

5. In the circumstances, I am to request that the judgment of the Hon'ble High Court and the Order, dated 8th February, 1983, of the Hon'ble Supreme Court be brought to the notice of all concerned for information and compliance.

Kindly acknowledge.

ANNEXURE B

Item No. 11

Court No. 2

Section IV

SUPREME COURT OF INDIA

RECORD OF PROCEEDINGS

PETITIONER(S)/APPELLANT(S)

CMP Nos. 3569-70/83

in (CA Nos. 3326 & 3327/82)

THE STATE OF PUNJAB

Vs.

JOGINDER SINGH SETHI AND OTHERS.—Respondent(s)

(for clarification of Court's Order, dated 19th October, 1982.

Date : 8th February, 1983. : This matter was called on for hearing today.

CORAM :

Hon'ble Mr. Justice PN Bhagwati
Hon'ble Mr. Justice RS Pathak
Hon'ble Mr. Justice Amarendra Nath Sen

For the Petitioner(s)/ .. Appellant(s)	Mr. Sukhdeo Khanna, Mr. G. K. Bansal, Advocates.
For the Respondent(s)	Mr. S. C. Birla, Adv.
For the Petitioner	Mr. L. N. Sinha, Attney Genl., Mr. D. D. Sharma, Adv.
For the Respondent(s)	Mr. P. P. Rao, Sr. Adv., M/s R. C. Bhatia, P. C. Kapoor, Adv.
For the Respondent	Mr. P. K. Jain, Adv.

UPON hearing counsel the court made the following order:—

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 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 appeals and writ petitions be heard peremptorily 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.

(Sd.)

COURT MASTER

Copy of the order may be given immediately to those concerned.

Copy of Punjab Government U.O. No. 11/7/78-4PP, dated 28th February, from the Department of Personnel and Administrative Reforms, addressed to all the Financial Commissioners and Administrative Secretaries to Government, Punjab and copy to all Heads of Departments.

Subject.—Classification of posts/services.

All the Financial Commissioners and Administrative Secretaries to Government, Punjab may kindly refer to the instructions contained in Punjab Government U.O. No. 1683-SII(3) 71, dated 26th April, 1971, on the subject noted above.

2. Consequent upon the recommendation of the Second Punjab Pay Commission, the question regarding abolition of Classification of Services has been under the active consideration of Government. The matter has been examined at length and it has been felt that it will neither be practical nor conducive to administrative efficiency to do away with the existing classification of services. It has, therefore, been decided by the Government that *status quo* in this regard will continue.

3. This decision of the Government may be brought to the notice of all concerned for information.

Copy of Punjab Government U.O. No. 13/15/81-2PP/3016, dated 22nd March, 1983, from the Department of Personnel and Administrative Reforms, addressed to all the Financial Commissioners and Administrative Secretaries to Government, Punjab and copy to all the Heads of Departments.

Subject.—Expeditious finalisation of departmental inquiries against Gazetted Officers—Submission of monthly progress reports—Revised pro forma.

All the Financial Commissioners and Administrative Secretaries to Government, Punjab may please refer to this Department Circular U.O. No. 13/5/81-Vol. XI-2PP, dated the 15th July, 1982, on the above subject.

2. The monthly progress reports regarding progress made in the disposal of disciplinary cases against Gazetted Officers may please be sent to the Department in the enclosed revised pro forma, duly consolidated in respect of the Departments under their administrative control, by the 10th of the month to which the report pertains. Since these reports are required to be furnished to the Chief Minister who has expressed his concern on the increasing number of pending case, they are requested to strictly adhere to the above date for submission of these reports to this Department.

Monthly Progress Report in respect of Departmental Inquiries against Gazetted Officers for the month of _____

Name of the Department: _____

Serial No.	Name of Officer with Designation	Nature of allegations	Date of initiating departmental proceedings	Date of suspension, if placed under suspension	Present position of the case	Reasons, if any	Date of final order disposing of inquiry proceedings if decided	Remarks, if any
1	2	3	4	5	6	7	8	9

Copy of Punjab Government Circular letter No. 18/1/80-5PP/3043, dated 22nd March, 1983, 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 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 the instructions contained in para 3 of Punjab Government letter No. 80(GOI)-SII(3) 73/12092, dated 18th April, 1973 a. further amended through Punjab Government circular letter No. 18/1/80-5PP/3203, dated 21st March, 1980, wherein it was laid down *inter alia* that the suitability for appointment to the posts carrying initial monthly pay of Rs. 699 or less would be adjudged by the appointing authority instead of Departmental Selection Committee or the Subordinate Services Selection Board as the case may be. Further such appointments would not require even registration with the Employment Exchanges. Similarly in the case of Class III posts the initial monthly basic pay of which exceeds Rs. 699 and recruitment against which is made through the Punjab Public Service Commission, similar criteria will be followed.

2. The matter was considered by the Government and through Punjab Government Notification No. GSR6/Const./Art. 320/Amd. (39)/83, dated 7th January, 1983 (published in the *Punjab Government Gazette*, Legislative Supplement of the 14th January, 1983) it has amended the existing regulation 3 of Punjab Public Service Commission (Limitation of Functions) Regulations, 1955 as follows:—

“(a) Initial appointments to class III and class IV services or posts.”

In fine, Class IV and Class III posts in terms of the relevant Service Rules (and not in terms of the initial basic pay of each post) have been excluded from the purview of the Punjab Public Service Commission. All appointments to Class III posts shall now be made on the recommendation of SSS Board, Punjab. The Departments themselves will be competent to make appointments to all Class IV posts.

3. In view of the position stated above, para 3 of P.G. letter dated 18th April, 1973, referred to above, shall be deemed to have been substituted as under with effect from the 14th January, 1983:—

“3. The suitability of the persons may be adjudged by the appointing authority and it shall not be necessary to get

the approval of the Subordinate Services Selection Board or the Departmental Selection Committees, as the case may be, nor would the registration at the Employment Exchanges be required for making appointments on the basis of the above priority list against Class III and Class IV service or posts."

Copy of Punjab Government circular letter No. 1392-PP-83/3125, dated 24th March, 1983, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments, etc., etc.

Subject.—Proper attention and early action on the demands of the Government Pensioners Association.

I am directed to draw your attention to the subject cited above and to request that copies of all circulars concerning the grant of any benefit to Government Pensioners may invariably be sent to the Government Pensioners Association, Chandigarh, since this would enable the Association to perform its functions more effectively. It is further requested that replies may invariably be sent to communications received the Association and prompt attention may also be given to them.

2. The President of the Association is Shri S. R. Maini, IAS (Retd) and his address is Kothi No. 308, Sector 9-D, Chandigarh.

3. Kindly acknowledge.

ਰਸਤੀ ਪੱਤਰ ਨੰ: 12/4/78-4ਪੀਪੀ, ਮਿਤੀ 31 ਮਾਰਚ, 1983 ਵਲੋਂ ਪ੍ਰਸ਼ਨਲ ਅਤੇ ਪ੍ਰਬੰਧਕੀ ਸੁਧਾਰ ਵਿਭਾਗ ਵੱਲ ਵਿੱਤ ਵਿਭਾਗ, ਪੰਜਾਬ ਅਤੇ ਸਮੂਹ ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ।

ਵਿਸ਼ਾ:—ਦਫਤਰਾਂ ਦਾ ਵਰਗੀਕਰਨ।

ਵਿੱਤ ਵਿਭਾਗ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਆਪਣੇ ਗ.ਸ.ਪ.ਨੰ: 38(16)79-ਵਿ.ਵਿ:(9), ਮਿਤੀ 18 ਦਸੰਬਰ, 1979 ਵੱਲ ਧਿਆਨ ਦੇਣ ਦੀ ਖੋਜ ਕਰਨ।

2. ਦੂਜੇ ਪੰਜਾਬ ਤਨਖਾਹ ਕਮਿਸ਼ਨ ਦੀ, ਦਫਤਰਾਂ ਦਾ ਵਰਗੀਕਰਨ ਖਤਮ ਕਰਨ ਬਾਰੇ, ਸਿਫਾਰਸ਼ ਤੇ ਵਿਚਾਰ ਕਰਨ ਉਪਰੰਤ ਇਹ ਫੈਸਲਾ ਲਿਆ ਗਿਆ ਹੈ ਕਿ ਵਰਤਮਾਨ ਸਥਿਤੀ ਕਾਇਮ ਰੱਖੀ ਜਾਵੇ।

Copy of Punjab Government circular letter No. 8/52/82-GPP/3693, dated 13th April, 1983, 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 1983-84.

I am directed to refer to Punjab Government circular letter No. 8/9/81-GPP/3887, dated the 25th March, 1982, on the subject noted above and to say that the policy regarding transfer of Government employees has been considered by the Government. It has been decided that the transfer policy for the year 1983-84 will be governed by the Guidelines mentioned below :—

- (i) All general transfers may be made during the period from 1st April to 30th April.
- (ii) 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 obtaining the prior approval of Chief Minister through the Chief Secretary (in the Department of Personnel and Administrative Reforms).
- (iii) 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.
- (iv) 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 exam-

ple, 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 maximum 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.

- (v) 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.
- (vi) 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.
- (vii) 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 department should try to accommodate him, as far as possible, subject to administrative consideration of efficiency and propriety.
- (viii) If an officer has worked at particular station for ten years in the aggregate in one capacity or another, he should not be posted at the same station during the remaining period of his service.
- (ix) Gazetted officers should not be posted in their home districts or places less than 40 kilometres from their native village/town or in a distance where they or any members of the family hold immovable property. This will, however, not apply to :
 - (i) Assignments in the Secretariat, offices of Heads of Departments and Regional Offices.
 - (ii) Professors and Lecturers in Education Department.
 - (iii) Doctors serving in backward areas.
 - (iv) Doctors posted in Medical Colleges of the State.

- (x) 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.
- (xi) Normally father and son or husband and wife or other close relatives are not to be posted in the same office.
- (xii) 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.
- (xiii) 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 shall be necessary to obtain the prior approval of the Chief Minister.

through the Chief Secretary in the Department of Personnel and Administrative Reforms (Personnel Policies Branch).

(xiv) 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 out of 5-6 preferences given by him. Each Department should categorise popular and unpopular postings so that each employee should serve in both categories.

(xv) 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.

(xvi) 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.

(xvii) Prior approval of Chief Minister 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.

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 Chief Secretary in the Department of Personnel and Administrative Reforms. These instructions should, however, be within the frame-work 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 strict compliance.

Copy of letter No. III.11011/7/82-PCR(DESK), dated the 19th January, 1983 from B. K. Sarkar, Joint Secretary to Government of India, Ministry of Home Affairs, New Delhi to the Chief Secretaries of all States/Union Territories.

Subject.—Effectiveness in the development and protection of Scheduled Castes and/or Scheduled Tribes—Separate column in the Character roll.

I am directed to forward herewith a copy of the Ministry of Home Affairs, Department of Personnel and Administrative Reforms Notification No. 11059/1/81-AIS(III) dated 4th February, 1982 (Annexure I) wherein item No. 3 in part-II/(Assessment by the Reporting Authority), relating to the "Effectiveness in the development and protection of Scheduled Caste and/or Scheduled Tribes" has been incorporated in the form of the confidential report meant for every member of the All India Services. The explanation under this para mentions that this column is applicable in case of officers dealing with the development and protection of Scheduled Castes and/or Scheduled Tribes. This aspect was also brought to the notice of the State Governments/Union Territory Administrations in the Union Home Minister's D.O. letter No. III, 11011/4/80-NID(D), dated the 10th March, 1980.

2. It is requested that the State Government/Union Territory Administration may take similar action for incorporating this column in the Annual Confidential Report forms meant for State services Officers and U.T. officers and in turn take up with the local bodies and co-operative bodies in your State/Union Territory to provide similar column in the ACR form of their employees.

3. The receipt of this letter may kindly be acknowledged. The action taken in this regard be intimated in due course.

GOVERNMENT OF PUNJAB

DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE
REFORMS

(PERSONNEL POLICIES BRANCH)

No. 15/5/83-2PP/4390, dated Chandigarh, the 22nd April, 1983.

A copy with a copy of item No. III mentioned therein is forwarded to all the Heads of Departments, Registrar, Punjab and Haryana High Court, Commissioners of Divisions, Deputy Commissioners and Sub-Divisional Officers (Civil) in the State with the request that a similar column in the A.C.R. forms of their employees may please be incorporated accordingly.

(Sd.)

Deputy Secretary, Personnel.

A copy with a copy of its enclosure is forwarded to all the Financial Commissioners and Administrative Secretaries to Government, Punjab, for information and necessary action.

(Sd.)

Deputy Secretary, Personnel.

All the Financial Commissioners ;

and Administrative Secretaries to Government Punjab.

U.O. No. 15/5/83-2PP/, dated Chandigarh, the 22nd April 1983.

ITEM NO. III

*Effectiveness in the development and protection of Scheduled Castes and/or Scheduled Tribes.

(a) Attitude towards Scheduled Castes and/or Scheduled Tribes.

(b) Sensitivity to social justice.

(c) Ability to take quick and effective action to prevent and quell atrocities and ensure justice to Scheduled Castes and/or Scheduled Tribes.

(d) Effectiveness in bringing about the development of Scheduled Castes and/or Scheduled Tribes.

*(Applicable in case of officers dealing with the development and protection of Scheduled Castes and/or Scheduled Tribes).

Copy of Punjab Government circular letter No. 2/9/79-5PP(8GOI) 4587, dated 28th April, 1983, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments, etc. etc.

Subject.—Issue of certificate of eligibility to certain categories of persons (other than Indian citizens) for appointment under the Central Government—Delegation of powers to Ministries.

I am directed to refer to Punjab Government letter No. 2/9/79-5PP/9296, dated the 30th July, 1982,—vide which a copy of Government of India's memorandum No. 15016/1/78-Estt (B), dated 10th May, 1978 was forwarded and to say that the Government of India,—vide Resolution No. 15011/78-Estt. (B), dated 19th June, 1978 (copy enclosed) has substituted clause (e) of the Resolution No. 15014/3(S)/76-Estt B, dated 1st March, 1977 (copy of which was also forwarded,—vide memo dated 30th July, 1981) as under:—

First Sub-para of Clause (e)

"(e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East Africa countries of Kenya, Uganda, the United Republic of Tanzania (for merly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India."

2. I am to request that the clause (e) of Resolution No. 15014/3(S)/76-Estt. (D) forwarded,—vide letter dated 30th July, 1981, may be deemed to have been amended accordingly.

Copy of Government of India's Ministry of Home Affairs Department of Personnel and Administrative Reforms, Resolution No. 15011/1/78-Estt.(B), dated 19th June, 1978.

The Government of India have since decided that migrants from Vietnam should also be made eligible for recruitment to posts under the Government of India, subject to the issue of certificate of eligibility by the Government of India in their favour.

Accordingly clause (e) of the Resolution No. 15014/3(S)/76-Estt. B, dated the 1st March, 1977 should be substituted by the following :—

First Sub-Para of Clause (e)

"(e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malwai, Zaire, Ethoipia and Vietnam with the intention of permanently settling in India."

Order : Ordered that a copy of this Resolution may be communicated to all State Governments, all Ministries of the Government of India etc. and also that the Resolution be published in the Gazette of India.

Copy of Punjab Government circular letter No. 13/8/83-2PP/4696, dated 29th April, 1983, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments, etc. etc.

Subject.—Punjab Government Employees (Conduct) Rules, 1966—Acquisition of movable and immovable property by Government employees.

I am directed to invite a reference to Punjab Government letter No. 13/7/78-2PP/35251, dated the 6th November, 1978,—vide which amended provision of rule 18 of the Punjab Government Employees (Conduct) Rules, 1966, was explained to the Departments and to say that according to the existing provision in the rules *ibid*, Government employees are required to submit their property returns in the prescribed *pro forma* on their first appointment to any service or post under the Government. Submission of property returns thereafter by Class III and Class IV employees has been discontinued while Class I and Class II employees are to submit annual property returns in respect of immovable property only.

2. Sub-rules (2) and (3) of rule 18 of the rules *ibid*, however, provide as under :—

"(2) No Government employee shall except with the previous knowledge of the prescribed authority, acquire or dispose of any immovable property by lease, mortgage, purchase, sale, gift or otherwise either in his own name or in the name of any member of his family :

Provided that the previous sanction of the prescribed authority shall be obtained by the Government employee if any such transaction is —

(i) with a person having official dealing with the Government employee ; or

(ii) otherwise than through a regular or reputed dealer.

(3) Where a Government employee enters into a transaction in respect of movable property either in his own name or in the name of a member of his family, he shall, within one month from the date of such transaction, report the same to the prescribed authority, if the value of such property exceeds Rs 2,000.00 in the case of a Government employee holding any Class I or Class II Post or Rs. 1,000.00 in the case of a Government employee holding any Class III or Class IV posts:

Provided that the previous sanction of the prescribed authority shall be obtained if any such transaction is—

(i) with a person having official dealings with the Government employee ; or

(ii) otherwise then through a regular or reputed dealer."

It will be observed that all the Government employees are required to inform the prescribed authority or obtain the prior permission, as the case may be, for acquiring or disposing of any immovable property. In respect of movable property, similar information or prior permission is necessary in case value of the transaction exceeds Rs. 2,000 and Rs. 1,000 in respect of employees holding any Class I or Class II and Class III or Class IV post, respectively.

3. In spite of the aforesaid provision in the rules, *ibid*, it has been brought to the notice of the Government, that these rules/instructions are not being followed by the Government employees

with the result that acquisition/disposal of immovable/movable property is resorted to by them without informing the prescribed authority or without getting prior permission, where necessary. Government view seriously the violation of these statutory provisions in the rules *ibid*. I am, therefore, to request that these instructions may be brought to the notice of all the employees, under their control for meticulous observance. Necessary disciplinary action should be taken cases where these are flouted by the Government employees.

Kindly acknowledge

Copy of Punjab Government circular letter No. 1233-5PP-83/4795, dated 4th May, 1983, 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/posts under the Punjab Government—Amendment in Model Service Rules—Effect of failure in departmental examination on the grant of increments, promotion, confirmation etc.

I am directed to invite a reference to Punjab Government letter No. 4/14/79-2PP/13117, dated the 28th September, 1982,—*vide* which it is laid down that the annual increments, promotion, confirmation etc., shall be allowed to a Government employee only on passing the departmental examination. It has further been asked that necessary amendment may be made by the Departments in their respective departmental service rules. The Departments are required to formulate their Service Rules or bring them in conformity with the Model Service Rules, 1973 (Pages 710—719 of Service Manual). In view of the above policy decision of the Government with regard to effect of failure in departmental examination, the following amendments are made in the Model Service Rules, 1973 :—

- (i) in sub-rule (2) of rule 9 between the words "satisfactory" and "it may" the words "or if he has failed to pass the prescribed departmental examination within a period not exceeding 2½ years from the date of appointment" may be inserted; and

- (ii) in clause (b) of sub-rule (3) of rule 9, the words "or he has failed to pass the prescribed departmental examination" may be added after the word "satisfactory".

Copy of Punjab Government circular letter No. 4/4/80-1PP/4838, dated 4th May, 1983, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments, etc., etc

Subject.—Bifurcation of cadre strength of Clerks/Steno-typists for allowing revised pay scales.

I am directed to invite a reference to Punjab Government circular letter No. 4/4/80-1PP/7486, dated 1st June, 1982, on the subject cited above and to say that in Punjab Government circular letter dated 18th April, 1980, and 1st January, 1981 referred to therein, it was *inter alia* stated that placement in the revised higher scale would not involve a promotion in the conventional sense from a post of lower responsibility to a post of distinct higher responsibility or from one cadre to another or from a lower class to a higher class of service. It was further laid down that such aspects as reservation for the members of Scheduled Castes of other categories or framing of separate service rules were not relevant. It was, however, also indicated therein that promotion to the higher ranks would be made from only among those persons who had been placed in the higher scale, in accordance with the provisions to be so made in the respective service rules.

2. An Administrative Department has reported cases where some Clerks, who have not yet been placed in the revised higher scale, have become due for promotion to higher posts (on the basis of their length of Service) against the vacancies reserved for the members of Scheduled Castes and it is difficult to give them promotion in view of the guidelines referred to above because they have not been placed in the higher scale.

3. The matter has been reconsidered by the Government. As the grant of 50 per cent higher revised scale in the cadres of Clerks and Steno-typists is a simple placement in the higher scale and does not amount to promotion, it has been decided that incumbent of all posts of Clerks/Steno-typists should be eligible for further promotions to higher ranks from these posts under the existing rules, irrespective of the fact whether they have been

placed in the higher scale or not. The Punjab Government circular letters dated 4th April, 1980, and 1st January, 1981, referred to above may be considered to have been modified to this extent.

4. Kindly acknowledge.

Copy of Punjab Government circular U.O. No. 12/2/83-6PP, dated 4th May, 1983, from the Department of Personnel and Administrative Reforms, addressed to all the Financial Commissioners and Administrative Secretaries to Government, Punjab.

Subject.—Appointment of non-official Chairmen of the Corporations/Boards in Punjab.

Chief Minister has desired that the services of non-official Chairmen of Corporations/Boards may be further extended by a period of two years.

Immediate steps may kindly be taken to implement the above orders.

Copy of Punjab Government circular letter No. 8/62/82-6PP/4865, dated 5th May, 1983, 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 1983-84.

I am directed to refer to Punjab Government circular letter No. 8/62/82-6PP/3693, dated the 13th April, 1983 on the subject noted and to say that on further consideration it has been decided to extend the date for general transfers of Punjab Government employees upto 15th May, 1983.

2. These instructions may kindly be brought to notice of all concerned.

Copy of Punjab Government circular letter No. 8/62/82-6PP, dated 16th May, 1983, 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 1983-84.

I am directed to refer to Punjab Government circular letter No. 8/62/82-6PP/4865, dated the 5th May, 1983 on the subject noted above and to say that, on receipt of several requests from various Departments asking for further extension in the last date of general transfers, it has been decided to extend this date upto 22nd May, 1983. I have, however, been directed to request you to ensure that all transfers of the Punjab Government employees are finalised up to 22nd May, 1983.

2. These instructions may kindly be brought to the notice of all concerned.

Copy of Punjab Government circular U.O. No. 20/19/81-6PP, dated 25th May, 1983, from the Department of Personnel and Administrative Reforms, addressed to all the Financial Commissioners and Administrative Secretaries to Government, Punjab.

Subject.—Administration of the Corporations set up in the Punjab State various Acts/Rules etc.—Appointment of non-officials as Chairmen or Directors of.

All the Financial Commissioners and the Administrative Secretaries to Government, Punjab may kindly refer to this Department's U.O reference No. 1476-3GS-77, dated 23rd February, 1977, on the subject noted above.

2. The question of manning the posts of Chairmen of the Corporations has been considered in the light of the recommendations of the Committee on Public Undertakings contained in para 8 of its 1st report. It has been decided that Chairmen in all Public Undertakings should be nominated by the Government. A provision to this effect in various Acts/Rules and Articles of Association etc. may accordingly be made immediately under intimation to this department.

3. Receipt of this communication may kindly be acknowledged.

Copy of Punjab Government circular letter No. 1/27/78-(2548)/5PP/4251, dated 5th/6th June, 1983, 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 invite a reference to Punjab Government Instructions contained in circular letter No. 1/27/78-5PP/3108, dated 12th March, 1982 laying down *inter alia*, the criterion of determine domicile of a person for purpose of granting a domicile certificate. In para 1 (ii) (d) of these instructions it is laid down that the employees of autonomous bodies in which Punjab Government has 25 per cent or more shares would be eligible for a domicile certificate. It is clarified that the reference to 'autonomous bodies' in the above said para 1 (ii) (d) of the instructions includes autonomous bodies receiving financial assistance from the Punjab Government, by way of grant to the extent of 25 per cent of more of their annual expenditure.

ਗ਼ਜ਼ਤੀ ਪੱਤਰ ਨੰ: 16/14/83-3 ਪੀ ਪੀ/6638, ਮਿਤੀ 10 ਜੂਨ, 1983 ਵਲੋਂ ਪਰਸੋਨਲ ਅਤੇ ਪ੍ਰਬੰਧਕੀ ਸੁਧਾਰ ਵਿਭਾਗ ਵੱਲ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁਖੀ।

ਵਿਸ਼ਾ :—ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਰਿਟਾਇਰਮੈਂਟ ਜਾਂ ਇਸ ਤੋਂ ਬਾਅਦ ਮੁੜ ਨਿਯੁਕਤੀਆਂ ਸੇਵਾਵਾਂ ਵਿਚ ਵਾਧਾ ਦੇਣ ਬਾਰੇ।

ਮੈਨੂੰ ਆਪ ਜੀ ਦਾ ਧਿਆਨ ਪੰਜਾਬ ਸਰਕਾਰ ਵਲੋਂ ਜਾਰੀ ਕੀਤੇ ਗਏ ਗ਼ਜ਼ਤੀ ਪੱਤਰ ਨੰ: 727-ਐਸ II(4)-67/4841, ਮਿਤੀ 17 ਫਰਵਰੀ, 1967 ਵੱਲ ਦਿਵਾਉਣ ਅਤੇ ਇਹ ਕਹਿਣ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਉਪਰੋਕਤ ਪੱਤਰ ਅਨੁਸਾਰ ਮੁੜ ਨਿਯੁਕਤੀਆਂ/ਸੇਵਾਵਾਂ ਵਿਚ ਵਾਧੇ ਦੇ ਕੇਸਾਂ ਨੂੰ ਨਿਪਟਾਉਣ ਬਾਰੇ ਗਾਈਡਲਾਈਨਜ਼ ਜਾਰੀ ਕੀਤੀਆਂ ਗਈਆਂ ਸਨ। ਬਾਅਦ ਵਿਚ ਇਕ ਪਾਲਸੀ ਵੈਸਲੇ ਦੇ ਅਧਾਰ ਤੇ ਪੱਤਰ ਨੰ: 7697-3ਜੀ. ਐਸ. I-77/35080, ਮਿਤੀ 16-8-77 ਦੁਆਰਾ ਸਰਕਾਰੀ ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਮੁੜ ਨਿਯੁਕਤੀ/ਸੇਵਾਵਾਂ ਵਿਚ ਵਾਧਾ ਦੇਣ ਤੋਂ ਪੂਰੀ ਰੋਕ ਲਾ ਦਿੱਤੀ ਗਈ ਸੀ। ਸਿਰਫ ਹੇਠ ਲਿਖੇ ਵਰਗਾਂ ਦੇ ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਇਹਨਾਂ ਹਦਾਇਤਾਂ ਤੋਂ ਛੋਟ ਦਿੱਤੀ ਗਈ ਸੀ :

- (1) ਸਿਆਸੀ ਪੀੜਤ ਅਤੇ ਸਰਕਾਰੀ ਨੌਕਰੀ ਵਿਚ ਉਹਨਾਂ ਦੀਆਂ ਧਰਮ ਪਰਤੀਆਂ।

- (2) ਅਧਿਆਪਕ ਜਿਨ੍ਹਾਂ ਨੇ ਕੌਮੀ/ਰਾਜ ਪੱਧਰ ਤੇ ਐਵਾਰਡ ਪ੍ਰਾਪਤ ਕੀਤੇ ਹੋਣ।
- (3) ਨੇਤਰਹੀਣ ਸਰਕਾਰੀ ਕਰਮਚਾਰੀ।

ਉਪਰੋਕਤ ਵਿਚੋਂ ਲੜੀ ਨੰ: 2 ਦੇ ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਦਿਤੀ ਗਈ ਫੋਟੋ ਵੀ ਸਰਕਾਰ ਦੇ ਗ਼ਸ਼ਤੀ ਪੱਤਰ ਨੰ: 16/13/78-ਪੀ.ਪੀ, ਮਿਤੀ 30-3-79 ਦੁਆਰਾ ਵਾਪਸ ਲੈ ਲਈ ਗਈ ਸੀ।

2. ਮੌਜੂਦਾ ਹਾਲਾਤ ਅਤੇ ਇਸ ਵਿਸ਼ੇ 'ਤੇ ਭਾਰਤ ਸਰਕਾਰ ਵਲੋਂ ਅਪਣਾਈ ਗਈ ਨੀਤੀ ਨੂੰ ਧਿਆਨ ਵਿਚ ਰਖਦੇ ਹੋਏ ਮੈਨੂੰ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਮੈਂ ਆਪ ਜੀ ਦਾ ਧਿਆਨ ਉਪਰੋਕਤ ਹਦਾਇਤਾਂ ਵੱਲ ਦਿਵਾਵਾਂ ਅਤੇ ਇਸ ਗੱਲ 'ਤੇ ਜ਼ੋਰ ਦੇਵਾਂ ਕਿ ਇਹਨਾਂ ਹਦਾਇਤਾਂ ਦੀ ਇਨ ਬਿਨ ਪਾਲਣਾ ਕੀਤੀ ਜਾਇਆ ਕਰੇ।

3. ਉਪਰੋਕਤ ਹਦਾਇਤਾਂ ਸਾਰੇ ਸਬੰਧਤ ਅਧਿਕਾਰੀਆਂ/ਕਰਮਚਾਰੀਆਂ ਦੇ ਧਿਆਨ ਵਿਚ ਲਿਆ ਦਿੱਤੀਆਂ ਜਾਣ।

4. ਇਸ ਪੱਤਰ ਦੀ ਪਹੁੰਚ ਰਸੀਦ ਭੇਜੀ ਜਾਵੇ।

Copy of Punjab Government circular letter No. 13/3/82-2PP/6637, dated 10th/15th June, 1983, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments, etc., etc.

Subject.—Punjab Government Employees (Conduct) Rules, 1966—Amendment of.

I am directed to address you on the subject cited above and to enclose a copy of the Punjab Government Notification No. GSR 40/Const./Arts. 309, 318 and 187/Amd(16)/83, dated the 9th March, 1983, published in the Punjab Government Gazette, dated 18th April, 1983, for information and necessary action.

Kindly acknowledge.

GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE
REFORMS

(PERSONNEL POLICIES BRANCH)

Notification

The 9th March, 1983

No. GSR 40/Const./Arts. 309, 318 and 187/Amd. (10)/83.—In exercise of the powers conferred by proviso to article 309 and clause (b) of article 318 read with clause (3) of article 187 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Punjab, after consultation with the Speaker of the Punjab Vidhan Sabha in so far as such consultation is necessary under the aforesaid provisions, is pleased to make the following rules further to amend the Punjab Government Employees (Conduct) Rules, 1966, namely :—

1. (a) These rules may be called the Punjab Government Employees (Conduct) (First Amendment) Rules, 1983.

(b) They shall come into force at once.

2. In the Punjab Government Employees (Conduct) Rules, 1966, in rule 18, in sub-rule (3), for the letters and figures "Rs. 2000", and "Rs. 1000", the letters and figures "Rs. 5000" and "Rs. 2000" shall be substituted, respectively.

K. D. VASUDEVA,

Chief Secretary to Government, Punjab.

GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE
REFORMS

(GENERAL ESTABLISHMENT BRANCH)

Notification

The 21st June, 1983

No. C.S.R. 61/Const./Art. 309/Amd (1)/83.—In exercise of the powers conferred by article 309 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 Government Houses (General Pool) Allotment Rules, 1983, namely :—

1. These rules may be called the Punjab Government Houses (General Pool) Allotment (First Amendment) Rules, 1983.

2. In the Punjab Government Houses (General Pool) Allotment Rules, 1983, in rule 3, in sub-rule (4) under the heading captioned "A" HOUSE ALLOTMENT COMMITTEE (UPPER)", after clause (a), the following clause shall be inserted, namely :—

"(aa) Excise and Taxation Commissioner, Punjab, Patiala.
... Member."

K. D. VASUDEVA,

Chief Secretary to Government, Punjab.

Copy of Punjab Government U.O. letter No. 13/15/81-2PP/7714, dated 5th July, 1983, from the Department of Personnel and Administrative Reforms, addressed to all the Financial Commissioners and Administrative Secretaries to Government, Punjab and copy to all Heads of Departments, etc., etc.

Subject.—Expeditious finalisation of departmental inquiries against Gazetted Officers—Submission of monthly progress reports—Revised *pro forma*.

All the Financial Commissioners and Administrative Secretaries to Government, Punjab may please refer to this Department Circular U.O. No. 13/5/81-2PP, dated the 22nd March, 1983, on the above subject.

2. With a view to finalising the pending cases expeditiously, progress reports regarding the disposal of disciplinary cases against Gazetted Officers are now being discussed by Chief Secretary personally with the Administrative Secretaries in the meetings especially scheduled for the purpose. To facilitate discussions in such meetings they are requested to send the requisite information in future every month, in the enclosed revised *pro forma*. Since these reports are also required to be furnished to the Chief Minister who has expressed his concern on the increasing number of pending case, they are also requested to send to this Department their monthly reports in this revised *pro forma* by the 10th of the month next to which the report pertains.

PRO FORMA

MONTHLY PROGRESS REPORT IN RESPECT OF ENQUIRIES AGAINST GAZETTED OFFICERS
FOR THE MONTH OF _____ NAME OF THE DEPARTMENT _____

Serial No.	Name of Officer with Designation	Nature of allegations	Date of initiating Departmental Proceedings	Date of Suspension if placed under suspension	Present position of the case	Reasons of delay	Date of final order disposing of inquiry proceedings if decided	Remarks, if any
1	2	3	4	5	6	7	8	9

SUMMARY OF PENDING CASES

Over 3 months old cases (a)	Over 6 months old cases (b)	Over 1 year old cases (c)	Over 2 years old cases (d)	Over 3 years old cases (e)	Over 4 years old cases (f)	Total number of cases (a to f)
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Copy of Punjab Government circular letter No. 4/6/81-2PP/8158, dated 15th July, 1983, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments, etc., etc.

Subject.—Writing of Annual Confidential Report—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 cited above and to set out the following clarifications and modifications in respect thereof:—

- (i) The Cadre Controlling—Authorities shall furnish to the Reporting Authorities concerned the A.C.R. forms, by the 10th of April, each year.
- (ii) Each authority, after recording the remarks, would return the ACR to the Cadre Controlling Authorities which would be responsible for sending that A.C.R. to the next higher authority.
- (iii) It would be obligatory on Cadre Controlling Authorities to keep a track of annual Confidential Reports required to be written at various levels.
- (iv) Upon relinquishing the charge of the post either by the Reporting Authority, or by the Government employee reported upon, the ACR shall be written by the Reporting Authority within a period of three months instead of two months, already prescribed. Similarly, the period of two months is raised to three months for recording of remarks by a Minister, or minister of State or a Deputy Minister or the Chief Parliamentary Secretary, in the event of a change of their portfolios.
- (v) In the instructions referred to above, it is provided that a certificate duly signed by the competent authority to the effect that the work and conduct of the Government employee was satisfactory, be added in personal file in case his A.C.R. is not recorded by the 30th September, by the authorities concerned. On reconsidering the matter, it is clarified, that reports received after 30th September should not be treated as invalid. They should be

placed on the A.C.R. files alongwith a note to the effect that the report was received after 30th September.

- (vi) As already clarified,—*vide* Punjab Government circular letter No. 4/6/81-2PP/11016, dated the 9th August, 1982, the instructions dated 7th June, 1982, referred to above, are effective from the date of their issue. These are, therefore, applicable to the A.C.Rs. from the year 1982-83 and onwards and not to the ACRs of the previous years. If, therefore, under instructions dated 7th June, 1982, any certificate about the work and conduct of an employee for the year 1981-82, being 'satisfactory' has been placed in the ACR file, the same should be removed and a properly recorded ACR for the year 1981-82 be placed in the ACR file.

2. These clarifications/modifications may please be brought to the notice of all concerned for meticulous observance.

Copy of Punjab Government circular letter No. 4/17/79-1PP/9973, dated 24th August, 1983, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments, etc., etc.

Subject.—Avenues of promotion for Class IV employees.

I am directed to invite a reference to Punjab Government circular letter No. 1487-SII(3)-72/10190, dated 25th April, 1972, on the subject noted above and to say that with a view to bringing about uniformity in the matter of procedure, practice and policy in all the departments for promoting Class IV employees to Class III, the matter has been considered by the Government and in supersession of the instructions contained in the circular letter under reference, it has been decided that :—

- (i) There should be a provision for filling up 10 per cent of Class III posts by promotion from amongst Class IV employees, who possess a minimum educational qualification of matriculation (with Punjabi) and have a minimum of 5 years experience as such ;
- (ii) There should be a provision for a qualifying test in Punjabi type-writing which should be equal to the one

prescribed by the Subordinate Services Selection Board for such posts and it should be made essential to pass the test before a Class IV employee is considered eligible for promotion. The test may be held by the appointing authority or any such authority to whom the powers for doing so are delegated by the appointing authority.

(iii) The present instructions contained in the circular under reference under which the S.S.S. Board is to hold the examination for Class IV employees are hereby withdrawn.

(iv) The Service Rules of all the departments including those in which a provision for promotion of Class IV employees to Class III posts has already been made, should be amended in accordance with the aforesaid decisions.

2. These instructions come into force with effect from the date of issue.

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

Kindly acknowledge.

Copy of Punjab Government circular letter No. 4/17/79-1PP/9977, dated 24th August, 1983, 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 address you on the subject cited above and to say that after careful consideration of the matter, it has been decided by the Government that proficiency in typewriting of a prescribed minimum standard be made an essential qualification for direct recruitment to the post of Clerk in all the Departments. Necessary provision in this regard may, therefore, kindly be made in the relevant service rules.

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

3. Kindly acknowledge.

Copy of Punjab Government circular letter No. 13/28/82-2PP/10002, dated 25th August, 1983, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments, etc., etc.

Subject.—Fixation of the quantum of punishment in cases relating to false medical reimbursement claims.

It has been noticed by the Government that different punishments are awarded to different Government employees for similar offences relating to false medical reimbursement claims. Thus, while some Government employees are let off with a warning only, in some other cases minor or major penalties have been imposed on the delinquent Government employees. The question of evolving a uniform policy regarding the nature and quantum of punishment in these cases has been under the consideration of the Government for some time past. It has now been decided that in cases of proved charges in the following category of cases relating to false medical reimbursement claims, the minimum punishment should be dismissal :—

- (a) submission of a claim for medical reimbursement in respect of medical treatment not actually received and/or medicines stated to have been purchased but not actually purchased.
- (b) submission of a claim for medical reimbursement in respect of treatment received and/or medicines purchased for a person who is not a dependent, as defined in the Medical Reimbursement Rules, of the Government employees.

2. I am to request that these instructions may please be brought to the notice of all concerned, for meticulous observance.

3. Kindly acknowledge.

ਗਸਤੀ ਪੱਤਰ ਨੰ: 2696-5 ਪੀ ਪੀ-83/(10/8/82)-10005, ਮਿਤੀ 25 ਅਗਸਤ, 1983 ਵਲੋਂ ਪਰਜਨਲ ਅਤੇ ਪ੍ਰਬੰਧਕੀ ਸ਼ਬਾਰ ਵਿਭਾਗ ਵੱਲ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀ ਆਦਿ ਆਦਿ।

ਵਿਸ਼ਾ:—ਰਲੀਜ਼/ਡਿਸਚਾਰਜ਼ ਫੌਜੀਆਂ ਲਈ ਰਾਖਵੀਆਂ ਆਸਾਮੀਆਂ ਤੇ ਉਨ੍ਹਾਂ ਦੇ ਆਸਰਤ ਬੱਚਿਆਂ ਨੂੰ ਜੇਕਰ ਉਹ ਲੱਡੀ ਦੀਆਂ ਯੋਗਤਾਵਾਂ ਪੂਰੀਆਂ ਕਰਦੇ ਹੋਣ, ਨੂੰ ਨਿਯੁਕਤ ਕਰਨ ਬਾਰੇ ਸਰਟੀਫਿਕੇਟ।

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਆਪ ਦਾ ਧਿਆਨ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਗਸਤੀ ਪੱਤਰ ਨੰ: 14/99/79-ਡਬਲਿਊ/8-10, ਮਿਤੀ 11-1-1982 ਅਤੇ ਨੰ: 10/4/79-5 ਪੀਪੀ/4543 ਮਿਤੀ 8-4-1982 ਦੇ ਪੈਰਾ 5(iv) ਵੱਲ ਦਿਵਾਉਂਦੇ ਹੋਏ ਮੈਨੂੰ ਇਹ ਲਿਖਣ ਦੀ ਆਗਿਆ ਹੋਈ ਹੈ ਕਿ ਰਲੀਜ਼/ਡਿਸਚਾਰਜ਼ ਸਾਬਕਾ ਫੌਜੀਆਂ ਦੇ ਇਕ ਪੁੱਤਰ ਜਾਂ ਪੁੱਤਰੀ ਨੂੰ, ਜੇਕਰ ਸਾਬਕਾ ਫੌਜੀ ਨਿਯੁਕਤੀਆਂ ਦੀਆਂ ਸ਼ਰਤਾਂ ਪੂਰੀਆਂ ਨਾ ਕਰਦਾ ਹੋਵੇ ਤਾਂ, ਸਾਬਕਾ ਫੌਜੀਆਂ ਲਈ ਰਾਖਵੀਆਂ ਆਸਾਮੀਆਂ ਤੇ ਉਕਤ ਹਦਾਇਤਾਂ ਅਧੀਨ ਨਿਯੁਕਤੀ ਕਰਨ ਲਈ ਉਨ੍ਹਾਂ ਨੂੰ ਇਸ ਬਾਰੇ ਸਰਟੀਫਿਕੇਟ ਦੇਣ ਦੇ ਮਾਮਲੇ ਨੂੰ ਵਿਚਾਰ ਕੇ ਇਹ ਫੈਸਲਾ ਕੀਤਾ ਗਿਆ ਹੈ ਕਿ ਸਾਬਕਾ ਫੌਜੀਆਂ ਦੇ ਆਸਰਤ ਬੱਚਿਆਂ ਨੂੰ, ਜੇਕਰ ਸਾਬਕਾ ਫੌਜੀ ਉਸ ਆਸਾਮੀ ਤੇ ਨਿਯੁਕਤੀ ਦੀਆਂ ਸ਼ਰਤਾਂ ਪੂਰੀਆਂ ਨਾ ਕਰਦਾ ਹੋਵੇ, ਤਾਂ ਆਪਣੇ ਬਿਨੈ-ਪੱਤਰ ਨਾਲ ਨਾਲ ਨੱਥੀ ਪਰੇਵਾਰਮੇ ਵਿੱਚ, ਇਕ ਸਰਟੀਫਿਕੇਟ ਦੇਵੇਗਾ ਤਾਂ ਉਜੁਕਤ ਹਦਾਇਤਾਂ ਵਿਚ ਅੰਕਤ ਸੁਵਿਧਾਵਾਂ ਦੀ ਕਵਰਤ ਨਾ ਹੋਵੇ। ਇਸ ਸਰਟੀਫਿਕੇਟ ਨੂੰ ਜਾਰੀ ਕਰਨ ਦਾ ਅਧਿਕਾਰ, ਸਕੱਤਰ, ਜਿਲ੍ਹਾ ਸੈਨਿਕ ਬੰਦਰ ਨੂੰ ਦਿੱਤਾ ਜਾ ਰਿਹਾ ਹੈ, ਉਨ੍ਹਾਂ ਵਲੋਂ ਜਾਰੀ ਕੀਤਾ ਸਰਟੀਫਿਕੇਟ ਜਾਇਜ਼ ਸਮਝਿਆ ਜਾਇਆ ਕਰੇ ਤਾਂ ਜੋ ਇਸ ਸਬੰਧੀ ਨਿਯੁਕਤੀ ਆਧਿਕਾਰ ਨੂੰ ਕੋਈ ਪੁੱਛ ਪਤ-ਤਾਲ ਨਾ ਕਰਨੀ ਪਵੇ।

ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ ਦੀ ਪਹੁੰਚ ਰਸੀਦ ਘੱਲਣ ਦੀ ਖੋਚਲ ਕੀਤੀ ਜਾਵੇ।

ਸਰਟੀਫਿਕੇਟ ਦਾ ਨਮੂਨਾ

1. ਤਸਦੀਕ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਸ੍ਰੀ/ਸ੍ਰੀਮਤੀ-----
ਸਪੁੱਤਰ/ਸਪੁੱਤਰੀ ਸ੍ਰੀ-----
ਸਾਬਕਾ ਫੌਜੀ ਦਾ ਪੁਤਰ/ਪੁਤਰੀ ਹੈ ਅਤੇ ਇਹ ਉਸ ਤੇ ਆਸਰਤ ਹੈ। ਸ੍ਰੀ-----
ਨੇ----- (ਮਿਤੀ) ਤੋਂ-----
----- (ਮਿਤੀ) ਤੱਕ ਬੰਦਰ----- ਫੌਜ ਵਿਚ
ਸੇਵਾ ਕੀਤੀ ਹੈ।
2. ਸ੍ਰੀ----- ਨੇ ਹੁਣ ਤੱਕ ਰਲੀਜ਼/ਡਿਸਚਾਰਜ਼ ਹੋਣ ਉਪਰੰਤ
ਪੰਜਾਬ ਸਰਕਾਰ ਅਧੀਨ ਸੇਵਾ ਨਹੀਂ ਕੀਤੀ।
3. ਸ੍ਰੀ----- ਦੇ ਕਿਸੇ ਪੁੱਤਰ/ਪੁੱਤਰੀ ਨੂੰ ਸਾਬਕਾ ਫੌਜੀਆਂ ਲਈ
ਰਾਖਵੀਆਂ ਆਸਾਮੀਆਂ ਦਾ ਜੋ ਲਾਭ ਸਰਕਾਰ ਦੀਆਂ ਹਦਾਇਤਾਂ ਨੰ: 14/99/79-8 ਡੀ.
ਡਬਲਿਊ/8-10, ਮਿਤੀ 11 ਜਨਵਰੀ, 1982 ਰਾਹੀਂ ਦਿੱਤਾ ਗਿਆ ਹੈ/ਨਹੀਂ ਦਿੱਤਾ ਗਿਆ/
ਮਿਲਿਆ;
4. ਸ੍ਰੀ----- ਸਾਬਕਾ ਫੌਜੀ----- ਦੀ
ਆਸਾਮੀ ਲਈ ਨਿਰਧਾਰਤ ਵਿਦਿਅਕ ਯੋਗਤਾਵਾਂ ਅਤੇ ਉਮਰ ਆਦਿ ਦੀਆਂ ਸ਼ਰਤਾਂ ਪੂਰੀਆਂ
ਨਹੀਂ ਕਰਦਾ।
(ਜੋ ਲੱਭ ਨਾ ਹੋਵੇ ਕੋਟ ਦਿੱਤਾ ਜਾਵੇ)

ਸਕੱਤਰ, ਜਿਲ੍ਹਾ ਸੈਨਿਕ ਬੰਦਰ।

Copy of Punjab Government circular letter No. 18/13/80-5PP/10341, dated 2nd September, 1983, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments, etc., etc

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

I am directed to invite a reference to Punjab Government circular letter No. 80(GOI)-SII(3)/12092, dated the 18th April, 1973, on the subject noted above which lays down a uniform policy for according preferential treatment in the matter of absorption in the State services of various categories of persons placed in difficult/unfortunate circumstances such as surplus employees, disabled ex-Servicemen, members of family of deceased Government employees and Defence Services personnel killed or severely disabled in action and physically handicapped persons. The State Government in the Department of Welfare have since issued circular letter bearing No. 13/280/81-5SW/10283, dated 24th November, 1982 wherein 3 per cent vacancies have been reserved to be filled by direct appointment in Class III and IV of the State Government services for the physically handicapped persons of the State. A clarification has been sought as to whether the issuance of 1982 instructions has in any way, affected the instructions dated 18th April, 1973, insofar as they relate to the physically handicapped persons. In this context I am to state that the scope and purpose of the two sets of instructions are different and independent of each other. The 1973 instructions provide for appointment of physically handicapped persons on priority basis, whereas the 1982 instructions lay down compulsory reservation in Class III and IV services. The two sets of instructions are, thus exclusive of each other and the one is not superseded by the other. This clarification may please be brought to the notice of all concerned.

Copy of Punjab Government Circular U.O. No. 13/15/81-6PP/10302, dated 2nd September, 1983, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments, etc., etc.

Subject.—Expeditious finalisation of departmental inquiries against Gazetted Officers—Submission of monthly progress reports—Revised proforma.

All the Financial Commissioners and the Administrative Secretaries to Government, Punjab may kindly refer to this department's U.O. reference No. 13/15/81-2PP, dated 5th July, 1983, on the subject noted above.

