

Centre for Law & Public Administration (CLP)

**Foundation Course (FC)
for newly recruited Group - II Service
Officers (ASOs) of Telangana
(05.01.2026 to 28.02.2026)**

**Reading Material
Constitution and guidelines
for
Departmental Promotion Committees
(SECOND EDITION)**



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Government of Telangana
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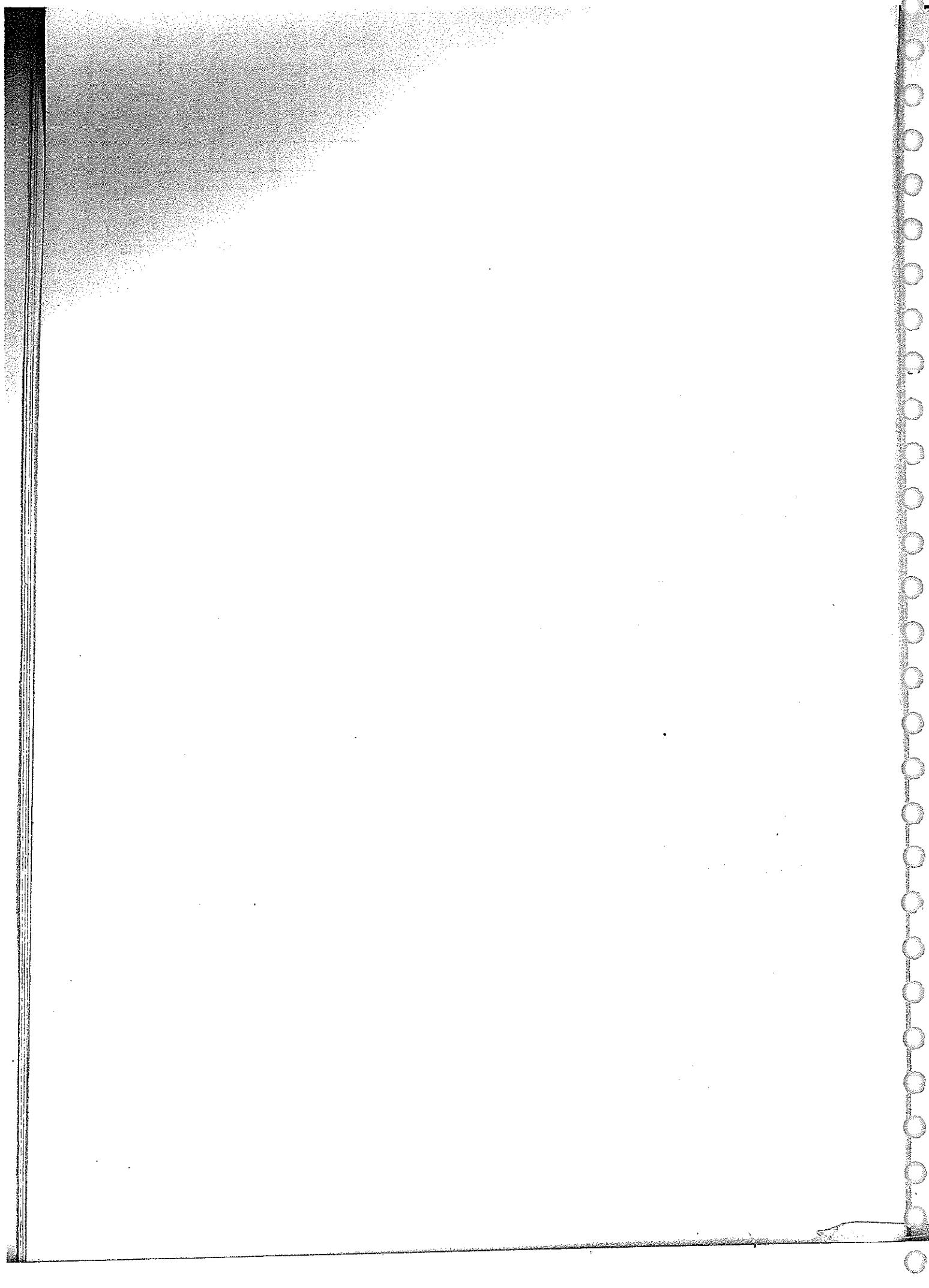
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PART - I

Extracts of relevant rules from Part-II A.P.State and Subordinate Service Rules.

Rule-4: Approved Candidates : (a) (1)¹ (i) All First appointments to a State Service and all promotions/ appointment by transfer in that service shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal by the appointing authority as specified in sub-rule from the list of approved candidates. Such list shall be prepared by the appointing authority or any other authority empowered in this behalf. Where the candidates in such list are arranged in their order of preference, promotions/ appointments to the service shall be made in such order.

(ii) : The list of approved candidates for appointment by transfer to a service or a class of service in any case, where the Commission is not consulted on the suitability of a candidate for such appointment under sub-clause (b) of Clause (3) of Article 320 of the Constitution of India or for promotion, shall be prepared ordinarily during the month of September every year on the basis of estimate of vacancies sent in terms of Sub-Clause (iv). First September of the year shall be reckoned as the qualifying date to determine the eligibility of a candidate for such appointment, which shall cease to be in force on the afternoon of the ² 31st December of the succeeding year or till a new panel is prepared, which ever is earlier: and for the purpose of preparing the said list the claims as many qualified and eligible candidates as is equivalent to the number of vacancies estimated shall be considered :

Provided that if the number of candidates to be included in the list of approved candidates falls short of the number of vacancies estimated such shortfall shall be made good by considering the claims of the other qualified and eligible candidates, if any, in the seniority list placed immediately below :

Provided further that the list of approved candidates so prepared shall be reviewed after a period of six months reckoned from the date of approval of the panel, for the purpose of considering the cases of such persons whose names were not included in the list prepared earlier for not passing the prescribed tests for not having special qualifications prescribed under the rules, if they have subsequently passed those tests or acquired the said qualifications and are otherwise found suitable for inclusion in the panel of the year. No such review of list of approved candidates shall, however, be undertaken where no tests or special qualifications are prescribed under the rules as condition precedent for promotion or appointment by transfer.

Provided also that approved list in operation on the date of commencement of the sub-rule shall continue to be valid and operative till 31st day of May, 1990 and

¹ G.O.Ms.No.438, G.A.D. (Ser.D) Deptt. dt.16.7.1990.

² G.O.Ms.No.595, G.A.D. (Ser.D) Dept. dt.24.10.91.

where as the lists have to be prepared reckoning 1st November, 1989 which shall also cease to be in force on 31st August, 1990:

Provided also that no list of approved candidates need be prepared :

(i) if vacancies are not available for the particular panel period subject to the appointing authority recording a certificate to the effect: or

(ii) where the appointing authority do not consider it necessary :

Provided also that the Government may order preparation of list of approved candidates as frequently as may be necessary in the exigencies of administration.

(iii) The list of approved candidates for promotion or appointment by transfer to a service or class of service in any case where it is necessary to consult the commission on the suitability for such appointment shall be prepared ordinarily in the month of September every year reckoning 1st September of the year as the qualifying date to determine the eligibility of a candidate for such appointment, which shall cease to be in force on the afternoon of the 31st December of the succeeding year or till a new panel is prepared, whichever is earlier.³

"Provided that 1st May of every year shall be deemed to have been the date on which the list of approved candidates for appointment to the posts of Assistant Secretary was prepared for the year 1978 to 1986".⁴

⁵ (iv) The list of approved candidates under sub-clause (ii) or sub-clause (iii) shall consist of such number of candidates as is equal to the number of vacancies which are estimated to arise on the following basis during the currency of that list :

(a) the existing vacancies, including the vacancies which were not filled up in the previous years for any reasons;

(b) (i) vacancies to arise owing to retirement;

(ii) consequential vacancies due to promotion;

Provided, that when the number of qualified and eligible candidates to be included in the list of approved candidates is less than the number of vacancies estimated to arise during the currency of that list, such number of candidates eligible and found fit only shall be included in the approved list irrespective of the number of vacancies.

³ G.O.Ms.No.595, G.A. (Ser.D) Dept. dt.24-10-91.

⁴ G.O.Ms.No.215, G.A.(Ser.D) Dept. dt.18-4-1989.

⁵ Sub-Clause (iv) is sub-by G.O.438, G.A.D. dt.16-7-90.

Provided further the list of approved candidates shall also be prepared taking into account the vacancies not exceeding 10% of the total estimate of vacancies, ignoring fraction of less than half or 0.5 and rounding of fraction of 1/2 or more i.e., 0.5 above to the next nearest number, as reserve to fill up the vacancies likely to last for more than 2 months on account of :

- (i) deputation;
- (ii) training;
- (iii) long leave; or
- (iv) suspension

(1) Provided also that the candidates kept in reserve in the approved list shall be not less than one, where the estimate of vacancies is five or less than five.

(2) The following persons shall be considered for inclusion in any list of approved candidates prepared under Sub-Clause (b) OR

Sub-clause (iii) of clause (1) namely :-

(A) Persons who were included in the previous⁶ list of approved candidates but who have not commenced their probation;

(B) Persons who did not possess the prescribed qualifications at the time of preparation of the previous⁷ list of approved candidates, but who have since acquired such qualifications and are eligible for being considered in the current⁸ list; and (C) Persons who were considered unsuitable for inclusion in the earlier list of approved candidates, but who possess the prescribed qualifications.

Explanation : In considering the inclusion of persons mentioned in item (a) above in the current⁹ list it shall not be necessary to carry forward the names of all such persons without having regard to their relative merit and ability.

(b) Where a candidates name has been included in the list of approved candidates for more than one service, the appointing authority who proposes to appoint such a candidate first shall require him to select the service to which he wishes to be appointed. On such selection, the candidates name shall be removed from the list or lists of approved candidates for the service or services to which he does not wish to be appointed.

⁶ The word 'years' omitted by G.O.Ms.No.687, G.A.D. Dt.17-12-1988.

⁷ The word 'years' omitted by G.O.Ms.No.687, G.A.D. Dt.17-12-1988.

⁸ The word 'years' omitted by G.O.Ms.No.687, G.A.D. Dt.17-12-1988.

⁹ The word 'years' omitted by G.O.Ms.No.687, G.A.D. Dt.17-12-1988.

(c) All appointments to State Service shall be made by the Government except where otherwise specifically provided for and except also in respect of initial categories of posts in the State Services for which the Head of the Department concerned shall be the appointing authority.

(d) It shall be open to the appointing authority at any time during which the list of approved candidates is in force to review for the purposes of addition to, or deletion from the said list, the cases of candidates:-

(i) Who were considered for inclusion in the list but whose cases were deferred because of their being under suspension of facing enquiry in Disciplinary Proceedings OR before criminal court or whose conduct was under investigation at the time of preparation of the list, but who have subsequently been exonerated and resorted to rightful place with retrospective effect;

(ii) Who were included in the list but were placed under suspension subsequently, or whose subsequent work and conduct have rendered them unfit for such inclusion.

(e) Omitted by G.O.Ms.No.443, G.A.(Ser.D) Dt.24-9-85.

10. Temporary appointments - (a) (i) (1) Where it is necessary in the public interest to fill emergently a vacancy in the post borne on the cadre of a service, class or category and if the filling of such vacancy in accordance with the rules is likely to result in undue delay, the appointing authority may appoint a person temporary otherwise than in accordance with the said rules.

(2) No appointment under sub-clause (1) shall ordinarily be made of a person who does not possess a qualifications, if any, prescribed for the said service, class or category. Every person who does not possess such qualifications and who has been or is appointed under sub-clause (1) shall be replaced as soon as possible by a person possessing such qualifications.

(ii) Where it is necessary to fill a short vacancy in a post borne on the cadre of a service, class or category and the appointment of the person who is entitled to such appointment under these rules and the special rules, would involve excessive expenditure on travelling allowance or exceptional administrative inconvenience the appointing authority may appoint any other person who possesses the qualifications, if any, prescribed for the said service, class or category.

(iii) A person appointed under clause (i) shall, whether or not he possesses the qualifications prescribed for the service, class or category to which he is appointed, be replaced as soon as possible by a member of the service or an approved candidate qualified to hold the post under the said rules.

(iv) A person appointed under clause (i) or (ii) shall not be regarded as a probationer in such service, class or category or be entitled by reason only of such appointment to any preferential claim to future appointments to such service, class or category.

(v) The appointing authority shall have the right to terminate the service of any person in the post to which he is appointed under clause (i) or clause (ii) at any time without assigning any reason and without notice.

(b) A person appointed to any part-time post created in lieu of a whole-time post borne on the cadre of a service, class or category shall not be regarded as a probationer in such service nor shall he be entitled by reason only of such appointment to any preferential claim to future appointment to such service, class or category.

(c) Notwithstanding anything contained in these rules, if and when a temporary post is created as an addition to the cadre of any service, class or category and the holder thereof is required by the State Government to possess any special qualifications, knowledge or experience any person who possess such qualifications, knowledge or experience, and is considered to be the best fitted to discharge the duties of such post may, irrespective of other considerations, be appointed to that post by the appointing authority, but the person so appointed shall not, by reason only of such appointment, be regarded as a probationer in such service, class or category nor shall he acquire thereby any preferential right to future appointment to such service, class or category.

(d) No person appointed under clause (i) or clause (ii) shall eligible to an increment in the time scale of pay applicable to him unless he passes of the test, completes the training, or acquires the qualification, prescribed as a condition for the grant of the first, the second or any subsequent increment, to a member of the service, class or category.

34. **PROMOTION**:- (a) No member of a service or class a service shall be eligible for promotion from the catageory in which he was appointed to the service unless he has satisfactorily completed his probation in that category.

(b) (i) Promotion to selection category or grade - Promotions in a service or class to a selection/category or to a selection grade shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately.

(ii) Promotion to non-selection category, or grade Notwithstanding anything contained special /ad-hoc rules, all promotions to non-selections of rule 16, be

made in accordance with the seniority-cum-fitness unless (1) promotion of a member has been withheld as a penalty or (2) a member has given special promotion for conspicuous merit and ability.

(substituted vide G.O.Ms.No. 438, G.A.D., dt.16.7.1990)

- (c) Probation on promotion-when the special rules prescribe promotion for members of a service appointed to a class or category by promotion from another class or category, no probation shall be deemed to be compulsory unless such promotion has been declared by a specific order of the State Government with reference to Fundamental Rule 30 or may other rules similar thereto for the time being in force to involve the assumption of duties and responsibilities of greater importance than those attaching to the class or category from which promotion is to be made.
- (d) Duty in different service counting for probation on promotion - A member of a service or a class of service promoted from one category to another shall be eligible to count for probation in the higher category his service, if any, performed otherwise than in a substantive capacity on regular appointment to another service, State or Subordinate, in accordance with these rules and the special rules, if the normal method of recruitment to the latter service is according to such special rules by transfer from the former service or class thereof.

34-A Notwithstanding anything contained in the special/ad-hoc rules, recruitment by transfer to a non-selection class, category or grade included in Subordinate Service, shall be made on the basis of seniority-cum-fitness.

(Inserted vide G.O.Ms.No.438 G.A.(Ser.B) Department Dated:16.7.1990)

37. **TEMPORARY PROMOTION** - (a) (i) Where it is necessary in the public interest to fill emergently a vacancy in a post borne on the cadre of a higher category in a service or class by promotion from a lower category and if the filling of such vacancy in accordance with the rules is likely to result in undue delay the appointing authority may promote a person temporarily otherwise than in accordance with the said rules.

(ii) No person who does not possess the qualifications, if any, prescribed for the said service, class or category, shall ordinarily be promoted under clause (i) Every person who does not possess such qualifications and who has been or is promoted under clause (i) shall be replaced as soon as possible by promoting a person possessing such qualifications.

(b) Where it is necessary to fill a short vacancy in a post borne on the cadre of a higher category in a service or class by promotion from a lower category and the appointment of the person who is entitled to such promotion under the rules would involve excessive expenditure on travelling allowance or exceptional administrative inconvenience the appointing authority may promote any other person who possess the qualifications, if any prescribed for the higher category.

(c) A person temporarily promoted under clause (i) of sub-rule (a) shall, whether or not he possesses the qualifications prescribed for the service, class or category to which he is promoted, be replaced as soon as possible, by the member of the service who is entitled to the promotion under the rules.

(d) A Person promoted under sub-rule (a) or (b) shall not be regarded as a probationer in the higher category or be entitled by reason only of such promotion to any preferential claim to future promotion to such higher category.

(dd) The appointing authority shall have the right to revert to a lower category or grade any person promoted under sub-rule (a) or sub-rule (b) at any time without assigning any reason and without notice.

(e) If such person is subsequently promoted to the higher category in accordance with the rules, he shall commence his probation, if any in such category from the date of such subsequent promotion or from such earlier date as the appointing authority may determine.

(f) No person appointed under sub-rule (a) or sub-rule (b) shall be eligible to an increment in time scale of pay applicable to him unless he passes the test, completes the training or acquires the qualification prescribed as a condition for the grant of the first the second or any subsequent increment to a member of the service, class or category.

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

PUBLIC SERVICES - Andhra Pradesh State & Subordinate Services Rules - Part-II-
Rule 4 - Amendment - Issued.

GENERAL ADMINISTRATION (SERVICES.D) DEPARTMENT

G.O.Ms.No.530

Dated: 2nd November, 1987.

Read the following:-

1. G.O.Ms.No.443, G.A.(SER.D) Dept., dt.24-9-1985
2. G.O.Ms.No.357, G.A.(DPC.I) Dept., dt.3-8-1987.
3. From the Dy.Secy., A.P.P.S.C., Hyderabad Lr.No.3918/RR/2/87,
dt.16-10-1987.

* * *

ORDER:

The following notification will be published in the Andhra Pradesh Gazette:-

NOTIFICATION

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Andhra Pradesh hereby makes the following amendment to the Andhra Pradesh State and Subordinate Services Rules.

2. The amendment shall come into force with effect from the 1st September, 1987.

AMENDMENT

For sub-clause (i) of clause (1) of sub-rule (a) of rule 4 in part II of the said rules, the following sub-clause shall be substituted namely:-

"(i) All first appointments to a State Service and all promotions/appointment by transfer in that service shall be made on the grounds of merit and ability, seniority being considered only where merit and ability are approximately equal by the appointing authority as specified in sub-rule (c) from the list of approved candidates. Such list shall be prepared in the order of preference by the appointing authority or any other authority empowered in this behalf, in the following gradation:

1. Outstanding
2. Very Good

- 3. Good and
- 4. Satisfactory

Persons who are found as "Unfit" shall not be included in the panel. Persons who are selected under grades 1 to 4 above shall be included in the panel and arranged, keeping all the officers classified as "outstanding" at the top then officers who have been graded as "Very Good" next below them, the officers graded as "Good" next below the officers graded as very good and thereafter officers who have been graded as "Satisfactory" in the order of their seniority. Appointment to the service or promotions thereto shall be made in the above order of preference."

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

**SATHI NAIR,
SECRETARY TO GOVERNMENT**

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

PUBLIC SERVICES - Andhra Pradesh State and Subordinate Services Rules Part-II - Rule 4 - Amendments - Issued.

GENERAL ADMINISTRATION (SERVICES.D) DEPARTMENT

G.O.Ms.No.687.

Dated 17th December, 1988.

Read the following:-

1. G.O.Ms.No.337, G.A.(Ser.B) Dept., dt.18-6-1983.
2. G.O.Ms.No.443, G.A.(Ser.D) Dept., dt.24-9-1985.
3. G.O.Ms.No.164, G.A.(Ser.D) Dept., dt.23-3-1988.
4. G.O.Ms.No.411, G.A.(Ar&T.Desk) Dept., dt.12-7-1988.
5. G.O.Ms.No.420, G.A.(Ser.D) Dept., dt.19-7-1988.
6. From the Secy., A.P.P.S.C., Hyderabad Letter No.4905/RR/2/88, dt.30-11-1988.
7. G.O.Ms.No.686, G.A.(DPC-I) Dept., dt.17-12-1988.

* * *

ORDER :

The following notification will be published in the Andhra Pradesh Gazette:-

NOTIFICATION

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Andhra Pradesh hereby makes the following amendments to the Andhra Pradesh State and Sub-ordinate Services Rules.

AMENDMENTS

In part - II of the said rules, in sub-rule (a) of rule 4,

I. in clause (1), -

(a) for such-clause (ii) and the provisos thereunder, the following shall be substituted, namely:-

"(ii) The list of approved candidates for recruitment by transfer to a service or a class of service in any case, where the Commission is not consulted on the suitability of a candidate for such appointment under sub-clause (b) of Clause (3) of article 320 of the Constitution of India or for promotion, shall be prepared twice in a year ordinarily during the months of May and November every year on the basis of estimate of

vacancies sent in terms of sub-clause (iv). The panel so prepared as on the 1st day of May shall be valid till the 30th day of November of the same year and the panel prepared as on the 1st day of November shall be valid till the 31st day of May of the succeeding year or till a new panel is prepared for the succeeding half-year concerned whichever is earlier, as the case may be. 1st May or 1st November as the case may be of the respective panel shall be reckoned as the qualifying date to determine the eligibility of a candidate for such appointment.

Provided that the panels in operation on the date of commencement of this proviso shall continue to be valid and operative for a period not exceeding one year from the date on which such panels were approved by the competent authority.

Provided further that no list of approved candidates need be prepared; (i) if vacancies are not available for the particular panel period subject to the appointing authority recording a Certificate to that effect; or (ii) Where the Government do not consider it necessary:

Provided also that the Government may order preparation of list of approved candidates as frequently as may be necessary in the exigencies of administration.

(b) for sub-clause (iv) and the proviso there under, the following shall be substituted, namely:-

"(iv) The list of approved candidates under sub-clause (ii) or sub-clause (iii) shall consist of such number of candidates as is equal to the number of vacancies which are estimated to arise on the following basis during the currency of that list:

- (a) the existing vacancies;
- (b) (i) vacancies to arise owing to retirement;
- (ii) consequential vacancies due to promotion;

Provided, that when the number of qualified and eligible candidates to be included in the list of approved candidates is less than the number of vacancies estimated to arise during the currency of that list, such number of candidates eligible and found fit only shall be included in the approved list irrespective of the number of vacancies.

II. the word "year's" occuring in sub-clauses (A) and (B) and Explanation to sub-clause (C) of clause (2) shall be omitted.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

G.R.NAIR
CHIEF SECRETARY TO GOVERNMENT

GOVERNMENT OF ANDHRA PRADESH
A B S T R A C T

Public Services -- Andhra Pradesh State and subordinate Services Rules -- Part II
Rule 4 -- Amendment -- Issued.

GENERAL ADMINISTRATION (SERVICES-D) DEPARTMENT

G.O.Ms.No.696

Dated 4th December, 1989.

Read the following:-

1. G.O.Ms.No.687, Genl. Admn. (Ser. D) Department, dt. 17.12.1988.
2. From the Secretary, Andhra Pradesh Public Service Commission's Lr.No.4354/RR/2/89 dt. 30.11.1989.

* * *

O R D E R :

According to Sub-Clause (iv) in Clause (1) of Sub-Rule (a) of Rule 4 in Part - II of the Andhra Pradesh State and Subordinate Services Rules, the list of approved candidates shall consist of such number of candidates as is equal to the number of vacancies which are estimated to arise during the currency of that list. The vacancies are to be estimated keeping in view the existing Vacancies and vacancies to arise owing to retirement or promotion. The said rule does not provide for any reserve in the estimate of vacancies which may arise consequent on (1) deputation (ii) training (iii) long leave and (iv) suspension. The Government have decided to provide for reserve also in the approved list of candidates not exceeding 10% of the total estimate of candidates ignoring fraction less than half or 0.5 and rounding of fraction half and above i.e. 0.5 and above to the next nearest number to meet the contingent situation taking into account the vacancies of the list mentioned above, provided the period for which such vacancies are likely to last is for more than two months.

The following notification, will be published in the Andhra Pradesh Gazette.

N O T I F I C A T I O N

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Andhra Pradesh hereby makes the following amendment to the Andhra Pradesh State and Subordinate Services Rules.

A M E N D M E N T

In part II of the said rules, under proviso to Sub-Clause (iv) in Clause 1 of Sub-Rule (a) of Rule 4, the following shall be added, namely:-

"Provided further that the list of approved candidates not exceeding 10% of the total estimate of vacancies, ignoring fraction of less than half or 0.5

and rounding of fraction of 1/2 or more i.e. 0.5 and above to the next nearest number, shall also be prepared and kept as reserve to fill up the vacancies likely to last for more than 2 months on account of:-

- i) deputation
- ii) training;
- iii) long leave; or
- iv) suspension".

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

G.R. NAIR,
CHIEF SECRETARY TO GOVERNMENT

COPY OF:

GOVERNMENT OF ANDHRA PRADESH
A B S T R A C T

PUBLIC SERVICES - Andhra Pradesh State and Subordinate services Rules - Part-II
- Amendments - Issued.

GENERAL ADMINISTRATION (SERVICES-D) DEPARTMENT

G.O.Ms.No.438.

dated the 16th July, 1990.
Read the following:-

1. G.O.Ms.No.530, G.A.(SER.D) Dept., DT. 2-11-1987
2. G.O.Ms.No.687, G.A.(SER.D)Dept., dt.17-12-1988
3. G.O.Ms.No.456, G.A.(SER.B)Dept., dt.9-8-1989
4. G.O.Ms.No.696, G.A.(SER.D)Dept., dt.4-12-1989
5. G.O.Ms.No.4, G.A.(SER.D) Dept., dt. 8-1-1990
6. From the Deputy Secretary, A.P.P.S.C., Letter No.875/RR/2/90,
dt.18-6-1990.

* * *

ORDER :

The following notification will be published in the Andhra Pradesh Gazette:-

NOTIFICATION

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Andhra Pradesh hereby makes the following amendments to the Andhra Pradesh State and Subordinate Services Rules:-

The amendments hereby made shall come into force on the 3rd January, 1990.

AMENDMENT

In part-II of the said rules:-

I. for Sub-clause of clause (1)of sub-rule (a)of rule 4, the following shall be substituted, namely:-

"(i) All first appointments to a State service and all promotions/ appointment by transfer in that service shall be made on grounds of merit and ability, seniority being considered only where merit and

ability are approximately equal by the appointing authority as specified in sub-rule(c) from the list of approved candidates. Such list shall be prepared by the appointing authority or any other authority empowered in this behalf. Where the candidates in such list are arranged in their order of preference, promotions/appointments to the service shall be made in such order".

II. for sub-clause (ii) of clause(1) of sub-rule (a) of rule 4 and the provisos thereunder, the following shall be substituted, namely:-

"(ii) The list of approved candidates for appointment by transfer to a service or a class of service in any case, where the Commission is not consulted on the suitability of a candidate for such appointment under sub-clause (b) of Clause(3) of article 320 of the Constitution of India or for promotion, shall be prepared ordinarily during the month of September every year on the basis of estimate of vacancies sent in terms of sub-clause (iv). First September of the Year shall be reckoned as the qualifying date to determine the eligibility of a candidate for such appointment, which shall cease to be in force on the afternoon of the 31st August of the succeeding year and for the purpose of preparing the said list the claims of as many qualified and eligible candidates as is equevalent to the number of vacancies estimated shall be considered".

Provided that if the number of candidates to be included in the list of approved candidates falls short of the number of vacancies estimated such shortfall shall be made good by considering the claims of the other qualified and eligible candidates, if any, in the seniority list placed immediately below.

Provided further that the list of approved candidates so prepared shall be reviewed after a period of six months reckoned from the date of approval of the panel, for the purpose of considering the cases of such persons whose names were not included in the list prepared earlier for not passing the prescribed tests or for not having special qualifications prescribed under the rules, if they have subsequently passed those tests or acquired the said qualifications and are otherwise found suitable for inclusion in the panel of the year. No such review of list of approved candidates shall, however, be undertaken where no tests or special qualifications are prescribed under the rules as condition precedent for promotion or apointment by transfer.

Provided also that the approved lists in operation on the date of commencernent of the Sub-rule shall continue to be valid and operative till 31st day of May, 1990 and whereas the lists that have to be prepared on the basis of this sub-rule shall be prepared reckoning 1st November, 1989 which shall also cease to be in force on 31st August, 1990.

Provided also that no list of approved candidates need be prepared:

- (i) if vacancies are not available for the particular panel period subject to the appointing authority recording a certificate to the effect; or
- (ii) where the appointing authority do not consider it necessary.

Provided also that the Government may order preparation of list of approved candidates as frequently as may be necessary in the exigencies of administration.

III. For sub-clause (iii) of clause (1) of sub-rule (a) of rule 4 and the proviso thereunder the following shall be substituted, namely:-

"(iii) The list of approved candidates for promotion or appointment by transfer to a service or class of a service in any case where it is necessary to consult the Commission on the suitability of candidates for such appointment shall be prepared ordinarily in the month of September every year reckoning 1st September of the year as the qualifying date to determine the eligibility of a candidate for such appointment, which shall cease to be in force on afternoon of the 31st August of the succeeding year."

IV. for sub-clause (iv) of clause (1) of sub-rule (a)- of rule 4 and the proviso thereunder, the following shall be substituted namely:-

"(iv) The list of approved candidates under sub-clause (ii) or sub-clause (iii) shall consist of such number of candidates as is equal to the number of vacancies which are estimated to arise on the following basis during the currency of that list:

- (a) the existing vacancies, including the vacancies which were not filled up in the previous years for any reason;
- (b) (i) vacancies to arise owing to retirement;
- (ii) consequential vacancies due to promotion;

provided, that when the number of qualified and eligible candidates to be included in the list of approved candidates is less than the number of vacancies estimated to arise during the currency, of that list, such number of that list, such number of candidates eligible and found fit only shall be included in the approved list irrespective of the number of vacancies.

Provided further that the list of approved candidates shall also be prepared taking into account the vacancies not exceeding 10% of the total estimate of vacancies, ignoring fraction of less than half or 0.5 and rounding of fraction of 1/2 or more i.e.,

0.5 and above to the next nearest number, as reserve to fill up the vacancies likely to last for more than 2 months on account of :-

- (i) deputation;
- (ii) training;
- (iii) long leave; or
- (iv) suspension

V. for clause (ii) to sub-rule (b) of rule 34, the following shall be substituted, namely:-

"(ii) Promotion to non-selection category or grade:-

Notwithstanding anything contained in special/Ad-hoc rules all promotions to non-selection category or grade shall, subject to the provisions of rule 16, be made in accordance with the seniority-cum-fitness unless (i) promotion of a member has been withheld as a penalty, or (2) a member is given special promotion for conspicuous merit ability."

VI. After rule 34, the following rule shall be inserted, namely:-

" 34-A. Notwithstanding anything contained in the Special/ Ad-hoc rules, recruitment by transfer to a non-selection class, category or grade included in subordinate Services, shall be made on the basis of seniority-cum-fitness."

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

V.P.RAMARAO
CHIEF SECRETARY TO GOVERNMENT

Copy of:

**GOVERNMENT OF ANDHRA PRADESH
ABSTRACT**

PUBLIC SERVICES - Andhra Pradesh State and Subordinate Services Rules - part - II - Amendments - Issued.

