

GOVERNMENT OF THE PUNJAB



Promotion Policy, 2010

J.P.
2010

(Regulations Wing)
Services & General Administration Department



207/8
207/1/12



No.SOR-II (S&GAD)2-134/10
GOVERNMENT OF THE PUNJAB
SERVICES & GENERAL ADMINISTRATION
DEPARTMENT (REGULATIONS WING)

Dated Lahore, the 11th August, 2010

To

1. All Provincial Ministers, Punjab.
2. The Senior Member, Board of Revenue, Punjab.
3. The Additional Chief Secretary, Punjab.
4. All Administrative Secretaries in the Punjab.
5. All Commissioners in the Punjab.
6. The Provincial Police Officer, Punjab.
7. The Registrar, Lahore High Court, Lahore.
8. All District Coordination Officers in the Punjab.
9. All Heads of Attached Departments in the Punjab.
10. All Heads of Autonomous Bodies in the Punjab.
11. The Secretary, Provincial Assembly, Punjab.
12. The Secretary, Punjab Public Service Commission, Lahore.
13. The Registrar, Punjab Service Tribunal, Lahore.
14. The Secretary, Chief Minister's Inspection Team, Lahore.
15. The Accountant General, Punjab, Lahore.
16. All District Accounts Officers in the Punjab.



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DS (G)
DS (Legal)
DDA

SUBJECT: PROMOTION POLICY — 2010

The word "promotion" as defined in the Punjab Civil Servants Act, 1974 means appointment of a civil servant to a higher post in the service or cadre to which he belongs. Promotion not only implies advancement to a higher post but also involves shouldering of higher responsibility. Although the Punjab Civil Servants Act, 1974 and the Punjab Civil Servants (Appointment and Conditions of Service) Rules, 1974 provide legal framework for appointment by promotion yet need for a comprehensive promotion policy based on objective assessment of performance of civil servants has been felt for some time. Therefore, it has been decided to frame the following comprehensive policy for promotion of civil servants in the Punjab, to be effective from 01.01.2011.

2. Legal Position

- (1) Section 4 of the Punjab Civil Servants Act, 1974 lays down that appointment to a civil service of the province or to a civil post in connection with the affairs of the province shall be made in the prescribed manner by the Governor or by a person authorized by him in that behalf.
- (2) Sub-Section (1) of Section 8 of the Punjab Civil Servants Act, 1974 provides that a civil servant shall be eligible to be considered for appointment by promotion to a post reserved for promotion in the service or cadre to which he belongs. Sub-sections (2) and (3) further lay down that promotion including Proforma Promotion shall not be claimed by any civil servant as of right and that promotion shall be granted with immediate effect and be actualized from the date of assumption of charge of the higher post, and

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shall in no case be granted from the date of availability of post reserved for promotion.

- (3) Under sub-section (4) and (5) of section 8 of the Act *ibid*, a civil servant is not entitled to promotion from an earlier date except in the case of Proforma Promotion. A retired civil servant is not eligible for grant of promotion, provided that he may be considered for grant of proforma promotion as may be prescribed. The procedure for Proforma Promotion has been detailed in the Proforma Promotion Policy, 2003.
- (4) As per sub-section (6) of section 8 of the Punjab Civil Servants Act, 1974, a post may either be a selection post or a non-selection post. Selection posts are to be filled on the basis of selection on merit and non-selection posts on the basis of seniority-cum-fitness.
- (5) Sub-Section (2) of Section 2 of the Punjab Civil Servants Act, 1974 provides that an appointment whether by promotion or otherwise shall be deemed to have been made on regular basis if it is made in the prescribed manner. The word 'prescribed' means prescribed by rules. It is imperative that promotion to a post should be made only where service rules for the post meant for promotion have been framed and notified.
- (6) Sub-rule (1) of rule 3 of the Punjab Civil servants (Appointment & Conditions of Service) Rules, 1974 provides that appointment against posts shall be made by promotion, transfer or initial recruitment, as may be prescribed by the Government in relation to the posts in a grade from time to time.
- (7) Rule 9 of the Punjab Civil Servants (Appointment & Conditions of Service) Rules, 1974 states that appointment by promotion or transfer to posts in various grades shall be made on the recommendations of the appropriate committee or board constituted, under rule 4 of the rules *ibid*.
- (8) Rule 10 of the rules *ibid* states that only such persons who possess the qualifications and meet the conditions laid down for the purpose of promotion or transfer to a post shall be considered by the Selection Authority.
- (9) Rule 10-A of the rules *ibid* provides for appointment on acting-charge basis of a civil servant who is eligible for promotion to a higher post but does not possess the requisite length of service and/or experience as provided in the service rules or Punjab Civil Servants (Minimum Length of Service for Promotion) Rules, 2003.
- (10) Rule 13 of the Punjab Civil Servants (Appointment and Conditions of Service) Rules, 1974 provides for promotion on officiating basis.
- (11) Rule 14 of the Punjab Civil Servants (Appointment and Conditions of Service) Rules, 1974 provides that all persons holding posts in the same functional unit, who possess the minimum qualification and experience prescribed for a higher post reserved for departmental promotion, shall be eligible to compete for promotion in the manner and subject to the conditions as may be prescribed.

Types of Promotion

- (1) **Regular Promotion:** Regular promotion shall be made against a clear vacancy, which may occur due to promotion of the incumbent to a higher

post on regular basis, his retirement, death, dismissal, removal from service, creation of a new post or any other such reason.

- (2) **Promotion on Acting-Charge Basis:** In case a civil servant does not possess the requisite length of service/experience prescribed in the service rules or Punjab Civil Servants (Minimum Length of Service for Promotion) Rules, 2003 then he may be considered for appointment on acting-charge basis in terms of rule 10-A of the Punjab Civil Servants (Appointment and Conditions of Service) Rules, 1974.
- (3) **Promotion on Officiating Basis:** In case of posts falling vacant temporarily as a result of proceeding of an incumbent on deputation, leave (more than six months), posting outside cadre, suspension, appointment on acting-charge basis or reserved under the rules to be filled by transfer, if none is available for transfer or in case of deferment of a senior due to any reason, the Board/DPC may consider the civil servants for promotion on officiating basis in terms of Rule 13 of the Punjab Civil Servants (Appointment and Conditions of Service) Rules, 1974.

