

**Single Window System – Procedure for scrutiny/processing of the Deputation cases**

S.No.	Points which can be checked during on the spot scrutiny in Single Window System (SWS)-
1	<i>Recruitment Rules (RRs)</i>
(a)	Whether complete and legible Gazette/attested copy of Notified Recruitment Rules is enclosed;
(b)	Whether UPSC reference number under which RRs approved given;
(c)	Whether RRs provide for deputation/absorption;
(d)	Where RRs provide for association/consultation of UPSC for the selection process;
(e)	Whether deputation under main clause or under failing which clause indicated.
2	<i>Vacancy circular/Advertisement in Employment News</i>
(a)	Whether a copy of the vacancy circular enclosed;
(b)	Whether vacancy published in Employment News
(c)	Whether a copy of the advertisement published in the Employment News enclosed.
(d)	If yes, whether date of publication in the Employment News indicated.
(e)	Whether the time allowed to candidates for submitting applications is as prescribed in DOP&T OM No.AB 14017/71/89-Estt(RR) dated 3.10.1989.
(f)	Whether it has been certified that the approval of the Joint Secretary was obtained in case shorter time ( not less than 6 weeks) allowed to the candidates to make nominations.
(g)	Whether date and manner of occurrence of vacancy intimated.
3	<i>Seniority List (SL)</i>
(a)	Whether Seniority List (SL) in the prescribed proforma as per Annexure –I of DOP&T OM No.22011/5/86-Estt(D) dated 10.4.1989 in the feeder grade ( if relevant for composite method )received;
(b)	Whether duly signed by an officer not below the rank of Under Secretary;
(b)	Whether eligibility/non-eligibility indicated.
(c)	A copy of the duties and responsibilities attached to the post furnished.
5	<i>Annual confidential Reports.</i>
(a)	Whether a list has been attached showing the names of officers whose character rolls are enclosed;

(b)	Whether ACRs of all the eligible applicants furnished are complete for last five years ( to be checked on the spot if the number of candidates are less than five);
(c)	Are the photocopies of the ACRs forwarded to the Commission have been attested ( each page ) by an officer not below the rank of Under Secretary to the Govt. of India or equivalent ( to be checked on the spot if the number of candidates are less than five);
6	Composite cadre clearance/integrity certificate /vigilance clearance/ penalty statement
(a)	Whether the Composite Statement ( <u>Annexure-II</u> ) enclosed with the proposal.
(b)	Whether the statement furnishes cadre clearance in respect of all eligible candidates;
(c)	Whether the statement certifies the integrity of all eligible officers;
(d)	Whether the statement mentions the names of officers whose integrity is not certified or whose integrity certificate is withheld;
(e)	Whether the statement mentions that all eligible officers are clear from vigilance angle. Also mentions the names of officers, if any, who are not clear from vigilance angle;
(f)	Whether the statement shows minor/major penalties imposed in respect of eligible candidates for the last 10 years;