

DATE BOUND

Food Supp

No.41/3/2015-5SII  
GOVERNMENT OF HARYANA  
CHIEF SECRETARY'S OFFICE  
PERSONNEL DEPARTMENT

Establishment Branch-  
Dairy No. 5/70  
Dated 20/8/15

Dated, Chandigarh, the 14<sup>th</sup> 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.

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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, 5<sup>th</sup> 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 10<sup>th</sup> 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

DQFS.

19-8-15  
PD (Admin)  
JFA

Bhavana  
19/8

6EU

**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 =

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

**OFFICE OF DIRECTOR GENERAL FOOD & SUPPLIES, HARYANA, CHANDIGARH**

Endst. No. 6E(I)-2015/ 26544

Dated, Chandigarh, the 20.08.2015

A copy of the above is forwarded to the following with the direction that this letter may be noted to all Officers/Officials working under your control & send the information to H.Q by dated 03.09.2015(11.00) A.M. Positively.

1. All the District Food & Supplies Controllers in the State of Haryana.
2. All Officers/In-charges at Hqrs.
3. DCLM, Haryana, Near Football Chowk, Ambala Cantt.

*Aslam 20/8/2015*  
**Deputy Superintendent Estt.-I**  
**for Director General Food & Supplies,**  
**Haryana**