4. Selection Authorities

The Government may constitute Selection Boards/Committees in terms of Rule 4 of the Punjab Civil Servants (Appointment and Conditions of Service) Rules, 1974 for making recommendations for promotion to different posts falling under the promotion quota. Such Selection Boards/Committees may be notified by the Government separately from time to time. The current Provincial Selection Boards / Departmental Promotion Committees were notified on 14.05.2004 (Annex-A).

5. Selection/Non-Selection Posts

All posts in BS-19 and above reserved for promotion shall be selection posts and will be filled on selection on merit basis. Posts in BS-18 and below shall be non-selection posts to be filled on seniority-cum-fitness basis.

6. Eligibility Criteria for Consideration for Promotion

A civil servant shall be considered for promotion to posts reserved for promotion subject to his suitability and assessment of the following aspects:-

- (1) Seniority position.
- (2) He must have satisfactorily completed the probation period.
- (3) He should possess the qualification/experience and fulfill other conditions as provided in the relevant service rules.
- (4) Should possess the length of service as prescribed in the Punjab Civil Servants (Minimum Length of Service for Promotion) Rules, 2003.
- (5) Service record comprising PERs.
- (6) Award of minor or major penalties. Minor penalty of withholding of promotion for a specific period, will take effect from the date when a junior is considered for promotion and is promoted on regular basis for the first time.
- (7) Successful completion of mandatory training and passing of prescribed departmental examination.

- (8) Any other condition laid down with the approval of the Competent Authority for a specific category of officers/officials such as:-
- (a) Teachers, whose results are compared with the results of the Boards/ Universities.
 - (b) Field Officers, whose collection of revenue, utilization of ADP funds & achievements of specific targets is required to be assessed.
- (9) An officer / official who is superseded will become eligible for consideration after the specified period.

7. Panel of Officers Per Vacancy

The panel of officers per vacancy will be as under:-

For promotion against posts up to BS-18.	A minimum of 2 officers/officials per vacancy depending on the availability of eligible officers in the cadre.
For promotion against posts in BS-19 and above.	A minimum of 3 officers per vacancy depending on the availability of eligible officers in the cadre

Provided that the panel would be in addition to superseded cases and not inclusive thereof.

8. Procedure for Processing Cases by PSB/DPC

On the basis of Working Paper submitted by the departments, the PSB/DPC shall consider all officers/officials in order of seniority, but seniority shall not carry any extra weightage for the determination of merit for promotion to selection posts. Performance Evaluation Reports will be given due importance but will not be the only criterion for promotion to selection posts. Performance Evaluation Reports shall be quantified for promotion against posts in BS-19 and above according to the formula given in the **Schedule-I**. Promotion against non-selection posts will be recommended/made on the basis of seniority-cum-fitness. After consideration, the PSB/DPC may either:

- (a) recommend a civil servant for promotion to the next higher post.
- (b) recommend a civil servant for supersession; or
- (c) defer consideration of a civil servant's promotion.

9. Causes of Deferment

(1) After consideration of the names on the panel, the Board/Committee may recommend a civil servant for deferment on the basis of any one or more of the following reasons:

- (i) The officer has failed to submit PER forms after completing Part-I to the Reporting Officer.
- (ii) PER dossier is incomplete, **especially last full year's report is missing** or any other document/information required by the PSB or Committee for determining his suitability for promotion is not available.
- (iii) The record of the civil servant is not clear, especially for the last five years (contains adverse remarks — pending decision on the representation).

- (iv) Disciplinary proceedings, anti-corruption, or other enquiries or criminal cases are pending against him. However, preliminary inquiry/probe in the department or complaint pending with Anti-Corruption Establishment shall not be considered as a cause of deferment.
- (v) He is on deputation with a foreign government / international organization.
- (vi) He is on training abroad / long leave for a period of more than six months or is not likely to return within a period of six months.
- (vii) He is on contract appointment outside or within the department.
- (viii) His inter se seniority is disputed/subjudice.
- (ix) He has not earned a full year's report after having been on deputation abroad/employment with foreign government/long leave.
- (x) He does not fulfill any specific condition laid down for a specific category of officers/officials such as mentioned at para 6 (8).

(2) The civil servant whose promotion has been deferred will be considered as soon as the reason, on the basis of which deferment took place, ceases to exist. However, the posts shall be reserved for the officers recommended for deferment. Such posts may be filled up temporarily on officiating basis.

10. Causes of Supersession

(1) In Case of Selection Posts

The Board shall supersede those civil servants who do not fulfill the eligibility threshold

(2) In Case of Non-Selection Posts

The Board/DPC may recommend a civil servant for supersession on the basis of any one or more of the following reasons:-

- (i) The record of the officer contains adverse remarks (not expunged after representation) during the last **three years**.
- (ii) He has failed to qualify or failed to appear in the prescribed departmental examination (within the prescribed attempts) or mandatory training.
- (iii) His performance in the mandatory training courses is unsatisfactory.
- (iv) He has been awarded major penalty within five years of the date of consideration for promotion.
- (v) He has been awarded three or more minor penalties during the last **five years**.

11. Communication of Reasons of Deferment / Supersession

The officers / officials deferred or superseded by the PSB / DPC be informed about the reasons for their supersession / deferment to enable such officers / officials to improve their performance and to complete their record / any other deficiency, as the case may be.