2. To review the progress of disciplinary cases against Gazetted Officers, they were requested to furnish to this department regularly monthly reports regarding such pending cases. Besides, the details of the Gazetted Officers against whom inquiry is pending, the departments are also required to indicate reasons of delay in respect of each pending case. While reviewing the position/progress of such cases in a meeting held on 26th July, 1983, it was decided that the proforma so prescribed should also indicate time taken by a case because of pendency in Court of law or/and, the Punjab Public Service Commission. The said proforma has, therefore, accordingly been revised. A copy of it is enclosed. They are requested to send their monthly progress reports in the revised proforma by the 10th of the month next to which the report pertains.

PROFORMA

MONTHLY PROGRESS REPORT IN RESPECT OF ENQUIRIES AGAINST GAZETTED OFFICERS
FOR THE MONTH OF _____ NAME OF THE DEPARTMENT _____

Serial No.	Name of Officer with Designation	Nature of allegations	Date of Initiating Departmental Proceedings	Date of Suspension if placed under Suspension	Present position of the case	Reasons of delay	Time taken by a case because of pendency in a Court of Law or/and Punjab Public Service Commission	Date of final order disposing of inquiry proceedings if decided	Remarks, if any
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1	2	3	4	5	6	7	8	9	10
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SUMMARY OF PENDING CASES

Over 3 months old cases (a)	Over 6 months old cases (b)	Over 1 year old cases (c)	Over 2 years old cases (d)	Over 3 years old cases (e)	Over 4 years old cases (f)	Total number of cases (a to f)
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Copy of Punjab Government circular letter No. 4/38/80-3PP/10722, dated 8th September, 1983, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments, etc., etc.

Subject.—Bifurcation of cadre strength of Clerks and Steno-typists—
Guidelines for appointment to the posts of Senior Clerks and Steno-typists Grade-I.

I am to refer to Punjab Government circular letters bearing No. 4/4/80-1PP/4130, dated the 18th April, 1980 and No. 4/18/80-1PP/14, dated the 1st January, 1981 and to say that some departments have sought clarification in regard to the procedure to be followed for the grant of senior scale of Rs. 510—800, to Clerks/Steno-typists where there is a solitary post in the cadre of these categories in the department.

2. The matter has been considered and it has been decided, in consultation with the Department of Finance, that the senior scale of Rs. 510—800 may be given to Clerks and Steno-typists where there is an isolated post after he has completed 8 years of service in the junior scale viz. Rs. 400—600.

Copy of Punjab Government circular letter No. 4/13/83-3PP/11401, dated 20th September, 1983, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments, etc., etc.

Subject.—Consideration of the work and conduct of an employee for the grant of selection grade—Policy regarding.

I am to refer to the subject noted above and to say that it has come to the notice of Government that the departments generally do not issue orders regarding grant of selection grade to the employees in time, when it becomes due to them on their turn. A question has arisen whether the work and conduct of the employee concerned should be taken into consideration up to the date from which he is to get the selection grade or till the date of decision to grant him the selection grade.

2. The matter has been considered by the Government and it has been decided that the work and conduct of the concerned employee up to the date from which he is to get the selection grade only should be taken into consideration for considering his case for the grant of selection grade. It is, however, emphasised that cases for the grant of selection grade should be processed promptly on the occurrence of the vacancy so that future complications are avoided.

Copy of Punjab Government circular letter No. 8/62/82-1PP/12816, dated 26th October, 1983, 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 etc., etc.

Subject.—Policy regarding postings and transfers of Punjab Government employees.

I am directed to refer to Punjab Government circular letter No. 8/62/82-6PP/3693-94, dated 13th April, 1983,—*vide* which the broad guidelines of the policy of Government regarding postings and transfers of Punjab Government employees for the year 1983-84 were issued. The matter has been considered further by the Government and it has been decided that the administrative departments may consider transferring Government employees enjoying a very bad reputation for corruption or for proved administrative incompetence. Beyond these two categories, there is no need for any general transfers at this stage.

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

Kindly acknowledge.

No. 13/46/83-6PP/13933

GOVERNMENT OF PUNJAB

DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE
REFORMS

(PERSONNEL POLICIES BRANCH)

Dated November 18, 1983.

To

The Secretary to Government of Punjab
Department of Vigilance.

Subject—Supply of information, every fortnight in respect of Vigilance cases which are under prosecution, departmental action, enquiry.

Sir,

I am directed to invite your attention to the subject noted above and to say that it has been brought to the notice of the Government

that there is unnecessary delay in the finalisation of vigilance cases, specially in the conduct of enquiries which are generally delayed on flimsy grounds. The Governor, Punjab has desired to have, every fortnight, information about all such cases which are under prosecution, departmental proceedings or enquiry, as the case may be. I am, therefore, to request you that a statement containing details of such cases, in the enclosed *pro forma*, may please be sent to this Department *within two days* of the end of each fortnight, i.e. by the 16th and the 2nd of each month. The report for the fortnight ending the 14th November, 1983, may, please be sent by the 21st November, 1983.

Yours faithfully

(Sd.)

Deputy Secretary, Personnel.

No. 13/46/83-6PP/13934, dated Chandigarh, the 18th November, 1983.

A copy is forwarded to the Secretary to Governor, Punjab with reference to the orders dated 13th November, 1983 of the Governor, Punjab.

(Sd.)

Deputy Secretary, Personnel.

No. 13/46/83-6PP/13935, dated Chandigarh, the 18th November, 1983.

A copy is forwarded to all Financial Commissioners and Administrative Secretaries to Government of Punjab. The position regarding the cases referred to their respective Departments by Vigilance Department for final action, not yet finalised, may please be intimated to this Department on the 2nd and the 16th of each month.

(Sd.)

Deputy Secretary, Personnel.

PROFORMA

STATEMENT SHOWING DETAILS OF VIGILANCE CASES WHICH ARE UNDER PROSECUTION,
DEPARTMENTAL PROCEEDINGS OR ENQUIRY, AS THE CASE MAY BE, FOR THE
FORINIGHT ENDING _____ 19 ____

Serial No.	Name and designation of the Officer/ official	Nature of allegation	Date of which Preliminary enquiry was registered	Date of registration of Regular Enquiry	Date on which Regu- lar Enquiry was com- pleted	Whether criminal case was registered, if so date of registra- tion of the case and stage of investigation/ trial	Date on which employee was charge- sheeted for Regular Departmental enquiry and stage of enquiry	Date on which case was forwarded by Vig. Deptt. to A.D. for Depart- mental action	Remarks
1	2	3	4	5	6	7	8	9	10

Copy of Punjab Government circular letter No. 2/9/83-PP(4)/14517, dated 25th November, 1983, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments, etc., etc.

Subject.—Counting of temporary service for purpose of upper age limit for recruitment on regular basis.

I am directed to refer to the provisions contained in Punjab Government letter No. 123 (GOI)-SII(3)-72/18828, dated the 28th July, 1972 on the subject noted above and to say that Government imposed a total ban on the making of appointments on *ad hoc* basis with effect from the 7th October, 1980,—*vide* instructions No. 6/234/78-PP/11207, dated 7th October, 1980. The making of appointments on purely temporary basis for periods not exceeding six months at a time has, however, been allowed,—*vide* Government circular No. 12/45/80-IGE/8632, dated 18th June, 1982 read with Government circular No. 12/1/82-IGE/4400, dated 26th April, 1983. Appointments on purely temporary basis can also be made against Class I and II posts which are under the purview of the Punjab Public Service Commission, under the relevant regulations/instructions of the Government. It has now been decided that the concession in the upper age limit envisaged in Punjab Government letter dated 28th July, 1972, referred to above, would be applicable also to persons appointed on purely temporary basis.

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

GOVERNMENT OF PUNJAB

DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS

(GENERAL ESTABLISHMENT BRANCH)

Notification

The 7th December, 1983

No. G.S.R. 95/Const./Art. 309/Amd. (2)/83.—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:—

1. These rules may be called the Punjab Government Houses (General Pool) Allotment (Second Amendment) Rules, 1983.

2. In the Punjab Government Houses (General Pool) Allotment Rules, 1983, in rule 3,—

(i) in sub-rule (2),—

(a) in clause (b), for the words "Member-Secretary", the word "Member", shall be substituted; and

(b) after clause (-), the following clause shall be added, namely:—

"(d) General Assistant to the Deputy Commissioner.
Secretary"

(ii) sub-rule (3), for clause (e), the following clause shall be substituted, namely:—

"(e) General Assistant to the Deputy Commissioner.
Secretary"

(iii) in sub-rule (4),—

(a) under the heading captioned "A. HOUSE ALLOTMENT COMMITTEE (UPPER)", for clause (e), the following clause shall be substituted, namely:—
General Assistant to the
Deputy Commissioner,
Patiala.
"Secretary"

(b) under the heading captioned "B. HOUSE ALLOTMENT COMMITTEE (LOWER)", for clause (d), the following clause shall be substituted, namely:—

"(d) General Assistant to the Deputy
Commissioner, Patiala.
Secretary"

K. D. VASUDEVA,

Chief Secretary to Government of Punjab.

Copy of letter No. II/21022/12(4)/82-FCRA, I, dated the 5th August, 1982, from (R. M. AGGERWAL) Joint Secretary to Government of India, Ministry of Home Affairs, New Delhi to the Chief Secretaries to All States/U.T. Governments.

Subject.—Furnishing of intimation prescribed under regulation 3(2) of the Foreign Contribution (Acceptance or Retention of Gift or Presentation) Regulation, 1978 (As amended).

I am directed to invite attention to this Ministry's letter No. II/21022/5(6)/78-FCRAI, dated 14th August, 1978 with which a copy of the Foreign Contribution (Acceptance or Retention of Gift or Presentation) Regulations, 1978 was forwarded to the State Governments. A copy of the Foreign Contribution (Acceptance or Retention of Gift or Presentation) Amendment Regulations, 1981 was forwarded,—vide this Ministry's letter No. II/21022/10(4)/81-FCRA-I, dated 15th March, 1982. Under regulation 3 (2) of the above said regulations, a member of an Indian delegation who accepts any foreign contribution by way of a gift or presentation is required to intimate its receipt to the Secretary to the Government of India in the Ministry of Home Affairs, the Ministry of External Affairs as well as the Ministry or the Department of the Government of India sponsoring the delegation of which he was a member within 30 days of its receipt. Although there may have been several instances where gifts/presentation were received by members of Indian delegations, this Ministry has not been receiving intimations of receipt of such gifts/presentations. It may be that the recipients were not aware of the provisions of the Foreign Contribution (Acceptance or Retention of Gift or Presentation) Regulations. The State Governments are required to bring the provisions of the regulation to the notice of all concerned for guidance and strict compliance.

GOVERNMENT OF PUNJAB

DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS

(PERSONNEL POLICIES BRANCH)

No. 6/77/82-2PP/15608, dated, Chandigarh the 19th, December, 1983.

A copy with a copy of the foreign Contribution (Acceptance or Retention of Gifts or Presentations) Regulations, 1978, as amended

up to 5th November, 1981, is forwarded to:—

- (i) All the Heads of Departments, Registrar, Punjab and Haryana High Court, Commissioners of Divisions, Deputy Commissioners and Sub-Divisional Officers in the State.
- (ii) All the Financial Commissioners and Administrative Secretaries to Government, Punjab.

for guidance and strict compliance.

Kindly acknowledge.

(Sd.)

DEPUTY SECRETARY, PERSONNEL

**THE FOREIGN CONTRIBUTION (ACCEPTANCE OR
RETENTION OF GIFTS OR PRESENTATIONS)
REGULATION, 1978 AMENDED UPTO**

5th September, 1981.

In pursuance of clause (d) of section 8 of the Foreign Contribution (Regulation) Act, 1976 (49 of 1976); the Central Government hereby makes the following regulations with regard to the acceptance or retention of foreign contribution by way of a gift or presentation made to any person specified in section 4 as a member of any Indian delegation, namely:—

1. *Short title and commencement*:—(1) These regulations may be called the Foreign Contribution (Acceptance or Retention of Gifts or Presentations) Regulations, 1978.
- (2) They shall come into force on the date of their publication in the official Gazette.
2. *Definitions*:—In these regulations, unless the context otherwise requires:—
 - (a) "Act" means the Foreign Contribution (Regulation) Act 1976 (49 of 1976) ;

- (b) Words and expressions used in these regulations and not defined but defined in the Act shall have the meanings respectively assigned to them in the Act.

3. *Regulation of acceptance or retention of foreign contribution by way of gift or presentation:—*(1) Any person specified in section 4 of the Act who is a member of any Indian delegation may accept any foreign contribution by way of a gift or presentation made to him as a member of such delegation (hereinafter referred to as such person), subject to the provisions of this regulation.

(2) Where such person receives any foreign contribution by way of gift or presentation, he shall, within thirty days of the receipt thereof intimate to the Secretary to the Government of India in the Ministry of Home Affairs, Ministry of External Affairs and the Ministry or the Department of the Government of India sponsoring the delegation of which he is a member, in writing:—

- (a) the fact of his having received such gift or presentation,
- (b) the foreign source from which it is received,
- (c) its approximate market value in the country of origin,
- (d) the place in which, and the date on which, it is received, and
- (e) such other details relating thereto as he may, in the circumstances, consider appropriate :

Provided that in a case where such person received such gift or presentation while he is visiting any foreign country or territory outside India, such intimation may be made by him within thirty days from the date of his return to India.

(3) Every gift or presentation received by such persons from any foreign source shall be deposited by him with the Secretary to the Government of India in the Ministry or the Department which had sponsored the delegation of which he was the member, within thirty days from the date of intimation by him of such receipt under sub-regulation (2).

- (4) The Secretary to the Government of India, referred to in sub-regulation (3), shall forward every such gift or presentation deposited with him to the Toshakhana in the Ministry of External Affairs for assesment of its market value in the country of origin.
- (5) Such assessment shall be made within thirty days from the date of receipt of the gift or presentation in the Toshakhana, in accordance with the rules applicable, for the time being in force to the valuation of articles in the Toshakhana, and such person shall be intimated in writing of such assessment forthwith.
- (6) The assessment so made under sub-regulation (5) shall be final and shall not be called in question by such person.
- (7) Every such gift or presentation, the market value in the country of origin of which, as assessed under sub-regulation (5), does not exceed three thousand rupees, shall be returned to such person for retention by him :

Provided that where more than one such gift or presentation is received by such person while he is on delegation, such person be entitled to retain only one such gift or presentation.

- (8) Every such gift or presentation, the market value in the country of origin of which, as assessed under sub-regulation (5), exceeds three thousand rupees shall be retained in the Toshakhana :

Provided such person shall have the option, that exercised by him within thirty days from the date of receipt by him of the intimation under sub-regulation (5), to purchase such gift or presentation on payment of the difference between the market value in the country of origin of such gift or presentation, as assessed under sub-regulation (5) and three thousand rupees :

Provided further that the option once exercised under this sub-regulations shall be final.

Copy of Punjab Government circular letter No 15/10/78-1PP/1157, dated 23rd February, 1984, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.—Writing of the Confidential Reports of the Heads of the Departments (other than All India Service Officers)—Procedure for.

I am directed to invite a reference to the Punjab Government instructions contained in this Department circular letter No. 2334—ASI-60/15708, dated 3rd May, 1960, which are partly reflected in para 14 of the Standing Guide on Annual Confidential Reports published by this Department, and to say that the matter regarding prescribing of Reporting, Reviewing and Accepting authorities in respect of the Confidential Reports of the Heads of Department (other than the All India Service Officers) has been under consideration of the State Government. After careful consideration, it has been decided that the following authorities shall be the Reporting/Reviewing/Accepting authorities in respect of Confidential Reports of the Heads of Departments (other than All India State Officers) in the State.

Reporting authority	Administrative Secretary
Reviewing Authority	Minister-in-Charge (Adviser to Governor under the President's rule)
Accepting authority	Chief Minister (Governor under the President's rule)

2. The Punjab Government instructions dated 3rd May, 1960 as well as the para of the Standing Guide referred to above may be treated to have been amended accordingly.

3. These instructions shall be effective from the Annual Confidential Reports for the year 1983-84 and may be brought to the notice of all concerned for strict compliance.

4. Kindly acknowledge

Copy of Punjab Government circular letter No. 13/18/83-2PP/1153, dated 24th February, 1984 from the Department of Personnel and Administrative Reforms addressed to all Heads of Departments etc., etc.

Subject.—Brochure containing Guidelines for Inquiry Officers entrusted with disciplinary inquiries under the Punjab Civil Services (Punishment and Appeal) Rules, 1970.

I am directed to address you on the subject cited above and to say that instructions have been issued by this Department, from time to time, for expeditious finalisation of the departmental inquiries against the delinquent Government employees, under the Punjab Civil Services (Punishment and Appeal) Rules, 1970. It has, however, been observed that the enquiry cases are generally delayed. One of the reasons for such delay is that the Inquiring Authorities are not fully conversant with the procedure for the conduct of such enquiries. With a view, therefore, to facilitate speedy and proper disposal of disciplinary action cases, brochure titled "Guidelines for Inquiry Officers entrusted with disciplinary inquiries under the Rules *ibid*" has been, brought out by the Government. Sufficient number of copies of this brochure have been got printed for supplying a copy each to all the Assistants dealing with service matters and other officers except clerks, steno-typists, stenographers, Personal Assistants etc. under the service of the Punjab Government for official use. I am, therefore, to request you to place your requisition accordingly through a special messenger, with the Department of Personnel and Administrative Reforms (in Personnel Policies Branch) so that requisite number of copies of the brochure are then issued. The requisition may, however, be kept to the minimum possible.

Copy of Punjab Government circular letter No. 19/64/78-5GE/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 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 of categories in certain disciplines, man-power availability perspectives and the projections of State Government's requirement 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. 4/2/81-3PP/2194, dated 20th March, 1984, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.—Demand of the Punjab Subordinate Services Federation for creation of channels of promotion in all cadres.

I am directed to refer to Punjab Government Circular letter No. 4/281-1PP/2697, dated the 10th March, 1981 and to say that the Punjab Subordinate Services Federation has again demanded that channels of promotion may be created in all cadres where these are blocked under the various Departments, such as classical and vernacular teachers, Pharmicists, Lady Health Visitors, ANMS etc. It is requested that the demand of the Federation may be considered sympathetically with a view to providing avenues of promotion.

Copy of Punjab Government circular letter No. 8/8/ 84-1PP/2252, dated 21st March, 1984, 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 1984-85.

I am directed to refer to Punjab Government, circular letter No. 8/62/82-6PP/3693, dated 13th April, 1983, on the subject noted

above and to say that the policy regarding transfer of Government employees has been considered by the Government. It has been decided that the transfer policy for the year 1984-85 will be governed by the guidelines mentioned below:—

- (i) All general transfers may be made during the period, from 1st April to 30th April.
- (ii) 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 Governor through the Chief Secretary in the Department of Personnel and Administrative Reforms.
- (iii) 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.
- (iv) 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

maximum period that an officer can be allowed to spend in more attractive posting should also be laid down as also the minimum period required to be spent on other posts.

- (v) 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.
- (vi) 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.
- (vii) 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 department should try to accommodate him as far as possible, subject to administrative considerations of efficiency and propriety.
- (viii) If an officer has worked at particular station for ten years in the aggregate in one capacity or another he should not be posted at the same station during the remaining period of his service.
- (ix) 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 :—
 - (i) Assignments in the Secretariat, offices of Heads of Departments and Regional Offices.
 - (ii) Professors and Lecturers in Education Department.
 - (iii) Doctors serving in backward areas.
 - (iv) Doctors posted in Medical Colleges of the State.
- (x) 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.

- (xi) Normally father and son or husband and wife or other close relatives are not to be posted in the same office.
- (xii) 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.
- (xiii) 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 transfer or a new vacancy arising as a result of 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 shall be necessary to obtain the prior approval of the next higher authority, by the transfer approving authority. In cases where the Government is transfer approving authority i.e., in case 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.

- (xiv) 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 out of 5-6 preferences given by him. Each Department should categorise popular and unpopular postings so that each employee should serve in both categories.
- (xv) 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.
- (xvi) Mutual transfers may be allowed with the approval of Adviser even if it is a mid-term or mid-tenure transfer subject to the condition that the public interest should not suffer.
- (xvii) 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.
- (xviii) The Government employees who are appointed as Returning and Assistant Returning Officers, who have to discharge statutory responsibilities for the conduct of elections, police officials and other officers concerned with the maintenance of the law and order in the district, Superintendents of Police, Revenue Officers, Tehsildars, B.D.Os., Officers of Local Bodies etc. at all levels, who are normally connected with duties in connection with the conduct of elections should not be transferred during General Elections to the Lok Sabha and the State Legislative Assembly and also during Bye-elections held from time to time, until the elections are completed.

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 Chief Secretary in the Department of Personnel and Administrative Reforms. These instructions should, however, be within the frame-work 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 Governor.

Copy of Punjab Government circular letter No. 18/9/84-5PP (1208)/3021, dated 5th April, 1984, 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 State Services—Rehabilitation of widows/dependents of the persons killed as a result of terrorist action in the State, in addition to disabled ex-servicemen, widows/dependents of the deceased Government employees and defence Services personnel killed or disabled severely in action.

I am directed to refer to the instructions contained in Punjab Government letter No. 80 (GOI)-SII (3)-73/12092, dated the 18th April, 1973 on the subject noted above and to state that the matter regarding giving employment to the dependents, of the persons killed as a result of terrorist action in the State has been engaging the attention of Government. With a view to providing relief to such families it has been decided to extend the instructions dated 18th April, 1973 to such cases, by adding the following priority

number 5 in para 1 of the same as under :—

<i>Priority number</i>	<i>Categories of candidates</i>
----------------------------	---------------------------------

"6 A member of the family of a person killed as a result of terrorist action in the State".

2. Para 2 (ii) of the instructions referred to above may also be substituted as under :—

"2. (ii) The age limit in the case of widows seeking employment under Priority number 3 or 4 or 6 of the priority list may be relaxed up to 45 years to cover real cases of hardships."

3. The annexure to Punjab Government letter dated 18th April, 1973, referred to above, lays down the conditions that have to be fulfilled for particular categories of persons being employed on priority. The annexure is also modified by adding category '6' as under :—

<i>Sr. No.</i>	<i>Category</i>	<i>Requirements</i>
"6.	A member of family of a person killed as a result of terrorist action in the State.	(i) Certificate of death and full details of the circumstances under which the death occurred, certifying that it was as a result of terrorist action, to be obtained from the Deputy Commissioner of the District within the territorial limits of which the death occurred; (ii) An affidavit duly attested to corroborate the fact that the person being employed is in fact a member of the family of the deceased person; and (iii) Names of all dependents, their age, their occupation and reasons in support of the claim of the person being appointed vis-a-vis other dependents, should be brought on record."

4. Kindly acknowledge receipt.

Copy of Punjab Government circular letter No. 7/15/78-2PP/3027, dated 8th April, 1984, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments, etc., etc.

Subject.—Grant of premature increment to those non-gazetted Punjab Government employees who did not participate in the strike on 8th February, 1978, and who were on deputation to the Punjab State Undertakings/Boards.

I am directed to invite a reference to Punjab Government circular letter No. 7/15/78-2PP/34, dated 20th February, 1979,—*vide* which it was clarified that for deciding the question of grant of one premature increment to the deputationists to Punjab State Corporations/Boards for their non-participation in the strike on 8th February, 1978, the Punjab Government circular letter No. 4548-PP-78, dated the 16th June, 1978, might be considered by the Board of Directors of the Undertaking/Board concerned for an appropriate decision keeping in view of the position obtaining on 8th February, 1978 in respect of its own employees. Subsequently,—*vide* Punjab Government circular letter No. 7/15/78-2PP/4521, dated the 29th April, 1980, it was laid down, *inter alia*, that (i) a premature increment could be granted to the Government employees on deputation to the Punjab State Undertakings/Boards only if a decision to grant a premature increment is taken by the Board of Directors in respect of its own employees, and that (ii) orders granting the premature increment to the deputationists would be issued by the concerned parent department.

2. It has now come to the notice of the Government that prior to the issue of the instructions dated 29th April, 1980, some of the undertakings, after considering the instructions dated 20th February, 1979, had granted one premature increment to the deputationists under valid resolutions of the Board of Directors of the concerned Corporation/Board, and that, after the issue of instructions dated 29th April, 1980, some of the undertakings/departments have by reopening the cases already decided, withdrawn the premature increment granted to the deputationists on the ground that it was not in accordance with the conditions laid down in instructions dated 29th April 1980. The matter has been considered by the Government and it is clarified that cases of premature increment sanctioned to deputationists under the instructions dated 20th February, 1979, under valid resolutions of the Board of Directors of the concerned Corporation/Board, before the issue of the instructions dated 29th April, 1980, should not be re-opened, and further, if any such premature increment sanctioned to a deputationist under a valid

resolution of the Board of Directors of the concerned Board/Corporation has been withdrawn, although it was sanctioned prior to the issue of instructions dated 29th April, 1980, on the basis that it did not comply with those instructions, the same should be restored.

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

Copy of Punjab Government circular letter No. 4/8/84-3PP/3236, dated 17th April, 1984, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments, etc., etc.

Subject.—Bifurcation of cadre strength of Clerks/Steno-typists—Guidelines for appointment to posts of Senior Clerks/Steno-typists Grade I.

I am directed to refer to Punjab Government circular letter No. 4/4/80-1PP/4130, dated the 18th April, 1980 and letter No. 4/18/80-1PP/14, dated the 1st January, 1981, which laid down guidelines for bifurcation of cadre strength of Clerks/Steno-typists for placement as Senior Clerks/Steno-typists Grade I respectively, and to say that the guidelines referred to above were based on the Principle that a person who has worked as a Clerk in a Government office for a few years can be considered to have acquired the necessary knowledge and experience for performing the duties of Senior Clerk. Further the Clerks/Steno-typists were to be placed as Senior Clerks/Steno-typists Grade I on the basis of seniority subject to their suitability as adjudged on the basis of service record. No requirement of a minimum number of years of service as a Clerk/Steno-typist for placement in the scale of Senior Clerk/Steno-typist Grade I was, however, laid down.

2. The matter has been considered by the Government further and it has been decided that the following conditions would be a pre-requisite for placement as a Senior Clerk/Steno-typist Grade I :—

- (i) The official should have completed three years' service in the lower scale of Clerk/Steno-typist;

(ii) he/she should have completed the probationary period satisfactorily; and

(iii) he/she should have a satisfactory record of service.

The other conditions for placement in the senior scale would remain unchanged.

3. These instructions take effect from the date of issue and past cases shall not be re-opened.

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

5. The receipt of this communication may please be acknowledged.

Copy of Punjab Government circular letter No. 1/50/83-5PP (1368)/3454, dated 23rd April, 1984, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments, etc., etc.

Subject.—Relaxation of age-limit for entry into Government service for certain categories of married women.

I am directed to refer to the subject noted above and to state that keeping in view the difficulties experienced by widows, legally separated/divorced women etc., to earn bread for themselves and their unfortunate children, the State Government,—vide instructions issued,—vide Punjab Government circular letter No. 5889-1SII-76/21511, dated the 11th June, 1976, decided to relax the maximum age limit for recruitment to State Services upto 37 years in the case of the following :—

(i) Widows ;

(ii) Women, who are legally separated from their husbands or have been divorced ;

(iii) Women, whose husbands have been ordered by Civil or Criminal Courts to pay maintenance to them ;

(iv) Women who have, because of their desertion, been living separately from their husbands for more than two years ;

- (v) Women, whose husbands have re-married ; and
- (vi) Wives of serving military personnel or those who are disabled while in military service.

Provided that they are otherwise eligible for entry into Government service.

2. In this connection attention is invited to Punjab Government circular letter No. 1/20/80-5PP/9209, dated the 1st July, 1982,—vide which the general upper age limit for entry into State Government Services was raised to 30 years in the case of all non-technical services and 33 years in the case of technical services. Since the issue of these instructions, the question of raising correspondingly the upper age limit for the categories as mentioned above, has been under the consideration of the State Government. In view of the hardship in which such women are put, it has been decided to raise the upper age limit for recruitment to State Services for the above said categories of women by three years i.e., from 37 to 40 years in respect of all posts, technical or otherwise.

3. These instructions will take effect from the date of issue. These may kindly be brought to the notice of all concerned, especially those dealing with establishment matters.

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

Copy of Punjab Government circular letter No. 4/20/84-2PP/3484, dated 24th April, 1984, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments, etc., etc.

Subject.—Holding of Assistant Grade Test under the Punjab State Assistant Grade Examination Rules, 1984.

The Punjab State Assistant Grade Examination Rules, 1984, have come into effect from 12th April, 1984, the date of their publication in the official Gazette. A copy of the said Notification is enclosed.

2. It has been decided to hold the first Examination under the Rules on the 21st July, 1984. You are requested to bring the contents of the enclosed Notification to the notice of all concerned and to invite applications from officials working under you, who are

eligible under the Rules to appear in the Examination, for the allotment of a Roll number for the Examination to be held on 21st July, 1984. A complete list of the names, designation and addresses of the officials working under you who intend to appear in the Examination, separately for A-Class and B-Class offices, may thereafter be sent immediately to the under signed (by name) and in no case later than 20th May, 1984, after which, no request for the allotment of a Roll No. shall be entertained under any circumstances.

GOVERNMENT OF PUNJAB

DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS

(PERSONNEL POLICIES BRANCH)

Notification

The 11th April, 1984

No. G.S.R. 38/Const./Art. 309 and 318/84.—In exercise of the powers conferred by the proviso to article 309 and clause (b) of article 318, and all other powers enabling him in this behalf, the President of India is pleased to make the following rules, namely:—

1. *Short title and commencement.*—(1) These rules may be called the Punjab State Assistant Grade Examination Rules, 1984.

(2) They shall come into force on and with effect from the date of their publication in the official Gazette.

2. *Definitions.*—In these rules, unless the context otherwise requires:—

(a) "appointing authority" means the authority which has the powers to make appointment to the post of Assistant;

(b) "Board" means the Subordinate Services Selection Board, Punjab or such other authority as may be constituted by the Government by an order for holding the test;

- (c) "Government" means the Government of the State of Punjab in the Department of Personnel and Administrative Reforms;
- (d) "higher post" means a civil post or post in civil service under the State of Punjab higher in rank to that of the post of Assistant;
- (e) "post of Assistant" means a civil post or a post in civil service under the State of Punjab designated as Assistant and includes all such posts, higher in rank to that of the post of Clerk, as are in the same or in an identical pay-scale and carry responsibilities similar to or identical with those of the post of Assistant, by whatever designation they be called;
- (f) "prescribed" means prescribed by an Act of the State Legislature regulating the recruitment, and the conditions of service of persons appointed to civil services and posts in connection with the affairs of the State of Punjab or by rules framed under such an Act or under the constitution of India or otherwise for the said purpose;
- (g) "provisional appointment" [basis]* means an appointment by promotion of a person to the post of Assistant before qualifying the test prescribed in the relevant service rules or in these rules, as the case may be, with or without a condition of qualifying the test imposed in the order of appointment; and
- (h) "test" means a written qualifying examination conducted by the Board, under these rules.

3. *Extent of application.*—These rules shall apply to all the posts of Assistants except those in the Punjab Vidhan Sabha Secretariat.

4. *Eligibility for Promotion to the post of Assistant.*—(1) No person shall be eligible for appointment by promotion to the post of Assistant unless in addition to fulfilling the qualifications and experience prescribed for appointment by promotion to the post of Assistant, he qualifies the test :

*Amended.—*vide* Notification No. GSR-104/Const./Art. 309 & 318/Amd.(1)/84, dated 5th December, 1984.

Provided that a person who has already qualified the Assistant Grade Examination *inter-alia* in terms of Punjab Government circular No. 4809-GII-57/21173, dated the 23rd October, 1957, or who was holding on regular basis the post of Assistant on the 23rd October, 1957, shall not be required to qualify the test:

Provided further that if a person holding the post of Assistant or a higher post, on provisional basis, on the commencement of these rules is of the age of fifty years or more; he shall also not be required to qualify the test :

Provided further that a person who has been appointed by promotion to the post of Assistant or to any higher post on provisional basis before the commencement of these rules, shall be required to qualify the test within a period of three years from such commencement and failure to qualify the test within the specified period shall result in reversion of such person to the post of Clerk or to the post, by whatever designation called, from which he was appointed by promotion to the post of Assistant on provisional basis.

(2) Notwithstanding anything contained in sub-rule (1), where no person, who has qualified the test, is available for promotion to the post of Assistant in a Service, the appointing authority may appoint a person by promotion to the post of Assistant on provisional basis till a person who has so qualified the test becomes available in that Service.

5. *Composition of test.*—(1) The test shall consist of two papers of one hundred marks each, the first paper shall be on the subjects of noting, drafting, precis writing in the Punjabi language and translation and the second paper shall be on the subject of Accounts and Service matters and as far as may be, questions carrying seventy-five marks shall be from the Punjab Civil Services Rules and the rest from the Punjab Financial Rules. The detailed syllabi of the two papers shall be as specified in the Appendix to these rules.

(2) The candidates shall have the option to answer the second paper with the aid of books either in English language or in Punjabi language.

(3) A person working in an A Class office shall be considered to have qualified the test only if he secures a minimum of 50 per cent marks in the aggregate but not less than 40 per cent marks in each paper and a person working in a B Class shall be considered to have qualified the test only if he secures a minimum of 40 per cent marks

in the aggregate but not less than 33 per cent marks in each paper. A person who has secured the prescribed minimum pass marks in each paper but has failed to secure the prescribed minimum marks in the aggregate, may re-appear in either or both the papers so as to qualify the test.

6. *Holding of test.*—The test shall ordinarily be held twice a year in the months of January and July, *[June and November] or in such other months as may be specified by the Government from time to time.

7. *Persons eligible to sit in test.*—All persons Holding the post of Clerks or other posts, by whatever designation called from which they could be appointed by promotion to the posts of Assistants, shall be eligible to sit in the test.

8. *Number of chances to sit in test.*—A person may avail of any number of chances to qualify the test.

9. *Promotion of persons qualifying the test.*—A person qualifying the test shall be eligible for promotion to the post of Assistant in the cadre of his service.

10. *Saving of Seniority.*—(1) Where a person who was promoted as Assistant before the commencement of these rules on provisional basis subject to his qualifying the test shall be liable to reversion to the post from which he was promoted if he fails to qualify the test within a period of three years as specified in the third proviso to rule 4 and in case such a person qualifies the test within that period his seniority shall be determined with reference to his date of promotion to the post of Assistant on provisional basis.

*** (2) Notwithstanding anything contained in these rules, if a person holding the post of a clerk or any other post by whatever designation called from which he could be appointed by promotion to the post of an Assistant qualifies the test within the first two [four]*** chances available to him after his appointment to such post, he shall, on his promotion to the post of an Assistant, be assigned seniority in the cadre of Assistants in accordance with his

*Amended,—vide P.G. Notification No. 4/48/84-2PP/7209, dated 21st May, 1985.

**Amended,—vide P.G. Notification No. GSR. 104/Const./Arts. 309 & 318/Amd. (1)84, dated 5th December, 1984.

Seniority in the appointment from which he has been promoted to the post of Assistant :

Provided that if such a person fails to qualify the test within the aforesaid first two [four]*** chances, he shall, on his promotion to the post of Assistant, be assigned seniority in the cadre of Assistant from the day he is promoted as such".

11. *Over-riding effect.*—The provisions of these rules shall have effect notwithstanding anything inconsistent therewith contained in any other rules governing the appointment and other conditions of service for the time being in force.

12. *Power to grant exemption.*—Where the Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded, in writing, exempt any class or category of persons from the operation of these rules and such exemption shall operate prospectively.

13. *Interpretation.*—If any doubt arises as to the interpretation of any of the provisions of these rules, the matter shall be referred to the Government for decision.

APPENDIX

SYLLABUS FOR THE ASSISTANT GRADE TEST

(Referred to in rule 5)

PAPER I

Maximum Marks : 100

Time Allowed : 3 hours

Noting, Drafting, Precis Writing and Translations

- | | |
|-------------------|--------------|
| 1. (a) Noting | ... 30 marks |
| (b) Drafting | ... 30 marks |
| 2. Precis writing | ... 20 marks |

***Vide Notification No. GSR-60/Const./Art. 309 & 313/Amd. (2)/83 dated 16th September, 1985.

- | | |
|--|--------------|
| 3. Translation from Punjabi to English | ... 10 marks |
| 4. Translation from English to Punjabi | ... 10 marks |

PAPER II

Maximum Marks : 100

Time Allowed : 3 hours

ACCOUNTS AND SERVICE MATTERS

(With the aid of books)

(i) *Punjab Civil Services Rules, Volume I, Part I*

Chapter I	Extent of application	Full
Chapter II	Definitions	Full
Chapter III	General Conditions of Service	Full
Chapter IV	Pay	Full
Chapter V	Addition to pay-Rules 5.1 to 5.14, 5.55 to 5.64	
Chapter VII	Dismissal, Removal and Suspension	Full
Chapter VIII	Leave Rules upto 8.91, 8.113 to 8.123, 8.130 to 8.140	
Chapter IX	Joining Time-Rules 9.1 to 9.15, 9.18 to 9.20	
Chapter XII	Record of Services	

(This may include practical problems on (i) construction of leave account in the proforma appended to the Service Book, (ii) fixation of pay, and (iii) subsistence allowance admissible to a Government employee under suspension).

(ii) *Punjab Civil Services Rules, Volume II*

Chapter I	Extent of Application and Definitions.
Chapter II	General Provisions relating to pensions.

Chapter III	Service Qualifying for pensions.
Chapter IV	Reckoning of service for pension.
Chapter V	Different kinds of pensions and conditions of their grant.
Chapter VI	Amount of pensions.
Chapter VII	Re-employment of pensioners.
Chapter VIII	Wound or other ordinary pensions.
Chapter IX	Application for the grant of pensions.
Chapter X	
Chapter XI	Commutation of Civil Pensions.
Chapter XII	Consent and Delegation Orders.
Chapter XIII	Punjab General Provident Fund Rules.

(iii) *Punjab Civil Services Rules, Volume III*
Travelling Allowance Rules—Whole Book.

(iv) *Punjab Financial Rules, Volume I*
Chapters II, IV, V, VI, VII, VIII, X, Section III-Loans and
Advances, XV, XVI, XVII and XVIII.

(v) *Punjab Financial Rules, Volume II*
Appendices 2, 3, 4 and 14.

(vi) *Punjab Budget Manual*
Chapters 2 to 5, 7 and 12 to 14.

K. D. VASUDEVA,

Chief Secretary to Government, Punjab.

Copy of Punjab Government circular letter No. 4/20/84-2PP/3735, dated 26th April, 1984, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments, etc., etc.

Subject.—Holding of Assistant Grade Examination under the Punjab State Assistant Grade Examination Rules, 1984.

I am directed to invite attention to the notification enclosed with Punjab Government circular letter No. 4/20/84-2PP/3484, dated the 24th April, 1984 on the above subject and to say that with a view that intending employees may adequately prepare for the Assistant Grade Examinations to be held from time to time, it has been decided that their requests for the grant of leave of the kind due to them may be considered sympathetically and leave granted liberally for the purpose, by making, or course internal arrangements so that Government work does not suffer.

2. These instructions may please be brought to the notice of all concerned for meticulous observance.

Kindly acknowledge.

[Published in the Punjab Government Gazette, Legislative Supplement, dated the 15th June, 1984]

GOVERNMENT OF PUNJAB

DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS

(GENERAL ESTABLISHMENT BRANCH)

Notification

The 30th May, 1984

No. G.S.R. 55/Const./Art. 309/Amd. (3)/84.—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:—

1. These rules may be called the Punjab Government Houses (General Pool) Allotment (First Amendment) Rules, 1984.

2. In the Punjab Government Houses (General Pool) Allotment Rules, 1983, in rule 3,—

(i) for sub-rule (3), the following sub-rule shall be substituted, namely:—

“(3) The constitution of the House Allotment Committees at the headquarters of Ferozepur and Jullundur Districts shall be as follows :—

‘A’ HOUSE ALLOTMENT COMMITTEE (UPPER)

- | | |
|--|---------------|
| (a) Commissioner of the Division | ... Chairman |
| (b) Deputy Commissioner | ... Member |
| (c) Senior-most Superintending Engineer,
Department of Public Works, Buildings and Roads, Provincial Circle | ... Member |
| (d) Deputy Inspector-General of Police
of the Range | ... Member |
| (e) General Assistant to the Deputy Commissioner | ... Secretary |

‘B’ HOUSE ALLOTMENT COMMITTEE (LOWER)

- | | |
|--|---------------|
| (a) Deputy Commissioner | ... Chairman |
| (b) Senior-most Executive Engineer,
Department of Public Works, Buildings and Roads | ... Member |
| (c) One representative to be nominated
by the Chairman every year by rotation from the officers of the Government posted at the district headquarters | ... Member |
| (d) General Assistant to the Deputy Commissioner | ... Secretary |

(ii) in sub-rule (6), for the words “Patiala District” the words “Patiala, Jullundur and Ferozepur Districts” shall be substituted.

K. D. VASUDEVA,
Chief Secretary to Government,
Punjab.

Copy of Punjab Government circular letter No. 10/5/82-GE/5101, dated 31st May, 1984, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments, etc. etc.

Subject.—Holding of combined examination for recruitment to similar posts/services.

I am directed to refer to Punjab Government circular letter No. 17999-3GS-62/42246, dated the 24th November, 1962, on the subject noted above and to say that henceforth, the post of Assistant Directors, Food and Supplies, District Food and Supplies Controllers and District Food and Supplies Officers, to be filled by direct recruitment, shall also be filled on the basis of the combined examination to be held by the Punjab Public Service Commission for recruitment to the P. C. S. (E.B.) and allied Services. Accordingly, these posts have been included in Group I. On the other hand, the post of Excise and Taxation Inspector needs to be deleted from this Group, since it is a Class III post and is no longer under the purview of the Punjab Public Service Commission, as laid down in Punjab Government circular letter No. 10/69/82-GE/758, dated 19th January, 83. The revised Group I would thus be, as under :—

1. PCS (Executive Branch).
 2. Excise and Taxation Officer.
 3. Assistant Excise and Taxation Officer.
 4. Tehsildar.
 5. Assistant Registrar, Co-operative Societies, Punjab.
 6. Assistant Employment Officer.
 7. District Food and Supplies Officer.
 8. Assistant Director, Food and Supplies.
 9. District Food and Supplies Controller.
2. The receipt of this letter may please be acknowledged.

Copy of Punjab Government circular letter No. 13/25/84-2 PP/5124, dated 31st May, 1984 from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments, etc., etc.

Subject.—Need for strict observance of the provisions relating to consumption of intoxicating drinks and drugs as contained in the Punjab Government Employees (Conduct) Rules, 1966.

I am directed to address you on the subject cited above and to say that Rule 22 of the Punjab Government Employees (Conduct) Rules, 1966, lays down as under :—

"22. Consumption of intoxicating drinks and drugs :—

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 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 drink or drug;
- (bb) refrain from consuming any intoxicating drink or drug in a public place;
- (c) not appear in a public place in a state of intoxication; and
- (d) not use any intoxicating drink or drug to excess.

Explanation.—For the purpose of this rule, 'public place' means any place or premises (including a conveyance) to which the public have, or are permitted to have, access, whether on payment or otherwise".

Instructions have also been issued in the past,—vide Punjab Government circular letter No. 5613-2SII-74, dated the 8th August, 1974 emphasising the need for strict observance of the above provisions of the Conduct Rules. It has, however, been observed that these Rules, are not being followed strictly. It is once again reiterated that :—

- (i) every Government employee should scrupulously adhere to the provisions of the Conduct Rules relating to consumption of intoxicating drinks and drugs;

(ii) the disciplinary authorities should keep a strict watch on the conduct of Government employees in regard to matters covered by the aforesaid provisions of the Conduct Rules; and

(iii) the disciplinary authorities should take very serious view of any violation of rule 22 of the Punjab Government Employees (Conduct) Rules, 1906 and should not hesitate to impose the severest punishment on such Government employees who are proved guilty of violating the said rule.

2. These instructions may please be brought to the notice of all concerned for meticulous observance.

Kindly acknowledge.

Copy of Punjab Government circular letter No. 2/9/79-5PP/(1928)/5142, dated 31st May, 1984, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.—Issue of Certificate of Eligibility to certain categories of persons (other than Indian Citizens) for appointment under the Central Government Delegation of powers to Ministries.

I am directed to refer to Punjab Government circular letter No. 2/9/79-5PP/9296, dated the 30th July, 1981, with which a copy of the Government of India's instructions issued,—vide Memo. No. 15016/1/78-Estt. (B), dated the 10th May, 1978 relating to the revised procedure, for the issuing of certificate of eligibility was forwarded for information and for making necessary amendment in the domicile provisions in the various service rules in accordance with the aforesaid instructions. The intention was to convey that the eligibility certificates, which prior to the issue of above instructions, were issued by the Government of India would be issued by the State Government in the respective Departments. The matter has now been reconsidered and with a view to ensuring uniformity of approach, it has been decided that a certificate of eligibility in respect of a candidate for appointment to any civil service or post under the State of Punjab including those in the State Boards/Corporations, Local Bodies etc., who is :—

(i) a subject of Nepal; or

- (ii) a subject of Bhutan; or
- (iii) a Tibetan refugee who came over to India before the 1st January, 1962, with the intention of permanently settling in India; or
- (iv) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African Countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India :

shall henceforth be issued by the Department of Home Affairs and Justice on the basis of the following information pertaining to the candidate which will be supplied by the concerned appointing authority through its Administrative Secretary :—

- (i) Name.
- (ii) Father's name.
- (iii) State/Territory, of which he is a subject or to which he belongs or his nationality.
- (iv) Post/Service and office in which likely to be appointed.
- (v) Whether proposed appointment is temporary, for a definite period or in a permanent capacity.
- (vi) Whether character and antecedents have been verified and found satisfactory.
- (vii) in case of a migrant, date of migration to India and whether he has intention of settling permanently in India.

2. In future, accordingly, no eligibility certificate should be issued by you and all such cases shall be referred to the Department of Home Affairs and Justice with complete information duly certified by the appointing authority through the Secretary of the Department, whereafter the Department of Home Affairs and Justice will take action to issue the certificate of eligibility and to send the same to the Department concerned for being kept in the personal record of the employee. It is made clear that no such person is to be given an appointment until the eligibility certificate has been issued in his favour.

3. The above said procedure may be adopted with immediate effect and the Service Rules amended in due course to bring them in line with these instructions.

