

ਸੇਵਾ ਮਾਮਲਿਆਂ ਸਬੰਧੀ
ਹਦਾਇਤਾਂ ਦਾ ਮੈਨੂੰਅਲ

ਜਿਲਦ - VI

(ਸੰਖੇਪ ਟਾਈਟਲ : ਐਮ.ਐਸ.ਐਮ. ਜਿਲਦ - VI)



ਮਿਤੀ 1.1.2002 ਤੋਂ 31.12.2007 ਤੱਕ ਜਾਰੀ ਕੀਤੀਆਂ ਹਦਾਇਤਾਂ ਦਾ ਸੰਕਲਣ

ਜਾਰੀ ਕਰਤਾ :
ਪ੍ਰਸੋਨਲ ਵਿਭਾਗ

ਛੇਵਾਂ ਅਡੀਸ਼ਨ ਦੀ ਭੂਮਿਕਾ

ਪ੍ਰਸ਼ੋਨਲ ਵਿਭਾਗ ਵੱਲੋਂ ਮਿਤੀ 31.12.2001 ਤੱਕ ਜਾਰੀ ਕੀਤੀਆਂ ਗਈਆਂ ਹਦਾਇਤਾਂ ਬਾਰੇ ਪੰਜ ਮੈਨੂੰਅਲ ਪਹਿਲਾਂ ਹੀ ਜਾਰੀ ਕੀਤੇ ਜਾ ਚੁੱਕੇ ਹਨ। ਹੁਣ ਮਿਤੀ 1 ਜਨਵਰੀ, 2002 ਤੋਂ 31 ਦਸੰਬਰ, 2007 ਤੱਕ ਜਾਰੀ ਕੀਤੀਆਂ ਹਦਾਇਤਾਂ ਨੂੰ ਇਕੱਠਾ ਕਰਕੇ ਇਹ ਛੇਵਾਂ ਅਡੀਸ਼ਨ ਛਾਪਿਆ ਜਾ ਰਿਹਾ ਹੈ, ਜੋ ਇੱਕ ਸਲਾਘਾਯੋਗ ਉਪਰਾਲਾ ਹੈ।

ਮੈਨੂੰ ਪੂਰਣ ਆਸ ਹੈ ਕਿ ਅਧਿਕਾਰੀ/ਕਰਮਚਾਰੀ ਵਰਗ ਇਨ੍ਹਾਂ ਤੋਂ ਯੋਗ ਲਾਭ ਲਵੇਗਾ ਅਤੇ ਜੇ ਕੋਈ ਤਰੁੱਟੀ ਹੋਵੇ ਤਾਂ ਪ੍ਰਸ਼ੋਨਲ ਵਿਭਾਗ ਨੂੰ ਜਾਣੂ ਕਰਵਾਏਗਾ ਤਾਂ ਜੋ ਉਹ ਦੂਰ ਕੀਤੀ ਜਾ ਸਕੇ।

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GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL
(PERSONNEL POLICIES BRANCH-I)

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| 65. | 6/27/99-6ਪੀਪੀ3/ 5480 | 01.04.2003 | ਐਲ.ਟੀ.ਸੀ. ਦੀ ਜੋ ਸੁਵਿਧਾ ਇੱਕ ਸਾਲ ਲਈ ਆਰਜ਼ੀ ਤੌਰ ਤੇ ਸਥਗਿਤ ਕੀਤੀ ਗਈ ਸੀ, ਨੂੰ ਬਹਾਲ ਕਰਨ ਸਬੰਧੀ। | 56 |
| 66. | 12/7/13-IPP2/ 5508 | 02.04.2003 | Guidelines for the postings and transfers of Government employees for the year 2003-04. | 56 |
| 67. | 7/14/03-IPP2/ 6473 | 24.04.2003 | Guidelines for the postings and transfers of Government employee for the year 2003-04. | 57 |
| 68. | 9/30/98-4ਪੀਪੀ1/ 8326 | 13.05.2003 | ਸੇਵਾ ਨਿਯਮਾਂ ਦੀ ਬਣਤਰ ਵਿੱਚ ਤੇਜ਼ੀ ਲਿਆਉਣ ਬਾਰੇ। | 59 |
| 69. | 7/23/98-IPP2/8693 | 19.05.2003 | Holding of General election to Gram Panchayats in the State of Punjab. | 60 |
| 70. | 7/13/02 - IPP2/8740 | 20.05.2003 | Guidelines for the postings and transfer of employees of Corporations/Boards/Autonomous Bodies in the State, during the year 2003 -04. | 60 |
| 71. | 5/2/01-2PP2/8858 | 21.05.2003 | Special Voluntary Retirements Scheme (VRS) for Surplus Punjab Government Employees. | 62 |
| 72. | 11/41/01- 4PP3/ 9251 | 26.05.2003 | Regularisation of services of employees working on 89 days/temporary / adhoc basis guidelines thereof. | 64 |
| 73. | 12/7/03- IPP 2/9382 | 27.05.2003 | Guidelines for the postings and transfers of Government employees for the year 2003-04. | 65 |
| 74. | 12/39/02-5PP2/ 10960 | 12.06.2003 | Implementation of directions of the Hon'ble Punjab & Haryana High Court in Civil Writ Petition No. 4382 of 2002-Satbir Singh and others Vs.State of Haryana. | 67 |
| 75. | 4/40/95-1ਪੀਪੀ3/10191 | 18.06.2003 | ਪੰਜਾਬ ਲੋਕ ਸੇਵਾ ਕਮਿਸ਼ਨ ਨੇ ਪੰਜਾਬ ਅਧੀਨ ਸੇਵਾਵਾਂ ਚੋਣ ਬੋਰਡ ਦੇ ਅਧਿਕਾਰ ਖੇਤਰ ਤੋਂ ਬਾਹਰ ਕੱਢੀਆਂ ਅਸਾਮੀਆਂ ਭਰਨ ਲਈ ਵਿਭਾਗੀ ਚੋਣ ਕਮੇਟੀ ਦਾ ਗਠਨ ਕਰਨ ਬਾਰੇ। | 68 |

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| 76. | 3/54/91-2ਪੀਪੀ2/10427 | 23.06.2003 | ਪੰਜਾਬ ਸਿਵਲ ਸੇਵਾਵਾਂ (ਦੰਡ ਅਤੇ ਅਪੀਲ) ਨਿਯਮਾਂਵਲੀ 1970 ਅਧੀਨ ਰਿਟਾਇਰਡ ਅਧਿਕਾਰੀਆਂ ਦੀ ਬਤੌਰ ਪੜਤਾਲੀਆ ਅਧਿਕਾਰੀ ਦੀ ਨਿਯੁਕਤੀ ਕਰਨ ਬਾਰੇ। | 68 |
| 77. | 6/1/95-6ਪੀਪੀ3/10489 | 24.06.2003 | ਐਲ.ਟੀ.ਸੀ. ਦੇ ਬਲਾਕ ਸਾਲ 1998-2001 ਦੇ ਗਰੇਸ (Grace) ਸਮੇਂ ਵਿੱਚ ਮਿਤੀ 31.12.2003 ਤੱਕ ਵਾਧਾ ਕਰਨ ਸਬੰਧੀ। | 68 |
| 78. | 11/41/01-4PP3/ 10524 | 25.06.2003 | Ban of recruitment ad hoc/ temporary basis. | 69 |
| 79. | 12/29/2002-IPP3/10645 | 30.06.2003 | Notification regarding constitution of SSS Board | 69 |
| 80. | 12/29/2002-IPP3/ 10653 | 30.06.2003 | Notification regarding appointment of Members of SSS Board | 70 |
| 81. | 5/27/200-5ਪੀਪੀ3/12515 | 18.07.2003 | ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਦਫਤਰਾਂ ਵਿੱਚ ਕਰਮਚਾਰੀਆਂ ਦੀ ਪ੍ਰਤੀ-ਨਿਯੁਕਤੀ ਬਾਰੇ। | 70 |
| 82. | 15/9/03-1ਪੀਪੀ1/19595 | 14.08.2003 | ਮੰਡਲ ਜ਼ਿਲ੍ਹਾ ਅਤੇ ਉਪ ਮੰਡਲ ਪੱਧਰ ਤੇ ਅਧਿਕਾਰੀਆਂ ਦੀਆਂ ਸਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਕ੍ਰਮਵਾਰ ਕਮਿਸ਼ਨਰ, ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ ਅਤੇ ਉਪ ਮੰਡਲ ਅਫਸਰ (ਸ) ਵੱਲੋਂ ਲਿਖਣ ਬਾਰੇ। | 70 |
| 83. | 4/40/95-1ਪੀਪੀ3/20303 | 29.08.2003 | ਪੰਜਾਬ ਲੋਕ ਸੇਵਾ ਕਮਿਸ਼ਨ/ਪੰਜਾਬ ਅਧੀਨ ਸੇਵਾਵਾਂ ਚੋਣ ਬੋਰਡ ਦੇ ਅਧਿਕਾਰ ਖੇਤਰ ਤੋਂ ਬਾਹਰ ਕੱਢੀਆਂ ਅਸਾਮੀਆਂ ਡਰਨ ਲਈ ਵਿਭਾਗੀ ਚੋਣ ਕਮੇਟੀ ਦਾ ਗਠਨ ਕਰਨ ਬਾਰੇ। | 71 |
| 84. | 4/59/03-3PP1/ 25920 | 24.12.2003 | Setting up of Departmental Promotion Committees for considering cases of promotion Class-I and Class II (Now Group 'A' and Group 'B' posts) | 71 |
| 85. | 7/51/01-IPP2/537 | 09.01.2004 | Revision of Electoral Rolls in the State and ban on transfers of the deputed staff. | 72 |
| 86. | 11/94/02-4PP2/650 | 12.01.2004 | Grant of employment in the State Services on compassionate appointments policy regarding. | 73 |
| 87. | 7/14/03-IPP2/960 | 15.01.2004 | Guidelines for the postings and transfer of Government employees for the year 2003-04. | 74 |
| 88. | 12/63/2003-5PP2/2154 | 10-2-2004 | Decisions of Cabinet Sub-Committee on Fiscal Management taken in its meeting held on 14.11.2003-regardings. | 75 |
| 89. | 7/51/01-IPP3/2333 | 12.02.2004 | Lok Sabha General Elections 2004-Transfers of Officers who stayed more than 4 years in a period of 5 years in a particular place/Home District-regarding. | 75 |
| 90. | 11/12/04-4ਪੀਪੀ2/2327 | 12.02.2004 | ਮਿਤਕ ਕਰਮਚਾਰੀਆਂ ਦੇ ਆਸਰਿਤਾਂ ਨੂੰ ਤਰਸ ਦੇ ਆਧਾਰ ਤੇ ਨਿਯੁਕਤੀਆਂ ਦੇਣ ਦੇ ਮਾਮਲੇ ਤੁਰੰਤ ਨਿਪਟਾਉਣ ਬਾਰੇ। | 77 |
| 91. | 7/51/01- IPP2/ 2637 | 19.02.2004 | Lok Sabha General Elections 2004 Transfers of Office who stayed more than 4 years in a period of 5 years in a particular place/Home District-regarding. | 77 |
| 92. | 7/15/04 -IPP2/ 2988 | 27.02.2004 | Regarding election duty of Officers of Excise & Taxation Department in ensuring Lok Sabha elections. | 79 |

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| 93. | 7/51/01- IPP2/6184 | 05.03.2004 | Lok Sabha General Elections 2004- Application of Model Code of Conduct. | 80 |
| 94. | 7/15/04 - IPP2/7080 | 19.03.2004 | Regarding election duty of officer of Excise & Taxation Department in ensuring Lok Sabha elections. | 81 |
| 95. | 5/25/94-5ਪੀਪੀ3/8355 | 31.02.2004 | ਭਾਖੜਾ ਬਿਆਸ ਮੈਨੇਜਮੈਂਟ ਵਿੱਚ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਕਰਮਚਾਰੀਆਂ, ਅਧਿਕਾਰੀਆਂ ਦੀ ਪ੍ਰਤੀ-ਨਿਯੁਕਤੀ ਸਬੰਧੀ। | 81 |
| 96. | 17/9/04-2ਪੀਪੀ1/9368 | 01.04.2004 | ਵਿਭਾਗੀ ਤਰੱਕੀ ਕਮੇਟੀ ਦੀ ਕਾਰਵਾਈ ਦੀ ਕਾਪੀ ਪ੍ਰਸ਼ਨਲ ਵਿਭਾਗ ਅਤੇ ਡਲਾਈ ਵਿਭਾਗ ਨੂੰ ਭੇਜਣ ਬਾਰੇ। | 82 |
| 97. | 11/94/02 - 4PP2/ 8403 | 02.04.2004 | Grant of employment in the State Services on compassionate appointments - policy regarding. | 82 |
| 98. | 3/54/91-2PP2-Vol.-II/8716 | 16.04.2004 | Appointment of Retired Officer as Inquiry Officers under Punjab Civil Services (Punishment & Appeal) Rule, 1970. | 83 |
| 99. | 11/24/04-4PP2/10195 | 23.04.2004 | Grant of employment in the State Services on compassionate grounds during Lok Sabha Elections clarification regarding. | 83 |
| 100. | 6/12/2004 -6PP3/10678 | 30.04.2004 | Lok Sabha Elections - Notification regarding Holiday on 10th May, 2004 -. | 83 |
| 101. | 12/53/04-IPP2/10972 | 07.05.2004 | Lok Sabha Elections, 2004- Period of duty of Presiding and Polling Officers-Clarifications regarding. | 84 |
| 102. | 7/14/03-IPP2/11964 | 20.05.2004 | Guidelines for the postings and transfers of Government employees and Public Sector undertaking employees for the year 2004-05 | 84 |
| 103. | 3/34/99-3PP1/17654 | 21.05.2004 | Implementation of Ajit Singh Janjua Judgement-IA.No.1-3 in CWP Nos. 3792-3794 | 87 |
| 104. | 12/44/04-5PP2/18377 | 28.05.2004 | Decision of Cabinet Sub-Committee on Fiscal Management. | 87 |
| 105. | 3/54/91-2ਪੀਪੀ2/19410 | 17.06.2004 | ਪੰਜਾਬ ਸਿਵਲ ਸੇਵਾਵਾਂ (ਦੰਡ ਅਤੇ ਅਪੀਲ) ਨਿਯਮਾਂਵਲੀ 1970 ਅਧੀਨ ਰਿਟਾਇਰਡ ਅਧਿਕਾਰੀਆਂ ਦੀ ਬਤੌਰ ਪੜਤਾਲੀਆ ਅਧਿਕਾਰੀ ਨਿਯੁਕਤੀ ਕਰਨ ਬਾਰੇ। | 88 |
| 106. | 10/14/2001-2PP2/ 22224 | 2/5.07.2004 | Regarding implementation of Observations/re commendations made by the Public Accounts Committee in Its 147th report - Action against defaulting officers/officials. | 88 |
| 107. | 11/8/04-4PP2/ 22465 | 08.07.2004 | Compassionate appointment to terrorist victim. | 89 |
| 108. | 7/14/2003-IPP2/ 22941 | 16.07.2004 | Guidelines for the postings and transfer of Government employees and Public Sector undertaking employees for the year 2004-05 | 90 |
| 109. | 14/65/02-6ਪੀਪੀ3/ 23287 | 23.07.2004 | ਦਫਤਰਾਂ ਦੇ ਸਮੇਂ ਵਿੱਚ ਤਬਦੀਲੀ ਸਬੰਧੀ। | 90 |
| 110. | 4/64/2002-3PP1/ 23698 | 04.08.2004 | Promotion of Government employees against whom investigation is pending-procedure to be followed. | 90 |
| 111. | 7/33/2004-IPP2/ 23723 | 04.08.2004 | Revision of Electoral Rolls in the State and ban on transfers of the deputed staff. | 91 |

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| 112. | 12/92/2004-5PP2/ 24239 | 12.08.2004 | Sending the copies of important matters to Principal, Resident Commissioner, New Delhi. | 92 |
| 113. | 17/4/2004-2PP2/ 24291 | 13.08.2004 | Pursuit of court Cases, particularly, where the Hon'ble Court issues direction to the Chief Secretary for compliance. | 92 |
| 114. | 7/14/03 - IPP2/ 24558 | 19.08.2004 | Guidelines for the postings and transfers of Government employees for the year 2003-04. | 92 |
| 115. | 12/62/04-5PP2/ 24755 | 25.08.2004 | Decision of Cabinet Sub-Committee of Fiscal Management. | 93 |
| 116. | 9/30/98-4ਪੀਪੀ1 (ਪ.ਫ.)/ 24879 | 27.08.2004 | ਸੇਵਾ ਨਿਯਮਾਂ ਦੀ ਬਣਤਰ ਵਿੱਚ ਤੇਜ਼ੀ ਲਿਆਉਣ ਬਾਰੇ। | 93 |
| 117. | 12/94/04-5PP2/ Spl. | 31.08.2004 | Decision of Government of India regarding improvement of efficiency in the delivery of service of Government Departments provide interactions with the officials to ventilate their grievances. | 94 |
| 118. | 7/54/2004-IPP2/25631 | 17.09.2004 | Ban on transfer / posting of Officers connected with the bye elections. | 94 |
| 119. | 6/27/97-6ਪੀਪੀ3/29984 | 03.12.2004 | ਭਾਰਤ ਸਰਕਾਰ ਦੇ ਪੈਟਰਨ ਤੇ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਐਲ.ਟੀ.ਸੀ. ਦੀਆਂ ਸਹੂਲਤਾਂ ਦੇਣ ਬਾਰੇ। | 95 |
| 120. | 12/26/2003-2PP2/30681-82 | 20.12.2004 | Regarding 'No Objection Certificate for the grant of passport facilities to Central/ State Government Officials and employees of statutory bodies and Public Sector Undertaking. | 96 |
| 121. | 12/152/2004-5ਪੀਪੀ230117 | 31.12.2004 | ਦੱਖਣੀ ਭਾਰਤ ਵਿੱਚ ਸਮੁੰਦਰੀ ਤੁਫਾਨ ਆਉਣ ਕਾਰਨ ਜਾਨ ਅਤੇ ਮਾਲ ਦੇ ਨੁਕਸਾਨ ਨਾਲ ਪ੍ਰਭਾਵਿਤ ਲੋਕਾਂ ਦੀ ਸਹਾਇਕਾ ਲਈ ਅਪੀਲ। | 97 |
| 122. | 11/105/98-4PP2/ 1754 | 28.01.2005 | Scheme for compassionate appointments - 2002 -Grand of employment in the State Services on compassionate grounds-Policy regarding. | 97 |
| 123. | 6/23/04-6ਪੀਪੀ3/ 2174 | 10.02.2005 | ਐਲ. ਟੀ. ਸੀ. ਕਲੇਮ ਦੀ ਪ੍ਰਵਾਨਗੀ ਸਬੰਧੀ। | 98 |
| 124. | 12/107/05-IPP2/ 4108 | 04.04.2005 | Pay and Allowances to officers of Cabinet Minister and Ministers of State Rank. | 98 |
| 125. | 4/11/04-3ਪੀਪੀ1/ 4755 | 19.04.2005 | ਕਰੰਟ ਡਿਊਟੀ ਚਾਰਜ ਦੇਣ ਬਾਰੇ ਸਪੱਸ਼ਟੀਕਰਨ | 99 |
| 126. | 7/28/05-IPP2/ 4876 | 21.04.2005 | Guidelines for the posting and transfers of Government employees and Public Sector Undertaking employees for the year 2005-06. | 100 |
| 127. | 7/28/05-IPP2/ 6482 | 19.05.2005 | Guidelines for postings and transfers of Government employees and Public Sector undertaking employees for the year 2005-06 | 102 |
| 128. | 7/28/05-IPP2/7341 | 03.06.2005 | Guidelines for the postings and transfers of Government employees and Public Sector under taking employees for the year 2005-06. | 102 |

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| 129. | 6/33/04-6ਪੀਪੀ3/7658 | 10.06.2005 | ਸਰਕਾਰੀ ਕਰਮਚਾਰੀਆਂ ਲਈ ਸਵੈ-ਰੁਜ਼ਗਾਰ ਦੇ ਉਦੇਸ਼ ਨਾਲ 5 ਸਾਲ ਦੀ ਵਿਸ਼ੇਸ਼ ਛੁੱਟੀ ਦਾ ਉਪਬੰਧ ਕਰਨ ਬਾਰੇ। | 103 |
| 130. | 7/28/05-IPP2/7889 | 14.06.2005 | Guidelines for the postings and transfers of Government employees and Public Sector under taking employee for the year 2005-06 | 103 |
| 131. | 11/39/05-4PP2/ 9799 | 18.07.2005 | Grant of compassionate appointments in State Service Group C and D policy regarding. | 103 |
| 132. | 12/61/05-5PP2/ 1064 | 26/28.07. 2005 | Disposal / implementation time bound cases as the reduce unnecessary and frivolous litigation. | 104 |
| 133. | 7/33/04-IPP2/16824 | 25.11.2005 | Revision of Electoral Rolls in the State and ban on transfers of the deputed staff and provision of adequate Staff. | 105 |
| 134. | 3/34/99-3PP1/ 17646 | 15.12.2005 | Implementation of the Constitution (Eighty -Fifth) Amendment Act, 2001 in the State of Punjab. | 106 |
| 135. | 11/99/02-4PP2/ 18086 | 28.12.2005 | Scheme for compassionate appointment 2002-Grant of employment in State Services on compassionate grounds-policy regarding. | 106 |
| 136. | 11/1/2006 -3ਪੀਪੀ2/1307 | 18.01.2006 | ਰੈਜ਼ੀਡੈਂਸ ਸਰਟੀਫਿਕੇਟ ਜਾਰੀ ਕਰਨ ਬਾਰੇ। | 107 |
| 137. | 12/113/05-5PP2/ 1993 | 08.02.2006 | Setting up of Committee at State Level to resolve litigation between different Departments/Public Sector Undertakings implementation of the recommendations. | 107 |
| 138. | 3/48/04 - 3PP1/ 2081 | 09.02.2006 | Writing of confidential Reports. | 108 |
| 139. | 6/26/05 - 6ਪੀਪੀ3/ 2432 | 21.02.2006 | ਸ਼ਹੀਦੀ ਜੋਤ ਮੇਲਾ ਫਤਿਹਗੜ੍ਹ ਸਾਹਿਬ ਦੇ ਸਬੰਧ ਵਿੱਚ ਰਾਖਵੀਆਂ ਛੁੱਟੀਆਂ ਦੀਆਂ ਮਿਤੀਆਂ ਵਿੱਚ ਤਬਦੀਲੀ ਸਬੰਧੀ। | 109 |
| 140. | 12/120/05-2PP2/ 2827 | 01.03.2006 | Emigration of State Govt Officer / Officials to other Countries. | 109 |
| 141. | 11/26/06-4ਪੀਪੀ2/ 3539 | 17.03.2006 | ਮਿਤਕ ਕਰਮਚਾਰੀਆਂ ਦੇ ਆਸਰਿਤਾਂ ਨੂੰ ਛੇਤੀ ਤਰਸ ਦੇ ਆਧਾਰ ਤੇ ਨਿਯੁਕਤੀਆਂ ਦੇਣ ਸਬੰਧੀ। | 109 |
| 142. | 7/28/05 - IPP2/ 4362 | 04.04.2006 | Guidelines for the postings and transfers of Government employees and Public Sector undertakings employees for the year 2006-07. | 110 |
| 143. | 7/28/05 - IPP2/5269 | 28.04.2006 | Guidelines for posting and transfers of Government employees and Public Sector Undertaking employees for the year 2006-07 | 113 |
| 144. | 15/6/06-IPPI/ 6361 | 01.05.2006 | Writing of Confidential Reports. | 113 |
| 145. | 12/16/94-IPP3/ 6526 | 03.05.2006 | Terms & Conditions of Chairman and Members of SSS Board - Notification | 114 |
| 146. | 12/4/06-5PP2/ 6900 | 11.05.2006 | Submission of proposals to the Official Committee for the requirement of staff after restructuring departments. | 116 |

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| 147. | 7/28/05-IPPII/ 75889 | 23.05.2006 | Guidelines for the posting and transfers of Government employees and Public Sector undertaking employees for the year 2006-07. | 117 |
| 148. | 7/119/01-IPPI/ 7785 | 25.05.2006 | Implementation of the recommendations of the Fourth Pay commission under 'Assured Career Progression Scheme'- Grant of ACP to the Employees appointed by transfer open selection etc., from one service to another and to Clerks / Senior Clerks/Junior Assistants. | 117 |
| 149. | 1/5/06-3PP2/ 9302 | 26.06.2006 | Bonafied residents of Punjab-Guidelines for grant of Resident Certificate. | 120 |
| 150. | 7/24/06-1ਪੀਪੀ2/ 10467 | 18.07.2006 | ਮਿਊਂਸ਼ੀਪਲ ਕੌਂਸਲ, ਐਸ. ਏ. ਐਸ. ਨਗਰ, ਮੋਹਾਲੀ ਅਤੇ ਨਗਰ ਪੰਚਾਇਤ, ਭੋਗਪੁਰ ਤੇ ਹੋਰ ਮਿਊਂਸ਼ੀਪਲ ਕੌਂਸਲਾਂ ਅਤੇ ਨਗਰ ਪੰਚਾਇਤਾਂ ਦੇ ਕੁੱਝ ਵਾਰਡਾਂ ਦੀਆਂ ਉਪ-ਚੋਣਾਂ ਸਬੰਧੀ-ਬਦਲੀਆਂ/ਭੇਨਾਤੀਆਂ ਅਤੇ ਸ਼ਿਫਟਿੰਗ ਉੱਤੇ ਪੂਰਨ ਰੋਕ ਲਾਉਣ ਬਾਰੇ। | 121 |
| 151. | 7/28/05-IPP2/10648 | 21.07.2006 | Mid-term posting & transfers | 121 |
| 152. | 6/21/01-6ਪੀਪੀ3/ 11545 | 10.08.2006 | ਸਰਕਾਰੀ ਕਰਮਚਾਰੀਆਂ ਲਈ ਸਵੈ-ਰੁਜ਼ਗਾਰ ਦੇ ਉਦੇਸ਼ ਨਾਲ 5 ਸਾਲ ਦੀ ਵਿਸ਼ੇਸ਼ ਛੁੱਟੀ ਦਾ ਉਪਬੰਧ ਕਰਨ ਬਾਰੇ। | 121 |
| 153. | 12/109/02-5PP2/ 1039 | 14.08.2002 | General Elections to the Legislative Assembly of Jammu and Kashmir, 2002-making available staff in connections with request for. | 122 |
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| 158. | 5/25/94-5ਪੀਪੀ3/ 15863 | 02.11.2006 | ਭਾਖੜਾ ਬਿਆਸ ਮੈਨੇਜਮੈਂਟ ਬੋਰਡ ਵਿੱਚ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਕਰਮਚਾਰੀਆਂ/ਅਧਿਕਾਰੀਆਂ ਦੀ ਪ੍ਰਤੀ-ਨਿਯੁਕਤੀ ਸਬੰਧੀ। | 125 |
| 159. | 7/60/06 - 5PP1/ 15963 | 3.11.2006 | Assured Career Progression Scheme on completion of 4,9 and 14 years of service in a cadre. | 126 |

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| 160. | 3/54/91-2ਪੀ.ਪੀ.2/ 16023 | 07.11.2006 | ਪੰਜਾਬ ਸਿਵਲ ਸੇਵਾਵਾਂ (ਦੇਫ਼ ਅਤੇ ਅਪੀਲ) ਨਿਯਮਾਵਲੀ 1970 ਅਧੀਨ ਰਿਟਾਇਰਡ ਅਧਿਕਾਰੀਆਂ ਦਾ ਬਤੌਰ ਪੜਤਾਲੀਆ ਅਧਿਕਾਰੀ ਨਿਯੁਕਤ ਕਰਨ ਬਾਰੇ। | 128 |
| 161. | 1/5/06-5ਪੀ.ਪੀ.1 / 16676 | 15.11.2006 | ਰਾਜ ਵਿੱਚ ਸਿੱਧੀ ਭਰਤੀ ਲਈ ਆਮ ਉਮਰ ਦੀ ਉਪਰਲੀ ਸੀਮਾ ਵਿੱਚ ਵਾਧਾ ਕਰਨ ਸਬੰਧੀ। | 129 |
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| 163. | 15/53/05-4PP3/ 18273 | 15.12.2006 | Regularisation of services of Work-charged/Daily wages workers and employees working on 89 days/ Ad/hoc/Temporary basis- regarding policy thereof. | 130 |
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| 166. | 6/27/97 - 6PP3/ 2275 | 19.02.2007 | L.T.C. facility to Punjab Government employees on the patterns of Government of India. | 135 |
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| 168. | 4/3/07-2PP2/4163 | 23.03.2007 | Rule 20 of Punjab Government Employees (Conduct) Rules, 1966 and Rule 18 of the All-India Services (Conduct) Rules - Convassing of non-official or other influence by Government employees- strict observance of. | 138 |
| 169. | 3/54/91-2ਪੀ.ਪੀ.2/ 4285 | 29.03.2007 | ਸ਼੍ਰੀ ਅਮਰਜੀਤ ਸਿੰਘ, ਆਈ.ਏ.ਐਸ. (ਰਿਟਾਇਰਡ) ਨੂੰ ਪੜਤਾਲੀਆ ਅਫਸਰਾਂ ਦੇ ਪੈਨਲ ਤੋਂ ਹਟਾਉਣ ਬਾਰੇ। | 139 |
| 170. | 7/8/07-1PP2/ 5020 | 13.04.2007 | Guidelines for the posting and transfers of Government employees and Public Sector Undertakings employees for the year 2007-08. | 139 |
| 171. | 12/59/07-3PP2/ 7587 | 17.05.2007 | Regarding efficient follow up of legal cases in the High Court. | 142 |
| 172. | 7/8/07-1PP2/ 7679 | 18.05.2007 | Guidelines for the posting and transfers of Government employees and Public Sector undertaking employees for the year 2007-08 | 142 |

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| 173. | 7/60/06-5PP1/ 8559 | 05.06.2007 | Recommendation of the 4th Pay Commission/ Implementation of "Assured Career Progression Scheme" for the categories where there is a direct recruitment in the where existing pay scale of 2200-4000 as on 31st December, 1995 and consideration of cases of persons appointed by promotion to the post of categories mentioned in Annexure 'A' also. | 143 |
| 174. | 3/10/07-2ਪੀਪੀ2/ 8675 | 05.06.2007 | ਪੰਜਾਬ ਸਿਵਲ ਸੇਵਾਵਾਂ (ਦੰਡ ਅਤੇ ਅਪੀਲ) ਨਿਯਮਾਂਵਲੀ, 1970 ਅਧੀਨ ਵਿਭਾਗੀ ਪੜਤਾਲਾਂ ਦਾ ਤੁਰੰਤ ਨਿਪਟਾਰਾ ਕਰਨ ਬਾਰੇ। | 142 |
| 175. | 14/26/2003-4ਪੀਪੀ3 /10082 | 05.07.2007 | ਦਫਤਰਾਂ ਵਿੱਚ ਸਮੇਂ ਦੀ ਪਾਬੰਦੀ ਨੂੰ ਯਕੀਨੀ ਬਣਾਉਣ ਬਾਰੇ। | 143 |
| 176. | 7/8/97-1ਪੀਪੀ2/ 10843 | 23.07.2007 | ਅੰਮ੍ਰਿਤਸਰ, ਜਲੰਧਰ, ਲੁਧਿਆਣਾ, ਪਟਿਆਲਾ ਅਤੇ ਬਠਿੰਡਾ ਵਿਖੇ ਮਿਊਂਸੀਪਲ ਕਾਰਪੋਰੇਸ਼ਨਾਂ ਦੀਆਂ ਆਮ ਚੋਣਾਂ ਕਰਵਾਉਣ ਬਾਰੇ- ਬਦਲੀਆਂ/ਤੈਨਾਤੀਆਂ ਉੱਤੇ ਰੋਕ। | 144 |
| 177. | 7/8/97-1ਪੀਪੀ2/ 11331 | 02.08.2007 | ਅੰਮ੍ਰਿਤਸਰ, ਜਲੰਧਰ, ਲੁਧਿਆਣਾ, ਪਟਿਆਲਾ ਅਤੇ ਬਠਿੰਡਾ ਵਿਖੇ ਮਿਊਂਸੀਪਲ ਕਾਰਪੋਰੇਸ਼ਨਾਂ ਦੀਆਂ ਆਮ ਚੋਣਾਂ ਕਰਵਾਉਣ ਬਾਰੇ-ਬਦਲੀਆਂ/ਤੈਨਾਤੀਆਂ ਉੱਤੇ ਰੋਕ। | 144 |
| 178. | 8/1/04 - 3PP1/ 11882 | 14.08.2007 | Reservation in promotion to the members of Scheduled Caste in Services and posts under Punjab Government Clarification thereof. | 145 |
| 179. | 6/18/07-6ਪੀਪੀ3/ 11883 | 16.08.2007 | ਸਰਕਾਰੀ ਕਰਮਚਾਰੀਆਂ ਲਈ ਸਵੈ -ਰੁਜ਼ਗਾਰ ਦੇ ਉਦੇਸ਼ ਨਾਲ 5 ਸਾਲ ਦੀ ਵਿਸ਼ੇਸ਼ ਛੁੱਟੀ ਦਾ ਉਪਬੰਧ ਕਰਨ ਬਾਰੇ। | 145 |
| 180. | 7/60/06-5PP1/ 12126 | 22.08.2007 | Assured Career Progression Scheme on Completion of 4,9 and 14 years of Service in a cadre-Regarding extension in the date of submitting the options for the adoption of Assured Career Progression Scheme. | 146 |
| 181. | 3/18/07-2PP2/ 13576 | 24.09.2007 | Regarding unauthorised communication of confidential/secret information. | 146 |
| 182. | 15/52/2003 - 4PP3/ 13809 | 1-10-2007 | Regularisation of services of Work-charged / Daily wages workers and employees working on 89 days/ Ad/hoc/ Temporary basis- regarding policy thereof. | 146 |
| 183. | 1/0/99 - 3RDC / 14683 | 17-10-2007 | Re-deployment of surplus staff and recruitment against vacant posts available with the department after restructuring exercise. | 146 |
| 184. | 7/30/07-5PP1/ 12796 | 06.11.2007 | Regarding financial benefits to Junior Assistants under Assured Career Progression Scheme on 4,9 and 14 years of service. | 147 |
| 185. | 3/18/07-2PP2/ 13576 | 24.11.2007 | Regarding unauthorised communication of confidential/secret information. | 147 |

Copy of Punjab Government circular letter No. 7/51/2001-1PPH/200, dated 4th January, 2002 from the Department of Personnel, addressed to all the heads of Department etc. in the State of Punjab

Subject : Punjab Vidhan Sabha General Election 2002 application of Model code of conduct-total ban on the transfers of all officers/officials connected with the conduct of the election.

Sir/Madam,

I am directed to refer to the Punjab government letter No. 3/6/01/GC)7/17822 dated 28.12.2001 on the subject cited above and to say that to ensure the smooth conduct of elections, the Election Commission of India has imposed a total ban on transfers of officers/officials connected with the conduct of the elections. The relevant extract of para-4 of instructions from Election Commission of India, circulated vide letter referred to above is reproduced below:-

"The Commission directs that there shall be a ban on the transfer of all officers/officials connected with the conduct of the elections. These include but are not restricted to :-

- i) The Chief Electoral officers and Additional/Joint Deputy Chief Electoral Officers
- ii) Divisional Commissioners
- iii) The District Election Officers, Returning officers, Assistant Returning Officers and other Revenue Officers connected with the conduct of Elections.
- iv) Officers of the Police Department connected the management of elections like range IGs, DIGs, Senior Superintendents of Police, and Superintendents of Police Sub-Divisional level police officers like Deputy Superintendents of Police and other Police Officers who are deputed to the Commission under Section 28-A of the Representation of the People Act, 1951.
- v) The transfer orders issued in respect of the above categories of officers prior to the date of announcement but not implemented till date should not be given effect to without obtaining specific permission form the Commission in this regard.
- vi) This ban shall be effective till the completion of the elections. The Commissioner further directs that the State Government should refrain from making transfers of Senior Officers who have a role in the management of elections in the State.
- vii) In those cases where transfer of an officers is absolutely necessary on account of administrative exigencies, the concerned state government may with full justification approach the Commission for prior clearance.

2. You are accordingly requested to comply with the above mentioned instructions and to observe that there should be total ban on the transfers of officers/officials amended with the conduct of the elections.

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

Copy of Election Commission of India letter No. 437PB/99/436, dated 20th July, 1999 from K.R. PARASAD, Secretary, addressed the Chief Secretary, Government of Punjab

Sir/Madam,

Kindly refer to your D.O. Letter No. SCS-99/1367, dated 14th July, 1999, seeking clarifications about the category of officers covered by the Commission's order, who are actually connected or are likely to be connected with the conduct of general elections. I am directed to inform that the officers mentioned in category a, b, and c of your letter under reference, are actually assigned election work. As regards the officers mentioned in category do quite a good number of them also are assigned polling/election duties.

Therefore, in respect of officers mentioned in category (d), any transfers may be kept to the minimum and may be done only in consultation with the Chief Electoral Officer, Punjab.

Copy of Punjab Government circular letter No. 7/51/2001-1PPH/210, dated 4th January, 2002 from the Department of Personnel, addressed to all the heads of Department etc. in the State of Punjab

Subject : Punjab Vidhan Sabha General Election 2002 ban on transfers and recruitments.

Sir/Madam,

I am directed to refer to this office letter No. 7/51/2001-1PPH/200-205, dated 4th January, 2002 on the subject cited above and to say that in addition to the earlier instructions, the Chief Electoral Officer, Punjab has forwarded a copy of letter No. 437/6/2001-PLN-III/dated 28th December, 2001, from the Election Commission of India (copy enclosed) for further necessary action.

2. With the coming into operation of the Model Code of Conduct for the forthcoming election, a total ban on the transfers of the officials/officers connected with the conduct of elections has been imposed. As per the earlier and the new instructions on the subject of the Election Commission of India the officials who are actually connected or are likely to be connected with the conduct of general elections have been defined into various categories. This includes officers in the Revenue Department like Revenue Officers, Deputy Collectors, Deputy Tehsildars, Block Development Officers and officers of the Local Bodies who are entrusted with work connected with the elections. It has been further stipulated by the Election Commission of India that all officers who are posted in their home district and who have been serving for more than 4 years in their present places of posting should be transferred out.

3. Further as per the instructions contained in letter No. 437/PB/99/476, dated 28th July, 1999 (copy enclosed) reiterated by the Commission, the following categories of officers will be covered by the sets of instructions referred to above:-

(a) PCS Officers posted on posts like Additional Deputy Commissioners (Development) Additional Chief Administration Punjab Urban-Development Authority, Commissioner and Assistant/Joint/Additional Commissioner, Municipal Corporations, Acquisition Officers, District Transport Officers, Additional Managers, Roadways, Deputy Director and Record etc.

(b) Officers in important Department like Excise & Taxation, Engineering Departments like PWD, Public Health, Irrigation.

(c) Senior Officers of the Government in other less important Department.

(d) Junior Officers/Officials of the category of Class-III and Class-II Posted in the field.

4. While conducting the review the officers mentioned in category a, b and c mentioned above are actually assigned election work. As regards, the officers mentioned in category 'd' quite a good number of them also are assigned polling/elections duties. Therefore, in respect of officers mentioned in category 'd' any transfers may be kept to the minimum and may be done only in consultation with the Chief Electoral officer, Punjab.

Further the Election Commission of India vide its letter No. 437/6/1/2001-PIN-III/dated 3rd January, 2002 has clarified as under :-

"I am directed to invite your attention to the Commission's letter No. 437/6/1-PLN-III/dated 28th December, 2001 regarding review of postings of officers posted in home District/same district latest by 7th January, 2002.

2. It is clarified that while reviewing the posting of officers, there may be cases of officers who were transferred but reposted in their home district/same district after a short spell. In all such cases, while

computing the period of four years postings, if the officer was reposted in the same district home district within a period of one year, the same may be ignored and he/she should be transferred immediately."

5. You are, accordingly, requested to review the shifting of officers as per guidelines given above by the period prescribed by the Election Commission of India. The proposals may be sent to the Chief Electoral officers, Punjab after the review is completed for onward transmission to the Election Commission of India.

Copy of Election Commission of India letter No. 437/6/1/2001-PLN-III, dated 28th December, 2001 from A.N. JHA, Principal Secretary, addressed the Chief Secretary, Government of Punjab.

Subject : General Elections of State Legislative Assemblies-postings of officers.

Sir/Madam,

I am directed to say that the Commission has announced the schedule of General Elections to the State Legislative Assemblies of Manipur, Punjab Uttaranchal and Uttar Pradesh today, the 26th December, 2001.

2. The Commission has decided that no officers connected with elections should be allowed to continue in his/her home district. These restrictions will not only cover all officer appointed for specific election duties like District Election Officers, Returning Officers and Assistant Returning Officer but other district level officers like Additional District Magistrates, Deputy Collectors and Sub-Divisional magistrates etc. As far as officers in the Police Department are concerned. These instructions shall be applicable to range IGs, DIGs, SSPs, SPs and Sub-Divisional Heads of Police. A detailed review may be conducted in all districts and in case any such officer is posted in the Home district he/she will be moved out immediately. While carrying out this review it must be borne in mind that these instructions do not apply to office locate in the State Capital.

3. The Commission further desires that a separate review may be made in respect of officers of the above category to list out those who have completed more than four years of stay in the same district irrespective of the fact whether they are deployed in their home district or not, such officers may also be moved. Out of their present districts but while doing to care should be taken that they are not posted to their home districts.

4. I am to request that the review of the postings may kindly be completed and the officers may be shifted immediately and in any case not later than by 7th January, 2002.

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

The details of action taken may be intimated to the commission for this informations.

Copy of Punjab Government circular letter No. 4/4/2002/4PP3/367, dated 8th January, 2002 from the Department of Personnel, addressed to all the heads of Department etc. in the State of Punjab

Subject : Punjab Vidhan Sabha General Election 2002 application of model code of conduct-ban on fress recruitments.

Sir/Madam,

I am directed to say that as per the instructions of Election Commission of India all recruitments shall be put on hold till 25th February, 2002.

2. You are requested to ensure that these instructions of the Government are complied with in letter and spirit.

Please acknowledge its receipt.

Copy of Punjab Government circular letter No. 7/63/2001-1PPH/796, dated 14th January, 2002 from the Department of Personnel, addressed to all the Financial Commissioners, Principal Secretaries and Administrative Secretaries to Government of Punjab

Subject : *General Elections to Punjab Legislative Assembly 2002 Guidelines for the conduct of Government Servants Disciplinary jurisdiction of Election Commission of India over Government Servants deputed for election duties.*

Sir/Madam,

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

2. The General Elections to the Punjab Vidhan Sabha Assembly 2002 are Scheduled to be held on the 13th February, 2002 and the Model Code of Conduct for the smooth conduct of elections has come into operation. A copy of the guidelines issued by the Election Commission of India vide letter No. 62/84, dated 6th November, 1984, No. 62/91, dated 6th April, 1991, No. 4/2001/J-S-II, dated 7th February, 2001 are enclosed. It is requested that these guidelines may kindly be brought to the notice of all concerned for their strict compliance:

ਪ੍ਰਸ਼ੋਨਲ ਵਿਭਾਗ, ਪੰਜਾਬ ਵੱਲੋਂ ਜਾਰੀ ਗਏ ਪੱਤਰ ਨੰ: 7/1/2002-1ਪੀਪੀ2/835, ਮਿਤੀ 16 ਜਨਵਰੀ, 2002 ਦੀ ਕਾਪੀ ਜੋ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁਖੀਆਂ ਆਦਿ ਨੂੰ ਸੰਬੋਧਿਤ ਹੈ।

ਵਿਸ਼ਾ : *ਪੰਜਾਬ ਵਿਧਾਨ ਸਭਾ ਦੀਆਂ ਆਮ ਚੋਣਾਂ 2002 ਸਬੰਧੀ ਵੱਖ ਵੱਖ ਨੁਕਤਿਆਂ ਤੇ ਮਾਡਲ ਕੋਡ ਆਫ ਕੰਡਕਟ ਲਾਗੂ ਕਰਨ ਬਾਰੇ।*

ਸ਼੍ਰੀਮਾਨ/ਸ਼੍ਰੀਮਤੀ ਜੀ,

ਮੈਂਨੂੰ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਮੈਂ ਆਪ ਜੀ ਦਾ ਧਿਆਨ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਵੱਲ ਦਿਵਾਵਾਂ ਅਤੇ ਸੂਚਿਤ ਕਰਾਂ ਕਿ ਭਾਰਤ ਦੇ ਚੋਣ ਕਮਿਸ਼ਨ ਵੱਲੋਂ ਜਾਰੀ ਕੀਤੇ ਗਏ ਮਾਡਲ ਕੋਡ ਆਫ ਕੰਡਕਟ ਦੇ ਸਬੰਧ ਵਿਚ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ, ਪ੍ਰਸ਼ੋਨਲ ਵਿਭਾਗ ਅਤੇ ਮੁੱਖ ਚੋਣ ਅਫਸਰ, ਪੰਜਾਬ ਜੀ ਦੇ ਦਰਮਿਆਨ ਮਿਤੀ 1.1.2002 ਨੂੰ ਮੀਟਿੰਗ ਹੋਈ ਸੀ। ਇਸ ਸਬੰਧ ਵਿਚ ਤਿਆਰ ਕੀਤੀ ਗਈ ਮੀਟਿੰਗ ਦੀਆਂ ਕਾਰਵਾਈ ਦੀ ਇਕ ਕਾਪੀ ਤੁਰੰਤ ਯੋਗ ਕਾਰਵਾਈ ਅਤੇ ਪਾਲਣਾ ਹਿੱਤ ਭੇਜੀ ਜਾਂਦੀ ਹੈ।

2 ਇਸ ਦੀ ਪਹੁੰਚ ਰਸੀਦ ਭੇਜੀ ਜਾਵੇ।

The Commission announced the programme for the Assembly Elections in the State of Punjab on 26.12.2001. The Commission has also issued Message to the CS and CEC of the State of Punjab that subject to any orders of the Courts, the standing instructions of the Commission including but not restricted to :- (i) Payments from out of discretionary funds (ii) Model Code of Conduct (iii) Ban on transfers of officers connected with the elections have come into force from 26.12.2001.

2. The clear certain doubts and seek clarifications regarding the application of the Model Code of Conduct to various activities being undertaken by the Government of Punjab, a meeting was held with Chief Electoral Officer, Mr. G.S. Cheema, IAS, on 1st January, 2002. After detailed discussions with the Chief Electoral Officer and after going through the various instructions issued by the Election Commission from time to time, the following DO's and DON'Ts to be observed from the date of announcement of the elections and until the completion of the process of elections have emerged:-

(a) Recruitment

- (i) No new recruitment to fill up the vacant posts should be undertaken till the completion of the process of elections.
- (ii) Where the advertisement for recruitment has been issued before the announcement of the election,

the recruitment process should not be undertaken till the completion of the process of elections.

- (iii) Where the recruitment process is under way the result should not be declared.
 - (iv) Where the results have been declared, the appointment should not be made till the completion of the process of the elections.
 - (v) No adhoc appointments to be made in the Government/public sector undertakings etc. till the completion of the process of elections.
- (b) Promotions
- (i) Wherever departmental promotion committee meetings have been held the results may not be declared.
 - (ii) Wherever the results have been declared the implementation i.e. promotion of officers and their postings should be put on held till the completion of the process of elections.
- (c) Developments Activities
- (i) No announcement of any financial grants, laying of foundation stones, making promises of construction of new roads and other developmental works etc. shall be done.
 - (ii) No fresh release of funds under the Member of Parliament (including Rajya Sabha members) Local Areas Development Funds shall be made in any part of the State.
 - (iii) No fresh release of funds under the MLAs, MLCs, Local Areas Development Funds shall be made, if any such scheme is in operation.
 - (iv) No work may be started for which the work order has been issued. This can be started after the completion of election process. This can be started after the completion of the election process.
 - (v) No new work order to be issued.
 - (vi) There is no bar to the release of payments for completed work subject to the full satisfaction of the concerned officials.
 - (vii) If the work has actually started before the announcement of elections the same can continue.

(d) Decisions taken by the Cabinet

The decisions taken by the Cabinet but not implemented before the announcement of the elections should not be implemented till the completion of the process of elections.

†

Election Commission's Letter No. 62/86, dated 6th November, 1984 to Chief Secretaries to State/ Union Territories, all Chief Electoral Officers and Ministries of Home Affairs and Law and Justice.

Subject : General Elections/Bye-elections-Guidelines for the conduct of Government servants.

Sir/Madam,

I am directed to invite your attention to sections 129 and 134 of the Representation of the People Act, 1951, relating to the conduct of Government servants during elections and to say that the Government of India as well as the State Government have been before conduct of a general election, issuing instructions regarding the conduct of Government servant in relations to an election, stressing that all the Government employees should maintain an attitude of strict impartiality.

2. The Government employees should not only be imparting but should also appear to be so in relation to the elections.

Election Commission's Letter No. 62/86, dated 6th November, 1984 to Chief Secretaries to State/ Union Territories, all Chief Electoral Officers and Ministries of Home Affairs and Law and Justice.

Subject : General Elections/Bye-elections-Guidelines for the conduct of Government servants.

I am directed to invite your attention to sections 129 and 134 of the Representation of the People Act, 1951, relating to the conduct of Government servants during elections and to say that the Government of India as well as the State Government have been before conduct of a general election, issuing instructions regarding the conduct of Government servant in relations to an election, stressing that all the Government employees should maintain an attitude of strict impartiality.

2. The Government employees should not only be impartial but should also appear to be so in relation to the elections. They are required to conduct themselves in such a manner as to inspire confidence in the Public in regard to their impartiality so that there might not be any occasion for the people to think that the elections would not be held in a free, fair and pure atmosphere. It should be stressed that they should avoid giving room for any suspicion that they are favouring any party or any candidate. They are not expected to take part in any election Campaign or canvassing and should take scrupulous care not to lend their names, official position or authority to assist one individual as against another or one group as against another.

3. With particular reference to the tours that the Ministers might undertake on the eve of the elections it is necessary that while Government officer should make all the usual arrangements to enable the Ministers to carry out their responsibilities as Minister, the Government officers should not themselves organize any election meetings or be present in person during any such meetings except those who may have to be present to the extent necessary for maintaining law and order and making necessary security arrangements.

The question as to whether a public meeting addressed by a Minister is officially sponsored or is held for election propaganda has to be decided by the Minister himself. In the meeting, the arrangement for organizing it is to be made on the Minister's behalf unofficially and the expenditure in that connection is to be borne by him or his party.

It is further made clear that a public meeting held on the eve of an election is normally to be considered to be an election meeting and the expenses thereof are not to be borne from public funds. The preservation of law and order at every meeting will however, be the responsibility of the Government officials responsible for law and order.

4. In this connection I am also to enclose a copy of the Ministry of Home Affairs O.M. No. 25/44/40-Ests, dated 10th October, 1949, which clarifies the position regarding the participation of Government servants in political activities vis-s-vis the attendance by Government servant at political meetings for your information. The contents of the said O.M. may also be brought to the notice of all Government servants for their guidance.

5. In the matter of election meetings in a public place the Government officers should not make any distinction between one political party and another in granting permission to hold such meetings. If more parties than one apply for holding a meeting at any place on the same day at the same hour, the party which applies first should be given preference.

6. Further your attention is specially invited to the provisions of section 134-A of the Representation of the people Act, 1951, which reads as follows:-

"134-A Penalty for Government Servants for acting as Election Agent, polling Agent or Counting Agent:

If any person in the service of the Government acts as an election agent or a polling agent or a counting agent of a candidate at an election he shall be punishable with imprisonment for a term

which may extend to three months with fine or with both.”

7. In this connection I am also to forward herewith an extract of rule 5 of the Central Civil Service (Conduct) Rule, 1964 which inter alia prohibits the Government servants from taking part in politics and elections. It is presumed that similar provisions exist in the rules governing the conduct of Government Servants of your State.

8. I am, therefore, to request that necessary instructions in the above regard may kindly be issued by the State Governments emphasizing upon the Government servants that any disregard of instructions would be considered by the Government as a serious act of indiscipline and that in cases of doubt a Government servant should not hesitate to consult his superior officer.

9. A copy of the instructions issued by the State Government may be forwarded for the Commission's record.

The receipt of this letter may please be acknowledged.

The Commission's letter No.62179, dated the 13th November 1979 is hereby superseded.

Ministry of Home Affairs O.M. No. 25/44/49-Estt. Dt. 10th October, 1949

Subject :- Participation by Government servants in political activities-attendance by Government servants political meeting.

Attention is invited in the Ministry of Home Affairs Memorandum No. 25/44/49-Estt. dated the 17 September, 1949 dealing with the scope of rule 23(1) of the Government servant conduct rules which lays down that no Government servant shall take part in, subscribe in aid of, or assist in any way, any political movement in India.

2. Enquiries have been received as to whether attendance by a Government Servant at public meetings organized by political parties would amount to participation in a political movement within the meaning of the rule referred to. Even in regard to this narrower question the position must necessarily remain as stated in the office Memorandum referred to in paragraph 1, viz

- (i) That whether or not the conduct of any particular nature amounts to participation in a political movement is a question of fact to be decided on merits and in the circumstances of each particular case; and
- (ii) That the responsibility for the Government servants conduct must rest squarely on his shoulders and that a plea of ignorance or misconception as to Government attitude would not be tenable.

3. The following observations may, however, be of assistance to Government servants in deciding their own course of action:-

i) Attendance at meetings organized by a political party would always be contrary to rule 23(i) of the Government Servant's Conduct Rules unless all the following conditions are satisfied:

- (a) That the meeting is a public meeting and not in any sense a private or restricted meeting.
- (b) That the meeting is not held contrary to any prohibitory order or without permission where, permission is needed and,
- (c) That the Government Servant in question does not himself speak at or take active or prominent part in organizing or conducting the meeting.

(2) Even there the said conditions are satisfied, while occasional attendance at such meetings may not be construed as a participation in a political movement, frequent or regular attendance by a Government servant at meetings of any particular political party is bound to create the impression that he is sympathizer of

the aims and objects of that party and that in the official capacity he may favour or support the members of that particular party. Conduct which gives cause for such an impression may well be construed as assisting a political movement.

(3) Government servants have ample facilities through the medium of the press to keep themselves informed regarding the aims, object and activities of the different political party and to equip themselves to exercise intelligently their civic right, e.g. the right to vote at elections to Legislature or Local Self-Government institutions.

(4) I am to request that Government servant under the control of the Ministry of Finance etc. may be informed accordingly.

To

All Ministries of the Government of India etc., etc. Extract of Rule 5 of the Central Civil Services (Conduct) Rules, 1964 Rule 5, Taking part in politics and elections;

(1) No Government servant shall be a member of nor be otherwise associated with any political party or any organization 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 servant 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 or the Government as by law established and where a Government servant 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 or whether any organization 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 servant shall, canvass or otherwise interfere with, or use his influence in connection with or take part in, an election to any legislature or local authority;

Provided that-

(1) A Government servant qualified to vote at each election may exercise his right to vote, where a case of he shall give no indication of the manner in which he proposes to vote or has voted;

(2) A Government servant 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 servant on his personal 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.

Election Commission's Letter No. 62/91 dated 6th April, 1991 addressed to the Cabinet Secretary Government of India, New Delhi.

Subject :- Guidelines for the conduct of Government Servants.

I am directed to state that certain complaints have been received in that some Central Government Officers are actively participating or associating in the work of political parties.

2. According to Rule-5 of the Central Civil Services (Conduct) Rules, 1964 and similar rules applicable to All India Services officers, no Government servant can be a member or be otherwise associated with any political party or can take part in any political movement in India.
3. Sections 129 and 134 of the Representation of the people Act, 1951 deals with the Conduct of Government servants during elections; and Sections 134A thereof prescribes penalty for Governments for acting as election agent, polling agent or counting agency. While the Commission is taking action to bring it to the notice of all concerned the provisions under the Representation of the people Act, 1951, you are requested to pointedly bring to the notice of all central government employees the provisions of Rule 5 of the Conduct Rules. Instructions may also be issued to them that any violation may render them liable for action under the Service rules.
4. A copy of the instructions issued in this regard may please be endorsed to the Commission.

ELECTION COMMISSION OF INDIA

Nirvachan Sadan
Ashoka Road
New Delhi 110001
Dated: 7th February, 2001

No.4/2001IJS-II

ORDER

Subject:- *Disciplinary proceeding against officials appointed on election duty.*

The question of true purport and extent of disciplinary jurisdiction of the commission under Section 13cc of the Reorganization of the people Act, 1950 and section 28 A of Representation of the people Act, 1951, was raised before the Hon'ble Supreme Court in writ Petition (c) No. 606 of 1993 (Election Commission of India Vs. Union of India and others)

2. The Hon'ble Supreme Court, by its order dated 21.9.2000, disposed off the above writ petition in terms of the Terms of Settlement arrived at between the Commission and the Union Government and accepted in to by the State Government of Tripura, Maharashtra, Tamil Nadu, Andhra Pradesh and Mizoram.

The Terms of Settlement referred to above are reproduced below:-

"That the disciplinary functions of the Election Commission of India over officers, staff and police deputed to perform election duties during election period shall extend to:-

- a) Suspending any officer/official/police personnel for insubordination or dereliction of duty;
 - b) Substituting any officer/officials/police personnel by another such person, and returning the substituted individual to the cadre to which he belongs, with appropriate report on his conduct.
 - c) Making recommendation to the competent authority for taking disciplinary action. For any act of insubordination or dereliction of duty while on election duty. Such recommendation shall be promptly acted upon by the disciplinary authority and action taken will be communicated to the Election Commission, within a period of six months from the date of the Election Commission's recommendations;
 - d) The Government of India will advise the State Government that they too should follow the above principles and decisions, since a large number of election officials are under their administrative control."
3. In supersession of the Commission's order No. 50)/General/96 J.S.I. dated 18th March, 1996 the

commission hereby direct that the disciplinary action against officers. Staff and Police Personnel deputed to perform election duties on election shall hereafter be governed by the above principles and decisions agreed to between the Union Government and the election Commission and as recorded by the Supreme Court of India in its order dated 21.9.2000 in writ petition (c) No. 606 of 1993 (Election Commission of India Vs. Union of India and others)

4. In this connection, a copy each of the Letters dated 7.11.2000 and 8.11.2000 issued by the Govt. of India, Department of Personnel and Training is enclosed.

By order

Sd/-
(K.J. Rao)
Secretary

Copy of Ministry of Personnel, Public Grievances and Pensions letter N. 11012/7/98-Estt.(A), dated 7th November, 2000 from the Department of Personnel and Training addressed to the Chief Secretary Punjab.

Subject:- *Disciplinary jurisdiction of Election Commission of India over Government servants deputed for Election duties.*

The undersigned is directed to say that one of the issues in writ petition (C) No. 606/1993 in the matter of Election Commission of India Vs. Union of India & others was regarding jurisdiction of Election Commission of India over the Government servant deputed for election duties under section 28 A of the Representation of the People Act, 1951 and section 13CC of the Representation of People Act, 1950 the supreme Court by its order dated 21.9.2000 disposed of the said petition in terms of the settlement between the Union of India and Election Commission India. The said Terms of Settlement are as under

“The disciplinary functions of the Election Commission Officers, staff and police deputed to perform election duties shall extend to-

- a) Suspending any officer/official/police personnel for insubordination or dereliction of duty.
- b) Substituting any officer/officials/police personnel by another such person, and returning the substituted individual to the cadre to which he belongs, with appropriate report on his conduct.
- c) Making recommendation to the competent authority for taking disciplinary action. For any act of insubordination or dereliction of duty, while on election duty. Such recommendation shall be promptly acted upon by the disciplinary authority and action taken will be communicated to the Election Commission, within a period of six months from the date of the Election Commission's recommendations;
- d) The Government of India will advise the State Government that they too should follow the above principles and decisions, since a large number of election officials are under their administrative control.”

2. The implication of the disposal of the writ Petition by the Supreme Court in terms of the above settlement is that the Election Commission can suspend any officer/official/police personnel working under the Central Government or Public Sector Undertaking or an autonomous body fully or substantially financed by the Government for insubordination or dereliction of duty and the Election Commission can also direct substituting any officer/official police personnel by another person besides making recommendations to the Competent Authority for taking disciplinary action for insubordination or dereliction of duty while engaged in the preparation of electoral rolls or election duty. It is also clarified that it is not necessary to amend the service rules for exercise of powers of suspension by the election Commission in this case since these powers are derived from

the provisions of section 13CC of the Representation of the People Act, 1950 and section 28A of the Representation of the People Act, 1951 since provisions of these Acts would have overriding effect over the disciplinary rules. However, in case there are any conflicting provisions in an Act governing the disciplinary action, the same are required to be amended suitably in accordance with the Terms of Settlement.

3. All Ministries Department are requested the above Terms of Settlement to the notice of all concerned for information and compliance.

Copy of Ministry of Personnel, Public Grievances and Pensions letter No 11012/7/98-Estt. (A), dated 8th November, 2000 from the Department of Personnel and Training, addressed to the Chief Secretary Punjab.

Sir,

I am directed to say that one of the issues in writ petition (C) No. 606/1993 in the matter of Election Commission of India Vs. Union of India & others was regarding jurisdiction of Election Commission of India over the Government servant deputed for election duties under section 28 A of the Representation of the People Act, 1951 and section 13CC of the Representation of People Act, 1950 the supreme Court by its order dated 21.9.2000 disposed of the said petition in terms of the settlement agreed between the Union of India and Election Commission of India. The said Terms of Settlement are as under

"The disciplinary functions of the Election Commission Officers, staff and police deputed to perform election duties shall extends to-

- a) Suspending any officer/official/police personnel for insubordination or dereliction of duty.
- b) Substituting any officer/officials/police personnel by another such person, and returning the substituted individual to the cadre to which he belongs, with appropriate report on his conduct.
- c) Making recommendation to the competent authority for taking disciplinary action, For any act of insubordination or dereliction of duty, while on election duty. Such recommendation shall be promptly acted upon by the disciplinary authority and action taken will be communicated to the Election Commission, within a period of six months from the date of the Election Commission's recommendations;
- d) The Government of India will advise the State Government that they too should follow the above principles and decisions, since a large number of election officials are under their administrative control."

2. Government of India has issued instructions to bring the above terms of settlement to the notice of all concerned for information and compliance vide O.M. No. 11012/7/98-Estt. (A) dated 7th November, 2000 (copy enclosed). It is requested that the State Government may follow the Terms of Settlement above mentioned in the case of officials deputed for election duties by the State Government.

Copy of Punjab Government circular letter No. 4/6/2000-3PPI/1849, dated 4th February, 2002 from the Department of personnel, addressed to all the Financial Commissioners, Principal Secretaries and Administrative Secretaries to Government of Punjab etc.

Subject:- *Setting up of Departmental Committee for considering cases of promotions to class I and class II, now group A and group B posts.*

Sir/Madam,

I am directed to invite your attention towards Punjab Government instructions bearing No. 5/13/98-IPPI/11385, dated 8th September, 2000, No. 5/13/98-IPPI/13759, dated 8th November, 2000, No. 5/13/98-IPPI/3060, dated 7th March, 2001 regarding classification of services and clarification regarding criteria thereof

and Punjab Government instructions bearing No. 4/6/2000-3PPI/3720, dated 6th September, 2001, on the subject cited and to say that vide instructions dated 8th September, 2000 and 8th November, 2000 revised criteria for classification of services had been laid down and all the Departments had been requested:

- i) to notify the change in grouping of services in 'A', 'B', 'C' & 'D' instead of class I, class II, class III and class IV; and
- ii) to day away with the Gazetted status and have a grouping purely based on the pay scales as brought out in para 2 of the said instructions dated 8th September, 2000 through appropriate amendments in the Service Rules, as per criteria laid therein.

Further, vide instructions dated 7th March, 2001, referred to above, it was clarified that with the change in classification of various services/categories with effect from the 8th September, 2000, existing instructions and conditions of service operative in regard to employees according to classification prior to 8th September, 2000 shall apply correspondingly to their new groupings 'A', 'B', 'C' and 'D', e.g. rules/instructions applicable to class I employees will govern the service conditions of group 'A' employees, those applicable to class II employees shall apply to Group 'B' and so on, but it has come to the notice of the State Government that instructions are not being followed by various Departments and promotions to group 'A' and group 'B' services, which earlier fell in class III, are being made without the recommendations of the Departmental Promotion Committee.

Further, vide instructions dated 6th September, 2001, referred to above, minimum bench marks was prescribed for promotion to group 'A' and group 'B' services (including Heads of Departments). It was also mentioned in these instructions that the Punjab Services (Appointment by Promotion) Rules, 1962 have become obsolete and necessary action to repeal these rules is being taken separately. It was further mentioned that as a consequence of this decision of the Government, appropriate changes in the Punjab Civil Services (General and Common conditions of service) Rules, 1994 would be made separately.

2. In view of the above, I have been directed to inform that necessary amendments in the above mentioned Rules have since been made and to enclose a copy of the following notifications issued by the State Government Published in the Punjab Government Gazette (Extra) dated 18th December, 2001, amending the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994; and to rescind the Punjab Civil services (Appointment by Promotion) Rules, 1962 for further necessary action:

- 1) No G.S.R.115/Const./Art.309/Amd (6)/2001, dated the 18th December, 2001;
- 2) No G.S.R.117/Const./Art.309/Amd (7)/2001, dated the 18th December, 2001;
- 3) No G.S.R.116/Const./Art.309/2001, dated the 18th December, 2001;

3. As per Rule 20 of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, these rules have an over-riding effect on all other departmental services rules. It is, therefore, requested to ensure that the promotions to all the posts falling in Group 'A' and Group 'B' are made strictly in accordance with the Rules/instructions applicable from time to time with the recommendations of the Departmental Promotion Committee.

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

5. Kindly acknowledge its receipt.

Copy of Punjab Government Notification No. GSR-115/Const./Art.-309Adm.(6)/2001 dated 18th December, 2001 Published by Government Gazette 18th December, 2001 from the Department of Personnel.

RULES

1. (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service (Second Amendment) Rules, 2001

(2) They shall be deemed to have come into force on and with effect from the 8th day of September, 2000.

2. In the preamble of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, for the figures, sign and words "Class I, Class II and Class II" the sign and words "Group 'A', Group 'B' and Group 'C'" shall be substituted.

3. In the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, (hereinafter referred to as the said rules), for the figures, signs and words "Class I, Class II and Class III" wherever occurring, the signs and words "Group 'A', Group 'B' and Group 'C'," be substituted respectively.

4. In the said rules in rule 2, for clause (g), the following shall be substituted, namely:-

(g) 'Service' means any Group 'A' Service, Group 'B' Service and Group 'C' Service constituted in connection with the affairs of the State of Punjab as per scales given in the Appendix.

5. In the said rules, after rule 21, the following Appendix shall be added, namely :-

"APPENDIX"
(See rule 21)

Group 'A' Posts in initial entry revised scales of pay having a maximum of Rs. 11,660 or more;

Provided that all existing Class I posts irrespective of the monetary limits of the pay scales shall be placed in Group 'A'.

Group 'B' Posts in initial entry revised scales of pay with maximum ranging between Rs. 10,640 to 11,659;

Group 'C' Posts in initial entry revised scales of pay with maximum ranging between Rs. 5,160 to Rs. 10,639.

GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL
(PERSONNEL POLICIES BRANCH-i)

Notification

The 18th December, 2001

No. G.S.R. 117/Const.Art.309/Amd.(7)/2001.-In exercise of the powers conferred by the proviso to 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 Civil Services (General and Common Conditions of Service) Rules, 1994, namely :-

RULES

1. (i) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) (Third Amendment) Rules, 2001.
- (ii) They shall be deemed to have come into force on and with effect from the 6th day of September, 2001.
2. In the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, for rule 18, the following shall be substituted, namely :-
 - 1.(a) Promotion to Group 'A' and Group 'B' Services.-(1) (a) for promotion to the post as Head of Department would be decided strictly on the basis of merit-cum-seniority as per the instructions issued by the Government from time to time. The minimum bench mark for promotion for such post would be 'Very Good'. The officer who is graded as 'Outstanding' would supersede the officer graded as 'Very Good'.

- (b) For promotion to post falling in Group 'A' other than Head of Department, the minimum bench mark will be 'Very Good' as per the instructions issued by the Government from time to time. There shall be no supersession on the basis of merit.
- (c) For promotion to post falling in Group 'B', the minimum bench mark will be 'Good' and there shall be no supersession on the basis of merit.
2. Dabarring for consideration for promotion of a Government Employee who refuses to accept promotion.— In the event of refusal to accept promotion by a member of a 'Service', he shall be debarred by the appointing authority from consideration for promotion for all the consecutive chances which may occur in future within a period of two years from the date such refusal to accept promotion:

Provided that in a case where the appointing authority is satisfied that a member of a service has refused to accept promotion under the circumstances beyond his control, it may exempt such a member for reasons to be recorded therefore in writing from the operation of this rule.

GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL
(PERSONNEL POLICIES BRANCH-I)

Notification

The 18th December, 2001

No. G.S.R.116/Const./Art. 309/2001.—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to rescind the Notification No. G.S.R. 19/Const./Art. 309/62, dated the 20th January, 1962 containing the Punjab Service (Appointment by promotion) Rules, 1962 with effect from the 6th day of September, 2001.

ਪ੍ਰੋਸੋਨਲ ਵਿਭਾਗ, ਪੰਜਾਬ ਵੱਲੋਂ ਜਾਰੀ ਗਏ ਪੱਤਰ ਨੰ: 11/2/2001/4ਪੀਪੀ2/1878, ਮਿਤੀ 5 ਫਰਵਰੀ, 2002 ਦੀ ਕਾਪੀ ਜੋ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁਖੀਆਂ ਆਦਿ ਨੂੰ ਸੰਬੰਧਿਤ ਹੈ।

ਵਿਸ਼ਾ: ਅੱਤਵਾਦ ਤੋਂ ਪ੍ਰਭਾਵਿਤ ਹੋਏ ਵਿਅਕਤੀਆਂ ਨੂੰ ਪਹਿਲ ਦੇ ਅਧਾਰ ਤੇ ਨਿਯੁਕਤੀਆਂ ਦੇਣ ਸਬੰਧੀ।

ਸ਼੍ਰੀਮਾਨ/ਸ਼੍ਰੀਮਤੀ ਜੀ,

ਮੈਨੂੰ ਆਪ ਦਾ ਧਿਆਨ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਵੱਲ ਦਿਵਾਉਣ ਅਤੇ ਇਹ ਕਹਿਣ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਅੱਤਵਾਦ ਤੋਂ ਪ੍ਰਭਾਵਿਤ ਵਿਅਕਤੀਆਂ ਨੂੰ ਪਹਿਲ ਦੇ ਅਧਾਰ ਤੇ ਨਿਯੁਕਤੀਆਂ ਦੇਣ ਸਬੰਧੀ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰਾਂ ਵੱਲੋਂ ਉਮੀਦਵਾਰਾਂ ਦੇ ਨਾਵਾਂ ਦੀ ਸਿਫਾਰਸ਼ ਦੂਸਰੇ ਵਿਭਾਗਾਂ ਨੂੰ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਪਰੰਤੂ ਅਜਿਹੇ ਵਿਭਾਗਾਂ ਵਿਚ ਖਾਲੀ ਅਸਾਮੀਆਂ ਲਈ ਨਿਰਧਾਰਿਤ ਯੋਗਤਾਵਾਂ ਅਤੇ ਤਜਰਬੇ ਆਦਿ ਸਬੰਧਤ ਉਮੀਦਵਾਰਾਂ ਕੋਲ ਨਾ ਹੋਣ ਕਾਰਨ ਉਨ੍ਹਾਂ ਨੂੰ ਅਜਿਹੇ ਵਿਭਾਗਾਂ ਵਿਚ ਨੌਕਰੀ ਦੇਣਾ ਅਸੰਭਵ ਹੋ ਜਾਂਦਾ ਹੈ ਅਤੇ ਉਨ੍ਹਾਂ ਦੇ ਨਾਮ ਦੂਸਰੇ ਵਿਭਾਗਾਂ ਨੂੰ ਭੇਜਣੇ ਪੈਂਦੇ ਹਨ, ਜਿਸ ਕਾਰਨ ਉਮੀਦਵਾਰਾਂ ਨੂੰ ਪ੍ਰੋਸ਼ਾਨੀ ਦਾ ਸਾਹਮਣਾ ਕਰਨਾ ਪੈਂਦਾ ਹੈ। ਇਸ ਸਥਿਤੀ ਨੂੰ ਮੁੱਖ ਰੱਖਦੇ ਹੋਏ ਇਹ ਫੈਸਲਾ ਕੀਤਾ ਗਿਆ ਹੈ ਕਿ ਕਿਸੇ ਵੀ ਉਮੀਦਵਾਰ ਦਾ ਨਾ ਕਿਸੇ ਵਿਭਾਗ ਨੂੰ ਭੇਜਣ ਤੋਂ ਪਹਿਲਾਂ ਸਬੰਧਤ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ, ਉਸ ਵਿਭਾਗ ਦੇ ਨਿਯਮ ਦੇਖ ਲੈਣ ਅਤੇ ਇਹ ਯਕੀਨੀ ਬਣਾ ਲੈਣ ਕਿ ਸਬੰਧਤ ਉਮੀਦਵਾਰ, ਇਸ ਵਿਭਾਗ ਵਿਚ ਨਿਯੁਕਤੀ ਦੀਆਂ ਸਾਰੀਆਂ ਯੋਗਤਾਵਾਂ ਅਤੇ ਸ਼ਰਤਾਂ ਆਦਿ ਪੂਰੀਆਂ ਕਰਦਾ ਹੈ। ਦੂਸਰੀ ਸ਼ਰਤ ਵਿਚ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ ਅੱਤਵਾਦ ਤੋਂ ਪ੍ਰਭਾਵਿਤ ਪਰਿਵਾਰਾਂ ਦੇ ਉਮੀਦਵਾਰਾਂ ਦੀ ਇਸ ਪੱਖੋਂ ਪਾਤਰਤਾ ਦੇਖ ਲੈਣ ਕਿ ਉਹ ਵਾਕਿਆ ਹੀ ਅੱਤਵਾਦ ਤੋਂ ਪ੍ਰਭਾਵਿਤ ਪਰਿਵਾਰ ਹੈ ਅਤੇ ਉਸ ਨੂੰ ਹਦਾਇਤਾਂ ਅਨੁਸਾਰ ਨਿਯੁਕਤੀ ਦਿੱਤੀ ਜਾਣੀ ਬਣਦੀ ਹੈ। ਅਜਿਹੀਆਂ ਸਿਫਾਰਸ਼ਾਂ ਸਬੰਧਤ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ ਵੱਲੋਂ ਸਹਾਇਤਾ ਅਤੇ ਮੁੜ ਸਥਾਪਨਾ ਵਿਭਾਗ ਨੂੰ ਕੀਤੀਆਂ ਜਾ ਸਕਦੀਆਂ ਹਨ ਅਤੇ ਉਸ ਉਪਰੰਤ ਸਹਾਇਤਾ ਅਤੇ ਮੁੜ ਸਥਾਪਨਾ ਵਿਭਾਗ ਵੱਲੋਂ ਸਬੰਧਤ ਉਮੀਦਵਾਰ ਦੀ ਇੰਟਰਵਿਊ ਆਦਿ ਲੈ ਕੇ ਇਸ ਗੱਲ ਨੂੰ ਯਕੀਨੀ ਬਣਾਇਆ ਜਾ ਸਕਦਾ ਹੈ ਕਿ ਜਿਸ ਉਮੀਦਵਾਰ ਦੀ ਜਿਸ ਵਿਭਾਗ ਵਿਚ ਜਿਸ ਅਸਾਮੀ ਤੇ ਸਿਫਾਰਸ਼ ਕੀਤੀ ਜਾਣੀ ਹੈ ਉਹ ਉਮੀਦਵਾਰ ਅਸਾਮੀਆਂ ਦੀਆਂ ਨਿਰਧਾਰਤ ਸਾਰੀਆਂ ਯੋਗਤਾਵਾਂ ਆਦਿ ਪੂਰੀਆਂ ਕਰਦਾ ਹੈ।

ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ ਦੀ ਇੰਨ-ਬਿੰਨ ਪਾਲਣਾ ਕੀਤੀ ਜਾਵੇ ਅਤੇ ਇਸ ਪੱਤਰ ਦੀ ਪਹੁੰਚ ਰਸੀਦ ਭੇਜਣ ਦੀ ਖੋਚਲ ਕੀਤੀ ਜਾਵੇ।

Copy of Punjab Government circular letter No. 8/3/2002-3PP1/2366, dated 20th February, 2002 from the Department of Personnel, addressed to all the head of Department etc. in the State of Punjab and all the Financial Commissioners, Principal Secretaries and Administrative Secretaries to Govt. of Punjab.

Subject: Seniority of SC/ST Government Servants on promotion by virtue of rule of reservation/ roster.

Sir/Madam,

I am directed to invite your attention on the subject noted above and to say that as per existing policy of the State Government, the reservation in promotion for the members of the Scheduled Castes is as under:-

| | |
|--|-----|
| (i) Promotions to or within Class I & II services | 14% |
| (ii) Promotions to or within Class III and IV services | 20% |

2. With a view to ascertain the representation of the scheduled castes in promotions, it is requested that the information in the following proforma may be sent to this department within a week positively:-

| Name of the Post | Cadre Strength | Share of S.Cs. |
|---|---|-----------------|
| 1 | 2 | 3 |
| No. of S.Cs promoted against reserve post | No. of S.Cs promoted on their own seniority | Backlog, if any |
| 4 | 5 | 6 |

The information in respect of Class I, II, III and IV (now Group A, B, C and D) posts should be given separately.

3. It may please be given top-priority.

ਪ੍ਰਸ਼ੋਨਲ ਵਿਭਾਗ, ਪੰਜਾਬ ਵੱਲੋਂ ਜਾਰੀ ਗਏ ਪੱਤਰ ਨੰ: 12/19/2002/1ਪੀਪੀ3/2876, ਮਿਤੀ 5 ਮਾਰਚ, 2002 ਦੀ ਕਾਪੀ ਜੋ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁਖੀਆਂ ਆਦਿ ਨੂੰ ਸੰਬੋਧਿਤ ਹੈ।

ਵਿਸ਼ਾ: ਅਧੀਨ ਸੇਵਾਵਾਂ ਚੋਣ ਬੋਰਡ ਵੱਲੋਂ ਅਸਾਮੀਆਂ ਦੀ ਭਰਤੀ ਲਈ ਕੀਤੀਆਂ ਜਾਣ ਵਾਲੀਆਂ ਸਿਫਾਰਸ਼ਾਂ ਤੇ ਅਮਲ ਨਾ ਕਰਨ ਸਬੰਧੀ।

ਸ਼੍ਰੀਮਾਨ/ਸ਼੍ਰੀਮਤੀ ਜੀ,

ਰਾਜ ਸਰਕਾਰ ਦੇ ਧਿਆਨ ਵਿਚ ਆਇਆ ਹੈ ਕਿ ਅਧੀਨ ਸੇਵਾਵਾਂ ਚੋਣ ਬੋਰਡ ਵੱਲੋਂ ਹੁਣ ਵੀ ਅਸਾਮੀਆਂ ਦੀ ਭਰਤੀ ਲਈ ਆਪਣੀਆਂ ਸਿਫਾਰਸ਼ਾਂ ਵਿਭਾਗਾਂ ਨੂੰ ਕੀਤੀਆਂ ਜਾ ਰਹੀਆਂ ਹਨ। ਇਸ ਸਥਿਤੀ ਦੇ ਸਨਮੁੱਖ ਰਾਜ ਸਰਕਾਰ ਨੇ ਫੈਸਲਾ ਕੀਤਾ ਹੈ ਕਿ ਜੇਕਰ ਹੁਣ ਅਧੀਨ ਸੇਵਾਵਾਂ ਚੋਣ ਬੋਰਡ ਕਿਸੇ ਵਿਭਾਗ ਨੂੰ ਕਿਸੇ ਅਸਾਮੀ ਤੇ ਨਿਯੁਕਤੀ ਲਈ ਕਿਸੇ ਉਮੀਦਵਾਰ ਦੇ ਨਾਂ ਦੀ ਸਿਫਾਰਸ਼ ਕਰੇ ਤਾਂ ਉਸ ਉਮੀਦਵਾਰ ਨੂੰ ਨਿਯੁਕਤੀ ਪੱਤਰ ਜਾਰੀ ਨਾ ਕੀਤਾ ਜਾਵੇ। ਇਸ ਲਈ ਬੇਨਤੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਰਾਜ ਸਰਕਾਰ ਦੇ ਇਸ ਫੈਸਲੇ ਦੀ ਇੰਨ ਬਿੰਨ ਪਾਲਣਾ ਕੀਤੀ ਜਾਵੇ। ਇਹ ਹੁਕਮ ਤੁਰੰਤ ਪ੍ਰਭਾਵ ਤੋਂ ਲਾਗੂ ਹੋਣਗੇ।

2. ਇਸ ਪੱਤਰ ਦੀ ਪਹੁੰਚ ਰਸੀਦ ਭੇਜੀ ਜਾਵੇ ਜੀ।

ਪ੍ਰਸ਼ੋਨਲ ਵਿਭਾਗ, ਪੰਜਾਬ ਵੱਲੋਂ ਜਾਰੀ ਗ਼ਸ਼ਤੀ ਪੱਤਰ ਨੰ: 12/21/2002/1ਪੀਪੀ3/3026, ਮਿਤੀ 7 ਮਾਰਚ, 2002 ਦੀ ਕਾਪੀ ਜੋ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁਖੀਆਂ ਆਦਿ ਨੂੰ ਸੰਬੋਧਿਤ ਹੈ।

ਵਿਸ਼ਾ: ਅਧੀਨ ਸੇਵਾਵਾਂ ਚੋਣ ਬੋਰਡ ਵੱਲੋਂ ਪਿਛਲੇ ਸਮੇਂ ਦੌਰਾਨ ਅਸਾਮੀਆਂ ਦੀ ਨਿਯੁਕਤੀ ਲਈ ਕੀਤੀਆਂ ਸਿਫਾਰਸ਼ਾਂ ਬਾਰੇ ਸੂਚਨਾ।

ਸ਼੍ਰੀਮਾਨ/ਸ਼੍ਰੀਮਤੀ ਜੀ,

ਰਾਜ ਸਰਕਾਰ ਜਾਨਣਾ ਚਾਹੁੰਦੀ ਹੈ ਕਿ ਅਧੀਨ ਸੇਵਾਵਾਂ ਚੋਣ ਬੋਰਡ, ਪੰਜਾਬ ਨੇ ਪਿਛਲੇ ਦੋ ਸਾਲਾਂ ਦੌਰਾਨ ਕਿਨ੍ਹਾਂ ਕਿਨ੍ਹਾਂ ਅਸਾਮੀਆਂ ਨੂੰ ਭਰਨ ਲਈ, ਆਪ ਨੂੰ ਸਿਫਾਰਸ਼ ਕੀਤੀ ਹੈ ਅਤੇ ਉਨ੍ਹਾਂ ਦੀ ਸਿਫਾਰਸ਼ ਤੇ ਕਿੰਨੀਆਂ-ਕਿੰਨੀਆਂ ਅਸਾਮੀਆਂ ਭਰੀਆਂ ਗਈਆਂ ਹਨ। ਕ੍ਰਿਪਾ ਕਰਕੇ ਇਹ ਸੂਚਨਾ ਨਾਲ ਨੱਥੀ ਪ੍ਰੋਫਾਰਮੇ ਵਿਚ 15 ਦਿਨਾਂ ਦੇ ਅੰਦਰ-ਅੰਦਰ ਰਾਜ ਸਰਕਾਰ ਨੂੰ ਭੇਜੀ ਜਾਵੇ।

ਪ੍ਰਸ਼ੋਨਲ ਵਿਭਾਗ, ਪੰਜਾਬ ਵੱਲੋਂ ਜਾਰੀ ਗ਼ਸ਼ਤੀ ਪੱਤਰ ਨੰ: 6/1/95-6ਪੀਪੀ3/3134, ਮਿਤੀ 13 ਮਾਰਚ, 2002 ਦੀ ਕਾਪੀ ਜੋ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁਖੀਆਂ ਆਦਿ ਨੂੰ ਸੰਬੋਧਿਤ ਹੈ।

ਵਿਸ਼ਾ: ਐਲ.ਟੀ.ਸੀ. ਦੇ ਬਲਾਕ ਸਾਲ 1998-2001 ਦੇ ਗਰੇਸ (Grace) ਸਮੇਂ ਵਿਚ ਮਿਤੀ 31.3.2002 ਤੱਕ ਵਾਧਾ ਕਰਨ ਸਬੰਧੀ।

ਸ਼੍ਰੀਮਾਨ/ਸ਼੍ਰੀਮਤੀ ਜੀ,

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਗ਼ਸ਼ਤੀ ਪੱਤਰ ਲੰ: 6/10/88/6ਜੀ.ਈ./3299, ਮਿਤੀ 9 ਮਾਰਚ, 1989 ਦੇ ਹਵਾਲੇ ਵਿਚ ਪੰਜਾਬ ਦੀਆਂ ਕੁਝ ਕਰਮਚਾਰੀ ਜੱਥੇਬੰਦੀਆਂ ਵਲੋਂ ਕੀਤੀ ਮੰਗ ਦੇ ਆਧਾਰ ਤੇ ਸਾਲ 1998-2001 ਦੇ ਐਲ.ਟੀ.ਸੀ. ਦੇ ਬਲਾਕ ਦੇ ਸਮੇਂ ਨੂੰ ਅੱਗੇ ਵਧਾਉਣ ਬਾਰੇ ਵਿਚਾਰ ਕਰ ਰਹੀ ਸੀ ਤਾਂ ਜੋ ਉਹ ਕਰਮਚਾਰੀ ਇਸ ਸੁਵਿਧਾ ਦਾ ਲਾਭ ਲੈ ਸਕਣ, ਜਿਹੜੇ ਕਰਮਚਾਰੀ ਕਿਸੇ ਕਾਰਨ ਕਰਕੇ ਇਸ ਸਮੇਂ ਦੌਰਾਨ ਇਹ ਸੁਵਿਧਾ ਅਵੇਲ ਨਹੀਂ ਕਰ ਸਕੇ ਹਨ।

2. ਇਸ ਮਾਮਲੇ ਸਬੰਧੀ ਸਰਕਾਰ ਨੇ ਵਿਚਾਰ ਕੀਤੀ ਹੈ ਕਿ ਜਿਹੜੇ ਕਰਮਚਾਰੀ ਸਾਲ 1998-2001 ਦੇ ਬਲਾਕ ਦੇ ਸਮੇਂ ਵਿਚ ਮਿਤੀ 31.12.2001 ਤੱਕ ਐਲ.ਟੀ.ਸੀ. ਦੀ ਸੁਵਿਧਾ ਨਹੀਂ ਲੈ ਸਕੇ ਹਨ, ਉਨ੍ਹਾਂ ਕਰਮਚਾਰੀਆਂ ਦੇ ਇਸ ਬਲਾਕ ਦੇ ਸਮੇਂ ਵਿਚ ਮਿਤੀ 31.12.2002 ਤੱਕ ਵਾਧਾ ਕੀਤਾ ਜਾਂਦਾ ਹੈ।

3. ਇਹ ਹਦਾਇਤਾਂ ਵਿੱਤ ਵਿਭਾਗ ਵੱਲੋਂ ਪ੍ਰਾਪਤ ਸਲਾਹ, ਜੋ ਉਹਨਾਂ ਦੇ ਅੰਤਰ ਵਿਭਾਗੀ ਪੱਤਰ ਨੰ: 22/1/2002-3 ਐਫ.ਪੀ.2/8, ਮਿਤੀ 7.3.2002 ਰਾਹੀਂ ਪ੍ਰਾਪਤ ਕੀਤੀ ਹੈ ਦੇ ਆਧਾਰ ਤੇ ਜਾਰੀ ਕੀਤੀਆਂ ਜਾਦੀਆਂ ਹਨ।

4. ਇਹ ਹਦਾਇਤਾਂ ਆਪਣੇ ਅਧੀਨ ਕੰਮ ਕਰਦੇ ਸਮੂਹ ਕਰਮਚਾਰੀਆਂ ਦੇ ਧਿਆਨ ਵਿਚ ਲਿਆ ਦਿੱਤੀਆਂ ਜਾਣ।

ਪ੍ਰਸ਼ੋਨਲ ਵਿਭਾਗ, ਪੰਜਾਬ ਵੱਲੋਂ ਜਾਰੀ ਗ਼ਸ਼ਤੀ ਪੱਤਰ ਨੰ: 10/7/2002/2ਪੀਪੀ3/3372, ਮਿਤੀ 21 ਮਾਰਚ, 2002 ਦੀ ਕਾਪੀ ਜੋ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁਖੀਆਂ ਆਦਿ ਨੂੰ ਸੰਬੋਧਿਤ ਹੈ।

ਵਿਸ਼ਾ: ਪੰਜਾਬ ਲੋਕ ਸੇਵਾ ਕਮਿਸ਼ਨ, ਪਟਿਆਲਾ ਵੱਲੋਂ ਪਿਛਲੇ ਦੋ ਸਾਲਾਂ ਦੌਰਾਨ ਅਸਾਮੀਆਂ ਦੀ ਨਿਯੁਕਤੀ ਲਈ ਕੀਤੀਆਂ ਸਿਫਾਰਸ਼ਾਂ ਬਾਰੇ ਸੂਚਨਾ।

ਸ਼੍ਰੀਮਾਨ/ਸ਼੍ਰੀਮਤੀ ਜੀ,

ਰਾਜ ਸਰਕਾਰ ਜਾਨਣਾ ਚਾਹੁੰਦੀ ਹੈ ਕਿ ਪੰਜਾਬ ਲੋਕ ਸੇਵਾ ਕਮਿਸ਼ਨ, ਪਟਿਆਲਾ ਨੇ ਪਿਛਲੇ ਦੋ ਸਾਲਾਂ ਦੌਰਾਨ ਕਿਨ੍ਹਾਂ ਕਿਨ੍ਹਾਂ ਅਸਾਮੀਆਂ ਨੂੰ ਭਰਨ ਲਈ, ਆਪ ਨੂੰ ਸਿਫਾਰਸ਼ ਕੀਤੀ ਹੈ ਅਤੇ ਉਨ੍ਹਾਂ ਦੀ ਸਿਫਾਰਸ਼ ਤੇ ਕਿੰਨੀਆਂ-ਕਿੰਨੀਆਂ ਅਸਾਮੀਆਂ ਭਰੀਆਂ ਗਈਆਂ ਹਨ। ਕ੍ਰਿਪਾ ਕਰਕੇ ਇਹ ਸੂਚਨਾ ਨਾਲ ਨੱਥੀ ਪ੍ਰੋਫਾਰਮੇ ਵਿਚ 15 ਦਿਨਾਂ ਦੇ ਅੰਦਰ-ਅੰਦਰ ਰਾਜ ਸਰਕਾਰ ਨੂੰ ਭੇਜੀ ਜਾਵੇ।

Copy of Punjab Government Notification No. 12/14/97-1PIII/3377, dated 21st March, 2001 published by Government Gazette (Extra) from the Department of Personnel.

