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GOVERNMENT OF MAHARASHTRA
General Administration Department,
Circular Memorandum No. SRV-1074-X,
Sachivalaya, Bom bay-400 032, dated the 11th September 1975

- Read:- (1) Government Circular Memorandum, Political and Services Department, No. PSC-1059-D, dated the 14th December 1959.
- (2) Government Circular Memorandum, General Administration Department, No. SRV-1069/340-D, dated the 23rd January 1969.
- (3) Government Circular Memorandum, General Administration Department, No. SRV-1072-D2, dated the 13th March 1972.
- (4) Government Circular Memorandum, General Administration Department, No. SRV-1072-D-2, dated the 1st August 1972,
- (5) Government Circular Memorandum, General Administration Department, No. SRV-1074-D, dated the 31st March 1975

CIRCULAR MEMORANDUM

The principles governing the preparation and revision of select lists, prescribed by Government Circular Memorandum, Political and Services Department, No. PSC-1059-D, dated the 14th December 1959, contemplate that each select list should consist of two parts, viz. a provisional list and an unconditional one; and that, on his first inclusion in a select list, an officer's name should ordinarily be brought on the provisional list, his fitness for inclusion in the unconditional list being assessed at the next revision of the select list. Government has, however, since reviewed the general principles governing promotions, and it has been decided, in consultation with the Maharashtra Public Service Commission, that all promotions above the first promotion to a Class I post or Service should be awarded strictly by selection. Orders incorporating this decision have been issued in Government Resolution, General Administration Department, No. SRV -1074-D, dated the 23th January 1975.

2. In view of this change in the principles governing promotions, it is no longer necessary to maintain a provisional part in the select lists for promotions higher than the first promotion to a Class I post or Service. Government has accordingly decided, in consultation with the Maharashtra Public Service Commission, that the general principles governing the preparation and revision of select lists, prescribed by Government Circular Memorandum, General Administration Department, No. PSC-1059-D, dated the 14th December 1959, should be modified as follows:-

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- A double asterisk may be placed before -
(a) Item (4),
(b) the word "provided" in Item (6), and
(c) Item 7;

and the following footnote, preceded by a double asterisk, may be inserted below the existing footnote.

"Not applicable in the case of select lists for promotions higher than the first promotion to a Class I post or Service".

3. For ready reference, the general principles governing the preparation and revision of select lists, as amended, and reproduced as an annexure to this Circular Memorandum.

4. All Departments of the Secretariat are requested to ensure that the rules prescribed by them for the preparation and revision of select lists for all promotions higher than the first promotion to a Class I post or Service are amended suitably in consultation with the Maharashtra Public Service Commission,

By order and in the name of the Governor of Maharashtra,

K. P. Nadkarni

(K. P. Nadkarni)
Deputy Secretary to Government.

To

All Departments of the Secretariat,
The Secretary, Maharashtra Public Service Commission,
Bombay (by letter).

(1) A Committee consisting of _____ should in July in each year review the claims of all _____ for promotion to posts of _____ and should draw up a Select List of those who are considered by the Committee fit for promotion. The list should not be of excessive length and should ordinarily be limited to the vacancies likely to occur during the next two years.

(2) The List should be drawn up with due regard to the general principles regarding promotions laid down in Government Resolution, General Administration Department, No. SRV-1074-D dated the 28th January, 1975 and Government Resolution, General Administration Department, No. BCC-1072-J dated the 23rd May, 1971, and G.R. P.A.D.No. 5 RV-1025/342/X dated 1-4-76.

(3) Names entered in the list should ordinarily be arranged in the order of seniority in the cadre of _____ as between officers brought on the list at the same time, but it will be open to give an Officer higher rank than that warranted by seniority if he is considered to be of outstanding merit.

** (4) Ordinarily on first entry, the names of officers should be brought provisionally on the list and their fitness for unconditional retention on the list should be reviewed at the next revision of the list, if, as a result of the review it is considered that an officer is not fit to be retained in the list, his name should be deleted, if it is considered that an officer should be kept on trial for another year his name should be continued provisionally on the list below those who are continued unconditionally and his case reviewed at the next revision of the list.

(5) The cases of all officers who were passed over at previous revisions of the list or whose names were deleted from the list; should be considered at the subsequent revision but if brought on the lists they should take rank among those who are included in the list for the first time.

(6) Subject to paragraph (3), the seniority of Officers on the list should be determined by the date of entry on the list, ** provided that officers whose names are entered on the list or continued on the list at a subsequent revision provisionally should rank below all officers whose names are entered in the list unconditionally.

** (7) Officers whose names are brought on the list unconditionally should ordinarily remain on the list in the same capacity until they are confirmed in the posts of _____ or retire from Government service; but Government reserves the right, in consultation with the Maharashtra Public Service Commission, to transfer the name of an officer

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from the unconditional part of the list to the provisional part or to remove his name from the list if he has subsequently shown himself to be unfit for continuance in the unconditional part or inclusion in the list. Removal of his name from the list will entail his reversion if he is already officiating in the post of _____.

An Officer on the un-conditional part of the Select List on his transfer to the provisional part should be placed ^{above} all the Officers who are included in the provisional part of the List. When two or more Officers on the unconditional part of the Select List are transferred to the provisional part at one time, the interse ranking of such Officers should be in accordance with their relative position in the unconditional part of the List.

(8) The list drawn up annually by the Committee should be submitted to Government together with all the relevant material including the records of the officers concerned and the records of officers senior to those included in the list. Government will thereafter, in consultation with the Commission, determine the final list.

(9) When a vacancy in the post of _____ is expected to last for the three months or more it should ordinarily be filled in an officiating capacity by the appointment of an officer whose name is highest in the Select List and who has not already been officiating.

*(10) Officers whose names are on the Select List should normally be confirmed in the post of _____ in the order of seniority in the list, in consultation with the Commission.

*Not applicable in the case of the Select List of Mamlatdars fit to be Deputy Collectors, as confirmation of 2nd Grade Deputy Collectors is made in accordance with a special procedure.

** Not applicable in the case of Select Lists for promotions higher than the first promotion to a Class I post or Service.

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