

GOVERNMENT OF PUDUCHERRY  
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS  
(PERSONNEL WING)

\* \* \*

No.A.12029/4/2016/DPAR/CCD(1)

Puducherry, the 01.02.2021

**I. D. NOTE**

Sub: Public Services - Introduction of "Recruitment Rules Formulation, Amendment Monitoring System (RR-FAMS) Portal" for framing / amendment of Recruitment Rules and one-time mode of recruitment in the absence of Recruitment Rules - Reg.

Ref: (1) Letter No.F.No.2/67/2016-RR dated 09.08.2019 of the Union Public Service Commission, New Delhi.

(2) Letter No.F.No.2/67/2016-RR dated 25.09.2018 of the Union Public Service Commission, New Delhi.

(3) This Department's Order No. of even No. dated 27.09.2019 and 14.10.2020.

~ ~ ~

In continuation to this Departments I.D. Note dated 14.10.2020, it is informed that the proposal for framing/ amendment of Recruitment Rules for Group 'A' & Group 'B' Civil Posts shall be submitted along with the following documents/particulars both in hard and soft copies (in word format as far as possible) to the e-mail i.d. [usgad.pon@nic.in](mailto:usgad.pon@nic.in) for onward transmission to the UPSC by the Department concerned. It is also requested to send the original files to the DPAR for verification/perusal.

1. Post Creation/Re-designation/ Merger/Upgradation Order.
2. Existing Recruitment Rules for the post/Feeder post/Promotional post.
3. Annexure-I
4. Annexure -II -for framing RRs.
5. Annexure -III for Amendment of RRs.
6. Promotion Hierarchy Chart showing Name of post, Pay Level, existing method of Recruitment, proposed method of Recruitment.
7. Draft Notification.
8. If the proposal is to implement any judgement of any court/Tribunal, furnish the details and order
9. If any court case is pending on the proposed Recruitment Rules, following details may be furnished:
  - a) Case (WP/OA/CP) No.
  - b) Relief sought for.
  - c) Present Status (give details of any interim directions/orders of court/CAT).
  - d) Any other details (Relevant for the case and have some effect on RRs). (or) furnish the 'no court case pending certificate.
10. Duties of the post, Feeder post.
11. If the posts are merged for subject post or feeder post(s) or any variation in pay levels, furnish the details along with relevant orders.
12. If the subject post or feeder post(s) are re-designated/merged, details along with relevant orders may be furnished.
13. Certificate to the effect that feeder post has no other promotional avenues.
14. If no provision for training is incorporated for promotion under column (13 post Schedule), reason for the same may be furnished.
15. Principle/Amendment notification for the post.
16. Note containing approval of the competent authority.
17. Comments of the stakeholders/No comments received Certificate from the Stakeholders.
18. Any other documents.

Proposals without the above said particulars will not be entertained.

2. It is once again reiterated that only the proposals which have been cleared by the D.P. & A.R. (Personnel Wing) and approved by the Hon'ble Lieutenant Governor shall be forwarded online to the "Nodal Officer" and the proposals being referred to D.P. & A.R. (Personnel Wing) for advice / clearance shall be referred as I.D. File, as usual.

/ BY ORDER /



(V. JAISANKAR)

UNDER SECRETARY TO GOVERNMENT

To

1. All Secretariat Departments / Heads of Departments, Puducherry.

Copy to:

2. The Private Secretary to Chief Secretary, Puducherry.

3. The Private Secretary to Secretary (Personnel), Puducherry.