

H.P.P.S.C. FORM 27

(TO BE FILLED BY THE ADMINISTRATIVE DEPARTMENT WHILE SENDING THE PROPOSAL SEEKING APPROVAL OF THE HIMACHAL PRADESH PUBLIC SERVICE COMMISSION FOR RE-EMPLOYMENT OF AN OFFICER / OFFICIAL TO THE POST / SERVICE)

Sr. No.	Particulars	
1	Name of the officer	
2	Date of birth	
3	Particulars of the post / service in which re-employment has been or is proposed to be made, giving its; (a) Designation; (b) Classification; (c) Pay-scale;	
4	Is the post scientific/ technical?	
5	Educational qualification(s), experience etc. of the officer	
6	Period of the proposed re-employment	
7	Designation, classification, scale of pay of the post held by the officer on regular basis before superannuation	
8	(a) State whether the officer was compulsorily retired or punished as a result of departmental proceeding or convicted by a criminal court during the last five year (b) If so, state the circumstances leading to such compulsory retirement, punishment or conviction, as the case may be,	
9	(a) Do Recruitment and Promotion Rules for the post exist? (b) If not, (i) What steps have been taken to frame the Rules? (ii) What methods of appointment does the Government propose to prescribe for recruitment to the post? (iii) What qualifications, experience etc, are considered essential for recruitment to the post? (c) If Rules exist, (i) What methods of appointment are laid down for recruitment	

	<p>to the post?</p> <p>(ii) Is re-employment the only method of recruitment to the post?</p> <p>(iii) Is re-employment laid down a method of recruitment only if the method of direct recruitment / promotion fails?</p> <p>(iv) If direct recruitment / promotion have failed, state how?</p> <p>(v) Was the post ever advertised?</p> <p>(vi) Is no one eligible / suitable for promotion? Give details</p> <p>(vii) If no one is eligible for promotion, state the date by which an officer holding feeder post will be eligible</p> <p>(viii) If no eligible officer is suitable for promotion, state when another officer will become eligible</p> <p>(ix) If re-employment is not one of the prescribed methods, State whether orders of the authority to fill the post in relaxation of the rules have been obtained?</p>	
10	Other reasons for proposing re-employment of the officer	
11	<p>Specific action taken to make regular arrangements for filling up the post on expiry of the proposed period of the re-employment</p> <p>(i) Action taken to obtain the service of a younger officer to fill the post in accordance with the recruitment rules; and</p> <p>(ii) The date on which such action was actually initiated</p> <p>(iii) Action taken to train a younger officer to take over from the superannuated officer on completion or proposed period of reemployment</p> <p>(iv) Whether the Administrative Department is satisfied that</p>	

	adequate steps have been taken to ensure that the younger officer will be able to take over on the expiry of the proposed period of re-employment?	
12	Whether this is the first re-employment or continuation of an earlier re-employment:  If later, date of expiry of the period and number and date of the Commission's letter of approval. State the initial date from which re-employment in the post has continued	
13	(a) Total number of posts in the grade (b) Number of post(s) filled on a regular basis (c) Number of post(s) filled on adhoc basis; and (d) Number of post(s) unfilled	
14	Whether complete and up-to-date A.C.R. dossier of the officer is being enclosed	
15	If the proposal is made when the officer is about to retire or has already retired, why a reference to the Commission could not be made well in time?	
16	Name, address and telephone number of the officer of the Administrative 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)