

CHAPTER - VII
DEPARTMENTAL PROMOTION COMMITTEES

*No.PER(AR)132
78/85,dt. 19th
Aug, 1980.*

1.1. The question of associating the Meghalaya Public Service Commission with all Departmental Promotion Committee and the Chairman or Member of the Commission presiding over the Departmental Promotion Committees for preparation of Select List of officers eligible for being promoted has been under consideration of the Government for some time. The Conference of Chairman of Public Service Commissions held in November, 1977 in New Delhi recommended that the State Public Service Commissions should be associated with the Departmental Promotion Committees. Government have carefully examined the matter. In view of the fact that such an association of representatives of the Public Service Commission would not give any finality to such select lists prepared and that even after the association of the representatives of the Public Service Commission with the Departmental Promotion Committees, it would still be necessary for the Government to refer such select lists to the Commission, it is felt that such an association would not be helpful to the process and accordingly Government have decided not to accept the said recommendation.

1.2. Government have also noted that there is no uniform procedure adopted in the State in this regard. While some Departments have associated the Public Service Commission in their Departmental Promotion Committees, there are others, which have not. This lack of uniformity is not conducive to the arrangements being considered as smooth and orderly, There are Departmental Promotion Committees with which the Public Service Commission is associated on the basis of the service rules while there are departments which have adopted the procedure on the basis of executive instructions.

1.3. On the basis of the above, Government are, therefore, pleased to direct as follows:-

(1) that the Chairman or Member of the Public Service Commission

	<p>need not be associated with any Departmental Promotion Committee;</p> <p>(2) that where such Departmental promotion committee has been set up, under the Rules, associating the Public Service Commission, the said rules should be amended accordingly disassociating the Public Service Commission with such Departmental Promotion Committee; and</p> <p>(3) where such Departmental Promotion Committee, associating the Public Service Commission with them have been set up under executive instructions, the same should be modified in accordance with the above instructions.</p> <p>1.4. Government are also pleased to direct that wherever such Departmental Promotion Committees are proposed to be set up for gazetted posts or non-gazetted posts, the proposal should be submitted to the Government in the Personnel and Administrative Reforms (B) Department for constituting such Departmental Promotion Committees before finalisation.</p> <p>1.5. Government are further pleased to direct that all promotion be made through properly constituted Departmental Promotion Committees hereafter.</p>
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<p><i>O.M.No.PER (AR)132/78/ 96 dtd. 10th Feb,1981</i></p>	<p>2.1. The question of prescribing a uniform pattern in the matter of constitution of Departmental Promotion Committees referred to in Office Memorandum No. PER (AR)132/78/85 dated, the 19th August 1980 vide Para 1.1 above, has been carefully examined and it has been decided that, pending the framing and finalisation of Service Rules, all Departments should immediately constitute Departmental Promotion Committees for the purpose of consideration of suitable Officers/staff for appointment to various services/posts(both gazetted and non-gazetted) in consultation with Personnel and Administrative Reforms (B) Department. It has, however, been decided that the pattern of Departmental Promotion Committee for promotion to posts carrying scales of pay the maximum of which is Rs.1650/- and above should be as follows:</p>
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Chief Secretary	Chairman
Special Secretary / Secretary of concerned Department.	Member
Special Secretary / Secretary Personnel Department.	Member
Special Secretary / Secretary, Finance Department	Member
Head of Department concerned (if not a candidate himself)	Member

	<p>2.2. In addition to the above, the Committee may invite any other person to attend its meetings, if and when considered necessary.</p> <p>2.3. With regards to posts carrying scales of pay the maximum of which is less than Rs.1650/- per month the Department concerned should work out the pattern of the Departmental Promotion Committee.</p> <p>2.4. Proposals for the Constitution of such Departmental Promotion Committee should be submitted by the concerned Department to Personnel & A.R(B)Department within a period of two months from the date of issue of this order so that the Departmental Promotion Committee could be constituted with the least possible delay.</p> <p>2.5. The Constitution of the Departmental Promotion Committee should also be incorporated in the respective Service Rules.</p>
<p><i>O.M.No.Per (AR) 132/78/113 dt, 5th March, 1984</i></p>	<p>3. With reference to Sl.3 of Para 1 of Office Memorandum No. PER (AR)132/78/96, dated 10th February, 1981,(Para 2.1 above), the Additional Secretary to the Government of Meghalaya, Personnel and A.R. Department shall be added as member of the pattern of the</p> <p>Departmental Promotion Committee for consideration of selection of suitable officers for promotion to posts carrying scales of pay the</p>

