प्रेमा भाभियां नवीची
उत्पादित या भेजूनला
मिळते-
(मिठेप राष्ट्रीय: मैम. गौत. मैम. मिळत-III)

(जिते 1-7-1986 ते 31-12-1990 जॉय नवी जीवित उत्पादित या भेजूनला)

साझी लच्छा:
पूर्वल अशे पुष्करप न्याय विभाग
जीता मैचूर दो बिहार

पूरितक के भुजापी मुयाद दिवस से दिन के उत्सव के पूरित के समय इंग्लिश वर्गीकृत हैं या नहीं।

विदा की ताजी तीजी ने एक विलास नवे विषय के निम्न (पुरविः भवी 24 अगस्त, 1938 से 27 नवम्बर, 1976 तक बुधवार, 28 अगस्त, 1976 से 30 नवम्बर, 1986 तक शारीर कार्य), यह दिन के विनोद रंगी से सही संज्ञायित अक्षर रंगी विन मसलनी हैं लोगों की महत्वपूर्ण तीजी अपने उन्हें दिखाइया शहीदी कार्यक्रम में दिखाया।

मैं नहीं जानता कि भुजापी बचाव दिवस से पहले दो दिनों के विनोद रंगी से सही संज्ञायित अक्षर रंगी विन मसलनी हैं लोगों की महत्वपूर्ण तीजी अपने उन्हें दिखाइया शहीदी कार्यक्रम में दिखाया।

जीता मैचूर,  
मुख्य मुख्य, भीमपुर ग्राम
<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Number and date of Government Instructions</th>
<th>Subject</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>8/9/86-3GE/2/9787, dated 1-7-1986</td>
<td>साल 1986-87 तक कृषि मजदूर समझौते ज्ञापन के अनुसार मैत्री समूह</td>
<td>1</td>
</tr>
<tr>
<td>2.</td>
<td>No. 1/1/86-3GE/10562, dated 16-7-1986</td>
<td>नौकरीशहर के लिए अंतरजातीय कृषि मजदूर समझौते के अनुसार मैत्री समूह</td>
<td>1</td>
</tr>
<tr>
<td>3.</td>
<td>10/35/86-3GE/10733, dated 21-7-1986</td>
<td>नौकरीशहर के लिए अंतरजातीय कृषि मजदूर समझौते के अनुसार मैत्री समूह</td>
<td>2</td>
</tr>
<tr>
<td>4.</td>
<td>7/1/86-2PPII/13367, dated 31-7-1986</td>
<td>प्रश्न पत्र द्वारा पुरूष व फ्रेंड्स, घरों के प्रश्न पत्र के अनुसार मैत्री समूह</td>
<td>3</td>
</tr>
<tr>
<td>5.</td>
<td>14/10/79-3GE(II)/11954, dated 6-8-1986</td>
<td>निवासों के प्रश्न पत्र के अनुसार मैत्री समूह</td>
<td>4</td>
</tr>
<tr>
<td>6.</td>
<td>12/30/86-1GE, dated 25-8-1986</td>
<td>पुरूष व फ्रेंड्स, घरों के प्रश्न पत्र के अनुसार मैत्री समूह</td>
<td>5</td>
</tr>
<tr>
<td>Sr. No.</td>
<td>Number and date of Government Instructions</td>
<td>Subject</td>
<td>Page No.</td>
</tr>
<tr>
<td>---------</td>
<td>-------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>7.</td>
<td>No. 12/60/85-4GE/12625, dated 1-9-1986</td>
<td>Regularisation of services of all ad hoc employees on Class-III services or posts under the Punjab government in various Departments/Offices.</td>
<td>7</td>
</tr>
<tr>
<td>8.</td>
<td>न: 12/60/85-4की.डी./12625, दिन 1-9-1986</td>
<td>वैधता संविध्यात्मक कार्यों दलांकन / एक अधेक्टपुर भाषिक जब तक III मोहल्ले तार अधीक्षकता दिले तब तक उसके उद्युक्त अधीक्षकता रॉयल्स मैन्यू टिकिपाउ बाढ़ बाढ़े।</td>
<td>11</td>
</tr>
<tr>
<td>9.</td>
<td>न: 1/18/86-अधिकारी 1/13204, दिन 8-9-1986</td>
<td>विशेष उद्योग तथ्यों दलांकन के समय एक अधीक्षकता दिले रॉयल्स मैन्यू टिकिपाउ बाढ़ बाढ़े।</td>
<td>11</td>
</tr>
<tr>
<td>10.</td>
<td>No. 12/60/85-4GE/13266, dated 8-9-1986</td>
<td>Lifting of ban on recruitment to Class-I and Class-II posts.</td>
<td>12</td>
</tr>
<tr>
<td>11.</td>
<td>न: 8/9/86-अधिकारी II/13550, दिन 12-9-1986</td>
<td>पंजाब अधीक्षक अवधीक्ष के चलाने।</td>
<td>12</td>
</tr>
<tr>
<td>12.</td>
<td>No. GSR. 65/Const/Arts. 309 and 318/Amd/(3)86, dated 10-10-1986</td>
<td>Punjab State Assistant Grade Examination (first Amendment) Rules 1986—Amendment in sub-rule (2) of Rule 10.</td>
<td>13</td>
</tr>
<tr>
<td>13.</td>
<td>No. 11/7/86-1PP1, dated 14-10-1986</td>
<td>Delegation of powers of Head of Department to subordinate authorities.</td>
<td>14</td>
</tr>
<tr>
<td>14.</td>
<td>No. 12/11/83-1GE/15308, dated 21-10-1986</td>
<td>Encouragement to the National level Gold Medalist sportsmen/sports-women for adhoc appointment as Inspectors in various Departments.</td>
<td>14</td>
</tr>
<tr>
<td>15.</td>
<td>No. 13/17/86-3GE/15922, dated 5-11-1986</td>
<td>Proposal for setting up a common complaint office for government houses at each District headquarters.</td>
<td>15</td>
</tr>
<tr>
<td>Sr. No.</td>
<td>Number and date of Government Instructions</td>
<td>Subject</td>
<td>Page No.</td>
</tr>
<tr>
<td>---------</td>
<td>------------------------------------------</td>
<td>---------</td>
<td>----------</td>
</tr>
<tr>
<td>16. 16</td>
<td>No. 1/11/86-5PP/ (3208)/17492, dated 14-11-1986</td>
<td>General relaxation in upper age limit for recruitment to the various services under the Punjab government.</td>
<td>15</td>
</tr>
<tr>
<td>18. 18</td>
<td>No. 15/23/86-1PP1/ 19870, dated 18-12-1986</td>
<td>Confidential Reports--Issue of letters of Appreciation.</td>
<td>17</td>
</tr>
<tr>
<td>19. 19</td>
<td>No. 20/4/86-5PPI/ (98)/915, dated 20/21-1-1987</td>
<td>3% reservation in Class-I and Class-II state services for sportsmen/women who have obtained first, second and third position in team/individual events at International sports meets or who have won National championship in team or individual events while representing the State of Punjab.</td>
<td>18</td>
</tr>
<tr>
<td>20. 20</td>
<td>No. 9/7/85-6GE/898, dated 20-1-1987</td>
<td>Financial assistance to the families of Govt. employees killded by terrorist.</td>
<td>20</td>
</tr>
<tr>
<td>21. 21</td>
<td>No. 4/56/86-2PPI/ 1956, dated 17-2-1987</td>
<td>Proficiency in type-writing for direct recruitment to the post of Clerk.</td>
<td>20</td>
</tr>
<tr>
<td>22. 22</td>
<td>No. 20/4/86-5PPI/ (171)/2021, dated 18-2-1987</td>
<td>3% reservation in Class-I and Class—II state services for sportsmen/women who have obtained first, second and third position in team/individual events at International sports meets or who have won National championship in team or individual events while representing the State of Punjab.</td>
<td>21</td>
</tr>
<tr>
<td>Sr. No.</td>
<td>Number and date of Government Instructions</td>
<td>Subject</td>
<td>Page No.</td>
</tr>
<tr>
<td>---------</td>
<td>------------------------------------------</td>
<td>-------------------------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>23.</td>
<td>No. 1/21/86-4PPI, dated 27-2-1987</td>
<td>Verification of character and antecedents and medical certificate of fitness on first entry into government service.</td>
<td>22</td>
</tr>
<tr>
<td>24.</td>
<td>No. 18/7/87-5PPI/ (250)/3095, dated 10-3-1987</td>
<td>Priority list for various categories of persons or employment in the State services. Rehabilitation of disable Ex-servicemen and Widows/ dependents of the deceased government employees and Defence service personnel killed or disabled severely in action.</td>
<td>23</td>
</tr>
<tr>
<td>25.</td>
<td>No. 7/9/87-3PPII/3964, dated 27-3-1987</td>
<td>Policy regarding postings and transfers of Punjab Government Employees for the year 1987-88.</td>
<td>23</td>
</tr>
<tr>
<td>26.</td>
<td>No. 18/14/86-5PPI/ (827)/13466, dated 18-5-1987</td>
<td>Priority List for various categories of persons for employment in the State Services.</td>
<td>28</td>
</tr>
<tr>
<td>27.</td>
<td>No. 7/9/87-3PPII/13562, dated 19-5-1987</td>
<td>Policy regarding postings and Transfers of Government Employees for the year 1987-88.</td>
<td>29</td>
</tr>
<tr>
<td>29.</td>
<td>No. 8/9/87-3PPII/14745, dated 9-6-1987</td>
<td>Deferment of the Transfers of officers who are entrusted the work of assessment/disbursement of relief at District Level.</td>
<td>30</td>
</tr>
<tr>
<td>30.</td>
<td>No. 20/4/86-5PPI/15974, dated 1-7-1987</td>
<td>3% reservation in Class I and Class II State Services for Sportsmen/Women who have obtained First, Second and</td>
<td>30</td>
</tr>
<tr>
<td>Sr. No.</td>
<td>Number and date of Government Instructions</td>
<td>Subject</td>
<td>Page No.</td>
</tr>
<tr>
<td>--------</td>
<td>-------------------------------------------</td>
<td>-------------------------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>31.</td>
<td>No. 13/26/86-3PPII, dated 6-7-1987</td>
<td>Third positions in team/individual events at International Sports/Meets or who have Won National Championship in Team or Individual events while representing the State of Punjab.</td>
<td>31</td>
</tr>
<tr>
<td>32.</td>
<td>नं: 15/1/84-4ी, दिन 13-7-1987</td>
<td>रक्षक-4 रक्षकीयता* जिले अंदेशी निर्देश स्वतंत्र* जिले <em>मेहरा</em> रियात शास्त्री ।</td>
<td>34</td>
</tr>
<tr>
<td>33.</td>
<td>No. 9/7/85-6GE/16530, dated 14-7-1987</td>
<td>Financial assistance to the families of government employees killed by terrorist action.</td>
<td>34</td>
</tr>
<tr>
<td>34.</td>
<td>नं: 5/3/85-1ची-1/17405, दिन 3-3-1987</td>
<td>रक्षकीयता* रेत देश अवश्य ।</td>
<td>35</td>
</tr>
<tr>
<td>35.</td>
<td>No. 13/42/87-2PPII/11797, dated 7-8-1987</td>
<td>Delay in the sanction for prosecution.</td>
<td>37</td>
</tr>
<tr>
<td>36.</td>
<td>No. 9/5/87-6GE/19595, dated 15-9-1987</td>
<td>Financial assistance to the families of government employees killed by terrorist action.</td>
<td>37</td>
</tr>
<tr>
<td>37.</td>
<td>No. 20/8/87-2PPII/19550, dated 15-9-1987</td>
<td>Regarding issue of No Objection Certificate to Government employees for sending their applications direct to the Punjab Public Service Commission for the posts against direct appointment.</td>
<td>39</td>
</tr>
<tr>
<td>Sr. No.</td>
<td>Number and date of Government Instructions</td>
<td>Subject</td>
<td>Page No.</td>
</tr>
<tr>
<td>--------</td>
<td>-------------------------------------------</td>
<td>---------</td>
<td>----------</td>
</tr>
<tr>
<td>38</td>
<td>No. 7/9/87-3PPPII/20323, dated 1-10-1987</td>
<td>Policy regarding Postings and Transfers for the year 1987-88.</td>
<td>40</td>
</tr>
<tr>
<td>39</td>
<td>No. 7/9/87-3PPPII/21681, dated 28-10-1987</td>
<td>Canvassing of non-official or other influence by Government employees regarding their service matters including transfers.</td>
<td>40</td>
</tr>
<tr>
<td>40</td>
<td>No. 9/5/87-6GE/22061, dated 6-11-1987</td>
<td>Financial Assistance to the families of government employees (killed by terrorist action)</td>
<td>41</td>
</tr>
<tr>
<td>41</td>
<td>No. 4/32/87-3PPPII/22206, dated 10-11-1987</td>
<td>Expeditious finalisation of the cases for granting selection grade to the employees.</td>
<td>43</td>
</tr>
<tr>
<td>42</td>
<td>No. 18/14/86-5PPPI/1401/22436, dated 12-11-1987</td>
<td>Inclusion of daughter in law and sister-in-law in the term of family members of deceased Person who dies on account of terrorist action for Govt. employment under Priority Scheme.</td>
<td>44</td>
</tr>
<tr>
<td>43</td>
<td>13/5/85-2GPII/22615, dated 16-11-1987</td>
<td></td>
<td>45</td>
</tr>
<tr>
<td>44</td>
<td>5/7/86-2GPII/22750, dated 17-11-1987</td>
<td></td>
<td>45</td>
</tr>
<tr>
<td>Sr. No.</td>
<td>Number and date of Government Instructions</td>
<td>Subject</td>
<td>Page No.</td>
</tr>
<tr>
<td>--------</td>
<td>------------------------------------------</td>
<td>--------------------------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>46.</td>
<td>No. 1/30/87-5PPII/(2103)/23039, dated 23-11-1987</td>
<td>Appointment to State Services Class III posts on priority basis-Relaxation of Minimum age of entry into Government Service in deserving and real cases of hardship.</td>
<td>47</td>
</tr>
<tr>
<td>47.</td>
<td>No. 9/39/87-4PPI/23244, dated 30-11-1987</td>
<td>Framing/Amendment of Service Rules for each Class of Service/Post under the Punjab Government on the basis of Model Service Rules.</td>
<td>48</td>
</tr>
<tr>
<td>48.</td>
<td>२०१०/५२/८७-५प्र.पपै।(२२८४)/२३३६९, निर्देश 1-12-1987</td>
<td>Writing of Annual Confidential Reports-Recording of remarks by the Reporting/Reviewing authority-Prescribing of time limit to avoid delay.</td>
<td>56</td>
</tr>
<tr>
<td>49.</td>
<td>No. 15/12/87-1PPI/1406, dated 25-1-1988</td>
<td>Grant of Government employment in the State services Class-II on priority basis to members of family of State government gazetted Class-I, II officers, killed in terrorist violence.</td>
<td>61</td>
</tr>
<tr>
<td>50.</td>
<td>No. 18/20/78-5PPI/(1994)/2049 dated 5/8-2-1988</td>
<td>Issue of 'No Objections Certificate' to the experts for taking up assignment abroad secured by direct contracts.</td>
<td>65</td>
</tr>
<tr>
<td>51.</td>
<td>No. 5/5/81-5GE/3296, dated 3/11-3-1988</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sr. No.</td>
<td>Number and date of Government Instructions</td>
<td>Subject</td>
<td>Page No.</td>
</tr>
<tr>
<td>---------</td>
<td>------------------------------------------</td>
<td>---------</td>
<td>---------</td>
</tr>
<tr>
<td>54.</td>
<td>No. 7/9/87-3PPII/3727, dated 11-3-1988</td>
<td>Policy regarding Posting and Transfers of Punjab Government employees for the year 1988-89.</td>
<td>73</td>
</tr>
<tr>
<td>56.</td>
<td>No. 3/9/88-2PPII, dated 11-4-88</td>
<td>Action to be taken against Government employees who resorted to strike on 15-3-1988.</td>
<td>79</td>
</tr>
<tr>
<td>57.</td>
<td>No. 7/9/87-3PPII/6437, dated 26-4-1988</td>
<td>Transfer of migrant Government employee to safer places of their choice.</td>
<td>80</td>
</tr>
<tr>
<td>58.</td>
<td>No. 9/18/88-6GE/6712, dated 1-5-1988</td>
<td>Grant of Financial Assistance to the families of Government employees killed by terrorist action.</td>
<td>82</td>
</tr>
<tr>
<td>59.</td>
<td>16/26/81-2PPII/7255, dated 11-5-1988</td>
<td>Procedure to be followed in cases where the term of an employee whose conduct is subject to an enquiry comes up for promotion to higher post.</td>
<td>83</td>
</tr>
<tr>
<td>60.</td>
<td>No. 4/18/87-3PPII/8799, dated 13-6-1988</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sr. No.</td>
<td>Number and date of Government Instructions</td>
<td>Subject</td>
<td>Page No.</td>
</tr>
<tr>
<td>--------</td>
<td>------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>61.</td>
<td>No. 9/5/87-6GE/8906, dated 15-6-1988</td>
<td>Financial assistance to the families of Government employees killed by terrorist action.</td>
<td>85</td>
</tr>
<tr>
<td>52.</td>
<td>No. 9/24/88-5GE/11321, dated 6-7-1988</td>
<td>Transfer on deputation of Central Government employees to ex-cadre posts under Government-Deputation (duty) Allowance and other terms and conditions regarding.</td>
<td>86</td>
</tr>
<tr>
<td>63.</td>
<td>No. 18/18/88-2PPI/11360, dated 7-7-1988</td>
<td>Priority list of various categories of persons for employment in the state services.</td>
<td>94</td>
</tr>
<tr>
<td>64.</td>
<td>No. 9/22/87-6GE/11449, dated 8-7-1988</td>
<td>Grant of assistance to Government employees injured in terrorist action.</td>
<td>95</td>
</tr>
<tr>
<td>65.</td>
<td>No. 12/30/86-1GE/12597, dated 27-7-1988</td>
<td>Filling up posts by Departmental Selection Committees--clarification regarding inviting names from employment exchange.</td>
<td>96</td>
</tr>
<tr>
<td>66.</td>
<td>No. 3/31/88-2PPI/14510, dated 2-9-1988</td>
<td>Measures for tackling the problems of corruption and malfunctioning among government officials.</td>
<td>97</td>
</tr>
<tr>
<td>67.</td>
<td>No. 3/31/88-2PPI/14513, dated 2-9-1988</td>
<td>Ditto</td>
<td>103</td>
</tr>
<tr>
<td>68.</td>
<td>No. 3/31/88-2PPI/14514, dated 2-9-1988</td>
<td>Ditto</td>
<td>104</td>
</tr>
<tr>
<td>69.</td>
<td>No. 1844-2PPII-88/14515, dated 2-9-1988</td>
<td>Non-acceptance of lavish hospitality by Government officials from individuals, industrial and commercial firms having official dealings with them.</td>
<td>105</td>
</tr>
<tr>
<td>Sr. No.</td>
<td>Number and date of Government Instructions</td>
<td>Subject</td>
<td>Page No.</td>
</tr>
<tr>
<td>---------</td>
<td>-------------------------------------------</td>
<td>---------</td>
<td>----------</td>
</tr>
<tr>
<td>70.</td>
<td>No. 3/31/88-2PPII/14715, dated 7-9-1988</td>
<td>Measures for tackling the problems of corruption and malfunctioning among government officials.</td>
<td>106</td>
</tr>
<tr>
<td>71.</td>
<td>No. 7/9/87-3PPII/15676, dated 28-9-1988</td>
<td>Policy regarding postings and transfers for the year 1988-89.</td>
<td>107</td>
</tr>
<tr>
<td>72.</td>
<td>No. 9/5/82-5GE/15769, dated 28-9-1988</td>
<td>Grant of adhoc cash reward to government employees for doing meritorious work.</td>
<td>107</td>
</tr>
<tr>
<td>74.</td>
<td>No. 4/19/88-4GE/16827, dated 26-10-1988</td>
<td>Implementation of the recommendations of the Third Punjab Pay Commission--Skilled and Semi-skilled staff.</td>
<td>109</td>
</tr>
<tr>
<td>75.</td>
<td>No. 4/50/3PPI/88/16905, dated 27/28-10-1988</td>
<td>Modification in the procedure to be followed in cases where the turn of an employee whose conduct is subject to an enquiry comes up for promotion to higher post.</td>
<td>114</td>
</tr>
<tr>
<td>76.</td>
<td>No. 15/11/88-IPPI/17178, dated 4-11-1988</td>
<td>Disposal of representations against adverse remarks--Prescribing of time limit for.</td>
<td>115</td>
</tr>
<tr>
<td>77.</td>
<td>No. 15/11/88-1PPI/17179, dated 4-11-1988</td>
<td>Writing of Annual Confidential Report entry--regarding Integrity.</td>
<td>117</td>
</tr>
<tr>
<td>78.</td>
<td>No. 7/14/88-5PPI/ (2269)/18527, dated 1-12-1988</td>
<td>Implementation of the recommendations of the Third Punjab Pay Commission--Proficiency step-up (PROP).</td>
<td>119</td>
</tr>
<tr>
<td>Sr. No.</td>
<td>Number and date of Government Instructions</td>
<td>Subject</td>
<td>Page No.</td>
</tr>
<tr>
<td>--------</td>
<td>-------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>79.</td>
<td>No. 3/32/88-2PPII/18889, dated 6-12-1988</td>
<td>Expeditious finalisation of Departmental enquiries against government employees</td>
<td>121</td>
</tr>
<tr>
<td>80.</td>
<td>No. 13/8/86-2PPII/19313, dated 12-12-1988</td>
<td>Deemed suspensions on grounds of detention to be treated as revoked if conviction does not follow-period of suspension to be treated as duty</td>
<td>126</td>
</tr>
<tr>
<td>81.</td>
<td>No. 3/31/88-2PPII/335, dated 6-1-1989</td>
<td>Measures for tackling problem of corruption and malfunctioning among Government Employees</td>
<td>127</td>
</tr>
<tr>
<td>82.</td>
<td>No. 3/31/88-2PPII/336, dated 6-1-1989</td>
<td>Ditto</td>
<td>128</td>
</tr>
<tr>
<td>83.</td>
<td>No. 3/31/88-2PPII/582, dated 12-1-1989</td>
<td>Ditto</td>
<td>129</td>
</tr>
<tr>
<td>84.</td>
<td>No. 1/7/88-5PPII/967, dated 19-1-1989</td>
<td>General relaxation in the upper age limit for direct recruitment in the State Services Class I, II, III and IV</td>
<td>129</td>
</tr>
<tr>
<td>85.</td>
<td>No. 6/28/88-2PPII/1399, dated 31-1-1989</td>
<td>Clarification regarding promotion and seniority of those clerks who passed Assistant Grade Examination within five chances and there after</td>
<td>130</td>
</tr>
<tr>
<td>86.</td>
<td>No. 3/9/89-2PPII/2151, dated 13-2-1989</td>
<td>Agitation/Strike by State Government Employees</td>
<td>131</td>
</tr>
<tr>
<td>87.</td>
<td>No. 13/10/89-2PPII/2152, dated 13-2-1989</td>
<td>Ditto</td>
<td>132</td>
</tr>
<tr>
<td>Sr. No.</td>
<td>Number and date of Government Instructions</td>
<td>Subject</td>
<td>Page No.</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>88.</td>
<td>13/10/89-2PP1I/ dated 16-2-1989</td>
<td>Projecting the positive aspects of decision of Government on the recommendations of 3rd Punjab Pay Commission</td>
<td>133</td>
</tr>
<tr>
<td>89.</td>
<td>No. 13/47/88-1PP1I/ 3071, dated 2-3-1989</td>
<td>Expeditious finalisation of cases relating to service matters of the govt. employees</td>
<td>134</td>
</tr>
<tr>
<td>90.</td>
<td>No. 18/14/86-2PP1/ 3076, dated 2-3-1989</td>
<td>Order of Punjab and Haryana High Court on Govt. Instructions on Priority List for various categories of persons for employment</td>
<td>135</td>
</tr>
<tr>
<td>91.</td>
<td>No. 6/10/88-6GE/ 3299, dated 9-3-1989</td>
<td>Grant of L.T.C. to the State Government Employees</td>
<td>136</td>
</tr>
<tr>
<td>92.</td>
<td>No. 7/9/87-3PP1I/ 3711, dated 16-3-1989</td>
<td>Policy regarding Postings and Transfers for the year 1989-90</td>
<td>160</td>
</tr>
<tr>
<td>93.</td>
<td>No. 15/5/89-IPP1/ 3726, dated 16-3-1989</td>
<td>Writing of Annual Confidential Report--Strict observance of</td>
<td>166</td>
</tr>
<tr>
<td>94.</td>
<td>No. GSR. 43/Const/ Art. 309/234 and 318/Amd(3)/89, dated 21-3-1989</td>
<td>Recruitment of Ex-servicemen (first amendment) Rules, 1989</td>
<td>167</td>
</tr>
<tr>
<td>95.</td>
<td>No. 13/14/89-2PP1I/ 4145, dated 29-3-1989</td>
<td>Statement of cases of disciplinary action as a result of which officials are dismissed or removed or reduced in rank as a result of enquiry proceedings</td>
<td>167</td>
</tr>
<tr>
<td>96.</td>
<td>No. 13/14/89-2PP1I- 89, dated 28-3-1989</td>
<td>Non-acceptance of obligation by officials vis-a-vis his subordinate officials and other non-officials with whom he has official dealings</td>
<td>168</td>
</tr>
<tr>
<td>Sr. No.</td>
<td>Number and date of Government Instructions</td>
<td>Subject</td>
<td>Page No.</td>
</tr>
<tr>
<td>---------</td>
<td>--------------------------------------------</td>
<td>---------</td>
<td>----------</td>
</tr>
<tr>
<td>97.</td>
<td>No. 7/9/87-3PPII/5234, dated 20-4-1989</td>
<td>Policy regarding postings and transfers of Punjab Government employees for the year 1989-90</td>
<td>169</td>
</tr>
<tr>
<td>98.</td>
<td>No. 18/14/86-2PPI/5848, dated 2-5-1989</td>
<td>Grant of interim stay by the Supreme Court against the order of the High Court in LPA No. 196 of 1987 regarding priority list</td>
<td>169</td>
</tr>
<tr>
<td>99.</td>
<td>No. 10/1/85-5PPII/5888, dated 4-5-1989</td>
<td>Benefit of Military service to the Ex-servicemen—Simplification of Rules regarding the grant of</td>
<td>170</td>
</tr>
<tr>
<td>100.</td>
<td>No. 3/33/88-2PPII/9006, dated 18-5-1989</td>
<td>Disciplinary proceedings—part time Inquiry Officers/presenting Officers—Grant of Honorarium</td>
<td>170</td>
</tr>
<tr>
<td>101.</td>
<td>No. 18/14/86-2PPII/9169, dated 23-5-1989</td>
<td>Grant of Interim stay by the Supreme Court against the order of the High Court in LPA No. 196 of 1987 regarding priority list</td>
<td>171</td>
</tr>
<tr>
<td>102.</td>
<td>No. 18/30/88-2PPI/9457, dated 29-5-1989</td>
<td>Grant of employment in the state services Class II on priority basis to members of families of State Government Gazetted Class-I, II officers killed in terrorist violence</td>
<td>172</td>
</tr>
<tr>
<td>103.</td>
<td>No. 20/20/89-3PPII/9848, dated 2-6-1989</td>
<td>Treatment of officers/officials attending IIId National Game Punjab 1989 as on duty</td>
<td>172</td>
</tr>
<tr>
<td>104.</td>
<td>No. 13/14/89-2PPII/89, dated 9-6-1989</td>
<td>Treatment of officers/officials attending IIId National Game Punjab 1989 as on duty</td>
<td>173</td>
</tr>
<tr>
<td>Sr. No.</td>
<td>Number and date of Government Instructions</td>
<td>Subject</td>
<td>Page No.</td>
</tr>
<tr>
<td>---------</td>
<td>------------------------------------------</td>
<td>---------</td>
<td>---------</td>
</tr>
<tr>
<td>105.</td>
<td>No. 6/5/87-2PPII/10209, dated 13-6-1989</td>
<td>Passing of the Departmental Examination for the grant of increment, promotion and confirmation, etc.</td>
<td>174</td>
</tr>
<tr>
<td>106.</td>
<td>No. 20/4/86-5PPII/13204, dated 19-7-1989</td>
<td>3% Reservation in Class-III and Class-IV State Services for Sportsmen/sportswomen who have obtained first, second and third position in team/individual events in the State Level Championship</td>
<td>174</td>
</tr>
<tr>
<td>107.</td>
<td>No. 19/4/89-3PPI/dated 21-7-1989</td>
<td>Processing of cases of promotion to the posts of Heads of Departments providing check list regarding</td>
<td>176</td>
</tr>
<tr>
<td>108.</td>
<td>No. 18/35/89-2PPII/13424, dated 24-7-1989</td>
<td>Grant of Special Leave to government employees injured at the hands of terroristst for the period spent in hospital and treatment/rest after discharge from hospital</td>
<td>178</td>
</tr>
<tr>
<td>110.</td>
<td>No. 12/30/86-1GE/13748, dated 27-7-1989</td>
<td>Entrustment of the work of recruitment to the Departmental Selection Committees—Procedure regarding</td>
<td>180</td>
</tr>
<tr>
<td>111.</td>
<td>No. 14/27/89-4GE/14286, dated 4-8-1989</td>
<td>Provision of separate toilets and sitting rooms for Women Government Employees</td>
<td>186</td>
</tr>
<tr>
<td>112.</td>
<td>No. 18/14/86-2PPII/(1316)/14632, dated 9-8-1989</td>
<td>Inclusion of daughter-in-law, sister-in-law in the term of family members of deceased person, who dies on account of terrorist action, for Government employment, under priority scheme</td>
<td>186</td>
</tr>
<tr>
<td>Sr. No.</td>
<td>Number and date of Government Instructions</td>
<td>Subject</td>
<td>Page No.</td>
</tr>
<tr>
<td>--------</td>
<td>-------------------------------------------</td>
<td>---------</td>
<td>----------</td>
</tr>
<tr>
<td>114.</td>
<td>No. 18/48/89-2PPI/15176, dated 18-8-1989</td>
<td>Grant of financial assistance to the families of Work-charged employees killed by terrorist action</td>
<td>187</td>
</tr>
<tr>
<td>115.</td>
<td>No. 18/50/87-2PPI/15344, dated 22-8-1989</td>
<td>Priority list for various categories of persons for employment in the State Services—Rehabilitation of Disabled Ex-servicemen and Widows/dependents of the deceased Government employees and Defence Services Personnel killed or disabled severely in action</td>
<td>188</td>
</tr>
<tr>
<td>116.</td>
<td>No. 13/43/89-2PPII/15503, dated 23-8-1989</td>
<td>Bharat Bandh call on 30-8-89—Instructions of Government to ensure attendance in Government offices</td>
<td>189</td>
</tr>
<tr>
<td>117.</td>
<td>7/6/33/89-2PPII/II/15929, dated 30-8-1989</td>
<td>Clarification in respect of grant of Proficiency Step-ups</td>
<td>190</td>
</tr>
<tr>
<td>118.</td>
<td>No. 20/25/3PPI/89, dated 31-8-1989</td>
<td>Clearing of backlog of vacancies reserved for Scheduled Castes—Launching of Special Recruitment drive</td>
<td>190</td>
</tr>
<tr>
<td>119.</td>
<td>No. 7/14/88-5PPI/16200, dated 1-9-1989</td>
<td>Clearing of backlog of vacancies reserved for Scheduled Castes—Launching of Special Recruitment drive</td>
<td>192</td>
</tr>
<tr>
<td>Sr. No.</td>
<td>Number and date of Government Instructions</td>
<td>Subject</td>
<td>Page No.</td>
</tr>
<tr>
<td>--------</td>
<td>---------------------------------------------</td>
<td>--------------------------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>120.</td>
<td>No. 18/16/89-2PPI/16799, dated 15-9-1989</td>
<td>Grant of government employment in the State Service Class II posts, on priority basis to the members of the families of private citizens, killed in Delhi riots of 1984 and killed by terrorists in the State of Punjab</td>
<td>196</td>
</tr>
<tr>
<td>121.</td>
<td>No. 13/45/89-1PPII/16988, dated 20-9-1989</td>
<td>Implementations of the recommendations of the Third Punjab Pay Commission—Simplification of Government procedures, etc.</td>
<td>200</td>
</tr>
<tr>
<td>122.</td>
<td>No. 4/1/89-2PPII/18298, dated 12-10-1989</td>
<td>Political neutrality of Government servants and their position in relation to elections</td>
<td>200</td>
</tr>
<tr>
<td>123.</td>
<td>No. 18/74/89-2PPI/18453, dated 17-10-1989</td>
<td>Grant of employment to the members of families affected by terrorist action/riots affected under priority category No. 1</td>
<td>203</td>
</tr>
<tr>
<td>124.</td>
<td>No. 7/9/87-3PPII/18605, dated 19-10-1989</td>
<td>General Elections to the Lok Sabha during 1989-90—ban on transfers of officers connected with the election work—regarding</td>
<td>204</td>
</tr>
<tr>
<td>126.</td>
<td>No. 7/14/88-5PPI/19337, dated 27-10-1989</td>
<td></td>
<td>209</td>
</tr>
<tr>
<td>Sr. No.</td>
<td>Number and date of Government Instructions</td>
<td>Subject</td>
<td>Page No.</td>
</tr>
<tr>
<td>--------</td>
<td>------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>127.</td>
<td>No. 13/47/88-1PPII/19336, dated 31-10-1989</td>
<td>Expeditious finalisation of cases relating to service matters of the Government employees</td>
<td>209</td>
</tr>
<tr>
<td>128.</td>
<td>No. 14/42/89-4GE/19660, dated 31-10-1989</td>
<td>Calling of women employees before and after office hours</td>
<td>210</td>
</tr>
<tr>
<td>129.</td>
<td>No. 15/1/89-1PPII/19778, dated 2-11-1989</td>
<td>Proficiency in type writing for direct recruitment to the posts of Clerk</td>
<td>211</td>
</tr>
<tr>
<td>130.</td>
<td>No. 18/68/89-2PPI (264)/19959, dated 3-11-1989</td>
<td>Grant of employment in the State Services Class II posts on priority basis to members of families of State Government Gazetted Class-I, II officers, killed in terrorist violence</td>
<td>211</td>
</tr>
<tr>
<td>132.</td>
<td>No. 20/47/89-3PPII/20211, dated 6-11-1989</td>
<td>Implementation of full Bench Judgement of Punjab &amp; Haryana High Court regarding Scheduled Caste/Backward Classes instructions regarding</td>
<td>213</td>
</tr>
<tr>
<td>133.</td>
<td>No. 13/50/89-3PPII/20349, dated 8-11-1989</td>
<td>Creation of Exchange for adjustment of surplus staff in Public Undertakings (including Apex Coop. Institutions)</td>
<td>243</td>
</tr>
<tr>
<td>134.</td>
<td>No. 18/88/89-2PPI/21207, dated 23-11-1989</td>
<td>Financial benefits to the dependents/families of the Government employees killed during the election duty</td>
<td>247</td>
</tr>
<tr>
<td>Sr. No.</td>
<td>Number and date of Government Instructions</td>
<td>Subject</td>
<td>Page No.</td>
</tr>
<tr>
<td>--------</td>
<td>-------------------------------------------</td>
<td>------------------------------------------------------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>135.</td>
<td>No. 7/28/89-2PPI/21080, dated 6-12-1989</td>
<td>Transfer of Government employees who are under threat of terrorists to safer places of their choice</td>
<td>247</td>
</tr>
<tr>
<td>136.</td>
<td>No. 18/35/89-2PPI/22355, dated 13-12-1989</td>
<td>Grant of special leave to Government employees injured at the hands of terrorist for the period spent in Hospital and treatment/rest after discharge from Hospital</td>
<td>248</td>
</tr>
<tr>
<td>137.</td>
<td>No. 18/14/86-2PPI/663, dated 9-1-1990</td>
<td>Inclusion of daughter-in-law, sister-in-law, brother-in-law, in the term of family members of deceased person</td>
<td>249</td>
</tr>
<tr>
<td>138.</td>
<td>No. 20/73/89-4PPI, dated 9-1-1990</td>
<td>Constitution of Cadre Review Committee</td>
<td>249</td>
</tr>
<tr>
<td>139.</td>
<td>6:3/33/89-2PPI-II/989, dated 12-1-1990.</td>
<td>Constitution of 'Standing Committee on Personnel and Organisational Issues'</td>
<td>254</td>
</tr>
<tr>
<td>140.</td>
<td>No. 11/16/89-1PPI/1078, dated 15-1-1990</td>
<td>Grant of financial assistance to the families of work-charged employees killed by terrorist action</td>
<td>255</td>
</tr>
<tr>
<td>141.</td>
<td>No. 18/48/89-2PPI/664, dated 15-1-1990</td>
<td>Expeditious finalisation of cases relating to the service matters</td>
<td>257</td>
</tr>
<tr>
<td>142.</td>
<td>6:15/19/89-परीक्षा 1/1587, dated 23-1-1990.</td>
<td></td>
<td>256</td>
</tr>
<tr>
<td>143.</td>
<td>No. 13/47/88-1PPII/1592, dated 23-1-1990</td>
<td></td>
<td>257</td>
</tr>
<tr>
<td>Sr. No.</td>
<td>Number and date of Government Instructions</td>
<td>Subject</td>
<td>Page No.</td>
</tr>
<tr>
<td>--------</td>
<td>------------------------------------------</td>
<td>-------------------------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>144.</td>
<td>No. 6/10/88-6PPIII/1741, dated 25-1-1990</td>
<td>Grant of Leave Travel Concession to the State Government employees</td>
<td>258</td>
</tr>
<tr>
<td>145.</td>
<td>No. 12/30/86-1GE/IPPIII/2142, dated 31-1-1990</td>
<td>Entrustment of the work of recruitment to the Departmental Selection Committees—Procedure regarding</td>
<td>258</td>
</tr>
<tr>
<td>146.</td>
<td>No. 11/16/89-1PPI, dated 8-2-1990</td>
<td>Implementation of the recommendations of Third Punjab Pay Commission. Chapter 11(III)—Regarding 'New Designation'</td>
<td>259</td>
</tr>
<tr>
<td>146A.</td>
<td>No. 15/2/90-1PPII/3045, dated 15-2-1990</td>
<td>Proficiency in typewriting for direct recruitment to the post of Clerk</td>
<td>260</td>
</tr>
<tr>
<td>147.</td>
<td>No. 20/25/3PPI/89/3738, dated 27-2-1990</td>
<td>Clearing of backlog of vacancies reserved for scheduled castes—launching of special recruitment drive—stay of instructions dated 31-8-1989</td>
<td>260</td>
</tr>
<tr>
<td>148.</td>
<td>No. 6/10/88-6PPIII/4515, dated 14-3-1990</td>
<td>Grant of Leave Travel Concession to the State Government employees</td>
<td>261</td>
</tr>
<tr>
<td>149.</td>
<td>No. 2/1/90-5PPI/4801, dated 19-3-1990</td>
<td>Adoption of revised academic qualifications for recruitment to the posts of Clerks in 'A' Class offices</td>
<td>261</td>
</tr>
<tr>
<td>150.</td>
<td>No. 7/14/88-5PPI/5147, dated 26-3-1990</td>
<td>Clarification in respect of grant of Proficiency Step-up(s)</td>
<td>262</td>
</tr>
<tr>
<td>151.</td>
<td>ह:13/44/89-2रीय</td>
<td>केल अभियंता दरबार दंडी में ठीकरे दें उनका नौकरी चुका किसी समय तक। केले में भुजाहरी के रूप में किसी समय नहीं शिष्ट तरहे</td>
<td>262</td>
</tr>
<tr>
<td>Sr. No.</td>
<td>Number and date of Government Instructions</td>
<td>Subject</td>
<td>Page No.</td>
</tr>
<tr>
<td>---------</td>
<td>------------------------------------------</td>
<td>---------</td>
<td>----------</td>
</tr>
<tr>
<td>152.</td>
<td>No. 3/9/89-2PPII/5535, dated 28-3-1990</td>
<td>Agitation/Pen down strike by Punjab State Ministerial Services Union over demands relating to pay scales, etc.</td>
<td>263</td>
</tr>
<tr>
<td>153.</td>
<td>No. 3/9/89-2PPII/5806, dated 30-3-1990</td>
<td>Ditto</td>
<td>264</td>
</tr>
<tr>
<td>154.</td>
<td>No. 3/9/89-2PPII/6107, dated 5-4-1990</td>
<td>Ditto</td>
<td>265</td>
</tr>
<tr>
<td>155.</td>
<td>No. 3/9/89-2PPII/6544, dated 9-4-1990</td>
<td>Ditto</td>
<td>266</td>
</tr>
<tr>
<td>156.</td>
<td>No. 3/9/89-2PPII/6767, dated 11-4-1990</td>
<td>Agitation/Pen down strike by Punjab State Ministerial Services Union--Staying of punitive action</td>
<td>266</td>
</tr>
<tr>
<td>157.</td>
<td>No. 19/1/90-1PPII/7011, dated 18-4-1990</td>
<td>Criteria to determine the domicile of a person for various purposes--guidelines for the grant of domicile certificate</td>
<td>267</td>
</tr>
<tr>
<td>158.</td>
<td>१५/७/९०-पृष्ठ/ I/7691, dated 30-4-1990</td>
<td>भारतीय संघ विभाग के विभाग में भर्ती के लिए विभाग के लिए</td>
<td>267</td>
</tr>
<tr>
<td>159.</td>
<td>No. 7/14/88-5PPI/8369, dated 11-5-1990</td>
<td>Counting of adhoc service i.e. after provisional promotion against a particular post for purposes of experience for grant of selection/senior scale/proficiency step-up</td>
<td>268</td>
</tr>
<tr>
<td>160.</td>
<td>No. 7/141/89-5PPI, dated 11-5-1990</td>
<td>Expeditious finalisation of regularisation of cases of promotions--quarterly meeting with the Punjab Public Service Commission</td>
<td>269</td>
</tr>
<tr>
<td>Sr. No.</td>
<td>Number and date of Government Instructions</td>
<td>Subject</td>
<td>Page No.</td>
</tr>
<tr>
<td>---------</td>
<td>------------------------------------------</td>
<td>---------</td>
<td>----------</td>
</tr>
<tr>
<td>161.</td>
<td>No. 14/16/90-4PPIII/8419, dated 14-5-1990</td>
<td>Punctual attendance in offices</td>
<td>270</td>
</tr>
<tr>
<td>162.</td>
<td>No. 3/26/90-2PPII/8534, dated 15-5-1990</td>
<td>Need for following the procedure laid down in Punishment and Appeal Rules for issuing speaking orders in the matters affecting rights of the parties concerned or Government servants as the case may be</td>
<td>271</td>
</tr>
<tr>
<td>163.</td>
<td>No. 4/4/90-2PPII/II/8704, dated 17-5-1990</td>
<td>Setting up of District Level Committees for making recommendations for appointment under priority category No. 1 in the State Services.</td>
<td>273</td>
</tr>
<tr>
<td>165.</td>
<td>No. 18/74/89-2PPII/9132, dated 25-5-1990</td>
<td>Setting up of District Level Selection Committees for making recommendations for appointment to Class-III and Class-IV Services in the State.</td>
<td>274</td>
</tr>
<tr>
<td>166.</td>
<td>No. 1/7/88-5PPII/9452, dated 29-5-1990</td>
<td>General relaxation in the upper age limit for direct recruitment in the State Services Class I, II, III and IV from 1-1-90 to 31-12-90 instructions regarding</td>
<td>276</td>
</tr>
<tr>
<td>167.</td>
<td>No. 12/30/86-1PPIII/9579, dated 30-5-1990</td>
<td>Setting up of Divisional/District level Selection Committees for making recommendations for appointments of Border Area Youths to Class-III and Class-IV Services in the State.</td>
<td>277</td>
</tr>
<tr>
<td>168.</td>
<td>No. 7/10/90-3PPII/9690, dated 31-5-1990</td>
<td>Restrictions on transfers until March, 1991 of all officers/officials concerned with Census work</td>
<td>278</td>
</tr>
<tr>
<td>Sr. No.</td>
<td>Number and date of Government Instructions</td>
<td>Subject</td>
<td>Page No.</td>
</tr>
<tr>
<td>---------</td>
<td>------------------------------------------</td>
<td>---------</td>
<td>----------</td>
</tr>
<tr>
<td>169.</td>
<td>1/21/86-4PPI I/9918, मिस्टी 5-6-1990</td>
<td>महत्त्वपूर्ण सैनिक/सैनिक अधीक्षक अय- महत्त्वपूर्ण सैनिक अयाय के परिवार के मददकर्ता सूचीजन ने परिवार में कुल दिनों के अंतर वर्ष जनजागरण के लिए महत्त्वपूर्ण सैनिक अधीक्षक के परिवार के मददकर्ता सूचीजन ने परिवार में कुल दिनों के अंतर वर्ष</td>
<td>279</td>
</tr>
<tr>
<td>170.</td>
<td>7/10/90-3PPI II/10530, मिस्टी 13/6/90</td>
<td>शुद्ध देश मानव</td>
<td>280</td>
</tr>
<tr>
<td>171.</td>
<td>No. 15/9/90-1PPI/10407, dated 12-6-1990</td>
<td>Substituting the words 'ACR file' for 'Personal File'</td>
<td>280</td>
</tr>
<tr>
<td>172.</td>
<td>No. 18/14/86-2PPI/11042, dated 21-6-1990</td>
<td>Inclusion of daughter-in-law, Sister-in-law and brother-in-law in the term of family members of deceased person who dies on account of terrorist action, for Government employment, under priority scheme</td>
<td>281</td>
</tr>
<tr>
<td>173.</td>
<td>5/55/90-2PPI I/11347, मिस्टी 27-6-1990</td>
<td>दिवाली अच्छी चौथाई की मदद करने अधीक्षक के परिवार के मददकर्ता सूचीजन ने परिवार में कुल दिनों के अंतर वर्ष जनजागरण के लिए महत्त्वपूर्ण सैनिक अधीक्षक के परिवार के मददकर्ता सूचीजन ने परिवार में कुल दिनों के अंतर वर्ष</td>
<td>282</td>
</tr>
<tr>
<td>174.</td>
<td>No. 18/50/90-2PPI/11933, dated 9-7-1990</td>
<td>Financial Assistance to the families of Government employees, killed by terrorist action.</td>
<td>286</td>
</tr>
<tr>
<td>175.</td>
<td>3/32/90-2PPI II/13400, मिस्टी 17/7/90</td>
<td></td>
<td>287</td>
</tr>
<tr>
<td>176.</td>
<td>No. 2/3/90-5PPI/13984, dated 26-7-1990</td>
<td>Recommendations contained in the 8th Report of the Committee for the removal of anomalies in the Revised scales of pay regarding the common categories—Method of recruitment to the post of Assistants in all departments</td>
<td>287</td>
</tr>
<tr>
<td>Sr. No.</td>
<td>Number and date of Government Instructions</td>
<td>Subject</td>
<td>Page No.</td>
</tr>
<tr>
<td>---------</td>
<td>-------------------------------------------</td>
<td>---------</td>
<td>----------</td>
</tr>
<tr>
<td>177.</td>
<td>No. 1/36/90-2PPI/15177, dated 21-8-1990</td>
<td>Determining the age for appointment in the State Services, in case of dependents of terrorist victims/November, 1984 riots falling in priority category No. 1</td>
<td>289</td>
</tr>
<tr>
<td>178.</td>
<td>No. 1/3/9/89-289</td>
<td>289</td>
<td></td>
</tr>
<tr>
<td>179.</td>
<td>No. 1/3/9/89-289</td>
<td>289</td>
<td></td>
</tr>
<tr>
<td>180.</td>
<td>No. 1/3/9/89-289</td>
<td>289</td>
<td></td>
</tr>
<tr>
<td>181.</td>
<td>No. 1/3/9/89-289</td>
<td>289</td>
<td></td>
</tr>
<tr>
<td>182.</td>
<td>No. 1/3/9/89-289</td>
<td>289</td>
<td></td>
</tr>
<tr>
<td>183.</td>
<td>No. 1/3/9/89-289</td>
<td>289</td>
<td></td>
</tr>
<tr>
<td>184.</td>
<td>No. 1/3/9/89-289</td>
<td>289</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subject</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Setting up of the District Level Committees for making recommendations for appointment under priority category No. 1, in the State Service Class III, IV posts--Nomination of the members</td>
<td>292</td>
</tr>
<tr>
<td>Priority list of various categories of persons for employment in the State Services Class III-IV posts, on priority basis</td>
<td>292</td>
</tr>
<tr>
<td>Sr. No.</td>
<td>Number and date of Government Instructions</td>
</tr>
<tr>
<td>--------</td>
<td>------------------------------------------</td>
</tr>
<tr>
<td>185.</td>
<td>18/74/69-2PPII/1/15820, dated 29-8-1990</td>
</tr>
<tr>
<td>186.</td>
<td>No. 6/10/88-6PPIII/17124, dated 3-9-1990</td>
</tr>
<tr>
<td>187.</td>
<td>20/55/90-1PPII/I/16355, dated 10-9-1990</td>
</tr>
<tr>
<td>188.</td>
<td>9/5/78-5PPIII/17062, dated 20-9-1990</td>
</tr>
<tr>
<td>189.</td>
<td>6/10/88-6PPIII/17318, dated 26-7-1990</td>
</tr>
<tr>
<td>190.</td>
<td>6/10/88-6PPIII/17821, dated 11-10-1990</td>
</tr>
<tr>
<td>191.</td>
<td>18/52/90-2PPII/1/16163, dated 16-10-1990</td>
</tr>
<tr>
<td>Sr. No.</td>
<td>Number and date of Government Instructions</td>
</tr>
<tr>
<td>--------</td>
<td>------------------------------------------</td>
</tr>
<tr>
<td>194</td>
<td>No. 13/44/89-2PPII/19602, dated 14-11-1990</td>
</tr>
<tr>
<td>195</td>
<td>No. 2/17/90-6PPIII, dated 14-11-1990</td>
</tr>
<tr>
<td>196</td>
<td>नं:13/43/88-III/20022, निर्देश</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>197</td>
<td>नं:13/23/88-III/20023, निर्देश</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>198</td>
<td>नं:3/58/90-III/20169, निर्देश</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>199</td>
<td>No. 16/24/90-4PPII/20218, dated 23-11-1990</td>
</tr>
<tr>
<td>200</td>
<td>No. 4/39/3PPII/89/20265, dated 23-11-1990</td>
</tr>
<tr>
<td>201</td>
<td>No. 7/81/90-5PPII/20426, dated 27-11-1990</td>
</tr>
<tr>
<td>202</td>
<td>No. 9/39/87-4PPII, dated 27-11-1990</td>
</tr>
<tr>
<td>Sr. No.</td>
<td>Number and date of Government Instructions</td>
</tr>
<tr>
<td>---------</td>
<td>--------------------------------------------</td>
</tr>
<tr>
<td>203. No. 12/30/86-1PPIII/20530, dated 29-11-90</td>
<td>Constitution of a Central Placement Committee</td>
</tr>
<tr>
<td>204. No. 5/75/90-3PPIII/20625, dated 30-11-1990</td>
<td>Policy regarding sponsoring candidates for deputation/permanent absorption in the U.T. Administration Chandigarh</td>
</tr>
<tr>
<td>205. No. 20/25/3PPI/89/21156, dated 6-12-1990</td>
<td>Clearing of backlog of vacancies reserved for scheduled castes--launching of special recruitment drive</td>
</tr>
<tr>
<td>206. No. 20/47/89-अधिकार 1/22791, dated 17-12-1990</td>
<td></td>
</tr>
<tr>
<td>207. No. 6/10/86-राजस्थान 3/22878, dated 16-12-1990</td>
<td></td>
</tr>
<tr>
<td>208. No. 12/30/86-राजस्थान III/22902, dated 19-12-1990</td>
<td></td>
</tr>
<tr>
<td>209. No. 18/52/90-राजस्थान 1/23077, dated 21-12-1990</td>
<td></td>
</tr>
<tr>
<td>210. अन्यशास्त्रिय विषय</td>
<td></td>
</tr>
</tbody>
</table>
Copy of Punjab Government circular letter No. 1/1/86-3GE/10562, dated the 16th July, 1986 from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.,

Subject.--Employment to specified categories of widows on Class-IV posts.

I am directed to refer to Punjab Government letter No. 1/1/86-3GE/2360, dated 19th February, 1986 on the subject noted above and to say that it has been decided that these instructions shall be applicable to all the Departments of the State Government besides Health and Education Departments. Necessary action to comply with these instructions may be taken accordingly.

2. Please acknowledge the receipt of these instructions.
IN THE SUPREME COURT OF INDIA
CIVIL APPELLATE JURISDICTION
CIVIL APPEAL NO. 2617 OF 1980

(Appeal by Special Leave from the judgement and order dated the 25th September, 1980 of the Punjab and Haryana High Court at Chandigarh in L.P.A. No. 401 of 1976).

Pritam Chand Clerk,
Cooperative Audit Department,
Punjab, Chandigarh
Appellant

Versus

1. The State of Punjab
through the Secretary Cooperation
Department, Punjab, Chandigarh.
2. The Chief Auditor, Punjab Co-operative
Societies, Department, Chandigarh.

Respondents

5th September, 1984.

CORAM:

HON'BLE MR. JUSTICE O. CHINNAPPA REDDY.
HON'BLE MR. JUSTICE A.P. SEN.
HON'BLE MR. JUSTICE E.S. VENKATARAMIAH.

For the Appellant : Mr. J.D. Jain, Advocate.

For the Respondent : Mr. D.D. Sharma, Advocate.

Upon being mentioned by the counsel for the appellant the
appeal along with connected appeals and writ petition was taken on board by this Court on the 5th day of September, 1984, UPON hearing counsel for the parties herein THIS COURT, in disposing of the appeal above-mentioned in accordance with the directions contained in its judgement, dated the 26th April, 1984 rendered in the Writ Petitions Nos. 6436 and 6437 of 1980 entitled ex-Capt. K.C. Arora and Anr. Versus State of Haryana and Ors. and Civil Appeals Nos. 3095 and 3096 of 1980, entitled Ex-Capt. A.S. Parmar and Ors. etc. Versus State of Haryana and Ors. DOTH ORDER:

(1) THAT the judgement and order dated the 25th September, 1980 of the Punjab and Haryana High Court at Chandigarh in L.P.A. No. 401 of 1976 be and are hereby set aside, and in place thereof an order, directing the respondent herein to prepare the seniority list afresh as regards the appellant herein in the light of the decision of this Court as per its judgment, dated the 26th April, 1984, above-mentioned, taking into consideration the military service rendered by the said appellant, be and is hereby substituted.

(2) THAT the parties herein shall be at liberty to raise such other contentions in the matter of the preparation of the seniority list as directed — vide clause (1) supra, as may be open to them, and the matter in this behalf shall be disposed of within six months from this the 5th day of September, 1984.

AND THIS COURT DOTH FURTHER ORDER that this ORDER be punctually observed and carried into execution by all concerned.

WITNESS the Hon'ble Shri Yeshwant Vishnu Chandrachud, Chief Justice of India at the Supreme Court, New Delhi, dated this the 5th day of September, 1984.

(Sd.) . . . .
Deputy Registrar.

Copy of letter No. 7/1/86-2PP-II/13367, dated 31st July, 1986, from the Government of Punjab, Department of Personnel and Administrative Reforms (Personnel Policies Branch) to the Secretary Punjab Vidhan Sabha, Chandigarh (attention Sh. G.L. Kaul, Deputy Secretary Vidhan Sabha.)

Subject.—Questionaire framed by the P.A.C. in respect of para Nos. 3.7, 3.9 and 6.1 of the report of Comptroller and Auditor General of India for the year 1981-82 (Civil) Proceedings of the meeting of the committee held on 12th June, 1986.

I am directed to refer to your office letter No. PAC-74-86/18511, dated the 23rd June, 1986, on the subject noted above and to say that the matter was discussed by the Deputy Secretary,
Personnel, Shri D.K. Jain with the Deputy Secretary, Punjab Vidhan Sabha on 14th June, 1986. The whole position with regard to para No. 3.7, 3.9 and 6.1, which were allocated to the Department of Personnel and A.R., was explained. It was observed that so far as para Nos. 3.9 and 6.1 are concerned they pertain to financial irregularities committed by certain Departments, such as Soil Conservation and Industrial Training Department. They do not, at all, concern the Department of Personnel and A.R. Individual Departments are responsible for their lapses and only they can explain the irregularities committed by them. These paras therefore, may be transferred to the Department concerned.

2. With regard to para 3.7, which deals with the irregularities committed by 78 departments, by violating the instructions issued by the Department of Personnel and A.R. regarding grant of one increment to those employees who did not participate in the strike on 8th February, 1978, the P.A.P.A.C. observed that since the instructions were issued by the C.S. to Govt. Punjab it was the duty of C.S. to oversee its scrupulous and proper implementation by the implementing departments. In this connection attention is invited to the Allocation of Business Rules (copy enclosed) under the rules of Business, the function of the Personnel and A.R. is to formulate policies on various matters concerning the service conditions and it is nowhere laid down that C.S., in the Department of Personnel, is to oversee the implementation of these instructions. All the departments are under the separate control of Administrative Secretaries, who are responsible for the performance of their individual departments. It is the departments concerned who are answerable for the lapses and only they can explain the irregularities committed by them in violating the Punjab Government instructions. In view of this position all the concerned departments as for as para 3.7 is concerned, can explain their position. It is, therefore, requested that para No. 3.7 may be allocated to the departments concerned. These views may be projected before the Committee, in proper perspective.

Copy of Punjab Government circular letter No. 14/10/79-3GE(II)/11954, dated 6th August, 1986, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.--Earmarking of Government houses at District Headquarters in the Punjab State—Recovery of rent.

I am directed to invite your attention to Punjab Government
letter No. 14/10/79/3GE(II)/7937, dated 27th July, 1984, on the subject noted above and to say that it has come to the notice of the Government that the House-rent has gone into arrears in many cases and the recoveries on this account are delayed for one reason or the other. It has been decided that it shall be the duty of Drawing and Disbursing Officers in respect of earmarked houses to ensure timely deposit of rent after deductions from the salaries of the officers concerned and timely crediting the same to the Department of PWD (B&R) in the respective head of the account.

2. The above orders may be brought to the notice of all concerned for compliance.

GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL AND ADMN. REFORMS
(GENERAL ESTABLISHMENT BRANCH)

Subject.—Constitution of Central Placement Committee.

In supersession of Punjab Govt. U.O. No. 12/30/86—1GE, dated 10th April, 1986, (copy enclosed) on the subject cited above. Government have decided to reconstitute the Central Placement Committee as under with immediate effect:—

1. Ch. Hari Ram, IAS, Secretary, Tourism and Cultural Affairs; Chairman

2. Dr. Brajindra Singh, IAS, Secretary, Labour and Employment; Member

3. Mrs. Gurbinder Chahal, IAS, Secretary, Technical Education and Industrial Training; Member

4. Sh. Gurpal Singh, P.C.S., Secretary, S.S.S. Board, Punjab, Member

(Sd.) ... ...
Under-Secretary/Admn. Reforms.
To

1. The Secretary to Govt., Punjab, 
Department of Tourism and Cultural Affairs;

2. Secretary to Government Punjab, 
Department of Labour and Employment;

3. Secretary to Government Punjab, 
Department of Technical Education and 
Industrial Training;

4. Sh. Gurpal Singh, PCS, 
Secretary, 
S.S.S. Board, Punjab.

I.D. No. 12/30/86-1SE, Dated 25-8-1986

GOVERNMENT OF PUNJAB 
DEPARTMENT OF PERSONNEL AND ADMN. REFORMS 
(GENERAL ESTABLISHMENT BRANCH) 

Subject.--Constitution of a Central Placement Committee.

The Secretary to Government, Punjab, Department of Labour and Employment may kindly refer to the subject cited above.

2. Pursuant to a decision of the Council of Ministers taken in its meeting held on 25th February, 1986, as conveyed to all the Administrative Secretaries to Government, Punjab, vide UO No. 1/46/86-Cabinet, dated 17th March, 1986, a Central Placement Committee to be serviced by the Department of Labour and Employment has been constituted in respect of placement of Sikh migrants, discharged Army personnel and unemployed youth. Apart from the Chairman, this Committee consists of Secretary to Governor and Secretary Industrial Training and Technical Education. It has now been decided that S. Gurpal Singh, P.C.S., Secretary, S.S.S. Board, Punjab will be associated with the work pertaining to the Central placement committee. It is, however, reiterated that the aforesaid committee shall continue to be serviced by the Department of Labour and Employment.

A. K. DUBEY, 
Joint-Secretary, Personnel.
Copy of Punjab Government circular letter No. 12/60/85-4GE/12625, dated 1st September, 1986, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.--Regularisation of services of all ad hoc employees on Class III Services or posts under the Punjab Government in various Departments/Offices.

Government had decided,—vide instructions contained in letter No. 12/1/82-IGE/10933, dated the 8th August, 1985 that services of all ad hoc/temporarily appointed employees to Class III services/posts who have completed one year service on 1-4-1985, may be regularised, provided they fulfil the conditions for such regularisation as contained in this department communication No. 12/1/82-IGE/4438, dated 29th March, 1985. It has been represented to the Government that ad hoc employees appointed to the aforementioned posts after 1st April, 1984 may also be considered for similar dispensation.

2. It is relevant to point out that the State Government,—vide instructions circulated,—vide letter No. 1/11/86/5PP/1168/4360, dated 2nd April, 1986 has granted, for one year relaxation in upper age limit for employment under the State Government upto a period of five years. Further, the services rendered by ad hoc employees are to be counted while determining their eligibility so far as age is concerned. Nevertheless to provide relief to the above employees, it has been decided that the Departmental Selection Committees constituted,—vide this Department letter No. 12/30/86-IGE/5139, (copy enclosed) dated 15th April, 1986 shall invite for interview and consider alongwith others all ad hoc employees appointed after 1st April, 1984 to Class-III Services or posts. These instructions shall come into force with immediate effect.

No. 12/30/86-IGE/5139
GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(GENERAL ESTABLISHMENT BRANCH)

To
All Heads of Departments,
Commissioners of Divisions,
Deputy Commissioners and Sub-Divisional Officers (C) in the State.

Dated, Chandigarh, the 15th April, 1986

Subject.--Entrustment of the work of recruitment to the Departmental Selection Committees—Procedure regarding.

Sir,

I am directed to say that the matter regarding resumption
of recruitment to Class-III and Class IV posts has been engaging the attention of the Government, and after consideration it has now been decided that Departmental Selection Committees will start functioning for making recruitment to all categories of Class III and Class IV posts. This procedure will prevail for Class III posts till the S.S.S. Board is reconstituted.

2. Constitution of the Departmental Selection Committees:

   The Departmental Selection Committees at the State level will be constituted by the Administrative Secretaries and shall consist of 4 members including its Chairman. The Chairman of the Committee would be the Head of the Department or the appointing authority, as the case may be. There would be 3 other members of an appropriate level, including one belonging to the Scheduled Castes and another an ex-serviceman, both Government officials to be nominated by the Administrative Secretary concerned. The Departmental Selection Committee at district level will also consist of 4 members including its Chairman. The Chairman will be district head of office or the appointing authority, as the case may be. Likewise, there would be 3 other members of an appropriate level, including one belonging to the Scheduled Castes and another, an ex-serviceman, both government officials, to be nominated by the concerned Administrative Secretary.

3. Procedure for the functioning of the Departmental Selection Committees:

   For Class III posts, in cases where the Head of Department have sent requisition to S.S.S. Board, the Departmental Selection Committees will send a request to the office of the S.S.S. Board specifying the number of posts which are to be filled up, indicating the qualifications and other conditions prescribed for eligibility, scale of pay, whether the posts are permanent or temporary and their category-wise break-up i.e. general, scheduled castes, ex-servicemen etc. A copy of the requisition will be sent to the Secretary, Labour and Employment (Chairman of Central Placement Committee). The S.S.S. Board will forward names of eligible applicants as per entry in their (S.S.S. Board) record, ten times the number of posts (requisitioned) to the Departmental Selection Committee. While doing so, it will adhere to the category-wise break-up i.e. general category, scheduled castes, ex-servicemen etc. Where vacancies were not notified to the S.S.S. Board, the names of the candidates may be obtained from the Employment Exchange or through advertisement, as the case may be.

Separately, applications and particulars of Sikh migrants, discharged Army personnel and unemployed youth have been received
by the Central Placement Committee which consists of Secretary Labour and Employment (Chairman), Secretary to Governor and Secretary, Industrial Training and Technical Education, and is constituted,—vide U.O. No. 1/46/86-Cabinet, dated the 17th March, 1986. These applicants are registered with the employment exchanges or are otherwise eligible to apply. These applicants belong to special categories who will be considered alongwith others by the Departmental Selection Committees. The Departmental Selection Committees will consider all these applicants against the general (unreserved) category posts alongwith others for such posts without infringing upon 50% posts reserved for various categories such as scheduled castes, backward classes, ex-servicemen etc. However, if there is any candidate who is eligible for any reserved category post requisitioned, then he be considered for recommendation to the Departmental Selection Committee against that post only. In fact, it is reiterated that the Departmental Selection Committees will ensure that the percentage of reservation for various categories prescribed by Government from time to time is strictly maintained at the time of recruitment. In cases where no applications are sponsored by the office of the S.S.S. Board, the Departmental Selection Committee shall obtain names from the Employment Exchange keeping in view the instructions issued by the Department of Labour and Employment. Educational qualifications, experience and other basic requirements as prescribed in the respective service rules or by way of service conditions for any post or service concerned should be adhered to strictly, except where specifically relaxed in the case of certain categories such as knowledge of Punjabi language and typing as in the case of Sikh migrants. The Committee will be competent to conduct written test/type test/stenography test or any other kind of test and/or interview as might be, inter alia, required for this purpose. In case there is a tie among the four members of the Committee, the Chairman shall have the casting vote. The chairman of the Committee may, if he considers it expedient, associate an expert for conducting the recruitment of a selected category of candidates. The existing staff of the Department would assist the Committee in the performance of its functions. It is clarified that the aforementioned Departmental Selection Committees will make recruitment to all posts technical and non-technical including the common category posts like Clerks, Typists, Steno-typists, Stenographers, Assistants, Draftsmen, Tracers, Drivers etc. concerning their respective department.

4. So far as Class IV posts are concerned, the Departmental Selection Committees will also consider the names sponsored by the Deputy Commissioner as Chairman of the District Level Committee (in respect of unemployed youth, discharged Army personnel
and Sikh migrants). In all such cases the Deputy Commissioner shall inform the Central Placement Committee about it.

5. **Constitution of Common Departmental Selection Committees:**

Some of the Departments are very small and it may not be worthwhile to constitute separate Departmental Selection Committees in their cases. It is, therefore, left to the discretion of the Administrative Secretary concerned to have a common Committee for more than one Department under his charge depending upon the size of the Departments.

6. **Relaxation and Interpretation:**

If any question arises as to the interpretation and relaxation of these instructions, it will be referred by the Administrative Department concerned to the Department of Personnel and Admin. Reforms for decision.

The Administrative Secretaries are requested to closely watch the functioning of the Departmental Selection Committees on the lines set out above so that as and when any difficulties are experienced in the matter of recruitment, these can be expeditiously resolved.

I am to request you to take immediate action for the constitution of the Departmental Selection Committees as indicated above. A copy of the orders constituting the Departmental Selection Committees may also be sent to the Department of Personnel and Administrative Reforms.

In case where the applicants sponsored by the Central Placement Committee are not selected, the same may be brought to the notice of the Chairman, Central Placement Committee, the Secretary, Labour and Employment, Government of Punjab.

The receipt of this letter may also be acknowledged.

Yours faithfully,

Sd/-

Joint-Secretary Personnel.
मुखी पेंट है: 12/60/85-4नी.शी.1/12625, फिरी 1 मईव, 1986 हैं पाला संकार, इससे मै जुड़ने गया। पूरा पत्र गुण्य विंड वे हैं पाला संकार दे मुख फिल्म दे फूडी गार्ड, गार्ड।

पत्र:—पाला संकार दे गुण्य फिल्म/विंड वे हैं पाला संकार तंत्र अधिकारी ने हैं मेरे वापस आने-जाने वाले अधिकारी तीन जनेग, मिलीय दस्तावेज दे।

संकार हैं पेंट है: 12/1/82-1 नी.शी.1/10933, फिरी 8 मईव, 1985 रिल एवन कर्फिटहैं जर्नल बैंक लियर ने रिल एवन III मेंटेंट/अधिकारी दे जन-जन अधिकार ने/अधिकारी ने हैं रिल एवन वापस दे हैं। पत्र हैं हैं मेरे वापस आने-जाने वाले अधिकारी, पत्र हैं 1 मईव, 1985 हैं रिल एवन ने मेरे वापस आने-जाने वाले हैं। रिल एवन हैं मीटिंग की मतलब नहीं हैं। रिल एवन ने देश रिल्य में हैं। संकार हैं रिल एवन दे हैं वापस आने-जाने वाले अधिकारी ने हैं 1 मईव, 1984 हैं मेरे वापस आने-जाने वाले अधिकारी।

2. निचे रिल एवन तुलसी लेंजर ने रिल वापस आने-जाने हैं पेंट है: 1/11/86-5 नी.शी./1168/4360, फिरी 2 मईव, 1986 हैं पाला संकार हैं जोगी कर्फिटहैं दुर्गम रिल एवन रिल एवन दे रिल एवन ने/अधिकारी ने हैं पाला संकार ने पाला संकार की दृष्टि हैं। पत्र हैं मेरे वापस आने-जाने वाले अधिकारी दे रिल एवन ने हैं मेरे वापस आने-जाने वाले हैं। पत्र हैं 1 मईव, 1986 हैं रिल एवन की मतलब नहीं हैं। रिल एवन की मतलब नहीं हैं। रिल एवन ने प्रश्न में उसने दे हैं। निचे रिल एवन तुलसी लेंजर ने हैं पेंट हैं: 12/30/86-1 नी.शी./5139, फिरी 15 मईव, 1986 हैं पाला संकार दे हैं जोगी कर्फिटहैं दुर्गम रिल एवन की मतलब नहीं हैं। पाला संकार ने हैं मेरे वापस आने-जाने वाले अधिकारी ने हैं पाला संकार ने हैं मेरे वापस आने-जाने वाले हैं। पत्र हैं हैं मेरे वापस आने-जाने वाले हैं।

बाहुली पेंट है: 1/18/86-अनी.शी.1/13204, फिरी 8 मईव, 1986 हैं पाला संकार, इससे मैं जुड़ने गया। पूरा पत्र गुण्य विंड वे हैं पाला संकार दे मुख फिल्म दे फूडी गार्ड, गार्ड।

पत्र:—निचे उवाह दर्जन गुड़िया लेंजर की दृष्टि जोगी कर्फिटहैं दी है।

फिल्म कर्फिटहैं से निचे हैं अपन के पिनार दृष्टि जोगी संकार दे बाहुली जोगी दे 946-4 नी.आई-52/822, फिरी 15 मईव, 1962 हैं देंटरेक निद व फिल्म वेदने दे हैं मेरे वापस आने-जाने वाले अधिकारी तीन जनेग, मिलीय दस्तावेज दे।

फिल्म कर्फिटहैं से निचे हैं अपन के पिनार दृष्टि जोगी संकार दे बाहुली जोगी, जोगी दे 946-4 नी.आई-52/822, फिरी 15 मईव, 1962 हैं देंटरेक निद व फिल्म वेदने दे हैं मेरे वापस आने-जाने वाले अधिकारी तीन जनेग, मिलीय दस्तावेज दे।

फिल्म कर्फिटहैं से निचे हैं अपन के पिनार दृष्टि जोगी संकार दे बाहुली जोगी, जोगी दे 946-4 नी.आई-52/822, फिरी 15 मईव, 1962 हैं देंटरेक निद व फिल्म वेदने दे हैं मेरे वापस आने-जाने वाले अधिकारी तीन जनेग, मिलीय दस्तावेज दे।

फिल्म कर्फिटहैं से निचे हैं अपन के पिनार दृष्टि जोगी संकार दे बाहुली जोगी, जोगी दे 946-4 नी.आई-52/822, फिरी 15 मईव, 1962 हैं देंटरेक निद व फिल्म वेदने दे हैं मेरे वापस आने-जाने वाले अधिकारी तीन जनेग, मिलीय दस्तावेज दे।
Subject.--Lifting of ban on recruitment to Class-I and Class-II posts

I am directed to refer to Punjab Government instructions issued, vide circular letter No. 12/60/85-1GE/14096, dated 18th October, 1985 imposing a complete ban on recruitment in all the Departments, Boards, Corporations and Semi-Govt. Institutions. Subsequently, the ban was lifted on recruitment to Class-III and Class-IV posts, vide this Department letter No. 12/60/85-1GE/5138 dated 15th April, 1986.

2. Government have now decided to lift the ban on appointment to Class-I and Class-II posts also in the State with immediate effect.

Copy of Punjab Government circular letter No. 12/60/85-4GE/13266, dated 8th September, 1986, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.
GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL POLICIES II BRANCH)

Notification
The 10th October, 1986

No. G.S.R. 65/Const/Arts 309 and 318/Amd./(3)86.—In exercise of the powers conferred by the proviso to article 309 and clause (b) of article 318 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules further to amend the Punjab State Assistant Grade Examination Rules, 1984, namely:—

1. (1) These rules may be called the Punjab State Assistant Grade Examination (First Amendment) Rules, 1986.

