfill the above criteria as on 01.01.2016 after getting approval of the Minister-in-charge of the department **within one month from the date of issuance of this letter till 5.00 P.M.** The following documents may also be supplied in triplicate duly authenticated by the Administrative Secretary, along with recommendations:-

- (i) **Bio-data and Particulars** in respect of Non-SCS officers as per the format in Annexure -3.4 and Annexure -3.4-A. It may be noted here that Annexure-3.4 has to be filed according to official record by the applicant and the same may be verified from the concerned department also.
- (ii) **Statement of disciplinary cases/penalties etc.:** The latest position of disciplinary/criminal proceedings pending against Non-SCS officers indicating the brief facts and nature of charges as well as the date

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of issue of charge-sheet to the officer concerned/date of filling the charge-sheet in the court of law as per the format in Annexure 4.1. In case of any of the DE/DP etc. has resulted in the imposition of penalty as per the format in Annexure-4.2.

(iii) **Integrity Certificate:** The integrity certificate certifying the integrity of Non-SCS officers duly signed by the Administrative Secretary as per the format in Annexure-5.

(iv) **Adverse remarks/entries in the ACRs:** A statement of communication of adverse remarks in the ACRs of Non-SCS Officers as per the format in Annexure-6.

(v) **ACR dossiers:** Complete and up-to-date ACR dossier containing original ACRs with 'Non Recording Certificates' indicating valid reasons for missing ACRs duly flagged year-wise along with summary of ACRs of Non-SCS officers together with a statement giving year-wise availability of ACRs as per the format in Annexure-7.

(vi) **Court directions:** A statement showing court cases and court orders having bearing on the Select List is at Annexure-8.

(vii) **Certificate regarding eligibility:** A certificate to the effect that Non-SCS officers recommended by Administrative Secretary are of outstanding merit and ability, hold gazetted post in substantive capacity and have completed not less than 8 years of continuous service under the State Government on 01.01.2016 in any post which has been declared equivalent to the post of Deputy Collector in the State Civil Services as per the format in Annexure-11.

3. It is again stressed that names of only officers of outstanding merit and ability may be recommended and names of officers of ordinary ability may not be forwarded. It is also made clear that the recommendations which are incomplete in any manner or received after the due date & time shall not be entertained.

Yours faithfully,



Under Secretary Administration  
for Chief Secretary to Government Haryana



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HARYANA GOVERNMENT  
PERSONNEL DEPARTMENT  
ORDER

The 11<sup>th</sup> March, 2011

No.66/8/2001-6S(I).—The Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training, New Delhi vide Notification No.F.14015/53/96-AIS(I), dated the 31<sup>st</sup> December, 1997 have amended the Indian Administrative Service (Appointment by Selection) Regulations, 1997 which have come into effect with effect from 1st day of January, 1998. Regulation 4 of the Regulations ibid reads as follows :-

4. State Government to send proposals for consideration of the Committee.—(1)The State Government shall consider the case of a person not belonging to the State Civil Service but serving in connection with the affairs of the State who,

- (i) is of outstanding merit and ability, and
- (ii) holds a gazetted post in a substantive capacity, and
- (iii) has completed not less than 8 years of continuous service under the State Government on the first day of January of the year in which his case is being considered in any post which has been declared equivalent to the post of Deputy Collector in the State Civil Service and propose the person for consideration of the Committee. The number of the persons proposed for consideration of the Committee shall not exceed five times the number of the vacancies proposed to be filled during the year."

2 In fulfillment of the requirements of the above provision and also in order to meet the eligibility conditions with regard to the recommendations made in respect of the Non-State Civil Service Officers and in exercise of the powers conferred by clause (iii) of Sub-Regulation (I) of Regulation 4 of the Indian Administrative Service (Appointment by Selection) Regulations, 1997 and in supersession of Haryana Government, Services Department order dated the 9<sup>th</sup> April, 2002 published in Haryana Government Gazette, Extraordinary dated the 9<sup>th</sup> April, 2002, the Governor of Haryana hereby declares all Group-A posts (previously Class-I posts) in all the Departments under the Government of Haryana equivalent to the post of Deputy Collector in the State Civil Service for the limited purpose as specified in the Regulation ibid. However, these shall exclude officers from :-

- (i) State Police Service
- (ii) State Forests Service
- (iii) Haryana Civil Service (Judicial Branch); and All Boards, Corporations and other autonomous bodies which are not covered in the definition of Government Departments.

URVASHI GULATI  
Chief Secretary to Government, Haryana.

66/6/2001-6S(1)

Dated Chandigarh, the 11<sup>th</sup> March, 2011

A copy is forwarded to the Controller, Printing & Stationery, Haryana, Chandigarh with the request that this may be published in the Extraordinary Gazette of Haryana Government and 100 copies thereof may be supplied to this Department.

