

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

Dated

To

The Secretary to the Government of India,

Sub: DPC- Promotion to the post of Grade IV level of Indian Economic Service in the Deptt. of Economic Affairs, Ministry of Finance

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,

()
Under Secretary
Union Public Service Commission

Encl: As above

CLARIFICATION / DOCUMENT REQUIRED FOR PROCESSING OF THE PROPOSAL

F.No-----

Subject : DPC- Promotion to the post of Grade IV level of Indian Economic Service in the Deptt. of Economic Affairs, Ministry of Finance

S.NO. DESCRIPTION

1. An up-to-date, complete, legible copy of gazette notification containing Recruitment Rules has not been enclosed.
2. The Ministry/Department has not reviewed the Recruitment Rules 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 and 18.05.2001. The reasons thereof and the status may please be indicated.
3. Changes in seniority list since it was placed before the last DPC have not been given in the proforma prescribed vide DoP&T OM No. 22011/5/86-Estt.(D) dated 10.04.1989.
4. The RRs contemplate inter-alia counting of service in the feeder grade. The seniority list of the eligibility list furnished by the Deptt. , however, does not show the date of regular appointment of officers in the feeder to the feeder grade.
5. It may be certified that the position of reservation in this case has been calculated on the basis of DoP&T OM No.36012/2/96-Estt.(Res) dated 02.07.1997 with reference to post based roster. In case reservation position already intimated, is not as per provisions of DoP&T OM dated 02.07.1997. The position may be re-circulated as per provisions of the DoP&T OM dated 02.07.1997 and revised position intimated to the commission.
6. A certificate from the Liaison Officer (SC/ST) of the Ministry to the effect that the number of posts reserved for SC/ST have been checked by him and found to be in order has not been enclosed.
7. The original and complete CR dossiers of some of the eligible officers have not been furnished. (as per Annexure IV of DoP&T OM No.22011/5/86-Estt (D) dated 10.4.1989).
8. Integrity Certificate is not recorded for all eligible officers.
9. Details of vigilance cases, if any, in terms of the instructions contained in DoP&T OM No. 22011/4/91-Estt.(A) dated 14.09.92 in respect of eligible officers or a certificate to the effect that all or remaining eligible officers are clear from vigilance angle (specifying the names) has not been furnished (for purpose of sealed cover procedure).
10. A statement showing major/minor penalties, if any imposed upon the eligible officers during last ten years may be furnished.
11. A check list on the format circulated by the DoP&T vide their OM No. 22012/1/99-Estt.(D) dated 18.05.2001 has not been enclosed.

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

Dated

To

The Commissioner,
Municipal Corporation of Delhi,
Central Establishment Department,
Town Hall, Chandni Chowk,
Delhi-110 006

Sub: DPC- Promotion to the post of Executive Engineer (Civil) in the Municipal Corporation of Delhi

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,

()
Under Secretary
Union Public Service Commission

Encl: As above

CLARIFICATION / DOCUMENT REQUIRED FOR PROCESSING OF THE PROPOSAL

F.No. _____

Subject: DPC- Promotion to the post of Executive Engineer (Civil) in the Municipal Corporation of Delhi

S.NO. DESCRIPTION

1. Attention of the Department is drawn to Cabinet Secretary's D.O. letter No. DoP&T/39022/7/97-Estt.(B) dated 19.11.97 addressed to all secretaries to the Govt. of India wherein all Ministries/ Departments have been directed that while forwarding DPC proposals to the UPSC, they should enclose a certificate from the Joint Secretary (Admn.) to the effect that complete information and documents have been furnished in accordance with the Check-list prescribed by the DoP&T for sending the DPC proposals to UPSC. The DPC proposal has been received without the requisite certificate.
2. The Ministry/Department has not reviewed the Recruitment Rules 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 and 18.05.2001. The reasons thereof and the status may please be indicated.
3. Details of vigilance cases, if any, in terms of the instructions contained in DoP&T OM No. 22011/4/91-Estt.(A) dated 14.09.92 in respect of eligible officers or a certificate to the effect that all or remaining eligible officers are clear from vigilance angle (specifying the names) has not been furnished (for purpose of sealed cover procedure).
4. A statement showing major/minor penalties, if any imposed upon the eligible officers during last ten years may be furnished.
5. It may be certified that the panel drawn earlier has been exhausted (The relevant columns in the checklist is blank/not filled properly). A copy of the order/ notification implementing the recommendations of the last DPC may please be furnished.

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

Dated

To

The Chairman,
Delhi Jal Board,
Govt. of NCT of Delhi,
Varunalaya Phase-II,
Karol Bagh,
New Delhi-05

Sub: DPC- Promotion to the post of Deputy Accounts & Finance Officer in the
Delhi Jal Board, Govt. of NCT of Delhi

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,

()
Under Secretary
Union Public Service Commission

Encl: As above

**CLARIFICATION / DOCUMENT REQUIRED FOR PROCESSING OF THE
PROPOSAL**

F.No. _____

Subject : DPC- Promotion to the post of Deputy Accounts & Finance Officer in the
Delhi Jal Board, Govt. of NCT of Delhi

S.NO. DESCRIPTION

1. Attention of the Department is drawn to Cabinet Secretary's D.O. letter No. DoP&T/39022/7/97-Estt.(B) dated 19.11.97 addressed to all secretaries to the Govt. of India wherein all Ministries/ Departments have been directed that while forwarding DPC proposals to the UPSC, they should enclose a certificate from the Joint Secretary (Admn.) to the effect that complete information and documents have been furnished in accordance with the Check-list prescribed by the DoP&T for sending the DPC proposals to UPSC. The DPC proposal has been received without the requisite certificate.
2. Changes in seniority list since it was placed before the last DPC have not been given in the proforma prescribed vide DoP&T OM No. 22011/5/86-Estt.(D) dated 10.04.1989.
3. A certificate from the Liaison Officer (SC/ST) of the Ministry to the effect that the number of posts reserved for SC/ST have been checked by him and found to be in order has not been enclosed.
4. It may be certified that the panel drawn earlier has been exhausted (The relevant columns in the checklist is blank/not filled properly). A copy of the order/ notification implementing the recommendations of the last DPC may please be furnished.
5. A check list on the format circulated by the DoP&T vide their OM No. 22012/1/99-Estt.(D) dated 18.05.2001 has not been enclosed.