(2) They shall be deemed to have come into force with effect from the 12th day of April, 1984.

2. In the Punjab State Assistant Grade Examination Rules, 1984, in sub-rule (2) of rule 10, for the words "first four chances", wherever occurring, the words "first five chances" shall be substituted.

P. H. VAISHNAV,
Chief Secretary to Government, Punjab.
Copy of Punjab Government circular letter No. 11/7/86-1PPI, dated 14th October, 1986, from the Department of Personnel and addressed to all Financial Commissioners and Administrative Secretaries.

Subject.—Delegation of powers of Head of Department to subordinate authorities.

All the Financial Commissioners and Administrative Secretaries to Government, Punjab, may kindly refer to the subject noted above.

2. Government instructions contained in Circular letters No. 8892-4GS(I)-65/32042, dated 22nd September, 1965 and No. 4503-1S II-76, dated 30th April, 1976 inter alia, require submission of proposals for the creation of the posts of Heads of Departments or for the declaration of any post as Head of Department to the Chief Minister through the Chief Secretary. Instances have come to the notice of Government where certain powers of Head of Department were delegated to subordinate authorities and that too, without referring the matter to the Chief Secretary (in the Department of Personnel and Administrative Reforms—Personnel Policies Branch I). Such delegations on the one hand, are against the normal administrative set-up and on the other are likely to lead to a demand of possible division of the Department or for delegation of more powers at a later date. The above-referred instructions require reiteration for ensuring that the delegation of powers or control of Head of Department other than the Head himself is avoided. If, however, in exceptional cases such delegation is considered essential, the matter may be referred to the Chief Secretary (in the Department of Personnel and Administrative Reforms—Personnel Policies Branch I) without fail for obtaining the orders of the Chief Minister.

Copy of Punjab Government circular letter No. 12/11/83-1GE/15308, dated 21st October, 1986, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments, etc. etc.

Subject.—Encouragement to the National level Gold Medalist sportsmen/Sports-women for ad hoc appointment as Inspectors in the various departments.

Punjab Government has decided that outstanding Sportsmen/Sports-women who win Gold Medals at recognised National level sports tournaments organised under the aegis of Sports Department, Government of India, should be considered for appointment against Class III Inspector or equivalent level posts, like Inspector
of Police, District Sports Officer etc., where direct recruitment can be made according to the relevant Service Rules of that department. Such a post, in each case, shall be taken out of the purview of the Subordinate Services Selection Board or Departmental Selection Committee. This will be, however, subject to their fulfilling the required qualifications/other conditions for appointment. Before making appointment, all such cases will be referred to the Department of Personnel and Administrative Reforms (General Establishment Branch) through the Department of Sports who have also been asked to frame appropriate instruction/guidelines in this behalf.

Copy of Punjab Government circular letter No. 13/17/86-3GE/15922, dated 5th November, 1986, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments, etc. etc.

Subject.--Proposal for setting up a Common complaint office for Government houses at each District Headquarters.

I am directed to refer to the subject noted above and to say that it has been decided to set up a common complaint office to attend to grievances pertaining to Government Houses at the District Headquarters. Such common complaint offices shall have equipment/items in respect of PWD (B & R), Public Health and Electricity Department along with the requisite staff from each of these Department. It has further been decided as under :-

(i) A telephone shall be provided at each of such common complaint offices. Secretary, Public Works will take up with Secretary Printing and Stationery for sanction of telephones for each complaint office.

(ii) Initially one house from the residential pool at each District Headquarters shall be provided for the common complaint office. The Department of PWD (B & R) shall however, take up construction of buildings for common complaint offices at each District Headquarters in a phased manner.

Copy of Punjab Government circular letter No. 1/11/86-5PP/(3208)/17492, dated 14th November, 1986, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments, etc. etc.

Subject.--General relaxation in general upper age limit for recruitment to the various services under the Punjab Government.

I am directed to invite a reference to Punjab Government circular letter No. 1/11/86-5PP/1168/4360, dated the 2nd April,
1986.--vide which the maximum upper age limit for the purposes of recruitment to State Government service for Class III and IV posts was raised from 30 years to 35 years in the case of all non-technical services and from 33 years to 38 years in the case of all technical services for a period of one year from 2nd April, 1986. On account of the prevailing situation in the State, it is felt that many eligible persons in Class I and Class II may also have missed the job opportunities and become ineligible because of the age bar. To overcome this handicap, it has now been decided that a general relaxation of 5 years may be given in the upper age limit for recruitment to various Class I and Class II post as well with effect from 8th September, 1986 i.e. the date on which ban on recruitment on Class I and Class II was lifted. Accordingly the upper age limit for such posts as are of a non-technical nature will be 35 years and for technical post it shall be 38 years. This general relaxation shall be subject to the conditions mentioned in the circular letter No. 1/20/80-5PP/9209, dated 1st July, 1982 and shall remain in force for a period of one year from 9th September, 1986.

2. The receipt of this letter may please be acknowledged.

Copy of Punjab Government circular letter No. 11/2/86-2PPII/19551, dated 10th December, 1986, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments, etc.

Subject.--Rule 21 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970—Clarification.

I am directed to address you on the subject noted above and to invite your attention to Punjab Government circular No. 253 (GOI)-2SII-76/23578, dated 28th June, 1976, wherein it was indicated that the words "any order under these rules", occurring in Rule 21 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970, include any order passed in appeal. This interpretation was, however, not implemented through any amendment of the rules ibid. As such, the question as to the valid legal interpretation of this rule has remained unsettled. The matter has, therefore, been again examined. It has been found that the above interpretation does not conform to the rule 21 of the rules ibid. The provisions of Rule 21 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970, envisage the following two contingencies for review of an order:—

(i) Order from which an appeal is allowed, but from which no appeal has been preferred;
(ii) Order from which no appeal is allowed.

2. It is thus obvious that where the right of appeal exists and has been exercised, there is no such justification in terms of Rule 21 to review such an order passed in appeal. The power of review in thus exercisable only where no appeal has been preferred in an appealable order or where no such appeal is allowed.

3. The interpretation as explained above may, therefore, be strictly followed in the application of rule 21 cited as subject and review jurisdiction exercised accordingly.

Copy of Punjab Government circular letter No. 15/23/86-1PPI/19870, dated 18th December, 1986, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments, etc. etc.

Subject.--Confidential Reports--Issue of Letters of Appreciation.

I am directed to invite a reference to the Punjab Government circular letter No. 3032-2SII-75/22713, dated 2nd July, 1975, on the subject noted above and to say that these instructions were reiterated as below :

(i) The letters of appreciation should be recommended and issued only "in really deserving cases on the basis of exceptionally good work and not merely on the performance of routine duties with more than average ability and industry".

(ii) At least two authorities, when there are two or more such competent authorities, should make the recommendation in clear terms.

(iii) The work proposed for commendation should be clearly indicated.

(iv) Where there is only one reporting authority and it recommends clearly the issue of an appreciation letter and also indicates the work proposed for commendation, an appreciation letter may be issued in such cases.

(v) In cases where the first reporting authority recommends an appreciation letter in clear terms indicating the work proposed for commendation and the second authority simply endorsed it by saying 'I agree' an appreciation
letter may be issued as the words 'I agree' amount to endorsing the recommendation of the first reporting authority notwithstanding the fact that the second reporting authority did not clearly say in so many words that an appreciation letter may be issued.

(vi) Where two reporting authorities recommend the issue of an appreciation letter and the highest authority does not contradict that recommendation but records the words 'Seen' or 'No remarks' or simply appends his signature an appreciation letter may be issued. Where, however, the final authority controverts the recommendations of the lower authority, no letter of appreciation should be issued.

(vii) Where the two lower reporting authorities do not recommend the issue of an appreciation letter but the highest authority makes the recommendation for such a letter in clear terms, a letter of appreciation should not be issued straightway. In such cases, a reference to the two lower reporting authorities where there are two or more such authorities should be made asking for their views on the issue of a letter of appreciation. A letter of appreciation should be issued only if at least one of the lower reporting authorities is also of the view that an appreciation letter should be issued.

2. Instances have, however, come to the notice of the Government where these instructions have not been followed meticulously and it has been observed that appreciation letters are being issued to the Government employees at a lavish scale in a routine manner by observing these instructions liberally. It is, therefore, requested that the basic points may be kept in view while issuing appreciation letters really in deserving cases strictly in accordance with the instructions.

3. The above instructions may please be brought to the notice of all concerned for strict compliance.

4. Kindly acknowledge the receipt of this letter.

Copy of Punjab Government circular letter No. 20/4/86-5PPI/(98)/915, dated 20th/21st January, 1987, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments, etc. etc.

Subject.--3% reservation in Class I and Class II State Services for sportsmen/women who have obtained First, Second
and Third positions in team/individual events at International Sports meets or who have won national championship in team or individual events while representing the State of Punjab.

I am directed to refer to the subject noted above and to state that the question of reservation of posts for the outstanding sports-men/women in Class I and Class II Services for accommodating the National/International level sports-men/women who fulfil the basic requirements, in direct recruitment, under the State Government, has been under consideration of the Government for some time past. It has now been decided that recruitment rules of various Class I and Class II services may be suitably amended to provide for reservation of 3% (three per cent) of posts, for the sports-men/women who fulfil the following conditions:

(i) that they belong to the State of Punjab;

(ii) that they have won national championship in team or individual events while representing the State of Punjab in such sports events as have been conducted by such respective national federations as are affiliated to the Indian Olympic Association;

Or

have won national championship in team or individual events which are organised by the Indian Olympic Association;

Or

have won first or second or third position in team/individual events and/or they have won Gold or Silver or Bronze Medals, at International sports meets, conducted by International Federations affiliated to the International Olympic Committee or by the International Olympic Committee itself.

2. I am, therefore, to request you to take immediate steps to amend the respective recruitment rules of various Class I and Class II services under your control.

3. The receipt of this letter may kindly be acknowledged.

4. An intimation be sent to this Department when action as requested for in para 2 above is completed by your Department.
Subject.--Financial assistance to the families of Government employees killed by terrorist action.

I am directed to refer to the abovenoted subject and to say that the matter with regard to the grant of some financial assistance to the families of Government employees killed by terrorist action was under the consideration of Government for some time past. After careful consideration it has now been decided to extend financial assistance as under to the families of Government employees other than Police/Judicial personnel killed by terrorist action:

(i) Special ex-gratia grants of Rs. 50,000 (Rs. fifty thousand only). This amount will include the ex-gratia grant to be released in such cases in terms of Rule 2.7 of Punjab, C.S.R., Vol. II; and

(ii) Special family pension equal to last pay drawn till the date of superannuation and thereafter normal family pension as admissible under normal rules.

2. The aforementioned benefits on the basis of this revised policy decision will take effect from the date of issue of orders to avoid review of cases already decided.

3. This issues with the concurrence of Finance Department conveyed,--vide their I.D. No. 10/57/86-2FP.III, dated the 15th January, 1987.

4. I am to request that these instructions may please be observed meticulously.

Copy of Punjab Government circular letter No. 4/56/86-2PPI/1956, dated 17th February, 1987, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments, etc. etc.

Subject.--Proficiency in typewriting for direct recruitment to the post of Clerk.

I am directed to refer to Punjab Government circular letter No. 4/17/79-IPP/5403, dated the 17th April, 1986, wherein it had been decided to relax the general condition of proficiency in typewriting for the persons affected by riots in Delhi and other
places in India between October 31 to November 7, 1984 and who have migrated to Punjab and discharged Army Personnel who are being rehabilitated by the State Government for direct recruitment to the post of clerk for one year with the condition that they shall have to pass the type test within one year from the date of recruitment to the post of clerk. It is now felt that members of the family of a person killed as a result of terrorist action in the State may not be well-versed with typing in Punjabi. To give employment under priority instructions it is necessary to give them time during which they can acquire the knowledge of Punjabi typewriting. It is, therefore, decided that the existing general condition of proficiency in typewriting for the above-said category for direct recruitment to the post of clerk into State Government service will also be relaxed for one year with the condition that they shall have to pass the type test within one year from the date of recruitment to the post of clerk.

2. The receipt of this letter may kindly be acknowledged.

Copy of Punjab Government circular letter No. 20/4/86-5PPI/(171)/2021, dated 18th February, 1987, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments, etc.

Subject. -- 3% reservation in Class I and Class II State Services for sportsmen/women who have obtained First, Second and Third positions in team/individual events at International Sports meets or who have won national championship in team or individual events while representing the State of Punjab.

In continuation of Punjab Government Circular letter No. 20/4/86-5PPI/(98)/915, dated 20th January, 1987, I am directed to refer to the subject noted above and to state that in para 2 of the letter referred above it was requested to take up immediate steps to amend the respective recruitment Rules of various Class I and Class II Services under your control to provide 3% (three per cent) reservation, in direct recruitment for Sportsmen/women. This process of amending the rules will take a considerable time and sportsmen/women of national/international level might not be accommodated till the amendments of the relevant service rules. Keeping this aspect in view, I am to request you to provide 3% (three per cent) reservation in Class I and Class II posts for the sportsmen/women in direct recruitment, who fulfil the following conditions, till the respective service rules are amended:

(i) that they belong to the State of Punjab;
(ii) that they have won national championship in team or individual events while representing the State of Punjab in such sports events as have been conducted by such respective national federations as are affiliated to the Indian Olympic Association;

Or

have won national championship in team or individual events which are organised by the Indian Olympic Association;

Or

have won first or second or third position in team/individual events and/or they have won Gold or Silver or Bronze Medals, at International Sports Meets, conducted by International Federations affiliated to the International Olympic Committee or by the International Olympic Committee itself.

2. The receipt of this letter may kindly be acknowledged.

Copy of Punjab Government circular letter No. 1/21/86-4PPI, dated 27th February, 1987, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc. etc.

Subject.--Verification of Character and antecedents, and medical certificate of fitness on first entry into Government service.

After resumption of the recruitment process, a question has been raised whether prior Verification of Character and antecedents and medical examination are necessary or that the recruitment could be subject to subsequent character verification/medical examination. Instructions regarding verification of character and antecedents of persons before their first appointment to Government service, are contained in Punjab Government circular letter No. 2502-G-51/3339, dated 11th June, 1951. Regarding medical examination, relevant instructions are contained in Punjab Government circular letter No. 3863-G-11-56/10417, dated 1st February, 1957. According to these instructions, verification of character and antecedents, and medical examination have to be done prior to appointment. It is reiterated that the aforementioned instructions in this behalf may be complied with as before.

3. The Department of Home Affairs, vide their advice conveyed in U.O. No. 417-3H(I)-86, dated 6th October, 1986, has
agreed that the competent authorities shall send the report on verification of character and antecedents to the concerned department within 30 days from the date of receipt of the reference.

Copy of Punjab Government circular letter No. 18/7/87-5PPI/(250)/3095, dated 10th March, 1987, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments, etc. etc.

Subject.--Priority list for various categories of persons for employment in the State Service--Rehabilitation of Disabled Ex-servicemen and Widows/dependents of the deceased Government employees and Defence Services Personnel killed or disabled severely in action etc.

I am directed to refer to the instructions contained in Punjab Government circular letter No. 18/14/86-5PP/(1703)-5964, dated 24th April, 1986, on the subject noted above and to clarify that in case of priorities No. 4 and 5 the date of death of Government employee/Defence Services Personnel is immaterial. It is not the intention of the aforesaid instructions that benefit can be given to the member of the family of only those Government employees/Defence Services Personnel who die after coming into operation of the abovesaid instructions. As long as the dependents fulfil all the conditions, they will be eligible for consideration under priority instructions.

Copy of Punjab Government circular letter No. 7/9/87-3PPI/1395, dated 27th March, 1987, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments, etc. etc.

Subject.--Policy regarding postings and transfers of Punjab Government employees for the year 1987-88.

I am directed to refer to Punjab Government circular letter No. 8/9/86-4PP/4668, dated the 9th April, 1986, vide which guidelines for making postings and transfers of Punjab Government employees during the year 1986-87 were issued, and to say that the matter has been considered by the State Government for formulating policy instructions for making postings and transfers of Government employees during the year 1987-88. It has been decided that the number of transfers is to be kept to the minimum and general transfers in all the departments except the Department of Co-operation should be effected from 1st April, 1987 to 31st May, 1987. The period of transfers in the Department of Co-operation shall be from 1st July, 1987 to 1st August, 1987 and in Schools and Colleges of the Education Department the transfers must not
take place before the academic session ends. The proposals may be framed in accordance with the guidelines mentioned below:

(i) A government employee should normally continue at one post for a minimum period of three years. Transfer prior to the minimum period of three years, i.e. mid-tenure transfer, should be made only in compelling circumstances when the exigencies of public service so require, after the prior approval of the next higher authority has been obtained by the transfer approving authority. In cases where the Government is the transfer approving authority, i.e. in cases of gazetted officers, the departments should obtain the prior approval of the Chief Minister through the Chief Secretary in the Department of Personnel and Administrative Reforms.

(ii) The maximum period for continuously serving on a post shall normally be five years. This maximum period shall not be applicable in respect of those employees who are working in Colleges, Schools, and Laboratories, including employees working in Industrial/Technical Training Institutions. This maximum period of five years shall also not apply to Government employees (both gazetted and non-gazetted), who are due to retire within the next two years and they may be allowed to continue on their present posts till retirement.

(iii) In most of the departments, certain postings are preferred by officials. It may be urban versus rural areas in Education Department or running canals and Drainage as against design and projects in Irrigation Departments or particular stations in case of Excise and Taxation Department and the like. Each official should complete a reasonable tenure, in various categories of posts. For example, in Education Department, to earn a posting in urban areas, the teacher should have put in some minimum service in rural areas. Every department should, therefore, list their posts into various categories with the approval of Chief Minister, through the Department of Personnel and Administrative Reforms, and lay down the sequence which should be observed for postings to these categories. The minimum period, that an officer can be allowed to spend in more attractive postings, should also be laid down as also the minimum period required to be spent on other posts.
(iv) For purpose of postings, villages within a distance of 8 kilometres from the outer boundaries of a town or a conglomeration of townships will not be treated as a rural posting.

(v) In sensitive departments, like Excise and Taxation, the departments should ensure that officers/officials do not keep rotating on the posts along G.T. road axis.

(vi) Before the transfer of a Government employee becomes due, he should be asked to give his preference for his posting with reasons, if any, and the departments should try to accommodate him, as far as possible, subject to administrative considerations of efficiency and propriety.

(vii) If an officer has worked in a district for ten years in the aggregate in one capacity or another he should not be posted in the same district during the remaining period of his service.

(viii) Gazetted Officers should not be posted in their home districts or places less than 40 kilometres from their native village/town or in a district where they or any member of the family hold immovable property. This will, however, not apply to:

(a) Assignments in the Secretariat, offices of Heads of Departments and Regional Offices.

(b) Professors and Lecturers in Education Department.

(c) Doctors serving in backward Areas.

(d) Doctors posted in Medical Colleges of the State.

(e) Posting of doctors in areas other than backward areas, wherever absolutely essential in public interest, will be permitted with the prior approval of the authority higher than the transfer approving authority.

(ix) When husband and wife are in Government service, it is desirable to keep the couple at one station as far as possible. Even in cases where the wife is in Government Service and husband is under a private employment, it will be desirable to post the wife near or at the same place. Efforts should also be made to post unmarried girls and widows at stations suitable to them as far as preference over couple cases in the matter of postings and transfers at stations convenient to them.
(x) Normally father and son or husnad and wife or other close relatives are not to be posted in the same office.

(xi) As far as possible, the handicapped and the blind employees may be shown due consideration to mitigate their inconvenience while considering the question of their postings and transfers.

(xii) There will be a complete ban on mid term transfers except when the transfer becomes necessary to fill a vacancy existing after making the general transfers or a new vacancy arising as a result of the following eventualities:

   (a) Suspension;
   (b) Resignation;
   (c) Removal from service;
   (d) Retirement;
   (e) Deputation, including deputation for long term training;
   (f) Promotion;
   (g) Creation of new post; and
   (h) Death.

In such cases also, the transfer should not involve the transfer of any other employee. If in any other case a department considers the transfer of an official absolutely unavoidable, it should be necessary to obtain the prior approval of the next higher authority by the transfer approving authority. In cases where the Government is the transfer approving authority, i.e. in cases of gazetted officers, the departments should obtain the prior approval of the Chief Minister through the Chief Secretary in the Department of Personnel and Administrative Reforms. However, local adjustments against vacant posts shall not require prior approval of the authority higher than the transfer approving authority.

(xiii) If a Government employee has served a tenure in a post, which is categorised as unpopular, that is a 'hardship post', he should be given a posting of his choice but of 5-6 preferences given by him. Each department should
categories popular and unpopular postings so that each employee should serve in both categories.

(xiv) In order that a competent authority is able to know at a glance how long an employee has stayed at a particular place, index cards should be prepared in a suitable form.

(xv) Mutual transfers may be allowed with the approval of Minister-in-charge, even if it is a mid term or mid tenure transfer, subject to the condition that the public interest should not suffer.

(xvi) Prior approval as contemplated above will not be necessary where any mid-term transfer on genuine grounds and involving personnel facing hardship, such as widows, unmarried girls, blind or otherwise handicapped persons and couple cases are required to be made, provided such a transfer does not involve the dislocation of any other employee. There will, therefore, be no objection to such a transfer being ordered by the department itself during the course of the year subject, however, to the condition that the post to which the transfer is being ordered is either vacant or available by mutual consent/adjustment between the concerned employees. In no circumstances should a post be got vacated by causing hardship to any other employee.

(xvii) There shall be complete ban on the transfer of all officers connected with the conduct of elections, both general and bye elections. The ban should be enforced and be effective from the date of announcement of the election as distinct from the date of notification made by the Election Commission, till their completion. In cases where transfer of officers connected with the election work is unavoidable or cannot be deferred atleast till the declaration of result of election, transfers could be made with the approval of the Chief Electoral Officer. As far the grant of leave is concerned, this may be considered on merit at the level of District Election Officer, Chief Electoral Officer and Chief Secretary. The Administrative Departments would also ensure that ad hoc promotions or ad hoc or temporary appointments at lower levels in Government or Public undertakings immediately after the announcement of the general elections are not encouraged.

2. The above policy instructions cover only the broad outlines of the Policy of Government. There may be some peculiar
circumstances in some departments. The Heads of such departments may, where necessary, issue separate instructions to cover such peculiar circumstances, with the prior approval of the Chief Secretary in the Department of Personnel and Administrative Reforms. These instructions should, however, be within the framework of the Government Policy.

3. These instructions will not apply to class IV employees. Necessary instructions in this respect will be issued by the Administrative Department concerned.

4. These instructions may be brought to the notice of all concerned under your control for meticulous compliance while ordering transfers. All cases, in which it is proposed to deviate from any of the guidelines laid down above, must be referred to the Chief Secretary in the Department of Personnel and Administrative Reforms for prior approval of the Chief Minister.

Copy of Punjab Government circular No. 18/14/86-5PPI/(827)/13466, dated 18th May, 1987 from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.--Priority list for various categories of persons for employment in the State Services.

I am directed to invite your attention to the Punjab Government circular letter No. 18/14/86-5PP/(1703)5964, dated 24th April, 1986 on the subject noted above and to say that these instructions were challenged in the Punjab and Haryana High Court in Civil Writ Petition No. 4214 of 1986 by Shri Jagroop Singh and others. The Hon'ble Court on 30th March, 1987 held category No. 1 as violative of Article 16(4) of the Constitution of India. The State Government filed the LPA No. 196 of 1987 (Punjab State Vs Jagroop Singh) in connection with the above order. The LPA came up for hearing on 11th May, 1987 and the Hon'ble Court has passed the interim orders (copy enclosed).

2. Keeping in view the above orders, the appointments under category No. 1 of the above referred instructions may continue to be made subject to the eventual order that may be passed in this appeal. The services of the persons already employed under this category as well as the respondents for accommodating the said category shall not be terminated.

IN THE HIGH COURT OF PUNJAB AND HARYANA AT CHANDIGARH

L.P.A. 196 of 1987 (O&M)

Present.--Mr. H.S. Bedi, D.A.G. Punjab.

ADMITTED

We direct that until further orders, it will be open to the appellant to offer appointments to the members of family of a
person killed as a result of terrorist action in the state and members of a family who lost their bread winner in riots in Delhi and other places in India between October 31, to November 7, 1984 (both days inclusive) in accordance with the circular dated April 24, 1986. These appointments shall, however, be subject to the eventual orders that may be passed in this appeal.

We also direct that state Government shall not terminate the services of any of the respondents for the reason that members of the riot and terrorist affected families have to be accommodated.

Sd/- H.N. Seth, Chief Justice.


Sd/- M.S. Liberhan, Judge.

Copy of Punjab Government circular letter No. 7/9/87-3PPII/13562, dated 19th May, 1987 from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject. --Policy regarding postings and transfers of Punjab Government employees for the year, 1987-88.

I am directed to refer to Punjab Government Circular letters No. 7/8/87-3PPII/3964, dated 27th March, 1987 and No. 7/9/87-3PPII/10606, dated 13th April, 1987,--vide which policy instructions and clarification for effecting transfers in the current year have been issued and to say that the Government have decided to reiterate that the number of transfers be kept to a bare minimum. However, to facilitate well considered decisions as per Government Policy, on the matter of general transfers, the Government have decided to extend the last date for general transfers to the 15th June, 1987.

GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL POLICIES II BRANCH)

Notification
The 8th June, 1987

No. G.S.R. 46/Const./Arts. 309 and 187/Amd(5)/87.--In exercise of the powers conferred by the proviso to article 309 read with article 187 of the Constitution of India, and all other powers enabling him in this behalf, the President of India is pleased to make the following rules to amend the Punjab Civil Services (Premature Retirement) (First Amendment) Rules, 1979, the Punjab Civil Services (Premature Retirement) (First Amendment)
Rules, 1984 and the Punjab Civil Services (Premature Retirement) (First Amendment) Rules, 1985, namely:

1. Short title.-- These rules may be called the Punjab Civil Services (Premature Retirement) Amendments Amending Rules, 1987.

2. Modifications of certain amendments made in the Punjab Civil Services (Premature Retirement) Rules, 1975.-- In each of the Punjab Civil Services (Premature Retirement) (First Amendment) Rules, 1979, the Punjab Civil Services (Premature Retirement) (First Amendment) Rules, 1984 and the Punjab Civil Services (Premature Retirement) (First Amendment) Rules, 1985, in rule 1, in sub-rule (3), for the word "not", the word "also" shall be and shall always be deemed to have been substituted.

P.H. VAISHNAV,
Chief Secretary to Government of Punjab,

Copy of Punjab Government circular letter No. 8/9/87-3PPII/14745, dated 9th June, 1987, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments, etc.

Subject.--Deferment of the transfers of officers who are entrusted the work of assessment/disbursement of relief at District Level.

I am directed to refer to Punjab Government letter No. 8/9/87-3PPII/13562, dated 19th May, 1987, on the subject noted above and to say that in the case of officers who have been transferred but were given the work regarding disbursement of relief before their transfers, their transfers may be deferred till the completion of the relief disbursement work. In the case of officers who are yet to be transferred but have been assigned the relief work by the Deputy Commissioners, their transfer orders may be issued but such transfers should be made effective only after the 15th July, 1987.

Copy of Punjab Government circular letter No. 20/4/86-5PPI/15974, dated 1st July, 1987, from the Department of personnel and Administrative Reforms, addressed to all Heads of Departments, etc.

Subject.--3% reservation in Class I and Class II State Services for sportsmen/women who have obtained First, Second and Third positions in team/individual events at International
Sports/Meets or who have won national championship in
team or individual events while representing the State of
Punjab.

I am directed to refer to the Punjab Government circular
letter No. 20/4/86-5PPI(171)-2021, dated 18th February, 1987,—
vide which 3% reservation was introduced in Class I and Class II
posts for sportsmen/women in direct recruitment, and to state that
three percent reservation should be implemented by means of a 100
point roster and vacancies falling at points Nos. 11, 43 and 71 be
reserved for such sportsmen/women. This will be subject to the
following conditions:—

(i) The operation of the roster will stop the moment
reservation percentage is achieved;

(ii) The above roster will not apply to small cadres i.e.
where the sanctioned strength is less than 5 posts;

(iii) Total reservation for all categories including sportsmen/
women is not to exceed 50% of the vacancies filled in a
particular year;

(iv) Where a reserved vacancy remains unfilled on account
of non-availability of a suitable sportsmen/women, such
vacancy may be filled in temporarily from any other
source in accordance with the rules regulating the
recruitment and conditions of service of persons
appointed to such posts as if the vacancy was not
reserved and such a reserved vacancy shall be carried
forward for the subsequent occasions for recruitment
spreading over a period not exceeding two years.

2. For Department of Planning and Department of Home
Affairs and Justice. This will dispose of their U.O. No. 1/17/87-
3P-87/248, dated 10th February, 1987 and U.O. No. 1/354/85-IH(J),

3. The receipt of this communication may also be acknowledged.

Copy of Punjab Government circular letter No. 13/26/86-3PPII, dated
6th July, 1987, from the Department of Personnel and Administra-
tive Reforms, addressed to all Heads of Departments etc., etc.
Subject.—Employment to a member of a family of a person killed
as a result of terrorist action in the State/a member of a
family who lost their bread winner in riots in Delhi and
at other places.

All the Financial Commissioners and Administrative

2. The State Government, vide letter referred to above has issued a 'priority list for various categories of persons for employment in the State Services-Rehabilitation of Disabled ex-servicemen and widows/dependents of the deceased Government employees and Defence Services personnel killed or disabled severely in action', (copy enclosed). The State Government has decided that similar policy of employment on priority basis be also adopted and implemented by the Boards/Corporations/Local Bodies and other corporate bodies which are under the Control of the State Government, in respect of the categories given below:

<table>
<thead>
<tr>
<th>Priority Number</th>
<th>Categories</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A member of the family of person killed as a result of terrorist action in the State; and a member of a family who lost their bread winner in riots in Delhi and other places in India between October 31 to November 7, 1984 (both inclusive).</td>
</tr>
<tr>
<td>2</td>
<td>Disabled Ex-servicemen (not unfit for Civil Service).</td>
</tr>
<tr>
<td>3</td>
<td>A member of the family of the Defence Services Personnel:</td>
</tr>
<tr>
<td></td>
<td>(i) Killed in service while performing duties; or</td>
</tr>
<tr>
<td></td>
<td>(ii) who are severely disabled and totally unfit for re-employment.</td>
</tr>
<tr>
<td>4</td>
<td>Physically handicapped persons.</td>
</tr>
</tbody>
</table>

3. It is, however, felt that Public Sector Undertakings, Boards and Corporations are run on commercial lines and members of families specified in Priority Category No. 1 who are to be offered employment without competition or selections may not be able to fulfil the exacting standards laid down by these bodies. Moreover, if mediocre or below average candidates are absorbed in these jobs, they may impair the efficiency of these bodies. It is decided that keeping in view the interest of the candidates belonging to priority category No. 1 and the efficiency of Public Sector Undertakings, Boards and Corporations, employment may be offered to such of the candidates in priority category No. 1 who fulfil certain basic minimum standards so as not to impair the efficiency and general performance of these bodies. It is also
observed that candidates in priority category No. I may be preferred to be absorbed in Local Bodies, which are near their places of residences so as to provide them early rehabilitation and greater psychological satisfaction.

4. It is, however, intimated that the instructions dated 24th April, 1986 were challenged in the Punjab and Haryana High Court in Civil Writ Petition No. 4214 of 1986 by Shri Jagroop Singh and others. The Hon'ble Court on 30th March, 1987 held category No. I as violative of Article 16(4) of the Constitution of India. The State Government filed LPA No. 196 of 1987 (Punjab State vs Jagroop Singh) in connection with the above order. The LPA came up for hearing on 11th May, 1987 and the Hon'ble Court has passed the interim orders (copy enclosed). Keeping in view the above orders, the appointments under Category No. I of the above referred instructions may continue to be made subject to the eventual order that may be passed in this appeal. Since suitable directions in the matter can only be issued by the concerned Administrative Department to the Boards/Corporations under their control, it is, requested that necessary directions in the matter may kindly be issued immediately and this department informed thereof, at the earliest.

IN THE HIGH COURT OF PUNJAB AND HARYANA AT CHANDIGARH

L.P.A. 196 of 1987 (O. & M.)

Present :- Mr. H.S. Bedi, D.A.G. Punjab
Admitted

We direct that until further orders, it will be open to the appellant to offer appointments to the members of family of person killed as a result of terrorist action in the State and members of a family who lost their bread winner in riots in Delhi and other places in India between October 31, to November 7, 1984 (both days inclusive) in accordance with the circular dated April 24, 1986. These appointments shall, however, be subject to the eventual orders that may be passed in this appeal.

We also direct that State Government shall not terminate the services of any of the respondents for the reason that members of the riot and terrorist affected families have to be accommodated.

(Sd.) . . .
H.N. SETH,
Chief Justice.

(Sd.) . . .
M.S. LIBERHAN,
Judge.

Copy of Punjab Government circular letter No. 9/7/85-6GE/16530, dated 14th July, 1987, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject. -- Financial assistance to the families of Government employees killed by terrorist action.

I am directed to refer to the above noted subject and to say that in partial modification of Government instruction issued, --vide letter No. 9/7/85-6GE/898-99, dated 20th January, 1987 the following financial benefits, namely:

(i) Special Ex-gratia grant of Rs. 50,000 (Rs. fifty thousand only) including the Ex gratia grant admissible in accordance with the provisions of rule 2.7 of the Punjab Civil Services Rules, Volume II, and

(ii) Special family pension equal to the last pay drawn till the date of superannuation and thereafter normal family pension as admissible under the rules,

may be allowed to the families of employees of Government of Punjab, other than the Police Personnel, killed by terrorists, on or after the 19th November, 1981.

2. This issues with the concurrence of the Department of Finance conveyed, --vide their U.O. No. 10/57/87-5FPIII/, dated the 2nd July, 1987.
35

3WFf31 - 1.130. t:
5/3/85-1 1-11
- at
1/17405,
f14.51
Taud, 1987
a
Hdd
101:1675
nr 0rial
HIT'd tTd -r2
t
m -
v -rfu,
))rrf2 1
fAp -

174 t: 5/6/78-1Ut.1.0 -./35779, fih3 13
1978 
1

1
f11,11,
1987 
la auuTrull)rt
- dal - au -
6
0 - RftraT 
- 114
- oe -rzg -rd
Fib
1-1, )'4' rag QU13 fuuT 15 
- 1987 
la uu
2 g -ei

2. दिव्य हेमसर लोडर किष्रा द जिसमा मध्ये अधिक 2 अवैध दो भूमि पृथक घड़े विवेक लोडर नर्मिकरण आवश्यक। फिज काम केवल केवल तादी बी दिन ही हिस्से 15 दिनांको, 1987 आई. त्रलांतिनिया द भूमि अवैध दोई भूमि और बुलंद अमान 15 सप्ताह. 1987 आई. दिन ही फिज दे जब 2 अवैध राजको अप-टू-टैक मुख्य केन्द्रीय नर्मिकरण आवश्यक।
नोटक्ष

<table>
<thead>
<tr>
<th>कृपया ले लें</th>
<th>अपनी लेन के लिए</th>
<th>बाकी 3 लिंग</th>
<th>बाकी 3 लिंग</th>
<th>बाकी 5 लिंग</th>
<th>रिपुरोक्ष</th>
<th>रिपुरोक्ष</th>
<th>रिपुरोक्ष</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td></td>
</tr>
</tbody>
</table>
Copy of Punjab Government circular letter No. 13/42/87-2PPII/11797, dated 7th August, 1987, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.--Delay in the sanction for Prosecution.

Sir,

I am directed to refer to the subject noted above and to say that it has been observed that not infrequently, sanction for prosecution was inordinately delayed. Accordingly, it was decided by the Chief Secretaries in their Conference held on 16th/17th February, 1987 at New Delhi, that a time limit should be prescribed for grant or refusal of sanction and compliance should be monitored. It is accordingly decided that a time limit of 60 (sixty) days has been fixed by the Government for granting or refusing the sanction for prosecution.

Copy of Punjab Government circular letter No. 9/5/87-6GE/19595, dated 15th September, 1987, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.--Financial assistance to the families of Government employees killed by terrorist action.

Sir,

I am directed to refer to the above noted subject and to say that in supersession of Government instructions issued, vide circular letters No. 9/7/85-6GE/898-901, dated 20th January, 1987 and 9th July, 1985--6GE/16530--33, dated 14th July, 1987, Government have decided to extend the following benefits to the families of Government employees, other than non-gazetted police personnel/members of the Punjab Home Guards or the village Defence Force and Gazetted Police/Home Guards Personnel, killed by terrorist action:

Special Ex gratia grant

(i) The personnel connected directly with the maintenance of law and order, namely personnel of Jail, Judicial and Magisterial Cadres as also the Public Prosecutors.

Thirty six times the pay which the deceased employee was receiving immediately before his/her death, subject to a minimum of rupees fifty thousand.

(ii) Other employees.

Twenty four times the pay which the deceased employee was receiving immediately before his/her
death subject to a minimum of rupees fifty thousand.

**Special Family Pension**

All categories of employees

(i) Special family pension at the rate of pay last drawn from the date of death to the date of notional date of superanuation or the family pension admissible under the normal rules, whichever is more;

(ii) For next seven years, half of last pay drawn without any ceiling;

(iii) Thereafter, normal family pension admissible under the normal rules.

(i) The amount of Special Ex-Gratia grant will be inclusive of the amount admissible under rule 2.7 of the Punjab Civil Services Rules, Volume II;

(ii) These orders will be applicable with reference to the scales of pay now in force. The admissibility under the revised scales of pay will be considered on receipt of the recommendations of the Third Punjab Pay Commission;

(iii) Pay for the purpose of calculating these benefits will be taken as defined in rule 2.44 of the Punjab Civil Services Rules, Volume I, Part I.

2. The aforementioned benefits will take effect from the 6th July, 1987 (i.e. the date on which the decision was taken by the Government) and shall be sanctioned by the respective pension sanctioning authority/appointing authority and Accountant General (Accounts and Entitlement), Punjab.

3. While recommending special family pension to the Accountant General (Accounts and Entitlement), Punjab, the Head of office shall obtain a certificate from the Deputy Commissioner of the District that the deceased employee was killed by terrorists.

4. This issues with the concurrence of the Department of Finance conveyed, vide their I.D. No. 3/15/87-2FP-III/2327, dated the 4th September, 1987.
Subject.--Regarding issue of 'No Objection Certificate' to government employees for sending their applications direct to the Punjab Public Service Commission for the posts against direct appointment.

I am directed to refer Punjab Government circular letter No. 29/1/78-IPP/16000, dated 11th December, 1981 wherein it has inter alia been provided that if any employee wants to send the application directly to avoid delay and makes a request for the issue of 'No Objection Certificate', such a certificate may be issued to the employee who wants to send the application. The Punjab Public Service Commission has observed that 'No Objection Certificate' is not issued in time by the concerned departments to the employees who want to send their applications to the Punjab Public Service Commission. In this way either the time bound work of the Commission suffers or the applications of the employees are not considered as the dates fixed for interview by the Commission are not changed.

2. Keeping in view the difficulty of the Commission as well as the employees it has now been decided to adopt the procedure prevalent in the Union Public Service Commission which inter alia is as under:—

"All candidates whether in Government Service or in Government owned industrial undertakings or other submit their applications direct to the Commission. If any candidate forwards his application through his employer he should ensure that it reaches the UPSC by the closing date, otherwise it is likely to be rejected even if it has been submitted to the employer before the closing date.

Persons already in Government service whether in permanent or temporary capacity or as work-charged employees are, however, required to submit a declaration that they have informed in writing their Head of office/Department that they have applied for the selection.

3. Punjab Government instructions dated 11th December, 1981 referred to overleaf may be deemed to have been amended to this extent.
40

4. It is requested that the above instructions may kindly be brought to the notice of all concerned for compliance.

Copy of Punjab Government circular letter No. 7/9/87-3PPII/20323, dated 1st October, 1987, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.--Policy regarding postings and transfers of Punjab Government employees for the year 1987-88

I am directed to refer to Punjab Government circular letter No. 7/9/87-3PPII/10606, dated 13th April, 1987,--vide which it was stated that in the Punjab Government circular letter 7/9/87-3PPII/3964-65, dated 27th March, 1987, wherever the word "officer" occurs, it may be substituted as "officer/official". Now it has been brought to the notice of Government that these instructions will cause undue hardship to Class III officials. Therefore, on reconsideration Government have decided to withdraw the said instructions with immediate effect.

Copy of Punjab Government circular letter No. 7/9/87-3PPII/21681, dated 28th October, 1987, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.--Punjab Government employees (Conduct) Rules, 1966--Canvassing of non-official or other influence by Government employees regarding their service matters including transfers.

I am directed to invite your attention to rule 20 of the Punjab Government Employees (Conduct) Rules, 1966, which is reproduced as under :--

"20. Canvassing of non-official or other influence—No. Government employees shall bring or attempt to bring any political or other influence to bear upon any superior authority to further his interests in respect of matter pertaining to his service under the Government".
In this connection attention is also invited to Punjab Government circular letter No. 3398-SII(3)-71, dated the 15th December, 1971, wherein it was made clear that any violation of the said instructions would henceforth be met with punishment which should be sufficiently severe to act as a deterrent to others also.

2. Despite the statutory provisions in the above said rule and the instructions cited above it has been observed that the tendency of canvassing non-official and other influence by the Government Employees to further their interests in respect of matters pertaining to their service under the Government has not been checked. Leaders of political parties are approached by Government employees to obtain support for their representations, appeals, posting and transfers etc. pertaining to their conditions of service. As already brought to the notice of all Government employees,—vide instructions dated 15th December, 1971, Government consider such an act as a serious lapse on the conduct of the Punjab Government Employees and has been decided that if in future such instances come to the notice of Government or departments, as the case may be action against the defaulting employees should be taken according to the procedure laid down in the Punjab Government circular letter No. 7398-SII(3)-71, dated 15th December, 1972. I am, therefore, to request you to ensure meticulous compliance of these instructions.

3. The receipt of this letter may please be acknowledged.

Copy of Punjab Government circular letter No. 9/5/87-6GE/22061, dated 6th November, 1987, from the Department of personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc., etc.

Subject.—Financial assistance to the families of Government employees killed by terrorist action Consolidated instruction regarding.

[M(i) Letter No. 9/7/85-6GE/898—901, dated 20th January, 1987, (ii) No. 9/7/85/6GE/16530—33, dated 14th July, 1987.—] I am directed to say that the Punjab Government have issued instructions regarding grant of financial assistance to the families of Government employees killed by terrorist action from time to time.—vide circular letters quoted in the margin extending the following benefits:—

(i) Special Ex gratia grant of Rs. 50,000 (Rs. fifty thousand only). This amount will include the Ex-gratia grant to be released in such cases in terms of Rule 2.7 of Punjab C.S.R. Volume II, and
(ii) Special family pension equal to last pay drawn till the date of superannuation and thereafter, normal family pension as admissible under normal rules.

The aforementioned benefits are admissible in the cases of Government employees other than Police Personnel killed by terrorists during the period from 19th November, 1981 to 5th July, 1987.

[M 2. Letter No. 9/5/87-6GE 19595—98, dated 15th September, 1987.—]

The Punjab Government have further issued instructions,—vide circular letter quoted in the margin regarding grant of financial assistance to the families of Government employees other than non-gazetted Police Personnel members of Punjab Home Guards or the Village Defence Force and Gazetted Police/Home Guards Personnel killed by terrorist action and the following benefits have been granted:—

SPECIAL EX GRATIA GRANT

(i) The personnel connected directly with the maintenance of law and order namely personnel of Jail, Judicial and Magisterial Cadres as also the public Prosecutors.

(ii) Other employees

SPECIAL FAMILY PENSION

All categories of employees

(i) Special family pension at the rate of pay last drawn from the date of death to the date of notional date of superannuation or the family pension admissible under the normal rules, whichever is more;

(ii) For next seven years, half of last pay drawn without any ceiling;

(iii) Thereafter normal family pension as admissible under the normal rules.
(i) The amount of Special Ex Gratia grant will be inclusive of the amount admissible under rule 2.7 of the Punjab Civil Services Rules, Volume II;

(ii) These orders will be applicable with reference to the scales of pay now in force. The admissibility under the revised scales of pay will be considered on receipt of the recommendations of the Third Punjab Pay Commission;

(iii) Pay for the purpose of calculating these benefits will be taken as defined in rule 2.44 of the Punjab Civil Services Rules, Volume I, Part I.

3. The benefits mentioned in para 2 will take effect from the 6th July 1987 (i.e. the date on which the decision was taken by the Government) and shall be sanctioned by the respective pension sanctioning authority/appointing authority and Accountant General (Accounts and Entitlement) Punjab.

4. While recommending special family pension to the Accountant General (Accounts and Entitlement) Punjab, the Head of office shall obtain a certificate from the Deputy Commissioner of the District that the deceased employee was killed by terrorists.

5. These instructions may be brought to the notice of all concerned for strict compliance.

6. The receipt of this communication may be acknowledged.

---

Copy of Punjab Government circular letter No. 4/32/87-3PPI/22208, dated 10th November, 1987, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.--Expeditious finalisation of the cases for granting selection grade to the employees.

I am directed to refer to Punjab Government circular letter No. 4/13/83-3PP/11401, dated the 20th September, 1983, and to say that it was emphasised therein that cases for grant of selection grade should be processed promptly on the occurrence of the vacancy. It has however been felt that action is not initiated in time and consequently delay occurs in the finalisation of such cases. This tendency needs to be checked effectively so that the process for the grant of selection is completed without any delay.
2. It is, therefore, requested that all concerned may be instructed to comply with the instructions issued on the subject and to finalise the pending cases for grant of selection grade immediately and initiate appropriate action well in time in future also.

3. Its receipt may please be acknowledged.

Copy of Punjab Government circular letter No. 18/14/86-5PPI/1401/22436, dated 12th November, 1987, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.--Inclusion of daughter-in-law and sister-in-law in the term of family members of decease person, who dies on account of terrorist action, for Government employment, under priority scheme.

All the Financial Commissioners and Administrative Secretaries to Government, Punjab, may kindly refer to the subject cited above.

2. The proposal to include daughter-in-law and sister-in-law in the term of family member of person killed as a result of terrorist action, for Government employment on priority basis, has been under the consideration of the Government for some time past and it has been decided that the definition of family, circulated—vide Punjab Government I.D. No. 18/14/86-5PPI, dated the 24th April, 1986, should not be changed but in cases where the daughter-in-law or sister-in-law has to be considered for providing job by way of rehabilitating a terrorist affected family, a Committee as under has been constituted, to take up individual cases on merits and to take a decision after satisfying themselves that providing such a job will serve as a prop to the breved families:—

(i) Additional Chief Secretary to Government, Punjab... . . Chairman

(ii) Financial Commissioner Revenue, Punjab . . Member

(iii) Joint Secretary to Government, Punjab, Department of Personnel Administrative Reforms . . Member

(iv) Director, Relief and Resettlement Department, Punjab . .Member-Secretary.

3. Such cases, if pending, may be referred to the said Committee for necessary action.
2. I am directed to say that sub-rule(1) of rule 4 of the Punjab Civil Services (P & A) Rules, 1970 provides inter alia that a Government servant may be placed under suspension where a disciplinary proceedings against him is contemplated or is pending or where a case against him in respect of any criminal offence in under investigation, inquiry or trial. Sub-rule (2) of the same rule lays down that a Government servant shall be deemed to have been placed under suspension by an order of the appointing authority with effect from the date of his detention if he is detained in custody, whether on a criminal charge or otherwise, for a period exceeding forty-eight hours.

2. As Government takes a very serious view of offences against women, Government has reviewed the provisions in the rules in regard to placing a Government servant under suspension if he is accused of involvement in a case of "dowry death" as defined in Section 304-B of the Indian Penal Code. The Section reads follows:—

"304-B(1) Where the death of a woman is caused by any burns or bodily injury or occurs otherwise than under normal circumstances within seven years of her marriage and it is shown that soon before her death
she was subjected to cruelty or harrassment by her husband or any relative of her husband for, or in connection with, any demand for dowry, such death shall be called "dowry death" and such husband or relative shall be deemed to have caused her death.

Explanation.—For the purpose of this sub-section "dowry" shall have the same meaning as in section 2 of the Dowry Prohibition Act, 1961."

3. If a case has been registered by the police against Government servant under Section 304-B of the I.P.C. he shall be placed under suspension in the following circumstances by the competent authority by invoking the provisions of sub-rule (1) of rule 4 of the Punjab Civil Services (P & A) Rules, 1970 :

(i) If the Government servant is arrested in connection with the registration of the police case, he shall be placed under suspension immediately irrespective of the period of his detention.

(ii) If he is not arrested, he shall be placed under suspension immediately on submission of a police report under sub-section (2) of section 173 of the Code of Criminal Procedure, 1973, to the Magistrate, if the report *prima facie* indicates that the offence has been committed by the Government servant.

4. The contents of this circular may please be brought to the notice of all concerned for meticulous compliance.

5. The receipt of this circular may also please be acknowledged.

Copy of Punjab Government circular letter No. 1/30/87-5PPI/(2103)/23039, dated 23rd November, 1987, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.—Appointment to State Services Class III posts on priority basis—Relaxation of minimum age of entry into Government Service in deserving and real cases of hardship.

I am directed to invite a reference to Punjab Government circular letter No. 2/9/81-5PP-81/15975, dated the 10th December, 1981,—wide which the minimum age for entry into Government service was raised to 18 years for Class III Service and other superior services. The departments were also requested to amend their Service Rules accordingly.
2. It had come to the notice of Government that in a number of families in Priority Category No. 1 in Punjab Government letter No. 18/14/86-5PP(1703)/5964, dated the 24th April, 1986, the dependents were minors and the families have no financial resources to support them. It was under the consideration of the Government to relax the age of entry into Government service in such cases to 16 years for Class III posts. After a careful consideration, it has been decided that the Administrative Departments may, in genuine cases under priority No. 1, relax the age limit in accordance with the provision of the relevant Service Rules, subject to the provision of Rule 3.9 of C.S.R. Volume II. In cases, where no such provision to relax the minimum age limit for entry into Government service exists, such cases may be referred to the Department of Personnel and Administrative Reforms (Personnel Policies I Branch) for relaxation.

Copy of Punjab Government circular letter No. 9/39/87-4PPI/23244, dated 30th November, 1987, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.—Framing/Amendment of Service Rules for each class of Service/Post under the Punjab Government on the basis of Model Service Rules.

All the Financial Commissioners and Administrative Secretaries to Government Punjab, may kindly, refer to the correspondence resting with this Department D.O. No. 9/9/83-4PP/1037, dated 21st January, 1986 and subsequent reminders dated 21st July, 1986 and 3rd November, 1986, on the subject noted above.

2. The Punjab Public Service Commission,—vide para 22 of its Annual Report for 1985-86, has stated that the Commission is required to offer their comments on the Draft Service Rules, received from various Departments of the Government. The Commission generally tender the advice on such cases within a stipulated period. It has been noted that the Departments of the Government have not notified the rules for years together. The list (list enclosed) sent by the Commission shows that in some cases the finalisation of rules is pending for more than 12 years. This is a very alarming position, and the service matters get complicated in the absence of service rules. Although the Punjab Public Service Commission, Personnel and Administrative Reforms Department and the FD are referred to adhere to a time schedule for sending their comments but no time has been fixed for the Department to finalise the rules after getting comments from these Departments.
It has been decided to fix the following time schedule so that the rules are finalised expeditiously:

(i) Report from Public Service Commission...21 days (Already Personnel and Administrative Reforms fixed) Department and Finance Department.

(ii) Decision on the comments of Punjab Public Service Commission, Personal and Administrative Reforms Department and Finance Department by A.D.

(iii) Submission of case to L.R. ...10 days

(iv) Vetting by L.R. ...7 days

(v) Preparation of Memorandum ...7 days

3. If any Department fails to adhere to the above time table, then it should explain the delay while submitting the case to the Council of Ministers/Governor in Council.

4. The receipt of this communication may please be acknowledged.
### APPENDIX E
Paragraph No. 22(iii)

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Name of Deptt.</th>
<th>Name of the Service Rules</th>
<th>Date on which the comments of the commission were conveyed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Horticulture Department</td>
<td>Punjab Horticulture Class II Service Rules</td>
<td>12-8-1981</td>
</tr>
<tr>
<td>2</td>
<td>Ditto</td>
<td>Punjab Horticulture Class I Service Rules</td>
<td>9-9-1981</td>
</tr>
<tr>
<td>3</td>
<td>Local Bodies</td>
<td>Punjab Local Government Department State Service Class III Rules</td>
<td>14-1-1985</td>
</tr>
<tr>
<td>4</td>
<td>Ditto</td>
<td>Formulation of Service Rules of Class II Officers of Local Government Departments Punjab</td>
<td>30-5-1985</td>
</tr>
<tr>
<td>5</td>
<td>Ditto</td>
<td>Formulation of Service Rules of Class I Officer of Local Government Department, Punjab</td>
<td>3-6-1985</td>
</tr>
<tr>
<td>6</td>
<td>Punjab Excise and Taxation Deptt.</td>
<td>Framing of Punjab Excise and Taxation Inspectorate State Service Class III Rules</td>
<td>18-7-1979</td>
</tr>
<tr>
<td>7</td>
<td>Ditto</td>
<td>Framing of Punjab Excise and Taxation Commissioner Officer (State Service Class II) Rules 1984.</td>
<td>2-1-1985</td>
</tr>
<tr>
<td>8</td>
<td>Ditto</td>
<td>Framing of Punjab Excise and Taxation Driver Service Rules</td>
<td>20-2-1985</td>
</tr>
<tr>
<td>9</td>
<td>Revenue Department</td>
<td>Financial Commissioner Secretariat I Service Rules</td>
<td>21-9-1983</td>
</tr>
<tr>
<td>10</td>
<td>Ditto</td>
<td>Amendment in Punjab Revenue Patwaries (State) Service (Class III) Rules</td>
<td>3-1-1984</td>
</tr>
<tr>
<td>No.</td>
<td>Department/Matter</td>
<td>Rule Details</td>
<td>Date</td>
</tr>
<tr>
<td>-----</td>
<td>-----------------------------------------------------</td>
<td>-------------------------------------------------------------------------------</td>
<td>------------</td>
</tr>
<tr>
<td>23</td>
<td>Jail Department</td>
<td>Amendment in Punjab Jail (Class I) Service Rules, 1979</td>
<td>9-5-1985</td>
</tr>
<tr>
<td>24</td>
<td>Civil Aviation Department</td>
<td>Punjab Civil Aviation Deptt. (Class III) Service Rules, 1974</td>
<td>4-2-1980</td>
</tr>
<tr>
<td>26</td>
<td>Ditto</td>
<td>Punjab Home Guards and Civil Defence (Class I) Service Rules, 1976</td>
<td>11-7-1977</td>
</tr>
<tr>
<td>27</td>
<td>Ditto</td>
<td>Punjab Home Guards and Civil Defence (Class III) Service Rules, 1976</td>
<td>4-2-1980</td>
</tr>
<tr>
<td>32</td>
<td>Ditto</td>
<td>P.E.S. Class II (I.B.) Rules 1941 in P.W.D. Irrigation Deptt.</td>
<td>17-4-1986</td>
</tr>
<tr>
<td>34</td>
<td>Ditto</td>
<td>Punjab Service of Engineers Class I, P.W.D. (B &amp; R) Rules</td>
<td>14-5-1979</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>---</td>
<td>----------------</td>
<td>---------------------------------------------</td>
<td>-------------------------------------------------------------------</td>
</tr>
<tr>
<td>11</td>
<td>Revenue Deptt.</td>
<td>Amendment in the Punjab Revenue Patwaries (Class III) Service Rules, 1966</td>
<td>20-3-1985</td>
</tr>
<tr>
<td>12</td>
<td>Ditto</td>
<td>Amendment in the Punjab Revenue Patwaries (Class III) Service Rules</td>
<td>20-3-1985</td>
</tr>
<tr>
<td>14</td>
<td>Development and Panchayats Deptt.</td>
<td>Draft Service Rules (Class I) Development and Panchayat Deptt.</td>
<td>30-7-1984</td>
</tr>
<tr>
<td>16</td>
<td>Ditto</td>
<td>Amendment in Punjab Town Planner (State Service Class I) Rules, 1972</td>
<td>1-3-1984 and 23-6-1984</td>
</tr>
<tr>
<td>20</td>
<td>Home Department</td>
<td>Amendment in P.C.S. (Judicial Branch) Rules, 1951</td>
<td>18-8-1977</td>
</tr>
<tr>
<td>21</td>
<td>Food and Supply Deptt.</td>
<td>Food and Supply Department (State Service Class II) Rules</td>
<td>13-2-1985</td>
</tr>
<tr>
<td>22</td>
<td>Ditto</td>
<td>Food and Supply Department (State Service Class I) Rules</td>
<td>13-2-1985</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>42.</td>
<td>Ditto</td>
<td>Chief Engineers Office (B &amp; R) Branch Ministerial Establishment Rules, 1983</td>
<td>7-8-1983</td>
</tr>
<tr>
<td>44.</td>
<td>P.W.D. (B &amp; R)</td>
<td>Punjab P.W.D. (B &amp; R) Branch Junior Engineer (Service Class II) Rules</td>
<td>12-10-1984</td>
</tr>
<tr>
<td>46.</td>
<td>Punjab Civil</td>
<td>Punjab Hospitality Department (Class III) Rules, 1983</td>
<td>8-5-1984</td>
</tr>
<tr>
<td>No.</td>
<td>Department</td>
<td>Description</td>
<td>Date</td>
</tr>
<tr>
<td>-----</td>
<td>------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>------------</td>
</tr>
<tr>
<td>48</td>
<td>Health Department</td>
<td>Insurance Medical Services for the Medical Officer Working under E.S.I. Scheme Rules</td>
<td>6-4-1984</td>
</tr>
<tr>
<td>49</td>
<td>Printing and Stationery Department</td>
<td>Punjab Printing and Stationery Department State Services Class I and II Rules, 1976</td>
<td>10-9-1976</td>
</tr>
<tr>
<td>50</td>
<td>Colonization Department</td>
<td>Punjab Colonization State Service (Class II) Executive Rules, 1974.</td>
<td>10-8-1981</td>
</tr>
<tr>
<td>51</td>
<td>Printing and Stationery Department</td>
<td>Punjab Printing and Stationery Department Ministerial Service Class II Rules, 1976</td>
<td>10-9-1976</td>
</tr>
<tr>
<td>52</td>
<td>Colonization Department</td>
<td>Punjab Colonization Department (State Service) Class III Rules</td>
<td>14-1-1986</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>21-8-1979</td>
</tr>
<tr>
<td>54</td>
<td>Ditto</td>
<td>Framing of Service Rules of Department of Architecture Class I</td>
<td>3-10-77</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>11-2-1982</td>
</tr>
<tr>
<td>55</td>
<td>Public Relation Department</td>
<td>Punjab Information and Public Relation Department Class III (Non-Gazetted) Service Rules</td>
<td>3-2-1986</td>
</tr>
<tr>
<td>Sr. No.</td>
<td>Name of the Department</td>
<td>Old Service Rules which needs revision</td>
<td></td>
</tr>
<tr>
<td>--------</td>
<td>---------------------------------------------</td>
<td>--------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Forest Department</td>
<td>Punjab Forest Service Rules II Rules, 1941.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Forest Department</td>
<td>Punjab Subordinate Services (Executive Branch) Rules, 1944.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Police Department</td>
<td>Punjab Police Service Rules, 1934.</td>
<td></td>
</tr>
</tbody>
</table>
2. नैतिक माग एकी बड़ी रिपोर्ट 1982 तमाम संस्थाओं के महत्वपूर्ण व्यवस्थापक, मैत्री कदमों के निर्देश द्वारा अभियंता निर्माण, निर्माण के लिए अन्य मानवकृतियों के सकारात्मक प्रभाव का अनुभव 15% अभियंता संस्थान कैसीकरण करने वाली अन्य अभियंताओं को सहयोग करती है।

3. जनपद कारणीय अभियंताओं की संख्या की निर्भर दृष्टि से विभिन्न तरंग बाल के साथ आयोज निर्माण, निर्माण के लिए अन्य मानवकृतियों के सकारात्मक प्रभाव का अनुभव 15% अभियंता संस्थान कैसीकरण करने वाली अन्य अभियंताओं को सहयोग करती है।

4. यह उम्मीद है कि भूतपूर्व बाल के साथ निर्माण के लिए अन्य मानवकृतियों के सकारात्मक प्रभाव का अनुभव 15% अभियंता संस्थान कैसीकरण करने वाली अन्य अभियंताओं को सहयोग करती है।
1. फिक्रद डर तैन जय बिजर
2. फिक्रद डर हैदरली दिन
3. अभाबानी की दिखमा
4. (१) हेदाहेद अभाबानी की फिकम (अनाम)
   (२) फिकर्रीशान पर फिक्कर
   (३) फिकररीशान पर फिक्कर
(१) अभाबानी
(२) हेदाहेद
(३) अनामी महरवर से हेदाहेद
(४) की फिकर्रीशान अभाब बन ?
Copy of Punjab Government circular letter No. 10/52/87-5PPI/(2204)/23369, dated 1st December, 1987, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.--Filling of vacancies reserved for Ex-servicemen.

Sir,

I am directed to refer to the subject noted above and to state that it has been observed that the vacancies reserved for Ex-servicemen are not being filled up in accordance with Government Rules and Orders on the subject. It has also been observed that quasi-Government organisations such as Local Bodies and Public Sector Undertakings are not even aware of the State Policy for reservation of vacancies for Ex-servicemen. The matter has been agitated by representatives of Ex-servicemen, at various forums, including a recent meeting of the Punjab State Rajya Sainik Board which was presided over by the Governor.

2. The Government has reserved 15% of all vacancies to be filled by direct appointment in all the State Civil Services and posts, for Ex-servicemen,--vide the Punjab Recruitment of Ex-Servicemen Rules, 1982. It has also been clarified that this reservation is applicable to all Local Bodies, Autonomous Bodies
such as Universities, and State Corporations.

3. The powers to register and sponsor Ex-servicemen against the reserved vacancies have been given to the Director Sainik Welfare and the District Sainik Welfare Officers. [Under National Employment Service Manual Volume I and, vide Punjab Government (Department of Labour and Employment) Memo No. 19(279)80-5, Lab.I/577, dated 24th February, 1982]. Notification of all vacancies reserved for Ex-servicemen to the aforesaid sponsoring authorities in the proper pro-forma (copy enclosed), giving due notice of 15 days, is mandatory under the Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959 and failure to comply with its provisions is punishable in a court of law. It has been observed that sufficient notice is not given to the sponsoring authorities to sponsor suitable Ex-servicemen candidates against vacancies reserved for them and the period of notice is assumed to start on the date the Department or other appointing authority sends its requisition. It is clarified that the notice period commences on the date the requisition reaches the Director, Sainik Welfare or the District Sainik Welfare Officer(s).

4. I am, therefore, to request you to ensure that all the appointing authorities under your control comply with the provisions of the reservation policy for Ex-servicemen, and the legal provisions, cited above. In future, the Department of Scheduled Castes and Backward Classes Welfare, Punjab, will monitor the placement of Ex-servicemen, according to the roster vide I.D. No. 1/2/85-1DW/10472, dated 10th September, 1987 (copy enclosed) and the appointing authorities may also be directed to ensure that the lacunae pointed out in the Inspection Notes of the Monitoring Cell, are removed without delay.

(Section 4 of the Act and Rule 4 of the 1960 Rules)
(Form for the notification of vacancies)

1. Name and address of the employer:
2. Telephone number of the employer, if any:
3. Nature of vacancy:–
   (a) Type of workers required (Designation):
   (b) Description of duties:
   (c) Qualification required:–
      (i) Essential:
      (ii) Desirable:
   (d) Age limits, if any:
   (e) Whether women are eligible?
4. Number of vacancies:
   (a) Regular:
   (b) Temporary:

5. Pay and allowances:

6. Place of work (name of town/village and district in which it is situated):

7. Probable date by which the vacancies will be filled:

8. Particulars regarding interview/test of applicants:
   (a) Date of Interview/test
   (b) Time of Interview/test
   (c) Place of Interview/test
   (d) Designation and address of the person to whom applicants should report

9. Whether there is any obligation or arrangement for giving preference to any category of persons such as Scheduled Castes, Scheduled Tribes, Ex-servicemen and Physically Handicapped persons in filling up the vacancies, and if so, the number of vacancies to be filled by such categories of persons?

10. Any other relevant information:
    (2) The vacancies shall be re-notified in writing to the appropriate Employment Exchange if there is any change in the particulars already furnished to the Employment Exchange under sub rule (I).

GOVERNMENT OF PUNJAB

DEPARTMENT OF DEFENCE SERVICES WELFARE
(Defence Welfare Branch)

Subject.--Revitalization of Sainik Board Organisation in India--Creation of posts in the Directorate of Sainik Welfare in lieu of and in addition to, the posts in existence when the Defence Services Welfare Organisation functioned as part of the Punjab Civil Secretariat.

The Department of Scheduled Castes and Backward Classes Welfare, may kindly refer on the subject cited above.
2. A proposal for setting up a Monitoring cell in the Directorate of Sainik Welfare for the implementation of the policy for reservation in posts and services under the State Government and in other Governmental and semi-Governmental bodies and undertakings, for the ex-servicemen has been under consideration of Government. In a meeting held on the 31st August, 1987, under the Chief Secretary to Government, Punjab at which the Finance Secretary and the Secretary, Defence Services Welfare were present, it was felt that there is a cell in the Social Welfare Department which in any case checks the rosters in all the departments in connection with the enforcement of the reservation policy in respect of the Scheduled Castes and Backward Classes. It was decided that this Cell should be charged with the responsibility of checking the roster in respect of the ex-servicemen's vacancies also and report it to the Directorate of Sainik Welfare, Punjab.

3. It is requested that necessary action in this regard may please be taken immediate under intimation to this Department.

Sd/....

Under Secretary

Department of Scheduled Castes and Backward Classes Welfare.
I.D. No. 1/2/85-IDW Dated Chandigarh, the 10th September, 1987
No. 1/2/85-IDW/10472, Dated Chandigarh, the 10th September, 1987.

A copy is forwarded to the Director Sainik Welfare, Punjab, for information and necessary action.

Sd/....

Under Secretary

Copy of Punjab Government circular letter No. 15/12/87-TPPI/1406, dated 25th January, 1988, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments, etc., etc.

Subject.--Writing of Annual Confidential Reports--Recording of remarks by the Reporting/Reviewing Authority--Prescribing of time limit to avoid delay.

I am directed to invite a reference to Punjab Government circular letter No. 4/6/81-2PP/7908 dated the 7th June, 1982 on the subject noted above and to say that it has been repeatedly emphasised that there should be no delay in writing Annual Confidential Reports and that it should be ensured that the tendency of
late recording/non-recording of confidential reports on the part of the various reporting authorities is curbed. Further, vide Punjab Government instructions No. 4/6/81-2PP/8158, dated 15th July, 1983, it has been clarified that the reports received after 30th September should not be treated as invalid and they should be placed on the ACRs file along with a note to the effect that the report was received after 30th September. It has, however, been observed that these instructions are not being followed, with the result that a certificate about the work and conduct of the officers/officials are being recorded as satisfactory where their reports are not written or written very late which is clearly against the instruction dated 15th July, 1983 referred to above.

2. I am, therefore, directed to reiterate the Governments' policy as stated above for strict compliance and to stress upon the Cadre Controlling Authorities to keep a track of Annual Confidential Reports required to be written at various levels and get it recorded and placed on personal files of officer(s)/official(s).


Copy of Punjab Government circular letter No. 18/20/78-5PPI/(1994)/2049, dated 5th/8th February, 1988, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.--Grant of government employment in the State Services Class II on priority basis to members of families of State Government Gazetted Class I-II officers, killed in terrorist violence.

I am directed to invite your attention to Punjab Government circular letter No. 18/14/86-5PP/1703/5964, dated the 24th April, 1986, which inter alia provides that a member of the family of a person killed as a result of terrorist action in the State and a member of the family who lost their breadwinner in riots in Delhi and other places in India from October 31 to November 7, 1984, be given government employment in Class III and Class IV on priority basis. Due to continued terrorist activities in the State some State Government Gazetted Officers have been killed and their dependents have made repeated representations for grant of government employment in State Services Class I and II on priority basis on account of their academic and technical qualifications and other outstanding achievements in sports and other fields. Due to their socio-economic background they have expressed their inability to accept Class III Services which can be offered to them under the existing policy.
2. The matter has been under the consideration of Government for some time past. It is considered expedient, just and equitable that a member of the families dependent on State Government gazetted officers who fell/fall victims to terrorist violence should be offered government jobs on priority basis in the State Services Class II, keeping in view their Socio-economic background. It has, therefore, been decided to offer on priority basis State Services Class II posts to the dependents of deceased State Government Gazetted Class I or II officers who happen to be victims of terrorist violence. It has also been decided that the vacancy in question would be deemed to have been automatically withdrawn out of the purview of the Punjab Public Service Commission. Necessary suitable amendment under Schedule 'A' of the Regulations and Instructions governing the work of the Punjab Public Service Commission is being done separately.

3. While making appointments to State Services Class II in the light of above decision, the following conditions shall have to be observed:—

(i) The basic qualifications and conditions of experience prescribed for respective posts shall have to be fulfilled.

(ii) The age limit in the case of widows seeking employment under this priority scheme may be relaxed upto 45 years to cover real cases of hardship.

4. The suitability and eligibility of the candidates for a particular post would be determined by a Committee consisting of the Director, Relief Resettlement, Head of the Department concerned and the representative of the Department of Personnel, who would in turn make recommendations to the Financial Commissioners Revenue and the Chief Secretary to Government, Punjab, for acceptance.

5. It is also made clear that where it is not possible to accommodate a prospective beneficiary under priority in the Department/office in which his/her parent was serving at the time of death, the particulars of such a person are to be circulated to all Heads of Departments/offices in the State and the matter pursued to its logical conclusion by the authority concerned, where he/she was serving before death.

6. It is further clarified that the following categories are to be included in the term, member of the family of a deceased State Service Officer for the purpose of employment under these instructions:—

(i) Husband/wife;
(ii) Sons/daughters;
(iii) Father/mother; and
(iv) Dependent brothers/sisters

7. While giving effect to the above policy, it has to be ensured meticulously that the claims of the persons who want to take benefit under this priority scheme are checked carefully and bonafides duly verified as per Annexure.

Kindly acknowledge receipt of this letter.
ANNEXURE


(i) Name of the deceased Government Officer with full particulars of rank, age, nature of post (pensionable or not) held by him/her from the concerned Department.

(ii) Certificate of death and full details of circumstances under which the death occurred certifying that it was a result of terrorist action, to be obtained from the Deputy Commissioner of the District within the territorial limit of which the death occurred.

(iii) An affidavit duly attested to corroborate the facts that the person being employed was a member of the family of the deceased State Service Class I or II Gazetted Officer and dependent upon him.

(iv) Names of all dependents, their age, their occupation and the reason in support of the claim viz-a-viz, other dependents should be brought on record.

(v) The affidavit from the applicant and the other dependents that none of them has already obtained appointment under the priority scheme.

Copy of Punjab Government circular U.O. letter No. 5/57/81-5GE/3296, dated 3rd/11th March, 1988, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments, etc., etc.

Subject.--Issue of no objection certificate to the experts for taking up assignment abroad secured by direct contracts.

All Financial Commissioner and Administrative Secretaries may kindly refer to this Department UO. No. 5/57/81-5GE, dated 30th October, 1986 and dated 26th April, 1985 on the subject noted above.

No. 1/17/86-FAS
Government of India
Department of Personnel and Training

North Block,
New Delhi, dated 31st July, 1987

To

The Chief Secretaries of
all the State Governments/UTs

Subject.—Issue of No objection Certificate to the experts for taking up assignment abroad secured by direct contacts.

I am directed to send herewith a copy of O.M. No. 1/17/86-FAS, dated 30th July, 1987 containing the latest instructions pertaining to issue of 'No Objection Certificate' to the experts for taking up assignments abroad secured by direct contacts.

2. In respect of the employees working under State Governments and their Public Undertakings etc. a reference to the Department of Personnel and Training for issue of 'NOC' will no longer be required except in the cases of experts belonging to a category declared 'scarce' by the Government of India. In their cases, the present policy for obtaining (NOC will continue to apply.)

3. The State Government are further advised to decide whether to permit the expert working under their control to accept foreign assignment or not and whether to lay down any specific procedure in this behalf. Retention of their lien and protecting their seniority may also be decided in accordance with the service rules applicable to these experts. However, before considering the request for 'NOC' the State Government should keep in view the following:

(a) That the terms and conditions offered to Indian experts are satisfactory and comparable to those offered to experts from other countries with similar qualifications and experience;

(b) That experts from our key industries and in government service are not lured away by foreign governments or companies by directly approaching such experts;

(c) That adequately qualified Indians are selected thus not bringing into disrepute the standard of Indian experts; and
(d) that there is no discrimination by foreign governments in selecting persons of a particular community or a State in India.

4. The State Governments are accordingly requested to consider issuing of the requisite instructions in this behalf in respect of employees working under State Governments and their public Sector Undertakings etc.

Yours faithfully,

Sd/-
(S. MISHRA),
Director (FA).

No. 1/17/86-FAS
Government of India
Department of Personnel and Training
(F.A. Section)

New Delhi, the 30th July, 1987

OFFICE MEMORANDUM

Subject.--Issue of 'No Objection Certificates' to the experts for taking up assignment abroad secured by direct contacts.

