

Rakesh Kumar Gupta, I.A.S.

अपर सचिव

ADDITIONAL SECRETARY

TEL. : (O) 23381870



तार : "लोकसेवायोग"

Telegram : "Unisercom"

Fax : 23381870

संघ लोक सेवा आयोग  
UNION PUBLIC SERVICE COMMISSION

नई दिल्ली-110069

New Delhi-110069

**D.O. No. 4/27/2010-AIS**

June 25, 2010

Dear Sir,

Please refer to DO letter No. F.4/13/2010-AIS dated 22.02.2010 by Secretary, UPSC regarding convening of the meetings of the Selection Committee for promotion of SCS/SPS/SFS officers to the **IAS/IPS/IFS** before 31<sup>st</sup> of December in accordance with the provisions of the Promotion Regulations of the All India Services. As a step towards convening the maximum number of Selection Committee Meetings before 31<sup>st</sup> December of the year, the Commission has also suggested a Calendar for completion of various activities, for convening of the Selection Committee Meetings, by the State Government and the Central Government. In this connection website of UPSC ([www.upsc.gov.in](http://www.upsc.gov.in)) may also be referred to.

2. With a view to further facilitate the process of convening the Selection Committee Meetings and to pre-empt avoidable correspondence for completion of deficient documents by the State Governments, the Commission have prepared a check list for sending complete proposal by the State Governments to the Commission. A copy of each of Checklist-I (for IAS/IPS/IFS) and Checklist-II (for IAS (Non-SCS)) is enclosed. The Commission have decided that the proposals which are not complete as per the checklists may be summarily returned to the State Governments with the request to send complete proposals.

3. The Commission have also directed Secretary, UPSC to request you to kindly ensure that proposals sent by the State Government to the Commission are complete so that SCMs are held within stipulated time as per the suggested calendar.

With regards

Yours sincerely,

(Rakesh Kumar Gupta)

All the Chief Secretaries as per list attached

Copy (with enclosure) for information to:-

1. The Secretary to the Govt. of India, Deptt. of Personnel & Training, North Block, New Delhi.
2. The Secretary to the Govt. of India, Ministry of Home Affairs, North Block, New Delhi.
3. The Secretary to the Govt. of India, M/o Environment & Forests, Paryavaran Bhawan, CGO Complex, Lodi Road, New Delhi.
4. Ms. B. Bhamati,  
Additional Secretary (UT),  
Ministry of Home Affairs,  
North Block, New Delhi.  
(for IAS/IPS of Joint AGMUT Cadre)

  
(Rakesh Kumar Gupta)  
Additional Secretary

**Check list-I**

**Check-list for sending proposals for convening the Selection Committee Meetings for promotion to IAS(SCS)/IPS/IFS**

(check list and the Annexures are available on [www.upsc.gov.in](http://www.upsc.gov.in))

Name of State:

Proposal for promotion to:

Year(s) for which Select List(s) to be prepared:

Whether proposal for preparation of fresh:  
Select List/review of Select List already  
prepared. If Review SCM to be held,  
specific court directions to be 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/ACRs sent alongwith the proposals. The page number of the documents attached with the proposal may also be indicated.

Sl. No.		Whether Yes/No. Please indicate page no. at which document is attached.
1.	<b>Vacancies</b>	
a.	No. of vacancies determined by Govt. of India	
b.	Whether a copy of the order of Govt. of India determining the vacancies enclosed?	
2.	<b>Seniority list</b>	
a.	Whether the seniority of SCS/SPS/SFS officers has been published/notified?	
b.	Whether a copy of notification of published seniority list furnished?	
c.	If the seniority list not notified, whether a certificate furnished to the effect that the seniority list furnished to the Commission is complete, final and the latest seniority list in use?	

d.	Whether the date of birth, status of SC/ST, date of continuous appointment in the qualifying grade of SCS/SPS/SFS, date of confirmation in State service indicated in the seniority list?	
3.	<b>Eligibility list</b>	
a.	Whether the eligibility list (year-wise eligibility lists where applicable) furnished in the Annexure 3.1 (SCS), 3.2(SPS) and 3.3 (SFS).	
b.	Whether the name and date of birth of officers included in the eligibility list have tallied with the seniority list and in case of any variation, reasons therefor indicated?	
c.	Whether any officer in the seniority list who fulfills the eligibility criteria of age and qualifying service has been left out in the eligibility list? If so, whether specific reasons therefore indicated?	
4.	<b>Status of disciplinary/criminal proceedings/penalties imposed, integrity certificate, adverse remarks in ACRs</b>	
a.	Whether the statement of disciplinary proceedings & criminal proceedings in Annexure 4.1 furnished?	
b.	Whether details of penalties imposed in respect of eligible officers during the last 10 years furnished in Annexure 4.2?	
c.	Whether the integrity certificate withholding the integrity certificate of eligible officers with reasons duly signed by Chief Secretary furnished in Annexure 5?	
d.	Whether a statement of communication of adverse remarks in the ACRs of eligible officers and consideration of representations against such remarks furnished in Annexure 6?	
5.	<b>ACR dossiers</b>	
a.	Whether a statement of availability of ACRs of eligible officers is furnished in <del>revised</del> Annexure-7?	
b.	Whether complete ACR dossiers of eligible officers have been furnished?	
c.	Whether No Report Certificate indicating valid reasons added in the ACR dossiers?	
d.	Whether English Translation of ACRs written in regional languages duly authenticated by an officer of the rank of Secretary/Principal Secretary to the State Government added in the ACR dossiers?	
e.	Whether the ACR dossiers are neatly arranged in the	

