

F.No.11/18/2009-AUC
Appts.Coordn. Section
Union Public Service Commission

Dated: 17.06.2010

With a view to help the Ministries/Departments to furnish complete DPC/Deputation proposals to the Commission, a workshop was held on 27th & 28th May, 2009 by the Commission wherein 150 officers from various Ministries/Departments participated.

2. The basic objective of the aforementioned workshop was to apprise the participants about the commonly found deficiencies in the proposals and the documents required to be furnished while forwarding such proposals to the Commission.

3. As a further step to expedite processing of cases, the Commission, in compliance of extant DoP&T guidelines, have decided to accept only those proposals that are complete in all respects. The procedure would be as follows:-

(i) **DPC Proposals**

The dealing officers will bring the proposals by hand to Union Public Service Commission in Room No. 1, First Floor, Main Bldg. at a date and time to be decided in consultation with the concerned officer(s) in the Union Public Service Commission. A list of officers of the Appts. Branch who may be contacted for the purpose is enclosed. Before accepting the proposal, preliminary scrutiny to be done by the concerned Section Officer/Desk Officer/Under Secretary in Union Public Service Commission in the light of documents required as per government Instructions as indicated in Annexure-I, and only those proposals which are complete in all respects will be accepted. Incomplete proposals will be returned to the bearer of the proposal after keeping a note of the same.

(ii) **Deputation Proposals**

The same procedure (as in the case of DPC proposals) to be followed. The documents required are indicated in Annexure-II.

4. The new procedure is to come into being with immediate effect.

5. This issues with the approval of the Commission.

(Sanjeevane Kuty)
Additional Secretary

**CONTACT OFFICERS IN UPSC FOR PROMOTION AND DEPUTATION
CASES**

Section	Name of the SO/DO/US	Ministries/ Departments/ UTs/ Organisations
PD-1	Smt. Savita Bajaj, US Ph: 23098591	Civil Aviation, Commerce & Industries (including Supply), Consumer Affairs, Food & Public Dist., Heavy Industry, Education, Food Processing Industries, Health & Family Welfare, Micro, Small & Medium Enterprises (MSME), Power, Science and Technology (including Bio-Technology), Earth Sciences (including Indian Meteorological Deptt.), Textiles, Jal Shakti
PD -2	Sh. S.S. Negi, US Ph. 23070377	Coal, Finance (including Public Enterprises), Govt. of NCT of Delhi, Housing & Urban Affairs (including CPWD), Panchayati Raj, Parliamentary Affairs, Rural Development
PD -3	Ms. Sangeeta, US Ph: 23385038	Defence, External Affairs, UPSC, Youth Affairs & Sports President's Secretariat, Prime Minister's Office, Women and Child Development
PD -4	Smt. Deepa R. Krishnan, US Ph: 23070363	Agriculture & Farmers Welfare, Fisheries, Animal Husbandry and Dairying, Corporate Affairs, Culture, Environment Forests & Climate Change, Information & Broadcasting, Law & Justice, Railways, Mines
PD-5	Sh. Mehboob Reza, US Ph: 23389462	Home Affairs (including IB, RGI/ CISF/ CRPF/ ITBP/ BPR&D, DFS/CFSL) (Official Language), NDMC, Per. Pub. Grv. & Pension (DoP&T) (including CBI, CFSL), M.C.D./Delhi Jal Board
PD -6	Smt. Anita Dinesh, Consultant(US) Ph. 23385038	E S I C, EPFO (Labour), Election Commission, Skill Development & Entrepreneurs, Social Justice & Empowerment, Labour and Employment, Communication (Posts & Telecommunication)
PD -7	Smt. C. Lakshmi Srinagesh, US Ph: 23381406	Andaman & Nicobar Admn., Chandigarh Admn., Daman Diu, D.N. Haveli Admn., Lakshadweep Admn., Puducherry Civil/Police Services, Road Transport & Highways, Pondicherry Admn., Tourism, Tribal Affairs, Minority Affairs, Port, Shipping & Waterways, Statistics & Programme Impl.(P&PI)
PD -8	Sh. Nitesh Ranjan, US Ph: 23098591	CAG, Chemical & Fertilisers, Petroleum & Natural Gas, Steel, Cabinet Secretariat, New and Renewable Energy, NITI Aayog, Development of North Eastern Region (DONER)
PD(C&P)	Sh R.K. Sinha, US Ph: 23384136	DANICS & DANIPS under MHA

MODEL NOTE FOR DPCs

The total number of sanctioned post(s) in the grade of (nomenclature & scale of pay of post) is/are . The last DPC for considering promotion to the grade/post was held on_____. The recommendations of the DPC as contained in the Minutes of the DPC received vide Commission's letter No._____dated_____have been fully implemented and all the officers recommended for promotion have been promoted. (*In case any of the officers recommended by the previous DPC has not been promoted then the reasons for his non promotion should be indicated*).

2. The present proposal is for filling up___ number of existing/anticipated vacancies. The date and manner of occurrence of the vacancies is indicated in Annexure-I.

3. In terms of the existing notified Recruitment Rules for the post (Copy enclosed Annexure-II), the mode of recruitment is_____(specify the mode of recruitment as provided for in column 11 of the RRs). All the vacancies as above fall under promotion quota. For promotion,_____(specify here the eligibility criteria laid down in Col.12 of the RRs).

