

REPORT TO BE SUBMITTED BY THE ADMINISTRATIVE DEPARTMENT

1. Name of the Staff proposed for re-employment. :
2. (A) Designation at the time of retirement. :
(B) Pay Scale at the time of retirement. :
3. Administrative Department. :
4. Date of retirement. :
5. Date of receipt of application :
6. Re-employment period. : Length : Months
Period from : To
7. Age. : Date of birth :
Age on the day of :
submission of application.
8. Academic qualification. :
9. Departmental proceeding records. :
(A) Particulars of DP case. :
(B) Present position of the case :
(C) Particulars of penalty imposed :
10. Details of suspension during service tenure. :
11. Previous re-employment records. : Length : Months
Period from : To
12. Length of service in the Department. :
13. Records of any outstanding achievement, awards publication special course etc. by the officer. :
14. ACR for last 10 years : Period : Grading
1)
2)
3)
4)
5)
6)
7)
8)
9)
10)
15. Justification for re-employment in the Department. :
(a) What are the exceptional qualification, skill and experience of the officer that justify his re-employment.
(b) Justification that re-employment is proposed in rare and exceptional circumstances.
(c) Deliverables and scope of works for re-employment. :
16. Action initiated by the Department for filling up the post prior to one year of the date of retirement of the officer. :

17. No. of persons already engaged on :
contractual basis in the Department.
and in ~~the~~ the Commissionerate,
Directorate, PSUs, Societies,
Authorities etc. under the Department.
18. Whether approval of the Minister of :
the Department is taken (Y/N).
19. Whether draft agreement is enclosed :
(Y/N).
20. Whether deliverables, measurable and :
monthly review of officers to be
engaged is included in the draft
agreement (Y/N).
21. Criminal proceedings, if any, and :
status/outcome of the same.
22. Specific works/tasks proposed to be :
entrusted.

Signature of the Senior Most Secretary of the Deptt.

Name & Designation :

Date :