

Copy of Punjab Government Circular letter No. 4044-5GS-61/23179, dated the 28th June, 1961, from the Chief Secretary to Government, Punjab, to all Heads of Departments etc. etc.

Subject :—Procedure to be followed in selection of officers/officials for promotion to higher posts—
Greater emphasis on merit than on seniority.

I am directed to invite a reference to Punjab Government letter No. 9129-G-56/3964, dated the 17th September, 1956, on the subject noted above, and to say that some doubts have arisen and Government have been approached to clarify as to whether in accordance with sub-para 2(iii) of these instructions, the officers/officials who are prima facie unsuitable for promotion are to be included in the slab of 3 in making selection for promotion to higher posts. It has also been enquired as to what is the correct interpretation of the word "suitable" occurring in that sub-paragraph. In this connection, I am to make it clear that, in fact, in the first instance, a list of eligible officers/officials who fulfil the prescribed experience etc. for promotion is to be drawn up in accordance with sub-paras 2(i) and (ii) of the letter referred to above. Then out of this list, such officers/officials as are considered unsuitable for promotion are to be weeded out and a list of only those who are suitable for promotion has to be drawn up. Selection thereafter is to be confined to the 3 suitable officers/officials of the latter list if there are three posts and so on. Unsuitable officers/officials are those who on the basis of their service record, general reputation etc. are definitely not considered fit for promotion by the department. Selection for every vacancy has, therefore, to be made from the slab of 3 officers/officials who are considered fit for promotion and unless a junior among them happens to be of exceptional merit and suitability the senior-most will be selected.

2. I am to request that the above clarification may please be brought to the notice of all concerned for information and guidance.