To

All Administrative Secretaries,
Chandigarh Administration.

Subject: Absorption of employees working on deputation in the Union Territory Administration, Chandigarh.

Sir,

I am directed to invite your attention to this Department’s communication bearing Nos. 0360-IH(5)-79/12622, dated 11th October, 1979, No. 1292-IH(1)-81/8303, dated 9th April, 1981, No. 8348-IH(1)-81/18185, dated 13th August, 1981, No. 2/1/15/IH(1)/93/13794, dated 27th July, 1993 and No. 34/1/94/IH(7)/4681, dated 7th March, 1994 whereby it was emphasised that all cases of absorption of deputationists in Union Territory Administration of Chandigarh will be submitted to the Adviser to the Administrator/Administrator only through Department of Personnel and till further orders no employee working in this Administration on deputation would be absorbed here. In the recent past certain employees working on deputation in Education, Industrial Training and Electricity wing of Engineering Departments in Chandigarh Administration claimed their absorption/allocation to Union Territory Administration of Chandigarh by moving Supreme Court and Central Administrative Tribunal but their claim was not accepted.

2. Keeping the legal position in view, it has been decided that in future no deputationist working in Chandigarh Administration shall be absorbed in this Administration. Accordingly all Administrative Secretaries are advised neither to refer any such case to this Department nor process the same themselves for consideration and decision.

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

Yours faithfully,

(Sd.) . . .
Joint Secretary, Personnel.

No. 34/1/94/IH(7)/19313, Dated the 19th October, 1995

A copy is forwarded to all Heads of Departments/Offices in Chandigarh Administration for information and necessary action.

(Sd.) . . .
Joint Secretary, Personnel.

No. 34/1/94/IH(7)/19312

CHANDIGARH ADMINISTRATION
DEPARTMENT OF PERSONNEL
The 19th October, 1995

The undersigned is directed to refer to the instructions contained in DOP&AR O.M. No. 21/5/70-Estt.(A) (reiterated,—vide O.M. No. 22011/2/78-Estt.(A) dated 16th February, 1979) according to which a Government servant on whom a minor penalty considered for promotion by the DPC which
meets after the imposition of said penalty and if he is considered fit for promotion despite the imposition of penalty the promotion may be given effect to after the expiry of the penalty. References have been received from various Departments seeking clarification on the question of seniority of such officers on their promotion.

2. It is clarified that the officer who has been recommended for promotion by a DPC despite his penalty will be promoted only on the basis of the recommendation of the said DPC after the expiry of the penalty and his seniority would be fixed according to his position in that penal.

(Sd.) . . .,
(K.K. JHA),

CHANDIGARH ADMINISTRATION
DEPARTMENT OF PERSONNEL
Endst. No. 34/2/4/88/IH(7)/1553, dated the 22nd January, 1996.
A copy is forwarded to all Heads of Departments/Offices in Chandigarh Administration for information and necessary action.

(Sd.) . . .,
Superintendent Personnel.

A copy is forwarded to all Administrative Secretaries, in Chandigarh Administration for information and necessary action.

(Sd.) . . .,
Superintendent Personnel.

To
All Administrative Secretaries,
Chandigarh Administration.

U.O. No. 34/2/4/88/IH(7)/1554, dated the 22nd January, 1996.
No. 27/10/96/IH(7)/3149
CHANDIGARH ADMINISTRATION
DEPARTMENT OF PERSONNEL
The 13th February, 1996

To
The All Heads of Departments/Offices,
Chandigarh Administration.

Subject: Recruitment in the services of Chandigarh Administration—to refrain from giving appointments to persons possessing degrees and other qualifications awarded by the Institutions which have been declared to be bogus.

Sir,

I am directed to invite your attention to the above noted subject and to related judgement of the Punjab and Haryana High Court delivered on 31st March, 1995 in CWP No. 6959 of 1994—Balwinder Singh versus The Nawashahr Central Co-op Bank Ltd. and to say that before parting with the case, the Hon'ble Court expressed its dismay that despite the directives issued by the Government of India on the basis of decision taken by the University Grants Commission regarding the bogus Universities and fake degrees, various departments of the Government have not taken prompt steps to bring it to the notice of the appointing authorities that persons possessing such degrees/other qualifications should not be given employment in the Government as well as its agencies and
instrumentalities. The Court further directed the State Governments for issuance of necessary instructions to all concerned to refrain from giving appointments to persons possessing degrees and other qualifications awarded by the Institutions which have been declared to the bogus by the University Grant Commission.

2. In compliance with the above judgement, I am forwarding herewith a copy of the list of fake/self-styled Universities as on 30th June, 1994 which is being maintained by U.G.C. and has been forwarded by the Government of India,—vide their letter No. F-1-2/94-U3, dated 13th July, 1994 to all State Governments. It is, therefore requested that while making recruitment to various posts in Chandigarh Administration it may be ensured that no appointment is given to any person possessing degrees and other qualifications awarded by the Institutions which have been declared bogus by the University Grant Commission.

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

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

Yours faithfully,
(Sd.) . . .
Joint Secretary, Personnel.

A copy is forwarded to All Administrative in Chandigarh Administration, for information and necessary action.

(Sd.) . . .
Joint Secretary Personnel.

To
All Administrative Secretaries,
Chandigarh Administration.

U.O. No. 27/10/96-IH(7)/3150, dated the 13th February, 1996.


CHANDIGARH ADMINISTRATION
LABOUR DEPARTMENT

Notification

The 4th December, 1996

No. 12/6/10-HII(4)-96/23579.—In supersession of the Chandigarh Administration, Home Department, Notification, bearing No. 8/1/155-4H(3)-76/13820, dated the 7th July, 1976 and in exercise of the powers conferred by sub-section (7) of Section 7 of the Payment of Gratuity Act, 1972, the Administrator Union Territory, Chandigarh hereby specifies the Legal Remembrancer-cum-Joint Secretary, Personnel, Chandigarh Administration, to be an Appellae Authority for the purposes of the said Act in the Union Territory of Chandigarh.

S.K. GATHWAL, IAS,
Secretary, Labour,
Chandigarh Administration.
LABOUR WELFARE BOARD
UNION TERRITORY OF CHANDIGARH

The 14th September, 1970

No. 1379.—In exercise of the powers conferred by sub-section (1) of section 14 of the Punjab Labour Welfare Fund Act, 1965 (Punjab Act No. XVII of 1965), and with the previous approval of Chief Commissioner, Chandigarh, the Labour Welfare Board, for the Union Territory, Chandigarh hereby appoints the Labour Commissioner, Union Territory, Chandigarh, as Welfare Commissioner for the purpose of the aforesaid Act.

S.N. BHANOT,
Home Secretary,
Chairman,
Labour Welfare Board,
Union Territory,
Chandigarh.

CHANDIGARH ADMINISTRATION
HOME DEPARTMENT
Notification
The ...... August, 1972

No. 984-4H(S)-72/........—In supersession of Punjab Government notification No. 11498-IV-Leol-65/29564, dated the 30th October, 1965, and in exercise of the powers conferred by sub-section (1) of section 7 of the Payment of Bonus Act, 1965 (Central Act No. XXI of 1965), the Chief Commissioner, Chandigarh, is pleased to appoint the following persons as Inspectors for the purposes of the aforesaid Act for the Union Territory of Chandigarh :-

1. The Labour Commissioner,
   Chandigarh Administration, Chandigarh.

2. The Conciliation Officer,
   Chandigarh Administration, Chandigarh.

3. The Labour Inspectors, Grades I and II,
   Chandigarh Administration, Chandigarh.

B.S. OJHA,
Home Secretary,
Chandigarh Administration.

No. 854-4H(S)-72/ Chandigarh, dated the

A copy with a spare copy, is forwarded to the Controller, Printing and Stationery, Union Territory, Chandigarh, with the request that the above notification should please be published in the Chandigarh Administration Gazette (Extra-ordinary) and ten printed copies thereof supplied to this Administration.

(Sd.) . . . ,
Assistant Secretary (Home),
for Home Secretary,
Chandigarh Administration.
No. 984-4H(S)-72/21574, Chandigarh, dated 1st September

A copy is forwarded, for information and necessary action, to the :-

(1) Deputy Commissioner-cum-Labour Commissioner,
Union Territory, Chandigarh.

(2) Conciliation Officer, Union Territory, Chandigarh.

(3) Labour Inspector, Chandigarh.

(Sd.) . . . ,
Assistant Secretary (Home),
for Home Secretary,
Chandigarh Administration.

CHANDIGARH ADMINISTRATION
HOME DEPARTMENT

Notification

The 3rd December, 1966

No. S.O. 1/C.A. 63/48/S.8/66.—In exercise of the powers conferred by sub-section (1) of section 8 of the Factories Act, 1948 (Act No. 63 of 1948) and all other powers enabling him in this behalf, the Chief Commissioner, Chandigarh, is pleased to appoint the following officers of Chandigarh Administration to be Inspectors for the purposes of this Act for the district of Chandigarh:—

1. Conciliation Officer, Chandigarh.
2. Labour Inspector, Chandigarh.

No. S.O. 2/C.A. 63/48/S.8/66.—In exercise of the powers conferred by sub-section (2) of section 8 of the Factories Act, 1948 (Act No. 63 of 1948) the Chief Commissioner, Chandigarh, is pleased to appoint the Conciliation Officer, Chandigarh as the Chief Inspectors under the aforesaid Act, for the Union Territory of Chandigarh.

No. S.O. 3/C.A. 4/36/S. 15/66.—In exercise of the powers conferred by sub-section (1) of section 15 of the Payment of Wages Act, 1936 (Central Act IV of 1936), the Chief Commissioner, Chandigarh, is pleased to appoint the Deputy Commissioner, Chandigarh to be the authority to hear and decide all claims arising out of deductions from the wages, or delay in payment of the wages of persons employed or paid in the Union Territory of Chandigarh under the said Act.

No. S.O. 4/C.A. 4/36/S. 14/66.—In exercise of the powers conferred by sub-section (3) of section 14 of the Payment of Wages Act, 1936 (Central Act IV of 1936), the Chief Commissioner, Chandigarh, is pleased to appoint the following officers of the Chandigarh Administration to be Inspectors for the purposes of the said Act for the Union Territory of Chandigarh :—

1. Conciliation Officer, Chandigarh.
2. Labour Inspector, Chandigarh.

No. S.O. 5/C.A. 11/48/S. 19/66.—In exercise of the powers conferred by sub-section (1) of section 19 of the Minimum Wages Act, 1948 (Central Act II of 1948), and all other powers enabling him in this behalf, the Chief Commissioner, Chandigarh, is pleased to appoint the following officers of the Chandigarh Administration as Inspectors for the purposes of the said Act for the Union Territory of Chandigarh :—

1. Conciliation Officer, Chandigarh.
2. Labour Inspector, Chandigarh.
CHANDIGARH ADMINISTRATION
HOME DEPARTMENT
Notification
The .........., 1977

No. 8/2/15-4H(S)-74/.........—In supersession of Notification No. SO-6/C.A. 1G/26/S. 3/66, dated the 3rd December, 1966, and in exercise of the powers conferred by sub-section (1) of section 3 of the Trade Unions Act, 1926 (Act XVI of 1926) and all other powers enabling him in this behalf the Chief Commissioner, Chandigarh is pleased to appoint the Assistant Labour Commissioner, Union Territory, Chandigarh to be the Registrar of Trade Unions for the Union Territory of Chandigarh.

M.G. DEVASAHAYAM,
Home Secretary,
Chandigarh Administration.

No. 8/2/15-4H(S)-74/ Chandigarh, dated the

A copy is forwarded to the Controller, Printing and Stationery, Union Territory, Chandigarh, with the request that the above notification should please be published in the Chandigarh Administration Gazette (Extra ordinary) and 15 printed copies thereof supplied to this Administration.

(Sd.) . . . ,
Assistant Secretary (Home),
for Home Secretary,
Chandigarh Administration.

No. 8/2/15-4H(S)-74/8905, Chandigarh, dated 7th May, 1977

A copy is forwarded, for information and necessary action, to the :-

(i) Labour Commissioner, Union Territory, Chandigarh with reference to his memo No. 1896, dated the 28th March, 1977.

(ii) Assistant Labour Commissioner, Union Territory, Chandigarh.

(Sd.) . . . ,
Assistant Secretary (Home),
for Home Secretary,
Chandigarh Administration.

CHANDIGARH ADMINISTRATION
HOME DEPARTMENT
Notification
The .........., 1977

No. 8/2/15-4H(S)-74/.........—In exercise of the powers conferred by sub-section (1)-A of Section 8 of the Factorries Act, 1948 (Central Act No. LXIII of 1948) the Chief Commissioner, Chandigarh is pleased to appoint the Assistant Labour Commissioner, Union Territory, Chandigarh as Additional Chief Inspector of Factories for the Union Territory of Chandigarh for the purposes of approval of plans registration of factories and issue and renewal of licences, under the said Act.

M.G. DEVASAHAYAM,
Home Secretary,
Chandigarh Administration.
No. 8/2/15-4H(S)-74/ Chandigarh, dated the

A copy is forwarded to the Controller, Printing and Stationery, Union Territory, Chandigarh, with the request that the above notification may please be published in the Chandigarh Administration Gazette (Extra ordinary) and 25 printed copies thereof supplied to this Administration.

(Sd.) . . . ,
Assistant Secretary (Home),
for Home Secretary,
Chandigarh Administration.

No. 8/2/15-4H(S)-74/8908, Chandigarh, dated 7th May, 1977

A copy is forwarded, for information and necessary action, to the :-
(i) Labour Commissioner, Union Territory, Chandigarh with reference to his memo No. 1896, dated the 28th March, 1977.
(ii) Assistant Labour Commissioner, Union Territory, Chandigarh.

(Sd.). . . . ,
Assistant Secretary (Home),
for Home Secretary,
Chandigarh Administration.

CHANDIGARH ADMINISTRATION
HOME DEPARTMENT
Notification
The 30th September, 1976

No. 2/4/22-76-4H(S)/20075.—In supersession of Chandigarh Administration, Home Department Notification No. C.A.-683-2HI-66/1909, dated the 21st December, 1966, the Chief Commissioner, Chandigarh is pleased to appoint the Assistant Labour Commissioner, Chandigarh Administration, as Chief Inspector of Shops and Commercial Establishments within the limits of the Union Territory of Chandigarh for the purpose of rule 14 of the Punjab Shops and Commercial Establishments Rules, 1958.

G.V. GUPTA,
Home Secretary,
Chandigarh Administration.

CHANDIGARH ADMINISTRATION
HOME DEPARTMENT
Notification
The 15th/22nd April, 1968

No. CA-672-3HI-68/11269.—In exercise of the powers conferred by section 10 of the Factories Act, 1948, the Chief Commissioner, Chandigarh is pleased to appoint the Medical Officer of Health, Chandigarh as certifying surgeon for the purposes of the said Act, within the District of Chandigarh.

DAMODAR DASS,
Home Secretary,
Chandigarh Administration.
To
All Administrative Secretaries
and Heads of Departments/Offices
in Chandigarh Administration.

Subject: Grant of benefit of Military Service towards pay fixation in civil posts to the ex-servicemen.

Sir,

I am directed to invite attention to this Administration's letter No. 1023-IH(7)-87/5025 dated 19th March, 1987 on the subject whereby some salient features of the existing instructions/rules for fixation of pay of re-employed pensioner ex-servicemen in civil posts in Chandigarh Administration were brought to the notice of all departments/offices for compliance. It was stated in the letter, referred to above, that the pension and pension equivalent of gratuity is to be ignored while fixing the initial pay of the ex-servicemen on their joining the civil posts in Chandigarh Administration. However, the audit office objected to this provision as this is contrary to the provision of Government of India's order 16(2) of the Central Civil Services (fixation of pay of Re-employed pensioners) order, 1986 and requested this Administration to modify the letter referred to above to this extent. The matter was thereafter referred to local Finance Department and the Government of India for clarification on this point. Local Finance Department as well as Government of India concurred with the view point of Audit office and accordingly desired this Administration to modify the letter, dated 19th March, 1987 to bring it in line with the orders issued by the Department of Personnel and Training, Government of India, from time to time.

2. In view of the clarification given by Government of India, it has been decided that the words "the pension and pension equivalent of gratuity is to be ignored" appearing in para 2 (2) (a), "Line 15 and 16 on page 3 of the aforesaid letter dated 19th March, 1987 may be deleted. as such the letter, dated 19th March, 1987 issued by this Administration may be deemed to have been modified to this extent. The pay of ex-servicemen on their joining the civil posts may, therefore, be fixed subject to the provisions laid down in order No. 16(2) of Central Civil Services (Fixation of Pay of Reemployed Pensioners) Orders, 1986 circulated by Government of India,—vide their O.M. No. 3/1/85-Estt (Pay.II) dated 31st July, 1986 read with O.M. No. 3/3/87-Estt. (Pay.II), dated 3rd June, 1988 and O.M. No. 3/14/93-Estt. (Pay.II) dated 2nd May, 1994 (copy enclosed for necessary action).

3. You are, therefore, requested to refix the pay of ex-servicemen on their joining the civil posts in Chandigarh Administration accordingly after getting the same vetted from Audit office, and to follow these instructions in future also.

4. The receipt of this letter may be acknowledged.

Yours faithfully,

(Sd.)
Joint Secretary, Personnel.
Endorsement No. 28/8/94/IH(7)/1129, dated the 13th January, 1997


(Sd.)  .  .  .,
Joint Secretary, Personnel.

GOVERNMENT OF INDIA
MINISTRY OF PERSONNEL, P.G. & PENSIONS
(DEPARTMENT OF PERSONNEL AND TRAINING)
New Delhi, 31st July, 1986

OFFICE MEMORANDUM

Subject : FIXATION OF PAY OF RE-EMPLOYMENT PENSIONERS.

At present the orders relating to fixation of pay of 13 employed pensioners are so altered in a number of office memorandums issued from time to time. The question of consolidation of the existing orders and the rationalisation and simplification of the procedure governing the initial fixation of pay has been under consideration of the Government from time to time. The President is now pleased to decide that in super session of all the previous orders on the subject, the initial fixation of pay and other benefits on reemployment of ex-servicemen pensioners as also civilian pensioners will be governed by the Central Civil Services (Fixation of Pay of Reemployed Pensioners) orders, 1986 as detailed in the Annexure. With reference to all the appointments made on or after the 1st July, 1986, the pay of the reemployed pensioners may be fixed as per the enclosed orders.

In their application to the employees serving in the Indian Audit and Accounts Department these orders issue in consultation with the Comptroller and Auditor General of India.

(Sd.)  .  .  .,
(S.S. RAV),
Director (P&A).

To

All Ministries/Departments under the Government of India.

CENTRAL CIVIL SERVICES (FIXATION OF PAY OF REEMPLOYED PENSIONERS ORDERS, 1986

1. Short Title and Commencement :

(1) These orders may be called the Central Civil Services (Fixation of pay of Re-employed Pensioners) orders, 1986.

(2) They shall come into force on .................

2. Application :

(1) Save as otherwise provided in these orders, these orders shall apply to all persons who are reemployed in Civil Services and posts in connection with the affairs of the Union Government after retirement on pension, gratuity, and/or Contributory Provident Fund benefits from the services of :

(a) Union Government including Railways, Defence and Posts and Telegraphers.
(b) State Governments and Union Territory Administrations and;
(c) Public Sector Undertakings, Local Bodies, Autonomous Bodies like Universities or Semi-Government Organisations like Posts and Telegraphers.

(2) These orders shall apply to persons reemployed in regular work charged capacity.

(3) Unless otherwise provided, these orders shall also apply to persons reemployed on contract basis.

(4) These orders shall not, however, apply to:

(a) Persons reemployed after resignation, removal or dismissal, provided they have not received any retirement terminal benefits for the pre-employed service.

(b) Persons reemployed in posts the expenditure of which is not debitable to the Civil estimates of the Union Government;

(c) Persons paid from contingencies;

(d) Persons on casual or daily rated or part time employment;

(e) Persons appointed as Consultants on payment of consolidated fees; and

(f) Retired Judges of Supreme Court/High Courts appointed on Commissions/Committees who are governed by separate orders on the subject issued from time to time.

3. Definitions:

In these orders, unless the context otherwise require:

(1) Pension means the gross monthly pension and/or pension equivalent of Death-cum-retirement gratuity and/or pension equivalent of gratuity or Government’s contribution to Contributory Provident Fund and/or other retirement benefits, if any, payable under the Central Civil Services Pension) Rules, 1972, or the relevant rules of the Government or body under which the re-employed pensioner is serving prior to his retirement.

Where pension has been commuted partly or fully, pension means the gross pension payable prior to commutation.

(2) Pre-retirement pay means, the substantive pay last drawn before retirement, However,—

(i) Pay drawn in an officiating appointment may be taken into account if the officer had officiated continuously for at least ten months in the appointment on the date of retirement on he had been appointed to that post on a regular basis in accordance with the prescribed recruitment rules.

(ii) Special pay granted in terms of FR 9(25) shall also be taken into account for determining pre-retirement pay. Such special pay, like officiating pay shall, however, be taken into account towards the pre-retirement pay only if it has been drawn for at least ten months before retirement. Pay drawn for holding more than one charge under FR 49 will not be taken into account in determining pre-retirement pay.

(iii) Such portion of deputation allowance, if any, drawn continuously for at least ten months before retirement, shall also be taken into account for determining the last pay drawn before retirement.

(iv) The pay drawn in a tenure post may also be treated as pay last drawn before retirement provided that it was drawn continuously for ten months immediately before retirement.
(v) Personal pay granted for loss of substantive pay or allowed as a special increment for promoting small family norms shall be taken into account in fixing pre-retirement pay irrespective of whether it is drawn for ten months or not as it stand on the same footing as substantive pay. Other types of personal pay shall, however, be accorded the same treatment as officiating pay and taken into account only if the same had been drawn for ten months or more.

(vi) The periods of leave preparatory to retirement and foreign service during the last ten months before retirement may be included in the ten months for the purpose of computing pre-retirement pay, if it is certified by the competent authority that the officer would have officiated in the post but for his being on such or foreign service.

(vii) An increment accruing in the substantive appointment during earned leave upto 120 days or the first four as has been taken into account for pension purposes, months of leave on average pay taken as leave preparatory to retirement shall be taken into account for determining the pre-retirement pay. If the officer was holding at the time of retirement as post in an officiating capacity the increment in respect of that post may be taken into account only if the competent authority certifies that the officer would have held the officiating appointment but for proceeding on leave preparatory to retirement. Promotion to any higher post which the officer would have got but for going on leave will not be taken into account.

(viii) In the case of an officer who retires while on foreign service, the pay that he would have drawn in his parent cadre but for going on foreign service shall be taken as pre-retirement pay. Record will also be given to the promotions which the officer would have received in his parent service or cadre as provided for in FR 113, provided that he would have officiated for ten months or more.

(ix) In the case of retired Defence Service Personnel of the rank of JCO, NCO, or OR in the Army and corresponding ranks in the Navy or Air Force, the items of emoluments mentioned below shall constitute pre-retirement pay.

**ARMY (JCO, NCO or OR)**

<table>
<thead>
<tr>
<th>Old Pay Code</th>
<th>NEW PAY CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Pay</td>
<td>Pay (including deferred pay) and rank pay.</td>
</tr>
<tr>
<td>Grade/trade/technical/ and rank corps pay</td>
<td></td>
</tr>
<tr>
<td>Good Service/Good conduct Pay</td>
<td>Increments of pay for length of service.</td>
</tr>
<tr>
<td>Proficiency pay/ special Proficiency pay</td>
<td>Good service pay</td>
</tr>
<tr>
<td>War Service increments</td>
<td>Classification pay.</td>
</tr>
<tr>
<td>Deferred pay.</td>
<td></td>
</tr>
<tr>
<td>Personal Allowance</td>
<td></td>
</tr>
<tr>
<td>Extra Duty pay</td>
<td></td>
</tr>
<tr>
<td>NAVY</td>
<td></td>
</tr>
<tr>
<td>Basic Pay,</td>
<td>Pay (including deferred pay)</td>
</tr>
<tr>
<td>Non-Substantive pay</td>
<td>Good Conduct pay.</td>
</tr>
<tr>
<td>War Service Increments</td>
<td>Higher Pt. II Qualification pay</td>
</tr>
</tbody>
</table>
Good Classification pay.
Deferred pay
Air Force
Basic pay Pay (Including deferred pay)
Good Service Good Conduct pay.
Air proficiency pay badge pay
War Service Increments
Deferred pay. Classification pay

(x)(a) In case of persons who retired before 1-1-1973 and were reemployed after 1-1-1973 the pre-retirement pay will be taken to be the basic pay plus dearness allowance and interim relief drawn at the time of retirement.

(xi) MEDICAL OFFICERS

In the case of those Medical Officers who were in receipt of Non-Preactising Allowance in their last employment, the allowance so drawn will be taken into account for determining the last pay drawn for purposes of fixation of pay in the reemployed post, if such an allowance is admissible in the reemployed posts also. The allowance shall not be taken into account for such purposes where it is not admissible in the reemployed post. Where however no Non-practising Allowance was admissible in the last employment but it is attached to the Civil post in which the pensioner is reemployed, such an allowance shall be drawn separately after fixation of pay on reemployment.

(b) In the case of persons who retired after 1.1.1973 on the prerevised scale of pay, the pre-retirement pay will be taken to be the basic pay plus dearness allowance and interim relief drawn at the rates in force on 31st December, 1972.

4. Fixation of pay of re-employed pensioners.—(a) Reemployed pensioners shall be allowed to draw pay only in prescribed scales of pay for the posts in which they are re-employed. No protection of the scales of pay of the post held by them prior to retirement shall be given.

(b)(i) In all cases where the pension is fully ignored, the initial pay on reemployment shall be fixed at the minimum of the scale of pay of the reemployed post.

(ii) In cases where the entire pension and pensionary benefits are not ignored for pay fixation, the initial pay on reemployment shall be fixed at the same stage as the last pay drawn before retirement. If there is no such stage in the reemployed post, the pay shall be fixed at the stage below that pay. If the maximum of the pay scale in which a pensioner is reemployed is less than the last pay drawn by him before retirement, his initial pay shall be fixed at the maximum of the scale of the reemployed post. Similarly, if the minimum of the scale of the pay in which a pensioner is reemployed is more than the last pay drawn by him before retirement, his initial pay shall be fixed at the minimum of the scale of pay of the re-employed post. However, in all these cases, non-ignorable part of the pension and pension equivalent of retirement benefits shall be reduced from the pay so fixed.

(c) the re-employed pensioner will be in addition to pay as fixed under para (b) above shall be permitted to draw separately any pension sanctioned to him and to retain any other form of retirement benefits.
(d) In the case of persons retiring before attaining the age of 55 years and who are reemployed, pension (including pension equivalent of gratuity and other forms of retirement benefits) shall be ignored for initial pay fixation to the following extent:

(i) In the case of ex-servicemen who held posts below commissioned officer rank in the Defence Forces and in the case of Civilians who held posts below Group (A) posts at the time of their retirement, the entire pension and pension equivalent of retirement benefits shall be ignored.

(ii) In the case of service officers belonging to the Defence Forces and Civilian Pensioners who hold Group ‘A’ posts at the time of their retirement, the first Rs. 500 of the pension and pension equivalent of retirement benefits shall be ignored.

5. **Drawal of Increments.**—Once the initial pay of a reemployed pensioner has been fixed in the manner indicated above, he may be allowed to draw normal increments in the time scale of the post to which he is appointed as if the pay had been fixed at the minimum or the higher stage as the case may be (i.e. before an adjustment on account of pension and pension equivalent of other forms of retirement benefits is made) provided that the pay and gross pension/pension equivalent of other retirement benefits taken together do not at any time exceed Rs. 3,500/- per month.

6. **Personnel Retiring on Invalid Or Compensation Pension.**—Persons who are reemployed after obtaining compensation or invalid pension will also be governed by these orders subject to the condition that if the reemployment is in qualifying service, they may either retain their pension, in which cases their former service will not count for future pension, or cases to draw any part of their pension and count their previous service. Pension immediately drawn need not be refunded. In case the pensioners elect to count their previous service for pension by foregoing their entire pension including death-cum-retirement gratuity, their pay would be fixed by treating them as if they are not in receipt of any pension. The special provision contained in this order regarding grant of Contributory Provident Fund benefits during the period of reemployment and the grant, on terminations of the period of reemployment, of the unutilized portion of the refused leave in respect of previous service shall not be extended to them.

7. **Military Reservists.**—Military reservists who continue to serve in the same civil post in which they were employed during reserve period, shall continue to draw the same rate of pay which they were drawing on the date of transfer to military pension establishment in addition to pension provided the pension is not more than Rs. 50 per month.

8. **Emergency Commissioned Officers and Short Service Commissioned Officers.**—Emergency Commissioned Officers and Short Service Commissioned Officers who joined pre-commissioned training or were commissioned after 10th January, 1968 may, on their appointment in Government service to unreserved vacancies may be granted advance increments equal to the completed years of service rendered by them in Armed Forces on a basic pay (inclusive of deferred pay but excluding other emoluments) equal to or higher than the minimum of the scale attached to the civil post in which they are employed. The pay so arrived at should not, however, exceed the basic pay (including the deferred pay but excluding other emoluments) last drawn by them in the Armed Forces.

9. **Promotion/Transfer.**—On regular promotion/transfer to another post, pay of the reemployed pensioner shall be fixed under the provisions of Fundamental Rules with reference to the pay in the previous reemployment post (before adjustment). Adjustment from the pay so fixed, on account of pension and pension equivalent of retirement benefits shall be continued to be made to the same extent as was being made earlier. This will, however, remain subject to the condition that the pay plus pension and pension equivalent of gratuity/other forms of retirement benefits shall not exceed Rs. 3500/- per month at any time.
10. **Provisional Pay.**—(i) Where delays are likely to occur in determining the pension and other pensionary benefits, the reemployed officers pending final fixation of pay, might be paid their pay on provisional basis for a maximum period of six months after taking into account the maximum pension and gratuity that might be admissible to them on the basis of last pay drawn by them. The sanctioning authorities shall be responsible for ensuring that the provisional pay authorised is not likely to exceed the correct pay, that may become admissible for the purpose of calculating the pension equivalent of the gratuity, the Table as prescribed in the Central Civil Services (Communication of Pension Rules, 1981) from time to time shall be followed. An undertaking for refunding any amount that might be overpaid as a result of provisional fixation of pay shall be obtained from the reemployed pensioners.

(ii) (a) In cases where considered desirable, a reemployed person may be paid the full pay of the post on provisional basis which would be inclusive of his pension but would exclude an approximate amount of pension equivalent of gratuity/pension equivalent of employer’s portion of contributory provident fund as the case may be provided he executes an agreement in the appropriate form (vide Annexure I). He shall also be required to furnish acquittance in the prescribed form (vide Annexure II) indicating receipt of his pay including pension. The acquittance shall be obtained from the reemployed person concerned alongwith the pay bill every month he is paid provisionally.

(b) When the pension and other retirement benefits are ultimately sanctioned to the reemployed person by the competent authority the pay shall be fixed after taking into account the pension and pension equivalent of the other forms of retirement benefits in accordance with the provisions contained in these orders and he shall have no fresh claims for pensionary benefits in respect of the past periods during which he drew the same along with the provisional pay. The actual amount of pension equivalent of gratuity/employer’s portion of CPF will be adjusted against the gratuity/CPF to the extent it is different from the approximate amount deducted from the pay of the post provisionally paid.

(iii) The orders contained in (ii) above shall apply to cases of civil retired Central Government employees re employed in Central Civil Department and shall not apply to cases of any other categories of retired persons (Such as retired persons of Defence Deptt. Railway Deptt. and State Government) on their reemployment under Central Government.

11. **Allowances.**—The drawal of various allowances and other benefits based on pay shall be regulated with reference to the pay that is fixed on reemployment. Pay for these allowances and benefits will be the pay fixed before deducting the non-ignorable part of the pension and the pension equivalent of the other retirement benefits.

12. **Contributory Provident Fund.**—Reemployed officers might be permitted to contribute to the contributory provident fund, provided that where the term of reemployment is initially for a year or less but is later extended so as to exceed one year. The Government’s contribution with interest shall be credited only after the completion of one year’s reemployment service. The Government contribution with interest shall be payable for the entire period for which the reemployed officer is allowed to contribute to the C.P.F. if such period exceeds one year.

13. **Leave And Leave Salary.**—In the case of persons reemployed after retirement, the provisions contained in the Central Civil Service leave Rules, 1972 shall apply.

15. **Retrenched Employees.**—In the case of ex-servicemen as well as civilians who are retrenched from service and are not granted pensions and/or service gratuity, on their appointment to Government service they may be granted advance increments equal to the completed years of service rendered by them on a basic pay equal to or higher than the minimum of the scale attached to the civil post in which they are employed. The pay arrived at should not, however, exceed the basic pay drawn by them in the Armed Forces.

16. **Fixation of Pay of Ex-Combatmnt Clerks/Store Meen.**—(1) In partial modification of the provisions contained in orders 4 and 5 above, ex-combatant clerks on their reemployment as Lower Division Clerks or Junior Clerks in Civil Posts and Ex-storemen in the Armed Forces on their re-employment as Storemen in Civil posts and Ex-storemen in the (Armed Forces on their re-employment as Storemen in Civil under orders 4 & 5 above in accordance with the procedure indicated in sub-para (2) below :–

**Explanation :**

(i) The option once exercised is final. The reemployed pensioner should be asked to exercise the option within the period of three months from the date of his reemployment.

(ii) Ex-combatent clerks and storemen referred to in this order will include reservists released at their own request or on compassionate on medical grounds.

(2) Services rendered as Combatent Clerks and Storemen in Armed Forces shall be treated as equivalent to service as Lower Division Clerks/Junior Clerks and Storemen respectively in civil posts, irrespective of the pay drawn in those posts in the Armed Forces. The initial pay in such cases shall be fixed in the time scale of the reemployed posts at a stage equivalent to the stage that would have been reached by putting in the Civil Posts, the number of completed years of service rendered in the posts in the Armed Forces. The pay so fixed will not be restricted to the ‘pre-retirement Pay’. The fixation of pay in these cases shall be done by invoking the provisions of Fundamental Rules 27.

**Explanations :**

(i) For the purpose of calculation of completed years of service rendered in the Armed Forces the non-qualifying service in the Armed Forces will not be taken into account.

(ii) Pension as defined in order 3(1) above shall be deducted from the pay fixed under this rule after ignoring Rs. 15/- thereof and only the net is payable.

(iii) If the resultant amount does not correspond to a stage in the scale applicable to the reemployed post, pay may be fixed at the next lower stage and the difference allowed as personal pay to be absorbed in future increases of pay.

(iv) Where the pay in such cases is fixed below the minimum of the pay scale of the reemployed post as a result of adjustment of amount of pension drawn by him from the Army in excess of Rs. 15 per month, increases in pay may be allowed after each year or service at the rate of increment admissible as if the pay has been fixed at the minimum till the minimum of the scale is reached. Thereafter, subsequently increments may be granted in the scale of the reemployed post in the usual manner.

(3) In the case of appointment of persons during released leave/terminal leave, their pay may be fixed at the minimum of the scale of pay of the civil post of lower Division Clerk/ Junior Clerk/Storemen and they will draw leave salary separately formula mentioned at (2) above will be fixed from the date of their final discharge from the Army.
(4) The power to fix the pay under this order is delegated to the Administrative Ministries/Departments of the Government of India. For this purpose the Comptroller and Auditor General of India will have the same powers as the Ministries of Government of India. Orders fixing the pay in such cases should be issued by invoking the provisions of Fundamental Rule 27.

17. **Details to be called for Promote Audit Officers.**—For the correct determination of pay, competent authorities shall obtain the following information in respect of all officers viz. gazetted, non-gazetted and Group 'D' from the Audit/Pay and Accounts Officers who reported on the title to pension etc.:

   (i) Post held substantively on the date of retirement and substantive pay in that post together with scale of pay.

   (ii) Other post, if any, held an officiating capacity on the date of retirement and officiating pay drawn in the post together with scale of pay.

   (iii) In the case of (ii) above, the dates of actual officiation.

   (iv) (a) Special pay, personal pay and deputation allowance, if any, drawn on the date retirement and the period for which it was drawn continuously.

   (b) The portion of special pay etc. counted as emoluments for pension should be indicated;

   (c) In the case of special pay drawn in substantive posts whether it is a part of the prescribed scale of the post and included in the relevant pay schedules;

   (v) Gross pension, including amount committed particulars of pension payment order, to be quoted.

   (vi) Death-cum-Retirement or other gratuity and pension equivalent thereof.

   (vii) Government contribution to the contributory provident fund with interest and the pension equivalent thereof; the Contributory Provident Fund Account number previous allotted all the particulars of the authority issued by the previous Audit/Pay and Accounts Officer.

After getting the above information, the competent authority shall fix the pay of the re-employed officer under the provisions of these orders and communicated the same in the sanction letter to the Audit/Pay and Accounts Officer. In case of Ministries/Departments where the intergrated accounts set up has been introduced, the information to the Audit/pay and Acccounts Officer regarding particulars of equivalent/higher posts held by the reemployed Government servant which was taken into account for giving the higher starting salary under paragraph 4(b) (i) of the orders.

18. **Delegation of Powers.**—(i) The administrative Ministries/Departments will be competent to fix the pay of a retired officer reemployed under them in accordance with the formula mentioned in order 4 above, provided that the post in which the officer is reemployed already carries a sanctioned scale of pay. Cases in which a scale of pay has not been sanctioned for the post will be referred to the Department of Personnel and Training.

   (ii) The Administrative Ministries/Departments and the Comptroller and Auditor General may delegate their powers to lower authorities their discretion in respect of appointments which are with in the powers of such lower authorities to make.
ANNEXURE-I

FORM OF AGREEMENT TO BE EXECUTED BY THE CENTRAL GOVERNMENT (CIVIL) PENSIONER ON HIS RE-EMPLOYMENT

An agreement made ........................................................ day of ........................................................ one thousand nine hundred and ................. between ................. (herein after called the retired Government Servant, which expression shall include his/hers, executors, administrators and legal representatives) on the one part and the President of India (hereinafter called the Government) on the other part.

Whereas the Government has appointed ................. a retired Government servant in the post of ............................................ which carried a scale of .................................................... whereas in accordance with the orders contained in the Ministry of Finance Office Memorandum No.8(S) Estt.III/57, dated the 25th November, 1958 is modified upto date, the initial pay or re-employment plus the gross amount of pension and/or the pension equivalent of other form of retirement benefits shall not exceed (i) the pay he drew before his retirement or (ii) Rs. 3500 whichever is less.

Whereas the pension and/or the pension equivalent of retirement benefits in respect of the retired Government Servants’ previous service has not been finally determined and sanctioned by the competent authority before his reemployment.

Whereas the approximate amount of pension equivalent gratuity/pension equivalent of employer’s contribution to the Contributory Provident Fund receivable by the retired Government servant has been worked out to be Rs. .................................. P.M.

Whereas the retired Government servant is desirous of receiving pay in the re-employed post each month inclusive of the amount of pension due to him for the relevant period but exclusive of a sum of Rs. .................... representing the approximate amount of pension equivalent of employer’s contribution to C.P.F.

Now, therefore, the Government have agreed to fix his pay at a sum of Rs.................... per month “provisionally” which sum shall include the amount of pension due to him for the relevant period but exclude an approximate amount of pension equivalent of employers contribution to C.P.F.

On the condition that, ..............................

The provisional pay shall be subject to adjustment on the fixation of this final pay in accordance with the order referred to above, when the pension equivalent of other forms of retirement benefits in the respect of his previous service as sanctioned to the retired Government servant by the competent authority.

The retired Government servant shall not have any further claim for the pension in respect of the period during which he had drawn the amount thereof included in the provisional pay.

And further that the actual pension equivalent of gratuity/pension equivalent of employer’s contribution to C.P.F. shall be subject to adjustment from the gratuity/C.P.F. when sanctioned, to the extent it is different from the approximate amount excluded from the pay in the re-employed post to arrive at the provisional pay.

In witness whereof the retired Government Servant has hereto set his hand the day and year first before writing.

Signed by the said......................... in the presence of

SIGNATURE.
NO. 3/3/87-ESTT. (PAY. II)
GOVERNMENT OF INDIA
MINISTRY OF PERSONNEL, P.G. AND PENSIONS
DEPARTMENT OF PERSONNEL AND TRAINING
New Delhi, The 3rd June, 1988

OFFICE MEMORANDUM

Subject:—FIXATION OF PAY OF RE-EMPLOYED PENSIONERS

The undersigned is directed to refer to the Central Civil Services (Fixation of pay of Re-employed Pensioners) orders, 1986, issued, vide O.M. No. 3/1/86-Estt. (Pay. II), dated 31st July, 1985, on the above subject, and to say that in paragraph 4(ii) of the order it has been provided that in cases where the entire pension and pensionary benefits are not ignored for pay fixation, the non-ignorable part of pension and pension equivalent of retirement benefits shall be reduced from the pay fixed as per the orders.

2. The question whether the pension equivalent of gratuity could be ignored in fixing the pay on re-employment has been considered. The present is now pleased to decide that in fixing the initial pay of re-employed pensioners, the pension equivalent of gratuity may not be deducted from the pay so fixed.

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

4. These orders shall have effect from the Ist of the month of issue of this office memorandum.

(Sd). . . ,

(S. HARINARAN),
UNDER SECRETARY TO THE GOVERNMENT OF INDIA.

To,
All Ministries/Departments of Government of India.

NO. 3/14/93-ESTT. (PAY. II)
GOVERNMENT OF INDIA
MINISTRY OF PERSONNEL, P.G. AND PENSIONS
DEPARTMENT OF PERSONNEL AND TRAINING
The 2nd May, 1994

OFFICE MEMORANDUM

Subject:—FIXATION OF PAY OF RE-EMPLOYED PENSIONERS

The undersigned is directed to refer to this Department’s O.M. No. 3/1/85-Estt. (Pay. II), dated 31st July, 1986, on the subject mentioned above and to say that the President is pleased to decide that second sentence of para 4(b)(ii) of O.M., dated 31st July, 1986 ibid is amended as indicated below:—

Existing sentence

If there is no such stage in the re-employed post, the pay shall be fixed at the stage below that pay.

Modified sentence

If there is no such stage in the re-employed post, the pay shall be fixed at the stage next above that pay.

Other provisions of the para will remain un-affected.

2. This amendment will be effective from the date of issue.

(REVATHY IYER),
Deputy Secretary to the Government of India.
GOVERNMENT OF INDIA/BHARAT SARKAR
MINISTRY OF LABOUR/SHRAM MANTRALAYA

The 24th February, 1997

S.O.—In exercise of the powers conferred by Section 39 of the Industrial Disputes Act, 1947, the Central Government hereby directs that any power exercisable by it under Section 10 of the said Act shall, in relation to any industrial dispute referred to in Clause (a) (ii) of Section 2 in the Union Territory, Chandigarh shall be exercised by the Secretary Labour, Union Territory, Chandigarh, till further orders.

H.C. GUPTA,
Under Secretary,
No. S-11025/9/96-IR(PL).

No. IH(5)-97/19314

CHANDIGARH ADMINISTRATION

HOME DEPARTMENT

The 18th August, 1997

To,

All the Administrative Secretaries/
Heads of Departments of
Chandigarh Administration.

Subject :—Deputation of Chandigarh Administration Employees to Semi-Government Institutions, Autonomous Bodies Etc.

Sir,

I am directed to invite your attention to the Chandigarh Administration, Home Department letter bearing No. 6672-IH(5)-94/26130, dated 2nd December, 1994 (copy enclosed) and to state that it has come to the notice of this Department that the instructions issued,—vide communication under reference are not complied with meticulously by the Boards/Corporations under your control. The Boards/Corporations relieve the Government employees on deputation with them without giving sufficient notice to the lending departments/offices with the result that the concerned Department/office finds it difficult to provide immediate posting orders to the employees so relieved by the borrowing agency and the employees have to compulsarily wait for the posting orders for considerable length of time.

2. The matter has again been considered and it is reiterated that all the Administrative Secretaries/Departments should issue suitable instructions to the Boards/Corporations etc. under their Administrative control, that in future they should invariably give atleast 60 days notice of their intention to repatriate the Government employees on deputation with them to their parent office so that the posting can be arranged before the deputationist is actually relieved by the borrowing agency.

Yours faithfully,

(Sd.) . . .

Superintendent Home-I,
for Home Secretary,
Chandigarh Administration.
To,

(i) All the Administrative Secretaries and Heads of Departments/Offices in the Chandigarh Administration.

(ii) All Heads of Boards/Corporations under the control of Chandigarh Administration.

Subject:— Consideration of persons suffering from leprosy but declared fit for public service by the medical authorities for Government jobs or any other public office including admissions to Medical, Engineering and Management Institutions.

Sir/Madam,

I am directed to address you on the above subject and to say that the Hon’ble Apex Court in a case ‘Ranjit Kumar Acharya versus Chief Personnel Officer (Admn) S.E. Railway in I.A. No. 2 read with I.A. No. 3—6 in SLP No. 1099/91 has passed orders on 8th May, 1995 and 25th April, 1997 directing that all those who were suffering from leprosy and have been declared fit for public service by the medical authorities, if and when they apply for any Government job or to any other public office including admissions to Medical Engineering and Management Institutions, may be considered on the basis of their competence and merit without taking into account the factor of their earlier illness which they have been cured of, for the purpose, keeping in view the instructions issued by the Ministry of Home Affairs contained in C.A. No. 14-11/65-Estt(D), dated 2nd March, 1965 and in accordance with law.

2. Keeping in view the said directions of the Hon’ble Apex Court, it has been decided that all those who were suffering from leprosy but have been declared fit for public service by the Medical authorities, if and when they apply for any Government job or any other public office including admissions to Medical, Engineering for the filling of any post in response to any advertisement for the filling of any post or to make admission in any institution under the Chandigarh Administration. OR their names are sponsored by the Employment Exchange for the post against the requisitions so placed by the concerned Department with them, will be considered keeping in view the institutions contained in Ministry of Home Affair’s C.M. No. 14/11/65-Estt(D), dated 2nd March, 1965 and in accordance with law. The consideration of such persons will be on the basis of their competence and merit without taking into account the factor of their earlier illness which they have been cured of for appointment against any post or admission to any institution like others.

3. It is, therefore, requested that the contents of this decision may be brought to the notice of all concerned for strict compliance.

Yours faithfully,

(Sd.) . . . ,

(DR. B.B. PARSOON),
Joint Secretary, Personnel.
No. F. & PO(7)-98/1156

CHANDIGARH ADMINISTRATION
FINANCE DEPARTMENT
(Accounts Branch)
The 3rd February, 1998

To

All the Heads of Department/Offices
and Drawing & Disbursing Officers,
Chandigarh Administration.

Subject : Revision of pay scales in pursuance of recommendation of 4th Punjab Pay Commission.

Sir,

I am directed to say that the Punjab Government on the recommendations of Fourth Punjab Pay Commission, has revised the scales of pay of their employees and also framed the Punjab Civil Services (Revised Pay) Rules, 1998,—vide their Notification No. 7/1/97-FPI/314, dated 16th January, 1998. These rules have been deemed to come into force on the 1st day of January, 1996.


3. In pursuance of the Government of India, Ministry of Home Affairs’ Notification No. 14012/2/88-CID, dated 13th January, 1992, the Administrator, Union Territory, Chandigarh, is pleased to adopt the Punjab Government Rules and Notifications referred to in para 1 and 2 above (copies enclosed) from the date specified by the Punjab Government in respect of the employees of the Union Territory, Chandigarh, already drawing pay on Punjab pattern and the deputationists from the State of Punjab. The Punjab Civil Services (Revised Pay) Rules, 1998 are adopted with following amendments :-

(a) Amended Rule 3(d) :—“Government” means the Chandigarh Administration in the Department of Finance.

(b) Amended Rule 9 :—Mode of payment of arrears of pay :

Notwithstanding anything contained in these rules, 50% of the arrears of pay to which Government employees may be entitled on account of revision of pay under these rules, would be paid to the employees with their salaries for the month of February, 1998 and the remaining 50% of the arrears would be paid to them with their salaries in April, 1998. The entire payment of arrears shall be made in cash.

Explanation :— For the purpose of this rule, “arrears of pay” in relation to a Government employee means the difference between—

(i) the aggregate of the pay and allowances in which he is entitled on account of the revision of his pay and allowances under these rules, for the relevant period specified in this rule; and
(ii) the aggregate of the pay and allowances to which he would have been entitled (whether such pay and allowances had been received or not) for that period and his pay and allowances not been so revised.

(c) **Amended Rule 10:**

Overriding effect:— In respect of matters not provided in these rules, the provisions of the Punjab Civil Services Rules, Volume I, Part I and Punjab Civil Services Rules, Volume II, and Punjab Civil Services (Revised Scale of Pay) Rules, 1979 and provisions of Chandigarh Administration Civil Services (Revised Pay) Rules, 1991 shall apply:

Provided that where there are inconsistent provisions in Punjab Civil Services rules, Volume I, Part I and Punjab Civil Services Rules, Volume-II and Punjab Civil Services (Revised Scales of Pay) rules, 1979, the latter Rules shall apply:

Provided further that in case of any inconsistency between the provisions of Punjab Civil Services (Revised Sacles of Pay) rules, 1979 and Chandigarh Administration Civil Services (Revised Pay) Rules 1991, the provisions of Chandigarh Administration Civil Services (Revised Pay) Rules, 1991 shall apply.

It is also directed that the arrears on account of revision of rates of C.C.A. and H.R.A. would also be paid to the employees in two instalments i.e. 50% to be paid along with the arrears of pay in the month of February, 1998 and the remaining 50% would be paid in the month of April, 1998. The entire payment of arrears shall be made in cash.

These instructions may be brought to the notice of all concerned for compliance. Acknowledgement of this letter may also be sent.

Yours faithfully,

(SANJAY KUMAR),

Joint Secretary, Finance,
Chandigarh Administration.

---

**PUNJAB GOVERNMENT**

**DEPARTMENT OF FINANCE**

**(FINANCE PERSONNEL—I BRANCH)**

**Notification**

The 16th January, 1998

**No. 7/1/97-FPI/314.—**In exercise of the powers conferred by the proviso to article 309 read with clause (3) of article 187 of the Constitution of India, the Governor of Punjab, after consultation with the Speaker of the Punjab Vidhan Sabha, in so far as such consultation is necessary, in terms of the aforesaid provisions of clause (3) of article 187, is pleased to make the following rules, namely:—

**RULES**

1. **Short title and commencement.**—(1) These rules may be called the Punjab Civil Services (Revised Pay) Rules, 1998.
(2) They shall be deemed to have come into force on and with effect from the First day of January, 1996.

2. Application.—(1) Save as otherwise expressly provided by or under these rules, they shall apply to all the persons appointed to the services and posts in connection with the affairs of the State of Punjab.

(2) They shall not apply to the :–

(a) members of the All India Services serving in connection with the affairs of the State of Punjab;

(b) persons not in the whole-time employment of the Government of Punjab;

(c) persons paid out of contingencies;

(d) employees whose scales of pay have been determined on the recommendations of the University Grants Commission;

(e) work-charged employees;

(f) persons employed on contract basis, except when the contract provides otherwise; and

(g) persons specifically excluded wholly or in part from the operation of these rules.

3. Definitions.—In these rules, unless there is anything repugnant in the subject or context,—

(a) “basic pay” means the basic pay, that is the amount drawn monthly by a Government employee in the existing scale of the post held by him or to which he is entitled by reason of his position in a cadre including ex gratia annual increment(s) and additional pay, if any ;

Note : In the case of a Government employee who is member of the Punjab Civil Medical Service or Punjab State Dental Service, the expression “basic pay” shall include additional increment(s) granted for House Jobs or Post-Graduate qualifications in the existing scale ;

(b) “existing scale” in relation to a Government employee means the scale in respect of a post held by him or, as the case may be, personal scale allowed to him as on the First day of January, 1996, whether in a substantive or officiating capacity;

Explanation.—In the case of a Government employee, who was on the First day of January, 1996 on deputation out of India or on leave or on foreign service, or who would have on that date officiated in one or more lower posts but for his officiating in a higher post, “existing scale” includes the scale applicable to the post which he would have held but for his being on deputation out of India or on leave or on foreign service or, as the case may be, but for his officiating in a higher post ;

(c) “existing emoluments” means aggregate of —

(i) basic pay in the existing scale as on the First day of January, 1996, or on the date of option under rule 6;

(ii) dearness allowance appropriate to the basic pay admissible at the All India Consumer Price Index average of 1,510 (1960=100) as on the First day of January, 1996;
(iii) amount of first instalment of Interim Relief at the rate of rupees one hundred and fifty for those drawing basic pay of less than rupees three thousand and five hundred and rupees two hundred for those whose basic pay is rupees three thousand and five hundred and above; and

(iv) amount of second instalment of Interim Relief at the rate of ten per cent of the basic pay in the existing scale as on the First day of January, 1996.

(d) "Government" means the Government of Punjab in the Department of Finance;

(e) "Master Scale" means the scale of rupees 2,520—100—3,220—110—3,660—120—4,260—140—4,400—150—5,000—160—5,800—200—7,000—220—8,100—275—10,300—340—12,000—375—13,500—400—15,900—450—18,600—500—23,600;

(f) "revised pay" means basic pay of a Government employee in the revised scale appropriate to the existing emoluments;

(g) "revised scale" in relation to an existing scale specified in column 2 of the Schedule means the scale of pay specified against that scale in column 3 thereof; and

(h) "Schedule" means a Schedule annexed to these rules.

4. Revised Scales of Pay.—As from the date of commencement of these rules, the scale of pay specified in column 3 of the Schedule against the scale specified in column 2 thereof shall be deemed to be the revised scale.

5. Drawal of pay in the revised scale.—(1) Save as otherwise expressly provided in these rules, a Government employee shall draw pay in the revised scale:

Provided that a Government employee may opt to continue to draw pay in the existing scale until the date on which he earns his next or any subsequent increment in the existing scale or until he vacates his post or ceases to draw pay in that scale;

Provided further that the right to exercise option shall not be available to a person appointed to a post on or after the First day of January, 1996 (whether for the first time in Government service, or by transfer or promotion from another post) and he shall be allowed pay only in the revised scale, without any benefit of pay fixation in the revised scale

(2) The option to retain the existing scale under this rule shall be available only in respect of one existing scale.

6. Exercise of option.—(1) The option under rule 5 to elect the existing scale or the revised scale shall be exercised in writing in the Form of Option appended to these rules, so as to reach the authority specified in sub-rule (2) within a period of three months of the date of publication of three rules in the official gazette or where an existing scale has been further revised by any subsequent order then another option may be exercised within three months of the date of such order:

Provided that —

(i) in the case of Government employee who is on the date of such publication or order, as the case may be out of India or on leave or on deputation or on foreign service or on active service, the option shall be exercised, in writing, so as to reach the authority specified in sub-rule (2) within a period of three months from the date of his taking charge of his post under the State Government; and

(ii) where a Government employee is under suspension on that date, the option shall be exercised within a period of three months of the date of his return to his duty if that date is later than the date specified in this sub-rule.
Explanation.—"active service" means service abroad with Armed Forces, but does not include service in the Indian Mission Abroad.

(2) An option exercised under sub-rule (1) shall be final and shall be intimated by the Government employee to the Head of his Office.

(3) If the intimation regarding option is not received within the time mentioned in sub-rule (1), it shall be deemed that the Government employee has opted for the revised scale on and with effect from the First day of January, 1996.

Note 1 :—Persons, whose services were terminated on or after the First day of January, 1996, but before the publication of these rules in the official gazette and who could not exercise the option within the prescribed time-limits, on account of death, discharge on the expiry of the sanctioned post, resignation, dismissal or discharge on disciplinary grounds, are entitled to the benefits of this rule.

Note 2 :—Persons, who have died on or after the First day of January, 1996 and have not exercised option within the prescribed time-limit, shall be deemed to have opted for the revised scale on and from the First day of January, 1996 or such later date as is most beneficial to their dependents.

7. Fixation of pay in the revised scale.—The pay of a Government employee who opts or is deemed to have opted for the revised scale in terms of the provisions of these rules shall, unless in any case the Government by special order otherwise directs, be fixed in the following manner, namely :-

(i) an amount representing forty per cent of the basic pay in the existing scale shall be added to the "existing emoluments" of the employee; and

(ii) after the existing emoluments have been so increased, the pay shall thereafter be fixed in the revised scale at the stage next above the amount of the existing emoluments so computed, if it falls between two stages:

Provided, that—

(a) If the minimum of the revised scale is more than the amount so arrived at, the pay shall be fixed at the minimum of the revised scale;

(b) if the amount so arrived at is higher than the maximum of the revised scale, the amount in excess of the maximum of the revised scale shall be treated as personal pay which shall be absorbed in future increments and shall be reckoned as pay for all purposes:

Provided further that where in the fixation of pay, the pay of Government employees drawing pay at more than three consecutive stages in an existing scale gets bunched, that is to say, gets fixed in the revised scale at the same stage, the pay in the revised scale of such of those Government employees who are drawing pay beyond the first three consecutive stages in the existing scale shall be stepped up by the grant of increment(s) in the revised scale in the following manner, namely :—

(a) for the Government employees drawing pay from the fourth upto the sixth stage in the existing scale—by one increment;
(b) for the Government employees drawing pay from the seventh unto the ninth stage in the existing scale, if there is bunching beyond the sixth stage—by two increments;

(c) for the Government employees drawing pay from the tenth unto the twelfth stage in the existing scale, if there is bunching beyond the ninth stage—by three increments;

(d) for the Government employees drawing pay from the thirteenth unto the fifteenth stage in the existing scale, if there is bunching beyond the twelfth stage—by four increments;

If by stepping up the pay as above, the pay of a Government employee gets fixed up at a stage in the revised scale which is higher than the stage at which the pay of a Government employee who was drawing more pay in the same existing scale is fixed, the pay of the latter shall also be stepped up to the level at par with the former:

Provided further that the fixation thus made shall ensure that every Government employee shall get at least one increment in the revised scale for every three increments [inclusive of *ex gratia* increment(s), if any] in the existing scale:

**Note**—See Illustrations 1 to 7 appended to these rules for guidance:

Provided further that in the case of a Government employee who is in receipt of Special Pay or Special Allowance attached to a post in addition to pay in the existing scale which has been revised without Special Pay or Special Allowance, as the case may be, such a Government employee shall draw Special Pay or Special Allowance at the existing rate of amount as a measure personal to him so long as he holds that post:

Provided further that in the case of a Government employee who is in receipt of Special Pay, Special Allowance or Non-Practising Allowance (NPA) in addition to pay in the existing scale which has been revised with Special Pay, Special Allowance or Non-Practising Allowance (by whatever name it may be called) at the same rate or at different rate, such a Government employee shall draw Special Pay, Special Allowance or Non-Practising Allowance at the rate allowed with the revised scale.

**Note 1**—Where the increment of a Government employee falls on the First day of January, 1996, he shall have option to draw the increment in the existing scale or the revised scale.

**Note 2**—Where a Government employee is on leave on the First day of January, 1996, he shall become entitled to pay in the revised scale from the date he joins duty. In case of Government employee under suspension, he shall continue to draw subsistence allowance based on existing scale and his pay in the revised scale will be subject to final order on the pending disciplinary proceedings.

8. **Date of next increment.**—(1) The next increment of a Government employee, whose pay has been fixed in the revised scale in accordance with rule 7, shall be granted on the date he would have drawn his increment, had he continued in the existing scale:

Provided that in a case where the pay of a Government employee is stepped up in terms of the provisions of second proviso to rule 7, the next increment shall be granted on the completion of qualifying service of twelve months from the date of the stepping-up of the pay in the revised scale.
Provided further that in cases other than those covered by the preceding proviso, the next increment of a Government employee whose pay is fixed on the First day of January, 1996 at the same stage as the one fixed for another Government employee junior to him in the same cadre and drawing pay at a lower stage than his in the existing scale, shall be granted on the same date as admissible to his junior, if the date of increment of the junior happens to be earlier.

(2) Where a Government employee is held up at the maximum after completing the time-scale, senior scale or selection grade as the case may be on or after the First day of January, 1996, he shall be allowed *ex gratia* annual increment(s), unless it is withheld, at the same rates as are given in the Master Scale after the stage at which he was held up, subject to the condition that in no case the basic pay of the Government employee shall exceed twenty three thousand and six hundred rupees.

(3) Where a Government employee held up at the maximum or getting more than the maximum of the scale of pay is entitled to the benefit of one or two proficiency step up(s) in accordance with the instructions issued in this behalf by the Government of Punjab, in the Department of Personnel and Administrative Reforms, he shall be allowed proficiency step up(s) in the form of *ex gratia* increment(s) at the same rates as are given in the Master Scale after the stage at which he is held up subject to the condition that in no case the basic pay of the Government employee shall exceed twenty three thousand and six hundred rupees.

9. Mode of payment of arrears of pay.—(1) Notwithstanding anything contained in these rules, fifty per cent of the arrears of pay to which Government employees may be entitled on account of revision of pay under these rules, would be paid to the employees with their salaries for the month of January, 1998 and the remaining fifty per cent of the arrears would be paid to them with their salaries in April, 1998, and in each case, half of the due payment on account of such arrears would be paid in cash and the other half shall be credited to the General Provident Fund Accounts of the employees on each occasion and it shall be treated as their additional contribution to their General Provident Fund Accounts and interest shall accrue on the contribution so made with effect from the First day of January, 1998 and First day of April, 1998, respectively:

Provided that in the case of a Government employee who has not yet been allotted account number in the General Provident Fund, the aforesaid payment of arrears shall be invested in the National Saving Certificates or the National Saving Scheme or Kisan Vikas Patras or Indira Vikas Patras:

Provided further that in the case of a Government employee who has retired from Government service on or after the First day of January, 1996, but before the publication of these rules in the official Gazette or who is to retire from Government service by the 30th June, 1998, the arrears of pay for the whole aforesaid period shall be paid in cash.

Explanation.—For the purpose of this rule, “arrears of pay” in relation to a Government employee means the difference between—

(i) the aggregate of the pay and allowances to which he is entitled on account of the revision of his pay and allowances under these rules, for the relevant period specified in this rule; and

(ii) the aggregate of the pay and allowances to which he would have been entitled (whether such pay and allowances had been received or not) for that period had his pay an allowances not been so revised.
10. **Overriding effect.**—In respect of matters not provided in these rules, the provisions of the Punjab Civil Services Rules, Volume I, Part I and Punjab Civil Services Rules, Volume II, and Punjab Civil Services (Revised Scales of pay) Rules, 1979 and provisions of Punjab Civil Services (Revised Pay) Rules, 1988 shall apply:

Provided that where there are inconsistent provisions in Punjab Civil Services Rules, Volume I, Part I and Punjab Civil Services Rules, Volume II, and Punjab Civil Services (Revised Scale of Pay) Rules, 1979 the latter Rules shall apply:

Provided further that in case of any inconsistency between the provisions of Punjab Civil Services (Revised Scales of Pay) Rules, 1979 and Punjab Civil Services (Revised Pay) Rules, 1988, the provisions of Punjab Civil Services (Revised Pay) Rules, 1988 shall apply.

11. **Power to relax.**—Where the Government is satisfied that the operation of these rules causes undue hardship to any individual Government employee or class of Government employees, it may, by order in writing, relax or dispense with any of the provisions of these rules to such extent and subject to such conditions as it may consider necessary.

12. **Interpretation.**—If any question arises relating to the interpretation of any of the provisions of these rules, the Government shall decide the same.

**FORM OF OPTION**

[See rule 6(1)]

*(1) I ___________________________ hereby opt for the revised scale with effect from ___________________________ (date to be indicated).

*(2) I ___________________________ hereby opt to continue in the existing scale of my post mentioned below until ___________________________ (date to be indicated).

