



GOVERNMENT OF KERALA

Personnel and Administrative Reforms (Rules) Department

CIRCULAR

No. 7235/R1/07/P&ARD.

Dated, Thiruvananthapuram, 23rd June, 2007.

Sub:—Public Service—Departmental Promotion Committee—Preparation of Seniority Lists—Instructions issued.

- Ref:*—1. Circular No. 5328/Rules 1/99/P&ARD dated 3-6-1999.
2. Circular No. 12409/Rules 1/2003/P&ARD dated 14-8-2003.
3. Circular No. 5270/R1/06/P&ARD dated 19-7-2006.
4. Circular No. 11919/R1/06/P&ARD dated 14-3-2007.
5. Letter No. SSI(2) 419/2000 dated 25-4-2007 from the Secretary, Kerala Public Service Commission.

As per Rule 28 (b) (i) (4) of the Kerala State and Subordinate Services Rules, 1958, the Departmental Promotion Committee has to meet periodically to prepare select list in the order of merit of the officers selected for appointment. The Committee may also hold ad hoc meetings for the purpose of making selection whenever vacancies arise.

As per the letter under reference 5 above, the Kerala Public Service Commission has brought to the notice of the Government that in some cases, the Convenors of the Departmental Promotion Committee (either Head of Department or Secretary to Government) do not produce finalised updated seniority lists. Besides, the Chairmen of the Departmental Promotion Committees do not get the copies of the select lists published by the Government.

In the above circumstances, all Heads of Departments and Secretaries to Government who are Convenors of the Departmental Promotion Committee are requested to submit the finalised seniority lists with notes for the Departmental

Promotion Committee one week before the commencement of Departmental Promotion Committee and to send copies of select lists to the Kerala Public Service Commission and the Chairman of the Departmental Promotion Committee, as and when published.

DR. DHARAM VEER,

Principal Secretary to Government.

To

- All Heads of Departments and Offices.
- All Departments (All Sections) of the Secretariat.
- The Secretary, Kerala Legislative Assembly, Thiruvananthapuram (with C. L.).
- The Secretary, Kerala Public Service Commission, Thiruvananthapuram (with C. L.).
- The Registrar, University of Kerala, Thiruvananthapuram (with C.L.).
- The Registrar, University of Cochin, Kochi (with C.L.).
- The Registrar, Mahatma Gandhi University, Kottayam (with C.L.).
- The Registrar, University of Calicut, Kozhikode (with C.L.).
- The Registrar, Kannur University, Kannur (with C.L.).
- The Registrar, Kerala Agricultural University, Thrissur (with C.L.).
- The Registrar, High Court of Kerala, Ernakulam (with C.L.).
- The Principal Accountant General (Audit), Kerala, Thiruvananthapuram (with C.L.).
- The Accountant General (A&E), Kerala, Thiruvananthapuram/Thrissur (with C.L.).
- The Secretary, Kerala State Electricity Board, Thiruvananthapuram (with C. L.).
- The General Manager, Kerala State Road Transport Corporation, Thiruvananthapuram (with C. L.).
- The Secretary to Governor (with C. L.).
- All Principal Secretaries/Secretaries/Additional Secretaries/Joint Secretaries/Deputy Secretaries and Under Secretaries to Government.
- The Private Secretaries to Chief Minister and other Ministers, Leader of Opposition and Government Chief Whip (with C.L.).
- The Deputy Secretary to the Chief Secretary.