

U.T. Administration of Daman & Diu,  
Department of Personnel & Administrative Reforms,  
Secretariat, Moti Daman

No. 6/75/2017-PER/1216

Dated : 08/ 06 /2017

**C I R C U L A R**


**Subject : Review of Mechanism to ensure probity among Govt. Servants – regarding.**

In pursuance to the progress of review of performance of Government Servant under FR 56(j) / FR 56(l) or Rule 48 of CCS (Pension) Rules, 1972, I am directed to inform you that, the information required as per Annexure-I pertaining to Group "A" & "B" (Gazetted) Officers of **common cadre as well as departmental/technical** posts etc., under your control for review of probity among Government Servant.

Further, the information pertaining to Group "B"(Non Gazetted), Group "C" and Multi-Tasking Staff (MTS) of **common cadre as well as departmental/technical** posts etc., to be furnished to the concerned Secretary for review of probity of these employees.

It is also requested to collect the information in the enclosed proforma along with Work Performance / Integrity / Vigilance Clearance Certificate and Statement Showing the Major / Minor Penalty till date for review under FR 56(j) / FR 56(l) or Rule 48 of CCS (Pension) Rules, 1972 and place before the concerned Screening Committee shown as per the Schedule attached herewith through the Secretary of the Department concerned.

Encl : As above.

  
( Kishore J. Bamanian )  
Joint Secretary (Pers.)

To,

All the Heads of Office in Daman and Diu District.

Copy to :-

1. The P.A. to Advisor to Administrator, Secretariat, Daman.
2. The All Secretary, Secretariat, UT of Daman & Diu and DNH.
3. The SIO, NIC, Secretariat, Daman.

**ANNEXURE -I**

Department :  
Post :  
Classification of Posts :

| Sr. No. | Name of Employee | Designation | Date of Birth | Age (in years) | Date of Appointment | Date of Retirement | Service (in Years) | Appointing Authority | Presently working in Dept. / Outside | Details of Promotions in Last 5 years |
|---------|------------------|-------------|---------------|----------------|---------------------|--------------------|--------------------|----------------------|--------------------------------------|---------------------------------------|
| 1       | 2                | 3           | 4             | 5              | 6                   | 7                  | 8                  | 9                    | 10                                   | 11                                    |
|         |                  |             |               |                |                     |                    |                    |                      |                                      |                                       |

| Periods of Absence (more than 6 months) | Adverse Observations in Service Book till date | Adverse Observations in ACR till date | Penalty / memos / Proceedings / suspensions till date | Complaints / observations in personal file | Observations on incompetence / inefficiency / ineffectiveness | Integrity / image during postings | Capacity or ability to hold the present post | Medical Fitness | Alcoholic / Addiction |
|---|--|---------------------------------------|---|--|---|-----------------------------------|--|-----------------|-----------------------|
| 12                                      | 13   | 14                                    | 15  | 16   | 17  | 18                                | 19   | 20              | 21                    |
|   |  |                                       |   |  |   |                                   |  |                 |                       |

| Observations on continuation in public service | Special / Additional Remarks / Observations |
|--|---|
| 22   | 23  |
|  |   |