

**ORDINANCE 28 : PROCEDURE TO BE OBSERVED FOR PROMOTIONS OF
NON-TEACHING STAFF**

In pursuance of the provisions of Section 27 of the Guru Gobind Singh Indraprastha University Act 1998 (9 of 1998), the Board of Management of the Guru Gobind Singh Indraprastha University, hereby makes the Ordinance 28 in regard to the procedure to be observed for Promotions of non-teaching staff.

- 1.0 Posts shall be filled by promotion where the recruitment rules so provide. The suitability of the candidates for promotion should be considered in an objective and impartial manner.

- 2.0 For this purpose, a Departmental Promotion Committee shall be constituted, to judge the suitability of the officials/officers. The composition of the Departmental Promotion Committee shall be as follows:
 - 1) For promotion to posts equivalent to the grade of Assistant Registrar and above
 - 1) The Vice Chancellor
 - 2) Two Members of the Board of Management nominated by the Vice Chancellor
 - 3) Registrar (Admn.)
 - 4) A SC/ST nominee nominated by the Vice Chancellor

 - 2) For promotion to all posts lower than the grade of Assistant Registrar.
 - 1) The Vice Chancellor or his nominee
 - 2) Registrar (Admn.)
 - 3) A Dean nominated by the Vice Chancellor
 - 4) A SC/ST nominee nominated by the Vice Chancellor

- 3.0 All promotions are to be made by method of "Selection". The element of selectivity shall be determined with reference to the relevant Benchmarks prescribed for promotion as per provision in clause 8.1 & 8.2 **and followed by an interview for the post of Section Officer (and equivalent) and above.**

- 4.0 Guidelines for DPCs
 - a. DPCs will enjoy full discretion to devise their own methods and procedures for objective assessment of the suitability of candidates who are to be considered by them.

 - b. While merit has to be recognized and rewarded, advancement in an officer's/ official's career may not be regarded as a matter of right, but should be earned by dint of hard work, good conduct and result-oriented performance as reflected in

the Annual Confidential Reports and based on strict and rigorous selection process.

- c. University also desires to clear the misconception about “Average” performance. While “Average” may not be taken as adverse remark in respect of an official/officer, at the same time, it cannot be regarded as complimentary to the official/officer, as “Average” performance should be regarded as routine and undistinguished. It is only performance that is above average and performance that is really noteworthy which should entitle an official/officer to recognition and suitable rewards in the matter of promotion.

5.0 Evaluation of Confidential Reports

5.1 Confidential Reports are the basic inputs on the basis of which assessment is to be made by each DPC. The evaluation of CRs should be fair, just and non-discriminatory.

Hence -

- (a) The DPC should consider CRs for equal number of years in respect of all officials/ officers considered for promotion subject to (c) below.
- (b) The DPC should assess the suitability of the officials/officers for promotion on the basis of their service record and with particular reference to the CRs for 5 preceding years. (If more than one CR has been written for a particular year, all the CRs for the relevant year shall be considered together as the CR for one year.)
- (a) Where one or more CRs have not been written for any reason during the relevant period, the DPC should consider the CRs of the years preceding the period in question and if in any case even these are not available the DPC should take the CRs of the lower grade into account to complete the number of CRs required to be considered as per (b) above. If this is also not possible, all the available CRs should be taken into account.
- (d) Where an official/officer is officiating in the next higher grade and has earned CRs in that grade, his CRs in that grade may be considered by the DPC in order to assess his work, conduct and performance, but no extra weightage may be given merely on the ground that he has been officiating in the higher grade.
- (e) The DPC should not be guided merely by the overall grading, if any, that may be recorded in the CRs but should make its own assessment on the basis of the entries in the CRs, because it has been noticed that sometimes the overall grading in a CR may be inconsistent with the grading under various parameters or attributes.
- (f) If the Reviewing Authority has overruled the Reporting Officer, the remarks of the latter authority should be taken as the final remarks for the purposes of assessment, provided it is apparent from the relevant entries that the higher authority has come to a different assessment consciously after due application of mind. If the remarks of the Reporting Officer and Reviewing Authority are complementary to each other, then the remarks should be read together and the final assessment made by the DPC.

- (g) The DPC should take suitable note of non-communication of any adverse remarks in the CRs. Where the time allowed for representation against an adverse remark is not over, or a decision on the representation has not been taken, the DPC, may defer consideration of the case until a decision is taken.

