

No. 6254-4GS-61/27363

From

Shri Saroop Krishan, I.C.S.
Additional Chief Secretary to Government, Punjab.

To

All Heads of Departments, the Registrar,
Punjab High Court, Commissioners of Divisions,
all Distt. and Sessions Judges and Deputy
Commissioners in the Punjab.

Dated, Chandigarh the 1st August, 1961.

Subject :—Procedure to be followed in making selections of officers/officials for promotion to higher posts—Test for the promotion of clerks to the post of Assistant.

Sir,

I am directed to invite a reference to Punjab Government letter No. 4119-GII-58/71202, dated the 5th September, 1958, with which a copy of the orders prescribing procedure to be followed in making promotion of clerks to the posts of Assistants in the Secretariat was forwarded to you for issuing similar instructions in respect of your Department. It has been observed that no provision exists in these orders to cover the cases of clerks who are unable to take the test for reasons beyond their control, viz. sickness etc. The actual position is that the officials who are required to take the test but do not avail of the chance should ordinarily be deemed to have failed in the test and to have lost that chance within the terms of the instructions framed by the Departments. Government have however decided that if such officials prove to the satisfaction of the competent authority which would be the same as permits him to take the test that for reasons beyond human capacity and control, they were unable to take a particular test, they will not be considered to have lost that chance but would be treated as having been exempted from taking that test. It need hardly be stressed that the competent authority should exercise its discretion only in genuine and hard cases.

2. In cases where exemption is allowed by the competent authority from appearing in a particular test as explained above, the seniority of the official concerned as well as the number of chances to which he is entitled, would not be affected.

3. These instructions may be brought to the notice of all concerned for information and guidance.

Yours faithfully,

Sd/-

Deputy Secretary General Administration,
for Additional Chief Secretary to Government, Punjab

No. 6254-4GS-61/27364, dated Chandigarh, the 1st August, 1961.

A copy is forwarded to the Revenue Secretary to the Financial Commissioner, Punjab. for information with reference to his letter No. 11255-HI-Admn. 1-60/140, dated the 4th January, 1961.