

From

The Director of Prosecution, (General)  
Haryana, Panchkula

To

1. All District Attorneys posted at District level in Haryana State.
2. The Deputy District Attorney, Haryana Legal Cell, Haryana Bhawan, New Delhi.
3. The Deputy District Attorney, Haryana Legal Cell, UT Courts, Chandigarh.

Memo No.: AP(8)-2023/1902 to 1904  
Dated Panchkula the 17.04.2023

**Subject:- Regarding check list for various cases.**

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Reference on the subject noted above.

It has come to the notice of the department that various cases has been received incomplete for necessary action. The department has been prepared a check list for the various cases on the basis of objections raised in the past which is as under:-

**Check list for renewal/issuance of Passport/Permission for going abroad:-**

1. Application alongwith three copies of Annexure I or G as per instructions (photo affixed) as the case may be.
2. Application should be submitted through proper channel.
3. In case of renewal of passport, copy of old passport should be submitted alongwith application.

**Regarding permission for going abroad:-**

1. The specific period going to abroad, address of stay in abroad, places of visit and amount of expenditure on visit and source of expenditure should be clearly mentioned in the application.
2. A copy of valid passport should be attached with application.
3. The application should be reached in Directorate through Head of Office alongwith clear cut recommendation at least one month from the date of visit as permission is to be issued by the Government.

**Check list for ACP Cases:-**

1. The case of ACP should be submitted through proper channel alongwith service book of the employee with complete entry of service verification and leave accounts etc. up to due date of ACP.
2. Integrity Certificate for the period of shortfall ACP shall be sent to the Directorate within one week from the date of issuance of letter in this regard.

**Check list for the application for another posts:-**

1. Application should be submitted through proper channel alongwith copy of the advertisement and other documents related to academic qualification, age and experience etc. prescribed for the said post.
2. It should be clearly mentioned by the concerned officer/official and certified by the Head of office that the employee is fulfil all required qualification, age and experience etc. as per advertisement.
3. It should be clearly mentioned that the application form is required to be send to the concerned authority through proper channel or not and NOC for same is required or not.
4. In case of application is to be forwarded for deputation post, it should be clearly mentioned which documents like ACR, integrity certificate, Minor and Major Penalty Certificate, Vigilance Clearance Certificate are required to send to the concerned authority alongwith application.
5. The application should be reached in Directorate at least 15 days before the closing date.

**Check list for purchasing/selling the Moveable/Immoveable Property :-**

1. Application should be submitted through proper channel.
2. In case of Moveable property, the prior permission in which cases required should be obtained and intimation in which cases required should be given within prescribed period to the prescribed authority as per Rule 24 of Haryana Civil Service (Government Employee Conduct) Rules, 2016.
3. Complete documents and information as complete name and address of the purchaser/ seller, amount of property, source of amount, name and certificate of registered/regular dealer, any official relation with purchaser or seller should be mentioned in the application/intimation.
4. Other requirement/document which is mentioned in rule 24 should be mentioned/attached.
5. In case of loan obtained from bank/financier, name of bank/financier, copy of agreement/sanction of loan should be attached with the application.

**Check list for Leave:-**

1. In case of child care leave, application should be submitted to the Directorate through proper channel before 15 days from the date of proceeding of leave.
2. The child care leave due as per service record should be intimated by the Head of Office.
3. Any substitute is required or not during the child care leave of any officer should be clearly mentioned by the head of office.

5. GPF, Pension, DCRG and Commutation of Pension case online are sent to P.A.G. online.
6. The sanction authority i.e. GPG, PPO, GPO and CPO received from Principal Accountant General (A&E) Haryana, Chandigarh are sent to concerned retired officer/official.
7. Case of 4.2A sent to Govt. for approval after superannuation and the proposal of 4.2A case of retiree must be sent to this office before 15 days of the date retirement.
8. After approval received from Govt. regarding 4.2A benefit sent to Principal Accountant General (A&E) Haryana, Chandigarh for revision of pension/DCRG by H.O.D./Head of Office after retirement.

