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dated the 10th October, 1989.

OFFICE MEMORANDUM

Subject : Selection Grade in Group 'A' Service - Guidelines to be followed by the Selection Committee - Instructions on.

A reference is invited to this Department's O.M. No. 22038/1/88-Estt.(D) dated 6.7.88 on the above subject. The instructions contained therein have been carefully reviewed. It has now been decided, in supersession of the existing instructions, that for appointment to the Selection Grade in Group A Services which is non-functional, the following procedure and criteria shall be followed:-

- (i) An internal committee will be constituted to review the cases of officers for "NFSG" and to make suitable recommendation.
- (ii) The Committee shall consider the last five ACRs of the officers.
- (iii) Ordinarily the Committee shall accept the final grading given by the Reporting/Reviewing/Accepting authority in each ACR unless there are good reasons to depart from that grading.
- (iv) The Committee should satisfy itself that the overall performance of the officer was good and that he has atleast two "very good" gradings in the last five ACRs. Such an officer would be considered suitable for NFSG.
- (v) There should be no adverse entries in any ACR. If there are any adverse entries, it should be clearly brought out in the minutes as to why the officer has been proposed for NFSG in spite of the adverse entry.
- (vi) The minutes should also include a certificate that there is no other factor or aspect affecting an officer which will disqualify him for grant of NFSG.
- (vii) The Screening Committee may, in exceptional cases, recommend candidates for appointment to NFSG who do not strictly satisfy the above criteria provided they are considered deserving of grant of NFSG. In such cases the Screening Committee should clearly record the reasons for such recommendation.

2. These revised instructions will have only prospective effect. In all the cases where selection process is over, the panel already recommended by the Internal Screening Committee may be processed for approval on the basis of the existing criteria.

3. Ministries/Departments are requested to bring these instructions to the notice of all concerned for guidance and also to ensure their compliance.

(Hindi version will follow).



(M.V. KESAVAN)
DIRECTOR

To

All Ministries/Departments of the Govt. of India.

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