

No. Per (AP. B) B(3)-1/94  
Government of Himachal Pradesh  
Department of Personnel  
Appointment-II

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Dated Shimla-2, 21<sup>st</sup> June, 2016

Subject : Procedure to be observed by Departmental Promotion Committees (DPCs) - attaining of Bench Mark prescription for promotion - Revised Guidelines.

OFFICE MEMORANDUM

The undersigned is directed to invite a reference to this Department O.M of even number dated 27-02-2016, which contains detailed instructions for promotion to the 'selection' posts subject to achievement of benchmarks. A natural corollary is that the benchmark prescription is adhered to rigorously as one goes up higher the ladder. Therefore, the requirement should be of meeting the benchmark 'Very Good' or 'Good', as the case may be, without fail.

2. In order to ensure greater selectivity at higher level of administration and after careful consideration, it has been decided that the DPC may ensure that when an officer considered for promotion to 'selection' posts carrying grade pay below ₹ 7600/-, attaining of at least four bench mark gradings out of 5 APARs should be assessed 'fit' and in case of an officer to be considered for promotion to the 'selection' posts carrying grade pay ₹ 7600/ and above, the prescribed benchmark of 'Very Good' is to be invariable met in all APARs of five years under consideration.

3. The DPC should assess the suitability of the officers for promotion on the basis of their service record with particular reference to the available APAR's for the preceding five years and go beyond it in case the APAR's are not available.

4. The DPC, in terms of guidelines of this Department, is required to make its own assessment on the basis of entries in the APARs and not be guided merely by the overall grading. In cases where the assessment by DPCs are apparently not in line with the grades in the APARs, the DPC should appropriately substantiate its assessment by giving reasons, so that the appointing authority could factor these while taking a view on the suitability of officer for promotion

5. It is requested to give wide circulation to these revised instructions for general guidance in the matter. Please acknowledge the receipt.

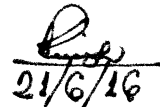


(Tarun Shridhar)

Addl. Chief Secretary (Personnel) to the  
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Tel. No. 0177 - 2622382

Endst No. Per(AP.B)B(3)-1/94 Dated Shimla-2, 21-06-2016

1. The Secretary to HE Governor, H.P. Shimla-2
2. Pr. PS to Chief Minister, Himachal Pradesh, Shimla-2
3. Sr. PS to Chief Secretary to the Govt. of Himachal Pradesh. Shimla-2
4. All Administrative Secretaries to the Govt. of H.P. Shimla-2
5. All Heads of Departments in Himachal Pradesh
6. All Divisional Commissioners in Himachal Pradesh
7. All the Deputy Commissioners in Himachal Pradesh
8. All the Chairman/Managing Directors / Registrars / Secretaries of Boards /Corporations /Universities /Autonomous Bodies in Himachal Pradesh
9. The Secretary, H.P. Public Service Commission, Shimla-2
10. The Secretary, H.P. SSC, Hamirpur-177001
11. All the Section Officers, H.P. Secretariat, Shimla-2
12. Branch Guard File/ Spare copies - 50



21/6/16

(Amarjeet Singh)

Special Secretary (Personnel) to the  
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