12. Efficiency Index for Promotion/Deferment/Supersession — Selection Posts

- (1) The minimum threshold marks for promotion to various scales shall be as per the following table:-

Basic Pay Scale	Aggregate marks of Efficiency Index (out of 100)
BS-19	60
BS-20	70
BS-21	75

- (2) The Selection Board shall recommend the officers on the panel securing the requisite % and above in the efficiency index for promotion unless deferred (in order of seniority, depending upon the number of vacancies). No officer meeting the aggregate threshold, shall be superseded. The senior officers, if not recommended for promotion on account of low threshold, shall be superseded, whereas, the junior officers if not recommended for promotion for want of vacancies shall be deemed not to have been considered.

13. Quantification of PERs, Training Evaluation and PSB Evaluation for Consideration of Promotion against Selection Posts

- (1) For the purpose of consideration by the PSB, the PERs will be quantified according to the formula given in the **Schedule-I**. The following marks will be allocated for quantification of PERs, Training Evaluation Reports and PSB evaluation:-

Sr. No.	Factor	Marks
1	Quantification of PERs relating to present grade and previous grade(s) @60%:40%	70%
2	Training Evaluation reports	15%
3	Evaluation by PSB	15%
Total:		100%

- (2) PERs in respect of two preceding grades (BS) or the last 12 years whichever is more will be quantified. If the service of an officer in present and previous grade is less than 12 years then the deficiency will be met by taking into account the PERs of next lower grade, which will be bracketed with the PERs of preceding grade. However, where initial appointment was made in BS-18, 19 or 20, the number of PERs for the purpose of quantification shall be reduced in the light of the Punjab Civil Servants (Minimum Length of Service for Promotion) Rules, 2003.

- (3) Posts in BS-19 and above, generally, involve supervision, policy-making or extensive administrative jurisdictions. The Board while determining suitability of an officer should give due consideration to the nature of duties, duration and location of

posts previously held by the officer. The officers possessing well-rounded experience should normally be preferred, especially who had served with distinction in unattractive areas. In addition to the variety of experience the incumbents must possess proven analytical competence, breadth of vision, emotional maturity and such other qualities as determine the potential for successfully holding posts in top management.

14. Training Evaluation Reports

- (1) A total of fifteen (15) marks shall be allocated to the Training Evaluation Reports for mandatory training courses from the national or provincial institutions such as NMC, NDU, NIPA, M&PDD or Government Engineering Academy, Punjab etc. Evaluation of the reports from the training institutions shall be worked out as under:-
 - (i) It shall be on the basis of Grade Percentage already awarded by the National School of Public Policy (National Management College and Senior Management Wing) and its allied Training Institutions as provided in their reports.
 - (ii) Previous reports of Pakistan Administrative Staff College and NIPAs where no such percentage has been awarded, points shall be worked out on the basis of weighted average of the percentage range of grades followed by these Institutions as reflected in the Table below:-

**TABLE
PASC & NIPAs**

Category	Range	Weighted Average	Total marks (out of 15)
A. Outstanding	91-100%	95.5%	14.43
B. Very Good	80-90%	85%	12.75
C. Good	66-79%	72.5%	10.87
D. Average	50-65%	57.5%	8.62
E. Below Average	35-49%	42%	6.30

In case an officer is nominated for training at NDU then Federal Government Formula will be followed.

- (2) The calculation of comprehensive efficiency index regarding civil servant for whom no mandatory training has been prescribed, the PERs shall carry 70% marks and consideration by the PSB will be 30%.
- (3) The officers who have been granted exemption from mandatory training having attained the age of 58 years may be awarded marks on notional basis for the training factor (for which he/she was exempted) in proportion to the marks obtained by them in the PERs.
- (4) In cases where no grading or categorization has been made rather certificate was issued on the basis of attendance by the training institution, marks may be awarded to the officers on notional basis for the training factor in proportion to the marks obtained by them in the PERs.

15. Performance Evaluation Reports for Non-Selection Posts

The assessment of an officer/official should be based on his entire service record and not only on a portion of it. It is, however, in the discretion of the assessing authority to give greater weight to the more recent reports, but the older reports should not be completely ignored and should be taken into consideration for an overall evaluation of the service record.

16. Validity of Recommendations of PSB/DPC

- (1) The recommendations of PSB/DPC shall be implemented immediately after approval by the Competent Authority and promotion orders issued in consequence thereof.
- (2) The recommendations of the Board/Committee shall remain valid for a period of one year.
- (3) The period of validity of recommendations of the PSB/DPC shall be counted from the date of approval accorded by the appointing authority.
- (4) In case the officer cleared for promotion is proceeded against under disciplinary laws on account of omissions and commissions pertaining to the period prior to consideration of his case by the PSB/DPC, the result of the proceedings shall be awaited and if he is exonerated during the validity of the recommendations, his promotion may be actualized; otherwise his case shall be placed again before the PSB/DPC.

17. Seniority List

Only notified seniority list will be accepted while considering a case of promotion of a civil servant. No tentative or provisional seniority list will be accepted by the PSB/DPC.

The appointing authorities must ensure notification of seniority lists each year as per existing instructions.

18. Static List

- (1) Sub-rule (3) of rule 8 of the Punjab Civil Servants (Appointment and Conditions of Service) Rules, 1974 provides that in case of extraordinary leave without pay beyond 5 years the name of the person to whom such leave is granted will be removed from the seniority list and placed on a separate static list with no claim to promotion or seniority over any junior who may be promoted during the period and his name will be brought back on the seniority list only after he resumes duty on return and his seniority shall be determined after deducting the period he remained on EOL beyond 5 years. If approved for promotion he will not regain his seniority. In case of deputation abroad or contract appointment, if the period of deputation abroad or contract appointment exceeds 5 years, the name of the officer shall be brought on static list and shall have the same consequences as given in proviso to the rule *ibid*.

- (2) The Administrative Department while submitting Working Paper for promotion shall specifically highlight the cases which fall in the categories discussed under the sub-para 1 above.

