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Government of Orissa
Political & Services Department.

No. ... 21376/Gen.,

Dhubaneswar, dated the 29th December, 1972.

OFFICE MEMORANDUM

811 PUNSA 1894



Sub: Constitution of departmental promotion
Committee for promotion - appointment on
ad-hoc basis.

.....
It has been observed that a number of posts which are lying vacant in different Departments and sub-ordinate Offices are being filled up on an adhoc basis by promotion in the exigencies of public service. While decision to fill up these vacancies cannot be deferred, it is essential that some principles are observed in the matter of selection and the principles are followed consistently. Unfortunately in a number of Departments, proper Rules for recruitment and promotion have not yet been framed. For these Departments and subordinate offices, it is all the more necessary that a regular procedure is adopted in filling up the vacancies in a fair and equitable manner. Even where recruitment rules have been framed for particular services, there must be a method to ensure that the principles adopted in the recruitment or cadre rules are actually followed in practice at the time of promotion or selection.

2. With a view to ensuring the above objective, the Departments are requested to set up immediately Departmental Promotion Committees where ever such Committees do not already exist. There is need for setting up such Committees for promotion to all categories of posts in the Departments or Heads of Deptt. or any subordinate office. Normally the Head of the Office and two other Members should be included in the Committee. Where there is need for co-opting any other specialist in view of the particular discipline for which promotion is being considered there should be provision for such co-option. For example, the Promotion Committee at the level of the Department should include the Secretary of the Department, the Head of the Department and atleast one other member and if necessary, a representative of the discipline or division for which the selection is proposed to be made.

3. The Departments who have already set up promotion Committees may review the existing arrangements in the light of the general guide-lines indicated here. Those Departments and the subordinate Offices who have not made any systematic arrangement in this regard should take immediate steps to set up such Committees. Where the Cadre Rules are under preparation suitable provision should be made in the Rules to set up such standing Committees to ensure that even when there is adhoc promotion or selection, certain broad principles are observed. This is particularly important where adhoc appointments in respect of gazetted posts are required to be referred to the O.P.S.C.

4. Copies of orders constituting such Committees at the level of Departments should be endorsed to P.&S. Department for information. Departments are also requested to ensure that action as outlined here is taken immediately in all their subordinate Offices and to send a compliance report to Political and Services Department not later than the 15th January, 1973.

The receipt of this O.M. may be acknowledged in the first instance.

S. K. PALLI

Additional Secretary to Government.

Memo No. 21322 (103) Gen., Chubaneswar, the 29 Dec., 1972
 2R-1-16/72 the 29 Pusa, 1972.

Copy forwarded to ALL Departments of Government/ALL Heads of Departments for information and guidance.

[Signature]
 Additional Secretary to Government.