It has been the policy of the Government of India that all organised recruitment of Indian Experts having graduate professional qualifications or above for foreign assignments in the developing countries of Asia, Africa and Latin America should be on government to government basis and routed through the Ministry of External Affairs and the D/O Personnel and Training which maintains ready panels of experts desirous of seeking assignments in these countries. The Foreign Govt./Agencies are expected to place their requirements with the M/O External Affairs and against such requirements, names are sponsored by the D/O Personnel and Training from the panels of experts on the basis of their seniority in the relevant panels subject to satisfaction of the job-requirements. Government servants who directly secure a job in a developing country are not allowed, to go without getting permission i.e., 'No Objection Certificate' from the Government of India. Of late, to liberalise the policy for taking up a foreign assignment, the conditions were relaxed—vide this Department's circulars No. 5/161/83-FAS, dated 31st July, 1984, 1/26/83-FAS, dated 22nd February, 1985, 25/3/85-FAS dated 28th December, 1985, 1/5/86-FAS, dated 3rd March, 1986.
Now the policy of getting No Objection Certificates from the Foreign Assignment Section for taking up an employment abroad has been further relaxed and the following revised instructions may be followed.

2. The present procedure of 'No Objection Certificate' from Government of India would continue in respect of Central Government employees and All India Service Officers. To be eligible for issue of 'No Objection Certificate' candidates should be registered with the Foreign Assignment Section of the D/O Personnel and Training. In Case they are not so registered, a 'No Objection Certificate' will be issued subject to the consent of their employers.

3. FOREIGN ASSIGNMENT WITH PRIVATE ORGANISATION IN FOREIGN COUNTRY :

When an expert gets an assignment in a private organisation in a foreign country and requests for 'NOC', such a certificate will be granted only if the request for NOC is supported by a demand for 'NOC' from the concerned foreign Government.

4. SCARCE CATEGORY :

Notwithstanding anything stated in para 2 above, in the case of experts belonging to a category declared 'Scarce' by the Government of India, the present procedure for obtaining 'No Objection Certificate' will continue to apply. Presently, the following categories have been declared as 'Scarce':

(a) Cardio-Vascular and Cario-Therapic Surgery
(b) Endocrinology
(c) Genito-Uninary Surgery
(d) Gastro-Entrophy
(e) Geriatrics
(f) Haematology including Blood Banking
(g) Immunology and Immunichemistry
(h) Nuclear Medicine
(i) Nephrology
(j) Neuro-Surgery and Neurology
(k) Oncology (Field and Cancer)
(l) Organ and Tissue Transplant Surgery
(m) Paediatric Surgery
(n) Plastic Surgery
(o) Psychiatry
(p) Sports Medicine.

5. In respect of candidates who are registered with the Foreign Assignment Section of the D/O Personnel and Training, their sponsorship to foreign countries on receipt of demands their release etc., on foreign service terms in public interest will continue as here-to-fore.

Sd/-

(S. MISHRA),
Director (FA)

No. 5/161/83-FAS
Government of India/Bhart Sarkar
Ministry of Home Affairs/Grih Mantralaya
Department of Personnel and Administrative Reforms
(Karmic aur Prashasnik Sudhar Vibhag)

New Delhi-1, the 31st July, 1984

To
The Chief Secretaries of all
State Government and
Union Territories.

Subject.--Assignments of Indian experts for posts under International Organisations and Foreign Governments--Assignments obtained by Government Servants on direct contact basis--instructions regarding issue of No Objection Certificates for taking up such assignments.

Sir,

I am directed to say that under the existing instructions on the subject mentioned above, issued from time to time, the Foreign Assignment Section of the Department of Personnel and Administrative Reforms maintains panels of experts in all fields for bilateral assignments in various countries as well as assignments under the Indian Technical and Economic Cooperation (ITEC)--Programme of Ministry of External Affairs and assignments under the International Organisations.

According to the existing arrangements, all foreign demands for Indian Experts have to be routed through Ministry of External
Affairs to the Department of Personnel and Administrative Reforms. The Department of Personnel and Administrative Reforms processes such demands and sponsors the suitable candidates out of those registered with them. The particulars of suitable and registered candidates are forwarded to the foreign Governments authorities through the Ministry of External affairs. After selection of the candidates, their lists are provided to Department of Personnel and Administrative Reforms, who immediately inform their parent organisations to release the concerned persons to enable them to take up the foreign assignments of late, the foreign Governments/ agencies have started giving their advertisements in the Indian newspapers for recruitment of Indian experts, i. e. Engineers, Doctors etc. The State Governments and Central Ministries/Departments are aware that approaching the foreign Government/agencies by Government servants is against the Government of India's policy of channelisation and Government servants are not supposed to approach such sources for procuring foreign assignments in this manner.

It has, however, been decided that No Objection Certificates may be issued to Government servants in cases of direct contact assignments subject to the conditions that:--

(a) they should be registered with Department of personnel and Administrative Reforms;

(b) This should have the prior concurrence their employers; and

(c) in case of Doctors belonging to categories declared scarce by Ministry's clearance is also necessary.

The No Objection Certificates shall be issued only after clearance of their employer has been obtained. All such requests should, therefore, be made to their employers alongwith offer of appointment letter containing detailed terms and conditions of appointment.

The above instructions may be brought to the notice of all concerned.

Yours faithfully,

Sd/-

(A. PRASAD)
No. 25/3/85.-FAS
GOVERNMENT OF INDIA
DEPARTMENT OF PERSONNEL TRAINING
(F.U. SECTION)
New Delhi, the 28th October, 1985

To

The Chief Secretaries
of all State Governments/
Union Territories.

Subject.--Retention of the lien and protecting the seniority etc. of the experts in the parent Department while deputing them on foreign Assignment through the Department of Personnel and Training.

As you would be aware, the Foreign Assignment Division of the Department of Personnel and Training registers names of the experts who are desirous of being considered for the foreign assignment to the developing countries of Asia, Africa and Latin America. For this purpose, the applicants are required to submit applications for registration through their Parent Departments supported by a Certificate that the applicant will be released for service abroad on foreign service terms applicable to them by retaining their lien and protecting their seniority, within 30 days of selection, if necessary. Applications not accompanied with such Certificates are liable to be rejected.

2. Now, the Government of India has decided that the word in the form "by retaining the applicant's lien and protecting his seniority" may be deleted and applications without the Certificate may be entertained for registration in this Department. The applications of Government servants, however, should be submitted through their Departments. Advance copies would not be entertained.

3. After the selection of the candidates through the Government of India, the State Governments/Undertakings etc. may be requested to relieve the Officers by retaining the Officer's lien and protecting his seniority in all the three cases (i.e) International Assignments and Bilateral Assignments, I.T.E.C., Assignments and Other Aid Programme Assignments. In the cases of Bilateral Assignments, where experts obtain Offer of Appointments on Direct Contract and got 'NOC" from this Department, they may be allowed to take the assignment and retention of their lien and protecting of their seniority may be decided by the employers in accordance with the service rules applicable to these experts.

I am directed to address you on the subject noted above and to enclose ten copies of the Instructions issued separately,—vide letter No. 3/9/88-2PPI-II, dated 10th March, 1988. You are requested to hold a meeting with the District level Officers and to deliver a copy of the instructions to each of them. They may also be advised to take action strictly as indicated in these instructions to deal with the situation firmly.

2. A Magistrate should be appointed at the District Level as liaison Officer to liaise jointly with the police authorities between Transport and employees of the Electricity Board. The Telephone Numbers of the liaison Officer should be intimated to Senior Superintendents of Police and the Chief Secretary to Government, Punjab.

Copy of Punjab Government circular letter No. 3/9/88-2PPII/3733, dated 10th March, 1988, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.


I am directed to refer to the subject noted above and to say that Punjab Subordinate Services Federation (Rana Group) has submitted a Demand Charter to the Government with a Strike Notice for 15th March, 1988. The Demand Charter includes demands pertaining the State Government Employees as well as employees of Public Sector Undertakings.

2. As you are aware, the Government have always been solicitous of the Welfare of its employees and been considering their genuine demands sympathetically. The 3rd Punjab Pay Commission is engaged in a comprehensive consideration of appropriate revision in the salaries and allowances of the employees. Already, on the recommendations of the 3rd Punjab Pay Commission, Government have sanctioned Interim Relief at the rate of 15% with effect from 1st January, 1986. Government have also adopted for its employees the revised Central Formula for the grant of instalments of Dearness Allowance as sanctioned by Government of India to its employees from time to time. Recently, Punjab
Government have decided to merge Dearness Allowance at price index upto 608 with effect from 1st April, 1988 for purposes of determining the allowances admissible to them. This decision has been welcomed by all employee associations including those giving the call for strike.

3. However, one organisation of the Punjab Government employees has threatened to go on strike on 15th March, 1988 instead of awaiting the recommendations of the Pay Commission. Government have decided to deal firmly with such of the employees as go on strike. You are requested to make it clear to the employees that in case they resort to the strike, strict action will be taken against them. The attention of the employees should be drawn to the consequences that can flow from participation in the proposed strike including liability to break in service and forfeiture of past service.

4. It is apprehended that the employees may put in applications for the grant of Casual leave on masse for 15th March, 1988. Such applications for Casual Leave should not be granted for the 15th March, 1988 except in genuine cases. I am, accordingly, to request you that all officers competent to sanction Leave under your control may be directed not to sanction Casual Leave to employees for the 15th March, 1988, except in genuine cases.

5. The receipt of this letter may kindly be acknowledged.

Copy of Punjab Government circular letter No. 7/9/87-3PPII/3727, dated 11th March, 1988, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments, etc., etc.

Subject.--Policy regarding postings and transfers of Punjab Government employees for the year 1988-89.

I am directed to refer to Punjab Government circular letter No. 7/9/87-3PPII/3964, dated 27th March, 1987, vide which guidelines for making postings and transfers of Punjab Government employees during the year 1987-88 were issued, and to say that the matter has been considered by the State Government for formulating policy instructions for making postings and transfers of Government employees during the year 1988-89. It has been decided that the number of transfers is to be kept to the minimum and general transfers in all the departments except the Departments of Cooperation and Education should be effected from 1st April, 1988 to 31st May, 1988. The period of transfers in the Department of Cooperation shall be from 1st July, 1988 to 1st August, 1988 and in Schools and Colleges of the Education Department the transfers
much for take place before the academic session ends. The proposals may be framed in accordance with the guidelines mentioned below:—

(i) A Government employee should normally continue at one post for a minimum period of three years. Transfer period to the minimum period of three years i.e. mid-tenure transfer should be made only in compelling circumstances when the exigencies of public service so require, after the prior approval of the next higher authority has been obtained by the transfer approving authority. In cases when the Government is the transfer approving authority i.e. transfer of gazetted officers, the departments should obtain the prior approval of the Governor through the Chief Secretary in the Department of Personnel and Administrative Reforms.

(ii) The maximum period for continuously serving on a post shall normally be five years. This maximum period shall not be applicable in respect of those employees who are working in Colleges, Schools and Laboratories, including employees working in Industrial Technical Training Institutions. This maximum period of five years shall also not apply to Government employees both gazetted and non-gazetted, who are due to retire within the next two years and they may be allowed to continue on their present posts till retirement.

(iii) In most of the departments, certain postings are preferred by officials. It may be urban versus rural areas in Education Department or running canals and Drainage as against design and projects in Irrigation Departments or particular stations in case of Excise and Taxation Department and the like. Each Official should complete a reasonable tenure, in various categories of posts. For example in Education Department, to earn a posting in Urban Areas the teacher should have put in some minimum service in rural areas. Every department should, therefore, list their posts into various categories with the approval of Governor through the Department of Personnel and Administrative Reforms, and lay down the sequence which should be observed for postings to these categories. The minimum period, that an officer can be allowed to spend in more attractive postings should also be laid down as also the minimum period required to be spent on the other posts.
(iv) For purpose of postings, postings in villages within a distance of 8 kilometers from the outer boundaries of a town or a conglomeration of township will not be treated as rural.

(v) In sensitive departments, like Excise and Taxation, the Departments should ensure that officers/officials do not keep rotating on the posts along G.T. Road axis.

(vi) Before the transfer of a Government employee becomes due, he should be asked to give his preference for his posting with reasons, if any, and the departments should try to accommodate him, as far as possible, subject to administrative consideration of efficiency and propriety.

(vii) If an officer has worked in a district for ten years in the aggregate in one capacity or another he should not be posted in the same district during the remaining period of his service.

(viii) Gazetted officers should not be posted in their home districts or places less than 40 kilometers from their native village/towns or in a district where they or any member of the family hold immovable property. This will, however not apply to:

(a) Assignments in the Secretariat, officers of Heads of departments and Regional Offices.
(b) Professors and Lecturers in Education Department.
(c) Doctors serving in backward Areas.
(d) Doctors posted in Medical Colleges of the State.
(e) Posting of doctors in areas other than backward areas wherever absolutely essential in public interest, will be permitted with the prior approval of the authority higher than the transfer approving authority.

(ix) When husband and wife are in Government service, it is desirable to keep the couple at one station as far as possible. Even in cases where the wife is in Government service and Husband is under a private employment, it will be desirable to post the wife near or at the same place. Efforts should also be made to post unmarried girl and widow at stations suitable to them as far as possible. Unmarried girl and widow, should be given preference over couple cases in the matter of posting and transfers at stations convenient to them.
(x) Normally father and son or husband and wife or other close relatives are not to be posted in the same office.

(xi) As far as possible, the handicapped and the blind employees may be shown due consideration to mitigate their inconvenience while considering the question of their postings and transfers.

(xii) There will be complete ban on mid term transfers except when the transfer becomes necessary to fill a vacancy existing after making the general transfers or a new vacancy arising as a result of the following eventualities:

(a) Suspension;
(b) Resignation;
(c) Removal from service;
(d) Retirement;
(e) Deputation, including deputation for long term training;
(f) Promotion;
(g) Creation of new post; and
(h) Death.

In such cases also, the transfers should not involve transfer of any other employee. If in any other case department considers the transfer of an official absolutely unavoidable, it should be necessary to obtain the prior approval of the next higher authority by the transfer approving authority. In cases where the Government is the transfer approving authority, i.e. in cases of gazetted officers, the departments should obtain the prior approval of the Government through the Chief Secretary in the Department of Personnel and Administrative Reforms. However, local adjustments against a vacant posts shall not require prior approval of the authority higher than the transfer approving authority.

(xiii) If a Government employee has served a tenure in a post, which is categorised as unpopular, i.e. a 'hardship post' he should be given a post of his choice out of 5-6 preferences given by him. Each department should categorise popular and unpopular postings so that each employee serves in both the categories.

(xiv) In order that a competent authority is able to know at a glance how long an employee has stayed at a particular place, index cards should be prepared in a suitable form.

(xv) Mutual transfers may be allowed with the approval of the Secretary concerned, even if it is a mid term or
mid tenure transfer, subject to the condition that the public interest does not suffer.

(xvi) Prior approval as contemplated above will not be necessary where any mid-term transfer on genuine grounds and involving personnel facing hardship, such as widows, unmarried girls, blind or otherwise handicapped persons and couple cases is a required to be made, provided that such a transfer does not involve the dislocation of any other employee. There will, therefore, be no objection to such a transfer being ordered by the department itself during the course of the year subject however, to the condition that the post to which the transfer is being ordered is either vacant or available by mutual consent/adjustment between the concerned employees. In no circumstances should a post be got vacated by causing hardship to any other employee.

(xvii) There shall be complete ban on the transfer of all officers connected with the conduct of elections, both general and bye elections. The ban should be enforced and be effective from the date of announcement of the election as distinct from the date of notification made by the Election Commission, till their completion. In cases where transfer of officers connected with the election work is unavoidable or cannot be deferred at least till the declaration of result of election, transfers could be made with the approval of the Chief Electoral Officer. As far the grant of leave is concerned, this may be considered on merit at the level of District Election Officer, Chief Electoral Officer and the Chief Secretary. The Administrative Departments would also ensure that ad hoc promotions or ad hoc or temporary appointments at lower levels in Government on Public undertakings immediately after the announcement of the general elections are not encouraged.

2. The above policy instructions cover only the broad outlines of the Policy of Government. There may be some peculiar circumstances in some departments. The Heads of such departments may, where necessary, issue separate instructions to cover such peculiar circumstances, with the prior approval of the Chief Secretary in the Department of Personnel and Administrative Reforms. Those instructions should, however, be within the framework of the Government Policy.

3. These instructions will not apply to Class IV employees. Necessary instructions in this respect will be issued by the Administrative Departments concerned.
4. These instructions may be brought to the notice of all concerned under your control for meticulous compliance while ordering transfers. All cases, in which it is proposed to deviate from any of the guidelines laid down above, must be referred to the Chief Secretary in the Department of Personnel and Administrative Reforms for prior approval of the Governor.

*Copy of Punjab Government circular letter No. 3/9/88-2PPII/5176, dated 28th March, 1988, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.*

Subject.—Action to be taken against Government employees who resorted to strike on 15th March, 1988.

I am directed to refer to Punjab Government letter No. 3/9/88/2PPII/3788, dated 10th March, 1988 on the subject mentioned above, wherein, the decisions of the Government to deal firmly with such employees who go on strike was communicated to you. It has now been decided that:

(i) one day's pay should be deducted from the pay bills for the month of March, 1988 of the those employees who had gone on strike on 15th March, 1988;

(ii) service of these *ad hoc* employees who had gone on strike should be terminated;

(iii) the engagement of these daily wage workers who had gone on strike shall be discontinued w.e.f. 16th March, 1988 and no wages shall be paid to them for the day of strike viz. 15th March, 1988. However, taking a pragmatic and sympathetic view it was decided that there may be no ban on the fresh engagement of the aforesaid daily wage workers as and when the requirements of Government work so warrant. This re-engagement shall, however, be treated as a fresh start for them and no benefit of the period spent as daily wage prior to 15th March, 1988 by those persons shall be available to them;

(iv) as regards ordering a break in service in the cases of these employees who had gone on strike, the matter will be considered by the Government and the decision will be taken and conveyed in due course, after obtaining the factual information from all departments of Government.

2. I am, therefore to request you to take immediate steps accordingly to implement the above mentioned decisions.

3. Please acknowledge its receipt.

Subject.--Action to be taken against Government Employees who resorted to strike on 15th March, 1988.

All the Financial Commissioners, Punjab and Admin. Secretaries to Government, Punjab, may kindly refer to this Department U.O. No. 3/9/88-2PPPII/5178, dated 28th March, 1988 on the subject noted above.

2. It is requested that the following information with regard to Government employees separately in respect of the regular work-charge and daily wages working in the departments/corporations/Boards under their administrative control, who went on strike on 15th March, 1988, may kindly to supplied to this department immediately:

<table>
<thead>
<tr>
<th>Total No. of employees who went on strike</th>
<th>No. of employees</th>
<th>Percentage of employees</th>
<th>Action taken</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. This information is required so that follow-up action as required in para 1(iv) of this department circular letter No. 3/9/88-2PPPII/5174, dated 28th March, 1988 is taken.

(Please see II paragraph)

3/9/88-2PPPII/5174, dated 28th March, 1988 (which is referred to) is notified to the Department immediately.
Copy of Punjab Government circular letter No. 7/9/87-3PPII/6437, dated 26th April, 1988, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.-- Transfer of migrant Government Employees to safer places of their choice.

I am directed to draw your attention on the subject cited above and to say that reports have been received that some Government employees posted in sensitive and vulnerable villages and towns which have experienced serious terrorist violence or are prone to such violence, have been compelled to migrate to safer places. Most of the Government employees have been subjected to individual threats and some have suffered physical injury, etc. Also, such Government employees have taken shelter in various towns such as Pathankot, Gurdaspur, Amritsar, Jalandhar, Batala, etc. In the prevailing situation, it may not be possible for the migrant Government employees, to go back to their original places of postings to resume their duties.

2. The State Government is concerned about the welfare of its Government employees and considers it necessary that the morale of the Government employees, who have migrated against their wishes for reasons of security and safety, should be restored by taking suitable steps. Government have therefore, decided that employees who have migrated from terrorist-affected areas and have sought shelter at safer places, should be posted to places of their choice or to places proximate thereto, to the maximum
possible extent, on the certification of Deputy Commissioners at the District level or the Director Relief and Resettlement, Punjab, at the State level. The application of the migrant Government employees seeking transfer to safer places of his choice will carry a certificate from the D.C./Director R & R:

(1) that the case of the migrant Government employee falls in any of the below mentioned categories:

(a) where any member of the Government employee family or close relative has been affected by terrorist violence in village/town or neighbourhood involving death, bodily injuries or damage to property at the hands of terrorists; or

(b) where any major incident of terrorist violence has occurred in the village or adjoining village or mohalla in a town within the radius of 200 meters from the place of incident of terrorist violence; or

(c) the place of residence of the family or adjoining areas where terrorist violence has occurred is prone to terrorists activities.

(d) or any member of the family of the Government employee is on the target list of terrorists or who has been receiving continuous threats to his/her life.

(2) that the employee has migrated within one month from the date of incident in the village or mohalla and is unable to reside at the original place of posting in the village or town due to feeling of insecurity.

The Deputy Commissioner or Director, Relief and Resettlement will recommend that the employee may be transferred to a safer place of his choice or to a place near thereto till such time normalcy returns in the affected town or village of the internal migrant Government employees.

3. A copy of the orders of transfer issued on the recommendations of the Deputy Commissioners or Director, Relief and Resettlement, Punjab as the case may, should be endorsed to the concerned Deputy Commissioner or the Director, Relief and Resettlement for information and record.

4. The period of absence from duty of the affected Government employees should be regularised as leave of the kind due.
5. The instructions may kindly be complied with in letter and spirit and it may be ensured that no adversely affected migrant Government employee is put to avoidable hardship and inconvenience.

6. The receipt of the letter may please be acknowledged.

Copy of Punjab Government circular letter No. 9/18/88-6GE/6712, dated 1st May, 1988, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments, etc., etc.

Subject.--Grant of Financial Assistance to the families of Government employees killed by terrorist action--Issue of Certificate.

I am directed to refer to the subject noted above and to say that the Government have provided various measures of financial assistance to the families of Government employees who are killed in terrorist action. A certificate from the Deputy Commissioner concerned to the effect that the Death was caused by terrorist violence is required to be produced by the affected families. It has been brought to the notice of Government that there is inordinate delay by the district authorities in issuing the said certificate. Any delay on the part of the Government in such matters adds to the suffering of the bereaved families, besides, causing doubts about the good intentions of the Government.

2. Government have decided after careful consideration, that in such cases the death certificate should be issued by the District Magistrate concerned within a maximum period of 15 days after the death of a Government employee. You are, requested to ensure meticulous compliance of this decision.

3. The receipt of this communication may be acknowledged.
Subject.--Procedure to be followed in cases, where the turn of an employee whose conduct is subject to an enquiry comes up for promotion to higher post.

I am directed to refer to Punjab Government circular letter No. 4/18/87-3PPI/8799, dated 13th June, 1988, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Copy of Punjab Government circular letter No. 4/18/87-3PPI/8799, dated 13th June, 1988, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.--Procedure to be followed in cases, where the turn of an employee whose conduct is subject to an enquiry comes up for promotion to higher post.

2. Subsequent to the issuance of the above-mentioned instructions, the law Department opined in certain cases that where the claim of an official/officer for promotion is accepted by the Government with retrospective effect, he can not be denied the payment of arrears of pay and allowances for the period of national promotion. In the case, Dalip Singh v/s the State of Punjab 1986(1) S.L.R. 481, the Punjab and Haryana High Court have held that when an employee is ignored for promotion on account of pendency of departmental enquiry, upon his exoneration without enquiry he should be considered for retrospective promotion with effect from the date, when his junior was so promoted and all consequential benefits be allowed to him in accordance with law.
3. In the light of the opinion of the Law Department and the verdict of the High Court as quoted above, the matter has been reconsidered carefully and it has been decided to modify the provisions made in para 3(e) of the instructions dated 27th June, 1985 to the extent that on the conclusion of the disciplinary/court proceedings in case the employee is completely exonerated, i.e. no statutory penalty, including that of censure, is imposed, but for the pendency of disciplinary/court proceedings against him may be determined with reference to the date of promotion of his next junior on the basis of such position. The employee should be given promotion with retrospective effect (i.e. the date from which he was due for promotion) and where there is no vacancy, a temporary post may be created for that period in consultation with the F.D. and the junior most promoted employee should be reverted, if necessary.

This Department is further of the view that:

(i) where it is proposed to pass an order which has the effect of superseding for promotion an employee on the ground that a departmental/judicial proceeding against him is pending, that order should itself contain an explicit provision that the (Junior) employee so promoted will be liable to reversion if on the conclusion of the departmental/judicial proceeding the senior employee is exonerated/acquitted;

(ii) in such cases, special efforts should be made by the appointing authority concerned to have the departmental/judicial proceedings finalised expeditiously; and

(iii) On the conclusion of the departmental/judicial proceeding, if the senior employee is exonerated/acquitted, he should forthwith be promoted reverting the junior employee if necessary and the case then referred to the Department of Finance, through the Administrative Department concerned, for the creation of a temporary post for the retrospective promotion of the senior employee for the period during which he would have been promoted but for the departmental/judicial proceeding and for which a vacancy in an equivalent or a higher scale of pay is not available.

5. I am to request that the above modification may please be brought to the notice of all concerned for information.

6. The receipt of this communication may also be acknowledged.
Subject.--Financial assistance to the families of Government employees killed by terrorist action.

I am directed to refer to the above noted subject and to say that in supersession of Government instructions issued—vide circular letter (i) No. 9/7/85-6GE/898-901, dated 20th January, 1987, (ii) No. 9/7/85-6GE/16530-33 dated 14th July, 1987 and (iii) No. 9/5/87-6GE/19595-98, dated 15th September, 1987 as consolidated in circular letter No. 9/5/87-6GE/22061-64, dated 6th November, 1987, Government have decided to extend the following benefits to the families of Government Employees other than non-gazetted Police Personnel/Members of the Punjab Home Guards or the Village Defence Force and Gazetted Police/Home Guards Personnel, killed by terrorist action:—

SPECIAL EX-GRATIA GRANT:

(i) The personnel connected directly with the maintenance of Law and Order namely Personnel of Jail Judicial and Magisterial Cadres as also the Public Prosecutors

(ii) Other employee

SPECIAL FAMILY PENSION

All categories of employees

(i) Special family pension at the rate of pay last drawn from the date of death to the date of notional, date of superannuation or the family pension admissible under the normal rules, whichever is more.

(ii) for next seven years, half of last pay drawn without any ceiling.
(iii) Thereafter, normal family pension as admissible under the normal rules, whichever is more.

(i) the amount of special ex gratia grant will be inclusive of the amount admissible under rule 2.7 of the Punjab Civil Services Rules, Volume-II;

(ii) these orders will be applicable with reference to the scales of pay now in force. The admissibility under the revised scales of pay will be considered on receipt of the recommendations of the Third Punjab Pay Commission.

(iii) pay for the purpose of calculating these benefits will be taken as defined in rule 2.44 of the Punjab Civil Services Rules Volume-I, Part-I.

2. The afore-mentioned benefits will take effect from the 19th November, 1981 and shall be sanctioned by the respective Pension sanctioning authority/appointing authority and Accountant General, (Accounts and Entitlement) Punjab;

3. While recommending special family pension to the Accountant General, (Accounts and Entitlement) Punjab, the Head of Office shall obtain a certificate from the Deputy Commissioner of the District that the deceased employee was killed by terrorists.

4. This issues with the concurrence of the Department of Finance conveyed vide their I.D. No. 3/15/87-2FP-III, dated 10th June, 1988.


Subject.--Transfer on deputation of Central Government employees to ex-cadre posts under Government Deputation (duty) Allowance and other terms and conditions regarding.

A need has been felt for some time past to consolidate at one place the various instructions/orders that have been issued from time to time and are still in force on the subject. The opportunity has also been taken to review the entire matter and bring about rationalisation in the instructions/orders. Accordingly, it has been decided to bring out the salient features of the instructions on the
subject in this office Memorandum. The Ministry of Finance, etc. may kindly bring to the notice of all administrative authorities concerned the contents of this O.M. for information, guidance and compliance.

2. Application:

2.1 These orders will apply to all Central Government employees who are regularly appointed on deputation in accordance with the provisions of the relevant recruitment rules to hold posts in the Central Government except in the following cases viz.--

(a) Members of the All India Services and those deputed to posts whose terms are regulated under specific statutory rules or orders;

(b) Officers appointed on deputation to posts in the Central Secretariat such as Under Secretary, Deputy Secretary, Director, Joint Secretary, Additional Secretary, Secretary, etc. for whom separate orders as issued from time to time will continue to apply.

(c) Deputation to posts outside India; and

(d) Appointments of a specific category of employees to a specified class of posts where special orders are already in existence such as appointments made in the personal staff of Ministers etc., to the extent the provisions contained therein are at variance with those contained in these orders.

3. Scope of Admissibility:

3.1 The term 'deputation' will cover only appointments made by transfer on a temporary basis to other posts in the same or other departments/office of the Central Government provided the transfer is outside the normal field of deployment and is in the public interest.

3.2 The question whether the transfer is outside the normal field of deployment or not will be decided by the authority which controls the service or the post from which the employee is transferred.

3.3 Appointments of serving Government servants made either by promotion or by direct recruitment with open market candidates, whether on a permanent or temporary basis, will not be regarded as 'deputation'.
3.4 Permanent appointments made by transfer will also not be treated as 'deputation'.

3.5 Temporary transfers made on the basis of personal requests of employees otherwise than in public interest will also not be treated as 'deputation'.

4. Exercise of option:

4.1 An employee on deputation may elect to draw either the pay in the scale of pay of the deputation post or his basic pay in the parent cadre plus personal pay, if any, plus deputation (duty) allowance. In no case will the pay so fixed be less than the minimum of the scale of the ex-cadre post.

4.2 The borrowing authority should obtain the option of the employee within a period of one month from the date of joining the ex-cadre post.

4.3 The option once exercised shall be final. However, the employee may revise the option under the following circumstances:

(a) When he receives pro forma promotion in his parent cadre under the next Below Rule;

(b) When he is reverted to a lower grade in his parent cadre;

(c) When he is appointed to another grade in the borrowing organisation; and

(d) When the scale of pay of the cadre post on the basis of which his emoluments are regulated during the deputation or of the ex-cadre post held by the employee on deputation is revised either with retrospective effect or from a prospective date.

5. Pay Fixation:

5.1 When an employee on deputation elects to draw pay in the scale of pay attached to the ex-cadre post, his pay may be fixed under the normal rules with reference to his pay in the cadre post which he has been appointed on a regular basis.

5.2 In cases of appointments/promotion from one ex-cadre post to another post where the employee opts to draw pay in the scale of pay of the ex-cadre post, the pay in the scale of the second or subsequent ex-cadre posts shall be fixed under the normal rules with reference to pay in the cadre post only. In
respect of appointments to ex-cadre posts on time scale of pay identical with the time scale of pay of ex-cadre post(s) held on an earlier occasion(s), the benefit of proviso 1(iii) to FR 22 will, however, be admissible.

5.3 In cases of appointments to a second or subsequent ex-cadre post(s) in a higher pay scale than that of the previous ex-cadre post, the pay may be fixed with reference to the pay drawn in the cadre post and if they pay so fixed happens to be less than the pay drawn in the previous ex-cadre post, the difference may be allowed as personal pay to be absorbed in future increases in pay. This is subject to the condition that on both the occasions the employee should have opted to draw pay in the scales of pay attached to the ex-cadre posts.

5.4 If during the period of deputation the basic pay of an employee exceeds the maximum of the scale of pay of the post or the fixed pay of the post, on account of pro forma promotion in his cadre under the next Below Rule or otherwise, the deputation of the employee should be restricted to maximum period of six months from the date on which his pay thus exceed such maximum and he should be reverted to his parent department within the said period.

5.5 No employee whose basic pay at the time of his proposed deputation exceeds the maximum of the scale of pay of the ex-cadre post or the fixed pay of the ex-cadre post, as the case may be, shall be deputed to such a post.

6. Deputation (Duty) Allowance:

6.1 The deputation (duty) allowance admissible shall be at the following rates:

(a) 5% of the employee's basic pay subject to a maximum of Rs 250 p.m. when the transfer is within the same station.

(b) 10% of the employee's basic pay subject to a maximum of Rs. 500 p.m. in all other cases, provided that the basic pay plus the deputation (duty) allowance shall at no time exceed Rs. 7300 p.m.

Note (1).—The term 'same station' for this purpose will be determined with reference to the station where the person was on duty before proceeding on deputation.

Note (2).—When there is no change in the headquarters with
reference to the last post held, the transfer should be treated as within the same station and when there is change in headquarters it would be treated as not in the same station. So far as places falling within the same urban agglomeration of the old headquarters are concerned, they would be treated as transfer within the same station.

6.2 Special rates of deputation (duty) allowance may be admissible under separate orders in any particular area, on account of conditions of living there being particularly arduous or unattractive. Where special rate is more favourable than that under 6.1, above, employees deputed to the area will be given the benefit of the special rate.

6.3 The deputation (duty) allowance, as admissible, vide 6.1 above, shall be further so restricted that the basic pay of the employee in his parent cadre from time to time plus deputation (duty) allowance does not exceed the maximum of the scale of pay of the post held on deputation.

6.4 The employee on deputation may be given the benefit of the Next Below Rule subject to the application of the provisions of 6.3 above in regard to the regulation of the deputation (duty) allowance.

6.5 Whenever extension of the period of deputation for the fifth year or the second year in excess of the period prescribed in the Recruitment Rules is granted, it would be on the specific understanding that the officer would not be entitled to draw deputation (duty) allowance.

6.6 If an employee (with the permission of the competent authority) proceeds on deputation from one post in the Ministry/Department/organisation to another post in the same or another Ministry/Department/ Organisation without reverting to his parent cadre, and if the second ex-cadre post is at the same station as the first ex-cadre post, then the rate of deputation (duty) allowance would remain unchanged.

6.7 In case where a deputationist is transferred by the borrowing authority from one station to another without any change in the post held by him, the rate of deputation (duty) allowance will remain the same as was decided at the time of initial posting and will not undergo any change.
7. Admissibility of any other pay and allowances while on deputation:

7.1 Any project allowance admissible in a project area may be drawn in addition to deputation (duty) allowance.

7.2 Any other special pay drawn by an employee in the parent department should not be allowed in addition to the deputation (duty) allowance provided, however, the Government may, by general or special order, suitably restrict the deputation (duty) allowance where, under special circumstances, the special pay drawn by an officer in a non-tenure post in his parent cadre is allowed to be drawn, in addition to basic pay, in his deputation post. This will require the specific prior concurrence of the Department of Personnel and Training.

7.3 The personal pay, if any, drawn by an employee in his parent department will continue to be admissible until it is absorbed in other increases in pay i.e. increment or increase of pay by promotion or for any other reasons unless it is personal pay (or special pay in the nature of personal pay like qualification pay etc.) of non-absorbable nature.

7.4 In case special pay is attached to the scale of pay of the ex-cadre post and the employee has opted to draw pay in that scale, in addition to his pay in that scale, he will also be entitled to draw such special pay.

8. Tenure of Deputation:

8.1 The period of deputation shall be subject to a maximum of three years in all cases except for those posts where a longer period of tenure is prescribed in the Recruitment Rules.

8.2 The Administrative Ministries may grant extension beyond this limit upto one year, after obtaining orders of their Secretary in cases where such extension is considered necessary in public interest.

8.3 The borrowing Ministries/Departments may extend the period of deputation for the fifth year or for the second year in excess of the period prescribed in the Recruitment Rules, where absolutely necessary, subject to the following conditions:

(i) While according extension for the fifth year or the second year in excess of the period prescribed in the Recruitment Rules, the directive issued for right
application of the tenure rules should be taken into consideration and only in rare and exceptional circumstances such extensions should be granted.

(ii) The extension should be strictly in public interest and with the specific prior approval of the concerned Minister of the borrowing Ministry/Department.

(iii) Where such extension is granted, it would be on the specific understanding that the officer would not be entitled to draw deputation (duty) allowance.

(iv) The extension would be subject to the prior approval of the lending organisation, the officer on deputation and wherever necessary, the U.P.S.C.

8.4 In cases where the extension is beyond the fifth year or beyond the second year in excess of the period prescribed in the Recruitment Rules, the same would be allowed only after obtaining the prior approval of the Department of Personnel and Training. Proposals in this regard should reach this Department at least three months before the expiry of the extended tenure.

8.5 When extension of the period of deputation is considered, the period of extension may be so decided upon as to enable the officer concerned to continue on deputation till the completion of the academic year in cases where the officer has school/college going children.

8.6 For computing the total period of deputation, the period of deputation, including the period of deputation in another ex-cadre post held immediately proceeding the current appointment in the same or some other organisation/department of the Central Government shall also be taken into account.

8.7 If during the period of deputation the basic pay of an employee exceeds the maximum of the scale of pay of the post or the fixed pay of the post, on account of proforma promotion in his cadre under the Next Below Rule or otherwise, the deputation of the employee should be restricted to a maximum period of six months from the date on which his pay thus exceeds such maximum and he should be reverted to his parent department within the said period.

8.8 If during the period of deputation, on account of proforma promotion in the parent cadre under the Next Below Rule the employee becomes entitled to a scale of pay higher than the scale of pay attached to the ex-cadre post, he may be allowed to
complete the normal tenure of deputation subject to 8.7 above but no extension of the period of deputation should be allowed in such cases.

9. Promotions during period of deputation:

9.1 when an employee already on deputation is to be promoted/appointed to another post by the borrowing authority, the borrowing authority should obtain the concurrence of the lending authority prior to the promotion/appointment.

9.2 The employees on deputation may be given the benefit of the Next Below Rule subject to the application of the other provisions contained in this office Memorandum.

10. Grant of leave on expiry of tenure of deputation:

On reversion from the deputation post to the parent cadre, the employee concerned might be allowed leave not exceeding two months by the borrowing Ministry/Department/Organisation. The employee concerned should apply for further leave to his cadre controlling authority.

11. Premature reversion of deputationist to parent cadre:

Normally, when an employee is appointed on deputation, his services are replaced at the disposal of the parent Ministry/Department at the end of the tenure. However, as and when a situation arises for premature reversion to the parent cadre of the deputationist, his service could be so returned after giving reasonable notice to the lending Ministry/Department and the employee.

12. Sanctioning of deputation (duty) allowance:

The administrative Ministries/Departments will be competent to sanction the deputation (duty) allowance of their employees and in office under them in accordance with those terms and conditions. Such sanctions may be issued either by the Ministry/Department transferring the employees or by the Ministry/Department borrowing the service of the employees, as may be appropriate in the circumstances of each case.

13. Relaxation of conditions:

Any relaxation of these terms and conditions will require the prior concurrence of the Department of Personnel and Training.
14. In so far as persons serving in the Indian Audit and Accounts Department are concerned, these orders are being issued after consultation with the Comptroller and Auditor General of India.

15. These orders take effect from the 1st April, 1988, in so far as the modifications incorporated now are concerned.

Copy of Punjab Government circular letter No. 18/18/88-2PPI/11360, dated 7th July, 1988, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

**Subject.**—Priority list for various categories of persons for employment in the State Services—Rehabilitation of disabled ex-servicemen and widows/dependents of the deceased government employees and defence services personnel killed or disabled severely in action.

I am directed to refer to Punjab Government circular letter No. 18/14/86-5PP(1703)/5964, dated the 24th April, 1986, on the subject noted above and to say that though the term ‘members of family’ has been defined in para 5 of the aforesaid instructions, instances have come to the notice of Government where disputes have arisen between the sons/daughters/dependents of a deceased employee for securing employment. The matter has been examined and it has been decided that the term ‘members of family’ shall include the following:

(i) Wife/husband;

(ii) Son (in case of dispute, the eldest in age);

(iii) Daughter (in case of dispute, the eldest in age);

(iv) Father;

(v) Mother;

(vi) Dependent brother; and

(vii) Dependent sister.

Consequently only one member of the family can be considered for employment under government, in order of the above priority, if necessary conditions laid in the above-mentioned Punjab Government letter are fulfilled.

2. This may be brought to the notice of all concerned.

Subject.--Grant of assistance to Government employees injured in terrorist action.

I am directed to refer to the above noted subject and to say that the matter with regard to the grant of assistance to Government employees injured by terrorist action was under the consideration of Government for some time past. After careful consideration it has now been decided that a Government employee who sustains, as a result of an attack by terrorists, hundred percent permanent disability on account of:

(i) permanent loss of eye sight; or

(ii) an injury causing complete immobilisation of legs and/or arms; or

(iii) injury to the spinal cord.

and retires from service may be granted the following concessions, namely:--

(a) Twenty-four times the pay, which the employee was receiving immediately before his/her disability subject to a minimum of Rs. 50,000 (Rupees fifty thousand only) as ex gratia grant;

(b) (i) Special pension at the rate of pay last drawn (as defined in Rule 2.44 of the Punjab Civil Services Rules, Volume-I, Part-I) from the date of permanent disability to the date of notional superannuation; and

(ii) for the next seven years, half of the special pension (without any ceiling) and, thereafter, normal pension as admissible under rules;

OR

the disability pension admissible under Rule 5.11 of the Punjab Civil Services Rules, Volume-II to be allowed at the option of the employee concerned.

(iii) In case of death of the employee before attaining the normal age of superannuation, special Family Pension to his/her family at the rates mentioned in b(i) and b(ii).
(c) Free education to the children up to degree level as admissible to the children of the Government employees who die in harness and subject to the conditions already laid down in this behalf.

2. The benefits mentioned in paragraph 1 may be sanctioned by the respective pension sanctioning authority/appointing authority and the Accountant General (Accounts and Entitlement), Punjab.

3. While recommending Special Pension/Special Family Pension to the Accountant General (Accounts and Entitlement), Punjab, the Head of Office shall obtain and enclose a certificate from the Deputy Commissioner of the District that the employee was permanently disabled by the terrorists.

4. These concessions and facilities will take effect from the 19th November, 1981 till the date up to which the state of Punjab remains declared as disturbed area under the Punjab Disturbed Areas Act, 1983, and the Armed Forces (Punjab and Chandigarh) Special Powers Act, 1983.

5. The definition of disability in such cases would be as defined in the existing Punjab Civil Services Rules, Volume-II.


Copy of Punjab Government circular letter No. 12/30/86-1GE/12597, dated 27th July, 1988, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.—Filling up of posts by Departmental Selection Committees—Clarification regarding inviting names from Employment Exchanges U/s 3(2) (a) of the Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959.

I am directed to invite your attention to the instructions of this Department issued,—vide letter number 12/30/86-1GE/5139, dated 15th April, 1986 regarding constitution of Departmental Selection Committees for making recruitment to Class III and Class IV posts till the reconstitution of the Subordinate Services Selection Board. Para 3 of these instructions, inter-alia, contains the procedure for the functioning of the Departmental Selection Committees. This para provides that where vacancies were not
notified to the defunct Subordinate Services Selection Board, the names of the candidates for making recruitment to Class III posts may be obtained from the Employment Exchange or through Advertisement as the case may be.

2. A doubt has arisen whether in such cases, the Departmental Selection Committees have only to ask for names of the candidates from the Employment Exchanges, in pursuance of Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959. This aspect of the matter has been examined in detail in consultation with the Department of Legal and Legislative Affairs and it is clarified that the Departmental Selection Committees set up by the Punjab Government in the absence of Subordinate Services Selection Board are covered within the definition of an 'Independent Agency' as used in section 3(2) (a) of the Employment Exchanges (Compulsory Notification of vacancies) Act, 1959 and thus it is not obligatory for the Departmental Selection Committees to send the requisition for inviting the names of the Candidates from the Employment Exchanges under the provisions of the Employment Exchanges (Compulsory Notification of vacancies) Act, 1959. However, while giving advertisement of the posts in the newspapers, the vacancies may also be notified to the concerned Employment Exchange;

3. The receipt of this letter may kindly be acknowledged.

Copy of Punjab Government circular letter No. 3/31/88-2PPII/14510, dated 2nd September, 1988, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc.

Subject.--Measures for tackling the problems of corruption and malfunctioning among Government officials.

The problems of tackling corruption and malfunctioning in Government Administration have been considered and analysed by the Government. Corruption has, unfortunately, been continuously increasing over the years and in spite of punitive action initiated/taken from time to time against individuals/officers, the problem has not been solved. In fact, punishing the corrupt or initiating action against them is only one aspect of the remedy which, at best, amounts to an attempt to solve the problem from the punitive aspects. Positive aspects of the problem need to be attended to. Procedures, situations and systems which permit, lead to, encourage and perpetuate corruption, need to be identified and tackled. The system needs to be so oriented and built up that corruption and malfunctioning are checked at the very moment when
these are about to occur. If that happens, the extent and volume of these evils will get reduced. For this purpose, streamlining of various procedures, overall and effective supervision by superior authorities and enforcement of the principle of accountability in an automatic, unflailing and continuing manner, are the basic requirements. In this context, it is obvious that the primary responsibility lies with each Administrative Secretary, through the agency of the Heads of Departments concerned to exercise a watchful and effective control over his Department(s). Leaving all responsibility of tackling corruption to a single centralised agency viz. the Department of Vigilance, has had the effect of almost a total slackening of effort on the part of the Administrative Departments and Government desire that this situation should be reversed.

2. To achieve the aforementioned objectives the Government has decided to tackle the problem of corruption and malfunctioning in Government administration by taking effective steps, particularly, in the following areas as detailed in the succeeding paragraphs:—

(I) Improvement of procedures and functioning of Government Departments

Inordinate delay in the disposal of cases by Government officials at all levels, lack of effective control and supervision at various levels of departmental hierarchy, absence of the system of automatic initiation of corrective/punitive action in cases of corruption/malfunctioning, excessive centralisation/concentration of decision-making powers at the higher levels in the departments, unduly dilatory and cumbersome procedures etc. etc., are the weaknesses that characterise the present functioning of our administration. The concrete plan of action to curb this malaise shall be as under:—

(a) All the Administrative Departments shall make an in-depth study of their departments with a view to locating the areas where due to faulty procedures, non-delegation of proper authority and vesting of undue discretion in various functionaries, chances of corruption and malfunctioning arise. They are required to streamline and improve these systems and the procedures in a time bound manner, say within a period of two to three months at the most. In the case of the more sensitive departments which are notorious for corruption and malfunctioning e.g. Public Works Department, Food and Supplies Department, Excise and Taxation Department, Police
and Revenue Department, help of outside expert agencies could be sought for pin-pointing the areas of weaknesses and obtaining suggestions for plugging these weak spots.

(b) The major portion of corruption/malfunctioning, especially in the field, is attributable to the inordinate delays caused by Government Officials in attending to the requests/petitions/cases of people. The Administrative Departments should, therefore, try to bring 'automaticity' of functioning in all Government Departments by laying down, where feasible, the time limits for the disposal of cases/matters by Government functionaries at various levels. All cases of delay, beyond the prescribed time limits, or other deliberate malfunctioning should be taken note of by the next superior authority, who shall initiate appropriate disciplinary action against the delinquent officials and that too within the shortest possible time, after the detection/occurrence of the incidence of delay/malfunctioning. In case of default or slackness on the part of the concerned supervisory official in initiating such action against the delinquent official, the next higher authority shall initiate similar action against the lower supervisory official. The Head of the Department shall review the position in his Department in this behalf, once a month, to start with. This periodicity could be increased later on after the system gets formally established and normalised.

(c) The Administrative Departments shall work out a clear scheme of delegation of powers and decentralisation of authority/responsibility to lower level in the Department. The higher level officers shall mainly monitor the functioning of the lower level authorities with a view to enforcing accountability. For this purpose, introduction of a system of performance appraisals will be of help. Such appraisals of performance shall lead to automatic initiation of disciplinary/corrective action by the higher supervisory authorities, where so warranted.

(II) Monitoring by Senior Officers Committee

Since the Administrative Departments do not always take the required action in a purposeful manner and within the desired time
frame, a Committee of senior officers of the rank of Financial Commissioners is being set up and notified separately, to oversee the progress and implementation of the aforesaid directions given to the Administrative Departments. Detailed instructions regarding constitution and functions of the Apex Committee are being issued separately.

(III) **Strict enforcement of a proper Code of Conduct among Government officials**

It is a matter of common knowledge that Government officials have become more and more approachable by persons in business, industry and other professions and they enjoy their hospitality without any restraint. Similar thing happens when Government officials enjoy parties thrown by subordinates. Because of the intimacy developed in this manner, Government officials fail to act impartially, honestly and effectively in matters involving the aforesaid categories of persons. In fact, in many cases, they tend to favour these persons at the cost of public interest. Intimacy with the officials and subordinates creates indiscipline in the administration. Government desires that no official shall place himself under obligation vis-a-vis his subordinates, officials and other non-officials with whom he has official dealings, by attending private parties thrown by such persons. Any violation thereof shall be treated as serious misconduct, punishable under the Conduct Rules. Detailed instructions in this behalf under the Punjab Government Employees Conduct Rules, 1966 are being issued separately.

(IV) **Punitive action and strengthening of vigilance**

The basic responsibility to check corruption and malfunctioning among Government officials is of the Head of the Department concerned. Over the years, however, the Departments have neglected this basic responsibility and left the whole matter to the Department of Vigilance. The role of the Department of Vigilance is clearly defined and it is limited to the initiation of action in cases which come to light, after corruption has already taken place and that too, in those cases which are of a complex, involved and serious nature. The Departments have a tendency to forward complaints against officials in routine to the Department of Vigilance which leads to accumulation of a large number of cases/enquiries with that Department and this heavy workload chokes its efficient functioning. To improve matters, in this behalf, following action shall be taken:

(a) **Activation of the Administrative Departments:**

(i) Government instructions conveyed through the circular letter No. 7462-V(I)-67/26554, dated 15th September,
101

1967, regarding appointment of the Chief Vigilance Officer, supported by a number of Vigilance Officers in each Department, and subsequent instructions conveyed through letter No. 19/8/83-V(3)/1447, dated 14th March, 1983, in this behalf should be implemented without further delay and suitable officers be nominated, in this behalf, and compliance report submitted to the Chief Secretary (in the Department of Vigilance) within one month.

(ii) Enquiries and complaints which are verifiable from the records of the Department itself, shall not be sent to the Department of Vigilance, in routine. The Head of Department shall, himself, have such complaints processed by the concerned supervisory officers in the Department, itself.

(iii) In some of the more sensitive and major Departments, where the number of enquiries etc. is very large, special Inquiry Officers shall be appointed to quicken the process of finalisation of action.

(iv) In the aforesaid departments, Law Officer of the required level shall be posted for quicker and more efficient handling of litigation and legal cases relating to those departments, including the conduct of enquiries in cases of corruption and other malfunctioning.

(v) Punjab State Institute of Public Administration (PSIPA) shall be asked to organise workshops and refresher courses for Government officials of various levels with a view to making them familiar with the procedures relating to the holding/conduct of the departmental enquiries and the measures to be adopted for quickening that process.

(b) Streamlining the functions of the Department of Vigilance:

Already, there are elaborate instructions and policy guidelines laid down for the functioning of the Department of Vigilance which need to be effectively and efficiently followed and implemented by that Department. In addition some further instructions are being issued separately to ginger up the functioning of that department.
Over the years, hesitancy and weakness have crept into the administration with the result that the heads of departments or even Administrative Secretaries do not feel strong enough to initiate action against corrupt officials in their departments. To remedy this unhappy situation, an Apex Committee of Senior Officers, headed by the Chief Secretary, is being set up to oversee the initiation and processing of action against corrupt officials by the Administrative Departments. Orders in this behalf are being issued separately.

(ii) Divisional Commissioners shall look into serious complaints of corruption, etc., against Class I officers of different departments in their Devisions. Similarly, Deputy Commissioners shall look into complaints against Class II officers in their districts and the Senior Divisional Officers (Civil) shall act similarly in respect of similar complaints against Class III and Class IV officials in their Sub-Divisions. The reports shall be sent by these officials to the aforementioned Apex Committee of Senior Officers which shall have the action taken by the Administrative Departments concerned in those cases. To make a dent in the campaign against corruption, the Deputy Commissioner and the Senior Superintendent of Police, incharge of the District shall meet, informally, once a month, and send secret reports against the corrupt officials to the concerned departments for initiating necessary action.

(iii) As a matter of Government policy, corrupt officials, however efficient, be dealt with severely and action be taken to transfer them from sensitive/important posts and thereafter follow-up action for their misconduct be also taken. This process shall be completed by the Administrative Departments within a period of one month.

I. Government desire that the instructions/decisions outlined in the preceding paragraphs may be made applicable to the various Corporations/Boards, etc. in the Public Sector also, as far as practicable. The concerned Administrative Secretaries may issue appropriate instructions/advice to the respective Corporation/Boards etc. accordingly and ensure implementation and observance of these instructions by these organisations.
4. Any previous instructions on the subjects dealt with in
the preceding paragraphs, as are inconsistent with those contained
in this circular shall to the extent of such inconsistency, be
deemed to have been superseded by this circular. These instructions
shall come into force with immediate effect and may be brought to
the notice of all concerned for strict compliance.

Receipt of these instructions may be acknowledged.

Copy of Punjab Government circular letter No. 3/31/88-2PPII/14513,
dated 2nd September, 1988, from the Department of Personnel and
Administrative Reforms, addressed to all Heads of Departments
etc., etc.

Subject.--Measures for tackling the problems of corruption and
malfunctioning among Government officials--constitution of
Senior Officers' Committee.

This is in continuation of Government policy instructions,
circulated through Government letter No. 3/31/88-2PP-II/14510,
dated 2nd September, 1988 on the subject cited above.

2. In pursuance of the decisions contained in para 2(II),
under the heading "Monitoring by Senior Officers' Committee", of
the aforementioned policy instructions, the Committee of the Senior
Officers consisting of the following is set up:--

(1) Additional Chief Secretary : Chairman
(2) Financial Commissioner, Revenue : Member
(3) Financial Commissioner, Taxation : Member
(4) Secretary, Department of
   Administrative Reforms : Secretary.

3. The main functions of this Committee shall be :--

(i) To ensure that the action required to be taken by
    various departments of Government, as detailed in
    para 2(I) of the aforesaid policy-letter, is taken and
    completed by all concerned purposefully, in the
    prescribed manner and within the prescribed periods.

(ii) To take notice of any instances of lapses on the part
    of Government officials, of whatever level, in the
    implementation of these decisions and get suitable
    disciplinary action initiated against those officials
    by the concerned competent authorities; and
(iii) Any other related matters.

This Committee shall hold review meetings periodically, at least once in a quarter.

4. The recommendations made by this Committee shall be processed further in the Department of Administrative Reforms. The Secretary, Administrative Reforms will put up, periodically, reports about the functioning of this Committee to the State Government.

Copy of Punjab Government circular letter No. 3/31/88-2PP-II/14514, dated 2nd September, 1988, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.—Measures for tackling the problems of corruption and malfunctioning among Government officials—constitution of the Apex Committee of Senior Officers.

This is in continuation of Government policy instructions, circulated through Government letter No. 3/31/88-2PP-II/14510, dated 2nd September, 1988, on the subject cited above.

2. In pursuance of the decisions contained in para 2(IV) (c), under the heading "Action at the State Government level", of the aforementioned policy instructions, the Apex Committee of the Senior Officers consisting of the following is set up:

(1) Chief Secretary : Chairman
(2) Additional Chief Secretary : Member
(3) Financial Commissioner, Home : Member
(4) Financial Commissioner, Revenue : Member
(5) Financial Commissioner, Taxation : Member

Deputy Secretary, Department of Vigilance will act as the Secretary of this Committee.

3. The Apex Committee shall, inter alia, deal with the following matters:

(a) All cases of compulsory retirement of Class-I officers at the age of 50 years.

A Sub-Committee consisting of Additional Chief Secretary as Chairman, F.C.R. and F.C.T. shall deal with such
cases of retirement of Class-II officers of all departments. In the functioning of both these Committees the Administrative Secretary concerned shall be associated and he will process the matter further in accordance with the decisions taken by these Committees.'

(b) Drawing up of lists of senior officers who have a known bad reputation for corruption and initiating action against them through the Department of Vigilance.

(c) Review of the performance of all the Administrative Departments, periodically, in the matter of checking corruption at their level.

(d) Oversee the action taken by the Administrative Departments concerned on the reports sent by the Divisional Commissioners, Deputy Commissioners and the Sub-Divisional Officers (Civil) in case of serious complaints of corruption etc., against Class-I, Class-II Officers and Class-III and Class-IV employees, respectively, looked into by them in accordance with the aforementioned policy instructions referred to in paragraph 1 before.

(e) Any other related matters.

4. The Secretary, Department of Vigilance will put up, periodically, reports about the functioning of this Committee to the State Government.

Copy of Punjab Government circular letter No. 1844-2PPII-88/14515, dated 2nd September, 1988, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.--Non-acceptance of lavish hospitality by Government officials from individuals, industrial and commercial firms having official dealings with them.

It is a matter of common knowledge that Government officials have become more and more approachable by persons in business, industries and other professions and they enjoy their hospitality without any restraint. Similar thing happens when Govt. officials enjoy parties thrown by subordinates. Because of the intimacy developed in this manner, Government officials fail to act impartially, honestly and effectively, in matters involving the aforesaid categories of persons. In fact, in many cases, they tend to favour
these persons at the cost of public interest. Intimacy with the officials and subordinates creates indiscipline in the administration.

2. In the above context, attention is drawn to Note (II) below Rule 13(1) of Punjab Government Employees (Conduct) Rules, 1966, which lays down that a Government employee shall avoid accepting lavish hospitality or frequent hospitality from any individual having official dealings with him or from industrial or commercial firms, organisations etc. In implementation of these provisions, it is made clear that no Government official shall place himself under obligation vis-a-vis his subordinates, officials and non-officials with whom he has official dealings, by attending private parties thrown by such persons. Any violation thereof shall be treated as a serious misconduct, punishable under the Conduct Rules, ibid.

Copy of Punjab Government circular letter No. 3/31/88/2PPII/14715, dated 7th September, 1988, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.—Measures for tackling the problems of corruption and malfunctioning among Government officials.

I am directed to invite a reference to Punjab Government letter No. 3/31/88-2PPII/14510, dated 2nd September, 1988, on the subject noted above and to state that para 2(IV) (c) (ii) captioned "action at the State Government level" of the said letter may kindly be corrected as follows:

"(ii) Divisional Commissioners shall look into serious complaints of corruption etc., against Class I Officers of different departments in their Division. Similarly, Deputy Commissioners shall look into complaints against Class-II officers in their districts and the Sub-Divisional officers (Civil) shall act similarly in respect of similar complaints against Class-III and Class-IV officials in their Sub-Division. The reports shall be sent by these officials to the aforementioned Apex Committee of seniors Officers which shall have the action taken by the Administrative Departments concerned in those cases. To make a dent in the campaign against corruption, the Deputy Commissioner and the Senior Superintendent of Police, incharge of the District shall meet, informally, once a month, and send secret reports against the corrupt officials to the concerned departments for initiating necessary action."
Subject.--Policy regarding postings and transfers of Punjab Government employees for the year 1988-89--regarding.

I am directed to invite a reference to the instructions contained in Punjab Government letter No. 7/9/87-3PPII/3727, dated the 11th March, 1988, vide which guidelines for making postings and transfers of Punjab Government employees during this year were issued. Subsequently, vide Punjab Government letter No. 3/31/88-2PPII/14510, dated 2nd September, 1988, it has, inter alia, been decided that as a matter of Government policy corrupt officials, however efficient, be dealt with severely and action taken to transfer them from sensitive/important posts and thereafter follow-up action for their misconduct be also taken. Accordingly you are requested to review the position and refer the individual cases of such officers/officials, involving mid-term transfer, to this Department for relaxing the provisions of para 1(xii) of the instructions, dated 11th March, 1988 referred to above.

Subject.--Grant of ad hoc cash rewards to Government employees for doing meritorious work.

I am directed to invite your attention to the instructions issued, vide Punjab Government letter No. 5730-Services-II-4(I)-68/20346, dated 5th August, 1968 on the subject noted above. These instructions provide for the procedure to be followed for the grant of ad hoc cash reward to Government employees for doing meritorious work. The matter regarding grant of cash reward to Government employees, who do exemplary and unusual acts of honesty, has been engaging the attention of the Government. After careful consideration, it has been decided that the Government employees who do exemplary and unusual acts of honesty, may also be considered for the grant of ad hoc cash rewards. It has also been decided that instead of consideration of all such cases regarding grant of ad hoc cash rewards to Government employees for doing meritorious work, exemplary and unusual acts of honesty by the Officers Committee as mentioned in the instructions dated
5th August, 1988 referred to above, all these cases will in future be considered by the Divisional Commissioners in consultation with the Department concerned. This consultation could even be with the Heads of Departments/Offices at the District/Divisional level. It may be pointed out that the Divisional Commissioners are already empowered to give rewards in cases of bravery and self sacrifice,—vide Serial No. 2(a) below rule 19.9 of the Punjab Financial Rules, Volume-I. Necessary action to modify the provisions of this rule to cover the cases of exemplary and unusual acts of honesty by issuing necessary amendment is being taken separately.

2. This issues with the approval of the Department of Finance conveyed,—vide their I.D. No. 2/15/88-FP-IV/357, dated 16th May, 1988.

3. The receipt of this letter may be acknowledged.

Copy of Punjab Government circular letter No. 4/18/88-4GE/16047, dated 7th October, 1988, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.—Implementation of the recommendations of the Third Punjab Pay Commission—Mode of appointment of Restorers.

The Third Punjab Pay Commission, in Chapter 25 of its report (copy of para 25.25 enclosed) has, inter alia, recommended that the posts of Restorers should not be abolished and should be filled cent-percent by promotion from Daftaries and Peons.

2. The recommendation of the Commission has been considered and accepted by the Government. In accordance with the acceptance of recommendation of 3rd Punjab Pay Commission, you are requested to fill cent-percent posts of Restorers by promotion from Daftaries and Peons. Steps may be taken for making amendment (s) in the relevant Service Rules, where necessary.

3. The receipt of this communication may be acknowledged.

Extract from the report of the Third Punjab Pay Commission

(1) Restorers and Duplicating Machine Operators.

25.25 Restorers and Duplicating Machine Operators are in the pay scale of Rs. 400-600. The post of Restorer is filled partly by direct recruitment from amongst the Matriculates and partly by
promotion from amongst the Daftries who are Matriculates and who have a service of three years. The Second Punjab Pay Commission had recommended that the posts of Restorers should be gradually abolished and replaced by Daftries in all the Departments of the State Government. We are, however, not in favour of abolition of this post and recommend that the post should be filled cent percent by promotion from amongst Daftries/Peons. A revised Pay Scale of Rs. 950-1,800 is recommended for this post. For the post of Duplicating Machine Operators a pay scale of Rs. 830-1,470 is recommended. This scale shall be applicable to future recruits. With the acquisition of the sophisticated photo copying Machines, it is hoped that fresh recruitment will be very rare. The existing incumbents of the posts of Duplicating Machine Operators may however be protected and given the scale of Rs. 950-1,800.

Copy of Punjab Government circular letter No. 4/19/88-4GE/16827, dated 26th October, 1988, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.--Implementation of the recommendations of the Third Punjab Pay Commission--Skilled and Semi-Skilled Staff.

The Third Punjab Pay Commission has recommended in Chapter 26 of its report (Relevant extract enclosed) for the rationalisation of qualifications, mode of recruitment, etc. of the skilled and semi-skilled staff working in various Departments of the State Government. These recommendations of the Commission have been considered and accepted by the State Government. You are requested please to take further action in the matter and take up amendments of the relevant service rules where necessary.

2. A receipt of this letter may please be acknowledged.
CHAPTER 26
SKILLED AND SEMI-SKILLED STAFF

26.1 The existing grade structure of the skilled and semi-skilled staff in various departments is highly diverse and presents a somewhat confused picture. The skilled and semi-skilled staff is employed mainly in the workshops of the Departments of Irrigation, PWD (B&R), P.W.D. (P.H.) Transport and the Printing Presses of the Department of Printing and Stationery. It has been observed by us that the posts bearing the same designations in different departments carry different scales although the incumbents perform similar duties. So much so that even posts with the same designations in the same Department carry different scales. The mode of recruitment to identical/comparable categories differs from Department to Department. The qualifications prescribed for recruitment also vary from Department to Department even for same designations. There is thus need for rationalisation of the grade structure, designations, qualifications and mode of recruitment for the skilled and semi-skilled staff working in various Departments.

26.2 Apart from the problems of different designations, different qualifications and different modes of recruitment presently prevailing in various Department, there are no specified avenues of promotion for most of the categories of skilled and semi-skilled staff. Absence of specified promotional channels has led to resentment among such staff belonging to all categories.

26.3 At present, such staff below the supervisory levels is placed in the following Scales:

(i) 325--495
(ii) 400--600
(iii) 400--660
(iv) 450--700
(v) 480--700
(vi) 450--800
(vii) 510--800
(viii) 510--880
(ix) 525--825
(x) 570--1,000

26.4 We have tried to standardise the designations for the skilled and semi-skilled staff working in various departments.
The existing pay scales, recommended revised scales and the suggested designations are given in the table below:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Existing Scales of Pay</th>
<th>Revised Scales of Pay</th>
<th>Revised designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i)</td>
<td>325--495</td>
<td>810--1,440</td>
<td>Helper</td>
</tr>
<tr>
<td>(ii)</td>
<td>400--600, 400--660</td>
<td>950--1,800</td>
<td>Junior Technician</td>
</tr>
<tr>
<td>(iii)</td>
<td>450--700, 480--700</td>
<td>1,025--1,800</td>
<td>Technician Grade-IV</td>
</tr>
<tr>
<td>(iv)</td>
<td>450--800, 510--880, 510--800, 525--825</td>
<td>1,200--2,100</td>
<td>Technician Grade-III</td>
</tr>
<tr>
<td>(v)</td>
<td>510--940</td>
<td>1,350--2,400</td>
<td>Technician Grade-II</td>
</tr>
<tr>
<td>(vi)</td>
<td>570--1,000, 600--1,000</td>
<td>1,410--2,460</td>
<td>Technician Grade-I</td>
</tr>
</tbody>
</table>

26.5 The designations suggested have a general connotation and the specific trade of the technician can be mentioned in brackets.

26.6 As observed above, at present, different qualifications have been prescribed for the posts in the same scales of pay. Rules have not been framed for such staff in most of the departments and adhocism prevails in recruitment and promotions. We have discussed the matter with the Director of Industrial Training also. He has informed that for most of the technical trades, 2/3 years certificate courses are conducted in I.T.Is. Under the new pattern, the minimum qualification prescribed for admission to all certificate courses is matric and no course is now of less than two years duration. In order to standardise the qualifications, mode of recruitment and promotional channels, we suggest that provisions on the following pattern may be incorporated in the rules:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Revised Designation and revised scale of pay</th>
<th>Suggested mode of recruitment</th>
<th>Suggested qualifications for direct recruitment</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i)</td>
<td>Helper (810--1,440)</td>
<td>Direct recruitment</td>
<td>Under Matric with knowledge of trade concerned.</td>
</tr>
<tr>
<td>Sr. No.</td>
<td>Revised Designation and revised scale of pay</td>
<td>Suggested mode of recruitment</td>
<td>Suggested qualifications for direct recruitment</td>
</tr>
<tr>
<td>--------</td>
<td>--------------------------------------------</td>
<td>-------------------------------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>(ii)</td>
<td>Junior Technician (950--1,800)</td>
<td>(a) Direct recruitment 75%</td>
<td>Matric with 2/3 years National Trade Certificate/National Apprenticeship Certificate in the trade concerned.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b) Promotion from Serial No. (i) above 25%</td>
<td></td>
</tr>
<tr>
<td>(iii)</td>
<td>Technician Grade-IV (1,025--1,800)</td>
<td>(a) Direct recruitment 50%</td>
<td>Matric with 2/3 years National Trade Certificate/National Apprenticeship Certificate with two years' experience as Junior Technician under Government or in some Semi-Government Organisation.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b) Promotion from Serial No. (ii) above 50%</td>
<td></td>
</tr>
<tr>
<td>(iv)</td>
<td>Technician Grade-III (1,200--2,100)</td>
<td>(a) Direct recruitment 25%</td>
<td>Matric with 2/3 years National Trade Certificate/National Apprenticeship Certificate with five years experience as Junior Technical/Technician Grade IV under Govt. or in some Semi-Govt. Organisation.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b) Promotion from Serial No. (iii) above 75%</td>
<td></td>
</tr>
<tr>
<td>(v)</td>
<td>Technician Grade-II (1,350--2,400)</td>
<td>(a) Promotion from Serial No. (iv) above 75%</td>
<td>Matric with 2/3 years National Trade Certificate/National Apprenticeship Certificate and seven years experience as Technician Grade-IV or Technical Grade-III in the Trade concerned of which at least three years should</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b) Direct recruitment 25%</td>
<td></td>
</tr>
</tbody>
</table>
26.8. A Department shall have posts of skilled and semi-skilled staff of such levels only as are actually needed. The mode of recruitment suggested by us would need suitable modification in the light of the hierarchical levels existing in each department.

26.9. It is recommended that the aforementioned skilled and semi-skilled staff may be placed in the revised scales as proposed by us in this Chapter against their existing scales and qualifications. Where the minimum qualification prescribed for category in existing Service Rules are higher than those proposed by us against the existing pay scale of that category that, category may be given a higher revised scale/designation recommended by us for such qualifications. Needless to say that such higher qualification must be an essential job requirement. Where the minimum qualification prescribed for a category in the existing Service Rules are lower than those proposed by us against the existing pay scale of that category, that category may be given the revised scale/designation recommended by us against such existing pay scale and the qualifications suggested by us may be adopted.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Revised Designation and revised scale of pay</th>
<th>Suggested mode of recruitment</th>
<th>Suggested qualifications for direct recruitment</th>
</tr>
</thead>
<tbody>
<tr>
<td>(vi)</td>
<td>Technician Grade-I (1,410-2,460)</td>
<td>(a) Promotion from Serial No. (v) above 50%</td>
<td>Matric with 2/3 years National Trade Certificate/National Apprenticeship Certificate and seven years' experience as Technician Grade-II and Technician Grade-III out of which three years should be as Technician Grade-II under the Govt. or under some semi-Govt. Organisation.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b) Direct recruitment 50%</td>
<td></td>
</tr>
</tbody>
</table>
and incorporated in the rules and made applicable to all future appointments.

26.10. We have rationalised the grade structure, qualifications, mode of recruitment and promotional channels for skilled and semi-skilled staff of those trades for which certificate courses exist in I.T.Is, and other recognised similar technical institutions. As regards trades for which arrangement for training do not yet exist, the staff concerned may be given the revised scale as per general conversion table recommended by us.

Copy of Punjab Government circular letter No. 4/50/88-3PPI/16905, dated 27th/28th October, 1988, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments, etc. etc.

Subject.--Modification in the procedure to be followed in cases where the turn of an employee whose conduct is subject to an enquiry, comes up for promotion to higher post.

I am directed to refer to Punjab Government circular letter No. 4/37/83/3PP/8708, dated 27th June, 1985, which laid down comprehensive policy regarding procedure to be followed in cases, where the turn of an employee whose conduct is subject to an enquiry, comes up for promotion to higher post.

2. The State Government have observed that the officers/officials against whom the disciplinary/court proceedings are pending derive the benefit of ad hoc promotions which are made in the light of para 4 of the instructions ibid and the ad hoc promotions are allowed to continue for years together. In this way, such officers/officials not only remain unaffected from the departmental/court proceedings, which should normally debar them from regular promotions, but also gives them a feeling of regular promotion which they ought to have got had these proceedings not been pending against them. To ensure that the corrupt and delinquent officials/officers do not derive undeserved benefit, because of the delay etc. in the finalisation of pending enquiries, Government have decided to discontinue the practice of ad hoc promotions of officials/officers against whom the enquiries/charge-sheets are pending. Accordingly, the provisions of ad hoc promotions laid down in para 4 of the Government instructions referred to above are deleted.

3. While considering the cases of promotion of the employees who have been charge-sheeted for serious lapses and/or against whom departmental proceedings of serious nature are
pending where a major penalty is proposed to be imposed under the Punishment and Appeal Rules, such employees should be ignored from promotion till the final disposal of cases relating to charge-sheets or departmental proceedings are finalised. Likewise, where the judicial proceedings in a court relating to corruption charges, embezzlement of such like serious cases are pending against an official which can ultimately result in his conviction and as a consequence the official should be removed from service, the Government while considering his case for promotion will be within its right to ignore him from promotion during the pendency of judicial proceedings in a court of law.

4. Government recognises that as a matter of public policy it should be ensured that no honest officer/official is harassed unnecessarily and that the cases of those employees who are involved in departmental/Vigilance enquiries are decided expeditiously. Accordingly, the following policy/guidelines may be adopted:--

(i) It may be ensured, by the Appointing authority, that the departmental proceedings against the employees are not finalised expeditiously, maximum, within a period of one year positively. In case the appointing authority fails to comply with this stipulation of time-span, the action may be initiated against it by the Controlling Officer.

(ii) In the case of judicial proceedings, it will be personal responsibility of the appointing authority to ensure that the delay is minimised by actively pursuing the case in the respective courts.

(iii) In the cases, where the appointing authority fails to comply with the time limit specified in (i) before the question of promoting the official, may be decided within the next six months, in consultation with the department of personnel.

4. The contents of this circular letter may be brought to the notice of all concerned for meticulous compliance and the receipt of this circular may be acknowledged.