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 w.e.f. the 21st March, 2002

Punjab Government Department of Personnel Notification No. 12/14/97/IPPH/10217, dated 16th May, 1997, constituting the Punjab Subordinate Services Selection Board and consequently, to abolish the said Board w.e.f. 21st March, 2002.

ਪ੍ਰਸੋਨਲ ਵਿਭਾਗ, ਪੰਜਾਬ ਵੱਲੋਂ ਜਾਰੀ ਗਸ਼ਤੀ ਪੱਤਰ ਨੰ: 10/7/2002/2ਪੀਪੀ3/3369, ਮਿਤੀ 21 ਮਾਰਚ, 2002 ਦੀ ਕਾਪੀ ਜੋ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁਖੀਆਂ ਆਦਿ ਨੂੰ ਸੰਬੋਧਿਤ ਹੈ।

ਵਿਸ਼ਾ: ਪੰਜਾਬ ਲੋਕ ਸੇਵਾ ਕਮਿਸ਼ਨ, ਪਟਿਆਲਾ ਵੱਲੋਂ ਅਸਾਮੀਆਂ ਦੀ ਭਰਤੀ ਲਈ ਕੀਤੀਆਂ ਸਿਫਾਰਸ਼ਾਂ ਤੇ ਅਮਲ ਨਾ ਕਰਨ ਬਾਰੇ।

ਸ਼੍ਰੀਮਾਨ/ਸ਼੍ਰੀਮਤੀ ਜੀ,

ਸਰਕਾਰ ਦੇ ਧਿਆਨ ਵਿਚ ਆਇਆ ਹੈ ਕਿ ਪੰਜਾਬ ਲੋਕ ਸੇਵਾ ਕਮਿਸ਼ਨ, ਪਟਿਆਲਾ ਵੱਲੋਂ ਹੁਣ ਵੀ ਅਸਾਮੀਆਂ ਦੀ ਭਰਤੀ ਲਈ ਆਪਣੀਆਂ ਸਿਫਾਰਸ਼ਾਂ ਵਿਭਾਗਾਂ ਨੂੰ ਕੀਤੀਆਂ ਜਾ ਰਹੀਆਂ ਹਨ। ਇਸ ਸਥਿਤੀ ਦੇ ਸ਼ਨਮੁੱਖ ਰਾਜ ਸਰਕਾਰ ਨੇ ਫੈਸਲਾ ਕੀਤਾ ਹੈ ਕਿ ਜੇਕਰ ਹੁਣ ਪੰਜਾਬ ਲੋਕ ਸੇਵਾ ਕਮਿਸ਼ਨ, ਪਟਿਆਲਾ ਕਿਸੇ ਵਿਭਾਗ ਨੂੰ ਕਿਸੇ ਅਸਾਮੀ ਤੋਂ ਨਿਯੁਕਤੀ ਲਈ ਕਿਸੇ ਉਮੀਦਵਾਰ ਦੇ ਨਾ ਦੀ ਸਿਫਾਰਸ਼ ਕਰੇ ਤਾਂ ਉਸ ਉਮੀਦਵਾਰ ਨੂੰ ਨਿਯੁਕਤੀ ਪੱਤਰ ਜਾਰੀ ਨਾ ਕੀਤਾ ਜਾਵੇ। ਇਸ ਲਈ ਬੇਨਤੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਰਾਜ ਸਰਕਾਰ ਦੇ ਇਸ ਫੈਸਲੇ ਦੀ ਇੰਨਬਿੰਨ ਪਾਲਣਾ ਕੀਤੀ ਜਾਵੇ। ਇਹ ਹੁਕਮ ਤੁਰੰਤ ਪ੍ਰਭਾਵ ਤੋਂ ਲਾਗੂ ਹੋਣਗੇ।

2. ਇਸ ਪੱਤਰ ਦੀ ਪਹੁੰਚ ਰਸੀਦ ਭੇਜੀ ਜਾਵੇ ਜੀ।

ਪ੍ਰਸੋਨਲ ਵਿਭਾਗ, ਪੰਜਾਬ ਵੱਲੋਂ ਜਾਰੀ ਗਸ਼ਤੀ ਪੱਤਰ ਨੰ: 7/18/99/1ਪੀਪੀ2/3504, ਮਿਤੀ 25 ਮਾਰਚ, 2002 ਦੀ ਕਾਪੀ ਜੋ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁਖੀਆਂ ਆਦਿ ਨੂੰ ਸੰਬੋਧਿਤ ਹੈ।

ਵਿਸ਼ਾ: ਸਰਕਾਰੀ ਕਰਮਚਾਰੀਆਂ/ਅਧਿਕਾਰੀਆਂ ਦੀਆਂ ਬਦਲੀਆਂ ਅਤੇ ਤੈਨਾਤੀਆਂ ਕਰਨ ਬਾਰੇ ਪੂਰਨ ਰੋਕ।

ਸ਼੍ਰੀਮਾਨ/ਸ਼੍ਰੀਮਤੀ ਜੀ,

ਮੈਨੂੰ ਆਪ ਜੀ ਦਾ ਧਿਆਨ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਵੱਲ ਦਿਵਾਕੇ ਇਹ ਸੂਚਿਤ ਕਰਨ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਸਰਕਾਰੀ ਕਰਮਚਾਰੀਆਂ/ਅਧਿਕਾਰੀਆਂ ਦੀਆਂ ਬਦਲੀਆਂ ਬਾਰੇ ਮਾਮਲਾ ਸਰਕਾਰ ਦੇ ਵਿਚਾਰ ਅਧੀਨ ਹੈ। ਇਸ ਲਈ ਅਗਲੇ ਹੁਕਮਾਂ ਤੱਕ ਸਰਕਾਰੀ ਮੁਲਾਜ਼ਮਾਂ ਦੀਆਂ ਬਦਲੀਆਂ ਅਤੇ ਤੈਨਾਤੀਆਂ ਤੇ ਤੁਰੰਤ ਰੋਕ ਲਗਾਈ ਗਈ ਹੈ। ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ ਦੀ ਪਾਲਣਾ ਨੂੰ ਯਕੀਨੀ ਬਣਾਉਣ ਦੀ ਕਿਰਪਾਲਤਾ ਕੀਤੀ ਜਾਵੇ ਜੀ।

ਪ੍ਰਸੋਨਲ ਵਿਭਾਗ, ਪੰਜਾਬ ਵੱਲੋਂ ਜਾਰੀ ਗਸ਼ਤੀ ਪੱਤਰ ਨੰ: 11/5/2002/4ਪੀਪੀ2/3652, ਮਿਤੀ 27 ਮਾਰਚ, 2002 ਦੀ ਕਾਪੀ ਜੋ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁਖੀਆਂ ਆਦਿ ਨੂੰ ਸੰਬੋਧਿਤ ਹੈ।

ਵਿਸ਼ਾ: ਪੰਜਾਬ ਸਿਵਲ ਸੇਵਾਵਾਂ ਵਿਚ ਪਹਿਲ/ਤਰਸ ਦੇ ਅਧਾਰ ਤੇ ਨਿਯੁਕਤੀਆਂ ਦੇਣ ਸਬੰਧੀ।

ਸ਼੍ਰੀਮਾਨ/ਸ਼੍ਰੀਮਤੀ ਜੀ,

ਮੈਨੂੰ ਆਪ ਦਾ ਧਿਆਨ ਇਸ ਵਿਭਾਗ ਵੱਲੋਂ ਜਾਰੀ ਕੀਤੇ ਗਏ ਪੱਤਰ ਨੰ: 5/13/98-1ਪੀ.ਪੀ.1/11388, ਮਿਤੀ 8.9.2000 ਅਤੇ ਪੱਤਰ ਨੰ: 5/13/98-1ਪੀ.ਪੀ.2/3060, ਮਿਤੀ 7.3.2001 ਵੱਲ ਦਿਵਾਉਣ ਅਤੇ ਇਹ ਕਹਿਣ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ ਅਨੁਸਾਰ ਹੁਣ ਪੰਜਾਬ ਸਿਵਲ ਸੇਵਾਵਾਂ ਦਾ ਵਰਗੀਕਰਨ ਦਰਜਾ 1,2,3 ਅਤੇ 4 ਤੋਂ ਬਦਲ ਕੇ ਗਰੁੱਪ ਏ,ਬੀ,ਸੀ ਅਤੇ ਡੀ ਕੀਤਾ ਜਾ ਚੁੱਕਾ ਹੈ।

2. ਤਰਸ ਦੇ ਅਧਾਰ ਤੇ ਨੌਕਰੀਆਂ ਦੇਣ ਸਬੰਧੀ ਇਸ ਵਿਭਾਗ ਵੱਲੋਂ ਪੱਤਰ ਨੰ: 11/27/94-2ਪੀ.ਪੀ.1/2364, ਮਿਤੀ 5.2.1996 ਅਤੇ ਇਯ ਤੋਂ ਬਾਅਦ ਸਮੇਂ ਸਮੇਂ ਸਿਰ ਜਾਰੀ ਕੀਤੀਆਂ ਗਈਆਂ ਹਦਾਇਤਾਂ ਅਨੁਸਾਰ ਦਰਜਾ 3 ਅਤੇ 4 ਅਸਾਮੀਆਂ ਤੇ ਨੌਕਰੀਆਂ ਦੇਣ ਬਾਰੇ ਲਿਖਿਆ ਜਾਂਦਾ ਰਿਹਾ ਹੈ। ਇਸ ਮਾਮਲੇ ਨੂੰ ਵਿਚਾਰਨ ਉਪਰੰਤ ਇਹ ਫੈਸਲਾ ਕੀਤਾ ਗਿਆ ਹੈ ਕਿ ਮਿਤਕ ਕਰਮਚਾਰੀਆਂ ਦੇ ਆਸਰਿਤਾਂ ਨੂੰ ਤਰਸ ਦੇ ਅਧਾਰ ਤੇ ਨੌਕਰੀ ਦੇਣ ਲਈ ਹੁਣ ਕੇਵਲ ਗਰੁੱਪ ਸੀ ਅਤੇ ਡੀ ਵਿਚ ਆਉਂਦੀਆਂ ਅਸਾਮੀਆਂ ਲਈ ਵਿਚਾਰਿਆ ਜਾਵੇ। ਜੇਕਰ ਪਹਿਲਾਂ ਕੀਤੇ ਗਏ ਵਰਗੀਕਰਨ ਅਨੁਸਾਰ ਦਰਜਾ 3 ਦੀ ਅਸਾਮੀ ਹੁਣ ਨਵੇਂ ਵਰਗੀਕਰਨ ਅਨੁਸਾਰ ਗਰੁੱਪ ਬੀ ਵਿਚ ਆ ਗਈ ਹੈ ਤਾਂ ਉਸ ਅਸਾਮੀ ਲਈ ਕਿਸੇ ਵੀ ਉਮੀਦਵਾਰ ਨੂੰ ਵਿਚਾਰਿਆ ਨਹੀਂ ਜਾ ਸਕਦਾ।

3. ਇਹ ਹਦਾਇਤਾਂ ਆਪ ਦੇ ਅਧੀਨ ਕੰਮ ਕਰ ਰਹੇ ਸਮੂਹ ਅਧਿਕਾਰੀਆਂ/ਕਰਮਚਾਰੀਆਂ ਦੇ ਧਿਆਨ ਵਿਚ ਪਾਲਣਾ ਹਿੱਤ ਲਿਆ ਦਿੱਤੀਆਂ ਜਾਣ।

4. ਇਸ ਪੱਤਰ ਦੀ ਪਹੁੰਚ ਰਸੀਦ ਭੇਜਣ ਦੀ ਖੇਚਲ ਕੀਤੀ ਜਾਵੇ ਜੀ।

ਪ੍ਰਿੰਸੀਪਲ ਵਿਭਾਗ, ਪੰਜਾਬ ਵੱਲੋਂ ਜਾਰੀ ਗਸ਼ਤੀ ਪੱਤਰ ਨੰ: 14/33/94/4ਪੀਪੀ3/3803, ਮਿਤੀ 2 ਅਪ੍ਰੈਲ, 2002 ਦੀ ਕਾਪੀ ਜੋ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁਖੀਆਂ ਆਦਿ ਨੂੰ ਸੰਬੰਧਿਤ ਹੈ।

ਵਿਸ਼ਾ: ਮਾਨਯੋਗ ਪੰਜਾਬ ਅਤੇ ਹਰਿਆਣਾ ਹਾਈਕੋਰਟ ਦੇ ਵਿਸ਼ਾ ਨਿਰਦੇਸ਼ ਅਨੁਸਾਰ ਤਦ-ਅਰਥ/89 ਦਿਨਾਂ ਦੇ ਆਧਾਰ/ਆਰਜ਼ੀ/ਦਿਹਾਤੀਦਾਰ ਕਰਮਚਾਰੀਆਂ ਦੀਆਂ ਸੇਵਾਵਾਂ ਖਤਮ ਕਰਨ ਬਾਰੇ-ਮਾਨਯੋਗ ਸੁਪਰੀਮ ਕੋਰਟ ਦੇ ਹੁਕਮ ਬਾਰੇ।

ਸ਼੍ਰੀਮਾਨ/ਸ਼੍ਰੀਮਤੀ ਜੀ,

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਵੱਲ ਆਪ ਦਾ ਧਿਆਨ ਇਸ ਵਿਭਾਗ ਦੇ ਪੱਤਰ ਨੰ: 14/33/944ਪੀ.ਪੀ.3/15877, ਮਿਤੀ 25.7.1997 ਵੱਲ ਦਿਵਾਉਂਦੇ ਹੋਏ ਮੈਨੂੰ ਇਹ ਲਿਖਣ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਆਪ ਅਧੀਨ ਕੰਮ ਕਰਦੇ ਤਦ-ਅਰਥ/89 ਦਿਨਾਂ ਦੇ ਆਧਾਰ/ਆਰਜ਼ੀ/ਦਿਹਾਤੀਦਾਰ ਕਰਮਚਾਰੀਆਂ, ਜੋ ਇਸ ਸਮੇਂ ਨੌਕਰੀ ਵਿਚ ਹਨ ਅਤੇ ਜਿਨ੍ਹਾਂ ਦੀਆਂ ਸੇਵਾਵਾਂ ਉਪਰੋਕਤ ਪੱਤਰ ਰਾਹੀਂ ਭੰਗ ਨਹੀਂ ਕੀਤੀਆਂ ਗਈਆਂ ਹਨ, ਉਨ੍ਹਾਂ ਬਾਰੇ ਸੂਚਨਾ ਨਾਲ ਨੱਥੀ ਪ੍ਰਫਾਰਮੇ ਤੇ ਭੇਜੀ ਜਾਵੇ।

2. ਇੱਥੇ ਇਹ ਦੱਸਣਾ ਯੋਗ ਹੋਵੇਗਾ ਕਿ ਵਿਸ਼ੇ ਅੰਕਿਤ ਮਾਮਲੇ ਤੇ ਮਾਨਯੋਗ ਸੁਪਰੀਮ ਕੋਰਟ ਵਿਖੇ ਸੁਣਵਾਈ ਚੱਲ ਰਹੀ ਹੈ, ਜਿਸ ਵਿਚ ਸਰਕਾਰ ਦਾ ਪੱਖ ਰੱਖਣ ਲਈ ਇਹ ਸੂਚਨਾ ਅਤੀ ਲੋੜੀਂਦੀ ਹੈ। ਇਸ ਲਈ ਇਹ ਸੂਚਨਾ 15 ਦਿਨਾਂ ਦੇ ਅੰਦਰ-ਅੰਦਰ ਇਸ ਵਿਭਾਗ ਨੂੰ ਭੇਜੀ ਜਾਵੇ। ਜੇਕਰ ਮਿੱਥੇ ਸਮੇਂ ਤੱਕ ਇਹ ਸੂਚਨਾ ਇਸ ਵਿਭਾਗ ਵਿਚ ਨਹੀਂ ਪਹੁੰਚਦੀ ਤਾਂ ਇਹ ਸਮਝ ਲਿਆ ਜਾਵੇਗਾ ਕਿ ਆਪ ਦੇ ਵਿਭਾਗ ਵਿਚ ਕੋਈ ਅਜਿਹਾ ਕਰਮਚਾਰੀ ਨਹੀਂ ਹੈ ਅਤੇ ਇਹ ਸੂਚਨਾ ਨਿਲ ਹੈ, ਇਸ ਤੋਂ ਬਾਅਦ ਜੇਕਰ ਕੋਈ ਕਰਮਚਾਰੀ ਆਪ ਦੇ ਅਧੀਨ ਵਿਭਾਗ ਵਿਚ ਪਾਇਆ ਜਾਂਦਾ ਹੈ ਤਾਂ ਉਸ ਦੀ ਸੂਚਨਾ ਨਾ ਭੇਜਣ ਵਾਲੇ ਸਬੰਧਤ ਅਧਿਕਾਰੀ ਨੂੰ ਜਿੰਮੇਵਾਰ ਠਹਿਰਾਉਂਦੇ ਹੋਏ ਦੋਸ਼ੀ ਮੰਨਿਆ ਜਾਵੇਗਾ ਅਤੇ ਇਸ ਤੇ ਹੋਣ ਵਾਲਾ ਤਨਖਾਹ ਆਦਿ ਦਾ ਸਾਰਾ ਖਰਚਾ ਸਬੰਧਤ ਜਿੰਮੇਵਾਰ ਕਰਮਚਾਰੀ/ਅਧਿਕਾਰੀ ਪਾਸੋਂ ਵਸੂਲਿਆ ਜਾਵੇਗਾ। ਇਸ ਦੇ ਨਾਲ ਹੀ ਵਿਭਾਗ ਦੇ ਮੁੱਖੀ ਨੂੰ ਵੀ ਦੋਸ਼ੀ ਕਾਰਾ ਦਿੰਦਿਆਂ ਢੁਕਵੀਂ ਅਨੁਸ਼ਾਸਨੀ ਕਾਰਵਾਈ ਕੀਤੀ ਜਾਵੇਗੀ।

3. ਇਸ ਪੱਤਰ ਰਾਹੀਂ ਮੰਗੀ ਸੂਚਨਾ ਭੇਜਣੀ ਆਪਣੇ ਪੱਧਰ ਤੇ ਯਕੀਨੀ ਬਣਾਈ ਜਾਵੇ।

| ਲੜੀ ਨੰ: | ਵਿਭਾਗ ਦਾ ਨਾਂ | ਕਰਮਚਾਰੀ ਦਾ ਨਾਂ | ਜਨਮ ਮਿਤੀ | ਨੌਕਰੀ ਤੇ ਹਾਜ਼ਰ ਹੋਣ ਦੀ ਮਿਤੀ | ਕੀ ਇਹ ਭਰਤੀ ਪ੍ਰਵਾਨਤ ਅਸਾਮੀ ਵਿਰੁੱਧ ਹੈ | ਤਨਖਾਹ/ ਤਨਖਾਹਦਰ | ਭਰਤੀ ਲਈ ਅਪਣਾਈ ਗਈ ਵਿਧੀ | | |
|-------------------------------------|---|--|-----------------|----------------------------|------------------------------------|----------------|-----------------------|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | |
| ਨਿਯਮਾਂ ਅਨੁਸਾਰ ਨਿਰਧਾਰਿਤ ਵਿਦਿਅਕ ਯੋਕਤਾ | ਨਿਯੁਕਤੀ ਸਮੇਂ ਕਰਮਚਾਰੀ ਦੀ ਵਿਦਿਅਕ ਯੋਕਤਾ ਅਤੇ ਤਜਰਬਾ ਜੇਕਰ ਕੋਈ ਹੈ। | ਕੀ ਇਹ ਕਰਮਚਾਰੀ ਦੀਆਂ ਸੇਵਾਵਾਂ ਇਸ ਵਿਭਾਗ ਦੇ ਪੱਤਰ ਮਿਤੀ 23.4.01 ਦੀਆਂ ਹਦਾਇਤਾਂ ਅਨੁਸਾਰ ਨਿਯੁਕਤ ਕੀਤੀਆਂ ਗਈਆਂ ਹਨ | ਸਲਾਨਾ ਵਿੱਤੀ ਬੋਝ | ਵਿਸ਼ੇਸ਼ ਕਥਨ | 9 | 10 | 11 | 12 | 13 |

ਦਸਤਖਤ ਨਿਯੁਕਤੀ ਅਧਿਕਾਰੀ

Copy of Punjab Government circular letter No. 7/18/99-1PPH/4124, dated 10th April, 2002 from the Department of Personnel, addressed to all the Heads of Department etc. in the State of Punjab.

Subject: Guidelines for the postings and transfers of Government employees for the year 2002-2003.

Sir/Madam,

I am directed to refer to the subject cited above and to inform you that the postings and transfers of officers and officials in the state during 2002-2003 will be made during the period between 9th April, 2002 to 5th May, 2002 in all the Departments of the Government of Punjab. The board guidelines to be adopted for effecting transfers will be as under :-

(a) Transfers must be kept to barest minimum.

The Transfers should generally be made against vacant posts except where the transfer are justified on administrative or compassionate grounds.

(b) Government employees whether Gazetted or Non-Gazetted, who are due to retire within the next two years, may be allowed to continue in the same district or at the same station of postings till retirement, as far as possible.

(c) When husband and wife are in Government service it is desirable to keep the couple at one station for a period not more than 5 years, thereafter, she/he should be transferred as per policy. Even in cases where the wife is in Government service and husband is under a private employment the same attitude may be adopted. Efforts, should 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.

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

(e) In case any child of a Government employee/officer is mentally retarded, while posting and transferring such officials/officers sympathetic attitude may be adopted and efforts should be made to post them at the place of their choice.

(f) A stay of 3 years and 5 years may be treated respectively, as the minimum and maximum period in a particular place. Similarly, for employees transferable within the State, particularly Group 'A' and Group 'B' officers, no employee should be allowed to serve in one district beyond a period of 7 years in his entire service. Within particular office seats having sensitive nature of work, like extensive public dealings, establishment, monetary sanctions etc. should be clearly defined and maximum stay be kept at 2 years.

(g) Premature transfers i.e. transfer of an employee before he has completed a minimum of 3 years stay should not be ordered except under rare circumstances of punishment or clearly spelt out administrative reasons.

(h) The employees/officers who are posted in the order areas, but areas & Kandi areas should remain there for a minimum period of two years.

2. After the period of general transfers, the policy in respect of mid-term transfers will be as under:-

1) Generally, there will be complete ban on mid-term transfers.

2) When the transfer becomes necessary to fill up a vacancy existing after making the general transfers or a new vacancy arising as a result of the following eventualities, the Administrative Department may do so at its own level:-

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

After filling up vacancies arising as a result of eventualities mentioned above, the resultant vacancy may only be filled up with the approval of the Chief Minister through the Department of Personnel.

3. In respect of transfers to be made after 5th May, 2002, it is made clear that only those cases shall be referred to the Department of Personnel for approval which are not covered under the above items and transfer is proposed on administrative grounds or on extremely compassionate grounds. Full justification may be shown in respect of cases in which transfer is proposed on administrative grounds. In such cases the

proposal shall be sent by the Administrative Department with the approval of Minister-in-charge to the Department of Personnel (in Personnel Polices Branch-II). Thereafter, the pros and cons shall be considered by the Department of Personnel and orders of the Hon'ble Chief Minister, obtained and conveyed to the Administrative Department for action to be taken accordingly. The Administrative Department shall not effect transfers at its own level in compliance with the orders of Minister-in-charge rather the case shall be sent to the Department of Personnel for the approval of the Hon'ble Chief Minister.

In the case of the Departments where the Chief Minister is himself the Minister-in-charge, and has approved mid-term transfer, in that case as well, before effecting the transfer, the case shall have to be sent to the Department of Personnel for the approval of the hon'ble Chief Minister.

4. In case, any difficulty is experienced, in any Department in implementing these instructions the matter be taken up with this Department.

5. Whenever orders of postings and transfers are issued, a separate note regarding T.A. may be given in orders indicating the transfer has been made in public interest or on the request of the employee.

6. It shall be ensured by the Administrative Department that the above guidelines are complied with in letter and spirit and wherever consent has been obtained from an employee for transfer, against the resultant vacancy so caused other employees shall be transferred without his consent.

7. The receipt of the letter may kindly be acknowledge.

ਪ੍ਰਸੋਨਲ ਵਿਭਾਗ, ਪੰਜਾਬ ਵੱਲੋਂ ਜਾਰੀ ਗਏ ਪੱਤਰ ਨੰ: 17/8/97/1ਪੀਪੀ2/4327, ਮਿਤੀ 18 ਅਪ੍ਰੈਲ, 2002 ਦੀ ਕਾਪੀ ਜੋ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁਖੀਆਂ ਆਦਿ ਨੂੰ ਸੰਬੋਧਿਤ ਹੈ।

ਵਿਸ਼ਾ: ਅੰਮ੍ਰਿਤਸਰ, ਜਲੰਧਰ, ਲੁਧਿਆਣਾ ਅਤੇ ਪਟਿਆਲਾ ਵਿਖੇ ਮਿਊਂਸਪਲ ਕਾਰਪੋਰੇਸ਼ਨਾਂ ਦੀਆਂ ਚੋਣਾਂ ਕਰਵਾਉਣ ਬਾਰੇ-ਬਦਲੀਆਂ/ਤੈਨਾਤੀਆਂ ਅਤੇ ਸਿਫਟਿੰਗ ਉਤੇ ਪੁਰਨ ਰੋਕ।

ਸ਼੍ਰੀਮਾਨ/ਸ਼੍ਰੀਮਤੀ ਜੀ,

ਮੈਨੂੰ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਇਹ ਕਹਿਣ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਮੈਂ ਆਪ ਜੀ ਦਾ ਧਿਆਨ ਇਸ ਵਿਭਾਗ ਵਲੋਂ ਜਾਰੀ ਕੀਤੀਆਂ ਗਈਆਂ ਹਦਾਇਤਾਂ ਨੰ: 7/18/99-1ਪੀਪੀ-2/4124 ਮਿਤੀ 10-4-2002 ਵੱਲ ਦਿਵਾਵਾਂ, ਜਿਸ ਰਾਹੀਂ ਰਾਜ ਵਿਚ ਸਰਕਾਰੀ ਮੁਲਾਜ਼ਮਾਂ ਦੀਆਂ ਆਮ ਬਦਲੀਆਂ ਅਤੇ ਤੈਨਾਤੀਆਂ ਕਰਨ ਦੀ ਮਿਆਦ ਮਿਤੀ 9-4-2002 ਤੋਂ ਮਿਤੀ 5-5-2002 ਤੱਕ ਨਿਸ਼ਚਿਤ ਕੀਤੀ ਗਈ ਹੈ। ਰਾਜ ਚੋਣ ਕਮਿਸ਼ਨ, ਪੰਜਾਬ ਨੇ ਸੂਚਿਤ ਕੀਤਾ ਹੈ ਕਿ ਨਗਰ ਨਿਗਮ ਅੰਮ੍ਰਿਤਸਰ, ਜਲੰਧਰ, ਲੁਧਿਆਣਾ ਅਤੇ ਪਟਿਆਲਾ ਦੀਆਂ ਆਮ ਚੋਣਾਂ ਮਿਤੀ 19-5-2002 ਨੂੰ ਕਰਾਉਣ ਦੀ ਸੰਭਾਵਨਾ ਹੈ ਅਤੇ ਕਮਿਸ਼ਨ ਦੇ ਪ੍ਰੋਗਰਾਮ ਅਨੁਸਾਰ ਚੋਣ ਸੂਚੀਆਂ ਦੀ ਤਿਆਰੀ ਮਿਤੀ 1-4-2002 ਤੋਂ ਸ਼ੁਰੂ ਕੀਤੀ ਗਈ ਹੈ ਅਤੇ ਚੋਣ ਰੋਲ ਅੰਤਿਮ ਤੌਰ ਤੇ ਮਿਤੀ 30-4-2002 ਨੂੰ ਪ੍ਰਕਾਸ਼ਿਤ ਕੀਤੇ ਜਾਣਗੇ। ਚੋਣ ਪ੍ਰਕਿਰਿਆ 22-5-2002 ਨੂੰ ਮੁਕੰਮਲ ਹੋ ਜਾਵੇਗੀ।

2. ਉਕਤ ਦਰਸਾਈ ਸਥਿਤੀ ਨੂੰ ਮੁੱਖ ਰੱਖਦੇ ਹੋਏ ਇਹ ਫੈਸਲਾ ਕੀਤਾ ਗਿਆ ਹੈ ਕਿ ਚੋਣ ਵਿਭਾਗ ਦੀ ਮੰਗ ਅਨੁਸਾਰ ਮਿਤੀ 22-5-2002 ਤੱਕ ਅੰਮ੍ਰਿਤਸਰ, ਜਲੰਧਰ, ਲੁਧਿਆਣਾ ਅਤੇ ਪਟਿਆਲਾ ਦੇ ਚੋਣਾਂ ਨਾਲ ਸਬੰਧਤ ਅਤੇ ਚੋਣ ਸੂਚੀਆਂ ਦੀ ਤਿਆਰੀ ਲਈ ਤੈਨਾਤ ਕੀਤੇ ਅਮਲੇ ਦੀਆਂ ਪੋਸਟਿੰਗ/ਟਰਾਂਸਫਰ/ਸਿਫਟਿੰਗ ਤੇ ਤੁਰੰਤ ਰੋਕ ਲਗਾਈ ਜਾਵੇ।

3. ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ ਦੀ ਇੰਨ-ਬਿੰਨ ਪਾਲਣਾ ਕਰਵਾਈ ਜਾਵੇ ਅਤੇ ਇਸ ਦੀ ਪਹੁੰਚ ਰਸੀਦ ਵੀ ਭੇਜੀ ਜਾਵੇ।

ਪ੍ਰਸੋਨਲ ਵਿਭਾਗ, ਪੰਜਾਬ ਵੱਲੋਂ ਜਾਰੀ ਗਏ ਪੱਤਰ ਨੰ: 6/13/2002/6ਪੀਪੀ3/4352, ਮਿਤੀ 19 ਅਪ੍ਰੈਲ, 2002 ਦੀ ਕਾਪੀ ਜੋ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁਖੀਆਂ ਆਦਿ ਨੂੰ ਸੰਬੋਧਿਤ ਹੈ।

ਵਿਸ਼ਾ: ਜ਼ਿਲ੍ਹੇ ਦੇ ਅਧਿਕਾਰੀ ਵੱਲੋਂ ਇਤਫਾਕੀਆ ਫੁੱਟੀ/ਸਟੇਸ਼ਨ ਲੀਵ ਲੈਣ ਸਬੰਧੀ ਸਬੰਧਤ ਜ਼ਿਲ੍ਹੇ ਦੇ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ ਨੂੰ ਸੂਚਿਤ ਕਰਨ ਬਾਰੇ।

ਸ਼੍ਰੀਮਾਨ/ਸ਼੍ਰੀਮਤੀ ਜੀ,

ਮੈਨੂੰ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਆਪ ਜੀ ਦਾ ਧਿਆਨ ਇਸ ਵਿਭਾਗ ਦੇ ਗਏ ਪੱਤਰ ਨੰ: 6/31/95-6ਪੀਪੀ3/22199,

ਮਿਤੀ 13 ਨਵੰਬਰ, 1995 ਵੱਲ ਦੁਆਉਂਦੇ ਹੋਏ ਇਹ ਕਹਿਣ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਸਰਕਾਰ ਵੱਲੋਂ ਕੀਤੀ ਗਈ ਉਕਤ ਹਵਾਲਾ ਅਧੀਨ ਹਦਾਇਤਾਂ ਦੀ ਪਾਲਣਾ ਬਹੁਤ ਸਾਰੇ ਵਿਭਾਗਾਂ ਵੱਲੋਂ ਨਹੀਂ ਕੀਤੀ ਜਾ ਰਹੀ ਹੈ। ਇਸ ਲਈ ਭਵਿਖ ਵਿਚ ਇਹ ਯਕੀਨੀ ਬਣਾਇਆ ਜਾਵੇ ਕਿ ਆਪ ਅਧੀਨ ਜ਼ਿਲ੍ਹਾ ਹੈੱਡ ਕੁਆਂਟਰ ਤੇ ਕੰਮ ਕਰਦੇ ਵੱਖ ਵੱਖ ਵਿਭਾਗਾਂ ਦੇ ਅਧਿਕਾਰੀ ਆਪਣੀ ਇਤਫਾਕੀਆਂ ਛੁੱਟੀ/ਸਟੇਸ਼ਨ ਲੀਵ ਆਦਿ ਆਪਣੇ ਸਮਰੱਥ ਅਧਿਕਾਰੀ ਤੋਂ ਮੰਨਜ਼ੂਰ ਕਰਵਾਉਣ ਅਤੇ ਮੰਨਜ਼ੂਰ ਸੁਦਾ ਛੁੱਟੀ ਦੀ ਇਕ ਕਾਪੀ ਸਬੰਧਤ ਜਿਲ੍ਹੇ ਦੇ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ ਨੂੰ ਸੂਚਨਾ ਅਤੇ ਰਿਕਾਰਡ ਲਈ ਭੇਜਣੀ ਯਕੀਨੀ ਬਣਾਈ ਜਾਵੇ।

2. ਇਹ ਹਦਾਇਤਾਂ ਸਬੰਧਤ ਸਾਰੇ ਅਧਿਕਾਰੀਆਂ ਦੇ ਇੰਨ-ਬਿੰਨ ਪਾਲਣਾ ਹਿੱਤ ਧਿਆਨ ਵਿਚ ਲਿਆ ਦਿੱਤੀਆਂ ਜਾਣ ਅਤੇ ਭਵਿਖ ਵਿਚ ਇਸ ਸਬੰਧੀ ਅਮਲ ਨੂੰ ਯਕੀਨੀ ਬਣਾਇਆ ਜਾਵੇ।

3. ਇਸ ਪੱਤਰ ਦੀ ਪਹੁੰਚ ਰਸੀਦ ਭੇਜੀ ਜਾਵੇ।

ਪ੍ਰਸੋਨਲ ਵਿਭਾਗ, ਪੰਜਾਬ ਵੱਲੋਂ ਜਾਰੀ ਗਸ਼ਤੀ ਪੱਤਰ ਨੰ: 12/21/2002/1ਪੀਪੀ3/4382, ਮਿਤੀ 22 ਅਪ੍ਰੈਲ, 2002 ਦੀ ਕਾਪੀ ਜੋ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁਖੀਆਂ ਆਦਿ ਨੂੰ ਸੰਬੋਧਿਤ ਹੈ।

ਵਿਸ਼ਾ: ਅਧੀਨ ਸੇਵਾਵਾਂ ਚੋਣ ਬੋਰਡ ਵੱਲੋਂ ਪਿਛਲੇ ਦੋ ਸਾਲਾਂ ਦੌਰਾਨ ਆਸਾਮੀਆਂ ਦੀ ਨਿਯੁਕਤੀ ਲਈ ਕੀਤੀਆਂ ਸਿਫਾਰਸ਼ਾਂ ਬਾਰੇ ਸੂਚਨਾ।

ਸ਼੍ਰੀਮਾਨ/ਸ਼੍ਰੀਮਤੀ ਜੀ,

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਇਸ ਵਿਭਾਗ ਦੇ ਗਸ਼ਤੀ ਪੱਤਰ ਨੰ: 12/21/2002-1ਪੀਪੀ3/32026, ਮਿਤੀ 7-3-2002 ਦੇ ਹਵਾਲੇ ਵਿਚ ਮੈਨੂੰ ਆਪ ਨੂੰ ਇਹ ਸੂਚਿਤ ਕਰਨ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਹੁਣ ਤੀਕ ਬਹੁਤ ਘੱਟ ਵਿਭਾਗਾਂ ਤੋਂ ਇਸ ਪੱਤਰ ਰਾਹੀਂ ਮੰਗੀ ਸੂਚਨਾ ਪ੍ਰਾਪਤ ਹੋਈ ਹੈ। ਇਸ ਲਈ ਕਿਰਪਾ ਕਰਕੇ ਹਵਾਲੇ ਵਿਚ ਦਰਸਾਏ ਪੱਤਰ ਰਾਹੀਂ ਮੰਗੀ ਸੂਚਨਾ ਤੁਰੰਤ ਇਸ ਵਿਭਾਗ ਨੂੰ ਭਿਜਵਾਈ ਜਾਵੇ।

Copy of Punjab Government circular letter No. 12/15/98-5PPII/4462, dated 23rd April, 2002 from the Department of Personnel, addressed to all the Heads of Department etc. in the State of Punjab.

Subject: Submission of the Written Statements to the Advocate General Punjab for filling the same in the Hon'ble High Court for the State of Punjab & Haryana.

Sir/Madam,

I am directed to refer to the subject cited above and to say that as reported by the Advocate General, Punjab, the Written Statements do not reach in their office in time, with a result unnecessary adjournments ensure and some times Government lost the sympathy of the Hon'ble Court. Many times heavy costs are imposed on the State because of not filing the written Statements in time.

2. It has also been reported that many officers submit their written statements on the date when the case is fixed and the Courts refuse to place the written statements on the record. Resultantly, costs are imposed for not filing the written statements in time. A part from unnecessary burden on the State Exchequer, it causes annoyance to the Hon'ble Court and in some cases an interim relief is granted for that reason alone.

3. The Advocate General, Punjab has desired that the written Statements to be filed must reach in his office atleast 4 days earlier through the representatives of the Department for getting these vetted and to ensure that the written statements are to be filed atleast 3 days before the due date. In accordance with the Rules of the High Court, so that the needful may be done in time.

4. As desired by the Advocate general Punjab.

You are accordingly, requested to kindly ensure compliance.

Copy of Punjab Government circular letter No. 7/31/01-5PPI/4505, dated 24th April, 2002 from the Department of Personnel, addressed to all the Heads of Department etc. in the State of Punjab.

Subject : *Regarding adjudging the suitability of officers/officials for promotion/career progression etc. where adverse remarks have been expunged or more than one confidential report has been received during a year.*

Sir/Madam,

I am directed to invite your attention to the subject cited and to say that some of the Departments have raised the question as to how a confidential report (CR) is to be treated where adverse remarks have been expunged by the competent authority? Secondly, how are the CRs to be assessed if more than one CR has been written for a particular year and thirdly if an officer has been given additional charge and has worked under two or more reporting authorities, how are the CRs to be recorded?

2. The matter has been considered and it has been decided that where adverse remarks recorded in a confidential report of an officer/official have been expunged by the competent authority without affecting the grading of an officer/official in such cases, grading recorded in the CR shall stand. However, if while expunging the adverse remarks the competent authority has also expunged the grading of an officer/official for a particular year such a CR should be ignored and the CR for the previous year should be taken into account and if even such a CR is not available the competent authority should take into account the CR(s) of the lower grade/post to complete the number of the CRs required to be considered. If this is also not possible, all the available CRs should be taken into account i.e. procedure as applicable in the case of a 'No Report Certificate' for promotion to next higher post/for Career Progression etc. should be adopted.

3. In respect of cases where more than one CR has been recorded for a particular year, all the CRs for the relevant year should be considered in totality by the competent authority/Departmental Promotion committee and a balanced assessment should be made.

4. Where the officer/official reported upon has held additional charge under two or more reporting authorities the comments of the Reporting officer who has seen the work of Additional Charge held by the officer/official reported upon (for a period of not less than three months during the period under report) should be invited while recording the CR. Such an officer should submit his remarks in a brief note direct to the next higher authority reviewing/accepting authority, looking after the normal work of the officer/official reported upon, who before adding his own remarks as reviewing/accepting authority should take both the sets of remarks i.e. these recorded by the Reporting officer who has seen the normal work of the officer/official as well as those recorded by an officer who has seen the additional work of the officer/official, into consideration.

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

ਪ੍ਰਸੋਨਲ ਵਿਭਾਗ, ਪੰਜਾਬ ਵੱਲੋਂ ਜਾਰੀ ਗਏ ਪੱਤਰ ਨੰ: 6/21/2002/01ਪੀਪੀ3/5108, ਮਿਤੀ 8 ਮਈ, 2002 ਦੀ ਕਾਪੀ ਜੋ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁਖੀਆਂ ਆਦਿ ਨੂੰ ਸੰਬੰਧਿਤ ਹੈ।

ਵਿਸ਼ਾ: ਸਰਕਾਰੀ ਕਰਮਚਾਰੀਆਂ ਲਈ ਸਵੈ-ਰੋਜ਼ਗਾਰ ਦੇ ਉਦੇਸ਼ ਨਾਲ 5 ਸਾਲ ਦੀ ਵਿਸ਼ੇਸ਼ ਛੁੱਟੀ ਦਾ ਉਪਬੰਧ ਕਰਨ ਬਾਰੇ।
ਸ਼੍ਰੀਮਾਨ/ਸ਼੍ਰੀਮਤੀ ਜੀ,

ਮੈਨੂੰ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਮੈਂ ਆਪ ਦਾ ਧਿਆਨ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਵੱਲ ਦਿਵਾਉਂਦੇ ਹੋਏ ਆਪ ਨੂੰ ਸੂਚਿਤ ਕਰਾਂ ਕਿ ਸਰਕਾਰੀ ਕਰਮਚਾਰੀਆਂ ਲਈ ਸਵੈ-ਰੋਜ਼ਗਾਰ ਦੇ ਉਦੇਸ਼ ਨਾਲ 5 ਸਾਲ ਦੀ ਵਿਸ਼ੇਸ਼ ਛੁੱਟੀ ਦਾ ਉਪਬੰਧ ਕਰਨ ਸਬੰਧੀ ਮਾਮਲਾ ਪਿਛਲੇ ਕੁੱਝ ਅਰਸੇ ਤੋਂ ਸਰਕਾਰ ਦੇ ਵਿਚਾਰ ਅਧੀਨ ਰਿਹਾ ਹੈ ਅਤੇ ਇਸ ਮਾਮਲੇ ਉੱਤੇ ਵੇਰਵੇ ਸਹਿਤ ਵਿਚਾਰ ਕਰਨ ਉਪਰੰਤ ਸਰਕਾਰੀ ਕਰਮਚਾਰੀਆਂ ਲਈ ਸਵੈ-ਰੋਜ਼ਗਾਰ ਦੇ ਉਦੇਸ਼ ਨਾਲ ਪੰਜ ਸਾਲ ਦੀ ਵਿਸ਼ੇਸ਼ ਛੁੱਟੀ ਦੀ ਸਕੀਮ ਨਿਮਨ ਲਿਖਤ ਅਨੁਸਾਰ ਪ੍ਰਵਾਨ ਕੀਤੀ ਗਈ ਹੈ :-

ਉ) ਕੋਈ ਵੀ ਕਰਮਚਾਰੀ ਜਿਸ ਦੀ ਅੱਠ ਸਾਲ ਦੀ ਰੈਗੂਲਰ ਸੇਵਾ ਹੋ ਗਈ ਹੋਵੇ, ਸਵੈ-ਰੋਜ਼ਗਾਰ ਦੇ ਮੰਤਵ ਲਈ ਵਿਸ਼ੇਸ਼ ਛੁੱਟੀ

ਲਈ ਬਿਨੈ-ਪੱਤਰ ਦੇ ਸਕਦਾ ਹੈ।

- ਅ) ਜੇਕਰ ਉਹ ਆਪਣੇ ਸਵੈ-ਰੋਜ਼ਗਾਰ ਵਿਚ ਕਾਮਯਾਬ ਹੋ ਜਾਂਦਾ ਹੈ ਤਾਂ ਉਹ ਇਸ ਵਿਸ਼ੇਸ਼ ਛੁੱਟੀ ਦੌਰਾਨ ਸਵੈ-ਇਫਤ ਸੇਵਾ-ਨਵਿਰਤੀ ਲੈ ਸਕੇਗਾ ਅਤੇ ਉਸ ਨੂੰ ਪ੍ਰੀ-ਮੈਚਿਊਰ ਰਿਟਾਇਰਮੈਂਟ ਰੂਲਜ਼ 1975 ਅਨੁਸਾਰ ਮਿਲਣ ਵਾਲੇ ਸਾਰੇ ਰਿਟਾਇਰਮੈਂਟ ਦੇ ਲਾਭ ਦਿੱਤੇ ਜਾਣਗੇ।
- ੲ) ਕੋਈ ਵੀ ਕਰਮਚਾਰੀ ਇਸ ਮੰਤਵ ਲਈ ਪੰਜ ਸਾਲ ਤੱਕ ਛੁੱਟੀ ਲੈ ਸਕੇਗਾ। ਜੇਕਰ ਛੁੱਟੀ ਡਿਊ ਨਹੀਂ ਹੈ ਤਾਂ ਉਹ ਬਿਨਾਂ ਤਨਖਾਹ ਛੁੱਟੀ (ਅਸਾਧਾਰਣ ਛੁੱਟੀ) ਸਮਝੀ ਜਾਵੇਗੀ। ਉਹ ਇਹ ਛੁੱਟੀ ਭਾਵੇਂ ਇਕੱਠੀ ਲਵੇ ਜਾਂ ਪਹਿਲਾਂ ਤਿੰਨ ਸਾਲ ਛੁੱਟੀ ਅਤੇ ਬਾਦ ਵਿਚ ਉਸ ਵਿਚ ਦੋ ਸਾਲ ਦਾ ਵਾਧਾ ਕਰਵਾ ਲਵੇ।
- ਸ) ਇਸ ਛੁੱਟੀ ਦੌਰਾਨ ਕਰਮਚਾਰੀ ਸਵੈ-ਰੋਜ਼ਗਾਰ ਦੇ ਮੌਕੇ ਢੂੰਡ ਸਕੇਗਾ। ਜੇਕਰ ਉਹ ਪ੍ਰਾਈਵੇਟ ਤੌਰ ਤੇ ਸੇਟਲ ਹੋ ਜਾਂਦਾ ਹੈ ਤਾਂ ਛੁੱਟੀ ਦੇ ਖਤਮ ਹੋਣ ਤੇ ਜਾਂ ਉਸ ਤੋਂ ਪਹਿਲਾਂ ਸਰਕਾਰੀ ਸੇਵਾ ਵਿਚੋਂ ਨਿਯਮਾਂ ਅਨੁਸਾਰ ਰਿਟਾਇਰਮੈਂਟ ਲੈ ਸਕਦਾ ਹੈ ਜਾਂ ਅਸਤੀਫਾ ਦੇ ਸਕਦਾ ਹੈ। ਅਜਿਹਾ ਕਰਦੇ ਸਮੇਂ ਉਹ ਆਪਣੇ ਅਹੁਦੇ ਦਾ ਗਲਤ ਇਸਤੇਮਾਲ ਨਹੀਂ ਕਰੇਗਾ ਅਤੇ ਉਸ ਸੂਰਤ ਵਿਚ ਆਚਰਣ ਨਿਯਮਾਂ ਦੀ ਪੂਰਨ ਪਾਲਣਾ ਕਰੇਗਾ।
- ਹ) ਛੁੱਟੀ ਦੇ ਇਸ ਪੰਜ ਸਾਲ ਦੇ ਸਮੇਂ ਦੌਰਾਨ ਸਬੰਧਤ ਕਰਮਚਾਰੀ ਦਾ ਸਬੰਧਤ ਵਿਭਾਗ ਵਿਚ ਉਸ ਆਸਾਮੀ ਤੇ ਮੁੜ ਜੁਆਇੰਨ ਕਰਨ ਜਾਂ ਰਿਟਾਇਰਮੈਂਟ ਤੱਕ ਲੀਅਨ ਬਰਕਰਾਰ ਰਹੇਗਾ, ਜਿਸ ਆਸਾਮੀ ਤੋਂ ਉਹ ਛੁੱਟੀ ਗਿਆ ਸੀ।
- ਕ) ਇਸ ਸਮੇਂ ਦੌਰਾਨ ਕਰਮਚਾਰੀ ਨੂੰ ਨਿਯਮਾਂ ਅਨੁਸਾਰ ਬਣਦੀ ਲੀਵ-ਸੇਲਰੀ ਹੀ ਮਿਲੇਗੀ ਪ੍ਰੰਤੂ ਜਿਨ੍ਹਾਂ ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਨਾਨ ਪ੍ਰੋਕਟਿਸ ਅਲਾਊਂਸ ਜਾਂ ਕੋਈ ਹੋਰ ਭੱਤਾ ਮਿਲਦਾ ਹੈ, ਉਹ ਨਹੀਂ ਮਿਲ ਸਕੇਗਾ।
- ਖ) ਜੇਕਰ ਸਬੰਧਤ ਅਧਿਕਾਰੀ ਆਪਣੇ ਸਵੈ-ਰੋਜ਼ਗਾਰ/ਪੰਦੇ ਵਿਚ ਸਫਲ ਨਹੀਂ ਹੁੰਦਾ ਅਤੇ ਸੇਵਾ ਵਿਚ ਮੁੜ ਪਰਤ ਆਉਂਦਾ ਹੈ ਤਾਂ ਉਹ ਆਪਣੀ ਤਨਖਾਹ ਨਿਯਮਾਂ ਅਨੁਸਾਰ ਫਿਕਸ ਕਰਵਾਉਣ ਦਾ ਹੱਕਦਾਰ ਹੋਵੇਗਾ।
- ਗ) ਛੁੱਟੀ ਦੀ ਕਿਸਮ ਨੂੰ ਵੇਖਦੇ ਹੋਏ ਉਹ ਹੀ ਸਮਾਂ ਪੈਨਸ਼ਨ ਲਈ ਗਿਣਿਆ ਜਾਵੇਗਾ, ਜੋ ਮੌਜੂਦਾ ਨਿਯਮਾਂ ਅਨੁਸਾਰ ਗਿਣਿਆ ਜਾ ਸਕਦਾ ਹੈ।
- ਘ) ਇਹ ਵਿਸ਼ੇਸ਼ ਛੁੱਟੀ ਉਸ ਦੇ ਲੀਵ ਅਕਾਊਂਟ ਵਿਚੋਂ ਕੱਟ ਲਈ ਜਾਵੇਗੀ ਅਤੇ ਜੇਕਰ ਕਰਮਚਾਰੀ ਮਿਲਣਯੋਗ ਛੁੱਟੀ ਤੋਂ ਵੱਧ ਛੁੱਟੀ ਲੈਂਦਾ ਹੈ ਤਾਂ ਨਿਯਮਾਂ ਅਨੁਸਾਰ ਉਸ ਤੋਂ ਵਸੂਲੀਆਂ ਕੀਤੀਆਂ ਜਾਣਗੀਆਂ।
- ਙ) ਇਸ ਵਿਸ਼ੇਸ਼ ਛੁੱਟੀ ਦੌਰਾਨ ਸਬੰਧਤ ਕਰਮਚਾਰੀ ਦੀ ਥਾਂ ਕੋਈ ਹੋਰ ਭਰਤੀ ਨਹੀਂ ਕੀਤੀ ਜਾਵੇਗੀ।
- ਚ) ਇਹ ਛੁੱਟੀ ਮੰਜੂਰ ਕਰਨ ਦਾ ਅਧਿਕਾਰ ਗਰੁੱਪ 'ਸੀ' ਅਤੇ 'ਡੀ' ਕਰਮਚਾਰੀਆਂ ਲਈ ਵਿਭਾਗੀ ਮੁੱਖੀ ਨੂੰ ਹੋਵੇਗਾ ਅਤੇ ਗਰੁੱਪ 'ਏ' ਅਤੇ 'ਬੀ' ਅਧਿਕਾਰੀਆਂ ਦੇ ਕੇਸ ਵਿੱਚ ਸਬੰਧਤ ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰ ਇਸ ਸਬੰਧੀ ਫੈਸਲਾ ਕਰਨਗੇ। ਪਰ ਕਿਸੇ ਕਰਮਚਾਰੀ ਨੂੰ ਛੁੱਟੀ ਦੇਣਾ ਜਾਂ ਨਾ ਦੇਣਾ ਸਬੰਧਤ ਅਧਿਕਾਰੀਆਂ ਤੇ ਨਿਰਭਰ ਕਰੇਗਾ, ਜੋ ਸਬੰਧਤ ਤੱਥਾਂ/ਹਾਲਾਤਾਂ ਨੂੰ ਵੇਖਦੇ ਹੋਏ ਫੈਸਲਾ ਕਰਨ ਲਈ ਸਮਰੱਥ ਹੋਣਗੇ।
- ਛ) ਇਸ ਸਕੀਮ ਅਧੀਨ ਛੁੱਟੀ ਲੈਣ ਉਪਰੰਤ ਸਬੰਧਤ ਕਰਮਚਾਰੀ 3 ਸਾਲ ਦੇ ਸਮੇਂ ਤੋਂ ਪਹਿਲਾਂ ਇਸ ਛੁੱਟੀ ਵਿੱਚ ਕਟੌਤੀ ਨਹੀਂ ਕਰ ਸਕੇਗਾ ਅਤੇ ਜੇਕਰ ਉਸ ਨੇ ਛੁੱਟੀ ਗੁਜਾਰਨ ਉਪਰੰਤ ਮੁੜ ਨੌਕਰੀ ਜੁਆਇੰਨ ਕਰਨੀ ਹੋਵੇਗੀ ਤਾਂ ਘੱਟ ਤੋਂ ਘੱਟ 3 ਸਾਲ ਦੀ ਛੁੱਟੀ ਗੁਜਾਰਨ ਤੋਂ ਬਾਅਦ ਅਤੇ 5 ਸਾਲ ਦਾ ਸਮਾਂ ਬੀਤਣ ਤੋਂ ਪਹਿਲਾਂ ਜੁਆਇੰਨ ਕਰਨਾ ਪਵੇਗਾ।
- ਜ) ਸਬੰਧਤ ਕਰਮਚਾਰੀ ਛੁੱਟੀ ਜਾਣ ਸਮੇਂ ਆਪਣੇ ਜੀ.ਪੀ.ਫੰਡ ਖਾਤੇ ਵਿੱਚ ਬਕਾਇਆ ਰਾਸ਼ੀ ਵਿਚੋਂ 75% ਰਾਸ਼ੀ ਸਵੈ-ਰੋਜ਼ਗਾਰ/ਪੰਦਾ ਸ਼ੁਰੂ ਕਰਨ ਦੇ ਮੰਤਵ ਲਈ ਕਢਵਾ ਸਕੇਗਾ।
- ੳ) ਸਵੈ-ਰੋਜ਼ਗਾਰ ਸ਼ੁਰੂ ਕਰਨ ਦੇ ਮੰਤਵ ਲਈ ਮੰਨਜੂਰ ਕੀਤੀ ਜਾਣ ਵਾਲੀ ਇਹ ਛੁੱਟੀ ਪੰਜਾਬ ਸਿਵਲ ਸੇਵਾਵਾਂ ਨਿਯਮਾਂਵਲੀ, ਜਿਲਦ-1, ਭਾਗ-1 ਦੇ ਚੈਪਟਰ-8 ਅਧੀਨ ਸਮਰੱਥ ਅਧਿਕਾਰੀ ਦੀ ਪ੍ਰਵਾਨਗੀ ਸਮਝੀ ਜਾਵੇਗੀ ਅਤੇ ਛੁੱਟੀ ਦੀ ਇਹ ਮੰਨਜੂਰੀ ਪੰਜਾਬ ਸਰਕਾਰੀ ਕਰਮਚਾਰੀ ਆਚਰਣ ਨਿਯਮਾਂਵਲੀ 1966 ਦੇ ਨਿਯਮ 15 ਅਧੀਨ ਵੀ ਸਮਰੱਥ ਅਧਿਕਾਰੀ ਦੀ ਪ੍ਰਵਾਨਗੀ ਸਮਝੀ ਜਾਵੇਗੀ।
- ੲ) ਇਹ ਵਿਸ਼ੇਸ਼ ਛੁੱਟੀ ਸਾਰੀ ਸੇਵਾ ਦੌਰਾਨ ਕੇਵਲ ਇੱਕ ਵਾਰ ਹੀ ਦਿੱਤੀ ਜਾਵੇਗੀ।

- ੨) ਜੇਕਰ ਕਰਮਚਾਰੀ ਨੂੰ ਇਹ ਵਿਸ਼ੇਸ਼ ਛੁੱਟੀ ਮੰਨਜ਼ੂਰ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਤਾਂ ਉਹ ਇਸ ਸੂਰਤ ਵਿਚ ਆਪਣਾ ਸਰਕਾਰੀ ਮਕਾਨ ਰੱਖ ਸਕਦਾ ਹੈ। ਕੇਵਲ ਆਸਾਧਾਰਣ ਛੁੱਟੀ ਦੇ ਸਮੇਂ ਲਈ ਮਕਾਨ ਕਿਰਾਏ ਭੱਤੇ ਦੀ ਅਦਾਇਗੀ ਲਈ ਸ਼ਿਓਰਿਟੀ ਬਾਂਡ ਭਰੇਗਾ।
2. ਐਪਰ ਨਿਮਨ-ਲਿਖਤ ਸ਼੍ਰੇਣੀਆਂ ਦੇ ਕਰਮਚਾਰੀ ਇਸ ਸਕੀਮ ਅਧੀਨ ਵਿਸ਼ੇਸ਼ ਛੁੱਟੀ ਲੈਣ ਦੇ ਹੱਕਦਾਰ ਨਹੀਂ ਹੋਣਗੇ:-
- ੳ) ਸਪੈਸ਼ਲਿਸਟ ਅਧਿਕਾਰੀ/ਕਰਮਚਾਰੀ ਜਿਨ੍ਹਾਂ ਨੇ ਸੇਵਾ ਦਾ ਬਾਂਡ ਭਰਿਆ ਹੋਇਆ ਹੈ ਅਤੇ ਅਜੇ ਮੁਕੰਮਲ ਨਹੀਂ ਹੋਇਆ ਹੈ।
- ਅ) ਕਰਮਚਾਰੀ/ਅਧਿਕਾਰੀ ਜਿਹੜੇ ਵਿਸ਼ੇਸ਼ ਪ੍ਰਬੰਧ/ਬਾਂਡਜ਼ ਅਧੀਨ ਵਿਦੇਸ਼ ਵਿਚ ਸੇਵਾ ਕਰ ਰਹੇ ਹਨ।
- ੲ) ਅਜਿਹੇ ਕਰਮਚਾਰੀ ਜਿਨ੍ਹਾਂ ਵਿਰੁੱਧ ਅਨੁਸ਼ਾਸਨੀ-ਕਾਰਵਾਈ ਚੱਲ ਰਹੀ ਹੈ ਜਾਂ ਚਲਾਏ ਜਾਣ ਦੀ ਸੰਭਾਵਨਾ ਹੈ ਜਾਂ ਉਹ ਮੁਅੱਤਲੀ ਅਧੀਨ ਹਨ।
- ਸ) ਕੰਟਰੈਕਟ ਆਧਾਰ ਤੇ ਨਿਯੁਕਤ ਕੀਤੇ ਗਏ ਕਰਮਚਾਰੀ।
- ਹ) ਕਰਮਚਾਰੀਆਂ ਦੀ ਕੋਈ ਹੋਰ ਸ਼੍ਰੇਣੀ ਜਿਸ ਨੂੰ ਰਾਜ ਸਰਕਾਰ ਇਸ ਸਕੀਮ ਲਈ ਪਾਤਰ ਨਾ ਸਮਝਦੀ ਹੋਵੇ।
3. ਇਹ ਹਦਾਇਤਾਂ ਆਪਣੇ ਅਧੀਨ ਸਮੂਹ ਕਰਮਚਾਰੀਆਂ ਦੇ ਧਿਆਨ ਵਿੱਚ ਲਿਆ ਦਿੱਤੀਆਂ ਜਾਣ। ਇਸ ਸਬੰਧੀ ਸਬੰਧਤ ਨਿਯਮਾਂ ਵਿੱਚ ਸੋਧ ਕਰਨ ਸਬੰਧੀ ਕਾਰਵਾਈ ਵੱਖਰੇ ਤੌਰ ਤੇ ਕੀਤੀ ਜਾਵੇਗੀ।
4. ਇਹ ਪੱਤਰ ਵਿੱਤ ਵਿਭਾਗ ਦੀ ਪ੍ਰਵਾਨਗੀ ਜੇ ਕਿ ਉਨ੍ਹਾਂ ਦੇ ਅੰ:ਵਿ:ਪੱਤਰ ਨੰ: 1/14/2001-3 ਐਫ.ਪੀ.2/26, ਮਿਤੀ 15.1.2002 ਰਾਹੀਂ ਪ੍ਰਾਪਤ ਹੋਈ, ਉਪਰੰਤ ਜਾਰੀ ਕੀਤਾ ਜਾਂਦਾ ਹੈ।

Copy of Punjab Government circular letter No. 5/83/02-2PPH/5371, dated 10th May, 2002 from the Department of Personnel, addressed to all the Heads of Department etc. in the State of Punjab.

Subject : Civil Writ Petition No. 6615 of 2002-Confirmation of Officers recruited by Punjab Public Service Commission.

Sir/Madam,

I am directed to refer to the subject noted above and to say that Hon'ble Punjab & Haryana High Court while hearing Civil Writ Petition No. 6615 of 2002-Common Cause Forum, Punjab Vs. State of Punjab & others in its order dated 29.4.2002 has directed as under :-

"With a view to avoid further complications, we direct the Government of Punjab and its functionaries not to confirm in service any of the officers/employees appointed on the recommendations of the Punjab Public Service Commission during the tenure of Sh. Ravinder Pal Singh Sidhu."

2. It is also informed that Sh. Ravinder Pal Singh Sidhu was appointed as Chairman, PPSC on 9.9.1996.

3. You are, therefore, requested to comply with the orders of the Hon'ble Punjab & Haryana High Court in letter and spirit.

Kindly acknowledge the receipt of this letter.

Copy of Punjab Government circular letter No. 5/83/02-2PPH/5373, dated 12th May, 2002 from the Department of Personnel, addressed to all the Heads of Department etc. in the State of Punjab.

Subject : Ban on issuing Appointment letter and joining to the candidates recommended by Punjab Public Service Commission.

Sir/Madam,

I am directed to refer to the subject noted above and to say that Hon'ble Punjab and Haryana

High Court while hearing CWP No. 6615 of 2002 filed by Common Cause Forum Punjab Vs State of Punjab and others, in its order dated 29-4-2002 has directed that the candidates who have been selected by Punjab Public Service Commission and are awaiting appointments shall not be appointed without prior permission of the Court.

2. You are therefore, requested not to issue appointment letters to the candidates selected and recommended by the Punjab Public Service Commission. In case any selected candidate has been issued an appointment letter, he/she should not be allowed to join the said post. Accordingly you are requested to follow the instructions in letter and spirit.

3. Kindly acknowledge the receipt of this letter.

ਪ੍ਰਸੋਨਲ ਵਿਭਾਗ, ਪੰਜਾਬ ਵੱਲੋਂ ਜਾਰੀ ਗਏ ਪੱਤਰ ਨੰ: 6/27/99/6ਪੀਪੀ3/6850, ਮਿਤੀ 30 ਮਈ, 2002 ਦੀ ਕਾਪੀ ਜੋ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁਖੀਆਂ ਆਦਿ ਨੂੰ ਸੰਬੋਧਿਤ ਹੈ।

ਵਿਸ਼ਾ: ਐਲ.ਟੀ.ਸੀ. ਦੀ ਸੁਵਿਧਾ ਨੂੰ ਆਰਜੀ ਤੌਰ ਤੇ ਇਕ ਸਾਲ ਲਈ ਸਥਗਿਤ ਕਰਨ ਸਬੰਧੀ।

ਸ਼੍ਰੀਮਾਨ/ਸ਼੍ਰੀਮਤੀ ਜੀ,

ਮੈਨੂੰ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਆਪ ਜੀ ਦਾ ਧਿਆਨ ਦਿਵਾਉਂਦੇ ਹੋਏ ਇਹ ਕਹਿਣ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਸਰਕਾਰੀ ਖਰਚੇ ਵਿਚ ਕਿਫਾਇਤ ਕਰਨ ਅਤੇ ਸੰਜਮਤਾ ਚਾਲਕ ਸ਼ਕਤੀ ਕਰਨ ਹਿੱਤ ਐਲ.ਟੀ.ਸੀ./ਐਲ.ਟੀ.ਸੀ. (ਹੋਮ ਟਾਊਨ) ਦੀ ਸੁਵਿਧਾ ਨੂੰ ਇਕ ਸਾਲ ਦੇ ਸਮੇਂ ਲਈ ਆਰਜੀ ਤੌਰ ਤੇ ਸਥਗਿਤ ਕੀਤਾ ਜਾਂਦਾ ਹੈ। ਇਹ ਸਪਸ਼ਟ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿਉਂਕਿ ਐਲ.ਟੀ.ਸੀ. ਦਾ ਬਲਾਕ ਸਾਲ ਕਲੰਡਰ ਸਾਲ ਅਨੁਸਾਰ ਹੁੰਦਾ ਹੈ, ਇਸ ਲਈ ਇਹ ਸੁਵਿਧਾ ਪੱਤਰ ਜਾਰੀ ਹੋਣ ਦੀ ਮਿਤੀ ਤੋਂ 31.12.2002 ਤੱਕ ਸਥਗਿਤ ਹੋਵੇਗੀ।

2. ਇਹ ਹਦਾਇਤਾਂ ਮੌਜੂਦਾ ਸਾਲ ਭਾਵ 31.12.2002 ਤੱਕ ਰਿਟਾਇਰ ਹੋਣ ਵਾਲੇ ਕਰਮਚਾਰੀਆਂ ਤੇ ਲਾਗੂ ਨਹੀਂ ਹੋਣਗੀਆਂ।

3. ਇਹ ਹੁਕਮ ਤੁਰੰਤ ਲਾਗੂ ਹੋਣਗੇ।

Copy of Punjab Government circular letter No. 7/23/98-1PPH/6854, dated 30th May, 2002 from the Department of Personnel, addressed to all the Heads of Department etc. in the State of Punjab.

Subject: Ban on transfers in all departments till the election process to Panchayat Samities and Zila Parishads is over i.e. up-to 10th of June, 2002.

Sir/Madam,

I am directed to invite your kind attention to the subject cited above and to say that the State Election Commissioner, Punjab vide its Notification dated 15th May, 2002 has declared the General Elections to elect the members of the Panchayat Samities and Zila Parishads and vide Notification dated 27th May, 2002 has fixed the following dates to elect the members for the purpose :-

PROGRAMME

- (a) 30th May, 2002 (Thursday)
as the last date of making nominations;
- (b) 31st May, 2002 (Friday)
as the date for the scrutiny of nominations;
- (c) 1st June, 2002 (Saturday)
as the date for the withdrawal of candidatures;
- (d) 9th June, 2002 (Sunday)
as the date on which a poll shall, if necessary be taken; and

- (e) 13th June, 2002 (Thursday)
as the date by which the election shall be completed.
2. The State Election Commissioner, Punjab has further desired that no transfer in any Department may be effected by the Government till the election process to Panchayat Samities and Zila Parishads is over i.e. upto 10th of June, 2002.
3. You are accordingly, requested that no transfer in your department may be effected till 10th of June, 2002.
- 4: This may kindly be complied with seriously and urgently.

Copy of Punjab Government circular letter No. 7/18/99-1PPII/7360, dated 5th June, 2002 from the Department of Personnel, addressed to all the Heads of Department etc. in the State of Punjab.

Subject : Guidelines for the postings and transfers of Government employees for the year 2002-Extension of General Transfers period upto 30th June, 2002.

Sir/Madam,

I am directed to refer the Punjab Government letter No. 7/18/99-1PPII/4124, dated 10th April, 2002 on the Subject cited above, vide which the last date for General Transfers was fixed as 5th May, 2002. Subsequently, the State Election Commissioner, Punjab declared general elections to elect the members of the Panchayats Samities and Zila Parishads, as a result of which the Punjab Government had to impose a ban on transfers in all Departments till the election process is over i.e. upto 10th June, 2002. vide Punjab Government letter No. 7/23/98-1PPII, 6854, dated 30.5.2002, this has rendered various Departments helpless to effect the transfers in time. The Government has now reconsidered the transfer issue and it has been decided to extend the period of postings and transfers of officers and officials from 5th May, to 30th June, 2002 in all the Departments. The broad guidelines to be adopted for effecting transfers will be the same as provided in the Punjab Government letter referred to above.

2. You are accordingly, requested to effect and sumup general transfers by 30th June, 2002.

Copy of Punjab Government circular letter No. 3/41/02-1PPI/8003, dated 19th June, 2002 from the Department of Personnel, addressed to all the Heads of Department etc. in the State of Punjab.

Subject : Ban on recruitment.

Sir/Madam,

I am directed to refer to D.O. letter No. FD-DFERI-02/658, dated 13th May 2002 and D.O. No. 6/71/2002-6FPPI/4804 dated 18th June, 2002 issued by the Chief Secretary to Government Punjab on subject noted above and to State that references have been received from various Departments to clarify whether ban on recruitment also includes ban on promotions. It is hereby clarified that there is no ban on promotions and the posts may be filled up by promotion provided the post at the lowest level of the feeder cadre is deemed to be abolished. However, this will be limited only to quota of vacant posts which are to be filled up by promotion and in no circumstances promotions would be made against the vacant posts, which are to be filled up by direct recruitment. It may also be ensured that no adhoc promotions are made against vacant posts to be filled up through direct recruitment.

Copies of letters dated 10/13th May, 2002 and letter dated 18th June, 2002 as mentioned in letter dated 19th June, 2002 is also added for persual of the letters under reference.

Copy of DO No. FD-DFREI-02/658, dated 10th/13th May, 2002 from Shri YS Ratra, IAS, Chief Secretary to Government, Punjab addressed to all the Financial Commissioners/Principal Secretaries/

Administrative Secretaries in the State of Punjab.

Subject : Ban on Recruitment.

Sir/Madam,

1. As you are downed, the Cabinet Sub-Committee on Fiscal Management. In its meeting hold on 24.4.2002, under the Chairmanship of the Chief Minister, Punjab, considered at length the various proposals required for bringing about of active reduction in the non-plan expenditure on salaries and allowances of the Government employees, keeping in view the poor financial health of the State and the resultant cash crunch.
2. A decision was taken to impose a complete ban on recruitment to the posts lying vacant at present and likely to fall vacant due to retirements or any other reasons. All such posts would be doomed to have been abolished forthwith. A post thus abolished can only be revived with the prior approval of the Council of Ministers after seeking advice of the Department of Finance. Any budgetary provision made for these vacant posts during the current year may also be considered as dropped.
3. I am, therefore, to request you to take immediate steps to implement the above decisions of the Cabinet Sub-Committee, Category-wise list of post lying vacant in your department as on 30.4.2002 may also be furnished to the Department of Finance by the 21st May, 2002.
4. Any request placed with the Punjab Public Service Commission, Subordinate Services Selection Board or Departmental Selection Committee shall be immediately withdrawn and where any process for recruitment has been initiated to written test conducted or interviews held, further process should be stopped forthwith. Recommendations for recruitment made by PPSC ban SSSB may also be filed in all cases where they have not yet been dated upon.

It is also brought to your notice that the Cabinet Sub-Committee on Fiscal Management is an Empowered Sub-Committee of the Council of Ministers and, therefore, its decisions and the decisions of the Council of Ministers for all intonts & purposes.

Copy of D.O. No. 6/71/2002-6FPPC/4804 dated 18th June, 2002 from Shri YS Ratra, IAS, Chief Secretary to Government, Punjab addressed to all the Financial Commissioners/Principal Secretaries/ Administrative Secretaries in the State of Punjab.

Subject : Ban on Recruitment.

Sir/Madam,

Please refer to my D.O. Letter No. FD-DFREI-42/658, dated 13th May, 2002 on the subject cited above.

Reference have been received from various departments to clarify whether ban on recruitment also includes ban on promotions. It is hereby clarified that there is no ban on promotions and the posts may be filled up by promotion provided the post at the lowest level of the feeder cadre is deemed to be abolished. However, this will be limited only to quota of vacant posts which is to be filled up by promotion and in no circumstances promotions would be made against the vacant posts, which are to be filled up by direct recruitment. It may also be ensured that no adhoc promotions are made against vacant posts to be filled up through direct recruitment.

Most of the departments have not supplied category wise lists of posts lying vacant in their departments as on 30.4.2002. This information must be furnished to the Department of Finance by 25.6.2002 positively.

Copy of Punjab Government circular letter No. 7/13/02-1PPII/8152, dated 21st June, 2002 from the

Department of Personnel, addressed to all the Heads of Department etc. in the State of Punjab.

Subject : *Implementation of Policy instructions issued by the State Government containing guidelines for the posting and transfers of its employees equally of the employees of Corporations/Boards/Autonomous Bodies in the State.*

Sir/Madam,

I am directed to refer to the Personnel Department Letter No. 7/18/99-1PP11/14626 dated 26.9.2001 on the subject noted above vide which it was conveyed that the Government policy instructions containing guidelines for postings & transfers of its employees during transfer season and Mid-Terms transfers period be implemented equally while affecting transfers of employees of Corporations/Boards/Autonomous Bodies in the State. The State Government has also issued guidelines for postings & transfers of its employees for the years 2002-2003 as per these guidelines, the general transfers are to be made upto 30.6.2002 clarification have been sought, if these guidelines should also be made applicable for the employees of Corporations/Boards/Autonomous Bodies in the State. Accordingly, it is clarified that the policy guidelines for posting & transfers contained in letter No. 7/18/99-1PP11/4124, dated 10.4.2002 and letter No. 7/18/99-1PP11/7360, dated 5.6.2002 are equally applicable while effecting the posting & transfer of employees of Boards/Corporations/Autonomous Bodies in the State.

The Board guidelines to be adopted for effecting the postings & transfers of employees of Corporation/Boards/Autonomous Bodies are summarized as under:-

- (a) Transfers must be kept to barest minimum.

The transfers should generally be made against vacant posts except where the transfer are justified on administrative or compassionate grounds.

- (b) Employees who are due to retire within the next two years, may be allowed to continue in the same district or at the same station of postings till retirement, as far as possible.
- (c) When husband and wife are in service it is desirable to keep the couple at one station for a period not more than 5 years, thereafter, she/he should be transferred as per policy. Even in case where the wife is in Government service and husband is under a private employment the same attitude may be adopted. Efforts, should 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.
- (d) As far as possible, the handicapped and the blind employees may be shown due consideration to mitigate their inconveniences while considering the question of their postings and transfers.
- (e) In case any child of a Government employee/officer is mentally retarded, while posting and transferring such officials/officers sympathetic attitude may be adopted and efforts should be made to post them at the place of their choice.
- (f) A stay of 3 years and 5 years may be treated respectively, as the minimum and maximum period in a particular place. Similarly, for employees transferable within the State, no employee should be allowed to serve in one district beyond a period of 7 years in his entire service. Within particular office seats having sensitive nature of work, like extensive public dealings, establishment, monetary sanctions etc should be clearly defined and maximum stay be kept at 2 years.
- (g) Premature transfers i.e. transfer of an employee before he has completed a minimum of 3 years stay should not be ordered except under rare circumstances of punishment or clearly spelt out administrative reasons.

- (h) The employees/officers who are posted in the border areas, bet areas & Kandi areas should remain there for a minimum period of two years.
2. After the period of general transfers, the policy in respect of mid-term transfers will be as under:-
- 1) Generally, there will be complete ban on mid-term transfers.
 - 2) When the transfer becomes necessary to fill up a vacancy existing after making the general transfers or a new vacancy arising as a result of the following eventualities, the Administrative Department may do so at its own level:-
 - (a) Suspension;
 - (b) Resignation;
 - (c) Removal from service;
 - (d) Retirement;
 - (e) Deputation, including deputation for long term training;
 - (f) promotion;
 - (g) Creation of new posts;
 - (h) Death; and
 - (i) Mutual transfers.

After filling up vacancies arising as a result of eventualities mentioned above, the resultant vacancy may only be filled up with the approval of the concerned Administrative Department. No approval of Personnel Department is needed as in the case of Government employees.

The receipt of the letter may kindly be acknowledge.

Copy of Punjab Government circular letter No. 4/6/02-2PPH/8665, dated 4th July, 2002 from the Department of Personnel, addressed to all the Heads of Department etc. in the State of Punjab.

Subject : Rule 20 of Punjab Government Employee (Conduct) Rules, 1966-Canvassing of non-official or other influence by Government Employees-strict observance of.

Sir/Madam,

Kindly refer to Punjab Government Circular letter No. 4/8/93-2PPH/1870, dated 29th September, 1993 on the subject cited above wherein it was made clear that any violation of the said instructions would attract action against the defaulting employees in accordance with the procedure laid down in the Punjab Government Circular No. 7398-SII(3)-71, dated 15th December, 1971.

2. Your attention is invited to Rule 20 of the Punjab Government Employees (conduct) Rules, 1966, which is reproduced as under:-

"2.0 Canvassing 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."

3. Despite the statutory provisions and the instructions cited above, it has been observed that the tendency of canvassing non-official and other influence by the Government employees to further their interests in respect of matters pertaining to their service under the Government has not been checked. Leaders of political parties are approached by Government employees to obtain support for their representations, appeals,

posting and transfers etc., pertaining to their conditions of service. Government considers such an act as a serious lapse on the conduct of the Punjab Government employees and it has been decided that in future when such instances come to the notice of the Government or Departments, as the case may be, action against the defaulting employees should be taken in the following manner:-

- (i) A Government employee violating the provisions of Rule 20 of the Punjab Government employees (Conduct) Rules/Instructions for the first time after the issue of these instructions should be issued written warning, which may, however, not be placed in the Character roll/Confidential Report file of the employee concerned. However, a copy of the written warning should be endorsed to the Department, office/organization concerned if the Government employee is borne on a cadre different than the one in which he would be working at the time of the issue of the warning.
- (ii) If a Government employee is found guilty of violating the above provisions/instructions second time, despite the issue of the written warning, then disciplinary action should be initiated against him under the provisions of Punjab Civil Service (Punishment and Appeal) Rules, 1970.

4. You are requested to take note of the provisions of the Rules mentioned above and not to violate the same.

The receipt of the letter may kindly be acknowledged.

Copy of Punjab Government circular letter No. 12/39/02-5PPII/9406, dated 17th July, 2002 from the Department of Personnel, addressed to all the Financial Commissioners/Principal Secretaries/Administrative Secretaries in the State of Punjab.

Subject : Implementation of the directions of the Hon'ble Punjab & Haryana High Court in CWP No. 4382 of 2002 Satbir Singh & others vs State of Haryana.

Sir/Madam,

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

2. In the case cited as subject, the Hon'ble High Court of Punjab & Haryana vide its judgement dated 21st march, 2002, while allowing the above mentioned Writ Petition, issued the following directions to the States of Haryana and Punjab and U.T. Administration in the Larger public interest and for proper administration of justice:-

- i) Where-ever the rights of the parties have been settled by a Judgement of the Court, the State has taken all remedies available to it in law against that Judgement even up to the highest Court of the land and the Judgement has attained finality, then the State must accept the Judgement and implement it in its true spirit and command. There is implicit obligation on the part of the State to grant same relief to other members of the cadre whose claim was based upon identical facts and points of law.
- ii) The State Government shall as expeditiously as possible in any case not later than four months react and respond to a legal notice/representation served upon it by any of its employees for re-dressal of his grievance/grant of relief, which has been granted to this co-employees similarly situated in furtherance to the judgement of the Court unless, for reasons to be indicated in the reply, the State feels compelled to deny such relief. Needless to point out that denial must neither be evasive nor intended to circumvent the orders of the Court.
- iii) In the event such an employee is compelled to approach the Court of Law, where upon the Court awards interest and/or costs while allowing such a petition then the expenditure

incurred by the State including the costs/interest paid in furtherance to the orders of the Court should be recovered from the erring officer(s).

iv) The concerned quarters of the Government are expected to work out the details in furtherance to the above directions and issue pervasive but definite instructions to all its Departments forth-with to ensure compliance.

4. A copy of this Judgement was sent to the Chief Secretaries of the States of Haryana & Punjab and the Adviser to the Administrator of Union Territory Chandigarh for compliance with the directions that the compliance report be submitted to the Registrar of the hon'ble Court who shall place the same before the Bench on the Administrative side within two months.

5. The Punjab Government has considered the above directions of the Hon'ble High Court of Punjab & Haryana and it has been decided to implement the general directions issued by the Hon'ble Court in all the departments of the State Government.

6. For this purpose a Committee consisting of the Chief Secretary, Punjab, Legal Remembrancer and the Administrative Secretary of the concerned Department is hereby constituted for examining in detail those judgements of the Court which have attained finality and implement the same in case of employees/members of the cadre whose claims are based upon identical facts and points of law as the claims of the employee(s) in respect of whom such judgements have attained finality.

7. You are accordingly, requested to examine the cases in your department where the judgement has attained finality and bring similarly placed cases before the aforementioned committee for final decision with regard to the extension of same relief/benefit to other members of the Cadre whose claims are based upon identical facts and points of law.

8. These instructions may be brought to the notice of all concerned in your department.

Copy of Punjab Government circular letter No. 3/26/02-2PPI/9885, dated 1st August, 2002 from the Department of Personnel, addressed to all the Financial Commissioners/Principal Secretaries/Administrative Secretaries in the State of Punjab.

Subject: Convening of meetings of Departmental Promotion Committee.

Sir/Madam,

All the Financial Commissioner/Principal Secretaries/Administrative Secretaries may kindly refer to the subject noted above.

2. It has been decided by the Government that no meetings of DPC should be held till further orders. However, wherever the courts have ordered the holding of DPC, the same may be held.

