PROFORMA –II

ANNEXURE –V
(Vide paragraph 3 (ii) of G.O.)

BRIEF PARTICULARS ABOUT THE OFFICERS TO BE CONSIDERED FOR INCLUSION IN THE PANEL OF ASSISTANT DIRECTOR OF ANIMAL HUSBANDRY AS ON 01.07.2021

I.	(a)	Name and designation of the officer and the scale of pay attached to the post now held		
	(b)	Classification of community (SC/ST/BC/MBC/OC)		
	(c)	Name of the community as specified in the General Rules (except O.C. column(b) and (c) are applicable only for the post for which rules of reservation is followed for recruitment by transfer to higher posts.		
2.		Age and date of Birth		
3.		Date of Retirement		
4.		Educational Qualifications, Special Qualification if any.		
5.		Training undergone		

From	To	Details

6.		Date of regular appointment date of completion of probation and total service in the post presently		Date of Regular Appointment : Date of Completion of Probation :

		held if on O.D. period from which he is on O.D.		Total Service in the post : Y M D As on ( )
7.		Whether the officer has acquired all the qualifications prescribed in the special adhoc rules for higher posts including experience special training.		Yes
	i)	Crucial Date		
	ii)	Qualification Test/Experience etc. prescribed.		
	iii)	Date of acquiring the qualification, experience etc. and date of passing test.		
8.		Whether any charges are pending against the officer, and if so indicate the period to which charges relate, nature of charge and date from which pending the present stage. Reason for delay in finalising the disciplinary proceedings whether any appeal are pending and if so the present stage.		NIL
	(a)	Extract of charges pending under rule 17(b) of the Tamil Nadu Civil Services (Classification, Control and Appeal Rules)		NIL
		i)		
		ii)		
		iii)		
	b)	Extract of lapses for which disciplinary action under rule 17(a)		

		of the Tamil Nadu Civil Services (Classification, Control and Appeal) Rules have been instituted.		NIL
9.	(a)	Whether any Vigilance or other enquiries are pending against the officer and, if so, indicate the details thereof, nature of irregularities/lapses for which he is proceeded against; period to which lapses relate.		NIL
	(b)	Present stage of disciplinary proceedings.		NIL
9-A	(a)	Whether any criminal case is pending against the officer in the official capacity and if so, indicate the details thereof; nature of crime for which he is proceeded against:		NIL
	(b)	Whether charge sheet has been filed:		
	(c)	Present stage of the criminal case:		
9-B	(a)	Whether any criminal case is pending against the Officer in the personal capacity / private in nature and if so, indicate the details thereof; nature of crime for which he is proceeded against:		NIL
	(b)	Whether charge sheet has been filed:		
	(c)	Present stage of the criminal case:		
9-C	(a)	Whether charges have been framed by the Tribunal for Disciplinary Proceedings and the enquiry by the Tribunal for Disciplinary Proceedings is pending:		NIL
	(b)	Whether the case was referred to the Tribunal for Disciplinary Proceedings by the Government themselves or on recommendation of the Vigilance Commission:		NIL
	(c)	Present stage of the enquiry by the Tribunal for Disciplinary Proceedings:		
10.		Whether any penalties have been imposed on the officer and, if so, the nature of lapses and penalties imposed and date of imposition of the punishment. Copies of orders imposing punishment should be attached.		NIL

	a)	Whether the penalties have been given effect to, if not the reasons therefore.		NIL
	b)	Whether on suspension undergoing punishment at the time of consideration.		NIL
11.	(i)	Whether there is adverse remarks in his Personal file and, if so, indicate the details therefor and whether they have been communicated to the individual.		NIL

(ii)	Resume of personal file	From	To	Rating	Adverse remarks if any (if there are no adverse remarks put 'nil' In no case, it should be left blank.
		(1)		(2)	(3)

	12.	Whether the individual has been considered earlier in the last panel and passed over if so, the reasons therefore may be indicated.		NO
	13.	Specific recommendation of controlling officer.		
	14.	Specific recommendation of the Regional Joint Director of Animal Husbandry		