(a) Designation of Post ___________________________
(b) Existing Scale ___________________________

*(3) I ___________________________ hereby opt to retain the existing scale of my post mentioned below:

(a) Designation of Post ___________________________
(b) Existing Scale ___________________________

Signature ___________________________

Date : __________________________
Name ___________________________
Place : __________________________
Designation __________________________
Department/Office in which employed __________________________

____________________________________________________________________________

*To be scored out if not applicable.
## SCHEDULE

[See rules 3(b) and 4]

<table>
<thead>
<tr>
<th>Serial No.</th>
<th>Existing Pay Scale</th>
<th>Revised Pay Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Rs.</td>
<td>Rs.</td>
</tr>
<tr>
<td>1.</td>
<td>770—1,410</td>
<td>2,520—4,140</td>
</tr>
<tr>
<td></td>
<td>(with a minimum start of Rs. 2,620)</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>800—1,455</td>
<td>2,720—4,260</td>
</tr>
<tr>
<td>3.</td>
<td>830—1,500</td>
<td>2,820—4,400</td>
</tr>
<tr>
<td>4.</td>
<td>950—1,800</td>
<td>3,120—5,160</td>
</tr>
<tr>
<td>5.</td>
<td>950—2,130</td>
<td>3,120—6,200</td>
</tr>
<tr>
<td>6.</td>
<td>1,020—1,800</td>
<td>3,330—6,200</td>
</tr>
<tr>
<td></td>
<td>1,020—2,130</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>1,200—2,130</td>
<td>4,020—6,200</td>
</tr>
<tr>
<td>8.</td>
<td>1,365—2,410</td>
<td>4,400—7,000</td>
</tr>
<tr>
<td>9.</td>
<td>1,410—2,480</td>
<td>4,550—7,220</td>
</tr>
<tr>
<td>10.</td>
<td>1,500—2,700</td>
<td>5,000—8,100</td>
</tr>
<tr>
<td>11.</td>
<td>1,650—2,925</td>
<td>5,480—8,925</td>
</tr>
<tr>
<td>12.</td>
<td>1,800—3,200</td>
<td>5,800—9,200</td>
</tr>
<tr>
<td>13.</td>
<td>2,000—3,500</td>
<td>6,400—10,640</td>
</tr>
<tr>
<td>14.</td>
<td>2,130—3,700</td>
<td>7,000—10,980</td>
</tr>
<tr>
<td>15.</td>
<td>2,200—3,700</td>
<td>7,220—10,980</td>
</tr>
<tr>
<td>16.</td>
<td>2,410—3,700</td>
<td>7,220—11,320</td>
</tr>
<tr>
<td></td>
<td>2,200—3,900</td>
<td></td>
</tr>
<tr>
<td>17.</td>
<td>2,200—4,000</td>
<td>7,220—11,660</td>
</tr>
<tr>
<td>18.</td>
<td>2,410—4,000</td>
<td>7,880—11,60</td>
</tr>
<tr>
<td>19.</td>
<td>2,850—4,375</td>
<td>9,200—13,900</td>
</tr>
<tr>
<td>20.</td>
<td>3,000—4,375</td>
<td>9,750—14,700</td>
</tr>
<tr>
<td>21.</td>
<td>3,000—4,500</td>
<td>10,025—15,100</td>
</tr>
<tr>
<td></td>
<td>3,000—5,000</td>
<td></td>
</tr>
<tr>
<td>22.</td>
<td>3,700—5,000</td>
<td>12,000—15,500</td>
</tr>
<tr>
<td>23.</td>
<td>3,000—5,300</td>
<td>12,000—16,350</td>
</tr>
<tr>
<td></td>
<td>3,700—5,300</td>
<td></td>
</tr>
<tr>
<td>24.</td>
<td>4,000—5,300</td>
<td>13,125—16,350</td>
</tr>
<tr>
<td>25.</td>
<td>4,125—5,600</td>
<td>13,500—16,800</td>
</tr>
<tr>
<td>26.</td>
<td>4,500—6,100</td>
<td>14,300—18,600</td>
</tr>
<tr>
<td>27.</td>
<td>4,500—6,700</td>
<td>14,300—20,100</td>
</tr>
<tr>
<td>28.</td>
<td>5,000—6,700</td>
<td>16,350—20,100</td>
</tr>
<tr>
<td>29.</td>
<td>5,900—6,700</td>
<td>18,600—22,100</td>
</tr>
</tbody>
</table>

### MASTER SCALE

ILLUSTRATION NO. 1

[See Note below Third proviso to rule 7 ]

1. Existing Scale of Pay  :  750 (with initial start 770)–30–950–35–1,160–40–1,320–45–1,410
2. Revised Scale of Pay  :  2,520 (with an initial start of Rs. 2,620)–100–3,220–110–3,660–120–4,140
3. Existing Pay          :  800
4. D.A. as on 1.1.96 (at index level 1,510)  :  1,184
5. First Instalment of Interim Relief    :  150
6. Second Instalment of Interim Relief @ 10% of basic pay :  80
7. Existing emoluments      :  2,214
8. Add 40% of basic pay     :  320

<table>
<thead>
<tr>
<th>Total</th>
<th>2,534</th>
</tr>
</thead>
</table>

9. Stage next above in the revised scale including benefit of bunching, if admissible. : 2,620
10. If one increment is ensured in the revised scale for every three increments in the existing scale, the stage of pay in the revised scale : Nil
11. Pay to be fixed in the revised scale (stage of pay at Sr. No. 9 or 10 whichever is higher). : 2,620

ILLUSTRATION NO. 2

(See Note below Third proviso to rule 7)

2. Revised Scale of Pay  :  2,520–100–3,220–110–3,660–120–4,140 (with an initial start of Rs. 2,620)
3. Existing Pay          :  860
4. D.A. as on 1.1.96 (at index level 1,510)  :  1,273
5. First Instalment of Interim Relief    :  150
6. Second Instalment of Interim Relief @ 10% of basic pay :  86
7. Existing emoluments      :  2,369
8. Add 40% of basic pay     :  344

| Total                       | 2,713 |
9. Stage next above in the revised scale including benefit of bunching, if admissible: 2,720

10. If one increment is ensured in the revised scale for every three increments in the existing scale, the stage of pay in the revised scale: 2,720

11. Pay to be fixed in the revised scale (Stage of pay at Sr. No. 9 or 10 whichever is higher): 2,720

ILLUSTRATION NO. 3

[See Note below Third Proviso to rule 7]

1. Existing Scale of Pay: 950–35–1,160–40–1,320–45–1,500–50–1,800 (with an initial start of Rs. 1,000)


3. Existing Pay: 1,470 (1,455 + 15 Additional Pay)

4. D.A. as on 1-1-1996 (at index level 1,510): 2,176

5. First Instalment of Interim Relief: 150

6. Second Instalment of Interim Relief @ 10% of Basic pay: 147

7. Existing emoluments: 3,943

8. Add 40% of basic pay: 588

Total: 4,531

9. Stage next above in the revised scale including benefit of bunching, if Admissible: 4,550

10. If one increment is ensured in the revised scale for every three increments in the existing Scale, the stage of pay in the revised scale: 3,550

11. Pay to be fixed in the revised scale (stage of pay at Serial No. 9 or 10 whichever is higher): 4,550
**ILLUSTRATION NO. 4**

[See Note below Third Proviso to rule 7 ]

1. Existing Scale of Pay : 1,020–35–1,160–40–1,320–45–1,500–50–2,000-60-2,060-70-2,130
3. Existing Pay : 1,280
4. D.A. as on 1-1-1996 (at index level 1,510) : 1,894
5. First Instalment of Interim Relief : 150
6. Second Instalment of Interim Relief @ 10% of Basic pay : 128
7. Existing emoluments : 3,452
8. Add 40% of basic pay : 512

Total : 3,964

9. Stage next above in the revised scale including benefit of bunching, if Admissible : 4,020
10. If one increment is ensured in the revised scale for every three increments in the existing Scale, the stage of pay in the revised scale : 3,550
11. Pay to be fixed in the revised scale (stage of pay at Serial No. 9 or 10 whichever is higher) : 4,020

**ILLUSTRATION NO. 5**

[See Note below Third Proviso to rule 7 ]

1. Existing Scale of Pay : 1,800–50–2,000–60–2,060–70–2,550–75–3,000-100-3,200
2. Revised Scale of Pay : 5,800–200–7,000–220–8,100–275–9,200
3. Existing Pay : 2,130
4. D.A. as on 1-1-1996 (at index level 1,510) : 3,150
5. First Instalment of Interim Relief : 150
6. Second Instalment of Interim Relief @ 10% of Basic pay : 213
7. Existing emoluments : 5,645
8. Add 40% of basic pay : 852
   \[ \text{Total} : 6,497 \]
9. Stage next above in the revised scale including benefit of bunching, if admissible : 6,600
10. If one increment is ensured in the revised scale for every three increments in the existing Scale, the stage of pay in the revised scale : 6,200
11. Pay to be fixed in the revised scale (stage of pay at Serial No. 9 or 10 whichever is higher) : 6,600

**ILLUSTRATION NO. 6**

[See Note below Third Proviso to rule 7 ]

1. Existing Scale of Pay : 3,000–100–4,000–125–4,500
2. Revised Scale of Pay : 10,025–275–10,300–340–12,000–375–13,500-400-15,100
3. Existing Pay : 3,200
4. D.A. as on 1-1-1996 (at index level 1,510) : 4,736
5. First Instalment of Interim Relief : 150
6. Second Instalment of Interim Relief @ 10% of Basic pay : 320
7. Existing emoluments : 8,406
8. Add 40% of basic pay : 1,280
9. Stage next above in the revised scale including benefit of bunching, if admissible. : 10,025
10. If one increment is ensured in the revised scale for every three increments in the existing Scale, the stage of pay in the revised scale : 10,025
11. Pay to be fixed in the revised scale (stage of pay at Serial No. 9 or 10 whichever is higher) : 10,025

**ILLUSTRATION NO. 7**

[See Note below Third Proviso to rule 7]

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Existing Scale of Pay</td>
</tr>
<tr>
<td>2.</td>
<td>Revised Scale of Pay</td>
</tr>
<tr>
<td>3.</td>
<td>Existing Pay</td>
</tr>
<tr>
<td>4.</td>
<td>D.A. as on 1-1-1996 (at index level 1,510)</td>
</tr>
<tr>
<td>5.</td>
<td>First Instalment of Interim Relief</td>
</tr>
<tr>
<td>6.</td>
<td>Second Instalment of Interim Relief @ 10% of Basic pay</td>
</tr>
<tr>
<td>7.</td>
<td>Existing emoluments</td>
</tr>
<tr>
<td>8.</td>
<td>Add 40% of basic pay</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
</tr>
<tr>
<td>9.</td>
<td>Stage next above in the revised scale including benefit of bunching, if admissible.</td>
</tr>
<tr>
<td>10.</td>
<td>If one increment is ensured in the revised scale for every three increments in the existing Scale, the stage of pay in the revised scale</td>
</tr>
<tr>
<td>11.</td>
<td>Pay to be fixed in the revised scale (stage of pay at Serial No. 9 or 10 whichever is higher)</td>
</tr>
<tr>
<td>12.</td>
<td>Date of next increment</td>
</tr>
</tbody>
</table>

**S. K. TUTEJA,**
Principal Secretary to Government Punjab, Department of Finance.
No. 521-F & P O(7)-98/1309

CHANDIGARH ADMINISTRATION
FINANCE DEPARTMENT
(ACCOUNTS BRANCH)
The 5th February, 1998

To
The Home Secretary (In Home-I Branch),
Chandigarh Administration.

Subject: Implementation of the recommendations of Fourth Punjab Pay Commission Grant
of Secretariat Allowance.

Madam,

I am directed to say that the Punjab Government on the recommendations of Fourth Punjab Pay Commission have decided,—vide their letter No. 3/1/98-FP2/390, dated 20th January, 1998, that the existing rate of special pay/Special allowance/Secretariat Allowance with the existing category/categories of employees in the Punjab Civil Secretariat, shall stand doubled with effect from 1st September, 1997 and would be termed as Secretariat Allowance. The admissible Secretariat Allowance for different category/categories of posts is indicated in the enclosed Annexure. The Secretariat Allowance at the revised rates shall be paid in cash from 1st January, 1998.

2. In pursuance of the Government of India’s Notification No. 14012/2/88-CHD, dated 13th January, 1992, the Administrator, U.T. Chandigarh is pleased to adopt the Punjab government letter No. 32/98-FP2/390, dated 20th January, 1998 (copy enclosed) in respect of the employees of U.T. Secretariat and in the office of the Legal Remembrancer, U.T. Chandigarh on the same terms and conditions except the mode of payment which would be in cash. The arrears from 1st September, 1997 to 31st December, 1997 would be paid in two instalments. 50% of the arrears would be given in February, 1998 and the remaining 50% in April, 1998.

3. The expenditure involved shall be met from within the sanctioned budget grant for the current financial year and no additional funds will be provided for this purpose.

Yours faithfully,

Finance & Planning Officer,
for Finance Secretary,
Chandigarh Administration.

No. 521-F&PO(7)-98/1310, Chandigarh, dated the 5th February, 1998.

A copy is forwarded to the :—

(i) Accountant General (A&E), Punjab & Chandigarh, Chandigarh.
(ii) Accountant General (Audit) Haryana & Chandigarh, Chandigarh.

for information.

Finance & Planning Officer,
for Finance Secretary,
Chandigarh Administration.
No. 521-F&PO(7)-98/1311, Chandigarh, dated the 5th February, 1998
A copy is forwarded to the Legal Remembrancer, Chandigarh Administration, for information and necessary action.

Finance & Planning Officer,
for Finance Secretary,
Chandigarh Administration.

No. 521-F&PO(7)-98/1312, Chandigarh, dated the 5th February, 1998
A copy is forwarded to the District Treasury Officer Central Treasury, U.T., Chandigarh, for information.

Finance & Planning Officer,
for Finance Secretary,
Chandigarh Administration.

No. 3/1/98-5FP2/390
CHANDIGARH ADMINISTRATION
DEPARTMENT OF FINANCE
(FINANCE PERSONNEL II BRANCH)
The 20th January, 1998
To
1. The Chief Secretary to Government of Punjab.
2. The Financial Commissioners'Office, Punjab.
3. The Secretary, Punjab Vidhan Sabha.
4. The Secretary to Governor, Punjab Raj Bhawan.
5. The Secretary to Government, Punjab, Department of Legal and Legislative Affairs.
6. The Secretary, Punjab Public Service Commission, Patiala.

Subject : Implementation of the recommendations of Fourth Punjab Pay Commission Grant of Secretariat Allowance.

Sir,

I am directed to say that after careful consideration of the recommendations of Fourth Punjab Pay Commission with regard to grant of Special Allowance for certain posts/categories of employees in the Punjab Civil Secretariat, the Governor of Punjab is pleased to decide that the existing rate of Special Pay/ Special Allowance/Secretariat Allowance attached with the existing category/Categories of posts/employees in the Punjab Civil Secretariat shall stand doubled with effect from 1st September, 1997 and would be termed as Secretariat Allowance.

2. The admissible Secretariat Allowance for different category/categories of posts is indicated in the enclosed Annexure.

3. This decision shall also be applicable to similar categories of employees working in the offices of Punjab Vidhan Sabha, Financial Commissioner's Secretariat, Punjab Raj Bhawan, Legal Remembrance and Punjab Public Service Commission, who are also in receipt of this Special Pay/ Special Allowances/ Secretariat Allowance as on 1st September, 1997.
4. The Secretariat Allowance at the revised rates shall be paid in cash from 1st January, 1998 and arrears from 1st September, 1997 to 31st December, 1997 would be paid in two instalments. Fifty per cent of the arrears would be given to the employees with their salaries for January, 1998 and the remaining 50% of the arrears with their salaries in April, 1998. In cash case, half of the due payment would be paid in cash and the other half will be credited to the General Provident Fund Account. The interest on the contributions to be made to the General Provident Fund accounts of the employees in the month of January, 1998 and April, 1998 shall accrue from the 1st February, 1998 and 1st May, 1998 respectively.

Yours faithfully,
(MANJIT SINGH)
Joint Secretary, Finance (M),


A copy each, alongwith a spare copy, is forwarded, to the following for information and necessary action :

(i) The Accountant General (Audit), Punjab, Chandigarh.


Yours faithfully,
(MANJIT SINGH)
Joint Secretary, Finance (M),


A copy each is forwarded to :

(i) The Secretary to Government of Himachal Pradesh, Department of Finance, Shimla.

(ii) The Secretary to Government of Haryana, Department of Finance, Chandigarh.

(iii) The Finance Secretary, Chandigarh Administration, Chandigarh.

Joint Secretary, Finance (M).
### Annexure

(Referred to letter No. 3/1/98-5FP2/dated, Chandigarh)

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of the categories of employees</th>
<th>Existing rate of Special Pay/ Special Allowance/ Secretariat Allowance</th>
<th>Revised rates of Secretariat Allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Additional Secretary</td>
<td>Rs. 500</td>
<td>Rs. 1000</td>
</tr>
<tr>
<td>2</td>
<td>Social Secretary</td>
<td>Rs. 500</td>
<td>Rs. 1000</td>
</tr>
<tr>
<td>3</td>
<td>Joint Secretary</td>
<td>Rs. 500</td>
<td>Rs. 1000</td>
</tr>
<tr>
<td>4</td>
<td>O.S.D. to C.M.</td>
<td>Rs. 400</td>
<td>Rs. 800</td>
</tr>
<tr>
<td>5</td>
<td>Under Secretary</td>
<td>Rs. 400</td>
<td>Rs. 800</td>
</tr>
<tr>
<td>6</td>
<td>Deputy Secretary</td>
<td>Rs. 400</td>
<td>Rs. 800</td>
</tr>
<tr>
<td>7</td>
<td>Special Secretary/Minister</td>
<td>Rs. 500</td>
<td>Rs. 1000</td>
</tr>
<tr>
<td>8</td>
<td>Secretary/Minister</td>
<td>Rs. 500</td>
<td>Rs. 1000</td>
</tr>
<tr>
<td>9</td>
<td>Superintendent Grade-I</td>
<td>Rs. 200</td>
<td>Rs. 400</td>
</tr>
<tr>
<td>10</td>
<td>Private Secretary</td>
<td>Rs. 300</td>
<td>Rs. 600</td>
</tr>
<tr>
<td>11</td>
<td>Chief Librarian</td>
<td>Rs. 200</td>
<td>Rs. 400</td>
</tr>
<tr>
<td>12</td>
<td>Liaison Officer</td>
<td>Rs. 300</td>
<td>Rs. 600</td>
</tr>
<tr>
<td>13</td>
<td>Superintendent Grade-II</td>
<td>Rs. 100</td>
<td>Rs. 200</td>
</tr>
<tr>
<td>14</td>
<td>Personal Assistant</td>
<td>Rs. 150</td>
<td>Rs. 300</td>
</tr>
<tr>
<td>15</td>
<td>Senior Scale Stenographer</td>
<td>Rs. 120</td>
<td>Rs. 240</td>
</tr>
<tr>
<td>16</td>
<td>Junior Scale Stenographer</td>
<td>Rs. 75</td>
<td>Rs. 150</td>
</tr>
<tr>
<td>17</td>
<td>Steward</td>
<td>Rs. 100</td>
<td>Rs. 200</td>
</tr>
<tr>
<td>18</td>
<td>Steno-typist</td>
<td>Rs. 60</td>
<td>Rs. 120</td>
</tr>
<tr>
<td>19</td>
<td>Senior Assistant</td>
<td>Rs. 80</td>
<td>Rs. 160</td>
</tr>
<tr>
<td>20</td>
<td>Clerk/Sr. Clerk/Junior Asstt.</td>
<td>Rs. 40</td>
<td>Rs. 80</td>
</tr>
<tr>
<td>21</td>
<td>Butler</td>
<td>Rs. 100</td>
<td>Rs. 200</td>
</tr>
<tr>
<td>22</td>
<td>Section Officer (S.A.S.)</td>
<td>Rs. 100</td>
<td>Rs. 200</td>
</tr>
<tr>
<td>23</td>
<td>Car Supervisor</td>
<td>Rs. 450</td>
<td>Rs. 900</td>
</tr>
<tr>
<td>24</td>
<td>Car Drivers</td>
<td>Rs. 350</td>
<td>Rs. 700</td>
</tr>
<tr>
<td>No.</td>
<td>Position</td>
<td>Basic Salary</td>
<td>Maximum Salary</td>
</tr>
<tr>
<td>-----</td>
<td>----------------------------------------------</td>
<td>--------------</td>
<td>----------------</td>
</tr>
<tr>
<td>25</td>
<td>Telephone Attendant (C.M./Ministers/Opposition Leader)</td>
<td>Rs. 100</td>
<td>Rs. 200</td>
</tr>
<tr>
<td>26</td>
<td>Telephone Attendant (CS/PSCM)</td>
<td>Rs. 80</td>
<td>Rs. 160</td>
</tr>
<tr>
<td>27</td>
<td>Furniture Supervisor</td>
<td>Rs. 50</td>
<td>Rs. 100</td>
</tr>
<tr>
<td>28</td>
<td>System Operator (Comp.)</td>
<td>Rs. 100</td>
<td>Rs. 200</td>
</tr>
<tr>
<td>29</td>
<td>Welfare Record &amp; Security Supervisor.</td>
<td>Rs. 50</td>
<td>Rs. 100</td>
</tr>
<tr>
<td>30</td>
<td>Sofa Repairer-cum-Polisher</td>
<td>Rs. 100</td>
<td>Rs. 200</td>
</tr>
<tr>
<td>31</td>
<td>Daftri</td>
<td>Rs. 80</td>
<td>Rs. 160</td>
</tr>
<tr>
<td>32</td>
<td>Peon/Jamadar</td>
<td>Rs. 40</td>
<td>Rs. 80</td>
</tr>
<tr>
<td>33</td>
<td>Committee Room Attendant</td>
<td>Rs. 40</td>
<td>Rs. 80</td>
</tr>
<tr>
<td>34</td>
<td>Carpenter</td>
<td>Rs. 40</td>
<td>Rs. 80</td>
</tr>
<tr>
<td>35</td>
<td>Painter</td>
<td>Rs. 40</td>
<td>Rs. 80</td>
</tr>
<tr>
<td>36</td>
<td>Canner</td>
<td>Rs. 40</td>
<td>Rs. 80</td>
</tr>
<tr>
<td>37</td>
<td>Cycle Mechanic</td>
<td>Rs. 40</td>
<td>Rs. 80</td>
</tr>
<tr>
<td>38</td>
<td>Bramda Operator</td>
<td>Rs. 40</td>
<td>Rs. 80</td>
</tr>
<tr>
<td>39</td>
<td>Head Gate Keeper</td>
<td>Rs. 60</td>
<td>Rs. 120</td>
</tr>
<tr>
<td>40</td>
<td>Gate Keeper</td>
<td>Rs. 60</td>
<td>Rs. 120</td>
</tr>
<tr>
<td>41</td>
<td>Frash</td>
<td>Rs. 40</td>
<td>Rs. 80</td>
</tr>
<tr>
<td>42</td>
<td>Record Lifter</td>
<td>Rs. 40</td>
<td>Rs. 80</td>
</tr>
<tr>
<td>43</td>
<td>Photedar</td>
<td>Rs. 60</td>
<td>Rs. 120</td>
</tr>
<tr>
<td>44</td>
<td>Head Mali</td>
<td>Rs. 40</td>
<td>Rs. 80</td>
</tr>
<tr>
<td>45</td>
<td>Book Binder</td>
<td>Rs. 40</td>
<td>Rs. 80</td>
</tr>
<tr>
<td>46</td>
<td>Restorar</td>
<td>Rs. 40</td>
<td>Rs. 80</td>
</tr>
<tr>
<td>47</td>
<td>Record Supervisor</td>
<td>Rs. 40</td>
<td>Rs. 80</td>
</tr>
<tr>
<td>48</td>
<td>Electrician</td>
<td>Rs. 40</td>
<td>Rs. 80</td>
</tr>
<tr>
<td>49</td>
<td>Senior Assistant Judicial</td>
<td>Rs. 80</td>
<td>Rs. 160</td>
</tr>
<tr>
<td>50</td>
<td>Superintendent Judicial</td>
<td>Rs. 200</td>
<td>Rs. 400</td>
</tr>
<tr>
<td>51</td>
<td>Special Assistant/Minister</td>
<td>Rs. 300</td>
<td>Rs. 600</td>
</tr>
</tbody>
</table>
No. 2/1/98-1PPI/4804
GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL POLICIES BRANCH-II)

The 20th April, 1998

To

All Heads of the Departments,
Commissioners of Divisions,
Deputy Commissioner, Sub-Divisional Magistrates,
In the State.

Subject : Permission to withdraw resignation in public interest under rule 7.5(4) of the Punjab Civil Services Rules Volume-I, Part-I.

Sir/Madam,

I am directed to invite your attention to Rule 7.5(4) of the Punjab Civil Services Rules, Volume-I, Part-I which envisages that the appointing authority may permit a person to withdraw his resignation in public interest on the conditions mentioned therein. The matter came up before the Hon’ble Punjab and Haryana High Court whether a government employee who resigned from government service to contest elections can be taken back in service or not. The Hon’ble High Court in its judgment reported as Rajidner Bhushan versus State of Punjab-1995(2) SLR 287 has held that contesting the elections are not ‘compelling reasons’ within the meaning of Rule 7.5 (4) of the Punjab Civil Services Rules, Volume-I, Part-I. The para 9 of the judgment which is relevant for this purpose is reproduced as under :

2. You are, therefore, requested to decide such case in the light of the above said judgment of Hon’ble Punjab and Haryana High Court.

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

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

Yours faithfully,

(Sd.) . . ,

(BALLAM SINGH),
Under Secretary Personnel.
Chandigarh Administration
Department of Personnel

Endorsement No. 3165-IH(7)-98/8862, dated 13th May, 1998

A copy is forwarded to the following, for information and necessary action:

(i) All Administrative Secretaries in Chandigarh Administration.

(ii) All Heads of Department/Offices in Chandigarh Administration.

(Sd.) . . ,

Superintendent Personnel.

No. 7/7/85-5HBV/2498
GOVERNMENT OF PUNJAB
DEPARTMENT OF HEALTH AND FAMILY WELFARE
(HEALTH V BRANCH)

To

All Heads of Departments, Commissioners of Divisions and Deputy Commissioners in the Punjab, and Registrars, Punjab and Haryana High Court, District and Sessions Judges and Principals of Medical/Dental Colleges and Hospitals in the State.


Subject: Reimbursement of medical expenses—Policy regarding.

Sir/Madam,

In supersession of Punjab Government letter No. 7/7/85-3HBV/13855, dated 27th May, 1987 the President of India is pleased to lay down the following policy for reimbursement of medical expenses incurred on medical treatment taken abroad and in hospitals other than the hospitals of the Government of Punjab (both outside and in the State of Punjab):—

(i) All categories of employees whether retired or serving of All India Service/State Government/Judges of Punjab and Haryana High Court/M.L.As./Ex-M.L.As. will be governed by this policy.

(ii) The person who is in need of medical treatment outside India or in any hospital other than the Government of Punjab (both outside and in the State of Punjab), as the case may be, may make an application for getting treatment in these hospitals directly to the Director, Health and Family Welfare two months advance, duly recommended by the C.M.O./Medical Superintendent indicating that treatment for the disease mentioned is not available in the Hospitals of the Government of Punjab. In case of Emergency duly authenticated by C.M.O./Medical Superintendent the application can be made 15 days in advance.

(iii) Director Health and Family Welfare, Punjab will place the application of the concerned employee before the Medical Board within 15 days of the receipt of application. In case of emergency, if immediate meeting of Medical Board can not be convened, such application may be circulated to all the members of the Medical Board and decision taken thereof.

(iv) The Medical Board shall consist of the following officers:

1. Director, Health and Family Welfare, Punjab .. Chairman
2. Director, Research and Medical Education, Punjab .. Member
3. Specialist of the desired line of treatment from P.G.I. Chandigarh OR A.I.I.M.S, New Delhi .. Member
4. Senior most specialist from Medical Colleges, Patiala, Amritsar and Faridkot .. Member
5. Deputy Director/Assistant Director, Incharge of the P.M.H. Branches, office of Director Health and Family Welfare .. Secretary
The Board may co-opt any other specialist to assist it whenever and wherever necessary. The headquarter of the Board shall be at Chandigarh. Three members including one specialist should be present and will form the quorum of the Board. The Board shall examine the concerned employee who is desirous of availing of medical treatment and recommend his treatment either abroad or in any of the hospitals other than Punjab Government. In case treatment is to be taken abroad, the Medical Board should categorically state that such treatment is not available in India and treatment abroad is necessary.

(v) The Board shall ensure the correctness of disease, necessity of treatment abroad and to consider and decide as to whether or not satisfactory level of treatment is available in India. The Board may recommend treatment in any of the hospitals in India, if they are of the opinion that arrangements are available in India. In such cases treatment abroad may not be allowed and the Board may record such findings and authorise such treatment in Medical Institutions within India whether Government or privately recognised (list to be supplied by Director, Health Services).

(vi) The Medical Board, if satisfied that in the interest of person concerned it is essential to do so, may recommend one attendant to accompany the patient. The attendant will be allowed T.A. as admissible to the patient.

(vii) The reimbursement on account of diet, stay of attendant and stay of patient in hospital will not be allowed.

(viii) If a person gets medical treatment abroad without prior approval of the Medical Board no reimbursement shall be allowed except with the permission of Finance Department.

(ix) The person concerned will bear 10% of the expenditure excluding such travelling fare subject to a maximum of Rs. 25,000 if treatment is taken abroad. The Head of Department will be competent to reimburse such medical bills to the tune of Rs. 10,000. The Administrative Department will be competent to the tune of Rs. 25,000 for such medical treatment and beyond Rs. 25,000 the powers lie with Finance Department. The person concerned will be entitled to 75% advance to be sanctioned by Head of Department at the time of total reimbursement. This should be adjusted within 3 months.

(x) The case of investigation/medical check-up and follow up will also be governed under this policy.

(xi) In case of treatment taken abroad, the scale of expenditure and the eligibility for treatment the person concerned is entitled shall be identical to the scale of expenditure at the eligibility of an officer/official of the Indian Foreign Services of corresponding grant in the ministry of External Affairs under any Assistance Medical Attendance Scheme for the time being in force.

(xii) The Health Department in consultation with Director Research and Medical Education will prepare a list of diseases for which specialised treatment is not available in Punjab Government Hospitals and indicate the Institutions/Hospitals/Clinics of repute where necessary treatment is available. This list will, however, be subject to variation in future.

(xiii) The Punjab Medical Attendant Rules, 1940 may be considered to have been modified accordingly.

(xiv) This issues with the concurrence of the Department of Finance conveyed vide I.D. No. 8/532/86-5FEII/3456, dated the 6th December, 1990

Yours faithfully

(Sd/-)

Under Secretary, Health.
GOVERNMENT OF PUNJAB
FINANCE DEPARTMENT
(ACCOUNTS BRANCH)
The 18th September, 1998

To
All the Heads of Department/Offices and
Drawing and Disbursing Officers.
Chandigarh Administration.

Subject : Revision of pay scales in pursuance of recommendations of 4th Punjab Pay

Sir,

I am directed to say that the Punjab Government,—vide notification No. 7/1/97-FPI/7370,
dated 19th May, 1998 have further amended the Punjab Civil Services (Revised Pay) Rules, 1998.

2. In pursuance of Government of India, Ministry of Home Affairs notification No. 14012/2/88-
CHD, dated 13th January, 1992, the Administrator, U.T., Chandigarh is pleased to adopt the Punjab
Government notification referred to in para (1) above from the date specified by the Punjab government
in respect of employees of U.T., Chandigarh, already drawing pay on Punjab pattern and the
deputationists from the State of Punjab. The second schedule has been suitably amended with
reference to the nomenclature as well as scale of pay (pre-revised) of posts available in the concerned
department of this Administration, which will be applicable for the employees of U.T., Chandigarh
including deputationists from the State of Punjab.

Yours faithfully,
(Sd.) . . ,
Joint Secretary, Finance,
for Finance Secretary,
Chandigarh Administration.

GOVERNMENT OF PUNJAB
DEPARTMENT OF FINANCE
(FINANCE PERSONNEL BRANCH I)
Notification
The 19th May, 1998

No. 7/1/97-FPI/7370.—In exercise of the powers conferred by the proviso to article 309 read
with clause (3) of article 187 of the Constitution of India, the Governor of Punjab, after Consultation
with the Speaker of Punjab Vidhan Sabha, in so far as such consultation is necessary in terms of
aforesaid provisions of clause (3) of article 187, is pleased to make the following rules further to
amend the Punjab Civil Service (Revised Pay) Rules, 1998, namely :-

1. (1) These rules may be called the Punjab Civil Services (Revised Pay) (First Amendment)

(2) They shall be deemed to have come into force on and with effect from the First day of
January, 1996.

2. In the Punjab Civil Services (Revised Pay) Rules, 1998, (hereinafter referred to as the
said rules), “Schedule” annexed thereto shall be termed as “The First Schedule”, and “The Second
Schedule” is hereby issued as annexed hereto.
3. In the said rules, in rule 3, for clause (g), the following clause shall be substituted, namely :

"revised scale" in relation to an existing scale specified in column 2 of the First Schedule and in column 3 of The Second Schedule means the scale of pay specified against that scale in column 3 of the First Schedule and in column 4 read with column 5 of the Second Schedule" :

Provided that The Second Schedule shall take precedence over The First Schedule.

4. In the said rules, for rule 4, the following rule shall be substituted namely :

"Revised Scales of Pay,—As from the date of commencement of these rules, the scale of pay specified in column 3 of The First Schedule and in column 4 read with column 5 of The Second Schedule against the scale specified in column 2 of The First Schedule and column 3 of The Second Schedule shall be deemed to be revised scale".

5. In the said rules, in the fourth proviso to rule 7, the following may be added at the end of the proviso i.e. after word "post", namely :

"except for categories of posts where consequent to the enhancement of pay scales the existing Special Pay has been abolished as mentioned in column 5 of Second Schedule".

S. K. TUTEJA,
Principal Secretary to Government, Punjab,
Department of Finance.

Endorsement No. 7/1/97-FPI/7371, dated, Chandigarh the 19th May, 1998.

A copy is forwarded to all Heads of Departments, Commissioners of Divisions, Registrar, High Court of Punjab and Haryana, District and Sessions Judges and Deputy Commissioners in the State.

(Sd) . . .,
(MANJIT SINGH)
Joint Secretary, Finance (M).

Endst. No. 7/1/97/FPI/7372-73, Chandigarh, dated the 19th May, 1998.

A copy each, alongwith a spare copy, if forwarded, to :

(i) The Accountant-General (Audit), Punjab, Chandigarh ; and

(Sd) . . .,
(MANJIT SINGH)
Joint Secretary, Finance (M).

Endst. No. 7/1/97/FPI/7374—79, dated Chandigarh, the 19th May, 1998.

A copy each forwarded to :

(i) The Secretary to Government of Himachal Pradesh, Department of Finance, Shimla.
(ii) The Finance Secretary, Chandigarh Administration, Chandigarh.
(iii) All the Treasury Officers/Assistant Treasury Officers in the State for information and necessary action ;
(iv) The Deputy Commissioner, Delhi ;
(v) The Pay and Accounts Officer, Punjab House, Copernicus Marg, New Delhi; and
(vi) The Director (E.G.), Ministry of Finance, Department of Expenditure, Pay Research Unit, New Delhi.

(Sd.) . . . ,

(MAJOR SINGH SAHOTA),
Superintendent,
Tele. No. 740662-4723 (PABX)

A copy is forwarded for information to:

(i) The Chief Secretary to Government, Punjab, Chandigarh;

(ii) All the Financial Commissioner, Principal Secretaries and the Administrative Secretaries to Government of Punjab; and

(iii) The Resident Commissioner, Punjab, Punjab Bhawan, Copernicus Marg, New Delhi.

(Sd.) . . . ,

(MAJOR SINGH SAHOTA),
Superintendent,
Tele. No. 740662-4723 (PABX)

To

(i) The Chief Secretary to Government, Punjab;

(ii) All the Financial Commissioners, Principal Secretaries and the Administrative Secretaries to Government of Punjab; and

(iii) The Resident Commissioner, Punjab, Punjab Bhawan, Copernicus Marg, New Delhi.


Endorsement No. 7/1/97-FPI/7380-84, dated Chandigarh the 19th May, 1998.

A copy each is forwarded to:

(i) The Registrar, Agricultural University, Ludhiana;

(ii) The Registrar, Punjabi University, Patiala;

(iii) The Registrar, Guru Nanak Dev University, Amritsar;

(iv) The Registrar, Panjab University, Chandigarh.

(v) Dr. B.R. Ambedkar Technical University, Jalandhar; and

(vi) The Secretary to the Fourth Punjab Pay Commission, Chandigarh.

(Sd.) . . . ,

(MAJOR SINGH SAHOTA),
Superintendent,
Tele. No. 740662-4723 (PABX)

INTERNAL DISTRIBUTION:

(i) Directorate of Financial Resources and Economic Intelligence; and

(ii) All Branches in the Department of Finance.
THE SECOND SCHEDULE

[See rule 3(b), (g) and rule (4)]

Revised Scales of Pay for Common categories/posts as specified hereunder:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of the Category/Post</th>
<th>Existing Pay Scale (In Rupees)</th>
<th>Revised Pay Scale (In Rupees)</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I. GENERAL HELPERS AND MAINTENANCE STAFF

1. Peon, Chowkidar, Sweeper, Mali, Bahisti, Frash and other Class-IV posts in the existing scale mentioned in Column-3 except those mentioned at item No. (2) and (3) of this serial number:
   - Peon, Chowkidar: Existing 770—1410, Revised 2520—4140 (with initial start of Rs. 2620)

2. Head Mali, Head Chowkidar, Jamadar (redesignated as Mukhsewadar) and Record Lifter:
   - Head Mali: Existing 800—1455, Revised 2720—4260

3. Daftri: Existing 800—1455, Revised 2820—4400

II. MINISTERIAL STAFF

1. Clerk:
   - (i) Clerk (i): Existing 950—1800, Revised 3120—5160 (with initial start of Rs. 1000)
   - (ii) Senior Clerk: Existing 1200—2130, Revised 4020—6200
   - (iii) Junior Asstt.: Existing 1500—2700, Revised 5000—8100

The rate of typewriting allowance to the Typist Clerks in the scale of Rs. 3120—5160 deployed on full-time basis shall be Rs. 75 p.m. with effect from the 1st September, 1997 and for sanctioning typewriting allowance a certificate to the effect that the concerned Clerks were actually deployed on typing work from the Head of Office will be required every month.
The designation and the revised equivalent of the unrevised pay scale of officials working as Senior Clerk and Junior Assistant, as on 1st January, 1996, shall be protected as a measure personal to them. For future, the total number of posts of Clerk including Senior Clerk and Junior Assistant in a cadre existing on 1st January, 1996 shall be divided into the posts of Clerk in the scale of Rs. 3120—5160 and Junior Assistant in the scale of Rs. 4400—7000 in the ratio of 50 : 50. The new posts of Junior Assistant shall be created on the basis of actual requirements.

The posts of Junior Assistant shall be filled up by promotion to the extent of 100% from amongst the Clerks who have an experience of working as such for a minimum period of 5 years in the cadre of the department in which he is working at the time of promotion.

<table>
<thead>
<tr>
<th>(3) Senior Assistant</th>
<th>1800—3200</th>
<th>5800—9200</th>
</tr>
</thead>
<tbody>
<tr>
<td>(4) Stenotypist</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(i) 1020—1800</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Steno-typist Grade-II)</td>
<td>3330—6200</td>
<td></td>
</tr>
<tr>
<td>(ii) 1200—2130</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(steno-typist Grade-I)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(5) Junior Scale Stenographers

| (i) 1200—2130        | 4400—7000 |           |
| (Junior Scale Stenographers Grade-II) |           |           |
| (ii) 1500—2700       |           |           |
| (Junior Scale Stenographers Grade-I) |           |           |

(6) Senior Scale Stenographer

| 1800—3200 | 5800—9200 |

(7) Personal Assistant

| 2000—3500 | 6400—10640 |

III. MINISTERIAL SUPERVISORS:

| (1) Superintendent Grade-II | 2000—3500 | 6400—10640 |
| (2) Superintendent Grade-I  | 2200—4000 | 7220—11660 |
(3) Establishment Officer (in Directorates) (i) 2200—4000 7880—11660 Special Pay is abolished Plus Special Pay Rs. 100 P.M. (ii) 2410—4000

(4) Private Secretary 2200—4000 7220—11660

IV. OPERATIONAL STAFF :

(1) Restorer 950—1800 3120—5160

(2) Duplicating Machine Operator (i) 830—1500 2820—4400 The Duplicating Machine Operators who are currently enjoying the pay scale of Rs. 950—1800 shall be given protection and placed in the revised scale of Rs. 3120—5160 as a measure personal to them. (ii) 950—1800

(3) (i) Drivers of Heavy, Light and Commercial Vehicles and Drivers of Staff Cars of various Departments 1020—2130 3330—6200

(ii) Supervisors of Staff Cars of Secretariat and Ministers Cars Section 1020—2130 4020—6200

(4) Cinema Assistant/ Operator 950—2130 3120—6200

V. PROFESSIONAL CATEGORIES :

(1)(i) (a) School/Assistant Librarian 1200—2130 4020—6200 (b) Library Restorer 950—1800 3330—6200

(ii) Librarian 1500—2700 5000—8100

(iii) Senior Librarian/ District Librarian 1650—2925 5800—9200

(iv) Chief Librarian, Punjab Civil Secretariat 2200—4000 7880—11660

(v) State Librarian, Central State Library, Patiala 2200—4000 7880—11660
(2) (i) Sub Divisional Engineer/Assistant Engineer

<table>
<thead>
<tr>
<th>Entry Scale</th>
<th>Regular Service</th>
<th>Revised Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>2200—4000</td>
<td>7880—13500</td>
<td>(with start of Rs. 8000)</td>
</tr>
<tr>
<td>3000—4500</td>
<td>10025—15100</td>
<td>(after 4 years regular service in the entry scale)</td>
</tr>
<tr>
<td>3700—5300</td>
<td>12000—15500</td>
<td>(after 9 years regular service in the entry scale)</td>
</tr>
</tbody>
</table>

(ii) Junior Engineer

<table>
<thead>
<tr>
<th>Entry Scale</th>
<th>Regular Service</th>
<th>Revised Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1800—3200</td>
<td>5800—9200</td>
<td>(after 18 years service)</td>
</tr>
<tr>
<td>2200—3900</td>
<td>5800—9200</td>
<td>2200—3900 are allowed the revised equivalent of Rs. 7220—11320 as a measure personal to them.</td>
</tr>
</tbody>
</table>

(iii) Draftsman

<table>
<thead>
<tr>
<th>Entry Scale</th>
<th>Regular Service</th>
<th>Revised Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1800—3200</td>
<td>5800—9200</td>
<td>5800—9200</td>
</tr>
</tbody>
</table>

In a Department where a Draftsman is appointed on the basis of qualifications of Metric and I.T.I. Certificate, the revised scale shall be Rs. 4020—6200 only. However, the higher pay scale. If any, enjoyed by the existing incumbents of this post shall be protected so long as they continue to hold such post.

(iv) Junior Draftsman

<table>
<thead>
<tr>
<th>Entry Scale</th>
<th>Regular Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>1200—2130</td>
<td>4020—6200</td>
</tr>
</tbody>
</table>

(v) Surveyor

<table>
<thead>
<tr>
<th>Entry Scale</th>
<th>Regular Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>1200—2130</td>
<td>4020—6200</td>
</tr>
</tbody>
</table>

(3) Law Officers/Legal Assistants in various Deptts. other than the Department of Legal and Legislative Affairs

<table>
<thead>
<tr>
<th>Entry Scale</th>
<th>Regular Service</th>
<th>Revised Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>800—3200</td>
<td>6400—10640</td>
<td>800—3200</td>
</tr>
</tbody>
</table>

(4) Teachers

The posts of J.B.T./teachers and Masters etc. in various Departments of the State Government shall be granted the same pay scales as have been granted for the identical levels in the Departments of Education provided the qualifications are similar otherwise the revised equivalents of the existing scales would be allowed.

The qualifications for recruitment to these categories shall also be brought at par with those prescribed for corresponding levels in the Department of Education.
VI. STATISTICAL AND ACCOUNTS PERSONNEL

(1) Statistical Personnel

The Statistical Personnel of the categories like Computers, Investigators, Statistical Assistants, Technical Assistants and Research Officers, existing in various Departments shall be granted the same pay scales as are granted to the identical levels in the Economic and Statistical Organisation: Provided the qualifications are similar otherwise the revised equivalents of the existing scales would be allowed.

VIII. ACCOUNTS STAFF

(i) Junior Auditor 1800—3200 5800—9200 For future, this post shall be filled up to the extent of 75% by direct recruitment from amongst candidates who are B.Com. 1st Division or M. Com 2nd Division. The remaining 25% posts shall be filled up by promotion from amongst Junior Assistants with five years service who possess the qualification of B. Com.

(ii) (a) Senior Auditor (SAS) 2000—3500 6400—10640
(b) Senior Auditor (Non SAS) 1800—3200 6400—10640

VII. SKILLED AND SEMI-SKILLED STAFF

(1) Helper 800—1455 2720—4260
(2) Junior Technician 950—1800 3120—5160 (with initial start of Rs. 1000)
(3) Technician Grade-III 1200—2130 4020—6200 This level shall not exceed 30% of the posts of Technicians of various levels.

(4) Technician Grade-II 1365—2410 4550—7220 This level shall not exceed 20% of the posts of Technicians of various levels.
(5) Technician Grade-I 1410—2480 The levels of Technician Grade-II and Technician Grade-I shall be merged and re-designated as Technician Grade-I.
The above mentioned ratio as given in column 5, above against each category shall be followed for having posts of different levels of Technicians in each trade separately. If in a cadre the existing posts of higher level/levels fall short of above given norm, upgradation shall be done so as to satisfy the above general norms without exceeding the total strength. If in a cadre the posts of any higher level/levels are more than the said norm, the posts in excess of the norm shall be protected as a measure personal to the incumbents and eventually on the retirement/resignation etc. of the existing incumbents, the norm shall be strictly followed. If in a cadre there is no post of Junior Technician but only, higher level/levels of the Technicians exist, such higher levels shall be protected as a measure personal to the existing incumbents and in future whenever any vacancy arises, recruitment shall be made to the level of junior Technician only.

The existing posts of Helpers shall be continued and in future creation of these posts shall be as per the actual requirements.

VIII. TECHNICAL SUPERVISORS

(A) (i) Chargeman 950—1800
(ii) Chargeman 1200—2130
(iii) Assistant Foreman 950—1800
(iv) Assistant Foreman 1200—2130
(v) Assistant Foreman Special 1200—2130

Re-designated as Chargeman Grade-II/ Assistant Foreman. These posts shall not exceed 60% of the total number of posts as mentioned at (A) and (B).

(B) Chargeman 1365—2410

5000—8100

Re-designated as Chargeman Grade-I. These posts shall not exceed 40% of the total number of posts mentioned at (A) and (B).

(C) (i) Foreman 1200—2130
(ii) Foreman Special 1200—2130

5000—8100

Re-designated as Foreman Grade-II. These posts shall not exceed 60% of the total number of posts mentioned at (C) and (D).

(D) (i) Assistant Foreman 1365—2410
(ii) Assistant Foreman Special 1365—2410
(iii) Foreman 1365—2410
(iv) Foreman 1500—2700

Re-designated as Foreman Grade-I. These posts shall not exceed 40% of the total number of posts mentioned at (C) and (D).

I. AGRICULTURE

1. Agriculture Development Officer 2200—4000
(Entry Scale) 7220—11660
(Entry Scale)
3000—4500
10025—15100
(after 8 years) (after 8 years) of regular service in the entry scale

3700—5300 (after 18 years) 12000—16350 (after 16 years of regular service in the entry scale).

2. **Sub Inspector-cum-Surveyor**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Lower Limit</th>
<th>Upper Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1200—2130</td>
<td>4020—6200</td>
</tr>
</tbody>
</table>

1800—3200 (after 12 years service)

**2. ANIMAL HUSBANDRY**

1. **Veterinary Officer**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Lower Limit</th>
<th>Upper Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2200—4000</td>
<td>7880—13500</td>
</tr>
</tbody>
</table>

(entry scale) (entry scale with a start of 8000)

3000—4500 (after 8 years) 10025—15100 (after 4 years of regular service in the entry scale)

3700—5300 (after 18 years) 12000—15500 (after 9 years of regular service in the entry scale)

14300—18150 (after 14 years of regular service in the entry scale)

2. **Veterinary Pharmacist**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Lower Limit</th>
<th>Upper Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1200—2130</td>
<td>4400—7000</td>
</tr>
</tbody>
</table>

1410—2480 50%

The existing incumbents in the scale of 1800—3200 are allowed in revised equivalent of Rs. 5800—9200.

The existing incumbents in the scale of Rs. 1410—2480 are allowed the revised equivalent of Rs. 4550—7220 as a measure personal to them.
### 3. ARCHITECTURE

<table>
<thead>
<tr>
<th>Position</th>
<th>Entry Salary</th>
<th>Scale Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Architect</td>
<td>5900—6700</td>
<td>18600—22100</td>
</tr>
<tr>
<td>Senior Architect</td>
<td>4125—5600</td>
<td>14300—18600</td>
</tr>
<tr>
<td>Architect</td>
<td>3000—4500</td>
<td>12000—15500</td>
</tr>
</tbody>
</table>
|                           | 3700—5300    | 14300—18150  | after 18 years as architect and Asstt. Architect (after 14 years of regular service in the entry scale.)
| Assistant Architect       | 2200—4000    | 7880—13500   | entry scale (with start of 8000). |
|                           | 3000—4500    | 10025—15100  | after 8 years service |
|                           | 3700—5300    | 12000—15500  | (after 18 years service) |
|                           |              | 14300—18150  | (after 14 years of regular service in the entry scale.) |

### 4. U.T. SECRETARIAT

<table>
<thead>
<tr>
<th>Position</th>
<th>Salary Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under Secretary</td>
<td>3000—4500</td>
</tr>
<tr>
<td>Gate Keeper</td>
<td>950—1800</td>
</tr>
</tbody>
</table>

### 5. CO-OPERATION

<table>
<thead>
<tr>
<th>Position</th>
<th>Salary Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspector Grade-I</td>
<td>1650—2925</td>
</tr>
</tbody>
</table>
6. ECONOMIC & STATISTICAL ORGANISATION

<table>
<thead>
<tr>
<th>Position</th>
<th>Current Scale</th>
<th>Revised Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Research Officer</td>
<td>2410—4000</td>
<td>7220—11660</td>
</tr>
</tbody>
</table>

The existing incumbent in the scale of Rs. 2410—4000 are allowed the revised equivalent of Rs. 7880—11660 as a measure personal to them.

7. EDUCATION

<table>
<thead>
<tr>
<th>Position</th>
<th>Current Scale</th>
<th>Revised Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Primary School Teacher (JBT)</td>
<td>1200—2130</td>
<td>4550—7220</td>
</tr>
<tr>
<td></td>
<td>1410—2480</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1650—2925</td>
<td></td>
</tr>
</tbody>
</table>

The existing incumbents in the scale of Rs. 1650—2925 are allowed the revised equivalent of Rs. 5480—8925 as a measure personal to them.

<table>
<thead>
<tr>
<th>Position</th>
<th>Current Scale</th>
<th>Revised Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Head Teacher</td>
<td>1410—2480</td>
<td>4550—7220</td>
</tr>
<tr>
<td>3. District Education Officer</td>
<td>2850—4375</td>
<td>10025—15100</td>
</tr>
<tr>
<td>(School/Primary)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Principal of Senior Schools</td>
<td>2410—4000</td>
<td>10025—15100</td>
</tr>
<tr>
<td>(JBT Schools)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Head Master/Head Mistress</td>
<td>2000—3500</td>
<td>7000—10980</td>
</tr>
<tr>
<td></td>
<td>2130—3700</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2200—4000</td>
<td></td>
</tr>
</tbody>
</table>

The existing incumbents in the scale of Rs. 2200—4000 are allowed the revised equivalent of Rs. 7200—11660 as a measure personal to them.

<table>
<thead>
<tr>
<th>Position</th>
<th>Current Scale</th>
<th>Revised Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>6. School Lecturer</td>
<td>1800—3200</td>
<td>6400—10640</td>
</tr>
<tr>
<td></td>
<td>2000—3500</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2130—3700</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Position</th>
<th>Current Scale</th>
<th>Revised Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>7. Masters/Mistresses</td>
<td>1650—2925</td>
<td>5480—8925</td>
</tr>
<tr>
<td></td>
<td>1800—3200</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2000—3500</td>
<td></td>
</tr>
</tbody>
</table>

The existing incumbents in the scale of Rs. 1800—3200 and Rs. 2000—3500 are allowed the revised equivalent of Rs. 5800—9200 and Rs. 6400—10640 as a measure personal to them.
| 8. District Co-ordinator (Vocational Education) | 1650—2925 | 7000—10980 |
| 9. Registrar | 2200—4000 plus Rs. 100 Special Pay plus Rs. 100 Special Pay | 7880—11660 | Special Pay is abolished |
| 10. Administrative Officer | 1800—3200 | 7000—10980 |
| 11. Circle Auditor | 1650—2925 | 6400—10640 |
| 12. Library Attendant | 770—1410 | 2720—4260 |
| 13. Hostel Superintendent | 1800—3200 | 5800—9200 |
| 14. Commerce Instructor | 1650—2925 | 6400—10640 |
| 15. Senior Lecture Assistant | 1500—2700 | 5000—8100 |
| 16. Junior Lecture Assistant | 1365—2410 | 4400—7000 |
| 17. Library Restorer | 950—1800 | 3330—6200 |

8. EMPLOYMENT

1. Employment Officer | 2000—3500 | 6400—10640 |
2. Statistical Assistants | 1800—3200 | 5800—9200 |

9. EXCISE AND TAXATION

1. Excise and Taxation Officer | 2130—3700 | 7000—10980 |
2. Excise and Taxation Inspector | 1650—2925 | 5480—8925 |

10. FOOD AND SUPPLIES

1. Food and Supplies Officer | 2000—3500 | 7000—10980 |
2. Assistants Food and Supplies Officer | 1800—3200 | 5800—9200 |
3. Inspector Grade-I | 1650—2925 | 5480—8925 |

11. FORESTS

1. Forest Guard | 950—1800 | 3330—6200 |
2. Draftsman | 1800—3200 | 5800—9200 |
### 12. HEALTH

<table>
<thead>
<tr>
<th>No.</th>
<th>Position</th>
<th>Entry Scale</th>
<th>After 8 Years</th>
<th>After 9 Years</th>
<th>After 14 Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Medical Officer &amp; Dental Surgeon</td>
<td>22000—4000</td>
<td>7880—13500</td>
<td>10025—15100</td>
<td>12000—15500</td>
</tr>
<tr>
<td></td>
<td>with a start of Rs. 2270</td>
<td></td>
<td>(with a start of Rs. 8000)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3000—4500 (after 8 years service)</td>
<td></td>
<td></td>
<td>14300—18150</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3700—5300 (after 18 years service)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Senior Medical Officer</td>
<td>3000—4500</td>
<td>10025—15100</td>
<td>12000—15500</td>
<td>14300—18150</td>
</tr>
<tr>
<td></td>
<td>3700—5300 (after 18 years regular service).</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Matron/Assistant Matron</td>
<td>1800—3200</td>
<td>6400—10640</td>
<td>8800—13600</td>
<td>11000—15600</td>
</tr>
<tr>
<td>5.</td>
<td>Nursing Sister/Sister Tutor</td>
<td>1650—2925</td>
<td>5800—9200</td>
<td>7800—12200</td>
<td>9600—13600</td>
</tr>
<tr>
<td>6.</td>
<td>Laboratory Assistant Grade II</td>
<td>950—1800</td>
<td>3330—6200</td>
<td>4880—8160</td>
<td>6800—10480</td>
</tr>
<tr>
<td></td>
<td>(with a start of Rs. 1000)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Laboratory Assistant Grade I/Laboratory Technician</td>
<td>1200—2130</td>
<td>4020—6200</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Senior Laboratory Technician</td>
<td>1410—2480</td>
<td>5000—8100</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
9. **Computer/Statistical Clerk**  
   
<table>
<thead>
<tr>
<th>Range</th>
<th>3120—5160</th>
</tr>
</thead>
<tbody>
<tr>
<td>950—1800</td>
<td>(with a initial start of Rs. 1000)</td>
</tr>
</tbody>
</table>

10. **Pharmacists**  

<table>
<thead>
<tr>
<th>Range</th>
<th>4550—7220</th>
</tr>
</thead>
<tbody>
<tr>
<td>1410—2480</td>
<td>(with a start of Rs. 1470)</td>
</tr>
<tr>
<td>1650—2925</td>
<td>for 50%</td>
</tr>
</tbody>
</table>

   The existing incumbents in the scale of Rs. 1650—2925 are allowed the revised equivalent of Rs 5480—8925 as a measure personal to them.

11. **Radiographer**  

<table>
<thead>
<tr>
<th>Range</th>
<th>4550—7220</th>
</tr>
</thead>
<tbody>
<tr>
<td>1200—2130</td>
<td></td>
</tr>
</tbody>
</table>

12. **Multipurpose Workers (Male and Female)**  

<table>
<thead>
<tr>
<th>Range</th>
<th>3330—6200</th>
</tr>
</thead>
<tbody>
<tr>
<td>950—1800</td>
<td>(with a start of Rs. 1000)</td>
</tr>
<tr>
<td>1365—2410</td>
<td>(1365—2410 for 50%)</td>
</tr>
</tbody>
</table>

   The existing incumbents in the scale of Rs. 1365—2410 are allowed the revised equivalent of Rs 4400—7000 as a measure personal to them.

13. **Food Inspector**  

<table>
<thead>
<tr>
<th>Range</th>
<th>4550—7220</th>
</tr>
</thead>
<tbody>
<tr>
<td>1365—2410</td>
<td></td>
</tr>
</tbody>
</table>

14. **Ayurvedic Assistant Medical Officer**  

<table>
<thead>
<tr>
<th>Range</th>
<th>7000—10980</th>
</tr>
</thead>
<tbody>
<tr>
<td>2130—3700</td>
<td></td>
</tr>
</tbody>
</table>

15. **Senior Ayurvedic Physician/Ayurvedic Medical Officer**  

<table>
<thead>
<tr>
<th>Range</th>
<th>10025—15100</th>
</tr>
</thead>
<tbody>
<tr>
<td>2200—4000</td>
<td></td>
</tr>
</tbody>
</table>

**13. HOME GUARD**

1. **District Commander**  

<table>
<thead>
<tr>
<th>Range</th>
<th>7880—13500</th>
</tr>
</thead>
<tbody>
<tr>
<td>2200—4000</td>
<td>(with a start of Rs. 8000)</td>
</tr>
</tbody>
</table>

2. **Company Commander**  

<table>
<thead>
<tr>
<th>Range</th>
<th>5800—9200</th>
</tr>
</thead>
<tbody>
<tr>
<td>1800—3200</td>
<td>(with a start of Rs. 2000)</td>
</tr>
</tbody>
</table>

3. **Platoon Commander**  

<table>
<thead>
<tr>
<th>Range</th>
<th>5480—8925</th>
</tr>
</thead>
<tbody>
<tr>
<td>1650—2925</td>
<td>(with a start of Rs. 1760)</td>
</tr>
</tbody>
</table>

4. **Howaldar Instructor**  

<table>
<thead>
<tr>
<th>Range</th>
<th>4020—6200</th>
</tr>
</thead>
<tbody>
<tr>
<td>1200—2130</td>
<td>(with a start of Rs. 1260)</td>
</tr>
</tbody>
</table>

**14. INFORMATION AND PUBLIC RELATIONS**

1. **Public Relations Officer**  

<table>
<thead>
<tr>
<th>Range</th>
<th>7220—11660</th>
</tr>
</thead>
<tbody>
<tr>
<td>2200—4000</td>
<td>(plus Rs. 200 Special Pay)</td>
</tr>
</tbody>
</table>

   Special pay is abolished
### 15. INDUSTRIAL TRAINING INSTITUTE

<table>
<thead>
<tr>
<th>Rank</th>
<th>Position</th>
<th>Basic Pay</th>
<th>Revised Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Principal Class I</td>
<td>3000–4500</td>
<td>10025–15100</td>
</tr>
<tr>
<td>2.</td>
<td>Group Instructor</td>
<td>2000–3500</td>
<td>6400–10640</td>
</tr>
<tr>
<td>3.</td>
<td>Crafts Instructor</td>
<td>1650–2925</td>
<td>5480–8925</td>
</tr>
</tbody>
</table>

The existing incumbents in the scale of Rs. 1800–3200 are allowed the revised equivalent of Rs. 5800–9200 as a measure personal to them.

4. Hostel Superintendent-cum-PTI

5. Pharmacist

<table>
<thead>
<tr>
<th>Rank</th>
<th>Position</th>
<th>Basic Pay</th>
<th>Revised Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>1410–2480</td>
<td>4550–7220</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(with a start of Rs. 1470)</td>
<td>(with a start of Rs. 4700)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1650–2925 50%)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The existing incumbents in the scale of Rs. 1650–2925 are allowed the revised equivalent of Rs. 5480–8925 as a measure personal to them.

6. English Teacher

<table>
<thead>
<tr>
<th>Rank</th>
<th>Position</th>
<th>Basic Pay</th>
<th>Revised Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>1640–2925</td>
<td>5480–8925</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Rs. 1800–3200 after 8 years in Education Department.)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The existing incumbents in the scale of Rs. 1800–3200 and Rs. 2000–3500 are allowed the revised equivalent of Rs. 5800–9200 and Rs. 6400–10640 respectively as a measure personal to them.

### 16. LABOUR

<table>
<thead>
<tr>
<th>Rank</th>
<th>Position</th>
<th>Basic Pay</th>
<th>Revised Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Assistant Labour Commissioner</td>
<td>2130–3700</td>
<td>7220–11660</td>
</tr>
<tr>
<td>2.</td>
<td>Labour Inspector Grade-I</td>
<td>1650–2925</td>
<td>5480–8925</td>
</tr>
<tr>
<td>3.</td>
<td>Field Investigator</td>
<td>1650–2925</td>
<td>5800–9200</td>
</tr>
</tbody>
</table>
### 17. LAW AND PROSECUTION

1. **Assistant District Attorney**  
   - Base Salary: 2000—3500  
   - Incremental Salary: 7000—10980

2. **Law Officer**  
   - Base Salary: 2000—3500  
   - Incremental Salary: 6400—10640

3. **Deputy District Attorney**  
   - Base Salary: 2200—4000  
   - Incremental Salary: 7880—11660

### 18. POLICE

1. **Deputy Superintendent of Police**  
   - Base Salary: 2000—4000  
   - Incremental Salary: 7880—13500  
   - Additional Incremental Salary: 3000—4375 Rs. 8000 (after 8 years)  
   - Additional Incremental Salary: 4000—5300 10025—15100 (after 4 years of regular service in the entry scale).  
   - Additional Incremental Salary: 12000—15500 (after 9 years of regular service in the entry scale).  
   - Additional Incremental Salary: 14300—18150 (after 14 years of regular service in the entry scale).

2. **Inspector**  
   - Base Salary: 1800—3200  
   - Incremental Salary: 5800—9200  
   - Additional Incremental Salary: 1650—2925 (with a start of Rs. 2000).

3. **Sub-Inspector**  
   - Base Salary: 1650—2925  
   - Incremental Salary: 5480—8925  
   - Additional Incremental Salary: 1650—2925 (with a start of Rs. 1760).

4. **Assistant Sub-Inspector**  
   - Base Salary: 1410—2480  
   - Incremental Salary: 4550—7220

5. **Head Constable**  
   - Base Salary: 1200—2130  
   - Incremental Salary: 4020—6200  
   - Additional Incremental Salary: 1200—2130 (with a start of Rs. 1260).

6. **Constable**  
   - Base Salary: 950—1800  
   - Incremental Salary: 3120—5160  
   - Additional Incremental Salary: 950—1800 (with a start of Rs. 1050).

7. **Superintendent Grade I**  
   - Base Salary: 2200—4000  
   - Incremental Salary: 7220—11660
19. PRINTING AND STATIONERY

1. Deputy Controller 2410—4000 7880—11660
2. Labour Welfare Officer 2200—4000 7220—11660
3. Packer 800—1455 2720—4260
4. General Foreman (Senior Technician Grade I) 1650—2925 5480—8925
5. Assistant General Foreman (Technician Grade I) 1410—2480 5000—8100
6. Section Holder (Technician Grade I) 1410—2480 5000—8100
7. Assistant Section Holder (Technician Grade II) 1365—2410 4550—7220
8. Head Reader (Sr. Technician Grade II) 1500—2700 5000—8100
9. P.O. Reader (Technician Grade II) 1365—2410 4550—7220
10. Reader (Technician Grade II) 1200—2130 4400—7000
11. Revisior (Technician Grade II) 1200—2130 4020—6200
12. Copy Holder (Junior Technician) 950—1800 3120—5160

20. ENGINEERING

1. Chief Engineer 5900—6700 18200—22100
2. Superintending Engineer 4500—6100 14300—18600
3. Executive Engineer 3000—4500 12000—15500 3700—5300 (after 18 years) 14300—18150 (after 14 years of regular service including service as SDE)
4. **Sub-Divisional Engineer**
   - 2200—4000
   - 3000—4500 (after 8 years service)
   - 3700—5300 (after 18 years service)
   - 7880—13500 (entry scale with start of Rs. 8000)
   - 10025—15100 (after 4 years regular service in the entry scale).
   - 12000—15500 (after 9 years of regular service in the entry scale).
   - 14300—18150 (after 14 years of regular service in the entry scale).

5. **Junior Engineer**
   - 1800—3200
   - 2200—3900 (after 18 years service)
   - 5800—9200
   - The existing incumbents in the scale of Rs. 2200—3900 are allowed the revised equivalent of Rs. 7220—11320 as a measure personal to them.

6. **Chief Draftsman/Planning Assistant**
   - 2200—4000
   - 2130—3700
   - 2000—3500
   - 1800—3200
   - 1200—2130
   - 7220—11660
   - 7000—10980
   - 6400—10640
   - 5800—9200
   - 4020—6200

7. **Circle Head Draftsman**
   - 2130—3700
   - 7000—10980

8. **Divisional Head Draftsman**
   - 2000—3500
   - 6400—10640

9. **Draftsman**
   - 1800—3200
   - 5800—9200

10. **Junior Draftsman**
    - 1200—2130
    - 4020—6200

21. **PUBLIC HEALTH**:
    1. **Superintending Engineer**
       - 4500—6100
       - 14300—18600
    2. **Executive Engineer**
       - 3000—4500
       - 3700—5300 (after 18 years service)
       - 12000—15500
       - 14300—18150 (after 14 years regular service including service as SDE)
<table>
<thead>
<tr>
<th>3. Sub-Divisional Engineer</th>
<th>2200—4000 (entry scale)</th>
<th>7880—13500 (entry scale)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3000—4500 (after 8 years service)</td>
<td>10025—15100 (after 4 years of regular services in entry scale)</td>
</tr>
<tr>
<td></td>
<td>3700—5300 (after 18 years service)</td>
<td>12000—15500 (after 9 years of service in the entry scale)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>14300—18150 (after 14 years of regular services in entry scale)</td>
</tr>
</tbody>
</table>

| 4. Junior Engineer | 1800—3200 2200—3900 (after 18 years) | 5800—9200 |

The existing incumbents in the scale of Rs. 2200—3900 are allowed the revised equivalent of Rs. 7220—11320 as a measure personal to them.

| 5. Circle Head Draftsman | 2130—3700 | 7000—10980 |
| 6. Divisional Head Draftsman | 2000—3500 | 6400—10640 |
| 7. Draftsman | 1800—3200 | 5800—9200 |
| 8. Junior Draftsman | 1200—2130 | 4020—6200 |
| 9. Surveyor | 1200—2130 | 4020—6200 |

22. RESEARCH AND MEDICAL EDUCATION (GOVERNMENT MEDICAL COLLEGE)

| 1. Dietician (ii) (to be redesignated the Dietician Grade I) | 1650—2925 | 5800—9200 |
| 2. Senior Medical Lab. Technician | 1500—2700 | |
|                           |           | 5000—8100 |
| Senior Medical Lab. Technician | 1410—2480 | |

| 3.  | Medical Lab. Technician Grade I | 1200—2130 | 4020—6200 |
| 4.  | Laboratory Attendant            | 950—1800   | 2130—5160 |
| 5.  | Operation Theatre Assistant Grade II | 950—1800 | 3300—6200 |
| 6.  | E.C.G. Technician               | 950—1800   | 3330—6200 |

### ESTATE OFFICE:

| 1.  | Tehsildar                        | 2130—3700 | 7000—10980 |
| 2.  | Naib-Tehsildar                   | 1800—3200 | 6400—10640 |
| 3.  | Kanungo                          | 1410—2480 | 4550—7220  |
|     |                                  | 1650—2925 | (Senior scale 50% plus special pay of Rs. 50) |

The existing incumbents in the scale of Rs. 1650—2925 are allowed the revised equivalent of Rs. 5480—8925 as a measure personal to them.

| 4.  | Patwaries                        | 950—1800   | 3120—5160 |
|     |                                  | (with start of Rs. 1000) |

The existing incumbents in the scale of Rs. 1365—2410 are allowed the revised equivalent of Rs. 4400—7000 as a measure personal to them.

