

FORM NO 8

PROFORMA FOR SUBMISSION OF PROPOSALS FOR PROMOTION TO THE PUBLIC SERVICE COMMISSION

- 1. Name of Department/Office
- 2. Post to which promotion is to be made.

Designation	Classification	Scale of pay	No. of vacancies		No. of posts filled on adhoc basis.	No. of vacancies falling in the promotion quota		
			Tempor-ary	Perman-ent		Exis-ting	Anti-cipa-ted	Total
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- 3. Recruitment Rules for the grade/post
 - (a) Notification No. & date under which the Recruitment Rules were sanctioned.
 - (b) Method of recruitment prescribed:
 - (i)% direct recruitment
 - (ii)% promotion
 - (iii) any other method if prescribed.
 - (iv) Has the ratio been maintained in a recruitment year as between direct and promotion. If there is variation reasons therefore may be indicated.
 - (c) Whether an upto date copy of the Recruitment Rules has been enclosed? (this should invariably be sent for reference).

- 4. Grade/Post from which promotion is to be made

Designation	Classification	Scale of pay	Recruitments prescribed for eligibility for promotion.
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- 5. Whether any reservation should be made for Scheduled Caste/Scheduled Tribe/OBCs etc.

If so, details may be given:

- i) Scheduled Caste
- ii) Scheduled Tribe
- iii) Other Socially & Educationally Backward Classes

iv) Others

Total: (i) to (iv)

6. PSC reference No. under which promotions to the grade/post were last considered.

7. Seniority list:

(a) Whether a seniority list as in the prescribed proforma (Annexure-I) has been enclosed?

(b) Whether all eligible officers, including those on deputation etc. are included?

(c) Whether the seniority list, before finalisation, was circulated to all concerned?

(d) Whether there are any officers whose seniority has not been finalised? If so give details.

(e) Whether the seniority list (Annexure-I) has been duly authenticated by an officer not below the rank of Under Secretary to the Government?

(f) Whether the list has undergone any changes since it was last placed before the P.S.C. if so give details in Annexure-I (A)?

(g) Are there any Scheduled Caste/Scheduled Tribe/OBCS Officers in the list? If so, please indicate clearly details in the Remarks column.

8. A.C. Rolls.

(a) Whether a list (in duplicate) has been attached showing the names of Officers whose ACR's are enclosed with this reference?

(b) Are the A.C.Rs complete and up to date? (ACRS should be sent only after these have been completed)

9. Self contained note.

Whether a self-contained note explaining the proposals for promotion has been enclosed?

Signature.....

Designation.....

ANNEXURE I

Vide items 7 of the proforma (Form No.8).

Seniority list of officers in the grade of
as on.....

S.No.	Name of Officer	Date of birth	Date of regular appointment to the grade	P.S.C. reference if any, under which recommended/approved for appointment to the grade	Post held substantively	Remarks
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* Signature of Authenticating Officer
Designation.....
Date.....

* To be signed by an Officer of the rank of Under Secretary or above.

ANNEXURE I (A)

Vide item 7 of the proforma (Form No.8).

Particulars of changes in the seniority list.

Name of the Officers which were included in the last seniority list but have been deleted in the present seniority list.

Reasons for deletion

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(ii) Name of the officers added in the present seniority list.

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5.

Signature
Designation
Date