

H.P.P.S.C. FORM 25

(TO BE FILLED BY THE ADMINISTRATIVE DEPARTMENT WHILE SENDING THE PROPOSAL TO THE HIMACHAL PRADESH PUBLIC SERVICE COMMISSION FOR CONVENING THE MEETING OF DEPARTMENTAL PROMOTION COMMITTEE)

Sr. No.	Particulars	
1	Name of the Department	
2	Names & designation of the members of the Departmental Promotion Committee	
	(i) Sh./Ms.	Chairman
	(ii) Sh./Ms.	Member
	(iii) Sh./Ms.	Member

3. Description of post(s) to be filled up by promotion:

Name of post, classification & pay scale	No. of posts in the cadre			No of vacancies falling under promotion quota	
	Filled	Unfilled	Filled on adhoc basis *	Existing	Anticipated
	* Detail about such arrangement made including information about the approval of the Commission in the matter.				
4	<p>Position about Recruitment &amp; Promotion Rules for the grade / post:</p> <p>(a) Date on which the Recruitment &amp; Promotion Rules were notified in the H.P. Government Gazette.</p> <p>(b) Method of recruitment prescribed, showing :</p> <p>(i) Percentage of direct recruitment</p> <p>(ii) Percentage of promotion</p> <p>(iii) Percentage of secondment / transfer</p> <p>(c) Whether an updated copy of the notified Recruitment &amp; Promotion Rules has been enclosed (this should invariably be sent)? If any changes in the recruitment rules have been agreed to by the Commission after they were notified, details should be attached. If, after the approval of the recruitment rules, any other post has been created which should normally be included in the field of promotion give details :</p>				

5. Feeder Grade(s) of promotion post from which promotion is to be made:

Name of post, classification & pay scale	Requirement prescribed for eligibility for promotion (qualifying service including educational qualification & departmental examination, if any)
6	<p>Seniority list:</p> <p>(a) Whether a copy of latest final seniority list of feeder grade alongwith an office order vide which the same has been circulated amongst all concerned has been enclosed or not.</p> <p>(b) Whether all eligible officers, including those on deputation etc. are included in the list of eligible(s).</p> <p>(c) Whether the list was circulated to all concerned before finalization.</p> <p>(d) Whether there are any officer(s) whose seniority has not been finalized, if so give details</p> <p>(e) Whether the list has undergone any changes since it was last placed before the D.P.C.? If so, give details in Annexure-I-A of 1-B, as the case may be.</p>
7	Whether the list of eligible officers, as per Annexure-III is enclosed or not.
8	<p>Reservation:</p> <p>(a) Number of posts reserved, if any for:</p> <p>(i) Scheduled Castes</p> <p>(ii) Scheduled Tribes</p> <p>(b) If official belonging to (a) categories for whom certain posts (s) is / are reserved are not eligible / suitable, whether such posts can be diverted to any other category of officers? If so, mention the category</p> <p>(c) Whether the extent of rules / instructions / orders on the subject and the roster of reservation have been followed, while filling columns 8 (a) and (b) above</p> <p>(d) Whether the names of eligible Scheduled Castes and Scheduled Tribes</p>

	officers / officials have been shown in the seniority list.	
9	If none of the officers / officials included in the seniority list is eligible, whether an order of relaxation has been passed? If so, attach a copy thereof.	
10	Character Rolls: (Complete and up-to-date character rolls of the eligible officers are required) a) Whether a list has been attached showing the names of officers / officials whose character rolls are enclosed with the proposal? b) Are the characters' rolls complete and up-to-date?	
11	Integrity & Vigilance Clearance Certificates etc. (i) Whether integrity certificate(s) in Annexure-II has / have been attached? (If the whole or a part of the certificate is not being issued in favour of a particular officer, give details of the circumstance in which such certificate is being withheld) (ii) Whether Vigilance Clearance Certificates in respect of eligible officers are attached or not:	
12	Self-contained note for the Departmental Promotion Committee: Whether a self contained note for the Departmental Promotion Committee explaining the proposal for promotion has been enclosed?	
13	Year-wise break-up of vacancies including reservation, if any.	

Date: \_\_\_\_\_  
Place: \_\_\_\_\_

Signature \_\_\_\_\_  
Name & Designation of the officer \_\_\_\_\_  
(Not lower than the rank of Under Secretary to the  
Government of Himachal Pradesh)

ANNEXURE-I A

[Vide item No. 6 (f) of the proforma]

Sr. No.	Name of the officer(s) / official(s) who were included in the last seniority list but have been deleted in the present seniority list	Reason for deletion
1	2	3

Date: \_\_\_\_\_  
Place: \_\_\_\_\_

Signature \_\_\_\_\_  
Name & Designation of the officer \_\_\_\_\_  
(Not lower than the rank of Under Secretary to the  
Government of Himachal Pradesh)

ANNEXURE-I B

[Vide item No. 6 (f) of the proforma]

Sr. No.	Name of the officer(s) / official(s) who has / have been included in the present seniority list
1	2

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Signature \_\_\_\_\_

Name & Designation of the officer \_\_\_\_\_

(Not lower than the rank of Under Secretary to the Government of Himachal Pradesh)

ANNEXURE-II  
(Vide item No.11 of the proforma)

Certified:

- (a) that there is nothing adverse against Shri / Ms. \_\_\_\_\_ from the vigilance angle and that his integrity is not in doubt;
- (b) that Shri / Ms. \_\_\_\_\_ is not under suspension; and
- (c) that no departmental proceedings are pending or about to be initiated against Shri Ms. \_\_\_\_\_
- (d) that the name of Shri / Ms. \_\_\_\_\_ does not appear in the list of officials / officers of doubtful integrity;
- (e) that no major / minor penalty has ever been imposed upon Shri / Ms. \_\_\_\_\_  
(If penalty is imposed, the detail thereof and the year in which imposed)

Date: \_\_\_\_\_  
Place: \_\_\_\_\_

Signature \_\_\_\_\_  
Name & Designation of the officer \_\_\_\_\_  
(Not lower than the rank of Under Secretary to the  
Government of Himachal Pradesh)

ANNEXURE-III

(Vide item No. 7 of the proforma)

List of eligible official(s) / officer(s)

Sr. No.	Name of official / officer	Whether possesses essential qualifications laid down in the rules for promotion	Whether departmental examination passed (To apply in case of promotion from one Gazetted post to another)
1	2	3	4

Date: \_\_\_\_\_  
Place: \_\_\_\_\_

Signature \_\_\_\_\_  
Name & Designation of the officer \_\_\_\_\_  
(Not lower than the rank of Under Secretary to the  
Government of Himachal Pradesh)