New Delhi, the 9.9.1992.

OFFICE MEMORANDUM

Subject: Time limit for relieving an official consequent upon his promotion to the higher grade.

The Staff Side in the National Council (JCM) had contended that in many cases of promotion, involving change of station, the officials were not being relieved of their duties from the lower post even after issue of formal orders of promotion, on one pretext or the other. This delay, in relief from lower post, causes pecuniary loss to individual concerned in the form of pay and pensionary benefits, etc. Therefore, the Staff Side had demanded that a time-limit may be prescribed within which an official must be relieved of his duties from lower post on his promotion to higher post. The official side agreed to issue suitable instructions for expeditious relieve of the Govt. Servant on promotion.

2. After careful consideration of the demand of the Staff Side and having regard to the relevant factors, it is hereby directed that Govt. servants ordered for promotion should be relieved immediately on receipt of the relevant orders of promotion. In exceptional circumstances where the retention of the official in the lower post is felt absolutely necessary in exigencies of services, the fact may be brought to the notice of the controlling officer and orders sought for retention for a specific period ranging from 1-3 months depending on the merits of each case. While doing so it should specifically be brought to the notice of the Controlling Officer that the delay in relieving the officer will cause him pecuniary loss so that the retention may be avoided as far as possible.

(Hindi Version will follow)

(T.O. THOMAS)

UNDER SECRETARY TO THE GOVT. OF INDIA

To

1. All Ministries/Departments of Govt. of India
2. Office of, of the C & AG.