

GUIDELINES
ON SUBMISSION OF WORKING PAPERS FOR CONSIDERATION OF
PROVINCIAL SELECTION BOARD (PSB).

The following forms are required to be submitted to the PSB:-

- (i) Working paper (PSB Form-I) one copy
- (ii) Panel Form (PSB Form-II)
- (iii) Panel Performa (PSB Form-III) - if applicable
- (iv) Quantification Sheet (PSB Form-IV)
- (v) Seniority List (PSB Form-V)
- (vi) Training Reports, where applicable.

2. Due care is required to be exercised in the preparation of documents e.g.

- (i) Working paper must be filled with utmost care and in every detail.
- (ii) Panel form should be correctly constituted and the information relevant to remarks column should be included in each case.
- (iii) Panel performa should be completed in every respect.
- (iv) Quantification should be correctly worked out.
- (v) Seniority list must be undisputed, notified and attested.

3. A checklist of the requirements is drawn up as under for the guidance of the departments, which must be look up before the submission of the working papers.

- (a) The proposal form (PSB-I) has been signed by the Secretary of the Department;
- (b) Training status of the officers on the panel has been indicated (PSB-II);
- (c) Quantification form is enclosed in respect of each officer on the panel (PSB-IV);
- (d) Seniority list complete indicating full particulars of the officer and duly authenticated is attached (PSB-V);
- (e) Requisite number of copies of each form has been sent with the proposal.

PROVINCIAL SELECTION BOARD

LIST OF CONTENTS

1. *WORKING PAPER*
2. *PANEL FORM*
3. *PANEL PROFORMA*
4. *QUANTIFICATION SHEET*
5. *SENIORITY LIST*
6. *TRAINING EVALUATION REPORTS.*

WORKING PAPER FOR PROVINCIAL SELECTION BOARD

Department Establishment & Administration Department

1. Nomenclature of the post and Basic Scale. Deputy Director/System Analyst/Data Base Administrator
2. Service/Group/Cadre. IT Cadre, Civil Secretariat
3. Sanctioned strength of the cadre. Five (5)
- | | <u>Direct</u> | <u>Promotion</u> | <u>Transfer</u> |
|---|---------------|------------------|-----------------|
| 4. (i) Percentage of share. | 0 | 100% | 0 |
| (ii) No. of posts allocated to each category. | 0 | 5 | 0 |
| (iii) Present occupancy position | 0 | 1 | 0 |
| (iv) No. of vacancies in each category. | 0 | 4 | 0 |
- (v) How did the vacancy(ies) under promotion quota accrue and since when? New Creation (2 years)
- (vi) Recruitment Rules. By promotion on the basis of seniority-cum fitness from amongst Assistant Directors/Programmer/LAN Administrator/Web Administrator/Data Processing Officer/Deputy Database Administrator with five years experience
- (vii) Required length of service. 5 years in BS-17
- (viii) Whether to be promoted on regular basis or appointed on acting charge basis? Regular basis
- (ix) Mandatory training, if any. Nil
- (x) Minimum required score on Efficiency Index. 50 (Fifty)

Signature _____

Designation _____

Date _____

Panel of officers for consideration

S.No.	Name of officers	Remarks*

Certificate

- (1) Certified that the officers included in the panel are eligible in all respects and possess the requisite length of service required for promotion (except those at S. No. _____).
- (2) Also certified that no disciplinary action/proceedings or criminal charges in any court of law are pending against any of the officers included in the panel (except those at S. No. _____).

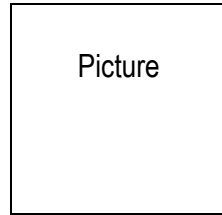
Signature _____

Designation _____

Date _____

*Remarks will pertain to information such as earlier consideration for promotion and the result thereof, status/gradings of mandatory trainings, if applicable.

**PANEL PROFORMA FOR
PROVINCIAL SELECTION BOARD**



In respect of _____

Personnel No. _____

Domicile:		Service/ Group:			Sen. No.	
Educational Qualification				Date of Birth		Date of Superannuation
SERVICE PARTICULARS						
Date of joining/ Service	Date of promotion in			Length of service		Eligibility for consideration
	Present Scale	Lower Rank		Total	In Present Scale	
				Y	M	Y M
*Important Appointments held in the present Rank/Post:						
<u>Penalties (if any)</u>						
<u>Training Courses (other than mandatory Training)</u>						
Gradings of mandatory trainings at NIM:						
Number of PERs						
Basic Scale	Outstanding	Very Good	Good	Average	Below Average	Adverse Report/Remarks in
Awaited Reports (PERs)			Additional Information (if any)			
EFFICIENCY INDEX						
Required Threshold	Score of PERs + Training Reports			Marks awarded by PSB		Total
Recommendations of PSB						
Promoted		Deferred			Superseded	

Prepared by _____

Checked by _____

* Details of postings are to be indicated in respect of BS-19 and above officers.

