

MOST IMMEDIATE

No. 12(5)-Est(Spl)/60.  
Government of India  
Ministry of Finance  
(Department of Expenditure)

New Delhi-2, dated the 26th August, 1960.

OFFICE MEMORANDUM

Subject:- Selection Grade for Lower Division Clerks in non-Secretariat Offices.

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The undersigned is directed to refer to Item No.5 of Part A of the Schedule to the Central Civil Services (Revised Pay) Rules, 1960, under which a Selection Grade of Rs. 150-5-175-6-205-EB-7-240 has been introduced in the revised scales for Lower Division Clerks in non-Secretariat Offices. The question has been raised as to how the strength and admissibility of the Selection Grade will be determined in various offices. It has been decided that the following conditions should be fulfilled before the introduction of the Selection Grade for Lower Division Clerks in any non-Secretariat Office:-

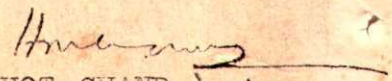
- (i) The Selection Grade will be admissible only when the proportion of promotion posts is less than 50% of the posts of Lower Division Clerks.
- (ii) For the purpose of calculation of promotion posts not only

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promotion posts in the direct line (e.g. Upper Division Clerks, Head-Clerks etc.) will be taken into account but also other non-ministerial posts to which promotions are made from the grade of Lower Division Clerk as in the P. & T., Income-tax and some other Departments.

- (iii) The number of Selection Grade posts will be 10% of the number of permanent posts in the grade of Lower Division Clerk. For the purpose of calculation, the Office or Circle having a common seniority list for promotion to the higher posts will be reckoned one Unit.
- (iv) The number of posts in the Selection Grade in each office will be fixed in consultation with the Financial Adviser concerned.

2. The Ministry of Home Affairs etc. are requested to issue the necessary instructions in this regard to all offices under their control.

  
( HOT CHAND )

Under Secretary to the Government of India.

To

All Ministries of the Government of India etc., etc.

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