Copy of Punjab Government circular letter No. 15/11/88-I.F.P/1/7178, dated 4th November, 1988, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.--Disposal of representations against adverse remarks prescribing of time-limit for.

I am directed to invite your attention to Punjab Government circular letter No.4408-SII(I)-72/27670, dated 20th October, 1972 wherein it was laid down that representations against adverse
remarks communicated to the employees if made, are required to be
disposed of finally within a period of three months from the date
of their submission. Further, a time-limit of three months for
filing representations against adverse remarks has been specifically
laid down in the instructions No. 5515-ASI-61/25297, dated 11th
July, 1961. It has, however, been noted that the aforementioned
instructions are not being fully complied with. Consequently such
vital cases are often not finally disposed of for a long period and
this is against the letter and spirit of the Government instructions.
Therefore, it has been decided to prescribe time-schedule, as
indicated below, for various activities involved in the disposal of
such representations:

(i) Period for communication of adverse remarks to the
official concerned
   • • Within 15 days of the receipt of ACR.
(ii) Period for receipt of representation against adverse remarks
   • • Within three months from the date of conveying of adverse remarks.
(iii) Obtaining comments on the representation against adverse remarks, from the
reporting/reviewing/accepting authority
   • • Within one-and-a-half (1½) months of the receipt of representation.
(iv) Finalisation of action on receipt of comments of reporting/reviewing/
accepting authority
   • • Within one month.

2. In case the reporting/reviewing authority fails to furnish the comments in the above mentioned period, the competent
authority shall invariably obtain the explanation of such defaulting officials for further necessary action and wherever necessary,
remarks in this behalf may also be incorporated in the annual
confidential reports of such defaulting officials and the case will
be dealt with on merits.

3. It is further emphasised that, as already prescribed in
instructions No. 3871-SII(5)-68/14567, dated 24th May, 1968 the
remarks recorded in the annual confidential reports against which
representation has not been filed within the prescribed time-limit
or, if so filed, has been rejected, should not be expunged inspite
of the fact that at some later date his succeeding authority
different view. The procedure laid down in this behalf viz., the
succeeding Minister or officer may record his own remarks and get
the same also placed on the personnel file of the employee where he has a different view on the remarks recorded by the previous Minister/officer, should be strictly implemented in future. In other words, in above mentioned cases, the adverse remarks even if ordered to be expunged, should not be physically obliterated and be retained intact and subsequent orders, in this context, be only placed on the personnel file of the employee.

The above mentioned instructions may kindly be brought to the notice of all concerned for strict compliance.

Copy of Punjab Government circular letter No. 15/11/88-1PPI/17179, dated 4th November, 1988, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.--Writing of Annual Confidential reports--entry regarding 'integrity'.

I am directed to invite your attention to letter No. 8588-G(C)-56-11533 GI (S)-56/73580, dated 4th October, 1956 (copy enclosed) about report regarding 'integrity'. It has been found that the reporting officers continue to make non-committal remarks regarding 'integrity' in the annual confidential reports of Government employees. While reiterating the spirit of the aforesaid instructions, it has been decided that the column relating to 'integrity' shall be filled up as per the following procedure:--

(i) If the official's integrity is beyond doubt, it may be so stated.

(ii) If there is any doubt or suspicion, the column should be left blank and action taken as under:--

(a) A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the confidential report to the next superior officer who will ensure that the follow up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state either that he had not watched the official's work for sufficient time to form a definite judgement or that he has heard nothing against the officer, as the case may be.

(b) If, as a result of the follow up action, the doubts or suspicions are cleared, the official's integrity should be certified and an entry made accordingly in the Confidential Report.
(c) If the doubts or suspicions are confirmed, this fact should also be recorded and duly communicated to the official concerned.

(d) If as a result of the follow-up action, the doubts or suspicions are neither cleared nor confirmed, the official's conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above.

2. It is impressed upon all reporting officers that the above mentioned instructions shall be strictly followed in future with effect from ACRs for the year 1988-89, and in case an officer has been given a 'good' report for integrity which is later proved to be wrong, the reporting officer himself would run the risk of earning Government displeasure/disciplinary action.

Copy of letter No. 8588-G (C)-56-11533GI (S)-56/73580, dated 4th October, 1956.

Report regarding integrity.—A special mention should invariably be made regarding the integrity of the officer to which government attached the greatest importance. It should be clearly stated if the officer is suspected of corruption or is believed to be corrupt and this opinion should generally be fortified by reasons, which may be in the possession of the reporting officer. Any ill-considered remarks in this respect may do a lot of mischief and harm. On the other hand, the reporting officer must be quite honest and frank and discuss an officer's worth from the point of view of his integrity openly and frankly in the column "Defects, if any" or elsewhere. Government observe that reporting officers are still following the practice of making non-committal remarks like no complaints. Government view this with disfavour and desire that the practice of making non-committal entries in the column relating to integrity should cease. Reporting officers should give a definite opinion on the integrity of their subordinates while writing their confidential reports. Further, instances have come to the notice of Government in which even though, officers are being proceeded against for serious forms of corruption their confidential reports for the same periods certify their integrity to be good. It is felt that contradictions of this type arise only because reporting officers are failing in their duty to make entries in the column relating to integrity forthrightly and without hesitation. In case an officer has been given a good report for integrity which is later proved to be wrong, the reporting officer will run the risk of earning Government displeasure. Ordinarily, the inference would be that either he did not exercise proper supervision or he was in
dishonest collusion with his subordinate. The intention of Government is that the truth about subordinates should be known to reporting officer and brought to the notice of higher authorities. This would not, however, justify the entering of ill-considered remarks based on inadequate observation.

Copy of Punjab Government circular letter No. 7/14/88/5PPI/(2269)/18527, dated 1st December, 1988, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.--Implementation of the recommendations of the Third Punjab Pay Commission--Proficiency Step-up (PROP).

I am directed to address you on the subject cited above and to say that, on careful consideration of the recommendations of the Third Punjab Pay Commission regarding proficiency step-up (PROP), the President of India is pleased to decide as follows:--

(1) Subject to suitability, besides the regular annual increment, one additional increment on each occasion on completion of 8 years' and 18 years' service on or after 'the appointed day' [as defined in Punjab Civil Services (Revised Pay)] Rules, 1988, published in Punjab Government Gazette (Extra.) on 13th September, 1988 against a post, in the form of proficiency step-up(s), shall be granted to all the Punjab Government employees except the Members of the Punjab Civil Service (Executive Branch), Deputy Superintendents of Police and Members of the Punjab Forest Service Class II;

(2) In adjudging the suitability for the proficiency step-up(s), the procedure for assessing the work and conduct to be satisfactory as applicable to a case of promotion, shall be followed and it shall be given only if the employee is found suitable for the same. An employee, who is not considered fit for a proficiency step-up(s), that is, whose assessment of work and conduct is below the requisite standard, shall not be given the additional increment(s) but his regular increment if otherwise due, shall be released as usual;

(3) In case an employee is found unsuitable for the grant of proficiency step-up(s) on a particular date, his case will be reviewed thereafter for the grant of
that step-up on year to year basis and he will be granted that step-up on and from the date when he is found suitable for the same. The suitability for this purpose shall be determined after taking into consideration the ACRs of the employee up to the 31st March of the preceding year;

(4) Non-grant of proficiency step-up(s) on account of unsuitability shall not be considered as a punishment under the Punjab Civil Services Punishment and Appeal Rules, 1970;

(5) The competent authority for the grant of proficiency step-up(s) shall be the same as in the case of promotion. Representation/Appeal etc., against the order of non-grant shall also be in the same manner as in case of promotion;

(6) The case for the grant of proficiency step-up(s) shall be taken at least three months before the due date. For a case becoming eligible before the 30th June of a financial year, the annual confidential reports up to the 31st March of the preceding year only should be considered;

(7) For reckoning the period of 8 and 18 years, the entire service in the time scale, senior scale and selection grade (of mere placement and not involving fixation of pay at higher level) etc., wherever available in a cadre, shall be counted. If an employee joins a scale at a stage higher than the minimum as a result of promotion or otherwise, his proficiency step-up(s) would stand postponed by a number of years equal to the number of increments already covered by him from the minimum of the scale at the time of initial fixation of pay in the scale. That the step-up is related to the number of years of service in a particular scale and if an employee's pay is fixed by process of promotion at the sixth stage of a scale, he will be entitled to earn a step-up in that scale only after 8 years. If an employee serves in a scale of pay for more than 18 years and is not promoted to a higher scale on account of lack of promotional opportunities or non-availability of a vacancy in the promotional scale, he would be granted two step-up(s) in his emoluments.

(8) Pay fixation on promotion to a higher post shall be regulated according to rule 8 of the Punjab Civil Services (Revised Pay) Rules, 1988. Thus, if an
employee has been/is promoted to a higher post after having got one or two proficiency step-up(s), his pay in the scale of promotion post shall be fixed by giving him the benefit of only one increment.

(9) As a necessary corollary to this decision, the existing institution of efficiency bars is abolished. But the cases of efficiency bars, which fell due prior to 1st January, 1986, would be settled according to the then prevalent rules/instructions.

2. The proficiency step-up(s) shall be admissible only from the appointed day that is only after the fixation of pay of the employee concerned in the revised pay scale under the Punjab Civil Services (Revised Pay) Rules, 1988.


4. For any interpretation/clarification of the decision contained in this circular letter the Department of Personnel and Administrative Reforms in consultation with the Department of Finance, shall be the final authority.

Copy of Punjab Government circular letter No. 3/32/88-2PPII/18889, dated 6th December, 1988, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments, etc. etc.

Subject.—Expeditious finalisation of departmental enquiries against Government employees.

I am directed to invite your attention to Punjab Government instructions No. 3624-GS-61/14507, dated 21st April, 1961, on the subject noted above and to say that in spite of issue of detailed instructions emphasising speedy disposal of cases of departmental inquiries against Government employees, there are serious delays resulting at times in prolonged suspension of the officials and often defeating the very purpose for which the inquiry has been ordered. To make the whole process of departmental inquiries time bound revised instructions are issued hereunder:

1.2 The authority ordering disciplinary proceedings shall invariably decide, at the outset, whether investigations are likely to be so complicated as to require the services of a special investigating agency, and thereafter order action. During the course
of investigation, a close watch should be kept on the progress by the aforesaid authority to ensure that no undue delay occurs at any stage. With a view to ensure that inquiry under the Punishment and Appeal Rules is completed within a period of 6 months detailed time schedule is laid down as under :--

(i) Appointment of an Inquiry Officer

It should be decided while taking decision on the explanation furnished by the delinquent official on the preliminary charge-sheet served on him.

(ii) Consultation of record by the defaulting official

Within five days of the order or within such further time not exceeding 5 days as the inquiry authority may allow.

(iii) Submission of list of witnesses and production of all documents by Govt. at the behest of the delinquent official

Within 15 days of the consultation of the record.

(iv) Production of documents by the authority as required by the delinquent official

On receipt of the requisition referred every authority having the custody or possession of the requisitioned documents shall produce the same before the inquiry authority.

(v) Completing of Inquiry/Proceedings

A period of three months within which proceedings are to be held on day to day basis and no adjournment of hearing should be for more than a week.

(vi) Second occasion after the regular hearings are over to be given to the employee to present his defence orally or in writing

Government employee shall be required to state his defence orally or in writing as he may prefer.
(vii) Preparation of inquiry report and its submission

Within a period of 6 weeks after the last date of the hearing or giving of second occasion to the employee to present his defence orally.

(viii) Limitation for filing Appeal against award of punishment

Within 45 days from the date communicating punishment.

(ix) Decision of Appeal (including consultation with PPSC where necessary)

Within a period of 45 days.

1.3 In case delinquent official makes any attempt to impede the progress of the inquiry by adopting dilatory tactics then the inquiry officer may start *ex parte* proceedings as laid down under Rule 8.20 of Punishment and Appeal Rules. In other words, the inquiry must be completed within a total period of six months. Here again, a safeguard should be provided for exceptional situations, of natural calamity like floods, earthquake or any damage on account of which an employee is not in a position to complete his activity say on account of not having access to the relevant record, within the prescribed period. Then such prescribed period will have to be extended to a reasonable period and the inquiry officer will be competent to do so after obtaining a request from the delinquent official in writing.

1.4 Similarly another safeguard is provided when a particular authority is unable to complete a specific activity within the prescribed period on account of circumstances beyond its control. Then the inquiry officer should forthwith submit a written report to the authority next higher departmental hierarchy explaining the reason for his inability to do so and indicating the period within which he should complete that activity.

1.5 It is re-iterated that Inquiry Officer shall submit the inquiry report within a period of three months from the date of initiation of the inquiry in accordance with the provision of Punishment and Appeal Rules. In case the inquiry officer is not in a position to complete the Inquiry within this period the onus for completion of the inquiry unless he can attribute for circumstances not within his control as indicated in the above paras will be with him and he will inform the Administrative Secretary along with the reasons therefor and proceed further with the inquiry.
2. It will be necessary that there is regular monitoring of pending cases of departmental inquiry at different levels. The Heads of the Department should review all pending disciplinary cases relating to Class III and Class IV employees every month. Similarly the Administrative Secretary should review such cases relating to Class I & II employees. The Administrative Departments should submit quarterly returns to the C.S. regarding the progress of all pending cases in the prescribed pro forma which is attached.

3. On receipt of inquiry report the punishing authority shall take action on time bound basis and wherever deem fit award punishment within a period of one month from the date of receipt of the inquiry report in consultation with the Punjab Public Service Commission.

4. Please acknowledge receipt of this letter.
Quarterly Progress Report in respect of Departmental Inquiries against Gazetted Officers for the month of ..........................

Name of the Department .................................

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of officer</th>
<th>Nature of allegations with designation</th>
<th>Date of initiation of departmental proceedings</th>
<th>Date of suspension, if placed under of the case suspension</th>
<th>Present position of delay or order disposing if any of inquiry proceedings if decided</th>
<th>Reasons</th>
<th>Date of final order</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Copy of Punjab Government circular letter No. 13/8/86-2PPII/19313, dated 12th December, 1988, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.--Deemed suspension on grounds of detention to be treated as revoked if conviction does not follow—period of suspension to be treated as duty.

I am directed to invite attention to the instructions contained in Government of India's O.M. No. 35014/9/76-Estt(A), dated 8th August, 1977 (copy enclosed) which lays down in the case of a Government servant, who was deemed to have been placed under suspension due to detention in police custody erroneously or without basis and thereafter released without any prosecution having been launched, the competent authority should apply its mind at the time of revocation of the suspension and reinstatement of the official, and if he comes to the conclusion that the suspension was wholly unjustified, full pay and allowances may be allowed. These instructions may be kept in view while considering such cases of State Government employees where deemed suspension is found to be erroneous and the employees concerned is not prosecuted. It has further been decided that in all such cases, the deemed suspension under Rule 4(2) of the Punjab Civil Service (Punishment and Appeal) Rules, 1970, may be treated as revoked from the date the cause of the suspension itself ceases to exist i.e. the Government servant is released from police custody without any prosecution having been launched. However, it will be desirable for the purpose of administrative record to make a formal order for revocation of such suspension under Rule 4(5) of the Punjab Civil Services (Punishment and Appeal) Rules, 1970.

The receipt of this communication may kindly be acknowledged.


Subject.--Erroneous detention or detention without basic payment of pay and allowances to the Government servant on reinstatement clarification regarding.

The undersigned is directed to say that one of the items considered by the National Council (JCM) in its meeting held in January, 1977 was a proposal of the Staff side that a Government servant who was deemed to have been placed under suspension on account of his detention or on account of criminal proceedings against him, should be paid full pay and allowances for the period of suspension if he has been discharged from detention or has been acquitted by a Court.
During the discussion, it was clarified to the Staff Side that the mere fact that a Government servant who was deemed to have been under suspension, due to detention or on account of criminal proceedings against him, has been discharged from detention without prosecution or has been acquitted by a Court would not make him eligible for full pay and allowances because often the acquittal may be on technical grounds but the suspension might be fully justified. The Staff Side were, however, informed that if a Government servant was detained in police custody erroneously or without any basis and thereafter he is released without any prosecution, in such cases the official would be eligible for full pay and allowances.

3. It has accordingly been decided that in the case of a Government servant who was deemed to have been placed under suspension due to his detention in police custody erroneously or without basis and thereafter released without any prosecution having been launched, the competent authority should apply its mind at the time of revocation of the suspension and re-instatement of the official and if he comes to the conclusion that the suspension was wholly unjustified, full pay and allowances may be allowed.

Copy of Punjab Government circular letter No. 3/31/88-2PPII/335, dated 6th January, 1989, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.—Measures for tackling the problem of corruption and malfunctioning among Government Officials—constitution of the Apex Committee of Senior Officers.

I am directed to invite a reference to Punjab Government letter No. 3/31/88-2PPII/14514, dated 2nd September, 1988, on the subject cited above,—vide which an Apex Committee of Senior Officers was constituted in pursuance of decision contained in para 2 (iv)(c) of policy instructions No. 3/31/88-2PPII/14510, dated 2nd September, 1988.

2. The Additional Chief Secretary, who was a member of the Apex Committee of the Senior Officers, constituted by the State Government, has since relinquished charge for taking his new assignment with the Government of India. It has been decided by the Government to appoint Financial Commissioner, Development in his place as member of the Apex Committee. New set up of the Apex Committee shall be as following:—

1. Chief Secretary .. Chairman
2. Financial Commissioner, Development .. Member
3. Financial Commissioner, Home ...............................................Member
4. Financial Commissioner, Revenue .......................................Member
5. Financial Commissioner, Taxation .......................................Member

3. It has further been decided that Financial Commissioner, Development shall be the Chairman of Sub-Committee consisting of Financial Commissioner, Revenue, Financial Commissioner, Taxation, as other members, to deal with cases of the compulsory retirement of Class II Officers of all the Departments. The Functions and working of the Apex Committee shall remain the same as explained in the letter mentioned above.

Copy of Punjab Government circular letter No. 3/31/88-2PPII/336, dated 6th January, 1989, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.--Measures for tackling the problems of corruption and Malfunctioning among Government Officials--Constitution of Senior Officers Committee.

I am directed to invite a reference to Punjab Government letter No. 3/31/88-2PPII/14513, dated 2nd September, 1988, on the subject cited above, vide which a "Monitoring by Senior Officers Committee" was constituted in pursuance of the decisions contained in para 2(II) of the policy instructions No. 3/31/88-2PPII/14510, dated 2nd September, 1988.

2. The Additional Chief Secretary, who was Chairman of the Monitoring by Senior Officers Committee constituted by the Government has since relinquished charge for taking his new assignment with Government of India. It has been decided by the Government to appoint Financial Commissioner, Home as Chairman of the Monitoring by Senior Officers Committee consisting of other members as following:--

1. Financial Commissioner, Home ........................................Chairman
2. Financial Commissioner, Revenue .....................................Member
3. Financial Commissioner, Taxation ....................................Member
4. Secretary, Administrative Reforms ....................................Member-Secretary

The function and working of the Monitoring by Senior Officers Committee shall remain the same as explained in the letter mentioned above.
Copy of Punjab Government circular letter No. 3/31/88-2PPII/582, dated 12th January, 1989, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.--Measures for tackling the problem of corruption and malfunctioning among Government Officials—Constitution of the Apex Committee of Senior Officers.

I am directed to refer to Para 2 of Punjab Government instructions issued,—vide letter No. 3/31/88-2PPII/335, dated 6th January, 1989, and to say that it has been decided by Government that Financial Commissioner Home shall be the Chairman of the Sub-Committee consisting Financial Commissioner Revenue, Financial Commissioner Taxation as members to deal with the cases of Compulsory Retirement of Class II Officers of all the Departments. It had earlier been wrongly indicated that Financial Commissioner, Development, will be the Chairman of the Sub-Committee.

Copy of Punjab Government circular letter No. 1/7/88-5PPI/967, dated 19th January, 1989, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.--General relaxation in the upper age limit for direct recruitment in the State Services Class I, II, III and IV.

I am directed to invite a reference to Punjab Government circular letter No. 1/20/80-5PP/9209 dated 1st July, 1982 with which the maximum upper age limit for the purpose of recruitment to State Government Services was raised from 27 years to 30 years for Non-Technical Services and 30 years to 33 years for technical services. Again on account of the prevailing situation in the State, upper age limit by a period of five years for recruitment to Class III and IV State services for non-technical posts was raised from 30 years to 35 years and for technical posts it was raised from 33 years to 38 years in the year, 1986. The decision remained in force for a period of one year from 2nd April, 1986 to 1st April, 1987 for Class III and Class IV posts and from 8th September, 1986 to 7th September, 1987 for Class I and II services.

2. Keeping in view the difficult conditions which are still prevailing in the State, the question of general relaxation in the upper age limit for recruitment to various services has been reconsidered. It has been decided, in relaxation of rule 3.6 of Punjab Civil Services Rules Volume I, Part I, that relaxation in upper age limit by five years that is from 30 years to 35 years in the case of Non-Technical posts and from 33 to 38 years for technical
post for recruitment in the State Services in Class I, II and III and from 35 to 40 years in the case of Class IV Services, may be allowed for one year with effect from 1st January, 1989 to 31st December, 1989, subject to the following conditions:—

(a) The relaxation of five years in the upper age limit for recruitment in respect of Scheduled Castes/Scheduled Tribes and Backward Classes will continue as heretofore. In other words the candidates belonging to these classes can be recruited upto the age of 40 years (35+5) in case of Non-Technical services and 43 years (38+5) in case of Technical Services in Class I, II and III Services and 45 years (40+5) in Class IV services.

(b) If for recruitment in any service a competitive examination is prescribed and for appearing in such examination certain number of chances have been fixed then they will continue as such.

4. The receipt of this letter may kindly be acknowledged.

Copy of Punjab Government circular letter No. 6/28/88-2PPII/1399, dated 31st January, 1989, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.—Clarification regarding promotion and seniority of those clerks who passed Assistant Grade Examination within five chances and thereafter.

In pursuance of Punjab State Assistant Grade Examination Rules, 1984, it has been observed that the provisions contained in rule 9 and 10(2) ibid need clarification in regard to the promotion and seniority of those clerks who passed Assistant Grade Examination within five chances or thereafter. It has come to the notice of Government that different interpretations of these provisions are being taken in different Departments, as a result of which the Government is being dragged in the court of law unnecessarily. It has also been observed that some Departments have promoted junior clerks to the posts of Assistants when senior qualified persons were available with the Departments for promotions.

2. There are two situations where interpretation of Assistant Grade Examination Rules, 1984, is involved. First situation is where a vacancy for promotion is available. In this situation a clerk who has passed the Assistant Grade Examination within
the first five chances is promoted, his *inter se* seniority as clerk will be maintained with the officials who have passed the Assistant Grade Examination within the first five chances. However, he will rank senior as Assistant to those clerks who passed the examination in 6th, 7th and 8th chance and are promoted later on.

3. In the second situation, when there is no post available for promotion to the post of Assistant, but a group of clerks are available who have passed the Assistant Grade Examination in the 5th, 6th, 7th or 8th chance. As and when a vacancy arises, next senior eligible person is to be promoted irrespective of the fact whether he passed the examination in the 5th, 6th, 7th or 8th chance. The only criteria to be adopted is that he should have passed the examination and is eligible for promotion. In this situation, the *inter se* seniority of clerks will be maintained in the matter of promotion to the post of Assistant.

4. Necessary action in the light of the clarification given above may kindly be taken for promotion of qualified clerks to the posts of Assistants and determining their seniority as Assistants.

5. Receipt of this letter may please be acknowledged.

Copy of Punjab Government circular letter No. 3/9/89-2PPII/2151, dated 13th February, 1989, from the Department of personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.--Agitations/strikes by State Government employees over demands relating to pay scales, etc.

I am directed to say that the State Government after considering the recommendations of the Third Punjab Pay Commission, have announced the revised pay scales for various categories of its employees and with a view to process on time bound basis the representations regarding anomalies in the revised pay scales, an Anomalies Committee under the Chairmanship of a retired Chief Justice of a High Court has been constituted. Despite the constitution of the said Committee, the doctors in PCMS-Class-II have gone on strike from 2nd February 1989. Certain other categories of employees are also threatening agitations/strikes. In order to meet the on going and the threatened strikes, you are advised to work out proposals with a view to meet the arising situations and to ensure uninterrupted running of services under your Departments.
2. It may also be made known to all concerned that:—

(i) No wages shall be paid to the striking employees for the period of their strike on the principle of 'no work no wages';

(ii) Strike period shall be considered as wilful absence from duty and would result in interruption in the service of the striking employees and forfeiture of their past service in terms of rule 3.17-A(II) of the Punjab C.S.R. Volume-II.

3. A receipt of these instructions may please be acknowledged.

Copy of Punjab Government circular letter No. 13/10/89-2PPII/2152, dated 13th February 1989, from the Department of personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.—Threatened strike and mass casual leave by a section of Government employees.

I am directed to refer to the subject noted above and to say that as a result of the recommendations of the Third Punjab Pay Commission Government has notified revised pay scales with effect from 1st January, 1986 to all Government employees. An anomaly Committee headed by a retired Chief Justice has also been set up to remove any anomaly in the revised pay scales. But a section of the Government employees is resorting to strike and other agitational methods to express their protest. Some of the Employees Associations are giving calls for going on mass casual leave. Government have decided to deal firmly with such employees who go on strike or resort to mass Casual Leave. You are requested to ensure that applications for grant of casual leave are not sanctioned except in very very genuine cases. In case such requests come in response to a call for Mass Casual Leave the employees are to be treated as absent from duty.

2. No wages shall be paid to the striking employees for the period of their strike on the principle of 'no work' 'no wages'.

3. A receipt of these instructions may please be acknowledged.
Copy of Punjab Government circular letter No. 13/10/89-2PPII, dated
16th February 1989, from the Department of personnel and Administrative Reforms, addressed to all Financial Commissioners and Administrative Secretaries to Government Punjab.

Subject.--Financial benefits extended to Government employees on the implementation of the recommendations of the Third Punjab Pay Commission--Projecting the positive aspects of decision of Government on the recommendations of Third Punjab Pay Commission.

All Financial Commissioners and Administrative Secretaries to Government, Punjab may kindly refer to the subject noted above.

2. On the recommendations of the Third Punjab Pay Commission the decisions taken and notified in the form of revised pay scales and other benefits announced by the Department of Finance from time to time are unanimous decisions of Government and they have to be projected and implemented as such. They are requested to address their Heads of Departments to brief the employees Associations and explain to them in what manner the grades notified and other benefits given by Government which are beneficial to the staff, for example Proficiency step-ups, two increments at the time of the promotion, house rent allowance in rural areas etc. These have to be brought out forcefully that Government is really and genuinely concerned with pay related problems of its employees, in keeping with the traditional approach of a model employer, has announced a number of facilities and pay increases on the basis of the report of the Pay Commission and the improvements/additionalities suggested by the Implementation Committee and approved by the Governor-in-Council. Inspite of financial constraints Government have decided to give the employees, particularly some sections of them who are not satisfied with the decisions already announced, another chance is available to them to represent to Anomalies Committee set up under an Eminent Chief Justice (Retired) Therefore, it will be advisable for the dis-satisfied sections of the staff to appear before it and plead their cases and not to resort to strike, threats, agitations and agitations particularly at this stage when the State is passing through the most difficult period in its history.

The above view of the Government may please be communicated to the Heads of Departments for briefing their Employees Associations.
Subject.--Expeditious finalisation of cases relating to service matters of the Government employees.

I am directed to invite your attention to the Punjab Government circular letter No. 2890-SII(3)-71, dated 31st May, 1971 and 5783-SII(3)-72/7202, dated 31st August, 1973, wherein it was stated that the service matters of the Government employees concerning their seniority, confirmation etc. should be disposed off within three months and report to this effect, in a prescribed proforma, was required to be submitted to the respective Administrative Secretaries. It has been noticed that these instructions are not being complied with properly thus causing undue delay in the finalisation of cases of employees causing resentment among them. The affected employees are forced to seek justice from the Courts and involve Government in unnecessary litigation. All the departments are advised to follow these instructions scrupulously in letter & spirit and ensure regular submission of requisite reports regarding disposal of the cases of employees in the prescribed proforma.

2. It is also felt that the litigation problem emanates when the Departmental rules are not framed in accordance with Government policy and in consonance with the instructions issued by the Department of Personnel from time to time. Litigation also arises when the Appointing Authorities apply the rules/instructions arbitrarily to extend some undue benefit to the vested interests.

3. To reduce the number of cases of litigation, all the departments are requested to notify their service rules on the basis of Model Service Rules/Policy instructions issued by this department within six months positively and action may also be initiated against those officers/officials who have deliberately erred in their judgement in taking decisions beyond the provisions of the Government Policy/Departmental rules.

4. The receipt of this letter may kindly be acknowledged.
Subject.--Order of Punjab and Haryana High Court on Government instructions on priority list for various categories of persons for employment in State Services--Implementation thereof.

I am directed to invite your attention to Punjab Government circular letter No. 18/14/86-5PPPI(823)/13466, dated 18th May, 1987 wherein it was mentioned that the instructions contained in Punjab Government circular letter No. 18/14/86-5PPPI/(1703)/5964, dated 24th April, 1986 have been challenged in the Punjab and Haryana High Court in Civil Writ Petition No. 4214 of 1986 and the Hon'ble High Court on 30th March, 1987 had held category No. 1 as violative of Article 16(4) of the Constitution of India. It was further stated that the State Government had filed L.P.A. No. 196 of 1987 in connection with the above orders and the Hon'ble High Court had passed interim orders. On the basis of said orders passed by the Hon'ble Court the appointments under category No. 1 of the instructions dated 24th April, 1986 were allowed to continue to be made subject to the eventual orders that may be passed in the appeal. The Hon'ble High Court has dismissed the L.P.A. filed by the State Government.

2. Since the Hon'ble High Court in the decision on L.P.A. (which has been communicated on 15th February, 1989) has held the instructions contained in Punjab Government letter No. 18/14/80-5PP/1703/5964, dated 24th April, 1986 as ultra vires being violative of Article 14 and 16 of Constitution of India, it may please be ensured that no appointments in furtherance of the said policy instructions are made in compliance with the orders of the Hon'ble High Court.

3. The State Government is taking steps to file an S.L.P. in the Supreme Court and also obtain an order for interim stay against the operation of the said decision till the Hon'ble Supreme Court decides the S.L.P. As already stated no appointments be made in furtherance of the said policy instructions dated 24th April, 1986 till an order of the Supreme Court granting stay is obtained and communicated to you in continuation of these instructions.

Kindly acknowledge receipt.
Subject.--Grant of Leave Travel Concession to the State Government employees.

I am directed to say that the Punjab Government employees are at present allowed Leave Travel Concession for visiting their home towns once in a block of two years as per instructions contained in Punjab Government Circular letter No. 2892-GI-57/6828, dated the 26th/28th May, 1957 as amended from time to time.

2. The Third Punjab Pay Commission para 16.5 of its report has recommended that the scheme of Leave Travel Concession adopted by the Government of India as modified from time to time in future also be made applicable to the State Government employees. The recommendations of the Third Punjab Pay Commission have been considered by the State Government and it has now been decided that the facility of Leave Travel Concession for visiting Home Town/any place in India available to the employees of the Central Government be extended to the State Government employees and members of their families as under:

(i) Leave Travel Concession for journey to any place in India during the year 1989 (Extended to the year 1990) or for travel to Home Town once during 1989 unless such concession has already been availed of under the instructions mentioned in para-I above for the block 1988-1989.

(ii) Leave Travel Concession for journey to any place in India in every block of 4 calendar years commencing from 1990—the first block being 1990 to 1993. If this concession for visiting any place in India is not utilised during a certain block of 4 years, it can be carried forward to the first year of the subsequent block of four years with the permission of the Head of Department.

(iii) Leave Travel Concession for travelling to Home-town in every block of two calendar years commencing from 1990—first block being of years 1990-1991. In case the Leave Travel Concession for travel to any place
in India as specified at (ii) above is availed of in a certain block of 4 years by an employees, the said employee shall be entitled to avail of the Leave Travel Concession for travel to his Home Town only once in that block of 4 years.

3. The above Leave Travel Concessions shall be admissible subject to the following conditions:

(i) The reimbursement of actual fare will be allowed for entire distance covered both ways without any restriction;

(ii) The reimbursement of the expenditure will be made only if the journeys are performed by rail or by regular bus-service of the State Transport Department, State Transport Undertakings, State Tourism Department or Corporations either of the Punjab State or any other State. Chartering of buses/private vehicles will not be permitted.

(iii) The concession will also be admissible for journeys performed by the State Government employees during regular leave or casual leave as the case may be irrespective of the duration of leave;

(iv) The definition of family for purposes of the Leave Travel Concession under the scheme will be the same as has been accepted for the purposes of Travelling Allowance for journeys on transfer;

(v) The concession will not be admissible for travel by air or air-conditioned Ist Class rail. Officers entitled to travel on tour/transfer by air or air-conditioned Ist class Rail will be entitled to claim only Ist Class railway fare. For journeys performed by Leave Travel Concession beneficiaries, they will claim fare only for the shortest route between the place of embarking for journey and the destination. The reimbursement of fare will be regulated as laid down by Government of India, vide their letter No. 31011/35/86-Estt.(A), dated 6th August, 1987. (copy enclosed);

(vi) Prior permission of the Head of Department or Administrative Department as the case may be should be obtained before undertaking the journey while availing of the concession. A copy of the application form in
which an employee should be seek permission is at Annexure 'A'.

(vii) After the completion of journeys while submitting his claim, an employee will furnish a certificate and an affidavit in the forms respectively at Annexures 'B' and 'C'.

4. Instructions issued by the Government of India for grant of Leave Travel Concession for visiting any place in India details given in Annexure 'D' will apply mutatis mutandis to all the State Government employees subject to the conditions mentioned in paras-3 above.

5. All the Departments/Controlling Authorities should maintain regular accounts of the expenditure incurred on the grant of benefit of Leave Travel Concession to visit any place in India to the employees working under them. This information should be sent to the Finance Department by the 30th April every year in regard to the preceding financial year.

6. The members of All-India Services will, however, continue to avail of the Leave Travel Concession as per the provisions of the All India Services (Leave Travel Concession) Rules, 1975 as amended from time to time.

7. These instructions will take effect from the date of issue of this letter and all journeys under Leave Travel Concession commencing on or after the date of issue of these instructions may be regulated in accordance with these instructions.

8. This issues with the concurrence of the Department of Finance conveyed,—vide their U.O. No. 3/26/88-2FP-IV/145, dated 1st March, 1989.
ANNEXURE 'A'

APPLICATION FOR AVAILING OF LEAVE TRAVEL CONCESSION

1. Name of the officer/employee.

2. Post held.

3. Date of appointment in the present service.

4. Period during which L.T.C. is proposed to be availed of (in case of self please indicate whether leave has been sanctioned).

5. Block of year for which L.T.C. is proposed to be availed of.

6. Details of L.T.C. to be availed of:--
   (i) Whether for visiting hometown.
   (ii) Whether for visiting any place in India.
   (iii) In case of (ii) above the place to be visited.

7. Members of family for whom L.T.C. is to be availed of:--
   (i) Names of family members with present age.
   (ii) Relationship with the applicant.

8. (i) When L.T.C. was availed of last? (Indicate the block years for which L.T.C. was availed of and the period during which it was availed of)
   (ii) If any sanction for the grant of L.T.C. was issued, please quote its No. and date.
It is certified that the Leave Travel Concession for the block years being claimed above was not availed of previously.

It is further certified that the members of family for whom L.T.C. is being claimed, are residing with me.

Dated: 
Place: 

Signature of applicant

Designation

---0---
CERTIFICATE TO BE GIVEN BY A GOVERNMENT EMPLOYEE

1. I have not submitted any other claim so far Leave Travel Concession in respect of myself or my family members in respect of the block of two years/four years from _________ to _________.

2. I have already drawn T.A. for the Leave Travel Concession in respect of a journey performed by me/my wife with _______ children/_________ children. This claim is in respect of the journey performed by my wife/myself with _______ children/_________ children none of whom travelled with the party on the earlier occasion.

3. I have not already drawn T.A. for the Leave Travel Concession in respect of a journey performed by me/my wife with _______ children/_________ children in respect of the block of two years/four years from _________ and _________. This claim is in respect of the journey performed by my wife/myself with _______ children/_________ children none of whom availed of the concession relating to that block.

4. I have already drawn T.A. for the Leave Travel Concession in respect of a journey performed by me in the year _________ in respect of block of two years/four years from _________ and _________. This claim in respect of the journey performed by me in the year _________. This is against the concession admissible once every two years in a prescribed block for visiting home-town as all the members of my family are living away from my place of work.

5. The journey has been performed by me/my wife with _______ children/_________ children to the declared home town viz./place _________ in India.

6. That my husband/wife is not employed in/that my husband/wife is employed in Government service and the concession has not been availed of by him/her separately for himself/herself or any of the family members for the concerned block of two years/four years.

Signature of the Govt. Employees
ANNEXURE 'C'

AFFIDAVIT

I, ______________________, S/o ______________________, employed as ______________________, in the office of ______________________, do hereby solemnly affirm and declare that the journeys in respect of which L.T.C. for visiting ______________________ is being claimed vide my bill for the period ______________________ were actually performed by me and/or the members of my family as per details given in the L.T.C. bill.

DEPONENT

VERIFICATION:

Verified that the above facts are true to the best of my knowledge and belief and that nothing relevant has been concealed therein.

Place ________________

Date ________________

DEPONENT
ANNEXURE 'D'

1. Govt. of India letter No. 43/6/73-Estts(A), dated 3rd May, 1974 (with a copy of its enclosures i.e. letter No. 43/6/73-Estts(A), dated 11th March, 1974).


5. Govt. of India letter No. 31011/14/83-Estt.(A), dated 29th November, 1983.

Government of India/Bharat Sarkar,
Cabinet Secretariat/Mantrimandal Sachivalaya,
Department of Personnel and Administrative Reforms,
(Karmik aur Prashasanik Sudhar Vibhag).

New Delhi, dated the 3rd May, 1974.

OFFICE MEMORANDUM

Subject: Leave Travel Concession in respect of Central Government employees in Class I Posts/Services—Recommendation of the Third Central Pay Commission.

The undersigned is directed to say that the recommendations of the Third Central Pay Commission contained in Paras 12, 13 and 14 of Chapter 58 of their report relating to leave Travel Concession have since been accepted by the Government in respect of civilian employees of the Central Government in Class I services/posts—vide Ministry of Finance (Department of Expenditure) Resolution No. 11/35/74-IC, dated 1st May, 1974.

2. Accordingly the President is pleased to decide that the provisions of the Department of Personnel and Administrative Reforms Office Memorandum No. 43/6/73-Estts. (A), dated the 11th March, 1974 (Copy enclosed) will, with immediate effect, also apply to civilian employees of Central Government in Class-I services/posts.

3. In so far as persons serving in the Indian Audit and Accounts Department are concerned these orders issue in consultation with Comptroller and Auditor General of India.

4. Hindi Version of this office Memorandum will follow.

(Sd.) ...

(P.S. VENKATESWARAN),
Under Secretary to the Government of India.

To
All Ministries/Departments etc., with usual number of spare copies.
Subject: Leave Travel Concession in respect of Central Government employees in Class II, III and IV services/posts—Recommendation of the Third Central Pay Commission.

In paragraphs 12, 13 and 14 of Chapter 58 of their Report, the Third Central Pay Commission have recommended as follows:

(a) "We feel that the best course would be to continue with the existing provision as regards the journeys to home-towns once in a block of two Years with the modification that once in a block of four years, every Government employees should be allowed to avail of the L.T.C. for journeys to any place in India subject to all other conditions laid down in the existing scheme. We recommend accordingly. In allowing the concession of journeys to places other than home-towns the benefit should be extended to those employees also whose home-towns are situated within 400 Kms. or in the case of Class IV servants, within 160 Kms."

(b) "As regards the definition of family for purposes of the L.T.C. we recommend that it should be the same as suggested by us for purposes of travelling allowance for journeys on transfer."

(c) "An employee can avail of the travel concession only if he takes regular leave for a minimum period of 15 days, although the condition of leave does not apply to journeys performed by the members of family of Govt. servants. In our view the existing restriction is an unnecessary irritant and the employees are sometimes forced to take leave simply to become entitled to this concession. Thus, the employee remains absent from duty for a longer period than would be the case if the L.T.C. were provided also for journeys performed during casual leave. We therefore, recommend that the employee should be permitted to avail of the Leave Travel Concession for journeys performed during the casual leave also without specifying any minimum period of absence."

2. These recommendations have been accepted in respect of civilian employees of the Central Government in Class II, III
3. Accordingly, the President is Pleased to decide that the existing Leave Travel Concession Scheme admissible to Central Government employee,—vide Ministry of Home Affairs O.M. No. 43/1/ 55-Estts.(A), PT., II, dated 11th October, 1956, as amended from time to time, shall, be modified to the extent indicated below in so far as it relates to civilian employees of the Central Government in Class-II, III and IV services/Posts, with immediate effect:—

(i) The definition of 'family' for purposes of the Leave Travel Concession to the home-town will be the same as that which has been accepted,—vide item(e) of item 28 of the resolution, referred to in para 2 above for purposes of travelling allowance for journeys on transfer.

(ii) The concession will also be admissible for journeys performed by the Government servant during regular leave or casual leave, as the case may be, irrespective of their duration.

(iii) Once in block of four calendar Years commencing from the year 1974 every civilian employee of the Central Government in Class II, III and IV services/posts (including those whose home towns are situated within 400 Kms. or, in the case of Government servants in Class IV services/posts, 160 Kms.) would be entitled to avail himself of the Leave Travel Concession for journeys to any place in India, subject to all other conditions laid down in the existing scheme as modified by (i) and (ii) above. In particular, the concession for travelling to any place in India, if not utilised, during the block of four years, could be carried forward to the first Year of the next block of four Years.

Civilian employees who are entitled to Leave Travel Concession for journeys to their home-town under the existing scheme will also be eligible to avail themselves of the concession to travel to any place in India once in block of four Years, but, if this concession is utilised, it will be in lieu of and adjusted against the Leave Travel Concession to the hometown including the concession, if any, carried forward, to which they may be
entitled at the time the journey to any place in India is undertaken. Further, such employees will be entitled to carry forward the concession to travel to any place in India to the first Year of the next block of four Years only if they are entitled to a carried forward Leave Travel Concession to home town for that year.

It is also clarified that in the case of such employees as have carried forward the Leave Travel Concession to the hometown pertaining to the block 1972-73 and 74, only one out of the three journeys (including the above carried forward) that they are entitled to in the block of Years 1974-77 can be utilised for performing a journey to a place other than the hometown. In view of the provision for carry forward, this journey can either be performed in the period 1974-77 or if not performed, it can be carried forward to 1978, the first Year of the next block, provided the Leave Travel Concession for the hometown for the block Year 1976-77 has not been utilised.

4. All other conditions for grant of LTC in so far as civilian employees of the Central Government in Class II, III and IV services/posts are concerned, will stand unaltered.

5. In so far as persons serving in the Indian Audit and Accounts Department are concerned, these orders issue in consultation with the Comptroller and Auditor General.

6. Hindi version of this O.M. will follow.

(Sd.) ...
(P.S. VENKATESWARAN)
Under Secretary to the Government of India
No. 31011/4/78-Estt. A

Government of India
Ministry of Home Affairs
Department of Personnel and Administrative Reforms.
New Delhi, the 1st Sept., 1978

OFFICE MEMORANDUM
Subject : Leave Travel Concession--Relaxation of time limit for refund of advances.

The undersigned is directed to refer to the Ministry or Home Affairs O.M. 43/3/63-Estt. (A), dated the 1st October, 1966,
on the above subject and to say that according to the said Office Memorandum a Government servant who is granted advance to enable him and/or members of his family to avail the Leave Travel Concession should refund it, in full immediately, if the outward journey is not commenced within thirty days of the drawal of advance. The Railways have since raised the time limit for reservation of seats/berths by six months before the date of the journey. The Government employees who avail Leave Travel Concession are placed to at a disadvantage in regard as they can draw the Leave Travel Concession advance and make reservations only thirty days before the date of journey and by that time all seats/berths are normally booked. In order to alleviate the difficulties of the Government employees, it has been decided that a Government employee can draw advance in respect of the journey proposed to be performed under the Leave Travel Concession scheme, by himself and/or by the members of his family sixty days before the proposed date of the outward journey. He should, however, produce railway cash receipts within ten days of the drawal of advance to the competent authority to show that he has actually utilised the amount to purchase the tickets.

2. In so far as person serving in the Indian Audit and Accounts Department are concerned these instructions issue with the approval of the Comptroller and Auditor General of India.

3. Necessary amendment to GFR-235 in this regard will be issued by the Ministry of Finance in due course.

(Sd.)
R.C. GUPTA
Deputy Secretary to the Govt. of India.

All Ministries/Departments of the Government of India.

No. 31011/2/75-Estt. (1)

Government of India,
Ministry of Home Affairs,
Department of Personnel and Administrative Reforms.

New Delhi, the 3rd February, 1979

OFFICE MEMORANDUM

Subject. Leave Travel Concession to Central Government employees—Clarifications and decisions relating thereto.

The undersigned is directed to refer to this department O.M. No. 43/6/73-Estt. (A), dated the 11th March, 1974, and
subsequent O.M. of even number dated the 3rd May, 1974, and to clarify some points relating to the concession to visit any place in India as under:

(1) Is the concession to visit any place in India an additional benefit to those who are already entitled to LTC to hometown?

(1) No. In the case of Govt. servants who are already entitled to Leave Travel Concession to hometown the concession to visit any place in India is in lieu of, and to be adjusted against, the Leave Travel Concession to home-town to which a Govt. servant is eligible at the time of undertaking the journey to visit any place in India, including the concession carried forward; if any.

(2) Can a Govt. servant who has already availed of LTC to visit hometown in a block of two years avail of the concession to visit any place in India within the same block of two years or should he wait for the next block of two years?

(2) As already stated under item (1) above, the LTC to visit any place in India, if availed of by Govt. servant who is entitled to LTC to hometown will be adjusted against the LTC to hometown available to him at the time of undertaking the journey. Therefore, if a Govt. servant has already availed of the LTC to hometown in respect of say the block of 1978-79 he cannot avail of the concession to visit any place in India till the end of 1979 because there is no LTC to hometown admissible to him which can be adjusted against the LTC to visit any place in India. He can avail of the concession to visit any place in India only when he becomes entitled to the next block of LTC to hometown viz, 1980-81.

(3) Whether a Govt. servant should intimate to the

(3) Yes. Whenever a Govt. servant proposes to avail of leave
Controlling Authority before the commencement of the journey, the place he or his family member(s) intend(s) to visit and also actually visit that place under the LTC to visit any place in India?

(4) What is the scope of the expression any place in India?

(4) The expression 'any place in India will cover any place within the territory of India whether it is on the mainland India or overseas. If there are any local restrictions on visits to places in border areas, it is the responsibility of the Govt. servant undertaking the visit to fulfil the conditions for visit to the places which are subject to local restrictions.

(5) How will the claim of a Govt. servant be regulated when he visits a place like Port Blair in Andaman and Nicobar Islands under the travel concession to visit any place in India in a block of four years either for himself and/or member/members of family, he has to declare the intended place of visit as and when the concession is proposed to be availed of by the Govt. servant and/or members of his family. After the intended place of visit is declared, he and/or member/members of his family, as the case may be, must visit that Place in order to be eligible for making the claim. While the Govt. servant and/or member/members of family is/are free to go by any route to the declared place of visit, the claim will be regulated with reference to the shortest direct route on a through ticket basis between the headquarters and the declared place of visit.

(5) The surface journey to the nearest Port will be regulated under the Normal LTC rules and the sea passage will be regulated in accordance with
concession to visit any place in India?

(6) Is the concession to visit any place in India admissible to Govt. servants employed on contract basis?

Yes, provided they complete one year's continuous service and the appropriate administrative authority certifies at the time the Govt. servant concerned avails of the LTC to visit any place in India that he is likely to continue to serve under the Central Govt. for a period of 4 years from the date of his joining the post under the Central Govt. The block of 4 years will be reckoned from the actual date of joining the post under the Central Govt.

(7) What is the position regarding admissibility of LTC to visit any place in India to State Govt. servants on deputation to Central Govt.?

If an officer of a State Govt. is entitled to LTC to visit hometown in accordance with the provisions in this concession either to visit his hometown or exchange it for the concession to visit any place in India subject to the condition that the administrative authority concerned should certify that he is likely to serve the Central Govt. for a period of 4 years. If the officer concerned is not entitled to LTC to hometown on account of the hometown being within the minimum distance provided in this regard he can avail of the LTC to visit any place in India, only if the appropriate administrative authority certifies that he is likely to serve the Central Govt. for a period of 4 years reckoned from the date of his joining the Central Govt.
A re-employed officer can also avail of the concession to visit any place in India provided he completed one year's continuous service after re-employment and the administrative authority certifies that he is likely to serve for a period of four years from the date of his initial re-employment. In case of re-employment immediately after retirement without break the period of re-employed service may be treated as continuous with the previous service for the purpose of LTC and the concession allowed for the re-employed period, provided the concession would have been admissible to the re-employed officer had he not retired. Thus, if an officer has availed of the concession to visit any place in India in respect of a block of four years before his retirement and he is re-employed without any break, he would not be given further concession till the expiry of the particular block of four years.

(8) What is the position regarding eligibility of re-employed officer to the concession to visit any place in India?

(9) How will the claim of a Govt. servant under the LTC to visit any place in India be regulated if he purchases a circular tour ticket?

(6) As already stated, a Govt. servant has to declare the place(s) of visit with reference to which he and/or a member/members of family will avail of the concession to visit any place in India. Once this is done, the claim will be regulated as between the headquarters and the place(s) indicated by the Govt. servant by the shortest direct route. The actual
claim will be limited to the amount that would be admissible if the officer had travelled between the headquarters and the declared destination by the shortest direct route in the class of accommodation actually used by purchasing circular tour ticket or by the entitled class, whichever is less.

(10) Will the definition of the family applicable for the purposes of LTC to visit home-town apply to the LTC to visit any place in India?

(10) Yes.

2. The following decisions of the Govt. in regard to the LTC are also brought to the notice of all administrative authorities.

(1) Change of the declared place of visit after its being intimated to the controlling authority.

The declared place of visit can be changed if a Govt. servant so desires, with the approval of the controlling authority, before the commencement of the journey.

The declared place of visit cannot be changed after the commencement of the journey.

Exceptions can, however, be made where it is established that the request for change in the place of visit could not be made before the commencement of the journey owing to circumstances beyond the control of the Govt. Servant concerned. This relaxation can be allowed by the administrative Ministry/Department in respect of persons serving in a Ministry/
(2) Travel to different places by the Govt. servant and members of his family under the concession to visit any place in India?

(3) Regulations of LTC claim when a Govt. servant purchases a seat in Yatra Special trains, inclusive of the cost of board etc.

(4) Regulations of LTC claim when a Govt. servant undertakes the journey in a chartered bus.

Department, or by the Head of Department in the case of others and the claim allowed.

While availing of LTC to visit any place in India, the Govt. servant and/or members of his family may visit the same place, or different places of their choice. When the Govt. servant or any member of his family performs a journey to home-town the Govt. servant will have to bear the cost of the journey for the first 400/160 K M. both ways.

In this case, the claim will be regulated with reference to the place indicated by the Govt. servant as his place of visit. If the amount of claim calculated on the basis of the shortest direct route between the headquarters and the declared place of visit by the entitled class or by the lower class (if a lower class of accommodation has actually been used while travelling by Yatra Special) is less than the expenditure incurred by the Govt. servant for purchasing a seat in the Yatra Special the former amount alone would be admissible.

Where a Govt. servant takes a seat or seats in a chartered bus under the LTC scheme to visit any place in India, the reimbursement may be either the actual hire charges on the chartered bus, or the amount reimbursable had the
(5) Regulations of LTC claim if the spouse of a Govt. employee is employed in offices other than a Central Govt. Office where the LTC facilities are available.

In such cases, the Central Govt. servant should furnish a certificate as under at the time of preferring his/her LTC claim.

"Certified that my wife/husband for whom LTC is claimed by me is employed in (name of the Public Sector Undertaking/Corporation/Autonomous Body etc.) which provides leave travel concession facilities but she/he has not preferred, and will not prefer, any claim in this behalf to her/his employer."

Where the spouse of the Govt. servant is not so employed, the Govt. servant concerned should give a certificate as under:

"Certified that my wife/husband for whom LTC is claimed by me is not employed in any Public Undertaking/Corporation/Autonomous Body financed wholly or partly by the Central Govt. or a Local Body, which provides LTC facilities to its employees and their families."

3. The provisions of para. 2(2) above shall be applicable to journeys performed on or after issue of this O.M. availing of LTC admissible for the four year block 1978-81 (but not to journeys performed by availing of LTC admissible for the block
year 1974—77). This provision will also be applicable in cases where either the Government servant, members of the family of the Government servant himself or some have already availed of LTC in respect of the block 1978—81, but rest of the family members avail of it after the issue of this O.M. Past cases shall not be re-opened.

4. Insofar as persons serving in the Indian Audit and Accounts Department are concerned, these orders issue in consultation with the Comptroller and Auditor General of India.

5. Hindi version will follow.

(Sd.) . . .
R.C. GUPTA,
Dy. Secy. to the Govt. of India.

To

All Ministries/Departments to the Govt. of India with usual number of spare copies.

Copy of letter No. 11022/3/81-AIS(II), dated the 20th June, 1981 from Government of India, Ministry of Home Affairs, Department of Personnel and Administrative Reforms, New Delhi, to the Chief Secretaries of All States.

Subject:--Leave Travel Concession--clarification whether the travel by air/air conditioned first class rail accommodation would be admissible.

I am directed to say that clarifications have been sought as to whether a member of an All India Service serving under the State Government where the Leave Travel Concession is not admissible in respect of the State Civil Services, and has consequently availed the leave travel concession under the rules as applicable to members of the Central Civil Services Group 'A' under rule 3 of the All India Services (Leave Travel Concession) Rules, 1975, would be eligible to travel by air or air conditioned first class by rail. Leave Travel Concession is a benefit admissible for travel to home-town/anywhere in India, as the case may be while the Officer takes leave and avails of the benefit under the Leave Travel concession scheme; consequently the entitlement of an Officer in regard to the class of travel
is not related to the position obtaining under the relevant T.A. rules which are a different set of rules admissible when the Officer is on tour or on transfer. It is clarified that under the leave travel concession rules as applicable to Central Civil Services Group 'A' referred to above, travel by air or air-conditioned first class in rail is not admissible.

Copy of Office Memorandum No. 31011/14/83-Estt. (A), dated 29th November, 1983 from the Deputy Secretary to Govt. of India, Ministry of Home Affairs, Department of Personnel and Administrative Reforms addressed to All Ministries/Departments with usual number of spare copies and others.

Subject.--Leave Travel Concession--Procedure to prevent misutilisation of an advance or delay in refund of an unutilised advance.

The undersigned is directed to say that in order to ensure that advances drawn for availing the Leave Travel Concession are not misutilised and the amount if not utilised for any reason is refunded without any delay, it has been decided that in all cases of drawal of an advance for the purpose of leave travel concession, the documentary evidence of utilisation of the advance for the outward journey such as cash receipts or the tickets for journey by bus or railway tickets shall be produced to the competent authority within 10 days of the drawal of the advance to show that the concerned Government servant has actually utilised the amount to purchase the tickets for journey to the place named in his application for the advance.

Ministry of Finance, etc. are requested to bring this to the notice of all concerned for compliance.

Copy of Memorandum No. 31011/17/83-Estt.(A), dated 27th December, 1983 from the Deputy Secretary to Govt. of India, Ministry of Home Affairs, Department of Personnel and Administrative Reforms, New Delhi addressed to All Ministries/Departments and to others.

OFFICE MEMORANDUM

Subject.--Leave Travel Concession-Central Govt. Servants posted at non-family stations Entitlement in respect of members of family.

The undersigned is directed to say that in the context of this Department's O. M. No. 31011/6/80-Estt. (A), dated 24th March,
1981, some Ministries and Departments have raised the question of admissibility of Leave Travel Concession to families of Central Government employees posted at non-family stations, as the families of such employees have necessarily to reside at a place away from the headquarters of the employees concerned and they do not, therefore, fulfil the requirement of SR 2(8) regarding residence with the Government Servant in order to be treated as the members of his family. After careful consideration of the matter in all its aspects, it has been decided that families of Government servants posted at non-family station may be allowed leave travel concession to any place in India once in a block of 4 years/to home-town once in a block of two years, subject to the following conditions:

1. The concerned Government Servant is debarred by the conditions of his service to reside with his family at the place of his posting;

2. The concession will be restricted to Govt. servant's spouse and dependant children up to 21 years of age only; and

3. The reimbursement should in no case exceed the actual distance travelled by the family or the distance between the headquarters/place of posting of the Government and the place visited/home-town whichever is less.

Copy of letter No. 31011/35/86-Estt.(A), dated the 6th August, 1987 from Shri A. Jayaraman, Director (E), Govt. of India, Ministry of Personnel, P.G. & Pensions (Department of Personnel & Training), New Delhi addressed to All Ministeries/Department of the Govt. of India.

OFFICE MEMORANDUM

Subject.--Entitlement of journeys for the purpose of Leave Travel Concession consequent on the revision of pay scales of the Central Government posts on the recommendations of the 4th Pay Commission.

The undersigned is directed to say that consequent on the decisions taken by the Government on the 4th Pay Commissions recommendations relating to the entitlements for journey on transfer the following will be the entitlement for journeys on various modes of transport while availing L.T.C. by the Central Government.
employees and their families:—

1.1. Journey by Rail

Pay range: Entitlement of Class

(a) Rs. 2,800 p.m. and above II Class A.C. 2 Tier Sleeper/I Class.

(b) Rs. 1,400 p.m. and above but less than Rs. 2,800 p.m. I Class/A.C. Chair Car.

(c) Less than Rs. 1,400 p.m. II Class (Sleeper).

The above entitlements at (a) & (b) shall also apply for the journey performed by II Class A.C. 2 Tier Sleeper and A.C. Chair Car on Rajdhani Express.

1.2. Journey by Road:

The Government's assistance towards the cost of journey between places not connected by rail will be admissible to the Govt. servants as under:—

(i) Where a public transport system with vehicles running between fixed points at regular intervals and charging fixed fare rates, exists the reimbursement will be the fare actually charged by such a system for the appropriate class of accommodation of the transport system.

Note:—Appropriate class means as follows:—

(a) Officers drawing pay of Rs. 1,400 and above per mensem. By any type of bus including Super-deluxe, Deluxe, Express etc. buses but excluding Air Conditioned bus.

(b) Officers drawing pay of less than Rs. 1,400 P.M. By ordinary buses only. The claims for travel in Express buses may also be admitted, if the journey is actually performed by such bus on account of non-availability of seat in ordinary bus.
(ii) Where a public transport system does not exist the entitlement will be regulated as in the case of journeys undertaken on transfer.

Note: Leave Travel Concession shall not be admissible for journey by a private car (owned, borrowed or hired) or a bus, van or other vehicle owned or operated on charter by private operators. However, travel by private operator buses operating as regular service from point to point at regular intervals on fixed fare rates with the approval of Regional Transport Authority/State Govt. concerned will be admissible.

1.3. Journey by Sea:

In regard to places in territory of India connected by shipping services, the entitlement of a Govt. Servant to travel by ship will be regulated as in the case of journey by ship undertaken on transfer.

1.4. Travel between places not connected by any means of transport:

1. For travel between places not connected by any means of transport a Govt. servant can avail of animal transport like pony, elephant, camel etc. In such cases, mileage allowances will be admissible at the same rate as for journeys on transfer.

2. Pay for the purpose of entitlement as indicated above shall be the basic pay as defined in fundamental Rule (21)(a)(i).

3. It is clarified that as in the past, journey by 1st Class ACC by train and by Air-conditioned buses will not be the entitled mode of journey for LTC purposes for any class of Government servants.

4. These orders will take effect from 1st November, 1986. Cases already decided otherwise than in accordance with these orders in respect of LTC Journeys undertaken on or 1st November, 1986, may be re-opened and arrears, if any, paid to the Government servant concerned.

5. In so far as persons serving in the Indian Audit and Accounts Department are concerned, these orders issued in consultation with the Comptroller & Auditor General of India.

Copy of Punjab Government circular letter No. 7/9/87-3PPII-3711, dated 16th March, 1989, from the Department of Personnel and
Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.—Policy regarding postings and transfers of Punjab Government employees for the year 1989-90.

I am directed to refer to Punjab Government Circular letter No. 7/9/87-3PP-II/3727, dated 11th March, 1988,—vide which guidelines for making postings and transfers of Punjab Government employees during the year 1988-89 were issued and to say that the matter has been considered by the State Government for formulating policy instructions for making postings and transfers of Government employees during the year 1989-90. It has been decided that the number of transfers is to be kept to the minimum and general transfers in all the departments except the Department of Co-operation and Food and Supplies should be effected from 1st April, 1989 to 31st May, 1989.

2. The period of transfers in the Department of Co-operation shall be from 1st July, 1989 to 1st August, 1989 and in the Department of Food and Supplies from 1st April, 1989 to 30th June, 1989.

3. The proposals may be framed in accordance with the guidelines mentioned below:

(i) A government employee should normally continue at one post for a minimum period of three years. Transfer prior to the minimum period of three years i.e. midtenure transfer, should be made only in compelling circumstances when the exigencies of public service so require, after the prior approval of the next higher authority has been obtained by the transfer approving authority. In cases where the Government is the transfer approving authority, i.e. in cases of gazetted officers, the departments should obtain the prior approval of the Governor through the Chief Secretary in the Department of Personnel and Administrative Reforms;

(ii) The maximum period for continuously serving on a post shall normally be five years.—This maximum period shall not be applicable in respect of those employees who are working in Colleges, Schools and Laboratories including employees working in Industrial/Technical Training Institutions.
(iii) In most of the departments, certain postings are preferred by the officials. It may be urban versus rural areas in Education Department of running canals and Drainage as against design and projects in Irrigation Department or particular stations in case of Excise and Taxation Department and the like. Each official should complete a reasonable tenure, in various categories of posts. For example in Education Department, to earn a posting in Urban Areas, the teacher should have put in some minimum service in rural areas. Every department should, therefore, list their posts into various categories with the approval of Governor through the Department of Personnel and Administrative Reforms and lay down the sequence which should be observed for postings to these categories. The minimum period that an officer can be allowed to spend in more attractive postings, should also be laid down as also the minimum period required to be spent on other posts;

(iv) For purpose of postings, postings in villages within a distance of 8 Kilometers from the outer boundaries of a town or a conglomeration of townships will not be treated as rural.

(v) In sensitive departments, the departments should ensure that officers/officials do not keep rotating on the posts along G.T. Road axis.

(vi) Before the transfer of a Government employee becomes due, he should be asked to give his preference for his posting with reasons, if any, and the departments should try to accommodate him as far as possible subject to administrative considerations of efficiency and propriety.

(vii) If any officer has worked in a district for ten years in the aggregate in one capacity or another, he should not normally be posted in the same District during the remaining period of his service;

(viii) Gazetted Officers should not normally be posted in their home districts or places less than 40 kilometers from their native villages/towns or in a district where they, or any member of the family, hold immovable property. This restriction may not, however, apply to :

(a) Government employees, whether Gazetted or non-gazetted, who are due to retire within the next
2 years. They may be allowed to continue in the same district or at the same station of posting till retirement.

(b) Assignments in the Secretariat, Offices of Heads of Departments and Regional Offices;

(c) Professors and Lecturers in Education Department;

(d) Doctors serving in backward areas;

(e) Doctors posted in Medical Colleges of the State;

(f) Posting of doctors in areas other than backward areas, wherever absolutely essential in public interest, will be permitted with the prior approval of the authority higher than the transfer approving authority.

(g) Sports Officers in the Department of Sports.

(ix) When husband and wife are in Government Service, it is desirable to keep the couple at one station as far as possible. Even in cases where the wife is in Government service and Husband is under a private employment, it will be desirable to post the wife near or at the same place. Efforts should also be made to post unmarried girls and widows at stations suitable to them as far as possible. Unmarried girls and widows should be given preference over couple cases in the matter of postings and transfers at stations convenient to them.

(x) Normally father and son or husband and wife or other close relatives are not to be posted in the same office;

(xi) As far as possible, the handicapped and the blind employees may be shown due consideration to mitigate their inconvenience while considering the question of their postings and transfers;

(xii) There will be complete ban on mid-term transfers except when the transfer becomes necessary to fill a vacancy existing after making the general transfers or a new vacancy arising as a result of the following eventualities:

(a) Suspension;
(b) Resignation;
(c) Removal from service;
(d) Retirement;
(e) Deputation, including deputation for long term training;
(f) Promotion;
(g) Creation of new post; and
(h) Death.

In such cases also, the transfer should not involve the transfer of any other employee. If in any other case, department considers the transfer of an official absolutely unavoidable, it would be necessary to obtain the prior approval of the next higher authority by the transfer approving authority. In cases where the Government is the transfer approving authority i.e. in cases of gazetted officers, the Departments should obtain the prior approval of the Governor through the Chief Secretary in the Department of Personnel and Administrative Reforms. However, local adjustments against vacant posts shall not require prior approval of the authority higher than the transfer approving authority;

(xiii) Each Administrative Department should categorise the various jobs/postings under its administrative control as popular/normal and unpopular/difficult and draw up standard norms according to which each employee should do a tenure on posts in both the categories.

After a Government employee has served his tenure in a post categorised as unpopular or one of hardship, he should be given next posting in the popular/normal category.

(xiv) In order that a competent authority is able to know at a glance how long an employee has stayed at a particular place, index cards should be prepared in a suitable form;

(xv) Mutual transfers may be allowed with the approval of the Secretary concerned even if it is a mid-term or mid-tenure transfer subject to the conclusion that the public interest does not suffer;

(xvi) Prior approval as contemplated above will not be necessary where any mid-term transfer on genuine grounds and
involving personnel facing hardship such as widows, unmarried girls, blind or otherwise handicapped persons and couple cases is required to be made, provided that such a transfer does not involve the dislocation of any other employee. There will, therefore, be no objection to such a transfer being ordered by the department itself during the course of the year subject, however, to the condition that the post to which the transfer is being ordered is either vacant or available by mutual consent/adjustment between the concerned employees. In no circumstances should a post be got vacated by causing hardship to any other employee.

(xvii) There shall be complete ban on the transfer of all officers connected with the conduct of elections, both general and bye-elections. The ban should be enforced and be effective from the date of announcement of the election as distinct from the date of notification made by the Election Commission till their completion. In cases where transfer of officers connected with the election work is unavoidable or cannot be deferred at least till the declaration of result of election, transfers could be made with the approval of the Chief Electoral Officer. As far as grant of leave is concerned, this may be considered on merit at the level of District Election Officer, Chief Election Officer and the Chief Secretary. The Administrative Departments should also ensure that adhoc promotions or ad hoc or temporary appointments at lower levels in Government or public undertakings immediately after the announcement of the general elections are not encouraged.

(xviii) The cases of corrupt officers/officials, however efficient be dealt with severely and action taken to transfer them from sensitive/important posts. The position in this behalf may be reviewed and individual cases of such officers/officials involving mid-term transfer be referred to the Department of Personnel and Administrative Reforms for relaxing the provisions of para 1 (XII).

4. The above policy instructions cover only the broad outlines of the policy of Government. There may be some peculiar circumstances in some departments. The heads of such departments may, where necessary, issue separate instructions to cover such peculiar circumstances, with the prior approval of the Chief Secretary in the Department of Personnel and Administrative Reforms. Those instructions should, however, be within the frame-work of the overall Government policy.
5. These instructions do not apply to Class-IV employees in whose case the Administrative Departments may issue necessary instructions at their own level.

6. These instructions may be brought to the notice of all concerned under your control for meticulous compliance while ordering transfers. All cases in which it is proposed to deviate from any of the guidelines laid down above, must be referred to the Chief Secretary in the Department of Personnel and Administrative Reforms for prior approval of the Governor.

Copy of Punjab Government circular letter No. 15/5/89-IPPI/3726, dated 16th March, 1989, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.—Writing of Annual Confidential Reports Strict observance of.

I am directed to invite a reference to Punjab Government circular letter No. 4/6/81-2PP/7908, dated 7-6-1982 and circular letter No. 4/6/81-2PP/8158, dated 15-7-1983, which were reiterated,—vide circular letter No. 15/12/87-1PP(I)/1406, dated 25-1-1988 wherein it has been repeatedly emphasised that there should be no delay in writing Annual Confidential Reports and that it should be ensured that the tendency of late recording/non-recording of confidential reports on the part of the various reporting authorities is curbed. It has, however, been observed that these instructions are not being followed strictly with the result that the cases of eligible government employees awaiting confirmation, promotion, etc. get delayed and are not settled in time.

2. It is, therefore, reiterated that the Annual Confidential Reports of the officers/officials should be written by the Reporting Authority and transmitted to the reviewing/accepting authority by the 31st May each year. The reviewing and accepting authority shall record their remarks within a period of one month from the date of receipt of the report from the reporting authority. The Heads of Departments shall furnish to their Administrative Secretaries concerned, a certificate by the 30th September every year, certifying that all the confidential reports in their departments have been duly recorded and placed in personal files of the officers/officials concerned. Further, adverse notice should be taken of those Reporting Authorities who do not record the annual confidential reports on time, and superior officers of such Reporting Authorities may record this lapse in the annual confidential reports of such defaulting Reporting Authorities.
3. Kindly ensure meticulous compliance of these instructions. The receipt of this letter may also be acknowledged.

GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL AND POLICIES I BRANCH)

Notification

The 21st March, 1989

No. G.S.R. 43/Const./Art. 309, 234 and 318/Amd.(3)/89.—In exercise of the powers conferred by the proviso to article 309 read with articles 234 and 318 of the Constitution of India and all other powers enabling him in this behalf, the President of India is pleased to make the following rules further to amend the Punjab Recruitment of Ex-servicemen Rules, 1982, namely:

(i) These Rules may be called the Punjab Recruitment of Ex-servicemen (First Amendment) Rules, 1989

(ii) In the Punjab Recruitment of Ex-servicemen Rules, 1982, in rule 4, in sub-rule (i) for the words "fifteen per cent", the words "fourteen per cent" shall be substituted.

R.P. OJHA,
Chief Secretary to Government of Punjab,
Department of Personnel and Administrative Reforms.

Copy of Punjab Government circular letter No. 13/14/89-2PPII/4145, dated 29th March, 1989, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.—Statement of cases of disciplinary action as a result of which officials are dismissed or removed or reduced in rank as a result of enquiry proceedings.

I am directed to refer to the subject mentioned above and to say that under Rule 8 of Punjab Civil Services (Punishment and Appeal) Rules, 1970 a detailed procedure is required to be observed in the cases of dismissal or removal from service or reduction in rank as enjoined under Article 311 of the Constitution of India. It has been decided that a report of the cases in which punishment of dismissal or removal from service or reduction
in rank has been ordered, should be submitted to the respective Administrative Secretary by 30th of each month. All Administrative Secretaries will send the said return to the Chief Secretary to Govt. Punjab (in Personnel Policies II Branch) in furtherance of these instructions by the 7th of the next month in the proforma given below:—

<table>
<thead>
<tr>
<th>Name of the Department</th>
<th>Name &amp; Designation of the Official</th>
<th>Punishing authority</th>
<th>Brief gist of these charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>(2)</td>
<td>(3)</td>
<td>(4)</td>
</tr>
</tbody>
</table>

2. I am, therefore, to request you that strict compliance of these instructions may please be made in your Organisation.


Subject.—Non-acceptance of obligation by officials vis-a-vis his subordinate officials and other non-officials with whom he has official dealings.

All the Financial Commissioners and Administrative Secretaries may kindly refer to Punjab Government letter No. 1844-2PPII-88/14515, dated 2nd September, 1988, on the subject noted above.

2. In this connection, attention was drawn to Note (II) below Rule 13(1) of Punjab Government Employees (Conduct) Rules, 1966 which lays down that a Government employee shall avoid accepting lavish hospitality or frequent hospitality from any individual having official dealing with him or from industrial or commercial firms, organisations etc. In implementation of these provisions, it is again made clear that no Government Official shall place himself under obligation vis-a-vis his subordinates, officials and non-officials with whom he has official dealings by attending private parties thrown by such persons. Any violation thereof shall be treated as a serious misconduct, punishable under the Conduct Rules.
3. In this respect, they are requested to send the report in the proforma given below on the above point to the Chief Secretary (in Department of Personnel and Administrative Reforms, Personnel Policies II Branch) by 7th of every month in respect of all departments under their control.

Copy of Punjab Government circular letter No. 7/9/87-3PPI/5234, dated 20th April, 1989, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.--Policy regarding postings and transfers of Punjab Government employees for the year 1989-90--reduction of period for making transfers.

I am directed to refer to Punjab Government letter No. 7/9/87-3PPI/3711-12, dated 16th March, 1989 on the subject noted above and to say that in para 1 of the letter under reference the period for general postings and transfers has been mentioned from 1st April, 1989 to 31st May, 1989. It has now been decided to reduce the period for general postings and transfers by 15 days. You are, therefore, requested to finalise the postings and transfers of the Punjab Government employees by the 15th May, 1989, positively.

2. It is also emphasised that it is not necessary or desirable to postpone the making of transfers till the very last date of the time limit fixed for this purpose. The transfers should be made as early a date as possible within the time span of 1½ month allowed for this purpose.

Copy of Punjab Government circular letter No. 18/14/86-2PPI/5848, dated 2nd May, 1989 from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.--Grant of interim stay by the Supreme Court against the order of the High Court in LPA No. 196 of 1987 regarding priority list of various categories of persons for employment in the State.

