

No 50(C-1)2-1/2022  
 GOVERNMENT OF THE PUNJAB  
 SERVICES & GENERAL ADMINISTRATION  
 DEPARTMENT  
 SECTION (CONFIDENTIAL-I)  
 Dated Lahore the 23<sup>rd</sup> December, 2022

2.  
 ANNE-B



To,

All Administrative Secretaries, L.B.D.D.  
 Government of the Punjab

Subject:

CONSIDERATION OF PROMOTION CASES THROUGH CIRCULATION BY THE PROVINCIAL SELECTION BOARD-I & II IN WAKE OF IMMINENT RETIREMENT.

SECY: LADD
No. 5567
Date 20-12-22
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I am directed to refer to the subject noted above and to state that it has been observed by the Competent Authority with great concern that there is a growing tendency on the part of the Administrative Departments to initiate promotion cases of retiring officers through circulation for consideration by the Provincial Selection Board-I & II (as the case may be) just days before the date of superannuation. Processing of promotion cases through circulation not only consumes a considerable time by temporarily suspending the official work and deputing the staff of the Services Wing of S&GAD to get signatures from all the members of PSB-I but also causes inconvenience to the Members who have to scrutinize the cases and sign in urgency, even after office hours.

2. In order to streamline the promotion cases through circulation, the Competent Authority has desired that, the Administrative Departments should adhere to the following instructions in letter & spirit:

- (i) The Administrative Departments may hold inter departmental meeting regularly regarding promotion cases of the officers retiring in near future. If there is no such case pending with the Department, a certificate to this effect would be furnished to the Services Wing of S&GAD on monthly basis.
- (ii) Rather than sending selective cases for consideration through circulation, promotion cases of all the officers nearing to retirement within the promotion zone (provided that such officers do not fall below Sen. No. 20 in order of precedence reflected in the notified seniority list) should be initiated on a Summary for Chief Minister, complete in all respects, for recording the recommendations of the concerned Provincial Selection Board through circulation to be routed through Services Wing, of S&GAD.
- (iii) Such cases should be initiated at least 30 days in advance before retirement of the officer, by deputing its own staff.



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(iv) Cases of retiring officers will be placed in upcoming Provincial Selection Board's meeting to avoid delay, otherwise will be considered by Provincial Selection Board through circulation.

(v) All the Administrative Departments should ensure that no case of any retiring officer is ignored and case of the retiring officer initiated at the eleventh hour would not be entertained and the administrative department concerned would be held responsible for the lapse.

(vi) In case of delay in submission of case beyond 30 days, the head of the Administrative Department, while forwarding such case, shall explain reasons for the delay; and without prejudice to the conditions and timelines referred herein, a case may be placed by the Secretary (Services) S&GAD/ Secretary of the Board before OR on the day of retirement of the officer, for consideration of the members of Board, and the recommendations thereafter made by the Board shall be considered valid and submitted to the competent authority for its approval.

3. In view of the above, I am further directed to request that the aforesaid instructions may be complied with in letter and spirit, in order to timely materialize the promotion proposals.


4. This is being issued with the approval of the Chief Minister/Competent Authority.

  
22.12.2022.  
(MUHAMMAD SUBHAN BUTTI)  
Additional Secretary (Confidential)

No. & Date Even.

A copy is forwarded for information to the:

1. PSO to Chief Minister, Punjab
2. PSO to Chief Secretary, Punjab.
3. PSO to Additional Chief Secretary, Punjab.
4. PS to Secretary (Services), SG&AD.
5. PS to Secretary (Regulations), SG&AD.

  
22/12/2022.  
Additional Secretary (Confidential)