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New Delhi, the 4th February, 1992.

OFFICE MEMORANDUM

Subject:-Revision of pay scale/upgradation of the posts - Date of regular appointment of the incumbents to the upgraded post.

The undersigned is directed to say that in the event of revision of pay scales or upgradation of posts, the question as to what criteria should be adopted in assessing the suitability of the incumbents of the posts as well as the date of appointment to the upgraded posts has been under consideration in this Department. In the matter of appointments to upgraded posts, the following four situations can be expected:-

- (i) Upgradation of posts involves only a higher replacement scale without any higher responsibilities/higher qualifications or higher eligibility service;
- (ii) Upgradation involves only higher replacement scale without any higher responsibility but the officers concerned have to fulfil the higher eligibility service;
- (iii) The upgradation of the posts involves higher responsibility or higher qualifications or higher eligibility service; and
- (iv) Upgradation involves change in group but without higher responsibility or higher qualification (or higher eligibility service).

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2. The following criteria may be adopted in assessing the suitability of the incumbents of the post/deciding the date of appointment to upgraded posts:-

1. Where the upgradation involves only a higher replacement scale without any additional responsibility/higher qualification/higher eligibility service, the suitability of the incumbents need not be assessed and they may be appointed to the post with the higher replacement scale with effect from the date notified by the Government, giving effect to the recommendations of the Pay Commission or similar bodies etc.

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2. Where the upgradation involves a higher replacement scale without higher responsibilities or higher qualifications but with a higher eligibility service, the incumbent need not be assessed for their suitability but it should be ensured that they have completed the requisite qualifying service for appointments to the upgraded post. In case they had completed the qualifying service on or before the date notified by the Government, they may be appointed to the upgraded post from that date. In the case of others who fulfil the qualifying service on a later date, they should be appointed to the upgraded post from the date on which they complete the qualifying service. This would be subject to the condition that irrespective of the date of appointment, the original seniority of the incumbent in the grade prior to upgradation will be maintained for appointment to the upgraded post.
3. If the upgradation involves higher responsibility or higher qualification or higher eligibility service, the suitability of the incumbents has to be assessed and if found suitable, they will be appointed to the upgraded post prospectively i.e. not earlier than the date of the U.P.S.C.'s advice letter or if the assessment is made by the Departments themselves, the date of assessment.
4. If the upgradation involves change in the group, but there is no higher responsibility or higher qualification or (higher eligibility service) the suitability of the incumbents has to be assessed and if found suitable, they will be appointed to the upgraded post from the date notified by the Government.

3. These instructions may please be brought to the notice of all concerned for guidance and compliance.


(Y. G. PARANDE)
DIRECTOR.

To

All Ministries/Departments of the
Government of India.