

(a) Select lists shall be prepared during a calendar year for the vacancies estimated to arise in the next calendar year;

(b) During the first six months of the year action shall be taken to make all the Confidential Reports up-to-date, adverse remarks communicated, and orders for expunging such remarks issued wherever necessary. Simultaneously seniority lists shall also be made up-to-date and probation of officers in the field of choice declared. Confidential Reports and seniority lists shall be made up-to-date before 30th June;

(c) The Moderation Committee will be convened during the months of July/August;

(d) During September/October the Departmental Promotion Committees will be convened and select lists prepared which will be notified before 30th November and in any case not later than December 31. If any officer becomes qualified after the preparation of the select list, but, before the occurrence of the vacancy, the Departmental Promotion Committee shall meet subsequently and his name shall be considered for inclusion in the select list;

(e) At the time of change over from the existing system the number of vacancies for the current year and next year shall be considered together.]¹⁶⁹

¹⁷⁰ [(4a) Where confidential reports for the three years mentioned in sub-clause (4) are not available in respect of an Officer who was under suspension but has been reinstated [or who was or is on long leave],¹⁷¹ the suitability of the officer shall be assessed -

(i) in the case of an Officer who has been reinstated after suspension fully exonerating him of the charges or in the case of an officer [who was or is on long leave],¹⁷¹ on the basis of the confidential reports for a period of three years [(excluding the period during which the officer was under suspension or on long leave or is on long leave, as the case may be)]¹⁷² preceding the date of the meeting and if the Confidential Reports for the said period are not available, on the basis of the Confidential Report for the one year immediately after reinstatement or, as the case may be, immediately after rejoining duty after leave;

169. The last sentence in sub-clause (4) of rule 27(b) substituted by G.O.(P)37/90/P&ARD. dated 14-9-1980 published as SRO No.15/91 in Kerala Gazette No. 1 dated 1-1-1991. Before substitution the sentence was as follows:-

"The crucial date for considering the eligibility of candidates for inclusion in the field of choice for preparing select lists shall be the 31st March of the year concerned, unless otherwise ordered by the Government."

170. Sub-clause (4a) inserted by G.O.(P)265/78/GAD. dated 13-6-1978 published as SRO No.587/78 in Kerala Gazette No.26 dated 27-6-1978.

171. Substituted for the words "or who has been on long leave" G.O.(P)452/86/GAD. dated 3-12-1986 published as SRO No.101/87 in Kerala Gazette No.4 dated 27-1-1987.

172. Substituted for the brackets and words "(excluding the period during which the officer was under suspension or on long leave, as the case may be)" by G.O.(P)452/86/GAD. dated 3-12-1986 published as SRO No.101/87 in Kerala Gazette No.4 dated 27-1-1987.