	maximum of which is Rs.1650/- and above.
<p><i>O.M.No.PER (AR)75/84/6 dtd.15th Nov, 1985</i></p>	<p style="text-align: center;">Promotions Through Departmental Selection Committees</p> <p>4.1. In the Department's office Memorandum No.PER(AR)132/78/85 dated the 19th August,1980 (Para 1.1 above), it has been laid down that all promotions should be made through properly constituted Departmental Promotion Committees to be constituted in accordance with the procedure laid down in office Memorandum No.PER(AR)132/78/96, dated 10th Feb.1981 (Para 2.1 above). As there may be cases of promotion which might have been made by the various Departments/offices under Regulation 4(d) of the Meghalaya Public Service Commission (Limitation of functions)Regulations,1972, prior to the issue of the above mentioned office Memoranda, the matter has come up for consideration of the Government as to whether it is appropriate that such cases should go back to their Departmental Promotion Committees.</p> <p>4.2. Since, normally, Government orders would take effect from the dates of their issue, unless otherwise stated therein, it is decided that, promotions under Regulation 4(d) of the Meghalaya Public Service Commission(Limitation of Functions) Regulations, 1972 already decided upon by the Departments/Offices prior to issue of the above Office Memoranda, need not go back to Departmental Promotion Committees. The Departments/Offices having such cases may refer the same to the Meghalaya Public Service Commission for regularisation as such promotions made under Regulation 4(d) of the Meghalaya Public Service Commission (Limitation of Functions) Regulations, 1972 made prior to issue of the above mentioned Office Memoranda are quite regular.</p>
<p><i>O.M.No.PER (AR) 145/87/ 97 dt. 20th Oct , 1997</i></p>	<p>5.1. In partial modification to Office MemorandumNo.PER(AR)132/78/ 96, dated the 10th February, 1981 (Para 2.1. above), in Departments where the service rules are yet to be framed, it has been considered expedient that the constitution of the Departmental Promotion Committee for the purpose of consideration of suitable officers / staff for</p>

	<p>promotion to various services/posts (both gazetted and non-gazetted) the scale of which is below Rs. 4,150/- (Pre-revised) should be done in a uniform manner.</p> <p>5.2. It has, therefore, been decided that the pattern of such Departmental Promotion Committee for all categories of posts should be as follows :-</p>
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1. Principal Secretary/Commissioner & Secretary / Secretary of Department	Chairman
2. Commissioner & Secretary, Personnel & A.R. (B) Department or his Representative.	Member
3. Commissioner & Secretary, Finance Department or his representative	Member
4. Heads of Department	Member Secretary

	<p>5.3. In addition to the above, the Committee may invite any other person to attend the meeting, if and when considered necessary.</p> <p>5.4. In cases of the Departmental Promotion Committee which has been constituted in variance with the above pattern the same may be constituted afresh within a period of two months from date of issue of this order, i.e. 20th October, 1997.</p>
<p><i>O.M No.PER (AR) 153/93/40, dated, 6th March, 1998</i></p>	<p>6.1. It has come to the notice of the Government that the Departments/ Offices do not take prompt action to hold the Departmental Promotion Committee meeting to consider the eligibility or otherwise of Officers and staff for promotion against the resultant vacancy/vacancies which arise consequent to the retirement of incumbents or otherwise. Such delay on the part of Departments/Offices in not holding the Departmental Promotion Committee meeting for months together and in some cases even years, will not only deprive a Government employee of his/her promotion in due date but also prevent him/her from obtaining the consequential financial benefits and will also adversely affect the functioning of the administrative machinery.</p> <p>6.2 In order to ensure that such anomalies do not take place, all Depart-</p>

	<p>ments/offices are advised to hold the Departmental Promotion Committee meeting well in time, preferably even before the date of occurrence of vacancy/vacancies, i.e., the date of retirement of the incumbent(s). In case vacancy/(cies) are anticipated because of the retirement of some Officers/staff during the same year, the Departmental Promotion Committee may also recommend sufficient number of candidates to fill up such posts/vacancies without making it necessary for the Departmental Promotion Committee to sit again for the purpose. This will however be subject to the specific provision of the Service Rules when they do exist. Further, after sitting of the Departmental Promotion Committee, there should be no delay in processing and issue of promotion orders(s) to the duly recommended incumbents.</p>
<p>O.M.No.PER 112/81/110, dt. 28th April, 1986</p> <p>O.M.No.PER. 121/88/5, dt. 19th June, 1989</p>	<p style="text-align: center;">PRODUCTION OF COMPLETE C.R. DOSSIERS AND OTHER RELEVANT RECORD / DOCUMENTS BEFORE THE DEPARTMENTAL PROMOTION COMMITTEE</p> <p>7. Of late it has been noted that some Administrative Departments have not circulated agenda notes along with the notices for convening meetings of the Departmental Promotion Committees. It is, however, necessary for the representative of the Personnel & A.R. Department to study the case(s) as may be referred to the Committee in consultation with the records maintained in the Department. It has accordingly been decided that henceforth all Administrative Departments should submit to Personnel & A.R. Department the agenda notes atleast 7(seven) days before the scheduled meeting(s) of the D.P.C.</p> <p style="text-align: center;">Vigilance/Integrity Report on State Government Employees for promotion to next higher grade/post</p> <p>8.1. The question of laying down a uniform procedure in respect of obtaining Vigilance/Integrity Report from Political Department on Gazetted State Government employees before their promotion to next higher grade / post has been under the consideration of the Government for some time post.</p> <p>8.2. The matter has been examined by the Government and it has been decided that Vigilance/Integrity Report on all the Gazetted State</p>

