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DELHI JAL BOARD: DELHI SARKAR  
OFFICE OF THE ASSTT.COMMISSIONER (W)  
VARUNALAYA PHASE-II, KAROL BAGH,  
NEW DELHI-110005.



Phone No:-011-23544796

Email: - ac.water22@yahoo.co.in

Cr  
F. No. DJB/46(14)/AC(W)/2014/

97974

Dated 25/07.2014

**Subject :** Guidelines & instructions for Ad-hoc Promotion.

Please find enclosed herewith a copy of letter No. 10/06/S.IV/Adv./938 03.07.2014 issued by Joint Secretary (Services), Govt. of NCT of Delhi, on the above cited subject for information & necessary action.

**Encl :** As above

(AMIT KUMAR JAIN)  
ASSTT.COMMISSIONER (W)

All A.Cs.  
All Jt. Directors(Fin./Rev/Vig.)  
All Dy. Directors(Fin./Rev)

Copy for information to:-

- (i) Member(Admn.)/(Fin.)(Dr.)/(WS)
- (ii) Director(A&P)(F&A)/Secy.DJB
- (iii) Secretary to C.E.O.
- (iv) EE(EDP) - with the request to upload the above along with enclosure on website under intimation to this office.

ASSTT.COMMISSIONER (W)

EXECUTIVE ENGINEER (EDP)

DIARY No. 2724

DATE 30/7/14

PH. Sanjay

                      
C.F.I.V.

ASST

106/c

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
SERVICES DEPARTMENT  
7<sup>TH</sup> LEVEL, B-WING, DELHI SECRETARIAT,  
I.P. ESTATE, NEW DELHI 110002

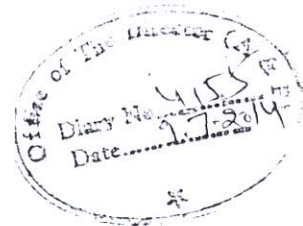
NO.10(06)/S.IV/Adv./433

dated : /06/2014  
03/07/2014

To,

All Heads of Department(s),  
Government of NCT of Delhi,  
Delhi/New Delhi.

Subject : Ad-hoc Promotion.



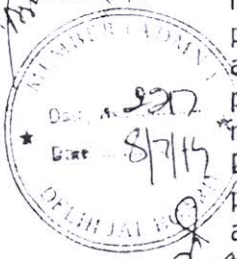
Madam/Sir,

The undersigned is directed to inform that as per the extant policy of the Government, all posts are to be filled in accordance with provisions of the applicable Recruitment Rules/Service Rules. As explained in DoP&T's O. M. No. 28036/8/87-Estt. (D) dated 30.03.1998 read with O. M. No. 28036/1/2001-Estt.(D) dated 23.07.2001, promotions on ad-hoc basis are to be resorted to only in exceptional circumstances mentioned therein, to a post which cannot be kept vacant in consideration of its functional/operational requirement. In spite of these express provisions, it has come to the notice of this Department that the Departments are resorting to ad-hoc arrangements in total disregard to the statutory provisions/instructions on the subject as well as proper manpower management and career advancement of the employees.

2. This Department has been impressing upon all the Departments from time to time to take adequate steps in advance so as to achieve the desired objective of timely convening of the Departmental Promotion Committee (DPC) meetings and preparing the approved select panels for regular promotions within the prescribed time limits. However, at many a time, due to non-adherence to the prescribed norms and procedures by the Departments, the approved select panel is not ready in time and ad-hoc arrangements are resorted to. Some Departments have taken non-acceptance of their incomplete proposals for DPCs, by the UPSC, as the reason for resorting to ad-hoc appointments. In this regard, as already emphasized in this DoP&T's Department's O. M. No. 22011//32011-Estt.(D)/dated 24.03.2011, it is reiterated that the responsibility of sending the DPC proposals, complete in all respect, to the UPSC, lies entirely on the administrative Departments concerned.

3. Other reasons for resorting to ad-hoc arrangements are absence/revision of Recruitment Rules, disputed Seniority Lists etc. with regard to tackling the problem of absence of RRs, it

Handwritten notes and initials: 'CEB 16', 'M/A', 'AP', 'A(TW)', 'M/C', 'S/7/14', 'S/7/14'.



Handwritten signature: 'S/7/14'.

Asst. Commissioner (W)  
Delhi Jal Board  
Diary No. 3454  
Date 16-07-2014

