

Sample I
F.No. _____
UNION PUBLIC SERVICE COMMISSION
DHOLPUR HOUSE, SHAHJAHAN ROAD
New Delhi – 110 069.

Dated

To

The Secretary to the Govt. of India,
Ministry of Labour & Employment,
Directorate General of Employment & Training,
Shram Shakti Bhawan,
New Delhi

Sub: Deputation including short term contract to the post of Assistant Director of Training (Placement) in WT cadre under DGE&T, Ministry of Labour & Employment

Sir,

I am directed to acknowledge receipt of your letter No. _____ Dated _____, forwarding therewith a proposal on the above mentioned subject.

2. The proposal, on preliminary scrutiny in this Office, has been found deficient in respect of the documents as mentioned in the Annexure. The same may be furnished to the undersigned by name at an early date.

3. The proposal is being examined in detail separately and a further communication will follow shortly.

Yours faithfully,

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Under Secretary
Union Public Service Commission

Annexure

CLARIFICATION / DOCUMENT REQUIRED FOR PROCESSING OF THE PROPOSAL

F.No._____

Subject:Deputation including short term contract to the post of Assistant Director of Training (Placement) in WT cadre under DGE&T, Ministry of Labour & Employment

S.NO. DESCRIPTION

1. UPSC reference no. under which the RRs were approved not given.
2. Vacancy circular has not been sent to all organisations prescribed in the RRs.
3. The vacancy is stated to have occurred on account of new creation of the post. A copy of the order of creation of the post may be furnished.
4. Complete ACR Dossiers of all the eligible officers have not been furnished to the Commission.
5. The composite statement (Annexure-II) has not been furnished. The same may be sent.

Sample II
F.No. _____
UNION PUBLIC SERVICE COMMISSION
DHOLPUR HOUSE, SHAHJAHAN ROAD
New Delhi – 110 069.

Dated

To

The Secretary to the Government of India,
Ministry of Agriculture,
Department of Agriculture & Cooperation,
Krishi Bhavan,
New Delhi.

Sub: Transfer on Deputation(ISTC) to the post of Joint Director (Extension)in the Deptt. of Agriculture & Cooperation.
Sir,

I am directed to acknowledge receipt of your letter No. _____ Dated _____, forwarding therewith a proposal on the above mentioned subject.

2. The proposal, on preliminary scrutiny in this Office, has been found deficient in respect of the documents as mentioned in the Annexure. The same may be furnished to the undersigned by name at an early date.

3. The proposal is being examined in detail separately and a further communication will follow shortly.

Yours faithfully,

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Under Secretary
Union Public Service Commission

CLARIFICATION / DOCUMENT REQUIRED FOR PROCESSING OF THE PROPOSAL

F.No.

Sub: Transfer on Deputation (ISTC) to the post of Joint Director (Extension) in the Deptt. of Agriculture & Cooperation .

S.NO. DESCRIPTION

1. Gazette Notification containing complete and legible copy of Recruitment Rules may be furnished.
2. Information regarding Vacancy circular was sent to all organisations may be given.
3. Educational Qualification and experience indicated in the vacancy circular and employment news are not in accordance with the provisions of the Recruitment Rules. Please clarify.
4. ACRs in respect of eligible applicants may be furnished.
5. The Composite Statement (Annexure-II) may be forwarded.

Sample III
F.No. _____
UNION PUBLIC SERVICE COMMISSION
DHOLPUR HOUSE, SHAHJAHAN ROAD
New Delhi – 110 069.

Dated

To

The Secretary to the Govt. of India,
Ministry of Agriculture,
Department of Agriculture and Cooperation,
Krishi Bhawan,
New Delhi.

Sub: Transfer on Deputation/transfer to the post of Law Officer in the Directorate of PPQ&S, Department of Agriculture & Cooperation

Sir,

I am directed to acknowledge receipt of your letter No. _____ Dated _____, forwarding therewith a proposal on the above mentioned subject.

2. The proposal, on preliminary scrutiny in this Office, has been found deficient in respect of the documents as mentioned in the Annexure. The same may be furnished to the undersigned by name at an early date.