### RURAL DEVELOPMENT AND PANCHAYAT:

| 1.  | Block Development and Panchayat Officer | 3000—4500 | 7220—11660 |

The existing incumbents in the scale of Rs. 3000—4500 are allowed the revised equivalent of Rs. 10025—15100 as a measure personal to them.

| 2.  | Gram Sewak/Gram Sewika            | 950—1800   | 3120—5160 |
|     |                                  | (initial start of Rs. 1000) |

### ZILA SAINIK BOARD:

| 1.  | District Sainik Welfare Officer   | 2410—4000 | 7880—11660 |
| 2.  | Assistant District Sainik Welfare Officer | 2000—3500 | 6400—10640 |
### 26. SPORTS

1. **Joint Director**  
   Sports  
   - 3000—4500  
   - 10025—15100

2. **District Sports Officer**  
   - 2200—4000  
   - 7220—11660

3. **Senior Coach**  
   - 2000—3500  
   - 6400—10640

4. **Coach**  
   - 1800—3200  
   - 5800—9200

5. **Junior Coach**  
   - 1650—2925  
   - 5480—8925

### 27. TECHNICAL EDUCATION

#### GOVERNMENT POLYTECHNICS

1. **Principal Class I**  
   - 4125—5600  
   - 14300—18600

2. **Head of Department**  
   - 3700—5300  
   - 12000—16350

3. **Senior Lecturer**  
   - 3000—5000  
   - 10025—15100

4. **Lecturer**  
   - 2200—4000  
   - 7880—13500  
   - (with a start of Rs. 8000)

5. **Foreman Instructor**  
   - 2130—3700  
   - 7880—13500  
   - (with a start of Rs. 8000)

### 28. TOWN AND COUNTRY PLANNING

1. **Senior Town Planner**  
   - 4125—5600  
   - 14300—18600

2. **Divisional Town Planner**  
   - 3000—4500  
   - 12000—15500  
   - 3700—5300  
   - 14300—18150  
   - (after 14 years of regular service)

3. **Assistant Town Planner**  
   - 2200—4000  
   - 7880—13500  
   - (entry scale with a start of Rs. 2250)  
   - 3000—4500  
   - 10025—15100  
   - (after 4 years of regular service in the entry scale)  
   - 3700—5300  
   - 12000—15500  
   - (after 9 years of regular service in the entry scale)  
   - 14300—18150  
   - (after 14 years of regular service in the entry scale)
4. Area Investigator 1650—2925 5480—8925

29. TRANSPORT:

1. Motor Vehicles Inspector 1500—2700 5480—8925
2. General Manager 2410—4000 7880—11660
3. Traffic Manager 2000—3500 6400—10640
4. Diesel Pump Attendant 950—1800 3120—5160

30. TREASURY AND ACCOUNTS:

1. Assistant Controller (F&A) 2200—4000 7220—11660
2. Section Officer 2000—3500 6400—10640
   (plus special pay of Rs. 100 P.M.)

31. TREASURY:

1. District Treasury Officer 2200—4000 7220—11660
2. Treasury Officer 2000—3500 6400—10640

32. LOCAL FUND ACCOUNTS:

1. Assistant Controller (Local Audit) 2200—4000 7220—11660
2. Section Officer 2000—3500 6400—10640
   (Plus special pay of Rs. 100 P.M.)
3. Junior Auditor 1800—3200 5800—9200

33. SOCIAL SECURITY AND WOMEN AND CHILD DEVELOPMENT/D.S.W.:

1. Child Development Project Officer 2000—3500 7000—10980
No. 34/26/94/IH(7)/98/13627
CHANDIGARH ADMINISTRATION
DEPARTMENT OF PERSONNEL
The 12th October, 1998

To

(i) All Administrative Secretaries and Heads of Departments/offices, Chandigarh Administration.

(ii) All Heads of Boards/Corporations under Chandigarh Administration.

Subject : Regarding recruitment through the Employment Exchange as well as from open market in the departments/offices/Boards/Corporations in Chandigarh Administration.

Sir/Madam,

In continuation of this department’s circular letter No. 34/26/94/IH(7)/5530—5531, dated 11th March, 1997, I am directed to say that the scheme of Employment exchange procedure came under the judicial scrutiny of the Supreme Court in the matter of Excise Superintendent, Malkapatnam, Krishna District, Andhra Pradesh versus K.B.N. Visweshwara RAO and others (1996(6) Scale 676) and the Supreme Court, inter-alia, directed as follows :-

"It should be mandatory for the requisitioning authority/establishment to intimate the employment exchange and employment exchange should sponsor the names of the candidates to the requisitioning departments for selection strictly according to the seniority and reservation, as per requisition. In addition, the appropriate Department or undertaking or establishment, should call for the names by publication in the newspapers having wider circulation and also display on their office notice boards or announce on radio, television and employment news bulletins and then consider the cases of all the candidates who have applied."

2. To comply with the directions of the Hon’ble Supreme Court, it has been decided that, in future, in addition to notifying the vacancies for the relevant categories (excluding those filled through the Union Public Service Commission) to the Regional Employment Exchange, Union Territory, Chandigarh, the requisitioning authority/establishment may, keeping in view administrative/budgetary convenience, arrange for the publication of the recruitment notice for such categories in the ‘Employment News’ and then consider the cases of all the candidates who have applied. In addition to the above, such recruitment notices should be displayed on the office notice boards also for wider publicity.

3. This decision will take effect from the date of issue and will not apply to such cases where process of recruitment through Employment Exchange/open advertisement has been initiated before the said date.

4. It is requested that the contents of this circular may be brought to the notice of all concerned for strict compliance.

Yours faithfully,

(Sd.) . . ,

(SANJIV KUMAR),
Deputy Secretary Personnel.
To

All the Heads of Departments/Offices/Institutions, Chandigarh Administration.

Subject: Implementation on the recommendations of fourth Punjab Pay Commission-Grant of Special allowance to the Drivers working in Departments/Offices other than Secretariat Offices.

Sir,

I am directed to say that the Punjab Government on the recommendations of Fourth Punjab Pay Commission have decided,—vide their letter No. 3/1/98-5FPII/11436, dated 8th October, 1998 (copy enclosed) that the existing Special Pay of Rs. 150 P.M. attached with the posts of Drivers mentioned in para-2 of Finance Department Punjab letter No. 3/38/91-5FPII/2147, dated 3rd March, 1992 shall stand abolished with effect from 31st August, 1997. They shall be granted Special Allowance at the rate of Rs. 300 P.M. with effect from 1st September, 1997. The staff car drivers posted in Projects where project allowance is admissible will not be granted this allowance. In pursuance of the Government of India's Notifications No. 14012/2/88-CHD, dated 13th January, 1992, the Administrator, U.T. Chandigarh is pleased to adopt the Punjab Government letter referred to above in respect of Drivers working in Departments/Offices other than the U.T. Sectt. under the Chandigarh Administration on the same terms and conditions except the mode of payment which would be in cash.

2. The expenditure involved shall be met from within the sanctioned budget grant for the current financial year and no additional funds will be provided for this purpose.

Yours faithfully,

Finance & Planning Officer,
for Finance secretary,
Chandigarh Administration.

Endorsement No. 1020-F&PO(7)-98/13561, Chandigarh dated the 16th October, 1998

A copy is forwarded for information to the :

(ii) Accountant General (Audit) Haryana and Chandigarh, Chandigarh.

Yours faithfully,

Finance & Planning Officer,
for Finance secretary,
Chandigarh Administration.

Endorsement No. 1020-F&PO(7)-98/13562, Chandigarh dated the 16th October, 1998

A copy is forwarded to the District Treasury Officer, Central Treasury, U.T., Chandigarh.

Yours faithfully,

Finance & Planning Officer,
for Finance secretary,
Chandigarh Administration.
The 23rd October, 1998

To

All the Heads of Departments/Offices,
Chandigarh Administration.

Subject: Grant of four tier pay scales-Assured Progression Scheme for officers where initial recruitment is made in the pay scale of Rs. 2200—4000.

Sir,

I am directed to refer to the subject noted above and to enclose herewith a copy of Punjab Government’s letter No. 1/82/98-FPI/10946, dated 23rd September, 1998 for information and necessary action.

2. Accordingly, you are also requested not to finalise the pay fixation proposals involving placement in the higher pay scales till the detailed guidelines/clarifications on the subject are issued by the Government of Punjab and further adopted by the Chandigarh Administration. The cases already finalised will also be subject to revision in accordance with the guidelines/clarifications as may be issued by the Government of Punjab.

3. Please acknowledge its receipts.

Yours faithfully,

Finance & Planning Officer,
for Finance Secretary,
Chandigarh Administration.

Endorsement No. 1042-F&PO(7)-98/13791, Chandigarh dated the 23rd October, 1998

A copy is forwarded to All the Administrative Secretaries/Branches, Chandigarh Administration, for information.

Finance & Planning Officer,
for Finance Secretary,
Chandigarh Administration.

Endorsement No. 1042-F&PO(7)-98/13792, Chandigarh dated the 23rd October, 1998

A copy is forwarded for information and necessary action to the :

(i) Accountant General (A&E) U.T., Chandigarh.

(ii) Accountant General (Audit) Haryana and Chandigarh, Chandigarh.

Finance & Planning Officer,
for Finance Secretary,
Chandigarh Administration.

Endorsement No. 1042-F&PO(7)-98/13793, Chandigarh dated the 23rd October, 1998

A copy is forwarded to the District Treasury Officer, Central Treasury, Chandigarh for information and necessary action.

Finance & Planning Officer,
for Finance Secretary,
Chandigarh Administration.
To

All the Heads of Departments,
Commissioners of Divisions,
Registrar, High Court of Punjab and Haryana,
District and Sessions Judges, and
Deputy Commissioners in the State.

Subject: Grant of four tier pay scales-Assured Progression Scheme for officers where initial recruitment is made in the pay scale of Rs. 2200—4000.

Sir/Madam,

I am directed to invite reference to the subject noted above and to point-out that some departments have started fixing pay of officers granted four tier pay scales on the basis of this Departments Notification NO. 7/1/97-FPI/7370, dated 19th May, 1990 without waiting for detailed guidelines and administrative instructions from the Department of Personnel. Some Departments have solicited clarifications on various points which are still under process.

It is, therefore, requested that till detailed guidelines/clarifications are issued on the subject, further cases of pay fixation involving placement in higher pay scales may not be finalised. The cases already decided will also be subject to review in accordance with the guidelines/clarifications as may be issued.

Receipt of this letter may please be acknowledged.

Yours faithfully,

(S.P. KARKARA)
O.S.D./Litigation.

Endorsement No. 1/82/98-FPI/10947, Chandigarh dated the 23rd September, 1998

A copy each, alongwith a spare copy is forwarded to:—

(i) Accountant General (Audit), Punjab, Chandigarh; and
(ii) Accountant General (Accounts and Entitlement), Punjab, Chandigarh.

(S.P. KARKARA)
O.S.D./Litigation.

Endorsement No. 1/82/98-FPI/10948, Chandigarh dated the 23rd September, 1998

A copy is forwarded to:—

(i) The Secretary to Government of Himachal Pradesh, Department of Finance, Shimla;
(ii) The Finance Secretary, Chandigarh Administration, Chandigarh;
(iii) All the Treasury Officers/Assistants Treasury Officers in the State for information and necessary action;
(iv) The Deputy Commissioner, Delhi;
(v) The pay and Accounts Officer, Punjab House, Copernicus Marg, New Delhi; and
(vi) The Director (E.G.), Ministry of Finance, Department of Expenditure, Pay Research Unit, New Delhi.

(MAJOR SINGH SAHOTA)
Superintendent
Tele No. 740662-4723 (PABX).

A copy is forwarded for information to:
(i) The Chief Secretary to Government, Punjab, Chandigarh;
(ii) All the Financial Commissioners, Principal Secretaries and the Administrative Secretaries to Government of Punjab; and
(iii) The Resident Commissioner, Punjab, Punjab Bhawan, Copernicus Marg, New Delhi.

(MAJOR SINGH SAHOTA)
Superintendent
Tele No. 740662-4723 (PABX).

From
The Home Secretary,
Chandigarh Administration.

1. The Administrative Secretaries,
   Chandigarh Administration.

2. All the Heads of Department/Offices/
   Board/Corporation, in the,
   Chandigarh Administration.

Memo No. 7932-IH(I)-98/22752
Dated, the 11th November, 1998

Subject:—Regarding writing of word ‘Singh’ as in Devnagri Script.

2. The issue on the subject has been considered and decided as follows:

   “A representation has been received stating that persons whose name is
   “Singh” who are Sikhs prefer to have their name spelt as “Singh” rather than
   “Singh” when it is written in the Devnagri Script. It has been represented that
   the former spelling has more appropriate historical connotations. In the
   circumstances, it will be courteous to respect this preference in all these cases
   where the person concerned is from Punjab or is otherwise known to be Sikh.”

3. The above decision may kindly be brought to the notice of all concerned for compliance.

   Superintendent Home-I,
   for Home Secretary,
   Chandigarh Administration.
To
All the Heads of Departments/Offices,
Chandigarh Administration.

Subject: Implementation of the recommendations of the Fourth Punjab Pay Commission-
Fixation of rate for House Rent Allowance in lieu of rent free accommodation.

Sir,

The Punjab Govt. as per their letter No. 4/7/97-FPI/8781, dated 20th July, 1998 (copy enclosed)
have allowed payment equal to the house rent charged by the Government from employees in lieu
of rent free accommodation i.e. 5% of the basic pay in addition to the normal house rent allowance
to those Government employees entitled to rent free accommodation, when not provided/allotted such
accommodation. In pursuance of clause (c) of Govt. of India, Ministry of Home Affairs letter No. 14015/
January, 1992, The Administrator, U.T. Chandigarh is pleased to adopt the aforementioned Punjab
Government letter dated 20th July, 1998 in favour of employees of U.T. Chandigarh and the
deputationists from Punjab, on the same terms and conditions as mentioned in Punjab Government

2. The expenditure involved, if any should be met from with the sanctioned budget grant for
the current financial year 1998-99 and no additional funds will be provided for this purpose.

Yours faithfully,
Finance & Planning Officer,
for Finance Secretary,
Chandigarh Administration.

Endorsement No. 3391-F&PO(7)-98/14863, Chandigarh dated the 13th November, 1998

A copy with a copy of its enclosures is forwarded to the Director (CPS), Govt. of India, Ministry
of Home Affairs, New Delhi, for information.

Finance & Planning Officer,
for Finance Secretary,
Chandigarh Administration.

Endorsement No. 3391-F&PO(7)-98/14864, Chandigarh dated the 13th November, 1998

A copy with a copy of its enclosures is forwarded to the :

(ii) Accountant General (Audit) Haryana and Chandigarh, for information.

Finance & Planning Officer,
for Finance Secretary,
Chandigarh Administration.

Endorsement No. 3391-F&PO(7)-98/14865, Chandigarh dated the 13th November, 1998

A copy is forwarded to the District Treasury Officer, Central Treasury, Chandigarh for information.

Finance & Planning Officer,
for Finance Secretary,
Chandigarh Administration.
No. 4/7/97-FPI/8781

GOVERNMENT OF PUNJAB

DEPARTMENT FINANCE
(FINANCE PERSONNEL BRNACH I)

The 20th July, 1998

To

All the Heads of Departments,
Commissioners of Divisions,
Registrar, High Court of Punjab and Haryana,
District and Sessions Judges, and
Deputy Commissioners in the State.

Subject : Implementation of the recommendations of the Fourth Punjab Pay Commission-
Fixation of rate for House Rent allowance in lieu of rent free accommodation.

Sir,

I am directed to say that after careful consideration of the recommendations of the Fourth Punjab Pay Commission, on the subject cited above, the Governor of Punjab is pleased to grant House Rent Allowance at the rate of 5% of such Punjab Government employees, who have not been allotted Government accommodation but were entitled to rent free accommodation. This allowance shall be in addition to the normal House Rent Allowance, admissible at the place of posting. This is subject to the condition that the residence hired by the employee is in close proximity to the place of posting or at a place as may be specifically permitted by the competent authority.

2. The decision contained in this circular letter shall be applicable with reference to the revised scales of pay given under the Punjab civil Services (Revised Pay) Rules, 1998 and shall be effective from 1st September, 1997. The Liability of House Rent Allowance in lieu of rent free accommodation for the period from 1st January, 1996 to 31st August, 1997, shall continue to be governed by the then existing rules/instructions on the basis of the notional pay in the pro-revised scale and the revision of emolument from 1st January, 1996 shall have no effect on the liability of this House Rent Allowance up to 31st August, 1997.

Yours faithfully,

(MANJIT SINGH)
Joint Secretary Finance (M).

Endorsement No. 4/7/97-FPI/8782, Dated Chandigarh dated the 20th July, 1998

A copy each, alongwith a spare copy is forwarded for information to :—

(i) Accountant General (Audit), Punjab, Chandigarh ; and
(ii) The Accountant General (Accounts and Entitlement), Punjab, Chandigarh.

(MANJIT SINGH)
Joint Secretary Finance (M).
Tele. No. 740662-4818 (PABX).
Endorsement No. 4/7/97-FPI/8783, Dated Chandigarh dated the 20th July, 1998

A copy each is forwarded to :—
(i) The Secretary to Government of Himachal Pradesh, Department of Finance, Shimla ;
(ii) The Finance Secretary, Chandigarh Administration, Chandigarh ;
(iii) All the Treasury Officers/Assistant Treasury Officers in the State ;
(iv) The Deputy Commissioner, Delhi ;
(v) The pay and Accounts Officers, Punjab Bhawan, Copernicus Marg, New Delhi ; and
(vi) The Director (E.G.), Ministry of Finance, Department of Expenditure, Pay Research Unit, New Delhi.

(MAJOR SINGH SAHOTA)
Superintendent
Tele No. 740662-4723 (PABX).

A copy each is forwarded to :—
(i) The Chief Secretary to Government, Punjab, Chandigarh ;
(ii) All the Financial Commissioners, Principal Secretaries and the Administrative Secretaries to Government, Punjab, Chandigarh.
(iii) The Resident Commissioner, Punjab, Punjab Bhawan, Copernicus Marg, New Delhi.

Endorsement No. 4/7/97-FPI/8784, Dated Chandigarh dated the 20th July, 1998

(MAJOR SINGH SAHOTA)
Superintendent
Tele No. 740662-4723 (PABX).

MOST IMMEDIATE

COURT MATTER

From
The Legal Remembrances-cum-Director, Prosecution, Chandigarh Administration.

To
All the Heads of Departments/Offices of Chandigarh Administration.


Subject : Appearance of Departmental representative along with relevant record before the State Commission/District Forum.

Sir,

It has come to the notice of this Department that in the case fixed before Hon'ble the State Commission/District Consumer Forum, the departmental representatives do not come along with the relevant record on the dates fixed for hearing.
This not only causes inconvenience to the Court itself but an embarrassment to the prosecuting staff appearing for the Chandigarh Administration/Department concerned. With a view to avoid it, it is hereby impressed upon the concerned Departments/Offices to depute their representative along with the relevant record to the said Commission/Forum before whom their cases comes up for hearing.

The above instruction be complied with in its letters and spirit.

Receipt of this may please be acknowledged.

Assistant Legal Remembrance,
for Legal Remembrance-cum-Director,
Prosecution, Chandigarh Administration.

No. Asstt-LD-98/ , Chandigarh dated the

A copy is forwarded to District Attorney (Consumer Forum), Chandigarh Administration, for information with reference to his memo. bearing endst No. DA-CP-98/349, dated 30th September, 1998.

Assistant Legal Remembrance,
for Legal Remembrancer-cum-Director,
Prosecution, Chandigarh Administration.

CHANDIGARH ADMINISTRATION

DEPARTMENT OF PERSONNEL

ORDER

In term of para 12(c) of the Scheme on compassionate appointment enclosed with Government of India, Ministry of Personnel, P.G. & Pensions, Department of Personnel & Training O.M. No. 14014/6/94-Estt(D) dated 9th October, 1998 circulated with Chandigarh Administration, Department of Personnel’s letter No. 29/2/94/IH(7)/98/25765, dated the 22nd December, 1998, the Administrator, Union Territory, Chandigarh is pleased to constitute a Common Committee on Compassionate appointments, to consider the applications for appointment on compassionate grounds in the light of the Scheme on the subject in all the departments/offices in Chandigarh Administration, of the following officers :

1. Managing Director,
Chandigarh Industrial & Tourism Development Corporation, Chandigarh
    Chairman

2. Joint Secretary Finance,
Chandigarh Administration.
    Member

3. Deputy Secretary Personnel,
Chandigarh Administration.
    Member

4. Regional Employment Officer,
U.T., Chandigarh.
    Co-ordinator
2. The Committee may meet during the second week of every month to consider cases received during the previous month and the applicant may also be granted personal hearing by the Committee, if necessary, for better appreciation of the facts of the case.

3. All applications/requests for compassionate appointments received by the Departments/offices in Chandigarh Administration along with all required information/documents will be sent to the Regional Employment Officer, U.T., Chandigarh (Coordinator) who will place all these applications before the aforesaid Committee for consideration in the light of the instructions/Scheme on the subject and for making its recommendations, as the case may be.

4. The recommendations so made by the aforesaid Committee will be sent by the Regional Employment Officer, U.T., Chandigarh (Coordinator) to the respective Competent Authority for a decision in term of para 12(d) of the Scheme on the subject.

5. Where the ceiling of 5% has reached and where no suitable post is available, the Regional Employment Officer, U.T., Chandigarh (Coordinator) will include such cases in the pool for sponsoring to other departments/offices in Chandigarh Administration for compassionate appointment(s), on obtaining a certificate from the respective authority to this effect.

ANURADHA GUPTA, IAS
Home Secretary,
Chandigarh Administration.


Endorsement No. 29/2/94/IH(7)/98/25766, dated the 22nd December, 1998

A copy is forwarded to all Heads of Departments/Offices in Chandigarh Administration for information and compliance.

(SANJIV KUMAR)
Deputy Secretary Personnel.

To

All Administrative Secretaries,
Chandigarh Administration.

U.O. No. 29/2/94/IH(7)/98/25767, dated the 22nd December, 1998

Endorsement No. 29/2/94/IH(7)/98/25768, dated the 22nd December, 1998

A copy is forwarded to all the Officers of the Committee and Coordinator for information and compliance.

(SANJIV KUMAR)
Deputy Secretary Personnel.
To

All the Heads of Departments Offices/Institutions,
Chandigarh Administration.

Subject: Implementation of the recommendations of Fourth Punjab Pay Commission Grant
of Special allowance for posts other than Secretariat.

Madam,

I am directed to say that the Punjab Government have reconsidered the grant of Special
Allowance for the posts other than in the Punjab Civil Secretariat,—vide their letter No. 3/1/98-5FII/14734, dated 18th November, 1998 and withdrawn the Annexure of their letter No. 3/1/98-5FII/8795, dated 20th July, 1998, adopted by the Chandigarh Administration,—vide letter NO. 952-F&PO(7)-98/12939, dated 29th September, 1998, with immediate effect and the instructions relating to Special Allowance in respect of posts other than in the Secretariat have been substituted,—vide their letter dated 18th November, 1998 (copy enclosed). In pursuance of the Government of India Notification No. 14012/2/88-CHD, dated 13th January, 1992, the Administrator, U.T. Chandigarh is pleased to withdraw letter No. 952-F&PO(7)-98/12939, dated 29th September, 1998 and to adopt the Punjab Government letter No. 3/1/98-5FII/14734, dated 18th November, 1998 (copy enclosed) in respect of the posts/categories of employees other than the U.T. Secretariat under the Chandigarh Administration on the same terms and conditions.

2. The expenditure involved shall be met from within the sanctioned budget grant for the
current financial year and no additional funds will be provided for this purpose.

Yours faithfully,

Finance & Planning Officer,
for Finance Secretary,
Chandigarh Administration.

No. 5934-F&PO(7)-98/16107, Chandigarh, dated the 14th December, 1998

A copy is forwarded for information to the :-

(i) Accountant General (A&E), Punjab & Chandigarh.

(ii) Accountant General (Audit) Haryana & Chandigarh.

Finance & Planning Officer,
for Finance Secretary,
Chandigarh Administration.
No. 5934-F&PO(7)-98/16108, Chandigarh, dated the 14th December, 1998

A copy is forwarded to the Home Secretary (In Department of Personnel) Chandigarh administration in continuation of this Administration No. 952-F&PO(7)-98/12935, dated 29th September, 1998, for information and necessary action.

Finance & Planning Officer,
for Finance Secretary,
Chandigarh Administration.

No. 5934-F&PO(7)-98/16109, Chandigarh, dated the 14th December, 1998

A copy is forwarded to the District Treasury Officer Central Treasury, U.T., Chandigarh, for information and necessary action.

Finance & Planning Officer,
for Finance Secretary,
Chandigarh Administration.

No. 3/1/98-5FPII/14734

GOVERNMENT OF PUNJAB
DEPARTMENT FINANCE
(FINANCE PERSONNEL-II BRNACH)

The 18th November, 1998

To

All the Heads of Departments,
Commissioners of Divisions,
Registrar, High Court of Punjab and Haryana,
District and Sessions Judges, and
Deputy Commissioners in the State.

Subject : Implementation of the recommendations of 4th Punjab Pay Commission-Grant of Special Allowance for posts other than in the Punjab Civil Secretariat.

Sir/Madam,

I am directed to invite reference to Punjab Government letter No. 3/1/98-5FPII/8795, dated 20th July, 1998 on the above cited subject and to say that on reconsideration, the Governor of Punjab is pleased to decide that the Annexure to the said letter shall stand withdrawn with immediate effect and the instructions relating to special allowance in respect of posts other than in the Punjab Civil Sectt. Contained therein shall stand substituted as under :—

(i) In cases where special pay has been abolished in pursuance of the recommendations of the 4th Punjab Pay Commission or stands abolished as per Rule 4 of the Punjab Civil Services (Revised Pay) Rules, 1998 as substituted,—vide Notification No. 7/1/97-FPII/7370, dated 19th May, 1998 with effect from 1st January, 1996 no special Allowance is payable.

(ii) In cases where as addition to pay a special allowance was sanctioned before 1st January, 1996 as in the case of Chowkidars, the same shall continue to be paid at the same rates as applicable before 1st January, 1996.
(iii) In all cases where special pay was attached to various posts before 1st January, 1996 and has not been abolished as stated in (i) above, it shall stand abolished as on 31st August, 1997. A special allowance at double the rates shall be paid in such cases with effect from 1st September, 1997 in lieu of the special pay.

(iv) It will be responsibility of the Head of the Department/Drawing and Disbursing Officers to ensure that special Allowance is allowed/paid after due verification from original records wherein special pay was sanctioned in respect of the post(5) concerned Every Drawing and Disbursing Officer shall record on each bill in which such allowance is claimed for an employee/employees for the first time after the issue of this letter the particulars of authority under which special pay was drawn before 1st January, 1996 and certify that the same has not been abolished as stated in (i) above. In case of difficulty in tracing out the original sanction such allowance can be drawn provisionally for three months i.e. up to January, 1999 paid in February, 1999 on the basis of pay bills for December, 1995 paid in January, 1996 by recording a suitable certificate by the Drawing and Disbursing Officer to this effect. It shall be his personal responsibility to trace out the authority or settle the matter in consultation with the Finance Department by 31st January, 1999.

(v) On consideration of the recommendations of the 4th Pay Commission it has been further decided that a Special Allowance indicated against each post shall be granted with effect from 1st September, 1997 in the cases mentioned in Annexure (A to this letter).

Receipt of this letter may please be acknowledged.

Yours faithfully,

(S.P. KARKARA)
Officer-on-Special Duty (Litigation).

Endorsement No. 3/1/98-5FPII/14735-36, Chandigarh dated the 18th November, 1998

A copy is forwarded for information to :-

(i) The Accountant General (Audit), Punjab, Chandigarh.

(ii) The Accountant General (Accounts and Entitlement), Punjab, Chandigarh.

(BIKRAM SINGH)
Superintendent.

Endorsement No. 3/1/98-5FPII/14737—42, Chandigarh dated the 18th November, 1998

A copy each is forwarded to :—

(i) The Secretary to Government of Himachal Pradesh, Department of Finance, Shimla ;

(ii) The Finance Secretary, Chandigarh Administration, Chandigarh ;
To
All Administrative Secretaries
and Heads of Departments/Offices
in Chandigarh Administration.

Subject: Scheme for compassionate appointment under the Central Government—Revised consolidated instructions.

Sir/Madam,

I am directed to forward herewith a copy of the Government of India, Ministry of Personnel, P.G. and Pensions, Department of Personnel and Training’s Office Memorandum No. 14014/6/94-Estt (D), dated 9th October, 1998, together with a copy of the Scheme cited as subject for information, guidance and necessary action.

2. This will supercede all the existing instructions on the subject issued by the Government of India/Chandigarh Administration from time to time.

3. It is requested that further action on the cases of compassionate appointments may be taken in the light of above scheme.

4. Besides, all Administrative Secretaries in Chandigarh Administration are requested to appoint Welfare Officer in term of para 12(b) of the Scheme for advising and assisting the family of the deceased Government servant in getting the appointment on compassionate grounds and also to get the other requirements and formalities completed in term of the Scheme cited as subject. The orders with regard to the constitution of the Committee as required under para 12 (c) of the Scheme are being issued separately which shall be common for all departments/offices in Chandigarh Administration.

5. Its receipts may please be acknowledged.

Yours faithfully,
(Sd.) . . .
(SANJIV KUMAR),
Deputy Secretary, Personnel.

SCHEME FOR COMPASSIONATE APPOINTMENT

1. Object
The object of the Scheme is to grant appointment on compassionate grounds to a dependent family member of a Government servant dying in harness or who is retired on medical grounds, thereby leaving his family in penury and without any means of livelihood, to relieve the family of the Government servant concerned from financial destitution and to help it get over the emergency.

2. To Whom Applicable
To dependent family member—

(A) of a Government servant who —

(a) dies while in service (including death by suicide) ; or

(b) is retired on medical grounds under Rule 2 of the CCS (Medical Examination) Rules, 1957 or the corresponding provision in the Central Civil Service Regulations before attaining the age of 55 years (57 years for Group ‘D’ Government servants) ; or
(c) is retired on medical grounds under rule 38 of the CCS(Pension) Rules, 1972 or the corresponding provision in the Central Civil Service Regulations before attaining the age of 55 years (57 years for Group ‘D’ Government servants); or

(B) of a member of the Armed Forces who—

(a) dies during service; or

(b) is killed in action; or

(c) is medically boarded out and is unfit for civil employment.

**Note I** “**Dependent Family Member**” means :

(a) spouse; or

(b) son (including adopted son); or

(c) daughter (including adopted daughter); or

(d) brother or sister in the case of unmarried Government servant or member of Armed Forces referred to in (A) or (B) of this para. who was wholly dependent on the Government servant/member of the Armed Forces at the time of his death in harness or retirement on medical grounds, as the case may be.

**Note II** “**Government servant**” for the purpose of these instructions means a Government servant appointed on regular basis and not one working on daily wage or casual or apprentice or ad-hoc or contract or re-employment basis.

**Note III** “**Confirmed work-charged staff**” will also be covered by the term ‘Government servant’ mentioned in Note III above.

**Note IV** “**Service**” includes extension in service (but not re-employment) after attaining the normal age of retirement in a civil post.

**Note V** “**Re-employment**” does not include employment of ex-serviceman before the normal age of retirement in a civil post.

3. **Authority Competent to make Compassionate Appointment**

(a) Joint Secretary incharge of administration in the Ministry/Department concerned.

(b) Head of the Department under the Supplementary Rule 2(10) in the case of attached and subordinate offices.

(c) Secretary in the Ministry/Department concerned in special types of cases.

4. **Post to Which such Appointments can be made**

Group ‘C’ or Group ‘D’ posts against the direct recruitment quota.

5. **Eligibility**

(a) The family is indigent and deserve immediate assistance for relief from financial destitution; and

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

6. **A. EXEMPTIONS**

Compassionate appointments are exempted from observance of the following requirements —

(a) Recruitment procedure i.e. without the agency of the Staff Selection Commission or the Employment Exchange.

(b) Clearance from the Surplus Cell of the Department of Personnel and Training/Directorate General of Employment and Training.
(c) The ban orders on filling up of posts issued by the Ministry of Finance (Department of Expenditure).

B. RELAXATIONS

(a) Upper age limit could be relaxed wherever found to be necessary. The lower age limit should, however, in no case be relaxed below 18 years of age.

Note I.—Age eligibility shall be determined with reference to the date of application and not the date of appointment;

Note II.—Authority competent to take a final decision for making compassionate appointment in a case shall be competent to grant relaxation of upper age limit also for making such appointment.

(b) Secretary in the Ministry/Department concerned is competent to relax temporarily educational qualifications as prescribed in the relevant recruitment rules in the case of appointment at the lowest level e.g. Group ‘D’ or Lower Division Clerk post, in exceptional circumstances where the condition of the family is very hard provided there is no vacancy meant for compassionate appointment in a post for which the dependent family member in question is educationally qualified. Such relaxation will be permitted up to a period of two years beyond which no relaxation of educational qualifications will be admissible and the services of the person concerned, if still unqualified, are liable to be terminated.

Note :—In the case of an attached/subordinate office, the Secretary in the concerned administrative Ministry/Department shall be the competent authority for this purpose.

(c) In the matter of exemption from the requirement of passing the typing test those appointed on compassionate grounds to the post of Lower Division Clerk will be governed by the general orders issued in this regard :

(i) by the CS Division of the Department of Personnel and Training if the post is included in the Central Secretariat Clerical Service; or

(ii) by the Establishment Division of the Department of Personnel and Training if the post is not included in the Central Secretariat Clerical Service.

(d) Where a widow is appointed on compassionate ground to a 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.

7. 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 appointment can be made up to a maximum of 5% of vacancies falling under direct recruitment quota in any Group ‘C’ or ‘D’ post. The appointing authority may hold back up to 5% of vacancies in the aforesaid categories to be filled by direct recruitment through Staff Selection Commission 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. 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) While the ceiling of 5% for making compassionate appointment against regular vacancies should not be circumvented by making appointment of dependent family member of Government servant on casual/daily wages/ad-hoc/contract basis against regular vacancies, there is no bar to considering him for such appointment if he is eligible as per the normal rules/orders governing such appointments.
(d) The ceiling of 5% of direct recruitment vacancies for making compassionate appointment should not be exceeded by utilising any other vacancy e.g. sports quota vacancy.

(e) Employment under the scheme is not confined to the Ministry/Department/Office in which deceased/medically retired Government servant had been working. Such an appointment can be given anywhere under the Government of India depending upon availability of a suitable vacancy meant for the purpose of compassionate appointment.

(f) If sufficient vacancies are not available in any particular office to accommodate the persons in the waiting list for compassionate appointment, it is open to the administrative Ministry/Department/Office to take up the matter with other Ministries/Departments/Offices of the Government of India to provide at an early date appointment on compassionate grounds to those in the waiting list.

8. BELATED REQUESTS FOR COMPASSIONATE APPOINTMENT:

(a) Ministries/Departments can consider requests for compassionate appointment even where the death or retirement on medical grounds of a Government servant took place long back, say five years or so. While considering such belated requests it should, however, be kept in view that the concept of compassionate appointment is largely related to the need for immediate assistance to the family of the Government servant in order to relieve it from economic distress. The very fact that the family has been able to manage somehow all these years should normally be taken as adequate proof that the family had some dependable means of subsistence. Therefore, examination of such cases would call for a great deal of circumspection. The decision to make appointment on compassionate grounds in such cases may, therefore, be taken only at the level of the Secretary of the Department/Ministry concerned.

(b) Whether a request for compassionate appointment is belated or not may be decided with reference to the date of death or retirement on medical ground of a Government servant and not the age of the applicant at the time of consideration.

9. WIDOW APPOINTED ON COMPASSIONATE GROUNDS GETTING REMARRIED:

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

10. WHERE THERE IS AN EARNING MEMBER:

(a) In deserving cases even where there is already an earning member in the family, a dependent family member may be considered for compassionate appointment with prior approval of the Secretary of the Department/Ministry 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.

(b) In cases where any member of the family of the deceased or medically retired Government 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 the Government servant so that the facility of appointment on compassionate ground is not circumvented and misused by putting forward the ground that the member of the family already employed is not supporting the family.

11. 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 lapse of atleast 2 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 a Government servant:—
   (i) who had less than two 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 organisation or suspected to have gone abroad.

(c) Compassionate appointment in the case of a missing Government servant also would not be a matter of right as in the case of others 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 Ministry/Department concerned.

12. PROCEDURE:

(a) The proforma as in Annexure may be used by Ministries/Departments/Offices for ascertaining necessary information and processing the case of compassionate appointment.

(b) The Welfare Officer in each Ministry/Department/Office should 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.

(c) An application for appointment on compassionate grounds should be considered in the light of the instructions issue from time to time by the Department of Personnel and Training (Establishment Division) on the subject by a committee of officers consisting of three officers—one Chairman and two Members—of the rank of Deputy Secretary/Director in the Ministry/Department and officers of equivalent rank in the case of attached and subordinate offices. The Welfare Officer may also be made one of the Members/Chairman of the committee depending upon his rank. The committee may meet during the second week of every month to consider cases received during the previous month. The applicant may also be granted personal hearing by the committee, if necessary, for better appreciation of the facts of the case.

(d) Recommendation of the committee should be placed before the competent authority for a decision. If the competent authority disagrees with the committee’s recommendation, the case may be referred to the next higher authority for a decision.

13. UNDERTAKING:

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

14. 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 appointment, should be deemed to have ceased to exist. 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 of compassion should invariably be rejected.

(b) an appointment made on compassionate grounds cannot be transferred to any other person and any request for the same on considerations of compassion should in variably be rejected.
15. **SENIORITY**:

(a) The *interse* seniority of persons appointed on compassionate grounds may be fixed with reference to their date of appointment. Their interpolation with the direct recruits/promotes may also be made with reference to their dates of appointment without disturbing the *interse* seniority of direct recruits/promotes.

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

16. **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 or medically retired Group ‘D’ Government servant to a Group ‘D’ post only. As such, a family member of such Group ‘D’ Government servant can be appointment to a Group ‘C’ post for which he/she is educationally qualified, provided a vacancy in Group ‘C’ post exists for this purpose.

(c) The Scheme of compassionate appointments was conceived as far back as 1958. Since then a number of welfare measures have been introduced by the Government which have made a significant difference in the financial position of the families of the Government servants dying in harness/retired on medical grounds. An application for compassionate appointment should, however, not be rejected merely on the ground that the family of the Government servant has received the benefits under the various welfare schemes. While considering a request for appointment on compassionate ground a balanced and objective assessment of the financial condition of the family has to be made taking into account its assets and liabilities (including the benefits received under the various welfare schemes mentioned above) and all other relevant factors such as the presence of an earning member, size of the family, ages of the children and the essential needs of the family, etc.

(d) Compassionate appointment should not be denied or delayed merely on the ground that there is reorganisation in the Ministry/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 and suitable under the scheme.

(e) Requests for compassionate appointment consequent on death or retirement on medical grounds of Group ‘D’ staff may be considered with greater sympathy by applying relaxed standards depending on the facts and circumstances of the case.

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

(g) Any request to increase the upper age-limit of 55 years for retirement on medical grounds prescribed in para 2(A) (b) and (c) above in respect of Group ‘A’/‘B’/‘C’ Government servant and to bring it at par with the upper age-limit of 57 years prescribed therein for Group ‘D’ Government servants on the ground that the age of retirement has recently (May, 1998) been raised from 58 years to 60 years for Group ‘A'/‘B’/‘C’ Government servants (which is at par with the age of retirement of 60 years applicable to Group ‘D’ Government servants) or on any other ground should invariably be rejected so as to ensure that the benefit of compassionate appointment available under the scheme is not misused by seeking retirement on medical grounds at the fag end of one’s career and also keeping in view the fact that the higher upper age-limit of 57 years has been prescribed therein for Group ‘D’ Government servants for the reason that they are low paid Government servants who get meagre invalid pension in comparison to others.
17. IMPORTANT COURT JUDGEMENTS

The ruling contained in the following judgements may also be kept in view while considering cases of compassionate appointment :—

(a) The Supreme Court in its judgement dated April 8, 1993 in the case of Auditor General of India and others versus G. Ananta Rajeshwara Rao [(1994) 1 SCC 192] has held that appointment on grounds of descent clearly violates Article 16(2) of the Constitution; but if the appointment is confined to the son or daughter or widow of the Government servant who died in harness and who needs immediate appointment on grounds of immediate need of assistance in the event of there being no other earning member in the family to supplement the loss of income from the bread winner to relieve the economic distress of the members of the family, it is unexceptionable.

(b) The Supreme Court’s judgement dated May 4, 1994 in the case of Umesh Kumar Nagpal versus State of Haryana and others [JT 1994 (3) S.C. 525] has laid down the following important principles in this regard :

(i) Only dependents of an employee dying in harness leaving his family in penury and without any means of livelihood can be appointed on compassionate ground.

(ii) The posts in Group ‘C’ and ‘D’ (formerly Class III and IV) are the lowest posts in non-manual and manual categories and hence they alone can be offered on compassionate grounds and no other post i.e. in the Group ‘A’ or Group ‘B’ category is expected or required to be given for this purpose as it is legally impermissible.

(iii) The whole object of granting compassionate appointment is to enable the family to tide over the sudden crisis and to relieve the family of the deceased from financial destitution and to help it get over the emergency.

(iv) Offering compassionate appointment as a matter of course irrespective of the financial condition of the family of the diseased or medically retired Government servant is legally impermissible.

(v) Neither the qualifications of the applicant (dependent family member) nor the post held by the deceased or medically retired Government servant is relevant. If the applicant finds it below his dignity to accept the post offered, he is free not to do so. The post is not offered to cater to his status but to see the family through the economic calamity.

(vi) Compassionate appointment cannot be granted after lapse of reasonable period and it is not a vested right which can be exercised at any time in future.

(vii) Compassionate appointment cannot be offered by an individual functionary on an ad hoc basis.

(c) The Supreme Court has held in its judgement dated February 28, 1995 in the case of the Life Insurance Corporation of India versus Mrs. Asha Ramchandra Ambekar and others [JT 1994(2) S.C. 183] that the High Courts and Administrative Tribunals can not give direction for appointment of a person on compassionate grounds but can merely direct consideration of the claim for such an appointment.

(d) The Supreme Court has ruled in the cases of Himachal Road Transport Corporation versus Dinesh Kumar [JT 1996 (5) S.C. 319] on May 9, 1996 and Hindustan Aeronautics Limited versus Smt. A. Radhika Thirumalai [JT 1996 (9) S.C. 197] on October 9, 1996 that appointment on compassionate grounds can be made only if a vacancy is available for that purpose.

(e) The Supreme Court has held in its judgement in the case of State of Haryana and others versus Rani Devi and others, [JT 1996(6) S.C. 646] on July 15, 1996 that if the scheme regarding appointment on compassionate grounds is extended to all sorts of casual, ad-hoc employees including those who are working as Apprentices, then such scheme cannot be justified on Constitutional grounds.
ANNEXURE

PROFORMA REGARDING EMPLOYMENT OF DEPENDENTS OF GOVERNMENT SERVANTS DYING WHILE IN SERVICE/RETIRED ON INVALID PENSION

**PART-A**

I.  
(a) Name of the Government servant  
(Deceased/retired on medical grounds)  
(b) Designation of the Government servant  
(c) Whether it is Group ‘D’ or not ?  
(d) Date of birth of the Government servant  
(e) Date of death/retirement on medical grounds  
(f) Total length of service rendered  
(g) Whether permanent or temporary  
(h) Whether belonging to SC/ST/OBC

II.  
(a) Name of the candidate for 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. Gratuity  
(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) C.G.E. Insurance amount  
(g) Encashment of leave  
(h) Any other assets

Total

IV. Brief particulars of liabilities, if any
V. Particulars of all dependent family members of the Government servant (if some are employed, their income and whether they are living together or separately)

<table>
<thead>
<tr>
<th>Sr.</th>
<th>Name(s)</th>
<th>Relationship with the Government servant</th>
<th>Age</th>
<th>Address</th>
<th>Employed or not (if employed particulars of employment and emoluments)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

2. 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 Part-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 ____________________

Shri/Smt./Kum. ____________________ 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 Welfare Officer

Name ____________________

Address ____________________
PART-B

(TO BE FILLED IN BY OFFICE IN WHICH EMPLOYMENT IS PROPOSED)

I. (a) Name of the candidate for appointment _______________________________________________________________________
    (b) His/Her relationship with the Government servant _______________________________________________________________________
    (c) Age (date of birth), educational qualifications and experience, if any. _______________________________________________________________________
    (d) Post for which employment is proposed and whether it is Group 'C' or 'D'. _______________________________________________________________________
    (e) Whether there is vacancy in that post within the ceiling of 5% prescribed under the scheme of compassionate appointment. _______________________________________________________________________
    (f) Whether the post to be filled is included in the Centre Secretariat Clerical Service or not. _______________________________________________________________________
    (g) Whether the relevant Recruitment Rules provide for direct recruitment. _______________________________________________________________________
    (h) Whether the candidate fulfills the requirements of the Recruitment Rules for the post. _______________________________________________________________________
    (i) Apart from waiver of Employment Exchange/Staff Selection Commission procedure what other relaxations are to be given. _______________________________________________________________________

II. Whether the facts mentioned in Part-A have been verified by the office and if so, indicate the records. _______________________________________________________________________

III. If the Government servant died/retired on medical grounds more than 5 years back, why the case was not sponsored earlier. _______________________________________________________________________

IV. Personal recommendation of the Head of the Department in the Ministry/Department/Office. (With his signature and office stamp/seal). _______________________________________________________________________

No. 4795-IH(7)-98/14398

CHANDIGARH ADMINISTRATION

DEPARTMENT OF PERSONNEL

Chandigarh, dated the 16th July, 1998

To

All Administrative Secretaries
and Heads of Departments/Offices
in Chandigarh Administration.

Subject: Compassionate appointment to son/daughter/widow of deceased daily/casual workers in Chandigarh Administration.

Sir/Madam,

I am directed to address you on the above subject and to say that a proposal for providing compassionate appointments to the son/daughter/widow of deceased daily/casual workers in Chandigarh Administration has been engaging the attention of this Administration for some time past. Keeping in view the service rendered by such workers and the legitimate expectations and to change in the status and affairs of the family engendered by the erstwhile employment which are suddenly upturned and also the observations of the Hon'ble Central Administrative Tribunal, Chandigarh Bench in Regd. No. CA 1213/PB/95 in the case Balwant Kaur versus Union of India and others and O.A. No. 952-PB/96 in the case Balbir Kaur versus Union of India and others, it has been decided that the benefit of compassionate appointment may be extended to the dependent of the daily/casual workers or temporary workcharged employees of Chandigarh Administration who had completed 240 days service as on 29th March, 1996 and were eligible for consideration for regularisation of their services in term of the policy contained in this department’s circular letter No. 28/1/94/IH(4)/12431, dated 18th June, 1996 (addressed to the Chief Engineer, Union Territory, Chandigarh) and No. 28/11/94/IH(7)/17769, dated 11th September, 1996 (addressed to other departments). Compassionate appointment of the dependent of such worker(s) will, however, be purely on daily/casual basis against Group ‘D’ vacancies and the request for compassionate appointment of the dependent of the deceased daily/casual workers will be regulated under the existing instructions on the subject whereby the request(s) of the dependent of the regular Government servants are regulated. Further on appointment of the dependent of such worker, his/her service shall be regularised in normal course and strictly on his/her turn on completion of 240 days in the department/office subject to the fulfilling of other conditions for regularisation mentioned in the aforesaid circular letter dated 18th June, 1996 and 11th September, 1996, as the case may be. The compassionate appointment of the dependent on daily/casual basis shall be in relaxation of the ban imposed by this Administration on the recruitment on daily wage basis.

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

Yours faithfully,

(SANJIV KUMAR)
Deputy Secretary Personnel.
OFFICE MEMORANDUM

Subject : Scheme for compassionate appointment under the Central Government — Revised consolidated instructions.

The undersigned is directed to say that the existing instructions for making compassionate appointment under the Central government have since been reviewed in the light of the various court judgements and other decisions including those taken on the various recommendations contained in the Fifth Central Pay Commission Report as well as the Study Reports of 1990 and 1994 prepared by the Department of Administrative Reforms and Public Grievances on the subject and they have accordingly been revised/simplified and consolidated as in the enclosed scheme which will supercede all the existing instructions on the subject. This may be brought to the notice of all concerned for information, guidance and necessary action.

(K.K. JHA)
Director (Establishment)

To
All Ministries/Departments of the Government of India

Copy to :–
1. The Comptroller and Auditor General of India.
2. The Secretary, Union Public Service Commission.
3. Rajya Sabha Secretariat
4. Lok Sabha Secretariat
5. All State Governments/Union Territories Administrations
6. All attached/subordinate offices under the Department of Personnel and Training/Ministry of Home Affairs
8. National Commission for OBC, New Delhi
9. The Secretary, Staff Side, National Council
10. The Registrar General, The Supreme Court of India
11. The Department of Administrative Reforms and Public Grievances, Sardar Patel Bhavan, New Delhi 110001
12. All Offices/Sections of DOP&T
13. Establishment (D) Section (500 copies)
To

All Administrative Secretaries
and Heads of Departments/Offices
in Chandigarh Administration.

Subject : Appointment of the dependent(s) of the deceased Government servant(s)/surplus employees against Group C or D posts in Chandigarh Administration.

Sir/Madam,

As you are aware that a ‘POOL’ is being maintained by the Regional Employment Officer, U.T. Chandigarh in respect of those dependent(s) of the deceased Govt. servants and retrenched/surplus employees of Chandigarh Administration who could not be appointed by the respective department/office, where the deceased or surplus employee was working for want of regular post to enable the appointment of such person(s) in other department(s)/office(s) of Chandigarh Administration against the suitable Group C or D post for which he/she is eligible under the relevant recruitment rules and the scheme on compassionate appointment. At present on receiving a requisition from the department/office for sponsoring the candidates from the Regional Employment Exchange, Regional Employment Officer, U.T. Chandigarh, first of all, sponsor the particulars of such persons from the pool, if the said dependent or surplus employee is eligible, in terms of instructions contained in this department’s letter No. 4151-IH(7)-93/15860–15861, dated 24th August, 1993. As per procedure, the concerned department/office is required to offer appointment letter to the said dependent or surplus employee, as the case may be, whose particulars have been sent by the Regional Employment Officer, U.T. Chandigarh, straightway against the said post without adopting the selection procedure as is done in the case of sponsored fresh candidates by the Regional Employment Exchange from live register.

2. Now, with the issuance of instructions by this department for giving wide publicity for inviting applications from open market in addition to placing a requisition with the Regional Employment Exchange, Union Territory, Chandigarh, the matter, whether it will be appropriate to give wide publicity for inviting applications from the open market, if a person is available on the ‘Pool’ and is fulfilling the requirements of the post, has been engaging attention of this Administration, as on the availability of a person on the pool, giving wide publicity for inviting applications for the said post will be a futile exercise and wastage of public money. Therefore it has been decided that before giving wide publicity for inviting applications for filling up the post through the press, the respective department/office will obtain No Objection Certificate from the Regional Employment Officer, Union Territory, Chandigarh who will in turn on satisfying himself that the person waiting on the Pool is not fulfilling the requirements of the department/office, will give No Objection Certificate. If the person waiting on the Pool is fulfilling the requirements of the department/office concerned, the particulars of the dependent or surplus employee so sponsored by the Regional Employment Officer, Union Territory, Chandigarh will be considered by the respective department for issuing appointment letter straightway in the light of Government’s instructions within a month positively. Any delay in issuing appointment letter shall be viewed seriously. In case any department/office has achieved the prescribed percentage in the case of compassionate appointment in a cadre, the said department, before giving wide publicity for inviting applications from open market, will inform the Regional Employment Officer, Union Territory, Chandigarh indicating the name of the dependent appointed in the cadre, name of post against which appointed and total number of posts in the cadre alongwith a certificate that these dependents are still holding the post on which they were appointed on compassionate grounds.

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

Yours faithfully,

(SANJIV KUMAR)
Deputy Secretary Personnel.
Chandigarh Administration

Department of Personnel

order

In term of para 12(c) of the Scheme on compassionate appointment enclosed with Government of India, Ministry of Personnel, P.G. & Pensions, Department of Personnel & Training O.M. No. 14014/6/94-Estt(D) dated 9th October, 1998 circulated with Chandigarh Administration, Department of Personnel’s letter No. 29/2/94/IH(7)/98/25765, dated the 22nd December, 1998, the Administrator, Union Territory, Chandigarh is pleased to constitute a Common Committee on Compassionate appointments, to consider the applications for appointment on compassionate grounds in the light of the Scheme on the subject in all the departments/offices in Chandigarh Administration, of the following officers :-

1. Managing Director, Chandigarh Industrial & Tourism Development Corporation, Chandigarh.
   .. Chairman

2. Joint Secretary Finance, Chandigarh Administration.
   .. Member

3. Deputy Secretary Personnel, Chandigarh Administration.
   .. Member

4. Regional Employment Officer, U.T. Chandigarh.
   .. Coordinator

2. The Committee may meet during the second week of every month to consider cases received during the previous month and the applicant may also be granted personal hearing by the Committee, if necessary, for better appreciation of the facts of the case.

3. All applications/requests for compassionate appointments received by the Departments/Offices in Chandigarh Administration alongwith all required information/documents will be sent to the Regional Employment Officer, U.T. Chandigarh (Coordinator) who will place all these applications before the aforesaid Committee for consideration in the light of the instructions/Scheme on the subject and for making its recommendations, as the case may be.

4. The recommendations so made by the aforesaid Committee will be sent by the Regional Employment Officer, U.T. Chandigarh (Coordinator) to the respective Competent Authority for a decision in term of para 12(d) of the Scheme on the subject.

5. Where the ceiling of 5% has reached and where no suitable post is available, the Regional Employment Officer, U.T., Chandigarh (Coordinator) will include such cases in the pool for sponsoring to other departments/offices in Chandigarh Administration for compassionate appointment(s), on obtaining a certificate from the respective authority to this effect.

Yours faithfully,

Chandigarh, dated the 3rd December, 1998.

ANURADHA GUPTA, IAS
Home Secretary, Chandigarh Administration.
Endst. No. 29/2/94/IH(7)/98/25766, dated the 22nd December, 1998.

A copy is forwarded to all Heads of Departments/Offices in Chandigarh Administration for information and compliance.

(Sd.) . . .,

(SANJIV KUMAR),
Deputy Secretary Personnel.

A copy is forwarded to all Administrative Secretaries in Chandigarh Administration for information and compliance.

(Sd.) . . .,

(SANJIV KUMAR)
Deputy Secretary Personnel.

To

All Administrative Secretaries,
Chandigarh Administration.

U.O. No. 29/2/94/IH(7)/98/25767, dated the 22nd December, 1998.

Endst. No. 29/2/94/IH(7)/98/25768, dated the 22nd December, 1998.

A copy is forwarded to all the Officers of the Committee and Coordinator for information and compliance.

(Sd.) . . .,

(SANJIV KUMAR),
Deputy Secretary Personnel.
From
The Finance Secretary,
Chandigarh Administration.

To
All Heads of Departments/Offices
Chandigarh Administration.
Chandigarh, dated the 7th January, 1999

Subject: Implementation of the recommendations of the Fourth Punjab Pay Commission regarding Extra-ordinary Pension and Awards

Sir,

The Government of Punjab, Department of Finance (Finance Personnel-III Br) vide their office letter No. 1/7/98-1FP3/10006, dated 14th September, 1998, has revised the rate of Family Pension under the Extra-ordinary Pension Rules. In pursuance of the Government of India’s letter No. 14012/2/88-CHD dated 13th January, 1992 read with the Home Department’s letter No. 8846-IH(4)-92/19636, dated 29th October, 1992, the Administrator, Union Territory, Chandigarh, is pleased to adopt the afore-mentioned office memo dated 14th September, 1998 (Copy enclosed) in favour of those pensioners of Chandigarh Administration who retired on or after 1st April, 1991 on the same terms and conditions as laid down therein.

2. The revised provisions as per these orders shall take effect from 1st January, 1996.

Yours faithfully
(Sd.) . . .
Superintendent Finance-II,
for Finance Secretary,
Chandigarh Administration.

No. 5016-FII(14)-98/190, dated, the 7th January, 1999
A copy, with a copy of its enclosure, is forwarded to the :
(ii) Accountant General (A&E) Punjab, Chandigarh.
(iii) Accountant General (Audit) Haryana, Chandigarh.
for information and necessary action.

(Sd.) . . .
Superintendent Finance-II,
for Finance Secretary,
Chandigarh Administration.

No. 5016-FII(14)-98/191, dated, the 7th January, 1999.
A copy, with a copy of its enclosure is forwarded to the Treasury Officer, Central Treasury, Chandigarh for information and necessary action.

(Sd.) . . .
Superintendent Finance-II,
for Finance Secretary,
Chandigarh Administration.
No. 5016-FII(14)-98/192, dated the 7th January, 1999

A copy, with a copy of its enclosure is forwarded to the Manager :-

(i) State Bank of India, Sector 17, Chandigarh.
(ii) State Bank of Patiala, Sector 22, Chandigarh.
(iii) Punjab National Bank, Sector 17, Chandigarh.
(iv) Central Bank of India, Sector 17, Chandigarh.
(v) Bank of India, Sector 17, Chandigarh.
(vi) United Commercial Bank, Sector 17, Chandigarh.

(Sd.) . . . ,
Superintendent Finance-II,
for Finance Secretary,
Chandigarh Administration.

No. 5016-FII(14)-98/193, dated the 7th January, 1999

A copy, with a copy of its enclosure, is forwarded to the General Secretary, U.T., Pensioners Welfare Association 2419, Sector 23-C, Chandigarh for information.

(Sd.) . . . ,
Superintendent Finance-II,
for Finance Secretary,
Chandigarh Administration.

No. 1/7/98-1FP3/10006
GOVERNMENT OF PUNJAB
DEPARTMENT OF FINANCE
(FINANCE PERSONNEL-III BRANCH)
Dated Chandigarh, the 14th September, 1998

To
All Heads of Departments;
Registrar, Punjab and Haryana High Court,
Commissioners of Divisions,
District and Session Judges,
Deputy Commissioners in the State.

Subject : Implementation of the recommendations of the Fourth Punjab Pay Commission regarding Extraordinary Pension and Awards.

Sir,

I am directed to invite a reference to the subject cited above and to state that on careful consideration the recommendations of the Fourth Punjab Pay Commission in regard to Extraordinary Pensions and Awards, the Governor of Punjab is pleased to revise the rates of Pension/Family Pension under the Extraordinary Pension Rules and Awards with effect from 1st January, 1996, as indicated below :-

REVISED RATE OF FAMILY PENSION UNDER THE EXTRAORDINARY PENSION RULES

2.1 The revised rates of consolidated extraordinary family pension, inclusive of the element of Children Pension, shall be as under :-

<table>
<thead>
<tr>
<th>Pay in the revised scale of Pay</th>
<th>Rate of Family Pension per mensem</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay up to Rs. 4,500</td>
<td>40% of pay</td>
</tr>
<tr>
<td>Pay above Rs. 4,500</td>
<td>30% of pay subject to a minimum of Rs. 1,800.</td>
</tr>
</tbody>
</table>
(B) Where the deceased Government employee held a pensionable post :-

<table>
<thead>
<tr>
<th>Pay in the revised scale of Pay</th>
<th>Rate of Family Pension per mensem</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay up to Rs. 4,500</td>
<td>60% of pay</td>
</tr>
<tr>
<td>Pay above Rs. 4,500</td>
<td>50% of pay subject to a minimum of Rs. 2,700.</td>
</tr>
</tbody>
</table>

2.2 For the purpose of rate of Family Pension/The Extraordinary Pension Rules the definition of family shall also included the following :-

(i) Son/daughter including widowed/divorced daughter till he/she attains the age of 25 years or up to the date of his/her marriage/remarriage or till he/she starts earning his/her livelihood, whichever is earlier. A son/daughter including widowed/divorced daughter (and a brother/unmarried sister) shall be deemed to be earning his/her livelihood if his/her income is Rs. 2,620 per mensem or more.

(ii) Parents who were wholly dependent upon (the deceased on the Government employee when he/she was alive provided the deceased has left behind neither a widow nor a child’s parents whose total income from all sources was Rs. 2,620 per mensem or more at the time of death of the deceased shall not be considered to be dependent.

(iii) If the deceased employee is not survived by a widow/child or a dependent parent, his brothers and unmarried sisters who were wholly dependent on the Government employee when he/she was alive shall be individually or jointly eligible for Extraordinary pension at one half of the rate admissible to the family of the deceased. Brothers and unmarried sisters shall be eligible for pension till they reach the age of 25 years or start earning their livelihood, whichever is earlier. The condition of dependency shall be the same at (i) above.

RATE OF PENSION IN RESPECT OF THE GOVERNMENT EMPLOYEES WHO ARE DISABLED DUE TO CAUSE ATTRIBUTABLE TO SERVICE

3.1 If the disability is 60% and above and the employee is permanently incapacitated, he shall be given the option to have his pension determined in either of the following two alternatives :-

A consolidated pension for the disability including the element of invalid pension admissible under the normal rules shall be granted at the same rates as mentioned above in para 2.1(B) above.

OR

Invalid Pension under the normal rules shall be granted to the employee and in addition one-time compensation of Rs. 50,000 shall be granted for the injury.

3.2. Where an employee with a disability of 60% and above is retained in service, he shall only be paid one-time compensation of Rs. 50,000 for the disability. However, he shall be entitled to usual pensionary benefits under the normal rules applicable on the date of his retirement.

3.3. If the disability due to causes attributable to service is below 60%, one-time compensation shall be granted at the following rates, which shall be in addition to the usual pensionary benefits admissible under the rules :-

<table>
<thead>
<tr>
<th>Disability</th>
<th>Compensation</th>
</tr>
</thead>
<tbody>
<tr>
<td>20% to 40%</td>
<td>Rs. 12,500</td>
</tr>
<tr>
<td>Above 40% and below 60%</td>
<td>Rs. 25,000</td>
</tr>
</tbody>
</table>

3.4. The *Ex gratia* grant admissible to the dependent of the Government employees dying in harness, shall be given at double the rates in case the death occurs due to causes attributable to the service.

3.5. The death permanent disability of an employee in an accident while travelling on duty shall be deemed to be attributable to his service and such employees or the families of such employees as the case may be, shall be given Pension/Family Pension/Compensation at the rates mentioned above under the Extraordinary Pension Rules.
PENSION PAYABLE TO PRIVATE INDIVIDUALS

The rates of family pension to the dependents of private individuals under the Extraordinary Pension Rules in case of death and the rate of Disability Pension for disability of 60% and above shall be Rs. 1.3 per mensem. If the disability caused to a private individuals is less than 60%, he shall be paid one time compensation at the rates mentioned in Para 3.3 above. The other terms and conditions for the grant of compensation shall continue to be in force as heretofore.

5. SPECIAL FAMILY PENSION TO THE FAMILIES OF GOVERNMENT EMPLOYEES WHO WHILE PERFORMING THEIR DUTIES DIE AS A RESULT OF ATTACK OR DURING ACTION AGAINST EXTREMISTS, DACOITS, SMUGGLERS AND ANTISOCIAL ELEMENTS ETC.

5.1 The revised rate of Special Family Pension payable to the families of Government employees who, while performing their duties, die as a result of attack by or during action against extremists, dacoits, smugglers and anti-social elements etc. shall be the last pay drawn by the deceased employee.

5.2 Where a Government employee is permanently incapacitated (and the disability is 60% and above) as a result of attack by or during action against extremists, dacoits, smugglers and anti-social elements etc., he shall be granted a consolidated pension for the disability including the element of invalid pension at the rate of 80% of the last pay drawn by the employee.

5.3 Where an employee with a disability of 60% and above is retained in service, he shall be paid one-time compensation of Rs. 50,000 for the disability. However, he shall be entitled to usual pensionary benefits under the normal rules, applicable on the date of his/her retirement.

5.4 The existing provisions for treating a State Government Pensioner killed by extremists etc. as an act of retaliation at par with a Government employee for the purposes of Special Family Pension shall continue to be in force as heretofore. The pay drawn on the date of retirement shall be treated as the special Family Pension. In case or pre 1st January, 1996 pensioners the same shall be updated as per the instructions notified,—vide letter No. 1/7/98-IFP-III/8825, dated 21st July, 1998/18th August, 1998.

5.5 Likewise, if a State Government pensioner is permanently incapacitated with a disability of 60% and above by extremists etc. as a retaliation, he shall also be treated at par with Government employees for the purposes of Special Pension.

5.6 The provisions for the grant of Family Pension/Disability Pension, in case a close relation of a Government employee or pensioner is killed/disabled to the extent of 100% by extremists etc. as an act of retaliation, at one and a half times the rate of admissible to private individuals shall continue to be in force.

5.7 In cases falling under 5.4, 5.5 and 5.6 above pension sanctioning authority, shall obtain a certificate from the Deputy Commissioner of the District in which the death occurs that pensioner/close relative of Government employee/pensioner has been killed/disabled by an act of retaliation by the extremists or anti-social elements.

5.8 Pay for the purpose of grant of Special Family Pension would include Basic Pay, Personal Pay, if any, and Non-practising Allowance where admissible in respect of doctors in the revised scales promulgated under the Punjab Civil Services (Revised Pay) Rules, 1998 as amended from time to time.

5.9 All other conditions applicable to the grant of Family Pension/Extraordinary Pension awards as per existing rules/instructions on the subject shall continue to be in force and the Punjab Civil Services (Revised Pay) Rules, 1998 shall apply wherever relevant.

6. The relevant provisions of the Extraordinary Pension Rules shall be deemed to have been amended to the extent of the provisions of this letter, Formal amendments to the Rules will be notified in due course.
7. It is requested that pensions of the pensioners and various Awards under the Extraordinary Pension Rules shall be calculated/re-calculated in accordance with the above orders and the cases be finalised in consultation with the Accountant General, Punjab.

Yours faithfully,

(Sd.) .  .  .
Officer on Special Duty (L).

Endorsement No. 1/7/98-1FPIII/10007, dated, the 14th September, 1998.

A copy is forwarded to the following for information and necessary action:

(i) Secretary to Government of Haryana, Department of Finance, Chandigarh;
(ii) Secretary to the Government of Himachal Pradesh, Department of Finance, Shimla; and
(iii) Finance Secretary, Chandigarh Administration (U.T.), Chandigarh.

(Sd.)  .  .  .
(J.R. BANSAL),
Superintendent.

Endorsement No. 1/7/98-1FPIII/10008, dated, the 14th September, 1998.

A copy is forwarded to:

(1) Accountant General (Accounts and Entitlement), Punjab, Pension-I Branch, Sector 17, Chandigarh
(A copy signed in ink along with one thousand copies are sent herewith).
(2) Accountant General (Audit), Punjab, Chandigarh;
(3) Accountant General, Haryana, Chandigarh;
(4) Accountant General, Himachal Pradesh, Shimla;
(5) Deputy Accountant General, Office of the Accountant General, Himachal Pradesh and Union Territory, Sector 17, Chandigarh;

No. 203-IH(7)-99/3624

Chandigarh Administration
Department of Personnel
Chandigarh, dated the 24th February, 1999

To

All Heads of Departments/Offices,
in Chandigarh Administration.

Subject: Punjab Civil Services (Premature Retirement) Rules, 1975 — Weeding out corrupt, dishonest or inefficient officers/officials from services.

