

NO.A.32012/1/2003-P & AR (GSW)  
GOVERNMENT OF MIZORAM  
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS  
( GENERAL SERVICE WING )

OFFICE MEMORANDUM

Dated Aizawl, the 15th July, 2010

Subj : PROCEDURE TO BE OBSERVED BY DEPARTMENTAL PROMOTION COMMITTEE

1. In Supercession of this Department's Notification of even No. dated 24.1.2005, the undersigned is directed to say that the following procedure shall be observed by the Departmental Promotion Committee under the Government of Mizoram with immediate effect except par 6 which will take effect from 1st January, 2011.

2. Each Departmental Promotion Committee should apply its own method and procedure for objective assessment of the suitability of the candidates. No interview should be held unless it has been specifically provided for in the Recruitment Rules/Service Rules for the post/service. Whenever promotions are to be made by the method of 'Selection' by DPC and the Administrative Department desires that an interview should form part of the selection process; necessary provisions should be made in the Recruitment Rules.

3. Selection Method :

3.1 Where promotions are to be made by selection method as prescribed in the Recruitment Rules, the DPC shall, for the purpose of determining the number of Officers who will be considered from out of those eligible officers in the feeder grade(s), restrict the field of choice as under with reference to the number of clear regular vacancies including anticipated ones within the year proposed to be filled.

No of vacancies	No. of officers to be considered.
1	3
2	5
3 and above	number of vacancies + 3

3.2. The DPCs enjoy full discretion to devise their methods and procedure for objective assessment of the suitability of candidates who are to be considered by them. In order to ensure greater selectivity in matters of promotions and for having uniform procedure for assessment of DPCs, the following broad guidelines are laid down to regulate the assessment of suitability of candidates by DPCs.

3.3 While merit has to be recognized and rewarded, advancement in the officer's career should not be regarded as a matter of course but should be earned by dint of hard work, good

conduct and result oriented performance as reflected in the annual confidential reports and based on strict and rigorous selection process.

3.4 Government also desires to clear the misconception about “Average” performance. While “Average” may not be taken as an adverse remark in respect of an officer, at the same time, it cannot be regarded as complimentary to the officer, as average performance should be regarded as routine and undistinguished. It is only performance that is above average and performance that is really noteworthy which should entitle an officer to recognition and suitable rewards in the matter of promotion.

3.4 Performance Appraisal Reports/Confidential Rolls are the basic inputs on the basis of which assessment is to be made by each DPC. The evaluation of CRs should be fair, just and non-discriminatory. Hence,

- (a) The DPC should consider PARs/CRs for equal number of years in respect of all officers considered for promotion subject to (b) & (c) below.
- (b) The DPC should assess the suitability of the candidates for promotion on the basis of their service records and with particular reference to the PARs/CRs for 5 (five) preceding years, even if the qualifying service prescribed in the Service Rules/ Recruitment Rules is more than 5 (five) years. (If more than one PAR/CR has been written in a particular year all the PARs/CRs for the relevant years shall be considered together as the CR for one year).

Provided that for Officers recruited directly who have attained qualifying service of 5 (five) years on the crucial date of vacancies/vacancy year but do not have Confidential Reports for 5 (five) preceding years, the Confidential Reports for the 4 (four) preceding years, which should not be below bench mark, may be taken into consideration.

- (c) In the case of an Officer directly recruited to a Group ‘A’ post whose Service/ Recruitment Rules prescribe a qualifying service of less than 5 years for promotion to the next higher grade, his PARs/CRs for the period he served in that grade will be taken into consideration even if he does not have PARs/CRs for last 5 years provided the officer concerned possesses PARs/CRs for the number of years of qualifying service prescribed in the respective Service/Recruitment Rules.
- (d) When PAR/CR has not been written by the Reporting Officer despite submission of the self appraisal to the Reporting Officer by the officer reported upon during the relevant period, the DPC should consider the PAR/CR of one preceding year beyond the relevant period.
- (e) Where an officer is officiating in the next higher grade and has earned PARs/CRs in that grade, his PARs/CRs in the grade may be considered by the DPC in order to assess his work, conduct and performance, but no extra weightage should be given merely on the ground that he has been officiating in the higher grade.

- (f) The DPC should not be guided merely by the overall grading that may be recorded in the PARs/CRs, but should make its own assessment on the basis of the entries in the PARs/CRs, because it has been noticed that, sometimes, the grading in a PAR/CR may be inconsistent with the assessments under various parameters or attributes.
- (g) If the Reviewing Authority or the Accepting Authority, as the case may be, has overruled 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 purpose of assessment, provided it is apparent from the entries that the higher authority has come to a different assessment consciously after due application of mind. If the assessment of the Reporting Officer, Reviewing Authority and Accepting Authority are complimentary to each other and one does not have the effect of overruling the other, then the remarks should be read together and the final assessment made by the DPC.
- (h) While considering cases of promotion, the service records of the officers should be considered with particular reference to the year of vacancy even if the meeting of the DPCs is held later than the year of vacancy. For example, for considering promotions for vacancy year of 2010-2011, the Annual Confidential Reports of the officers up to 31.3,2009 should be taken into consideration and not the subsequent one.
- (i) For those officers to whom the Mizoram State Govt. Employees (Performance Appraisal Rules), 2010 does not apply, all gradings below the prescribed benchmarks shall be communicated to the officer concerned and finally disposed of as per the established procedure. No representation against gradings below the benchmark shall be allowed after the DPC had considered it.
- 3.5. (i) Having regard to the level; nature and importance of duties attached to the posts to which promotions are to be made, the bench mark will be as follows.

