

No.6/27/98-PER/Part/ 2694
 Administration of Daman & Diu,
 Department of Personnel &
 Administrative Reforms,
 Secretariat, Daman – 396 220
 e-mail : pers-dd@nic.in

Dated : 28/12/2015

Sub : Revised Check-list for receipt and scrutiny of Recruitment Rules proposals under Single Window system in the Union Public Service Commission (UPSC) w.e.f. 01-05-2015 – reg.

C I R C U L A R

The Single Window System (SWS) was introduced for receipt and scrutiny of Recruitment Rules proposals in the UPSC with effect from 01-09-2011. The Check-list in operation since the date of introduction of the SWS has been comprehensively revised, based upon the extant Guidelines of the DOP&T and the inputs received from representatives of Ministries / Departments during discussion held in SWS.

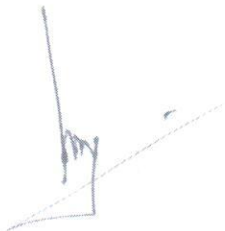
2. It has now been decided in the Commission that proposals for amendment / framing of Recruitment Rules shall be received in the SWS based upon the revised Check-list [Annexure-A] with effect from 1st May, 2015.

3. The following proforma is also enclosed.

i) Format of 13 column schedule [Annexure-B].

ii) Form to be filled by the Ministry / Department while forwarding proposals to the Department of Personnel & Training and the Union Public Service Commission for framing Recruitment Rules for posts [Annexure-C].

iii) Form to be filled by the Ministry / Department while forwarding proposal to UPSC while proposing amendment to existing recruitment rules [Annexure-D].



4. All Heads of Office, Daman & Diu after examining the proposal from the Committee duly constituted for framing / amendment of RRs for UTs of Daman & Diu and Dadra & Nagar Haveli, should submit the proposal for framing / amendment of RRs through Secretary of the concerned department as per the revised Check-list to the Personnel Department for scrutiny and to obtain approval of Hon'ble Administrator for sending the proposal to UPSC for concurrence.
5. All Heads of Office, Daman & Diu are requested to follow the guidelines laid down in **Step guide for processing of the proposals for framing / amendment of Recruitment Rules** circulated by Personnel Department vide Circular dated 21-05-2015 and above guidelines for sending proposal for framing / amendment of Recruitment Rules to UPSC.

Encl : Annexure – A, B, C & D

(P.S. Jani) 28/12/15-
 Additional Secretary (Pers.)
 Tel : 2231707

To,
 All Heads of Office,
 Daman / Diu

Copy to :

1. All Secretaries / Special Secretaries, UT Administration of Daman & Diu.
2. Office copy / Guard file.

[Annexure - A]

Union Public Service Commission : Recruitment Rules Branch

Proposal for Framing / Amendment of Recruitment Rules for the post of

File Ref. No. _____

Diary No. _____ dated _____

Sl. No.	Documents Required	Pages From	Pages To
1	Self contained covering letter		
2	Check List in which details to be furnished to UPSC		
3	Annexure - I (draft 13-column Schedule of the proposed RR)		
4	Draft covering notification		
5	Annexure - II (Proforma to be filled up in case the proposal is for framing of new RRs)		
6	Annexure - III (Proforma to be filled up in case the proposal is for amendment of existing RRs)		
7	Authenticated copy of approval of the competent authority		
8	Authenticated copy of notes exchanged with DoP&T		
9	Authenticated copy of draft schedule corrected and approved by DoP&T		
10	Authenticated copy of existing notified RRs of the post (in case the proposal is for amendment of existing RRs)		
11	Authenticated copy of existing notified RRs of the feeder post and other lower posts in the hierarchy (in case promotion is a method of recruitment)		
12	Authenticated copy of Order regarding creation of post (in case the proposal is for framing of RRs)		
13	Authenticated copy of order regarding creation of additional post/abolition of post (in case there is a variation in the number of post).		
14	Authenticated copy of Order regarding re-designation/merger/upgradation of post (if applicable)		
15	Hierarchy Chart showing sanctioned strength and pay scale of each post		
16	Authenticated copy of Seniority List (if applicable)		
17	Duties of the post		
18	Duties of the feeder post		
19	Statement showing Court / CAT case details		
20	Total pages enclosed as correspondence		



