

3. In order to ensure that the proposals follow a uniform pattern, the same should invariably be accompanied with information in a Check List, a copy of which is enclosed.
4. All Ministries/Departments are advised to adhere to the time-limits/procedure set out herein without fail.
6. Hindi version follows.


(Alok Saxena)
Director
Tel. 2309 2479

To

1. All Ministries/Departments of the Government of India
2. The Secretary, Union Public Service Commission, New Delhi
(with 20 spare copies)

Copy to:

1. The President's Secretariat, New Delhi.
2. The Prime Minister's Office, New Delhi.
3. The Cabinet Secretariat, New Delhi.
4. The Rajya Sabha Secretariat, New Delhi.
5. The Lok Sabha Secretariat, New Delhi.
6. The Comptroller and Auditor General of India, New Delhi.
7. The Staff Selection Commission, New Delhi.
8. All Attached Offices under the Ministry of Personnel, Public Grievances and Pensions.
9. Establishment Officer and Secretary, ACC (10 copies).
10. All Officers and Sections in the Department of Personnel & Training.
11. Secretary, Staff Side, National Council (JCM), 13-C, Ferozeshah Road, New Delhi.
12. All Staff Members of National Council (JCM).
13. All Staff Members of the Departmental Council (JCM), Ministry of Personnel, PG and Pensions.
14. Establishment (RR Division) (200 copies).


(Alok Saxena)
Director

CHECK LIST FOR REFERRING THE CASES OF EXTENSION OF DEPUTATION TO UNION PUBLIC SERVICE COMMISSION

- 1 Name of the Officer
2. Name and address of the parent office & its status (Central Govt. Ministry/Deptt. proper/Attached/Subordinate, StateGovt./NCT Delhi/UT, PSU/Autonomous/University/Semi Govt. etc.
- 3 Designation of the post held with service, if any, in which encadred.
4. Designation & pay scale of the post held on deputation and the present basic pay in the ex-cadre post and date from which held (if post was held on ad-hoc basis prior to regular appointment please specify date.)
5. Has the officer been given NBR/proforma promotion? If so, pay scale of the post to which promoted & notional basic pay therein.
6. Normal period of deputation prescribed in Recruitment Rules for the ex-cadre post (Pl. specify whether the term 'ordinarily' is used.)
- 7 UPSC ref. No. and date recommending the officer alongwith a copy of Notification issued in this behalf.
- 8 Whether the extension for 1st /2nd year in excess of period prescribed in the RRs has been recommended with the approval of the Secy. and Minister-in-charge of the Administrative Ministry / Department.
- 9 Whether approval of DOP&T has been obtained for 2nd year in excess. If so, a copy thereof.
- 10 What is the specific public interest involved in the proposed extension?
- 11 Whether the concurrence of lending organisation / individual concerned has been obtained for the proposed extension? If so, enclose copies. If not, state reasons.

- 12 Whether efforts have been made to select a suitable replacement for the officer. If so, indicate date of circulation(s) and last date of receipt of applications. Also, please enclose a copy of circular and copy of advt. in Rozgar Samachar.
- 13 Proposal if made to UPSC, the ref. No. and date
14.
 - a. Methods of recruitment laid down in RRs (Pl. enclose a copy of latest notified RRs).
 - b. Have the RRs been reviewed quinquennially as due. If not, reasons therefor.
 - c. Do the RRs need widening in feeder source. If so, elaborate.
 - d. Do the number of posts existing as of date correspond to the number indicated in the RRs. If not, indicate extent of variation.
 - e. Is 'deputation' specified as an alternate to any other methods of recruitment. If so, status of recruitment by other method(s) (e.g. availability of officers in feeder grade, for promotion).
- 15 Any other relevant information considered necessary.

Signature & Designation of
Administrative Authority