All the Institutes of CSB

Sir / Madam,

Sub: Confirmation of Officers and staff under Group A, B & C in CSB – Furnish of relevant information – reg.

I am directed to refer to this Office letters of even number dated 03.01.2020, 22.02.2020 and 23.03.2020 on the subject cited above and to inform that Confirmation of Officers and Staff in various cadres have been taken up and relevant information from Institutes and Units of CSB is being obtained for considering such cases based on the documents/records and also on the recommendation of the Departmental Confirmation Committee. In this context, the relevant information as sought by this Office is yet to be received from some of the Institutes / Units.

It is also mentioned here that, the required documents/records viz Medical Fitness Certificate, Antecedents Verification Report, Caste Certificate (in case of SC/ST/OBCs) which are to be considered for confirmation are available with the concerned Institutes/Units and the Departmental Confirmation Committee shall judge the suitability of Officer/staff for Confirmation and they shall record proceedings of the Meeting clearly indicating the cases of Officials to be confirmed.

Further, it is stated that all the Institutes/Units have been requested to examine the relevant records by the duly constituted Departmental Confirmation Committee to assess the cases for confirmation, after taking into account the availability of Medical Fitness Certificate, Character & Antecedent Verification Report, Caste Certificate Verification Report (in respect of SC/ST/OBCs) and performance of the Official during the period under report. The Departmental Confirmation Committee shall also judge the suitability of staff for Confirmation. The Members of the Departmental Confirmation Committee shall certify (i) the availability of Medical Fitness Certificate (ii) Character & Antecedents Verification Report and (iii) Receipt of Verification Report of Caste/ Tribe Certificate (wherever applicable) and (iv) any pending DAR cases (Discipline & Appeal Rules).

It is understood that, due to nationwide lockdown from March 24 to 31st May, 2020 for controlling the spread of Coronavirus (COVID-19) the process of constituting Departmental Confirmation Committee and providing information to Central Office got delayed. Since the Confirmation cases are to be attended on priority basis, I am to request you to kindly forward the relevant documents/information along with the Committee’s report to this Office immediately in any case not later than 5th June, 2020 in respect of officers/Officials for taking further course of action.

Yours faithfully,

(JULIAN TOBIAS)
JOINT DIRECTOR (ADMN)