

Subject :—Forwarding of promotion proposals to the Haryana Public Service Commission—Instructions regarding.

Will all the Financial Commissioners and all the Secretaries to Government Haryana, kindly refer to the Subject noted above ?

2. The Haryana Public Service Commission has brought to the notice of the Government that while forwarding the promotion proposals to them the Government Departments do not supply the complete information in the attached prescribed proforma as a result of which back references have to be made by the Commission for getting the information completed. This not only delays the disposal of promotion cases but also unnecessarily increases the work in the office of the Commission as well as in the Government Departments apart from the harassment caused to the concerned official/officer. The Commission has also pointed out the following shortcomings in the promotion proposals sent to them by the Department :—

- (i) If the post, to which promotion is proposed has not been included in the notified relevant service Rules, then it is not stated whether the qualifications for the same have been approved by the Commission.
- (ii) Complete A.C.R. files with summary of last 10 years reports are not sent in the first instance. If there is any confidential report missing, the reasons for not writing or sending the same are not stated in details.
- (iii) The date of promotion, qualifications and length of experience are not given against the relevant columns of the prescribed proforma.
- (iv) The A.C.Rs. of superseded persons are not sent.
- (v) Printed or authenticated seniority list is not sent and instead extracts thereof are sent.
- (vi) When a typed copy of the seniority list is sent, it is not got attested by an officer not lower than the rank of a class I officer.
- (vii) Number and date of Commission's letter, in which the advice of the Commission was last given for a post of the same category, is not intimated in the relevant column of the prescribed proforma.
- (viii) When the proposal of promotion of officer to Class-I is sent, it is not stated whether approval of the Commission has been obtained for his promotion in Class-II.
- (ix) The prescribed proforma is not signed by a responsible officer.
- (x) Against column 2 of the proforma, the number of posts meant for promotion quota is not given alongwith the number of posts already filled and the number of vacant posts.
- (xi) A certificate is not given by the Competent authority to the effect that the integrity of the officer remained above board and no enquiry under Rule 7 of the Punishment and Appeal Rules 1952 is pending.

3. The Government has carefully considered the observations of the Commission and has viewed seriously that inspite of several instructions on the subject the Departments do not care to supply the complete information to the Commission in the first instance. It has, therefore, been decided that special care should be exercised in order to ensure that the above mentioned common commissions should not occur and that the proposals in the attached prescribed proforma are forwarded to the Commission well in time in accordance with the Govt. instructions on the subject, for the assessment of the suitability of officials/officers for promotion complete in all respects in the first instance so that no avoidable delay occurs in the finalisation of the case due to back references by the Commission.

4. It is requested that these instructions should be complied with meticulously.

Kindly acknowledge the receipt of this letter.

Sd/-

PROFORMA

(Referred to in para 14 of part IV-A of procedure to be observed by Haryana Government in their dealing with Haryana Public Service Commission).

Statement to be supplied to the Haryana Public Service Commission by the Departments.

(1) Specific rule or rules under which promotion is admissible.

(2) Whether the provisions in the relevant rules regarding the ratio between direct recruitment and promotion has been taken into account and if so, whether this condition is satisfied.

(3) Minimum length of experience required for promotion to this post prescribed either in the service rules or otherwise in consultation with the Commission as required by Punjab Government letter No. 9129-G-56/1964 dated the 17th September, 1956.

(4) The rules or the reference with the Commission may please be quoted.

(i) Names of the persons included in the slab vide para 2 (iii) of the letter referred to in (3) above.

(ii) Their position in the seniority list.

(iii) Whether they fulfil the condition regarding experience referred to in (3) above and the other conditions laid down in the service rules.

(5) Whether the proposal in (4) above involves any supersession? If so, the names of such officials together with their position in the seniority list and the reasons for their supersession may given.

(6) Number and date of Commission's letter in which advice for promotion to such a post was last given.

(7) (i) The character rolls of the officials referred to in (4) (i) and (5) may be attached.

(ii) The character rolls should be upto-date.

(The Commission insist that dharacter rolls of all persons whether they are proposed for promotion or supersession should be upto date before they are sent to them)

(8) Is seniority list sent? If not, whether it has already been supplied and, if so, please give the number and date of the letter with which it was sent.