19. Working Paper for the PSB/DPC

The Department shall give following details in the Working Paper:-

- (1) Total number of sanctioned posts.
- (2) Bifurcation of posts falling in promotion and initial recruitment quota, if any, and details of vacancies available for promotion.
- (3) Causes of occurrence of vacancies duly supplemented by documentary evidence.
- (4) Method of promotion as per service rules.
- (5) Panel of Government Servants proposed to be considered for promotion strictly in accordance with the notified seniority list (not according to the tentative seniority list).
- (6) Detailed service account of each officer/official giving full service particulars as well as synopsis of PERs.
- (7) Details of penalties awarded and gist of charges.
- (8) Details of pending inquiries and gist of charges.
- (9) Result of trainings/examinations prescribed for the posts.
- (10) Remarks of the previous meetings, if considered earlier.
- (11) Additional information, if any.
- (12) PER grading & Quantification Form must be attached as per **Schedule-II**.
- (13) Clear recommendations of the Department be added.
- (14) The Working Paper for PSB/DPC should be submitted two weeks before the meeting of the PSB/DPC.
- (15) Pre-PSB meeting may be held 10 days before the meeting of the PSB.

20. Promotion in Absentia

The cases of officers/officials proceeding on deputation, long leave, working against posts outside their cadre shall be dealt with as under:-

- | | |
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| <p>(1) On deputation with an Autonomous Organization or another Government viz. Federal Government or another Provincial Government.</p> | <p>The case of the officer should be considered on his turn and, if cleared, he should be informed of the decision and given an option to revert back to his parent department in his own interest within three months. In case the officer concerned reverts back to the parent department within this period, he should be promoted and allowed to retain his original seniority, otherwise he should be considered for promotion only on return from deputation.</p> |
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- (2) On deputation with a Foreign Government or International Organization. The deputationist should be considered only after he has returned to Pakistan and earned one full year PER.
- (3) On training abroad. The case of an officer who is on training abroad for a period of less than 6 months or he is due to return within a period of 6 months, should be considered on his turn and in case he is cleared for promotion, he should get his promotion on return from training and satisfactory completion of the course.
- The case of the officer who is on training abroad for more than 6 months or he is due to return after six months, should be considered on his return and satisfactory completion of the course.
- (4) On long leave. The case of an officer who is on leave for a period of less than 6 months or he is due to return within a period of 6 months should be considered on his turn and in case he is cleared for promotion, he should get his promotion on return from leave.
- The case of the officer who is on long leave for more than 6 months or is due to return after six months should be considered on his return from leave.
- The case of the officer who is on leave for more than 2 years should be considered after he has returned from leave and earned one full year's PER.
- (5) Holding a job under his own department/ Government but outside his own cadre. A civil servant will be promoted in his own cadre. Those posted against ex-cadre posts will be considered for promotion on their turn. If cleared for promotion, the actual promotion will take place only when they rejoin their parent cadre.
- (6) On contract appointment. Where a civil servant, during the period of contract appointment, becomes due for promotion in his own cadre or service, he shall be deferred for promotion and shall only be eligible for consideration for promotion on his return from the contract appointment. Where a civil servant is promoted on his return from contract appointment, he shall not be eligible for grant of proforma promotion. However, he shall be allowed to retain his original seniority in his cadre.

21. Promotion During LPR

A civil servant during LPR will not be considered for promotion to a higher post.

22. Effect of Supersession on Promotion

A civil servant who is superseded on any account shall not be considered for promotion unless he has earned one more PER for one full year.

First supersession shall be for one year and the case of the officers/officials shall be brought up before the Board/DPC after the lapse of that period. If the officer/official is superseded again, the supersession shall be for 2 years and if he is superseded again (third time) then it shall be treated as permanent supersession. His case should also be considered for retirement either on his own request or under section 12(i) of the Punjab Civil Servants Act, 1974.

23. Upgradation of Posts and Promotion

Upgradation of a post and promotion of an officer from lower to higher scale are two distinct issues which should not be linked together. Upgradation of a post on account of expansion in area of jurisdiction and responsibilities is within the purview of Finance Department, whereas, promotion of an officer to a higher scale is entirely a different issue which falls under the exclusive jurisdiction of the PSB or the DPC depending upon the scale of the officer/official. Upgradation of a post by Finance Department does not automatically enhance scale of the officer/official whose suitability to occupy the upgraded post has to be assessed separately by the competent authority except where all posts in a cadre are upgraded alongwith incumbents by the Finance Department in consultation with the S&GAD with the approval of the Chief Minister, Punjab.

24. Forgoing of Promotion

- (1) As laid down in Rule 3(1) of the Punjab Civil Servants (Appointment and Conditions of Service) Rules, 1974, promotion is a mode of appointment, therefore, a civil servant after issuance of promotion notification, can refuse to accept the promotion. However, on such refusal he shall stand superseded.
- (2) The effect of such a supersession shall be for three years and he shall be considered for promotion after three years. In case he is cleared for promotion and he again forgoes promotion then he will be deemed to have been permanently superseded.

25. General

- (1) Posts in promotion quota should be calculated on the basis of sanctioned cadre strength to be fixed by the Finance Department and according to the share/ratio provided in the service rules.
- (2) The fraction of 0.5 or above shall go to promotion quota as per provisions of the Punjab Civil Services (Ratios of Recruitment) Rules, 1973 while calculating the promotion quota.
- (3) The vacant posts in the promotion quota should be substantiated with documentary proof, i.e., attachment of orders of retirement, promotion, dismissal, etc.

- (4) The Working Paper for placing before PSB should be signed by the Secretary or Additional Secretary of the department, after approval of the Minister Incharge.
- (5) The Working Paper for placing before DPC should be signed by an officer not below the rank of Deputy Secretary at provincial level. However, at district level it should be signed by an officer not below the rank of District Officer concerned.
- (6) Furnishing complete information / details and calculation of score of the officers with accuracy is the responsibility of the concerned Administrative Department. All the Departments must ensure that documents in regard to the proposals for promotion are prepared with utmost care so that the information submitted to the Board/DPC is complete and accurate in all respects. In the event of any discrepancy coming to notice, strict disciplinary action shall be taken against the responsible officer/official.

