

Copy of Punjab Government Circular letter No. 10918-G-53 8033, dated 12th February, 1954, from the Chief Secretary to Government, Punjab, to all Heads of Departments, etc., etc.

**Subject :** The first five year plan - assessment of methods and procedure of recruitment and selection by the Public Service Commission for the different kinds of posts, Administrative, Technical, Scientific etc., annual departmental review during the first three years of service on the work and quality of officers recruited through the Commission.

I am directed to address you regarding the recommendations contained in the first Five Year Plan for improvement in the methods of recruitment and selection of the officers at present followed. It has been suggested that methods and procedure adopted in this behalf should be continually reassessed and adapted to meet new recruitments. It has also been suggested that there should be greater contact and exchange of opinion between the Punjab Public Service Commission and the department on whose behalf recruitment is undertaken. These recommendations were referred to the Punjab Public Service Commission for comments. In their view they have so far not found any defect in the methods of selection adopted by them, whether for Technical or non-Technical posts. However with a view to seeing how far the present mode of selection particularly selection by interview has been suitable in selecting the right type of material, the Commission propose to "followup" the career of the successful candidates for the first two or three years. With this end in view they have suggested that instructions should be issued addressing various Departments to send to the Commission for the 1st three years and, if so, suggested by them for a longer period special assessment reports, about the amount and quality of work done by the candidates recruited through them. Government have given careful consideration to the matter, and feel that any defect that the present methods of selection adopted by the Commission possesses can only become apparent by a system of "follow up" as suggested by them. Unless steps are taken to ascertain how the officers recruited to the various services have shaped in actual practice, it is clearly not possible to say anything, about the correctness or otherwise of methods of the recruitment. Government have therefore, accepted the suggestions made by the Commission. I am accordingly, to request that each department should make a careful review every year of the work of officers recruited for that department by the Public Service Commission. This review should extend to batches of officers recruited during the previous three years and should give separate attention to each batch. Within each batch such separate attention as is called for should be given to each individual officer. The Departmental review should after receiving approval of Government be sent to the Punjab Public Service Commission for information.

I am to add that these reviews will be of value only if the confidential remarks on the new recruits are not entered in the same sketchy and superficial manner in which it is ordinarily done at present. Unless each new officer is made a subject of close and special study and observation, there is not much that a reporting officer easily find to write about an officer undergoing training. I am, therefore, to urge that the officers entrusted with recording of remarks on newly recruited officers under training, etc., during the first few years of their service must attach greatest importance to the matter and take personal and sustained interest in watching the trainees at work so as to make a very careful assessment of their qualities, their attitude and potentialities as well as their defects. It is only if the annual reviews on the work of newly recruited officers are based on thorough and analytical reports on their work, in the light of existing instructions of Government, particularly, those contained in Punjab Government letter No. 9026-G-51/16544, dated the 4th December, 1951, that Government can be in a position to assess the soundness or otherwise of the method of selection adopted by the public Service Commission.