

Check List for preparation of Notes on proposal and enclosures for placing before the Departmental Promotion Committee

1.	Name of the post and service:	
2.	Year of Panel: Whether there is continuity with previous panel	
3.	a. Crucial Date: b. Panel period: c. Check period of 5 years:	
4.	Number of Vacancies (Copy of order approving the estimate and working sheet to be enclosed) Note: If the panel period is over , the estimate of vacancy has to be calculated / restricted to the actual vacancies arisen upto the last date of the panel period	
5.	Rules position as on the Crucial Date (Copy of updated and authenticated Special / Ad-hoc Rules to be enclosed) a) Method of appointment b) Qualification c) Whether rule of reservation of appointments applicable (Yes or No) (If yes, details should be furnished)	
6.	Whether seniority list as on the crucial date is enclosed (The list should be as per Annexure-IV of G.O.(Ms) No.368, P&AR Department, dated 18.10.1993),	
7.	Name of the last candidate included in the previous panel with the Serial No. in the seniority list (Copy of G.O. / Proceedings of previous Panel be enclosed)	
8.	Names of the candidates not eligible for i) Inclusion in the previous panel ii) Whether they have now become eligible for consideration	
9.	Names of the candidates whose cases have been deferred in the previous panel on account of pendency of disciplinary action under rule 17(b) of the Tamil Nadu Civil Services (Disciplinary and Appeal) Rules / Criminal cases. Indicate the present stage and mention the punishment imposed if any	
10.	Names of the candidates considered as ' Not Fit ' in the previous panel ii) Whether their names have now been included in the present proposal for consideration	
11.	Total No. of candidates to be considered for the present panel (Sl.No.....to Sl.No.....in the seniority list) (Proforma-II particulars be enclosed for all the qualified persons)	

12.	Of those:- a) Names of the candidates who are not qualified b) Names of candidates who have retired but who have not acted temporarily. c) Names of the candidates who have retired but who have acted temporarily d) Names of the candidates who have resigned / relinquished their right for appointment with the period of relinquishment (Copy of orders accepting the relinquishment be enclosed) e) Names of the candidates whose cases are to be deferred on account of disciplinary action under rule 17(b) / Criminal action pending against them with details (Copy of Charge memo to be enclosed along with Proforma-II)	
13.	Whether additional particulars and certificates enclosed (To be furnished in the prescribed format)	
14.	Whether the recommendations of the Administrative Department, Personnel and Administrative Reforms Department and Head of the Department are recorded in the proforma-II for each of the individual	
15.	Whether the particulars, certificates and copies of documents are authenticated	
16.	Whether five copies of Booklets containing the proposal is enclosed	
17.	Whether the record sheets / personal files are enclosed	

18. CERTIFICATES

1. Certified that the proposal contain the names of all the technically qualified candidates (senior to the junior most) included in the proposal and that no one has been left out for consideration.
2. Certified that the estimate of vacancies has been calculated with reference to the instructions in force as on date.
3. Certified that all punishment imposed on the Officers have been entered in the record sheet concerned without any omission.
4. Certified that the names of the candidates in the seniority list are arranged in the order of seniority.
5. Certified that all the Officers included in the proposal are regular incumbents and approved probationers in the feeder category(ies)

Signature