**Form No. 2**

**GOA PUBLIC SERVICE COMMISSION**

Form for referring proposals for **Promotion**

**Check-list for sending proposals for convening the Departmental Promotion Committee Meeting for promotion to the post of ………………….**

(*Check list and the Annexure are available on* [*www.gpsc.gov.in*](http://www.gpsc.gov.in))

* **Name of Post :**
* **Name of Department**:
* **Proposal for promotion to**:
* **Year(s) for which Select List(s) to be prepared**:
* **Whether proposal for preparation of**

**fresh/review of DPC**:

* **In case of Review DPC, the reason**

 **for review to be clearly indicated** :

The proposal shall be treated as complete if the information furnished to the Commission in the Annexure/documents, as per check-list, is complete in all respects with all columns duly filled with requisite documents/APARs sent along with the proposals.  The page number of the documents attached with the proposal may also be indicated.

**2. Composition:**

|  |  |  |
| --- | --- | --- |
| Constitution of the Departmental Promotion Committee (enclosed copy) | **Name** | **Designation** |
|
| 1) Chairman, G.P.S.C.2) --- 3) --- 4) --- | ChairmanMemberMemberMember |

**3. Grade :**

|  |  |  |  |
| --- | --- | --- | --- |
| Grade or post to which promotion is to be made  | **Designation** | **Classification** | **Scale of pay** |
| 1 | 2 | 3 |
|  |  |  |
| **Sanctioned Strength in the Grade :**  |
| **Filled** | **Unfilled** |
| **Permanent** | **Temporary** | **Permanent**  | **Temporary**  |
| 4 | 5 | 6 | 7 |
|  |  |  |  |  |  |
| Rota-Quota/Ratio (Percentage) as per RR’s (This column be filled only if applicable | **Name of the Department** | **Ratio** | **Present Position** |
| **Filled**  | **Unfilled** |
| 1. Public Works Department |  |  |  |
| 2. Water Resources Department |  |  |  |
| 3. Electricity Department |  |  |  |
| 4. Section Officers in the Secretariat  |
| 5. Assistant Geologist in the Directorate of Mines |
| 6. Junior Scale Officer |
| 7. Mamlatdar/Block Development Officer |
| 8. Commercial Tax Officer |
| 9.----------------------------------------- |
| 10. --------------------------------------- |

**4. VACANCIES:**

a. No. of vacancies determined by Department (Year-wise)

**Year wise break –up**

|  |
| --- |
| **Year wise breakup of the number of regular vacancies Permanent / Temporary indicated in column 6 and 7 of item 3 :** |
| **Year** | **General** | **SC** | **ST** | **PwD** | **Total** |
| 1. | 2. | 3. | 4. | 5. | 6. |
|  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| b. | Whether a copy of the order determining the vacancies is enclosed ? (Only in respect of GCS,GPS, GFS) |  |

**5. Recruitment Rules for the Grade / Post :**

|  |  |
| --- | --- |
| a) Date on which the recruitment rule/ amendment to Recruitment Rules were notified in the Gazette and GPSC reference under which they were approved (enclosed copy)  |  |
|  b) Method of recruitment prescribed  i) Direct recruitment :  |  % |
|  ii) Promotion :  |  % |
|  iii) Deputation / Transfer :  |  % |
| C) Whether an up to date copy of the Recruitment Rules is attached |  |

**6. Field of Choice :**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Grade or posts from which promotion is to be made**  | **Designation** | **Classification** | **Scale of Pay** | **Educational****qualification** |
| **1.** | **2.** | **3.** | **4.** |
|  |  |  |  |
|  |  |

**7. IMPLEMENTATION OF RECOMMENDATIONS OF PREVIOUS DPC:**

|  |  |  |
| --- | --- | --- |
| a. | G.P.S.C. reference No. and date under which promotion to the grade /post was last considered **:**  |  |
| b. | Whether copy(ies) of promotion order(s) of the immediately preceeding DPC have been enclosed? | **YES/NO** |

**8. Seniority list :-**

**I.** It should be ensured to comply the following points (a) to (d) in respect of Seniority List. In case it is complied indicate the same with ( ✓ ) sign alongwith page number.