[Annexure – A]

**Union Public Service Commission
(Recruitment Rules Branch)**

File Reference No. : _____

Diary No. : _____ & Date : _____

Officer dealing with the Case : _____

Check list for referring RR proposals to U.P.S.C

New Sl. No.	Details	Reply of Deptt		
1	If the proposal is for framing RRs:-			
(a)	Whether order regarding creation of post enclosed?	Yes	No	NA
(b)	Whether signed copy of Annexure-II attached?	Yes	No	NA
(c)	Whether, as a one time-measure, the mode of recruitment to the post was ever decided in consultation with the Commission?	Yes	No	NA
(d)	If yes, please give the reference number and date of UPSC letter under which the approval of the Commission was conveyed to the Ministry.			
(e)	In case the post was created more than a year ago, whether a statement has been attached showing how the post is being made operational since its creation ?	Yes	No	NA
2	If the proposal is for amendment of existing RRs:-			
(a)	Whether copy of existing RRs attached ?	Yes	No	NA
(b)	Whether signed copy of Annexure-III attached?	Yes	No	NA
(c)	Whether reasons for amending the RRs specified?	Yes	No	NA
(d)	Whether recruitment to the post had become infructuous or been found difficult in the past, and if so, whether it was due to any provisions of the existing RRs?	Yes	No	NA
(e)	If yes, whether the details regarding such infructuous cases have been provided?	Yes	No	NA
(f)	Whether earlier reference No. of the Commission intimated	Yes	No	



[Annexure – A]

3	If the proposal is for deciding the method of recruitment as a one time measure, pending finalisation of RRs:-			
(a)	Whether the information in the prescribed proforma has been furnished?	Yes	No	NA
(b)	Whether the status of framing the RRs of the post has been indicated?	Yes	No	NA
(c)	In case one time mode of recruitment is proposed for filling up a SAG level post, whether copies of the approval of the ACC and Minister-in-charge for filling up the post has been enclosed?	Yes	No	NA
4	Whether the draft 13-column schedule attached?	Yes	No	NA
5	Whether the draft covering notification attached?	Yes	No	NA
6	If the proposal is from a Ministry/Department:-			
(a)	Whether DOP&Trg. had approved the proposal?	Yes	No	NA
(b)	Whether copies of the notes exchanged with DOP&Trg. attached?	Yes	No	NA
(c)	Whether the proposal has been approved by the Competent Authority in the Ministry/ Department of Govt. of India?	Yes	No	NA
(d)	If answer to c) is yes, by whom : Minister-in-Charge/ Secretary/ Joint Secretary in the Ministry? (Kindly refer to Clause 2.1.1 of DoPT Circular)			
7	If the proposal is from a UT Admn.:-			
(a)	Whether framing/amending the RRs is within the delegated powers of the Administrator/Lt.Governor of the UT?			
(b)	If not, whether the proposal has been forwarded through the nodal Ministry?	Yes	No	NA
8	If the proposal is from a UT Admn. or a statutory body, whether it has been certified that the proposal has the approval of the competent authority?	Yes	No	NA
9 (a)	Whether the RRs are being framed/amended to implement the judgement/directions of any court/Tribunal?	Yes	No	NA
(b)	Whether any court case is involved	Yes	No	NA
(c)	Whether the details of the court case(s) have been given as per the attached proforma?	Yes	No	NA
10	Whether the detailed list of duties attached to the post attached?	Yes	No	NA



[Annexure – A]