ਪ੍ਰਸੋਨਲ ਵਿਭਾਗ, ਪੰਜਾਬ ਵੱਲੋਂ ਜਾਰੀ ਗਏ ਪੱਤਰ ਨੰ: 12/30/99/5ਪੀਪੀ2/, ਮਿਤੀ 6 ਅਗਸਤ, 2002 ਦੀ ਕਾਪੀ ਜੋ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁਖੀਆਂ ਆਦਿ ਨੂੰ ਸੰਬੰਧਿਤ ਹੈ।

ਵਿਸ਼ਾ: ਭਾਰਤ ਸਰਕਾਰ ਵੱਲੋਂ ਵਿਦੇਸ਼ੀ ਦੌਰੇ ਤੇ ਜਾਣ ਸਬੰਧੀ ਹਦਾਇਤਾਂ/ਗਾਈਡਲਾਈਨਜ਼ 'ਤੇ ਅਮਲ ਕਰਨ ਬਾਰੇ।

ਸਮੂਹ ਵਿੱਤੀ ਕਮਿਸ਼ਨਰਜ਼/ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ/ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰ, ਪੰਜਾਬ, ਕਿਰਪਾ ਕਰਕੇ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਪ੍ਰਸੋਨਲ ਵਿਭਾਗ ਦੇ ਪੱਤਰ ਨੰ: 12/73/99-1ਪੀਪੀ2/13612, ਮਿਤੀ 29.11.1999 ਵੱਲ ਧਿਆਨ ਦੇਣ ਦੀ ਖੋਚਲ ਕਰਨ।

2. ਭਾਰਤ ਸਰਕਾਰ, ਕੈਬਨਿਟ ਸਕੱਤਰੇਤ ਨੇ ਆਪਣੇ ਪੱਤਰ ਨੰ: 1/19/2000-ਕੈਬ, ਮਿਤੀ 5.2.2001 ਰਾਹੀਂ ਪੰਜਾਬ ਸਰਕਾਰ ਨੂੰ ਵਿਸ਼ੇ ਅਧੀਨ ਮਾਮਲੇ ਤੇ ਸਮੇਂ ਸਮੇਂ ਸਿਰ ਜਾਰੀ ਕੀਤੀਆਂ ਹਦਾਇਤਾਂ ਅਤੇ ਗਾਈਡਲਾਈਨਜ਼ ਦੀ ਇੰਨ ਬਿੰਨ ਪਾਲਣਾ ਕਰਨ ਨੂੰ ਯਕੀਨੀ ਬਣਾਉਣ ਲਈ ਕਿਹਾ ਸੀ ਅਤੇ ਇਹ ਹਦਾਇਤਾਂ ਸਾਰੇ ਸਬੰਧਤਾਂ ਦੇ ਧਿਆਨ ਵਿਚ ਲਿਆਉਣ ਲਈ ਬੇਨਤੀ ਕੀਤੀ ਸੀ। ਇਕ

ਲੋਕ ਸਭਾ ਦੇ ਪ੍ਰਸ਼ਨ ਦਾ ਉਤਰ ਦੇਂਦੇ ਸਮੇਂ ਭਾਰਤ ਸਰਕਾਰ ਵੱਲੋਂ ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ/ਗਾਈਡਲਾਈਨਜ਼ ਦੀ ਪਾਲਣਾ ਸਖਤੀ ਨਾਲ ਕਰਨ ਦਾ ਆਸ਼ਵਾਸ਼ਨ ਦਿੱਤਾ ਗਿਆ ਹੈ। ਇਨ੍ਹਾਂ ਹਾਲਤਾਂ ਦੀ ਰੋਸ਼ਨੀ ਵਿਚ ਭਾਰਤ ਸਰਕਾਰ ਦੀਆਂ ਗਾਈਡਲਾਈਨਜ਼ ਦੀ ਪਾਲਣਾ ਅਤਿਅੰਤ ਜਰੂਰੀ ਹੈ। ਇਸ ਮਾਮਲੇ ਤੇ ਮੰਤਰੀ ਸਾਹਿਬਾਨਾਂ ਅਤੇ ਮੁੱਖ ਸੰਸਦੀ ਸਕੱਤਰਾਂ ਨੂੰ ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ ਤੇ ਅਮਲ ਕਰਨ ਲਈ ਕੈਬਨਿਟ ਅਫੇਅਰਜ਼ ਸ਼ਾਖਾ ਆਮ ਰਾਜ ਪ੍ਰਬੰਧ ਵਿਭਾਗ ਨੇ ਲੋੜੀਂਦੀਆਂ ਹਦਾਇਤਾਂ ਆਪਣੇ ਪੱਧਰ ਤੇ ਅੰ.ਵਿ.ਪ.ਨੰ:3/1/2000-ਕੈਬਨਿਟ/817-67, ਮਿਤੀ 7.3.2001 ਰਾਹੀਂ ਜਾਰੀ ਕਰ ਦਿੱਤੀਆਂ ਸਨ।

3. ਰਾਜ ਸਰਕਾਰ ਦੇ ਅਫਸਰਾਂ ਦੇ ਵਿਦੇਸ਼ੀ ਦੌਰੇ ਤੇ ਜਾਣ ਸਬੰਧੀ ਕੇਸਾਂ ਤੇ ਵੀ ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ ਦੀ ਇੰਨ ਬਿੰਨ ਪਾਲਣਾ ਨੂੰ ਯਕੀਨੀ ਬਣਾਉਣਾ ਲਾਜ਼ਮੀ ਹੈ। ਇਸ ਸਬੰਧ ਵਿਚ ਭਾਰਤ ਸਰਕਾਰ ਦੇ ਪੱਤਰ ਨੰ: 1/19/2000-ਕੈਬਨਿਟ, ਮਿਤੀ 5.2.2001 ਦੀ ਕਾਪੀ ਸਮੇਤ ਗਾਈਡਲਾਈਨਜ਼ ਦੇ ਨਾਲ ਨੱਥੀ ਕਰਕੇ ਭੇਜੀ ਜਾਂਦੀ ਹੈ। ਕਿਰਪਾ ਕਰਕੇ ਇਨ੍ਹਾਂ ਗਾਈਡਲਾਈਨਜ਼ ਦੀ ਪਾਲਣਾ ਕਰਨ ਲਈ ਇਹ ਹਦਾਇਤਾਂ/ਗਾਈਡਲਾਈਨਜ਼ ਆਪਣੇ ਵਿਭਾਗਾਂ ਦੇ ਸਬੰਧਤ ਅਫਸਰ ਸਾਹਿਬਾਨ ਦੇ ਧਿਆਨ ਵਿਚ ਲਿਆਉਣ ਦੀ ਕਿਰਪਾਲਤਾ ਕੀਤੀ ਜਾਵੇ।

4. ਇਸ ਦੀ ਪਹੁੰਚ ਰਸੀਦ ਭੇਜੀ ਜਾਵੇ।

Copy of Punjab Government circular letter No. 12/109/02-5PP2/10593, dated 6th August, 2002 from the Department of Personnel, addressed to all the Financial Commissioners/Principal Secretaries/Administrative Secretaries in the State of Punjab.

Subject : General Election to the Legislative Assembly of Jammu & Kashmir, 2002-making available staff in connection with-request for.

Sir/Madam,

In continuation my D.O. letters noted in the margin, on the subject cited above.

2. The Chief Electoral Officer, Punjab has further expressed his desirability to pursue the matter as under:-

(i) It will be observed that the incentives offered are quite attractive and it is expected that a number of persons will readily volunteer. However, it is stressed that we can not leave the matter entirely to the will of volunteers and not forthcoming, additional hands will be required to be drafted. Under Article 324(6) of the Constitution the State Governments are bound to furnish the required manpower to the Election Commission of India. When called upon to do so. Even if the elections are being held in some other state. But since volunteers are always preferable to impressed draftees every effort must be made to give wide publicity to this request, so that the required number of volunteers come forth.

(ii) It would be desirable that the persons detailed for this duty should already have done election duty in the past, and are familiar with EXMs. Since, however, all personnel may not be familiar with BEL model of EXM. Which is being used in J&K, it will be desirable to have a one day training session for the volunteers before they leave for Jammu.

(iii) It will not be possible to make special arrangements for women, so they may be exempted from this duty.

(iv) To arrange the Buses for the transport of Volunteers from District Head quarters.

The information regarding the applications received by the Deputy Commissioners should be faxed/E-mailed to the Election Office, by 23rd August, 2002 in a giving proforma because the first round of polls is fixed for 16th September, 2002.

3. I shall be grateful, if you kindly look into the matter personally and ensure that in case enough volunteers are not forthcoming, additional hands may be bound for this election duty in pursuance of the provisions of Article 324(6) of the Constitution of India and timely report of the official/officers deputed may be

submitted to the office of the Chief Electoral Officer, Punjab, by 23rd August, 2002 in the given proforma i.e.

| S.No. | Name | Designation | Address/Deptt./Office. |
|-------|------|-------------|------------------------|
|-------|------|-------------|------------------------|

Copy of Punjab Government circular letter No. 12/109/02-5PP2/10593, dated 9th August, 2002 from the Department of Personnel, addressed to all the Financial Commissioners/Principal Secretaries/Administrative Secretaries in the State of Punjab.

Subject : *General Election to the Legislative Assembly of Jammu & Kashmir, 2002-making available staff in connection with-request for.*

Sir/Madam,

The Election Commission of India has to hold a general election for constituting the new Legislative Assembly of Jammu and Kashmir before the expiry of the term of the existing Legislative Assembly on 17th October, 2002. Accordingly, the poll for the said general election which might be taken in more than one phase, will be held some time in the numbers of September-October, 2002.

2. The commission has declared to the Electronic Voting Machines (EVMs) for the conduct of the ensuing general election to the Jammu and Kashmir Legislative Assembly. For the smooth conduct of elections, where EVMs are going to be used for the first time in the State of Jammu and Kashmir, the Commission has decided to depute some officers/officials from the State of Punjab to the State of Jammu & Kashmir for the conducted of poll and continue of voter by name of EVMs are the officers officials of the Government of Punjab are well versed with the functioning of electronic voting machines having conducted the recent general election in the State Assembly by means of those machines.

3. Accordingly, the Commission in terms of Article 324(6) of the Constitution of India as made applicable to the State of Jammu and Kashmir under the Constitution (Application to Jammu & Kashmir) order, 1954 as amended, has requested the Governor of Punjab to make available the services of 2,500 officers/officials of the Government of Punjab where services may be necessary for deployment as Presiding Officers/ Polling Officers for the smooth conduct of Elections to the Legislative Assembly of Jammu & Kashmir.

4. The incentives at uniform rates would be given in lump sum to the polling personnel. The lumpsum amount would be Rs. 10,000/- for duty for all these phases and Rs. 7,000 for duty entired out for two phases, for all other quantum of duties the amount of lumpsum incentive would be decided by the Commission on the basis of duty actually performed, like one phase, being in the reserve etc. Other incentives would be in consonance with that was paid for the 1996 jammu and Kashmir elections, as enumerated below:-

- (i) Ex-gratia relief of Rs. 5,00 lakhs may be paid in case of demise of an officer/official on duty. In addition, the concerned State Government shall provide an appropriate job to the dependent of deceased/nominee, at a place of his/her choice.
- (ii) DA may be paid at the rate of one and a half times of corresponding rates applicable to the Central Government employees (e.s. Rs. 135/- per day).
- (iii) Disability Relief Rs. 25,000 for permanent disability and Rs. 10,000 for temporary disability, requiring extended hospitalisation, in case of any injury that may be sustained in the course of election duty in Jammu and Kashmir (as was done in 1996 election).
- (iv) Boarding & Lodging at security transit camps with J&K to be provided free, by respective CPMFs (as was done in 1996).
- (v) Medical Aid Full cost (to be met by J&K Government) of hospitalisation/medical aid and treatment in case of any injury stained in the course of duty in J&K (as was done in 1996).

(vi) Advance Drawn of entitlement upto 80% of all the financial entitlements (as was done in 1996).

5. The personnel from Punjab would be moved to the Jammu region, by road transport under security cover to be provided by the Punjab Government till they reach Jammu Region. Thereafter, they will be placed under the security cover provided by the government of Jammu & Kashmir and that government would be responsible for further security of these polling personnel till they remain in J&K. The polling personnel shall be lodged in security camps and would move with security cover.

6. I, shall be grateful, if you please look into the matter personally and bring these facts to the notice of all employees of your Department for giving options voluntarily to be deployed as Presiding Officers, Polling Officers to the Elections of Legislative Assembly of Jammu & Kashmir. The options so received may be forwarded to the Chief Electoral Officer, Punjab, Chandigarh for further necessary action, who will adjudge the suitability and issue deployment letters to each employee.

ਪ੍ਰਸੋਨਲ ਵਿਭਾਗ, ਪੰਜਾਬ ਵੱਲੋਂ ਜਾਰੀ ਗਏ ਪੱਤਰ ਨੰ: 14/57/02/4ਪੀਪੀ3/11325, ਮਿਤੀ 29 ਅਗਸਤ, 2002 ਦੀ ਕਾਪੀ ਜੋ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁਖੀਆਂ ਆਦਿ ਨੂੰ ਸੰਬੋਧਿਤ ਹੈ।

ਵਿਸ਼ਾ: ਅੱਤਵਾਦ ਤੇ ਦੰਗਾ ਪ੍ਰਭਾਵਿਤ ਅਨਪੜ੍ਹ ਵਿਅਕਤੀਆਂ ਨੂੰ ਵਿਦਿਅਕ ਯੋਗਤਾ ਦੀ ਛੋਟ ਦੇ ਕੇ ਗਰੁੱਪ "ਡੀ" ਦੀਆਂ ਆਸਾਮੀਆਂ ਵਿਰੁੱਧ ਨਿਯੁਕਤੀਆਂ ਦੇਣ ਬਾਰੇ।

ਸ਼੍ਰੀਮਾਨ/ਸ਼੍ਰੀਮਤੀ ਜੀ,

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਇਸ ਵਿਭਾਗ ਦੇ ਪੱਤਰ ਨੰ: 14/114/97-4ਪੀਪੀ3/7438, ਮਿਤੀ 21 ਮਈ, 1998 ਦੇ ਸਬੰਧ ਵਿਚ ਮੈਨੂੰ ਇਹ ਕਹਿਣ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਇਸ ਪੱਤਰ ਅਨੁਸਾਰ ਦਰਜਾ-4 ਦੀ ਭਰਤੀ ਲਈ ਘੱਟੋ ਘੱਟ ਵਿਦਿਅਕ ਯੋਗਤਾ 8ਵੀਂ (ਪੰਜਾਬੀ ਸਮੇਤ) ਪਾਸ ਦੀ ਸ਼ਰਤ ਲਾਈ ਹੋਈ ਹੈ। ਬਹੁਤ ਵਿਚਾਰ ਕਰਨ ਉਪਰੰਤ ਸਰਕਾਰ ਨੇ ਫੈਸਲਾ ਕੀਤਾ ਹੈ ਕਿ ਭਵਿੱਖ ਵਿਚ ਅੱਤਵਾਦ/ਦੰਗਾ ਪ੍ਰਭਾਵਿਤ ਅਨਪੜ੍ਹ ਵਿਅਕਤੀਆਂ ਨੂੰ ਵਿਦਿਅਕ ਯੋਗਤਾ ਦੀ ਛੋਟ ਦੇ ਕੇ ਗਰੁੱਪ 'ਡੀ' ਦੀਆਂ ਆਸਾਮੀਆਂ ਵਿਰੁੱਧ ਨਿਯੁਕਤੀਆਂ ਦੇਣ ਸਮੇਂ ਉਪਰੋਕਤ ਹਦਾਇਤਾਂ ਲਾਗੂ ਨਹੀਂ ਹੋਣਗੀਆਂ।

2. ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ ਦੀ ਇੰਨ ਬਿੰਨ ਪਾਲਣਾ ਕੀਤੀ ਜਾਵੇ ਅਤੇ ਪਹੁੰਚ ਰਸੀਦ ਭੇਜੀ ਜਾਵੇ।

3. ਇਹ ਹਦਾਇਤਾਂ ਸਹਾਇਤਾ ਤੇ ਮੁੜ ਸਥਾਪਨਾ ਵਿਭਾਗ ਦੇ ਅੰ.ਵਿ.ਪੰ.ਨੰ:5/41/2002-ਰਬ4/10418, ਮਿਤੀ 17-7-2002 ਦੁਆਰਾ ਭੇਜੀ ਕੈਬਨਿਟ ਸਬ-ਕਮੇਟੀ ਵੱਲੋਂ ਲਏ ਗਏ ਫੈਸਲੇ ਅਨੁਸਾਰ ਜਾਰੀ ਕੀਤੀਆਂ ਜਾਂਦੀਆਂ ਹਨ।

Copy of Punjab Government circular letter No. 6/3/01-1PPI/11661, dated 9th September, 2002 from the Department of Personnel, addressed to all the Heads of Department etc. in the State of Punjab.

Subject: Regarding implementation of the judgement of Hon'ble Supreme Court of India in CA No. 11660-61 of 1995-Saroj Rani and others Vs. State of Punjab and other etc.-Regarding protection/fixation of pay of the employees affected adversely.

Sir/Madam,

I am directed to invite your attention towards Punjab Government instructions bearing No. 6/30/95-1PPI/11182, dated 15th September, 1999, vide which Judgment dated 24th August, 1999 delivered by the Hon'ble Supreme Court of India in CA No. 11660-61 of 1995-Saroj Rani and other Vs. State of Punjab and other etc. had been circulated for immediate necessary action and compliance.

2. Some of the Departments have sought clarification that whether the employees who have been adversely affected by the Judgment dated 24th August, 1999 of Hon'ble Supreme Court of India in CA No. 11660-61 of 1995 - Saroj Rani and others verses State of Punjab and others etc. are to be allowed benefit of actual service rendered by them against the post of Senior Assistant prior to the deemed date of promotion or

on their re-appointment/promotion to the post of Senior Assistant i.e. whether in such cases the employees concerned are entitled to retain the salary and increments paid to them for actual working against the post of Senior Assistant?

3. The matter has been considered in consultation with the Department of Finance and it has been decided that employees who have previously officiated or have actually worked in the same post, their initial pay shall not to be fixed less than the pay, other than special pay, personal pay or emoluments classed as pay under rule 2.22(a)(iii) of the Punjab CSR Volume I, Part-I, which they drew on the last such occasion, and shall count for increments the period during which they drew that pay on such last and on any previous occasion for increment in the stage of the time scale equivalent to that pay i.e. such employees who have been adversely affected by the Judgment of Hon'ble Supreme Court in Saroj Rani's case (supra) shall be entitled to retain salary and increments paid to them for actual working against the post of Senior Assistant on the deemed date of their promotion or if such employees have been reverted to their lower posts their pay on re-appointment/promotion to the post of Senior Assistant shall not be fixed less than the pay, they have actually drawn against the post of Senior Assistant on any previous occasion. The period for which the employees worked on the lower post shall apparently count for increment in the lower post only and they will draw the pay as Clerk or any other lower post held by them as fixed under the Punjab Civil Services Rules.
4. These instructions are being issued in consultation with the Department of Finance as conveyed by them vide their I.D. No. 6/44/2002-2FP11/922, dated 20th August 2002.
5. These instructions may be brought to the notice of all concerned for immediate necessary action and compliance.
6. Kindly acknowledge its receipt.

Copy of Punjab Government circular letter No. 12/109/02-5PP2/11770, dated 11th September, 2002 from the Department of Personnel, addressed to all the Financial Commissioners/Principal Secretaries/Administrative Secretaries in the State of Punjab.

Subject : General Election to Jammu and Kashmir Legislative Assembly 2002 - making available staff in connection with - Honrarium.

All the Financial Commissioners, Principal Secretaries and Administrative Secretaries to the Government of Punjab, may kindly refer to the Communications noted, in the margin, on the subject cited above.

2. The Chief Electoral Officer Punjab has intimated that the Election Commission of India has revised the honorarium to be paid to polling staff as under:-

| | |
|-------------------------------|------------------------------------|
| from Rs. 10,000 to Rs. 15,000 | for duty done in all three phases. |
| from Rs. 07,000 to Rs. 12,000 | for duty done for two phases. |

3. For all other forms of duties like one phase being in reserve etc. the quantum of honorarium would be decided by the commission.
4. It is requested that these instructions may please be brought to the notice of all employees of the departments under their administrative control.

Copy of Punjab Government circular letter No. 11/33/02-4PP2/12076, dated 19th September, 2002 from the Department of Personnel, addressed to all the Heads of Department etc. in the State of Punjab.

Subject : Compassionate appointment determining eligibility and suitability of a dependent family

member of the deceased Government employees-criteria.

Sir/Madam,

I am directed to say that as noticed by the Government some Appointing authorities demand dependent certificates from every dependent of the deceased employees who apply for compassionate appointment in the State services under the policy of the State Government. This makes great inconvenience to the dependents. The matter regarding determining the eligibility and suitability of the dependent members of the deceased Government employees has been considered carefully and it has been decided that henceforth following criteria for the purpose may be adopted:-

1) If the Government employee had nominated any of the dependent in the GPF statement or any other service record, such nominated dependants should be considered for compassionate appointment after the death of Government employee.

2 In pass such nominated person is not eligible for compassionate appointment as per policy instructions, all dependents of the deceased employee should unanimously nominated one dependent candidate eligible in case of any doubt, or where the claimant dependents are more than one, the appointing authority must refer the matter to the district magistrate for determining the real dependent for compassionate appointment. In all such cases the District Magistrate shall :-

- (i) Call all the claimants in his court including all dependents i.e. Widow/Widower/sons, daughters, adopted sons, adopted daughters.
- (ii) Record Statement of each dependent and obtain their consent for compassionate appointment in favour of the candidate of their choice.
- (iii) Consider the eligibility of each claimant/proposed candidate in the light of Government policy instructions on the compassionate appointment issued from time to time.
- (iv) Adjudge eligibility and suitability of the candidates keeping in view the age for entry into Government Service, qualifications, and priority position in the family.

Priority position would be in the following order :-

- (a) Widow/Widower;
- (b) Unmarried Son;
- (c) Unmarried Daughter;
- (d) Married Son, if living in joint family and if living separately property and other interests are common.
- (v) Strictly ensure and ascertain the financial position of the family before issuing the legal authority for the compassionate appointments as per the provisions of policy instructions issued by the State Government.

The legal authority issued by the District Magistrate after following the procedure laid down above, may be treated as suitability for compassionate appointment.

4. In all such cases, the dependent who is offered compassionate appointment must execute an order taking that he or she shall discharge his/her responsibilities as guardian of other dependents of the deceased employee.

5. These instructions may please be brought to the notice of all concerned and also ensure meticulous compliance.

Copy of Punjab Government Notification No. 12/29/02-1PP3/14042, dated 14th November, 2002 published by Govt. Gazette 14th November, 2002 from the Department of Personnel.

No. 12/29/2002-1PP3/14042.-In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Punjab is pleased to re-constitute of the Punjab Subordinate Services Selection Board (hereinafter referred to as the Board) with effect from 14th November, 2002.

1. **Constitution of the Board.**-The Board shall consist of a Chairman and not more than nine other members and the Board may act notwithstanding the absence on leave or otherwise of the Chairman or any Member.

2. **Function of the Board.**-(1) All initial appointments to Group 'C' Services or posts under the Government of Punjab except the following shall be made on the advice of the Board:-

- (i) Posts in the High Court of Punjab and Haryana;
- (ii) Posts in the Punjab Vidhan Sabha Secretariat; and
- (iii) Posts on which War Heroes, who have been discharged from defence services or Para Military Forces on account of disability suffered by them or their dependents covered by the instructions issued in this behalf by the Government, are appointed; and
- (iv) Such other posts, as may, from time to time, be excluded by the State Government from the purview of the Board.

(2) It shall not be necessary to consult the Board for suitability of candidate appointment to:-

- (i) A temporary post, the necessity for which is declared at the time of unlikely to continue for more than six months;
- (ii) Appointment to permanent post of a person temporarily for a period not exceed to be six months, owing to emergent circumstances having arisen, it is necessary interest, to fill the vacancy immediately and there is likely to be undue delay in making appointment in consultation with the Board; and
- (iii) A post to be filled in by promotion or transfer.

3. **Terms and Conditions.**-The terms and conditions of appoint of the Chairman and the Members shall be as may be notified by the State Government.

4. **Headquarters.**-The Headquarters of the Board shall be at Chandigarh or at any other place as the State government may notify from time to time.

5. **Interpretation.**-If any question arises to the interpretation of any provision of this notification, the State Government in the Department of Personnel (P.P.III Branch) shall decide the same.

Copy of Punjab Government Notification No. 12/29/02-1PP3/14050, dated 14th November, 2002 published by Govt. Gazette 14th November, 2002 from the Department of Personnel.

No. 12/29/2002-1PP3/14050.-The Governor of Punjab is pleased to appoint Brig. Charanjiv Singh Harika, VSM (Retd.) as Chairman of the Punjab Subordinate Services Selection Board, re-constituted-*vide* Punjab Government Notification No. 12/29/2002-1PP3/14042, dated 14th November, 2002.

2. The Appointment will be effective from the date the assumes the charge as such.

3. The terms and conditions of service of the Chairman will be settled in consultation with the Department of Finance and the Legal Remembrancer and will be notified later.

Copy of Punjab Government circular letter No. 11/105/98-4PP2/14420, dated 21st November, 2002 from the Department of Personnel, addressed to all the Heads of Department etc. in the State of Punjab.

Subject : *Scheme for Compassionate Appointments-2002-Grant of employment in the State Service on compassionate grounds-policy regarding.*

Sir/Madam,

I am directed to address you on the subject noted above and to say that at present, the policy regarding grant of employment in the State Services, Class-III and Class-IV on compassionate grounds is mainly contained in circular letter No. 11/27/94-2PPI/2364, dated 5.2.1996. This policy was framed on the basis of the judgement of the Hon'ble Supreme Court of India delivered, in the case of 'Umesh Kumar Nagpal Versus State of haryana and others (1994) S.C. cases (138)'. The Apex Court held that the object of compassionate appointments is to enable the penurious family of the deceased employee to tide over the sudden financial crisis and not to provide employment. It was further held that mere death of an employee does not provide employment. It was further held that mere death of an employee does not entitle his family to compassionate appointment. The authority concerned must consider as to whether the family of the deceased employee is unable to meet the financial crisis resulting from the employee's death. The offering of compassionate appointments as a matter of course irrespective of the financial condition of the family of the deceased and making compassionate appointments in posts above Class-III and IV, is legally impermissible. The compassionate appointments cannot be granted after a lapse of reasonable period, which must be specified in the rules. The consideration for such employment is not a vested right which can be exercised at any time in future. The object being to enable the family to get over the financial crisis which it faces at the time of death of the sole bread winner, the compassionate employment cannot be claimed and offered, whatever the lapse of time and after the crisis is over.

It has been considered appropriate that there is need to review the whole policy on compassionate appointments by taking a due from the policy of Government of India and to impose strict conditions so that compassionate appointments are available only to very deserving cases. Most of the vacancies that are available or accrue in direct quota posts in various departments are consumed by these compassionate appointments considerably reducing vacancies for carrying out recruitments from the open markets. This has direct reflection on the efficiency and working of the departments as it restricts the Government for making selections from a wider choice of candidates. Imposition of a cap on compassionate appointments will also protect the legitimate right of young qualified persons who are waiting for their turn for being recruited in various departments of the Government for years.

2. The State Government has decided to review the policy on compassionate grounds strictly, on the decision of the Hon'ble Supreme Court of India in the case of 'Umesh Kumar Nagpal Versus State of haryana', referred as above. The Government has reconsidered all the earlier instructions issued from time to time on compassionate appointments and has decided to review the policy to provide the benefit only to deserving candidates as per directions of the Apex Court referred in Para-I above.

3. Henceforth, the objective of the Scheme is limited to grant of appointment on compassionate grounds to persons who fall in the categories mentioned above.

- (1). A dependent member of the family of a person (bread-winner) killed or 100% physically disabled in terrorist action or by security forces acting in aid of civil power, in the State;
- (2) A dependent member of the family of the deceased Government employee, who dies in harness.

- (3) Disabled Ex-Servicement (fit for Civil Services);
- (4) A dependent member of the family of the Defence Service Personnel.
 - (i) Killed in service, while performing duties; or
 - (ii) Who are severely disabled and totally unfit for reemployment.

NOTE I 'Dependent Family Member' means :-

- (a) Spouse; or
- (b) Son (including adopted son); or
- (c) Un-married Daughter (including adopted Daughter); or
- (d) Un-married Brother or Un-married sister in the case of unmarried Government Servant.

Who was wholly dependent on the Government Servant/member of the Armed Forces at the time of his death in harness.

NOTE II 'Government Servant' for the purpose of these instructions means a Government Servant appointed on regular basis and not one working on daily wages of casual apprentice or adhoc or contract or re-employment or on 89 days basis.

NOTE III 'Confirmed Work-Charged Staff' will also be covered by the terms Government Servant mentioned in Note II above.

NOTE IV 'Service' means a period prior to the date of superannuation. It does not include extension in service or re-employment after attaining the normal age of retirement in a civil post.

NOTE V 'Re-employment' does not include employment of ex-servicemen before the normal age of retirement in civil post.

AUTHORITY COMPETENT TO MAKE COMPASSIONATE APPOINTMENT

- (a) competent Authority for recruitment as per Standing Order of each Department, and Departmental Service Rules;
- (b) Head of Department, in relation to the posts under his control and in the case of attached and subordinate offices;
- (c) Secretary of the Department concerned in special types of cases.

5. POSTS TO WHICH SUCH APPOINTMENTS CAN BE MADE

Group 'C' or 'D' posts against the direct recruitment quota available at the time of appointment in the Department of the deceased employee. If no such post is available, the case may be referred to Redeployment Cell in Department of Personnel for sponsoring the name of the candidate for appointment in other Departments against the available direct quota posts.

6. ELIGIBILITY

(a) The family is indigent and deserves immediate assistance for relief from financial destitution. The authority concerned must consider as to whether the family of deceased employee is unable to meet the financial crisis from employees' death.

(b) Applicant for compassionate appointment should be eligible and suitable for the post in all respect under the provisions of the relevant Recruitment Rules.

7. EXEMPTIONS

Compassionate appointments are exempted from observance of the following requirements:

- (a) Recruitment procedure i.e. without the agency of the Punjab State Subordinate Service Selection Board or the Employment Exchange
- (b) Clearance from the Surplus Cell of the Department of Administrative Reforms.
- (c) The ban order of filling up of posts issued by the State Government from time to time

8. RELAXATIONS

- (a) Upper age limit could be relaxed wherever found to be necessary. In case of reserved categories of SC/BC Widows the age relaxation may be allowed as per policy instructions issued from time to time. The lower age limit should however in no case be relaxed below 18 years of age in case of Group 'C' and below 16 years in the case of Group 'D' However, the Administrative Department may relax upper age limit by 5 years in deserving case.

NOTE Age eligibility shall be determined with reference to the date of application and not the date appointing:

- (b) No relaxation in educational qualification is permissible. However, for Group 'D' minimum 5th standard is necessary. For Group 'C' the appointing authority may temporarily relax the conditions for the passing of Punjabi Language for a period of six months. The person so appointed shall have to pass an examination of Punjabi Language equivalent to Matriculation standard or he/she has to qualify a test conducted by the language Wing of the Department of Education, Punjab, within prescribed period. If he/she fails to qualify the test, he/she may be dealt with like other employees as per rules.

NOTE In the case of an attached/subordinate office, the Secretary in the concerned Administrative Department shall be competent authority for this purpose.

- (c) Where a widow is appointed on compassionate Group 'D' post she will be exempted from the requirement of possessing the educational qualifications prescribed in the relevant rules provided the duties of the post can be satisfactorily performed by her without possessing such educational qualifications.

DETERMINATION AVAILABILITY OF VACANCIES

- (a) Appointment on compassionate grounds should be made only on regular basis and that too only if regular vacancies meant for that purpose are available.

(b) Compassionate appointments can be made upto a maximum of 5% of vacancies falling under direct recruitment quota in any Group 'C' and 'D' post. The appointing authority may hold back upto 5% of vacancies in the aforesaid categories to be filled by direct recruitment through Subordinate Service Selection Board or otherwise so as to fill such vacancies by appointment on compassionate grounds. A person selected for appointment on compassionate grounds should be adjusted in the recruitment roster against the appropriate category viz SC/ST/OBC/General depending upon the category in which he belongs. For example, if he belongs to SC category he will be adjusted against the SC reservation point, if he is ST/OBC he will be adjusted against ST/OBC point and if he belongs to General Category he will be adjusted against the vacancy point meant for general Category.

- (c) The ceiling of 5% of direct recruitment vacancies for making compassionate appointment should not be exceeded by utilizing any other vacancy e.g. sports quota vacancy.

- (d) Employment under the Scheme is not confined to the Department/office in which deceased Government Servant had been working. Such an appointment can be given anywhere under the Government

of Punjab depending upon the availability of a suitable vacancy meant for the purpose of compassionate appointment.

- (e) if sufficient vacancies are not available in any particular office to accommodate the person in the waiting list for compassionate appointment, it is open to the Administrative Department/office (though Administrative Department) to take up the matter with the Re-deployment Cell in the Department of Personnel to adjust the candidate in other Departments/offices of the Government of Punjab

10. WIDOW APOINTED ON COMPASSIONATE GROUNDS GETTING REMARRIED

A widow appointed on compassionate grounds will be allowed to continue in service even after re-marriage.

11. WHERE THERE IS AN EARNING MEMBER

- (a) In deserving cases even where there is already an earning member may be considered for compassionate appointment with prior approval of the Secretary of the Department concerned, who before approving such appointment will consult the Department of Personnel and satisfy himself that grant of compassionate appointment is justified having regard to number of dependants, assets and liabilities including the fact that the earning member is residing with the family of the Government servant and wheather he should not be source of support to other members of family.

- (b) In case where any member of the family of the deceased servant is already in employment and is not supporting the other members of the family of the Government servant, extreme caution has to be observed in ascertaining the economic distress of the members of the family of Government servant so that the facility of appointment on compassionate grounds is not circumvented and misused by putting forward the ground that the members of the family already employed is not supportlting the family.

12 MISSING GOVERNMENT SERVANT

Cases of missing Government servants are also covered under the scheme for compassionate appointment subject to the following conditions:-

- (a) A request to grant the benefit of compassionate appointment can be considered only after a laps of atleast 7 years from the date from which the Government servant has been missing provided that.
- (i) an FIR to this effect has been lodged with the police
 - (ii) the missing person is not traceable; and
 - (iii) the competent authority feels that the case is genuine.
- (b) This benefit will not be applicable to the case of Government servant:
- (i) who had less than 7 years to retire on the date from which he has been missing; or
 - (ii) who is suspected to have committed fraud or suspected to have joined any terrorist orgnsiation or suspected to have gone abroad.
- (c) Compassionate appointed in the case of a missing Government servant also would not be a matter of right as in the case of other and it will be subject to fulfillment of all the conditions, including the availability of vacancy laid down for such appointment under the scheme;
- (d) while considering such a request, the results of the Police investigation should also be taken into account; and
- (e) A decision on any such request for compassionate appointment should be taken only at the level of the Secretary of the Department Concerned in consultation with Department of Personnel.

13 PROCEDURE

- a) The performa as in Annexure-I may be used by Departments/offices for ascertaining necessary information and processing the case of compassionate appointment alongwith the documents as given in Annexure-II, and submitted to the Appointing Authority within a period of 6 months from the date of death or disability of person/employee as the case may be. Appointment must be made within a period of one year within the Department and 2 years in other departments through Re-deployment Cell. Genuine belated requests with cogent reasons for compassionate appointment can be entertained only within a period of 5 years from the date of death or disability of the employee person with the special approval of the Personnel Department and Finance Department.
- b) Department office should depute any senior official to meet the members of the family of the Government servant in question immediately after his death to advise and assist them in getting appointment on compassionate grounds. The applicant should be called in person at the very first stage and advised in person about the requirements and formalities to be completed by him, within a period of 6 months.
- (c) All application for appointments on compassionate grounds should be considered in the light of these instructions and appointments be made by the Appointing Authority in all departments. To solve the complicated case a committee of 3 officers -one Chairman and 2 members in the rank of Deputy Secretary/Director be constituted in each Departments. The committee may meet during the 2nd Week of every month to consider case received during the previous month. The applicant may also granted personal hearing by the Committee, if necessary, for better appreciation of the fact of the case.
- (d) Recommendations of the Committee should be placed before the competent authority for decision. If the competent authority disagrees with the Committee's recommendations, the case may be referred to the next higher authority for a decision.
- (e) In case of non availability of posts in the Department, the matter may be taken up with the Re-deployment Cell in Personnel Department which will adjudge the eligibility and suitability of the candidates in the meeting of the Committee already constituted for the purpose and recommend the name of the candidates to different departments for compassionate appointments.

14 UNDERTAKING

A person appointed on compassionate grounds under the Scheme should give an undertaking in writing (as in Annexures) that he/she will maintain properly the other family members who were dependent on the Government servant/members of the Armed Forces in question and in case it is proved subsequently (at the time) that the family members are being neglected or are not being maintained properly by him/her, appointment may be terminated forthwith.

15. REQUEST FOR CHANGE IN POST/PERSON

When a person has been appointed on compassionate grounds to a particular post, the set of circumstances, which led to such appointments, should be deemed to have to exits. Therefore :-

- (a) he/she should strive in his/her career like his/her colleagues for future advancement and any request for appointment to any higher post on considerations compassion should invariably be rejected.
- (b) An appointment made on compassionate grounds can not be transferred to any other person and any request for the same on consideration of compassion should invariably be rejected.

16. SENIORITY

- (a) The interse seniority of persons appointed on compassionate grounds may be fixed with reference to their date of appointment. Their interpolating with the direct recruits/promotees may also be made with

reference to their dates of appointment without disturbing the interse seniority of direct recruits/promotees.

(b) Date of joining by a person appointed on compassionate grounds shall be treated as the date of his/her regular appointment.

17. GENERAL

(a) Appointments made on grounds of compassion should be done in such a way that persons appointed to the post do have the essential educational and technical qualifications and experience required for the post consistent with the requirement of maintenance of efficiency of administration.

(b) It is not the intention to restrict employment of a family member of the deceased Group 'D' Government servant to a group 'D' post only as such a family members of such group 'D' Government Servant can be appointed to a Group 'C' post for which he/she educationally qualified, provided a vacancy in Group 'C' post exists for this purpose.

(c) Compassionate appointment should not be denied or delayed merely on the ground that there is reorganization in the Department/office. It should be made available to the person concerned if there is a vacancy meant for compassionate appointment and he or she is found eligible under the Scheme.

(d) Requests for compassionate appointment consequent on death of Group 'D' staff may be considered with greater sympathy by applying relaxed standards depending on the facts and circumstances of the case.

(e) Compassionate appointment will have precedence over absorption of surplus employees and regularization of daily wage/casual workers with/without temporary status.

18. These instructions shall come into force with immediate effect and may please be brought to the notice of all concerned.

ANNEXURE-I

PERFORMA REGARDING EMPLOYMENT OF DEPENDENTS OF GOVERNMENT SERVANT WHO DIE WHILE IN SERVICE/ RETIRED ON VALID PENSION

PART-A

- I.
 - (a) Name of the Government Servant (Deceased) _____
 - (b) Designation of the Government servant _____
 - (c) Date of birth of the Government Servant _____
 - (e) Date of death _____
 - (f) Total length of service rendered _____
 - (g) Whether permanent or temporary _____
 - (h) Whether belonging to SC/ST/OBC _____
- II.
 - (a) Name of the candidate of appointment _____
 - (b) His/her relationship with the Government servant _____
 - (c) Date of birth _____
 - (d) Educational Qualifications _____
 - (e) Whether any other dependent family member has been appointed on compassionate grounds _____

- III Particulars of total assets left including amount of;
- (a) Family Pension _____
 - (b) D.C.R. Gartuity _____
 - (c) G.P.F. Balance _____
 - (d) Life Insurance Policies (including Postal Life Insurance _____)
 - (e) Moveable and Immovable properties and annual income earned therefrom by the family _____
 - (f) O.G.E. Insurance Amount _____
 - (g) Enchashment of leave _____
 - (h) Any other assets _____

Total

IV Brief particulars of liabilities, if any _____

V Particulars of all dependent family member of Government servant (if some are employed, their income and whether they are living together or separately) _____

| Sr.No. | Name(s) | Relationship with the Government Servant. | Age | Address | Employed or not (if employed particulars of employment and emoluments.) |
|--------|---------|---|-----|---------|---|
| 1 | 2 | 3 | 3 | 5 | 6 |
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |

VI DECLARATION/UNDERTAKING

1. I hereby declare that the facts given by me above are to the best of my knowledge, correct. If any of the facts herein mentioned are found to be incorrect or false at a future date, my services may be terminated.

I hereby also declare that I shall maintain properly the other family members who were dependent on the Government servant/member of the Armed Forces mentioned against I(a) of this form and in case it is proved at any time that the said family members are being neglected or not being properly maintained by me, my appointment may be terminated.

Date _____

Signature of the candidate
 Name _____
 Address _____

Sh/Smt./Km. _____ is known to me and the facts mentioned by him/her are correct.

Date _____

Signature of permanent Government servant

Name _____

Address _____

I have verified that the facts mentioned above by the candidate are correct.

Date _____

Signature of the officer Incharge

Name _____

Address _____

ANNEXURE-II

Information/documents to be supplied by the candidates seeking employment on compassionate grounds.

| Sr.No. | Category | Information/documents/required |
|--------|---|--|
| 1. | A dependent member of family of bread winner killed or 100% physically disabled in terrorists violence/ by security forces acting in aid of civil Power in the State. | i) A certificate of death/100% physical disability with the death or 100% physical disability occurred certifying that it was as a result of terrorists action/by security forces acting in aid of civil Power to be issued by the Deputy Commissioner in whose territorial limits as the death or 100% physical disability occurred (to be supported by a certificate of the chief Medical officer concerned) ii) An Affidavit duly attested by 1st Class Magistrate to corroborate the fact that the person being employed is in fact a dependent member of the family of the bread winner killed or 100% physically disabled. iii) Names of all dependents their occupation and reasons in support of the claim of the person being appointed viz-a-viz other dependents should be brought on the record. |
| 2. | A dependent member of deceased government employee | i) Name of the deceased Govt. employee full particulars of rank pay nature of post pensionable or not held by the deceased Govt. employee from the department concerned. ii) Certificate of death and in case of death due to terrorist violence certificate of death giving full details of circumstances under which the death occurred and also certifying that it was as a result of terrorist action to be obtained from the Deputy Commissioner of the Distt. within territorial limits of which the death occurred. iii) An affidavit duly attested to corroborate the fact that the person being employed in a member of family of the deceased Govt. employee/officer and was dependents their upon upon him/her. |

- iv) Names of all dependents their occupation reasons in support of claim viz-a-viz other dependent should be brought on record.
- v) An affidavit from the applicant and other dependents that none of them has already obtained appointment under this priority scheme.
3. Disabled ex servicemen
Proof from military authority of being disabled and not being unfit from civil Services.
4. A dependent member of the family of the defence services personnel:
- (a) Killed in service while performing duties.
i) A certificate from the Military Authorities about the fact that the Defence service Personnel concerned was killed in service while performing duties or was severely disable and is totally unfit for re-employment.
ii) An affidavit duly attested to corroborate the fact of being widow or dependent of a defence service personnel concerned.
- (b) who are severaly disabled and are totally unfit for re-employment.
iii) if a candidate is a dependent of a Defence service Personnel killed in service while performing duties or severaly disabled in the Army then the following details may also be furnished.
iv) Names of all dependents their age their or occupations reasons in support of claim viz-a-viz other dependents;
v) An affidavits from the applicats and other dependents that none of them have already obtained appointment under the periority scheme.

Copy of Punjab Government circular letter No. 3/26/02-2PP1/14537, dated 22nd November,2002 from the Department of Personnel, addressed to all the Financial Commissioners/Principal Secretaries/Administrative Secretaries in the State of Punjab.

Subject:- Convening of Meetings of Departmental Promotion Committee

All the Financial Commissioners/Principal Secretaries/Administrative Secretaries may kindly refer to the subject noted above.

2. It has been decided by the Government that there should be no meeting of D.P.C. held for 30 days w.e.f today. All D.P.C. meetings hence forth should stand cancelled. However, wherever the courts have ordered the holding of DPC meeting, the same may be held.

Copy of Punjab Government circular letter No. 13/3/2000-3PP2/14620, dated 26th November,2002 from the Department of Personnel, addressed to all the Head of Department etc. in the State of Punjab.

Subject:- Implementation of the recommendations of the 4th Punjab Pay Commission -Classification of Revice-Clarification regarding criteria thereof-Retirement age of Group 'C' employees

which were earlier in Class IV

Sir/Madam,

I am directed to refer to the Punjab Government I.D. No. 5/13/90-IPPI/113 on ,dated 8th September,2000 on the subject cited above vide which the Classification of posts was determined as Group 'A','B','C','D'. The criteria for the Classification of posts was determined on the basis of maximum amount of the initial entry revised basics of Pay. Thereafter,vide policy instruction contained in letter No. 5/13/98-IPPI/3062,dated 7.3.2001, the Department of Personnel clarified that the Rules/instructions applicable to class-I,II,III&IV employees shall govern the service conditions of Group 'A','B','C'&'D' employee. Respectively, Resultantly, the posts of some categories of employee who were in Class-IV earlier but after this re-classification on the basis of the recommendations of the 4th Punjab Pay Commission, now fall in Group 'c' by virtue of higher pay scales.

2. The terms and conditions pertaining to the age of retirement in the services rules of the erstwhile class-III and Class IV employee were different.The retirement age of Class-IV employee was at 60 year whereas it was 58 year for class III employee. However, it was anomalous situation that all those employee who were in category of Class-IV now re-classified as Group 'C' and to retire at the age of 58 years instead of 60 years as per the terms and conditions of service rules of Class-III (Group'C')

3. This matter had been under consideration of the Government. After careful consideration it has been decided that all those categories of employees who were in Class -IV earlier but after the re-classification on the basis of advice of the IVth Punjab paycommission, Now fall in Group 'C' by virtue of hire pay scales, may be allowed to retire at the age of 60 years. This relaxation in the retirement age would be available to only those class IV employees who now fall in group 'C' and who were recruited in Class IV prior to date of which the recommendation of the IVth Punjab Pay Commission were implemented i.e. on 8.9.2000.

4. These instruction may kindly be brought to the notice of all concerned for meticulous compliance.

5. Kindly acknowledge it's receipt.

Copy of Punjab Government circular letter No. 3/26/02-2PP1/15385, dated 20th December, 2002 from the Department of Personnel, adressed to all the Financial Commissioners/PrincipalSecretaries/Administrative Secretaries in the State of Punjab.

Subject : Convening of Meetings of Departmental Promotions Committee.

All the Financial Commissioners/Principal Secretaries/Administrative Secretaries may kindly refer to this Department I.D. No. 3/26/2002-2PP(1)/14537, dated 22nd November, 2002, on the subject noted above.

2. It has been decided by the Government to extend the ban on convening of Departmental Promotion Committee's meeting for another month. All Departmental Promotion Committee meeting henceforth stand cancelled However, where-ever the courts have ordered the holding of Departmental Promotion Committee meeting, the same may be held.

Copy of Punjab Government circular letter No. 3/64/02-2PP1/73, dated 1st, January, 2003 from the Department of Personnel, addressed to all Head of the Department etc. in the State of Punjab.

Subject : Ban of Promotions in Group 'A', 'B' and 'C' Services in the State.

Sir/Madam,

I am directed to refer to the subject noted above and to say that vide this Department I.D. No. 3/26/2002-2PP1/15335, dated the 20th December, 2002, the Government had extended the ban on convening the meeting of Departmental Promotion Committees for another month. The Government has further decided to impose a complete ban on promotion in Group 'A', 'B' and 'C' services in the State till further orders. This ban will also apply to the employees of all Boards and Corporations in the State.

Copy of Punjab Government circular letter No. 11/3/94-4PP2/172, dated 3rd January, 2003 from the Department of Personnel, addressed to all the Financial Commissioners/Principal Secretaries/ Administrative Secretaries in the State of Punjab.

Subject : Filing of the Civil Writ Petitions against the decisions of LOK ADALATS.

Sir/Madam,

All the Financial commissioners/Principal Secretaries/Administrative Secretaries of the Government of Punjab may kindly refer to the subject cited above.

1. The Department of Finance had issued guidelines vide I.D. No. 5.28/2000-FP 1 (LEGAL CELL)/ 11578, dated 6.12.2000 laying down the procedure for perusal of LOK ADALATS cases and also to constitute Advisory Committees in each Department, consisting of Administrative Secretary; Representatives of departments of L.R. Personnel, Advocate General and Finance.

3. In order to ensure perusal of the LOK ADALATS cases meticulously, it has further been decided to process and defend the LOK ADALAT cases as under:-

i) Office of the Advocate General, Punjab will supply a complete list of the cases pending before the LOK ADALAT to the Department of Personnel.

ii) The Department of Personnel-I will categorise the pending cases department wise and forward the same to each Department for processing.

iii) The response of the Government to these cases will be decided by the Committee constituted and circulated vide No. 11/3/94-3PP2/11703, dated 19.9.2000, under the chairmanship of the Secretary Personnel.

iv) The Law officers defending the cases before the LOK ADALAT will be given a brief by the Administrative Department as per decision of the above Committee and would not step out of the brief and take submission before the LOK ADALAT strictly according to the brief; and

v) While it may not be advisable to challenge the verdict of LOK ADALAT by filing Civil Writ Petition (C,A) Solely on the ground of Lack of jurisdiction, there is no bar of challenging the verdict of Lok Adalat in Court of the Competent jurisdiction of merits and point of law.

4. These guidelines may be brought to the notice of all officers and concerned officers/ officials under your control.

ਪ੍ਰਸੋਨਲ ਵਿਭਾਗ, ਮੰਜਾਬ ਵੱਲੋਂ ਜਾਰੀ ਗਏ ਪੱਤਰ ਨੰ: 4/5/95-2ਪੀ.ਪੀ.2/180, ਮਿਤੀ 06-01-2003 ਰਾਹੀਂ ਜਾਰੀ ਕੀਤੀਆਂ ਗਈਆਂ ਹਦਾਇਤਾਂ ਦੀ ਕਾਪੀ ਜੋ ਰਾਜ ਤੇ ਸਮੂਹ ਵਿੱਤੀ ਕਮਿਸ਼ਨਰਜ਼/ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰਾਂ ਆਦਿ ਨੂੰ ਸੰਬੰਧਿਤ ਹੈ।

ਵਿਸ਼ਾ : ਸਰਕਾਰੀ ਕਰਮਚਾਰੀ (ਆਚਰਣ) ਨਿਯਮਾਂਵਲੀ 1966 ਦੇ ਨਿਯਮ 16(4)(i) ਵਿੱਚ ਸੋਧ ਕਰਨ ਬਾਰੇ।
ਸ਼੍ਰੀਮਾਨ/ਸ਼੍ਰੀਮਤੀ ਜੀ,

ਮੈਨੂੰ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਦੇ ਸਬੰਧੀ ਵਿੱਚ ਗਜ਼ਟ ਨੋਟੀਫਿਕੇਸ਼ਨ ਨੰ: ਜੀ.ਐਸ.ਆਰ.44/ਕੰਸਟ/ਆਰਟੀਕਲ 187, 309 ਅਤੇ 318/ਐਮਡ(8)2002 ਮਿਤੀ 13.11.2002 ਦੀ ਕਾਪੀ ਆਪ ਨੂੰ ਸੂਚਨਾ ਅਤੇ ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਣ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ। ਇਸ ਨੂੰ ਸਾਰੇ ਸਬੰਧਤਾਂ ਦੇ ਧਿਆਨ ਵਿੱਚ ਲਿਆ ਦਿੱਤਾ ਜਾਵੇ।

2. ਇਸ ਦੀ ਪਹੁੰਚ ਰਸੀਦ ਭੇਜੀ ਜਾਵੇ।

GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL
(PERSONNEL POLICIES BRANCH-II)
NOTIFICATION

The 13th November, 2002

No. G.S.R. 44/Const./Art.187, 309 and 318/Amd.(8)/2002.-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, 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:-

RULES

1. These rules may be called the Government Employees (Conduct) (First Amendment) Rules, 2002.
2. In the Government Employees (Conduct) Rules, 1966, in rule 16, in sub-rule (4), in clause(1) for the words "sanction of the Government", the words "sanction of the prescribed authority" shall be substituted.

Y.S. RATRA,

Chief Secretary to Government of Punjab.

Copy of Punjab Government circular letter No.5/11/2002-IPPI/1127, dated 21st. Jan,2003 from the Department of Personnel, addressed to all the Heads of Department etc. in State of Punjab.

Subject:- Formulation of uniform policy to facilitate the joining of State Government employee in their previous departments due to cancellation of their appointments made on the recommendation of the PPSC during the tenure of its former Chairman, Mr. Ravinderpal Singh Sidhu

Sir/Madam,

I am directed to invite your kind attention to the subject cited above and to say that investigations carried out by Punjab Vigilance Bureau have revealed that several recommendations made by the PPSC (Punjab Public Service Commission) during the tenure of former Chairman, Mr. Ravinderpal Singh Sidhu for appointment of various State service are tainted, vitiated and are not bonafied. Therefore, the Government have cancelled many such selections and appointments enblock. Consequently, some of the candidates who were already State Government employees and were selected through the PPSC to higher posts during the tenure of Mr.Sidhu, also stand removed from service alongwith others. Although some of these employees are confirmed in their parent department, yet they have not been able to avail of their lien. Similarly, some of them have

rendered several years of service in their parent department but period of their lien has since expired. Various departments have sought advice from the Department of Personnel to deal with this extra-ordinary situation.

2. The matter has been considered and Government have decided inter alia to give one-time relaxation in existing provisions of lien as laid down in Government Notification No. 14.1.92-4FPII/4752 dated 28.5.1997. Accordingly, in the interest of justice, equity and fairness and to avoid unnecessary litigation, uniform policy has been formulated in this regard as under:-

- (a) A Government employee who had submitted his/her application through proper channel or had intimated to the competent authority that he had applied to the PPSC for the post of PCS (EB) & Allied or other services and who was duly relieved to enable him/her to join the appointment which has since been cancelled, will be allowed to join back in his/her previous department from which he/she was relieved, irrespective of the fact whether he holds a lien on the previous post or not. Joining reports submitted by such employees will be accepted.
- (b) The intervening period from the date of cancellation of the said appointments to the date of submission of joining reports to the previous department shall be treated as leave of the kind due if applied for, and period of compulsory waiting from the date of joining to the date of posting shall be treated as duty period and will be decided by the Administrative Department in consultation with finance department.
- (c) The candidates who are not covered under (a) above but were relieved by the parent department on being selected by the PPSC, will also be entitled to the benefits mentioned in (a) and (b) above.
- (d) The candidates who are not covered under (a) or (c) above, i.e. who had neither applied through proper channel nor intimated the parent department about taking the PPSC examination and have either resigned from the service or their lien has expired, are not entitled to the benefits mentioned in (a) and (b) above.

3. The above relaxation is only one time measure as an exceptional case and it shall not form a precedent for the future.

4. Disciplinary action, if necessary, against the employees against whom specific cases have been registered in relation to recruitment-scam, will be taken by the Department of Personnel, as per rules, on receipt of a report from the Punjab Vigilance Bureau or Government.

Copy of Punjab Government circular letter No. 11/105/98-4PP2/2209, dated 5th Feb.2003 from the Department of Personnel, address to all the Heads of Department etc. in the State of Punjab.

Subject:- *Scheme for compassionate Appointments-2002-Grant of employment in the State Service on compassionate grounds Policy regarding.*

Sir/Madam,

I am directed to refer to this Department's policy instructions contained in letter No. 11/105/98-4PP.II/14420, dated 21.11.2002, on the subject cited above.

According to the provisions of Para 9(b) of these instructions it was laid down that compassionate appointments can be made up to maximum 5% of vacancies falling under direct recruitment quota in any Group 'C' or 'D' posts. The Appointing authority may hold back up to 5% of vacancies in the aforesaid categories to be filled by direct recruitment through subordinate Service Selection Board or otherwise so as to fill such vacancies by appointment on compassionate grounds. A person selected for appointment on

compassionate grounds should be adjusted in the recruitment roster against the appropriate category viz SC/ST/OBC/General depending upon the category to which he belongs.

2. The Government have reconsidered the above provisions of Para 9(b) of these instructions and have decided that the condition of 5% of vacancies falling under direct recruitment quota in any Group 'C' and 'D' posts shall not be applicable in case of compassionate appointments in respect of the following categories:-

(a) A dependent member of family of person (bread-winner) killed or 100% physically disabled in terrorist action or by security forces acting in aid of civil power, in the state.

(b) A dependent member of the family of the deceased Government employee, who dies in harness.

3. You, are therefore requested to take necessary action for compassionate appointments with regards to categories, accordingly.

4. These instruction may deemed to have come into force w.e.f 21st November 2002.

ਪ੍ਰਸ਼ੋਨਲ ਵਿਭਾਗ, ਪੰਜਾਬ ਵਲੋਂ ਜਾਰੀ ਗਸ਼ਤੀ ਪੱਤਰ ਨੰ: 4/35/01-4ਪੀਪੀ3/3139 ਮਿਤੀ 20 ਫਰਵਰੀ 2003 ਦੀ ਕਾਪੀ ਜੋ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖਆਂ ਆਦਿ ਨੂੰ ਸੰਬੋਧਿਤ ਹੈ।

ਵਿਸ਼ਾ:- ਪੰਜਾਬ ਰਾਜ (ਦਰਜਾ-4) ਸੇਵਾ ਨਿਯਮ 1963 ਦੇ ਨਿਯਮ 5 ਵਿੱਚ ਸੋਧ ਕਰਨ ਬਾਰੇ।

ਸ੍ਰੀ ਮਾਨ/ਸ੍ਰੀ ਮਤੀ ਜੀ,

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਆਪ ਨੂੰ ਸੰਬੋਧਿਤ ਕਰਨ ਅਤੇ ਕਹਿਣ ਦੀ ਮੈਨੂੰ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਪੰਜਾਬ ਸਰਕਾਰ ਨੇ ਚੌਥੇ ਪੰਜਾਬ ਤਨਖਾਹ ਕਮਿਸ਼ਨ ਦੀਆਂ ਸਿਫਾਰਸ਼ਾਂ ਤੇ ਦਰਜਾ-1, ਦਰਜਾ-2, ਦਰਜਾ-3 ਅਤੇ ਦਰਜਾ-4 ਦੇ ਆਉਂਦੇ ਕਰਮਚਾਰੀਆਂ ਦੇ ਵਰਗਾਂ ਦੀ ਉਨ੍ਹਾਂ ਦੇ ਤਨਖਾਹ ਦਰਾਂ ਦੇ ਅਧਾਰ ਤੇ ਆਪਣੇ ਪੱਤਰ ਮਿਤੀ 8 ਸਤੰਬਰ, 2000 ਰਾਂਹੀ ਕ੍ਰਮਵਾਰ ਗਰੁੱਪ 'ਏ', 'ਬੀ', 'ਸੀ' ਅਤੇ 'ਡੀ' ਅਨੁਸਾਰ ਵਰਗੀਕਰਨ ਕਰਨ ਦਾ ਫੈਸਲਾ ਕੀਤਾ ਹੈ। ਉਹ ਸਾਰੀਆਂ ਅਸਾਮੀਆਂ ਜਿਨ੍ਹਾਂ ਦੇ ਸੋਧੇ ਤਰਾਂ ਅਨੁਸਾਰ ਤਨਖਾਹ ਦਰ ਦਾ ਅਖੀਰ 5160/- ਤੋਂ ਘੱਟ ਹੈ, ਉਹ ਗਰੁੱਪ 'ਡੀ' ਵਿੱਚ ਆ ਗਈਆਂ ਹਨ।

2. ਅਸਾਮੀਆਂ ਦੇ ਨਵੇਂ ਵਰਗੀਕਰਨ ਅਤੇ ਇਸ ਵਿਭਾਗ ਵਲੋਂ ਵੱਖ-ਵੱਖ ਸਮੇਂ ਤੇ ਜਾਰੀ ਹਦਾਇਤਾਂ, ਜੋ ਭਰਤੀ ਦੀ ਉਮਰ ਅਤੇ ਵਿਦਿਅਕ ਯੋਗਤਾਵਾਂ ਨਾਲ ਸੰਬੰਧਤ ਹਨ, ਦੇ ਮੱਦੇ ਨਜ਼ਰ ਪੰਜਾਬ ਰਾਜ (ਦਰਜਾ-4) ਸੇਵਾ ਨਿਯਮ 1963 ਵਿੱਚ ਸੋਧ ਵਿੱਚ ਸ਼ਾਮਲ ਕਰ ਲਿਆ ਹੈ। ਇਸ ਤਰ੍ਹਾਂ ਹੁਣ ਮਿਤੀ 23 ਜਨਵਰੀ, 2003 ਨੂੰ ਅਧਿਸੂਚਨਾਂ ਜਾਰੀ ਕਰਕੇ ਇਨ੍ਹਾਂ ਸੇਵਾ ਨਿਯਮ ਦਾ ਨਾਮ ਪੰਜਾਬ ਰਾਜ (ਗਰੁੱਪ ਡੀ) ਸੇਵਾ ਨਿਯਮ 1963 ਰੱਖਿਆ ਗਿਆ ਅਤੇ ਨਿਯਮ 5 ਵਿੱਚ ਸੋਧ ਕਰ ਦਿੱਤੀ ਗਈ ਹੈ।

3. ਇਸ ਅਧਿਸੂਚਨਾਂ ਦੀ ਨਕਲ ਅਗਲੇਰੀ ਯੋਗ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜੀ ਜਾਂਦੀ ਹੈ।

4. ਇਸ ਦੀ ਪਹੁੰਚ ਰਸੀਦ ਭੇਜੀ ਜਾਵੇ।

Copy of Punjab Government Notification No. GSR.3/Const./Art.309/Amd.(4)2003 dated 23rd Jan., Published by Govt.Gazette 23rd Jan., 2003 from the Department of Personnel.

The 23 rd January, 2003

No. G.S.R.3/Const/Art. 309/Amd.(4)- In exercise of the power conferred by the proviso to article 309 of the Constitution of India and all other power enabling him in this behalf, the Government of Punjab is pleased to make the following rules further to amend the Punjab State (Class-IV) Service Rules, 1963, namely:-

RULES

1. (1) These rules may be called, the Punjab state (Class-IV) Service (First Amendment) Rules, 2003.

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

2. In the preamble, for the bracket, word and figure "(Class-IV)", the bracket, word and letter "(Group-D)" shall be substituted.

3. In the Punjab State (Class-IV) Service Rules, 1963 (hereinafter referred to as the said rules), for bracket, word and figure "(Class-IV)" wherever occurring the bracket, word and letter "(Group-D)" shall be substituted.

4. In the said rules, in rule 5,—

(i) in clause (b),—

(a) for the word and sign "appointment:", the word and sign "appointment;" shall be substituted.

(b) the following provisos shall be added, namely:—

Provided that in the case of ex-servicemen, the upper age limit shall be such as has been prescribed in the Punjab Recruitment of Ex-servicemen Rules, 1982, as amended from time to time.

Provided further that in the case of appointment on compassionate grounds on priority basis, the upper age limit shall be such as may be specifically fixed by the Government from time to time.

Provided further that in the case of candidate belonging to Scheduled Castes and Backward Classes, the upper age limit shall be such as may be fixed by the Government from time to time.

Provided further that the upper age limit may be relaxed up to forty-five years in the case of persons already in the employment of the Punjab Government, other State Government or Government of India; and

(ii) For clause (d), the following clause shall be substituted, namely:—

"(d) has passed examination of Middle Standard with Punjabi Language as one of the subjects from a recognised educational institution:

Provided that the educational qualification shall be fifth standard with Punjabi Language in the case of a person appointed to the service on compassionate grounds, as a dependant of deceased Government employee.

Provided further that the condition of educational qualification shall not apply to a person appointed to the service -

(i) in the case of blind person;

(ii) in the case of widow appointed on compassionate grounds;

(iii) in case of riot/terrorist affected persons(s); and

(iv) in the case of a person appointed to the service as a sweeper.

Provided further that where appointment to the service is offered to a war hero who has been discharged from defence services or para-military forces, on account of disability suffered by him or his widow or dependant member of his family, under the instructions issued in this behalf by the Government, such person shall not be required to possess the requisite knowledge of regional languages and of English as may be prescribed by the Government from time to time. Such persons shall also be not required to possess experience even on technical posts."

Y.S. RATRA,

Chief Secretary to Government of Punjab.

ਪ੍ਰਸੋਨਲ ਵਿਭਾਗ ਪੰਜਾਬ ਵਲੋਂ ਜਾਰੀ ਗਸ਼ਤੀ ਪੱਤਰ ਨੰ: 7/2/2000 1ਪੀਪੀ2/ 3271 ਮਿਤੀ 24 ਫਰਵਰੀ, 2003 ਦੀ ਕਾਪੀ ਜੋ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁਖੀਆਂ ਆਦਿ ਨੂੰ ਸੰਬੰਧਿਤ ਹੈ।

ਵਿਸ਼ਾ:- 86 ਮਿਉਸਪਲ ਕੌਂਸਲਾਂ ਅਤੇ 5 ਨਗਰ ਪੰਚਾਇਤਾਂ ਦੀਆਂ ਆਮ ਚੋਣਾਂ ਕਰਵਾਉਣ ਬਾਰੇ ਬਦਲੀਆਂ/ਤੈਨਾਤੀਆਂ ਅਤੇ ਸਿਫਟਿੰਗ ਉੱਤੇ ਪੂਰਨ ਰੋਕ।

ਸ਼੍ਰੀਮਾਨ ਜੀ/ਸ਼੍ਰੀਮਤੀ ਜੀ,

ਮੈਨੂੰ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਇਹ ਲਿਖਣ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਸਟੇਟ ਚੋਣ ਕਮਿਸ਼ਨ, ਪੰਜਾਬ ਦੇ ਆਦੇਸ਼ਾਂ ਅਨੁਸਾਰ ਰਾਜ ਵਿੱਚ 86 ਮਿਉਸਪਲ ਕੌਂਸਲਾਂ ਅਤੇ 5 ਨਗਰ ਪੰਚਾਇਤਾਂ ਦੀਆਂ ਆਮ ਚੋਣ ਆਮ ਹੋਣਾ ਨਿਮਨ ਲਿਖਤ ਮਿਤੀਆਂ ਨੂੰ ਕਰਵਾਈਆਂ ਜਾਂਦੀਆਂ ਹਨ:-

ਲੜੀ ਨੰ:

ਚੋਣਾ ਪਾਉਣ ਦੀ ਮਿਤੀ

- 1.11 ਨਗਰ ਕੌਂਸਲਾਂ ਅਤੇ ਨਗਰ ਪੰਚਾਇਤਾਂ ਦੀਆਂ ਚੋਣਾਂ
2. 75 ਨਗਰ ਕੌਂਸਲਾਂ ਅਤੇ 3 ਨਗਰ ਪੰਚਾਇਤਾਂ ਦੀਆਂ ਚੋਣਾਂ

2/3/2001
9/3/2003

ਰਾਜ ਚੋਣ ਕਮਿਸ਼ਨ ਦੇ ਪ੍ਰੋਗਰਾਮ ਅਨੁਸਾਰ ਇਹ ਚੋਣ ਪ੍ਰਕਿਰਿਆਂ ਮਿਤੀ 15.3.2003 ਤੱਕ ਮੁਕੰਮਲ ਹੋ ਜਾਵੇਗੀ। ਇਸ ਸਲਾਈ ਜਿਲ੍ਹਾ ਪੱਧਰ, ਡਵੀਜ਼ਨਲ ਪੱਧਰ ਅਤੇ ਰਾਜ ਪੱਧਰ ਦੇ ਕਰਮਚਾਰੀਆਂ/ਅਧਿਕਾਰੀਆਂ, ਜਿਨ੍ਹਾਂ ਨੂੰ ਚੋਣ ਪ੍ਰਕਿਰਿਆ ਲਈ ਤੈਨਾਤ ਕੀਤਾ ਗਿਆ ਹੈ, ਜਾਂ ਚੋਣ ਨਾਲ ਸੰਬੰਧ ਰੱਖਦੇ ਹਨ, ਦੀਆਂ ਬਦਲੀਆਂ/ਤੈਨਾਤੀਆਂ ਅਤੇ ਸਿਫਟਿੰਗ ਤੇ ਤੁਰੰਤ ਮੁਕੰਮਲ ਰੋਕ ਲਗਾਈ ਜਾਂਦੀ ਹੈ।

3. ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ ਦੀ ਇੰਨ-ਬਿੰਨ ਪਾਲਣਾ ਕੀਤੀ ਜਾਵੇ ਅਤੇ ਇਸ ਦੀ ਪਹੁੰਚ ਰਸੀਦ ਵੀ ਭੇਜੀ ਜਾਵੇ।

ਪ੍ਰਸੋਨਲ ਵਿਭਾਗ, ਪੰਜਾਬ ਵਲੋਂ ਜਾਰੀ ਗਸ਼ਤੀ ਪੱਤਰ ਨੰ: 6/27/99-6ਪੀਪੀ3/3318 ਮਿਤੀ 25 ਫਰਵਰੀ, 2003 ਦੀ ਕਾਪੀ ਜੋ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁਖੀਆਂ ਆਦਿ ਨੂੰ ਸੰਬੰਧਿਤ ਹੈ।

ਵਿਸ਼ਾ:- ਐਲ.ਟੀ.ਸੀ. ਦੀ ਸੁਵਿਧਾ ਨੂੰ ਆਰਜੀ ਤੌਰ ਤੇ ਇਕ ਕਲੰਡਰ ਸਾਲ ਲਈ ਸਥਗਿਤ ਕਰਨ ਸੰਬੰਧੀ।

ਸ਼੍ਰੀ ਮਾਨ/ਸ਼੍ਰੀਮਤੀ ਜੀ,

ਮੈਨੂੰ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਆਪ ਜੀ ਦਾ ਧਿਆਨ ਇਸ ਵਿਭਾਗ ਦੇ ਪੱਤਰ ਨੰ: 6/27/99-6ਪੀ.ਪੀ.3/6850-52 ਵੱਲ ਦਿਵਾਉਂਦੇ ਹੋਏ ਇਹ ਕਹਿਣ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਸਰਕਾਰੀ ਖਰਚੇ ਵਿੱਚ ਕਫਾਇਤ ਕਰਨ ਅਤੇ ਸੰਜਮਤਾ ਚਾਲਕ ਸ਼ਕਤੀ ਕਰਨ ਹਿੱਤ ਐਲ.ਟੀ.ਸੀ./ਐਲ/ਟੀ.ਸੀ. (ਹੋਮ ਟਾਊਨ) ਦੀ ਸੁਵਿਧਾ ਨੂੰ ਹੋਰ ਇਕ ਕਲੰਡਰ ਸਾਲ ਭਾਵ ਮਿਤੀ 31/12/2003 ਤੱਕ ਦੇ ਸਮੇਂ ਲਈ ਆਰਜੀ ਤੌਰ ਤੇ ਸਥਗਿਤ ਕੀਤਾ ਜਾਂਦਾ ਹੈ।

2. ਇਹ ਹਦਾਇਤਾਂ ਮੌਜੂਦਾ ਸਾਲ ਭਾਵ 31.12.03 ਤੱਕ ਰਿਟਾਇਰ ਹੋਣ ਵਾਲੇ ਕਰਮਚਾਰੀਆਂ ਤੇ ਲਾਗੂ ਨਹੀਂ ਹੋਣਗੀਆਂ।
3. ਇਹ ਹੁਕਮ ਤੁਰੰਤ ਲਾਗੂ ਹੋਣਗੇ।

Copy of Punjab Government circular letter No. 3/34/99-3PP1/3377, dated 28th February, 2003 from the Department of Personnel, address to all the Hsheads of Department etc. In the State of Punjab.

Subject:- Implementation of Ajit Singh Janjua Judgement - I.A.No.1-3 in C.W.P. Nos. 3792-94.

Sir/Madam,

I am directed to refer to this Department circular letter No. 3/34/99-3PPI/12565, dated 22nd October, 1999, on the subject noted above and to state that the matter regarding revision of instructions mentioned in para 3 of the above referred letter is under consideration of the Government. It is, therefore, requested that in the pending cases the operation of instructions contained in para 3 ibid may be kept in abeyance for the time being.

ਪ੍ਰਸੋਨਲ ਵਿਭਾਗ, ਪੰਜਾਬ ਵਲੋਂ ਜਾਰੀ ਗਸ਼ਤੀ ਪੱਤਰ ਨੰ: 15/1/03-1ਪੀਪੀ1/3708 ਮਿਤੀ 5 ਮਾਰਚ, 2003 ਦੀ ਕਾਪੀ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁਖੀਆਂ ਆਦਿ ਨੂੰ ਸੰਬੰਧਿਤ ਹੈ।

ਵਿਸ਼ਾ: ਸਲਾਨਾਂ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਬਾਰੇ।

ਸ਼੍ਰੀਮਾਨ/ਸ਼੍ਰੀਮਤੀ ਜੀ,

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਦੇ ਸੰਬੰਧ ਵਿੱਚ ਆਪ ਜੀ ਦਾ ਧਿਆਨ ਰਾਜ ਸਰਕਾਰ ਦੇ ਗਸ਼ਤੀ ਪੱਤਰ ਨੰ: 2324-ਏ.ਐਸ.ਆਈ.60/157

8. ਮਿਤੀ 3.5.1960 ਦੇ ਪੈਰਾ-19, ਗਸ਼ਤੀ ਪੱਤਰ ਨੰ: 15/12/99-1ਪੀਪੀ1/1329, ਮਿਤੀ 24.1.2001 ਅਤੇ ਗਸ਼ਤੀ ਪੱਤਰ ਨੰ: 15/8/2000-1ਪੀ.ਪੀ.1/9216, ਮਿਤੀ 18 ਜੂਨ, 2001 (ਜਿਨ੍ਹਾਂ ਦੀ ਕਾਪੀ ਸਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਬਾਰੇ ਸਟੈਂਡਿੰਗ ਗਾਈਡ (ਦੂਜਾ ਐਡੀਸ਼ਨ) ਦੇ ਕ੍ਰਮਵਾਰ ਪੰਨਾ-55, ਪੰਨਾ-124-25 ਅਤੇ 126-27 ਤੇ ਵੀ ਉਪਲਬਧ ਹੈ) ਵੱਲ ਦਿਵਾਉਣ ਅਤੇ ਇਹ ਲਿਖਣ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ ਅਨੁਸਾਰ ਸਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਦੀ ਪ੍ਰੋਫਾਰਮਿਆਂ ਵਿੱਚ 'ਦਰਜਾਬੰਦੀ' ਬਾਰੇ ਕਾਲਮ ਦੇ ਸਾਹਮਣੇ ਨਿਰਧਾਰਿਤ ਕੀਤੀਆਂ ਗਈਆਂ ਦਰਜਾਬੰਦੀਆਂ ਬਾਰੇ ਸਪਸ਼ਟ ਸੰਕੇਤ ਦੇਣ ਹਿੱਤ ਬੇਨਤੀ ਕੀਤੀ ਗਈ ਸੀ ਅਤੇ ਇਹ ਵੀ ਯਕੀਨੀ ਬਣਾਉਣ ਹਿੱਤ ਬੇਨਤੀ ਕੀਤੀ ਗਈ ਸੀ ਕਿ ਦਰਜ ਕੀਤੀ ਗਈ ਦਰਜਾਬੰਦੀ ਪ੍ਰਸੋਨਲ ਵਿਭਾਗ ਦੀਆਂ ਹਦਾਇਤਾਂ ਦੇ ਬਿਲਕੁਲ ਅਨੁਕੂਲ ਹੋਵੇ ਭਾਵ "ਏ+" (ਉਤਮ), "ਏ" (ਬਹੁਤ ਚੰਗਾ) "ਬੀ+" (ਚੰਗਾ) "ਬੀ" (ਔਸਤ) ਜਾਂ "ਸੀ" (ਔਸਤ ਤੋਂ ਘੱਟ) ਹੋਵੇ ਅਤੇ ਜਿਨ੍ਹਾਂ ਕੇਸਾਂ ਵਿੱਚ "ਦਰਜਾਬੰਦੀ" ਹਦਾਇਤਾਂ ਦੇ ਅਨੁਕੂਲ ਰਿਕਾਰਡ ਨਹੀਂ ਕੀਤੀ ਗਈ ਹੈ, ਉਨ੍ਹਾਂ ਕੇਸਾਂ ਵਿੱਚ ਸੰਬਧਤ ਗੁਪਤ ਰਿਪੋਰਟ ਨੂੰ ਇਗਨੋਰ ਕਰਕੇ ਸਮੁੱਚੀਆਂ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਵਿੱਚ ਇੱਕ ਹੋਰ ਗੁਪਤ ਰਿਪੋਰਟ, ਜੋ ਉਪਲਬਧ ਹੋਵੇ ਤਾਂ ਸ਼ਾਮਲ ਕਰ ਲਈ ਜਾਵੇ। ਪਰੰਤੂ ਵੇਖਣ ਵਿੱਚ ਆਇਆ ਹੈ ਕਿ ਹਦਾਇਤਾਂ ਦੇ ਬਾਵਜੂਦ ਸਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਰਿਕਾਰਡ ਕਰਦੇ ਸਮੇਂ ਰਿਪੋਰਟਿੰਗ ਅਧਿਕਾਰੀਆਂ ਵੱਲੋਂ 'ਦਰਜਾਬੰਦੀ' ਹਦਾਇਤਾਂ ਦੇ ਅਨੁਕੂਲ ਰਿਕਾਰਡ ਨਹੀਂ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਅਤੇ ਕਈ ਵਿਭਾਗਾਂ ਨੇ ਤਾਂ ਸਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਦ ਪ੍ਰੋਫਾਰਮੇਂ ਵਿੱਚ ਵੀ ਦਰਜਾਬੰਦੀ ਬਾਰੇ ਕਾਲਮ ਦੇ ਸਾਹਮਣੇ ਨਿਰਧਾਰਿਤ ਕੀਤੀਆਂ ਦਰਜਾਬੰਦੀਆਂ ਦੀ ਬਜਾਏ ਆਪਣੀ ਅਨੁਸਾਰ ਹੀ ਸੰਕੇਤ ਦਿੱਤੇ ਹਨ, ਅਤੇ ਹਦਾਇਤਾਂ ਨੂੰ ਅਣਡਿੱਠ ਕਰਦੇ ਹੋਏ ਪਦ-ਉਨਤੀ ਅਸ਼ੋਰਫ਼ ਕੈਰੀਅਰ ਪ੍ਰੋਗਰੇਸ਼ਨ ਸਕੀਮ ਆਦਿ ਅਧੀਨ ਲਾਭ ਦੇਣ ਹਿੱਤ ਆਪਣੀ ਮਰਜ਼ੀ ਅਨੁਸਾਰ ਹੀ ਵਿਚਾਰ ਕੀਤਾ ਜਾਂਦਾ ਹੈ। ਇਥੋਂ ਤੱਕ ਕਿ ਕਈ ਕੇਸਾਂ ਵਿੱਚ ਵਿਭਾਗੀ ਤਰੱਕੀ ਕਮੇਟੀ ਦੇ ਸਾਹਮਣੇ ਵੀ ਤਜਵੀਜ਼ ਪੇਸ਼ ਕਰਦੇ ਸਮੇਂ ਉਕਤ ਅਨੁਸਾਰ ਹਦਾਇਤਾਂ ਨੂੰ ਅਣਡਿੱਠ ਕਰਦੇ ਹੋਏ (ਜਿਥੇ ਦਰਜਾਬੰਦੀ ਹਦਾਇਤਾਂ ਦੇ ਅਨੁਕੂਲ ਰਿਕਾਰਡ ਨਹੀਂ ਕੀਤੀ ਗਈ ਹੈ, ਉਸ ਗੁਪਤ ਰਿਪੋਰਟ ਨੂੰ ਇਗਨੋਰ ਕਰਨ ਉਪਰੰਤ ਇੱਕ ਹੋਰ ਸਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟ ਵੇਖਣ ਦੇ ਬਜਾਏ) ਆਪਣੀ ਮਰਜ਼ੀ ਅਨੁਸਾਰ ਹੀ ਵਿਚਾਰ ਕਰਨ ਉਪਰੰਤ ਫੈਸਲਾ ਲੈਣ ਲਈ ਪ੍ਰਸੋਨਲ ਵਿਭਾਗ ਨੂੰ ਜਜ਼ਬੂਰ ਕੀਤਾ ਜਾਂਦਾ ਹੈ। ਇਸ ਤਰ੍ਹਾਂ ਦੀ ਪ੍ਰਥਾ ਠੀਕ ਨਹੀਂ ਹੈ।

2. ਉਪਰੋਕਤ ਦਰਸਾਈ ਗਈ ਸਥਿਤੀ ਵਿੱਚ ਬਣਦੀ ਜਾ ਰਹੀ ਧਾਰਣਾ ਨੂੰ ਰੋਕਣ ਲਈ ਜ਼ਰੂਰੀ ਹੈ ਕਿ ਜਿਨ੍ਹਾਂ ਕੇਸਾਂ ਵਿੱਚ ਦਰਜਾਬੰਦੀ ਹਦਾਇਤਾਂ ਦੇ ਅਨੁਕੂਲ ਰਿਕਾਰਡ ਨਹੀਂ ਕੀਤੀ ਗਈ ਹੈ, ਉਨ੍ਹਾਂ ਕੇਸਾਂ ਵਿੱਚ ਉਕਤ ਅਨੁਸਾਰ ਹਵਾਲਾ ਅਧੀਨ ਹਦਾਇਤਾਂ ਦੇ ਅਨੁਕੂਲ ਇੱਕ ਸਾਰ ਨੀਤੀ ਦੀ ਪਾਲਣਾ ਯਕੀਨੀ ਬਣਾਈ ਜਾਵੇ ਅਤੇ ਜੇਕਰ ਇਸ ਤਰ੍ਹਾਂ ਦੇ ਕਿਸੇ ਕੇਸ ਵਿੱਚ ਸੰਬਧਤ ਗੁਪਤ ਰਿਪੋਰਟ ਜਿਸ ਵਿੱਚ 'ਦਰਜਾਬੰਦੀ' ਹਦਾਇਤਾਂ ਦੇ ਅਨੁਕੂਲ ਰਿਕਾਰਡ ਨਹੀਂ ਕੀਤੀ ਗਈ ਹੈ, ਨੂੰ ਧਿਆਨ ਵਿੱਚ ਰੱਖਦੇ ਫੈਸਲਾ ਲੈਣਾ ਜ਼ਰੂਰੀ ਸਮਝਿਆ ਜਾਂਦਾ ਹੈ ਤਾਂ ਮੁਕੰਮਲ ਅਤੇ ਸਵੈ ਸਪਸ਼ਟ ਤਜਵੀਜ਼ ਠੋਸ ਕਾਰਨਾਂ ਸਹਿਤ ਸੰਬਧਤ ਪ੍ਰਬੰਧਕੀ ਵਿਭਾਗ ਰਾਹੀਂ ਪ੍ਰਸੋਨਲ ਵਿਭਾਗ ਨੂੰ ਅਗੇਤੀ ਪ੍ਰਵਾਨਗੀ/ਸਹਿਮਤੀ ਲਈ ਭੇਜੀ ਜਾਵੇ ਅਤੇ ਪ੍ਰਸੋਨਲ ਵਿਭਾਗ ਦੀ ਅਗੇਤੀ ਪ੍ਰਵਾਨਗੀ/ਸਹਿਮਤੀ ਤੋਂ ਬਿਨ੍ਹਾਂ ਕਿਸੇ ਵੀ ਅਧਿਕਾਰੀ/ਕਰਮਚਾਰੀ ਨੂੰ ਇਸ ਤਰ੍ਹਾਂ ਦੀ ਗੁਪਤ ਰਿਪੋਰਟ ਦੇ ਆਧਾਰ ਤੇ ਲਾਭ ਦੇਣ ਹਿੱਤ ਵਿਚਾਰ ਨਾ ਕੀਤਾ ਜਾਵੇ। ਇਸ ਦੇ ਨਾਲ ਇਹ ਵੀ ਯਕੀਨੀ ਬਣਾਇਆ ਜਾਵੇ ਕਿ ਸਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਬਾਰੇ ਮਿੱਥੇ ਗਏ ਪ੍ਰੋਫਾਰਮਿਆਂ ਵਿੱਚ 'ਦਰਜਾਬੰਦੀ' ਬਾਰੇ ਕਾਲਮ ਦੇ ਸਾਹਮਣੇ ਹਦਾਇਤਾਂ ਅਨੁਸਾਰ ਨਿਰਧਾਰਿਤ ਦਰਜਾਬੰਦੀਆਂ ਬਾਰੇ ਸਪਸ਼ਟ ਸੰਕੇਤ ਦਿੱਤੇ ਜਾਣ।

3. ਇਹ ਹਦਾਇਤਾਂ ਇੰਨ-ਬਿੰਨ ਪਾਲਣਾ ਲਈ ਸਾਰੇ ਸੰਬਧਤਾਂ ਦੇ ਧਿਆਨ ਵਿੱਚ ਲਿਆ ਦਿੱਤਾ ਜਾਣ।

Copy of Punjab Government circular letter No. 3/64/02-2PP1/3871, dated 11th March 2003 from the Department of Personnel, addressed to all the Heads of Department etc. in the State of Punjab.

Subject:- Ban on Promotion in Group 'A', 'B', and 'C' Services in the State of Punjab.

Sir,

I am directed to refer to this Department Circular letter No. 3/64/2002-2PP(1)/73-74 dated 1st January, 2003 on the subject noted above and to convey decision of the Government to lift ban on Promotions in Group 'A', 'B', and 'C' services in the State with immediate effect subject to the condition that whenever Promotions are made; a condition must be imposed in the promotion order that these promotions will be subject to the final decision of the Writ(s) which are pending in the Supreme Court of India regarding the 85th Amendment of the Constitution of India.

