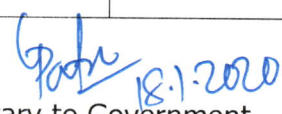


**Check list for Administrative Departments to examine the claims for regularization of contractual appointment which are peculiar in nature before endorsing the file for views of G.A. & P.G. Department**

Sl. No.	Particular	Information by Department	Remarks
1	Name of the Department		
2	Name of the Post		
3	Classification of the post		
4	Designation of the Appointing Authority		
5	Whether contractual appointment/engagement made against contractual posts created with the concurrence of Finance Department.		
6	If yes, the UOI No. and date of concurrence of F.D.		
7	Number and date of the order in which the post has been created (along with copy)		
8	Whether contractual appointment engagement made by following the recruitment procedure prescribed for the corresponding regular posts.		
9	The copy of the procedure prescribed for the corresponding regular post		
10	If there is no such procedure as to whether advertisement was issued inviting application to fill up the post in a transparent manner.		
11	The Authority/ Office which conducted the recruitment.		
12	Whether select list was prepared and if so the copy of said select list.		
13	As to whether principles of reservation of posts have been followed.		
14	As to whether the reservation has been worked out as per post based reservation.		
15	As to whether the case has been placed before the high power committee constituted under the chairmanship of the Secretary of the A/D.		
16	The copy of the findings of the HPC.		
17	The reasons as to why the case has been referred to GA& PG Department as the process of regularisation has already been prescribed in GA & PG Department Resolution No. 1066 dated 16.1.2014.		

  
 Special Secretary to Government  
 G.A. & P.G. Department