

COMMON PROFORMA FOR PROPOSAL REQUIRING APPROVAL OF THE APPOINTMENTS COMMITTEE OF THE CABINET

***[FOR POSTS OUTSIDE CENTRAL STAFFING SCHEME, NON-SECRETARIAT POSTS AT DEPUTY SECRETARY/DIRECTOR LEVEL, BOARD LEVEL POSTS IN PUBLIC SECTOR UNDERTAKINGS]***

1.	Ministry / Department	
2.	Proposal	
3.	Ministry / Department / Organization in which the post is located	
4.	Designation of the post	
5.	Scale of pay attached to the post	
6.	Duties and responsibilities	

7.	<p>i. Whether the post is sanctioned by the Competent Authority</p>	
	<p>i. Date of vacancy</p>	
	<p>i. Terminal Date of appointment of outgoing incumbent(s)</p>	
	<p>i. Name of outgoing incumbent (s)</p>	
8.	<p>Personal particulars of the Officer(s) proposed to be appointed</p>	

9.	<p>a. Whether the full CR dossiers in original of the officer to be appointed is enclosed.</p>	
	<p>a. If not, reasons there for?</p>	
10.	<p>a. Whether the proposed appointment is based on the recommendations of –</p> <ol style="list-style-type: none"> <li>1. UPSC</li> <li>2. DPC</li> <li>3. Selection Committee</li> <li>4. PESB</li> <li>5. DPE</li> <li>6. Appointments Board</li> <li>7. Others [Specify]</li> </ol> <p>[_ / Mark whichever is applicable]</p>	
	<p>a. Whether a copy of above recommendations has been enclosed?</p>	
11.	<p>Recruitment Rules /Job Specifications [Specify and enclose]</p>	
12.	<p>Method of recruitment as per Recruitment Rules / Job Specifications [Specify]</p>	

13.	<p>a. Personal particulars of other officers considered / recommended, if any.</p>	
	<p>a. Whether their full CR dossiers in original are enclosed.</p>	
	<p>[c] if not, reasons there-for (Specify)</p>	
14.	<p>In case the proposal is not being submitted in time, please state reasons for delay</p>	
15.	<p>Whether the Minister-in-charge has approved the proposal?</p>	
16.	<p>Additional information relevant to the proposal, if any.</p>	
17.	<p>Whether the details of the proposal have been furnished in the relevant Appendix [Specify Appendix]</p>	
18.	<p>Whether the relevant check lists have been filled up?</p>	
19.	<p>Whether there are any pending Court / CAT cases having a hearing on the proposal?</p>	

Signature	
Name	
Designation	
Dated the .	

**ANNEXURE I**

**PARTICULARS OF THE OFFICER PROPOSED TO BE APPOINTED FOLLOWED  
BY PARTICULARS OF THE OTHER OFFICERS CONSIDERED**

1.	Name of the Officer	
2.	a. Date of Birth	
	a. SC/ST/OBC/Others	
3.	Service to which belongs	
4.	i. Post presently held on regular basis	
	i. Scale of Pay	



8	Qualifications and experience	
	<p>i. As per provision in Recruitment Rules / Job Specifications</p>	
	<p>i. As possessed by the Officer</p>	
9.	Whether the officer meets the eligibility requirements as on the critical date of eligibility.	
10.	<p>a. (i) Whether any vigilance proceedings are pending or contemplated against the Officer?</p>	
	<p>(ii) If yes, please give details</p>	
	<p>(b) (i) Whether any penalty has been imposed on the proposed officer in the past</p>	



	(ii) If so, please give details	
	i. Indicate if any penalty is in operation as on date	
Signature		
Name		
Designation		
Dated the		

**APPENDIX – A**

**FOR APPOINTMENT TO POSTS FALLING OUTSIDE THE CENTRAL STAFFING SCHEME**

1.	Method of recruitment as in the notified recruitment rules.					
2.	Whether the proposed appointment is in accordance with the prescribed recruitment norms					
3.	Year – wise number of vacancies  (a) Year  (b) No. of vacancies	(a) <table border="1" data-bbox="1101 930 1432 1451"><tr><td></td><td></td></tr><tr><td></td><td></td></tr></table>				

4.	<p>(i) Whether the proposed appointment is based on the recommendations of –</p> <p>1.</p> <ol style="list-style-type: none"> <li>1. UPSC</li> <li>2. DPC</li> <li>3. Selection Committee</li> <li>4. PESB</li> <li>5. DPE</li> <li>6. Appointments Board</li> <li>7. Others [Specify]</li> </ol> <p>[_ / Mark whichever is applicable]</p>	
	<p>(ii) Whether the DPC has taken in account existing as well as anticipated vacancies of the recruitment year</p>	
	<p>(iii) Whether DPC has recommended year – wise panels</p>	
	<p>(iv) Whether the proposal is in accordance with the vacancy roster</p>	