ਪ੍ਰਸੋਨਲ ਵਿਭਾਗ, ਪੰਜਾਬ ਪਲੇਂ ਜਾਰੀ ਗਸ਼ਤੀ ਪੱਤਰ ਨੰ: 3/3/03-2ਪੀਪੀ1/5175 ਮਿਤੀ 20 ਮਾਰਚ, 2003 ਦੀ ਕਾਪੀ ਜੋਰਾਜ ਦੇ ਸਤੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁਖੀਆਂ ਆਦਿ ਨੂੰ ਸੰਬੋਧਿਤ ਹੈ।

ਵਿਸ਼ਾ: ਦਰਜਾ-1 ਅਤੇ 2 (ਗੁਣ ਗਰੁੱਪ 'ਏ' ਅਤੇ ਗਰੁੱਪ 'ਬੀ') ਦੇ ਤਰੱਕੀ ਦੇ ਕੇਸ ਨੂੰ ਵਿਚਾਰਨ ਲਈ ਵਿਭਾਗੀ ਤਰੱਕੀ

ਕਮੇਟੀ ਦੀ ਬੈਠਕ ਲਈ ਅਜੰਡਾ ਸਮੇਂ ਸਿਰ ਭੇਜਣ ਬਾਰੇ।

ਸ਼੍ਰੀਮਾਨ/ਸ਼੍ਰੀਮਤੀ ਜੀ

ਸਮੂਹ ਵਿੱਤੀ ਕਮਿਸ਼ਨ/ਮੁੱਖ ਸਕੱਤਰ/ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਇਸ ਵਿਭਾਗ ਦੇ ਗ.ਸ.ਪੱ.ਨੰ: 3/64/95-3ਪੀ.ਪੀ.(1)/25643, ਮਿਤੀ 21 ਨਵੰਬਰ, 1995 ਅਤੇ ਨੰ: 3/53/2001-3 ਪੀਪੀ(1)/8180, ਮਿਤੀ 1.6.2001 ਵੱਲ ਧਿਆਨ ਦੇਣ ਦੀ ਕ੍ਰਿਪਾਲਤਾ ਕਰਨ।

2. ਹਵਾਲਾ ਅਧੀਨ ਪੱਤਰਾਂ ਰਾਹੀਂ ਇਸ ਵਿਭਾਗ ਵਲੋਂ ਪੱਤਰ ਨੰ: 4/24/91-3ਪੀ.ਪੀ.(1)/8560, ਕਿਤੀ 19.5.1993 ਰਾਹੀਂ ਜਾਰੀ ਹੋਈਆਂ ਹਦਾਇਤਾਂ ਨੂੰ ਦੁਹਰਾਇਆ ਗਿਆ ਸੀ ਜਿਨ੍ਹਾਂ ਵਿੱਚ ਲਿਖਿਆ ਗਿਆ ਸੀ ਕਿ ਵਿਭਾਗੀ ਤਰੱਕੀ ਕਮੇਟੀ ਦੀ ਬੈਠਕ ਵਿੱਚ ਵਿਚਾਰਿਆ ਜਾਣ ਵਾਲਾ ਅਜੰਡਾ ਬੈਠਕ ਦੀ ਮਿਤੀ ਤੋਂ ਘੱਟੋ-ਘੱਟ 15 ਦਿਨ ਪਹਿਲਾਂ ਭੇਜਿਆ ਜਾਵੇ। ਇਹ ਆਮ ਤੌਰ ਤੇ ਵੇਖਣ ਵਿੱਚ ਆਇਆ ਹੈ ਕਿ ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ ਦੀ ਇੰਨ-ਬਿੰਨ ਪਾਲਣਾ ਨਹੀਂ ਕੀਤੀ ਜਾ ਰਹੀ ਹੈ ਅਤੇ ਅਜੰਡਾ ਨੋਟ ਬੈਠਕ ਹੋਣ ਦੀ ਮਿਤੀ ਤੋਂ ਇਕ ਜਾਂ ਦੋ ਦਿਨ ਪਹਿਲਾਂ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ ਜਾਂ ਫਿਰ ਕਈ ਵਾਰ ਬਿਲਕੁਲ ਮੌਕੇ ਤੇ ਕਮੇਟੀ ਦੀ ਬੈਠਕ ਵਿੱਚ ਹੀ ਰੱਖਿਆ ਜਾਂਦਾ ਹੈ, ਜਿਸ ਕਾਰਨ ਅਜੰਡਾ ਨੋਟ ਨੂੰ ਪ੍ਰੇਖਣਾ ਮੁਸ਼ਕਲ ਹੋ ਜਾਂਦਾ ਹੈ। ਇਥੋਂ ਤੱਕ ਕਿ ਉਸ ਅਜੰਡੇ ਨੂੰ ਇਤਨੇ ਥੋੜੇ ਸਮੇਂ ਵਿੱਚ ਪੜਨਾਂ ਵੀ ਮੁਸ਼ਕਲ ਹੋ ਜਾਂਦਾ ਹੈ। ਇਸ ਲਈ ਇਸ ਸੰਬੰਧ ਵਿੱਚ ਮੁੜ ਬੇਨਤੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਵਿਭਾਗੀ ਤਰੱਕੀ ਕਮੇਟੀ ਦੀ ਬੈਠਕ ਰੱਖਣ ਬਾਰੇ ਨੋਟਿਸ ਪ੍ਰਬੰਧਕੀ ਵਿਭਾਗ ਵਲੋਂ ਘੱਟੋ-ਘੱਟ ਇੱਕ ਮਹੀਨਾਂ ਪਹਿਲਾਂ ਹਰ ਹਾਲਤ ਵਿੱਚ ਭੇਜਿਆ ਜਾਵੇ ਅਤੇ ਹਰ ਪੱਖੋਂ ਮਕੰਮਲ ਅਜੰਡਾ ਨੋਟ ਬੈਠਕ ਦੀ ਮਿਤੀ ਤੋਂ 15 ਦਿਨ ਪਹਿਲਾਂ ਹਰ ਹਾਲਤ ਵਿੱਚ ਭੇਜਿਆ ਜਾਵੇ। ਜੇਕਰ ਅਜੰਡਾ ਨੋਟ ਮਿੱਥੇ ਸਮੇਂ ਦੇ ਅੰਦਰ-ਅੰਦਰ ਨਹੀਂ ਪ੍ਰਾਪਤ ਹੁੰਦਾ ਤਾਂ ਇਸ ਵਿਭਾਗ ਦੀ ਕੋਈ ਜ਼ਿੰਮੇਵਾਰੀ ਨਹੀਂ ਹੋਵੇਗੀ ਕਿ ਉਹ ਆਪਣਾ ਨੁਮਾਇੰਦਾ ਬੈਠਕ ਵਿੱਚ ਹਿੱਸਾ ਲੈਣ ਲਈ ਭੇਜੇ।

3. ਭਵਿੱਖ ਵਿੱਚ ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ ਦੀ ਇੰਨ-ਬਿੰਨ ਪਾਲਣਾ ਯਕੀਨੀ ਬਣਾਈ ਜਾਵੇ ਅਤੇ ਇਸ ਪੱਤਰ ਦੀ ਪਹੁੰਚ ਰਸੀਦ ਵੀ ਭੇਜੀ ਜਾਵੇ।

ਪ੍ਰਸ਼ੋਨਲ ਵਿਭਾਗ, ਪੰਜਾਬ ਵਲੋਂ ਜਾਰੀ ਗਸ਼ਤੀ ਪੱਤਰ ਨੰ: 11/34/2000-4ਪੀਪੀ3/5351 ਮਿਤੀ 28 ਮਾਰਚ, 2003 ਦੀ ਕਾਪੀ ਜੋ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁਖੀਆਂ ਆਦਿ ਨੂੰ ਸੌਂਬੋਧਿਤ ਹੈ।

ਵਿਸ਼ਾ: ਵਰਕਚਾਰਜਡ /ਦਿਹਾਤੀਦਾਰ ਆਦਿ ਵਰਕਰਾਂ ਦੀਆਂ ਸੇਵਾਵਾਂ ਨਿਯਮਤ ਕਰਨ ਸੰਬੰਧੀ ਨੀਤੀ ਦਾ ਰਿਵਿਊ।

ਸ਼੍ਰੀਮਾਨ ਜੀ/ਸ਼੍ਰੀਮਤੀ ਜੀ

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਆਪ ਦਾ ਧਿਆਨ ਇਸ ਵਿਭਾਗ ਦੇ ਪੱਤਰ ਨੰ: 11/34/2000-4ਪੀ.ਪੀ.3/1301-02, ਮਿਤੀ 23.1.2001 ਵੱਲ ਦਿਵਾਉਂਦੇ ਹੋਏ ਮੈਨੂੰ ਇਹ ਲਿਖਣ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਇਸ ਪੱਤਰ ਦੇ ਪੈਰਾ ਨੰ: 4 ਵਿੱਚ ਕੀਤੇ ਉਪਬੰਧਾਂ ਅਨੁਸਾਰ ਤਿੰਨ ਸਾਲ ਦੀ ਸੇਵਾ ਪੂਰੀ ਕਰਨ ਵਾਲੇ ਵਰਕਚਾਰਜਡ/ਦਿਹਾਤੀਦਾਰ ਕਾਮਿਆਂ ਦੀਆਂ ਸੇਵਾਵਾਂ ਨਿਯਮਤ ਕਰਨ ਸੰਬੰਧੀ ਪ੍ਰਕਿਰਿਆ ਚਾਰ ਮਹੀਨਿਆਂ ਵਿੱਚ ਮਕੰਮਲ ਕੀਤੀ ਜਾਣੀ ਸੀ ਅਰਥਾਤ ਇਹ ਕਾਰਵਾਈ ਮਿਤੀ 22.5.2001 ਤੱਕ ਮੁਕੰਮਲ ਕੀਤੀ ਜਾਂਦੀ ਸੀ।

2. ਕੁਝ ਵਿਭਾਗਾਂ ਵੱਲੋਂ ਇਸ ਵਿਭਾਗ ਤੋਂ ਸਪਸ਼ਟੀਕਰਨ ਮੰਗਿਆ ਗਿਆ ਹੈ ਕਿ ਜਿਹੜੇ ਅਜਿਹੇ ਵਰਕਚਾਰਜਡ/ਦਿਹਾਤੀਦਾਰ ਕਾਮਿਆਂ/ਕਰਮਚਾਰੀਆਂ ਜਿਨ੍ਹਾਂ ਦੀਆਂ ਸੇਵਾਵਾਂ ਹਵਾਲਾ ਪੱਤਰ ਅਧੀਨ ਪੱਤਰ ਦੇ ਪੈਰਾ-4 ਵਿੱਚ ਦਿੱਤੇ ਸਮੇਂ ਅਨੁਸਾਰ ਕਿਸੇ ਕਾਰਣ ਕਰਕੇ ਰੈਗੂਲਰ ਨਹੀਂ ਕੀਤੀਆਂ ਜਾ ਸਕਦੀਆਂ, ਕੀ ਹੁਣ ਉਨ੍ਹਾਂ ਦੀਆਂ ਸੇਵਾਵਾਂ ਰੈਗੂਲਰ ਕੀਤੀਆਂ ਜਾ ਸਕਦੀਆਂ ਹਨ ਕਿ ਨਹੀਂ, ਜਦੋਂ ਕਿ ਉਹ ਬਾਕੀ ਦੀਆਂ ਸ਼ਰਤਾਂ ਪੂਰੀਆਂ ਕਰਦੇ ਹਨ? ਇਸ ਮਾਮਲੇ ਤੇ ਸਰਕਾਰ ਦੀ ਪੱਧਰ ਤੇ ਵਿਚਾਰ ਕੀਤਾ ਗਿਆ ਹੈ ਅਤੇ ਇਹ ਫੈਸਲਾ ਕੀਤਾ ਗਿਆ ਹੈ ਕਿ ਜਿਹੜੇ ਵਰਕਚਾਰਜਡ/ਦਿਹਾਤੀਦਾਰ ਆਦਿ ਕਾਮਿਆਂ/ਕਰਮਚਾਰੀਆਂ ਦੀਆਂ ਸੇਵਾਵਾਂ ਸਰਕਾਰ ਦੇ ਪੱਤਰ ਮਿਤੀ 23.1.2001 ਦੇ ਵਿੱਚ ਦਿੱਤੀ ਸਮੇਂ ਸੀਮਾ ਵਿੱਚ ਰੈਗੂਲਰ ਨਹੀਂ ਹੋ ਸਕੀਆਂ ਉਨ੍ਹਾਂ ਦੀਆਂ ਸੇਵਾਵਾਂ ਹੁਣ ਮਿਤੀ 30 ਜੂਨ, 2003 ਤਕ ਹਰ ਹਾਲਤ ਵਿੱਚ ਰੈਗੂਲਰ ਕਰਨ ਲਈ ਵਿਚਾਰ ਲਿਆ ਜਾਵੇ। ਇਥੇ ਇਹ ਸਪਸ਼ਟ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਇਸ ਤੋਂ ਬਾਅਦ ਹੋਰ ਸਮਾਂ ਸੀਮਾ ਵਿੱਚ ਵਾਧਾ ਨਹੀਂ ਕੀਤਾ ਜਾਵੇਗਾ। ਇਥੇ ਇਹ ਵੀ ਸਪਸ਼ਟ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਇਸ ਸਮੇਂ ਸੀਮਾ ਵਿੱਚ ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ ਮੁਕੰਮਲ ਨਾ ਕੀਤੀ ਜਾਣ ਕਰਕੇ ਜੇਕਰ ਕੋਈ ਮਾਮਲਾ ਸਰਕਾਰ ਦੇ ਧਿਆਨ ਵਿੱਚ ਆਇਆ ਤਾਂ ਸੰਬੰਧਤ ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰ/ਵਿਭਾਗ ਦੇ ਮੁੱਖੀ ਨੂੰ ਜਿੰਮੇਵਾਰ ਠਹਿਰਾਇਆ ਜਾਵੇਗਾ।

3. ਇਸ ਪੱਤਰ ਦੀ ਪਹੁੰਚ ਰਸੀਦ ਭੇਜੀ ਜਾਵੇ।

ਪ੍ਰੋਸੇਨਲ ਵਿਭਾਗ, ਪੰਜਾਬ ਵਲੋਂ ਜਾਰੀ ਗਸ਼ਤੀ ਪੱਤਰ ਨੰ: 3/54/91-2ਪੀਪੀ2/ਭਾਗ-2/5429 ਮਿਤੀ 31 ਮਾਰਚ, 2003 ਦੀ ਕਾਪੀ ਜੋ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁਖੀਆਂ ਆਦਿ ਨੂੰ ਸੰਬੋਧਿਤ ਹੈ।

ਵਿਸ਼ਾ: ਪੰਜਾਬ ਸਿਵਲ ਸੇਵਾਵਾਂ (ਸਜ਼ਾ ਅਤੇ ਅਪੀਲ) ਨਿਯਮਾਂਵਲੀ 1970 ਤਹਿਤ ਪੜਤਾਲੀਆਂ ਅਧਿਕਾਰੀਆਂ ਦੀ ਨਿਯੁਕਤੀ ਕਰਨ ਬਾਰੇ।

ਸ਼੍ਰੀਮਾਨ ਜੀ/ਸ਼੍ਰੀਮਤੀ ਜੀ

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਇਸ ਵਿਭਾਗ ਦੇ ਗਸ਼ਤੀ ਪੱਤਰ ਨੰ: 3/54/91-2ਪੀ.ਪੀ.2/7050, ਮਿਤੀ 6/6/2000 ਦੇ ਹਵਾਲੇ ਵਿਚ ਮੈਨੂੰ ਇਹ ਸੂਚਿਤ ਕਰਨ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਇਸ ਪੱਤਰ ਵਿਚ ਹੋਰਨਾਂ ਤੋਂ ਇਲਾਵਾ ਸ਼੍ਰੀ ਐਸ.ਐਮ.ਦੁਆ, ਆਈ.ਏ.ਐਸ.(ਰਿਟਾਇਰਡ) ਦਾ ਨਾਮ ਵੀ ਪੜਤਾਲੀਆਂ ਅਫਸਰਾਂ ਦੇ ਪੈਨਲ ਵਿਚ ਸ਼ਾਮਿਲ ਕੀਤਾ ਗਿਆ ਸੀ, ਪਰੰਤੂ ਉਹ ਹੁਣ ਸਵਰਗਵਾਸ ਹੋ ਚੁੱਕੇ ਹਨ। ਇਸ ਲਈ ਇਸ ਵਿਭਾਗ ਵਲੋਂ ਜਾਰੀ ਕੀਤੇ ਪੜਤਾਲੀਆਂ ਅਫਸਰਾਂ ਦੇ ਪੈਨਲ ਵਿਚੋਂ ਉਨ੍ਹਾਂ ਦਾ ਨਾਮ ਕੱਢਿਆ ਜਾਂਦਾ ਹੈ।

ਪ੍ਰੋਸੇਨਲ ਵਿਭਾਗ, ਪੰਜਾਬ ਵਲੋਂ ਜਾਰੀ ਗਸ਼ਤੀ ਪੱਤਰ ਨੰ: 6/27/99-6ਪੀਪੀ3/5480 ਮਿਤੀ 1 ਅਪ੍ਰੈਲ, 2003 ਦੀ ਕਾਪੀ ਜੋ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁਖੀਆਂ ਆਦਿ ਨੂੰ ਸੰਬੋਧਿਤ ਹੈ।

ਵਿਸ਼ਾ: ਐਲ.ਟੀ.ਸੀ. ਦੀ ਜੋ ਸੁਵਿਧਾਂ ਇਕ ਸਾਲ ਲਈ ਆਰਜ਼ੀ ਤੌਰ ਤੇ ਸਥਗਿਤ ਕੀਤੀ ਗਈ ਸੀ, ਨੂੰ ਬਹਾਲ ਕਰਨ ਸੰਬੰਧੀ।

ਸ਼੍ਰੀਮਾਨ ਜੀ/ਸ਼੍ਰੀਮਤੀਜੀ,

ਮੈਨੂੰ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਆਪ ਦਾ ਧਿਆਨ ਇਸ ਵਿਭਾਗ ਦੇ ਪੱਤਰ ਨੰ: 6/27/99-6ਪੀ.ਪੀ.3/3318-20, ਮਿਤੀ 25.2.2003 ਵੱਲ ਦਿਵਾਉਂਦੇ ਹੋਏ ਇਹ ਲਿਖਣ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਪੰਜਾਬ ਸਰਕਾਰ ਦੁਆਰਾ ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਮਿਲਣ ਵਾਲੀ ਐਲ.ਟੀ.ਸੀ. ਸੁਵਿਧਾ ਜੋ ਕਿ ਕੈਲੰਡਰ ਸਾਲ 2002 ਅਤੇ 2003 ਦੌਰਾਨ ਆਰਜ਼ੀ ਤੌਰ ਤੇ ਸਥਗਿਤ ਕੀਤੀ ਗਈ ਸੀ, ਮਿਤੀ 1.4.2003 ਤੋਂ ਬਹਾਲ ਕੀਤੀ ਜਾਂਦੀ ਹੈ। ਭਾਵ ਇਹ ਸੁਵਿਧਾ ਪਹਿਲਾਂ ਵਾਂਗ ਸਮੂਚੇ ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਸਮੇਂ ਸਮੇਂ ਸਿਰ ਜਾਰੀ ਹਦਾਇਤਾਂ ਮੁਤਾਬਕ ਮਿਤੀ 1.4.2003 ਤੋਂ ਮਿਲਣਯੋਗ ਹੋਵੇਗੀ।

Copy of Punjab Government Circular No. 12/7/03-IPP2/5508, dated 2nd April 2003 from the Department of Personnel, addressed to all the Heads of Department etc. in the State of Punjab.

Subject:- Guidelines for othe postings and transfers of Government employees for the year 2002-03.

Sir/Madam,

I am directed to refer to this Department's letter No. 7/18/90-IPP.II/4124, dated 10.4.2002, on the subject noted above which contains the guidelines issued for the postings and transfers of Government employees. These guidelines consist of:-

- i) The provisions of stay of 3 years and 5 years as minimum and Maximum period in particular place.
- ii) Mamimum 7 years stat in a district in entire service of Group 'A' and Groub 'B' Officers.
- iii) 2 years stay as maximum with-in a particularr office, seats having sensitive nature of work, like extensive public dealings, establishments, monetary sanctions etc.
- iv) Special Considerations for Couple case, Un-married girls, Widows, Handicapped and employees having mentally retarded child.

2. In order to effect the transfers strictly, in accordance with these guidelines, every transfer

ring authority was supposed to:-

- (a) Maintain a record containing Minimum and Maximum stay on a particular station in one span.
- (b) Maintain a record for Maximum stay of Group 'A' and Group 'B' Officers in a District during their service.
- (c) Pin point the seats having sensitive nature of work, like extensive public dealings, establishments, monetary sanctions etc. and also to ensure that no-body remains posted on such seats for more than 2 years.
- (d) Maintain lists of Couple cases, Unmarried girls, Widows, Handicapped and employees having mentally retarded children alongwith their present postings and also request for preferential places.
- (e) To complete record of pending requests of these employees who could not be accommodated during the General transfers with reasons.
- (f) Number of transfers made during the Mid-terms period with the approval of the competent authority i.e. the Hon'ble Chief Minister, Punjab. If approval of the Competent Authority not obtained, the reasons there for.

3. The Government wants to ensure the meticulous compliance of the Guidelines. You are, accordingly, requested to prepare the record as stated above and intimate compliance through your Administrative Departments, to the Department of Personnel (P.P.II Branch) in these points.

Copy of Punjab Government circular letter No.7/14/03-IPP2/6473, dated 24th April, 2003 from the Department of Personnel addressed to all the Heads of Department etc. in the State of Punjab.

Subject:- Guidelines for the postings and transfers of Government employee for the year 2003-04.

Sir/Madam,

I am directed to refer to the subject cited above and to inform you that the postings and transfers of officer and officials in the State during 2003-2004 will be made during the period between 1st May 2003 in all the Departments of Governments of Punjab. The broad guidelines to be adopted for effecting transfers will be as under:-

- (a) Transfers must be kept to barest minimum. The Transfers should generally be made against vacant posts except where the transfer are justified on administrative or compassionate grounds.
- (b) Government employees whether Gazetted or Non-Gazetted, who are due to retire within the next two years, may be allowed to continue in the same district or at the same station of postings till retirement, as far as possible.
- (c) When husband and wife are in Government service it is desirable to keep the couple at one station for a period not more than 5 years, thereafter, she/he should be transferred as per policy. Even in case where the wife is in Government service and husband is under a private employment the same attitude may be adopted. Efforts, should 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 posting and transfer at stations convenient to them.

- (d) As far as possible, the handicapped and the blind employees may be shown due consideration mitigate their inconveniences while considering the question of their postings and transfers. The employees belonging to Terrorist victims may also be given sympathetic view for postings/transfers at station nearer to their places where family resides.
- (e) In case any child of Government employee/officer is mentally retarded, while posting and transferring such official/officers sympathetic attitude may be adopted and efforts should be made to post them at the place of their choice.
- (f) A stay of 3 years and 5 years may be treated respective, as the minimum and maximum period in a particular place. Similarly, for employees transferable within the State, particularly Group 'A' and Group 'B' officers, no employee should be allowed to serve in one district beyond a period of 7 years in his entire service. Within particular office seats having sensitive nature of work, like extensive public dealings, establishment, monetary sanctions etc should be clearly defined and maximum stay be kept at 2 years.
- (g) Premature transfers, i.e. transfer of an employee before he has completed a minimum of 3 years stay should not be ordered except under rare circumstances of punishment or clearly spelt out administrative reasons.
- (h) The employee/officers who are posted in the border areas, bet areas & Kandi areas should remain there for a minimum period of two years.
2. After the period of general transfers, the policy in respect of mid-term transfers will be as under:-
- 1) Generally, there will be complete ban on mid-term transfers.
 - 2) When the transfer become necessary to fill up a vacancy existing after making the general transfers or a new vacancy arising as a result of the following eventualities, the Administrative Department may do so at its own level:-
 - a) **Suspension;**
 - b) **Resignation;**
 - c) **Removal from service;**
 - d) **Retirement;**
 - e) **Deputation, including deputation for long term training;**
 - f) **Promotion;**
 - g) **Creation of new posts;**
 - h) **Death;and**
 - i) **Mutual transfers;**

After filling up vacancies arising as a result of eventualities mentioned above, the resultant vacancy may be only be filled up with the approval of the Chief Minister through the Department of Personnel.

3. In respect of the transfers to be made after 31st May, 2003, it is made clear that only those cases shall be referred to the Department of Personnel for approval which are not covered under the above items and transfer is proposed on administrative grounds or on externally compassionate grounds. Full justification may be shown in respect of cases in which transfer is proposed on administrative grounds. In such case the

proposal shall be sent by the Administrative Department with the approval of Minister-in-charge to the Department of Personnel (in Personnel Polices Branch-II). Thereafter, the pros and cons shall be considered by the Department of Personnel and orders of the Hon'ble Chief Minister, obtained and conveyed to the Administrative Department for action to be taken accordingly. The Administrative Department shall not effect transfers at its own level in compliance with the order of Minister-in charge rather the case shall be sent to the Department of Personnel for the approval of the Hon'ble Chief Minister.

In the case of the Departments where the Chief Minister is himself the Minister-in-charge, and has approved mid-term transfer, in that case as well, before effecting the transfer, the case shall have to be sent to the Department of Personnel for the approval of the Hon'ble Chief Minister.

4. In case, any difficulty is experienced, in any Department in implementing these instruction the matter be taken up with this Department.
5. Whenever orders of postings and transfer are issued, a separate note regarding T.A. may be given in orders indicating the transfer has been made in public interest or on the request of the employee.
6. Wherever consent has been obtained from an employee for transfer, against the resultant vacancy so caused no other employee shall be transferred without his consent.
7. It shall be ensured by the Administrative Department that the above guidelines and procedure laid down in policy instructions contained in letter No. 12/7/2003-IPP-2/5508, dated 2 April, 2003 are complied with in letter & spirit.

ਪ੍ਰਸ਼ਨੋਲ ਵਿਭਾਗ, ਪੰਜਾਬ ਵਲੋਂ ; ਜਾਰੀ ਗਸ਼ਤੀ ਪੱਤਰ ਨੰ: 9/30/98-4ਪੀਪੀ1/8326 ਮਿਤੀ 13 ਮਈ, 2003 ਦੀ ਕਾਪੀ ਜੋ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁਖੀਆ ਆਦਿ ਨੂੰ ਸੰਬੋਧਿਤ ਹੈ।

ਵਿਸ਼ਾ: ਸੇਵਾ ਨਿਯਮਾਂ ਦੀ ਬਣਤਰ ਵਿੱਚ ਤੇਜ਼ੀ ਲਿਆਉਣ ਬਾਰੇ।

ਸਮੂਹ ਵਿੱਤੀ ਕਮਿਸ਼ਨਰ, ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ ਅਤੇ ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰ ਪੰਜਾਬ ਸਰਕਾਰ ਕ੍ਰਿਪਾ ਕਰਕੇ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਵੱਲ ਧਿਆਨ ਦੇਣ ਦੀ ਖੇਚਲ ਕਰਨ।

2. ਉਨ੍ਹਾਂ ਦਾ ਧਿਆਨ ਇਸ ਵਿਭਾਗ ਦੇ ਅੰ.ਵਿ.ਪੱ. ਨੰ: 9/30/98-4ਪੀ.ਪੀ.1/13296 ਮਿਤੀ 12.10.1998 ਵੱਲ ਦਿਵਾਇਆ ਜਾਂਦਾ ਹੈ ਜਿਸ ਰਾਹੀਂ ਉਨ੍ਹਾਂ ਨੂੰ ਬੇਨਤੀ ਕੀਤੀ ਗਈ ਸੀ ਕਿ ਕਈ ਵਿਭਾਗਾਂ ਵਲੋਂ ਅਜੇ ਵੀ ਸੇਵਾ ਨਿਯਮਾਂ ਦੀ ਬਣਤਰ ਨੂੰ ਅੰਤਿਮ ਰੂਪ ਨਹੀਂ ਦਿੱਤਾ ਗਿਆ ਹੈ ਅਤੇ ਕਈ ਵਿਭਾਗ ਅਜਿਹੇ ਵੀ ਹਨ ਜਿਨ੍ਹਾਂ ਨੇ ਸੇਵਾ ਨਿਯਮ ਹਾਲੇ ਤੱਕ ਨਹੀਂ ਬਣਾਏ ਹਨ। ਇਨ੍ਹਾਂ ਦੀ ਅਣਹੋਂਦ ਕਾਰਨ ਸੇਵਾ ਮਾਮਲਿਆਂ ਬਾਰੇ ਕਈ ਤਰ੍ਹਾਂ ਦੇ ਝਗੜੇ ਉਤਪੰਨ ਹੁੰਦੇ ਹਨ ਅਤੇ ਕਰਮਚਾਰੀ ਕੋਰਟਾਂ ਦਾ ਸਹਾਰਾ ਲੈਂਦੇ ਹਨ ਉਨ੍ਹਾਂ ਨੂੰ ਇਸ ਵਿਭਾਗ ਵਲੋਂ ਜਾਰੀ ਹਦਾਇਤਾਂ ਮਿਤੀ 9.6.1994 ਅਨੁਸਾਰ ਪੰਜਾਬ ਸਿਵਲ ਸੇਵਾਵਾਂ(ਆਮ ਅਤੇ ਸਾਂਝੀਆਂ ਸੇਵਾ ਸ਼ਰਤਾਂ) ਨਿਯਮ 1994 ਦੀ ਕਾਪੀ ਭੇਜਦਿਆਂ ਹੋਇਆ ਵੀ ਲਿਖਿਆ ਗਿਆ ਸੀ ਕਿ ਪ੍ਰਬੰਧਕੀ ਵਿਭਾਗ ਆਪਣੇ ਅਧੀਨ ਵਿਭਾਗ ਦੇ ਸੇਵਾ ਨਿਯਮ ਭਾਰਤ ਦੇ ਸੰਵਿਧਾਨ ਦੇ ਅਨੁਛੇਦ 309 ਅਧੀਨ ਤੁਰੰਤ ਬਣਾਉਣ ਦੀ ਖੇਚਲ ਕਰਨ ਅਤੇ ਇਸ ਬਾਰੇ ਪ੍ਰਗਤੀ ਰਿਪੋਰਟ ਹਰ ਮਹੀਨੇ ਦੀ 7 ਤਰੀਕ ਤੱਕ ਭੇਜਿਆ ਕਰਨ। ਇਸ ਤੋਂ ਬਾਅਦ ਵੀ ਹਦਾਇਤਾਂ ਜਾਰੀ ਕਰਕੇ ਬੇਨਤੀ ਕੀਤੀ ਗਈ ਸੀ ਕਿ ਪ੍ਰਬੰਧਕੀ ਵਿਭਾਗ ਆਪਣੇ ਅਧੀਨ ਆਉਂਦੇ ਵਿਭਾਗ ਦੇ ਦਰਜਾ-1, II ਅਤੇ III ਕੈਟਾਗਰੀਆਂ ਦੇ ਸੇਵਾ ਨਿਯਮ, ਜੇਕਰ ਅਜੇ ਨਹੀਂ ਬਣਾਏ ਹਨ ਤਾਂ, ਬਣਾਉਣ ਬਾਰੇ ਲੰਬਿਤ ਮਾਮਲਿਆਂ ਨੂੰ ਅੰਤਿਮ ਰੂਪ ਦੇਣ ਬਾਰੇ ਤੁਰੰਤ ਲੜੀਂਦੀ ਕਾਰਵਾਈ ਕਰਨ ਅਤੇ ਅੰਤਿਮ ਰੂਪ ਦੇਣ ਦੇ ਕੰਮ ਨੂੰ 6 ਮਹੀਨਿਆਂ ਦੇ ਅੰਦਰ-ਅੰਦਰ ਨੇਪਰੇ ਚਾੜਿਆ ਜਾਵੇ।

3. ਹੁਣ ਪ੍ਰਸ਼ਨੋਲ ਵਿਭਾਗ ਦੇ ਅੰ.ਵਿ.ਪੱ.ਨੰ: 5/13/98/1ਪੀ.ਪੀ.1/11388, ਮਿਤੀ 8.9.2000 ਅਨੁਸਾਰ ਦਰਜਾ 1, II, ਅਤੇ III ਆਸਾਮੀਆਂ ਨੂੰ ਤਨਖਾਹ ਦੇ ਆਧਾਰ ਤੇ ਗਰੁੱਪ ਏ.ਬੀ. ਅਤੇ ਸੀ ਕਰ ਦਿੱਤਾ ਗਿਆ ਹੈ। ਇਸ ਲਈ ਪ੍ਰਬੰਧਕੀ ਵਿਭਾਗਾਂ ਨੂੰ ਬੇਨਤੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ ਨੂੰ ਮੁੱਖ ਰੱਖਦਿਆਂ ਜਿਨ੍ਹਾਂ ਵਿਭਾਗਾਂ ਦੇ ਸੇਵਾ ਨਿਯਮਾਂ ਨੂੰ ਅੰਤਿਮ ਰੂਪ ਨਹੀਂ ਦਿੱਤਾ ਗਿਆ ਹੈ ਮਾਮਲਾ

ਅਜੇ ਲੰਬਿਤ ਹੈ, ਬਾਰੇ ਪਹਿਲ ਦੇ ਆਧਾਰ ਤੇ ਨੇਪਰੇ ਚਾੜਨ ਬਾਰੇ ਅਗਲੀ ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ ਕਰਨ ਤਾਂ ਜੋ ਤਰੱਕੀ ਦੇ ਮਾਮਲਿਆਂ ਵਿੱਚ ਅਤੇ ਹੋਰ ਮਾਮਲਿਆਂ ਵਿੱਚ ਬੇਲੋੜੀ ਦੇਰੀ ਨਾ ਹੋਵੇ।

ਇਸ ਦੀ ਪਹੁੰਚ ਰਸੀਦ ਭੇਜੀ ਜਾ

Copy of Punjab Government circular letter No. 7/23/98-IPP2/8693, dated 19th May, 2003 from the Department of Personnel, addressed to all the Heads of Department etc. in the State of Punjab.

Subject:- Holding of General election to Gram Panchayats in the State of Punjab.

Sir/Madam,

I am directed to refer to the subject noted above and to say that in pursuance of Notification dated 4.3.2003 issued by the Department of Rural Development and Panchayats, the State Election Commission, Punjab will hold General Elections of the Members of about 12377 Gram Panchayats in the State by the 30th June, 2003. The state Election Commission, Punjab required 100000 personnel including reserves to be deployed for the conduct of this General Elections in 15000 Polling Stations were one Presiding Officer and 4 Polling Officers are required for each Polling Station. The State Election Commission, Punjab has addressed Memo No. 3/3/SEC/PE/2003/2365-67 Dated 23rd April, 2003, to the Chief Secretary, Punjab for issuing directions that the Heads of the Departments (whose offices are located at District levels) and all the Deputy Commissioners should furnish the lists of Officers/Officials working under their control alongwith their designations and addresses to the Additional Deputy Commissioners (Development) for appointments as Presiding Officer and Polling Officers.

2. The State Election Commission, Punjab has further desired that all postings/transfers/shiftings of all these Officers/Officials connected with election process at the State/Divisional/Sub-Divisional level should be banned from 1st June, 2003 to 30th June, 2003.

3. You are, accordingly, requested to comply with these directions of the State Election Commission, Punjab, meticulously.

Copy of Punjab Government circular letter No. 7/13/02/IPP2/8740, dated 20th May, 2003 from the Department of Personnel, addressed to all the Heads of Department and Financial Commissioners etc. in the State of Punjab

Subject:- Guidelines for the postings and transfer of employees of Corporations/Boards/Autonomous Bodies in the State, during the year 2003-2004.

Sir/Madam,

I am directed to refer to the subject cited above and to inform you that the postings and transfer of officers/officials in the Corporations/Boards/Autonomous Bodies in the State of Punjab during 2003-2004 will be made between the period 1st May, 2003 to 31st May, 2003. The broad guidelines to be adopted for effecting the postings & transfers of employees of Corporations/Boards/Autonomous Bodies are summarised as under:-

- a) Transfer must be kept to the barest minimum. The transfer should generally be made against vacant posts except where the transfers are justified on administrative or compensate grounds.

- b) Employees, who are due to retire within the next two years, may be allowed to continue in the same district or at the same station of posting till retirement, as far as possible.
- c) When husband and wife are in service, it is desirable to keep the couple at one station for a period not more than 5 years, thereafter, she/he should be transferred as per policy. Even in cases where the wife is in service and husband is under a private employment, the same attitude may be adopted. Efforts should 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 as in the matter of postings and transfers at station convenient to them.
- (d) 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 posting and transfers. The employees belonging to terrorist Victims may also be given sympathetic view for postings/transfers at Station nearer to their places where family resides.
- (e) In case any child of an employee/officer is mentally retarded, while postings and transferring such officials/officers, sympathetic attitude may be adopted and efforts should be made to post them at the place of their choice.
- (f) A stay of 3 years and 5 years may be treated respectively, as the minimum and maximum period in particular place. Similarly, for employees transferable within the State, no employee should be allowed to serve in one district beyond a period 7 years in his entire service. Within particular office, seats having sensitive nature of work, like extensive public dealings, establishment, monetary sanctions etc. should be clearly defined and maximum stay be kept at 2 years.
- (g) Premature transfers i.e. transfer of an employee before he was completed a minimum of 3 years should not be ordered except under rare circumstances of punishment or clearly spelt out administrative reasons.
- (h) The employees/officers who are posted in the border areas, bet areas & Kandi areas should remain there for a minimum period of two years.

2. After the period of general transfers, the policy in respect of mid-term transfers, will be as under:-

- (1) Generally, there will be complete ban on mid-term transfers.
- (2) When transfer becomes necessary to fill up a vacancy existing after making the general transfers or a new vacancy arising as a result of the following eventualities, the Administrative Department may be do so at its own level:-
 - (a) Suspension;
 - (b) Resignation ;
 - (c) Removal from services;
 - (d) Retirement ;

- (e) Deputation, including deputation for long term training;
- (f) Promotion;
- (g) Creation of new posts;
- (h) Death ; and
- (i) Mutual transfers.

After rilling up vacancies arising as a result of eventualities mentioned above, the resultant vacancy may only be filled up with the approval of the concerned Administration Department. No approval of Personnel Department is needed.

3. In respect of the transfers to be made after 31st May 2003, it is made clear that only those cases shall be referred to the Administrative Department for approval which are not covered under the above items and transfer is proposed on administrative grounds or on extremely compassionate grounds. Full justification may be shown in respect of cases in which transfer is proposed on administrative grounds. In such case the proposal shall be sent by the corporation/Boards/Autonomous Bodies to the Administrative Department which will consider the pros and cons of each case and orders be conveyed to the Corporations/Boards/Autonomous Bodies.

4. In case, any difficulty is experienced, in any Department in implementing these instructions the matter may be taken up with this Department, through concerned Administrative Department.

5. It shall be ensured by the Administrative Department that the above guidelines are complied with in letter and spirit.

Copy of Punjab Government circular letter No. 5/2/01-2PP2/8858, dated 21st May 2003 from the Department of Personnel, addressed to all the Heads of Department et. in the State of Punjab.

Subject:- Special Voluntary Retirements Scheme (VRS) for Surplus Punjab Government Employees
Sir/Madam,

With a view to effect economy and efficiency, the Government have decided to restructure Government Departments by indentifying redundant Staff and compressing the expenditure on salaries, allowances and pensions of employees on the basis of the report of the Punjab Expenditure Reforms Commission. After consideration of the decision of the Empowered Cabinet Sub Committee on Fiscal Management taken in its meeting held on 24th April 2002, the State Government have prepared a special Voluntary Retirement Scheme for permanent/regular employees that are declared surplus in Departments/offices of the State Government. The Voluntary Retirement Scheme of the State Government is on the pattern of a similar Scheme of the Government of India. The salient feature of the Scheme are detailed below:-

- (a) All permanent/regular employees rendered surplus irrespective of their age and qualifying services can opt for the scheme
- b) An optee of Special VRS will be entitled to receive an ex-gratia amount equal to basic pay plus dearness allowance for the number of days worked out on the basis of length of service @ 35 days for each completed year and 25 days for each remaining year. For any part of a year, the number of days, for ex-gratia amount, will be worked out on the basis of 365 days

in a year. The ex-gratia amount will be further subject to the following conditions:

- i. Total number of years to be counted for payment of ex-gratia will not exceed 33 years;
 - ii) No weightage of additional services will be given for the purpose of calculation of ex-gratia;
 - iii) The ex-gratia will be subject to a minimum of Rs. 25,000/- or 250 days emoluments, which ever is higher;
 - iv. The ex-gratia amount should not exceed the sum of the basic pay plus DA that the employee would draw at the prevailing level for the balance of the period of service left before superannuation;
 - v. The ex-gratia amount will be paid in lumpsum;
 - vi. The ex-gratia amount upto Rs. 5.00 Lacs will be exempted from Income Tax on the pattern of Government of India.
- c) A weightage of five years to the qualifying service shall be given under the provision of Rules-4 of the Punjab Civil Services(Pre-mature retirement) Rules, 1975 amended from time to time.
 - d) Encashment of Earned Leave accumulated on the date of relieving will be allowed as per the provisions of Punjab Civil Services Rules Volume-I, Part-I as amended from time to time and policy instructions issued by the Department of Finance in this behalf from time to time.
 - e) Payment of savings element with interest out of the Punjab Government employees Group Insurance Scheme as per rules.
 - f) TA/DA as on retirement for self and family for settling anywhere in India-as per Punjab Government Travelling Allowance Rules.

2. Payment of ex-gratia to the employees, declared surplus and opting for the special VRS within the specified three months period, alongwith the normal retirement entitlements as per relevant provisions of Punjab Civil Services Rules, Volume-II to be read with policy instructions issued by the Finance Department from time to time, will be made by the concerned Department. In case of employees registered with the Surplus Pool. the competent authority will be the Commissioner, Surplus Pool.

3 The order of voluntary retirement in each case should clearly stipulate that the surplus post held by the retiring incumbent will stand abolished from the date of his/her voluntary retirement.

4. The indentifications of surplus employees for the purpose of VRS would be guided by procedure to be laid down by the Commissioner Surplus Pool, Punjab with the concurrence of Department of Finance and Department of Personnel.

5. The permanent/regular employee declared surplus will have to exercise option for special VRS within three months from the date he/she has been declared surplus in the Department. Those surplus employee who will not opt for VRS, their rolls will be transferred to the Surplus Pool along-with the proportionate Budget as per provisions of Punjab Civil Services (Redeployment of Surplus employees) Rules, 2003 These employees

while on the rolls of Surplus Pool remain in existence. For this purpose the Commissioner, Surplus Pool shall be Retirement Ordering Authority as well as Pension Sanctioning Authority in favour of those optees.

6. In order to facilitate the maintenance of a close watch on the implementation of the Scheme all Departments are required to submit quarterly returns through their Administrative Secretaries to the Commissioner Surplus Pool.

7. The provisions of the Special VRS may deem to have been included in the provisions of relevant pensionary rules and Punjab Civil Services (Premature Retirement) Rules, 1975, as amended from the time to time.

8. The vacancy caused by Voluntary Retirement shall not be filled up by new recruitment. The post shall stand abolished in the concerned feeder cadre. A complete data/record, on website of all those employees who have availed the VRS will be retained while making future recruitments no person out of these will be retaken in service.

9. This decision may please be brought to the notice of all government employees, working under your control.

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

Copy of Punjab Government circular letter No. 11/41/01-4PP3/9251, dated 26th May, 2003 from the Department of Personnel, addressed to all the Heads of Department et. in the State of Punjab.

Subject: Regularisation of services of employees working on 89 days/temporary/adhoc basis- guidelines thereof.

I am directed to refer to the subject noted above and to convey the following decision of the State Government to regularise the services of employees who have been appointed on or before 13th June 1996 on 89 days/temporary/Adhoc basis and are still in service without break in various departments of the State Government. The decision shall also apply to the Public Sector Undertakings Corporations, Boards, Local Authorities and other autonomous bodies in the State of Punjab.

2. While regularising the services of such employees, the following guideline may be kept in view:-
 - (i) The policy shall apply only to those employees who were appointed on 89 days/adhoc basis/temporary basis on or before 13.6.1996 against permanent/Regular/Temporary which later became permanent.
 - (ii) It shall be the duty of Administrative Department to verify and record a certificate that no person selected through advertisement/Selection Committee/Selection Board was deprived of appointment due to continuation allowed to an adhoc employee as per circular letter No. 14/33/94-4PP-III/6779, dated 9.4.1997.
 - iii) It shall also be verified that no supernumerary post was created to retain these employees in service when duly selected persons were appointed on regular basis.
 - iv) The regularisation of these employees does not adversely effect those who were appointed on regular basis after following correct selection procedure.
3. Apart from the above the employee(s) concerned fulfils the following requirements:-

- a) He/She possessed qualification, perscribed for the post all the time or original appoint ment and satisfied all eligibility conditions as per service rules.
- b) The work and conduct of the employees through out has been satisfactory.
- c) A medical fitness certificate and documentary proof of date of birth as per standing instructions shall be obtained if not done at the time of extending his appointment beyond 89 days.
- d) His/Her attecendents should be got verified from the Police Department as per Government instructions if it was not done earlier.
- e) Regularisation shall take effect from the date of orders to be issued and after determining inter-sc-seniority amongst employees regularised under this policy, with reference to continuous service. They shall be placed below the employees last appointed on regular basis after following proper procedure.

4. Since the regularisation is being done on humanitarian grounds no person shall be entitled to claim it as a right if found unsuitable due to non-fulfilment of any of the above conditions.

5. Hon'ble Supreme Court of India in its orders dated 8th April 2003 passed in Civil Appeal No. 5059/1997- State of Punjab & others Vs. Balkar Singh has permitted the State of Punjab to act in accordance with the above policy. So this policy is being issued as per decision in the above referred Civil Appeal.

6. It is further ordered that in future appointing authority in his/her Department shall personally ensure that such type of illegal/irregular appointments are not made under any circumstances. If any such instance will come to the notice of the government in future then apart from taking disciplinary action against the guilty officials/officers, they(dealing official(s) upto the appointing authority) shall be responsible to make payment of salary from their own pocket to such appointee(s).

7. Action to regularise the services of employees working on 89 days/temporary/adhoc basis policy may be completed within a period of six months. These instructions may please be brought to the notice of all the officers and other bodies working under Administrative control of your department. The appointees who does not fulfil the conditions mentioned in this policy, their services shall be dispensed with after following due process of law.

8. These instructions issued with the concurrence of department of Finance conveyed vide their I.D.No.5/27/98-FP.1/1189, dated 6.1.2003.

Please acknowledge its receipt.

Copy of Punjab Government circular letter No.12/7/03-IPP2/9382,dated 27th May, 2003 from the Department of Personnel, addressed to all the Head of Department etc. in the State of Punjab.

Subject:- Guidelines for the postings and transfers of Government employees for the year 2003-2004.

Sir/Madam,

I am directed to refer to this Department letter No. 7/14/2003-IPP.2/6473, dated 24th April, 2003 on the subject cited above vide which Guidelines for postings and transfers of Government employees were

issued for strict compliance. It has come to the notice of the Government that some of the Departments are making and proposing to make postings and transfers of their employees in violation of these policy guidelines, which is not fair.

2. In accordance with these Guidelines, every Transferring Authority is supposed to:-
- (a) Maintain a record containing Minimum and Maximum stay on a particular station in one span.
 - (b) Maintain a record of Maximum stay of Group 'A' and Group 'B' Officers in a district during their service.
 - (c) Pin point the seats having sensitive nature of work, like extensive public dealings, establishments, monetary sanctions etc. and also to ensure that no-body remains posted on such seats for more than 2 years.
 - (d) Maintain lists of couple cases, un-married girls, widows, handicapped and employees having mentally retarded children along with their present postings and also request for preferential places.
 - (e) To compile record of pending requests of those employees who could not be accommodated during General Transfers with reasons.
 - (f) Number of transfers made during the mid-terms period with the approval of the competent Authority i.e. the Hon'ble Chief Minister, Punjab. If approval of the competent Authority not obtained, the reasons there for.

3. Attention is invited to Para-2 of above mentioned policy instructions, which, inter-alia, provide that Mid-Term transfers after General Transfer may be made by the Department itself only to fill up the vacancies as a result of the eventualities given therein. After filling up vacancies arising as a result of specified eventualities, the resultant vacancy may only be filled up with the approval of the Hon'ble Chief Minister, Punjab, through the Department of Personnel.

4. The Department of Personnel is likely to scrutinise all transfers ordered under this policy and a consolidated reports is likely to be submitted to the Hon'ble Chief Minister. Therefore, it will be in the interest of the Transferring Authority to ensure that these policy guidelines are complied with in letter and spirit.

5. You are, accordingly, requested to maintain the necessary record mentioned in para-2 above, while effecting the transfers and also to ensure the obtaining of the specific approval of the Hon'ble Chief Minister through the Department of Personnel for effecting mid-term transfers. No-transfer should be made by any Department at their own level after filling up the vacancies arising as a result of specified eventualities without the approval of the Hon'ble Chief Minister, Exceptional cases, if any, may be brought to the notice of the Hon'ble Chief Minister, through the Chief Secretary in the Department of Personnel only.

Any violation of these policy instructions shall be the personal responsibility of the Head of the Department and the Administrative Secretary concerned.

I.D.No.12/7/2003-IPP.2/9383 dated Chandigarh the 27th May, 2003.

Copy of Punjab Government circular letter No.12/39/02-5PP2/10960 dated 12th June 2003 from the Department of Personnel, addressed to all the Head of Department etc. in the State of Punjab.

Subject:- Implementation of directions of the Hon'ble Punjab & Haryana High Court in Civil Writ Petition No. 4382 of 2002-Satbir Singh and others Vs. State of Haryana.

All the Financial Commissioners, Principal Secretaries and Administrative Secretaries to the Government of Punjab, may kindly refer to the policy instructions contained in this Department's I.D.No. 12/39/2002-5PP. II/9406, dated 17.7.2002 on the subject cited above.

2. Para-6 of the instructions referred to above may be substituted to read as under:-

"6 For this purpose a Committee is constituted consisting of the Chief Secretary, Punjab; Legal Remembrancer; Administrative Secretary of the concerned Department; Principal Secretary Finance or representative and the Secretary Personnel as Member Secretary.

The Law Officer, if appointed in the Department of Personnel, will present the cases to the Committee. The Committee shall examine in detail those judgement of the Court, which have attained finality and implement the same in case of employee/members of the cadre wise claims are based upon indetical facts and points of law as the claims of the employee(s) in respect of whom such judgements have attained finality.

3. It has been observed that different types of cases deemed as similarly situated are being sent by the Administrative Departments to the Department of Personnel, merely on the facts represented by the claimant employees for placing the same in the meeting of the said-Committee. These cases lack the following aspects:-

- (i) The real facts of the case as per the official record of the Department.
- (ii) Facts regarding efforts made by the Administrative Department to solve the problems at their level.
- (iii) Opinions of the advising Departments i.e. Department of Finance, Department of Personnel(concerned Branch); legal Remembrancer; Department of Welfare or any other Department, where necessary.
- (iv) Facts of decided case attained finelity alongwith the name of the Hon'able Court which passed orders deemed as final.
- (v) Facts and circumstances denoting the position of instant case as similarly situated to that decided case which attained finality.
- (vi) Specific views of the Administrative Department to be incorporated in their proposal.

Scrutiny of all above facts need to be recorded in the note of the Adminstrative Department alongwith documentary evidences before sending the case to the Committee, for final decision.

4. It is, accordingly, requested that to avoid delay in disposal of cases, above aspects may be kept in view and cases be sent to the Department of Personnel only after through scrutiny.

ਪ੍ਰਸੋਨਲ ਵਿਭਾਗ, ਪੰਜਾਬ ਵਲੋਂ ਜਾਰੀ ਗਸ਼ਤੀ ਪੱਤਰ ਨੰ: 4/40/95-1ਪੀਪੀ3/10191 ਮਿਤੀ 18-6-2003 ਦੀ ਕਾਪੀ ਜੋ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁਖੀਆ ਆਦਿ ਨੂੰ ਸਬੋਧਿਤ ਹੈ।

ਵਿਸ਼ਾ: ਪੰਜਾਬ ਲੋਕ ਸੇਵਾ ਕਮਿਸ਼ਨ/ਪੰਜਾਬ ਅਧੀਨ ਸੇਵਾਵਾਂ ਚੋਣ ਬੋਰਡ ਦੇ ਅਧਿਕਾਰ ਖੇਤਰ ਤੋਂ ਬਾਹਰ ਕੱਢੀਆਂ ਅਸਾਮੀਆਂ ਭਰਨ ਲਈ ਵਿਭਾਗੀ ਚੋਣ ਕਮੇਟੀ ਦਾ ਗਠਨ ਕਰਨ ਬਾਰੇ।

ਸ੍ਰੀ ਮਾਨ ਜੀ/ਸ੍ਰੀਮਤੀ ਜੀ,

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਦੇ ਹਵਾਲੇ ਦੇ ਸੰਬੰਧ ਵਿਚ ਮੈਨੂੰ ਆਪ ਦਾ ਧਿਆਨ ਇਸ ਵਿਭਾਗ ਦੇ ਪੱਤਰ ਨੰ: 4/40/95-1ਪੀ.ਪੀ.3/20663, ਮਿਤੀ 5-12-1996, ਜਿਸ ਰਾਹੀਂ ਪੰਜਾਬ ਲੋਕ ਸੇਵਾ ਕਮਿਸ਼ਨ/ਪੰਜਾਬ ਅਧੀਨ ਸੇਵਾਵਾਂ ਚੋਣ ਬੋਰਡ ਦੇ ਅਧਿਕਾਰ ਖੇਤਰ ਤੋਂ ਬਾਹਰ ਕੱਢੀਆਂ ਅਸਾਮੀਆਂ ਨੂੰ ਭਰਨ ਲਈ ਵਿਭਾਗੀ ਚੋਣ ਕਮੇਟੀ ਦਾ ਗਠਨ ਕਰਨ ਦੀ ਵਿਧੀ ਦੱਸੀ ਗਈ ਹੈ, ਵੱਲ ਦਿਵਾਉਂਦੇ ਹੋਏ ਆਪ ਨੂੰ ਇਹ ਸੂਚਿਤ ਕਰਨ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਭਵਿੱਖ ਵਿਚ ਜੇਕਰ ਅਜਿਹੀ ਕਮੇਟੀ ਗਰੁੱਪ "ਸੀ" ਅਤੇ ਗਰੁੱਪ "ਡੀ" ਵਰਗਾਂ ਦੀਆਂ 10(ਦਸ) ਜਾਂ ਇਸ ਤੋਂ ਵੱਧ ਅਸਾਮੀਆਂ ਭਰਦੀ ਹੈ ਤਾਂ ਵਿਭਾਗੀ ਕਮੇਟੀ ਦੇ ਚੇਅਰਮੈਨ ਇਹ ਯਕੀਨੀ ਬਣਾਉਣਗੇ ਕਿ ਉਸ ਕਮੇਟੀ ਵਿਚ ਇਕ ਲੇਡੀ ਮੈਂਬਰ ਜਰੂਰ ਪਾਰਟੀਸਿਪੇਟ ਕਰੇ।

ਪ੍ਰਸੋਨਲ ਵਿਭਾਗ, ਪੰਜਾਬ ਵਲੋਂ ਜਾਰੀ ਗਸ਼ਤੀ ਪੱਤਰ ਨੰ: 3/54/91-2ਪੀਪੀ2/10427 ਮਿਤੀ 23 ਜੂਨ, 2003 ਦੀ ਕਾਪੀ ਜੋ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁਖੀਆ ਆਦਿ ਨੂੰ ਸਬੋਧਿਤ ਹੈ।

ਵਿਸ਼ਾ: ਪੰਜਾਬ, ਸਿਵਲ ਸੇਵਾਵਾਂ (ਦੰਡ ਅਤੇ ਅਪੀਲ) ਨਿਯਮਾਂ ਵਲੀ 1970 ਅਧੀਨ ਰਿਟਾਇਰਡ ਅਧਿਕਾਰੀਆਂ ਦੀ ਬਤੌਰ ਪੜਤਾਲੀਆਂ ਅਧਿਕਾਰੀਆਂ ਦੀ ਨਿਯੁਕਤੀ ਕਰਨ ਬਾਰੇ।

ਸ੍ਰੀਮਾਨ/ਸ੍ਰੀਮਤੀ ਜੀ,

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਦੇ ਸੰਬੰਧ ਵਿਚ ਮੈਨੂੰ ਇਹ ਸੂਚਿਤ ਕਰਨ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਸ੍ਰੀ ਖੁਸ਼ਬਾਸ ਸਿੰਘ ਸੰਧੂ, ਪੀ.ਸੀ.ਐਸ(ਰਿਟਾਇਰਡ) ਮਕਾਨ ਨੰ: 13 ਸੈਕਟਰ 64 (ਫੇਸ-2) ਮੁਹਾਲੀ ਨੂੰ ਵੀ ਪੰਜਾਬ ਦੇ ਸਰਕਾਰੀ ਮੁਲਾਜ਼ਮਾਂ ਵਿਰੁਧ ਪੰਜਾਬ ਸਿਵਲ ਸੇਵਾਵਾਂ (ਦੰਡ ਅਤੇ ਅਪੀਲ) ਨਿਯਮਾਂ ਵਲੀ 1970 ਅਧੀਨ ਪੜਤਾਲੀਆਂ ਅਫਸਰਾਂ ਦੇ ਪੈਨਲ ਵਿਚ ਸ਼ਾਮਲ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਅੱਗੇ ਤੋਂ ਇਸ ਰਿਟਾਇਰਡ ਅਧਿਕਾਰੀ ਨੂੰ ਵੀ ਵਿਭਾਗੀ ਪੜਤਾਲਾਂ ਦਾ ਕੰਮ ਸੌਖਿਆ ਜਾਵੇ ਅਜਿਹਾ ਕਰਦੇ ਸਮੇਂ ਇਸ ਵਿਭਾਗ ਦੇ ਗਸ਼ਤੀ ਪੱਤਰ ਨੰ: 3/54/91-2ਪੀ.ਪੀ..11/2609 ਮਿਤੀ 25-2-99 ਰਾਹੀਂ ਜਾਰੀ ਕੀਤੀਆਂ ਗਈਆਂ ਹਦਾਇਤਾਂ ਨੂੰ ਵੀ ਧਿਆਨ ਵਿਚ ਰੱਖਿਆ ਜਾਵੇ।

ਪ੍ਰਸੋਨਲ ਵਿਭਾਗ, ਪੰਜਾਬ ਵਲੋਂ ਜਾਰੀ ਗਸ਼ਤੀ ਪੱਤਰ ਨੰ: 6/1/95-6ਪੀਪੀ3/10489 ਮਿਤੀ 24 ਜੂਨ, 2003 ਦੀ ਕਾਪੀ ਜੋ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁਖੀਆ ਆਦਿ ਨੂੰ ਸਬੋਧਿਤ ਹੈ।

ਵਿਸ਼ਾ: ਐਲ.ਟੀ.ਸੀ. ਦੇ ਬਲਾਕ ਸਾਲ 1998-2001 ਦੇ ਗਰੇਸ (Grace) ਸਮੇਂ ਵਿੱਚ ਮਿਤੀ 31.12.2003 ਤੱਕ ਵਾਧਾ ਕਰਨ ਸੰਬੰਧੀ।

ਸ੍ਰੀਮਾਨ ਜੀ/ਸ੍ਰੀਮਤੀ ਜੀ,

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਸੰਬੰਧੀ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਗਸ਼ਤੀ ਪੱਤਰ ਨੰ: 6/10/99/6ਜੀ.ਈ/3299, ਮਿਤੀ 9 ਮਾਰਚ, 1989 ਦੇ ਹਵਾਲੇ ਵਿੱਚ ਪੰਜਾਬ ਸਰਕਾਰ ਦੀਆਂ ਕੁਝ ਕਰਮਚਾਰੀ ਜੱਬੋਬੰਦੀਆਂ ਵਲੋਂ ਮੰਗ ਕੀਤੀ ਗਈ ਸੀ ਕਿ ਸਾਲ 1998-2001 ਦੇ ਐਲ.ਟੀ.ਸੀ. ਬਲਾਕ ਦੇ ਸਮੇਂ ਨੂੰ ਅੱਗੇ ਵਧਾਇਆ ਜਾਵੇ ਤਾਂ ਜੋ ਉਹ ਕਰਮਚਾਰੀ ਇਸ ਸੁਵਿਧਾ ਦਾ ਲਾਭ ਲੈ ਸਕਣ ਜਿਹੜੇ ਕਿਸੇ ਕਾਰਨ ਕਰਕੇ ਇਸ ਸਮੇਂ ਦੌਰਾਨ ਇਹ ਸੁਵਿਧਾ ਅਵੇਲ ਨਹੀਂ ਕਰ ਸਕੇ ਹਨ।

2. ਇਸ ਮਾਮਲੇ ਨੂੰ ਵਿਚਾਰਨ ਉਪਰੰਤ ਸਰਕਾਰ ਨੇ ਫੈਸਲਾ ਕੀਤਾ ਹੈ ਕਿ ਜਿਹੜੇ ਕਰਮਚਾਰੀ ਸਾਲ 1998-2001 ਦੇ ਬਲਾਕ ਵਿੱਚ ਮਿਤੀ 31.12.2001 ਤੱਕ ਐਲ.ਟੀ.ਸੀ. ਦੀ ਸੁਵਿਧਾ ਨਹੀਂ ਲੈ ਸਕੇ ਉਨ੍ਹਾਂ ਨੂੰ ਇਸ ਸੁਵਿਧਾ ਦਾ ਲਾਭ ਦੇਣ ਲਈ ਇਸ ਬਲਾਕ ਦੇ ਸਮੇਂ ਵਿੱਚ ਮਿਤੀ 31.12.2003 ਤੱਕ ਵਾਧਾ ਕੀਤਾ ਜਾਂਦਾ ਹੈ।

3. ਇਹ ਹਦਾਇਤਾਂ ਵਿੱਚ ਵਿਭਾਗ ਦੇ ਸਲਾਹ ਜੋ ਉਹਨਾਂ ਦੇ ਅੰਤਰ ਵਿਭਾਗੀ ਪੱਤਰ ਨੰ: 22/1/2002-3 ਐਫ.ਪੀ.2/867, ਮਿਤੀ 26.5.2003 ਰਾਹੀਂ ਪ੍ਰਘਾਤ ਹੋਈ ਹੈ, ਦੇ ਅਧਾਰ ਤੇ ਜਾਰੀ ਕੀਤੀਆਂ ਜਾ ਰਹੀਆਂ ਹਨ।

4. ਇਹ ਹਦਾਇਤਾਂ ਆਪਣੇ ਅਧੀਨ ਕੰਮ ਕਰਦੇ ਸਮੂਹ ਕਰਮਚਾਰੀਆਂ ਦੇ ਧਿਆਨ ਵਿਚ ਲਿਆ ਦਿੱਤੀਆਂ ਜਾਣ ਜੀ।

Copy of Punjab Government circular letter No. 11/41/01-4PP3/10524, dated 25th June 2003 from the Department of Personnel, addressed to all the Head of Department etc. in the State of Punjab.

Subject: Ban on recruitment on adhoc/temporary basis.

Sir/Madam,

I am directed to invite your kind attention to this department letter No. 14/33/94-4PP3/8630, dated 5th May, 1995 and subsequent instructions issued vide this department letter No. 13/33/94-4PP3/9612, dated 11/13.6.1996 No. 14/33/96-4PP-III/13758 dated 12.8.1996 No. 13/33/94-4PP3/16767, dated 26.9.1996 No. 13/33/94-4PP3/20860, dated 10.12.1996 and letter No. 13/33/94-4PP3/189, dated 1.1.1997 on the subject noted above and to say that on the basis of order dated 8th April 2003 in C.A. No. 5059/97 in CWP No. 3827 of 1997 State of Punjab Vs. Balkar Singh passed by Supreme Court of India, instructions have already been issued by the Government vide letter No. 11/41/2001-4PP-III/9251-52, dated 26th May 2003 for regularising the services of employees working on 89 days basis/temporary/adhoc basis. It is further submitted that while upholding the orders dated 1.4.1997 of the High Court of Punjab and Haryana it has been observed by the Apex Court that the appointments to the public offices should be made only after due selection and after affording an opportunity to all the eligible persons and further that such type of illegal/irregular appointments are not made under any circumstances and further that appointments should not be made on adhoc basis.

2. Above orders of the Hon'ble Supreme Court of India may be brought to the notice of all concerned working under their control. If any officer/official is found making appointments in violation of the orders of the High Court/Supreme Court, he will be personally held responsible and entire expenditure for making irregular appointment will be made good from that officer/official. Besides it will also be disobedience of the order of High Court/Supreme Court which will amount to Contempt of Court.

3. It is further added that at present there being a ban on recruitment imposed by Department of Finance vide D.O. letter No. FD-DFREI-02/658, dated 10/13.5.2002, the instant instructions will be applicable as and when the ban on recruitment goes.

4. Please acknowledge the receipt of this letter.

Copy of Punjab Government Notification No. 12/29/2002-IPP3/10645, dated 30th June, 2003 Published by Govt. Gazette 30th June, 2003 from the Department of Personnel.

No. 12/29/2002-IPP3/10645- In exercise of the powers conferred by the provision to 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 amendments in the Government of Punjab, Department of Personnel, Notification No. 12/29/2002-IPP3/4042, dated the 14-11-2002 namely:-

AMMENDMENT

In the said notification, in clause I, for the words "nine other members", the words "ten other members" shall be substituted.

Copy of Punjab Government Notification 12/29/2002-IPP3/10653, dated 30th June, 2003 from the Department of Personnel.

No. 12/29/2002-IPP3/10653 The Governor of Punjab is pleased to appoint the following persons as Members of the Punjab Subordinate Services Selection Board reconstituted vide Punjab Government Notification No. 12/29/2002-IPP3/140429, dated 14.11.2002.

- 1) Sh. Naresh Kataria, Grain Markekt Makhu, District, Ferozepur.
- 2) Sh. N.S. Sahota, 551-Mota Singh Nagar, Jalandhar.
- 3) Sh. Joginder Nath Ex-MLA, 23-L, Model Town, Hoshiarpur.
- 4) Sh. Harinder Singh Jaurkian, 416, Civil Station, Bhatinda.
- 5) Dr. Harbans Kaur, 3620 Sampuran Colony, Model Gram, Ludhiana.
- 6) Sh. Anil Mehta, 2-A, Hira Nagar, Patiala.
- 7) Sh. Avtar Singh Sidhu, Kotkapura Road, Kukutsar.
- 8) Sh. K.S. Sehgal, Kothi No. 16-A, Venus Colony, Dukh Niwaran Road, Patiala.
- 9) Sh. Kamal Bakshi, Gurdaspur.
- 10) Sh. Kanwaljit Singh s/o Shivdev Singh, 16 Punjabi Bagh, Patiala.

2. The appointment of the Members will be effective from the date(s) they assume the charge(s) as such.

3. The terms and conditions of service of the Members will be settled in consultation with the Department of Finance and Legal Remembrancer and will be notified letter.

ਪ੍ਰਸ਼ੋਨਲ ਵਿਭਾਗ, ਪੰਜਾਬ ਵਲੋਂ ਜਾਰੀ ਗਸ਼ਤੀ ਪੱਤਰ ਨੰ: 5/27/2000-5ਪੀਪੀ3/12515 ਮਿਤੀ 18 ਜੁਲਾਈ, 2003 ਦੀ ਕਾਪੀ ਜੋ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁਖੀਆਂ ਨੂੰ ਸੰਬੋਧਿਤ ਹੈ।

ਵਿਸ਼ਾ: ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਦਫਤਰਾਂ ਵਿੱਚ ਕਰਮਚਾਰੀਆਂ ਦੀ ਪ੍ਰਤੀਨਿਯੁਕਤੀ ਬਾਰੇ।

ਸ਼੍ਰੀਮਾਨ ਜੀ,

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਦੇ ਹਵਾਲੇ ਵਿੱਚ ਮੈਨੂੰ ਇਹ ਲਿਖਣ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਸਰਕਾਰ ਦੇ ਨੋਟਿਸ ਵਿਚ ਆਇਆ ਹੈ ਕਿ ਕਈ ਵਿਭਾਗਾਂ ਵਿੱਚ ਨੀਮ-ਸਰਕਾਰੀ ਅਦਾਰਿਆਂ ਤੋਂ ਕਰਮਚਾਰੀ ਪ੍ਰਤੀਨਿਯੁਕਤੀ (ਡੈਪੂਟੇਸ਼ਨ) ਤੇ ਰੱਖੇ ਜਾਂਦੇ ਹਨ ਜਦੋਂ ਕਿ ਨਿਯਮਾਂ ਵਿੱਚ ਨੀਮ-ਸਰਕਾਰੀ ਅਦਾਰਿਆਂ ਤੋਂ ਸਰਕਾਰੀ ਵਿਭਾਗਾਂ ਵਿੱਚ ਪ੍ਰਤੀਨਿਯੁਕਤੀ ਤੇ ਲੈਣ ਦਾ ਕੋਈ ਉਪਬੰਧ ਨਹੀਂ ਹੈ। ਇਸ ਤੋਂ ਇਲਾਵਾ ਅਜਿਹੇ ਕਰਮਚਾਰੀਆਂ ਦੀਆਂ ਸੇਵਾ ਸ਼ਰਤਾਂ ਸਰਕਾਰੀ ਵਿਭਾਗਾਂ ਦੇ ਕਰਮਚਾਰੀਆਂ ਦੀਆਂ ਸੇਵਾ ਸ਼ਰਤਾਂ ਨਾਲ ਮੇਲ ਨਹੀਂ ਖਾਂਦੀਆਂ। ਉਦਾਹਰਣ ਦੇ ਤੌਰ ਤੇ ਨੀਮ-ਸਰਕਾਰੀ ਅਦਾਰਿਆਂ ਵਿੱਚ ਕੰਟਰੀਬਿਊਟਰੀ ਪ੍ਰਾਵੀਡੈਂਟ ਫੰਡ ਦੀ ਵਿਵਸਥਾ ਹੈ ਜਦੋਂ ਕਿ ਸਰਕਾਰੀ ਵਿਭਾਗਾਂ ਵਿੱਚ ਇਹ ਵਿਵਸਥਾ ਲਾਗੂ ਨਹੀਂ ਹੈ। ਨਿਯਮਾਂ ਦੇ ਅਜਿਹੇ ਉਪਬੰਧ ਕਾਰਨ ਅਜਿਹੇ ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਡੈਪੂਟੇਸ਼ਨ ਤੇ ਲੈਣ ਨਾਲ ਬਾਦ ਵਿੱਚ ਪ੍ਰਸ਼ਾਸਕੀ ਕਠਿਨਾਈਆਂ ਪੇਸ਼ ਆਉਂਦੀਆਂ ਹਨ। ਇਸ ਲਈ ਬੇਨਤੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਆਪਣੇ ਅਧੀਨ ਕੰਮ ਕਰਦੇ ਸਮੂਹ ਅਧਿਕਾਰੀਆਂ ਨੂੰ ਹਦਾਇਤ ਕੀਤੀ ਜਾਵੇ ਕਿ ਪ੍ਰਤੀਨਿਯੁਕਤੀ ਦੇ ਕੇਸ ਡੀਲ ਕਰਦੇ ਸਮੇਂ ਨਿਯਮਾਂ ਦੇ ਉਪਬੰਧਾਂ ਨੂੰ ਧਿਆਨ ਵਿੱਚ ਰੱਖਿਆ ਜਾਵੇ ਅਤੇ ਨੀਮ ਸਰਕਾਰੀ ਅਦਾਰਿਆਂ ਤੋਂ ਕੋਈ ਵੀ ਕਰਮਚਾਰੀ ਪ੍ਰਤੀਨਿਯੁਕਤੀ ਤੋਂ ਲੈਣ ਤੋਂ ਪਹਿਲਾਂ ਪ੍ਰਸ਼ੋਨਲ ਵਿਭਾਗ ਦੀ ਪ੍ਰਵਾਨਗੀ ਹਾਸਲ ਕੀਤੀ ਜਾਵੇ।

ਪ੍ਰਸ਼ੋਨਲ ਵਿਭਾਗ, ਪੰਜਾਬ ਵਲੋਂ ਜਾਰੀ ਗਸ਼ਤੀ ਪੱਤਰ ਨੰ: 15/9/03-1ਪੀਪੀ1/19595 ਮਿਤੀ 14 ਅਗਸਤ, 2003 ਦੀ ਕਾਪੀ ਜੋ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁਖੀਆਂ ਨੂੰ ਸੰਬੋਧਿਤ ਹੈ।

ਵਿਸ਼ਾ: ਮੰਡਲ, ਜਿਲ੍ਹਾ ਅਤੇ ਉਪ ਮੰਡਲ ਪੱਧਰ ਤੇ ਅਧਿਕਾਰੀਆਂ ਦੀਆਂ ਸਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਕ੍ਰਮਵਾਰ ਕਮਿਸ਼ਨਰ, ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ ਅਤੇ ਉਪ ਮੰਡਲ ਅਫਸਰ(ਸ) ਵਲੋਂ ਲਿਖਣ ਬਾਰੇ।

ਸ਼੍ਰੀ ਮਾਨ/ਸ਼੍ਰੀਮਤੀ ਜੀ,

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਸਰਕਾਰ ਦੇ ਪੱਤਰ ਨੰ: 14102-ਜੀ-1-51/22928, ਮਿਤੀ 15.11.57 ਨੰ:

10542 -ਜੀ-111-59/26741, ਮਿਤੀ 17.12.59, ਨੰ: 12075 2ਜੀ.ਐਸ.76/5476 ਮਿਤੀ 9.7.77
 ਨੰ: 15/7/78-2ਪੀ.ਪੀ.1/9027, ਮਿਤੀ 14.9.79 ਅਤੇ ਨੰ: 15/19/89-1ਪੀ.ਪੀ.1/1587, ਮਿਤੀ 23.1.99 ਵੱਲ ਧਿਆਨ
 ਦਿਵਾਉਂਦੇ ਹੋਏ ਮੈਨੂੰ ਇਹ ਲਿਖਣ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ ਰਾਹੀਂ ਆਪ ਜੀ ਨੂੰ ਬੇਨਤੀ ਕੀਤੀ ਗਈ ਸੀ ਕਿ ਮੰਡਲ
 ਅਤੇ ਉਪ ਮੰਡਲ ਪੱਧਰ ਤੇ ਕੰਮ ਕਰ ਰਹੇ ਅਧਿਕਾਰੀਆਂ ਦੀਆਂ ਸਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਤੇ ਹੇਠ ਲਿਖੇ ਪੱਖਾਂ ਤੇ ਕ੍ਰਮਵਾਰ ਕਮਿਸ਼ਨਰ,
 ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ ਅਤੇ ਉਪ ਮੰਡਲ ਅਫਸਰ (ਸਿਵਲ)(ਹੁਣ ਸਬ ਡਵੀਜ਼ਨਲ ਮੈਜਿਸਟਰੇਟ) ਦੇ ਕਥਨ ਦਰਜ ਕੀਤੇ ਜਾਣੇ ਹੁੰਦੇ ਹਨ

1. ਇਮਾਨਦਾਰੀ ਅਤੇ ਸ਼ੋਹਰਤ।
2. ਜਨਤਾ ਨਾਲ ਸੰਬਧ।
3. ਉਸਾਰੀ ਸਕੀਮਾਂ ਲਾਗੂ ਕਰਨ ਬਾਰੇ ਕੰਮ ਅਤੇ ਸਰਕਾਰ ਦੀ ਨੀਤੀ।

2. ਸਰਕਾਰ ਦੇ ਧਿਆਨ ਵਿੱਚ ਆਇਆ ਹੈ ਕਿ ਉਕਤ ਹਦਾਇਤਾਂ ਦੀ ਪੂਰੀ ਤਰ੍ਹਾਂ ਪਾਲਣਾ ਨਹੀਂ ਹੋ ਰਹੀ ਅਤੇ ਕੋਈ
 ਵਿਭਾਗਾਂ ਵਲੋਂ ਤਾਂ ਉਨ੍ਹਾਂ ਦੇ ਵਿਭਾਗ ਨਾਲ ਸੰਬਧਤ ਅਧਿਕਾਰੀਆਂ ਬਾਰੇ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਦੇ ਫਾਰਮ ਵੀ ਕਮਿਸ਼ਨਰ/ਡਿਪਟੀ
 ਕਮਿਸ਼ਨਰ/ਉਪ ਮੰਡਲ ਮੈਜਿਸਟਰੇਟ ਨੂੰ ਉਨ੍ਹਾਂ ਬਾਰੇ ਕਥਨ ਦਰਜ ਕਰਨ ਲਈ ਨਹੀਂ ਭੇਜੇ ਜਾਂਦੇ। ਜਦੋਂ ਕਿ ਇਨ੍ਹਾਂ ਕਥਨਾਂ ਤੋਂ ਬਗੈਰ ਸਲਾਨਾ
 ਗੁਪਤ ਰਿਪੋਰਟ ਨੂੰ ਮੁਕੰਮਲ ਨਾ ਸਮਝਣ ਲਈ ਵੀ ਹਦਾਇਤਾਂ ਦੀਤੀਆਂ ਹੋਈਆਂ ਹਨ।

3. ਇਸ ਲਈ, ਉਪਰੋਕਤ ਹਦਾਇਤਾਂ ਨੂੰ ਮੁੜ ਦੁਹਰਾਉਂਦੇ ਹੋਏ ਇਹ ਹਦਾਇਤ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਇਨ੍ਹਾਂ ਦੀ ਦ੍ਰਿੜਤਾ ਨਾਲ
 ਪਾਲਣਾ ਕੀਤੀ ਜਾਵੇ ਅਤੇ 'ਕਾਡਰ ਕੰਟਰੋਲਿੰਗ ਅਥਾਰਟੀ' ਲਈ ਜਰੂਰੀ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਮੰਡਲ/ਜ਼ਿਲ੍ਹਾ/ਉਪ ਮੰਡਲ ਪੱਧਰ ਦੇ ਸੰਬਧਤ
 ਅਧਿਕਾਰੀਆਂ ਦੀਆਂ ਸਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਸੰਬਧਤ ਕਮਿਸ਼ਨਰ/ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ/ਉਪ ਮੰਡਲ ਮੈਜਿਸਟਰੇਟ ਪਾਸੋਂ ਹਰ ਹਾਲਤ ਵਿੱਚ
 ਰਿਕਾਰਡ ਕਰਵਾਉਣ ਯਕੀਨੀ ਬਣਾਇਆ ਜਾਵੇ ਅਤੇ ਇਸ ਤੋਂ ਬਿਨ੍ਹਾਂ ਸਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟ ਅਧੂਰੀ ਸਮਝੀ ਜਾਵੇ।

4. ਇਨ੍ਹਾਂ ਰਿਪੋਰਟਾਂ ਤੋਂ ਬਗੈਰ ਗੁਪਤ ਰਿਪੋਰਟ ਅਧੂਰੀ ਮੰਨੀ ਜਾਣੀ ਹੈ, ਇਸ ਕਰਕੇ ਅਧਿਕਾਰੀਆਂ ਦੇ ਪਦ-ਉਨਤੀ/
 ਉਚੇਰੇ ਤਨਖਾਹ ਸਕੇਲ ਵਿੱਚ ਪਲੇਸਮੈਂਟ ਪ੍ਰਵੀਨਤਾ ਤਰੱਕੀ ਆਦਿ ਬਾਰੇ ਮਾਮਲੇ ਇਨ੍ਹਾਂ ਰਿਪੋਰਟਾਂ ਬਿਨਾਂ ਨਹੀਂ ਵਿਚਾਰੇ ਜਾਣਗੇ।

5. ਇਸ ਪੱਤਰ ਦੀ ਪਹੁੰਚ ਰਸੀਦ ਭੇਜੀ ਜਾਵੇ।

ਪ੍ਰਸ਼ੋਨਲ ਵਿਭਾਗ ਪੰਜਾਬ ਵਲੋਂ ਜਾਰੀ ਗੁਪਤੀ ਪੱਤਰ ਨੰ: 4/40/95-1ਪੀਪੀ3/20303 ਮਿਤੀ 29 ਅਗਸਤ, 2003 ਦੀ ਕਾਪੀ
 ਜੋ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀਆਂ ਆਦਿ ਨੂੰ ਸੰਬੋਧਿਤ ਹੈ।

ਵਿਸ਼ਾ: ਪੰਜ ਲੋਕ ਸੇਵਾ ਕਮਿਸ਼ਨ/ਪੰਜਾਬ ਅਧੀਨ ਸੇਵਾਵਾਂ ਚੋਣ ਬੋਰਡ ਦੇ ਅਧਿਕਾਰ ਖੇਤਰ ਤੋਂ ਬਾਹਰ ਕੱਢੀਆਂ
 ਅਸਾਮੀਆਂ ਭਰਨ ਲਈ ਵਿਭਾਗੀ ਚੋਣ ਕਮੇਟੀ ਦਾ ਗਠਨ ਕਰਨ ਬਾਰੇ।

ਸ਼੍ਰੀਮਾਨ/ਸ਼੍ਰੀਮਤੀ ਜੀ,

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਦੇ ਹਵਾਲੇ ਦੇ ਸੰਬਧ ਵਿਚ ਮੈਨੂੰ ਆਪ ਦਾ ਧਿਆਨ ਇਸ ਵਿਭਾਗ ਦੇ ਪੱਤਰ ਨੰ: 4/40/95-1ਪੀ.ਪੀ.3/20663
 ਮਿਤੀ 5/12/1995, ਜਿਸ ਰਾਹੀਂ ਪੰਜਾਬ ਲੋਕ ਸੇਵਾ ਕਮਿਸ਼ਨ/ਪੰਜਾਬ ਅਧੀਨ ਸੇਵਾਵਾਂ ਚੋਣ ਬੋਰਡ ਦੇ ਅਧਿਕਾਰ ਖੇਤਰ ਤੋਂ ਬਾਹਰ
 ਕੱਢੀਆਂ ਅਸਾਮੀਆਂ ਨੂੰ ਭਰਨ ਲਈ ਵਿਭਾਗੀ ਚੋਣ ਕਮੇਟੀ ਦਾ ਗਠਨ ਕਰਨ ਦੀ ਵਿਧੀ ਦੱਸੀ ਗਈ ਹੈ, ਵੱਲ ਦਿਵਾਉਂਦੇ ਹੋਏ ਆਪ ਨੂੰ
 ਇਹ ਸੂਚਿਤ ਕਰਨ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਮੈਰਿਟ ਦੇ ਅਧਾਰ ਤੇ ਯੋਗ ਉਮੀਦਵਾਰ ਦੀ ਚੋਣ ਦੀ ਜਿੰਮੇਵਾਰੀ ਉਸ ਵਿਭਾਗ ਦੇ ਮੁੱਖੀ
 (ਵਿਭਾਗੀ ਕਮੇਟੀ ਦਾ ਚੇਅਰਮੈਨ) ਅਤੇ ਵਿਸ਼ਾ ਮਾਹਿਰ ਦੀ ਹੋਵੇਗੀ ਅਤੇ ਪ੍ਰਸ਼ੋਨਲ ਵਿਭਾਗ ਦੇ ਨੁਮਾਇੰਦੇ ਦਾ ਕੰਮ ਸਿਰਫ ਪ੍ਰਸ਼ੋਨਲ ਵਿਭਾਗ
 ਦੀਆਂ ਹਦਾਇਤਾਂ ਸੰਬਧੀ ਜੇ ਕੋਈ ਸਲਾਹ/ਵਿਚਾਰ ਹੋਣ ਤਕ ਹੀ ਸੀਮਤ ਹੋਵੇਗਾ।

Copy of Punjab Government circular letter No. 4/59/03-3PPI/25920, dated 24th December, 2003
 from the Department of Personnel addressed to all the Heads of Department etc. in the State of
 Punjab.

Subject: Setting up of Departmental Promotion Committees for considering cases of promotion to
 Class-I and Class II (Now Group 'A' and Group 'B' posts)

Sir/Madam,

I am directed to invite your kind attention to this department circular letter No.4 /6/2000-3PPI/

23720-21 dated 6th September, 2001, on the subject noted above and to say that it has come to the notice of the Government that there are some officer appointed from wards/widows of deceased services personnel who have become due for promoton and are eligible as per relevant service rules, but as per this department's instructions, in case they have not obtained 5 years ACR's for assigning marks required for promotion, and thus are not being considered for promotion. After due consideration the Government has now decided that in case a person appointed by direct recruitment as noted above and has obtained requisite experience for his next promotion as per Service Rules, even though the person has not rendered 5 years service and as much not obtained 5 ACR's as requasired in terms of para 1(V) of instructions dated 6.9.2001, then, where necessary proportionately lower marks shall be taken into account for assessing his suitability for promotion provided that he has successfully completed his period of probation. However it may be reiterated that condition of minimum service required as per relevant Service Rules shall have to be fulfilled.

2. Illustration in this regard is given as under:-

In 5 ACR's minimum-marks required = 12 marks

In 3 ACR's minimum marks required = $\frac{12 \times 3}{5} = 7.2$

means 7 marks.

If 3 years experience is required and the person has earned 4 ACR's

In 4 ACR's minimum marks reured = $\frac{12 \times 4}{5} = \frac{48}{5} = 9.6$

means 10 marks.

The receipt of this letter may please be acknowledged.

Copy of Punjab Government circular letter No. 7/51/01-IPP2/537, dated 9th Jan. 2004 from the Department of Personnel, addressed to all the Heads of Department etc. in the State of Punjab.

Subject: Revision of Electoral Rolls in the State and ban on transfers of the deputed staff.

Sir/Madam.

I am directed to refer to the subject cited above and to say that the Election Commission of India has been conducting the exercise of Special Revision of Electoral Rolls throughout the Country in time bound basis with reference to 1.1.2004 as the qualifying date. The existing instructions of the Commission stipulate that officers and the staff employed in connection with the preparation, revision and correction of the Electoral Rolls shall be deemed to be on deputation to the Election Commission and till the work is finished they shall be subject to control, superintendence and discipline of the Commission. Therefore no official connected with the exercise of revision of Electoral roll like the Electoral Registration Officer, Assistant Electoral Registration Officer and the District Election Officer should be disturbed from their places of posting without the prior concurrence of the Election Commission. Any change of key Election Officers during the above mentioned period for Special Revision of Electroal Rolls will adversely effect the work and it is likely to tell upon the quality of revision process. The entire process has a very tight schedule within which vast amount of work has to be completed upto 20.1.2004.

