

GOVERNMENT OF TAMIL NADU

ABSTRACT

Public Services – Advancement to Selection Grade/Special Grade posts in various services under Heads of Departments/Secretariat – Guidelines – Issued..

PERSONNEL & ADMINISTRATIVE REFORMS (PER-M) DEPARTMENT

G.O.MS.NO.68

Dated the 23rd January, 1986

Read the following :-

1. G.O.Ms.No.89, P & A.R. (Per.M), dated 27.1.77.
2. G.O.Ms.No.1050, Finance (PC), dated 5.10.78.
3. G.O.Ms.No.214, P & A.R.(Per-M), dated 1.3.79.
4. G.O.Ms.No.215, P & A.R. (Per-M), dated 1.3.79.
5. G.O.Ms.No.458, P & A.R. (Per-M), dated 15.4.80.
6. G.O.Ms.No.459, P & A.R. (Per.M), dated 15.4.80.
7. Govt. Letter No.43632/P & A.R. (Per.M), dated 7.6.80.
8. G.O.Ms.No.571, P & A.R. (Per.M), dated 2.6.81.
9. G.O.Ms.No.572, P & A.R. (Per.M), dated 2.6.81.
10. G.O.Ms.No.184, P & A.R. (Per.M), dated 1.3.84.
11. G.O.Ms.no.185, P & A.R. (Per.M), dated 1.3.84.
12. G.O.Ms.No.555, Finance (PC), dated 10.6.85.

ORDER :

The Government in their order first read above, have ordered that the principle of selection should invariably be followed in making advancement to selection grade posts. In the Government Order 2nd read above, the Government have accepted the recommendations of the Third Pay Commission and provided avenues of advancement on completion of ten years' service to selection grades and twenty years for special grades, for large number of categories in order to relieve stagnation among Government servants. They have also ordered that movement to the Selection Grade and Special Grades will be on completion of 10 years of "Satisfactory Service" in the ordinary grade and Selection Grade respectively. Accordingly, guidelines were issued in regard to making advancements to Selection Grade/Special Grade posts under Heads of Departments/Secretariat in the order 3rd and 4th read above. Consequent on certain representations, the Government decided that advancement to Selection Grade/Special Grade posts be made on completion of 10/20 years of service.

2. The Tamil Nadu Fourth Pay Commission while recommending retention of the scheme for provision of Selection/Special Grades has emphasized that the criterion of "Satisfactory

Service” originally recommended by the Third Pay Commission for movement to Selection/Special Grades should not be given a go-by in the interests of Standards of efficiency in administration and that the same criterion as for promotion should form the basis hereafter for granting Selection Grade/Special Grade on completion of 10/20 years of service.

3. The Government, after careful consideration, have decided to accept the above recommendation of the Tamil Nadu Fourth Pay Commission. They accordingly direct that the guidelines already issued in the Government orders 3 to 11 read above be superseded and the following fresh guidelines be followed hereafter, while moving the Government employees to Selection/Special Grades :-

1. i) For advancement to Selection Grade/Special Grades, all employees, who have put in 10/20 years of satisfactory service and who satisfy all the qualifications prescribed under the Special Rules/Adhoc Rules prescribed for promotion to the higher post shall be eligible;

ii) All other normal criteria for promotion to a higher post viz. seniority, good or Satisfactory record of service, the nature of punishments imposed on the employee and the lapses for which the punishments were imposed, the pendency of charges or disciplinary proceedings or enquiry, by Director of Vigilance and Anti-Corruption, qualifications/tests prescribed under the Special/Adhoc Rules for the higher post etc. should be followed while moving the employees to the Selection/Special Grade.

1. iii) (a) For the purpose of advancement to Selection/Special Grades, a panel of all eligible employees, who will be completing ten years/twenty years of service between 1st January to 31st December in a year, shall be prepared before the 15th December of the preceding year and got approved by the appointing authority in accordance with the guidelines in sub-para (i) and (ii) above. The actual orders of appointment to Selection/Special Grade of the employees concerned shall be issued immediately after the date on which the individual completes 10/20 years of service.

(b) If an employee, who, at the time of preparation of panel does not possess the qualification required but subsequently acquires the qualification before the actual date of completion of 10/20 years of service, the appointing authority shall have the power to include his name in the panel and move him to the Selection/Special Grade.

