

Para 'VI'

Statement of information/documents required to be furnished to the Commission with the proposal for convening the SCMs for promotion to the IAS/IPS/IFS

1. **Vacancies:** A copy of order of the Govt. of India clearly determining the vacancies for the years for which the Select Lists are required to be prepared.
2. **Seniority List:** A complete and published seniority list of State Civil/Police/Forest Service officers from amongst the promotions are to be made to the IAS/IPS/IFS indicating the date of birth, date of confirmation, status of SC/ST, date of continuous appointment in the qualifying grade of SCS/SPS/SFS etc.
3. **Eligibility List:** Eligibility list (year-wise eligibility lists where applicable) of officers required to be considered by the Selection Committee as per Annexure 3.1 (SCS), 3.2 (SPS) & 3.3. (SFS). Bio Data in respect of Non-SCS officers as per the format in Annexure 3.4. A consolidated statement of Non-SCS officers proposed for consideration of the Selection Committee as per the format in Annexure 3.4-A.
4. **Statement of disciplinary cases/penalties etc:** The latest position of disciplinary/criminal proceedings pending against the eligible officers indicating the brief facts and nature of charges as well as the date of issue of charge-sheet to the officer concerned/date of filing the charge-sheet in the court of law as per the format in Annexure 4.1. In case any of the DE/DP etc. has resulted in the imposition of penalty, the details of such penalties may also be provided as per the format in Annexure 4.2.
5. **Integrity Certificate:** The integrity certificate certifying/ withholding the integrity of the eligible officers duly signed by the Chief Secretary. The reasons for withholding the integrity of the eligible officers may also be indicated alongwith brief details thereto as per the format in Annexure 5.

6. **Adverse remarks/entries in ACRs:** A statement of communication of adverse remarks in the ACRs of the State Service officers and representations against such remarks as per DPAR OM dated 07.07.1981 as per the format in Annexure-6.

7. **ACR dossiers:** Complete ACR dossiers of the eligible officers together with a statement giving the year-wise availability of ACRs to be furnished with the proposal. If some of the ACRs/Part ACRs are not available, a certificate indicating the valid reasons as contained in Govt. of India (DOPT) OM dated July, 1988 may be added in the respective ACR dossiers. A consolidated statement giving the status of Non-availability of ACRs and the reasons thereof may also be furnished to the Commission as per the format in Annexure 7.

8. **Court directions:** A statement of court cases and court orders (interim or final) having a bearing on the Select List indicating the brief facts and the relevance of the court case to the Select List be furnished as per Annexure 8.

9. **Composition of SCM** At the time of meeting a certificate may also be furnished to the effect that the officers of the State Govt. attending the SCM are exactly in accordance with the revised composition of Selection Committee specified in the Regulations of the IAS/IPS/IFS promotion Regulation and these officer are members of an All India Services as per Annexure 9.

10. **No Relation Certificate:** Before the start of the Selection Committee Meeting, the members of the Selection Committee are required to sign a No Relation Certificate certifying that none of his/her close relatives are being considered by the Selection Committee and that he is otherwise also not interested in any particular candidate. The Members of the Selection Committee representing the State Government may be informed of this requirement and a certificate to this effect may also be obtained from them in advance and furnished to the Commission as per Annexure-10.

11. **Contact details:** The name, designation, telephone numbers of the members of the Selection Committee representing the State Govt.

12. **In case of Non-SCS officers** in addition to paras 1, 3 to 10 above, a certificate may also be furnished to the effect that the Non-SCS officers recommended by the State Govt. are of outstanding merit and ability, hold gazetted post in substantive capacity and have completed not less than 8 years of continuous service under the State Govt. on the 1st day of January of the year of the Select List in any post which has been declared equivalent to the post of Deputy Collector in the State Civil Service as per the format in Annexure 11. A copy of the order declaring the equivalence of Non-SCS posts under the State to the post of Deputy Collector may also be furnished.

