

H.P.P.S.C. FORM 26

(TO BE FILLED BY THE ADMINISTRATIVE DEPARTMENT WHILE SENDING THE PROPOSAL SEEKING APPROVAL OF THE HIMACHAL PRADESH PUBLIC SERVICE COMMISSION FOR APPOINTMENT OF AN OFFICER TO THE POST / SERVICE ON SECONDMENT BASIS / BY TRANSFER)

(Note: The words 'transfer' and 'secondment' wherever used in this proforma the one which is not applicable may be scored through)

Sr. No.	Particulars	
1	Name of the post including classification	
2	Pay scale of the post	
3	Whether the post is permanent or temporary	
4	Duration of the vacancy & how it has occurred	
5	Name and designation of the officer proposed to be appointed by transfer or on secondment basis	
6	Period for which the appointment is proposed to be made	
7	(a) Whether Recruitment and Promotion Rules for the post have been framed / notified or not. (b) If yes, an updated copy thereof be enclosed with the proposal. (c) If not, reasons thereof.	
8	Educational qualifications prescribed for appointment to the post by (a) direct recruitment: (b) promotion:	
9	Whether transfer / secondment has been prescribed as one of the methods of recruitment to the post in the Recruitment and Promotion Rules or not?	
10	Whether the Administrative Department has explored all possibilities of making direct recruitment to this post? If so, quote reference of relevant correspondence with the Commission	
11	If promotion is one of the methods	

	<p>of the recruitment to the post:</p> <p>(a) Has the Administrative Department found all officers in the field of promotion to this post unsuitable for appointment to the post?</p> <p>(b) If the reply is in the affirmative detailed reasons in support thereof may be given</p> <p>(c) If the reply is in the negative, reasons for proposing appointment by transfer / on secondment basis may be furnished</p>	
12	<p>(a) Mention the post / service from which transfer / secondment is permissible under the Recruitment and Promotion Rules governing the post</p> <p>(b) If the Recruitment and Promotion Rules do not exist, the post(s) / service(s) from which the Government would prefer transfer / secondment to be made to the post. Reasons for such preference may be indicated</p>	
13	<p>(a) In such cases has the Administrative Department considered the cases of all other equally qualified officers for appointment to the post / service on the basis of transfer / secondment?</p> <p>(b) If not, reasons may be given</p>	
14	Total number of officers who have been considered for appointment to the post / service?	
15	For what reasons does the Administrative Department consider the officers as the most qualified for appointment to the post?	
16	Are the A.C.R. Dossiers of all the officers considered by the Administrative Department	

	annexed with the proposal?	
17	Mention the designation of the post / service in which the officer for the present is appointed along with the details of the pay scale	
18	Length of service put in by the officer in the post / service mentioned above	
19	Substantive post / service of the officer	
20	Qualification and experience of officer	
21	Name, address and telephone number of the representative of the Department to be contacted for discussion / clarification or for further information, if required.	

Date: \_\_\_\_\_  
Place: \_\_\_\_\_

Signature \_\_\_\_\_  
Name & Designation of the officer \_\_\_\_\_  
(Not lower than the rank of Under Secretary to the  
Government of Himachal Pradesh)