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

Dated

To

The Chief Secretary,
Govt. of NCT of Delhi,
General Administration Department,
Secretariat Education Branch,
Room No. 215-216,
Old Secretariat, Delhi-54

Sub: DPC- Promotion to the post of Principal in the Dte of Education, Govt. of
NCT of Delhi

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,

()
Under Secretary
Union Public Service Commission

Encl: As above

**CLARIFICATION / DOCUMENT REQUIRED FOR PROCESSING OF THE
PROPOSAL**

F.No. _____

Subject:DPC- Promotion to the post of Principal in the Dte of Education, Govt. of NCT of Delhi

S.NO. DESCRIPTION

6. Attention of the Department is drawn to Cabinet Secretary's D.O. letter No. DoP&T/39022/7/97-Estt.(B) dated 19.11.97 addressed to all secretaries to the Govt. of India wherein all Ministries/ Departments have been directed that while forwarding DPC proposals to the UPSC, they should enclose a certificate from the Joint Secretary (Admn.) to the effect that complete information and documents have been furnished in accordance with the Check-list prescribed by the DoP&T for sending the DPC proposals to UPSC. The DPC proposal has been received without the requisite certificate.
7. The Ministry/Department has not reviewed the Recruitment Rules 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 and 18.05.2001. The reasons thereof and the status may please be indicated.
8. Composition of DPC indicated in the DPC proforma is not as prescribed in the RRs/Administrative orders issued by the Department. Position may be clarified.
9. Changes in seniority list since it was placed before the last DPC have not been given in the proforma prescribed vide DoP&T OM No. 22011/5/86-Estt.(D) dated 10.04.1989.
10. A certificate from the Liaison Officer (SC/ST) of the Ministry to the effect that the number of posts reserved for SC/ST have been checked by him and found to be in order has not been enclosed.
11. A self-contained Note for DPC duly signed by an Officer not below the rank of Under Secretary has not been furnished.
12. The original and complete CR dossiers of some of the eligible officers have not been furnished. (as per Annexure IV of DoP&T OM No.22011/5/86-Estt (D) dated 10.4.1989).
13. Statement showing year-wise availability of ACRs has not been given.
14. Integrity Certificate has not been recorded by an officer of Deputy Secretary rank or above.
15. Details of vigilance cases, if any, in terms of the instructions contained in DoP&T OM No. 22011/4/91-Estt.(A) dated 14.09.92 in respect of eligible officers or a certificate to the effect that all or remaining eligible officers are clear from vigilance angle (specifying the names) has not been furnished (for purpose of sealed cover procedure).

16. It may be certified that the panel drawn earlier has been exhausted (The relevant columns in the checklist is blank/not filled properly). A copy of the order/ notification implementing the recommendations of the last DPC may please be furnished.

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

Dated

To

The Secretary,
New Delhi Municipal Council,
Palika Kendra, Sansad Marg,
New Delhi-110001

Sub: DPC- Promotion to the post of Superintending Engineers in the New Delhi
Municipal Council

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,

()
Under Secretary
Union Public Service Commission

Encl: As above

**CLARIFICATION / DOCUMENT REQUIRED FOR PROCESSING OF THE
PROPOSAL**

F.No. _____

Subject: DPC- Promotion to the post of Superintending Engineers in the New Delhi
Municipal Council

S.NO. DESCRIPTION

17. Recruitment Rules for the post have not been notified.
18. Composition of DPC indicated in the DPC proforma is not as prescribed in the RRs/Administrative orders issued by the Department. Position may be clarified.
19. UPSC reference number under which officers were recommended/ appointed to the feeder grade is not given in the Seniority List.
20. Changes in seniority list since it was placed before the last DPC have not been given in the proforma prescribed vide DoP&T OM No. 22011/5/86-Estt.(D) dated 10.04.1989.
21. The RRs contemplate inter-alia counting of service in the feeder grade. The seniority list of the eligibility list furnished by the Deptt. , however, does not show the date of regular appointment of officers in the feeder to the feeder grade.
22. A self-contained Note for DPC duly signed by an Officer not below the rank of Under Secretary has not been furnished.
23. The original and complete CR dossiers of some of the eligible officers have not been furnished. (as per Annexure IV of DoP&T OM No.22011/5/86-Estt (D) dated 10.4.1989).
24. Statement showing year-wise availability of ACRs has not been given.
25. Integrity certificate in terms of the instructions contained in DoP&T OM No. 22011/5/86-Estt.(D) dated 10.04.89 paras 4.2.5 to 4.2.7) in respect of eligible officers has not been furnished.
26. Details of vigilance cases, if any, in terms of the instructions contained in DoP&T OM No. 22011/4/91-Estt.(A) dated 14.09.92 in respect of eligible officers or a certificate to the effect that all or remaining eligible officers are clear from vigilance angle (specifying the names) has not been furnished (for purpose of sealed cover procedure).
