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IMMEDIATE.

NO. Fin. (C) B(7) - 2/85-I
Government of Himachal Pradesh
Finance (Regulation) Department.

Dated Shimla-171002, the 16th May, 1985

OFFICE MEMORANDUM.

Subject:- Introduction of Selection Grade in the Cadres of Various Services in the State.

The undersigned is directed to say that issue relating to prescribing Selection Grade for various categories of posts is under consideration of the Government. The Administrative Departments may please make out proposals for this purpose after taking the following factors into account :-

- (2)
- i) Selection grade will be provided in cases where the number of higher posts (all levels taken together to which employees in a particular case can seek promotion) is less than half the strength of that cadre or where there is no promotion posts at all available to a cadre or service.
 - ii) The number of Selection Grade posts at each level should not exceed 25% of the strength of the basis scale for which the Selection Grade posts are to be sanctioned. For the purpose of calculating the number of Selection Grade posts, all posts including temporary posts, which have been in existence for three years should be taken into account.
 - iii) The minimum service for appointment to the Selection Grade shall be 10 years of Service. In case where the span of the pay scale is less service, equal to 2/3rds span of scale subject to a minimum of 7 years shall be the minimum service, as prescribed vide this Department Office Memorandum No. Fin. (C) B(7) -13/79, dated the 21st October, 1982, a copy of which is enclosed.

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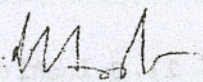
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In this context observations made by the Punjab Pay Commission as contained in paragraphs 9.11 to 9.13 of its report (copy enclosed at Annexure-I) may please be kept in view while forwarding proposal for concurrence of the Finance Department.

2. Every proposal on the subject must be accompanied by detailed information in proforma as at Annexure-II specifying the Selection Grade proposed, which may conform to Selection Grade that can be provided for different time scales as detailed in Annexure-III.

3. The Administrative Department may please send their proposals accordingly in one lot and not in piece meal.



(Rajmani Tripathi)
Deputy Secretary (Finance)

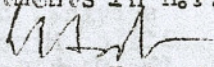
To

All Administrative Departments of the Government of Himachal Pradesh.

No. Fin. (C) B(7) 12/ 85 Dated Shimla-17/02, the 1-6 May, 1985.

Copy to:-

1. The Divisional Commissioners, Shimla/Kangra (Dharamsala), H.P.
2. The Secretary to the Governor, H.P. Shimla.
3. The Secretary, H.P. Vidhan Sabha, H.P. Shimla.
4. The Secretary, H.P. Public Service Commission, H.P. Shimla.
5. The Resident Commissioner, H.P., Himachal Bhawan, Sikandra Road, New-Delhi.
6. All the Heads of Departments in H.P.



(Rajmani Tripathi)
Deputy Secretary (Finance)
Govt. of Himachal Pradesh.

ANNEXURE-I.

9.11. We have carefully considered the entire matter in all its aspects. We are of the views that it is not possible ~~any~~ entirely to do away with the Selection grade. We also do not ~~xxxxxx~~ consider the extension adopted in some states as an appropriate or even a satisfactory alternative, not do they serve the purpose for which selection grade are intended. Besides, such extensions will introduce the elements of a running scale which undoubtedly as obvious ramifications. We may mention some of them. A running scale usually has a span which is ordinarily co-termines with the span of service of an employees' life. A running scale, if allowed will altogether eliminate the element of incentive for good work because the employee irrespective of the quality of performance, will continue to draw increments up to the highest State in the scale. Secondly, if a running scale is allowed in one case, it will become discriminatory to deny the demand for similar grades in other cases. This will set a chain reaction, and if the institution becomes common, the entire pay structure is bound to get distorted. Thirdly, the disciplinary control now inherent in the existing set up of graded scales of pay will no longer be available. Thus, we will be placing a premium of inefficiency, indiscipline and indifference to duties a malady which is gradually creapping in above all, running scales, will involve unlimited and unprecedented financial liabilities for the state Government with out essentially obtaining better and more efficient service for the public good.

