



Personnel and Administrative
Reforms (S) Department
Secretariat, Chennai - 9.

Letter (MS) No.54, Dated 28.2.2007.

From

Thiru.T.S.Sridhar, I.A.S.,
Special Commissioner and Secretary to Government.

To

All Secretaries to Government in the Departments of Secretariat,
All Heads of Department including District Collectors.

Sir,

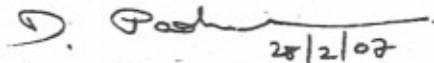
Sub: Recruitment (Transfer) - Selection through
Departmental Promotion Committee -
Recommendations of the Sub-Committee of the
National Conference of the Chairmen of State Public
Service Commissions - Additional particulars to be
furnished along with Format for placing the proposals
of panel before the Departmental Promotion
Committee - Proposal of .

- Ref 1 G.O.Ms.No.15, Personnel and Administrative
Reforms (S) Department, dated. 12.1.94.
- 2 From the Secretary, Tamil Nadu Public Service
Commission, Letter No.2871/DPD-A1/2004,
Dated. 21.6.2006.

The Secretary, Tamil Nadu Public Service Commission has suggested a Format for furnishing certain additional details and certificates to reduce the delay in finalising the selections by the Departmental Promotion Committee and requested the Government to prescribe a Format as mandatory and communicate the same to all Departments of Secretariat and Heads of Department for furnishing the same, while sending proposals for convening the Departmental Promotion Committee for approving regular panels in future.

2. The Government after careful examination has decided to accept the suggestion of the Tamil Nadu Public service Commission and prescribe the Format annexed to this letter as a mandatory one. All the departments of Secretariat / Heads of Department should send the details in the Format, while sending proposals to the Commission for convening the Departmental Promotion Committees for approving regular panels without fail in future.

Yours faithfully,

 28/2/07

for Special Commissioner and
Secretary to Government

¹⁶
28/2/07.

Copy to:

The Controller of Examinations and Secretary I/c.,
Tamil Nadu Public Service Commission,
Chennai - 600 002.

All Sections in Personnel and Administrative Reforms Department, Chennai - 600 009.
SF / SC.

ANNEXURE ADDITIONAL DETAILS AND CERTIFICATES

(To be furnished along with format – I)

1. Judicial Stay:

It is verified and certified that there is no judicial stay or has no specific observation / directions of the Court in regard to this selection.

2. Seniority List:

The seniority list published vide proceedings / G.O.No. _____ dated _____ has been taken as reference list for consideration. It is verified and certified that there is no stay or special directives of any court, representations pending in regard to the seniority list. (In case there are any specific orders, detailed description of the orders should be given)

3. Zone of consideration:

It is certified that all the eligible officers who are in service from the senior most including that of the officers who were passed over earlier / not taken up for consideration for various reasons were considered according to their seniority till sufficient number of eligible officers were made available.

4. Certificate regarding the pendency of Disciplinary proceedings / Criminal prosecution / Inquiry by TDP and the penalty awarded:

It is certified that no departmental proceedings / criminal proceedings / Proceedings by the TDP other than those furnished in the individual formats of the individuals whose cases have been taken up for consideration is pending.

It is also certified that no other punishment, other than those furnished in the individual format of the individuals whose cases have been taken up for consideration, has been awarded on the individuals.

5. It is certified that only the officers who have satisfied the conditions prescribed and existing in the Spl.Rules / Adhoc Rules as on the crucial date i.e. on _____ were considered for inclusion in the panel. The following officers were also considered subject to relaxation of the General rules / Special rules / Adhoc rules as detailed below:

Sl.No.	Seniority No.	Name of the Candidate	The reason for relaxation of rule provision and the details of the rule(s) recommended to be relaxed.

