

MOST IMPORTANT
DATE BOUND
MEETING ON 16.10.2024 AT 11:00 AM

No. 02/29/2020-2HR-I
HARYANA GOVERNMENT
HUMAN RESOURCES DEPARTMENT
(HUMAN RESOURCES-I BRANCH)

Dated Chandigarh, the 09th October, 2024

To

All the Administrative Secretaries to Government, Haryana.

Subject:- **Written Examination in promotion from one post to another Group of any Department.**

Sir/Madam,

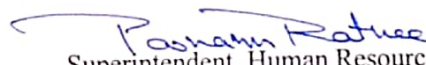

I am directed to refer to the aforementioned subject and to inform you that the State Government, vide circular of even number dated December 21, 2023, along with a subsequent reminder dated February 28, 2024, has solicited your esteemed comments on the draft policy aimed at enhancing the administrative framework concerning promotions across Group A, Group B, and Group C posts through written examinations.

2. The State Government, after thorough consideration of the comments received from various stakeholders, has amended the draft notification (**copy enclosed**) pertaining to the written examination in promotion as a prerequisite for government employees seeking promotion across different departmental categories.

3. Consequently, a meeting has been convened on **October 16, 2024, at 11:00 AM, under the chairmanship of the Worthy Chief Secretary to the Government of Haryana in the main Committee Room, 4th Floor, Haryana Civil Secretariat, Sector 1, Chandigarh.**

4. You are therefore cordially requested to attend the meeting at the specified date, time, and venue. This may please be treated as MOST URGENT.

Yours faithfully,


Superintendent, Human Resources-I
for Chief Secretary to Government Haryana 

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Haryana Government
Human Resources Department
 (Human Resources-I Branch)

NOTIFICATION
(To be published in Official Gazette)

Dated Chandigarh June, 2024

No. 2/29/2020-2HR-I. — In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana, with a view to improve the administrative machinery at all levels, is pleased to decide that qualifying a written test will be one of the conditions to be fulfilled by a government employee to get promotion from one post to another, for all Groups A, B and C employees of Government of Haryana.

2. This notification will act in supersession of all previous notifications and Service Rules made by the various Departments, Boards and Corporations under the Government of Haryana, prospectively, with effect from the date of its publication in the official gazette.

3. For the purpose of implementation of this notification, each Department / Board / Corporation of the Government of Haryana shall make the necessary amendments in the Rule 9, or the relevant rule number in Departmental Service Rules, or any other relevant rules, applicable to the groups A, B and C employees, as follows:

Rule 9: Method of recruitment: Merit-cum-Seniority in Promotion

A.	Eligibility for promotion from one post to another:
	<ul style="list-style-type: none"> i. No employee shall be considered for appointment by promotion from one post to another, where benefit of at least one increment is admissible at the time of fixation of pay from functional to functional pay level of the post, unless in addition to fulfilling the requisite educational qualification and experience, if any, he qualifies the departmental written examination prescribed for that promotional post. ii. The remaining conditions of eligibility of promotion, apart from the departmental written examination, shall remain the same. iii. The departmental examination shall be of qualifying nature only.
B.	Manner of Promotion:
	<ul style="list-style-type: none"> i. Promotion shall be made on merit-cum-seniority basis. After clearing the departmental examination, the name of eligible employees as per seniority list shall be considered for promotion by the appointing authority, as per prescribed procedure. ii. The marks obtained in the written departmental examination, once it has been cleared, shall be irrelevant.
C.	Written Departmental Examination:
	<ul style="list-style-type: none"> i. The written departmental examination shall consist of two papers of one hundred marks each: (1) One paper on General Administration and

