

H.P.P.S.C. FORM 30

(TO BE FILLED BY THE ADMINISTRATIVE DEPARTMENT WHILE SENDING THE PROPOSAL SEEKING APPROVAL OF THE HIMACHAL PRADESH PUBLIC SERVICE COMMISSION TO CLAIM RE-IMBURSEMENT OF LEGAL EXPENSES UNDER ARTICLE 320 (3) (d) OF THE CONSTITUTION OF INDIA)

Sr. No.	Particulars	
1	Name of the officer	
2	(a) Post held (b) If the claimant has ceased to be in the service of the Government of Himachal Pradesh mention the name of the post held by him just before he ceased to be in service including its pay scale & classification	
3	Charges / grounds on which the officer was prosecuted (Indicate briefly the allegations / averments made against the officer and refer to the section of Acts, if any, which are relevant to the case/ suit)	
4	(a) Date of alleged incident(s) (b) Date on which the case / suit was investigated (c) Date of judgment of the lowest court of law which gave its verdict in favour of the officer (d) Date of birth of the officer	
5	(a) Whether the state / complainant / plaintiff went up in appeal / review / revision against the judgment announced in favour of the officer? If so, what was the result of such application for appeal / review / revision (b) Whether the application for appeal / review / revision by the State / complainant / plaintiff has become time barred?	
6	Amount claimed to be reimbursed by the officer	
7	(a) Whether the officer was prosecuted along with anybody else. If so, whether the defence was conducted jointly or separately?	

	<p>(b) In case if joint defence, was payment made by the claimant along with or was it shared with others?</p> <p>(c) If the payment was shared by the officer(s) prosecuted along-with the claim(s) may be furnished</p>	
8	Has any claim been preferred by any other officer prosecuted along with the claimant pending with the claim (s) may be furnished?	
9	<p>(a) Whether Government undertook defence of the case / suit on behalf of the claimant and incurred any expenditure in such defence?</p> <p>(b) Whether the amount, if any, spent by the Government in defending the case / suit has been deducted from the total amount claimed to be reimbursed by the officer?</p>	
10	Total amount suggested by the Government and the basis on which the said amount has been worked out may be clearly indicated	
11	If copying fees is included in the claim, give particulars of documents including judgment briefly indicating their relevance to the case / suit against the claimant	
12	If any amount spent on stamps is included in the claim. Certify that amount spent / claimed is in accordance with the schedule of rates prescribed under the law	
13	<p>Whether all the relevant documents particularly the following had been enclosed:</p> <p>(i) Original claim preferred by the officer</p> <p>(ii) Certified copy(s) of the judgment(s) obtained from the court or the copying agency (at Government's expense)</p> <p>(iii) Certified copies of order sheets (at the Government's expense) or / and authenticated document showing</p>	

	<p>the dates when the case / suit was posted for hearing and when the case / suit was actually heard</p> <p>(iv) Counsel's stamped receipts (not bills still to be paid by the claimant)</p> <p>(v) Authenticated receipts for clerks charges</p> <p>(vi) Vouchers and other authenticated receipts for copying fees, stamps and others</p> <p>Note:- In case receipts / vouchers are not forthcoming for any reason, it may be certified that the expenditure claimed was, to the satisfaction of the Government, actually incurred</p> <p>(vii) A detailed note describing briefly the charges / grounds on which the officer was proceeded against and the views taken by all the courts which had to deal with the case at the trial, appellate or any other stage</p>	
14	<p>Was the claimant punished as a result of departmental proceedings instituted against him in connection with the acts for which he was proceeded against? If so, complete record of such proceedings may be furnished (Even a simple warning, which does not amount to a regular penalty, may be noted against this item)</p>	
15	<p>Name, address and telephone number of the officer of the Administrative Department to be contacted for discussion / clarification or for further information, if required.</p>	

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

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