

OFFICE MEMORANDUM

Subject:- Ad-hoc promotion - prescribing of sealed cover procedure - regarding.

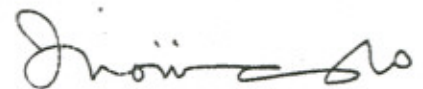
The undersigned is directed to invite reference to the Department of Personnel and Training Office Memorandum No.28036/8/87-Estt(D) dated March 30, 1988 (copy enclosed). These instructions lay down general scheme for ad-hoc appointments/promotions and prescribe the parameters for such appointments/promotions. References are being received in the Department of Personnel and Training seeking clarifications as to adoption of the 'Sealed Cover Procedure' prescribed vide the Department of Personnel and Training Office Memorandum No.22011/4/91-Estt(A) dated September 14, 1992 (copy enclosed) in regard to such ad-hoc appointments/promotions.

2. The matter has been examined and it has been decided that the 'Sealed Cover Procedure' prescribed in the Department of Personnel and Training Office Memorandum No.22011/4/91-Estt(A) dated September 14, 1992 referred to above may be followed at the time of consideration for ad-hoc promotion also in the case of Government servants:-

- (i) Who are under suspension;
- (ii) In respect of whom a charge-sheet has been issued and the disciplinary proceedings are pending; and
- (iii) In respect of whom prosecution for a criminal charge is pending.

3. Ministries/Departments are requested to bring the aforesaid instructions to the notice of all concerned and to take action accordingly.

4. Hindi version will follow.



(T.O. THOMAS)

Deputy Secretary to the Govt. of India

To

**All Ministries/Departments of the Government of India.
(As per standard list)**

Copy to:-

- (1) The Comptroller and Auditor General of India, New Delhi.
- (2) The Union Public Service Commission, New Delhi.
- (3) The Central Vigilance Commission, New Delhi.
- (4) The Rajya Sabha Secretariat, New Delhi.
- (5) The Lok Sabha Secretariat, New Delhi.
- (6) All State Governments/Union Territory Administrations.
- (7) All attached/subordinate offices of the Ministry of Personnel, P.G. and Pensions and the Ministry of Home Affairs.
- (8) All Sections in the Ministry of Personnel, P.G. and Pensions and the Ministry of Home Affairs.
- (9) Establishment (D) Section, DoP&T, New Delhi. -- (200 copies)