



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

Dated, Lahore the 19th March, 2010

To

1. The Chairman, Planning & Development Board, Punjab.
2. The Senior Member, Board of Revenue, Punjab.
3. The Chairman, Chief Minister's Inspection Team, Lahore.
4. All the Administrative Secretaries in the Punjab.
5. The Provincial Police Officer, Punjab.
6. All Heads of Attached Departments in the Punjab.
7. All Divisional Commissioners in the Punjab.
8. All District Coordination Officers in the Punjab.
9. All Heads of Autonomous Bodies in the Punjab.
10. The Secretary, Punjab Public Service Commission, Lahore.
11. The Registrar, Punjab Service Tribunal, Lahore.

SUBJECT: PROMOTION

I am directed to refer to this Department's circular letter No.SOR-I(S&GAD) 16-2/69(Policy), dated 08.06.1971 (**copy enclosed**) on the subject noted above, which provides that promotion to higher posts should be based on total service record.

2. It has been noticed that promotion process is being delayed mainly due to the reason that service record of officials / officers is incomplete. Instructions for writing of PERs provide that the process of completion of PERs of officials / officers should be completed within the month of January each year and every Administrative Department is also required to furnish a certificate to S&GAD in this regard.

3. It may be pointed out that it has been decided in the Administrative Secretaries meeting held on 05.03.2010 that all vacant posts meant for promotion quota be filled by 30.06.2010.

4. In order to assess suitability of an official / officer, total service record is required. It is, however, in the discretion of the assessing authority to give more weightage to the service record / PERs for the last five to seven years. In order to ensure completion of promotion process by 30.06.2010, it has been decided that assessing authorities may assess suitability of an official / officer on the basis of service record for the last five to seven years, if the service record for the past period is not available due to no fault on the part of concerned official / officer and there are valid reasons to ignore the service record for the past service. It shall, however, be a one time dispensation and shall not absolve the respective authorities to ensure completion of service record as early as possible.


(RUKHSANA NADEEM BHUTTA)
Addl. Secretary (Regulations), S&GAD

PC:

- (1) PS to Chief Secretary, Punjab.
- (2) PSO to Additional Chief Secretary, Punjab.

No. SOR.I(S&GAD)-16-2/69 (Policy)
Dated the 8th June 1971

SUBJECT: PROMOTIONS

I am directed to refer to para 3 (iv) (c) of this Department's circular letter No. SOIV(S&GAD)-16-14/64 (Policy), dated the 1st October, 1969, which provides that the selection of an officer for promotion to a higher post should be based strictly on the service record. An impression appears to have widely gained ground that only the last three years record is relevant for determining an officer's fitness for promotion and not much weight is to be attached to the reports earned by him in the previous years. Government would like to clarify that the impression is not correct. The assessment of an officer 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.

**Sd/-
Section Officer (Regulation-I)**