

CORRECTION SLIP NO. 27 DT. 21.5.98
[To G.O.74(P) dt.30.4.74]

CORRECTION SLIP NO. 5 DT. 21.5.98
[To G.O.111(P) dt.13.5.82]

(Read with H.O. Circular No.296 dt.25.5.1983)

Sub: Grant of higher grade benefit under G.O.74(P)/G.O.111(P).
Streamlining the procedure.

PREAMBLE

As per the existing provisions under Sub-Rule (vi) of Rule 1 of G.O.74 dt.30.4.74 read with C.S.No.16 dt.27.11.90 to G.O.74, the employee has to exercise an option in the prescribed proforma and submit the same to the controlling officer so as to reach him on or before the expiry of 2 months from the date of completion of prescribed period of 6 years/9 years as the case may be. Similar provision exists for the officers covered by the O.O.No.GAD/E/VII/STF/Gen.A/232/9203 dt.27.2.75 (as notified under C.S.No.14 dt.6.10.88 to G.O.74). The engineers covered by the provisions of G.O.111(P) dt.13.5.82 read with H.O. Circular No.296 /O&M dt.25.5.83 are also required to give application within a period of 2 months from the date of completion of 6 years/9 years as the case may be.

2. It is observed that exercising option by the concerned employee at the level of controlling officer and thereafter transmission of the same to the various authorities take a lot of time and causes delay in grant of higher grade benefit to the concerned employee. A considerable time is also consumed in placing the cases before the C.S.C. and taking decision thereon. The issue of granting higher grade benefit without waiting for option/application and dispensing with the procedure of placing the cases before C.S.C. was under consideration for some time in the past. It was considered necessary to lay down the defined criteria and procedure for grant of higher grade under G.O.74(P) dt.30.4.74 and G.O.111(P) dt.13.5.82 read with H.O. Circular No.296/O&M dt.25.5.83 to bring in uniformity and objectivity as far as possible.

3. In exercise of the powers delegated to him vide Rule 7 of the rules appended to G.O.74(P) dt.30.4.74, the Chairman has accorded approval to issue orders as follows:

(i) The provision of requiring an employee to submit an option and undertaking in the prescribed proforma/application for the purpose of granting the higher grade benefit under G.O.74(P) dt.30.4.74 and G.O.111(P) dt.13.5.82 read with H.O. Circular No.296 dt.25.5.83 is hereby scrapped. [Effective from issue of this C.S.].

(ii) When an employee becomes due for grant of higher grade either under G.O.74(P) or G.O.111(P), his case will be processed and submitted to the Competent Authority and the Competent Authority based on the performance as recorded in the C.Rs. and after verifying the position of the Disc. Action and/or

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31
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vigilance enquiry, if any, will grant the higher grade benefit under G.O.74(P)/G.O.111(P).

(iii) The Competent Authority to decide grant of higher grade benefit on 1st occasion and 2nd occasion under G.O.74(P) and G.O.111(P) shall be as prescribed in the Schedule-'A' appended hereto. The Competent Authority shall adopt the following criteria for deciding the suitability for grant of higher grade benefit.

i) The C.Rs. for the last 3 years immediately preceding the due date shall be examined while granting the higher grade benefit of and upto the "Non-Selection Posts". The minimum points for entitlement to the benefit shall be as under:-

For Qualified employees	: 9 points
For Non-Qualified employees	: 10 points
For Diploma holder engineers	: 10 points

In respect of Backward Class employees the minimum points will be reduced by one.

ii) The C.Rs. for the 5 years immediately preceding the due date shall be examined while granting higher grade benefit of the "Selection Posts". The minimum points for becoming entitled to the benefit shall be as under:-

For Qualified employees	: 17 points
For Diploma holder engineers	: 18 points

iii) The point rating system of evaluating the performance based on the Annual Confidential Report shall be as under:

1. Overall assessment "Outstanding"	- 5 points
2. Overall assessment "Very Good"	- 4 points
3. Overall assessment "Good"	- 3 points
4. Overall assessment "Average"	- 2 points

iv) In case an employee/officer does not merit the required minimum points as per the criteria mentioned above, his performance may be evaluated by examining his C.Rs. for total number of 6 years in case of "Non-Selection Posts" and for 10 years in case of "Selection Posts" immediately preceding his due date. If on such examination, the aggregate comes to double the points of the required minimum points as above, he shall be held eligible for the benefit under these G.Os.

49 /
(iv) On deciding the suitability, based on the above criteria, the necessary Office Order shall be issued in the format as in the Annexure-'A' appended hereto. In the said order it shall be mentioned that if an employee does not want to avail the benefit from due date or he wants to avail benefit from any subsequent date, he may convey his decision in the format as in Annexure-'C' appended hereto to the Competent Authority within 2 months from the date of receipt of Office Order.

(v) Due to above changes the provisions of following G.Os./C.Ss. will stand modified to the extent mentioned as below:

(a) The existing provision under Rule 3 of G.O.74(P) dt.30.4.74 regarding automatic absorption of the employees upto the level of D.A./Estt.Supt. who have been granted higher grade benefit shall stand withdrawn. Also,

wherever the word "absorption" appearing in the G.O.74(P) dt.30.4.74 shall stand deleted.

- (b) The word Competent Selection Committee appearing in G.O.74 dt.30.4.74 and subsequent Correction Slips thereto and Circular No.296/O&M dt.25.5.83 shall be substituted by the word "Competent Authority" as prescribed in Schedule- A appended herewith.
- (c) The provision under C.S.No.4 dt.9.1.80 and C.S.No.5 dt.22.7.80 to G.O.74(P) dt.20.4.74 which deals with the relaxation of academic qualifications by the Competent Authority on the recommendations of C.S.C. shall stand withdrawn.

4. The condition of fulfilling the pre-requisites (including passing of examination/test as the case may be) prescribed under MSEB Classification and Recruitment Regulation 1961 for the posts where there is a channel of promotion and procedure regarding dealing with the case of employees in whose case disciplinary action is pending/contemplated as envisaged under Rule 1 (iii) of G.O.74 dt.30.4.74 and instructions in para-2 (xv) of Circular No.296/O&M dt.25.5.83 shall remain unchanged. The procedure of annual review on receipt of fresh C.R. shall also continue.

5. Consequent on issue of this Correction Slip, the relevant provision under G.O.74 dt.30.4.74 and G.O.111(P) dt.13.5.82 (read with Circular No.296/O&M dt.25.5.83) shall stand modified/alterd to that extent

6. This Correction slip will come into force with immediate effect and pending cases shall also be decided as per the procedure laid down above by the concerned Competent Authorities as prescribed in the Schedule- 'A'.

Encls: 1) Schedule- 'A'
2) Annexure- 'A' & 'B'


(G.S.GILL)
Member(Adm.)/Secy.

To,

All as per mailing list.