

Annexure- A

Promotion to the rank of Head Constable to Sub-Inspector (from 20.02.2008 to 25.08.2010 and 29.08.2012 to date and in the case of Inspector from 20.02.2008 to 25.08.2010)

- i. That as per instructions issued vide DGP Punjab, Chandigarh's office letter No. 16661-760/E-1 dated 7.7.1999, punishment of censure awarded to the officials should not be considered bar for promotion.
- ii. That the effect of major punishment viz. forfeiture of service for increments on temporary/permanent basis should be taken into account for the period of punishment only and more weightage should be given to the Annual Confidential Reports of last five years and reports regarding adverse integrity should be viewed seriously, keeping in view the instructions issued vide DGP Punjab Chandigarh's office memo No. 28499/-2 dated 18.11.1997.
- iii. The ACRs for the last 08 years should be perused for the purpose of coming to a conclusion regarding integrity of the officials as per instructions issued by the Punjab Govt. vide letter No.4/9/34-3PP-1/17916 dated 22.10.1996.
- iv. That where departmental enquiries/ criminal cases (s) are pending or official has been placed under suspension their cases should be kept pending till the finalization of departmental enquiries/criminal cases etc. pending against them, keeping in view the Punjab Govt. instructions issued vide letter No. 4/37/83-3PP/8708 dated 27.6.1985.
- v. That the directions issued vide DGP Punjab, Chg's office letter No. 11377-460/E-1 (2) dated 26.8.2010 (received vide DGP Pb. Chg's office letter No. 2072/E-1 (1) dated 20.2.2017) that officials in whose cases cancellation report has been filed in the competent court but has yet not been accepted by the Court, may be promoted.

Promotion to the rank of Inspector (from 29.08.2012 to date)

- i. That DGP, Punjab, Chandigarh had intimated vide his office memo No. 11540/E-1(1) dated 14-08-2012 that the State Govt. (Finance Deptt.) has revised pay scale of Inspector of Police as Basic pay Rs.10300-34800/- with Grade Pay Rs. 4800/- PM. The Govt. in personnel Deptt. vide circular letter No. 4/46/09PP1/10828 dated 13-10-2009 had issued the classification of services. All the employees whose grade pay is Rs. 3800-4999/- have been placed in Group "B" . As such the post of Inspector of Police now falls in Group "B". As per State Govt. instructions issued by vide No. 4/6/2K-3PPI/16189 dated 29-12-2000 and No. 4/6/2000-3PPI/13720 dated 06-09-2001, for promotion of Group "B" the ACRs of last 5 years being evaluated as under:-

"Outstanding"	---	4 Marks
"Very Good"	---	3 Marks
"Good"	---	2 Marks
"Average"	---	1 Mark

- ii. That DGP, Punjab, Chandigarh vide his office letter No.11713-812/E-1 (3), dated 29-08-2012 has withdrawn the standing order No.7/2010 (procedure to be followed by the D.P.C.) and ordered that the procedure which is required for promotion to the rank of ASI, SI and Inspector, the cases have to be considered by the D.P.C. as system established prior to this standing order.
- iii. That where departmental enquiries/criminal case(s) are pending or official has been placed under suspension their cases have been kept pending till the finalization of departmental enquiry/criminal cases.
- iv. That where the adverse ACRs during the last five years have been recorded, the names of such officials should not be recommended for

promotion list “F” (Executive) and further promotion to the rank of Inspector of Police in view of Punjab Govt. instructions issued vide circular letter No. 4/6/2K-3-PPI/16189 dated 29-12-2000.

- v. That where record is incomplete, in such cases, “N.R.C./period less than three months” issued for that period, the ACRs for the earlier year should be considered as per the Govt. instructions.
- vi. That where the punishment of censure was awarded to the Sub-Inspectors, the instructions issued by the DGP/Punjab, Chg. vide No. 16661-760/E-1 dated 07-07-1999 kept in mind according to which censure is **not a bar** for promotion.
- vii. That the effect of major punishment viz. forfeiture of service for increments on temporary/permanent effect should be taken into account for the period of punishment only, keeping in view the instructions issued vide DGP Punjab Chandigarh’s office endst. No.33465-68/E-2 dated 25-11-1994 and memo No.11908-22/E-1(1) dated 01-09-2010.
- viii. That as per Punjab Govt. letter No. 4/6/2K-3-PPI/16189 dated 29-12-2000, the officers earning 10 to 14 marks will be graded overall “GOOD”. The Punjab Govt. vide letter No. 4/6/2000-3-PPI/13720 dated 06-09-2001 has issued instructions that in the case of promotion to posts falling in Group “B”, the minimum bench marks will be “GOOD” and there would be no suppression i.e. promotions would be made strictly on seniority-cum-merit. As per directions issued vide Director General of Police Punjab, Chandigarh’s office memo No. 11540/E-1(1) dated 14-08-2012, the post of Inspector now falls in Group “B”. As such the minimum bench marks for recommending the names of SIs to promotion list “F” (Executive) and promotion to the rank of Inspector of Police should be considered “GOOD” (10 Marks).
- ix. That ACRs for the last 8 years should be perused for the purpose of coming to a conclusion regarding integrity of the officers.