Check list-I

Check-list for sending proposals for convening the Selection Committee Meetings for promotion to IAS(SCS)/IPS/IFS

(Check list and the Annexures are available on www.upsc.gov.in)

Name of State:

Proposal for promotion to:

Year(s) for which Select List(s) to be prepared:

Whether proposal for preparation of fresh:

Select List/review of Select List already

prepared. If Review SCM to be held,

specific Court directions to be indicated.

The proposal shall be treated as complete if the information furnished to the Commission in the Annexures/documents, as per check-list, is complete in all respects with all columns duly filled with requisite documents/ACRs sent along with the proposals. The page number of the documents attached with the proposal may also be indicated.

Sl. No.		Whether Yes/No. Please indicate page no. at which document is attached .
1.	VACANCIES:	
a.	No. of vacancies determined by Govt. of India	
b.	Whether a copy of the order of Govt. of India determining the vacancies enclosed?	
2.	SENIORITY LIST:	
a.	Whether the seniority of SCS/SPS/SFS officers as on 1 st January of the year for which the Select List is to be prepared has been published/notified?	
b.	Whether a copy of notification of published seniority list furnished?	
c.	If the seniority list not notified, whether a certificate furnished to the effect that the seniority list furnished to the Commission is complete, final and the latest seniority list in use?	
d.	Whether the date of birth, status of SC/ST, date of continuous appointment in the qualifying grade of SCS/SPS/SFS, date of confirmation in State service indicated in the seniority list?	
e.	i. Whether necessary required updation on account of voluntary retirement/death/dismissal/removal etc. which occurred after the issue of Seniority list referred above have been made and duly signed? ii. If not, then details of all such subsequent developments	

	including date of their occurrence need to be furnished indicating the respective serial number in seniority list.	
3.	ELIGIBILITY LIST:	
a.	Whether the eligibility list (year-wise eligibility lists where applicable) furnished in the Annexure 3.1 (SCS), 3.2(SPS) and 3.3 (SFS)?	
b.	<p>i. Whether there is any variation in the inter-se seniority of the officers included in the eligibility list vis--vis their inter-se seniority in the seniority list?</p> <p>ii. Whether reasons therefor have been indicated against the officers name in remarks column of Annexure 3.1/3.2/3.3, as the case may be and also whether copies of orders of the State Govt. in that regard have been furnished?</p>	
c.	<p>i. Whether the names of all the officers who are eligible as on 1st of January of vacancy year and are available for promotion as on 31stDecember of that year are included in the eligibility List?</p> <p>ii. Whether spelling of the names of all officers in the eligibility list is same as the spelling given in the Seniority List?</p>	
d.	<p>Whether the number of officers included in the Eligibility List for 1st and 2nd year onwards is as follows:-</p> <p><u>1st year eligibility list</u></p> <p>Normal Zone of consideration i.e. 3 times of the number of vacancies as mentioned at column 1(a) above</p> <p style="text-align: center;">+</p> <p>Names of officers included provisionally in the previous Select List but over age for Select List under consideration</p>	

	<p><u>2nd year onwards</u></p> <p>Normal Zone of consideration i.e. 3 times of the number of vacancies for the relevant Select List year</p> <p style="text-align: center;">+</p> <p>The eligible officers equal to total number of vacancies for the previous Select List year(s) starting from vacancies of 1st year.</p>	
e.	Whether the name and date of birth of officers included in the eligibility list have been tallied with the seniority list and in case of any variation, reasons therefor indicated?	
f.	Whether any officer in the seniority list who fulfils the eligibility criteria of age and qualifying service has been left out in the eligibility list? If so, whether specific reasons therefor indicated?	
4.	<p>STATUS OF DISCIPLINARY/CRIMINAL PROCEEDINGS:</p> <p>Whether the statement of disciplinary proceedings & criminal proceedings in Annexure 4.1 furnished?</p>	
5.	<p>STATUS OF PENALTIES:</p> <p>Whether details of penalties imposed in respect of eligible officers during the last 10 years furnished in Annexure 4.2?</p>	
6.	<p>INTEGRITY :</p> <p>Whether the integrity certificate/withholding the integrity certificate of eligible officers with reasons duly signed by Chief Secretary furnished in Annexure 5?</p>	
7.	<p>ADVERSE REMARKS IN ACRS:</p> <p>Whether a statement of communication of adverse remarks in the ACRs of eligible officers and consideration of representations against such remarks furnished in Annexure 6?</p>	

