

Eastern Railway  
(Personnel Department)  
17, N. S. Road, Kolkata - 700 001

No.E.1023/0/Pt.X

Kolkata, Dated: 06/08/2020

Divisional Railway Managers  
HWH/SDAH/ASN/MLDT  
Eastern Railway

Chief Works Managers  
KPA/JMP/LLH  
Eastern Railway

[Attention: Sr.DPOs/WPOs]

Dy.CPOs/SPOs/APOs, E. Rly., Kolkata

**Sub: Promotion - Checklist.**


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The matter regarding issuance of the Checklist on promotion has been under consideration of this office. After detailed deliberations and with the approval of the competent authority, a checklist on Promotion (both Selection and Non-Selection procedure) has been finalised which is enclosed for implementation. It may be ensured that item-wise information on all the points listed out in the checklist, along-with the copies of relevant documents, are made available in the file while processing the cases for approval of the competent authority.

Further, efforts have been made to prepare the checklist as comprehensive one, incorporating all relevant points on the subject. Nonetheless, this only a guideline and in each case the Unit has to check all relevant aspects and may modify/add to this checklist, under intimation to this office.


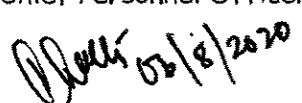
Any feed back in this regard will be appreciated.

DA: As above.

  
(Anjan Ray)  
Chief Personnel Officer/G  
Phone No.:24104 (Rly.)

Copy to: Secretary to PCPO for kind information of PCPO.  
PA to CPO(Admn.) for kind information of CPO(Admn.)

DA: As above.

  
Chief Personnel Officer/G  


**Checklist for obtaining approval of the competent authority for making promotion within Group 'C'**

Selection  Non-Selection

<b>(A) General Details:</b>		
1.	Nomenclature & Level of the post	
2.	Nature of the post (Safety or non-safety post)	
3.	Classification of the post (General/Selection/Non-selection/ Trade test)	
4.	Nature of Selection i.e. whether it is cadre selection or general selection	
5.	Mode of filling up of the post [written test and/or viva-voce/Modified method based on benchmark/Suitability test through scrutiny of SR &APAR or written test/Trade test] {Ref. sl. No. 155/2009 & relevant RR}	
6.	Date of last selection/suitability test/trade test for filling up the post	
7.	Details of Pre-promotional Courses as per 227 of IREM, Vol.I.	
(a)	Whether passing prescribed promotional courses is as pre-requisite condition for promotion to the post.	Yes/No
(b)	If yes, date of booking of promotional course	
(c)	Date of passing the prescribed promotional course	
8.	Whether pre-promotional training for SC/ST, wherever relevant, is imparted as per extant instructions	Yes/No
9.	In case of Selection, whether it is made as per selection calendar	Yes/No
10.	Whether any ban is imposed for filling the post	Yes/No
11.	Whether any court case is pending in the competent court of law	Yes/No
12.	Date of written/suitability test, including trade test	
13.	Date of viva-voce, if any, followed by written test	
14.	Date of Supplementary Selection/Suitability Test as per Para 223 of IREM, Vol.I, if any	
15.	Whether guidelines for providing various facilities including allowing scribes to person with disabilities at the time of departmental examination have been followed.	Yes/No
16.	Date of Stenography skill test for filling up of Stenographers as per Sl. No. 172/2015 for conducting.	
17.	Date of Aptitude test in selection/suitability test, wherever applicable as per procedure laid down in Sl. No. 20/2019.	
18.	In case of safety category of post, whether any dispensation for conduction selection within six month has been taken. If yes, approval of GM	Yes/No
19.	Whether Model questions as per Sl. No. 240/2018 are uploaded	Yes/No
<b>(B) Procedural details:</b>		
<b>(1) Assessment of vacancies:</b>		
1.	Date of initiation of selection/suitability process {one year or 15 months, as the case may be}	
2.	Sanctioned strength of the post as on cut-off date	
3.	On-Roll as on cut-off date	
4.	Cut-off date for assessment of notified vacancy	
5.	Existing vacancies as on cut-off date {Separately higher grade vacancies/resultant vacancies}	
6.	Anticipated vacancies as on cut-off date [as per Para 214(c)(ii) for non-selection procedure, including Trade test and Para 215(f)(i)&(ii) for selection within cadre of IREM, Vol.I]	
7.	Vacancies, if any, reserved for person placed under sealed cover w.r.t. the last selection/suitability test or due to court order	
8.	Communal break-up as per extant guidelines, duly vetted by respective RP/Cells	
9.	Approval of Competent authority towards assessment of notified vacancies separately for PRQ, LDCE/IAQ & DR, including GDCE, if any as per relevant RR and diversion of vacancies as per Para 229 of IREM, Vol.I (if any)	
<b>(2) Determination of Zone of consideration/eligibility list :</b>		
1.	Whether eligibility list has been drawn at the ratio of 1:1 in case of Non-selection procedure, including Trade test	Yes/No
2.	Whether seniority list has been updated	Yes/No
3.	In case of Selection (suo-moto), whether zone of consideration has determined at the ration of 1:3 (1:5 for SC/ST in case of non-availability of required SC/ST employees as per extant guidelines)	Yes/No
4.	Whether residency period (normally two years) is satisfied	Yes/No
5.	For general posts, including LDCE, whether zone of consideration has been determined without restriction of 1:3	Yes/No
6.	Whether the name of staff, if any, had refused promotion in the last occasion and thus, debarred for one year as per Para 224 of IREM, Vol.I, has been excluded	Yes/No

