

Sl. No.	Particulars	Specific information required	
1	Name/EID No./Position Title/Position Level/ of the specialist whose promotion is being processed		
2	Academic qualification and training of the candidate		
3	Specific area of specialization of the person relevant to specialist position recommended for promotion (to be supported by academic certificates)		
4	Current Responsibility	Addition Responsibility (please indicate additional responsibility as different from current responsibility)	
5	Existing place of posting of the candidate	New proposed place of posting of the candidate, if promoted to higher position	
6	Existing No. of people in the same area of specification	No. of people required in the agency in the same area of specialization (to be linked with the staffing pattern/HRD plan or NKRA/SKRAs/DKRAs/TKRAs of the agency)	Current gap (Required Number-Existing)
7	Existing supervisor (Name and Position)	New supervisor (if posted)	
8	Work plan for next three years in Performance Appraisal form	Attach as separate annexure	
9	What is the main objective of the proposed promotion?		
10	Is HR Committee fully convinced that this person has the full capacity to undertake higher responsibilities and will be fully utilized? Reference No. of HRC*		
11	Clean service record:		
12	Competency level as per MOG Competency framework:		
13	Eligible as per relevant policy of agency concerned (if any)		