8.	ACR DOSSIERS:	
a.	Whether a statement of availability of ACRs of eligible officers is furnished in Annexure 7?	
b.	Whether complete ACR dossiers including ACRs/part ACRs, if any, of the preceding 5 years up to the year of Select List have been furnished? [For example for Select List of 2012, ACRs up to March 2012 and for Select List of 2011 ACRs up to march 2011 are to be furnished]	
c.	Whether details of missing ACRs given in Annexure 7?	
d.	Whether No Report/ No Review/ No Acceptance certificate indicating valid reasons added in ACR dossiers?	
e.	Whether English Translation of ACRs written in regional languages duly authenticated by an officer of the rank of Secretary/Principal Secretary to the State Government added in the ACR dossiers?	
g.	Whether the ACR dossiers are neatly arranged in the chronological order?	
h.	Whether the ACRs of the preceding 5 years of the year of Select List have been duly flagged?	
i.	Whether a certificate furnished to the effect that the ACRs forwarded to the Commission are valid as per State Government ACR Rules?	
j.	Whether a certificate that all the orders/communications issued by the State Govt. in respect of ACRs of eligible officers in pursuance of Court directions or otherwise have been incorporated in the relevant ACRs/ placed in the ACR dossiers?	
9.	COURT DIRECTIONS:	
a.	Whether a statement of Court cases having a bearing on the	

	Select List furnished in Annexure 8?	
b.	Whether any Court directions are pending to be implemented in respect of eligible officers?	
10	IMPLEMENTATION OF RECOMMENDATIONS OF PREVIOUS SCM: Whether copy(ies) of appointment order(s) of the immediately preceding Select List(s) have been enclosed?	
11	CERTIFICATE REGARDING COMPOSITION OF SELECTION COMMITTEE MEETING: Whether a certificate to the effect that the officers of State Government attending the SCM are exactly in accordance with revised composition of Selection Committee as per respective Promotion Regulations has been furnished in Annexure 9?	
12.	NO RELATION CERTIFICATE	
a.	Whether the members of the Selection Committee informed the requirement of signing a No Relation Certificate in Annexure 10 before the SCM?	
b.	Whether a certificate to this effect obtained from the members of Selection Committee in advance and furnished?	
13.	CONTACT DETAILS: Whether the name, designation, telephone number of the members of the Selection Committee representing the State Government and the officers in charge of sending the proposal to the Commission furnished?	

It is certified that the information furnished above is complete. In the event of any incomplete information/deficiencies in the documents enclosed with the proposal are found whether at the time of submission of proposal or subsequently, it is understood that the Commission will not entertain the proposal and return the same to the State Government.

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Name_____

Designation_____

(to be signed by officer not below the rank of Secretary to the State Government)

Check list-II

Check-list for sending proposals for convening the Selection Committee Meeting for appointment to IAS(Non-SCS)

(check list and the Annexures are available on www.upsc.gov.in)

Name _____ of _____ State:
Year of Select List to be prepared:

The proposal shall be treated as complete if the information furnished to the Commission in the Annexures/documents, as per check-list, is complete in all respects with all columns duly filled with requisite documents/ACRs sent alongwith the proposals. The page number of the documents attached with the proposal may also be indicated.