2. You are, therefore, requested that during the aforesaid period, the transfer of officers as mentioned in Para I above should be avoided. In case it becomes absolutely necessary to make any transfer of the key Election Officers connected with the revision of Rolls of there is any need for shifting of officers due to their promotion etc. the Election Commission may be consulted which would consider the same on merits on a case to case basis.

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

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

Copy of Punjab Government circular letter No. 11/94/02-4PP2/650, dated 12th Jan, 2004 from the Department of Personnel, addressed to all the Heads of Department etc. in the State of Punjab.

Subject: Grant of employment in the State Services on compassionate appointments policy regarding.
Sir/Madam,

I am directed to refer to the subject noted above and to say that the Punjab Government issued policy instructions contained in letter No. 11/105/98-4PP-II/14420 dated 21.11.2002, allowing compassionate appointments to the dependents of categories mentioned in para 3 of the Scheme. The condition of 5% cap imposed in Para 9(b) of the policy was removed in letter No. 11/105/98-4PP-II/2209 dated 5.2.2003. In the meanwhile, the Department of Finance had a letter No. 6/139/2002-6FPPC/46, dated 2.1.2003 stipulated that compassionate appointments should be made only after the approval of Finance Department and Council of Ministers. The State Government has now reconsidered the matter and decided as under:-

- a) Compassionate appointments may be permitted against the direct quota posts in Group 'C' and 'D' in pursuance of the provisions of the policy contained in letter dated 21.11.2002. However 5% cap imposed earlier stand abolished. Where such appointments are made in pursuance of this policy, posts earlier abolished would stand automatically created to that extent.
- b) Such appointments may be permitted without awaiting finalization of the restructuring of Government Departments.
- c) Compassionate appointments made in line with this policy would not carry the pensionary benefits as present. The new contributory Scheme for pension, under formulation would be applicable in their case. While issuing appointment letter, this condition will be specifically incorporated.
- d) The compassionate appointments are to be effected strictly according to the eligibility criteria laid down and are not to be treated as a matter of right. It is, therefore, imperative that all such cases are carefully scrutinized by appointing authorities before appointments are granted. Such appointments will be cleared by the Committees, specifically constituted for this purpose as under:-
 - (i) A committee headed by the Divisional Commissioner will scrutinise case of all government

employees whose cadre is controlled at district/divisional level. Representatives of the department of Sainik Welfare and Welfare of Scheduled Castes will also be associated in the Committee.

- (ii) A committee may similarly be set up in each department headed by the Administrative Secretary concerned, which would consider all other cases of compassionate appointment in their Departments.
- (iii) In the case of employees of the Secretariat and Financial Commissioner's office, Committees will be set up headed by the Secretary Personnel and Financial Commissioner Revenue, respectively.

It is possible that some of these Committees may become overburdened. In such case the administrative departments may take up the matter with the Chief Secretary for further delegations, where such need arises.

2. The compassionate appointments to the dependents of persons killed by the Terrorists/persons killed in 1984 Riots shall continue to be governed under the policy instructions issued by the Department of Relief & Resettlement, from time to time.

A copy each forwarded to all the Financial Commissioners, Principal Secretaries and Secretaries to Government of Punjab for information and necessary action.

Copy of Punjab Government circular letter No. 7/14/03-IPP2/960, dated 15th Jan., 2004 from the Department of Personnel, addressed to all the Financial Commissioner, Principal Secretaries and Administrative Secretaries in the State of Punjab.

Subject: Guidelines for the postings and transfer of Government employees for the year 2003-04.

All Financial Commissioners, Principal Secretaries and Administrative Secretaries to Govt. of Punjab may kindly refer to this Department's instructions issued vide circular letter No. 7/14/2003-IPP-II/6473 dated 24th April 2003 and 12/7/2003-IPP-II/9382 dated 27th May, 2003 on the subject cited above.

2. Case have come to the notice of Government where mid-term transfers have been ordered and implemented and the matter then referred to the Chief Minister for ex-post facto approval. It will be appreciated that the objective is to restrict mid-term transfers to the absolute minimum and this practice negates the purpose for which instructions referred to in para I were issued. Government have, therefore, taken a serious note of these aberrations and would like to reiterate that the instructions on the subject must, in future, be followed in letter and spirit. It would be the duty of the Administrative Secretary concerned to ensure that these instructions are rigidly adhered to.

Copy of the D.O. letter No. 12/63/2003-5PP2/2154, dated 10.2.2004 from the Chief Secretary to Punjab Government.

Subject:- Decisions of Cabinet Sub Committee on Fiscal Management taken in its meeting held on 14.11.2003-regardings.

Dear Secretary,

As you know, there is presently a complete ban on recruitments against posts lying vacant or likely to fall vacant and all such posts are deemed to be abolished. A post thus abolished can be revived only with the prior approval of CMM after seeking advice of the Finance Department. The matter has been further considered and it has been decided that revival of creation of posts would be considered only after each Department of the Government has undertaken a restructuring exercise. All Departments would be expected to undertake this work immediately with a view to finalizing their future staff requirements in the shortest possible time frame. Ideally this exercise should be taken up and completed in three months.

Notwithstanding the above, Governments recognized that their might be immediated functional requirements in some Departments where delivery of services is adversely effected by lack of personnel. The revival of posts in such exceptional cases could be initiated by the Departments which would be first considered by an Official Committee who would submit the proposal with its recommendations to a Group of Ministers. A final decision would be taken by the Council of Ministers taking into account the recommendations of the Official Committee and the Group of Ministers. The constitution of Official Committee and that of the Group of Ministers is indicated in the annexure.

With regards,

Copy of Punjab Government circular letter No. 7/51/01-IPP2/2333, dated 12th Feb, 2004 from the Department of Personnel, addressed to all the Heads of Department etc. in the State of Punjab.

Subject:- Lok Sabha General Elections 2004-Transfers of Officers who stayed more than 4 years in a period of 5 years in a particular place/ Home District-regarding.

Sir/Madam,

I am directed to invite your attention to the letter No. Elec-2004/R-1068-61, dated 30.1.2004, from the Chief Electoral Officer, Punjab and letter from the Election Commission of India noted in the Margin(copies enclosed), on the subject cited above and to say that as reported by the Chief Electoral Officer, Punjab, the Lok Sabha Elections are to be held shortly. In the wake of directions of the Election Commission of India, contained in above-mentioned letters, the Officers of Group 'A' and Group 'B' connected with election work who have completed four years tenure at any station in a District or would be completing this tenure by February, 2004, including such Officers posted in their Home Districts have to be shifted to other districts, immediately. You are accordingly, requested that the matter may kindly be reviewed well in the time and meticulous compliance of the directions of the Election Commission of India be ensured.

XXXXXXXX

Subject:- *Lok Sabha General Election 2004- Transfer of Officers who stayed more than 4 years in a period of 5 years in a particular place/Home District-regarding.*

Sir,

I am directed to forward herewith a photocopy each of letter No. 437/6/1/2001/PLN-III, dated 28th December, 2001 and no. 437/6/1/2001/PLN-III, dated 3rd January 2002 of the Election Commission of India addressed to you and to say that these instructions were issued by the Election Commission of India at the time of Punjab Vidhan Sabha Elections of 2002. You are aware that Lok Sabha Elections are to be held shortly. I am therefore, to request you that the matter may kindly be reviewed well in time. Necessary instructions may please be issued to all Departments, Board and Corporations in accordance with the direction of Election Commission of India.

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi, New Delhi-110001.

No. 437/6/1/2001-PLN-III

Dated: 28th December, 2001

To The Chief Secretaries to the Governments of
Manipur, Punjab, Uttaranchal and Uttar Pradesh.

Subject: General Elections to State Legislative Assemblies-Postings of officers

Sir, I am directed to say that the Commission has announced the schedule of General Elections to the State Legislative Assemblies of Manipur, Punjab, Uttaranchal and Uttar Pradesh to day the 26th December, 2001.

2. The Commission has decided that no officers connected with elections should be allowed to continue in his/her home district. These restrictions will not only cover all officers appointed for specific election duties like District Election Officer, Returning Officer and Assistant Returning Officer but other district level officers like Additional District Magistrates, Deputy Collectors and Sub Divisional Magistrates etc. As far as officers in the Police Department are concerned, these instructions shall be applicable to range IGs, DIGs Sps and Sub-Divisional Heads of Police. A detailed review may be conducted in all districts and in case any such officer is posted in the Home district, he/she will be moved out immediately. While carrying out this review it must be borne in mind that these instructions do not apply to officers located in the State Capital.

3. The Commission further desires that separate review may be made in respect of officers of the above category to list out those who have completed more than four years of stay in the same district irrespective of the fact whether they are deployed in their home district or not, such officers may also be moved out of their present districts but while doing so care should be taken that they are not posted to their home districts.

4. I am to request that the review of the postings may kindly be completed and the officers may be shifted immediately and in any case not later than by 7th January, 2002.

5. The receipt of this letter may kindly be acknowledged. The details of action taken may be intimated to the Commission for its information.

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road New Delhi, New Delhi-110001

No. 437/6/2004-PLN-III/60

Dated 3rd January 2002.

To The Chief Secretaries to the Government of
Manipur, Punjab, Uttaranchal and Uttar Pradesh
The Chief Electoral Officer of Manipur, Punjab, Uttaranchal and Uttar Pradesh.

Subject: General Elections to State Legislative Assemblies-Postings of officers

Sir,

I am directed to invite your attention to the Commissioner's letter No. 437/6/1/2001-PLN-III dated 28th December, 2001 regarding review of postings of officers posted in Home district/same district latest by 7th January, 2002.

2. It is clarified that while reviewing the posting of officers, there may be case officers who were transferred but reposted in their Home district/same district after a short spell. In all such cases, while computing the period of four years posting, if the officer was reposted in the same district/Home district within a period of one year, the same may be ignored and he/she should be transferred immediately.

ਪ੍ਰਸ਼ੋਨਲ ਵਿਭਾਗ, ਪੰਜਾਬ ਵਲੋਂ ਜਾਰੀ ਗਸ਼ਤੀ ਪੱਤਰ ਨੰ: 11/12/04-4ਪੀਪੀ2/2327 ਮਿਤੀ 12 ਫਰਵਰੀ, 2004 ਦੀ ਕਾਪੀ ਜੋ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੱਖੀਆਂ ਆਦਿ ਨੂੰ ਸੰਬੋਧਿਤ ਹੈ।

ਵਿਸ਼ਾ:- ਮ੍ਰਿਤਕ ਕਰਮਚਾਰੀਆਂ ਦੇ ਆਸ਼ਿਰਿਤਾਂ ਨੂੰ ਤਰਸ ਦੇ ਆਧਾਰ ਤੇ ਨਿਯੁਕਤੀਆਂ ਦੇਣ ਦੇ ਮਾਮਲੇ ਤੁਰੰਤ ਨਿਪਟਾਉਣ ਬਾਰੇ।

ਰਾਜ ਦੇ ਸਮੂਹ ਵਿੱਤੀ ਕਮਿਸ਼ਨਰ, ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ ਅਤੇ ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਪ੍ਰਸ਼ੋਨਲ ਵਿਭਾਗ ਦੇ ਪੱਤਰ ਨੰ: 11/94/02-4ਪੀਪੀ2/650, ਮਿਤੀ 12-1-2004 ਵੱਲ ਧਿਆਨ ਦੇਣ ਦੀ ਖੋਚਲ ਕਰਨ।

2. ਉਪਰੋਕਤ ਪੱਤਰ ਰਾਹੀਂ ਤਰਸ ਦੇ ਆਧਾਰ ਤੇ ਨਿਯੁਕਤੀਆਂ ਦੇ ਮਾਮਲਿਆਂ ਨੂੰ ਤੁਰੰਤ ਨਿਪਟਾਉਣ ਅਤੇ ਉਮੀਦਵਾਰਾਂ ਦੀ ਪਾਤਰਤਾ ਨੂੰ ਯਕੀਨੀ ਬਣਾਉਣ ਲਈ ਵੱਖ-ਵੱਖ ਵਿਭਾਗਾਂ ਵਿਚ ਕਮੇਟੀਆਂ ਦੇ ਗਠਨ ਦਾ ਉਪਬੰਧ ਕੀਤਾ ਹੋਇਆ ਹੈ। ਸਰਕਾਰ ਦੇ ਧਿਆਨ ਵਿਚ ਆਇਆ ਹੈ ਕਿ ਕਈ ਵਿਭਾਗਾਂ ਵਿਚ ਤਰਸ ਦੇ ਆਧਾਰ ਤੇ ਨਿਯੁਕਤੀਆਂ ਦੇਣ ਦੇ ਮਾਮਲੇ ਨੂੰ ਤਰਜੀਹੀ ਤੌਰ ਤੇ ਪਹਿਲ ਨਹੀਂ ਦਿੱਤੀ ਜਾ ਰਹੀ, ਜਿਸ ਨਾਲ ਮ੍ਰਿਤਕ ਕਰਮਚਾਰੀਆਂ ਦੇ ਪਰਿਵਾਰਾਂ/ਆਸ਼ਿਰਿਤਾਂ ਵਿਚ ਬੈਚੈਨੀ ਦਾ ਪ੍ਰਗਟਾਅ ਕੀਤਾ ਜਾ ਰਿਹਾ ਹੈ। ਇਸ ਸੰਬਧ ਵਿਚ ਆਪ ਨੂੰ ਬੇਨਤੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਆਪਣੇ ਵਿਭਾਗ ਅਧੀਨ ਤਰਸ ਦੇ ਆਧਾਰ ਤੇ ਨਿਯੁਕਤੀਆਂ ਬਾਰੇ ਜਿੰਨੇ ਵੀ ਮਾਮਲੇ ਹਨ ਉਨ੍ਹਾਂ ਨੂੰ ਛੇਤੀ ਤੋਂ ਛੇਤੀ ਸਮਾਬੰਧ ਮੁਹਿੰਮ ਨਾਲ ਨਿਪਟਾਉਣ ਦੀ ਖੋਚਲ ਕੀਤੀ ਜਾਵੇ।

3. ਇਸ ਨੂੰ ਪਰਮ ਅਗੇਤ ਦਿੱਤੀ ਜਾਵੇ।

Copy of Punjab Government circular letter No. 7/51/2001-1PP2/2637, dated 19th Feb., 2004 from the Department of Personnel, addressed to all the Heads of Department etc. in the State of Punjab.

Subject:- Lok Sabha General Elections 2004-Transfers of Office who stayed more than 4 years in a period of 5 years in a particular place/Home District-regarding.

Sir/Madam,

I am directed to the Punjab Government letter No. 7/51/2001-IPP.II/2333, dated 12.2.2004, on the

subject cited above and to say that as reported by the Chief Electoral Officer, Punjab, vide his letter noted in the Margin(copy enclosed). The Election Commission of India has issued fresh instructions vide their letter No. 437/6/1/2004-PLN-III, dated 11.2.2004(copy enclosed) to ensure the free and fair elections in the State and also to review the postings of Officers connected with the conduct of Elections, out of the home Districts and having stay more than 4 years. It is, therefore, requested that the matter may kindly be reviewed, accordingly, well in time and report of the action taken may be intimated to this Department, Chief Electoral Officer, Punjab, Chandigarh and also to the Election Commission of India.

No.Elec-2004/R-1704-05,
dated.19.2.2004.

LOKSABHA ELECTIONS MOST IMMEDIATE No.Elec-2004/R-1704-05

From The Chief Electoral Officer, Punjab
SCO No-29-30, Sector 17-E,
Chandigarh.

To 1: The Chief Secretary to the Govt of Punjab
Punjab Civil Secretariat, Chandigarh.

2. The Director General of Police, Punjab
Punjab Police Headquarter,
Sector-9, Chandigarh.
Dated Chandigarh, the 19th February, 2004

Subject: *Lok Sabha General Elections 2004-Transfer of Officers who stayed more than 4 years in a period of 5 years in a particular place/Home District-regarding.*

Sir,

I directed to refer to this office letter No. Elec-2004/R-1060-61, dated 30th January, 2004 on the subject noted above and to say that the Election Commission of India has issued fresh instructions vide letter No. 437/6/1/2004-PLN-III, dated 11th February, 2004 (copy enclosed). I am, therefore, to request you that the matter may kindly be reviewed and necessary instructions may please be issued to all Departments, Boards and Corporations in accordance with the directions of the Election Commission of India under intimation to this Office immediately.

Most immediate By special messenger/speed post.

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No. 437/6/1/2004-PLN-III Dated 11th February, 2004. The Chief Secretaries to the Government of Of all states and Union Territories. The Chief Electoral Officers of Of all States and Union Territories.

Sub: *General Elections to the Lok Sabha and State Legislative Assemblies-posting of officers.*

Sir, As you might be aware general elections to the Lok Sabha and some State Assemblies have to be held shortly. The Commission, in its task of conducting free and fair elections, has followed the consistent policy

to ensure that officer, who are connected with the conduct of elections in the State, do not serve in their home district. Besides this, the Commission's policy has been that an officer who has worked for four years or more in the same district shall also be transferred out so that conditions for free and fair elections becomes apparent to all concerned.

2. The commissions has decided that no officers connected with elections should be allowed to contain in his/her home district. These instructions will not only cover officer appointed for specific election duties like District Election Officer, Returning Officer and Assistant Returning Officer but other district level officer like Additional District Magistrates, Deputy Collectors and Sub-Divisional Magistrates, Tehsildars, etc. As far as officers in the Police Department are concerned, these instructions shall be applicable to range IGs, SSPs, SPs, and Sub-Divisional Heads of Police and officer-in-charge of police station (whether in the rank of Inspector or Sub-Inspector). A detailed review may be conducted in all districts and in case any such officer is posted in the Home District, he/she should be moved out immediately. While carrying out this review it must be borne in mind that these instructions do not apply to officers posted at the State headquarters.

3. The Commission further desires that a separate review may be made in respect of officers of the above category to list out those who have completed more four years of stay during the last five years in the same district irrespective of the fact whether they are deployed in their home district or not, and such officers may also be moved out of their present districts but while doing so care should be taken that they are not posted to their home district. While calculating the period of four years, promotion to a post within the district is to be counted. Also short spells of transfer of less than one year may not be taken into account.

4. The commission further desires that the officers against whom Commission has recommended disciplinary action may not be assigned any election duty;

5. Commission's policy is conveyed at this stage prior to the formal announcement of the elections to ensure that the State Governments take steps to transfer the officers falling in the categories specified above. If steps are taken immediately then large-scale dislocation of officers immediately after the announcement would not be necessary.

6. The transfer of officers entrusted with the work relating to revision of electoral rolls may be effected only after the final publication of electoral rolls.

7. Furthermore, while implementing the above directions, the Commission desires that the Chief Electoral Officer of the State shall be invariably consulted regarding the new persons being brought in to man the posts as a result of the transferring out of the person incumbent who is either serving in his home district or has served for four years or more during the last five years in the same district

8. Details of the action taken may be intimated to the Commission for its information immediately.

Punjab Government circular letter No. 7/15/04-IPP2/2988, dated 27th Feb., 2004 from the Department of Personnel, address to all the Heads of Department etc. in the State of Punjab.

Subject:- *Regarding election duty of Officers of Excise & Taxation Department in ensuring Lok Sabha elections.*

The Financial Commissioner Taxation has informed that because of the coming excise auctions in

March and also to obtain advance Tax from assessces, it would be difficult to spare the services of Excise & Taxation Officers (ETOs) for Lok Sabha Elections. It has also been pointed out that due to the close of the financial year also a good deal of effort is required to be done by the Department during this time of the year for revenue collection. As such, it has been decided by the Chief Secretary that the Excise & Taxation Officers(ETOs) should not be given election duties.

Copy of Punjab Government cicualr letter No. 7/51/01-IPP2/6184, dated 5th March, 2004 from the Department of Personnel, addressed to all the heads of Department etc. in the State of Punjab.

Subject:- Lok Sabha General Elecltions 2004-Application of Model Code of Conduct.

Sir/Madam,

I am directed to invite your attention to this Department's letters noted in the margin and letter No. 3/4/04-GC(7)/2931, dated 2.3.2004 from the Deptt. of General Administrations to your address on the subject cited above and intimate that the Model Codes of Conduct has come in force with effect from 29.2.2004. The Election Commission of India, interalia, has issued directions with regard to transfers of Government employees as under:-

1. "There shall be a total ban on the transfers of all officers/official connected with the conduct of the elections. These include but are not restricted to:-
2.
 - i) The Chief Electoral Officer and Additional/Joint/Deputy Chief Electoral Officers;
 - ii) Divisional Commissioners;
 - iii) The District Election Officers, Returning Officer, Assistant Returning Officers and other Revenus Officer connected with the Conduct of Elections;
 - iv) Officers of the Police Department connected with the management of elections like range IGs and DIGs. Senior Superintendents of Police and Superintendents of Police, Sub-Divisional Level Police Officers like Deputy Superintendents of Police and oghter Police Officers who are deputed to the Commission under section 28-A of the Representation of the People Act, 1951;
2. The Transfer orders issued in respect of the above categories of officers prior to the date of announcement but not implemented till date should not be given effect to without obtaining a specific permission from the Commission in this regard;
3. This ban shall be effective till the completion of the elections. The Commission further directed that the State Government should refrain from making transfers of Senior Officers who have a role in the management of elections in the State.
4. In those cases where transfer of an officer is absolutely necessary on account of administrative exigencies, the concerned State Government may with full justification approach the Commission for prior clearance."

It is, therefore, requested that strict compliance of above directions of the Election Commission of India may kindly be ensured.

Copy of Punjab Government circular letter No. 7/15/04-IPP2/7080, dated 19th March, 2004 from the Department of Personnel, Addressed to all the Deputy Commissioners in the State of Punjab.

Subject:- Regarding election duty of officer of Excise & Taxation Department in ensuing Lok Sabha elections

The Chief Electoral Officer, Punjab has intimated that as per the Election Schedule Notification for the Lok Sabha Elections in Punjab, the date of poll will be 10th May, 2004. The work of excise auctions etc., will be over by 31st March, 2004. Due to large requirement of poll personnel, exemptions to the employees of any Department will not be desirable, in the changed circumstances. Therefore, the Memo No. 7/15/04-IPP1/1987, dated 27-2-04 is hereby withdrawn.

ਪ੍ਰਸ਼ਨਨਲ ਵਿਭਾਗ, ਪੰਜਾਬ ਵਲੋਂ ਜਾਰੀ ਗਸ਼ਤੀ ਪੱਤਰ ਨੰ: 5/25/94-5ਪੀਪੀ3/8355 ਮਿਤੀ 31 ਮਾਰਚ, 2004 ਦੀ ਕਾਪੀ ਜੋ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁਖੀਆਂ ਆਦਿ ਨੂੰ ਸੰਬੋਧਿਤ ਹੈ।

ਵਿਸ਼ਾ:- ਭਾਖਤਾ ਬਿਆਸ ਮੈਨੇਜਮੈਂਟ ਬੋਰਡ ਵਿੱਚ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਕਰਮਚਾਰੀਆਂ/ਅਧਿਕਾਰੀਆਂ ਦੀ ਨਿਯੁਕਤੀ ਸੰਬੰਧੀ।

ਸ਼੍ਰੀ ਮਾਨ ਜੀ,

ਮੈਨੂੰ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਮੈਂ ਆਪਦਾ ਧਿਆਨ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਸੰਬੰਧੀ ਇਸ ਵਿਭਾਗ ਦੇ ਗਸ਼ਤੀ ਪੱ ਨੰ: 5/25/94-5ਪੀਪੀ3/3228 ਮਿਤੀ 17.3.2002 ਅਤੇ ਨੰ: 5/25/94 5ਪੀਪੀ3/1986 ਮਿਤੀ 31.1.2003 ਵੱਲ ਦਿਵਾਉਂਦੇ ਹੋਏ ਆਪ ਨੂੰ ਸੂਚਿਤ ਕਰਾਂ ਕਿ ਇਸ ਮਾਮਲੇ ਤੇ ਅੱਗੇ ਹੋਰ ਵਿਚਾਰ ਕਰਦੇ ਹੋਏ ਨਿਮਨਲਿਖਤ ਅਨੁਸਾਰ ਫੇਸਲੇ ਕੀਤੇ ਗਏ ਹਨ:-

1. ਭਾਖਤਾ ਬਿਆਸ ਮੈਨੇਜਮੈਂਟ ਬੋਰਡ ਵਿੱਚ ਪ੍ਰਤੀਨਿਯੁਕਤੀ ਤੇ ਕੰਮ ਕਰਦੇ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਕਰਮਚਾਰੀ/ਅਧਿਕਾਰੀ ਮਿਤੀ 1.1.96 ਤੋਂ ਬਾਅਦ ਜਿੰਨਾ ਸਮਾਂ ਭਾਖਤਾ ਬਿਆਸ ਮੈਨੇਜਮੈਂਟ ਬੋਰਡ ਵਿੱਚ ਕੰਮ ਕਰਨ ਉਨ੍ਹਾਂ ਸਮਾਂ ਭਾਖਤਾ ਬਿਆਸ ਮੈਨੇਜਮੈਂਟ ਬੋਰਡ ਵਲੋਂ ਦਿੱਤੇ ਜਾ ਰਹੇ ਤਨਖਾਹ ਸਕੇਲਾਂ ਅਨੁਸਾਰ ਤਨਖਾਹ ਡਰਾਅ ਕਰ ਸਕਣਗੇ ਪਰ ਉਨ੍ਹਾਂ ਨੂੰ ਕੋਈ ਡੈਪੂਟੇਸ਼ਨ ਭੱਤਾ ਜਾਂ ਹੋਰ ਕੋਈ ਵੱਖਰੀ ਸਹੂਲਤ ਜੋ ਉਨ੍ਹਾਂ ਨੂੰ ਬਤੌਰ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਕਰਮਚਾਰੀ ਨਾ ਮਿਲਦੀ ਹੋਏ, ਨਹੀਂ ਦਿੱਤੀ ਜਾ ਸਕੇਗੀ, ਨਾ ਹੀ ਉਨ੍ਹਾਂ ਨੂੰ ਕੋਈ ਪਦ-ਉਨਤੀ ਦਿੱਤੀ ਜਾ ਸਕੇਗੀ। ਭਾਖਤਾ ਬਿਆਸ ਮੈਨੇਜਮੈਂਟ ਬੋਰਡ ਤੋਂ ਵਾਪਸੀ ਉੱਤੇ ਇਨ੍ਹਾਂ ਕਰਮਚਾਰੀਆਂ/ਅਧਿਕਾਰੀਆਂ ਦੀ ਤਨਖਾਹ ਉਸੇ ਤਨਖਾਹ ਸਕੇਲ ਅਤੇ ਪੱਧਰ ਤੇ ਫਿਕਸ ਕੀਤੀ ਜਾਵੇਗੀ ਜੋਕਿ ਉਨ੍ਹਾਂ ਨੇ ਉਸ ਸੂਰਤ ਵਿੱਚ ਡਰਾਅ ਕਰਨੀ ਸੀ ਜੇਕਰ ਉਹ ਆਪਣੇ ਪਿਤਰੀ ਵਿਭਾਗ ਵਿੱਚ ਹੀ ਕੰਮ ਕਰਦੇ ਰਹਿੰਦੇ ਭਾਵ ਕਿ ਬੋਰਡ ਵਿੱਚ ਬਿਤਾਏ ਪ੍ਰਤੀਨਿਯੁਕਤੀ ਦੇ ਸਮੇਂ ਨੂੰ ਕੇਵਲ ਕਰਮਚਾਰੀ ਦੇ ਵਿਭਾਗੀ ਸਕੇਲ ਵਿਚ ਸਾਲਾਨਾ ਤਰੱਕੀਆਂ ਲਈ ਗਿਣਿਆ ਜਾ ਸਕੇਗਾ।

2. ਰਾਜ ਸਰਕਾਰ ਦੇ ਕਰਮਚਾਰੀਆਂ ਦੀ ਭਾਖਤਾ ਬਿਆਸ ਮੈਨੇਜਮੈਂਟ ਬੋਰਡ ਵਿੱਚ ਪ੍ਰਤੀਨਿਯੁਕਤੀ ਤੇ ਤੈਨਾਤੀ ਨਿਮਨਲਿਖਤ ਸੂਰਤਾਂ ਨਾਲ ਹੀ ਕੀਤੀ ਜਾਵੇਗੀ।

ਉ) ਨਿਯਮਾਂ/ਹਦਾਇਤਾਂ ਦੇ ਕਿਸੇ ਕਿਸਮ ਦੇ ਵੀ ਉਪਬੰਧ ਦੇ ਬਾਵਜੂਦ ਜਦੋਂ ਪ੍ਰਤੀਨਿਯੁਕਤੀ ਦੇ ਕੰਮ ਕਰਦੇ ਕਿਸੇ ਕਰਮਚਾਰੀ/ਅਧਿਕਾਰੀ ਦੀ ਉਮਰ 55 ਸਾਲ ਹੋ ਜਾਵੇਗੀ ਤਾਂ ਉਸਦੀ ਪ੍ਰਤੀਨਿਯੁਕਤੀ ਆਪਣੇ ਆਪ ਸਮਾਪਤ ਹੋ ਜਾਵੇਗੀ ਅਤੇ ਇਹ ਸੰਬੰਧਤ ਕਰਮਚਾਰੀ/ਅਧਿਕਾਰੀ ਦੀ ਆਪਣੀ ਜ਼ਿੰਮੇਵਾਰੀ ਹੋਵੇਗੀ ਕਿ ਉਹ ਭਾਖਤਾ ਬਿਆਸ ਮੈਨੇਜਮੈਂਟ ਬੋਰਡ ਵਿੱਚ ਫਾਰਗ ਹੋ ਕੇ ਆਪਣੇ ਪਿਤਰੀ ਵਿਭਾਗ ਵਿੱਚ ਰਿਪੋਰਟ ਕਰੇ। ਹਰ ਇੱਕ ਪ੍ਰਬੰਧਕੀ ਵਿਭਾਗ ਇਸ ਗੱਲ ਨੂੰ ਯਕੀਨੀ ਬਣਾਏਗਾ ਕਿ ਇਸ ਤਰ੍ਹਾਂ ਦੇ ਕਰਮਚਾਰੀਆਂ ਦੀ ਵਾਪਸੀ ਨੂੰ ਮਾਨੀਟਰ ਕੀਤਾ ਜਾਵੇ ਅਤੇ ਉਨ੍ਹਾਂ ਵੱਲੋਂ ਹਾਜ਼ਰ ਹੋਣ ਤੇ ਉਨ੍ਹਾਂ ਦੀ ਤੁਰੰਤ ਪੋਸਟਿੰਗ ਕੀਤੀ ਜਾਵੇ।

ਅ) ਅਜਿਹੇ ਕਰਮਚਾਰੀਆਂ ਦੀ ਸੇਵਾ ਨਵਰਿਤੀ ਉਪਰੰਤ ਉਨ੍ਹਾਂ ਦੇ ਰਿਟਾਇਰਮੈਂਟ ਕਲੇਮ ਹਰ ਹਾਲਤ ਵਿਚ ਪੰਜਾਬ ਸੀ.ਐਸ.ਆਰ ਵਾਲੀਉਮ II ਦੇ ਨਿਯਮ 6.19 ਥੱਲੇ ਨੋਟ 3 ਦੇ ਉਪਬੰਧ ਅਨੁਸਾਰ ਅਤੇ ਨਿਯਮਾਂ/ਹਦਾਇਤਾਂ ਦੇ ਹੋਰ ਉਪਬੰਧਾਂ ਨੂੰ ਧਿਆਨ ਵਿੱਚ ਰੱਖਦੇ ਹੋਏ ਵਰਕ-ਆਊਟ ਕੀਤੇ ਜਾਣਗੇ।

ੲ) ਪੰਜਾਬ ਸਿਵਲ ਸੇਵਾਵਾਂ ਨਿਯਮਾਵਲੀ ਜਿਲਦ-1 ਭਾਗ-1 ਦੇ ਨਿਯਮ 10.25 ਵਿੱਚ ਨਿਰਧਾਰਤ 5 ਸਾਲਾਂ ਲਈ ਪ੍ਰਤੀ-ਨਿਯੁਕਤੀ ਦੀ ਸੀਮਾਂ ਸੰਬੰਧੀ ਸੂਰਤ ਲਾਗੂ ਰਹੇਗੀ। ਇਸਦੇ ਨਾਲ ਹੀ ਇਹ ਵੀ ਸੂਰਤ ਰਹੇਗੀ ਕਿ 55 ਸਾਲ ਦੀ ਉਮਰ ਹੋਣ ਤੇ ਹਰ ਕਰਮਚਾਰੀ ਨੂੰ ਭਾਖਤਾ ਬਿਆਸ ਮੈਨੇਜਮੈਂਟ ਬੋਰਡ ਦੇ ਫਾਰਗ ਹੋਕੇ ਆਪਣੇ ਪਿਤਰੀ ਵਿਭਾਗ ਵਿੱਚ ਰਿਪੋਰਟ ਕਰਨੀ ਪਵੇਗੀ।

ਜੇਕਰ ਕੋਈ ਕਰਮਚਾਰੀ ਸਮਾਂ-ਪੂਰਵ ਸੇਵਾ ਨਵਿਰਤੀ ਮੰਗੇ ਤਾਂ ਉਸ ਨੂੰ ਉਸੇ ਸਮੇਂ ਤੁਰੰਤ ਵਾਪਸ ਬੁਲਾ ਲਿਆ ਜਾਵੇ ਜਦੋਂ ਉਹ ਸਮਾਂ ਪੂਰਵ ਸੇਵਾ ਨਵਿਰਤੀ ਦਾ ਨੋਟਿਸ ਦੇਵੇ ਅਤੇ ਉਸਦੀ ਬੇਨਤੀ ਤੇ ਉਦੋਂ ਤੱਕ ਕੋਈ ਵਿਚਾਰ ਨਾ ਕੀਤੀ ਜਾਵੇ ਜਦੋਂ ਤੱਕ ਉਹ ਆਪਣੇ ਪਿਤਰੀ ਵਿਭਾਗ ਵਿੱਚ ਵਾਪਸ ਰਿਪੋਰਟ ਨਾ ਕਰੇ।

3. ਭਾਖੜਾ ਬਿਆਸ ਮੈਨੇਜਮੈਂਟ ਬੋਰਡ ਵਿੱਚ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਕਰਮਚਾਰੀਆਂ/ਅਧਿਕਾਰੀਆਂ ਦੀ ਢੁੱਕਵੇਂ ਅਨੁਪਾਤ ਵਿੱਚ ਪ੍ਰਤੀਨਿੱਧਤਾ ਬਰਕਰਾਰ ਰੱਖਣ ਦੇ ਮੰਤਵ ਨਾਲ ਪ੍ਰਬੰਧਕੀ ਵਿਭਾਗ ਹਰ ਵਰ੍ਹੇ ਦੇ ਆਰੰਭ ਵਿੱਚ ਉਨ੍ਹਾਂ ਕਰਮਚਾਰੀਆਂ/ਅਧਿਕਾਰੀਆਂ ਦਾ ਪੈਨਲ ਤਿਆਰ ਕਰਨਗੇ ਜਿਹੜੇ ਖਾਲੀ ਹੋਣ ਵਾਲੀਆਂ ਸੰਸਭਾਵੀ ਆਸਾਮੀਆਂ ਵਿਰੁੱਧ ਪ੍ਰਤੀਨਿਯੁਕਤੀ ਤੇ ਜਾਣ ਦੇ ਚਾਹਵਾਨ ਹੋਣਗੇ ਅਤੇ ਸੀਨੀਅਰਤਾ ਅਨੁਸਾਰ ਪਾਤਰ ਹੋਣਗੇ। ਕਿਸੇ ਵੀ ਝਗੜੇ ਤੋਂ ਬਚਣ ਲਈ ਪ੍ਰਤੀਨਿਯੁਕਤੀ ਦੀਆਂ ਸ਼ਰਤਾਂ ਨਿਸ਼ਚਿਤ/ਸਰਕੂਲੇਟ ਕਰਦੇ ਹੋਏ ਸੀਨੀਅਰ ਕਰਮਚਾਰੀਆਂ/ਅਧਿਕਾਰੀਆਂ ਦੀ ਸਹਿਮਤੀ ਪਹਿਲਾਂ ਪ੍ਰਾਪਤ ਕਰਕੇ ਰੱਖੀ ਜਾਇਆਂ ਕਰੇਗੀ। ਜਦੋਂ ਵੀ ਕੋਈ ਆਸਾਮੀ ਖਾਲੀ ਹੋਵੇਗੀ ਉਸਦਾ ਇਵਜ਼ੀ ਇਸ ਪੈਨਲ ਵਿੱਚੋਂ ਤੁਰੰਤ ਪੋਸਟ ਕਰ ਦਿੱਤਾ ਜਾਵੇਗਾ।

4. ਪ੍ਰਬੰਧਕੀ ਵਿਭਾਗਾਂ ਦੀ ਇਹ ਜ਼ਿੰਮੇਵਾਰੀ ਹੋਵੇਗੀ ਅਤੇ ਉਹ ਇਸ ਸੰਬੰਧ ਵਿੱਚ ਸਮਰੱਥ ਹੋਣਗੇ ਕਿ ਭਾਖੜਾ ਬਿਆਸ ਮੈਨੇਜਮੈਂਟ ਬੋਰਡ ਵਿੱਚ ਪੰਜਾਬ ਰਾਜ ਦੇ ਕਰਮਚਾਰੀਆਂ ਦਾ ਢੁੱਕਵਾਂ ਅਨੁਪਾਤ ਅਤੇ ਪ੍ਰਤੀਨਿੱਧਤਾ ਹਰ ਹਾਲਤ ਵਿੱਚ ਬਰਕਰਾਰ ਰੱਖੀ ਜਾਵੇ।

5. ਜੇ ਕਰਮਚਾਰੀ ਇਸ ਵੇਲੇ ਭਾਖੜਾ ਬਿਆਸ ਮੈਨੇਜਮੈਂਟ ਬੋਰਡ ਵਿੱਚ ਡੇਪੂਟੇਸ਼ਨ ਤੇ ਹਨ ਅਤੇ ਉਨ੍ਹਾਂ ਦੀ ਰਿਟਾਇਰਮੈਂਟ ਵਿੱਚ ਦੋ ਸਾਲ ਜਾਂ ਇਸਤੋਂ ਘੱਟ ਸਮਾਂ ਰਹਿੰਦਾ ਹੈ, ਉਨ੍ਹਾਂ ਦੀ ਆਪਣੇ ਪਿਤਰੀ ਵਿਭਾਗ ਵਿੱਚ ਤੁਰੰਤ ਵਾਪਸੀ ਇਸ ਵਿਭਾਗ ਦੇ ਹਵਾਲਾ ਅਧੀਨ ਪੱਤਰ ਮਿਤੀ 17.3.2002 ਅਨੁਸਾਰ ਯਕੀਨੀ ਬਣਾਈ ਜਾਵੇ।

ਇਹ ਹਦਾਇਤਾਂ ਆਪਣੇ ਅਧੀਨ ਸ਼ਮੂਹ ਕਰਮਚਾਰੀਆਂ/ਅਧਿਕਾਰੀਆਂ ਦੇ ਧਿਆਨ ਵਿੱਚ ਇੰਨਬਿੰਨ ਪਾਲਣਾ ਲਈ ਦਿੱਤੀਆਂ ਜਾਣ ਅਤੇ ਕਿਸੇ ਵੀ ਕਰਮਚਾਰੀ ਦੀ ਪ੍ਰਤੀਨਿਯੁਕਤੀ ਦੇ ਹੁਕਮ ਜਾਰੀ ਕਰਨ ਵੇਲੇ ਇਹ ਸਪਸ਼ਟ ਕਰ ਦਿੱਤਾ ਜਾਵੇ ਕਿ ਉਹ ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ ਦਾ ਪਾਬੰਦ ਹੋਵੇਗਾ ਅਤੇ ਉਲੰਘਣਾ ਕੀਤੇ ਜਾਣ ਦੀ ਹਾਲਤ ਵਿੱਚ ਹੋਰ ਕਾਰਵਾਈ ਦੇ ਨਾਲ-ਨਾਲ ਸਰਕਾਰੀ ਹੁਕਮ ਨਾਂ ਮੰਨਣ ਦਾ ਚੋਸ਼ੀ ਮੰਨਿਆ ਜਾਵੇਗਾ।

6. ਇਹ ਹਦਾਇਤਾਂ ਵਿੱਚ ਵਿਭਾਗ ਵਲੋਂ ਉਨ੍ਹਾਂ ਦੇ ਅੰ:ਵਿ:ਪੰ:ਨੰ:2/19/2001-5ਵਿ:ਪ੍ਰ:1/646 ਮਿਤੀ 24.12.2003 ਰਾਹੀਂ ਦਿੱਤੀ ਪੂਰਵ ਪ੍ਰਵਾਨਗੀ ਅਨੁਸਾਰ ਜਾਰੀ ਕੀਤੀਆਂ ਜਾ ਰਹੀਆਂ ਹਨ।

ਪ੍ਰਸੋਨਲ ਵਿਭਾਗ, ਪੰਜਾਬ ਵਲੋਂ ਜਾਰੀ ਗਸ਼ਤੀ ਪੱਤਰ ਨੰ: 17/9/04-2ਪੀਪੀ1/9368 ਮਿਤੀ 1 ਅਪ੍ਰੈਲ, 2004 ਦੀ ਕਾਪੀ ਜੋ ਰਾਜ ਦੇ ਸ਼ਮੂਹ ਵਿੱਤੀ ਕਮਿਸ਼ਨਰ, ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ ਅਤੇ ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰਨੂੰ ਸੰਬੋਧਿਤ ਹੈ।

ਵਿਸ਼ਾ : ਵਿਭਾਗੀ ਤਰੱਕੀ ਕਮੇਟੀ ਦੀ ਬੈਠਕ ਦੀ ਕਾਰਵਾਈ ਭਲਾਈ ਵਿਭਾਗ ਨੂੰ ਭੇਜਣ ਸਬੰਧੀ।

ਸ਼ਮੂਹ ਵਿੱਤੀ ਕਮਿਸ਼ਨਰ/ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ/ ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ ਕ੍ਰਿਪਾ ਕਰਕੇ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਇਸ ਵਿਭਾਗ ਅੰ:ਵਿ:ਪੰ:ਨੰ: 3/26/2001-2ਪੀਪੀ1, ਮਿਤੀ 9 ਅਪ੍ਰੈਲ, 2002 ਵੱਲ ਧਿਆਨ ਦੇਣ ਦੀ ਖੇਚਲ ਕਰਨ।

2. ਹਵਾਲਾ ਅਧੀਨ ਪੱਤਰ ਰਾਹੀਂ ਇਹ ਬੇਨਤੀ ਕੀਤੀ ਗਈ ਸੀ ਕਿ ਪ੍ਰਬੰਧਕੀ ਵਿਭਾਗ ਵਿਭਾਗੀ ਤਰੱਕੀ ਕਮੇਟੀ ਦੀ ਬੈਠਕ ਉਪਰੰਤ ਕਾਰਵਾਈ ਦੀ ਕਾਪੀ ਪ੍ਰਸੋਨਲ ਵਿਭਾਗ ਨੂੰ ਭੇਜਣ। ਪਰ ਇਹ ਵੇਖਣ ਵਿੱਚ ਆਇਆ ਹੈ ਕਿ ਬੈਠਕ ਉਪਰੰਤ ਬੈਠਕ ਦੀ ਕਾਰਵਾਈ ਦੀ ਮੁਕੰਮਲ ਕਾਪੀ ਇਸ ਵਿਭਾਗ ਨੂੰ ਨਹੀਂ ਭੇਜੀ ਜਾਂਦੀ ਹੈ ਅਤੇ ਨਾ ਹੀ ਭਲਾਈ ਵਿਭਾਗ ਨੂੰ ਭੇਜੀ ਜਾਂਦੀ ਹੈ। ਜਿਸ ਕਰਕੇ ਰਿਕਾਰਡ ਅਧੂਰਾ ਰਹਿ ਜਾਂਦਾ ਹੈ। ਇਸ ਲਈ ਮੁੜ ਬੇਨਤੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਸਾਲ 2003 ਤੋਂ ਹੁਣ ਤੱਕ ਹੋਈਆਂ ਬੈਠਕਾਂ ਦੀ ਕਾਰਵਾਈ ਦੀ ਇੱਕ-ਇੱਕ ਕਾਪੀ, ਜੇਕਰ ਪਹਿਲਾਂ ਨਹੀਂ ਭੇਜੀ ਗਈ ਤਾਂ, ਦੋਨਾਂ ਵਿਭਾਗਾਂ ਨੂੰ ਭੇਜੀ ਜਾਵੇ ਅਤੇ ਇਹ ਵੀ ਯਕੀਨੀ ਬਣਾਇਆ ਜਾਵੇ ਕਿ ਭਵਿੱਖ ਵਿੱਚ ਹੋਣ ਵਾਲੀਆਂ ਬੈਠਕਾਂ ਦੀ ਕਾਰਵਾਈ ਦੀ ਕਾਪੀ ਇਸ ਵਿਭਾਗ ਅਤੇ ਭਲਾਈ ਵਿਭਾਗ ਨੂੰ ਭੇਜੀ ਜਾਵੇ। ਇਹ ਹਦਾਇਤਾਂ ਸੰਬੰਧਤਾਂ ਦੇ ਧਿਆਨ ਵਿੱਚ ਲਿਆ ਦਿੱਤੀਆਂ ਜਾਣ।

ਇਸ ਦੀ ਪਹੁੰਚ ਰਸੀਦ ਭੇਜੀ ਜਾਵੇ।

Copy of Punjab Government circular letter No. 11/94/02-4PP2/8403, dated 2nd April, 2004 from the Department of Personnel, addressed to all the Heads of Department et. in the State of Punjab.

Subject:- Grant of employment in the State Services on compassionate appointments-policy regarding.

Sir/Madam,

I am directed to refer to this Department's letter No. 11/94/2002-4PP.II/650, dated 12.1.2004, on

the subject cited above and to say that the Government have decided to delete the provisions contained in Clause (d) of Para 1 of the instructions referred to above and earlier system of screening by the concerned Appointing Authority may be continued. Further action will be taken keeping Model Code of Conduct for elections in view.

Copy of Punjab Government circular letter No. 13/54/91-2PP2-Vol.-II/8716, dated 16th April, 2004 from the Department of Personnel, addressed to all the Heads of Department etc. in the State of Punjab.

Subject:- Appointment of Retired Officer as Inquiry Officers under Punjab Civil Services (Punishment & Appeal) Rule, 1970.

Sir/Madam,

I am directed to refer on the subject cited above and to say that the name of Sh. A.S. Gulati, IAS(Retd.) has been brought on the panel of Inquiry Officers for conducting only those inquiries under Punishment & Appeal Rules, 1970 of the employees, which fall within the service area and head quarter at Jalandhar. For this purpose, the concerned Department to which the particular enquiry belongs may depute one of their officers of Group 'A' or 'B' posted at Jalandhar to act as Presiding Officer.

2. While conducting enquiry, the officer shall abide by the provisions of circular letter No. 3/54/2PP2/2609, dated 25.2.99.

Copy of Punjab Government circular letter No. 11/24/04-4PP2/10195, dated 23rd April, 2004 from the Department of Personnel, addressed to all the Heads of Department etc. in the State of Punjab.

Subject:- Grand of employment in the State Services on compassionate grounds clarification regarding.

Sir/Madam,

I am directed to invite your attention to this department's policy instruction No. 11/94/98-4PP2/14420, dated 21.11.2002 and subsequent letter issued vide No. 11/94/02-4PP2/650, dated 12.1.2004 and no. 11/94/02-4PP2/8403, dated 2.4.2004 which contain guidelines for compassionate appointments in Group 'C' and 'D' State Services and to say that some departments have sought clarification whether such appointments can be made or not as the Election Code of Conduct is in force. In this connection the Department of Elections, Punjab has advised that the departments should defer all such appointments till the completion of election process. It is therefore requested that further necessary action may be taken according to the advice of the Election Commission and no compassionate appointment be made till the completion of election process. Strict compliance be ensured.

Copy of Punjab Government notification No. 6/12/2004-6PP3/10678, dated 30th April, 2004 from the department of Personnel.

It is hereby notified that the 10th May, 2004 (Monday) shall be observed as Public Holiday in all Punjab Government offices in Punjab, Chandigarh and New Delhi and all offices of Corporation/Boards of Government of Punjab and all Educational Institutions in the State on account of Lok Sabha General Election-2004.

2. This shall also be a holiday within the meaning of Section 25 of the Negotiable Instruments Act, 1881.

Copy of Punjab Government circular letter No. 12/53/04-IPP2/10972, dated 7th May, 2004 from the Department of Personnel, addressed to all the Financial Commissioners, Principal Secretaries and Administrative Secretaries in the State of Punjab.

Subject:- Lok Sabha Elections, 2004-Period of duty of Presiding and Polling Officers-Clarifications regarding.

All the Financial Commissioners, Principal Secretaries and Administrative Secretaries in the State of Punjab, may kindly refer to the subject cited above.

2. The Chief Electoral Officer, Punjab has desired that as per the directions of the Election Commission of India. The day following the date of Poll and in case of re-poll, the date following the date of re-poll, as the case may be will also be treated as period of election duty and the polling personnel will not be required to report for duty in their normal place on such day." In view of the above directions of the Election Commission of India, it has been decided that polling personnel will not be treated as absent from their normal duty if they do not report for their duty (In their parent departments) on 11th May, 2004.

3. It is, therefore, requested that the Heads of Departments/Offices and Boards and Corporations, under your kind control may kindly be informed accordingly for necessary action.

Copy of Punjab Government circular letter No. 7/14/03-IPP2/11964, dated 20th May, 2004 from the Department of Personnel, addressed to all the Heads of Department et. in the State of Punjab.

Subject:- Guidelines for the postings and transfers of Government employees and Public Sector undertaking employees for the year 2004-2005.

Sir/Madam,

I directed to refer to the subject cited above and to inform you that the postings and transfer of officers and officials in the State during the year 2004-05 will be made between the period from 1.7.2004 to 15.7.2004 in all the Department of the Government of Punjab.

2. The board guidelines to be adopted for effecting transfer will be as under:-

- (a) Transfer must be kept to the barest minimum. The transfers should generally be made against vacant posts except where the transfer are justified on administrative or compassionate grounds.
- (b) Government employee whether gazetted or non-gazetted, who are due to retire within the next two years, may be allowed to continue in the same district or at the same station of postings till retirement, as far as possible.
- (c) In case where both husband and wife are in Government service, it is desirable to keep the couple at one station for a period not more than 5 years, thereafter, he/she should be transferred as per policy. Even in case where the wife is in Government service and husband is under a private employment, the same attitude may be adopted. Efforts should be made to post unmarried girls and widows at station suitable to them as far as possible. Unmarried girls

and widow should be given preference over couple cases in the matter of postings and transfer at station convenient to them.

- (d) As far as possible, the handicapped and blind employees may be shown due consideration to mitigate their inconveniences while considering the question of their postings and transfers.
- (e) In case any child of Government employee/officer is mentally retarded, while posting and transferring such official/officer, sympathetic attitude may be adopted and efforts should be made to post him/her at the place of his/her choice.
- (f) A stay of 3 years and 5 years may be treated respectively as the minimum and maximum period in a particular place. Similarly, for employees transferable within the State particularly, Group 'A' and Group 'B' officers, no employee should be allowed to serve in one district beyond a period of 7 years in his entire service. Within particular office, seats having sensitive nature of work like extensive public dealings, establishment, monetary sanctions, etc. should be clearly defined and maximum stay by kept at 2 years.
- (g) Premature transfers, i.e. transfer of an employee before he has completed a minimum of 3 years' stay should not be ordered except under rare circumstances of punishment or clearly spelt out administrative reasons.
- (h) The employees/officers posted in the Border areas, Bet areas and Kandi Areas should remain there for a minimum period of two years.

3. Before considering terms for proposals, every Transferring Authority must ensure that below mentioned records is available in his office:-

- a) Information containing minimum and maximum stay on a particular station in one span;
- b) a record of maximum stay of Group 'A' and Group 'B' Officers in a district during their service.
- c) information pin-pointing the seats having sensitive nature of work like extensive public dealing, establishment, monetary sanctions etc. and to also to ensure that nobody remain posted on such seats for more than 2 years;
- d) List of couple cases, un-married girls, widows, handicapped persons and employees having mentally retarded children along with their present postings and also requests for preferential places;
- e) complied record of pending requests of those employees who could not be accommodated during general transfers with reasons.
- f) number of transfers made during the mid-term period with the approval of the competent Authority i.e. the Hon'ble Chief Minister, Punjab, If approval of the competent Authority has not been obtained, the reasons their for;
- g) list pin-pointing stations in specified areas; and
- h) List of employees belonging to any other category for special consideration.

4. After the period of general transfers, the policy in respect of mid-term transfers will be as under:-

- (i) Generally, there will be complete ban on mid-term transfers.

- (ii) When the transfers become necessary to fill up a vacancy existing after making the general transfers or a new vacancy arises as a result of the following eventualities, the Administrative Department may do so at its own level:-
- a) Suspension;
 - b) Resignation;
 - c) Removal from service;
 - d) Retirement;
 - e) Deputation, including deputation for long term training;
 - f) Promotion;
 - g) Creation of new posts;
 - h) Death; and
 - i) Mutual transfers.

After filling up vacancies arising as a result of eventualities mentioned above, the resultant vacancy may only be filled up in Government Departments with the approval of the Chief Minister through the Department of Personnel.

For employees of Corporations, Boards/Autonomous Bodies only the approval of the concerned Administrative Secretary is needed.

The Government Departments shall refer to the Hon'ble Chief Minister through the Department of Personnel only those cases which are not covered under the above mentioned eventualities and transfer is proposed on administrative grounds or on extremely compassionate grounds. In the case of employees of Corporations/Boards/Autonomous bodies, the cases need to be sent only to the respective Administrative Department by the concerned Autonomous body. Full justification may be shown in respect of cases in which transfer is proposed on administrative grounds. The proposal of Government employees shall be sent by the Administrative Department with the approval of Minister-in-charge to the Department of Personnel (in Personnel Policies Branch-II). Thereafter, the pros and cons shall be considered by the Department of Personnel and orders of the Hon'ble Chief Minister obtained and conveyed to the Administrative Department for action to be taken, accordingly. The Administrative Department shall not effect transfers of Govt. employees at its own level in compliance with the orders of Minister-in-charge, rather the case shall be sent to the Department of Personnel for the approval of the Hon'ble Chief Minister.

The Corporations/Boards/Autonomous Bodies shall not effect mid-term transfer of their employees without the approval of the concerned Administrative Department which will consider pros and cons of each case and orders be conveyed to the corporations/boards/autonomous bodies.

5. In case, any difficulty is experienced, in any Department in implementing these instructions, the matter may be taken up with this Department, through concerned Administrative Department.

6. In case of the Departments where the Chief Minister is himself the Minister-in-charge, and has approved mid-term transfer, in that case as well, before effecting the transfer, the case shall have to be sent to

the Department of Personnel for the approval of the Hon'ble Chief Minister.

7. Whenever orders of postings and transfers are issued, a separate note regarding T.A. may be given in orders indicating that the transfer has been made in public interest or on the request of the employee.
8. Wherever consent has been obtained from an employee for transfer, against the resultant vacancy so caused, other employee shall be transferred without his consent.
9. It shall be ensured by the Administrative Department and Corporations/Boards/Autonomous Bodies that the above guidelines are complied with in letter and spirit. It would be the duty of the Administrative Secretary concerned to ensure compliance meticulously.

Copy of Punjab Government circular letter No. 3/34/99-3PPI/17654, dated 21th May, 2004 from the Department of Personnel, addressed to all the Heads of Department etc. in the State of Punjab.

Subject:- Implementation of Ajit Singh Janjua Judgement-LA.No.1-3 in CWP Nos. 3792-3794.

Sir/Madam

I am directed to refer to this Department Circular letter No. 3/34/99-3PPI/3377, dated 28.02.2003, on the subject noted above and to state that with the above referred letter the para 3 of the instructions issued vide letter No. 3/3/99-3PPI/12565, dated 22.10.1999, was held in abeyance. Now the matter has been reconsidered in consultation with the Finance Department and it has been decided that the circular letter of this department issued vide letter N.3/34/99-3PPI/3377, dated 28.2.2003, may be treated as withdrawn.

Copy of Punjab Government circular letter No. 12/44/04-5PP2/18377, dated 28th May, 2004 from the Department of Personnel, addressed to all the Financial Commissioners, Principal Secretaries and Administrative Secretaries in the State of Punjab.

Subject:- Decision of Cabinet Sub-Committee on Fiscal Management.

All the Financial Commissioners, Principal Secretaries and Administrative Secretaries to Government of Punjab may kindly refer to D.O. No. 12/63/2003-5PP2/2154, dated 10.2.2004, from the Chief Secretary, Punjab to their address on the subject cited above, vide which all departments were directed to undertake the work of restructuring the departments with a view to finalizing their future staff requirements within a period of 3 months and in case of immediate functional requirements in some of departments where delivery of services is adversely effected by lack of personnel, only in such exceptional cases the proposals for revival/creation of posts were to be submitted firstly to the Official Committee headed by the Chief Secretary and then Group of Ministers. Final decisions were to be taken by the Council of Ministers. The time limit of three months prescribed for such process has since lapsed but no intimation has been received regarding the progress achieved in restructuring exercise, the same may kindly be expedited.

Copy of Punjab Government Notification No. GSR.37/cont./art./309/Amd.(3)/2004 dated 4th June, 2004 from the Department of Personnel.

No.G.S.R.37/Const./Art.309 /Amd.(3)/2004,- Inexercise 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:-

RULES

1. (1) These rules may be called the Punjab Government Houses(General Pool) Allotment (First Amendment)Rules,2004.

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

2. In the Punjab Government Houses (General Pool) Allotment Rules, 1983, in rule 10, in sub-rule(2) in the Table, under column captioned as "Events" and under column captioned as "Permissible period for retention of the house", after serial number 9 and entries relating thereto, the following serial number and entire shall be added namely:

| | |
|--|---|
| "10. The family of missing Government employee | For a period of one year from the date First information Report lodged with the Police about the missing Government employee. |
|--|---|

ਪ੍ਰਸੋਨਲ ਵਿਭਾਗ, ਪੰਜਾਬ ਵਲੋਂ ਜਾਰੀ ਗ਼ਸਤੀ ਪੱਤਰ ਨੰ: 3/54/91-2ਪੀਪੀ2/19410 ਮਿਤੀ 17 ਜੂਨ, 2004 ਦੀ ਕਾਪੀ ਜੋ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁਖੀਆਂ ਆਦਿ ਨੂੰ ਸੰਬੋਧਿਤ ਹੈ।

ਵਿਸ਼ਾ: ਪੰਜਾਬ ਸਿਵਲ ਸੇਵਾਵਾਂ(ਦੰਡ ਅਤੇ ਅਪੀਲ ਨਿਯਮਾਂਵਲੀ 1970 ਅਧੀਨ ਰਿਟਾਇਰਡ ਅਧਿਕਾਰੀਆਂ ਦੀ ਬਤੌਰ ਪਤਤਾਲੀਆਂ ਅਧਿਕਾਰੀ ਨਿਯੁਕਤੀ ਕਰਨ ਬਾਰੇ।

ਸ਼੍ਰੀਮਾਨ/ਸ਼੍ਰੀਮਤੀ ਜੀ,

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਦੇ ਸਬੰਧ ਵਿਚ ਮੈਨੂੰ ਇਹ ਸੂਚਿਤ ਕਰਨ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਸ਼੍ਰੀ ਅਮਰਜੀਤ ਸਿੰਘ, ਆਈ.ਏ.ਐਸ(ਰਿਟਾਇਰਡ) ਮਕਾਨ ਨੰ: 1773, ਸੈਕਟਰ-60 (ਫੇਸ-3ਬੀ-2) ਮੁਹਾਲੀ ਨੂੰ ਵੀ ਪੰਜਾਬ ਦੇ ਸਰਕਾਰੀ ਮੁਲਾਜ਼ਮਾਂ ਵਿਰੁੱਧ ਪਤਤਾਲਾਂ ਕਰਨ ਲਈ ਪੰਜਾਬ ਸਿਵਲ ਸੇਵਾਵਾਂ (ਦੰਡ ਤੇ ਅਪੀਲ) ਨਿਯਮਾਂਵਲੀ 1970 ਅਧੀਨ ਪਤਤਾਲੀਆਂ ਅਫਸਰਾਂ ਦੇ ਪੈਨਲ ਵਿਚ ਸ਼ਾਮਲ ਕੀਤਾ ਜਾਂਦਾ ਹੈ। ਅੱਗੇ ਤੋਂ ਅਜਿਹਾ ਕਰਦੇ ਸਮੇਂ ਇਸ ਵਿਭਾਗ ਦੇ ਗ਼ਸਤੀ ਪੱਤਰ ਨੰ: 3/54/91-2ਪੀਪੀ2/2609 ਮਿਤੀ 25-2-99 ਰਾਹੀਂ ਜਾਰੀ ਕੀਤੀਆਂ ਗਈਆਂ ਹਦਾਇਤਾਂ ਨੂੰ ਧਿਆਨ ਵਿਚ ਰੱਖਿਆ ਜਾਵੇ।

Copy of Punjab Government circular letter No. 10/14/2001-2PP2/22224, DATED 2/5th July, 2004 from the Department of Personnel, addressed to all the Heads of Department etc. in the State of Punjab.

Sub:- Regarding implementation of observations/recommendations made by the Public Accounts Committee in its 147th report - Action against defaulting officers/officials.

Sir/Madam,

Reference subject cited above.

2. The Public Accounts Committee in its 147th report have observed that the Departments normally avoid to fix responsibility of the Officers/Officials involved in Audit Paras and year together are passed without any responsibility and when this responsibility is fixed the officers/officials concerned are stated to have retired or expired, many times this responsibility is fixed on the lower level officers and higher level

officers are left out. In many cases, Departments prolong investigations deliberately to shield by guilty officers/officials. The Committee has regretted that even in departmental disciplinary action cases, the departments feel satisfied with a more warning or censure, which is not enough punishment keeping in view the magnitude of offence in individual cases. Departments sometimes feel satisfied after making recovery in Malafide/embezzlement case and it is said that recovery tantamounts to punishment. Therefore, in order to comply with the observations of Public Accounts following guidelines be adhered to while dealing with such cases:-

- i) Where Government have to suffer financial loss due to negligence of Officers/Officials, in such cases besides effecting recovery, strict disciplinary action should also be taken against the delinquent officers/officials and in case of fraud, criminal proceedings should be initiated.
- ii) The finalization of disciplinary proceedings must be ensured within the time limit prescribed under Rules. Action against erring Officers/Officials can be taken in time only, if the departments are vigilant enough.
- (iii) Retiral benefits such as D.C.R.G. etc. of the suspect officers/officials should not be released until the employee has been cleared of charges by compensating the losses to Government.
- (iv) Disciplinary proceeding must be completed within the time limit of 6 months as already fixed vide circular letter No. 3/54/91-2PP2/3453 dated 16.3.2001.
- (v) Promotions of officers/officials should not be allowed where they are involved in embezzlement/misappropriation/defalcation/fraud cases.
- (vi) Department should not hesitate to make entry in the service record/ACR of the employee to the effect so that this aspect is duly taken care of at the time of his promotion.

Government have decided that these guidelines be strictly followed with regard to action at the time of retirement/death of Officers/Officials involved in the Audit Objections/audit Paras/outstanding recommendations etc.

3. These instructions may please be brought to the notice of all concerned for strict compliance.
4. These receipt of this letter may be acknowledged.

Copy of Chief Secretary Punjab Government D.No. No. 11/8/04-4PP2/22465, dated 8th July, 2004 from the Department of Personnel, addressed to all the Financial Commissioners, Principal Secretaries and Administrative Secretaries in the State of Punjab.

Sub : *Compassionate appointments to the terrorist victims.*

Dear Secretary,

Government offer compassionate appointments to the dependents of its employees who die in harness. There is also a separate scheme whereby jobs are offered to the dependents of terrorist victim. It is possible that some cases falling in the latter category are being processed for compassionate appointment under the former scheme. I write to request that information with regard to such compassionate appointment cases decided or under examination may be reported to the financial Commissioner. Relief and Rehabilitation so as to avoid duplication work.

With Regards.

Copy of the Punjab Government circular letter No. 7/14/2003-IPP2/22941, dated 16th July, 2004 from the Department of Personnel, addressed to all the Heads of Departments etc. in the State of Punjab.

Subject:- Guidelines for the postings and transfers of Government employees and Public Sector undertaking employees for the year 2004-2005.

Sir/Madam,

I am directed to refer to Government letter No. 7/14/2003-IPP2/11694, dated 20th May, 2004 on the subject cited above and to inform you that the postings and transfers of officers and officials in the State during the year 2004-05 were to be made between the period from 1.7.2004 in all the departments of the Government of Punjab. Public Sector Undertakings. Now the Government have decided to further extend the period of general transfer up to 31.7.2004.

ਪ੍ਰਸ਼ਨੋਲ ਵਿਭਾਗ, ਪੰਜਾਬ ਵੱਲੋਂ ਜਾਰੀ ਗ਼ਸਤੀ ਪੱਤਰ ਨੰ: 14/65/02-6ਪੀਪੀ3/23287 ਮਿਤੀ 23 ਜੁਲਾਈ, 2004 ਦੀ ਕਾਪੀ ਜੋ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਤੁਖੀਆਂ ਆਦਿ ਨੂੰ ਸੰਬੋਧਿਤ ਹੈ।।

ਵਿਸ਼ਾ: ਦਫਤਰਾਂ ਦੇ ਸਮੇ ਵਿਚ ਤਬਦੀਲੀ ਸੰਬੰਧੀ।

ਸ਼੍ਰੀ ਮਾਨ ਜੀ,

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਮੈਨੂੰ ਆਪ ਜੀ ਨੂੰ ਸੰਬੋਧਿਤ ਕਰਨ ਅਤੇ ਇਹ ਸੂਚਿਤ ਕਰਨ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਇਸ ਸਾਲ ਮਾਨਸੂਨ ਦੀ ਦੇਰੀ ਕਾਰਨ ਪੰਜਾਬ ਵਿਚ ਉਤਪੰਨ ਹੋਏ ਬਿਜਲੀ ਸੰਕਟ ਨੂੰ ਧਿਆਨ ਵਿਚ ਰੱਖਦੇ ਹੋਏ ਇਹ ਫੇਸਲਾ ਲਿਆ ਗਿਆ ਹੈ ਕਿ ਪੰਜਾਬ ਰਾਜ ਦੇ ਸਮੱਚੇ ਸਰਕਾਰੀ ਦਫਤਰਾਂ/ਬੋਰਡਾਂ ਅਤੇ ਕਾਰਪੋਰੇਸ਼ਨਾਂ (ਸਿਵਾਏ ਚੰਡੀਗੜ੍ਹ ਅਤੇ ਮੁਹਾਲੀ ਸਥਿਤ ਦਫਤਰਾਂ) ਦਾ ਸਮਾਂ ਮਿਤੀ 26-7-2004 ਤੋਂ ਅਗਲੇ ਹੁਕਮਾਂ ਤੱਕ ਸਵੇਰੇ 8 ਵਜੇ ਤੋਂ 2 ਵਜੇ ਬਾਅਦ ਦੁਪਹਿਰ ਤੱਕ ਬਿਨਾਂ ਕਿਸੇ ਲੰਚ ਬਰੇਕ ਤੋਂ ਹੋਵੇਗਾ।

Copy of Punjab Government circular letter No.7/33/2004-IPP2/23723, dated 4th August, 2004 from the Department of Personnel, addressed to all the Heads of Department etc. in the State.

Subject:- Revision of Electoral Rolls in the State and ban on transfers of the deputed staff.

Sir/Madam,

I am directed to refer to the subject cited above and to say that the Election Commission of India has been conducting the exercise of Special Revision of Electoral Rolls through out the Country on time bound basis with reference to 1.1.2005 on the qualifying date. In the State of Punjab and preliminary notification of revised voter lists will be published on 15.9.2004 and final publication of Electoral Rolls will be made on 3.1.2005. The existing instructions of the Commission stipulate that officers and the staff employed in connection with the preparation, revision and correction of the Electoral Rolls shall be deemed to be on deputation to the Election Commission and till the work is finished they shall be subject to control, superintendence and discipline of the Commission, Therefore, no official connected with the exercise of revision of Electoral Rolls like the Electoral Registration Officer, Assistant Electoral Registration Officer and District Election Officer should be disturbed from their places of postings. w.e.f. 15.9.2004 to 3.1.2005 without the period concurrence of the Election Commission. Any change of key Election Officers during the above mentioned period for Special Revision of Electoral Rolls will adversely affect the work and it is likely to tell upon the quality of revision process. The entire process has a very tight schedule within which vast ammount of work has to be completed upto 3.1.2005.

2. You are, therefore, requested that during the aforesaid period, the transfer of officers as mentioned in Para-I above should be avoided. In case it becomes absolutely necessary to make any transfer of the key Election Officer connected with the revision of Rolls of there is any need for shifting of officers due to their promotion etc. the Election Commission may be consulted which would consider the same on merits on a case to case basis.
3. The instructions may please be brought to the notice of all concerned for meticulous observance and compliance.
4. The receipt of this letter may please be acknowledged.

Copy of Punjab Government circular letter No. 4/64/2002-3PPI/23698, dated 4th August, 2004 from the Department of Personnel, addressed to all the Heads of Department etc. in the State of Punjab.

Subject:- Promotion of Government employees against whom investigation is pending-procedure to be followed.

Sir/Madam,

I am directed to invite your kind attention towards circular letter No. 4/3/93-3PPI/1150, dated 20th January, 1994, No.3/14/96-3PPI/12639 dated 22nd July, 1996 and letter No. 3/27/97-3PPI/2087-2989 dated 27th February, 1998 in which policy guidelines were issued regarding procedure to be followed in case of promotion of an employee whose conducted subject to enquiry.

2. As per Departmental Promotion Committee guidelines issued vide this Department circular letter No. 3/39/3OOI/89/20218 dated 23rd November, 1990, para 17.1 provides as under:-

"17.1 Implementation of the recommendations of DPC-Vigilance Clearance:- A clearance from the Vigilance section of the office/Department should also be obtained before making actual promotion or confirmation of officer approved by DPC to ensure that no disciplinary proceedings are pending against the officer concerned."

3. The para II(bottom) of instructions issued vide Circular letter No. 4/3/93-3PPI/1150 dated 20th January, 1994 also provides as under:-

"The appointing authority should also consult the Vigilance Department and take their views into account where the Departmental Proceedings or Criminal Prosecution arose out of the investigation conducted by the Vigilance Department."

4. However, it has come to notice that some of the departments are not meticulously following the instructions issued by this department from time to time, sometime even Vigilance Department is not being consulted before considering case for promotion. Government have taken a serious view in this regard and reiterate that all the instructions issued by this department shall be implemented by all in letter and spirit.
5. The contents of this circular letter may be brought to the notice of all concerned for meticulous compliance and the receipt of this circular may be acknowledged.

Copy of Punjab Government circular letter No. 12/92/2004-5PP2/24239, dated 12th August, 2004 from the Department of Personnel, addressed to all the Heads of Department etc. in the State of Punjab.

Subject:- *Sending the copies of important matters to Principal, Resident Commissioner, New Delhi.*

Sir/Madam,

I am directed to refer on the subject cited above and to inform you that different Ministers of the Central Government pursue matters pertaining to the State with the office Principal, Resident Commissioner in New Delhi. To keep office of Principal, Resident Commissioner in the picture in relation to references made by the Central Government to the State Government, copies of important references are required to be invariably sent to Principal, Resident Commissioner New Delhi. But this practice is not generally adopted by Administrative Departments and resultantly action on important matters is not sometimes taken in proper manner and in the expected time schedule. It is therefore, requested that copies of all important references may be sent to the office of principal Resident Commissioner, New Delhi, without fail.

Copy of Punjab Government circular letter No. 17/4/2004-2PP2/24291, dated 13th August 2004 from the Department of Personnel, addressed to all the Heads of Department etc. in the State of Punjab.

Subject:- *Pursuit of court Cases, particularly, where the Hon'ble Court issues direction to the Chief Secretary for compliance.*

Sir/Madam,

I am directed to refer to the subject cited above and to say that some time the Hon'ble Courts issue directions to the Chief Secretary, Punjab for compliance, even in cases where is neither Administrative Secretary of the Department nor Respondent. The Information to this effect reaches to the office of the Chief Secretary through the Administrative Department which are not under the Administrative control of the Chief Secretary shall send a copy of the directions issued by the Hon'ble Court alongwith the copies of the writ Petition, Appeal, written replies General Co-ordinations. The Administrative Department, if possible must record a Note describing the reasons Court alongwith next course of action and steps taken for the compliance of the orders, if it is not justified to contest the decision in the Higher Court of jurisdiction. In case, in public interest, it is necessary to contest the judgement, the matter must be processed within the period of limitation.

2. The Department of General Coordination shall consider and maintain a liason with the concerned Respondent Department and keep informing the situation to the Chief Secretary.

3. You are requested to take action, accordingly.

Copy of Chief Secretary Punjab D.No. No. 7/14/03-1PP2/24558, dated 19th August, 2004 from the Department of Personnel, addressed to all the Financial Commissioner, Principal Secretaries and Administrative Secretaries in the State of Punjab.

Sub:

Dear Seene preety,

Your attention is drawn to the policy of Postings and Transfers issued vide Department of Personnel letter noted in the Margin, vide which the General transfers could be ordered only upto 31st July 2004, Thereafter,

there is completed ban on Mid term transfer except in cases where it become necessary to fill up a vacancy as a result of eventualities prescribed in Para 4 of Guidelines. The Departments/Public Sector Undertakings can fill up vacancies arising as a result of such eventualities but the resultant vacancy can only be filled up in the Government Departments with the approval of the Hon'ble Chief Minister through the Department of Personnel and in Public section Undertaking with the approval of the concerned administrative Secretary.

2. The period of general postings and transfers for the year 2004-2005 has expired on 31st July, 2004. It would be the personal responsibility of the Administrative Secretary to ensure that there should be no Mid-term transfers in violation of the Guidelines and if any transfer become necessary, the prior permission of the Competent Authority is obtained. For seeking Mid-Term transfers individual cases of employees should be referred to the Competent Authority with proper justification.

I would be grateful if the meticulous compliance is ensured.

With regards.

Copy of Punjab Government circular letter No. 12/62/04-5PP2/24755, dated 25th August, 2004 from the Department of Personnel, addressed to all the Financial Commissioner, Principal Secretaries and Administrative Secretaries in the State of Punjab.

Subject:- Decision of Cabinet Sub-Committee of Fiscal Management.

All the Financial Commissioner, Principal Secretaries and Administrative Secretaries to Government of Punjab may kindly refer to D.O. No. 12/63/2003-5PP2/2154, dated 10.2.2004, from the Chief Secretary, Punjab to their addresses on the subject cited above, vide which all departments were directed to undertake the work of restructuring the departments with a view to finalizing their future staff requirements within a period of 3 months and in case immediate functional requirements in some of departments where delivery of services is adversely effected by lack of personnel, only in such exceptional cases the proposals for revival/creation of posts were to be submitted firstly, to the official Committee headed by the Chief Secretary, then Group of Ministers and final decisions were to be taken by the Council of Ministers. The Progress report of restructuring of the departments was also sought from all Departments, vide this department I.D.No. 12/44/2004-5PP2/18377, dated 28.5.2004, which is still awaited.

2. It is therefore, requested that the action taken report about restructuring the Department may please be intimated within a week.

ਪ੍ਰਸ਼ੋਨਲ ਵਿਭਾਗ, ਪੰਜਾਬ ਵੱਲੋਂ ਜਾਰੀ ਗਸ਼ਤੀ ਪੱਤਰ ਨੰ: 9/30/98-4ਪੀਪੀ1(ਪ.ਫ)/24879 ਮਿਤੀ 27 ਅਗਸਤ, 2004 ਦੀ ਕਾਪੀ ਜੋ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿੱਤੀ ਕਮਿਸ਼ਨਰ, ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ ਅਤੇ ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ ਨੂੰ ਸੁੱਬੋਧਿਤ ਹੈ।

ਵਿਸ਼ਾ: ਸੇਵਾ ਨਿਯਮਾਂ ਦੀ ਬਣਤਰ ਵਿੱਚ ਤੇਜ਼ੀ ਲਿਆਉਣ ਬਾਰੇ।

ਸਮੂਹ ਵਿੱਤੀ ਕਮਿਸ਼ਨਰ, ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ ਅਤੇ ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ ਕ੍ਰਿਪਾ ਕਰਕੇ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਵੱਲ ਧਿਆਨ ਦੇਣ ਦੀ ਖੋਚਲ ਕਰਨ।

2. ਉਨ੍ਹਾਂ ਦਾ ਧਿਆਨ ਇਸ ਵਿਭਾਗ ਦੇ ਅੰਤਰ ਵਿਭਾਗੀ ਪੱਤਰ ਨੰ: 9/30/98-4ਪੀ.ਪੀ.1/13296 ਮਿਤੀ 12.10.1998 ਅਤੇ ਨੰ: 9/30/98-4ਪੀ.ਪੀ.1/8326 ਮਿਤੀ 13.5.2003 ਵੱਲ ਦਿਵਾਇਆ ਜਾਂਦਾ ਹੈ ਜਿਸ ਰਾਹੀਂ ਉਨ੍ਹਾਂ ਨੂੰ ਬੇਨਤੀ ਕੀਤੀ ਗਈ ਸੀ ਕਿ ਕਈ ਵਿਭਾਗਾਂ ਵੱਲੋਂ ਅਜੇ ਵੀ ਸੇਵਾ ਨਿਯਮਾਂ ਦੀ ਬਣਤਰ ਨੂੰ ਅੰਤਿਮ ਰੂਪ ਨਹੀਂ ਦਿੱਤਾ ਗਿਆ ਹੈ ਅਤੇ ਕਈ ਵਿਭਾਗਾਂ ਵੱਲੋਂ ਅਜੇ ਵੀ ਸੇਵਾ ਨਿਯਮ ਨਹੀਂ ਬਣਾਏ ਗਏ ਹਨ। ਇਨ੍ਹਾਂ ਦੀ ਅਣਹੋਂਦ ਕਰਕੇ ਸੇਵਾ ਮਾਮਲਿਆਂ ਬਾਰੇ ਕਈ ਤਰ੍ਹਾਂ ਦੇ ਝਗੜੇ ਉਤਪੰਨ ਹੁੰਦੇ ਹਨ।

ਅਤੇ ਕਰਮਚਾਰੀ ਕੋਰਟਾਂ ਦਾ ਸਹਾਰਾ ਲੈਂਦੇ ਹਨ। ਇਸ ਸੰਬੰਧ ਵਿਚ ਪੰਜਾਬ ਲੋਕ ਸੇਵਾ ਕਮਿਸ਼ਨ, ਪਟਿਆਲਾ ਨੇ ਆਪਣੀ ਪ੍ਰਬੰਧਕੀ ਰਿਪੋਰਟਾਂ ਵਿੱਚ ਵੀ ਜ਼ਿਕਰ ਕੀਤਾ ਹੈ ਕਿ ਪ੍ਰਬੰਧਕੀ ਵਿਭਾਗਾਂ ਨੂੰ ਨਿਯਮਾਂ ਦੀ ਬਣਤਰ ਸੰਬੰਧੀ ਜੇਕਰ ਕੋਈ ਪ੍ਰੋਬਲਮ ਪੇਸ਼ ਕੀਤੇ ਜਾਂਦੇ ਹਨ ਤਾਂ ਉਨ੍ਹਾਂ ਦਾ ਜਵਾਬ ਸਮੇਂ ਸਿਰ ਨਹੀਂ ਦਿੱਤਾ ਜਾਂਦਾ। ਇਸੇ ਤਰ੍ਹਾਂ ਪ੍ਰਸ਼ੋਨਲ ਵਿਭਾਗ ਵਲੋਂ ਜੇਕਰ ਕੋਈ ਪ੍ਰੋਬਲਮ ਪੇਸ਼ ਕੀਤੇ ਜਾਂਦੇ ਹਨ ਤਾਂ ਉਨ੍ਹਾਂ ਦਾ ਜਵਾਬ ਵੀ ਢੁਕਵਾਂ ਅਤੇ ਸਮੇਂ ਸਿਰ ਨਹੀਂ ਦਿੱਤਾ ਜਾਂਦਾ। ਸਿੱਟੇ ਵਲੋਂ ਨਿਯਮਾਂ ਦੀ ਬਣਤਰ ਦਾ ਕੰਮ ਸਾਲਾਂ ਬੱਧ ਚਲਦਾ ਰਹਿੰਦਾ ਹੈ ਅਤੇ ਅੰਤਿਮ ਰੂਪ ਦੇਣ ਵਿੱਚ ਕਾਫੀ ਸਮਾਂ ਬੀਤ ਜਾਂਦਾ ਹੈ। ਇਸ ਲਈ, ਉਨ੍ਹਾਂ ਨੂੰ ਮੁੜ ਬੇਨਤੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਇਸ ਬੇਲੋੜੀ ਦੇਰੀ ਨੂੰ ਰੋਕਣ ਲਈ ਸੇਵਾ ਨਿਯਮਾਂ ਦੀ ਬਣਤਰ ਨੂੰ ਅੰਤਿਮ ਰੂਪ ਦਿੱਤਾ ਜਾਵੇ। ਜੋ ਮਾਮਲੇ ਅਜੇ ਵੀ ਲੰਬਿਤ ਹਨ ਉਨ੍ਹਾਂ ਨੂੰ ਪਹਿਲ ਦੇ ਆਧਾਰ ਦੇ ਨੇਪਰੇ ਚਾੜ੍ਹਨ ਬਾਰੇ ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ ਕੀਤੀ ਜਾਵੇ। ਇਸ ਤੋਂ ਇਲਾਵਾ ਨਿਯਮ ਬਨਾਉਣ ਸਮੇਂ ਇਸ ਵਿਭਾਗ ਦੇ ਪੱਤਰ ਨੰ: 5/13/98-1ਪੀ.ਪੀ.1/11388 ਮਿਤੀ 8.9.2000 ਨੂੰ ਵੀ ਧਿਆਨ ਵਿੱਚ ਰੱਖਿਆ ਜਾਵੇ ਜਿਸ ਅਨੁਸਾਰ ਸੇਵਾ ਨਿਯਮਾਂ ਨੂੰ ਨਵੀਂ ਕਲਾਸੀਫਿਕੇਸ਼ਨ ਅਨੁਸਾਰ ਅੰਤਿਮ ਰੂਪ ਦਿੱਤਾ ਜਾਣਾ ਹੈ।

ਇਸ ਦੀ ਪਹੁੰਚ ਰਸੀਦ ਭੇਜੀ ਜਾਵੇ।

Copy of Punjab Government circular letter No. 12/94/04-5PP2/Spl., dated 31th August, 2004 from the Department of Personnel, addressed to all the Financial Commissioners, Principal Secretaries and Administrative Secretaries in the State of Punjab.

Subject:- *Decision of Government of India regarding improvement of efficiency in the delivery of Services of Government Departments provide interactions with the officials to ventilate their grievances.*

All the Financial Commissioner, Principal Secretaries and Administrative Secretaries to Government of Punjab, may kindly refer to D.O.No.502/2/804-CAV, dated 22nd July 2004-(copy enclosed) from Sh. B.K. Chatrvedi, Cabinet Secretary, New Delhi, addressed to the Chief Secretary, Punjab on the subjected above.

2. With a view to improve the efficiency in the delivery of services of the Govt. Departments the Prime Minister of India has suggested on providing interactions with the Official to ventilate their grievances and to consider such matters by the standing Committee. The State Government is expected to allow the practice and to create formal mechanism so as to enable the Officers to present their genuine grievances. The Government observes that the considering the demands of Non-Gazetted employees, there is an Institution of J.C.M in the Department of Personnel Sc, for as Gazetted Staff of the State Governments is concerned, it has been decided that the Administrative Secretaries may monitor the genuine grievances of such officer by the deputed one Senior Officer in each Department, Depending upon the seriousness of the matter, it could be also discussed in the meeting of the Administrative Secretaries, Chaired by the Chief Secretary, if need be.

3. You are requested to kindly take further necessary action accordingly.

Copy of Punjab Government circular letter No. 7/54/2004-IPP2/25631, dated 17th September, 2004 from the Department of Personnel, addressed to all the Heads of Department etc. in the State of Punjab.

Subject:- *Ban on transfer/posting of Officers connected with the bye elections.*

Sir/Madam.

I am directed to invite your attention to para 4 of the Election Commission of India's letter No. 437/6/2004-PLN II, dated 24.8.2004 an annexure to letter No. 3/82/2004-GC(7)15039, dated 31.8.2004 from

the Department of General Administration to your address on the subject noted above and to intimate that in view of the bye-election Kapurthla and Garhshankar constituencies and Model Code of Conduct of Election Commission, of India, there should be a total ban on the transfers of all officers/officials connected with the conduct of the Election in these constituencies. These include but are not restricted to;

- i) The Chief Electoral Officer and Addistional/Joint/Deputy/Chief Electoral Officer;
- ii) Divisional Commissioners;
- iii) The District Election Officers, Returning Officers, Assistant Returning Officers and other Revenue Officers connected with the conduct of election
- iv) Officers of the Police Department connected with the management of the elections like range IGs and DIGs Senior Superintendents of Police, Deputy Superintendent of Police, Assistant Superintendent of Police and other Police Officers who are deputed to the Commission under section 28 A of the Respresentation of the People Act, 1951.

2. The transfer orders issued in respect of the above categories of officers prior to the date of announcement but not implemented till date should not be given effect to without obtaining specific permission from the Commission in this regard.

3. The ban shall be effective till the completion of the elections. The Commission further has directed to refrain from making transfers of senior officers who have a role in the management of elections in the State. In those cases where transfer of a an officer is absolutely necessary on account of administrative exigencies, the concerned department may with full justification approach, the Commission for prior clearance.

4. In the case of bye-elections the Model Code will apply to the whole of the district or district in which the whole or part of any Parliamentary Constituency or Assembly Constituency going to the bye-election is included.

Your are accordingly requested to comply with the above said provision of Code of Conduct, meticulously.