|  |  |
| --- | --- |
|  a) Whether the seniority of officers for which the Select List is to be prepared has been duly circulated & finalised as per (Annexure-I)  | ( ) Pg. No. -------------- |
|  b) The date of birth, status of SC/ST/PwD/EWS date of continuous appointment in the  qualifying grade of officers, date of  confirmation / Lifting of Probation period is indicated in the Seniority list |  ( ) Pg. No. -------------- |
| c)The Final Seniority List duly circulated as in the prescribed proforma) has been enclosed. If there are more than one feeder grade, enclose separate Final Seniority Lists duly circulated for each grade, together with combined Inter-se-Seniority List : |  ( ) Pg. No. -------------- |
|  d) All eligible officers including those belonging to SC/ST/PwD and those on deputation etc. are included and whether those belonging to SC/ST/PwD and those who are on deputation are clearly indicated in the Seniority List : |  ( ) Pg. No. -------------- |

**II.**

|  |  |
| --- | --- |
| a) If the seniority list not finalised, whether a  certificate is furnished to the effect that the  Seniority list furnished to the Commission is complete, final and the latest seniority list in use? | **YES/NO** |
|  b) Whether there are any officers whose seniority has not been finalized if so, give details : | **YES/NO** |
|  c) Whether the Seniority List has been duly authenticated by an Officer not below the rank of Secretary to the Government.  | **YES/NO** |
| d) i. Whether necessary required updation on  account of voluntary retirement/death/  dismissal/removal etc. which occurred  after the issue of Seniority List referred  above have been made and duly signed? ii. If not, then details of all such subsequent  developments including date of their occurrence need to be furnished indicating the respective serial number in Seniority List. | **YES/NO** |
|  e) Whether the list has undergone any changes since it was last placed before the D.P.C. If so, give details. | **YES/NO** |

**9. Eligibility List :**

|  |  |
| --- | --- |
| a) An eligibility list showing separately  Officers who are eligible for different years for which the Select List is to be prepared should be drawn up and enclosed (Annexure-II). The eligibility list for past years should be drawn up as on the 1st April of the year for which the panel is drawn. In cases where there are more  than one feeder grade for which no  specific quotas have been earmarked, a  common eligibility list should be  forwarded. |  |
| b) Whether the eligibility list (year-wise  eligibility lists where applicable) furnished  in the Annexure-II. | **YES/NO** |
| c) i.  Whether there is any variation in the inter- se-seniority of the officers included in the eligibility list visa-vis their inter-se  seniority in the seniority list? ii. Whether reasons therefore have been  indicated against the officers name in  remarks column of Annexure-II, as the case may be and also whether copies of orders of the Department in  that regard have been furnished? | **YES/NO****YES/NO** |
| d) i. Whether the names of all the officers  who are eligible as on 1st of April of vacancy year are included in the eligibility List?ii. Whether spelling of the names of all officers in the eligibility list is same as the spelling given in the Seniority List? | **YES/NO****YES/NO** |
| e) Whether the number of officers included in the Eligibility List for the vacancies to be filled is as per zone of consideration/extended zone of consideration. | **YES/NO** |
| f) Whether the name and date of birth of officers included in the eligibility list have been tallied with the seniority list and in case of any variation, reasons therefore be indicated? | **YES/NO** |
| g) Whether any officer in the seniority list who fulfils the eligibility criteria of age and qualifying service has been left out in the eligibility list? If so, whether specific reasons therefore indicated? | **YES/NO** |
| h) Relaxation Order No. & Date, if any |  |

**10. Lifting of Probation /Confirmation**

|  |  |
| --- | --- |
| (a) Whether the confirmation at entry grade is done. | **YES/NO** |
| (b) Whether the probation period has been lifted in the feeder grade. | **YES/NO** |
| (c) Whether Joining Report, Appointment Order, Confirmation Order has been enclosed | **YES/NO** |

**11. Integrity Certificate :**

|  |  |
| --- | --- |
| (a) Whether an Integrity Certificate prescribed by the Government has been enclosed (Annexure-III) : | **YES/NO** |
|  (b) Whether there are any officers against whom vigilance proceedings are either pending or contemplated; if so please indicate their names ; |  |
| (c)Whether the integrity certificate/ withholding the integrity certificate of eligible officers with reasons have been duly signed by concerned Secretary . | **YES/NO** |

**12. VIGILANCE CLEARANCE CERTIFICATE:**

A)Whether the eligible Officers are falling under the following categories :-

|  |  |  |
| --- | --- | --- |
| (i) | Under Suspension |  |
| (ii) | In respect of whom disciplinary proceedings are pending or a decision has been taken to initiate disciplinary proceedings |  |
| (iii) | In respect of whom prosecution for a criminal charge is pending or sanctioned for prosecution has been issued or a decision has been taken to accord sanction for prosecution |  |
| (iv) | Against whom an investigation of serious allegations of corruption, bribery or similar grave mis-conduct is in progress either by the CBI or any other agency, departmental or otherwise. |  |