3. The proposal is being examined in detail separately and a further communication will follow shortly.

Yours faithfully,

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Under Secretary
Union Public Service Commission

CLARIFICATION / DOCUMENT REQUIRED FOR PROCESSING OF THE PROPOSAL

F.No. _____

Subject: Transfer on Deputation/transfer to the post of Law Officer in the Directorate of PPQ&S,
Department of Agriculture & Cooperation

S.NO. DESCRIPTION

1. Check-list has not been enclosed.
2. Proforma for referring the proposal to UPSC has not been enclosed.
3. Previous UPSC reference number (last selection) has not been given.
4. UPSC reference number under which RRs approved has not been given.
5. The Department has not 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 18.03.1988 read with O.M. No. AB.14017/12/97-Estt.(RR) dated 25.05.1998.
6. Copy of the vacancy circular has not been enclosed.
7. Educational qualifications and experience indicated in the 'Employment News' are not in accordance with the provisions of Recruitment Rules.
8. Date and manner of occurrence of vacancy has not been intimated.
9. Consolidated comparative statement has not been furnished.
10. ACRs of all the eligible applicants have not been furnished.
11. Whether the composite statement (Annexure-II) enclosed with the proposal.

Sample IV
F.No. _____
UNION PUBLIC SERVICE COMMISSION
DHOLPUR HOUSE, SHAHJAHAN ROAD
New Delhi – 110 069.

Dated

To

The Secretary to the Govt. of India,
Ministry of Tribal Affairs,
Shastri Bhavan,
New Delhi

Sub: Promotion/Transfer on Deputation to the post of Joint Director in the Ministry of Tribal Affairs.

Sir,

I am directed to acknowledge receipt of your letter No. _____ Dated _____, forwarding therewith a proposal on the above mentioned subject.

2. The proposal, on preliminary scrutiny in this Office, has been found deficient in respect of the documents as mentioned in the Annexure. The same may be furnished to the undersigned by name at an early date.

3. The proposal is being examined in detail separately and a further communication will follow shortly.

Yours faithfully,

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Under Secretary
Union Public Service Commission

CLARIFICATION / DOCUMENT REQUIRED FOR PROCESSING OF THE PROPOSAL

F.No. _____

Subject: Promotion/Transfer on Deputation to the post of Joint Director in the Ministry of Tribal Affairs.

S.NO. DESCRIPTION

12. Previous UPSC reference number (last selection) has not been given.
13. Copy of Gazette notification containing Recruitment Rules has not been enclosed.
14. The Ministry has not 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 18.03.1988 read with O.M. No. AB.14017/12/97-Estt.(RR) dated 25.05.1998
15. Date and manner of occurrence of vacancy has not intimated.
16. Seniority list in the feeder grade (if relevant for composite method) has not been received.
17. The composite statement (Annexure-II) has not been enclosed with the proposal.

Sample V
F.No. _____
UNION PUBLIC SERVICE COMMISSION
DHOLPUR HOUSE, SHAHJAHAN ROAD
New Delhi – 110 069.

Dated

To

The Secretary to the Govt. of India,
Ministry of Environment and Forests,
Regional Office (HQ),
Paryavaran Bhavan, CGO Complex,
Lodhi Road, New Delhi-110 003

Sub: Deputation to the post of Assistant in Northern Regional Office at Chandigarh, Ministry of Environment and Forests

Sir,

I am directed to acknowledge receipt of your letter No. _____ Dated _____, forwarding therewith a proposal on the above mentioned subject.

2. The proposal, on preliminary scrutiny in this Office, has been found deficient in respect of the documents as mentioned in the Annexure. The same may be furnished to the undersigned by name at an early date.

3. The proposal is being examined in detail separately and a further communication will follow shortly.

Yours faithfully,

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Under Secretary
Union Public Service Commission

CLARIFICATION / DOCUMENT REQUIRED FOR PROCESSING OF THE PROPOSAL

F.No. _____

Subject: Deputation to the post of Assistant in Northern Regional Office at Chandigarh, Ministry of Environment and Forests

S.NO. DESCRIPTION

1. Deputation Proforma enclosed with the proposal has not been signed by any officer.
2. An up-to-date, complete, legible copy of gazette notification containing Recruitment Rules has not been enclosed.
3. UPSC reference no. under which the RRs were approved not given.
4. An extract of the advertisement made in the "Employment News" has not been enclosed with the proposal as prescribed vide DoP&T OM No. 14017/17/83-Estt(RR) dated 17.07.85, 22.05.86 and 03.10.89 (photocopy/ cutting of advertisement should be furnished).
5. Date and manner of occurrence of vacancy has not been intimated.
6. The seniority list furnished with the proposal has not been signed by an officer not below the rank of Under Secretary.
7. A copy of the duties and responsibilities attached to the post has not been furnished.
8. Bio-data of all the candidates eligible as well as ineligible in prescribed proforma have not been furnished.
9. The composite statement (Annexure-II) has not been furnished. The same may be sent.
