

No. 02/29/2020-2HR-I
HARYANA GOVERNMENT
HUMAN RESOURCES DEPARTMENT
(HUMAN RESOURCES-I BRANCH)

Dated Chandigarh, the 21st December, 2023

To

1. All the Administrative Secretaries to Government, Haryana.
2. All Heads of Departments in the State of Haryana.

Subject:- Written Examination for promotion from one post to another Group of any Department.

Sir/Madam,

I am directed to invite your attention to the subject cited above and to say that with a view to improve the administrative machinery at all levels, State Government has formulated a draft policy (**copy enclosed**) regarding promotion from one post to another in Group-A, Group-B and Group-C through written test/exam.

2. The State Government has therefore decided to invite comments/suggestions from all Administrative Secretaries/Heads of Departments of Haryana before taking final decision

3. You are therefore, requested to send your comments on the draft policy on email generalservices0001@gmail.com or through special messenger in Human Resources Department (in Human Resources-I Branch) within fortnight positively, failing which it will be presumed that you have no comments/suggestions to offer in this regard and you are agreed/concurred with draft notification.

4. These instructions may please be brought to the notice of all concerned for strict compliance in letter and spirit.

Yours faithfully,

Tilak Ram

Superintendent, Human Resources-I
for Chief Secretary to Government Haryana

21/12/2023

**Haryana Government
Human Resources Department
(HR-I Branch)**

**NOTIFICATION
(To be published in Official Gazette)**

Dated Chandigarh August, 2023

No.: In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana, with a view to improve the administrative machinery at all levels, is pleased to decide that qualifying a written test will be one of the conditions to be fulfilled by a government employee to get promotion from one post to another, for all Groups A, B and C employees of Government of Haryana.

2. This notification will act in supersession of all previous notifications and Service Rules made by the various Departments, Boards and Corporations under the Government of Haryana, prospectively, with effect from the date of its publication in the official gazette.

3. For the purpose of implementation of this notification, each Department / Board / Corporation of the Government of Haryana shall make the necessary amendments in the Rule 9, or the relevant rule number in Departmental Service Rules, or any other relevant rules, applicable to the groups A, B and C employees, as follows:

Rule 9: Method of recruitment: Merit-cum-Seniority in Promotion

A.	Eligibility for promotion from one post to another:
	i. No employee shall be considered for appointment by promotion from one post to another, where benefit of at least one increment is admissible upon the promotion, unless in addition to fulfilling the requisite educational qualification and experience, if any, he qualifies the departmental written examination prescribed for that promotional post. ii. The remaining conditions of eligibility of promotion, apart from the departmental written examination, shall remain the same. iii. The departmental examination shall be of qualifying nature only.
B.	Manner of Promotion:
	i. Promotion shall be made on merit-cum-seniority basis. After qualifying the departmental examination, the name of eligible employees as per seniority list shall be considered for promotion by the appointing authority, as per prescribed procedure.

	ii. Promotion, upon clearing of the written departmental examination, shall be considered on seniority basis. The marks obtained in the written departmental examination, once it has been cleared, shall be irrelevant.
C.	Written Departmental Examination:
	i. The written departmental examination shall consist of two papers of one hundred marks each: (1) One paper on General Administration and (2) One paper on subject matter decided by the Administrative Department. ii. The Department, upon approval of the Government, shall conduct the examination itself, or by an agency authorized by it for this purpose. iii. The examination shall as frequently as may be decided by the Department concerned from time to time. iv. The syllabus, language, nature (objective or subjective) and time limit for the examination shall be prescribed by the Department and notified separately.
D.	Number of candidates appearing in the written departmental examination
	i. The candidates, equal to twice the number of promotional posts lying vacant, plus the promotional posts which are likely to be become vacant up to December 31st of the year of examination, shall be allowed to appear in the written departmental examination. ii. A Government employee shall be eligible to appear in the written departmental examination, irrespective of the fact she / he is on any kind of leave, or under suspension, or deputation or, is otherwise not eligible for consideration of promotion at that point of time. However, the actual promotion will be done on the basis of eligibility. iii. If none of the employees qualifies the exam or the number of employees who qualify the exam is less than the posts lying vacant, then candidates, equal to five times the number of promotional posts lying vacant, plus the promotional posts which are likely to be become vacant up to December 31st of the year of examination, shall be allowed to appear in the written departmental examination.
E.	Qualifying the Written Departmental Examination:
	i. A Government employee of general category shall be considered to have qualified the examination only if he secures at least 50% marks in each paper ii. A Government employee belonging to Scheduled Castes / Backward Classes / Economically Weaker Sections / Ex-servicemen / Persons with Disabilities / Eligible Sports Persons shall have to secure at least 45% marks in each paper. For the purpose of category, the category of the post against which the employee was recruited in the initial appointment, will be considered his / her category.

