

**CHECK-LIST FOR DEPUTATION/ABSORPTION CASES**

<b>S.No.</b>	<b>DESCRIPTION</b>	
1.	Check-List enclosed.	
2.	Proforma for referring the proposal to UPSC enclosed.	
3.	Previous UPSC reference number(last selection) given or not.	
<b>RECRUITMENT RULES</b>		
4.	Copy of the Recruitment Rules enclosed.	
5.	If yes, whether already notified.	
6.	Whether UPSC reference number under which RRs approved given.	
7.	Whether complete and legible	
8.	Does it provide for deputation/absorption.	
9.	Has the Ministry / Department reviewed the Recruitment Rules which are in force for more than five years as required by the instructions of the DOP&T O.M.No. AB.14017/12/87-Estt(RR) dated 18.3.1988 read with O.M. No.AB. 14017/2/97-Estt(RR) dated 25.5.1998.	
10.	If the review of the RRs requires amendments, whether the amendments have been notified as per the procedures. (copy of the notification to be enclosed).	
11.	Whether consultation with UPSC necessary.	
12.	Whether deputation under main clause or under failing which clause indicated.	
<b>VACANCY CIRCULAR/ ADVERTISEMENT IN EMPLOYMENT NEWS</b>		
13.	Whether a copy of the vacancy circular enclosed. If yes,  (i) whether a list furnished to show that vacancy circular sent to all organizations.  (ii) Whether vacancy circular sent to all organizations.	
14.	Whether vacancy published in Employment News.	
15.	Whether a copy of the advertisement published in the Employment News enclosed.	
16.	If yes, whether date of publication in the Employment News indicated.	
17.	Whether field of selection mentioned in the vacancy circular and Employment News matches with the provisions of RRs.	
18.	Whether mode of recruitment in the vacancy circular/ Employment News is in accordance with the provisions of Recruitment Rules.	
19.	Whether educational qualifications and experience indicated in the vacancy circular and Employment News are in accordance with the provisions of the Recruitment Rules.	
20.	Whether the time allowed to candidates for submitting applications is as prescribed in DOP&t O.M. No.AB.14017/71/89-Estt(RR) dated 3.10.1989.	
21.	Whether it have 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.	

22.	Whether date and manner of occurrence of vacancy intimated.	
23.	In case of new creation of post, whether a copy of order received.	
24.	Whether any relaxation involved. If yes,  (i) whether DOP&T's approval taken.  (ii) Whether relaxation indicated in the vacancy circular.	
<b>SENIORITY LIST</b>		
25.	Whether seniority list in the feeder grade (if relevant for composite method) received. If yes,  (i) whether it is in the prescribed proforma as per Annexure-I of DOP&T O.M. no.22011/5/86-Estt(D) dated 10.4.1989.  (ii) whether complete and up-to-date.  (iii) Whether duly signed by an officer not below the rank of Under Secretary.	
<b>BIO-DATA AND ELIGIBILITY OF APPLICANTS</b>		
26.	Consolidated comparative statement furnished. If yes,  (i) whether complete in respect of all applicants.  (ii) Whether eligibility / non-eligibility indicated.  (iii) Whether reasons for ineligibility given.	
27.	A copy of the duties and responsibilities attached to the post furnished.	
28.	Bio-data of all the candidates eligible as well as ineligible in prescribed proforma furnished.	
<b>ANNUAL CONFIDENTIAL REPORTS</b>		
29.	Whether ACRs of all the eligible applicants furnished.	
30.	Whether a list has been attached showing the names of officers whose character rolls are enclosed 9if no ACRs received say N.A.).	
31.	Are the photocopies of the ACRs forwarded to the Commission have been attested by an officer not below the rank of Under Secretary to the Government of India or equivalent.	
32.	Whether ACRs received are complete for last five years.	
<b>COMPOSITE CADRE CLEARANCE/ INTEGRITY CERTIFICATE VIGILANCE CLEARANCE/ PENALTY STATEMENT</b>		
33.	Whether the Composite Statement (Annexure-II) enclosed with the proposal.	
34.	Whether the statement furnishes cadre clearance in respect	

	of all eligible candidates.	
35.	Whether the statement certifies the integrity of all eligible officers.	
36.	Whether the statement mentions the names of officers whose integrity is not certified or whose integrity certificate is withheld.	
37.	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.	
38.	Whether the statement shows minor/major penalties imposed in respect of eligible candidates.	
<b>FOR ABSORPTION</b>		
39.	Whether a certificate given that no other deputationist was appointed prior to the officer who is being considered for absorption.	
40.	If there are other deputationists also, has a certificate of their unwillingness for absorption been given.	
41.	Whether consent available from the officer(s).	
42.	Whether consent available from parent department(s).	