4. These instructions may be brought to the notice of all concerned for meticulous observance.

ਗ਼ਬਤੀ ਪੱਤਰ ਨੰ: 10/11/84-5 ਪੀਪੀ (1607)/5924, ਮਿਤੀ 25 ਜੂਨ, 1984 ਦਾ ਉਤਰਾ—
ਵੱਲੋਂ ਪ੍ਰਸ਼ੰਨਲ ਅਤੇ ਪ੍ਰਬੰਧਕੀ ਸੁਧਾਰ ਵਿਭਾਗ ਵੱਲ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁਖੀ ਆਇ।

ਵਿਸ਼ਾ:—ਸਾਬਕਾ ਫੌਜੀਆਂ ਨੂੰ ਸਿਵਲ ਆਸਾਮੀਆਂ ਤੇ ਨਿਯੁਕਤੀ ਦੇਣ ਲਈ ਪੰਜਾਬੀ ਟਾਈਪ ਦੀ ਸ਼ਰਤ ਵਿਚ ਫੋਟ ਦੇਣ ਬਾਰੇ।

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਅਪ ਦਾ ਧਿਆਨ ਦਿਵਾਉਂਦੇ ਹੋਏ ਮੈਨੂੰ ਇਹ ਲਿਖਣ ਦੀ ਆਗਿਆ ਹੋਈ ਹੈ ਕਿ ਸਰਕਾਰ ਦੇ ਧਿਆਨ ਵਿਚ ਆਇਆ ਹੈ ਕਿ ਸਾਬਕਾ ਫੌਜੀ ਜਦੋਂ ਫੌਜ ਤੋਂ ਰਲੀਜ਼/ਡਿਸਚਾਰਜ ਹੋ ਕੇ ਆਉਂਦੇ ਹਨ ਤਾਂ ਉਨ੍ਹਾਂ ਨੂੰ ਪੰਜਾਬੀ ਟਾਈਪ ਨਹੀਂ ਆਉਂਦੀ ਇਸ ਲਈ ਉਨ੍ਹਾਂ ਨੂੰ ਕਲੈਰੀਕਲ ਸਿਵਲ ਆਸਾਮੀਆਂ ਤੇ ਨਿਯੁਕਤੀ ਦੇਣ ਲਗੇ ਉਨ੍ਹਾਂ ਵਿਭਾਗਾਂ/ਦਫਤਰਾਂ ਵਿਚ ਅੰਕੜ ਪੇਸ਼ ਆਉਂਦੀ ਹੈ ਜਿਨ੍ਹਾਂ ਵਿਭਾਗਾਂ/ਦਫਤਰਾਂ ਦੇ ਵਿਭਾਗੀ ਨਿਯਮਾਂ ਅਨੁਸਾਰ ਕਲੈਰੀਕਲ ਆਸਾਮੀ ਦੇ ਨਿਯੁਕਤੀ ਲਈ ਪੰਜਾਬੀ ਟਾਈਪ ਆਉਣੀ ਜ਼ਰੂਰੀ ਹੈ। ਇਸ ਕਾਰਨ ਕਰਕੇ ਸਾਬਕਾ ਫੌਜੀਆਂ ਲਈ ਰਾਖਵੀਆਂ ਆਸਾਮੀਆਂ ਉਨ੍ਹਾਂ ਨੂੰ ਨਹੀਂ ਦਿੱਤੀਆਂ ਜਾਂਦੀਆਂ ਅਤੇ ਉਨ੍ਹਾਂ ਦੀਆਂ ਰਾਖਵੀਆਂ ਆਸਾਮੀਆਂ ਜਾਂ ਤਾਂ ਖਾਲੀ ਰਹਿ ਜਾਂਦੀਆਂ ਹਨ ਜਾਂ ਜਨਰਲ ਕੰਟਾਗਰੀ ਦੇ ਉਮੀਦਵਾਰਾਂ ਨਾਲ ਭਰ ਲਈਆਂ ਜਾਂਦੀਆਂ ਹਨ। ਇਸ ਘਾਟ ਨੂੰ ਪੂਰਾ ਕਰਨ ਦਾ ਸਵਾਲ ਸਰਕਾਰ ਦੇ ਵਿਚਾਰ ਅਧੀਨ ਸੀ ਅਤੇ ਇਸ ਮਾਮਲੇ ਨੂੰ ਵਿਚਾਰਨ ਉਪਰੰਤ ਇਹ ਫੈਸਲਾ ਕੀਤਾ ਗਿਆ ਹੈ ਕਿ ਜਿਨ੍ਹਾਂ ਵਿਭਾਗਾਂ/ਦਫਤਰਾਂ ਦੇ ਵਿਭਾਗੀ ਨਿਯਮਾਂ ਅਨੁਸਾਰ ਅਜਿਹੀ ਆਸਾਮੀ ਤੇ ਨਿਯੁਕਤੀ ਲਈ ਪੰਜਾਬੀ ਟਾਈਪ ਆਉਣੀ ਜ਼ਰੂਰੀ ਹੈ ਉਨ੍ਹਾਂ ਵਿਭਾਗਾਂ/ਦਫਤਰਾਂ ਵਿਚ ਪੰਜਾਬੀ ਟਾਈਪ ਜਾਣਨ ਵਾਲਾ ਸਾਬਕਾ ਫੌਜੀ ਉਪਲੱਭਧ ਨਾ ਹੋਣ ਦੀ ਸ਼ਰਤ ਵਿਚ ਉਹ ਸਾਬਕਾ ਫੌਜੀ ਜੋ ਬਾਕੀ ਹਰ ਪੱਖੋਂ ਯੋਗ ਹੋਣ ਵਿਚਾਰੇ ਜਾਣ ਅਤੇ ਉਨ੍ਹਾਂ ਦੀ ਨਿਯੁਕਤੀ ਹੁਕਮ ਵਿਚ ਇਹ ਸ਼ਰਤ ਪਾ ਦਿੱਤੀ ਜਾਇਆ ਕਰੇ ਕਿ ਇਹ ਸਾਬਕਾ ਫੌਜੀ ਪੰਜਾਬੀ ਟਾਈਪ ਦਾ ਟੈਸਟ ਉਨ੍ਹਾਂ ਦੀ ਸਿਵਲ ਆਸਾਮੀ ਤੇ ਨਿਯੁਕਤੀ ਦੀ ਮਿਤੀ ਦੇ ਇਕ ਸਾਲ ਦੇ ਅੰਦਰ ਅੰਦਰ ਜ਼ਰੂਰ ਪਾਸ ਕਰਨਗੇ। ਇਸ ਫੈਸਲੇ ਅਨੁਸਾਰ ਵਿਭਾਗੀ ਨਿਯਮਾਂ ਵਿਚ ਵੀ ਲੋੜੀਂਦੀ ਸੋਧ ਕਰ ਲਈ ਜਾਵੇ।

2. ਉਪਰੋਕਤ ਹਦਾਇਤਾਂ ਸਮੂਹ ਅਫਸਰਾਂ/ਕਰਮਚਾਰੀਆਂ ਦੇ ਨੋਟਿਸ ਵਿਚ ਸਖਤੀ ਨਾਲ ਪਾਲਣਾ ਕਰਨ ਲਈ ਲਿਆਂਦੀਆਂ ਜਾਣ।

[Published in the Punjab Government Gazette, Legislative Supplement, dated the 29th June, 1984]

GOVERNMENT OF PUNJAB

DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS

(GENERAL ESTABLISHMENT BRANCH)

Notification

The 25th June, 1984

No. G.S.R 59/Const./Art. 309/Amd. (4)/84.—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:—

1. These rules may be called the Punjab Government Houses (General Pool) Allotment (Second Amendment) Rules, 1984.

2. In the Punjab Government Houses (General Pool) Allotment Rules, 1983, in rule 3,—

(i) In sub-rule (2), after clause (a), the following clause shall be inserted, namely:—

“(aa) District and Session Judge ... Member”

(ii) In sub-rule (3).

(a) Under the heading captioned “A House Allotment Committee (Upper)” after clause (b), the following clause shall be inserted, namely:—

“(bb) District and Sessions Judge and ... Member”

(b) Under the heading captioned “B House Allotment Committee (Lower)”, after clause (a), the following clause shall be inserted, namely:—

“(aa) District and Sessions Judge ... Member”

(iii) In sub-rule (4).

- (a) Under the heading captioned "A House Allotment Committee (Upper)", after clause (b), the following clause shall be inserted, namely:—

"(bb) District and Sessions Judge ... Member"
and

- (b) Under the heading captioned "B House Allotment Committee (Lower)", after clause (a), the following clause shall be inserted, namely:—

"(aa) District and Sessions Judge ... Member"

K. D. VASUDEVA,

Chief Secretary to Government of Punjab.

Copy of Punjab Government circular letter No. 11/7/78-1PP/6073, dated 26th June, 1984, from the Department of Personnel and Administrative Reforms, addressed to all Financial Commissioners and Administrative Secretaries copy to all Heads of Departments etc., etc.

Subject.—Classification of Posts—Criteria thereof.

All the Financial Commissioners and Administrative Secretaries to Government, Punjab may kindly refer to U.O. No. 1683-SII(3)-71, dated the 26th April, 1971, and U.O. No. 1683-SII(3)-71 dated 15th June, 1971 on the above subject

2. With the revision of scales of pay with effect from the 1st January, 1978 the criteria for the classification of posts previously laid down has been revived, and it has been decided that classification of posts should be determined on the basis of the following norms:—

Class—I Posts carrying scale of pay (time scale) with a maximum of Rs. 1850 and above.

Class—II Posts carrying scale of pay (time scale) with a maximum of not less than Rs. 1580 but less than Rs. 1850.

Class—III Posts carrying scale of pay (time scale) with a maximum of not less than Rs. 600 but less than Rs. 1580

Class—IV Posts carrying scale of pay (time scale) the maximum of which is less than Rs. 600.

3. In case any relaxation in these norms becomes necessary in any particular case on account of exigencies of service the same may be allowed only with prior approval of the Department of Personnel and Administrative Reforms.

4. These revised norms will be effective from the date of issue of this communication and will not affect adversely the class of any post already assigned under a specific or special order of the Government.

Copy of Punjab Government circular letter No. 10/25/84-GE/7502, dated 19th July, 1984 from the Department of Personnel and Administrative Reforms, addressed to Secretary, Punjab Public Service Commission, Patiala and copy to Secretary to Government Punjab Department of Personnel and Administrative Reforms.

Subject.—Schedule of dates for the holding of annual examination by the Punjab Public Service Commission for recruitment to the Punjab Civil Services (Executive Branch) and Allied Services.

I am directed to refer to the subject noted above, and to say that it has been observed that examinations conducted by the Punjab Public Service Commission for direct recruitment to the Punjab Civil Services (Executive Branch) and Allied Services have not been held regularly in the past. In order to ensure that an annual examination for the purpose is held regularly, the Government has finalised the following schedule of dates for the different stages involved:—

Activity	By end of
1. Receipt of requisition from the concerned Government Departments	September
2. Date of notification of the examination	October
3. Last date for receipt of applications	November
4. Date of the written examination	January

<i>Activity</i>	<i>By end of</i>
5. Declaration of result of the written examination	April
6. Interview for Viva Voce Test	May
7. Declaration of final result	June

All concerned Departments are being instructed to send requisitions to the Commission strictly in accordance with the Schedule of dates. In case a requisition is not sent by any concerned Department to the Commission by the end of September of any year, it shall be presumed that it has no vacancy falling to the share of direct recruitment which requires to be filled up in that particular year and the vacancies, if any, which remain unfilled as a result thereof shall be carried forward to the next year's requisition, the Commission may also be please adhere strictly to the dates laid down in the Schedule.

(Sd.) . . .

Under-Secretary, Administrative Reforms.

No. 10/25/84-GE/7503-08 Dated, Chandigarh the 19th July, 1984

A copy is forwarded to the following for information and strict compliance of the above noted instructions:—

1. The Secretary to Government, Punjab, Department of Personnel and Administrative Reforms ;
2. Excise and Taxation ;
3. Revenue ;
4. Labour and Employment ;
5. Co-operation ;
6. Food and Supplies.

2. It should be ensured that requisitions are sent to the P.P.S.C. complete in all respects in accordance with the Schedule of dates. Hence requisitions in respect of the Examination to be held in 1985 must be sent by the end of September, 1984. If this is not done and any vacancies falling to the share of direct recruitment remain unfilled as a result thereof, action should be taken against those responsible for the lapse, under intimation to this department.

Copy of Punjab Government circular letter No. 16/23/83-2PP/9049, dated 14th August, 1984, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.—Voluntary retirement under Punjab Civil Services (Premature Retirement) Rules, 1975—Grant of Pension.

I am directed to address you on the subject cited above and to say that sub-rule (4) of rule 4 of the Punjab Civil Services (Premature Retirement) Rules, 1975, provides that the amount of pension to be granted after allowing increase in the qualifying service under sub-rule (2) of the rule *ibid* shall be subject to the provisions of rules 2.2 and 6.4 of the Punjab Civil Services Rules, Volume II. Clause (i) of sub-rule 1, of rule 2.2 (a) and rule 6.4 of the Punjab Civil Services Rules Volume II have, however, been deleted,—*vide* Finance Department Notification No. 3.2 (1)-OSD (F)-82/10064, dated the 30th December, 1982, retrospectively from the 9th December, 1981 when executive instructions to this effect were issued by the Department of Finance. In view of the factum of the non-existence of rules 2.2 (a) (1) (i) and 6.4 *ibid*, the amount of pension shall not be subject to these rules although sub-rule (4) of rule 4 of the Punjab Civil Services (Premature Retirement) Rules, 1975 makes a mention of them.

2. These instructions may please be brought to the notice of all concerned for strict observance.

Kindly acknowledge

Copy of Punjab Government circular I. D. No. 20/44/84-3PP, dated 21st September, 1984, from the Department of Personnel and Administrative Reforms addressed to all the Financial Commissioners and Administrative Secretaries to Government, Punjab.

Subject.—Transmission of cases to the Department of Personnel and Administrative Reforms for advice/clarification.

In order to ensure prompt and proper disposal of cases referred for advice or clarification to the Department of Personnel and Administrative Reforms, the Administrative Department were requested to observe certain guide-lines which are contained in the U.O. circular letters mentioned below:—

(i) No. 4730-GI-59, dated 25th August, 1959 ;

- (ii) No. 2091-SII (3)-72, dated 7th April, 1972 ;
- (iii) No. 27/6/78-1PP, dated 27th March, 1979 ;
- (iv) No. 27/60/78-1PP, dated 31st May, 1979 ;
- (v) No. 27/6/78-1PP, dated 20th May, 1980 ; and
- (vi) No. 27/6/78-1PP, dated 5th October, 1982.

These guide-lines *inter-alia* lay down that before sending any case to this Department it should be ensured that :—

- (1) The issues involved therein are fully examined by the Department ;
- (2) It is absolutely necessary to refer the case to Department of Personnel and Administrative Reforms ;
- (3) the point(s) requiring clarification/advice is/are clearly brought out ;
- (4) a duplicate copy of the note of the A.D. is added ;
- (5) the orders of the Administrative Secretary concerned are obtained for referring the case ;
- (6) the case is marked to 'Department of Personnel and A.R.' In the event of the matter being very urgent and requiring personal attention of a particular officer, the name of the officer and his designation is mentioned in brackets after the words Department of Personnel and Administrative Reforms ; and
- (7) relevant papers having direct bearing on the case are added.

2. It has been noticed that despite the instructions having been re-iterated from time to time these are not being observed meticulously. The omissions usually noticed in the references received from the A.D.s are that the point on which the advice/clarification is required is not clearly specified and references are made without obtaining the orders of the Administrative Secretary concerned. Further, a duplicate copy of the relevant note is often not placed on the file before sending the same to this Department. A reference back to the concerned A.D. becomes necessary because of the requisite procedure having not been observed and this, in turn, results in

delays. It is, therefore, again requested that the guide-lines mentioned above may kindly be noted for strict observance while referring cases to this Department for advice/clarification.

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

Copy of letter No. 20/45/84-2PP/11468, dated 12th October, 1984, from the Government of Punjab, Department of Personnel and Administrative Reforms (Personnel Policies Branch) Addressed to all the Heads of Departments, Registrar, Punjab and Haryana High Court, Commissioners of Divisions, Deputy Commissioners and sub-divisional Officers, in the State.

Subject.—Expedition finalisation of disciplinary proceedings—Recommendations/observations of the Public Accounts Committee of the Punjab Vidhan Sabha as contained in its Sixty First Report.

I am directed to address you on the subject noted above and to say that the Public Accounts Committee of the Punjab Vidhan Sabha has in paras 8, 9 and 12 of its Sixty-First Report made various recommendations/observations with regard to delays in the finalisation of disciplinary proceedings etc., on the part of Departments. Government have carefully considered these recommendations/observations of the Committee and have found that the Departments have not been following the instructions of this Department meticulously in the past with the result that the finalisation of proceedings in the cases of defalcations, embezzlements and shortages etc. have been unnecessarily delayed. This situation has been viewed with concern and it has been decided that to avoid delay in the handling of these cases the following instructions *inter-alia* should be observed by all concerned in letter and spirit :—

- (i) Despite clear legal position indicated in paras 64 and 65 of the booklet containing Consolidated Instructions on Punjab Civil Services (Punishment and Appeal) Rules, 1970 specifying the circumstances in which departmental proceedings can be initiated against those officers/officials against whom criminal proceedings were originally launched but resulted in acquittal by Courts of Law, it has been observed that disciplinary proceedings are not initiated by the Departments in suitable cases where the officers/officials

are acquitted by the Courts. It is reiterated that instructions contained in these paragraphs should be noted carefully for meticulous observance.

- (ii) With a view to preventing unscrupulous persons against whom disciplinary proceedings for losses, embezzlements, defalcations etc. are pending from further indulging in such activities, they should, pending finalisation of the disciplinary proceedings against them, be shifted immediately to other seats where they cannot exploit their official positions. Further, such persons should not be appointed on important jobs or jobs involving handling of heavy financial transactions at least for a period of five years.
- (iii) While fixing responsibility for losses, misappropriations, defalcations etc., generally the supervisory officers go unpunished. In future, in addition to persons primarily responsible for such losses etc., responsibility should also be fixed on the concerned supervisory officers as such cases often occur because of inaction and laxity on the part of the Supervisory Officers.
- (iv) It has been noticed that records produced by the Departments in Court cases are not taken back for a long time after the court's verdict and sometimes further action is delayed on account thereof. It has therefore, been decided that records produced in court cases, unless otherwise directed by the Courts, should be taken back immediately after the Court's verdicts thereon have been pronounced and in any case within three months of the final judgment/order of the Court, failing which the officer responsible for the lapse should be proceeded against departmentally.

3. These instructions may please be brought to the notice of all concerned for meticulous observance.

Kindly acknowledge.

Copy of Punjab Government circular letter No. 16/31/82-2PP/11621, dated 16th October, 1984, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject—Amendments in the Punjab Civil Services (Premature Retirement) Rules, 1975.

I am directed to address you on the subject cited above and to send herewith a copy of the Notification No. G.S.R. 80/Const./Art. 309 and 234/Amd. (3)/84, dated the 14th September, 1984, published in the Punjab Government Gazette Legislative Supplement (Extraordinary) dated the 15th September, 1984, regarding amendment in rule 4 of the Punjab Civil Services (Premature Retirement) Rules, 1975, for information and necessary action.

GOVERNMENT OF PUNJAB

DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS

(PERSONNEL POLICIES BRANCH)

Notification

The 14th September, 1984.

No. G.S.R. 80/Const./Arts. 309 and 234/Amd. (3)/84.—In exercise of the powers conferred by the proviso to article 309 read with article 234 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 Civil Services (Premature Retirement) Rules, 1975, namely:—

1. (1) These rules may be called the Punjab Civil Services (Premature Retirement) (First Amendment) Rules, 1984.
- (2) They shall be deemed to have come into force on and with effect from the twenty sixth day of August, 1983.
- (3) They shall not apply to the Secretariat Staff of the Legislative Assembly.
2. In the Punjab Civil Services (Premature Retirement) rules, 1975, in rule 4,—
 - (a) for sub-rule (2), the following sub-rule shall be substituted, namely:—

“(2) (i) While granting proportionate pension and gratuity to an employee retiring under sub-rule (2) or sub-rule

(3) of rule 3, as the case may be, his qualifying service as on the date of intended retirement shall be increased by a period not exceeding five years, so however, that the total qualifying service of the employee as so increased shall not in any case exceed thirty-three years or the period of qualifying service which the employee would have completed had he retired on the date of his superannuation, whichever be less.

(ii) The weightage of five years under clause (i) shall not be admissible in cases of those Government employees who are prematurely retired by the appropriate authority in public interest under sub-rule (1) of rule 3."

(b) in sub-rule (3), for the words, brackets and figures "retiring under sub-rule (3) of rule 3", the words, brackets and figures "retiring under sub-rule (2) or sub-rule (3) of rule 3, as the case may be", shall be substituted.

S. S. DHANOA,

Chief Secretary to Government of Punjab.

Copy of D. O. letter No. 21/1/1/82-Cab., dated the 3rd July, 1984, from Shri R. Venkatanarayanan, Additional Secretary, Cabinet Secretariat, Rashtrapati Bhawan, New Delhi to Shri K. D. Vasudeva, Chief Secretary to the Government of Punjab, Chandigarh.

Detailed guidelines were issued to the State Government/Union Territories administrations,—vide this Secretariat communication No. 21/1/1/82-Cab, dated the 16th August, 1982 about the foreign travel of Ministers of State Governments/Union Territories, Members of State Legislatures and Union Territories and State officials. The Union Finance Minister,—vide his letter No. 3745/JS(AG/82, dated the 13th January, 1983 also suggested some measures for scrutiny of the proposals regarding foreign travel of Ministers including officials. Attention is also invited to the Prime Minister's letter No. 512-PMO/83, dated the 18th July, 1983 to all the Chief Ministers on the same subject (copies enclosed for ready reference.).

2. Despite clear cut instructions on the subject, the following deficiencies in proposals received from State Governments have been noticed :

- I. Cases of foreign travel are being received too late. These are required to be sent to Ministry of Finance (Department of Economic Affairs) at least 3 weeks in advance as stipulated by that Department.

- II. General purpose study tours are still being sponsored which is contrary to the existing instructions.
- III. In accordance with Ministry of Finance (Department of Economic Affairs) O.M. No 5/24/83-FB.II, dated 21st December, 1983 read with Finance Minister's D.O. Letter No. 2703 to 2724-FM/78-VIP(I), dated 14th September, 1978, State Governments are not to enter into any discussions or correspondence with external funding agencies in regard to financing arrangements of projects but to send their proposals to the Department of Economic Affairs. In spite of these clear instructions, State Government officials are still being deputed to negotiate external financial assistance for State projects.
- IV. Instructions on the subject also stipulate that within three weeks of the completion of the visit, tour reports would be sent to the Ministry of Finance (Department of Economic Affairs) with copies to the Central Minister concerned with the subject matter of the visit. This requirement is, however, not being complied with.

3. I am desired to say that the State Government may kindly ensure strict compliance of the guidelines issued on the subject.

GOVERNMENT OF PUNJAB

DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS

(PERSONNEL POLICIES BRANCH)

A copy is forwarded to all the Financial Commissioners and Administrative Secretaries to Government, Punjab, in continuation of U.O. Endst. No. 13/17/83-2PP, dated the 28th April, 1983, with the request that these instructions of the Government of India, may please be followed in letter and spirit.

Kindly acknowledge.

(Sd.)

Section Officer, Personnel Policies.

All the Financial Commissioners and
Administrative Secretaries to Government, Punjab.

U.O. No. 13/7/83-2PP, Dated Chandigarh, the 28th November, 1984.

PRIME MINISTER
INDIANew Delhi
July 18, 1983.

No. 512-FMO-/83.

Early this year I wrote to you on the need to effect the maximum economy under all of expenditure.

Among the items of expenditure that need to be watched carefully is foreign travel by Ministers and officials of the State Governments. Although, the Union Finance Minister addressed all Chief Ministers demi-officially on January 13, 1983 for conscious efforts to reduce the number and the duration of foreign trips by State Government delegations, it is our experience that there has not been any significant improvement in this respect. Many general purpose study tours are still being sponsored ; visits are being proposed for negotiations which can be undertaken only by the Union Governments and the composition of delegations is beyond the functionally necessary.

We need to restrain foreign travel not only to conserve exchange resources but also to make austerity a key element of our administrative culture.

I hope that in future you will scrutinise all proposals for foreign travel in the light of the criteria that the Finance Ministers has already indicated.

Yours sincerely,
(Sd.) . . .
(INDIRA GANDHI)

Copy of Punjab Government circular letter No. 16/36/84-APP/162, dated 4th January, 1985, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.—Ban on grant of Re-employment/Extension in service to Government employees on or after their attaining the age of superannuation.

I am directed to invite your attention to Government instructions contained in circular letter No. 727-S11(4)-67/4841, dated the 17th February, 1967 as amended and revised from time to time and to

state that it has been noticed by the Government that the standing policy instruction on the subject are not being followed and complied within letter and spirit. Although, as a matter of policy, a complete ban has been imposed on re-employment/extension in service beyond the age of superannuation, except certain categories of employees covered by specific policy decisions, yet it has been noticed that in certain cases, proposals have been made in disregard of the above policy instructions and employees were not relieved on the dates they superannuated. The Government have taken a serious view of such lapses on the part of the cadre-controlling authorities. Steps should be taken to ensure compliance of standing policy instructions by all concerned so that an officer/official who attains his normal age of superannuation is not allowed to be retained in service either by way of extension in service or re-employment after the due date of retirement.

2. There may, however, be some genuine cases where there exist overriding grounds of public interest for retaining an employee beyond superannuation in relaxation of the general policy. Such cases would of course be very rare. In such exceptional cases, the proposals may be formulated after subjecting them to rigid scrutiny in the light of the service rules and instructions on the subject and sent to this Department *at least three months in advance of the date on which the employee concerned is to superannuate*. The proposals must specify the overriding grounds justifying the re-employment/extension in relaxation of the general policy. In no case, should an employee be allowed to continue beyond the age of superannuation unless proper orders for his re-employment/extension in service, as the case may be, have been issued by the competent authority with the concurrence of this Department and the Department of Finance, where necessary.

3. These instructions may please be brought to the notice of all concerned for meticulous observance.

4. The receipt of this communication may please be acknowledged.

Copy of Punjab Government circular letter No 4/38/78-2PP/277, dated 8th January, 1985, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.—Amendments in the Punjab State Assistant Grade Examination Rules, 1984.

I am directed to invite a reference to this Department letter No. 4/20/84-PP/3484, dated the 24th April, 1984,—vide which a copy

of the Punjab State Assistant Grade Examination Rules, 1984 had been sent to you and to say that some amendments have now been made in these rules,—vide Notification No. G.S.R. 104/Const./Arts. 309 and 318/Amd(1)/84, dated the 5th December, 1984, published in the Punjab Government Gazette (Extra) dated the 11th December, 1984, a copy of which is enclosed. You are requested to bring the contents of this Notification to the notice of all concerned.

Kindly acknowledge.

GOVERNMENT OF PUNJAB

DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS

(PERSONNEL POLICIES BRANCH)

Notification

The 5th December, 1984

No. G.S.R. 104/Const./Arts 309 and 318/Amd(1)/84.—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 President of India 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, 1984.

(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 (hereinafter referred to as the said rules), in rule 2, in clause (g), for the words "Provisional appointment", the words, "Provisional basis in relation to an appointment shall be substituted.

3. In the said rules, rule 10 shall be re-numbered as sub-rule (1) of that rule, and after sub-rule (1) as so re-numbered, the following sub-rule shall be inserted, namely:—

"(2) Notwithstanding anything contained in these rules, if a person holding the post of a clerk or any other post by whatever designation called from which he could be

appointed by promotion to the post an Assistant qualifies the test within the first two chances available to him after his appointment to such post, he shall, on his promotion to the post of an Assistant, be assigned seniority in the cadre of Assistants in accordance with his seniority in the appointment from which he has been promoted to the post of Assistant :

Provided that if such a person fails to qualify the test within the aforesaid first two chances, he shall, on his promotion to the post of Assistant, be assigned seniority in the cadre of Assistants from the day he is promoted as such."

S. S. DHANOA,

Chief Secretary to Government, Punjab.

Copy of Punjab Government circular letter No. 2/13/79-5PP/(272)/-1391, dated 30th January, 1985, from the Department of Personnel and Administrative Reforms addressed to all Heads of Departments etc., etc.

Subject.—Concessions to Home Guards and Civil Defence Volunteers for recruitment to the State Services.

I am directed to refer to Government instructions contained in circular letter No. 2/13/79-5PP, dated 8th August, 1979,—vide which you were requested that in the recruitment rules for the posts/services such as Forest Guards, Fire Services, Watch and Ward, Police etc., where the training/experience of Home Guards and Civil Defence Personnel would be of added advantage to the administration, the Services in Civil, Defence and Home Guards organisations should be included as a desirable qualification by amending the relevant Service Rules of your Department and of the organisations under your control. Despite the fact that a period of more than five years has passed the recruitment Rules of the Services concerned have not yet been amended to ensure the compliance of Government instructions. It is, therefore, reiterated that immediate steps may be taken for the amendment of the relevant Service Rules of your Department and of the organisations under your control keeping in view the Government instructions dated the 8th August, 1979.

2. Personnel and Administrative Reforms Department may also be kept informed of the action taken in this behalf.

Copy of Punjab Government circular letter No. 13/13/80-2PP/1731, dated 8th February, 1985, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.—Amendments in the Punjab Civil Services (Punishment and Appeal) Rules, 1970.

I am directed to address you on the above cited subject and to send herewith a copy of Punjab Government Notification No. G.S.R. 4/Const./Arts. 187, 309 and 318/Amd. (2)/85, dated the 9th January, 1985, published in the Punjab Government Gazette (Extraordinary), dated 16th January, 1985, whereby certain amendments have been made in the Punjab Civil Services (Punishment and Appeal) Rules, 1970. Your attention is drawn particularly towards amendments made in rules 9, 19 and 21 of these rules, as henceforth it shall not be necessary to give the delinquent employee any opportunity of making representation on the penalty proposed to be imposed. These amendments may please be brought to the notice of all concerned.

Kindly acknowledge.

GOVERNMENT OF PUNJAB

DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE

REFORMS (PERSONNEL POLICIES BRANCH)

Notification

The 9th January, 1985

No. G.S.R. 4/Const./Arts. 187, 309 and 318/Amd.(2)/85.—In exercise of the powers conferred by the proviso to article 309, and clause

(b) of article 318 read with clause (3) of article 187 of the Constitution of India, and all other powers enabling him in this behalf, the President of India in consultation with the Speaker of the Punjab Vidhan Sabha, in so far as such consultation is necessary under the aforesaid provisions, is pleased to make the following rules further to amend the Punjab Civil Services (Punishment and Appeal) Rules, 1970, namely:—

1. (a) These rules may be called the Punjab Civil Services (Punishment and Appeal) (First Amendment) Rules, 1985.

(b) They shall come into force on and with effect from the date of their publication in the official Gazette.

2. In the Punjab Civil Services (Punishment and Appeal) Rules, 1970 (hereinafter referred to as the said rules), in rule 8,—

(i) in sub-rule (9), for the word "charges", the word "charge" shall be substituted ;

(ii) in sub-rule (11)—

(a) in clause (i), the word "and" shall be omitted ; and

(b) for clauses (ii) and (iii) and the notes thereunder, the following clauses shall be substituted, namely:—

"(ii) submit a list of witnesses to be examined on this behalf ;

(iii) apply orally or in writing for the supply of copies of the statements, if any recorded, of witnesses mentioned in the list referred to in sub rule (3), in which case the inquiring authority shall furnish to him such copies as early as possible and in any case not later than three days before the commencement of the examination of the witnesses on behalf of the punishing authority ; and

(iv) give a notice within ten days of the order or within such further time not exceeding ten days, as the inquiring authority may allow for the discovery or production of any document which is in the possession of Government, but not mentioned in the list

referred to in sub-rule (3) and the Government employee shall also indicate the relevance of the document required by him to be discovered or produced by the Government" ;

(iii) in sub-rule (15),—

(a) the following proviso shall be added, namely:—

"Provided that new evidence shall not be permitted or called for or any witness shall not be recalled to fill up any gap in the evidence. Such evidence may be called for only when there is an inherent lacuna or defect in the evidence which has been produced originally ; and

(b) the Note shall be omitted ;

(iv) in sub-rule (17), for the words "in his own behalf, if he so prefers", the words "on his own behalf, if he so prefers either at the outset or after the conclusion of examination of the witnesses produced by him", shall be substituted ;

(v) in sub rule (21), in clause (b), and in the proviso to sub-rule (22), for the words "interests of justice", wherever occurring the words "interest of justice" shall be substituted

3. In the said rules, in rule 9, for sub-rule (4), the following sub-rule shall be substituted, namely,—

"(4) If the punishing authority having regard to its finding on all or any of the articles of charge and on the basis of the evidence adduced during the inquiry, if of opinion that any of the penalties specified in clauses (v) to (ix) of rule 5 should be imposed on the Government employee, it shall make an order imposing such penalty and it shall not be necessary to give the Government employee any opportunity of making representation on the penalty proposed to be imposed :

Provided that in every case where it is necessary to consult commission, the record of the inquiry shall be forwarded by the punishing authority to the Commission for its advice and such advice shall be taken into consideration before making an order imposing any such penalty on the Government employee."

4. In the said rule 10, in sub-rule (2), for clause (vi), the following clause shall be substituted, namely:—

"(vi) the findings of the punishing authority and also the report of the inquiring authority in case an inquiry has been held under clause (b) of sub-rule (1)."

5. In the said rules, in rule 12, for sub-rule (1), and the note thereunder, the following sub-rule shall be substituted, namely:—

"(1) Where two or more Government employees are concerned in any case, the Governor or any other authority competent to impose the penalty of dismissal from service on all such Government employees may make an order directing that disciplinary action against all of them may be taken in a common proceeding and, if the authorities competent to impose the penalty of dismissal on such Government employees are different, an order for making disciplinary action in a common proceeding may be made by the highest of such authorities with the consent of the others."

6. In the said rules, in rule 13, in clause (iii) for the letters "ase" the word "case" shall be substituted.

7. In the said rules, in rule 19, in the proviso to sub-rule (2),—

(a) in clause (ii), the following words shall be omitted, namely:—

"and after giving the appellant a reasonable opportunity as far as may be in accordance with the provision of sub-rule

(4) of rule 9 of making a representation against the penalty proposed on the basis of the evidence adduced during such inquiry;"

(b) in clause (iii), the following words shall be omitted, namely:—

"after giving the appellant a reasonable opportunity as far as may be in accordance with the provisions of sub-rule (4) of rule 9 of making a representation against the penalty proposed on the basis of evidence adduced during the inquiry."

8. In the said rules, in rule 21 in the proviso to sub-rule (1), the following words shall be omitted, namely:—

"and after giving a reasonable opportunity to the Government employee concerned of showing cause against the penalty proposed on the evidence adduced during the inquiry."

9. In the said rules, for rule 22, the following rule shall be substituted, namely:—

"22. *Service of orders, notices, etc.*—Every order, notice and other process made or issued under these rules shall be served in person on the Government employee concerned or communicated to him by registered post :

Provided that if there is reason to believe that the Government employee is keeping out of the way for the purpose of avoiding service, or that for any other reason, the order, notice and other process cannot be served upon him in the manner aforesaid, the same shall be got published in any of the leading newspapers of the region giving last known address of the employee concerned and thereupon the same shall be deemed to have been served upon him."

S. S. DHANOA,

Chief Secretary to Government, Punjab.

PART IV

GOVERNMENT OF PUNJAB

DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE
REFORMS

(PERSONNEL POLICIES BRANCH)

Notification

The 12th February, 1985

[Date of publication 22nd February, 1985]

No. G.S.R. 5/Const./Arts. 309 and 318/85.—The following rules as amended up to 31st December, 1984, are republished for general information:—

THE GOVERNMENT EMPLOYEES (CONDUCT) RULES, 1966

1. *Short title, commencement and application.*—(1) These rules may be called the Government Employees (Conduct) Rules, 1966.

(2) They shall come into force at once

(3) They shall apply to all persons appointed to Civil Services and posts in connection with the affairs of the State :

Provided that nothing in these rules apply to—

(a) members of the All India Services who are subject to the All India Services (Conduct) Rules, 1954 ; and

(b) holders of any post in respect of which the ²[Governor] may, by general or special order, declare that these rules do not apply.

³[(c) employees of the Punjab State when on deputation to another State Government or Central Government. During the period of deputation they shall be governed by the corresponding rules of the borrowing Government.]

1. Published,—vide Punjab Government Notification No. G.S.R. 143/Const./Arts. 309 and 318/66, dated 8th July, 1966.

2. Substituted,—vide Punjab Government Notification No. G.S.R. 65/Const./Arts. 309 and 318/Amd. (5)/76, dated 19th May, 1976.

3. Substituted,—vide Punjab Government Notification No. G.S.R. 63/Const./Arts. 309 and 318/Amd. (II)-69, dated 1st August, 1969.

2. *Definitions.*—In these rules, unless the context otherwise requires,—

(a) 'the Government' means the Government of the State of Punjab ;

(b) 'Government employee' means any person appointed to any Civil Service or post in connection with the affairs of the State of Punjab.

Explanation.—A Government employee whose Services are placed at the disposal of a company, corporation, organisation or a local authority by the Government shall for the purposes of these rules, be deemed to be a Government employee serving under the Government notwithstanding that his salary is drawn from sources other than from the Consolidated Fund of the State.

(c) "members of family" in relation to a Government employee includes—

(i) the wife or the husband, as the case may be, of the Government employee, whether residing with the Government employee or not but does not include a wife or husband, as the case may be separated from the Government employee, by a decree or order of a competent court ;

(ii) son or daughter or step-son or step-daughter of the Government employee and wholly dependent on him, but does not include a child or step-child who is no longer in any way dependent on the Government employee or whose custody the Government employee has been deprived by or under any law ;

(iii) any other person related, whether by blood or marriage to the Government employee or to the Government employee's wife or husband and wholly dependent on the Government employee.

'[(d) 'prescribed authority' means :—

(a) (i) the Government, in the case of Government employee holding any Class I post, except where any lower authority is specified by the government for any purpose ;

(ii) Head of Department, in the case of a Government employee holding any Class II post ;

¹(i) The Government, in the case of Head of Department and all other officers having the same designation as that of their Head of Departments prefixed by the word "Additional" or "Joint" and

(ii) the Head of the Department in case of Government employees holding any Class I or any Class II post excepting those referred to in item (i) :

Provided that if in a case involving a Class I officer any sanction is proposed to be declined, the Government shall be the prescribed authority.]

(iii) Head of office in the case of Government employee holding any Class III or Class IV post ;

(iv) The Chairman of the Punjab Legislative Council in the case of the Secretary of the said Council and the Secretary in the case of all other employees of the Legislative Council ;

(v) The Speaker of the Punjab Vidhan Sabha in the case of the Secretary of the said Sabha and the Secretary in the case of all other employees of the Vidhan Sabha ;

1 Substituted,—vide Punjab Government Notification No. G.S.R. 63/Const./Arts. 309 and 318/Amd. (II)-69, dated 1st August, 1969.

2. Amended.—vide P.G. Notification No. GSR 45/Const./Arts. 187, 309 and 318/Amd. (I)/85, dated 20th June, 1985.

- (b) In respect of the Government employee on foreign services, the parent department on the cadre of which such Government employee is borne or the department of which he is administratively subordinate as member of that cadre.

Explanation.—Foreign service for the purpose of this sub-rule means service in which a Government employee receives his substantive pay with the sanction of Government from any source other than the revenues of the Union or a State Government.]

3. *General.*—(1) Every Government employee shall at all times—

- (i) maintain absolute integrity ;
- (ii) maintain devotion to duty ; and
- (iii) do nothing which is unbecoming of a Government employee.

(2) (i) Every Government employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all Government employees for the time being under his control and authority.

[(ii) No Government employee shall, in the performance of his official duties or in the exercise of powers conferred on him, act otherwise than in his best judgment except when he is acting under the direction of his official superior.

(iii) The direction of the official superior shall ordinarily be in writing. Oral direction to subordinates shall be avoided, as far as possible. Where the issue of oral direction becomes unavoidable, the official superior shall confirm it in writing immediately thereafter.

(iv) A Government employee who has received oral direction from his official superior shall seek confirmation of the same in writing as early as possible, whereupon it shall be the duty of the official superior to confirm the direction in writing.]

1. Substituted,—vide Punjab Government Notification No. G.S.R. 29/Const./Arts. 187, 309 and 328/Amd. (9)/82, dated 10th February, 1982.

Explanation I.—Nothing in clause (ii) of sub-rule (2) shall be construed as empowering a Government employee to evade his responsibilities by seeking instructions from, or approval of, a superior officer or authority when such instructions are not necessary under the scheme of distribution of powers and responsibilities.

[Explanation II.—Without prejudice to the provisions contained in this rule, no action will be initiated against any Government employee for not carrying out oral instructions of his official superior in individual cases, relating especially to postings and transfers, giving of loans, permits, or quotas and similar other matters.]

4. *²[Employment of near relatives of Government employees in Companies or Firms].*—*³[(1) No Government employee shall use his position or influence directly or indirectly to secure employment for any member of his family in any company or firm.]*

(2) (i) No Class I Officer shall, except with the previous sanction of the Government, permit his son, daughter or other dependent to accept employment in any ²[company or firm] with which he has official dealings or in any other ²[company or firm] having official dealings with the Government :

Provided that where the acceptance of the employment cannot await prior permission of the Government or is otherwise considered urgent, the matter shall be reported to the Government and the employment may be accepted provisionally subject to the permission of the Government.

(ii) A Government employee shall, as soon as he becomes aware of the acceptance by a member of his family of an employment in any ²[company or firm], intimate such acceptance to the prescribed authority and shall also intimate whether he has or has had any official dealings with that ²[company or firm] :

Provided that no such intimation shall be necessary in the case of Class I Officer if he has already obtained the sanction of, or sent a report to, the Government under clause (i).

1. Inserted,—vide Punjab Government Notification No. G.S.R. 86-Const./Arts. 309 and 318/66/Amd. (1), dated 30th September, 1968.

2. Substituted,—vide Punjab Government Notification No. G.S.R. 91/Const./Arts. 309 and 318/Amd. (8)/78, dated 7th August, 1978.

3. Substituted,—vide Punjab Government Notification No. G.S.R. 73/Const./Arts. 309 and 318/Amd. (6)/76, dated 9th June, 1976.

(3) No Government employee shall in the discharge of his official duties deal with any matter or give or sanction any contract to any *[company or firm] or any other person if any member of his family is employed in that *[company or firm] or under that person, or if he or any member of his family is interested in such matter or contract in any other manner and the Government employee shall refer every such matter or contract to his official superior and the matter or contract shall thereafter be disposed of according to the instructions of the authority to whom the reference is made.

5. *Taking part in politics and elections.*—(1) No Government employee shall be a member of, or be otherwise associated with any political party or any organisation which takes part in politics nor shall he take part in, subscribe in aid of or assist in any other manner, any political movement or activity.

(2) It shall be the duty of every Government employee to endeavour to prevent any member of his family from taking part in subscribing in aid of or assisting in any other manner any movement or activity which is, or tends directly or indirectly to be, subversive of the Government as by law established and where a Government employee is unable to prevent a member of his family from taking part in, or subscribing in aid of or assisting in any other manner, any such movement or activity, he shall make a report to that effect to the Government.

(3) If any question arises whether a party is a political party or whether any organisation takes part in politics or whether any movement or activity falls within the scope of sub-rule (2), the decision of the Government thereon shall be final.

(4) No Government employee shall canvass or otherwise canvass, interfere with, or use his influence in connection with or take part in, an election to any legislature or local authority :

*Substituted.—vide Punjab Government Notification No. G.S.R. 73/Const./Arts. 309 and 318/Amd. (6)/76, dated 9th June, 1976.

Provided that—

- (i) a Government employee qualified to vote at such election may exercise his right to vote, but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted ;
- (ii) a Government employee shall not be deemed to have contravened the provisions of this sub-rule by reason only that he assists in the conduct of an election in the due performance of a duty imposed on him by or under any law for the time being in force.

Explanation.—The display by a Government employee on his person, vehicle or residence of any electoral symbol shall amount to using his influence in connection with an election within the meaning of this sub-rule.

6. *Joining of Associations by Government employees.*—No Government employee shall join, or continue to be a member of, an association the objects or activities of which are prejudicial to the interest of sovereignty and integrity of India or public order or morality.

7. *Demonstration and Strikes.*—No Government employee shall—

- (i) engage himself or participate in any demonstration which is prejudicial to the interest of the sovereignty and integrity of India, the security of the State, friendly relations with foreign States, public order, decency or morality, or which involves contempt of court, defamation or incitement to an offence, or
- (ii) resort to or in any way abet any form of strike *[or coercion or physical duress] in connection with matter pertaining to his service or the service of any other Government employee.

8. *Connection with Press or Radio.*—(1) No Government employee shall except with the previous sanction of the Government

*Inserted,—vide Punjab Government Notification No. G.S.R. 65/Const/Arts 309 and 313/Amd. (5)/76, dated 19th May, 1976.

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 the 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.]

9. *Criticism of Government.*—No Government employee shall, in any radio broadcast or in any document published in his own name or anonymously, pseudonymously or in the name of any other person or in any communication to the press or in any public utterance take any statement of fact or opinion—

- (i) which has the effect of any adverse criticism of any current recent policy or action of the Government of India, Government of Punjab or any other State Government ;
- (ii) which is capable of embarrassing the relation between the Government of Punjab and the Government of India or the Government of any other State in India ; or
- (iii) which is capable of embarrassing the relations between the Government of India or the Government of Punjab and the Government of any foreign State :

Provided that nothing in this rule shall apply to any statement made or views expressed by a Government employee in his official capacity or in the due performance of the duties assigned to him.

10. *Evidence before Committee or any other authority.*—(1) Save as provided in sub-rule (3), no Government employee shall, except

*Substituted.—vide Punjab Government Notification No. G.S.R. 29/Const./Arts. 187, 309 and 318/Armd. (9)/82, dated 10th February, 1982.

with the previous sanction of the Government, give evidence in connection with any enquiry conducted by any person, Committee or authority.

(2) Where any sanction has been accorded under sub-rule (1) no Government employee giving such evidence shall criticise the policy or any action of the Government of India, Government of Punjab or any other State Government.

(3) Nothing in this rule shall apply to—

- (a) evidence given at an enquiry before an authority appointed by the Government, Parliament or a State Legislature ; or
- (b) evidence given in any Judicial enquiry ; or
- (c) Evidence given at any departmental enquiry ordered by authorities subordinate to the Government.

11. *Unauthorised Communication of information.*—No Government employee shall except in accordance with any general or special order of the Government or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or any part thereof or information to any Government employee or any other person to whom he is not authorised to communicate such document or information

'[****]

12. *Subscriptions.*—No Government employee shall, except with the previous sanction of the Government or of the prescribed authority, ask for or accept contributions to, or otherwise associate himself with the raising of any funds or other collections in cash or in kind in pursuance of any object whatsoever.

13. *Gifts.*—(1) Save as otherwise provided in these rules, no Government employee shall accept or permit any number of his family or ²[any other person acting on his behalf] to accept, any gift.

1. Explanation omitted.—vide Punjab Government Notification No. G.S.R. 29/Const./Arts. 187, 309 and 318/Amd. (9)/(82), dated 10th February, 1982.

2. Substituted.—vide Punjab Government Notification No. G.S.R.-73/Const./Arts. 309 and 318/Amd. (6)/76, dated 9th June, 1976.

Explanation.—The expression "gift" shall include free transport, boarding, lodging, or other service or any other pecuniary advantage when provided by any person other than a near relative or personal friend having no official dealings with the Government.

Note. (I)—A casual meal, gift or other social hospitality shall not be deemed to be a gift.

Note. (II)—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.

(2) On occasions, such as weddings, anniversaries, funerals or religious functions, when the making of a gift is in conformity with the prevailing religious or social practice, a Government employee may accept gifts from his near relatives but he shall make a report to the Government if the value of any such gift exceeds—

- (i) Rs. 500.00 in the case of a Government employee holding any Class I or Class II post ;
- (ii) Rs. 250.00 in the case of a Government employee holding any Class III post ; and
- (iii) Rs 100.00 in the case of a Government employee holding any Class IV post.

(3) On such occasions as are specified in sub-rule (2), a Government employee may accept gifts from his personal friends having no official dealing with him, but he shall make a report to the Government if the value of any such gift exceeds—

- (i) Rs 200.00 in case of a Government employee holding any Class I or Class II post ;
- (ii) Rs. 100.00 in the case of a Government employee holding any Class III post ; and
- (iii) Rs. 50.00 in the case of a Government employee holding any Class IV post.

¹[(4) In any other case, a Government employee shall not accept or permit any member of his family or any other person acting on his behalf to accept, any gift without the sanction of the Government if the value thereof exceeds—

- (i) Rs. 75.00 in the case of a Government employee holding any Class I or Class II post ; and
- (ii) Rs. 25.00 in the case of a Government employee holding any Class III or Class IV post].

²[13A. *Prohibition to give, take or demand dowry.*—No Government employee shall—

- (i) give or take or abet the giving or taking of dowry ; or
- (ii) demand, directly or indirectly, from the parents or guardian of a bride or bridegroom, as the case may be, any dowry.

Explanation.—For the purpose of this rule, 'dowry' has the same meaning as in the Dowry Prohibition Act, 1961 (28 of 1961)].

14. *Public demonstration in honour of Government employees*—No Government employee shall, except with the previous sanction of the Government receive any complimentary or valedictory address or accept any testimonial or attend any meeting or entertainment held in his honour or in the honour of any other Government employee :

Provided that nothing in this rule shall apply to—

- (1) a farewell entertainment of a substantially private and informal character held in honour of a Government employee or any other Government employee on the occasion of his retirement or transfer of any person who has recently quit the service of any Government ; or

1. Substituted,—vide Punjab Government Notification No. G.S.R. 73/Const./Arts. 309 and 318/Amd. (6)/76, dated 9th June, 1976.

2. Inserted,—vide Punjab Government Notification No. G.S.R. 73/Const./Arts. 309 and 318/Amd. (6)/76, dated 9th June, 1976.

- (2) the acceptance of simple and inexpensive entertainment arranged by public bodies or institutions.

Note.—Exercise of pressure or influence of any sort on any Government employee to induce him to subscribe towards any farewell entertainment even if it is of a substantially private or informal character, and the collection of subscription from Class III or or Class IV employees under any circumstances for the entertainment of any Government employee not belonging to Class III or Class IV, is forbidden.

15. *Private Trade or Employment.*—(1) No Government employee shall except with the previous sanction of Government engage directly or indirectly in any trade or business ¹[or negotiate for] or undertake any other employment :

Provided that a Government employee may, without such sanction undertake honorary work of a social or charitable nature or occasional work of a literary, artistic or scientific character, subject to the condition that his official duties do not thereby suffer ; but he shall not undertake, or shall discontinue such work if so directed by the Government :

²[Provided further that if the undertaking of any such work involves holding of any elective office, he shall not seek election to any such office without the previous sanction of the Government.]

