

Subject: Special Recruitment to the HCS (Executive Branch) for the year 2014.

A copy of letter No. 41/4/2015-5-SII dated 14.08.2015, issued by the Chief Secretary to Govt. Haryana, Personnel Department is forwarded to all the branch Incharges with the direction to bring it to the notice of all the officials working under them and accordingly, all the willing and eligible candidates may send their applications to the Esstt. Branch upto 30.08.2015 positively. The applications received after the prescribed date will not be entertained.

Administrative officer
For Advocate General, Haryana

Endst No. 39250

Dated:- 20/8/15

A copy each is forwarded to following for further necessary action.

1. Superintendent. Esstt Branch/ Care Taker
2. Deputy Superintendent Current Writ Branch.
3. Deputy Superintendent Criminal-I, Branch.
4. Superintendent Old Writ Branch/ Record Branch.
5. Deputy Superintendent Civil Filling-I, Branch.
6. Superintendent Civil Filling-II, Branch.
7. Deputy Superintendent Criminal-II / List Branch
8. Superintendent Misc Branch.
9. Section officer/ Deputy Superintendent Accounts Branch.
10. Incharge Library.
11. Incharge Steno Branch.

20/8/15 -
Administrative officer
For Advocate General, Haryana
Kumar
20/8/15

No.41/3/2015-SSII
GOVERNMENT OF HARYANA
CHIEF SECRETARY'S OFFICE
PERSONNEL DEPARTMENT

Dated, Chandigarh, the 14th August, 2015.

To

All the Heads of Departments in Haryana
(Except the Chief Secretary to Government Haryana and
Additional Chief Secretary to Government, Haryana,
Revenue & Disaster Management and Consolidation Departments)

Subject: - Recruitment to the HCS (Executive Branch) against the vacancies of
the year 2014 from Register A-II of members of Group-C Service.

Sir/Madam,

I am directed to invite your attention to the subject noted above and to say that the State Government has decided to fill up four vacancies of HCS (Executive Branch) from Register A-II of members of Group 'C' Service against the vacancies of the year 2014 in terms of rule 10 of Haryana Civil Service (Executive Branch) Rules, 2008. You are, therefore, requested to recommend the name of one member of Group 'C' service working under your control for the aforesaid recruitment to the Chief Secretary to Government, Haryana, Personnel Department (Services-II Branch, 5th Floor, Haryana Civil Secretariat, Sector-1, Chandigarh). The members of Group 'C' Service whose name is to be recommended should fulfil the following conditions of eligibility as on 15.09.2015:-

- (a) (i) has completed eight years' continuous Government service.
(ii) has not attained the age of more than forty five years.
(iii) is not facing disciplinary proceedings against whom action is being contemplated; and
(iv) is clear from vigilance angle
(v) is not a confirmed Gazetted officer.
(b) is a graduate of a recognized University.

2. The department shall follow the instructions of Chief Secretary, Haryana issued vide endorsement no. 46/1/2013- 5 SII dated 10th May, 2013 and name (s) of the meritorious candidates shall be forwarded to the Chief Secretary to Government, Haryana. While making recommendations, the following record/information may also be forwarded:-

- i) Service profile of the eligible officer in proforma 'I' (five copies).
ii) The upto date ACRs in original, of the officer concerned.
iii) Attested copies of summaries of ACRs from the year 2005-2006 to 2014-2015 in Form 'II' (five copies).
iv) Integrity certificate in Form 'III' (five copies).

3. It is also clarified that all the recommending authorities can only make recommendation of such member of Group 'C' Service for whom they are employers and has a lien in their Departments or lien would be maintained and they can not recommend the name of the member of Group 'C' Service who belongs to other Departments but is working temporarily/ on deputation / transfer basis in their Departments. It is further clarified that you can recommend the name of one candidate only under the relevant rules. Therefore, you are requested to recommend the name of only one member of Group 'C' Service from your department. No department shall make recommendation beyond the

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FORM 'I'

SERVICE PROFILE OF CANDIDATE FOR THE RECRUITMENT TO THE HCS (EXECUTIVE BRANCH) FROM REGISTER A-II OF MEMBERS OF GROUP 'C' SERVICE AGAINST THE VACANCIES OF THE YEAR 2014 AS ON 15.09.2015

Sr. No.	Name of the Recommending Authority	Name/Designation/Educational Qualification(s)	Home District	Caste in the case of the candidates of reserved categories viz SCs/BCs etc.	Date of Birth and Age Y:M:D	Continuous Government Service and summary of post(s) held Y: M: D	Grading of ACRs from 2005-2006 to 2014-2015	Details of adverse remarks in the ACRs, if any. No./date /year	Details of penalties, if any No./date / year
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
		(a) Name: (b) Designation: (c) Edu. Qualifications:			(a) DOB (b) Age		(a) Total No. of ACRs: (b) Outstanding: (c) Very Good: (d) Good: (e) Average: (f) Below average:		

(Signature of the Recommending Authority)
Name:
Seal:

FORM 'II'

Summary of ACR Dossier of Shri/Smt. _____

Sr.No.	Period of report	Grading	Remarks (Adverse remarks conveyed /appreciation letter issued, if any, No./date/year
1.	2.	3.	4.

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

Abstract of reports for the years from
2005-06 to 2014-2015

1.	Outstanding reports	=
2.	Very Good reports	=
3.	Good reports	=
4.	Average reports	=
5.	Below Average reports	=

TOTAL	=
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ATTESTED

FORM 'III'

The integrity of the Shri /Smt. / Km. _____ is certified on the basis of the entries in his / her confidential Reports.

