

From

The Chief Secretary to Government, Haryana.

To

1. All the Heads of Departments,
Commissioners Ambala, Rohtak,
Gurgaon & Hisar, Divisions,
2. All the Deputy Commissioners and
All Sub Divisional Officers (Civil)
in Haryana.
3. The Registrar,
Punjab and Haryana High Court

Dated, Chandigarh the July 1, 1997.

Subject :—Expeditious disposal of Promotion cases.

Sir,

It is observed that inordinate delay takes place in processing of promotion cases, eroding efficiency and undermining motivation. Administrative Secretaries should ensure that promotions of deserving officers take place in time. For this and the present practice of considering such cases should be replaced by a more direct method. For this purpose in the month of November every year panel of all the anticipated vacancies of promotion quota up to 31st December of the next year shall be prepared. Assessment of individual worth and suitability shall be made in the meetings where the Joint/Deputy/Under Secretary as well as Heads of Departments and Administrative Officer are present with the entire record. The Administrative Secretary shall record the minutes of the meeting and put up to the competent authority for approval under the rules of business. This will obviate the need to make back references and will cut all delays.

2. Such meetings can be taken again if the above mentioned panel for the whole year expires so that promotions are done well in time. The first meeting should be taken within one month from the date of issue of these instructions.

3. This matter had also been discussed in the meeting of Administrative Secretaries on 17th June, 1997.

4. These instructions may be brought to the notice of all concerned and the Heads of the Departments under your control for strict compliance.

Yours faithfully.

Sd/-

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

A copy is forwarded to all the Financial Commissioners/Commissioners and Secretaries to Government, Haryana for information and necessary action.

Sd/—

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

To

All the Financial Commissioners/Commissioners
and Secretaries to Government, Haryana.