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*Sham Singh*  
Deputy Secretary Administration  
for Chief Secretary to Government, Haryana

No. 66/6/2001-6S(1)

Dated Chandigarh, the 11<sup>th</sup> March, 2011

A copy, each, is forwarded for information and action where necessary to:-

- 1 The Secretary to Government of India, Ministry of Personnel, Public Grievances and Pensions & Department of Personnel & Training, New Delhi.
- 2 The Secretary, Union Public Service Commission, Dholpur House, Shahajahan Road, New Delhi.
- 3 All the Financial Commissioner & Principal Secretaries and All the Administrative Secretaries to Government, Haryana.
- 4 All Head of Departments.
- 5 Secretary to Governor, Haryana.
- 6 Principal Secretary to Chief Minister, Haryana.
- 7 All Commissioners of the Divisions in the State.
- 8 All the Deputy Commissioner in the State.

Handwritten notes and initials on the left margin, including '14', '15', and '18/5/11'.

*Sham Singh*  
Deputy Secretary Administration  
for Chief Secretary to Government, Haryana



Annexure 3.4 (Non-SCS)

BIO-DATA OF NON SCS OFFICERS

- 1. Name of Officer:
- 2. Date of Birth:
- 3. Educational Qualifications:
- 4. Whether belongs to SC/ST/OBC:
- 5. Date of Confirmation (in Gazetted posts):
- 6. Present Post held:
- 7. (i) Date of appointment to the post which has been declared equivalent to the post of Dy Collector in the State Civil Service :
- (ii) Name of the Post:
- (iii) Whether holding that post substantively and the date since when :

8. Details of Gazetted posts held:

| S.No. | Name of the Posts held | Category of posts | Period | Scale Pay | of | Duties (In Brief) |
|-------|------------------------|-------------------|--------|-----------|----|-------------------|
|       |                        |                   |        |           |    |                   |

- 9. Achievements in Brief (including publications if any):
- 10. Trainings undergone:

Name & Signature of the Applicant as per official record

To be verified by the department

**DETAILS OF PENALTIES IMPOSED ON ELIGIBLE OFFICERS DURING THE LAST 10 YEARS**

| Sr. No. | Name of officer (s)<br>(S./Shri) | Year<br>in<br>which<br>offence<br>is<br>committed | Date<br>of<br>issue<br>of<br>charge<br>sheet | Date on<br>penalty<br>imposed | Nature of<br>penalty | Period of currency of<br>the penalty and the<br>date when the<br>currency of penalty<br>will be over | Whether<br>any<br>appeal has been<br>filed and if so<br>whether there is<br>any<br>interim<br>stay/stay | Remarks |
|---------|----------------------------------|---------------------------------------------------|----------------------------------------------|-------------------------------|----------------------|------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|---------|
| (1)     | (2)                              | (3)                                               | (4)                                          | (5)                           | (6)                  | (7)                                                                                                  | (8)                                                                                                     | (9)     |
|         |                                  |                                                   |                                              |                               |                      |                                                                                                      |                                                                                                         |         |
|         |                                  |                                                   |                                              |                               |                      |                                                                                                      |                                                                                                         |         |

Signatures of Administrative Secretary

Name.....

Designation.....

**A FORMAT FOR CERTIFYING THE INTEGRITY CERTIFICATE**

Dated:

**INTEGRITY CERTIFICATE**

The State Government certifies the integrity of following officers with reference to the entries in their Annual Confidential Reports:-

Sr. No.      Names(S/Shri/Smt.)

Signature of Administrative Secretary

Name.....

Designation.....



**CERTIFICATES REGARDING COMMUNICATION OF ADVERSE REMARKS IN RESPECT OF ELIGIBLE OFFICERS**

(i) Adverse remarks in the character rolls of the following eligible officers have not been communicated by the State Government to the officers concerned.

| Sr. No. | Names (S/Shri) | Period |
|---------|----------------|--------|
|         |                |        |
|         |                |        |
|         |                |        |
|         |                |        |
|         |                |        |

(ii) Adverse entries in respect of the following eligible officers have been communicated but no representations have been so far received from the officers concerned but the time limit to represent is not yet over.

| Sr. No. | Names (S/Shri) | Period |
|---------|----------------|--------|
|         |                |        |
|         |                |        |
|         |                |        |
|         |                |        |
|         |                |        |

(iii) Representation against adverse entries in respect of the following officers have been received within the stipulated time but the decision of the State Government is yet to be taken.

| Sr. No. | Names (S/Shri) | Period |
|---------|----------------|--------|
|         |                |        |
|         |                |        |
|         |                |        |
|         |                |        |
|         |                |        |

Signature of Administrative Secretary

Name.....

Designation.....