I am directed to refer to Punjab Government letter No. 18/14/86-2PPI/3076, dated 2nd March, 1989 and to inform you that on an application for the grant of stay in S.L.P. No. 4335 of
1989, the Supreme Court of India has stayed the operation of the judgement in LPA No. 196 of 1987 whereby the policy instructions dated 24th April, 1986 were struck down. As such the policy instructions, dated 24th April, 1986 for making appointment of categories of persons defined in the said instructions are revived till the final decision of the stay order in the Supreme Court.

2. Kindly acknowledge its receipt.

Copy of Punjab Government circular letter No. 10/1/85-5PPI/5888, dated 4th May, 1989, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.--Benefit of Military Service to the Ex-Servicemen—Simplification of Rules regarding the grant of.

I am directed to refer in continuation of Punjab Government letter No. 10/4/79-5PP/4543, dated 8th April, 1982 on the subject noted above and to say that the percentage of posts reserved for ex-servicemen has now been reduced from 15% to 14%. Accordingly, Punjab Recruitment of Ex-servicemen Rules, 1982 have been amended,—vide Notification, dated 21st March, 1989 (copy enclosed). As a consequence of this the roster point No. 100 has been surrendered in favour of sportsmen/sportswomen. The points which shall now be reserved for Ex-servicemen are as under :

7, 14, 20, 27, 34, 40, 47, 54, 60, 67, 74, 80, 87, 94 and so on (14 points)

Copy of Punjab Government letter No. 3/33/88-2PPI/9006, dated 18th May, 1989 from Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.—Disciplinary proceedings—part-time Inquiry Officers/Presenting Officers grant of honorarium.

I am directed to address you on the above subject and to say that through Punjab Government circular letter No. 3746-SIII(2)-72/18760, dated 8th September, 1972, read with letter No. 8835-SIII(2)-75/51895, dated 16th December, 1975, it was decided that officers appointed as Inquiry Officer for conducting inquiries outside their own departments, were allowed honorarium
by the competent authority up to the maximum limit of Rs. 500/-
keeping in view the amount of labour spent and other relevant
aspects in a particular case. Government of India, Ministry of
Personnel, P.G. & Pensions have, however, issued instructions
through their office memorandum No. 134/5/85-AVD.I, dated 11th
July, 1988, allowing honorarium to Inquiry Officers/Presenting
Officers at the following rates:-

<table>
<thead>
<tr>
<th>Inquiry Officers</th>
<th>Minimum</th>
<th>Rs. 250/-</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Maximum</td>
<td>Rs. 500/-</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Presenting Officers</th>
<th>Minimum</th>
<th>Rs. 100/-</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Maximum</td>
<td>Rs. 300/-</td>
</tr>
</tbody>
</table>

2. On the above lines it has been decided in consultation
with the Department of Finance to allow honorarium to the Inquiry
Officers/Presenting Officers as under where inquiries are not part
of their sphere of normal duties:--

<table>
<thead>
<tr>
<th>Inquiry Officers</th>
<th>Minimum</th>
<th>Rs. 250/-</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Maximum</td>
<td>Rs. 500/-</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Presenting Officers</th>
<th>Minimum</th>
<th>Rs. 100/-</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Maximum</td>
<td>Rs. 300/-</td>
</tr>
</tbody>
</table>

3. The amount payable on each occasion may be decided
on merits taking into account the quality/volume of work and its
quick and expeditious completion.

4. These orders will take effect from the date of issue
and will also apply to inquiries in progress.

Copy of Punjab Government circular letter No. 18/14/86-2PPI/9169,
dated 23rd May, 1989, from the Department of Personnel and Adminis-
trative Reforms, addressed to all Heads of Departments
etc., etc.

Subject.--Grant of interim stay by the Supreme Court against the
order of the High Court in LPA No. 196/1987 regarding
priority list of various categories of persons for employment in the State.

I am directed to refer you to Punjab Government letter No. 18/14/86-2PPI/5848, dated the 2nd May, 1989, on the above subject and to advise you to ensure that the appointments to be ordered under instructions, dated 24th April, 1986 are made subject to the final decision to be taken by the Supreme Court in S.L.P. so preferred by the State of Punjab.

2. These instructions may kindly be brought to the notice of all concerned immediately for strict compliance.


Copy of Punjab Government circular letter No. 18/30/88-2PPI/9457, dated 29th May, 1989, from the Department of personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.--Grant of employment in the state services Class II on priority basis to members of families of State Government Gazetted Class I, II officers killed in terrorist violence.

I am directed to invite your attention to para 4 of the Punjab Government circular letter No. 18/20/78-5PPI(1994)/2049, dated the 5th/8th February, 1988 on the above subject and to say that the Administrative Secretary of the Department concerned will also be one of the members of the Committee of the Senior Officers constituted for final acceptance of the candidature of the dependent of the deceased State Government Gazetted Class I, II officers killed in terrorist violence, for class II posts.

Kindly acknowledge its receipt.

Copy of Punjab Government circular letter No. 20/20/89-3PPI/9848, dated 2nd June, 1989, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.--Treatment of officers/officials attending IIIrd National Games Punjab 1989 as on duty.

The National Games, 1989, are being hosted by the Punjab State and these will be conducted at the following five venues from 26th November to 8th December, 1989:

(i) Chandigarh
In order to conduct the Games, several Committees have been constituted on which government officers have been nominated in one capacity or the other. These Committees will have to meet frequently at different places to chalk out the programme for organising the Games. These officers will have, therefore, to undertake journeys for attending these meetings. Accordingly, the Government have decided that the officers working in connection with the National Games will be permitted to attend the meetings as and when called. The government have further decided to treat such officers 'on duty' while undertaking these journeys so as to enable them to claim TA/DA from their respective heads.

2. These instructions may be brought to the notice of all concerned officers/officials. The receipt of this letter may kindly be acknowledged.
Subject.--Passing of the Departmental Examination for the grant of increment, promotion and confirmation etc.--Amending of the Departmental Service Rules to make them congruous with the general policy instructions of Punjab Government.

All the Financial Commissioners and Administrative Secretaries to Government, Punjab, may kindly refer to the subject cited above.

2. Punjab Government through circular letter No. 4/14/79-2PP/13117, dated the 28th September, 1982, addressed to all Heads of the Departments etc., had issued guidelines on the effect of failure in Departmental Examination for the grant of increment, promotion and confirmation etc. In para 2 of the above letter the Departments were advised to bring the Departmental Service Rules in conformity with the instructions by amendments, where necessary. It has, however, come to the notice of the Government that in some of the departments, the Departmental Service Rules have not been amended so as to make them congruous with the general policy instructions. It has been found that in certain departments relaxations were allowed under the Departmental Service Rules in the case of certain officers for not passing the Departmental examination with credit even when the general policy instructions issued by the Government required that in case such officers fail to pass the Departmental Examination with credit they would be reverted, if already promoted and services were to be terminated, if they were direct recruits.

3. It is felt that such unilateral action of issuing instructions contrary to the general policy instructions of the State Government is improper and illegal. It is emphasized that the Departmental Service Rules should be brought in conformity with the general policy instructions of the State Government and it should be ensured that such irregularities do not occur in future.

4. Receipt of this communication may please be acknowledged.

Copy of Punjab Government circular letter No. 20/4/86-5PPI/13204, dated the 19th July, 1989, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.
Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.—3% Reservation in Class III and Class IV State Services for Sportsmen/Sportswomen who have obtained first, second and third position in team/individual events in the State Level Championship.

I am directed to refer to the subject noted above and to say that the question of reservation of posts for the outstanding Sportsmen/Sportswomen in Class III and IV Services for accommodating the State/District level sportsmen/women who fulfil the basic qualification for direct recruitment under the State Government has been under consideration of the Government. It has been decided and notified to provide reservation of 3% (Three per cent) of posts for sportsmen/women in various Class III and IV Services who fulfil the following conditions:

For Class III posts:

(i) They belong to the State of Punjab; and

(ii) That they have won first, second or third position in team or individual events while representing the State of Punjab in a State Level Championship in any of the disciplines affiliated to the Punjab Olympic Association Organised by the State Level Federation. In case of Non-Olympic disciplines such as Cricket and Tennis, a winner should have attained any of the first three positions in a State Level Championship organised by the concerned State Level Association affiliated to the concerned National Federation.

For Class IV posts:

(i) That they belong to the State of Punjab; and

(ii) That they have obtained the first, second or third position in a District Level Championship organised by the concerned District Level Association affiliated to the State Association in the respective disciplines.

2. The 3% reservation of sportsmen/sportswomen in direct recruitment may be made under Punjab Recruitment of Sportsmen Rules, 1988. The reservation should be implemented by means of a 100 point roster and vacancies falling at point Nos. 23, 43 and 100 be reserved for such sportsmen/sportswomen.
3. The receipt of this letter may kindly be acknowledged.


Subject.--Processing of cases of promotion to the posts of Heads of Departments providing check list regarding.

All Financial Commissioners and Administrative Secretaries to Government, Punjab, may kindly refer to Punjab Government instructions issued,—vide UO No. 20/44/89-3PPI, dated 21st September, 1984 on the subject mentioned above and other instructions issued from time to time.

2. It has been noticed that some of the Departments are still not complying with the above instructions inasmuch as cases are sent to the Department of Personnel which are incomplete which cause delay due to cross references. To avoid delay in such cases complete information in all respects should be supplied in the proforma which is sent herewith.

3. So as to ensure that there is no gap due to posts remaining vacant, the cases should be referred to the Department of Personnel complete in all respects four months before the vacancy is due to arise.

CHECK LIST FOR PROMOTION CASES

1. Specific rule or rules under which promotion is admissible.

2. Whether the provisions in the relevant rules regarding the ratio between direct recruitment and promotion has been taken into account and if so, whether this condition is satisfied?

3. Minimum length of experience required for promotion to this post prescribed either in the service rules or otherwise in consultation with the Department of Personnel,—vide letter No. 9129-G-56/3964, dated 14th/17th September, 1956. The rules or the reference of the Department of Personnel may please be quoted.

4. Please state categorically whether due share has been given to the officers belonging to Scheduled Castes and Backward

(ii) In case the reserved vacancy falls in the share of S.C./B.C. and the promotion is not given to this category then whether the No Objection Certificate is obtained from the Welfare Department before the vacancy is thrown open to the persons belonging to other categories.

5. (i) Names of the persons included in the slab, vide para 2(iii) of the letter referred to in (3) above;

(ii) Their position in the seniority list;

(iii) Whether they fulfil the condition regarding experience referred to in (3) above and the other conditions laid down in the service rules.

(iv) The qualifications/experience of the persons included in the slab should be sent as an Annexure.

6. Whether the proposal in (5) above involves any supersession? If so, the names of such officials, together with their position in the seniority list and the reasons for their supersession may be given.

7. No. and date of Department of Personnel's letter in which advice for promotion to such a post was last given.

8. (i) The character rolls of officials referred to in 5(i) and (6) may be attached.

(ii) The character rolls should be up-to-date.

(iii) If there are adverse entries have these been communicated and representation rejected.

(The character rolls of all persons whether they are proposed for promotion or supersession should be up-to-date before they are sent).

9. Seniority list (This should be authenticated by the competent authority)

10. Is there any Writ or Stay against seniority/promotion pending.
11. Is there any representation against the seniority pending.

12. Details of Pending cases:

Enquiries: under Punishment & Appeal Rules:

(i) Vigilance cases (enquiry)

(ii) Preliminary enquiry in which charge-sheet has still not issued. In all these cases photo copies of following may be attached.

(c) Copy of charge-sheet/charges. Date of ordering enquiry. Stage of enquiry.

13. Recommendations of Administrative Department about who should be promoted.

14. Date from which promotion is to be given.

Copy of Punjab Government circular letter No. 18/35/89-2PPI/13424, dated 24th July, 1989 from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.--Grant of Special Leave to government employees injured at the hands of terrorists for the period spent in hospital and treatment/rest after discharge from hospital.

I am directed to refer to the subject noted above and to say that the question of treating as duty the periods spent in hospital by victims of terrorists as indoor patients and for treatment/rest after discharge from hospital, has been engaging the attention of the state government. After careful consideration, it has been decided that the period spent by an employee who is a victim of terrorist violence on or after 1st July, 1989, in hospital, including the period the employee remains on leave on medical advice after discharge from the hospital, should be treated as special casual leave, subject to the following conditions:

(i) that the employee concerned shall produce a certificate from the competent civil authority that he was injured in terrorists action;
(ii) that leave shall be sanctioned only on the recommendations of the Medical authority not below the rank of Senior Medical Officer;

(iii) that the authority to grant leave shall be the same as in the case of earned leave, mentioned in Appendix I2 of the Punjab Civil Services Rules, Volume I, Part-II; and

(iv) that no substitute shall be appointed during the period of this leave.

2. This issues with the concurrence of Finance Department conveyed vide their I.D. No. 1/37/89-3FP II/1274, dated 11th July, 1989.

Copy of Punjab Government circular letter No. 4/2/89-2PPII/13711, dated 26th July, 1989, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.—The Punjab Government Employees (Conduct) Rules, 1966—Connection with Press or Radio.

Rule 8 of the Punjab Government Employees (Conduct) Rules, 1966, lays down as under:

"8. Connection with Press or Radio:

(1) No Government employee shall except with the previous sanction of the Government own wholly or in part, or conduct or participate in the editing or management of any newspaper or other periodical publication.

(2) No Government employee shall except with the previous sanction of the Government or of the prescribed authority or except in the bona fide discharge of his duties participate in the radio broadcast or contribute an article or write a letter to a newspaper or periodical either in his own name or anonymously or pseudonymously or in name of any other person.

Provided that no such sanction shall be required if such contribution, broadcast or writing is of a purely literary, artistic or scientific character."

2. It has, however, been observed that the provisions of these Rules are not being followed strictly. These instructions may, therefore, be brought to the notice of all concerned for compliance.
Copy of Punjab Government circular letter No. 12/30/86-IGE/13748, dated 27th July, 1989, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.--Entrustment of the work of recruitment to the Departmental Selection Committees—Procedure regarding.

In continuation of this Department's letter No. 12/30/86-IGE/5139, dated 15th April, 1986 (copy enclosed) on the above subject, I am directed to inform you that the Departmental Selection Committees while making selection of the candidates for the vacancies referred to them, shall also prepare waiting lists out of which vacancies arising subsequently shall be filled up. The waiting lists so prepared shall remain valid for six months or till the constitution of the Punjab Subordinate Services Selection Board whichever date is earlier.

2. A receipt of this letter may please be acknowledged.

Copy of Punjab Government circular letter No. 12/30/86-IGE/5139, dated 15th April, 1986, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.--Entrustment of the work of recruitment to the Departmental Selection Committees—Procedure regarding.

I am directed to say that the matter regarding resumption of recruitment to Class III and Class IV posts has been engaging the attention of the Government and after consideration it has now been decided that Departmental Selection Committees will start functioning for making recruitment to all categories of Class III and Class IV posts. This procedure will prevail for Class III posts till the S.S.S. Board is reconstituted.

2. CONSTITUTION OF THE DEPARTMENTAL SELECTION COMMITTEES

The Departmental Selection Committees at the State level will be constituted by the Administrative Secretaries and shall consist of 4 members including its Chairman. The Chairman of the Committee would be the Head of the Department or the appointing authority, as the case may be. There would be 3 other members of an appropriate level, including one belonging to the Scheduled Castes and another an ex-serviceman, both Government officials to be nominated by the Administrative Secretary concerned. The Departmental Selection Committee at district level will
also consist of 4 members including its Chairman. The Chairman will be district head of office or the appointing authority, as the case may be. Likewise, there would be 3 other members of an appropriate level, including one belonging to the Scheduled Castes and another an ex-serviceman, both Government officials, to be nominated by the concerned Administrative Secretary.

3. PROCEDURE FOR THE FUNCTIONING OF THE DEPARTMENTAL SELECTION COMMITTEES

For Class III posts, in cases where the Head of Department have sent requisition to S.S.S. Board, the Departmental Selection Committees will send a request to the office of the S.S.S. Board specifying the number of posts which are to be filled up, indicating the qualifications and other conditions prescribed for eligibility, scale of pay, whether the posts are permanent or temporary and their category-wise break-up i.e. general, scheduled castes, ex-servicemen etc. A copy of the requisition will be sent to the Secretary, Labour & Employment (Chairman of Central Placement Committee). The S.S.S Board will forward names of eligible applicants as per entry in their (S.S.S. Board) record, ten times the number of posts (requisitioned) to the Departmental Selection Committee. While doing so, it will adhere to the category-wise break-up i.e. general category, scheduled castes, ex-servicemen etc. Where vacancies were not notified to the S.S.S. Board, the names of candidates may be obtained from the Employment Exchange or through advertisement, as the case may be.

Separately applications and particulars of Sikh migrants, discharged Army personnel and unemployed youth have been received by the Central Placement Committee which consists of Secretary, Labour and Employment (Chairman), Secretary to Governor and Secretary, Industrial Training and Technical Education, and is constituted,—vide U.O. No. 1/46/86-Cabinet, dated the 17th March, 1986. These applicants are registered with the employment exchanges or are otherwise eligible to apply. These applicants belong to special categories who will be considered alongwith others by the Departmental Selection Committees. The Departmental Selection Committees will consider all these applicants against the general (unreserved) category posts alongwith others for such posts without infringing upon 50% posts reserved for various categories such as scheduled castes, backward classes, ex-servicemen etc. However, if there is any candidate who is eligible for any reserved category post requisitioned, then he be considered for recommendation to the Departmental Selection Committee against that post only. In fact, it is reiterated that the Departmental Selection Committees will ensure that the percentage of reservation
for various categories prescribed by Government from time to time is strictly maintained at the time of recruitment. In cases where no applications are sponsored by the office of the S.S.S Board, the Department Selection Committee shall obtain names from the Employment Exchange keeping in view the instructions issued by the Department of Labour and Employment, Educational qualifications, experience and other basic requirements as prescribed in the respective service rules or by way of service conditions for any post or service concerned should be adhered to strictly, except where specifically relaxed in the case of certain categories such as knowledge of Punjabi language and typing as in the case of Sikh migrants. The Committee will be competent to conduct written test/type test/stenography test or any other kind of test and/or interview as might be, inter alia, required for this purpose. In case there is a tie among the four members of the Committee, the Chairman shall have the casting vote. The Chairman of the Committee may, if he considers it expedient, associate an expert for conducting the recruitment of a selected category of candidates. The existing staff of the Department would assist the Committee in the performance of its functions. It is clarified that the aforementioned Departmental Selection Committees will make recruitment to all posts technical and non-technical including the common category posts like Clerks, Typists, Stenotypists, Stenographers, Assistants, Draftsmen, Tracers, Drivers etc. concerning their respective departments.

4. So far as Class IV posts are concerned, the Departmental Selection Committees will also consider the names sponsored by the Deputy Commissioner as Chairman of the District Level Committee (in respect of unemployed youth, discharged Army personnel and Sikh migrants). In all such cases the Deputy Commissioner shall inform the Central Placement Committee about it.

5. CONSTITUTION OF COMMON DEPARTMENTAL SELECTION COMMITTEES

Some of the Departments are very small and it may not be worthwhile to constitute separate Departmental Selection Committees in their cases. It is, therefore, left to the discretion of the Administrative Secretary concerned to have a common Committee for more than one Department under his charge depending upon the size of the Departments.

6. RELAXATION AND INTERPRETATION

If any question arises as to the interpretation and relaxation of these instructions, it will be referred by the Administrative
Department concerned to the Department of Personnel and Admn. Reforms for decision.

The Administrative Secretaries are requested to closely watch the functioning of the Departmental Selection Committees on the lines set out above so that as and when any difficulties are experienced in the matter of recruitment, these can be expeditiously resolved.

I am to request you to take immediate action for the constitution of the Departmental Selection Committees as indicated above. A copy of the orders constituting the Departmental Selection Committees may also be sent to the Department of Personnel and Admn. Reforms.

In case where the applicants sponsored by the Central Placement Committee are not selected, the same may be brought to the notice of the Chairman, Central Placement Committee, the Secretary, Labour and Employment, Government of Punjab.

The receipt of this letter may also be acknowledged.
पुर्णी प्रवाह प्राकृत चार्जीयता वं. फैसले देखे ने फैले-फिन डूब प्रांतीय पर मुह फिन
पूरी लाए है तन कह सादों प्राकृत चार्जीयता ये, फिरे सिंह प्राकृत चार्जीयता पर मुह फिन आधार
बना के टिप्पणी बने की महत्वपूर्ण। औसत दिन की हो से निर्माणी टेक कह सकते हैं जो, ने जैन्त होते हैं
कहा तर गाँव होड़ कह भइ यह बोली देखे। ने फैले जीत होता है
हार होड़ यह मुह होड़ कह भइ कह बोली देखे। ने फैले होड़ के बच भरे मुह होड़ कह भइ यह बोली देखे। ने फैले होड़ के बच भरे मुह होड़ कह भइ यह बोली देखे। ने फैले होड़ के बच भरे मुह होड़ कह भइ यह बोली देखे।
4. फिरे देखे रूप 14 दिन संपूर्ण चार्जीयता पर महत्व है, फिरानी सेट और भरी, फिरानी यह भरे मुह होड़ के बच
होड़ कह भइ यह बोली देखे। ने जैन्त होता है। फिरे देखे रूप 14 दिन संपूर्ण चार्जीयता पर महत्व है, फिरानी सेट और भरी, फिरानी यह भरे मुह होड़ के बच
होड़ कह भइ यह बोली देखे। ने जैन्त होता है। फिरे देखे रूप 14 दिन संपूर्ण चार्जीयता पर महत्व है, फिरानी सेट और भरी, फिरानी यह भरे मुह होड़ के बच
होड़ कह भइ यह बोली देखे। ने जैन्त होता है। फिरे देखे रूप 14 दिन संपूर्ण चार्जीयता पर महत्व है, फिरानी सेट और भरी, फिरानी यह भरे मुह होड़ के बच
होड़ कह भइ यह बोली देखे। ने जैन्त होता है। फिरे देखे रूप 14 दिन संपूर्ण चार्जीयता पर महत्व है, फिरानी सेट और भरी, फिरानी यह भरे मुह होड़ के बच
होड़ कह भइ यह बोली देखे। ने जैन्त होता है। फिरे देखे रूप 14 दिन संपूर्ण चार्जीयता पर महत्व है, फिरानी सेट और भरी, फिरानी यह भरे मुह होड़ के बच
होड़ कह भइ यह बोली देखे। ने जैन्त होता है। फिरे देखे रूप 14 दिन संपूर्ण चार्जीयता पर महत्व है, फिरानी सेट और भरी, फिरानी यह भरे मुह होड़ के बच
होड़ कह भइ यह बोली देखे। ने जैन्त होता है। फिरे देखे रूप 14 दिन संपूर्ण चार्जीयता पर महत्व है, फिरानी सेट और भरी, फिरानी यह भरे मुह होड़ के बच
होड़ कह भइ यह बोली देखे। ने जैन्त होता है। फिरे देखे रूप 14 दिन संपूर्ण चार्जीयता पर महत्व है, फिरानी सेट और भरी, फिरानी यह भरे मुह होड़ के बच
होड़ कह भइ यह बोली देखे। ने जैन्त होता है। फिरे देखे रूप 14 दिन संपूर्ण चार्जीयता पर महत्व है, फिरानी सेट और भरी, फिरानी यह भरे मुह होड़ के बच
होड़ कह भइ यह बोली देखे। ने जैन्त होता है। फिरे देखे रूप 14 दिन संपूर्ण चार्जीयता पर महत्व है, फिरानी सेट और भरी, फिरानी यह भरे मुह होड़ के बच
होड़ कह भइ यह बोली देखे। ने जैन्त होता है। फिरे देखे रूप 14 दिन संपूर्ण चार्जीयता पर महत्व है, फिरानी सेट और भरी, फिरानी यह भरे मुह होड़ के बच
होड़ कह भइ यह बोली देखे। ने जैन्त होता है।
Subject.--Provision of separate toilets and sitting rooms for Women Government Employees.

The representatives of Women Government Employees have been representing to Government for the provision of separate toilets and sitting rooms for the use of Women Employees in each Government office. Government has accordingly decided that at least one toilet in each office be reserved for Women Employees where the number of toilets is more than one. It is also recommended that provision be made for sitting rooms for women employees in Government offices wherever possible.

2. A receipt of this communication may please be acknowledged.

Subject.--Inclusion of daughter-in-law, sister-in-law in the term of family members of deceased person, who dies on account of terrorist action, for Government employment, under priority scheme.

All the Financial Commissioners and Administrative Secretaries to Government Punjab, may kindly refer to this Department's I.D. No. 18/14/8645 PPI/(1401), dated the 12th November, 1987, on the subject noted above.

2. A committee was constituted under the Chairmanship of the Additional Chief Secretary to Government, Punjab, to consider the cases where the daughter-in-law or sister-in-law or brother-in-law of the deceased person has to be considered for providing job with a view to rehabilitating a terrorist affect family. With the transfer of the then Additional Chief Secretary to Government, Punjab, there is no officer now holding the said post. It has, therefore, been decided to re-constitute the Committee, as under:

(i) Financial Commissioner, Home, Punjab  . . Chairman
(ii) Financial Commissioner, Revenue, Punjab  . . Member
Subject.--Implementation of the recommendations of Third Punjab Pay Commission--Proficiency Step-up (Prop)--guidelines.

In continuation of Punjab Government instructions issued, vide circular letter No. 7/14/88-5PPI/2269/18527, dated 1st December, 1988, I am directed to say that sub-para 5 of the said instructions stand amended as under:

"(5) The competent authority for the grant of proficiency step-up(s) shall be such as may be specified by the Administrative Department in respect of the offices under its administrative control.

In a case where proficiency step-up is not to be allowed, such a case shall be referred, alongwith the recommendations of the authority competent to grant proficiency step-up as aforesaid and the service record of the employee concerned, to the authority who is competent to pass orders of promotion under the relevant service rules for passing an appropriate order.

Representation or appeal, as the case may be, against the order of non-grant of proficiency step-up shall be made in the same manner as in the case of promotion."

Subject.--Grant of financial assistance to the families of Work-charged employees killed by terrorist action.

I am directed to refer to the above subject and to say that the matter with regard to the grant of financial assistance to
the families of Work-charged employees who are killed by terrorist action, has been under the consideration of the State Government for some time past. After a careful consideration of the matter Government have decided that the families of Work-charged employees killed by terrorist action, may be granted Rs. 50,000/- (Rupees fifty thousand only) as special ex-gratia grant.

2. The benefit of Special ex-gratia grant will be effective from the date of issue of these instructions and shall be sanctioned by the respective Head of Department/Appointing Authority.

3. The Head of office shall obtain a certificate from the Deputy Commissioner of the District that the deceased employee was killed by terrorists.

4. This issue with the concurrence of the Department of Finance conveyed,—vide their I.D. No. 3/15/87-2FP III, dated 4th August, 1989.

Copy of Punjab Government circular letter No. 18/50/87-2PPI/15344, dated 22nd August 1989, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.—Priority list for various categories of Persons for employment in the State Services—Rehabilitation of Disabled Ex-servicemen and Widows/dependents of the deceased Government employees and Defence Services Personnel killed or disabled severely in action.

I am directed to invite your attention to Punjab Government Circular letter No. 18/14/86-5PP/(1703)/5964, dated 24th April, 1986, on the subject noted above and to say that the medical certificate prescribed under Sr. No. 6 of the Annexure, circulated with the letter referred to above enabling physically handicapped persons seeking employment on priority referred to above, may be treated to have been amended to the extent indicated below:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Category</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.</td>
<td>Physically handicapped persons.</td>
<td>A Medical Certificate of 40% permanent partial disability of either of the upper or lower extremity deformities</td>
</tr>
</tbody>
</table>
sl. no. | category | requirements
---|---|---
1 | but otherwise fit for civil employment against the post applied for from:—  
(i) class i medical officer of any govt. medical institution/hospital;  
(ii) principal medical officer, chief medical officer/civil surgeon, as the case may be of the district or place of which the applicant is a permanent resident.


Copy of Punjab Government circular letter No. 13/43/89-2 PPII/15503, dated 23rd August, 1989, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.—Bharat Bandh call on 30th August, 1989—Instructions of Government to ensure attendance in Govt. offices.

I am directed to refer to the subject mentioned above and to say that a call has been given by certain political parties for observance of Bharat Bandh on Wednesday, the 30th August, 1989. The All India State Employees Federation has also given a call for a day's token strike on 30th August. Some other Unions of Employees including Public Sector undertakings may also respond to the Bandh.

2. The normal expectation of Government is that as a disciplined category, its employees will not respond to this call which is politically motivated and will attend to their normal duties. You are advised to ensure smooth functioning of all Government offices and provide the necessary protection to the employees for attending their offices, where so required. It should also be made clear to the employees that those wilfully participating or instigating others to participate in the Bandh would be penalised under the normal rules.

3. Home Department will be the nodal department for keeping an overall watch over the situation and the Financial
Commissioner, Home may be approached for any assistance that may be needed in this behalf. You are also requested to furnish your assessment reports about the likely response to the proposed bandh relating to your department(s) to the Financial Commissioner, Home every day.

Copy of Punjab Government circular letter No. 20/25/3 PPI/89, dated 31st August, 1989, from the Department of Personnel and Administrative Reforms, addressed to all the Financial Commissioners and Administrative Secretaries to Government, Punjab and all Heads of Departments.

Subject:—Clearing of backlog of vacancies reserved for Scheduled Castes—launching of Special Recruitment drive.

The Financial Commissioners and Administrative Secretaries may kindly refer to D.O. letter No. 1/3/89-SWI/5438-5497, dated 7th July, 1989, from Secretary, Social Welfare, Punjab, on the subject noted above.

2. The Punjab Government have launched a special recruitment drive to fill up by direct recruitment all carried forward vacancies reserved for Scheduled Castes and Backward Classes on the pattern adopted by the Government of India with a view to improving the representation of Scheduled Castes and Backward
Classes in services under the State Government and in public Undertakings of the State Government.

3. Following points are clarified for proper implementation of the special recruitment drive:--

(i) It shall be the responsibility of the Administrative Secretary concerned to ensure success of the recruitment drive and to fill up the backlog vacancies reserved for members of Scheduled Castes/Backward Classes.

(ii) The Departments shall work out the number of reserved posts which were vacant on 1st April, 1989 in each category of services and shall place requisition with the Punjab Public Service Commission or take suitable measures for filling up the backlog vacancies by convening the meeting of Departmental Selection Committee or Recruitment Committees, as the case may be, after observing the necessary formalities as required under the relevant Service Rules and/or the instructions issued by Government.

(iii) The Special Recruitment drive shall cover the vacancies meant for Scheduled Castes and Backward Classes for the present.

(iv) The instructions issued,—vide circular letter No. 4487-15-II-74, dated 11th August, 1974, which provide that all types of reservation in services in a particular year should not exceed 50% shall apply to the current vacancies and the backlog vacancies will be filled up without restriction as they belong to the distinct group of 'backlog vacancies'.

(v) The relaxation in ban on recruitment, which was imposed by Punjab Government,—vide circular letter No. 17 (450) 89-FD(BPE)-SO-III/500-527, dated 23rd February, 1989 is granted in respect of the posts reserved for Scheduled Castes and Backward Classes.

4. The Social Welfare Department will be the Nodal Department for monitoring speedy implementation of the decisions taken to fill up the backlog vacancies. The Administrative Department will ensure that the returns prescribed by the Social Welfare Department are sent in time by Heads of Departments and the Public Sector Undertakings under their charge.
5. It is requested that the instructions issued by the Government (in Welfare Department) may be implemented in letter and spirit.

Copy of Punjab Government circular letter No. 7/14/88-5PPI/16200, dated 1st September, 1989, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject. Clarification in respect of grant of Proficiency Step-ups.

In continuation of Punjab Government instructions issued, vide circular letter No. 7/14/88-5PPI/2269/18527, dated 1st December, 1988 and subsequent letter No. 7/14/88-5PPI/14688, dated 9th August, 1989, regarding the grant of Proficiency Step-ups, I am directed to say that various departments/offices have raised certain points for clarification in respect of grant of Proficiency Step-up the procedure for which was laid down in the letter, dated 1st December, 1988. The matter has been considered in detail in consultation with the Department of Finance and the following clarifications are given on the various points:

<table>
<thead>
<tr>
<th>Points</th>
<th>Clarification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. (a) Whether placement of an employee in the senior scale/selection grade envisages fixation of pay as governed by the Punjab Civil Services Rules, Volume I, Part I?</td>
<td>1. (a) On placement in the senior scale/selection grade the pay of the employee is regulated in accordance with the relevant provisions contained in the Punjab Civil Services Rules, Volume I, Part I.</td>
</tr>
<tr>
<td>(b) Whether an employee (in the ordinary scale of pay) drawing pay less than the minimum of the senior scale/selection grade when placed in the senior scale/selection grade in a period less than eight years will lose the benefit of Proficiency Step-up though he has not been promoted to a higher post in the official hierarchy.</td>
<td>(b) As per provision contained in paragraph 1(7) of the instructions issued by the Department of Personnel and Administrative Reforms, vide its circular letter No. 7/14/88-5PP(I)(2269)/18527, dated the 1st December, 1988, an employee will be eligible for proficiency increment(s) only if he has not gained any enhancement in his basic pay, except by way of annual increments and fixation of pay as a result of</td>
</tr>
</tbody>
</table>
OR

Some Assistants drawing Rs. 750 or Rs. 775 in the scale of pay of Rs. 600--1120 were placed in the senior scale of Assistant of Rs. 800--1400 and their pay was fixed at Rs. 800, i.e. at the minimum of the scale of Rs. 800--1,400. Thus, on placement they got the benefit of one or two increments on getting the minimum of the senior scale. Are they eligible for PROP on completion of eight years' or eighteen years' total service as Assistant?

OR

A clerk drawing basic pay of Rs. 1,000 with six years of service was placed in the senior scale of Rs. 1,200--2,100 w.e.f. 1st April, 1988. His basic pay was fixed at Rs. 1,200, i.e. the minimum of the senior scale in the revised scale. Whether he is eligible for Proficiency Step-up after completing 8 years' service in the senior scale or his entire service from the date of his appointment as Clerk is to be counted for the same as in the former case he had already been allowed financial benefit?

2. An official worked in the higher scale for about two years and was reverted due to non-availability of post or some other reason. Subsequently, he was promoted in the higher scale after the lapse of about six months. Whether his period for the grant of Proficiency Step-up is to be calculated from revision of pay scales from time to time. Thus, in case the pay in the senior scale/selection grade is fixed at the minimum, whereby one gets the benefit of one or more increment(s) the service rendered against the post prior to the date of such fixation of pay will not be counted for the purposes of grant of Proficiency Step-up(s). However, the period of eight or eighteen years' service will further be reckoned for the purpose of grant of Proficiency Step-up(s) from the start of placement in the senior scale/selection grade.

2. For reckoning the period of eight or eighteen years, the entire service, including the past service, in a higher cadre will be counted, and the period of service on the lower post will be excluded for this purpose.
his regular appointment or he is also eligible for the benefit of his past service in the higher scale?

3. A Senior Clerk from 1st January, 1978, was promoted as Assistant on 14th September, 1983 and was reverted as Senior Clerk on 9th March, 1984. Whether the entire period of his service from 1st January, 1978, should be counted for the purposes of grant of Proficiency Step-up in the post of Senior Clerk in the same manner as the service in a higher post (here Assistant) is also counted for increment in a lower post under rule 4.9(c)(i) of the Punjab Civil Services Rules, Volume I, Part I?

OR

An official working as Assistant on 1st January, 1986, was reverted as Clerk in 1987. Whether he is eligible for Proficiency Step-up in the scale of Clerk after completing 8 years' service including the service he rendered as Assistant in the higher scale?

4. An employee had completed 8 years' service prior to or on 1st January, 1986 and was promoted subsequently to higher post. He opted for the revised scale from a date later than 1st January, 1986 and reverted to the lower post subsequently. For the grant of Proficiency whether the period spent on higher post will be taken into consideration or not?

4. The period during which he gained enhancement in his basic pay on promotion to the post of Assistant will not be counted for the purposes of grant of Proficiency Step-up in the post of (Senior) Clerk.

An employee who completed 8 years' service prior to or on 1st January, 1986, is eligible for Proficiency step-up only from the appointed day that is only after the fixation of pay of the employee in the revised scale of pay under the Punjab Civil Services (Revised Pay) Rules, 1988. The period spent on higher post during which he gained enhancement in his basic pay will not be counted for
5. Whether the period of service on the post of Superintendent Grade II on regular basis can be counted for the purpose of reckoning 8 years' and 18 years' service for granting Proficiency Step-up(s) as Assistant?

6. An employee was appointed on ad hoc basis wherein he had put in 3 years of service. Subsequently, he was appointed on regular basis. For the grant of Proficiency whether the period of 8/18 years is to be taken from the date of his appointment on ad hoc basis or from the date he joined on regular basis as appointed by the Subordinate Services Selection Board/Departmental Selection Committee/Punjab Public Service Commission etc.

7. In the Technical Education Department, the different posts of Assistants and Accounts Clerks are in the same scale and in the same cadre. Should service against both the posts be counted jointly for the purpose of grant of Proficiency Step-up in the lower post.

5. The period of service on the post of Superintendent Grade II on regular basis during which he gains by way of getting special pay in lieu of a separate higher time-scale and which period is counted for all the consequential benefits of experience for the higher post and the fixation of pay on promotion in accordance with the relevant provisions contained in the Punjab Civil Services Rules, Volume I, Part I, etc., does not count for the purposes of reckoning 8 years' and 18 years' service for granting Proficiency Step-up(s) as Assistants.

6. The period of eight or eighteen years is to be reckoned from the date of appointment on regular basis. Service rendered on ad hoc basis is not to be counted for the purposes of grant of Proficiency Step-up(s).

7. The entire service of an employee who has served in different posts in the same cadre and in the same scale counts for purposes of grant of Proficiency Step-up(s), because during this service he has
purposes of grant of proficiency Step-up(s)?

8. Can the entire service of an employee who has served in the posts in the same/different cadres the pay scales of which are the same/identical be counted for the purposes of grant of Proficiency step-up(s)?

9. Whether an employee who has served in a cadre for more than 18 years and was not promoted/considered for promotion to a higher post due to non-fulfilment of the requisite qualifications/experience despite the fact that an opportunity was available or he himself forgoes promotion offered to him is eligible for the grant of Proficiency Step-ups after completing 18 years of service or not?

8. The entire service of an employee who has served in the post or posts in the same/different cadre(s) the pay scale(s) of which is/are the same/identical counts for the purposes of grant of Proficiency Step-up(s), because during this service he has not gained any enhancement in his basic pay.

9. An employee who has not been promoted/considered for promotion to a higher post due to non-fulfilment of the requisite qualifications/experience for the higher post is eligible for grant of Proficiency Step-ups, because with his existing qualifications/experience no promotional opportunity is available to him. An employee who himself forgoes promotion offered to him is not eligible for the grant of Proficiency Step-ups, because Proficiency Step-ups are given only when an employee serves in a scale of pay and is not promoted to a higher scale on account of lack of promotional opportunities or non-availability of a vacancy in the promotional scale.

Copy of Punjab Government circular letter No. 18/16/89-2PPI/16799, dated 15th September 1989, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.—Grant of government employment in the State Service Class II posts, on priority basis to the members of the families of private citizens, killed in Delhi riots of 1984 and killed by terrorists in the State of Punjab.

I am directed to invite your attention to Punjab Government circular letter No. 18/14/86--5PP (1703)/5964, dated the 24th
April, 1986 which inter alia provides that a member of the family of persons killed as a result of terrorist action in the State of Punjab and member of the family who lost their bread winner in riots in Delhi and other places in India between October 31 to November 7, 1984, be given government employment in the State Services Class III and IV posts on priority basis.

2. Some private citizens with high social status have also been killed in Delhi riots of 1984 and in the State of Punjab in terrorist violence and their dependents have shown their inability to accept Class III-IV jobs, under the existing policy, in view of their academic/professional qualifications and socio-economic background of families. Representations are being received from the dependents of the non-official members of the public, killed by terrorists and the Delhi riots of 1984 that they should also be eligible for appointment to Class II posts under the State Government, in addition to their eligibility to Class III and Class IV posts as at present, as has been done in the case of the dependents of Class I and Class II Government officials killed by terrorists.

3. The matter has been under consideration of the State Government for some time past. It has been considered expedient just and equitable that a member of the families of such a non-official members of the public, killed in Delhi riots of 1984 or who fell/victims of terrorist violence in the State of Punjab, should be considered for offering Government jobs in the State Services Class II post of direct quota, on priority basis, keeping in view their socio-economic background of the families. It has, therefore, been decided to offer, on priority basis, State Services Class II jobs, to the dependents of private citizens, killed in Delhi riots of 1984 or killed by terrorists in the State of Punjab.

4. While making appointments to State Services Class II posts in the light of the above decision, the following conditions shall have to be observed:

(i) The basic qualifications and conditions of experience prescribed for respective posts shall have to be fulfilled;

(ii) The age limit in the case of widows seeking employment under this priority scheme may be relaxed up to 45 years to cover real cases of hardship.

5. The actual appointment of such persons to the Class
II jobs shall be subject to the availability of such a vacancy under State Government in the quota meant for direct recruits.

6. In view of the adverse judgement of the Punjab & Haryana High Court on this subject, against which the State of Punjab have gone in appeal before the Supreme Court of India, it will be ensured that this reservation of vacancies for such candidates shall not result in an increase in the total reservations for the category of posts beyond 50%.

7. The applications of all such eligible persons seeking appointment against Class II posts under the State Government shall be brought up by the Director, Relief and Resettlement, Punjab, Chandigarh, for consideration, by the Governor-in-Council, to which all the Financial Commissioners, working in the State, shall be specially invited and only the names cleared in such a meeting shall be referred to the Punjab Public Service Commission for holding the scrutiny test.

8. All such persons seeking appointment against Class II posts under the State Government shall have to appear in a screening test to be held by the Punjab Public Service Commission for judging the suitability and inter se-merit of such candidates for appointment to Class II jobs against this special reserve category. The actual absorption of these candidates shall, thereafter, be carried out in accordance with the merit list so prepared by the Punjab Public Service Commission.

9. It is further clarified that the following categories are to be included in the term, member of the family of a deceased private non-official citizen, for the purpose of employment under these instructions:–

(i) Husband/wife;
(ii) Sons/daughters;
(iii) Father/mother; and
(iv) Dependent brothers/sisters.

10. While giving effect to the above policy, it has to be ensured meticulously that the claims of the persons who want to take benefit under this priority scheme are checked carefully and bonafides duly verified as per annexure.

Kindly acknowledge its receipt.

***
Information to be supplied by the candidates seeking employment under priority laid down,—vide Punjab Government circular letter No. 18/16/89-2PPI/16799, dated the 15th September, 1989.

(i) Name of the deceased non-official/private citizen with full particulars of rank, age, nature of post/social status held by him/her from the concerned Organisation;

(ii) Certificate of death and full details of the circumstances under which death occurred certifying that it was as a result of Delhi riots of 1984 or as a result of terrorist violence in the State of Punjab to be obtained from the Deputy Commissioner of the District within the territorial limit of which the death occurred;

(iii) An affidavit duly attested to corroborate the facts, that the person being employed was a member of the family of the deceased non-official private persons, killed in terrorist violence in Punjab or Delhi riots of 1984 and dependent upon him/her;

(iv) Names of all dependents, their age, their occupation and the reasons in support of the claim viz-a-viz other dependents should be brought on record;

(v) The affidavit from the applicant and all the other dependents that none of them has already obtained appointment under the priority scheme.

***
Copy of Punjab Government circular letter No. 13/45/89-IPPII/16988, dated 20th September, 1989, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.--Implementations of the recommendations of the Third Punjab Pay Commission—Simplification of Government procedures etc.

I am directed to draw your attention towards paragraph 18.8 of the report of the Third Punjab Pay Commission which reads as under:

11.8 "We have suggested substantial rationalisation and simplification of various rules, systems and procedures in the matters of permanency of posts and confirmation of employees, efficiency bars, leave rules, rules relating to General Provident Fund, medical reimbursement, travelling allowance. While it is difficult to compute the reduction in the Government work-load that these simplifications would bring about, there would definitely be savings on manpower deployed for these functions. This aspect should be considered while considering creation of new posts."

This recommendation has been considered and noted by the Implementation Committee and has been approved by the Governor-in-Council in their meeting held on 3rd August, 1989. It is requested that further necessary action may be taken on the above recommendation of the Pay Commission accordingly by all concerned.

Copy of Punjab Government circular No. 4/1/89-2IPPII/18298, dated 12th October, 1989, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.--Political neutrality of Government servants and their position in relation to elections.

I am directed to invite your attention to the subject noted above and to say that Government have recently reviewed the policy in regard to the social, culture and similar other organisations whose activities may have political aspects. There have been instances when the Government themselves had issued instructions that the activities of certain organisations should be regarded as political in character, while such instructions are in force, a civil servant would be liable to disciplinary
action, if he was to associate himself with any organisation mentioned in such instructions. But there are several other organisations in regard to which such instructions have not been issued for the purpose of Rule 5 of the Punjab Government Employees (Conduct) Rules, 1966, it is essential that Government servants should not only maintain political neutrality but should also appear to do so and they should not participate in the activities of, or associate themselves with, any organisation in respect of which there is the slightest reason to think that the organisation has a political aspect.

2. Government of India has issued instructions under rules of the Central Civil Services (Conduct) Rule, 1964, known as decision No. 13 (Political neutrality of government servants) and decision No. 14 (position of government servants in relation to election). These decisions are enclosed as a similar provisions exists under Rule 5 of the Punjab Government Employees (Conduct) Rules, 1966.

3. It is requested that the contents of these decisions should be brought to the notice of all government servants for strict compliance.

EXTRACT FROM CENTRAL CIVIL SERVICES (CONDUCT) RULES, 1964

(13) Political neutrality to Government Servants

Government have reviewed recently the policy in regard to the social, cultural and similar other organisations whose activities may have political aspects. There have been instances when the Government themselves had issued instructions that the activities of certain organisations should be regarded as political in character. While such instructions are in force, a civil servant would be liable to disciplinary action, if he were to associate himself with any organisation mentioned in such instructions. But there are several other organisations in regard to which such instructions have not been issued for purposes of Rule 5 of the C.C.S (Conduct) Rules, 1964. It is essential that Government servants should not only maintain political neutrality but should also appear to do so and they should not participate in the activities of, or associate themselves with, any organisation in respect of which there is the slightest reason to think that the organisation has a political aspect.

(M.H.A., O.M. No. 6/6/69-Ests. (B), dated the 18th July, 1969).
RULE 5:

(14) Position of Government Servants in relation to elections

Extracts are enclosed from the Election Commission's letter No. 62/71, dated the 13th January, 1971 to Chief Secretaries of all States/Union Territories, indicating the principles, which should guide the conduct of Government servants in relation to the coming General Elections. These principles should be scrupulously followed by Central Government Servants. In this connection, attention is also invited to Rule 5 of the C.C.S. (Conduct) Rules, 1964 which inter alia prohibits Central Government servants from canvassing or otherwise interfering with, or using their influence in connection with or taking part in, an election to any legislature or local authority, subject to the exercise of the right of franchise and assisting in the conduct of an election in the due performance of a duty imposed on them by or under any law for the time being in force. Attention is also invited to O.M. No. 6/6/69-Estt(B), dated the 18th July, 1969 (Decision No.13) in which the need for maintaining political neutrality by Government servants has been emphasised.

EXTRACT FROM ELECTION COMMISSION'S LETTER NO. 62/71, DATED 1ST MARCH, 1971 TO CHIEF SECRETARIES OF ALL STATES/UNION TERRITORIES

Subject.—Position of Government Servants in relation to elections.

Attention is invited to Sections 129 and 134 of the Representation of the People Act, 1951 in connection with the conduct of Government servants during the elections and to recall that the G.O.I. and the State Govt. had prior to the last general election/mid term election issued instructions regarding the conduct of Government Servants in relation to those elections. These instructions stressed that all Government employees should maintain an attitude of strict impartiality.

In fact, they were asked not only to be impartial but it was considered important that they should also appear to be impartial in relation to the elections. In short, they were required to so conduct themselves as to inspire confidence in the public in regard to their impartiality. To do so they were enjoined to avoid giving room for any suspicion that they were favouring any party or any candidate. The other points stressed in these instructions were that a Government servant should take no part in any election campaign or in canvassing and that he should take scrupulous care not to lend his name, official position or authority to assist one group as against any other.
Copy of Punjab Government circular letter No. 18/74/89-2PPI/18453, dated 17th October, 1989, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.--Grant of employment to the members of families affected by terrorist action/riots affected under priority category No. 1 specified in Punjab Government letter No. 18/14/86-5PPI/1703/5964, dated 24th April, 1986.

The Financial Commissioners and Administrative Secretaries to Government, Punjab, may kindly refer to Punjab Government circular letter No. 18/14/86-5PPI/1703/5964, dated 24th April, 1986, regarding priority list for various categories of persons for employment in the State Services.

2. In accordance with the extent policy of the State Government, employment is to be offered to the members of families affected by terrorist action/riots under priority category No. 1 specified in the above quoted letter and the names of the members of such families are sponsored to different departments/corporations/state government undertakings by the Department of Relief and Resettlement as well as by the Deputy Commissioners concerned in the State. It has, however, been observed that the departments/corporations/State Undertakings do not keep the department of Relief and Resettlement and the respective Deputy Commissioners, apprised of the action taken nor do they furnish any information indicating the names of sponsored members of the affected families who have been offered employment by them. In the absence of such information/details the Relief and Resettlement Department and the Deputy Commissioners concerned are not in a position to state the exact number of persons who have been actually offered employment from amongst the sponsored members of the affected families. Repeated enquiries addressed to the sponsoring authorities by the affected families about their employment put the government in an embarrassing position.

3. It has been further brought to the notice of Government that cases of sponsored members of the affected families are not being processed expeditiously to their logical final conclusion by the departments and the State Government Undertakings which is causing a lot of resentment amongst the sponsored persons.

4. With a view to tide over the aforesaid problems, it is requested that it should be emphasized upon the authorities concerned that this matter should be given top priority and
the sponsored members of the affected families under priority and the category No. 1 of the instructions dated 24th April, 1986 should be offered employment within 15 days of the sponsoring of their names, under intimation to the sponsoring departments. Any lapse in implementing these instructions at any level will be viewed very seriously.

Copy of Punjab Government circular letter No. 7/9/87-3PPII/18605, dated 19th October, 1989, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.--General Elections to the Lok Sabha during 1989-90 - ban on transfers of officers connected with the election work-regarding.

I am directed to refer to the subject noted above and to send herewith a copy of the latest set of instructions, dated 26th July, 1989, issued by the Election Commission of India placing an embargo on the transfers of the Officers/Officials connected with the conduct of elections and for not encouraging ad hoc promotions or ad hoc temporary appointments at lower levels in Government or public undertakings, for favour of information and strict compliance. Attention to para 3(xvii) of the instructions issued—vide Punjab Government letter No. 7/9/87-3PPII/3711-12, dated 16th March, 1989, is also invited which is reproduced as under:—

3(xvii) There shall be complete ban on the transfers of all officers connected with the conduct of elections, both general and bye-elections. The ban should be enforced and be effective from the date of announcement of the Election as distinct from the date of notification made by the Election Commission till their completion. In cases where transfer of officers connected with the election work is unavoidable or cannot be deferred at least till the declaration of result of election, transfers could be made with the approval of the Chief Electoral Officer. As far as grant of leave is concerned, this may be considered on merit at the level of District Election Officer, Chief Election Officer, and the Chief Secretary. The Administrative Departments should also ensure that ad hoc promotions or ad hoc or temporary appointments at lower levels in Governments or public undertakings immediately after the announcement of the general elections are not encouraged.
2. These instructions may please be brought to the notice of all concerned for meticulous observance and compliance in Departments/Offices/Corporations/Public Undertakings under your control.

3. The receipt of this letter may please be acknowledged.

Copy of letter No. 434/1/89, dated 26th July, 1989, from Shri K.C. Saha, Secretary, Election Commission of India, Nirvachan Sadan, Ashok Road, New Delhi-110001 to the Chief Secretaries to the Government of all the States and Union Territories.

Subject.--General Elections to the Lok Sabha and State Legislative Assemblies--1989-90--ban on transfers of officers connected with the election work--regarding.

I am directed to say that the terms of the existing House of the People is expiring on the 14th January, 1990, under the provisions of article 83(2) of the Constitution of India. The term of Legislative Assemblies of the States of Andhra Pradesh, Arunachal Pradesh, Bihar, Goa, Gujarat, Himachal Pradesh, Madhya Pradesh, Maharashtra, Manipur, Orissa, Rajasthan, Sikkim, Uttar Pradesh and Pondicheery and the Metropolitan Council of Delhi, would also be expiring on varying dates between the 20th January, 1990 and 1st April, 1990. Thus, general elections are due to be held to the House of the People and to the above mentioned State Legislative Assemblies/Metropolitan Council, for the purpose of constituting new Houses, well before the expiration of the terms of the existing Houses. In addition, general elections are also due in the States of Karnataka and Punjab which are under President's rule at present.

In connection with the aforesaid country-wide general election to the Lok Sabha and the general elections in the above mentioned States and Union Territories for their State Legislative Assemblies/Metropolitan Council, preparations have already been taken in hand by the Commission. The aforesaid general elections would be a mammoth and gigantic exercise for which meticulous planning and advance action would be required by all authorities concerned for the maintenance of general law and order, and conduct of free and fair elections. The electoral rolls in all States (except Assam) have already been revised intensively with April, 1989, as the qualifying date so as to bring the new category of voters in the age group of 18--21 years on the electoral rolls unabling them to participate in the next elections. As there is substantial increase in the electorate, the District Election Officers and the officers under them are now having a fresh look on the
lists of polling stations in order to see whether any additional polling stations are required. They are also now busy with the collection of information from the Central and State Governments and local authorities with regard to the persons who can be deployed on election duties. The Commission has also asked the election authorities to draw, in consultation with police and other concerned authorities, the lists of sensitive constituencies/areas which need special attention so as to ensure that the electors belonging to the weaker sections and women electors are able to exercise their franchise without any fear and hinderance. In addition, as you may be knowing, the Commission intends to introduce the Electronic Voting Machines in the next general election. Because of the limited number of machines that might be available before the next elections, these machines will be, to begin with, introduced only in some sensitive constituencies. The election authorities have also been instructed to draw the lists of such sensitive constituencies. The introduction of Electronic Voting Machine system would required a lot of preliminary action by way of training to the lacs of polling personnel who would be deployed to man the polling stations where such machines would be used. The general electorate would also have to be properly educated about the operation of these machines well in advance.

You will kindly appreciate that the above mentioned extensive arrangements are to be made on a war footing by all officers and Staff connected with preparations as very short period is now left for the aforesaid general elections. The Officers who would be playing the key role in the aforesaid preparations would be (i) the Chief Electoral Officer and Additional/Joint/Deputy/Assistant Chief Electoral Officers and the supporting staff at the Chief Electoral Officer's Office; (ii) Divisional Commissioners and such other officers; (iii) District Election Officers, Returning Officers, Assistant Returning Officers who have to discharge statutory duties and responsibilities connected with the conduct of elections; and (iv) Senior Level Officers in the Revenue Department like Revenue Officers, Deputy Collectors, Tehsildars, Deputy Tehsildars, Block Development Officers and Officers of Local Bodies who are entrusted with some function or the other connected with the elections. They will also have to interact with the authorities responsible for the maintenance of police law and order so as to ensure that proper atmosphere conducive to free and fair elections is maintained both on the eve of and during the general elections. Such Officers are the Superintendents of Police, Deputy Superintendents of Police and Assistant Superintendents of Police and other Senior Level Police Officers like S.H.O. or Police Station Incharge who are entrusted with the task of maintenance of law and order and peaceful conduct of elections.
On proper co-ordination between the authorities responsible for the conduct of elections and the maintenance of general law and order would depend the peaceful, orderly and smooth conduct of elections.

Having regard to the above considerations, the Commission feels that it would be highly desirable if the present incumbents of the above mentioned posts on the election side and also the police authorities including and above the rank of Station House Officers are not disturbed from now onwards and are allowed to continue in their present posts till the completion of the general elections. This would be able them to devote their full attention and energy to the tasks to be performed by them from now onward itself, and would also ensure better co-ordination among the authorities concerned. Their continuance in the present post would also render them accountable for any lapse or shortcomings in their preparations or may earn a commendation for the good work done and that would also act as a stimulant for them to put in their best in the performance of their duties. Further, the maintenance of the status quo would also infuse confidence and create trust in the general public, political parties and candidates and would also allay any fear or apprehension about any malipulation in the deployment of election and police authorities on the eve of elections, about which generally complaints are made. According to the Commission's standing instructions on the subject contained in its circular letter No. 434/1/85, dated the 7th May, 1985, the ban on transfers should normally be effective from the date of announcement of the elections by the Commission and till their completion. But in the context of the coming general elections, taking into account the general political and law and order situation in the country, the commission would like to have the embargo on transfers enforced and made effective, and the guidelines contained in paras 6, 7 and 8 of the aforesaid circular letter dated the 7th May, 1985 are observed right from now onwards itself and till the completion of the elections.

I shall be grateful if suitable instructions to all departments and authorities concerned are issued immediately on the above lines. A copy of the instructions issued in this behalf may kindly be forwarded to the Commission for its information & record.

The receipt of the letter may kindly be acknowledged.

***
मामले वेदना 3/32/88-23/6/71/18713, नियोजन 23 अगस्त, 1989 देव प्राप्त
मुक्ता, उपदेशी दो पुरुषों की मुक्ता दिखायी है। मामले वेदना है।

दिखायी --वकलातीय अवलोकनीय (उपरोक्त दिखायी के उपर) दिखायी दिखायी के उपर है।

मैंने हटाई रखी है विशेष रूप से दिखायी दिखायी के उपर है। मामले वेदना है।

2. उपरें अपील वेदना निर्देश 6 अगस्त, 1988 वापस देने के दिखायी के उपर दिखायी दिखायी के उपर है।

1. भूम्पर किस्त मुक्ता
2. दागस्तेंड युज मुक्ता दिखायी
3. मुख्यस्थान, उद्देशी विशेष
4. संस्था अध्यक्ष के तुलना अधिकार
5. संस्था रूप से क्रियान्वयन, वैधता

दिखायी दिखायी के उपर कार्यकाल की क्रियान्वयन कहते हैं।

(1) दिखायी दिखायी दिखायी के उपर कार्यकाल की क्रियान्वयन कहते हैं।
(2) देखे में दिखायी दिखायी के उपर कार्यकाल की क्रियान्वयन कहते हैं।
(3) दिखायी मुक्ता की फिल्म कहते हैं।

मैंने हटाई रखी अपील वेदना 23 अगस्त, 1979 वापस देने के दिखायी के उपर कार्यकाल की क्रियान्वयन कहते हैं।
Copy of Punjab Government circular letter No. 7/14/88-5PPI/19337, dated 27th October, 1989, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject. -- Implementation of the recommendations of the Third Punjab Pay Commission--Proficiency step-up (PROP).

I am directed to invite your attention to Punjab Government circular letter No. 7/14/88-5PPI/16200, dated 1st September, 1989, vide which the clarifications on Proficiency step-up (PROP) instructions No. 7/14/88-5PPI/(2269)/18527 dated 1st December, 1988, were issued. The clarificatory instructions have been challenged in the Punjab and Haryana High Court in Civil Writ Petition No. 12318 of 1989 and the Hon'ble High Court have passed the orders for the stay of implementation of Point 1(b) of clarification dated 1st September, 1989.

3. The implementation of Point No. 1(b) of clarifications, dated 1st September, 1989 are, therefore, hereby stayed till further orders.

Kindly acknowledge receipt.

Copy of Punjab Government circular letter No. 13/47/88-IPPII/19336, dated 31st October, 1989, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject. -- Expeditious finalisation of cases relating to service matters of the Government employees.

I am directed to invite your attention to the Punjab Government instructions issued vide circular letter No. 13/47/88-IPPII/3071,
dated 2nd March, 1989, wherein you were requested to notify your service rules and dispose of matters of Government employees concerning their seniority, confirmation etc. within the stipulated time so that unnecessary litigation could be avoided. It was also pointed out in these instructions that most of the litigation problems emanate when the Departmental rules had not been framed in accordance with Government Policy and the Appointing Authorities apply the rules/instructions arbitrarily to extend some undue benefit to one party or the other.

2. While reiterating the said instructions it is once again emphasised that for the proper defence of legal cases in the courts, the services of the Law Department and State Council should be fully utilised.

Copy of Punjab Government circular letter No. 14/42/89-4GE/19660, dated 31st October, 1989, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.—Calling of women employees before and after office hours.

It has been represented to Government that the instances of asking the women employees to sit into the late hours of the evening in the office, calling them to the office on holidays, and asking them to attend office much before the normal time are on the increase. It has further been represented that this inconvenience caused to the women employees is not always justified by the interests of Government work. These instances, reportedly, are more frequent in the subordinate offices in the field.

For obvious reasons, Government does not appreciate such a situation and desire that, as a general practice, women employees should not be made to attend the office on holidays, made to sit late after the normal office hours or called to office much before the normal time, unless it becomes really necessary and unavoidable to do so for attending to any emergent Government work. In such cases also this should be done with the prior approval of the Head of the office concerned.

The receipt of this communication may be acknowledged.
Subject.--Proficiency in type writing for direct recruitment to the post of clerk

I am directed to refer to this Department circular letter No. 4/17/89-IPP/13274, dated 1st October, 1985, wherein it has been provided that only those physically handicapped persons recruited directly to the posts of clerks, and in whose case the Civil Surgeon of the District to which he/she belongs, certifies that he/she is physically incapable of typewriting may be exempted from the proficiency in typewriting.

2. In partial modification of these instructions, it has been decided that this exemption from proficiency in typewriting shall be granted to all the physically incapable persons who will produce the required medical certificate as stated in para 1 above, without any consideration to the mode of their recruitment as clerks.

3. These instructions may please be brought to the notice of all concerned for information and meticulous compliance.

4. The receipt of this communication may please be acknowledged.

Subject.--Grant of employment in the State Services Class II posts on priority basis to members of families of State Government Gazetted Class I-II Officers, killed in terrorist violence.

I am directed to invite your attention to para 4 of the Punjab Government circular letter No. 18/20/78-5PPD(1994)/2049, dated the 5th/8th February, 1988, on the subject noted above and to say that on account of allocation of work of Relief and Resettlement Department to the Secretary to Government, Punjab, Department of Social Welfare and Welfare of Scheduled Castes and Backward Classes, the Committee of the Senior Officers constituted for final
acceptance of the candidature of the dependents of the deceased
State Government Gazetted Class I-II Officers killed in terrorist
violence, for Class II post is reconstituted as under:

(i) Chief Secretary to Government, Punjab
    Chairman

(ii) The Secretary to Government, Punjab,
    Department of Social Welfare/Welfare of
    Scheduled Castes and Backward Classes
    and Relief and Resettlement
    Member

(iii) Administrative Secretary of the
    Department concerned.
    Member

2. Kindly acknowledge its receipt.

Copy of Punjab Government circular letter No. 4/4/89-2PPII/20012,
dated 3rd November, 1989, from the Department of personnel
and Administrative Reforms, addressed to all Heads of Departments
etc., etc.

Subject.—Consumption of intoxicating drinks and drugs by Government
employees—Restrictions on.

I am directed to invite attention to Punjab Government Circular
letter No. 5613-2SII-74, dated 8th August, 1974, on the subject
noted above wherein your attention had been invited to rule 22
of the Government Employees (Conduct) Rules, 1966, which lays
down as under:

"A Government employee shall:

(a) strictly abide by any law relating to intoxicating drinks
    or drugs in force in any area in which he may happen
to be for the time being;

(b) not be under the influence of any intoxicating drink
    or drug during the course of his duty and shall also
    take due care that the performance of his duty at any
time is not affected in any way by the influence of
    such drinks or drugs;

(c) refrain from consuming any intoxicating drink or drug
    in public place;

(d) not appear in a public place in a State of intoxication;

(e) not use any intoxicating drink or drug in excess."

Similar provision exists in the All India Services (Conduct) Rules, 1968, Rule 20 thereof. It is also reiterated that drinking of alcoholic beverages or intoxicating drinks/drugs in Government offices, schools, hospitals, or other such government buildings or public places even after working hours should be completely prohibited. It is again re-iterated that any contravention of the provisions of these rules on the part of any Government employee should be taken serious notice of, and strict disciplinary action initiated and completed quickly.

2. These instructions be brought to the notice of all Government employees under your control for strict compliance.

Copy of Punjab Government circular letter No. 20/47/89-3PPI/2021, dated 6th November, 1989, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.--Implementation of full Bench Judgement of Punjab and Haryana High Court regarding Scheduled Castes/Backward Classes instructions regarding.

I am directed to refer to Punjab Government circular letter No. 882-PP-83/1781, dated the 18th February, 1983 on the subject of reservation for the members of Scheduled Castes and Backward Classes in Service, wherein attention was drawn to the clarification issued by the Hon'ble Supreme Court of India on 8th February, 1983, copy enclosed for ready reference is at Annexure 'A'.

2. The Full Bench of the High Court in Civil Writ Petition No. 10952 of 1988 Jaswant Singh and others Versus Secretary to Government, Punjab, Education Department and others has taken a different view, a copy of the judgement is enclosed as Annexure 'B'. An SLP has been filed by Ajit Singh Janjua in the Hon'ble Supreme Court of India against the Full Bench Judgement of the High Court. The orders of the Supreme Court, dated 11th September, 1989 were "Special leave granted. Stay asked for is refused".

3. Subsequently, in an interlocutory application I.A. No. 7 in C.A. No. 3792/1989--Ajit Singh Janjua and Others Versus State of Punjab and Others, the Supreme Court of India on 26th September, 1989, has passed the following orders:--

"Reversion is stayed. Promotion however, could be made subject to the result of the appeal. This particular statement must be incorporated in every promotional order.

Tag on this matter with Civil Appeal Nos. 3326-27 of 1982".

4. The above orders of the High Court and Supreme Court of India are brought to your notice for information and necessary action.
UPON hearing counsel the Court made the following:

ORDER

We made it clear by our order, dated 19th October, 1982 that there will be an interim order of stay against reversion of any of the persons already appointed on the basis of instructions issued by the Government of Punjab which have been held to be invalid by the judgement of the High Court impugned in these appeals and writ petitions. We do not think that there is any doubt in regard to what we said, namely, that no Scheduled Caste and Scheduled Tribe employee who has already been appointed or promoted pursuant to the instructions of the Government of Punjab shall be reverted but so far as the future appointments/promotions are concerned these
shall be made according to the judgement of the High Court and these will be ultimately subject to the result of the writ petition and the appeals. If the government makes any appointments/promotions in accordance with the judgement of the High Court the State Government will make it clear in the letter of appointment/promotion that the appointment/promotion is subject to the result of the writ petition and the appeals so that there is no difficulty in future in case the High Court judgement is reversed by this Court. It appears that certain doubts were raised in regard to the last part of our order as a result of which applications for contempt have been taken out against the State Government and its officers. We are making this order in order to clear doubts, if any, so that the State Government and its officers may be in a position to carry out our order without any difficulty. We have already directed that appeals and writ petitions will be heard on 30th November, 1982 subject to overnight part heard matter but unfortunately due to heavy pressure of work it has not been possible to place them on board for final hearing on 30th November, 1982. We would direct that appeals and writ petitions be heard peremptorily subject to overnight part hear matter on 8th March, 1983.

Advocate for the respondent states before us that in view of the clarification given by us the respondents will withdraw their application for contempt.

(Sd.) ...,

COURT MASTER

(FIT FOR INDEXING)

IN THE HIGH COURT OF PUNJAB AND HARYANA AT CHANDIGARH

CIVIL WRIT SIDE

Civil Writ Petition No. 10952 of 1988

1. Jaswant Singh, PES, Class I,
at present on deputation as Secretary,
Punjab School Education Board, Mohali.

2. Mrs. Prem Jindal, Deputy Director,
State Council of Educational Research and Training, Chandigarh.

...... Petitioners

Versus

1. The Secretary to Govt. Punjab,
   Education Department, Chandigarh.
2. Sh. Pritam Singh Khalsa,
Additional Director, Adult Education,
\textit{O/o} Director, Public Education, Punjab, Chandigarh

3. Smt. Darshan Kaur,
Principal, In Service Govt. Training Centre,
Ludhiana.

\ldots\ldots\ldots\ldots\ldots\ldots Respondents

(This case was referred to Larger Bench by Hon'ble Mr. Justice S.D. Bajaj on 29th May, 1989 for decision of the Conflicting approach of two Division Benches of this Court. The larger Bench consisting of Hon'ble the Chief Justice Mr. V. Ramaswami, Hon'ble Mr. Justice S.D. Bajaj and Hon'ble Mr. Justice G.R. Majithia decided the matter on 23rd August, 1989).

Writ Petition under Articles 226/227 of the Constitution of India praying that this Hon'ble Court be pleased to issue:-

(a) a writ in the nature of Mandamus directing the respondents to implement the judgment reported as 1982 (2) SLR page 307, 'Joginder Singh Sethi' and others \textit{Versus} State of Punjab and others, and the instructions issued on 18th February, 1983 (Annexure P-7);

(b) a writ in the nature of mandamus declaring that the promotion of respondent No. 2 on the post of Additional Director, Adult education is void, nonest and contrary to the directions issued by the Hon'ble Supreme Court of India in C.M.P. Nos. 3569-3570 of 1983 in C.A. Nos. 3326 and 3327 of 1982;

(c) a writ in the nature of Mandamus directing the respondents to consider and promote the petitioners on the post of DPI (S) Punjab in accordance with P.E.C. Class I Rules;

(d) a writ in the nature of prohibition restraining the respondent No. 1 from promoting/appointing any member of the scheduled castes on the post of Director, Public Instructions (Schools), Punjab;

(e) Filing of certified copies of annexures be dispensed with;

(f) Issuance of advance notices of motion on the respondents be dispensed with;
(g) Cost of this petition be also awarded in favour of the petitioners.

Dated the 23rd August, 1989.

PRESENT

The Hon'ble the Chief Justice Mr. V. Ramaswami
The Hon'ble Mr. Justice S.D. Bajaj
The Hon'ble Mr. Justice G.R. Majithia

For the petitioners : Mr. S.S. Nijjar, Advocate Bar-at-law & S/Shri Puneet Jindal, O.P. Alipuria & T.P. Singh Advocates.

For the Respondents : Mr. H.S. Riar Senior D.A.G. (Pb.) for respondent No. 1
Sh. R.K. Chopra Advocate for respondent No. 2.
Sh. H.L. Sibal Senior Advocate (S/Shri R.K. Handa, R.C. Setia, Nipun Mittal & R.S. Rai Advocates with him) for respondent No. 3.)
S/Shri K.B. Bhandari, Pardeep Bhandari & Vivek Bhandari Advocates also for respondent No. 3.
Sh. G.K. Chathrath Advocate also for respondents Nos. 2 & 3.

Dated the 29th May, 1989.

PRESENT

The Hon'ble Mr. Justice S.D. Bajaj

For the Petitioners : Mr. S.S. Nijjar and Mr. Puneet Jindal, Advocates.

For the State : Mr. K.P. Bhandari, A.G. Punjab with Mr. I.P. Singh Advocate Mr. R.K. Chopra Advocate, for respondent No. 3

ORDER DATED 29TH MAY, 1989 PASSED BY HON'BLE SINGLE JUDGE

ORDER

Salient law point of great public importance arising for determination in Civil Misc. No. 846 of 1982 filed in Civil Writ
Petition No. 19952 of 1988 is whether a member of the Scheduled Castes reserve category can avail himself only of the reservations while seeking further promotion to the cadre posts or unmindful thereof and in addition thereto he can also rub shoulders with other members of the general category in the cadre, while seeking promotion to higher posts on the basis of seniority-cum-merit.

The matter came to be considered by this court twice over, In *Joginder Singh Sethi and others Versus Punjab Government and others*, 1982 (2) S.L.R. 307 a Division Bench of this Court held that Scheduled Castes/Backward Classes people can take advantage only of the reservations made in their favour and not beyond that.

Thereafter in *Gurmel Bhatwa Versus State of Punjab and others*, Civil Writ Petition No. 5346 of 1987 decided on 3rd June, 1988 another Division Bench of this Court held to the contrary and observed that besides availing himself of Scheduled Caste reservations a reserve category candidate could also seek promotion on the basis of his overall merit without reference to the reservations aforesaid.

In view of the conflicting approach of two Division Benches of this Court I would crave indulgence of my lord Hon'ble the Chief Justice to constitute a larger bench to resolve the controversy. Registrar (J) would place the file before his lordship for appropriate orders both for constituting the bench as also for listing the case before it for hearing and disposal.

Sd/-

S.D. BAJAJ,
Judge.

29th May, 1989

JUDGEMENT DATED 23RD AUGUST, 1989 PASSED BY HON'BLE LARGER BENCH

Judgment

V. Ramaswami, C.J.

to reservation of posts for Scheduled Castes/Tribes in the matter of appointment and promotions in the State Services, arises for consideration. The petitioners in all these cases are either employees in the office of the Director, Health Services and Family Welfare or the office of the Financial Commissioner, Punjab, or the Punjab Civil Secretariat or Class I officers of Punjab Educational Services. The Question relates either to the promotion from Assistant Superintendents to Superintendents or from Superintendents to Under Secretaries or from Under Secretaries to Deputy Secretaries and in one case promotion to the post of Director in the office of Director, Public Instruction, Punjab.

