

**AZAD GOVERNMENT OF STATE OF JAMMU AND KASHMIR
SERVICES AND GENERAL ADMINISTRATION DEPARTMENT**

“Muzaffarabad”

Dated: 01.04.2021

NOTIFICATION:

No. S&GAD/A-4(263)94 Part-I. In exercise of the powers conferred by Section 23 of the Azad Jammu and Kashmir Civil Servants Act, 1976 (Act VI of 1976), the Azad Government of the State of Jammu and Kashmir is pleased to make the following Rules, namely:-

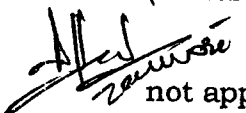
1. **Short title and commencement.**- (1) These rules may be called the Azad Jammu and Kashmir Meritorious Service Grant of BPS-21 Rules, 2021.
(2) They shall come into force at once.
2. **Application.**- These rules shall,-
 - a) regulate the grant of BS-21 to Professional and Technical officers on meritorious basis;
 - b) not apply to the posts in BS-21 created under a special statute; and
 - c) not apply to officers holding the post of Secretary to the Government.
3. **Selection Board.**- (1) The posts of BS-21 shall be selection posts and selection to these posts shall be made by the Government on the recommendations of the Selection Board No.1 constituted by the Government.
(2) A Committee comprising of Additional Chief Secretary (General), Secretary Services & General Administration and Secretary of concerned department shall scrutinize the working paper and documents/record of officers under consideration for grant of BS-21 on meritorious basis and shall submit its opinion to the Selection Board No.1.
4. **Eligibility.**- In special meritorious cases, BS-21 shall be granted to the officers who have acquired high proficiency or exceptional skills in a profession or an extraordinary technical education or training from any recognized foreign institution of a post-graduate level, or above, subject to the following conditions,-
 - i) The grant of BS-21 shall be admissible to an officer once only in his career.
 - ii) The BS-21 granted to an officer will be personal to him and the up-gradation of any post shall not be condition precedent for

this purpose. The officer granted such scale shall carry with him higher scale, in the event of his transfer to another post.

- iii) Only such officers will be considered for grant of BS-21 who have completed 22 years of service in BS-17 and above with minimum of 3 years active service in BS-20, excluding the period of long leave (4 months or more).
- iv) Officers will be considered for grant of BS-21, on the basis of meritorious service in order of seniority.
- v) P.E.Rs. should be qualified in present and previous scales as per existing promotion policy and assigned a weightage of 70%. Whereas, the Special Selection Board shall have 15 marks.
- vi) Maximum number of posts for BS-21 shall not exceed twelve and half percent of existing technical and professional posts in BS-20:

Provided that,-

- a) not more than one officer from one service shall be allowed BS-21;
- b) the officer holds the technical post in the cadre concerned on regular basis and possesses professional/technical qualification as laid down in the relevant recruitment rules;
- c) P.E.Rs of the officer should be good/very good with no adverse entry;
- d) expertise of officer is particularly required for the technical post held by him; and
- e) officer has successfully completed a regular training from NIPA or Staff College or National Institute of Management or an equivalent course from another Institution which may be assigned 15% weightage. However, this condition will not be strictly applicable to Civil Servants who are in specialist Cadres, such as doctors, teachers and professors, research scientists and incumbents of purely technical posts for promotion within their own line of specialization. The criteria for promotion in their case would continue to be the technical qualification, experience and accomplishment (research, publication etc.) relevant to their specialism;

 Provided that condition referred in clause (e) shall not apply to officers who have exceeded the age of 56 years.


Explanation.- For the purpose of this paragraph,-

- I. all Engineers shall be treated as belonging to one service,
- II. all Doctors, Surgeons and Specialists shall form one service;
- III. all teachers, professors or other educationists shall form one service;
- IV. all officers of Forest, Agriculture and Animal Husbandry shall form one service; and
- V. all others, such as Economists, Information Technology, Computer Sciences, Chartered Accountant/ Cost Accountants, MBAs, Mass Communication/Information (Public Relations), Environmental Studies shall form one service.

f) the particulars of each officer in the proforma annexed with these rules (proforma I, II and III) shall be attached with the working paper for consideration of the Special Selection Board.

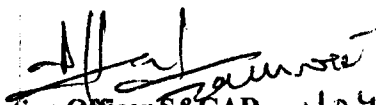
vii) All the officers belonging to different cadres and services subject to conditions in paragraph 4 shall be jointly considered for the grant of BS-21 on the basis of professional and technical qualification with due regard to the factum of the requirement of their retention in the service.

5. **Repeal.**- The Azad Jammu and Kashmir Grant of and Appointment to BS-21 & BS-22 Rules, 1994 are hereby repealed.