9.12. We have endeavoured to deal with the problems of stagnation in a variety of ways. The spans of the revised pay scales now assured the employees to go to a minimum of 15 years in the basic scale and up to another 15 years or even more if the promotional higher scale. Realistic and liberal rates of increment have been adopted in the revised scales of pay. Two promotions are contemplated in the hierarchy of the service or a Department, like Drivers, a higher grade has been provided after completion of the basic scale. All these measures will alleviate to a great extent the distress likely to be caused by 'Stagnation'.

9.13. Nevertheless, as indicated already, we do not propose to altogether abolish selection grade : a institution. On the contrary we feel, that the institution of selection grade should be treated not a special provision and a safe guard a special provision as it is in reality intended to equip the holder to own greater responsibility than if he were to be only in time scale, and ~~xxxxxxx~~ safe guard, because if positively prevents the frustration and disillusionment that comes in when an official stagnates at the maximum of his time scale for a long time.

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∟ for every employee in case in which promotions is not contemplated.

A copy of Office Memorandum No. Fin.(C)B(7) 13/79 dated 21st October, 1982 addressed to all Administrative Departments of the H.P. Govt. and all Heads of Departments etc.

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Subject:- Revision of pay scales-Determination of the number of posts in the Selection Grade.

The undersigned is directed to invite attention to clarification (4) of para 1 of this Department circular of even number dated the 4th October, 1980, which reads as under:-

"(4) Determination of the number of Selection Grade Posts.

In the revised pay scales introduced w.e.f. 1.1.1978, Selection Grades have also been prescribed for various categories of posts on uniform basis for 20 percent of the strength of the basic scale. It is clarified that for the purpose of calculating the number of Selection Grade posts, all posts including temporary posts which have been in existence for 3 years are to be taken into account. As regards general principles which shall apply in the case of appointment to Selection Grade posts, the same are contained in the Personnel Department (A, II) Office Memo. No- Per (AP)-II-B (11)-1/76, dated the 1st March, 1977, read with clarificatory orders contained in subsequent office memorandum of the 5th April, 1977, bearing the same number."

2. The question of modifying the existing norms for determining the number of selection grade posts and placement of an individual from time scale to selection grade was receiving attention of the Govt. for some time. Accordingly, the Governor, Himachal Pradesh, in supersession of the Personnel Department's Office Memo. No. PER (AP-II)-B(11)-1/76, dated the 1st March, 1977, as amended from time to time, is pleased to decide that the following procedure shall be followed for placement of an employee from time scale to selection grade where ever the same has been or is being prescribed in respect of all cadres and posts excluding the State Administrative, Police and Judicial Services:-

- i) For the purpose of calculating the number of selection grade posts, all posts including temporary posts, which have been in existence for three years should be taken into account, subject to a minimum of one post. Thus in a cadre comprising even one or two posts, for which selection grade has been prescribed, that grade would be admissible to one post.
- ii) Appointments to selection grade shall be made on the basis of seniority -cum-merit subject to rejection of unfit.
- iii) The minimum service for appointment to selection grade shall be 10 years of service. In case wherever the span of the pay scale is less, service equal to 2/3rds span of scale subject to a minimum of 7 years shall be the minimum service.

3. The Governor, Himachal Pradesh, is further pleased to order that the clarification contained in Personnel Department's O.M. NO. PER (AP-II)-3(II)-1/76 dated the 5th April, 1977 (a copy of which is enclosed for reference) about computing minimum service of 10 years or service equal to 2/3rds span of scale subject to minimum of 7 years and convening of D.P.C., shall continue to be operative.

4. These orders shall take effect from 1.11.1982 without disturbing the existing incumbents.

5. The aforesaid decisions may be brought to the notice of all concerned for information and guidance.

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Copy of letter No. PER (A)-II)B(11)-1/76 dated 5/4/1977 from Jt. Secretary (Personnel) to the Govt. of H.P. to the All Administrative Departments and Heads of Departments in H.P.

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Subject:- Principles and Procedure for Grant of Selection Grades.

The undersigned is directed to refer to this Departments office Memorandum of even number, dated the 1st March, 1977 and to say that certain doubts have been raised with regard to the principles and procedure for the grant of selection grades as contained therein. These points are clarified as under.

Point of doubt.

Clarification.

1. Whether the ad-hoc service shall also be taken into account for the purpose of commuting minimum service of 10 years or 2/3rd of the span of the pay scale and further in that context the instructions contained in Office Memorandum No. 1-12-/73 DP(A-II), dated the 31st Dec. 1974 and 18th Feb. 77 will apply.