PER GRADING AND QUANTIFICATION FORM IN RESPECT OF PCS/PMS OFFICERS FOR REGULAR PROMOTION TO BS-20 & ABOVE

Seniority No. 1

Year	Period of PER		Pen Picture		PERs Assessment	Fitness for Promotion	Score
	From	To	Reporting Officer	Countersigning Officer			
Previous Scale (BS-17)							
1989							
1990							
1991							
1992							
1993							
Previous Scale (BS-18)							
1994							
1995							
1996							
1997							
1998							
Present Scale (BS-19)							
1999							
2000							
2001							
2002							
2003							

Comprehensive Efficiency Index

PERs Quantified Score 60:40 @ 70%	Basic Scale	Aggregate Score	Weightage Factor	Points Obtained
	Present Scale			
	Previous Scale			
	(i) Additions*			
	(ii) Deletions**			
	Total (A):			
Training @ 15%				
Total: 85%				

Required threshold on CEI for promotion to BS-20 is 70.

* 2 marks shall be added for serving in a government training institution including those meant for specialized training in any particular cadre for a period of 2 years or more.

** 5, 3 & 1 marks shall be deducted for each major, minor penalty and adverse remarks respectively.

PER GRADING AND QUANTIFICATION FORM IN RESPECT OF EX-CADRE OFFICERS FOR REGULAR PROMOTION TO BS-20 AND ABOVE

Seniority No. 1

Year	Period of PER		Pen Picture		PERs Assessment	Fitness for Promotion	Score
	From	To	Reporting Officer	Countersigning Officer			
Previous Scale (BS-17)							
1989							
1990							
1991							
1992							
1993							
Previous Scale (BS-18)							
1994							
1995							
1996							
1997							
1998							
Present Scale (BS-19)							
1999							
2000							
2001							
2002							
2003							

Comprehensive Efficiency Index

PERs Quantified Score 60:40 @ 70%	Basic Scale	Aggregate Score	Weightage Factor	Points Obtained
	Present Scale			
	Previous Scale			
	(iii) Additions*			
	(iv) Deletions**			
	Total (A):			

Required threshold on CEI for promotion to BS-20 is 70.

* 2 marks shall be added for serving in a government training institution including those meant for specialized training in any particular cadre for a period of 2 years or more.

** 5, 3 & 1 marks shall be deducted for each major, minor penalty and adverse remarks respectively.

**PER GRADING AND QUANTIFICATION FORM IN RESPECT OF PCS/PMS
OFFICERS FOR REGULAR PROMOTION TO BS- 19**

Seniority No. 1

Year	Period of PER		Pen Picture		PERs Assessment	Fitness for Promotion	Score
	From	To	Reporting Officer	Countersigning Officer			
Previous Scale (BS-17)							
1989							
1990							
1991							
1992							
1993							
1994							
1995							
1996							
1997							
1998							
Present Scale (BS-18)							
1999							
2000							
2001							
2002							
2003							
2004							
2005							
2006							

Comprehensive Efficiency Index

PERs Quantified Score 60:40 @ 100%	Basic Scale	Aggregate Score	Weightage Factor	Points Obtained
	Present Scale			
	Previous Scale			
	(v) Additions*			
	(vi) Deletions**			
Total (A):				

Required threshold on CEI for promotion to BS-19 is 60.

* 2 marks shall be added for serving in a government training institution including those meant for specialized training in any particular cadre for a period of 2 years or more.

** 5, 3 & 1 marks shall be deducted for each major, minor penalty and adverse remarks respectively.

PER GRADING AND QUANTIFICATION FORM IN RESPECT OF EX-CADRE OFFICERS FOR REGULAR PROMOTION TO BS-19

Seniority No. 1

Year	Period of PER		Pen Picture		PERs Assessment	Fitness for Promotion	Score
	From	To	Reporting Officer	Countersigning Officer			
<i>Previous Scale (BS-17)</i>							
1989							
1990							
1991							
1992							
1993							
1994							
1995							
1996							
1997							
1998							
<i>Present Scale (BS-18)</i>							
1999							
2000							
2001							
2002							
2003							
2004							
2005							
2006							

Comprehensive Efficiency Index

PERs Quantified Score 60:40 @ 100%	Basic Scale	Aggregate Score	Weightage Factor	Points Obtained
	Present Scale			
	Previous Scale			
	(vii) Additions*			
	(viii) Deletions**			
Total (A):				

Required threshold on CEI for promotion to BS-19 is 60.

* 2 marks shall be added for serving in a government training institution including those meant for specialized training in any particular cadre for a period of 2 years or more.

** 5, 3 & 1 marks shall be deducted for each major, minor penalty and adverse remarks respectively.