	chronological order?	
f.	Whether the ACRs of the preceding 5 years of the year of Select List have been duly flagged?	
g.	Whether a certificate furnished to the effect that the ACRs forwarded to the Commission are valid as per State Government ACR Rules?	
6.	<b>Court directions</b>	
a.	Whether a statement of court directions (interim or final)/court cases having a bearing on the Select List furnished in Annexure 8?	
b.	Whether any court directions are pending to be implemented in respect of eligible officers?	
7.	<b>Certificate regarding composition of Selection Committee Meeting</b>	
a.	Whether a certificate to the effect that the officers of State Government attending the SCM are exactly in accordance with revised composition of Selection Committee as per respective Promotion Regulations has been furnished in Annexure 9?	
8.	<b>No Relation Certificate</b>	
a.	Whether the members of the Selection Committee informed the requirement of signing a No Relation Certificate in Annexure 10 before the SCM?	
b.	Whether a certificate to this effect obtained from the members of Selection Committee in advance and furnished?	
9.	<b>Contact details</b>	
a.	Whether the name, designation, telephone number of the members of the Selection Committee representing the State Government and the officers in charge of sending the proposal to the Commission furnished.	

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 State Government.

(                      )  
Name \_\_\_\_\_  
Designation \_\_\_\_\_

(to be signed by officer not below the rank of Secretary to the State Government)

## Check list-II

### **Check-list for sending proposals for convening the Selection Committee Meeting for appointment to IAS(Non-SCS)**

(check list and the Annexures are available on [www.upsc.gov.in](http://www.upsc.gov.in))

Name of State: \_\_\_\_\_

Year of Select List to be prepared: \_\_\_\_\_

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/ACRs sent alongwith the proposals. The page number of the documents attached with the proposal may also be indicated.

Sl. No.		Whether Yes/No. Please indicate page no. at which document is attached.
1.	<b>Vacancies</b>	
a	No. of vacancies determined by Govt. of India	
b.	Whether a copy of the order of Govt. of India determining the vacancies enclosed?	
2.	<b>Eligibility list</b>	
a.	Whether a consolidated statement of Non-SCS officers proposed for consideration of the Selection Committee furnished in Annexure 3.4-A?	
b.	Whether bio-data of all eligible Non-SCS officers furnished in the format in Annexure 3.4?	
c.	Whether name and date of birth of Non-SCS officers included in the eligibility list has been tallied with the respective seniority list of the officer and in case of any variations, the reasons therefor have been indicated?	
3.	<b>Certificate of eligibility of Non-SCS officers in terms of Reg. 4 of IAS (Appointment by Selection) Regulations 1997</b>	
a.	Whether a certificate to the effect that the Non-SCS officers	

	recommended by State Government are of outstanding merit and ability, hold gazetted post in substantive capacity and have completed not less than 8 years of continuous service under State Government on the 1 <sup>st</sup> day of January of the Select List year in any Non-SCS post declared equivalent to the post of Deputy Collector in SCS is furnished in Annexure 11.	
b.	Whether a copy of the order issued by the State Government declaring the equivalence of Non-SCS posts under the State to the post of Deputy Collector for the purpose of Reg. 4 furnished?	
4.	<b>Status of disciplinary/criminal proceedings/penalties imposed, integrity certificate, adverse remarks in ACRs</b>	
a.	Whether the statement of disciplinary proceedings & criminal proceedings in Annexure 4.1 furnished?	
b.	Whether details of penalties imposed in respect of eligible officers during the last 10 years furnished in Annexure 4.2?	
c.	Whether the integrity certificate withholding the integrity certificate of eligible officers with reasons duly signed by Chief Secretary furnished in Annexure 5?	
d.	Whether a statement of communication of adverse remarks in the ACRs of eligible officers and consideration of representations against such remarks furnished in Annexure 6?	
5.	<b>ACR dossiers</b>	
a.	Whether a statement of availability of ACRs of eligible officers is furnished in <del>revised</del> Annexure-7?	
b.	Whether complete ACR dossiers of eligible officers have been furnished?	
c.	Whether No Report Certificate indicating valid reasons added in the ACR dossiers?	
d.	Whether English Translation of ACRs written in regional languages duly authenticated by an officer of the rank of Secretary/Principal Secretary to the State Government added in the ACR dossiers?	
e.	Whether the ACR dossiers are neatly arranged in the chronological order?	
f.	Whether the ACRs of the preceding 5 years of the year of	

	Select List have been duly flagged?	
g.	Whether a certificate furnished to the effect that the ACRs forwarded to the Commission are valid as per State Government ACR Rules?	
6.	<b>Court directions</b>	
a.	Whether a statement of court directions (interim or final)/court cases having a bearing on the Select List furnished in Annexure 8?	
b.	Whether any court directions are pending to be implemented in respect of eligible officers?	
7.	<b>Certificate regarding composition of Selection Committee Meeting</b>	
a.	Whether a certificate to the effect that the officers of State Government attending the SCM are exactly in accordance with revised composition of Selection Committee as per respective Promotion Regulations has been furnished in Annexure 9?	
8.	<b>No Relation Certificate</b>	
a.	Whether the members of the Selection Committee informed the requirement of signing a No Relation Certificate in Annexure 10 before the SCM?	
b.	Whether a certificate to this effect obtained from the members of Selection Committee in advance and furnished?	
9.	<b>Contact details</b>	
a.	Whether the name, designation, telephone number of the members of the Selection Committee representing the State Government and the officers in charge of sending the proposal to the Commission furnished.	

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 State Government.

( )  
Name \_\_\_\_\_

Designation \_\_\_\_\_

(to be signed by officer not below the rank of Secretary to the State Government)