6. Vacancies:

1. Existing vacancies as on the first day of the panel period :
2. Vacancies occurred/ likely to occur during the panel period up the last day due to promotion / retirement etc. :

3. Number of posts identified as surplus by the SERC and adjusted in the estimate of vacancy :

4. Vacancies approved by the Staff Committee at the Government level :
Vide

Total

7. Description of the vacant posts:-

Sl. No	Date of occurrence	Reasons for vacancy i.e. Retirement / Promotions etc.	Name of the retiring officers	Source of recruitment	Category General / SC /ST/ MBC /BC
1.					
2.					

8. Preceding meeting:

Last meeting of the Departmental Promotion Committee for selection to this post was held on for the year(s) in which the officers who have acquired eligibility till i.e. crucial date(s) for the panel (year(s) were considered. Compliance of the recommendations given in that meeting is as follows:-

i) Select List	All the officers considered fit for promotion in the last meeting have been promoted (Details to be given if the position differs)
ii) Circulation List	Decision has been taken in the cases of all officers who made representation for inclusion in the approved list (details to be given if the position is otherwise)
iii) Unfit list	Name, of all the officers (Except those who are not on the cadre strength now for any reason) have been furnished for being considered in this meeting.
iv) Position of the Reserved posts carried forward	Because of non-availability of qualified officers for the reserved categories.....(Number) posts were carried forward..... posts have been included in the present vacancies and vacancies which Could not be filled up for 4 consecutive years have been dereserved as per orders in G.O. /Provisions in the General Rules.

9. List of candidates whose names were not considered: (Not Eligible / Not Qualified / etc.)

The Government / Head of the Department did not consider the cases of the following candidates for the reasons shown against each:-

Sl.N o.	Seniority No.	Name of the candidate	Category (where more than one feeder post and are to be considered)	Reasons for non-consideration
1.				
2.				

c.dpd

Signature (with name and designation)

MINUTES OF THE MEETING OF THE DEPARTMENTAL PROMOTION COMMITTEE

HELD ON

Department :

Year of Panel :

Estimate of Vacancy :

Post and Service:

Crucial Date :

Panel Period :

Presence:

- | | |
|---|-------------------------------|
| 1. Thiru / Tmt.
Chairperson / Chairman / Member
Tamil Nadu Public Service Commission,
Chennai-600 002. | Chairperson / Chairman
DPC |
| 2. Thiru / Tmt.
Secretary to Government,
Administrative Department(concerned)
Secretariat, Chennai-9. | Convenor and Member
DPC |
| 3. Thiru / Tmt.
Secretary to Government,
P & A R Department,
(or his nominee)
Secretariat, Chennai-9. | Member
DPC |
| 4. Thiru / Tmt.
Head of the Department (concerned) | Member
DPC |

1. Authority & Principle:

This selection has been made under the provisions of the Special Rules / Adhoc Rules as on the crucial date . This selection is based on the principle of merit and abilities as per the provisions contained in the General Rules for the T.N.State and Subordinate Services:

2. Judicial Stay:

The Department has verified and certified that there is no judicial stay or has no specific observation / directions of the Court regard to this selection.

3. Seniority List:

The seniority list published vide proceedings / G.O.No. dated as authenticated by the Departmental Officer has been taken as reference list for consideration. The Department has verified and certified that there is no stay or special directives of any court, representations pending in regard to the seniority list. (In case there are any specific orders, detailed description of the orders should be given)

4. Zone of consideration:

All the eligible officers from the senior most including that of the officers who were passed over earlier / not taken up for consideration for various reasons were considered according to their seniority till sufficient number of eligible officers were made available.

5. Certificate regarding the pendency of Disciplinary proceedings / Criminal prosecution / Inquiry by TDP and the penalty awarded:

The Department has certified that no departmental proceedings / criminal proceedings / Proceedings by the TDP other than those furnished in the individual formats of the individuals whose cases have been taken up for consideration is pending.

The Department has also certified that no other punishment, other than those furnished in the individual format of the individuals whose cases have been taken up for consideration, has been awarded on the individuals.

