Dear Sir,

As per Regulation 5 of the IAS (Appointment by Promotion) Regulations, 1955 as well as Regulation 3 of the IAS (Appointment by Selection) Regulations, 1997 for filling up the posts in the Promotion Quota of IAS in that State, each year this Department determines the number of vacancies in consultation with the State Government concerned.


3. It has been our experience that at times we do not get complete proposals from the State Government or do not get them on time, which results in unavoidable delay in determination of the vacancies, and consequently in holding a meeting of the Selection Committee.

4. Therefore, we request information from the State Government for determination of number of vacancies in the promotion quota of IAS, both in SCS and Non SCS category in the Proforma enclosed well in time.

5. Further, in case, the State Government intends to fill up some posts under Non-SCS category, as per Rules from the Select List of 2017, it will be required to give the following three certificates duly signed and stamped by a competent officer:

(i) That specific special circumstances exist in the State, necessitating filling up of the vacancies under the Non-SCS category.

(ii) That sufficient number of eligible Non-SCS officers of outstanding merit and ability are available in the State and:

Contd.../-
That the posts held by Non-SCS officers whose names would be sent in the zone of consideration have been declared equivalent to the post of Deputy Collector of SCS by the State Government.

6. Here I would also like to bring to your notice the provision of Regulation 4(iii) of IAS (Appointment by Selection) Regulations, 1997 whereby the number of Non-SCS officers proposed for consideration of the Committee shall not exceed 5 times the number of vacancies. Therefore, it is desirable that for every one vacancy expected to be determined, names of 5 officers serving in connection with the affairs of the State and not belonging to the State Civil Service are sent.

7. I would be grateful if you would kindly direct the concerned officer in the State Govt. to furnish comprehensive information as per the proforma enclosed along with the above mentioned certificates, if applicable, latest by the 10th January, 2018, as we are targeting on completing the process of determination of vacancies by the end of January, 2018 and scheduling meetings of the Selection Committee for promotion/appointment to IAS soon thereafter.

8. It is also requested that a soft copy the proposal may be sent by email at uss1@nic.in.

With kind regards,

Yours sincerely,

(Vijoy Kumar Singh)

Enclosure: As above
### Promotion Quota

<table>
<thead>
<tr>
<th>Name of the cadre</th>
<th>Promotion Quota as on 01.01.2017</th>
<th>In Position as on 01.01.2018</th>
<th>Gap as on 01.01.2018</th>
<th>Number of vacancies already determined for the previous Select List, If any #</th>
<th>Total No. of appointments in PQ (SCS) or Non-SCS) after 01.01.2017, if any#</th>
<th>No. Of vacancies proposed to be determined for the Select List of 2017 (SCS)</th>
<th>No. Of vacancies proposed to be determined for the Select List of 2017 (Non-SCS)</th>
<th>Reasons for occurrence of the vacancies such as retirement/death/dismissal/removal/cadre review/carry forward of the unfilled vacancies from the previous year $</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total PQ</td>
<td>Maximum limit for SCS</td>
<td>Left for SCS</td>
<td>Non SCS</td>
<td>SCS</td>
<td>SCS</td>
<td>Non SCS</td>
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</table>

* A separate statement indicating the names of the officers may be attached.

# The year of the Select list may be indicated specially.

$ Details along with names and the date of retirement etc., of the concerned officers may be indicated separately.