

RBE No. 10/1997: Promotion - Timely Filing of Non-Gazetted Promotional Posts
No.E(NG)I-96/CR/8, dated 09.01.1997

Sub: Timely filing of non-gazetted promotional posts - Maintenance of calendar for selection/ suitability/ Trade Tests.

1. The Railway Administrations are aware that in terms of Board letter Nos. [E\(NG\)I-87/PM1/4, dated 18.08.1987 \(RBE No. 213/1987\)](#), and [E\(NG\)I-87/PM1/14 \(AIRF\), dated 22.07.1988 \(RBE No. 157/1988\)](#), they are required to draw up a calendar for conducting selections in various grades to help and plan various activities conducted with selections and to ensure better compliance of Board's orders regarding holding of selections at regular intervals. Further, in terms of Board's letter No.E(NG)I-81/CR-4, dated 14.07.1981. Annual Confidential Reports of employees should be recorded within one month of the expiry of the report period and delay in this regard on the part of the Reporting Officer should be adversely commented upon and that promotion of staff should not be held up merely because of the non-availability of the latest report for a particular period for which it has become due. The need to avoid delay in holding selections, timely writing of Confidential Reports and the ways to do so were emphasized/ suggested in the then Advisor (Staff's) D.O. letter No.E(NG)I-87/PM1/14 (AIRF), dated 01.11.1988 and D.O. letter of same number dated 15.12.1988 from the then Chairman, Railway Board. However, complaints still continue to be received regarding delays in filling up vacancies specially the promotional ones which are to be filled on the basis of selections and suitability/ trade tests. The Staff Side in the JCM/DC vide item No.57/96 have raised a demand, inter alia, that there is delay in every step of selection, main daily being on account of evaluation of answer scripts, availability of Confidential Report and availability of members of the Selection Board.
2. The matter has been reviewed by the Board and it has been decided to issue to following further instructions in the matter:-
 - (i) The date(s) of written test, supplementary test and viva voce should be indicated in the notification issued for selection.
 - (ii) The above dates should be so fixed that the entire selection process including notification of panel is completed within a period of 90 days to 120 days depending on the number of staff involved and whether or not supplementary test is held.

- (iii) Once the dates as above are filled the same should be followed and the members of the Selection Board should keep these dates in view while planning their other engagements.
 - (iv) Confidential Reports/ Service Record and Vigilance/ DAR clearances should be called for in respect of all the candidates while notifying the selection so as to reach the Selection Board seven days before the earliest date fixed for interview. This will also alert the officers who have not completed Confidential Reports of the staff concerned.
 - (v) Where are one or more Confidential Reports have not been written for any reason during the relevant period, the Selection Committee should consider the Confidential Report of the year preceding the period in question and if in any case even these are not available, the Selection Committee should take the Confidential Reports of lower grade into account to complete the number of Confidential Reports required to be considered. If this is also not possible, all the available Confidential Reports should be taken into account.
3. Similar calendars for non-selection posts (suitability test with written tests and trade tests) should also be made out. However, in these cases the efforts should be to complete the same within 30 to 45 days of the date of notification.
 4. Board desire that the above instructions should be scrupulously followed so that promotional vacancies are filled in regular manner and in time.

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Forward reference ⇒ RBE No.