GENERAL ADMINISTRATION (SERVICES.D) DEPARTMENT

G.O.Ms.No.595.

Dated: 24-10-1991

Read the following:-

- 1) G.O.Ms.No.438, G.A. (Ser.D) Department, dt.16-7-1990.
- 2) For the Secretary, A.P. Public Service Commission, Hyderabad, Lr.No.349/RR/2/91, dt.11-10-1991.

* * *

ORDER :

According to General Rule 4 (a) (1) as amended in the G.O. first read above, First September of the year shall be reckoned as the qualifying date to determine the eligibility of a candidate for preparation of the list of approved candidates for appointment by transfer to a service or class of service or for promotion, which shall cease to be in force on the afternoon of the 31st August of the succeeding year. In practice it is found that in some cases there has been some delay in finalising the panels/list of candidates for various administrative reasons and even if they are prepared and list approved, it could not be operated before its expiry on 31st August. After careful consideration, the Government have decided that the list of approved candidates which will be prepared, reckoning 1st September of the year shall cease to be in force on the afternoon of the 31st December of the succeeding year or till a new panel is prepared, whichever is earlier.

Accordingly, the following notification will be published in the Andhra Pradesh Gazette:-

NOTIFICATION

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Andhra Pradesh hereby makes the following amendments to the Andhra Pradesh state and Subordinate Services Rules:-

AMENDMENTS

In the said rules in part-II, relating to General Rules, in rule 4, in sub-rule (a),--

(a) in clauses (ii) and (iii) for the expression "31st August of the succeeding year" the expression "31st December of the succeeding year or till a new Panel is prepared, whichever is earlier" shall be substituted.

(b) in clause (iv) after the second proviso the following shall be added, namely:-

" provided also that the candidates kept in reserve in the approved list shall be not less than one, where the estimate of vacancies is five or less than five".

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

K.V.NATARAJAN
CHIEF SECRETARY TO GOVERNMENT

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

PUBLIC SERVICES - Departmental promotion Committees - Constitution of convening of meeting of Departmental Promotion Committees regularly for filling up vacant posts out-side the purview of the A.P. Public Service Commission - Revised instructions for zone of Consideration - Issued.

GENERAL ADMINISTRATION (SERVICES-D) DEPARTMENT

G.O.Ms.No.14

Dated 11-1-1996
Read the following :

1. G.O.Ms.No.438, G.A. (Ser.D) Dept., dt.16.7.90.
2. Order dt.23.12.94 in R.P.No.3756/88 and batch of the A.P.A.T.
3. Order dt.17.2.95 in O.A.No.6974/94 of A.P.A.T.
4. Order dt.30.6.95 in O.A.No.1430/95 and 1528/95 of A.P.A.T.

* * *

ORDER :

In the G.O. 1st read above, orders were issued amending rule 4 of the A.P. state Subordinate Service Rules, among others, for the purpose of preparing the list of approved candidates for appointment by promotion/ by transfer to a service or a class of service in any case, the claims of as many qualified and eligible candidates as is equivalent to the number of vacancies estimated shall be considered.

2. The Hon'ble A.P.Administrative Tribunal in its order 2nd read above, inter-alia held that the wording in rule 4 (a) (ii) for the purpose of preparing the list of approved candidates, the claims of as many qualified and eligible candidates as is equivalent to the number of vacancies estimated shall be considered is violative of articles 14 and 16 of the Constitution of India and void, with the following observations :-

" The portion of Rule 4(a) (ii) deprives the consideration on merits or application of rule of preference among eligible candidates as the zone of consideration is restricted to only one for each vacancy. Even when there is more than one vacancy the number of candidates to be considered will be only equal to the number of vacancies depriving the persons who may be entitled to preference or others who claim to have a better merit from being considered. This results in depriving the eligible persons with preferential qualifications from being considered and selection on merit being rendered meaningless. There is discrimination in selection under rule 4 (a) (ii) and 4 (a) (iii) apart from violating the scheme of rule

4 (a) (i) and the Special Rules resulting in arbitrary and discriminatory action in promotion to such posts. We, therefore, hold that the portions of Rule 4 (a) (ii) is arbitrary and also discriminatory and violates the right of equality for appointment to posts requiring selection on merit. The offending portion in General Rule 4 (a) (ii), is, therefore, held to be void in respect of posts requiring selection on merit.

3. The Hon'ble A.P. Administrative Tribunal in another judgement dt.30.6.95, in the reference 4th read above has suggested that the Government may consider to adopt suitable zone of consideration preferably 2 or 3 for each vacancy, keeping in view the nature of the post, the number of vacancies and the number of eligible persons in the field.

4. The Government have carefully examined the above orders of the Hon'ble Tribunal and considered that the zone of consideration may be enlarged to the ratio of 1:3 uniformly for all the selection posts.

5. The Government accordingly direct that the zone of consideration of candidates shall be in the ratio 1:3 for the purpose of filling up of posts by promotion by transfer in the state services.

6. These orders shall be applicable to the panels yet to be prepared on or after the date of issue of these orders.

7. Necessary amendments to the A.P. State and Subordinate Service Rules will be issued separately.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

M.S. RAJAJEE,
CHIEF SECRETARY TO GOVERNMENT.

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

PUBLIC SERVICES - Departmental Promotion Committees - Constitution of - Ordered.

GENERAL ADMINISTRATION (ARC&S) DEPARTMENT

G.O.Ms.No.283,

Dated the 30th May, 1973.

ORDER :

The question of constituting Departmental Promotion Committees with a view to securing maximum degree of objectivity in the appraisal of merit and ability of Government employees for selection to various posts, promotions which are outside the purview of the Andhra Pradesh Public Service Commission, has been engaging the attention of Government for sometime past. The Administrative Reforms Committee 1964-65 made, certain recommendations for constituting committees the Department involved, for selection of officers for promotion to Gazetted posts, which are not within the purview of the Commission, and also in the Regional and District Offices. The Standing Administrative Reforms Committee considered the recommendations made by the Administrative Reforms Committee at its meeting held on 23-3-1968 and commended the procedure suggested by the Administrative Reforms Committee for promotion to gazetted posts, promotions to which do not fall within the purview of the Commission has been considered by the Government and it has been decided to constitute such committees, their composition being decided by the Advisers and the Chief Secretary.

2. The Government have decided that Departmental Promotion Committees as indicated in the annexure be constituted for promotion to the various categories of non-gazetted posts in the Andhra Pradesh Secretariat Service and the Subordinate Services, promotion to which is outside the purview of the Commission. Government have further decided that though promotion to the posts in the Andhra Pradesh Ministerial Service is made on the basis of seniority-cum-efficiency, Departmental Promotion Committees should be constituted for the purpose of determining the fitness or otherwise of personnel for promotion to posts in the said service.
3. In cases of other categories of posts in the Subordinate services which are not covered by the annexure to this order and promotion to which is outside the purview of the Commission, Departments of Secretariat are requested to take immediate action to constitute Departmental Promotion Committees on the lines indicated in the annexure.
4. In respect of posts in the subordinate Services for which rules have yet to be framed, Departments of Secretariat are requested to take urgent steps to constitute the Departmental Promotion Committees as soon as the rules are framed.

5. The Departmental Promotion Committees should be constituted well before the month of August each year so that selections could be finalised in September as required by General Rule 4 of the Andhra Pradesh State and Subordinate Services Rules. The tenure of the Members nominated to serve on the Departmental Promotion Committees will be for a period of one year and there should be a change in the members from year to year.

6. Orders constituting Departmental Promotion Committees in respect of gazetted posts, promotion to which is outside the purview of the Commission will issue separately.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

N.BHAGWANDAS,
CHIEF SECRETARY TO GOVERNMENT.

ANNEXURE

Departmental Promotion Committees for Assistants in the Secretariat Departments.

Name of the Post	Composition of the Committee
Assistants	<ul style="list-style-type: none"> (i) Joint or Deputy Secretary incharge of the Establishment of the Department concerned. (ii) Deputy Secretary (Services) General Administration Department. (iii) A Joint or Deputy Secretary of another Department nominated by the Secretary of the Department.

Departmental Promotion Committees for Ministerial and other non-gazetted posts in the non-secretariat departments/ offices.

Name of the Post	Composition of the Committee
Ministerial and other non-gazetted posts in the non-Secretariat Departments/ offices, promotions to which, are outside the purview of the Public Service Commission.	<ul style="list-style-type: none"> (a) Directorates: <ul style="list-style-type: none"> 1. Nominee of the Head of the Department from the Directorate; 2. Nominee of the Head of the Department from another Directorate; 3. An officer to be nominated by the Secretary to Government of the concerned Administrative Department. (b) Subordinate Offices: <ul style="list-style-type: none"> 1. Head of the office; 2. A Local officer of appropriate status of another Department to be nominated by the Head of the Department. 3. Nominee of the Collector.

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (ARC&B) DEPARTMENT

Memo.No.476/73-1,

Dated.11-9-1973.

Sub: Public Services-Departmental Promotion Committee-Constitution of-Regarding.

Ref:1. G.O.Ms.No.283, G.A.(ARC&S), dt.30-5-1973.
2. G.O.Ms.No.397, G.A.(ARC&S), dt.26-7-73.

With reference to the orders issued in the G.Os. cited a point has been raised whether temporary promotions (as opposed to regular) will have to be referred to the Departmental Promotion Committees. It is hereby clarified that even such cases involving temporary promotions should be referred to the Departmental Promotion Committee.

N.BHAGWANDAS,
Chief Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (ARC&S) DEPARTMENT

Memo. No. 157/76-1,

Dated 24th February, 1976

Sub:- Departmental Promotion Committees - Certain instructions - Issued.

Ref: 1 G.O.Ms.No.283, G.A.(ARC&S) Department., dt. 30-5-73.

2. G.O.Ms.No. 397, G.A. (ARC&S) Department., dt. 26-7-73.

* * *

Instances have been brought to the notice of Government that due to the reason of the Departmental Promotion Committees not meeting in time, promotions are being delayed unnecessarily. The matter has been discussed at the meeting of the Secretaries to Government held on 9-1-76 and 2-2-76 and it was decided that:

- (i) the Departmental Promotion Committee meetings should be convened after ascertaining the convenience of Members;
- (ii) In the event of all the members not being present in the first instance the Committee may, to avoid undue delay, make recommendations at its adjourned meeting in case more than half of the number of Members are present at the said meeting.

2. All the Departments of Secretariat and Heads of Departments are requested to ensure conduct of the Departmental Promotion Committee meetings in time and to avoid complaints of delay in making promotions in future.

C.R.KAMALANATHAN,
DEPUTY SECRETARY TO GOVERNMENT.

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

PUBLIC SERVICES - State and Subordinate Services Prescription of minimum service for promotion/appointment by recruitment by transfer to next higher class, category or grade order issued.

GENERAL ADMINISTRATION (SERVICES-A) DEPARTMENT

G.O.Ms.No.85,

Dated 12th February, 1979

Read the following :

1. G.O.Ms.No.1647, G.A. (Ser.A) dt.31-10-1960.
2. Govt. Memo.No.2741/G.A. (Ser.A)/68-3 dt.21-1-1969.
3. From the Secretary, A.P. Public Service Commission Lr.No.2905/B1/1/78, dt.9-11-1978.

ORDER :

According to the policy enunciated in the G.O. first cited in the relevant special/Adhoc rules relating to various State and Subordinate Services, a provision has been made to the effect that a member of service should ordinarily put in a period of five years of service in the lower category from which he seeks promotion to the next higher category.

2. Experience has shown that there were either administrative difficulties in strict observance of the rules owing to persons not being available satisfying five years of service or issue was posed as a controversial one in its interpretation or application. The Government have carefully examined the issue and in order to keep the matter beyond the scope of doubtful disputations and to avoid administrative difficulties the Government in consultation with the Andhra Pradesh Public Service Commission, have decided to reduce the existing period of five years service to three year, of which one should necessarily put in a minimum period of two years service in the class, category or grade from which one seeks promotion to the next higher category.
3. Accordingly the following notification is published in the Andhra Pradesh Gazette:

NOTIFICATION

In exercise of the power conferred by the proviso to article 309 of the Constitution of India and of all other powers hereunto enabling, the Governor of Andhra Pradesh hereby makes the following adhoc rule namely:-

Adhoc Rule

Notwithstanding anything in the relevant special Rules or Adhoc Rules for the State and Subordinate Services the minimum period of ordinarily five years of service wherever prescribed in the said Rules for appointment of a member of Service from the lower category, class or grade, to the next higher category, class or grade whether such appointment is made either by promotion from the regular line or by recruitment by transfer from any other service that period shall be reduced to three years, of which atleast two years shall be in the category, class or grade from which such promotion or transfer is made.

4. This is only an adhoc provision made and this will cease to exist as and when the departments of Secretariat amend the relevant Special/ Adhoc Rules. They are requested to take action to amend the rules with which they are concerned.

DILSKUKHRAM,
Chief Electoral Officer and
Ex-officio Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SPECIAL.A) DEPARTMENT

U.O. Note No.1252/Special-A/79-2

Dated 5th May 1979.

Sub:- Departmental Promotion Committees - Constitution of - Reg.

It is generally found that the proposal for filling up the posts of Heads of Departments are put up at the last minute without giving adequate time for detailed examination. It is generally possible to anticipate when exactly a vacancy is likely to arise in the posts of Heads of Departments. Very rarely is one faced with the prospect of a vacancy arising suddenly. It should, therefore, be possible for the department concerned to initiate action at least two months in advance.

It is found that at present there are no Departmental Promotion Committees for filling up the posts of Heads of Departments and the proposals are at present emanating from the departments concerned to fillup those posts. Government have decided to have Departmental Promotion Committees for filling up the posts of Heads of Departments with the Chief Secretary as the Chairman, the Secretary of the concerned department as one member and a Senior Secretary of other Department to be nominated by the Chief Secretary.

All the Secretariat Departments are requested to initiate action for the constitution of Departmental Promotion Committees for filling up the posts of Heads of Departments.

I.J.Naidu,
CHIEF SECRETARY TO GOVERNMENT.

GOVERNMENT OF ANDHRA PRADESH

GENERAL ADMINISTRATION (SERVICES-B) DEPARTMENT

Memo.No.1011/Ser.B/83-1.

Dated 17-8-1983

Sub:- Departmental Promotion Committee - Certain clarifications -
Regarding.

Ref: 1. G.O.Ms.No.397/G/A/ (ARC&S) Dept., dt.26-7-73.
2. Memo No. 208/Ser-F/78-1, G.A. (Ser-F) Dept.,
3. G.O.Ms.No.455, G.A.((Ser.Wel.) Dept., dt.14.6.79.

A question has been raised:-

(i) Whether an Officer holding additional/current charge of the post of Head of Department can be a member of the Departmental Promotion Committee in place of that Head of the Department.

(ii) Whether the Departmental Promotion Committee can also interview the persons whose cases are before the Committee for consideration.

2. The above points are clarified as under:-

Point (i):- The orders constituting the Departmental Promotion Committees are silent on this point. If an officer is placed in full additional charge of the post, he can perform the statutory and also other duties attached to the post. But when an officer is placed incharge of the current duties of a post, he can discharge only the current duties attached to the post. The Departmental Promotion Committee is not a statutory body but only an advisory body set up under an executive order. As such, there is no objection to permit the officer holding the additional charge or performing current duties to represent on the Departmental Promotion Committee provided the case of the same officer or officers belonging to the category to which he belongs does not come up for consideration before the Departmental Promotion Committee.

Point (ii):- The instructions do not deal with this aspect. According to the present practice the Departmental Promotion Committee is finalising its recommendations on the basis of the personal files and other relevant material record before it. The present system being followed to assess the suitability of a candidate for promotion to next higher post based on confidential reports has been working well. Further the appointing authorities/Head of the Department would normally be a member of the Departmental promotion Committee and he would be able to give an assessment on each of the individual whose case comes up for consideration before the Departmental Promotion Committee based on the work rendered by the

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individual in the Department. It is, therefore, considered it may not be necessary to hold interviews for selection of candidates by the Departmental Promotion Committee. Further if interviews are held there would be a possibility of the objectivity being lost in the assessment of candidate and there would be scope for criticism on the ground that favouritism was shown especially in respect of Departmental Promotion Committees manned by Junior level officers.

3. The Heads of Departments and the Departments of Secretariat are, therefore, informed that the present system of candidates based on the P.Fs. may be continued without resorting to interviewing the candidates.

CH. VENKATAPATHI RAJU,
Deputy Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

PUBLIC SERVICES - State and Subordinate Services - Prescription of minimum service for promotion/ appointment by recruitment by transfer to next higher class, category or grade - Ad-hoc Rule - Re-issued.

GENERAL ADMINISTRATION (SERVICES-A) DEPARTMENT

G.O.Ms.No.627

Dated 21-12-1983

Read the following :

1. G.O.Ms.No.1647, G.A. (Ser.B) Dept., dt.31.10.1960.
2. Memo No.2741/Ser.A/68-3, G.A.D. dt.21.1.1969.
3. From the Secy., APPSC Lr.No.2905/B1/1/78, dt.9-11-78.
4. G.O.Ms.No.85, G.A. (Ser.A) Dept., dt.12.2.1979.

* * *

ORDER :

According to the policy enunciated in the G.O. first cited, in certain special/ ad-hoc rules relating to various State and Subordinate Services, a provision was made to the effect that a member of a service should ordinarily put in a period of five years of service in the lower category from which promotion is to be made to the next higher category in the same service or appointment is to be made by transfer from any other service. The Government, with a view to avoiding administrative difficulties, issued an ad-hoc rule in the G.O. fourth cited reducing ordinarily five years service in the lower category to three years, of which atleast two years service was required to be in the category, class or grade from which promotion was to be made. The wording of the rule is considered to be defective, as it is capable of denoting the minimum service required in the lower category as three years and the same time two years in the category, class or grade from which promotion is to be made. Hence, to keep the matter beyond doubt without giving scope for any other interpretation, it has become necessary to made the following ad-hoc rule.

2. Accordingly, the following notification is published in the Andhra Pradesh Gazette:-

NOTIFICATION

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and of all other powers hereunto enabling and in supersession of the ad-hoc

rule issued in G.O.Ms.No.85, Genl.Admn.(SER.A) Dept., dt.12-2-1979, the Governor of Andhra Pradesh hereby makes the following ad-hoc rule :-

2. The ad-hoc rule hereby made shall be deemed to have come into force on the 12th February, 1979. All the Departments of Secretariat are requested to take action to amend the special/ ad-hoc rules with which they are concerned to bring them in conformity with the ad-hoc rule.

AD-HOC RULE

"Notwithstanding anything contained in the relevant Special Rules or the Ad-hoc rules for the State and Subordinate Services, the minimum period of "ordinarily" five years of service wherever prescribed in the said rules for appointment of a member of a service from the lower category, class or grade, to the next higher category, class or grade, whether such appointment is made either by promotion in the regular line or by recruitment by transfer from any other service, that period shall be reduced to ordinarily three years, but in no case shall it be less than two years in the category, class or grade from which such promotion or transfer is made".

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

G.V. RAMAKRISHNA,
CHIEF SECRETARY TO GOVERNMENT.

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

PUBLIC SERVICES - Departmental Promotion Committees - Reconstitution and guidelines
- Orders - Issued.

GENERAL ADMINISTRATION (SERVICES-B) DEPARTMENT

G.O.Ms.No.187.

Dated 25th April, 1985.

Read the following:-

1. G.O.Ms.No.283, G.A. (ARC&S) Dept., dt.30.5.1973.
2. G.O.Ms.No.397, G.A. (ARC&S) Dept., dt.26.7.1973.
3. G.O.Ms.No.337, G.A. (Ser.B) Dept., dt.18.6.1983.
4. G.O.Ms.No.5464, G.A. (Ser.B) Dept., dt.14.11.1980.

ORDER :

In the G.Os. first to second read above orders were issued to constitute Departmental Promotion Committees for promotion to the various categories of non-gazetted posts and gazetted posts promotion to which are outside the purview of Andhra Pradesh Public Services Commission. The question of streamlining the functioning of the Departmental Promotion Committees in order to ensure maximum objectivity in the appraisal of merit and ability has been engaging the attention of Government for sometime. In the G.O. fourth read above a committee was constituted under the Chairmanship of Sri G.R.Nair, I.A.S., Principal Secretary to Government, Revenue Department to formulate suitable guidelines in this regard. The report submitted by the above Committee was placed before the Secretaries meeting held on 12.3.1985. The recommendations of Sri G.R. Nair Committee were broadly endorsed in the Secretaries meeting. The recommendations of G.R. Nair Committee were carefully examined by the Government and the following orders are issued.

2. In order to secure maximum degree of objectivity in the appraisal of merit and ability of Government employees for selection to various posts and also to ensure certain minimum level of uniformity in terms of procedures and principles to be adopted by the Departmental Promotion Committees, it has been decided to constitute Departmental Promotion Committees at 2 levels in place of the existing D.P.Cs. The composition of the Committees would be as follows:-

1st level D.P.C. to consider the cases for promotion to the posts of Heads of Departments (non-cadre) Additional Secretaries to Government, Joint Secretaries to Government in the Departments of Secretariat (non-cadre).

1. Chief Secretary to Government Chairman
2. Principal Secretary to Government to be nominated by Chief Secretary Vice-Chairman
3. Secretary to Government, General Admn. (Services) Department Member/Convenor
4. Another Secretary to Government to be nominated by Chief Secretary Member
5. Secretary/Principal Secretary to Government of the concerned Administrative Department Member

2nd level Departmental Promotion Committees consider the cases for promotion to posts in 3rd level Gazetted and above other than those to be considered by the 1st level Committee.

1. Principal Secretary to Government to be nominated by Chief Secretary Chairman
2. Secretary to Government, General Admn. (Services) Department Member/Convenor
3. Secretary to Government to be nominated by Chief Secretary Member
4. Secretary to Government of the concerned Admimnis- trative Department Member
5. Concerned Head of the Department Member

3. In view of the work load for the 2nd level Committees it has been decided to constitute 3 (three) Committees following the above pattern of composition. Orders regarding the distribution of the Departments among the three Committees will be issued separately. However, in respect of the Departmental Promotion Committees constituted for the first level gazetted posts, the existing Departmental Promotion Committees will continue to process the cases.

4. In order to ensure that the cases are processed in accordance with the concerned Special/adhoc rules, it has been decided that the proposals formulated in each Department would be scrutinised by General Administration (Services) Department and then only placed before the Departmental Promotion Committees. The Schedule of meetings of the Committees will be notified by the General Administration (Services) Department separately. However, the basic work relating to examination of cases with reference to the special rules obtaining and furnishing of all the relevant information including Confidential Reports would continue to rest with the Administrative Department. All the Departmental Promotion Committees constituted earlier

except the Departmental Promotion Committees constituted to consider the cases of first level gazetted posts cease to function with immediate effect. If the earlier Departmental Promotion Committees have already furnished their recommendations, which are pending in the Government, they need not be again placed before the Departmental Promotion Committees now ordered to be constituted.

5. In accordance with the recommendation of the Committee, the following revised guidelines are issued for the functioning of the above Committees.

The Zone of consideration would be determined as follows:-

No. of Vacancies	No. of Officers to be considered
(a) 1	5
(b) 2	8
(c) 3	10
(d) 4 or more	3 time the number of vacancies

6. *Prescription of qualifying date to determine a Candidate's eligibility for promotion:*

It has been decided that 1st September of every year should be reckoned as the qualifying date to determine one's eligibility for promotion and the General Rules would be amended accordingly. If however the needs of a particular service warrant prescription of some other dates or where a different date has already been prescribed in the Special Rules the Administrative Department may consider the matter in consultation with General Administration (Services) Department and make a suitable provision or amendment in the Special Rules:

7. *Prescription of a common pro forma in which information could be given to the D.P.Cs. for furnishing their recommendations:*

In order to ensure that the information furnished to the Departmental Promotion Committees is complete and that no vital information to be placed before the Departmental Promotion Committee is missed the information to be furnished to the Departmental Promotion Committees should be in the *pro forma* prescribed in the Annexure to this order.

8. *Number of years for which C.Rs. should be considered:*

It has been decided that evaluation of the Confidential Reports of the last 5 years would be adequate to assess the suitability of a person for promotion. In cases where the Confidential Reports of the 5 preceding years are not available, the Confidential Reports of 5 years in the preceding period of 8 years and also a special report from

the Officer under whom the individual is working at the time should be taken into consideration.

9. *Procedure to be followed where adverse remarks have NOT BEEN communicated or where a representation is pending against such adverse remarks:*

It has been decided that adverse remarks which have not been communicated should not be taken into consideration. In cases where a representation filed by the individual before the competent authority for expunction of adverse remarks is pending or the time allowed for submission of the representation is not over, the consideration of the individual's case should be deferred. After the competent authority has taken a decision on the representation, the case should be placed again before the Departmental Promotion Committee.

10. (a) *Procedure to be followed in evaluating cases of persons against whom enquiries are pending:*

It is brought to the notice of the Committee that there is ambiguity in the instructions issued in G.O.Ms.No.424, General Administration (Ser-C) Department, dt.25-5-1976 as to their application to case where enquiries are in the preliminary stage. In order to avoid any ambiguity, it is ordered that the instructions in G.O.Ms.No.424, General Administration (Ser-C) Dept., dt.25.5.1976 should be followed only when the enquiry has reached the following stage:-

1. In the case of Departmental enquiry, definite charges are framed against the individual or proposed to be framed or where it is proposed to appoint an enquiry officer under rule 19(2) of the C.C.A. Rules.
2. In respect of enquiry by the A.C.B., a preliminary enquiry has been completed and it is proposed to hold a regular enquiry.

10. (b) Thus, in respect of departmental enquiries, if the charges have not been framed or proposed to be framed and the matter is in the stage of preliminary enquiry, no cognizance need be taken and the case of an individual may be considered on merits disregarding the allegations which are under enquiry. Similary in respect of the A.C.B. enquiry, if it is in the stage of preliminary enquiry the eligibility of a candidate's promotion may be determined without reference to the enquiry by the A.C.B.

11. *Procedure to be followed to process the cases of persons who had undergone punishment:*

It has been decided that an individual, who is undergoing punishment, should not be recommended for promotion. In case, where the period of punishment imposed is already over, each case has to be evaluated by Departmental Promotion Committee on merits.

12. *Grading of Officers - Procedure to be followed:*

It has been decided that the Members of the Departmental Promotion Committees should be through the Confidential Reports of the candidates who come within the zone of consideration and after arriving at a consensus, grade the officers into one of the following categories:

1. Outstanding
2. Good
3. Satisfactory, and
4. Unfit.

Officers who are graded in the unfit category should not be included in the panel. Officers who are included in the other grades would be arranged keeping all the officers classified as outstanding first according to their seniority and then officers who have been categorised as good etc.

13. (a) *Scope of review Departmental Promotion Committees:*

It has been decided that in respect of the following cases the matter should again be placed before the Departmental Promotion Committees for review, in addition to the circumstances mentioned in G.O.Ms.No.32, Genl, Admn. (Ser-B) Dept., dt.22-1-1981.

- (a) when eligible persons were omitted to be considered, or
- (b) ineligible persons were considered by mistake, or
- (c) where the seniority of a person is revised with retrospective effect to differ with the seniority list placed before the earlier Departmental Promotion Committee, or
- (d) where some procedural irregularity was committed by Departmental Promotion Committee, or
- (e) when adverse remarks in the Confidential Reports were toned down or expunged after the Departmental Promotion Committee had considered the case of the officer, or

(f) cases of persons considered and included in the panel in terms of G.O.Ms.No.424, Genl.Admn. (Ser-C) Dept., dt.25.5.1976 but who were subsequently awarded minor punishment.

13. (b) Further when a review Departmental Promotion Committee meets, it should consider only those persons who were eligible as on the date of Original Departmental Promotion Committee meeting except in the cases covered by G.O.Ms.No.32, Genl. Admn. (Ser-B) Department, dt.22.1.1981. The review Departmental Promotion Committee should restrict its scrutiny to the Confidential Reports, for the period relevant to the FIRST Departmental Promotion Committee. The Confidential Reports written for subsequent period should not be considered. However, if any adverse remarks relating to the relevant period, were toned down or expunged, the modified confidential reports should be considered as if the original adverse remarks did not exist at all.

14. It has also been decided that no non-gazetted posts should be treated as Selection posts. Orders were already issued in G.O.Ms.No.82, Genl. Admn. (Ser-C) Dept., dt.21.2.1985 abolishing the maintenance of the Confidential Reports in respect of all non-Gazetted categories except those which are feeder categories to gazetted posts. All Departments of the Secretariat should take immediate action to amend the relevant rules to be consistent with the above decision. The Departmental Promotion Committees constituted for preparation of panels for promotion to all non-gazetted posts stand abolished with immediate effect.

15. The instructions issued earlier in the references 1 to 3 which are not consistent with these orders, should be deemed to have been modified to the extent necessary.

16. Necessary amendments to General Rule 4 regarding preparation of panels and notification of qualifying date will be issued by General Administration (Services-D) Department separately.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

SHRAVAN KUMAR,
Chief Secretary to Government.

ANNEXURE
PRO FORMA IN WHICH PROPOSALS SHOULD BE SUBMITTED
TO D.P.C.

1. *Name of Department/Office:*

2. *Name and designation of Members of the Departmental Promotion Committee:* (copy of the orders constituting the D.P.C. to be attached).

Name	Designation
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3. *Post to which promotion is to be made:*

Designation	Classification	Scale of Pay	No. of Pmt./ Temp. Posts in The total grade			No. of Vacancies filling in the Promotion Quota		
			Fil-led	Un-filled	Fil-led on ad hoc basis	Exis- ting	Anti- cipa- ted	Total

3. (a) Number of vacancies out of total vacancies for promotions shown in last column
 3 above reserved for

(1) Scheduled Caste _____
 (2) Scheduled Tribe _____
 (3) Backward Classes _____

4. *Recruitment Rules for the grade post:*

(a) Date on which the Recruitment Rules were issued,

(b) Method of recruitment prescribed:

(i) % direct recruitment
 (ii) % Promotion
 (iii) % deputation/transfer.

(c) Whether an up-to-date copy of the recruitment rules has been enclosed (this should invariably be sent for reference). If any changes in the recruitment rules

have been agreed to by the Commission after they were notified, details should be attached. If, after the approval of the recruitment rules any other post has been created which should normally be included in the field of promotion, give details.

5. *Grade of post from which promotion is to be made:*

Designation	Classification	Scale of Pay	Recruitment prescribed for eligibility for promotion	Whether reservations are required to be made for SC & ST and BCs. for promotion from this Grade post indicated in S.No.3 above, in accordance with the orders in this regard.

6. *Seniority list*

- (a) Whether a seniority list as in the prescribed proforma has been enclosed. The seniority list should include names of eligible and ineligible candidates up to the last eligible candidate as per Zone of Consideration.
- (b) Whether the list, before finalisation was circulated to all concerned.
- (c) Whether there are any officers whose seniority has not been finalised. If so, give details.
- (d) Whether the seniority list has been duly authorised by the appointing authority or the Dy.Secy. of the concerned Dept.,

7. *Character Roles:*

Complete and up-to-date character rolls of all the eligible officers are required.