11	Whether the detailed list of duties attached to the feeder post attached?	Yes	No	NA
12	Whether the hierarchy chart showing the designations, pay scale and sanctioned strength of each post in the hierarchy attached?	Yes	No	NA
13	In case promotion has been proposed as a method of recruitment, whether existing RRs of the feeder post as well as the existing RRs of all other lower posts in the hierarchy furnished?	Yes	No	NA
14	Whether alongwith promotion, deputation has been proposed under the "failing which" clause?	Yes	No	NA
15	In case the post/feeder post was re-designated, whether copy of order reg. redesignation of the post attached?	Yes	No	NA
16	In case there is a variation in the number of post or in the number of feeder post, whether copies of orders regarding creation/abolition of posts, as the case may be, attached?	Yes	No	NA
17	In case there is a variation in the pay scale of the post or that of the feeder post, whether copies of orders regarding upgradation of the pay scale attached?	Yes	No	NA
18(a)	Whether it has been ensured the educational qualifications and experience proposed for direct recruitent/deputation match with the duties and responsibilities of the post?	Yes	No	NA
18(b)	Whether age limit prescribed is in order	Yes	No	NA
18 (c)	Whether provision for filling short-term vacancies made in the Recruitment Rules when direct recruitment is the only method	Yes	No	NA
19	Whether direct recruitment proposed under the failing which clause alongwith promotion is in order?	Yes	No	NA
20	Whether the educational qualifications proposed for direct recruitment/deputation are in accordance with the norms prescribed in any Act or laid down by any statutory authority (eg. UGC, AICTE)	Yes	No	NA
21	Whether the term 'or equivalent' has been avoided in the clause relating to educational qualifications for direct recruits/deputationists in accordance with para 3.8.1 of the DOP&Trg. Guidelines dated 31.12.2010?	Yes	No	NA




[Annexure – A]

22 (a)	In case EQ of direct recruits are being modified and are to be applied to promotees, whether safeguards provided for feeder grade incumbents?	Yes	No	NA
(b)	Whether as per guidelines EQs are to be insisted upon for promotees	Yes	No	NA
(c)	Will EQs for direct recruits apply to promotees (for Scientific and Technical posts in Senior Time Scales and above)	Yes	No	NA
23 (a)	Whether the quota proposed for promotion is as per the norms? (Kindly refer Clause 3.11.2 of DoPT circular)	Yes	No	NA
(b)	If not, the reasons for proposing higher promotion quota has been given?	Yes	No	NA
(c)	Has composite method been proposed in cases where the firm strength of the feeder post is only one?			
(d)	Whether counting of combined regular service in the feeder post and the next lower post for promotion has been proposed?	Yes	No	NA
(e)	If yes, whether the reasons stated?	Yes	No	NA
(f)	Certificate to the effect that feeder post has no other promotional avenues	Yes	No	NA
24 (a)	Whether a provision for training in the field relevant to the duties of the post has been incorporated while proposing the eligibility condition for promotion under col. (11)?	Yes	No	NA
(b)	If no, reasons furnished?	Yes	No	NA
(c)	If the qualifying service required for promotion is proposed to be enhanced on account of the revised guidelines of DOP&Trg., whether a clause for retention of existing eligibility service for feeder grade incumbents has been inserted under col.(11)?	Yes	No	NA
25(a)	If deputation has been proposed as a method of recruitment, whether the field of deputation proposed is as per norms?	Yes	No	NA
25(b)	Whether short-term contract also included	Yes	No	NA
25(c)	Whether along with promotion, deputation has been prescribed under the failing which clause.	Yes	No	NA
26 (a)	If re-employment of armed forces personnel (AFP) has been proposed, whether the rank of AFP indicated?	Yes	No	NA



[Annexure – A]

(b)	Whether absorption has been included as a method of recruitment?	Yes	No	NA
(c)	If so, whether it has been provided that officers of only Central/State Governments shall be eligible for consideration for absorption?	Yes	No	NA
(d)	Whether it has been specifically provided under col.(13) that consultation with UPSC shall be necessary for considering absorption?	Yes	No	NA
27 (a)	Whether direct recruitment has been proposed?	Yes	No	NA
(b)	If yes, whether promotional avenue is available for direct recruits?	Yes	No	NA
28(a)	If direct recruitment/absorption/ re-employment of AFP have been included as methods of recruitment, Whether composition of Departmental Confirmation Committee specified?	Yes	No	NA
28(b)	Composition of DPC intimated	yes	No	NA
29 (a)	Whether the proposal involves direct recruitment to a Group 'B' Non-Gazetted post?	Yes	No	NA
(b)	If yes, please mention the name of the recruiting agency			
(c)	If recruitment is being made by an agency other than SSC, whether a copy of the no-objection certificate issued by SSC is attached?			