OR

1. Promotion involved in this case is from Group 'B' to Group'A'. In terms of the existing notified Recruitment Rules for the post (Copy enclosed Annexure-II), the mode of recruitment is_____(specify the mode of recruitment as provided for in column 11 of the RRs). For promotion,_____(specify here the eligibility criteria laid down in Col.12 of the RRs). The vacancies as above have been worked out on the basis of vacancy based recruitment roster in terms of the guidelines as clarified in the DOPT OM No.AB-14017/2/1997-Estt.(RR) Pt. dated 19.1.2007 and reservation for SC/ST has been worked out on the basis of post based reservation roster. Accordingly out of_____vacancies,_____fall on unreserved point, vacancies are reserved for Scheduled Castes and _____for Scheduled Tribes. A Certificate from the Liaison Officer for SC/ST certifying that the reservation of vacancies as above has been verified and found to be in order is enclosed (Annexure-III).

2. An authenticated copy of the Seniority List of the officers in the feeder grade, duly circulated to all the concerned officers is enclosed (*alongwith the circular*) at Annexure-IV. The list of changes, i.e., additions to/deletions from the Seniority List, that was placed before the last DPC, have also been enclosed. (*The Seniority List should indicate the name, date of birth, community of the officer, date of appointment to the feeder grade (as also feeder to feeder grade wherever combined qualifying years of service has been prescribed in the RRs) Date of joining Govt. Service, post held substantively and educational qualifications wherever applicable*).

3. The zone of consideration, in terms of the revised guidelines as contained in DOP&T OM No 22011/2/2002-Esst.(D) dated 6th January,2006 is_____. The eligibility list/year –wise eligibility list has accordingly been prepared and is enclosed at Annexure-V. It is pointed out in this connection that the

officers at S.Nos._____,_____and_____are on deputation outside the cadre/the officers at S.Nos._____have refused promotion on earlier occasions and are under debarment for promotion/the officers at S.Nos._____have retired/are retiring within the vacancy year. It is, therefore, requested that an extended panel may please be provided in the event of these officers being recommended for promotion. Copies of orders relieving the officers for deputation outside the cadre/debarment for promotion are enclosed. *(The Commission recommends an extended panel only if the remaining period of deputation of an officer outside the cadre is more than an year as on the date of the DPC).*

The Integrity Certificate in respect of all the officers in the eligibility list is enclosed at Annexure-VI. *(The Integrity Certificate should be in the prescribed format and signed by an officer not below the rank of Deputy Secretary to the Government of India or equivalent).*

The Vigilance Clearance Certificate in respect of the eligible officers is enclosed at Annexure-VII. *(The DOP&T guidelines as contained in their OM No 22011/4/91-Estt.(A) dated 14.9.1992 may please be referred to. Vigilance Clearance can be withheld only if any of the three circumstances mentioned in the OM is attracted in the case of an officer. Vigilance clearance cannot be withheld on the ground that Disciplinary Proceedings are contemplated against an officer).*

The Statement of Penalties imposed on the officers falling in the Eligibility List(s) is enclosed at Annexure VIII. *(The Penalty Statement should specify that no penalty has been imposed on the officer during the last 10 years or should cover all the penalties imposed during last 10 years whichever is applicable. In case an officer has not completed 10 years of Govt. Service, the certificate should mention the years completed by the officers as also the date of his joining Govt. Service).*

A copy of the Penalty Order has been placed in the CR dossier of the officers concerned at the appropriate place.

7. The complete & uptodate Character Roll dossiers of all the eligible officers are enclosed. Yearwise availability of ACRs in respect of each officer is placed at Annexure-IX. Necessary "Certificate for Non-Initiation" of the mission Report *(wherever applicable)* has been kept in the dossier. Similarly, "No Review" Certificate has been appended on the ACR itself, wherever applicable. *(The Ministries/Departments are required to send the complete & uptodate dossiers of all the eligible officers. However, in case it is not possible (reason should be given) to send the complete & uptodate dossier, it should be ensured that ACRs for sufficient number of years are furnished to enable the DPCs to go back in the assessment matrix to take into account 5 years ACRs to assess each officer falling in the zone of consideration/eligibility list).*

8. Details of the Court cases pending, relating to the enclosed DPC proposal, is given below.

9. The DPC Proforma for referring Proposals to UPSC, Checklist duly filed in, alongwith the Certificate of the Joint Secretary to the effect that the proposal is complete in all respects, are also enclosed. It is requested that the Commission may please convene a meeting of the DPC.

Signature
(Name & Designation of the Officer
Of the level of Under Secretary)

Documents required to be enclosed with DPC proposals

Complete (duly reviewed & counter signed/accepted where required) ACRs in r/o officers in the zone of consideration, alongwith certificate that procedure as per DoP&T O.M No. 21011/1/2010-Estt(A) dated 13.04.2010 regarding Below Bench Mark ACRs has been completed.

DPC proforma, filled completely and accurately.

Note for DPC (A Model note for DPC enclosed).

Seniority List – duly circulated (alongwith circular).

Details of occurrence of vacancies with exact date of each vacancy. Year-wise eligibility list.

Integrity Certificate signed by Dy. Secretary level officer.

Certificate of Vigilance Clearance.

Statement of Penalties for the last 10 years.

Certificate of Liason Officer for SC/ST (where applicable).

Gazette copy of notified Recruitment Rules.

Year-wise availability of each ACR.

Details of Court cases, if any.

Documents required to be enclosed with Deputation proposals

Gazette/attested copy of Notified Recruitment Rules.

Copy of advertisement in the Employment News (correctly advertised).

Copy of vacancy circular, duly circulated to entire field of selection.

Comparative statement of eligibility analysis as per the Recruitment Rules.

Attested copies (on each page) of ACRs for five years.

Bio-data (in original) of candidates (eligible, as well as ineligible).

Cadre Clearance (CC), Integrity Certificate (IC), Vigilance Clearance (VC) and details of Major/Minor Penalty (MMP) imposed during last ten years, in original, duly signed & stamped by competent Authority.

Composite statement of CC/IC/VC/MMP (all candidates).

Authenticated copy of Seniority List (in case of composite method). Details of Court Cases, if any.