

Confidential

No.11030/20/75-AIS (II)
Government of India/Bharat Sarkar
Cabinet Secretariat/Mantrinandal Sachivalaya
Department of Personnel & Administrative Reforms
(Karmik Aur Prashasnik Sudhar Vibagh)

.....
New Delhi, the 27th December, 1975.

To

Shri
Chief Secretary to the
Government of

Subject:- Indian Administrative Service - promotion to
the senior scale and the super time scale -
guidelines regarding -

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Sir,

I am directed to say that the question of setting up of a suitable machinery and formulating guidelines for selecting the members of the Indian Administrative Service for promotion to the Senior Scale, Selection Grade and the Super time scale has been under the consideration of the Central Government for some time now. It has now been decided that Screening Committees should be set up and guidelines, as in the annexure, should be followed by the State Governments in regard to the promotion/selection of members of the Indian Administrative Service to the various grades of the Service. The action taken by the State Government in regard to the setting up of the Screening Committee etc. may be communicated to this Department in due course.

2. These instructions are in super-session of the instructions contained in the D.O. letter No.1/92/65-AIS (II), dated the 19th November, 1966.

Sd/-
(R.L. AGGARWAL)
UNDER SECRETARY TO THE GOVERNMENT OF INDIA

No.11031/20/75-AIS (II) New Delhi, dated 27th Dec., 1975.

Copy to:-

1. Shri
Secretary to the Government of India
Ministry/Department of

2. The Establishment Officer to the
Government of India, Deptt. of Personnel & A R.
New Delhi.

Sd/- (R.L. AGGARWAL)
UNDER SECRETARY TO THE GOVT. OF INDIA

ANNEXURE TO DEPARTMENT OF PERSONNEL & A.R.
LETTER NO. 11030/20/75-AIS (II), dated 27th
DECEMBER, 1975.

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I. PROMOTION TO SENIOR SCALE POSTS.

The Chief Secretary to the State Government may evaluate the performance of the members of the Indian Administrative Service in the junior scale of the Indian Administrative Service for deciding on their suitability for promotion to the senior scale posts.

II. PROMOTION TO THE SELECTION GR. DE.

A Committee consisting of the Chief Secretary and two other senior officers of the State Government may screen the members of the Indian Administrative Service in the senior scale of the Indian Administrative Service for promotion to the Selection Grade on the basis of 'merit with due regard to seniority'.

III. PROMOTION TO SUPERTIME SCALE POSTS.

(1) Composition of the Screening Committee.

The Screening Committee may consist of three officers - the Chief Secretary and two officers in the State at the level of Additional Secretary to the Government of India. If there is only one Additional Secretary level Officer, the senior most officer in the super time scale (Rs. 2500-2750) may be included. The Screening Committee for the Joint Cadre of Union Territories should consist of Home Secretary as Chairman and Secretary, Department of Personnel and Administrative Reforms, and a nominee of the Cabinet Secretary, who could nominate either the Additional Secretary, Ministry of Home Affairs dealing with the Union Territories or an officer of the Joint Cadre of the Union Territories, depending on the exigencies of the situation, as Members.

(2) Zone of consideration.

The zone of consideration may consist of all the members of the Indian Administrative Service who have completed 16 years in the service.

(3) Method of selection.

(i) Selection should be based on merit with due regard to seniority as provided in sub-rule 2(A) of Rule 2 of the Indian Administrative Service (Pay) Rules, 1954.

(ii) Suitability of officers to hold super-time scale posts may be judged by evaluating their Character roll record as a whole, and general assessment of their work.

contd.....

(iii) An officer against whom a vigilance or departmental inquiry has been started should also be assessed and the assessment placed in a sealed cover. The question of including him in the panel should be considered when the result of the inquiry is known.

(iv) The reasons for suppression may be indicated in the case of officers who are not included in the panel.

(v) An officer who has not been included in the panel in the first instance should be eligible for re-consideration after earning two more reports.

(vi) Special review may be done in cases where adverse remarks in the Officers' annual confidential reports are expunged subsequently as a result of their representations.

(4) Period of validity of the panel.

- (i) A fresh panel may be prepared as soon as all the officers on the previous panel have been provided.
- (ii) If a vigilance or departmental enquiry has been started against an officer on the panel after a preliminary enquiry establishing charges prima facie, the said officer shall not be promoted to the super-time scale and will be deemed to have been excluded from the list, pending the result of the enquiry.
- (iii) Subject to exigencies of service, the appointments to the super-time scale may be made in the order in which names appear in the panel.

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