- (a) Whether a list (in duplicate) been attached showing the names of Officers whose character rolls are enclosed with this reference.
- (b) Are the character rolls complete and up-to-date.

8. *Self-contained note for the D.P.C.*

The self contained note for the DPC explaining proposals for promotion should invariably contain information regarding any representations/writs/ court cases pending in connection with the present promotion indicating the names of aggrieved parties and the present stage of cases. If there are any Government/Court/ Tribunal orders relating to the promotion which the DPC has to keep in views may also be indicated in the note. Whether any enquiry/charges are pending against the persons being considered for promotion and if so the present stage may be indicated.

*This information may be furnished wherever the special/Ad hoc rules provides for reservation in promotions for S.Cs. S.Ts. and B.Cs., only.

Signature: _____

Designation: _____

Date: _____

vide item 6 of the DPC pro forma

Seniority list of all Officers in the Grade of _____ as on _____

Sl. No.	Name of the Officer	*Whether belongs to Scheduled Caste or Scheduled Tribe or Backward Class. If not, say neither.	Date of Birth	Date of regular appointment to the grade.	Post held on regular basis	Whether qualified for promotion or not	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

** Signature of Authenticating Officer.

Designation _____

Dated _____

*This information may be furnished whenever the Special/Ad hoc Rules provides for reservation in promotions for S.Cs., S.Ts., and B.Cs., only.

** To be signed by an Officer of or above the rank of Deputy Secretary.

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GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

PUBLIC SERVICES- Departmental Promotion Committees - Reconstitution - Orders - Issued.

GENERAL ADMINISTRATION (SERVICES.B) DEPARTMENT

G.O.Rt.No.2012

Dated: 25-4-1985.

Read the following:-

G.O.Ms.No.187, General Administration (Ser.B) Dept., dt.25-4-85.

* * *

ORDER:

In the G.O. read above orders were issued constituting one 1st level Departmental Promotion Committee to consider the cases of promotions to the posts of Heads of Departments Additional/Joint Secretaries to Government (non-cadre) and three second level Departmental Promotion Committees to consider the cases of promotions to third level Gazetted posts and above other than those to be considered by the 1st level Committee. Accordingly the Committees are constituted with the following officers:

I. 1st level Departmental Promotion Committee:

1. Sri Shrivankumar, Chief Secretary to Government	...	Chairman
2. Sri K.A. Ansari, I.A.S., Prl. Secretary to Government	...	Vice-Chairman
3. Sri K.S.R. Murthy, I.A.S., Secretary to Government	...	Member
4. Secretary to Government (concerned Administrative Department)	...	Member
5. Secretary to Government General Admn. (Services) Department	...	Member/Convenor

II. Second Level Departmental Promotion Committee:

There shall be three second level Departmental Promotion Committees for different Departments of Secretariat as indicated below:-

(a) Departmental Promotion Committee to consider the cases of (1) Industries, Commerce & Power, (2) Education, (3) Forest & Rural (4) Labour, Employment, Nutrition & Tech. Edn. (5) Food and Agriculture, (6) Law Department.

1. Sri G.R. Nair, I.A.S., Prl. Secretary to Government	...	Chairman
2. Sri K.Madhava Rao, I.A.S., Secretary to Government	...	Member
3. Secretary to Government (concerned Administrative Department)	...	Member
4. Concerned Head of the Department	...	Member
5. Secretary to Government General Admn. (Services) Department	...	Member/Convenor

(b) Departmental Promotion Committee to consider the cases of (1) Medical & Health, (2) Housing, Municipal Administration & Urban Development, (3) Finance & Planning (Plg.Wing), (4) Finance & Planning (Fin.Wing), (5) Revenue, (6) Social Welfare, (7) General Administration Department.

1. Sri M. Gopalakrishnan, I.A.S., Prl. Secretary to Government	...	Chairman
2. Sri A. Valliappan, I.A.S., Secretary to Government as amended in G.O. Rt.No.4770 G.A.(Ser.B) Dept. Dt.3-12-1985.	...	Member
3. Secretary to Government (concerned Administrative Department)	...	Member
4. Concerned Head of the Department	...	Member
5. Secretary to Government General Admn. (Services) Department	...	Member/Convenor

(c) Departmental Promotion Committee to consider the cases of (1) Irrigation including Projects Wing, (2) I.W. & C.A.D., (3) Panchayat Raj, (4) Transport, Roads & Buildings, (5) Finance & Plg. (P.W.), (6) Home and (7) Legislature Departments.

1. Sri K.V.Natarajan, I.A.S., Prl. Secretary to Government as amended in G.O.Rt.No.4250, G.A. (Ser.B) Dept., Dt.24-10-1985	...	Chairman
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2. Sri S.Kasipandian, I.A.S., Secretary to Government	...	Member
3. Secretary to Government (concerned Administrative Department)	...	Member
4. Concerned Head of the Department	...	Member
5. Secretary to Government General Admin. (Services) Department	Member/Convenor	

Where Vice-Chairman of the 1st Level Committee or Chairman of the IIInd Level Committees or a Member of the 1st Level or IIInd Level Committees also happens to be Secretary to Government of the Concerned Administration Department the Departmental Promotion Committee will consist of only 4 Members instead of 5 Members.

3. The above Departmental Promotion Committees will meet in the months of September, October, November and December of every year for preparation of panels as indicated in the Annexure. Departments of Secretariat are therefore directed to process all cases and furnish proposals with full information in the pro forma prescribed in the G.O. cited along with the confidential rolls of all eligible officers as per the prescribed Zone of consideration for being placed before the Departmental Promotion Committees. They are also instructed that the above information should reach General Administration (Services) Department, one clear month in advance of the particular month in which the concerned Departmental Promotion Committee is scheduled to meet.

4. All the above Committees are constituted with immediate effect and their term shall be for a period of two years from the date of issue of these orders.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

SHRAVAN KUMAR,

CHIEF SECRETARY TO GOVERNMENT.

ANNEXURE

PROGRAMME OF SELECTION BY DEPARTMENTAL PROMOTION COMMITTEES

Month	1st level D.P.C.	Second Level D.P.C.S.		
		(a)	(b)	(c)
September	1. Ind.,Com. & Power 2. Education 3. F.&R.D. 4. LEN&T.E 5. Fin.&Plg. (F.W.)	Ind.Com. &Pr., F. & A.	M&H S.W.	T.R.&B. IU&C.A.D.
October	1. M&H 2. HMA&UD 3. Fin.&Plg. (Plg.Wing) 4. Law 5. Legislature Dept.	Education	HMA& U.D. G.A.D. Wing.	Irr.Dept. including Projects
November	1. Irrigation including Projects Wing 2. IU&C.A.D. 3. P.R. 4. TR.&B 5. Fin.&Plg. (P.W.) Dept.	F.&R.D. Law	Fin.&Plg. (Plg.Wing) Revenue	P.R. Legis- lature
December	1. Revenue 2. F.&A 3. S.W. 4. G.A.D. 5. Home Dept.,	L.E.N.& T.E.	Fin.& Plg. (F.W.)	Fin&Plg. (P.W.) Home Dept.

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (DPC-I) DEPARTMENT

Memo.No.58/DPC.I/86-1,

Dated 3rd February, 1986.

Sub:- Departmental Promotion Committees-Certain instructions-issued.

Ref:- Govt., Memo. No. 157/76-1, G.A. (ARC&S) Dept., dated 24-2-1976.

In the Government Memo cited, instructions were issued to the effect that Departmental Promotion Committees should be convened after ascertaining the convenience of Members and that in the event of all the Members not being present in the first instance, the Committee may, to avoid, undue delay make recommendations at its adjourned meeting in case more than half of the number of members are present at the said meeting. Even this arrangement also is resulting in considerable delay and in order to avoid even least possible delay, it has been decided that-

- (i) the Departmental Promotion Committee meetings should be convened after ascertaining the convenience of Members;
- (ii) the Chairman shall preside at all meetings of the Committee; and
- (iii) the absence of any member, other than the Chairman, shall not invalidate the proceedings of the Committee, if more than half the members of the Committee had attended its meetings.

2. All the Departments of Secretariat and Heads of Departments are requested to strictly adhere to the time schedule fixed for convening the meetings of the Departmental Promotion Committee and to avoid complaints of delay in making promotions, in future.

**SHRAVAN KUMAR,
CHIEF SECRETARY TO GOVERNMENT**

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Departmental Promotion Committee - Stipulation of the panel dates for Medical & Health Department - Orders - Issued.

GENERAL ADMINISTRATION (DPC. II) DEPARTMENT.

G.O.Rt.No. 999.

Dated 12th March, 1986.

Read the following:-

1. G.O.Ms.No. 43, M & H Department, Dt. 16.1.1982.
2. G.O.Ms.No. 187, G.A. (Ser.B) Dept., dt.25.4.1985.
3. G.O.Ms.No. 2012 G.A. (Ser.B) Dept., dt. 25.4.1985.

* * *

O R D E R :-

In G.O.Ms.No. 187, G.A.(Ser.B) Dept., dt.25.4.1985 orders have been issued constituting the 1st level and three 2nd level Departmental Promotion Committees to consider the cases of promotions to third level Gazetted posts and above and also laying down certain guidelines. In G.O.Rt.No. 2012, G.A.(Ser.B) Dept., dt. 25.4.85 orders have been issued constituting 3 D.P.Cs and the programme of selection by the Departmental Promotion Committees was arranged in four months i.e. from September to December covering all Departments of Secretariat taking into consideration General Rules. 4.

2. It has been brought to the notice that according to rule 8 of the Special Rules for the A.P. Medical and Health Service issued in G.O.Ms.No. 43. Medical & Health Department, dated 16-1-82 a provision was made for preparation of panels to fill up all the promotional posts included in Class-I available on 1st January and 1st July of the year based on the eligibility of the persons included and the teaching experience as on the said dates of the year. The medical & Health Department have stated that the need for having two panel dates would be imperative if the number of persons qualified is less than the number of vacancies that are likely to arise during the course of the year. This position will vary from speciality and also from time to time. If the number qualified is less than anticipated number of vacancies, relaxation of qualifications would be sought for by the Department to fill up the anticipated vacancies.
3. In view of the special circumstances faced by the Medical & Health Department Government have decided to have two panel dates namely 1st January and 1st July every year as provided in the special rules for A.P Medical & Health Services subject to limiting the panel to the actual number of vacancies available on the date of meeting of the Departmental Promotion Committee.

4. This would necessitate the Departmental Promotion Committee meeting twice. As per the scheduled fixed in G.O.Rt.No. 2012 G.A.(Ser.B) Dept., Dt. 25.4.85 the Departmental Promotion Committee is required to meet in September for M&H Department. This can take care of the panel for those qualified and eligible by 1st July. Another meeting of the Departmental Promotion Committee shall be held in February to consider the cases of those qualified and eligible by 1st January. The programme of selection by the 2nd level Departmental Promotion Committee in the annexure to the G.O. 3rd cited in respect of Medical & Health Department shall be deemed to have been revised to the above extent.

SHRAVANKUMAR,
CHIEF SECRETARY TO GOVERNMENT.

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (DPC.I) DEPARTMENT

U.O.Note No.9/DPC.I/87-1,

Dated:31-3-1987.

Sub: PUBLIC SERVICES - Recommendations of the Departmental Promotion Committees - Further action to be taken by the Administrative Departments - Avoidance of reference to G.A.(DPC) Department or Secretary (Services) - Regarding.

Ref: 1. G.O.Ms.No.187, G.A.(Ser.B) Dept., dt.25-4-1985.
2. G.O.Rt.No.2012, G.A.(Ser.B) Dept., dt.25-4-1985.

* * *

In the G.O.first cited, a first level Departmental Promotion Committee and three second level Departmental Promotion Committees have been constituted. The Departmental Promotion Committees have started functioning and met several times and made recommendations in respect of empanelment of officers to various categories of posts in different departments. The proceedings of the Departmental Promotion Committees are being communicated to the concerned administrative Departments for taking necessary further action to get the approval of the Government.

Experience during the past one year of the functioning of the centralised Departmental Promotion Committees has shown that there were many instances where essentially the recommendations of the Committees and also the legal validity of the guidelines issued by the Government were questioned by the Ministers concerned who have even differed with the grading recommended by the Committees and the files were repeatedly referred either to G.A.(DPC) Department or the Secretary (Services) G.A.D. for giving their remarks.

It may be noted that the Departmental Promotion Committee is only a recom-mendatory non-statutory body which functioning within the guidelines issued by the Government. The consideration by the Committee is mainly based on the notes furnished by the concerned Departments which are aware of all the facts of the case. The recommendations of the Departmental Promotion Committee are a collective decision of the Committee, at the meetings of which invariably the Secretary of the concerned Administrative Department and the Heads of the Department are present. Further the minutes of the Departmental Promotion Committee are drafted in such a way that they are self-explanatory and the rule and authority are quoted invariably in every case when a promotion is proposed to be deferred or a person is superceded. Therefore, it is for the concerned Department which is also bound by the guidelines

issued by the Government and which is familiar with the rules and procedures to satisfactorily clarify/reply or point out the rule position in case a doubt is raised.

The Department concerned may differ with the recommendations of the Committee but for reasons to be adduced in writing. If the Minister differs with the recommendations of the Departmental Promotion Committee, as per the instructions, all such cases should be circulated to Chief Minister through the Chief Secretary to Government duly recording the reasons for the same.

The General Administration Department comes into the picture only if interpretation of any rule is required. In all other cases the General Administration Department cannot offer any advice except again and again pointing out or confirming the rule position. Reference in such cases thus becomes a futile exercise consuming lot of time.

All the Departments may keep the above position in view and avoid making references to General Administration Department or to the Secretary to Government (Services), G.A.D.

SHRAVAN KUMAR,
CHIEF SECRETARY TO GOVERNMENT

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Public Service - Departmental Promotion Committees - Constitution and Guide lines
- Grading of Officers to be followed Modified Instructions - Issued.

GENERAL ADMINISTRATION (DPC.I) DEPARTMENT

G.O.Ms.No.357.

Dated 3rd August, 1987.

Read the following:-

G.O.Ms.No.187, G.A.(Ser.B) Dept., dt.25-4-1985.

ORDER:

In para 12 of the G.O.read above orders have been issued to the effect that the Members of Departmental Promotion Committee should go through the Confidential Reports of the candidates who come within the Zone of Consideration and after arriving at a consensus, Grade the Officers into one of the following Categories:-

1. Outstanding
2. Good
3. Satisfactory and
4. Unfit

2. From experience it was felt that it would be appropriate to introduce the category of 'Very Good' among the grades (i.e.) between 'Outstanding' and 'Good' as it provided for in Regulation 5(4) of the I.A.S. (Appointment by promotion) Regulations, 1955.

3. Accordingly the Government direct that the Members of the Departmental Promotion Committee should go through the Confidential Reports of the Officers who come within the Zone of Consideration and after arriving at a consensus, grade the Officers into one of the following categories:

1. Outstanding
2. Very Good
3. Good
4. Satisfactory, and
5. Unfit.

4. Instructions in para 12 of the G.O. read above shall be modified to the extent indicated in para 3 above and shall come into effect on and from 1-9-1987.

5. Necessary amendment to Rule 4 in Part II of the A.P.State & Subordinate Services Rules will be issued separately from G.A.(Ser.D) Dept.,

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

**SHRAVAN KUMAR,
CHIEF SECRETARY TO GOVERNMENT**

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

PUBLIC SERVICES - Departmental Promotion Committees - Selection of persons only to the extent of promotion quota - Amendment to Annexure to G.O.Ms.No.187, General Administration (SER.B) Department, dt.25-4-85 - Issued.

GENERAL ADMINISTRATION (DPC.I) DEPARTMENT

G.O.Ms.No.418.

Dated 1-9-1987.

Read the following:-

1. G.O.Ms.No.187, G.A.(Ser.B) Dept., dt.25-4-1985.
2. G.O.Ms.No.360, General Administration (DPC.I) Department, Dt.7-8-1987.

* * *

ORDER:

In pursuance of the orders issued in the G.O. Second read above, the following amendment is issued to the proforma in the Annexure to the G.O. First read above.

AMENDMENT

After item (iii) in Column 4(b) of the proforma, the following shall be added as item (iv):-

(iv) Number of actual vacancies solely intended to be filled by the method of promotion or by recruitment by transfer, as the case may be, Selection of persons should be restricted to the extent of promotion/transfer quota.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

SATHI NAIR,
SECRETARY TO GOVERNMENT.

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

PUBLIC SERVICES - Constitution of Departmental Promotion Committees - Ex-Officio Secretaries to Government as Members of Departmental Promotion Committees- Amendment to para 2 of G.O.Rt.No.2012, General Administration (Ser.B) Department, dated 25-4-1985.

GENERAL ADMINISTRATION (DPC.I) DEPARTMENT

G.O.Rt.No.3291.

Dated 10-9-1987.

Read the following:-

1. G.O.Rt.No.2012, G.A.(Ser.B) Dept. dt.25-4-85.
2. G.O.Ms.No.378, General Administration (AR&T-DESK) Department, Dt.14-8-1987.

* * *

ORDER:

In pursuance of the orders issued in the G.O.Second read above, the following amendment is issued to the G.O.first read above:-

AMENDMENT

For the existing last sentence in para 2 there of, substitute the followings:

" Where Vice-Chairman of the 1st Level Committee or Chairman of the 2nd Level Committees or a Member of the 1st Level or 2nd Level Committees also happens to be Secretary to Government or the Head of the Department assigned the status of Ex-Officio Secretary to Government of the concerned Administrative Department the Departmental Promotion Committee will consist of only 4 Members instead of 5 Members."

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

SATHI NAIR,
SECRETARY TO GOVERNMENT.

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

Public Services - Departmental Promotion Committees - Amendment to paras 8 and 12 of G.O.Ms.No.187, General Administration (Ser.B) Department, dated 25-4-1985- Issued.

GENERAL ADMINISTRATION (DPC.I) DEPARTMENT

G.O.Ms.No.456

Dated.15-9-1987.

Read the following:-

1. G.O.Ms.No.187, Genl.Adminn.(Ser.B) Dept., dt.25-4-85.
2. G.O.Ms.No.357, Genl.Adminn.(DPC.I) Dept., dt.3-8-1987.

* * *

O R D E R:

The question as to the usefulness of the existence of the provision in para 8 of the G.O.first read above relating the obtaining of special reports in respect of the Officers whose Confidential Reports for the last five years are not available for consideration of the Departmental Promotion Committees has been examined and it has been decided to delete the same as from experience it is found to be not useful.

2. IN the G.O.Second read above the Gradation 'Very Good' has since been introduced between the gradations 'Outstanding' and 'Good' mentioned in para 2 of the G.O.First read above. In pursuance of these orders and in pursuance of the decision taken in para 1 above, the following amendments are issued to the G.O.first read above:-

AMENDMENT

1. For the existing para 8 thereof, the following shall be substituted, namely:-

"It has been decided that evaluation of the Confidential Reports of the last 5 years would be adequate to assess the suitability of a person for promotion. In cases where the Confidential Reports of the 5 preceding years are not

available, the Confidential Reports of 5 years in the preceding period of 8 years should be taken into consideration.

2. For the word "Good etc." occurring at the end of para 12 thereof the words "Very Good etc." shall be substituted.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

SATHI NAIR,
SECRETARY TO GOVERNMENT

of 8

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

PUBLIC SERVICES - Departmental Promotion Committees - Consideration of Proposals - Amendments to Guidelines - Issued.

GENERAL ADMINISTRATION (DPC.I) DEPARTMENT

G.O.Ms.No.550

Dated :19-11-1987

Read the following:

1. G.O.Ms.No.187 (Ser.B) Dept., Dt.25-4-85
2. G.O.Ms. No.456, G.A.(DPC.I) Dept., Dt.15-9-87

ORDER :

In the context of preparation of panels for promotion by the Departmental Promotion Committees, the following decisions have since been taken :-

1. the Zone of Consideration be liberalised to six times the number of vacancies instead of the present criteria laid down in the G.O. first read above; and
2. to increase the scrutiny of Confidential Reports for promotion from 5 years as laid down in the G.O. first read above, to 10 years provided they relate to the feeder category. Where, however, an officer has not rendered 10 years of service in the feeder category, evaluation of the Confidential Reports of the last 5 years would be adequate to assess the suitability of such officer for promotion.

Accordingly, the following amendments are issued to paras 5 and 8 of the G.O. first read above.

AMENDMENTS

1. For the existing para 5, the following paragraph shall be substituted:-

" In accordance with the recommendations of the Committee and subsequent decision taken in the matter, the zone of consideration for selection of Officers by the Committees shall be 6 (six) times the number of vacancies."

2. For the existing para 6, the following paragraph shall be substituted:-

**Number of years for which Confidential Reports, should
be considered**

"It has been decided that evaluation of the Confidential Reports of the last 10 years be made to assess the suitability of a person for promotion, provided they relates to the feeder category, where, however, an Officer has not rendered 10 years of service in the feeder category, evaluation of Confidential Reports of the last 5 years would be adequate to assess the suitability of such officer for promotion."

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

**SHRAVAN KUMAR
CHIEF SECRETARY TO GOVERNMENT**

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

Departmental Promotion Committee's - Stipulation of the panel dates for Medical & Health Department - Change of dates of panel year - Amendment to G.O. Rt.No.999, G.A. (DPC.I) Dept.

GENERAL ADMINISTRATION (DPC.I) DEPARTMENT

G.O.RT.No.199

Dated 19-1-1988

Read the following

G.O.Rt.No.999, G.A.(DPC-II) Department, dt:12.3.86.

ORDER :

The following amendment is issued to G.O. Read above;

AMENDMENT

For the words " on the date of meeting of the Departmental Promotion Committee occurring in para 3 of the G.O. read above, the following words shall be substituted:

"as on 1st January or 1st July of the year",

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

SHRAVAN KUMAR
CHIEF SECRETARY TO GOVERNMENT

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

Public Services - Departmental Promotion Committees Consideration of Proposals - Amendment to Guidelines - Issued

GENERAL ADMINISTRATION (DPC.I) DEPARTMENT

G.O.Ms.No.267

Dated 04-5-1988
Read the following

1. G.O.Ms. 187, G.A.(Ser.B) Dept., Dt.25-4-85
2. G.O.Ms. No.550, G.A.(DPC.I) Dept., Dt.19-11-87

ORDER :

As per the orders issued in the G.O. 2nd read above the Departmental Promotion Committees are now considering for every vacancy 6 eligible officers.

The Andhra Pradesh Secretariat Association, Hyderabad and also other associations have submitted representations against this revision and requested that *status quo ante* may be maintained.

The Secretaries to Government who considered the matter have recommended that the Zone of consideration may be made 1:3.

After due consideration the Government have decided to reduce the Zone of consideration to 3 Officers per vacancy. This will take prospective effect and shall apply to selections to be done hereafter.

Accordingly the following amendment is issued to para 5 of the G.O. first read above:

AMENDMENT

For the existing para 5 the following paragraph shall be substituted:-

" In accordance with the recommendations of the Committee and subsequent decision taken in the matter, the zone of consideration for selection of officers by the committees shall be 3(three) times the number of vacancies.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

SHRAVAN KUMAR
CHIEF SECRETARY TO GOVERNMENT

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Public Services - Departmental Promotion Committees - Preparation of Half yearly panels - Orders - issued.

GENERAL ADMINISTRATION (DPC.I) DEPARTMENT

G.O.Ms.No.686.

Dated 17-12-1988.

Read the following:-

1. G.O.Ms.No. 32, G.A.(Ser.B) Dept., dt. 22-1-1981.
2. G.O.Ms.No. 187, G.A.(Ser.B) Dept., dt. 25-4-1985.
3. G.O.Ms.No. 2012, G.A.(Ser.B) Dept., dt.25-4-1985.
4. G.O.Ms.No. 411, G.A.(AR&T-Desk) Dept., dt.12-7-88.

* * *

ORDER :

In the G.O. fourth read above, orders have been issued accepting the recommendations of the Cabinet Sub-Committee which has examined the report of M/s x Rustomji and Associates on "Administrative Reforms" and "Upendra Committee Report". The Cabinet Sub-Committee inter-alia has recommended that the Departmental Promotion Committee, meeting may be held atleast twice a year in June and December and more often as and when considered necessary to prepare panels in advance.

2. Government after due consideration and careful examination have decided and accordingly order in partial modification of the orders issued in the G.Os., first to third read above, that Departmental Promotion Committee meetings shall be convened half yearly, ordinarily during the months of May and November every year or as frequently as may be necessary in the exigencies of administrative for preparation of panels. The material to be placed before the D.P.Cs., complete in all aspects should be furnished to GA (DPC) Dept., atleast one month in advance of the meetings. Hence the programme of selection of D.P.Cs. annexed to the G.O. third read above stands omitted.

3. 1st May and 1st November shall be reckoned as the qualifying dates to determine the eligibility of candidate in the panels to be prepared during the month of May and November respectively. Since the panels are prepared on half yearly basis instead

of annual, Government have decided that no review as ordered in the G.O. first read above need be under-taken.

4. Necessary amendments to General Rule 4 regarding preparation of panels, notification of qualifying date, furnishing of estimate of vacancies and the tenure of the half-yearly panels, will be issued by G.O.(Ser.D) Dept., separately.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

G.R.NAIR,
CHIEF SECRETARY TO GOVERNMENT

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Public Services - Departmental Promotion Committees - Reconstitution and Guidelines
Amendment - Orders - Issued.

GENERAL ADMINISTRATION (D.P.C.I) DEPARTMENT

G.O.Ms.No.34.

Dated 24-1-89.

Read the following:-

G.O.Ms.No. 187. G.A.(Ser.B) Dept., dt.25-4-85.

O R D E R:

The following amendment is issued to para 13(a) of G.O. Ms.No. 187, G.A.(Ser.B) Dept., dt. 25-4-1985.

AMENDMENT

After item (f) the following shall be added as item (g)

"(g) Where the penalty imposed has been revoked after the D.P.C. had considered the case of the Officer."

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

G.R. NAIR,
CHIEF SECRETARY TO GOVERNMENT.

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

PUBLIC SERVICES - Departmental promotion Committees - Reconstitution and Guidelines - Amendment - Orders - Issued.

GENERAL ADMINISTRATION (D.P.C. I) DEPARTMENT

G.O.Ms.No.62.

Dated 8th February, 1989.

Read the following:

G.O.Ms.No.187, General Administration (Ser.B) Department, dated 25-4-1985.

O R D E R :

Under General Rule 36 of Andhra Pradesh State and Subordinate Services Rules the State Government have power to revise in any manner they consider suitable, any list of approved candidates, for appointment or promotion to any category, class or service prepared by the Head of a Department in exercise of the powers conferred on him by the Special Rules for any service. They have also power to revise in any manner they consider suitable, any list of eligible employees, for promotion in any category class or service in accordance with General rule 34(b)(ii). Such revision may be made by the State Government either on their own motion at any time or on an application made by the person affected within a period of six months from the date of order of application, or promotion of his immediate junior. The time limit may, for sufficient reasons to be recorded in writing, be waived by the Government.

2. Under General Rule 36-A, the State Government may of their own motion or otherwise review, any original order passed by them, promoting a member of a service or class to a selection category or grade, for approving any list of candidates for appointment or promotion to any category, class or service prepared by them in exercise of the powers conferred on them by Special Rules for any service, or any order of revision passed under Rule 35 or Rule 36 if it was passed under any mistake, whether of fact of law, or in ignorance of any material fact or for any other sufficient cause.
3. Proposals are being received by Government for review of panels prepared earlier in consultation with the Departmental Promotion Committees concerned in regard to grading of some persons considered. A question has arisen whether for undertaking the review or revision of the panels prepared and approved in consultation with the Departmental Promotion Committees whether Government should take action under the provisions of Rule 36 or 36-A of the General Rules straightaway or whether before passing orders under the provisions of the above rules the cases

should be placed before the Departmental Promotion Committees/Review Departmental Promotion Committees. The Government have examined the issue and have decided that before action is taken under General Rule 36 or 36-A, the cases for review should be placed before the Departmental Promotion Committee concerned and its recommendations obtained. It is accordingly ordered that cases of review or revision relating to grading etc., should be placed before the Departmental Promotion Committee/Review Departmental Promotion Committee concerned in addition to cases mentioned in para 13(a) of G.O.Ms.No.187 General Administration (Ser.B) Department, dated 25-4-1985.

4. The Government after due consideration have also decided that while reviewing the panels, the Departmental Promotion Committees shall adopt the uniform criteria in assessing merit that should not be reassessed. the panel on review/revision by the inclusion of fresh names should be restricted or limited to the no of persons whose names are included in the original panel. If, in the process of review/revision it is decided to include the names of certain number of persons in the panel, the names of an equal number of persons included at the end of the original panel should be deleted from the panel.
5. Accordingly, the orders issued in G.O.Ms.No.187, General Administration (Ser.B) Department, dated 25-4-1985 shall stand modified to this extent.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

**C.R.KAMALANATHAN,
SECRETARY TO GOVERNMENT.**

GOVERNMENT OF ANDHRA PRADESH
A B S T R A C T

Public Services -- Departmental Promotion Committees -- Tenure of member of Departmental Promotion Committees -- Certain amendment -- Orders -- Issued.

GENERAL ADMINISTRATION (DPC.I) DEPARTMENT

G.O.Ms.No.207

DATED 11th April, 1989.

Read the following:-

G.O.Ms.No.32, G.A. (Ser. B) Dept., dt. 22.1.1981.

* * *

O R D E R :

In para 4 of the G.O. read above, the Government have directed that the tenure of the members nominated to serve on the Departmental Promotion Committee will be for two years and that there should be a change in the members of Departmental Promotion Committee whenever a new Departmental Promotion Committee is constituted.

2. A question has arisen whether the members nominated to serve on the Departmental Promotion Committee after completion of their tenure of two years can again be nominated as members of the Departmental Promotion Committee. The matter has been examined carefully and it has been decided that there would not be total change of all the members of Departmental Promotion Committee when the term of the Departmental Promotion Committee is extended or a new Committee is constituted. Accordingly the following amendment is issued to para 4 of the G.O. read above.

AMENDMENT

In para 4 of G.O.Ms.No.32, G.A. (Ser.B) Dept., dt. 22.1.81 the words,

" and that there should be a change in the member of Departmental Promotion Committee whenever a new Departmental Promotion Committee is constituted".

occurring therein shall be deleted.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

G.R.NAIR,
CHIEF SECRETARY TO GOVERNMENT

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

PUBLIC SERVICES - State and Subordinate Services - Prescription of minimum service for promotion/ appointment by recruitment by transfer to next higher class, category or grade - Ad-hoc Rule - Re-issued.

GENERAL ADMINISTRATION (SERVICES-A) DEPARTMENT

G.O.Ms.No.422

Dated 24-07-1989

Read the following :

1. G.O.Ms.No.1647, G.A. (Ser.B) Dept., dt.31.10.1960.
2. G.O.Ms.No.85, G.A. (Ser.A) Dept., dt.12.2.1979.
3. G.O.Ms.No.627, G.A. (Ser.A) Dept., dt.21.12.1983.