Sl. No.		Whether Yes/No. Please indicate page no. at which document is attached.
1.	Vacancies	
a	No. of vacancies determined by Govt. of India	
b.	Whether a copy of the order of Govt. of India determining the vacancies enclosed?	
2.	Eligibility list	

a.	Whether a consolidated statement of Non-SCS officers proposed for consideration of the Selection Committee furnished in Annexure 3.4-A?	
b.	Whether bio-data of all eligible Non-SCS officers furnished in the format in Annexure 3.4?	
c.	Whether name and date of birth of Non-SCS officers included in the eligibility list has been tallied with the respective seniority list of the officer and in case of any variations, the reasons therefor have been indicated?	
3.	Certificate of eligibility of Non-SCS officers in terms of Reg. 4 of IAS (Appointment by Selection) Regulations 1997	
a.	Whether a certificate to the effect that the Non-SCS officers recommended by State Government are of outstanding merit and ability, hold gazetted post in substantive capacity and have completed not less than 8 years of continuous service under State Government on the 1 st day of January of the Select List year in any Non-SCS post declared equivalent to the post of Deputy Collector in SCS is furnished in Annexure 11.	
b.	Whether a copy of the order issued by the State Government declaring the equivalence of Non-SCS posts under the State to the post of Deputy Collector for the purpose of Reg. 4 furnished?	
4.	Status of disciplinary/criminal proceedings/penalties imposed, integrity certificate, adverse remarks in ACRs	
a.	Whether the statement of disciplinary proceedings & criminal proceedings in Annexure 4.1 furnished?	

b.	Whether details of penalties imposed in respect of eligible officers during the last 10 years furnished in Annexure 4.2?	
c.	Whether the integrity certificate withholding the integrity certificate of eligible officers with reasons duly signed by Chief Secretary furnished in Annexure 5?	
d.	Whether a statement of communication of adverse remarks in the ACRs of eligible officers and consideration of representations against such remarks furnished in Annexure 6?	
5.	ACR dossiers	
a.	Whether a statement of availability of ACRs of eligible officers is furnished in revised Annexure-7?	
b.	Whether complete ACR dossiers of eligible officers have been furnished?	
c.	Whether No Report Certificate indicating valid reasons added in the ACR dossiers?	
d.	Whether English Translation of ACRs written in regional languages duly authenticated by an officer of the rank of Secretary/Principal Secretary to the State Government added in the ACR dossiers?	
e.	Whether the ACR dossiers are neatly arranged in the chronological order?	
f.	Whether the ACRs of the preceding 5 years of the year of Select List have been duly flagged?	
g.	Whether a certificate furnished to the effect that the ACRs forwarded to the Commission are valid as per State Government ACR Rules?	
6.	Court directions	
a.	Whether a statement of court directions (interim or final)/court cases having a bearing on the Select List	

	furnished in Annexure 8?	
b.	Whether any court directions are pending to be implemented in respect of eligible officers?	
7.	Certificate regarding composition of Selection Committee Meeting	
a.	Whether a certificate to the effect that the officers of State Government attending the SCM are exactly in accordance with revised composition of Selection Committee as per respective Promotion Regulations has been furnished in Annexure 9?	
8.	No Relation Certificate	
a.	Whether the members of the Selection Committee informed the requirement of signing a No Relation Certificate in Annexure 10 before the SCM?	
b.	Whether a certificate to this effect obtained from the members of Selection Committee in advance and furnished?	
9.	Contact details	
a.	Whether the name, designation, telephone number of the members of the Selection Committee representing the State Government and the officers in charge of sending the proposal to the Commission furnished.	

It is certified that the information furnished above is complete. In the event of any incomplete information/deficiencies in the documents enclosed with the proposal are found whether at the time of submission of proposal or subsequently, it is understood that the Commission will not entertain the proposal and return the same to the State Government.