7.	While determining zone of consideration/eligibility list whether (a) benefit given to transferred staff for counting the past service in old unit as per Sl. No. 49/2006; (b) successful completion of probation in recruitment/promotion grade and (c) non-inclusion of RPSF/RPF personnel as per Sl. No. 56/16, have been kept in view	Yes/No
8.	Whether the provision of para 214(e) of IREM, Vol.I which provides that an employee who has passed a suitability test once need not be called for the test again, was followed in case of non-selection procedure	Yes/No
9.	Whether the provision of senior becomes eligible if junior to him is considered for selection, is not applicable in case of LDCE, was kept in view while preparing eligibility list for General post/LDCE	Yes/No
10.	In case of general post/LDCE, whether eligibility service/categories required for promotion to the post as laid down in respective RRs, has been taken in consideration	Yes/No
11.	Whether norm/procedure laid down in Sl. No.144/2014 for Unified cadre of Track Maintainer has been followed	Yes/No
12.	Number of persons who have given their unwillingness in case of selection and thus, not to be reckoned for zone of consideration as per Note (1) below Para 215(e) of IREM, Vol.I	
13.	Whether guidelines for eligibility criterion contained in Sl. No. 188/2015 has been followed for promotion from Level-1 to Level-2 against 16-2/3% quota	Yes/No
14.	Whether eligibility of staff has been decided as per extant guidelines which provide that only the staff in the grade lower than the grade for which selection/LDCE is being held are eligible to appear in the selection.	Yes/No
15.	Whether any relaxation of residency period for the administrative exigency is obtained and kept in view for determination of zone of consideration/eligibility list	Yes/No
16.	Whether stand-by list to cater the unwilling staff in case of selection/LDCE has been prepared	Yes/No
17.	Whether the eligibility criterion mentioned in Sl. No. 94/14 for promotion to the post of JE against promotional quota and age limit for promotion against IAQ as per Sl. No. 105/2011 has been followed.	Yes/No
<b>(3) Nomination of Selection Board and Officer of appropriate grade for Suitability test:</b>		
1.	Approval of competent authority for constitution of Selection Board as per as per 218 of IREM, Vol.I for selection/LDCE.	
2.	Nomination of officer(s) at the appropriate level for modified procedure/suitability test including promotion to the category of Technician Gr.I & Sr. Technician in Artisan cadre	
3.	In case of selection for the post of Instructors (ex-cadre), whether committee has been proposed to be constituted as per Sl. No. 129/2018	
4.	Date of intimation to officers nominated (under sealed cover)	
<b>(4) Notification &amp; allied matter :</b>		
1.	Notification of selection/LDCE and suitability test, including trade test along with eligibility list, incorporation all details regarding eligibility conditions & selection procedure including negative marking for selection/LDCE and preferably indicating the tentative selection schedule	
2.	List of unwilling staff in case of selection/LDCE	
3.	Whether received any representation regarding the eligibility list, if yes, action taken details	
4.	In case of General post/LDCE, whether inter- se seniority amongst eligible candidates has been prepared as per extant guidelines.	
5.	Date of Publication of modified eligibility list, if any.	
6.	Date of written test/suitability test, including trade test	
<b>(5) Other important procedure:</b>		
1.	Whether any delay beyond the reasonable time to conduct the written test/suitability test. If yes, reason thereof.	Yes/No
2.	Whether guidelines laid down Sl. Nos. 115/2019, 150/2019 & 4/2020 for holding selection for the post of Instructors (ex-cadre) have been kept in view.	Yes/No
3.	In case of selection pertaining to ex-cadre post (other than Instructor), whether guidelines contained in Sl. Nos. 217/1999 and 155/2004 are followed.	Yes/No
4.	Whether existing instructions for coding/de-coding and safe custody of answer books after the evaluation as well as selection proceedings is over as contained in Sl. Nos. 131/04 & 75/2010 have been followed.	Yes/No
5.	In case of selection/LDCE, whether panel has been drawn based on Sl. No. 9/2014	Yes/No
6.	Whether extant instructions regarding promotion to lower posts in NTPC categories against 33-1/3 % quota, to Technician Gr.III against qualified quota, to JE against IAQ, as the case may be, have been taken into consideration	Yes/No