### Statement of ACRs furnished to the Commission - (Non-SCS)

| Sl. No. | Name of officer<br>(S/Sh./Smt./Ms.) | Period of ACR | Whether available ?   |                                                                     | Whether ACR is duly reported/reviewed/accepted? |                                                                    | Whether the ACR is valid as per ACR Rules of State Government |                         | Remarks |                                                                                                                                                                                                      |                          |      |
|---------|-------------------------------------|---------------|-----------------------|---------------------------------------------------------------------|-------------------------------------------------|--------------------------------------------------------------------|---------------------------------------------------------------|-------------------------|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|------|
|         |                                     |               | If yes<br>Mark<br>(✓) | If no, whether no report certificate (NRC) with valid reason added? | If yes<br>Mark<br>(✓)                           | If no, indicate the deficiency with reasons e.g. not reviewed etc. | If yes<br>Mark<br>(✓)                                         | If no, indicate reasons |         | If the ACR written in regional language, whether English translation (including the self assessment) duly attested by an officer not below the rank of Secretary to State Govt. added in the dossier | If no, indicate reasons. |      |
|         |                                     |               |                       |                                                                     |                                                 |                                                                    |                                                               |                         |         |                                                                                                                                                                                                      |                          | (4)  |
| (1)     | (2)                                 | (3)           | (4)                   | (5)                                                                 | (6)                                             | (7)                                                                | (8)                                                           | (9)                     | (10)    | (11)                                                                                                                                                                                                 | (12)                     | (13) |
|         |                                     |               |                       |                                                                     |                                                 |                                                                    |                                                               |                         |         |                                                                                                                                                                                                      |                          |      |
|         |                                     |               |                       |                                                                     |                                                 |                                                                    |                                                               |                         |         |                                                                                                                                                                                                      |                          |      |
|         |                                     |               |                       |                                                                     |                                                 |                                                                    |                                                               |                         |         |                                                                                                                                                                                                      |                          |      |
|         |                                     |               |                       |                                                                     |                                                 |                                                                    |                                                               |                         |         |                                                                                                                                                                                                      |                          |      |
|         |                                     |               |                       |                                                                     |                                                 |                                                                    |                                                               |                         |         |                                                                                                                                                                                                      |                          |      |

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Valid reasons as per DOPT letter No. F. 14015/7/88-AIS(I) dated 22.07.1988.

The State Government is required to furnish the complete ACR dossier of the officer. The ACRs for preceding five years may be duly flagged. If some ACRs are not written and NRC added, preceding ACRs may be flagged and details furnished as above. No photocopy of ACR is accepted. In exceptional circumstances, if a photocopy is furnished, it should be duly attested and reasons for not sending the original ACR may be indicated.

The ACRs furnished to the Commission should be minutely scrutinized and furnished to the Commission after rectifying the deficiencies. The validity of the ACRs furnished to the Commission may be checked by the State Government in terms of the ACR rules of the State Govt., if any. The validity of the UN Report/Special Report, etc., if any, as per ACR Rules of State Government may be indicated clearly.

**STATEMENT OF MISSING ACRS**

| Sr. No. | Name | Period | Reasons | Whether no report certificate indicating valid reasons added in the ACR dossier? |
|---------|------|--------|---------|----------------------------------------------------------------------------------|
|         |      |        |         |                                                                                  |

**(C) CERTIFICATE REGARDING ACRS**

It is certified that all orders/Communications issued by the State Government in respect of ACRs of eligible officers in pursuance of court directions or otherwise have been incorporated in the relevant ACRs/placed in the relevant ACRs.

Signature of Administrative Secretary

Name. \_\_\_\_\_

Designation \_\_\_\_\_



CERTIFICATE

It is certified that the ACRs furnished to the Commission are valid as per State Government ACR Rules.

Signature of Administrative Secretary

Name.....

Designation.....

**A STATEMENT SHOWING COURT CASES AND COURT ORDERS HAVING BEARING ON THE SELECT LIST**

| Sr. No. | Name of applicants | Case No. | Name of Court | Date of orders including interim order (s) & compliance date | Directions (in brief) | Whether order(s) has been complied with? If yes, details thereof. If not, reasons thereof. | Whether appeals have been filed and if so whether stay orders have been obtained? | Implications on the current Select List | Whether a copy of the order(s) has been enclosed? | Remarks |
|---------|--------------------|----------|---------------|--------------------------------------------------------------|-----------------------|--------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------|---------------------------------------------------|---------|
|         |                    |          |               |                                                              |                       |                                                                                            |                                                                                   |                                         |                                                   |         |
|         |                    |          |               |                                                              |                       |                                                                                            |                                                                                   |                                         |                                                   |         |

**B.**

**CERTIFICATE**

It is certified that the Eligibility List includes the name of only such officers who have not attained the age of 54 years as on 1<sup>st</sup> January of Select List year and were available in service as on 31<sup>st</sup> December of Select List year;

Signature of Administrative Secretary

Name.....

Designation.....

Dated:

Certificate Regarding Eligible Non-SCS Officers

Certified that all the officers recommended by the State Govt. are of outstanding merit and ability, holding gazetted post in a substantive capacity and have completed not less than 8 years of continuous service under the State Govt. on the first day of January of the Select List year in a post which has been declared equivalent to the post of Dy. Collector in the State Civil Service.

Signature of Administrative Secretary

Name.....

Designation.....