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Name _____

Designation _____

(to be signed by officer not below the rank of Secretary to the State Government)

ANNEXURE 3.1 (SCS)

A. PARTICULARS OF STATE CIVIL SERVICE OFFICERS WHO ARE ELIGIBLE FOR CONSIDERATION FOR PROMOTION TO THE IAS IN THEIR ORDER OF SENIORITY AS ON 1ST JANUARY OF THE SELECT LIST YEAR.

S. No	Name of Officers	Whether SC/ST/OBC	Date of Birth	Whether the officer is below 54 years of age as on 1 st of Jan of the year for which SL is to be prepared?	Whether the officer is available on 31 st of Dec of the year for which SL is to be prepared?	Date of appointment in the State Civil Service	Date of Confirmation in the State Civil Service
1	2	3	4	5	6	7	8

Note :

1. If any officer is being excluded in the Eligibility List but his name figures in the Seniority List, the reasons for his exclusion may be indicated.
2. Similarly, in case any officer is being included in the Eligibility List but his name does not figure in the Seniority List, the reasons for his inclusion may also be indicated.

B. CERTIFICATE TO BE SIGNED BY AN OFFICER NOT BELOW THE RANK OF SECRETARY IN THE STATE GOVERNMENT

It is certified that the Eligibility List includes the name of only such officers who have not attained the age of 54 years as on 1st January of Select List year and were available in service as on 31st December of Select List year;

Signature

Name.....

Designation.....

ANNEXURE 3.2 (SPS)

A. PARTICULARS OF STATE POLICE SERVICE OFFICERS WHO ARE ELIGIBLE FOR CONSIDERATION FOR PROMOTION TO THE IPS IN THEIR ORDER OF SENIORITY AS ON 1ST JANUARY OF THE SELECT LIST YEAR.

S.No	Name of Officers	Whether SC/ST/OBC	Date of Birth	Whether the officer is below 54 years of age as on 1 st of Jan of the year for which SL is to be prepared?	Whether the officer is available on 31 st of Dec of the year for which SL is to be prepared?	Date of appointment in the State Police Service	Date of Confirmation in the State Police Service	Date of Equi
1	2	3	4	5	6	7	8	

- Note 1. If any officer is being excluded in the Eligibility List but his name figures in the Seniority List, the reasons for his exclusion may be indicated.
2. Similarly, in case any officer is being included in the Eligibility List but his name does not figure in the Seniority List, the reasons for his inclusion may also be indicated.

B. CERTIFICATE TO BE SIGNED BY AN OFFICER NOT BELOW THE RANK OF SECRETARY IN THE STATE GOVERNMENT

It is certified that the Eligibility List includes the name of only such officers who have not attained the age of 54 years as on 1st January of Select List year and were available in service as on 31st December of Select List year;

Signature

Name.....
 Designation.....

ANNEXURE 3.3 (SFS)

A. PARTICULARS OF STATE FOREST SERVICE OFFICERS WHO ARE ELIGIBLE FOR CONSIDERATION FOR PROMOTION TO THE IFS IN THEIR ORDER OF SENIORITY AS ON 1ST JANUARY OF THE SELECT LIST YEAR.

S No	Name of Officers	Whether SC/ST/OBC	Date of Birth	Whether the officer is below 54 years of age as on 1 st of Jan of the year for which SL is to be prepared?	Whether the officer is available on 31 st of Dec of the year for which SL is to be prepared?	Date of appt in the State Forest Service	Date of Confirmation in the State Forest Service	Date of continuous officiation in posts included in the State Forest Service
1	2	3	4	5	6	7	8	9

Note : 1. If any officer is being excluded in the Eligibility List but his name figures in the Seniority List, the reasons for his exclusion may be indicated.

2. Similarly, in case any officer is being included in the Eligibility List but his name does not figure in the Seniority List, the reasons for his inclusion may also be indicated.

**B. CERTIFICATE TO BE SIGNED BY AN OFFICER NOT BELOW THE RANK OF SECRETARY
IN THE STATE GOVERNMENT**

It is certified that the Eligibility List includes the name of only such officers who have not attained the age of 54 years as on 1st January of Select List year and were available in service as on 31st December of Select List year;

Signature

Name.....

