

Checklist for Submitting regularization/promotion proposals for DPC/PSC.

S.No.	Documents.
1	Index.
2	Detailed agenda note. (Signed by Administrative Secretary)
3	Year-wise eligibility list in the prescribed Proforma. (Proforma enclosed as Annexure-A)
4	Details of year-wise vacancies.
5	Documentary proof that the vacancies proposed for regularization have accrued on substantive basis.
6	Year-wise Incumbency position of the relevant period in the prescribed Proforma. (Proforma enclosed as Annexure B)
7	Details of vacancies proposed for recycling.
8	The detail of last vacancy utilized in the earlier proposal with documentary proof.
9	Form-8 duly filled. (Proforma enclosed as Annexure C)
10	Authenticated copy of final seniority list proposed to be operated for regularization of officers.
11	Authenticated copy of Recruitment Rules with amendments, if any.
12	Authenticated copy of roster register maintained in the Department.
13	Work & Conduct signed by the Administrative Secretary.

14	Integrity certificate signed by the Administrative Secretary.
15	Latest vigilance clearance of the officers proposed for regularization.
16	<p>APRs (in original) along with details of year-wise APR's grading of the officers proposed for regularization on a separate sheet.</p> <p>Three (3) years APRs in case of regularization of officers from Gazetted to Gazetted rank and five (5) years APRs in case of non-Gazetted to Gazetted rank, preceding the date of placement/proposed date of regularization.</p> <p>The procedure for seeking the APRs in respect of the DPC proposals from Non-Gazetted to Gazetted and Gazetted to Gazetted Cadre officials/officers strictly as per the G.O. No. 1311-GAD of 2001 dated 09.11.2001 and G.O. No. 170-GAD of 1986 dated 06.02.1986 with the following stipulations:</p> <ul style="list-style-type: none"> (i) If the concerned initiating/ reviewing /accepting authorities are in-service, the administrative department concerned shall have the APRs completed; (ii) When any of the above officer has retired/ demitted office/died, certificate to the effect should be recorded on the APRs by the Administrative Secretary. (iii) If in-spite of the above two situations, the APRs have not been initiated /reviewed/accepted or having been written, have been irretrievably lost for reasons beyond the control of the Administrative Department and the Department finds it impracticable to furnish the APRs, the Administrative Secretary will state so and furnish cogent reasons to this effect. In such a situation the Administrative Secretary shall furnish a certificate regarding the work and conduct of the

	<p>officer for the particular year rating him as "outstanding", "Very Good", "Good", "Satisfactory" and "below the job requirement" as the case may be.</p> <p>In case of non-availability of requisite APRs in respect of the officers/officials proposed for regularization/ promotion due to the reasons as stipulated herein above, the concerned Administrative Secretary may furnish the "work & conduct certificate in lieu of APRs" on the prescribed proforma. (enclosed as Annexure-D)</p>
17	Creation Orders, if any.
18	Placement orders of the officers proposed for regularization.
19	Retirement notification(s) issued by the Department, in case retirement vacancies are proposed for utilization.
20	Minutes of the last DPC meeting, if any.
21	<p>Certificate, duly signed by the Administrative Secretary, to the effect that:</p> <ul style="list-style-type: none"> i. There is no court case pending in any competent court (s) of law or any court order(s)/direction(s) which has bearing on the proposal. ii. There is no seniority dispute among the officers, in the seniority list proposed to be operated for regularization. iii. The proposal is free from all encumbrances.

Proforma

Year-wise incumbency position.

