



Government of Jammu and Kashmir
General Administration Department

(Services) Civil Secretariat,
Srinagar.

TIME BOUND

No: GAD-SERVOKAS/473/2021


Dated:07.09.2022

Subject: Filling-up of the Common Pool of posts for HoDs, existing in the Pay Level-14 (144200-218200).

Attention of all the Administrative Secretaries is invited towards this department's O.M. of even no. dated 22.02.2022 **(copy enclosed)** regarding the subject cited above wherein nominations were invited for filling-up of three posts of Common Pool HoDs (Level-14) as per the guidelines notified in 1999 and amended from time to time. The matter has been placed before the Establishment-cum-Selection Committee in its meeting held on 05.08.2022. The Committee after threadbare discussion recommended to invite applications of eligible HoDs from the concerned Administrative Departments again for filling-up of the three vacancies in the Common pool.

Accordingly, the undersigned is directed to request all the Administrative Secretaries to kindly furnish the nominations alongwith bio-data as per the proforma already circulated vide O.M. dated 22.2.2022 of the eligible HoDs other than those belonging to IAS/IPS/IFS/JKAS/J&K Accounts Service and J&K Economics and Statistics (G) Service, who have completed five years or more of continuous service in the pay level-13 on substantive basis and have no further promotion avenues available in their respective cadres.

The requisite information shall be provided to this department within a weeks time positively enabling to place the same before the competent authority.


(Shuaib Mohammad Naikoo),
Deputy Secretary to the Government

Administrative Secretary,

_____ Department

Government of Jammu and Kashmir
General Administration Department
Civil Secretariat, Jammu/Srinagar

No. GAD-SEVOKAS/473/2021

Dated 22.02.2022

Subject: Filling up of the Common Pool of Posts for HoDs, existing in the Pay Level-14 (144200-218200).

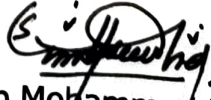
As per the guidelines for filling-up the Common Pool of Posts for HoDs, issued in 1999 and subsequently amended vide Government Order No. 1351-GAD of 2006 dated 07.11.2006, No. 909-GAD of 2010 dated 11.08.2010 and No. 1643-GAD of 2017 dated 22.12.2017, a Head of the Department is eligible for appointment/ promotion against a Common Pool post, provided that:

- (i) He/she does not belong to IAS/IPS/IFS/JKAS, J&K Accounts (Gazetted) Service and J&K Economics & Statistics (Gazetted) Service
- (ii) He/she has completed five years of service in the pay level-13 (123100-215900).

As per these guidelines, promotion against these posts is to be made by selection on the basis of merit, suitability and reputation of the eligible officers.

Three (03) posts are presently available in this cadre, which are required to be filled-up. The undersigned is accordingly directed to request the Administrative Secretary (All) _____, to kindly furnish the bio-data, in the enclosed proforma, of all the eligible Heads of Departments other than those belonging to IAS/IPS/IFS/JKAS, J&K Accounts (G) Service and J&K Economics & Statistics (G) Service under his administrative control, who have completed five years or more of continuous service in the Pay Level-13 (123100-215900), on substantive basis.


The requisite information may be made available within a period of 15 days, positively, enabling this department to proceed further in the matter.


(Shuaib Mohammad Naikoo) 22.2.2022
Deputy Secretary to the Government

Administrative Secretary,
_____ Department

PROFORMA

1	Name of the Officer/HoD	
2	Date of Birth	
3	Qualification	
	a. Academic	
	b. Technical	
4	Complete posting details since from appointment to till date, as per latest format of ACB	
5	Date of appointment as HoD, in OPG, if any	
6	Date of appointment as HoD in the Pay Level-13 (123100-215900) on regular basis (copy of Government Order)	
7	Total service rendered as HoD in the Pay Level-13 on regular/substantive basis	
8	Complete APRs of the officer for last five years	


22.2.2022

(Shuaib Mohammad Naikoo)
Deputy Secretary to the Government,
General Administration Department.