Sir/Madam,

I am directed to invite attention to rule 3(1) of the Punjab Civil Services (Premature Retirement) Rules, 1975, which inter-alia provide that the ‘appropriate authority’ shall, if it is of the opinion that it is in public interest to do so, have the absolute right, by giving an employee prior notice not less than three months in writing, to retire that employee on the date on which he completes twenty-five years of qualifying service or attains fifty years of age or on any date thereafter to be specified in the notice, and to say that it has been observed that in spite of this provision, the ‘appropriate authority’ does not review the cases of employees in accordance with the rules which is a regular and continuing process to weed out Government servants, who
have outlived their utility and have become ineffective as also those whose integrity is doubtful, with the result such employees continue in service till their superannuation. Public interest means those officer/official(s) who are inefficient, corrupt or whose integrity is doubtful or any other substantial material which also comes within its purview.

2. The primary anxiety of Government is in the interest of administrative efficiency to ensure that deadwood, or more precisely, the inefficient and the corrupt element should be weeded out from the services. It is with this end in view that absolute right to retire a Government employee prematurely has been acquired through the aforesaid rules. The absolute right vesting in the ‘appropriate authority’ as defined in the aforesaid rules, viz. (the authority which has the power to make substantive appointments to the post or service from which the Government employee is required to wants to retire or any other authority to which it is subordinate) as an agent of the welfare State should, however, be utilised judiciously in order that the ‘public interest’ is really served by the premature retirement of the employee concerned. The said authority may formulate its opinion by (i) scrutiny of the confidential reports of the employee concerned; and (ii) by taking into consideration any other substantial material that it might have before it. The service record as a whole would determine the merits of each case in this behalf. The confidential roll alone would be sufficient to guide the appropriate authority in reaching a conclusion. The remoteness of an adverse entry (already communicated to the employees concerned and not expunged), the gravity of a blot and other developments in the service career of the employees concerned, such as crossing of efficiency bars, confirmation, promotion to a higher post or any other meritorious service rendered by the employees concerned would have their relative importance. Conclusive and proven reports based on inspections, and departmental and vigilance enquiries would also be helpful in taking decisions under the Rules. It needs no reiteration that Government wishes to retain in its service only those employees whose integrity is unimpeachable. Thus even a single entry depicting the employee concerned as a person of doubtful integrity (generally fortified by reasons) and the adverse remark thereabout having been communicated and not expunged should justify the appropriate authority in considering him for premature retirement under the rules. If the adverse remarks on the integrity is of a distant past and there are certain intervening factors in the service of the employee as referred above, the appropriate authority would formulate its opinion after taking into account the cumulative effect of their record of the employee concerned. The appropriate authority may also consider the premature retirement of Government employee if it has reasonable cause to believe that the employee concerned is lacking in integrity, irrespective of an assessment of his ability or efficiency in work.

If a Government employee is officiating in a higher post consequent upon his promotion in such a grade after having earned good reports in his substantive grade and if his efficiency is not considered adequate in the higher grade, ordinarily his fitness to continue in service beyond the age of 50 years or 25 years service may be judged in relation to his substantive grade. But if he is good enough for the substantive grade but not for the higher grade in which he has been officiating, he may be reverted to his substantive grade but retained in service.

Although the ‘appropriate authority’ has to take into consideration the entire service record of the employee, as referred to above, to formulate its opinion to retire the employee under the rules, yet the premature retirement should not be ordered if during the last 5 years the work and conduct of the employee has been good or better than that. Further, no retirement should be ordered within a period of one year preceding the date of superannuation of the Government employee. If an adverse entry relating to integrity exists in the confidential reports during the last 10 years preceding the review, or if after its recording there has been no change in the class, status or the post of the officer, that single entry should be considered sufficient for ordering premature retirement. Further if the adverse report on integrity relates to the distant past or is more than 10 years old, the subsequent record of the employee should be scrutinised carefully, if the subsequent reports vouch–safe the integrity of the employee in unambiguous terms, the inference is that he has improved his conduct and it should not be necessary to order his premature retirement. A similar view can be taken if the employee has been promoted after the recording of the adverse remarks.

3. From the above, it is clear that for premature retirement, the annual confidential reports would play a vital role. Thus the reporting/reviewing authorities have to take special care in recording the annual confidential reports of their subordinate as the reports assume great important in the context of the indispensable need for maintaining efficiency and clean administration. It is, therefore, a matter of paramount importance that the recording of annual confidential reports should be done with frankness, fearlessness and with a view to give
the correct estimate of the employee concerned. It has to be realised by the reporting/reviewing authorities that any wavering depiction or ill-considered remarks on the work and conduct of the employees under them can do a great harm to administration and public interest. Therefore, reporting officers should come out clearly and without any hesitation to express their views.

4. In term of rule 3 of the aforesaid rules, for administrative convenience, the ‘appropriate authority’ has to review the cases of employees under them for premature retirement at the following stages:

   (i) when a Government employee completes 25 years qualifying service, if it is earlier than his attaining of 50 years of age or and when a Government employee is to attain the age of 50 years, as the case may be; and

   (ii) when a Government employee is to attain the age of 55 years.

and review in each case is to be done well in advance, that is, six months prior to the date on which an employee attains the age of 50 years or complete 25 years qualifying service and 55 years age, as the case may be, so that in the event of a decision finally taken by the ‘appropriate authority’ to retire the Government employee from the date he completes 25 years qualifying service, if it is earlier than his attaining the age of 50 years or from the date he is attaining the age of 50/55 years, as the case may be. In case a Government service is cleared at the time of first review, he should be allowed to continue up to the age of 58 years without any fresh review unless another review is justified by any exceptional circumstances, such as his subsequent work or conduct or the state of his physical health, which may make such earlier retirement clearly desirable.

Under the aforesaid rules, a notice of three months is necessary to be given to the Govt. employee whose premature retirement is to be ordered in terms of these rules. It has also been provided therein that in case at least three months notice is not given or notice for a period less than three months is given, the employee concerned shall be entitled to claim a sum equivalent to the amount of his pay and allowances, at the same rates at which he was drawing them immediately before the date of retirement, for a period of three months, or as the case may be for the period by which such notice fall short of three months. The above provision, no doubt, authorise the appropriate authority to order premature retirement of the employee forthwith i.e. without notice or notice less than three months, yet this does not mean that the payment to the said employee is not made forthwith. It is desirable to make this payment as early as possible otherwise it would result in legal complications. However, in cases where immediate payment is not possible this should not be taken to be a cause of obstruction in giving effect to premature retirement of the employee concerned, wherever called for, in the opinion of the appropriate authority.

5. Inspite of clear cut provisions in the aforesaid rules and instructions of the Government it has been observed that the cases of employees in Chandigarh Administration for premature retirement at the stages mentioned in para 4 above are not being reviewed by the respective ‘appropriate authority’ with the result the employees who have outlived their utility and have become ineffective as also those whose integrity is doubtful continue in service till their superannuation which defeats the anxiety of the Government to improve efficiency and strengthen administrative machinery at all levels in public interest.

6. Thus, the Administration hereby directs all departments that in future the cases of the employees who are not fit to be retained in service in public interest may be reviewed by the respective ‘appropriate authority’ strictly in the light of the aforesaid rules/instructions so that inefficient, incompetent employees and also those whose integrity is doubtful could be prematurely retired by giving a notice in writing, well in time before completion of required qualifying service or age by the said employee.

7. Under the provision in the aforesaid rules, review against the order of premature retirement is not allowed. However, a Government employee may make a representation against the orders so passed under the rules to the next higher authority who shall consider the representation on merit and take appropriate decision. No second representation will be entertained if the first representation has been considered and rejected. The Administrator may review its own decision as well as the decision made by any authority subordinate to it on the representation or on its own motion and take appropriate decision in cases where such a review is called.
for. The representation against the premature retirement may be filed within one month of the notice served upon him and within one month from the date of retirement where no notice has been given.


9. The contents of above decision may be brought to the notice of all concerned for strict compliance.

10. It is also requested that the departments may furnish to this department a quarterly return, indicating the total number of cases of employees of all classes (including Class IV) reviewed, class-wise, and the number of cases where it has been decided to retire the person concerned, in the public interest. The first return should pertain to the quarter April–June, 1999 and sent to this department so as to reach it not later than the 15th July, 1999. Returns for the subsequent quarters should reach this department by the 15th of the month following the quarter to which the report may relate.

11. It receipt may please be acknowledged.

Yours faithfully

(Sd.) . . . ,
(SANJIV KUMAR)
Deputy Secretary Personnel.

A copy is forwarded to all the Administrative Secretaries in Chandigarh Administration for similar compliance.

2. They are requested to review the cases of those employees, in whose cases the ‘appropriate authority’ is the concerned Administrative Department, so that suitable action is taken well in time and no slackness be shown as this will be viewed seriously.

(Sd.) . . . ,
(SANJIV KUMAR)
Deputy Secretary Personnel.

To

All Administrative Secretaries
in Chandigarh Administration.


75/38581, dated the 26th September, 1975 from the Chief Secretary to Government, Punjab, to all Heads of Departments, etc. etc.

Subject :- Punjab Civil Services (Premature Retirement) Rules, 1975 — Weeding out corrupt, dishonest or inefficient officers/officials from services.

Scope of Rules.—I am directed to address you on the subject noted above and to say that with the publication of the Punjab Civil Services (Premature Retirement) Rules, 1975 in the Government Gazette (Extraordinary) on 28th July, 1975, the “appropriate authority” as defined in the Rules ibid has been given absolute right to retire any Government employee on the date on which he completes twenty-five years of qualifying service or attains fifty years of age or on any date thereafter to be specified in the notice, by giving that employee prior notice of three months in writing. This right has to be exercised if, in the opinion if the authority concerned, it is in ‘Public interest’ to do so.

2. Previous rules of Premature retirement.—Previously, Rules 5.32 and 5.32-A of Punjab Civil Services Rules, Volume II were being invoked to consider cases of premature retirement of Government employees, where this was called for, on completion by the employee of 25 years of qualifying service or of
55 years of age. These Rules had laid down certain conditions for observance. In regard to the manner in which the provisions of the said rules were required to be enforced, the latest instructions were circulated,—vide P.G Letter No. 216-(G1)-2SII-75/, dated 22nd July, 1975, wherein, the text of the previous instructions on the subject was given in detail. As regards ‘compulsory retirement’ as a measure of penalty in term of Rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970, the procedure laid down therein was required to be observed.

3. **Policy of Government absolute right.**—It is necessary to lay down clearly the policy of Government for the exercise of the absolute right by the appropriate authorities to order premature retirements under the Punjab Civil Services (Premature Retirement) Rules, 1975. The essential features of the Government policy in this behalf are, therefore, stated as under.

4. **Objectible of the policy.**—The primary anxiety of Government is in the interest of administrative efficiency to ensure that dead-wood, or more precisely, the inefficient and the corrupt element should be weeded out from the services. It is with this end in view that absolute right to retire a Government employee prematurely has been acquired through the Rules notified on 28th July, 1975.

5. **Basis to formulate opinion.**—The absolute right vesting in the ‘appropriate authority’, as defined in the aforesaid rules, viz.(the authority which has the power to make substantive appointments to the post or service from which the Government employee is required or wants to retire or any other authority to which it is subordinate) as an agent of the welfare State should, however, be utilised judiciously in order that the ‘public interest’ is really served by the premature retirement of the employee concerned. The said authority may formulate its opinion by (i) scrutiny of the confidential reports of the employee concerned; and (ii) by taking into consideration any other substantial material that it might have before it.

6. **Cumulative effect of record.**—It is not feasible to lay down in absolute terms as to how many adverse entries about inefficiency, incompetence or lack of integrity would justify the premature retirement under the new Rules. The service record as a whole would determine the merits of each case in this behalf. Quite often, the confidential roll alone would be sufficient to guide the appropriate authority in reaching a conclusion. The remoteness of an adverse entry (already communicated to the employees concerned and not expunged), the gravity of a blot and other developments in the service career of the employees concerned, such as the crossing of efficiency bars, confirmation, promotion to a higher post or any other meritorious service rendered by the employees concerned would have their relative importance. Conclusive and proven reports based on inspections, and departmental and vigilance enquiries would also be helpful in taking decisions under the Rules.

7. **Integrity as pivotal criterion.**—It needs no reiteration that Government wishes to retain in its service only those employees whose integrity is unimpeachable. Thus, even a single entry depicting the employee concerned as a person of doubtful integrity (generally fortified by reasons) and the adverse remarks therabout having been communicated and not expunged should justify the appropriate authority in considering him for premature retirement under the new rules. If the adverse remarks on the integrity is of a distant past and there are certain intervening factors in the service of the employee as referred to in para 6 above, the appropriate authority would formulate its opinion after taking into account the cumulative effect of the record of the employee concerned. It is also relevant to add in this behalf that the appropriate authority may consider the premature retirement of Government employee if it has reasonable cause to believe that the employee concerned is lacking in integrity, irrespective of an assessment of his ability or efficiency in work.

8. **Fitness for retention in substantive rank/post.**—If a Government employee is officiating in a higher post consequent upon his promotion in such a grade after having earned good reports in his substantive grade and if his efficiency is not considered adequate in the higher grade, ordinarily his fitness to continue in service beyond the age of 50 years or 25 years service may be judged in relation to his substantive grade. But if he is good enough for the substantive grade but not for the higher grade in which he has been officiating, he may be reverted to his substantive grade, but retained in service.

9. **Stages of review of cases.**—Rule 3 of the Punjab Civil Services (Premature Retirement) Rules, 1975, permits the appropriate authority to consider the premature retirement of an employee at any time after he has completed 25 years qualifying service or 50 years of age. It thereby enables the appropriate authority to review the cases of even those Government employees whose continuance in service beyond the age of
55 years according to the previous instructions might have been considered. Unless there are extenuating circumstances, repeated reviews for continuance in service of Government employees at various points of time after they have completed 50 years of age should not become common. Such repeated reviews breed insecurity even among those employees whose continuance in service is desirable. In case, however, some special facts come to notice which lead the appropriate authority to conclude that a particular employee has so deteriorated in his performance that his continuance requires further scrutiny, such a review can be held. It would be advisable when making the first review under the Premature Retirement Rules for the cases of all Government employees who have completed the qualifying service of 25 years or are about to complete the age of 50 years or have completed the age of 50 years to be reviewed. Even if the cases of some employees for continuance beyond the age of 55 years have been cleared earlier, such a general review would ensure that an identical yardstick is applied when deciding the cases of all concerned employees in a particular category.

Therefore, a constant watch on the work and conduct of the employees nearing 50 years of age or and completing 25 years of qualifying service and during the period subsequent thereto would be required. For administrative convenience the cases of such employees be reviewed as follows:

(1) When a Government employee completes 25 years qualifying service, if it is earlier than his completion of 50 years age or/and when a Government employee is to attain the age of 50 years, as the case may be; and

(2) When a Government employee is to attain the age of 55 years.

In case a Government employee is cleared at the time of first review, he should be allowed to continue till the second review and in case a Government employee is cleared at the second review, he should be allowed to continue up to the age of 58 years without any fresh review unless another review is justified by any exceptional reasons, such as his subsequent work or conduct or the state of his physical health, which may make such earlier retirement clearly desirable.

Every review should be made well in advance, that is, six months prior to the date on which an employee attains the age of 50 years or completes 25 years qualifying service and 55 years age, as the case may be, so as to enable the appropriate authority to give three months notice to the employee concerned. The cases in which a review was made according to the previous policy, at 55 years age should be reconsidered in the light of the above criteria for observance of the Punjab Civil Services (Premature Retirement) Rules, 1975 and a suitable decision taken.

10. Notice, period and entitlement of pay and allowances in lieu thereof.—Under the Punjab Civil Services (Premature Retirement) Rules, 1975 [Rule 3 (1) (b) thereof] a notice of three months is necessary to be given to the Government employee whose premature retirement is to be ordered in terms of these rules. It has also been provided therein that in case at least three months notice is not given or notice for a period less than three months is given, the employee concerned shall be entitled to claim a sum equivalent to the amount of his pay and allowances, at the same rates at which he was drawing them immediately before the date of retirement, for a period of three months, or, as the case may be, for the period by which notice falls short of three months.

The above provision, inter alia, enables the, appropriate authority to order premature retirement forthwith, i.e., without three months notice or with a notice less than three months in cases in which the exigency so demands. Consequently the affected employees become entitled to the amount of pay and allowances, etc. for the period by which notice falls short of three months. This entitlement however, does not mean that if the payment is not made forthwith, it would result in legal complications. It is, of course, desirable to make this payment as early as possible but in cases where immediate payment is not possible this should not be taken to be a cause of obstruction in giving effect to premature retirement of the employee concerned, wherever called for, in the opinion of the appropriate authority.

11. Authority competent to retire.—The appropriate authority which has been empowered to order retirement in the extant rules has been defined under Rule 2(1) as the “authority, which has the power to make substantive appointments to the post or service from which the Government employee is required or wants to retire or any other authority to which it is subordinate”. It is thus clear that premature retirement shall have to be made, where necessary by the authority which has the power to make substantive appointments and not
necessarily by the authority which made previously any substantive appointment or confirmation in the case of any employee, who may be presently officiating and might be holding lien in some other post. The authority which is superior authority to the one referred to above can also pass an order of premature retirement.

12. **A.C.Rs to be written more realistically.**—The last and the most important point to be observed by the Departments is that special care by the reporting/reviewing authorities in recording the annual confidential reports of their subordinates is essential. These reports assume great importance in the context of the indispensable need for maintaining efficiency and clean administration. For premature retirement, the annual confidential reports, as explained above would play a vital role. It is, therefore, a matter of paramount importance that the recording of annual confidential reports should be done with frankness, fearlessness and with a view to give the correct estimate of the employees concerned. It has to be realised by the reporting/reviewing authorities that any wavering depiction or ill-considered remarks on the work and conduct of the employees under them can do a great harm to administration and public interest. Reporting Officers should therefore, come out clearly and without any hesitation to express their views.

13. **Quarterly return.**—It is requested that the above instructions may please be noted by all concerned for very careful compliance. It is also requested that the Departments may furnish to Services Department a quarterly return, indicating the total number of cases of employees of all classes (including Class IV) reviewed as indicated in para 9 above separately, classwise, and the number of cases where it has been decided to retire the persons concerned, in the public interest. The first return should pertain to the quarter, July—September, 1975, and sent to this Department so as to reach it not later than the 15th October, 1975. Returns for subsequent quarters should reach this Department by the 15th of the month following the quarter to which the report may relate.


Copy of Punjab Government Circular Letter No. 8767-2SII-75/45614, dated the 21st November, 1975, from the Chief Secretary to Government, Punjab, to all Heads of Departments, etc. etc.

Subject :—Punjab Civil Services (Premature Retirement) Rules, 1975 — Payment to the officers retired prematurely under these rules.

I am directed to address you on the subject noted above and to say that following points have been raised for clarification:

(i) Whether the employee retired under the Punjab Civil Services (Premature Retirement) Rules, 1975 is to be considered to have retired with effect from the date of order of premature retirement in case three months’ pay and allowances are paid and the date on which three months notice expires in case three months notice is given to the employee, or his retirement date be regulated by the instructions issued by Finance Department, vide No. 240-GOI-6FR-74/20436, dated the 7th October, 1974 and No. 6722-6FR-74/25704, dated the 20th December, 1974.

(ii) What claim is to be treated as the last claim (in terms of rule 4.25 of the Punjab Subsidiary Treasury Rules, Volume I) of the employees retired under the Premature Retirement Rules?

(iii) Whether any authority from the Accountant-General, Punjab, in case of Gazetted Officers is required for the payment of three month’s pay and allowances in lieu of three months notice?

2. The matter has been considered by Government and the position is clarified as under the seriatim:

(i) The retirement date will be the date from which the employee is required to retire or seeks retirement, under the Premature Retirement Rules, 1975.

(ii) In the case of three month’s notice, last claim should be in respect of period from the first of the last month to the date of retirement in which the three months notice expires. In cases where the retirement is made with immediate effect by payment of three month’s pay and allowances, the last claim should be in respect of the period from the first of the month to the date of that month on which he is relieved of the post, and

(iii) No authority from the Accountant-General, Punjab is required. However, the claim for last period be released after the receipt of “No Demand Certificate”.
The above clarification issues with the concurrence of the Finance Department,—vide their U.O. No. 7447-6FR-75, dated 7th November, 1975.

Kindly acknowledge receipt.

Copy of Punjab Government Circular Letter No. 179-GOI-2SII-76, dated the 31st May, 1976, from the Chief Secretary to Government, Punjab, to all Heads of Departments, etc. etc.

Subject :—Punjab Civil Services (Premature Retirement) Rules, 1975 — Clarifications regarding.

I am directed to address you on the subject noted above and to say that various Departments have been seeking clarifications on the following points arising from the application of Rule 3 of the Punjab Civil Services (Premature Retirement) Rules, 1975 in cases where Government employees are allowed pay and allowances in lieu of notice for retirement :-

(i) Whether the pay and allowances for three months are to be reduced by pension and pension equivalent of gratuity or both are to be paid in full simultaneously during the period.
(ii) Whether House Rent Allowance and City Compensatory Allowance for three months will be admissible.
(iii) Whether the pay and allowances to be given in lieu of notice period shall be calculated on the basis of those drawn immediately before retirement or on the basis of pay and allowances including normal increment, if any, which the Government employee would have drawn, had he remained in service during the notice period.
(iv) Whether income-tax can be deducted at source from the pay and allowances in lieu of the notice period.
(v) Whether the notice period of three months in lieu of which pay and allowances are given will count as qualifying service for pension.

The above points have been considered and the position is clarified as under adseriatim :-

(i) As the Government employee concerned will retire immediately on payment of pay and allowances in lieu of notice he would be entitled to pension from the date of such retirement and the pension shall not be deferred till after the expiry of the period of three months for which he is paid pay and allowances. In other words, pay and allowances given in lieu of the notice period would be in addition to pension for the said period.
(ii) The Government employee, who are given pay and allowances in lieu of the notice period are entitled to House Rent Allowance and City Compensatory Allowance at the rates at which they were drawing the allowances immediately before retirement subject to the conditions prescribed for the purpose of grant of such allowances.
(iii) The pay and allowances to be given in lieu of the notice period would be the pay and allowances drawn by him immediately before retirement. Since he would stand retired immediately on payment of pay and allowances, the question of taking the date of increment into consideration does not arise.
(iv) The three months’ pay and allowances given in lieu of notice are “Salary” and therefore, income tax is required to be deducted at source.
(v) The Government employee would stand retired immediately on payment of three months pay and allowances in lieu of the notice period and will not be in service thereafter. Therefore, the question of counting this period for purposes of pension etc. do not arise.

The above clarification issues with the occurrence of the Finance Department,—vide their U.O. No. 3458-6FR-76 dated the 26th May, 1976.

Kindly acknowledge receipt.

381, dated the 15th January, 1980, from Chief Secretary to Government, Punjab to all Heads of Departments, etc. etc.

Subject :—Grant of leave to the employees retired under the Punjab Civil Services (Premature Retirement) Rules, 1975.

I am directed to say that in Punjab Government letter No. 14089-3GS-63/35196, dated 13/16th September, 1963, it was laid down that a Government employee who is required to retire or who himself chooses to retire may be allowed the leave due and admissible to him provided it does not extend beyond the date on which he attains the age of 58 years. These instructions were further clarified,—vide Punjab Government letter No. 7496-
SI(2)-71, dated 30th November, 1971 according to which Government employees could be allowed leave according to their own choice as under :-

(i) Either leave preparatory to retirement upto 180 days on full pay if it is due; or

(ii) Earned leave up to 120 days with permission to combine it with any other kind of leave if due.

2. The above clarificatory instructions have been incorporated as Note : 2 below rule 8.116 (iii) of Punjab Civil Services Rules, Volume I, Part I.


4. Under Rule 8.21 of Punjab Civil Services Rules, Volume I, Part I, the leave at the credit of a Government employee lapses on his retirement and as such the leave can be given only before retirement. In the case of Government employees who are made to retire by giving 3 months notice, or are made to retire by paying salary and allowances in lieu thereof, the date of retirement falls on the date on which the notice for 3 months expires or the date on which the orders of retirement by giving 3 months’ pay are issued. It is, therefore, not possible to grant leave in such cases as envisaged in para 1 above. To overcome this difficulty, Government have reconsidered the whole matter and have decided as follows :-

(i) A Government employee who is made to retire prematurely by giving him a notice of three months or by giving him pay and allowances in lieu of notice, may be granted, leave upto 180 days, if it is due, which may extend beyond the date on which he is made to retire provided it does not extend beyond the date on which he attains the age of 58 years. Such a Government employee should apply for leave within the period of notice given to him. In case he is retired by giving him pay and allowances in lieu of notice, he should apply for leave within the period for which such pay and allowance have been paid and where he is granted leave, the leave salary shall be allowed only for the period of leave excluding that period for which pay and allowances in lieu of notice have been allowed.

(ii) A Government employee who seeks premature retirement, after giving at least three months’ previous notice in writing, may be granted leave upto 180 days, if it is due, which may extend beyond the date on which he retires (according to the notice given by him) provided it does not extend beyond the date on which he attains the age of 58 years. Such a Government employee should apply for leave within the period of notice given by him.

(iii) In both the cases as at (i) and (ii) above, if the leave is allowed to be availed of before the expiry of the period of notice, the period of notice or the unexpired period of notice, as the case may be, and the leave should run concurrently. The leave beyond the date of premature retirement, if any, would be treated as terminal leave, and shall not be construed as extension of service.

(iv) A Government employee who is granted leave beyond the date on which he retires prematurely as per notice given by him, or is made to retire, as the case may be, shall be entitled during such leave to leave salary as admissible under normal rules, reduced by the amount of pension and pension equivalent or other retirement benefits as per provisions of Rule 8.122(6) of Punjab Civil Services, Vol. I, Part I.

5. The past cases which have already been settled need not be reopened for determining the nature of leave though in those cases too, the officer(s)/official(s) concerned would be deemed to have retired on the completion of the notice period but the case pending decision till the date of the issue of these instructions, may be regulated in accordance with the aforesaid revised policy.

6. The receipt of this communication may please be acknowledged.
Dated Chandigarh, the 1st March, 1999

To

All Administrative Secretaries
and Heads of Departments/Offices,
in Chandigarh Administration.

Subject: Determination of inter se seniority between SC/ST officials promoted earlier and general OBC candidates promoted later in the promoted cadre.

Sir/Madam,

I am directed to refer to this Administration’s circular letter No. 34/2/4/88/IH(7)/6061, dated 30th March, 1998, on the above subject, wherein it was decided that the relative seniority of persons promoted to the various grades shall be determined in the order of their selection for such promotion provided that if a candidate belonging to SC or the ST is promoted to an immediate higher post/grade against reserved vacancy earlier than his senior general/OBC candidate who is promoted later to the said immediate higher post/grade, the general/OBC candidate will regain his seniority over such earlier promoted candidate of the SC and ST in the immediate higher post/grade. This decision was to take effect from 30th January, 1997 and it was made clear that this does not contemplate revision of any seniority list prevailing on January 30, 1997 nor does it prohibit promotion of officers (including SC/ST Officers) on the basis of seniority list prevailing on January 30, 1997.

2. Clarifications have been sought whether, as a result of above decision, a general/OBC candidate promoted later to the SC/ST official to the higher post/grade (feeding cadre) is to be considered for promotion to the next higher post/grade with the regaining of his original seniority over his earlier promoted SC/ST official in the promoted cadre/feeding cadre after January 30, 1997.

3. It is clarified that the cut out date 30th January, 1997 was prescribed with a view to protecting those SC/ST employees who were promoted due to accelerated promotion or otherwise instead in their original line of seniority. This decision does not contemplate future promotions to be made on or after 30th January, 1997 on the basis of seniority already maintained as on 30th January, 1997. For future promotions on or after 30th January, 1997 the decision as provided in para 2 of the aforesaid instructions of 30th March, 1998 shall be adhered to by the respective department. For such promotions, the general/OBC candidate will regain his seniority over such earlier promoted candidate belonging to SC/ST category in the promoted/feeding cadre.

4. It is, therefore, requested that further action in such cases may be taken in the light of above clarification.

(Sd.) . . . ,

(SANJIV KUMAR)
Deputy Secretary, Personnel.
To
All Administrative Secretaries
Heads of Departments/Offices
in Chandigarh Administration.

Subject :-  Contact with the media and airing of views on official matters through the Press.

Sir,

Attention of the Administrative Departments is invited to the provisions of the Punjab Government Employees (Conduct) Rules, 1966, as applicable to Union Territory, Chandigarh on the above subject. Rule 8 provides that no Government employee shall, except with the previous sanction of the prescribed authority own wholly or in part or conduct or participate in the editing or management of any newspaper or other periodical publication. No Government employee shall except with the previous sanction of the Government or of the prescribed authority, or except in the bona fide discharge of his duties, participate in a radio broadcast or contribute an article or write a letter to a newspaper or periodical either in his own name or anonymously or pseudonymously or in the name of any other person.

2. Rule 9 further enjoins that no Government servant shall in any radio broadcast or in any document published in his own name or anonymously, pseudonymously or in the name of any other person or in any communication to the press or in any public utterance make any statement of fact or opinion, which has the effect of any adverse criticism of any current recent policy or action of the Government, which is capable of embarrassing the relations between the Government and the Government of any Foreign State. Rule 11 further enjoins that no Government employee shall except in accordance with any general or special order of the Government, or in the performance in good faith of the duties assigned to him, communicate directly or indirectly any official document or any part thereof or information to any Government employee or any other person to whom he is not authorised to communicate such document or information.

3. Instances have come to notice in which some Government servants have been unauthorisedly communicating information to or making statement to the media either in their own name or pseudonymously. The provisions of the aforesaid Conduct Rules are not being followed consistently in letter and spirit. Recently some cases have come to notice when officers have criticised in the press, the functioning of their own Administration and there are instances of expression of views which are in direct opposition to the views expressed by the Chandigarh Administration.

4. The provisions of Rules 8, 9 and 11 of the Punjab Government Employees (Conduct) rules, 1966, as applicable to the Union Territory, Chandigarh are once again brought to the notice of all the concerned and it is again reiterated that violation of the provisions of the Conduct Rules and other corresponding provisions amount to serious misconduct.

5. It has been decided that henceforth as a matter of safeguard only Administrative Secretaries shall brief the press on official matters pertaining to their departments. In addition, Chairperson, Chandigarh Housing Board and Chairperson, Chandigarh Industrial & Tourism Development Corporation Limited, Chandigarh and the Commissioner, Municipal Corporation, Chandigarh are authorised to brief the press about matters pertaining to the Chandigarh Housing Board, Chandigarh Industrial and Tourism Development Corporation Limited, Chandigarh and Municipal Corporation, Chandigarh, respectively. The Inspector General of Police and the two Senior Superintendents of Police viz., Senior Superintendent of Police of the District and Senior Superintendent of Police, Headquarters are authorised to brief the press about matters pertaining to law and order, crime, investigation and police measures. The Deputy Commissioner is authorised to brief the press about matters on which action has to be taken by the departments under his charge. Additionally, information to the press would be given through an officer specially authorised by the Chandigarh Administration. Such officers would submit a gist of his press briefing to the concerned Administrative Secretary immediately after the brief.
6. It is requested that all Administrative Secretaries may ensure meticulous compliance of these
instructions by all concerned under their control.

(Sd.) . . .
(SANJIV KUMAR)
Deputy Secretary Personnel.

Endorsement No. 147(GOI)-IH(7)-99/4169, Dated, the 4th March, 1999
A copy is forwarded for information and compliance to the following :
1. Chairperson, Chandigarh Housing Board, Chandigarh.
2. Chairperson, Chandigarh Industrial & Tourism Development Corporation Limited, Chandigarh;
3. Commissioner, Municipal Corporation, Chandigarh;
4. Managing Directors/Chief Executive Officers of Corporations/Boards in Union Territory, Chandigarh.

(Sd.) . . .
(SANJIV KUMAR)
Deputy Secretary Personnel.

No. 19/1/3/93/IH(3)/5311

From
The Home Secretary,
Chandigarh Administration.

To
All Administrative Secretaries
and Heads of Departments/Offices,
in Chandigarh Administration.

Dated, Chandigarh, the 18th March, 1999

Subject : Policy regarding reservation of seats in admission to educational/technical/medical institutions
under the control of Chandigarh Administration.

Sir/Madam,
In continuation of this Administration’s circular letter No. 19/1/3/93/IH(3)/8019, dated 7th May, 1993
on the above subject, which inter alia provide that 60% seats of the total sanctioned in take of an institution
will be filled up from amongst the students who pass their qualifying examination from Schools/Colleges
recognised by Chandigarh Administration and situated in the Union Territory, Chandigarh, as a regular student
of the said school/college subject to the condition that such students must have studied for two years at
Chandigarh and have passed one lower qualifying examination from these schools/colleges which will be termed
a UT Pool; and the remaining 40% seats will be filled from amongst the students who pass their qualifying
examination from the institutions other that those located in the Union Territory, Chandigarh or otherwise, which
will be termed as ‘GENERAL POOL’, I am directed to say that a question, whether the students who pass their
qualifying examination from the institutions located in the Union Territory, Chandigarh but are not eligible for
admission under UT POOL quota can be considered for admission under GENERAL POOL quota, has been
under consideration of this Administration.

2. The matter has been examined. It is clarified that since in the General Pool quota, the students who
pass their qualifying examination otherwise also are eligible for admission, the students, whether belonging to
reserved category or not, who have passed their qualifying examination from the institutions located in the Union
Territory, Chandigarh but are not eligible for admission under UT POOL quota, are eligible for admission in the
GENERAL POOL QUOTA.

3. It is, therefore, requested that the contents of these instructions may please be brought to the notice
of all concerned for compliance.

Yours faithfully
(Sd.) . . .
Joint Secretary Home,
for Home Secretary,
Chandigarh Administration.
To

All Administrative Secretaries
and Heads of Departments/Offices
Chandigarh Administration.

Subject :– Acceptance of awards by Government servants — Clarification regarding.

Sir/Madam,

I am directed to say that references are being received seeking clarification in the matter of acceptance of awards by Government servants. Attention, in this connection is invited to rule 14 of the Punjab Conduct Rules which provides that “no Government servant shall, except with the previous sanction of the Government, receive any complimentary or valedictory address or accept any testimonial or attend any meeting or entertainment held in his honour; or in the honour of any other Government servant.”

2. While there is no specific rule regarding the acceptance of awards conferred on officers by private organisations, however, the policy of the Government has been that if a Government servant has done any outstanding work, there are various methods open to Government itself to recognise his merits and service and it would not be appropriate for him to accept such an award from a private body. In some isolated cases, however, the acceptance of a award was not objected to where the body giving the award was highly respected and the award did not include any monetary component.

3. It is relevant to point out that the activities of the Government extend over wide ranging fields, some of which are well publicised and some are not; this could lead to an unintended preference in recognition for persons engaged in the former category which is not desirable. Some of the bodies which institute awards may also be involved in activities which may prove embarrassing for the Government. Moreover it has been accepted that a civil servant should not strive to seek publicity or public recognition since his job is to act in a fair manner within the framework of the policy laid down by the political executive, seeking awards instituted by private bodies can affect such functioning. Finally, the achievement which may be attributed to a Government servant is almost always a result of co-ordinated efforts and thinking by a number of individuals and not the achievement of one person alone. Therefore, it is felt that, in general, awards sought to be given by private bodies and institutes to Government servants do not need to be encouraged. In case there are exceptional circumstances like rewarding the merit of an officer for work done outside the purview of his functions in Government or where Government otherwise thinks that an individual deserves a particular award, it is left to the discretion of the competent authority to decide such issues in a reasonable and judicious manner.

4. The main criteria which may be followed in granting permission to individual Government servant to accept awards from private organisations is that such awards should not have a monetary component. The competent authority must also take their decisions on a case to case basis since instructions cannot precisely encompass the multitude of possibilities that can crop up in such matters.

Yours faithfully

(Sd.) . . .

(SANJIV KUMAR)
Deputy Secretary Personnel.
Endorsement No. GMC-EA-I-99/18722-30, dated 3rd May, 1999

A copy is forwarded to the followings for information and necessary action please:

1. All HODs, Government Medical College, Chandigarh.
2. Assistant Controller (F&A), Government Medical College.
3. Professor Hospital Administration-cum-Government Medical College, Chandigarh.
4. Dispensary Superintendent, Government Medical College.
5. Nursing Superintendent, Government Medical College, Chandigarh.
7. OS (Hosp. Admn.) OS (C&P), OS (Academic), OS Government Medical College, Chandigarh.
8. Librarian, Government Medical College, Chandigarh.
9. Master Copy.

(Sd.) . . .
Superintendent,
Government Medical College,
Chandigarh.

No. F&PO(7)-99/4523

CHANDIGARH ADMINISTRATION
FINANCE DEPARTMENT
(ACCOUNTS BRANCH)
Chandigarh, dated the 19th April, 1999

To
All the Heads of Departments/Offices
Chandigarh Administration.

Subject: — Implementation of recommendations of the Fourth Punjab Pay Commission — City Compensatory Allowance.

Sir,

I am directed to refer to this Administration letter No. F&PO(7)-98/1156, dated 3rd February, 1998, on the subject noted above and to state that the Punjab Government have waived off the recoveries equivalent to the difference between the old existing rates of City Compensatory Allowance from such employees who had drawn this allowance for the period from 1st September, 1997 to 12th January, 1998 at old rates,—vide their letter No. 2/1/98-FPI/15776, dated 16th December, 1998 (copy enclosed). In pursuance of the Government of India, Ministry of Home Affairs, letter No. 14012/2/88-CHD, dated 13th January, 1992, the Administrator, U.T. Chandigarh is pleased to adopt the aforementioned Punjab Government letter dated 16th December, 1998, referred above on the same terms and conditions as mentioned therein.

Yours faithfully
(Sd.) . . .
Finance and Planning Officer,
for Finance Secretary,
Chandigarh Administration.
Endorsement No. F&PO(7)-99/4524 Chandigarh, dated the 19th April, 1999

A copy, with a copy of its enclosures, is forwarded to the:

(i) Accountant General (A&E), Punjab, Chandigarh.

(ii) Accountant General (Audit), Haryana, Chandigarh.

(Sd.) . . .,
Finance & Planning Officer,
for Finance Secretary,
Chandigarh Administration.

Endorsement No. F&PO(7)-99/4524 Chandigarh, dated the 19th April, 1999

A copy is forwarded to the District Treasury Officer, Central Treasury, Chandigarh, for information.

(Sd.) . . .,
Finance & Planning Officer,
for Finance Secretary,
Chandigarh Administration.

No. 34/26/94/IH(7)/98/7759
CHANDIGARH ADMINISTRATION
DEPARTMENT OF PERSONNEL
Chandigarh, dated the 23rd April, 1999

To

(i) All Administrative Secretaries
and Heads of Departments/Offices
Chandigarh Administration.

(ii) All Heads of Boards/Corporations
under Chandigarh Administration.

Subject: - Regarding recruitment through the Employment Exchange as well as from open market in the departments/offices/Boards/Corporations in Chandigarh Administration.

Sir/Madam,

I am directed to invite attention to this department letter No. 34/26/94/IH(7)/98/13627, dated 12th October, 1998 on the above subject whereby it was decided that, in future, in addition to notifying the vacancies for the relevant categories (excluding those filled through the Union Public Service Commission) to the Regional Employment Exchange, Union Territory, Chandigarh, the requisitioning authority/establishment may, keeping in view administrative/budgetary convenience, arrange for the publication of the recruitment notice for such categories in the ‘Employment News’ and then consider the cases of all the candidates who have applied. With the above decision, it has been observed that the requisitioning authority/establishment are facing a lot of administrative problems in handling the applications which are received in bulk even for a single vacancy with the result the burden on the State exchequer has also increased tremendously. Further the recruitment process takes considerable time resulting in inordinate delay in the filling up of the post(s). Thus, keeping in view the administrative problems being faced by various employers, the above decision has been reviewed and it has now been decided that in addition to notifying the vacancies to the Regional Employment Exchange, U.T. Chandigarh, the requisitioning authority/establishment will arrange publication of the recruitment notice for the relevant categories in one local newspaper only or wider part if the number of vacancies are less than 5 (five). But the number of vacancies are five or more, the recruitment notice for the relevant categories shall continue to published in the “Employment News” as heretofore.
2. This decision will take effect from the daily issue and will not apply to such cases where the recruitment process has already been started or recruitment notice been published in the “Employment News”.

3. The contents of this circular letter may be to the notice of all concerned for strict compliance.

Yours faithfully,

(Sd.) . . .

(SANJIV KUMAR)
Deputy Secretary Personnel.

No. F&PO (BI)-99/8356

From

The Home Secretary,
Chandigarh Administration.

To

All the Administrative Secretaries/
Heads of Departments/Heads of Offices/
Heads of Institutions,
Chandigarh Administration.

Chandigarh, dated the 3rd May, 1999

Subject :- Regarding irregularities observed in regard to the payment of T.A./L.T.C. to officers/officials of the Chandigarh Administration.

Sir,

I am directed to refer to the subject noted above and to state that it has been pointed out by the Accountant General (Audit), Haryana and Chandigarh that the T.A./L.T.C. bills are not being signed by the officers/officials who travelled and all particulars as prescribed under the rules are also not given by them. Accordingly, I am to request you that no T.A./L.T.C. bill should be entertained unless it is signed by the officer/official who travelled and all particulars as prescribed under T.A./L.T.C. Rules are given by him/her. Wherever the journey is performed by staff car, the particulars of vehicle viz. registration number etc. must be recorded in the T.A. bills.

2. These instructions may please be followed strictly.

Yours faithfully,

(Sd.) . . .

Finance & Planning Officer,
for Home Secretary,
Chandigarh Administration.

Endorsement No. F&PO(BI)-99/8357 Dated the 3rd May, 1999

A copy is forwarded to all the Administrative Branches of Chandigarh Administration for information and necessary action.

(Sd.) . . .

Finance & Planning Officer,
for Home Secretary,
Chandigarh Administration.
Endorsement No. F&PO(BI)-99/8358, dated 3rd May, 1999

A copy is forwarded to the:

(i) Accountant General, Punjab (A&E), Chandigarh.
(ii) Accountant General, Haryana (A&E), Chandigarh.
(iii) Treasury Officer, Central Treasury, Chandigarh.

(Sd.) . . .,

Finance and Planning Officer,
for Home Secretary,
Chandigarh Administration.

No. 1506-F&PO(7)-99/5699
CHANDIGARH ADMINISTRATION
FINANCE DEPARTMENT
(ACCOUNTS BRANCH)

To
All the Heads of Departments/Offices
Chandigarh Administration.
Chandigarh, dated the 21st May, 1999

Subject :- Defence of Court cases pending in various Courts in the light of the decision of the Hon’ble High Court in the L.P. No. 548/1991 — Sher Singh versus State of Punjab

Sir,

I am directed to refer you on the subject noted above and to forward the instructions issued by the Government of Punjab,—vide No. 4/9/99–4 FC&GC/2806, dated 9th March 1999, for information. These instructions of Punjab Government may be kept in view for perusing the pending Court cases relating to anomalies in the pay scales and also for forwarding such proposals to the Administrative Department or Finance Department.

Yours faithfully,
(Sd.) . . .
Finance and Planning Officer,
for Finance Secretary,
Chandigarh Administration.

No. 4/9/99-4FC&GC/2806
GOVERNMENT OF PUNJAB
DEPARTMENT OF FINANCE
(FINANCE COMMITTEE AND GENERAL COORDINATION BRANCH)

To
All the Heads of Departments,
Commissioners of Divisions,
Registrar, Punjab & Haryana High Court,
District and Session Judges and
Deputy Commissioners in the State.
Dated, Chandigarh, the 9th March, 1999.

Subject :- Defence of court cases pending in various courts in the light of the decision of the Hon’ble High Court in the L.P.A. No. 548/1991 — Sher Singh etc. versus State of Punjab.

Sir/Madam,

I am directed to refer to the subject cited above and to say that in the above cited L.P.A. the Technical Assistants working in the Economic and Statistical Organisation brought to the notice of Hon’ble Punjab and Haryana High Court that they were initially allowed the Pay Scale of Rs. 300—600 and the Second Pay
Commission has recommended the Pay Scale of Rs. 750—1300. After considering the recommendations of the Pay Commission the Government placed them in the scale of Rs. 700—1200 w.e.f. 1st January, 1978. On the other side the Deputy Superintendents working in the Punjab Civil Secretariat were initially in the pay scale of Rs. 150–300 with a special pay of Rs. 50 p.m. The Government had sanctioned pay scale of Rs. 800–1400 to them with effect from 1st January, 1978 although the Pay Commission had recommended a lower pay scale for them. As such the action of the Government is arbitrary and contrary to the recommendations made by the 2nd Pay Commission.

2. The L.P.A. was heard by the Division Bench of Punjab and Haryana High Court and,—vide their order dated 30th November, 1998 (copy enclosed), the Hon’ble Judges have observed that the recommendations of the Pay Commission are not binding directions for the Government. The Government is entitled to consider various factors like academic qualifications, nature of duties and the level of responsibilities entrusted to each category of employee while taking a decision with regard to the sanctioning of Pay Scales. Moreover different jobs have different requirements. Qualifications and the mode of appointment vary and so are the Pay Scales different. Unless complete equality is proved, parity cannot follow. The Hon’ble High Court has dismissed the L.P.A. on the aforesaid grounds.

3. It is requested that if any case(s) of similar nature relating to your Department is pending in the courts, immediate action may be taken to bring the above judgement to the notice of the Advocate General for defence of that case(s) in the light of ruling stated above. It may also be kept in view while framing written replies, if any fresh cases are filed by any category of employees.

4. The receipt of these instructions may please be acknowledged.

Yours faithfully,

(Sd.) . . .

(D.P. KARKARA),
Officer on Special Duty (L),

A copy is forwarded to all the Financial Commissioners/Principal Secretaries and Administrative Secretaries to Government, Punjab for information and necessary action.

(Sd.) . . .

(A.N. SINGLA),
Superintendent.

To

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

I.S. No. 4/9/99-4FC&GC/2807, dated, Chandigarh, the 9th March, 1999.

A copy is forwarded to all the Branch Officers and
IN THE HIGH COURT OF PUNJAB AND HARYANA AT CHANDIGARH

To

1. The State of Punjab, through the Secretary to Government Punjab,
   Department of Finance, Chandigarh.
2. The Secretary to Government, Punjab,
   Department of Planning, Chandigarh.
3. The Economic Advisor to Government, Punjab,
   Chandigarh.

Subject : LPA No. 548 of 1991

SHER SINGH, etc. .. Appellants

versus

STATE OF PUNJAB, ETC. .. Respondents

Sir,

I am directed to forward herewith a copy of order dated 30th November, 1998, passed by this Hon’ble High Court in the above noted case for strict compliance.

Given under my hand and seal of the Court this 11th day of December, 1998.

(Sd.) . . .
Assistant Registrar (Writs)

IN THE HIGH COURT OF PUNJAB AND HARYANA AT CHANDIGARH

CIVIL APPELLATE SIDE

LETTERS PATENT APPEAL NO. 548 OF 1991

SHER SINGH AND OTHERS .. Appellants

versus

THE STATE OF PUNJAB, PRINCIPAL SECRETARY FINANCE,
PUNJAB AND OTHERS .. Respondents


Dated the 30th November, 1998

PRESENT

THE HON’BLE MR. JUSTICE JAWAHAR LAL GUPTA

THE HON’BLE R. JUSTICE N. C. KHICHI

For the Appellants : Mr. P. S. Petwalia, Advocate
For the Respondents : Mr. M. C. Berry, JAG, Punjab.

L.P.A. NO. 548 OF 1991

JUDGEMENT

Did the State Government Act in violation of Articles 14 and 16 of the Constitution in not granting the appellants, who were working as Technical Assistants, the same scale of pay as had been granted to the Deputy Superintendents working in the Punjab Civil Secretariat? This is the short question that arises for consideration in this Letters Patent Appeal. The learned Single Judge has answered this question against the appellants. Hence this appeal.
The appellants are working as Technical Assistants in the Economic and Statistical Organisation of the State of Punjab. They were initially in the pay scale of Rs. 300–600 per mensem. The Second Pay Commission recommended that they be placed in the scale of Rs. 750–1,300 with the stipulation that those possessing the qualification of M.A. First Class, would get a start of Rs. 775/- P.M. The Government, however, after consideration of the matter decided that the Technical Assistants should be placed in the scale of Rs. 700—1,200. Resultantly, they were granted this scale with effect from January 1, 1978.

There was another category of employees viz. The Deputy Superintendents working in the Punjab Civil Secretariat. They were initially in the scale of Rs. 150–300 with a special pay of Rs. 50/- per mensem. However, prior to January 1, 1978, they were in the scale of Rs. 350–800 with a special pay of Rs. 50/- per mensem. Though the Commission had recommended a lower scale for them, the Government had sanctioned the scale of Rs. 800–1,400 with effect from January 1, 1978. The appellants complain that the action of the Government in placing the Deputy Superintendents in scale higher than that given to them is violative of Articles 14 and 16 of the Constitution. Is it so?

Mr. Patwalia, counsel for the appellants has contended that the Second Pay Commission was appointed by the Government. Its recommendations had been duly accepted. The recommendations having been accepted, the Government was bound to place the appellants in the same scale of pay as the Deputy Superintendents. Still further, the learned counsel contended that the action of the Government is arbitrary as it is contrary to the recommendation made by the Commission. Learned counsel complains that equals having been treated unequally, there was gross violation of Articles 14 and 16 of the Constitution. Thus, the necessity for the intervention of this Court. The claim made on behalf of the appellants has been controverted by Mr. Berry who has appeared on behalf of the respondents.

It is the admitted position that the Technical Assistants were placed in the scale of Rs. 300–600 prior to January 1, 1978. At that time, the Deputy Superintendents were in the scale of Rs. 350–800. They were also entitled to a special pay of Rs. 50 per mensem. Thus, it is clear that the two categories of employees were not in the same scale of pay. This disparity was continued by the Governmental action w.e.f. January 1, 1978.

It is undoubtedly correct that the Commission had recommended a higher scale of pay viz. Rs. 750–1300 for the Technical Assistants. However, it was only a recommendation. It was not binding direction. This recommendation had to be considered by the competent authority. It is the admitted position that the recommendation was duly considered. In fact, an Implementation Committee had been appointed. It was after the receipt of the recommendations of the Implementation Committee that the Government had taken a conscious decision. The Government having considered the recommendation and taken a view, it cannot be said to have acted illegally in not accepting the view-point of the Commission.

Mr. Patwalia contended that the Pay Commission consisted of experts in the field and that the Government had acted arbitrarily in not following its recommendations.

We cannot accept this contention. Firstly, as observed above, the Technical Assistants and the Deputy Superintendents were never equals. Consequently, they cannot complain of any discrimination when they are treated unequally even after the appointed day viz. January 1, 1978. Secondly, the Government was entitled to consider various factors like academic qualifications, nature of duties and the level of responsibility while taking a decision with regard to the fixation of pay scales. It has not been shown that the decision was not based on a consideration of the relevant factors. Once the decision was taken by the Government and it is not shown to be contrary to the settled principle of law, we find no ground for interference in this Letter Patent Appeal.

Mr. Patwalia relied upon the decision of their Lordships of the Supreme Court in Purshotam Lal and others versus Union of India and another, 1973(1) SLR 633. This was a case where the recommendations of the Pay Commission and had been implemented with effect from the year 1959. In the case of the petitioners before their Lordships, the revised pay scale was granted with effect from the year 1962. They had gone to the court with the grievance that the action suffered from the vice of discrimination. This claim was sustained. It was held that once the matter had been referred to the Commission and the recommendations had been accepted, the Government could not treat equals unequally. Such is not the position in the present case. The appellants were never equal to the Deputy Superintendents. Thus, they cannot complain of having been treated unequally.
Mr. Patwalia also referred to the decision in Kirpal Jeet versus The State of Punjab and another, 1987(4) SLR 594. In this case, persons who had been treated equally on earlier occasions and had been placed in identical scales of pay, were suddenly placed in different scales of pay. The learned Judge held the action to be violative of Articles 14 and 16 of the Constitution. The factual position was apparently different and, thus, the decision is of no assistance to the counsel.

A faint attempt was also made to contend that persons who were initially in the scale of Rs. 300–600 had now been placed in a different scale of Pay. On this basis, it was contended that the action of the Government was arbitrary.

We are again unable to accept this contention. Learned counsel was unable to pin point and how that the nature of duties and the level of responsibility of persons holding different posts was equal. Different Jobs have different requirements. The qualifications and the mode of appointment vary and so are the pay scales different. Unless complete equality is proved, parity cannot follow.

No other point was raised.

In view of the above, we find no merit in this appeal. It is, consequently, dismissed. However, in the circumstances of the case, we make no order as to costs.

(Sd.) . . .

(JAWAHAR LAL GUPTA)
Judge

(Sd.) . . .

(N.C. KHICHI)
Judge


CHANDIGARH ADMINISTRATION

FINANCE DEPARTMENT
(ACCOUNTS BRANCH)

No. 2285-F&PO(7)-99/8884 Chandigarh, dated the 4th August, 1999

The Administrator, Union Territory, Chandigarh is pleased to revise the pay scales of the following categories of posts of Health & Family Welfare and Forest Departments, Chandigarh Administration with effect from 1st January, 1996, on Punjab pattern as per their Notification No. 7/1/1997-EPI/7370, dated 19th May, 1998.

2. In Chandigarh Administration, Finance Department Notification No. F&PO(&)-91/12503, dated 18th September 1998, under the Head Health at Serial No. 12, the following entry shall be inserted after Sr. No. 15 :=

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of the Category/Post</th>
<th>Existing Pay scales in Rs.</th>
<th>Revised pay scale</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>12. HEALTH</td>
<td>Homeopathic Assistant Medical Officer</td>
<td>2,100–3,700</td>
<td>7,000–10,980</td>
<td></td>
</tr>
<tr>
<td>17. Incharge Distt. Level Homeopathic Disp./ Medical Officer</td>
<td>2,200–4,000</td>
<td>10,025–15,100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18. Staff Nurse</td>
<td>1,500–2,700 (1,650–2,925 for 50%)</td>
<td>5,000–8,100</td>
<td>The existing incumbents in the scale of 1,650–2,925 are allowed the revised equivalent of Rs. 5,480–8,925 as a measure personal to them.</td>
<td></td>
</tr>
</tbody>
</table>
Further under the Head Forest at Sr. No. 11 the following entry shall be inserted after Sr. No. 2 :-

**11. FOREST**

<table>
<thead>
<tr>
<th>Sub-Divisional Soil Conservation Officer</th>
<th>Entry Scale: 2,200–4,000</th>
<th>Entry Scale: 7,220–11,660</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(after 8 years) 3,000–4,500</td>
<td>(after 8 years) 10,025–15,100</td>
</tr>
<tr>
<td></td>
<td>(after 18 years) 3,700–5,300</td>
<td>(after 16 years of regular service in the entry scale) 12,000–16,350</td>
</tr>
</tbody>
</table>

RAKESH SINGH, IAS,
Chandigarh, dated Finance Secretary,
Chandigarh Administration.

Endorsement No. 2285-F&PO(7)-99/8885 Chandigarh, dated the 4th August, 1999

A copy is forwarded to the Deputy Secretary to the Government of India, Ministry of Home Affairs, New Delhi for information.

(Sd.) . . . ,
Finance & Planning Officer,
for Finance Secretary,
Chandigarh Administration.

Endorsement No. 2285-F&PO(7)-99/8886 Chandigarh, dated the 4th August, 1999

A copy is forwarded to the :

(i) Director Health Services, Chandigarh Administration.

(ii) District Forest Officer, U.T. Chandigarh.

for information and necessary action.

(Sd.) . . . ,
Finance & Planning Officer,
for Finance Secretary,
Chandigarh Administration.

Endorsement No. 2285-F&PO(7)-99/8887, Chandigarh, dated the 4th August, 1999

A copy is forwarded for information and necessary action to the :

(i) Accountant General (A&E), U.T. Chandigarh and

(ii) Accountant General (Audit), Haryana and Chandigarh, Chandigarh.

(Sd.) . . . ,
Finance & Planning Officer,
for Finance Secretary,
Chandigarh Administration.
Endorsement No. 2285-F&PO(7)-99/8888  Chandigarh, dated the 4th August, 1999

A copy is forwarded to the District Treasury Officer, Central Treasury, U.T. Chandigarh for information and necessary action.

(Sd.) . . .
Finance & Planning Officer,
for Finance Secretary,
Chandigarh Administration.

(TO BE SUBSTITUTED BEARING THE SAME NUMBER AND DATE)

No. F&PO(7)-99/9454

CHANDIGARH ADMINISTRATION
FINANCE DEPARTMENT
(ACCOUNTS BRANCH)
Chandigarh, dated the 18th August, 1999

To
All Heads of Departments/Offices,
Chandigarh Administration.

Subject : Enhancement of Conveyance Allowance to the Blind and Orthopaedically Handicapped employees of Chandigarh Administration on Punjab pattern with effect from 14th July, 1999.

Sir,

I am directed to address you on the subject noted above and to say that the Punjab Government, as per their letter No. 13/294/84/5SS/3404, dated 14th July, 1999 (copy enclosed) have revised the rate of conveyance allowance to the Blind and Orthopaedically Handicapped employees to maximum of Rs. 150/- P.M. In pursuance of clause (C) of Government of India, Ministry of Home Affairs, letter No. 14015/1/88-GP.II, dated 28th November, 1991, read with their Notification No. 14012/2/88-CHD, dated 13th January, 1992, the Administrator, U.T. Chandigarh is pleased to adopt the aforementioned Punjab Government letter, dated 14th July, 1999, in favour of the employees of U.T. Chandigarh, including deputationists from the State of Punjab on the same terms and conditions as mentioned in Punjab Government letter, dated 14th July 1999, referred to above.

Yours faithfully,

(Sd.) . . .
Finance & Planning Officer,
for Finance Secretary,
Chandigarh Administration.

Endorsement No. F&PO(7)-99/9455  Chandigarh, dated the 18th August, 1999

A copy is with a copy its enclosures is forwarded for information to the :-


(ii) Accountant General (Audit), Haryana & Chandigarh, Chandigarh.

(Sd.) . . .
Finance & Planning Officer,
for Finance Secretary,
Chandigarh Administration.
Endorsement No. F&PO(7)-99/9456  Chandigarh, dated the 18th August, 1999

A copy with a copy its enclosures is forwarded to the Director (CPS), Government of India, Ministry of Home Affairs, New Delhi, for information.

(Sd.) . . . ,
Finance & Planning Officer,
for Finance Secretary,
Chandigarh Administration.

Endorsement No. F&PO(7)-99/9457  Chandigarh, dated the 18th August, 1999

A copy is forwarded to the Treasury Officer, Central Treasury, U.T. Chandigarh, for information.

(Sd.) . . . ,
Finance & Planning Officer,
for Finance Secretary,
Chandigarh Administration.

BzL 13$294$84-5 ;; $3401

gzikp ;oeko
;wkfie ;[ofynk ns/ fJ;soh s/ pkb ftek; ftGkr
(;wkfie ;[ofynk 6fkyk)
;/tk fty/,
;ko/ ftGkrK d/ w[2yh,
vtth=EK d/ efwOBo, fvgNh efwOBo+,
ofi;Noko gzikp ns/ jfokdK jkJhe'dN,
fibk s/ ;?B izi.
fwsh, uzvhrVQ 14-7-99

ftok L- B/sojhD ns/ ngzr eowukohnK B(z eBt?n; nbkT[A; d/D ;pzXn .
;qwh sh ih,

w?B(z jkftj s j'Jh j? fe w?A nkj d/ finkB Typ'es ft/ ;pzXn ftZs ftGkr dhnk jkdfjsek
BzL 31$38$78$7 n?dhko$5073, fwh 15 i(B 1982 ns/ ;wkfie ;[ozfynk ftGkr dhnk jkdfjsek
gzso BzL 13$294$85-5 ;G$2662, fwh 18 wkou 1985 ns/ gzso BzL 13$294$84-5 ;G$7028,
fwsh 12 ;szpo 1998 tzb fdtk e/ fJj ;(fus eok fe ;oeo B/ BesojhD ns/ ngzr fteshnK
dk eBt?n; nbkT[A; fJ; gzso d/ ikhg j'D dh fwsh s'A 150$- o[gJ/ (fJe ;' gzikj e/tb) gqsh
wjhbk eo fdzhk j? .

2H eBt?n; nbkT[A; b?D hjh pkeh oesK gjfjUK tkbhK jh ofjDhrnk .

3H fJj tkk ftZs ftGkr tb'A nzLtftJg7LBzL 5$33$98$2ftL84] fwh 12 i[bkjh 1999 akjh
dfzh sh gqtkbh nhB(;ko ehek fimk j? .

ftokt; -gkso
(jaihs f;zx)
;g?ob ;ezso, gzikp ;oeko
pkb ftek; ftGkr .

fJe d[shnk ;ko/ ftZh sh efwOBoK, ggw[2y ;ezso/s ns/ gqteh fwsak B(z ;(uk s/
b'vhrh ekotkJh fJzs G/fink firk j? .

(jaihs f;zx)
;g?ob ;ezso, gzikp ;oeko
pkb ftek; ftGkr .
The Administrator, Union Territory, Chandigarh is pleased to revise the pay scale of the post of Physiotherapist of Health Department, Chandigarh Administration with effect from 1st January, 1996 on Punjab pattern as per Notification of the Punjab Government issued under No. 7/1/1997-EPI/7370, dated 19th May, 1998.

2. In Chandigarh Administration, Finance Department letter No. F&PO(7)-98/12503, dated 18th September, 1998 read with No. 1005-F&PO(7)-99/8884, dated 4th August, 1999 under the head-12. Health, the following entry shall be inserted after serial No. 18 :-

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of the Category/Post</th>
<th>Existing Pay scales in Rs.</th>
<th>Revised pay scale</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>12. HEALTH</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19. Physiotherapist</td>
<td>Rs. 1,500–2,700</td>
<td>Rs. 5,480–8,925</td>
<td>RAKESH SINGH, IAS, Finance Secretary, Chandigarh Administration.</td>
<td></td>
</tr>
</tbody>
</table>

Chandigarh, dated the 26th September, 1999

Endorsement No. 1005-F&PO(7)-99/11011 Dated the 1st October, 1999

A copy is forwarded to the Deputy Secretary to the Government of India, Ministry of Home Affairs, New Delhi, for information.

(Sd.) . . ,
Finance & Planning Officer,
for Finance Secretary,
Chandigarh Administration.

Endorsement No. 1005-F&PO(7)-99/11012 Dated the 1st October, 1999

A copy is forwarded to the Director, Health Services, Chandigarh Administration for information and necessary action.

(Sd.) . . ,
Finance & Planning Officer,
for Finance Secretary,
Chandigarh Administration.

Endorsement No. 1005-F&PO(7)-99/11013 Dated, the 1st October, 1999

A copy is forwarded for information and necessary action to the :-

2. Accountant General (Audit), Haryana and Chandigarh, Chandigarh.

(Sd.) . . ,
Finance & Planning Officer,
for Finance Secretary,
Chandigarh Administration.

Endorsement No. 1005-F&PO(7)-99/11014 Dated the 1st October, 1999

A copy is forwarded to the District Treasury Officer, Central Treasury, Chandigarh for information and necessary action.

(Sd.) . . ,
Finance & Planning Officer,
for Finance Secretary,
Chandigarh Administration.
No. F&PO(7)-99/19474
CHANDIGARH ADMINISTRATION
DEPARTMENT OF PERSONNEL
Chandigarh, dated the 5th October, 1999

To
All Administrative Secretaries
in Chandigarh Administration.

Subject: Identification of sensitive seats and transfer of Government employees in various Departments Offices in Chandigarh Administration.

Sir/Madam,
I am directed to address you on the above subject and to say that in order to implement the instructions issued from time to time by the Central Vigilance Commission and the Department of Personnel & Training for making rotational transfers in respect of the officials posted on sensitive posts at periodic intervals the following decisions have been taken:

1. All Administrative Secretaries in Chandigarh Administration in the departments/offices under their administrative control shall take steps to identify the sensitive seats within 15 days and will send a list of such posts to this department within a week thereafter for the information of Adviser to the Administrator.

2. The competent authority of the respective departments shall pass necessary transfer orders immediately thereby making transfers of the officials who are manning the sensitive seats for a period more than 3 years without any exception.

3. The respective authority shall also pass transfer orders of the officials, who are manning non-sensitive posts, where such officials are posted for a period of more than three years with an exception in such cases where a post requires expertise in a particular field or thereby keeping in view other administrative exigencies.

2. It is requested that the above decisions may be implemented in its letter and spirit.

3. This decision supersedes all the existing instructions issued from time to time by this Administration.

4. Its receipt may please be acknowledged.

Yours faithfully
(Sd.) . . .,
(SATISH AHLAWAT)
Deputy Secretary Personnel.

No. 26/22/94/IH(7)/97/21016
CHANDIGARH ADMINISTRATION
DEPARTMENT OF PERSONNEL
Chandigarh, dated the 27th October, 1999

To
All Administrative Secretaries and Heads of Departments/Offices in Chandigarh Administration.

Subject: Reservation for the physically handicapped persons in various posts/services under Government.

Sir/Madam,
I am directed to invite your attention to this Department’s circular letter No. 28/22/IH(7)-97/26031 dated 13th November, 1997 on the above subject whereby while inviting attention to the provisions of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 which came into force with effect from 1st January, 1996 which provide that not less than 3% of all vacancies in all Government and Public Sector Undertakings employment should be reserved for persons with disabilities out
of which 1% each shall be for persons with visual, hearing and locomotor disabilities, it was requested to launch
vigorous driver to identify the vacancies and recruit persons with disabilities against them in accordance with
the GOI’s instructions. Now the Social Welfare Department, Chandigarh Administration,—vide memo No. SW2/
99/1913 dated 20th September, 1999 have also issued similar instructions for compliance and also to prepare
roster registers after getting the same checked from the Regional Employment Officer.

2. It is, therefore, requested to ensure that the provisions of the Act regarding recruitment to various
posts are implemented in letter and spirit and roster register, duly checked by the Regional Employment Officer,
U.T. Chandigarh are maintained for giving proper percentage in the posts to such personal.

Yours faithfully
(Sd.) . . .
(SATISH AHLAWAT)
Deputy Secretary Personnel.

Endorsement No. 28/22/94-IH(7)-97/21017, Dated, the 27th October, 1999

A copy is forwarded to the following for information :-
(i) The Director, Social Welfare, Chandigarh Administration with reference to his Endorsement
(ii) The Regional Employment Officer, Regional Employment Exchange,
Union Territory, Chandigarh.

(Sd.) . . .
Superintendent Personnel.

No. 7000/1/29-F&PO(7)-99/13065

From
The Finance Secretary,
Chandigarh Administration.

To
1. All the Administrative Secretaries,
Chandigarh Administration.
2. All the Heads of Departments/Offices,
Chandigarh Administration.