ਪ੍ਰਸ਼ੋਨਲ ਵਿਭਾਗ, ਪੰਜਾਬ ਵਲੋਂ ਜਾਰੀ ਗਸ਼ਤੀ ਪੱਤਰ ਨੰ: 6/27/97-6ਪੀਪੀ3/29984 ਮਿਤੀ 3 ਦਸੰਬਰ 2004 ਦੀ ਕਾਪੀ ਜੋ ਰਾਜ ਦੇ ਸਮੂਹ ਪਿਭਾਗਾਂ ਦੇ ਤੁਖੀਆਂ ਆਦਿ ਨੂੰ ਸੰਬੋਧਿਤ ਹੈ।

ਵਿਸ਼ਾ: ਭਾਰਤ ਸਰਕਾਰ ਦੇ ਪੈਟਰਨ ਤੇ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਐਲ.ਟੀ.ਸੀ. ਦੀਆਂ ਸਹੂਲਤਾਂ ਦੇਣ ਬਾਰੇ।

ਸ਼੍ਰੀਮਾਨ/ਸ਼੍ਰੀਮਤੀ ਜੀ,

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਮੈਨੂੰ ਆਪ ਦਾ ਧਿਆਨ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਪੱਤਰ ਨੰ: 6/27/97-6ਪੀ.ਪੀ.3/12507, ਮਿਤੀ 6.10.2000 ਦੇ ਪੇਰਾ 'ੳ' ਵੱਲ ਦਿਵਾਉਣ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ, ਇਸ ਅਨੁਸਾਰ 4100/- ਰੁ ਅਤੇ ਵੱਧ ਪਰ 8000/- ਤੋਂ ਘੱਟ ਤਨਖਾਹ ਦੀ ਹੱਦ ਵਾਲੇ ਕਰਮਚਾਰੀ ਰਾਜਧਾਨੀ ਐਕਸਪ੍ਰੈਸ ਰੇਲ ਵਿੱਚ ਚੇਅਰ ਕਾਰ ਰਾਹੀਂ ਸਫਰ ਕਰਨ ਦੇ ਹੱਕਦਾਰ ਹਨ।

2. ਪਰ ਸਰਕਾਰ ਦੇ ਧਿਆਨ ਵਿੱਚ ਆਇਆ ਹੈ ਕਿ ਲੰਬੀ ਦੂਰੀ ਵਾਲੀਆਂ ਰਾਜਧਾਨੀ ਐਕਸਪ੍ਰੈਸ ਰੇਲਾਂ ਵਿੱਚ ਚੇਅਰ ਕਾਰ ਦੀ ਜਗ੍ਹਾ ਵਾਤਾਨੁਕੂਲ 3 ਟਾਇਰ ਸਲੀਪਰ ਨੇ ਲੈ ਲਈ ਹੈ। ਇਸ ਸਥਿਤੀ ਦੇ ਸਨਮੁੱਖ ਕੁੱਝ ਵਿਭਾਗਾਂ ਵਲੋਂ ਸਪੱਸ਼ਟੀਕਰਨ ਮੰਗੇ ਜਾ ਰਹੇ ਹਨ ਕਿ ਕੀ ਅਜਿਹੇ ਕਰਮਚਾਰੀ ਜਿਨ੍ਹਾਂ ਦੀ ਤਨਖਾਹ ਦੀ ਹੱਦ 4100/- ਰੁ, ਅਤੇ ਵੱਧ ਪਰ 8000/- ਰੁ ਤੋਂ ਘੱਟ ਹੈ, ਉਹਨਾਂ ਨੂੰ ਰਾਜਧਾਨੀ ਐਕਸਪ੍ਰੈਸ ਦੇ ਵਾਤਾਨੁਕੂਲ 3 ਟਾਇਰ ਸਲੀਪਰ ਵਿੱਚ ਸਫਰ ਕਰਨ ਦੀ ਪ੍ਰਵਾਨਗੀ ਦਿੱਤੀ ਜਾ ਸਕਦੀ ਹੈ ਕਿਉਂਕਿ ਰਾਜਧਾਨੀ ਐਕਸਪ੍ਰੈਸ ਵਿੱਚ ਚੇਅਰ ਕਾਰ ਦਾ ਕੋਈ ਡੱਬਾ ਉਪਲਬੱਧ ਹੀ ਨਹੀਂ ਹੁੰਦਾ ਹੈ।

3. ਇਸ ਸੰਬੰਧ ਵਿੱਚ ਭਾਰਤ ਸਰਕਾਰ ਦੇ ਪੈਟਰਨ ਤੇ ਇਹ ਸਪੱਸ਼ਟ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਰਾਜ ਸਰਕਾਰ ਦੇ ਉਹ ਸਾਰੇ ਕਰਮਚਾਰੀ ਜਿਨ੍ਹਾਂ ਦੀ ਤਨਖਾਹ ਦੀ ਹੱਦ 4100/- ਅਤੇ ਵੱਧ ਪਰ 8000/- ਰੁ: ਤੋਂ ਘੱਟ ਹੈ ਉਹ ਰਾਜਧਾਨੀ ਐਕਸਪ੍ਰੈਸ ਵਿੱਚ ਵਾਤਾਨੁਕੂਲ 3 ਟਾਇਰ ਸਲੀਪਰ ਰਾਹੀਂ ਸਫਰ ਕਰਨ ਦੇ ਹੱਕਦਾਰ ਹਨ। ਇਹ ਹਦਾਇਤਾਂ ਤੁਰੰਤ ਲਾਗੂ ਹੋਣਗੀਆਂ।

4. ਇਹ ਹਦਾਇਤਾਂ ਸਮੂਹ ਅਧਿਕਾਰੀਆਂ/ਕਰਮਚਾਰੀਆਂ ਦੇ ਧਿਆਨ ਵਿੱਚ ਲਿਆ ਦਿੱਤੀਆਂ ਜਾਣ।

5. ਇਹ ਹਦਾਇਤਾਂ ਵਿੱਚ ਵਿਭਾਗ ਅੰ.ਵਿ.ਪੰ. ਨੰ: 21/26/04-3 ਵਿ.ਪ੍ਰ.2/23 ਮਿਤੀ 22.9.2004 ਰਾਹੀਂ ਦਿੱਤੀ ਪ੍ਰਵਾਨਗੀ ਦੇ ਅਧਾਰ ਤੇ ਜਾਰੀ ਕੀਤੀਆਂ ਜਾਂ ਰਹੀਆਂ ਹਨ।

Copy of Punjab Government circular letter No. 12/26/2003-2PP2/30682, dated 20th December 2004 from the Department of Personnel, addressed to all Heads of Department etc. in the State of Punjab.

OFFICE MEMORANDUM

Subject:- *Regarding 'No Objection Certificate for the grant of passport facilities to Central/State Government Officials and employees of statutory bodies and Public Sector Undertaking.*

The undersigned is directed to inform that in March, 2001 the Standing Committee of Secretaries on Grievance Redress had constituted an inter-Ministerial Committee to review the system for issue of passports. This inter-Ministerial Committee established in the Cabinet Secretariat made important recommendations to liberalise the issue of passports.

2. This committee had also examined the requirement of NOC for Government employee and had noted that by making NOC obligatory, the passport system was placing the government employee at a disadvantage vis a vis an ordinary citizen. It was also noted that obtaining an NOC for field level employee may itself be a source of considerable delay and harassment. Considering that the right to hold a passport flows from the Fundamental right of citizen, the insistence on on NOC in case of Government servant may not be strictly legal. The Committee, therefore, recommended that an intimation by an employee to the employer that he is applying for a passport and declaration, duly acknowledged by his Head of Office, to the effect that he has informed his employer of his intention to apply for a passport, should be adequate for acceptance and processing of his case in normal course. However, in such cases, the passport should be issued on prior verification of citizenship and character only. Also the employer will always have an opportunity to issue directions to the employee not to proceed abroad and refuse leave should the circumstances warrant such and action i.e. pendency of a disciplinary enquiry on grave charges et. apart from advising the PRO concerned not to issue passport on grounds to be specified.

3. Therefore, on the basis of Committee's recommendation, it has been decided that henceforth, if Central/State Government officer/official and employees of Statutory bodies and Public Sector Undertakings apply for the passports, passports would be issued on prior verification basis, if only such declaration is submitted. In case proper NO OBJECTION CERTIFICATE' is submitted, then passport will be issued without police verification.

4. All concerned may please note the above change and follow the revised instruction.

5. This issues in partial modification of this Ministry's O. M. of even no. dated 14.6.85 of the above subject

ਪ੍ਰਸੋਨਲ ਵਿਭਾਗ, ਪੰਜਾਬ ਵਲੋਂ ਜਾਰੀ ਗਸ਼ਤੀ ਪੱਤਰ ਨੰ: 12/52/2004-5ਪੀਪੀ2/30117 ਮਿਤੀ 31 ਦਸੰਬਰ, 2004 ਦੀ ਕਾਪੀ ਜੋ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁਖੀਆਂ ਆਦਿ ਨੂੰ ਸੰਬੋਧਿਤ ਹੈ।

ਵਿਸ਼ਾ:- ਦੱਖਣੀ ਭਾਰਤ ਵਿੱਚ ਸਮੁੰਦਰੀ ਤੂਫਾਨ ਆਉਣ ਕਾਰਨ ਜਾਨ ਅਤੇ ਮਾਲ ਦੇ ਨੁਕਸਾਨ ਨਾਲ ਪ੍ਰਭਾਵਿਤ ਲੋਕਾਂ ਦੀ ਸਹਾਇਤਾ ਲਈ ਅਪੀਲ।

ਸ਼੍ਰੀਮਾਨ/ਸ਼੍ਰੀਮਤੀ ,

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਦੇ ਸੰਬੰਧ ਵਿੱਚ ਮੈਨੂੰ ਇਹ ਬੇਨਤੀ ਕਰਨ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਦੱਖਣੀ ਭਾਰਤ ਵਿੱਚ ਮਿਤੀ 26 ਅਤੇ 27 ਦਸੰਬਰ, 2004 ਨੂੰ ਆਏ ਸਮੁੰਦਰੀ ਤੂਫਾਨ ਕਾਰਨ ਹੋਈ ਜਾਨ ਅਤੇ ਮਾਲ ਦੇ ਨੁਕਸਾਨ ਤੋਂ ਪ੍ਰਭਾਵਿਤ ਲੋਕਾਂ ਦੀ ਸਹਾਇਤਾ ਕਰਨ ਲਈ ਪੰਜਾਬ ਸਰਕਾਰ ਨੇ ਫੈਸਲਾ ਲਿਆ ਹੈ। ਇਸ ਫੈਸਲੇ ਅਨੁਸਾਰ ਰਾਜ ਸਰਕਾਰ ਦੇ ਸਮੂਹ ਅਧਿਕਾਰੀਆਂ/ਕਰਮਚਾਰੀਆਂ ਦੀ ਮਹੀਨਾ ਜਨਵਰੀ 2005 ਵਿੱਚੋਂ ਇੱਕ-ਇੱਕ ਦਿਨ ਦੀ ਤਨਖਾਹ ਕੱਟ ਕੇ "ਮੁੱਖ ਮੰਤਰੀ ਰਿਲੀਫ ਫੰਡ" ਵਿੱਚ ਜਮ੍ਹਾਂ ਕਰਵਾਈ ਜਾਣੀ ਹੈ।

2. ਇਸ ਲਈ ਆਪ ਜੀ ਨੂੰ ਬੇਨਤੀ ਹੈ ਕਿ ਆਪ ਜੀ ਦੇ ਅਧੀਨ ਸਮੂਹ ਅਧਿਕਾਰੀਆਂ/ਕਰਮਚਾਰੀਆਂ ਦੀ ਇੱਕ-ਇੱਕ ਦਿਨ ਦੀ ਬਣਦੀ ਤਨਖਾਹ ਦੀ ਰਕਮ ਮਹੀਨਾ ਜਨਵਰੀ, 2005 ਵਿੱਚੋਂ ਕੱਟ ਕੇ ਚੈੱਕ ਰਹੀ "ਮੁੱਖ ਮੰਤਰੀ ਰਿਲੀਫ ਫੰਡ" ਵਿੱਚ ਜਮ੍ਹਾਂ ਕਰਵਾਈ ਜਾਵੇ। ਇਸ ਰਕਮ ਦੇ ਬਣਦੇ ਚੈੱਕ ਮੁੱਖ ਮੰਤਰੀ ਦਫਤਰ ਦੀ ਜਨਰਲ ਸ਼ਾਖਾ ਦੇ ਪਤੇ ਤੇ ਭੇਜੇ ਜਾਣ।

Copy of Punjab Government circular letter No. 11/105/98-4PP2/1754, dated 28th January, 2005 from the Department of Personnel , addressed to all the Heads of Department etc. in the State of Punjab.

Subject:- *Scheme for compassionate appointments-2002-Grand of employment in the State Services on compassionate grounds- Policy regarding.*

Sir/Madam,

I am directed to refer to provisions of para 9(e) of the Punjab Government Scheme for compassionate appointment-2002 circulated through letter No. 11/105/98-4PP2/14420, dated 21/11/2002 and to state that Government have decided to delete this provision, as there has been complete ban on recruitment against posts falling in the direct recruitment quota since 13.5.2002, the question of non-availability of posts in any Department does not arise.

2. It has also been observed that in some cases recruitments are made through compassionate appointment of persons who have specialized qualification which is more relevant to the functioning of the other Departments. In such cases, it has now been decided that the concerned administrative department would refer all such cases of persons with specialized qualifications to the Department of Personnel (Redeployment Cell) which would then sponsor the name of each such person to the department to which his/her specialization relates and the latter Department would in turn offer compassionate appointment as per existing provisions of the policy. As an illustration, a compassionate appointee could have basic training in nursing or possess qualifications enabling his appointment as a teacher. In such cases, the services of the appointee could more fruitfully be utilized by the Departments of Health & Family Welfare and Education.

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

ਪ੍ਰਸ਼ੋਨਲ ਵਿਭਾਗ, ਪੰਜਾਬ ਵੱਲੋਂ ਜਾਰੀ ਗਸ਼ਤੀ ਪੱਤਰ ਨੰ: 6/23/04-6ਪੀਪੀ3/ 2174 ਮਿਤੀ 10 ਫਰਵਰੀ, 2005 ਦੀ ਕਾਪੀ ਜੇਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁਖੀਆ ਆਦਿ ਨੂੰ ਸੰਬੋਧਿਤ ਹੈ।

ਵਿਸ਼ਾ: ਐਲ.ਟੀ.ਸੀ. ਕਲੇਮ ਦੀ ਪ੍ਰਵਾਨਗੀ ਸੰਬੰਧੀ।

ਸ਼੍ਰੀਮਾਨ/ਸ਼੍ਰੀਮਤੀ ਜੀ,

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਮੈਨੂੰ ਸਰਕਾਰ ਦੇ ਗਸ਼ਤੀ ਪੱਤਰ ਨੰ: 6/10/88-ਜੀ.ਈ./3299, ਮਿਤੀ 9.3.1989 ਅਤੇ ਨੰ: 6/1/-88-6ਪੀ.ਪੀ.3/1741, ਮਿਤੀ 25.1.1990 ਵੱਲ ਧਿਆਨ ਦਿਵਾਉਣ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ।

2. ਉਪਰੋਕਤ ਹਦਾਇਤਾਂ ਅਨੁਸਾਰ ਐਲ.ਟੀ.ਸੀ. ਦੀ ਸੁਵਿਧਾ ਮਾਨਣ ਲਈ ਮੰਜੂਰੀ ਸਮਰੱਥ ਅਧਿਕਾਰੀ ਤੋਂ ਸੁਵਿਧਾ ਮਾਨਣ ਤੋਂ ਪਹਿਲਾਂ ਲਈ ਜਾਣੀ ਜ਼ਰੂਰੀ ਹੈ। ਇਸ ਵਿਭਾਗ ਦੇ ਧਿਆਨ ਵਿੱਚ ਆਇਆ ਹੈ ਕਿ ਕਰਮਚਾਰੀਆਂ/ਅਧਿਕਾਰੀਆਂ ਵਲੋਂ ਕਰਮਚਾਰੀਆਂ/ਅਧਿਕਾਰੀਆਂ ਵਲੋਂ ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ ਦੀ ਪਾਲਣਾ ਨਹੀਂ ਕੀਤੀ ਜਾਂਦੀ। ਸਰਕਾਰ ਵਲੋਂ ਕਰਮਚਾਰੀਆਂ/ਅਧਿਕਾਰੀਆਂ ਵਲੋਂ ਹਦਾਇਤਾਂ ਦੀ ਪਾਲਣਾ ਨਾ ਕਰਨ ਦਾ ਗੰਭੀਰ ਨੋਟਿਸ ਲਿਆ ਗਿਆ ਹੈ।
3. ਇਸ ਲਈ ਮੁੜ ਬੇਨਤੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਸਰਕਾਰ ਦੀਆਂ ਹਵਾਲਾ ਅਧੀਨ ਹਦਾਇਤਾਂ ਦੀ ਇੰਨ-ਬਿੰਨ ਪਾਲਣਾ ਕੀਤੀ ਜਾਵੇ।
4. ਇਹ ਹਦਾਇਤਾਂ ਆਪਣੇ ਅਧੀਨ ਕੰਮ ਕਰਦੇ ਸਮੂਹ ਕਰਮਚਾਰੀਆਂ/ਅਧਿਕਾਰੀਆਂ ਦੇ ਧਿਆਨ ਵਿੱਚ ਲਿਆ ਦਿੱਤੀਆਂ ਜਾਣ।

Copy of Punjab Government circular letter No. 12/107/05-IPP2/4108, dated 4th April, 2005 from the Department of Personnel, addressed to all the Financial Commissioners, Principal Secretaries and Administrative Secretaries in the State of Punjab.

Sub: Pay and Allowances to officers of Cabinet Minister and Ministers of State Rank.

Order of the Governor of Punjab.

The M.L.As. and other persons appointed by the concerned Government Departments as Chairpersons of the Public Sector Undertakings/Boards in the State of Punjab conferred with the rank of cabinet Minister/Minister of State and other eminent persons awarded such rank as Honour & Gratitude, are entitled to the Pay and Allowances as under:-

(A) Cabinet Minister Rank.

- (i) He will be entitled for Pay & Allowances as admissible to a Cabinet Minister.
- (ii) TA/DA while on official tour as admissible to a Cabinet Minister.
- (iii) Medical Reimbursement facility at par with that of a Cabinet Minister.
- (iv) Requisite Secretariat Staff and facilities for the performance of duties.
- (v) Residential accommodation at par with that of a Cabinet Minister

(B) Minister of State Rank.

- (i) He will be entitled for Pay & Allowances as admissible to a Minister of State.
- (ii) TA/DA while on official tour as admissible to a Minister of State.
- (iii) Medical Reimbursement facility at par with that of a Minister of State.
- (iv) Requisite Secretariat Staff and facilities for performance of duties.
- (v) Residential accommodation at par with that of a Minister of State.

Provided that the Government will not meet their Income Tax liabilities as being done in respect of Cabinet Minister/Minister of State. However, in case the incumbent happens to be a Member of Punjab Legislative Assembly, the liability of Income Tax will be met by the State Government, w.e.f 25th March, 2004.

Provided further that they will not be entitled to any discretionary grant as being given to a Cabinet Minister/Minister of State.

2. The expenditure of the above amount will be borne on the Budget Head of the Department concerned or the Corporation/Board, as the case may be, in which they are appointed .

3. The issues with the concurrence of the Finance Department conveyed vide I.D.No. 13/48/2004-5FEI/481, dated 2.3.2005 and I.D.No. 13/48/2004-5FEI/682, dated 2.3.05

ਪ੍ਰਸ਼ਨੋਲ ਵਿਭਾਗ, ਵਿਲੋਂ ਜਾਰੀ ਗਸ਼ਤੀ ਪੱਤਰ ਨੰ: 4/11/04-3ਪੀਪੀ14755 19 ਅਪਰੈਲ, 2005 ਦੀ ਕਾਪੀ ਜੋ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁਖੀਆਂ ਆਦਿ ਨੂੰ ਸੰਬੋਧਿਤ ਹੈ।

ਵਿਸ਼ਾ:- ਕਰੰਟ ਡਿਊਟੀ ਚਾਰਜ ਦੇਣ ਬਾਰੇ ਸਪੱਸ਼ਟੀਕਰਣ।

ਸ਼੍ਰੀਮਾਨ/ਸ਼੍ਰੀਮਤੀ ਜੀ,

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਮੈਨੂੰ ਆਪ ਜੀ ਦਾ ਧਿਆਨ ਇਸ ਵਿਭਾਗ ਵੱਲੋਂ ਜਾਰੀ ਗਸ਼ਤੀ ਪੱਤਰ ਨੰ: 4/2/2001-3ਪੀ.ਪੀ.1/3318 ਮਿਤੀ 15 ਮਾਰਚ, 2001 ਵੱਲ ਦਿਵਾਉਣ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ, ਜਿਸ ਵਿਚ ਸਪੱਸ਼ਟ ਕੀਤਾ ਗਿਆ ਸੀ ਕਿ ਕਿਸੇ ਅਧਿਕਾਰੀ/ਕਰਮਚਾਰੀ ਨੂੰ ਉਚੇਰੀ ਆਸਾਮੀ ਦਾ ਕਰੰਟ ਡਿਊਟੀ ਚਾਰਜ ਨਾ ਦਿੱਤਾ ਜਾਵੇ ਅਤੇ ਉਸ ਦੀ ਬਜਾਏ ਸਰਕਾਰੀ ਕੰਮ ਦੇ ਬੋਰੋਕ ਅਤੇ ਛੇਤੀ ਨਿਪਟਾਰੇ ਲਈ ਖਾਲੀ ਥਾਵਾਂ ਤੇ ਤਰੱਕੀ ਦੇ ਕੇਸਾਂ ਨੂੰ ਸੇਵਾ ਨਿਯਮਾਂ ਅਨੁਸਾਰ ਸਮੇਂ ਤੋਂ ਪਹਿਲਾਂ ਨਿਪਟਾਉਣ ਲਈ ਯਤਨ ਕੀਤੇ ਜਾਣ। ਸਰਕਾਰ ਦੇ ਧਿਆਨ ਵਿੱਚ ਆਇਆ ਹੈ ਕਿ ਕਈ ਵਾਰ ਕਈ ਵਿਭਾਗਾਂ ਵਿੱਚ ਮਹੱਤਵਪੂਰਨ ਆਸਾਮੀਆਂ, ਜਿਨ੍ਹਾਂ ਨੂੰ ਲੋਕ ਹਿੱਤ ਵਿੱਚ ਜਿਆਦਾ ਦੇਰ ਖਾਲੀ ਨਹੀਂ ਛੱਡਿਆ ਜਾ ਸਕਦਾ, ਦੇ ਕੰਮ ਨੂੰ ਬੋਰੋਕ ਨਿਪਟਾਉਣ ਹਿੱਤ ਕਰੰਟ-ਡਿਊਟੀ ਚਾਰਜ ਦੇਣ ਦੀ ਲੋੜ ਮਹਿਸੂਸ ਹੁੰਦੀ ਹੈ, ਪਰ ਉਕਤ ਹਦਾਇਤਾਂ ਕਾਰਣ ਅਜਿਹਾ ਚਾਰਜ ਨਹੀਂ ਦਿੱਤਾ ਜਾ ਸਕਦਾ। ਇਸ ਲਈ ਸਰਕਾਰ ਵੱਲੋਂ ਇਹ ਫੈਸਲਾ ਕੀਤਾ ਗਿਆ ਹੈ ਕਿ ਸਰਕਾਰੀ ਕੰਮ ਦੇ ਬੋਰੋਕ ਅਤੇ ਛੇਤੀ ਨਿਪਟਾਰੇ ਲਈ ਖਾਲੀ ਆਸਾਮੀਆਂ ਨੂੰ ਭਰਨ ਵਾਸਤੇ ਸੇਵਾ ਨਿਯਮਾਂ ਅਨੁਸਾਰ ਸਮੇਂ ਤੋਂ ਪਹਿਲਾਂ ਉਪਰਾਲੇ ਕੀਤੇ ਜਾਣ ਅਤੇ ਕੇਵਲ ਵਿਸ਼ੇਸ਼ ਹਾਲਾਤਾਂ ਵਿੱਚ, ਲੋਕ ਹਿੱਤ ਕਾਰਣ, ਜੇਕਰ ਕਿਸੇ ਆਸਾਮੀ ਦਾ ਕਰੰਟ-ਡਿਊਟੀ ਚਾਰਜ ਦੇਣ ਦੀ ਲੋੜ ਮਹਿਸੂਸ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਤਾਂ ਹੇਠ ਲਿਖੀਆਂ ਸ਼ਰਤਾਂ ਤੇ ਕਰੰਟ ਡਿਊਟੀ ਚਾਰਜ ਦੇਣ ਬਾਰੇ ਵਿਚਾਰ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ:-

- (ੳ) ਸੀ.ਡੀ.ਸੀ.ਦੇਣ ਤੋਂ ਪਹਿਲਾਂ ਪ੍ਰਸ਼ਨੋਲ ਵਿਭਾਗ ਦੀ ਪ੍ਰਵਾਨਗੀ ਪ੍ਰਾਪਤ ਕੀਤੀ ਜਾਵੇਗੀ।
- (ਅ) ਖਾਲੀ ਆਸਾਮੀਆਂ ਵਿਰੁੱਧ ਕਰੰਟ-ਡਿਊਟੀ ਚਾਰਜ ਸੀਨੀਅਰਤਾ ਦੇ ਅਧਾਰ ਤੇ ਕੇਵਲ ਉਨ੍ਹਾਂ ਅਧਿਕਾਰੀਆਂ ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਦਿੱਤਾ ਜਾ ਸਕਦਾ ਹੈ, ਜੋ ਹਰ ਪੱਖੋਂ ਆਸਾਮੀਆਂ ਲਈ ਪਾਤਰ ਹੋਣ ਭਾਵ ਵਿਭਾਗ ਦੇ ਸੇਵਾ ਨਿਯਮਾਂ ਵਿੱਚ ਕੀਤੇ ਉਪਬੰਧਾਂ ਅਨੁਸਾਰ ਲੋੜੀਂਦੀਆਂ ਯੋਗਤਾਵਾਂ/ਤਜਰਬਾ ਪੂਰਾ ਰੱਖਦੇ ਹੋਣ।
- (ੲ) ਵਿੱਤ ਵਿਭਾਗ ਦੀਆਂ ਹਦਾਇਤਾਂ ਅਨੁਸਾਰ ਆਸਾਮੀ ਮੰਨਜੂਰ-ਸੁਦਾ ਹੋਂਦ ਵਿੱਚ ਹੋਵੇ।
- (ਸ) ਉਪਰਲੀ ਆਸਾਮੀ ਦਾ ਕਰੰਟ ਡਿਊਟੀ ਚਾਰਜ ਸੰਬੰਧਤ ਅਧਿਕਾਰੀ/ਕਰਮਚਾਰੀ ਨੂੰ ਉਸ ਦੀ ਆਪਣੀ ਆਸਾਮੀ ਦੇ ਤਨਖਾਹ ਸਕੇਲ ਵਿੱਚ ਹੀ ਦਿੱਤਾ ਜਾਵੇਗਾ ਅਤੇ ਸੀ.ਡੀ.ਸੀ. ਚਾਰਜ ਦੇ ਸਮੇਂ ਦਾ ਤਜਰਬੇ/ਸੀਨੀਅਰਤਾ ਤੇ ਕਿਸੇ ਪ੍ਰਕਾਰ ਦੇ ਵਿੱਤੀ ਲਾਭ ਲਈ ਕਿਸੇ ਪਾਸੇ ਵੀ ਕਲੇਮ ਨਹੀਂ ਹੋਵੇਗਾ।
- (ਹ) ਜੇ ਸੀ.ਡੀ.ਸੀ. ਚਾਰਜ ਦਿੱਤਾ ਗਿਆ ਹੈ/ਦਿੱਤਾ ਜਾਂਦਾ ਹੈ, ਦੀ ਕੰਟੀਨਿਊਟੀ ਨੂੰ ਹਰ ਛੇ ਮਹਿਨੇ ਬਾਅਦ ਪ੍ਰਬੰਧਕੀ ਵਿਭਾਗ, ਪ੍ਰਸ਼ਨੋਲ ਵਿਭਾਗ ਰਾਹੀਂ ਰਿਵਿਊ ਕਰੇਗਾ ਅਤੇ ਇਹ ਯਕੀਨੀ ਬਣਾਏਗਾ ਕਿ ਇਹ ਚਾਰਜ ਲੋਕ ਹਿੱਤ ਵਿੱਚ ਜ਼ਰੂਰੀ ਹੈ।

Copy of Punjab Government circular letter No. 7/28/05-1PP2/4876, dated 21st April, 2005 from the Department of Personnel, addressed to all the Heads of Department etc. in the States of Punjab.

Subject : *Guidelines for the posting and transfers of Government employees and Public Sector Undertaking employees for the year 2005-06*

Sir/Madam,

I am directed to refer to the subject cited above and to inform you that the postings and transfers of officers and officials in the State during the year 2005-06 will be made between the period from 25th April to 25th May, 2005 in all the Departments of the Governments of Punjab and Public Sector Undertakings.

2. The broad guidelines to be adopted for effecting transfers will be as under :-
 - (a) Transfer must be kept to the barest minimum. The transfers should generally be made against vacant posts except where the transfers are justified on the administrative or compassionate grounds.
 - (b) Government employees whether gazetted or non-gazetted, who are due to retire within the next two years, may be allowed to continue in the same district or at the same station of postings till retirement, as far as possible.
 - (c) In case where both husband and wife are in Government service, it is desirable to keep the couple at one station for a period not more than 5 years, thereafter, he/she should be transferred as per policy. Even in cases where the wife is in Government service and husband is under a private employment, the same attitude may be adopted. Efforts should 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 transfer at station convenient to them.
 - (d) As far as possible, the handicapped and blind employees may be shown due consideration to mitigate their inconveniences while considering the question of their postings and transfers.
 - (e) In case any child of a Government employee/officer is mentally retarded, while posting and transferring such official/officer, sympathetic attitude may be adopted and efforts should be made to post him/her at the place of his/her choice.
 - (i) A stay of 3 years and 5 years may be treated respectively as the minimum and maximum period in particular place similarly, for employees transferable within the State particularly, Group 'A' and Group 'B' officers, no employee should be allowed to serve in one district beyond a period of 7 years in his entire service. Within particular office, seats having sensitive nature of work like extensive public dealings, establishment, monetary sanctions, etc. should be clearly defined and maximum stay be kept at 2 years.
 - (g) premature transfers, i.e., transfer of an employee before he has completed a minimum of 3 years stay should not be ordered except under rare circumstances of punishment or clearly spelt out administrative reasons.
 - (h) The employee/officers posted in the Border areas, Bet areas and Kandi Areas should remain there for a minimum period of two years.
3. Before considering terms for proposals, every Transferring Authority must ensure that below mentioned record is available in his office:-
 - a) information containing minimum and maximum stay on a particular station in one span;

- b) a record of maximum stay of Group A and Group 'B' Officers in a district during their service;
- c) information pin-pointing the seats having sensitive nature of work like extensive public dealing, establishment, monetary sanctions etc, and to also to ensure that nobody remains posted on such seats for more than 2 years;
- d) List of couple case, un-married girls, widows, handicapped persons and employees having mentally retarded children along with their present postings and also requests for preferential place;
- e) compiled record of pending requests of those employees who could not be accommodated during general transfers with reasons;
- f) number of transfers made during the mid-term period with the approval of the competent Authority i.e. the Hon'ble Chief Minister, Punjab. If approval of the competent Authority has not been obtained, the reasons therefore;
- g) List pin-pointing stations in specified areas; and
- h) List of employees belonging to any other category for special consideration.

After the period of general transfers, the policy in respect of mid-term transfers will be as under:-

- (i) Generally, there will be complete ban on mid-term transfers.
- (ii) When the transfers become necessary to fill up a vacancy existing after making the general transfers or a new vacancy arises as a result of the following eventualities, the Administrative Department may do so at its own level:-
 - a) Suspension;
 - b) Resignation;
 - c) Removal from service;
 - d) Retirement;
 - e) Deputation, including deputation for long term training;
 - f) promotion;
 - g) Creation of new posts;
 - h) Death; and
 - i) Mutual transfers;

After filling up vacancies arising as a result of eventualities mentioned above, the resultant vacancy may only be filled up in government Departments with the approval of the Chief Minister through the Department.

For employees of Corporations/Boards/Autonomous Bodies only the approval of the concerned Administrative Security is needed.

The Government Departments shall refer to the Hon'ble Chief Minister through the Department of Personnel only those cases which are not covered under the above mentioned eventualities and transfer is proposed on administrative grounds or on extremely compassionate grounds. In the case of employees of Corporations/Boards/Autonomous bodies, the cases need to be sent only to the respective Administrative Department by the concerned Autonomous body. Full justification may be shown in respect of cases in which transfer is proposed on administrative grounds. The proposals of Government employees shall be sent by the

Administrative Department with the approval of Minister-in-charge to the Department of Personnel (in Personnel Policies Branch-II). Thereafter, the pros and cons shall be considered by the Department of Personnel and orders of the Hon'ble Chief Minister obtained and conveyed to the Administrative Department for action to be taken, accordingly. The Administrative Department shall not effect transfers of Govt. employees at its own level in compliance with the orders of Minister-in-charge, rather the case shall be sent to the Department of Personnel for approval of the Hon'ble Chief Minister.

The Corporations/Boards/Autonomous bodies shall not effect mid-term transfer of their employees without the approval of the concerned Administrative Department which will consider pros and cons of each case and orders be conveyed to the corporations/boards/autonomous bodies.

5. In case, any difficulty is experienced, in any Department in implementing these instructions, the matter may be referred to this Department, through concerned Administrative Department.

6. In case of the Department where the Chief Minister is himself the Minister-in-charge and has approved mid term transfer, in that case as well, before effecting the transfer, the case shall have to be sent to the Department of Personnel for the approval of the Hon'ble Chief Minister.

7. Whenever orders of postings and transfer are issued, a separate note regarding T.A. may be given in orders indicating that the transfer has been made in public interest or on the request of the employee.

8. Wherever consent has been obtained from an employee for transfer, against the resultant vacancy so caused, no other employee shall be transferred without his consent.

9. It shall be ensured by the Administrative Department and Corporations/Boards/Autonomous bodies that the above guidelines are complied with in letter and spirit. It would be the duty of the Administrative Secretary concerned to ensure compliance meticulously.

Copy of Punjab Government circular letter No. 7/28/05-IPP2/6482, dated 19th May, 2005 from the Department of Personnel, addressed to all the Heads of Department etc. In the State of Punjab.

Subject:- Guidelines for postings and transfers of Government employees and Public Sector undertaking employees for the year 2005-2006.

Sir/Madam,

I am directed to refer to Government letter No. 7/28/2005-JPP-2/4876, dated 21.4.2005 on the subject cited above and to intimate that the last date for general transfers of officers/officials in Government Department as well as in Public Sector Undertakings in the State during the year 2005-06 stands extended from existing 25.5.2005 to 5.6.2005.

Copy of Punjab Government circular letter No. 7/28/05-IPP2/7341, dated 3rd June, 2005 from the Department of Personnel, addressed to all the Heads of Department etc. In the State of Punjab.

Subject:- Guidelines for the postings and transfers of Government employees and Public Sector under taking employees for the year 2005-06.

Sir/Madam.

I am directed to refer to Government letter No. noted in the Margin on the subject cited above and to intimate that the last date for general transfers of officers/officials in Government Departments as well as in Public Sector Undertakings in the State during the year 2005-06 stands extended from existing 5.6.2005 to 15.6.2005.

ਪ੍ਰਸੋਨਲ ਵਿਭਾਗ, ਪੰਜਾਬ ਵਲੋਂ ਜਾਰੀ ਗਸ਼ਤੀ ਪੱਤਰ ਨੰ: 6/33/04-6ਪੀਪੀ3/7658 ਮਿਤੀ 10 ਜੂਨ, 2005, ਦੀ ਕਾਪੀ ਜੋ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁਖੀਆਂ ਆਦਿ ਨੂੰ ਸੰਬੋਧਿਤ ਹੈ।

ਵਿਸ਼ਾ: ਸਰਕਾਰੀ ਕਰਮਚਾਰੀਆਂ ਲਈ ਸਵੇ-ਰੋਜਗਾਰ ਦੇ ਉਦੇਸ਼ ਨਾਲ 5 ਸਾਲ ਦੀ ਵਿਸ਼ੇਸ਼ ਛੁੱਟੀ ਦਾ ਉਪਬੰਧ ਕਰਨ ਬਾਰੇ।
ਸ਼੍ਰੀ ਮਾਨ/ਸ਼੍ਰੀਮਤੀ ਜੀ,

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਮੈਨੂੰ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਗਸ਼ਤੀ ਪੱਤਰ ਨੰ: 6/21/2001-6ਪੀ.ਪੀ.3/5108, ਮਿਤੀ 8.5.2002 ਵੱਲ ਆਪ ਦਾ ਧਿਆਨ ਦਿਵਾਉਂਦੇ ਹੋਏ ਇਹ ਲਿਖਣ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਇਸ ਪੱਤਰ ਦੇ ਪੈਰਾ (ਛ) ਵਿੱਚ ਹੇਠ ਅਨੁਸਾਰ ਉਪਬੰਧ ਕੀਤਾ ਹੋਇਆ ਹੈ।

“ਇਸ ਸਕੀਮ ਅਧੀਨ ਛੁੱਟੀ ਲੈਣ ਉਪਰੰਤ ਸਬੰਧਤ ਕਰਮਚਾਰੀ 3 ਸਾਲ ਦੇ ਸਮੇਂ ਤੋਂ ਪਹਿਲਾਂ ਇਸ ਛੁੱਟੀ ਵਿਚ ਕਟੌਤੀ ਨਹੀਂ ਕਰ ਸਕੇਗਾ ਅਤੇ ਜੇਕਰ ਉਸ ਨੇ ਛੁੱਟੀ ਗੁਜ਼ਾਰਨ ਉਪਰੰਤ ਮੁੜ ਨੌਕਰੀ ਜੁਆਇੰਨ ਕਰਨੀ ਹੋਵੇਗੀ ਤਾਂ ਘੱਟ ਤੋਂ ਘੱਟ 3 ਸਾਲ ਦੀ ਛੁੱਟੀ ਗੁਜ਼ਾਰਨ ਤੋਂ ਬਾਅਦ ਅਤੇ 5 ਸਾਲ ਦਾ ਸਮਾਂ ਬੀਤਣ ਤੋਂ ਪਹਿਲਾਂ ਜੁਆਇੰਨ ਕਰਨਾ ਪਵੇਗਾ।

2. ਇਸ ਸੰਬੰਧੀ ਕਈ ਵਿਭਾਗਾਂ ਵਲੋਂ ਕਰਮਚਾਰੀਆਂ/ਅਧਿਕਾਰੀਆਂ ਦੇ ਨਿੱਜੀ ਮੁਸ਼ਕਲ ਹਾਲਾਤਾਂ ਦਾ ਜਿਕਰ ਕਰਦੇ ਹੋਏ, ਉਹਨਾਂ ਨੂੰ 3 ਸਾਲ ਦੇ ਅਰਸੇ ਤੋਂ ਪਹਿਲਾਂ ਛੁੱਟੀ ਤੋਂ ਵਾਪਸ ਡਿਊਟੀ ਤੇ ਹਾਜ਼ਰ ਕਰਵਾਉਣ ਦੀ ਸਿਫਾਰਸ਼ ਕਰਦੇ ਹੋਏ ਕੇਸ ਇਸ ਵਿਭਾਗ ਨਾਲ ਟੇਕ ਅੱਪ ਕੀਤੇ ਗਏ ਹਨ। ਅਜਿਹੇ ਕੇਸਾਂ ਨੂੰ ਵਿਚਾਰਦੇ ਹੋਏ ਉਕਤ ਹਦਾਇਤਾਂ ਦੇ ਪੈਰਾ (ਛ) ਦੇ ਉਪਬੰਧਾਂ ਤੇ ਮੁੜ ਵਿਚਾਰ ਕੀਤਾ ਗਿਆ ਹੈ ਅਤੇ ਇਹ ਫੈਸਲਾ ਕੀਤਾ ਗਿਆ ਹੈ ਕਿ ਇਸ ਪੈਰੇ ਦੇ ਅੰਤ ਵਿੱਚ ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਉਪਬੰਧ ਸ਼ਾਮਲ ਕੀਤਾ ਜਾਵੇ:-

“ਪਰੰਤੂ ਕਿਸੇ ਕਰਮਚਾਰੀ/ਅਧਿਕਾਰੀ ਦੇ ਵਿਸ਼ੇਸ਼ ਤੌਰ ਤੇ, ਨਿੱਜੀ ਮੁਸ਼ਕਲ ਖਾਸ ਹਾਲਾਤਾਂ (genuine hardship) ਜੋ ਕਿ ਸਬੰਧਿਤ ਕਰਮਚਾਰੀ/ਅਧਿਕਾਰੀ ਵਲੋਂ ਲਿਖਤੀ ਰੂਪ ਵਿੱਚ ਦਿੱਤੇ ਗਏ ਹੋਣ, ਨੂੰ ਵਿਚਾਰਨ ਉਪਰੰਤ ਸਰਕਾਰ ਕਿਸੇ ਵੀ ਕਰਮਚਾਰੀ/ਅਧਿਕਾਰੀ ਨੂੰ ਪ੍ਰਸੋਨਲ/ਵਿੱਤ ਵਿਭਾਗ ਦੀ ਪੂਰਵ ਪ੍ਰਵਾਨਗੀ ਉਪਰੰਤ ਇਸ ਸੂਰਤ ਵਿੱਚ ਵਿੱਲ ਦੇ ਕੇ ਮਿੱਥੇ ਸਮੇਂ ਤੋਂ ਪਹਿਲਾਂ ਡਿਊਟੀ ਤੇ ਮੁੜ ਹਾਜ਼ਰ ਕਰਵਾਉਣ ਦਾ ਅਧਿਕਾਰ ਰੱਖਦੀ ਹੈ।”

3. ਇਹ ਹਦਾਇਤਾਂ ਪੱਤਰ ਜਾਰੀ ਹੋਣ ਦੀ ਮਿਤੀ ਤੋਂ ਲਾਗੂ ਹੋਣਗੀਆਂ।

4. ਇਹ ਹਦਾਇਤਾਂ ਆਪਣੇ ਅਧੀਨ ਸਮੂਹ ਕਰਮਚਾਰੀਆਂ ਦੇ ਧਿਆਨ ਵਿੱਚ ਲਿਆ ਦਿੱਤੀਆਂ ਜਾਣ।

5. ਇਹ ਪੱਤਰ ਵਿੱਤ ਵਿਭਾਗ ਦੀ ਸਹਿਮਤੀ ਜੋ ਕਿ ਉਨ੍ਹਾਂ ਦੇ ਅੰ:ਵਿ:ਪੰ: ਨੰ:1/14/2001-3ਵਿ:ਪ੍ਰੋ2/299 ਮਿਤੀ 22.04.2005 ਰਾਹੀਂ ਪ੍ਰਾਪਤ ਹੋਣ ਉਪਰੰਤ ਜਾਰੀ ਕੀਤਾ ਜਾਂਦਾ ਹੈ।

Copy of Punjab Government circular letter No.7/28/05-IPP27889, dated 14th June, 2005 from the Department of Personnel, addressed to all the Heads of Department etc. in the State of Punjab.

Subject:- Guidelines for the postings and transfers of Government employees and Public Sector under taking employee for the year 2005-06.

Sir/Madam,

I am directed to refer to Government letter No. noted in the Margin on the subject cited above and to intimate that the last date for general transfers of officers/officials in Government Departments as well as in Public Sector Undertakings in the State during the year 2005-06 stand further extended from existing 15.6.2005 to 20.6.2005.

Copy of Punjab Government circular letter No. 11/39/05-4PP2/9799, dated 18th July, 2005 from the Department of Personnel, addressed to all the Heads of Department etc. in the State of Punjab.

Subject:- Grant of compassionate appointments in State Services Group C and D policy regarding.

Sir/Madam,

I am directed to refer to the Punjab Government letter No. 11/105/98-4PP2/14420, dated 21.11.2002

on the subject cited above and to inform that the State Govt. have decided to amend some of the provisions of these instructions to the extent as given below:-

- (i) Following lines may be added as sub-para below para 6(a):-

"While examining/verifying the financial position of the family of the deceased employee the payments of amount of gratuity, leave encashment, GPF and other pensionary benefits are not to be taken into account."

- (ii) Para 11(a) may be substituted as under:-

WHERE THERE IS AN EARNING MEMBER

- (a) "In deserving cases even where there is already an earning member may be considered for compassionate appointment with prior approval of the Secretary of the Department concerned, who before approving such appointment will satisfy himself that grant of compassionate appointment is justified having regard to number of dependents, assets and liabilities left by the Government servant income of the earning member as also his liabilities including the fact that the earning member is residing with the family of the Government Servant and whether he should not be a source of support to other members of the family."

2. These changes in the policy instructions referred to above may kindly be brought to the notice of all concerned for meticulous compliance.

Copy of Punjab Government circular letter No. 12/61/05-5PP2/1064, dated 26/28th July,2005 from the Department of Personnel, addressed to all the Head of Department etc, in the State of Punjab.

Subject:- Disposal/implementation time bound cases as to reduce unnecessary and frivolous litigation
Sir/Madam,

I am directed to refer to the subject cited above and to say that the Advocate General, has informed that the Hon'ble Punjab and Haryana High Court has expressed concern about the large number of people coming to the Court for redressal of their basic rights, specially in regard to salary, pension and other retiral benefits, which they are otherwise entitled to get in time. In the light of the Court's observations, it has been decided that the following procedure may be followed to ensure timely action in such matters:-

- (i) All similarly situated cases where a particular issue has already been settled by the Court must be decided following the instructions contained in policy letter dated 17.7.2002 and 12.6.2003
- (ii) Pension Rules already provide that all Pension Sanctioning Authorities must ensure that the sanction letter with regard to payments of Pension, Gratuity etc, are handed over to the retiree on the Day of his Retirement or within a period of 30 days, thereafter. Any lapse in this procedure must be taken as an intentional delay and Officer/Officers concerned would be liable for action. In case which require inter-departmental consultation, a maximum of 3 months be taken to clinch the issue.

- (iii) The procedure for medical reimbursement has already been liberalized by the health and family welfare department. It is the responsibility of the sanctioning authority to ensure that no such payment is pending for more than 30 days from the date of submission of the bill.
2. It is emphasized that all such matters be dealt with promptly and compliance be ensured by the Competent Authority within the prescribed period but in no case should any matter be allowed to remain pending for more than three months.
3. It will be the responsibility of the Administrative Department/Head of the Department to ensure that these guidelines are complied with in letter and spirit.

Copy of Punjab Government circular letter No.7/33/04-IPP2/16824, dated 25th November, 2005 from the Department of Personnel, addressed to all the Heads of Department etc., in the State of Punjab.

Subject:- *Revision of Electoral Rolls in the State and ban on transfers of the deputed staff and provision of adequate Staff.*

Sir/Madam.

I am directed to refer to the subject cited above and to intimate that the Election Commission of India has been conducting the exercise of Special Revision of Electoral Rolls throughout the country on time bound basis with reference to 1.1.2006 as the qualifying date. In the State of Punjab the exercise to revise voter listed has been initiated w.e.f. 1.9.2005 and final publication of Electoral Rolls will be made on 24.4.2006. The existing provisions of the Representation of People, Act, 1950 stipulates that any officer or staff employed in connection with the preparation, revision and correction of Electoral Rolls shall be deemed to be on deputation to the Election Commission for the period during they are so employed. They shall be subject to control, superintendence and discipline of the commission. Therefore henceforth, no key officer connected with the exercise of revision of Electoral Rolls like the Electoral Registration Officer, Assistant Electoral Registration Office and the District Election Officer should be disturbed from their places of postings up to 24.4.2006. The Commission, therefore has to emphasised that in case it becomes absolutely necessary to make any transfer of the key election officers connected with the revision of rolls or there is any need for shifting of officers due to their promotion et., the Election Commission would consider the same on merits on a case to case basis. Any proposal for inevitable transfer may be sent to the Commission giving detailed and full justification for the same.

2. You are, therefore, requested that during the aforesaid period the transfer of officers as mentioned in Para 1 above should be avoided. In case it become absolutely necessary to make any transfer of the key Election Officers connected with the revision of Rolls or there is any need for shifting of officers due to their promotion etc. the Election Commission may be consulted.
3. For any requirement of staff by way of filling of vacant post. matter may be taken up with the Department of F.D. though the State Election Commission, Punjab.
4. Meticulous observance and compliance of these instructions may please be ensured.

Copy of Punjab Government circular letter No. 3/34/99-3PPI/17646, dated 15th December, 2005 from the Department of Personnel, addressed to all the Heads of Department etc. in the State of Punjab

Subject:- Implementation of the Constitution (Eighty-Fifth) Amendment Act, 2001 in the State of Punjab.

Sir/Madam,

I am directed to refer to the subject noted above and to say that the Constitution (Eighty Fifth) Amendment Act, 2001 has ammended Article 16(4A) of the Constitution of India to inter alia allow "Consequential Seniority" in matter of promotion of Schedules Caste and Scheduled Tribe employees to any class or classes of posts.

2. After careful consideration of the matter and also keeping in view the interim orders of the Hon'ble Supreme Court and present status of the case pending in the Apex Court, it has been decided that Scheduled Caste employees promoted to any class or classes of posts under the reservation policy, will be prospectively entitled to "consequential seniority" on the post to which they are promoted.

3. These instructions shall come into force w.e.f. 17th November, 2005 and shall be applicable to the posts falling vacant in future in all cadres. They are also subject to the final decision of the Hon'ble Apex Court in IA No.2. in Writ Petition(Civil)No.61/2002. M.Nagaraj & others versus Union of India and others and Writ Petition (Civil) No. 234/2002-All India Equality Fourm and other Vs. Union of India and others and other allied cases.

Copy of Punjab Government circular letter No. 11/99/02-4PP2/18086, dated 28th December, 2005 from the Department of Personnel, addressed to all the Heads of Department etc. in the State of Punjab

Subject:- Scheme for compassionate appointments,2002-Grant of employment in State Services on compassionate grounds-policy regarding.

Sir/Madam,

I am directed to refer in the Punjab Government letter No. 11/105/98-4PPII/14420, dated 21.11.2002 on the subject cited above and to inform that the State Government has ammended the provisions of para 13(a) of these policy instruction to the extent that the period for submitting the applications in prescribed from to the appointing authority has been extended from the existing 6 months to one year. The period of disposal of such cases at the level of the administrative department may also be deemed as extended, accordingly. Henceforth, there is no need for special approval from the Financial Department to consider the genuine belated requests which can now be entertained only with the approval of the Personnel Department. Therefore, henceforth, the contents of para 13(a) of the policy read as under:

Para 13(a) The performa as in Annexure- 1 may be used by Departments for ascertaining necessary information and processing the compassionate appointment alongwith the documents as

given in Annexure-II, and submitted to the appointing Authority within a period of one year from the date of death or disability of person/employee as the case may be. Appointment must be made within a period of 18 months within the Department and 2 years in other departments through Re-deployment Cell. Genuine belated requests with cogent reasons for compassionate appointment can be entertained only within a period of 5 years from the date of disability of the employee/person with the special approval of the Department of Personnel.

2. The changes in the policy instruction referred to above may kindly be brought to the notice of all concerned for meticulous compliance

ਪ੍ਰਸੋਨਲ ਵਿਭਾਗ, ਪੰਜਾਬ ਵਲੋਂ ਜਾਰੀ ਗਸਤੀ ਪੱਤਰ ਨੰ: 1/1/06-3ਪੀਪੀ2/1307 ਮਿਤੀ 18 ਜਨਵਰੀ, 2006 ਦੀ ਕਾਪੀ ਜੋ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁਖੀਆਂ ਆਦਿ ਨੂੰ ਸੋਧੇਪਿਤ ਹੈ।

ਵਿਸ਼ਾ:- ਰੈਜ਼ੀਡੈਂਸ ਸਰਟੀਫਿਕੇਟ ਜਾਰੀ ਕਰਨ ਬਾਰੇ।

ਸ਼੍ਰੀਮਤੀ/ਸ਼੍ਰੀਮਤੀ ਜੀ,

ਮੈਨੂੰ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਆਪ ਜੀ ਦਾ ਧਿਆਨ ਇਸ ਵਿਭਾਗ ਦੇ ਪੱਤਰ ਨੰ: 1/3/95-3ਪੀਪੀ2/9639 ਮਿਤੀ 6 ਜੂਨ, 1996 ਅਤੇ ਪੱਤਰ ਨੰ: 1/3/95-3ਪੀਪੀ2/80 ਮਿਤੀ 1 ਜਨਵਰੀ 199 ਵੱਲ ਦਿਵਾਉਣ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ, ਜਿਨ੍ਹਾਂ ਰਾਹੀਂ ਵੱਖ-ਵੱਖ ਸਮਰੱਥ ਅਧਿਕਾਰੀਆਂ ਵਲੋਂ ਰੈਜ਼ੀਡੈਂਸ ਸਰਟੀਫਿਕੇਟ ਜਾਰੀ ਕਰਨ ਦਾ ਉਪਬੰਧ ਕੀਤਾ ਹੋਇਆ ਹੈ। ਸਰਕਾਰ ਨੇ ਮਿਤੀ 6 ਜੂਨ, 1996 ਦੀਆਂ ਹਦਾਇਤਾਂ ਨੂੰ ਸੋਧਕੇ ਮਿਤੀ 1.1.1999 ਦੇ ਪੱਤਰ ਰਾਹੀਂ ਸਪੱਸ਼ਟ ਕਰ ਦਿੱਤਾ ਸੀ ਕਿ ਅੱਗੇ ਤੋਂ ਸੋਧੇ ਹੋਏ ਪ੍ਰੋਫਾਰਮਿਆਂ ਵਿਚ ਹੀ ਲੋੜੀਂਦੇ ਸਰਟੀਫਿਕੇਟ ਜਾਰੀ ਕੀਤੇ ਜਾਣੇ ਆਇਆ ਕਰਨ। ਪਰ ਇਹ ਵੇਖਣ ਵਿਚ ਆਇਆ ਹੈ ਕਿ ਸਮਰੱਥ ਅਧਿਕਾਰੀ ਅਜੇ ਤਕ ਵੀ ਮਿਤੀ 6 ਜੂਨ, 1996 ਰਾਹੀਂ ਜਾਰੀ ਕੀਤੀਆਂ ਪੁਰਾਣੀਆਂ ਹਦਾਇਤਾਂ ਅਨੁਸਾਰ ਹੀ ਰੈਜ਼ੀਡੈਂਸ ਸਰਟੀਫਿਕੇਟ ਜਾਰੀ ਕਰ ਰਹੇ ਹਨ। ਇਸ ਨਾਲ ਸੰਬੰਧਿਤ ਉਮੀਦਵਾਰਾਂ ਨੂੰ ਕਾਫੀ ਔਕੜ ਮਹਿਸੂਸ ਕਰਨੀ ਪੈ ਰਹੀ ਹੈ, ਕਿਉਂਕਿ ਇਹ ਸਰਟੀਫਿਕੇਟ ਉਨ੍ਹਾਂ ਦੀ ਜਰੂਰਤ ਦੇ ਮੰਤਵ ਨੂੰ ਪੂਰਾ ਨਹੀਂ ਕਰਦੇ।

2. ਆਪ ਜੀ ਨੂੰ ਮੁੜ ਬੇਨਤੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਰੈਜ਼ੀਡੈਂਸ ਸਰਟੀਫਿਕੇਟ ਜਾਰੀ ਕਰਨ ਵੇਲੇ ਉਪਰੋਕਤ ਦਰਸਾਈਆਂ ਮਿਤੀ 1.1.1999 ਦੀਆਂ ਹਦਾਇਤਾਂ ਨਾਲ ਨੱਥੀ ਪਰਫਾਰਮਿਆਂ ਦਾ ਹੀ ਇਸਤੇਮਾਲ ਕੀਤਾ ਜਾਵੇ ਅਤੇ ਸਰਕਾਰ ਦੇ ਇਸ ਫੈਸਲੇ ਦੀ ਪਾਲਣਾ ਨੂੰ ਯਕੀਨੀ ਬਣਾਇਆ ਜਾਵੇ।

Copy of Punjab Government circular letter No. 12/113/05-5PP2/1993, dated 8th February, 2006 from the Department of Personnel, addressed to all the Heads of Department etc. in the State of Punjab.

Subject:- *Setting up of Committee at State Level to resolve litigation between different Departments/ Public Sector Undertakings implementation on of the recommendations.*

Sir/Madam,

I am directed to refer to the Punjab Government letter No. 13/70/91-IPPII/989, dated 20.1.1992 and No. 13/24/96-IPPII/16403, dated 20.9.1996 vide which State Level Committees were set up to resolve the pending litigation between any two or more Departments or Corporation/Public Sector Undertakings of the State Government. It is the firm view of the State Government that such disputes could be better resolved in the State Level Committees and no Department/Public Sector Undertakings/Local Government or Cooperative Institution would be permitted to incur expenditure on filing legal Suits/Appeals/Revisions, In spite of clear policy instructions, certain Departments are still going to the Courts against each other, which is sometime quite embarrassing for

Government. It has also been noticed that number of such cases pending in the Hon'ble High Court and Subordinate Courts has not reduced.

2. Accordingly you are, requested that any such matters of dispute or legal problem between two Departments/Corporations/Boards etc. under your control must be brought to the notice of your Administrative Department for amicable settlement/solution. The Administrative Department it may further bring this matter to the notice of the Chief Secretary and the Empowered Committee, if necessary. The recommendations of the Empowered Committee shall have to be complied with meticulously. However incase any Department still has same reservations in respect of the recommendations of the Empowered Committee in that eventuality. The matter can be taken of a Group of Ministers for final decision. The Group of Ministers shall consist of the Chief Minister, Finance Minister and Minister-in-Charge of Department Corporations, Public Sector Undertakings involved in the dispute.

3. You are requested to ensure meticulous compliance of these instructions.

Copy of Punjab Government Circular letter No. 3/48/04/3PPI/2081, dated 9th February, 2006 from the Department of Personnel, addressed to all the Heads of Department etc. in the State of Punjab.

Sub:- Writing of confidential Reports.

Sir/Madam,

I am directed to refer to para 14(iii) of Standing Guide on Annual Confidential Reports and para 5(iii) of the Punjab Government instructions issued vide circular letter No.2334-ASI-60/15708, dated 3rd May, 1960, in which the procedure for recording of ACRs of officer by the Minister-in-charge has been laid down. The matter has been reconsidered by the Government and it has been decided to modify/amend the procedure mentioned in the above referred paragraphs of the policy instructions. Para 14(iii) of Standing Guide on ACRs and Para 5(iii) of the Punjab Government instructions issued vide above referred circular letter (No. 2334-ASI-60/15708, dated 3rd May 1960) may be substituted and read as under:-

- iii)
- (a) The Minister-in-charge will be the accepting authority in regard to Additional Secretaries, Joint Secretaries, Deputy Secretaries and Head of Departments(all India Service Officers). In respect of the Heads of Departments(other than All India Service Officers), the Minister-in-charge will be the reviewing authority. In the case of other officers, where he is neither the recording, nor the accepting authority, the Minister-in-charge may record his remarks in the ACR of an officer only if he has seen the work of that officer for at least 6 months in the reporting year for which the ACR has been written. Such remarks will also be recorded only within 6 months in the reporting year for which the ACR has been written. Such remarks will also be recorded only within 6 months of the final Accepting Authority having recorded its remarks, while writing the ACR in the normal course.
 - b) In case remarks given by the Minister-in-charge tend to substantially change the content and assessment of the report, then the matter would be submitted by the Administrative Secretary concerned to the Chief Minister for final decision through the Minister-in-charge and

and the Department of Personnel.

- (c) The Minister-in-charge while recording his remarks will not expunge or alter earlier observations by the Reporting, Reviewing or Accepting Authorities but will only record his own view in addition thereto.

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

ਪ੍ਰਸ਼ੋਨਲ ਵਿਭਾਗ, ਪੰਜਾਬ ਵਲੋਂ ਜਾਰੀ ਗਸ਼ਤੀ ਪੱਤਰ ਨੰ: 6/26/05-6ਪੀ.ਪੀ.3/2432 ਮਿਤੀ 21 ਵਰਵਰੀ, 2006 ਦੀ ਕਾਪੀ ਜੋ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁਖਆ ਆਦਿ ਨੂੰ ਸੋਬੰਧਿਤ ਹੈ।

ਵਿਸ਼ਾ: ਸ਼ਹੀਦੀ ਜੋਤ ਮੇਲਾ ਫਤਿਹਗੜ੍ਹ ਸਾਹਿਬ ਦੇ ਸੰਬਧ ਵਿੱਚ ਰਾਖਵੀਆਂ ਛੁੱਟੀਆਂ ਦੀਆਂ ਮਿਤੀਆਂ ਵਿੱਚ ਤਬਦੀਲੀ ਸੰਬਧੀ।

ਸ਼੍ਰੀਮਾਨ ਜੀ,

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਮੈਨੂੰ ਆਪ ਜੀ ਨੂੰ ਸੰਬੋਧਤ ਕਰਨ ਅਤੇ ਇਹ ਸੂਚਿਤ ਕਰਨ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਸ਼ਹੀਦੀ ਜੋਤ ਮੇਲਾ ਫਤਿਹਗੜ੍ਹ ਸਾਹਿਬ ਦੇ ਸੰਬਧ ਵਿੱਚ ਜਾਰੀ ਅਧਿਸੂਚਨਾਂ ਨੰ: 6/26/2005-6ਪੀਪੀ3/17352, ਮਿਤੀ 8.12.2005 ਰਾਹੀਂ ਅਧਿਸੂਚਿਤ ਕੀਤੀਆਂ ਰਾਖਵੀਆਂ ਛੁੱਟੀਆਂ ਮਿਤੀ 26,27, ਅਤੇ 28-12-2006 (ਮੰਗਲਵਾਰ, ਬੁੱਧਵਾਰ ਅਤੇ ਵੀਰਵਾਰ) ਦੀ ਬਜਾਏ ਮਿਤੀ 24,25 ਅਤੇ 26/12/2006 (ਐਤਵਾਰ, ਸੋਮਵਾਰ ਅਤੇ ਮੰਗਲਵਾਰ) ਨੂੰ ਘੋਸ਼ਿਤ ਕੀਤੀਆਂ ਜਾਂਦੀਆਂ ਹਨ।

Copy of Punjab Government circular letter No. 12/120/05-2PP2/2827, dated 1st March, 2006 from the Department of Personnel, addressed to all the Heads of Departments etc. in the State of Punjab.

Subject:- Emigration of State Govt Officers/Officials to other Countries.

Sir/Madam,

Reference subject cited above.

2. The undersigned is directed to say that references are received from various Departments seeking clarifications regarding grant of 'No Objection Certificate' to Government Officers/Officials for seeking emigration to foreign countries. The matter has been considered carefully and keeping in view the policy of the Government of India, it has been decided that no government officer/official should apply or seek emigration to any other country so long as he is in government service. The question of issuing 'No Objection Certificate' to a government employee, who wishes to migrate to a foreign country, therefore, does not arise.

3. You are, therefore, requested to bring it to the notice of all concerned.

ਪ੍ਰਸ਼ੋਨਲ ਵਿਭਾਗ, ਪੰਜਾਬ ਵਲੋਂ ਜਾਰੀ ਗਸ਼ਤੀ ਪੱਤਰ ਨੰ: 11/26/06-4ਪੀਪੀ2/3539 ਮਿਤੀ 17 ਮਾਰਚ, 2006, ਦੀ ਕਾਪੀ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮਖੀਆਂ ਨੂੰ ਸੋਬੰਧਿਤ ਹੈ।

ਵਿਸ਼ਾ: ਮ੍ਰਿਤਕ ਕਰਮਚਾਰੀਆਂ ਦੇ ਆਸ਼ਰਿਤਾਂ ਨੂੰ ਫੋਤੀ ਤਰਸ ਦੇ ਆਧਾਰ ਤੇ ਨਿਯੁੱਕਤੀਆਂ ਦੇਣ ਸੰਬਧੀ।

ਸ਼੍ਰੀਮਾਨ/ਸ਼੍ਰੀਮਤੀ ਜੀ,

ਮੈਨੂੰ ਆਪ ਜੀ ਦਾ ਧਿਆਨ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਵੱਲ ਦਿਵਾਉਣ ਅਤੇ ਇਹ ਕਹਿਣ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਵਿਭਾਗ ਵਲੋਂ ਜਾਰੀ ਪਾਲਿਸੀ ਹਦਾਇਤਾਂ ਨੰ: 11/105/98-4ਪੀਪੀ2/14420 ਮਿਤੀ 21-11-2002 ਦੇ ਪੈਰਾ 3 ਵਿੱਚ ਮ੍ਰਿਤਕ ਕਰਮਚਾਰੀਆਂ ਦੇ ਆਸ਼ਰਿਤਾਂ ਨੂੰ ਰਾਜ ਸੇਵਾਵਾਂ ਗਰੁੱਪ "ਸੀ" ਅਤੇ "ਡੀ" ਵਿੱਚ ਤਰਸ ਦੇ ਆਧਾਰ ਤੇ ਨਿਯੁੱਕਤੀਆਂ ਦੇਣ ਸੰਬਧੀ ਉਪਬੰਧ ਕੀਤਾ ਹੋਇਆ

ਹੈ ਅਤੇ ਇਸ ਕੰਮ ਵਿਚ ਤੇਜ਼ੀ ਲਿਆਉਣ ਲਈ ਇਸ ਵਿਭਾਗ ਵੱਲੋਂ ਜਾਰੀ ਮਾਰਸ਼ਲ ਵਿਚ ਦਰਸਾਏ ਪੱਤਰਾਂ ਰਾਹੀਂ ਪਾਲਿਸੀ ਹਦਾਇਤਾਂ ਵਿੱਚ ਸਮੇਂ-ਸਮੇਂ ਸਿਰ ਸੋਧ ਵੀ ਕੀਤੀ ਗਈ ਹੈ ਪ੍ਰੰਤੂ ਸਰਕਾਰ ਦੇ ਧਿਆਨ ਵਿਚ ਆਇਆ ਹੈ ਕਿ ਅਜਿਹੀਆਂ ਨਿਯੁਕਤੀਆਂ ਦੇਣ ਸੰਬੰਧੀ ਕੇਸ ਅਜੇ ਵੀ ਕਈ ਵਿਭਾਗਾਂ ਵਿਚ ਨਿਪਟਾਰੇ ਲਈ ਲੰਬਿਤ ਹਨ ਜਿਸ ਕਾਰਨ ਮਿਤਕ ਕਰਮਚਾਰੀਆਂ/ਵਿਅਕਤੀਆਂ ਦੇ ਪਰਿਵਾਰਾਂ ਦਾ ਵਿੱਤੀ ਸੰਕਟ ਦੂਰ ਹੋਣ ਵਿਚ ਦੇਰੀ ਹੋ ਰਹੀ ਹੈ। ਇਸ ਲਈ ਬੇਨਤੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਆਪ ਦੇ ਵਿਭਾਗਾਂ ਵਿਚ ਤਰਸ ਦੇ ਆਧਾਰ ਤੇ ਨਿਯੁਕਤੀਆਂ ਦੇਣ ਸੰਬੰਧੀ ਲੰਬਿਤ ਪਏ ਕੇਸਾਂ ਦਾ ਤੁਰੰਤ ਨਿਪਟਾਰਾ ਕਰਨਾ ਯਕੀਨੀ ਬਣਾਇਆ ਜਾਵੇ।

Copy of Punjab Government circular letter No. 7/28/05-IPP2/4362, dated 4th April, 2006 from the Department of Personnel, addressed to all the Heads of Department etc, in the State of Punjab.

Subject: Guidelines for the postings and transfers of Government employees and Public Sector undertakings employees for the year 2006-07.

Sir/Madam,

I am directed to refer to the subject cited above and to inform you that the postings and transfers of all employee including Public Sector undertakings in the State, during the year 2006-07, except those belonging to the Department of Education, Corporation and Food & Civil Cupplies should be completed by 30th April, 2006. The transfer of Education Department should be completed in the month of June, 2006 i.e. between "1st June to 30th" June 2006. For the Department of Cooperation and Food & Civil Supplies, the transfer may be made during the period from 1st July, 2006 to 31st July, 2006.

2. The broad guidelines to be adopted for effecting transfers will be as under:-
- a) Transfers must be kept to the barest minimum. The transfers should generally be made against vacant posts except where the transfers are justified on administration or compassionate grounds
 - b) Government employee whether gazetted or non-gazetted, who are due to retire within the next two years, may be allowed to continue in the same district or at the same station of postings till retirement, as far as possible
 - c) In case where both husband and wife are in Government service, it is desirable to keep the couple at one station for a period not more than 5 years, thereafter, he/she should be transferred as per policy. Even in cases where the wife is in Government service and husband is under a private employment, the same attitude may be adopted. Efforts should 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 station convenient to them.
 - d) As far as possible, the handicapped and blind employee may be shown due consideration to mitigate their inconveniences while considering the question of their postings and transfers.
 - e) In case any child of a Government Employee/officer is mentally retarded, while posting and transferring such official/officer, sympathetic attitude may be adopted and efforts should be made to post him/her at the place of his/her choice.
 - f) A stay of 3 years and 5 years may be treated respectively as the minimum and maximum

period in a particular place, similarly, for employees transferable within the State particularly, Group 'A' and Group 'B' officers, no employee should be allowed to serve in one district beyond a period of 7 years in his entire service. Within particular office, seats having sensitive nature of work like extensive public dealings, establishment, monetary sanctions, etc. should be clearly defined and maximum stay be kept at 2 years.

- g) premature transfers, i.e. transfer of an employee before he has completed a minimum of 3 years stay should not be ordered except under rare circumstances of punishment or clearly spelled out administrative reasons.
- h) The employee/officers posted in the Border area, Bet areas and Kandi Areas should remain there for a minimum period of two years.

3. Before considering terms for proposals, very Transferring Authority must ensure that below mentioned record is available in his office:-

- a) information containing minimum and maximum stay on a particular station in one span;
- b) a record of maximum stay of Group 'A' and Group 'B' Officers in a district during their service;
- c) information pin in-pointing the seats having sensitive nature of work like extensive public dealing, establishment, monetary sanctions etc. and to also to ensure that nobody remains posted on such seats for more than 2 years.
- d) list of couple cases un-married girls, widows, handicapped persons and employees having mentally retarded children along with their present posting and also requests for preferential places;
- e) compiled record of pending requests of those employees who could not be accommodated during general transfers with reasons;
- f) number of transfers made during the mid-term period with the approval of the competent Authority i.e. the Hon'ble Chief Minister, Punjab . If approval of the competent Authority has not been obtained, the reasons therefore;
- g) list pin-pointing stations in specified areas; and
- h) list of employees belonging to any other category for special consideration .

After the period of general transfers, the policy in respect of mid-term transfers will be as under:-

- i) Generally, there will complete ban on mid-term transfers.
- ii) When the transfers become necessary to fill up a vacancy existing after making the general transfers or a new vacancy arises as a result of the following eventualities, the Administrative Department may do so at its own level:
 - a) Suspensions;

- b) Resignation;
- c) Removal from service;
- d) Retirement;
- e) Deputation, including deputation for long term training;
- f) promotion;
- g) Creation of new posts;
- h) Death; and
- i) Mutual transfers;

After filling up vacancies arising as a result of eventualities mentioned above, the resultant vacancy may only be filled up in government Departments with the approval of the Chief Minister through the Department of Personnel.

For employee of Corporations/Boards/Autonomous Bodies only the approval of the concerned Administrative Secretary is needed.

The Government Departments shall refer to the Hon'ble Chief Minister through the Department of Personnel only those cases which are not covered under the above mentioned eventualities and transfer is proposed on administrative grounds or on extremely compassionate grounds. In the case of employee of Corporation/Boards/Autonomous bodies, the cases need to be sent only to the respective Administrative Department by the concerned Autonomous body. Full justification may be shown in respect of cases in which transfer is proposed on administrative grounds. The proposals of Government employees shall be sent by the Administrative Department with the approval of Minister-in-charge to the Department of Personnel (in Personnel Policies Branch-II). Thereafter, the pros and cons shall be considered by the Department of Personnel and orders of the Hon'ble Chief Minister obtained and conveyed to the Administrative Department for action to be taken, accordingly. The Administrative Department shall not effect transfers of Govt. employees at its own level in compliance with the orders of Minister-in-charge, rather the case shall be sent to the Department of Personnel for the approval of the Hon'ble Chief Minister.

The Corporations/Boards/Autonomous bodies shall not effect mid-term transfer of their employees without the approval of the concerned Administrative Department which will consider pros and cons of each case and orders be conveyed to the corporations/boards/autonomous bodies.

In case, any difficulty is experienced, in any Department in implementing these instructions, the matter may be taken up with the Departments, through concerned Administrative Department.

6. In case of the Departments where the Chief Minister is himself the Minister-in-charge, and has approved mid-term transfer, in that case as well, before effecting the transfer, the case shall have to be sent to the Department of Personnel for the approval of the Hon'ble Chief Minister.

7. Whenever orders of postings and transfers are issued, a separate note regarding T.A. may be given in orders indicating that the transfer has been made in public interest or on the request of the employee.

8. Wherever consent has been obtained from an employee for transfer, against the resultant vacancy to be caused, no other employee shall be transferred without his consent.

9. It shall be ensured by the Administrative Department and Corporations/Boards/Autonomous bodies that the above guidelines are complied with in letter and spirit. It would be duty of the Administrative Secretary concerned to ensure compliance meticulously.

Copy of Punjab Government circular letter No. 7/28/05-IPP2/5269, dated 28th April, 2006 from the Department of Personnel, addressed to all the Heads of Department etc. in the State of Punjab.

Subject:- Guidelines for posting and transfers of Government employees and Public Sector Undertaking employees for the year 2006-07

Sir/Madam,

I am directed to refer to Government letter No. 7/28/2005-IPP-2/4362-4365, Dated 4.4.2006 on the subject cited above and to intimate that the last date for general transfers of officer/officials in Governments (except Education, Corporation and Civil Supplies Departments) as well in Public Sector Sector Undertakings in the State during the year 2006-07 stand extended from existing 30.4.2006 to 15.5.2006.

Copy of Punjab Government circular letter No. 15/6/06-IPPI/6361, dated 1st May, 2006 from the Department of Personnel, addressed to all the Heads of Departments et. in the State of Punjab.

Subject:- Writing of Confidential Reports.

Sir/Madam,

I am directed to refer to Punjab Government Instruction issued vide letter No. 3/48/04-3PPI/2081, dated 9.2.06 on the subject noted above and to say that the matter regarding prescribing of the Reporting/ Reviewing and Accepting authorities for writing and Annual Confidential Reports of the Heads of Departments has been re-considered and decided that Para-(iii)(a) of the above instructions may be substituted and read as under:-

(iii)(a) The Minister-in-charge will be the accepting authority in regard to Additional Secretaries, Joint Secretaries, and Deputy Secretaries. In respect of the Heads of Department, at Administrative Secretary will be the reporting authority, Minister-in-charge will be the reviewing authority and Chief Minister will be the accepting authority. In the case of other officers, where Minister-in-charge is neither the recording, nor the accepting authority, the Minister-in-charge may record his remarks in the ACR of an officer only if he has seen the work of that officer for at least 6 months in the reporting year for which the ACR has been written. Such remarks will also be recorded only within 6 months of the final accepting authority having recorded its remarks, while writing the ACR in the normal course.

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

Copy of Punjab Government Notifications No. 12/16/94-IPP3/6526, dated 3rd May, 2006 from the Department of Personnel.

No. 12/16/94-IPP3/6526- In pursuance of the provisions of clause 3 of the Government of Punjab, Department of Personnel, Notification No. 12/29/2002-IPP3/14042, dated the 14th November, 2002, and all other powers enabling him in this behalf, the Governor of Punjab is pleased to notify the following terms and conditions of appointment of the Chairman and Members of the Punjab Subordinate Service Selection Board (hereinafter referred to as the Board) namely:-

Salary and allowances:

- (1) The Chairman shall receive a salary of twenty thousand rupees per mensem and Member shall receive a salary of fifteen thousand rupees per mensem. In addition to it they shall be entitled to draw such dearness allowance and other allowance, as may be admissible from time to time to the Punjab Government employees, getting similar salary
- (2) A serving Government employee, if appointed as Chairman or Member, as the case may be he shall draw his own salary plus special pay of four hundred rupees per mensem in the case of Chairman and three hundred rupees per mensem in the case of Member.
- (3) In case of a person who, immediately before the date of assuming office as Chairman or Member, as the case may be, was in receipt of a pension other than disability or wound pension in respect of any previous service under any Government and who does not opt for his pension being held in abeyance, his salary in respect of his service as Chairman and Member shall be reduced:-
 - (i) by the amount of his pension including the committed value, if any of any portion of such pension; and
 - (ii) by the amount of pension equivalent of the retirement gratuity, if he becomes eligible for receiving retirement gratuity, in respect of such previous service.
- (4) The salary and allowances of a serving Government employee on his attaining the age of superannuation while serving as Chairman or Member, as the case may be will be determined under this clause by treating him as a retired Government employee.
- (5) If during the absence of the Chairman while on leave or otherwise, a Member performs the duties of the Chairman in addition to his own duties, he shall be entitled to additional pay of three hundred rupees per mensem for such period, which is not less than fourteen days and not more than sixty days.
- (6) The Chairman and Members of the Board shall be provided unfurnished free Government accommodation, or in lieu thereof, they shall be entitled to payment of actual reimbursement of house rent allowance up to nine thousand rupees paid by them for the hired residential

accommodation and in case, the residential accommodation is owned by them, they shall be entitled to the payment of house rent allowance at the rate of nine thousand rupees per mensem or an amount equivalent to the rent assessed by the Public Works Department for the accommodation, whichever is less.

- (7) The Chairman and Members of the Board shall be entitled to the fixed medical allowance of two hundred and fifty rupees per mensem in accordance with the letter No. 5/22/97-IPPI/11179, dated the 31st December 1997 issued by the Government of Punjab, Department of Finance.

2. Term of Office:-

The Chairman or a Member of the Board, other than a serving Government employee, shall hold office for a period of five years from the date on which he assumes the charge of his office or until he attains the age of seventy two years, whichever is earlier:

Provided that he may be removed from office of the Chairman or member, as the case may be at any time by giving one month's notice or on payment of one month's salary in lieu thereof or an amount equivalent to the salary for the period by which notice falls short of one month without assigning any reason:

3. Resignation from Service:-

The Chairman or Member other than the serving Government employee, may resign his office at any time, by giving one month's notice or on payment of one month's salary in lieu thereof, or an amount equivalent to the salary for the period by which the notice falls short of one month.

4. Leave:-

The Chairman or a Member shall be governed by the leave rules applicable to temporary employees of the Punjab Government;

Provided that a serving Government employee, when appointed as Chairman or a Member, as the case may be, shall be governed by the leave rules applicable to him as such Government employee.

5. Travelling Allowance:-

A Government employee, appointed as Chairman or a Member, as the case may be shall be governed by the "Travelling Allowance Rules applicable to him as such employee, and the Chairman or Member, other than a serving Government employee, shall be governed by such Travelling Allowance rules, as are applicable to the employees of the Punjab Government in receipt of similar salary.

6. Leave Travel Concession:-

A Government employee, appointed as Chairman or a Member, shall be governed by the Leave

Travel Concession Rules applicable to him as such employee, and the Chairman or a Member other than the serving Government employee, shall be governed by such Leave Travel Concession Rules as are applicable to the employee of the Punjab Government in receipt of similar salary.

7. Pension:-

A person who immediately before the date of assuming office as Chairman or a Member, as the case may be was in the service of any Government, shall be deemed to have retired from that service on the date of superannuation, and his service as Chairman or Member, as the case may be, upto that date shall be reckoned continuing approved service counting for pension in the service to which he belonged.

The aforesaid terms and conditions of appointment issue with the concurrence of Department of Finance conveyed, vide their I.D.No. 14/12/95FE1/2819, dated the 11th March 2005 and the approval of Council of Ministers as conveyed by Cabinet Affair Branch--Vide its I.D.No. 1/200/2005-1 Cabinet/48, dated 11th January, 2006.

Punjab Government Notifications and Orders

Department of Personnel

(Personnel Policies III Branch)

The 14th August, 2006

No. 12/29/02-1PP3/11680.-In exercise of the powers conferred by the proviso to article 309 constitution of India and all other powers enabling him in this behalf, the Governor of Punjab to make the following amendment with effect from the fifth day of April, 2006, in the Government of Punjab, Department of personnel, Notification No. 12/29/2002, 14th November, 2002, namely:-

AMENDMENT

In the said notification, in clause I, for the words "ten other members", the words "eleven members", shall be substituted.

Copy of Chief Secretary Punjab Government D.No. 12/4/06-5PP2/6900, dated 11th May, 2006 from the Department of Personnel, addressed to all the Financial Commissioner, Principal Secretaries and Administrative Secretaries in the State of Punjab.

Subject : *Submission of proposals to the Official Committee for the requirement of staff after restructuring Departments.*

My dear,

Please refer to D.O. letter No. 12/63/2003-5PP2/2154, dated 10.02.2004 from Shri Jai Singh Gill, IAS, former Chief Secretary, Punjab, addressed to you conveying the decision of the Cabinet Sub-Committee on Fiscal Management taken in its meeting held in 14.11.2003 to the effect that revival or creation of posts would be considered only after each Department of the Government has undertaken a restructuring exercise. Accordingly, you were expected to urgently undertake this work with a view to finalizing the future requirements

of your department. It has been duly recognized that there might be immediate functional requirements in some departments. It was, therefore, decided that in such exceptional cases revival of posts would be first considered by an Official Committee headed by the Chief Secretary, which would submit its recommendations to the Group of Ministers, headed by the Finance Minister and final decision would be taken by the Council of Ministers.

A review meeting was held on 15.12.2005 under the Chairmanship of the Chief Secretary regarding Restructuring of Staff strength of departments, in which all departments were requested to take immediate action to accomplish this task promptly.

Now in the meeting of the Council of Ministers held on 5.5.2006, it has been observed that the Departments are not making any serious efforts for restructuring of the staff requirements having regard to the changed role of the Government. I.T. applications and exploring the possibility of outsourcing staff services rather than recruiting various categories of employees on the Government rolls. Government feels that while it is necessary to provide critical minimum support, through infusion of fresh talent in various departments at the professional level to enable them to discharge their functions effectively, the financial position of the State also needs to be continuously kept in view while doing so.

I may, therefore, request you that the proposals of restructuring and requirement of the staff keeping in view the above criteria may be submitted immediately firstly to the Group of Officers (Official Committee) headed by the Chief Secretary and thereafter to the Group of Ministers chaired by the Finance Minister for final decision by the Council of Ministers. These proposals must reach the Official Committee within 15 days from the issue of these instructions, which would be finalized by the said Committee by 15th of June, 2006 for further considerations. I hope you will ensure strict compliance of these instructions.

Copy of Punjab Government circular letter No. 7/28/05-1PP1/75889, dated 23rd May, 2006 from the Department of Personnel, addressed to all the Heads of the Department etc. in the State of Punjab.

Subject : *Guidelines for the posting and transfers of Government employees and Public Sector undertaking employees for the year 2006-07*

Sir/Madam,

I am directed to refer to Government letter No. 7/28/2005-1PP-2/5269 dated 28.04.2006 on the subject cited above and to intimate that the last date for general transfers of officers/officials in Government Departments (except Education, Cooperation and Civil Supplies Departments) as well as in Public Sector Undertakings in the State during the year 2006-07 stand further extended from existing 15.5.2006 to 31.5.2006.

Copy of Punjab Government circular letter No. 7/119/01-1PP1/7785, dated 25th May, 2006 from the Department of Personnel, addressed to all the Heads of the Department etc. in the State of Punjab.

Subject : *Implementation of the recommendations of the Fourth Pay Commission under 'Assured Career Progression Scheme'-Grant of ACP to the Employees appointed by transfer/open selection etc., from one service to another and to Clerks/Senior Clerks/Junior Assistants.*

Sir/Madam,

I am directed to invite your kind attention to the Punjab Government circular letter No. 7/37/98-5PP1/12851, dated 25.9.1998, No. 7/84/98-5PP1/4426, dated 17.4.2000 and No. 7/56/99-5PP1/8014, dated 27.6.2000 on the subject noted above.

2. In para 3(i) of instructions dated 25.9.1998, it has been provided that after a service of 8 years in a post of posts in the same cadre (hereinafter referred to as the same post) an employee who is not promoted to the next higher level on account of non-availability of a vacancy at such higher level or non-existence of a promotional level in the "Cadre" shall be granted the pay scale which is next higher in the hierarchy of the pay

scales given in column No. 3 of the first schedule annexed to Rules, 1998.

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This department has been receiving references from various departments regarding counting of previous service of the employees who are already in Government service and are appointed to another service/cadre by way of transfer as per the service rules applicable to such service/cadre.

3. The Department of Finance issued instructions vide No. 6/75/95-1FP2/10993, dated 15.11.2000 (copy ennexed as Annexure-I) and instructions vide No. 6/94/02-4FP2/9093, dated 22.11.2005 (Annexure-II) clarifying about protection/fixation of pay of government employees appointed by transfer/open selection etc. from one service to another.

4. In order to uniformity in the instructions of the Government it has been decided that while sorting out the cases of protection/fixation of pay, on account of benefits under ACP scheme, of Government employees appointed by transfer/open selection etc. from one service to another, the instructions of the Department of Personnel referred to above in para 1 may please be read with the instructions dated 15.11.2000 and 22.11.2005 issued by the Department of Finance.

5. It is also clarified that in the case of Clerks/Senior Clerks/Junior Assistants, those employees who were granted protective scale of Senior Clerks and Junior Assistants w.e.f. 1.1.1996 as per Notification No. 7/1/97-FP1/8978, dated 4.9.2000, in their case they are not to be placed in the highr pay scale. They are entitled to protective scale only with one annual increment as per Pare 3(i) of policy instructions issued vide No. 7/37/98-5PP1/12851, dated 25.9.1998.

6. This issues with the concurrence of the Department of Finance conveyed vide their I.D.No. 6/52/2003-4FP2/1769, dated 17.2.2006 and I.D. No.6/94/02-4FP2/514, dated 28.2.2006.