Vacancy position as on	Sanctioned Strength	Incumbents in Position	Vacancy	Retired during the year	Promoted during the year	Remarks
1	2	3	4	5	6	7

FORM NO 8

PROFORMA FOR SUBMISSION OF PROPOSALS FOR PROMOTION TO THE PUBLIC SERVICE COMMISSION

1. Name of Department/Office
2. Post to which promotion is to be made.

Designation	Classification	Scale of pay	No. of vacancies		No. of posts filled on adhoc basis.	No. of vacancies falling in the promotion quota		
			Tempor-ary	Perman-ent		Exis-ting	Anti-cipa-ted	Total

3. Recruitment Rules for the grade/post

- (a) Notification No. & date under which the Recruitment Rules were sanctioned.
- (b) Method of recruitment prescribed:
 - (i)% direct recruitment
 - (ii)% promotion
 - (iii) any other method if prescribed.
 - (iv) Has the ratio been maintained in a recruitment year as between direct and promotion. If there is variation reasons therefore may be indicated.
- (c) Whether an upto date copy of the Recruitment Rules has been enclosed? (this should invariably be sent for reference).

4. Grade/Post from which promotion is to be made

Designation	Classification	Scale of pay	Recruitments prescribed for eligibility for promotion.
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5. Whether any reservation should be made for Scheduled Caste/Scheduled Tribe/OBCs etc.

If so, details may be given:

- i) Scheduled Caste
- ii) Scheduled Tribe
- iii) Other Socially & Educationally Backward Classes

iv) Others

Total: (i) to (iv)

6. PSC reference No. under which promotions to the grade/post were last considered.

7. Seniority list:

- (a) Whether a seniority list as in the prescribed proforma (Annexure-I) has been enclosed?
- (b) Whether all eligible officers, including those on deputation etc. are included?
- (c) Whether the seniority list, before finalisation, was circulated to all concerned?
- (d) Whether there are any officers whose seniority has not been finalised? If so give details.
- (e) Whether the seniority list (Annexure-I) has been duly authenticated by an officer not below the rank of Under Secretary to the Government?
- (f) Whether the list has undergone any changes since it was last placed before the P.S.C. if so give details in Annexure-I (A)?
- (g) Are there any Scheduled Caste/Scheduled Tribe/OBCS Officers in the list? If so, please indicate clearly details in the Remarks column.

8. A.C. Rolls.

- (a) Whether a list (in duplicate) has been attached showing the names of Officers whose ACR's are enclosed with this reference?
- (b) Are the A.C.Rs complete and up to date? (ACRS should be sent only after these have been completed)

9. Self contained note.

Whether a self-contained note explaining the proposals for promotion has been enclosed?

Signature.....
Designation.....

ANNEXURE I

Vide items 7 of the proforma (Form No.8).

Seniority list of officers in the grade of
as on.....

S.No.	Name of Officer	Date of birth	Date of regular appointment to the grade	P.S.C. reference if any, under which recommended/approved for appointment to the grade	Post held substantively	Remarks
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* Signature of Authenticating Officer

Designation.....

Date.....

* To be signed by an Officer of the rank of Under Secretary or above.

ANNEXURE I (A)

Vide item 7 of the proforma (Form No.8).

Particulars of changes in the seniority list.

Name of the Officers which were included in the last seniority list but have been deleted in the present seniority list.

Reasons for deletion

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2

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(ii) Name of the officers added in the present seniority list.

1.

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4.

5.

Signature
Designation
Date

Annexure D

Work & conduct certificate in lieu of APRs

It is certified that APRs of the following officer/(S)/official/s have got damaged /irretrievably lost due to _____ . It is beyond the control of the Administrative Department to furnish their APRs required for regularization of the services. However, on the basis of performance and service records of the officer/(S)/official/(S) performance during the period shown against each are rated as under:-

S.No.	Name of the officer/ official	Period for which APRs have damaged/ lost	Grading

The above certificate is issued in terms of Government Order No. 1311-GAD of 2001 dated 09.11.2001.

Signature of the Administrative Secretary

Eligibility Proforma

S. No.	Name of the Officer	Designation	Seniority position	Qualification	Roster points	Date of Birth	Date of retirement	Date of 1st appointment	Date of substantive appointment as	Date of eligibility as	Date of placement as	Date of vacancy	Cause of vacancy	Proposed date of regularization.	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16