5.	Composition of the notified DPC/Selection Committee	<ol style="list-style-type: none"> <li>1. Chairman or Member Union Public Service Commission- Chairman</li> <li>2. 2. Secretary, Ministry of Civil Aviation- Member</li> <li>3. Secretary, Department of Personnel &amp; Training – Member</li> <li>4. Director General of Civil Aviation- Member.</li> </ol>						
6.	Whether concurrence of UPSC is required, has been obtained							
7.	Crucial date of eligibility for promotion as per DOP&T instructions							
8.	<p>Year-wise number of eligible officers available for consideration.</p> <p>(a) Year</p> <p>(b) No. of eligible officers available</p>	<table border="1" style="width: 100%; height: 100%;"> <tr> <td data-bbox="950 1444 1060 1707">(a)</td> <td data-bbox="1060 1444 1198 1707"></td> <td data-bbox="1198 1444 1336 1707"></td> </tr> <tr> <td data-bbox="950 1707 1060 1890"></td> <td data-bbox="1060 1707 1198 1890"></td> <td data-bbox="1198 1707 1336 1890"></td> </tr> </table>	(a)					
(a)								

9.	<p>Zone of consideration</p> <p>(a) Provision as per DOP&amp;T instructions</p> <p>(b) Actually considered</p> <p>(c) Reasons for curtailing/enlarging zone of consideration</p>	<p>a.</p> <p>b.</p> <p>c.</p>
10.	Years in respect of which ACRs considered by the DPC/Selection Committee	
11.	Has the meeting of DPC/Selection Committee taken into account the anticipated vacancies for the whole year	
12.	<p>(i) Does the proposal involve relaxation of RRs?</p> <p>(ii) If yes, please enclose concurrence of DoP&amp;T/ UPSC</p>	
13.	Has complete copy of finalised seniority list of officers in feeder grade been enclosed	
14.	Reasons for proposing retrospective appointment/promotion, where applicable	
15.	<p>Details of proposed officer(s) due for superannuation within the ensuing three months:-</p> <p>(separate sheet may be attached, if necessary)</p> <p>(a) Name of the officer</p>	

	<p>(b) Date of Birth</p> <p>(c) Date of superannuation</p>	
16.	<p>(i) Whether the proposal involves supersession of officer (s)</p> <p>(ii) If yes, the reasons therefor.</p>	
17.	<p>(i) Has the officer in respect of whom recommendations have been kept in sealed cover, already been charge-sheeted.</p> <p>(ii) If so, the details thereof.</p>	
18.	<p>(i) Whether the proposal is based on recommendations of the Review Committee</p> <p>(ii) If yes, please attach a copy of the proceedings of the original DPC meeting and also review DPC meeting.</p>	

19	<p>(i) Whether proposed appointment is on deputation/tenure basis (Specify)</p> <p>(ii) If so, please enclose a copy of circular/ advertisement/ cadre clearance</p>	
20.	<p>If the proposal involves extension of service/ re-employment, please indicate:-</p> <p>(a) Action taken to select a successor with chronological details</p> <p>(b) If the proposal involve extension/ re employment of an officer, beyond 60 years of age, whether the concurrence of Estt. Division of the Ministry of Personnel, PG &amp; Pensions has been obtained.</p>	
21.	<p>(i) In case of ad hoc appointment please give reasons why appointment on regular basis cannot be made also whether the proposed officer meets the prescribed eligibility requirements?</p> <p>(ii) Whether DOP&amp;T guidelines on ad hoc appointments have been strictly adhered to. If not, the reasons thereof.</p>	
22.	<p>In case of appointment abroad has the clearance of the Intelligence Bureau been obtained, wherever required.</p>	

Signature	
Name	
Designation	
Dated the .	



**APPENDIX 'A' [CONTINUED]**

**CHECKLIST TO ACCOMPANY APPENDIX 'A'**

Have the information/documents required in the following items of Appendix-C been furnished?

Item 1	Method of recruitment	
Item 3	Composition of DPC etc.	
Item 4	Details regarding DPC proceeding	
Item 5	Concurrence of UPSC	
Item 6	Details of vacancies	

Item 8	Details of eligible officer	
Item 9	Zone of consideration	
Item 10	Details regarding ACRs considered by DPC etc.	
Item 11	Details of anticipated vacancies considered by DPC etc.	
Item 13	Seniority list	
Item 15	Details of officers due for superannuation	
Item 17	Details of recommendations kept in sealed cover	
Item 18	Details of original DPC and Review Committee recommendation	
Item 19	Details of proposed appointments	
Item 20	Details in case of extension of service/re-employment.	
Item 21		

	IB Clearance	
Signature		
Name		
Designation		
Dated the .		