Designation.....

Annexure 3.4 (Non-SCS)

Bio-Data of Non SCS Officers

1. Name of Officer :
2. Date of Birth :
3. Educational. Qualifications:
4. Whether belongs to SC/ST/OBC :
5. Date of Confirmation :
in Gezatted posts
6. Present Post held :
7. (i) Date of appointment to the post which
has been declared equivalent to the post
of Dy Collector in the State Civil Service :

(ii) Name of the Post :

(iii) Whether holding that post substantively
and the date since when :
8. Details of Gezatted posts held :

S.No.	Name of the Posts held	Category of posts	Period	Scale of Pay	Duties (In Brief)

9. Achievements in Brief (including publications if any) :
10. Trainings undergone :

ANNEXURE 3.4 A

Consolidated Statement of Non-State Civil Service Officers eligible for consideration for appointment to the IAS as on 1st January of the Select List year

S.No.	Name of Officer (S/Shri)	Whether SC/ST/OBC	Date of Birth	Post held (Declared equivalent to the post of Dy. Collector in the State Civil Services)	Date from which continuously holding the post (Declared equivalent to the post of Dy. Collector in the State Civil Service)	Whether the post held is Gazetted and in substantive capacity, if so the date of confirmation in that post

ANNEXURE-4.1

(A) DETAILS OF DISCIPLINARY PROCEEDINGS PENDING AGAINST ELIGIBLE OFFICERS.

S.No.	Name of the Officers	Date of issue of charge sheet to the officers	Brief facts and Nature of Charges	Present Status

(B) DETAILS OF CRIMINAL PROCEEDINGS PENDING AGAINST ELIGIBLE OFFICERS.

S.No.	Name of the Officers	Date of filing of charge sheet before the Court	Brief facts & Nature of Charges	Present Status

Note : The Proceedings are deemed to be pending only if a charge sheet has already been served upon the officer/filed in a Court of Law as laid down in the Promotion Regulations [Explanation I under Proviso to Reg. 5(5)].

Format for Integrity Certificate *

A. **FORMAT FOR CERTIFYING THE INTEGRITY CERTIFICATE**

Dated :

INTEGRITY CERTIFICATE

The State Government certifies the integrity of following officers with reference to the entries in his/their Annual Confidential Reports:-

S.No.	Names

Chief Secretary to the Government

B. **FORMAT FOR WITHHOLDING THE INTEGRITY CERTIFICATE.**

Dated:

INTEGRITY CERTIFICATE

The State Government withholds the integrity of following officer(s) for the reasons indicated against each :-

S.No	Names	Reasons (in brief) for withholding the integrity certificate

Chief Secretary to the Government

* Note: (i) Please refer to GoI's instructions No. 14/23/65-AIS(III) dated 28.07.1966, No.17/3/70-AIS(III) dated 26.05.1970, No. 14015/18/99-AIS dated 27.10.1999 & F.14015/18/99-AIS(I) dated 27.10.2001.

ANNEXURE-6

(A) CERTIFICATES REGARDING COMMUNICATION OF ADVERSE REMARKS IN RESPECT OF ELIGIBLE OFFICERS*

(i) Adverse remarks in the character rolls of the following eligible officers have not been communicated by the State Govt to the officers concerned.

S.No.	Name	Period

(ii) Adverse entries in respect of the following eligible officers have been communicated but no representations have been so far received from the officers concerned but the time limit to represent is not yet over.

S.No.	Name	Period

(iii) Representations against adverse entries in respect of the following officers have been received within the stipulated time but the decision of the State Government is yet to be taken.