Chandigarh, dated the 7th December, 1999

Subject : Revision of pay scales in pursuance of recommendations of 4th Punjab Pay Commission —
Punjab Civil Services (Revised Pay) (1st amendment) Rules, 1998 — Bifurcation of ministerial
staff cadre.

Sir,

I am directed to refer to this Administration letter No. F&PO(7)-99/1799, dated 11th February, 1999
on the subject noted above and to state that the matter regarding treating fraction has been re-considered in
consultation with the Government of Punjab, Department of Finance and it is clarified that any count in fraction
may be ignored and only complete counts of employees should be considered for placement in the higher scale
i.e.2 out of 5 or 3 out of 7.

Yours faithfully,
(Sd.) . . .
Finance & Planning Officer,
for Finance Secretary,
Chandigarh Administration.
No. 11281-HIII (5)-99/23632.—Whereas the place specified in the Schedule below is a place used for Electricity works for purposes of public character.

And whereas information with respect thereto, or the destruction or obstruction thereof or interference there with the said place would be useful to an enemy.

Now, therefore, in pursuance of the provisions of sub-clause (d) of clause (8) of Section 2 of the Indian official Secrets Act. 1923 (XIX of 1923), read with the Government of India, Ministry of Home Affairs’s Notification No. 21/25/67-Roll-III, dated 22nd September, 1967, the Administrator, Union Territory, Chandigarh hereby declares the place specified in the said Schedule to be “Prohibited Place” for the purposes of the said Act and to direct that a copy of this notification be affixed on the said place in English and in the vernacular of the locality.

SCHEDULE

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of Place</th>
<th>Tehsil</th>
<th>District</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>SLDC Complex</td>
<td>Chandigarh</td>
<td>Chandigarh</td>
</tr>
<tr>
<td></td>
<td>Bhakra Beas Management Board, Near 66 KV Grid Sub-Station Industrial Area, Phase-I, Chandigarh</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

N.K. Jain, I.A.S.,
Home Secretary,
Endst. No. 11281-HIII(5)-99/23633, dated the 7th December, 1999.

A copy is forwarded to the Controller, Printing and Stationery, Union Territory, Chandigarh with the request that the notification may be published in the Chandigarh Administration Gazette, immediately and 10 copies thereof be supplied to this Department.

Superintendent, Home III,
for Home Secretary,
Chandigarh Administration.
Endst. No. 11281-HIII(5)-99/23634, dated the 7th December, 1999.

A copy is forwarded to the :


(ii) District Magistrate, Chandigarh.

(iii) Chief Engineer/System ‘OP’, BBMB, SLDC Building, 66KV Grid Sub-Station, Industrial Area, Phase-I, Chandigarh.

for information and necessary action.

Superintendent Home III,
for Home Secretary,
Chandigarh Administration.
To

All the Heads of Departments,
Commissioners of Divisions,
Registrar, Punjab and Haryana High Court,
Deputy Commissioners and
Sub-Divisional Magistrates in the
State of Punjab.

Subject : Implementation of the recommendations of the Fourth Punjab Pay Commission under “Assured Career Progression Scheme”.

Sir/Madam,

I am directed to invite your attention to the Punjab Government Circular letter No. 7/37/98-5PP-I/12851, dated the 25th September, 1998 on the subject cited and to state that Para-4(i) of this circular provides as under :-

“Placement in higher scale and proficiency steps up under this policy shall be granted only to those employees whose overall service record is adjudged as ‘good’. If a departmental test is prescribed or acquisition of higher qualification is a pre-requisite for promotion to the higher level then only those employees who clear such test or acquire such qualifications would be eligible for benefits under this scheme ;”

Doubts have been expressed by some quarters about the term “overall service record is adjudged as ‘Good ’ ” and have sought clarification about this term.

2. This matter has been considered in consultation with the Department of Finance and it is clarified that the term “overall service record is adjudged as ‘Good” will mean that 50% reports should be ‘Good” ” and above including atleast two of the last three reports. She rest of the reports may it satisfactory/ average.

3. This may please be brought to the notice of all concerned.

This issues with the concurrence of the Department of Finance as conveyed by them,— vide their I.D.No. 5/10/99.-FP-I/554, dated 16th June, 1999.

Yours faithfully,
(Sd.) . . .
(MEGH RAJ)
Additional Secretary,
Personnel.

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

(Sd.) . . .
(MEGH RAJ)
Additional Secretary,
Personnel.
To

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


A copy is forwarded to the Accountant General (A&E), Punjab and Accountant General (Audit), Punjab for information and necessary action.

Additional Secretary, Personnel


A copy is forwarded for information and necessary action to :

(i) The Secretary to Govenment of Himach Pradesh, Department of Finance, Shimla;
(ii) The Finance Secretary, Chandigarh Administration, Chandigarh;
(iii) All the Treasury Officers/Assistant Treasury Officers in the State;
(iv) The Deputy Commissioner, Delhi;
(v) The Pay and Accounts Officer, Punjab Bhawan, Copernicus Marg, New Delhi;
(vi) The Director (E.G.I.) Ministry of Finance, Department of Expenditure, Pay Research Unit, New Delhi;
(vii) The Registrar, Panjab University, Chandigarh;
(viii) The Registrar, Punjabi University, Patiala;
(xix) The Registrar, Punjab Agriculture University, Abohar;
(xx) The Registrar, Guru Nanak Dev University, Amritsar.

Additional Secretary, Personnel,
Chandigarh.

No. F & PO (6)-2000/2874

CHANDIGARH ADMINISTRATION

FINANCE DEPARTMENT

Order

Chandigarh, Dated The 16th March, 2000


The Chandigarh Administration,—vide O.M. No. F & PO (6)-98/12736, dated 23rd September, 1998, issued guidelines on Fiscal Management and Austerity to contain the growth of expenditure and reduce the fiscal deficit. It is a matter of concern that despite these guidelines, tangible steps have not been taken by the departments to control the growth of expenditure. With this objective in view, the Administration have decided to reiterate the measures outlined in the following paragraphs:
BAN ON USE OF GOVERNMENT VEHICLES FOR OUTSTATION:

(i) The Chandigarh Administration,—vide O.M. No. 365-F & PO (6)-90/9276, dated 12th September, 1990 has imposed a ban on the use of motorcars while travelling on tour to Delhi/outstation. In case, for some pressing reasons, it becomes unavoidable to travel by staff car or other Government vehicle, prior permission of the Adviser to the Administrator through the Administrative Secretary should be obtained. This should, however, be done in exceptional cases and clear cut recommendations should be made by the Administrative Secretary.

This ban on use of vehicle/car is also applicable to Board/Corporations of Chandigarh Administration. All officers will, therefore, travel by air/rail/road according to their entitlement. These instructions of the Administration are hereby reiterated for meticulous compliance.

(ii) The officers in the pay range of Rs. 16400-(revised) and above would be entitled to travel by the Executive Class of Shatabdi Express. The officers who are entitled for Executive Class of Shatabdi Express may, however, at their discretion take their car to Delhi/outstation subject to the prior approval of the Adviser to the Administrator.

ECONOMY IN CONSUMPTION OF P.O.L. FOR GOVERNMENT VEHICLES:

In order to enforce economy in consumption of petrol/diesel in Government vehicles including staff cars, the Administration vide O.M. No. F & PO (1)-92/7000, dated 22nd June, 1992, have already prescribed the ceiling for consumption of petrol/diesel for the vehicles/staff cars of the Administration as under:


(ii) S.S.Ps, S.Es., XENs, S.D.Ms, M.Ds/ Chief Executive Officers, J.S.F./J.S.H/Dy. Secy. (Personnel) and C.E., C.H.B. .. 125 litres

(iii) Other categories .. 100 litres.

In view of above, all the officers provided with the staff cars and other vehicles should consume petrol very economically and consciously. Any excess consumption of petrol over and above the above ceiling may be recovered from the concerned departmental officer unless it has been regularised by the Finance Department.

The above ceiling will, however, not be applicable to the vehicles deployed for law and order and other specific purposes for which prior permission has been obtained from the Finance Department by the respective departments. This ceiling will also not be applicable to the departments in respect of whom the quota/ceiling has specifically been enhanced in view of peculiar circumstances of the department.

These instructions are again reiterated and may be strictly adhered to. Any excess consumption is required to be regularised on the basis of adequate justification given to the Finance Department with the approval of Adviser to the Administrator.

ECONOMY IN EXPENDITURE ON TELEPHONES:

The following limit is hereby fixed on number of calls that can be made from the telephones in excess of permissible free calls:

<table>
<thead>
<tr>
<th>Designation</th>
<th>Limit of calls for two months</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adviser to the Administrator</td>
<td>10000 7500</td>
</tr>
<tr>
<td>Administrative Secretaries, I.G.P., C.E., D.C.</td>
<td></td>
</tr>
</tbody>
</table>
Commissioner, M.C.C. 7500 5000  
Other Heads of Departments, S.S.Ps. 6000 3000  
S.D. Ms. and other officers of equivalent rank  
Other Group “A” officers 3000 2000  
Group “B” Officers and others 2000 1500  

The excess calls, if any, are required to be regularised through the Finance Department with the approval of the Adviser to the Administrator, after the submission of adequate justification by the concerned officer, failing which officer is required to pay from his own pocket for the excess calls.

In terms of Home Department O.M.No. 4601-IH(I)-92/17530, dated 21st September, 1992, the S.T.D. facilities from the residential telephones of all the officers except Home Secretary, Finance Secretary, Chief Engineer, Chief Architect, Secretary, Medical Education and Research and Inspector General of Police already stood withdrawn. These instructions are again reiterated for strict compliance. However, in view of the multifarious functions, Deputy Commissioner and Commissioner, Municipal Corporation are also allowed the facility.

For the extension of this facility to any other officer based on his functional requirement, the approval of the Adviser to the Administrator would be required.

GENERAL

Tour programmes/leave (including station leave) of Administrative Secretaries, I.A.S./I.P.S. officers, Chief Engineer, U.T./Chandigarh Municipal Corporation/Chandigarh Housing Board, Commissioner Municipal Corporation and Director; Health Services would be approved by the Adviser to the Administrator through their controlling officers.

The concerned controlling officers and the officers themselves besides Accounts Officers/Account Functionaries (S.A.S.) posted in the department must ensure strict compliance of the above instructions. The bills in excess of the above limits may not be passed until these are settled in accordance with the above instructions.

This issues with the approval of the Administrator, U.T., Chandigarh.

(Sd.) . . .,

Finance Secretary,
Chandigarh Administration.

To

(1) All the Administrative Secretaries, Chandigarh Administration.
(2) All the Heads of Departments/Officers, Chandigarh Administration.
(3) All the Accounts Functionaries of S.A.S. cadre, Chandigarh Administration.
No.7000-1/30-F&PO (7)-2000/4571, —The Administrator, Union Territory, Chandigarh is pleased to revise the pay scales of following categories of posts of teaching personnel of Government Medical College, Chandigarh with effect from 1st January, 1996 on the Punjab pattern in terms of Notification No.7/6/98-4HB/1284, dated 7th April, 1999 read with letter No. 7/16/98-4HB-3/1301, dated 27th March, 2000.

2. In Chandigarh Administration, Finance Department Notification No. F & PO(7)-91/12503, dated 18th September, 1998, under the Head, “Research and Medical Education (Government Medical College)” at Sr. No. 22, shall be inserted after Sr. No. 6.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of the Post</th>
<th>Existing Scale of pay</th>
<th>Revised Scale of pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Senior Lecturer</td>
<td>Rs. 3000-5000</td>
<td>Rs. 14300-18150</td>
</tr>
<tr>
<td>8</td>
<td>Assistant Professor/Associate Professor</td>
<td>Rs. 3700-5700</td>
<td>Rs. 16350-20100</td>
</tr>
<tr>
<td>9</td>
<td>Professor</td>
<td>Rs. 4500-7300</td>
<td>Rs. 18600-22100</td>
</tr>
<tr>
<td>10</td>
<td>Principal</td>
<td>Rs. 4500-7300+ Rs. 300/- special pay</td>
<td>Rs. 18600-22100+ Rs. 600/- special Allowance</td>
</tr>
<tr>
<td>11</td>
<td>Director, Research and Medical Education Punjab</td>
<td>Rs. 4500-7300+ Rs. 500/- special pay</td>
<td>Rs. 18600-22100+ Rs. 1000-Special Allowance</td>
</tr>
</tbody>
</table>

Chandigarh, dated the 3rd May, 2000.

RAKESH SINGH, I.A.S.,
Finance Secretary,
Chandigarh Administration.

Endst. No. 7000/1/30-F&PO(7)-2000/4572, dated the 9th May, 2000.

A copy is forwarded for information and necessary action to the :—

(i) Accountant General (A & E), Punjab and Chandigarh, Chandigarh.

(ii) Accountant General (Audit), Haryana and Chandigarh.

(Sd.) . . .,

Finance and Planning Officer,
for Finance Secretary,
Chandigarh Administration.

Endst. No. 7000/1/30-F&PO(7)-2000/4573, dated the 9th May, 2000.

A copy is forwarded to the Director (CPS), Government of India, Ministry of Home Affairs, New Delhi for information.

(Sd.) . . .,

Finance and Planning Officer,
for Finance Secretary,
Chandigarh Administration.
Endst. No. 7000/1/30-F&PO (7)-2000/4574, dated the 9th May, 2000.
A copy is forwarded to the Director Principal, Government Medical College and Hospital, Chandigarh, for information and necessary action with reference to their memo No. GMC-EA-I-2K/26742, dated 18th April, 2000.

(Sd.) . . .
Finance & Planning Officer,
for Finance Secretary,
Chandigarh Administration.

Endst. No. 7000/1/30-F&PO (7)-2000/4575, dated the 9th May, 2000.
A copy is forwarded to the Director Principal, Government Medical College and Hospital, Chandigarh, for information.

(Sd.) . . .
Finance & Planning Officer,
for Finance Secretary,
Chandigarh Administration.

Endst. No. 7000/1/30-F&PO (7)-2000/4576, dated the 9th May, 2000.
A copy is forwarded to the Controller, Printing and Stationery, U.T. Chandigarh with the request that the Notification may be published in the official Gazette of Chandigarh Administration and 20 copies may be supplied to this Administration.

(Sd.) . . .
Finance & Planning Officer,
for Finance Secretary,
Chandigarh Administration.

NO. 51/6/F&PO(7)-2000/5564

CHANDIGARH ADMINISTRATION
FINANCE DEPARTMENT
(ACCOUNTS BRANCH)
Dated, Chandigarh the 6th June, 2000.

To
All the Heads of Departments/Officers
in Chandigarh Administration.

Subject:—Implementation of the recommendations of the Fourth Punjab Pay Commission—Fixation of rate for House Rent Allowance in lieu of rent free accommodation.

Sir,

I am directed to refer to the subject noted above and to say that Punjab Government,—vide their letter No. 4/7/97-FPI/4980, dated 24th April, 2000 (copy enclosed) have defined the term “Close Proximity” be used in their Administration,—vide No. 3391-F & PO(7)-98/14862, dated 13th November, 1998. In pursuance of clause (c) of the Government of India, Ministry of Home Affairs, letter No. 14015/1/88-CHD, dated 13th January, 1992, the Administrator, Union Territory, Chandigarh is pleased to adopt the aforementioned Punjab Government, letter dated 24th April, 2000, referred above in favour of employees of U.T., Chandigarh and the deputationists from the State of Punjab, on the same terms and conditions as mentioned in the Punjab Government letter, dated 20th July, 1998, referred above.

Yours faithfully,
(Sd.) . . .
Finance & Planning Officer,
for Finance Secretary,
Chandigarh Administration.
Endst. No.51/6-F&PO(7)-2000/5565, dated the 6th June, 2000.
A copy with a copy of its enclosures is forwarded to the Director (CPS), Government of India, Ministry of Home Affairs, New Delhi, for information.

(Sd.) . . .,
Finance & Planning Officer,
for Finance Secretary,
Chandigarh Administration.

Endst. No.51/6-F&PO(7)-2000/5566, dated the 6th June, 2000.
A copy with a copy of its enclosures is forwarded to the :
(i) Accountant General (A & E), Punjab, Sub-officer, U.T., Chandigarh;
(ii) Accountant General (Audit) Haryana & Chandigarh.
for information.

(Sd.) . . .,
Finance & Planning Officer,
for Finance Secretary,
Chandigarh Administration.

Endst. No.51/6-F&PO(7)-2000/5567, dated the 6th June, 2000.
A copy is forwarded to the District Treasury Officer, Central Treasury, Chandigarh for information.

(Sd.) . . .,
Finance & Planning Officer,
for Finance Secretary,
Chandigarh Administration.

NO. 4/7/97-FPI/4980
GOVERNMENT OF PUNJAB
DEPARTMENT OF FINANCE
( FINANCE PERSONNEL BRANCH-I)
Dated Chandigarh the 24TH April, 2000

To
All the Heads of Departments,
Commissioners of Divisions,
Registrar, High Court of Punjab and Haryana,
District and Session Judges and
Deputy Commissioners in the State.

Subject :—Implementation of the recommendations of the Fourth Punjab Pay Commission-
Fixation of rate for House Rent Allowances in lieu of rent free accommodation.

Sir,

I am directed to refer to this department circular letter No.4/7/97/FPI/8781, dated 20th July, 1998 on the subject cited above and to say that the terms “close proximity” used in the above letter, obviously means that the hired accommodation should be situated within a small radius of, say upto 3KMs. of the place of duty/office.

Yours faithfully,

(Sd.) . . .,
(Under Secretary Finance (M),
To

All Administrative Secretaries
and Heads of Departments/Offices
Chandigarh Administration.

Subject: Recommendations of the 4th Punjab Pay Commission—Implementations of Assured Career Progression Scheme for categories where there is a direct recruitment in the existing pay scale of Rs. 2,200—4,000 as on 31st December, 1995.

Sir/Madam,

I am directed to say that the Punjab Government has issued detailed guidelines/clarifications on the subject cited, as contained in their letter No. 7/84/98-5PPI/4426, dated 17th April, 2000 (copy enclosed) which is effective from 1st January, 1996, in order to implement the Assured Career Progression Scheme for categories of employees mentioned in Annexure ‘A’ of these instructions.

2. In pursuance of the Government of India, Ministry of Home Affairs, Notification No. 14012/2/88-CHD, dated 13th January, 1992, the Administrator, Union Territory, Chandigarh is pleased to depot the aforesaid, Punjab Government’s circular letter No. 7/84/98-5PPI/4426, dated 17th April 2000 from the date specified by the Punjab Government in respect of the employees of the Union Territory, Chandigarh, governed by the Punjab Civil Services (Revised Pay) Rules, 1998 adopted by Chandigarh Administration, Finance Department (Accounts Branch), vide letter No. F&P.O.(7)-98/12503, dated 18th September, 1998 and No. 1042-RF&P.O. (7)-98/13790, dated 23rd October, 1998. The requisite fresh option for revision of pay scales may be obtained within two months from the date of issue this letter.

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

Yours faithfully,

(Sd.) . . .

(SATISH AHLAWAT),
Deputy Secretary, Personnel.


A copy is forwarded to the following for information and necessary action:—

(1) Accountant General (A & E), Punjab and Sub-Office, U.T., Chandigarh;
(2) Accountant General (Audit), Haryana and Sub-Office, U.T., Chandigarh;
(3) Treasury Officer, General Treasury, Chandigarh.

(Sd.) . . .

(SATISH AHLAWAT),
Deputy Secretary, Personnel.
To All the Heads of Departments, Commissioners of Divisions, Registrar, Punjab and Haryana High Court, District and Sessions Judges, Deputy Commissioners; and Sub-Divisional Magistrates in the State of Punjab.

Subject: Recommendations of the 4th Punjab Pay Commission—Implementations of Assured Career Progression Scheme for categories where there is a direct recruitment in the existing Pay scale of Rs. 2200-4000 as on 31st December, 1995.

Sir/Madam,

I am directed to address you on the subject cited and to say that on acceptance of the recommendations of fourth Punjab pay Commission, Punjab Government notified the pay scales of different categories of its employees,—vide Notification No. 7/1/97-FPI/7370. dated 19th May, 1998, whereby those categories of direct recruit employees, who were in receipt of three grade pay structure in the un-revised pay scale of Rs. 2200-4000, were allowed four tier pay scales on completion of 4,9 and 14 years of regular service However, till detailed guidelines/clarifications were issued, the operation of above pay scales had been held in abeyance,—vide letter No. 1/82/98-FPI/10946, dated 23rd September, 1998. Therefore, the pay in the higher pay scales was supposed to be fixed only after the instructions/guidelines had been issued regarding adjudging of eligibility and suitability of employees for placement in higher scales, but various departments without awaiting detailed guidelines and administrative instructions fixed the pay of such employees which was not in order. Some Departments in the meanwhile sought clarifications on various issues. Now, after careful consideration, it has been decided by the Government to issue the required guidelines in order to implement the Assured career Progression Scheme for categories of employees mentioned in Annexure ‘A’ of these instructions.

2. This decision shall be effective w.e.f. 1st January, 1996. In the case an employee, who has opted to get his pay fixed in the Revised Pay scales from a date after 1st January, 1996, under Rule 6 of Punjab Civil Services (Revised Pay) Rules, 1998, notified on 16th of January, 1998, this decision will be applicable from the date opted for by him. Such employees may give a fresh option for revision of pay scales within two months from the date of issue of this letter to get his pay fixed a date earlier than the one already opted, if that is to his advantage.

3. Service rendered in the same post before 1st January, 1996 or the date opted for by an Officer, shall count for the purposes of these decisions. Same post shall mean a post which is in the same cadre with same designation and same pay scale. Where the post is one for which different pay scales, without involving promotion to a higher cadre was prescribed under the Rules applicable immediately before 1st January, 1996, the entire service of officers adjudged as satisfactory from entry scale onwards shall be taken into consideration. For reckoning the period of service, only the service rendered from the date of assignment of seniority in the cadre and which counts for increment shall only be taken into consideration.
4. (i) The pay of employee shall first be fixed in the revised scale in column 3 of the ‘first schedule’ against the pre-revised scale in column 2 thereof which he was drawing immediately before 1st January, 1996 or the date opted for by him in terms of the provisions obtained in the Punjab Civil Services (Revised Pay) Rules, 1998;

(ii) The employee shall then be placed in the higher admissible scale on completion of ‘satisfactory’ service. If in any case the benefit is less than one annual increment, the pay shall be stepped up so as to ensure benefit of atleast one increment at the time of such placement. If the minimum of the higher scale allowed under this scheme, is higher than the stage arrived at in view of above, the pay of such employee shall be fixed at the minimum;

(iii) The next increment in the higher scale shall be allowed after qualifying service of 12 months.

5. The procedure for assessing the work and conduct for placement in the higher scale shall be the same as applicable to a case of promotion. The placement in higher scale shall be allowed only to those 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 atleast two should be ‘Good’. For all the remaining years the bench mark may be ‘Average’.

6. In cases where departmental test/acquisition of higher qualification/refresher course/special experience/training is prescribed as pre-requisite for eligibility for promotion to higher level in the service, only those employees who fulfil these requirements shall be eligible for placement in the higher pay scale.

7. All placements in higher scales shall be given effect to from the First day of January of the year next to the year in which an employee completes the span of service required for placement in the higher scale.

All cases maturing up to the last day of the year shall be taken up for consideration before the end of the month of October. The Annual Confidential Reports upto the 31st March of the relevant year may be taken as the base. Record of work/conduct/other events like starting of an enquiry etc. upto the date when actual placement is made should also be kept in view.

8. An employee who is placed in a higher scale under this scheme shall continue to discharge the same duties of the original post and shall remain on the strength of the same cadre.

9. In case an employee is found unsuitable for the grant of higher scale on a particular date, his case should be reviewed on year to year basis and he shall be allowed the higher scale on being found suitable for the higher scale from the due date as per the procedure stated in para 7 above. The competent authority shall, however, ensure that the number of employees in the higher scale does not exceed the percentage, wherever prescribed at any time.

10. 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.

11. If the promotion of an employee to higher post occurs after having got placement in higher scale under this scheme, benefit of only one increment instead of two increments normally admissible on promotion shall be allowed in fixing his pay in the scale of pay of the promotion post. The case of pay fixation/placements decided by the Administrative Departments before the issue of Finance Department's letter No. 1/82/98-FPI/10946, dated 23rd September, 1998, shall be reviewed immediately and excess payments made, if any, shall be adjusted from future payments. The Administrative Department will ensure that if any recovery(ies) become due under any clause of these instructions viz. any officer may have been allowed higher pay scale without scrutiny of his record as per these instructions or any other cause, the recoveries will be duly made after following proper procedure and giving an opportunity of being heard.

12. For interpretation/clarification of the decisions contained in this circular letter the Department of Personnel in consultation with the Department of Finance shall be the final authority.

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

Yours faithfully,
(Sd.) . . .
(Surinder Sidhoo)
Secretary, Personnel.

Endst. No. 7/84/98-5PPI/4427, dated the 17th April, 2000
A copy is forwarded to the following for information and necessary action :

(1) The Accountant General (Accounts & Entitlement), Punjab, Sector 17, Chandigarh
(A copy signed in ink alongwith one thousand spare copies is sent herewith);

(2) The Accountant General (Audit), Punjab, Chandigarh.

(Sd.) . . .
(Megh Raj),
Additional Secretary, Personnel.

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

(Sd.) . . .
(Megh Raj),
Additional Secretary, Personnel.

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

I.D.No. 7/84/98-5PPI/4428, dated the 17th April, 2000.

Endst. No. 7/84/98-5PPI/4429, dated the 17th April, 2000.
A copy is forwarded to the following for information and necessary action :

(i) The Secretary to Government of Himachal Pradesh, Department of Finance, Shimla;
(ii) The Finance Secretary, Chandigarh Administration, Chandigarh;
(iii) All the Treasury officer/Assistant Treasury Officers in the State of Punjab;
(iv) The Deputy Commissioner, Delhi;
(v) The Pay and Accounts Officer, Punjab Bhawan, Copernicus Marg, New Delhi-110001;
(vi) The Director (E.G.I.) Ministry of Finance, Department of Expenditure, Pay Research Unit, New Delhi;
(vii) The Registrar, Panjab University, Chandigarh;
(viii) The Registrar, Punjab Agricultural University, Ludhianar;
(ix) The Registrar, Punjabi University, Patiala;
(x) The Registrar, Guru Nanak Dev University, Amritsar.

(Sd.) . . .
Additional Secretary, Personnel.

A copy is forwarded to the Department of Finance (in Finance Personnel I Branch) with reference to their I.D. No. 1/24/98-FPI/, dated 11th April, 2000 for information and necessary action.

(Sd.) . . .
Additional Secretary, Personnel.

To
The Department of Finance,
(in Finance Personnel I Branch)

I.D.No. 7/84/98-5PPI/4430, dated the 17th April, 2000.
Annexure ‘A’


<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Category</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Veterinary Officers</td>
<td>Animal Husbandry</td>
</tr>
<tr>
<td>2</td>
<td>Assistant Architect</td>
<td>Architecture</td>
</tr>
<tr>
<td>3</td>
<td>Medical Officers PGMS-I</td>
<td>Health &amp; Family Welfare</td>
</tr>
<tr>
<td>4</td>
<td>Sub-Divisional Engineers</td>
<td>Irrigation and Power</td>
</tr>
<tr>
<td>5</td>
<td>Deputy Superintendent of Police</td>
<td>Police</td>
</tr>
<tr>
<td>6</td>
<td>P.C.S. (E.B.)</td>
<td>General Administration</td>
</tr>
<tr>
<td>7</td>
<td>Sub-Divisional Engineers</td>
<td>Public Works (B &amp; R)</td>
</tr>
<tr>
<td>8</td>
<td>Sub-Divisional Engineers</td>
<td>P.W.D. (Public Health)</td>
</tr>
<tr>
<td>9</td>
<td>Assistant Town Planners</td>
<td>Town &amp; Country Planning</td>
</tr>
</tbody>
</table>

No. 1159-(GOI)-UTF-II(14)-2000/6148

From

The Finance Secretary,
Chandigarh Administration.

To

All Heads of Departments/Offices/Institutions,
Chandigarh Administration.

Chandigarh, dated the 30th June, 2000.

Subject :—Ex-gratia grants and other facilities for families of Government employees who die while in service.

Sir,

In continuation of the Administration’s letter No. 1159-(GOI)-UTFII(14)-99/2626, dated 10th March, 2000, it is clarified that all the facilities as mentioned in Punjab Government letter, dated 9th July, 1971 shall be effective with effect from 1st April, 1991—the legal heirs of employees who died on or after 1st April, 1991, shall be eligible for all these facilities. Further the ex-gratia payment of Rs. 5,000/- shall not be in addition to Rs. 50,000/- which is presently paid to the legal heir of the deceased employee.

Yours faithfully,

Superintendent, Finance II,
for Finance Secretary,
Chandigarh Administration.
No. 1159-(GOI)-UTFII(14)-2000/6149, dated, the 30th June, 2000.

A copy is forwarded to the:

(i) Accountant General (A & E), U.T., Sub-Office, Chandigarh.
(ii) Accountant General (A & E), Punjab, Chandigarh.
(iii) Accountant General (Audit), Haryana, Chandigarh.

for information & necessary action.

(Sd.) . . .,
Superintendent, Finance II, for Finance Secretary, Chandigarh Administration.

No. 1159-(GOI)-UTFII(14)-2000/6150, dated, the 30th June, 2000.

A copy is forwarded to the Treasury Officer, Central Treasury, Chandigarh, for information and necessary action.

(Sd.) . . .,
Superintendent, Finance II, for Finance Secretary, Chandigarh Administration.

No. 1159-(GOI)-UTFII(14)-2000/6151, dated, the 30th June, 2000.

A copy is forwarded to all Administrative Branches, Chandigarh Administration Secretariat, for information and necessary action.

(Sd.) . . .,
Superintendent, Finance II, for Finance Secretary, Chandigarh Administration.

No. 1159-(GOI)-UTFII(14)-2000/6152, dated, the 30th June, 2000.

A copy is forwarded to the Manager:

(i) State Bank of India, Sector 17, Chandigarh.
(ii) State Bank of Patiala, Sector 22, Chandigarh.
(iii) Punjab National Bank, Sector 17, Chandigarh.
(iv) Central Bank of India, Sector 17, Chandigarh.
(v) Bank of India, Sector 17, Chandigarh.
(vi) United Commercial Bank, Sector 17, Chandigarh.

(Sd.) . . .,
Superintendent, Finance II, for Finance Secretary, Chandigarh Administration.
No. 1159-(GOI)-UTFII(14)-2000/6153, dated, the 30th June, 2000.

A copy is forwarded to the General Secretary, U.T., Pensioners Welfare Association, 2410, Sector 23-C, Chandigarh, for information.

(Sd.) . . .
Superintendent, Finance II,
for Finance Secretary,
Chandigarh Administration.

No. 1159-(GOI)-UTF-II(14)-99/2626

From
The Finance Secretary,
Chandigarh Administration.

To
All Heads of Departments/Offices/Institutions,
Chandigarh Administration.

Chandigarh, dated the 10th March, 2000.

Subject :—Ex-gratia grants and other facilities for families of Government employees who die while in service.

Sir,

The Government of Punjab,—vide their office letter No. 3906-SII/(3)-71/17723, dated 9th July, 1971, has granted ex-gratia grants and other facilities to the families of Government employees, who die while in service. In pursuance of the Government of India’s letter No. 14012/2/88-CHD, dated 13th January, 1992 read with the Home Department’s letter No. 8846-IH(4)-92/19636, dated 29th October, 1992, the Administrator, Union Territory, Chandigarh, is pleased to adopt the afore-mentioned office memo, dated 9th July, 1971 (copy enclosed) on the same terms and conditions as laid down therein.

Yours faithfully,

(Sd.) . . .
Superintendent, Finance II,
for Finance Secretary,
Chandigarh Administration.

No. 1159-(GOI)-UTFll(14)-99/2627, dated, the 10th March, 2000.

A copy, with a copy of its enclosure, is forwarded to the :

(i) Accountant General (A & E), U.T., Sub-Office, Chandigarh.

(ii) Accountant General (A & E), Punjab, Chandigarh.

(iii) Accountant General (Audit), Haryana, Chandigarh.

for information & necessary action.

(Sd.) . . .
Superintendent, Finance II,
for Finance Secretary,
Chandigarh Administration.

A copy, with a copy of its enclosure is forwarded to the Treasury Officer, Central Treasury, Chandigarh, for information and necessary action.

(Sd.) . . ,
Superintendent, Finance II,
for Finance Secretary,
Chandigarh Administration.

No. 1159-(GOI)-UTFII(14)-99/2629, dated, the 10th March, 2000.

A copy is forwarded to the Deputy Secretary (CPS) to the Government of India, Ministry of Home Affairs, North Block, New Delhi—110001, with reference to their letter No. U-15035/1/96-CHD, dated 1st December, 1999, for information.

(Sd.) . . ,
Superintendent, Finance II,
for Finance Secretary,
Chandigarh Administration.


A copy, with a copy of its enclosure is forwarded to the Home Secretary (In Home-III Branch) Chandigarh Administration for information and necessary action with reference to his U.O. No. 9339-HIII(7)-99/18513, dated 23rd September, 1999.

(Sd.) . . ,
Superintendent, Finance II,
for Finance Secretary,
Chandigarh Administration.


A copy, with a copy of its enclosure, is forwarded to the Manager:—

(i) State Bank of India, Sector 17, Chandigarh.
(ii) State Bank of Patiala, Sector 22, Chandigarh.
(iii) Punjab National Bank, Sector 17, Chandigarh.
(iv) Central Bank of India, Sector 17, Chandigarh.
(v) Bank of India, Sector 17, Chandigarh.
(vi) United Commercial Bank, Sector 17, Chandigarh.

(Sd.) . . ,
Superintendent, Finance II,
for Finance Secretary,
Chandigarh Administration.

No. 1159-(GOI)-UTFII(14)-99/2632, dated, the 30th June, 2000.

A copy, with a copy of its enclosure is forwarded to the General Secretary, U.T., Pensioners Welfare Association, 2410, Sector 23-C, Chandigarh, for information.

(Sd.) . . ,
Superintendent, Finance II,
for Finance Secretary,
Chandigarh Administration.
Copy of circular letter No. 3906-SII(3)-71/17723, dated the 9th July, 1971, from the Chief Secretary to Government, Punjab to all Heads of Departments, etc., etc,

Subject:—Ex-gratia grants and other facilities for families of Government employees who die while in service.

I am directed to say that the question of giving an appropriate ex-gratia grants and other facilities to the families of Government employees, who die while in service, has been under the consideration of Government and it has been decided to adopt the following general policy in this behalf:

(a) Ad hoc ex-gratia grants:

The ex-gratia grant to be given to the family of deceased employee will be equivalent to ten (10) times the emoluments, which he has receiving immediately before his death, subject to a minimum of Rs. 5,000/- and a maximum of Rs. 15,000/-. The term emoluments for this purpose shall mean the pay as defined in rule 2.44 of the Punjab Civil Services Rules, Volume I, Part I, and will include Dearness Pay also. The ex-gratia grant will be payable to the memo of the family of a deceased employee mentioned below in that order:

(i) Widow/Husband
(ii) Dependent sons/daughters
(iii) Dependent father
(iv) Dependent mother
(v) Dependent brothers/sisters

(b) Free medical-aid:

Free medical-aid will be given to the family on the same basis as to pensioners except that facility will also be extended to minor children of the deceased employees.

(c) Accommodation:

In case where the deceased employee was in possession of Government accommodation, his family will be allowed to retain the accommodation for one year after his death, the rate of rent being the same as was applicable to him at the time of his death. In other cases, the house rent allowance admissible to the deceased employee will continue to be given to the family for one year after his/her death.

(d) Free Educational Facilities:

Sanctioned under Punjab Government circular letter.

As already sanctioned under Punjab Government Circular letter No. 462-6(FR)-70/12757, dated 15th June, 1970, free educational facilities will be allowed to the unmarried children of all Government employees who die while in service subject to the following conditions:

(i) The benefit of free education shall be allowed up to Degree Courses (including Professional Courses); Provided the children get admission in the said courses on merit and pass the examination held from time to time.

(ii) Tuition fee at the rate as admissible in Government Institutions only shall be re-imbursed.

(iii) The benefit will be admissible from the date of death of the Government employee concerned to his children who are actually dependent upon their guardian.
2. As regards the procedure for granting these facilities necessary information in regard to the deceased employee and his family should be obtained in the enclosed proforma along, with an affidavit duly attested a reasonable proof of title to grant and other facilities as the case may be.

3. The Ex-gratia grant will be sanctioned by the respondent pension sanctioning authorities and necessary authorisation this behalf will be issued by the Accountant-General, Punjab.

4. The expenditure on this account shall be debitable the budget provision in '65—Pensions and other retirement benefits.

5. These concessions/facilities which will be admissible to Punjab Government employees as well as to All—India Services Officers giving under the Punjab Government will have effect from 1st November, 1970.

6. This issues with the concurrence of the Finance Department conveyed,—vide U.O. No. 1747-6F8-71, dated 30th June, 1971.

NO. 6/138/98-IFPII/6763

GOVERNMENT OF PUNJAB

DEPARTMENT OF FINANCE

(FINANCE PERSONNEL-II BRANCH)

Dated, Chandigarh, the 21st June, 2000.

To

All the Heads of Departments,
Commissioners of Divisions,
Registrar, High Court of Punjab and Haryana,
District and Session Judges, and
Deputy Commissioners in the State.

Subject :—Removal of Anomaly by stepping up the pay of Senior Government employees drawing less pay than their Juniors.

Sir,

I am directed to refer to the subject cited above and to say that consequent upon the coming into force of the Punjab Civil Services (Revised Pay) Rules, 1998 and instructions of the Assured Career Progression Scheme, the pay of some senior Government employees get fixed at level lower than their juniors. The case has been under the consideration of the State Government for some time past. The Governor of Punjab is pleased to decide that in such cases the pay of senior employees shall be stepped up to the level of pay of the junior, if by the operation of normal pay fixation rules and option exercised by a junior employee his pay gets fixed at a higher level than the senior, subject to the following conditions :

(a) (i) The junior and senior Government employee should belong to the same cadre and the posts in which they have been promoted, should also be identical and in the same cadre.

(ii) The pre-revised and revised scales of of pay of the lower and higher post in which they are entitled to draw pay should be identical.

(iii) The senior Government employee at the time of his promotion to the higher level had been drawing equal or more pay than the junior, But no relief will be given if the senior employee exercises an option to get his pay fixation/promotion postponed or opts for revised scale from a day other than the normal appointed day.
(iv) The Anomaly should be directly as result of application of the provisions made under Rule-8(a) and (b) of the Punjab Civil Services Pay) Rules, 1988, the Assured Career Scheme or any orders regulating pay fixation on such promotion in the revised scales:

Provided that the benefit of stepping up under this scheme shall not be admissible to the senior employee if the junior employee was drawing more pay in the pre-revised/revised scale than the senior by virtue of any advance increments granted to him or any inflation in pay other than by way of normal pay fixation.

2. The order relating to the stepping up of the pay of senior employee in accordance with the above provisions shall be issued under rule 7 of the Punjab Civil Services (Revised Pay) Rules, 1998.

3. The senior Government employee shall be entitled to earn the next increment on completion of qualifying service of 12 months with effect from the date of stepping up of pay.

4. The benefit under the above provisions shall be admissible to such employees only who have opted or may opt to get their pay fixed in revised scale.

5. For the purposes of grant of step up under these instructions the competent authority shall be the Administrative Department in consultation with the Finance Department.

6. These instructions shall have the over-riding effect over the Rules/Instructions which are already in existance.

Yours faithfully,

(Sd.) . . .
Officer-On-Special Duty(L).

CHANDIGARH ADMINISTRATION

FINANCE DEPARTMENT

(ACCOUNTS BRANCH)


A copy is forwarded to all the Head of Departments/Offices, Chandigarh Administration for information and necessary action.

(Sd.) . . .,

Finance & Planning Officer,
for Finance Secretary,
Chandigarh Administration.
Chandigarh, dated the 2nd August, 2000.

To

All the Administrative Secretaries/
Heads of Departments/Offices in
Chandigarh Administration.

Subject :— Employment of women candidates in a state of pregnancy and declared as temporarily medically unfit.

Sir,

I am directed to refer to the subject noted above and to state that the Government of Punjab,—vide their communication bearing No. P.No.1/10/92-IPP, dated 20th May, 1992 (copy enclosed) has decided that there is no need to declare women candidate medically unfit temporarily if she is found to be pregnant of 12 weeks or above at the time of medical examination before appointment against posts which do not prescribe any elaborate training for example in Police Department etc. and they can be appointed straightway to the post. The Government of Punjab have further clarified that in those posts where any particular training is required before appointment which is not possible during the period of pregnancy in that case, Government should take action in accordance with the earlier policy.

2. In pursuance of the conditions of service of U.T. of Chandigarh Employees Rules, 1992 Notified by the Government of India, Ministry of Home Affairs on 13th January, 1992 the decision of the Government of Punjab contained in their above mentioned communication is hereby adopted for its application to the employees of the Chandigarh Administration.

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

4 The English version of the communication of the Punjab Government is also sent herewith.

Your faithfully,

(Sd.) .

Superintendent Personnel
for Home Secretary
Chandigarh Administration.
From

The Finance Secretary,
Chandigarh Administration.

To

(i) The All Administrative Secretaries,
Chandigarh Administration.

(ii) The All Heads of Departments/Offices,
Chandigarh Administration.

Chandigarh dated the 2nd August, 2000.

Subject :— Re-structuring of clerical cadre in the ratio of 50: 50 as clerks and Junior Assistants with effect from 1st January, 1996.

Sir,

I am directed to refer to the subject noted above and to state that the Punjab Government,— vide their letter No. 1/18/99-3FPI/7773, dated 17th July, 2000 (copy enclosed) have given clarification that protection is admissible only in the case of employees who were in the scale of Rs. 1500-2,700 on 1st January, 1996. Further it has been advised that the cases may be regulated strictly and recoveries be made wherever due according to the provisions of the Punjab Government Notification No. 7/1/97-FPI/7370, dated 19th May, 1998. The Notification of the Punjab Government has already been adopted by the Chandigarh Administration,— vide No. F &PO(7)-98/12503, dated 18th September, 1998. You are, therefore, requested to comply with these instructions strictly.

Yours faithfully,

(Sd.) . .

Finance & Planing Officer, for Finance Secretary,
Chandigarh Administration.

No.1/18/99-3FPI/7773
GOVERNMENT OF PUNJAB
DEPARTMENT OF FINANCE
(FINANCE PERSONNALL BRANCH-1)

To

The Finance Secretary,
Chandigarh Administration,
Chandigarh.

The 17th July, 2000

Subject :—Clarification regarding re-structuring of clerical cadre in the ratio of 50 : 50 as clerks and Junior Assistants, with effect from 1st January, 1996.

Sir,

I am directed to refer to your letter No. 629-F&PO (7)-99/6146, dated 17th June, 1999 on the subject cited above and to clarify that protection is admissible only in the case of employees who were in the scale of Rs. 1500-2700 on 1st January, 1996. The cases may please be regulated strictly according to provisions of Punjab Government Notification No. 7/1/97-FP 1/7370, dated 19th May, 1998 and recoveries made wherever due.

Yours faithfully,

(Sd.). .

(D.P. KARKARA),
Officer on Special Duty
Chandigarh, dated the 23rd October, 2000

To

All the Administrative Secretaries/
all Heads of Departments/Offices,
Chandigarh Administration.

Subject:—Central Civil Services a Civil posts (under age limit for direct recruitment) Rules, 1998.

Sir/Madam,

I am directed to refer to this Administration’s endst. No. 28/6/94/IH(7)/99/5413, dated 15th/19th March, 1999 on the subject noted above whereby a copy of notification No. 15012/6/98-Estt (D), dated 21st December, 1998 of Government of India, Ministry of Personnel, Public Grievances and Pensions (Department of Personnel & Training) New Delhi was forwarded for information and necessary action in the matter. You were requested to take into account the aforesaid decision to allow with effect from 1st April, 1999 two years increase in the upper age limit for direct recruitment, while drawing service/recruitment/open competitive examination rules for all the central Civil Services and posts under the Administrative control of the Administrator, Union Territory, Chandigarh. It has, however, been noticed that necessary action in the matter has not been taken by the various departments and in turn inquiries are being made by them from this Administration in the matter whether Recruitment Rules are to amended or not for the purpose. In view of above, it is hereby clarified that necessary amendment in the Recruitment Rules for enhancing the upper age for direct recruitment for all Central Civil Services and posts under the administrative control of the Administrator, Union Territory, Chandigarh, is required to be taken immediately with a view to up-date the Recruitment Rules accordingly.

2. You are, therefore, requested to please take necessary action for amending the Recruitment Rules in respect of your Department, immediately.

Yours faithfully,

(Sd.) . . .,

(Satish Ahlawat),
Joint Secretary Personnel.

No. 6054-IH(7)-2000/20918, dated 23rd October, 2000

A copy is forwarded to all the Administrative Branches in Chandigarh Administration secretariat for information and similar necessary action in the matter, immediately.

(Sd.) . . .,
Joint Secretary Personnel.
From
The Finance Secretary,
Chandigarh Administration.

To
All Heads of Departments/Institutions,
Chandigarh Administration.
Chandigarh, dated the 9th June, 2000.

Subject:—Definition of Freedom Fighters for the grant of various concessions/facilities by the State Government.

Sir,


Yours faithfully,

(Sd.) . . .,
Superintendent Finance II,
for Finance Secretary,
Chandigarh Administration.

No. 4315-FII (4)-2000/9874, dated the 9th October, 2000

A copy, with a copy of its enclosure, is forwarded to all Administrative Branches, Chandigarh Administration, Secretariat for information and necessary action.

(Sd.) . . .,
Superintendent Finance II,
for Finance Secretary,
Chandigarh Administration.

"The State Government has granted concessions like the re-employment to a freedom fighter in the State Service up till the age of 60 years, the reservation in the State Medical Colleges of 2% Seats in MBBS/BDS Courses, the reservation of 2% seats at the time of direct recruitment in the State Services and reservation in residential plots etc. In this regard, I am
directed to say that for the entitlement to above cited concessions, in future only those freedom fighters and their wards will be eligible who have either been granted a freedom fighters pension from the Punjab Government or have been awarded Tamra Patras for their political sufferings during pre-Independence freedom movements. The Deputy Commissioner of the District to which a freedom fighter belongs to will be the only competent authority to provide an eligibility certificate to this effect, i.e. for the grant of all types of those concessions to a freedom fighters or his wards.

2. Freedom fighters or their wards who have not been granted a freedom fighters pension from the Punjab Government or awarded Tamra Patras for their political sufferings during pre-Independence freedom movements will not be eligible for the above concessions. The Deputy Commissioner of the District to which a freedom fighter belongs to will be the only competent authority to provide an eligibility certificate to this effect, i.e. for the grant of all types of those concessions to a freedom fighters or his wards.

C={['A':null,'B':null,'C':null,'D':null,'E':null,'F':null,'G':null,'H':null,'I':null,'J':null,'K':null,'L':null,'M':null,'N':null,'O':null,'P':null,'Q':null,'R':null,'S':null,'T':null,'U':null,'V':null,'W':null,'X':null,'Y':null,'Z':null}
To

All the Heads of Departments,
Commissioners of Divisions,
Registrar, High Court of Punjab and Haryana,
District and Sessions Judges and
Deputy Commissioners in the State.

Subject: Implementation of the recommendations of Anomaly Committee.

Sir,

I am directed to refer to this Department letter circulated,—vide No. 2/1/98-FPI/193, dated 13th January, 1998, on the subject cited above and to say that on acceptance of the recommendations of the Fourth Punjab Pay Commission, city compensatory Allowance was made admissible to those Punjab Government employees who were posted at A, B-1 and B-2 class cities as per the classification carried out,—vide circular letter No. 4/19/97-FPI/429, dated 22nd January, 1998. In pursuance of revised orders issued on 13th January, 1998 some Punjab Government employees, who were posted at Chandigarh and Mohali, started drawing city compensatory Allowance at the lower rates than it was admissible to them prior to acceptance of recommendation of Fourth Punjab Pay Commission as minimum admissibility of C.C.A. prior to this was Rs.100/- Per Month irrespective of the place of posting and post held by the employees. The matter came before the Anomaly Committee, which made some recommendations which were considered by the implementation committee and approved by the Government. On careful consideration of the matter, the Governor of Punjab is pleased to revise the orders issued on 13th January, 1998 to the extent that minimum admissibility of C.C.A. shall be Rs. 100/- irrespective of the place of posting of the Punjab Government employees.

2. The above decision shall be effective from the 1st September, 1997.

3. The payment of arrear on account of admissible city compensatory Allowance shall be made to the concerned employees for the period from 1st September, 1997 to award in cash.

Yours faithfully,

(Sd.) . . .,

UNDER SECRETARY FINANCE (M).
Chandigarh, dated the 7th November, 2000

To
All the Heads of Departments/Officers,
Chandigarh Administration.

Subject:—Implementation of recommendation of Anomaly Committee.

Sir,

I am directed to refer to this Administration letter No. F & PO(7)-98/1156, dated 3rd February, 1998, on the subject noted above and to state that the Punjab Government,—vide their letter No. 2/1/98/FPI/10630-10633, dated 2nd November, 2000 (copy enclosed), have revised their orders, dated 13th January, 1998 to the extent that minimum admissibility of City Compensatory Allowance shall be Rs. 100/- irrespective of the place of posting of the Punjab Government employees. In pursuance of the Government of India, Ministry of Home Affairs, letter No. 14012/2/88-CHD, dated 13th January, 1992, the Administrator, U.T., Chandigarh is pleased to adopt the aforementioned Punjab Government letter, dated 2nd November 2000 referred above on the same terms and conditions mentioned therein respect of U.T. employees of this Administration including deputationists from the state of Punjab.

Yours faithfully,

(Sd.) . . .,

Finance and Planning Officer,
for Finance Secretary,
Chandigarh Administration.

Endst. No. 5264-F & PO (7)-2000/10671, dated, the 7th November, 2000

A copy, with a copy of its enclosures, is forwarded to the :—

i) Accountant General (A & E), Punjab, Chandigarh.
ii) Accountant General (Audit), Haryana Chandigarh.
iii) District Treasury Officer, Central Treasury, Chandigarh.

(Sd.) . . .,

Finance and Planning Officer,
for Finance Secretary,
Chandigarh Administration.

[Extract from the Chandigarh Administration Gazette, dated 1st January, 2001]
CHANDIGARH ADMINISTRATION
FINANCE DEPARTMENT
(ACCOUNTS BRANCH)

Notification
The 5th December, 2000

No. 7000/1/1-F&PO(7)-2000/10606.—Consequent upon the Second Amendment to the Punjab Civil Services (Revised Pay) Rule, 1998 issued,—vide No. 7/1/97-FPI/8979, dated 4th September, 2000, the Administrator, Union Territory, Chandigarh is pleased to adopt the said Notification, dated 4th September, 2000 and to substitute/insert the entries in the second schedule of the Chandigarh Administration, Notification No. F&PO (7)-98/12503, dated 18th September, 1998 read with No. 2285-F&PO(7)/8878—8882, dated 4th August, 1999 and No. 2285-F&PO(7)-99/8884, dated 4th August, 2000 which shall be read as under :

(I)(a) Under the heading “MINISTRIAL STAFF” on page 5, item No. 1 and entries relating thereto shall be substituted as under :

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of the Post/Category</th>
<th>Existing Scale</th>
<th>Revised Scale</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Clerks</td>
<td>950-1,800 (with initial start of Rs. 1,000) 20%</td>
<td>Rs. 3,120-5,160 (with initial start of Rs. 3,220) 50%</td>
<td>The rate of type writing allowance to the Typist/Clerks in the scale of Rs. 3,120–5,160 with the initial start of Rs. 3,220 deployed on full time basis shall be Rs. 75 with effect from the 1st September, 1997 for sanctioning type writing allowance a certificate to effect that the concerned Clerks were actually deployed on typing work from the Head of office will be required every month</td>
</tr>
<tr>
<td>(i)</td>
<td></td>
<td>1,200-2,130 (Senior Clerk) 40%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(ii)</td>
<td></td>
<td>1,500-2,700 (Junior Assistant) 40%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(iii)</td>
<td></td>
<td>1,500-2,700</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The designation and the revised equivalent of the un-revised pay scale of officials working as Senior Clerks and Junior Assistants as on 1st January, 1996 as noted in Col 4 shall be protected as a measure personal to them. For future, the total number of posts of Clerks including Senior Clerks and Junior Assistants in a cadre existing on 1st January, 1996 shall be bifurcated in to the posts of Clerks in the pay scale of Rs. 3,120-5,160 (with the initial start of Rs. 3,220) and Junior Assistants in the scale of Rs. 4,400-7,000 in the ratio of 50:50.

The posts of Junior Assistant shall be filled up by placement to the extent of 100% out of the Clerks who have an experience of working as such for a minimum period of 5 years in the cadre of the department in which he is working at the time of placement.
(b) The existing Sr. Nos. 3, 4, 5, 6 and 7 on page 5 under this heading shall be re-numbered as 2, 3, 4, 5 and 6.

(II) Under the heading V ‘Professional Categories’ page 7 items No. (1) and shall be substituted as under:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of the Post/Category</th>
<th>Existing Scale</th>
<th>Revised Scale</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1(i)(a)</td>
<td>School Librarian</td>
<td>Rs. 1,200-2, 130</td>
<td>Rs. 4,020-6, 200</td>
<td>Enhanced pay scale of Rs. 4,550–7,200 may be granted to School Librarian with effect from the date when qualifications for the recruitment of this post is raised as 10+2 with two years diploma course in Library Science after amending the Service Rules.</td>
</tr>
<tr>
<td>(b)</td>
<td>Assistant Librarian</td>
<td>Rs. 1,200-2, 130</td>
<td>Rs. 4,020-6, 200</td>
<td></td>
</tr>
<tr>
<td>(c)</td>
<td>Library Restorer</td>
<td>Rs. 950-1, 800</td>
<td>Rs. 3,330-6, 200</td>
<td></td>
</tr>
</tbody>
</table>

(III) On page 9 the heading vii “ACCOUNTS STAFF” may be read as (2) Accounts Staff.

(IV) Under the heading “AGRICULTURAL” on page 11 for existing entries against Sr. No. 1, the following shall be substituted:

<table>
<thead>
<tr>
<th></th>
<th>Existing Scale</th>
<th>Revised Scale</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agricultural</td>
<td>Rs. 2,200—4,000</td>
<td>Rs. 7,220—11,660</td>
<td></td>
</tr>
<tr>
<td>Officer</td>
<td>(Entry Scale)</td>
<td>(Entry Scale)</td>
<td></td>
</tr>
<tr>
<td>Agricultural</td>
<td>Rs. 3,000—4,500</td>
<td>Rs. 10,025—15,100</td>
<td>(After 8 years of regular service in Entry Scale)</td>
</tr>
<tr>
<td>Officer</td>
<td>(After 8 years)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chief</td>
<td>Rs. 3,700—5,300</td>
<td>Rs. 12,000—16,350</td>
<td>(After 16 years of regular service in the Entry Scale)</td>
</tr>
<tr>
<td>Agricultural</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Officer</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(V) Under the heading “ARCHITECTURE” on page 12 for Sr. No. 3 following shall be substituted:

<table>
<thead>
<tr>
<th></th>
<th>Existing Scale</th>
<th>Revised Scale</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architect</td>
<td>Rs. 3,000—4,500</td>
<td>Rs. 12,000—15,500</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Rs. 3,700—5,500</td>
<td>Rs. 14,300—18,150</td>
<td>(After 14 years of regular service including Service as Assistant Architect)</td>
</tr>
</tbody>
</table>

(b) In column 4 against Sr. No. 4 the existing entries shall be substituted under:

<table>
<thead>
<tr>
<th></th>
<th>Existing Scale</th>
<th>Revised Scale</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Rs. 7,800—13,500 (with start of Rs. 8,000)</td>
<td>(Entry Scale)</td>
<td></td>
</tr>
</tbody>
</table>

(VI) Under the heading “ECONOMIC AND STATISTICAL, ORGANISATION” on page 12 after Sr. No. 1 and entry relating thereto the following shall be inserted:
The designation and the revised equivalent of the un-revised pay scale of officials working as Investigator as on 1st January, 1996 shall be protected as a measure personal to them. For future, the total number of posts in the cadre existing as on 1st January, 1996 shall be bifurcated into ratio of 50:50 in the pay scale of Rs. 3,120—5,160 (with the initial start of Rs. 3,220) and Rs. 4,400—7,000. The posts in the higher scale of Rs. 4,400—7,000 shall be filled up by placement from amongst the Investigator who have an experience of working as such for a minimum period of 5 years in the cadre.

(VII) Under the heading “EDUCATION (SCHOOL)” on page 13 for Sr. No. 4 the following shall be substituted:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Post Description</th>
<th>Existing Scale</th>
<th>Revised Scale</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Principal of Senior Secondary Schools/Assistant Schools/J.B.T. Directors, Subject Expert (Vocational Expert (Vocational Deputy District Education Officer/Guidance Counsellor)</td>
<td>Rs. 2,410—4,000</td>
<td>Rs. 10,025—15,100</td>
<td>Provided that the posts are equivalent to and have Inter-change ability with the post of Principal (PES Class-II)</td>
</tr>
</tbody>
</table>

(b) In Column No. 4 against Sr. No. 5, existing words Rs. 7,000—1,098 shall be read as Rs. 7,000—10,980.

(VIII) Under the heading “EMPLOYMENT” on page 14 for Sr. No. 1 the following shall be substituted:

EMPLOYMENT OFFICER Rs. 2,000-3,500 Rs. 7,000-10,980

(IX)(a) Under the heading “HEALTH” on page 15 (Entry Scale) shall be inserted after the existing entry Rs. 7,880–13,500 (with a start of Rs. 8,000) in Column No. 1 against Sr. No. 18.
(b) On page 16 for Sr. No. 18 the following shall be substituted:

<table>
<thead>
<tr>
<th>Post</th>
<th>Existing Scale</th>
<th>Revised Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Nurse</td>
<td>Rs. 1,500-2,700</td>
<td>Rs. 5,000-8,100</td>
</tr>
<tr>
<td></td>
<td>(1,650-2,925)</td>
<td>(5,480-8,925)</td>
</tr>
<tr>
<td></td>
<td>(for 50%)</td>
<td>(For 50%)</td>
</tr>
</tbody>
</table>

(X) On page 18 under heading "INDUSTRIAL TRAINING INSTITUTE" against Sr. No. 6 in column 3 after the existing entries, the following shall be inserted. 2,000-3,500 (after 18 years as service as in Education Department).

(XI) On page 19 under the heading "POLICE" for Sr. No. 2 and 6 the following shall be substituted:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Post</th>
<th>Existing Scale</th>
<th>Revised Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Inspector</td>
<td>Rs. 1,800-3,200 (with a start of Rs. 2,000)</td>
<td>Rs. 5,800-9,200 (with an initial start of Rs. 6,200)</td>
</tr>
<tr>
<td>6</td>
<td>Constable</td>
<td>Rs. 950-1,800 (With a start of Rs. 1,050)</td>
<td>Rs. 3,120-5,160 (With an initial start of Rs. 3,330)</td>
</tr>
</tbody>
</table>

(XII) On page 22 under the heading "ENGINEERING" against Sr. No. 4 Brackets, words and Figures occurring in column No. 4 (Entry Scale) (with a start of Rs. 8,000) shall be substituted with brackets words and figures (with initial start of Rs. 8,000) (Entry Scale).

(XIII) PUBLIC HEALTH

On page 21 against Sr. No. 3 the existing entry in column 4 shall be as under:

- Rs. 7,880-13,500 (with initial start of Rs. 8,000) (Entry Scale).
- Rs. 10,025-15,100 (After 4 years of regular service in the Entry Scale).
- Rs. 12,000-15,500 (After 9 years of regular service in the Entry Scale).
- Rs. 14,300-18,150 (After 14 years of regular service in the Entry Scale).

(XIV) On page 23 under the heading "ESTATE OFFICE" against serial No. 4 existing entry in columns 3 and 4 shall be substituted as under:

<table>
<thead>
<tr>
<th>Existing Scale</th>
<th>Revised Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rs. 950-1,800</td>
<td>Rs. 3,120-5,160</td>
</tr>
<tr>
<td>(with a start of Rs. 1,050)</td>
<td>(with an initial start of Rs. 3,330)</td>
</tr>
<tr>
<td>Rs. 1,365-2,410</td>
<td>Plus special pay of Rs. 50</td>
</tr>
<tr>
<td>(Senior Scale)</td>
<td></td>
</tr>
</tbody>
</table>

(XV) On page 27 under the heading "TOWN AND COUNTRY PLANNING" against serial No. 3 existing entries in column 3 and 4 shall be substituted as under:

<table>
<thead>
<tr>
<th>Existing Scale</th>
<th>Revised Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rs. 2,200-4,000</td>
<td>Rs. 7,880-13,500</td>
</tr>
<tr>
<td>(with a start of Rs. 2,250)</td>
<td>(with an initial start of Rs. 8,000)</td>
</tr>
<tr>
<td>(Entry Scale)</td>
<td>(Entry Scale)</td>
</tr>
</tbody>
</table>
Rs. 3,000-4,500  Rs. 10,025-15,100
(After 8 years of service) (After 4 years of regular service
in the entry scale).

Rs. 3,700-5,000  Rs. 12,000-15,500 (After 9 years
service in the Entry Scale).

Rs. 14,300-18,150 (After 14 years
Service in the Entry Scale).

(XVI) On page 28 under the heading “TREASURY AND ACCOUNTS” for Sr. No. 2 and the
entries relating thereto, the following shall be substituted:

Section Officer  Rs. 2,000-3,500  Rs. 7,000-10,980
(SAS Pass)  Plus special pay of
Rs. 100 P.M.

(XVII) For serial No. 2 under the heading “TREASURY” at page 28 and entries relating
thereto, the following shall be substituted:

Treasury Officer  Rs. 2,000-3,500  Rs. 7,000-10,980

(XVIII) For serial No. 2 under the heading “LOCAL FUND ACCOUNTS” at page 28 and
the entries relating thereto, the following shall be substituted:

Section Officer  Rs. 2,000-3,500  Rs. 7,000-10,980
(SAS Pass)  Plus special pay of
Rs. 100 P.M.

(XIX) The following notes shall be added at the end of the schedule.

Note 1: The corrections to this schedule circulated,—vide No. 7/1/97-FPI/7387—7389, dated
20th May, 1999 and No. 7/1/97-FPI/11033, dated 15th July, 1999 by the Government of
Punjab and as adopted by this Administration,—vide notification No. 2285-F & PO (7)-
99/8878-8882, dated 4th August, 1999 have been incorporated in the above amendments
and made a part of the schedule.

Note 2: Where the pay scale of the post to which special pay was attached before
1st January, 1996 has been revised and fixed at a higher level than the normal conversion
table in the first schedule, as a consequence of these amendments the special pay shall
stand abolished.

RAKESH SINGH,
Finance Secretary,
The 8th November, 2000.
LABOUR DEPARTMENT

Notification

The 22nd December, 2000

No. 3045-HII(2)-2000/24809.—In supersession of Chandigarh Administration, Home Department's Notification No. 8/2/15-4h (S)-74/23984, dated the 6th December, 1974 and all other notifications issued in this behalf from the time to time, the Administrator, Union Territory Chandigarh, in exercise of powers conferred by sub-section (2) of section 8 of the Factories Act, 1948 (Central Act No. LXIII of 1948), hereby appoints the Labour Commissioner, Union Territory, Chandigarh, as Chief Inspector under the aforesaid Act, for the Union Territory of Chandigarh.

No. 3595-HII(2)-2000/24853.—In supersession of Chandigarh Administration, Home Department notification No. 8460-4H(S)-71/29242, dated 30th December, 1971 and in exercise of the powers conferred by Section 28 of the Contract Labour (Regulation and Abolition) Act, 1970, the Administrator, Union Territory, Chandigarh is pleased to appoint the following Officers/Officials of the Labour Department, Union Territory, Chandigarh as Inspectors and to define their local limits within which they shall exercise the powers under the said Act, as mentioned against each:

1. The Labour Commissioner, Union Territory, Chandigarh
   .. Whole of the territorial area of Union Territory, Chandigarh.
2. The Assistant Labour Commissioner, Union Territory, Chandigarh
   .. Whole of the territorial area of the Union Territory, Chandigarh.
3. The Labour Inspector, Circle-I, Union Territory, Chandigarh
   .. All the areas falling in the left side of the Madhya Marg going from Chandigarh to Panchkula including whole of the Manimajra and Industrial Area, Plot Nos.1 to 180 of Phase-I, Chandigarh.
4. The Labour Inspector, Circle-II, Union Territory, Chandigarh
   .. The areas falling under Sectors 20 to 25 and 31 to 34 including the Industrial Area, Plot Nos. 22, 23, 24/1 to 29/7 and Plot Nos. 1 to 123 and all the Plots Nos. above Plot Nos. 500 of Phase II, Chandigarh
5. The Labour Inspector, Circle-III, Union Territory, Chandigarh.
   .. The areas falling between Madhya Marg and Ambala Road but excluding Sector 20 to 25 and excluding Sectors 14 to 19 and 27 to 30 and Industrial Area, Plot No. 181 and above of Phase I, Chandigarh
6. The Labour Inspector, Circle IV, Union Territory, Chandigarh
   .. Whole of the area of Chandigarh but excluding the area of Labour Inspectors Circle I to III of the Union Territory, Chandigarh

R. S. GUJRAL, I.A.S.,
Secretary, Labour,
Chandigarh Administration.

CONTENTS

<table>
<thead>
<tr>
<th>CONTENTS</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part I Acts</td>
<td>Nil</td>
</tr>
<tr>
<td>Part II Ordinances</td>
<td>Nil</td>
</tr>
<tr>
<td>Part III Delegated Legislation</td>
<td>5—6</td>
</tr>
</tbody>
</table>

(1) Notification u/s. 8(1) of the Factories Act, 1948.
(2) Notification u/s. 8(2) of the Factories Act, 1948.
(3) Notification u/s. 15(1) of the Payment of Wages Act, 1936.
(4) Notification u/s. 14(3) of the Payment of Wages Act, 1948.

(5) Notification u/s. 19(1) of the Minimum Wages Act, 1948.

(6) Notification u/s. 3 of the India Trade Unions Act, 1926.

Part IV Correction Slips, Republications and Replacements

Nil

CHANDIGARH ADMINISTRATION

HOME DEPARTMENT

Notification

the 3rd December, 1966

No. S.o. 1/C.A. 63/48/S.8/66.—In exercise of the powers conferred by sub-section (1) of Section 8 of the Factories Act, 1948 (Act, No. 63 of 1948) and all other powers enabling him in this behalf, the Chief Commissioner, Chandigarh, is pleased to appoint the following officers of Chandigarh Administration to be Inspectors for the purposes of this Act for the district of Chandigarh.

