PUBLIC SERVICE COMMISSION

CHECK LIST

INFORMATION REQUIRED TO PROCESS REQUEST FOR GRADE TO GRADE PROMOTION EXERCISE

1. The post is already established and with a prescribed scheme of service. ✓

2. The PSC Form 1 (Report of vacancy) is filled giving all the relevant details such as :

   - No. of vacancies (temporary/permanent) ✓
   - Effective dates of vacancies ✓
   - Previous/Present holders ✓
   - Reasons for vacancy(ies) ✓
   - The manner to fill the vacancy(ies) ✓
   - The effective date to fill the vacancy(ies) ✓
   - Clearances (establishment & financial) ✓

3. The PSC Form 2 (Recommendation for Promotion) is filled giving all the relevant details such as :

   - Name(s) of officers recommended ✓
   - Date of birth ✓
   - Date of appointment ✓
   - Seniority placing ✓
   - Effective date of promotion ✓
   - Vice / previous holders ✓
   - Educational & Professional qualifications ✓
   - Responsible officer certifies that
     - Officer(s) is/are fully qualified & competent to perform the duties of the office. ✓
     - the officer(s) has/have not been the subject of disciplinary action during the preceding 10 years in accordance with the PSC Regulations. ✓
     - the officer(s) is/are not on leave prior to retirement. ✓
   - Reasons for recommendation made are stated. ✓
   - In case of supersession, to give details and reasons. (For e.g in case of an officer not interested in the promotion, a written statement from him/her to be enclosed. ✓
   - In case vacancy(ies) is/are to be reserved, reasons to be specified (e.g pending finalization of police cases etc). ✓

4. Confidential Reports and/or Adhoc reports for the past 3 years on the officer(s) recommended are submitted. ✓

5. All photocopies of letters/documents submitted are certified true copies. ✓