

No. AB.14017/37/2012-Estt (RR) (6943)  
Government of India  
Ministry of Personnel, PG & Pensions  
(Department of Personnel & Training)  
Room No.215-A/II, North Block, New Delhi

Dated the 28<sup>th</sup> January, 2013

**OFFICE MEMORANDUM**

**Subject:** Check list for sending proposals to DOPT for framing/amendment of Recruitment Rules.

The undersigned is directed to state that instructions on framing / amendment of Recruitment Rules prescribe that the proposal for framing/ amendment Recruitment Rules for Groups 'A' & 'B' posts /services as approved by the Administrative Ministries/ Departments should be referred to this Department in certain format (viz Annexure I to III) and accompanied with other documents/ information, for consideration of this Department. It has been noticed that the proposals sent by the Ministry / Department are not complete in all respects and this Department has to return the proposal seeking further information/documents/clarification for considering the proposal. Further, this Department has taken a decision that proposals for framing/amendment/revision of RRs shall now be processed on-line only and after freezing the proposal by this Department, the physical file will be accepted for concurrence.

2. In order to facilitate easy and early concurrence on proposal for framing/ amendment of Recruitment Rules, a check list to be used while sending such proposals to this Department is enclosed. It is requested that all proposals for framing/ amendment Recruitment Rules, being sent to this Department on file, must invariably accompany this Checklist duly filled in.
3. Hindi Version will follow.



(Mukta Goel)  
Director (Estt-I)  
Tel: 23092479

To

1. All Ministries and Departments of the Government of India
2. President's Secretariat, New Delhi
3. Vice-President Secretariat, New Delhi
4. The Prime Minister's Office, New Delhi
5. Cabinet Secretariat, New Delhi
6. The Comptroller and Auditor General of India, New Delhi
7. The Secretary, Union Public Service Commission, New Delhi
8. NIC (DoP&T) for placing this OM on the Website of DoP&T.
9. Establishment Branch (50) copies.

CHECK LIST FOR THE MINISTRIES/ DEPARTMENTS FOR SENDING PROPOSALS TO DOPT FOR FRAMING/AMENDING OF RECRUITMENT RULES

1.	Check list enclosed	YES/NO/NA
2.	Whether the proposal related to Group 'A' or 'B' posts.	YES/NO/NA
3.	Whether there is any deviation from the guidelines on RRs in regard to the proposal related to Group 'C' posts.	YES/NO/NA
4.	For RRs to be considered on line in case of the proposal related to Group 'A' or 'B' posts (excluding Service Rules):-	
	(a) Whether the Annexure I and Annexure II or Annexure III has been filled up completely	YES/NO/NA
	(b) Whether Hierarchy chart has been filled up	YES/NO/NA
	(c) Whether the contact details of the officer forwarding the proposal has been given	YES/NO/NA
5.	For RRs to be considered in file in case of the proposal related to Group 'A' or 'B' posts (excluding Service Rules):-	
	(a) Whether the proposal has been sent on-line to DOPT	YES/NO/NA
	(b) Whether the proposal has been freezed by DOPT for sending the same on file	YES/NO/NA
	(c) If the proposal sent on-line has been freezed, the copy of report in regard to Schedule (Annexure-I) and Annexure II or Annexure III, as the case may be, enclosed	YES/NO/NA
6.	For Service Rules:-	
	(a) Schedule (Annexure-I) enclosed	YES/NO/NA
	(b) Annexure II, if it is case of framing of RRs, enclosed	YES/NO/NA
	(c) If yes, whether annexure-II is signed	YES/NO/NA
	(d) Annexure III, if it is a case of amendment of RRs, enclosed	YES/NO/NA
	(e) If yes, whether annexure-III is signed	YES/NO/NA
7.	In case post created or upgraded, order furnished	YES/NO/NA
8.	In case post re-designated, order furnished	YES/NO/NA
9.	In case of addition or abolition of posts, the Order sanctioning additional/ new posts or abolition of posts enclosed.	YES/NO/NA
10.	Duties of posts furnished	YES/NO/NA
11.	Hierarchy of chart along with pay band & Grade pay and method of recruitment furnished (both existing & proposed)	YES/NO/NA
12.	Whether initial constitution clause, where the RRs are framed for the first time and there are officer already holding the posts on regular basis, inserted	YES/NO/NA
13.	Whether the method of recruitment, prescribed by UPSC as one time method of recruitment in absence of RRs of post(s), intimated	YES/NO/NA

14.	Whether promotion proposed	YES/NO/NA
15.	If yes, whether Recruitment Rules for feeder posts enclosed	YES/NO/NA
16.	Whether other promotional channel available to feeder post	YES/NO/NA
17.	Whether successful completion of mandatory training in the relevant field included as a criteria for promotion to be considered by DPC	YES/NO/NA
18.	Whether Deputation has been proposed	YES/NO/NA
19.	If yes, the field of Deputation is as per guidelines	YES/NO/NA
20.	Whether short term contract also included	YES/NO/NA
21.	Whether provision for Armed Forces Personnel made	YES/NO/NA
22.	If yes, whether ranks of Armed Forces Personnel indicated	YES/NO/NA
23.	Whether composite method has been proposed	YES/NO/NA
24.	If yes, whether there is only 1 feeder grade post against 1 post in the higher grade.	YES/NO/NA
25.	Whether Direct Recruitment has been proposed	YES/NO/NA
26.	If yes, whether further promotional avenues available to direct recruits	YES/NO/NA
27.	Whether Age limit for direct recruits prescribed is in order	YES/NO/NA
28.	Whether provision for filling short term vacancies made in Recruitment Rules when Direct Recruitment is the only method proposed	YES/NO/NA
29.	Whether period of experience proposed is in order	YES/NO/NA
30.	Whether Educational Qualifications for direct recruits apply to promotees (for Scientific and Technical posts in Senior Time Scales and above)	YES/NO/NA
31.	In case Educational Qualifications for direct recruits are proposed to be modified and are to be applied to promotees, whether safeguards provided for existing incumbents	YES/NO/NA
32.	Whether standard note in relevant columns (No.6, 7, 10 & 11 of the Schedule i.e. Annexure I) enclosed	YES/NO/NA
33.	Composition of separate Departmental Promotional Committee for promotion and/ or confirmation intimated	YES/NO/NA
34.	Whether the composition of DPC includes minimum number of 3 officers and UPSC has been associated wherever prescribed	YES/NO/NA
35.	In case of amendment, whether copy of existing Recruitment Rules furnished.	YES/NO/NA
36.	Whether reasons for amendments specified	YES/NO/NA
37.	In case of framing of RRs, Order for creation of posts enclosed.	YES/NO/NA