

URGENT
DATE BOUND

From

The Chief Secretary to Government Haryana.

To

All Deputy Secretaries to Government Haryana, HSS-I
/ Under Secretaries to Government Haryana, HSS-I
Haryana Civil Secretariat.

Memo No.05/16/2025-6Estt.-I

Dated: Chandigarh, the 01st July, 2026

Subject: Circular for sending a panel for the post of Administrative Officer in Faridabad, Metropolitan Development Authority (FMDA) on Deputation Basis.

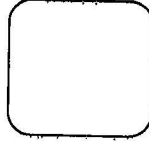
Kindly refer to the subject cited above.

2. It is informed that the Faridabad Metropolitan Development Authority (FMDA) intends to fill up two (02) posts of Administrative Officer in the Authority from amongst the Deputy Secretaries to Government Haryana, HSS-I / Under Secretaries to Government Haryana, HSS-I of the Haryana Civil Secretariat in his/her own pay scale.

Accordingly, It is proposed that a panel comprising two (02) officers each from among the Deputy Secretaries to Government Haryana, HSS-I and Under Secretaries to Government Haryana, HSS-I of the Haryana Civil Secretariat may be put to FMDA for further necessary action.

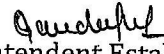
3. The deputation shall initially be for a period of three years, in terms of Rule 137(1) of the HCS (General) Rules, 2016.

PRESCRIBED PROFORMA

Sr. No.	Particulars	Details to be Filled by Officer
1.	Photograph Passport Size	
2.	Name of the Officer (in Capital Letters) Payee Code	
3.	Father's/ Husband name	
4.	Designation	
5.	Present Department/ Office	
6.	Date of Birth	
7.	Date of Joining Government Service	
8.	Date of Appointment as Under Secretary/ Deputy Secretary	
9.	Educational Qualifications	
10.	Experience Relevant to the Post, if any	
11.	Present Pay Level/ Pay Matrix	
12.	Whether any disciplinary/ Vigilance case is pending or contemplated	Yes / No
13.	Details of Previous Deputation, if any	
14.	Mobile Number	
15.	Email ID	
16.	Remarks, if any	

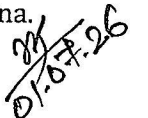
(Signature of the Officer)

4. It is therefore, requested that all willing Deputy Secretaries to Government Haryana, HSS-I / Under Secretaries to Government Haryana, HSS-I of the Haryana Civil Secretariat to submit their willingness in the prescribed proforma mentioned above **within 15 days from the date of issuance of this circular** alongwith self declaration enclosed with this circular.


Superintendent Establishment-I,
for Chief Secretary to Government, Haryana.

INTERNAL DISTRIBUTION:

1. Secy. to CPSCM/ Secy. to C.S/ Secy. to SSSE
2. Steno to DS (G)/ DEO to USSE.
3. Supdts. Accounts/ Accounts-I/A&P/ Training Cell /Cash/Estt.II & III Branches.
4. Ado-I&II/Libn./R.A./CT/SK.
5. 1E/2E/3E/4E/5E (in Estt-I Branch)


01.07.26

SELF DECLARATION

I hereby declare that the particulars furnished in the prescribed performa i.e. Sr. No. 01 to 16, are true and correct in all respects to the best of my knowledge and belief, and that nothing material has been concealed therein.

Date: _____

Place: _____

Name
Father's Name
Designation
Payee Code
Department/ Office
