

Government of Himachal Pradesh
Department of Personnel
Appointment-II

No. Per(AP.B)B(3)-1/94. Dated Shimla-2, the 27th February, 2016

Subject : Procedure to be observed by Departmental Promotion Committees (DPCs) - No supersession in 'selection' promotion - Revised guidelines regarding.

OFFICE MEMORANDUM

The undersigned is directed to invite a reference to this Department notification No. Per(AP.II) A(1)-1/80, dated 3/4 November, 1981 regarding principles for promotion to selection posts which contain detailed guidelines with regard to zone of consideration, overall classification, treatment to be meted out to the officers on deputation/secondment or foreign service and classification/categorisation of the officers on the basis of marking system i.e. 'Outstanding', 'Very good', 'Good' and 'Fair'. These instructions also provide that the officers graded as 'outstanding' will supersede the officers graded as 'very good' and officers graded as 'very good' will supersede the officers graded as 'good' only in the situation when the difference of length of service in the feeder post/grade between two officers is not more than two years.

2. The matter to review these instructions was under consideration of the Government for sometime past. After careful consideration, the following procedure is laid down to consider promotion to the selection posts, in

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On G.M. *[Signature]*

supersession of existing instructions referred to above:-

1. Revised guidelines/norms

The existing instructions/guidelines, permitting supersession on promotion to selection posts, have been reviewed comprehensively by the State Government and it has been decided that there should be no supersession in the matter of promotion to 'selection posts' at any level under the State Government. The following revised guidelines/ norms for promotion to selection post are prescribed in the succeeding paragraphs for providing guidance to the Departmental Promotion Committees (DPCs):

2. Mode of Promotion

In the case of promotion to selection post, the existing nomenclature "merit-cum-seniority" is dispensed with and the mode of promotion in all such cases is rechristened as 'selection' only. The element of selectivity shall be determined with reference to the relevant bench-mark ("Very Good" or "Good") prescribed for promotion.

2.1 Bench-mark for promotion

The Departmental Promotion Committee (DPC) shall determine the merit of those being assessed for promotion with reference to the prescribed bench-mark and accordingly grade the officers as 'fit' or 'unfit' only. Only those

who are graded 'fit' (i.e. who meet the prescribed bench-mark) by the DPC shall be included and arranged in the select panel in order of their inter-se seniority in the feeder grade. Those officers who are graded 'unfit' (in terms of the prescribed bench-mark) by the DPC shall not be included in the select panel. Thus, there shall be no supersession in promotion among those who are graded 'fit' (in terms of the prescribed bench-mark) by the DPC.

2.1.1 Although among those who meet the prescribed bench-mark, inter-se seniority of the feeder grade shall remain intact, eligibility for promotion will no doubt be subject to fulfillment of all the conditions laid down in the relevant Recruitment/Service Rules, including the conditions that one should be the holder of the relevant feeder post on regular basis and that he should have rendered the prescribed eligibility service in the feeder post.

3. Promotion to the grade pay

- (i) The mode of promotion, as indicated in paragraph 2 above, shall be 'selection'.
- (ii) The 'Bench-marks' for promotion as indicated in paragraph 2.1 and 2.1.1 above, shall be 'Very Good' for promotions to the 'selection' posts carrying grade pay of ₹ 7600/- and **above** and 'Good' for promotion to the

'selection' posts, carrying grade pay **below** ₹ 7600/-.

- (iii) The DPC shall for promotion to the said grade pay (₹ 7600/- and **above** and grade pay **below** ₹ 7600/-), grade officers as "fit" or unfit only with reference to the bench-mark of 'very good' or 'good', as the case may be. Only those who are graded as fit shall be included in the select panel prepared by the DPC in order of their inter-se-seniority in the feeder grade. Thus, there shall be no supersession in promotion among those who are found 'fit' by the DPC in terms of aforesaid prescribed bench-mark of 'very good' or 'good', as the case may be.

4. Zone of consideration of promotion to posts to be filled by 'selection'

- (a) The Departmental Promotion Committee (DPC) shall for the purpose of determining the number of officers who should be eligible officers in the feeder grade(s) restrict the field of choice i.e. twice the number of vacancies plus four, which shall have general application with reference to the number of clear regular vacancies proposed to be filled in the year, see the following statement:

STATEMENT

Vacancies	Zone of consideration	Vacancies	Zone of consideration
1	5	15	34
2	8	16	36
3	10	17	38
4	12	18	40
5	14	19	42
6	16	20	44
7	18	30	64
8	20	40	84
9	22	50	104
10	24	60	124
11	26	70	144
12	28	80	164
13	30	90	184
14	32	100	204
		X	2x+4