	<p>(2) One paper on subject matter decided by the Administrative Department.</p> <p>ii. The Department, upon approval of the Government, shall conduct the examination itself, or by an agency authorized by it for this purpose.</p> <p>iii. The examination shall as frequently as may be decided by the Department concerned from time to time.</p> <p>iv. The syllabus, language, nature (objective or subjective) and time limit for the examination shall be prescribed by the Department concerned and notified separately. However, the syllabus for posts which common in all the Departments will be issued by the Human Resources Department.</p>
D.	Number of candidates appearing in the written departmental examination
	<p>i. The candidates as per seniority in the feeder post(s), equal to five times the number of promotional posts lying vacant, plus the promotional posts which are likely to be become vacant up to December 31st of the year of examination, shall be allowed to appear in the written departmental examination, irrespective of length of service on the feeder post completed by them.</p> <p>ii. A Government employee shall be eligible to appear in the written departmental examination, irrespective of the fact she / he is on any kind of leave, or under suspension, or deputation, or departmental proceedings are pending or otherwise is not eligible for consideration of promotion at that point of time. However, the actual promotion will be done on the basis of eligibility.</p> <p>iii. If none of the employees qualifies the exam or the number of employees who qualify the exam is less than the posts lying vacant, then candidates, equal to seven times the number of promotional posts lying vacant, plus the promotional posts which are likely to be become vacant up to December 31st of the year of examination, shall be allowed to appear in the written departmental examination.</p>
E.	Qualifying the Written Departmental Examination:
	<p>i. A Government employee of general category shall be considered to have qualified the examination only if he secures at least 50% marks in each paper</p> <p>ii. A Government employee belonging to Scheduled Castes/ Backward Classes/Economically Weaker Sections/Ex-servicemen/ Persons with Disabilities/ Eligible Sports Persons shall have to secure at least 45% marks in each paper.</p> <p>For the purpose of category, the category of the post against which the employee was recruited in the initial appointment, will be considered his / her category.</p>
F.	Permanent nature of the Qualification:
	<p>i. An employee, who has once qualified the written departmental</p>

	<p>examination, but could not be promoted for any reason, shall not be required to appear and qualify the written departmental examination again.</p> <p>ii. If sufficient number of candidates have already qualified the written departmental examination but have not been promoted within a period of six months or upto the date of 31st December of the year of examination due to non-availability of vacant posts of promotion quota in such case the Departmental exam may be conducted within once in every six months for the senior candidates who have not qualified the exam in the previous attempt(s). Under these circumstances no candidate junior than the last candidate who has already qualified departmental exam in the previous attempt will be allowed to appear until all the candidates who have already qualified the exam and otherwise eligible are promoted.</p>
G.	Number of chances and consequences of not qualifying the departmental examination:
	<p>i. There shall be no limit of number of chances to be availed by a Government employee to qualify the written departmental examination.</p> <p>ii. Non-qualifying of written departmental examination shall not have any effect on grant of Assured Career Progression Pay Level and normal annual increment, if otherwise admissible under the rules.</p>
H.	Consequential effects on fixation of seniority:
	<p>i. Notwithstanding anything contained in these rules, if a Government employee qualifies the departmental examination before a senior employee, who is not eligible for promotion due to non-qualifying the departmental examination or otherwise, shall be considered for promotion.</p> <p>ii. If junior is promoted to higher post before his senior, he will be treated senior forever in the seniority list of promotional post, until the latter is promoted with retrospective from the same date.</p>
I.	Exclusion Clause:
	<p>i. The provision and requirement of written test for promotion shall not apply for higher-level administrative posts (e.g., Director, Additional Director, Joint Director, Engineer-in-Chief etc.), where total number of sanctioned posts of promotion quota in the cadre are equal to two.</p> <p>ii. For the purpose of application of merit-cum-seniority in such posts, the Government may form a selection panel of eligible officers up-to thrice the number of vacancies, and carry out selection in a manner as determined by the Administrative Department.</p>

4. For the purpose of application of the principle of merit-cum-seniority in selection to the post of Head of Department, each Department / Board / Corporation of the

Government of Haryana shall make the necessary amendments in the relevant rule number in Departmental Service Rules, or any other relevant rules as follows:

Rule "...": Method of selection for the post of Director / Director-General / Head of Department

I.	Selection in case of Director / Director-General / Head of Department—
	<p>The selection shall be made by the Government from any of the following—</p> <ol style="list-style-type: none"> 1) by selection from amongst the five senior-most the Additional Director(s) or Joint Director(s) or any equivalent post within the Department; or 2) by selection for appointment on deputation or appointment by transfer from the following— <ol style="list-style-type: none"> a. an officer of the Indian Administrative Service, or b. amongst the officers of Haryana Civil Service, already in service on the equivalent post in Haryana Government
II.	Tenure of the Head of Department:
	<ol style="list-style-type: none"> 1) The term of Head of Department shall be up-to a maximum period of three years. 2) On the recommendation of the Administrative Secretary of the Department, the Head of Department may be repatriated by Government before completion of term of three years on administrative grounds.

5. Hence-forth, no promotions shall be made under the Haryana Civil Services Rules, 2016, or any other departmental service rules, or in any Departments, Boards and Corporations of the Government of Haryana without implementation of this notification or amendments made in the applicable service rules. Any such promotions made, after the publication of this notification in official gazette, shall be deemed to be void, *ab-initio*.

Dated, Chandigarh,
The, of June, 2024

(T.V.S.N. Prasad)
Chief Secretary to Government, Haryana.