(c) Punishment suffered in between the period of approval of panel and advancement to Selection/Special Grade may be taken due note of by the appointing authorities before actual issue of orders, moving the persons to the Selection/Special Grades.

1. iv) A copy of the approved panel of names for advancement to Selection/Special Grades shall be communicated to the employees whose names were Considered (including those whose names have not been included in the Panel) within a month from the date of the approval of the panel. The person Whose name has not been included shall be entitled to prefer an appeal to the Next higher authority, within two months from the date of receipt of the Communication of the panel;

v) The cases of persons whose names have not been included in the panel, shall be reviewed, while preparing subsequent panels;

1. vi) Service rendered in a lower post on other duty should not be taken into Account as qualifying service in the higher post for advancement to the Selection/Special Grade. The service rendered in an equivalent or higher post on other duty alone should be taken into account for advancement to Selection/Special Grades, to the extent he should have acted in his original post in the parent Department but for his deputation;
2. vii) In respect of posts for which the Government are not the appointing authority, the required number of Selection/Special Grade posts can be created and filled up by the appointing authorities themselves keeping in abeyance an equal number of Ordinary/Selection Grade posts. They should, however, send details of posts so created to the Heads of Departments/Secretariat immediately after the posts are so created. In respect of posts for which the Government are the appointing authority, the Heads of Department concerned can create the required number of Selection Grade posts and sanction advancement of employees to them. Heads of the Departments should similarly send the details of posts so created to Government in the administrative departments;

viii) A senior person in the ordinary/selection category will also be appointed to the Selection/Special category with effect from the date on which his junior is appointed to the Selection/Special category even though the senior might not have actually put in the required 10/20 years of service. However, in respect of cases, where junior moves to Selection Grade due to retrospective regularization from a date earlier than the date of regularization of their seniors, the seniors should be appointed to Selection/Special Grades only after they have completed 10 years of service.

1. ix) In respect of the cases referred to in item (viii) above the clarifications and Guidelines issued in G.O.Ms.No.898, Personnel and Administrative Reforms Department, dated 23.9.1983, as modified in Government Letter No.13841/84-6, Personnel and Administrative Reforms Department, dated 2.11.1984 shall be scrupulously followed;

x) The period of ten years in a post will be reckoned from the date of regular Appointment but will exclude periods of reversion. Leave other than extraordinary leave without allowance without medical certificate should be taken into account while completing the 10/20 years period.

xi) These instructions/guidelines will not apply to categories for which there are No promotion posts.

4. The guidelines now issued will take effect from 10.6.1985 (i.e. date of the G.O. twelfth read above). Orders already issued, if any, in respect of cases which have arisen for movement to Selection/Special Grades on or after 10.6.1985 should be reviewed in the light of the fresh guidelines now issued.

5. The scheme of advancement to higher post under Flexible Complementing Scheme shall continue without any change and cases which have arisen after 1.10.1984 shall continue to be processed with reference to the guidelines already issued in G.O.ms.No.487, Personnel and Administrative Reforms (Per.M) Department, dated 18.3.1979 and subsequent instructions thereon.

//BY ORDER OF THE GOVERNOR//

T.V.ANTONY

CHIEF SECRETARY TO GOVERNMENT

To

All Secretaries to Government

All Heads of Departments including District Collectors, District Judges and Chief Judicial Magistrates.

The Registrar, High Court, Madras-104. (w.e.1)

The Secretary, Tamil Nadu Public Service Commission, Madras-2.

The Accountant General, Madras-18.

The Accountant General (CAB), Madras-9.

The Pay and Accounts Officer (North), Madras-79.

The Pay and Accounts Officer (South), Madras-35.

The Pay and Accounts Officer (East), Madras-5.

Copy to:

All Departments of Secretariat, Madras-9.

The Director of Treasuries and Accounts, Madras-35.

The Finance (PC), Madras-9.

All Personnel Sections in P&AR Department (2 copies)

//Forwarded by Order//

Sd/

SECTION OFFICER

The service rendered in an equal and higher post can also be taken into account for Computing 10 years period for awarding Selection Grade/Special Grade provided that service is taken into account for the purpose of increment in the lower post.

(Letter No.20159/86-3, P&AR, dated 16.2.1987)