* * *

ORDER :

According to the policy enunciated in the G.O. first cited, in certain special/ ad-hoc rules relating to various State and Subordinate Services, a provision was made to the effect that a member of a service should ordinarily put in period of five years of service, in the lower category, from which promotion is to be made, to the next higher category in the same service or appointment by transfer from any other service. The Government, with a view to avoid administrative difficulties, issued an ad-hoc rule in the G.O. second read above, reducing the period of ordinarily five years service in the lower category to three years. The wording of the rule was considered to be defective, as it is capable of denoting the minimum service required in the lower category as three years and at the same time two years in the category, class or grade from which promotion is to be made. Hence, to keep the matter beyond doubt, without giving scope for any other interpretation the ad-hoc rule was re-issued in the G.O. third read above. However, it is noticed that while the intention was so, as un-intentional error had crept in, on account of the omission of a punctuation mark (comma) at the appropriate place in the G.O. third read above, leading to confusion and misinterpretation of the rule. In the Ad-hoc rule issued to the said G.O., in its including part, between the words "but in no case shall it be less than two years" and the words "in the category, class or grade from which such promotion or transfer is made" a comma (,) should have been there, which would have set at rest any controversy and would not have intended by the Government. It is hereby clarified that it was always the intention of Government that the service stipulated in this rule shall be in the category from which the appointment is made and it does not refer to total service of the officer.

To set the matter right the following notification is published in the Andra Pradesh Gazette :-

NOTIFICATION

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and all other powers hereunto enabling the Governor of Andhra Pradesh hereby makes the following amendment to the ad-hoc rule issued in G.O.Ms.No.627, General Administration (SER.A) Department, dated 21-12-1983.

The amendment hereby made shall be deemed to have come into force on the 12th February, 1979.

AMENDMENT

In the said adhoc rule, between the words "but in no case shall it be less than two years" and the words "in the category, class or grade from which such promotion or transfer is made" the punctuation mark comma (,) shall be inserted.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

**G.R. NAIR,
CHIEF SECRETARY TO GOVERNMENT.**

GOVERNMENT OF ANDHRA PRADESH
A B S T R A C T

Public Service - Constitution of Departmental Promotion Committees - Principal Secretary / Secretary to Government of the Principal Department also as Member of Departmental Promotion Committee in case where the Head of the Department is an Ex-Officio Secretary to Government - Orders - Issued.

GENERAL ADMINISTRATION (DPC-I) DEPARTMENT

G.O.Ms.No.2845

Dated 29-7-1989.

Read the following:-

G.O.Ms.No.187, G.A. (Ser. B) Dept., dt. 25.4.1985.

G.O.Rt.No.2012, G.A. (Ser. B) Dept., dt. 25.4.1985.

G.O.Rt.No.3291, G.A. (DPC. I) Dept., dt. 10.9.1987.

G.O.Rt.No.3291, G.A. (DPC. I) Dept., dt. 3.10.1988.

* * *

ORDER :

In partial modification of the orders issued in the G.Os. read above, the Principal Secretary/Secretary to Government of the Principal Department will also be a Member of the Departmental Promotion Committee in case where the Head of the Department is an Ex-Officio Secretary to Government.

(BY IN THE NAME OF THE GOVERNOR OF THE ANDHRA PRADESH)

G.R.NAIR.

CHIEF SECRETARY TO GOVERNMENT.

GOVERNMENT OF ANDHRA PRADESH
A B S T R A C T

PUBLIC SERVICES -- Preparation of half-yearly panels for non-selection posts -- Orders -- Issued.

GENERAL ADMINISTRATION (SERVICES-B) DEPARTMENT

G.O.Ms.No.456

Dated:9-8-1989.

Read the following:-

1. G.O.Ms.No.642, Genl. Admn. (Services-B) Dept., dt. 13.9.1979.
2. G.O.Ms.No.687, Genl. Admn. (Services-D) Dept., dt. 17.12.1988.

* * *

O R D E R :

In the G.O. 1st read above, orders have been issued to the effect that the appointing authorities should prepare a list of eligible employees for promotion to non-selection posts, every year after considering their qualifications etc., prescribed in the relevant rules. It was not mentioned in the above said G.O. whether the eligibility of persons for promotion to the non-gazetted posts shall be with reference to any particular date. This question has been examined by the Government in detail having regard to the pattern followed in respect of gazetted posts introduced in the G.O. 2nd read above.

2. The Government have decided that a list of eligible candidates for purposes of promotion to the higher non-gazetted posts shall be prepared by the appointing authorities halfyearly with reference to first May and first November of every year, after considering the qualifications prescribed for such promotion. The panels shall be for May to October and November to April. The eligibility of candidates for purpose of inclusion of their names in the said lists shall be reckoned as on 1st May or 1st November as the case may be. The lists so prepared as on the 1st day of May shall be valid till the 30th day of November of the same year and the list prepared as on the 1st day of November shall be valid till the 31st day of May of the succeeding year or till a new panel is prepared for the succeeding half-year concerned whichever is earlier.
3. The appointing authorities are also directed that no such list of approved candidates need be prepared 1) if vacancies are not available for the particular panel period subject to the appointing authority recording a Certificate to that effect; or 2) where the Government do not consider it necessary.
4. All the appointing authorities are requested to take action accordingly.
(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

G.R. NAIR,
CHIEF SECRETARY TO GOVERNMENT

GOVERNMENT OF ANDHRA PRADESH
A B S T R A C T

PUBLIC SERVICES -Criteria for promotion in Services-Revised orders- Issued.

GENERAL ADMINISTRATION (SERVICES-D) DEPARTMENT

G.O.Ms.No.4.

Dated 3rd January, 1990.

Read the following:-

1. G.O.Ms.No.187, General Administration (Services.B) Department, dated 25-4-1985.
2. G.O.Ms.No.530, General Administration (Services.D) Department, dated 2-11-1987.
3. G.O.Ms.No.686, General Administration (DPC-I) Department, dated 17-12-1988.
4. G.O.Ms.No.687, General Administration (Services.D) Department, dated 17-12-1988.
5. G.O.Ms.No.144, General Administration (Services.C) Department, dated 10-3-1989.

* * *

ORDER :

In pursuance of the orders issued in the G.O. first read above an amendment to General Rule 4(a)(1)(i) has been issued in the G.O. second read above, according to which all first appointments to a State Service and all Promotions/appointment by transfer in that service shall be made on the grounds of merit and ability, seniority being considered only where merit and ability are approximately equal by the appointing authority from the list of approved candidates. Such list shall be prepared in the order of preference by the appointing authority or any other authority empowered in this behalf in the following gradation:

- 1) outstanding;
- 2) very good;
- 3) good; and
- 4) satisfactory.

Various service Associations have represented against the procedure of gradation and alleged that it brings in an element of discrimination and encourages favouritism and nepotism. The matter was discussed at the meeting of Secretaries to Government held on 8-12-1989 where in it was recommended to revert to the position obtaining prior to issue of the G.O. first read above.

2. The Government after careful consideration of all the aspects have decided to accept the above recommendation and hereby order that:

- 1) All promotions/appointment by transfer to the non-gazetted posts shall be on the basis of seniority-cum-fitness;
- 2) All first appointments to a State service and all promotions/appointment by transfer in that service shall be on the basis of the principle and procedure followed prior to the issue of the G.O. first read above;
- 3) The Zone of consideration, the principle of grading and preparation of half yearly panels shall be dispensed with. However, the Centralised Departmental Promotion Committees at the two highest level constituted in the G.O. first read above shall continue.

3. The orders issued earlier in the references first to fifth read above which are not consistent with these orders should be deemed to have been modified to the extent necessary.

4. Necessary amendments to the Andhra Pradesh State and Subordinate Services Rules and orders for inclusion of the column for fitness in the Record sheet for non-gazetted officers will be issued separately. The Departments of Secretariat are requested to issue amendments, wherever necessary, to the special/Adhoc Rules with which they are concerned.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

**G.R.NAIR,
CHIEF SECRETARY TO GOVERNMENT**

GOVERNMENT OF ANDHRA PRADESH
A B S T R A C T

Public Services - Departmental Promotion Committees - Amendment to Guidelines -
Issued.

GENERAL ADMINISTRATION (DPC-DESK-I) DEPARTMENT

G.O.Ms.No.291.

Dated 3-4-1990.

Read the following:-

1. G.O.Ms.No.187, General Administration (Services.B) Department,
dated 25-4-1985.
2. G.O.Ms.No.550, General Administration (DPC.I) Department,
dated 19-11-1987.
3. G.O.Ms.No.4, General Administration (Services.D) Department,
dated 3-1-1990.

* * *

O R D E R :

Orders were issued in the G.Os. first and second read above for evaluation of the confidential reports of the last 10 years to assess the suitability of a person for promotion, provided they relate to the feeder category. When, however, an officer has not rendered 10 years of service in the feeder category, evaluation of confidential reports of the last 5 years would be adequate to assess the suitability of such officer for promotion.

In the G.O.3rd read above, orders have been issued dispensing with the Zone of consideration, the principle of grading and preparation of half yearly panels.

In view of the orders issued in the G.O. 3rd read above dispensing with the principle of grading the matter for evaluation of C.Rs. for equal number of years in respect of the officers who are under consideration for promotion was under active consideration and Government have decided to adopt the guidelines on Confidential Reports issued by the Government of India in the Ministry of Public Grievances and Pension in Memo.No.22011/5/86-Esst. (D) dated 10-6-1989 with suitable modifications.

Accordingly, the following amendment is issued to para 8 of the G.O. first read above, as amended in G.O. second read above.

AMENDMENT

For the existing para 8, the following paragraph shall be substituted:-

Number of years for which confidential Reports should be considered:-

- (a) The Departmental Promotion Committee should consider Confidential Reports for equal number of years in respect of all Officers considered for promotion;
- (b) The Departmental Promotion Committee should assess the suitability of the Officers for promotion on the basis of their service record and with particular reference to the Confidential Reports for five preceding years. However, in cases where the required qualifying service is more than 5 years, the Departmental Promotion Committee should see the record with particular reference to the Confidential Reports for the years equal to the required qualifying service. (If more than one Confidential Report has been written for a particular year, all the Confidential Reports for the relevant year shall be considered together as the Confidential Report for one year.)
- (c) Where one or more Confidential Reports have not been written for any reason during the relevant period, the Departmental Promotion Committee should consider the Confidential Reports of the years preceding the period in question and if in any case even these are not available, the Departmental Promotion Committee should take the confidential Reports of the Lower grade into account to complete the number of Confidential Reports required to be considered as per (b) above. If this is also not possible, all the available Confidential Reports should be taken into account. In the case of an Officer who is a direct recruit to a post in the feeder category and who is having less than 5 years service, Confidential Reports of not less than three years should be taken into account.
- (d) Where an officer is officiating in the next higher grade and has earned Confidential Reports in that grade, his Confidential Reports in that grade may be considered by the Departmental Promotion Committee in order to assess his work, conduct and performance, but no extra weightage may be given merely on ground that he has been officiating in the higher grade.
- (e) The Departmental Promotion Committee should not be guided merely by the overall grading, if any, that may be recorded in the Confidential Reports but should make its own assess on the basis of the entries in the Confidential Reports.
- (f) If the Reviewing authority or the Accepting authority as the case may be has ever-ruled the Reporting Officer or the Reviewing authority as the case may

be, the remarks of the latter authority should be taken as the final remarks for the purposes of assessment provided it is apparent from the relevant entries that the higher authority has come to a different assessment consciously after due application of mind. If the remarks of the Reporting Officer, Reviewing authority and Accepting authority are complementary to each other and one does not have the effect of over ruling the other, then the remarks should be read together and the final assessment made by the Departmental Promotion Committee.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

G.R. NAIR,
CHIEF SECRETARY TO GOVERNMENT.

GOVERNMENT OF ANDHRA PRADESH
A B S T R A C T

PUBLIC SERVICES -Programme of selection by Departmental Promotion Committees
- Orders - Issued.

GENERAL ADMINISTRATION (DPC.DESK-I) DEPARTMENT

G.O.Ms.No.3534.

Dated 19th September, 1990 .
Read the following:-

1. G.O.Rt.No. 2012, General Administration (Ser.B) Department dated 25.4.85
2. G.O.Ms.No. 686, General Administration (DPC.I) Department dated 17.12.1988.
3. G.O.Ms.No.4, General Administration (Ser.D) Department, dated 3.1.90

* * *

O R D E R :

The programme of selection by Departmental Promotion Committees was prescribed in the G.O.1st read above. Consequent on the orders for preparation of half yearly panels issued in the G.O.2nd read above, the above programme was omitted. In the G.O.3rd read above, orders have been issued dispensing with the Zone of consideration, the principle of grading and preparation of half yearly panels. As such, annual panels have to be prepared for which programme of selection by Departmental Promotion Committees is considered necessary.

2. The Departmental Promotion Committees constituted in G.O.Rt.No. 1463, General Administration (DPC.I) Department, dated 11.4.89, which were modified from time to time will meet in the months of September, October, November and December of every year from the panel year 1990-91 and onwards for preparation of panels as indicated in the Annexure. The Departmental Promotion Committees will invariably meet in Fore Noon on the day fixed for the meeting. If the day fixed for the meeting in the Annexure happens to be a holiday, the Departmental Promotion Committee shall meet on the next working day at 3.00 P.M. Departments of Secretariat are, therefore requested to process all cases and furnish proposals with full information in the proforma prescribed in G.O.Ms.No.187, General Administration (Ser.B) Department, dated 25.4.85 along with the confidential rolls of all eligible officers for being placed before the Departmental Promotion Committees. They are also instructed that the above proposals should reach General Administration (DPC) Department a month in advance of month and days in which the concerned Department Promotion Committees is scheduled to meet. In case no panel is required to

be prepared for a particular panel year or the appointing authority does not consider it necessary to prepare a panel for a particular year, a certificate should invariably be sent by the appointing authority to the effect.

3. All the Departments of Secretariat are therefore requested to ensure that the programme is strictly adhered to.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

V.P.RAMA RAO
CHIEF SECRETARY TO GOVERNMENT

ANNEXURE

1st LEVEL DEPARTMENTAL PROMOTION COMMITTEE UNDER THE CHAIRMANSHIP OF CHIEF SECRETARY TO GOVERNMENT. ↴

MONTH	DEPARTMENTS	DAY
SEPTEMBER	1. Ind.& Commerce 2. Education 3. E.F.E.S. & T. 4. W.D.C.W.& L 5. Finance & Planning (Fin.Wing)	All Heads of Departments on 4th Monday at 11.00 A.M. other posts on 3rd Monday at 11.00 A.M.
OCTOBER	1. H.M.& F.W. 2. H.M.A.& U.D. 3. Fin.& Plg. (Plg.Wing) 4. Law 5. Legislature	-do-
NOVEMBER	1. Irrigation including projects. 2. Irrigation & C.A.D. 3. P.R.& R.D. 4. T.R.& B. 5. Fin.& Plg.(P.W.)	-do-
DECEMBER	1. Revenue 2. Food and Agriculture 3. Social Welfare 4. Genl.Admn.Deptt. 5. Home.	-do-

2nd LEVEL DEPARTMENTAL PROMOTION COMMITTEE UNDER THE CHIARMANSHIP OF SRI P.K. DORAISWAMY, IAS., PRINCIPAL SECRETARY TO GOVERNMENT HIGHER EDUCATION.

SEPTEMBER	1. T.R.& B 2. Irrigation & C.A.D.	4th Wednesday
OCTOBER	1. Irrigation including projects	4th Wednesday
NOVEMBER	1. P.R.& R.D. 2. Legislature	4th Wednesday
DECEMBER	1. Fin.& Plg.(P.W) 2. Home	-do-

MONTH	DEPARTMENTS	DAY
2nd LEVEL DEPARTMENTAL PROMOTION COMMITTEE HEADED BY SRI SUSHIL KUMAR, IAS., PRINCIPAL SECRETARY TO GOVERNMENT: WOMEN DEVELOPMENT, CHILD WELFARE AND LABOUR DEPARTMENT.		
SEPTEMBER	1. Ind. & Com 2. Food and Agriculture	2nd Wednesday
OCTOBER	1. Education	-do-
NOVEMBER	1. E.F.E.S.& T 2. Law	-do-
DECEMBER	1. I.W.D.C.W. & L. 2. E.G.&Y.S.	-do- -do-
2nd LEVEL DEPARTMENTAL PROMOTION COMMITTEE UNDER THE CHAIRMANSHIP OF SRI S.K.D.BHANDARKAR IAS., PRINCIPAL SECRETARY TO GOVERNMENT E.F.E.S.& T DEPARTMENT		
SEPTEMBER	1. H.M.&F.W. 2. Social Welfare	3rd Wednesday
OCTOBER	1. H.M.A.& U.D. 2. Genl.Admn.Deptt	-do-
NOVEMBER	1. Fin & Plg.(plg.Wing) 2. Revenue	-do-
DECEMBER	1. Fin & Plg. (F.W)	-do-

The Departmental Promotion Committees under the Chairmanship of S/Sri Narendar Luther and K.V.Natarajan will meet on 2nd and 3rd Thursdays respectively.

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SERVICES.D) DEPARTMENT

Circular Memo No.13/SERVICES.D/91-2.

Dated 31-7-1991.

Sub:- PUBLIC SERVICES - Promotion in State Services in terms of the orders in G.O.Ms.No.187, General Administration (Services.B) Department, dt.25-4-1985 - Review - Certain clarifications - Reg.

Ref: 1) G.O.Ms.No.187, General Administration (Services.B) Department, dated 25-4-1985.

2) G.O.Ms.No.357, General Administration (DPC.I) Department, dated 3-8-1987.

3) G.O.Ms.No.4, General Administration (Services.D) Department, dated 3-1-1990.

4) G.O.Ms.No.438, General Administration (Services.D) Department, dated 16-7-1990.

* * *

The procedure to be followed for grading of Officers viz. Outstanding, Very good, Good, Satisfactory and Unfit for considering their cases for promotion or appointment by transfer was indicated in the G.Os. 1st and 2nd cited above. On representations received from various Service Associations against the above orders, the matter was discussed at the meeting of the Secretaries to Government on 8-12-1989 and it was recommended to revert to the position obtaining prior to issue of the G.O. 1st cited. The Government considered all the aspects, and decided to accept the above recommendation and directed in the G.O. 3rd cited, that:-

- 1) All promotions/appointment by transfer to the Non-gazetted posts shall be on the basis of Seniority-cum-fitness;
- 2) All first appointments to a State Service and all promotions/appointments by transfer in that service shall be on the basis of the principle and procedure followed prior to the issue of the G.O. first cited;
- 3) The Zone of consideration, the principle of grading and preparation of half yearly panels shall be dispensed with. However, the Centralised Departmental Promotion Committees at the two highest levels constituted in the G.O. 1st cited above shall continue.

Accordingly, Rule 4 of the A.P. State and Subordinate Services Rules was amended in the G.O. fourth cited.

Subsequently it has been represented to Government that the arbitrary implementation of G.O.Ms.No.187, General Administration Department, dated 25-4-1985 has

done injustice to many sincere and honest officers, and that the Government may therefore, undertake review of the promotions made as per the said G.O. so as to do full justice to the employees. The Government have examined the suggestion and decided that it may not either be legally possible or desirable to review the promotions already made in terms of the orders issued in the G.O.Ms.No.187, General Administration (Service.B) Department, dated 25-4-1985 during the period from 25-4-1985 to 8-1-1990 as such promotions were made with reference to the orders then in force.

K.V. NATARAJAN,
CHIEF SECRETARY TO GOVERNMENT.

GOVERNMENT OF ANDHRA PRADESH
A B S T R A C T

PUBLIC SERVICES - Departmental Promotion Committees - Terms and extended -
orders - Issued.

GENERAL ADMINISTRATION (DPC.DESK.I) DEPARTMENT

G.O.Rt.No.2136.

Dated the 22nd April, 1995

Read the following:-

1. G.O.Ms.No.187, Genl.Admn.(ser.B)Dept., Dt. 25-4-1985.
2. G.O.Rt.No.1926, Genl.Admn.(DPC.I)Dept., Dt. 26-4-1993.
3. G.O.Rt.No.2661, Genl.Admn.(DPC.I)Dept., Dt. 29-5-1993.
4. G.O.Rt.No.3030, Genl.Admn.(DPC.I)Dept., Dt. 19-6-1993.
5. G.O.Rt.No.3603, Genl.Admn.(DPC.I)Dept., Dt. 26-7-1993.
6. G.O.Rt.No.568, Genl.Admn.(DPC.I)Dept., Dt. 7-2-1994.
7. G.O.Rt.No.1816, Genl.Admn.(DPC.I)Dept., Dt. 8-4-1994.
8. G.O.Rt.No.3592, Genl.Admn.(DPC.I)Dept., Dt. 8-6-1994.
9. G.O.Rt.No.3629, Genl.Admn.(DPC.I)Dept., Dt. 10-6-1994.
10. G.O.Rt.No.5478, Genl.Admn.(DPC.I)Dept., Dt. 5-10-1994.
11. G.O.Rt.No.5734, Genl.Admn.(DPC.I)Dept., Dt. 24-10-1994.
12. G.O.Rt.No.705, Genl.Admn.(DPC.I)Dept., Dt. 6-2-1995.
13. G.O.Rt.No.839, Genl.Admn.(DPC.I)Dept., Dt. 14-2-1995.
14. G.O.Rt.No.1958, Genl.Admn.(DPC.I)Dept., Dt. 10-4-1995.

* * *

O R D E R :

In pursuance of the orders issued in the G.O. first read above, one First Level Departmental Promotion Committee and three second level Departmental Promotion Committees were reconstituted in the Government Order 2nd read above as modified subsequently from time to time. The following shall be the composition of the Departmental Promotion Committees.

1. FIRST LEVEL DEPARTMENTAL PROMOTION COMMITTEE

(To consider promotion to the posts of Heads of Departments, Additional/Joint Secretaries to Government (Non-Cadre)).

1. Chief Secretary to Government	Chairman
2. Sri K.Madhava Rao, I.A.S., Spl. Chief Secretary to Govt. &	Vice Chairman

Development Commission of Fin&Plg.Deptt.

3. Sri A.R.Jaya prakash, I.A.S., Secretary to Government(Pol) Genl.Adminn.Dept.	Member
4. Secretary to Government Administrative Department Concerned.	Member
5. Secretary to Government Genl.Adminn.(ser.)Department	Member/Convenor

II. SECOND LEVEL DEPARTMENTAL PROMOTION COMMITTEES -3

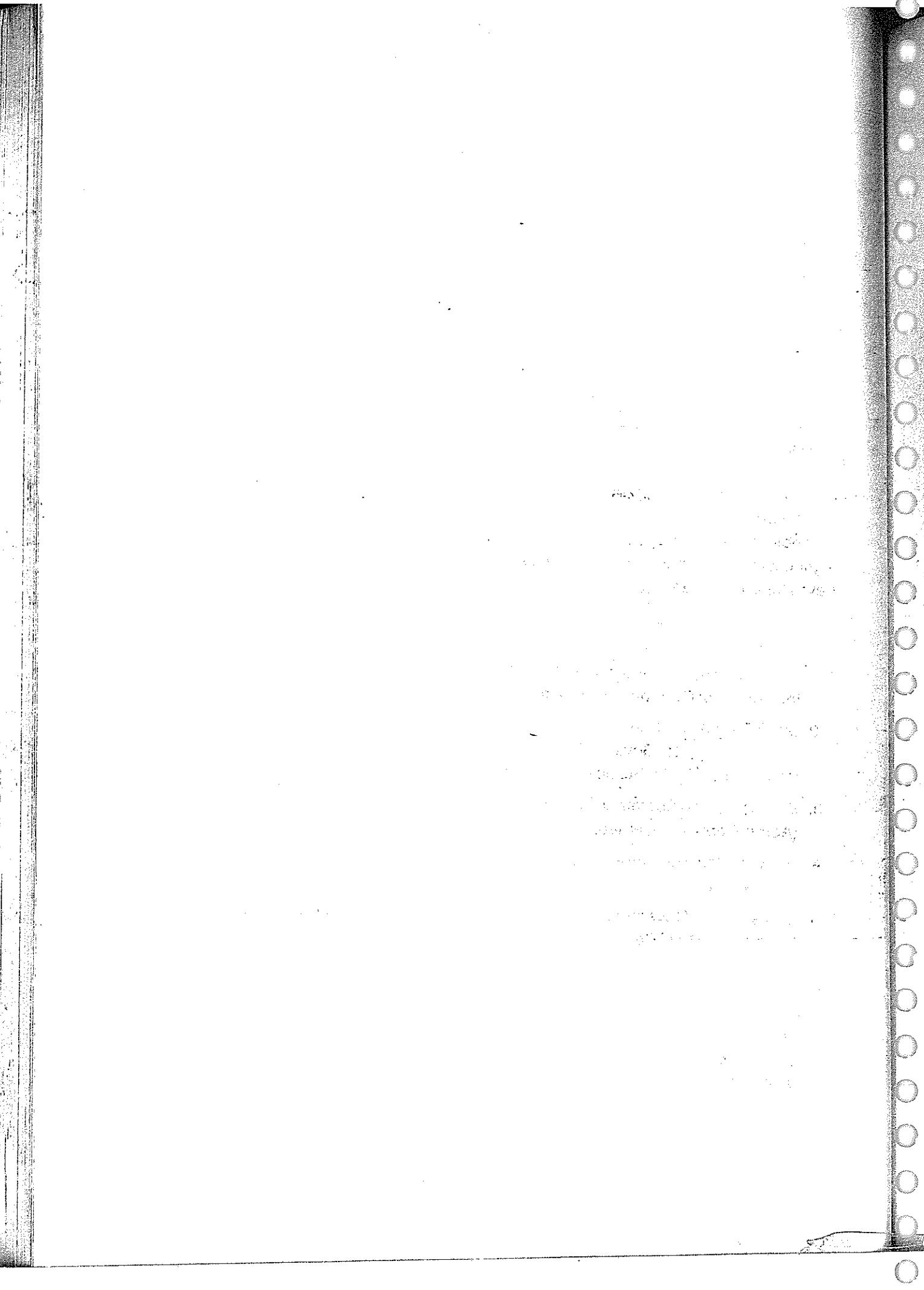
There shall be three second Level Departmental Promotion Committee for different Departments of Secretariat as indicated below:

a) Departmental Promotion Committee to consider the cases of Industries & Commerce Department, Education, Energy, Forest, Environment, Science and technology, women Development & Child Welfare, Labour, Employment & Training, Agriculture & Co-operation, Animal Husbandry and Fisheries, Food and, Civil Supplies, Law Department and Sports & Youth Services.

1. Sri M.Gopalakrishna, I.A.S. Spl.Chief Secretary to Govt.& Commissioner for Industrial Promotion Industries & Commerce Department.	Chairman
2 Sri D.Ramakrishnaiah, I.A.S., Prl. Secretary to Government, Sports and Youth Services Department	Member
3. Prl. Secretary/Secretary to Govt. (Admn.Dept. Concerned),	Member
4. Head of the Department Concerned	Member
5. Secretary to Government Genl.Adminn.(Ser.)Dept.	Member/Convenor

b Departmental Promotion Committees to consider the cases of Health, Medical and Family Welfare, Housing, Municipal Administration & Urban Development Department, Fincance & Planning (Plg.Wing), Finance and Planning (Finance Wing), Revenue Department, Social Welfare Tourism and Culture and General Administration Departments.

1. Sri V.Ananda Rao, I.A.S.	Chairman
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(Administrative Department
Concerned)

4. Head of the Dept., Concerned	Member
5. Secretary to Government Genl. Admn.(Ser.) Department	Member/ Convenor

2. As per para 2 of the G.O. 2nd read above, the term of the Committees was for a period of two years with effect from 27-4-1993 and accordingly the term expires on 26-4-1995 A.N. It has been decided to extend the term of the above said four Departmental Promotion Committees as per the composition indicated above, for one year with effect from 27-4-1995.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

**Dr. M.S. RAJAJEE,
CHIEF SECRETARY TO GOVERNMENT**

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

PUBLIC SERVICES - Departmental Promotion Committees for Gazetted Posts outside the purview of the Andhra Pradesh Public Service Commission - Constitution - Ordered.

GENERAL ADMINISTRATION (ARC&S) DEPARTMENT

G.O.Ms.No.397,

Dated the 26th July, 1973.

Read:- G.O.Ms.No.283, Genl.Admn. (ARC&S) Dept., dated 30-5-1973.

ORDER :

The Administrative Reforms Committee 1964-65 made certain recommendations for constitution of Committees consisting, *inter-alia*, of independent members who are unconnected with the Department involved, for selection of officers for promotion to gazetted posts which are not within the purview of the Andhra Pradesh Public Service Commission. The standing Administrative Reforms Committee considered these recommendations at its meeting held on 23-3-1968 and commended the procedure suggested by the Administrative Reforms Committee for promotion to gazetted posts which are outside the purview of the Commission.

2. Based on the above recommendations, the Government have decided to constitute Departmental Promotion Committees with a view to securing the maximum degree of objectivity in the appraisal of merit and ability of Government employees for selection to various gazetted and non-gazetted posts, promotion to which is outside the purview of the Andhra Pradesh Public Service Commission.

3. Accordingly, orders were issued in G.O.Ms.No.283, Genl. Admn. (A.R.C. & S.) Department, dated: 3-5-1973 regarding constitution of Departmental Promotion Committees for promotion to the various categories of non-gazetted posts in the Andhra Pradesh Secretariat Service, the Andhra Pradesh Ministerial Service and the various Subordinate Services, promotion to which is outside the purview of the Commission.

4. The Government have since decided that Departmental Promotion Committees as indicated in the Annexure be constituted for promotion to the various categories of gazetted posts under each Department of the Secretariat.

In the case of the Committees consisting of four members, when members in equal number (i.e., two on each side) take opposite views a meeting will be held with the Chief Secretary to Government for a final decision.

5. In cases of other categories of posts in the State Services which are not covered by the annexure to this order and promotion to which is outside the purview of the Commission, Department of Secretariat are requested to take immediate action to constitute Departmental Promotion Committees on the lines indicated in the annexure.
6. In respect of posts in the State Services for which rules have yet to be framed, Departments of Secretariat are requested to take urgent steps to constitute the Departmental Promotion Committees as soon as the rules are framed.
7. The Departmental Promotion Committees should be constituted well before the month of AUGUST each year so that selections could be finalised in September as required by General Rule 4 of the Andhra Pradesh State and Subordinate Service Rules. The tenure of the Secretaries to Government nominated by the Chief Secretary to serve on the Departmental Promotion Committees will be for a period of one year and there should be a change in the members from year to year.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

N. BHAGAVANDAS,
Chief Secretary to Government.

DEPARTMENTAL PROMOTION COMMITTEES FOR GAZETTED POSTS

IN THE SECRETARIAT DEPARTMENT

Name of the Post	Composition of the Committee
1. Non-cadre Joint and Deputy Secretariat	<ul style="list-style-type: none"> (i) Chief Secretary. (ii) Addl. Chief Secretary. (iii) First Member, Board of Revenue. (iv) A Secretary to Government to be nominated by Chief Secretary.
2. Section Officers	<ul style="list-style-type: none"> (i) Secretary to the Department concerned. (ii) Two others. (iii) Secretaries to Government to be nominated yearly by the Chief Secretary.

