

The Secretary
Commission,
Chennai 600 002.



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Letter No.5298/DPD-A1/2000, dated 2.12.2002

Sir,

Sub: Recruitment (Transfer) / Appointment
(Promotion) - Posts included in State
Services - Selection through Departmental
Promotion Committee - Preparation of
panel.

Ref: G.O.Ms.No.15, Personnel and Administrative
Reforms (Per.3) dated 12.1.94.

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I am directed to invite attention to the G.O.cited wherein orders constituting the Departmental Promotion Committee for selection of candidates for appointment by recruitment by transfer / promotion to posts in various State Service have been issued. According to para 4 of the said G.O. the Convener shall prepare notes on proposals for various services relating to his department for the selection of notes on proposals 'Format-I' (checklist for preparation of notes on proposal) was formulated and sent to all the Secretaries to Government for furnishing the particulars along with the proposals. vide Tamil Nadu Public Service Commission Chairman's D.O.letter No.1331/M5/93, dated 4.10.94. However, it is seen that most of the Departments do not furnish the details in Format I alongwith the proposals but send them only after a reference / enquiry is sent / made by the Commission, thus delaying the placing of the proposals before the Departmental Promotion Committee.

2. I am also to say that the Departmental Promotion Committee will have to consider only the cases of officers who are technically qualified for selection to a post. However, it is seen that instead of giving details of those who are not technically qualified in Format I, individual Formats in respect of such cases are also included in the proposals and consequently their cases have to be gone through and signatures obtained in the individual Format. This entails delay and waste of time.

3. I am to say further that at present certain certificates are to be furnished along with Format I. The Commission taking into account past experience and also the recent instructions of the Government in regard to calculation and approval of the estimate

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L candidates by the DPC. In order to facilitate
the preparation of

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of vacancies, is of the view that these certificates may be modified as follows:-

CERTIFICATE

1. Certified that the proposals contain the names of all the technically qualified candidates senior to the junior most candidates included in them and that no one has been left out for consideration.
2. Certified that all the officers included in the proposals are regular incumbents and approved probationers (wherever applicable) in the feeder category (ies).
3. Certified that the estimate of vacancies has been calculated with reference to the orders issued by the Government from time to time and has been got approved by the Staff Committee, wherever applicable.
4. Certified that all the punishments imposed on the officers have been entered in the record sheets concerned without any omission.
5. Certified that the names of the candidates in the seniority list are arranged in the order of seniority.

Signature of the officer.

4. I am therefore to request that the following aspects may kindly be ensured while sending proposals to the Commission for selection of candidates through the Departmental Promotion Committee.

1. Format I duly filled in may invariably be sent along with the proposals.
2. Details of those who are not technically qualified (i.e. those who are not qualified/not eligible / overaged, relinquished, retired, expired as the case may be) may be furnished in Format I itself and individual Formats may be furnished only in respect of those who are technically qualified.
3. Revised certificate as indicated in para 3 above may be appended to Format I.
4. Any other details which have a bearing on the selection of candidates by the Departmental Promotion Committee may be furnished.

Encl: Nil.

Sd/- x x x x x
for SECRETARY.

/True copy/

Section Officer.
Sd/-