Before dealing with the points adumerated, it would be necessary to trace and set out the relevant Government orders relating to reservation of posts for Scheduled Castes/Tribes (hereinafter referred to as Scheduled Castes for short, which expression shall, unless the context otherwise requires, include Scheduled Tribes) in the matter of new appointments and promotions. For historical reasons, visualising the difficulties that may have to be encountered in securing to weaker sections of its citizens justice, liberty, equality and fraternity in a democratic system that allowed the power to go to the forward or influential communities, feudal interests and other stronger sections of our society, the Constitution provided safeguards, under various Articles, to protect the weaker sections of the Community and especially providing for the reservation for Scheduled Castes in the matter of appointments and promotions under Article 16(4) of the Constitution. In fact, the Government even before the adoption of the Constitution took note of that provision in the Draft Constitution while it was under consideration of the Constituent Assembly and decided to give representation to the Scheduled Castes in the Services according to their population and by an order dated October 19, 1949, reserved, pending determination of the exact percentage of Scheduled Caste population in East Punjab, 15 per cent vacancies in all Services for Scheduled Caste candidates subject to their possessing the minimum qualification and suitability for the posts. The percentage was increased to 19 in Government proceedings dated August 19, 1952. In order to ensure to member of the Scheduled Castes their due share in Government services, the Government decided to adopt a block system of recruitment based on a formula of rotation and to fix the posts reserved for Scheduled Caste and accordingly in their proceedings dated December 8, 1953, the Government gave a formula of reservation for appointment on the basis of a block of five vacancies. That order provided that the first post in a block of five will have to be reserved for members of Scheduled Caste. The filling up of the other posts was open to all. It further provided that if
it was not possible to fill the first reserved vacancy by appointment of a member of the Scheduled Castes, this vacancy may be filled by a non-Scheduled Caste candidate, in consultation with the Chief Secretary and the reservation should then be carried on from vacancy to vacancy in the same block until a suitable candidate for one vacancy in the block has been found. If all vacancies in the block are filled by non-Scheduled Castes candidates, the vacancy should be carried over to the second block, and in the second block of five, the first two vacancies are to be filled by Scheduled Caste Candidates and if for any reasons even in the second block it was not possible to fill both the reserved vacancies, then one of the two reserved vacancies will have to be carried over to the third block. In other words, not more than one reserved vacancy will be carried over to the next block in any case. In the light of this reservation in a block of five and further instructions dated January 29, 1959, and having regard to the 19 per cent reservation for Scheduled Castes and 2 per cent reservation for Backward Classes, the Government notified the reserved posts or points in a block of 100 vacancies as follows:

1, 6, 11, 16, 21, 26, 27, 31, 36, 41, 46, 51, 56, 61, 66, 71, 81, 86, 91, 96

Of these 26th and 27th posts in the 6th block were reserved for Backward Classes. The reservation was increased from 19 per cent to 20 per cent for Scheduled Castes candidates subject to the usual conditions relating to minimum qualifications. As we have noticed earlier, these Government orders related only to the new appointments and were not to apply to promotions. Finding that the Scheduled Castes candidates were poorly represented in various Services in the upper grades in the State Government, the Government decided to reserve 9 per cent of the higher posts to be filled by promotions for members of the Scheduled Castes and one per cent for backward classes and, vide their order dated January 14, 1964, applied this 10 per cent reservation to be filled by promotion to all State Services including Class I, II, III and IV Posts excepting All India Services. The reservation was to be given effect to by reserving for members of the Scheduled Castes first post in a block of 10 posts. The carry-forward rule as applicable to new appointments is also to be applied subject to the conditions that no more than one vacancy shall be carried over from one block to the next in any case. This instruction contained an important clause which reads as follows:

"In case an out of turn promotion has already been given to a candidate belonging to Scheduled Castes/Tribes or
Backward Classes against a reserved vacancy and then in the same block it happened to be the turn of a candidate belonging to the said Castes/Classes for promotion, such candidate should not be ignored on the ground that 10 per cent reservation has already been exhausted.

Doubts having been raised as to whether the reservation of 20 per cent for Scheduled Castes in Government Services at the time of new appointment should be in addition to the posts/vacancies secured by the said class on merit, the Government gave instructions that in case a greater number of candidate belonging to Scheduled Castes and other Backward Classes succeed on merit than the number of posts reserved for them all of them subject to the number of vacancies available should be considered for appointment.

In Spite of the fact that the instructions issued by the Government in regard to reservation are clear and unambiguous, the Government seemed to have been receiving references seeking clarification and finding that in spite of the instructions on the subject from time to time, the representation of Scheduled Castes and Backward Classes in the State continued to be inadequate, the Government notified the following instructions in their communication dated 30th July, 1970, relevant part of which reads as follows:

"Certain references have been received from various quarters seeking clarification as to whether the members of the Scheduled Castes/Backward Classes who get selected to particular posts on the basis of merit against the vacancies meant for the general pool or those who become eligible for promotion to higher posts by virtue of their seniority-cum-fitness may or may not be include in the percentage or reservation meant for them. The matter has been carefully examined by the Government and it has been decided that the 22 per cent reservation in services only indicates the broad-based policy of the Government to provide the requisite quantum of reservation in services but there is no bar to a larger number of posts being secured by the members of the Schedule Caste/Backward Classes. In consequence the members belonging to the Scheduled Castes/Backward Classes who get selected on merits in the general list (in the case of direct recruitment) and those who become eligible for promotion to next higher posts by virtue of their seniority cum-fitness should not be included, while calculating percentage of the reservation meant for Scheduled Castes/Backward Classes.............
By order dated 4th May, 1974 the Government notified the reserved posts for Scheduled Castes for purposes of promotion in a block of 100 vacancies occurring from time to time as follows:

1, 7, 15, 22, 30, 37, 44, 51, 58, 65, 72, 80, 87, 94 and so on. Vacancies at S. Nos. 26 and 76 are to be treated as reserved for members of the Backward Classes.

The instructions further provided that the roster shall have to be implemented in the form of a running account from year to year. When the percentage of reservation for direct recruitment was increased from 20 per cent to 25 per cent, the roster points reserved for Scheduled Caste in a block of 100 vacancies was notified in the proceedings dated 6th June, 1974 as follows:

1, 5, 9, 13, 17, 21, 25, 29, 33, 37, 41, 45, 49, 53, 57, 61, 65, 69, 73, 77, 81, 85, 89, 93, & 97 and so on.

Similarly, reservation for Backward Classes was also increased from 2 per cent to 5 per cent and accordingly the reserve posts for Backward Classes were fixed as 15, 35, 55, 75, and 95.

Reiterating the earlier instructions, the Government also sent the following instructions dated 7th January, 1980, the one which was mainly considered by the two Division Benches of this Court on an earlier occasion, which have given different view points. The said instructions read as follows:

"I am directed to invite your attention to Punjab Government letter No. 1244-OSD(W)-2-70/19996, dated 30th July, 1970 on the above subject wherein it has been laid down that Scheduled Castes/Backward Classes candidates who get selected on merits in the general list in direct recruitment and those who become eligible for promotion to next higher posts by virtue of their seniority-cum-fitness, should not be counted for purpose of reservation and to say that there is a practice in some of the Departments where candidates/employees belonging to Scheduled Castes/Backward Classes who secure appointment against a reserve point on the basis of their merit/seniority are counted for the purposes of reservation. It is not proper. The representation of Scheduled Castes/Backward Classes in services is already much below the prescribed percentage. Keeping this in view, it is made clear that those Scheduled Casts/Backward Classes employees who get appointed/promoted against reserve points on the basis of their merit/seniority should not
be counted for the purpose of reservation but that reserve point should be carried over to the next point on the roster and filled by a candidate/employee belonging to Scheduled Castes/Backward Classes so that the deficiency of representation in service is made up."

Original instructions dated 7th January, 1980 are in Punjabi and we have extracted the translation as given by the Government in the Supreme Court in proceedings pending before it which has been accepted by all the parties as correct translation. It may be mentioned that the translate adopted by the Division Benches of this Court was considered to be not an accurate translation.

Government's circular No. 7191-OSD(W)-69/18194, dated 19th July, 1969, as amended on 8th September, 1969, dealt with the assignment of seniority in appointments and promotions of Scheduled Castes and Backward Classes persons made on the basis of merit/seniority basis and that reads as follows:

"According to the instructions, appointments of Scheduled Castes and Backward Classes persons are made on the basis of appropriate prescribed 100-points rosters and they should be assigned seniority as per the points reserved for them in the relevant 100-point roster irrespective or their positions in general merit-list (in the case of direct recruitment) or in general seniority list, (in the case of promotions) in Class I, II, III and IV services. In other words, roster points are seniority posts in respect of the members of Scheduled Castes and Backward classes. This should be strictly followed by the recruiting agencies/appointing authorities at the time of preparing merit lists and appointments made by direct recruitment or by promotions.

Note 1.—In case, a Scheduled Castes or Backward Classes person get selected or promoted on his own merit/seniority he should retain his original higher position secured by him.

Note 2.—In case, a Scheduled castes or Backward Class person get appointed/promoted on the basis of his merit/seniority against the reserved point, the very next point on the roster, will be treated as reserved for members of Scheduled Caste or Backward Class, as the case may be, and the same will be filled on the basis of reservation.

Note 3.—While sending requisition to the Punjab Public Service Commission, Subordinate Services Selection Board and other
recruiting agency, the vacancies/points reserved for Scheduled Castes and Backward Classes should specifically be indicated therein according to running roster so that such recruiting agencies could prepare and recommend the names accordingly. The merit lists/appointments will be subject to prescribed rosters.

Learned counsel for the petitioners in all these cases contended firstly that the total number of candidates in a particular cadre at a particular time shall not be in excess of the prescribed percentage of reservation in that cadre for whatever be the reason and once that percentage is reached, the rest of the posts shall be available to the non-Scheduled Caste candidates only. The second argument of the learned counsel is that when a Scheduled Caste is promoted out of turn on the basis of that the roster point to be filled by promotion is reserved post, the seniority obtained through such promotion in the promoted category shall not be treated as final and on the promotion of the general category person subsequent to his promotion, the general category person takes his original seniority that he obtained before the promotion so far as the Scheduled Caste candidate is concerned and the general category person is to be placed over and above the reserve Category person who was earlier junior to him in the previous cadre so that if a further promotion is to be made, the seniority in the initial recruitment cadre is maintained throughout the service. In other words, the inter se seniority between them in the cadre in which they were originally recruited or in the previous cadre before promotion is to be restored after both were promoted though the Scheduled Caste person was promoted earlier. Thirdly, the learned counsel contended that every time when a promotion is to be effected whether it be on the basis of merit or on the basis of roster point the number of Scheduled Caste candidates who are already holding posts in the cadre to which they have to be promoted will have to be taken into account and if there is a possibility of more than 50 per cent of cadre posts being filled up by the Scheduled Caste candidates, no scheduled caste candidate shall be appointed or promoted and the reservation should not also be given effect.

In support of the contention that the total number of Scheduled Caste candidates holding the posts shall not be in excess of the prescribed percentage at any time, the learned counsel relied on a decision of this Court in Joginder Singh Sethi and others, V. Punjab Government and others, 1982 (2) S.L.R. 307. The facts in that case were as follows:--The cadre strength of Assistants in the office of the Chief Engineer, Irrigation Department, Punjab was 202. As per the instructions of the Government, 20 per cent reservation for promotion for members of the Scheduled
Castes and 2 per cent for member of Backward Classes in Class III is to be made. In the total cadre strength of 202, thus the members of the Scheduled Castes and Backward Classes were entitled to only 42 posts and there being already 47 members of this category in that cadre, they were already in excess of the percentage of 22 reserved for such categories of persons and that, therefore, no further reservation for the promotion could be made. It may be mentioned that the petitioners in that case was senior to Respondents 3 to 6 therein and all of whom were employed as Clerks and Junior Scale Stenographers and they were entitled to be promoted to the posts of Assistant in the said department. They had prayed for a mandamus not to promote Respondents 3 to 6 who belonged to the Scheduled Caste category in preference to the petitioners who were senior to them on the basis of the reservation. The Division Bench held that the Scheduled Castes/Backward Classes people can take advantage of the reservation made in their favour on July 30, 1970 till their representation in the cadre of Assistants in the Irrigation Department of Punjab is reached or completed and not beyond that and for working out this percentage, the promotees/appointees in this cadre, whether on the basis of reservation or otherwise, have to be taken note of. The learned Judges reached this conclusion mainly on the following reasonings: The percentage of reservation is fixed on the basis of population of the Scheduled Castes and by implication when the total number of the members of the Scheduled Castes reach the prescribed percentage, the posts meant for them at reserved points cannot be kept reserved for them but to be thrown open to be filled exclusively by the persons of general category and further where the prescribed percentage is reached by the members of the Scheduled Castes the members of these classes can neither avail of the said instructions of the Government nor claim a right to compete for appointment or promotion even on merit or seniority-cum-merit as the case may be in respect of the remaining posts. The learned judges were also not prepared to accept the argument on behalf of the Government that to find out the adequacy of representation given to the members of the Scheduled Castes, even on the basis of population, an overall picture of the employees of this class of people in the service of the State has to be taken note of and not their strength in any particular cadre. The learned Judges were also of the view that the policy of reservation cannot be used for creating monopolies or for unduly disturbing the legitimate interests of other employees and that unlimited reservation or even reservation beyond the reasonable limit is bound to entrench upon the Principles of equality before law or equal opportunity in joining Government service.

The constitutional validity of various instructions in regard
to these reservations were neither in question before the learned Judges who decided Joginder Singh Sethis's case (supra) nor their validity is questioned before us.

With great respect to the learned Judges, we are unable to agree with the assumption that the non-reserved posts are not available for the Scheduled Castes or Backward Classes though we may agree that the percentage of reservation was largely based on the basis of population. Any such restriction or limitation on Scheduled Castes and Backward Classes in the matter of opportunity to get appointment or promoted to such non-reserved posts on the basis of merit or seniority-cum-fitness will be contrary the constitutional guarantee of equality of opportunity and will be hit by Articles 14, 15 and 16 of the constitution. We are also unable to agree that either on the construction of the instructions dated 7th January, 1980, or on the basis of the relevant instructions relating to the reservation or on any constitutional ground this view could be reached, we have already pointed out that the translation of the instruction dated 7th January, 1980, the original of which was in Punjabi, which was placed before the Bench, was not quite accurate, especially the later part of the said instructions. The correct translation, which was accepted by all the parties has already been extracted above. The first portion of the instructions refers to the earlier instructions of the Government dated 30th July, 1970, wherein the Government had given clear instructions that the 22 per cent reservation in services indicates the broad-based policies of the Government to prove the requisite quantum of reservation in services but there is no bar to a larger number of posts being secured by the members of the Scheduled Castes/Backward Classes. In consequence, the members belonging to the Scheduled Castes/Backward Classes who got selected on merits in the general list (in the case of direct recruitment) and those who become eligible for promotion to next higher posts by virtue of their seniority-cum-fitness should not be included, while calculating percentage of reservation meant for Scheduled Castes/Backward Classes. The instructions point out that in spite of this, there is a practice in some of the Departments where candidates/employees belonging to Scheduled Castes/Backward Classes who secure appointment "against a reserve point" on the basis of their merit/seniority are counted for purposes of reservation and that is not proper. The instructions further noted that "the representation of Scheduled Castes/Backward Classes employees in service is much below the prescribed percentage." In the light of this, the later portion of the instructions reads as follows:

"Keeping this in view, it is made clear that those
Scheduled Castes/Backward Classes employees who get appointed/promoted against reserve points on the basis of their merits/seniority should not be counted for the purpose of reservation but that reserve point should be carried over to the next point on the roster and filled by a candidate/employee belong to Scheduled Castes/Backward Classes so that the deficiency of representation in service is made up."

As may be seen from the portion extracted, the translation placed before the Division Bench has completely misdirected the view of the learned Judges. The translation placed before the learned Judge did not refer to the appointment and promotion "against reserved points" and that such appointments or promotions against reserved points on the basis of their merit and seniority are not to be counted "for the purpose of reservation" but that the reserved point should be carried over to the next point on the roster and that the said next point on the roster is to be filled by a candidate belonging to the Scheduled Castes/Backward Classes so that the deficiency in representation in services is made up. Thus what is dealt with in the last portion of instruction dated 7th January, 1980 is filling of a reserved point vacancy on the basis of selections or on the basis of seniority-cum-merit by a Scheduled Caste candidate and not filling up the same on the basis that the post is reserved for a Scheduled Caste candidate. In such a case, the reserved point should be carried over to the next point on the roster so that the deficiency in the percentage of representation as reserved points is made up. The seniority of such Scheduled Caste/Backward Class appointees and promotee dealt with in the instructions dated 18th July, 1969. According to this circular Scheduled Castes/Backward Classes person who get selected or promoted on his own merit/seniority should retain his original higher position secured by him. Those who are appointed or promoted on the basis of reservation at the appropriate prescribed 100 point roster, roster point shall be the seniority point. This does not also involve any question of the reservation creating any monopoly or unduly disturbing the legitimate interests of other employees. What was overlooked by the learned Judges is that in respect of the posts which have not been reserved, the instruction dated 30th July, 1970, which, has been referred to in the first sentence of the instructions dated 7th January, 1980, covers and the non-reserved posts being open to all including Scheduled Castes under the Constitution, it stated that when a Scheduled Caste candidate gets selected to that post on merits in a direct recruitment and those who get promotion to the next higher post by virtue of their seniority-cum-merit shall not be counted for purpose of reservation. It is also not correct
to state that the non-reserved points are reserved for non-Scheduled Castes. In respect of those open categories, all including Scheduled Castes are entitled to compete on merit if it is a direct recruitment and if they are eligible for promotion according to seniority and merit are also entitled to be promoted. The reservation in favour of Scheduled Castes does not mean that is the maximum number of posts that can be held by Scheduled Castes candidates in that particular cadre. They are the reserved points which Scheduled Caste candidates alone can contest.

It is also now well-settled that Article 16 is not meant to apply only for initial appointments but that it includes the entire service and the promotion of such employees till retirement. (vide A.I.R. 1962 S.C. 36). The rights conferred on the individual under Article 16(1), (2) are not dependent on somebody else being already there. It is a right of the individual himself. The mere factual position of somebody belonging to the same class is already there, does not deprive him of the constitutional right equality of opportunity in matters relating to employment/appointment to an office under the State. Nor can any such reservation in favour of non-Scheduled Caste/Backward Class could be sustained under Articles 14, 15 and 16 of the Constitution. The instructions we have extracted above are thus also consistent with the constitutional provisions and enjoin upon the authorities not to deprive a Scheduled caste candidate a right to be promoted on the ground of seniority-cum-merit even in respect of roster points which are not reserved for Scheduled Castes, nor the instructions in any way restrict the total number of Scheduled Caste candidates not exceeding to the prescribed percentage.

The decision of the Madhya Pradesh High Court in G.C. Jain and others v. Divisional Rail Manager, C. Rly. Jabalpur and others, 1986 (1) S.L.R. 588, is primarily based on the decision of this Court in Joginder Singh Sethi's case (Supra). We are also, with respect, unable to agree with the view of the learned judges. The reservation is to posts and not to vacancies as and when they occur. When a percentage of reservation is fixed in respect of a particular cadre and the roster fixes the reserved point, it has to be taken that the particular post at the reserved point in the roster is that that has been reserved. It is not possible to contend that when in a pack of 100 or 40 or 5 or whatever the number may be, the reserved points are fixed, that can be dereserved by continuous appointment of Scheduled Caste candidates on the basis of seniority-cum-merit on open general points. The reservation is at the roster point and the non-Scheduled Caste candidate cannot be considered a point reserved...
for a Scheduled Caste candidate unless any Scheduled Caste candidate is not available in which case the rule relating to carry forward will have to be followed. Nor can it be said that with reference to a reserved or non-reserved points when a Scheduled Caste candidate is selected or promoted on the basis of purely seniority-cum-merit, he is filling up a reserved post. With great respect, we, therefore, unable to agree with the view expressed by the learned Judges in G.C. Jain's case (supra).

The decision in Gurjit Singh Randhaya v. State of Punjab and another, A.I.R. 1985, Punjab and Haryana 162 (F.B.) referred by the learned counsel does not deal with the present point at issue. There the question for consideration was as to whether the weightage which could be given in admission test for admission into Medical Colleges in respect of Sportsman/Sports-women based upon their gradation could be added to the marks secured in the admission test and it was held that the candidate who is a sportsman cannot have double benefit, i.e., that after getting weightage he first competes for the reserved category seats and thereafter again takes benefit in the general category and that the benefit of weightage can be availed of by a candidate only when his case is to be considered for the reserved category otherwise his marks without weightage shall be taken into consideration for determining his merit in the general category.

On the other hand, we have a direct decision of this Court dated 3rd June, 1988 in C.W.P. No. 5346 of 1987 (Gurmel Bhatwa v. The State of Punjab and others) where another Division Bench of this Court with reference to the same Government instructions has taken the view that the points specifically reserved for members of the Scheduled Castes and Backward Classes have to be offered to them alone and that if some members of the Scheduled Castes had come to the basis of overall merit, without reference to reservation, they could not be taken into account while calculating the percentage of Scheduled Castes in the service or cadre. When the attention of this Division Bench was invited to Joginder Singh Sethi's case (supra), the learned Judges referred to a decision of the Supreme Court in Hira Lal v. The District Judge, Ghaziabad, 1983 (2) S.L.R. 79-A.I.R. 1984 S.C. 1212, and in view of that judgment, they held that they are unable to follow the judgment in Joginder Singh's case (supra). In Hira Lal's case decided by the Supreme Court, the facts were as follows: The petitioner was a Scheduled Caste candidate. He offered himself as a candidate for one of the posts of Stenographers in Hindi in the establishment of District Judge at Ghaziabad in the State of Uttar Pradesh. Six posts were advertised and in the final list of successful candidates, the petitioner was shown as No. 7 and, therefore, he was
not selected. He contended that 18 per cent of the posts should have been reserved for members of Scheduled Castes as per the Government instructions and if this reservation had been kept in view, he should have been selected even if he had secured the seventh plate in the merit list. In the written statement it was contended by the Government that in the selection for the six-posts, no reservation has been intended to be made in view of the position that the post of stenographer is covered under Class III service and the total strength of the Class III employees in the judgeship of Ghaziabad as on 1st May, 1987, was 132 and there were as many as 28 amongst them belonging to the Scheduled Castes which came to more than 21 per cent - 3 per cent above the reservation. Repelling the contention, the Supreme Court observed:

"When six vacancies were being filled up at a time in one year, if the roster was to be followed, one of the posts would indisputably have gone to the candidate of the scheduled castes. The stand taken in the counter-affidavit that more than 21% of the posts in the Grade III cadre of the Judgeship were being manned by the people belonging to the scheduled castes at the relevant time is no answer to the prescription of the roster. It is not known whether some of the recruits of earlier years already in service belonging to the scheduled castes had come on the basis of overall merit without reference to reservation.

On this premise, if the provision of reservation had to be kept in view, the petitioner was bound to have been recruited. We allow the petition. As per the roster, he was entitled to be appointed against the first vacancy. We therefore, direct the appointing authority to appoint the petitioner in that vacancy and five out of six who are respondents 3 to 8 before us according to their position in the final merit list shall be retained."

Since this decision directly answered the contention of the learned counsel for the petitioners the Division Bench which decided C.W.P. No. 2605 of 1987 did not find it necessary to refer the matter to a Full Bench. The ratio of this judgment also show that in the case of appointment at a reserved point in a roster the seniority of Scheduled Caste/Backward Class candidate shall be the roster point. The Scheduled Caste candidate though was seventh in the merit list was directed to be appointed at the first vacant taking seniority over all the others.

The decision dated 23th August, 1973, in C.W.P. No. 2505
of 1973 (Miss Hawa Kaur v. The State of Haryana and others) relied on by the learned counsel for the petitioners related to admission to Medical College, Rohtak, which is a Government maintained college. The petitioner belonged to a village called Matanhail in Jhajar Tehsil in the District of Rohtak, which has been declared by the Punjab/Haryana Government as "backward area". The rules for admission to the first year class of the M.B.B.S. Course provided a reservation of 15 seats out of 150 for "backward areas" in Haryana apart from the reservation that had been made for Scheduled Castes, Scheduled Tribes, Backward Classes, Sportsmen etc. The petitioner was denied a seat in the category of belonging to backward area on the ground that in the open merit list itself, the number of candidates who were selected and who hailed from that backward area exceeded more than the prescribed quota of 15. The contention of the petitioner was that the candidates from the backward area were entitled to their quota irrespective of the fact that in the open merit list their number had exceeded more than the quota reserved for them. While rejecting this contention, the learned Judges observed:

"The idea of reservation is to give representation to candidates coming from backward area or belonging to backward classes. It could never be the intention of the legislature that the class for whom reservation has been made should be allowed to get double benefit, that is, that the candidates of that class may get seats by open competition and also lay hands on the seats which are reserved for them."

The reference to backward classes in this passage is incorrect but this will have to be restricted to backward area. The learned Judges also considered on the basis of the prospectus issued that it could not have been intention of the Government to give double benefit to these people who had come from the backward area, one compete for open merit and the other to lay their hands on the seats reserved for them. The Constitution does not permit any reservation for backward area and, therefore, the decision itself was on the interpretation of the prospectus that it was not the intention of the Government to give double benefit. Therefore, the decision has no bearing on the issue now in question. However, if it is to be construed that a Schedule Caste candidate could not compete for a general open pool seat, this decision, in our opinion, is incorrect and we cannot follow the same, as any such construction would be against the provisions contained in Articles 14, 15 and 16 of the Constitution. This decision is, therefore, of no assistance to the learned counsel for the petitioners.
For the foregoing reasons, we are unable to agree with the ratio of the judgment in Joginder Singh Sethi's case (supra) and the decision in C.W.P. No. 2505 of 1973, dated 24th August, 1973.

We are also unable to agree with the learned counsel on the second point raised by him that the *inter se* seniority, between the Scheduled Caste candidate who was promoted out of turn on the basis of the roster point to be filled by promotion is a reserved post and the non-Scheduled Caste candidate who was promoted to that cadre subsequently shall be the *inter se* seniority between them in the cadre in which they were originally recruited or in the previous cadre before promotion. In other words, the seniority of the Scheduled Caste in the cadre to which he was promoted would be ambivalent and fluctuating so that his seniority will always be going up and down during his entire tenure depending upon the seniority of the general category candidates in the previous cadre who were subsequently promoted. Whatever source from which the recruitment is made, the seniority is normally to be determined with reference to the appointment or promotion to that particular cadre as once they are recruited or promoted, they form one class and the length of service in that class alone would be the basis for determining the seniority. The Supreme Court had considered the question of validity of certain privileges made for a class of persons who were recruited from a particular source in the decision reported in Roshan Lal Tandon v. Union of India and others, 1967 (1) SLR 832. Briefly, the facts in this case were thus; The recruitment to the posts of Train Examiners Grade 'D' was to be from two different sources, namely, one from Apprentice Train Examiners and the other by skilled artisans. Further promotion from Grade 'D' to Grade 'C' is to be made from the integrated cadre on the basis of seniority cum-suitability. By a notification dated 27th October, 1965. 80 per cent of the vacancies is Grade 'C' should be filled by Apprentice Train Examiners who had been absorbed in Grade 'D' before 31st March, 1966. Holding that the notification is violative of Articles 14 and 16 of the Constitution, the Supreme Court held that discrimination cannot be in favour of recruits from one sources against recruits from other source in the matter of further promotion as once they are absorbed in one cadre they form one class and seniority-cum-merit alone could be the basis. Mr. G.K. Chattrath, learned counsel appearing for one of the respondents, relying on this judgment contended that the argument of the learned counsel for the petitioners would be just against the ratio of this deed. We agree with the learned counsel if after promotion, they belonged to the same particular cadre, the date of promotion and seniority in service in that cadre alone are relevant for the purpose of determining
the seniority-cum-merit and not the earlier seniority because any other view would be discriminatory and offending Article 16 of the Constitution.

Again, in Railway Board v. A Pichumani, 1972 SLR 165, the Supreme Court held that on the amalgamation of Railway Companies State Railways with Indian Railway Administration, the employees of Company are entitled to same rights and privileges that are available to other employees who joined Railway Administration and that any discrimination between them in regard to the age of retirement would be invalid. In other words, once they come to the particular cadre, the rules applicable to that cadre will have to be applied whatever be the sources from which promotion or integration has been made.

In State of Mysore v M.H. Krishana Murthy and others, 1972 S.L.R. 832, the Supreme Court again emphasized the same principle and held that no discrimination can be made for further promotion from the integrated cadre on the basis of initial source of recruitment.

The point was directly considered by the Supreme Court in Karam Chand v. Haryana State Electricity Board, A.I.R. 1989 S.C. 261. The question for consideration in that case was, whether an employee promoted to a post reserved for Scheduled Castes and Scheduled Tribes is entitled to have his seniority determined from the date of his appointment to the post or his seniority inter se will be reckoned as it was in the class or grade from which he was promoted to a post in the higher rank. After referring to certain seniority rules, the Supreme Court held that the seniority of the appellant is to be reckoned from the date of his appointment by promotion to the post reserved for Scheduled Castes and his seniority inter se cannot be reckoned with reference to the class or grade from which he was promoted. The decision of the Supreme Court in State of Punjab v. Hira Lal and others, A.I.R. 1971 S.C. 1977 is yet another decision which is directly in point. In that case, notification of the Punjab Government dated 14th January, 1964, the relevant portion of which we have already extracted above, was considered. In that case, though the High Court was of the opinion that the reservation made for the Scheduled Castes, Scheduled Tribes and Backward Classes is not impermissible under the Constitution, the Government has violated Article 16(1) by reserving the first out of a group of 10 posts for the Scheduled Castes, Scheduled Tribes and Backward Classes. This was on the basis of certain hypothetical cases under which reservation of the type could lead to various anamolies such as the person getting the benefit of the reservation may jump over the heads
of several of his seniors not only in his own grade but even in the higher grades. The High Court also visualised the possibility of Head Assistant leaping over the heads of several seniors of his in the grade of Head Assistants and thereafter in the grade of Superintendent; subsequently in the grade of Under Secretaries, Deputy Secretaries and so on and so forth. Reversing the judgment of the High Court, the Supreme Court observed:

"The extent of reservation to be made is primarily a matter for the State to decide. By this we do not mean to say that the decision of the State is not open to judicial review. The reservation must be only for the purpose of giving adequate representation in the services to the Scheduled Castes, Scheduled Tribes and Backward Classes. The exception provided in Article 16(4) should not make the rule embodied in Article 16(1) meaningless. But the burden of establishing that a particular reservation made by the State is offensive to Article 16(1) is on the person who takes the plea. The mere fact that the reservation made may give extensive benefits to some of the persons who have the benefit of the reservation does not by itself make the reservation bad. The length of the leap to be provided depends upon the gap to be covered.

It is true that every reservation under Article 16(4) does introduce and element of discrimination particularly when the question of promotion arises. It is an inequitable consequence of any reservation of posts that junior officers are allowed to take a march over their seniors. This circumstance is bound to displease the senior officers. It may also be that some of them will get frustrated but then the Constitution makers have thought fit in the interests of the society as a whole that the backward class of citizens of this country should be afforded certain protection.

Ultimately, the Supreme Court held that reservation of appointments under Article 16(4) cannot be struck down on hypothetical grounds or on imaginary possibilities.

These decisions, in our view, are weighty authorities against the argument of the learned counsel. We are, therefore, of the view that there is no substance in the argument of the learned counsel based on the inter se seniority between the parties before the promotion was effected.

Thus, while non-Scheduled Caste candidates are not eligible for appointment or promotion to the reserved posts at the reserved
point, the Scheduled Caste candidates are eligible to compete with the general category candidate in respect of the posts which are not reserved and also claim promotion to the same if they are otherwise eligible by virtue of seniority and merit and merely because they happen to be members of the Scheduled Castes, they cannot be deprived of their right to compete for appointment or promotion on the basis of seniority and merit that is constitutionally protected under Articles 14 and 16(1), (2) of the Constitution even when the total number of Scheduled Castes members in that cadre holding posts are more than the prescribed percentage. Secondly, where Scheduled Caste/Backward Class secure an appointment against "a reserved point" on the basis of his own merit and seniority and not on the basis of only his being Scheduled Caste/Backward Class, such candidate should not be counted while calculating the percentage of reservation meant for Scheduled Caste/Backward Class, but that reserved point should be carried over to the next point on the roster and filled by the candidates belonging to Scheduled Castes/Backward Classes. Thirdly, Scheduled Castes/Backward Classes candidates who are appointed or promoted on the basis of appropriate reservation under the prescribed roster point shall be assigned seniority as per the point reserved for them in the relevant roster irrespective of their position in the general merit list (in case of direct recruitment) in Class I, II, III and IV services. In other words, roster points are the seniority points in respect of Scheduled Castes/Backward Classes. In the case of Scheduled Castes/Backward Classes candidate getting selected or promoted on his own merit/seniority, he will retain his original higher seniority position secured by him. The seniority cannot be ambivalent and fluctuating.

The third contention of the learned counsel was that in any case while giving out of turn promotion on the basis of reservation or promotion to the general category post on the basis of seniority-cum-merit, the possibility of the Scheduled Caste candidates holding more than 50 per cent of the cadre posts have to be kept in view and if that is going to exceed 50 per cent, the reservation should not be given effect to and no Scheduled Caste candidate shall be promoted even on the basis of seniority-cum-merit. In this connection, he relied on certain passages in the decisions of the Supreme Court reported in M.R. Balaji and others v. The State of Mysore and others, A.I.R. 1963 S.C. 649 and T. Devadasan v. Union of India and another, A.I.R. 1964 S.C. 179. The particular passage in M.R. Balaji's case (Supra) strongly relied on by the learned counsel reads as follows:--

A special provision contemplated by Article 15(4) like reservation of posts and appointments contemplated by Article 16(4)
must be within reasonable limits. The interests of weaker sections of society which are a first charge on the States and the Centre have to be adjusted with the interests of the community as a whole. The adjustment of these competing claims is undoubtedly a difficult matter, but if under the guise of making a special provision, a State reserves practically all the seats available in all the colleges, that clearly would be subverting the object of Article 15(4), in this matter again, we are reluctant to say definitely what would be a proper provision to make. Speaking generally and in a broad way, special provision should be less than 50 per cent; how much less than 50 per cent would depend upon the relevant prevailing circumstances in each case......

The relevant portion in the majority judgment in the case reported in A.I.R. 1964 S.C. 179, which was relied on by the learned counsel reads as follows:—

"It is an accepted fact that members of the Scheduled Castes and Tribes are by and large backward in comparison with other communities in the country. This is the result of historical causes with which it is not necessary for us to deal here. The fact, however, remains that they are backward and the purpose of Art. 16(4) is to ensure that such people, because of their backwardness should not be unduly handicapped in the matter of securing employment in various services of the State. This provision, therefore, contemplates reservation of appointments or posts in favour of backward classes who are not adequately represented in the services under the State. Where, therefore, the State makes a rule providing for the reservation of appointments and posts reserved for such backward classes, it cannot be said to have violated Art. 14, merely because members of the more advanced classes will not be considered for appointment to these posts even though they may be equally or even more meritorious than the members of the backward classes, or merely because such reservation is not made in every kind of service under the State, where the object of a rule is to make reasonable allowance for the backwardness of members of a class by reserving certain proportion of appointments for them in the public services of the State what the State would in fact be doing would be to provide the members of backward classes with an opportunity equal to that of the members of the more advanced classes in the matter of appointments to public services. If the reservation is so excessive that it practically denies a
reasonable opportunity for employment to members of other communities, the position may well be different and it would be open then for a member of a more advanced class to complain that he has been denied equality by the State.

It may, however, be mentioned that on the interpretation of the inter-relationship between clauses (1), (2) of Article 16 and clause (4) of that Article, majority judgement in the decision of the Supreme Court in State of Kerala and another v. N.M. Thomas and others, A.I.R. 1976 S.C. 490 took a contrary view to that in A.I.R. 1964 S.C. 179, which, in our opinion may have a bearing on the test for reasonable of the reservation made under Article 16(4), but that need not detain us because the constitutional validity of the reservation orders in this case is not in dispute. Further, the Supreme Court in K.C., Vasanth Kumar and another v. State of Karnataka, A.I.R., 1985 S.C. 1495, have explained these observations in the judgment in A.I.R. 1964 S.C. 179. After referring to the historical background of the reservations it was observed that there is neither statistical basis nor expert evidence to support the assumption that efficiency will necessarily be impaired if reservation exceeds 50 per cent, if reservation is carried forward or if reservation is extended to promotional posts. After referring to Balaji's case (Supra), Chinnappa Reddy J. observed:

"We are not prepared to read Balaji as arbitrarily" laying down 50% as the outer limit of reservation. What precisely was decided by Balaji has been summed up by the Court itself at page 471 of the SCR: (at P. 643 of AIR) in the following words:

"We have already noticed that the impugned order in the present case has categorised the Backward Classes on the sole basis of caste which, in our opinion, is not permitted by Art. 15 (4) and we have also held that the reservation of 68% made by the impugned order is plainly inconsistent with the concept of the special provision authorised by Art. 15 (4). Therefore, it follows that the impugned order is a fraud on the Constitutional power conferred on the State by Art. 15(4)."

We must repeat here, what we have said earlier, that there is no scientific statistical data or evidence of expert administrators who have made any study of the problem to support the opinion that reservation in excess of 50% may impair efficiency. It is a rule of thumb and rules of the thumb are not for judges to lay down to solve complicated sociological and administrative problems. Sometimes, it is obliquely
suggested that excessive reservation is undulged in as a mere of vote-catching device. Perhaps so, perhaps not. One can only say out of 'evil cometh good' and quicker the redemption of the oppressed classes, so much the better for the nation. Our observations are not intended to show the door to genuine efficiency. Efficiency must be a guiding factor but not a smoke screen. All that a Court may legitimately say is that reservation may not be excessive. It may not be so excessive as to be oppressive; it may not be so high as to lead to a necessary presumption of unfair exclusion of everyone else.

A full Bench of this Court in Kanwal Perkash and others v. The State of Punjab and others : 1976(2) SLR 801 had made the following observations:

"The apprehension of the petitioners that if the members of the Scheduled Castes keep on being promoted in accordance with the Government instructions, in about ten years' time about one-half of the posts of Deputy Superintendents, 1/3rd posts of the Superintendents and 3/4th of the posts of Under-Secretaries would be occupied by the members of the Scheduled Castes alone is really unfounded. At least no material has been brought on record of these cases which may justify such an apprehension. Indeed, if such a calamity becomes imminent, it is reasonable to assume that the State Government which has issued these instructions would step in to modify the instructions or to do away with them completely."

Though these decisions are authority for the proposition that the reservation may not be excessive and it may not be so excessive as to be oppressive or may lead to an unfair exclusion of every one else, it is pertinent to point out in this case that the legality of the reservation itself is not questioned, nor has it been shown to us that the reservation was oppressive or in any way unreasonable or excessive.

In C.W.P. No. 10952 of 1988, this aspect of the case was highly pressed into service with regard to the facts in that case. The two petitioners in that case were appointed on 28th December, 1981 to Class I of the Punjab Educational Service by direct recruitment alongwith the third respondent. It was claimed that petitioners 1 and 2 were senior to the third respondent but this is not admitted and is a subject-matter of another writ petition (C.W.P. No. 3182 of 1989). The third respondent is a Scheduled Caste candidate and it is stated that she was selected
and appointed to Class I service by direct recruitment on the basis of reservation for members of Scheduled Castes. The second respondent in the case had reached Class I service by promotion from Class II and it is not in dispute that petitioners and the third respondent are junior to him. In the Punjab Education Service, Class I cadre has a sanctioned strength of 27 posts of which 25 per cent posts are filled by direct recruitment and 75 per cent by promotion. Of the 27 posts in the Class I cadre, 4 posts formed a separate cadre and these four posts are D.P.I. (Schools), D.P.I. (Primary), Director (SCERT) and Additional Director, Adult Education. The filling up of these four cadre posts in Class I is done on the basis of selection from amongst Class I officers in accordance with the rules. It is further stated that the first three posts had already been filled up and the 4th one is lying vacant since September, 1988. Of the three candidates who are holding the three posts in the cadre, two, namely, the second respondent and another are stated to be Scheduled Castes. The validity of selection of Respondent No. 2 is questioned in the writ petition on the ground that is against the ratio of the judgment in Joginder Singh Sethi’s case as there was already another Scheduled Caste candidate holding a post in that cadre and only 14 per cent in the cadre could be reserved for Scheduled Castes. Apprehending that the 4th post may also be filled up by the third respondent, who is otherwise eligible for selection on merits, the petitioners have also prayed for a writ of Prohibition restraining the Government from considering and promoting/appointing any member of the Scheduled Caste to that post and for a mandamus directing the Government to consider and promote the petitioners to that post. The petitioners have mainly relied on Joginder Singh Sethi’s case (supra) in support of the contention that the 2nd respondent should not have been appointed as there was already another Scheduled Caste candidate holding the position in that cadre and only 14 per cent in the cadre could be reserved for Scheduled Castes. The 4th post should not be filled up by another Scheduled Caste candidate. It is not in dispute and could not be disputed that the two Scheduled Caste candidates who are holding the posts of D.P.I. cadre were selected and appointed purely on seniority-cum-merit basis and not on any principle of reservation. We have already held that reservation does not mean that the scheduled castes candidates are deprived from being considered for promotion to the general category seats on the basis of seniority-cum-merit or on the basis of selection on merit. It is also not possible to invoke the principle of reservation not exceeding 50 per cent on the total strength as reaching above 50 per cent is not by reason
of any such reservation as such but it so happened that the candidates who competed for the selection belonged to a particular category and all of them were found to be suitable in merit and ability. It has been pointed out in the counter statements that on a number of occasions previously all these posts were held by non-Scheduled Castes. But if two Scheduled Castes had already come purely on merit it is to be taken as a matter gratifying and not to be frowned upon. It is only if reservation in effect amounted to an unreasonable percentage that could if at all be questioned. The percentage of reserved candidates in this case is only 14 and if the Scheduled Castes candidates have come and occupied that position in that cadre on account of their own merit and ability, the reservation itself could not be questioned and they could not be deprived of their right to be considered for selection on the basis of merit and ability. We are, therefore, unable to accept the contention of the learned counsel for the petitioners that the Scheduled Castes candidates cannot be considered for the vacant post. There is also no substance in the contention of the petitioners that the third respondent in C.W.P. No. 10952 of 1988 is not eligible to be considered for selection to the post of Director of Public Instruction (Schools).

We may note at this stage an argument of the learned counsel based on certain stay orders passed by the Supreme Court in the appeal preferred against the judgment in Joginder Singh Sethi's case (supra). While admitting the appeal preferred by the State Government, the Supreme Court on 18th October, 1982, passed some interim order of stay. Doubts having arisen about the scope of the interim order, the matter again came up before the learned judges who passed a clarification order on 8th February, 1983, and that reads as follows:--

"We made it clear by our order dated 19th October, 1982 that there will be an interim order of stay against reversal of any of the persons already appointed on the basis of instructions "issued by the Government of Punjab which have been held to be invalid by the judgment of the High Court impugned in these appeals and writ petitions. We do not think that there is any doubt in regard to what we said, namely, that no scheduled caste and scheduled tribe employee who has already been appointed or promoted pursuant to the instructions of the Government of Punjab shall be reverted but so far as the future appointments/promotions are concerned, these shall be made according to the judgment of the High Court and these will be
ultimately subject to the result of the writ petition and the appeals. If the Government makes any appointments/promotions in accordance with the judgment of the High Court the State Government will make it clear in the letter of appointment/promotion that the appointment/promotion is subject to the result of the writ petition and the appeals so that there is no difficulty in future in case the High Court Judgment is reversed by this Court. It appears that certain doubts were raised in regard to the last part of our order as a result of which applications for contempt have been taken out against the State Government and its officers. We are making this order in order to clear doubts, if any, so that the State Government and its officers may be in a position to carry out our order without any difficulty. We have already directed that appeals and writ petitions will be heard on 30th November, 1982 subject to overnight part-heard matter but unfortunately due to heavy pressure of work it has not been possible to place them on board for final hearing on 30th November, 1982. We would direct that the appeals and writ petitions be heard preemptorily subject to overnight part-heard matter on 8th March, 1983.

Advocate for the respondent states before us that in view of the clarification given by us the respondents will withdraw their application for contempt."

Relying on this order, the learned counsel contended that the writ petitions now posted before us could not be taken up for final decision and that should await the decision of the Supreme Court. The writ petitions before us are independent writ petitions though the ratio of the judgment in Joginder Singh Sethi's case was relied on by the learned counsel for the petitioners. Hearing of the case which was expected to be done by the Supreme Court on 30th November, 1982 which was again directed to be posted on 8th March, 1983, has not taken place so far. In the meantime, another Division Bench of this Court in C.W.P. No. 5346 of 1987, referred to above, has taken a different view. The decision of the Supreme Court in Hira Lal's case (supra) which was also directly in point had not been considered by the High Court in Joginder Singh Sethi's case. The writ petitions before us are not between the same parties as those who were involved in Joginder Singh Sethi's case. nor, in our opinion, the interim order of the Supreme Court can be construed as prohibiting us from considering the identical question of law as decided in Joginder Singh Sethi's case that arises in other case. In view of the conflict of judgments and in view of the fact that a number of postings and promotions have to be done in the meantime, it had become necessary for us to consider the
question by a Full Bench. We are not, therefore, persuaded by
the argument of the learned counsel that either we have no jurisdiction
to hear the writ petitions before us or that we have to await
the decision of the Supreme Court. This contention, which is in
the nature of a preliminary objection is, therefore, overruled.

In C.W.P. No. 3182 of 1989 one additional point has been
raised. That related to the dispute relating to seniority between
the petitioners and the third respondent. We have already held
in the earlier part of our judgment that the seniority will have
to be decided in respect of Scheduled Castes, Scheduled Tribes
and Backward Classes candidates appointed or promoted in accordance
with the Circular dated 19th July, 1969, and as per that Circular,
the roster points are the seniority points in respect of members
of the Scheduled Castes, Scheduled Tribes and Backward Classes.
The petitioners have questioned the validity of fixation of seniority
in Annexure P.4 dated 29th November, 1988, as being violative
of cert.-in instructions. In the written statement filed by the Government,
in C.W.P. No. 10952/88 it is stated that the petitioners have filed
their presentation against the fixation of third respondent's seniority
over the petitioners and that is under consideration. In view of
the statement that the Government is considering the question of
seniority learned counsel for the petitioners did not raise any
further dispute and wanted to await the result Government's decision
on the petitioner's representation. Therefore, with a direction
to the Government to dispose of their representation on merits
within a period of three weeks this writ petition is dismissed.

For the foregoing reasons, there are no merits in any of
these writ petitions and all of them are dismissed, but there will
be no order as to costs.

Sd/-
V. RAMASWAMI,
Chief Justice.
Sd/-
S.D. BAJAJ,
Judge.
Sd/-
G.R. MAJITHIA,
Judge.


True Copy
Supervisor Copy Branch

(To be referred to the Reporter)
Subject: --Creation of Exchange for adjustment of surplus staff in Public Undertakings (including Apex Coop. Institutions)

All the Financial Commissioners and Administrative Secretaries to Government, Punjab may kindly refer to the subject noted above.

2. It has been noticed in quite a few cases that there has been over-staffing at some levels in Public Undertakings thereby causing big strain on their finances. Proposals have been initiated in some cases for the retrenchment of workers/staff but these are not free from the hardships, likely to cause to the affected employees. It has also simultaneously been seen that some other Undertakings in need of staff, make fresh recruitment.

3. Considering this situation, it has been decided that the Bureau of Public Enterprises may operate an 'Exchange' for surplus staff with the possibility to readjust them for mutual and overall advantage. A list of staff rendered surplus by the Undertakings, including the Apex Cooperative Institutions, will be maintained in B.P.E. and updated from time to time. The Bureau of Public Enterprises will also consider the claims, merits and availability of all officials/officers within the field of choice to recommend a panel of names for each vacancy, keeping in view the educational qualifications, services, experience and special training required for effective performance of the job. In order to make the said 'Exchange' a success, thereby to ensure proper deployment of manpower and to avoid hardship to the affected employees, following instructions/procedure may please be observed:

(i) The Public Sector Undertakings (including Apex Coop. Institutions) while rendering the services of the employees surplus, should do so as a last resort and after very careful consideration of the matter, so that creation of an exchange may not become a disincentive for creation of new employment potential. All the Public Undertakings should intimate the extent and number of excess staff, category-wise to the Bureau of Public Enterprises.

(ii) The Chief Executives of the Public Sector Undertakings (including Apex Cooperative Institutions) before
recruiting any staff should invariably make a specific reference to the Bureau of Public Enterprises so as to ascertain the availability of candidates in any Undertaking who could possibly be diverted to them, while notifying the vacancies to the Employment Exchange, to the press and to other concerned Authorities. Wherever, the nature of duties and qualifications of the posts permit, preference should be given, other things being equal, for recruitment from out of such surplus staff, as per the policy decision of the State Government.

(iii) The proformae for intimating the surplus staff and for indenting staff are enclosed as Annexure 'A' and Annexure 'B' respectively.

4. Necessary directives to Public Sector Undertakings to adopt the above decision may kindly be issued immediately for appropriate action in the matter.
ANNEXURE - A

PROFORMA FOR INTIMATING SURPLUS STAFF TO BUREAU OF PUBLIC ENTERPRISES

1. Name of the Public Undertaking

2. Staff in each category with the following information

<table>
<thead>
<tr>
<th>Category</th>
<th>Name</th>
<th>Scale of Pay</th>
<th>Temporary or Permanent</th>
<th>Number of Persons</th>
<th>Any Special condition of Service</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Workers (Skilled/ Un-skilled)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(b) Supervisory</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(c) Officers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**PROFORMA FOR INTIMATING THE REQUIREMENT OF POSTS TO B.P.E.**

1. Name of the Public Undertaking

2. Requirement as in the following table:

<table>
<thead>
<tr>
<th>Category</th>
<th>Number of posts</th>
<th>Scale of Pay</th>
<th>Temporary/Permanent</th>
<th>Any special condition</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
</tbody>
</table>
Subject.--Financial benefits to the dependents/families of the Government employees killed during the election duty.

During the last elections which were held in 1985 the Punjab Government had taken a decision that the families/legal heirs of the persons killed during election duty would be provided with ex gratia grant as under:

1. Rs. 1,25,000 to the families of each gazetted officer.

2. Rs. 1,00,000 to the families of Class III and Class IV employees.

2. On this very analogy, the State Government has decided that ex gratia grant would be admissible to the families of the deceased Government employees from the date of filing of nominations i.e. 23rd October, 1989 till the elections are finalised i.e. 4th December, 1989. The ex gratia grant will be on the lines/precedent now available for Punjab Police Personnel. This will be applicable, besides the security personnel to all polling/supervisory staff, counting staff and observers. This will also apply to Home Guards, S.D.Os and drivers of private/public transport vehicles put on election duty as well as all other Government/Semi-Government/private staff put on election duty of any kind, by District Election Officer/State Chief Electoral Officer.

3. This issues with the concurrence of the Finance Department conveyed, vide their I.D. No. 4/18/89-FEVII, dated 23rd November, 1989.

***

Copy of Punjab Government circular letter No. 7/28/89-2PPI/21080, dated 6th December, 1989, from the Department of personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.--Transfer of Government employees who are under threat of terrorists to safer places of their choice.

I am directed to refer to Punjab Government circular letter No. 7/9/87-3PPII/6437, dated the 26th April, 1988 regarding transfer
of Government employees who are faced with threats to their lives from terrorists to safer places. These instructions *inter alia*, lay down that the employees facing threats to their own lives or to their families members or their relatives from terrorists or those employees who are residing in terrorists affected areas may be considered for transfer to safer places. It has come to the notice of Government that the said instructions have been misused in some cases and the benefit sought to be extended to the actually affected officials has not been extended to them.

2. It has been decided to modify the said instructions to the extent that only those Government employees who have received threats of terrorists violence against their lives or their families and the same has been duly verified by the Intelligence Department of Police that they are on the hit lists of the terrorist, shall be considered for posting at safer places against vacant posts in the district or outside the district.

3. It has also been decided that the instructions contained in para 3(viii) of the Punjab Government circular letter No. 7/9/87-3PPII/3711, dated the 16th March, 1989, may be deemed to have been withdrawn so far as posting of Gazetted Officers of the border districts of Amritsar, Gurdaspur and Ferozepur, in their home districts is concerned.

4. Kindly acknowledge its receipt.

***

Copy of Punjab Government circular letter NO. 18/35/89-2PPI/22355, dated 13th December, 1989, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.—Grant of special leave to Government employees injured at the hands of terrorist for the period spent in Hospital and treatment/rest after discharge from hospital.

I am directed to refer to Punjab Government circular letter No.18/35/89-2PPI/13427, dated the 24th July, 1989, on the subject noted above and to say that such cases, where the Government employee had suffered injuries before July, 1989 but after 19th November, 1981 may be referred to the Department Finance, for relaxation, individually, on case to case basis.

2. This issues, with the concurrence of the Department of Finance, conveyed vide their I.D. No. 1/37/89-3FPPII/2448, dated the 8th November, 1989.
Copy of Punjab Government circular letter No.18/14/86-2PPI/663, dated 9th January, 1990, from the Department of Personnel and Administrative Reforms, addressed to all Financial Commissioners and Administrative Secretaries to Government Punjab.

Subject.--Inclusion of daughter-in-law, sister-in-law/brother-in-law in the term of family members of deceased person, who dies on account of terrorist action for government employment, under priority scheme.

All the Financial Commissioners & administrative Secretaries to Government Punjab may kindly refer to this Department I.D.No. 18/14/86-5PPI/(1401), dated the 9th August, 1989, on the subject noted above.

2. A committee was constituted under the Chairmanship of the Financial Commissioner Home to consider the cases where the daughter-in-law or sister-in-law or brother-in-law of the deceased person has to be considered for providing job with a view to rehabilitating a terrorist affect family. On account of the transfer of work of Department of Relief and Resettlement to Secretary to Government, Punjab Social Welfare Department, it has been decided to re-constitute the Committee, as under :--

(i) Financial Commissioner Home, Punjab Chairman
(ii) Secretary to Government, Punjab.
Social Welfare Department/R. & R. Deptt. .. Member
(iii) Special Secretary, Relief &
Resettlement .. Member
(iv) Special Secretary Personnel .. Member
(v) Director-cum-Joint Secy., Relief &
Resettlement, Punjab .. Secretary

Copy of Punjab Government circular letter No. 20/73/89-4PPI, dated 9th January 1990, from the Department of Personnel and Administrative Reforms, addressed to all Financial Commissioners & Adm. Secretaries etc.

Subject.--Constitution of Cadre Review Committee.

All the Financial Commissioners and Administrative Secretaries to Government, Punjab, may kindly refer to the Subject cited above.
In pursuance of the recommendations of the Third Punjab Pay Commission contained in para 11.9 of the report, a Standing Committee on Personnel and Organisational issues has been constituted comprising of the following members:--

1. Chief Secretary • • Chairman
2. Financial Commissioner, Revenue • • Member
3. Financial Commissioner, Excise & Taxation • • Member
4. Financial Commissioner, Administrative Reforms • • Member
5. Finance Secretary • • Member
6. Special Secretary, General Admn. • • Member
7. Special Secretary, Personnel • • Member-Secretary

3. The Committee held its first meeting on the 26th December, 1989 under the Chairmanship of the Chief Secretary.

4. In the meeting the demands of the Punjab Ministerial Services Union were considered and it was felt that the growth of ministerial staff in various Government Departments and especially in the field officers has been haphazard and there is need to have a fresh look at the staffing pattern, work load, deployment of the staff as well as their interface with the professional cadres of the various departments and, where necessary to rationalise the ministerial staff structure in the interest of efficiency and effectiveness of Government functioning. The legitimate aspirations of such staff for career development consistent with functional requirements would also need to be kept in view. Since the position may vary from Department to Department it was considered appropriate and necessary to have matter considered at micro level for individual departments. For this purpose, it was decided to set-up a Cadre Review Committee for each department on the following pattern:--

(i) In each department the committee (chaired by the Head of the Department) will be assisted by two officers from the field offices. This Committee should invite representatives from the ministerial staff association in that department for views and assistance;

(ii) The Committee should assess the position of work load in Punjab offices at various levels in the field and assess
the recruitment of ministerial staff with reference to the work load so assessed;

(iii) The Committee should also clearly bring out the job content of different posts in the various offices with reference to the functioning of the ministerial staff, the nature of their duties, the special expertise required and other related matters. It should then suggest the desirable restructuring of the staffing pattern, merger of various cadres at different levels (State/Divisions/Sub-Divisions) in the department wherever found feasible and desirable, with a view to ensuring that the staff functions efficiently at the optimum level and the Government work gets transacted properly and in a time bound manner;

(iv) These Cadre Review Committees should be constituted by the Administrative Departments concerned within one week and these Committees should start functioning within a week thereafter;

(v) These Committees should complete their work at the earliest but definitely within a period of three months. The final report should be in the enclosed format. The Administrative Department should monitor the progress and the functioning of these Committees once a fortnight to ensure the finalisation of the work at the earliest; and

(vi) The recommendations of the Cadre Review Committees shall be forwarded by the Administrative Department to the Special Secretary Personnel in the Department of Personnel & Administrative Reforms, who will then bring these recommendations before the Standing Committee for further consideration.

5. It is, therefore, requested that the Cadre Review Committee be constituted within one week and their recommendations be forwarded to this department at the earliest in the enclosed format.
## FORMAT

Name of the Department/Officer

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Designation of the post</th>
<th>Scale of Pay</th>
<th>Total number of existing posts as on 31-12-89</th>
<th>Work load on the post as on 31-12-89</th>
<th>Job content related with relation of the post to their functioning</th>
<th>Suggestion regarding restructuring of the staffing pattern</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
</tbody>
</table>

252
Constitution of India, Art 311-Punjab Civil Services (Punishment and Appeal) Rules, 1970, Rules 8, 9 & 10 Minor Penalty. Departmental proceedings initiated for inflicting major penalty subsequently minor penalty cannot be imposed without following the procedure already inducted for inflicting major penalty inflicting minor punishment without following procedure for minor penalty illegal. It is the common case of the parties that an enquiry was contemplated and conducted under sub-rule (3) to sub-rule (23) of rule 8. It may be that in order to inflict minor punishment no enquiry as such may be conducted or is necessary but once after issuing the charge sheet under rule 8, the enquiry is held, then minor punishment may be imposed as contemplated in clause (3) of rule 9 if the punishing authority so chooses at the time of awarding the punishment instead of the major punishment. But at the same time once the proceeding has been initiated under Rule 8 then for inflicting a minor punishment, the procedure as required under rule 8 has to be followed for awarding a minor punishment under rule 9(3).
Notification

The 15th January, 1990

No. 11/16/89-IPP(1)/1078.--In pursuance of the recommendations of the Third Punjab Pay Commission as contained in chapter 11 (Para 11.9) of its report the President of India is pleased to constitute, with immediate effect a Standing Committee on Personnel & Organisational issues as under:--

1. Chief Secretary to Government, Punjab	Chairman
2. Financial Commissioner, Revenue	Member
3. Financial Commissioner, Excise & Taxation	Member
4. Financial Commissioner, Administrative Reforms	Member
5. Finance Secretary	Member
6. Special Secretary, General Administration and Personnel	Member
7. Special Secretary Personnel	Convenor.

2. Functions: The functions of the Committee shall be to take a view on the following aspects:--

(I) Concept of Permanency of Posts and Confirmation.
(II) Reduction in Multiple levels of hierarchy.
(III) New Designations.
(IV) Review of existing posts.
(V) Impact of simplification of Government Procedure etc.
(VI) Isolated Professional cadres and personnel.
(VII) Recommendations of the Cadre Review Committees.
3. Headquarters: The headquarters of this Committee shall be at Chandigarh.

4. Terms and conditions regulating TA/DA of the members shall be as under:
   The members will draw TA/DA as admissible to them under the TA Rules.

Dated Chandigarh, the 26th December, 1989. 

R.P. OJHA, 
Chief Secretary to Government, 
Punjab.

Copy of Punjab Government circular letter NO. 18/48/89-2PPI/664 dated 15th January, 1990, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject:--Grant of financial assistance to the families of work-charged employees killed by terrorist action.

I am directed to invite a reference to Punjab Government letter No. 18/48/89-2PPI/15176 dated the 18th August, 1989 on the subject noted above and to say that the matter regarding grant of financial assistance to the families of work-charged employees killed in terrorist action during the period from 19th November, 1981 to 17th August, 1989, has been under the consideration of the State Government for some time past. This matter has been further examined, and it has been decided that the department in which such incidents had occurred before 18th August, 1989 should bunch together all such cases and refer them to the Department of Finance through the Administrative Department concerned for seeking their concurrence to grant ex-gratia payment in those cases. Details of the money already given in each individual cases and the amount due under the Punjab Government instructions issued,—vide letter dated 18th August, 1989 should be furnished alongwith the proposal.

2. The benefit of special ex-gratia grant will be sanctioned by their respective Heads of the Department/Appointing Authorities with the concurrence of the Department of Finance.

3. The Head of office shall obtain a certificate from the Deputy Commissioner of the District to the effect that the employee was killed in terrorist action.

4. This issues with the concurrence of the Department of Finance conveyed,—vide their ID No. 3/15/89-2FP III dated 27th December, 1989.
बार्ती प्राप्त है: 15/19/89-1गुप्ता/1587, निव. 23 सप्ताह, 1990 ये फिल्म समाप्त
होने से पूर्व प्रणाली में फिल्म प्रकाशित हैं। फिल्म समाप्त होने पर फिल्म के प्रति
भरोशा, आदर।

इसका: --निर्देश, सिनेमा जी है इज़र में यहूदी है। इज़र लीला लीला लीला,
सादगी मुद्दात फिल्में। फिल्में अत्यधिक के पूर्व-पूर्व महत्त्व (मिस्टर) हैं। फिल्में यहीं
अंदर।

मैंने फिल्म समाप्त ने महत्त्व प्राप्त है: 15/7/72-2गुप्ता/9027, निव. 14
सप्ताह, 1979 ये बट्टे रोल सिनेमा चित्र ने फिल्म फिल्म डे हैं। फिल्म के लिए यहीं उपलब्ध
एकीकरण है वर्तमान में गैर-विश्वासी पत्रकारी नहीं है। फिल्म के पूर्व-पूर्व महत्त्व (मिस्टर)
वर्तमान है। फिल्म के साथ-साथ, फिल्म के पूर्व-पूर्व महत्त्व (मिस्टर) है। फिल्म के पूर्व-पूर्व महत्त्व
(मिस्टर) है।

(ii) इसमें फिल्म के पूर्व-पूर्व महत्त्व (मिस्टर)
(iii) इसमें फिल्म के पूर्व-पूर्व महत्त्व (मिस्टर)

फिल्म के पूर्व-पूर्व महत्त्व (मिस्टर) है।

2. फिल्म समाप्त है। फिल्म समाप्त है। फिल्म समाप्त है।

3. फिल्म समाप्त है। फिल्म समाप्त है।

4. फिल्म समाप्त है।
To

All the Financial Commissioners & Administrative Secretaries, Heads of Department, Registrar, Punjab & Haryana High Court, Commissioners of Divisions, Deputy Commissioners & Sub-Divisional Officers (Civil) in the State.

Dated Chandigarh, the 23rd January, 1990.

Subject: - Expeditious finalisation of cases relating to the service matters of the Government employees.

Sir,

I am directed to refer to the subject noted above and to say that the Advocate-General, Punjab has observed that his office is facing difficulty pertaining to the late filing of the returns on behalf of the State by the various departments. It has also been pointed out by him that now it has become virtually a practice to take at least 2-3 adjournments before filing the return irrespective of the fact that the courts grant sufficient time for filing the reply at the very initial stage itself. The Courts has now started taking a serious view of the matter and have started imposing costs on the State.

2. Government desire that the aforementioned issues raised by the Advocate General, Punjab be taken note of and effective steps be taken to ensure that the needful is done by the concerned authorities in the departments under your control expeditiously to ensure that State interest does not suffer and unnecessary complications arising out of adverse court orders are avoided. You may ensure compliance of these instructions through regular monitoring.

***
Subject: Grant of Leave Travel Concession to the State Government employees.

I am directed to invite your attention to Punjab Government instructions issued vide circular letter No. 6/10/88-6GE/3299-3302, dated 9th March, 1989 on the above subject and to say that para 3(vi) of these instructions may be substituted as under:

3(vi) The Leave Travel Concession may be sanctioned by the following authorities:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Sanctioning Authority</th>
<th>Category of employee</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i)</td>
<td>Administrative Departments</td>
<td>Heads of Departments, Additional or Joint Heads of Departments working under its control</td>
</tr>
<tr>
<td>(ii)</td>
<td>Heads of Departments</td>
<td>All Gazetted Class-I and Class-II Government employees except additional or Joint Heads of Departments working under their control</td>
</tr>
<tr>
<td>(iii)</td>
<td>Heads of offices</td>
<td>All Class-III and IV Government employees working under their control</td>
</tr>
</tbody>
</table>

Note: The concerned employee shall, however, have to obtain prior permission of the sanctioning authority while availing Leave Travel Concession.
issued,— vide this Department letter No. 12/30/86-IGE/5139, dated 15th April, 1986, on the subject cited above and to say that Government have reconsidered the matter and decided that for the recruitment to Class IV Services from now onwards, the names of the candidates shall be obtained from the Employment Exchanges only and resort to advertisement in the newspapers shall be made only when the Employment Exchange concerned issues a non-availability Certificate.

2. The receipt of this communication may please be acknowledged.

Copy of Punjab Government circular letter No. 11/16/89-1PPI, dated 8th February, 1990, from the Department of Personnel and Administrative Reforms, addressed to all Financial Commissioners and Administrative Secretaries.

Subject.—Implementation of the recommendations of the Third Punjab Pay Commission, Chapter 11(III)—Regarding 'New Designation'.

All the Financial Commissioners and Administrative Secretaries may kindly refer the subject noted above.

2. In Chapter 11(III) of the report of the Third Punjab Pay Commission, recommendations have been made regarding multiple levels of hierarchy, new designation, review of existing posts and impact or simplication of Government procedures. It is also recommended that a Standing Committee on Personnel and Organisational Issues should be set up so that there is a common forum at which matters relating to different departments such as Personnel, Finance, Administrative Reforms etc. can be considered with a coordinated view.

3. A Standing Committee on Personnel and Organisational Issues under the Chairmanship of Chief Secretary has already been set up,— vide Punjab Government notification No. 11/16/89-1PP(1)/1078, dated 15th January, 1990. For the implementation of the above recommendations in Chapter 11(III) of the Punjab Pay Commission, the matter was placed before the Implementation Committee. The recommendations have been approved by the Governor-in-Council in the meeting held on the 3rd August, 1989 when the following decision was taken:—

"No new designation/pay scale should be sanctioned in future unless a committee of officers is satisfied that the deviation from existing designations/pay scales is absolutely necessary in a department."

4. In view of the above decision, no new designation/pay
scale be sanctioned in future and in case it is considered absolutely necessary to make a deviation from the existing designation/pay scales, they may place proposals before the said Standing Committee on Personnel and Organisational Issues' giving full justification. Proposal if any, in this regard may be sent to the undersigned within a month.

Copy of Punjab Government circular letter No. 15/2/90-1PPII/3045, dated 15th February, 1990, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.--Proficiency in typewriting for direct recruitment to the post of Clerk.

I am directed to refer to Punjab Government Circular letter No. 4/56/86-2PP(I)/1956, dated 17th February, 1987, wherein certain categories of persons recruited under priority schemes were granted exemption for one year for getting proficiency in Punjabi typewriting. On reconsideration the Government have now decided to extend this benefit of relaxation for the period of one year for passing Punjabi Type Writing test to the dependents of deceased Government employees recruited under priority scheme.

Copy of Punjab Government circular letter No. 20/25/3PPI/89/3738, dated 27th February, 1990, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.--Clearing of backlog of vacancies reserved for scheduled castes-launching of special recruitment drive-stay of instructions dated 31st August, 1989.

The Financial Commissioners and Administrative Secretaries may kindly refer to this department I.D. No. 20/25/3PPI/89, dated 31st August, 1989, on the subject noted above.

2. Because of some adverse legal pronouncements against those instructions, further action should be kept in abeyance till further orders.

3. Receipt of this letter may be acknowledged.
Subject.--Grant of Leave Travel Concession to the State Government Employees.

I am to invite your attention to Punjab Government instructions issued, vide circular letter No. 6/10/88-6GE/3299-3302, dated 9th March, 1989 and to say that this Department has been receiving references seeking clarification regarding admissibility of Leave Travel Concession claims, when the journeys are performed by chartered buses. After careful consideration, it is clarified that the journeys by chartered buses shall be admissible for Leave Travel Concession only in those cases where the tour is wholly operated and conducted by the State Transport Department, State Transport Undertakings, State Tourism Department or Corporations either of the Punjab State or any other State, either by their own buses or buses taken on hire from outside. It should, however, be clearly certified by the State Transport Department, State Transport Undertakings, State Tourism Department or Corporation concerned that the tour was actually conducted/operated by them and not by any private party/person.

Subject.--Adoption of revised academic qualifications for recruitment to the posts of Clerks in 'A' Class offices.

I am directed to address you on the subject cited above and to say that for recruitment for the posts of Clerks in 'A' Class Offices of the State, the qualifications at present prescribed are as under:

"Matric First Class or Intermediate Second Class or Graduate."

However, keeping in view the changes in the syllabi and the adoption of new system of examinations of 10+2+3 of all the three Universities in the Punjab, academic qualifications for recruitment to the posts Clerk for 'A' class offices have been decided to be changed as under:

"Matriculate 1st class or 10+2 Second class or Graduate."
2. You are, therefore, requested to amend the relevant service rules accordingly, for adopting the changed qualifications.


Copy of Punjab Government circular letter No. 7/14/88-5PPI/5147, dated 26th March, 1990, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject: Clarification in respect of grant of Proficiency-Step-up(s)

In continuation of Punjab Government instructions issued—vide circular letter No. 7/14/88-5PPI/2269/18527, dated the 1st December, 1988 and subsequent letter No. 7/14/88-5PPI/14088, dated the 9th August, 1989 and letter No. 7/14/88-5PP/16200, dated the 1st September, 1989 regarding the grant of Proficiency step-ups, I am directed to say that a question has been raised whether class I and class II employees who have been given structure of three scales of pay are entitled to proficiency increments on each occasion on completion of eight years and eighteen years service against a post.

2. In this connection attention is invited to paragraph 1(I) of the circular letter No. 7/14/88-5PP(I)/(2269)/18527, dated 1st December, 1988 issued by this Department wherein it has already been mentioned that the members of the Punjab Civil Service (Executive Branch), Deputy Superintendents of Police and members of the Punjab Forest Service Class II are not entitled to proficiency increments. Similarly proficiency increments will not be admissible to those class I and class II officers of other departments also who have been given the structure of three scales of pay on the pattern of P.C.S. Officers, Deputy Superintendents of Police etc. This clarification may please be brought to the notice of all concerned for strict compliance.

Subject: - Agitation/Pen down strike by Punjab State Ministerial Services Union over demands relating to pay scales etc.

I am directed to say that Government has taken a serious note of the 'pen-down strike' started by the Punjab State Ministerial Services Union in the State w.e.f. 26th March, 1990. This action on the part of the Government employees is unbecoming and unjustified especially when they have been given due hearing by Government and their various demands with respect to removal of anomalies and improvement of pay scales etc. etc. are under active consideration of the State Government.

2. These demands were listed for final decision of State Government in the meeting of the Governor-in-Council held today and the employees should have awaited those decisions as they had earlier promised to do. The Government feels that it will not be desirable to take any decision on the demands of these employees under duress. The decision on these issues have therefore been deferred. The Government expects these agitating employees to call off their strike and resume their duties forthwith so that a peaceful and congenial atmosphere is created for considering their demands sympathetically and expeditiously.
3. It may be made clear to the employees that the 'pen-down strike' tantamounts to indiscipline and unauthorised absence from duty and the principle of 'no work, no pay' will be applied to such period of 'pen-down strike'.

4. This 'pen-down strike' will be treated as absence from duty and this can result in break in service of the employees besides attracting other relevant penal provisions of the Rules.

5. The officers in the field should be advised to ensure full protection to the loyal employees who want to perform their duties and any obstructions that may be caused to them by other striking employees should not be allowed to be so caused and necessary steps be taken in this behalf.

6. The Officers in the field should keep a daily record of the employees observing 'pen-down strike' on daily basis and initiate appropriate disciplinary action against them on the lines indicated before. They should also indicate the factual position regarding the strike once every day to their respective Heads of Departments, who should send the consolidated information to the State Government in the Department of Personnel every day.

7. A receipt of these instructions may please be acknowledged.

Copy of Punjab Government circular letter No. 3/9/89-2PPII/5806, dated 30th March, 1990, from the Department of personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.--Agitation/pen-down strike by Punjab State Ministerial Services Union over demands relating to pay scales etc.

In continuation of Punjab Government letter No. 3/9/89-2PPII/5535, dated the 28th March, 1990 on the above subject, I am directed to say that the position prevailing in the State as a result of pen-down strike by Punjab State Ministerial Staff Union was reviewed in the meeting of the Crisis Management Committee. It was felt that the Crisis Management Committees may also be constituted in the districts representing various offices/heads of Departments located in the districts where a large number of ministerial staff is employed.