DEPARTMENTAL PROMOTION COMMITTEES FOR GAZETTED POSTS

UNDER THE GENERAL ADMINISTRATION DEPARTMENT

1. Divisional Radio Engineer	Department of Information, Public Relations & Tourism	700-1,100 plus Rs.100 as allowance if a Radio Engineer is promoted	Three-Member Committee Consisting of: <ul style="list-style-type: none"> (i) Chief Secretary to Government. (ii) Head of the Department. (iii) A Secretary to Government to be nominated yearly by the Chief Secretary.
2. Deputy Directors	-do-	700-1,100	
3. Assistant Directors	-do-	400-800	
4. Secretary, Andhra Pradesh Public Service Commission		950-50-1,400	<ul style="list-style-type: none"> (i) Chief Secretary. (ii) Chairman, Public Service Commission or a Member of the Public Service Commission.
5. Deputy Secretary, APPSC	-do-	750-50-1,200	<ul style="list-style-type: none"> (iii) A Secretary to Government to be nominated yearly by the Chief Secretary.

**DEPARTMENTAL PROMOTION COMMITTEES FOR
GAZETTED POSTS UNDER THE HOME DEPARTMENT**

Name of the Post	Scale of Pay	Selection Committee
1. Deputy Transport Commissioner	750-50-1,200	FOUR MEMBER COMMITTEE CONSISTING OF:
2. Deputy Commissioner of Labour	850-1,300	(i) Secretary to Government.
3. Chief Inspector of Boilers	750-1,200	(ii) Head of the Department.
4. Chief Inspector of Factories	750-1,400	(iii) Two other Secretaries to Government to be nominated yearly by the Chief Secretary.
5. Deputy Chief Inspector of Factories	750-1,200	
6. Commandant, Home Guards	750-1,200	
7. Additional Superintendents of Police (Non-cadre)	740-1,300	
8. Commandant and Deputy Commandant, APSP, Battalion	750-1,200	
9. Police Transport Officer	750-1,200	
10. Director of Police Communications	1,600-2,000	
11. Superintendent of Police Communications	700-1,100	FOUR MEMBER COMMITTEE CONSISTING OF:
12. Regional Fire Officer	600-40-1,000	(i) Secretary to Government.
13. Chief Probation Superintendent	500-900	(ii) Head of the Department.
14. Superintendent of Junior and Senior Certified Schools and Big Brother	400-800	
15. Assistant Commissioner of Labour/ Regional Assistant Commissioner of Labour	500-900	(iii) A Secretary to Government of another Department to be nominated yearly by the Chief Secretary.
16. Deputy Chief Inspector of Boilers	600-1,000	
17. Regional Inspector of Factories	700-1,100	
18. Director of Scientific Section	600-1,100	
19. Legal Adviser, Scientific Section	600-1,100	

**DEPARTMENTAL PROMOTION COMMITTEES FOR GAZETTED POSTS
UNDER THE EDUCATION DEPARTMENT**

Name of the Post	Scale of Pay	Selection Committee
1. Joint Director of Public Instruction		FOUR MEMBER COMMITTEE CONSISTING OF:
2. Principals of Polytechnics	800-1,250	(i) Secretary to Government. (ii) Head of the Department. (iii) Two other Secretaries to Government to be nominated yearly by the Chief Secretary.
3. District Educational Officers, Deputy Director of Public Instructions and other Officers in the same category		FOUR MEMBER COMMITTEE CONSISTING OF:
4. Principals of Arts Colleges		(i) Secretary to Government.
5. Readers in the S.C.E.R.T. & other posts carrying the same scale of pay	700-1,100	(ii) Head of the Department.
6. Deputy Director of Technical Education		(iii) A Secretary to Government of another Department to be nominated yearly by the Chief Secretary.
7. Joint Director, State Archives		
8. Deputy Translator		
9. Deputy Director of Andhra Pradesh Text Book Press		

**DEPARTMENTAL PROMOTION COMMITTEES FOR GAZETTED POSTS
UNDER THE EMPLOYMENT & SOCIAL WELFARE DEPARTMENT**

Name of the Post	Scale of Pay	Selection Committee
1. Joint Director of Social Welfare	850-1,300	FOUR MEMBER COMMITTEE CONSISTING OF:
		(i) Secretary to Government.
		(ii) Head of the Department.
		(iii) Two other Secretaries to Government to be nominated yearly by the Chief Secretary.
2. Dy. Director of Social Welfare and & Spcl. Service Officers		FOUR MEMBER COMMITTEE CONSISTING OF:
3. Asst. Director of Women's Welfare & Superintendents of State Homes		(i) Secretary to Government.
4. Dy. Director of Archaeology and Museums		(ii) Head of the Department.
5. Dy. Director of Tribal Welfare		(iii) A Secretary to Government of another Department to be nominated yearly by the Chief Secretary.
6. Principal, Tribal Welfare Research and Training Institute		
7. Regional Employment Officer	Rs.400-800	
		Asst. Director of Employment.

**DEPARTMENTAL PROMOTION COMMITTEES FOR GAZETTED POSTS
UNDER THE PUBLIC WORKS DEPARTMENT**

Name of the Post	Selection Committee
1. Superintending Engineers and Executive Engineers of the Irrigation Department	<p style="text-align: center;">FOUR MEMBER COMMITTEE CONSISTING OF:</p> <ul style="list-style-type: none"> (i) Secretary to Government. (ii) Head of the Department i.e., C.E., Major Irrigation and General. (iii) Two other Secretaries to Government to be nominated yearly by the Chief Secretary. <p>Note:- The C.E., Major Irrigation and General will send proposals after consulting other C.Es. in the Irrigation Department.</p>
2. Superintending Engineers and Executive Engineers of the Roads and Building Department	<p style="text-align: center;">FIVE MEMBER COMMITTEE CONSISTING OF:</p> <ul style="list-style-type: none"> (i) Secretary to Government. (ii) Chief Engineer (R&B). (iii) Chief Engineer (N&H). (iv) Two other Secretaries to Government to be nominated yearly by the Chief Secretary.
3. Superintending Engineers and Executive Engineers of the Electricity Department	<p style="text-align: center;">FOUR MEMBER COMMITTEE CONSISTING OF:</p> <ul style="list-style-type: none"> (i) Secretary to Government. (ii) Chairman, A.P.S.E. Board. (iii) Two other Secretaries to Government to be nominated yearly by the Chief Secretary.

**DEPARTMENTAL PROMOTION COMMITTEES FOR GAZETTED POSTS
UNDER THE HEALTH AND MUNICIPAL ADMINISTRATION DEPARTMENT**

Name of the Post	Scale of Pay	Selection Committee
1. Additional Director of Medical and Health Services	1300-1700	FOUR MEMBER COMMITTEE CONSISTING OF:
2. Deputy Director of Medical and Health Services	1150-1600	(i) Secretary to Government.
3. Assistant Director of Medical and Health Services	750-1200	(ii) Head of the Department.
4. Demographer	700-1100	(iii) Two other Secretaries to Government to be nominated yearly by the Chief Secretary.
5. Mass Education Media Officer	700-1100	
6. Director, Indian Preventive Medicine	750-1200	
7. Chemical Examiner to Government	750-1200	
8. Government Analyst (Foods)	750-1200	
9. Senior Scientific Officer (Drugs)	-do-	
10. Chief Water Analyst	-do-	
11. Non-Clinical Professors	-do-	
12. Clinical Professors	700-1100	
13. Civil Engineers	700-1100	
14. State Health Transport Officer	1150-1600	
15. Superintending Engineers (PH)	1150-1600	
16. Municipal Commissioner (Sec. Grade)	950-1400	
17. District Medical and Health Officers	700-1100	THREE MEMBER COMMITTEE CONSISTING OF:
18. Additional District Medical and Health Officers	-do-	(i) Secretary to the Government.
19. Deputy Chemical Examiner	-do-	(ii) Head of the Department.
20. Assistant Director, Vital Statistics	-do-	(iii) A Secretary to Government of another Department to be nominated yearly by the Chief Secretary.
21. Deputy Government Analyst (Foods)	600-1000	
22. Principal, College of Nursing		
23. Chief Entomologists		
24. Assistant Director (Nursing)		

Name of the Post	Scale of Pay	Selection Committee
25. Deputy Drugs Controller		
26. Assistant Drugs Controller		
27. Nursing Superintendents (Grade-I)		
28. Assistant Professor, College of Nursing		
29. Lay Secretaries & Treasurer (Grade-I)		
30. Electrical Engineers		
31. Municipal Commissioner, Special Grade	700-40-900-50-1000	
32. Joint Director of Town Planning		
33. Principal, Nizamia College		
34. Principal, Government Ayurvedic College		
35. Principal, Government Homoeopathic College		
36. Research Officer, Ayurvedic & Unani		

**DEPARTMENTAL PROMOTION COMMITTEES FOR
GAZETTED POSTS UNDER PLANNING AND
CO-OPERATION DEPARTMENT**

Name of the Post	Scale of Pay	Selection Committee
1. Joint Director of Co-operative Societies	850-1300	FOUR MEMBER COMMITTEE CONSISTING OF: (i) Secretary to Government.
2. Joint Director of Bureau of Economics and Statistics	850-50-1300	(ii) Head of the Department. (iii) Two other Secretaries to Government to be nominated yearly by the Chief Secretary.
3. Special Category Deputy Registrar	610-1000	THREE MEMBER COMMITTEE CONSISTING OF:
4. Assistnt Director of Bureau of Economics and Statistics	400-25-650 30-800	(i) Secretary to Government (ii) Head of the Department.
5. Deputy Director, Grade II, Bureau of Economics and Statistics	500-25-750-30-900	(iii) Two other Secretaries to Government to be nominated yearly by the Chief Secretary.
6. Deputy Director, Grade I, Bureau of Economics and Statistics	700-40-900 50-1100	

**DEPARTMENTAL PROMOTION COMMITTEES FOR GAZETTED POSTS
UNDER THE PANCHAYATI RAJ DEPARTMENT**

Name of the Post	Scale of Pay	Selection Committee
1. Superintending Engineers, P.R. Department	1150-1600	FOUR MEMBER COMMITTEE CONSISTING OF:
2. Executive Engineers, P.R. Department	700-1100	(i) Secretary to Government.
3. Director, Samithis & Parishads	700-1100	(ii) Head of the Department. (iii) Two other Secretaries to Government to be nominated yearly by the Chief Secretary. N.B:- Where Secretary, Panchayati Raj is also the Head of the Department as Commissioner of Panchayat Raj, another Secretary may be nominated as an Additional Member in lieu of the Head of the Department.
4. Secretaries, Zilla Parishads	500-900	THREE MEMBER COMMITTEE CONSISTING OF: (i) Secretary to Government (ii) Head of the Department. (iii) A Secretary to Government of another Department to be nominated yearly by the Chief Secretary. N.B:- Where Secretary, Panchayati Raj is also the Head of the Department as Commissioner of Panchayat Raj, another Secretary may be nominated as an Additional Member in lieu of the Head of the Department.

**DEPARTMENTAL PROMOTION COMMITTEES FOR GAZETTED POSTS UNDER THE
INDUSTRIES DEPARTMENT**

Name of the Post	Scale of Pay	Selection Committee
1. Joint Director of Industries and Commerce	850-1300	FOUR MEMBER COMMITTEE CONSISTING OF:
2. Joint Director of Printing (Technical)	850-1300	(i) Secretary to the Government.
		(ii) Head of the Department.
		(iii) Two other Secretaries to Government to be nominated yearly by the Chief Secretary.
3. Geologist/Dy. Director, Mines & Geology	600-40-1000	THREE MEMBER COMMITTEE CONSISTING OF:
4. Mining Geologist	-do-	(i) Secretary to the Government.
5. Assistant Director, Geology	400-25-650 30-800	(ii) Head of the Department.
6. Assistant Director, Mines & Geology	-do-	(iii) A Secretary to Government of another Department to be nominated yearly by the Chief Secretary.
7. Deputy Director, Commerce & Export Promotion	750-50-1200	
8. Assistant Directors, Commerce and Export Promotion	500-25-750 30-900	
9. Deputy Controller, weights and Measures	600-1600	
10. Deputy Director (Technical) Printing & Stationery & Stores Purchase Department.	700-1100	
11. Administrative Officer, P.S. & S.I. Department.	600-900	
12. Chemist, Department of Mines & Geology	350-25-600- 30-750	
13. Deputy Directors of Industries	600-1000	
14. Ceramic Expert, Gudur	600-1000	
15. Director, Oil Technological Research Institute, Anantapur	700-1200	
16. Research & Designs Officer, Hyderabad	600-1000	
17. General Superintendent, Tool Room and Composite Servicing Workshops, Sanathnagar, Hyderabad	750-1200	
18. Engineer, Oil Technological Research Institute, Anantapur	500-900	

**DEPARTMENTAL PROMOTION COMMITTEES FOR
GAZETTED POSTS UNDER THE
FOOD AND AGRICULTURAL DEPARTMENT**

Name of the Post	Scale of Pay	Selection Committee
1. Additional Director of Agriculture	1300-1700	FOUR MEMBER COMMITTEE CONSISTING OF:
2. Senior Joint Director of Agriculture	1150-1600	
3. Joint Director of Agriculture	950-1300	(i) Secretary to the Government.
4. Joint Director of Fisheries	850-1300	(ii) Head of the Department
5. Deputy Director (Live Stock)	950-1400	(iii) Two other Secretaries to Government to be nominated yearly by the Chief Secretary.
6. Deputy Director (Veterinary)	950-1400	
7. Deputy Director (Key Village)	-do-	
8. Deputy Director (Poultry)	-do-	
9. Deputy Director (VBRI)	-do-	
10. Deputy Director (ICDB)	-do-	
11. Project Officer (Sheep Breeding Farm)	-do-	
12. Plant Manager, Milk Commission	-do-	
13. Deputy Director of Agriculture	700-1100	THREE MEMBER COMMITTEE CONSISTING OF:
14. Deputy Director of Fisheries	600-1000	
15. Deputy Director of Marketing	-do-	(i) Secretary to the Government
16. Regional Assistant Director (Animal Husbandry)	700-1,100	(ii) Head of the Department.
17. Assistant Director (Planning)	-do-	(iii) A Secretary to Government of another Department to be nominated yearly by the Chief Secretary.
18. Assistant Director (Marketing & Publicity)	-do-	
19. Assistant Director (Biologicals)	-do-	
20. Special Officer (Farms)	-do-	
21. Special Officer (Rinderpest Eradication Scheme)	-do-	
22. Principal, School of Animal Reproduction, Mandapeta	-do-	
23. Superintendent, Dairy Farm	-do-	
24. General Manager, Bacon Factory	-do-	

**DEPARTMENTAL PROMOTION COMMITTEES FOR
GAZETTED POSTS UNDER THE
THE REVENUE DEPARTMENT**

Name of the Post	Scale of Pay	Selection Committee
1. Joint Commissioner of Endowments.		FOUR MEMBER COMMITTEE CONSISTING OF:
2. Deputy Commissioner of Endowments.		(i) Secretary to the Government. (ii) Head of the Department. (iii) Two other Secretaries to Government to be nominated yearly by the Chief Secretary.
3. Deputy Inspector-General of Registration		THREE MEMBER COMMITTEE CONSISTING OF: i) Secretary to the Government. ii) Head of the Department iii) A Secretary Government of another Department to be nominated by the Chief Secretary.
4. Deputy Collector, C.T.Os, and other Gazetted Posts in Rev. & C.T. Depts.,		The Board of Revenue or a Committee of the Board plus a Secretary to Government to be nominated yearly by the Chief Secretary.

DEPARTMENTAL PROMOTION COMMITTEE FOR GAZETTED POSTS UNDER
THE FINANCE DEPARTMENT

Name of the Post	Scale of Pay	Selection Committee
All Gazetted Posts		THREE MEMBERS COMMITTEE CONSISTING OF (i) Secretary to the Government (ii) Head of the Department. (iii) A Secretary to Government of another Department to be nominated yearly by the Chief Secretary.

**DEPARTMENTAL PROMOTION COMMITTEE FOR GAZETTED POSTS UNDER
THE PUBLIC WORKS DEPARTMENT**

Name of the Post	Scale of Pay	Selection Committee
1. Superintending Engineers and Executive Engineers of the Irrigation Department		<p style="text-align: center;">FOUR MEMBER COMMITTEE CONSISTING OF:-</p> <p>(i) Secretary to the Government. (ii) Head of the Department i.e., C.E. Major Irrigation and General. (iii) Two other Secretaries to Government to be nominated yearly by the Chief Secretary. Note:- The C.E. Major Irrigation and General will send proposals after consulting other C.Es. in the Irrigation Department.</p>
2. Superintending Engineers and Executive Engineers of the Road and Buildings Department		<p style="text-align: center;">FIVE MEMBER COMMITTEE CONSISTING OF:-</p> <p>(i) Secretary to the Government (ii) Chief Engineer (R&B) (iii) Chief Engineer (N.H) (iv) Two other Secretaries to Government to be nominated yearly by the Chief Secretary.</p>
3. Superintending Engineer and Executive Engineers of the Electricity Department		<p style="text-align: center;">FOUR MEMBER COMMITTEE CONSISTING OF:-</p> <p>(i) Secretary to the Government (ii) Chairman, A.P.S.E. Board (iii) Two other Secretaries to Government to be nominated yearly by the Chief Secretary</p>

**DEPARTMENTAL PROMOTION COMMITTEE FOR GAZETTED POSTS UNDER
THE HEALTH AND MUNICIPAL ADMINISTRATION DEPARTMENT**

Name of the Post	Scale of Pay	Selection Committee
1. Additional Director of Medical and Health Services	1300-1700	FOUR MEMBER COMMITTEE CONSISTING OF:-
2. Deputy Director of Medical and Health Services	1150-1600	(i) Secretary to Government (ii) Head of the Department. (iii) Two other Secretaries to be nominated yearly by the Chief Secretary.
3. Assistant Director of Medical and Health Services	750-1200	
4. Demographer	750-1200	
5. Mass Education Media Officer	700-1100	
6. Director, Indian Preventive Medicine	750-1200	
7. Chemical Examiner to Government	750-1200	
8. Government Analyst (Foods)	750-1200	
9. Senior Scientific Officer (Drugs)- do-		
10. Chief Water Analyst	-do-	
11. Non-Clinical Professors	-do-	
12. Clinical Professors	700-1100	
13. Civil Engineers	700-1100	
14. State Health transport Officer	1150-1600	
15. Superintending Engineers (PH)	1150-1600	
16. Municipal Commissioner (Sec. Grade)	950-1400	
17. District Medical and Health Officers	700-1100	THREE MEMBER COMMITTEE CONSISTING OF:
18. Additional District Medical and Health Officers	-do-	(i) Secretary to the Government.
19. Deputy Chemical Examiner	-do-	(ii) Head of the Department
20. Assistant Director, Vital Statistics	-do-	(iii) A Secretary to Government of another Department to be nominated yearly by the Chief Secretary.
21. Deputy Government Analyst (Foods)	600-1000	
22. Principal, College of Nursing		

23. Chief Entomologists

24. Assistant Director (Nursing)

25. Deputy Drugs Controller

26. Assistant Drugs Controller

27. Nursing Superintendents (Grade-I)

28. Assistant Professor, College of Nursing

29. Law Secretaries & Treasurer (Grade-I)

30. Electrical Engineers

31. Municipal Commissioner, Special Grade 700-40-900-50-1000

32. Joint Director of Town Planning

33. Principal, Nizamia College

34. Principal, Government Ayurvedic College

35. Principal, Government Homoeopathic College

36. Research Officer, Ayurvedic & Unani

**DEPARTMENTAL PROMOTION COMMITTEE FOR GAZETTED POSTS UNDER
THE PLANNING AND CO-OPERATION DEPARTMENT**

Name of the Post	Scale of Pay	Selection Committee
1. Joint Director of Co-operative Societies	850-1300	FOUR MEMBER COMMITTEE CONSISTING OF:
2. Joint Director of Bureau of Economics and Statistics	850-50-1300	(i) Secretary to the Government (ii) Head of the Department. (iii) Two other Secretaries to Government to be nominated yearly by the Chief Secretary.
3. Special Category Deputy Registrar	610-1000	THREE MEMBER COMMITTEE CONSISTING OF:
4. Assistant Director, Bureau of Economics and Statistics	400-25-650- 30-800	(i) Secretary to the Government (ii) Head of the Department
5. Deputy Director, Grade II, Bureau of Economics and statistics	500-25-750 30-900	A Secretary to Government of another Department to be nominated yearly by the Chief Secretary
6. Deputy Director, Grade I, Bureau of Economic and Statistics	700-40-900 50-1100	

**DEPARTMENTAL PROMOTION COMMITTEE FOR GAZETTED POSTS UNDER
THE PANCHAYAT RAJ DEPARTMENT**

Name of the Post	Scale of Pay	Selection Committee
1. Superintending Engineers, P.R. Department	1150-1500	FOUR MEMBER COMMITTEE CONSISTING OF:
2. Executive Engineers P.R. Department	700-1100	
3. Director, Samithis & Parishads	700-1100	(i) Secretary to the Government (ii) Head of the Department (iii) Two other Secretaries to Government to be nominated yearly by the Chief Secretary.
4. Secretaries, Zilla Parishads	500-900	N.B.: Where Secretary, Panchayat Raj is also the Head of the Department as Commissioner of Panchayat Raj, another Secretary may be nominated as an Additional Member in lieu of the Head of the Department.
		THREE MEMBER COMMITTEE CONSISTING OF: (i) Secretary to the Government (ii) Head of the Department. (iii) A Secretary to the Government of another Department to be nominated yearly by the Chief Secretary.
		N.B.: Where Secretary, Panchayati Raj is also the Head of the Department as Commissioner of Panchayati Raj another Secretary may be nominated as an Additional member is lieu of the Head of the Department.

DEPARTMENTAL PROMOTION COMMITTEE FOR GAZETTED POSTS UNDER

THE INDUSTRIES DEPARTMENT

Name of the Post	Scale of Pay	Selection Committee
1. Joint Director of Industries and Commerce	850-1300	FOUR MEMBER COMMITTEE CONSISTING OF:
2. Joint Director of Printing (Technical)	850-1300	(i) Secretary to the Government (ii) Head of the Department (iii) Two other Secretaries to Government to be nominated yearly by the Chief Secretary.
3. Geologist/Dy. Director, Mines & Geology	600-40-1000	THREE MEMBER COMMITTEE CONSISTING OF:
4. Mining Geologist	-do-	
5. Assistant Director, Geology	400-25-650 30-800	(i) Secretary to the Government (ii) Head of the Department.
6. Assistant Director, Mines & Geology	-do-	(iii) A Secretary to Government of another Department to be nominated yearly by the Chief Secretary.
7. Deputy Director, Commerce & Export Promotion	750-50-1200	
8. Assistant Directors, Commerce and Export Promotion	500-25-75030-900	
9. Deputy Controller, Weights and Measures	600-1600	
10. Deputy Director (Technical) Printing & Stationery & Stores Purchase Department	700-1100	
11. Administrative Officer, P.S. & S.I. Department	600-900	
12. Chemist, Department of Mines & Geology	350-25-600-30-750	
13. Deputy Director of Industries	600-1000	
14. Ceramic Export, Gudur	600-1000	

Name of the Post	Scale of Pay	Selection Committee
15. Director, Oil Technological Research Institute Anantapur	700-1200	
16. Research & Designs officer, Hyderabad	600-1000	
17. General Superintendent, Tool Room and Composite Servcinc Workshops, Sanathnagar, Hyderabad	750-1200	
18. Engineer, Oil Technological Research institute, Anantapur	500-900	

**DEPARTMENTAL PROMOTION COMMITTEE FOR GAZETTED POSTS UNDER
THE FOOD AND AGRICULTURE DEPARTMENT**

Name of the Post	Scale of Pay	Selection Committee
1. Additional Director of Agriculture	.. 1300-1700	FOUR MEMBER COMMITTEE CONSISTING OF:
2. Senior Joint Director of Agriculture	.. 1150-1600	
3. Joint Director of Agriculture	.. 950-1300	(i) Secretary to the Government.
4. Joint Director of Fisheries	.. 850-1300	(ii) Head of the Department.
5. Deputy Director (Live Stock)	.. 950-1400	(iii) Two other Secretaries to Government to be nominated yearly by the Chief Secretary.
6. Deputy Director (Veterinary)	.. 950-1400	
7. Deputy Director (Key Villages)	.. -do-	
8. Deputy Director (Poultry)	.. -do-	
9. Deputy Director (VBR)	.. -do-	
10. Deputy Director (ICDB)	.. -do-	
11. Project Officer (Sheep Breeding Farm)	.. -do-	
12. Plant Manager, Milk Commission	.. -do-	
13. Deputy Director of Agriculture	.. 700-1100	THREE MEMBER COMMITTEE CONSISTING OF:
14. Deputy Director of Fisheries	.. 600-1000	
15. Deputy Director of Marketing	.. -do-	(i) Secretary to the Government.
16. Regional Assistant Director (Animal Husbandry)	.. 700-1100	(ii) Head of the Department.
17. Assistant Director (Planning)	.. -do-	(iii) A Secretary to Government of another Department to be nominated yearly by the Chief Secretary.
18. Assistant Director (Marketing & Publicity)	.. -do-	
19. Assistant Director (Biologicals)	.. -do-	
20. Special Officer (Farms)	.. -do-	
21. Special Officer (Rinderpest Eradication Scheme)	.. -do-	
22. Principal, School of Animal Reproduction, Mandapeta	.. -do-	
23. Superintendent, Dairy Farm	.. -do-	
24. General Manager, Bacon Factory	.. -do-	

**DEPARTMENTAL PROMOTION COMMITTEES FOR GAZETTED POSTS UNDER
THE REVENUE DEPARTMENT**

Name of the Post	Selection Committee
1. Joint Commissioner of Endowments	FOUR MEMBER COMMITTEE CONSISTING OF:
2. Deputy Commissioner of Endowments	(i) Secretary to the Government (ii) Head of the Department. (iii) Two other Secretaries to Government to be nominated yearly by the Chief Secretary.
3. Deputy Inspector-General of Registration	THREE MEMBER COMMITTEE CONSISTING OF: (i) Secretary to the Government. (ii) Head of the Department. (iii) A Secretary to Government of another Department to be nominated by the Chief Secretary.
4. Deputy Collectors, C.T.Os., and other Gazetted Posts in Rev.& C.T.Depts.	The Board of Revenue or a Committee of the Board plus a Secretary to Government to be nominated yearly by the Chief Secretary.

**DEPARTMENTAL PROMOTION COMMITTEE FOR GAZETTED POSTS UNDER
THE FINANCE DEPARTMENT**

All Gazetted Posts.	(i) Secretary to the Government. (ii) Head of the Department. (iii) A Secretary to Government of another Department to be nominated yearly by the Chief Secretary.
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GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

PUBLIC SERVICES - Departmental Promotion Committees Recruitment by Transfer to the first Gazetted categories kept outside the purview of the Andhra Pradesh Public Service Commission - Constitution of Departmental Promotion Committees - Instructions - Issued.

GENERAL ADMINISTRATION (SERVICES-WELFARE) DEPT.

G.O.Ms.No.455

Dated 14-6-1979.

Read the following:-

1. G.O.Ms.No.283, Genl. Admn. (ARC&S), Dept. dt.20-5-1973.
2. G.O.Ms.No.397, Genl. Admn. (ARC&S) Dept. dt.26-7-1973.
3. G.O.Ms.No.629, Genl. Admn. (Ser-A) Dept. dt.15-9-1977.

ORDER:

As per orders issued in the G.Os. 1st and 2nd cited any post outside the purview of the Public Service Commission has to be brought under the purview of the Departmental Promotion Committee. In G.O.Ms.No.629, General Administration (Services-A) Department, dated 15-9-1977 all the first Gazetted posts were placed outside the purview of the Public Service Commission and Second Gazetted posts were brought under the purview of the Public Service Commission. Consequential amendments to Andhra Pradesh Public Service Commission Regulations were issued in G.O.Ms.No.368, General Administration (Services-A) Department, dated 24-5-1978.

2. G.O.Ms.No. 283, General Administration (ARC&S) Department, dated 20-5-1973 pertaining to the Departmental Promotion Committees does not indicate the constitution of the Departmental Promotion Committees for 1st Gazetted posts as these were under Andhra Pradesh Public Service Commission at the time of issue of the G.O. regarding Departmental Promotion Committees.

3. It has now therefore become necessary to lay down the pattern of the constitution, and membership of the Departmental Promotion Committees for first Gazetteed Posts keeping in view also the facts that the appointing authorities for such posts are at present the Heads of Departments as per G.O.Ms.No.628, General Administration (Services.A) Department dated 15-9-1977.

4. After careful consideration the Government have decided that the Departmental Promotion Committee for 1st Gazetted Posts will be constituted as indicated in the Annexure.

5. These Departmental Promotion Committees, like the other Departmental Promotion Committees' should be constituted well before the month of August, each year so that selections could be finalised in September as required by General Rule 4 of the Andhra Pradesh State and Subordinate Service Rules. Similarly, as in the case of other Departmental Promotion Committees, the tenure of the Members nominated to serve on those Departmental Promotion Committees will be for a period of one year and these Departmental Promotion Committees will be reconstituted as per the guidelines in the Annexure, every year. However, till a Departmental Promotion Committee is reconstituted the existing Departmental Promotion Committee will continue to function validly even beyond the term of one year till the fresh Departmental Promotion Committee is constituted.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

I.J.NAIDU,
CHIEF SECRETARY TO GOVERNMENT.

ANNEXURE

Name of the Post	Selection Committee
First Gazetted Posts	<ol style="list-style-type: none">1. The Head of the Department concerned Convenor.2. Another Head of the Department to be nominated by the Government.3. Deputy Secretary/Joint Secretary to the Government in the concerned Administrative Department of the Secretariat to be nominated by the Secretary of the Department.

Note:- Where the Head of the Department is a Commissioner in the Supertime Scale of I.A.S. and has a Secretary, the latter will be the third member instead of a Deputy Secretary/Joint Secretary from the Government and also he will be the convenor not the Head of Department where the Head of Department is a Commissioner in the Supertime Scale of the I.A.S. the other Head of the Department to be nominated will also be of the same level.

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

PUBLIC SERVICES - Departmental Promotion Committees - Constitution and convening of meeting of Departmental Promotion Committees regularly for filling-up vacant posts outside the purview of Andhra Pradesh Public Service Commission - Further instructions - Issued.

GENERAL ADMINISTRATION (SERVICES-B) DEPARTMENT

G.O.Ms.No.337

Dated 18th June, 1983.

Read the following:-

1. G.O.Ms.No.283, G.A. (ARC&S) Dept., dt. 30.5.1973.
2. G.O.Ms.No.397, G.A. (ARC&S) Dept., dt. 26.7.1973.
3. Government Memo.No. 208/Ser.F/78-1, G.A. (Ser.F) Dept., dt. 26.5.1978.
4. G.O.Ms.No.32, G.A. (Ser-B) Dept., dt. 22.1.1981.