- (b) Where, however, the number of eligible officers in feeder grade(s) is less than the required number of officers, all those eligible should be considered.
- (c) The existing provision relating to extension of zone of consideration for Scheduled Caste and Scheduled Tribe officers (and not any other) to five times the number of vacancies will, however, continue.
- (d) The existing provision that those belonging to Scheduled Caste and Scheduled Tribe selected for promotion against vacancies reserved for them from within the extended field of choice/zone of consideration under sub-para

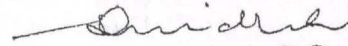
(c) above would, however, be placed enbloc below all the other officers selected from within the normal zone of consideration/field of choice will, however, also continue.

(e) The DPC, in the aforesaid category of cases, may assess the suitability of eligible employees in the zone of consideration (in the descending order) for inclusion in the panel for promotion up to a number which is considered sufficient against the number of vacancies. With regard to the number of employees to be included in the panel, the DPC may also be required to keep in view the instructions issued vide this Department letter No. Per (AP.B)B(15)-5/2013 dated 25th June, 2013, relating to norms for retired employees and preparing extended panel(s) for promotion to 'selection' posts. In respect of the remaining, employees, the DPC may put a note in the minutes that "the assessment of the remaining employees in the zone of consideration is considered not necessary as sufficient number of employees with prescribed bench-mark have become available."

5. If the guidelines contained in this Office Memorandum come in conflict with the provisions of any other executive instructions issued by this Department on this subject, the same shall be taken to be modified to the extent provided herein.

6. The instructions contained in this Office Memorandum shall come into force from the date of its issue.

7. The above instructions may be brought to the notice of all concerned. Please acknowledge the receipt.



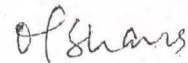
27.2.2016

(Tarun Shridhar)

Addl. Chief Secretary (Personnel) to the
Government of Himachal Pradesh
Tel. No. 0177 - 2622382

Endst No. Per(AP.B)B(3)-1/94 Dated Shimla-2, the 27-02-2016

1. The Pr. Secretary to HE Governor, Himachal Pradesh. Shimla-2
2. Pr. PS to Chief Minister, Himachal Pradesh, Shimla-2
3. Sr. PS to Chief Secretary to the Govt. of Himachal Pradesh. Shimla-2
4. All Administrative Secretaries to the Govt. of Himachal Pradesh. Shimla-2
5. All Heads of Departments in Himachal Pradesh
6. All Divisional Commissioners in Himachal Pradesh
7. All the Deputy Commissioners in Himachal Pradesh
8. All the Chairman/Managing Directors / Registrars / Secretaries of Boards /Corporations /Universities /Autonomous Bodies in Himachal Pradesh
9. The Secretary, Himachal Pradesh Public Service Commission, Shimla-2
10. The Secretary, Himachal Pradesh, SSSB, Hamirpur-177001
11. All the Section Officers, H.P. Secretariat, Shimla-2
12. Branch Guard File/ Spare copies - 50



(O.P.Sharma)

Deputy Secretary (Personnel) to the
Government of Himachal Pradesh
Tel. 0177-2628497

Directorate of Hr. Education
Himachal Pradesh



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Copy for information and further necessary action is forwarded to :-

23/3/2016

1. *The Addl. Chief Secretary (Personnel) to the Govt. of H.P. w.r.t. his letter No.Per(AP.B)B(3)-1/94 dated 27th February, 2016 for information please.*
2. *The Addl. Chief Secretary (Personnel) to the Govt. of H.P. for information please.*
3. *The Additional Director of Hr. Education (Adm./C/S), H.P.*
4. *The Joint Director of Hr. Education, C-I/ C-II, H.P.*
5. *The Joint Controller (F&A), Dte. of Hr. Education, H.P.*
6. *The OSD(C) / OSD(Skt.) Directorate of Hr. Education, H.P.*
7. *All Deputy Directors/ Assistant Directors, Dte. of Hr. Education, H.P.*
8. *All the Deputy Directors of Hr. Education, H.P.*
9. *The Chief Librarian, Center State Library Solan.*
10. *The PS to the Director of Higher Education, H.P.*
11. *The Technical Officer, Dte. of Hr. Education, H.P. with the remarks to upload the said orders on the deptt. Website.*
12. *The DDO Directorate of Hr. Education, H.P.*
13. *All the Branch Officer/ Superintendents, Establishment branches in the Directorate of Hr. Education, H.P.*
14. *Guard File.*

[Signature]
Hd. Director Hr. Education
Himachal Pradesh

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