Criteria from 25.08.2010 to 29.08.2012 as per standing order 7/2010 issued by the Director General of Police Punjab, Chandigarh vide letter No. 11477-486/E-1 (2) dated 25.08.2010).

- a) No Head Constable, Assistant Sub-Inspector and Sub-Inspector shall be eligible for promotion to the next higher rank unless, he has completed a minimum of 5 years of service in the existing rank and passed the prescribed pre promotion training course.

Bench Mark Score.

Sr. No.	Particular	Maximum marks	Pass marks required.
i)	Length of service	10	
ii)	Annual Confidential Reports.	15	
iii)	Training Courses successfully completed.	10	
iv)	Reward/Awards	10	
	Total	45	18

- b) **Criteria for award of marks.**

- i) Length of service:-

One mark shall be awarded for each completed year of qualifying service, which shall be reckoned in the previous rank from which promotion is being carried out.

- ii) Annual Confidential Reports of preceding 5 years.

- i) Outstanding/Very Good 3
- ii) Good 2
- iii) Average 1
- iv) Below Average/Adverse 0

- iii) Training courses successfully completed by the officials in the previous rank in State Level or National Training Institutions:-

More than 7 days and less than 2 weeks	2
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More than 2 weeks and less than one month	3
More than one month and less than three months	4
More than three months	5

c) **Achievements/Rewards / Punishments in the previous rank.**

Presidents Police Medal for Gallantry/ Police Medal for Gallantry/ President Police Medal for Distinguished Services/ President Police Medal for Meritorious Services.	5
Chief Minister's Rakshak Padak	3
Chief Minister's Medal for outstanding devotion to duty	2
DGP's Commendation Disk	1
3, CC Class-I, II and III (one mark for any three commendation certificates and Maximum marks shall not exceed 05)	1
Each Major punishment awarded to the official in preceding 05 years of service.	-5
Each minor punishment awarded to the official in preceding 05 years of service including censure.	-1

D) **Annual Confidential Reports**

The Departmental Promotion Committee will assess the suitability of the official on the basis of Annual Confidential Reports for 5 preceding years. Where one or more Annual Confidential Reports have not been written for any reason during the relevant period, the Departmental Promotion Committee will not defer the promotion on this ground and considers Annual Confidential Reports of the years preceding the period in question. If the Annual Confidential Report of the preceding years is also not available, the Departmental Promotion Committee will take into account Annual Confidential Reports of the lower grade to complete the number of Annual Confidential Reports. If this is also not possible, all available Annual Confidential Reports will be taken into account. If more than one Annual Confidential Report has been written for a particular year, all the Annual Confidential Reports for the relevant year will be considered together as the Annual Confidential Report for one year and marks of highest Grade for the particular one year will be counted.

Integrity: Existing Government instructions are clear that an officer known to be dishonest shall not be promoted. Annual Confidential Report record for 8 years preceding date of consideration of the promotion case will be perused for purpose of coming to a conclusion regarding integrity of the officer. If there is no adverse remark in the Annual Confidential Report of the officer but the Departmental Promotion Committee forms an opinion on the integrity of the officer based on other material before it, such as registration of criminal case under Prevention of Corruption Act or an ongoing inquiry into prima facie established charges of corruption, the Departmental Promotion Committee will recommend with holding of promotion for reasons to be recorded in writing despite the official possessing the Bench Mark Score. It is however clarified that Departmental Promotion Committee will exercise such discretion with extreme responsibility and examine in depth the record pertaining to the Criminal Case or Departmental inquiry for coming to a definite conclusion regarding integrity on basis of the background and circumstances under which the criminal or other proceedings were initiated against the officer.

E) Sealed Cover Cases:

In all cases, where an official has been charge-sheeted in a criminal case or proceedings in the Departmental Inquiry have been initiated, the Departmental Promotion Committee will scrutinize the record pertaining to ACRs and decision of the Departmental Promotion Committee pertaining to promotion of the official will be kept pending in Sealed Cover. If the case is acquitted or Departmental Inquiry is filed, the Sealed Cover case shall be decided by the authority competent to promote the official without referring the case to the Departmental Promotion Committee again.

It is also clarified that if a Criminal case registered against the official, is under investigation but a charge-sheet under section 173 CrPC has not been filed in the relevant court and cancellation report has been filed in the court, but the cancellation report has not yet been accepted by the court, the promotion case of the officials will be considered by the Departmental Promotion Committee in accordance with instructions contained in the Punjab Govt. circular letter No. 3/27/97-3 PPI/2087 dated 27.02.1998, which are reproduced below:-

“The aforesaid procedure has been reviewed by the Government keeping in view the latest judicial pronouncements and it has been decided that the ‘Sealed Cover’ procedure may henceforth be adopted in the following circumstances only:-

- i) When an employee is under suspension;
- ii) When a charge-sheet has been issued to a Government employee and disciplinary proceedings are pending;
- iii) When a prosecution for a criminal charge is pending against an employee i.e., a charge is framed and a report under section 173 CrPC prepared and put up to the court; and
- iv) If a prima-facie case of serious nature involving grave misconduct, corruption or bribery is established against an employee and the competent authority decides to charge-sheet him for imposition of a major penalty even if the charge-sheet has not yet been issued.