* * *

ORDER:

In the G.O. first read above, orders were issued for constitution of Departmental Promotion Committees for promotion to the various categories of Non-gazetted posts in the Andhra Pradesh Secretariat Service, Andhra Pradesh Ministerial Service and in the various Subordinate Services which are outside the purview of the Andhra Pradesh Public Service Commission. In the G.O. second read above, orders were issued for constitution of Departmental Promotion Committees to the various categories of Gazetted posts also which are outside the purview of the Andhra Pradesh Public Service Commission. In the Government Memo. third read above, while reiterating the various orders/ clarifications issued from time to time on the constitution of Departmental Promotion Committees and their functioning, it was ordered that the Departments of the Secretariat, Heads of Departmental promotion Committees are held regularly to avoid delay in filling up the vacancies and endeavour to prepare panels in respect of each category which would be in force for the whole year, in order to avoid repeated meetings. It was also ordered therein that the Departments of Secretariat, Heads of Departments should furnish full particulars relating to the total number of vacancies etc., to the Departmental Promotion Committees to enable them to consider panels on realistic estimate of the vacancies both existing and anticipated,

taking into consideration all aspects of the work and conduct of the Government servants eligible for the work and conduct of the Government servants eligible for promotion.

2. The existing orders on the constitution of Departmental Promotion Committees mentioned in para 1 above have been reviewed keeping in view the procedure now in vogue in the Government of India and the orders issued by the Government of India, and in continuation of the existing orders, the following further instructions are issued:

- (1) According to the orders issued in the G.Os first and second read above, the Departmental Promotion Committees should be constituted well before the month of August each year so that selections could be finalised in September as required under General Rule 4 of the Andhra Pradesh State and Subordinate Service Rules. The Departments of Secretariat, Heads of Departments and appointing authorities are requested to follow the above stipulation scrupulously and ensure that the meeting of D.P.Cs. are convened regularly without awaiting for the actual occurrence of vacancies. In order to facilitate the D.P.Cs. to finalise the selection of candidates for inclusion in the panels for appointment by transfer and promotion, the information in the proformae enclosed to this order should also be furnished in addition to the information required to be furnished as per the instructions in the Memo. third read above.
- (2) At present there are no instructions as to the number of eligible persons that should be considered by the D.P.C. with reference to the number of vacancies proposed to be filled up. Keeping in view the practice obtaining in Government of India, it is ordered that the D.P.C. shall for the purpose of determining the number of Officers who should be considered from out of those eligible Officers in the feeder category, grade, restrict the field of choice as under, with reference to the number of clear vacancies proposed to be filled in the year:-

No. of Vacancies (1)	No. of Officers to be Considered (2)
1	5
2	8
3	12

4 or more/Four times the No.of vacancies.

Where the number of eligible Officers, available in the feeder category/grade is less than the number in column 2 above, all the officers so eligible should be considered.

Where adequate number of SC/ST candidates are not available within the normal field of choice as above, the field of choice may be extended to 5 times the number of

vacancies and the SC/ST candidates (and not any other) coming within the extended field of choice, should also be considered against the vacancies reserved for them,

(3) (a) According to the orders in the G.Os first and second read above, the D.P.Cs are required to meet in the month of september of each year to finalise panels of the year. Where no such meeting is held in any year, the appointing authority should record a certificate that threere were no vacancies to be filled during that year;

(b) Where, however, for the reasons beyond control, D.P.C. could not be held in any year even though vacancies existed during that year, the first D.P.C. that meets thereafter, should follow the procedure as under:-

- (i) determine the actual number of vacancies that arseen in each of the previous year/years immediately preceding and the actual number proposed to be filled in the current year separately;
- (ii) consider in respect of each of the years those officers only who would be within the field of choice with reference to vacancies of each year starting with the earliest year onwards;
- (iii) prepare a list of approved candidates for each of the years starting with the earliest year onwards; and
- (iv) while considering the suitability of the Officer for inclusion in the panel, the P.F. of the Officer only till the relevant year of selection should be taken into consideration. For example for preparing the panel relating to the vacancies for the year 1981, the latest available records of service of Officer up to the period ending March 1981 should be taken into account and not the subsequent ones;
- (v) prepare a consolidated list of approved candidates by placing the list of approved candidates of the earlier year above the one for the next and so on;
- (vi) according to the orders issued in the G.O. fourth read above, the panel prepared by the D.P.C. in the month of September every year should be reviewed in the month of March of the succeeding year, to consider the case of persons who were over-looked for not passing the tests prescribed under the Rules, when the panel was prepared. These instructions may also be kept in view while preparing the panels for more than one year at a time as detailed in para 2(3) (a) above.

A point has been raised as to whether a D.P.C. can review its proceedings in the circumstances other than those mentioned in G.O.Ms.No.32, G.A. (Ser-B) Dept., dt.22-1-81. The D.P.C. can review its proceedings only to look into the cases with reference to the technical or factual mistakes that took place earlier. It should not however change the ranking of an Officer earlier considered except for the rectification of technical or factual mistakes that had occurred earlier or enlarge the Zone of consideration. The review should however, take place before a decision is taken by the appropriate authorities on the recommendations of the D.P.Cs.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

B.N. RAMAN,
CHIEF SECRETARY TO GOVERNMENT.

PRO FORMA - I

Name of the post to which promotion or appoint- ment by transfer is to be made	Scale of pay	No. of Posts		Total No. of posts filled on ad hoc basis	No. of Vacan- cies (Regular/ Temporary to Be shown sepa- rately)	Total	
		Filled	Un-filled			Existing (includ- e of (for the posts covered by Col. No. 4)	Antici- pated current year panel only)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

PRO FORMA - II

Year-wise break-up of the number of vacancies (regular/temporary to be shown separately)

Year	O.C.	S.C.	S.T.	Total
...
...
...
...
...

PRO FORMA - III

An eligibility list showing separately officers who are eligible for different years for which the select list is to be prepared should be drawn up and enclosed. The eligibility list for past years should be drawn up as on 1st September of the year for which the panel is drawn. In cases where there are more than one feeder grade for which no specific quotas have been earmarked a common eligibility list should be forwarded.

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GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

PUBLIC SERVICES - Departmental Promotion Committee - Recruitment by Transfer to the first Gazetted categories kept outside the purview of the Andhra Pradesh Public Service Commission - Constitution of Departmental promotion Committee for the posts of Junior Lecturers in Government Junior Colleges - Instructions - Issued.

GENERAL ADMINISTRATION (SERVICES-B) DEPARTMENT

G.O.Ms.No.403.

Dated 24.8.1983.

Read the following:-

1. G.O.Ms.No.455, G.A. (Ser.Wel.) Dept., dt.14.6.79.

ORDER :

In the G.O. read above, instructions were issued laying down the pattern of the constitution of Departmental Promotion Committee for first Gazetted posts. The Education Department have since made the post as Junior Lectures Gazetted in thier G.O.Ms.No.97, dt.31.1.81 and proposed to constitute a separate Departmental Promotion Committee at the Regional level for selection of persons for appointment to the posts of Junior Lecturers in Government Junior Colleges by recruitment transfer instead of one indicated in Annexure to the G.O. read above, in order to avoid delay in the process of cases.

2. After careful consideration of the above proposal, Government decided to constitute a separate Departmental Promotion Committee at the Regional Level for appointment to the posts of Junior Lecturers in Government Junior Colleges by recruitment by transfer from the category of School Assistants, Grade II and Grade I Pandits and accordingly direct that the Departmental Promotion Committee shall consist of:-

- (1) Regional Joint Director of Higher Education Convenor.
- (2) Principal of the Local Government Degree College to be nominated by Director of Higher Education, and
- (3) District Educational Officer/Deputy Director of Agriculture of any other officer not below the rank of Deputy Director of any Department (to be nominated by the Director of Higher Education).

3. The orders issued in the G.O. read shall be deemed to have been modified to the extent indicated in para 2 above.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

CH. VENKATAPATHI RAJU,
Deputy Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

PUBLIC SERVICES - Departmental Promotion Committees for first level Gazetted posts outside purview of Andhra Pradesh Public Service Commission - Departments of Secretariat - Amendment - Issued.

GENERAL ADMINISTRATION (SERVICES-B) DEPARTMENT

G.O.Ms.No.541.

Dated 8.11.1983.

Read the following:-

1. G.O.Ms.No.397, G.A. (ARC&S) Dept., dt.26.7.73.
2. G.O.Ms.No.334, G.A. (Ser.B) Dept., dt.7.5.1980.
3. G.O.Ms.No.686, G.A. (Ser.B) Dept., dt.4.11.1980.

• O R D E R :

In the G.O. second and third cited, orders were issued for the constitution of Departmental Promotion Committee for selection of persons for appointment as Section Officers. There was no mention about the selection of persons for appointment to the posts of some other first level Gazetted posts in Departments such as Election Supervisor in the General Administration Department, and Personal Assistant or Private Secretary to Secretary to Government etc., The issue has, therefore, been examined carefully and it has been decided to adopt uniform procedure to constitute, Departmental Promotion Committee for all the first level Gazetted posts in the Departments of Secretariat.

2. Accordingly the following amendment is issued in supersession of the orders issued in the G.O. third read above:-

AMENDMENT

In the Annexure to the G.O. first cited, under the heading "Departmental Promotion Committees for Gazetted posts in the Secretariat Departments", for item 2 "Section Officers", the following shall be substituted:-

Name of the post	Composition of the Committee
2. (a) All first level Gazetted posts in all Departments of Secretariat included in the Single Unit.	(i) Chief Secretary to Government. (ii) Two other Secretaries to Government to be nominated once in 2 years by Chief Secretary as Members.
(b) All first level Gazetted posts in Law and Finance & Planning (Fin.) Departments.	(i) Secretary of the concerned Department of Secretariat. (ii) Two other Secretaries to Government to be nominated once in 2 years by Chief Secretary as Members.

Note:- The Deputy Secretary to Government or any other officer not below the rank of Deputy Secretary in-charge of the establishment will convene the meetings of the Departmental Promotion Committee.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

G.V.RAMAKRISHNA,
Chief Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Public Services - Departmental Promotion Committees - Recruitment by transfer to the First Gazetted Categories kept outside the purview of the A.P. Public Service Commission - Constitution of Departmental Promotion Committees - Amendment - Orders - Issued.

GENERAL ADMINISTRATION (D.P.C.I) DEPARTMENT

G.O.Ms.No.2.

Dated : 4-1-1989.

Read the following:-

G.O.Ms.No. 455, G.A.(Services - Welfare) Dept., dt./14-6-1979.

* * *

ORDER :

The following amendment is issued to the annexure to G.O. Ms.No.455, G.A. (Service-Welfare) Department, dt.14-6-1979.

AMENDMENT

The existing note in the annexure to the G.O. read above is numbered as Note I x

The following note is inserted in the annexure to the G.O. read above as note.II.

Note II "Where the Head of the Department has Ex-Oficio Status of Secretary to Government / Additional Secretary / Joint Secretary to Government/or Deputy Secretary to Government , two other Heads of Departments to be nominated by the Chief Secretary to Government will be the members."

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

G.R. NAIR,
CHIEF SECRETARY TO GOVERNMENT.

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Public Services -- Departmental Promotion Committees -- Recruitment by transfer to the First Gazetted categories kept outside the purview of the A.P. Public Service Commission -- Constitution of Departmental Promotion Committees -- Amendment -- Issued.

GENERAL ADMINISTRATION (DPC.DESK-I) DEPARTMENT
G.O.Ms.No.563

Dated 11th October, 1989.

Read the following:-

G.O.Ms.No.455, G.A. (Ser. Wel) Dept., dt. 14.6.1979.

ORDER :

The following amendment is issued to item 3 in the Annexure to the G.O. read above:-

AMENDMENT

For the existing entry the following shall be substituted:-

"An Officer of the concerned Administrative Department, not below the rank of a Deputy Secretary to Government to be nominated by the Principal Secretary / Secretary to Government of the Department."

2. The notes under the said item shall, however, remain unaltered.

(BY ORDER IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

G.R. NAIR,
CHIEF SECRETARY TO GOVERNMENT.

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

PUBLIC SERVICES - Screening Committees for Second Level Gazetted posts - Constitution - Orders - Issued.

GENERAL ADMINISTRATION (SERVICES-D) DEPARTMENT

G.O.Ms.No.140

Dated 26-02-90

Read the following :

1. Government Memo No.1333/Ser.D/87-2, G.A.D., dt.30.12.87
2. G.O.Ms.No.4, G.A. (Ser.D) Dept., dt.3.1.1990.

O R D E R :

According to regulation 15 (ce) of the Andhra Pradesh Public Service Commission Regulations, 1963 it shall be necessary for the Commission to be consulted in regard to the suitability of candidates in the matter of promotion from the First Gazetted categories to the next higher categories of posts. In the Memo. first read above, it was clarified that one procedure of gradation for the purpose of merit and ability as contemplated in Rule 4 (a) (i) in Part-II of the Andhra Pradesh and Subordinate Services Rules, has to be followed while considering the cases for making temporary appointments/ Promotions even to the Second Level Gazetted Posts which are within the purview of the Andhra Pradesh Public Service Commission. However, no orders have been issued for constitution of the Screening Committees and Guidelines thereto.

2. Though orders were issued in G.O. Second read above inter-alia dispensing with the requirement of grading, it is necessary to place the proposals before the Screening Committees in order to assess the comparative merit and ability of the persons in terms of General Rule 4 (a) (i).
3. The Government have therefore decided that the proposals for preparation of panels for Second Level Gazetted posts shall be placed before the Screening Committees, the composition of which shall be as follows :-

- 1) Secretary to Government of the Department concerned ... Member
- 2) Secretary to Government of another Department as mentioned in Annexure ... Member
- 3) Head of the Department concerned ... Convenor

* If the Head of the Department is conferred the status of Ex.Officio Secretary then Principal Secretary/ Secretary of the Principal Department shall be the other Member.

4. The Screening Committee shall, having regard to the orders contained in the G.O. Second read above, recommend the names for inclusion in the panel and also indicate the order in which the persons concerned should be included in the panel. The list of persons prepared by the said Committee shall be forwarded to the Andhra Pradesh Public Service Commission for its concurrence by the authority competent to make such a reference under the provisions of the Special Rules applicable. Promotions may be effected from the list so prepared pending approval of the Andhra Pradesh Public Service Commission purely on the adhoc basis with the approval of the Government.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

G.R. NAIR,
CHIEF SECRETARY TO GOVERNMENT.

ANNEXURE

Name of the Secretary of the other Department	Group of Departments to which he is nominated as Member
Sri C.S.Rao, I.A.S.	Health, Medical & Family Welfare Housing, Municipal Administration and Urban Development Finance & Planning (Fin.Wing) Revenue, Social Welfare, General Administration Department Industries & Commerce.
Sri G.Kumaraswamy Reddy, IAS	Irrigation & Command Area Development (including Project Wing), Panchayat Raj & Rural Development, Transport, Roads & Buildings, Finance & Planning (Project Wing), Home, Legislature.
Sri T.R.Prasad, IAS	Education, Energy, Forest, Environment, Science and Technology, Women Development Child Welfare and Labour, Food and Agriculture, Law, Employment Generation and Youth Services Finance and Planning (Plg.Wing).

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

PUBLIC SERVICES - Screening Committees for Second Level Gazetted posts - Constitution - Modified Orders - Issued.

GENERAL ADMINISTRATION (SERVICES-D) DEPARTMENT

G.O.Ms.No.689

Dated 26-12-90

Read the following :

1. G.O.Ms.No.140, G.A. (Ser.D) Dept., dt.26.2.1990.
2. G.O.Ms.No.425, G.A. (Ser.D) Dept., dt.5.7.1990.
3. G.O.Ms.No.475, G.A. (Ser.D) Dept., dt.13.8.1990.

ORDER :

In partial modification of the orders issued in the G.Os., 1st to 3rd read above, the following Departments are re-allotted to the officers as detailed below :-

Name of the Officer	Department which is originally allotted	Department now re-allotted
1. Sri R.Kuppu Rao, IAS Chief Election Officer & Ex.Officio Principal Secretary to Govt. GAD	GAD	Fin & Plg (Plg.) Dept.
2. Sri R.V.Krishnan, IAS Secretary to Govt. Fin. & Plg. (Proj) Dept.	Fin. & Plg. (Proj)	GAD
3. Sri T.R.Prasad, IAS Officer on Special duty, Fin. & Plg. (Plg.) Department	Fin. & Plg. (Plg.)	Fin. & Plg.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

V.P.RAMA RAO,
CHIEF SECRETARY TO GOVERNMENT.

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Public Services - Screening Committee for Second Level Gazetted Posts - Constitution
- Revised Order - Issued.

GENRAL ADMINISTRATION (SER.D) DEPARTMENT

G.O.Ms.No. 600. Dated: 11-11-1993.

Read the following:-

1. G.O.Ms.No. 4 G.A. (Ser.D) Dept., dt. 3.1.90.
2. G.O.Ms.No. 140 G.A. (Ser.D) Dept., dt 26.2.90.
3. G.O.Ms.No. 425 G.A. (Ser.D) Dept., dt 5.7.90.
4. G.O.Ms.No. 475 G.A. (Ser.D) Dept., dt 13.8.90.
5. G.O.Ms.No. 689 G.A. (Ser.D) Dept., dt 26.12.90.
6. G.O.Ms.No. 306 G.A. (Ser.D) Dept., dt 31.5.93.
7. G.O.Ms.No. 443 G.A. (Ser.D) Dept., dt 18.8.93.

* * *

ORDER :

In the reference 2nd cited, orders were issued Constituting the Screening Committees for Second Level Gazetted Posts which are within the purview of A.P.P.S.C. and they have been amended from time to time in the reference 3 to 7 read above. Consequent on the reorganisation of certain Secretariat Departments and also change in the incumbancy of the concerned Ex-Officio Chief Secretary / Principal Secretary / Secretary representing on the Committee, it has become necessary to issue revised orders for Constituting the Screening Committee.

2. Government have re-examined the issue and in supersession of the above orders, issue the following orders:-

3. The Proposals for preparation of panels for Second Level Gazetted Posts which are with in the purview of A.P.P.S.C. shall to placed before the Screening Committee, the composition of which shall be as follows:-

1. Ex-Officio Chief Secretary / Principal Secretary / Secretary to Government of the Department concerned. ...Member.
2. Ex-Officio Chief Secretary / Principal Secretary / Secretary to Government of another Department as mentioned in concerned. ...Member.

3. Head of the Department concerned.Convenor.

4. If the Head of the Department is conferred with the status of Ex-Officio Secretary, then Principal Secretary / Secretary of the Principal Department shall be the other Member.

5. The Screening Committee shall having regard to the orders contained in the G.O. First read above, recommend the names for inclusion in the panel and also indicate the order in which the persons concerned should be included in the panel. The list of persons prepared by the said Committee shall be forwarded to the Andhra Pradesh Public Service Commission for its concurrence by the authority competent to make such a reference under the provision of the Special Rules applicable, Promotions may be effected from the list so prepared pending approval of the Andhra Pradesh Public Service Commission purely on an adhoc basis with the aproval of the Government.

6. The order / instructions that are applicable to D.P.C.s., will mutatis mutandis apply to screening Committee.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

K.JAYABHARATH REDDY,
CHIEF SECRETARY TO GOVERNMENT.

ANNEXURE

Name of the E.O.Chief Secretary Group of Departments to which Principal Secretary / Secretary of he is nominated as member. the other Department.

Sri.R.Kupou Rao, I.A.S.,	Health, Medical& Family Welfare Housing, Municipal Administration and Urban Development Finance & Planning (F.W.) Revenue Social Welfare Finance & Planning (Plg,Wing) Industries & Commerce
Sri M.S. Rajaji, I.A.S.	Irrigation & Command Area Development (including Project Wing) Panchyat Raj & Rural Development Transport, Roads & Buildings General Administration Department Home Legislature Minorities Welfare
Sri T.R. Prasad, I.A.S.	Education Enviorment, Science and Technology,

Energy and Forest,
Women Development Child Welfare and Labour
Agriculture and Co-Operation, Animal Husbandry
and Fisheries Food and Civil Supplies,
Law Finance & Planning (Proj. Wing),
Tourism, Culture, Sports and Youth Services.

CONFIDENTIAL

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

PUBLIC SERVICES - State and Subordinate Services - Promotion/ Appointment of employee to higher posts while investigation into the allegations/disciplinary proceedings initiated against them are pending.

GENERAL ADMINISTRATION(SERVICES.C) DEPARTMENT

G.O.Ms.No.790.

dated the 29th Sept.1970.

ORDER:

At present there are no clear instructions as to the action to be followed in regard to consideration of cases of Government employees for promotion for appointment to higher posts while disciplinary proceedings are pending against them or when they are under suspension. Consequently, there has been no uniformity in the procedure followed by various appointing authorities in such cases. The question, therefore, was considered by the Services Sub- Committee of Secretaries to Government at its meeting held on 24-2-1970. The Committee recommended as follows:-

"It was felt that the provisional withholding of promotions would be justified in the following categories of cases:-

- (a) Where an officer has been placed under suspension; or
- (b) Where charges have been framed and disciplinary proceedings initiated, and the charges are so grave that if they be held proved, the officer would not be promoted; or
- (c) Where an investigation has been conducted by the Anti- Corruption Bureau and it is established that there is a prima-facie case for prosecution of taking disciplinary action on charges which, if held proved would warrant the supersession of the officer.

In cases where promotions are ordered deferring consideration of claims of any officers in the cases aforementioned, the Committee considered that it should be specifically stipulated that such promotions would be without prejudice to the claims of the officers the consideration of which has been deferred pending the clearance of the charges against them. Cases of all such officers as fall under the categories (a), (b) and (c) mentioned above should, immediately proceedings, be reviewed for promotion as also for their rightful ranking in the light of the final outcome of these proceedings.

The Committee felt that promotion need not be withheld where the charges against an officer relate to minor lapses and have no bearing on the integrity or efficiency

of an officer and which even if proved, will not stand in the way of the officer being promoted.

2. The Government, after careful consideration, accept the above recommendations of the services Sub-Committee of the Secretaries to Government and direct that:-

(i) Provisional withholding or promotions would be justified in cases failing under categories (a). (b) (c) mentioned in para 1 ante.

(ii) Where promotions are ordered, deferring consideration of the claims of any such officers as fall under the categories (a) (b) (c) mentioned in para 1 ante it should be specifically stipulated that such promotions would be without prejudice to the claims of the officers the consideration of which has been deferred pending the clearance of the charges against them. Cases of all such officers as fall under the categories (a).(b) and (c) mentioned in para 1 ante should, immediately after the conclusion of the disciplinary proceedings be reviewed for promotion, as also for their rightful ranking in the light of final outcome of these proceedings.

(iii) Promotion need not, however, be withheld where the charges against an officer relate to minor lapses and have no bearing on the integrity of efficiency of an officer and which even if proved will not stand in the way of the officer being promoted.

The heads of Departments and Collectors etc. are requested to see that the above instructions are followed by all competent authorities, under thier administrative control, in matters of promotion or appointment by transfer Government employees to higher posts while investigation into the allegations/disciplinary proceedings initiated against them are pending.

4. The receipt of this Memo should be acknowledged.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

M.T.RAJU.
CHIEF SECRETARY TO GOVERNMENT.

Copy of:-
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GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

PUBLIC SERVICES - State and Subordinate Services - Promotion/Appointment of employees to higher posts while investigation into the allegations/disciplinary proceedings initiated against them are pending.

GENERAL ADMINISTRATION (SERVICES.C)DEPARTMENT

G.O.Ms.No.211.

Dated the 31st March, 1975

Read the following:-

1. G.O.Ms.No.790, General Administration (Service.C) Department, dated 29.9.1970.
2. From the Andhra Pradesh Public Services Commission, Lr.No. 2494/B1/3/74, dated:19.3.1975.

* * *

O.R D E R :

In partial modification of the G.O.cited and considering the impact of certain judgement of the High Court on the instructions issued in the G.O.cited, Government direct that consideration for promotion on over all merits should not be kept in abeyance or deferred in the cases falling under the categories (b) and (c) in para 1 of the G.O.cited viz.,

- (i) where charges have been framed and disciplinary proceedings initiated and the charges are so grave that if they be held proved, the officer would not be promoted; or
- (ii) where an investigation has been conducted by the Anti corruption Bureau and it is established that there is a *prima facie* case for prosecution or taking disciplinary action on charges which, if held proved, would warrant the supersession of the officer.

On the other hand, government direct that such cases also should be given consideration to meet the requirements of the principles of natural justice.

2. The Heads of Departments, Collectors etc., are requested to see that the above instructions are followed by all competent authorities under their administrative control in matters of promotion or appointment by transfer of government servants to higher posts, in cases where investigation into the allegations or disciplinary proceedings initiated against them are pending.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

N.BHAGWANDAS
CHIEF SECRETARY TO GOVERNMENT

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

PUBLIC SERVICES - State and Subordinate Services - Promotion/Appointment of employees to higher posts while investigation into the allegations/disciplinary proceedings initiated against them are pending - Revised Orders - Issued.

GENERAL ADMINISTRATION (SERVICES.C)DEPARTMENT

G.O.Ms.No.424.

Dated the 25th May, 1976

Read the following:-

1. G.O.Ms.No.790, General Administration (Service.C) Department, dated 29.9.1970.
2. G.O.Ms.No. 211, G.A. (service-C)Department., dated 31.3.1975.

* * *

ORDER :

Government have carefully considered the existing instructions regarding consideration of the claims for promotion of officers who are facing enquiry in any departmental proceedings or before a Criminal Court or whose conduct is under investigation and against whom Departmental proceedings or Criminal Prosecution is about to be instituted, and have decided that the following procedure shall be followed in such cases.

2. Officers who are facing enquiry, trial or investigation can be categorised into the following groups based on the nature of the allegations/charges pending against them or about to be instituted.

- (i) an officer with a clean record, the nature of charges/allegations against whom relate to minor lapses having no bearing on his integrity or efficiency, which, even if held proved, would not stand in the way of his being promoted;
- (ii) an officer whose record is such that he would not be promoted, irrespective of the allegations/charges under enquiry, trial or investigation; and
- (iii) an officer whose record is such that he would have been promoted had he not been facing enquiry, trial or investigation, in respect of charges which, if held proved, would be sufficient to supersede him.

3. The suitability of all officers eligible for promotion including those mentioned above should be assessed at the time of consideration of promotion by the Departmental Promotion Committee or other authority, as the case may be. The Departmental Promotion Committee or other authority may consider promotion of officers coming under category (i) above and indicate the rank to be assigned to such officers in the promotion list, notwithstanding the enquiry, trial or investigation. Similarly,

supersession may be recommended straightway in respect of officers coming under category (ii), on ground of their being unfit for promotion. In the case of officers coming under category (iii) the Departmental Promotion Committee or other authority should consider whether such an officer would have been recommended for promotion, if the officer had his conduct not been under enquiry trial or investigation, and make its recommendations and the rank to be assigned to him in the promotion list. In such cases the Departmental Promotion Committee may make a specific recommendation that their promotion should be deferred until after the termination of the disciplinary proceedings or criminal prosecution.

4. In the event of there being an officer whose promotion has been recommended to be deferred, the vacancy that could have gone to the officer should be filled only on a purely temporary basis by the next person in the approved list of candidates for promotion. (If the officer concerned is completely exonerated he should be promoted to the post filled on a temporary basis, restoring him his rightful place in the list of promoted officers with retrospective effect.)
5. In cases where an officer is under suspension pending enquiry, investigation or trial the provisional withholding of promotions would be justified and the instructions issued in G.O.Ms.No.790, General Administration (Ser-C), dated 29-9-1970 would continue to apply.
6. This order issues in supersession of the order issued in G.O.Ms.No.211, General Administration (Service-C) Department dated 31-3-1975.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

N.BHAGWANDAS
CHIEF SECRETARY TO GOVERNMENT

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Public Services - State and Subordinate Services - Promotion/ appointment of employees to higher posts while investigation into allegations/ disciplinary proceedings initiated against them are pending - Further instructions - Issued.

GENERAL ADMINISTRATION (SERVICES-C) DEPARTMENT

G.O.Ms.No.104.

Dated 16-2-1990.

Read the following:-

1. G.O.Ms.No.790, General Administration (Services.C) Department, dated 29-9-1970.
2. G.O.Ms.No.211, General Administration (Services.C) Department, dated 31-3-1975.
3. G.O.Ms.No.424, General Administration (Services.C) Department, dated 25-5-1976.
4. O.M.No.22011/2/86-Estt.(A), Dated 12-1-1988, Govt. of India, Dept. of Personnel and Training.

* * *

ORDER :

In the G.O. third read above, instructions have been issued, among other things, for consideration of the claims for promotion of Officers who are facing enquiry in any Departmental proceedings or before a criminal court or whose conduct is under investigation and against whom Departmental proceedings or criminal prosecution is about to be instituted as per the procedure laid down therein. It has also been ordered in para 2 (iii) of the said G.O. that in the case of an officer whose record is such that he would have been promoted had he not been facing enquiry, trial or investigation, in respect of charges which, if held proved, would be sufficient to supersede him, the Departmental Promotion Committee or other authority should consider whether such an officer would have been recommended for promotion, if the officer, had his conduct not been under enquiry, trial or investigation, and make its recommendations and the rank to be assigned to him in the promotion list. In such cases, the Departmental Promotion Committee or other authority may make a specific recommendation that their promotion should be deferred until after the termination of the disciplinary proceedings or criminal prosecution.

However, there are no instructions to defer promotion/ appointment to higher post of an officer included in the panel, if between the date of such inclusion in the panel and actual date of promotion, investigation/inquiry/ trial has been taken up against an officer so included in the panel and the charges are serious enough to

warrant categorisation of that officer into the group referred to in para 2 (iii) of the G.O. third read above. The Government of India, have issued instructions in their O.M. fourth read above to defer promotion/ appointment in such cases, until after the termination of such proceedings.

The Government have examined the issue, keeping in view the instructions issued by the Government of India in this regard, and decided that promotion/appointment by transfer to higher post of an officer included in the panel, if between the date of inclusion in the panel and the date of actual promotion, disciplinary proceedings/ investigation/ enquiry/ trial has been taken up against such officer, whose case falls under the group referred to in para 2 (iii) of the G.O. third read as mentioned in para 1 above shall be deferred, until after termination of all such proceedings. In the event, the officer concerned is completely exonerated, he should be promoted/appointed to the post restoring him his rightful place with retrospective effect viz., with effect from the date on which his immediate junior was promoted or from the date on which he would have been promoted, had the enquiry/ investigation/ trial not been initiated against him, as the case may be.

All Departments of Secretariat/ Heads of Departments are requested to follow the above instructions scrupulously and bring them to the notice of all concerned.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

**G.R. NAIR,
CHIEF SECRETARY TO GOVERNMENT.**

GOVERNMENT OF ANDHRA PRADESH
A B S T R A C T

Public Services - State and Subordinate Services - Promotion/ appointment of employees to higher posts while investigations disciplinary proceedings initiated against them are pending - Further orders - Issued.

GENERAL ADMINISTRATION (SERVICES.C) DEPARTMENT

G.O.Ms.No.66.

Dated 30-1-1991.

