



No.SOR-II(S&GAD)2-49/2010
GOVERNMENT OF THE PUNJAB
SERVICES & GENERAL ADMINISTRATION
DEPARTMENT (REGULATIONS/O&M WING)

Dated Lahore the 1st January, 2015

To

1. The Senior Member, Board of Revenue, Punjab.
2. The Chairman, Planning & Development Board, Lahore.
3. The Additional Chief Secretary, S&GAD.
4. The Registrar, Lahore High Court, Lahore.
5. All the Administrative Secretaries in the Punjab.
6. All Commissioners in the Punjab.
7. The Provincial Police Officer, Punjab.
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, Punjab, Lahore
15. The Accountant General, Punjab, Lahore
16. The Secretary Ombudsman, Punjab, Lahore
17. All District Accounts Officers in the Punjab.
18. The Superintendent Government Printing Press, Punjab, Lahore

SUBJECT: PROMOTION

Kindly refer to the subject noted above.

2. Under the provisions of Promotion Policy — 2010, complete service record of an officer/official is to be considered by the DPC for assessment of his promotion to a higher post/scale. Para 15 of the Policy *ibid* states that:-

“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.”

3. Similarly, incomplete CR dossier, especially last full year's report is one of the causes for deferment of promotion, among others, under para 9 of the Policy *ibid*.
4. It has been observed that some Administrative Departments do not follow provisions of the Promotion Policy — 2010 while considering the cases of promotion of officials/officers, etc. Working Papers are placed before the Departmental Promotion Committee with incomplete or latest five years service record only. This amounts to serious violation of the Promotion Policy — 2010.
5. It may be emphasized here that promotions are to be made by the Administrative Departments as well as autonomous bodies through the Departmental Promotion Committee /

Provincial Selection Board after considering the complete service record. Moreover, in the case of selection posts, promotion is based on quantification of ACRs. To discontinue the practice of placing complete service record of the officials/officers in the PSB/DPC meetings, will be a bad precedent and may drag the Departments into litigation.

6. In view of the above, all the Administrative Departments / Authorities are requested to get the CR Dossiers of the officials / officers who fall in promotion zone completed immediately and place their working papers before the DPC in accordance with the provisions of Promotion Policy — 2010.

7. This issues with the approval of the Chief Secretary, Punjab.


(**SHAHNAZ NAWAZ**)
Secretary (Regulations), S&GAD

CC:

- (i) The Principal Secretary to Governor, Punjab.
- (ii) The Principal Secretary to Chief Minister, Punjab.
- (iii) The PSs to Chief Secretary / Addl. Chief Secretary / Secretary (Services), S&GAD and Secretary Regulations, S&GAD.
- (iv) All Addl. Secretaries / Deputy Secretaries in the Punjab.
- (v) All Section Officers in the S&GAD.