Explanation.—Canvassing by a Government employee in support of the business of insurance agency, commission agency, etc. owned or managed by his wife or any other member of his family shall be deemed to be a breach of this sub-rule.

(2) Every Government employee shall report to the Government if any member of his family is engaged in a trade or business or owns or manages an insurance agency or commission agency.

1. Inserted.—vide Punjab Government Notification No. G.S.R. 65/Const./Arts. 309 and 318/Amd. (5)/76, dated 19th May, 1976.

2. Inserted.—vide Punjab Government Notification No. G.S.R. 29/Const./Arts. 187, 309 and 318/Amd. (9)/82, dated 10th February, 1982.

(3) No Government employee shall, without the previous sanction of the Government, except in the discharge of his official duties, take part in the registration, promotion or management of any bank or other company which is required to be registered under the Companies Act, 1956 (I of 1956) or any other law for the time being in force or any co-operative society for commercial purposes :

*[Provided that a Government employee may take part in the registration, promotion or management of—

- (i) a literacy, scientific, or charitable society or of a company, club or similar organisation the aims and objects of which relate to promotion of sports, cultural or recreational activities, registered under the Societies Registration Act, 1860 or the Companies Act, 1956, or any other law for the time being in force ; or
- (ii) a co-operative society, substantially for the benefit of Government Employees registered under the Punjab Co-operative Societies Act, 1961 or any other law for the time being in force].

(4) No Government employee may accept any fee for any work done by him for any public body or any private person without the sanction of the prescribed authority.

16. *Investment, lending and borrowing.*—(1) No Government employee shall speculate in any stock, share or other investment.

Explanation.—Frequent purchase or sale or both of shares, securities or other investments shall be deemed to be speculation within the meaning of this sub-rule.

(2) No Government employee shall make, or permit any member of his family or any person acting on his behalf to make any investment which is likely to embarrass or influence him in the discharge of his official duties.

*Substituted,—vide Punjab Government Notification No. G.S.R. 29/Const./Arts. 187, 309 and 318/Amd. (9)/82, dated 10th February, 1982.

(3) If any question arises whether any transaction is of the nature referred to in sub-rule (1), or sub-rule (2) the decision of the Government thereon shall be final.

*[(4) (i) No Government employee shall, save in the ordinary course of business with a bank or a public limited company, either himself or through any member of his family or any other person acting on his behalf—

(a) lend or borrow or deposit money, as a principal or an agent, to, or from, or with, any person or firm or private limited company within the local limits of his authority or with whom he is likely to have official dealings, or otherwise place himself under any pecuniary obligation to such person or firm of Private Limited Company ; or

(b) lend money to any person at interest or in a manner whereby return in money or in kind is charged or paid :

Provided that a Government employee may, give to, or accept from, a relative or a personal friend, a purely temporary loan of a small amount free of interest, or operate a credit account with a *bona fide* tradesman or make an advance of pay to his private employee :

Provided further that nothing in this sub-rule shall apply in respect of any transaction entered into by a Government employee with the previous sanction of the Government.

(ii) When a Government employee is appointed or transferred to a post of such nature as would involve him in the breach of any of the provisions of sub-rule (2) and sub-rule (4), he shall forthwith report the circumstances to the prescribed authority and shall thereafter act in accordance with such order as may be made by such authority.]

*Substituted.—vide Punjab Government Notification No. G.S.R. 65/Const./Arts. 309 and 318/Amd. (5)/76, dated 19th May, 1976.

17 *Insolvency and habitual indebtedness.*—A Government employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. A Government employee against whom any legal proceeding is instituted for the recovery of any debt due from him or for adjudging him as an insolvent shall forthwith report the full facts of the legal proceeding to the Government.

Note.—The burden of proving that the insolvency or indebtedness was the result of circumstances which with the exercise of ordinary diligence, the Government employee could not have foreseen, or over which he had no control, and had not proceeded from extravagant or dissipated habits, shall be upon the Government employee.

18. *Movable, Immovable and Valuable Property.*—(1) "[i] Every Government employee shall on his first appointment to any service or post [***] submit a return of his assets and liabilities, in such form as may be prescribed by the Government, giving the full particulars regarding]—

- (a) the immovable property inherited by him or owned or acquired by him or held by him lease or mortgage either in his own name or in the name of any member of his family or in the name of any other person ;
- (b) shares, debentures and cash including bank deposits inherited by him or similarly owned, acquired or held by him ;
- (c) other movable property inherited by him or similarly owned, acquired or held by him ;
- (d) debits and other liabilities incurred by him directly or indirectly.

Note I.—Sub-rule (1) shall not ordinarily apply to Class IV employees, but the Government may direct that it shall apply to any such Government employees or class of such Government employees.

1. Renumbered.—vide Punjab Government Notification No. G.S.R. 91/Const./Arts. 309 and 318/Amd. (8)/78, dated 7th August, 1978.

2. Omitted.—vide Punjab Government Notification No. G.S.R. 91/Const./Arts. 309 and 318/Amd. (8)/78, dated 7th August, 1978.

Note II.—In all returns, the value of items of immovable property worth less than ¹[Rs. 2,000] may be added and shown as a lump sum. The value of articles of daily use such as clothes, utensils, crockery, books etc. need not be included in such returns.

¹[*Note III.*—Where a Government employee already be longing to a service or holding a post is appointed to any other civil service or post, he shall not be required to submit a fresh return under this clause].

²[(ii) Every Government employee belonging to any service or holding any post in Class I or Class II shall submit an annual return in such form as may be prescribed by the Government in this regard giving full particulars regarding the immovable property inherited by him or owned or acquired by him or held by him on lease or mortgage either in his own name or in the name of any member of his family or in the name of any other person].

(2) No Government employee shall except with the previous knowledge of the prescribed authority, acquire or dispose of any immovable property by lease, mortgage, purchase, sale, gift or otherwise either in his own name or in the name of any member of his family:

Provided that the previous sanction of the prescribed authority shall be obtained by the Government employee if any such transaction is—

- (i) with a person having official dealings with the Government employee; or
- (ii) otherwise than through a regular or reputed dealer.

³[(3) Where a Government employee enters into a transaction in respect of movable property either in his own name or in the name of a member of his family, he shall, within one month from

1. Submitted.—vide Punjab Government Notification No. G.S.R. 91/Const./Arts. 309 and 318/Amd. (8)/78, dated 7th August, 1978.

2. Inserted.—vide Punjab Government Notification No. G.S.R. 91/Const./Arts. 309 and 318/Amd. (8)/78, dated 7th August, 1978.

3. Substituted.—vide Punjab Government Notification No. G.S.R. 65/Const./Arts. 309 and 318/Amd. (5)/76, dated 19th May, 1976.

the date of such transaction, report the same to the prescribed authority, if the value of such property exceeds '1[Rs. 5,000.00] in the case of a Government employee holding any Class I or Class II posts or '1[Rs. 2,000.00] in the case of a Government employee holding any Class III or Class IV post:

Provided that the previous sanction of the prescribed authority shall be obtained if any such transaction is—

(i) with a person having official dealings with the Government employee; or

(ii) otherwise than through a regular or reputed dealer].

(4) The Government or the prescribed authority may at any time by general or special order, require a Government employee to furnish, within a period specified in the order, a full and complete statement of such movable or immovable property held or acquired by him on his behalf or by any member of his family as may be specified in the order. Such statement shall, if so required by the Government or by the prescribed authority, include the details of the means by which, or the source from which, such property was acquired.

(5) The Government may exempt any category of Government employee belonging to Class III or Class IV from any of the provisions of this rule except sub-rule (4). No such exemption shall, however, be made without the concurrence of the '2[Chief Secretary to Government, Punjab (in Services Department)].

³[*Explanation I.*—For the purpose of this rule—

the expression "movable property" includes—

(1) jewellery, insurance policies, the annual premia of which exceed '4[Rs. 2,000] or one-sixth of the total annual emolument received from Government whichever is less, shares; securities and debentures;

1. Substituted,—vide Punjab Government Notification No. G.S.R. 40/Const./Arts. 309, 318 and 187/Amd. (10)/83, dated 9th March, 1983.

2. Substituted,—vide Punjab Government Notification No. G.S.R. 65/Const./Arts. 309 and 318/Amd. (5)/76, dated 19th May, 1976.

3. Renumbered,—vide Punjab Government Notification No. G.S.R. 65/Const./Arts. 309 and 318/Amd. (5)/78, dated 19th May, 1976.

4. Substituted,—vide Punjab Government Notification No. G.S.R. 91/Const./Arts. 309 and 318/Amd. (8)/78, dated 7th August, 1978.

- (ii) loans and advances by such Government employee whether secured or not; and
- (iii) motor-cars, motor-cycles, horses, or any other means of conveyance; and
- (iv) refrigerators, radios, '[radiograms and television sets].

²[Explanation II.—For the purpose of this rule, 'lease' means, except where it is obtained from or granted to a person having official dealings with the Government employees, a lease of immovable property from year to year or for any term exceeding one year or reserving a yearly rent].

¹18A. *Restricts in relation to acquisition and disposal of immovable property outside India and transactions with foreigners etc.*—Notwithstanding anything contained in sub-rule (2) of rule, 18, no Government employee shall except with the previous sanction of the prescribed authority,—

- (a) acquire, by purchase, mortgage, lease, gift or otherwise, either in his own name or in the name of any member of his family, any immovable property situated outside India;
- (b) dispose of, by sale, mortgage, gift, or otherwise, or grant any lease in respect of any immovable property situated outside India which was acquired or is held by him either in his own name or in the name of any member of his family;
- (c) enter into any transaction with any foreigner, foreign Government, foreign organisation or concern—
 - (i) for the acquisition, by purchase, mortgage, lease, gift or otherwise either in his own name or in the name of any member of his family of any immovable property;

1. Substituted,—vide Punjab Government Notification No. G.S.R. 65/Const./Arts. 309 and 318/Amd. (5)/76, dated 19th May, 1976.

2. Added,—vide Punjab Government Notification No. G.S.R. 65/Const./Arts. 309 and 318/Amd. (5)/76, dated 19th May, 1976.

3. Inserted,—vide Punjab Government Notification No. G.S.R. 65/Const./Arts. 309 and 318/Amd. (5)/76, dated 19th May, 1976.

- (ii) for the disposal of, by sale, mortgage, gift, or otherwise, or the grant of any lease in respect of, any immovable property which was acquired or is held by him either in his own name or in the name of any member of his family].

19. (1) *Vindication of acts and Character of Government employees.*—No Government employee shall, except with the previous sanction of the Government have recourse to any court or to the press for vindication of any official act which has been the subject matter of adverse criticism or an attack of a defamatory character.

(2) Nothing in this rule shall be deemed to prohibit a Government employee from vindicating his private character or any act done by him in his private capacity and where any action for vindicating his private character or any act done by him in private capacity is taken, the Government employee shall submit a report to the prescribed authority regarding such action.

20. *Convassing of non-official or other influence.*—No Government employee 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.

¹[21. *Restriction regarding marriage.*—(1) No Government employee who has a wife living shall contract another marriage without first obtaining the permission of the Government, notwithstanding that such subsequent marriage is permissible under the personal law for the time being applicable to him.

(2) No female Government employee shall marry any person who has a wife living without first obtaining the permission of the Government.

(3) A Government employee who has married or marries a person other than of Indian Nationality, shall forthwith intimate the fact to the Government].

1. Substituted,—vide Punjab Government Notification No. G.S.R. 29/Const./Arts./187, 309 and 318/amd. (9)/82, dated 10th February, 1982.

¹[**]

22. *Consumption of intoxicating drinks and drugs.*—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;

²[(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 drink or drug;] and

³[(bb) refrain from consuming any intoxicating drink or drug in a public place.]

(c) not appear in a public place in a state of intoxication;

⁴[(d) not use any intoxicating drink or drug to excess.]

¹[*Explanation.*—For the purpose of this rule, 'public place' means any place or premises (including a conveyance) to, which the public have, or are permitted to have, access whether on payment or otherwise.].

23. *Interpretation.*—If any question arises relating to the interpretation of these rules, it shall be referred to the '[Chief Secretary to Government, Punjab (in Services Department)]' whose decision thereon shall be final.

24. *Delegation of powers.*—The Government may, by general or special order, direct that any power exercisable by it or any head of the department under these rules (except the powers under rule 23 and this rule) shall subject to such conditions, if any, as may be specified in the order, be exercisable also by such officer or authority as may be specified in the order.

1. Rule 21-A omitted.—vide Punjab Government Notification No. 29/Const./Arts. 187, 309 and 313/Amd. (9)/82, dated 10th February, 1982.

2. Substituted.—vide Punjab Government Notification No. G.S.R. 92/Const./Arts. 309 and 313/Amd. (4)/70, dated 21st September, 1970.

3. Inserted.—vide Punjab Government Notification No. G.S.R. 65/Const./Arts. 309 and 313/Amd. (5)/76, dated 19th May, 1976.

4. Substituted.—vide Punjab Government Notification No. G.S.R. 65/Const./Arts. 309 and 313/Amd. (5)/76, dated 19th May, 1976.

25. *Repeal and saving.*—Any rules corresponding to these rules in force immediately before the commencement of these rules and applicable to the Government employees to whom these rules apply are hereby repealed:

Provided that any order made or action taken under the rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.

S. S. DHANOA,

Chief Secretary to Government of Punjab.

Copy of Punjab Government circular U.O. No. 16/36/84-APP, dated 26th February 1985, from the Department of Personnel and Administrative Reforms, addressed to all the Financial Commissioners and Administrative Secretaries to Government, Punjab.

Subject.—Instructions regarding procedure to be followed in cases for allowing extension in service/re-employment.

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

2. Cases have come to the notice of Government where orders of the Governor have been obtained by the Administrative Departments, for allowing extension in service, or for re-employing superannuated employees, without having first consulted the Department of Personnel and, where necessary, the Department of Finance. It has been decided that cases involving such proposals should be examined and processed by the Administrative Departments strictly in accordance with the following procedure:—

- (i) The Administrative Departments should not submit such cases directly to the Governor. Such cases should be referred to the Department of Personnel, which would obtain the orders of the Governor as is required under the Rules of Business; and

- (ii) Such cases should be referred to the Department of Personnel only after the approval of the Department of Finance, where necessary, has been obtained.

The receipt of this communication may please be acknowledged.

Copy of Punjab Government circular letter No. 10/9/95-5PP 7/28/3236, dated 11th March, 1985, from the Department of Personnel and Administrative Reforms addressed to all Heads of Departments etc., etc.

Subject.—Printing of "Consolidated instructions and rules regarding concessions/reservation in state services for the released Indian Armed Forces Personnel/Ex-servicemen".

I am directed to address you on the subject noted above and to say that a large number of instructions/Rules have been issued/framed in the past by the Department of Personnel and Administrative Reforms on Concessions/Reservation for the Released Indian Armed Forces Personnel/Ex-servicemen, and matters connected therewith. Since some of these instructions/Rules have become out moded/obsolete with the issue of new instructions/Rule, it has been under the consideration of the Government to consolidate and compile all these instructions/Rules in the form of a booklet for the guidance of the Departments. Accordingly, sufficient number of copies of the booklet, titled as "CONSOLIDATED INSTRUCTIONS AND RULES REGARDING CONCESSIONS/RESERVATION IN THE STATE SERVICES FOR THE RELEASED INDIAN ARMED FORCES PRSONNEL/EX-SERVICEMEN" have been got printed so as to supply a copy each to all the officers and Assistants who deal with service matters except Clerks, Steno-typists, Stenographers, Personal Assistants etc., under the service of the Government of Punjab, for official use. I am, therefore, to request you to place your consolidated requisition including for your subordinate offices accordingly, giving details of officers/officials to whom these are required to be supplied, through special messenger, with this Department (in Personnel Policies Branch) at the earliest. No requisition received direct from any subordinate office of a Department will be entertained. The requisition may, however, be kept to the MINIMUM possible.

Copy of Punjab Government circular letter No. 13/50/84-2PP/3508, dated 15th March, 1985, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.—No objection certificate for the issue of passport to Government employees.

I am directed to invite your attention to Punjab Government letter No. 13/10/78-2PP/5677, dated the 22nd May, 1981, on the subject cited above and to say that Government have been advised that item J of Passport Application form (EAP-I) prescribed under rule 5 of Passport Rules, 1980, contains a provision regarding furnishing of "No objection Certificate" by Central/State Government employees and employees of statutory bodies and public sector undertakings for grant of passport facilities, and, therefore, Passport Authorities insist on the production of the said certificate before issuing a passport to a Government employee etc. In view of the provisions quoted above Government have decided to withdraw the instructions dated the 22nd May, 1981, referred to above. The cases of employees seeking "No Objection Certificate" from the Departments should, henceforth, be decided in the light of detailed instructions contained in earlier Punjab Government circular letter No. 403-2SII-76, dated the 24th May, 1976.

Kindly acknowledge.

GOVERNMENT OF PUNJAB

DEPARTMENT OF PERSONNEL & ADMINISTRATIVE
REFORMS

(PERSONNEL POLICIES BRANCH)

Subject.—Instructions regarding procedure to be followed in cases for allowing extension in service/re-employment.

All the Financial Commissioners and Administrative Secretaries to Government, Punjab may kindly refer to the department communication No. 16/36/84-4PP, dated the 26th February, 1985 on the subject noted above.

2. On reconsideration, it has been decided that all cases involving proposals for grant of extension in service or re-employment of superannuated employees, would be referred to the Department of Finance, where necessary, by this Department. In view of this decision, the instructions contained in sub-para (ii) of para 2 of this Department communication referred to above may be substituted as under :—

"(ii) Such cases would be referred by the Department of Personnel to the Department of Finance, where necessary."

3. Administrative Departments are, therefore, requested to send such cases to this Department fully justifying their proposals alongwith all relevant information so as to avoid any delay in finalising such cases.

4. The receipt of this communication may please be acknowledged.

(Sd.)

Joint Secretary Personnel.

To

All the Financial Commissioners and
Administrative Secretaries to Government, Punjab.

U.O. No. 16/36/84-4PP, dated Chandigarh, the 28th March, 1985.

GOVERNMENT OF PUNJAB

DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE
REFORMS

(GENERAL ESTABLISHMENT BRANCH)

ORDER OF THE PRESIDENT OF INDIA

The President of India is pleased to decide that the services of all *ad hoc*/temporarily appointed employees appointed to class III

services or posts under the Punjab Government in various Departments/offices shall be regularised subject to the following conditions :—

- (i) that the *ad hoc*/temporarily appointed employee should have completed a minimum of two years service on 1st April, 1985. While calculating the period of service any break of notional nature, falling between *ad hoc*/temporary appointments in the same category of posts and in the same Department is to be ignored. However, the break in *ad hoc*/temporarily service would not be ignored in case where :—
 - (a) the employee concerned left service of his own volition either to join some other Department or for some other reasons; or
 - (b) the *ad hoc*/temporary appointment was against a post/vacancy for which no regular recruitment was intended/required to be made e.g. leave arrangements or filling of other short-term vacancies;
- (ii) that they fulfil the conditions of eligibility as prescribed (i.e. they have been recruited through the Employment Exchange or by open advertisement) academic qualifications, experience and the condition of age at the time of their first *ad hoc*/temporary appointment in accordance with the Departmental Service Rules and instructions issued by the Government;
- (iii) that their record of service is satisfactory;
- (iv) that they have found medically fit for entry into Government service and that their character and antecedents have also been duly verified and found suitable for Government service;
- (v) that a regular post/vacancy is available for regularisation;
- (vi) that they have been found fit for regularisation by the Departmental Selection Committees constituted in accordance with instructions contained in Government circular No. 12/45/80-1GE/10825, dated 12th September, 1983. These Departmental Selection Committees shall also consider the cases of common categories of employees;

(vii) Interse, seniority of *ad hoc*/temporary employees will be determined on the basis of service rendered on *ad hoc*/temporary basis. The older member will be senior to a younger member appointed on the same date. All such *ad hoc*/temporarily appointed employees will be placed junior to those working on regular basis.

2. The cases of such *ad hoc*/temporarily appointed employees who have already completed three years service on 1st April, 1985 and have satisfactory record of service but who do not fulfil the prescribed conditions with regard to qualifications, age or mode of their initial recruitment will also be considered for regularisation in relaxation of these conditions if the Departmental Service Rules applicable to these employees provide for relaxation of these conditions of recruitment.

3. The orders of regularisation of *ad hoc*/temporary services will be effective from 1st April, 1985 and the process of finalisation of all such cases shall be completed within a maximum period of three months.

4. The *ad hoc*/temporarily appointed employees whose services are regularised under these orders will henceforth be governed by the relevant Departmental Service Rules and Government instructions issued from time to time.

Dated : Chandigarh
The 28th March, 1985.

S. S. DHANOA,
Chief Secretary to Government,
Punjab.

Endst. No. 12/1/82-1GE/4438, dated Chandigarh, the 29th March, 1985.

A copy is forwarded to all Heads of Departments, Registrar, Punjab and Haryana High Court, Commissioners of Divisions, Deputy Commissioners and Sub-Divisional Officers (Civil) in the State of Punjab for information and necessary action.

2. They are requested to ensure that these orders are implemented promptly and a report in this connection is sent to the Government after a period of three months.

Sd/-

P. K. VERMA,
Joint Secretary, Personnel.

A copy is forwarded to all the Financial Commissioners and Administrative Secretaries to the Government of Punjab for information and necessary action. They are also requested to ensure that cases of regularisation of all eligible *ad hoc*/temporarily appointed employees are finalised within a period of three months positively.

Sd/-

P. K. VERMA,
Joint Secretary, Personnel.

To

All the Financial Commissioners and Administrative Secretaries to Government of Punjab.

I.D. No. 12/1/82-1GE , dated Chandigarh, the 29th March, 1985.

Endst. No. 12/1/82-1GE/4439, dated Chandigarh, the 29th March 1985.

A copy is forwarded to the Secretary, Punjab Subordinate Services Selection Board, S.C.F. No. 3019-22, Sector 22-D, for information.

Sd/-

P. K. VERMA,
Joint Secretary, Personnel.

Copy of Punjab Government circular letter No. 18/1/85-5PP/(1068)/4670, dated 4th April, 1985, 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 widows/dependents of the persons affected by recent riots in

Delhi and other places in India, in addition to disabled Ex-servicemen, widows/dependents of the deceased Government employees and Defence Service Personnel killed or disabled severely in action.

I am directed to refer to the instructions contained in Punjab Government letter No. 80(GOI)-SII(3)-73/12092, dated the 18th April, 1973, as amended from time to time, on the subject noted above and to state that the matter regarding giving employment to a member of families who have lost their bread winner in the recent riots in Delhi and other places in India has been engaging the attention of Government. With a view to providing relief to such families it has been decided to extend the instructions dated 18th April, 1973 to such cases, by adding the following priority below priority number 6 in para 1 of the same, as under :—

Priority Number	<u>Categories of candidates</u>
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"7.	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)."
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2. Para 2(ii) of the instructions referred to above may also be substituted as under :—

"2(ii) The age limit in case of widows seeking employment under priority number 3 or 4 or 6 or 7 of the priority list may be relaxed upto 45 years to cover real cases of hardships."

3. Instructions exempting this category of appointments from the general ban on recruitment are being issued separately.

4. The annexure to Punjab Government letter dated the 18th April, 1973, referred to above, lays down the conditions that have to be fulfilled for particular categories of persons being employed

on priority. The annexure is also modified by adding category "7" as under :—

Serial Number	Category	Requirements
"7"	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)	(i) Certificate of death and full details of the circumstances under which the death occurred, certifying that it was as a result of recent riots in Delhi or at other places, to be obtained from the Deputy Commissioner of the district within the territorial limits of which the death occurred ; (ii) An affidavit duly attested by a Magistrate 1st Class to corroborate the fact that the person being employed is in fact the widow/husband/dependent of the deceased persons ; and (iii) Name of all dependents, their age, their occupation and reasons in support of the claim of the person being appointed vis-a-vis other dependents, should be brought on record."

5. Kindly acknowledge receipt.

Copy of Punjab Government circular letter No. 2/27/79-5PP/(1338)/4821, dated 8th April, 1985, from the Department of Personnel and Administrative Reforms (Personnel Policies Branch) addressed to all the Heads of Departments, Commissioner of Divisions, Registrar, Punjab and Haryana High Court, Deputy Commissioners and Sub-Divisional Officers (C) in Punjab, and copies to all the Financial Commissioners etc.

Subject.—Recommendations of the Second pay commission contained in para 12.39 of its report—Method of recruitment to

the posts of Assistants in all Departments.

I am directed to invite your attention to the subject cited above and to state that the recommendations of the Second Pay Commission contained in para 12.39 of its report have been under the consideration of Government for sometime past. With a view to having uniformity in the matter of direct recruitment to the post of Assistant in all Departments of the Government, and after consideration of all other relevant factors, it has now been decided that the mode of filling up the post of Assistant in all the Departments should be as follows :—

- (i) 75 per cent by promotion ;
- (ii) 25 per cent by direct recruitment.

2. All posts of Assistants may be filled up in future in accordance with the above decision. Action for bringing the service rules, where necessary, in line with the above decision may also be taken immediately.

3. Receipt of this communication may also please be acknowledged.

Copy of Punjab Government circular letter No. 10/16/79-GE/4825, dated 9th April, 1985, from the Department of Personnel and Administrative Reforms addressed to all Heads of Departments etc., etc.

Subject.—Cases of delay pointed out by the Punjab Public Service Commission.

I am directed to address you on the subject noted above and to say that in a recent communication addressed to Hon'ble Governor of Punjab, the Chairman, Punjab Public Service Commission has observed that the departments do not send requisitions/promotion cases/disciplinary cases to the Commission in time and when these are sent, these are generally found incomplete or not on the prescribed proformae with the result that these have to be sent back by the Commission to the Department concerned for correction and re-submission. Many a time this is repeated more than once and inspite of reminders by the Commission, the requisition/promotion cases are delayed, sometimes for years together and in the

meantime the departments fill up the vacancies with *ad hoc* promotions/appointments. Although the rules permit the departments to make *ad hoc* appointments/promotions only for six months, those appointments/promotions are extended time and again without seeking approval of the Commission. There have been cases where *ad hoc* appointments have been extended for years together and the Commission is presented with a *fait-accompli* to accord *ex-post-facto* approval.

2. It has also been observed by the Commission that many departments do not frame the service rules for a number of categories of their staff. Moreover, after the comments of the Commission are sent to the respective Administrative Department regarding the draft rules, these are not notified by the Government departments for years together with the result that scrutiny of qualifications, experience, desirable for promotion and direct recruitment cases is made difficult for the Commission.

3. I am directed to request you to take corrective action so that the above situation does not continue.

Copy of Punjab Government circular U.O. No. 5/57/81-GE/ dated 26th April, 1985, from the Department of Personnel and Administrative Reforms, addressed to all the Financial Commissioner and Administrative Secretaries to Government Punjab.

Subject.—Assignment of Indian Experts for posts under international organisations and foreign Government's Consolidated instructions relating to

All the Financial Commissioners and Administrative Secretaries to Government Punjab may please refer to this Department U.O. No. 3/13/81-Trg.-I, dated 2nd June, 1981 and U.O. No. 5/57/81-5GE, dated 30th June, 1981, on the subject noted above.

2. A copy of letter No. 1/26/83-FAS, dated 22nd February, 1985, from Government of India, Department of Personnel and Administrative Reforms containing revised and consolidated instructions is enclosed for guidance of all concerned.

No. 1/26/83-FAS

GOVERNMENT OF INDIA/DEPARTMENT OF
PERSONNEL AND ADMN. REFORMS

New Delhi, the 22nd February, 1985.

The Chief Secretaries of all State governments and Union Territories.

Subject.—Assignment of India Experts for posts under International Organisations and foreign Governments — Consolidated instructions relating to—

I am directed to say that in supersession of this Department's earlier letter No. 1(37) 79-FAS, dated the 2nd February, 1981 and subsequent instructions issued thereafter in modification thereof as on date the following revised and consolidated instructions on the subject may be followed in dealing with the cases of foreign assignments.

CATEGORIES OF FOREIGN ASSIGNMENTS :

2. Deputation of Indian experts on assignments abroad can be classified in the following categories :—

- (A) Bilateral or direct contact assignments to the developing countries of Asia, Africa and Latin America ;
- (B) Assignments under the Indian Technical and Economic Co-operation (ITEC) Programme of the Ministry of External Affairs and other aid programme e.g., SCAAP, Colombo plan etc.
- (C) Assignments in International Organisations [U.N. and its allied agencies e.g. Food and Agricultural Organisation (FAO) International Labour Organisation (ILO) United Nations Development Programme (UNDP) World Bank (WB), Asian Development Bank (ADB) United Nations Educational Scientific and Cultural Organisations (UNESCO), World Health Organisation (WHO) and Common Wealth Fund for Technical Co-operation (FIC) etc.]

A. BILATERAL ASSIGNMENTS.

- (a) *Policy of canalisation and procedure for registration for bilateral assignments.*

3.1. The existing policy is that all organised recruitment of Indian experts having graduate professional qualifications and 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 Department of Personnel and Administrative Reforms which maintains ready panels of experts desirous of seeking assignments in these countries. The Foreign Government/agencies are expected to place their requirements with the Ministry of External Affairs and against such requirements, names are sponsored by the Department of Personnel and Administrative Reforms from the panels of experts on the basis of their seniority on the relevant panels subject to satisfaction of the job-requirements. Whenever necessary, the requirements of our experts are also advertised or circulated to the various Central Ministries and State Governments etc.

3.2. The State Governments and Central Ministries/Departments are requested to make this general policy applicable to employees of quasi-governmental organisations and autonomous bodies with which they deal. Any request for Indian experts received by such organisations from Foreign Governments/agencies should not be acted upon but should be communicated to the Ministry of External Affairs (Economic Division) Shastri Bhavan, New Delhi.

(b) Procedure for Registration for Bilateral and ITEC Programme Assignments :

3.3. The Foreign Assignments Section of the Department of Personnel and Administrative Reforms, Government of India maintains panels of experts in all fields for bilateral assignments in various countries as well as assignments under the Indian Technical and Economic Co-operation (ITEC) Programme of the Ministry of External Affairs.

3.4. The conditions for registrations are as under :—

(i) Educational Qualifications :—

Applicants should have degree or higher level qualifications viz :—

- (a) Medical Personnel holding at least a MBBS degree or its equivalent;
- (b) Engineering and other Technical Personnel holding at least a bachelors degree or its equivalent;

- (c) Teachers in different subjects holding a B.Ed. degree or equivalent;
- (d) College/University Lecturers and other academic personnel holding post-graduate qualifications;
- (e) Chartered Accountants, Cost Accountants, Company Secretaries, Librarians, S.A.S. Accountants, Statisticians, Economists and other possessing qualifications equivalent to at least a Bachelor's degree and experience of a specialised nature. Persons who possess a general bachelor's/Master's degree like B.A./M.A. etc. but do not possess experience of a specialised nature will not be registered e.g. persons working at clerical levels are not eligible for registration.

(ii) *Professional Experience :*

Applicants should have a minimum of three years professional experience after obtaining the requisite qualifications.

(iii) *Age :*

Applicants should be less than 60 years of age. Applications of persons registered earlier will also not be considered after they attain the age of 60 years.

Form for registration in F.A. Section

3.5. In the past the registration forms for foreign assignments were being supplied only by the Foreign Assignments Section of this Department from New Delhi. It was observed that the forms were being asked for even by such persons who were not eligible for registration and a number of forms which were being supplied were not filled and of forms which submitted to this department. The Administrative Reforms Wing of this Department recommended pricing of these forms on the line of UPSC forms etc. to avoid infructuous work and wastage of papers. Accordingly the forms have been priced at Rs. 5 each with effect from 1st January, 1983 and are being sold by the Controller of Publications, Government of India through various sale depots/counters of the Department of Publications, Government of India and also through publications branches in various cities acting as a sub-agents to the Department of Publications. Forms are also available with private agents authorised to sell Government publications. Persons who wish to get the

forms by post may obtain the same from the Department of Publications, Ministry of Works and Housing Civil Lines, Delhi 110 054 by VPP or registered post on prepayments basis.

Forwarding of Applications :

3.6. Applications in the prescribed form from persons employed by the Central or State Governments, Public Sector Undertakings, University and Quasi-Governmental Organisation should be forwarded by the authority competent to release him and 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 thirty days of selection, if necessary. Applications not accompanied with such certificates are liable to be rejected.

3.7. Administrative authorities forwarding the application forms for registration are also advise to record on the forwarding letter itself a statement to the effect that the individual concerned has/has not been on foreign assignment and the period thereof should also be mentioned. In case the applicant had already been on a foreign assignment for five years or more his application form should not be forwarded to the Foreign Assignment Section, Department of Personnel and Administrative Reforms for registration unless he has given a written undertaking to resign/retire if eligible to do so, in case of his selection for foreign assignment or that he desires and should be considered only for ITEC assignment. In counting the total period of foreign assignment held earlier, period spent on foreign assignments held under the ITEC Programme or in countries like Bhutan etc. where the Indian Experts are remunerated on the same basis as under ITEC Programme should be excluded. If an officer has been on foreign assignment previously his application form should not be forwarded till the expiry of cooling off period applicable in his case (para 10.1).

Validity of Registration

3.8. Registration of the experts on the panels maintained in the department of Personnel and A.R. is valid for 3 years, from the date of registration and will lapse thereafter. Renewal of the existing registration is not allowed. The Experts will have to apply afresh on the prescribed form through proper channel (unless he is a private employee) for fresh registration if so desired.

B. ASSIGNMENTS UNDER AID PROGRAMME

General :

4.1. Assignments under Aid Programme of the Government of India fall under the following Categories :—

(a) Indian Technical and Economic Co-operation Programme of the Ministry of External Affairs;

(b) Colombo Plan; and

(c) SCAAP (Special Commonwealth Assistance to Africa Programme).

4.2. The Administrative Ministry for ITEC Programme is the Ministry of External Affairs.

4.3. The Administrative Ministry for Colombo Plan and SCAAP is the Ministry of Finance (Department of Economic Affairs).

(h) Procedure for deputation under ITEC Programme

4.4. Panels of Experts maintained in the Department of Personnel and Administrative Reforms for assignments to the developing countries on bilateral basis are also utilised for considering names for selection of suitable candidates for deputation under ITEC Programme. If suitable experts are not available on these panels, nominations are also invited from other Ministries/Departments or State Governments etc. Persons who are of 55 years or more and those employed in private sectors are generally not considered for these assignments. Selections for posts reported under ITEC Programme are done by the Foreign Assignments Selection Committee headed by the Establishment Officer to the Government of India. Further action of deputation of experts Selection by FASC is taken by the Ministry of External Affairs.

(e) Foreign Assignments Selection Committee :

4.5. With a view to evolve a suitable machinery to assess periodically the needs of personnel for deputing to developing countries of Asia and Africa by way of aid under the ITEC Programme of the Ministry of External Affairs and to assess their suitability for a particular job, Foreign Assignments Selection Committee has been constituted with the approval of the Ministry of Finance. On

the lines of the UPSC the Committee is vested with powers to offer, on the spot, higher terms in really deserving cases, so as to avoid delay which generally takes place in fixing the terms through correspondence etc. The constitution of the Selection Committee is as under:—

- (i) Establishment Officer to the Government of India as Chairman;
- (ii) Joint Secretary (Economic Division), Ministry of External Affairs (Member);
- (iii) Joint Secretary (Pers), Ministry of Finance Department of Expenditure (Member);
- (iv) Joint Secretary or a representative of the Ministry concerned with the subject (Member);

4.6. The Committee may coopt one or more members who are specialists in the particular field for which experts are to be selected for deputation abroad.

C. ASSIGNMENTS TO INTERNATIONAL ORGANISATIONS

(a) *Handling of demands of experts for various organisations :*

5.1. Various Ministries/Departments which are administratively concerned with the various international organisations and are called nodal ministries, deal with the requests for experts received from the organisations concerned, e.g., the Ministry of Agriculture deals with the requests of experts received from the FAO Ministry of Labour with ILO, Ministry of Health and Family Welfare with WHO, Ministry of Finance (Department of Economic Affairs) with UNDP and IMF etc. For assignments in the headquarters organisations of the UNO and Commonwealth the administrative Ministry is the Ministry of External Affairs.

(b) *Circulation of vacancies :*

5.2. The co-ordinating Ministries/Departments should invariably circulate vacancies for foreign assignments under the Programme of the United Nations and its allied agencies and other international organisations to concerned Ministries/Departments or all the Ministries/Departments of the Government of India and the Chief Secretaries of all States for inviting nominations. A copy each of

the vacancy circular should also be endorsed to the Foreign Assignments Division to enable them to recommend the names of suitable officers, if any, from the panel of experts maintained by them.

5.3. The concerned Ministries are further requested to ensure that no time is lost in circulating a vacancy after it is received so that the maximum possible time is made available to the State Government for recommending the names of their officers. They are also requested to address the Chief Secretaries of the State Government by name endorsing copies to the concerned Departments of the State Governments and to their Resident Commissioners in Delhi. Where possible, telegraphic communication would be desirable.

(c) Nominations of Candidates :

5.4. The procedure to be followed for selection of candidates to be nominated for assignments in international organisations is as follows :—

- (i) In so far as specialised technical posts are concerned, selections are made by the nodal Ministers/Departments dealing with the relevant U. N. Agencies. For this purpose a Selection Committee should be set up in each nodal Ministry/Department and the Establishment Officer to the Government of India should be made a member of the Committee. He or his representative should also be invariably invited to attend the meetings of the Selection Committee. If due to inadequate notice or otherwise, the the Establishment Officer or his representative cannot attend a particular meeting, the Committee may nevertheless meet and formulate its recommendations. The recommendations may thereafter be approved by the Minister of the Ministry concerned. Names of the selected candidates should also be intimated to the Department of Personnel and Administrative Reforms in all cases. Prior clearance of this Department would be necessary in respect of officers belonging to services controlled by this Department or the officers of other group A Services serving at the Centre on tenure deputation.
- (ii) With regard to non-specialised posts, selection of officers belonging to the Indian Administrative Service/Central Secretariat Service and officers of other Class-I Services

serving on tenure deputation at the Centre should be made with approval of the Central Establishment Board/Senior Selection Board. For other categories of officers selection may be made by Selection Committee set up for this purpose in each Ministry/Department as suggested in (1) above. The Establishment Officer to the Government of India as Member of the Committee should be invited to attend the Selections. Names of Selected candidates in all cases should be intimated to the Department of Personnel and Administrative Reforms.

(d) Nominations of the officer on extended tenure :

5.6. The eligibility for nomination for foreign assignments need not be restricted on the ground that an officer is on extended tenure at the Centre as tenure deputation is an internal matter between the State/Cadre authorities and the Government of India. Thus irrespective of the tenure position of the Officer on deputation to the Government of India all officers should be eligible for being recommended for foreign assignment under the U. N. agencies etc. subject to the concurrence of their cadre authorities/State Government.

(e) Procedure for registration for international assignments :

6.1. The Foreign Assignments (UN) Section of the Department of Personnel and Administrative Reforms maintains panels of experts in various fields of public administration for meeting the demand for the services of highly qualified senior and experienced officers in different fields of public administration for assignment in various countries under the United Nation and its allied agencies.

6.2. These panels are prepared by inviting applications from officer serving in the State Governments and Ministries/Departments of the Government of India/Public Sector Undertakings and other parastatal organisations under State/Central Government.

6.3. Only non-technical Government/Semi-Government and Public Sector Employees are eligible for registration in this Department for U. N. Assignments.

6.4. Following parameters for preparation of such panels have been prescribed and may be kept in view while forwarding applications for registration :—

- (i) The officer should have acquired at least 3 years of works experience in the codes mentioned in annexure-I with outstanding performance to their credit in the field for which his name is to be proposed ;
- (ii) The officer should have more than three years to superannuate and should not have been adversely affected by vigilance cases and no cases departmental inquiry should be pending against him ;
- (iii) The panel is not meant to cater to requirements for technical specialists. The Ministries concerned with the particular U. N. Organisation handle their cases and are also free to sponsor any person not falling within the purview of this Department as Cadre Authority or otherwise not falling within the purview of the CEB/SSB ;
- (iv) officers who have already spent more than five years on foreign assignments (including bilateral assignments and irrespective of the period spent by them in India after their return from foreign assignments) should not be recommended for inclusion of their names in the panel unless they give an undertaking to the effect that they would resign/retire from Government service etc. before accepting the foreign assignments irrespective of the duration of assignments. A suitable entry to this effect should also be recorded on the P. H. Form.

6.5. Applications for inclusion in the panel of foreign assignments in the field of public administration under U. N. and its allied agencies have to be made on the prescribed form. Instructions for preparation of fresh panel are issued every three years.

GENERAL POLICY GUIDELINES :

(a) *Period of Foreign Assignments and subsequent extensions*

7.1. The period of initial contract offered is generally one to three years extensions in the period of deputation totalling up to five years may be allowed by the Administrative authorities with

the approval of the concerned cadre authorities and the Ministry of External Affairs in it is a bilateral assignment or in consultation with the cadre authorities and nodal ministries if the assignment is under U. N. or its allied agencies.

7.2. A Government servant is entitled to avail the benefit of foreign assignment for a maximum period of five years only. However, assignments under 'aid' Programme of the Government of India e.g. ITEC Programme which are remunerated by the Government of India will not be reckoned as foreign assignments for the purpose of computing 5 years ceiling. Likewise assignments to the Government of Bhutan as well as other friendly countries which are remunerated on the same basis, though paid by the foreign Government as ITEC Assignments shall also be excluded from the above ceiling.

7.3. Extension of deputation beyond a period of five years may be sanctioned only with the approval of the Central Establishment Board/Senior Selection Board and that too in very deserving cases. The Boards give approval in really deserving cases only keeping in view the circumstances and the over all national interest. The Boards, however, are averse to grant of extension beyond 5 years on minor grounds or some times merely because the foreign government has asked for a further extension without giving adequate reasons. The Boards are also not oblivious of the fact that sometimes such extension are instigated by the experts themselves. Before making a reference to the Department of Personnel and Administrative Reforms for seeking extension of deputation of an expert beyond 5 years, the views of the Indian Embassy in the country concerned should invariably be obtained. In case of Bilateral Assignments, it is expected that these views would reflect the importance and the need for the extensions and not merely recommend each extension sought for. Proposals of extension beyond 5 years should be referred to this Department through a self-contained note.

7.4. In respect of such proposals relating to Central Government Officers, All-India Service Officers, Officers belonging to Public Sector Undertakings, Societies etc. which are under the administrative control of the Central Government any period of deputation beyond 5 years agreed to by the CEB/SEB would also require the approval of the Appointments Committee of the Cabinet (ACC). Action for getting ACCs approval after the cases have been recommended by the CEB/SSB and for communicating the final decision of the Government to the Ministries/Departments concerned will be taken by the Department of Personnel

and Administrative Reforms. Ministries/Departments may issue formal orders in these cases indicating the period of extension agreed to for communication to all concerned only after the final decision as approved by the ACC is conveyed to them by this Department.

7.5. The restriction of the period of deputation up to five years only is not applicable to non-government employees who do not hold lines on jobs in government or quasi-governmental organisations in India. In their cases extensions in deputation beyond five years if requested to by foreign government/U. N. agency may be allowed by the administrative ministries dealing with such subjects/international organisations.

(b) Prevention of un-authorised over-stayal on foreign assignments.

8.1. While releasing an expert for taking up foreign assignment he/she may be informed that if his/her deputation term is extended upto 5 years, it will be his/her responsibility to ensure that he/she returns to India immediately on expiry of this period. It will also be his/her personal responsibility to initiate correspondence with his/her parent Department for return at least six months prior to the expiry of deputation term. He/she should also ensure that period of deputation beyond five years should be forwarded by the expiry of the deputation period. The candidate may also be warned that if he/she fails to fulfil the above obligations on his/her part, his/her continued stay outside India after the expiry of sanctioned term shall be regarded as a deliberate act for which he/she shall be personally held responsible and may entail institution of disciplinary action against him/her.

8.2. On their part, the Ministries Departments as well as State Governments etc. should maintain a register in three parts (Annexure-II) to monitor the period of foreign assignments of concerned experts. It is desirable that these registers should be maintained regularly and upto-date. Necessary action for recalling experts at the end of their deputation should be initiated well in time. Six months before the assignment ends the foreign employer/agency should be informed of the date of expiry of five years is ending, they should also be informed that no further extensions will be given. They may also be requested to indicate whether a substitute is required or not.

(c) *Acceptance of resignation/notice of Voluntary retirement from abroad :*

9.1. Person deputed to U. N. agencies and other international organisations or those on bilateral assignments may resign from service without returning to India and to their parent departments if they choose to continue on foreign assignment. Government Personnel deputation on ITEC assignment cannot resign while serving abroad as the Government of India in the Ministry of External Affairs bears the salary and other expenses of such persons.

9.2. There is no restriction on the right of an officer to retire voluntarily. While he is abroad, if he is eligible to do so in accordance with the rules applicable to him.

(d) *'Cooling off' period.*

10.1. There need not be any 'Cooling Off' period in case of officers who have been on a foreign assignment of one year or less. However, officers who have held foreign assignment of more than a year will not be permitted to accept another foreign assignment, including short-term assignment for another period of 3 years after their return from previous assignment. In other words, a 'Cooling Off' period of 3 years has been prescribed in their cases. Officers who have had foreign assignments totalling 5 years or more are not to be deputed again unless they resign/retire from service if eligible cooling off period prescribed for ITEC and other aid programme assignments as well as bilateral assignments to the Government of Bhutan and other friendly countries which are remunerated on same basis on ITEC assignments is two years.

10.2. Proposals for relaxation of 'Cooling Off' conditions is very deserving cases may be forwarded to the Department of Personnel and Administrative Reforms giving full details as well as full justification for seeking relaxation of this provision.

(e) *Retention of lien and protection of seniority :*

11.1. By and large the deputation of Indian Officers abroad contributes of mutual good-will and understanding between India and foreign country is concerned. It would, therefore, be largely in the public interest, if as a rule, the lien of a Government or Semi-Government etc. employees who might be selected for a foreign

assignment on the basis of sponsorship by the Government of India is retained.

11.2. The State Governments are advised that, their employees may be released for service abroad on foreign service terms in Public Interest (i.e. retaining the applicants' lien and protecting their seniority). However, the State Governments should allow their employee to go abroad in accordance with the rules which may be in force and applicable to the employee concerned.

(f) *Writing of confidential reports in respects of Officers deputed on foreign assignments :*

(i) *Bilateral/ITEC assignments :*

12.1. No confidential report need be obtained on an officer deputed to foreign government (other than the Government of Bhutan) and contract assignment under bilateral arrangements and assignments under ITEC, SCAAP etc. A note may be kept in the CR dossier of such officers indicating that during the relevant period the officer was on foreign assignment.

(ii) *Assignments to U. N. and its allied agencies :*

12.2. Where there is no practice of writing periodical assessment report by the concerned agency, it is not necessary to get confidential reports on Government servants on deputation to it. An entry may however, be made in the confidential report dossier of the officer to the effect that he/she is on deputation to an U. N. Agency where there is no practice of writing annual confidential reports.

12.3. In respect of officers working on deputation under the World Bank, Asian Development Bank and I.M.F. confidential Reports may be obtained through the Executive Directors, normally at the end of the tenure of the officers and in special cases, when an officer is to be considered for promotion Minister of Finance (Department of Economic Affairs) may be approached for obtaining each reports as and when required by a cadre authority. This will also apply to officers deputed to other international organisations such as Common Wealth Secretariat.

(g) *Release of Experts Selected by foreign Governments :*

13. In the event of their Selection by the foreign Governments/agencies the Government of India stands committed to make available the services of sponsored candidates. Undue delay in release of an

expert after his selection by the foreign Government etc. creates embarrassment to the Government of India. There should, therefore, be no delay in releasing officers for services abroad where these officers have been selected on the basis of the Government of India's nomination.

(h) Debarring Experts who back out after selection under ITEC and other Programmes :

14. Backing out by experts at the last moment after their selection causes avoidable embarrassment and delay. It has, therefore, been decided that experts who back out from going on assignments under ITEC and other aid programmes after their selection should be debarred from being nominated for any other foreign assignments for a period of three years.

(i) Forwarding of applications for posts advertised by foreign Governments/UN and its allied agencies.

(a) Bilateral assignments to developing countries.

15.1 Under the canalisation policy of the Government of India described in para 3.1 above, all cases of foreign assignments are to be dealt with on government to government basis and routed through the Department of Personnel and Administrative Reforms which maintains ready panels of experts desirous of Foreign Assignments in the developing countries of Asia, Africa and Latin America. The foreign Governments are expected to place their demand with the Ministry of External Affairs and against these specific demands, names of suitable and eligible candidates are sponsored to the concerned foreign countries from the panels. The State Governments/Central Government Ministries etc. are requested not to forward applications from their employees either to foreign authority directly or to this Department for posts advertised by foreign countries. They may however, continue to forward applications of experts desirous of foreign assignments for registration with this Department.