Read the following:-

1. G.O.Ms.No.424, General Administration (Services.C) Department, dated 25-5-1976.
2. G.O.Ms.No.187, General Administration (Services.B) Department, dated 25-4-1985.
3. G.O.Ms.No.104, General Administration (Services.C) Department, dated 16-2-1990.

* * *

O R D E R :

In the G.O. first and second read above, instructions have been issued, among other things, for consideration of claims for promotion of officers who are facing enquiry in any Departmental proceedings or before a criminal Court or whose conduct is under investigation and against whom departmental proceedings or criminal prosecution is about to be instituted, as per the procedure laid down therein. In the G.O. third read above, instructions have been issued that promotion/ appointment by transfer to higher post of an officer included in the panel, if between the date of inclusion in the panel and the date of actual promotion, disciplinary proceedings/ investigation/ enquiry/ trial has been taken up against such officer whose case falls under the group referred to in para 2(iii) of the G.O. first read above, shall be deferred, until after termination of all such proceedings.

2. The Supreme Court in State of Madhya Pradesh Vs. Bani Singh, 1990 Crl. L.J. 1315 has observed as follows:-

" Normally, pendency or contemplated initiation of disciplinary proceedings against a candidate must be considered to have absolutely no impact upon, to his right to be considered. If the departmental enquiry had reached the stage of framing of charges after a prima-facie case has been made out, the normal procedure followed as mentioned by the Tribunal was 'sealed cover' procedure but if the disciplinary proceedings had not reached that stage of framing of the charge after

prima-facie case is established the consideration for the promotion to a higher or selection grade cannot be withheld merely on the ground of pendency of such disciplinary proceedings. Deferring the consideration in the Screening Committee Meeting held on 26-11-1980 on this ground was therefore unsupportable."

3. In another case, in **C.O. Armugam and others Vs. State of Tamil Nadu and others** 1990(1) S.L.R. P.298 the Supreme Court observed thus:

" _____ it is necessary to state that every civil servant has a right to have his case considered for promotion according to his turn and it is a guarantee flowing from Arts.14 and 16(1) of the Constitution. The consideration of promotion could be postponed only on reasonable grounds. To avoid arbitrariness, it would be better to follow certain uniform principle. The promotion of persons against whom charge has been framed in the disciplinary proceedings or charge-sheet has been filed in criminal case may be deferred till the proceedings are concluded. They must, however, be considered for promotion if they are exonerated or acquitted from the charges. If found suitable, they shall then be given the promotion with retrospective effect from the date from which their juniors were promoted."

4. It is obvious from the above observations of the Supreme Court that a promotion of member of service can be deferred if in the departmental enquiry or criminal case instituted against him a charge has been framed or a charge-sheet has been filed against him, as the case may be.

5. Government, however, hereby direct that promotion/ appointment by transfer to a higher post in respect of officers who are facing disciplinary proceedings or a criminal case or whose conduct is under investigation and whose case falls under the group referred to in para 2(iii) of the G.O. first read above, shall be deferred, only when charges of misconduct are framed by the competent authority and served on the concerned delinquent officer; or a charge-sheet has been filed against him in criminal court, as the case may be.

6. The instructions issued earlier in the G.Os. read above which are not consistent with these orders, should be deemed to have been modified to the extent necessary.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

V.P. RAMARAO,
CHIEF SECRETARY TO GOVERNMENT.

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

PUBLIC SERVICES - State and Subordinate Services - Promotion/ Appointment to higher posts of Officers - Who are involved in Enquires - Further Orders - ISSUED.

GENERAL ADMINISTRATION (SERVICES.C) DEPARTMENT

G.O.Ms.No.74

Dated the 24th February, 1994
Read the following :-

1. G.O.Ms.No.424, G.A. (SER.C) Dept., dt.25-5-2976.
2. G.O.Ms.No.104, G.A. (SER.C) Dept., dt.16-2-1990.
3. G.O.Ms.No.66, G.A. (SER.C) Dept., dt.30-1-1991.

* * *

ORDER:-

In the G.Os. Read above, instructions have been issued for consideration of the claims for promotion of Officers who are facing enquiry in any departmental proceedings or before a criminal Court or whose conduct is under investigation and against whom Departmental Proceedings or criminal prosecution is about to be instituted.

2. During the meeting of Secretaries to Government held on 7-7-1992, the issue of inordinate delays in finalising enquiries both Departmental and Anti-Corruption Bureau resulting in hardship to the employees, was discussed and an Officers' Committee was constituted, to examine, among others, the issue of "Promotion of Officers" involved in Enquires and to submit proposals for review of the Existing instructions. The Committee has accordingly made certain recommendations which have been accepted by the Standing-Sub-Committee of Secretaries to Government in their meeting held on 6-12-1993.
3. Keeping in view the said recommendations and the procedure and guidelines issued by the Department of Personnel and Training, Ministry of Personnel, Public Grievances and pension, Government of India vide their Memorandum No. 22011/4/91, Estt.A, dated 14-9-1992. Government direct that the following procedure be followed for promotion of Officers against whom disciplinary cases are pending:
4. The appointing authorities concerned should specifically bring to the notice of Departmental Promotion Committee/Screening Committee the following categories of disciplinary cases:-
 - i) Officers under suspension.

- ii) Officers in respect of whom a charge sheet has been issued and the disciplinary proceedings are pending.
- iii) Officers in respect of whom prosecution for a criminal charge is pending.

5. The Departmental promotion Committee/ Screening Committee shall assess the suitability of the Officers coming within the purview of the circumstances mentioned above, along with other eligible candidates following the procedure prescribed in G.O.Ms.No.424, G.A.(SER.C) Department, dated 25-5-1976.

6. In cases where the Officer's promotion is deferred in terms of G.O.Ms.No.424, Genl.Admn. (SER.C) Dept., dt.25-5-1976 and the proceedings have not been disposed of, such cases should be reviewed by the Departmental Promotion Committee in its next meeting to ascertain the progress made in the Disciplinary proceedings/Criminal Prosecution and further measures taken to expedite completion.

7. There may be some cases, where the disciplinary case/ criminal prosecution against the Officers is not concluded even after the expiry of two years from the date of the meeting of the first Departmental Promotion Committee. In such a situation, the appointing authority may review the case of the Officers, Provided they are not under suspension, to consider the desirability of giving the adhoc promotion, keeping in view the following aspects:-

- a) Whether the promotion of the Officer will be against public interest.
- b) Whether the charges are grave enough, to warrant continued denial of promotion.
- c) Whether there is any likelihood of the case coming to a conclusion in the near future.
- d) Whether the delay in the finalisation of proceedings, departmental or in a Court of Law, is not directly or indirectly attributable, to the Officer concerned.
- e) Whether there is any likelihood of misuse of Official position which the Officer may occupy after adhoc promotion, which may adversely affect the conduct of the departmental case/criminal prosecution.

8. If the disciplinary proceedings arose out of the investigations conducted by the Anti-Corruption Bureau the Anti-Corruption Bureau should also be consulted and its views should be taken into account.

9. In case the appointing authority consider that it would not be against the public interest to allow adhoc promotion to the Officer concerned, his case should be placed before the next Departmental Promotion Committee held in the normal course to decide whether the officer is suitable for promotion on adhoc basis. Where the Officer is considered for adhoc promotion, the Departmental Promotion committee should make its assessment on the basis of the totality of the individual's record of

service without taking into account the pending disciplinary case/criminal prosecution against him/her.

10. If a decision is taken to promote an Officer on an adhoc basis, an order of promotion may be issued making it clear in the order itself that:-

- i) the promotion is being made on purely adhoc basis and the adhoc promotion will not confer any right for regular promotion; and
- ii) the promotion shall be until further orders. It should also be indicated in the orders that the Government reserve the right to cancel the adhoc promotion and revert at any time the Officer to the post from which he was promoted.

11. If the Officer concerned is acquitted in the criminal prosecution on the merits of the case or is fully exonerated in the departmental proceedings, the adhoc promotion already made may be confirmed and the promotion treated as a regular one from the date of the adhoc promotion with all attendant benefits. In case the Officer could have normally got his regular promotion from a date prior to the date of his adhoc promotion with reference to his placement in the Departmental promotion Committee proceedings and the actual date of promotion of the person ranked immediately junior to him by the same Departmental Promotion Committee, he would also be allowed his due seniority and benefit of notional promotion.

12. If the Officer is not acquitted on merits in the criminal prosecution but purely on technical grounds and Government either proposes to take up the matter to a higher Court or to proceed against him departmentally or if the officer is not exonerated in the departmental proceedings, the adhoc promotion granted to him should be brought to an end.

13. The orders issued in the G.Os. read above shall be deemed to have been modified to the extent necessary as per these orders.

14. All Departments or Secretariat/Heads of Departments are requested to follow the above procedure scrupulously and bring to the notice of all concerned.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

K. JAYABHARATH REDDY
CHIEF SECRETARY TO GOVERNMENT

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

PUBLIC SERVICES - State and Subordinate Services - Promotion/ appointment to higher posts of Officers who are involved in Enquiries - Further orders - Issued.

GENERAL ADMINISTRATION (SERVICES-C) DEPARTMENT

G.O.Ms.No.968

Dated 26-10-1995

Read the following :

1. G.O.Ms.No.187, G.A. (Ser.B) Dept., dt.25.4.1985.
2. G.O.Ms.No.335, G.A. (Ser.C) Dept., dt.14.6.1993.

* * *

ORDER :

In para 11 of the G.O. first read above, orders were issued that an individual who is undergoing punishment should not be recommended for promotion. In cases, where the period of punishment imposed is already over, each has to be evaluated by the Departmental Promotion Committee on merits. In the G.O. second read above, orders were issued to the effect that the penalty of stoppage of increments with cumulative effect amounts to a major penalty under the Andhra Pradesh Civil Services (Classifications, Control & Appeal) Rules, 1991 and the elaborate procedure prescribed under rule 20 of the said rules is to be followed.

2. A question arose whether the punishment of stoppage of increment with cumulative effect constitutes a permanent bar for promotion and also whether it is with or without cumulative effect, the punishment should be deemed to be subsisting to the extent of the number of annual grade increments stopped. There is a suggestion that if it is a case of stoppage of increments with cumulative effect, the punishment should be deemed to run for twice the period for which the increment is stopped for. For example, if the punishment is the stoppage of two increments with cumulative effect, the Officer should be denied of his promotion/ appointment by transfer for four years.

3. After careful consideration, it has been decided that since the fact that the stoppage of increment with cumulative effect is a major penalty under the Andhra Pradesh Civil Services (Classification, Control & Appeal) Rules, 1991, the Government direct that whenever any Government servant is punished with the stoppage of increment with cumulative effect, the cases of such officers shall not be considered for promotion/appointment by transfer for twice the number of years for which the increment(s) is/are stopped with cumulative effect.

4. All Departments of Secretariat/ Heads of Departments shall follow the above orders scrupulously and bring it to the notice of all concerned.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

M.S. RAJAJEE,
CHIEF SECRETARY TO GOVERNMENT.

Copy of:

**GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SERVICES-D) DEPARTMENT**

Ad-hoc rule in respect of appointments by promotion/transfer to selection categories of posts of Scheduled Castes and Scheduled Tribes members of the service.

GENERAL ADMINISTRATION (SERVICES-D) DEPARTMENT

G.O.Ms.No.770.

Dated the 15th November, 1975.

* * *

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, and of all otherpowers hereunto enabling and having regard to the provisions contained in clause (4) of article 16 and article 335 of the Constitution, the Governor, of Andhra Pradesh hereby makes the following ad-hoc rules, namely.

Ad-hoc Rule

Notwithstanding anything in the Andhra Pradesh State and Subordinate Services Rules or any special rules, in appointments by promotion, including recruitment by transfer from subordinate services to State services, to all categories of posts, other than:

(a) those for which the special rules provide that the rule of special representation shall apply in the matter of appointment by promotion or recruitment by transfer ; and

(b) those specified in the Annexure to this rule required to be made on the principle of merit and ability, seniority being considered only where merit and ability are approximately equal, the claims of any member of the Scheduled Castes or the Scheduled Tribes shall be considered for such appointment on the basis of seniority subject to fitness.

ANNEXURE

- (1) Posts of Heads of Departments and equivalent posts.
- (2) Gazetted posts meant for research or for organising, guiding or conducting research.
- (3) Posts of Principals of Medical Colleges., Colleges of Indian Medicine and Homeopathy and Degree Colleges.

2. The Departments of the Secretariat are requested to amend suitably, on the above, lines, the Special Rules for the services with which they are concerned and to which the General Rules do not apply.

N.BHAGWANDAS
CHIEF SECRETARY TO GOVERNMENT

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SER.D) DEPARTMENT

Memorandum No.1552/Services.D/76-3

Dt:19-8-1976

Sub:- Public Services - Appointment by promotion of Members of S.Cs and S.Ts. in service to Selection categories - Ad-Hoc rule issued in G.O.Ms.No. 770, G.A. (Ser.D)Department. dt. 15-11-75 Further clarification - Issued.

Ref:- G.O.Ms.No.770, General Admin. (Ser.D) Department, dated 15-11-1975.

* * *

In the G.O. cited, an ad-hoc rule was issued providing that in-respect of appointments by promotion or recruitment by transfer to certain categories of posts where such appointment or recruitment is required to be made on the principle of merit and ability, seniority being considered only where merit and ability are approximately equal, the claims of any members of the Schedules Castes and Scheduled Tribes shall be considered for such appointment on the basis of seniority subject to fitness. Certain doubt appear to have arisen regarding the application of principle of seniority subject to fitness in the light of the above G.O. The position is therefore clarified as below:

2. In the case of candidates other than scheduled Castes and scheduled Tribes, selection of candidates to be appointed by promotion or transfer has to be made on the basis of comparative merit, seniority being considered only where the merit and ability of the competing candidates are approximately equal. In the case of Scheduled Castes and Scheduled Tribes candidates, however, the criteria for selection will be different. If the turn of the Scheduled Caste or Scheduled Tribe candidate for promotion has come on the basis of seniority list, such Scheduled Castes or Scheduled Tribe candidate should be promoted or appointed by transfer so long as such candidate is considered fit to hold the post for which he is being considered for promotion or appointment. In other words, the Scheduled Caste or Scheduled Tribe candidate does not have to compete with others on the basis of comparative merit and no Scheduled Caste or Scheduled Tribe candidate who is fit for appointment can be superseded by any junior on the ground that the latter possesses superior merit and ability.

3. The appointing authority should consider whether or not a particular Scheduled Caste or Scheduled Tribe candidate is fit for appointment. A mere entry in the confidential records by the reporting or reviewing authority that the officers is not fit for

promotion would not by itself constitute a bar to promotion. The appointing authority will have to make his judgement on the basis of the overall record and performance of the candidates and the Scheduled Caste and Scheduled Tribe candidates whose turn for promotion has arrived according to the seniority list should be superseded only where the appointing authority comes to the conclusion after such consideration that the candidate is unfit to hold the post.

4. All appointing authorities are requested to follow the instructions contained in this Memorandum while implementing the ad-hoc rule issued in the G.O.cited.

N.BHAGWANDAS
CHIEF SECRETARY TO GOVERNMENT

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SER.D)DEPARTMENT

Memorandum No.528.

Dated the 11th May, 1977

Sub:- Public Services - Appointment by promotion of Members of S.Cs and S.Ts. in service to Selection categories - Ad-Hoc rule issued in G.O.Ms.No. 770, G.A. (Ser.D)Department. dt. 15-11-75 Further clarification - Issued.

Ref: 1. G.O.Ms.No.770, General Admin. (Ser.D) Department, dated 15-11-1975.
2. Memo No. 1552/Ser.D/76.3, dated 19.8.76

* * *

In the G.O. cited, an adhoc rule was issued providing that in respect of appointments by promotion or recruitment by transfer to certain categories of posts where such appointment or recruitment is required to be made on the principle of merit and ability, seniority being considered only where merit and ability are approximately equal, the claims of any members of the Scheduled Castes and Scheduled Tribes shall be considered for such appointment on the basis of seniority subject to fitness.

2. It was later clarified in the Memo. second cited, that if the turn of the Scheduled Caste or Scheduled Tribe candidate for promotion has come on the basis of seniority list, such Scheduled Caste or Scheduled Tribes candidate should be promoted or appointed by transfer so long as such candidate is considered fit to hold the post for which he is being considered for promotion or appointment and no Scheduled Caste or Scheduled Tribe candidate who is fit for appointment can be superseded by any junior on the ground that the latter possesses superior merit and ability.

3. It was further clarified in the Memo, second cited, that a mere entry in the confidential records by the reporting or reviewing authority that the officer is not fit for promotion would not by itself constitute a bar to promotion. The appointing authority would have to make his judgement on the basis of the overall record and performance of the candidates and the Scheduled Caste and Scheduled Tribe candidates whose turn for promotion has arrived according to the seniority list should be superseded only where the appointing authority comes to the conclusion after such consideration that the candidate is unfit to hold the post.

4. Instances have come to the notice of this Department that while examining the case of Scheduled Castes and Scheduled Tribes when they have come up for promotion to selection posts according to their seniority the above instructions are not being followed. It is also noticed that the authorities concerned are not bringing

the above instructions to the notice of the Members of the Departmental Promotion Committee at the time of considering the cases of the candidates of Scheduled Castes and Scheduled Tribes for selection posts according to the seniority.

5. The Government hereby direct that the instructions referred to above shall be followed strictly and that the authorities concerned should invariably bring these instructions to the notice of Departmental Promotion Committees whenever they consider promotion for higher posts so that the interests of Scheduled Castes and Scheduled Tribes at the stage of promotion to selection posts are safeguarded. These instructions should be brought to the notice of all appointing authorities concerned by the concerned Heads of Departments.

**J.BAPU REDDY
DEPUTY SECRETARY TO GOVERNMENT**

GOVERNMENT OF ANDHRA PRADESH
A B S T R A C T

PUBLIC SERVICES -- State and Subordinate Services -- Appointments by Promotion/Transfer to selection categories of posts of Scheduled Caste and Scheduled Tribe members of the services -- Amendment to Ad-hoc rule issued in G.O.Ms.No.770, General Administration (Services-D) Department dated 15-11-1975 -- Issued.

GENERAL ADMINISTRATION (SERVICES-D) DEPARTMENT

G.O.Ms.No.264

Dated 16th May. 1989.

Read the following:-

1. G.O.Ms.No.770, Genl. Admn. (Services. D) Department, dated. 15.11.1975.
2. Memo. No. 1552/ Ser.D/G.A.D., dt. 19-8-1976.
3. Government of India, Ministry of Home Affairs, Department of Personnel and Administrative Reforms Office Memo. NO. 36011/13/83- Estt. (SCT), dated 2-5-1983.

* * *

O R D E R :

In the G.O. Read above, an ad-hoc rule was issued providing that in respect of appointments by promotion or recruitment by transfer to certain categories of posts where such appointment or recruitment is required to be made on the principle of merit and ability, seniority being considered only where merit and ability are approximately equal, the claims of any members of the Scheduled Castes and Scheduled Tribes shall be considered for such appointment on the basis of seniority subject to fitness. It was later clarified in the Memorandum second read above, that if the turn of the Scheduled Caste or Scheduled Tribe candidate for promotion has come on the basis of seniority lists, such Scheduled Caste or Scheduled Tribe candidate should be promoted or appointed by transfer so long as such candidate should be promoted or appointed by transfer so long as such candidate is considered fit to hold the post for which he is being considered for promotion or appointment and no Scheduled Caste or Scheduled Tribe candidate who is fit for appointment can be superseded by any junior on the ground that the latter possesses superior merit and ability.

2. The Government of India in its Office Memorandum third read above, have provided for a Scheduled Caste or Scheduled Tribe candidate possessing superior merit not only to retain his position, but even supersede others including Scheduled Caste or Scheduled Tribe candidates as the case may be on the basis of merit. In effect a scheduled Caste or Scheduled Tribe Candidate can supersede other Scheduled Caste or Scheduled Tribe candidate respectively on the basis of merit.

3. According to the provisions of the ad-hoc rule issued in the G.O. first read above, Scheduled Caste or Scheduled Tribe candidates cannot be superseded even by the candidates of respective groups on the basis of possessing superior merit and ability and as such it is found that this has the effect of discouraging the meritorious Scheduled Caste or Scheduled Tribe Candidates. The Government have carefully examined the issue and have decided that the ad-hoc rule issued in the G.O. first, read above, be amended providing for supersession of Scheduled Caste or Scheduled Tribe Candidates by candidates of Scheduled Caste or Scheduled Tribe Candidates by candidates of Scheduled Caste or Scheduled Tribe respectively of superior merit and ability but not by others.

4. According the following notification is published in the Andhra Pradesh Gazette:

NOTIFICATION

In exercise of the powers conferred by the Proviso to article 309 of the Constitution of India, and of all other powers hereunto enabling and having regard to the provision contained in clause (4) of article 16 and article 335 of the Constitution, the Governor of Andhra Pradesh hereby makes the following amendment to the adhoc rule issued in G.O.Ms.No.770, General Administration (Services - D) Department, dated the 15th November, 1975.

AMENDMENT

the following proviso shall be added to the said adhoc rule, namely:-

"provided that a member of the Scheduled Caste or the Scheduled Tribe possessing superior merit and ability shall be allowed to supersede not only others but also the members of Scheduled Castes or Scheduled Tribes" as the case may be"

(BY ORDER IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

**G.R. NAIR,
CHIEF SECRETARY TO GOVERNMENT.**

GOVERNMENT OF ANDHRA PRADESH
A B S T R A C T

PUBLIC SERVICES - Departmental Promotion Committees - Procedure to be adopted if the recommendations of the Departmental Promotion Committees are not accepted by the appointing Authority (other than Government), - Instructions - Issued.

GENERAL ADMINISTRATION (ARC&S) DEPARTMENT

G.O.Ms.No. 719

Dated: 2-11-1974

Read the following:

1. G.O.Ms.No. 283, G.A. (ARC&S) Dept., dt. 30-5-1973.
2. G.O.Ms.No. 397 G.A. (ARC&S) dt. 26-7-1973
3. G.O.Ms.No. 584 G.A. (ARC&S) dt. 29-8-1974

ORDER:

Orders were issued in the G.O.s.read above constituting Departmental Promotion Committees for Promotion to Posts, gazetted and non-gazetted (in the Departments of Secretariat and Offices of Head of Departments as far as non-gazetted concerned) which are outside the purview of the Public Service Commission.

2. A Question has arisen as to the action that may have to be taken in respect of cases where the appointing authority differs from the recommendations of the Departments of the Departmental Promotion Committee.
3. The Government have decided that where the appointing authority other than Government does not agree with the recommendation of the Departmental Promotion Committee the appointing Authority should immediately send a detailed report to the Higher authority giving the reasons for the disagreement. Where the appointing authority is the Government itself, the reason for differing with the recommendations of the Departmental Promotion Committee will no doubt be recorded in the concerned Secretariat file.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

**N.BHAGWANDAS,
CHIEF SECRETARY TO GOVERNMENT.**

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (S.R.)DEPARTMENT

U.O.Note.NO.734/S.R/76-2. .

Dated the 6th June, 1977

Sub:- STATES REORGANISATION - Review of promotions to the second stage - Instructions issued

Ref:- G.O.Ms.No.435, General Admin. (S.R) Department, dated 10-8-1973.

* * *

The Government of India have approved in the light of the recommendation of the Review Committees constituted in the G.O. cited for reviewing the ad-hoc promotions made otherwise than in accordance with the Common Gradation Lists from 1-11-1956 onwards, the final promotion lists of Officers promoted to posts one stage above the categories of posts for which the common gradation lists have been issued in a substantial number of cases in different departments. The question of consequential review of ad-hoc promotions made to the second stage posts based on the final promotion lists referred to above has been under consideration of Government.

For the purpose of review of second stage of promotion, categories of posts may be classified into two groups. viz., (1) categories of posts ad-hoc second stage promotions to which can be reviewed straightaway based on the aforesaid final promotion lists published under the authority of the Government of India, and (2) categories of posts ad-hoc second stage promotions to which can be reviewed only after preparation of an integrated seniority list of persons appointed from all sources, based on the final promotion list of the feeder category or main feeder category from which promotion lies to the second stage post.

An example of the first category would be Superintending Engineers for Assistant Engineers whose names figure in the common gradation list of gazetted Assistant Engineers Public Works Department as on 1-11-56 the second stage of promotion is to that of Superintending Engineers Appointment of Executive Engineers being made solely by promotion of Assistant Engineers review of second stage of promotion to the category of Superintending Engineers can be made straightaway on the basis of the final promotion list of Assistant Engineers as on 1-11-1956 promoted to the category of Executive Engineers. It may be noted that there is no direct recruitment or appointment by transfer from other services to the category of Executive Engineers.

To the second category would belong second stage of promotion to the category of Executive Engineers in respect of Junior Engineers/Supervisors in the common gradation list of these categories as on 1-11-1956. Review of second stage of

promotions of Junior Engineers/Supervisors (promoted to the first stage viz., Assistant Engineers) to the second stage cannot be made solely based on the final promotion list of Junior Engineers and Supervisors promoted to the category of Assistant Engineers in so far as there is direct recruitment to the category of Assistant Engineers. Any review of second stage of promotion to the category of Executive Engineers can only be after preparation of an integrated seniority list of Assistant Engineers appointed after 1-11-1956 by direct recruitments by promotion i.e. by preparing an integrated seniority list of Assistant Engineers drawn from the two sources of recruitment.

Another example of the second category is second stage of promotion to the category of Assistant Commissioners. For Deputy Commercial Tax Officers as on 1-11-1956 first stage promotion is to the category of commercial Tax Officers and second stage promotion to that of Assistant Commissioners. Commercial Tax Officers are appointed by Promotion from among Deputy Commercial Tax Officers by direct recruitment and by transfer from among Section Officers of the Secretariat. It, therefore, follows that to review the second stage promotions made to the category of Assistant Commissioners it would be necessary to prepare an integrated seniority list of Commercial Tax Officers promoted, directly recruited and appointed by transfer based on the final promotion list of Deputy Commercial Tax Officers to the category of Commercial Tax Officers issued under the authority of the Government of India.

In respect of the first category of officers referred to in item (1) above the departments of Secretariat are requested to prepare and keep material for the 2nd stage review ready by the end of June, 1977 in respect of all categories for which first stage review of promotions has been made.

In regard to the type of cases referred to in item (2) above the departments of Secretariat are requested immediately to prepare integrated common seniority list of officers holding posts in the first stage category promotions to which have been reviewed call for objections and issue such integrated seniority lists before 15-7-1977 and also simultaneously prepare material for review to the second stage.

The receipt of this reference may be acknowledged.

K.B.LAL,
SECOND SECRETARY TO GOVERNMENT.

Copy of:

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (S.R.) DEPARTMENT

U.O.Note No.734/SR/76-15.

Dated the 22nd May, 1978.

Sub:- S.R. - Review of promotions to the second and subsequent stages of promotions Further Instructions - Issued.

Ref:- U.O.Note No.734/SR/76-9, Genl. Admn. (SR) Dept., dated 6.6.1977.

* * *

In continuation of the U.O.Note cited, the following further instructions are issued for review of promotions to the second and subsequent stages of promotions:

- 1) Review of Second and subsequent stages of promotions may be made in succession immediately after publication of the final promotion lists in respect of each category of posts.
- 2) The Departmental Promotion Committee of each Department will undertake this review.
- 3) After the Departmental Promotion Committee has made its recommendations, Orders in circulation through the Chief Electoral Officer and Ex-Officio Secretary to Government, General Administration Department, will be obtained.
- 4) The scope of second and subsequent stages of review would be strictly limited in that, their reviews would be confined to considering the claims of persons who ought to have been considered for promotion but whose cases were not actually considered on account of the fact that they were not promoted originally and assigning them appropriate ranks in relevant categories and to considering whether a person who had actually been promoted should be assigned a higher rank in the promoted category by virtue of his having been assigned higher seniority in the reviewed list.
- 5) Where the denial of first stage promotion in time was the reason why a Government servant could not acquire necessary qualifications enabling him for promotion, it would be unjust to deny him second stage promotion on that ground. Therefore, in almost all such cases, special qualifications should be relaxed wherever there is a court direction to that effect.
- 6) The Central Government will associate themselves with the review for second and subsequent stages of promotions wherever there is a court direction to that effect.
- 7) For the second and subsequent stages of promotions, the Andhra and Telangana employees will be governed by Andhra or the Andhra Pradesh Rules, as the case may be.

- 6) Review would be made of both temporary promotions as also regular promotions by the Departmental Promotion Committees. Where review is only of temporary promotions it would not be necessary to issue any notices to the persons likely to be affected. This process would in effect be preparation of regular panels in accordance with the rules by these Committees with reference to the dates of vacancies and the rankings of officers in the final promotion lists or the integrated seniority lists, as the case may be.
- 9) Where, however, regular promotions have been made to the second stages categories, the Committees would undertake the review, prepare tentative promotion lists, issue notices to persons likely to be affected, obtain representations and thereafter finalise the final lists of second stage promotions. This would apply to second stage category of posts that are within the purview of the Andhra Pradesh Public Service Commission or outside the purview of that body.
- 10) In the case of temporary promotions made to the second stage category posts falling outside the purview of the commission, the same procedure as in item 8 above will be followed. Where however in the case of temporary promotions made to the second stage categories of posts falling within the purview of the Commission that body will be requested to prepare yearwise panels in accordance with the final promotion lists or the integrated seniority lists as the case may be.
- 11) In the case of categories of posts in respect of which second stage Review can be undertaken straightaway based on the Final promotion lists of the first stage promotions, instructions have been issued for the preparation of review material for the Second stage promotions in U.O. Note No.734/SR/76-9, General Administration (SR) Department dated 6.6.1977. The Review Process in these cases would be completed by 31.7.1978.
- 12) In the case of other categories of posts where it is necessary to prepare integrated seniority lists of persons promoted from various feeder categories and appointed directly after 1.11.1956, instructions have also been issued in the U.O. Note dated 6.6.1977 for drawal of such integrated seniority lists and preparation of review in serial. The Review process in such cases should be completed by 31.8.1978.
- 13) Monthly progress reports on review will be sent to the Government of India by the Departments of Secretariat so as to ensure that the process of Review is not unduly played to the detriment of those who would be benefited as a result of these reviews.

2. The receipt of this U.O. Note may be acknowledged.

I.J.NAIDU,
CHIEF SECRETARY TO GOVERNMENT.

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

PUBLIC SERVICE - Preparation of panels - Discontinuation of preparation of panel for non-selection posts - Orders - Issued.

GENERAL ADMINISTRATION (SERVICES-B) DEPT.

G.O.Ms.No.642

Dated 13-9-1979.

Read the following:-

Proceedings of the A.P.C.S.J.S.C., Dt. 20-4-1979 communicated with the G.A.(S.W.) Dept. U.O.Note No.786/79-60, Dated 12-6-1979.