<p>No.PER.121/88/Part-14,dt, 17th August, 1996.</p> <p>O.M.No.PER (AR) 174/88/38, dtd. 16th March,1992</p> <p><i>O.M.No.PER (AR)34/95/53 dtd.12th Nov, 1996</i></p>	<p>Government employees should be obtained from Political Department before their cases for promotion to next higher grade/post is placed for consideration by the concerned authorities/Departmental Promotion Committee.</p> <p>9. Separate Integrity Certificate from Political Department is not necessary in respect of Non-Gazetted Government employees for their first promotion to Gazetted posts under the State Government. However, in case there is anything specific against the integrity of any such officer, the fact should be placed before the Departmental Promotion Committee by the Head of Department concerned.</p> <p>10. Apart from the complete C.R. dossiers of Officers, the concerned Department is to ensure that the following information/particulars are also required to be made available to the Departmental Promotion Committee :-</p> <ol style="list-style-type: none"> (1) An Agenda Note indicating inter alia, the number of vacancies available, the eligibility conditions prescribed for the vacant posts, etc. In addition, it may also be specifically indicated whether the officers within the zone of consideration are holding their present posts in a regular manner or whether under Regulation 4(d), etc. (2) Integrity Certificate in respect of each of the Officers falling within the zone for consideration of promotion. (3) Final / Tentative Gradation List (4) Final / Draft Service Rules <p>11. It has been noted that some Administrative Departments/Heads of Departments have not circulated agenda notes along with the notice convening meeting of the Departmental Promotion Committees/Selection Committees, which is necessary if the representatives of concerned Departments who are members of the Departmental Promotion Committee are to study the case that may be referred to the Committees</p>
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O.M.No.PER
(AR) 145/87/
103, dtd. 11th
June, 1998

in consultation with the records maintained in the Department. All Administrative Departments/Heads of Departments should invariably submit both to Personnel and Finance Departments the Agenda Notes at least 7(seven) days before the scheduled date of the meeting of the Departmental Promotion Committee/Selection Committee.

12.1 Government have noticed that some Departments / Offices are not taking appropriate action to communicate in writing to concerned Officers any adverse/critical remarks recorded in their Annual Confidential Reports inspite of the General Principles/Guidelines issued. As a result, these Officers reported upon are not aware of such adverse remarks in their ACRs and as such, they do not have an opportunity to explain or represent to their respective Administration Departments / Heads of Departments/ offices on the adverse remarks which appear in their Annual Confidential Reports. They also do not get an opportunity to improve their performance. Apart from creating legal difficulties when such matters go to Court, this has put also the concerned Departments/Offices in an awkward position specially when the Officers reported upon are due for promotion and their case(s) are to be placed before the Departmental Promotion Committee for consideration of their promotion.

12.2. In order to avoid any difficulty that may arise when the Departmental Promotion Committee sits for consideration of promotion of the Officers, it is henceforth required that the Principal Secretary /Commissioner and Secretary / Secretary of the concerned Department should take personal care in this regard and should invariably satisfy himself that any adverse/critical remarks etc., recorded in the ACRs relating to the Officers under consideration for promotion

have been duly communicated to them and further action as required be completed before their cases of promotion are placed before the Departmental Promotion Committee.

12.3. As per existing instructions, the fact that such communication has been issued to the concerned Officer, together with the letter number and

	<p>date, and the consequential decision of Government taken on subsequent representation (if any) submitted by the Officer, should also be noted in the original Annual Confidential Report.</p>
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12.4. The Principal Secretary/Commissioner & Secretary/Secretary will be held personally responsible in case of any failure/lapse in complying with these instructions, and an adverse view will be taken on such lapse.