1. Conciliation Officer, Chandigarh.
2. Labour Inspector, Chandigarh.

No. S.O. 2/C.A.63/48 S. 8/66.—In exercise of the powers conferred by sub-section (2) of Section 8 of the Factories Act, 1948 (Act No. 63 of 1948), the Chief Commissioner, Chandigarh is pleased to appoint the Conciliation Officer, Chandigarh as the Chief Inspector under the aforesaid Act, for the Union Territory of Chandigarh.

No. S.O. 3/C.A. 4/36 S. 15/66.—In exercise of the powers conferred by sub-section (1) of Section 15 of the Payment of Wages Act, 1936 (Central Act IV of 1936), the Chief Commissioner, Chandigarh is pleased to appoint the Deputy Commissioner, Chandigarh to be the authority to hear and decide all claims arising out of deductions from the wages, or delay in payment of the wages of persons employed or paid in the Union Territory of Chandigarh under the said Act.

No. S.O. 4/C.A. 4/36 S. 14/66.—In exercise of the powers conferred by sub-section (3) of Section 14 of the Payment of Wages Act, 1936 (Central Act IV of 1936), the Chief Commissioner, Chandigarh is pleased to appoint the following Officers of the Chandigarh Administration to be the Inspectors for the purposes of the said Act for the Union Territory of Chandigarh :

1. Conciliation Officer, Chandigarh.
2. Labour Inspector, Chandigarh.

No. S.O. 5/C.A. 11/48 S. 19/66.—In exercise of the powers conferred by sub-section (1) of Section 19 of the Minimum Wages Act, 1948 (Central Act II of 1948), and all other powers enabling him in this behalf, the Chief Commissioner, Chandigarh is pleased to appoint the following Officers of the Chandigarh Administration as Inspectors for the purposes of the said Act for the Union Territory of Chandigarh :

1. Conciliation Officer, Chandigarh.
2. Labour Inspector, Chandigarh.
No. 7000/I/I-F&PO(7) - 2001/1378.—Consequent upon the Third Amendment to the Punjab Civil Services (Revised Pay) Rules, 1998 issued, vide No. 7/1/97-FPI/11348, dated 28th November, 2000, the Administrator, Union Territory, Chandigarh is pleased to adopt the said Notification dated 28th November, 2000 and to substitute/insert the entries in the third schedule of the Chandigarh Administration. Notification No. F & PO(7)-98/12503, dated 18th September, 1998 read with No. 2285-F & PO(7)-8878—8882, dated 4th August, 1999, No. 2285-F & PO (7)-99/8884, dated 4th August, 1999, and No. 7000/1/1-F & PO (7)- 2000/10606, dated 5th December, 2000, which shall be read as under :—

(ii) Under the heading ‘AGRICULTURE’ on page 11 for existing entries against Sr. No. 1 the following shall be substituted :—

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Post</th>
<th>Existing Scale</th>
<th>Revised Scale</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. (i)</td>
<td>Agriculture Inspector</td>
<td>2200-4000</td>
<td>5480-8925</td>
<td>Post of Agriculture Development Officer to be redesignated as Inspector Agriculture. The existing incumbents in the scale of Rs. 2200—4000 (entry scale) are allowed the revised equivalent i.e. Rs. 7220—11660 (entry scale), 10025—15100 (after 8 years of regular service in the entry scale) and 12000-16350 (after 16 years of regular service in the entry scale) as a measure personal to them.</td>
</tr>
<tr>
<td>(ii)</td>
<td>Agriculture Officer</td>
<td>3000-4500</td>
<td>7000-10980</td>
<td></td>
</tr>
<tr>
<td>(iii)</td>
<td>Chief Agriculture Officer</td>
<td>3700-5300</td>
<td>7220-11660</td>
<td></td>
</tr>
</tbody>
</table>

(iii) Under the heading ‘ARCHITECTURE’ on page 12 in column 4 against serial No. 4, the existing entries shall be substituted as under :

7880-13500 (With start of Rs. 8000 Entry Scale)
10025-15100 (After 4 years of regular service in the entry scale)
12000-15500 (After 9 years of regular service in the entry scale)
14300-18150 (After 14 years of regular service in the entry scale)

(iv) Under the heading ‘HEALTH’ on page 15, for serial No. 14, the following shall be substituted :

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Post</th>
<th>Existing Scale</th>
<th>Revised Scale</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Ayurvedic Medical Officer</td>
<td>2130-3700</td>
<td>7220-11600</td>
<td></td>
</tr>
</tbody>
</table>
(v) Under the heading ‘HEALTH’ on page 15 for serial No. 16, the following shall be substituted :—

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Post</th>
<th>Existing Scale</th>
<th>Revised Scale</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Homoeopathic Assistant Medical Officer</td>
<td>2130-3700</td>
<td>7220-11660</td>
<td>RAKESH SINGH, I.A.S., FINANCE SECRETARY, Chandigarh Administration.</td>
</tr>
</tbody>
</table>


A copy is forwarded to all the concerned Heads of Departments/Offices/Drawing and Disbursing Officers, Chandigarh Administration for information and necessary action.

Joint Secretay, Finance, for Finance Secretary, Chandigarh Administration.


A copy is forwarded to all the Administrative Secretaries/Administrative Branches in the Chandigarh Administration for information.

Joint Secretay, Finance, for Finance Secretary, Chandigarh Administration.


A copy is forwarded to the Deputy Secretary to the Government of India, Ministry of Home Affairs, New Delhi for information.

Joint Secretay, Finance, for Finance Secretary, Chandigarh Administration.


A copy is forwarded to the :


(ii) The Accountant General( Audit), Haryana and Chandigarh, and

(iii) The district Treasury Officer, Central Treasury, U.T., Chandigarh for information and necessary action.

Joint Secretay, Finance, for Finance Secretary, Chandigarh Administration.


A copy is forwarded to the Controller, Printing and Stationery, Union Territory, Chandigarh with the request that the notification may be published in the official gazette of Chandigarh Administration and 50 copies may be supplied to this department at the earliest possible.

Joint Secretay, Finance, for Finance Secretary, Chandigarh Administration.
From

The Finance Secretary,
Chandigarh Administration.

To

All Heads of Deptts./Offices/Institutions
Chandigarh Administration.

Dated Chandigarh The 1st March, 2001.

Subject : Entitlement for travel by air by the Punjab Government Employees.

Sir,

The Punjab Government Department of Finance, Finance Personnel 1–2 Department,—vide their letter No. 5/11/99-4V2/589, dated 23rd January, 2001 has issued instruction with regard to the travel by air. The Administrator, U.T., Chandigarh, is pleased to adopt the aforementioned office Memo No. dated 23rd January, 2001 (Copy enclosed) in favour of U.T., Employees/Pensioners including deputationists on the same terms and condition as said down therein.

2. These instructions may be brought to the notice of all employees/pensioners for compliance.

(Sd.) . . .,

Superintendent Finance-II,
for Finance Secretary,
Chandigarh Administration.


A copy is forwarded to the :

(i) Accountant General (A&E) Punjab, U.T., Chandigarh with 100 copies.

(ii) Accountant General (Audit), Haryana, Chandigarh

(Sd.) . . .,

Superintendent Finance-II,
for Finance Secretary,
Chandigarh Administration.


A copy is forwarded to the all Administrative Branches Chandigarh Administration Sectt. for information and necessary action.

(Sd.) . . .,

Superintendent Finance-II,
for Finance Secretary,
Chandigarh Administration.
Bz L 5$11$99-4 ftlg‘gL 2$539

gzikp ;oeko

(ftzs ftGkr
(ftzs gq ‘Bb-2 óýk)

fwsH, uzvhrVQ 23 ibtoh, 2001

;tkfb/

ok d/ ;ko/ ftGkrK d/ w[2jh
ofi;Noko, gzikp ns/ jfonkDk jkW h e‘ON,
vh+BK d/ efwÔBo, f+bgk ns/ ;?â tI zns/ f+ftGk k d/ fvgNh efwÔBo+.

ftôk L— oeko d/ eowukohnK tzb‘A gksoek nB[;ko jtkJh ;co eob pko/.

ôqêkK ih,

w?ù jdkfJs j ‘hnh j? fe w[A nkg ih dk fXnkB T[gq’s es ftô/ s/ fJ; ftGkr d/ gZso BzL 5$1$98-2
n?cagha IV$356, fwsH 8 wJh, 1998 tzb fdktkK, fi; ftzu jtkJh jk÷ okjhÁ :ksok eob hJh j/m
fbfnk T[gpzX ehsh j‘fJnk j? L—

sBykj o/Ai

 Trade-I (Pay Range Rs. 15,000 and above)  
At discretion

 Trade-II (Pay Range Rs. 10,000 and above but less than 15,000)  
On the condition that the distance is more than 500 km

ftzs ftGkr d/ fXnkB ftzu nkfJnk j? fe fJjBÓ jdkfJsK dh T[zoMk ftzu eJh eowukohnKxehok,
i jtkJh ijkí :ksok d/ gkso BjHA jB, T[j jtkJh ;co eob T[gqzs plnd ftzu nkgD/-nkgD/ gqpzXeh
ftGkr okjhÁ ehs/ nfnXekos ;co bjJh o{ksjdkfJsK ftzu fyzb d/D bhJh gjtKBrh fJzs ftzs ftGkr
ù sithK xZbd/ jB ;oeko B/ nfijh gqftosh dk rxgho B‘fN; fbnk j?.

2a fJ; hJh w[V jdkfJs ehsh iKdh j? fe e/tb T[j nfxekoh jh jtkJh :ksok eob, i T[es
jdkfJsK nB[;ko fJj :ksok eob d/ gkso jB. i/eo e‘Jh eowukoh, i jtkJh ijkí :ksok eob dk gkso
BjHA j?, nfijh :ksok eo/rk sk Tj; ù nkgDh gksok sk s’A tZX ehsh youk nkgDh i/p ftzu‘A edok gt’tk.
c/o th i/eo fe/ e/; ftzu jdkfJsK ftzu fyzb d/ e/ jtkJh :ksok eob ao(oh ;vMh ikt/, sd T; dh g’ot
gqtkBrh ;wZK nfxekos s’A (gqpzXeh ftGkr tzb‘A ftzu ftGkr dh gqtkBrh Bkb) gqkgs eob fJzs wkwbk
jtkJh ;G d/ nkozG j’d s’A 15 fdb gfjbk ;t?;–gên f;ckoôK ;W/s ftzs ftGkr ù G/iDk :ehsh
pGfJnk ikt/ ns/ ftzu ftGkr dh ;fwsH j’D T[gqzs jh nfiJj/ e/; ftzu jtkJh ijk÷ okjhÁ :ksok
ehsh ikt/ . fe/ th e/; ftzu plnd ftzu eJh gqtkBrh BjHA fZshh ikt/rh.

3a fiJj p/Bsh ehsh ikdn j? fe fiJj jdkfJsK ;w[j eowukohnK d/ fXnkB ftzu fJzB-fpzB gkðdK
hJh fbnk fdzshnk ikD.

ftôtk; gkso

(ftB‘d[eKpro GZbk),
;Z:Jes ;ezSo, ftzs (gh).
No. 7000/1/48-F&PO(7)-2001/2336.—In partial modification of this Administration Notification No. 7000/1/48-F&PO(7)-2000/9776, dated 4th October, 2000, under heading “XVI-Statistical Cell” against Serial No. 3 i.e. Research Officer, the revised scale on Punjab pattern with effect from 1st January, 1986 may be read as Rs. 2,400—4,000 from 1st January, 1996 to 31st December, 1992 and Rs. 2410—4000 with effect from 1st January, 1983 instead of Rs. 2410—4000 with effect from 1st January, 1986 as modified by the Government of Punjab,—vide Notification No. 33/3/96-5P/1519 to 1523, dated 11th December, 2000.

RAKESH SINGH,
Finance Secretary,
Chandigarh Administration.


A copy is forwarded, to the :-


(2) Accountant General (Audit), Haryana and Chandigarh, Chandigarh.

for information.

(Sd.). . . ,
Finance and Planning Officer,
for Finance Secretary,
Chandigarh Administration.


A copy is forwarded to the Director (CPS), Government of India, Ministry of Home Affairs, New Delhi for information.

(Sd.). . . ,
Finance and Planning Officer,
for Finance Secretary,
Chandigarh Administration.


A copy, is forwarded to the Research Officer, Statistical Cell, Chandigarh Administration for information and necessary action.

(Sd.). . . ,
Finance and Planning Officer,
for Finance Secretary,
Chandigarh Administration.

A copy, is forwarded to the District Treasury Officer, Central Treasury, Chandigarh, for information.

(Sd.). . . .,

Finance and Planning Officer,
for Finance Secretary,
Chandigarh Administration.


A copy, is forwarded to the Controller, Printing and Stationery, U.T., Chandigarh with the request that the notification may be published in the official gazette of Chandigarh Administration and 10 copies may be supplied to this Department.

(Sd.). . . .,

Finance and Planning Officer,
for Finance Secretary,
Chandigarh Administration.

No. 37/1/26/UTF II(14)/2001/2390

From
The Finance Secretary,
Chandigarh Administration.

To
All Heads of Deptts/Offices/Institutions
Chandigarh Administration.

Dated Chandigarh the 26th March, 2001

Subject: Punjab Services Medical Attendance Rules, 1940—Reimbursement facilities to Punjab Government employees and Pensioners.


Yours faithfully,

(Sd.) . . .,

Superintendent Finance-II,
for Finance Secretary,
Chandigarh Administration.
No. 37/1/26/UTF II(14)/2001/2391, Dated the 26th March, 2001

A copy, with a copy of its enclosures, is forwarded to all Administrative Branches Chandigarh Administration Secretariat, for information and necessary action.

(Sd.) . . .
Superintendent Finance-II,
for Finance Secretary,
Chandigarh Administration.

No. 37/1/26/UTF II(14)/2001/2392, dated the 26th March, 2001

A copy, with a copy of its enclosures, is forwarded to the :

(ii) Accountant General (A&E), Haryana, Chandigarh.
(iii) Treasury Officer, Central Treasury, Chandigarh.

for information and necessary action.

(Sd.) . . .
Superintendent Finance-II,
for Finance Secretary,
Chandigarh Administration.

No. 37/1/26/UTF II(14)/2001/2393, dated the 26th March, 2001

A copy, with a copy of its enclosures, is forwarded to the Manager :

(i) State Bank of India, Sector 17, Chandigarh.
(ii) State Bank of Patiala, Sector 17, Chandigarh.
(iii) Punjab National Bank, Sector 17, Chandigarh.
(iv) Central Bank of India, Sector 17, Chandigarh.
(v) Bank of India, Sector 17, Chandigarh.
(vi) United Commercial Bank, Sector 17, Chandigarh.

for information and necessary action.

(Sd.) . . .
Superintendent Finance-II,
for Finance Secretary,
Chandigarh Administration.
CHANDIGARH ADMINISTRATION
FINANCE DEPARTMENT
(ACCOUNTS BRANCH)

Notification
The 10th April, 2001

No. 7000/1/1-F&PO(7)-2001/2894.—The Administrator, Union Territory, Chandigarh is pleased to revise the pay scale of the post of Senior Radiographer of Health and Family Welfare, Chandigarh Administration with effect from 1st January, 1996 on Punjab pattern as per Notification of the Punjab Government issued under No. 7/1/1997-EPI/7370, dated 19th May, 1998.

2. In Chandigarh Administration, Finance Department letter No. F&PO(7)-98/12503, dated 18th September, 1998 under Heading 12 Health, the following entry shall be inserted as under :—

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of the Category/post</th>
<th>Existing pay scales in Rupees</th>
<th>Revised Pay Scale</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>11-A</td>
<td>Senior Radiographer</td>
<td>Rs. 1410—2480</td>
<td>5480—8925</td>
<td></td>
</tr>
</tbody>
</table>

RAKESH SINGH,
Finance Secretary,
Chandigarh Administration.


A copy is forwarded to the Deputy Secretary to the Government of India, Ministry of Home Affairs, New Delhi for information.

(Sd.). . . .,
Finance and Planning Officer,
for Finance Secretary,
Chandigarh Administration.


A copy is forwarded to the Director Health Service, Chandigarh Administration for information and necessary action.

(Sd.). . . .,
Finance and Planning Officer,
for Finance Secretary,
Chandigarh Administration.

A copy is forwarded, to the :-

(i) Accountant General (A&E) U.T., Chandigarh and
(ii) Accountant General (Audit) Haryana and Chandigarh, Chandigarh.
(iii) District Treasury Officer, Central Treasury, U.T., Chandigarh.

for information and necessary action.

(Sd.). . . .,

Finance and Planning Officer,
for Finance Secretary,
Chandigarh Administration.

No. 7000/1/1-F&PO(7)-2001/3664

CHANDIGARH ADMINISTRATION
FINANCE DEPARTMENT
(Accounts Branch)
Dated Chandigarh, the 4th May, 2001

To
All Heads of Departments/Offices/Institutions,
in Chandigarh Administration.

Subject: Regarding giving opportunity to the employees who have been promoted between 1-1-1996 to 19-5-1998 and intend to give revised option—Adoption of Punjab Government circular No. 6/11/2000-1-FPI2/1870 to 1874, dated 26th February, 2001.

Sir,

The Punjab Government,—vide their circular No. 6/11/2001-FP-2/1870 to 1874, dated 26th February, 2001 (copy enclosed) have decided to give an opportunity to the employees to render fresh option in case their promotion, if any, falls within the period from 1st January, 1996 to 19th May, 1998. The revised option, as per instructions shall be given within three months from the issue of the circular, dated 26th February, 2001. The Administrator, Union Territory, Chandigarh is pleased to adopt the Punjab Government letter, dated 26th February, 2001 in respect of Union Territory Employees already drawing pay in the Punjab Pay Scales, to give an opportunity to the employees who have been promoted between 1st January, 1996 to 19th May, 1998 and intend to give revised option in view of the 1st amendment made to Punjab Civil Services (Revised Pay) rules, 1998 within three months from the date of issue of these orders.

Yours faithfully,

(Sd.) . . . .,

Finance and Planning Officer,
for Finance Secretary,
Chandigarh Administration.

A copy is forwarded for information and necessary action to the:

(i) Accountant General (A&E) Punjab and U.T., Chandigarh;
(ii) Accountant General (Audit) Haryana and Chandigarh, Chandigarh; and
(iii) District Treasury Officer, Central Treasury, Union Territory, Chandigarh.

(Sd.) . . . .,

Finance and Planning Officer,
for Finance Secretary,
Chandigarh Administration.

Bz L 6$11$2000-1ftlq'g'1$L$1870

gzkp ;oeko

ftZs ftGlkr
(ftZs gq; 'Bb-2 gzkp)

fwsh, uzvhrVQ 26 octoh, 2001

;/tk fty/

gzkp dki d/ ;ko/ ftGlkr d/ wZy,
ofi;Nko, gzkp ns/ jfokdk jkJh e'On,
vtb;Bk d/ efwOBo, f=btqk ns/ ;?8B iZi ns/
;w{j fvgNnh efwOBo+ ns/ ;w{j ;p-vtb;Bb w?fi;No/No/N.

ftôk L—

fwsh 1 iBtoh, 1996 s'A 19 wJh, 1998 sZe d/ ;w/A d"okB gzd-T[Bs j'j/ nfXekohnK$eowukohnKh dh sBykJ fBofus eob ;pzXh gzkp f; tb ;oft+ (;'Xh sBykJ) o(b+ 1988 d/ o(b 8(1) o?v ftôo o(b 10 nko gzkp f; tb ;oft+ (;'Xh sBykJ) fB:wkthh-1998 sfjs fotkfJ+V nkgôB d/D ;pzXh ;j{bs d/D pko/.

gôw Nh,

T[go'es ftô/ d/ ;pzX ft2u wulH fuj fhyd dh jkdfJs j'Jh j? fe fgGb/ e[2M ;w/A s'A fuj; ftGlkr ft2u tZy-tZy ftGlkr tZb'A T[BoK nfXekohnK$eowukohnK d/ e/ ; nkgôB poho; ;pzXh gkqks j' oj/ jB, fijV/ fe gzkp f; tb ;oft+ (fotkfJ+V g/) o(b+ 1998 d/ fwh 1 iBtoh, 1996 s'A bk( j'J d's'A b? e/ gzkp f; tb ;oft+ (fotkfJ+V g/) o(b, 1998 (gfj)bh ;'X) d/ fwh 19 wJh, 1998 ù gkekôs j'd'd/ ;w/A d"okB gzd-T[Bs j'j/ ns/ T[BoK tZb'A gzd-T[Bs sh T[gozs sBykJ fBofus eotkT[D f]Zs nkgôB g[oka/ sBykJ ;e/ho d/ ;Bw[2y fôZsh jh. fLJtk gkqks sith+Kd/ ;Bw[2y ;oeko B/ ;ko/ gfjboNkS/ ftuko eob T[gozs fuj c?; bk ehsk j? fe fijV/ nfXekohnK$eowukohnK fwh 1 iBtoh, 1996 s'A 19 wJh, 1998 d/ ;w/A d"okB gzd-T[Bs j'j/ ;B, T[BoK ù gzkp f; tb ;oft+ (fotkfJiv ) o(b+ 1988 d/ o(b 8(1), fi; ù fe gzkp f; tb ;oft+ (fotkfJ+V g/) o(b+ 1998 d/ o(b+10 e[2M gvfVkJ ldkK j?, gzd-T[Bs sh s/sBykJ fBofus eotkT[D ;pzXh BtA nkgôB d/DSj'ow'ek fôZsh iht/. nfiijh nkgôB fuj; gôso s'A ikoh j'D d/ fwh s'A 3 wJhB d/.nzô-b-nzô fôZsh ih ;efh j?. fJe tko fôZsh nôh nkgôB nzsZwZwZsh iht/ rh ns/ T[es ;w/A s'A plkn fe/ th ftGlkr dh nfiijh e'Jh th nkgôB poho; dh sith+ ftZs ftGlkr ft2u ftukoh BjkJ iht/rh.
The 8th May, 2001

To
All the Administrative Secretaries,
Chandigarh Administration.

All the Heads of Departments,
Chandigarh Administration.

The...........................

Subject : Position regarding vacant posts in UTs—information required by Ministry of Finance, Department of Expenditure.

Sir,


Kindly ensure the compliance of these instructions in your department or organisations under your control.

Yours faithfully,

(Sd.)

Joint Secretary Finance,
for Finance Secretary,
Chandigarh Administration.
No. 15039/75/99-Plg Cell

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS
NEW DELHI

The 1st March, 2001

To

The Chief Secretary,
A&N Islands
Port Blair.

The Chief Secretary,
Government of Pondicherry,
Pondicherry.

The Administrator,
Daman and Diu and
Dadra and Nagar Haveli Administration,
Daman.

The Administrator,
Lakshadweep Administration,
Kavaratti.

The Adviser to the Administrator,
Chandigarh Administration,
Chandigarh.

Subject : Position regarding vacant posts in UTs—information required by Ministry of Finance, Department of Expenditure.

Sir,

The Ministry of Finance, Department of Expenditure,—vide their O.M. No. 7(3)/E. Coord/99, dated 5th August, 1999 had issued guidelines on Fiscal prudence and austerity which inter alia put ban on filling up of vacant posts till a review is conducted.

The Ministry of Finance, Department of Expenditure have reviewed their guidelines dated 5th August, 1999,—vide their O.M. of even number dated 23rd October, 2000 which is self explanatory. A copy of the said O.M. is enclosed for compliance and necessary action please.

Yours faithfully,

(Sd.) . . .

(S.B. DOVAL),
U.S. (Plg. Cell)
Subject: Review and filling up of Vacant posts.

Reference is invited to this Department's O.M. of even No. dated 5th August, 1999 communicating certain guidelines on austerely/economy in expenditure.

2. Para 1(2) of these instructions stipulate that every Ministry/Department shall undertake in review of all the posts which are lying vacant in the Ministry/Department and in the attached and subordinate offices etc. in consultation with the Ministry of Finance Department of Expenditure. Till the review is completed, no vacant post shall be filled up except with the approval of the Ministry of Finance (Department of Expenditure).

3. These guidelines have been reviewed and it has been decided that Industries/Departments may fill up those posts which have been vacant for less than one year and are to be filled up by promotion. As far as filling up of vacancies by direct recruitment and other modes are concerned, proposals in this regard may continue to be referred to Ministry of Finance (Department of Expenditure) for approval if these vacancies are less than one year old.

4. Further, with regard to posts which are lying vacant for more than one year, the instructions continued in Department of Expenditure's O.M. 7(4)/E. Coord/2000 dated September 24, 2000 regarding abolition of such posts may be strictly complied with.

(Sd.) . . .,

(USHA MATHUR),

Joint Secretary to the Government of India.
To

The Chief Secretary,
Government of NCT of Delhi,
Delhi.

The Chief Secretary,
Andaman and Nicobar Islands Administration,
Port Blair.

The Chief Secretary,
Pondicherry Administration,
Pondicherry.

The Adviser to the Administrator,
Chandigarh Administration,
Chandigarh.

The Administrator,
Daman and Diu and DNH Administration,
Moti Daman.

The Administrator,
Lakshadweep Administration,
Kavaratti.

Subject :—Economy in Administrative expenditure-guidelines for abolition of posts.

Sir/Madam,

I am directed to circulate a copy of the O.M. No. 7(4)/E, Coord(I)/2001, dated 27th March, 2001 received from the Department of Expenditure on the above mentioned subject and to request to review the position of posts vacant/held in abeyance for a period of one year or more in the organisations under your administrative control and kindly ensure issue of orders abolishing such posts under intimation to this Ministry.

Yours faithfully,

(Sd.) . . .

(S.B. DOVAL),
Under Secretary to the Government of India.
Subject : Economy in Administrative expenditure—Guidelines for abolition of posts.

The undersigned is directed to refer to this Ministry’s O.M. No. 7(7)/E.Coord/93, dated 3rd May, 1993 on the above mentioned subject and to state that instructions exist for abolition of the posts which have remained vacant or have been held in abeyance for a period of one year or more. Integrated Finance of each Ministry is requested to monitor abolition of vacant posts and ensure that abolition orders are issued within one month of the post remaining unfilled or held in abeyance for the period of one year.

2. It has come to notice that these instructions for abolition of posts are not being followed and formal orders are not issued within the stipulated time limit of one month. Financial Advisers in all Ministries/Departments are, therefore, advised to ensure strict compliance regarding issue of formal orders abolishing the posts, which have remained vacant/been held in abeyance for a period of one year. No proposal for revival of posts will be considered unless the orders abolishing the posts are issued within the stipulated time limit.

(Sd.) . . .,

(USHA MATHUR),

Joint Secretary to the Government of India.

To,

All Financial Advisers in Ministries/
Departments of Government of India.

CHANDIGARH ADMINISTRATION

FINANCE DEPARTMENT
(ACCOUNT BRANCH)

The 23rd May, 2001

No. 7000/1/90-F&OI(7)-2001/4254.—The Administrator, Union Territory, Chandigarh is pleased to revise the pay scale of the post of the Associate Superintendent, Punjab Engineering College, Chandigarh Administration with effect from 1st January, 1996 on Punjab pattern in terms of Notification of the Punjab Government issued under No. 7/1/1998-FPI/7370, dated 19th May, 1998 and adopted by the Finance Department,—vide letter No. F&PO(7)-98/12503, dated 18th September, 1998 read with corrigenda No. 7/1/97-FPI/11033, dated 15th July, 1999 which was adopted by the Chandigarh Administration,—vide No. 2285-F&PO(7)-99/8878 to 8882, dated 4th August, 1999.
2. The pay scale of the post of Associate Superintendent, Punjab Engineering College, Chandigarh be as under:

<table>
<thead>
<tr>
<th>Existing pay scale in Rs.</th>
<th>Revised pay scale</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rs. 2,200—4,000</td>
<td>Rs. 7,780—13,500</td>
<td>with initial start of Rs. 8,000 (Entry Scale)</td>
</tr>
<tr>
<td>3,000—4,500 (after 8 year service)</td>
<td>10,025—15,100 (after 4 years in the entry scale)</td>
<td></td>
</tr>
<tr>
<td>3,700—5,300 (after 18 year service)</td>
<td>12,000—15,100 (after 9 years of regular service in the entry scale)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>14,300—18,150 (after 14 years of regular service in entry scale)</td>
</tr>
</tbody>
</table>

(Sd.). . . ,


A copy is forwarded, to the :-


(ii) Accountant General (Audit) Haryana and Chandigarh.

for information :

(Sd.). . . .,

Finance and Planning Officer, Finance Secretary, for Finance Secretary, Chandigarh Administration.


A copy is forwarded to the Director (CPS) Government of India, Ministry of Home Affairs, New Delhi for information.

(Sd.). . . .,

Finance and Planning Officer, Finance Secretary, for Finance Secretary, Chandigarh Administration.

A copy is forwarded, to the :-

(i) Home Secretary, (in Home-I, Branch), Chandigarh Administration.

(ii) Principal, Punjab Engineering College, Chandigarh.

for information and necessary action.

(Sd.). . . ,

Finance and Planning Officer,
for Finance Secretary,
Chandigarh Administration.


A copy is forwarded to the District Treasury Officer, Central Treasury, Chandigarh for information.

(Sd.). . . ,

Finance and Planning Officer,
for Finance Secretary,
Chandigarh Administration.

No. 6/138/98-1FP-II/6763

GOVERNMENT OF PUNJAB

DEPARTMENT OF FINANCE
(FINANCE PERSONNEL-II BRANCH)

The 21st June, 2000

To

All Heads of Departments,
Commissioners of Divisions,
Registrar, High Court of Punjab and Haryana,
District and Session Judges and
Deputy Commissioners in the State.

Subject : Removal of Anomaly by stepping up the pay of Senior Government employees drawing less pay than their Juniors.

Sir,

I am directed to refer to the subject cited above and to say that consequent upon the coming into force of the Punjab Civil Services (Revised Pay) Rules, 1998 and instructions of the Assured Career Progression Scheme, the pay of the senior Government employees gets fixed at level lower than their juniors. The case has been under the consideration of the State Government for some time past. The Governor of Punjab is pleased to decide that in such cases the pay of senior employee shall be stepped up to the level of pay of the juniors, if by the operation of normal pay fixation rules and option exercised by a junior employee his pay gets fixed at a higher level than the senior, subject, subject to the following conditions :-

(a) (i) The junior and senior government employee should belong to the same cadre and the posts in which they have been promoted, should also be identical and in the same cadre.
(ii) The pre-revised and revised scales of pay of the lower and Higher post in which they are entitled to draw pay should be identical.

(iii) The senior government employee at the time of his promotion to the higher level had been drawing, equal of more pay than the junior. But no relief will be given if the senior employee exercises an option to get his pay fixation/promotion postponed or opts for revised scale from a day other than the normal appointed day.

(iv) The Anomaly should be directly as a result of application of the provisions made under Rule-8 (a) and (b) of the Punjab Civil services Revised Pay) Rules, 1988, the Assured Career Scheme, or any orders regulating pay fixation or such promotion in the revised scales;

Provided that the benefit of stepping up under this scheme shall not be admissible to the senior employee if the junior employee was drawing more pay in the pre-revised/revised scale than the senior by virtual of any advance increments granted to him or any inflation in pay other than by way of normal pay fixation.

2. The order relating to the stepping up of the pay of senior employee in accordance with the above provisions shall be issued under Rule-7 of the Punjab Civil Services (Revised Pay) Rules, 1988.

3. The senior government employee shall be entitled to earn the next increment on completion of service of 12 month w.e.f. the date of stepping up of pay.

4. The benefit under the above provisions shall be admissible to such employees only who have opted or may opt to get their pay fixed in revised scale.

5. For the purposes of grant of step-up under these instructions the competent authority shall be the Administrative Department in consultation with the Finance Department.

6. These instructions shall have the over-riding effect over the Rules/Instructions which are already in existence.

Yours faithfully,

(Sd.).

Officer-on-Special Duty (L).

CHANDIGARH ADMINISTRATION
FINANCE DEPARTMENT
(ACCOUNT BRANCH)

A copy, with a copy of letter No. 6/88/2000-FP 2/2582 dated 21st March, 2001 is forwarded to the All Heads of Department/Offices, Chandigarh Administration for information and necessary action.

(Sd.).

Finance and Planning Officer,
for Finance Secretary,
Chandigarh Administration.
Provided further that step-up in such cases shall be admissible only if both the senior and junior employees have exercised option under the same clause of the second proviso below Rule 8 of Punjab Civil Services (Revised pay) Rules, 1988.

If the senior employee had exercised option otherwise and at the time of promotion of the junior employee pay of such junior exceeds the pay of the senior, the senior employee may, if it is advantageous to him, get his pay refixed from the date of his own promotion subject to resultant financial adjustment, as if he had exercised the same option as has been exercised by the junior employee on promotion.
From
The Finance Secretary,
Chandigarh Administration.

To
1. All the Administrative Secretaries,
Chandigarh Administration.
2. All the Heads of Departments/Offices,
Chandigarh Administration.

Dated, Chandigarh the 2nd August, 2001


Sir,
I am directed to address you on the subject noted above and to state that the Punjab Government,—vide their letter No. 7/1/98-FPI/5891, dated 5th July, 2001(copy enclosed) has clarified that as per Rule 1(i) of the Punjab Government Notification No. 7/1/97-FPI/8976, dated 4th September, 2000, adopted by the Chandigarh Administration,—vide No. 7000/1/1-F&PO(7)-2000/10606, dated 5th December, 2000, the amendment carried out on 4th September, 2000 shall be deemed to have been come into force on and with effect from 1st January, 1996.

Yours faithfully,
(Sd.) . . .
Finance and Planning Officer,
for Finance Secretary,
Chandigarh Administration.

No. 7/1/98-FPI/5891
GOVERNMENT OF PUNJAB
DEPARTMENT OF FINANCE
(FINANCE PERSONNEL BRANCH-I)

To
The Finance and Planning Officer,
for Finance Secretary,
Chandigarh Administration.

Dated Chandigarh, the 5th July, 2001

Subject : Second amendment to the Punjab Civil Services (Revised Pay) Rules, 1998—regarding placement.

Sir,

I am directed to refer to your letter No. 7000/1/1-E&P(7)/2001/2426, dated 27th March, 2001, on the subject cited above and to state that in Rule 1(i) of Notification dated 4th September, 2000, it has clearly been stated that the amendment carried out on 4th September, 2000 shall be deemed to have been came into force on and with effect from 1st January, 1996.

Yours faithfully,
(Sd.) . . .
Superintendent.
ftök L—fwsh 28 nr:s, 2001

(1) fiBQK e/;K ftu ps"o eboe 10 ;kb /;tk T[gozs i{Bhno; jkfJe dk gdiwk fosd/ j'fjnk o[guj/ 1500–2700 d/ sBbykJ ;e/b ftu gb/ ;ehsk frnk ;h, û gq'N/eòB d/D pko/.

(2) fiBQK e/;K ftu ps"o eboe 10 ;kb /;tk T[gozs i{Bhno; jkfJe dk gdiwk fosd/ j'fjnk o[guj/ 1500–2700 d/ sBbykJ ;e/b ftu gb/ ;ehsk frnk ;h, û gq'N/eòB d/D pko/.
CHANDIGARH ADMINISTRATION
FINANCE DEPARTMENT
(ACCOUNT BRANCH)

The 14th September, 2001

No. 7473-F&PO(7)/2001/7591.—A copy is forwarded to the All Heads of Departments/Offices, Chandigarh Administration for compliance in continuation of this Administration letter No. F&PO(7)-98/12503, dated 18th September, 1998.

Finance and Planning Officer,
for Finance Secretary,
Chandigarh Administration.

CHANDIGARH ADMINISTRATION
FINANCE DEPARTMENT
(ACCOUNT BRANCH)


A copy is forwarded to the All Heads of Departments/Offices, Chandigarh Administration for compliance in continuation of this Administration letter No. F&PO(7)-98/12503, dated 18th September, 1998.

(Sd.). . . . ,

Finance and Planning Officer,
for Finance Secretary,
Chandigarh Administration.
To

All Heads of Departments,
Commissioners of Divisions,
Registrar, High Court of Punjab and Haryana,
District and Sessions Judges and
Deputy Commissioners in the State.

Subject: Bifurcation of cadre of clerks.

Sir,

I am directed to invite reference to Punjab Government Notification No. 7/1/97-FP1/7370, dated 19th May, 1998 on the subject cited above and to say that consequent upon the acceptance of the recommendations of Fourth Punjab Pay Commission, the clerical cadre in each department was to be bifurcated in the ratio of 50:50 and the posts of Junior Assistants were to be filled up by promotion to the extent of 100% from amongst the clerks who had an experience of working as such for a minimum period of 5 years. Subsequently, the matter was considered by the Anomalies Committee. It recommended that as per past practice instead of promotion there should be placement in the higher scale. These recommendations have been accepted and the requisite changes were notified,—vide Notification No. 7/1/91-FP 1/8978, dated the 4th September, 2000. Since this was done to remove an anomaly the provisions had to be given effect to with effect from 1st January, 1996.

2. It has come to the notice of this Department that some promotions to the posts of Junior Assistants were made in view of the Notification dated 19th May, 1998 between the period 19th May, 1998 to 3rd September, 2000 and the pay of the Junior Assistants was fixed by giving them promotional increments under the rules. On the other hand some employees missed being placed in the higher scale. In order to settle these cases in an appropriate manner it has been decided that:

(i) In cases of employees who were given promotion and are also eligible for placement, recoveries will not be made of the amounts already disbursed from the date of promotion to 3rd September, 2000 but the pay shall be refixed after ordering placement from the date of promotion and pay will be admissible at reduced rate with effect from 4th September, 2000.

(ii) In case of employees who were promoted as Junior Assistant during the period 19th May, 1998 to 3rd September, 2000, and are otherwise not eligible for placement as per the provisions of Notification dated 4th September, 2000 have to be reverted. No recoveries of excess payment drawn upto 3rd September, 2000 shall be made but the pay shall be refixed at the level the employee would have drawn had he continued to work as clerk from the beginning and drawn at the reduced rate with effect from 4th September, 2000.

(iii) As regard employees who missed placement as some other employees got cut of turn promotion; placement may be given effect to from the due date under notification dated 4th September, 2000 on notional basis but no arrears will be payable.

It will be the responsibility of the Administrative Department to verify the facts carefully so that no unintended benefit is allowed.

(Sd.). . . .

Under Secretary Finance (M).
CHANDIGARH ADMINISTRATION

FINANCE DEPARTMENT
(ACCOUNTS BRANCH)


A copy is forwarded to the All Heads of Departments/Offices, Chandigarh Administration for information and necessary action, in continuation of this Administration Notification No. 7000/1/1/F&PO(7)-2000/10660, dated 5th December, 2000.

(Sd.). . . .

Finance and Planning Officer,
for Finance Secretary,
Chandigarh Administration.

---

CHANDIGARH ADMINISTRATION

HOME DEPARTMENT

Order

In supersession of this Administration’s Order dated 28th February, 1996, issued,—vide Endst. No. 21/1/4-HIII(7)-96/5772, dated 18th March, 1996, the Administrator, Union Territory, Chandigarh is pleased to constitute a Recruitment Committee for filling up posts of Lecturers on contractual basis in the Government College of Art, Chandigarh consisting of the following:—

1. Home Secretary, Chandigarh Administration. .. Chairman
2. Joint Secretary Home-cum-Head of the Department, Govt. College of Art, Chandigarh. .. Member
3. Principal, Govt. College of Art, Chandigarh. .. Member
4. Principal, Chandigarh College of Architecture, Chandigarh. .. Member

R.S. GUJRAL, I.A.S.,
Chandigarh ; Home Secretary,

Endst. No. 10357-HIII(7)-2001/............... dated .................

A copy is forwarded, to the :-

(i) Home Secretary, Chandigarh Administration.
(ii) Joint Secretary Home-cum-Head of the Department, Govt. College of Art, Chandigarh.
(iii) Principal, Govt. College of Art, Chandigarh.
(iv) Principal, Chandigarh College of Architecture, Chandigarh.

(Sd.). . . .

Joint Secretary Home
for Home Secretary,
Chandigarh Administration.
A copy is forwarded to the Principal, Government College of Art, Chandigarh, for information and necessary action w.r.t. his memo No. EA/GF/9/71/2K1/6346, dated 23rd August, 2001. Although reservation does not apply to contractual appointments, it is requested to ask Regional, Employment Officer, Regional Exchange, Union Territory, Chandigarh, to also sponsor handicapped candidates who could be considered for appointment as Lecturer on contract basis.

(Sd.). . . .,

Joint Secretary, Home
for Home Secretary,
Chandigarh Administration.

No. 3862-IH(7)-2001/23030

CHANDIGARH ADMINISTRATION
DEPARTMENT OF PERSONNEL

The 10th December, 2001

To,

The Director, Public Instructions(S),
Union Territory, Chandigarh.

Subject : Regarding reservation to Ex-servicemen.

Sir,

I am directed to refer to your note dated 5th November, 2001 regarding the subject noted above and to state that in Union Territory, Chandigarh 10% posts in Group-C category and 20% posts in Group-D category are reserved for Ex-servicemen. Further, reservation for Ex-servicemen would be governed by the guidelines laid down by the Hon'ble Supreme Court of India in the case Indra Sawhney versus Union of India-AIR-1993 SC 477, wherein it has been stated that the reservation for Scheduled Castes, Scheduled Tribes and Other Backward Classes under Article 16(4) would be Vertical Reservation; whereas reservation in favour of Physically handicapped under Article 16(1) is to be treated as Horizontal Reservation. An extract of the judgement is placed below for further guidance :—

"We are also of the opinion that this rule of 50% applies only to reservations in favour of Backward Classes made under Article 16(4). A little clarification is in order at this juncture all reservations are not of the same nature. There are two types of reservations, which may, for the sake of convenience, be referred to as 'vertical reservations' and 'horizontal reservations'. The reservations in favour of Scheduled Castes, Scheduled Tribes another backward classes under Article 16(4) may be called vertical reservations whereas reservations in favour of physically handicapped (under clause (I) of Article 16) can be referred to as horizontal reservations. Horizontal reservations cut across the vertical reservations what is called inter-locking reservations. To be more precise, suppose 3% of the vacancies are reserved in favour of physically handicapped persons; this would be a reservation relatable to clause (I) of Article 16. The persons selected against this quota will be placed in the appropriate category; if he belongs to S.C. category he will be placed in that quota by making necessary adjustments; similarly, if he belongs to open competition (O.C.) Category, he will be placed
in that category by making necessary adjustments. Even after providing for these horizontal reservations, the percentage of reservations in favour of backward class of citizens remains and should remain the same. This is now these reservations are worked out in several States and there is no reason not to continue that procedure."

2. Reservation for Ex-servicemen would also fall under the category of Horizontal Reservation. Therefore, an Ex-serviceman selected under the reservation provided for them should be placed in the appropriate category, viz., SC/ST/OBC/General Category depending upon the category to which he belongs, e.g. an SC Ex-serviceman will be counted against SC reservation point, an OBC Ex-servicemen will be counted against OBC reservation point and a general category Ex-servicemen will be counted against the general category vacancy point in the respective reservation roster. A copy of the guidelines issued on the above subject by the Government of India,—vide OM No. 36012/58/92-Estt.(SCT), dated 1st December, 1994 is also annexed herewith. You are, therefore, advised to take further action accordingly.

Yours faithfully,

(Sd.)....

Joint Secretary Home,
for Home Secretary,
Chandigarh Administration.


A copy is forwarded to the all the Administrative Secretaries/Heads of the Departments, Chandigarh Administration for information and necessary action.

(Sd.)....

Joint Secretary Home,
for Home Secretary,
Chandigarh Administration.

No. 36012/58/92-Estt. (SCT)

GOVERNMENT OF INDIA
MINISTRY OF PERSONNEL, P.G. AND PENSIONS
DEPARTMENT OF PERSONNEL AND TRAINING
New Delhi, the 1st December, 1994

OFFICE MEMORANDUM

Subject: Reservation available for ex-servicemen in Groups D, C and specified categories of Groups B posts/services under the Central Government revised procedure for filling the vacancies.

1. The Government had been considering the method of effecting the available reservation for Ex-servicemen in the light of the judgement of the Supreme Court in Indira Sawhney case.
2. The Court has held that reservation for SC/ST/OBCs made under Article 16(4) of the Constitution may be called vertical reservation and the reservation made under Article 16(1) of the constitution like the reservation for physically handicapped persons as horizontal reservation. Horizontal reservations cut across vertical reservation (in what is called inter locking reservation) and the person selected against /these reservations has to be placed in the appropriate category, that is to say, if he belongs to SC category he will be placed in that quota by making necessary adjustment and similarly if he belongs to open competition (OC) category he will be placed in that category by making necessary adjustment. Even after providing for these horizontal reservations, the percentage of reservation in favour of backward class of citizens should remain the same.

3. In the light of the abovesaid observations of the Supreme Court, it has been decided that the percentage of reservation for Ex-servicemen should remain the same as at present. An Ex-servicemen selected under the reservation provided for them should be placed in the appropriate category viz. SC/ST/OBC /General category depending upon the category to which he belongs. For example, an ex-serviceman who is a SC will be counted against the SC reservation point, an Ex-serviceman who is ST or OBC will be counted against ST/OBC reservation point and the Ex-servicemen who belongs to General category will be slotted in the General category vacancy point in the respective reservation roster.

4. All the Ministries/Departments, are requested to bring the above instructions to the notice of all the Heads of the Department and a pointing authorities under their control for necessary compliance. Necessary amendment to the Ex-servicemen (Re-employment in Central Civil Services and Posts) Rules, 1979 are being issued separately.

(Sd.). . . .,

(BHAVANI THAYAGRAJAN)
Director (JCA).

Copy to :

(1) All Ministries/Departments of the Government of India.
(2) Ministry of Finance (Banking Division), New Delhi.
(3) Ministry of Finance (Insurance Division), New Delhi.
(4) Department of Public Enterprises, New Delhi.
(6) For File No. 41017/9/90-Estt. (SCT).
Notification
The 14th December, 2001

No. 7000/1/1-F&PO(7)-2001/9679.—Consequent upon the fourth amendment to the Punjab Civil Services (Revised Pay) Rules, 1998, issued,—vide No. 7/1/97-FPI/7462 dated 13th September, 2001, the Administrator, Union Territory, Chandigarh is pleased to adopt the said Notification dated 13th September, 2001, and to substitute/insert in the Fourth schedule of the Chandigarh Administration, Notification No. F&PO(7)-98/12503, dated 18th September, 1998 read with No. 2285-F&PO(7)-8878-to 8882, dated 4th August, 1999, No. 2285-F&PO(7)-99/8884 dated 4th August, 1999, No. 7000/1/1-F&PO(7)-2000/10606, dated 5th December, 2000 and No. 7000/1/1-F&PO(7)-2001/1378, dated 19th February, 2001 which shall be read as under :—

(i) On page 11(1) under the heading “Agriculture” for the existing entries against Serial No. 1 the following shall be substituted :—

<table>
<thead>
<tr>
<th>Post</th>
<th>Existing Scale</th>
<th>Revised Scale</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agriculture Development Officer</td>
<td>2200—4000</td>
<td>7220—11660</td>
<td>For future recruitment the minimum Qualification for recruitment to the post of Agriculture Development Officer shall be M.Sc. (Agriculture) IInd Class.</td>
</tr>
<tr>
<td>Agriculture Officer</td>
<td>3000—4500</td>
<td>10025—15100</td>
<td>For future recruitment</td>
</tr>
<tr>
<td>Chief Agriculture Officer</td>
<td>3700—5300</td>
<td>12000—16350</td>
<td>(After 16 years of regular service in the entry scale)</td>
</tr>
</tbody>
</table>

(ii) On page 24 under the heading “Town and Country Planning” for the existing entries against Serial No. 2, the following shall be substituted :—

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Post</th>
<th>Existing Scale</th>
<th>Revised Scale</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Divisional Town Planner</td>
<td>3000—4500</td>
<td>12000—15500</td>
<td>(After 14 years of regular service including service as Assistant Town Planner)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3700—5300</td>
<td>14300—18150</td>
<td>(After 14 years of regular service in the entry scale)</td>
</tr>
</tbody>
</table>

KARAN A. SINGH,
Chandigarh; Finance Secretary,
The 12th December, 2001.
Chandigarh Administration.
Endst. No. 7000/1/1-F&PO(7)-2001/9680, dated Chandigarh the 14th December, 2001.
A copy is forwarded to the concerned Heads of Departments/Drawing and Disbursing Officers, Chandigarh Administration for information and necessary action.

(Sd.). . . .,
Finance and Planning Officer,
for Finance Secretary,
Chandigarh Administration.

Endst. No. 7000/1/1-F&PO(7)-2001/9681, dated Chandigarh the 14th December, 2001.
A copy is forwarded to all the Administrative Secretaries/Administrative Branches in the Chandigarh Administration.

(Sd.). . . .,
Finance and Planning Officer,
for Finance Secretary,
Chandigarh Administration.

Endst. No. 7000/1/1-F&PO(7)-2001/9682, Chandigarh dated the 14th December, 2001.
A copy is forwarded to the Deputy Secretary to the Government of India, Ministry of Home Affairs, New Delhi for information.

(Sd.). . . .,
Finance and Planning Officer,
for Finance Secretary,
Chandigarh Administration.

Endst. No. 7000/1/1-F&PO(7)-2001/9683, Chandigarh dated the 14th December, 2001.
A copy is forwarded to the :
(iii) The District Treasury Officer, Central Treasury, U.T., Chandigarh for information and necessary action.

(Sd.). . . .,
Finance and Planning Officer,
for Finance Secretary,
Chandigarh Administration.

Endst. No. 7000/1/1-F&PO(7)-2001/9684, Chandigarh dated the 14th December, 2001.
A copy is forwarded to the Controller, Printing and Stationary, Union Territory, Chandigarh with the request that the notification may be published in the official gazette of Chandigarh Administration and 30 copies may be supplied to this department at the earliest possible.

(Sd.). . . .,
Finance and Planning Officer,
for Finance Secretary,
Chandigarh Administration.
CHANDIGARH ADMINISTRATION
FINANCE DEPARTMENT
(ACCOUNT BRANCH)

Notification

The 1st January, 2002

No. 7000/1/1-F&PO(7)-2001/8.—Consequent upon the fifth amendment to the Punjab Civil Services (Revised Pay) Rules, 1998, issued,—vide No. 7/1/97-FPI/8391, dated 22nd October, 2001, the Administrator, Union Territory, Chandigarh is pleased to adopt the said Notification dated 22nd October, 2001, and to substitute/insert in the Fifth Schedule of the Chandigarh Administration, Notification No. F&PO(7)-98/12503, dated 18th September, 1998 read with No. 2285-F&PO(7)-8878-to8882, dated 4th August, 1999, No. 2285-F&PO(7)-99/8884, dated 4th August, 1999, No.7000/1/1-F&PO(7)-2000/10606, dated 5th December, 2000, No. 7000/1/1-F&PO(7)-2001/1378,to 1383, dated 19th February, 2001 and7000/1/1-F&PO(7)-2001/9679 to 9684, dated 14th December, 2001 which shall be read as under :

In the Second Schedule to the Punjab Civil Services (Revised Pay) Rules, 1998.
Under the heading “Law and Prosecution” on page 18 against Serial No. 2, the following shall be substituted for the existing entries :

<table>
<thead>
<tr>
<th>Sr.No.</th>
<th>Post</th>
<th>Existing Scale</th>
<th>Revised Scale</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Law Officer</td>
<td>2,000—3,500</td>
<td>7,000—10,980</td>
<td>The existing incumbents who fulfil the qualifications and experience prescribed for the post of Assistant District Attorney of Department of Prosecution and Litigation are allowed parity in pay scale with the post of Assistant District Attorney Those Law Officers who do not posses such qualifications and experience are entitled to the pay scale of Rs 6,400—10,640.</td>
</tr>
</tbody>
</table>

KARAN A. SINGH,
Dated, Chandigarh ;
Finance Secretary,
Chandigarh Administration.

Endst. No. 7000/1/1-F&PO(7)-2001/9, Chandigarh dated the 1st January, 2002.
A copy is forwarded to the concerned Heads of Departments/Drawing and Disbursing Officers, Chandigarh Administration for information and necessary action.

(Sd.). . . .,
Finance and Planning Officer,
for Finance, Secretary,
Chandigarh Administration.
Endst. No. 7000/1/1-F&PO(7)-2001/10, Chandigarh dated the 1st January, 2002.

A copy is forwarded to all the Administrative Secretaries/Administrative Branches in the Chandigarh Administration.

(Sd.). . . .,

Finance and Planning Officer,
for Finance, Secretary,
Chandigarh Administration.


A copy is forwarded to the Deputy Secretary to the Government of India, Ministry of Home Affairs, New Delhi for information.

(Sd.). . . .,

Finance and Planning Officer,
for Finance Secretary,
Chandigarh Administration.

Endst. No. 7000/1/1-F&PO(7)-2001/12, Chandigarh dated the 1st January, 2002.

A copy is forwarded, to the :


(iii) The District Treasury Officer, Central Treasury, U.T., Chandigarh for information and necessary action.

(Sd.). . . .,

Finance and Planning Officer,
for Finance Secretary,
Chandigarh Administration.

Endst. No. 7000/1/1-F&PO(7)-2001/13, Chandigarh dated the 1st January, 2002

A copy is forwarded to the Controller, Printing and Stationary, Union Territory, Chandigarh with the request that the notification may be published in the official gazette of Chandigarh Administration and 20 copies may be supplied to this department at the earliest possible.

(Sd.). . . .,

Finance and Planning Officer,
for Finance Secretary,
Chandigarh Administration.
No. 7000/1/3-F&PO(7)-2001/191

From
The Finance Secretary,
Chandigarh Administration.

To,
The All Heads of Departments/Offices,
Chandigarh Administration.

Chandigarh, dated the 8th January, 2002

Subject: Instructions regarding fixation of pay of an employee on his promotion where the functional pay scale of the feeder post and functional scale of the promotion post are identical.

Sir,

I am directed to refer to you on the subject noted above and to enclose herewith a copy of letter No. 1/37/2001-2PR(FD), dated 4th December, 2001, issued by the Financial Commissioner and Secretary to Government Haryana, Finance Department, for information and necessary action at your end.

Yours faithfully,
(Sd.). . . .
Finance and Planning Officer,
for Finance Secretary,
Chandigarh Administration.

GOVERNMENT OF HARYANA
FINANCE DEPARTMENT
No. 1/37/2001-2PR(FD)
Dated the 4th December, 2001

To,
1. All Heads of Departments ;
2. Commissioners of Divisions ;
3. All the Deputy Commissioners/SDOs (Civil) in Haryana ;
4. Registrar, Punjab and Haryana High Court.

Subject: Instructions regarding fixation of pay of an employee on his promotion where the functional pay scale of the feeder post and functional scale of the promotion post are identical.

Sir,

I am directed to invite your attention to the subject mentioned above and to say that references have been received from certain Government Departments seeking clarifications regarding fixation of pay of employees on their promotion where the functional pay scale of the promotion post and the functional pay scale of the lower (feeder) post are identical. This problem had arisen primarily with the general revision of pay scales with effect from 1st January, 1986 when the State Government decided to switch over to the Central pattern of pay scales and as a consequence, a large number of then existing pay scales where clubbed and lesser number of revised pay scales were prescribed. The matter was then clarified by the Finance Department,—vide its instructions bearing No. 1/8/3-PR(FD)/88, dated the 7th March, 1988.

2. The relevant rules and instructions issued by the Government in this respect are as under :—

(A) Rules :
(i) Rule 4.4 of Punjab CSR Vol 1, Part 1
(ii) Rule 4.13 of Punjab CSR Vol. 1 Part I

(B) Instructions :
3. The issue requires consideration in the light of provisions contained in the CSR on this subject. Generally, the pay of employees is fixed in accordance with the provisions contained in Rule 4.4 of CSR Vol. 1, Part 1, but Rule 4.13 does not permit fixation of pay of an employee at the stage next above on his promotion when the promotion takes place in the identical pay scale. The presumption in the said provision under Rule 4.13 is that though it may a promotion technically, the duties and responsibilities of the promotion post are not considered to be higher when the feeder post and the promotion post carry identical functional pay scales.

4. The provisions of Rule 4.13 would have been extremely relevant but for the situation created during the general pay revision effective from 1st January, 1986 when the number of pay scales were reduced considerably and such reduction in the number of pay scales resulted in clubbing of two or more pay scales and their replacement with a single revised pay scale. The general pay revision effective from 1st January, 1996 has been, by and large, build upon the base created at the time of general pay revision effective from 1st January, 1986. As a result, the clubbing of pay scales during the general revision of 1986 has a continued effect in the general pay revision of 1996 as well. This continued effect in the pay revision effective from 1st January, 1996 has resulted in a situation where, in a number of cases identical functional pay scales have been provided for feeder posts and promotion posts whereas the promotion post is definitely carrying higher responsibilities and duties.

5. Keeping the above in view, it has been decided that wherever the functional pay scales of the feeder post and that of the promotion post became identical in the general revision effective from 1st January, 1986 on account of clubbing of pay scales and such a situation has a continued effect in the general pay revision effective from 1st January, 1996, the pay of an employee, on his promotion in the identical functional pay scale, should be fixed at the stage next above subject to a certificate from the competent authority that the promotional post carries higher responsibilities and duties:

Provided that these instructions will not be applicable in cases where an employee is drawing his pay in the ACP scale(s) which happen to be identical with or higher than the functional scale prescribed for the post as provided in the ACP Rules.

6. The above instructions may be brought to the notice of all the DDOs working under your control.

Yours faithfully,

(Sd.). . . .,

Under Secretary Finance (PR),
for Finance Commissioner & Secretary to Government of Haryana, Finance Department.


A copy for information is forwarded to the following :-

1. The Accountant General, Haryana (i) A&E (ii) (Audit), Chandigarh.

2. The Home Secretary, Chandigarh Administration, Chandigarh.

(Sd.). . . .,

Under Secretary, Finance (PR),
for Finance Commissioner & Secretary to Government of Haryana, Finance Department.
CHANDIGARH ADMINISTRATION
FINANCE DEPARTMENT
(ACCOUNT BRANCH)

Dated the 9th January, 2002

No. 7000/2/2-F&PO(7)-2001/219.—In pursuance of the provisions of Rule 3(j) of the Chandigarh Administration Civil Services (Revised Pay) Rules, 1991, the Administrator, U.T., Chandigarh is pleased to revise the pay scales of the following posts of Punjab Engineering College, Chandigarh :

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of Post</th>
<th>Pre-revised Scale</th>
<th>Revised Scale</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Technician Category-VII</td>
<td>Rs. 620—1,200</td>
<td>Rs. 1640—2925</td>
<td>To bring them at par with other (a) Laboratory Technician (b) Radio Mechanic</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1800—3200</td>
<td>(50 : 50)</td>
<td>(w.e.f. 1.1.1986) Technician Cat-VII</td>
</tr>
<tr>
<td></td>
<td>(a) Laboratory Technician</td>
<td></td>
<td></td>
<td>To club Technician Cat-IV employees (b) Machine Mechanic (c) Mechanic Electrician (d) Lab Mechanic (e) Workshop Mechanic (f) Engine Driver (g) Copper &amp; Tin Smith (h) Refrigeration Mechanic</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>To club Technician Cat-IV employees with Technician Cat-V employees and grant them the same revised pay scale as that granted to Technician Cat-V employees.</td>
</tr>
<tr>
<td>2</td>
<td>Technician Category-IV</td>
<td>Rs. 450—800</td>
<td>Rs. 1350—2925</td>
<td>The revised scale of Rs.1200—2100 already granted, w.e.f. 1.1.1986, to the deceased incumbent, who died on 11-8-2001, shall continue as a measure personal to him. The next incumbent to the post shall get the replacement scale of Rs. 1025—2100.</td>
</tr>
<tr>
<td></td>
<td>(a) Mechanic</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(b) Machine Mechanic</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(c) Mechanic Electrician</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(d) Lab Mechanic</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(e) Workshop Mechanic</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(f) Engine Driver</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(g) Copper &amp; Tin Smith</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(h) Refrigeration Mechanic</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Truck Driver</td>
<td>Rs. 400—600</td>
<td>Rs.1025—2100</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>510—800(SG)</td>
<td>(w.e.f.) 1-1-1986</td>
<td></td>
</tr>
</tbody>
</table>

To club Technician Cat-IV employees with Technician Cat-V employees and grant them the same revised pay scale as that granted to Technician Cat-V employees.
4. Storekeeper

<table>
<thead>
<tr>
<th>Rs.400—600</th>
<th>Rs.950—1800</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000 start</td>
<td>1200—2100</td>
</tr>
<tr>
<td>1500—2640</td>
<td>(20:40:40)</td>
</tr>
<tr>
<td>(w.e.f. 1.1.86)</td>
<td></td>
</tr>
</tbody>
</table>

The revised pay scale given to the Clerks as per Schedule ‘S’ of Chd. Admn. Gazette Notification No. F&PO(7)-91/12227, dated 10-12-1991 is to be given to the Storekeepers and rename them as Storekeeper Clerks.

The pay of the incumbents of the posts shall be fixed in accordance with the provisions as contained in the Chandigarh Administration Civil Services (Revised Pay) Rules, 1991 with the clear stipulation that no arrears, prior to 1st April, 1991, shall be admissible.

KARAN A. SINGH,
Chandigarh ;
Finance Secretary,
The 7th January, 2002.
Chandigarh Administration.

Endst. No. 7000/2/2-F&PO(7)/2001/220, Chandigarh, dated the 9th January, 2002.

A copy, for information, is forwarded to the :

2. Accountant General (Audit), Haryana and Chandigarh

(Sd.). . . .,
Finance & Planning Officer,
for Finance Secretary,
Chandigarh Administration.

Endst. No. 7000/2/2-F&PO(7)/2001/221, Chandigarh, dated the 9th January, 2002.

A copy is forwarded to the Director (CPS), Government of India, Ministry of Home Affairs, New Delhi for information.

(Sd.). . . .,
Finance & Planning Officer,
for Finance Secretary,
Chandigarh Administration.

Endst. No. 7000/2/2-F&PO(7)/2001/222, Chandigarh, dated the 9th January, 2002.

A copy, for information and necessary action, is forwarded to the :

1. Home Secretary (in Home-I Branch), Chandigarh Administration.
2. Principal, Punjab Engineering College, Chandigarh.

(Sd.). . . .,
Finance & Planning Officer,
for Finance Secretary,
Chandigarh Administration.
Endst. No. 7000/2/2-F&PO(7)/2001/223, Chandigarh, dated the 9th January, 2002.

A copy is forwarded to the District Treasury Officer, Central Treasury, Chandigarh for information and necessary action.

(Sd.). . . .
Finance & Planning Officer,
for Finance Secretary,
Chandigarh Administration.

Endst. No. 7000/2/2-F&PO(7)/2001/224, Chandigarh, dated the 9th January, 2002.

A copy is forwarded to the Controller, Printing and Stationery, U.T., Chandigarh, with the request that the notification may be published in the official Gazette of the Chandigarh Administration and 30 copies of the same may be supplied to this Department.

(Sd.). . . .
Finance & Planning Officer,
for Finance Secretary,
Chandigarh Administration.

No. 427-(GOI)-F&PO(6)-2001/405
CHANDIGARH ADMINISTRATION
FINANCE DEPARTMENT
(ACCOUNTS BRANCH)

To,

All the Administrative Secretaries,
Chandigarh Administration.

All the Heads of Departments,
Chandigarh Administration.

Dated the 15th January, 2002

Subject : Filling up of posts—clarification regarding.

Sir,

I am directed to refer you on the subject noted above and to enclose herewith a copy of O.M. No. 13011/22/2001-Finance-II dated 7th December, 2001 alongwith the Ministry of Finance, Department of Expenditure O.M. No. 7(6)/E.Coord. I/2001, dated 31st October, 2001 (copy enclosed) for information and necessary action.

Kindly acknowledge its receipt.

Yours faithfully,

(Sd.). . . .
Finance & Planning Officer,
for Home Secretary,
Chandigarh Administration.
No. 13011/22/2001-Finance II

GOVERNMENT OF INDIA/BHARAT SARKAR

MINISTRY OF HOME AFFAIRS/GRIH MANTRALAYA

New Delhi, The 22nd November, 2001/7th November, 2001

ENDORSEMENT

A copy of the under mentioned paper(s) is forwarded herewith for information/necessary action to the following :

(1) All attached/Subordinates Offices of MHA/DOL/DOJ/DOJ&KA (5 copies each and 20 spare copies to Pr. A.O., MHA.)

(2) All Statutory Organisations/Commissions/Committees/Panel etc. under MHA/DOL/DOJ/DOJ&KA (5 copies each).

(3) All U.T. Administrations (Finance Secretaries).

(4) Ministry of Home Affairs-All Officers/Sections.

(5) Department of Official Languages-All Officers/Sections.

(6) Department of Justice-All Officers/Sections.

(7) Department of Jammu & Kashmir Affairs-All Officers/Sections.

(8) All Zonal Councils.

(9) 20 spare copies for Finance-II Section.

(10) DOP&T, DOP&PW, DOAR&PG-All attached/Subordinate Offices.

(Sd.) . . . ,

(NEERAJ KATARIA),

Desk Officer.

List of Papers forwarded :

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of the Ministry</th>
<th>No. and Date</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Government of India, Ministry</td>
<td>No. 7(6)/1 Ecord.</td>
<td>Filling up of Posts clarification regarding.</td>
</tr>
</tbody>
</table>
OFFICE MEMORANDUM

Subject:—Filling up of posts—clarification regarding.

As per existing instructions, posts vacant for more than one year are deemed to have been abolished. However, a number of references are being received in this Department for revival/filling up of posts which have been vacant for more than one year and where the recruitment action has been finalized by the UPSC/SSC. Since recommendations from UPSC/SSC have become available in such cases, this Ministry is left with no option but to agree to filling up of such posts.

2. All Ministries/Departments are, therefore, advised that in cases where recruitment action has been initiated within the period of one year of the post falling vacant but has not resulted in finalization of panel etc. during this period, the approval of Department of Expenditure may be obtained before pursuing the recruitment action further. While referring the proposal, the exact status of recruitment action and functional justification for filling up of the post may be brought out. Further in cases where recruitment action has not been initiated within the period of one year of the post falling vacant, no recruitment action may be initiated.

(Sd.) . . .

(MADHULIKA P. SUKUL),
Director (Pay)

To,

All FAs.

No. U. 15036/1/2001-CHD

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

North Block, New Delhi 110 001

Dated the 1st March, 2002

To

The Adviser to the Administrator
Chandigarh Administration,
Chandigarh.


Madam,

In continuation of this Ministry’s letter of even number dated 15th February, 2002, I am directed to convey sanction of the President to the delegation of enhanced financial powers to the
Administrator, Chandigarh Administration, under Rule 21 of the Financial Power Rules, 1978 as under :-

(a) For normal contract or purchases .. Rs. 2 crores

(b) For negotiated or single tender Contract .. Rs. 80 lakhs

(c) For purchase of stores of Proprietary nature .. Rs. 40 lakhs

(d) For direct purchase on the Grounds of emergency .. Rs. 20 lakhs

2. The above delegation is subject to the observance of the following conditions :-

(i) the prescribed procedure for entering into contract and making purchases being followed;

(ii) the fulfillment of provisions of General Financial Rules, 1963 and other conditions prescribed by subject matter Ministries and Ministry of Finance from time to time;

(iii) in cases of direct purchases on grounds of emergency, the enhanced powers may be exercised only in cases of real emergency;

(iv) these delegated powers should be exercised in consultation with the Finance Secretary, Chandigarh Administration, Chandigarh.