**Check list for reimbursement of medical bills: –**

1. Essentiality Certificate should be filled properly.
2. Worked out calculation sheet of medical reimbursement bill as per Govt. instructions should be certified by the DDO.
3. Affidavit/proof/certificate regarding income proof, unemployed and dependent upon him/her may be attached.
4. Supporting documents shall be signed by concerned medical officer.
5. Essentiality certificate should be countersigned by medical superintendent of the Hospital and treating doctor.
6. As per para 1(viii) of circular No. 2/54/2020-1HB-III dated 14.07.2020 issued by the Additional Chief Secretary to Government Haryana, Health Department, the medical bill should be approved from the Civil Surgeon of concerned district on essential certificate in case of chronic disease.
7. It should be checked hospital is empanelled or not as per Health Department, Haryana.
8. As per instruction No. 2/24/2013-1HB-III, dated 19.09.2016 issued by the Health Department, Haryana, Head of Department has been empowered to accord sanction upto the medical claim of Rs. 3,00,000/- accordingly action of these bills should be taken as Head of Office level.
9. Emergency should be certified from concerned Civil Surgeon in case of private hospital, which is not in empanelled list issued by the Health Department, Haryana.
10. Providing limited Cashless Medical facility to regular Haryana Govt. Employees and pensioners as per letter dt. 22.11.2017 and letter No. 2FM-Cashless-2018/2158-2318 dated 04.04.2018 and may be sought out with in time limit.
11. Implementation of package rate/implant rate as per govt. instruction No. 2/56/2014-1HB-III dated 14.07.2020.

4. The Head of Office in view of their office work as per Rule-46(11) of Haryana Civil Service (Leave) Rules, 2016 should clearly recommended that child care leave may be sanctioned or not to the officer.
5. The application regarding extension of Child Care Leave should be submitted through proper channel with the recommendation of the Head of Office to the Directorate before 15 days of the completion of leave.
6. In case of Commuted leave on Medical Ground application should be submitted to the Directorate through proper channel within 15 days after their joining the service.
7. It should be clearly mentioned/recommended by the Head of Office/Department whether Medical certificate submitted by the officer is issued by the Competent Medical Authority or not defined in Rule 9(5) and Rule 30 of Haryana Civil Service (Leave) Rules, 2016.
8. It should be clearly mentioned by the Head of Office regarding child leave due of commuted leave on medical ground in the leave account of the officer as per service record.
9. The commuted leave/half pay leave due as per service record should be intimated by the Head of Office.
10. The Documents as Medical Certificate, Medical fitness certificate issued by the competent Medical Authority and joining report after availing leave should be sent alongwith application.

**Check list for demand of additional budget:-**

1. The letter regarding requirement of additional budget in various heads by the field offices should be submitted at once in a month before 10<sup>th</sup> of every month.
2. All the correspondence regarding budget should be sent to the Directorate through office E-mail or by registered post.

**Check list for Pension:-**

1. Regarding NDC of long terms advances, House/Accommodation, Affidavit received from concerned office must be sent to the Directorate immediately after received letter from Directorate.
2. The complete information regarding posting detail history should be intimated before 06 months of retirement by the Head of Office to this department.
3. The complete service book regarding service verification/leave account may be sent to the Directorate.
4. GPF and Pension papers may be sent to concerned retiring officer before 04 months of retirement to fill up with option of medical allowances.


**Check list for counter sign of TA bills:-**

1. T.A. Claim form should be filled properly.
2. Declaration as per Rule-78 of HCS (TA) Rules.
3. Copy of Registration certificate.
4. Prior permission to travel by own car. (Rule 26 of HCS (TA) Rules, 2016).
5. As per Rule-24, tickets and boarding pass should be attached in original in case of travel by plane.
6. TA bill should be duly signed by DDO.

It is therefore requested that the above cases may kindly be sent to this department after due examination and along with complete documents as per above check list and relevant rules/instructions in future, so that delay may not be occurred in the disposal of the matters.

  
Administrative Officer,  
for Director of Prosecution (General) Haryana


Endst. No. AP(8)-2023/ 1905

Dated: 17.04.2023  17.4.2023

A copy is forwarded to the all the District Attorneys/Deputy District Attorneys/Assistant District Attorneys posted in various departments/offices/boards/corporations/commissions for information and necessary action.

They are also requested to send their cases to this department as per above check list and relevant rules/instructions through their Head of Offices in future.

  
Administrative Officer,  
for Director of Prosecution (General) Haryana

 17.4.2023