B) Disciplinary Criminal Proceedings :-

|  |  |
| --- | --- |
| **STATUS OF DISCIPLINARY/CRIMINAL PROCEEDINGS:**Whether the statement of disciplinary proceedings & criminal proceedings in Annexure -IV is furnished? | **YES/NO** |

1. **COURT DIRECTIONS:**

|  |  |
| --- | --- |
| a) Whether a statement of Court cases having a bearing on the Select List furnished in Annexure -V? | **YES/NO** |
| b) Whether any Court directions are pending to be implemented in respect of eligible officers?   | **YES/NO** |

**14. ANNUAL PERFORMANCE APPRAISAL REPORT DOSSIERS:**

|  |  |
| --- | --- |
| a) Whether a statement of availability of APAR’s of eligible officers is furnished in Annexure-VI ? | **YES/NO** |
| b) Whether complete APAR dossiers including APAR’s/part APAR’s, if any, of the preceding 5 years up to the year of Select List or as applicable in the RRs if qualifying service is more than 05 years have been furnished?[For example for Select List of 2019, APAR’s up to March 2019 and  for Select List of 2018 APAR’s up to march 2018 are to be furnished] | **YES/NO** |
| c) Whether details of missing APAR’s are given in Annexure-VI ? If so, certificate is to this effect attached? | **YES/NO** |
| d) Whether No Report/ No Review/ No Acceptance certificate  indicating valid reasons added in APAR’s dossiers? | **YES/NO** |
| e) Whether the APAR’s dossiers are neatly arranged in the  chronological order? | **YES/NO** |
| f) Whether the APAR’s of the preceding 5 years of the year of Select List or as applicable in the RRs if qualifying service is more than 05 years have been duly flagged? | **YES/NO** |
| g) Whether a certificate furnished to the effect that the APAR’s forwarded to the Commission are valid as per State Government APAR’s Rules/Guidelines? | **YES/NO** |
| h) Whether a certificate that all the orders/communications issued by the State Govt. in respect of APAR’s of eligible officers in pursuance of Court directions or otherwise have been incorporated in the relevant APAR’s / placed in the APAR dossiers? | **YES/NO** |
| **ADVERSE REMARKS IN APAR’s:**Whether a statement of communication of adverse remarks in the APAR’s of eligible officers and consideration of representations against such remarks are furnished in Annexure-VI? | **YES/NO** |

**15. IMPLEMENTATION OF RECOMMENDATIONS OF PREVIOUS DPC:**

|  |  |
| --- | --- |
| a) G.P.S.C. reference No. and date under which promotion  to the grade /post was last considered: | **No…………… dated ……** |
| b) Whether copy(ies) of promotion order(s) of the Immediately preceding DPC have been enclosed? | **YES/NO** |

**16. Self-contained note for the D.P.C.**

|  |  |
| --- | --- |
| Whether a Self–Contained note for the D.P.C. explaining the proposals for promotion, has been enclosed.  | **YES/NO** |

|  |  |
| --- | --- |
| **CONTACT DETAILS OF THE OFFICER IN CASE OF DISCREPANCY IN THE PROPOSAL:** | **Name:-****Designation:-****Phone Number:-** |

|  |  |
| --- | --- |
| **17. List of the documents enclosed.** |  **1.** **2.** **3.** **4.** **5.** **6.** **7.** **8.** **9.** **10.** |

**C E R T I F I C A T E**

It is certified that the information furnished above is complete.  In the event of any incomplete information/deficiencies in the documents enclosed with the proposal are found whether at the time of submission of proposal or subsequently, it is understood that the Commission will not entertain the proposal and return the same to the concerned Department.

