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GOVERNMENT OF RAJASTHAN
DEPARTMENT OF PERSONNEL
(A-GROUP-II)

No. F.15(1)Karmik/Ka-II/75

Dated 25th Feb., 1976.

ORDER

Sub:- Grant of extension to Government servants beyond the age of superannuation, as a special case.

In this Department Circular of even number dated 3rd June 1975, on the subject noted above, the earlier resolution of the Government not to entertain any proposal for extension of Government servants beyond the age of superannuation was reiterated. However, although the Government have decided to grant extension in Service upto one year in very exceptional cases, there has been some misunderstanding as a result of which there is a tendency to make proposals in this respect in disregard of the few exceptions agreed to by the Government. In order to clarify the policy of the Government in this respect and to avoid un-necessary proposals, which arouse uncalled for aspirations amongst retiring Government servants, it is again asserted that Government do not intend to grant extension to every meritorious employee. The Government have, therefore, been pleased to prescribe the following criteria for the grant of extension in service to Government Servants in very exceptional cases and that too, with the prior concurrence of the Department of Personnel and the approval of the Council of Ministers:-

(i) Other officers are not ripe enough to take over the job.

(ii) The retiring officer has 'outstanding' merit.

2. Criteria (i) would be satisfied only if there is a shortage in a particular field or specialisation, or if it is not possible to find a suitable successor or if the officer is engaged on work or project of vital importance which is likely to produce results in a year or two. Officers, who are eligible for promotion to the post against which extension is recommended, should not be considered unsuitable on the ground that they do not have as much experience as the retiring officer. They should be considered for promotion according to the Service rules. If any specialised knowledge and experience is required, definite grounds should be given as to how the persons who are due for promotion have not yet acquired such knowledge or expertise and how the Government work will suffer if the proposal for extension is not agreed to.

No extension of service will be considered on the ground that a suitable successor is not available unless it is established that action to select a successor had been taken well in

3. Criterion (ii) would not be satisfied by the mere fact that the specialist (e.g., a scientific or technical officer) is fit in all respects or is otherwise able to discharge effectively the duties of the post held by him.

4. A proposal for the grant of extension of service based merely on the consideration that the officer's predecessor had been given extension will not, obviously, be accepted.

5. The following procedure should be followed for satisfying the above criteria as well as for obtaining Government sanction:

Proposals for the grant of extension would be submitted by the Head of the Department to the concerned Administrative Department at least six months prior to the date of the retirement of the officer concerned. The AGR file and other important service record regarding performance and achievements of the officer and of Departmental Enquiry, if any, should be sent with such recommendations.

(ii) Such proposals would then be examined in detail by the concerned Administrative Secretary who will obtain orders of Minister-in-charge and if they are strongly of the view that an extension is justified, they would also determine the minimum period for which such extension is required in public interest in a particular case, not exceeding one year in any case. Then such proposals would be referred to the Department of Personnel A. II at least three months before the date of superannuation of the officer in the enclosed proforma who would submit it to the Chief Secretary and the Chief Minister with a view to obtain orders whether it is a fit case for being placed before the Cabinet.

(iii) Where there is no Head of Department or the Head of Department is himself concerned, the Secretary to Government concerned may initiate such proposals *mutatis mutandis* following the above criteria and procedure.

iv) The proposals, after perusal by the Chief Minister would thereafter be placed before the Council of Ministers for final orders.

6. It is, therefore, enjoined upon all concerned that above mentioned criteria and procedure may kindly be strictly observed and proposals for grant of extension to Government servants under their administrative control, beyond the prescribed age of superannuation should not be made save only in very exceptional cases.

(T. V. Ramani)
Special Secretary to Government.

Copy forwarded to the:-

1. Secretary to Governor/Chief Minister.
2. P.S. to All Ministers & to Ministers.
3. All Secretaries/Special Secretaries to Government.
4. All Heads of Departments (including Collectors).
5. All Departments/Sections/Groups of Sectt.

(R. N. Srivastava)
Dy. Secretary to Government

PROVISION FOR SENDING THE PROPOSALS FOR THE GRANT OF
EXTENSION TO GOVERNMENT SERVANTS BEYOND THE AGE OF
SUPERANNUATION, AS A SPECIAL CASE, FOR THE CONSIDERATION
OF THE CABINET.

Name of the Department/Office/Service

PARTICULARS

1. Name and Designation of the Officer concerned.
2. Name of the Service to which he belongs.
3. Date of birth and last pay drawn.
4. Prescribed age of superannuation; and the date of his attaining the age of superannuation.
5. Method of Recruitment:- Whether by Direct Recruitment or by Promotion.
If by promotion:
 - (i) When was last regular selection was made?
 - (ii) Whether senior-most persons eligible for promotion are available or not?
 - (iii) In case selection is now being made, why it was not made well in advance.

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(iv) Whether some officiating appointment from amongst the senior-most persons eligible for promotion, pending the regular selection, is possible or not?

- 6. Whether the post is Scientific/Technical or non-Scientific/Non-technical; & if the post is Scientific/Technical, whether a qualified and eligible successor is available for promotion or not?
- 7. Whether the performance of the Officer has always been outstanding? Whether he was granted any Merit Pay or any Special distinction e.g., Indian Police Medal etc.?
- 8. Date from which extension is necessary to be granted.
- 9. Period for which extension sought.
- 10. Detailed justification for the grant of such extension.
- 11. Whether any Departmental Enquiries were ever held against such officer or are pending? If so, a brief substance of the charges and allegations and decisions thereon or present stage of the enquiry should be stated.
- 12. Whether approval of the Minister-in-charge has been obtained?