- 26.** The above policy will supersede all instructions issued from time to time on the subject.
- 27.** This issues with the approval of the Chief Minister Punjab. All the Administrative Departments/Authorities are requested to ensure strict compliance of this policy, at all levels.



(MUHAMMAD ILYAS)
SECRETARY (REGULATIONS)
S&GAD

CC:

- (1) The Chief Secretary, Punjab.
- (2) The Principal Secretary to Governor, Punjab.
- (3) The Secretary to Chief Minister, Punjab.
- (4) P.S. to Secretary Establishment Division, Government of Pakistan.
- (5) P.S. to Chief Secretary Sindh, Balochistan and Khyber Pakhtunkhwa
- (6) All Additional Secretaries / Deputy Secretaries in the S&GAD.
- (7) The Superintendent, Punjab Printing Press, with the request to publish this Policy in the Extraordinary Gazette and provide 10 copies to Regulations Wing, S&GAD.

No. SOR. III (S&GAD)2-15/87(1).

Dated the 14th May 2004

NOTIFICATION

In pursuance of the provisions of Rule 4 of the Punjab Civil Servants (Appointment and Conditions of Service) Rules, 1974 and in supersession of all previous notifications in this regard, the Governor of the Punjab is pleased to constitute the following Boards/Committees for making selection/promotion to various posts:

I. PROVINCIAL SELECTION BOARD-I (PSB-I)

a) COMPOSITION

The Provincial Selection Board-I shall consist of:

i)	Chief Secretary	Chairman
ii)	Additional Chief Secretary	Member
iii)	Senior Member Board of Revenue	Member
iv)	Chairman Planning & Development Board	Member
v)	Member Punjab Public Service Commission	Member
vi)	Secretary Home	Member
vii)	Secretary Finance	Member
viii)	[¶] Secretary Regulations, S&GAD	Member
ix)	Secretary of the Department to which the post relates	Member
x)	Additional Inspector General of Police (Special Branch)	Member
xi)	Secretary (Services), Services & General Administration Department	Member/Secretary

"b) RESPONSIBILITIES/PURVIEW

The Provincial Selection Board-I shall make recommendations for appointment by promotion to all posts in BS-19 and above, except the posts in BS-19 in the Health and Education Departments and the Technical Education and Vocational Training Authority with respect to employees of the Government who are transferred to the Technical Education and Vocational Training Authority under the Punjab Technical Education and Vocational Training Authority Ordinance, 1998.

c) QUORUM

Presence of at least seven members shall be necessary to validate the proceedings of the Provincial Selection Board-I.

[¶]Secretary Regulations, S&GAD, added as a Member PSB-I vide Notification No. SOR.III(S&GAD)2-15/87 (1) dated 26.07.2004.

[¶]Amended vide Notification No. SOR.III(S&GAD)2-15/87 dated 22.03.2008.

b) **DECISION**

The decision of the meeting shall be by majority vote and in case of equality of votes, the Chairman shall have the casting vote.

c) **MINUTES**

Minutes of the meeting shall be recorded by the Secretary Services and approved by the Chief Secretary/Chairman of the Board.

ii. **PROVINCIAL SELECTION BOARD-II (PSB-II)**

a) **COMPOSITION**

The Provincial Selection Board-II shall consist of:

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|-------|---|------------------|
| (i) | Additional Chief Secretary | Chairman |
| (ii) | Secretary Finance | Member |
| (iii) | Secretary Regulations, Services & General Administration Department | Member |
| (iv) | Secretary of the Administrative Department concerned | Member |
| @@(v) | Member Punjab Public Service Commission | Member |
| (vi) | Secretary (Services), Services & General Administration Department | Member/Secretary |

#b) **RESPONSIBILITIES/PURVIEW**

Provincial Selection Board-II shall make recommendations for:

- (i) Appointment by promotion to all posts in BS-19 in the Health and Education Departments and the Technical Education & Vocational Training Authority with respect to the employees of the Government who are transferred to the Technical Education & Vocational Training Authority under the Punjab Technical Education & Vocational Training Authority Ordinance, 1998;
- (ii) Appointment by promotion to posts of Deputy Secretaries and District Officers and equivalent posts of the Provincial Management Service;
- (iii) Appointment by promotion to any other posts, that may be assigned to the Provincial Selection Board-II by the Provincial Selection Board-I; and
- (iv) Grant of move-over from BS-19 to BS-20.

c) **QUORUM**

Presence of at least four members shall be necessary to validate the proceedings of Provincial Selection Board-II.

@@ Added vide Notification SOR.III(S&GAD)2-15/87 (1) dated 08.06.2006

Substituted vide Notification No. SOR.III(S&GAD)2-15/87 dated 22.03.2008

d) **DECISION**

The decision of the meeting shall be by majority vote and in case of equality of votes, the Chairman shall have the casting vote

e) **MINUTES**

Minutes of the meeting shall be recorded by the Secretary (Services) and approved by the Additional Chief Secretary/Chairman of the Board.

III **DEPARTMENTAL PROMOTION COMMITTEE (DPC)**

a) **COMPOSITION:**

The Departmental Promotion Committee shall consist of

- | | |
|--|----------|
| i) Secretary or Addl. Secretary of the Department | Chairman |
| ii) Representative of Regulations Wing of Services & General Administration Department (not below the rank of Section Officer) | Member |
| iii) Deputy Secretary (Admin) of the Department | Member |
| iv) Head of the Attached Department or office in case of posts in the Attached Department or a Subordinate office | Member |

b) **RESPONSIBILITIES/PURVIEW**

The Departmental Promotion Committee shall make recommendations for:

Appointment by promotion to posts in BS-16, 17 and 18, in or under a department, except:

- i) The posts included in Schedule-IV of the Punjab Government Rules of Business, 1974.
- ii) Specific posts for which any other Committee is constituted by the Government separately
- iii) Move-over to BS-16, 17, 18 and 19.

c) **QUORUM**

Presence of all members of the Committee shall be necessary to validate the proceedings of Departmental Promotion Committee

d) **DECISION**

The decision of the meeting shall be by majority vote and in case of equality of votes, the Chairman shall have the casting vote.

e) **MINUTES**

Minutes of the meeting shall be recorded by the Deputy Secretary (Admin) of the Department concerned and signed/approved by all the members and Chairman of the Committee.