1. The appointment to selection grade has been considered as promotion vide Govt. of India's Deptt. of Personnel & Administrative Reforms O.M. No. 8/11/73 Est (SCT) dated the 12th Sept., 1974, as circulated vide letter No. 2,11/72-DP(AP-II), dated the 24th Sept, 1976, for the purpose of reservation. Accordingly ad-hoc service shall also be taken into account for the purpose of grant of selection grade and the instructions contained in Deptt. of Personnel's O.M. No. 1-12/73-DP(A-II) dated the 31st Dec., 1974 and 12th Feb, 77 shall also apply for this purpose.

2. Whether D.P.Cs. shall be held for the purpose of considering eligibility of individuals for the grant of selection grade, and if so what will be the constitution of the D.P. Cs.

As the selection grade is to be allowed on the basis of seniority-cum-merit subject to rejection of unfit, obviously the suitability of the incumbent for the grant of selection grade has to be adjudged by the D.P.C. For this purpose the D.P.C. has constituted for the respective categories for purpose of confirmation shall function as D.P.Cs for grant of selection grade.

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ANNEXURE - II

1. Designation of posts.
2. No of posts in the cadre.
3. Recruitment & Promotion Rules at SI No.1.
(copy to be attached).
4. No of permanent posts.
5. No of temporary posts existing for a period of over three years.
6. No of posts (as at SI No. 1) for direct recruitment and for ~~promotions~~ promotees.
7. Time Scale (with reference to SI.No. 1).
8. Particulars of Promotional ~~posts~~ posts ~~available~~ available (No of such posts to be given category wise).
9. Recruitment and Promotion Rules of posts at SI No. 7 (Copies to be attached).
10. Selection Grade Proposed.
11. Date w.e.f. which Selection Grade proposed.
12. Financial implications (per annum).
13. (i) No of incumbents at present stagnating at the maximum.
(ii) No of those who would reach the maximum of the time scale in next two years (Figures to be given yearwise).
14. Any other information which may justify the proposal

ANNEXURE III.

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<u>Sl. No.</u>	<u>Revised Scale of Pay.</u>	<u>Selection Grade.</u>
1.	300-439	325-495
2.	325-495	-Nil-
3.	350-525	Nil.
4.	400-525	-Nil-
5.	400-600	510-800
6.	400-660	510-800
7.	450-700	510-880
8.	450-800	510-940
9.	480-700	Unutilised.
10.	480-880	510-940
11.	510-620	Unutilised.
12.	510-800	-Nil-
13.	510-880	-Nil-
14.	510-940	680-1120
15.	525-825	-Nil-
16.	570-1000	-Nil-
17.	570-1080	680-1120
18.	600-800	Unutilised.
19.	600-880	-do-
20.	600-1000	-Nil-
21.	600-1120	620-1200
22.	620-1200	700-1300
23.	680-1120	750-1300
24.	700-1200	800-1400
25.	700-1300	-Nil-
26.	750-1300	-Nil-
27.	800-1400	-Nil-
28.	700-1580	-Nil-
29.	825-1580	1200-1700
30.	825-1700	-Nil-
31.	850-1700	-Nil-
32.	1000-1700	-Nil-
33.	1200-1700	-Nil-
34.	940-1775	-Nil-
35.	940-1850	1500-2000
36.	1200-1850	1400-2000
37.	1400-1850	1775-2000
38.	1580-1850	-Nil-
39.	1200-2000	-Nil-
40.	1400-2000	-Nil-
41.	1700-2000	-Nil-
42.	1775-2000	-Nil-
43.	1400-2100	2000-2300
44.	1580-2200	Unutilised.
45.	1580-2400	2500-2750
46.	1775-2200	2100-2500
47.	1775-2300	-Nil-
48.	1775-2400	-Nil-
49.	2000-2200	-Nil-
50.	2000-2300	-Nil-
51.	2000-2400	-Nil-
52.	2100-2500	-Nil- *2500-2025.
53.	2200-2500	-Nil-
54.	2300-2500	-Nil-
55.	2500-2750	-Nil-

1850
1650

1700