Copy of Punjab Government Finance Department letter No. 6/94/02-4FP2/9093, dated 22.11.2005 addressed to all Heads of Departments, Punjab.

Subject: Protection/Fixation of pay of Government employees appointed by transfer/open selection etc. from one service to another.

Sir/Madam,

I am directed to refer to letter No. 6/75/95-1FP2/10993-96 dated 15.11.2000 on the subject noted above and to intimate that Para No. 2 & 5 of ibid instructions is modified as under:-

1. Para 2:- The words "or a body whether incorporated or not which is wholly or substantially owned by the government" appearing in fourth & fifth line may be omitted. This para may be considered as modified accordingly.

2. Para 5(i):- This para may be substituted as under:-

"An employee who has previously held substantively or officiated in the same post, in the same time scale or a post having identical Two/three four tier pay scales or in which time bound placements/grant of higher pay scales are provided as in the new post in a Government Department shall in addition to the protection of pay actually drawn in the corresponding scale as per provisions of Rule 4.4(b) of Punjab Civil Services Rules, Vol.-I, Part-I count his previous service for the purpose of Assured Career Progression Scheme as per instructions issued by the Punjab Government from time to time. This benefit is allowed to the junior employee as a measure personal to him and without creating any right for the senior employee to claim equality in pay and pay scale with junior, who receives higher pay/pay scale due to his previous service and such employee shall not be entitled to take benefit of his previous service towards seniority.

Para 5(ii):- This para may be substituted as under:-

These instructions shall not apply in the case of employees of various Boards/Corporations & Public Sector undertakings who are employed in Govt. Service. They would be deemed to have joined service under Government for the first time."

Copy of Punjab Government Finance Department letter No. 6/75/95-1FPII/10993, dated 15.11.2005 addressed to all Heads of Departments, Punjab.

Subject : Protection/Fixation of pay of Government employees appointed by transfer/open selection etc. from one service to another.

Sir/Madam,

I am directed to refer to the subject noted above and to say that a number of references are being received from various departments for protection of pay of employees who are already in Government service and are appointed to another service/cadre by way of transfer/open selection as per the service rules applicable to such service/cadre.

2. According to existing proviso below Rule 4.4(b) of Punjab Civil Service Rules Vol. I Part-I, if an employee has held a post in the name or identical time scale in same other department or a body whether incorporated or not which is wholly or substantially owned by the Government, his pay on appointment in the Government service is to be fixed at the same level. Cases are now arising where an employee before being selected for a post under the State Government is drawing pay in a higher pay scale/senior/selection pay scale. Apparently, the present provisions of proviso below Rule 4.4(b) do not permit protection of pay in each cases. However, it is felt that when a person already in service is selected for service under the Government through proper channel his past service should not be washed out, as far as fixation of pay in the new post is concerned. However, such an employee cannot count this period for seniority which disturb the legal right of officials already senior in the service.

3. The above position is supported by the judgement of Punjab and Haryana High court delivered in CWP No. 6923 of 1998 decided on 21.7.98 operative part of which is reproduced below:-

"It can be said that the previous service rendered in another department, on being transferred on the persons own Volition may be washed out of the purpose of seniority by it cannot be said so for the purpose of experience."

The above is also relevant as per the law laid down by the Hon'ble supreme Court of India in its judgement dated 15.12.1998 in C.A.No.3039 of 1998-Dwijan Chandra Sarkar and another vs. Union of India (1999-SLR Section 39). The gist of the Supreme Court decision is reproduced below:-

"The previous service of an employee appointed by reansfer to another department should count for the purpose of time bound promotion about such promotions shall be as a measure personal to them. Such incumbents shall not take benefit of this time bound promotions towards seniority or for the issues related thereto, effect the normal seniority for those higher up."

4. Apparently, in view of existion provisions of Rules 4.4 (b) *ibid* and the changing scenarion where multi-stage pay scales are in operation, and where appointment to premier or other services; through selection including transfer by selection is attempted and is permitted inspite of the fact that the person concerned may already be drawing pay in a higher pay scale; it is not appropaiate to ignore same for time bound promotions. However, it is clear that counting of previous service for fixation of pay or for time bound promotions in such cases will not create any right for the employees already senior, to claim equality in pay with a junior who receives higher pay by counting his previous service in the above circumstances.

5. In view of the above it has been decided that:-

i) An employee who has previously held substantively or officiated in the same post, or a permanent or temporary post on the same time scale or a post having identical three/ four times pay scales or in which time bound placement/ grant of higher pay are provided as in the new post, in a Government department of a body incorporated or not which is wholly or substantially owned by the Government), shall in addition to the protection of pay actually drawn in the corresponding scale as per provisions of Rule 4.4 (b) of Punjab civil Services Rules, Vol.-II, Part-I count his previous service for the purpose time bound promotion/ grant of higher scale in the new post/ service. This protection will be as a measure personal to him. He shall not be entitled to benefit of this time bound promotion towards seniority and shall be placed lower to those already higher up in the seniority List.

ii) where an employee is already getting senior/higher pay scale or earns a senior/ higher pay scale in the previous service where a percentage of senior/ higher scale is prescribed after he has joined the New post/ service; pay as fixed in the senior/ higher scale in the did service shall also be protected as a measure personal to him in the initial scale of the new post and he shall be placed in the senior scale when his turn comes for the same in the normal course.

An employee shall not be entitled to take benefit of this protection towards seniority nor any official senior to him shall have any claim for re-fixation of pay on the basis of protection allowed as above.

iii) These instructions shall not apply in case of employees of various Public Sector Undertaking who are offered employment in the Government of compassionate grounds being declared surplus or otherwise. They should be deemed to be joining service under the Government for the first time as at present.

iv) These instructions will come into effect immediately. The cases decided on or after 15.12.98. may be reviewed in consultation with the Finance Department in order to ensure uniformity.

6. Necessary amendments to Rule 4.4(b) of Punjab civil services Rules, Vol.-I, Part-III will be issued in due course.

Copy of Punjab Government circular letter No. 1/5/06-3PP2/9302, dated 26th June, 2006 from the Department of Personnel, addressed to all the Heads of the Department etc. in the State of Punjab.

Subject : Bonafied residents of Punjab - Guidelines for grant of Resident Certificate.

Sir/Madam,

I am directed to refer to the Punjab Government letter No. 1/3/1995-PP2/9619, dated 6.6.1996 and No. 1/3/95-3PP2/80, dated 1.1.1999, vide which detailed guidelines have been issued with regard to grant of Resident Certificate to the bonafied residents of Punjab.

2. The Department of Revenue has observed that the people in Sub-Tehsils, are facing difficulty in obtaining the Resident Certificate. It has further been pointed out that through the Resident Certificates are issued on the verification of the Naib-Tehsildars, yet they themselves are not authorised to issue the Certificate at their level at the Tehsil and Sub-Tehsil level.

3. After careful consideration of the matter it has been decided that the Naib-Tehsildars in the State posted at the Tehsil and Sub-Tehsil level, will also be authorised to issue the Resident Certificates to the bonafied residents of Punjab in their areas of jurisdiction belonging to the categories mentioned in items No.(iv), (v) and (vi) of the Punjab Government letter dated 6.6.1996. The proforma enclosed with the letter dated 6.6.1996, in so far as these categories are concerned, will stand modified to include 'Naib Tehsildar' after the word 'Tehsildar'.

4. These policy instructions may please be given wide publicity. The receipt of this letter may also be acknowledged.

ਪ੍ਰੋਸੋਨਲ ਵਿਭਾਗ, ਪੰਜਾਬ ਵੱਲੋਂ ਜਾਰੀ ਗ਼ਜ਼ਤੀ ਪੱਤਰ ਨੰ: 7/24/06-1ਪੀਪੀ2/10467 ਮਿਤੀ 18 ਜੁਲਾਈ, 2006 ਦੀ ਕਾਪੀ ਜੋ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀਆਂ ਆਦਿ ਨੂੰ ਸੰਬੋਧਿਤ ਹੈ।

ਵਿਸ਼ਾ :- ਮਿਊਂਸਪਲ ਕੌਂਸਲ, ਐਸ.ਏ.ਐਸ. ਨਗਰ, ਮੋਹਾਲੀ ਅਤੇ ਨਗਰ ਪੰਚਾਇਤ, ਭੋਗਪੁਰ ਤੇ ਹੋਰ ਮਿਊਂਸਪਲ ਕੌਂਸਲਾਂ ਅਤੇ ਨਗਰ ਪੰਚਾਇਤਾਂ ਦੇ ਕੁਝ ਵਾਰਡਾਂ ਦੀਆਂ ਉਪ-ਚੋਣਾਂ ਸਬੰਧੀ-ਬਦਲੀਆਂ/ਤੈਨਾਤੀਆਂ ਅਤੇ ਸਿਫਟਿੰਗ ਉਤੇ ਪੂਰਨ ਰੋਕ ਲਾਉਣ ਬਾਰੇ।

ਸ੍ਰੀ ਮਾਨ/ਸ੍ਰੀ ਮਤੀ ਜੀ,

ਮੈਨੂੰ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਇਹ ਲਿਖਣ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਰਾਜ ਤੇ ਚੋਣ ਕਮਿਸ਼ਨ, ਪੰਜਾਬ ਜੀ ਦੇ ਆਦੇਸ਼ਾਂ ਅਨੁਸਾਰ ਮਿਊਂਸਪਲ ਕੌਂਸਲ ਐਸ.ਏ.ਐਸ. ਨਗਰ, ਮੋਹਾਲੀ ਅਤੇ ਨਗਰ ਪੰਚਾਇਤ, ਭੋਗਪੁਰ ਤੇ ਹੋਰ ਮਿਊਂਸਪਲ ਕੌਂਸਲਾਂ ਅਤੇ ਨਗਰ ਪੰਚਾਇਤਾਂ ਦੇ ਕੁਝ ਵਾਰਡਾਂ ਦੀਆਂ ਉਪ-ਚੋਣਾਂ ਕਰਵਾਈਆਂ ਜਾ ਰਹੀਆਂ ਹਨ।

2. ਰਾਜ ਦੇ ਚੋਣ ਕਮਿਸ਼ਨ ਦੇ ਪ੍ਰੋਗਰਾਮ ਅਨੁਸਾਰ ਇਹ ਚੋਣ ਪ੍ਰਕ੍ਰਿਆ ਮਿਤੀ 3-8-2006 ਤੱਕ ਮੁਕੰਮਲ ਹੋ ਜਾਵੇਗੀ ਇਸ ਲਈ, ਜਿਨ੍ਹਾਂ ਅਧਿਕਾਰੀਆਂ/ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਇਸ ਚੋਣ ਪ੍ਰਕ੍ਰਿਆ ਲਈ ਤੈਨਾਤ ਕੀਤਾ ਗਿਆ ਹੈ ਜਾਂ ਚੋਣਾਂ ਨਾਲ ਸਬੰਧ ਰੱਖਦੇ ਹਨ, ਦੀਆਂ ਬਦਲੀਆਂ/ਤੈਨਾਤੀਆਂ ਤੇ ਤੁਰੰਤ ਮੁਕੰਮਲ ਤੌਰ ਤੇ ਰੋਕ ਲਗਾਈ ਜਾਂਦੀ ਹੈ।
3. ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ ਦੀ ਇੰਨ-ਬਿੰਨ ਪਾਲਣਾ ਕੀਤੀ ਜਾਵੇ ਅਤੇ ਇਸ ਦੀ ਪਹੁੰਚ ਰਸੀਦ ਭੇਜੀ ਜਾਵੇ।

Copy of Chief Secretary Punjab Government D.No. 7/28/05-1PP2/10648, dated 21st July, 2006 from the Department of Personnel, addressed to all the Financial Commissioner, Principal Secretaries and Administrative Secretaries in the State of Punjab.

Subject: Mid-term posting & transfers.

My Dear Secretary,

Your attention is drawn to the policy guidelines of posting and transfers contained in Department of Personnel letter noted in the margin, vide which the general transfers could be ordered only up to 31st, May, 2006, except in the case of Departments which were specially allowed separate period for such transfers with the approval of the Chief Minister. Thereafter, there is a complete ban on Mid-term transfers, except in cases where it become necessary to till up a vacancy as a result of eventualities perscribed in para 4 of the guidelines. The Department/Public Sector Undertakings are to filled up vacancies arising as a result of such eventualities but the resultant vacancy can only be filled up in the Government Departments with the approval of the Chief Minister through Department of Personnel and in Public Sector Undertakings with the approval of the concerned Administrative Secretary.

2. At this juncture, when the period of general transfers is already over, it is the responsibility of the Administrative Secretary to ensure that there should be no Mid-term transfers in violations of the guidelines and if any transfer becomes necessary, the prior permission of the competent authority is obtained. For seeking Mid-term transfers, individual cases of employees should be referred to the competent authority with proper justification.

I would be grateful for ensuring strict compliance.

ਪ੍ਰੋਸੋਨਲ ਵਿਭਾਗ, ਪੰਜਾਬ ਵੱਲੋਂ ਜਾਰੀ ਗ਼ਜ਼ਤੀ ਪੱਤਰ ਨੰ: 6/21/01-6ਪੀਪੀ3/11545 ਮਿਤੀ 10 ਅਗਸਤ, 2006 ਦੀ ਕਾਪੀ ਜੋ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀਆਂ ਆਦਿ ਨੂੰ ਸੰਬੋਧਿਤ ਹੈ।

ਵਿਸ਼ਾ : ਸਰਕਾਰੀ ਕਰਮਚਾਰੀਆਂ ਲਈ ਸਵੈ-ਰੋਜ਼ਗਾਰ ਦੇ ਉਦੇਸ਼ ਨਾਲ 5 ਸਾਲ ਦੀ ਵਿਸ਼ੇਸ਼ ਛੁੱਟੀ ਦਾ ਉਪਬੰਧ ਕਰਨ ਬਾਰੇ।

ਸ੍ਰੀਮਾਨ/ਸ੍ਰੀਮਤੀ ਜੀ,

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਗ਼ਜ਼ਤੀ ਪੱਤਰ ਨੰ: 6/21/2001-6ਪੀ.ਪੀ.3/5108, ਮਿਤੀ 8.5.2002 ਦੇ

ਹਵਾਲੇ ਵਿੱਚ ਸਰਕਾਰੀ ਕਰਮਚਾਰੀਆਂ ਲਈ ਸਵੈ-ਰੋਜ਼ਗਾਰ ਦੇ ਉਦੇਸ਼ ਨਾਲ 5 ਸਾਲ ਦੀ ਛੁੱਟੀ ਦਾ ਉਪਬੰਧ ਕਰਨ ਬਾਰੇ। ਮੈਨੂੰ ਇਹ ਸਪੱਸ਼ਟੀਕਰਨ ਜਾਰੀ ਕਰਨ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਇਸ ਸਕੀਮ ਤਹਿਤ ਛੁੱਟੀ ਲੈਣ ਵਾਲਾ ਕਰਮਚਾਰੀ ਦੇਸ਼ ਜਾਂ ਵਿਦੇਸ਼ ਵਿੱਚ ਜਾ ਕੇ ਕਿਸੇ ਵੀ ਸਰਕਾਰੀ ਜਾਂ ਪ੍ਰਾਈਵੇਟ ਅਦਾਰੇ ਵਿੱਚ ਨੌਕਰੀ ਨਹੀਂ ਕਰ ਸਕਦਾ। ਇਹ ਛੁੱਟੀ ਕੇਵਲ ਉਸਨੂੰ ਆਪਣਾ ਰੋਜ਼ਗਾਰ ਭਾਵੇਂ ਉਹ ਦੇਸ਼ ਵਿੱਚ ਹੋਵੇ ਜਾਂ ਵਿਦੇਸ਼ ਵਿੱਚ ਹੋਵੇ, ਸ਼ੁਰੂ ਕਰਨ ਦੇ ਮੰਤਵ ਲਈ ਹੀ ਦਿੱਤੀ ਜਾਵੇਗੀ ਪਰ ਸਬੰਧਤ ਕਰਮਚਾਰੀ ਨੂੰ ਵਿਦੇਸ਼ ਜਾਣ ਤੋਂ ਪਹਿਲਾਂ ਸਮਰੱਥ ਅਧਿਕਾਰੀ ਦੀ ਪੂਰਵ ਪ੍ਰਵਾਨਗੀ ਲੈਣੀ ਜ਼ਰੂਰੀ ਹੋਵੇਗੀ।

2. ਇਹ ਹਦਾਇਤਾਂ ਪੱਤਰ ਜਾਰੀ ਹੋਣ ਦੀ ਮਿਤੀ ਤੋਂ ਲਾਗੂ ਹੋਣਗੀਆਂ ਅਤੇ ਇਹਨਾਂ ਹਦਾਇਤਾਂ ਦਾ ਪਹਿਲਾਂ ਨਜਿੱਠੇ ਕੇਸਾਂ ਤੇ ਕੋਈ ਅਸਰ ਨਹੀਂ ਹੋਵੇਗਾ।
3. ਇਹ ਹਦਾਇਤਾਂ ਆਪਣੇ ਅਧੀਨ ਸਮੂਹ ਕਰਮਚਾਰੀਆਂ ਦੇ ਧਿਆਨ ਵਿੱਚ ਲਿਆ ਦਿੱਤੀਆ ਜਾਣ।
4. ਇਹ ਪੱਤਰ ਵਿੱਚ ਵਿਭਾਗ ਦੀ ਸਹਿਮਤੀ ਜੋ ਕਿ ਉਨ੍ਹਾਂ ਦੇ ਅੰ:ਵਿ:ਪੱ:ਨੰ: 1/14/2001-3ਵਿ.ਪ੍ਰ.2/1876, ਮਿਤੀ 27.2.2006 ਅਤੇ ਅੰ:ਵਿ:ਪੱ:ਨੰ: 1/14/2001-3ਵਿ.ਪ੍ਰ./478, ਮਿਤੀ 29.5.2006 ਰਾਹੀਂ ਪ੍ਰਾਪਤ ਹੋਈ, ਉਪਰੰਤ ਜਾਰੀ ਕੀਤਾ ਜਾਂਦਾ ਹੈ।

Copy of Secretary Personnel to Punjab Government D.No. 12/109/02-5PP2/1039, dated 14th August, 2002 from the Department of Personnel, addressed to all the Financial Commissioners, Principal Secretaries and Administrative Secretaries in the State of Punjab.

Subject : General Elections to the Legislative Assembly of Jammu and Kashmir, 2002 - making available staff in connections with request for.

The Election Commission of India has to hold a general election for constitution the new Legislative Assembly on 17th October, 2002. Accordingly, the poll for the said general elections which might be taken in more than one phase, will be held some time in the months of September-October, 2002.

2. The Commission has decided to use Electronic Voting Machines (EVMs) for the conduct of the ensuing general elections to the Jammu & Kashmir Lagislative Assembly. For the smooth conduct of elections, where EVMs are going to be used for the first time in the State of Jammu and Kashmir, the Commission has decided to depute some officers/officials from the State of Punjab to the State of Jammu & Kashmir for the conduct of poll and counting of votes by means of EVMs as the officers/officials of the Government of Punjab are well versed with the functioning of electronic voting machines having conducted the recent general elections in the State Assembly by means of those machines.

3. Accordingly, the Commission in terms of Article 324(6) of the Constitution of India as made applicable to the State of Jammu and Kashmir under the Constitution (Application to Jammu & Kashmir) Order, 1954 as ammended has requested the Governor of Punjab to make available the servies of 2,500 officers/officials of the Government of Punjab whose services may be necessary for deployment as Presiding Officers/ Polling Officers for the smooth conduct of Elections to the Legislative Assembly of Jammu & Kashmir.

4. The incentives at uniform rates would be given in lump sum rates would be given in lump sum to the polling personnel. The lump sum smount would be Rs. 10,000/- for duty done for all three phases and Rs. 7,000/- for the duty carried out for two phases. For all other quantum of duties the amount of lump sum incentive would decided by the Commission on the basis of duty actually performed, like one phase, being in the reserve etc. Other incentive would be in consoance with that was paid for the 1996 Jammu and Kashmir elections, as enumerated below :-

- i) Ex-gratia of Rs. 5.00 lacs may be paid in case of demise of an officer/official on duty. In addition, the concerned State Government shall provide an appropriate job to the dependent of the deceased/nominee, at a place of his/her choice.
- ii) DA may be paid at the rate of one and a half time of corresponding rates applicable to the

Central Government employees (i.e. 135/- per day).

- iii) Disability Relief - Rs. 25,000/- for permanent disability and Rs. 10,000/- for temporary disability, requiring extended hospitalisation, in case of any injury that may be sustained in the course of election duty in Jammu and Kashmir (as was done in 1996 elections).
- iv) Boarding and Lodging at security/transit camp with J&K to be provided free, by respective CPMFs (as was done in 1996).
- v) Medical Aid - Full cost (to be met by J&K Government) of hospitalisation/medical aid and treatment in case of any injury sustained in the course of duty in J&K (as was done in 1996).
- vi) Advance Drawals of Entitlements - Up to 80% of all the financial entitlements (as was done in 1996).

5. The personnel from Punjab would be moved to the Jammu region, by road transport under security cover to be provided by the Punjab Government till they reach Jammu Region. Thereafter, they will be placed under the security cover provided by the government of Jammu & Kashmir and that government would be responsible for further security of these pooling personnel till they remain in J & K. the pooling personnel shall be lodged in security camp and would move with security cover.

6. I, shall be grateful, if you please look into the matter personally and bring these facts to the notice of all employees of your Department for giving options voluntarily to be deployed as Presiding Officers/Pooling Officers to the Elections of Legislative Assembly of Jammu & Kashmir. The options so received may be forwarded to the Chief Electoral Officer, Punjab, Chandigarh for further necessary action, who will adjudge the suitability and issue deployment letter to each employees.

ਪ੍ਰੈਸੋਨਲ ਵਿਭਾਗ, ਪੰਜਾਬ ਵੱਲੋਂ ਜਾਰੀ ਗ਼ਲਤੀ ਪੱਤਰ ਨੰ: 11/115/05-4ਪੀਪੀ2/11889 ਮਿਤੀ 10 ਅਗਸਤ, 2006 ਦੀ ਕਾਪੀ ਜੋ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀਆਂ ਆਦਿ ਨੂੰ ਸੰਬੋਧਿਤ ਹੈ।

ਵਿਸ਼ਾ : ਸਰਕਾਰੀ ਕਰਮਚਾਰੀਆ ਦੇ ਆਤਮ ਹੱਤਿਆ ਦੇ ਕੇਸਾਂ ਵਿੱਚ ਆਸ਼ਰਿਤਾਂ ਨੂੰ ਤਰਸ ਦੇ ਆਧਾਰ ਤੇ ਨਿਯੁਕਤੀਆਂ ਦੇਣ ਸਬੰਧੀ।

ਸ਼੍ਰੀਮਾਨ/ਸ੍ਰੀ ਮਤੀ ਜੀ,

ਮੈਂਨੂੰ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਆਪ ਜੀ ਦਾ ਧਿਆਨ ਸਰਕਾਰ ਦੇ ਪੱਤਰ ਨੰ: 11/115/98-4ਪੀਪੀ2/14420, ਮਿਤੀ 21-4-2002 ਵੱਲ ਦਿਵਾਉਣ ਅਤੇ ਇਹ ਦੱਸਣ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਮਿਤਕ ਸਰਕਾਰੀ ਕਰਮਚਾਰੀਆਂ ਦੇ ਪਰਿਵਾਰਾਂ ਨੂੰ ਰਾਜ ਸੇਵਾਵਾਂ ਗਰੁੱਪ "ਸੀ" ਅਤੇ "ਡੀ" ਵਿਚ ਤਰਸ ਦੇ ਆਧਾਰ ਤੇ ਨਿਯੁਕਤੀਆਂ ਦੇਣ ਸਬੰਧੀ ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ ਦੇ ਪੈਰਾ 3(2) ਵਿਚ ਹੇਠ ਅਨੁਸਾਰ ਉਪਬੰਧ ਕੀਤਾ ਹੋਇਆ ਹੈ:-

"A dependent member of the family of the deceased Government employee who dies in harness".

ਇਸ ਸਬੰਧ ਵਿੱਚ ਭਾਰਤ ਸਰਕਾਰ ਦੇ ਪੱਤਰ ਨੰ: 14014/6/94-ਅਮਲਾ(ਡੀ), ਮਿਤੀ 19.10.1998 ਰਾਹੀਂ ਜਾਰੀ ਤਰਸ ਦੇ ਆਧਾਰ ਤੇ ਨਿਯੁਕਤੀਆਂ ਦੇਣ ਸਬੰਧੀ ਕਰਮਚਾਰੀਆਂ ਦੀ ਆਤਮ ਹੱਤਿਆ ਦੇ ਕੇਸਾਂ ਵਿੱਚ ਪੈਰਾ-2 (A) (a) ਵਿਚ ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਉਪਬੰਧ ਹੈ :-

TO WHOM APPLICABLE

To a dependent family member -

(A) of a Government servant who -

(a) dies while in service (including death by suicide)"

2. ਇਨ੍ਹਾਂ ਤੱਥਾਂ ਨੂੰ ਧਿਆਨ ਵਿੱਚ ਰੱਖਦੇ ਹੋਏ ਸਰਕਾਰ ਵੱਲੋਂ ਫੈਸਲਾ ਲਿਆ ਗਿਆ ਹੈ ਕਿ ਭਾਰਤ ਸਰਕਾਰ ਦੇ ਫੈਸਲੇ ਦੇ ਆਧਾਰ ਦੇ ਪੰਜਾਬ ਰਾਜ ਵੱਲੋਂ ਵੀ ਅਜਿਹੇ ਕੇਸਾਂ ਵਿੱਚ ਤਰਜ਼ ਦੇ ਆਧਾਰ ਤੇ ਨਿਯੁਕਤੀਆਂ ਦੇਣ ਬਾਰੇ ਫੈਸਲਾ ਲੈਂਦੇ ਹੋਏ, ਰਾਜ ਸਰਕਾਰ ਦੀਆਂ ਪਾਲਿਸੀ ਹਦਾਇਤਾਂ ਨੰ: 11/105/98-4ਪੀਪੀ2/14420, ਮਿਤੀ 21.11.2002 ਦੇ ਪੈਰਾ-3(2) ਵਿੱਚ ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਸੋਧ ਕੀਤੀ ਜਾਂਦੀ ਹੈ:-

"A dependent member of the family of the deceased Government employee, who dies in harness (including death by suicide)".

3. ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ ਦੀ ਇੰਨ-ਬਿੰਨ ਪਾਲਣਾ ਕਰਦੇ ਹੋਏ, ਪਹੁੰਚ ਰਸੀਦ ਭੇਜੀ ਜਾਵੇ।

Copy of Punjab Government circular letter No. 7/25/03-5PPI/13586, dated 5th October, 2006 from the Department of Personnel, addressed to all the Heads of the Department etc. in the State of Punjab.

Subject :- *Implementation of the recommendations of Fourth Pay Commission under "Assured Career Progression Scheme" - Grant of ACP to Clerks/Senior Clerks/Junior Assistants.*

Sir/Madam,

I am directed to invite your kind attention to the Punjab Government circular letter Nos. 7/37/97-5PPI/12851 dated 25th September, 1998, and No/ 7/119/2001-5PPI/17785 dated 25.5.2006 on the subject noted above.

2. In para 3(i) of instructions dated 25.9.1998, it has been provided that after service of 8 years in a post or posts in the same "cadre" (hereinafter referred to as the same post) an employee who is not promoted to the next higher level on account of non-availability of a vacancy at such higher level or non-existence of a promotional level in the "cadre" shall be granted the pay scale which is next higher in the hierarchy of the pay scales given in coloumn No. 3 of the first schedule annexed to Rules, 1998.

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3. This department has been receiving references from various departments for advice whether the entire service rendered as Clerk/Senior Clerk/Junior Assistant in their respective department is to be counted for the purpose of grant of ACP in the same cadre. Since the benefits under Assured Career Progression Scheme pertain to the recommendations of the Fourth Pay Commission, therefore, the matter was taken up with the Department of Finance. Now the matter has been decided in consultation with the Department of Finance. The clarification in this regard is given as under :-

“ਪੱਤਰ ਮਿਤੀ 25.9.1998 ਰਾਹੀਂ ਜਾਰੀ ਹਦਾਇਤਾਂ ਅਨੁਸਾਰ ਕੇਡਰ ਦੀ ਸਰਵਿਸ ਭਾਵ ਕਲਰਕ, ਸੀਨੀਅਰ ਕਲਰਕ ਅਤੇ ਜੂਨੀਅਰ ਸਹਾਇਕ ਗਿਣਕੇ ਏ.ਸੀ.ਪੀ. ਦਾ ਲਾਭ ਦਿੱਤਾ ਜਾਣਾ ਹੈ ਪਰ ਪ੍ਰਵੀਨਤਾ ਤਰੱਕੀ ਦੇ ਸਬੰਧ ਵਿੱਚ ਨਵੀਆਂ ਹਦਾਇਤਾਂ ਦੇ ਨਾਲ ਪਹਿਲਾਂ ਜਾਰੀ ਹਦਾਇਤਾਂ ਵੀ ਇਨ੍ਹਾਂ ਕੇਸਾਂ ਵਿੱਚ ਲਾਗੂ ਰੱਖੀਆਂ ਗਈਆਂ ਹਨ। ਪੰਜਾਬ ਸਰਕਾਰ ਵੱਲੋਂ ਪੱਤਰ ਮਿਤੀ 1.12.1988 ਰਾਹੀਂ ਜਾਰੀ ਹਦਾਇਤਾਂ ਦੇ ਪੈਰਾ ਨੰ: 7 ਅਨੁਸਾਰ ਜਿਸ ਕਰਮਚਾਰੀ ਨੂੰ ਸੀਨੀਅਰ ਜਾਂ ਸਿਲੈਕਸ਼ਨ ਗਰੇਡ ਦੇਣ ਲੱਗਿਆਂ ਤਨਖਾਹ ਵਿੱਚ ਇੱਕ ਜਾਂ ਇਕ ਤੋਂ ਵੱਧ ਤਰੱਕੀਆਂ ਦਾ ਲਾਭ ਹੁੰਦਾ ਹੈ ਉਨ੍ਹਾਂ ਕੇਸਾਂ ਵਿੱਚ ਸੀਨੀਅਰ ਸਕੇਲ ਜਾਂ ਸਿਲੈਕਸ਼ਨ ਗਰੇਡ ਦੇਣ ਤੋਂ ਪਹਿਲਾਂ ਦੀ ਸੇਵਾ ਨੂੰ ਇਸ ਮੰਤਵ ਭਾਵ ਏ.ਸੀ.ਪੀ. ਦੇ ਲਾਭ ਨਹੀਂ ਗਿਣਿਆ ਜਾਣਾ। ਜਿਵੇਂ ਕਿ ਪੰਜਾਬ ਸਰਕਾਰ ਵੱਲੋਂ ਪੱਤਰ ਮਿਤੀ 21.8.91 ਰਾਹੀਂ ਸਪੱਸ਼ਟੀਕਰਨ ਵੀ ਜਾਰੀ ਕੀਤਾ ਹੋਇਆ ਹੈ ਅਤੇ ਇਹ ਹਦਾਇਤਾਂ ਏ.ਸੀ.ਪੀ. ਦੇ ਕੇਸ ਵਿੱਚ ਵੀ ਲਾਗੂ ਹੁੰਦੀਆਂ ਹਨ।”

6. This issue with the concurrence of Department of Finance conveyed vide their I.D. No. 6/52/2003-FP2/1769, dated 11.9.2006 and I.D. No.6/52/2003-4FP2/1079 dated 11.09.2006.

Copy of Punjab Government circular letter No. 7/33/04-1PP2/13767, dated 11th October, 2006 from the Department of Personnel, addressed to all the Heads of the Department etc. in the State of Punjab.

Subject :- *Revision of Electoral Rolls in the State and ban on transfers of the deputed staff and provisions of adequate Staff.*

Sir/Madam,

I am directed to refer to the subject cited above and to intimate that the Election Commission of India has been conducting the exercise of Special Revision of Electoral Rolls throughout the country on time bound basis with reference to 1.1.2007 as the qualifying date. In the State of Punjab the exercise to revise voter lists is to be intimated w.e.f. 10.10.2006 and final publication of Electoral Rolls will be made on 3.1.2007. The existing provisions of the Representation of People Act, 1950 stipulates that any officer or staff employed in connection with the preparation, revision and correction of Electoral Rolls shall be deemed to be on deputation to the Election Commission for the period during they are so employed. They shall be subject to control supermence and discipline of the Commission. Therefore, no key officer connected with the exercise of revision of Electoral Rolls like the Electoral Registration Officer, Assistant Electoral Registration Officer and the District Election Officer should be disturbed from their places of postings during this period up to 3.1.2007. The Commission, emphasized that in case it become absolutely necessary to make any transfer of the key election due to their promotion etc., the Election Commission would consider the same on merits on a case to case basis. Any proposal for inevitable transfer may be sent to the Commission giving detailed and full justification for the same.

2. You are, therefore, requested that during the afore said period, the transfer of officers as mentioned para 1 above should be avoided. In case it becomes absolutely necessary to make any transfer of the key Election Officers connected with the revision of Rolls or there is any need for shifting of Officers due to their promotion etc. the Election Commission may be consulted through the Chief Electoral Officer, Punjab.

3. Meticulous observance and compliance of the instructions may please be ensured.

Copy of Punjab Government circular letter No. 7/33/04-1PP2/14614, dated 24th October, 2006 from the Department of Personnel, addressed to all the Heads of the Department etc. in the State of Punjab.

Subject :- *Summary Revision of Electoral Rolls w.r.t. 1.1.2007 as the qualifying date - Adequate Staff & Ban on transfer.*

Sir/Madam,

I am directed to refer to the Govt. letter No. 7/33/04-1PP2/13767 dated 11.10.2006 on subject cited above and to intimate that as per direction of the Election Commission of India the "Period for filling of claims and objections" will be now from 23rd October, 2006 to 10th November, 2006 instead of 16th October, 2006 to 10th November 2006, Rest of the programme will remain as this.

2. Meticulous observance and compliance of these instructions may please be ensured.

ਪ੍ਰੋਸੈਨਲ ਵਿਭਾਗ, ਪੰਜਾਬ ਵੱਲੋਂ ਪ੍ਰੋਸੈਨਲ ਵਿਭਾਗ, ਪੰਜਾਬ ਵੱਲੋਂ ਜਾਰੀ ਗ਼ਜ਼ਤੀ ਪੱਤਰ ਨੰ: 5/25/94-5ਪੀਪੀ3/ 15863 ਮਿਤੀ 2 ਨਵੰਬਰ, 2006 ਦੀ ਕਾਪੀ ਜੋ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀਆਂ ਆਦਿ ਨੂੰ ਸੰਬੰਧਿਤ ਹੈ।

ਵਿਸ਼ਾ : ਭਾਖਤਾ ਬਿਆਸ ਮੈਨੇਜਮੈਂਟ ਬੋਰਡ ਵਿਚ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਕਰਮਚਾਰੀਆਂ/ਅਧਿਕਾਰੀਆਂ ਦੀ ਪ੍ਰਤੀਨਿਯੁਕਤੀ ਸਬੰਧੀ।

ਸ਼੍ਰੀਮਾਨ ਜੀ,

ਮੈਨੂੰ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਮੈਂ ਆਪਣਾ ਧਿਆਨ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਸਬੰਧੀ ਇਸ ਵਿਭਾਗ ਦੇ ਗ਼ਜ਼ਤੀ ਪੱਤਰ

ਨੰ: 5/25/94-5ਪੀ.ਪੀ.3/3228, ਮਿਤੀ 17.3.2002, ਨੰ: 5/25/94-5ਪੀ.ਪੀ.3/1986, ਮਿਤੀ 31.1.2003 ਅਤੇ ਨੰ: 5/25/94-5ਪੀ.ਪੀ.3/8355, ਮਿਤੀ 31.3.2004 ਵੱਲ ਦਿਵਾਉਂਦੇ ਹੋਏ ਆਪ ਨੂੰ ਸੂਚਿਤ ਕਰਾਂ ਕਿ ਇਸ ਮਾਮਲੇ ਤੇ ਪੁਨਰ ਵਿਚਾਰ ਕੀਤਾ ਗਿਆ ਹੈ ਅਤੇ ਫੈਸਲਾ ਲਿਆ ਗਿਆ ਹੈ ਕਿ ਹਦਾਇਤਾਂ ਮਿਤੀ 31.3.2004 ਦੇ ਪੈਰਾ-2 ਦੇ ਭਾਗ (ੳ) ਅਤੇ (ੲ) ਅਤੇ ਪੈਰਾ 5 ਵਿੱਚ ਦਿੱਤੀਆਂ ਹਦਾਇਤਾਂ ਨੂੰ ਵਾਪਸ ਇਸ ਸ਼ਰਤ ਤੇ ਲਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਪੰਜਾਬ ਰਾਜ ਦੇ ਭਾਖੜਾ ਬਿਆਸ ਮੈਨੇਜਮੈਂਟ ਬੋਡਰ ਵਿਚ 55 ਸਾਲ ਦੀ ਉਮਰ ਉਪਰੰਤ ਪ੍ਰਤੀਨਿਯੁਕਤੀ ਤੇ ਰਹਿਣ ਲਈ ਕਰਮਚਾਰੀ/ਅਧਿਕਾਰੀ ਇਕ ਲਿਖਤੀ ਵਚਨ ਦੇਣਗੇ ਕਿ ਉਹ ਪੈਨਸ਼ਨ ਦੇ ਲਾਭ ਉਨ੍ਹਾਂ ਤਨਖਾਹ ਦਰਾਂ ਤੇ ਭੱਤਿਆਂ ਦੇ ਆਧਾਰ ਤੇ ਕਲੇਮ ਕਰਨਗੇ, ਜੋ ਉਹ ਭਾਖੜਾ ਬਿਆਸ ਮੈਨੇਜਮੈਂਟ ਬੋਡਰ ਵਿਚ ਪ੍ਰਤੀਨਿਯੁਕਤੀ ਤੇ ਨਾ ਜਾਣ ਦੀ ਸੂਰਤ ਵਿਚ ਆਪਣੇ ਪਿਤਰੀ ਵਿਭਾਗ ਵਿੱਚ ਪ੍ਰਾਪਤ ਕਰਦੇ। ਇਸ ਤੋਂ ਇਲਾਵਾ ਅੱਗੇ ਪ੍ਰਤੀਨਿਯੁਕਤੀ ਤੇ ਜਾਣ ਵਾਲੇ ਕਰਮਚਾਰੀਆਂ ਸਬੰਧੀ ਇਹ ਸ਼ਰਤ ਉਨ੍ਹਾਂ ਦੀਆਂ ਟਰਮਜ਼ ਐਂਡ ਕੰਡੀਸ਼ਨਜ਼ ਵਿੱਚ ਸ਼ਾਮਲ ਕੀਤੀ ਜਾਵੇ।

2. ਇਹ ਹਦਾਇਤਾਂ ਵਿੱਤ ਵਿਭਾਗ ਵੱਲੋਂ ਉਨ੍ਹਾਂ ਦੇ ਅੰ:ਵਿ:ਪੰ:ਨੰ:2/19/2001-ਐਫ.ਪੀ.1/363, ਮਿਤੀ 22.5.2006 ਅਤੇ ਅੰ:ਵਿ:ਪੰ:ਨੰ:2/19/2001-ਐਫ.ਪੀ.1/783, ਮਿਤੀ 13.9.2006 ਰਾਹੀਂ ਦਿੱਤੀ ਪੂਰਵ ਪ੍ਰਵਾਨਗੀ ਅਨੁਸਾਰ ਜਾਰੀ ਕੀਤੀਆਂ ਜਾ ਰਹੀਆਂ ਹਨ।

Copy of Punjab Government circular letter No. 7/60/06-5PP1/15863, dated 3rd November, 2006 from the Department of Personnel, addressed to all the Heads of the Department etc. in the State of Punjab.

Subject :- Assured Career Progression scheme on completion of 4, 9 and 14 years of service in a cadre.

Sir/Madam,

I am directed to invite a reference to the subject cited above and to state that the matter regarding grant of Assured Career Progression scheme on completion of 4, 9 and 14 years of service in a cadre has been engaging the attention of the State Government of some time past. The Governor of Punjab is pleased to grant "Assured Career Progression Scheme" on completion of 4, 9 and 14 years of service in a cadre w.e.f. 1.11.2006 as follows:

2. This scheme is optional. An existing employee "including employee having less than four year service" will have the option either to continue in the existing Assured Career Progression scheme after a service of 8, 16, 24 and 32 years or to opt 4, 9 and 14 years "Assured Career Progression Scheme". An employee who wants to opt this scheme will have to exercise an option within two months from the date of issue of this letter along with an undertaking in the enclosed proforma through a sworn affidavit that he wants to accept this scheme effective from 1.11.2006 and will not claim any arrears. Service in a cadre rendered by an employee in the same post before 1.11.2006 shall count for the purposes of grant of benefit under this scheme.

3. (a) After a service of 4, 9 and 14 years in a post or posts in the same cadre (herein after referred to as the same post) and service rendered in the same post in different Government Departments, who is not promoted to a higher level on account of not availability of a vacancy or not existence of a promotional avenue in the cadre, shall be granted the pay scale, which is next, higher in a hierarchy of pay scales given in the column 3 of the first schedule of annexed to Revised Pay Rules, 1998. On placement in the next higher scale in the hierarchy of pay scales after a service of 4, 9 and 14 years, the pay of an employee shall be fixed at the next higher stage in the pay scale and he shall be allowed next increment from the date he would have earned his next increment had he continued in the lower pay scale. If the minimum of higher scale is higher than the stage arrived at, his pay shall be fixed at such minimum and next increment shall be allowed after qualifying service of 12 months in higher scale.

(b) An employee who has completed four years service but less than 8 years service in a cadre will be placed in next higher scale in the hierarchy of pay scales and his pay will be fixed at next higher stage. If the pay so fixed is less than the minimum of higher scale than his pay will be fixed at the minimum of higher scale.

The next increment in such cases will be given after qualifying service of 12 months in the higher scale.

(c) An employee who has rendered 4 years of service but less than 9 years of service in the cadre and has availed benefit of placement in the next higher scale in the hierarchy of pay scales after eight years of service shall get nothing as he has already availed benefit of one increment and placement in the next higher pay scale under the existing Assured Career Progression scheme 8,16,24 and 32 years of service.

(d) An employee who has completed 9 years of service but less than 14 years of service in a cadre in the same post and availed one placement in the next higher scale in the hierarchy of pay scales under the existing Assured Career Progression scheme after a service of 8 years shall be placed in the next higher scale in the hierarchy of pay scales and his pay shall be fixed at the next higher stage in that pay scale.

(e) An employee who has completed 14 years of service in a cadre but less than 16 years in the same post and availed one placement in the next higher scale in the hierarchy of pay scales under the existing Assured Career Progression scheme after a service of 8 years shall be allowed two placements in the next higher scale in the hierarchy of scales i.e. After 9 years and 14 years service and his pay shall be fixed at the next higher stage in that each pay scale.

(f) An employee who has completed 16 years of service in a cadre but less than 24 years of service in the same post and has availed one placement in higher scale in the hierarchy of pay scale and one benefit of proficiency step-up under the existing Assured Career Progression scheme shall be placed in the next two higher scales in the hierarchy of pay scales with benefit of one increment only and his pay shall be fixed at the next stage in the pay scales.

(g) An employee who has completed 24 years of service in a cadre and has already availed benefit of one placement in the higher scale in the hierarchy of pay scales and two Proficiency Step-ups under ACP scheme after 8, 18/16 and 24 years of service, he shall only be allowed two placements in the next higher scale in the hierarchy of Pay Scale without any benefit of increment as he has already availed benefit of three increments i.e. one on placement and two Proficiency step ups under the existing schemes.

4. (a) An employee shall be entitled to a maximum of three placements in the next higher scales in the hierarchy of pay scales with benefit of one increment each at every placement under this scheme. An employee who opts for this scheme but has already availed benefit of two placements in the higher scales in the hierarchy of pay scales after 8 and 32 years and two proficiency step ups after 16 and 24 years of service in a cadre under the existing Assured Career Progression scheme of 8,16,24,32 years of service will have to less benefit of one increment granted after 32 years of service and his pay will be refixed with w.e.f. 1.11.2006 accordingly.

(b) The procedure for assessing the work and conduct for placement in the higher scale shall be the same as applicable to the case of promotion. The placement in higher scale shall be allowed only to these employees whose overall service record during the span of satisfactory service, is adjudged as 'Good' and the employee is otherwise suitable for promotion 'Good' record shall mean that more than 50% Annual Confidential Reports are good and out of last three years reports at least two should be 'Good'. For all the remaining years the benchmark may be 'Average'.

(c) On placement in next higher scale under this scheme, an employee would continue to do the same work with same designation and there will no need to creation of any separate post(s) and the employee shall remain on the strength of the same cadre.

(d) In case an employee, placed in higher scale in the hierarchy of scale under this scheme in getting pay more than the maximum of higher scale in that case his pay will be fixed at next higher stage in the master scale.

(e) An employee who is dismissed or is under suspension or on leave will be allowed to exercise his option under this scheme within two months from the date he/she joins duty.

(f) If the higher scale is not granted on account of unsuitability, it shall not be considered as Punishment under the Punjab Civil Services (Punishment and Appeal) Rules, 1970. Competent Authority for grant of higher pay scale shall be the same as in the case of promotion. Representations/Appeals against the non-grant of higher pay scale under this scheme shall also lie in the same manner as in the case of Promotion.

(g) As a necessary corollary to this decision the existing system of Assured Career Progression Scheme shall undergo a change to the extent indicated above. Other existing conditions governing the grant of Proficiency step-up(s)/ACP scheme already notified shall continue to be applicable mutatis mutandis in accordance with the above orders. The cases of ACP/proficiency step-up, which fell due prior to 1.11.2006, shall be settled according to the then prevalent instruction.

(h) For interpretation/clarification of the decisions contained in the circular letter of the Department of Personnel in consultation with the Department of Finance shall be final authority.

(i) The benefit gained by an employee under the existing scheme will be adjusted in the proposed scheme.

(j) The competent authority for the grant of placement in the next higher scale and step up of increment(s) shall be the same as in the case of promotion.

This issues with the concurrence of the Department of Finance conveyed vide their I.D. 1180-F OSD(L)FD dated 31.10.2006.

FORM OF UNDERTAKING

(Referred to in para 2)

I, _____
hereby opt the career progression scheme on completion of 4, 9, 14 years of service in a cadre notified by the Government vide notification No. _____ dated _____ with effect from 1.1.2006.

I further undertake that I shall not claim any arrears on this account.

Signature

Name

Designation

Department/Office in which employed

ਪ੍ਰੋਸੈਨਲ ਵਿਭਾਗ, ਪੰਜਾਬ ਵੱਲੋਂ ਜਾਰੀ ਗਸ਼ਤੀ ਪੱਤਰ ਨੰ: 3/54/91/2ਪੀ.ਪੀ2-16023 ਮਿਤੀ 7 ਨਵੰਬਰ, 2006 ਦੀ ਕਾਪੀ ਜੋ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀਆਂ ਆਦਿ ਨੂੰ ਸੰਬੋਧਿਤ ਹੈ।

ਵਿਸ਼ਾ : ਪੰਜਾਬ ਸਿਵਲ ਸੇਵਾਵਾਂ (ਦੰਡ ਅਤੇ ਅਪੀਲ) ਨਿਯਮਾਂਵਲੀ 1970 ਅਧੀਨ ਰਿਟਾਇਰਡ ਅਧਿਕਾਰੀਆਂ ਦਾ ਬਤੌਰ ਪਤਤਾਲੀਆ ਅਧਿਕਾਰੀ ਨਿਯੁਕਤ ਕਰਨ ਬਾਰੇ।

ਸ਼੍ਰੀਮਾਨ/ਸ਼੍ਰੀਮਤੀ ਜੀ,

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਦੇ ਸਬੰਧ ਵਿੱਚ ਇਸ ਵਿਭਾਗ ਦੇ ਗਸ਼ਤੀ ਪੱਤਰ ਨੰ: 3/54/91/2ਪੀ.ਪੀ2/2609, ਮਿਤੀ 25.2.99 ਵੱਲ

ਦਿਵਾਉਂਦੇ ਹੋਏ ਮੈਨੂੰ ਇਹ ਸੂਚਿਤ ਕਰਨ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਸ੍ਰੀ ਕੇ.ਡੀ. ਅਰੋੜਾ, ਆਈ.ਏ.ਐਸ. (ਰਿਟਾਇਰਡ) ਮਕਾਨ ਨੰ: 3141, ਸੈਕਟਰ 44ਬੀ, ਚੰਡੀਗੜ੍ਹ ਦਾ ਨਾਂ ਵੀ ਬਤੌਰ ਪੜਤਾਲੀਆ ਅਫਸਰ ਪੰਜਾਬ ਦੇ ਸਰਕਾਰੀ ਮੁਲਾਜ਼ਮਾਂ ਵਿਰੁੱਧ ਪੰਜਾਬ ਸਿਵਲ ਸੇਵਾਵਾਂ (ਚੰਡ ਤੇ ਅਪੀਲ) ਨਿਯਮਾਂਵਾਲੀ 1970 ਅਧੀਨ ਪੜਤਾਲਾਂ ਕਰਨ ਵਾਲੇ ਅਫਸਰਾਂ ਪੈਨਲ ਵਿਚ ਸ਼ਾਮਲ ਕਰ ਲਿਆ ਹੈ। ਅੱਗੇ ਤੋਂ ਇਸ ਅਧਿਕਾਰੀ ਨੂੰ ਵੀ ਵਿਭਾਗੀ ਪੜਤਾਲਾਂ ਦਾ ਕੰਮ ਸੌਂਪਿਆ ਜਾਵੇ।

ਪ੍ਰੋਸੋਨਲ ਵਿਭਾਗ, ਪੰਜਾਬ ਵੱਲੋਂ ਜਾਰੀ ਗ਼ਜ਼ਤੀ ਪੱਤਰ ਨੰ: 1/5/06-5ਪੀ.ਪੀ.1/16676, ਮਿਤੀ 15 ਨਵੰਬਰ, 2006 ਦੀ ਕਾਪੀ ਜੋ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀਆਂ ਆਦਿ ਨੂੰ ਸੰਬੋਧਿਤ ਹੈ।

ਵਿਸ਼ਾ : ਰਾਜ ਵਿਚ ਸਿੱਧੀ ਭਰਤੀ ਲਈ ਆਮ ਉਮਰ ਦੀ ਉਪਰਲੀ ਸੀਮਾ ਵਿੱਚ ਵਾਧਾ ਕਰਨ ਸਬੰਧੀ।

ਸ਼੍ਰੀਮਾਨ ਜੀ/ਸ੍ਰੀ ਮਤੀ ਜੀ,

ਮੈਨੂੰ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਸਰਕਾਰ ਦੇ ਗ਼ਜ਼ਤੀ ਪੱਤਰ ਨੰ: 1/7/88-5ਪੀ.ਪੀ.1/16541, ਮਿਤੀ 24.9.1996 ਵੱਲ ਆਪਦਾ ਧਿਆਨ ਦਿਵਾਉਂਦੇ ਹੋਏ ਇਹ ਲਿਖਣ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਹਵਾਲਾ ਅਧੀਨ ਪੱਤਰ ਦੇ ਪੈਰਾ ਨੰ: 2 ਰਾਹੀਂ ਅਧਿਆਪਕਾਂ ਦੀਆਂ ਅਸਾਮੀਆਂ ਵਾਸਤੇ ਸਿੱਧੀ ਭਰਤੀ ਲਈ ਉਮਰ ਉਪਰਲੀ ਸੀਮਾ 35 ਸਾਲ ਤੋਂ ਵਧਾ ਕੇ 42 ਸਾਲ ਕੀਤੀ ਗਈ ਸੀ। ਸਰਕਾਰ ਵੱਲੋਂ ਇਸ ਮਾਮਲੇ ਨੂੰ ਮੁੜ ਵਿਚਾਰਨ ਉਪਰੰਤ ਇਹ ਫੈਸਲਾ ਲਿਆ ਗਿਆ ਹੈ ਕਿ ਸਕੂਲ ਅਧਿਆਪਕਾਂ ਦੇ ਕੇਸ ਵਿੱਚ ਸਿੱਧੀ ਭਰਤੀ ਦੇ ਕੇਸ ਵਿੱਚ ਉਮਰ ਦੀ ਉਪਰਲੀ ਸੀਮਾ 37 ਸਾਲ ਹੋਵੇਗੀ।

ਇਸ ਦੀ ਪਹੁੰਚ ਰਸੀਦ ਭੇਜੀ ਜਾਵੇ।

Copy of Punjab Government circular letter No. 7/1/99-5PP1/18265, dated 15th December, 2006 from the Department of Personnel, addressed to all the Heads of the Department etc. in the State of Punjab.

Subject : *Implementatin of the recommendations of Fourth Pay Commission under "Assured Career Progression Scheme".*

Sir/Madam,

I am directed to invite your attention to the Punjab Govt. circular lettet No. 7/1/99-5PP1/395, dated 10.01.2000 regarding implementation of Assured Career Progression Scheme for the State Govt. employees. Para 2 of this letter provides as under :-

"It is clarified that the term 'overall' service record is adjudged as 'Good' will mean that 50% reports should be good and above; including at least two of the last three reports. The rest of the reports may be satisfactory/average."

This matter regarding the applicability of this criteria for grant of benefit under A.C.P. scheme has been engaging attention of the Government so far as it relates to cases of Group 'C' and Group 'D' employees, because such conditions as contained in this provision are not provided for their normal promotions. It has therefore been decided with the concurrence of Finance Department to withdraw the application of the above provision in case of employees falling under group 'C' and Group 'D'. The creteria for grant of benefit of ACP in their cases will be the same as provided for deciding their normal promotion cases. So, in case of employees falling under Group 'C' and 'D', benefit under ACP Scheme shall be granted in accordance with criteria/rules providing for deciding their promotion cases. These instructions wil be effective from the date of issue of these instructions.

3. This issues with the concerence of the Department of Finance conveyed vide their I.D. No. 6/52/2003-FP1/1769, dated 11.09.2006.

Copy of Punjab Government circular letter No. 15/53/05-4PP3/18273, dated 15th December, 2006 from the Department of Personnel, addressed to all the Heads of the Department etc. in the State of Punjab.

Subject : *Regularisation of services of Work-charged/Daily wages workers and employees working on 89 days/Ad-hoc/Temporary basis - regarding policy thereof.*

Sir/Madam,

I am directed to refer to the subject noted above and to state that in Civil Appeal o. 3595-3612 of 1999 decided on 10.04.2006 titled as Secretary, State of Karnataka Vs. Umadevi, the Hon'ble Supreme Court of India reported in 2006(3) SLR Page 1, has interalia observed as under :-

"34 XXX XXX XXX XXX XXX XXX

Thus, it is clear that adherence to the rule of equality in public employment is a basic feature Constitution and since the rule of law is the core of our Constitution a certainly be disabled from passing an order upholding violation of Article 14 ordering the overlooking of the need to comply with the requirements of Article 14 read with Article 16 of the constitution. Therefore, consistent with the scheme for public employment this court while laying down the law, has necessarily to hold that unless the appointment is in terms of the relevant rules and after a proper competition among qualified persons, the same would not confer any right on the appointee. If it is a contractual appointment, the appointment come to an end at the end of the contract, if it were an engagement or appointment on daily wages or casual basis, the same would come to an end when it is discontinued. Similarly, a temporary employee could not claim is to be made permanent on the expiry of his term of appointment. It has also to be clarified that merely because a temporary employee or a daily wage worker is continued for a time beyond the terms of his appointment he would not be entitled to be absorbed in regular service or made permanent, merely on the strength of such continuance, if the original appointment was not made by following a due process of selection as envisaged by the relevant rules".

"44 XXX XXX XXX XXX XXX XXX

The question of regularization of the services of such employees may have to be considered on merits in the light of the principles settled by this court in the cases above referred to and in the light of this judgement. In this context, the Union of India, the State of Governments and their instrumentalities should take steps to regularize as a one time measure, the services of such irregularly appointed, who have worked for ten years or more in duly sanctioned posts but not under cover of orders of courts or of tribunals and should further ensure that regular recruitments are undertaken to fill those vacant sanctioned posts that require to be filled up, in cases where temporary employees or daily wages are being now employed. The process must be set in motion within six months from this date. We also clarify that regularization, if any already made, but not sub judice, need not be reopened based on this judgment, but there should be not further by-passing of the constitutional requirement and regularizing or making permanent those not duly appointed as per the Constitutional Scheme."

In view of the above law laid down by the Hon'ble Supreme Court of India, the State Government has decided to regularize the services of work-charged/daily wage workers and employees working on 89 days/ Ad-hoc/temporary basis, and are still in service without break in various departments of the State Government. This said decision shall also apply to the aforesaid workers/employees working in Public Sector Undertakings, Cooperations, Boards, Local Authorities and other autonomous bodies under the Administrative control of the State of Punjab.

2. While considering the cases for regularisation of the services of such irregularly appointed workers/employees as a one time measure, the following guidelines are to be followed in letter and spirit, namely :-

- (i) the employee should have worked for not less than 10 (ten) years as on 10.04.2006 without the intervention of the orders of the Courts or Tribunals against duly sanctioned posts;
- (ii) the employee fulfills the minimum basic qualifications for the post against which he was appointed;
- (iii) it shall be certified by the competent authority that no supernumerary posts were created to retain the employees in service, when the persons were appointed on regular basis; and
- (iv) it shall be the duty of the Administrative Department that while considering the case of each employee, the orders of Hon'ble Supreme Court of India passed in the aforesaid case are implemented in letter and spirit. It shall be ensured that should be not further by passing of Constitutional requirements and regularizing or making permanent those, who were not appointed per the said constitutional scheme.

3. Apart from the above, the worker/employee concerned should also fulfill the following requirement; that :-

- (a) he possessed qualifications for the post at the time of original appointment and satisfied all eligibility conditions as per service rules;
- (b) the work and conduct of the worker/employee through out has been satisfactory;
- (c) his antecedents should be got verified from the Police Department as per Government instruction, if it was not done earlier; and
- (e) the regularisation shall take effect from the date orders to be issued and after determining inter- se-seniority amongst the employees, regularised under this policy, with reference to continuous service, and they shall be placed below the employees, last appointed on regular basis after following proper procedure.

4. Since this regularisation is being made as a one time measure on humanitarian grounds, therefore no person shall be entitled to claim it as a matter of right, if found unsuitable due to non-fulfillment of any of the conditions, mentioned in these instructions. The process of regularisation be completed within 6 months from the date of issue of instructions. No relaxation will be granted in any case under any circumstances.

5. In future the concerned appointing authority shall personally ensure that such type of illegal/irregular appointments are not made under any circumstances. If any such instance come to the notice of the Government in future, then apart from taking disciplinary action against the guilty official/officer, they (dealing official(s) upto the appointing authority) shall be liable responsible to make payment of salary from their own pocket to such appointee(s).

6. These instructions shall supersede all previous instructions issued regarding regularisation of services of employees/workers.

7. These instructions may please be brought to the notice of all the offices of State Government, Public Undertakings, Corporations, Boards, Local Authorities and other bodies working under the Administrative control of your Department.

8. These instructions issued with the concurrence of Department of Finance conveyed vide their I.D. No. 5/18/06-IFP1/5622 dated 1.9.2006.

Copy of Punjab Government circular letter No. 7/51/01-1PP2/18603, dated 29th December, 2006 from the Department of Personnel, addressed to all the Heads of the Department etc. in the State of Punjab.

Subject : *General Elections to the Legislative Assembly of the State of Punjab - Posting of Officers-regarding.*

Sir/Madam,

I am directed to invite your attention to letter No. Elec-2006/R-13939 dated 19.12.2006 from the Chief Electoral Officer, Punjab; and the Election Commission of India letter No. 437/6/2006PLN-III(Vol-IV) dated 16.12.2006 (copies enclosed) on the subject noted above for information and strict compliance.

2. Please acknowledge receipt.

Election Most Immediat

From No. Elec-2006/R-13939
 The Chief Electoral Officer, Punjab,
 Chandigarh.

To

 The Chief Secretary to the Govt. of Punjab,
 Punjab Civil Secretariat, Chandigarh.
 Dated Chandigarh, the 19th December, 2006.

Subject : *General Elections to the Legislative Assemblies of the States of Punjab - Posting of Officers-regarding.*

Sir,

I am directed to forward herewith a copy of letter No. 437/6/2006PLN-III(Vol-IV) dated 16.12.2006 of the Election Commission of India, New Delhi. on the subject noted above, which is self-explanatory and to request that the instructions of the Election Commission of India may kindly be circulated to all the Financial Departments, Managing Director of Boards and Co-operations for immediate necessary action and strict compliance.

2. As per the Para 10 of the above instructions the transfer order in respect of officers/officials who are engaged in the electoral rolls revision work shall be implemented after final publication of electoral rolls on 03.01.2007.

3. The Commission's policy may be implemented prior to the formal announcement of the elections in order to ensure that the State Government take necessary steps to transfer the officers/officials falling in the categories specified in the Commission's above mentioned letter. The Commission has further directed that while implementing the above directions the Chief Electoral Officers of the concerned state shall be consulted while posting the new person in place of present incumbents who stand transferred as per the commission policy.

4. All the authorities may kindly be directed that the copy of the transfer orders issued under these directions shall be supplied to this department.

ELECTION COMMISSION OF INDIA

NIRVACHAN, SADAN ASHOKA ROAD NEW DELHI-110001

No. 437/6/2006PLN-III(Vol-IV)

Dated 16th December, 2006

To

1. The Chief Secretaries to the Government of
 - (i) Punjab, Chandigarh
 - (ii) Uttar Pradesh, Lakhnow
 - (iii) Uttaranchal, Dehradun
2. The Chief Electoral Officers of
 - (i) Punjab, Chandigarh
 - (ii) Uttar Pradesh, Lakhnow
 - (iii) Uttaranchal, Dehradun

Subject : *General Elections to the Legislative Assemblies of the States of Punjab, Uttar Pradesh and Utranchal - posting of officers - regarding.*

Sir,

As you are aware that Genegal Elections to the Legislative Assemblies of the Staes of Punjab, Uttar Pradesh and Utranchal will be held early next year. the Commission, in the interest of fr̄ee and fait elections, has followed the consistent policy to ensure that officers, who are connected with the conduct of elections in the States do not serve in their home districts or places where they have served for long.

2. The Commission on the lines of instructions issued earlier has decided that no officer connected with elections, directly or indirectly, should be allowed to continue in the present district of posting.
 - (a) If she/he is posted in her/his home district.
 - (b) If she/he has completed three years in that district during last four years.
3. These instructions will not only cover officers appointed for specific election duties like District Election Officers, Returning Officers and Assistant Returning Officers but also other district level officers like Additional District Magistrates, Deputy Collectors, Sub-Divisional Magistrates, Tehsildars, Block Development Officers. As far as officers in the Police Department are concerned, these instructions shall be applicable to range IGs, DIGs, SSPs, SPs, and Sub-Divisional Heads of Police, Inspectors, Sub-Inspectors, Sergant Majors or equivalent who are responsible for deployment of force in the district at election time.
4. The Commission has desired that a detailed review may, therefore, be undertaken before ensuing election in all districts and all such officers should be posted out of their home districts or district where they have completed a tennure of three years out of last four years. While moving officer, who have completed three years in a district out of last four years, care should be taken so that they are not posted to their home districts. While calculating the period of three years, promotion to a post within the district is to be counted. While carrying out this review it must be borne in mind that these instructions do not apply to officers posted at the State headquarters.
5. The Commission also desires that the officers/official against whom Commission has recommended disciplinary action or who have been charged for any lapse in any election or election related work or who were transferred under the order of the Commission previously may not be assigned any election related duty(ies).

6. The Commission further desires that no officer/official against whom a criminal case is pending in any court of law, be associated with the election work or election related duty.

7. The Commission in the past has received complaints that while the State Government transfers official in above categories in pursuance to the directions issued by the Commission, the individuals try to the objective by entering on leave and physically not moving out of the district from which they stand transferred. The Commission has viewed this seriously and desires that all such officials who stand transferred in pursuance to the instructions referred to above shall be asked to move physically out of the districts from which they stand transferred immediately on receipt of transfer orders.

8. The Commission's policy may be implemented prior to the formal announcement of the elections in order to ensure that the State Governments take necessary steps to transfer the officers/officials falling in the categories specified above early. It steps are taken immediately then large-scale dislocation of officers after the announcement of election shall be necessary.

9. Further, while implementing the above directions, the Commission desires that the Chief Electoral Officers of the concerned States shall be consulted while posting the new person in place of present incumbents who stand transferred as per this policy of the Commission. The copies of the transfer orders issued under these directions shall be given to the Chief Electoral Officers concerned without fail.

10. The transfer orders in respect of officers/officials who are engaged in the electoral rolls revision work shall be implemented only after final publication of electoral rolls w.e.f. 01.01.2007 as qualifying date.

11. The police official covered under the above instructions are those who are at present posted in the field or in police lines. The police officials who are posted in functional departments like computerization, special branch, training, etc. are not covered under these instructions.

12. Any officer who is due to retire within coming six months will be exempted from the purview of the above-mentioned directions of the commission. Further such officers may not be engaged for performing elections duties during the elections.

13. It is further clarified that all the officials of the States/UTs who are on extension of service or re-employed in different capacities will not be associated with any election related work except those with the Office of CEOs.

14. The above instructions may be brought to the notice of all concerned for compliance and receipt of its letter kindly be acknowledged.

ਪ੍ਰੋਸੇਨਲ ਵਿਭਾਗ, ਪੰਜਾਬ ਵੱਲੋਂ ਜਾਰੀ ਗ਼ਸਤੀ ਪੱਤਰ ਨੰ: 13/2/96-3ਪੀਪੀ2/1658 ਮਿਤੀ 31 ਜਨਵਰੀ, 2007 ਦੀ ਕਾਪੀ ਜੋ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀਆਂ ਆਦਿ ਨੂੰ ਸੰਬੋਧਿਤ ਹੈ।

ਵਿਸ਼ਾ : ਪਹਿਲ ਦੇ ਆਧਾਰ ਤੇ ਕਲਰਕ ਦੀ ਆਸਾਮੀ ਵਿਰੁੱਧ ਨਿਯੁਕਤੀ ਲਈ ਪੰਜਾਬੀ ਟਾਈਪ ਟੈਸਟ ਪਾਸ ਕਰਨ ਤੋਂ ਛੋਟ ਦੇਣ ਬਾਰੇ।

ਸ਼੍ਰੀਮਾਨ/ਸ਼੍ਰੀਮਤੀ ਜੀ,

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਗ਼ਸਤੀ ਪੱਤਰ ਨੰ: 13/23/96-3ਪੀਪੀ2/15028, ਮਿਤੀ 27.8.1996 ਵੱਲ ਧਿਆਨ ਦਿਵਾਉਂਦੇ ਹੋਏ ਮੈਨੂੰ ਇਹ ਕਹਿਣ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਸਰਕਾਰ ਨੇ ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ ਨੂੰ ਵਾਪਿਸ ਲੈਣ ਦਾ ਫੈਸਲਾ ਕੀਤਾ ਹੈ।

Copy of Punjab Government circular letter No. 6/27/97-6PP3/2275, dated 19th February, 2007 from the Department of Personnel, addressed to all the Heads of the Department etc. in the State of Punjab.

Subject : L.T.C. facility to Punjab Government employees on the patterns of Government of India.

Sir/Madam,

I am directed to refer to Punjab Government letter No. 6/27/97-6PP3/12507 dated 6.10.2000 on the subject notged above and to say that the Government has decided :-

- (i) the officers entitled to air travel by National Carrier under existing orders may be permitted to travel by privatge airlines also while availing LTC
- (ii) It has also been decided that while availing LTC, the air journeys by non-entitled officers (both by National and Private Airlines) between places connected by train may be allowed, provided the reimbursement of the fare would be restricted to the entitled class by rail other than Rajdhani/ Shatabdi Express. They are also required to produce the air ticket/boarding pass and a receipt from the concerned officer, if the ticket does not indicate the airfare, while claiming reimbursement of LTC.

The above decision is further to the following conditions :-

- (A) Condition laid down in Government of India, Department of Expenditure OM No.19024/1/E-IV/2005 dated 24.03.2006 regarding air travel by Government employees within India during official visits would be applicable in the case of LTC, mutatis-mutandis as under :-
 - a) The basic criteria for selecting airlines other than Indian Airlines/Air India would be better and more competitive prices being offered by the other airlines.
 - b) Various incentive schemes and concessional fares offered by Indian Airlines/Air India will also be fully utilised.
 - c) Each officer who is undertaking domestic travel by air, within his entitled class, should endeavour to take advantage of the concessions being provided by the airlines, to effect possible saving vis-a-vis the normal fares.
 - d) Officers should try to make their bookings in advance to the extent possible, so that benefits of discounted fares can be obtained. However, the official work should not be deferred because discounted fares are not available
 - e) Under no circumstances, should the fare exceed the normal fare of the entitled class offered by Indian Airlines/Air India or their subsidiaries.
 - f) Individual officers are encouraged to make bookings through the internet. It would require a credit through which payments can be made. Reimbursement of service charge expenses on such credit card would be permissible.
 - g) Scheme offered by airlines, which are co-branded with the credit cards, can also be availed. However, this would need one time prior approval of the concerned Financial Advisor/Competent Authority for obtaining and utilizing such credit card.
 - h) Wherever the officer seeks to utilize the service of travel agents, it should be limited to M/s Balmer Lawrie & Company and M/s Ashoka Travels and Tours. The above agencies would also ensure that procurement of tickets is made on best available bargain across all airlines.

(B) In case the cost paid for an air ticket (in view of promotional schemes of private airlines) is less than the train fare by the entitled class, the reimbursement by the Government will be limited to the actual air fare or entitled train fare whichever is less.

2. Since, as per recommendation of the Third Pay Commission, the State of Punjab has extended the facility of LTC available to employees of Government of India to State Govt. employees. Certain clarifications issued by Government of India regarding Leave Concession after also brought to the notice of all Departments of Punjab Government :-

1. LTC orders permit journeys by Rajdhani or Shatabdi Express Trains. Can the entitlement be determined on notional basis?

No. in order to be entitled to reimbursement of fares applicable on Rajdhani or Shatabdi Express, the journeys in question have to be actually performed by these trains. In cases where LTC journeys are undertaken in trains other than Rajdhani or Shatabdi Express by a class of accommodation higher than the one to which the employees is entitled or by an alternative mode of travel (e.g. by air) to which he/she is not entitled, reimbursement of fares cannot be determined on a notional basis with reference to the fares applicable by the entitled class on the Rajdhani or Shatabdi Express.
2. LTC orders provide for journey by Rajdhani or Shatabdi Express trains where both the originating and destination stations are directly connected by these trains. Can an employee travel by these trains if the Home Town/declared place of visit is not directly connected by rail but the nearest Railway Station is directly connected by Rajdhani or Shatabdi Trains?

This will be permissible provided the employee concerned is entitled to travel by Rajdhani or Shatabdi Express on LTC.
3. If the Home Town of an employee is connected by train but is not directly connected by Rajdhani or Shatabdi Express Trains. In such a case can the employee be entitled to travel partly by Rajdhani or Shatabdi Express Trains and partly by other trains(s).

If the journey is actually performed by Rajdhani or Shatabdi trains upto an enroute railway station by direct shortcast route and thereafter the journey is completed in a train other than Rajdhani or Shatabdi trains, fare for both the types of trains by the entitled class would be admissible for the respective portion of journey.
4. Whether reimbursement is permissible in cases where an employee travels by a longer route or breaks journey when he is travelling only by Rajdhani or Shatabdi Express trains. Can the reimbursement in such cases be restricted to the fare applicable on Rajdhani or Shatabdi Express trains by the shortest direct route or will only the ordinary train fare be admissible?

Reimbursement of fares by the entitled class of accommodation applicable on Rajdhani or Shatabdi Express by the shortest direct route, shall be permissible provided all the legs of the journey are actually performed exclusively by these trains and both the originating and destination stations are directly connected by these trains.

5. If an employee travels partly by Rajdhani or Shatabdi Express trains and partly by other trains(s) or by any other mode of transport, such as ship, bus, etc., how is the LTC claim to be regulated? As already clarified at Sr. No. 3 above, in cases where journey on LTC is performed partly by Rajdhani or Shatabdi Express and partly by other trains/mode of transport, the claim shall be reimbursable subject to the condition that the journey is performed by the shortest route.
6. Certain places are not directly connected by trains and one has to change train at nearest rail head. In such cases can journey be undertaken upto nearest rail head, which is connected by Rajdhani or Shatabdi Express? Clarification in respect of Sr. No. 5 may be seen in this connection.
7. If the originating and terminating points fall on the routes of Rajdhani or Shatabdi Express Trains but these trains do not halt at these stations, can an employee travel by Rajdhani or Shatabdi Express and claim reimbursement? The employee can travel by Rajdhani or Shatabdi Express upto the nearest enroute station which should not be beyond the destination i.e. Home Town or the declared place of visit.
8. If two stations are connected by direct trains but the route traversed by such train is not the shortest, can the fare applicable for travel by the direct longer route be reimbursed in full? Yes, provided travel by the longer route on LTC has been specifically recognized and approved by the Government in terms of the separate orders issued in this regard from time to time.
9. Revised LTC orders permit to travel by private vehicles i.e. Taxi, Auto rickshaw, etc., it may be clarified whether the orders prohibiting LTC journeys by road in a private, hired vehicle or by own vehicles have been withdrawn. If so, in such cases, can the claim be restricted to the bus fare or the actually paid? Journeys on LTC by taxi, auto rickshaw etc. are permissible only between places which are not connected by rail. This is further subject to the condition that these modes of transports operate on a regular basis from point to point with the specific approval of the State Governments/ Transport authorities concerned and are authorised to ply as public carriers. The existing restrictions on travel by private chartered vehicles, own vehicles etc. shall, therefore, continue to be in force and applicable. No reimbursement shall be permissible in such cases.
10. If journeys on LTC are performed by taxi or auto rickshaw between stations connected by rail and/or bus, can the LTC claim be restricted to the bus fare? If not, what amount be admissible? Journeys by taxi, auto rickshaw, etc. are permissible only between places not connected by rail and subject to the further condition that these operate on a regular basis from point to point with the specific approval of the State Governments/Transport authorities concerned. Journeys by these modes on LTC are not permissible between places connected by rail.
11. Can claim in respect of local journeys performed by taxi, auto rickshaw, etc. from the residence to the Railway Station, airport, etc. and vice-versa be restricted to the applicable bus fare? Incidental expenditure incurred on local journeys between the residence/place of stay and the airport/railway station/ bus terminal are not reimbursable.

12. LTC instructions provide that when a journey is performed by taxi, auto rickshaw, etc. the claim shall be restricted to the entitled bus fare. However, various State Roadways corporations operate on the same route but have different fare structure. How will the claim be regulated in such a situation?

When Journey on LTC is actually undertaken by buses operated by a State Roadways Corporation, the actual fare paid by the entitled type of bus shall be reimbursable. As clarified against Sr. No. 9 journeys on LTC by taxi, auto rickshaw, etc. are permissible only between places not connected by rail and subject to the conditions specified. When journeys are performed by these modes, and more than one State Roadways Corporation operate on the route, the lowest fare applicable on the route is reimbursable.

3. These instructions may be brought to the notice of all the officers/officials.

4. These instructions will take effect from the date of issue.

5. These instructions are based on the approval of the Department of Finance conveyed vide in I.D.No. 21/24/06-3FP2/112, dated 24/2/2006 and I.D.No. 21/26/2004-3FP2/2470 dated 22.12.2006.

Copy of Punjab Government circular letter No. 7/60/06-5PP1/2395, dated 21st February, 2007 from the Department of Personnel, addressed to all the Heads of the Department etc. in the State of Punjab.

Subject : *Assured Career Progression Scheme on completion of 4, 9 and 14 years of service in a cadre-Regarding extension in the date of submitting the options for the adoption of Assured Career Progression Scheme.*

Sir/Madam,

I am directed to refer to this department circular letter No. 7/60/2006-5PP1/15963, dated 3.11.2006 on the subject noted above and to say that as per this letter the employees were required to exercise an option within two months from the date of issue of this letter. However, some of the employees can not exercise their option for the adoption of this scheme within the stipulated period. After examining the matter it has been decided to extend the date of submitting the option up to 28.02.2007.

2. This issues with the concurrence with the Department of Finance conveyed vide their I.D. No. 1/82/98-4FP2/90 dated 6.2.2007.

Copy of Punjab Government circular letter No. 4/3/07-2PP2/4163, dated 23rd March, 2007 from the Department of Personnel, addressed to all the Heads of the Department etc. in the State of Punjab.

Subject : *Rule 20 of Punjab Government Employees (Conduct) Rules, 1966 and Rule 18 of the All-India Services (Conduct) Rules - Convassing of non-official or other influence by Government employees-Strict observance of.*

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

2. Attention is invited to the instructions issued by the Government from time to time for strict compliance of the provisions contained in Rule 20 of the Punjab Government Employees (Conduct) Rules, 1966 and Rule 18 of the All India Services (Conduct) Rules, 1968, whereby it has been made very clear to all Government officers/officials that convassing or non-official or other influence by them upon the superior authorities including Hon'ble Chief Minister and Ministers in furtherance of their service interests involves breach of rules and those officers/officials who violate these instructions/provisions of rules are liable to be proceeded against for disciplinary action under the Punjab Civil Services (Punishment & Appeal) Rules, 1970 and the All India Services (Discipline & Appeal) Rules, 1969. However, it has been observed that the Government

instructions on the subject and the statutory provisions in this regard are not being meticulously complied with by certain official and are being circumvented for personal interest. Hon'ble Chief Minister has taken a very serious view of the breach of the instructions/provisions of rules. The Government instructions on the subject are reiterated and it is made clear that any laxity in this behalf would not be tolerated and strict disciplinary action would be taken against the defaulters. It is further requested that these instructions may be once again brought to the notice of all the Government employees of all categories for meticulous compliance.

Receipt of this letter may please be acknowledged.

ਪ੍ਰਿੰਸੀਪਲ ਵਿਭਾਗ, ਪੰਜਾਬ ਵੱਲੋਂ ਜਾਰੀ ਗ਼ਜ਼ਤੀ ਪੱਤਰ ਨੰ: 3/54/91-2ਪੀਪੀ2/4285 ਮਿਤੀ 29 ਮਾਰਚ, 2007 ਦੀ ਕਾਪੀ ਜੋ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀਆਂ ਆਦਿ ਨੂੰ ਸੰਬੋਧਿਤ ਹੈ।

ਵਿਸ਼ਾ : ਸ਼੍ਰੀ ਅਮਰਜੀਤ ਸਿੰਘ, ਆਈ.ਏ.ਐਸ. (ਰਿਟਾਇਰਡ) ਨੂੰ ਪੜਤਾਲੀਆ ਅਫਸਰਾਂ ਦੇ ਪੈਨਲ ਤੋਂ ਹਟਾਉਣ ਬਾਰੇ।

ਸ਼੍ਰੀਮਾਨ/ਸ਼੍ਰੀਮਤੀ ਜੀ,

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਦੇ ਸਬੰਧ ਵਿਚ ਇਸ ਵਿਭਾਗ ਤੇ ਗ਼ਜ਼ਤੀ ਪੱਤਰ ਨੰ: 3/54/91-2ਪੀਪੀ2/19410, ਮਿਤੀ 17.6.2004 ਵੱਲ ਧਿਆਨ ਦਿਵਾਉਂਦੇ ਹੋਏ ਮੈਨੂੰ ਇਹ ਸੂਚਿਤ ਕਰਨ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਸ਼੍ਰੀ ਅਮਰਜੀਤ ਸਿੰਘ, ਆਈ.ਏ.ਐਸ. (ਰਿਟਾਇਰਡ) ਮਕਾਨ ਨੰ: 1773, ਸੈਕਟਰ 60 (ਫੇਜ਼ 3 ਬੀ 2), ਮੋਹਾਲੀ ਦਾ ਨਾਂ ਪੜਤਾਲੀਆ ਅਫਸਰ ਦੇ ਪੈਨਲ ਤੋਂ ਤੁਰੰਤ ਹਟਾਇਆ ਜਾਂਦਾ ਹੈ।

Copy of Punjab Government circular letter No. 7/8/07-1PP2/5020, dated 13th April, 2007 from the Department of Personnel, addressed to all the Heads of the Department etc. in the State of Punjab.

Subject : Guidelines for the posting and transfers of Government employees and Public Sector Undertakings employees for the year 2007-08

Sir/Madam,

I am directed to refer to the subject cited above and to inform you that the postings and transfers of all employees including Public Sector Undertakings in the State, during the year 2007-08, except those belonging to the Department of Education, Cooperation, Food & Supplies, should be done from 15th April, 2007 to 15th May, 2007. The transfer of Education Department should be completed in the month of June, 2007 i.e. between 1st June to 30th June, 2007. For the Department of Cooperation and Food & Supplies, the transfers may be made during the period from 1st July, 2007 to 31st July, 2007.

2. The broad guidelines to be adopted for effecting transfers will be as under :-
 - (a) Transfers must be kept to the barest minimum. The transfers should generally be made against vacant posts except where the transfers are justified on administrative or compassionate grounds.
 - (b) Government employees whether gazetted or non-gazetted, who are due to retire within the next two years, may be allowed to continue in the same district or at the same station of posting till requirement, as far possible.
 - (c) In case where both husband and wife are in Government service, it is desirable to keep the couple at one station for a period not more than 5 years, thereafter, he/she should be transferred as per policy. Even in cases where the wife is in Government service and husband is under a private employment, the same attitude may be adopted. Efforts should 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 case in the matter of postings and transfers at stations convenient to them.

- (d) As far as possible, the handicapped and blind employees may be shown due consideration to mitigate their inconveniences while considering the question of their postings and transfers.
- (e) In case any child of a Government employee/officer is mentally retarded, while posting and transferring, such official/officer, sympathetic attitude may be adopted and efforts should be made to post him/her at the place of his/her choice.
- (f) A stay of 3 years and 5 years may be treated respectively as the minimum and maximum period in a particular place, similarly, for employees transferable within State particularly, Group 'A' and Group 'B' officers, no employee should be allowed to serve in one district beyond a period of 7 years in his entire service. Within particular office, seats having sensitive nature of work like extensive public dealings, establishment, momentary sanctions, etc. should be clearly defined and maximum stay be kept at 2 years.
- (g) premature transfers, i.e., transfer of an employee before he has completed a minimum of 3 years stay should not be ordered except under rare circumstances of punishment or clearly spelt out administrative reasons.
- (h) The employees/officers posted in the Border areas, Bet areas and Kandi Areas should remain there for a minimum period of two years.

3. Before considering terms for proposals, every Transferring Authority must ensure that below mentioned record is available in his office :-

- a) information containing minimum and maximum stay on a particular station in one span;
- b) a record of maximum stay of Group 'A' and Group 'B' Officers in a district during their service;
- c) information pin-pointing the seats having sensitive nature of work like extensive public dealing, establishment, momentary sanctions etc, and to also to ensure that nobody remains posted on such seats for more than 2 years;
- d) list of couple cases, un-married girls, widows, handicapped persons and employees having mentally retarded children along with their present postings and also requests for preferential places;
- e) compiled record of pending requests of those employees who could not be accommodated during general transfers with reasons.
- f) number of transfers made during the mid-term period with the approval of the competent Authority i.e. the Hon'ble Chief Minister, Punjab. If approval of the competent authority has not been obtained, the reason therefore;
- g) list pin-pointing stations in specified areas; and
- h) list of employees belonging to any other category for special consideration.

4. After the period of general transfers, the policy in respect of mid-term will be as under :-

- (i) Generally, there will be complete ban on mid-term transfers.
- (ii) When the transfers become necessary to fill up a vacancy existing after making the general transfers or a new vacancy arises as a result of the following eventualities, the Administrative Department may do so at its own level :-
 - a) Suspension;

- b) Resignation;
- c) Removal from service;
- d) Retirement;
- e) Deputation, including deputation for long term training;
- f) promotion;
- g) Creation of new posts;
- h) Death; and
- i) Mutual transfers.

After filling up vacancies arising as a result of eventualities mentioned above, the resultant vacancy may only be filled up in government Departments with the approval of Chief Minister through the Department of Personnel.

For employees of Corporations/Boards/Autonomous Bodies only the approval of the concerned Administrative Secretary is needed.

The Government Departments shall refer to the Hon'ble Chief Minister through the Department of Personnel only those cases which are not covered under the above mentioned eventualities and transfer is proposed on administrative grounds or on extremely compassionate grounds. In the case of employees of Corporations/Boards/Autonomous bodies, the cases need to be sent only to the respective Administrative Department by the concerned Autonomous body. Full justification may be shown in respect of cases in which transfer is proposed on administrative grounds. The proposals of Government employees shall be sent by the Administrative Department with the approval of Minister-in-Charge to the Department of Personnel (in Personnel Policies Branch-II). Thereafter, the pros and cons shall be considered by the Department of Personnel and orders of the Hon'ble Chief Minister obtained and conveyed to the Administrative Department for action to be taken accordingly. The Administrative Department shall not effect transfers of Govt. employees as its own level in compliance with the orders of Minister-in-charge, rather the case shall be sent to the Department of Personnel for the approval of the Hon'ble Chief Minister.

The Corporations/Boards/Autonomous bodies shall not be effect mid-term transfer of their employees without the approval of the concerned Administrative Department which will consider pros and cons of each case and orders be conveyed to the corporations/boards/autonomous bodies.

In case, any difficulty is experienced, in any Department in implementing the instructions, the matter may be taken up with the Department, through concerned Administrative Department.

6. In case of the Departments where the Chief Minister is himself the Minister-in-Charge, and has approved mid-term transfer, in that case as well, before effecting the transfer, the case shall have to be sent to the Department of Personnel for the approval of the Hon'ble Chief Minister.

7. Whenever orders of postings and transfers are issued, a separate note regarding T.A. may be given in orders indicating that the transfer has been made in public interest or on the request of the employee.

8. Wherever consent has been obtained from an employee for transfer, against the resultant vacancy so caused no other employee shall be transferred without his consent.

9. It shall be ensured by the Administrative Department and Corporations/Boards/Autonomous bodies that the above guidelines are complied with in letter and spirit. It would be the duty of the Administrative Secretary concerned to ensure compliance meticulously.