IV. **DEPARTMENTAL PROMOTION COMMITTEE FOR TECHNICAL EDUCATION & VOCATIONAL TRAINING AUTHORITY (TEVTA)**

a) **COMPOSITION**

The Committee shall consist of:

- | | | |
|------|---|----------|
| i) | Secretary, Technical Education and Vocational Training Authority | Chairman |
| ii) | Chief Operating Officer, Technical Education and Vocational Training Authority | Member |
| iii) | Head of the concerned Wing of Technical Education and Vocational Training Authority | Member |
| iv) | Manager (HRM) of Technical Education and Vocational Training Authority | Member |
| v) | Representative of the Industries Department not below the rank of Deputy Secretary | Member |
| vi) | Representative of the S&GAD not below the rank of Deputy Secretary | Member |

b) **RESPONSIBILITIES/PURVIEW**

The Committee shall make recommendations for:

- i) Appointment by promotion to the posts in BS-16, 17 and 18, in respect of the Government employees transferred to TEVTA under the provisions of TEVTA Ordinance.
- ii) Move-over to Government employees transferred to TEVTA, in BS-16, 17, 18 and 19.

c) **QUORUM**

Presence of at least four members, including representatives of Regulations Wing of Services & General Administration Department and Industries Department, shall be necessary to validate the proceedings of the Committee.

d) **DECISION**

The decision of the meeting shall be by majority vote and in case of equality of votes, the Chairman shall have the casting vote.

Submitted vide email dated 10.10.2006 to S&GAD/2-15/87(i) dated 18.12.2006

e) **MINUTES**

Minutes of the meeting shall be recorded by the head of the relevant wing of TEVTA and shall be signed/approved by all the members and Chairman of the Committee

xv.

VI. **DEPARTMENTAL SELECTION/PROMOTION COMMITTEES AT PROVINCIAL LEVEL FOR POSTS IN BS-1 TO 15.**

a) **COMPOSITION**

The Committee shall consist of:

- | | |
|--|----------|
| i) Appointing Authority | Chairman |
| ii) Two officers of the Department to be nominated by the Administrative Department with the approval of Minister In-charge. | Member |

b) **RESPONSIBILITIES/PURVIEW**

Departmental Selection/Promotion Committee shall make recommendations for:

- i) Appointment by initial recruitment to all the posts in BS-1-15 in or under the Department or Office, at the Provincial level, except the posts in BS-11-15 which fall within the purview of Punjab Public Service Commission
- ii) Appointment by promotion to respective posts in BS-1-15.
- iii) Grant of move-over up to BS-15 to the employees of the Department or office at the Provincial level.

c) **QUORUM**

Presence of all the members shall be necessary to validate the proceedings.

d) **DECISION**

The decision of the meeting shall be by majority vote and in case of equality of votes, the Chairman shall have the casting vote.

e) **MINUTES**

Minutes of the meeting shall be recorded by the Department Office concerned and approved/signed by all members of the Committee.

* The existing provisions at Sr. No. V regarding constitution of DPC for promotion of DSPs deleted vide Notification No. SOR-III (S&GAD)2-15/87 dated 22.11.2004.

**VII. DEPARTMENTAL SELECTION/PROMOTION
COMMITTEE NO. 1 AT DISTRICT LEVEL**

a) **COMPOSITION**

The Committee shall consist of:

- | | | |
|------|--|----------------------|
| i) | District Co-ordination Officer | Chairman |
| ii) | Executive District Officer concerned | Member |
| iii) | Executive District Officer
(Finance & Planning) | Member |
| iv) | Appointing Authority concerned
(if other than the EDO concerned) | Member |
| v) | One member to be nominated by the
Administrative Department concerned
with the approval of Minister Incharge | Member |
| vi) | District Officer concerned | Member/
Secretary |

b) **RESPONSIBILITIES/PURVIEW**

Departmental Selection/Promotion Committee No. 1 shall make recommendations for:

- i) Appointment by initial recruitment to all posts in BS-11-15 in or under a Department or Office at the District level, except the posts in BS-11-15 which fall within the purview of Punjab Public Service Commission.
- ii) Appointment by promotion to the following posts in or under a Department or Office at the district level:
 - a) All posts in BS-11-15.
 - b) BS-16 and 17 posts in the office of District Coordination Officer.
 - c) BS-16 posts of Secondary School Teacher and Superintendent of Education Department
 - d) Any other BS-16 and 17 posts, that fall within the purview of District Government, as per service rules of the relevant posts.
- iii) Grant of move-over in BS-11 to 15 and BS-16 and 17 to the employees mentioned at serial No. (b), (c) and (d).

c) **QUORUM**

Presence of at least five members including the representative of the department shall be necessary to validate the proceedings of the Committee.

d) **DECISION**

The decision of the meeting shall be by majority vote and in case of equality of votes, the Chairman shall have the casting vote.

e) **MINUTES**

Minutes of the meeting shall be recorded by the Secretary and shall be signed/approved by all the members and Chairman of the Committee.