2. It is again reiterated that daily record of the employees who are observing pen down strike and also those who are attending offices may be maintained inspecific registers which may be
started in each office.

3. It is however felt that reports have not reached Government in the Department of Personnel in respect of some of the district/offices. You are, therefore, requested to send consolidated information including the position with relation to absentees with respect to your office regularly every day by teleprinter message.

4. It may please be ensured that these instructions are meticulously complied with.

***

Copy of Punjab Government circular letter No. 3/9/89-2PPII/6107, dated 5th April, 1990, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.—Agitation/pen-down strike by Punjab State Ministerial Services Union over demands relating to pay scales etc.

The Ministerial Staff Union went on a pen-down strike on the 13th March, 1990, whereafter on an appeal from the Government that their demands would be considered sympathetically, they had suspended the agitation for about a week.

2. However, they resumed, it again on 26th March, 1990 at the crucial time when the budgetary year was drawing to a close and many financial transactions were to be finalised. This was despite the fact that the representatives of the Union had met the Chief Secretary and they were told that this was a critical juncture and the strike would be detrimental to the public interest.

3. In the earlier instructions issued on 28th March, 1990 it had been indicated that in the above circumstances the agitating employees should call off their strike and resume their duty forthwith so that a congenial atmosphere is created for considering their demands sympathetically and expeditiously. It was also stated that the pen-down strike tantamounts to indiscipline and unauthorised absence from duty and would be treated as absence from duty on the principle of no work, no pay which can result in a break in service of the employees besides, attracting other relevant penal provisions of the rules.

4. In these circumstances, since the employees have failed
to react favourably to the repeated appeals of the Government, it has been decided that the services of all adhoc employees who are working on purely temporary basis and who are participating in the agitation shall be terminated. Before doing so, Heads of offices/Branch officers may warn them that unless they assume their duties within 24 hours, their services would be terminated.

Copy of Punjab Government circular letter No. 3/9/89-2PPII/6544, dated 9th April, 1990, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject—Agitation/pen-down strike by Punjab State Ministerial Services Union over demands relating to pay scales, etc.

I am directed to refer to Punjab Government letter No. 3/9/89-2PPII/5535 dated 28th March, 1990 followed by letter No. 3/9/89-2PPII/6107, dated 5th April, 1990, on the above subject and to say that it has come to the notice of the State Government that some of the employees are willing to work but are being prevented to do so by their colleagues who compel them not to do so. Government has decided that in such a situation protection should be given to such employees who want to resume their duties. The assistance of the police may be taken where necessary.

2. All the Deputy Commissioners/Heads of the Departments are requested to supply lists of the employees who have not resorted to the 'pen-down strike'.

3. It is also requested that lists of offices under the Heads of the Departments where the employees did not participate in the 'Pen-down strike' may be supplied to this department immediately.

Copy of Punjab Government circular letter No. 3/9/89-2PPII/6767, dated 11th April 1990, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments, etc., etc.

Subject.—Agitation/Pen-down strike by Punjab State Ministerial Services Union—Staying of punitive action.

I am directed to refer to Punjab Government instructions issued,—vide letter No. 3/9/89-2PPII/5535, dated 28th March, 1990 and No. 3/9/89-2PPII/6107, dated 5th April, 1990, which, inter alia, lay down that punitive action will be taken against the striking employees. Since they have called off their strike, it has been decided as a goodwill measure that operation of the said instructions be stayed.
Copy of Punjab Government circular letter No. 19/1/90-IPPII/7011, dated the 18th April, 1990, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.--Criteria to determine the domicile of a person for various purposes—guidelines for the grant of domicile certificate.

I am directed to refer to this Department circular letter No. 1/27/78-5PPI/3108, dated the 12th March, 1982, on the above subject and to say that it has been provided in para 1 (iii) therefore as under:

(iii) "Children/wards of the pensioners of Punjab Government irrespective of the fact that the original home of the retiree is in a State other than Punjab or he has settled after retirement in or out side Punjab."

2. In para 2 of the instructions under reference, respective heads of departments have been authorised to issue a domicile certificate to the various categories of beneficiaries but the category of "Children/wards of the pensioners of Punjab Government has been omitted therefrom. Hence the Heads of Departments from which the pensioners retired are reluctant to issue domicile certificate to the Children/wards of such pensioners.

3. It has been decided that the category of "Children/wards of pensioners of Punjab Government" will be treated at par with other categories and the respective Heads of Departments are hereby authorised to issue necessary domicile certificate to the above category also.

4. These instructions may kindly be noted carefully and receipt thereof may please be acknowledged.

***
Copy of Punjab Government circular letter No. 7/14/88-5PPI/8369, dated 11th May, 1990, from the Department of personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.--Counting of ad hoc service i.e. after provisional promotion against a particular post for purposes of experience for grant of selection/senior scale/proficiency step-up.

I am directed to refer to Punjab Government instructions noted in the margin and to say that it has been brought to the notice of Government that in the case of ad hoc promotions i.e. provisional promotions pending approval by the Punjab Public Service Commission to the promotion quota posts which are initially done for a period of 6 months but continue for long period over years. In some of the departments promotion of such employees have not been regularised for a period over 10 years with the result that such period of ad hoc/provisional promotion is not considered for extending the benefit of senior/selection grades.

2. 7/14/88-5PPI/5147 dated 26th March, 1990.
4. 7/14/88-5PPI/16200 dated 1st September, 1989.
where such grades are available after putting in specific length of service or proficiency step-up increment, whereas, these benefits are admissible to regular promotees. The matter has also been taken up separately with the Punjab Public Service Commission who are willing to finalise such cases expeditiously.

2. After careful consideration it has been decided that the period of service against promotion on ad hoc basis i.e. after provisional promotion, should be taken into account for the purpose of benefit of senior/selection grade/proficiency step-up increments provided the promotion so ordered is against promotion quota post.


Subject.—Expeditious finalisation of regularisation of cases of promotions—quarterly meeting with the Punjab Public Service Commission.

All the Financial Commissioners and Administrative Secretaries to Government, Punjab, may kindly refer to circular letter No. 6/234/78-3PP/5942, dated 27th/28th May, 1981, wherein, it was laid down that cases of promotion should be referred to Punjab Public Service Commission positively within a period of one month of the issue of promotion orders for regularisation such promotions till regularisation by the Punjab Public Service Commission are ordered on ad hoc basis. It has been brought to the notice of Government that in the case of such ad hoc promotees the matters referred to the Punjab Public Service Commission for regulatisation of these promotions continued to be so indefinitely. It has been observed that such cases when they are referred to the Punjab Public Service Commission by various Administrative Departments are incomplete in one respect of the other which necessitates back reference by the Punjab Public Service Commission which results in avoidable delay. Government attaches a lot of importance to the regularisation of such ad hoc promotions because it results in unnecessary hardship to the officers in many departments especially when these cases continue lingering sometimes for a period of 10 years.

They are, therefore, requested that every Administrative Department should ensure that the matter is finalised expeditiously in a time bound manner. Regular meetings with the Chairman of the Punjab Public Service Commission could be fixed up so that, whenever, regularisation of promotions of officers/staff is held up, they can be sorted out expeditiously.
Subject.--Punctual attendance in offices.

I am directed to invite your attention to the instructions issued by this department vide letter No. 9/26/78-3GE/8496, dated 30th July, 1980, (Copy enclosed) on the above subject and to say that it has been observed that punctuality in attendance in offices is still not being maintained. Punctual attendance in the offices by the employees and officers at all levels substantially contributes to the toning up of the administration and improving its image in the eyes of the people. The sense of punctuality as a matter of habit and uninterrupted presence in the offices or at places of duty are extremely important to effectively check administrative laxity and lethargy. Senior and supervisory officers have to observe punctuality to set an example for their subordinates and also to be in a position to exercise effective check against late-comers.

2. To check the tendency among Government employees to leave office early on the days preceding gazetted holidays and to arrive late on the days following these holidays after spending station leave, it is necessary that strict supervision is exercised in this respect and suitable action is taken against the defaulters.

3. Inspite of the instructions issued from time to time by the Government, it has been observed that the standard of punctuality in the office attendance is not adequate. All the employees including the gazetted officers must attend office in time and should not leave their seats without official business and the permission of their superiors during the office hours. Whereas Heads of Offices and branch officers should also set an example by their punctuality and occasional check up.

4. You are requested to ensure that the above instructions are followed strictly and scrupulously and monthly reports be sent to this Department regarding checking in offices.

5. Kindly acknowledge the receipt of this letter.

---

Copy of Punjab Government circular letter No. 14/16/90-4PP-III/8419, dated 14th May, 1990, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.
Copy of Punjab Government circular letter No. 3/26/90-2PPII/8534, dated 15th May, 1990, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments, etc., etc.

Subject.—Need for following the procedure laid down in punishment and Appeal Rules for issuing speaking orders in the matters affecting rights of the parties concerned or Government servants as the case may be.

I am directed to say that it has come to the notice of Punjab Government that reasons/grounds on which orders are issued in matters which affect the rights of certain parties or Government servants, as the case may be, are not generally indicated in the orders. Such orders are more often questioned through proceedings in law courts, and most of cases are set aside on the grounds of being non-speaking orders. In some cases where an enquiry is entrusted to an enquiry officer, the enquiry officer does not follow the procedure laid down in the Punishment and Appeal Rules, 1970, which leads to wrong disposal of cases.

2. In such cases the punishing Authority after considering the reply to the show cause notice simply passes orders mentioning that the representation of the Government employee against the show cause notice has been considered and found unsatisfactory. Such orders have now been held as non-speaking orders and void by the courts as these orders do not contain the reasons for holding the reply as unsatisfactory. Rule 10(1)(d) of the Punjab Civil Services (Punishment & Appeal) Rules, 1970, provides that the Punishing Authority before imposing even a minor penalty is required to record a finding on each imputation of misconduct or misbehaviour after taking into consideration representation, if any, made by the delinquent employee and it has been further provided under rule 10(2)(vii) ibid that the Punishing Authority should also record reasons for these orders. In this connection, the Punjab & Haryana High Court in case State of Punjab versus Jagtar Singh reported as 1989(1) PLR-77 has observed as under:

"The withholding of an increment of pay is a minor penalty under rule 5 of the Rules. Rule 10(d) of the Rules enjoins upon the Punishing Authority to record a specific finding on each imputation of misconduct or misbehaviour. The plaintiff is charged for embezzlement of funds. He was issued a notice and a reply to the notice was also filed by the delinquent employee but while rejecting the explanation of the respondent, reasons were not given by the punishing
authority. The learned counsel for the appellants read out before me the order passed by the punishing Authority withholding one increment. It only recites that explanation furnished by the delinquent employee is not acceptable. The order does not satisfy the test of clause(d) of rule 10 of the Rules. The Punishing Authority could reject the explanation furnished by the respondent but only by giving reasons in support of the order. I do not find any infirmity in the reasoning advanced by the first learned appellate Court while holding that the order withholding the increment of the respondent is vitiated because it is not a speaking order.

3. Where the impugned orders have been held void, illegal and nonest in the eye of law for want of non-speaking orders, no limitation to challenge these orders in the Courts is prescribed. In this connection the Courts get support of the judgement of the Supreme Court in case "State of M.P. Vs. Syed Qamarali 1967 SLR 229 wherein his Lordship K.C. Dass Gupta J. delivering judgement on behalf of five judges held as under :--

"He therefore holds that the orders of dismissal having been made in branch of a mandatory provision of the Rules subject to which only the power of punishment under section 7 could be exercised, is totally invalid. The order of dismissal had, therefore, no legal existence and it was not necessary for the respondent to have the order set aside by a Court. The defence of limitation which was based only on contention that the order had to be set aside by a Court before it becomes invalid must, therefore, be rejected."

4. In view of the above you are requested to ensure that in order to avoid unnecessary expenses on litigation in such cases and facilitate quick disposal of the cases, you should direct the Enquiry Officer to conduct enquiries in accordance with the procedure laid down in the Punjab Civil Service (Punishment and Appeal) Rules, 1970, and Punishing Authority to issue orders affecting the rights of the Government employee indicating invariably the reasons so as to make them speaking orders. Such an action will make escape for guilty person on mere technical ground difficult.

5. A receipt of these instructions may please be acknowledged.
Subject.--Implementation of the recommendation of the Third Punjab Pay Commission—Proficiency step-up (PROP)

I am directed to invite your attention to Punjab Government circular letter No. 7/14/88-5PPI/1937, dated the 27th October, 1989,—vide which the implementation of Point No. 1(b) of clarificatory instructions issued,—vide circular letter No. 7/14/88-5PPI/16200, dated the 1st September, 1989, was stayed in compliance
with the orders dated the 6th October, 1989 of the Punjab and Haryana High Court in Civil Writ Petition No. 12318 of 1989—Amarjit Singh Walia versus the State of Punjab.

2. The above noted Civil Writ Petition came up for hearing before the Hon'ble High Court on 18th April, 1990, when the stay order granted on 6th October, 1989, was modified to the extent that it will operate qua the petitioners only.

3. The implementation of Point No. 1(b) of clarifications, dated the 1st September, 1989 will thus continue to operate as before excepting the petitioners of 1989, Amarjit Singh Walia v/s the State of Punjab. These orders may therefore, be brought to the notice of all concerned.

Kindly acknowledge receipt.

Copy of Punjab Government circular letter No. 18/74/89-2PPI/9132, dated the 25th May, 1990, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments, etc., etc.

Subject.—Setting up of District Level Committees for making recommendations for appointment under priority category No. 1 in the State Services Class III and IV to dependents of victims of terrorist violence and dependents of victims of November, 1984 riots.

I am directed to refer to Punjab Government Instructions issued,—vide letter No. 5/97/88-RR-Teh/5819, dated the 14th March, 1990, issued by the Department of Relief and Resettlement, wherein, procedure of application form and registration of the dependents of victims of terrorist violence has been prescribed. Since the appointment of the victims of terrorist violence in Government service is not keeping pace with the problem generated as a result of the death in such violence, Government has decided that to expedite appointments at District level, in addition to the existing departmental/district level selection committees set up,—vide circular No. 12/30/86-ICE/15139, dated the 15th April, 1986, these committees at District level be set up to make recommendations exclusively of dependents of victims of terrorist violence and those of November, 1984 riots. These will be constituted as under :

(i) Deputy Commissioner as Chairman;
(ii) Representative of scheduled caste (to be nominated by Deputy Commissioner);

(iii) Representative of Ex-servicemen (to be nominated by Deputy Commissioner);

(iv) District level representative of the Department in which the vacancy is available.

2. They will discharge the functions, which are heretofore assigned to the Subordinate Services Selection Board, and are now, on the abolition of the Board, entrusted to the Departmental Selection Committees constituted,—vide this Department's circular letter, dated the 15th April, 1986, referred to above, for normal regular appointments.

The Committees will make recommendations to the Head of Office/Department from the list of eligible candidates as per procedure of registration of dependents of victims of terrorist violence and those of 1984 riots vide instructions No. 5197/88-RR-Teh/5919, dated the 14th March, 1990, of Relief and Resettlement Department for appointment against Class III & IV posts. It will be ensured by the Committee that the candidates fulfil the requirements of qualification/experience/age as per the relevant service rules for appointment against the particular posts of Class III/IV wherever such Vacancies exist.

3. On the basis of the recommendations of the District Level Selection Committee, the Head of Office/Department will offer appointment to the recommendee within one week at the latest after observing required procedure.

4. I am to request you to take immediate action for setting up of District Level Selection Committees as indicated above and take appropriate steps for making recommendations for appointment against Class III & IV posts in accordance with the procedure prescribed by the Department of Relief and Resettlement in the instructions mentioned in para 1 above.

5. Kindly acknowledge receipt of this letter.

***
Copy of Punjab Government circular letter No. 1/7/88-5PPI/9452, dated the 29th May, 1990, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments, etc., etc.

Subject.--General relaxation in the upper age limit for direct recruitment in the State Services Class I, II, III and IV from 1st January, 1990 to 31st December, 1990--instructions regarding.

I am directed to invite a reference to Punjab Government circular letter No. 1/7/88/5PPI/967, dated the 19th January, 1989 on the above mentioned subject, according to which relaxation for direct recruitments in upper age limit for different classes of services was allowed from 1st January, 1989 to 31st December, 1989 in relaxation to Rule 3.6 of C.S.R. Volume I, Part-I. The relaxation allowed was from 30 to 35 years in the case of Non-Technical posts and from 33 to 38 years for technical posts for recruitment in the State Services in Class I, II and III and from 35 to 40 in the case of Class IV Services subject to the following conditions :-

(a) The relaxation of five years in the upper age limit for recruitment in respect of scheduled castes/scheduled tribes and backward classes will continue as heretofore. In other words the candidates for these classes can be recruited up to the age of 40 years (35+5) in case of non-technical services and 43 years (38+5) in case of the technical services in Class I, II and III Services and 45 years (40+5) in Class IV Services.

(b) If for recruitment in any service a competitive examination is prescribed and for appearing in such examination, certain number of chances have been fixed then they will continue as such.

2. On consideration of a number of representations which have been received from the public for continuing the above mentioned relaxation, Government has decided to continue the policy of relaxation in the upper age limit by five years as explained in Para 1 for technical/non-technical posts for recruitment in State Services Class I, II, III and IV with effect from 1st January, 1990 to 31st December, 1990 for recruitment in Government services.

3. The receipt of this letter may kindly be acknowledged.

***
Copy of Punjab Government circular letter No. 12/30/86-1PP-III/9579, dated the 30th May, 1990, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.—Setting up of Divisional/District Level Selection Committees for making recommendations for appointments of Border Area Youths to Class III and Class IV Services in the State.

I am directed to invite your attention to the subject noted above and to say that the question of setting up of Divisional/District Level Selection Committees for expediting the recruitment of Border Area Youths belonging to the Border Districts of Ferozepur, Gurdaspur and Amritsar to Class III and Class IV services in the State has been engaging the attention of the State Government for some time past. After careful consideration, Government have decided that in addition to the existing Departmental/District Level Selection Committees constituted, vide Circular letter No. 12/30/86-IGE/5139 dated the 15th April, 1986, there will also be Divisional/District Level Selection Committees exclusively for the recruitment of Border Area Youths belonging to the districts of Ferozepur, Gurdaspur and Amritsar for appointment to Class III and Class IV services. The constitution of these committees will be as under :-

(a) AT DIVISIONAL LEVEL

(i) The Commissioner of Division — Chairman

(ii) A member belonging to Scheduled Caste to be nominated by the Commissioner.

(iii) A member belonging to the Ex-Servicemen to be nominated by the Commissioner.

(iv) A representative of the Department where appointments are to be made.

(b) AT DISTRICT LEVEL

(i) The Deputy Commissioner — Chairman

(ii) A member belonging to the Scheduled Castes to be nominated by the Deputy Commissioner.
(iii) A member belonging to the Ex-Servicemen to be nominated by the Deputy Commissioner.

(iv) A representative of the Department where appointments are to be made.

2. The above Committees will discharge the functions which are heretofore assigned to the Subordinate Services Selection Board and now (on the abolition of the Board) are entrusted to the Departmental Selection Committee constituted, vide this Department circular letter dated the 15th April, 1986 referred to above for normal regular appointments.

3. The Committees will make recommendations to the Head of Office/Department from the list of eligible candidates for appointment to the Class III and Class IV posts. The letter of appointment will be issued by the Head of Office/Department concerned on the receipt of the recommendations of the Selection Committee.

4. I am to request you to take immediate action for setting up of Divisional/District Level Selection Committees as indicated above for making recommendations for appointment of Border Area Youths against Class III and Class IV posts.

5. Kindly acknowledge receipt of this letter.

Copy of Punjab Government circular letter No. 7/10/90-3PPII/9690, dated the 31st May, 1990, from the Department of Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.—Restrictions on transfers until March, 1991 of all officers/officials concerned with Census work.

I am directed to refer to the subject noted above and to say that in order to handle the work of Census Operations, 1991, efficiently and promptly, it has been decided that officers/officials who are directly, concerned with Census work need not be transferred till March, 1991, unless such transfers are absolutely unavoidable as contained in para 3(xii) of Punjab Government letter No. 7/9/87-3PPII/5857, dated the 30th March, 1990, containing policy guidelines for postings & transfers of Punjab Government
employees for the year 1990-91. Officers/officials who are required to receive training at various training classes should not be granted short leave/casual leave unless there are compelling circumstances. It is, therefore, requested that these instructions may please be brought to the notice of all the officers and the local authorities which are concerned with the Census Operations, 1991, for strict compliance.

2. The receipt of this letter may please be acknowledged.
Copy of Punjab Government circular letter No. 15/9/90-1PPI/10407, dated the 12th June, 1990, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.--Substituting the words 'ACR file' for 'Personal File'.

I am directed to refer to the subject noted above and to say that it has been observed by the Government that the words 'Personal File' used in lieu of 'ACR file' in the 'Standing Guide on Annual Confidential Reports' sometimes creates confusion. The matter has, therefore, been reconsidered and it has been decided that the words 'Annual Confidential Report File' may
be substituted in place of 'Personal File' in the 'Standing Guide on Annual Confidential Reports' and in the instructions issued, vide this Department circular letter No. 15/7/90-IPP(I)/7681, dated the 30th April, 1990, wherever these occur.

2. The above amendment may please be brought to the notice of all Officers/Officials working under you for information and necessary action.


Copy of Punjab Government circular letter No. 18/14/86-2PPI/11042, dated the 21st June, 1990, from the Department of Personnel and Administrative Reforms, addressed to all Financial Commissioners and Administrative Secretaries.

Subject.-Inclusion of daughter-in-law, sister-in-law and brother-in-law in the term of family members of deceased person who dies on account of terrorist action, for Government employment, under priority scheme.

All the Financial Commissioners and Administrative Secretaries to Government, Punjab may kindly refer to this Depart-
2. The orders constituting a Committee to consider the cases for providing a job to daughter-in-law, sister-in-law or brother-in-law of the deceased person falling under priority category No. 1 of Punjab Government letter No. 18/14/86-5PP/(1703)/5964, dated the 24th April, 1986, with a view to rehabilitate a terrorist affected family, are hereby withdrawn.

3. In future the definition of family of the deceased will be as laid down in Punjab Government instructions No. 18/14/86-5PP/(1703)/5964, dated the 24th April, 1986.
<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>20%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>20%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>20%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>14%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>11%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>9%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>5%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>12%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>9%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>7%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>4%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>7%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td>6%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15.</td>
<td>5%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16.</td>
<td>2%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17.</td>
<td>14%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18.</td>
<td>3%</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
19. विज्ञापन अने इंटरनेट रूट्सें फिल्टर करने चाहिए रैंकिंग न से तेज 
 उपयोग
20. खाने में खुश होगा और अपने अपने
 पेप ने माँगते हैं हैंगे, फिर वेब लिंक ने पूरा होता
21. विज्ञापन अने इंटरनेट रूट्सें फिल्टर करने चाहिए रैंकिंग न से तेज 
 उपयोग
22. खाने में खुश होगा और अपने अपने पेप ने माँगते हैं हैंगे, फिर वेब लिंक ने पूरा होता
23. विज्ञापन अने इंटरनेट रूट्सें फिल्टर करने चाहिए रैंकिंग न से तेज 
 उपयोग
24. खाने में खुश होगा और अपने अपने पेप ने माँगते हैं हैंगे, फिर वेब लिंक ने पूरा होता
25. विज्ञापन अने इंटरनेट रूट्सें फिल्टर करने चाहिए रैंकिंग न से तेज 
 उपयोग
25% और 50% तक के ढंग से नहीं बात की तरीक़ा मार्गदर्श और 
मध्यम में रहना चाहिए अपने- 
26. खाने में खुश होगा और अपने अपने पेप ने माँगते हैं हैंगे, फिर वेब लिंक ने पूरा होता

1. खाने में खुश होगा 30%
2. खाने में खुश होगा और अपने अपने पेप ने माँगते हैं हैंगे 40%
3. खाने में खुश होगा और अपने अपने पेप ने माँगते हैं हैंगे 50%
4. खाने में खुश होगा और अपने अपने पेप ने माँगते हैं हैंगे 30%
5. विज्ञापन अने इंटरनेट रूट्सें फिल्टर करने चाहिए रैंकिंग न से तेज 
 उपयोग 40%
6. खाने में खुश होगा और अपने अपने पेप ने माँगते हैं हैंगे 20%
7. खाने में खुश होगा 33% " जाने बढ़े 5" जाने बढ़े 33% देखिए नहीं 
 हारा 8. खाने में खुश होगा 5% " जाने बढ़े 5" जाने बढ़े 5% देखिए नहीं 
 हारा 9. खाने में खुश होगा 33% देखिए नहीं देखिए नहीं 
 हारा 33%
10. तिम्रिमा जैसे खिलोग दे दिखार लिखने रेखीया दे लिख दे 30%  
    देगे नपकर

11. दिख लेख दे ठीक ठथ चारखट दे ठथ ठथ फिरा फिरा जिमे जेड़  
    जिने तैयारको बिना दे सूची लेख दे ठथमट

12. दिख लेख दे ठीक ठथ चारखट दे ठथ ठथ लेख दर वेलें  
    अतरज बहे जाँच लेख दे विश्लेष लेखनी तारख

13. जेड़ी दे बुझे निले ठकार लेख बेल्फेर 31%  
    50% दे बैंक काल्पन 100% दे बैंक काल्पन

रेख केटे ठथ भरेंगी अभ्यास-सीखने दे दूरावले निभे ठथक  
    सहजता चेयी  

1. देगे दे सैक ढाल जेन कॉटिंग तारख 90%  
2. दिले दे दे दे कैजेमीभ उंडे 8" दे पैट लेख चेयी देगे दे  
    बेल्फे दे जेन कॉटिंग तारख

3. कैजेमीभ दे दिने दे दूराबालट दे दिने डिम्बलार्क 4-1/2" दे  
    8" उंडे दे जेन दर कॉटिंग तारख

4. पित्र लेख तै दिख लेख दे बैंक हो दूराबालट दर ठथमट  
    तै दूराबालट दे दिने दे बैंक 4-1/2" उंडे दे जेन दर कॉटिंग तारख

रेख के दोहे लेख ठथ मर्ग पैक  

5. जेन लेख दर कॉटिंग तारख दिने दे दिने दे तै लेख तै बेल्फे  
    दे तारख

6. विलिमा जैसे दूराबालट दे दूराबालट सीखने रेखीया दे लिख दे  
    देगे दे कैजेन लेख दर कॉटिंग तारख

7. चुपटे दर कॉटिंग तारख 90%
8. The Government has announced the following rates of pay for the families of deceased government employees who have lost their lives due to terrorist actions:

- 70% for families of employees who have lost their lives due to terrorist actions.
- 60% for families of employees who have lost their lives due to terrorist actions.

9. The pay for the families of deceased government employees who have lost their lives due to terrorist actions is subject to a maximum of Rs. 50,000.

10. The pay for the families of deceased government employees who have lost their lives due to terrorist actions is subject to a maximum of Rs. 50,000.

---

Subject: Financial Assistance to the families of Government employees killed by terrorist action.

I am directed to refer to Punjab Government instructions issued vide circular letter No. (i) 9/5/87-6GE/1990 dated 15th June, 1988 (ii) 9/19/87-6GE/13131 dated the 8th August, 1988 and (iii) 18/48/89-2PP/15177 dated the 18th August, 1989 on the subject noted above and to say that the payment of special ex gratia grant upto Rs. 50,000 to the families of deceased government
employees including the local government employees killed by terrorist action with effect from 1st July, 1990 will be paid by the Deputy Commissioner of the District in which the death took/taken place and the balance amount over and above Rs. 50,000 of special ex gratia grant, if any, will be paid by the Appointing Authority of the deceased employees.

2. This issues with the concurrence of the Department of Finance, conveyed,—vide their ID No. 3/15/87-2FPPIII/dated the 14th June, 1990.


***

Copy of Punjab Government circular letter No. 2/3/90-5PPI/13984 dated the 26th July 1990, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.—Recommendations contained in the 8th Report of the Committee for the removal of anomalies in the Revised scales of pay regarding the common categories—Method of recruitment to the posts of Assistants in all departments.

I am directed to invite your attention to the instructions issued vide Punjab Government circular letter No. 2/27/79-5PP(1338)-4821 dated the 8th April, 1985 wherein the mode of filling up
the posts of Assistants in all the Departments was prescribed as under:-

(i) 75% by promotion  
(ii) 25% by direct recruitment

It was also laid down that all the posts of Assistants should be filled up in future in accordance with the above mode and that action for bring the service rules, where necessary in line with the above decision should also be taken immediately.

2. All the Departments are once again directed to follow the said policy instructions meticulously and to ensure that direct recruitment against the posts of Senior Assistants (previously Assistants) as per prescribed percentage, is made by the appointing authorities.

3. A report about the action taken to bring Class III Service rules of your Department in accordance with these instructions may be sent to the undersigned within a month.

Wilful abstinence from performing duties by a Government employee by resort to pen down strike shall be deemed to be wilful absence from duty and shall also antail forfeiture of the past service.
Copy of Punjab Government circular letter No. 1/36/90-2PPI/15177, dated the 21st August, 1990, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.-- Determining the age for appointment in the State Services in case of dependents of terrorist victims/November, 1984 riots falling in priority category No. 1.

I am directed to invite a reference to the subject noted above and to say that in the instructions issued, vide Punjab Government letter No. 7610-1GSI-77/31795, dated the 26th July, 1977, it has been laid down that for purposes of age limit for recruitment to State Services the First of January of the year immediately preceding the last date for submission of applications should be the deciding factor for computing age. It has, however, been observed that in some cases persons falling in category No. 1 of priority list mentioned in letter No. 18/14/86-5PP(1743)/5964, dated the 24th April, 1986, for compassionate appointment,
become overage due to non-availability of vacancies in suitable services of the State Government. With a view to mitigate their hardship, it has been decided that the age of the persons falling under priority category No. 1 mentioned in Punjab Government letter dated the 24th April, 1986, may be determined on the date on which such persons get their names registered for employment with Director, Relief and Resettlement or the Deputy Commissioner of the District concerned. In other words, for the purposes of reckoning age for eligibility for different services, the date of registration of the applications of the person concerned will be taken into account and the period between the actual date of registration of the application for employment and the 1st January of the year in which offer of appointment is made shall be condensed. These instructions may kindly be brought to the notice of all concerned.

Kindly acknowledge.
Copy of Punjab Government circular letter No. 20/25/3PPI/89/15388, dated 22nd August, 1990, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.--Clearing of backlog of vacancies reserved for Scheduled Castes--launching of special recruitment drive.

All the Financial Commissioners and Administrative Secretaries to Government, Punjab may kindly refer to this Department ID No. 20/25/3PPI/89, dated 27th February, 1990 on the subject noted above.

2. It is clarified that the instructions referred to above will not apply in cases where filling up of backlog of vacancies reserved for Scheduled Castes does not exceed 50% of the total vacancies being filled in a recruitment year provided the total reservation does not exceed 50%.

Receipt of this letter may be acknowledged.
Subject.--Setting up of the District Level Committees for making recommendations for appointment under priority category No. 1, in the State Service Class III-IV posts—Nomination of the members.

I am directed to invite a reference to Punjab Government letter No. 18/74/89-2PPI/9132, dated the 25th May, 1990, on the subject noted above and to say that the District Sainik Welfare Officers, may be nominated to the District level Committees as the representative of the Ex-Servicemen.

Kindly acknowledge its receipt.

Subject.--Priority list of various categories persons for employment in the State Services Class III-IV posts, on priority basis.

I am directed to invite a reference to Punjab Government circular letter No. 18/14/86-5PPI/(1703)/5964, dated the 24th April,
1986 on the subject noted above and to say that after careful consideration, it has been decided to amend the priority category No. 1 of the letter referred to above, to the extent indicated below:--

"A member of the family of a person (bread winner) killed or 100% physically disabled in terrorist action or by security forces acting in aid of civil power, in the State; a member of the family of a person (bread-winner), died or 100% physically disabled in riots in India between October 31 to November 7, 1984 (both inclusive); and a member of the family of an army deserted (bread winner) killed or 100% physically disabled, in 1984 action, by the forces, against deserters."

Serial No. 1 of the annexure attached with letter referred to above, is also amended to the extent indicated below:--

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Category</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. (i)</td>
<td>A member of family of a bread winner killed or 100% physically disabled in terrorists violence/by security forces acting in aid of civil power in the State.</td>
<td>Certificate of death/100% physical disability with full details of the circumstances under which the death or 100% physical disability occurred certifying that it was as a result of terrorists action/by Security forces acting in aid of civil power to be issued by the Deputy Commissioner in whose territorial limits the death or 100% physical disability occurred (to be supported by a certificate of the Chief Medical Officer concerned).</td>
</tr>
</tbody>
</table>

(ii) An affidavit duly attested by 1st Class Magistrate to corroborate the fact that the person being employed is in fact a member of the family of the bread-winner killed or 100% physically disabled.

Names of all dependents, their age, their occupation and reasons for support of the claim if the persons being appointed viz-a-viz other dependents, should be brought on the record.
<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Category</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>(ii)</td>
<td>A member of a family whose bread winner was killed or 100% physically disabled in riots, between October 31 to November 7, 1984 (both inclusive)</td>
<td><strong>Certificate of death or 100% physical disability, with full details of the circumstances, under which the death or 100% physical disability occurred, certifying that it was as a result of riots, to be obtained from the Deputy Commissioner of the District in whose territorial limits, the death or 100% physical disability occurred (to be supported by a certificate of the Chief Medical Officer concerned).</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>4) An affidavit duly attested by a Magistrate 1st Class to corroborate the fact that the person, being employed, is a dependent family of the person (breadwinner or 100% physically disabled) and their claim.</strong></td>
</tr>
</tbody>
</table>
2. All appointments by virtue of the above amendments of the priority instructions for appointment against Class III-IV posts, are subject to eventual orders that may be passed by the Supreme Court in SLP No. 4335 of 1989 State of Punjab v/s Jagroop Singh etc. alongwith the application for ex parte stay.


295

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Category</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>a certificate of the Chief Medical Officer concerned).</td>
</tr>
</tbody>
</table>

(ii) An affidavit sworn in before a Magistrate 1st Class giving names/father's name, rank and other particulars of service of the deceased/disabled army deserter and also the fact that the applicant is a dependent family member of army deserter (breadwinner) killed/100% physically disabled.

(iii) Names of all dependents, their age, occupation and reasons in support of the claim of the person being appointed, viz-a-viz other dependents, should be brought on record.
(iii) रात भोजन के साथ, फिल्टर भोजन के बाद भी आँवला बनी थी। वासकारण अने फिल्टर ने पूर्णकान्त द शाहेजहां पर आपस में समायोजन करने के लिए दिए गए थे। फिल्टर अनेक फिल्टर इन रूप में करने के लिए आपस में समायोजन करने के लिए दिए गए थे। फिल्टर अनेक फिल्टर इन रूप में करने के लिए आपस में समायोजन करने के लिए दिए गए थे।
Copy of Punjab Government circular letter No. 13/47/88-1PPPII/17124, dated 3rd September, 1990, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject: Proper defence of Civil Suits and other proceedings in various Civil Courts.

I am directed to refer to the subject noted above and say that it has been brought to the notice of the Government by the Law Department that the officials of the Administrative Departments do not follow up (pairvi) properly the defence of Civil Suits and other proceedings in various Civil Courts and frequent adjournments are sought by the departments from the Courts for filing written statements. It has also been stated that all the necessary documents required for the evidence in the case are not furnished with the case by the departments and the Law Officers feel handicapped for the lack of documentary evidence in the Court. The Officers of the Law Department have also complained that the Departments invariably do not inform them regarding institution of appeal after the decision by the trial court, thereby, creating difficulty for them when the higher courts ask them to appear on behalf of the Government. Besides during the pendency of the case no responsible official of the concerned department visits them to brief the facts of the case. Their another grievance is that the officials of the departments do not bring with them court fee stamps or money for that purpose which is required in civil appeal cases.

2. I am directed to emphasize that upon taking due notice of the points raised by the Law Officers of the Law Department and all necessary measures be taken to remove the difficulties stated above. It is further stressed that top priority should be given to the Civil Court cases and it should be ensured that the
official who is well conversant with the facts of the cases should be deputed to contact the concerned Law Officer well before the hearing to brief him on all the facts of the case. He should also be asked to attend each and every hearing in the case. I am also to request you that timely steps be taken to arrange/provide necessary court fee stamps etc. required for filing appeals and also to furnish all the documentary evidence required in the cases to the concerned Law Officers.

3. The receipt of this letter may please be acknowledged.

298

Copy of Punjab Government circular letter No. 9/5/78-5PP-III/17062, dated 20th September, 1990, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.--Grant of advance increments/rapid promotions to officers who go abroad to improve their qualifications.

I am directed to invite your attention to instructions issued,--vide this Department letter No. 961-GS-62/5593, dated 16th February, 1962, on the above subject,--vide which procedure was laid down for deciding cases for the grant of advance increments and rapid promotions to such personnel who go abroad to improve their qualifications. Subsequently instructions have been issued,--vide this
Department letter No. 9/64/78-5GE/1272, dated 28th February, 1984 (copy enclosed), according to which advance increments to Government employees who improve their qualification while in service can be granted in certain categories of cases as a need based incentive. Keeping in view relevant factors like shortage categories in certain disciplines, man-power availability perspectives and the projections of the State Government's requirement etc. A decision to grant advance increments is to be taken in consultation with this Department and the Department of Finance.

2. In view of these instructions issued, vide letter No. 9/64/78-5GE/1272, dated 28th February, 1984, instructions issued earlier, vide letter No. 96-4GS-62/5593, dated 16th February, 1962, are hereby abrogated. It is requested that in future cases for the grant of advance increments to the Government employees who improve their qualifications while in service should be examined in the light of the instructions issued, vide letter dated 28th February, 1984.

Copy of Punjab Government circular letter No. 9/64/78-5GE/1272, dated 28th February, 1984, from the Department of Personnel and Administrative Reforms, addressed to all Financial Commissioners and Administrative Secretaries to Government Punjab.

Subject.--Grant of advance increments to Government employees who improve their qualifications while in service—policy regarding.

I am directed to refer to Punjab Government circular letter No. 9/64/78-5GE/5367, dated the 15th May, 1980, in which Government decision to the effect that no advance increments would be given to the Government employees who improve their educational qualifications while in service, within India was conveyed.

2. The matter has been reconsidered by Government and it has been decided to modify the above instructions to the extent that in cases, where the Administrative Departments are of the opinion that advance increments should be granted in certain categories of cases as a need based incentive, keeping in view relevant factors like shortage categories in certain disciplines, man-power availability perspectives and the projections of State Government's requirements etc. they may consider the matter and take a decision to grant advance increments in consultation with the Departments of Personnel and Finance.
Copy of Punjab Government circular letter No. 6/10/88-6PP-III/17318 dated 26th September, 1990, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.—Grant of Leave Travel Concession to the State Government Employees—Age limit of dependents.

I am directed to invite your attention to Punjab Government instructions issued,—vide circular letter No. 6/10/88-6GE/3299-3302, dated 9th March, 1989, on the above subject and to say that a point has been arisen as to whether un-married daughter over 21 years of age of Punjab Government employees are eligible to avail L.T.C.

2. The matter has been considered by Government and attention is invited to para 3(iv) of the said instructions, whereby it has been clarified that the definition of family for the purposes of LTC will be the same as has been accepted for the purposes of TA for journey on transfer as per para 10(1) of the Punjab Government instructions No. 31/36/79(7)/FR/204, dated 8th January, 1980 relating to revised rates of TA etc., according to which TA is admissible to each member of family of Punjab Government employees irrespective of limit of age.

Copy of Punjab Government circular letter No. 6/10/88-6PP-III/17821, dated 11th October, 1990, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.—Grant of Leave Travel Concession to the State Government employees—Prohibition of travelling by Chartered buses.

I am directed to invite your attention to para 3(ii) of Punjab Government instructions issued,—vide circular letter No. 6/10/88-6GE/3299-3302, dated 9th March, 1989 according to which the State Government employees can also perform the journey by chartered buses of State Tourism Department of Corporations either of the Punjab State or any other State. Government for some time past have been receiving complaints about the mis-utilisation of L.T.C. facility by Government employees through chartered buses.

2. After careful consideration of the matter it has been decided that travel for the purpose of L.T.C. should be limited to by regular State buses or by Rail only. In future availing of L.T.C. facility by chartered buses belonging to the State Tourism and other Corporation or otherwise is prohibited. These instructions may be brought to the notice of all Government employees working under you in general and D.D.Os in particular for compliance.
Copy of Punjab Government circular letter No. 18/112/89-2PPI/19351, dated 12th November, 1990 from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments, etc., etc.

Subject.--Financial assistance to the families of Government employees, killed in terrorists action.

I am directed to invite a reference on the subject noted above and to say that in partial modification of Punjab Government instructions issued, vide Punjab Government letter No. 9/5/87-6GE/8907, dated the 15th June, 1988, Government have decided to pay special ex-gratia grant at the rates given below with effect from 1st July, 1990 to the families of Government employees killed as a result of attack by extremists, upto the date, the State or any part of it, continues to be disturbed area:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>Personnels of Jails, Judicial and Magisterial Cadres as also the Public Prosecutors, directly connected with the maintenance of Law and Order.</td>
<td>Thirty-six-times of the pay, which the deceased employee was receiving immediately before death, subject to a minimum of Rs. One lac.</td>
</tr>
<tr>
<td>(2)</td>
<td>Other employees.</td>
<td>Twenty-four-times of the pay, which the deceased employee was receiving immediately before death, subject to a minimum of Rs. One lac.</td>
</tr>
</tbody>
</table>
2. The above financial assistances, will be admissible, subject to the following conditions:--

(i) The amount of special ex-gratia grant will be inclusive of the amount admissible under rule 2.7 of the Punjab Civil Services Rules, Volume II.

(ii) The pay for the purpose of calculating the amount of special ex-gratia grant will be taken as defined in rule 2.44 of the Punjab Civil Services Rules, Volume I, Part I.

(iii) The Deputy Commissioner of the district in whose territorial limits the death took place, will issue a certificate to the effect that the deceased Government employee was killed in extremists action.

3. This issues with the concurrence of the Department of Finance conveyed,-- vide their I.D. No. 14/92/90-FEI, dated 17th October, 1990.
Subject.--Awarding of minor punishment in the cases of disciplinary action after an employee has been placed under suspension.

I am directed to refer to Punjab Government instructions No. 13/44/89-2PPII/5152, dated the 26th March, 1990 and to say that in the said instructions it is inter alia, laid down that in case an employee is awarded minor punishment after initially having been placed under suspension will be regularised by giving him full pay and allowances.

2. The matter has been reconsidered and it has been decided that there is already a provision for regularising the period of suspension under Rule 7.3(3) of CSR and no executive instructions can over-rule the provision of this rule. It has, therefore, been decided to withdraw the said instructions.

Subject.--Policy and procedure regarding ad hoc/short term appointments.

All the Financial Commissioners/Administrative Secretaries to Government of Punjab, may kindly refer to this Department's Instructions as contained in Punjab Government letter No. 7053/6/234/3PP/32037, dated the 29th September, 1978, wherein procedure regarding ad hoc appointments has been laid down. These instructions, inter alia, provide that for the ad hoc appointments for a period exceeding six months necessary requisition, complete in all respects, are required to be sent to the Punjab Public Service Commission. Further, such ad hoc appointments and their extension are required to be got approved from the Minister-in-Charge (now Advisor to Governor) and approval of the Department of Personnel and Administrative Reforms is required to be obtained by the Department in cases where ad hoc appointments are proposed to be continued beyond the period of 12 months.

2. This Department observe that there are already standing instructions of this Department that they should get approval of
The Punjab Public Service Commission for the regularisation of ad hoc appointment, or getting them filled on regular basis from Punjab Public Service Commission. Therefore, all the Departments are supposed to follow these instructions meticulously.

3. Keeping in view the above position, it has been decided that in future, the Administrative Secretaries with the approval of Adviser of the Departments would be competent to extend the period of ad hoc appointments beyond a period of 12 months and no reference is required to be made to the Department of Personnel and Administrative Reforms for this purpose. It may, however, be made clear that there should be no infringement of instructions regarding procedure for ad hoc appointments and their timely regularisation from the Punjab Public Service Commission.

4. Receipt of this letter may please be acknowledged.

DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL POLICIES III BRANCH)

Notification
The 29th August, 1990

No. G.S.R.47/Const./Art.309/Amd.(7)/90.—In exercise of the powers conferred by Article 309 of the Constitution of India, and all other powers enabling him in this behalf, the President of India is pleased to make the following rules further to amend the Punjab Government Houses (General Pool) Allotment Rules, 1983, namely:

Rules

1. These rules may be called the Punjab Government Houses (General Pool) Allotment (Second Amendment) Rules, 1990.
2. In the Punjab Government Houses (General Pool) Allotment Rules, 1983, in rule 4, in sub-rule (1), for the existing Table, the following Table shall be substituted, namely:

The Table

<table>
<thead>
<tr>
<th>Type of House</th>
<th>Pay Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>Employees drawing emoluments of Rs. 5,300 or above;</td>
</tr>
<tr>
<td>B.</td>
<td>Employees drawing emoluments between Rs. 4,500 and Rs. 5,299;</td>
</tr>
<tr>
<td>C.</td>
<td>Employees drawing emoluments between Rs. 3,700 and Rs. 4,499;</td>
</tr>
<tr>
<td>D.</td>
<td>Employees drawing emoluments between Rs. 3,000 and Rs. 3,699;</td>
</tr>
<tr>
<td>E.</td>
<td>Employees drawing emoluments between Rs. 1,600 and Rs. 2,999;</td>
</tr>
<tr>
<td>F.</td>
<td>Employees drawing emoluments between Rs. 1,000 and Rs. 1,599;</td>
</tr>
<tr>
<td>G.</td>
<td>Employees drawing emoluments between Rs. 750 and Rs. 999.</td>
</tr>
</tbody>
</table>

S.L. KAPUR,
Chief Secretary to Government of Punjab.
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL POLICIES III BRANCH)

Notification

The 29th August, 1990

No. G.S.R.46/Const./Art. 309/Amd.(6)/90.—In exercise of the powers conferred by article 309 of the Constitution of India, and all other powers enabling him in this behalf, the President of India is pleased to make the following rules further to amend the Punjab Government Houses (General Pool) Allotment Rules, 1983, namely:—

Rules

1. These rules may be called the Punjab Government Houses (General Pool) Allotment (First Amendment) Rules, 1990.

2. In the Punjab Government Houses (General Pool) Allotment Rules, 1983 (hereinafter referred to as the said rules), in rule 2, after clause (j), the following clause shall be inserted, namely:—

"(jj) "Single Woman Employee" means an employee who is a woman and who is unmarried, divorced, legally separated or a widow".

3. In the said rules, in rule 7, sub-rule (1), for the words, brackets and figures "under the provisions of sub-rule (1) of rule 12", the words, brackets and figures "under the provisions of sub-rule (1) of rule 12 and if not required for this purpose to an applicant who is a single woman employee" shall be substituted.

S.L. KAPUR,
Chief Secretary to Government of Punjab.

---

Rules

1. These rules may be called the Punjab Government Houses (General Pool) Allotment (First Amendment) Rules, 1990.

2. In the Punjab Government Houses (General Pool) Allotment Rules, 1983 (hereinafter referred to as the said rules), in rule 2, after clause (j), the following clause shall be inserted, namely:—

"(jj) "Single Woman Employee" means an employee who is a woman and who is unmarried, divorced, legally separated or a widow".

3. In the said rules, in rule 7, sub-rule (1), for the words, brackets and figures "under the provisions of sub-rule (1) of rule 12", the words, brackets and figures "under the provisions of sub-rule (1) of rule 12 and if not required for this purpose to an applicant who is a single woman employee" shall be substituted.

S.L. KAPUR,
Chief Secretary to Government of Punjab.
Subject:—Ban on grant of re-employment/Extension in service to Government employees on or after their attaining the age of superannuation.

In continuation of Punjab Government letter No. 16/36/84/4PP/162, dated 4th January, 1985, on the subject noted above, I am directed to say that with immediate effect, no extension/re-employment is to be given to any officer/official in any Department of the State Government who has attained the age of superannuation, except Police personnel and that too, on the merits of each case with particular reference to the officer's/official's proven integrity and efficiency in the discharge of his functions. Exception in the case of Police personnel is being allowed because of the special Law and Order conditions prevalent in the State, in the overriding public interest for re-employment after superannuation, in cases the Administrative Department will make out a case each case to the Department of Personnel for clearance.

Instructions may please be brought to the notice of all.

*his communication may please be ac-
Subject.--Setting up of Departmental Promotion Committees for considering cases of promotion to Class I and II posts.

I am directed to refer to the subject mentioned above and to say that for sometime past Government has been contemplating setting up of Departmental Promotion Committees in all Administrative Departments for expediting the processing of the cases of promotion of officers to Class I and II services. The Government is aware that these Departmental Promotion Committees are already in existence, in one form or the other in some departments for promotion of some categories of officers where the Service Rules provide for constituting these committees.

2. The setting up of the Departmental Promotion Committees in all Departments with uniform procedure, will be a step in the right direction to avoid delay in processing the promotion cases. It has, therefore, been decided that the Departmental Promotion Committees be set up in all Administrative Departments under Punjab Government. The process will cut down delays and prolonged correspondence with various departments. It would also be beneficial in maintaining the up-to-date Annual Confidential Reports etc.

3. The broad structure of the Departmental Promotion Committees will be as under:

(i) Representative of the Punjab Public Service Commission (Chairman or the Member appointed by the Chairman);

(ii) Administrative Secretary;

(iii) Head of the Department;

(iv) Representative of the Department of Personnel;

(v) Co-option of Secretary Social Welfare, if Administrative Secretary considers it necessary.

The Administrative Secretary shall convene the meetings of these Committees. However, when appointment is to the post of Head of Department, such incumbent shall not be the member. The recorded decision of Departmental Promotion Committee shall be submitted by the Administrative Department for approval of the competent authority under the Rules of Business.
4. As regards the frequency of these meetings the Administrative Department will work out the number of anticipated vacancies in the next calendar year and the meetings will be convened by the Administrative Secretary towards the close of the year. These meetings will be held to consider officers for promotions to promotion quota posts and also those who are to be promoted on ad hoc basis against direct quota posts but the candidates selected by the Punjab Public Service Commission are not readily available to be posted against such posts. The Departmental Promotion Committees will function strictly in accordance with the policy contained in the instructions on promotions issued from time to time by Punjab Government. It may, however, be relevant to enclose a copy of the guidelines of the functioning of the Departmental Promotion Committees of Government of India but these guidelines may be adopted by State Departmental Promotion Committees within the parameters of the Punjab Government instructions on promotions.

5. The Departmental Promotion Committees will take into consideration the record of the service of the officers concerned with respect to the post indicated in the schedule to Punjab Government Services (Appointment by promotion) Rules 1962 so that the appointment by promotion to such posts shall be made by selection on merit and no person shall be entitled to claim promotion to such posts on the basis of seniority. In addition the Departments shall have to follow the Service Rules approved for that Department as well as the general guidelines on the subject of promotion laid down by the Personnel Department from time to time.

6. In the case of appointments/promotion and confirmation of the Heads of the Departments which under the Allocation of Business Rules are to be referred to the Chief Secretary the recommendations of the Departmental Promotion Committees after approval of the Minister-in-Charge or the Adviser to Governor, as the case may be, shall be sent to Secretary Personnel for approval of Chief Minister/Hon'ble Governor, as the case may be through the Chief Secretary. Again in the cases of promotion of officers whose conduct is subject to an Inquiry and the matters connected therewith detailed instructions have already been issued—vide Punjab Government letter No. 4/50/3PPI/88/16905, dated 28th October, 1988 which should be followed.

7. The Departmental Promotion Committees may consider the cases of promotion of those officers who have been facing Inquiries for the last one year but the Inquiry Officers have not been able to finalise their reports and they may make suitable recommendations with respect to them and no further reference to Department of Personnel will be necessary.
8. Wherever Administrative Secretary considers that on account of a decision on representation against adverse remarks an Annual Confidential Report has been toned down or expunged or as a result of finalisation of any Inquiry proceedings in the case of an officer, subsequent to consideration of promotion cases by Departmental Promotion Committees, the Administrative Secretary may have the earlier decision reviewed in a subsequent meeting of Departmental Promotion Committee. We enclose herewith the guidelines issued by the Government of India on the subject for the general procedure to be followed by the Departmental Promotion Committee. The Administrative Departments can send suggestions to Personnel Department for suitable modifications and adoption of the system followed in Government of India.

9. These instructions may be brought to the notice of all concerned and the Heads of the Departments under your control.

10. These instructions will come into force with effect from 1st December, 1990.

No. 22011/5/86-Estt.(D)

GOVERNMENT OF INDIA

MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS

DEPARTMENT OF PERSONNEL AND TRAINING

New Delhi, dated the 10th April, 1989

OFFICE MEMORANDUM

Subject.--Departmental Promotion Committees and related matters
Consolidated instructions on--

The undersigned is directed to say that instructions on the constitution and functioning of Departmental Promotion Committees and the procedure to be followed in processing and implementing the recommendations of D.P.Cs. were issued in a consolidated form, vide this Department's OM No. 22011/6/75-Estt.(D), dated 30th December, 1976. Instructions have also been issued subsequently clarifying/modifying certain aspects of the procedure. The various instructions have been updated and consolidated in the form of "Guide Lines on Departmental Promotion Committees", a copy of which is forwarded herewith.

S.K. PARTHASARATHY,
Joint Secretary to the Government of India.
GUIDELINES ON DEPARTMENTAL PROMOTION COMMITTEES
PART - I  FUNCTIONS AND COMPOSITION OF DEPARTMENTAL PROMOTION COMMITTEES

- Functions of DPCs
- Composition of DPCs

PART - II  FREQUENCY OF DEPARTMENTAL PROMOTION COMMITTEE MEETINGS

- Frequency at which DPC should meet

PART - III  PREPARATORY ACTION FOR HOLDING DEPARTMENTAL PROMOTION COMMITTEES

- Determination of regular vacancies
- Papers to be put for consideration by DPCs
- Consideration of officers on deputation
- Consideration of officers on study leave
- Consideration of direct recruits
- Reservation for SCs/STs

PART - IV  PROCEDURE TO BE OBSERVED BY DEPARTMENTAL PROMOTION COMMITTEES

- Selection Method
- Confidential Reports
- Preparation of yearwise panels by DPC where they have not met for a number of years
- Non-Selection Method
- Confirmation
- Probation
Efficiency Bar

Procedure to be followed by DPC in respect of Government servants under cloud

Adverse remarks in a CR

Validity of the proceedings of DPCs when one member is absent

PART - V PROCESSING AND IMPLEMENTATION OF THE RECOMMENDATION OF DEPARTMENTAL PROMOTION COMMITTEES

Processing of recommendations of DPC

Consultation with UPSC

Approval of ACC

Procedure to be followed when the Appointing Authority does not agree with Recommendations of DPC

Appointing Authority to take decision within 3 months

Implementation of the recommendations of DPC-Vigilance clearance

Order in which promotions to be made

Where eligible by direct recruitment and promotion

Promotion of Officers on deputation

EB cases

Sealed cover cases-Action after completion of disciplinary/criminal prosecution

Six monthly Review of sealed cover cases

Sealed cover procedure for confirmation
Procedure for ad hoc promotion .. 20
Sealed cover procedure applicable to officers coming under cloud before promotion .. 21
Date from which promotions are to be treated as Regular .. 22
Refusal of Promotion .. 22
Validity of a panel .. 23
Review of Panels .. 23

PART - VI REVIEW OF DEPARTMENTAL PROMOTION COMMITTEES

When Review DPCs may be held .. 23
Scope and Procedure .. 24
Cases where adverse remarks have been expunged or turned down .. 24

ANNEXURES

I. pro forma for referring proposals for promotion to Union Public Service Commission .. 26

II. pro forma for referring proposals for confirmation .. 32

III. Check list for promotion cases .. 36

IV. Position regarding year-wise availability of ACRs. .. 38
GUIDELINES ON DEPARTMENTAL PROMOTION COMMITTEES
PART - I
FUNCTIONS AND COMPOSITION OF DEPARTMENTAL
PROMOTION COMMITTEES

Functions of DPCs.—A post is filled by promotion where
the Recruitment Rules so provide. In making promotions, it should
be ensured that suitability of the candidates for promotion is
considered in an objective and impartial manner. For this purpose,
Departmental Promotion Committee should be formed in each Ministry/
Department/Office whenever an occasion arises for making promotions/
confirmations etc. The DPCs so constituted shall judge the suitability
of officers for:—
(a) promotions to 'selection' as well as 'non-selection'
posts;
(b) confirmation in their respective grades/posts;
(c) assessment of the work and conduct of probationers
for the purpose of determining their suitability for
retention in service or their discharge from it or extending
their probation; and
(d) consideration of cases of Government servants for crossing
the Efficiency Bar.

2.1 Composition of DPCs.—Members included in DPCs for
Group A & B posts should be officers who are at least one step
above the posts in which promotion/confirmation is to be made
as indicated below:—

<table>
<thead>
<tr>
<th>Pay scale (revised) of the post in which promotion is to be considered by the DPC</th>
<th>Minimum status of officers who should be members of the DPC</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Rs. 2,200-4,000 or equivalent Rs. 3,000-4,500 or equivalent</td>
<td>Officers of the rank of Deputy Secretary to the Government of India or above.</td>
</tr>
<tr>
<td>2. Rs. 3,000-5,000 or equivalent</td>
<td>Officers of the rank of Director or above.</td>
</tr>
<tr>
<td>3. Rs. 3,700-5,000 or equivalent Rs. 4,100-5,300 or equivalent Rs. 4,500-5,700 or equivalent</td>
<td>Officers of the rank of Joint Sec- retary to the Govt. of India or above.</td>
</tr>
<tr>
<td>4. Rs. 5,100-5,700 or equivalent Rs. 5,900-6,700 or equivalent</td>
<td>In such case the Secretary/Ad- ditional Secy. of the Department/Ministry should invariably be one of the members of the DPCs.</td>
</tr>
</tbody>
</table>
2.2. The Union Public Service Commission (UPSC) should be associated with DPCs in respect of all Central Civil Services/posts belonging to Group A where promotion is based on the principles of selection unless it has been decided by the Government not to associate the UPSC with a Group A DPC. The UPSC need not be associated in respect of posts belonging to Group A, if the promotion is based not on the principles of selection but on seniority-cum-fitness.

2.3 The Commission need not be associated with a DPC constituted for considering the cases of confirmation of officers. The proceedings of the DPC which considered the confirmation of Group A officers should, however, be sent to the Commission for their approval. While doing so, the cases of officers not considered fit for confirmation along with their records should be specifically referred to the Commission for their approval.

2.4 Whenever the UPSC is associated with a DPC, the Chairman or a Member of the Commission will preside at the meeting of the DPC.

2.5 In respect of a DPC for Group C & D posts the Chairman of the DPC should be an officer of a sufficiently high level and one of the members of the DPC should be an officer from a Department not connected with the one in which promotions are considered. The other member(s) should be an officer of the Department familiar with the work of the persons whose suitability is to be assessed. The officer of another Department appointed as a member of the DPC should also be of an appropriate level keeping in view the level of the other members of the DPC and the post to which promotion is to be made. In the case of a DPC constituted for promotions to a technical post it may also be ensured that the officer nominated by another Department has also the requisite technical competence to advise on the suitability of the candidates under consideration.

2.6 Endeavour should also be made to nominate an SC/ST officer on the DPC constituted for various posts/services particularly where a DPC has to make bulk selection for a large number of vacancies, say 30 or more at a time. Where an outside member has to be associated with the DPC for Group C or Group D posts, there would be no objection to nominate on such a DPC, a SC/ST officer from such other Ministry/Department in the event of such officer not being available in the Ministry/Department itself.

2.7 In Group A and Group B Services/posts if none of the officers included in the DPC as per the composition given in the recruit-
ment rules is a SC or ST officer, it would be in order to co-opt a member belonging to the SC or ST if available within the Ministry/Department. If no such officer is available within the Ministry/Department, he may be taken from another Ministry/Department.

2.8 The composition of the DPC for considering the cases of Government servants for crossing the EB in a time scale of pay should be the same as the DPC constituted for the purpose of considering the cases of confirmation of the Government servants concerned with the only change that the UPSC need not be associated for considering EB cases.

PART - II

FREQUENCY OF DEPARTMENTAL PROMOTION COMMITTEE MEETINGS

3.1 Frequency at which DPC should meet.—The DPCs should be convened at regular annual intervals to draw panels which could be utilised on making promotions against the vacancies occurring during the course of a year. For this purpose it is essential for the concerned appointing authorities to initiate action to fill up the existing as well as anticipated vacancies well in advance of the expiry of the previous panel by collecting relevant documents like CRs, integrity certificates, seniority list etc. for placing before the DPC. DPCs could be convened every year if necessary on a fixed date e.g., 1st April or May. The Ministries/Departments should lay down a time schedule for holding DPCs under their control and after laying down such a schedule the same should be monitored by making one of their officers responsible for keeping a watch over the various cadre authorities to ensure that they are held regularly. Holding of DPC meetings need not be delayed or postponed on the ground that recruitment rules for a post are being reviewed/amended. A vacancy shall be filled in accordance with the recruitment rules in force on the date of vacancy, unless rules made subsequently have been expressly given retrospective effect. Since Amendments to recruitment rules normally have only prospective application, the existing vacancies should be filled as per the recruitment rules in force.

3.2 The requirement of convening annual meetings of the DPC should be dispensed with only after a certificate has been issued by the appointing authority that there are no vacancies to be filled by promotion or no officers are due for confirmation during the year in question.
PART - III

PREPARATORY ACTION FOR HOLDING DEPARTMENTAL PROMOTION COMMITTEES

4.1 Determination of regular vacancies.—It is essential that the number of vacancies in respect of which a panel is to be prepared by a DPC should be estimated as accurately as possible. For this purpose the vacancies to be taken into account should be the clear vacancies arising in a post/grade/service due to death, retirement, resignation, regular long term promotion and deputation or from creation of additional posts on a long term. As regards vacancies arising out of deputation, only those cases of deputation for periods exceeding one year should be taken into account, due note, however, being kept also of the number of the deputationists likely to return to the cadre and who have to be provided for. Purely short term vacancies created as a result of officers proceeding on leave, or on deputation for a shorter period, training etc., should not be taken into account for the purpose of preparation of a panel. In cases where there has been delay in holding DPCs for a year or more, vacancies should be indicated year-wise separately.

4.2.1 Papers to be put up for consideration by DPCs.—In the case of promotions, the proposals should be placed before the DPC in the pro forma given in Annexure-I. As regards cases of confirmation, the proposals should be put up before the DPC in the pro forma given in Annexure-II. These pro formas should be completed and submitted to the DPC, whether the UPSC is associated with the DPC or not.

4.2.2 Where a member of the UPSC has to attend a meeting of a DPC, the necessary documents should be sent to the Commission along with the references requesting the Commission to nominate one of their Members to preside over the DPC. The papers should be complete as per the Check List given in Annexure-III and should be sent in good time before the meeting.

4.2.3 No proposal for holding a DPC or Selection Committee should be sent to UPSC until and unless all the ACRs complete and up-to-date are available. In certain cases involving collection of large number of ACRs, the proposal can be sent only if at least 90% of the ACRs (up-to-date and complete) are available. Every effort should be made to keep the ACRs dossiers up-to-date, lest this aspect is advanced as the reason for not holding DPCs in time. The officer referred in para 3.1 should also be responsible for monitoring the completion of the ACR dossiers.
4.2.4. The ACR folder should be checked to verify whether the ACRs for the individual years are available. For this purpose, the proforma enclosed (Annexure-IV) should be filled in and sent to UPSC. If the ACR for a particular year is not available and for valid/justifiable reasons it cannot be made available, a certificate should be recorded to that effect and placed in the ACR folder.

4.2.5. The integrity certificate on the lines indicated below should be furnished to the DPCs constituted to consider cases for promotion or confirmation.

"The records of service of the following officers who are to be considered for promotion/confirmation in the grade have been carefully scrutinised and it is certified that there is no doubt about their integrity".

If there are names of persons, in the list of eligible candidates, whose integrity is suspect or has been held in doubt at one stage or other, this fact should also be specifically recorded by the Ministry/Department/Office concerned and brought to the notice of the DPC.

4.2.6 Where the UPSC is associated with the DPC the certificate will be recorded by an officer not below the rank of a Deputy officer-in-charge of the Administration section in the Ministry/Department/Office concerned who processes and submits names and particulars of eligible officers to the DPC should himself record the certificate.

4.2.7. It should be ensured that the information furnished to the UPSC/DPC is factually correct and complete in all respects. Cases where incorrect information has been furnished should be investigated and suitable action taken against the person responsible for it.

4.3.1 Consideration of officers on deputation.—The names of the officers who are on deputation, either on their own volition or in public interest (including foreign service), should also be included in the list submitted to the DPC for consideration for promotion in case they come within the field of choice for promotion and fulfil the prescribed eligibility conditions. Similarly, the names of the officers on deputation should also be included in the list of names to be considered by the DPC for confirmation, in case they are eligible for confirmation and come within the range of seniority.
4.3.2. Very often a certain number of years of service in the lower grade is prescribed as a condition for becoming eligible for consideration for promotion to a higher post/grade. In such cases, the period of service rendered by an officer on deputation/foreign service, should be treated as comparable service in his parent department for purposes of promotion as well as confirmation. This is subject to the condition that the deputation/foreign service, is with the approval of the competent authority and it is certified by the competent authority that but for deputation/foreign service, the officer would have continued to hold the relevant post in his parent department. Such a certificate would not be necessary if he was holding the departmental post in a substantive capacity.

4.4. Consideration of officers on Study Leave.—An officer proceeding on study leave should be treated on the same basis as an officer proceeding on deputation if the study leave was duly sanctioned by the competent authority and the competent authority certified that he would have continued to officiate but for his proceeding on study leave. Such a certificate would not be necessary if he was holding the said departmental post substantively. These instructions would also apply in the cases of Government servants who are granted special leave for training abroad under the various training schemes.

4.5. Consideration of Direct Recruits.—It may happen that a Government servant who is recommended for appointment to a post as a direct recruit may also be among those eligible for consideration for promotion to the same post. An officer does not lose his right of consideration for such promotion merely because he has been recommended for appointment against the direct recruitment quota. Therefore, such officers, if they are within the field of eligibility, should be included in the list of officers for consideration by the DPC, excepting where an officer was holding the lower post in a temporary capacity and has been appointed to the higher post as a direct recruit before the date of the meeting of the DPC.

4.6 Reservation for SCs/STs.—Instructions have been issued from time to time by the Department of Personnel and Training regarding reservations and concessions to SCs and STs in the matter of promotions and confirmations. These instructions should be duly taken into account by the appointing authorities while formulating proposals for promotion/confirmation for consideration of the DPC.
PART - IV

PROCEDURE TO BE OBSERVED BY DEPARTMENTAL PROMOTION COMMITTEES

5. Each Departmental Committee should decide its own method and procedure for objective assessment of the suitability of the candidates. No interviews should be held unless it has been specifically provided for in the recruitment rules for the post/service. Whenever promotions are to be made by the method of 'Selection' by DPC and the administrative ministry desires that an interview should form part of the selection process, necessary provision should be made in the recruitment rules.

Selection Method

6.1.1. Where promotions are to be made by selection method as prescribed in the recruitment rules, the DPC shall, for the purpose of determining the number of officers who will be considered from out of those eligible officers in the feeder grade(s), restrict the field of choice as under with reference to the number of clear regular vacancies proposed to be filled in the year:

<table>
<thead>
<tr>
<th>No. of vacancies</th>
<th>No. of officers to be considered</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>2</td>
<td>8</td>
</tr>
<tr>
<td>3</td>
<td>10</td>
</tr>
<tr>
<td>4</td>
<td>3 times the number of vacancies</td>
</tr>
</tbody>
</table>

6.1.2. Guidelines for DPCs.—At present DPCs enjoy full discretion to devise their own methods and procedures for objective assessment of the suitability of candidates who are to be considered by them. In order to ensure greater selectivity in matters of promotions and for having uniform procedures for assessment by DPCs, fresh guidelines are being prescribed. The matter has been examined and the following broad guidelines are laid down to regulate the assessment of suitability of candidates by DPCs.

6.1.3. While merit has to be recognised and rewarded, advancement in an officer's career should not be regarded as a matter of course, but should be earned by dint of hard work, good conduct and result oriented performance as reflected in the annual confidential reports and based on strict and rigorous selection process.
6.1.4. Government also desires to clear the misconception about "Average" performance. While "Average" may not be taken as adverse remark in respect of an officer, at the same time, it cannot be regarded as complimentary to the officer, as "Average" performance should be regarded as routine and undistinguished. It is only performance that is above average and performance that is really note-worthy which should entitle an officer to recognition and suitable rewards in the matter of promotion.

6.2.1. Confidential Reports.—Confidential Rolls are the basic inputs on the basis of which assessment is to be made by each DPC. The evaluation of CRs should be fair, just and non-discriminatory. Hence—

(a) The DPC should consider CRs for equal number of years in respect of all officers considered for promotion subject to (c) below.

(b) The DPC should assess the suitability of the officers for promotion on the basis of their service record and with particular reference to the CRs for 5 preceding years. However, in cases where the required qualifying service is more than 5 years, the DPC should see the record with particular reference to the CRs for the years equal to the required qualifying service. (If more than one CR has been written for a particular year, all the CRs for the relevant year shall be considered together as the CR for one year).

(c) Where one or more CRs have not been written for any reason during the relevant period, the DPC should consider the CRs of the years preceding the period in question and if in any case even these are not available the DPC should take the CRs of the lower grade into account to complete the number of CRs required to be considered as per (b) above. If this is also not possible, all the available CRs should be taken into account.

(d) Where an officer is officiating in the next higher grade and has earned CRs in that grade, his CRs in that grade may be considered by the DPC in order to assess his work, conduct and performance, but no extra weightage may be given merely on the ground that he has been officiating in the higher grade.

(e) The DPC should not be guided merely by the overall
grading, if any, that may be recorded in the CRs but should make its own assessment on the basis of the entries in the CRs, because it has been noticed that some times the overall grading in a CR may be inconsistent with the grading under various parameters or attributes.

(f) If the Reviewing authority or the Accepting authority as the case may be has over-ruled the Reporting Officer or the Reviewing authority as the case may be, the remarks of the latter authority should be taken as the final remarks for the purposes of assessment provided it is apparent from the relevant entries that the higher authority has come to a different assessment consciously after due application of mind. If the remarks of the Reporting Officer, Reviewing authority and Accepting authority are complementary to each other and one does not have the effect of over-ruling the other, then the remarks should be read together and the final assessment made by the DPC.

6.2.2. In the case of each officer an overall grading should be given. The grading shall be one among (i) Outstanding (ii) Very Good (iii) Good (iv) Average (v) Unfit.

6.2.3. Before making the overall grading after considering the CRs for the relevant years, the DPC should take into account whether the officer has been awarded any major or minor penalty or whether any displeasure of any superior officer or authority has been conveyed to him as reflected in the ACRs. The DPC should also have regard to the remarks against the column on integrity.

6.3.1. The list of candidates considered by the DPC and the overall grading assigned to each candidate, would form the basis for preparation of the panel for promotion by the DPC. The following principles should be observed in the preparation of the panel:

(i) Having regard to the levels of the posts to which promotions are to be made, the nature and importance of duties attached to the posts a benchmark grade would be determined for each category of posts for which promotions are to be made by selection method. For all Group 'C', Group 'B' and Group 'A' posts upto (and excluding) the level of Rs. 3,700-5,000 excepting
promotions for induction to Group 'A' posts or Services from lower groups, the bench mark would be 'Good'. All officers whose overall grading is equal to or better than the bench mark should be included in the panel for promotion to the extent of the number of vacancies. They will be arranged in the order of their inter se seniority in the lower category without reference to the overall grading obtained by each of them provided that each one of them has an overall grading equal to or better than the bench mark of 'Good'.

Wherever promotions are made for induction to Group 'A' posts or Services from lower groups, the bench mark would continue to be 'Good'. However, officers graded as 'Outstanding' would rank en bloc senior to those who are graded as 'Very Good' and officers graded as 'Very Good' would rank en bloc senior to those who are graded as 'Good' and placed in the select panel accordingly upto the number of vacancies, officers with same grading maintaining their inter se seniority in the feeder post.

(ii) In respect of all posts which are in the level of Rs. 3,700-5,000 and above, the benchmark grade should be 'Very Good'. However, officers who are graded as 'Outstanding' would rank en bloc senior to those who are graded as 'Very Good' and placed in the select panel accordingly upto the number of vacancies, officers with same grading maintaining their inter se seniority in the feeder post.

(iii) Appointments from the panel shall be made in the order of names appearing in the panel for promotion.

(iv) Where sufficient number of officers with the required benchmark grade are not available within the zone of consideration, officers with the required benchmark will be placed on the panel and for the unfilled vacancies, the appointing authority should hold a fresh D.P.C. by considering the required number of officers beyond the original zone of consideration.

6.3.2. (i) In promotions by selections to posts/services within Group 'A' which carry an ultimate salary of Rs. 5,700 p.m. in the revised scale, the SCs/STs officers, who are senior enough in the zone of consideration for promotion so as to be within the number of vacancies for which the select list has to be drawn
up, would notwithstanding the prescription of 'benchmark' be included in that list provided they are not considered unfit for promotion.