[Annexure – A]

Union Public Service Commission : Recruitment Rules

DETAILS OF COURT CASES
(Refer Col.9 of the Check List)

S.No.	Item	Details
1	Case No.	
2	In which court/CAT the case was filed:	
3	Name of Petitioners	
4	Name of Respondents	
5	Date of filing of the OA/W.P./Contempt Petition by the applicant/petitioner:	
6	The details of the relief sought in the O.A/W.P./Contempt Petition, as the case may be:	
7	Date of filing reply/counter affidavit by the Ministry	
8	Details of the reply/counter affidavit filed by the Ministry	
9	Details of interim judgement, if any:	
10	Date of last hearing	
11	Date of next hearing	
12	Details of final judgement, if any.	
13	Time limit for implementing the judgement	
14	How the judgement is proposed to be implemented?	
15	Details of directions given by the Court specifically to the Commission alongwith the time limit given for implementing the directions.	



[Annexure – B]

ANNEXURE-1 (FORMAT OF 13 COLUMN SCHEDULE)

1	2	3	4	5	6	7
Name of Post	Number of Posts	Classification	Pay Band and Grade Pay or Pay Scale	Whether Selection Post or Non-selection Post	Age limit for direct recruits	Educational and other qualifications required for direct recruits

8	9	10	11	12	13
Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of Probation, if any	Method of recruitment whether by direct rectt. recruitment or by promotion or by deputation /absorption and percentage of vacancies to be filled by various methods	In case of recruitment by promotion or deputation/absorption, grades from which promotion or deputation/absorption to be made	If Departmental Promotion Committee exists, what is its composition	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment

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[Annexure – C]

ANNEXURE – 2

Form to be filled by the Ministry/Department while forwarding proposals to the Department of Personnel & Training and the Union Public Service Commission for framing Recruitment Rules for posts.

1	a) Name of the posts	
	b) Name of the Ministry/Department	
	c) Number of Posts	
	d) Scale of pay	
	e) Class and service to which the posts belong	
	f) Ministerial or non-Ministerial of F.R. 9 (17)	
2	Appointing Authority	
3	Duties of the post in detail	
4	Describe briefly the method (s) adopted for filling the posts hitherto	
5	Methods of recruitment proposed	
6	If promotion is proposed as a method of recruitment-	
	a) Designation and number of the posts proposed to be included in the field of promotion.	
	b) Number of years of qualifying service proposed to be fixed before persons in the field become eligible for promotion (As per extant GOI instructions)	
	c) percentage of vacancies in the grade proposed to be filled by promotion	
	d) Have Recruitment Rules been framed for the post proposed in the field of promotion? If framed in consultation with the Commission, please quote Commission's reference No. If consultation with the Commission was not required please attach a copy of rules framed. A copy of the rules should be sent DOPT along with the proposal.	
	e) If Recruitment Rules were not framed for the posts in the field of promotion;	
	i) Please indicate briefly the method of recruitment actually adopted for filling the posts. Please also state the percentage of vacancies filled by each of the methods.	
	ii) Please state briefly the educational	