(ii) Assignment under UN and its allied agencies :

15.2. Applications from Government employees in response to advertisements issued by the UN and its allied agencies and International Organisations (e. g. Asian Development Bank, Commonwealth Fund for technical co-operations etc.) in newspapers periodicals, etc. may be forwarded subject to the following conditions being satisfied :

(i) There is no official sponsorship of candidates for the jobs in question with reference to the vacancy circulars issued

by the nodal Ministries/Departments concerned with the UN/International Agencies calling for nominations from State Governments, Central Ministries Departments etc.

- (ii) The applicants are eligible to resign/seek voluntary retirement from service in accordance with the rules applicable to them. An unconditional undertaking to the effect that they would, in the event of their selection, resign/retire from Government service etc. before going to the UN, etc., organisation should be obtained from the applicants.
- (iii) No disciplinary proceedings, etc., are contemplated/pending against the applicants.
- (iv) Prior clearance of the concerned cadre controlling authorities has been obtained. In the case of all IAS officers and officers of other service on Central Deputation similar clearance of the Department of Personnel and Administrative Reforms (Foreign Assignment Division) would also be necessary. Action giving cadre clearance in all cases where such a clearance is required to be given by the Department of Personnel and Administrative Reforms will be taken by that Department when the applications are received by it (of para 2-4 below).
- (v) Not more than 2 applications are forwarded in a calendar year in each individual case. For this purpose only the number of applications which are finally forwarded to the U.N., etc., organisations should be taken into account.
- (iv) The applicants fully satisfy the essential stipulations regarding educational qualifications, work experience, foreign language knowledge requirement etc., laid down in the vacancy advertisements. Applications deficient in any respect should not at all be forwarded. The procedure for forwarding the applications is indicated in the succeeding paragraphs

15.3. No applications should be directly sent to the UN/International bodies. Applications from eligible candidates should be transmitted to the Department of personnel and A.R. (Foreign Assignment Division), after obtaining cadre clearance wherever necessary, for further processing with the nodal Ministries/Departments concerned with the UN/International Organisations, enclosing

copies of the vacancy advertisements and also clearly certifying that the applicants satisfy all the conditions enumerated in para 1(i) to (vi) above. The applications in respect of which this certificate is not recorded are liable to be rejected. While this transmitting the applications, the concerned administrative authorities should also inform the applicants that :—

- (a) This does not amount to official sponsorship ;
- (b) there is no commitments to release them in case they are selected which will depend on the exigencies of public service at the appropriate time ; and
- (c) they will be required to resign/retire from service in the event of their deciding to join the UN, etc., organisations.

15.4. The Department of Personnel and Administrative Reforms will pass on the eligible applications to the concerned nodal Ministries/Departments for taking a final view regarding forwarding them to the concerned UN, etc. organisations. While forwarding the applications, the nodal Ministries/Departments should specifically bring to the notice of the UN, etc., organisation, the two stipulations referred in para 15.3 (a) and (b) above. The nodal Ministries/Departments will also inform the Department of Personnel and A. R. of the final decision taken by them in regard to these applications and the later in turn the administrative authorities who had initially transmitted the applications to enable them to keep an account of the applications actually forwarded.

15.5. These instructions will also be applicable to the employees belonging to public sector Undertaking, Societies etc., which are under the administrative control of the State/Central Governments.

15.6. Only the jobs advertised by the UN and International Organisations are covered by these instructions. It is, therefore, clarified that applications submitted with reference to advertisements issued by foreign governments and foreign organisations other than UN/International Organisations (e.g. foreign universities etc.), should not be forwarded.

(c) Cases of below-expert categories :

15.7. As against the canalised recruitment of experts for assignments under bilateral/ITEC programme, there is no such arrangements for below expert category personnel e.g. diploma holders and

para-medical staff etc. under which they could be deputed abroad on Government to Government basis. Therefore, to provide them an avenue for seeking foreign assignments and protecting their interests vis-a-vis those of expert category personnel who can secure foreign assignments through Government channels retaining their lien and protecting their seniority etc., it has been decided that applications of Central Government staff belonging to below-expert category for such posts in developing countries of Asia, Africa and Latin America as are circulated departmentally or advertise through a Government agency may be forwarded without calling upon them to put in their resignations etc. On their selection, their service rights may be protected as is done in case of expert category personnel who are selected for bilateral assignments through this Department. State Governments etc. are also requested to extend similar facility to below-expert category personnel working under them.

Dealing with cases of non-sponsored officers

(a) Bilateral assignments :

16.1. It is not conducive to discipline for government servants to seek employment abroad using their position under Government as a spring board to better their prospects. Employees should not, on their own contact foreign Governments/agencies for jobs either verbally or by application, as this would not be in accordance with the existing policy of the Government for selection of experts for foreign assignments on government to government basis. State Government employees who wish to apply for foreign assignment may be asked to register themselves with the Foreign Assignments Section of this Department on the prescribed form.

If a Government employee directly secures a job in a developing country, the State Government should not allow him to go and should instead take action against him for contacting the foreign government directly in violation of the instructions on the subject. However, there could be some cases the State Governments etc. may be inclined to relieve employees who receive offers from abroad directly due to involvement broader national limits etc. In such cases, this Department may issue no objection certificates subject to the satisfaction of the following conditions :—

- (a) Selected candidates should be registered for Foreign Assignment with the Department of Personnel and Administrative Reforms;

- (b) This should have the prior concurrence of their employers ;
- (c) In case of categories declared scarce by a Central Ministry, that Ministry's clearance is also necessary.

(b) Assignment to UN and its allied agencies :

16.2. While the present policy of sponsoring candidates for assignment under UN and its allied agencies on the basis of careful selection through appropriate procedure described in a para above will continue, exceptions would be allowed in the following cases :—

(a) Short-term Assignments :

The Ministries concerned may themselves permit an officer to accept a short-term assignment for a period not exceeding six months subject to clearance from cadre controlling authority/nodal Ministry. Proposals for extension of short term assignment must be referred to this Department for its consideration.

(b) Selection of eminent persons for posts of critical importance :

For posts of critical importance identified by various Ministries in advance there may be an offer by name for a person of eminence. Such cases would need to be dealt on the merits of each case, bearing in mind the value to the country of putting an Indian in the post.

(c) Repeat assignments :

In some cases, repeat assignments are offered by international agencies to officers with whose performance in the previous assignment they have been satisfied. Such cases also could be cleared provided that the total period spent by the officer in the UN assignments is within the maximum prescribed period for such deputation and the cooling off condition is satisfied.

(d) Earlier nominations :

Deputation would continue to be allowed when the offer of a post under a UN agency is as a result of an earlier nomination of the officer for some other post under the same agency.

(e) Field assignments in difficult areas :

Where the offers, though by name, are for field assignments in difficult areas (excluding assignments of a bilateral nature), offer on an individual basis could also be considered.

Channels of correspondence for obtaining cadre clearance in respect of services controlled by Department of Personnel and Administrative Reforms.

17.1. Approval of this Department is required in respect of the following categories of officers before sponsoring their candidature or allowing them to accept to continue in foreign assignments under UN/International agencies :—

- (i) Indian Administrative Service ;
- (ii) Central Secretariat Service (Grade I and above) ;
- (iii) Officers of other Group A services serving at the Centre on tenure deputation.

Nodal Ministries/Departments while dealing with proposals received from UN/International Agencies concerning these categories of officers would forward the proposals along with their recommendation direct to this Department. This Department will examine the proposal from the point of eligibility of the officers concerned for the proposed assignments (including extensions), e.g., total period of foreign assignment already served, 'Cooling off' period, tenure principle etc. Only in those cases where cadre clearance could be given, this Department will address the State Government etc. to ascertain the interest/availability of the officers concerned. After consulting State Government's etc. final reply to the nodal Ministries/Departments would be communicated. In no case, the nodal Ministries should address employer of the officer or officer himself directly for ascertaining his interest and availability.

Association of concerned Technical Ministries :

18. Various Ministries/Departments of the Government of India may intimate to the Department of Personnel and Administrative Reforms, the name, designation and telephone number of the technical experts who may be consulted by this Department before sending panels of names to the Ministry of External Affairs for transmission to the foreign Governments. The Technical Experts should be of a suitable status to make recommendations regarding the suitability of Technical Personnel even at relatively senior levels and should be located in Delhi.

*Level Criteria for sponsorship to the United Nations
and its allied organisations :*

19.1. The United Nations Secretariat itself as well as the subsidiary organisations such as the F.A.O., I.L.O, etc. generally indicate the salary level of the vacancy at the time of the announcement of the vacancy. In order to guide the Ministries and Departments of the Government of India in the matter of forwarding applications for these posts, it has been decided, in consultation with the Ministry of External Affairs, that the criteria as in Annexure-III would be observed while determining the category of officers who would be eligible for consideration for the foreign assignments announced by the subsidiary organisations of the United Nations at specific salary levels recommended by the Third Pay Commission.

19.2. For posts under the United Nations Development programme the United Nations do not always indicate before hand the salary level attached to the posts at the time of inviting nominations from member countries. The salary level in such cases are determined with respect to the qualifications and length of experience of the particular candidate who may be finally selected for the assignment. In such cases the sponsoring Ministry/Department should make sure that the terms finally offered to the selected candidates are in conformity with the criteria prescribed above.

19.3. The concerned Ministries are authorised to consider personnel of up to two stage adjacent at either way to the designated levels, particularly in the case of technical assignments.

19.4. The concerned Ministries should indicate the level of officers eligible to apply in the circular inviting applications against a vacancy.

20. Hindi version of this letter is enclosed.

Yours faithfully,

(Sd.)

(HAZARA SINGH)

Under Secretary to the Government of India.

No 1/26/83-FAS—New Delhi, the 2nd February, 1985.
Copy forwarded for information and guidance to :—

1. All Ministries/Departments of Government of India with the request that contents of the letter may be brought to the notice of all attached/subordinate offices/public sector undertakings under their administrative control.
2. Comptroller and Auditor General of India, New Delhi.
3. Controller, General of Defence Accounts.
4. Secretary, Union Public Service Commission, New Delhi.
5. Secretary, Lok Sabha Sectt., New Delhi.
6. Secretary, Rajya Sabha Sectt., New Delhi.
7. University Grants Commission, New Delhi.
8. Vice-Chancellors of all Universities/Indian Institutes of Technology.
9. Bureau of Public Enterprises, Mayur Bhavan, New Delhi.
10. Prime Minister's office.

Copy forwarded to all attached and subordinate offices of Ministry of Home Affairs (Department of Personnel and Administrative Reforms).

Copy to : SRO (CM)/EO (SM)/EO (MM)/EO (ACC)/EO (PS)/EO (P)/EO (PR)/AIS (II)/AIS (III)/FAS (UN)/CS (I).

S.A. to HM/SA to MS(V)/SA to MS (S)/PS to Secretary/SPA to E.O.

(Sd). . .)
(HAZARA SINGH)

Under-Secretary to Government of India.

ANNEXURE-I

SPECIALISATION CODES

I. AGRICULTURAL ADMINISTRATION :

1. Agricultural Credit.
2. Agricultural Development.
3. Agricultural Inputs.
4. Agricultural Marketing including Warehousing.
5. Agricultural Research, Statistics and Education.
6. Agro-Industries.
7. Dairy Development.
8. Fishery.
9. Food Procurement, Storage, Transportation & Distribution.
10. Land Records, Land survey and reforms.
11. Animal Husbandry.
12. Agricultural Economist.
13. Forestry

II. CO-OPERATION :

1. Co-operative management and development.
2. Co-operative Credit.
3. Industrial Co-operatives.
4. Marketing Co-operatives.

III. RURAL AND COMMUNITY DEVELOPMENT :

1. Planning and Administration.
2. Integrated Rural Development Project.
3. Institutions.
4. Employment promotion.
5. Socio-Economist/Researcher.
6. Mass Communication and Guidance.

IV. ECONOMIC AND FINANCIAL ADMINISTRATION.

1. Accountancy.
2. Audit.
3. Balance of payment and foreign exchange.
4. Banking.
5. Budget and expenditure finance.
6. Financial and investment adviser.
7. Economic Policy and Planning.
8. International Trade.
9. Taxation.
10. Insurance.

V. INDUSTRIAL ADMINISTRATION :

1. Coal.
2. Steel.
3. Handicrafts and Handlooms.
4. Industrial Policy, Planning and Promotion.
5. Industrial Research and Statistics.
6. Mining Laws and mineral exploration.
7. Oil and Natural Gas.
8. Energy.
9. Small Industries.
10. Textiles.
11. Industrial Estates.

VI. PERSONNEL ADMINISTRATION :

1. Personnel Management.
2. Service Regulations.
3. Manpower Research and Planning.
4. Wages and Salaries Administration.
5. Recruitment and placement.

VII. LABOUR ADMINISTRATION :

1. Industrial relations.
2. Labour Legislation.
3. Labour Welfare.

VIII. TRAINING :

1. Management Development.
2. Agricultural Training.
3. Labour Training.
4. Co-operative Training.
5. Industrial Training.
6. Secretarial Training.
7. Rural and Community Development Training.

IX. PLANNING ADMINISTRATION :

1. Project formulation and appraisal.
2. National Planning.
3. Regional Planning.
4. Choice of Technology.
5. Planning Techniques.

X. SOCIAL ADMINISTRATION :

1. Backward Class and Tribunal Welfare
2. Family Welfare and Planning.
3. Hospital Administration.
4. Public Health.
5. Social Welfare.
6. Women Welfare and Development.
7. Nutrition.
8. Children Welfare and Development.
9. Blinds and Handicapped Welfare.

XI. EDUCATION :

1. Adult Education.
2. Educational Administration.
3. Higher Education and University Administration.
4. Educational policy and planning.
5. School Education.
6. Sports and Youth Programme.
7. Technical Education.
8. Vocational Education.

XII. STATISTICS AND DEMOGRAPHY :

1. Census and Demography.
2. Manpower Statistics.
3. Vital Statistics.
4. Data processing and computers.
5. Operations Research.
6. National Accounts.

XIII. TRANSPORT :

1. Inland water Transport.
2. Ports management.
3. Road Transport.
4. Shipping.
5. Railways.
6. Civil Aviation.

XIV. TOURISM AND PUBLICITY :

1. Tourism and Development.
2. Mass Media (Press, Radio, T V, Films).
3. Public Relations.
4. Journalism and Editing.
5. Publicity.

XV. URBAN DEVELOPMENT :

1. Housing.
2. Municipal Administration.
3. Urban Development.
4. Urban and Town Planning.

XVI. MISCELLANEOUS :

1. Area Development Administration.
2. Legislative/Legal Drafting/Advice.
3. Material Management and Inventory Control.
4. Marketing Management.
5. Management Services (O & M Industrial Engineering etc.)
6. Environmental control and Ecology.
7. Disaster/Calamity Management.
8. Hotel Management.
9. Refugee Rehabilitation.
10. Standardisation

ANNEXURE-II

FORM OF FOREIGN ASSIGNMENT REGISTER

Sr. No.	Name of the officer/date of birth/service to which he belongs	Designation and post held before deputation	Date of Deputation and the period of deputation	Name of Organisation & country to which deputed/Nature of the jobs for which deputed	Address in foreign country	Date of expiry of initial deputation	Action taken for timely recall
1	2	3	4	5	6	7	8

PART-I

Information Assignments.

PART-II
Bilateral AssignmentsPART-III
ITEC & Other Aid Programme assignments

ANNEXURE III

LEVEL OF OFFICERS TO BE CONSIDERED FOR THE POSTS UNDER UNITED NATIONS AND ITS ALLIED ORGANISATIONS

Level of the Posts in Un	Level of the years of IAS or equivalent experts eligible
D 1 D 2 Posts.	More than 17 years of IAS or equivalent service without any upper limit. Technical and other officers who could be equated with joint secretaries or above to the Government of India. In other cases officers drawing more than Rs. 2,500.
P 5 Posts.	Officers between 14 and 17 years of IAS or equivalent service, Technical and other officers who could be equated with Directors in the Government of India. In other cases officers drawing Rs 2,000 or more P.M.
P 4 Posts.	Officers between 9 to 14 years of IAS or equivalent service. Technical and other officers who could be equated with Deputy Secretaries to the Government of India. In other cases officers drawing between Rs. 2,500—2,000 P.M.
P 3 Posts.	Officers between 6 to 9 years of IAS or equivalent service. Technical and other officers to the Government of India. In other cases officers drawing pay between Rs. 1,200—1,600 P.M.
P 2 Posts.	Officers between 4 to 6 years of IAS or equivalent service. Technical and other officers who may be equated with Junior Under-Secretaries to the Government of India. In other cases officers drawing upto Rs. 1,200 P.M.
P 1 Posts.	Officers upto 3 years of IAS or equivalent service. Technical and other officer who may be equated with attaches/registrars/Section Officers.

Copy of Punjab Government order No. 4/26/84-2PP/6352, dated 3rd May, 1985, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

In exercise of the powers conferred under rule 12 of the Punjab State Assistant Grade Examination Rules, 1984, the President of India is pleased to exempt from qualifying the Assistant Grade test, all such persons who had, prior to the coming into force of the aforesaid Rules, been appointed by promotion on provisional basis to the post of Assistant or to any higher post as defined in rule 2 (e) and rule 2 (d), respectively, of the Rules *ibid*.

This exemption is subject to orders, if any, of Judicial Courts passed in cases, decided or pending, of individual departments.

Copy of Punjab Government circular letter No. 13/13/80-2PP/6952, dated 20th May, 1985, from the Department of Personnel and Administrative Reforms addressed to all Heads of Departments etc., etc.

Subject.—Amendments in the Punjab Civil Services (Punishment and Appeal) Rules, 1970

I am directed to invite a reference to Punjab Government circular letter No. 13/13/80-2PP/1731, dated the 8th February, 1985, on the above subject and to send herewith a copy of the corrigendum, dated the 12th March, 1985, published in the Punjab Government Gazette (Extra.), dated the 14th March, 1985. This may please be brought to the notice of all concerned.

Kindly acknowledge.

PART III

GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE
REFORMS

(PERSONNEL POLICIES BRANCH)

CORRIGENDUM

The 12th March, 1985

In Government of Punjab, Department of Personnel and Administrative Reforms Personnel (Policies Branch), Notification No. G.S.R. 4/Const./Arts, 187, 309 and 318/Amd.(2)/85, dated the 9th January, 1985, in the Punjab Civil Services (Punishment and Appeal) (First Amendment) Rules, 1985,—

- (1) in the proviso to sub-rule (4) of rule 9 as substituted by clause 3 thereof, for "employees" read "employee" ;
- (2) in clause (vi) of sub-rule (2) of rule 10 as substituted by clause 4 thereof, for "sub-rule (1)" read "sub-rule (1)" ; and
- (3) in clause (ii) of the proviso to sub-rule (2) of rule 19 as substituted by sub-clause (a) of clause 7 thereof for "of... ..rule 9" read "of rule 9"

S. S. DHANOA,

Chief Secretary to Government of Punjab.

Copy of Punjab Government circular letter No. 14/6/85-5GE/7455, dated 31st May, 1985, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.—Enforcement of security in the Punjab Government offices.

I am directed to address you on the subject noted above, and to say that in view of the prevailing situation in the State, it has been decided to strengthen the security measures in the State Government offices for ensuring against any act of sabotage by anti-social

elements. In order to achieve the desired purpose, I am to request you to take the following steps:—

- (i) Every Government employee working under you may be issued a photo-identity card (duly attested). Some selected officials be put on duty at the entrances to each Government office by rotation to check the identity cards of the employees in the morning at the time of arrival of the employees. Any employee not in possession of the photo-identity card may not be allowed to enter the Government office concerned ;
- (ii) As a strict security measure, no employee/visitor with jhola, brief case, bag, tiffin carrier/lunch box etc. should be allowed entry into the office premises till further orders. The employees working in the office may however, bring their meals in plastic boxes instead of metal tiffin carriers with effect from 3rd June, 1985 ;
- (iii) Superintendents incharge of each section/branch along with some selected Assistants/Clerks of their Branch should carry out thorough anti-sabotage search of the area of their Branch every day in the morning and ensure that no suspicious object is lying there ;
- (iv) Corridors/verandahs should be got cleared and it may be ensured that no almirah etc. is lying in the corridor ;
- (v) All the drivers of the cars should be advised to thoroughly check the dickey, dash board, engine etc. of the car before inserting the key in the starting switch ;
- (vi) Suitable instructions should be issued to all concerned to take utmost care while opening the covers/envelops received in the dak. It would be more appropriate if these covers are thoroughly checked with the help of Letter bomb detectors to ensure that these do not contain any objectionable material.

2. The above instructions may meticulously be complied with and it would be the responsibility of the Head of Office/Department/Corporation/Board to see that action in this regard is initiated without any delay.

The receipt of this communication may please be acknowledged.

ਗ਼ਸਤੀ ਪੱਤਰ ਨੰ : 4/31/85-3 ਪੀਪੀ/7506, ਮਿਤੀ 31 ਮਈ, 1985 ਦਾ ਉਤਰਾ ਵਲੋਂ ਪ੍ਰਸਿਨਲ ਅਤੇ ਪ੍ਰਬੰਧਕੀ ਸੁਧਾਰ ਵਿਭਾਗ ਵੱਲੋਂ ਪੰਜਾਬ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁਖੀ।

ਵਿਸ਼ਾ :—ਦਰਜਾ ਚਾਰ ਕਰਮਚਾਰੀਆਂ ਦੀਆਂ ਸੀਨੀਅਰਤਾ ਸੂਚੀਆਂ ਤਿਆਰ ਕਰਨ ਬਾਰੇ।

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਮੈਨੂੰ ਇਹ ਲਿਖਣ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਮੈਂ ਆਪ ਦਾ ਧਿਆਨ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਗ਼ਸਤੀ ਪੱਤਰ ਨੰ : 20/19/80-1 ਪੀ. ਪੀ./7433, ਮਿਤੀ 2 ਜੁਲਾਈ, 1980 ਦੁਆਰਾ ਜਾਰੀ ਹੋਈਆਂ ਹਦਾਇਤਾਂ ਵੱਲ ਦੁਆਵਾਂ ਅਤੇ ਇਹ ਦੱਸਾਂ ਕਿ ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ ਵਿਚ ਹੋਰ ਗੱਲਾਂ ਤੋਂ ਦਿਲਾਵਾ ਸਰਕਾਰੀ ਕਰਮਚਾਰੀਆਂ ਦੀ ਸੀਨੀਅਰਤਾ ਸਬੰਧੀ ਮੁਆਮਲਿਆਂ ਨੂੰ ਵਿਭਾਗੀ ਸੇਵਾ ਨਿਯਮਾਂ ਅਤੇ ਸਰਕਾਰੀ ਹਦਾਇਤਾਂ ਅਨੁਸਾਰ ਪਹਿਲ ਦੇ ਕੇ ਨਜਿੱਠਣਾ ਵੀ ਦਰਜ ਹੈ। ਪਰ ਹੁਣ ਫਿਰ ਸਰਕਾਰ ਦੇ ਧਿਆਨ ਵਿਚ ਇਹ ਲਿਆਉਂਦਾ ਗਿਆ ਹੈ ਕਿ ਕਈ ਵਿਭਾਗਾਂ ਵਿਚ ਦਰਜਾ ਚਾਰ ਕਰਮਚਾਰੀਆਂ ਦੀਆਂ ਸੀਨੀਅਰਤਾ ਸੂਚੀਆਂ ਤਿਆਰ ਨਹੀਂ ਕੀਤੀਆਂ ਗਈਆਂ।

2. ਵਿਭਾਗਾਂ ਦੀਆਂ ਮੁੱਢਲੀਆਂ ਜ਼ਿੰਮੇਵਾਰੀਆਂ ਵਿਚੋਂ ਇਕ ਇਹ ਵੀ ਹੈ ਕਿ ਸਰਕਾਰੀ ਕਰਮਚਾਰੀਆਂ ਦੇ ਸੇਵਾਵਾਂ ਸਬੰਧੀ ਮੁਆਮਲਿਆਂ ਨੂੰ ਯੋਗ ਅਤੇ ਉਚਿਤ ਢੰਗ ਨਾਲ ਨਜਿੱਠਣ ਲਈ ਉਪਰਾਲੇ ਕੀਤੇ ਜਾਣ। ਯੋਗ ਪ੍ਰਬੰਧ ਦੀ ਵੀ ਇਹ ਅਹਿਮ ਲੋੜ ਹੈ ਕਿ ਹਰ ਵਰਗ ਦੇ ਕਰਮਚਾਰੀਆਂ ਦੀ ਇਕ ਮੁਨਾਸਿਬ ਪੱਧਰ ਤਕ ਦੀ ਸੰਰਸ਼ਟਤਾ ਹੋਵੇ। ਇਸ ਮਨੋਰਥ ਨੂੰ ਮੁਖ ਰੱਖਦੇ ਹੋਏ ਹੀ ਸਰਕਾਰ ਦੀਆਂ ਉਕਤ ਹਦਾਇਤਾਂ ਜਾਰੀ ਹੋਈਆਂ ਸਨ।

3. ਇਹ ਮਹਿਸੂਸ ਕੀਤਾ ਗਿਆ ਹੈ ਕਿ ਕਈ ਵਿਭਾਗਾਂ ਵਿਚ ਹਵਾਲਾ ਅਪੀਲ ਹਦਾਇਤਾਂ ਤੇ ਪੂਰਾ ਅਮਲ ਨਹੀਂ ਹੋਇਆ ਅਤੇ ਸੀਨੀਅਰਤਾ ਨਿਰਧਾਰਤ ਕਰਨ ਦੇ ਕੰਮ ਨੂੰ ਪਹਿਲ ਨਹੀਂ ਦਿੱਤੀ ਗਈ। ਉਪਰੋਕਤ ਪਿਛੋਕੜ ਵਿਚ ਦਰਜਾ 4 ਦੇ ਕਰਮਚਾਰੀਆਂ ਦੀਆਂ ਸੀਨੀਅਰਤਾ ਸੂਚੀਆਂ ਸਮੇਂ ਸਿਰ ਤਿਆਰ ਕਰਨ ਦੇ ਕੰਮ ਸਬੰਧੀ ਵਿਚਾਰ ਕੀਤਾ ਗਿਆ ਹੈ ਅਤੇ ਇਹ ਜ਼ਰੂਰੀ ਸਮਝਿਆ ਗਿਆ ਹੈ ਕਿ ਸਬੰਧਤ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀ ਉਨ੍ਹਾਂ ਅਧੀਨ ਦਰਜਾ 4 ਦੇ ਸਾਰੇ ਕਾਰਡਜ਼ ਦੀਆਂ ਸੀਨੀਅਰਤਾ ਸੂਚੀਆਂ ਇਕ ਮਿਤੀ ਬੱਧ ਮੁਹਿੰਮ ਅਧੀਨ ਤਿਆਰ ਕਰਨ ਅਤੇ ਇਸ ਨੂੰ ਮੁਕੰਮਲ ਕਰਨ ਦੀ ਰਿਪੋਰਟ ਆਪਣੇ ਪਰਬੰਧਕੀ ਵਿਭਾਗ ਰਾਹੀਂ ਮਿਤੀ 30-9-1985 ਤਕ ਹਰ ਹਾਲਤ ਵਿਚ ਇਸ ਵਿਭਾਗ ਨੂੰ ਭੇਜਣ।

4. ਇਸ ਦੀ ਪਹੁੰਚ ਰਸੀਦ ਭੇਜੀ ਜਾਵੇ।

Copy of Punjab Government circular letter No. 8/8/84-4PP/7563, dated 3rd June, 1985, 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 1985-86.

I am directed to refer to Punjab Government circular letter No. 8/8/84-4PP/6419, dated the 7th May, 1985,—vide which the transfer policy and guidelines for postings and transfer of Government employees during the year 1985-86 have been issued to clarify that in the opening para of the circular letter referred to above it has been stated that in the current year, the number of transfers should be kept to a minimum, and administrative necessity and personal hardship cases should be the only ones that should come up for transfers in this year. The guidelines, in so far as they prescribe any minimum or maximum period for a posting, are, therefore, subject to this over-all directive and should not by themselves become the cause of a transfer. In order to remove all doubts and to ensure meticulous compliance of the instructions, it is clarified that the transfers are to be kept to a minimum and that they are to be made only in cases of administrative necessity or personal hardship.

2. The above clarification may please be brought to the notice of all concerned under your control for compliance.

ਗਸਤੀ ਪੱਤਰ ਨੰ : 13/5/85-2 ਪੀਪੀ/7659, ਮਿਤੀ 5 ਜੂਨ, 1985 ਵਲੋਂ ਪਰਸੋਨਲ ਅਤੇ ਪ੍ਰਬੰਧਕੀ ਸੁਧਾਰ ਵਿਭਾਗ ਵੱਲੋਂ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀਆਂ ਆਦਿ ਆਦਿ ।

ਵਿਸ਼ਾ :—ਪੰਜਾਬ ਲੋਕ ਸੇਵਾ ਕਮਿਸ਼ਨ ਵਲੋਂ ਅਨੁਸ਼ਾਸਨੀ ਕਾਰਵਾਈ ਦੇ ਕੇਸਿਜ਼ ਵਿਚ ਸਲਾਹ ਦੇਣ ਬਾਰੇ ਸਮਾਨ ਨਿਸ਼ਚਿਤ ਕਰਨਾ ।

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਗਸਤੀ ਪੱਤਰ ਨੰ : 7532-ਡੀ. ਐਸ. ਐਸ. 11-(2)-73, ਮਿਤੀ 9-11-1973 ਅਤੇ ਉਸ ਉਪਰੰਤ ਗਸਤੀ ਪੱਤਰ ਨੰ : 13/14/80-2 ਪੀਪੀ/12905, ਮਿਤੀ 25-11-1980, ਨੰਬਰ 13/14/80-2 ਪੀਪੀ/10609, ਮਿਤੀ 28-8-81 ਅਤੇ ਨੰਬਰ 13/14/80-2 ਪੀਪੀ/11798, ਮਿਤੀ 27-8-82 ਵੱਲ ਧਿਆਨ ਦਿਵਾਏ ਹੋਏ ਮੈਨੂੰ ਇਹ ਲਿਖਣ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਪੰਜਾਬ ਲੋਕ ਸੇਵਾ ਕਮਿਸ਼ਨ ਨੇ ਆਪਣੀ ਵਾਰਸ਼ਿਕ ਰਿਪੋਰਟ 1983-84 ਦੇ ਪੈਰਾ 22, 31 ਅਤੇ 33 ਵਿਚ ਫਿਰ ਇਹ ਅੰਕਿਤ ਕੀਤਾ ਹੈ ਕਿ ਕਈ ਇਕ ਵਿਭਾਗਾਂ ਨੇ ਪੱਖ ਉਨਤੀ ਅਤੇ ਅਨੁਸ਼ਾਸਨੀ ਕਾਰਵਾਈ ਦੇ ਜੋ ਕੇਸਿਜ਼ ਕਮਿਸ਼ਨ ਦੀ ਸਲਾਹ ਲਈ ਭੇਜੇ ਸਨ, ਉਹ ਅਪੂਰੇ ਸਨ ਅਤੇ ਸਿੱਟੇ ਵਜੋਂ ਕਮਿਸ਼ਨ ਨੂੰ ਵਿਭਾਗਾਂ ਨਾਲ ਪੱਤਰ-ਵਿਹਾਰ ਕਰਨਾ ਪਿਆ, ਜਿਸ ਨਾਲ ਉਕਤ ਕੇਸਿਜ਼ ਵਿਚ ਟਾਲੀ ਜਾ ਸਕਣ ਵਾਲੀ ਦੇਰੀ ਹੋਈ ।

2. ਪਹਿਲੀ ਵਾਰ ਹੀ ਉਪਰ ਦੱਸੇ ਕੇਸਿਜ਼ ਵਿਚ ਪੂਰੀ ਸੂਚਨਾ/ਦਸਤਾਵੇਜ਼ ਭੇਜਣ ਬਾਰੇ ਸਰਕਾਰ ਨੇ ਉਪਰੋਕਤ ਹਦਾਇਤਾਂ ਵਿਚ ਕਈ ਵਾਰ ਖੋਰ ਦਿੱਤਾ ਹੈ। ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ ਦੀ ਕਈ ਇਕ ਵਿਭਾਗਾਂ ਵਲੋਂ ਫਿਰ ਵੀ ਪਾਲਣਾ ਨਾ ਕਰਨ ਦਾ ਮਾਮਲਾ ਸਰਕਾਰ ਨੇ ਬੜੀ ਗੰਭੀਰਤਾ ਨਾਲ ਅਨੁਭਵ ਕੀਤਾ ਹੈ ਕਿਉਂਕਿ ਸਰਕਾਰ ਪੱਦ-ਉਨਤੀ ਤੇ ਅਨੁਸ਼ਾਸਨੀ ਕਾਰਵਾਈ ਦੇ ਕੇਸਿਜ਼ ਦੇ ਤੁਰੰਤ ਨਿਪਟਾਰੇ ਨੂੰ ਬਹੁਤ ਮਹੱਤਤਾ ਦੇਂਦੀ ਹੈ। ਇਸ ਲਈ ਆਪ ਨੂੰ ਫਿਰ ਬੇਨਤੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਉਪਰੋਕਤ ਹਦਾਇਤਾਂ ਦੀ ਇੰਨ ਚਿੰਨ ਪਾਲਣਾ ਕੀਤੀ ਜਾਵੇ।

ਇਸ ਦੀ ਪਹੁੰਚ ਰਾਸ਼ੀਦ ਭੇਜੀ ਜਾਵੇ।

ਗਸਤੀ ਪੱਤਰ ਨੰ : 14/4/85-ਜੀ.ਈ./7820, ਮਿਤੀ 14 ਜੂਨ, 1985 ਵਲੋਂ ਪਰਸੋਨਲ ਅਤੇ ਪ੍ਰਬੰਧਕੀ ਸੁਧਾਰ ਵਿਭਾਗ ਵੱਲ ਰਾਜ ਵਿਚ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀ ਆਇ।

ਵਿਸ਼ਾ :—ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਦਫਤਰਾਂ/ਨਿਗਮਾਂ/ਬੋਰਡਾਂ ਅੰਦਰ ਸਿਗਰਟ ਪੀਣ/ਤਮਾਕੂ ਦੀ ਵਰਤੋਂ ਕਰਨ ਦੀ ਮਨਾਹੀ ਕਰਨਾ।

ਮੈਨੂੰ ਪੰਜਾਬ ਸਰਕਾਰ ਦੀ ਗਸਤੀ ਪੱਤਰ ਨੰ : 6490-ਐਸ II-74, ਮਿਤੀ 30 ਅਗਸਤ, 1974 ਦਾ ਹਵਾਲਾ ਦੇਣ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ, ਜਿਸ ਦੁਆਰਾ ਸਰਕਾਰ ਦਾ ਫੈਸਲਾ ਪਹੁੰਚਾਇਆ ਗਿਆ ਸੀ ਕਿ ਅੱਗੇ ਤੋਂ ਸਰਕਾਰੀ ਦਫਤਰਾਂ/ਅਦਾਲਤਾਂ ਅਤੇ ਸਰਕਾਰੀ ਸੰਸਥਾਵਾਂ ਵਿਚ ਸਿਗਰਟ ਪੀਣ ਦੀ ਇਜਾਜ਼ਤ ਨਹੀਂ ਹੋਵੇਗੀ। ਇਸ ਇਸ ਆਸ਼ੇ ਦਾ ਨੋਟਿਸ ਕਿ "ਸਿਗਰਟ ਪੀਣ ਦੀ ਮਨਾਹੀ ਹੈ" ਸਾਰੇ ਸਰਕਾਰੀ ਦਫਤਰਾਂ ਵਿਚ ਉਘੀਆਂ ਥਾਵਾਂ ਤੇ ਪ੍ਰਦਰਸ਼ਿਤ ਕਰਨ ਲਈ ਕਿਹਾ ਗਿਆ ਸੀ।

2. ਉਪਰੋਕਤ ਹਦਾਇਤਾਂ ਦੇ ਬਾਵਜੂਦ ਸਰਕਾਰ ਦੇ ਪਿਆਨ ਵਿਚ ਆਇਆ ਹੈ ਕਿ ਕੁਝ ਅਫਸਰ/ਕਰਮਚਾਰੀ ਦਫਤਰ ਦੇ ਅਹਾਤੇ ਵਿਚ ਸਿਗਰਟ ਪੀਣ/ਤਮਾਕੂ ਦੀ ਵਰਤੋਂ ਕਰਦੇ ਹਨ। ਇਸ ਨਾਲ ਅੱਗ ਲੱਗਣ ਵਰਗੀਆਂ ਦੁਖਦਾਈ ਘਟਨਾਵਾਂ ਵਾਪਰਨ ਦੀ ਸੰਭਾਵਨਾ ਹੁੰਦੀ ਹੈ।

3. ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ ਦੇ ਜਾਰੀ ਹੋਣ ਦੇ ਪਿਛੋਂ ਭਾਵਨਾ ਦੀ ਪੂਰਤੀ ਲਈ ਸਰਕਾਰ ਚਾਹੁੰਦੀ ਹੈ ਕਿ ਆਪਣੇ ਅਧੀਨ ਸਾਰੇ ਅਫਸਰ/ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਹਦਾਇਤ ਕੀਤੀ ਜਾਵੇ ਕਿ ਉਹ ਦਫਤਰ ਦੇ ਅਹਾਤੇ ਵਿਚ ਸਿਗਰਟ ਨਾ ਪੀਣ/ਤਮਾਕੂ ਦੀ ਵਰਤੋਂ ਨਾ ਕਰਨ ਅਤੇ ਆਪਣੇ ਦਫਤਰਾਂ ਵਿਚ ਇਹ ਬੋਰਡ ਪ੍ਰਦਰਸ਼ਿਤ ਕਰਨ ਕਿ "ਤਮਾਕੂ ਦੀ ਵਰਤੋਂ ਕਰਨ ਤੇ ਮਨਾਹੀ ਹੈ"। ਅਫਸਰ/ਕਰਮਚਾਰੀਆਂ ਦੁਆਰਾ ਇਸ ਸਬੰਧ ਵਿਚ ਕਿਸੇ ਢਿੱਲ ਨੂੰ ਗੰਭੀਰਤਾ ਨਾਲ ਵਿਚਾਰਿਆ ਜਾਵੇ ਅਤੇ ਜਿਥੇ ਕਿਤੇ ਜ਼ਰੂਰੀ ਹੋਵੇ ਉਚਿਤ ਕਾਰਵਾਈ ਕੀਤੀ ਜਾਵੇ।

ਇਸ ਸੂਚਨਾ ਦੀ ਪਹੁੰਚ ਰਾਸ਼ੀਦ ਭੇਜੀ ਜਾਵੇ।

Copy of Punjab Government circular letter No. 10/18/85 5PP/8476, dated 24th June, 1985, from the Department of Personnel and Administrative Reforms addressed to all Heads of Departments etc., etc.

Subject.—Concessions to ex-servicemen for recruitment to State Services.

I am directed to say that the State Government had under its consideration the matter of giving preference to ex-servicemen in recruitment to posts such as Chowkidar, Forest Guards, Watch and Ward, Police, Fire Services etc. It has been observed that recruitment of ex-servicemen to the afore-mentioned services or posts would be advantageous in view of their past background and experience. The Government have, therefore, now decided that the Departments may include Service in the Armed Forces of the Union as a desirable qualification in the Service Rules pertaining to the posts of Chowkidars, Forest Guards, Watch and Ward, Police, Fire Services, etc.

2 I am directed to request you kindly to take immediate steps for the amendment of the relevant Service Rules of your Department and of the organisations under your control.

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

Copy of Punjab Government circular letter No. 10/20/85-PP/8576, dated 25th June, 1985, from the Department of Personnel and Administrative Reforms, addressed to all Financial Commissioners, Administrative Secretaries to Government, Punjab, all Heads of Departments, Commissioners of Divisions and Deputy Commissioners in the State.

Subject.—Representation of Ex-Servicemen on various Committees and Boards of Directors etc. set up by the Government.

There is a sizable population of ex-Servicemen in the State of Punjab, and it is necessary that they should feel a sense of participation in the developmental activities of the State. You are accordingly requested to ensure, while constituting various Village Level/District Level/State Level Committees, and Boards of Directors of the State Public Sector Undertakings, etc that due representation is given to ex-servicemen on such Committees and Boards.

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

Copy of Punjab Government circular letter No. 4/37/83-3PP/8708, dated 27th June, 1985, 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.

I am directed to refer to Punjab Government circular letter No. 4/3/81-IPP/10884, dated the 4th August, 1982, and to say that these instructions *inter-alia* lay down that preliminary enquiries will not affect promotion etc. and only regular enquiries, where charge-sheets have been served or challans have been put up in a Court of law should be taken into consideration for withholding the promotion of the concerned employees. It has been felt that the aforesaid instructions leave room for doubt and subjective interpretation.

2. The State Government has been considering the formulation of a comprehensive policy for being followed while considering case(s) for promotion to higher post(s) where disciplinary/Court proceedings are pending or are contemplated. After taking into consideration all issues relevant to the subject including the procedure followed by the Government of India in this respect, it has been decided that the policy detailed hereafter shall be observed in cases of all employees, gazetted and non-gazetted.

3. The policy laid down hereunder will be applicable in cases of employees :—

- (a) (i) who are under suspension or
- (ii) against whom disciplinary proceedings are pending or
- (iii) a decision has been taken by the competent authority to initiate disciplinary proceedings against them or
- (iv) against whom prosecution has been launched in a court of law or sanction for prosecution has been issued.
- (b) Before finalising a case of promotion of an employee the competent authority should accordingly ascertain:—
 - (i) whether there is any departmental disciplinary proceedings or any case in a Court of Law pending against the individual under consideration or

- (ii) there is a *prima facie* case on the basis of which a decision has been taken to proceed against the officer either departmentally or in a court of law.
- (c) If the answer to the question posed in (b) above is in the affirmative, the competent authority may assess the suitability of the employee for promotion without taking into consideration the fact of the case(s) pending against him. In case an employee is found unfit for promotion on the basis of his record, without taking into consideration the case(s) pending against him, this fact should be clearly recorded. In case, however, the employee is found to be fit for promotion, except for the case(s) pending against him, the case of his promotion should be kept pending and an employee junior to him may be promoted on officiating basis to the vacancy which would, but for the pending case(s), have been filled by the senior employee.
- (d) The procedure described in (c) above may be followed every time a case for promotion, to which the employee against whom the case(s) is pending, is eligible to be considered, is taken up.
- (e) On the conclusion of the disciplinary/court proceedings, in case of the employee is completely exonerated, i.e., no statutory penalty, including that of censure, is imposed, the earliest possible date of his promotion, but for the pendency of the disciplinary/court proceedings against him may be determined with reference to the position assigned to him in the departmental findings as a result of following the procedure described in (c) and (d) above and with reference to the date of promotion of his next junior on the basis of such position. The employee concerned may then be promoted, if necessary by reverting the junior most officiating person, and he may be given a notional promotion from the date he would have been promoted, as determined in the manner indicated above. But no arrears of pay shall be payable to him for the period of notional promotion preceding the date of actual promotion.
- (f) If any penalty is imposed on the employee as a result of the disciplinary proceedings or if he is found guilty in the court proceedings against him, he shall be considered for

promotion only with prospective effect, along with other officials, in the normal course. The result of the disciplinary/court proceedings in such cases, forming part of the service record of the concerned employee shall also be taken into consideration while considering his case for promotion.

- (g) In a case where departmental disciplinary proceedings have been held under the relevant disciplinary Rules, "warning" should not be issued as a result of such proceedings. If it is found as a result of the proceedings that some blame attaches to the employee, then the penalty of 'censure' at least should be imposed. This is necessary so that no occasion arises for any doubt on the point whether or not an employee has been completely exonerated in the disciplinary proceedings held against him.

4. In some cases the disciplinary/court proceedings may not be concluded even after the expiry of one year from the date on which the charge-sheet was served on an employee or the Challan against him was put up in the court of law. In such cases, provided the employee concerned is not under suspension, the following policy may be followed:—

(a) The competent authority may review his case to consider—

- (i) whether the charges are grave enough to warrant continued denial of promotion and the promotion of the employee will be against public interest ;
- (ii) whether there is no likelihood of the case coming to a conclusion in the near future ;
- (iii) the delay in the finalisation of proceedings, whether departmental or in a court of law, is not directly or indirectly attributable to the employee concerned ; and
- (iv) the probable nature of the punishment that may be imposed on the employee if the charges against him are established.

If on consideration of the above factors and on an assessment of the employee's record of service, the appointing authority is of the view that the employee should be promoted pending conclusion of the disciplinary/court proceedings against him, he may be promoted

ad hoc with effect from the date of orders, if necessary by reverting the junior-most officiating person.

- (b) Where the Departmental proceedings or court cases have arisen out of an investigation conducted by the Vigilance Department, the appointing authority should also consult that Department and take their views into account.
- (c) After a decision is taken to promote an employee on *ad hoc* basis as indicated above, 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 reserves the right to cancel the *ad hoc* promotion and revert the employee to the post from which he was promoted at any time ;
- (d) If the employee concerned is acquitted in the Court proceedings on the merits of the case or completely exonerated in the departmental disciplinary proceedings, action should be taken as described in para 3 (e). The date of promotion to be so assigned, however, shall not be later than the date of the *ad hoc* promotion and the officer will also be entitled to the benefit of salary in the higher post, already enjoyed, with effect from the date that he was promoted *ad hoc*.
- (e) Where the acquittal in a court case is not on merits but purely on technical grounds and the Government either proposes to take the matter to a higher court or to proceed against the employee departmentally, the appointing authority may review whether the *ad hoc* promotion should be continued.
- (f) Where the acquittal by a court is on technical grounds, if the Government does not propose to go in an appeal to a higher court or for departmental action, action should be taken in the same manner as if the employee had been acquitted by the court on merits.
- (g) If the employee concerned is not acquitted/completely exonerated in the Court proceedings or the departmental

proceedings, the *ad hoc* promotion already granted should be brought to an end by the issue of the "further order" contemplated in the order of *ad hoc* promotion, and the employee concerned reverted to the post from which he was promoted on *ad hoc* basis. After such reversion the employee may be considered for further promotion in usual course.