VIII. DEPARTMENTAL SELECTION/PROMOTION COMMITTEES NO. II AT DISTRICT LEVEL

a) COMPOSITION

The Committee shall consist of:

- | | | |
|------|--|------------------|
| i) | Executive District Officer concerned | Chairman |
| ii) | Executive District Officer (Finance & Planning) or his representative not below the rank of BS-17 | Member |
| iii) | District Officer (Coordination) | Member |
| iv) | Appointing Authority concerned (if other than the EDO concerned) | Member |
| v) | One member to be nominated by the Administrative Department concerned with the approval of Minister Incharge | Member |
| vi) | District Officer concerned | Member Secretary |

b) RESPONSIBILITIES/PURVIEW

Departmental Selection/Promotion Committee No. II shall make recommendations for:

- i) Appointment by initial recruitment to all the posts in BS-1-10 in or under the relevant Department or Office, at the District level.
- ii) Appointment by promotion for respective posts in BS-2 to 10.
- iii) Move-over up to BS-10 to employees in or under the relevant Department or office, at the District level.

c) QUORUM

Presence of at least five members including the representative of the department shall be necessary to validate the proceedings of the Committee.

d) DECISION

The decision of the Committee shall be by majority vote and in case of equality of votes, the Chairman shall have the casting vote.

e) MINUTES

Minutes of the meeting shall be recorded by the Secretary of the Committee and shall be signed/approved by all the members and Chairman of the Committee.

NOTIFICATION

In pursuance of the provisions of Rule 4 of the Punjab Civil Servants (Appointment and Conditions of Service) Rules, 1974 and in continuation of this Department's notification No. SOR-III (S&GAD)-15/87 (II), dated 14.05.2004, the Governor of the Punjab is pleased to constitute the following Selection Promotion Committee for making recruitment/promotion of subordinate staff in the newly-established offices of the Divisional Commissioners:-

**DEPARTMENTAL SELECTION/PROMOTION COMMITTEE
AT COMMISSIONER'S OFFICE**

(a) COMPOSITION

(i)	Commissioner	Chairman
(ii)	Additional Commissioner	Member
(iii)	Director (Dev. & Finance)	Member
(iv)	Assistant Commissioner (G)	

(b) RESPONSIBILITIES/PURVIEW

The Departmental Selection/Promotion Committee shall make recommendations for:

- (i) Appointment by initial recruitment to all posts in BS-1 to 16 in or under the Commissioner's office; and
- (ii) Appointment by promotion for respective posts in BS-2 to 16.

(c) QUORUM

Presence of all the members shall be necessary to validate the proceedings of the Committee.

(d) DECISION

The decision of the Committee shall be by majority vote and in case of equality of vote the Chairman shall have the deciding vote.

(e) MINUTES

Minutes of the meeting shall be recorded by the Secretary of the Committee and shall be signed/approved by all the members and Chairman of the Committee.

Schedule – I

[See para 8]

Quantifying the Performance Evaluation Reports

PERs in respect of two preceding grades (BS) or the last 12 years, whichever is more, will be quantified. If the service of an officer in present and previous grade is less than 12 years then the deficiency will be met by taking into account the PERs of next lower grade, which will be bracketed with the PERs of preceding grade. However, where initial appointment was made in BS-18, 19 or 20, the number of PERs for the purpose of quantification shall be reduced in the light of the Punjab Civil Servants (Minimum Length of Service for Promotion) Rules, 2003.

2. (a) The overall gradings in the PERs are allocated the following marks:

	Overall Grading	Marks
(i)	Outstanding	10
(ii)	Very Good	8
(iii)	Good	7
(iv)	Average	5
(v)	Below Average	1
(vi)	Poor	0

(b) If the overall grading in a PER is ambiguous e.g., placed between Good and Average, the quantification will be based on the lower rating.

(c) In case the assessment of the countersigning officer differs from that of the reporting officer in any PER, the quantification will be based on the overall grading recorded by the countersigning officer.

(d) Where two or more confidential reports were initiated in a calendar year, the marks for that year will be worked out on the basis of actual days of the report divided by 365 and multiplied by grading marks of that period unless the officer was promoted during the year when the relevant part reports were recorded. First report and the last report should be counted for full year.

3. The marks for PERs will be computed separately for each level of posts carrying the same basic pay scale and a weighted aggregate score will be worked out as follows:

First Step

Weighted mean will be calculated for each calendar year containing 2 or more PERs *vide* 2(d) to derive the PER score for that year as follows:

$$\Sigma = \frac{\text{Number of days} \times \text{grading marks}}{365 \text{ days}}$$

Second Step

Average marks for each level will be calculated according to the following formula:

$$\text{Average marks} = \frac{\Sigma M}{T} \times 10$$

Where

M = Marks for PERs *vide* paras 2(a) and 2(d); and

T = Total number of PERs in posts at that level.

Third Step

Weightage for posts held at each level will be given as follows in computing the aggregate score against a uniform scale of 70% marks:-

$$\text{Aggregate score} = (0.42 \times B) + (0.28 \times A)$$

Where

B = total marks for PERs in the present scale

A = total marks for PERs in the preceding scale

Fourth Step

The following additions/deductions shall be made in the total marks worked out in the second step :

A. Additions:

- (i) for serving in a Government training institution, including those meant for specialized training in any particular cadre, for a period of 2 years or more. 2 marks

B. Deductions:

- (i) for each major penalty imposed under the Punjab Civil Servants (Efficiency and Discipline) Rules, 1975, Punjab Civil Servants (Efficiency and Discipline) Rules, 1999, Punjab Removal from Service (Special Powers) Ordinance, 2000 Punjab Employees Efficiency, Discipline and Accountability Act 2006. 5 marks
- (ii) for each minor penalty imposed under the Punjab Civil Servants (Efficiency and Discipline) Rules, 1975, Punjab Civil Servants (Efficiency and Discipline) Rules, 1999, Punjab Removal from Service (Special Powers) Ordinance, 2000 Punjab Employees Efficiency, Discipline and Accountability Act 2006. 3 marks
- (iii) for adverse remarks (deductions be made for such remarks only as were duly conveyed to the concerned officer and were not expunged on his representation or the officer did not represent). 1 mark per PER containing adverse remarks

4. Where an officer appointed to a higher post on *acting charge officiating current charge basis* is considered for regular promotion to that post, the PERs earned during his acting charge/officiating/current charge appointment will be added to the PERs earned in the lower post for calculating the marks.

