

No. 8697-4GS-61/29364

From

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

To

All Heads of Departments in the Punjab.

Dated, Chandigarh, the 14th August, 1961.

Subject :—Procedure to be followed in selection of Officers/Officials for promotion to higher posts—greater emphasis on merit than on seniority.

Sir,

I am directed to refer to para 2(i) of Punjab Government Circular letter No. 9129-G-56/3964, dated the 4/17th September, 1956, wherein all the Departments of Government were required to lay down a standard of required minimum experience for promotion to higher post in terms of years of service in consultation with the Public Service Commission, except in cases, where a reference to them is not required under regulation 5(f) of the Punjab Public Service Commission (Limitation of Functions) Regulations, 1955.

2. It has been reported by the Commission that while some of the departments have laid down the said standard of experience in consultation with them, several others have not yet complied with the requirements of the letter under reference although a period of 4 years has elapsed. It has further been pointed out by the Commission that some departments send their proposals for fixation of length of service experience simultaneously with the cases recommending the promotion of officers on the basis of the experience proposed by them, and very often it gives the impression that this has been done so as to suit the particular officers. The Commission have desired that the prescription of requisite length of service experience and the actual promotion cases should not only be sent separately to be Commission but the former should precede the latter reference. Government fully agree with the views of the Commission and also desire that in accordance with the instructions contained in para 2(i) of the letter referred to in para I, the standard of required minimum experience for promotion in respect of each kind of higher post, should be laid down, immediately, if it has not been done already, in terms of years of service, in consultation with the Public Service Commission, under advice to Punjab Government.

3. A copy of the statement furnished by the Commission showing the names of posts/services/Departments, in respect of which the minimum length of experience does not appear to have been prescribed is enclosed.

4. The action taken on this communication should please be reported within a month without fail.

Yours faithfully,

Sd/-

Deputy Secretary General Administration,
for Addl. Chief Secretary to Government, Punjab.

No. 8697-4GS-61/29365 Dated, Chandigarh, the 14th August, 1961.

A copy is forwarded to the Secretary, Punjab Public Service Commission, Patiala, and all the Administrative Secretaries to Government, Punjab, for information, with reference to his letter No. B.F. 401/60-SAP/32981, dated the 22nd July, 1961.

List of Departments/Services/Posts in respect of which the minimum length of service has been prescribed in consultation with the Commission as required by Punjab Government letter No. 9129-G-56/3964, dated 17-9-1956.

1. Punjab Co-operative Service. Class III.

3. Transport Department.
4. Printing and Stationery Department.
5. Planning Department (Economic and Statistical Organisation).
6. Department of Jails.
7. All Gazetted posts in the Irrigation and Power Department of Punjab, P.W.D.
8. All gazetted posts in the B & R/P.H. Branches of Punjab P.W.D.
9. All non-gazetted posts in Irrigation/B&R/P.H. Branches of Punjab P.W.D.
10. Elections Department.
11. Class II and Class I of Punjab Forest Services.
12. Industries Department (Class I and Class II) Services.
13. Divisional Accountants and Accounts Officers under the Finance Department.
14. P.E.S. Class I & II (Men's and Women's Branches) (School Cadre and College Cadre).
15. Posts in Class III of F.C.'s Office, Office of the Director, Consolidation of Holdings, Punjab and other connected Offices.
16. For posts in Class I, II, & III of the Punjab Industrial Services.
17. Welfare Department.
18. All Gazetted and non-gazetted posts in the Department of Architecture.
19. Punjab Secretariat Service (Class II and Class III) Law and Legislative Department Rules.