S.No.	Name	Period

***Note:** All India Service Manual Part-II Edition (Gol instructions-8-page 58) may be referred.

ANNEXURE-7

STATEMENT OF ACRS FURNISHED TO THE COMMISSION

(A)

Sl. No.	Name of Officer	Period of ACR (preceding 5 years) (Separate row for each part ACR) e.g. 2007-08, 2008-09, 2009-10, 2010-11, 2011-12.	Whether available?.			Whether ACR is duly reported/reviewed/accepted?		Whether the ACR is valid as per ACR Rules of State Govt.		If R w tra th du of ra S th If ye m (v)
			If yes, mark (√)	If no, whether Report Certificate (NRC) with valid@ reasons added?		If yes mark (√)	If no, indicate the deficiency with reasons e.g. not reviewed etc.	If yes, mark (√)	If no, indicate reasons	
				If yes, mark (√)	If no, indicate reasons					
1.	2	3	4	5	6	7	8	9	10	
1										
2.										

@ Valid reasons as per DOPT letter No. F.14015/7/88-AIS(I) dated 22.07.1988.

* The State Government is required to furnish the complete ACR dossier of the officer. The ACRs for preceding five years may be duly flagged. If some ACRs are not written and NRC added, preceding ACRs may be flagged and details furnished as above.

* No photocopy of ACR is accepted. In exceptional circumstances, if a photocopy is furnished, it should be duly attested and reasons for not sending the original ACR may be indicated.

* The ACRs furnished to the Commission should be minutely scrutinized and furnished to the Commission after rectifying the deficiencies.

* The validity of the ACRs furnished to the Commission may be checked by the State Government in terms of the ACR rules of the State Govt., if any. The validity of the UN Report/Special Report, etc., if any, as per ACR Rules of State Government may be indicated clearly.

(B) STATEMENT OF MISSING ACRS

	Period	Reasons	Whether no report certificate indicating valid reasons added in the ACR dossier?

(C) CERTIFICATE REGARDING ACRS

(To be signed by an officer not below the rank of Secretary in the State Government.)

It is certified that all orders/Communications issued by the State Government in respect of ACRs of eligible officers in pursuance of court directions or otherwise have been incorporated in the relevant ACRs/placed in the relevant ACRs.

Signature

ANNEXURE-9

Certificate (*)

It is certified that the officers of the State Govt. attending the SCM are exactly in accordance with the composition of Selection Committee specified in the Regulation 3 of IAS/IPS/IFS Promotion Regulations and these officers are members of an All India Service.

(Secretary)

* Note : Gol's notification dated 31.01.2005 amending the composition of Selection Committee may kindly be referred to.

NO RELATION CERTIFICATE

Certified that none of my close relatives are being considered by the Selection Committee for promotion to IAS/IPS/IFS of _____ cadre and that I am otherwise not interested in any particular candidate.

1. **Signature** _____

Name ()

Designation

2. **Signature** _____

Name ()

Designation

3. **Signature** _____

Name ()

Designation

4. **Signature** _____

Name ()

Designation

5. **Signature** _____

Name ()

Annexure- 11

Certificate regarding eligible Non-SCS Officers (*)

Certified that all the officers recommended by the State Govt. are of outstanding merit and ability, holding gazetted post in a substantive capacity and have completed not less than 8 years of continuous service under the State Govt. on the first day of January of the Select List Year in a post which has been declared equivalent to the post of Dy. Collector in the State Civil Service.

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(*) Notes : 1. A copy of the order issued by the State Govt declaring the posts in the Non-State Civil Service equivalent to the post of Dy Collector is to be invariably enclosed.

2. While declaring posts to be equivalent, the State Govt may kindly take into consideration the clarifications issued by the GOI,DOP&T to Govt of Kerala on the matter vide letter No. F.14015/30/2001-AIS(I) dated 30.05.2001 as extracted below :-

irrespective of the scale of pay of the post in the Non-SCS, being the same or above the scale of post of the Deputy Collector, unless it is accompanied with a declaration of the State Government as to its equivalence as of duties and importance to that of

Deputy Collector in the State Civil Service, such proposal will not be in conformity with the relevant provisions in this regard.