

Copy of letter No. 931-4GS-72/10308, dated Chandigarh, the 13th April, 1972 from the Chief Secretary to Government, Haryana to (i) All Heads of Departments, Commissioner, Ambala Division, Deputy Commissioners and sub-Divisional Officers in Haryana. (2) The Registrar, Punjab & Haryana High Court, and All District and Sessions Judges in Haryana.

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

Sir,

I am directed to invite a reference to the composite Punjab Government letter No. 9129-G-56/3964, dated the 17th September, 1956 and the clarifications issued thereafter vide letters No. 4044-5GS-61/23109, dated the 28th June, 1961 and No. 8401-4GS-61/33117, dated the 8th/11th September, 1961, on the subject noted above, wherein it was emphasised that since promotion to selection posts implies a conscious act of selection, greater emphasis should be laid on merit while making promotions against these posts. In these instructions it has been provided that an official/officer known to be dishonest will not be promoted. Regarding the rest, it was laid down that each official/officer would have to be judged on the basis of ability, industry, personality, bearing experience and aptitudes, it being difficult to lay down generally what importance should be attached to each of these qualities. Since for officials/officers other than those known to be dishonest no strict standard of determining their suitability for promotion to selection posts has been laid down, different criteria is being observed in various departments of the Govt. and officials/officers with only average record of service are also being included in the slab of three suitable officers and, consequently, promoted unless the junior officer(s) included in the slab happened to be of exceptional merit.

2. The matter has been carefully considered by the State Govt. with a view to laying down definite standard for considering persons suit for being placed in the slab of suitable officials/officers at the time of making promotion to the selection posts. It has been decided that only such officials/officers who have obtained at least 50% 'Good' or 'better' than average reports on the posts from which they are being considered for further promotion, and the overall assessment can be classified as better than 'Average' should be placed in the slab of suitable officials/officers. If in any particular case, the total number of reports earned on the post from which the official/officer is being considered for further promotion are for less than 10 years, then the reports earned on the lower post/posts should also be considered so that he reports for a period of 10 years are kept in view for determining suitability. However, in such case, greater weightage shall be given to the reports earned on the higher post from which further promotion is being considered.

3. It is requested that these instructions may kindly be noted for careful compliance in future and should also be brought to the notice of all concerned for necessary compliance.