**Name of the Secretary**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Place :** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office

Seal

**Date :** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ANNEXURE- I**

**Final Seniority List which is finalized after circulating tentative Seniority List vide Memorandum No. --------- and dated ------------**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Name of the Officer** | **Category (SC/ST/PwD/EWS)** | **Date of Birth** | **Date of Appointment** | **Date of Probation Period/ Confirmation** | **Remarks** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** |
| 1. |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |
| 6. |  |  |  |  |  |  |
| 7. |  |  |  |  |  |  |
| 8. |  |  |  |  |  |  |
| 9. |  |  |  |  |  |  |
| 10. |  |  |  |  |  |  |
| 11. |  |  |  |  |  |  |
| 12. |  |  |  |  |  |  |

 **Note:** (Latest finalized Seniority List circulated and duly authenticated by an officer not below the rank of Secretary to the Government to be enclosed)

 **(Name and Signature of Secretary)**

**ANNEXURE- II**

**ELIGIBILITY LIST**

**Particulars of Officers who are eligible for consideration for promotion in their order of Seniority**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Sr. No. as per Seniority** | **Name of the Officer** | **Date of regular appointment in the feeder grade** | **Date of completion of years of regular service in the feeder grade as per the crucial date of eligibility as on 1st of April** | **Fulfillment of Educational qualification as per the Recruitment rules** | **Relaxation in qualifying service has been concurred by the Commission. If yes, indicate the Order No. & Date** | **Whether SC/ST/EWS/PwD** | **Date of Birth** | **Remarks** |
| **YES** | **NO** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** |
| 1. |  |  |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |  |  |

 **Note:** 1. If any officer is being excluded in the Eligibility List but his name figures in the Seniority List, the reasons for his exclusion may be indicated.

 2. Similarly, in case any officer is being included in the eligibility list but his name does not figure in the Seniority List, the reasons for his inclusion may also be indicated.

 **(Name and Signature of Secretary)**

**ANNEXURE -III**

**INTEGRITY CERTIFICATE**

 The records of service of the following Officer(s) who are to be considered for promotion in the grade have been carefully scrutinized and it is certified that there is no doubt of his/ their integrity.

Name(s) of officers under consideration.

 1.

 2.

 3.

 4.

 5.

 **(Name and Signature of Secretary)**

(**Note :** In case doubtful integrity of any officer it may be noted).

**ANNEXURE -IV**

1. **Details of Suspension against eligible Officers.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.****No.** | **Name of the officers** | **Date of issue of Suspension Order to the officers** | **Brief facts**  | **Present status** | **Remarks** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |

1. **Details of disciplinary proceedings pending against eligible Officers.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.No.** | **Name of the officers** | **Date of issue of charge sheet to the officers** | **Brief facts and nature of charges** | **Present status** | **Remarks** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |

1. **Details of criminal proceedings pending against eligible Officers.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.No.** | **Name of the officers** | **Date of filing of charge sheet before the Court** | **Brief facts and nature of charges** | **Present status** | **Remarks** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |

**(Name and Signature of Secretary)**

**ANNEXURE –V**

**A STATEMENT SHOWING COURT CASES AND COURT ORDERS HAVING BEARING ON THE DPC**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Name of Applicants (S/Shri)** | **Case No.** | **Name of Court** | **Date of Orders & Compliance Date** | **Directions (in brief)** | **Whether appeals have been filed and if so whether stay orders have been obtained.** | **Implications on the current Select List** | **Whether a copy of the orders has been enclosed** | **Remarks** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

 **(Name and Signature of Secretary)**

**ANNEXURE -VI**

1. **STATEMENT OF APAR’s FURNISHED TO THE COMMISSION**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Name of Officer (S/Sh.)** | **Period of APAR preceding 5 years OR 5 years up to the year of Select List or as applicable in the RRs if qualifying service is more than 05 years (Separate row for each part APAR) e.g. 2007-08, 2008-09, 2009-10, 2010-11, 2011-12** | **Whether available?** | **Whether APAR is duly reported/ reviewed/accepted?** | **Whether adverse entries communicated to the officer concerned and whether representation if any finally disposed off.** | **Remarks** |
| **If yes, mark (√)** | **If no, whether No Report Certificate (NRC) with valid reasons added?** |
| **If yes mark (√)** | **If no, indicate the deficiency with reasons e.g. not reviewed etc.** | **If yes, mark (√)** | **If no, indicate reasons** |
| **If yes, mark (√)** | **If no, indicate reasons** |
|
| **1.**  | **2**  | **3**  | **4**  | **5**  | **6**  | **7**  | **8**  | **9**  | **10**  | **11** |
| 1.  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

**(B) Non-Recordable Certificate (NRC), if applicable**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No.** | **Name** | **Period** | **Reasons** | **Whether no report certificate indicating valid reasons added in the APAR dossier?** |
| 1. |  |  |  |  |
|  |  |  |
|  |  |  |

**(Name and Signature of Secretary)**

\_\_\_\_