CATEGORY OF POSTS	BENCH MARK
(a) to all Group 'A' and Group 'B' Gazetted Posts	VERY GOOD
(b) to all Group 'B' and Group 'C' Posts	GOOD

- 3.5. (ii) The DPC shall determine the merit of those being assessed for promotion with reference to the prescribed bench mark and accordingly grade the officers as 'FIT' or 'UNFIT' only.

Those officers who get at least four prescribed benchmarks out of PARs/ACRs for five years will be graded "FIT" by the DPC. In the case of those officers covered by para 3.4 (c) all the PARs/ACRs for the period they served in that grade will be taken into consideration and only those officers who get the prescribed bench marks in all the PARs/ACR of the relevant period will be graded "FIT" by the DPC.

Only those officers who are graded FIT by the DPC shall be included in the panel for promotion to the extent of the number of vacancies. They will be arranged in the order of their inter-se-seniority in the feeder grade. Those officers who are

graded UNFIT (in terms of the prescribed bench marks) by the DPC shall not be included in the panel. Thus, there shall be no supersession in promotion among those who are graded FIT (in terms of the prescribed bench mark) by the DPC.

3.5 (iii) Where sufficient number of officers with the required bench mark are not available within the zone of consideration, only officers with the required bench mark will be placed on the panel. For the unfilled vacancies, the appointing authority should hold a fresh DPC by considering the required number of Officers beyond the original zone of consideration.

3.6. Where for reasons beyond control, the DPC could not be held in a year(s), even though the vacancies arose during that year (or years), the first DPC that meets thereafter should follow the following procedure-

- (i) Determine the actual number of regular vacancies proposed to be filled for each of the vacancy years separately.
- (ii) Consider in respect of each of the years those officers only who would be within the field of choice with reference to the vacancies of each year starting with the earliest year onwards.
- (iii) Prepare a 'Select List' by placing the select list of the earlier year above the one for the next year and so on.

3.7 Where a DPC has already been held in a year further vacancies arise during the same year due to death, resignation, voluntary retirement, etc. or because the vacancies are not intimated to the DPC due to error or omission on the part of the Department concerned, the following procedure should be followed :

- (i) In case of vacancies belonging to the category which could not be foreseen at the time of placing facts and materials before the DPC, another meeting of the DPC should be held for drawing up a panel for these vacancies as these vacancies could not be anticipated at the time of holding the earlier DPC. If, for any reasons, the DPC cannot meet for the second time, the procedure of drawing up of year-wise panels may be followed when it meets next for preparing panels in respect of vacancies that arise in subsequent year (s).
- (ii) In case of non-reporting of vacancies due to error or omission (i.e. though the vacancies were there at the time of holding of DPC meeting they were not reported to it) which results in injustice to the officers concerned by artificially restricting the zone of consideration, the wrong done cannot be rectified by holding a second DPC or preparing year-wise panel. In all such cases, a review DPC should be held keeping in mind the total vacancies of the year.

3.8. For the purpose of evaluating the merit of the officers while preparing year-wise panels, scrutiny of the record of service of the officers should be limited to the records that would have been available had the DPC met at the appropriate time. For instance, for preparing a

panel relating to the vacancies of 2010-2011 the latest available records of service of the officers up to the period ending March 2009 as the case may be should be taken into account and not the subsequent ones. However, if on the date of the meeting of the DPC, Departmental Proceedings are in progress and under the existing instructions sealed cover procedure is to be followed, such procedure should be observed even if Departmental Proceeding were not in existence in the year to which the vacancy is related. The Officer's name should be kept in the sealed cover till the proceedings are finalised.

3.9. While promotions will be made in the order of the consolidated select list, each promotions will have only prospective effect even in cases where the vacancies relate to earlier year(s)

4. Non-Selection Method :

Where the promotions are to be made on 'Non-Selection' basis according to Recruitment Rules, the DPC need not make a zone or a comparative assessment of the records of officers and it should categories the officers as 'fit' or 'not Yet fit' for promotion on the basis of assessment of their record of service.

5. Calculation of Vacancies :

For preparation of a select list, Departments may calculate the vacancies on financial year wise for reporting to the DPC.

6. Crucial date for determining eligibility :

The crucial date for determining the eligibility of officers for promotion would be the first day of the vacancy year i.e. 1<sup>st</sup> January immediately preceding such vacancy year. For instance, the crucial date for the vacancy year 2009-2010 would be 1<sup>st</sup> January, 2009.

The crucial date indicated above would be applicable to only such service and posts for which statutory Service Rules/Recruitment Rules do not prescribed a crucial date.

Sd/- VANHELA PACHUAU  
Chief Secretary,  
Government of Mizoram

Memo No.A.32012/1/2003-P & AR (GSW) : Dated Aizawl, the 15<sup>th</sup> July, 2010.

Copy to :

1. Secretary to Governor, Mizoram.
2. Secretary to Chief Minister, Mizoram.
3. P.S. to Speaker/Ministers, Mizoram..
4. P.S. to Deputy Speaker/Ministers of State/Parliamentary Secretaries, Mizoram..
5. Secretary, MPSC with 10 (ten) copies for guidance and record.
6. All Administrative Departments.
7. All Heads of Departments.
8. Guard File.

Sd/-K. LALDINGLIANA  
Under Secretary to the Government of Mizoram,  
Department of Personnel & Administrative Reforms,