(Signature of the Recommending Authority)

Place :

Dated :

Name

Seal

विधान सभा कार्य
परम अग्रता

क्रमांक 1/6/2009-1सं0 का0

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

सभी विभागाध्यक्ष, हरियाणा (चण्डीगढ़ एवं पंचकुला स्थित)

दिनांक चण्डीगढ़ 20 अगस्त, 2015

विषय:- हरियाणा विधान सभा अधिवेशन के दौरान अधिकारी दीर्घा में प्रवेश को नियमित करना ।

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महोदय,

मुझे आपका ध्यान उपरोक्त विषय की ओर दिलाते हुए यह सूचित करने का निदेश हुआ है कि हरियाणा विधान सभा का आगामी अधिवेशन 2 सितम्बर, 2015 को बाद दोपहर 2.00 बजे हरियाणा विधान सभा भवन में बुलाया गया है । हरियाणा विधान सभा की अधिकारी दीर्घाओं में सीटों की संख्या सीमित होने के कारण राज्य सरकार द्वारा निर्णय लिया गया है कि अधिकारी दीर्घा में प्रवेश के लिये केवल प्रशासकीय सचिवों एवं विभागाध्यक्षों के लिये ही अनुमति पत्र की मांग की जाए ।

2. सरकार ने यह भी निर्णय लिया है कि जब प्रशासकीय सचिव/विभागाध्यक्ष किसी अपरिहार्य कारण से विधान सभा के अधिवेशन में स्वयं उपस्थित होने में असमर्थ हों तो वे विभाग के केवल दूसरे वरिष्ठतम अधिकारी को हरियाणा विधान सभा की बैठक की अवधि के लिए भेजें और केवल उस विशेष तिथि के लिये उस अधिकारी का नाम बताते हुये अधिकारी दीर्घा में प्रवेश हेतु अनुमति पत्र की मांग सचिव, हरियाणा विधान सभा को सीधे ही तथा अधिवेशन आरम्भ होने से पूर्व समय रहते भेज दें ।

भवदीय,


अधीक्षक संसदीय कार्य

कृते: मुख्य सचिव, हरियाणा सरकार ।

दिनांक चण्डीगढ़ 20 अगस्त, 2015.

क्रमांक 1/6/2009-1सं0 का0

एक प्रति सचिव, हरियाणा विधान सभा को सूचनार्थ भेजी जाती है ।



अधीक्षक संसदीय कार्य

कृते: मुख्य सचिव, हरियाणा सरकार ।

जारी....2

एक-एक प्रति सभी प्रशासकीय सचिव, हरियाणा सरकार को सूचनार्थ एवं आवश्यक कार्यवाही हेतु भेजी जाती है ।


अधीक्षक संसदीय कार्य

कृते: मुख्य सचिव, हरियाणा सरकार ।


सेवा में

सभी प्रशासकीय सचिव, हरियाणा सरकार ।

अशा: क्रमांक 1/6/2009-1सं0 का0

दिनांक चण्डीगढ़ 20 अगस्त, 2015.

विधान सभा कार्य

प्रम अगता

क्रमांक 1/9/2009-1सं0 का0

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. सभी विभागाध्यक्ष, हरियाणा ।
2. सभी बोर्डों/निगमों के प्रबन्ध निदेशक, हरियाणा ।

दिनांक चण्डीगढ़ 20 अगस्त, 2015.

विषय:- हरियाणा विधान सभा अधिवेशन के दौरान अधिकारियों/कर्मचारियों की कार्यालय में उपस्थिति रहने व दौरे पर न जाने बारे ।

महोदय,

मुझे आपका ध्यान उपरोक्त विषय की ओर दिलाते हुए यह सूचित करने का निदेश हुआ है कि हरियाणा विधान सभा का आगामी अधिवेशन 2 सितम्बर, 2015 को बाद दोपहर 2.00 बजे हरियाणा विधान सभा के हाल में बुलाया गया है । अतः अधिवेशन की तैयारी के लिये तथा अधिवेशन के दौरान कार्य को सुचारू रूप से चलाने के लिये कार्यालयों में अधिकारियों/कर्मचारियों की उपस्थिति सुनिश्चित की जाये । कोई भी अधिकारी/कर्मचारी बिना सक्षम प्राधिकारी की पूर्व स्वीकृति के अवकाश पर न जाए और यदि अवकाश स्वीकृत करना अति आवश्यक हो तो केवल अपरिहार्य कारणों के दृष्टिगत ही स्वीकृत किया जाये । यह भी सुनिश्चित किया जाये कि हरियाणा विधान सभा के अधिवेशन सम्बन्धी कार्य की तैयारी एवं अधिवेशन के दौरान कार्य को सुचारू रूप से चलाने के लिये अधिकारी/कर्मचारी (केवल अपरिहार्य कारणों को छोड़ कर) दौरे पर न जायें तथा अपने मुख्यालयों पर ही रहें ।

भवदीय,


अधीक्षक संसदीय कार्य

कृते: मुख्य सचिव, हरियाणा सरकार ।

एक-एक प्रति सभी प्रशासकीय सचिव, हरियाणा सरकार को सूचनार्थ एवं आवश्यक कार्यवाही हेतु भेजी जाती है ।


अधीक्षक संसदीय कार्य

कृते: मुख्य सचिव, हरियाणा सरकार ।

सेवा में

सभी प्रशासकीय सचिव, हरियाणा सरकार ।

अशा: क्रमांक 1/9/2009-1सं0 का0

दिनांक 20 अगस्त, 2015

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