6.0 Determining the number of officials/officers to be included in Eligibility list

- 6.1 For all promotions to be made by “Selection”, the DPC shall, for the purpose of determining the number of officials/officers who will be considered from out of these eligible officials/ officers in the feeder grade(s), restrict the field of choice as under with reference to the number of clear regular vacancies proposed to be filled in the year:

No. of vacancies	No. of officials/officers to be considered
1	-- 5
2	-- 8
3	-- 10
4	-- 10 + twice the number of vacancies in excess of three vacancies

Provided that, if the desired number of officials/ officers are not available in feeder grades, all the eligible officials/ officers in the feeder grade would be included in the field of choice.

- 6.2 For SC/ST candidates the field of choice shall be extended to five times the number of vacancies if the candidates are available in feeder line. The intention is to have an extended zone of five times the number of vacancies in all cases where adequate numbers of SC/ST candidates are not available in the normal zone of a smaller size. For a single vacancy, there is no intention to extend the zone. Provided that, if the desired number of officials/ officers are not available in feeder grades, all the eligible officials/ officers in the feeder grade would be included in the field of choice.

1.0 *Grading of officials/ officers –*

- 1.1 In case of each official/ officer year-wise grading should be given by DPC after looking into the totality of the contents of the concerned ACR. The grading shall be one among (i) Outstanding, (ii) Very Good, (iii) Good, (iv) Average, (v) Below Average.

Conversion of Grading into Points

<i>Maximum Points</i>	-	5
Outstanding	-	5
Very Good	-	4
Good	-	3
Average	-	2
Below Average	-	1

ACR of every year shall be converted into points based upon the above criteria, and average of 5 years shall be determined. In case the average comes in decimal place, 0.5 or above will be rounded to the next higher number, and below 0.5 to the number below.

- 7.2. Before making the overall grading after considering the CRs for the relevant years, the DPC should take into account whether the official/ officer has been awarded any major or minor penalty or whether any displeasure of any superior officer or authority has been conveyed to him as reflected in the ACRs. The DPC should also have regard to the remarks against the column on integrity.
- 8.0 ***Principles to be observed and preparation of panel*** – The list of candidates considered by the DPC and the overall grading assigned to each candidate, would form the basis for preparation of the panel for promotion by the DPC. The following principles should be observed in the preparation of the panel:-
- 8.1 For Promotion to grade of Assistant Registrar and above
- (i) For all posts, the benchmark would be ‘Very Good’ and will be filled by the method of “Selection”.
 - (ii) The DPC shall, for promotions to said pay scale (grade) and above, grade officers as ‘fit’ or ‘unfit’ only with reference to the benchmark of ‘Very Good’. Only those who are graded as ‘fit’ shall be included in the select panel prepared by the DPC in order of their *inter se* seniority in the feeder grade. Thus, there shall be no supersession in promotion among those who are found ‘fit’ by the DPC in terms of the aforesaid prescribed benchmark of ‘Very Good’.
 - (iii) Appointments from the panel shall be made **through the process of interview and their seniority will be maintained** in the order of names appearing in the panel for promotion.
- 8.2 For Promotion to all posts below the level of **Section Officer (and equivalent)**
- (i) For all posts, the benchmark would be ‘Good’ and will be filled by the method of “Selection”.
 - (ii) The DPC shall, for promotion to posts/ grades/ services in the aforesaid categories, grade officers as ‘fit’ or ‘unfit’ only with reference to the benchmark of ‘Good’. Only those who are graded as ‘fit’ shall be included in the select panel prepared by the DPC in order of their *inter se* seniority in the feeder grade. Thus, there shall be no supersession in promotion among those who are found ‘fit’ by the DPC in terms of the aforesaid prescribed benchmark of ‘Good’.
- 9.0 Where sufficient number of officials/ officers with the required benchmark grade are not available within the zone of consideration, officials/officers with the required benchmark will be placed on the panel and for the unfilled vacancies the appointing authority should hold a fresh DPC by considering the required number of officials/officers beyond the original zone of consideration, but not beyond 5 times, the number of vacancies.
- 10.0 In the case of SC/ST officials/ officers – promotion to various posts, selection against vacancies reserved for SCs and STs will be made only from those SCs/ STs officials/officers, who are within normal zone of consideration. Where adequate number of SCs/ STs candidates are not available within the normal field of choice, it may be extended to five times the number of vacancies and the SCs/STs candidates coming within the extended field of choice should also be considered against the vacancies reserved for them.

11.0 Procedures in regard to determination of vacancies, Evaluation of ACR's, procedures to be followed in respect of employees under cloud, validity of panel etc. will be applicable as per Govt. rules on the subject.

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