7.	Whether type paper Selection Committee has been apprised of the latest guidelines regarding evaluation procedure for selection/suitability test including selection based on 100% objective	Yes/No
8.	Whether extant instructions contained in Sl. No. 96/13 regarding awarding marks for seniority in selection has been followed.	Yes/No
9.	Whether prescribed benchmark of 6 & 8 for promotion to Level-6 & to Level-7 in case of modified selection procedure has been followed.	Yes/No
10.	Whether the instructions of averaging APARs grading contained in Sl. No. 115/13 has been followed, wherever applicable.	Yes/No
11.	Whether two years of residency period for promotion from ALP to Sr.ALP, Goods Guard to Sr. Goods Guard, etc. contained in Sl. No. 44/2015 has been followed.	Yes/No
12.	Whether the scheme of best among the failed candidates pertaining to SC/ST has been followed in selection/LDCE	Yes/No
13.	Whether the instruction regarding conducting of Selection/Suitability Test in Regional Language have been followed.	Yes/No
14.	Whether guidelines for fair and transparent selections as per Sl. No. 59/18 has been ensured.	Yes/No
15.	Whether extant instructions that the answer written in other than opted medium in selection need not be given credit as per Sl. No. 158/19 has been ensured.	Yes/No
16.	Whether person coming under the zone of consideration/eligibility list was undergoing any punishment under DAR or a SF 5 has been issued against him/her or a criminal case is pending, If yes, action as per Sl. No. 25/93 has been initiated.	Yes/No
17.	In case of selection/LDCE, whether panel proposed to be published has been drawn based on merit or merit cum seniority, as the case may be, as per Sl. No. 9/2014	Yes/No
<b>(C) Details on Notification of Panel/Select list</b>		
1.	Whether guidelines meant for Selection Committee as per Sl. Nos. 217/99, 57/05, 25/14, 144/2008 and 104/14 have been apprised of.	Yes/No
2.	Proceedings & recommendations of Selection Board/Assessment Officer	P/

**Note 1:** After obtaining the approval of competent authority, panel/select list should be notified only after obtaining DAR and SPE/Vigilance clearance. In case of disagreement between the Committee Member and panel approving authority, brief reasons for such disagreement be furnished and will be processing the case to GM as per para 219(k) of IREM, Vol.I.

**Note 2:** If any procedural discrepancy is noticed in formation of panel/select list after its publication, which leads to cancellation of panel/select list already notified, it should be done with the approval of competent authority as per Para 219(L) of IREM, Vol.I. In case of cancellation of panel/select list already notified, brief reason endorsed by competent authority is required. In the event of its cancellation, Supplementary test is also required to be cancelled.

**Note 3:** In case of cancellation/modification of selection proceedings after declaration of result, whether due notice has been given to candidates declared selected as per Sl. No. 241/19

**Note 4:** Promotion order should be issued, incorporating the option clause under FR 22.

**Note 5:** For ready reference, updated MC Nos. 43 on Trade Test, 37 on promotion of Non-gazetted (Group-C) staff to Non-selection posts, and 31 on Promotion of non-gazetted Group C staff to selection posts circulated under Sl. Nos. 188/19, 201/19 and 263/19 respectively may be referred to.

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Signature of Confidential Official

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Signature of establishment Dealing Official

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Countersignature of Establishment Officer