Copy of Punjab Government circular letter No. 12/59/07-3PP2/7587, dated 17th May, 2007 from the Department of Personnel, addressed to all the Heads of the Department etc. in the State of Punjab.

Subject : *Regarding efficient follow up of legal cases in the High Court.*

All the Financial Commissioners/ Principal Secretaries/ Administrative Secretaries to Government of Punjab may kindly refer to the subject cited above.

2. The Advocate General, Punjab has brought to the notice of the Government that a large number of problems are being encountered by the officers of the Advocate General, Punjab while conducting the cases before the Hon'ble High Court. The delay in filing of the replies, besides resulting in adverse orders including imposition of heavy cost against the State, often leads to avoidable embarrassment to the State Government and also to the officers concerned.

3. In spite of issuing instructions by Government from time to time in this regard many departments are not paying proper attention to the matter of Court cases filed against the State. It is, therefore, requested that personal attention may be given to the court cases and prompt action be ensured on the following points:-

- (i) A copy of the writ petition must be sent to AG's office alongwith the sanction letter.
- (ii) The representatives of the Departments should contact the Law Officers in the evening prior to the date of hearing. The relevant record of the case should be brought by the official/officer attending the Court hearing.
- (iii) The written statements should be filed three days before the date of hearing.
- (iv) Where a decision on the principle of law has attained finality up to the level of Supreme Court, immediate action should be taken to make it applicable to other similarly situated employees whose cases are indetical as per relevant instructions of the Department of Personnel issued vide I.D. No. 12/39/2002-5PP2/9406, dated 17.7.2002 and amended from time to time.
- (v) D.O. letters from officers of AG's office should be promptly attended to
- (vi) In PIL cases involving more than one Department affidavit of a consolidate stand should be filed through CS. In other cases where more than one Department are involved, there is a need for better inter-department coordination for filing a consolidated reply.

Copy of Punjab Government circular letter No. 7/8/07-1PP2/7679, dated 18th May, 2007 from the Department of Personnel, addressed to all the Heads of the Department etc. in the State of Punjab.

Subject : *Guidlines for the posting and transfers of Government employes and Public Sector undertaking employees for the year 2007-08*

Sir,

I am directed to refer to Government No. 7/8/07-1PP2/5020, dated 13th April, 2007 on the subject noted above and to intimate the last date for general transfers of officers/officials in Government Departments (except Education, Cooperation and Civil Supplies Departments) as well as in Public Sector Undertakings in the State during the year 2007-08 stand extended from existing 15.5.2007 to 31.5.2007.

ਪ੍ਰੋਸੋਨਲ ਵਿਭਾਗ, ਪੰਜਾਬ ਵੱਲੋਂ ਜਾਰੀ ਗਸ਼ਤੀ ਪੱਤਰ ਨੰ: 3/10/07-2ਪੀਪੀ2/8675 ਮਿਤੀ 5 ਜੂਨ, 2007 ਦੀ ਕਾਪੀ ਜੋ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀਆਂ ਆਦਿ ਨੂੰ ਸੰਬੋਧਿਤ ਹੈ।

ਵਿਸ਼ਾ : ਪੰਜਾਬ ਸਿਵਲ ਸੇਵਾਵਾਂ (ਦੰਡ ਅਤੇ ਅਪੀਲ) ਨਿਯਮਾਂਵਲੀ, 1970 ਅਧੀਨ ਵਿਭਾਗੀ ਪੜਤਾਲਾਂ ਦਾ ਤੁਰੰਤ ਨਿਪਟਾਰਾ ਕਰਨ ਬਾਰੇ।

ਸ਼੍ਰੀਮਾਨ/ਸ਼੍ਰੀਮਤੀ ਜੀ,

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਦੇ ਸਬੰਧ ਵਿਚ ਮੈਨੂੰ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਮੈਂ ਆਪ ਜੀ ਦਾ ਧਿਆਨ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਗਸ਼ਤੀ ਪੱਤਰ

ਨੰ: 3/54/91-2ਪੀਪੀ2/3453, ਮਿਤੀ 16.3.2001 ਰਾਹੀਂ ਜਾਰੀ ਕੀਤੀਆਂ ਹਦਾਇਤਾਂ ਵੱਲ ਦਿਵਾਵਾਂ, ਜਿਸ ਵਿਚ ਪੰਜਾਬ ਸਿਵਲ ਸੇਵਾਵਾਂ (ਦੰਡ ਅਤੇ ਅਪੀਲ) ਨਿਯਮਾਂਵਲੀ, 1970 ਦੇ ਉਪਬੰਧਾਂ ਅਨੁਸਾਰ ਸ਼ੱਕੀ ਕਰਮਚਾਰੀ/ਅਧਿਕਾਰੀ ਨੂੰ ਦਿੱਤੀ ਜਾਣ ਵਾਲੀ ਚਾਰਜਸ਼ੀਟ ਦੇ ਖਰਚੇ ਨੂੰ ਕਾਨੂੰਨੀ ਅਧਿਕਾਰੀ ਪਾਸੋਂ ਵੈੱਟ ਕਰਵਾ ਕੇ ਸਬੰਧਤ ਨੂੰ ਜਾਰੀ ਕਰਨ ਉਪਰੰਤ, ਸਾਰਾ ਮੁਕੰਮਲ ਰਿਕਾਰਡ ਆਪਣੇ ਕਬਜ਼ੇ ਵਿਚ ਲੈਣ ਬਾਰੇ ਕਿਹਾ ਗਿਆ ਸੀ। ਇਹ ਵੀ ਹਦਾਇਤ ਕੀਤੀ ਗਈ ਸੀ ਕਿ ਸ਼ੱਕੀ ਕਰਮਚਾਰੀ ਨੂੰ ਚਾਰਜਸ਼ੀਟ/ਸਰਵ ਕਰਨ ਉਪਰੰਤ 15 ਦਿਨਾਂ ਵਿਚ ਜੇ ਉਤਰ ਪ੍ਰਾਪਤ ਨਾ ਹੋਵੇ ਤਾਂ ਚਿਤਾਵਨੀ ਪੱਤਰ ਜਾਰੀ ਕੀਤਾ ਜਾਵੇ ਅਤੇ ਫਿਰ ਵੀ ਜੇਕਰ ਜਵਾਬ ਮਿਥੇ ਸਮੇਂ ਭਾਵ 21 ਦਿਨਾਂ ਦੇ ਵਿਚ-ਵਿਚ ਪ੍ਰਾਪਤ ਨਹੀਂ ਹੁੰਦਾ ਤਾਂ ਉਤਰ ਦੀ ਉਡੀਕ ਹੋਰ 10 ਦਿਨ ਕਰਕੇ ਇਕ ਤਰਫਾ ਕਾਰਵਾਈ ਸ਼ੁਰੂ ਕੀਤੀ ਜਾਵੇ। ਇਸ ਉਪਰੰਤ ਪੜਤਾਲੀਆ ਅਫਸਰ ਵੱਲੋਂ ਇਸ ਤੋਂ ਹਰ ਪੱਖੋਂ ਮੁਕੰਮਲ ਕਰਨ ਲਈ ਤਿੰਨ ਮਹੀਨੇ ਅਤੇ ਸਮਰੱਥ ਅਧਿਕਾਰੀ ਵੱਲੋਂ ਇਸ ਤੋਂ ਹਰ ਪੱਖੋਂ ਮੁਕੰਮਲ ਕਾਰਵਾਈ ਕਰਦੇ ਹੋਏ ਅੰਤਿਮ ਫੈਸਲਾ ਲੈਣ ਲਈ 2 ਮਹੀਨੇ ਦਾ ਸਮਾਂ ਨਿਰਧਾਰਿਤ ਕੀਤਾ ਗਿਆ ਸੀ। ਇਸ ਤਰ੍ਹਾਂ ਮੁਕੰਮਲ ਕਾਰਵਾਈ, ਭਾਵ ਅੰਤਿਮ ਫੈਸਲਾ ਕਰਮਚਾਰੀ/ਅਧਿਕਾਰੀ ਨੂੰ ਚਾਰਜਸ਼ੀਟ ਜਾਰੀ/ਸਰਵ ਕਰਨ ਦੀ ਮਿਤੀ ਤੋਂ 6 ਮਹੀਨੇ ਦੇ ਅੰਦਰ ਅੰਦਰ ਕਰਨ ਲਈ ਹਦਾਇਤ ਕੀਤੀ ਗਈ ਸੀ

2. ਐਪਰ ਬਾਵਜੂਦ ਉਪਰੋਕਤ ਦੱਸੀਆਂ ਹਦਾਇਤਾਂ ਦੇ ਪੜਤਾਲਾਂ ਦਾ ਕੰਮ ਸਮਾਂ-ਬੱਧ ਤਰੀਕੇ ਵਿਚ ਨਹੀਂ ਨਜਿੱਠਿਆ ਜਾ ਰਿਹਾ, ਜਿਸ ਦੇ ਸਿੱਟੇ ਵਜੋਂ ਸਬੰਧਿਤ ਕਰਮਚਾਰੀਆਂ/ਅਧਿਕਾਰੀਆਂ ਨੂੰ ਸਮੇਂ ਸਿਰ ਇਨਸਾਫ ਨਹੀਂ ਮਿਲਦਾ ਅਤੇ ਦੋਸ਼ੀ ਕਰਮਚਾਰੀ ਸਜ਼ਾ ਤੋਂ ਬਚੇ ਰਹਿੰਦੇ ਹਨ ਅਤੇ ਕਈ ਵਾਰ ਸ਼ੱਕੀ ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਤਰੱਕੀ ਅਤੇ ਰਿਟਾਇਰਮੈਂਟ ਲਾਭ ਪ੍ਰਾਪਤ ਕਰਨ ਹਿੱਤ ਕੋਰਟ ਕੇਸ ਕਰਨੇ ਪੈਂਦੇ ਹਨ ਜਿਸ ਕਾਰਨ ਸਰਕਾਰ ਦੀ ਪੱਧਰ ਤੇ ਬੇਲੋੜੀ ਲਿਖਾ-ਪੜ੍ਹੀ ਵੱਧਦੀ ਹੈ ਅਤੇ ਕਾਫੀ ਸਮਾਂ ਨਸ਼ਟ ਹੁੰਦਾ ਹੈ। ਸਰਕਾਰ ਨੇ ਇਸ ਸਥਿਤੀ ਦਾ ਗੰਭੀਰ ਨੋਟਿਸ ਲਿਆ ਹੈ।

3. ਉਪਰੋਕਤ ਪ੍ਰੇਖਣਾ ਦੇ ਸਨਮੁੱਖ ਸਮੂਹ ਵਿਭਾਗੀ ਅਧਿਕਾਰੀਆਂ ਨੂੰ ਬੇਨਤੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਵਿਭਾਗੀ ਪੜਤਾਲਾਂ ਦਾ ਕੰਮ ਤੇਜ਼ੀ ਨਾਲ ਅਤੇ ਨਿਰਧਾਰਤ ਸਮੇਂ ਦੇ ਵਿਚ-ਵਿਚ ਨਿਪਟਾਰਾ ਕਰਦੇ ਹੋਏ ਸਰਕਾਰ ਵੱਲੋਂ ਜਾਰੀ ਕੀਤੀਆਂ ਹਦਾਇਤਾਂ ਦੀ ਇੰਨ-ਬਿੰਨ ਪਾਲਣਾ ਯਕੀਨੀ ਬਣਾਈ ਜਾਵੇ।

Copy of Punjab Government circular letter No. 7/60/06/5PP1/7679, dated 5th June, 2007 from the Department of Personnel, addressed to all the Heads of the Department etc. in the State of Punjab.

Subject : *Recommendation of the 4th Pay Commission/Implementation of "Assured Career progression Scheme" for the categories where there is a direct recruitment in the existing pay scale of 2200-4000 as on 31st December, 1995-and consideration of cases of persons appointed by promotion to the post of categories mentioned in Annexure 'A' also.*

Sir/Madam,

I am directed to refer to this department circular letter No. 7/84/98-5PP1/4426, dated 17.4.2000 on the subject noted above and to say that this department has been receiving references from various departments for clarification as to whether the persons appointed by promotion to the post of categories mentioned in Annexure 'A' of the said instructions are also eligible for benefit under these instructions. After considering the matter in consultation with the Department of Finance, it has been decided to clarify that the Persons appointed by promotion to the post of categories mentioned in Annexure 'A' are also eligible for benefit under these instructions.

2. This issue with the concurrence of the Department of Finance conveyed vide their I.D. 10/51/2006-4FP2/2575 dated 07.02.2007.

ਪ੍ਰੈਸੋਨਲ ਵਿਭਾਗ, ਪੰਜਾਬ ਵੱਲੋਂ ਜਾਰੀ ਗਸ਼ਤੀ ਪੱਤਰ ਨੰ: 14/26/2003-4ਪੀਪੀ3/10082 ਮਿਤੀ 5 ਜੁਲਾਈ, 2007 ਦੀ ਕਾਪੀ ਜੋ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀਆਂ ਆਦਿ ਨੂੰ ਸੰਬੋਧਿਤ ਹੈ।

ਵਿਸ਼ਾ: ਦਫਤਰਾਂ ਵਿਚ ਸਮੇਂ ਦੀ ਪਾਬੰਦੀ ਨੂੰ ਯਕੀਨੀ ਬਣਾਉਣ ਬਾਰੇ।

ਸ਼੍ਰੀਮਾਨ/ਸ਼੍ਰੀਮਤੀ ਜੀ,

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਮੈਨੂੰ ਆਪ ਜੀ ਦਾ ਧਿਆਨ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਗਸ਼ਤੀ ਪੱਤਰ ਨੰ: 14/21/95-4ਪੀਪੀ3/13729, ਮਿਤੀ 20.7.1995, ਪੱਤਰ ਨੰ: 14/21/95-4ਪੀਪੀ3/17823, ਮਿਤੀ 29.8.1997, ਪੱਤਰ ਨੰ: 14/21/95-4ਪੀਪੀ3/2704, ਮਿਤੀ 11.3.1998, ਪੱਤਰ ਨੰ: 14/21/95-4ਪੀਪੀ3/10714, ਮਿਤੀ 10.8.1998, ਪੱਤਰ ਨੰ: 14/21/95-4ਪੀਪੀ3/5372, ਮਿਤੀ

13.5.1999, ਪੱਤਰ ਨੰ: 14/21/95-4ਪੀਪੀ3/8268, ਮਿਤੀ 12.7.1999 ਅਤੇ ਪੱਤਰ ਨੰ: 14/21/95-4ਪੀਪੀ3/8077, ਮਿਤੀ 9.5.2003 ਵੱਲ ਦਿਵਾਉਂਦੇ ਹੋਏ ਇਹ ਲਿਖਣ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਸਮੇਂ-ਸਮੇਂ ਸਿਰ ਵਿਸ਼ੇ ਵਿਚ ਦਰਜ ਮੰਤਵ ਬਾਰੇ ਜਾਰੀ ਹੋਏ ਪੱਤਰਾਂ ਰਾਹੀਂ ਆਪ ਨੂੰ ਹਦਾਇਤ ਕੀਤੀ ਜਾਂਦੀ ਰਹੀ ਹੈ ਕਿ ਸਰਕਾਰੀ ਦਫਤਰਾਂ ਵਿੱਚ ਅਧਿਕਾਰੀਆਂ/ਕਰਮਚਾਰੀਆਂ ਦੀ ਹਾਜ਼ਰੀ ਸਰਕਾਰੀ ਕੰਮ ਕਾਜ ਦੇ ਸਮੇਂ 9 ਤੋਂ 5 ਵਜੇ ਤੱਕ ਯਕੀਨੀ ਬਣਾਈ ਜਾਵੇ। ਸਰਕਾਰ ਦੇ ਧਿਆਨ ਵਿੱਚ ਆਇਆ ਹੈ ਕਿ ਬਾਰ ਬਾਰ ਹਦਾਇਤਾਂ ਕਰਨ ਦੇ ਬਾਵਜੂਦ ਕਈ ਅਧਿਕਾਰੀ/ਕਰਮਚਾਰੀ ਆਪਣੀ ਡਿਊਟੀ ਦੇ ਮਿਥੇ ਸਮੇਂ ਤੇ ਹਾਜ਼ਰੀ ਸਬੰਧੀ ਹਦਾਇਤਾਂ ਦੀ ਪਾਲਣਾ ਨਹੀਂ ਕਰਦੇ। ਅਜਿਹੀ ਅਨੁਸ਼ਾਸਨਹੀਣਤਾ ਕਾਰਨ ਸਰਕਾਰ ਦੇ ਕੰਮ-ਕਾਜ ਦਾ ਨੁਕਸਾਨ ਤਾਂ ਹੁੰਦਾ ਹੀ ਹੈ ਅਤੇ ਇਸ ਨਾਲ ਆਮ ਲੋਕਾਂ ਨੂੰ ਵੀ ਬੇਲੋੜੀ ਪ੍ਰੇਸ਼ਾਨੀ ਹੁੰਦੀ ਹੈ। ਸਰਕਾਰ ਵੱਲੋਂ ਅਜਿਹੀ ਅਨੁਸ਼ਾਸਨਹੀਣਤਾ ਦਾ ਗੰਭੀਰ ਨੋਟਿਸ ਲਿਆ ਗਿਆ ਹੈ।

2. ਦਫਤਰਾਂ ਦੇ ਸਮੇਂ ਦੀ ਪਾਬੰਦੀ ਯਕੀਨੀ ਬਣਾਉਣ ਲਈ ਅਸਰਦਾਰ ਕਦਮ ਚੁੱਕਣ ਦੀ ਸਖ਼ਤ ਜ਼ਰੂਰਤ ਹੈ। ਅਜਿਹਾ ਤਦ ਹੀ ਹੋ ਸਕਦਾ ਹੈ ਜੇਕਰ ਸਬੰਧਤ ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰ/ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀ ਅਤੇ ਦਫਤਰਾਂ ਦੇ ਮੁੱਖੀ ਵਕਤ ਦੀ ਪਾਬੰਦੀ ਯਕੀਨੀ ਬਣਾਉਣ ਲਈ ਖੁਦ ਮਿਸਾਲ ਕਾਇਮ ਕਰਨ।

3. ਉਕਤ ਸਥਿਤੀ ਨੂੰ ਮੰਦੇਨਜ਼ਰ ਰੱਖਦੇ ਹੋਏ ਫਿਰ ਇਹ ਹਦਾਇਤਾਂ ਦੁਹਰਾਈਆਂ ਜਾਂਦੀਆਂ ਹਨ ਕਿ ਸਮੂਹ ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰ/ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀ ਸਹੀ 9 ਵਜੇ ਸਵੇਰੇ ਆਪਣੇ-ਆਪਣੇ ਦਫਤਰਾਂ ਵਿਚ ਹਾਜ਼ਰ ਆਉਣਾ ਯਕੀਨੀ ਬਣਾਉਣਗੇ ਅਤੇ ਸ਼ਾਮ ਨੂੰ ਦਫਤਰੀ ਸਮੇਂ ਤੋਂ ਬਾਅਦ ਹੀ ਦਫਤਰ ਤੋਂ ਜਾਣਗੇ। ਅਤੇ ਹਫਤੇ ਵਿੱਚ ਘੱਟੋ-ਘੱਟ 2 ਵਾਰ ਆਪਣੇ ਅਧੀਨ ਕੰਮ ਕਰਦੇ ਅਫਸਰਾਂ/ਕਰਮਚਾਰੀਆਂ ਦੀ ਹਾਜ਼ਰੀ ਅਚਨਚੇਤੀ ਚੈਕ ਕਰਨਗੇ। ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ ਦੀ ਭਾਵਨਾ ਮੁਤਾਬਕ ਕਾਰਵਾਈ ਕਰਨੀ ਯਕੀਨੀ ਬਣਾਈ ਜਾਵੇ। ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰ ਆਪਣੇ ਅਧੀਨ ਆਉਂਦੇ ਡਾਇਰੈਕਟੋਰੇਟਾਂ, ਬੋਰਡਾਂ, ਕਾਰਪੋਰੇਸ਼ਨਾਂ ਦੇ ਮੁੱਖੀਆਂ ਤੋਂ ਉਕਤ ਸਮੂਹ ਹਦਾਇਤਾਂ ਦੀ ਪਾਲਣਾ ਕਰਵਾਉਣ ਲਈ ਜਿੰਮੇਵਾਰ ਹੋਣਗੇ ਅਤੇ ਫੀਲਡ ਵਿਚ ਡਿਵੀਜ਼ਨਲ ਕਮਿਸ਼ਨਰ ਅਤੇ ਵੱਖ-ਵੱਖ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀ ਆਪਣੇ ਅਧਿਕਾਰ ਖੇਤਰ ਵਿੱਚ ਆਉਂਦੇ ਦਫਤਰਾਂ ਦੇ ਮੁੱਖੀਆਂ ਤੇ ਸਟਾਫ ਨੂੰ ਚੈਕ ਕਰਨ ਲਈ ਜਿੰਮੇਵਾਰ ਹੋਣਗੇ।

4. ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ ਦੀ ਇੰਨ-ਬਿੰਨ ਪਾਲਣਾ ਕਰਨੀ ਯਕੀਨੀ ਬਣਾਈ ਜਾਵੇ ਅਤੇ ਇਸ ਸਬੰਧੀ ਰਿਪੋਰਟ ਹਰ ਮਹੀਨੇ ਦੀ 7 ਤਰੀਕ ਤੱਕ ਪ੍ਰਿੰਸੀਪਲ ਵਿਭਾਗ (ਪੀ.ਪੀ.3 ਸ਼ਾਖਾ) ਨੂੰ ਭੇਜਣੀ ਯਕੀਨੀ ਬਣਾਈ ਜਾਵੇ।

5. ਇਸ ਪੱਤਰ ਦੀ ਪਹੁੰਚ ਰਸੀਦ ਭੇਜੀ ਜਾਵੇ।

ਪ੍ਰਿੰਸੀਪਲ ਵਿਭਾਗ, ਪੰਜਾਬ ਵੱਲੋਂ ਜਾਰੀ ਗ਼ਸ਼ਤੀ ਪੱਤਰ ਨੰ: 7/8/97-1ਪੀਪੀ2/10843 ਮਿਤੀ 23 ਜੁਲਾਈ, 2007 ਦੀ ਕਾਪੀ ਜੋ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀਆਂ ਆਦਿ ਨੂੰ ਸੰਬੋਧਿਤ ਹੈ।

ਵਿਸ਼ਾ : ਅੰਮ੍ਰਿਤਸਰ, ਜਲੰਧਰ, ਲੁਧਿਆਣਾ, ਪਟਿਆਲਾ, ਅਤੇ ਬਠਿੰਡਾ ਵਿਖੇ ਮਿਊਂਸਪਲ ਕਾਰਪੋਰੇਸ਼ਨਾਂ ਦੀਆਂ ਆਮ ਚੋਣਾਂ ਕਰਵਾਉਣ ਬਾਰੇ-ਬਦਲੀਆਂ/ਤੈਨਾਤੀਆਂ ਉਤੇ ਰੋਕ।

ਸ਼੍ਰੀਮਾਨ/ਸ਼੍ਰੀਮਤੀ ਜੀ,

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਮੈਨੂੰ ਇਹ ਕਹਿਣ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਰਾਜ ਸਰਕਾਰ ਵੱਲੋਂ ਅੰਮ੍ਰਿਤਸਰ, ਜਲੰਧਰ, ਪਟਿਆਲਾ, ਅਤੇ ਬਠਿੰਡਾ ਵਿਖੇ ਮਿਊਂਸਪਲ ਕਾਰਪੋਰੇਸ਼ਨਾਂ ਦੀਆਂ ਆਮ ਚੋਣਾਂ ਬਹੁਤ ਛੇਤੀ ਕਰਵਾਈਆਂ ਜਾ ਰਹੀਆਂ ਹਨ। ਇਸ ਲਈ ਨਗਰ ਨਿਗਮ ਨਾਲ ਸਬੰਧਤ ਅਧਿਕਾਰੀਆਂ/ਕਰਮਚਾਰੀਆਂ ਦੀਆਂ ਬਦਲੀਆਂ/ਤੈਨਾਤੀਆਂ ਤੇ ਚੋਣ ਪ੍ਰਕ੍ਰਿਆ ਮੁਕੰਮਲ ਹੋਣ ਤੱਕ ਰੋਕ ਲਗਾਈ ਜਾਂਦੀ ਹੈ। ਸਰਕਾਰ ਦੇ ਇਨ੍ਹਾਂ ਹੁਕਮਾਂ ਦੀ ਪਾਲਣਾ ਇੰਨ-ਬਿੰਨ ਯਕੀਨੀ ਬਣਾਈ ਜਾਵੇ ਜੀ।

ਪ੍ਰਿੰਸੀਪਲ ਵਿਭਾਗ, ਪੰਜਾਬ ਵੱਲੋਂ ਜਾਰੀ ਗ਼ਸ਼ਤੀ ਪੱਤਰ ਨੰ: 7/8/97-1ਪੀਪੀ2/11331 ਮਿਤੀ 2 ਅਗਸਤ, 2007 ਦੀ ਕਾਪੀ ਜੋ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀਆਂ ਆਦਿ ਨੂੰ ਸੰਬੋਧਿਤ ਹੈ।

ਵਿਸ਼ਾ: ਅੰਮ੍ਰਿਤਸਰ, ਜਲੰਧਰ, ਲੁਧਿਆਣਾ ਪਟਿਆਲਾ, ਅਤੇ ਬਠਿੰਡਾ ਵਿਖੇ ਮਿਊਂਸਪਲ ਕਾਰਪੋਰੇਸ਼ਨਾਂ ਦੀਆਂ ਆਮ ਚੋਣਾਂ ਕਰਵਾਉਣ ਬਾਰੇ - ਬਦਲੀਆਂ/ਤੈਨਾਤੀਆਂ ਉਤੇ ਰੋਕ।

ਸ਼੍ਰੀਮਾਨ ਜੀ/ਸ਼੍ਰੀਮਤੀ ਜੀ,

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਮੈਨੂੰ ਇਹ ਕਹਿਣ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਰਾਜ ਸਰਕਾਰ ਵੱਲੋਂ ਜਾਰੀ ਪੱਤਰ ਨੰ: 7/8/97-1ਪੀਪੀ2/10842 ਮਿਤੀ 23.7. 2007 ਰਾਹੀਂ ਅੰਮ੍ਰਿਤਸਰ, ਜਲੰਧਰ, ਲੁਧਿਆਣਾ ਪਟਿਆਲਾ, ਅਤੇ ਬਠਿੰਡਾ ਨਗਰ ਨਿਗਮ ਦੀਆਂ ਆਮ ਚੋਣਾਂ ਨਾਲ ਸਬੰਧਿਤ ਅਧਿਕਾਰੀਆਂ/ਕਰਮਚਾਰੀਆਂ ਦੀਆਂ ਬਦਲੀਆਂ/ਤੈਨਾਤੀਆਂ ਤੇ ਚੋਣ ਪ੍ਰਕ੍ਰਿਆ ਮੁਕੰਮਲ ਹੋਣ ਤਕ ਰੋਕ

ਲਗਾਉਣ ਸਬੰਧੀ ਹਦਾਇਤਾਂ ਜਾਰੀ ਕੀਤੀਆਂ ਗਈਆਂ ਸਨ ਪ੍ਰਤੂ ਰਾਜ ਚੋਣ ਕਮਿਸ਼ਨ ਨੇ ਆਪਣੇ ਪੱਤਰ ਨੰ: 1(9)-SEC-ME-SAM-2007/3282, ਮਿਤੀ 27.7.2007 ਰਾਹੀਂ ਅਧਿ-ਸੂਚਨਾਂ ਅਨੁਸਾਰ ਇਹ ਚੋਣਾਂ ਕੇਵਲ ਅੰਮ੍ਰਿਤਸਰ, ਜਲੰਧਰ, ਲੁਧਿਆਣਾ ਅਤੇ ਪਟਿਆਲਾ ਵਿਖੇ ਹੀ ਕਰਵਾਈਆਂ ਜਾ ਰਹੀਆਂ ਹਨ। ਇਸ ਲਈ ਬਠਿੰਡਾ ਨਗਰ ਨਿਗਮ ਚੋਣਾਂ ਨਾਲ ਸੰਬੰਧਿਤ ਅਧਿਕਾਰੀਆਂ/ਕਰਮਚਾਰੀਆਂ ਦੀਆਂ ਬਦਲੀਆਂ/ਤੈਨਾਤੀਆਂ ਤੇ ਲਗਾਈ ਗਈ ਰੋਕ ਹਾਲ ਦੀ ਘੜੀ ਹਟਾਈ ਜਾਂਦੀ ਹੈ।

Copy of Punjab Government circular letter No.8/1/04-3PP1/11882, dated 14th August, 2007 from the Department of Personnel, addressed to all the Head of Departments etc. in the State of Punjab.

Subject : Reservation in promotion to the members of Scheduled Caste in Services and posts under Punjab Government - Clarification thereof.

Sir,

I am directed to refer to Punjab Government letter No. 1/2/2002-RC/601, dated 18th June, 2003, on the subject noted above, wherein it was clarified that 14% reservation in promotion is to be provided to the Scheduled Caste employees who were earlier in Class-II (Gazetted) and still fall in Group 'B'. Similarly, 20% reservation in promotion is to be provided to those Scheduled Caste employees who were earlier in Class-III (Non-Gazetted) and now Group 'B'.

2. Now the State has enacted "The Schedule Caste and Backwarded Classes (Reservation in Service) Act 2006" and its sub-section-3 of section-4 provides as under :-

"4(3) The percentage of reservation for filling up the vacancies by promotion by Schedule Caste in Group 'A' and Group 'B' services shall be fourteen per cent."

3. Some confusion had arisen as to whether the above said instruction dated 18th June, 2003 can override the provisions of the Act of 2006? The matter has been examined thoroughly and it has been decided that the provision of law contained in Sub-Section-3 of the Section-4 of the said act shall be implemented.

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

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

ਪ੍ਰੋਸੋਨਲ ਵਿਭਾਗ, ਪੰਜਾਬ ਵੱਲੋਂ ਜਾਰੀ ਗਏ ਪੱਤਰ ਨੰ: 6/18/07-6ਪੀਪੀ3/11883 ਮਿਤੀ 16 ਅਗਸਤ, 2007 ਦੀ ਕਾਪੀ ਜੋ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀਆਂ ਆਦਿ ਨੂੰ ਸੰਬੋਧਿਤ ਹੈ।

ਵਿਸ਼ਾ : ਸਰਕਾਰੀ ਕਰਮਚਾਰੀਆਂ ਲਈ ਸਵੈ-ਰੋਜ਼ਗਾਰ ਦੇ ਉਦੇਸ਼ ਨਾਲ 5 ਸਾਲ ਦੀ ਵਿਸ਼ੇਸ਼ ਛੁੱਟੀ ਦਾ ਉਪਬੰਧ ਕਰਨ ਬਾਰੇ।

ਸ਼੍ਰੀਮਾਨ/ਸ਼੍ਰੀਮਤੀ ਜੀ,

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਗਏ ਪੱਤਰ ਨੰ: 6/21/2001-6ਪੀਪੀ3/5108 ਮਿਤੀ 8.5.2002 ਜਿਸ ਰਾਹੀਂ ਸਰਕਾਰੀ ਕਰਮਚਾਰੀਆਂ ਲਈ ਸਵੈ-ਰੋਜ਼ਗਾਰ ਦੇ ਉਦੇਸ਼ ਨਾਲ 5 ਸਾਲ ਦੀ ਵਿਸ਼ੇਸ਼ ਛੁੱਟੀ ਦਾ ਉਪਬੰਧ ਕੀਤਾ ਗਿਆ ਹੈ, ਦੇ ਪੈਰਾ (ਛ) ਵਿੱਚ ਕੀਤੇ ਉਪਬੰਧ "ਇਸ ਵਿਸ਼ੇਸ਼ ਛੁੱਟੀ ਦੌਰਾਨ ਸਬੰਧਤ ਕਰਮਚਾਰੀ ਦੀ ਥਾਂ ਕੋਈ ਹੋਰ ਭਰਤੀ ਨਹੀਂ ਕੀਤੀ ਜਾਵੇਗੀ" ਬਾਰੇ ਮੈਨੂੰ ਇਹ ਸਪੱਸ਼ਟ ਕਰਨ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਇਹ ਕਲਾਜ (Clause) ਤਰੱਕੀ ਦੇ ਕੋਟੇ ਦੀ ਆਸਾਮੀ ਭਰਨ ਲਈ ਲਾਗੂ ਨਹੀਂ ਹੋਵੇਗੀ ਅਤੇ ਤਰੱਕੀ ਦੇ ਕੋਟੇ ਦੀ ਆਸਾਮੀ ਵਿਭਾਗ ਦੇ ਸਰਵਿਸ ਰੂਲਾਂ ਅਨੁਸਾਰ ਭਰੀ ਜਾਣੀ ਹੈ।

2. ਇਹ ਸਪੱਸ਼ਟੀਕਰਨ ਪੱਤਰ ਜਾਰੀ ਹੋਣ ਦੀ ਮਿਤੀ ਤੋਂ ਲਾਗੂ ਹੋਵੇਗਾ ਅਤੇ ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ ਦਾ ਪਹਿਲਾਂ ਨਜਿੱਠੇ ਕੇਸਾਂ ਤੇ ਕੋਈ ਅਸਰ ਨਹੀਂ ਪਵੇਗਾ।

3. ਇਹ ਹਦਾਇਤਾਂ ਆਪਣੇ ਅਧੀਨ ਸਮੂਹ ਕਰਮਚਾਰੀਆਂ ਦੇ ਧਿਆਨ ਵਿੱਚ ਲਿਆ ਦਿੱਤੀਆਂ ਜਾਣ।

4. ਇਹ ਪੱਤਰ ਵਿੱਤ ਵਿਭਾਗ ਦੀ ਪ੍ਰਵਾਨਗੀ ਜੋ ਕਿ ਉਨ੍ਹਾਂ ਦੇ ਅੰ:ਵਿ:ਪੱ:ਨੰ: 21/25/2003-3ਵਿ.ਪ੍ਰ./811, ਮਿਤੀ 20.2.2007 ਰਾਹੀਂ ਪ੍ਰਾਪਤ ਹੋਈ, ਉਪਰੰਤ ਜਾਰੀ ਕੀਤਾ ਜਾਂਦਾ ਹੈ।

Copy of Punjab Government circular letter No.7/60/06-5PP1/12126 dated 22nd August, 2007 from the Department of Personnel, addressed to all the Head of Departments etc. in the State of Punjab.

Subject : *Assured Career Progression Scheme on Completion of 4, 9 and 14 years of service in a cadre- Regarding extension in the date of submitting the options for the adoption of Assured Career Progression Scheme.*

Sir/Madam,

I am directed to refer to this department circular letter No. 7/60/2006-5PPI/15963, dated 3.11.2006 on the subject noted above and to say that as per this letter the employees were required to exercise an option within 2 months from the date of issue of this letter. However, some of the employees could not exercise their option for the adoption of this scheme within the stipulated period. After examining the matter, it has been decided to extend the date of submitting the option for one month from the date of issue of this letter.

2. This issues with the concurrence with the Department of Finance conveyed vide their I.D. No. 1/82/98-4FP2/619 dated 20.6.2007 and 6.2.2007.

ਪ੍ਰੋਸੋਨਲ ਵਿਭਾਗ, ਪੰਜਾਬ ਵੱਲੋਂ ਜਾਰੀ ਗਏ ਪੱਤਰ ਨੰ: 15/53/2003-4ਪੀਪੀ3/13809 ਮਿਤੀ 1 ਅਕਤੂਬਰ, 2007 ਦੀ ਕਾਪੀ ਜੋ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿੱਤੀ ਕਮਿਸ਼ਨਰ, ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ ਅਤੇ ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ ਨੂੰ ਸੰਬੋਧਿਤ ਹੈ।

ਵਿਸ਼ਾ : ਵਰਕਚਾਰਜ/ਦਿਹਾਤੀਦਾਰ ਕਾਮਿਆਂ ਅਤੇ 89 ਦਿਨਾਂ/ਤਦ-ਅਰਥ/ਆਰਜੀ ਤੌਰ ਤੇ ਨਿਯੁਕਤ ਹੋਏ ਕਰਮਚਾਰੀਆਂ ਦੀਆਂ ਸੇਵਾਵਾਂ ਨਿਯਮਤ ਕਰਨ ਬਾਰੇ।

ਸਾਰੇ ਵਿੱਤੀ ਵਿੱਤੀ ਕਮਿਸ਼ਨਰ, ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ ਅਤੇ ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰ ਕ੍ਰਿਪਾ ਕਰਕੇ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਇਸ ਵਿਭਾਗ ਦੇ ਪੱਤਰ ਨੰ: 15/53/05-4ਪੀਪੀ3/18271, ਮਿਤੀ 15.12.2006 ਵੱਲ ਧਿਆਨ ਦੇਣ ਦੀ ਕ੍ਰਿਪਾਲਤਾ ਕਰਨ।

2. ਹਵਾਲੇ ਅਧੀਨ ਪੱਤਰ ਰਾਹੀਂ ਬੇਨਤੀ ਕੀਤੀ ਗਈ ਸੀ ਕਿ ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ ਅਨੁਸਾਰ ਵਰਕਚਾਰਜ/ਦਿਹਾਤੀਦਾਰ ਕਾਮਿਆਂ ਅਤੇ 89 ਦਿਨਾਂ/ਤਦ-ਅਰਥ /ਆਰਜੀ ਤੌਰ ਤੇ ਨਿਯੁਕਤ ਹੋਏ ਕਰਮਚਾਰੀਆਂ ਦੀਆਂ ਸੇਵਾਵਾਂ ਨੂੰ ਨਿਯਮਤ ਕਰਨ ਸਬੰਧੀ 6 ਮਹੀਨੇ ਦਾ ਅੰਦਰ-ਅੰਦਰ ਪ੍ਰੋਸੈਸ ਪੂਰਾ ਕੀਤਾ ਜਾਵੇ। ਹੁਣ ਇਹ ਪ੍ਰੋਸੈਸ ਪੂਰਾ ਕਰਨ ਦੀ ਮਿਆਦ 14 ਜੂਨ, 2007 ਨੂੰ ਖਤਮ ਹੋ ਗਈ ਹੈ। ਇਸ ਲਈ ਕ੍ਰਿਪਾ ਕਰਦੇ ਵਿਭਾਗ ਨੂੰ ਹੇਠ ਲਿਖੀ ਸੂਚਨਾਂ ਭੇਜਣ ਦੀ ਖੋਚਲ ਕੀਤੀ ਜਾਵੇ :-

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| ਲੜੀ ਨੰ: | ਵਰਕਚਾਰਜ/ਦਿਹਾਤੀਦਾਰ ਕਾਮਿਆਂ ਅਤੇ 89 ਦਿਨਾਂ/ਤਦ-ਅਰਥ/ਆਰਜੀ ਤੌਰ ਤੇ ਨਿਯੁਕਤ ਹੋਏ ਕਰਮਚਾਰੀਆਂ ਦੀ ਗਿਣਤੀ | ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ ਅਧੀਨ ਰੈਗੂਲਰ ਕੀਤੇ ਗਏ ਕਰਮਚਾਰੀਆਂ ਦੀ ਗਿਣਤੀ | ਜੇ ਕਰਮਚਾਰੀ ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ ਅਨੁਸਾਰ ਕਵਰ ਹੁੰਦੇ ਹਨ ਪ੍ਰੰਤੂ ਕਿਸੇ ਕਾਰਨ ਰੈਗੂਲਰ ਹੋਣੇ ਰਹਿ ਗਏ ਹਨ |
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ਇਹ ਸੂਚਨਾਂ ਇਹ ਵਿਭਾਗ ਨੂੰ ਬਿਨਾਂ ਕਿਸੇ ਦੇਰੀ ਤੋਂ ਭੇਜੀ ਜਾਵੇ।

Copy of Punjab Government circular letter No.1/10/99-2RDC/14683, dated 17th October, 2007 from the Department of Personnel, addressed to all the Head of Departments etc. in the State of Punjab.

Subject : *Redeployment of surplus staff and recruitment against vacant posts available with the department after restructuring exercise.*

Sir,

I am directed to invite your attention to this Department letter No. 1/10/99-2RDC/13920, dated 3.12.1999 vide which it is required that No Objection Certificate be obtained from Redeployment Cell before initiating any process of recruitment. The vacant posts in the departments are being reviewed or new posts

created as per the procedure prescribed for this purpose by Government. At the same time, staff has become surplus in some of the departments as a result of the restructuring exercise undertaken or because of the changing job requirements. Government have considered the matter and decided that the surplus staff of the departments may be adjusted in various departments, wherever there is requirement of such staff, by redeploying the available surplus staff available with the surplus pool created by the Govt. Any department proposing to fill up any sanctioned vacant posts available with the department after the completion of restructuring exercise or other requisite formalities required as per instructions issued by the Govt. from time to time to fill up any vacant post, shall in the first instance convey their requirements to the Department of Personnel (in Redeployment Cell) before initiating any process of recruitment. The departments will be able to fill up posts by fresh recruitment only after obtaining a No Objection Certificate from the Department of Personnel (in the Redeployment Cell). It is, therefore, decided that 'No Objection Certificate' be obtained from the Department of Personnel (in the Redeployment Cell) before initiating any process of recruitment. These instructions shall also apply in cases where recruitment process for filling up all vacant posts has already been initiated but the appointment letters have not been issued. Any violation of these instructions will be viewed seriously by the Government.

Copy of Punjab Government circular letter No.7/30/07-5PPI/12796 dated 6th November, 2007 from the Department of Personnel, addressed to all the Head of Departments etc. in the State of Punjab.

Subject : *Regarding financial benefits to Junior Assistants under Assured Career progression Scheme on 4, 9 and 14 years of service.*

Sir/Madam,

I am directed to refer to this department circular letter No. 7/60/2006-5PPI/15963 dated 3.11.2006, on the subject noted above and to say that this department has been receiving reference from various departments for advice, as to in which scale the benefit of Annual Increment is to be given to the employees, in the Cadre of Clerks who have been designated as Junior Assistants in the pay scale of Rs. 4400-7000, on completion of 4-9-14 years of service. The matter was taken up with the Department of Finance. Now the matter has been decided in consultation with the Department of Finance. The clarification in this regard is given as under :-

“ਏ.ਸੀ.ਪੀ. ਸਕੀਮ ਜੋ ਕਿ ਪੱਤਰ ਨੰ: 7/60/2006-5ਪੀਪੀ/15963, ਮਿਤੀ 3.11.2006 ਰਾਹੀਂ ਜਾਰੀ ਕੀਤੀ ਗਈ ਹੈ, ਨੂੰ ਕਲਰਕ/ਸੀਨੀਅਰ ਕਲਰਕ/ਜੂਨੀਅਰ ਸਹਾਇਕਾਂ ਦੇ ਕੇਸ ਵਿੱਚ ਲਾਗੂ ਕਰਨ ਲਈ, ਪ੍ਰਸ਼ਨਲ ਵਿਭਾਗ ਦੇ ਪੱਤਰ ਨੰ:7/149/2001-5ਪੀਪੀ/7785, ਮਿਤੀ 25.5.2006 ਅਤੇ ਪੱਤਰ ਨੰ: 7/25/2003-5ਪੀਪੀ/3586, ਮਿਤੀ 5.10.2006 ਵਿੱਚ ਦਰਜ ਉਪਬੰਧ ਲਾਗੂ ਰਹਿਣਗੇ ਭਾਵੇਂ ਕਿ ਉਹ ਪ੍ਰੋਟੈਕਟਿਵ ਸਕੇਲ ਦੀ ਕੈਟਾਗਰੀ ਨਾਲ ਸਬੰਧਤ ਹੋਣ ਜਾਂ ਫਿਰ ਮਿਤੀ 1.1.1996 ਨੂੰ ਜਾਂ ਉਸ ਤੋਂ ਬਾਅਦ ਅਤੇ ਮਿਤੀ 3.11.2006 ਤੋਂ ਪਹਿਲਾਂ ਬਤੌਰ ਜੂਨੀਅਰ ਸਹਾਇਕ ਡੈਜੀਗਨੇਟ ਹੋਏ ਹੋਣ।

2. This issues with the concurrence of the Department of Finance conveyed vide their I.D. 1/82/98-4FP2/879 dated 13.8.2007.

Copy of Punjab Government circular letter No.3/18/07-2PP2/13576, dated 24th November,, 2007 from the Department of Personnel, addressed to all the Head of Departments etc. in the State of Punjab.

Subject : *Regarding unauthorised communication of confidential/secret information.*

Sir/Madam,

I am directed to invite your attention to the subject cited above and to say that it has been observed by Government that various individuals attach photo copies of confidential file noting/orders, connected to their

cases with their representation submitted to concerned Officers/ Ministers in connection with their grievances. The unauthorised leakage of secret/ confidential official information is a matter of grave concern. It has, therefore, been decided that in future, if any, Government employee is found directly or indirectly leaking any official document or confidential official information or any part thereof, unauthorisedly, to any person, he would be dealt with sternly under the provisions of the Official Secrets Act, 1923 and the Government Employees (Conduct) Rules, 1966. The concerned Department Head would be responsible for ensuring strict compliance of these instructions. The receipt of this communication may please be acknowledged.

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FROM 01.01.2002 TO 31.12.2007

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| - | 7/33/2004-IPP2/ 23723 | 04.08.2004 | Revision of Electoral Rolls in the State and ban on transfers of the deputed staff. | 91 |
| | 7/33/04-IPP2/16824 | 25.11.2005 | Revision of Electoral Rolls in the State and ban on transfers of the deputed staff and provision of adequate Staff. | 105 |
| - | 7/33/04-IPP2/ 13767 | 11.10.2006 | Revision of Electoral Rolls in the State and ban on transfers of the deputed staff and provisions of adequate Staff. | 125 |
| | 7/33/04-IPP2/ 14614 | 24.10.2006 | Summary Revision of Electoral Rolls w.r.t. 1.1.2007 as the quanning date-Adequate Staff & Ban on transfer. | 125 |
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| - Transfer of officers | 7/51/01-IPP2/2333 | 12.02.2004 | Lok Sabha General Elections 2004-Transfers of Officers who stayed more than 4 years in a period of 5 years in a particular place/Home District-regarding. | 75 |
| - | 7/51/01-IPP2/2637 | 19.02.2004 | Lok Sabha General Elections 2004 Transfers of Office who stayed more than 4 years in a period of 5 years in a particular place / Home District-regarding. | 77 |
| - Duty of officers of Excise and Taxation | 7/15/04 - IPP2/ 2988 | 27.02.2004 | Regarding election duty of Officers of Excise & Taxation Department in ensuring Lok Sabha elections. | 79 |
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| - Ban on recruitment | 11/24/04-4PP2/ 10195 | 23.04.2004 | Ban on grant of employment in the State Services on compassionate grounds during Lok Sabha Elections - clarification regarding. | 83 |
| - Holiday on 10th May, 2004 | 6/12/2004-6PP3/ 10678 | 30.04.2004 | Lok Sabha Elections – Notification regarding Holiday on 10th May, 2004. | 83 |
| - Clarification – Period of duty of Presiding officers and Polling officers | 12/53/04-IPP2/ 10972 | 07.05.2004 | Lok Sabha Elections, 2004- Period of duty of Presiding and Polling Officers- Clarifications regarding. | 84 |
| Bye Election | | | | |
| - To Amritsar, Jalandhar, Ludhiana, Patiala and Bathinda – Ban on Postings and Transfers. | 7/8/97-1पीपी2/ 10843 | 23.07.2007 | ਅੰਮ੍ਰਿਤਸਰ, ਜਲੰਧਰ, ਲੁਧਿਆਣਾ, ਪਟਿਆਲਾ ਅਤੇ ਬਠਿੰਡਾ ਵਿਖੇ ਮਿਊਂਸੀਪਲ ਕਾਰਪੋਰੇਸ਼ਨਾਂ ਦੀਆਂ ਆਮ ਚੋਣਾਂ ਕਰਵਾਉਣ ਬਾਰੇ ਬਦਲੀਆਂ/ਤੈਨਾਤੀਆਂ ਉੱਤੇ ਰੋਕ। | 144 |
| | 7/8/97-1पीपी2/ 11331 | 02.08.2007 | ਅੰਮ੍ਰਿਤਸਰ, ਜਲੰਧਰ, ਲੁਧਿਆਣਾ, ਪਟਿਆਲਾ ਅਤੇ ਬਠਿੰਡਾ ਵਿਖੇ ਮਿਊਂਸੀਪਲ ਕਾਰਪੋਰੇਸ਼ਨਾਂ ਦੀਆਂ ਆਮ ਚੋਣਾਂ ਕਰਵਾਉਣ ਬਾਰੇ ਬਦਲੀਆਂ/ਤੈਨਾਤੀਆਂ ਉੱਤੇ ਰੋਕ। | 144 |
| General Elections of J&K Assembly | | | | |
| - Making availability of staff | 12/109/02-5PP2/ 10593 | 06.08.2002 | General Election to the Legislative Assembly of Jammu & Kashmir, 2002- making available staff in connection with-request for. | 32 |
| | 12/109/02-5PP2/ 0393 | 09.08.2002 | General Election to the Legislative Assembly of Jammu & Kashmir, 2002- making available staff in connection with-request for. | 33 |
| | 12/109/02 – 5P2/ 1039 | 14.08.2002 | General Elections to the Legislative Assembly of Jammu and Kashmir, 2002- making available staff in connections with request for. | 122 |
| - Honorarium rates to polling staff | 12/109/02-5PP2/ 11770 | 11.09.2002 | General Election to Jammu and Kashmir Legislative Assembly 2002 - making available staff in connection with - Honrarium. | 35 |

**LEAVE TRAVEL
CONCESSION (LTC)**

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| - extension in Grace period for 1998 -2001 upto 31-3-2002 | 6/1/95-6ਪੀਪੀ3 /3134 | 13.03.2002 | ਐਲ.ਟੀ.ਸੀ. ਦੇ ਬਲਾਕ ਸਾਲ 1998-2001 ਦੇ ਗਰੇਸ (Grace) ਸਮੇਂ ਵਿੱਚ ਮਿਤੀ 31.3.2002 ਤੱਕ ਵਾਧਾ ਕਰਨ ਸਬੰਧੀ। | 16 |
| - Stay on LTC for one year | 6/27/99-6ਪੀਪੀ3/6850 | 30.04.2002 | ਐਲ.ਟੀ.ਸੀ. ਦੀ ਸੁਵਿਧਾ ਨੂੰ ਆਰਜ਼ੀ ਤੌਰ ਤੇ ਇੱਕ ਸਾਲ ਲਈ ਸਥਗਿਤ ਕਰਨ ਸਬੰਧੀ। | 25 |
| | 6/27/99-6ਪੀਪੀ3/ 3318 | 25.02.2003 | ਐਲ.ਟੀ.ਸੀ. ਦੀ ਸੁਵਿਧਾ ਨੂੰ ਆਰਜ਼ੀ ਤੌਰ ਤੇ ਇੱਕ ਕਲੰਡਰ ਸਾਲ ਲਈ ਸਥਗਿਤ ਕਰਨ ਸਬੰਧੀ। | 53 |
| - Restoration of LTC | 6/27/99-6ਪੀਪੀ3/ 5480 | 01.04.2003 | ਐਲ.ਟੀ.ਸੀ. ਦੀ ਜੇ ਸੁਵਿਧਾ ਇੱਕ ਸਾਲ ਲਈ ਆਰਜ਼ੀ ਤੌਰ ਤੇ ਸਥਗਿਤ ਕੀਤੀ ਗਈ ਸੀ, ਨੂੰ ਬਹਾਲ ਕਰਨ ਸਬੰਧੀ। | 56 |
| - extension in Grace period for 1998 -2001 upto 31-12-2003 | 6/1/95-6ਪੀਪੀ3/ 10489 | 24.06.2003 | ਐਲ.ਟੀ.ਸੀ. ਦੇ ਬਲਾਕ ਸਾਲ 1998-2001 ਦੇ ਗਰੇਸ (Grace) ਸਮੇਂ ਵਿੱਚ ਮਿਤੀ 31.12.2003 ਤੱਕ ਵਾਧਾ ਕਰਨ ਸਬੰਧੀ। | 69 |
| - Entitlement for 3 tier Sleeper Class | 6/27/97-6ਪੀਪੀ3/ 29984 | 03.12.2004 | ਭਾਰਤ ਸਰਕਾਰ ਦੇ ਪੈਟਰਨ ਤੇ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਐਲ.ਟੀ.ਸੀ. ਦੀਆਂ ਸਹੂਲਤਾਂ ਦੇਣ ਬਾਰੇ। | 95 |
| - Entitlement | 6/27/97-6PP3/2275 | 19.02.2007 | L.T.C. facility to Punjab Government employees on the patterns of Government of India. | 135 |
| - Prior approval of Competent Authority | 6/23/04-6ਪੀਪੀ3/ 2174 | 10.02.2005 | ਐਲ.ਟੀ.ਸੀ. ਕਲੇਮ ਦੀ ਪ੍ਰਵਾਨਗੀ ਸਬੰਧੀ। | 98 |
| LEAVE: | | | | |
| - Casual / Station leave by the officers in Districts. | 6/13/2002/6ਪੀਪੀ3/4352 | 19.04.2002 | ਜ਼ਿਲ੍ਹੇ ਦੇ ਅਧਿਕਾਰੀ ਵੱਲੋਂ ਇਤਫਾਕੀਆ ਛੁੱਟੀ/ਸਟੇਸ਼ਨ ਲੀਵ ਲੈਣ ਸਬੰਧੀ ਸਬੰਧਤ ਜ਼ਿਲ੍ਹੇ ਦੇ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ ਨੂੰ ਸੂਚਿਤ ਕਰਨ ਬਾਰੇ। | 20 |
| - Self Employment | 6/21/2002/6ਪੀਪੀ3/5108 | 08.05.2002 | ਸਰਕਾਰੀ ਕਰਮਚਾਰੀਆਂ ਲਈ ਸਵੈ-ਰੁਜ਼ਗਾਰ ਦੇ ਉਦੇਸ਼ ਨਾਲ 5 ਸਾਲ ਦੀ ਵਿਸ਼ੇਸ਼ ਛੁੱਟੀ ਦਾ ਉਪਬੰਧ ਕਰਨ ਬਾਰੇ। | 22 |
| | 6/33/04-6ਪੀਪੀ3/7658 | 10.06.2005 | ਸਰਕਾਰੀ ਕਰਮਚਾਰੀਆਂ ਲਈ ਸਵੈ-ਰੁਜ਼ਗਾਰ ਦੇ ਉਦੇਸ਼ ਨਾਲ 5 ਸਾਲ ਦੀ ਵਿਸ਼ੇਸ਼ ਛੁੱਟੀ ਦਾ ਉਪਬੰਧ ਕਰਨ ਬਾਰੇ। | 103 |
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| | 6/18/07-6ਪੀਪੀ3/11883 | 16.08.2007 | ਸਰਕਾਰੀ ਕਰਮਚਾਰੀਆਂ ਲਈ ਸਵੈ-ਰੁਜ਼ਗਾਰ ਦੇ ਉਦੇਸ਼ ਨਾਲ 5 ਸਾਲ ਦੀ ਵਿਸ਼ੇਸ਼ ਛੁੱਟੀ ਦਾ ਉਪਬੰਧ ਕਰਨ ਬਾਰੇ। | 145 |

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| - Aid through Chief Ministers Relief Fund | 12/152/2004-5ਪੀਪੀ2/30117 | 31.12.2004 | ਦੱਖਣੀ ਭਾਰਤ ਵਿੱਚ ਸਮੁੰਦਰੀ ਤੁਫਾਨ ਆਉਣ ਕਾਰਨ ਜਾਨ ਅਤੇ ਮਾਲ ਦੇ ਨੁਕਸਾਨ ਨਾਲ ਪ੍ਰਭਾਵਿਤ ਲੋਕਾਂ ਦੀ ਸਹਾਇਕਾ ਲਈ ਅਪੀਲ। | 97 |
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| - Clarification regarding CDC during ban on promotions | 4/11/04-3ਪੀਪੀ1/ 4755 | 19.04.2005 | ਕਰੰਟ ਡਿਊਟੀ ਚਾਰਜ ਦੇਣ ਬਾਰੇ ਸਪੱਸ਼ਟੀਕਰਨ | 99 |
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| - | 3/26/02-2PP1/14537 | 22.11.2002 | Convening of Meetings of Departmental Promotion Committee. | 46 |
| - | 3/26/02-2PP1/15385 | 20.12.2002 | Convening of Meetings of Departmental Promotions Committee. | 47 |
| - | 3/64/02-2PP1/73 | 01.01.2003 | Ban of Promotions in Group 'A', 'B' and 'C' Service in the State. | 48 |
| - | 3/64/02-2PP1/3871 | 11.03.2003 | Ban on Promotion in Group 'A', 'B' and 'C' Services in the State of Punjab. | 54 |
| - Agenda for DPC | 3/3/03-2ਪੀਪੀ1/ 5175 | 20.03.2003 | ਦਰਜਾ-1 ਅਤੇ 2 (ਹੁਣ ਗਰੁੱਪ 'ਏ' ਅਤੇ ਗਰੁੱਪ 'ਬੀ') ਦੇ ਤਰੱਕੀ ਦੇ ਕੇਸ ਨੂੰ ਵਿਚਾਰਨ ਲਈ ਵਿਭਾਗੀ ਤਰੱਕੀ ਕਮੇਟੀ ਦੀ ਬੈਠਕ ਲਈ ਅਜੰਡਾ ਸਮੇਂ ਸਿਰ ਭੇਜਣ ਬਾਰੇ। | 54 |
| - CRs less than 5 years. | 4/59/03-3PP1/25920 | 24.12.2003 | Setting up of Departmental Promotion Committees for considering cases of promotion Class-I and Class II (Now Group 'A' and Group 'B' posts) | 71 |
| - Of Reserve categories | 8/3/02-3ਪੀਪੀ11/ 2366 | 20-2-2002 | ਐਸ.ਸੀ./ਐਸ.ਟੀ. ਸਰਕਾਰੀ ਕਰਮਚਾਰੀਆਂ ਦੀਆਂ ਰਾਖਵੇਂਕਰਨ/ਰੋਸਟਰ ਸਬੰਧੀ ਹੁਲਾ ਅਨੁਸਾਰ ਤਰੱਕੀਆਂ ਸਬੰਧੀ। | 15 |
| - | 8/1/04-3PP1/11882 | 14.08.2007 | Reservation in promotion to the members of Scheduled Caste in Services and posts under Punjab Government Clarification thereof. | 145 |
| - Proceedings of | 17/9/04-2ਪੀਪੀ1/ 9368 | 01.04.2004 | ਵਿਭਾਗੀ ਤਰੱਕੀ ਕਮੇਟੀ ਦੀ ਕਾਰਵਾਈ ਦੀ ਕਾਪੀ ਪ੍ਰਸੇਨਲ ਵਿਭਾਗ ਅਤੇ ਭਲਾਈ ਵਿਭਾਗ ਨੂੰ ਭੇਜਣ ਬਾਰੇ। | 82 |
| - Implementation of Ajit Singh Janjua Judgement - IA No.1-3 in CA Nos. 3792-94 of 1989 etc. | 3/34/99-3PP1/3377 | 28.02.2003 | Implementation of Ajit Singh Janjua judgement-I.A.No.1-3 in C.W.P. Nos.3792-94. | 53 |
| | 3/34/99-3PP1/ 17654 | 21.05.2004 | Implementation of Ajit Singh Janjua Judgement-I.A.No.1-3 in CWP Nos. 3792-3794 | 87 |

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| - Stay on orders for confirmation of officers recruited by PPSC | 15/83/02-2PPIII/5371 | 10.05.2002 | Civil Writ Petition No.6615 of 2002 - Confirmation of Officers recruited by Punjab Public Service Commission. | 24 |
| PUNISHMENT AND APPEAL | | | | |
| - Appointment of Enquiry Officers under P&A Rules, 1970 | 3/54/91-2पीपी2/ बारा-2/5429-30 | 31.03.2003 | ਪੰਜਾਬ ਸਿਵਲ ਸੇਵਾਵਾਂ (ਸਜ਼ਾ ਅਤੇ ਅਪੀਲ) ਨਿਯਮਾਂਵਲੀ 1970 ਤਹਿਤ ਪੜਤਾਲੀਆ ਅਧਿਕਾਰੀਆਂ ਦੀ ਨਿਯੁਕਤੀ ਕਰਨ ਬਾਰੇ। | 56 |
| | 3/54/91-2पीपी2/ 10427 | 23.06.2003 | ਪੰਜਾਬ ਸਿਵਲ ਸੇਵਾਵਾਂ (ਦੰਡ ਅਤੇ ਅਪੀਲ) ਨਿਯਮਾਂਵਲੀ 1970 ਅਧੀਨ ਰਿਟਾਇਰਡ ਅਧਿਕਾਰੀਆਂ ਦੀ ਬਤੌਰ ਪੜਤਾਲੀਆ ਅਧਿਕਾਰੀ ਦੀ ਨਿਯੁਕਤੀ ਕਰਨ ਬਾਰੇ। | 68 |
| | 3/54/91-2PP2- Vol.-II/8716 | 16.04.2004 | Appointment of Retired Officer as Inquiry Officers under Punjab Civil Services (Punishment & Appeal) Rule, 1970. | 83 |
| | 3/54/91-2पीपी2/19410 | 17.06.2004 | ਪੰਜਾਬ ਸਿਵਲ ਸੇਵਾਵਾਂ (ਦੰਡ ਅਤੇ ਅਪੀਲ) ਨਿਯਮਾਂਵਲੀ 1970 ਅਧੀਨ ਰਿਟਾਇਰਡ ਅਧਿਕਾਰੀਆਂ ਦੀ ਬਤੌਰ ਪੜਤਾਲੀਆ ਅਧਿਕਾਰੀ ਨਿਯੁਕਤੀ ਕਰਨ ਬਾਰੇ। | 88 |
| | 3/54/91-2पी.पी.2/ 16023 | 07.11.2006 | ਪੰਜਾਬ ਸਿਵਲ ਸੇਵਾਵਾਂ (ਦੰਡ ਅਤੇ ਅਪੀਲ) ਨਿਯਮਾਂਵਲੀ 1970 ਅਧੀਨ ਰਿਟਾਇਰਡ ਅਧਿਕਾਰੀਆਂ ਦਾ ਬਤੌਰ ਪੜਤਾਲੀਆ ਅਧਿਕਾਰੀ ਨਿਯੁਕਤ ਕਰਨ ਬਾਰੇ। | 128 |
| | 3/54/91-2पीपी2/4285 | 29.03.2007 | ਸ਼੍ਰੀ ਅਮਰਜੀਤ ਸਿੰਘ, ਆਈ ਏ ਐਸ. (ਰਿਟਾਇਰਡ) ਨੂੰ ਪੜਤਾਲੀਆ ਅਫਸਰਾਂ ਦੇ ਪੈਨਲ ਤੋਂ ਹਟਾਉਣ ਬਾਰੇ। | 139 |
| - Expeditious disposal of - | 3/10/07-2पीपी2/8675 | 05.06.2007 | ਪੰਜਾਬ ਸਿਵਲ ਸੇਵਾਵਾਂ (ਦੰਡ ਅਤੇ ਅਪੀਲ) ਨਿਯਮਾਂਵਲੀ, 1970 ਅਧੀਨ ਵਿਭਾਗੀ ਪੜਤਾਲਾਂ ਦਾ ਤੁਰੰਤ ਨਿਪਟਾਰਾ ਕਰਨ ਬਾਰੇ। | 142 |

Observations /**recommendations of****PAC**

| | | | | |
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| - 147th report – Action against GEs. | 10/14/2001-2PP2/ 22224 | 2/5.07.2004 | Regarding implementation of Observations/recommendations made by the Public Accounts Committee in Its 147th report - Action against defaulting officers/officials. | 88 |
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RECRUITMENT

| | | | | |
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| Age - Upper limit for recruitment to State Services. | 1/5/06-5ਪੀ.ਪੀ.1 / 16676 | 15.11.2006 | ਰਾਜ ਵਿੱਚ ਸਿੱਧੀ ਭਰਤੀ ਲਈ ਆਮ ਉਮਰ ਦੀ ਉਪਰਲੀ ਸੀਮਾ ਵਿੱਚ ਵਾਧਾ ਕਰਨ ਸਬੰਧੀ। | 129 |
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**Appointments on Ad hoc/
89 days basis**

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| 14/33/94/4ਪੀਪੀ3/3803 | 02.04.2002 | ਮਾਨਯੋਗ ਪੰਜਾਬ ਤੇ ਹਰਿਆਣਾ ਹਾਈਕੋਰਟ ਦੇ ਦਿਸ਼ਾ ਨਿਰਦੇਸ਼ ਅਨੁਸਾਰ ਤਦ-ਅਰਬ/89 ਦਿਨਾਂ ਦੇ ਆਧਾਰ/ ਆਰਜੀ/ਦਿਹਾੜੀਦਾਰ ਕਰਮਚਾਰੀਆਂ ਦੀਆਂ ਸੇਵਾਵਾਂ ਖਤਮ ਕਰਨ ਬਾਰੇ ਮਾਨਯੋਗ ਸੁਪਰੀਮ ਕੋਰਟ ਦੇ ਹੁਕਮ ਬਾਰੇ। | 18 |
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**cancellation of their
appointments –
Ravi Sidhu Scam**

| | | | | |
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| - Uniform policy | 5/11/2002-IPPI/1127 | 21.01.2003 | formulation of uniform policy to facilitate the joining of State Government employee in their previous departments due to cancellation of their appointments made on the recommendation of the PPSC during the tenure of its former chairman, Mr. Ravinderpal Singh Sindhu | 49 |
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**Appointment on
compassionate Grounds**

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| - eligibility and suitability of a dependent family members of the deceased Government employees. | 11/33/02-4PP2/ 12076 | 19.09.2002 | Compassionate appointment determining the eligibility and suitability of a dependent family members of the deceased Government employees. | 35 |
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| - policy guidelines. | 11/105/98-4PP2/ 14420 | 21.11.2002 | Scheme for Compassionate Appointments-2002-Grant of employment in the State Service on compassionate grounds-policy regarding. | 38 |
| | 11/105/98-4PP2/ 2209 | 05.02.2003 | Scheme for compassionate Appointments-2002- Grant of employment in the State Service on compassionate grounds Policy regarding. | 50 |
| - Constitution of committees | 11/94/02-4PP2/650 | 12.01.2004 | Grant of employment in the State Services on compassionate appointments policy regarding. | 73 |
| | 11/12/04-4ਪੀਪੀ2/ 2327 | 12.02.2004 | ਮਿਤਕ ਕਰਮਚਾਰੀਆਂ ਦੇ ਆਸ਼ਰਿਤਾਂ ਨੂੰ ਤਰਸ ਦੇ ਆਧਾਰ ਤੇ ਨਿਯੁਕਤੀਆਂ ਦੇਣ ਦੇ ਮਾਮਲੇ ਤੁਰੰਤ ਨਿਪਟਾਉਣ ਬਾਰੇ। | 77 |
| - deletion of provisions of para 9 (e) of policy dated 21-11-2002 & appointment of persons with specialised qualifications. | 11/105/98-4PP2/ 1754 | 28.01.2005 | Scheme for compassionate appointments-2002-Grand of employment in the State Services on compassionate grounds- Policy regarding. | 87 |
| - Disposal of cases for | 11/26/06-4ਪੀਪੀ2/ 3539 | 17.03.2006 | ਮਿਤਕ ਕਰਮਚਾਰੀਆਂ ਦੇ ਆਸ਼ਰਿਤਾਂ ਨੂੰ ਛੇਤੀ ਤਰਸ ਦੇ ਆਧਾਰ ਤੇ ਨਿਯੁਕਤੀਆਂ ਦੇਣ ਸਬੰਧੀ। | 109 |
| - Ban on - during Lok Sabha Elections. | 11/24/04-4PP2/ 10195 | 23.04.2004 | Ban on grant of employment in the State Services on compassionate grounds during Lok Sabha Elections - clarification regarding. | 83 |
| -By Appointing Authority. | 11/94/02-4PP2/ 8403 | 02.04.2004 | Grant of employment in the State Services on compassionate appointments - policy regarding. | 82 |
| - Amendment of para 11 (a) of policy guidelines. | 11/39/05-4PP2/ 9799 | 18.07.2005 | Grant of compassionate appointments in State Service Group C and D policy regarding. | 103 |
| *Amendment of para 13 (a) of policy guidelines. | 11/99/02-4PP2/ 18086 | 28.12.2005 | Scheme for compassionate appointment 2002-Grant of employment in State Services on compassionate grounds- policy regarding. | 106 |
| - Amendment of para 3 (2) of policy guidelines - | 11/115/05-4ਪੀਪੀ2/ 11889 | 22.08.2006 | ਸਰਕਾਰੀ ਕਰਮਚਾਰੀਆਂ ਦੇ ਆਤਮ-ਹੱਤਿਆ ਦੇ ਕੇਸਾਂ ਵਿੱਚ ਆਸ਼ਰਿਤਾਂ ਨੂੰ ਤਰਸ ਦੇ ਆਧਾਰ ਤੇ ਨਿਯੁਕਤੀਆਂ ਦੇਣ ਸਬੰਧੀ। | 123 |

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| - Type Test for appointment to the post of Clerk - | 13/2/96 - 3PP2/ 1658 | 31.01.2007 | ਪਹਿਲ ਦੇ ਆਧਾਰ ਤੇ ਕਲਰਕ ਦੀ ਆਸਾਮੀ ਵਿਰੁੱਧ ਨਿਯੁਕਤੀ ਲਈ ਪੰਜਾਬੀ ਟਾਈਪ ਟੈਸਟ ਪਾਸ ਕਰਨ ਤੋਂ ਛੋਟ ਦੇਣ ਬਾਰੇ। | 134 |
| - to victims of Terrorist Action | 11/2/2001/4ਪੀਪੀ 2/ 1878 | 05.02.2002 | ਅੱਤਵਾਦ ਤੋਂ ਪ੍ਰਭਾਵਿਤ ਹੋਏ ਵਿਅਕਤੀਆਂ ਨੂੰ ਪਹਿਲ ਦੇ ਆਧਾਰ ਤੇ ਨਿਯੁਕਤੀਆਂ ਦੇਣ ਸਬੰਧੀ। | 14 |
| | 14/57/02/4ਪੀਪੀ3/ 11325 | 29.08.2002 | ਅੱਤਵਾਦ ਦੇ ਦੰਗਾ ਪ੍ਰਭਾਵਿਤ ਅਨਪੜ੍ਹ ਵਿਅਕਤੀਆਂ ਨੂੰ ਵਿਦਿਅਕ ਯੋਗਤਾ ਦੀ ਛੋਟ ਦੇ ਕੇ ਗਰੁੱਪ "ਡੀ" ਦੀਆਂ ਆਸਾਮੀਆਂ ਵਿਰੁੱਧ ਨਿਯੁਕਤੀਆਂ ਦੇਣ ਬਾਰੇ। | 34 |
| | 11/8/04-4PP2/22465 | 08.07.2004 | Compassionate appointment to terrorist victim. | 89 |
| - Re-deployment of surplus staff | 1/0/99 - 3RDC /14683 | 17.10.2007 | Re-deployment of surplus staff and recruitment against vacant posts available with the department after restructuring exercise. | 148 |
| - Exemption from Type Test for appointment as Clerk on Compassionate Grounds | 13/2/96-3PP2/ 1658 | 31.01.2007 | ਪਹਿਲ ਦੇ ਆਧਾਰ ਤੇ ਕਲਰਕ ਦੀ ਆਸਾਮੀ ਵਿਰੁੱਧ ਨਿਯੁਕਤੀ ਲਈ ਪੰਜਾਬੀ ਟਾਈਪ ਟੈਸਟ ਪਾਸ ਕਰਨ ਤੋਂ ਛੋਟ ਦੇਣ ਬਾਰੇ। | 134 |
| Ban on Recruitment | | | | |
| | 12/19/2002/1ਪੀਪੀ1/ 2876 | 05.03.2002 | ਅਧੀਨ ਸੇਵਾਵਾਂ ਚੋਣ ਬੋਰਡ ਵੱਲੋਂ ਅਸਾਮੀਆਂ ਦੀ ਭਰਤੀ ਲਈ ਕੀਤੀਆਂ ਜਾਣ ਵਾਲੀਆਂ ਸਿਫਾਰਸ਼ਾਂ ਤੇ ਅਮਲ ਨਾ ਕਰਨ ਬਾਰੇ। | 15 |
| | 12/21/2002/1ਪੀਪੀ3/ 3026 | 07.03.2002 | ਅਧੀਨ ਸੇਵਾਵਾਂ ਚੋਣ ਬੋਰਡ ਵੱਲੋਂ ਪਿਛਲੇ ਸਮੇਂ ਦੌਰਾਨ ਅਸਾਮੀਆਂ ਦੀ ਨਿਯੁਕਤੀ ਲਈ ਕੀਤੀਆਂ ਸਿਫਾਰਸ਼ਾਂ ਬਾਰੇ ਸੂਚਨਾ। | 16 |
| | 10/7/2002/2ਪੀਪੀ3/ 3369 | 21.03.2002 | ਪੰਜਾਬ ਲੋਕ ਸੇਵਾ ਕਮਿਸ਼ਨ, ਪਟਿਆਲਾ ਵੱਲੋਂ ਪਿਛਲੇ ਦੋ ਸਾਲਾਂ ਦੌਰਾਨ ਅਸਾਮੀਆਂ ਦੀ ਨਿਯੁਕਤੀ ਲਈ ਕੀਤੀਆਂ ਸਿਫਾਰਸ਼ਾਂ ਬਾਰੇ ਸੂਚਨਾ। | 17 |
| | 15/83/02-2PPIII/5373 | 12.05.2002 | Ban on issuing Appointment letter and joining to the candidates recommended by Punjab Public Service Commission. | 24 |
| | 3/41/02-IPPI/8003 | 19.06.2002 | Ban on recruitment. | 26 |
| | 11/41/01-4PP3/ 10524 | 25.06.2003 | Ban of recruitment ad hoc/ temporary basis. | 69 |

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|---|--------------------------|------------|---|-----|
| - Re-structuring | 12/63/2003-5PP2/ 2154 | 10-2-2004 | Decisions of Cabinet Sub Committee on Fiscal Management taken in its meeting held on 14.11.2003-regardings. | 75 |
| | 12/44/04-5PP2/ 18377 | 28.05.2004 | Decision of Cabinet Sub-Committee on Fiscal Management. | 87 |
| | 12/62/04-5PP2/ 24755 | 25.08.2004 | Decision of Cabinet Sub-Committee of Fiscal Management. | 93 |
| | 12/4/06-5PP2/6900 | 11.05.2006 | Submission of proposals to the Official Committee for the requirement of staff after restructuring departments. | 116 |
| - Lifting of - | | | | |
| Departmental Selection Committee | | | | |
| - To posts taken out of the purview of | 4/40/95-1ਪੀਪੀ3 / 10191 | 18.06.2003 | ਪੰਜਾਬ ਲੋਕ ਸੇਵਾ ਕਮਿਸ਼ਨ ਨੇ ਪੰਜਾਬ ਅਧੀਨ ਸੇਵਾਵਾਂ ਚੋਣ ਬੋਰਡ ਦੇ ਅਧਿਕਾਰ ਖੇਤਰ ਤੋਂ ਬਾਹਰ ਕੱਢੀਆਂ ਅਸਾਮੀਆਂ ਭਰਨ ਲਈ ਵਿਭਾਗੀ ਚੋਣ ਕਮੇਟੀ ਦਾ ਗਠਨ ਕਰਨ ਬਾਰੇ। | 68 |
| - against posts taken out of the purview of PPSC / SSS Board. | 4/40/95-1ਪੀਪੀ3/ 20303 | 29.08.2003 | ਪੰਜਾਬ ਲੋਕ ਸੇਵਾ ਕਮਿਸ਼ਨ / ਪੰਜਾਬ ਅਧੀਨ ਸੇਵਾਵਾਂ ਚੋਣ ਬੋਰਡ ਦੇ ਅਧਿਕਾਰ ਖੇਤਰ ਤੋਂ ਬਾਹਰ ਕੱਢੀਆਂ ਅਸਾਮੀਆਂ ਭਰਨ ਲਈ ਵਿਭਾਗੀ ਚੋਣ ਕਮੇਟੀ ਦਾ ਗਠਨ ਕਰਨ ਬਾਰੇ। | 71 |
| Regularisation of Services of: | | | | |
| - Of Work Charged / Daily Wages/Casual labour. | 11/34/2000 -4ਪੀਪੀ3/ 5351 | 28.03.2003 | ਵਰਕਚਾਰਜਡ / ਦਿਹਾੜੀਦਾਰ ਆਦਿ ਵਰਕਰਾਂ ਦੀਆਂ ਸੇਵਾਵਾਂ ਨਿਯਮਤ ਕਰਨ ਸਬੰਧੀ ਨੀਤੀ ਦਾ ਰੀਵਿਊ। | 55 |
| - Of Employees appointed on ad hoc/Temporary basis/ 89 days basis | 11/41/01-4PP3/ 9251 | 26.05.2003 | Regularisation of services of employees working on 89 days/ temporary / ad hoc basis guidelines thereof. | 64 |
| - Of Work Charged / Daily Wages and employees working on 89 days/ Ad hoc/ Temporary basis | 15/53/05 - 4PP3/ 18273 | 15.12.2006 | Regularisation of services of Work-charged / Daily wages workers and employees working on 89 days/ Ad/hoc/ Temporary basis- regarding policy thereof. | 130 |
| | 15/52/2003-4PP3/13809 | 1-10-2007 | ਵਰਕਚਾਰਜ/ਦਿਹਾੜੀਦਾਰ ਕਾਮਿਆਂ ਅਤੇ 89 ਦਿਨਾਂ/ਤਦ-ਅਰਥ/ਆਰਜੀ ਤੌਰ ਤੇ ਨਿਯੁਕਤ ਹੋਏ ਕਰਮਚਾਰੀਆਂ ਦੀਆਂ ਸੇਵਾਵਾਂ ਨਿਯਮਤ ਕਰਨ ਬਾਰੇ। | 147 |

Residence Certificate

| | | | | |
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| - Guidelines for Bonafide - | 1/1/2006-3ਪੀਪੀ2/1307 | 18.01.2006 | ਰੈਜੀਡੈਂਸ ਸਰਟੀਫਿਕੇਟ ਜਾਰੀ ਕਰਨ ਬਾਰੇ। | 107 |
| | 1/5/06-3PP2/9302 | 26.06.2006 | Bonafied residents of Punjab - Guidelines for grant of Resident Certificate. | 120 |

Subordinate Services**Selection Board**

| | | | | |
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| - Abolition of | 12/4/97-IPPIII/3377 | 21.03.2001 | Notification regarding abolition of SSS Board | 16 |
| - Constitution of | 12/29/02-1PP3/ 14042 | 14.11.2002 | Notification - Constitution of SSS Board | 31 |
| | 12/29/02-1PP3/ 14050 | 14.11.2002 | Notification - Constitution of SSS Board | 37 |
| | 12/29/2002-1PP3/ 10645 | 30.06.2003 | Notification regarding constitution of SSS Board | 37 |
| | 12/29/2002-1PP3/ 10653 | 30.06.2003 | Notification regarding appointment of Members of SSS Board | 70 |
| | 12/16/94-1PP3/6526 | 03.05.2006 | Terms & Conditions of Chairman and Members of SSS Board - Notification | 114 |
| - Recommendations for appointments against vacancies / available posts. | 12/21/2002/1ਪੀਪੀ3/4382 | 22.04.2002 | ਅਪੀਨ ਸੇਵਾਵਾਂ ਚੋਣ ਬੋਰਡ ਵੱਲੋਂ ਪਿਛਲੇ ਦੋ ਸਾਲਾਂ ਦੌਰਾਨ ਆਸਾਮੀਆਂ ਦੀ ਨਿਯੁਕਤੀ ਲਈ ਕੀਤੀਆਂ ਸਿਫਾਰਸ਼ਾਂ ਬਾਰੇ ਸੂਚਨਾ। | 21 |
| - Recruitment to through SSS Board / PPSC Punjab | 10/7/2002/2ਪੀਪੀ3/3372 | 21.03.2002 | ਪੰਜਾਬ ਲੋਕ ਸੇਵਾ ਕਮਿਸ਼ਨ, ਪਟਿਆਲਾ ਵੱਲੋਂ ਆਸਾਮੀਆਂ ਦੀ ਭਰਤੀ ਲਈ ਕੀਤੀਆਂ ਸਿਫਾਰਸ਼ਾਂ ਤੇ ਅਮਲ ਨਾ ਕਰਨ ਬਾਰੇ। | 17 |

RETIREMENT

| | | | | |
|---|-----------------------|------------|---|----|
| - Retirement age of Group 'C' employees which were earlier in Class IV. | 13/3/2000-3PP2/ 14620 | 26.11.2002 | Implementation of the recommendations of the 4th Punjab Pay Commission- Classification of Revised - Clarification regarding criteria thereof - Retirement age of Group 'C' employees which were earlier in Class IV. | 46 |
| - Voluntary Retirement Scheme (VRS) | 5/2/01-2PP2/8858 | 21.05.2003 | Special Voluntary Retirements Scheme (VRS) for Surplus Punjab Government Employees. | 62 |

RULES

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| - Expedition finalisation of Departmental Rules. | 9/30/98-4ਪੀਪੀ1/ 8326 | 13.05.2003 | ਸੇਵਾ ਨਿਯਮਾਂ ਦੀ ਬਣਤਰ ਵਿੱਚ ਤੇਜ਼ੀ ਲਿਆਉਣ ਬਾਰੇ। | 59 |
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| | 9/30/98-4ਪੀਪੀ1(ਪ.ਫ.)/ 24879 | 27.08.2004 | ਸੇਵਾ ਨਿਯਮਾਂ ਦੀ ਬਣਤਰ ਵਿੱਚ ਤੇਜ਼ੀ ਲਿਆਉਣ ਬਾਰੇ। | 108 |
| Punjab Civil Services (General and Common Conditions of Service) Rules, 1994 (Amendment) | | | | |
| | 4/6/2000-3PP1/1849 | 04.02.2002 | | |
| | GSR-115/Const./Art.-309 Amd. (6) /2001 | 18.12.2001 | Notification regarding Amendment of Punjab Civil Services (General & Common Conditions of Service) Rules, 1994 | 12 |
| | GSR-117/Const./ Art-309Amd. (7) /2001 | 18.12.2001 | Notification regarding Amendment of Punjab Civil Services (General & Common Conditions of Service) Rules, 1994 | 13 |
| | GSR-116/Const./ Art - 309/2001 | 18.12.2001 | Notification regarding repeal of Punjab Civil Services (Appointment by Promotion) Rules, 1962 | 14 |
| Punjab State (Class IV) Service Rules, 1963 | 4/35/01-4ਪੀਪੀ3/3139 | 20.02.2003 | ਪੰਜਾਬ ਰਾਜ (ਦਰਜਾ-4) ਸੇਵਾ ਨਿਯਮ 1963 ਦੇ ਨਿਯਮ 5 ਦੇ ਸੋਧ ਕਰਨ ਬਾਰੇ। | 51 |
| - Notification – amendment. | GSR.3/Const./Art.309/ Amd.(4)2003 | 23.01.2003 | Amendment of Punjab St ate (Class IV) Service Rules, 1963 | 52 |
| Senior Assistant Grade Examination - | | | | |
| - SLP No.9516 of 1995 (CA No.11660 of 1995) - Saroj Rani and others & SLP (Civil) No. 25019 of 1995(CA No. 11661 of 1995) - Dhanna Singh and others Vs. State of Punjab etc. – Pay fixation | 6/3/01-IPPI/11661 | 09.09.2002 | Regarding implementation of the judgement of Hon'ble Supreme Court of India in No. 11660-61 of 1995-Saroj Rani and others Vs. State of Punjab and other etc.- Regarding protection/fixation of pay of the employees affected adversely. | 34 |
| SENIORITY | | | | |
| - Seniority of SCs promoted against reservation / roster. | 8/3/2002-3PP1/2366 | 20.02.2002 | | 15 |
| | 8/3/2002-3PP1 / 2886 | 05.03.2002 | | 15 |
| | 3/34/99-3PP1/ 17646 | 15.12.2005 | Implementation of the Constitution (Eight-Fifth) Amendment Act, 2001 in the State of Punjab. | 97 |

**SENIOR /SELECTION
SCALE / CAREER
PROGRESSION**

| | | | | |
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| - Suitability of officers / officials for promotion / career progression etc. where adverse remarks have been expunged or more than one CR has been received during a year. | 7/31/01-5PP1/4505 | 24.04.2002 | Regarding adjudging the suitability of officers/officials for promotion/career progression etc. where adverse remarks have been expunged or more than one CR has been received during a year. | 22 |
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**TRANSFERS AND
POSTINGS**

- General Policy

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| - For 2002-02 | 7/8/99/1पीपी2/ 3504 | 25.03.2002 | ਸਰਕਾਰੀ ਕਰਮਚਾਰੀ/ਅਧਿਕਾਰੀਆਂ ਦੀਆਂ ਬਦਲੀਆਂ ਅਤੇ ਤੈਨਾਤੀਆਂ ਕਰਨ ਬਾਰੇ ਪੂਰਨ ਰੋਕ। | 17 |
| | 7/18/99-1PP1/4124 | 10.04.2002 | Guidelines for the postings and transfers of Government employees for the year 2002-03. | 18 |
| - for 2002-03 | 7/18/99-1PP1/7360 | 05.06.2002 | Guidelines for postings and transfers of Government employees for the year 2002- 03 Extension of General Transfers period upto 30th June, 2002. | 26 |
| | 12/7/13-1PP2/5508 | 02.04.2003 | Guidelines for the postings and transfers of Government employees for the year 2002-03. | 56 |
| - for Boards/Corporations / Autonomous Bodies. | 7/13/02-1PP1/8152 | 21.06.2002 | Implementation of Policy instructions issued by the State Government containing guidelines for the posting and transfers of its employees equally of the employees of Corporations/ Boards/ Autonomous Bodies in the State. | 29 |
| - for 2003-04 | 7/14/03- 1PP2/6473 | 24-04-2003 | Guidelines for the postings and transfers of Government employees for the year 2003-04. | 56 |
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