

Copy of Office Memorandum No. 1/3/69-Estt(D) dated 22nd November, 1975 from Cabinet Secretariat, Department of Personnel and A.R.

Office Memorandum

Subject:- Policy to be followed in cases where persons refuse promotion to a higher grade.

The undersigned is directed to say that cases occasionally arise when government servants offered promotion to a higher post refuse to accept the promotion, for personal reasons. Such refusal of promotion may in many cases create administrative difficulties and government work may also suffer. The question as to what action should be taken in cases where government servants refuse promotion to a higher grade, has been considered in this department and it has been decided that such cases may be dealt with in the manner indicated in the subsequent paragraphs.

2. - When a government servant does not want to accept a promotion which is offered to him, he may make a written request that he may not be promoted and the request may be considered by the appointing authority, taking relevant aspects into consideration. Where the reasons adduced by the persons concerned for such refusal are acceptable to the appointing authority, it should ordinarily meet the requirements of the case if the next person in the select list were promoted. However, since it may not be administratively possible or desirable to offer appointments, to the persons who initially refused promotion, on every occasion on which a vacancy arises during the period of validity of the panel, no fresh offer of appointment on promotion should be made in such cases for a period of six months from the date of refusal of first promotion. Government servants refusing promotion for reasons acceptable to the appointing authority will, on eventual promotion to the higher grade, lose seniority vis-a-vis their erstwhile juniors promoted to the higher grade earlier than they, irrespective of whether the posts in question are filled by selection or otherwise.

3. The above mentioned policy will not apply where adhoc promotions against short-term vacancies are refused.

4. It is requested that Ministry of Finance etc. may bring these instructions to the notice of all persons employed under them including those in attached and subordinate offices. In so far as the persons belonging to the Indian Audit and Accounts Department are concerned, these instructions are being issued in consultation with the Comptroller and Auditor General of India.

Sd/-
(S. Krishnan)
Director.

To All Ministries/Department of the Govt. of India, etc.