No. 11012/6/2008-Estt. (A)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

North Block,
New Delhi,
Dated the 7th July, 2008

OFFICE MEMORANDUM

Subject: CCS (CCA) Rules, 1965 – Promotion to a higher Grade or post --
Clarifications regarding effect of warnings etc. on promotion.

The undersigned is directed to refer to the DOPT’s O.M. No. 22011/2/78-
Estt. (A) dated 16th February, 1979 on the above mentioned subject and to say
that at present, administrative devices like warning, letter of caution, reprimand etc.
are being used by the various administrative Ministries/Departments for
cautioning the Government servants against such minor lapses as negligence,
carelessness, lack of thoroughness and delay in disposal of official work with a
view to toning up efficiency or maintaining discipline. These administrative
actions do not, however, constitute any of the penalties specified in rule 11 of
the CCS (CCA) Rules, 1965. Doubts have often been raised about the actual
effect of such informal administrative actions as warning, letter of caution and
reprimand on the promotion of a Government servant.

2. In this connection, the existing provisions regarding the effect of warning
etc. as distinguished from Censure on promotion are reiterated and clarified as
follows :-

(i) There is no objection to the continuance of the practice of issuing
oral or written warnings. However, where a copy of the warning is
also kept on the Confidential Report dossier, it will be taken to
constitute an adverse entry and the officer so warned will have the
right to represent against the same in accordance with the existing
instructions relating to communication of adverse remarks and
consideration of representations against them.

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(ii) Warnings, letters of caution, reprimands or advisories administered to Government servants do not amount to a penalty and, therefore, will not constitute a bar for consideration of such Government servants for promotion.

(iii) Where a departmental proceeding has been instituted, and it is considered that a Government servant deserves to be penalized for the offence/misconduct, one of the prescribed penalties may only be awarded and no warning recordable or otherwise, should be issued to the Government servant.


3. All Ministries/Departments are, therefore, requested to keep in view the above guidelines while dealing with cases of promotion of the Government servants.

(P. Prabhakaran)
Deputy Secretary to the Government of India

To

All Ministries/Departments of the Government of India.

Copy forwarded to:

2. Union Public Service Commission, New Delhi.
1. President’s Secretariat/Vice President’s Secretariat/Prime Minister’s Office.
2. Cabinet Secretariat, Rashtrapati Bhawan, New Delhi.
3. Election Commission of India, New Delhi.
5. Central Bureau of Investigation, New Delhi.
6. Chief Secretaries of all State Governments and UT Administration.
7. Lok Sabha Secretariat/Rajya Sabha Secretariat.
8. All Union Territory Administrations.
10. All officers and Sections of Ministry of Personnel, Public Grievances & Pensions.