These orders are issued with the approval of Ministry of Finance, Department of Expenditure,—vide their U.O. No. 175/E. Coord(1)/02, dated 15th February, 2002 and in consultation with Integrated Finance Division of the Ministry of Home Affairs,—vide their Dy. No. 366/Fin. I/2002, dated 13th February, 2002.

Yours faithfully,

(Sd.) . . . ,

(Satya Gopal),
Deputy Secretary (CPS).

CHANDIGARH ADMINISTRATION
FINANCE DEPARTMENT
(ACCOUNTS BRANCH)
Endst. No. 52-GOI-F&PO(5)-2002/2021, Dated, Chandigarh, the 14th March, 2002.

A copy is forwarded to all the Administrative Secretaries/Head of the Departments for information and necessary action.

(Sd.). . . .,

Finance and Planning Officer,
for Finance Secretary,
Chandigarh Administration.
No. U. 15036/1/2001-CHD
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
New Delhi, The 15th February, 2002

To,
The Adviser to the Administrator,
Chandigarh Administration,
Chandigarh.

Subject :—Delegation of enhanced Financial Powers to the Administrator, Chandigarh.

Sir,

I am directed to refer to the correspondence resting with Chandigarh Administration’s letter No. F&PO(S)-2001/359, dated 15th May, 2001, on the above subject and to convey sanction of the President to the delegation of enhanced financial powers to the Administrator, Chandigarh, subject to the provision laid down in the General Financial Power Rules and availability of funds under the relevant budget head as given below :—

(i) Approval of Plan Schemes from the existing Rs. 5 crore to Rs. 10 crore including expenditure sanction in respect of such schemes subject to the condition that the procedure similar to that of Standing Finance Committees (SFC) is followed; and

(ii) Sanction of works form the existing Rs. 1.5 crore to Rs. 5 crore per project subject to the condition that this power is exercised in consultation with the Finance Secretary, Chandigarh Administration and that proposals involving expenditure of more than Rs. 1.5 crore will be approved by the Standing Finance Committee.

2. This issues with the concurrence of Ministry of Finance, Department of Expenditure,—vide their u.o. No. 175/E-Coord(1)/02, dated 15th February, 2002 and Integrated Finance Division’s Dy. No. 366/Fin. I, dated 13th February, 2002.

Yours faithfully,

(SATYA GOPAL),
Deputy Secretary to the Government of India.

CHANDIGARH ADMINISTRATION
FINANCE DEPARTMENT
(ACCOUNTS BRANCH)


A copy is forwarded to all the Administrative Secretaries/Head of the Departments for information and necessary action.

(Sd.),
Finance and Planning Officer,
for Finance Secretary,
Chandigarh Administration.
CHANDIGARH ADMINISTRATION

FINANCE DEPARTMENT
(ACCOUNTS BRANCH)

Notification

The 14th March, 2002

No. 42-GOI-F&PO(5)-2002/2015.—The Administrator, Union Territory, Chandigarh is pleased to constitute a Standing Finance Committee consisting of the following officers to examine the proposals relating to Plan Schemes/Works involving expenditure of more than Rs. 1.50 crores.

1. Finance Secretary, Chandigarh Administration. .. Chairman

2. Joint Secretary Finance, Chandigarh Administration. .. Member

3. Concerned Head of Department (Whose scheme or project is to be cleared by the Committee) .. Member

KARAN A. SINGH)

Chandigarh : Finance Secretary,


A copy is forwarded to all the Administrative Secretaries/Chandigarh Administration for information and necessary action.

(Sd.) . . . . ,

Finance and Planning Officer,
for Finance Secretary,
Chandigarh Administration.


A copy is forwarded to all the Chandigarh Administration/Heads of the Departments for information and necessary action.

(Sd.). . . . ,

Finance and Planning Officer,
for Finance Secretary,
Chandigarh Administration.


(Sd.) . . . . ,

Finance and Planning Officer,
for Finance Secretary,
Chandigarh Administration.

No. 34/2/51/IH(7)-2002/8979

CHANDIGARH ADMINISTRATION
DEPARTMENT OF PERSONNEL
The 7th May, 2002

To

All the Administrative Secretaries/
Heads of Department/Offices in
Chandigarh Administration.

Subject :—Ban on Smoking in Public Places.

Sir/Madam,

1. I am directed to refer to this Administration letter No. 34/2/51/92-IH(7)/9758, dated 18th May, 1992, on the subject noted above and to state that as per directions of the Hon’ble Supreme Court of India,—vide order 2nd November, 2001 in Writ Petition (Civil) No. 316 of 1999—Murli S. Deora versus Union of India and others, Smoking has been Banned in Public Places namely (i) Auditoriums; (ii) Hospital Buildings ; (iii) Health Institutions ; (iv) Education Institutions ; (v) Libraries; (vi) Court Building ; (vii) Public Offices and Public Conveyance including Railways.

2. Keeping in view the direction given by the Hon’ble Supreme Court of India and in Public Interest, to prevent any danger to the health of members of Public in this regard, prohibitory orders under Section 144 Cr. P.C. have already been issued by the District Magistrate, Chandigarh. It has further been decided by the Chandigarh Administration that each Head of Department shall be responsible for enforcing the ban of Smoking in all public buildings, premises or Public Conveyance under his/her control. You are, therefore, requested to kindly ensure that necessary measures/steps for implementation of the Directions of the Apex Court, and display of appropriate signages are taken to prohibit smoking in the above mentioned places.

Yours faithfully,

(Sd.) . . . ,

Joint Secretary, Personnel,
Chandigarh Administration.


A copy is forwarded for information information and necessary action to All Heads of Branches in Chandigarh Administration Secretariat.

(Sd.),

Joint Secretary, Personnel,
Chandigarh Administration.
From
The Finance Secretary,
Chandigarh Administration.

To
All Heads of Departments/Offices/Institutions,
Chandigarh Administration.

Dated, Chandigarh the 7th May, 2002.

Subject :—Reimbursement of Medical Expenses on the treatment of complicated diseases by the Punjab Govt. employees/pensioners as out-door treatment.

(ii) Punjab Services (Medical Attendance) Rules, 1940—simplication of procedure regarding Medical reimbursement to the Punjab Govt. employees/pensioners and their eligible dependents.

(iii) 75% advance on the treatment of complicated diseases in Govt. Punjab Medical College, P.G.I. and AIIMS New Delhi as out-door treatment.

Sir,


(Sd.) . . . .,

Superintendent Finance-II,
for Finance Secretary,
Chandigarh Administration.

Endst. No. 531-FII(6)-2002/4071, dated, the 5th May, 2002.

A copy, with a copy of its enclosures is forwarded to all Administrative Branches, Chandigarh Administration for information and necessary action.

(Sd.),

Superintendent Finance-II,
for Finance Secretary,
Chandigarh Administration.
Endst. No. 531-FII(6)-2002/3972, dated, the 7th May, 2002.

A copy alongwith its enclosures is forwarded to the :

(ii) Accountant General, (A&E), Punjab, Chandigarh.
(iii) Accountant General, (Audit), Punjab, Chandigarh.
(iv) Treasury Officer, Central Treasury, Chandigarh.

(Sd.) . . . . ,
Superintendent Finance-II,  
for Finance Secretary,  
Chandigarh Administration.

Endst. No. 531-FII(6)-2002/3973, dated, the 7th May, 2002.

A copy alongwith its enclosures is forwarded to the :

(i) State Bank of India, Sector 17, Chandigarh.
(ii) State Bank of Patiala, Sector 17, Chandigarh.
(iii) Punjab National Bank, Sector 17, Chandigarh.
(iv) Central Bank of India, Sector 17, Chandigarh.
(v) Bank of India, Sector 17, Chandigarh.
(vi) United Commercial Bank, Sector 17, Chandigarh.

(Sd.) . . . . ,
Superintendent Finance-II,  
for Finance Secretary,  
Chandigarh Administration.

Endst. No. 531-FII(6)-2002/3974, dated, the 7th May, 2002.

A copy, with a copy of its enclosures is forwarded to the Secretary, U.T. Pensioners Welfare Association, H. No. 2940, Sector 37-C, Chandigarh for information.

(Sd.) . . . . ,
Superintendent Finance-II,  
for Finance Secretary,  
Chandigarh Administration.
Bz L 12$69$98-5fw5$25705

gzikp ;oeoko

f;js s/ gfotko GbkJh ftGkr
(f;js-5 öyk)

fwsh, uzvhrVQ 9 nes{o, 2001

;/tkfts/

okd d /w[j ftGkKd /w[2yh,

wzvK d /efwôBok,

ofi;Noko gzikp ns / jfonkKk jk>jhe'ON, uzvhrVQ,

;wj fvgzh efwôBo, ;wj f=âjko ns / ?ôb izi,

f=fêBqK d / ;wj f=tb òib ns/

fgrz;hB w;hveb$?A&Bk eBfNkKk, cohde'N ns / rzfwaj; o.

ftôk L— gzikp ;oeoko d / eowukohnK$k/BôBok ù ezgbhe/NV eokfme fpwkkohnK d / ps"o nkT(N

v'o woh+ eotkJ/ rJ/ fâjki s / j'/ j'/ you / dh ggsh-g(osh eob pko/.

;ghkBi nh,

w'ù T[go'es ftô / s/ nkg ih dk £InkB ;oeoko d / gZso BzL 12$69$98-5 n?uapha$521329-33

fwsh 1 ;szpo, 2000 tZb fâtkT[D dh jdkfJs j'Jh j? fi; okcjA gZso Bkb BZEh ehsh xJh ;(uh

(n?Be;uo-J/) ftu dô+ ezgbhe/NV eokfBe fpwkkohnK s'A gBkVs ;oeoko eowukohnK$k/BôBok ns / T[jBK

s / nköfôs gfotko d / w;ApoK tb'A, ps"o nkT(N'v'o woh+ eotkJ/ rJ/ fâjki s / j'/ j'/ you / dh ggsh-g(osh eob
dk c?;bk ehsk frmk ;h. fJjBk jdkfJsK nXhB ggsh-g(osh eob ;pzXh e[m ftGkKk tb'A tZy-tZy

B[efsnK s / gZànNheoD wzr / rJ/ ;B. wkwb / ù ftuKbT[gozs j/m fby / nB[s / ko B(esk-uko ;gZànNheoB

;ghkBi ikk j?L—

;gZànNheoD bJh T[mkfJnk frmk B(esk

(1) i/eo eowukohnK$g?BôBok eo"fBe fpwkh d / ;pzX ftz2u pchòh s"o s/ fâjki b?D T[gozs nkgK d / w;hveb

eb/w ;kb d"okB tko-tko ndkfuJrh bJh g/ô eod/ jB, fi; dh okôh 6000

o[j/ dh ftBôus ehsh ;hvK s'Axn]j't/ sk nfij / eb/wk ftz2u you / dh ggsh
g(osh eob ;pzXh eh c?;bk frmk ikt/

;gZànNheoD

i/eo eowukohnK$g?BôBok tb'A eo"fBe fpwkh d / ;pzX ftz2u

pckjoh s"o s / fâjki b?D T[gozs ;kb ftz2u tko-tko g/ô

ehs/ w;hveb fpbk dh oew 6000 o[j/ s'A xZn]j? sk

;oeoko dhnk jdkfuJsk fwsh 1 ;szpo, 2000 d / g0k-1 d/

;Bw/z2y nfij / w;hveb fpbk dh ndkfuJrh BjhA ehsh

ikDh j?; oh-fJw po;w?AN sd jh ehsh ikDh j? i/eo

;kb d"okB g/ô ehs / ;ko / fpbk dh oew 6000 o[j/ s'A

tZx j't / Gkt fe w;hveb you / dh fâjkih bh 6000 o[j/ dh

oew eowukohnK$g?BôBok B / nkGd / gk; 'A you eob j?.

fw;kb d/ s"o s / i/eo g(o/ ;kb dk yook 6250 o[gj/ pDôk

j? sk 250 o[L dh oew jh ndk eob :r j't/ rh.

;kb 2000-2001 bJh ndkfuJrh go'oknk nkXko s/ ehsh

ikDh j?. T[; ;kb bJh ftuko nXhB oew o[L 6000 dh

irQkO[L3500 j't/ rh.
(2) eowukohnK$g?BôBoK tb'A eo 'fBe fpwkohnk d/ ;fj;Db/ ftzu hj/ fJbki ;pXk i/eo eb/w ;kb pknd fJeZmk g/ô ehsh iKdk j? sk eh fJj eb/w fwnkd g(ok Bjha ffrDnk ikt/;nk, fef[T;fe fpbg g/ô eob dh ;WK S/ wjhB/ fboKos ehsh j'Jh j?

(3) eh ezgbhe/Nv eo 'fBe fpwkoh Bkb ;pXkS ;oNhfe/N d/ nkôkos s/ uzvnrQs gzikP ;fís fvg?Aohnk s'A eoctkj/ fJbki s/ nkt/ you/ dh gqsh-g(os/ ehsh ik ;edj j? ik Bjha

(4) eh 6000 ogj/ gqsh ;kb d/ you/ dh ;hwK t/yD hjh ;oekoh eowukoh$g?BôBo d/ ftneshrs fJbki s/ j'J/ you/ dh oew ;kfjs, T[; d/ gfotko d/ nkôfos w;Apok (gshh, pzu/ nkfd) dh ezgbhe/Nv eckjBe fpwkoh d/ fJbki s/ j'J/ you/ ;u t/h t/ydk j?< iK fe gfotko d/ fJZeb/-fJZeb/ nkôfos d/ fJbki s/ j'J/ you/ dh oew ù nbZr-nbZr t/fynk iKdk j?

6000 o[ogj/ gqsh ;kb you/ dh ;hwK t/yD hjh eowukoh g?BôBo d/ ftneshrs fJbki s/ j'J/ you/ dh oew ;fjs, T[; d/ fJbhihip nbkôfos gfotko d/ w;Apok dh ezgbhe/Nv eo 'fBe fpwkoh d/ fJbki s/ j'J/ you/ ,i/eo e'Jh j't/, ;u t/h fônk fzzu oYdk j? ıK fE fe gfotko d/ fJZeb/-fJZeb/ nkôfos d/ fJbki s/ j'J/ you/ dh oew ù t/ydk j?. fW;kb d/ s'o s/ ı/eo fJJe nkôfos w;Apok dky you 10,000 o[ogj/ fJe ftsh ;kb fzzu j'J/Zd j? s/ d/ o/ nkôfos w;Apok dK T[; / ftsh ;kb fzzu 4000 o[ogj/ you nkT[Adk j? sk eb/weosk ù 14000-6000&8000 o[L dh gqsh-g(os/ ehsh ikt/;rh, Gk fE eowukoh$g?BôBo ns/ T[BQK d/ nkôfos pk d[ e[b youk fJeZmkk eoe/ i' oew pDh j? T[; ftu'A 6000 o[ogj/ Xnk e/ pkeh oew nkâ ehsh iKdh j?.

2a fJj ;gZâNheoaD ;w[j eowukohnK$nhXekohnK$g?BôBoK tb'A gkbdk eob fjzS$ikDeoko fJjZs, T[jBK d/ fônk ftzu ftmk fddZs/ ikD.

3a fJj ;gZâNheoaD fttu ftGcr d/ nzLftLgzLzL 2$93S$2001-n?caghâ 6523 fwsd 3 nr's; s, 2001 ns/ nzLftLgzLzL 2$93S$2001-n?caghâ 2$1806 fwsd 21 ;szpo, 2001 okjha gqkgs j'J/ ;gZâNheoaD$gtkjârk nh[s/ko -koh ehsh fmk j?.

ftôtk;gkso, (ghan?;a fizdb),  ;z[es;eZso, f;js (i).
The document contains text in a language that appears to be a mix of English and another script, possibly a dialect of English. The text is not legible due to the mixed script and potential dialectic variations. Without clearer visibility, translating or interpreting the content accurately is challenging.
No. 12/53/2000-5HBV/2119

GOVERNMENT OF PUNJAB
DEPARTMENT OF HEALTH AND FAMILY WELFARE
(HEALTH-V BRANCH)
The 23rd June, 2002

To

All the Heads of the Departments,
Registrar, Punjab and Haryana High Court,
Commissioners of Divisions,
District and Sessions Judges, Deputy Commissioners,
All Civil Surgeons in the State and
Principals of Government Medical/Dental Colleges,
Amritsar, Patiala, Faridkot.

Subject :—Punjab Services (Medical Attendance) Rules, 1940—Simplification of procedure regarding Medical reimbursement to the Punjab Government employees/pensioners and their eligible dependents.

Sir,

I am directed to invite your attention towards Government circular letter No. 12/193/94-5HBV/5251—54, dated the 13th February, 1995 and circular letter No. 12/193/94-5HBV/26339, dated the 8th November, 2000,—vide which procedure for obtaining treatment and reimbursement of medical expenses by the State Government employees/pensioners and their eligible dependents, as indoor patients, from private Hospitals/Institutes within and outside the State, AIIMS, New Delhi, PGI, Chandigarh, Government Medical College, Hospital, Sector-32, Chandigarh, General Hospital, Sector-16, Chandigarh, Government Hospitals and Hospitals connected with the State Government’s Medical Colleges has been laid down. The matter for further simplification of the procedure for obtaining treatment and reimbursement of Medical expenses has been under consideration of the Government for quite some time past. After careful consideration of the matter, it has been decided as follows :—

<table>
<thead>
<tr>
<th>Present procedure for obtaining treatment and reimbursement of Medical expenses</th>
<th>Revised/Simplified procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) As per Govt. Instructions contained in letter No. 12/193/94-5HBV/26339, dated 8th November, 2000, prior to obtaining treatment in AIIMS New Delhi all State Govt. employees/pensioners and their eligible dependents are required to obtain a certificate, from the Authorised Medical Attendant of State Government Hospitals/Institutes to the effect that the treatment of the disease from which patient is suffering is not available in the State Government Hospital/Institute.</td>
<td>For the Govt. employees/pensioners &amp; their dependents, their shall be no need to obtain such certificate prior to their treatment at AIIMS/New Delhi. All Govt. employees/pensioners and their eligible dependents can obtain the treatment directly at AIIMS, New Delhi.</td>
</tr>
<tr>
<td>Present procedure for obtaining treatment and reimbursement of Medical expenses</td>
<td>Revised/Simplified procedure</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>(2) As per Government instructions contained in letter No. 12/193/94-5HBV/26339, dated 8th November, 2000/346, except Govt. employees/pensioners posted/residing at Chandigarh and Mohali, all employees/pensioners posted/residing in other parts of the State, prior to their treatment at P.G.I., Chandigarh, Govt. Medical College, Hospital, Sector-32, Chandigarh, General Hospital, Sector-16, Chandigarh are required to obtain certificate, from the AMA of Govt. Hospital/Institutes, to the effect that the treatment of the disease from which the patient is suffering, is not available in the State Government Hospitals/Institutes.</td>
<td>For all Govt. employees/pensioners whether they are residing at Chandigarh, Mohali, Panchkula (Haryana) or in any part of the State, there shall be no need to obtain such a Certificate from the authorised Medical Attendent of Govt. Hospitals/Institutes prior to their treatment at PGI, Chandigarh, Govt. Medical College Hospital, Sector 32, Chandigarh and General Hospital, Sector-16, Chandigarh.</td>
</tr>
<tr>
<td>(3) As per Govt. Instructions contained in letter No. 12/193/94-5HBV/26339, dated 8th November, 2000, all Medical claims of Rs. 20,000 or above, pertaining to the treatment taken from the Hospitals connected with the State Government Colleges, PGI, Chandigarh, Govt., Medical College Hospital, Sector-32, Chandigarh. General Hospital, Sector16, Chandigarh and AIIMS, New Delhi, are sent to the District Medical Boards for sanction. Medical claims of treatment taken from the above-said Hospitals, the amount of which is less than Rs. 20,000 are sanctioned by the Administrative Departments/Head of the Department/Head Office, without referring such claims to the District Medical Boards.</td>
<td>Regardless of whether the amount of the reimbursement bills, pertaining to the treatment obtained from these Govt. Hospitals, exceeds Rs. 20,000 or not, it would not be necessary to refer such Medical claims to the District Medical Boards for sanction. Such Medical claims will now be sanctioned by the competent authority, as per delegation of financial powers,—vide instructions contained in letter No. 12/53/2000-5HBV/2115—18, dated 23rd January, 2002 issued separately.</td>
</tr>
</tbody>
</table>
| (4) As per Govt. instructions contained in Para 1(b) of Punjab Govt. letter No. 12/193/94-5HBV/5251—54, dated 13th February, 1995, approval of the District Medical Board is required to be taken by the Govt. employees/pensioners and their eligible dependents prior to their obtaining to treatment in private Hospitals/institutes within the State of Punjab. | It will not be necessary to take approval of the District Medical Board before treatment is obtained from private hospitals/institutes within the State for the treatments procedures, the rates of which have been fixed by the Director, Health Services in the his letter No. PMH(1)PB-97/11821-11921, dated 23rd December, 1997 or any other subsequent circular letter issued on the subject. It will also not be necessary to send medical claims to the
Present procedure for obtaining treatment and reimbursement of Medical expenses

District Medical Boards after having obtained such treatment from these private hospitals within the State. Such Medical claims will be sanctioned by the competent authority, as per delegating of financial powers, according to Govt. instructions issued separately,—vide letter No. 12/53/2000-5HBV/2115—18, dated 23rd January, 2002, provided that the amount of reimbursement in each case is limited to the rates fixed by the Director, Health Services,—vide his letter No. PMH(1)-Pb-97/11821, dated 23rd December, 1997 or any other subsequent circular letter issued on the subject.

Revised/Simplified procedure

It will not be necessary to take approval of the State Medical Board before treatment is obtained from private Hospitals/Institutes outside the State within the country for the treatments/procedures the rates of which have been fixed by the Director, Health Services, in his letter No. PMH(1) Pb-97/11821-11921, dated 23rd December, 1997 or any other subsequent circular letter issued on the subject. It will also not be necessary to send medical claims to the State Medical Board after having obtained such treatment from these Private Hospitals outside the State such medical claims will be sanctioned by the competent authority as per delegation of financial powers, according to Government instructions issued separately,—vide letter No. 12/53/2000-5HBV/2115—18, dated 23rd January, 2002, provided that the amount of reimbursement in each case is limited to the rates fixed by the Director, Health Services,—vide his letter No. PMH(I)Pb. 97/11821—11921, dated 23rd December, 1997 or any other subsequent circular letter issued on the subject.

(5) As per Govt. instructions contained in para 1(b) of letter No. 12/193/94-5HBV/5251—54, dated 13th February, 1995, approval of the State Medical Board constituted in the office of the Director, Health services Punjab is required to be taken by the Govt. employees/pensioners and their eligible dependents prior to their obtaining treatment in private hospitals/Institutes outside the State of Punjab within the country.

2. These instructions will apply in respect of the treatment of all categories of Punjab Government employees (including officers of All India Services borne on Punjab Cadre/Judges of Punjab and Haryana High Court whether serving or retired, MLA’s Ex-MLA’s, Punjab Government pensioners), irrespective of the State they have settled with in the Country and drawing their pension outside Punjab/Chandigarh) and their eligible dependents.
3. These instructions be brought to the notice of all employees/Officers/Pensioners for information and compliance.

4. These instructions are issued with the concurrence of the Department of Finance, conveyed,—vide its I.D. No. 8/139/2000-5FEII/3515, dated 7th December, 2001.

Yours faithfully,

(J. R. BANSAL),

Under Secretary, Health (B).

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

(Sd.) . . . ,

Under Secretary, Health (B).

To,

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


A copy is forwarded to the following for information and necessary action:

1. Finance Secretary, Chandigarh Administration, U.T., Chandigarh.
3. Accountant General (Audit), Punjab, Chandigarh.
4. Accountant General (Revenue), Punjab, Punjab Bhawan, New Delhi.
5. Director, Health Services, Punjab, Chandigarh.
6. Director, Pension and Pensioners Welfare, Punjab, Chandigarh.
7. All the Treasury Officers in the State.

(Sd.),

Under Secretary, Health (B).

A copy is forwarded to the Principal Secretary to the Government of Punjab, Department of Finance (Finance Expenditure II Branch), w.r.t. their I.D. No. 8/139/2000-5HBV/3515, dated the 7th December, 2001, for information.

(Sd.) . . . ,

Under Secretary, Health (B).

To,

The Principal Secretary to the
Government of Punjab,
Deppt. of Finance (F.E. II Br.)

Bz L 12$2$2000-5f;5$1898

gzikp ;oeko

f; js s/ gftokko GkjkJh ftGkr
(f;js-5 ã'yk)

fwsh, uuzhvrVQ 22 iBtoh, 2002

;/tkfty/

;w{j ftGkrK d/ w[2yh, vth+HK d/ efwâbo,
ofi;Noko gzikp ns/ jfankdk jkhe'oN, uuzhvrVQ,
;w{j ñgfnNh efwâbo, ;w{j f-bök ns/ ;?ëb izi,
f+fbQìk d/ f; tboA ns/ fggz;hgb w?vheb$V?Anbo ekbi,
gfNnkbk, cahnhe'N ns/ nzfwgs;o.

ftök L—
ezgby/Nv eokfiëe fpwkohnk dk gzikp oki d/ w?vheb ekbiK ghaihack'/ha, uuzhvrVQ
ns/ J/wi, BthA fòzjh s'A ps'o nkT(NV'o wohi fJbki eotkT[D bJh nB[wkks you/
gh 75# oew ps'o nvtK; d/D pko/.

åñwkih,

w?ù T[go'es fto/ s/ nkG ih dk fXnkbo ;oeko d/ gZso BzL 12$69$98-5f;5$21329, fws'h 1
;szpo, 2000 tZb fòtK[T[D dh jdk/fjs' j'Jh j' fi; ocljha fJ; gZso Bkbo BZEH nB[br-J/ ftZu doi
ezgby/Nv eokfiëe fpwkohnk dk ps'o nkT(NV'o wohi eotkJ/ rJ/ fJbki s/ j'J/ you/ dh gqsh g(ash, e[2M
ôosK nXâb eoA dk c';bk ehshk fmtn ;h. jtkbo/ nXâb gZso d/ nB[br-J/ ftZu õkbw ehshnk ezgbyhe/-
Nv eokfiëe fpwkohnk dk gzikp oki d/ w?vheb wkboK, ghaihack'/ha, uuzhvrVQ ns/ nkb fJzvhnk fJz;nhf/T{N
nkc w?vheb ;kFJz;+ (J/w+), BthA fòzjh s'A ps'o nkT(NV'o wohi fJbki eotkT[D bJh nB[wkks you/
gh 75# oew ps'o nvtK; d/D dk wâbk fgsbo/ e[2M ;/A s'A ;oeko d/ ftuko nXâb foyk j'. wkbo/ ù ftukoB
T[gozs ;oeko B/ jtkbo/ nXâb gZso fws'h 1 ;szpo, 2000 ns/ fJ; fws'h s'A plând ikoh ehshnk jdkfJxsK
BzL 12$77$2000-5f;5$28432, fws'h 9 Btzpo, 2000 ocljha nB[br-J/ ftZu õkbw ehshnk ezgbyhe/Nv
eokfiëe fpwkohnk dk eowukohnk$g?Bòbo ns/ T[jkb d/ n^nibq nbôfose tZb'Â, gzikp oki d/ w?vheb
ekbiK, ghaihack'/ha, uuzhvrVQ ns/ J/w/ BthA fòzjh s'A ps'o nkT(NV'o wohi fJbki eotkT[D bJh
nB[wkks you/ gh 75# oew ps'o nvtK; d/D dk c';bk ehsk j' . fJj nvtK; wB+{o eoB d/ ;wôZE
nFekoh ftGkrw [2yh j'Dr/ . nvtK; ftBwëbs ôosk nkhB fdzsk ikt;/rk L—

(1) ;oeko d/ gZso BzL 12$69$98-5f;5$21329, fws'h 1-9-2000 ftZu doi ôosK dh
fJZB-fpB gkdkb ehsh ikt/rh l

(2) nvtK; dh oew eowukoh$g?Bòbo s/ Bed fdzsh ikt/rh l

(3) eowukoh$g?Bòbo tZb'Â BkknvtK; b?7; ;w/A g[okb/ bJ'/ rJ/ nvtK; d/ you/ ;pxZn n;b
fpZb ;oeko dnhk jdkfJxsK nB[;co ftGkr u g/ô ehs/ ikDr/ .

(4) eowukoh$g?Bòbo tZb'Â bJ'/ rJ/ nvtK; dh oew vokn eoB d/ 6 wjhB/ iK
eowukoh$g?Bòbo tZb'Â g/ô ehs/ rJ/ fgsb dh wB+{dh d/D t/b/, fijiVkh th ;w/ keJbK
j'at/, nzdo-nzdö nvtK; nvi;N eob dh fìzw/tkoh ;pxZs ftGkr d/ w[2yh dh j't/rh l
To,

1. All the Administrative Secretaries, Chandigarh Administration.

2. All the Heads of the Departments, Chandigarh Administration.

Subject:—Filling up of posts.

Continuation of temporary posts-clarification regarding.

Sir,

1. I am directed to refer you on the subject noted above and to enclose herewith a copy of letter No. U-15036/1/2001-CHD., dated, 21st March, 2002 for information and necessary action.

2. The Screening Committee has already been constituted by this Administration,—vide Notification No. 137(GOI)-F&PO(6)-2002/5081-5085, dated 30th May, 2002.


Your faithfully,

(Sd.) . . . .

Finance and Planning Officer, Chandigarh Administration.
To,

Ms. Neeru Nanda,
Adviser to the Administrator,
Chandigarh Administration,
Chandigarh.

Subject:—Delegation of Powers for creation of posts, etc.

Madam,

I am directed to refer to the correspondence resting with the Administrator, Chandigarh Administration’s D.O. Letter No. F&P(6)-2001/8894, dated the 6th November, 2001 regarding the subject mentioned above and to say that:

(i) In view of the existing ban on creation of posts it would not be possible to delegate powers for creation of posts to the Chandigarh Administration;

(ii) The filling up of direct recruitment vacancies under the Chandigarh Administration shall be regulated under the instructions contained in the Department of Personnel and Training’s Office Memorandum No. 2/8/2001-PIC, dated the 16th May, 2001 in accordance with which one-third of the direct recruitment vacancies occurring in a year are permitted to the filled up on the basis of approval of Screening Committee subject to the condition that the total vacancies to be so filled up should be within 1% of the sanctioned strength of the department concerned. It has been decided that the Screening Committees for the purpose in respect of Chandigarh Administration may consist of officers of the Chandigarh Administration at the appropriate levels and also include a representative of the Ministry of Home Affairs;

(iii) It shall be open to the Chandigarh Administration to fill up posts which are vacant for less than one year provided the vacancies under the relevant recruitment rules are provided to be filled up by promotion. However, the cases in which such vacancies are more than one year old shall be referred to the Central Government for prior approval. The proposals in this regard should indicate clearly the circumstances in which it is considered unavoidable to fill up these vacancies; and

(iv) Chandigarh Administration shall, for the purpose of continuation of temporary posts as were created initially within their delegated powers, carry out a review in order to identify the posts which are functionally considered essential and also are within the norms. Based on the said comprehensive review, the Chandigarh Administration shall thereafter forward a detailed proposal for continuation of identified posts to the Ministry of Home Affairs which, in turn, shall obtain the concurrence of Ministry of Finance. The posts so continued after obtaining the approval of the Central Government may thereafter be continued on a year-to-year basis by the Chandigarh Administration without any further reference to the Central Government.

2. This issues with the concurrence of the Ministry of Finance (Department of Expenditure),—vide their U.O. Note No. 175/E. Coord.(I)/02, dated, the 28th January, 2002 and in consultation with the Integrated Finance Division of the Ministry of Home Affairs,—vide their Dy. No. 366/Fin.I, dated the 15th February, 2002.

Yours faithfully,

BALDEV SINGH,

Under Secretary to the Government of India.
Phone No. 3014103
OFFICE MEMORANDUM

Subject :—Optimisation of direct recruitment to civilian posts.

The Finance Minister while presenting the Budget for 2001-2002 has stated that “all requirements of recruitment will be scrutinised to ensure that fresh recruitment is limited to 1 per cent of total civilian staff strength.” As about 3 per cent of staff retire every year, this will reduce the manpower by 2 per cent per annum achieving a reduction of 10 per cent in five years as announced by the Prime Minister.

1.2 The Expenditure Reforms Commission had also considered the issue and had recommended that each Ministry/Department may formulate Annual Direct, Recruitment Plans through the mechanism of Screening Committees.

2.1 All Ministries/Departments are accordingly requested to prepare Annual Direct Recruitment Plans covering the requirements of all cadres, whether managed by that Ministry/Department itself, or managed by the Department of Personnel of Training, etc. The task of preparing the Annual Recruitment Plan will be undertaken in each Ministry/Department by a Screening Committee headed by the Secretary of that Ministry/Department with the Financial Adviser as a Member and JS (Admn.) of the Department as Member Secretary. The Committee would also have one senior representative each of the Department of Personnel and Training and the Department of Expenditure. While the Annual Recruitment Plans for vacancies in Groups ‘B’, ‘C’ and ‘D’ could be cleared by this Committee itself, in the case of Group ‘A’ Services, the Annual Recruitment Plan would be cleared by a Committee headed by Cabinet Secretary with Secretary of the Department concerned, Secretary (DOPT) and Secretary (Expenditure) as Members.

2.2 While preparing the Annual Recruitment Plans, the concerned Screening Committee would ensure that direct recruitment does not in any case exceed 1% of the total sanctioned strength of the Department. Since about 3% of staff retire every year, this would translate into only 1/3rd of the direct recruitment vacancies occurring in each year being filled up. Accordingly, direct recruitment would be limited to 1/3rd of the direct recruitment vacancies arising in the year subject to a further ceiling that this does not exceed 1% of the total sanctioned strength of the Department. While examining the vacancies to be filled up, the functional needs of the organisation would be critically examined so that there is flexibility in filling up vacancies in various cadres depending upon their relative functional need. To amplify, in case an organisation needs certain posts to be filled up for safety/security/operational considerations, a corresponding reduction in direct recruitment in other cadres of the organisation may be done with a view to restricting the overall direct recruitment to one-third of vacancies meant for direct recruitment subject to the condition that the total vacancies proposed for filling up should be within the 1% ceiling. The remaining vacancies meant for direct recruitment which are not cleared by the Screening Committee will not be filled up by promotion or otherwise and these posts will stand abolished.

2.3 While the Annual Recruitment Plan would have to be prepared immediately for vacancies anticipated in 2001-2002, the issue of filling up of direct recruitment vacancies existing on the date of issue of these orders, which are less than one year old and for which recruitment action has not yet been finalised, may also be critically reviewed by Ministry/Departments and placed before the Screening Committees for action as at para 2.2 above.
2.4 The vacancies finally cleared by the Screening Committees will be filled up duly applying the rules for reservation, handicapped, compassionate quotas thereon. Further, administrative Ministry/Departments/Units would obtain beforehand a No Objection Certificate from the Surplus, Cell of the Department of Personnel and Training/Director General, Employment and Training that suitable personnel are not available for appointment against the posts meant for direct recruitment and only thereafter place indents for Direct Recruitment. Recruiting agencies would also not accept any indents which are not accompanied by a certificate indicating that the same has been cleared by the concerned Screening Committee and that suitable personnel are not available with the Surplus Cell.

3. The other modes of recruitment (including that of ‘promotion’) prescribed in the Recruitment Rules/Service Rules would, however, continue to be adhered to as per the provisions of the notified Recruitment Rules/Service Rules.

4. The provisions of this Office Memorandum would be applicable to all Central Government Ministries/Departments/Organisations including Ministry of Railways, Department of Posts, Department of Telecom, autonomous bodies—wholly or partly financed by the Government, statutory corporations/Bodies, civilians in Defence and non-combatise posts in Para Military Forces.

5. All Ministries/Departments are requested to circulate the orders to their attached and subordinate offices, autonomous bodies, etc. under their administrative control. Secretaries of administrative Ministries/Departments may ensure that action based on these orders is taken immediately.

6. Hindi version will follow.

(Sd.). . . ,

HARINDER SINGH,

Joint Secretary to the Government of India.

To,

1. All Ministries/Departments to the Government of India
   (as per standard distribution list)

2. Chairman, RRB, SSC, UPSC and C&AG.

3. All Financial Advisers (By name)
In exercise of the powers conferred by clause (a) of 9 of the Indian Stamp Act, 1899, the Administrator, Union Territory, Chandigarh, is pleased to reduce the rates of stamp duty on conveyance as also on mortgage deed with possession in the whole of Union Territory, Chandigarh, with immediate effect as under:

<table>
<thead>
<tr>
<th>I</th>
<th>Conveyance as defined in section 2(10) not being a transfer charged or exempted under entry No. 62.</th>
<th>Whether conveyance amounts to sale of immovable property (a)</th>
<th>Other conveyances (b)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>(2)</td>
<td>(3)</td>
<td></td>
</tr>
<tr>
<td>Where the value of amount of the consideration for such conveyance as set forth therein does not exceed Rs. 50</td>
<td>Three rupees</td>
<td>Two rupees</td>
<td></td>
</tr>
<tr>
<td>Where it exceeds Rs. 50, but does not exceed Rs. 100</td>
<td>Six rupees</td>
<td>Three rupees</td>
<td></td>
</tr>
<tr>
<td>Where it exceeds Rs. 100, but does not exceed Rs. 200</td>
<td>Twelve rupees</td>
<td>Six rupees</td>
<td></td>
</tr>
<tr>
<td>Where it exceeds Rs. 200, but does not exceed Rs. 300</td>
<td>Eighteen rupees</td>
<td>Nine rupees</td>
<td></td>
</tr>
<tr>
<td>Where it exceeds Rs. 300, but does not exceed Rs. 400</td>
<td>Twenty four rupees</td>
<td>Twelve rupees</td>
<td></td>
</tr>
<tr>
<td>Where it exceeds Rs. 400, but does not exceed Rs. 500</td>
<td>Thirty rupees</td>
<td>Fifteen rupees</td>
<td></td>
</tr>
<tr>
<td>Where it exceeds Rs. 500, but does not exceed Rs. 600</td>
<td>Thirty six rupees</td>
<td>Eighteen rupees</td>
<td></td>
</tr>
<tr>
<td>Where it exceeds Rs. 600, but does not exceed Rs. 700</td>
<td>Forty two rupees</td>
<td>Twenty one rupees</td>
<td></td>
</tr>
<tr>
<td>Where it exceeds Rs. 700, but does not exceed Rs. 800</td>
<td>Forty eight rupees</td>
<td>Twenty four rupees</td>
<td></td>
</tr>
<tr>
<td>Where it exceeds Rs. 800, but does not exceed Rs. 900</td>
<td>Fifty four rupees</td>
<td>Twenty seven rupees</td>
<td></td>
</tr>
<tr>
<td>Where it exceeds Rs. 900, but does not exceed Rs. 1000</td>
<td>Sixty rupees</td>
<td>Thirty rupees</td>
<td></td>
</tr>
<tr>
<td>Where it exceeds Rs. 500, or part thereof in exceed Rs. 1000</td>
<td>Thirty rupees</td>
<td>Fifteen rupees</td>
<td></td>
</tr>
</tbody>
</table>
II. When possession of the property or any part of the property comprised in such deed is given by the mortgagor or agreed to be given:

Where the amount secured by such instrument does not exceed Rs. 50. Two rupees

Where it exceed Rs. 50, but does not exceed Rs. 100 Four rupees

Where it exceed Rs. 100, but does not exceed Rs. 200 Eight rupees

Where it exceed Rs. 200, but does not exceed Rs. 300 Twelve rupees

Where it exceed Rs. 300, but does not exceed Rs. 400 Sixteen rupees

Where it exceed Rs. 400, but does not exceed Rs. 500 Twenty rupees

Where it exceed Rs. 500, but does not exceed Rs. 600 Twenty four rupees

Where it exceed Rs. 600, but does not exceed Rs. 700 Twenty eight rupees

Where it exceed Rs. 700, but does not exceed Rs. 800 Thirty two rupees

Where it exceed Rs. 800, but does not exceed Rs. 900 Thirty six rupees

Where it exceed Rs. 900, but does not exceed Rs. 1000 Forty rupees

And for every Rs. 500 of part thereof in excess of Rs. 1000 Twenty rupees.

(R. S. GUJRAL, IAS),

Chandigarh; Home Secretary,
The 2nd August, 2002. Chandigarh Administration.
No. F&PO(6)-2002/7428

From

The Finance Secretary,
Chandigarh Administration.

To,

(i) All the Administrative Secretaries,
Chandigarh Administration.

(ii) All the Heads of the Departments,
Chandigarh Administration.

The 27th August, 2002.

Subject :—(i) Filling up of direct recruitment vacancies.

(ii) Continuation of temporary posts.

Sir,

1. I am directed to refer you on the subject noted above and to state that the Chandigarh Administration have already constituted a Screening Committee,—vide Notification No. 37(GOI)-F&PO (6)-2002/5081, dated 30th May, 2002 to examine the proposals relating to filling-up of direct recruitment vacancies in the offices/departments of the Administration. In this context, it is further clarified that the concerned Head of the Department is to prepare an Agenda for the screening Committee headed by the Home Secretary for their concurrence. The Head of Department is also required to seek the suitable date and time convenient to the Committee/Chairman directly at his own level by submitting an appropriate Agenda.

2. For the continuation of temporary posts which were created initially within the delegated powers of the Administration, the Screening Committee constituted,—vide notification dated 30th May, 2002 will carry out a review in order to identify the posts which are functional considered essential and also are within the norms. Based on the said comprehensive review, the Chandigarh Administration will forward a detailed proposal for the continuation of identified posts to the Ministry of Home Affairs are required in terms of para (iv) of Ministry of Home Affairs instructions dated 21st March, 2002 circulated,—vide this Administration letter No. 358-F&PO(6)-2002/5199, dated 4th June, 2002. Accordingly, the proposals relating to the continuation of posts may also be submitted to the Screening Committee by the concerned Head of Department for approval after preparing a detailed Agenda. In this context, they may also seek suitable date and time convenient to the Committee/Chairman directly at their own level, for discussion/reviewed.

Yours faithfully,

(Sd.) . . . ,

Joint Secretary, Finance,
for Finance Secretary,
Chandigarh Administration.
No. 28/24/94-IH(7)-2002/

CHANDIGARH ADMINISTRATION

DEPARTMENT OF PERSONNEL

The 28th August, 2002

To,

All the Administrative Secretaries,
Heads of Departments/Offices,
Chandigarh Administration.

Subject:—Filling up of Class-III posts by enhancing quota from 10% to 15% from amongst Class-IV employees.

Sir/Madam,

1. I am directed to refer to this Administration’s letter No. 28/24/94-IH(7)/13943, dated 5th July, 1994 and to enclose herewith a copy of letter No. 12/10/96-3PP-II/14190, dated 27th October, 1998 from the Joint Secretary Personnel, Department of Personnel and Administrative Reforms, Punjab, wherein they have decided as under:

   (i) There should be a provision for filling up 15% of Class-III (Clerks) posts by promotion from amongst Class-IV employees, who possess a minimum educational qualification of matriculation (with Punjabi) and have a minimum of 5 years experience as such.

   (ii) There should be a provision for a qualifying test in Punjabi typewriting which should be equal to the one prescribed by the S.S.S. Board for such posts and it should be made essential to pass the test before a Class-IV employee is considered eligible for promotion. The test may be held by the appointing authority or any such authority to whom the powers for doing so are delegated by the appointing authority.

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

2. It has accordingly been decided by this Administration to adopt the above said letter of the Punjab Government. However, the official language of Union Territory, Chandigarh is English and as such Essential Qualification would be Matric with English as one of the languages. The typewriting test will be required to be passed in English. The test may be held by the Appointing Authority through qualified personnel.

Yours faithfully,

(Sd.) . . .

Joint Secretary, Finance,
for Home Secretary,
Chandigarh Administration.
No. 28/24/94-I(7)/13943

CHANDIGARH ADMINISTRATION

DEPARTMENT OF PERSONNEL

The 5th July, 1994

To,

All the Administrative Secretaries,
and Heads of Departments/Offices,
Chandigarh Administration.

Subject :—Avenue of promotion for Group ‘D’ employees.

Sir,

1. I am directed to address you on the subject noted above and to say that under the Policy of Administration, vacancies upto 10% of the posts of Clerks are required to be filled from amongst the Group D employees in the concerned department/office who have the minimum educational qualification of Matriculation or equivalent and have a minimum of five years experience/service as such, provided they also qualify the typewriting test at the speed of 30 words per minute.

2. As a result of provision made in the Chandigarh Administration Civil Services (Revised Pay) Rules, 1992 regarding the minimum academic qualifications viz. Matriculation Second Division or 10+2 for the post of Clerk, it is clarified that the Group ‘D’ employees shall continue to be eligible for appointment as Clerk against 10% of the posts reserved for them who have minimum academic qualification of Matriculation or equivalent and have a minimum of five years service as such and have also qualified the typewriting test at the minimum speed of 30 words per minute.

3. It is further requested that steps may also be taken to amend the existing recruitment rules laying down the minimum academic qualifications viz. Matriculation Second Division or 10+2 equivalent in the case of direct recruitment to the post of Clerk taking into consideration the Chandigarh Administration Civil Service (Revised Pay) Rules, 1992 and also possessing speed in English typewriting at the speed of 30 words per minute as an essential qualification. Similarly provision for promotion of Group D employees to the post of Clerk may also be made in the aforesaid recruitment rules in the light of the above clarification.

Yours faithfully,

(Sd.) . . .

Under Secretary, Personnel.
There should be a provision for filling up 15% of Class-III (Clerks) posts by promotion from amongst Class-IV employees, who possess a minimum educational qualification of matriculation (with Punjabi) and have a mini-mum of 5 years experience as such;

(ii) There should be a provisions for a qualifying test in Punjabi typewriting which should be equal to the one prescribed by the S.S.S. Board for such posts and it should be made essential to pass the test before a Class-IV employee is considered eligible for promotion. The test may be held by the appointing authority or any such authority to whom the powers for doing so are delegated by the appointing authority.

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

CHANDIGARH ADMINISTRATION,

CHANDIGARH

Endst. No................ dated...........

A copy of above is forwarded to the Personnel Officer/A-4 of this office for information and necessary action.

(Sd.) . . . .

Superintendent Capital,

for Chief Engineer, U.T., Chandigarh.
Now, therefore, in pursuance of the provisions of sub-clause (d) of clause (8) of Section 2 of
the Indian Official Secrets Act, 1923 (XIX OF 1923), read with the Government of India, Ministry of
Home Affair’s notification bearing No. 21/25/67-Roll-II, dated 22nd September, 1967 and approval of
the Secretary, Department of Scientific and Industrial Research/Ministry of Science and Technology
conveyed by the Chief Vigilance Officer, Council of Scientific and Industrial Research, New Delhi,—
vide their letter No. 15-1(37)/70-Vig, dated 10th July, 2002, the Administrator, Union Territory,
Chandigarh, hereby declares the place specified in the Schedule below to be “Prohibited Place” for
the purposes of the said Act and directs that a copy of this notification be affixed on the gates of the
said place in English, Hindi and Punjabi.

SCHEDULE

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of Place</th>
<th>Tehsil</th>
<th>District</th>
</tr>
</thead>
</table>

R.S. GUJRAL, I.A.S.,
Home Secretary,
Chandigarh Administration.

No. 22011/2/99-Estt, (A)

GOVERNMENT OF INDIA

MINISTRY OF PERSONNEL, P.G. & PENSIONS

(Department of Personnel and Training)

New Delhi, dated The 21st November, 2002

OFFICE MEMORANDUM

Subject:—Instructions on sealed cover procedure—Applicability to review DPC—
clarification regarding.

The undersigned is directed to refer to the instructions on sealed cover procedure as contained
in this Department’s OM No. 22011/4/91-Estt. (A) dated 14th September, 1992 and to say that a
question whether the sealed cover procedure is to be followed by a Review DPC has been under
consideration of this Department in the light of the decision of the Central Administrative Tribunal in
certain cases. The matter has been considered in consultation with the Ministry of Law and it has
been decided that the sealed cover procedure as contained in the OM dated 14th September, 1992
cannot be resorted to by the Review DPC if no departmental proceedings or criminal prosecution was
pending against the Government servant concerned or he/she was not under suspension at the time
of meeting of the original DPC or before promotion of his junior on the basis of the recommendations
of the original DPC.

2. In so far as the persons serving in the Indian Audit and Accounts Department are concerned
these instructions are issued after consultation with the Comptroller and Auditor General of India.

(SMT. PRATIBHA MOHAN),
Director (E-II)
To

All Ministries/Departments of the Government of India.

Copy to:

2. Union Public Service Commission, New Delhi.
5. All Union Territory Administrations.
6. Lok Sabha/Rajya Sabha Secretariat.

(SMT. PRATIBHA MOHAN),
Director (E-II).

No. 1104 F&PO(6)-2002/9785

From

The Finance Secretary,
Chandigarh Administration.

To

All the Heads of Departments,
Chandigarh Administration.

The 9th December, 2002

Subject: —(i) Filling up of direct recruitment Vacancies.
   (ii) Continuation of temporary Posts.

Sir,

I am directed to refer to this administration letter No. F&PO(6)-2002/7426 dated 27th August, 2002 on the subject above and to state that the concerned Head of Department, after preparing an Agenda for the Screening Committee, may send the same to Finance Department (in Finance II Branch) at the earliest so that Screening Committee could meet all concerned Heads of Departments in one meeting to examine the proposals.

Yours faithfully,

(Sd.) . . .,

Joint Secretary Finance,
Chandigarh Administration.

Endst. No. 1104-F&PO(6)-2002/9786, dated, Chandigarh the 9th December, 2002

A copy is forwarded to the Superintendent Finance II, Chandigarh Administration for information and necessary action.

(Sd.) . . .,

Joint Secretary Finance,
Chandigarh Administration.
No.F&PO(6)-2002/27428

From

The Finance Secretary,
Chandigarh Administration

To

(i) All the Administrative Secretaries,
Chandigarh Administration .

(ii) All the Heads of Departments,
Chandigarh Administration.

The 27th August, 2002

Subject :—(i) Filling up of direct recruitment vacancies.

(ii) Continuation of temporary Posts.

Sir,

1. I am directed to refer you on the subject noted above and to state that the Chandigarh Administration have already constituted a Screening Committee,—vide Notification No. 137(GOI)-F&PO(6)-2002/5081 dated 30th May, 2002 to examine the proposals relating to filling-up of direct recruitment vacancies in the offices/departments of the Administration. In this context, it is further clarified that the concerned Head of the Department is to prepare an Agenda for the screening Committee headed by the Home Secretary for their concurrence. The Head of Department is also required to seek the suitable date and time convenient to the Committee/Chairman directly at his own level by submitting an appropriate Agenda.

2. For the continuation of temporary posts which created initially within the delegated powers of the Administration, the Screening Committee constituted,—vide notification dated 30th May, 2002 will carry out a review in order to identify the posts which are functional considered essential and also are with the norms. Based on the said comprehensive review, the Chandigarh Administration will forward a detailed proposal for the continuation of identified posts to the Ministry of Home Affairs as required in terms of para (iv) of Ministry of Home Affairs instructions dated 21st March, 2002 circulated,—vide this Administration letter No. 358-F&PO(6)-2002/5199, dated 4th June, 2002. Accordingly, the proposals relating to the continuation of posts may also be submitted to the Screening Committee by the concerned Head of Department for approval after preparing a detailed Agenda. In this context, they may also seek suitable date and time convenient to the Committee/Chairman directly at their own level, for discussion/reviewed.

Yours faithfully,

(Sd.) . . .,

Joint Secretary, Finance,
for Finance Secretary,
Chandigarh Administration.
CHANDIGARH ADMINISTRATION
HOME DEPARTMENT

Notification
The 21st January, 2003

No. HIII(5)-2003/1244.—Whereas the place specified in the Schedule below is a place used for “Research and Development,” by the Terminal Ballistics Research Laboratory, Sector 30, Chandigarh;

And whereas information with respect thereto, or the destruction or obstruction thereof, or interference therewith in the said place would be useful to an enemy;

Now, therefore, in pursuance of the provisions of sub-clause (d) of clause (8) of Section 2 of the India Official Secrets Act, 1923 (XIX of 1923), read with the Government of India Ministry of Home Affair’s notification bearing No. 21/25/67-Roll, dated 22nd September, 1967 and with the approval of the Director Vigilance and Security, Government of India, Ministry of Defence, Def. Research and Development Organisation, Directorate of Security and Vigilance, New Delhi, conveyed,—vide letter No. DVS/01/0001/M/05, dated the 2nd December, 2002, the Administrator, Union Territory, Chandigarh, hereby declares the place specified in the schedule below to be “Prohibited Place” for the purposes of the said Act and directs that a copy of this notification be affixed on the gates of the said place in English, Hindi and Punjabi:

SCHEDULE

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of place</th>
<th>Tehsil</th>
<th>District</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Terminal Ballistics Research Laboratory and its premises located in Sector 30, Chandigarh</td>
<td>Chandigarh</td>
<td>Chandigarh</td>
</tr>
</tbody>
</table>

(R.S. GUJRAL, I.AS.),
Home Secretary,
Chandigarh Administration.

No. 28/1/94/IH(7)-2003/3764

CHANDIGARH ADMINISTRATION
DEPARTMENT OF PERSONNEL
Chandigarh, dated, the 26th February, 2003

To
All the Administrative Secretaries,
Heads of Departments/Offices,
Chandigarh Administration.

Subject : Regarding reduction of period of commuted leave on medical grounds from 30 days to 15 days.

Sir,

I am directed to forward herewith a copy of Punjab Government letter No. 1/10/98-3FP.2/3184, dated 9th April, 2002, whereby the Punjab Government has decided to reduce the period of commuted leave on medical grounds from 30 days to 15 days. Accordingly, it has been decided by the Chandigarh Administration to adopt the instructions of the Punjab Government mentioned in the above said letter in respect of the employees of the Union Territory, Chandigarh, with immediate effect. The above instructions of the Punjab Government may please be brought to the notice of all the employees working under your control, for information and necessary action.

Yours faithfully,
(Sd.) . . . ,
Superintendent Personnel,
for Home Secretary,
Chandigarh Administration.
BzL 1$10$98-3 n?cHghH2$3184

gzikp ;oeko

ftZs ftGkr

(ftZs gg; 'Bb-2 ëkyk)

;/tk fty/

;w(j ftGkr d/ w[2y, ofi;Noko gzikp ns/ ;fokntk jkjhe'aN, wzwK d/ efwöBo ns/

;w(j fvgNh efwöBo, gzikp .

fwsh, uzvhrVQ 9-4-2002

ftôk L w?vheb nkXko s/ efwT[ÎôB bJh 30 fDBh dh S[ZNh dh óos xNK e/ 15 fDBK dh SZNh eOB pko/.'

;gwhK ih,

gzikp d/ okigkb gg; zBsk g(ote w?vheb nkXko s/ efwT[NôB bJh 30 fDBK dh S[ZNk dh óos xNK e/ 15 fDBK dh S[ZNk dh óos eod/ jB . gzikp n?wHnkjH tkbQkNk-1, gkoN-1 d/ FB:w 8H119 d/ ggrk (zh) dh g'gthv/ B[z ft;k nB[]ko ;'fôrk ñM fink ikt/ go FB:wK d/ pkeh T[gpX w'i(Ük tsekjh bkr{ ofjDr/ .

fJj j[ew fJ; gôso d/ ikoh j'D dh fwsK sh'A bkr{ j't/rk ns/ fijV/ eowkoh fJ; gôso d/ ikoh j'D dh fwsK sh'A gôjk jh w?vheb nkXko s/ S[ZNh s/ j'Dr/ T[j th fJ; dî bkG b? ;eDr/ .

fJ; ;pZKf f;tb /;tktK FB:wktbh ftZu b'Venh ;'X pknd ftu ehsh ikt/rh .

ft;tk;gkso,

(FT'B'd e[wko Gôbk) txhe, ;eZso ftZs-(gh)

fgm nze BzL 10$98-3n?cHghH2$3185, fwsK, uzvhrVQ 9 ngq?b, 2002

T[skok fwbQfbys B[z ;(wK ns/ b'Venh ekotkjh fjs G/fink ikdk j? L-

(1) wjk b/ýkeko, gzikp (nkaN), uzvhrVQ .

(2) wjk b/ýkeko, gzikp (nekIN; s/ n?ENkNw?AN), uzvhrVQ .

(j;skdHHHHH)

(FT'B'd e[wko Gôbk) txhe, ;eZso, ftZs-(gh)
To
Principal Secretary, Punjab Government
Department of Finance,
(Finance Expenditure-1 Wing)

Endorsement No. 16/57/97/8P3 Dated the 10th June, 2002.

No. 1/10/98-3 F.P.2/3184
Punjab Government
Finance Department
(Finance Personnel-2 Branch)

To
All the Heads of Departments
Registrar Punjab and Haryana High Court,
Divisional Commissioners and all the Deputy Commissioners, Punjab

Dated :- Chandigarh 9th April, 2002.

Subject : Regarding the reduction of period of commuted leave on medical ground from 30 to 15 days

Sir,

The Governor of Punjab is pleased to reduce the period of commuted leave on medical grounds from 30 days to 15 days. The provision of para-c Punjab C.S.R. of Part 1 rule. 8,119 may be treated as amended but the other sub-clauses of the rules will remain in force as such.

This order will come into force w.e.f. the date of issuing of this letter and employees who are already on medical leave before the issue of this letter will also be entitled to avail themselves of this benefit.

In this regard necessary amendment in the civil service rules would be made later on.

Yours faithfully,

(Sd.) . . .

(VINOD KUMAR BHALLA)
Additional Secretary, Finance (P).

Endorsement No. 1/1098-3 F.P./2/3185, dated Chandigarh -9th April, 2002

A copy is being sent to the following for information and necessary action :-

1. A.G. Punjab (Audit), Chandigarh.
2. A.G. Punjab (Accounts and Entitlement), Chandigarh.

(Sd.) . . .

(VINOD KUMAR BHALLA)
Additional Secretary, Finance (P).
The Government of India, Ministry of Home Affairs,—vide their letter No. 14040/6/96/UTP, dated 19th August, 1998 have conveyed their approval to extend guidelines contained in their letter referred to above for the grant of *ex-gratia* relief in various eventualities to Union Territories of A&N Islands, Lakshadweep, Pondicherry, Daman & Diu and Dadra & Nagar Haveli. It has also been informed that since the Union Territory of Delhi has its own guidelines on the subject and the Union Territory of Chandigarh follows the Punjab pattern, the Government of India commends these guidelines to these Union Territories and leave it entirely to their respective Governments whether or not to adopt them.

2. It has been decided by the Chandigarh Administration to grant/enhance the *ex-gratia* relief/assistance to the persons adversely affected as a result of terrorist violence/action by security forces acting in aid of civil power in Union Territory, Chandigarh based on the Punjab pattern as under :

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Nature of Assistance</th>
<th>Amount of relief to be granted by the Chandigarh Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Relief/Ex-gratia grant to the next of kin of innocent civilian killed in terrorist violence and action by security forces</td>
<td>Rs. 1,00,000</td>
</tr>
<tr>
<td>2</td>
<td>Relief to innocent civilian in case of permanent incapacitation (100%)</td>
<td>Rs. 50,000</td>
</tr>
<tr>
<td>3</td>
<td>Relief to the innocent civilians injured at the hands of terrorist/action by security forces acting in aid of civil power</td>
<td></td>
</tr>
<tr>
<td></td>
<td>i) In the event of disability up to 25%</td>
<td>Rs. 5,000</td>
</tr>
<tr>
<td></td>
<td>ii) In the event of disability from 25% to 50%</td>
<td>Rs. 10,000</td>
</tr>
<tr>
<td></td>
<td>iii) In the event of disability above 50% and less than 100%</td>
<td>Rs. 20,000</td>
</tr>
<tr>
<td>4</td>
<td>Damage to House / Business premises</td>
<td>50% of the loss as assessed by the Committee, subject to maximum of Rs. 1,00,000</td>
</tr>
<tr>
<td>5</td>
<td>Marriage Grant to daughters and dependent sisters of the persons killed in terrorist violence</td>
<td>Rs. 25,000</td>
</tr>
<tr>
<td>6</td>
<td>Compensation for loss of Merchandise and store to the occupant of shop/ factory during the operation of security forces in aid of civil power or by terrorists</td>
<td>50% of the loss as assessed by the Committee subject to maximum of Rs. 1.00 lac</td>
</tr>
<tr>
<td>7</td>
<td>Compensation for loss of damage to private vehicles during the operation of security forces in aid of civil power or by terrorists</td>
<td>50% of the value of loss of the vehicle to be assessed by the Committee subject to the maximum of Rs. 1.00 lac minus the amount of insurance claim</td>
</tr>
<tr>
<td>8</td>
<td>Subsistence allowance to the widows of terrorist victims as well as dependent parent whose only son or all sons were killed in terrorist violence</td>
<td>Rs. 2,500/- p.m.</td>
</tr>
<tr>
<td>Sr. No.</td>
<td>Nature of Assistance</td>
<td>Amount of relief to be granted by the Chandigarh Administration</td>
</tr>
<tr>
<td>--------</td>
<td>---------------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------</td>
</tr>
<tr>
<td>9</td>
<td>Subsistence allowance to the parent if having any living son</td>
<td>Rs. 750 p.m.</td>
</tr>
<tr>
<td>10</td>
<td><em>Ex-gratia</em> to the school/college going children</td>
<td><em>Ex-gratia</em> scholarship to the school and college going children of the deceased innocent civilian (private citizen) @ Rs. 300 and Rs. 500 p.m. w.e.f. 1st April, 1994. Rs. 500 p.m. may be given to the wards of terrorist victim who have joined any course/discipline such as medical/technical/professional after 10+2 considering them to the college level. Other children of the terrorist victims who are studying in any discipline like ITI, Nursing etc. without passing 10+2 classes are entitled to get Rs. 300 p.m. w.e.f. 1st April, 1994.</td>
</tr>
</tbody>
</table>

6. The above relief will be subject to the following conditions:–

(1) The relief will be granted prospectively for incidents which occur in future, except as in paragraph (2) below.

(2) Regarding subsistence allowance and the marriage grant, the relief may be allowed with prospective effect to cases, which are covered by the orders/notifications of the Punjab Government specifying the reliefs.

(3) The eligibility conditions and mode of disbursement of the relief shall be as per the guidelines issued by the Punjab Government in this regard.

R. S. GUJRAL,
Chandigarh : Home Secretary,

A copy is forwarded to the following for information and necessary action:–

(1) Finance Secretary, Chandigarh Administration.
(3) Deputy Commissioner, U.T., Chandigarh.

(Sd.) . . .
Joint Secretary Home,
for Home Secretary,
Chandigarh Administration.

Endorsement No. HIII(5)-2003/3782, dated 26th February, 2003
A copy is forwarded to All the Administrative Branches in Chandigarh Administration for information and necessary action.

(Sd.) . . .
Joint Secretary Home,
for Home Secretary,
Chandigarh Administration.

A copy is forwarded to the Director (Delhi), Govt. of India, Ministry of Home Affairs, New Delhi for information w.r.t. his Letter No. 14040/6/96-UTP, dated 19th August, 1998.

(Sd.) . . .
Joint Secretary Home,
for Home Secretary,
Chandigarh Administration.
NO. 22011/2/2002-ESTT. (A)

GOVERNMENT OF INDIA

MINISTRY OF PERSONNEL, P.G. & PENSIONS
(DEPARTMENT OF PERSONNEL & TRAINING)

New Delhi, dated the 24th February, 2003.

OFFICE MEMORANDUM


The undersigned is directed to refer to para 7 of this Department's OM No. 22011/4/91-Estt. (A), dated 14th September, 1992 which envisage as follows :-

“A Government servant, who is recommended for promotion by the Departmental Promotion Committee but in whose case any of the circumstances mentioned in para 2 above arise after the recommendations of the DPC are received but before he is actually promoted, will be considered as if his case had been placed in a sealed cover by the DPC. He shall not be promoted until he is completely exonerated of the charges against him and the provisions contained in this OM will be applicable in his case also.”

2. In the case of Delhi Jal Board Vs. Mohinder Singh the Supreme Court [JT 2000 (10) SC 158] has held as follows :-

“The right to be considered by the Departmental Promotion Committee is a fundamental right guaranteed under Article 16 of the Constitution of India, provided a person is eligible and is in the zone of consideration. The sealed cover procedure permits the question of promotion to be kept in abeyance till the result of any pending disciplinary inquiry. But the findings of the disciplinary inquiry exonerating the officers would have to be given effect to as they obviously relate back to the date on which the charges are framed. ......... The mere fact that by the time the disciplinary proceedings in the first inquiry ended in his favour and by the time the seal was opened to give effect to it, another departmental inquiry was started by the department, would not come in the way of giving him the benefit of the assessment by the first Departmental Promotion Committee in his favour in the anterior selection.”

3. It is, therefore, clarified that para 7 of the O.M. dated 14th September, 1992 will not be applicable if by the time the seal was opened to give effect to the exoneration in the first enquiry, another departmental inquiry was started by the department against the Government servant concerned. This means that where the second or subsequent departmental proceedings were instituted after promotion of the junior to the Government servant concerned on the basis of the recommendation made by the DPC which kept the recommendation in sealed cover, the benefit of the assessment by the first DPC will be admissible to the Government servant on exoneration in the first inquiry, with effect from the date his immediate junior was promoted.

4. It is further clarified that in case the subsequent proceedings (commenced after the promotion of the junior) results in the imposition of any penalty before the exoneration in the first proceedings based on which the recommendations of the DPC were kept in sealed cover and the Government servant concerned is promoted retrospectively on the basis of exoneration in the first proceedings, the penalty imposed may be modified and effected with reference to the promoted post. An indication to this effect may be made in the promotion order itself so that there is no ambiguity in the matter.
5. In so far as the persons serving in the Indian Audit and Accounts Department are concerned these instructions are issued after consultation with the Comptroller and Auditor General of India.

(Sd.) . . .,
(SMT. PRATIBHA MOHAN)
Director.

To

All Ministries/Departments of the Government of India.

Copy to :

2. Union Public Service Commission, New Delhi.
5. All Union Territory Administrations.
6. Lok Sabha/Rajya Sabha Secretariat.
7. All attached and Subordinate Offices of the Ministry of Personnel, Public Grievances and pensions and Ministry of Home Affairs.
8. All officers and sections in the Ministry of Personnel, Public Grievances and Pension and MHA.

(Sd.) . . .,
(SMT. PRATIBHA MOHAN),
Director.

