

No. 257-4GSI-75/963

From

The Chief Secretary to Government, Haryana.

To

All Heads of Departments, Commissioners, Ambala and Hissar Divisions, All Deputy Commissioners and Sub Divisional Officers in Haryana.

Registrar, Punjab and Haryana High Court and All District and Session Judges in Haryana.

Dated Chandigarh, the 15th January, 1975.

**Subject :—Policy regarding promotion of officials to the Higher posts.**

Sir,

I am directed to invite your attention to the instructions contained in Joint Punjab Government letter No. 9129-G-55/3964, dated the 17-9-56 and Haryana Government No. 931-4GSI-72/10308, dated the 13-4-72 on the subject noted above, wherein it was provided inter alia that the officials who have earned 50% or more good or better than average reports during the last ten years of service should alone be considered eligible for promotion to a higher post. A question has arisen whether an official who has earned adverse remarks and whose representation for expunction of adverse remarks is pending final decision of the competent authority, should be considered eligible for being placed in the slab of three suitable officials for promotion.

On consideration of the matter it has been decided that whenever a proposal for promotion to a higher post is under consideration of the appointing authority the fact as to whether any representation from the official concerned against the adverse remarks in his A.C.R. is pending final decision, should be kept in view. In the case of those Departments where a Selection Committee has to consider the promotion cases, the fact as to whether any representation from the concerned official against the adverse remarks is pending a decision of the competent authority, should be brought to the notice of the Committee. The appointing authority/Selection Committee may defer a decision on the case it is considered necessary to do so till a decision has been taken on the representation. In case where adverse remarks are permitted to be toned down or expunged by the competent authority the matter should be brought to the notice of the appointing authority/Selection Committee for a decision whether having regard to the nature of the adverse remarks and extent to which these have been toned down/expunged, a review is justified in the case of the official. If a review is found to be justified the appointing authority/Selection Committee may take a suitable decision on the question of promotion. It is, however, stressed that all representations against adverse remarks should be decided by the competent authority within three months of the receipt of the representation to ensure that a decision on the promotion cases is not unduly delayed. Attention in this connection is invited to the provisions of the consolidated instructions regarding A.C.Rs. Which have been issued by the Government wherein such a time limit has been specified. By adhering to this time limit it should be possible to take a decision in such promotion cases without loss of time.

These instructions may please be brought to the notice of all officials for strict compliance.

Yours faithfully,

Sd/-

Deputy Secretary, General Administration,  
for Chief Secretary to Government, Haryana.

A copy is forwarded for information and necessary action to :—

All Financial Commissioners; and All Administrative Secretaries to Govt., Haryana.