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No.Per(AP-B)A(3)6/2020
Government of Himachal Pradesh
Department of Personnel (Appointment-II)

From

The Additional Chief Secretary(Personnel) to the
Government of Himachal Pradesh

To

(i) All the Administrative Secretaries to the
Government of Himachal Pradesh.

(ii) All the Heads of Departments in H.P.

(ii) All the Managing Director/Member Secretary/
Commissioner/Secretary/Chief Executive Officer of
Boards/Corporations/Councils/Authority/Municipal
Corporations/Co-Operative Banks in Himachal Pradesh.

Dated: Shimla-171002

16th Oct, 2020

Subject:-

**Assigning of additional Function to the HP Public
Service Commission by enacting an Act No.9 of
2018- Issue of instructions for framing of R&P
Rules on standard notified format.**

Sir/Madam,

I am directed to invite your attention towards this
Department's letter No.Per(AP-B)A(3)2/2014 dated 18.12.2018 vide
which instructions were issued to all Administrative Secretaries to
direct all the Departments to send the requisitions to the Commission
on the prescribed revised Form-23 (in duplicate) and Checklist duly
signed by the officer not below the rank of Under Secretary to the
Government of Himachal Pradesh to enable to Commission to proceed
further in the matter.

Now the Commission has made it mandatory for all
Departments as well as Boards/Corporations/Autonomous Bodies to
attach checklist with requisition form while sending requisition for
filling up the posts through direct recruitment to the Commission
since the Commission has switched over to new online portal where
the said checklist is mandatory to process the requisition online.

It is, therefore, requested to send the requisition to
Commission on the revised check list (Annexure-I) alongwith Form-23
duly signed by the officer not below the rank of Under Secretary/Head
of Institute to the Government of Himachal Pradesh to enable the
Commission to proceed further in the matter.

Yours faithfully,


(O.P. Bhandari)

Joint Secretary(Personnel) to the
Government of Himachal Pradesh

Tel. No.0177-2626097

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Endst. No. As above.

Dated:- 16-10-2020

Copy forwarded to :-

- 1 Secretary, HP Public Service Commission Shimla w.r.t. their letter No. 09-03/2018-PSC(R-IV)-1049 dated 31.8.2020

(O.P.Bhandari)

Joint Secretary(Personnel) to the
Government of Himachal Pradesh

Tel. No.0177-2626097

(13) ANNEXURE-I

Check-List to be sent with requisition for direct recruitment to the H.P. Public Service Commission.

Sr. No.	Information to be provided	Whether Yes/ no
1.	Whether the requisition has been submitted in the HPPSC Form 23 ?	
2.	Whether the existing vacancies and anticipated vacancies upto one year from the date of requisition have been included.	
3.	Whether the reservation for SC, ST, OBC and EWS has been worked out on the basis of post-based roster as per DOP Letter NO.PER(AP)-C-B(12)-1/98 dated 20/08/1998, No. PER(AP)-C-B(12)-1/2019 dated 11 th June, 2019 and subsequent amendments/ instructions thereto/ there under?	
4.	Whether instructions issued vide Department of Personnel Letter No. PER-C-F(1)-1/91 dated 6 th July, 1998 and dated 9 th January,2000 regarding ceiling of 50% on filling up of reserved vacancies, were kept in view while sending requisition.	
5.	Whether the requirements of the Right of Persons with Disabilities Act, 2016 and the policy relating to reservation for persons with disability has been taken care of while sending this requisition?	
6.	Whether the suitability and reservation for PH has been considered/ worked out on the basis of DOP Letter No. PER(AP)-C-F(4)-1/2020 dated 22/06/2020 and subsequent amendments instructions thereto/ there under?	
7.	Whether complete details regarding Recruitment Rules/ Service Rules viz notification, review etc. have been mentioned completely?	
8.	Whether certified copies of notified Recruitment Rules/ Service Rules including amendments thereof, if any, have been enclosed?	
9.	Whether the Essential and Desirable Qualification details have been worked out in a clear and comprehensive manner in accordance with the Notified Recruitment Rules/ Service Rules?	
10.	In case, Educational Qualification includes the term " or equivalent ", or " in relevant discipline/ appropriate branch " whether the exhaustive list of equivalent/ relevant/ appropriate Educational Qualifications has been provided?	
11.	In case, the above indicated Experience Qualification is not clear/ambiguous or not quantified or not clearly prescribed the specific area(s) in which the experience is required, whether the same has been redefined explicitly and clearly?	
12.	If direct recruitment was made earlier for identical posts, whether the reference and date of the latest communication from the Commission (including in fructuous case) has been indicated?	
13.	If the present requisition is within six months from the previous one, whether satisfactory reason(s) has/have been indicated?	
14.	Whether the name, address & telephone number of the Representative of Department/ Board/ Corporation/ Autonomous Bodies with whom the proposal (s) is to be discussed has been indicated?	

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15.	Whether the name of the officer not below the level of Under Secretary to the Government of Himachal Pradesh concerned, who has approved the requisition, has been indicated?	
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CERTIFICATE

*Certified that:

- THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016 which has become effective from 19th day of April, 2017 and the policy relating to reservation for persons with benchmark disabilities has been taken care of while sending this requisition.

- the suitability and reservation for persons with benchmark disabilities has been considered/ worked out on the basis of DOP letter No PER(AP)-C-F(4)-1/2020 dated 22/06/2020 and subsequent amendments/ instruction thereof.

*i) that the post of under this requisition has been identified as being suitable for being manned by persons with benchmark disabilities. Vacancies reserved for the persons with benchmark disabilities have been shown in the HPPSC Form 23).

OR

*ii) that the post of under this requisition has been identified as being suitable to be manned by persons with benchmark disabilities. None of the proposed vacancies is earmarked as reserved for the persons with benchmark disabilities (i.e. Post is Suitable but not Reserved for persons with benchmark disabilities)

OR

*iii) that the post of being requisitioned has not been identified as being suitable to be manned by persons with benchmark disabilities (i.e. Post is not Suitable and thus not Reserved for persons with benchmark disabilities).

OR

*iv) that the agency for which this requisition..... is being sent, is exempt from the provision of Section 34 of The Rights of Persons With Disabilities Act, 2016.

*[*Strike out the clauses that are not applicable]*

(b) The requisition is being placed after scrutiny of all Direct Recruitment vacancies

Signature of the Officer authorized to send the requisition

Name & Designation:

Telephone No. :

Place :

Date :