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

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

ਗਬਤੀ ਪੱਤਰ ਨੰ: 7/2/84-2 ਪੀਪੀ/9362, ਮਿਤੀ 9 ਜੁਲਾਈ, 1985 ਵਲੋਂ ਪਰਸੋਨਲ ਅਤੇ ਪ੍ਰਬੰਧਕੀ ਸੁਧਾਰ ਵਿਭਾਗ ਵੱਲ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀ ਆਦਿ।

ਵਿਸ਼ਾ :—ਪੰਜਾਬ ਸਿਵਲ ਸੇਵਾਵਾਂ (ਦੰਡ ਅਤੇ ਅਪੀਲ) ਰੂਲਜ਼ 1970 ਅਧੀਨ ਭਵਿੱਖੀ ਅਸਰ ਸਹਿਤ ਵਾਰਸ਼ਿਕ ਤਰੱਕੀ ਬੰਦ ਕਰਨ ਦੀ ਸਜ਼ਾ ਆਦਿ ਬਾਰੇ।

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਸਬੰਧੀ ਆਪ ਦਾ ਧਿਆਨ ਦਿਵਾਉਂਦੇ ਹੋਏ ਮੈਨੂੰ ਇਹ ਲਿਖਣ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਪੰਜਾਬ ਸਿਵਲ ਸੇਵਾਵਾਂ (ਦੰਡ ਅਤੇ ਅਪੀਲ) ਰੂਲਜ਼, 1970 ਦੇ ਰੂਲ 5(IV) ਅਨੁਸਾਰ "ਵਾਰਸ਼ਿਕ ਤਰੱਕੀ ਰੋਕਣ ਦੀ ਸਜ਼ਾ" ਇਕ ਛੋਟੀ ਸਜ਼ਾ ਹੈ ਅਤੇ ਭਵਿੱਖੀ ਅਸਰ ਸਹਿਤ ਵਾਰਸ਼ਿਕ ਤਰੱਕੀਆਂ ਬੰਦ ਕਰਨ ਦੀ ਸਜ਼ਾ ਇਕ ਛੋਟੀ ਜਾਂ ਕਿ ਵੱਡੀ ਸਜ਼ਾ ਹੈ ਮੁਕਦਮੇਂ ਬਾਜ਼ੀ ਦਾ ਵਿਸ਼ਾ ਬਣਿਆ ਰਿਹਾ ਹੈ। ਅਦਾਲਤਾਂ ਵਲੋਂ ਇਸ ਵਿਸ਼ੇ 'ਤੇ ਫੈਸਲਿਆਂ ਦੇ ਸਨਮੁੱਖ ਸਰਕਾਰ ਨੂੰ ਇਹ ਸਲਾਹ ਦਿੱਤੀ ਗਈ ਹੈ ਕਿ ਭਵਿੱਖੀ ਅਸਰ ਸਹਿਤ ਵਾਰਸ਼ਿਕ ਤਰੱਕੀਆਂ ਬੰਦ ਕਰਨ ਦੀ ਸਜ਼ਾ ਇਕ ਛੋਟੀ ਜਾਂ ਵੱਡੀ ਸਜ਼ਾ ਤਸਵੀਰ ਕਰਨੀ ਹੈ, ਬਾਰੇ ਨੀਤੀ ਦਾ ਫੈਸਲਾ ਲੈਂਦੇ ਹੋਏ ਉਪਰੋਕਤ ਦੋਸੇ ਰੂਲਾਂ ਵਿਚ ਯੋਗ ਸੋਧ ਕਰ ਦਿੱਤੀ ਜਾਵੇ ਤਾਂ ਜੋ ਇਸ ਮਾਮਲੇ ਬਾਰੇ ਰੂਲਾਂ ਵਿਚ ਸਪਸ਼ਟ ਉਪਬੰਧ ਹੋ ਸਕੇ।

2. ਸਰਕਾਰ ਨੇ ਉਪਰੋਕਤ ਦੋਸੇ ਮਾਮਲੇ ਨੂੰ ਬੜੇ ਗੁਰੂ ਨਾਲ ਵਿਚਾਰਿਆ ਹੈ ਅਤੇ ਇਸ ਸਬੰਧੀ ਭਾਰਤ ਸਰਕਾਰ ਵਲੋਂ ਨਿਰਧਾਰਤ ਕੀਤੀ ਨੀਤੀ ਅਪਨਾਉਣ ਦਾ ਫੈਸਲਾ ਕੀਤਾ ਗਿਆ ਹੈ। ਇਸ ਫੈਸਲੇ ਅਨੁਸਾਰ ਨਿਮਨ ਅੰਕਿਤ ਕੇਸਿਜ਼ ਵਿਚ ਵਾਰਸ਼ਿਕ ਤਰੱਕੀਆਂ ਬੰਦ ਕਰਨ ਦੀ ਸਜ਼ਾ ਦੇਣ ਲਈ ਉਹੀ ਵਿਧੀ ਅਪਣਾਈ ਜਾਵੇ ਜੋ ਕਿ ਵੱਡੀ ਸਜ਼ਾ ਦੇਣ ਲਈ ਉਕਤ ਰੂਲਜ਼ ਵਿਚ ਉਪਬੰਧਿਤ ਹੈ :-

- (1) ਜੇਕਰ ਵਾਰਸ਼ਿਕ ਤਰੱਕੀ ਰੋਕਣ ਨਾਲ ਸਰਕਾਰੀ ਕਰਮਚਾਰੀ ਦੀ ਪੈਨਸ਼ਨ ਦੀ ਰਕਮ ਤੇ ਭੇਡਾ ਅਸਰ ਪੈਣ ਦੀ ਸੰਭਾਵਨਾ ਹੋਵੇ।
- (2) ਜੇਕਰ ਵਾਰਸ਼ਿਕ ਤਰੱਕੀ ਤਿੰਨ ਸਾਲਾਂ ਤੋਂ ਜ਼ਿਆਦਾ ਸਮੇਂ ਲਈ ਰੋਕਣ ਦੀ ਤਜਵੀਜ਼ ਹੋਵੇ।
- (3) ਜੇਕਰ ਭਵਿੱਖੀ ਅਸਰ ਸਹਿਤ ਵਾਰਸ਼ਿਕ ਤਰੱਕੀ ਰੋਕਣ ਦੀ ਤਜਵੀਜ਼ ਹੋਵੇ।

3. ਉਪਰੋਕਤ ਨੀਤੀ ਅਨੁਸਾਰ ਪੰਜਾਬ ਸਿਵਲ ਸੇਵਾਵਾਂ (ਚੰਡ ਤੇ ਅਪੀਲ) ਰੂਲਜ਼, 1970 ਵਿਚ ਯੋਗ ਸੋਧ ਕਰਨ ਦੀ ਕਾਰਵਾਈ ਕੀਤੀ ਜਾ ਰਹੀ ਹੈ। ਰੂਲਜ਼ ਵਿਚ ਸੋਧ ਹੋਣ ਤੱਕ ਆਪ ਨੂੰ ਇਹ ਬੇਨਤੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਅੱਗੋਂ ਤੋਂ ਉਪਰੋਕਤ ਨਿਰਧਾਰਤ ਨੀਤੀ ਦੀ ਇੰਨ ਬਿੰਨ ਪਾਲਣਾ ਕੀਤੀ ਜਾਵੇ।

ਇਸ ਦੀ ਪਹੁੰਚ ਰਸੀਦ ਰੱਖੀ ਜਾਵੇ।

ਗਸਤੀ ਪੱਤਰ ਨੰ. 16/32/84-2 ਪੀਪੀ/9828, ਮਿਤੀ 16 ਜੁਲਾਈ, 1985 ਵਲੋਂ ਪਰਸੋਨਲ ਅਤੇ ਪ੍ਰਬੰਧਕੀ ਸੁਧਾਰ ਵਿਭਾਗ ਵੱਲੋਂ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀ।

ਵਿਸ਼ਾ :- ਨਿਪੁੰਨਤਾ ਰੋਕ ਪਾਰ ਕਰਨ ਦੀ ਮਿਤੀ ਤੋਂ ਪਹਿਲਾਂ ਪ੍ਰਤਿਕੂਲ ਇਦਰਾਜ਼ਾਂ ਦਾ ਤਰੱਕੀ/ਸੇਵਾ ਵਿੱਚ ਰੱਖੀ ਰੱਖਣ/ਸੇਵਾ ਤੋਂ ਸਮਾਂ-ਪੂਰਵ ਨਿਵਿਰਤੀ ਉੱਤੇ ਪ੍ਰਭਾਵ।

ਮੈਂਨੂੰ ਉਪਰ ਦਿੱਤੇ ਵਿਸ਼ੇ ਤੇ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਗਸਤੀ ਪੱਤਰ ਨੰ. (6660)-7/7/78-2 ਪੀਪੀ/33043, ਮਿਤੀ 20 ਅਕਤੂਬਰ, 1978 ਦਾ ਹਵਾਲਾ ਦੇਣ ਅਤੇ ਇਹ ਕਹਿਣ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਉਸ ਵਿੱਚ ਇਹ ਦਸਿਆ ਗਿਆ ਹੈ ਕਿ ਕਿਸੇ ਕਰਮਚਾਰੀ ਦੀਆਂ ਸਾਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਵਿੱਚ ਪ੍ਰਤਿਕੂਲ ਇਦਰਾਜ਼, ਜੋ ਉਸ ਨੂੰ ਨਿਪੁੰਨਤਾ ਰੋਕ ਪਾਰ ਕਰਨ ਦੀ ਮਿਤੀ ਤੋਂ ਪਹਿਲਾਂ ਕਿਸੇ ਸਮੇਂ ਦੇ ਸਬੰਧ ਵਿੱਚ ਮਿਲੇ ਹੋਣ, ਕਿਸੇ ਉਚੇਰੀ ਆਸ਼ਾਮੀ ਉੱਤੇ ਤਰੱਕੀ ਵਾਸਤੇ ਉਸ ਦੀ ਯੋਗਤਾ ਦਾ ਨਿਰਣਾ ਕਰਨ ਲਈ ਅਤੇ ਨਾਲੋਂ ਉਸ ਨੂੰ ਸੇਵਾ ਵਿੱਚ ਰੱਖੀ ਰੱਖਣ ਜਾਂ ਉਸ ਨੂੰ ਸੇਵਾ ਤੋਂ ਸਮਾਂ ਪੂਰਵ ਨਿਵਿਰਤ ਕਰਨ ਦੇ ਪ੍ਰਸ਼ਨ ਦਾ ਫੈਸਲਾ ਕਰਨ ਲਈ ਵਿਚਾਰੇ ਜਾ ਸਕਦੇ ਹਨ।

2. ਕੁਝ ਵਿਭਾਗਾਂ ਦੁਆਰਾ ਉਕਤ ਹਦਾਇਤਾਂ ਦਾ ਇਹ ਅਰਥ ਕੱਢਿਆ ਗਿਆ ਹੈ ਕਿ ਸਮਾਂ-ਪੂਰਵ ਨਿਵਿਰਤੀ ਦੇ ਮਾਮਲਿਆਂ ਤੇ ਵਿਚਾਰ ਕਰਨ ਸਮੇਂ ਕਿਸੇ ਕਰਮਚਾਰੀ ਦੁਆਰਾ, ਉਸ ਸਮੇਂ ਤੋਂ ਜਿਸ ਨਾਲ ਪ੍ਰਤਿਕੂਲ ਟਿੱਪਣੀ ਸਬੰਧਤ ਹੈ, ਪਿਛੋਂ ਦੀ ਕਿਸੇ ਮਿਤੀ ਤੋਂ ਨਿਪੁੰਨਤਾ ਰੋਕ ਪਾਰ ਕਰ ਚੁੱਕਣ ਦਾ ਤੱਥ, ਉਸ ਪ੍ਰਭਾਵ ਨੂੰ ਬਿਲਕੁਲ ਨਕਾਰਾ ਕਰ ਦਿੰਦਾ ਹੈ ਜੋ ਕਿ ਪ੍ਰਤਿਕੂਲ ਟਿੱਪਣੀ ਦੇ ਸਮਾਂ-ਪੂਰਵ ਨਿਵਿਰਤੀ ਦੇ ਪ੍ਰਸ਼ਨ ਉੱਤੇ ਹੋ ਸਕਦਾ ਹੈ। ਦੂਜੇ ਪਾਸੇ ਕੁਝ ਵਿਭਾਗਾਂ ਨੇ ਉਕਤ ਹਦਾਇਤਾਂ ਦਾ ਇਹ ਅਰਥ ਕੱਢਿਆ ਹੈ ਕਿ ਕਿਸੇ ਕਰਮਚਾਰੀ ਦੀ ਸਮਾਂ-ਪੂਰਵ ਨਿਵਿਰਤੀ ਦੇ ਮਾਮਲੇ ਤੇ ਵਿਚਾਰ ਕਰਨ ਸਮੇਂ ਇਸ ਤੱਥ ਤੇ ਕਿ ਉਸ ਨੇ ਨਿਪੁੰਨਤਾ ਰੋਕ ਪਾਰ ਕਰ ਲਈ ਹੈ, ਬਿਲਕੁਲ ਧਿਆਨ ਨਹੀਂ ਦਿੱਤਾ ਜਾਣਾ ਚਾਹੀਦਾ। ਇਸ ਮਾਮਲੇ ਦਾ ਨਿਪਟਾਰਾ ਕਰਨ ਲਈ ਤਾਜ਼ਾ ਅਦਾਲਤੀ ਅਧਿਨਿਰਦੇਸ਼ਾਂ ਦੀ ਰੋਸ਼ਨੀ ਵਿੱਚ ਇਸ ਵਿਸ਼ੇ ਸਬੰਧੀ ਕਾਨੂੰਨ ਵਿਭਾਗ ਦੀ ਰਾਏ ਲੈ ਲਈ ਗਈ ਹੈ।

3. ਇਸ ਦੁਆਰਾ ਇਹ ਸਪੱਸ਼ਟ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਕਿਸੇ ਕਰਮਚਾਰੀ ਦੀ ਸਮਾਂ-ਪੂਰਵ ਨਿਵਿਰਤੀ ਦੇ ਮਾਮਲੇ ਤੇ ਵਿਚਾਰ ਕਰਨ ਸਮੇਂ, ਉਸ ਦਾ ਸਮੁੱਚਾ ਸੇਵਾ ਰਿਕਾਰਡ ਪੂਰਨ ਤੌਰ ਤੇ ਵਿਚਾਰਿਆ ਜਾਣਾ ਹੁੰਦਾ ਹੈ। ਕਿਸੇ ਕਰਮਚਾਰੀ ਨੂੰ ਮਿਤੀ ਕੋਈ ਪ੍ਰਤਿਕੂਲ ਟਿੱਪਣੀ ਅਤੇ ਇਹ ਤਥਾ ਕਿ ਉਸ ਨੂੰ ਨਿਪੁੰਨਤਾ ਰੋਕ ਪਾਰ ਕਰਨ ਦੀ ਇਜਾਜ਼ਤ ਦੇ ਦਿੱਤੀ ਗਈ ਹੈ, ਦੋਵੇਂ ਸੇਵਾ ਰਿਕਾਰਡ ਦਾ ਭਾਗ ਬਣਨਗੇ, ਜਿਸ ਨੂੰ ਕਿ ਵਿਚਾਰਿਆ ਜਾਣਾ ਹੁੰਦਾ ਹੈ। ਇਸ ਲਈ ਜਿਥੇ ਅਜਿਹੇ ਮਾਮਲੇ ਹੋਣਗੇ ਜਿਨ੍ਹਾਂ ਵਿੱਚ, ਕਿਸੇ ਕਰਮਚਾਰੀ ਦਾ ਸਮੁੱਚਾ ਸੇਵਾ ਰਿਕਾਰਡ ਵਿਚਾਰਨ ਤੇ, ਕੋਈ ਵਿਭਾਗ ਨਿਆਂ

ਸੇਕਤਰ ਰੂਪ ਵਿਚ ਇਸ ਸਿੱਟੇ ਤੇ ਪਹੁੰਚੇ ਕਿਸੇ ਕਰਮਚਾਰੀ ਨੂੰ, ਉਸ ਦੁਆਰਾ ਨਿਪੁੰਨਤਾ ਰੋਕ ਪਾਰ ਕਰ ਚੁੱਕਣ ਦੇ ਭਾਵਜੂਥ ਵੀ ਸਮਾਂ-ਪੂਰਵ ਨਿਵਿਰਤ ਕਰ ਦਿੱਤਾ ਜਾਵੇ, ਉਥੇ ਅਜਿਹੇ ਮਾਮਲੇ ਵੀ ਹੋ ਸਕਦੇ ਹਨ, ਜਿਨ੍ਹਾਂ ਵਿਚ ਕਿਸੇ ਕਰਮਚਾਰੀ ਦੁਆਰਾ ਨਿਪੁੰਨਤਾ ਰੋਕ ਪਾਰ ਕਰ ਚੁੱਕਣ ਦੀ ਗੱਲ, ਪਹਿਲਾਂ ਮਿਲੀ ਪ੍ਰਤਿਕੂਲ ਟਿੱਪਣੀ ਨੂੰ ਅਣ-ਡਿੱਠੀ ਕਰਨ ਲਈ ਰੱਖਾ ਕਾਰਣ ਸਮਝੀ ਜਾਵੇ। ਇਸ ਲਈ ਕੋਈ ਪੱਕੇ ਅਸੂਲ ਨਿਸ਼ਚਿਤ ਕਰਨੇ ਸੰਭਵ ਨਹੀਂ ਹਨ ਅਤੇ ਹਰੇਕ ਮਾਮਲੇ ਦਾ ਫੈਸਲਾ ਉਸ ਦੇ ਗੁਣ ਦੇਸ਼ਾਂ ਦੇ ਅਧਾਰ ਤੇ ਕਰਨਾ ਪਵੇਗਾ।

4. ਉਕਤ ਸਪੱਸ਼ਟੀਕਰਣ ਸਭ ਸਬੰਧਤ ਵਿਅਕਤੀਆਂ ਦੇ ਧਿਆਨ ਵਿੱਚ ਲਿਆਉਣ ਦੀ ਕਿਰਪਾ ਕੀਤੀ ਜਾਵੇ।

5. ਇਸ ਪੱਤਰ ਦੀ ਪਹੁੰਚ ਰਸੀਦ ਵੀ ਭੇਜਣ ਦੀ ਕ੍ਰਿਪਾ ਕੀਤੀ ਜਾਵੇ।

ਗਜ਼ਟੀ ਪੱਤਰ ਨੰ: 13/27/81-2 ਪੀਪੀ/10541, ਮਿਤੀ 31 ਜੁਲਾਈ, 1985 ਵਲੋਂ ਪਰਸੋਨਲ ਅਤੇ ਪ੍ਰਬੰਧਕੀ ਸੁਧਾਰ ਵਿਭਾਗ ਵੱਲ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀ ਆਦਿ।

ਵਿਸ਼ਾ: - ਸਰਕਾਰੀ ਕਰਮਚਾਰੀ (ਆਚਰਣ) ਨਿਯਮਾਵਲੀ, 1966 ਵਿਚ ਸੋਧ।

ਮੈਨੂੰ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਆਪ ਦਾ ਧਿਆਨ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਵੱਲ ਦਿਵਾਵਾਂ ਅਤੇ ਪੰਜਾਬ ਸਰਕਾਰੀ ਗਜ਼ਟ ਮਿਤੀ 5 ਜੁਲਾਈ 1985 ਵਿਚ ਛਪੀ ਅਧਿਸੂਚਨਾ ਨੰ: ਜੀ.ਐਸ.ਆਰ.45/ਕਨਸ/ਆਰਟ. 187, 309 ਐਂਡ 318/ਅਮੈਂਡ.(1)/85, ਮਿਤੀ 26 ਜੂਨ, 1985 ਦੀ ਇਕ ਕਾਪੀ ਭੇਜਾਂ ਜਿਸ ਦੁਆਰਾ ਵਿਸ਼ੇ ਵਿਚ ਜਾਰੀ ਨਿਯਮਾਵਲੀ ਦੇ ਨਿਯਮ 2 ਵਿਚ ਸੋਧ ਕੀਤੀ ਗਈ ਹੈ।

2. ਇਹ ਸੋਧ ਸਮੂਹ ਸਬੰਧਤ ਦੇ ਧਿਆਨ ਵਿਚ ਲਿਆਂਦੀ ਜਾਵੇ।

3. ਇਸ ਦੀ ਪਹੁੰਚ ਰਸੀਦ ਭੇਜੀ ਜਾਵੇ।

PART III

GOVERNMENT OF PUNJAB

DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS

(PERSONNEL POLICIES BRANCH)

Notification

The 26th June, 1985.

No. G.S.R. 45/Const./Arts. 187, 309 and 318/Amd. (1)/85—In exercise of the powers conferred by the proviso to article 309 and

clause (b) of article 318 read with clause (3) of article 187 of the Constitution of India, and all other powers enabling him in this behalf, the President of India, after consultation with the speaker of the Punjab Vidhan Sabha in so far as such consultation is necessary under the aforesaid provisions, is pleased to make the following rules further to amend the Government Employees (Conduct) Rules 1966, namely:—

1. (a) These rules may be called the Government Employees (Conduct) (First Amendment) Rules, 1985.
- (b) They shall come into force on the date of their publication in the Official Gazette.
2. In the Government Employees (Conduct) Rules, 1966, in rule 2, in clause (d), in sub-clause (a), for items (i) and (ii) the following items shall be substituted, namely:—
 - (i) the Government, in the case of Head of Department and all other officers having the same designation as that of their Head of Department prefixed by the word "Additional" or "Joint" ; and
 - (ii) the Head of Department in case of Government employees holding any class I post or any Class II post excepting those referred to in item (i) ;

Provided that if in a case involving a Class I officer any sanction is proposed to be declined, the Government shall be the prescribed authority.

P. H. VAISHNAV,

Chief Secretary to Government, Punjab.

Copy of Punjab Government circular letter No. 12/1/82-1GE/10933, dated 8th August, 1985, from the Department of Personnel and Administrative Reforms addressed to all Heads of Departments etc., etc.

Subject.—Regularisation of Services of all *ad hoc*/temporarily appointed employees to Class III Services or posts under the Punjab Government in various Departments/Offices.

I am directed to refer the Orders of the President of India dated 28th March, 1985, circulated,—vide this Department Endorsement No. 12/1/82-1GE/4438, dated the 29th March, 1985 under which the services of all *ad hoc*/temporarily appointed employees to Class III Services/Posts under the Punjab Government in various Departments/Offices, with 2 years services on 1st April, 1985, can be regularised, subject to the fulfilment of the conditions laid down therein.

2. The matter has been reconsidered and Government have now decided that the Services of all *ad hoc*/temporarily employees appointed to Class III Services/Posts, who have one year service to their credit on 1st April, 1985 may also be regularised. The conditions for such regularisation as contained in this Department's earlier communication, dated 29th March, 1985, as referred to above, however, remain the same and should be meticulously observed.

3 The receipt of this communication may kindly be acknowledged.

ਗਸਤੀ ਪੱਤਰ ਨੰ: 12/1/82-1 ਜੀ.ਈ/10933, ਮਿਤੀ 8 ਅਗਸਤ, 1985

ਵੱਲ

ਪ੍ਰਸ਼ੰਨਲ ਅਤੇ ਪ੍ਰਬੰਧਕੀ ਸੁਧਾਰ ਵਿਭਾਗ

ਵੱਲ

ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀ, ਆਦਿ।

ਵਿਸ਼ਾ: ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਭਿੰਨ-ਭਿੰਨ ਵਿਭਾਗਾਂ/ਦਫਤਰਾਂ ਵਿੱਚ ਵਰਗ-II ਦੀਆਂ ਸੇਵਾਵਾਂ ਜਾਂ ਅਸਾਮੀਆਂ ਤੇ ਤਦ-ਅਰਥ/ਆਰਜ਼ੀ ਤੌਰ ਤੇ ਨਿਯੁਕਤ ਕੀਤੇ ਸਾਰੇ ਕਰਮਚਾਰੀਆਂ ਦੀਆਂ ਸੇਵਾਵਾਂ ਨਿਯਮਿਤ ਕਰਨਾ।

ਮੈਨੂੰ ਭਾਰਤ ਦੇ ਰਾਸ਼ਟਰਪਤੀ ਜੀ ਦੇ ਮਿਤੀ 28 ਮਾਰਚ, 1985 ਦੇ ਹੁਕਮਾਂ ਦਾ ਜ਼ਿਕਰ ਕਿ ਇਸ ਵਿਭਾਗ ਦੇ ਪਿੱਠ ਅੰਕਣ ਨੰ: 12/1/82-1 ਜੀ.ਈ/4438, ਮਿਤੀ 29 ਮਾਰਚ, 1985 ਦੁਆਰਾ

ਭੇਜੇ ਗਏ ਸਨ, ਹਵਾਲਾ ਦੇਣ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ, ਜਿਨ੍ਹਾਂ ਅਧੀਨ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਭਿੰਨ-ਭਿੰਨ ਵਿਭਾਗਾਂ/ਦਫਤਰਾਂ ਵਿਚ ਵਰਗ-III ਦੀਆਂ ਸੇਵਾਵਾਂ/ਅਸਾਮੀਆ ਦੇ ਤਦ-ਅਰਥ/ਆਰਜ਼ੀ ਤੌਰ ਤੇ ਨਿਯੁਕਤ ਕੀਤੇ ਉਨ੍ਹਾਂ ਸਾਰੇ ਕਰਮਚਾਰੀਆਂ ਦੀਆਂ ਸੇਵਾਵਾਂ, ਜਿਨ੍ਹਾਂ ਦੀ 1 ਅਪ੍ਰੈਲ, 1985 ਨੂੰ ਦੋ ਸਾਲ ਦੀ ਸੇਵਾ ਹੋ ਚੁੱਕੀ ਹੈ, ਨਿਯਮਿਤ ਕੀਤੀਆਂ ਜਾ ਸਕਦੀਆਂ ਹਨ ਜੋ ਉਨ੍ਹਾਂ ਹੁਕਮਾਂ ਵਿਚ ਨਿਸ਼ਚਿਤ ਕੀਤੀਆਂ ਗਈਆਂ ਸ਼ਰਤਾਂ ਪੂਰੀਆਂ ਹੋਈਆਂ ਹਨ।

2. ਇਸ ਮਾਮਲੇ ਤੇ ਮੁੜ ਵਿਚਾਰ ਕੀਤਾ ਗਿਆ ਹੈ ਅਤੇ ਸਰਕਾਰ ਨੇ ਹੁਣ ਇਹ ਫੈਸਲਾ ਕੀਤਾ ਹੈ ਕਿ ਵਰਗ-III ਦੀਆਂ ਸੇਵਾਵਾਂ/ਅਸਾਮੀਆ ਤੇ ਨਿਯੁਕਤ ਕੀਤੇ ਉਨ੍ਹਾਂ ਸਾਰੇ ਤਦ-ਅਰਥ/ਆਰਜ਼ੀ ਕਰਮਚਾਰੀਆਂ ਦੀਆਂ ਸੇਵਾਵਾਂ ਵੀ, ਜਿਨ੍ਹਾਂ ਦੀ 1 ਅਪ੍ਰੈਲ, 1985 ਨੂੰ ਇਕ ਸਾਲ ਦੀ ਸੇਵਾ ਹੋ ਚੁੱਕੀ ਹੈ ਨਿਯਮਿਤ ਕੀਤੀਆਂ ਜਾਣ। ਪਰੰਤੂ ਇਸ ਤਰ੍ਹਾਂ ਨਿਯਮਿਤ ਕਰਨ ਲਈ ਸ਼ਰਤਾਂ ਜੋ ਉਪਰ ਹਵਾਲਾ ਦਿੱਤੇ ਇਸ ਵਿਭਾਗ ਦੇ ਮਿਤੀ 29 ਮਾਰਚ, 1985 ਦੇ ਪਹਿਲੇ ਪੱਤਰ ਵਿਚ ਦਰਜ ਹਨ, ਉਹੀ ਰਹਿਣਗੀਆਂ ਅਤੇ ਉਨ੍ਹਾਂ ਦੀ ਪੂਰੀ ਸਾਵਧਾਨੀ ਨਾਲ ਪਾਲਣਾ ਕੀਤੀ ਜਾਣੀ ਚਾਹੀਦੀ ਹੈ।

3. ਇਸ ਪੱਤਰ ਦੀ ਪਹੁੰਚ ਰਸੀਦ ਭੇਜਣ ਦੀ ਕ੍ਰਿਪਾ ਕੀਤੀ ਜਾਵੇ।

Copy of Punjab Government circular letter No. 8/8/84-APP/
dated 24th August, 1985, from the Department of Personnel and
Administrative Reforms, addressed to all Heads of Departments
etc. etc.

Subject.—Ban on transfer of officers connected with the conduct of elections—General election/Bye-election—Revised instructions.

I am directed to refer on the subject noted above and to send herewith a copy of the latest set of instructions dated the 7th May, 1985 issued by the Election Commission of India placing an embargo on the transfers of officers 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. These instructions may please be brought to the notice of all concerned for meticulous observance in departments/offices/corporations/public undertakings under your control.

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

Copy of Punjab Government U.O. No 13/46/83/2PP, dated 10th September, 1985, from the Department of Personnel and Administrative Reforms, addressed to all the Administrative Secretaries to Government, Punjab.

Subject.—Supply of information every fortnight in respect of Vigilance cases which are under prosecution, departmental action, enquiry.

All the Financial Commissioners and Administrative Secretaries to Government Punjab may please refer to this Department U.O. endst. No. 13/46/83-6PP/13935 dated the 18th November, 1983, on the subject noted above.

2. As a Quarterly review of disposal of vigilance cases is being held separately by the Department of Vigilance, under the Chairmanship of the Chief Secretary and Governor is also apprised of the position, no progress report in respect of vigilance cases, may, in future, be sent to the Department of Personnel and Administrative Reforms.

Copy of Punjab Government circular letter No 13/49/85-2PP/12413, dated 11th September, 1985, from the Department of Personnel Administrative Reforms addressed to all Heads of Departments etc., etc.

Subject.—General Elections in the State—Duties and conduct of Government employees.

I am directed to address you on the subject cited above and to say that as you are aware, general elections are scheduled to be held in the State on the 25th September, 1985. Instructions have already been issued *inter alia* that no transfer etc., of the Government employees should be ordered till the elections are over. Government is determined to ensure that the elections are free, fair and smooth. At this juncture, it is the paramount duty of every Government employee, whether or not assigned any election duty, to help in the smooth conduct of elections rather than creating any hindrance. While those who have been deputed for any election duty, are required to perform the duties assigned to them, diligently and with devotion, the others should also ensure that their acts do not in any way, cause any hindrance, directly or indirectly to the smooth conduct of the elections. I am, therefore, to state that any negligence,

dereliction of duty, unauthorised absence, threat of strike of any kind by Unions/Associations of employees or any misconduct on the part of any employee should be *viewed very seriously* and strict disciplinary action be taken under the rules.

2. These instructions may please be brought to the notice of all concerned for strict observance

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

ਗਸਤੀ ਪੱਤਰ ਨੰ: 13/50/84-2 ਪੀਪੀ/12546, ਮਿਤੀ 13 ਸਤੰਬਰ, 1985 ਵਲੋਂ ਪਰਸੋਨਲ ਅਤੇ ਪ੍ਰਬੰਧਕੀ ਸੁਧਾਰ ਵਿਭਾਗ ਵੱਲ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀ ਆਦਿ।

ਵਿਸ਼ਾ:--ਸਰਕਾਰੀ ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਵਿਦੇਸ਼ ਜਾਣ ਵਾਸਤੇ ਪਾਸਪੋਰਟ ਜਾਰੀ ਕਰਨ ਲਈ ਵਿਭਾਗਾਂ ਵਲੋਂ ਇਤਰਾਜ਼-ਹੀਣਤਾ ਸਰਟੀਫੀਕੇਟ ਜਾਰੀ ਕਰਨ ਬਾਰੇ।

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਗਸਤੀ ਪੱਤਰ ਨੰ: 13/50/84-2ਪੀਪੀ/3508, ਮਿਤੀ 15 ਮਾਰਚ, 1985 ਵਲ ਆਪ ਦਾ ਧਿਆਨ ਦਿਵਾਏ ਹੋਏ ਮੈਨੂੰ ਇਹ ਲਿਖਣ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਪਾਸਪੋਰਟ ਬਿਨੇ-ਪੱਤਰ ਫਾਰਮ, ਅਤੇ ਪਾਸਪੋਰਟ ਰੂਲਜ਼, 1980 ਵਿਚ ਉਪਬੰਧਾਂ ਅਨੁਸਾਰ, ਕੇਂਦਰੀ/ਰਾਜ ਸਰਕਾਰ ਦੇ ਕਰਮਚਾਰੀ, ਕਾਨੂੰਨ ਅਧੀਨ ਰਚੀਆਂ ਸਿਸਥਾਵਾਂ ਅਤੇ ਸਰਕਾਰੀ ਖੇਤਰ ਦੇ ਅਦਾਰਿਆਂ ਦੇ ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਵਿਦੇਸ਼ ਜਾਣ ਵਾਸਤੇ ਪਾਸਪੋਰਟ ਪਰਾਪਤ ਕਰਨ ਲਈ ਆਪਣੇ ਸਬੰਧਤ ਵਿਭਾਗਾਂ ਤੋਂ ਇਤਰਾਜ਼-ਹੀਣਤਾ ਸਰਟੀਫੀਕੇਟ ਪ੍ਰਾਪਤ ਕਰਨਾ ਜ਼ਰੂਰੀ ਹੈ। ਹਵਾਲੇ ਅਧੀਨ ਪੱਤਰ ਵਿਚ ਇਹ ਕਿਹਾ ਗਿਆ ਸੀ ਕਿ ਅੱਗੇ ਤੋਂ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਗਸਤੀ ਪੱਤਰ ਨੰ: 4032-ਐਸ II-76, ਮਤੀ 24-5-1976 ਵਿਚ ਦਰਜ ਹਦਾਇਤਾਂ ਦੇ ਸਨਮੁੱਖ ਕਰਮਚਾਰੀਆਂ ਦੇ "ਇਤਰਾਜ਼-ਹੀਣਤਾ ਸਰਟੀਫੀਕੇਟ" ਦੇ ਕੇਸਿਜ ਪ੍ਰੀਖੇ ਜਾਇਆ ਕਰਨ। ਇਸ ਮਾਮਲੇ ਨੂੰ ਭਾਰਤ ਸਰਕਾਰ ਵਲੋਂ ਹੁਣ ਜਾਰੀ ਹੋਈਆਂ ਹਦਾਇਤਾਂ ਦੇ ਸਨਮੁੱਖ ਵਿਚਾਰਦੇ ਹੋਏ, ਇਹ ਫੈਸਲਾ ਕੀਤਾ ਗਿਆ ਹੈ ਕਿ ਸਬੰਧਤ ਅਧਿਕਾਰੀ ਕਿਸੇ ਕਰਮਚਾਰੀ ਨੂੰ "ਇਤਰਾਜ਼-ਹੀਣਤਾ ਸਰਟੀਫੀਕੇਟ" ਜਾਰੀ ਕਰਨ ਤੋਂ ਪਹਿਲਾਂ ਪੜਚੋਲ ਕਰ ਲਵੇ ਕਿ :-

- (1) ਕੀ ਕਰਮਚਾਰੀ ਵਿਰੁੱਧ ਵਿਭਾਗੀ ਅਨੁਸ਼ਾਸਨੀ ਕਾਰਵਾਈ/ਪੁਲਿਸ ਤਵਤੀਸ/ਚੌਕਸੀ ਇਨਕੁਆਇਰੀ/ਅਦਾਲਤੀ ਕੇਸ ਚਲ ਰਿਹਾ ਹੈ ਜਾਂ ਅਜਿਹਾ ਕੋਈ ਕੇਸ ਚਲਾਏ ਜਾਣ ਦਾ ਵਿਚਾਰ ਹੈ।
- (2) ਕੀ ਕੋਈ ਅਜਿਹੇ ਤੱਥ ਮੌਜੂਦ ਹਨ ਜਿਨ੍ਹਾਂ ਦੇ ਆਧਾਰ ਇਹ ਮੰਨਿਆ ਜਾ ਸਕਦਾ ਹੋਵੇ ਕਿ ਕਰਮਚਾਰੀ ਸਰਕਾਰ ਦੇ ਸੁਰੱਖਿਆ ਰਿਕਾਰਡ ਤੋਂ ਪ੍ਰਤੀਕੂਲ ਤੌਰ ਤੇ ਆ ਸਕਦਾ ਹੈ। ਇਸ ਬਾਰੇ ਜੇ ਲੋੜ ਹੋਵੇ ਤਾਂ ਸਬੰਧਤ ਜ਼ਿਲ੍ਹਾ ਮੈਜਿਸਟਰੇਟ ਪਾਸੋਂ ਰਿਪੋਰਟ ਲਈ ਜਾ ਸਕਦੀ ਹੈ।

- (3) ਕੀ ਕਰਮਚਾਰੀ ਨੇ ਸਰਕਾਰ ਤੋਂ ਕਿਸੇ ਕਿਸਮ ਦਾ ਕਰਜ਼ਾ ਤਾਂ ਨਹੀਂ ਲਿਆ ਜਿਸ ਦੀ ਅਦਾਇਗੀ ਕਰਨੀ ਰਹਿੰਦੀ ਹੋਵੇ ਜਾਂ ਕੋਈ ਹੋਰ ਵਸੂਲੀ ਤਾਂ ਉਸ ਵੱਲੋਂ ਉਗਰਾਜ-ਹੀਣਤਾ ਨਹੀਂ ਹੈ, ਜਿਸ ਦੀ ਉਗਰਾਜੀ ਮਿਥੀਆਂ ਸਰਤਾਂ ਅਨੁਸਾਰ, ਇਤਰਾਜ਼-ਹੀਣਤਾ ਸਰਟੀਫੀਕੇਟ ਜਾਰੀ ਕਰਨ ਨਾਲ, ਨਹੀਂ ਹੋ ਸਕੇਗੀ।
- (4) ਕੀ ਕਰਮਚਾਰੀ ਨੇ ਸਰਕਾਰ ਦਾ ਸੇਵਾ ਕਰਨ ਦਾ ਕੋਈ ਬਾਂਡ ਤਾਂ ਨਹੀਂ ਭਰਿਆ ਹੋਇਆ ਜਿਸ ਦਾ ਸਮਾਂ ਹਾਲਾਂ ਪੂਰਾ ਨਾ ਹੋਇਆ ਹੋਵੇ।

ਜੇ ਕਿਸੇ ਕਰਮਚਾਰੀ ਦਾ ਕੇਸ ਉਪਰੋਕਤ ਦੱਸੀਆਂ ਮੱਦਾਂ ਵਿਚੋਂ ਕਿਸੇ ਇੱਕ ਵਿਚ ਵੀ ਨਹੀਂ ਆਉਂਦਾ ਤਾਂ "ਇਤਰਾਜ਼-ਹੀਣਤਾ ਸਰਟੀਫੀਕੇਟ" ਜ਼ਰੂਰ ਜਾਰੀ ਕਰ ਦਿਤਾ ਜਾਵੇ।

2. ਜਿਥੋਂ ਤੱਕ ਕਰਮਚਾਰੀ ਵਿਰੁੱਧ ਕਾਰਵਾਈ ਜਾਂ ਹੋਰ ਬਕਾਇਆ ਰਕਮਾਂ ਦੀ ਵਸੂਲੀ ਦਾ ਸਬੰਧ ਹੈ, ਇਤਰਾਜ਼-ਹੀਣਤਾ ਸਰਟੀਫੀਕੇਟ ਜਾਰੀ ਕਰਨ ਤੋਂ ਪਹਿਲਾਂ ਇਹ ਯਕੀਨੀ ਬਣਾਇਆ ਜਾਵੇ ਕਿ ਵਸੂਲੀ ਮਿਥੀਆਂ ਸਰਤਾਂ ਅਨੁਸਾਰ ਹੁੰਦੀ ਰਹੇਗੀ। ਇਨ੍ਹਾਂ ਵਸੂਲੀਆਂ ਨੂੰ ਹੋਰ ਯਕੀਨੀ ਬਣਾਉਣ ਲਈ ਸਬੰਧਤ ਕਰਮਚਾਰੀ ਨੂੰ ਕਿਸੇ ਪੱਕੇ ਕਰਮਚਾਰੀ ਦੀ ਜਾਮਨੀ ਲਈ ਕਿਹਾ ਜਾਵੇ ਜੋ ਕਿ ਨਾ ਕੇਵਲ ਪਹਿਲੀਆਂ ਬਣਦੀਆਂ ਵਸੂਲੀਆਂ ਨੂੰ ਹੀ ਕਵਰ ਕਰੇ ਸਗੋਂ ਇਤਰਾਜ਼-ਹੀਣਤਾ ਸਰਟੀਫੀਕੇਟ ਜਾਰੀ ਕਰਨ ਤੋਂ ਬਾਅਦ ਲਏ ਜਾਣ ਵਾਲਿਆਂ ਕਰਜ਼ਿਆਂ, ਬਕਾਇਆ ਨਿਕਲਣ ਵਾਲੀਆਂ ਰਕਮਾਂ ਨੂੰ ਵੀ ਕਵਰ ਕਰਨ ਵਾਲੀ ਹੋਣੀ ਚਾਹੀਦੀ ਹੈ। ਇਕ-ਸਾਰ ਯੀਤੀ ਲਈ, ਜਾਮਨੀ ਫਾਰਮ ਨੰਬਰ ਕੀਤਾ ਜਾਂਦਾ ਹੈ।

3. ਕਰਮਚਾਰੀ ਨੂੰ 'ਇਤਰਾਜ਼-ਹੀਣਤਾ ਸਰਟੀਫੀਕੇਟ' ਜਾਰੀ ਕਰਨ ਸਮੇਂ ਇਹ ਗੱਲ ਸਪਸ਼ਟ ਕਰ ਦਿਤੀ ਜਾਵੇ ਕਿ ਇਤਰਾਜ਼-ਹੀਣਤਾ ਸਰਟੀਫੀਕੇਟ ਜਾਰੀ ਹੋਣ ਨਾਲ ਉਸ ਨੂੰ ਛੁੱਟੀ ਦੇਣ ਦਾ ਅਧਿਕਾਰ ਨਹੀਂ ਮਿਲ ਜਾਂਦਾ ਅਤੇ ਵਿਦੇਸ਼ ਜਾਣ ਲਈ ਉਸਨੂੰ ਛੁੱਟੀ ਆਦਿ ਸਮਰੱਥ ਅਧਿਕਾਰੀ ਤੋਂ ਪਹਿਲਾਂ ਮਨਜ਼ੂਰ ਕਰਵਾ ਕੇ ਹੀ ਜਾਣਾ ਹੋਵੇਗਾ। ਇਹ ਸਪਸ਼ਟ ਕਰ ਦੇਣਾ ਵੀ ਜ਼ਰੂਰੀ ਹੋਵੇਗਾ ਕਿ ਛੁੱਟੀ ਸਮਾਪਤ ਹੋਣ ਦੀ ਸੂਰਤ ਵਿਚ ਜੋ ਕਰਮਚਾਰੀ ਵਿਦੇਸ਼ ਤੋਂ ਵਾਪਿਸ ਨਾ ਪਰਤਿਆ ਤੇ ਡਿਊਟੀ ਤੇ ਹਾਜ਼ਰ ਨਾ ਹੋਇਆ ਅਤੇ ਅਣਅਧਿਕਾਰਤ ਤੌਰ ਤੇ ਗੈਰ-ਹਾਜ਼ਰ ਰਹਿੰਦਾ ਹੈ, ਤਾਂ ਉਸ ਦੀਆਂ ਸੇਵਾਵਾਂ ਖਤਮ ਕਰਨ ਲਈ, ਪੰਜਾਬ ਸਿਵਲ ਸੇਵਾਵਾਂ (ਦੰਡ ਅਤੇ ਅਪੀਲ) ਨਿਯਮਾਵਲੀ, 1970 ਅਧੀਨ ਯੋਗ ਕਾਰਵਾਈ ਕੀਤੀ ਜਾਵੇਗੀ।

4. ਇਤਰਾਜ਼-ਹੀਣਤਾ ਸਰਟੀਫੀਕੇਟ ਜਾਰੀ ਕਰਨ ਸਬੰਧੀ ਉਪਰੋਕਤ ਦੱਸੀਆਂ ਲੀਹਾਂ ਮੁੱਖ ਲੀਹਾਂ ਹਨ, ਜਿਨ੍ਹਾਂ ਬਾਰੇ ਸਬੰਧਤ ਅਧਿਕਾਰੀ ਨੇ ਪਿਆਨ ਰੱਖਣਾ ਹੈ ਅਤੇ ਇਹ ਕੋਈ ਵਿਸਤ੍ਰਿਤ ਨਹੀਂ ਹਨ। ਸਮੁੱਚੇ ਤੌਰ ਤੇ ਇਸ ਗੱਲ ਦਾ ਧਿਆਨ ਰੱਖਿਆ ਜਾਵੇ ਕਿ ਇਤਰਾਜ਼-ਹੀਣਤਾ ਸਰਟੀਫੀਕੇਟ ਦੇਣ ਨਾਲ ਸਰਕਾਰ ਨੂੰ ਪ੍ਰਬੰਧਕੀ ਤੌਰ ਤੇ ਕੋਈ ਅਕਤ ਪੈਣ ਨਾ ਆਵੇ ਅਤੇ ਨਾ ਹੀ ਕੋਈ ਮਾਲੀ ਨੁਕਸਾਨ ਹੋ ਸਕੇ।

5. ਨਾਨ-ਗਜ਼ਟਿਡ ਅਮਲੇ ਬਾਰੇ ਇਤਰਾਜ਼-ਹੀਣਤਾ ਸਰਟੀਫੀਕੇਟ ਜਾਰੀ ਕਰਨ ਸਬੰਧੀ ਵੇਸਲਾ ਉਸ ਅਫਸਰ ਦੀ ਪੱਧਰ ਤੇ ਲਿਆ ਜਾਵੇ ਜੋ ਸੰਯੋਕਤ ਸਕੱਤਰ/ਵਿਭਾਗ ਦਾ ਮੁੱਖੀ ਜਾਂ ਇਸ ਦੇ ਬਰਾਬਰ ਦੇ ਰੈਂਕ ਦਾ ਹੋਵੇ। ਗਜ਼ਟਿਡ ਕਰਮਚਾਰੀਆਂ ਬਾਰੇ ਇਹ ਵੇਸਲਾ ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰ ਦੇ ਲੈਵਲ ਤੇ ਕੀਤਾ ਜਾਵੇ। ਅਜਿਹੇ ਸਰਟੀਫੀਕੇਟ ਅਧੀਨ ਸਕੱਤਰ/ਕਲਾਸ-1 ਅਧਿਕਾਰੀ ਦੇ ਦਸਤਖਤਾਂ ਅਧੀਨ ਜਾਰੀ ਕੀਤੇ ਜਾਣਗੇ।

6. ਇਹ ਹਦਾਇਤਾਂ ਸਮੂਹ ਸਬੰਧਤ ਕੁਮਚਾਰੀਆਂ ਦੇ ਧਿਆਨ ਵਿਚ ਦਿੱਤਾ ਜਿੰਨਾ ਪਾਲਣਾ ਲਈ, ਲਿਆਂਦੀਆਂ ਜਾਣ।

7. ਇਸ ਪੌਰਤ ਦੀ ਪਹੁੰਚ ਰਸੀਦ ਛੇਜੀ ਜਾਵੇ।

SURETY BOND

This deed of guarantee is made this _____ day of _____ 19____ between _____, son of _____, a permanent employee of the Government of the State of Punjab and at present holding the post of _____ in the _____ Department (hereinafter referred to as the surety) of the one part and the Governor of Punjab (hereinafter referred to as the Government) of the other part.

Whereas _____, son of _____ (hereinafter referred to as the employee) is at present holding the post of _____ in the _____ Department of Government ;

And whereas the employee intends to apply for a passport for undertaking journey abroad and has requested the Government to issue him a no objection certificate.

And whereas the Government has agreed to issue a no objection certificate to the employee on the surety furnishing a guarantee as is herein after contained ;

Now, therefore, this deed witnesses as follows:—

1. In consideration of the Government agreeing to issue a no objection certificate in favour of the employee thereby enabling him to apply for passport, the surety does hereby guarantee the payment of all sums of moneys which shall at any time be due to the Government from the employee.

2. The surety and the Government hereby mutually agree that the guarantee hereby given shall be a continuous guarantee and shall not be affected by the neglect or forbearance of the Government in enforcement of payment of any moneys the payment whereof is intended to be hereby secured nor shall it be affected by grant of time or any other indulgence by the Government to the employee and that any amount certified by the Government to be due to it from the employee shall be conclusive evidence against the surety of the amount due and shall not be questioned by the surety.

In witness whereof the parties hereto have executed this deed on the date first above written.

Witnesses :

1. _____

2. _____

Surety

for and on behalf of the Governor of Punjab.

Copy of Punjab Government Notification No. 12/49/85-1GE/13239, dated 30th September, 1985, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments, etc., etc.

No. 12/49/85-1GE/13239.—In exercise of the powers conferred by Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to rescind on and with effect from the 30th September, 1985, Punjab Government, Department of Personnel and Administrative Reforms Notification No. 12/45/80-1GE/3781, dated 7th/10th April, 1981, constituting the Subordinate Services Selection Board and consequently to abolish the said Board on and with effect from the said date i.e. 30th September, 1985.

Copy of Punjab Government circular letter No. 4/17/79-1PP/13274, dated 1st October, 1985, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments, etc., etc.

Subject—Proficiency in type writing for direct recruitment to the post of Clerk.

1 am directed to refer to this Department's circular letter No. 4/17/79-1PP/9977, dated 24th August, 1983, where in it has been provided that proficiency in type writing of a prescribed minimum standard be made an essential qualification, for direct recruitment to the post of Clerk in all departments. The matter regarding grant of exemption to the physically handicapped persons has been under consideration of the Government. It has now been decided that only those physically handicapped persons 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. These instructions may please be brought to the notice of all concerned for information and meticulous compliance.

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

Copy of Punjab Government circular letter No. 5/57/81-5GE/ , dated 9th October, 1985, from the Department of Personnel and Administrative Reforms, addressed to all Financial Commissioners and Administrative Secretaries to Government, Punjab.

Subject—Assignment of Indian Experts for posts under International Organisation and foreign Government. Amendments in the Instructions relating to

All the Financial Commissioners and Administrative Secretaries to Government, Punjab, may please refer to this Department U.O.

No. 5/57/81-GE, dated 26th April, 1985, on the subject noted above.

2. A copy of letter No. 1/12/85-FAS Government of India, Department of Personnel and Training (F.A. Section) containing the latest decision taken by Government of India is enclosed for guidance of all concerned.

Copy of letter No. 1/12/85-FAS, dated 13th September, 1985, from Manjula Gupta, Director (F.A.), Government of India, Department of Personnel and Training addressed to the Chief Secretary to Government Punjab

Subject.—Assignment of Indian Experts for posts under International Organisation and foreign governments—Amendments in the instructions relating to Regarding.