Section Officer S&GAD
(Regulations-II)

Copy to:-

1. Secretary to the President, Azad Jammu & Kashmir.
2. Principal Secretary to the Prime Minister, GoAJ&K.
3. Chief Secretary, GoAJ&K.
4. Additional Chief Secretary (General), GoAJ&K.
5. Additional Chief Secretary (Development), GoAJ&K.
6. Senior Member Board of Revenue, GoAJ&K.
7. Secretary, S&GAD.
8. All Secretaries to the Government.
9. All Heads of attached departments.
10. Accountant General, Azad Jammu & Kashmir.
11. Controller Govt. Printing Press for publication in the official Gazette.
12. System Administrator, S&GAD.
13. Master File.


Section Officer S&GAD 01/04/21
(Regulations-II)

o/c

AZAD GOVERNMENT OF THE STATE OF JAMMU AND KASHMIR

DEPARTMENT _____

PROFORMA FOR SUBMISSION OF PROPOSALS FOR GRANT OF BS-21 TO TECHNICAL AND PROFESSIONAL OFFICERS

Sanctioned Strength of posts

S. No.	Particulars of posts/officers as on	Department	Attached Department	Subordinate Offices	Total Col. 3, 4 & 5
1	2	3	4	5	6
I	Total number of technical/professional posts sanctioned in BS-21.				
II	Total number of technical/professional posts sanctioned in BS-20.				
III	Total number of officers holding technical/professional posts in BS-21 on regular basis				
IV	Total number of officers holding technical/professional posts in BS-20 on regular basis				
V	Pool posts @ 12.5 of the total number of posts in BS-20 (i.e. of (ii) above)				

[Handwritten Signature]

To be signed by Head of
Administrative Department

Panel Proforma for grant of BS-21

Photo

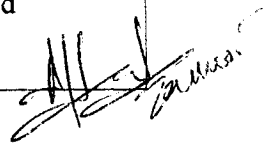
Name of officer		Date of Birth		
Domicile		Seniority No.		
Service/cadre to which he belongs		Nomenclature & BS of the post held & date of regular appointment		
Technical Qualification and experience prescribed in the Recruitment Rules for the post		Technical/Professional Qualification & experience possessed by the officer	Add as Annex-I if required	
Job description of the post held by the officer.		Performance indicators prescribed for the post	Add as Annex-II if required	
The achievements of the officer in specific measurable terms during last 03 years	Add as Annex-III if required	Particulars of publications. Details of research papers/books authored by the officer with the name of journals in which research papers were published	Add as Annex-IV if required	
Reasons for which the officer is to be considered as specially meritorious	Add as Annex-V if required	Details of significant contribution made by the officer in his field of specialization.		

SERVICE PARTICULARS

Date of Joining Government Service	Date of Promotion in Lower Ranks			Length of Service				Eligibility for Consideration		
	Present Scale BS-20	BS-19	BS-18	BS-17	Service in the Cadre		In the present Cadre		Total	
					Y	M	Y	M	Y	M

IMPORTANT APPOINTMENTS HELD IN THE PRESENT RANK

S.NO	POST HELD	S. NO	POST HELD			
1		2				
Penalties (if any)						
Training courses (other than Mandatory Training, if any)						
Grading of Mandatory Training at NIPA/SMC, if done						
NUMBER OF P.E.Rs						
Basic Scale	Outstanding	Very Good	Good	Average Reports	Below Average	Adverse Report/ Remarks in BS-19
Awaited Reports (P.E.Rs)				Additional Information		
EFFICIENCY INDEX						
Required threshold	Score of P.E.Rs & Training Reports		Marks awarded by the Board		Total	
75						
Recommendations of Special Selection Board						
Promoted		Deferred		Superseded		



Prepared By
(Section Officer or Equivalent)

Checked By
(Deputy Secretary or equivalent)

P.E.Rs GRADING & QUANTIFICATION FORM

Name: _____

Year	Post held	Department	Period of P.E.Rs		P.E.Rs Assessment		Fitness for promotion	Score
			From	To	By RO	By CO		
Previous Scale (Scale BS-19/20)								
								Aggregate Score
CALCULATION OF SCORE								
A. P.E.Rs Quantified Score 60:40 @ 70%	Basic Scale			Aggregate Score	Weightage Factor	Points Obtained		
1.	Present Scale							
2.	Previous Scale							
3.	i. Additions ii. Deletion							
4.	Total (A)							
B. Training @ 15%	NIPA/NMC							
5.	LHR	KAR	QTA	PSH				

Prepared By
(Section Officer or equivalent)Checked By
(Deputy Secretary or equivalent)Countersigned By
(Additional Secretary or Equivalent)