F.	Permanent nature of the Qualification
	i. An employee, who has once qualified the written departmental examination, but could not be promoted for any reason, shall not be required to appear and qualify the written departmental examination again. ii. If sufficient number of candidates (who have already qualified the written departmental examination) are available, i.e., equal to, or more than the number of vacant promotional posts, then the department can proceed with the promotions without the conduct of written departmental examination, provided the other procedures for promotion are followed.
G.	Number of chances and consequences of not qualifying the departmental examination:
	i. There shall be no limit of number of chances to be availed by a Government employee to qualify the written departmental examination. ii. Non-qualifying of written departmental examination shall not have any effect on grant of Assured Career Progression Pay Level and normal annual increment, if otherwise admissible under the rules.
H.	Consequential effects on fixation of seniority:
	i. Notwithstanding anything contained in these rules, if a Government employee qualifies the departmental examination before a senior employee, who is not eligible for promotion due to non-qualifying the departmental examination or otherwise, shall be considered for promotion. ii. If junior is promoted to higher post before his senior, he will be treated senior forever in the seniority list of promotional post, until the latter is promoted with retrospective from the same date.
I.	Exclusion Clause
	i. The provision and requirement of written test for promotion shall not apply for higher-level administrative posts (e.g., Director, Additional Director, Joint Director, Engineer-in-Chief etc.), where total number of posts in the cadre are less than three (3). ii. For the purpose of application of merit-cum-seniority in such posts, the Government may form a selection panel of eligible officers up-to thrice the number of vacancies, and carry out selection in a manner as determined by the Administrative Department.

4. For the purpose of application of the principle of merit-cum-seniority in selection to the post of Head of Department, each Department / Board / Corporation of the Government of Haryana shall make the necessary amendments in the relevant rule number in Departmental Service Rules, or any other relevant rules as follows:

Rule "...": Method of selection for the post of Director / Director-General / Head of Department

I.	Selection in case of Director / Director-General / Head of Department —
	The selection shall be made by the Government from any of the following— 1) by selection from amongst the five senior-most the Additional Director(s) or Joint Director(s) or any equivalent post within the Department; or 2) by selection for appointment on deputation or appointment by transfer from the following— a. an officer of the Indian Administrative Service, or b. amongst the officers of Haryana Civil Service, already in service on the equivalent post in Haryana Government
II.	Tenure of the Head of Department
	1) The term of Head of Department shall be up-to a maximum period of three years. 2) On the recommendation of the Administrative Secretary if the Department, the Head of Department may be repatriated by the Government before three years on administrative grounds.

5. Hence-forth, no promotions shall be made under the Haryana Civil Services Rules, 2016, or any other departmental service rules, or in any Departments, Boards and Corporations of the Government of Haryana without implementation of this notification or amendments made in the applicable service rules. Any such promotions made, after the publication of this notification in official gazette, shall be deemed to be void, *ab-initio*.

Dated, Chandigarh,
The, ... of August, 2023

(SANJEEV KAUSHAL)
Chief Secretary to Government, Haryana.