I am directed to refer to this Department's Circular letter No. 1/26/83-FAS, dated the 22nd February, 1985, on the Subject mentioned above and to say that as per the latest decision taken by the Government of India, the Para 9.2 of the above referred letter may be amended as follows:—

"9.2. No person who (i) is one assignment under the Indian Technical and Economic Co-operation (ITEC) Programme of the Ministry of External Affairs and other Aid Programmes,

(ii) is posted abroad in a foreign based office of a Ministry/Department, and

(iii) goes on a specific contract assignment to a foreign government should be allowed to retire voluntarily unless, after having been transferred to India, he has resumed the charge of the post in India and served for a period of not less than one year.

9.2 (a) This restriction will, however, not be applicable in case of officers who are on deputation to UN/International Organisations.

Copy of Punjab Government circular letter No. 8/8/84-4PP/14092, dated 18th October, 1985, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments, etc., etc.

Subject.—MID-TERM TRANSFERS—Ban on

I am directed to refer to this Department circular letter No 8/8/84-4PP/6419, dated the 7th May, 1985 followed by clarificatory instructions issued,—*vide* circular letter No. 8/8/84-4PP/7563, dated the 3rd June, 1985 laying down guidelines for postings and transfers of government employees during the current year and to say that it has come to the notice of the Government that despite the fact that mid term transfers were permitted only in rare eventualities, these have been resorted to by various departments at various levels for one reason or the other. The matter has been considered by the Government and it has now been decided that there should be no mid-term transfers of government employees at any level for the time being and there should be a complete ban on the same. These instructions may please be brought to the notice of all concerned for strict compliance.

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

Copy of Punjab Government circular letter No. 12/60/85-1GE/14096, dated 18th October, 1985, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments, etc., etc.

Subject.—Temporary ban on recruitment in all Departments/Corporations/Boards and Semi-Government Institutions.

I am directed to say that Punjab Government have decided to impose temporary ban on fresh recruitment in all Departments/Boards/Corporations and Semi-Government Institutions. You are accordingly requested to stop fresh recruitment till further orders.

ਗਸਤੀ ਪੱਤਰ ਨੰ. 4/26/84-240 ਪੀ./14177, ਮਿਤੀ 21 ਅਕਤੂਬਰ, 1985 ਵਲੋਂ ਪਰਸੋਨਲ ਅਤੇ ਪ੍ਰਬੰਧਕੀ ਸੁਧਾਰ ਵਿਭਾਗ ਵੱਲੋਂ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀ ਆਦਿ।

ਵਿਸ਼ਾ:—ਪੰਜਾਬ ਰਾਜ ਸਹਾਇਕ ਗਰੇਡ ਪ੍ਰੀਖਿਆ ਰੂਲਜ਼ 1984 ਵਿਚ ਸੋਧ—ਕਲਰਕਾਂ ਆਦਿ ਨੂੰ ਚਾਰ ਮੌਕੇ ਦੇਣ ਬਾਰੇ।

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਸਬੰਧੀ ਮੈਨੂੰ ਹੁਕਮ ਹੋਇਆ ਹੈ ਕਿ ਆਪ ਨੂੰ ਨੋਟੀਫੀਕੇਸ਼ਨ ਨੰ: ਜੀ, ਐਸ, ਆਰ/85/ਕੰਨਸ/ਆਰਟ 309 ਅਤੇ 318/ਅੰਮਡ (2) 85, ਮਿਤੀ 16-9-85 ਜੋ ਕਿ ਪੰਜਾਬ ਸਰਕਾਰ ਦੀ ਗਸਟ ਲੈਜਿਸਲੇਟਿਵ ਸਪਲੀਮੈਂਟ ਮਿਤੀ 20-9-85 ਵਿਚ ਪਛਪੀ ਹੈ, ਦੀ ਇਕ ਕਾਪੀ ਸੂਚਨਾ ਅਤੇ ਯੋਗ ਕਾਰਵਾਈ ਲਈ ਭੇਜੀ ਜਿਸ ਦੁਆਰਾ ਕਲਰਕਾਂ ਆਦਿ ਨੂੰ ਬਗ਼ੈਰ ਸੀਨੀਅਰਤਾ ਤੇ ਅਸਰ ਪਾਉਣ ਦੇ ਸਹਾਇਕ ਗਰੇਡ ਪ੍ਰੀਖਿਆ ਪਾਸ ਕਰਨ ਲਈ ਬਜਾਏ ਦੋ ਮੌਕਿਆਂ ਦੇ ਚਾਰ ਮੌਕੇ ਦੇਣ ਲਈ ਵਿਸ਼ੇ ਵਿਚ ਦਿੱਤੇ ਰੂਲਾਂ ਵਿਚ ਯੋਗ ਸੋਧ ਕੀਤੀ ਗਈ ਹੈ।

[Published in the Punjab Government Gazette, Legislative Supplement dated the 20th September, 1985]

DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS

(PERSONNEL POLICIES BRANCH)

Notification

The 16th September, 1985

No. G.S.R. 60/Const./Arts. 309 and 318/Amd.(2)/85.—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 President of India 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, 1985.

(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 two chances" wherever occurring, the words "first four chances" shall be substituted.

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

ਗ਼ਜ਼ਤੀ ਪੱਤਰ ਨੰ: 16/26/82-2 ਪੀ ਪੀ/14723, ਮਿਤੀ 4 ਨਵੰਬਰ, 1985 ਵਲੋਂ ਪਰਸੋਨਲ ਅਤੇ ਪ੍ਰਬੰਧਕੀ ਸੁਧਾਰ ਵਿਭਾਗ ਵੱਲ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀ ਆਦਿ।

ਵਿਸ਼ਾ:—ਪੰਜਾਬ ਸਿਵਲ ਸਰਵਿਸਿਜ਼ (ਪ੍ਰੀ ਮੈਚਿਓਰ (ਰਿਟਾਇਰਮੈਂਟ) ਰੂਲਜ਼, 1975 ਵਿਚ ਸੋਧ।

ਮੈਨੂੰ ਹੁਕਮ ਹੋਇਆ ਹੈ ਕਿ ਆਪ ਨੂੰ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਸੰਬੰਧਤ ਕਰਾ ਅਤੇ ਪੰਜਾਬ ਸਿਵਲ ਸਰਵਿਸਿਜ਼ (ਪ੍ਰੀ-ਮੈਚਿਓਰ ਰਿਟਾਇਰਮੈਂਟ) ਰੂਲਜ਼, 1975 ਵਿਚ ਸੋਧ ਸਬੰਧੀ ਨੋਟੀਫੀਕੇਸ਼ਨ ਨੰ: ਜੀ. ਐਸ. ਆਰ, 54/ਕਨਸਟ./ਆਰਟਸ-309 ਅਤੇ 234/ਅਮੈਂਡ (4)/85, ਮਿਤੀ 30-7-1985 ਜੋ ਪੰਜਾਬ ਸਰਕਾਰ ਗ਼ਜ਼ਟ (ਐਕਸਟਰਾ) ਮਿਤੀ 14-9-1985 ਵਿਚ ਛਪੀ ਹੈ, ਦੀ ਇਕ ਕਾਪੀ ਸੂਚਨਾ ਅਤੇ ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ ਲਈ ਭੇਜੀ।

2. ਇਸਦੀ ਪਹੁੰਚ ਰਸੀਦ ਭੇਜੀ ਜਾਵੇ।

PART III

GOVERNMENT OF PUNJAB

DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS

(PERSONNEL POLICIES BRANCH)

Notification

The 30th July, 1985

No. G.S.R. 54/Const./Arts. 309 and 234/Amd. (4)/85.—In exercise of the powers conferred by the proviso to article 309 read with article 234 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 Civil Services (Premature Retirement) Rules, 1975, namely:—

1. (1) These rules may be called the Punjab Civil Services (Premature Retirement) (first Amendment) Rules, 1985.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

(3) They shall not apply to the Secretariat Staff of the Legislative Assembly.

2. In the Punjab Civil Services (Premature Retirement) Rules, 1975, in rule 3, for Note 1, the following Note shall be substituted, namely:—

"Note 1.—An employee may make a request, in writing, to the appropriate authority to accept notice of less than three months giving reasons therefor and such a request for the curtailment of the period of notice shall be considered on merit and if the appropriate authority is satisfied that such curtailment will not cause any administrative inconvenience it may relax the requirement of notice of three months on the condition that the employee shall not apply for commutation of a part of his pension before the expiry of the notice period of three months."

P. H. VAISHNAV,

Chief Secretary to Government, Punjab.

Copy of Punjab Government circular letter No. 8/8/84-4PP/17739, dated the 17th December, 1985, issued by the Department of Personnel and Administrative Reforms, (Personnel Policies Branch) to all the Heads of Departments, etc.

Subject.—MID-TERM TRANSFERS—Ban on.

I am directed to refer to this Department circular letter No. 8/8/84-4PP/14092, dated the 18th October, 1985,—vide which a complete ban on all mid-term transfers of Government employees was imposed and to say that the matter has been further considered by the Government and it has been decided to relax this ban upto 31st December, 1985, subject to the observance of the following guidelines:—

- (i) The mid-term transfers should be kept to the minimum and should be ordered only in the rare contingencies specified in paras 2 (xiii) and 2 (xvii) of policy instructions circulated,—vide letter No. 8/8/84-4PP/6419, dated 7th May, 1985. The transfers of officials and officers upto Class-II category shall be made with the approval of Minister-in-Charge while other cases shall be referred to the Department of Personnel for obtaining the prior approval of the Chief Minister.

- (ii) There shall be a complete ban on all kinds of mid-term transfers after 31st December, 1985.

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

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

ਗ਼ਸਤੀ ਪੱਤਰ ਨੰ: 14/4/85-ਜੀ. ਈ./556, ਮਿਤੀ 15 ਜਨਵਰੀ, 1986 ਵਲੋਂ ਪਰਸੋਨਲ ਅਤੇ ਪ੍ਰਬੰਧਕੀ ਸੁਧਾਰ ਵਿਭਾਗ ਵੱਲ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀ ਆਦਿ ਆਦਿ।

ਵਿਸ਼ਾ:—ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਦਫ਼ਤਰੀ/ਨਿਗਮਾਂ/ਬੋਰਡਾਂ ਅੰਦਰ ਸਿਗਰਟ ਪੀਣ ਤਮਾਕੂ ਦੀ ਵਰਤੋਂ ਕਰਨ ਦੀ ਮਨਾਹੀ ਕਰਨਾ।

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਮੈਨੂੰ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਗ਼ਸਤੀ ਪੱਤਰ ਨੰ: 14/4/85-ਜੀ.ਈ./7829, ਮਿਤੀ 14-4-85 ਵੱਲ ਧਿਆਨ ਦਿਵਾਉਣ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ।

2. ਸਰਕਾਰ ਦੇ ਧਿਆਨ ਵਿਚ ਆਇਆ ਹੈ ਕਿ ਸਰਕਾਰ ਵੱਲੋਂ ਸਮੇਂ ਸਮੇਂ ਤੇ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਬਾਰੇ ਜਾਰੀ ਹੁੰਦੀਆਂ ਰਹੀਆਂ ਸਰਕਾਰੀ ਹਦਾਇਤਾਂ ਦੀ ਪਾਲਣਾ ਠੀਕ ਤਰੀਕੇ ਨਾਲ ਨਹੀਂ ਹੋ ਰਹੀ ਹੈ। ਇਸ ਲਈ ਸਮੂਹ ਅਧਿਕਾਰੀ ਅਥਵਾ ਕਰਮਚਾਰੀ ਸਾਹਿਬਾਨ ਨੂੰ ਮੁੜ ਹਦਾਇਤ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਉਪਰੋਕਤ ਵਰਨਣ ਵਿਸ਼ੇ ਸਬੰਧੀ ਜਾਰੀ ਹੋਈਆਂ ਹਦਾਇਤਾਂ ਦੀ ਦਿੱਤੇ ਬਿੰਨ ਪਾਲਣਾ ਕਰਨ ਅਤੇ ਇਹ ਯਕੀਨਨ ਬਣਾਇਆ ਜਾਵੇ ਕਿ ਸਰਕਾਰੀ ਦਫ਼ਤਰਾਂ, ਅਦਾਲਤਾਂ ਅਥਵਾ ਬਿੰਨ ਬਿੰਨ ਪ੍ਰਕਾਰ ਦੀਆਂ ਸੰਸਥਾਵਾਂ ਵਿਚ ਤਮਾਕੂ/ਸਿਗਰਟ ਦਾ ਪ੍ਰਯੋਗ ਨਾ ਹੋਵੇ।

Copy of Punjab Government circular letter No. 12/60/85-1GE/1433, dated 30th January, 1986, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments, etc., etc.

Subject.—Temporary ban on recruitment in all Departments/Corporations/Boards and Semi-Government Institutions.

I am directed to invite your attention to the Punjab Government Circular letter No 12/60/85-1GE/14096, dated 18th October, 1985, —vide which the State Government have imposed a blanket ban on fresh recruitment in the State. In spite of these instructions some

proposals are being received for relaxation from the ban for various posts. You are hereby informed that the blanket ban on recruitment of all categories of posts still continues. I am to request that the Departments need not send any proposal because it is not possible for this Department to consider individual cases of relaxation till the ban is reviewed/relaxed in which case requisite communication shall be sent to you immediately.

Copy of Punjab Government circular letter No. 1/1/86-3GE/2360, dated 19th February, 1986, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments.

Subject.—Employment to specified categories of widows on Class IV posts in Education and Health Departments.

I am directed to refer to the subject noted above and to say that Government has had under consideration the formulation of a policy for resettling such women whose husbands were killed in riots after the 31st October, 1984, in different parts of the country and who have migrated to Punjab or whose husbands were killed in Punjab as a result of extremist activity after 1st August, 1982. It has been decided that such widows may be given employment against Class-IV vacancies in educational institutions, hospitals, health department etc. Widows upto 50 years of age shall be eligible for appointment against these posts. Minimum educational qualifications may not be insisted upon. The ban on recruitment to these posts is hereby relaxed.

2 The Deputy Commissioners may contact these widows within their districts and ascertain from them whether they are willing for Class-IV employment. A list of class-IV vacancies available in the district may be obtained from the district officers. In order to provide immediate employment to those widows who are desirous of class-IV employment, it has been decided that the Deputy Commissioner of the District may chair a District Level Committee which shall consist of two M.L.A.s nominated on the District Level Committee constituted for sikh migrant families, the district officer of the recruiting department, the District Employment Officer and the Social Welfare Officer. Recruitment to these Class-IV posts should be completed by the 10th March, 1986, after due selection by the District Level Selection Committee. Appointment letters should be issued by the departmental district officer. Efforts should be made

to appoint the widows close to their place of residence as far as possible,

Yours faithfully,

(Sd.) . . .

B. D. BEHAL,

Under Secretary, Administrative Reforms.

A copy is forwarded to :

1. All Financial Commissioners
2. All the Administrative Secretaries for information and necessary action.

For Secretary, Education and Secretary Health only

They are requested that instructions may be issued to District Officers of their departments to ensure that a list of Class-IV vacancies existing in their district is supplied to the Deputy Commissioners positively by the 28th February, 1986. The District Officers may also be associated with the District Selection Committee to be chaired by the Deputy Commissioner.

(Sd.) . . .

(B. D. BEHAL)

Under-Secretary, Administrative Reforms.

1. All the financial Commissioners
2. All the Administrative Secretaries.

U.O. No. 1/1/86-3GE/ , dated, Chandigarh the 19th February, 1986.

Copy of Punjab Government circular letter No. 1/11/86-5PP/1168/4360, dated 2nd April, 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. 1/20/80-5PP/9209, dated the 1st July, 1982,—*vide* which

the maximum upper age limit for the purposes of recruitment to State Government service was raised from 27 years to 30 years in the case of all non-technical services and 30 years to 33 years in the case of technical services. On account of the prevailing situation in the State, it is felt that many eligible persons may 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 III and Class IV posts. Accordingly the upper the limit for such posts as are of a non-technical nature will be 35 years and for technical posts it shall be 38 years. This general relaxation will be subject to the conditions mentioned in the circular letter referred to above and will remain in force for a period of one year from the date of issue of this letter.

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

Copy of Punjab Government circular letter No. 8/9/86-4PP/4668, dated 9th April, 1986, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments.

Subject.—Policy regarding postings and transfers of Punjab Government employees for the year 1986-87.

I am directed to refer to Punjab Government circular letter No. 8/8/84-4PP/6419, dated the 7th May, 1985,—vide which guidelines for making postings and transfers of Punjab Government employees during the year 1985-86 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 1986-87. 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 upto 15th May, 1986. The period of transfers in the Department of Co-operation shall be from 1st July, 1986 to 1st August, 1986. 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 maximum 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 kilometers 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 at the same district during the remaining period of his service.*
- (viii) Gazetted officers should not be posted in their home districts on places less than 40 kilometers 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 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 employee 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 out of 5-6 preferences given by him. Each department should categorise 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 elections 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 Officers. 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* 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 frame-work 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.

(Sd.). . . .

(D. K. JAIN)

Deputy Secretary to Government, Punjab.
Department of Personnel and Administrative Reforms.

No 8/9/86-APP/4669, dated, Chandigarh, the 8th April, 1986.

A copy each is forwarded to the Principal Secretary to the Chief Minister, and Secretaries/Private Secretaries to the Ministers/Ministers of State, for the information of the Chief Minister/Ministers/Ministers of State.

D. K. JAIN,

Deputy Secretary to Government, Punjab
Department of Personnel and Administrative Reforms.

Copy of Punjab Government circular letter No. 4/17/79-1PP/5403, dated 17th April, 1986, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments, etc., etc.

Subject.—Proficiency in type-writing for direct recruitment to the post of Clerk.

I am directed to refer to Punjab Government circular letter No. 4/17/79-1PP/9977, dated 24th August, 1983, wherein it has provided that proficiency in type-writing of a prescribed minimum standard be made an essential qualification for direct recruitment to the post of Clerk in all the Departments. It is felt, however, that 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 Government may not be well-versed with typing in Punjabi. It is, therefore, necessary that some time is allowed to them during which they can acquire this knowledge. Therefore, it has been decided that the existing general condition of proficiency in type-writing for the above said categories for direct recruitment to the post of Clerk into State government service will be relaxed with immediate effect, for one year with the condition that they shall have to pass the type test within the year from the date of recruitment to the post of Clerk.

2. The receipt of this letter may kindly be acknowledged.
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Copy of Punjab Government circular letter No. 18/14/86-SPP/(1703) 5964, dated 24th April, 1986, 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/dependants of the deceased Government employees and Defence Services Personnel killed or disabled severely in action etc., etc.

I am directed to invite your attention to Punjab Government Circular Letter No. 80(GOI)-SII(3)173/12092, dated the 18th April, 1973 on the subject noted above and to say that keeping in view the fact that the instructions contained therein were issued long ago and many changes have taken place since then, in relation to the matter of absorption in State Services of various categories of persons placed in difficult/unfortunate circumstances such as surplus employees, disabled ex-servicemen, members of family of deceased Government employees, Defence Services Personnel killed or severely disabled in service, physically handicapped persons, 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 it has become necessary to outline the up-to-date position in connection therewith. Being considerate to the need for providing relief to such persons and also for giving higher priority in respect of the families where the bread winner has been killed as a result of terrorist action or due to riots in Delhi and other places in India and with a view to expediting the process of rehabilitation of such families, Government have considered this matter in the light the broad policy followed by the Government of India in this regard and have decided that the following priority list be adopted for recruitment to the State Services of Class III and IV :—

**Priority
number**

Categories

1. A member of the family of a 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).

2. Employees declared surplus on account of abolition of Organisation or some other reason considered fit by Government *inter alia* on account of assessment made by Staff Inspection Units.
3. Disabled Ex-Servicemen (not unfit for civil service).
4. A member of the family of the deceased Government employee, or of a Government employee, who is retired from service on medical grounds.
5. A member of the family of the Defence Services Personnel:
 - (i) killed in service while performing duties ; or
 - (ii) who are severely disabled and totally unfit for re-employment.
6. Physically handicapped persons.

2. While making appointments to State Services out of the priority list mentioned above, 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 item 1 or 4 or 5 of the priority list may be relaxed upto 45 years to cover real cases of hardship ;
- (iii) In case of category 2 relaxation of age shall invariably be admissible upto the extent the employee has rendered continuous Government Service on regular basis ;
- (iv) In case of category No. 4 concerning Government employee who is retired from service on medical grounds, the concession should not be extended to cases where the Government servant has retired on or after attaining the age of 55 years.

3. The suitability of the persons may be adjudged by the appointing authority and it shall not be necessary to get the approval of the Subordinate Service Selection Board or the Departmental Selection Committees, as the case may be, nor would the registration at the

Employment Exchanges be required for making appointments on the basis of the above priority list against Class III and Class IV service or posts.

4. It is also made clear that where it is not possible to accommodate a prospective beneficiary under priority No. 4 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 the death.

5. It is further clarified that the following categories are to be included in the term member of the family for purpose of employment to be afforded as a result of these instructions :

- (i) Husband/Wife ;
- (ii) Sons/daughters ;
- (iii) Father/mother ; and
- (iv) dependent brothers/sisters.

6. 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 the priority list are checked carefully and bona fides duly verified as per annexure.

7. This supersedes all the previous instructions on the subject

Kindly acknowledge receipt of this letter.

ANNEXURE

Information to be supplied by the candidates seeking employment under priority list laid down,—vide P.G. circular letter No. 18/14/86-5 PP 9703/5964, dated 24th April, 1986.

Serial No.	Category	Requirements
1	A member of family of a person killed as a result of terrorist action in the State ; and	(i) Certificate of death and full details of the circumstances under which the death occurred, certifying that it was as a result of terrorist action, to be obtained from the Deputy Commissioner of the District within the territorial limits of which the death occurred ;
		(ii) An affidavit duly attested to corroborate the fact that the person, being employed is in fact a member of the family of the deceased person ; and
		(iii) Names of all dependants, their age, their occupation and reasons in support of the claim of the person being appointed <i>vis-a-vis</i> other dependants, should be brought on record.
	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).	(i) Certificate of death and full details of the circumstances under which death occurred, certifying that it was a result of recent riots in Delhi or at other places, to be obtained from the Deputy Commissioner of the District within the territorial limits of which the death occurred ;
		(ii) An affidavit duly attested by a Magistrate Ist Class to corroborate the fact that the person being employed is in fact the widow/husband/dependant of the deceased person ; and
		(iii) Names of all dependants, their age, their occupation and reasons in support of the claim of the person being appointed <i>vis-a-vis</i> other dependants, should be brought on record.

Serial No.	Category	Requirements
2	Surplus employee.	(a) Rank, pay and nature of appointment from which declared surplus ; (b) No. and date and if possible a copy of Government order,—<i>vide</i> which declared surplus and required to be absorbed. (c) Certificate of experience, if any.
3	Disabled Ex-servicemen	Proof from Military authorities of being disabled and not being unfit for civil service.
4	A member of family of a deceased Govt. employee or of a Government employee who is retired from service on medical grounds.	(a) Certificate of death and full particulars of rank, pay, nature of post (Pensionable or not) held by the deceased Government employee, from the department concerned ; (b) An affidavit duly attested to corroborate the fact of being widow or husband or dependant of deceased Government employee ; (c) If the candidate is a dependant of the deceased Government employee then the following detail may also be furnished :— (i) Names of all dependants, their age, their occupation, reasons in support of claim <i>vis-a-vis</i> other dependants ; (ii) An affidavit from the applicant and the other dependants that none of them has already obtained appointment under this priority list ; (d) If a dependant or wife/husband of a Government servant retired from service on medical grounds :— (i) No. and date and preferably a copy of order of retirement of the Government servant concerned on medical grounds ; (ii) and (iii) as at (c) (i) and (ii)

Serial No.	Category	Requirements
5	A member of the family of the Defence Services Personnel :	(a) A certificate from the Military Authorities about the fact that the Defence Services Personnel concerned was killed in service while performing duties, or was severely disabled and is totally unfit for re-employment ;
	(i) Killed in service while performing duties ; or	(b) An affidavit duly attested to corroborate the fact of being widow or dependant of a Defence Services Personnel concerned.
	(ii) who are severely disabled and are totally unfit for re-employment	(c) If the candidate is a dependant of a Defence Services Personnel killed in service while performing duties or severely disabled in the Army then the following details may also be furnished :—
		(i) Names of all dependants, their age, their occupation reasons in support of claim <i>vis-a-vis</i> other dependants ;
		(ii) An affidavit from the applicant and the other dependants that none of them have already obtained appointment under this priority list.
6	Physically Handi-capped persons	A Medical Certificate of being disabled handicapped but otherwise fit for civil employment against the post applied for from :—
		(i) Class I Medical Officer of any Government Medical Institution/Hospital ;
		(ii) P.M.O., C.M.O./Civil Surgeon, as the case may be, of the District or place of which the applicant is a permanent resident.

ਗਸਤੀ ਪੱਤਰ ਨੰ: 7/2/84-2 ਪੀ.ਪੀ.-86/7524, ਮਿਤੀ 13 ਮਈ, 1986 ਵੱਲੋਂ ਪਰਸੋਨਲ ਅਤੇ ਪ੍ਰਬੰਧਕੀ ਸੁਧਾਰ ਵਿਭਾਗ ਵੱਲ ਸਮੂਹ ਵਿਭਾਗ ਦੇ ਮੁੱਖੀ ਆਦਿ ਆਦਿ ।

ਵਿਸ਼ਾ:—ਪੰਜਾਬ ਸਿਵਲ ਸੇਵਾਵਾਂ (ਦੰਡ ਅਤੇ ਅਪੀਲ) ਰੂਲਜ਼ 1970 ਅਧੀਨ ਭਵਿੱਖੀ ਅਸਰ ਸਹਿਤ ਵਾਰਸ਼ਿਕ ਤਰੱਕੀ ਬੰਦ ਕਰਨ ਦੀ ਸਜ਼ਾ ਆਦਿ ਬਾਰੇ ।

ਮੈਂਨੂੰ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਮੈਂ ਆਪ ਦਾ ਧਿਆਨ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਇਸ ਵਿਭਾਗ ਦੇ ਪੱਤਰ ਨੰ: 7/2/84-2 ਪੀ.ਪੀ./9362, ਮਿਤੀ 9-7-85 ਵੱਲ ਦਿਵਾਵਾਂ ਅਤੇ ਬੇਨਤੀ ਕਰਾਂ ਕਿ ਭਵਿੱਖੀ ਅਸਰ ਸਹਿਤ ਵਾਰਸ਼ਿਕ ਤਰੱਕੀਆਂ ਬੰਦ ਕਰਨ ਦੀ ਸਜ਼ਾ ਇਕ ਛੋਟੀ ਜਾਂ ਵੱਡੀ ਸਜ਼ਾ ਹੈ, ਮੁਕੱਦਮੇਬਾਜ਼ੀ ਦਾ ਵਿਸ਼ਾ ਬਣਿਆ ਰਿਹਾ ਹੈ । ਹਾਈ ਕੋਰਟ ਦੇ ਭਵਿੱਜਨ ਬੈਂਚ ਵਲੋਂ (Civil Writ Petition No. 352 of 1984—Sarwan Singh Sub-Inspector, Food and Supplies C/o District Food and Supplies Controller, Kapurthala Vs. The State of Punjab etc.) ਫੈਸਲੇ ਅਨੁਸਾਰ ਭਵਿੱਖੀ ਅਸਰ ਸਹਿਤ ਬੰਦ ਕੀਤੀ ਗਈ ਸਾਲਾਨਾ ਤਰੱਕੀ ਦੀ ਸਜ਼ਾ ਇਕ ਛੋਟੀ ਸਜ਼ਾ ਹੀ ਹੈ । ਇਸ ਦੇ ਸਨਮੁੱਖ ਇਸ ਮਾਮਲੇ ਸਬੰਧੀ ਹਵਾਲੇ ਅਧੀਨ ਜਾਰੀ ਕੀਤੀਆਂ ਗਈਆਂ ਹਦਾਇਤਾਂ ਵਾਪਸ ਲਈਆਂ ਜਾਂਦੀਆਂ ਹਨ ।

ਇਸ ਪੱਤਰ ਦੀ ਪਹੁੰਚ ਰਸੀਦ ਫੇਜ਼ੀ ਜਾਵੇ ।

ਗਸਤੀ ਪੱਤਰ ਨੰ: 18/20/78-5 ਪੀ.ਪੀ./ (2117)/9035, ਮਿਤੀ 17 ਜੂਨ, 1986, ਵੱਲੋਂ ਪ੍ਰਸੋਨਲ ਅਤੇ ਪ੍ਰਬੰਧਕੀ ਸੁਧਾਰ ਵਿਭਾਗ ਵੱਲੋਂ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀ ਆਦਿ ।

ਵਿਸ਼ਾ:—ਪਰਮ ਅਗੇਤ ਪੱਧਰ ਤੇ ਨਕਾਰਾ ਸਾਬਕਾ ਫੰਜ਼ੀਆਂ ਅਤੇ ਸਰਕਾਰੀ ਸੇਵਾ ਵਿੱਚ ਕੰਮ ਕਰ ਰਹੇ ਸਵਦੇਸ਼ਵਾਸੀਆਂ ਦੀਆਂ ਵਿਧਵਾਵਾਂ ਅਤੇ ਉਨ੍ਹਾਂ ਤੇ ਹੋਰ ਆਬਰਤ ਆਦਿ ਨੂੰ ਮੁੜ ਵਸਾਉਣ ਸਬੰਧੀ ਸਰਕਾਰ ਦੀਆਂ ਹਦਾਇਤਾਂ ਮਿਤੀ 18 ਅਪਰੈਲ, 1973 ਨੂੰ ਜੋਪਣ ਬਾਰੇ (24-4-1986 ਨੂੰ ਨਵੀਆਂ ਹਦਾਇਤਾਂ ਜਾਰੀ ਕੀਤੀਆਂ ਜਾ ਚੁੱਕੀਆਂ ਹਨ) ।

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਆਪ ਦਾ ਧਿਆਨ ਗਸਤੀ ਪੱਤਰ ਨੰ: 18/14/86-5 ਪੀ.ਪੀ. (1703)/5964, ਮਿਤੀ 24 ਅਪਰੈਲ, 1986 (ਜਿਸ ਰਾਹੀਂ ਪ੍ਰਾਇਰਟੀ ਸਬੰਧੀ ਸਾਰੀਆਂ ਹਦਾਇਤਾਂ ਸੰਕਲਿਤ ਕੀਤੀਆਂ ਗਈਆਂ ਹਨ) ਵੱਲ ਦਿਵਾਉਂਦੇ ਹੋਏ ਮੈਂਨੂੰ ਇਹ ਲਿਖਣ ਦੀ ਆਗਿਆ ਹੋਈ ਹੈ ਕਿ ਪ੍ਰਾਇਰਟੀ ਹਦਾਇਤਾਂ ਅਧੀਨ ਕੇਵਲ ਕਲਾਸ 3 ਅਤੇ ਕਲਾਸ 4 ਦੀਆਂ ਅਸਾਮੀਆਂ

ਭਰਨ ਤੱਕ ਹੀ ਸੀਮਤ ਹਨ । ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ ਤਹਿਤ ਕਲਾਸ I ਜਾਂ ਕਲਾਸ II ਵਿਚ ਨਿਯੁਕਤੀਆਂ ਨਹੀਂ ਕੀਤੀਆਂ ਜਾ ਸਕਦੀਆਂ । ਪਰਪੰਜਾਬ ਲੋਕ ਸੇਵਾ ਕਮਿਸ਼ਨ ਨੇ ਉਦਾਹਰਣ ਦੇ ਹਨ ਜਿਥੇ ਕਈ ਵਿਭਾਗਾਂ ਵੱਲੋਂ ਕਲਾਸ I ਅਤੇ II ਦੀਆਂ ਅਸਾਮੀਆਂ ਨੂੰ ਕਮਿਸ਼ਨ ਦੇ ਅਧਿਕਾਰ ਖੇਤਰ ਵਿੱਚੋਂ ਕੱਢ ਕੇ ਨਿਯੁਕਤੀਆਂ ਕੀਤੀਆਂ ਹਨ ਜਾਂ ਕਰੀ ਜਾ ਰਹੇ ਹਨ । ਇਹ ਕਰਨਾ ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ ਦੇ ਵਿਰੁੱਧ ਹੈ । ਇਸ ਲਈ ਇਹ ਮੁੜ ਸਪੱਸ਼ਟ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਪ੍ਰਾਇਰਟੀ ਹਦਾਇਤਾਂ ਅਧੀਨ ਕੇਵਲ ਕਲਾਸ 3 ਅਤੇ ਕਲਾਸ 4 ਦੀਆਂ ਅਸਾਮੀਆਂ ਤੇ ਹੀ ਨਿਯੁਕਤੀਆਂ ਕੀਤੀਆਂ ਜਾ ਸਕਦੀਆਂ ਹਨ । ਇਸ ਲਈ ਇਹ ਮੁੜ ਬੇਨਤੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਪ੍ਰਾਇਰਟੀ ਹਦਾਇਤਾਂ ਅਧੀਨ ਕੇਵਲ ਕਲਾਸ 3 ਅਤੇ ਕਲਾਸ 4 ਦੀਆਂ ਅਸਾਮੀਆਂ ਤੇ ਹੀ ਨਿਯੁਕਤੀਆਂ ਕੀਤੀਆਂ ਜਾਇਆਂ ਕਰਨ ।

2. ਇਸ ਪੱਤਰ ਦੀ ਪਹੁੰਚ ਰਸੀਦ ਭੇਜਣ ਦੀ ਵੀ ਖੋਜਲ ਕੀਤੀ ਜਾਵੇ ।

ਗੁਪਤੀ ਪੱਤਰ ਨੰ: 13/41/85-2 ਪੀ.ਪੀ.-86/9082, ਮਿਤੀ 18 ਜੂਨ, 1986 ਵੱਲੋਂ ਪਰਸੋਨਲ ਅਤੇ ਪ੍ਰਬੰਧਕੀ ਸੁਧਾਰ ਵਿਭਾਗ ਵੱਲ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀ ਆਦਿ, ਆਦਿ ।

ਵਿਸ਼ਾ:—ਸਰਕਾਰੀ ਕਰਮਚਾਰੀਆਂ ਵਿਰੁੱਧ ਅਨੁਸ਼ਾਸਨੀ ਕਾਰਵਾਈ ਕਰਨ ਹਿਤ ਸੂਚਨਾ ਪੰਜਾਬ ਲੋਕ ਸੇਵਾ ਕਮਿਸ਼ਨ ਨੂੰ ਭੇਜਣ ਸਬੰਧੀ ।

ਮੈਨੂੰ ਹਦਾਇਤਾਂ ਹੋਈ ਹੈ ਕਿ ਮੈਂ ਆਪ ਦਾ ਧਿਆਨ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਵੱਲ ਦਿਵਾਵਾਂ ਅਤੇ ਬੇਨਤੀ ਕਰਾਂ ਕਿ ਅਜੇ ਵੀ ਵੇਖਿਆ ਗਿਆ ਹੈ ਕਿ ਵਿਭਾਗਾਂ ਵੱਲੋਂ ਅਨੁਸ਼ਾਸਨੀ ਕਾਰਵਾਈ ਕਰਨ ਹਿਤ ਪੰਜਾਬ ਲੋਕ ਸੇਵਾ ਕਮਿਸ਼ਨ ਨੂੰ ਪੂਰੀ ਸੂਚਨਾ ਨਹੀਂ ਭੇਜੀ ਜਾਂਦੀ ਜਿਸ ਕਾਰਣ ਅਜਿਹੇ ਮਾਮਲਿਆਂ ਵਿੱਚ ਕਮਿਸ਼ਨ ਵੱਲੋਂ ਬਾਰ ਬਾਰ ਹਵਾਲੇ ਵਾਪਸ ਕਰਨੇ ਪੈਂਦੇ ਹਨ ਅਤੇ ਮਾਮਲਿਆਂ ਨੂੰ ਨਜ਼ਿੱਠ ਸਬੰਧੀ ਫਜ਼ਲ ਦਾ ਸਮਾਂ ਬਰਥਾਦ/ਦੇਰੀ ਹੁੰਦੀ ਹੈ । ਇਹ ਸੂਚਨਾ "ਰੈਗੂਲੇਸ਼ਨ ਆਫ ਇਨਸਟਰਕਸ਼ਨਜ਼ ਗਵਰਨਿੰਗ ਦਾ ਫਰਕ ਆਫ ਦਾ ਪੰਜਾਬ ਪਬਲਿਕ ਸਰਵਿਸ ਕਮਿਸ਼ਨ" ਦੇ ਪੰਨਾ 43-49 ਤੇ ਪੰਨਾ 5 ਅਨੁਸਾਰ ਪੰਨਾ 60-62 ਤੇ ਦਿੱਤੇ ਪ੍ਰੋਫਾਰਮੇ ਅਨੁਸਾਰ ਭੇਜੀ ਜਾਂਦੀ ਹੈ । ਇਸ ਸਬੰਧ ਵਿੱਚ ਹੁਣ ਸਾਰੇ ਵਿਭਾਗਾਂ ਨੂੰ ਬੇਨਤੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਉਨ੍ਹਾਂ ਵੱਲੋਂ ਅਗੇ ਤੋਂ ਨਾਨ ਲੱਥੀ ਕੀਤੇ ਸੋਧੇ ਹੋਏ ਪ੍ਰੋਫਾਰਮੇ ਅਨੁਸਾਰ ਭੇਜੀ ਜਾਣ ਵਾਲੀ ਸਬੰਧਤ ਸੂਚਨਾ/ਰਿਕਾਰਡ ਪਹਿਲੀ ਵਾਰ ਹੀ ਕਮਿਸ਼ਨ ਨੂੰ ਭੇਜ ਦਿੱਤਾ ਜਾਵੇ ਨਹੀਂ ਤਾਂ ਮਾਮਲੇ ਵਿੱਚ ਦੇਰੀ ਹੋ ਜਾਣ ਕਾਰਨ ਵਿਭਾਗ ਨਿੱਜੀ ਭੇਰ ਤੇ ਜ਼ਿੰਮੇਵਾਰ ਹੋਵੇਗਾ । ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ ਦੀ ਇੰਨ ਬਿੰਨ ਪਾਲਣਾ ਕੀਤੀ ਜਾਵੇ ।

ਇਸ ਪੱਤਰ ਦੀ ਪਹੁੰਚ ਰਸੀਦ ਭੇਜੀ ਜਾਵੇ ।

**PROFORMA FOR FORWARDING DISCIPLINARY CASE TO THE UNION PUBLIC
SERVICE COMMISSION**

PART I : SERVICE AND RELATED PARTICULARS

1. Name of charged officer and the service on which borne
2. (i) Whether temporary/permanent/contract service
 - (ii) If confirmed, date of confirmation
 - (iii) Post, if any, in which quasi-permanent
- *3. Post held substantively if in permanent service
 - (a) Designation
 - (b) Scale of pay (indicating stages, E.B., etc.)
 - (c) pay drawn
 - (d) Date from which pay shown against (c) drawn
 - (e) Date of next increment
4. Post held at present
 - (a) Designation
 - (b) Scale of pay (indicating stages, EB, etc.)
 - (c) Pay drawn
 - (d) Date from which pay shown against (c) drawn
 - (e) Date of next increment
5. Next lower post (alongwith pay scale)/ grade, the officer would have held but for his appointment to the present post he is holding.
6. Date of Birth
7. Date of joining Government Service

*Not to be filled in the case of All India Service Officers.

8. Date of retirement or actual date of retirement, if already retired
9. (a) Amount of monthly pension Admissible/
Sanctioned
 - (b) (i) Amount of gratuity admissible
 - (ii) Amount of gratuity sanctioned

(This information is required only in respect of cases of recovery from, or withholding of pensionary benefits)
10. (a) appointing authority in respect of the post held at present, or the authority which actually appointed the person, if that authority is higher
 - (d) Authority competent to impose the penalty in respect of the post held at present
 - (c) Appellate authority in respect of the post held at present
11. Whether an oral enquiry, if required under the rules has been held
12. Name and designation of the enquiry officer, appointed, if any

PART II : DETAILS OF CASE RECORDS

All the records are required to be arranged and cross-referenced, as indexed below and page numbers of the file/folders to be indicated against each item.

Item	*Reference/Comments
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(A) ORIGINAL CASES

(Where the Central Government or the State Government is the Disciplinary authority and an order of penalty is to be passed for the first time).

- (a) Complaint, if any, received by the authorities

*Indicate reference in terms of page numbers, file numbers, folders etc. Do not leave any column blank. If a document, is not enclosed, indicate reasons.

- (b) (i) Report of the preliminary enquiry, if any, held in the matter leading to the institution of formal disciplinary proceedings against the charged officer (together with depositions recorded)
- (ii) order of suspension/revocation of suspension, if any
- (c) Order, if any of the competent authority for joint/common proceedings where two or more government servants are involved.....
- (d) Charge sheet together with the statement of imputations, if any, alongwith records to prove its delivery or otherwise
- (e) Reply of the Charged Officer
- (f) A note from the disciplinary authority explaining the factual or procedural points, if any, raised in the charged officer's reply—in minor penalty cases where no enquiry has been held.
- (g) Order of the disciplinary authority appointing the Inquiry Officer.
- (h) Order of the disciplinary authority appointing the presenting Officer,
- (i) Daily Order sheet maintained by the Inquiry Officer indicating the progress of oral enquiry.
- (j) Correspondence of the Inquiry Officer, if any, with the disciplinary authority, charged Officer, presenting officer, witnesses etc.
- (k) (i) Depositions oral statements recorded from prosecution witness and defence witnesses, replies of the charged officer to the questionnaire, if any, prepared by the Inquiry Officer
- (ii) Exhibits, both prosecution and defence alongwith a list thereof giving description of each exhibit.

- (iii) Written statement of defence, if any, of the Charged Officer before the Inquiry Officer
- (l) Written brief, if any, submitted by the presenting officer
- (m) Written brief, if any, submitted by the charged officer
- (n) Inquiry Officer's report
- (o) Whether the disciplinary authority has considered the merits of the case and come to the conclusion that a formal penalty is called for

(B) APPEAL CASES:

(Where the order of penalty has been passed by a subordinate authority and an appeal lies to the President).

[In these cases all the documents listed in (A) should also be sent].

- (a) Order passed by disciplinary authority together with a note, if any, containing the conclusion arrived at by him in respect of each charge
- (b) Appeal of the Officer concerned
- (c) Comments of the disciplinary Authority on the appeal including clarification on procedural points, if any, raised by the appellant

(C) REVISION/REVIEW CASES:

(Where the appellate authority is subordinate to the President and a modification of the appellate order is sought by way of revision/review or where the President has passed the original order).

[In these cases all the documents listed in (A) and (B) should also be sent].

- (a) Appellate Authority's order/President's order
- (b) Petition/Memorial submitted by the officer
- (c) Note indicating the Reviewing Authority's findings on the charges, detailing the reasons warranting modification of the penalty already imposed and the extent of such modification

- (d) Additional comments on the procedural or factual points, if any, raised in petition

(D) PENSION CASES;

(Where the President proposes to withhold or withdraw pension otherwise admissible to the officer as a result of disciplinary proceedings institute/deemed to continue in respect of an officer who has retired from service).

[In these cases all the documents listed in (A) should also be sent].

- (a) Order of the President* if any, that the disciplinary proceedings should be instituted/continued under relevant pension Rules
- (b) Show cause notice issued to the officer indicating precisely the quantum of cut proposed to be made in his pension and the period for which it shall be operative
- (c) Reply of the officer to the aforesaid notice.
- (d) Comments on factual or procedural points raised by the officer in his reply.

(E) GENERAL

- (a) Miscellaneous documents regarding evidence such as the exhibits, statements, etc. referred to in (a) to (d) and extracts of relevant Rules, Codes, Manual Acts, Judgments, etc.
- (b) Whether complete and up to date Confidential Roll of the officer has been enclosed

Signature

Name in Block Letters of Officer of the Ministry/Department/State Government signing this statement

Designation

Date:

Telephone No.

*Central Government in the case of All India Service Officers.

