



GOVERNMENT OF KERALA
Personnel and Administrative Reforms (Rules) Department

CIRCULAR

No.4818/R1/2012/P&ARD

Dated, Thiruvananthapuram 10th April 2012

Sub:- Public Services - Departmental Promotion Committee - Rule 28 (b) (i) (4) Part II of the Kerala State and Subordinate Services Rules, 1958 - Observance of the Procedure - Instructions - Issued.

- Ref:-
- 1) Circular No. 5328/Rules 1/1999/P&ARD dated 03.06.1999
 - 2) Circular No. 12409/Rules 1/2003/P&ARD dated 14.08.2003
 - 3) Circular No. 5270/R1/2006/P&ARD dated 19.07.2006
 - 4) Circular No. 11919/R 1/2006/P&ARD dated 14.03.2007
 - 5) Circular No. 13544/R 1/2009/P&ARD dated 08.12.2009 & 04.02.2010

.....

Rule 28 (b) (i) of Part II, Kerala State & Subordinate Services Rules, 1958 stipulates the procedure for convening the Departmental Promotion Committee and preparation of Select Lists. The Departmental Promotion Committee has to meet periodically to prepare Select Lists in the order of merit of the Officers selected for appointment. The Committee shall also hold Ad hoc meetings, in cases where an officer becomes qualified after the preparation of Select List but before the date of occurrence of the vacancy. Even though, all Heads of Departments and Secretaries to Government have been given directions in this regard as per the Circulars under reference, there are instances where promotions are delayed, as the Departmental Promotion Committee could not be held in time.

In the above circumstances, all Heads of Departments and Secretaries to Government are strictly directed to convene the Departmental Promotion Committee meeting urgently and prepare the Select Lists, if not have done already.

It is further reiterated that the rules and Circular instructions in this regard should be followed scrupulously, in future, failing which action will be taken against those who are responsible for the lapse.

T.J. MATHEW

Secretary to Government

To

All Additional Chief Secretaries/Principal Secretaries/Secretaries/
Special Secretaries/Additional Secretaries/Joint
Secretaries/Deputy Secretaries/Under Secretaries to Government
All Heads of Departments and Offices
The Secretary to Governor ((with covering letter)
All Departments (All Sections) of the Secretariat
(including Law & Finance)
The Secretary, Kerala Legislature Secretariat (with covering letter)
The Secretary, Kerala Public Service Commission (with covering letter)
The Registrar, High Court of Kerala, Ernakulam (with covering letter)
The Advocate General, Kerala, Ernakulam (with covering letter)
The Additional Secretary to Chief Secretary
The Private Secretaries to Chief Minister and other Ministers.
The Leader of Opposition & Government Chief Whip (with covering letter)
The Director, Information and Public Relations Department
SF/OC

Forwarded /By Order,


Section Officer