**Form No. 3**

**GOA PUBLIC SERVICE COMMISSION**

Form for referring proposals for **LIFTING OF** **PROBATION PERIOD** / **CONFIRMATION**

**Check-list for sending proposals for convening the Departmental Promotion Committee Meeting for Lifting of Probation Period / Confirmation to the post of ………………….**

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

* **Name of Post :**
* **Name of Department**:
* **Whether proposal is for Confirmation/Lifting of Probation Period/ Extension of Probation Period or Termination** **of Probation Period:**
* **In case of Extension of Probation Period, the reason for extension be clearly indicated**:
* **In case of Termination during Probation Period, the reason for termination to be clearly indicated:**

The proposal shall be treated as complete if the information furnished to the Commission in the Annexures/documents, as per check-list, is complete in all respects with all columns duly filled with requisite documents/APARs/AARs 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) --------------------------- | Chairman  Member  Member  Member |

**3. Grade of post on which Confirmation/Lifting of Probation Period is to be made:-**

|  |  |
| --- | --- |
| (a) Designation : |  |
| (b) Classification : |  |
| (c) Scale of Pay : |  |
| (d) Total number of permanent posts in the Grade : |  |
| (e) Total number of vacancies available for confirmation. |  |

**4. Vacancies:**

|  |  |
| --- | --- |
| (a) No. of vacancies falling in the direct recruitment quota with dates on which they occurred. |  |
| (b) No. of vacancies falling in the promotion quota with dates on which they occurred. |  |

**5. Reference Number :**

|  |  |
| --- | --- |
| (a) GPSC reference number under which  Confirmation /Lifting of Probation Period to the  grade/ post was last considered. | **No………. dated……..** |
| (b) Whether copy (ies) of Confirmation/Lifting of  Probation Period to the grade/ post was last  considered. | **YES/NO** |

**6. Recruitment Rules :**

|  |  |
| --- | --- |
| (a) Date on which the Recruitment Rules/ Amendment to Recruitment Rules were notified in the Gazette and GPSC reference under which they were approved (attach 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 | **YES/NO** |

**7. Seniority Lists:**

|  |  |
| --- | --- |
| a) Whether a seniority list as in the prescribed proforma (Annexure-I) has been enclosed : | **YES/NO** |
| b) Whether all eligible officers including those on deputation etc., are included: | **YES/NO** |
| c) Whether the list before finalization was circulated to all concerned: | **YES/NO** |
| d) Whether there are any officers whose seniority has not been finalized. If so, give details. |  |
| e) Whether the seniority list (Annexure I) has been duly authenticated by an officer not below the rank of Secretary to the Government: |  |
| f) Whether the list has undergone any changes since it was last placed before the DPC. If so, give necessary details. |  |
| g) In case of confirmation of officers appointed by different methods e.g. promotion/direct recruitment or transfer on deputation please enclose separate seniority list also in addition to a combined seniority list: |  |

**8. Character Rolls (AARs/APARs):**

|  |  |
| --- | --- |
| a) Whether a statement of availability of APARs/AARs of eligible officers is furnished in (Annexure-II)? | **YES/NO** |
| b) Whether complete APAR /AAR dossiers including APARs /part APARs, if any, during the probation period as applicable in the RRs. | **YES/NO** |
| c) Whether details of missing AARs/APARs are given in (Annexure-II) . | **YES/NO** |
| d) Whether No Report/ No Review/No Acceptance certificate indicating valid reasons added in AARs/APARs dossiers? | **YES/NO** |
| e) Whether the APARs dossiers are neatly arranged in the chronological order? | **YES/NO** |
| f) Whether the AARs/APARs during the probation period as applicable in the RRs have been duly flagged? | **YES/NO** |
| g) Whether a certificate furnished to the effect that the APARs/AARs forwarded to the Commission are valid as per State Government AARs/APARs Rules/Guidelines ? | **YES/NO** |
| h) Whether a certificate that all the orders/communications issued by the State Govt. in respect of AARs/APARs of the officers in pursuance of Court directions or otherwise have been incorporated in the relevant AARs/APARs placed in the APAR dossiers? | **YES/NO** |
| (i) **ADVERSE REMARKS IN APARs/AARs:**  Whether a statement of communication of adverse remarks in the APARs of eligible officers and the action taken against the Adverse remarks and consideration of representations against such remarks are furnished in Annexure-III? | **YES/NO** |
| **RELAXATION ORDER OF GOVERNMENT/COMMISSION if any.** |  |

**9. Probation**

|  |  |
| --- | --- |
| (a) Whether the officers have completed satisfactorily the period of probation? The date of regular appointment and the date of completion of probation should also be given |  |
| (b) Whether the Probation Period has to be Extended, if so reason for extending the Probation Period |  |
| (c) Whether the proposal for confirmation has been  submitted in time? if not state the reason thereof: |  |
| (d) Whether the officer has passed/attended the Basic Management Service Course / Training / Departmental Exam/ NET/SET etc as applicable and as prescribed in Recruitment Rules.  *(This column to be filled only if applicable)* |  |

**10. 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 ; | **YES/NO** |
| (c)Whether the integrity certificate/  withholding the integrity certificate of eligible officers with reasons duly signed by Secretary . | **YES/NO** |

**11. Self-contained Note for the D.P.C.**

|  |  |
| --- | --- |
| Whether a self contained note for the DPC explaining the proposals has been enclosed? | **YES/NO** |

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

|  |  |
| --- | --- |
| **12. 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 Lifting of Probation /Confirmation** | **Remarks** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** |
|  |  |  |  |  |  |  |
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**Note:** (Latest finalized Seniority List circulated and duly authenticated by an officer not below the rank of Secretary to the Government to be enclosed)

**ANNEXURE -II**

**(A) STATEMENT OF APARs FURNISHED TO THE COMMISSION**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Name of Officer (S/Sh.)** | **Period of APARs of 2 years/1 year as applicable in the RRs**  **(Separate row for each part APAR)** | **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)**

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

**(C) STATEMENT OF AARs FURNISHED TO THE COMMISSION**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Name of Officer (S/Sh.)** | **Period of AARs of 2 years/1 year as applicable in the RRs**  **(Separate row for each part AARs)** | **Whether available?** | | | **Whether AARs is duly reported/reviewed/ accepted?** | | **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** |
| **1.** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** |
| 1. |  |  |  |  |  |  |  |  |
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**(Name and Signature of Secretary)**

**ANNEXURE -III**

**INTEGRITY CERTIFICATE**

The records of service of the following Officer(s) who are to be considered Confirmation/Lifting of probation period 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).

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