

H.P.P.S.C. FORM 28

(TO BE FILLED BY THE ADMINISTRATIVE DEPARTMENT WHILE SENDING THE PROPOSAL SEEKING APPROVAL OF THE HIMACHAL PRADESH PUBLIC SERVICE COMMISSION FOR MAKING ADHOC APPOINTMENT / PROMOTION 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 in which adhoc appointment has been or is proposed to be made, giving its; (a) Designation: (b) Classification: (c) Pay-scale: (d) Status: (Whether permanent or temporary)	
4	Whether the vacancy has occurred by retirement / resignation / death / promotion / leave of the previous incumbent of the post or by creation / up-gradation (Give detail thereof)	
5	Duration of the vacancy	
6	(a) Whether this is the initial adhoc appointment or continuation of an earlier adhoc appointment, (b) If it is a continuation of an earlier adhoc appointment, state: (i) the date of expiry of the period of the adhoc appointment already approved by the Commission / ordered by the AD without consulting the Commission (ii) the number and date of the Commission's letter of approval, if sought (iii) the initial date from which adhoc appointment in the post has continued	

7	Specific steps taken or proposed to be taken to fill the vacancy on a regular basis. The reference to the Administrative Department's letter forwarding requisition / D.P.C. proposal, if any, to be quoted	
8	(a) Total number of posts in the grade (b) Number of posts filled on regular basis (c) Number of posts filled on adhoc basis (d) Number of vacant posts (e) Number of posts under (c) & (d) above for which requisition has been placed with the Commission for direct recruitment through (i) examination and (ii) by selection (Relevant references number and dates to be quoted).	
9	Reasons for proposing / making adhoc appointment	
10	Initial date from which the officer has been holding the post on any on adhoc basis	
11	Does the present proposal of adhoc appointment involve adhoc appointment by promotion, direct recruitment or transfer?	
12	Whether the vacancy to which the officer has been appointed or is proposed to be appointed on an adhoc basis falls in the promotion / direct recruitment / secondment or transfer quota as prescribed in the Recruitment & Promotion Rules for the post	
13	Educational qualifications, experience, etc, required for the post when it is filled in the manner stated in reply to question in Column No.12 above.	

14	Educational qualifications, experience, etc. possessed by the officer named in Column No.1 above.	
15	Designation, classification and scale of pay of the post held by the officer named in Column No.1 on regular basis.	
16	(a) (i) Are the Recruitment and Promotion Rules for the post in existence? (ii) If so, is a copy of the Rules attached herewith? (b) If the Recruitment and Promotion Rules for the post have not been framed yet, please give reasons for not doing so and state the present stage of the Rules making process (attach a copy of the draft Rules)	
17	Whether complete and up-to-date A.C.R. dossier of the officer is being enclosed	
18	Mention the designation of the post the incumbents of which are eligible for promotion to the post mentioned in Column No.3 above	
19	(a) Is this officer the senior most among officers holding the posts mentioned in Column No.18 above? (b) If not, state why his seniors are not being considered for this adhoc appointment? (c) If his seniors are being superseded on account of unsuitability, whether their A.C.Rs. are being enclosed	
20	Whether a copy of the seniority-list of the incumbents of the feeder post is enclosed	
21	Whether a copy of the opinion of Department of Personnel in the	

	matter is enclosed.	
22	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)