6. Vacancies:

1. Existing vacancies as on the first day of the panel period :

2. Vacancies occurring till the end of panel year on due to promotion / retirement etc. :

Total

3. Number of posts found surplus by the SERC : and adjusted in the estimate

4. Number of vacancies approved by the Staff Committee at Government level :

Description of the vacant posts:-

Sl.No.	Date of occurrence	Reasons for vacancy Retirement / Promotions etc	Name of the retired/ promoted officer And his cadre	Source of recruitment	Category General /SC/ST/MBC/BC
1.					
2.					
3.					
4.					

7. Present position of the reservation in the cadre: Does not arise.

8. Proceeding meeting:

Last meeting of the DPC was held on _____ for the year(s) _____ in which the officers who have acquired eligibility till _____ (i.e.) crucial date for the panel years were considered. compliance of the recommendations given in that meeting is as follows:-

i)	Select List	All the officers considered fit for promotion in the last meeting have been promoted (Details to be given if the position differs)
ii)	Circulation List	Decision has been taken in the cases of all officers who made representation for inclusion in the approved list(details to be given if the position is otherwise)
iii)	Unfit list	Name, of all the officers (except those are not on the cadre strength now for any reason) have been furnished for being considered in this meeting.
iv)	Position of the Reserve posts carried forward	Because of non-availability of qualified officers for the reserved categories _____ (Number) posts were carried forward. _____ posts have been included in the present vacancies and vacancies which _____ Could not be filled up for 4 consecutive years have been dereserved as per orders in G.O. / Provisions in the General Rules.

9. List of candidates found 'fit' by the Departmental Promotion Committee for inclusion in the panel for the above post in the order of preference noted against each:-

Sl.No. and order of preference	Name of the Candidate
1.	
2.	
3.	

Only the officers who have satisfied the conditions prescribed and existing in the Spl.Rules / Adhoc Rules as on the curcial date i.e. on _____ were considered for inclusion in the panel. The following officers were also considered subject to relaxation of the General rules / Special rules / Adhoc rules as detailed below:

Sl.No.	Seniority No.	Name of the Candidate	The reasons for relaxation of rule provision and the details of the rule(s) recommended to be relaxed.

10. Vacancies carried forward to the next recruitment: Does not arise

11. List of candidates found 'not fit' by the Departmental Promotion Committee for inclusion in the panel for appointment by promotion / recruitment by transfer and the reasons therefor

Sl.No	Seniority No.	Name of the Candidate	Reasons for having found Not Fit
1.			
2.			
3.			

12. List of candidates whose cases have been deferred in view of disciplinary / criminal proceedings pending against them.

Sl.No	Seniority No.	Name of the Candidate	The Reasons for Deferment
1.			
2.			
3.			

13. Details of the cases / referred to the full Commission with the reasons therefore (In cases of disagreement among the Members of DPC or for any reasons)

Sl.No	Seniority No.	Name of the Candidate	Reasons for being referred to Full Commission
1.			
2.			
3.			

14. List of candidates whose names were not considered:

The Committee did not considered the cases of the following candidates for the reasons shown against each:-

Sl. No.	Seniority No.	Name of the Candidate	Category	Reasons for non-consideration
1.				
2.				
3.				

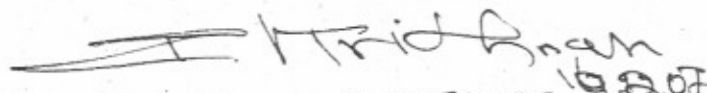
Chairman Departmental
Promotion Committee
and
Chairperson / Member
T.N.P.S.C.

Member Departmental Promotion
Committee
and
Head of the Department

Member Departmental Promotion
Committee
and
Secretary to Govt.,
P & AR Department
Or his nominee

Covener & Member DPC
and
Secretary to Govt.
Administrative Department.

/True copy/


SECTION OFFICER.
K3
14/2/07.