(ii) In promotion by selection to posts/services in Group 'B' within Group 'B' and from Group 'B' to the lowest rung in Group 'A', selection against vacancies reserved for SCs and STs will be made only from those SCs/STs officers, who are within normal zone of consideration prescribed—vide the Department of Personnel and A.R. O.M. No. 22011/3/76-Estt.(D) dated 24th December, 1980. Where adequate number of SCs/STs candidates are not available within the normal field of choice, it may be extended to five times the number of vacancies and the SCs/STs candidates coming within the extended field of choice should also be considered against the vacancies reserved for them. If candidates from SCs/STs obtain on the basis of merit with due regard to seniority, on the same basis as others, lesser number of vacancies than the number reserved for them, the difference should be made up by selecting candidates of these communities, who are in the zone of consideration, irrespective of merit and 'benchmark' but who are considered fit for promotion.

(iii) As regards promotions made by selection in Group 'C' and Group 'D' posts/services, Select Lists of SCs/STs officers should be drawn up separately in addition to the general select list, to fill up the reserved vacancies. SCs/STs officers who are within the normal zone of consideration, should be considered for promotion alongwith and adjudged on the same basis as others and those SCs and STs amongst them, who are selected on that basis may be included in the general Select List in addition to their being considered for inclusion in the separate Select Lists for SCs and STs respectively. In the separate Select Lists drawn up respectively for SCs and STs, officers belonging to the SCs and STs will be adjudged separately amongst themselves and not alongwith others and, if selected, they should be included in the concerned separate list, irrespective of their merit as compared to other officers and the 'benchmark' determined by the cadre authorities. If candidates from SCs/STs obtain on the basis of their position in the aforesaid general list, lesser number of vacancies than are reserved for them, the difference should be made up by selected candidates of these communities in the separate Select Lists for SCs and STs respectively.

6.4.1. Preparation of Yearwise panels by DPC where they have not met for a number of years.—Where for reasons beyond control, the DPC could not be held in an year(s), even though
the vacancies arose during that year (or years), the first DPC that meets thereafter should follow the following procedures:

(i) Determine the actual number of regular vacancies that arose in each of the previous year(s) immediately preceding and the actual number of regular vacancies proposed to be filled in the current year separately.

(ii) Consider in respect of each of the years those officers only who would be within the field of choice with reference to the vacancies of each year starting with the earliest year onwards.

(iii) Prepare a 'Select List' by placing the select list of the earlier year above the one for the next year and so on;

6.4.2. Where a DPC has already been held in a year further vacancies arise during the same year due to death, resignation, voluntary retirement etc. or because the vacancies were not intimated to the DPC due to error or omission on the part of the Department concerned, the following procedure should be followed:—

(i) Vacancies due to death, voluntary retirement, new creations, etc., clearly belonging to the category which could not be foreseen at the time of placing facts and material before the DPC. In such cases, another meeting of the DPC should be held for drawing up a panel for these vacancies as these vacancies could not be anticipated at the time of holding the earlier DPC. If, for any reason, the DPC cannot meet for the second time, the procedure of drawing up of year-wise panels may be followed when it meets next for preparing panels in respect of vacancies that arise in subsequent year(s).

(ii) In the second type of cases of non-reporting of vacancies due to error or omission (i.e. though the vacancies were there at the time of holding of DPC meeting they were not reported to it) results in injustice to the officers concerned by artificially restricting the zone of consideration. The wrong done cannot be rectified by holding a second DPC or preparing an year-wise panel. In all such cases, a review DPC should be held keeping in mind the total vacancies of the year.

6.4.3. Change in the State Policy.—For the purpose of evaluating the merit of the officers while preparing year-wise
panels, the scrutiny of the record of service of the officers should be limited to the records that would have been available had the DPC met at the appropriate time. For instance for preparing a panel relating to the vacancies of 1978 the latest available records of service of the officers either upto December 1977 or the period ending March, 1978 as the case may be, should be taken into account and not the subsequent ones. However, if on the date of the meeting of the DPC, departmental proceedings are in progress and under the existing instructions sealed cover procedure is to be followed, such procedure should be observed even if departmental proceedings were not in existence in the year to which the vacancy related. The officer's name should be kept in the sealed cover till the proceedings are finalised.

6.4.4. While promotions will be made in the order of the consolidated select list, such promotions will have only prospective effect even in cases where the vacancies relate to earlier year(s).

7. Non-Selection Method:

Where the promotions are to be made on 'non-selection' basis according to Recruitment Rules, the DPC need not make a comparative assessment of the records of officers and it should categories the officers as 'fit' or 'not yet fit' for promotion on the basis of assessment of their record of service. While considering an officer 'fit', guidelines in para 6.1.4 should be borne in mind. The officers categorised as 'fit' should be placed in the panel in the order of their seniority in the grade from which promotions are to be made.

8. Confirmation:

In the case of confirmation, the DPC should not determine the relative merit of officers but it should assess the officers as 'Fit' or 'Not yet fit' for confirmation in their turn on the basis of their performance in the post as assessed with reference to their record of service.

9. Probation:

In the case of probation, the DPC should not determine the relative grading of officers but only decide whether they should be declared to have completed the probation satisfactorily. If the performance of any probationer is not satisfactory, the DPC may advise whether the period of probation should be extended or whether he should be discharged from service.

10. Efficiency Bar:

The DPC constituted for considering cases of Government
servants for crossing the EB need not sit in a meeting but may consider such cases by circulation of papers. The DPC may consider such cases on the basis of up-to-date records of performance, results of a written test and/or trade test, if any, prescribed by the administrative Ministry. The DPC may recommend whether the officer concerned is 'Fit' or 'Not yet fit' to cross the Efficiency Bar. The review of the case of a Government servant who has been held up at the EB stage on the due date should also be done in accordance with the same procedure by the DPC.

11.1. Procedure to be followed by DPC in respect of Government servants under cloud.—At the time of consideration of the cases of Government servants for promotion, details of Government servants in the consideration zone for promotion falling under the following categories should be specifically brought to the notice of the Departmental Promotion Committee:—

(i) Government servants under suspension;

(ii) Government servants in respect of whom disciplinary proceedings are pending or a decision has been taken to initiate disciplinary proceedings;

(iii) Government servants in respect of whom prosecution for a criminal charge is pending or sanction for prosecution has been issued or a decision has been taken to accord sanction for prosecution; and

(iv) Government servants against whom an investigation or serious allegations of corruption, bribery or similar grave misconduct is in progress either by the C.B.I. or any other agency, departmental or otherwise.

11.2. The D.P.C. shall assess the suitability of the Government servants coming within the purview of the circumstances mentioned above alongwith other eligible candidate without taking into consideration the disciplinary case/criminal prosecution, pending or contemplated, against them or the investigation in progress. The assessment of the DPC, including "Unfit for Promotion", and the grading awarded by it will be kept in a sealed cover. The cover will be superscribed 'Findings regarding suitability for promotion to the grade/post of _________ in respect of Shri _______ (name of the Government servant). Not to be opened till the termination of the disciplinary case/criminal prosecution against Shri _______'. The proceedings of the DPC need only contain the note "The findings are contained in the attached sealed cover". The authority competent
to fill the vacancy should be separately advised to fill the vacancy in the higher grade only in an officiating capacity when the findings of the DPC in respect of the suitability of a Government servant for his promotion are kept in a sealed cover.

11.3. The same procedure outlined in para 11.2 above will be followed by the subsequent Departmental Promotion Committees convened till the disciplinary case/criminal prosecution pending or contemplated against the Government servant concerned is concluded.

12.1. **Adverse remarks in a C.R.**—Where adverse remarks in the Confidential Report of the officer concerned have not been communicated to him, this fact should be taken note of by the DPC while assessing the suitability of the officer for promotion/confirmation.

12.2. In a case where a decision on the representation of an officer against adverse remarks has not been taken or the time allowed for submission of representation is not over, the DPC may in their discretion defer the consideration of the case until a decision on the representation.

13. An officer whose increments have been withheld or who has been reduced to a lower stage in the time scale, cannot be considered on that account to be ineligible for promotion to the higher grade as the specific penalty of withholding promotion has not been imposed on him. The suitability of the officer for promotion should be assessed by the DPC as and when occasions arise for such assessment. In assessing the suitability, the DPC will take into account the circumstances leading to the imposition of the penalty and decide whether in the light of the general service record of the officer and the fact of the imposition of the penalty he should be considered suitable for promotion. However, even where the DPC considers that despite the penalty the officer is suitable for promotion, the officer should not be actually promoted during the currency of the penalty.

14. The DPC should record in their minutes a certificate that the Department/Ministry/Office concerned has rendered the requisite integrity certificate in respect of those recommended by the DPC for promotion/confirmation.

15. **Validity of the proceedings of DPCs when one member is absent.**—The proceedings of the Departmental Promotion Committee shall be legally valid and can be acted upon notwithstanding the absence of any of its members other than the Chairman provided
that the member was duly invited but he absented himself for one reason or the other and there was no deliberate attempt to exclude him from the deliberation of the DPC and provided further that the majority of the members constituting the Departmental Promotion Committee are present in the meeting.

PART V
PROCESSING AND IMPLEMENTATION OF THE RECOMMENDATIONS OF DEPARTMENTAL PROMOTION COMMITTEE

16.1. Processing of recommendations of D.P.C.—The recommendations of the DPC are advisory in nature and should be duly approved by the appointing authority. Before the recommendations are so approved the appointing authority shall consult all concerned as indicated below, without undue delay.

16.2. Consultation with U.P.S.C.—The recommendations of the DPC whether it included a Member of the UPSC or not should be referred to the Commission for approval, if—

(i) Consultation with the Commission is mandatory under Article 320(3) of the Constitution, read with UPSC (Exemption from Consultation) Regulations, 1958. However, a reference may be made to the Regulations, as and when necessary.

(ii) The Member of the Commission who presides over the DPC specifically desires that the Commission should be consulted.

16.3. Approval of ACC.—Where the posts fall within the purview of the Appointments Committee of the Cabinet, the approval of ACC should also be obtained.

16.4.1. Procedure to be followed when the Appointing Authority does not agree with Recommendations of DPC.—There may be certain occasions when the appointing authority may find it necessary to disagree with the recommendations of the DPC. The procedure to be followed in such cases is indicated below.

16.4.2. Where UPSC is associated with the DPC the recommendations of the DPC should be treated as recommendations of UPSC. If it is so considered necessary by the appointing authority to vary or disagree with the recommendations of the DPC the prescribed procedure for over-ruuling the recommendations of UPSC (not incorporated in these guidelines) should be followed.
16.4.3. The recommendations of the DPC on which UPSC is not represented should be dealt with as under:

(a) Where the appointing authority, being lower than the President of India, does not agree with the recommendations of the DPC, such appointing authority should indicate the reasons for disagreeing and refer the entire matter to the DPC for reconsideration of its earlier recommendations. In case the DPC reiterates its earlier recommendations, giving also reasons in support thereof, the appointing authority may accept the recommendations, if the reasons adduced by the DPC are convincing; if that authority does not accept the recommendations of the DPC it shall submit the papers to the next higher authority with its own recommendations. The decision of the next higher authority shall be final.

(b) Where the appointing authority is the President of India, the recommendations of the DPC should be submitted to the Minister in Charge of the Department concerned for acceptance or otherwise of the recommendations. In case the circumstances do necessitate, the Minister may refer the matter again to the DPC for reconsideration of its earlier recommendations. If the DPC reiterates its earlier recommendations giving also reasons in support thereof, the matter should be placed before the Minister for his decision. The decision taken by the Minister either to accept or to vary the recommendations of the DPC shall be final.

16.5.1. Appointing Authority to take decision within 3 months.—In cases excepting those which require the approval of the Appointments Committee of the Cabinet the appointing authority should take a decision either to accept or disagree with the recommendations of the DPC within a time-limit of three months (from the date of the DPC meeting or the date of communication of the UPSC's approval to the panel, where such approval is required). Where the appointing authority proposes to disagree with the recommendations, the relevant papers should be submitted by the appointing authority to the next higher authority with its own recommendations by the expiry of the period of three months. In those cases in which the UPSC is associated with the DPC and the appointing authority proposes to disagree with the recommendations of the DPC, the case should be forwarded to the Establishment Officer in the Department of Personnel and Training for placing the matter before the Appointments Committee of the Cabinet.
as soon as possible and, in any case, not later than three months
from the date on which the validity of the panel commences.

16.5.2. In cases where the panel prepared by the DPC
requires the approval of the A.C.C., proposals therefor along with
the recommendations of the Minister-in-Charge should be sent
to the Establishment Officer before expiry of the same time-limit
of three months.

17.1 Implementation of the recommendations of DPC—Vigilance
Clearance.—A clearance from the Vigilance Section of the Office/
Department should also be obtained before making actual promotion
or confirmation of officer approved by DPC to ensure that no
disciplinary proceedings are pending against the officer concerned.

17.2 Order in which promotions to be made.—Promotion
of whatever duration should as far as possible be made in the
order in which the names of the officers appear in the panel.
Exception to this rule may be necessary where a large number
of vacancies are to be filled within a comparatively short period
or it is convenient and desirable to make postings with due regard
to the location and experience of the officers concerned or where
short term vacancies have to be filled on local and ad-hoc basis.

17.3 Where eligible by direct recruitment and promotion.—If a person's name is included in the panel for promotion to the
higher post (to which appointment can be made by promotion
as well as by direct recruitment) and also in the panel for direct
recruitment to the said higher post, he should be appointed as
a direct recruit or as a promotee, having regard to the fact
whether his turn for appointment comes earlier from the direct
recruitment list or from the promotion list, as the case may be.

17.4.1 Promotion of officers on deputation.—If the panel
contains the name of a person who has gone on deputation or on
foreign service in the public interest including a person who
has gone on study leave, provision should be made for his regaining
the temporarily lost seniority in the higher grade on his return
to the cadre. Therefore, such an officer need not be reconsidered
by a fresh DPC, if any, subsequently held, while he continues
to be on deputation/foreign service/study leave so long as any
officer junior to him in the panel is not required to be so consid-
ered by a fresh DPC irrespective of the fact whether he might
or might not have got the benefit of pro forma promotion under
the NBR. The same treatment will be given to an officer included
in the panel who could have been promoted within the currency
of the panel but for his being away on deputation.
17.4.2. In case the officer is serving on an ex-cadre post on his own volition by applying in response to an advertisement, he should be required to revert to his parent cadre immediately when due for promotion, failing which his name shall be removed from the panel. On his reverting to the parent cadre after a period of two years he will have no claim for promotion to the higher grade on the basis of that panel. He should be considered in the normal course along with other eligible officers when the next panel is prepared and he should be promoted to the higher grade according to his position in the fresh panel. His seniority, in that event, shall be determined on the basis of the position assigned to him in the fresh panel with reference to which he is promoted to the higher grade. (If the panel contains the name of an officer on study leave, he should be promoted to the higher post on return from the study leave. He should also be given seniority according to his position in the panel and not on the basis of the date of promotion).

17.5 EB cases.—The recommendations of the DPC in the case of Government servants for crossing the EB have to be considered by the authority competent to pass an order under FR 25. Where a Government servant who has been held up at the EB stage on the due date on account of unfitness to cross the EB is allowed to cross the EB at a later date, as a result of subsequent review of his case by the DPC, the increment next above the EB shall be allowed to him from the date of such order to cross EB. Where it is proposed to fix his pay at a higher stage taking into account the length of service from the due date for crossing the EB, the case should be referred to the next higher authority for a decision. Instructions regarding overruling of recommendation of DPC for promotion/confirmation would apply in this case also.

17.6.1. Sealed cover cases—Action after completion of disciplinary/criminal prosecution.—If the proceedings of a DPC for promotion contain findings in a sealed cover, on the conclusion of the disciplinary case/criminal prosecution, the sealed cover or covers shall be opened. In case the Government servant is completely exonerated, the due date of his promotion will be determined with reference to the position assigned to him in the findings kept in the sealed cover/covers and with reference to the date of promotion of his next junior on the basis of such position. The Government servant may be promoted, if necessary, by reverting the junior-most officiating person. He may be promoted notionally with reference to the date of promotion of his junior but he will not be allowed any arrears of pay for the period preceding the date of actual promotion.
17.6.2. If any penalty is imposed on the Government servant as a result of the disciplinary proceedings or if he is found guilty in the criminal prosecution against him, the findings of the sealed cover/covers shall not be acted upon. His case for promotion may be considered by the next DPC in the normal course and having regard to the penalty imposed on him.

17.7.1. Six monthly Review of sealed cover cases.—It is necessary to ensure that the disciplinary case/criminal prosecution instituted against any Government servant is not unduly prolonged and all efforts to finalise expeditiously the proceedings should be taken so that the need for keeping the case of a Government servant in a sealed cover is limited to the barest minimum. The appointing authorities concerned should review comprehensively the case of a Government servant whose suitability for promotion to a higher grade has been kept in a sealed cover on the expiry of 6 months from the date of convening the first DPC which had adjudged his suitability and kept its findings in the sealed cover. Such a review should be done subsequently also every six months. The review, should, inter alia, cover the following aspects:—

(i) The progress made in the disciplinary proceedings/criminal prosecution and the further measures to be taken to expedite their completion.

(ii) Scrutiny of the material/evidence collected in the investigations to take a decision as to whether there is a prima facie case for initiating disciplinary action or sanctioning prosecution against the officer.

If, as a result of the review, the appointing authority comes to a conclusion in respect of cases covered by item (ii) above that there is no case for taking action against the Government servant concerned, the sealed cover may be opened and he may be given his due promotion with reference to the position assigned to him by the DPC.

17.7.2. Sealed cover procedure for confirmation.—The procedure outlined in the preceding paras should also be followed in considering the claim for confirmation of an officer under suspension etc.

17.8.1. Procedure for ad hoc promotion.—In spite of the six monthly review referred to in para 17.7.1. above, there may be some cases where the disciplinary case/criminal prosecution against the Government servant are not concluded even after the expiry of two years from the date of the meeting of the first DPC, which kept its findings in respect of the Government servant
in a sealed cover. In such a situation the appointing authority may review the case of the Government servant, provided he is not under suspension, to consider the desirability of giving him *ad hoc* promotion keeping in view the following aspects:—

(a) Whether the promotion of the officer will be against public interest;

(b) Whether the charges are grave enough to warrant continued denial of promotion;

(c) Whether there is no likelihood of the case coming to a conclusion in the near future;

(d) Whether the delay in the finalisation of proceedings, departmental or in a court of law, is not directly or indirectly attributable to the Government servant concerned; and

(e) Whether there is any likelihood of misuse of official position which the Government servant may occupy after *ad hoc* promotion, which may adversely affect the conduct of the departmental case/criminal prosecution.

The appointing authority should also consult the Central Bureau of Investigation and take their views into account where the departmental proceedings or criminal prosecution arose out of the investigations conducted by the Bureau.

17.8.2. In case the appointing authority comes to a conclusion that it would not be against the public interest to allow *ad hoc* promotion to the Government servant, his case should be placed before the next DPC held in the normal course after the expiry of the two years period to decide whether the officer is suitable for promotion on *ad hoc* basis. Where the Government servant is considered for *ad hoc* promotion, the D.P.C. should make its assessment on the basis of the totality of the individual's record of service without taking into account the pending disciplinary case/criminal prosecution against him.

17.8.3. After a decision is taken to promote a Government servant on an *ad hoc* basis, an order of promotion may be issued making it clear in the order itself that:—

(i) the promotion is being made on purely *ad hoc* basis and the *ad hoc* promotion will not confer any right for regular promotion; and
(ii) the promotion shall be "until further orders". It should also be indicated in the orders that the Government reserve the right to cancel at any time the \textit{ad hoc} promotion and revert the Government servant to the post from which he was promoted.

17.8.4. If the Government servant concerned is acquitted in the criminal prosecution on the merits of the case or is fully exonerated in the departmental proceedings, the \textit{ad hoc} promotion already made may be confirmed and the promotion treated as a regular one from the date of the \textit{ad hoc} promotion with all attendant benefits. In case the Government servant could have normally got his regular promotion from a date prior to the date of this \textit{ad hoc} promotion with reference to his placement in the DPC proceedings kept in the sealed cover(s) and the actual date of promotion of the person ranked immediately junior to him by the same DPC, he would also be allowed his due seniority and benefit of notional promotion as envisaged in para 17.6.1. above.

17.8.5. If the Government servant is not acquitted on merits in the criminal prosecution but purely on technical grounds and Government either proposes to take up the matter to a higher court or to proceed against him departmentally or if the Government servant is not fully exonerated in the departmental proceedings, the \textit{ad hoc} promotion granted to him should be brought to an end.

17.9 Sealed cover procedure applicable to officers coming under cloud before promotion.—A Government servant, who is recommended for promotion by the Departmental Promotion Committee but in whose case any of the circumstances mentioned in para 11.1 above arise after the recommendations of the DPC are received but before he is actually promoted, will be considered as if his case had been placed in a sealed cover by the DPC. He shall not be promoted until he is completely exonerated of the charges against him and the provisions contained in this part will be applicable in his case also.

Date from which promotions are to be treated as Regular

17.10 The general principle is that promotion of officers included in the panel would be regular from the date of validity of the panel or the date of their actual promotion whichever is later.

17.11 In cases where the recommendations for promotion are made by the DPC presided over by a Member of the UPSC
and such recommendations do not require to be approved by t. Commission, the date of Commission's letter forwarding fair copies of the minutes duly signed by the Chairman of the DPC or the date of the actual promotion of the officers, whichever is later, should be reckoned as the date of regular promotion of the officer. In cases where the Commission's approval is also required the date of UPSC's letter communicating its approval or the date of actual promotion of the officer whichever is later will be the relevant date. In all other cases the date on which promotion will be effective will be the date on which the officer was actually promoted or the date of the meeting of the DPC whichever is later. Where the meeting of the DPC extends over more than one day the last date on which the DPC met shall be recorded as the date of meeting of the DPC.

Appointments to posts falling within the purview of ACC can, however, be treated as regular only from the date of approval of ACC or actual promotion whichever is later except in particular cases where the ACC approves appointments from some other date.

17.12 Refusal of Promotion.—When a Government employee does not want to accept a promotion which is offered to him he may make a written request that he may not be promoted and the request will be considered by the appointing authority, taking relevant aspects into consideration. If the reasons adduced for refusal of promotion are acceptable to the appointing authority, the next person in the select list may be promoted. However, since it may not be administratively possible or desirable to offer appointment to the persons who initially refused promotion, on every occasion on which a vacancy arises, during the period of validity of the panel, no fresh offer of appointment on promotion shall be made in such cases for a period of one year from the date of refusal of first promotion or till a next vacancy arises whichever is later. On the eventual promotion to the higher grade, such Government servant will lose seniority vis-a-vis his juniors promoted to the higher grade earlier irrespective of the fact whether the posts in question are filled by selection or otherwise. The above mentioned policy will not apply where ad hoc promotions against short term vacancies are refused.

17.13.1 Validity of panel.—The panel for promotion drawn up by DPC for 'selection' posts would normally be valid for one year. It should cease to be in force on the expiry of a period
of one year and six months or when a fresh panel is prepared, whichever is earlier.

17.13.2 The date of commencement of the validity of panel will be the date on which the DPC meets. In case the DPC meets on more than one day, the last date of the meeting would be the date of commencement of the validity of the panel. In case the panel requires, partially or wholly, the approval of the Commission, the date of validity of panel requires, be the date (of Commission's letter) communicating their approval to the panel. It is important to ensure that the Commission's approval to the panel is obtained, where necessary, with the least possible delay.

17.14 Review of Panels.—The 'select list' should be periodically reviewed. The names of those officers who have already been promoted (otherwise than on a local or purely temporary basis) and continue to officiate should be removed from the list and rest of the names, if they are still within the consideration zone, along with others who may now be included in the field the subsequent period.

PART VI

REVIEW D.P.C.s

18.1 When Review DPCs may be held.—The proceedings of any DPC may be reviewed only if the DPC has not taken all material facts into consideration or if material facts have not been brought to the notice of the DPC or if there have been grave errors in the procedure followed by the DPC. Thus, it may be necessary to convene Review DPCs to rectify certain unintentional mistakes, e.g.

(a) where eligible persons were omitted to be considered; or

(b) where ineligible persons were considered by mistake; or

(c) where the seniority of a person is revised with retrospective effect resulting in a variance of the seniority list placed before the DPC; or
(d) where some procedural irregularity was committed by a DPC; or

(e) where adverse remarks in the CRs were toned down or expunged after the DPC had considered the case of the officer.

These instances are not exhaustive but only illustrative.

18.2 Scope and procedure.—A Review DPC should consider only those persons who were eligible as on the date of meeting of original DPC. That is, persons who became eligible on a subsequent date should not be considered. Such cases will, of course, come up for consideration by a subsequent regular DPC. Further the review DPC should restrict its scrutiny to the CRs for the period relevant to the first DPC. The CRs written for subsequent periods should not be considered. If any adverse remarks relating to the relevant period, were toned town or expunged, the modified CRs should be considered as if the original adverse remarks did not exist at all.

18.3 A Review DPC is required to consider the case again only with reference to the technical or factual mistakes that took place earlier and it should neither change the grading of an officer without any valid reason (which should be recorded) nor change the zone of consideration nor take into account any increase in the number of vacancies which might have occurred subsequently.

18.4.1 Cases where adverse remarks have been expunged or toned down.—In cases where the adverse remarks were toned down or expunged subsequent to consideration by the DPC, the procedure set out herein may be followed. The appointing authority should scrutinise the case with a view to decide whether or not a review by the DPC is justified, taking into account the nature of the adverse remarks toned down or expunged. In cases where the UPSC have been associated with the DPC, approval of the Commission would be necessary for a review of the case by the DPC.

18.4.2 While considering a deferred case, or review of the case of a superseded officer, if the DPC finds the officer fit for promotion/confirmation, it would place him at the appropriate place in the relevant select list/list of officers considered fit for confirmation or promotion after taking into account the
toned down remarks or expunged remarks and his promotion and confirmation will be regulated in the manner indicated below.

18.4.3. If the officer placed junior to the officer concerned have been promoted, he should be promoted immediately and if there is no vacancy the junior most person officiating in the higher grade should be reverted to accommodate him. On promotion, his pay should be fixed under F.R. 27 at the stage it would have reached, had he been promoted from the date the officer immediately below him was promoted but no arrears would be admissible. The seniority of the officer would be determined in the order in which his name, on review, has been placed in the select list by DPC. If in any such case a minimum period of qualifying service is prescribed for promotion to higher grade, the period from which an officer placed below the officer concerned in the select list was promoted to the higher grade, should be reckoned towards the qualifying period of service for the purpose of determining his eligibility for promotion to the next higher grade.

18.4.4. In the case of confirmation, if the officer concerned is recommended for confirmation on the basis of review by the DPC, he should be confirmed and the seniority already allotted to him on the basis of review should not be disturbed by the delay in confirmation.
Proforma for referring proposals for promotion to
Union Public Service Commission

1. Name of Ministry/Department/Office:

2. Names and designation of members of the Departmental Promotion Committee (copy of the orders constituting the DPC to be attached).

<table>
<thead>
<tr>
<th>Name</th>
<th>Designation</th>
<th>Office</th>
<th>Tele. No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

3. Grade or post to which promotion is to be made.

<table>
<thead>
<tr>
<th>Designation</th>
<th>Classification</th>
<th>Scale of Pay</th>
<th>No. of posts in the grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>filled/unfilled</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total No. of posts filled on ad hoc basis</th>
<th>No. of regular vacancies falling in promotion quota</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pmt. Temp. Total Existing</td>
<td>Anticipated for current year panel only</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
</tbody>
</table>

4. Yearwise break up of the number of regular vacancies indicated in column 7 of item 3.

<table>
<thead>
<tr>
<th>Year</th>
<th>General</th>
<th>SC</th>
<th>ST</th>
<th>Total</th>
</tr>
</thead>
</table>


5. Recruitment Rules for the grade/post:

(a) Date on which the Recruitment Rules were notified in the Gazette of India and UPSC reference under which they were approved.

(b) Method of recruitment prescribed:

(i) % direct recruitment
(ii) % Promotion
(iii) % deputation/transfer

(c) Whether an up-to-date copy of the recruitment rules has been enclosed. (This should invariably be sent for reference). If any changes in the recruitment rules have been agreed to by the Commission after they were notified, details should be attached.

If, after the approval of the recruitment rules, any other posts have been created which should normally be included in the field of promotion, give details.

6. Grade or posts from which promotion is to be made.

<table>
<thead>
<tr>
<th>Designation</th>
<th>Classification</th>
<th>Scale of Pay</th>
<th>Service prescribed for eligibility for promotion</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>
7. UPSC reference No. under which promotion to the grade/post was last considered.

8. Seniority List

(a) Whether the seniority list as in the prescribed proforma (attached) has been enclosed. If there are more than one feeder grade, enclose separate seniority lists for each grade together with combined Seniority List.

(b) Whether all eligible officers including those belonging to SC/ST and those on deputation etc. are included and whether those belonging to SC/ST and those who are on deputation are clearly indicated in the seniority list.

(c) Whether the list, before finalisation was circulated to all concerned

(d) Whether there are any officers whose seniority has not been finalised. If so, give details.

(e) Whether the seniority list has been duly authenticated by an officer not below the rank of Under Secretary to the Government of India.

(f) Whether the list has undergone any changes since it was last placed before the DPC. If so, give details (in the proforma attached).

An eligibility list showing separately officers who are eligible for different years for which the Select List is to be prepared should be drawn up and enclosed. The eligibility list for past years should be drawn up as on the 31st December
of the year for which the panel is drawn. In cases where there are more than one feeder grade for which no specific quotas have been earmarked, a common eligibility list should be forwarded.

10. Character Rolls

Complete and up to date character rolls of all the eligible officers are required.

(a) Whether a list (in duplicate) has been attached showing the names of officers whose character rolls are enclosed with this reference?

(b) Are the character rolls complete and up to date? (Character rolls should be sent only after they have been completed).

11. Integrity Certificate:

(a) Whether an integrity certificate in terms of the instructions contained in DP & T OM No. 1/9/71-Estt.(D); dated 22nd January, 1972 has been enclosed.

(b) Whether there are any officers against whom Vigilance proceedings are either pending or contemplated; if so please indicate their names.
(If the space is insufficient please attach less separate sheet).

12. Self contained note for the DPC.
Whether a self-contained note for the DPC explaining the proposals for promotion, has been enclosed.

13. Check List.
Whether a check list in terms of the DP & T OM No. 22011/6/86-Estt-(D), dated 30th May, 1986 has been enclosed.

Signature ____________________________

Designation __________________________

Date ________________________________
Particulars of changes in the seniority list
vide Item 8(f) of the DPC Proforma

(I)

<table>
<thead>
<tr>
<th>Names of the Officers which were included in the last seniority list but have been deleted in the present seniority list.</th>
<th>Reasons for deletion</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>2.</td>
</tr>
<tr>
<td>3.</td>
<td>4.</td>
</tr>
<tr>
<td>5.</td>
<td>6.</td>
</tr>
<tr>
<td>7.</td>
<td>8.</td>
</tr>
<tr>
<td>9.</td>
<td>10.</td>
</tr>
</tbody>
</table>

(II)

Name of officers added in the present seniority list.

1. 2. 3. 4. 5. 6.
Seniority list of Officers in the grade of ____________
as on ______________

Vide Item 8(a) of the DPC Proforma

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Officer</th>
<th>Whether belongs to S/C or S/T</th>
<th>Date of birth</th>
<th>Date of regular appointment to the grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td>3.</td>
<td>4.</td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

UPSC reference in which recommended/approved | Post held substantively | Remarks |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>6.</td>
<td>7.</td>
<td>8.</td>
</tr>
</tbody>
</table>

*Signature of authenticating Officer

Designation __________________________
Date _____________________________

*To be signed by an Officer of or above the rank of under Secretary.
Annexure-II.
(Para 4.2.1)

PROFORMA FOR REFERRING PROPOSALS FOR CONFIRMATION

1. Name of Ministry/Department/Office:

2. Names and designations of Members of the Departmental Promotion Committee:

<table>
<thead>
<tr>
<th>Name</th>
<th>Designation</th>
<th>Office Telephone No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Note: Copy of orders constituting the DPC to be attached)

3. Grade or post in which confirmation is to be made

   (a) Designation
   (b) Classification
   (c) Scale of pay
   (d) Total number of permanent posts in the grade.

   (e) (i) Total number of vacancies available for confirmation and the dates on which available.
   *(ii) Number of vacancies falling in the direct recruitment quota with dates on which they occurred.
   *(iii) Number of vacancies falling in the promotion quota with dates on which they occurred.
   *(iv) Number of vacancies available for being filled by transfer with dates on which they occurred.
   (v) Whether appropriate reservation for SC/ST in service/posts has been made?
   (vi) Details of vacancies reserved for Scheduled Castes/Tribes.

*(To be furnished only in cases of posts/services where specific quotas have been prescribed for substantive appointment of promotoes/direct recruits/departmental examination candidates etc.)
4. UPSC reference number under which confirmation to the post/grade were last considered.

5. Recruitment Rules for the grade/post

(a) Date on which the Recruitment rules were notified in the Gazette of India and UPSC reference number under which they were approved.

(b) Method of recruitment prescribed:

(i) direct recruitment
(ii) promotion
(iii) deputation/transfer

(c) Whether an up-to-date copy of the Recruitment Rules has been enclosed? (This should invariably be sent for reference). If any changes in the Recruitment Rules have been agreed to by the Commission after they were notified, details should be attached.

6. Seniority List:

(a) Whether a seniority list as in the prescribed proforma has been enclosed?

(b) Whether all eligible officers, including those on deputation and those holding the higher posts on a local or purely ad-hoc or temporary basis are included in the list?

(c) Whether to the list before finalization was circulated to all concerned?

(d) Whether there are any officers whose seniority has not been finalised? If so, give details.

(e) Whether the seniority list has been duly authenticated by the officer not below the rank of an Under Secretary to the Government of India?

(f) Whether the list has undergone any changes since it was last placed before the DPC? If so, give necessary details (in the prescribed proforma)
(g) In cases of confirmation of officers appointed by different methods, e.g., promotion, direct recruitment or transfer, please enclose separate seniority lists also in addition to combined list.

7. Character Rolls:

Complete and up-to-date character rolls of all the officers assessed as 'Not Yet Fit' are required.

(a) Whether a list (in duplicate) has been attached, showing the names of officers whose character rolls are enclosed with this reference?

(b) Are the character rolls complete and up-to-date? (Character rolls should be sent only after they have been completed).

(c) Names of officers, if any, in whose cases adverse remarks in their character rolls were communicated to them and the time allowed for submission of a representation is not yet over.

(d) Names of officers, if any, who have submitted representations against adverse entries in their character rolls, but decisions on the representations have not yet been taken.

8. Probation:

Whether the officers have completed satisfactorily the period of probation? The date of regular appointment and the date of completion of probation should also be given.

9. Integrity Certificate:

Whether integrity certificate in terms of M.H.A. No. 1/9/71-Estt(D) dated 22nd January, 1972 has been enclosed? A certificate regarding integrity should also be recorded in the DPC minutes.

10. Whether the DPC for confirmation has been convened in time? If not, state the reasons therefor.
11. Self-contained Note for the DPC:—

Whether a self-contained note for the DPC explaining the proposals for confirmation has been enclosed?

Signature ____________________________

Designation __________________________

Date _________________________________

Office Tele. No. ______________________

Note:—This proforma is to be suitably modified when proposal is submitted for confirmation in accordance with the procedure outlined in the Department of Personnel & Training OM No. 18011/1/86-Estt. (D) dated 28th March, 1988.
CHECK LIST FOR PROMOTION CASES

1. Recruitment Rules
   (a) Whether already notified
   (b) Whether up-to-date
   (c) Does it provide for promotion on selection basis
   (d) Whether promotion is from Group B to A
   (e) Whether promotion within Group A

2. DPC Proforma
   (a) Whether in (revised) prescribed form
   (b) Whether signed by competent officer
   (c) Whether all columns filled properly

3. Seniority List
   (a) Whether in the prescribed proforma
   (b) Whether complete/up-to-date
   (c) Whether duly authenticated by an officer not below Under Secy. rank
   (d) Whether there is any discrepancy
   (e) Whether UPSC reference number given under which officers appointed

4. Eligibility List
   (a) Whether educational qualification prescribed for direct recruitment applicable to promotees or otherwise specifically prescribed
   (b) If so, whether details of educational qualification of officers given
   (c) Whether separate yearwise eligibility list for preparation of yearwise panels given where applicable
   (d) Whether full quantum of officers in consideration zone (including SC/ST in the extended zone) available
5. **Occurrence of vacancies**
   (a) Whether yearwise break-up of occurrence given for extending vacancies
   (b) Whether details for anticipated vacancies given
   (c) Whether reservation position given for Group B to Group A

6. **Self-contained note for DPC**
   Whether enclosed

7. **Relaxation**
   (a) Whether any relaxation involved
   (b) If so, whether DOP & AR approval taken

8. **Character Rolls**
   (a) Whether received for all eligible officers.
   (b) Whether up-to-date (w.r.t. year of vacancies).
   (c) Any incomplete CRs 7 (position to be indicated in separate sheet)
   (d) Whether any reason given for missing/incomplete CR

9. **Integrity Certificate**
   (a) Whether in the prescribed form
   (b) Whether recorded by an officer of Deputy Secretary rank
   (c) Whether recorded for all eligible officers

10. **Previous DPC**
    (a) Has UPSC reference number, if any, for previous DPC, was given
    (b) Whether panel drawn earlier has been exhausted

11. **Review DPC**
    Whether proposal is covered by DOP guidelines dated 30-12-1976
ANNEXURE IV
(Para 4.2.4)
POSITION REGARDING YEAR-WISE AVAILABILITY OF ACRS

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name &amp; Date of Birth of the Officer</th>
<th>Whether CRs available for the years</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1 2 3 4 5 6 7 8</td>
<td></td>
</tr>
</tbody>
</table>

* If not available use the marking 'x'
If available use the marking '✓'
Subject.--Clarification regarding grant of proficiency step-up(s) to officials who have served in defence forces.

In continuation of Punjab Government instructions noted in the margin, I am directed to say that some Departments have sought clarification whether the officials who have served the Defence Forces are entitled to get the benefit of that service for reckoning the period of 8/18 years of service for the grant of Proficiency step-up(s). The matter has been examined in consultation with Finance Department, and it is further clarified that an employee has to complete 8 or 18 years of service in a particular scale of pay for the grant of Proficiency step-ups irrespective of the fact that his pay has been fixed more than the minimum at any stage after joining the Civil Service as a result of the benefit of military service. In other words, Military service rendered prior to the joining of Civil Service will not be countable for the benefit of Proficiency step-up(s).

3. This issues in consultation with Finance Department vide No. 6/83/89-1FDII/726, dated 10th May, 1989.

4. Kindly acknowledge receipt.

Margin:
1. No. 7/14/88-5PPI/2269/18527, dated 1st December, 1988
2. No. 7/14/88-5PPI/14688, dated 9th August, 1989
3. No. 7/14/88-5PPI/16200, dated 1st September, 1989
4. No. 7/14/88-5PPI/5147, dated 26th March, 1990
5. No. 7/14/88-5PPI/8369, dated 11th May, 1990

All the Financial Commissioners and Administrative Secretaries to Government, Punjab, may kindly, refer to the correspondence.

Subject.--Framing/amendment of Service Rules for each class of Service/Post under the Punjab Government on the basis of Model Service Rules.

2. The Punjab Public Service Commission, vide Para 26 of its Annual Report for the year 1987-88 has again stated that they were consulted by the Government in respect of 33 cases (list enclosed) relating to drafting of new service rules and in two cases relating to certain amendments to Service Rules. The Commission has also observed that there still remain many such services for which no service rules have been framed. In a large number of cases the existing rules need revision. Although the comments of the Commission on Draft Service Rules were conveyed long ago, the rules have not yet been notified by the concerned Department(s).

3. It is, therefore, again requested that the Departments should adhere to the time schedule fixed, vide this Department I.D. No. 9/39/87-4PP(I), dated 30th November, 1987 for the expeditious finalisation of the Service Rules. It is also requested to finalise aboveaid rules within three months positively.

4. Please acknowledge the receipt.
<table>
<thead>
<tr>
<th>S. No.</th>
<th>Service for which no rules have been framed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Senior Technical Assistant (Geophysics, Hydrogeology and Tubewells) in Industries Department.</td>
</tr>
<tr>
<td>2</td>
<td>Research Officer at Patiala Headquarter in the Excise and Taxation Department.</td>
</tr>
<tr>
<td>3</td>
<td>Punjab Public Service Commission (State Service Class I) Regulations.</td>
</tr>
</tbody>
</table>
### APPENDIX 'C'

**PART 'B'**

(Refers to Para 26)

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of the Department</th>
<th>Old Service rules which needs revision</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Excise and Taxation Department</td>
<td>Excise and Taxation (State Service Class I) Rules, 1965</td>
</tr>
<tr>
<td>2</td>
<td>Home Affairs and Justice</td>
<td>Punjab Police Service Rules, 1934</td>
</tr>
<tr>
<td>3</td>
<td>Industries Department</td>
<td>Punjab Industries Department State Service Class I and II Rules, 1966</td>
</tr>
<tr>
<td>4</td>
<td>Ditto</td>
<td>Punjab Industries Department State Service Class III Rules, 1956</td>
</tr>
<tr>
<td>5</td>
<td>Sports Department</td>
<td>Punjab Sports Department (Class III) Rules</td>
</tr>
<tr>
<td>6</td>
<td>Punjab Public Service Commission, Patiala</td>
<td>Punjab Public Service Commission (State Service Class II) Regulations, 1963</td>
</tr>
<tr>
<td>7</td>
<td>Ditto</td>
<td>Punjab Public Service Commission (State Service Class III) Regulations, 1967</td>
</tr>
</tbody>
</table>
### APPENDIX 'C'

**PART 'C'**

(Refers to Para 26)

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of the Department</th>
<th>Name of the Service Rules</th>
<th>Date on which the comments of the Commission were conveyed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Agriculture Department</td>
<td>Fixation of mode of recruitment and qualifications for the posts of Senior Technical Assistant Geophysics, Hydrogeology and Tubewell</td>
<td>24-5-1986</td>
</tr>
<tr>
<td>2</td>
<td>Horticulture</td>
<td>Draft service rules of Class-I Horticulture Department.</td>
<td>23-2-1987</td>
</tr>
<tr>
<td>3</td>
<td>Excise and Taxation</td>
<td>Excise and Taxation(State Service Class-II) Rules, 1978.</td>
<td>31-7-1986</td>
</tr>
<tr>
<td>4</td>
<td>Rural Development and Panchayat Department</td>
<td>Rural Development and Panchayat Department (Class I) Rules</td>
<td>22-8-1985</td>
</tr>
<tr>
<td>5</td>
<td>Home Department</td>
<td>Framing of Services Rules, for Punjab Vidhan Sabha Sectt. Staff</td>
<td>28-1-1987</td>
</tr>
<tr>
<td>7</td>
<td>Ditto</td>
<td>Punjab Town Planner (State Service Class I) Rules, 1972</td>
<td>1-3-1984</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>9</td>
<td>Food and Supplies Department</td>
<td>Food and Supplies Department (State Service Class II) Rules</td>
<td>13-2-1985</td>
</tr>
<tr>
<td>10</td>
<td>-do-</td>
<td>Food and Supplies Department (State Service Class I) Rules</td>
<td>13-2-1985</td>
</tr>
<tr>
<td>11</td>
<td>Home Affairs and Justice</td>
<td>PCS (Judicial Branch) Rules, 1951</td>
<td>18-8-1977</td>
</tr>
<tr>
<td>12</td>
<td>Finance Department</td>
<td>Punjab State Lotteries Department Class III Rules</td>
<td>24-9-1986</td>
</tr>
<tr>
<td>14</td>
<td>Technical Education Department</td>
<td>Technical Education Department Class I and II Rules</td>
<td>8-1-1987</td>
</tr>
<tr>
<td>15</td>
<td>Technical Education Department</td>
<td>Technical Education Department (Class III) Rules</td>
<td>6-5-1987</td>
</tr>
<tr>
<td>16</td>
<td>Local Bodies</td>
<td>Punjab Local Government Department (State Service Class III) Rules</td>
<td>14-1-1985</td>
</tr>
<tr>
<td>17</td>
<td>Ditto</td>
<td>Formation of service Rules of Class II Officers of Local Government Department</td>
<td>30-5-1985</td>
</tr>
<tr>
<td>18</td>
<td>P.W.D. (E&amp;R)</td>
<td>Revision of P.S.E.-I(B&amp;R) Rules, 1960</td>
<td>24-4-1987</td>
</tr>
<tr>
<td>19</td>
<td>-do-</td>
<td>Revision of P.S.E.-II(B&amp;R) Rules, 1965</td>
<td>1-10-1987</td>
</tr>
<tr>
<td>20</td>
<td>PWD (P.H)</td>
<td>Framing of PWD (PH Branch) Circle Cadre Ministerial Service Rules, 1970</td>
<td>18-4-1979</td>
</tr>
<tr>
<td>22</td>
<td>Ditto</td>
<td>Department of Public Works Junior Engineer(P.H. Br.) Class III Service Rules, 1987</td>
<td>23-7-1987</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>23</td>
<td>Irrigation Department</td>
<td>Punjab PWD (I.B.) Photographers State Service Class III Rules, 1974</td>
<td>3-3-1975</td>
</tr>
<tr>
<td>24</td>
<td>Ditto</td>
<td>Public Works (Irrigation) Tubewell Operator Rules</td>
<td>11-12-1975</td>
</tr>
<tr>
<td>25</td>
<td>Ditto</td>
<td>Revision of Draft Service Rules of Laboratory Attendant Class III (Irrigation Br.) Rules</td>
<td>1-4-1986</td>
</tr>
<tr>
<td>26</td>
<td>Ditto</td>
<td>Revision of P.S.E.II(I.B) Rules, 1941</td>
<td>17-4-1986</td>
</tr>
<tr>
<td>27</td>
<td>Architecture Department</td>
<td>Framing of Punjab Architecture Department (Class II)</td>
<td>12-8-1987</td>
</tr>
<tr>
<td>28</td>
<td>Ditto</td>
<td>Framing of Punjab Architecture Department (Class I) Technical Services</td>
<td>3-11-1987</td>
</tr>
<tr>
<td>29</td>
<td>Architecture Department</td>
<td>Framing of Punjab Architecture Department (Class III) Technical Services</td>
<td>10-11-1987</td>
</tr>
<tr>
<td>30</td>
<td>Ditto</td>
<td>Framing of Punjab Architecture Department (Class II) Ministerial Services Rules</td>
<td>25-3-1988</td>
</tr>
<tr>
<td>31</td>
<td>Civil Secretariat</td>
<td>Punjab Civil Services (General and Common Conditions of Service) Rules</td>
<td>10-11-1987</td>
</tr>
<tr>
<td>32</td>
<td>Ditto</td>
<td>Amendment in Ex-Servicemen Rules, 1982</td>
<td>25-3-1988</td>
</tr>
<tr>
<td>33</td>
<td>Public Relation Department</td>
<td>Framing of Punjab Public Relation Department (Class I) Rules</td>
<td>1-10-1987</td>
</tr>
<tr>
<td>34</td>
<td>Printing and Stationery</td>
<td>Amendment in Punjab Printing and Stationery Department Class I Rules</td>
<td>24-9-1987</td>
</tr>
<tr>
<td>36</td>
<td>Ditto</td>
<td>Amendment in the Punjab Public Service Commission (State Service III) Regulations, 1963</td>
<td>11-7-1988</td>
</tr>
</tbody>
</table>
Subject:—Constitution of a Central Placement Committee.

The Secretary to Government Punjab, Department of Labour and Employment, may kindly refer to their I.D. No. 19/15/86-5 Lab-I/6366, dated the 30th October, 1990, on the subject noted above.

2. Government have decided that the Central Placement Committee constituted, vide this Department U.O. No. 12/30/86-IGE, dated the 25th August, 1986, for the placement of Sikh Migrants, discharged Army Personnel and Unemployed Youth, should be wound up with immediate effect.

Subject:—Policy regarding sponsoring candidates for deputation/permanent absorption in the U.T. Administration, Chandigarh

I am directed to refer to the subject mentioned above and to say that Administrative Departments have been following various procedures for selection of officials to be sponsored for service in U.T. Administration and in all cases where requests for deputing officials have been received but there has been no uniform policy on the subject. The Government has considered the matter for the purposes of adopting a uniform policy and the following steps should be taken in this regard:

(i) For the purpose of making recommendations for sending names for being considered for selection by the U.T. Administration, the Administrative Department should circulate such posts amongst the members of the relevant service and select atleast three officers/officials for each post for drawing up a panel to be considered by U.T. Administration.

(ii) Normal tenure of deputation of service under U.T. will be five years.
(iii) While on deputation a Government employee will retain lien in his parent Department unless he happens to be confirmed in U.T. Administration or is absorbed in the U.T. Administration.

(iv) In all matters of deputation the employee on deputation will be governed by normal conditions of deputation defined in Chapter 10 of C.S.R. Volume I but no deputation allowance will be paid to them during the period of their service with U.T. Administration.

(v) In the event of their permanent absorption/confirmation of such officials while serving on deputation, U.T. Administration shall seek No Objection Certificate from the parent Department of the deputationists before doing so. The parent Department will take into account the shortfall in particular service/cadre and in case where public interest do not permit may refuse to such permanent absorption/confirmation in U.T. Administration. The Administrative Department shall also take into account at the time of giving No Objection Certificate that such an employee/official is under no commitment to serve the State Government for a specific period of time after having undergone advance education training.

(vi) While serving in U.T. Administration the official concerned will serve only against the post for which he has been sent on deputation. In the event of the said post having been upgraded or the turn of the official coming for promotion to a higher post in U.T. then he will be reverted to the parent Department and the U.T. Administration will ask for fresh panel of officers for the appointment/deputation against higher post. For example if an Assistant is on deputation with U.T. Administration and the post is upgraded or the turn of such an official happen to come for promotion to the post of Superintendent Grade-II in U.T. then such an official should be reverted back to the Secretariat and fresh panel against the post of Superintendent is asked for from amongst Superintendents or in case U.T. Administration, promotes such an official to the level of Superintendent Grade-II, then such a promotion will not be material for any claim of similar promotion in the parent department of the official.

2. These instructions will also apply to those who are on deputation with U.T. Administration and are functioning there.
(1) इसी वृत्तिज्ञांकित बुद्धिः पुरुषो तथा मृत्यु विश्वास से भागवतसम्बन्धी हिंदू वैज्ञानिकम् विशेष अस्तित्व ज्ञान निर्मल मध्यवर्ती है। जीवन से संबंधित अन्तरराष्ट्रीय विज्ञान तथा वैज्ञानिक संगठनों में भाग लेते रहे हैं।

(2) इसी वृत्तिज्ञांकित बुद्धिः पुरुषो महत्वपूर्ण मेरा तो आत्म विश्वास विनम्रता में विकसित है।

(3) शैक्षणिक उपक्रम समानार्थी अवस्थाओं पर विकसित तत्व अनुपात विकास देखने उपयोगी है। प्राकृतिक विश्वास बुद्धिः पुरुषों के प्राकृतिक विश्वास विद्यालय में आत्म विश्वास विनम्रता में विकसित है।

(4) शैक्षणिक उपक्रम संस्कृति महत्वपूर्ण विश्वास विश्वासनिर्देशिका भी विद्यालय में प्राकृतिक विश्वास विद्यालय में आत्म विश्वास विनम्रता में विकसित है।

(5) शैक्षणिक उपक्रम संस्कृति महत्वपूर्ण विश्वास विश्वासनिर्देशिका भी विद्यालय में प्राकृतिक विश्वास विद्यालय में आत्म विश्वास विनम्रता में विकसित है।
(6) ध्येयी ध्येयी ध्येयी ध्येयी ध्येयी ध्येयी ध्येयी ध्येयी ध्येयी ध्येयी ध्येयी ध्येयी ध्येयी ध्येयी ध्येयी ध्येयी ध्येयी ध्येयी ध्येयी ध्येयी ध्येयी ध्येयी ध्येयी ध्येयी

2. रिपोर्ट रिपोर्ट रिपोर्ट रिपोर्ट रिपोर्ट रिपोर्ट रिपोर्ट रिपोर्ट रिपोर्ट रिपोर्ट रिपोर्ट रिपोर्ट रिपोर्ट रिपोर्ट रिपोर्ट रिपोर्ट रिपोर्ट रिपोर्ट रिपोर्ट रिपोर्ट रिपोर्ट रिपोर्ट रिपोर्ट रिपोर्ट रिपोर्ट

Subject:--Clearing of backlog of vacancies reserved for Scheduled Castes—Launching of special recruitment drive.

***

All the Financial Commissioners and Administrative Secretaries to Government, Punjab may kindly refer to this Department ID No. 20/25/3PPI/89/ dated the 31st August, 1989, ID No. 20/25/3PPI-89/3738 dated the 27th February, 1990 and ID No. 20/25/3PPI/89/15387 dated the 22nd August, 1990 on the subject noted above.

2. The matter has further been considered and it has been decided that the backlog of vacancies in the case of Scheduled
Castes may be filled up from amongst the Scheduled Castes upto 45% of the accruing vacancies being filled in a recruitment year.

3. While filling up the backlog of vacancies mentioned above, if there are roster points meant for other reserved categories viz. ex-servicemen, handicapped persons, children of freedom fighters and sportsmen/women, scheduled castes amongst these categories are to be accommodated in the above 45% as indicated below:

(i) 7% out of 45% for scheduled castes ex-servicemen.
(ii) 1% out of 45% for scheduled castes handicapped persons;
(iii) 1% out of 45% for Scheduled Castes children of scheduled castes freedom fighters; and
(iv) 1% out of 45% for scheduled castes sportmen/women.

4. The total percentage inclusive of backward class categories as a result of the above increase for backlog vacancies will come to 50%.

5. These instructions will remain applicable for calendar year 1991 whereafter these would be reviewed.

6. If special categories like ex-servicemen etc. are not available, then the reserve posts will become available for the general category of the scheduled castes.

7. These instructions are applicable only in these departments where backlog vacancies have been identified already.

8. Receipt of this letter may please be acknowledged.

Copy of Punjab Government circular letter No. 20/47/89-3PP-I/22791, dated 17th December, 1990 from Department of Personnel & Administrative Reforms addressed to all Heads of Departments etc.


I am directed to refer to Punjab Government policy instructions issued,--vide letter No. 20/47/89-3PP-I/20211, dated 6th November, 1989 on the above subject and to say that a clarification had been sought from the Supreme Court as to which of its two
orders viz. that of 8-2-83 in Joginder Singh Sethi's case or 26-9-89 in Ajit Singh Janjua's case of the Supreme Court is to be complied with. The Supreme Court has passed the following orders on 10-12-90 on the application filed for seeking clarification:

"The Interim stay is clarified with the direction that the stay order dated 8th February, 1983 granted in C.A. No. 3326-27/82 shall continue till the disposal of these appeals. The appeals be listed for hearing in the second week of March, 1991 along with connected appeals and also C.A. No. 3326/82 I.A. No. 14/89 to be listed along with appeals."

In view of the above orders, the instructions issued, vide letter No. 20/47/89-3PP-I/2021, dated 6th November, 1989 are held in abeyance. The orders of the Supreme Court should be complied with for the promotion of officers/officials till the matter is finally adjudicated by the Supreme Court and this stipulation should be mentioned in each and every promotion orders made in the meanwhile.

The Interim stay is clarified with the direction that the stay order dated 8th February, 1983 granted in C.A. No. 3326-27/82 shall continue till the disposal of these appeals. The appeals be listed for hearing in the second week of March, 1991 along with connected appeals and also C.A. No. 3326/82 I.A. No. 14/89 to be listed along with appeals."
2. यूरोपियन प्रभाव से फिराक दिया हुआ था है।

20/47/39-अगस्त 1/20211।

368

3. किसी 6 रुपये, 1989 के दिन हाथी तोड़ेगी हरभाल्ला बुनाया था।

4. युविन वेस्ट के पुराने हाथी इस वेस्ट के अमूल्यता/अभिनवता की

5. बहुत लापरवाही करने वाले दोगुने हैं। रेत बुनाने के लिए युविन वेस्ट के

6. जब प्रभाह बुनाया था, हाथी के नाराज रह गई थी। इस वेस्ट के साथ जब हाथी

7. किसी भी हैम पुरानी इमारत नहीं। हाथी के हाथ का हिस्सा है। इस वेस्ट में गुत्थी

8. अब 30 भी, 1991 तक तला बनाया गया।

9. बागी पेंट है: 6/10/88-गुप्ती/22878।

10. यहीं दिन गुप्ती, 1990 के दिन हाथी बुनाया।

11. बागी हाथी की पुरानी युगान्त रिहायश देस हाथी सचिव के हाथी

12. अब 30 भी, 1991 तक तला बनाया गया।

13. बागी पेंट है: 12/30/86-99।

14. यहीं दिन 99, 1990 के दिन हाथी बुनाया।

15. बागी हाथी की पुरानी युगान्त रिहायश देस हाथी सचिव के हाथी

16. अब 30 भी, 1991 तक तला बनाया गया।

17. बागी पेंट है: 7/8/90-5।

18. यहीं दिन 18/80-5 है।

19. बागी पेंट है: 18/82/90-2।

20. यहीं दिन 21/90।
देखें दो उपर्युक्त बारह हैं जिन में से मार्च 1990-91 शैक्षणिक 6 साली हैं इन गों में इन आदित्य
उपर्युक्त अवधि से यह सुझाव दिया गया है कि इन आदित्य शैक्षणिक समय में मार्च
स्कूल शिक्षा दिया जाए, तब स्कूल दिया जाए 4 वर्षीय अग्नि 18/14/86-5वीं (1703)/5964, दिसंबर 24
अगस्त, 1986 जयप्रिया जलेह गुप्ता। 1 रिक्त आदित्य की शिक्षा के लिए शैक्षणिक 5वीं स्कूल
उपर्युक्त समय में मार्च तिथि 15 दिसंबर दिया जाए 5वीं की शिक्षा, जो एक और शैक्षणिक वर्ष।

2. दो उपर्युक्त बारह हैं जिन में से आदित्य हैं। दिसंबर 7/8/90-5वीं (1703)/5964, दिसंबर 14
अगस्त, 1990, तथ्यों युग्म स्कूल ज्ञान, तथ्यों शिक्षा समय वर्ष।
Whereas Shri ......................... (name) .................. (designation) has been given three months notice in terms of rule 3(1) of the Punjab Civil Service (Premature Retirement) Rules, 1975, and the notice period shall be expiring on .......... (date), on which date Sh ......................... (name) has completed twenty five years of qualifying service or has attained (or will be attaining an age of fifty years on ............... (date) 

OR 

Whereas it is not feasible in public interest to give three months notice in term of rule 3(1) of the Punjab Civil Service (Premature retirement) Rules, 1975 and Sh ......................... (name) shall be paid three months pay and allowances in advance at the same rate at which he is drawing immediately before .......... on which date Sh. ......................... (name) has ......................... completed twenty five years of qualifying service or has attained on ............... (Date) fifty years of age; 

OR 

And whereas the (mention competent authority) is of the opinion that it is in the public interest to retire the said Sh. .......... (name) on the ............... (date); 

Now, therefore (mention competent authority) in exercise of the powers conferred by clause (a) of sub-rule (1) of rule 3 of the Punjab Civil Service (Premature retirement) rules, 1975 and all other powers enabling him in this behalf is pleased to order that the said Sh. ......................... (name) shall be retired on the ............... (date) 

By order and in the name of the Governor
ALPHABETICAL INDEX

CONDUCT OF GOVERNMENT EMPLOYEES

Approaching Ministers

Tendency of direct by Government employees and bringing political or outside influence.


Elections

Participation by Government employees in

No. 4/1/89-2PPII/18298, dated 12-10-1989.

Gifts

Non-acceptance of lavish hospitality.


Non acceptance of obligations

No. 13/14/89-2PPII, dated 28-3-1989.

Participation

of Government employees in connection with press or radio.

No. 4/2/89-2PPII/13711, dated 26-7-1989.

Prohibition

on collection of funds by Government employees.


of intoxicating/drinking of drugs, by Government employees.


Punctuality

in office attendance.

No. 14/16/90-4PPII/8419, dated 14-5-1990.
CONFIDENTIAL REPORTS

Annual Confidential Reports
Procedure for recording of Government employees.

- No. 15/5/89-1PPI/3726, dated 16-3-1989.
- No. 15/7/90-1PPI/7681, dated 30-4-1990.
- No. 15/9/90-1PPI/10407, dated 6-6-1990.

Appreciation Letters.
Issue of to Government employees.

- No. 15/23/86-1PPI/19870, dated 18-12-1986.

Relationship
between the Commissioners/Deputy Commissioners and Divisional Officers/District Officers in Divisions/Districts etc.

- No. 15/19/89-1PPI/1587, dated 23-1-1990.

Representations.
against the adverse remarks and disposal thereof.


CONFIRMATION OF GOVERNMENT EMPLOYEES

Confirmation
Progress report regarding of government employees.

DECEASED EMPLOYEES
CONCESSION TO FAMILY MEMBERS
Ex-gratia grant
and other facilities for
families of government em-
ployees who die while in
service.

DEPUTATION
Procedure for selection/nomi-
nation of Government em-
ployees for deputation.
INCENTIVE TO GOVERNMENT EMPLOYEES

Advance Increment
Withdrawal of incentive of grant of increment on improvement the educational qualifications.
Cash Awards
Grant of _____ to employees.
Leave
Grant of Leave Travel Concession to Government employees.

Special Casual leave
Grant of _____ to employees injured at the hands of terrorist.

MILITARY SERVICE--
BENEFITS OF
Concessions
______ of civilian employees and others who join military service during emergency.

No. 6/10/88-6GE/3299, dated 9-3-1989.
No. 6/10/88-6PPIII/1741, dated 25-1-1990.
No. 6/10/88-6PPIII/4515, dated 14-3-1990.
No. 6/10/88-6PPIII/17821, dated 11-10-1990.
No. 6/10/88-6PPIII/22878, dated 18-12-1990.
No. 18/35/89-2PPI/13424, dated 24-7-1989.
No. 18/35/89-2PPI/22355, dated 13-12-1989.
No. 10/1/85-5PPI/5888, dated 4-5-1989.
Recruitment

against reserved posts

Page No.

No. 10/52/87-5PPI(2284)/23369, dated 1-12-1987.

MISCELLANEOUS

Civil Suits

Proper defence of

Page No.

No. 13/47/88-1PPPI/17124, dated 3-9-1990.


Committees

Constitution of Central Placement

Page No.

No. 12/30/86-1GE dated 25-8-1986. 5


No. 12/30/86-1PPPI/20530, dated 29-11-1990.

Constitution of Standing on Personnel and Organisational Issues.

Page No.

No. 11/16/89-1PPPI/1078, dated 15-1-1990.

Constitution of Cadre Review

Delegation of Powers

of Heads of Department to Subordinate authority.

Page No.

No. 20/73/89-4PPI, dated 9-1-1990.

No. 11/7/86-1PPPI, dated 14-10-1986.

Domicile

Criteria to determine of a person for various matters.

Page No.

No. 19/1/90-1PPPI/7011, dated 18-4-1990.

Designation

Change of designation Recommendation of Third Punjab Pay Commission.

Page No.

No. 11/16/89-1PPPI, dated 8-2-1990.

Facilities for Women

Provision for separate toilets and rooms.

Page No.

No. 14/27/89-4GE/14286, dated 4-8-1989.

Calling of women before and after office hours.

Page No.

Forwarding of Applications


Government Accommodation

No. 14/10/79-3GE(II)/11954, dated 6-8-1986.

Headquarter

Prior approval for leaving

No. 20/55/90-1PPI/16355, dated 10-9-1990.

Third National Games

Attending of to be treated as official duty.

No. 20/20/89-3PPI/9848, dated 2-6-1989.

PROFICIENCY STEP UP (PROP)

Procedure

No. 7/14/88-5PPI/(2269)/18527, dated 1-12-1988.
No. 7/14/88-5PPI/14688, dated 9-8-1989.
No. 7/14/88-5PPI/16200, dated 1-9-1989.
No. 7/14/88-5PPI/5141, dated 26-3-1990.
No. 7/14/88-5PPI/8369, dated 11-5-1990.
No. 7/14/88-5PPI/9165, dated 24-5-1990.
PROMOTION

Appointment by Promotion
from Class IV to Class-III
No. 15/1/84-4GE/16377, dated 13-7-1987.

Check list
Processing of cases of promotion Providing
No. 19/4/89-3PPI, dated 21-7-1989.

Departmental Examination
Effect of failure in
No. 6/33/89-2PPII/15929, dated 30-8-1989.

Departmental Promotion Committee(DPC)
Setting up on for considering cases of promotion to

Enquiry
Procedure to be followed in cases where the turn of an
officer whose conduct is the subject of an comes up for
No. 4/18/87-3PPI/8799, dated 13-6-1988.

Finalisation of Promotion cases
Expeditious quarterly meeting with PPSC
No. 7/141/89-5PPI, dated 11-5-1990.
Selection Grade

Expeditious finalisation


PUNISHMENT AND APPEAL

Departmental Enquiries

Disciplinairy proceeding


Grant of Honorarium.


No. 3/50/90-2PPII, dated 22-8-1990.


Disciplinary Action

Question of taking action against an employee in respect of misconduct/corruption.


Penalty

Prosecution
Delay in the sanction for............

Punjab Public Service Commission
Defects in cases referable to............relating to Punishment and Appeal.

Review

Speaking Orders
Need for following the procedure laid down in Punishment and Appeal Rules for issuing............

Suspension
.......of Government employees involved in cases of dowry deaths.
...of Government employees review of general policy.

...period treated as duty.

RECRUITMENT

Ad hoc Appointment

...Policy therefor.

Age

Minimum...for entry into government service.

Upper.....limit for recruitment to state service.

Appointments

.....of sportsmen/sportswomen as Inspectors.

.....of Restorers.

Ban on Recruitment

Relaxation of .....for job in the State Corporation/Boards.

No. 13/44/89-2PPII/5152, dated 26-3-1990.


No. 2/17/90-6PPIII, dated 14-11-1990.


No. 1/7/88-5PPI/9452, dated 29-5-1990.

No. 1/36/90-2PPI/15177, dated 21-8-1990.


Character and Antecedents

Verification of... of candidates selected for appointment in civil posts.


No. 1/21/86-4PPI/9918, dated 5-6-1990.

Creation of Exchange

....... for adjustment of surplus staff in Public Undertakings.

No. 13/50/89-3PPII/20349, dated 8-11-1989.

Employment

....... to specified categories and widows on Class IV posts.

No. 1/1/86-3GE/10562, dated 16-7-1986.

Priority

....... list for various categories of persons for employment in State Services.

No. 18/7/87-5PPI/(250)/3095 dated 10-3-1987.

No. 18/14/86-5PPI/(827)/13466, dated 18-5-1987.


No. 18/14/86-5PPI/(1401)/22436 dated 12-11-1987.

No. 18/20/78-5PPI/(1994)/2049, dated 5/2-1988.

No. 18/18/88-2PPI/11360, dated 7-7-1988.

No. 18/14/86-2PPI/3076 dated 2-3-1989.

No. 18/14/86-2PPI/5848, dated 2-5-1989.

No. 18/14/86-2PPI/9169, dated 23-5-1989.
No. 18/30/88-2PPI/9457, dated 29-5-1989.

No. 18/50/87-2PPI/15344, dated 22-8-1989.

No. 18/14/86-2PPI/(1316)/14632, dated 9-8-1989.

No. 18/14/89-2PPI/18453, dated 20-17-10-1989.


No. 18/14/86-2PPI/663, dated 249 9-1-1990.

No. 18/74/89-2PPI/9132, dated 274 25-5-1990.

No. 18/14/86-2PPI/11042, dated 281 21-6-1990.

No. 18/68/90-2PPI/15398, dated 292 23-8-1990.

No. 18/74/89-2PPI/15559, dated 292 27-8-1990.

No. 18/74/89-2PPI/15820, dated 295 29-8-1990.

No. 18/52/90-2PPI/18163, dated 301 16-10-1990.

No. 18/52/90-2PPI/23077, dated 368 21-12-1990.

Proficiency

......in typewriting to the post of Clerk.

for the skilled and semi-skilled staff...

Qualifications

for recruitment in 'A' Class Offices.

Recruitment

Departmental Selection Committee--Procedure regarding...

......to the post of Assistants--Recommendations of 8th Report of the Committee for removal of anomalies

Re-employment/Extension

Grant of......in service to government employees on or after attaining the age of superannuation

No. 15/1/89-1PP11/19778, dated 2-11-1989.


No. 4/19/88-4GE/16827, dated 26-10-1988.

No. 2/1/90-5PPI/4801, dated 19-3-1990

No. 12/30/86-1GE/12597, dated 27-7-1988

No. 12/30/86-1GE/13748, dated 27-7-1989

No. 12/30/86-1PP11/2142, dated 31-1-1990

No. 12/30/86-1PP11/9579, dated 30-5-1990

No. 12/30/86-1PP11/22902, dated 19-12-1990

No. 2/3/90-5PPI/13984, dated 26-7-1990

No. 16/24/90-4PPI/20218, dated 23-11-1990
### Reservation

...of seats for outstanding sportsmen.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>20/4/86-5PPI(98)/915</td>
<td>18/2/1-1987.</td>
<td></td>
</tr>
<tr>
<td>20/4/86-5PPI/15974</td>
<td>30/1-7-1987.</td>
<td></td>
</tr>
<tr>
<td>20/25/3PPI/89</td>
<td>190/31-8-1989.</td>
<td></td>
</tr>
<tr>
<td>20/47/89-3PPI/20211</td>
<td>213/6-11-1989.</td>
<td></td>
</tr>
<tr>
<td>20/25/3PPI-89/15388</td>
<td>291/22-8-1990.</td>
<td></td>
</tr>
<tr>
<td>20/25/3PPI/89/21156</td>
<td>365/6-12-1990.</td>
<td></td>
</tr>
<tr>
<td>20/47/89-3PPI/22791</td>
<td>367/17-12-1990.</td>
<td></td>
</tr>
</tbody>
</table>

### RETIREMENT

**Compulsory/Premature/Voluntary Retirement**

Procedure and criteria for dealing with cases for...  

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>5/7/86-2PPII/22750</td>
<td>45/17-11-1987</td>
<td></td>
</tr>
<tr>
<td>16/26/81-2PPII/7255</td>
<td>82/11-5-1988</td>
<td></td>
</tr>
</tbody>
</table>
The Punjab Civil Services (Premature Retirement) Amendments Rules, 1987

SENIORITY—FIXATION OF Direct Recruitment

SERVICE RULES

Procedure

Recruitment and conditions of service—Rules relating to various Departments of the Punjab State......for finalisation of Service Rules

Rules

The Punjab Recruitment of Ex-servicemen (First Amendment) Rules, 1989


The Punjab State Assistant Grade Examination (First Amendment) Rules, 1986

STRIKE

Action

.... against ad hoc and other government employees during strike

No. GSR. 65/Const/Art. 309 and 318/Amd. (3) 86, dated 10-10-1986.

No. 3/9/88-2PPII/3733, dated 10-3-1988

No. 3/9/88-2PPII/3760, dated 10-3-1988

No. 3/9/88-2PPII/5178, dated 28-3-1988

No. 3/9/88-2PPII/, dated 11-4-1988

No. 3/9/89-2PPII/2151, dated 13-2-1989

No. 13/10/89-2PPII/2152, dated 13-2-1989


No. 3/9/89-2PPII/5806, dated 30-3-1990.

No. 3/9/89-2PPII/6107, dated 5-4-1990.

No. 3/9/89-2PPII/6544, dated 9-4-1990.

No. 3/9/89-2PPII/6767, dated 11-4-1990.

No. 3/32/90-2PPII/13400, dated 17-7-1990.
Benefit

Grant of.....to government employees who did not participate in the strike on 8-2-1978.

TRANSFER OF GOVERNMENT EMPLOYEES

General Principles

.....to be observed in making postings and transfers.

No. 3/9/89-2PPII/14086, dated 27-7-1990
No. 3/9/89-2PPII/14831, dated 9-8-1990
No. 3/67/90-2PPII/19435, dated 12-11-1990

No. 7/1/86-2PPII/13367, dated 31-7-1986

No. 8/9/86-3PPII/9787, dated 1-7-1986.
No. 7/9/87-3PPII/3964, dated 27-3-1987.
No. 8/9/87-3PPII/14745, dated 9-6-1987.
No. 7/9/87-3PPII/20323, dated 1-10-1987.
No. 7/9/87-3PPII/3727, dated 11-3-1988.
No. 7/9/87-3PPII/6437, dated 26-4-1988.
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>7/9/87-3PPII/3711, dated 16-3-1989.</td>
<td>160</td>
<td></td>
</tr>
<tr>
<td>7/9/87-3PPII/5234, dated 20-4-1989.</td>
<td>169</td>
<td></td>
</tr>
<tr>
<td>7/9/87-3PPII/18605, dated 19-10-1989.</td>
<td>204</td>
<td></td>
</tr>
<tr>
<td>7/28/89-2PP(I)/21080, dated 6-12-1989.</td>
<td>247</td>
<td></td>
</tr>
<tr>
<td>7/10/90-3PPII/9690, dated 31-5-1990.</td>
<td>278</td>
<td></td>
</tr>
<tr>
<td>7/10/90-3PPII/10530, dated 13-6-1990.</td>
<td>280</td>
<td></td>
</tr>
</tbody>
</table>