* * *

ORDER :

Rule 4 of the General Rules for the A.P.State and Subordinate Services requires that a list of candidates suitable for promotion to selection category/grade posts shall be prepared every year and that promotions shall be made from the list of approved candidates in the order of preference indicated therein. The Andhra Pradesh Non-Gazetted Officers Association has stated that though the preparation of such a list is not necessary in so far as promotion of candidates to non-selection category/grade posts under clause (ii) of sub-rule (b) of rule 34 is concerned and though the full bench of the Andhra Pradesh Administrative Tribunal also has given a ruling to that effect in R.P.No. 90/77, the Collectors and some other Heads of Offices are preparing panels of candidates for promotion to non-selection category/grade posts such as Upper Division Clerks and Head Clerks. The Association has brought to the notice of the Government that Collectors of a certain districts had prepared a panel of 40 persons for promotion to non-selection grade post in 1967 and that appointments from the list were made only in 1974 with the result that some of the seniors who became qualified during the period from 1967 to 1974 were adversely affected. The Association has therefore urged that the preparation of panels for promotion to non-selection category/grade posts may be ordered to be discontinued.

The matter was discussed at a meeting of the Andhra Pradesh Civil Services Joint Staff Council held on 20-4-1979 where the following recommendation was made.

It was agreed that in respect of non-selection posts, it would be more appropriate to prepare what may be called 'List of eligible employees' after considering the qualifications , etc., prescribed under the relevant rules and they may be examined.

After careful examination of the issue the Government direct that the appointing authorities should prepare a list of eligible employees every year after considering their qualifications etc., prescribed in the relevant rules for promotion to the next higher category of non-selection posts. All appointing authorities are requested to take action accordingly.

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V.V.SATYANARAYANA,
DEPUTY SECRETARY TO GOVERNMENT.

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

PUBLIC SERVICES - preparation of panels - Discontinuance of preparation of panels for non-selection posts - Further - Orders - Issued.

GENERAL ADMINISTRATION (SERVICES-B) DEPT.

G.O.Ms.No.667

Dated 21-10-1980.

Read the following:-

1. G.O.Ms.No.283, G.A.(ARC.&S) Dept., dt.30.5.1973.
2. G.O.Ms.No.584, G.A.(ARC.&S) Dept., dt.29.8.1974.
3. G.O.Ms.No.642, G.A.(Ser.B) Dept., dt.13.9.1979.

* * *

ORDER :

In the G.O. first cited orders were issued regarding constitution of Departmental Promotion Committees among other for Ministerial and other non-gazetted posts in the non-Secretariat Departments and Offices. The question whether promotions from one non-gazetted post to another non-gazetted post in the Offices of Heads of Departments need not be under the purview of Departmental Promotion Committees and whether the Departmental Promotion Committees should be done away with for the Ministerial and other non-gazetted posts in Subordinate Offices was examined in 1974 and orders were issued in the G.O. second cited dispensing with the Departmental Promotion Committees for promotion to Ministerial and other non-gazetted posts in the subordinate offices only.

2. The Andhra Pradesh Non-Gazetted Officers Association submitted a representation urging the Government that the preparation of panels for non-selection categories/posts might be dispensed with as the preparation of panels for non-selection posts is not necessary in view of General Rule 34(b)(ii) and as the Collectors and some of the Heads of Offices were preparing panels for non-selection categories/posts might be dispensed with as the preparation of panels for non-selection posts is not necessary in view of General Rule 34(b)(ii) and as the Collectors and some of the Heads of Offices were preparing panels of candidates for promotion to non-selection posts such as Upper Division Clerks and Head Clerks. After careful consideration orders were issued in the G.O. 3rd cited directing the appointing authorities to prepare a list of employees every year after considering their qualifications etc. prescribed under the relevant rules for promotion to the next higher category of non-selection posts.

3. As no mention was made in these orders about the orders already issued in the G.Os. First and 2nd Cited a doubt has arisen whether these orders dispense with the Departmental Promotion Committees for promotion to non-selection posts in the offices of the Heads of Departments also the question whether the Departmental Promotion Committees may be dispensed with for the non-selection non-gazetted posts in the Secretariat Departments as well as in the Heads of Departments and Directorates was examined in detail. The matter was considered by the Secretaries to Government in its meeting held on 21-8-1980 and the following recommendations were made:-

- i) Departmental Promotion Committees may be dispensed with in respect of promotions to non-selection posts in the Secretariat Department.
- ii) Departmental Promotion Committees may be dispensed with in respect of Promotions to non-selection posts in the Heads of Departments and Directorates.
- iii) Promotions from one non-gazetted post to another non-gazetted post which are selection posts in the offices of the Heads of Departments and Directorates may continue to be under the purview of the Departmental Promotion Committee.

4. After careful consideration, the Government have accepted the recommendations of the Secretaries to Government and direct that (1) Departmental Promotion Committees may be dispensed with in respect of non-gazetted posts for which promotion is made not by the principle of selection (i.e. non-selection posts) in the Departments of Secretariat as well as in the Offices of Heads of Departments and Directorates, and (2) promotion from one non-gazetted post to another non-gazetted post which is made by the principle of selection (i.e. Selection posts) in the Departments of Secretariat and in the Offices of Heads of Departments and Directorates may continue to be under the purview of Departmental Promotion Committees.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

**S.R.RAMURTHY,
CHIEF SECRETARY TO GOVERNMENT.**

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

PUBLIC SERVICES - Departmental Promotion Committees -Review after six months
- Tenure of Members of Departmental Promotion Committees - Instructions -Issued.

GENERAL ADMINISTRATION (SERVICES-B) DEPT.

G.O.Ms.No.32

Dated 22-1-1981.

Read the following:-

1. G.O.Ms.No. 283 G.A. (ARC &S) Department, Dt.30-5-1973.
2. G.O.Ms. No.397, G.A. (ARC &S) Department Dt.20-7-1973

O R D E R :

In the Government Orders cited orders were issued for constitution of Departmental Promotion Committees for preparation of panels for purpose of promotion for various categories of posts under the Government which are outside the purview of Andhra Pradesh Public Service Commission.

2. The question of avoiding delays in the preparation of panels by Departmental Promotion Committees was discussed in the meeting of the Andhra Pradesh Civil Services Joint Staff Council. It was resolved as follows:-

"It was agreed that the panels finalised could be reviewed after six months during the year empanel the overlooked senior candidates who have qualified themselves subsequent to the preparation of panel and that the term of members of the department promotion committee could be fixed as two years instead of one year as per existing orders."

3. The Government have examined and accepted the recommendation of the Andhra Pradesh Civil Services Joint Staff Council. The Government accordingly direct that the panel prepared under General Rule 4(a) (1) (ii) by the Departmental Promotion Committee in the month of September every year should be reviewed in the month of March of succeeding year. The cases of persons who were overlooked for not passing the tests prescribed under the Rules when the panel was prepared in the month of September should be considered in the review if they have acquired the said qualifications subsequently and their names should also be included in the panel of the year if they are otherwise found suitable for promotion or recruitment by transfer. The review of list of approved candidates need not be undertaken where no test or special qualification is prescribed under the rules as condition precedent for promotion or recruitment by transfer.

4. The Government also direct that the tenure of the member nominated to serve on the Departmental promotion Committee will be for two years. The Department of Secretariat and Heads of Department are requested to extend the tenure of Departmental Promotion Committee already constituted.
5. Necessary amendments will be issued separately to Andhra Pradesh State and Subordinate Services Rules.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

**S.R.RAMURTHY,
CHIEF SECRETARY TO GOVERNMENT.**

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

PUBLIC SERVICES - State and Subordinate Services - Preparation, Publication and maintenance of seniority lists up-to-date - Orders - Issued.

GENERAL ADMINISTRATION (SERVICES-A) DEPARTMENT

G.O.Ms.No.291

Dated 10-5-1984

Read the following :

* * *

ORDER :

The one-man Services Rules Commission in its report, among other things, has observed that it is necessary for a person to know where he stands in the seniority list prepared for a particular category of post with a view to assess his promotional avenues. In the absence of such list, it is difficult for him to know whether or not his claim for promotion has been considered in his due turn. Further from the point of view of the administration, preparation of establishment list is absolutely necessary. The said commission has, therefore, recommended that all the Departments should pay attention on priority basis for the preparation, publication and maintenance of seniority lists up-to-date.

2. The Government after careful consideration, have accepted the above recommendation and direct all the appointing authorities should take prompt action for the preparation, publication and maintenance of seniority lists up-to-date every year, on priority basis.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

SHRAVAN KUMAR,
CHIEF SECRETARY TO GOVERNMENT.

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SERVICES.B) DEPARTMENT

MEMO.No. 1673/Services.B/85-1.

Dated:29-11-1985.

Sub:- Public Services - Departmental Promotion Committee - Promotion of Employees pursuant to the judgement of the Supreme Court of India, dt.19.8.1985 - Procedure - Instructions - Issued.

Ref:- 1) G.O.Ms.No. 187, G.A.(Ser.B) Dept.,dt. 25.4.1985.
2) U.o.Note No. 342/Ser.A/85-1, G.A. (Ser.A) Dept., dt 22.6.1985.
3) Memo.No. 2113/Ser.A/85-4, G.A.(Ser.A) Dept., dt. 22.11.1985.

* * *

In para 3 of the Memo. third cited certain guidelines have been issued, to be kept in view, while considering the cases of employees who were compelled to retire on attaining the age of 55 years and who are eligible for further promotion by placing before the D.P.C. or the Service Commission, as the case may be.

2. Orders were issued in the G.O. first cited constituting new Departmental Promotion Committees to consider the cases for promotion to the Departmental Promotion Committees constituted earlier, except the Departmental Promotion Committees constituted to consider the cases of first level Gazetted posts, prior to 25.4.1985, there were different Departmental Promotion Committees for non-Gazetted selection categories; for first level Gazetted categories and for third level gazetted categories and above. The Government have carefully considered the question as to which of the Departmental promotion committee viz., the Departmental promotion Committees existed prior to 25.4.85 or the Departmental Promotion Committees should process the cases of promotion constituted after 25.11.85 arising out of the judgement of the Supreme Court dated 19.8.1985 and decided to review the D.P.Cs. which existed prior to 25.4.1985 for purpose of processing these cases. In other words the Departmental Promotion Committees constituted as per order issued in G.O.Ms.No. 283, G.A.(ARC&S) dt.30.5.73& G.O.Ms.No397 G.A.(ARC&S) dt.26.7.1973 will consider the cases of promotions including appointment by transfer due to the persons who have retired consequent on reduction of age of superannuation from 58 years to 55 years irrespective of the fact whether they are reinducted or not. If the tenure of Departmental Promotion Committees which were in existence immediately before 25.4.1985 had expired by now their term shall be deemed to have been extended till the limited purpose for which they are now revived has been achieved, while considering the claims of employees, the instructions issued in para 33 (b) to (V) of G.O.Ms.No.337, General Admn.(Ser.B) Dpt., dt.18.6.1983 should be followed. The rules applicable to the post for the relevant panel year should also be followed while preparing the panels.

3. The Departments need not wait for representations or claims for promotions to be put forth by employees in question but they may take up the cases for promotions including appointments by transfer suo-moto wherever due, based on their eligibility, seniority, suitability etc, by convening meetings of the Departmental Promotion Committees or by referring the matter to the Andhra Pradesh Public Service Commission as the case may be, without any loss of time.

4. The reconstituted Departmental Promotion Committees in G.O.Ms.No. 187, G.A.(Ser.B) Dept., dt.25.4.1985 will, however, continue to function as per schedule communicated in G.O.Rt.No. 2012, General Admn.(Ser.B) Dept., dt.25.4.1985 to consider the cases for promotion to fill up the vacancies in the posts of 3rd level gazetted and above for the panel year 1985-86.

5. All Secretaries to Government and Heads of Departments are requested to take expeditious action on the above lines.

**SHRAVAN KUMAR,
CHIEF SECRETARY TO GOVERNMENT.**

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (S.R) DEPARTMENT

U.O.Note No.118/SR/86-1,

Dated:9-4-1986.

Sub: S.R.-Review of promotions to the second and subsequent stages
of promotions - Further instructions - Issued.

Ref: This Depts. U.O.Note No.734/SR/76-15, dt.22.5.1978.

* * *

In the U.O.Note cited, instructions were issued that Review of second and subsequent stages of promotion, will be undertaken by the D.P.C. of each Department. This issue has been examined in consultation with G.A.(Ser.) and G.A.(DPC.I) Department, and also in the light of orders issued in G.O.Ms.No.187, G.A.(Ser.B) Dept., dt.25.4.1985, and accordingly, the following modified orders are issued in respect of item(2) of the instructions contained in the U.O.Note cited.

" The review of second and subsequent stages of promotion will not be undertaken by the newly constituted D.P.Cs., to the level of posts specified in G.O.Ms.No.187, G.A.(Ser.B) Dept., dt.25.4.1985 and by the existing D.P.Cs.in respect of first level gazetted posts".

SATHI NAIR,
SECRETARY TO GOVERNMENT

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

Public Service - State and Subordinate Services - Direct recruitment - Percentage of posts earmarked for direct recruitment - Implementation - Watching of - Instructions - Issued.

GENERAL ADMINISTRATION (DPC.I) DEPARTMENT

G.O.Ms.No.360.

Dated 7th August, 1987.

Read the following:-

G.O.Ms.No.47, G.A.(Ser.A) Dept., dt.31-1-87.

ORDER:

In the G.O.read above orders have been issued that in respect of State and Subordinate Services where the percentage earmarked for direct recruitment falls short of 30%, it may be increased atleast to 30% as recommended by the One Man Services Rules Commission and the Departments of Secretariat requested to amend the Special Rules/Ad-hoc Rules with which they concerned accordingly.

2. The Pay Revision Commission, 1986 in item 30 in P.140 of Vol.I of printed Report while printing out the affect on the cadre composition and also on the cut go on staff salaries consequent on filling the vacancies earmarked for direct recruitment by the method of Promotion/Recruitment by transfer by the appointing authorities has suggested that promotions may be made only for actual promotion quota and the Departmental Promotion Committees constituted for the purpose should ensure that no promotions are made from the quota meant for direct recruits at least during the year for which promotions are being made.

3. The suggestion of the Pay Revision Commission vis-a-vis the instructions issued in the G.O.read above have been examined and decided that the posts earmarked for direct recruitment shall be filled by direct recruits strictly and that the Departmental Promotion Committees, the Departments of Secretariat and the Heads of Departments are requested to ensure that while filling the vacancies intended for promotion/recruitment by transfer in respect of both Selection and Non-Selection posts, the appointing authorities should ensure that promotions including appointments by transfer may

be made only for the actual promotion quota set apart and that no promotions are made against the quota meant for direct recruits so as to avoid its adverse affect on the cadre compositions and also the financial out go on staff salaries.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

SHRAVAN KUMAR,
CHIEF SECRETARY TO GOVERNMENT.

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

Public Services - Personal Files - Prescription of Record Sheet for Non-Gazetted Officers - Orders - Issued.

GENERAL ADMINISTRATION (SERVICES.C) DEPARTMENT

G.O.Ms.No.144.

Dated 10-3-1989.

Read the following:-

1. G.O.Ms.No.82, G.A.(Ser-C) Deptt., Dated 28-2-1985.
2. G.O.Ms.No.187, G.A.(Ser-B) Deptt., Dated 25-4-1985.

* * *

ORDER :

In view of the orders issued in the G.O. first read above abolishing the system of maintenance of Personal Files for all categories of Non-Gazetted Officers, except those which form feeder categories to the Gazetted post instructions were issued in the order second read above to the effect, that all the Non-Gazetted posts, should be treated as Non-Selection posts and promotions from one Non-Gazetted post to another such post may be made in accordance with the provisions of rule 34 (b) (ii) in Part-II of the Andhra Pradesh State and Subordinate Services Rules, subject to the provisions of rule 16 of the said rules, based on the seniority unless:-

- (i) the promotion of a member is withheld as a measure of penalty; or
(ii) a member is given special promotion for conspicuous merit and ability.
2. However, in the absence of Personal Files, information relating to any punishment imposed or letter of appreciation given will not be readily available. It has, therefore been considered advantageous to maintain a record sheet showing these details in respect of Non-Gazetted Officers for whom Personal Files need not be maintained. The Committee constituted by the Government under the Chairmanship of Sri T.L.Shankar, IAS, to go into the present system of Personal Files, among other things, recommended for opening of "Record Sheet" in respect of all Non-Gazetted employees for appointment to Non-Selection Posts".
3. The Government, after careful consideration of all the aspects, have decided to accept the above recommendation to prescribe a "Record Sheet" to be maintained in respect of all Non-Gazetted Officers for whom Personal Files have been abolished, in the format given in the annexure to this order. The said Record Sheet should be get by the competent authorities in respect of all the Non-Gazetted Officers eligible for appointment to Non-Selection posts every year viz., for the period from 1st April of the year to 31st March of the succeeding year.

4. All the Departments of Secretariat, Heads of Department District Collectors and District Judges etc., are requested to follow the above orders and also to bring them to the notice of all the concerned under their control.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

G.R.NAIR,
CHIEF SECRETARY TO GOVERNMENT.

ANNEXURE

FORM OF RECORD SHEET TO ALL NON-GAZETTED GOVERNMENT EMPLOYEES, ELIGIBLE FOR APPOINTMENT TO NON-SELECTION POSTS.

Department/Office
Report for the year/period
1. Name of the Official in block Letters
2. Date of birth
3. Date of appointment to the present grade viz.,
4. Present post and date of appointment thereto
5. Punishment imposed/recorded warnings issued, if any, during the period under report - Vide G.O./ Letter/Memo.No. dated (reasons for such punishments/Warnings etc.)
6. Letters of appreciation or any other form of award given for good work done-Vide G.O./Letter/Memo.No.and date.

Signature of the Reporting Officer.

Name in Block Letters.

Designation

Date.

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Public Services-- Assignment of notional dates of seniority - Consideration for further promotion - Instruction - Issued.

GENERAL ADMINISTRATION (SERVICES-A) DEPARTMENT

G.O.Ms.No.354.

Dated 11-5-1990.

Read the following:-

G.O.Ms.No.62, General Administration (DPC-I) Department,
dated 8-2-1989.

* * *

ORDER :

According to the provisions contained in rule 36 in Part-II of the Andhra Pradesh State and Subordinate Services Rules, the State Government may revise the list of approved candidates for appointment or promotion as per the stipulations contained therein. Normally, the revision should be done within six months from the date of appointment of the persons concerned. However, in a few cases, it becomes necessary to revise the lists of approved candidates even after three or four years. It is now therefore, well settled that a notional date of promotion can be given whenever it is found that the claims of the member of service for such promotion in due turn were ignored without justification and the competent authority or the court dealing with the said claim upheld the plea and directed such promotion. Such retrospective notional service is given in order to compensate the Officer by reckoning such period during which he was deprived of promotion as deemed promotion to render effective justice to him. Such deemed period must necessarily mean, period during which he was not on duty and indeed could not have been on duty. In this connection, in cases where a review has been undertaken and the list of approved candidates has been revised, the two issues which normally emerge for consideration are whether the notional date of promotion to a member of service can be taken into consideration:

- (a) for computing, the qualifying length of service in a category prescribed in the relevant rules for promotion to a next higher category; and
- (b) whether such notional service can be counted for the purposes of probation in the promotional category.

2. Whether such a restoration of promotion is made retrospectively, such restoration normally includes the service benefits which would accrue to a member of service had he been promoted in the normal course. In the case of normal course of promotion

the duty period would have been reckoned for computing the minimum qualifying service as well as for other purposes like probation, sanction of increments etc. In this connection, the procedure/ practice followed in Government of India and the State Government of Karnataka and Tamilnadu has been examined carefully. After careful consideration of all the aspects, the Government have decided that the notional date of promotion may be taken into consideration for computing the qualifying length of service in the feeder category for promotion to the next higher category and that the notional service may be counted for the purpose of declaration of probation also in the feeder category.

3. In this context, where notional promotions are decided to be given with retrospective effect, the orders issued in the G.O.Ms.No.62, Genl. Admn. (DPC-I) Dept. dt. the 8th February, 1989 shall also be kept in view and the panel prepared on review/ revision by the inclusion of fresh names should be restricted or limited to the number of persons whose names are included in the original panel. If, in the process of review/ revision, it is decided to include the names of certain number of persons in the panel, the names of an equal number of persons included at the end of the original panel should be deleted from the same.

4. Necessary amendment in this regard will be issued to the Andhra Pradesh State and subordinate Services Rules by the General Administration (Services.D) Department, separately.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

G.R. NAIR,
CHIEF SECRETARY TO GOVERNMENT.

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SERVICES-A) DEPARTMENT

Memo No.1197/Ser.A/94-1

Dated 20-10-1994

Sub : PUBLIC SERVICES - Ensuring prompt communication of Seniority lists, commencement and declaration of probation etc. - Instructions - Issued.

1. G.O.Ms.No.201, G.A. (Ser.A) Dept., dt.1.2.1962.
2. Govt.Memo.No.2011/SER.A/62-2, G.A.D. dt.27-7-1962.
3. Govt.Memo.No.2549/SER.A/68-1, G.A.D. dt.29-1-1969.
4. G.O.Ms.No.291, G.A. (Ser.A) Dept., dt.10.5.1984.
5. Govt.Memo.No.1008/SER.A/85-1, G.A.D. dt.25-7-1985.
6. Govt.Memo.No.1518/SER.A/86-1, G.A.D. dt.18-10-86.
7. Govt.Memo.No.856/SER.A/93-2, G.A.D. dt.21-8-1993.

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In the G.O. fourth cited, orders were issued to the effect that all the appointing authorities should take prompt action for the preparation, publication and maintenance of seniority lists up-to-date every year on priority basis. Further in Government Memo fifth cited all the Departments of Secretariat were requested to bring the above instructions to the notice of all the concerned to ensure that the instructions are implemented scrupulously without giving scope for complaints in this regard.

2. It is observed by Government that inspite of the position set out in Rules 24, 25 and 26 of the Andhra Pradesh State and Subordinate Services Rules and the instructions issued by the Government requesting prompt action in the matter of declaration of probation of Officers, delays have been occurring in the declaration of probation of Officers and also in the preparation of seniority lists. The Government, therefore, while reiterating the instructions issued earlier in the references first to third cited, have directed, in Government Memo sixth cited, that the appointing authorities should invariably maintain a register of probationers in the proforma prescribed and ensure that timely action is taken to declare probation of the concerned members of service with a view to avoid hardship to them. It has also been directed to take up simultaneously preparation of seniority lists in respect of each category of posts. The Heads of Departments were instructed to send a report every quarter indicating the up-to-date position in regard to declaration of probation of the individuals concerned as well as finalisation of seniority lists to Government in the concerned administrative

Department of Secretariat. At the same time the Departments of Secretariat were also requested to send similar particulars to General Administration (S.U.) Department.

3. In Government Memo seventh cited, all the Heads of Departments have been directed to verify about the preparation and publication of seniority lists or declaration of probation of regularisation of services are made in time.

4. The Joint Action Committee of Employees, Teachers and Workers have represented to the High Power Committee headed by Sri A.V.S.Reddy, I.A.S. Principal Secretary to Government, Panchayati Raj and Rural Development Department to take up urgent steps to ensure the preparation and publication of seniority lists, declaration of probation and regularisation of services are made in time.

5. The High Power Committee after detailed examination have recommended to Government to evolve a workable procedure under which seniority lists are finalised by providing ample opportunity to the employees to prefer their objection and claims and to maintain list by each appointing authority on a specified date duly providing for a grace period to meet any unforeseen contingency.

6. Government after careful consideration accept the above recommendation. The Government, therefore reiterate the instructions issued in the references cited and all the Departments of Secretariat and all the Heads of Departments are requested to implement the instructions scrupulously without giving scope for complaints.

Government prescribe the following schedule for preparation and finalisation of seniority lists to be followed by all the Departments:-

(1) Preparation and publication of provisional seniority list of all the categories under the administrative control of the Department	31-3-1995
(2) Consideration and finalisation of objections if any received	30-6-1995
(3) Publication of final list of seniority list	31-8-1995

8. It is observed that in the absence of seniority list the appointing authorities are making promotion on adhoc basis and this practice has been leading to litigations. The Andhra Pradesh Administrative Tribunal has also adversely commented upon the practice of giving adhoc promotions basing on temporary seniority lists. All the Departments of the Secretariat, Heads of Departments are therefore requested to give utmost importance for the preparation of seniority lists pertaining to their Department and that they are finalised as per the schedule given above.

K.JAYABHARATH REDDY,
CHIEF SECRETARY TO GOVERNMENT.

PART-VIII
ANNUAL CONFIDENTIAL REPORTS

Extracts of G.O.Ms.No.1385, G.A.(Ser.C) Dept., dt.31-10-1961, Appending instructions - 4 (ii), 4 (iv), 4 (iv-A), 4 (vii) (v).

4 (ii) All adverse remarks, whether remediable or non-remediable made in the confidential report should be promptly communicated, in writing to the officer adversely reported upon, by the concerned officers. The adverse remarks should be communicated to the officer concerned within six weeks from the date of receipt of the confidential report by the custodian of the personal files.

4 (iv) An officer should be given an opportunity to make representation, if he wished to, against any unfavourable remark made in his annual confidential report and communicated to him. Such representations should be made to the authority to whom an appeal would lie against an order of censure on the officer concerned and they should be preferred within six weeks from the date on which the remarks is communicated to the officer. Representations should be confined strictly to the merits of the question couched in proper languages and should not contain any personal attacks and insinuation against the superior officers.

4 (iv-A) Officers, who wish to make representations against adverse remarks communicated to them may be permitted to inspect the records, if any, if they so desire.

4 (vii) (v) The competent authority should take a final decision on the representation of the officer concerned (if made within the prescribed time-limit), within a period of three months from the date of submission of the representation. After a final decision has been taken on the representation of the officer, the competent authority should be entertain any further representation from the officer concerned in regard to the address remarks in his confidential report which were the subject matter of the representation submitted by him. If the officer concerned does not make any representation, or submits a representation after the expiry of the period of six weeks, no action should be taken regarding the expunction or modification of the adverse remarks. The competent authority may if it is satisfied that the officer concerned may sufficient cause for not submitting his representation within the prescribed period, extend the period suitably.

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SERVICES-C) DEPARTMENT

Memo No.50/Ser.C/87-1,

Dated : 12-2-1987.

Sub : Public Services - Personal files - Prompt Communication of adverse remarks
- Further Instructions - Issued.

Ref : 1. G.O.Ms.No.1385, G.A. (Ser.C) Dept., dated 31-10-1961.
2. Memo No.3232/Ser.C/64-2, Genl.Admn.Dept., dated 23-11-64.
3. Memo No.512/Ser.C/69-1, Genl.Admn.Dept., dated 12-3-1969.
4. G.O.Ms.No.1269, Genl.Admn. (Ser.C) Dept., dated 27-12-1971.
5. Memo No.1647/Ser.C/72-1, Genl.Admn.Dept., dated 29-9-1972.
6. Memo No.2662/Ser.C/76-1, Genl.Admn.Dept., dated 28-12-1976.
7. Memo No.2509/Ser.C/77-1, Genl.Admn.Dept., dated 24-12-1977.
8. Memo No.2049/Ser.C/77-1, Genl.Admn.Dept., dated 29-12-1977.

Detailed instructions have been issued in the G.O. 1st cited regarding preparation of Annual Confidential Reports and maintenance of Personal Files. Instruction 7 thereof (Extracted in Annexure-A) prescribes a definite time schedule for preparation of the Annual Confidential Reports. While instruction 8 (ii) read with the Memo 7th cited envisages furnishing/obtaining annual certificates, instruction 9 requires that a register be maintained to watch the timely receipt of Confidential Reports and their final disposal (Instruction extracted in Annexure-5). Instruction 4 (Extracted in Annexure-C) lays down, the procedure to be followed in respect of unfavourable/adverse remarks in the Annual Confidential Report. That apart, it has been made clear in the Memoranda 2nd, 3rd, 5th, 6th and 8th cited that adverse remarks not communicated to the affected employee within the prescribed time limit cannot be taken into account while considering him for promotion etc.,

2. It has come to notice that in spite of availability of clear cut instructions on the subject, as stated above, neither the time schedule prescribed for the preparation of Annual Confidential Reports is strictly adhered to nor are the adverse remarks communicated to the concerned within the prescribed time limit in many cases. This results in upsetting the programme of selections by the D.P.Cs. Further, as the adverse remarks, not communicated cannot be taken into consideration, the employees with adverse remarks are not only escaping the consequence thereof but at times have to be considered for promotions etc., depriving those with clean record of their legitimate chances.

3. The matter has since been reviewed by the Chief Secretary and it is decided that adherence to the instructions on preparation of Annual Confidential Reports and

communication of adverse remarks should be ensured. It is also decided that any lapse either in the matter of adherence to the time schedule for preparation of Annual Confidential Reports or communication of adverse remarks should be viewed seriously and that while the officers responsible may let off with a warning for the first default of the kind, suitable disciplinary action should promptly be taken against them for recurrence of such lapses on their part. All inspecting officers should review this item of work thoroughly in the course of their inspection and record their specific remarks.

4. All the Departments of Secretariat and Heads of Departments are requested to keep in view the above instructions and bring them to the notice of all the concerned officers for strict compliance.
5. The receipt of this Memo. may be acknowledged.

**SATHI NAIR,
SECRETARY TO GOVERNMENT.**

ANNEXURE-A

Extract of Instruction 7 of the Consolidated Instructions regarding maintenance and scrutiny of Personal Files

7. Date of submission of the Confidential Report :-

The first reporting officer will forward the report by the 15th April and the intermediate authorities will pass on the report with their remarks to the next higher authority within one week of its receipt by them. These reports should reach the Heads of Departments not later than the 15th May and the Secretariat concerned not later than the end of May every year.

In the case of officers deputed to an other department/ State Government or on foreign service, the parent department of the Government servant should maintain the confidential reports of such officers and the periodicity of retention of such reports should conform to the periodicity adopted in his parent department. The head of the parent department should obtain their confidential reports, at the beginning of every year, from the borrowing department concerned for further disposal.

ANNEXURE-B

Extract of Instructions 8 (ii) and 9 of the Consolidated instructions regarding maintenance and scrutiny of Personal Files

8. (ii) The Personal Files of Gazetted Officers should be retained at Secretariat level as follows :-

Revenue	... Deputy Collectors and above.
Health, Housing and Municipal Administration Department	... Civil Surgeons and Assistant Directors of Public Health and above.
Public Works Departments	... Superintending Engineer and above.
All other Departments	... Officers of the District level and above.

In the case of all other Gazetted Officers (i.e., those below the levels mentioned above), the Heads of Departments may be required to furnish personally an annual certificate in writing to the concerned administrative department that the personal files, of which he is the custodian, are complete, inclusive of the report for the last completed year. The Heads of the Departments should also obtain similar certificates

from their subordinate officers in regard to personal files of which the later are the custodians.

9. Register to watch the disposal of reports :

A register as indicated in the Annexure-IV to these instructions will be maintained by all Heads of Departments and Secretaries to Government to which the timely receipt of confidential reports and their final disposal by the prescribed dates.

ANNEXURE-C

Extract of instruction 4 (ii) of the
Consolidated instructions regarding maintenance
and scrutiny of Personal Files

4 (ii) All adverse remarks, whether remediable or non-remediable made in the confidential report should be promptly communicated, in writing to the officer adversely reported upon, by the concerned officers. The adverse remarks should be communicated to the officer concerned within six weeks from the date of receipt of the confidential report by the custodian of the personal files.