Subject:- Preparatory exercise for All India Eligibility List of JTOs(T)- preparation of assessment sheet- Composition of the Screening Committee-regarding.

Sir,

Kindly refer to this office letters No. dated 17.09.2012 and 30.10.2012 wherein it was requested to prepare the Screening Committee Report by circles in the prescribed proforma comprising ACRs grading of the eligible JTOs and other relevant details as contained therein.

As regards to composition of the Screening Committee as enquired by number of Circles, it is submitted that it should have the following incumbents:-

1. Sr.G.M/G.M (Admn/HR) - Chairman
2. Addln. G.M/D.G.M(Admn/HR)- Member
3. Liaison Officer (SCT) - Member

The report/recommendations of the Screening Committee should have the approval of Circle Heads.

( V.K Sinha)
Asstt. General Manager(Pers.II)
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