

**PROFORMA FOR REFERING PROPOSAL FOR PROMOTION TO THE
MANIPUR PUBLIC SERVICE COMMISSION.**

1. Name of department/Office :-
2. Name and designation of the members of DPC(copy of the orders constitution of the DPC to be attached):

Name	Designation	Office Telephone Number

3. (a) Designation, Classification and scale of pay of the post to which promotion is to made :
- (b) Details of vacancy :-

Total sanctioned strength	Direct Recruitment quota.	Promotion quota : No. of vacancy failing in promotion quota to be filled up.											Total of Existing & anticipated.
		Filled On regular basis	Filled on offtg. basis	Filled on adhoc basis	Un-filled	Total For promotion quota	Existing			Anticipated			
							Gen	ST	SC	Gen	ST	SC	
1	2	3	4	5	6	7	8	9	10	11	12	13	14

3. (c)

Yearwise break up of the number of regular vacancies indicated in column 8 of item 13(b) as required vide (I) dt. 20.11.1982.	Year	Gen	SC	ST	Total
	1	2	3	4	5

Total:

4. Recruitment Rules for the grade/post.
 - (a) Date on which the R/Rs were notified in the Gazette of Manipur and MPSC reference No. under which they were approved :-

Method of recruitment prescribed :

- (i) 50% Direct recruitment .
- (ii) 50% Promotion.
- (iii) Nil% Deputation/Transfer.

- (b) Whether an uptodate copy of the R/Rs has been enclosed (this should invariably be sent for reference). If any changes in the R/Rs have been agreed to by the MPSC after they were notified, details should be attached.

Contd.....2/-

1. Grade or post from which promotion is to be made :-

Designation	Classification	Scale of pay	Recruitment prescribed for eligibility for promotion.
1	2	3	4

6. MPSC 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 (Enclosure-I) has been enclosed.
- (b) Whether all eligibility 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 seniority list (Enclosure-I) has been duly authenticated by an officer not below the rank of Under Secretary to the Government of Manipur.
- (f) Whether the list has undergone any changes since it was placed before the DPC. If so, give details in Enclosure-II.
- (g)
 - (i) Whether there are any SC/ST officers in the list. If so, Please give classification in the Remarks Column and furnish a separate seniority lists(s) in respect of SC and (b) in respect of ST.
 - (ii) According, to 100 point Roster what should be the number of ST/SC.
- (h) A Certificate to the effect that no eligible officer has been left out in the seniority list should be furnished.

Contd.....3/-

7. (i) The eligibility list showing separately officers who are eligible for different years for the select list is to be prepared should be shown up and enclosed. The eligibility list for past years should be drawn up on the 31st March of the year for which the panel is drawn. In cases where there are more than one feeder grade for which no specific quotas have been earmarked, a common eligibility list should be forwarded.

8. Character Rolls :

Complete upto date character rolls of all the eligible officers are required.

(a) Whether a list (in duplicate) has been attached showing the name of officers whose character rolls are enclosed with this reference.

(b) Are the character rolls complete and upto date? (Character rolls should be sent only after they have been completed).

(c) Whether character rolls of all eligible officers for the last proceeding 5(five) years relating to the year of vacancies are enclosed with reference to item No. 3 (c) and 7 (a) above.

9. Integrity Certificate :-

Whether information about integrity of all eligible officers has been given in the prescribed form (Enclosure-III to MPSC Form -6)?

10. Self contained note for the D.P.C.

Whether a self contained Not for DPC. Explaining the proposal for promotion has been enclosed.

*Signature

Date _____

Designation.

* To be signed by an officer of or above the rank of Under Secretary and also all enclosures are to be authenticated by the concerned officer.

Vide Item 7(a) of the D.P.C. Proforma MPSC Form- 6

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

Sl. No.	Name of the officer	Date of birth	Date of regular appointment to the grade	MPSC ref. in which recommended approved	Post held substantively	Remarks
1	2	3	4	5	6	7

Certified that :

- (a) the officer(s) whose name (s) is/are given above was/were recruited/promoted to the grade on a regular basis.
- (b) the officer(s) whose name(s) is/are given above is/are eligible for promotion.
- (c) no eligible officer has been left out while preparing the above seniority list.

Date _____

*Signature _____

Designation _____

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

Vide Item 7(f) of the D.P.C. Proforma MPSC Form- 6
Particulars of changes in the Seniority list.

1	2
(i) Name of the officers which were including in the last seniority list but have been deleted in the present seniority list.	Reason of deletion.
(ii) Name of the officers added in the present seniority list.	Remarks

Date_____

*Signature_____

Designation_____

* To be signed by the Head of Department.

Vide Item No 9 of the D.P.C. Proforma MPSC Form- 6
Information about Integrity of the eligible officer(s)

Sl. No.	Name of the Officer	Integrity is certified	Integrity Certificate withheld
1	2	3	4

Date_____

*Signature_____

Designation_____

* To be signed by the Head of Department.