[Annexure – C]

	qualifications possessed by the persons in the field of promotion.	
	iii) In case the feeder posts are filled by promotion, the Recruitment Rules for the still lower posts including the lowest post to which direct recruitment is one of the methods of recruitment may be furnished.	
	f) (i) Is the promotion to be made on selection or non-selection basis?	
	ii) Reasons for the proposal (i) above	
	g) If a DPC exists, what is its composition.	
	h) Indicate if the feeder posts are having promotion channels other than the one under consideration.	
7	If promotion is not proposed as a method, please state why it is not considered desirable/possible/necessary.	
8	If direct recruitment is proposed as a method of recruitment please state	
	a) The percentage of vacancies proposed to be filled by direct recruitment.	
	b) Indicate if there are any promotional avenues for the direct recruits?	
	c) (i) Age for direct recruits (As per extant GOI instructions) (ii) Is age relaxation for Government Servants?	
	d) Educational and other qualifications required for direct recruits. (It may please be noted that the essential qualifications prescribed are relaxable at Commission's discretion in case of candidates otherwise well-qualified Essential Desirable	
	e) Whether essential qualifications to be prescribed are in accordance with any Act (S)? If so please quote the relevant Act (s) under which it is necessary and also supply relevant extracts from the Act (s)	

[Annexure - C]

	f) Has the post been advertised by the Commission in the past? If so, please quote Commission's reference No.	
9	If direct recruitment is not proposed as a method, please state why it is not considered desirable / possible / necessary.	
10	i) If promotion and direct recruitment are both proposed as methods of recruitment, will the educational qualifications proposed for direct recruits apply in case of promotion?	
	ii) If not, to what extent are the educational qualifications proposed to be relaxed in case of promotions.	
11	a) Is deputation/absorption proposed as a method of recruitment? If so, please state the reasons for the proposal. Please state clearly whether deputation or absorption or both are proposed.	
	b) The percentage of vacancies proposed to be filled by this method.	
	c) The period to which deputation will be limited.	
	d) The names of the posts of grades or services etc. from which deputation/absorption is proposed	
12	a) If any of the methods proposed fails, by what methods are such vacancies proposed to be filled.	
	b) Whether the Recruitment Rules relate to a post which has been upgraded from Group 'C' to Group 'B' or Group 'B' to Group 'A' or with in the same group? If so, whether the necessary provisions for initial constitution has been proposed.	
	c) Whether the Recruitment Rules relate to a post which is proposed to be downgraded? If so, whether necessary safeguards have been suggested in respect of the existing incumbents of that post?	
13	a) Special circumstances, if any, other than those covered by the rules, in which the Commission may be required to be	



[Annexure – C]

	consulted.	
	b) Whether the Department of Personnel and Training have concurred in the proposal?	
14	If these proposals are being sent in response to any reference from the Commission, please quote Commission's reference No.	
15	Name, address and telephone number of the Ministry's representatives with whom whose proposals may be discussed if necessary, for clarification/ early decision.	

Signature of the Officer sending the proposals
Telephone No.

Place:-
Date:-



[Annexure - D]

Annexure - 3

Form to be filled by the ministry/Department while forwarding proposal to UPSC while proposing amendment to existing recruitment rules

1.	Name of Post	
2.	Name of the Ministry/Department	
3.	Reference number in which Commission's advice on recruitment rules was conveyed.	
4.	Date of Notification of the original rules and subsequent amendments (copy of the original rules & subsequent amendments should be enclosed, duly flagged and referenced)	

Sl. No	Name	Provision in the existing/approved Rules	Revised Provision proposed	Reasons for proposing revision
1.	2.	3.	4.	5.
1	Name of the post			
2	No. of posts			
3	Classification			
4.	Scale of Pay			
5.	Selection or Non-Selection			
6.	Age limit for direct recruitment			
7.	Educational and other qualifications for direct recruitment			
8.	Whether educational			

Handwritten signature

[Annexure – D]

	qualifications and age limit prescribed for DR will apply to promotes			
9.	Period of Probation, if any			
10.	Method of recruitment Whether by DR or by promotion/deputatio n /absorption and percentage of the vacancy to be filled by various method.			
11.	In case of recruitment by promotion/deputatio n/absorption grades from which promotion/deputatio n/absorption to be made			
12.	If Departmental promotion committee exists what is its composition			
13.	Circumstances in which UPSC is to be consulted in making recruitment			

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