

From

The Chief Secretary to Govt., Haryana.

To

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

Dated Chandigarh, the 4th July, 1997.

Subject :—Departmental Test for promotion of Class-III & IV Employees to the posts of Clerks.

Sir,

I am directed to refer to Haryana Government letter No. 1507-5GSI-73/8724, dated 30th March 1973, letter No. 3077-5GSI-74/13841, dated 13-6-74, letter No. 1259-5GSI-74/13840, dated 13th June, 1974 and letter No. 34/23/81-6GSI, dated 21st May, 1981 relating to promotion of Class-III and IV employees to the post of Clerk and to say that as per policy of the State Government, 20 % post in the cadre of Clerks in each department are required to be reserved for filling by promotion from such Class-III and IV employees as are matriculate and have put in 5 'years' service on their respective Class-III or IV posts and their scale of pay is less than or equal to the scale of pay of Clerk. Such promotions are made on the basis of seniority-cum-fitness.

2. It has been observed that most of the Class-III and IV employees who are promoted as Clerks are not able to discharge duties of their new assignments. There are widespread malpractices in obtaining the matriculation certificate from certain Boards and Universities through middlemen

without going through the due examination procedure. In order to ensure that the person being promoted is suitable for the job of Clerk, Government have decided to introduce a system of Departmental test for filling up the posts of Clerks by promotion under the 20% posts reserved for Class-III and IV employees. It is a major promotion by selection and Government is competent to lay down selection procedure.

3. It is accordingly requested that when the turn of such employees comes up for promotion to the post of Clerk, they should be put to a written test of Hindi and English languages of the matriculation level by the Head of department concerned and only on being qualified shall be promoted to the post of Clerk. The inter-se-seniority of so promoted employees shall be determined according to their seniority position in their respective cadres, if the persons being promoted belong to the same cadre. In case the persons being promoted belong to different cadres, their length of service shall be relevant for the purpose of determining their inter-se-seniority on the initial post in the department.

4. With these instructions coming into force, instructions issued vide letter No. 1507-5GSI-73/8724, dated 30th March, 1973 would stand modified to the extent that after passing the Departmental Test, employee will be promoted as Clerk on regular basis subject to the approval of S.S.S. Board Haryana for which the case shall be taken up by the concerned department immediately and the promotee shall be on probation for a period of one year from the date of promotion. Rest of the conditions would remain unchanged.

5. These instructions may be brought to the notice of all concerned for strict compliance.

Yours faithfully,

Sd/-

Joint Secretary General Administration,
for Chief Secretary to Government, Haryana,

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

Sd/-

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

To

All the Financial Commissioners/Commissioners & Secretaries to Govt., Haryana.