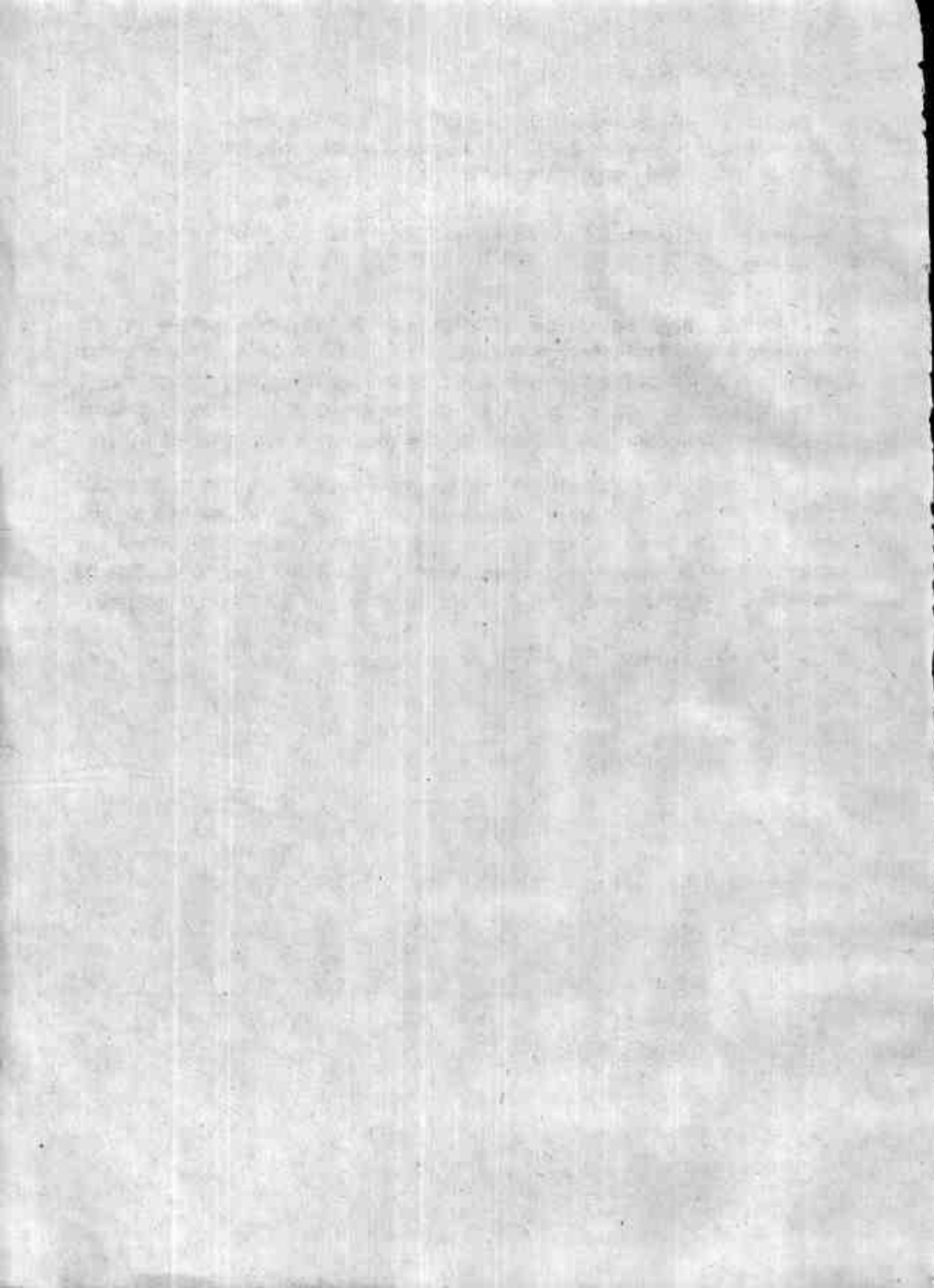
ਗਸਤੀ ਪੱਤਰ ਨੰ: 13/5/85-2 ਪੀ.ਪੀ./9515, ਮਿਤੀ 25 ਜੂਨ, 1986 ਵੱਲੋਂ ਪਰਸੋਨਲ ਅਤੇ ਪ੍ਰਬੰਧਕੀ ਸੁਧਾਰ ਵਿਭਾਗ ਵੱਲ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀ ਆਦਿ, ਆਦਿ ।

ਵਿਸ਼ਾ:—ਪੰਜਾਬ ਲੋਕ ਸੇਵਾ ਕਮਿਸ਼ਨ ਵੱਲੋਂ ਅਨੁਸ਼ਾਸਨੀ ਕਾਰਵਾਈ ਦੇ ਕੇਸਾਂ ਵਿਚ ਸਤਿਕਾਰ ਦੇਣ ਬਾਰੇ ਸਮਾਂ ਨਿਸ਼ਚਿਤ ਕਰਨਾ ।

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਗਸਤੀ ਪੱਤਰ ਨੰ: 13/5/85-2 ਪੀ.ਪੀ./7659, ਮਿਤੀ 5-6-1985 ਵੱਲੋਂ ਧਿਆਨ ਦਿਵਾਉਂਦੇ ਹੋਏ ਮੈਨੂੰ ਇਹ ਲਿਖਣ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਪੰਜਾਬ ਲੋਕ ਸੇਵਾ ਕਮਿਸ਼ਨ ਨੇ ਆਪਣੀ ਵਾਰਸ਼ਿਕ ਰਿਪੋਰਟ 1984-85 ਦੇ ਪੈਰਾ 26 ਵਿੱਚ ਫਿਰ ਅੰਕਿਤ ਕੀਤਾ ਹੈ ਕਿ ਕਈ ਇਕ ਵਿਭਾਗਾਂ ਵੱਲੋਂ ਅਨੁਸ਼ਾਸਨੀ ਕਾਰਵਾਈ ਦੇ ਜਿਹੜੇ ਕੇਸ ਕਮਿਸ਼ਨ ਦੀ ਸਲਾਹ ਲਈ ਭੇਜੇ ਜਾਂਦੇ ਹਨ, ਉਹ ਅਧੂਰੇ ਸਨ ਅਤੇ ਸਿੱਟੇ ਵਜੋਂ ਕਮਿਸ਼ਨ ਨੂੰ ਵਿਭਾਗਾਂ ਨਾਲ ਪੱਤਰ ਵਿਹਾਰ ਕਰਨਾ ਪਿਆ, ਜਿਸ ਦੇ ਫਲਸਰੂਪ ਇਨ੍ਹਾਂ ਕੇਸਾਂ ਵਿਚ ਟਾਲੀ ਜਾ ਸਕਣ ਵਾਲੀ ਦੇਰੀ ਹੋਈ ।

2. ਪਹਿਲੀ ਵਾਰ ਹੀ ਉਪਰ ਦੱਸੇ ਕੇਸਾਂ ਵਿਚ ਪੂਰੀ ਸੂਚਨਾ/ਦਸਤਾਵੇਜ਼ ਭੇਜਣ ਬਾਰੇ ਸਰਕਾਰ ਨੇ ਉਪਰੋਕਤ ਹਵਾਲੇ ਅਧੀਨ ਪੱਤਰ ਵਿਚ ਸਮੇਂ-ਸਮੇਂ ਸਿਰ ਜਾਰੀ ਕੀਤੀਆਂ ਹਦਾਇਤਾਂ ਦਾ ਹਵਾਲਾ ਦਿੰਦਿਆਂ ਕਿਹਾ ਗਿਆ ਸੀ। ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ ਦੀ ਕਈ ਇੱਕ ਵਿਭਾਗਾਂ ਵੱਲੋਂ ਫਿਰ ਵੀ ਪਾਲਣਾ ਨਾ ਕਰਨ ਦਾ ਮਾਮਲਾ ਸਰਕਾਰ ਨੇ ਬੜੀ ਗੰਭੀਰਤਾ ਨਾਲ ਅਨੁਭਵ ਕੀਤਾ ਹੈ ਕਿਉਂਕਿ ਸਰਕਾਰ ਅਨੁਸ਼ਾਸਨੀ ਕਾਰਵਾਈ ਦੇ ਕੇਸਾਂ ਦੇ ਤੁਰੰਤ ਨਿਪਟਾਰੇ ਨੂੰ ਬਹੁਤ ਮਹੱਤਤਾ ਦਿੰਦੀ ਹੈ। ਇਸ ਲਈ ਆਪ ਨੂੰ ਫਿਰ ਬੇਨਤੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਉਪਰੋਕਤ ਹਦਾਇਤਾਂ ਦੀ ਇਨ ਬਿੰਨ ਪਾਲਣਾ ਕੀਤੀ ਜਾਵੇ ।

ਇਸ ਪੱਤਰ ਦੀ ਪਹੁੰਚ ਰਸੀਦ ਭੇਜੀ ਜਾਵੇ ।



ALPHABETICAL INDEX

		Page
ALLOWANCES		
Over-time allowances		
—to peons who are called to duty after office hours and on holidays	No. 12160-6GS-76/47907, dated 1-12-1976	6
	No. 489-4GSII-77/17867, dated 2-5-1977	56
CONDUCT OF GOVERNMENT EMPLOYEES		
Approaching Ministers		
Tendency of—direct by Government employees and bringing political or outside influence	No. 12213-2GS-76/48734, dated 8-12-1976	15
	No. 6447-2GS-77/27514, dated 24-6-1977	67
	No. 13-7-82-2PP/7909, dated 7-6-1982	359
Conduct		
Punjab Government Employees (Conduct) (First Amendment) Rules, 1985	No. GSR. 45/Const./Art. 187, 309 & 318/Amd. (1)/85, dated 26-6-1985	581
	No. 13/27/81-2PP/10541, dated 31-7-1985	581
Discipline/Devotion to Duty		
—amongst the services	No. 13/1/79-2PP/7484, dated 9-8-1979	204
Elections		
Duties and Conduct of Government Employees	No. 13/49/85-2PP/12413, dated 11-9-85	585
Guidelines for the conduct of the Government employees in rela	No. 57(GOI) 2GS-77, dated 3-2-1977	35
Participation by Government employees in—	No. 13/6/79-2PP/933, dated 24-3-1979	181
	No. 13-28/79-2PP/11711, dated 28-11-1979	218
	No. 13/28/79-PP, dated 6/7-12-1979	225
	No. 13/29/79-2PP/3426, dated 8-4-1980	244

CONDUCT OF GOVERNMENT EMPLOYEES—Contd.

Page

Enquiries

Conduct of enquiries against the employees of the Corporations/Boards below the rank of M.D.—Policy regarding	No. 12/5/79-6PP/10726, dated 31-8-1981	322
---	--	-----

Foreign Contribution

—(Acceptance or Retention of Gifts or Presentation) Regulations, 1978.	No. 6/77/82-2PP/15608, dated 19-12-1983	459
--	---	-----

Oral Instructions

Role of—in the transaction of Government business	No. 13/1/79-2PP/7347, dated 6-8-1979	201
---	--------------------------------------	-----

Participation

—of Government employees in the Television Programme	No. 279(GOI)-2GSI-77, dated 28-11-1977	93
--	--	----

—in the activities of the religio-cultural organisations/bodies	No. 13/9/78-2PP/247, dated 2-12-1978	165
---	--------------------------------------	-----

Prohibition

—of association with the activities of R.S.S./Jammat-e-Islam/Anand Marg	No. 13/4/81-2PP/4048, dated 14-4-1981	286
---	---------------------------------------	-----

No. 13/4/81-2PP/7171, dated 18-6-1981	294
---------------------------------------	-----

No. 13/4/81-2PP/7169, dated 18-6-1981	297
---------------------------------------	-----

—of gambling and playing Cards with stakes in Public places and Clubs	No. 13/13/81-2PP/10233, dated 20/21-8-1981	320
---	--	-----

—of lending or borrowing money	No. (5534) 13/6/78-2PP/30518, dated 18/19-9-1978	143
--------------------------------	--	-----

—on collection of funds by Government employees	No. 13/29/79-2PP/12528, dated 19-12-1979	231
---	--	-----

No. 13/29/79-2PP/3707, dated 1-4-1980	242
---------------------------------------	-----

No. 13/29/79-2PP/3388, dated 26-3-1981	284
--	-----

—of plural marriages by Government employees	No. 1148-2GS-77/8588, dated 2/3-3-1977	46
--	--	----

CONDUCT OF GOVERNMENT EMPLOYEES—*concl'd.*

Page

Prohibition—*concl'd.*

—of smoking/drinking by Government employees.

No. 534-(GOI)-2GS-76, dated 17-1-1977

26

No. 13/25/84-2PP/5124, dated 31-5-1984

486

No. 14/4/85-GE/7820, dated 14-6-1985

573

No. 14/4/85-GE/556, dated 15-1-1986

596

—to accept an elective post in an organisation

No. 13/7/79-2PP/11533, dated 22-11-1979

216

Property

Declaration of Movable and immovable—by Government employees

No. 13201-2GS-76, dated 21-1-1977

30

No. 13/7/78-2PP/35251, dated 6-11-1978

150

No. 13/8/1983/2PP/4696, dated 29-4-1983

434

No. 13/3/82-2PP/6637, dated 10/15-6-1983

441

Rules/Procedure

Unauthorised Communication of official information

No. 13/1/79-2PP/7484, dated 9-8-1979

204

Amendments in conduct Rules

No. 13/7/78-2PP/10692, dated 2-8-1982

369

CONFIDENTIAL REPORTS

Annual Confidential Reports

Procedure for recording—of Government employees

No. 9128-2SII-76, dated 13-10-1976

2

No. 11540-2GSI-77/2402, dated 23-1-1978

98

No. 745-2PP-78/8446, dated 13/14-3-1978

111

No. 15/12/79-2PP/8519, dated 4-9-1979

209

No. 15/7/80-2PP/3386, dated 26-3-1981

284

No. 4/6/81-2PP/7908, dated 7-6-1982

357

No. 4/6/81-2PP/11016, dated 9-8-1982

374

CONFIDENTIAL REPORTS— <i>concl.</i>	Page
Annual Confidential Reports—<i>concl.</i>	
No. 7/14/82-PP/12395, dated 13-9-1982	375
No. 15/5/83-2PP/4390, dated 22-4-1983	432
No. 4/6/81-2PP/8158, dated 15-7-1983	445
No. 15/10/78-1PP/1157, dated 23-2-1984	463
Control of Chief Electoral Officer over other election authorities in the State—Writing of—	No. 15/16/79-2PP/7297, dated 22-6-1981 299
Relationship	
—between the Commissioners/Deputy Commissioners and Divisional	No. 12078-2GS-76/5473, dated 9-2-1977 39
Officers/District Officers in Divisions/ Districts, etc.	No. 15/7/78-2PP/7186, dated 27-8-1979 207
	No. 15/7/78-2PP/9027, dated 14-9-1979 213
	No. 15/16/79-2PP/11933, dated 5-12-1979 223
	No. 20/4/79-2PP/1420, dated 13-2-1980 237
Representations	
—against adverse remarks	No. 1353-2PP-78/5984, dated 15/16-3-1978 111
Supply of Standing Guide	
—on A.C. Rs.	No. 20/28/82-2PP/359, dated 11-1-1983 390
CONFIRMATION OF GOVERNMENT EMPLOYEES	
Confirmations	
Procedure to be followed for—	No. 5/6/78-1PP/35779, dated 13-11-1978, 161
	No. 5/6/78-1PP/2360, dated 18-7-1979 201
Head of Department	
Confirmation of Head of Department submission of cases to C.M.	No. 22/9/78-1PP/4646, dated 29-4-1981 288
DECEASED EMPLOYEES— CONCESSION TO FAMILY MEMBERS	
Employment in State Services	
Priority for—	No. 18/14/86-5PP/(1703)/5964, dated 24-4-1986 606

DECEASED EMPLOYEES CONCESSION TO FAMILY MEMBERS—concl'd.

Page

Ex-gratia grant

—and other facilities for families of Government employees who die while in service	No. 8461-6GS-76/38731, dated 13-9-1976	1
	No. 1418-6GS-77/8188, dated 1-3-1977	46

DEPUTATION

Procedure

—for selection/nomination of Government employees for deputation	No. 8902-3GS-76, dated 8-2-1977	39
	No. 153-1GSII-77, dated 14-4-1977	50
	No. 5/66/78-5GE/10500, dated 28-7-1982	367

EFFICIENCY BAR— CROSSING OF

Crossing of Efficiency Bar

— effect of earlier adverse entries on promotion/premature retirement/punishment	No. (6660) 7/7/78-2PP/33043, dated 20-10-1978	147
	No. 16/32/84-2PP/9828, dated 16-7-1985	580
— when an official is subject to disciplinary proceedings/enquiry	No. 7/14/79-PP/3530, dated 27-3-1980	240

Procedure

— regarding crossing of efficiency bar	No. 7/7/81-5PP/8522, dated 15-7-1981	312
	No. 7/11/78-5PP/81/9122, dated 28-7-1981	312

INCENTIVE TO GOVERNMENT EMPLOYEES

Advance Increments

Withdrawal of incentive of grant of increment on improvement of the educational qualifications while in India	No. 9/64/78-5GE/5367, dated 15-5-1980	250
	No. 9/64/78-5GE/1272, dated 28-2-1984	464

Cash Awards

Grant of — to employees on acquiring the qualifications of Gyani/M.A. (in Punjabi)	No. 11082-2GS-76/44935, dated 8-11-1976	5
--	---	---

Leave

— Concession to Chowkidar	No. 6/8/78-GE/27762, dated 22-8-1978	140
Grant of Leave Travel Concessions to Government employees	No. 5456-6GS-76/171, dated 13-1-1977	24

MILITARY SERVICE—BENEFITS OF

Page

Concessions

— to civilian employees and others who join military service during emergency	No. 10/23/80-5PP/621, dated 19-1-1981	278
	No. 10/4/79-5PP/4543, dated 8-4-1982	342
	No. 10/20/82-5PP/881, dated 4-8-1982	373
	No. 2696-5PP-83(10/8/82)/10005, dated 25-8-1983	449
	No. 10/11/84-5PP(1607)/5924, dated 25-6-1984	489
— to Ex-servicemen for recruitment to State services	No. 10/18/85-5PP/8476, dated 24-6-1985	574
Eligibility for promotion Rules	No. 11516-1GSI-77/658, dated 6-1-1978	94
Employment of ex-servicemen in the State service—relaxation of age	No. 3858-5PP-81/15229, dated 24-11-1981	325
Supply of Booklet regarding consolidated instructions and rules regarding concessions/reservation in State services for ex-servicemen	No. 10/9/85-5PP(728)/3236, dated 11-3-1985	531

Re-employment

— of ex-servicemen in Civil Government service	No. 10/23/80-5PP/621, dated 19-1-1981	278
--	---------------------------------------	-----

Representation of Ex-servicemen

— to various committees and Boards of Directors etc.	No. 10/20/85-PP/8576, dated 25-6-1985	574
--	---------------------------------------	-----

Reservation of posts

Demobilised Armed Forces Personnel (Reservation of vacancies in the Punjab State Non-Technical Services) Rules, 1977	No. GSR. 50/Const/Art. 309/Amd. (2)/77, dated 20-4-1977	71
	No. 5236-IGSI-77, dated 21-7-1977	71
Ear-marking of vacancies for the released army personnel/ex-servicemen	No. 21/15/78-PP/15178, dated 17-5-1978	119
	No. 21/11/78-5PP, dated 18-12-1978	166

MISCELLANEOUS**Census**

Deployment of Punjab Government employees for census—Concessions/restrictions	No. 8/15/80-6PP/7285, dated 30-6-1980	254
---	---------------------------------------	-----

MISCELLANEOUS—*contd*

Page

Committees

Constitution of — to screen
suitable persons from IAS/PCS
cadres and Heads of Departments

No. 12/9/80-6PP, dated 12-7-1982

365

Corporations/Semi-Government
Institutions/Boards

Abolition of Subordinate Services
Selection Board

No. 12/49/85-1GE/13239, dated
30-9-1985

589

Appointment of Non-officials as
Chairmen or Directors as well as
appointments of Chairmen/
Members of Subordinate
Services Selection Board

No. 1476-3GS-77, dated 23-2-1977

44

No. 277-1GSII-78/2074, dated 18-1-1978

97

No. 34-3PP-78/6135, dated 23-2-1978

108

No. 12-3-80-6PP, dated 7-3-1980

238

No. 12/2/83-6PP, dated 4-5-1983

438

No. 20/19/81-6PP, dated 25-5-1983

439

Functions of Non-officials as
Directors of the State Corporations/
Boards

No. 3816-6PP-78/15536, dated
15-5-1978

116

Guidelines regarding functions
and powers of the Chairman
of State Corporations/Government
employees

No. 28-9-78-3PP/30895, dated
18-9-1978

144

No. 28/9/78-3PP/2424, dated 3-3-1981

281

Misuse of official position for
political purposes by the Chairmen
of various Corporations/Boards

No. 12/4/80-6PP, dated 15-3-1980

239

Representations of Scheduled
Castes in Corporations/Boards, etc.

No. 12/1/82-6PP, dated 20-12-1982

389

Domicile

Criteria to determine domicile of
a person for various matters

No. 7022-3GS-76/43780, dated
29-10-1976

2

No. 1/27/78-5PP/3108, dated 12-3-1982

336

No. 1/27/78(2548)-5PP/4251,
dated 5/6-6-1983

440

MISCELLANEOUS—contd

Page

Forwarding of applications

Policy regarding Government servants seeking private employment in other Departments of Punjab Government or under other Governments	No. 236(GOI)-5GSI-PP-21-77/47416, dated 22-11-1977	91
	No. 5/57/81-5GE, dated 30-6-1981	302
	No. 29/1/78-1PP/16000, dated 11-12-1981	327
	No. 5/57/81-GE, dated 26-4-1985	540
	No. 5/57/81-5GE, dated 9-10-1985	590

Government accommodation

Allotment of— to Punjab Government employees on priority/out of turn basis—forwarding of application	No. 14/57/78-GE/1695, dated 18-4-1979	187
--	---------------------------------------	-----

Government Pensioners Associations

Regarding early action of demands of—	No. 1392-PP/83/3125, dated 24-3-1983	426
---------------------------------------	--------------------------------------	-----

Guidelines

—for submission of proposals of Foreign travel of Ministers including officials	No. 13/7/83-2PP, dated 26-11-1984	500
---	-----------------------------------	-----

Implementations of Judgements

—containing principles of general nature in regard to service matters	No. 9/2/80(4PP)/1174, dated 9-2-1980	236
---	--------------------------------------	-----

Interview Hours

Appointment by officers with C.M.—Fixing of time	No. 6683-2GS-77/28429, dated 1-7-1977	69
	No. 8811-2GSI-77/40340, dated 14-9-1977	83

Language

Use of State language as medium in addition to English in Competitive examination held by Punjab Public Service Commission	No. 10/27/79-GE/10582, dated 19-9-1980	265
--	--	-----

Ninth Asian Games

Visits to— be treated as official duty	No. 20/21/81-4PP/11008, dated 4-9-1981	323
--	--	-----

MISCELLANEOUS—*contd.*

Page

No Objection Certificate

Grant of—to Government employees for obtaining passport	No. 13/10/78-2PP/5677, dated 22-5-1981	290
	No. 20/17/79-2PP/8175, dated 8-7-1981	310
	No. 13/50/84-2PP/3508, dated 15-3-1985	532
	No. 13/50/84-2PP/12546, dated 13-9-1985	586
Obtaining of Visas before proceeding abroad	No. 20/14/82-2PP/4159, dated 30-3-1982	339

Punjab Public Service Commission

Cases of delay pointed out by—	No. 10/16/79-GE/4825, dated 9-4-1985	539
--------------------------------	--------------------------------------	-----

Reservation

— of seats for outstanding Sportsmen in Technical/Medical Institutions and in the services of State Government	No. 2/7/81-5PP/8542, dated 16-7-1981	312
	No. 2/7/81-5PP/9142, dated 28-7-1981	314

Policy for Scheduled Castes/Backward Classes	No. 5651-PP-82/16552, dated 29-12-1982	390
	No. 277-PP-83/541, dated 14-1-1983	391
	No. 277-PP-83/343, dated 14-1-1983	391
	No. 882-PP-83/1781, dated 18-2-1983	418

Security in Punjab Government Offices

Enforcement of—	No. 14/6/85-5GE-7455, dated 31-5-1985	569
-----------------	---------------------------------------	-----

Speaking Orders

Need for issuing in matters effecting rights of the parties concerned or Government employees.	No. 219(GOI)-2GSI-77/49551, dated 21/23-9-1977	85
--	--	----

Transmission of Cases

—to the Department of Personnel and Administrative Reforms for advice	No. 27/6/78-1PP, dated 27-3-1979	183
—Procedure regarding		

MISCELLANEOUS—*concl.*

Page

No. 27-6-78-PP, dated 31-5-1979	196
No. 27/6/78-1PP/, dated 20-5-1980	250
No. 27/6/78-1PP, dated 5-10-1982	379
No. 20/44/84-3PP/, dated 21-9-1984	494

POSTS

Classification

—of posts/services-criteria therefor.	No. 11/7/78-4PP, dated 28-2-1983	422
	No. 11/7/78-1PP/6073, dated 26-6-1984	491

Conversion

—temporary posts into permanent ones	No. 3828-4PP-78/22207, dated 4-7-1978.	135
--------------------------------------	--	-----

PROBATION

Leave

Counting of the period of maternity or any other kind of leave towards completion of Probation period	No. 1/26/81-1PP/1929, dated 9-2-1982	333
---	--------------------------------------	-----

PROMOTION

Ad-hoc Service

Counting of— for purposes of experience for promotion	No. 4/15/81-1PP/16047, dated 14-12-1981	330
---	---	-----

Appointment by promotion

—from Clerks to Assistants-Assistant Grade Examination	No. 3/54/78-2PP/2340, dated 2-3-1981	280
—from Class IV to Class III	No. 4/1/81-3PP/11545, dated 12-2-1981	280
	No. 4/17/79-1PP/9973, dated 24-8-1983	446

Channel of Promotion

Creation of— in all cadres	No. 4/2/81-1PP/2697, dated 10-3-1981	283
	No. 4/2/81-1PP/12551, dated 15-9-1982	377
	No. 4/2/81-3PP/2194, dated 20-3-1984	465

PROMOTION—cont d.**Page****Departmental Examination**

Effect of failure in—	No. 4/14/79-2PP/13117, dated 28-9-1982	377
Holding of Assistant Grade Test- Rules/instructions regarding	No. 4/20/84-2PP/3484, dated 24-4-1984	475
	No. 4/20/84-2PP/3735, dated 26-4-1984	483
	No. 4/38/78-2PP/277, dated 8-1-1985	502
	No. 4/26/84-2PP/6352, dated 3-5-1985	568
	No. 4/26/84-2PP/14177, dated 21-10-1985	593

Efficiency Bar

Crossing of efficiency bar—effect on promotion.	No. 1233-5PP-83/4795, dated 4-5-1983	436
--	--------------------------------------	-----

Enquiry

Procedure to be followed in cases where the turn of an officer, whose conduct is the subject of an—comes up for promotion to higher post	No. 4/3/81-1PP/3500, dated 15-4-1981	287
	No. 4/25/81-1PP/16048, dated 14-12-1981	331
	No. 4/25/81-1PP/5595, dated 27-4-1982	351
	No. 4/3/81-1PP/10884, dated 4-8-1982	373
	No. 4/37/83-3PP/8708, dated 27-6-1985	575

Finalisation of Promotion Cases

Expeditions—	No. 20/19/80-1PP/7433, dated 2-7-1980	257
--------------	---------------------------------------	-----

Leave Preparatory to Retirement

Promotion of Government employee during—	No. 4/14/78-1PP, dated 27-3-1979	183
---	----------------------------------	-----

Punjab Public Service Commission

Consultation with the—in connection with officiating promotions etc.— Procedure regarding	No. 10/5/79-GE/6429, dated 16-7-1979	197
	No. 10/81/79-2GE, dated 6-12-1979	224
Early disposal of pending cases lying with—	No. 20/34/81-5PP/1293, dated 28-1-1982	333
Quick return of character rolls by the Departments to—	No. 4/53/82-1PP/638, dated 17-1-1983	392

PROMOTION—concl'd.

Page

Selection Grade**—Policy regarding**

No. 4/13/83-3PP/11401, dated 20-9-1983

453

Seniority-cum-Merit

Procedure to be followed in selection of officers/officials for promotion to higher posts—greater emphasis on merit than seniority

No. 12171-1GS-76/6901, dated 21-2-1977

43

No. 4086-1GSI-77/15668, dated 25-4-1977

55

No. 4/18/81-1PP/5594, dated 27-4-1982

351

PUNISHMENT AND APPEAL**Communication**

—of an order passed by way of punishment under Punjab Civil Services (Punishment and Appeal) Rules, 1970—
Procedure regarding

No. 672-2GSI-78/2403, dated 30-1-1978

99

Departmental Enquiries

Disciplinary proceeding—Supply of information by the Vigilance Department every fortnight

No. 13/46/83-6PP/13933, dated 18-11-1983

454

No. 13/46/83-2PP, dated 10-9-1985

585

Disciplinary proceeding—recommendations/Observations of Public Accounts Committee of Punjab Vidhan Sabha

No. 20/45/84-2PP/11468, dated 12-10-1984

496

Disciplinary proceeding—Question whether retired Government employees can be allowed to assist Government employees involved in disciplinary proceeding

No. 14/35/78-2PP/11743, dated 28-11-1979

222

No. 14/35/78-2PP/6022, dated 6-5-1982

354

Expedition finalisation of—against Government employees—furnishing of monthly progress report in respect of gazetted officers to Chief Secretary

No. 13/15/81-2PP/7168, dated 18-6-1981

295

No. 13/15/81-Vol. III-2PP/2982, dated 8-3-1982

335

No. 13/15/81-2PP/3016, dated 22-3-1983

423

No. 13/15/81-2PP/7714, dated 5-7-1983

443

No. 13/15/81-6PP/10302, dated 2-9-1983

451

Minimum delay in the finalisation of—

No. 14/35/78-2PP/11930, dated 7-12-1979

226

No. 14/35/78-2PP/5165, dated 12-5-1981

289

PUNISHMENT AND APPEAL—contd.

Page

Disciplinary Action

- | | | |
|--|--|----|
| Question of taking action against an employee in respect of misconduct before his employment—clarification regarding | No. 10847-2GS-76/19134, dated 5-5-1977 | 61 |
|--|--|----|

Dismissal

- | | | |
|---|--|-----|
| —of Government employees on conviction | No. 86(GOI)-2GS-76, dated 23-12-1976 | 18 |
| | No. 5657-2GSI-77/26911, dated 23-6-1977 | 64 |
| | No. 3995-2PP-78, dated 1-6-1978 | 120 |
| —/Removal from service during internal emergency—Review of cases | No. 13/8/79-2PP/7930, dated 5-7-1980 | 262 |
| —of Government employees on claiming false medical reimbursement. | No. 13/28/82-2PP/10002, dated 25-8-1983. | 448 |

Penalty

- | | | |
|---|---|-----|
| Proceedings under Rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970—stoppage of increment—procedure regarding | No. 7/2/84-2PP/9362, dated 9-7-1985 | 589 |
| | No. 7/2/84-2PP-86/7524, dated 13-5-1986 | 612 |

Punjab Public Service Commission

- | | | |
|---|---|-----|
| Defects in cases referable to—relating to punishment and appeal | No. 13/14/80-2PP/12905, dated 25-11-1980 | 274 |
| | No. 13/14/80-2PP/10609, dated 28-8-1981 | 321 |
| | No. 13/5/85-2PP/7659, dated 5-6-1985 | 572 |
| | No. 13/5/85-2PP/9515, dated 25-6-1986 | 619 |
| Fixation of time limit for advice by the—in disciplinary cases | No. 13/14/80-2PP/11798, dated 27-8-1982 | 374 |
| Supply of information regarding disciplinary cases to the— | No. 13/41/85-2PP-86/9082, dated 18-6-1986 | 613 |

Punishing and appellate authority

- | | | |
|--|-----------------------------------|----|
| Specifying of—Amendment of Rules 6 and 16 of Punjab Civil Services (Punishment & Appeal) Rules, 1970 | No. 11987-2GS-76, dated 3-12-1976 | 13 |
|--|-----------------------------------|----|

PUNISHMENT AND APPEAL—*concl'd.*

Page

Rules

The Punjab Civil Services (Punishment & Appeal) (First Amendment) Rules, 1985	No. GSR, 4/Cost./Arts. 187, 309 & 318/Amd. (2)/85, dated 9-1-1985	505
	No. 13/13/80-2PP/1731, dated 8-2-1985	505
	No. 13//13/80-2PP/6952, dated 20-5-1985	568

Supply of Booklet/Brochure

-regarding consolidated instructions for dealing with disciplinary cases under P.A. Rules, 1970	No. 20/30/81-2PP/3479, dated 18-3-1982	338
-containing guidelines for inquiry officer	No. 13/18/83-2PP/1153, dated 24-2-1984	464

Suspension

Circumstances in which a Government employee may be placed under— Observations of Supreme Court	No. 14/36/78-2PP/8008, dated 3-7-1981	302
—of Government employees— Review of the General Policy	No. 1270-2PP-78/15809, dated 16-5-1978	117
	No. 14/36/78-2PP, dated 20-2-1979	178
	No. 14/36/78-2PP/9342, dated 21-9-1979	214
	No. 20/3/82-2PP/14944, dated 12-11-1982	386
speedy disposal of cases of Government Employees under—	No. 9924-2GSI-77/951, dated 9-1-1978	96
	No. 20/19/80-1PP/7433, dated 2-7-1980	257
—of Government employees— criteria therefor	No. 8261-2GS-76/38262, dated 26-8-1977	79

RECRUITMENT—

Ad hoc appointment

Ad-hoc Appointment—Policy therefor	No. (4220)6/133/78-3PP-Vol. II, dated 24-5-1978	120
	No. 7053/6/234/3PP/78/32037, dated 29-9-1978	145
	No. 6/234/78-PP, dated 25-10-1978	147
	No. 6/234/78-PP/11207, dated 7-10-1980	269
	No. 6/234/78-3PP/13582, dated 1-1-1981	275
	No. 6/234/78-3PP/854, dated 22-1-1981	279
	No. 6/234/78-3PP/5942, dated 27/28-5-1981.	291
	No. 6/234/78-3PP/16865, dated 31-12-1981	332
	No. 6/34/82-3PP/4489, dated 8-4-1982	342
	No. 6/234/78-3PP/82/7913, dated 8-6-1982	360
	No. 6/35/80-3PP/14909, dated 12-11-1982	384
	No. 6/234/78-3PP/14911, dated 12-11-1982	385
Checking of work and conduct at the time of extending the term of appointment	No. 11102-8GS-76/44683, dated 10-11-1976	5
Question of continuance of— without the approval of Commission/Board	No. 13296-8GS-76/4490, dated 2-2-1977	30
	No. 2458-8GS-77/10151, dated 14-3-1977	48
	No. 8352-3GSI-77/45685, dated 4-11-1977	87

RECRUITMENT—*contd.*

Page

Age

Employment of candidates detained under MISA etc.
— Concession thereof No. 1/16/79-5PP/8596, dated 6-9-1979 210

Employment of handicapped persons in the public service — relaxation of age No. 266 (GOI) 2GSII-78/4232, dated 8-2-1978 102

Minimum— for entry into Government service No. 2/9/81-5PP-81/15975, dated 10-12-1981 326

Relaxation of — limit for entry into Government Service for certain categories of married women No. 1/50/83-5PP(1368)/3454, dated 23-4-1984 474

Relaxation of— in case of persons appointed on *ad hoc* basis No. 2/9/83-PP (4)/14517, dated 25-11-1983 457

Upper— limit for recruitment to State services No. 7610-1GSI-77/31795, dated 26-7-1977 74

No. 1/20/80-5PP/9209, dated 1-7-82 363

No. 1/11/86-5PP/1168/4360, dated 2-4-1986 598

Appointments

— to the posts of Senior Clerks/Steno-typist — Bifercation of Cadre strength No. 4/4/80-1PP/4130, dated 18-4-1980 244

No. 4/18/80-1PP/14, dated 1-1-1981 276

No. 4/18/80-1PP/7217, dated 19-6-1981 299

No. 4/4/80-1PP/7486, dated 1-6-1982 356

No. 4/4/80-1PP/4838, dated 4-5-1983 437

No. 4/38/80-3PP/10722, dated 8-9-1983 453

No. 4/8/84-3PP/3236, dated 17-4-1984 473

RECRUITMENT- contd.*Page***Ban on Recruitment**Relaxation of - for jobs in the
State Corporations/BoardsNo. 8020-6GSI-77, dated
10-8-1977

78

No. 9885-6GSI-77, dated
22-11-1977

92

No. 12/60/85-1GE/14096, dated
18-10-1985

592

No. 12/60/85-1GE/1433, dated
30-1-1986

596

Character and AntecedentsVerification of- of candidates
selected for appointment to Civil
postsNo. 1/54/78-3PP/5622, dated
20-5-1980

252

Verification of- of prisoners of
Borstal Jail before their first
appointment to Government
ServiceNo. 517-GE-78/8322, dated
17-3-1978

112

EligibilityNationality and Domicile for
recruitment in servicesNo. 2/9/79-5PP/9296, dated
30-7-1981

314

No. 2/9/79-5PP (8GOI) / 4587,
dated 28-4-1983

433

No. 2/9/79-5PP (1928)/5142,
dated 31-5-1984

487

Employment- to specified categories and
widows on Class IV postsNo. 1/1/86-3GE/2360, dated
19-2-1986

597

ExaminationHolding of combined- for
recruitment on similar posts/
servicesNo. 10/5/82-GE/5101, dated
31-5-1984

485

Schedule of dates for holding
Annual- by the Punjab Public
ServiceNo. 10/25/84-GE/7502, dated
19-7-1984

492

RECRUITMENT—contd.**Examination—concl'd.**

Commission for recruitment to the Punjab Civil Services (Executive Branch) and allied services

Half-a-Million Job

Scheme formulated under—
Programme 1973-74

No. 2797-7GS-77 dated
15-4-1977

51

Joining Time

Fixation of Period for joining
appointments

No. 1/43/78-1PP, dated
24-5-1979

194

Medical Certificate of Fitness

— Medical examination of Staff
Car Drivers

No. 2/4/79-PP/990, dated
26-3-1979

182

Priority

Grant of— for employment to
handicapped persons

No. 18/11/82-5PP/5043, dated
20-4-1982

350

— list for various categories of persons for employment in State services

No. 785-6GS-77/7542, dated
24-2-1977

44

No. 2679-6GS-77/10791, dated
21-3-1977

49

No. 13225-6GS-76/12197, dated
31-3-1977

49

No. 18/1/80-5PP/3203, dated
31-3-1980

239

No. 18/44/79-5PP/3655, dated
31-3-1980

241

No. 18/20/78-5PP-81/7796,
dated 30-6-1981

301

No. 18/11/82-5PP/5043, dated
20-4-1982

350

No. 18/20/78-5PP/5973, dated
3-5-1982

353

RECRUITMENT—*contd.*

Page

Priority—*concl.*

No. 18-/6/81-5PP/8014, dated 9-6-1982	361
No. 18/1/80-5PP/3043, dated 22-3-1983	425
No. 18/13/80-5PP/10341, dated 2-9-1983	450
No. 18/9/84-5PP (1208)/3012, dated 5-4-1984	470
No. 18/1/85-5PP (1068)/4670, dated 4-4-1985.	536
No. 18/14/86-5PP (1703)/5964, dated 24-4-1986	606
No. 18/20/78-5PP (2117)/9035, dated 17-6-1986	612

Proficiency

—in typewriting to the post of
Clerk

No. 4/17/79-1PP/9977, dated 24-8-1983	447
No. 4/17/79-1PP/13274, dated 1-10-1985	590
No. 4/17/79-1PP/5403, dated 17-4-1986	605

Recruitment

—through Punjab Public
Service Commission/S.S.S.
Board Punjab and sending
of information regarding
temporary appointments to
P.P.S.C.

No. 2573-5PP-81/8461, dated 15-7-1981	311
No. 6/126/81-3PP/11986, dated 18-9-1981	324
No. 6/35/80/3PP/14540, dated 9-11-1981	324
No. 12/45/80-1GE/8632, dated 18-6-1982	362
No. 2/12/81-5PP/82/10044, dated 19-7-1982	366
No. 2/27/79-5PP (1338)/4821, dated 8-4-1985	538

—to the post of Assis-
tants—Recommendations of
Second Pay Commission—
Method thereof

RECRUITMENT—*Contd*

Page

Recruitment—*concl'd.*

—of Home Guards and civil Defence Volunteers to the State Services No. 2/13/79-5PP, dated 8-1979 206

No. 2/13/79-5PP (282)/1391,
dated 30-1-1985 504

—of Territorial Army Personnel to the State Services—Concessions regarding No. 2/13/79-5PP/6584, dated 10-6-1980 253

Regularisation of Services

—of employees recruited on *ad hoc* basis No. 4561-3GSI-77/18051, dated 3-5-1977 56

No. 10167-3GSI-77/46420, dated
14-11-1977 90

No. (4426)-6/133/78-3PP/17898,
dated 1-6-1978 126

No. 442-3PP-78/21963, dated 4-7-1978 134

No. 6/133/78-3PP/Vol. II, dated 25-7-1978 137

No. 6/198/78-PP/26034, dated 8-8-1978 140

No. 6/127/78-PP/45, dated 5-1-1979 172

No. 6/275/78-PP, dated 30-3-1979 187

No. 6/201/78-PP/2315, dated 4-5-1979 191

No. 6/234/78-3PP, dated 2-5-1980 248

No. 6/234/78-3PP, dated 20-5-1980 251

No. 6/201/78-PP/8939, dated 7-8-1980 264

No. 6/234/78-3PP/11961, dated
28-10-1980 271

No. 6/48/81-3PP/4868, dated 5-5-1981 289

No. 6/234/78-3PP-82/5798, dated
30-4-1982 352

No. 6/234/78-3PP/14237, dated
26-10-1982 380

RECRUITMENT—concl'd.**Regularisation of Services—concl'd.***Page*

No. 6/35/80-3PP/14907, dated 12-11-1982	383
--	-----

No. 12/1/82-1GE/4438, dated 29-3-1985	533
--	-----

No. 12/1/82-1GE/10933, dated 8-8-1985	583
--	-----

Re-employment/Extension

Grant of— in service to Government employees on or after attaining the age of superannuation	No. 4671-3GSI-77, dated 6-5-1977	61
--	----------------------------------	----

No. 7572-3GSI-77, dated 1-8-1977	75
----------------------------------	----

No. 7697-3GSI-77/35080, dated 16-8-1977	78
--	----

No. 16/13/78-PP, dated 30-3-1979	186
----------------------------------	-----

No. 16/99/79-PP/3767, dated 5-6-1979	197
--------------------------------------	-----

No. 16/14/83-3PP/6638, dated 10-6-1983	440
---	-----

No. 16/36/84-4PP/162, dated 4-1-1985	501
---	-----

No. 16/36/84-4PP, dated 26-2-1985	530
-----------------------------------	-----

No. 16/36/84-4PP, dated 28-3-1985	532
-----------------------------------	-----

REPRESENTATION FROM GOVERNMENT EMPLOYEES**Representation**

Submission of— and advance copies thereof by Government employees	No. 20/26/79 (4PP)/11655, dated 27-11-1979	217
--	---	-----

RESIGNATION BY GOVERNMENT EMPLOYEES**Temporary Government Employees**

Resignation from service by— period of notice	No. 3237-2GSI-77/28000, dated 13-9-1977	82
--	--	----

No. 17/4/81-2PP/2987, dated 8-3-1982	334
--------------------------------------	-----

RETIREMENTS

Compulsory/Premature/Voluntary Retirement*Page*

Procedure of criteria for dealing with cases for—	No. 9193-2GS-76, dated 9-12-1976	16
	No. 7785-2GSII-77/33843, dated 3-8-1977	76
	No. 7176-GSI-77/38579, dated 30-8-1977	81
	No. 184 (GOL)-2GSI-77/40341, dated 14/15-9-1977	84
	No. 1411-2PP-78/5724, dated 23-2-1978	107
	No. 1763-2PP-78/12668, dated 20-4-1978	116
	No. 4427-2PP-78/17892, dated 7-6-1978	126
	No. (5924)16/45/78-2PP, dated 4-8-1978	139
	No. 16/72/78-2PP, dated 27-2-1979	180
	No. 16/3/78-2PP/11297, dated 15-11-1979	215
	No. 16/5/78-2PP/915, dated 29-1-1980	233
	No. 16/20/80-2PP/10914, dated 29-9-1980	266
	No. 16/3/78-2PP/12747, dated 19-11-1980	273
	No. 16/20/80-2PP/3517, dated 30-3-1981	285
	No. 16/20/80-2PP, dated 4-6-1981	293
	No. 16/42/78-2PP/7300, dated 22-6-1981	300
The Punjab Civil Services (Premature Retirement) (First amendment) Rules, 1984	No. GSR 80/Const. /Art. 309 and 234/Amd. (3)/84, dated 14-9-1984	498
	No. 16/31/82-2PP/11621, dated 16-10-1984	498

RETIREMENT— *Concl'd.*

Page

Compulsory/Premature/Voluntary Retirement— *concl'd*

The Punjab Civil Services (Premature Retirement) (First amendment) Rules, 1985	No. GSR-54/Const. /Art. 309 and 234/Amd. (4)/85, dated 30-7-1985	594
--	--	-----

No. 16/26/81-2PP/14723, dated 4-11-1985	594
---	-----

Pension

Voluntary retirement under the Punjab Civil Services (Premature retirement) Rules, 1973— Grant of—	No. 16/23/83-2PP/9049, dated 14-8-1984.	494
--	---	-----

Supply of Booklet

— Consolidated instructions for dealing with the cases of premature retirement	No. 16/1/81-2PP/12480, dated 14-8-1982	376
--	--	-----

SENIORITY—FIXATION OF

Finalisation

—of seniority lists	No. 1/9/78-1PP (3 5349), dated 17-11-1978	162
	No. 4/31/85-3PP/7506, dated 31-5-1985.	571

SERVICE RULES

Procedure

Recruitment and conditions of service—Rules relating to various Departments of the Punjab State —for finalisation of Service Rules.	No. 129-GOI-5GS-77/12675, dated 5-4-1977	50
	No. 2371-SPP-Rules (10)-78, dated 3-7-1978	133
	No. 80(GOI)-SPP-9/6-78-24925, dated 3-8-1978	138
	No. 1794-SPP-81/6152, dated 2-6-1981	292

SERVICE RULES—*concl'd.*

Page

Relaxation

Rules relating to the powers of State Government to dispense with or relax the requirement of any Rule regulating the condition of service of Government employees

No. 2626-5PP-81, dated 8-6-1981

294

Rules

The Released Indian Armed Forces Personnel (Determination of Eligibility for Promotion) Rules, 1977

No. GSR.-121/Const./Art. 309-77, dated 24-11-1977

94

The Demobilised Indian Armed Forces Personnel (Reservation of the vacancies in the Punjab State Technical Medical Engineering) Services Rules, 1978

No. GSR.-111/Const./Art. 309/78, dated 20-10-1978

167

The Punjab Recruitment of Ex-servicemen Rules, 1982

No. GSR.-11/Const./Arts. 309, 234 and 318/82, dated 2-2-1982.

346

The Punjab Government Houses (General Pool) Allotment Rules, 1983.

No. GSR. 21/Const./Arts 309/83, dated 17-2-1983

395

The Punjab Government Houses (General Pool) Allotment Rules, 1983. (First Amendment) Rules, 1983.

No. GSR.-61/Const/Art. 309/Amd. (1)/83, dated 21-6-1983

442

The Punjab Government Houses (General Pool) Allotment Rules, 1983. (Second Amendment) Rules, 1983

No. GSR.-95/Const/Art. 309/Amd. (2)/83, dated 7-12-1983

457

The Punjab Government Houses (General Pool) Allotment Rules, 1983

No. GSR.-55/Const/Art. 309/Amd. (3)/84, dated 30-5-1984

483

The Punjab Government Houses (General Pool) Allotment Rules, 1984

No. GSR.-59/Const/Art. 309/Amd. (4)/84, dated 25-6-1984

490

The Punjab State Assistant Grade Examination Rules, 1984.

No. GSR. 38/Const/Art. 309 & 318/84, dated 11-4-1984

476

The Government Employees (Conduct) Rules, 1966 (Re-published on 22-2-1985 in Punjab Government Gazette.)

No. GSR. 15/Const. 309 and 318/85, dated 12-2-1985.

510

STRIKE

Action

		Page
—against <i>ad hoc</i> and other Government employees during strike	No. 550-3GE-78/3879, dated 6-2-1978	101
	No. 1193-2GSI-78/4558, dated 10-2-1978	103
	No. 1194-2GSI-78/, dated 10-2-1978	104
	No. 1195-2GSI-78/4557, dated 10-2-1978	106
	No. 1452-2PP-78/6012, dated 21-2-1978	107
	No. 1522-2PP-78/, dated 13-3-1978	109
	No. 2260-2PP-78/, dated 21-3-1978	112
	No. 2313-2PP-78/, dated 21-3-1978	113
	No. 4857-2PP-78/, dated 16-6-1978	132
 Benefit :		
Grant of—to Government employees who did not participate in the strike on 8-2-1978	No. 4548-2PP-78/, dated 16-6-1978	130
	No. 7/15/78-2PP, dated 13-12-1978	166
	No. 7/15/78-2PP/51, dated 6-1-1979	174
	No. 7/15/78-2PP/34, dated 20-2-1979	176
	No. 7/15/78-2PP/1999, dated 24-4-1979	190
	No. 7/15/79-2PP/51, dated 2-1-1980	232
	No. 7/15/78-2PP/4521, dated 29-4-1980	246
	No. 7/15/78-2PP/14947, dated 12-11-1982	388
	No. 7/15/78-2PP/1619, dated 15-2-1983	394
	No. 7/15/78-2PP/3027, dated 6-4-1984	472

STRIKE—*concl.***Leave**

		Page
Sanction of—for 8-2-1978	No. 537-3GE-79/3735, dated 3-2-1978	100

Period of Absence

Regularisation of— Government employees on strike on 9-1-1974	No. 4312-2GSI-77/18060, dated 3-5-1977.	60
---	--	----

**TRANSFER OF GOVERNMENT
EMPLOYEES****General Principles**

—to be observed in making postings and transfers	No. 9048-7GS-76/48141, dated 1-12-1976.	6
	No. 1131-7GS-77/ , dated 7-2-1977	38
	No. 685-7GS-77/ , dated 1-3-1977	45
	No. 5070-6GSI-77/22964, dated] 24/25-5-1977	62
	No. 4429-6GSI-77/25141, dated] 9/14-6-1977	63
	No. 6428,-6GSI-77/27300, dated 23-6-1977	67
	No. 7524-6GSI-77/30428, dated 21-7-1977.	70
	No. 8719-6GSI-77/39024, dated 2-9-1977	81
	No. 10371-6GSI-77/, dated 11/14-11-1977	90
	No. 10499-6GSI-77/50281, dated 20-12-1977	93
	No. 2786-6PP-78/12136, dated 14-4-1978	114
	No. (6269) 8/110-78-6PP/30707, dated 7/22-9-1978	141

TRANSFER OF GOVERNMENT
EMPLOYEES—*contd.*General Principles—*contd.*

	Page
No. 8/110/78-PP/55, dated 5-3-1979	180
No. 8/20/79-PP/1757, dated 19-4-1979	189
No. 8/20/79-PP/3313, dated 24-5-1979	193
No. 8/110/78-6PP/8452, dated 1-9-1979	208
No. 8/11/80-6PP/3769, dated 2-4-1980	243
No. 8/11/80-6PP/10060, dated 12-9-1980	265
No. 8/11/80-6PP/11171, dated 6-10-1980	268
No. 8/11/80-6PP/18909, dated 24-10-1980	270
No. 22/9/78-1PP/4646, dated 29-4-1981	288
No. 8/9/81-6PP/4466, dated 8-4-1982	341
No. 8/9/81-6PP/5876, dated 30-4-1982	353
No. 8/9/81-6PP/6341, dated 11-5-1982	355
No. 8/9/81-6PP, dated 15-5-1982	356
No. 8/9/81-6PP/656, dated 18-1-1983	393
No. 8/62/82-6PP/3693, dated 13-4-1983	427
No. 8/62/82-6PP/4865, dated 5-5-1983	438
No. 8/62/82-6PP, dated 16-5-1983	439
No. 8/62/82-1PP/12816, dated 26-10-1983	454
No. 8/8/84-1PP/2252, dated 21-3-1984	465
No. 8/8/84-4PP/7563, dated 3-6-1985	572
No. 8/8/84-4PP/, dated 24-8-1985	584

TRANSFER OF GOVERNMENT
EMPLOYEES—*concl.d.*

Page

General Principles—*concl.d.*

No. 8/8/84-4PP/14092, dated 18-10-1985	592
---	-----

No. 8/8/84-4PP/17739, dated 17-12-1985	595
---	-----

No. 8/9/86-4PP/4668, dated 9-4-1986	599
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UPGRADATION /CLASSIFICATION
OF OFFICES

—from Class 'B' to Class 'A'	No. 4547-4PP-78/, dated 16-6-1978	129
------------------------------	-----------------------------------	-----

No. 12/9/78(4PP)/4398, dated 7-4-1982	340
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Classification of offices to be
continued

No. 12/4/78-4PP, dated 31-3-1983	426
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