

**AZAD GOVERNMENT OF THE STATE OF JAMMU AND KASHMIR
SERVICES AND GENERAL ADMINISTRATION DEPARTMENT
(Regulations)**

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**“Muzaffarabad”
Dated: 03 July, 2019**

NOTIFICATION

No.S&GAD/R/A-4(262)/2015. In supersession of the Azad Jammu and Kashmir Secretaries Service Rules, 1992, and in exercise of the powers conferred under Section 23 of the Azad Jammu and Kashmir Civil Servants Act, 1976, the Azad Govt. of the State of Jammu and Kashmir is pleased to make the following Rules namely:-

1. SHORT TITLE AND COMMENCEMENT:-

- (i) These Rules may be called the Azad Jammu and Kashmir Secretaries Promotion Rules, 2019.
- (ii) These Rules shall come into force at once.

2. DEFINITIONS:- In these Rules, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them, that is to say:

- a) Blood count means “Quantification & experience of an officer as per Promotion Policy in vogue at the stage of promotion to BS-20”.
- b) “Common Cadre Pool Strength” means Common Cadre Pool established under Notification No.Admin/PS/ASR/1207/1095/96 dated 06th of June 1996;
- c) “Government” means the Azad Govt. of the State of Jammu and Kashmir;
- d) “Management Group” means officers of Management Group established under the AJ&K Management Group (Composition, Recruitment and Promotion) Rules, 1980;
- e) “Head of Attached Department” means civil servant promoted in BS-20 substantively and appointed head of attached department as such;
- f) “Secretary” means Administrative Secretary to the Government (BS-20) and also includes Senior Secretary to the Government (BS-21) in-charge of a government department listed in column No. 2 of Schedule-I of the Azad Government of the State of Jammu and Kashmir Rules of Business, 1985;
- g) “Secretaries Selection Board” means the Secretaries Promotion/Selection Board constituted under rule 4.
- h) “Secretariat Service Group” means the officers of Civil Secretariat borne on the cadre strength of the Azad Jammu and Kashmir Civil Secretariat under Services and General Administration Department.

3. METHOD OF APPOINTMENT:-

- (1) The Government shall be competent to make appointment of Secretaries to the Government out of the panel of officers (BS-20) who have been selected under these rules by the Secretaries Selection Board.
- (2) Subject to sub rule (3) below of this rule, the post of Secretary shall be filled in through promotion on the basis of selection on merit and suitability to hold such office of

the higher responsibility from amongst the officers in BS-20 belonging to the following Service Groups of Civil Servants regulated under the AJK Civil Servants Act, 1976:

- a) Management Group;
- b) Secretariat Service Group;
- c) Heads of Attached Departments and officers of Planning and Development Department who are substantively promoted in their respective cadre/post of BS-20;
- d) Officers promoted against Common Cadre Pool Strength.

(3) The officer holding the post of Draftsman Law and/or other law graduate officers of BS-20 of the Management and Secretariat Service groups shall be eligible for promotion as Secretary Law, Justice, Parliamentary Affairs and Human Rights Department.

(4) The Government may fix quota/declare cadre post for different service groups from time to time.

4. SECRETARIES SELECTION BOARD:-

(1) There shall be Secretaries Selection Board comprising the Chairman and members as follows:-

- | | | |
|-------|-----------------|--------------------|
| (i) | Chief Secretary | Chairman |
| (ii) | ACS (Dev.) | Member |
| (iii) | ACS (Gen.) | Member |
| (iv) | SMBR | Member |
| (v) | Secretary S&GAD | Member / Secretary |
| (vi) | Secretary Law | Member |

(2) The Secretaries Selection Board shall examine the record of the eligible Officer(s) and make recommendations for appointment to the post of Secretary to the Government (BS-20).

5. QUALIFICATION:-

- (1) The Officers who have acquired a degree from recognized University shall only be eligible for consideration and promotion as Secretary to Government (BS-20);
- (2) Only such Officers shall be considered for promotion to the post of Secretary to the Government, who have completed minimum length of service which is prescribed for promotion to BS-20 and who have also served in substantive grade BS-20 for at least one year;
- (3) Only such officers shall be considered for promotion as Secretary to the Government or Senior Secretary to Government who have undergone the prescribed trainings i.e. Senior Management Course and National Management Course, respectively and in no case exemption shall be admissible on the basis of age or otherwise. The officers already posted as Secretaries shall acquire the required training within one year;
- (4) The following weightage shall be given while considering credentials of the officers under these rules for the promotion against the post of Secretary to the Government BS-20:

| | <u>Nature of Quantification etc.</u> | <u>Weightage %</u> |
|-------|---|---------------------------|
| (i) | Previous Blood Count | 40% |
| (ii) | Quantification of one year ACR/PER earned in BS-20. | 05% |
| (iii) | Quantification of TER (SMC) | 30% |
| (iv) | Interview by the Secretaries Selection Board | 25% |

Provided that the officers who in the past were promoted prior to enforcement of Promotion Policy shall stand exempted from aforesaid quantification and weightage procedure mentioned in (i) above but their eligibility shall, however, be weighed on the basis of clause (ii), (iii) & (iv).

6. SAVINGS:-

Secretaries to Govt., who have already been appointed as such, by transfer under prevailing rules, shall be deemed to have been promoted under these rules.

7. The Notifications issued in this behalf vide No.S&GAD/R(262) dated 24.02.1992 and No.S&GAD/R/4(112)/93 dated 02.12.1993 shall stand withdrawn.

(Mehrban Hussain Ch.)

Additional Secretary (Regs.) S&GAD

Cc:-

1. Secretary to the President, Azad Jammu and Kashmir.
2. Secretary to the Prime Minister, Azad Govt. of the State of Jammu and Kashmir.
3. PS to the Speaker/Deputy Speaker AJ&K Legislative Assembly.
4. PS to the Ministers/Advisors/Special Assistant, Azad Govt. of the State of Jammu and Kashmir.
5. The Chief Secretary, GoAJ&K.
6. The Additional Chief Secretary (Development).
7. The Additional Chief Secretary (General).
8. The Senior Member Board of Revenue.
9. The Secretary S&GAD.
10. All Secretaries to the Government.
11. All Heads of Attached Departments.
12. The Registrar Supreme Court/High Court/Shariat Court/Service Tribunal and AJ&K University Muzaffarabad.
13. The Accountant General of Azad Jammu and Kashmir Muzaffarabad.
14. All the Officers of S&GAD.
15. The Controller, Govt. Printing Press: For publication in the official Gazette.
16. System Administrator, S&GAD.
17. Master File.

(Ambreen Asghar)

Section Officer (Regs.) S&GAD