

G O A P U B L I C S E R V I C E C O M M I S S I O N

Form for referring proposals for CONFIRMATION

1. Name:-

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| Name of the referring Department:- | |
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2. Composition of D P C .:-

| Whether Departmental promotion Committee is constituted. Please enclose copy and furnish details:- | | <u>Name</u> | <u>Designation</u> | <u>Tel.No.</u> | |
|--|----|-------------|--------------------|----------------|-------------|
| | | | | <u>Res.</u> | <u>Off.</u> |
| | 1) | | | | |
| | 2) | | | | |
| | 3) | | | | |
| | 4) | | | | |
| | 5) | | | | |

3. Grade or posts in which confirmation is to be made:-

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|--|--|
| (a) Designation:- | |
| (b) Classification:- | |
| (c) Scale of pay:- | |
| (d) Total number of permanent posts in the G grade:- | |
| (e) Total number of vacancies available for confirmation:- | |

4. Vacancies :-

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| (a) No. of vacancies falling in the direct recruitment quota with dates on which they occurred :- | |
| (b) No. of vacancies falling in the promotion quota with dates on which they occurred :- | |
| (c) No. of vacancies available for being filled by transfer with dates on which they occurred :- | |
| (d) Details of vacancies reserved for Schedule Castes/Tribes :- | |

5. Reference Number :-

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| UPSC /GPSC reference number under which confirmation to the grade/post were last considered :- | |
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6. Recruitment Rules :-

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| (a) Recruitment Rules for the grade/post date on which the Recruitment Rules were notified in the Gazette and G.P.S.C. reference number under which they were approved (attach copy) | |
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| (b) Method of recruitment prescribed:- i) Direct recruitment:- | % |
| ii) Promotion:- | % |
| iii) Deputation/Transfer:- | % |
| | Total |
| (c) Whether an upto date copy of the Recruitment Rules is attached | |

7. Seniority lists :-

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| (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 list before finalization was circulated to all concerned :- | |
| (d) Whether there are any officers whose seniority has not been finalized. If so, give details :- | |
| (e) Whether the Seniority list (Annexure - I) has been duly authenticated by an officer not below the rank of Secretary to the Government:- | |

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| <p>(f) Whether the list has undergone any changes since it was last placed before the DPC. If so, give necessary details in the Annexure - I (A) :-</p> | |
| <p>(g) In cases of confirmation of officers appointed by different methods e.g. promotion/direct recruitment or transfer please enclose separate seniority list also in addition to a combined seniority list :-</p> | |

8. Character rolls:-

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| <p>(a) Whether a list (in duplicate) has been attached showing the names of officers whose character rolls are enclosed with this reference:-</p> | |
| <p>(b) Are the character rolls complete and upto date? (Character rolls should be sent only after they have been completed. Complete and upto date character rolls of all the Officers as assessed 'not yet fit' are also to be furnished):-</p> | |
| <p>(c) Names of officers, if any, in whose cases adverse remarks in their character rolls were communicated to them and the time allowed for submission of a representation is not yet over?</p> | |

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| (d) Name of officers, if any, who have submitted representations against adverse entries in their character rolls, but decisions on the representations have not yet been taken:- | |
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9. Probation :-

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| Whether the officers have completed satisfactorily the period of probation? The date of regular appointment and the date of completion of probation should also be given:- | |
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10. Integrity Certificate :-

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| (a) Whether an integrity certificate as prescribed by the Government has been enclosed?:- | |
| (b) Whether the DPC for confirmation has been convened in time? If not, state the reasons therefore :- | |

11. Self-contained Note for the D P C . :-

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| Whether a self contained note for the DOC explaining the proposals for confirmation has been enclosed? | |
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Name of the Secretary : _____

Signature : _____

Place:-

Date:-

Office
Seal

