

DATE BOUND

No. 66/3/2013-6S(I)

From

The Chief Secretary to Government Haryana

To

All the Administrative Secretaries to Government Haryana.

Dated Chandigarh the 29th May, 2013

Subject: - Indian Administrative Service (Appointment by Selection) Regulations, 1997 – Selection of Non-State Civil Service Officers for appointment to the IAS for the Select List of 2013.

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 (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,
- (iii) and has completed not less than 8 years of continuous service under the State Government on the first day of January of the year in the 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.
- (iv) below the age of 54 years as on 1.1.2013.

2. The State Government vide order No. 66/6/2001-6S(I) 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 strictly in accordance with the order dated 11.3.2011 referred to above and who fulfil above criteria as on 01.01.2013 after getting approval of the Minister-in-charge of the department **within one month from the date of issuance of this letter**. The following documents may also be supplied along with recommendations: -

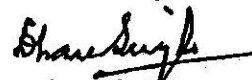
- (i) **Bio-data of Non-SCS officers** as per the format in Annexure-3.4 and **particulars of Non-SCS officers** as per format in Annexure-3.4A.
- (ii) **Statement of disciplinary cases/penalties etc.:** The latest position of disciplinary/criminal proceedings pending against Non-SCS officers indicating the brief facts and nature of charges as well as the date of issue of charge-sheet to the officer concerned/date of filing the charge-sheet in the court of law as per the format in

Annexure 4.1. In case any of the DE/DP etc. has resulted in the imposition of penalty, the details of such penalties 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 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 ACR dossier of Non-SCS officers together with a statement giving year-wise availability of ACRs as per the format in Annexure-7.
- (vi) **Certificate regarding validity of ACRs** as per format enclosed.
- (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 01.01.2013 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 such officers who are of outstanding merit and ability may be recommended and officers of the ordinary ability may not be forwarded. It is also made clear that the recommendations after the due date shall not be entertained.

Yours faithfully,



Deputy Secretary Administration
for Chief Secretary to Government Haryana

HARYANA GOVERNMENT
PERSONNEL DEPARTMENT
ORDER

The 11th March, 2011

No.66/6/2001-6S(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 31st 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.**—(I) 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 9th April, 2002 published in Haryana Government Gazette Extraordinary dated the 9th 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.

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

Dated Chandigarh, the 11th 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.

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

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

Dated Chandigarh, the 11th 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.

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

Handwritten notes and stamps:
- Circular stamp: "RECEIVED" with date "11/3/11" and "HARYANA GOVT."
- "only"
- "742ND" with a line through it
- "kan"
- "11/3/11"

Bio-Data of Non SCS Officers

1. Name of officer:
2. Date of birth:
3. Education qualification:
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 Deputy 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:-

Sr. No.	Name of the post held	Category of Posts	Period	Scale of pay	Duties (in brief)

9. Achievements in brief (including publications if any)
10. Training undergone.

Annexure-3.4 A (Non SCS)

Particulars of Non-State Civil Service Officers who are eligible for consideration for selection to the IAS.

Sr. No.	Name of the officer	Whether SC/ST/OBC	Date of birth	Date of holding gazetted post which has been declared equivalent to the post of Dy. Collector in the State Civil Service	Date of confirmation in gazetted post which has been declared equivalent to the post of Dy. Collector in the State Civil Service	Date of continuous officiating in gazetted post which has been declared equivalent to the post of Dy. Collector in the State Civil Service.	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

(A) Details of disciplinary proceedings pending against eligible officers.

Sr. No.	Name of the officers (S./Shri)	Date of issue of charge sheet to the officers	Brief facts and nature of charges	Present status

(B) Details of criminal proceedings pending against eligible officers.

Sr. No.	Name of the officers (S./Shri)	Date of filling of charge sheet before the Court	Brief facts and nature of charge	Present status

Note: The proceedings are deemed to be pending only if a charge sheet has already been served upon the officer/filled in a Court of Law as laid down in the Promotion Regulations [Explanation under Proviso to reg. 5 (5)].

Details of penalties imposed on eligible officers during the last 10 years

Annexure -- 4.2 (Non-SCS)

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

Format for Integrity Certificate*

Annexure-5 (Non-SCS)

A. Format for certifying the Integrity Certificate

INTEGRITY CERTIFICATE

Date:

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

Sr. No. Names (S./Shri)

Chief Secretary to the Government

B. Format for withholding the integrity certificate.

INTEGRITY CERTIFICATE

Date:

The State Government withholdings the integrity of following officer (s) for the reasons indicated against each:-

Sr. No.	Names (S./Shri)	Reasons (in brief) for withholding the integrity certificate

*Note: Please refer to GOI's instructions No.14/23/65-AIS (III) dated 28.7.1966, No.17/3/70-AIS (III) dated 26.5.1970, No.14015/18/99-AIS dated 27.10.1999 & F. 14015/18/99-AIS(I) dated 27.10.2001.

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

*Note:- All India Service Manual Part-II Edition (GOI instructions-8-page 58) may be referred.

Annexure – 7 (Non-SCS)

[illegible]

@ Valid reasons as per DOPT letter No. F14015/7/88-AIS (I) dated 22.7.1988.

- * 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 Government, if any. The validity of the UN Report/Special Report, etc., if any, as per ACR Rules of State Government may be indicated clearly.

()

Name _____

Designation _____

A statement showing court cases and court orders having bearing on the select list

[illegible]

Certificate regarding eligible Non-SCS Officers (*)

Certified that all the officers recommended by the State Government 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 Government 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.

Secretary to Government Haryana

- (*) Notes: 1. A copy of the order issued by the State Government declaring the posts in the Non-State Civil Service equivalent to the post of Dy. Collector is to be invariably enclosed.
2. While declaring posts to be equivalent, the State Govt. may kindly take into consideration the clarifications issued by the GOI/DOP&T to Govt. of Kerala on the matter vide letter No.F.14015/30/2001-AIS(I) dated 30.5.2001 as extracted below:-

Irrespective of the scale of pay of the post in the Non-SCS, being the same or above the scale of post of the Dy. Collector, unless it is accompanied with a declaration of the State Government as to its equivalence as of duties and importance to that of Dy. Collector in the State Civil Service, such proposal will not be in conformity with the relevant provisions in this regard?

CERTIFICATE

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

Secretary to Government, Haryana
