

New Delhi, the 16th May, 1957.

OFFICE MEMORANDUM

Subject: Selection Posts - Principles for
promotion to.

Reference this Ministry's Office Memorandum No. 1/4/55-RPS, dated the 5th August, 1955. After considering the replies received from the various Ministries and the Union Public Service Commission, and keeping in view the policy of Government, settled at the highest level, that greater emphasis should be placed on merit as a criterion for promotion, the following decision have been taken:-

1. Appointments to selection posts and selection grades should be made on the basis of merit with regard to seniority only to the extent indicated below.
2. The Departmental Promotion Committee or other selection authority should first decide the field of choice, i.e., the number of eligible officers awaiting promotion who should be considered for inclusion in the "select list" provided, however, that an officer of outstanding merit, may be included in the list of eligibles even if he is outside the normal field of choice. x x
3. From among such officers those who are concerned unfit for promotion should be excluded.
4. The remaining Officers should be classified as 'outstanding', 'very good' and 'good' on the basis of merit, as determined by their respective records of service. The "select list" should then be prepared by placing the names in the order of those three categories, without disturbing the seniority inter-se within each category.
5. Promotions should normally be made from the "select list" in the order in which the names are finally arranged.

6. The "select list" should be periodically reviewed. The names of those officers who have already been promoted (otherwise than on a local or purely temporary basis) and continue to officiate should be removed from the list and the rest of the names along with others who may now be included in the field of choice should be considered for the "select list" for the subsequent.

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Note:- The field of choice, wherever possible should extend to five or six times the number of vacancies expected within a year.
