

No. 20019/2/83-Estt.D
Government of India/Bharat Sarkar
Ministry of Personnel & Training, Administrative Reforms and
Public Grievances and Pension
(Department of Personnel & Training/Karmik Aur Prashikshan Vibhag)

New Delhi, the 10 September 1985.

Office Memorandum

Sub: General Principles of Seniority - Preparation of a Combined Select List of promotees where quotas have been laid down for the various posts in the feeder grades.

As the Ministries/Departments of the Government of India are aware, the general principles of seniority for civil services/posts have been laid down in the MHA O.M. No. 9/11/65-RPS dated 22.12.59. According to principle 5(ii), where promotions to a grade are made from more than one grade and quotas have been laid down for each feeder grade, the eligible persons are to be arranged in separate lists in the order of their relative seniority in their respective grades. Thereafter, the Departmental Promotion Committee is to select persons for promotion from each list upto the prescribed quotas and arrange all the candidates selected from different lists in a consolidated order of merit which will determine the seniority of the persons on promotion to the higher grade. The 'NOTE' given below that principle gives a direction to the Ministries/Departments to the effect that if quotas for promotion have not already been prescribed in the relevant recruitment rules, they may do so, in consultation with the UPSC where necessary. Despite this clear direction, it has come to the notice of this Department that in a large number of cases separate quotas for the feeder grades have not been prescribed with the result that difficulties arise in the preparation of a panel of promotees. It is, therefore, necessary to initiate action to review the existing recruitment rules with a view to considering the feasibility laying down quotas for the feeder grades, in consultation with this Department and UPSC where necessary.

2. References have been received in this Department seeking guidance in the matter of preparation of a consolidated order of merit where quotas for the feeder grades have been laid down in the recruitment rules. The matter has been examined in this Department in consultation with the Union Public Service Commission and it has been decided that where the posts in the feeder grade are in different scales of pay or even in the identical or equivalent scales of pay, the officers upto the number of vacancies for each feeder grade as per the quota may be selected and interpolated in a combined select list according to the grading. The persons who are assigned the same grading by the DPC should be arranged in the consolidated order of merit with reference to the date arrived at after adding the requisite number of years of qualifying services in the feeder grade to their date of appointment i.e. with reference to the date from which they became eligible for promotion after rendering

the prescribed qualifying services in the feeder grade, maintaining their inter-se seniority in the parent service grade.

3. This decision may kindly be brought to the notice of all concerned for guidance/compliance. The cases decided otherwise will not be re-opened.

Sd/-
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Director
Tel: 3011479

To

1. All Ministries/Departments of the Government of India including all attached and subordinate offices of the Ministry of Home Affairs and Department of Personnel and Training.
2. President/Vice President Secretariat.
3. Prime Minister's Office.
4. Lok Sabha/Rajya Sabha Secretariat.
5. The UPSC with 10 spare copies. Their letter no. 1/10/84-S.II dated 29.2.85 refers.
6. The Comptroller and Auditor General, reference their U.O. No. 576-Audit-I/12-83 dated 26.7.85
7. SSC/Commission of SC & ST/AR Wing/All regular Section of the Department of Personnel & Trg., Ministry of Home Affairs.
8. 100 spare copies.