

Department of Personnel and Administrative Reforms O.M. No.36011/14/83-Estt.(SCT),  
dated the 30<sup>th</sup> April, 1983, to all Ministries/Departments, etc.

*Subject:—Adhoc promotions—consideration of cases of Scheduled Castes/Scheduled Tribes employees.*

The undersigned is directed to refer to the Department of Personnel & A.R. O.M. No. 36021/7/78-Estt.(SCT) dated 16-4-1979 on the above subject where Ministries and Departments were requested to report to adhoc promotions, only when it became inescapable in the public interest and that where such adhoc promotions had to be resorted to unavoidably, in the public interest, the claims of eligible officers belonging to Scheduled Castes/Scheduled Tribes should also be duly considered alongwith other eligible in the filled, though there was to be no formal reservation for Scheduled Castes/Scheduled Tribes in such promotions. A number of Ministries/Departments have asked for clarification regarding the procedure to be followed and the guidelines, if any, prescribed for considering the claims of the Scheduled Castes/Scheduled Tribes candidates while making such adhoc promotions.

2. It is once again reiterated that the basic approach of this Department is that adhoc promotions should be minimised, if not eliminated altogether. However, if such *ad hoc* promotions are to be made in exceptional circumstances, such as during pendency of court cases protracted seniority disputes, non-framing of recruitment rules, unforeseen delay in direct recruitment or convening of DPCs for reasons beyond the control of the appointing authorities, etc. the following guidelines may be followed so as to ensure that the claims of eligible officers belonging to Scheduled Castes/Scheduled Tribes are also duly considered;

*Guidelines:*

- (1) Adhoc promotions should be considered only against vacancies in excess of 45 days;
- (2) Since in cases where reservation orders for SC & ST are applicable all vacancies for periods in excess of 45 days are necessarily to be placed on the appropriate roster, the number of vacancies falling to the share of SC & ST, if the vacancies were to be filled on regular basis should first be identified;
3. Since adhoc promotions are made on the basis of seniority-cum-fitness, all the Scheduled Castes/Scheduled Tribes candidates covered in the relevant seniority list within the total number of such vacancies against which *ad hoc* promotions are to be made, should be considered in the order of their general seniority as per the gradation list, on the principle of seniority-cum-fitness and if they are not adjudged unfit, they should all be promoted on adhoc basis;
4. If, however, the number of SC/ST candidates found fit within the range of actual vacancies is less than the number of vacancies identified as falling to their share if the vacancies were filled on a regular basis vide (2) above then additional SC/ST candidates to the extent required should be located by going down the seniority list, provided they are eligible and found fit for such adhoc appointment. This procedure should be adopted on every occasion on which adhoc appointment is resorted to;
5. All adhoc appointees have to be replaced by regular incumbents at the earliest opportunity. Accordingly, when regular promotions are made subsequently reversion of the adhoc appointees should take place strictly in the reverse order of seniority, the junior-most candidate being reverted first. No special concessions are to be given to SC/ST candidates at the time of such reversion;
6. It will be clear from what is stated above that there is no need for maintaining any separate formal roster for adhoc promotions. The concept of dereservation, carrying forward of the reservation etc. will also not be applicable in the case of adhoc appointments. However, a simple register called Adhoc Promotions Register may be maintained for the different categories of posts for which adhoc appointments are made to facilitate a record being kept of the adhoc appointments and for ensuring reversion in the proper order on regular promotions being made to the posts in question; and
7. For regular promotions when eventually made the procedures and instructions laid down in the Brochure will continue to apply.

Ministry of Finance etc. are requested to bring the contents of this O.M. to their attached and subordinate offices and all concerned for strict compliance.