SAMPLE
PER GRADING & QUANTIFICATION FORM
(FOR PROMOTION FROM BS-18 TO BS-19)

Name/Designation: (BS-18) Department Seniority No.
Date of Birth:

Year	Post held	Period of PER		PER's Assessment		Fitness for promotion	Score
		From	To	By RO	By CO		
Previous Scale (BS-17)							
1996		01.01.1996	31.12.1996	V. Good	V. Good	Fit	08
1997		01.01.1997	31.12.1997	V. Good	V. Good	Fit	08
1998		01.01.1998	31.12.1998	Good	Good	Fit	07
1999		01.01.1999	31.12.1999	Good	Good	Fit	07
2000		01.01.2000	31.12.2000	Good	Good	Fit	07
Aggregate Score = 37 / 5 x 10							74
Present Scale (BS-18)							
2001		01.01.2001	31.12.2001	V. Good	V. Good	Fit	08
2002		01.01.2002	31.12.2002	Good	Good	Fit	07
2003		01.01.2003	31.12.2003	V. Good	V. Good	Fit	08
2004		03.01.2004	31.12.2004	Average	Average	Fit	05
2005		01.01.2005	31.12.2005	Good	Good	Fit	07
2006		01.01.2006	31.12.2006	Good	Good	Fit	07
2007		01.01.2007	31.12.2007	V. Good	V. Good	Fit	08
Aggregate Score = 50 / 7 x 10							71.43

CALCULATION OF SCORE

PERs Quantified Score	Basic Scale	Aggregate Score	Weightage Factor	Points Obtained
60:40 @ 70%	Present Scale	71.43	0.42	30.00
	Previous Scale	74.0	0.28	20.72
	i. Additions. ii. Deletions			
	Total (A)			50.72
Training: @ 15%	Mandatory Training (B)	85%	0.15	12.75
Total 85%			Total: (A+B)	63.47

Prepared by

Checked by

Countersigned by

Name:

Designation:

Date:

SAMPLE
PER GRADING & QUANTIFICATION FORM
(FOR PROMOTION FROM BS-19 TO BS-20)

Name Designation: (BS-19) Department Seniority No.
Date of Birth:

Year	Post held	Period of PER		PER's Assessment		Fitness for promotion	Score
		From	To	By RO	By CO		
Previous Scale (BS-18)							
1997		01.01.1997	31.12.1997	Good	Good	Fit	07
1998		01.01.1998	31.12.1998	V. Good	V. Good	Fit	08
1999		01.01.1999	31.12.1999	Good	Good	Fit	07
Aggregate Score = 22 / 3 x 10							73.33
Present Scale (BS-19)							
2000		01.01.2000	31.12.2000	V. Good	V. Good	Fit	08
2001		01.01.2001	31.12.2001	Good	Good	Fit	07
2002		01.01.2002	31.12.2002	V. Good	V. Good	Fit	08
2003		01.01.2003	31.12.2003	Good	Good	Fit	07
2004		01.01.2004	31.12.2004	Good	Good	Fit	07
2005		01.01.2005	31.12.2005	V. Good	V. Good	Fit	08
2006		01.01.2006	31.12.2006	V. Good	V. Good	Fit	08
2007		01.01.2007	31.12.2007	V. Good	V. Good	Fit	08
2008		01.01.2008	31.12.2008	Good	Good	Fit	07
Aggregate Score = 68 / 9 x 10							75.55

CALCULATION OF SCORE

PERs Quantified Score	Basic Scale	Aggregate Score	Weightage Factor	Points Obtained
60:40 a. 70%	Present Scale	75.55	0.42	31.73
	Previous Scale	73.33	0.28	20.53
	i. Additions.			
	ii. Deletions			
	Total (A):			52.26
Training: a. 15%	Mandatory training as prescribed (NIPA etc.) (B)	76%	0.15	11.40
Total : 85%			Total : (A+B)	63.66

Prepared by

Checked by

Countersigned by

Name:

Designation:

Date:

SAMPLE
PER GRADING & QUANTIFICATION FORM
(FOR PROMOTION FROM BS-20 TO BS-21)

Name/Designation: (BS-20) Department Seniority No.
Date of Birth:

Year	Post held	Period of PER		PER's Assessment		Fitness for promotion	Score
		From	To	By RO	By CD		
Previous Scale (BS-19)							
1998		01.01.1998	31.12.1998	V. Good	V. Good	Fit	08
1999		01.01.1999	31.12.1999	Good	Good	Fit	07
2000		01.01.2000	31.12.2000	V. Good	V. Good	Fit	08
2001		01.01.2001	31.12.2001	Good	Good	Fit	07
Aggregate Score = 30 / 4 x 10							75
Present Scale (BS-20)							
2002		01.01.2002	31.12.2002	V. Good	V. Good	Fit	08
2003		01.01.2003	31.12.2003	Good	Good	Fit	07
2004		01.01.2004	31.12.2004	Good	Good	Fit	07
2005		01.01.2005	31.12.2005	V. Good	V. Good	Fit	08
2006		01.01.2006	31.12.2006	Good	Good	Fit	07
2007		01.01.2007	31.12.2007	V. Good	V. Good	Fit	08
2008		01.01.2008	31.12.2008	V. Good	V. Good	Fit	08
2009		01.01.2009	31.12.2009	Good	Good	Fit	07
Aggregate Score = 60 / 8 x 10							75

CALCULATION OF SCORE

PERs Quantified Score	Basic Scale	Aggregate Score	Weightage Factor	Points Obtained
60:40 @ 70%	Present Scale	75	0.42	31.5
	Previous Scale	75	0.28	21.0
	i. Additions.			
	ii. Deletions			
	Total (A)			52.50
Training: @ 15%	NMC/NDC	70% (Good)	0.09	6.3
	NIPA	70%	0.06	4.2
	Total: (B)			10.5
Total : 85%			Total : (A+B)	63.00

Prepared by

Checked by

Countersigned by

Name:

Designation:

Date: