

Single Window System – Procedure for scrutiny/processing of the DPC cases

S.No.	Points which can be checked during on the spot scrutiny in Single Window System (SWS)-
1	<i>Recruitment Rules</i>
(a)	Whether Gazette copy of notified Recruitment Rules is enclosed;
(b)	Whether RRs provide association or consultation with UPSC;
(c)	Whether RRs are applicable on the date of occurrence of vacancy (in case where preparation of panels of previous years is involved, whether copies of relevant Recruitment Rules applicable at that time are enclosed);
(d)	Where any relaxation of RRs is involved. If yes, whether copies of notes / correspondence obtaining prior approval of DoP&T is enclosed;
2	<i>Seniority List</i>
(a)	Whether Seniority List duly circulated (alongwith circular) is enclosed
(b)	Whether SL is duly authenticated by an officer not below the rank of Under Secretary;
3	<i>Eligibility List</i>
(a)	Whether separate year wise eligibility list for preparation of year wise panels given, wherever applicable;
(b)	Whether eligibility list(s) are duly authenticated by an officer not below the rank of Under Secretary;
4	<i>Note for DPC</i>
(a)	Whether a self contained note for DPC duly signed by an officer not below the rank of Under Secretary furnished; (a model Note of DPC was circulated to all Ministries/Departments)
5	<i>DPC Proforma</i>
(a)	Whether proforma (duly signed by competent officer) for referring DPC proposals to the UPSC as annexed to the DoP&T OM No.

	22011/5/86-Estt(D) dated 10.4.89 is enclosed;
6	<i>Annual Confidential Reports</i>
(a)	Whether a certificate of compliance to DoP&T OM dated 14.5.2009 and 13.4.2010 has been furnished
(b)	Whether <u>year-wise availability statement</u> of ACRs in respect of all eligible officers is enclosed;
7	<i>Vigilance Clearance</i>
(a)	Whether Vigilance Clearance Certificate (VC) duly signed by the competent officer is enclosed;
(b)	Whether VC has been accorded in respect of all eligible officers, specific by name (to be scrutinized on the spot only if the number of officers are less i.e. not more than 15); :
8	<i>Integrity Certificate</i>
(a)	Whether Integrity Certificate in prescribed form (as per format provide in paragraph 4.2.5 of the DoP&T Office Memorandum No. 22011/5/86-Estt.(D) dated 10.4.1989) duly signed by an officer of Deputy Secretary rank is enclosed;
(b)	Whether IC has been recorded in respect of all eligible officers, specific by name (to be scrutinized on the spot only if the number of officers are less i.e. not more than 15);
9	<i>Penalties</i>
(a)	Whether statement of penalties for the last 10 years imposed on the eligible officers is enclosed;
10	<i>Miscellaneous</i>
(a)	Whether a certificate from the Liaison Officer (SC/ST) of the Ministry/Department to the effect that the number of posts reserved for SC/ST have been checked by him and found to be an order has been enclosed as per DoP&T OM No. 22012/1/99-Estt(D) dated 20.4.2004
(b)	Whether all the officers recommended by the previous DPCs have been promoted (copy of such orders have been enclosed or not)
(c)	Whether all vacancies reported to previous DPC have been filled.

11	<i>Completion Certificate</i>
(a)	Whether certificate for the designated officer (JS/AS or equivalent) that the proposal is complete as per DoP&T Check List has been enclosed;
12	Miscellanies
(a)	Whether all documents attached with the proposal have been signed by the competent authority.