No. 04-(GOI)-Fl(12)-2003/1808

From

The Finance Secretary,
Chandigarh Administration.

To

All Heads of Departments/Offices/Institutions,
Chandigarh Administration.

Chandigarh, dated the 24th March, 2003.

Subject : Special benefits in cases of death and disability in service-payment/revision of disability pension/pension-recommendations of the 5th Central Pay Commission.

Sir,

I am directed to refer you on the subject noted above and to enclose a copy of letter No. 25014/6/2002-AIs (II), dated 9th August, 2002 alongwith its enclosures received from the Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of personnel and Training, New Delhi, for information and necessary action.

(Sd.) . . .,
Superintendent Finance-II,
for Finance Secretary,
Chandigarh Administration.
No. 04 (GOI)–FII(12)–2003/1809, Chandigarh, dated the 24th March, 2003.


(Sd.) . . .,
Superintendent Finance-II,
for Finance Secretary,
Chandigarh Administration.

No. 04 (GOI)–FII(12)–2003/1810, Chandigarh, dated, the 24th March, 2003.

A copy with a copy of its enclosures, is forwarded to all Administrative Branches of Chandigarh Administration, Secretariat for information and necessary action.

(Sd.) . . .,
Superintendent Finance-II,
for Finance Secretary,
Chandigarh Administration.

. . .

No. 25014/6/2002-AIS(II)

Government of India

Ministry of Personnel, Public Grievances and Pensions

Department of Personnel & Training

New Delhi, the 9th August, 2002

To

The Chief Secretaries of all the
State Governments/U.Ts.

Subject : Special benefits in cases of death and disability in service — payment/revision of disability pension/family pension – recommendations of the 5th Central Pay Commission.

Sir,

I am directed to state that the Department of Pension and PW,—vide their OM No. 45/22/97-P&PW(C) dated 3rd February, 2000 had issued orders for determination of compensation payable for death or disability under different circumstances, which are applicable to the Central Civil Services. Further that Department has issued OM No. 45/22/97-P&PW (C), dated 11th September, 2001 for revision of pension and family pension under the Central Civil Services (Extraordinary Pension) Rules/Liberalised Pensionary Award Scheme, applicable to the members of the Central Civil Services. Copies of the aforesaid two Office Memoranda are enclosed.

2. It has come to notice that dependents of the members of the All India Services had been granted Extra-ordinary Family Pension under the CCS (Extra-ordinary Pension) Rules on death of the member of the service. References have also been received in this Department for revision of such family pension. Recently this Department has issued orders extending the benefit of Liberalised Pensionary Award (LPA) and payment of ex-gratia lump sum compensation in the case of death/disability, originally issued by the Department of Pension and PW in respect of the Central Civil Services, to the members of the All India Services.
3. In view of the position mentioned above, it has been decided to extend provisions of the Department of Pension and PW’s OM dated 3rd February, 2000 and 11th September, 2001, as referred to in para 1 above, to the members of the All India Services also, *mutatis mutandis*.

Yours faithfully,

(Sd.) . . .,

(SANGEETA SINGH),
Director (S).

Copy, along with copies of Department of Pension and PW’s OM No. 45/22/97-P & PW(C), dated 3rd February, 2000 and No. 45/22/97-P&PW(C), dated 11th September, 2001 for information and further necessary action to:

1. Accountants General of all the State Governments
2. Ministry of Home Affairs, Joint Secretary (Police)
3. Ministry of Home Affairs, Joint Secretary (UT)
4. Ministry of Environment and Forests, Joint Secretary (IFS)

(Sd.) . . .,

(SANGEETA SINGH),
Director (S).

---

CHANDIGARH ADMINISTRATION

FINANCE DEPARTMENT
(Accounts Branch)

(Notification)
The 9th April, 2003

No. 7000/11/10-F&PO(7)-2003/2301, —In pursuance of the judgement of Hon’ble Central Administrative Tribunal, Chandigarh Bench in OA No. 478/CH/2002 titled as Smt. Renuka Singhal versus UOI & Others and on the recommendations of the Anomaly Committee, sanction is hereby accorded for the grant of higher pay scale of Rs. 2,000–3,500 to Smt. Renuka Singhal, Microbiologist, Punjab Engineering College, Chandigarh, (which was further revised to Rs. 6,400–10,640 with effect from 1st January, 1996), as a measure personal to her, on completion of five years service.

KARAN A SINGH,
Finance Secretary,
Chandigarh Administration.


A copy is forwarded to the Accountant General (Audit), Punjab & U.T., Chandigarh-160017.

(Sd.) . . .,

Finance & Planning Officer
for Finance Secretary,
Chandigarh Administration.


A copy is forwarded to the Director (CPS), Government of India, Ministry of Home Affairs, New Delhi, for information.

(Sd.) . . .,

Finance & Planning Officer
for Finance Secretary,
Chandigarh Administration.

A copy, for information and necessary action, is forwarded to the :

(1) Home Secretary (in Home I Branch), Chandigarh Administration.

(2) Principal, Punjab Engineering College, Chandigarh.

(Sd.) . . .,

Finance & Planning Officer,
for Finance Secretary,
Chandigarh Administration.


A copy is forwarded to the District Treasury Officer, Central Treasury, Chandigarh for information and necessary action.

(Sd.) . . .,

Finance & Planning Officer,
for Finance Secretary,
Chandigarh Administration.

Endst. No. 7000/11/10-F&PO(7)-2003/2306, Chandigarh, dated the 9th April, 2003

A copy is forwarded to the Controller, Printing & Stationery, U.T., Chandigarh, with the request that the notification may be published in the official Gazette of the Chandigarh Administration and 20 copies of the same may be supplied to this Department.

(Sd.) . . .,

Finance & Planning Officer,
for Finance Secretary,
Chandigarh Administration.

No. 183(GOI)-IH(7)-2001/7499

CHANDIGARH ADMINISTRATION
Department of Personnel
Chandigarh, dated the 22nd April, 2003

To

All the Administrative Secretaries/
Heads of Departments/Offices/Institutions,
Chandigarh Administration.

Subject : (i) Instructions on sealed cover procedure — Applicability to review DPC — Clarification regarding.


Sir/Madam,

I am directed to refer to the subject noted above and to enclose herewith copies of letters No. 22011/2/99-Estt.(A), dated 21st November, 2002 and No. 22011/2/2003-Estt.(A), dated 24th February, 2003 from Smt. Pratibha Mohan, Director (E-II), Government of India, Ministry of Personnel, P.G. & Pensions (Department of Personnel and Training), New Delhi, for information and necessary action.

Yours faithfully,

(Sd.) . . .,

Superintendent Personnel,
for Finance Secretary,
Chandigarh Administration.
OFFICE MEMORANDUM

Subject : Instructions on sealed cover procedure — Applicability to review DPC — clarification regarding.

The undersigned is directed to refer to the Instructions on sealed cover procedure as contained in this Department’s OM No. 22011/4/91-Estt.(A), dated 14th September, 1992 and to say that a question whether the sealed cover procedure is to be followed by a Review DPC has been under consideration of this Department in the light of the decision of the Central Administrative Tribunal in certain cases. The matter has been considered in consultation with the Ministry of Law and it has been decided that the sealed cover procedure as contained in the OM dated 14th September, 1992 cannot be resorted to by the Review DPC if no departmental proceedings or criminal prosecution was pending against the Government servant concerned or he/she was not under suspension at the time of meeting of the original DPC or before promotion of his junior on the basis of the recommendations of the original DPC.

2. In so far as the persons serving in the Indian Audit and Accounts Department are concerned these instructions are issued after consultation with the Comptroller and Auditor General of India.

(Sd.)

(SMT. PRATIBHA MOHAN),
Director (E-II).

To

All Ministries/Departments of the Government of India.

Copy to :

2. Union Public Service Commission, New Delhi.
5. All Union Territory Administrations.
6. Lok Sabha/Rajya Sabha Secretariat.

(Sd.)

(SMT. PRATIBHA MOHAN)
Director (E-II)
OFFICE MEMORANDUM


The undersigned is directed to refer to para 7 of this Department's OM No. 22011/4/91-Estt.(A), dated 14th September, 1992, which envisage as follows :-

"A Government servant, who is recommended for promotion by the Departmental Promotion Committee but in whose case any of the circumstances mentioned in para 2 above arise after the recommendations of the DPC are received but before he is actually promoted, will be considered as if his case had been placed in a sealed cover by the DPC. he shall not be promoted until he is completely exonerated of the charges against him and the provisions contained in this OM will be applicable in his case also."

2. In the case of Delhi Jal Board Vs. Mohinder Singh the Supreme Court [ JT 2000 (10) SC 158 ] has held as follows :-

"The right to be considered by the Departmental Promotion Committee is a fundamental right guaranteed under Article 16 of the Constitution of India, provided a person is eligible and is in the zone of consideration. The sealed cover procedure permits the question of promotion to be kept in abeyance till the result of any pending disciplinary inquiry. But the findings of the disciplinary inquiry exonerating the officers would have to be given effect to as they obviously relate back to the date on which the charges are framed. .......
The mere fact that by the time the disciplinary proceedings in the first inquiry ended in his favour and by the time the seal was opened to give effect to it, another departmental inquiry was started by the department, would not come in the way of giving him the benefit of the assessment by the first Departmental Promotion Committee in his favour in the anterior selection."

3. It is, therefore, clarified that para 7 of the O.M. dated 14th September, 1992 will not be applicable if by the time the seal was opened to give effect to the exoneration in the first enquiry, another departmental inquiry was started by the department against the Government servant concerned. This means that where the second or subsequent departmental proceedings were instituted after promotion of the junior to the Government servant concerned on the basis of the recommendation made by the DPC which kept the recommendation. In respect of the Government servant in sealed cover, the benefit of the assessment by the first DPC will be admissible to the Government servant on exoneration in the first inquiry, with effect from the date his immedaite junior was promoted.

4. It is further clarified that in case the subsequent proceedings (commenced after the promotion of the junior) results in the imposition of any penalty before the exoneration in the first proceedings based on which the recommendations of the DPC were kept in sealed cover and the Government servant concerned is promoted retrospectively on the basis of exoneration in the first proceedings, the penalty imposed may be modified and effected with reference to the promoted post. An indication to this effect may be made in the promotion order itself so that there is no ambiguity in the matter.
5. In so far as the persons serving in the Indian Audit and Accounts Department are concerned these instructions are issued after consultation with the Comptroller and Auditor General of India.

(Sd.) . . .,
(SMT. PRATIBHA MOHAN)
Director.

To
All Ministries/Departments of the Government of India.

Copy to :
2. Union Public Service Commission, New Delhi.
5. All Union Territory Administrations.
6. Lok Sabha/Rajya Sabha Secretariat.
8. All Officers and sections in the Ministry of Personnel, Public Grievances and Pension and MHA.

(Sd.) . . .,
(SMT. PRATIBHA MOHAN),
Director.

No. 28/4/94/IH(7)-2003/T859
Chandigarh Administration
Department of Personnel
Chandigarh, dated the 28th April, 2003.

To
All the Administrative Secretaries/
Heads of Departments/Offices in
Chandigarh Administration.

Subject : LTC facility — Regarding.
Sir/Madam,
I am directed to refer to this Administration’s letter No. 28/4/94/IH(7)-2003/5013, dated 14th March 2003, on the subject noted above and to forward herewith a copy of Punjab Government circular letter No. 6/27/99-6 P.P.3/5480, dated 1st April, 2003 whereby the Punjab Government has decided to restore the LTC (Home Town) and All India LTC facility to its employees with effect from 1st April, 2003. Accordingly, it has been decided by the Chandigarh Administration to restore both the LTC (Home Town) and All India LTC to its employees with immediate effect. The above mentioned decision of the Punjab Government may please be brought to the notice of all employees working under your control, for information.

Yours faithfully,
(Sd.) . . . ,
Superintendent Personnel,
for Home Secretary,
Chandigarh Administration.
BzL 6$2$99-6gh$ghB3$5480

gzikp ;oeko

gy; 'Bb ftGkr

(g$ghB3 ghk)

;/tk fty/

w(j ftGkr d/ w'h,
ofi;Nko, gzikp ns/ jforkk djk'he'chN,
wzvkh d/ efwBnK d/ fvgbn efwBnK,
;k/ wzab w?fi;NgN .
fwsb, uzvrVQ L 1 ngq?b, 2003

ft?k L n?ba NhH ;hH dh i' ;[ft?k fJe ;kJh nko+?h s"o s/ ;Efrs eshsh rJh ;h, B(z
pkd eoB ;pXh .

\ghB3 ihSôgjwsh ih,

w?B(z T[go'es ftô/ s/ nkg dk fXnkB fJ; ftGkr s/ gzso BzL 6$27$99-6 gh$ghB3
3318-20, fwsb 25 cotech, 2003 tzbn fdlkT[Ad/ j'j/ fJj fbyd dh jkdküs fôsh j? fe gzikp ;oeko
d[nkok eowukohnK B(z fwbD tkkh n?bH NhH ;hH ;[ft?k i' fe e?bhvn ;kb 2002 ns/ 2003 d'okB
nko+?h s"o s/ ;Efrs eshsh rJh ;h, fwsb 1 ngq?b, 2003 s'a pkd eshsh ikGh ;j? . Gkt fJj ;[ft?k
gfkb tk d/w/ eowukohnK B(z ;wA ;wA f;o ikoh jkdküs w[ske fwsb 1 ngq?b, 2003 s'a fwbD:'r
j't/ih .

ftôtkôgkso,

(j;skyo) H H H,
;z: [es ;езso, gy; 'Bb .

fJ; dk fJE T[skok oki d/ ftzsh efwBnK, gpy?y ;езsoK ns/ gpopxh ;езsoK B(z ;{ukl ns/

(j;skyo) H H H,
;z: [es ;езso, gy; 'Bb .

n?HftHgZHbL 6$27$99-6gh$ghB3$5481, fwsb uzvrVQ L 1 ngq?b, 2003

gghHgZHbL 6$27$99-6gh$ghB3$5482, fwsb uzvrVQ L 1 ngq?b, 2003

fJ; dk fJE T[skok gzikp ;oeko d/ n'گb ezw eod/ ;ko/ p'ovK$;køk'EBK nkfd B(z ;{ukl ns/
:'r etksh fJzG/fink ikôk j? .

(j;skyo) H H H,
;z: [es ;езso, gy; 'Bb .
No. 71-GOI-IH(4)-2003/9929
Chandigarh Administration
Department of Personnel
Chandigarh, dated the 26th May, 2003.

To

(i) All the Administrative Secretaries,
Chandigarh Administration.

(ii) All Heads of Departments/Boards/Corporations/Offices/Institutions
under the Chandigarh Administration.

(iii) All Administrative Branches in the Chandigarh Administration Secretariat.

Subject : Grant of L.T.C. to the officers working on deputation with the Chandigarh Administration—suspension regarding.

Sir/Madam,

I am directed to refer to this Administration’s letter No. 429-GOI-IH(4)-2001/12665, dated 5th July, 2001, on the subject noted above and to state that the Government of India, Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training), New Delhi,—vide their letter No. 31011/3/2001-Estt.(A), dated the 13th March, 2003 (copy enclosed) have restored the LTC facility with effect from the current block year i.e. 2002—2005 for any place in India and 2002-2003 for Home Town. It has been decided by the Chandigarh Administration to restore the LTC facilities of both the Home Town LTC and All India LTC on Central pattern in respect of officers/officials working on deputation with the Chandigarh Administration, with immediate effect.

Yours faithfully,
Joint Secretary, Personnel,
Chandigarh Administration.

No. 31011/3/2001-Estt.(A)
Government of India
Ministry of Personnel, Public Grievances & Pensions
(Department of Personnel & Training)
New Delhi, dated the 13th March, 2003

OFFICE MEMORANDUM


The undersigned is directed to say that the LTC suspension order issued,—vide this Department’s O.M. No. 31011/3/2001-Estt.(A), dated 2nd March, 2001 will not be in force with effect from 2nd March, 2003. Accordingly, the LTC facility is restored with effect from the current block year i.e. 2002-2005 for any place in India and 2002-2003 for Home Town.

2. The above orders shall also apply to All India Service Officers on deputation with the Central Government.

3. These orders shall apply to all autonomous/statutory bodies partially or fully funded by the Government.

(Sd.) . . .,
(SMT. PRATIBHA MOHAN),
Director (E-II).

To

All Ministries/Departments of the Government of India etc.
(as per Standard List)
ftôk L— fwsx 1 iBtoh, 1996 s’A 19 wh, 1998 d’ökôb fiBÔk ;hêhôno eboek ô o[gj]/ 1200—2100 d/ sBykj ;e/b ftu gb/; ehsk fmnk ;h ;u gq’N’eôB d/D pkô./

(1) fiBÔk e;/; K ftu ps”o eboe 5 ;kb ;/; tk T[gozs ;hêhôno eboe dk gôôkw fôôd/ j’fôûnk o[gj]/ 1200—2100 d/ sBykj ;e/b fwsx 1 iBtoh, 1996 s’A 19 wh, 1998 d/ d’ökôb fôôsk fmnk ;h ns/ nfij/ gôôkhônk t’bA o[gj]/ 4020—6200 d/ eBtofNv ;e/b ftu sBykj ns/ sBykjK d’ fêhôvo eboek ikôôk ;h, T[gozs t’bA o[gj]/ 3120—6200 d/ sBykj ;e/b ftu fBoXkos ehsôh iht/;rk ns/ 19 wh, 1998 s’A fûj/ ;nB/ ko jh sBykj vokn ehsôh iht/;rk.

(2) fiBÔk e;/; K ftu ps”o eboe 5 ;kb ;/; tk T[gozs ;hêhôno eboe dk gôôkw fôôd/ ;/; T[gozs t’bA o[gj]/ 4020—6200 d/ eBtofNv ;e/b ftu sBykj ns/ sBykjK d’ fêhôvo eboek ikôôk ;h, T[gozs t’bA o[gj]/ 3120—6200 d/ sBykj ;e/b ftu fBoXkos ehsôh iht/;rk ns/ 19 wh, 1998 s’A fûj/ ;nB/ ko jh sBykj vokn ehsôh iht/;rk.
No. 46/11/F&PO (7)-2003/3466.—A copy is forwarded to the all Heads of departments/Offices, Chandigarh Administration for compliance; in continuation of this Administration letter No. F&PO (7) 98/12503, dated 18th September, 1998.

(Sd.) . . .,

Finance and Planning Officer,
for Finance Secretary,
Chandigarh Administration.

No. 7000/1-F&PO(7)-2003/5685

From

The Finance Secretary,
Chandigarh Administration.

To

The All Heads of Departments/Offices,
Chandigarh Administration.

Chandigarh, dated the 3rd September, 2003.

Subject :— Fixation of pay on promotion of the employees promoted up to 20th January, 2003 and subsequently.

Sir,

In continuation of the Chandigarh Administration Notification bearing No. 7000/1-F&PO(7)-2003/3570 to 3576, dated 6th June, 2003, I am directed to state that a question raised as to how the pay
of an employee who was promoted before 21st January, 2003 and who had exercised an option to have his pay fixed under proviso (b) to Rule 8 before that date should be fixed. The position has been clarified by the Government of Punjab: vide their letter No. 6/160/89 IFPII/6544, dated 6th August, 2003 as under :

(i) In case of promotion of an employee before 21st January, 2003, where the option under proviso (b) has been exercised before 21st January, 2003 and his pay was fixed by allowing one increment from the date of promotion, his pay on the date of next increment shall be fixed as per his entitlement by virtue of the option already exercised.

(ii) Where an employee was promoted before 21st January, 2003 but had not exercised the option to have his pay fixed under proviso (b) his pay shall be fixed as per the changed position of Rule 8 after deletion of proviso (b) ;

(iii) Marginal cases, where the promotion had taken effect before 21st January, 2003 and the employee had exercised option to have his pay fixed under proviso (b) the pay had not been fixed till 21st January, 2003, the case may be referred to the Finance Department giving reasons for delay in fixation of pay, for decision.

Yours faithfully,
(Sd.) . . ,

Finance and Planning Officer,
for Finance Secretary,
Chandigarh Administration.

No. 7000/1-F&PO(7)-2003/5686, dated 3rd September, 2003

A copy is forwarded to the Deputy Secretary to the Government of India, Ministry of Home Affairs, New Delhi for information.

Finance and Planning Officer,
for Finance Secretary,
Chandigarh Administration.

No. 7000/1-F&PO(7)-2003/5687, dated 3rd September, 2003

A copy is forwarded to the :

(i) Accountant General (Audit), Punjab, Chandigarh, Chandigarh.

(ii) District and Treasury Officer, Central Treasury, Chandigarh Administration.

for information and necessary action.

Finance and Planning Officer,
for Finance Secretary,
Chandigarh Administration.
To  
The Heads of Departments/Offices in  
Chandigarh Administration.

Subject :— Filling up the vacancy of U.D.C. on deputation basis in Debts Recovery  
Tribunal, Chandigarh.

Please find encolosed a copy of letter No. DR T/CHD/2(7)/2001-02/927, dated 20th August,  
2003, from the Assistant Registrar, Debts Recovery Tribunal, Chandigarh, on the subject noted  
above, for taking immediate necessary action in the matter.

(Sd.) . . .,  
Superintendent Home-I,  
for Home Secretary,  
Chandigarh Administration.

No. PA/HB/5784 dated 22nd August, 2003

To  
The Home Secretary,  
U.T., Chandigarh (Delux Building)  
Sector-9, Chandigarh

Subject :— Filling up the vacancy of U.D.C. on deputation basis in Debts Recovery  
Tribunal, Chandigarh.

Sir,  

It is proposed to fill up the post of U.D.C. in D.R.T., Chandigarh in the pay scale of Rs. 4000-  
100-6000 plus usual allowances as admissible to the Central Govt. Employees from time to time, by  
transfer on deputation basis, initially for a period of one year, which may be extended up to three  
years depending upon the suitability of the official and requirement of this tribunal. The pay and other  
terms and conditions of deputation of the official selected will be regulated in accordance with the  
DOPT, New Delhi O.M. No. 2/29/91-Estt. (Pay-II), dated 5th January, 1994, as amended from time to  
time. The qualification and eligibility criteria for the post is as under :—

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name and Post</th>
<th>No. of post</th>
<th>Eligibility Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Upper Division Clerk</td>
<td>1</td>
<td>From amongst the Central Govt./State Government and Employees of the Courts/Tribunals holding ;</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(i) Analogous post on regular basis or</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(ii) Post of L.D.C. with 8 years regular service in the pay scale of Rs. 3050-75-3950-80-4590 or equivalent</td>
</tr>
</tbody>
</table>

It is accordingly requested that this circular may be given vide publicity amongst the officials,  
who are working in your department/office under your control and names of suitable, eligible and  
willing officials who can be spared, together with their bio-data in the proforma enclosed, and up to  
date photo copies of A.C.R. dossier, may kindly be sent to the undersigned latest by 22nd September,  
2003. The officials, who volunteer for this post, will not be allowed to withdraw their names later. While  
forwarding the application a certificate to the effect that no disciplinary action/department enquiry is  
pending or being contemplated against the concerned official may also be endorsed. The incomplete  
applications or those not received within the stipulated time will be rejected.

Yours faithfully,  

B. R. DOGRA,  
Asstt. Registrar.
Application for the post of .................................................................

Proforma for furnishing bio-data

1. Name in full (block letters) :

2. Complete Postal Address :
   (a) Office Address with Telephone No. :
   (b) Residential Address with Tel. No., if any :

3. Parent's/Spouse's Name :

4. Date of Birth :

5. Status— :
   (a) Service to which the officer belong :
   (b) Whether Central/State Govt./High Court
       Autonomous body
   (c) Date of entry into Govt. Service

6. Designation of post held in parent
   Department on regular basis with date
   and pay scale

7. Complete Postal Address of parent
   Department and the name of the Officer
   who should be addressed in the matter

8. Scale of pay with break up of other
    allowances of post held in the parent
    Department :
    B. Pay, D.A., ADA, HRA, CCA, IR, others Total :
       (i) Pre-Revised :
       (ii) Revised :

9. If on deputation at present :
   (a) Designation of the deputation post :
   (b) Pay Scale :
   (c) Date from which on deputation :

10. Scale of pay and break up thereof
    to the post presently held
    B. Pay, D.A., ADA, HRA, CCA, IR, others Total :
       (i) Pre-Revised :
       (ii) Revised :
11. Educational Qualifications (including professional qualifications).

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Degree/Diploma obtained</th>
<th>Year</th>
<th>Subject taken</th>
<th>University</th>
</tr>
</thead>
</table>

12. Brief particulars (commencing from the latest)

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Designation</th>
<th>Pay Scale</th>
<th>Ministry/Organisation</th>
<th>Period From to</th>
</tr>
</thead>
</table>

13. Whether belong to SC/ST/OBC : 

14. Other particulars, if any : 

Signature of applicant

Certificate to the furnished by the Head of the Office

1. Service particulars given above have been verified from the service of the applicant/and found correct.

2. Certified that no vigilance enquiry/disciplinary enquiry/Departmental enquiry is pending or under contemplation against the applicant.

3. The applicant will be relieved of his/her duties to take up assignment in the Debt Recovery, Tribunal, Chandigarh Bench on his/her selection on deputation.

Signature ..............................

Designation ..............................

Dated ........................................

(office seal)

Place ........................................
Order

In exercise of powers conferred upon him under rule 13(3) of Delegation of Financial Power Rules, 1978 read with Ministry of Home Affairs letter No. 11011/38/80-Finance II, dated 6th September, 1980, the Administrator, U.T., Chandigarh is pleased to re-delegate his powers to the following authorities to the extent mentioned below subject to the rules, restrictions or scale as mentioned in G.F.R. 1963, D.F.P. Rules 1978, C.P.W.D. Code and other orders/instructions issued by the Government of India from time to time.

(a) Schemes/Projects/Works

(i) Administrative Secretaries :—Power to accord administrative approval/administrative sanction on various works/schemes accorded,—vide letter No. F&PO(3)-91/13174—13176, dated 26th December, 1991 is enhanced from Rs. 25.00 lacs to Rs. 50.00 lacs subject to availability of funds in the budget during the year and observance of conditions prescribed in Rule 18 of the Delegation of Financial Power Rules, 1978 e.g. the schemes should be an approved one and the post-budgetary clearance should have been obtained from the Finance Department.

(b) Expenditure on purchases/execution of contracts

Administrative Secretaries :—To sanction expenditure on purchases or for execution of contracts subject to the following limits :—

(i) Any purchase or contract the value of which does not exceed Rs. 20.00 lacs.
(ii) Any negotiated or single tender contract up to Rs. 2.00 lacs.
(iii) Any indent for stores for purchase of proprietary items up to Rs. 2.00 lacs.

The previous orders issued,—vide Finance Department No. F&PO(3)-91/13174, dated 26th November, 1991 are hereby superceded from the date of issue of these orders.


KARAN A. SINGH,
Finance Secretary,
Chandigarh Administration.


A copy is forwarded to the following for information and necessary action :

(i) The Accountant General (Audit), U.T., Chandigarh.

Finance and Planning Officer, for Finance Secretary, Chandigarh Administration.

Endorsement No. F&PO(5)-2003/6741, Chandigarh, dated the 20th October, 2003

A copy is forwarded to the following for information and necessary action :

(i) All the Administrative Secretaries, Chandigarh Administration.
(ii) All the Heads of Departments, Chandigarh Administration.
(iii) Incharge of all Branches in the U.T., Secretariat.

Finance and Planning Officer, for Finance Secretary, Chandigarh Administration.
ORDER

In exercise of powers conferred upon him under Rule 13(3) of Delegation of Financial Power Rules, 1978 read with Ministry of Home Affairs letter No. 11011/38/80-Finance II, dated 6th September, 1980, the Administrator, U.T., Chandigarh is pleased to re-delegate his powers to the following authorities to the extent mentioned against each subject to the rules, restrictions or scale as mentioned in G.F.R., 1963, D.F.P. Rule, 1978, C.P.W.D. Code and other orders/instructions issued by the Government of India from time to time.

A. Power to accord administrative approval/expenditure sanction on various works/schemes

1. Administrative Secretaries Rs. 1.50 Crore in each case
2. Heads of Departments Rs. 25.00 lacs in each case
3. Chief Engineer Rs. 50.00 lacs in each case

The above delegation of powers are subject to the following conditions:

(i) Availability of funds in the budget under relevant budget head during the financial year and observance of conditions prescribed in Rule 18 of Delegation of Financial Power Rules, 1978 e.g. the scheme should be approved one.

(ii) Provisions laid down in the General Financial Power Rules, 2005 is also observed.


(i) For Normal Contract or Purchases
—Administrative Secretaries Rs. 60.00 lac in each case
—Heads of Departments Rs. 25.00 lac in each case

(ii) Negotiated/single tender contract
—Administrative Secretaries Rs. 10.00 lac in each case
—Heads of Departments Rs. 5.00 lac in each case

(iii) Indent for stores of proprietary nature
—Administrative Secretaries Rs. 10.00 lac in each case
—Heads of Departments Rs. 5.00 lac in each case

The above delegation is subject to the following conditions:

(i) The procedure as prescribed in General Financial Rules, 2005 for entering into contract and making purchase is followed.

(ii) The fulfillment of other instructions/guidelines issued by the Ministry of Finance/Administration from time to time.

The previous orders issued,—vide Finance Department letter No. F&PO(3)-91/13174, dated 26th November, 1991 and F&P.O.(5)-2003/6740-41, dated 20th October, 2003 are hereby superceded from the date of issued of these orders.

Chandigarh, dated
The 3rd October, 2007
S.K. SANDHU,
The 3rd October, 2007
Finance Secretary,
Chandigarh Administration.

Endorsement No. F&PO(5)-2006/6049, Chandigarh, dated the 3rd October, 2006.

A copy is forwarded to the following for information and necessary action:

(i) The Accountant General (Audit), U.T., Chandigarh.


Joint Secretary Finance,
for Finance Secretary,
Chandigarh Administration.

Endorsement No. F&PO(5)-2006/6050, Chandigarh, dated the 3rd October, 2006

A copy is forwarded to the following for information and necessary action:

(i) All the Administrative Secretaries, Chandigarh Administration.

(ii) All the Heads of Departments, Chandigarh Administration.

(iii) Incharge of all Branches in the U.T., Secretariat, Chandigarh

Joint Secretary Finance,
for Finance Secretary,
Chandigarh Administration.
No. F&PO(5)-2006/6051—The Administrator, Union Territory, Chandigarh is pleased to reconstitute the Standing Finance Committee Consisting of following officers to examine the proposals relating to Plan schemes/works involving expenditure of more than Rs. 5.00 Crore:

1. Finance Secretary, Chandigarh Administration .. Chairman
2. Joint Secretary Finance, Chandigarh Administration .. Member
3. Chief Engineer, U.T., Chandigarh .. Member
4. Chief Architect, U.T., Chandigarh .. Member
5. Concerned Head of Department (whose scheme or project is to be cleared by the Committee) .. Member

The estimates below Rs. 5.00 Crore may be approved technically by the Chief Engineer at his own level or by constituting a Committee under his chairmanship. The administrative approval as well as expenditure sanction in respect of these estimates will, however, continued to be accorded by the concerned competent authority before the execution of scheme/works/projects.

The previous Notification issued,—vide No. 42(GOI)-F&PO(5)-2002/2015-19, dated 14th March, 2002 by Finance Department is hereby superceded from the date of issue of these orders.

Chandigarh, dated The 3rd October, 2006.
S.K. SANDHU,
Finance Secretary,
Chandigarh Administration.
Endorsement No. F&PO(5)-2006/6054, Chandigarh, dated the 3rd October, 2006.

A copy is forwarded to the Deputy Secretary to Govt. of India, Ministry of Home Affairs, New Delhi for information in continuation to this Administration letter No. 42(GOI)-F&PO(5)-2002/2018, dated 14th March, 2002.

Joint Secretary Finance, for Finance Secretary, Chandigarh Administration.

Endorsement No. F&PO(5)-2006/6055, Chandigarh, dated the 3rd October, 2006

A copy is forwarded to the Controller, Printing & Stationery, U.T., Chandigarh with the request that the notification may be published in the official gazette of Chandigarh Administration and 20 copies may be supplied to this department at the earliest possible.

Joint Secretary Finance, for Finance Secretary, Chandigarh Administration.

No. 28/7/94-IH(7)-2003/21515

CHANDIGARH ADMINISTRATION

DEPARTMENT OF PERSONNEL

The 20th November, 2003

To

All the Administrative Secretaries/ Heads of Departments/Offices/Boards/Corporation in Chandigarh Administration.

Subject :— LTC Facility—Regarding.

Sir/Madam,

I am directed to refer to this Administration’s letter No. 28/4/94-IH(7)-2003/7859, dated 28th April, 2003, on the subject noted above and to forward herewith a copy of Punjab Government circular letter No. 6/1/95-6P.P.3/10489, dated 24th June, 2003, whereby the Punjab Government has decided to extend the LTC facility to its employees for the block year 1998-2001 up to 31st December, 2003. The above mentioned decision of the Punjab Government has been extended to the employees of Union Territory, Chandigarh and it may please be brought to the notice of all employees working under your control, for information.

Yours faithfully,

Superintendent Personnel.,
for Home Secretary, Chandigarh Administration.
BzL 6$1$95-6 ghagha 3$10489

gzikp ;oeko

gq; 'Bb ftGkr
(ghagha-3 gZk)

;tk.fy/,

;w(j ftGkrKs/w[2]y
ofi;Noko gzikp ns/ jfonkJk jkJhe'oN,
wzvkb d/ efwöBo,
;w(j fvgNh efwöBo ns/
T[Zgzwcbw?fi;Nb/N,
gzikp.

fwsh uzvhrVQ 24 i(B, 2003

ftök L– n?baNhaha d/ pbke ;kb 1998–2001 d/ ro/;(Grace) ;w/A ftZu fwsh 31 d/zpo, 2003 sZe
töök eoB ;pzNh.

ôqhwkB ihôqhwsh ih,

T[go'es ftö/ ;pzNh gzikp ;oeko d/ rösh gZso BzL 6$1$0$88$6ihaJha$3299. fwsh 9 wtou, 1989 d/ jtkb/ ftZu gzikp ;oeko dhnk e[2M eowukoh iZE/pzdhnk tb'A wzr ehsh nh; ;h fe ;kb 1998–2001 d/ n?baNhaha pbke d/ ;w/A ù nZr/ töökdhk iht/ sk i' T[ j eowukoh fj; ;[ftXk d/ bkG b? ;eD fijV/ fe/ ;eB eoe/ fJ; ;w/A d"okB fujj ;[ftXk nt/b BjhnA eo ;e/ jB.


3a fjj jdkfJssK ftZs ftGkr dh ;bkj i' T[jBK d/ nzso ftGkrh gZso BzL 22$1$2$002–3 n?cagha 2$867, fwsh 26 wJh, 2003 okjhA gqkgs j'Jh j?; d/ nökko s/ ikoh ehshihk ik cJhnk jB.

4a fjj jdkfJssK nkgD/ nXhE ezw eod/ ;w(j eowukohnk d/ fXnkB ftZu fink fdZshnk ikD ih.

;[gozN

fj; d/ fJe T[skok gzikp ok; d/ ;w(j ftZsh efwöBok$gq$[2y ;eZsoK ns/ gqpxNh ;eZsoK ù ;(uíK ns/ b'vNh'ekotkJh fj'zs G/fink ikök j?.

;[gozN
From

The Home Secretary-cum-
Chief Vigilance Officer,
Chandigarh Administration.

To

All the Administrative Secretaries/
Heads of Departments/Boards/Corporations,
Chandigarh.

Memo No. 2027 (GOI)-HIII(6)-2003/21788, dated, Chandigarh the 25th November, 2003

Subject: Disposal of complaints—regarding.

Kindly refer to the subject noted above.

2. A copy of letter No. 002/VGL/61, dated 23rd September, 2003, received from the Deputy Secretary, Government of India, Central Vigilance Commission, New Delhi, is sent herewith for information and necessary action.

Joint Secretary (Vigilance),
For Home Secretary-cum-CVO,
Chandigarh Administration.
Office Order No. 53/9/03

To
All Chief Vigilance Officers

Subject: Disposal of complaints-regarding

Sir/Madam,

The Commission has received a number of references from the various departments/organisations seeking clarifications whether a complaint forwarded by the Commission for report may be first got confirmed from the complainant before taking up for investigations.

2. The Commission has examined the issue and decided that once it calls for a report on a complaint, the departments/organisations, should treat it as a signed complaint though on the face of it the complaint may be anonymous/pseudonymous. Clarifications, if required, could be obtained from the complainant(s), as part of the enquiry into the matter.

3. CVOs may bring it to the notice of the concerned officials.

Your’s faithfully,

(MANGE LAL)
Deputy Secretary

---

No. 9198-IH(7)-2003/21846

CHANDIGARH ADMINISTRATION
DEPARTMENT OF PERSONNEL
The 25th November, 2003

To
1. All the Administrative Secretaries,
   Heads of Departments/Offices/Institutions,
   Chandigarh Administration.
2. All the Boards and Corporations,
   Chandigarh Administration.

Subject: Regarding details of officers/officials handling sensitive/public dealing work with a stay of more than 3 years.

Sir/Madam,

I am directed to address you on the subject noted above and to invite your attention to the circular letter No. 3967-IH(7)-99/19474, dated 5th October, 2003, issued by this department and circular letter No. HIII(6)-2001/11619, dated 20th June, 2001, issued by this Home Secretary-cum-Chief Vigilance Officer, Chandigarh Administration and to again reiterate that the instructions already issued may kindly be implemented in letter and spirit.

2. It is further requested that details of officers/officials, handling sensitive/public dealing work with a stay of more than three years should be prepared by each department in the enclosed proforma and sent to this Administration within a period of one week positively.

Yours faithfully,

Joint Secretary Personnel,
For Home Secretary,
Chandigarh Administration.
PROFORMA

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name and Designation of the Official</th>
<th>Nature of the public dealing work</th>
<th>Since when working against the post</th>
<th>Reasons for not making transfer</th>
</tr>
</thead>
</table>

No. IH(8)-2003/23106

CHANDIGARH ADMINISTRATION

HOME DEPARTMENT

The 11th December, 2003

To

(i) All the Administrative Secretaries/
Heads of Departments/Offices/Institutions,
Chandigarh Administration.

(ii) All the Boards/Corporations,
Chandigarh Administration.

Subject : General Elections to Gram Panchayat—2003, Union Territory, Chandigarh—regarding ban on transfer, posting etc.

Sir/Madam,

I am directed to address you on the subject noted above and to state that General Elections to Gram Panchayats-2003, Union Territory, Chandigarh are going to be held on 21st December, 2003. The election process has been started with effect from 5th December, 2003. In the interest of free and fair election and observance of absolute rectitude on the part of civil administration during the election, it has been decided to impose ban on transfer and posting etc. to the officials/officers who are actually connected or likely to be associated with the following :

(i) Returning Officers, Assistant Returning Officers, Sector Officers and Observers etc. who have to discharge statutory duties and responsibilities connected with the conduct of said elections.

(ii) Assistant Superintendents of Police and other Senior level Police Officers like SHO or Police Station Incharge who are entrusted with the task of maintenance of law and order and peaceful conduct of elections.

(iii) Senior level officers in the Revenue Department like Revenue Officers, Deputy Collectors, Deputy Tehsildars, Block Development Officers and Officers of Local Bodies who are entrusted with the some function or the other conducted with the elections.
2. The ban of transfers should be effective from the date of announcement of the election i.e. with effect from 5th December, 2003 till its completion.

3. However, if in the interest of administration, for meeting emergent and unavoidable situation, the transfer of officers who are connected with the election work is unavoidable urgent orders of transfer may either be deferred at least till the declaration of result of election on 23rd December, 2003 or the Commission informed of the reasons in specific cases whether transfer orders are absolutely necessary to be implemented immediately. In the latter type of cases, the concurrence of the Commission may be obtained before effecting such transfer orders.

4. No officer directly connected with the conduct of elections should be given additional charge of work of another Department which will make it very difficult for him to devote undivided attention to election work.

5. it is, therefore, requested to kindly comply with the aforesaid instructions in letter and spirit.

Yours faithfully,

Joint Secretary, Home,
For Home Secretary,
Chandigarh Administration.

Endorsement No. IH(8)-2003/23107, dated the 11th December, 2003.

A copy is forwarded to the Joint Election Commissioner, State Election Commission (Union Territory of Delhi and Chandigarh), Chandigarh for Information and record.

Joint Secretary, Home,
For Home Secretary,
Chandigarh Administration.

CHANDIGARH ADMINISTRATION
FINANCE DEPARTMENT
(ACCOUNTS BRANCH)

Notification
The 31 December, 2003

No. 7000/1/1-F&PO(7)-2003/8262.—Consequent upon the approval of the change in the nomenclature of the posts of Senior Medical Officer (Ayurveda) and Senior Medical Officer (Homeo.) to that of Deputy Director (Ayurveda) and Assistant Director (Homeo.) respectively conveyed by the Government of India, Ministry of Health and Family Welfare (Department of ISM&H), New Delhi,—vide their letter No. A. 11013/1/98- Ay Desk, dated 16th April, 2003, the Administrator, Union Territory, Chandigarh is pleased to revise/modify the nomenclatures and scales of pay of the posts of ISM&H mentioned in the letters No. F&PO(7)-98/12503 to 12508, dated 18th September, 1998, 2285-F&PO(7)-99/8884 to 8888, dated 4th August, 1999 and 7000/1/1-F&PO(7)2001/1378 to 1383 dated 19th February, 2001 as under :-

<table>
<thead>
<tr>
<th>Sr.No.</th>
<th>Existing Nomenclature/Scale of Pay</th>
<th>Revised Nomenclature/Scale of Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Ayurveda Asstt. Medical Officer, Rs. 7220—11660</td>
<td>Ayurvedic Medical Officer Rs. 7220—11660</td>
</tr>
<tr>
<td>2</td>
<td>Senior Ayurvedic Physician/ Ayurvedic Medical Officer Rs. 10025—15100</td>
<td>Senior Ayurvedic Physician Rs. 10025—15100</td>
</tr>
<tr>
<td>3</td>
<td>New Post</td>
<td>Deputy Director (Ayurveda) Rs. 12000—15500</td>
</tr>
<tr>
<td>No.</td>
<td>Position</td>
<td>Grade Range</td>
</tr>
<tr>
<td>-----</td>
<td>-----------------------------------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>4</td>
<td>Homoeopathic Assistant Medical Officer</td>
<td>Rs. 7220—11660</td>
</tr>
<tr>
<td>5</td>
<td>In charge District Level Medical Officer</td>
<td>Rs. 10025—15100</td>
</tr>
<tr>
<td>6</td>
<td>New Post</td>
<td>Rs. 10025—15100</td>
</tr>
</tbody>
</table>

Chandigarh
The 30th December, 2003.

KARAN A. SINGH,
Finance Secretary,
Chandigarh Administration.

A copy is forwarded to the Director (ISM&H), Chandigarh Administration for information and necessary action.

2. The promotion to the rank of Deputy Director, Ayurveda shall be on seniority-cum-merit from the Senior Ayurvedic Physicians. It is requested to make necessary amendments to the recruitment rules in the proposed draft, accordingly.

3. The Office file of the A.D. (ISM&H) is also returned herewith.

Finance and Planning Officer,
for Finance Secretary,
Chandigarh Administration.

No. 7000/1/1-F&PO(7)-2003/8264, dated 31st December, 2003

A copy is forwarded to the all Administrative Secretaries/Administrative Branches in the Chandigarh Administration for information.

Finance and Planning Officer,
for Finance Secretary,
Chandigarh Administration.

No. 7000/1/1-F&PO(7)-2003/8265, dated 31st December, 2003

A copy is forwarded to the Deputy Secretary to the Government of India, Ministry of Home Affairs, New Delhi for information.

Finance and Planning Officer,
for Finance Secretary,
Chandigarh Administration.

No. 7000/1/1-F&PO(7)-2003/8266, dated 31st December, 2003

A copy is forwarded to the Controller, Printing & Stationery, Union Territory, Chandigarh with the request that the notification may be published in the official gazette of Chandigarh Administration and 30 copies may be supplied to this department at the earliest possible.

Finance and Planning Officer,
for Finance Secretary,
Chandigarh Administration.
From

The Home Secretary-cum-
Chief Vigilance Officer,
Chandigarh Administration.

To

All the Administrative Secretaries/
Heads of Departments/Boards/Corporations,
Chandigarh Administration.

Memo No. 2805 (GOI)-HIII(6)-2003/602, dated, Chandigarh the 13th January, 2004

Subject: Improving Vigilance Administration: Increasing Transparency in Procurement/ Sale etc.

Kindly refer to the subject noted above.

2. A copy of letter No. 08/CORD/1, dated 18th December, 2003, received from the Central Vigilance Commissioner, New Delhi, is sent herewith for strict compliance of the directions contained therein.

Joint Secretary (Vigilance),
For Home Secretary-cum-CVO,
Chandigarh Administration.

No. 98/ORD/1

CENTRAL VIGILANCE COMMISSION

Satarkta Bhavan, Block ‘A’
G.P.O. Complex, I.N.A.,
New Delhi-110023
Dated the 18th December, 2003

Subject: Improving Vigilance Administration: Increasing Transparency in Procurement Sale etc.

The Commission is of the opinion that in order to bring about greater transparency in the procurement and tendering processes there is need for widest possible publicity, there are many instances in which allegations have been made regarding inadequate or no publicity and procurement officials not making available bid documents, application forms etc. in order to restrict competition.

2. Improving vigilance administration is possible only when system improvements are made to prevent the possibilities of corruption. In order to bring about greater transparency and curb the mal-practices mentioned above the Central Vigilance Commission in the exercise of the powers conferred on it under Section 8(1)(h) issues following instructions for compliance by all Government departments, PSUs, Banks and other agencies over which the Commission has jurisdiction. These instructions are with regard to all cases where open tender system is resorted to for procurement of goods and services or for auction/sale etc. of goods and services:—

(i) In addition to the existing rules and practices regarding giving publicity of tenders through newspapers, trade journals and providing tender documents manually and through post etc. the complete bid documents alongwith application form shall be
published on the web site of the organization. It shall be ensured by the concerned organization that the parties making use of this facility of web site are not asked to again obtain some other related documents from the department manually for purpose of participating in the tender process i.e. all documents upto date should remain available and shall be equally legally valid for participation in the tender process as manual documents obtained from the department through manual process.

(ii) The complete application form should be available on the web site for purposes of downloading and application made on such a form shall be considered valid for participating in the tender process.

(iii) The concerned organization must give its web site address in the advertisement/ NIT published in the newspapers.

(iv) If the concerned organization wishes to charge for the application form downloaded from the computer then they may ask the bidding party to pay the amount by draft/cheques etc. at the time of submission of the application form and bid documents.

3. While the above directions must be fully complied with, efforts should be made by organizations to eventually switch over to the process of e-procurements/e-sale wherever it is found to be feasible and practical.

4. The above directions are issued in supersession of all previous instructions issued by the CVC on the subject of use of web-site for tendering purposes. These instructions shall take effect from 1st January, 2004 for all such organisations whose web-sites are already functional. All other organizations must ensure that this facility is provided before 1st April, 2004.

P. SHANKAR

Central Vigilence Commissioner

To

(i) The Secretaries of All Ministries/Departments of Government of India

(ii) The Chief Secretaries to all Union Territories

(iii) The Comptroller and Auditor General of India

(iv) The Chairman, Union Public Service Commission

(v) The Chief Executives of all PSEs/Public Sector Banks/Insurance Companies/Autonomous organisations/Societies.

(vi) The Chief Vigilance Officers in the Ministries/Departments/PSEs/Public Sector Banks/Insurance Companies/Autonomous Organisations/Societies

(vii) President's Secretariat/Vice-President's Secretariat/Lok Sabha Secretariat/Rajya Sabha Secretariat/PMO
## CONTENTS

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Number and date of Government Instructions</th>
<th>Subject</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>No. 34/1/94-IH(7)/19312-13, Dated 19-10-1995</td>
<td>Absorption of employees working on deputation in the Union Territory Administration, Chandigarh</td>
<td>1-2</td>
</tr>
<tr>
<td>1A</td>
<td>No. 27/10/96-1H(7)/3149-50, Dated 13-2-1996</td>
<td>Recruitment in the services of Chandigarh Administration to refrain from giving appointments to persons possessing degrees and other qualifications awarded by the Institution which have been declared to be bogus.</td>
<td>2-3</td>
</tr>
<tr>
<td>2</td>
<td>No. 12/6/10/HII(4)/96/23579, Dated 4-12-1996</td>
<td>Declaration of Appellate Authority to Legal Remembrancer-cum-Joint Secretary Personnel, Chandigarh Administration.</td>
<td>3</td>
</tr>
<tr>
<td>4</td>
<td>No. 984-4H(s)-72—74, Dated 1-9-1972</td>
<td>Notification regarding Appointment of Inspector for the purpose of payment of Bonus Act, 1965.</td>
<td>4-5</td>
</tr>
<tr>
<td>5</td>
<td>No. S.O. 1/C.A.63/48/S-8/66, Dated 3-12-1966</td>
<td>Notification regarding Appointment of Inspector for the district of Chandigarh sub-section (1) of Section 8 of the Factories Act, 1948.</td>
<td>5</td>
</tr>
<tr>
<td>6</td>
<td>No. S.O. 2/C.A.63/48/S-8/66, Dated 3-12-1966</td>
<td>Notification regarding Appointment of Conciliation Officer, Chandigarh as Chief Inspector sub-section (2) of Section 8 of the Factories Act, 1948.</td>
<td>5</td>
</tr>
<tr>
<td>7</td>
<td>No. S.O. 3/C.A.4/36/S.15/66, Dated 3-12-1966</td>
<td>Notification regarding Appointment of Deputy Commissioner to be the authority to hear and decide all claims arising out of deductions from the wages or delay in payment of the wages of persons employed or paid in the Union Territory of Chandigarh under sub-section (1) of Section 15 of the Payment of Wages Act, 1936.</td>
<td>5</td>
</tr>
<tr>
<td>8</td>
<td>No. S.O. 4/C.A.4/36/S.14/66, Dated 3-12-1966</td>
<td>Notification regarding Appointment of Inspectors for the Union Territory of Chandigarh under sub-section (3) of Section 14 of the Payment of Wages Act, 1936.</td>
<td>5</td>
</tr>
<tr>
<td>9</td>
<td>No. 5.C.A.II/48/S.19/66, Dated 3-12-1966</td>
<td>Notification regarding Appointment of Inspector for the Union Territory of Chandigarh under sub-section (1) of Section 19 of the Minimum Wages Act, 1948.</td>
<td>5</td>
</tr>
<tr>
<td>10</td>
<td>No. 8/2/15/4H(S)-74/8903-05, Dated 7-5-1977</td>
<td>Notification regarding Appointment of Assistant Labour Commissioner, Union Territory Chandigarh as Registrar of Trade Unions for the Union Territory of Chandigarh under sub-section (1) of Section 3 of the Trade Unions Act, 1926.</td>
<td>6</td>
</tr>
<tr>
<td>Sr. No.</td>
<td>Number and date of Government Instructions</td>
<td>Subject</td>
<td>Page No.</td>
</tr>
<tr>
<td>--------</td>
<td>------------------------------------------</td>
<td>---------</td>
<td>----------</td>
</tr>
<tr>
<td>11.</td>
<td>No. 8/2/15/4H(S)-74/8906-08, Dated 7-5-1977</td>
<td>Notification regarding Appointment of Assistant Labour Commissioner, Union Territory, Chandigarh as Additional Chief Inspector of Factories for the Union Territory of Chandigarh for the purposes of approval of Plans, Registration of Factories and Issue and Renewal of Licences under sub-section (1)-A of Section 8 of the Factories Act, 1948.</td>
<td>6-7</td>
</tr>
<tr>
<td>12.</td>
<td>No. 2/4/22/76-4H(S)/20075, Dated 30-9-1976</td>
<td>Notification regarding appointment of Assistant Labour Commissioner, Chandigarh Administration as Chief Inspector of Shops and Commercial Establishment with the limits of the Union Territory Chandigarh for the purpose of Rules 14 of the Punjab Shops and Commercial Establishment Rules, 1958.</td>
<td>7</td>
</tr>
<tr>
<td>13.</td>
<td>No. CAS-672-3HI-68/11269, Dated 15/22-4-1968</td>
<td>Notification regarding appointment of Medical Officer of Health Chandigarh as certifying Surgeon within the district of Chandigarh under Section 10 of the Factories Act, 1948.</td>
<td>7</td>
</tr>
<tr>
<td>14.</td>
<td>No. 28/8/94-IH(7)-1128-29, Dated 13-1-1997</td>
<td>Grant of benefit military service towards pay fixation in civil posts to the ex-servicemen.</td>
<td>8-9</td>
</tr>
<tr>
<td>15.</td>
<td>No. 3/1/85-Estt.(Pay II) Dated 31-71986</td>
<td>Fixation of pay of re-employment Pensioners</td>
<td>9—17</td>
</tr>
<tr>
<td>17.</td>
<td>No. 3/14/93-Estt. (Pay II) Dated 2-5-1994</td>
<td>Fixation of pay of re-employes Pensioners</td>
<td>18</td>
</tr>
<tr>
<td>18.</td>
<td>No. S.O. Dated 24-2-1997</td>
<td>Exercising the powers conferred by Section 39 of the Industrial Disputes Act, 1947, the Central Government directs that any power exercisable by it under Section 10 of the said Act shall, in relation to any Industrial Disputes refer to in clause (a) (ii) of Section 2 in the Union Territory Chandigarh shall be exercised by the Secretary Labour, Union Territory, Chandigarh, till further orders.</td>
<td>19</td>
</tr>
<tr>
<td>19.</td>
<td>No. IH(5)-97/19314, Dated 18-8-1997</td>
<td>Deputation of Chandigarh Administration Employees to Semi-Government Institutions, Autonomous Body etc.</td>
<td>19</td>
</tr>
<tr>
<td>20.</td>
<td>No. 648-IH(7)-97/25803, Dated 12-11-1997</td>
<td>Consideration of persons suffering from leprosy but declared fit for public service by the medical authorities for Government jobs or any other public office including admissions to Medical Engineering and Management Institutions.</td>
<td>20</td>
</tr>
<tr>
<td>Sr. No.</td>
<td>Number and date of Government Instructions</td>
<td>Subject</td>
<td>Page No.</td>
</tr>
<tr>
<td>--------</td>
<td>------------------------------------------</td>
<td>-------------------------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>22.</td>
<td>No. 7/1/97-FP1/314, Dated 16-1-1998</td>
<td>Proviso to Article 309 clause 3 of Article 197 of the Constitution of India, The Governor of Punjab, after consultation with the Speaker of the Punjab Vidhan Sabha in so far as such consultation is necessary, in terms of the aforesaid provision of (Class-3) of Article 187 is pleased to make the following rules.</td>
<td>22—34</td>
</tr>
<tr>
<td>28.</td>
<td>No. 7/1/97-FP1/7370, Dated 19-5-1998</td>
<td>Provisions of Clause(3) of Article 187, is pleased to make the following Rules further to amend the Punjab Civil Service (Revised Pay) Rules, 1998.</td>
<td>43—65</td>
</tr>
<tr>
<td>29.</td>
<td>No. 34/26/94-IH(7)/98/13627, Dated 12-10-1988</td>
<td>Regarding Recruitment through the Employment Exchange as well as from open market in the Departments/Offices/Boards/Corporations in Chandigarh Administration.</td>
<td>66</td>
</tr>
<tr>
<td>30.</td>
<td>No. 1020-F&amp;PO(7)-98/13560-62, Dated 16-10-1998</td>
<td>Implementation on the recommendations of Fourth Punjab Pay Commission—Grant of Special allowance to the Drivers working in Departments/Offices other than Secretariat Offices.</td>
<td>67</td>
</tr>
<tr>
<td>31.</td>
<td>No. 1042-F&amp;PO(7)-98/13790-93, Dated 23-10-1998</td>
<td>Grant of four-tier pay scales-Assured Progression Scheme for Officers where initial recruitment is made in the pay scale of Rs. 2,200–4,000.</td>
<td>68</td>
</tr>
<tr>
<td>32.</td>
<td>No. 1/82-98-FPI-10946, Dated 23-9-1996</td>
<td>Grant of four-tier pay scales-Assured Progression Scheme for Officers where initial recruitment is made in the pay scale of Rs. 2,200–4,000.</td>
<td>69-70</td>
</tr>
<tr>
<td>Sr. No.</td>
<td>Number and date of Government Instructions</td>
<td>Subject</td>
<td>Page No.</td>
</tr>
<tr>
<td>--------</td>
<td>------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>33.</td>
<td>No. 7932-IH(1)/98/22752, Dated 11-11-1998</td>
<td>Regarding writing of word 'Singh' as in Devnagri Script.</td>
<td>70</td>
</tr>
<tr>
<td>37.</td>
<td>No. 29/2/94/1H(7)/98/25766, Dated 22-12-1998</td>
<td>Application for appointment on compassionate subject grounds in the light of the scheme on the in all the departments/offices in Chandigarh Administration.</td>
<td>74-75</td>
</tr>
<tr>
<td>38.</td>
<td>No. 5934-F&amp;PO(7)/98/16106, Dated 14-12-1998</td>
<td>Implementation of the recommendations of 4th Punjab Pay Commission—grant of special allowance for posts other than Secretariat.</td>
<td>76-77</td>
</tr>
<tr>
<td>39.</td>
<td>No. 3/1/98-5FP1/14734, Dated 18-11-1998</td>
<td>Implementation of the recommendations of 4th Punjab Pay Commission—grant of special allowance for posts other than in the Punjab Civil Secretariat.</td>
<td>77-78</td>
</tr>
<tr>
<td>40.</td>
<td>No. 29/2/94/IH(7)/98/25765, Dated 22-12-1998</td>
<td>Scheme for compassionate appointment under the Central Government—Revised consolidated instructions.</td>
<td>79—88</td>
</tr>
<tr>
<td>41.</td>
<td>No. 4795-1H(7)-98/14398, Dated 16-7-1998</td>
<td>Compassionate appointment to son/daughter/widow of diseased daily/casual workers in Chandigarh Administration.</td>
<td>89</td>
</tr>
<tr>
<td>42.</td>
<td>No. 14014/6/94-Estt.(D), Dated 9-10-1998</td>
<td>Scheme for Compassionate appointment under the Central Government—Revised consolidated instructions</td>
<td>90</td>
</tr>
<tr>
<td>43.</td>
<td>No. 8467-1H(7)-98/24059, Dated 27-11-1998</td>
<td>Appointment of the dependent(s) of the deceased Government Servent(s) surplus employees against Group-C or D posts in Chandigarh Administration.</td>
<td>91—93</td>
</tr>
<tr>
<td>44.</td>
<td>No. 5016-FII (14)-98/189—93, Dated 7-1-1999</td>
<td>Implementation of the recommendations of the Fourth Punjab Pay Commission regarding Extra ordinary Pension and Awards</td>
<td>94-95</td>
</tr>
</tbody>
</table>

(iv)
<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Number and date of Government Instructions</th>
<th>Subject</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>46.</td>
<td>No. 203-IH (7)-99/3624, Dated 24-2-1999</td>
<td>Punjab Civil Services (Premature Retirement) Rules, 1975—Weeding out corrupt, dishonest or inefficient officers/officials from services.</td>
<td>98—106</td>
</tr>
<tr>
<td>47.</td>
<td>No. 34/2/4/88/IH(7)/4047, Dated 1-3-1999</td>
<td>Determination of <em>inter se</em> seniority between SC/ST officials promoted earlier and General/OBC candidates promoted later in the promoted cadre.</td>
<td>107</td>
</tr>
<tr>
<td>48.</td>
<td>No. 147 (GOI)-IH(7)-99/4168-69, Dated 4-3-1999</td>
<td>Contact with the media and airing of views on official matters through the Press.</td>
<td>108-109</td>
</tr>
<tr>
<td>49.</td>
<td>No. 19/1/3/93/IH(3)/5311, Dated 18-3-1999</td>
<td>Policy regarding reservation of seats in admission to educational/technical/medical institutions under the control of Chandigarh Administration.</td>
<td>109</td>
</tr>
<tr>
<td>50.</td>
<td>No. 28/1/34/94/IH(7)/6981, Dated 12-4-1999</td>
<td>Acceptance of awards by Government Servants—clarification regarding.</td>
<td>110-111</td>
</tr>
<tr>
<td>52.</td>
<td>No. 34/26/94/IH(7)/98/7759, Dated 23-4-1999</td>
<td>Regarding recruitment through the Employment Exchange as well as from open market in the departments/Offices/Boards/Corporations in Chandigarh Administration.</td>
<td>112-113</td>
</tr>
<tr>
<td>53.</td>
<td>No. F&amp;PO (BI)-99/8356, Dated 3-5-1999</td>
<td>Regarding irregularities observed in regard to the payment of T.A./L.T.C. to Officers/Officials of the Chandigarh Administration.</td>
<td>113-114</td>
</tr>
<tr>
<td>54.</td>
<td>No. 1506-F&amp;PO(7)-99/5699, Dated 21-5-1999</td>
<td>Defence of Court cases pending in various Courts in the light of the decision of the Hon’ble High Court in the I.P. No. 548/1991-Sher Singh Vs. State of Punjab.</td>
<td>114</td>
</tr>
<tr>
<td>55.</td>
<td>No. 4/9/99-4FC &amp; GC/2806, Dated 9-3-1999</td>
<td>Defence of Court cases pending in various Courts in the light of the decision of the Hon’ble High Court in the I.P. No. 548/1991-Sher Singh Vs. State of Punjab.</td>
<td>114—118</td>
</tr>
<tr>
<td>56.</td>
<td>No. 2285-F&amp;PO(7)-99/8884-88, Dated 4-8-1999</td>
<td>Revision of pay scales of the different categories of posts of Health &amp; Family Welfare and Forest Departments, Chandigarh Administration.</td>
<td>118—120</td>
</tr>
<tr>
<td>57.</td>
<td>No. F&amp;PO(7)-99/9454-57, Dated 18-8-1999</td>
<td>Enhancement of Conveyance Allowance to the Blind and Orthopaedically Handicapped employees of Chandigarh Administration on Punjab pattern w.e.f. 14-7-1999.</td>
<td>120-121</td>
</tr>
<tr>
<td>58.</td>
<td>No. 1005-F&amp;PO(7)-99/11011-14, Dated 1-10-1999</td>
<td>Revision of pay scale of the post of Physiotherapist of Health Department, Chandigarh Administration w.e.f. 1-1-1996</td>
<td>122</td>
</tr>
<tr>
<td>Sr. No.</td>
<td>Number and date of Government Instructions</td>
<td>Subject</td>
<td>Page No.</td>
</tr>
<tr>
<td>--------</td>
<td>------------------------------------------</td>
<td>-------------------------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>59.</td>
<td>No. F &amp; PO(7)-99/19474, Dated 5-10-1999</td>
<td>Identification of sensitive seats and transfer of Government employees in various Departments/Offices in Chandigarh Administration.</td>
<td>123-124</td>
</tr>
<tr>
<td>60.</td>
<td>No. 26/22/94-IH(7)/21016-17, Dated 27-10-1999</td>
<td>Reservation for the physically handicapped persons in various posts/services under Government.</td>
<td>124</td>
</tr>
<tr>
<td>62.</td>
<td>No. 11281-HIII(5)-99/23632, Dated 7-12-1999</td>
<td>Declaration of place specified in the schedule to be Prohibited Place&quot; for the purpose of said Act.</td>
<td>126-127</td>
</tr>
<tr>
<td>65.</td>
<td>No. 7000-1/30-F&amp;PO(7)-2000/457-1-76, Dated 9-5-2000</td>
<td>Regarding revise the pay scales of the different categories of posts of teaching personnel of Govt. Medical College, Chandigarh w.e.f. 1-1-1996 on the Punjab pattern.</td>
<td>131—132</td>
</tr>
<tr>
<td>67.</td>
<td>No. 4/7/97-FP1-4980, Dated 24-4-2000</td>
<td>Implementation of the recommendations of the Fourth Punjab Pay Commission - Fixation of rate for House Rent Allowance in lieu of rent free accommodation.</td>
<td>134—137</td>
</tr>
<tr>
<td>68.</td>
<td>No. 2902-IH(7)/2000/12028-29, Dated 21-6-2000</td>
<td>Recommendations of the 4th Punjab Pay Commission - Implementations of Assured Carrier Progression Scheme for categories where there is a direct recruitment in the existing pay scale of Rs. 2200–4000 as on 31-12-1995.</td>
<td>137—142</td>
</tr>
<tr>
<td>69.</td>
<td>No. 7/84/98-5PPI/4426, Dated 17-4-2000</td>
<td>Recommendations of the 4th Punjab Pay Commission - Implementations of Assured Carrier Progression Scheme for categories where there is a direct recruitment in the existing pay scale of Rs. 2200–4000 as on 31-12-1995.</td>
<td>137—142</td>
</tr>
<tr>
<td>70.</td>
<td>No. 1159-(GOI)-UTFII(14)-2000/6148-53, Dated 30-6-2000</td>
<td>Ex gratia grants and other facilities for families of Govt. employees who die while in service.</td>
<td>137—142</td>
</tr>
<tr>
<td>Sr. No.</td>
<td>Number and date of Government Instructions</td>
<td>Subject</td>
<td>Page No.</td>
</tr>
<tr>
<td>---------</td>
<td>------------------------------------------</td>
<td>---------</td>
<td>----------</td>
</tr>
<tr>
<td>71.</td>
<td>No. 6/138/98-IFPII-6763, Dated 21-6-2000</td>
<td>Removal of Anomaly by stepping up the pay of Senior Government Employees drawing less pay than their Juniors.</td>
<td>142-143</td>
</tr>
<tr>
<td>72.</td>
<td>No. 2879-F&amp;PO(7)/2000/7354, Dated 25-7-2000</td>
<td>Removal of Anomaly by stepping up the pay of Senior Government Employees drawing less pay than their Juniors.</td>
<td>143</td>
</tr>
<tr>
<td>73.</td>
<td>No. 28/1/94-IH(7)/15354, Date 2-8-2000</td>
<td>Employment of women candidates in a state of pregnancy and declared as temporarily medically unfit.</td>
<td>144</td>
</tr>
<tr>
<td>74.</td>
<td>No. 46/11-F&amp;PO(7)-2000/7740, Dated 2-8-2000</td>
<td>Re-structuring of clerical cadre in the ratio of 50 : 50 as Clerks and Junior Assistants w.e.f. 1-1-1996.</td>
<td>145</td>
</tr>
<tr>
<td>75.</td>
<td>No. 1/18/99-3FPI/7773, Dated 17-7-2000</td>
<td>Clarification regarding re-structuring of Clerical Cadre in the ratio of 50 : 50 as Clerks and Junior Assistants with effect from 1-1-1996.</td>
<td>145</td>
</tr>
<tr>
<td>77.</td>
<td>No. 4315-FII(14)/2000/9873-74, Dated 9-6-2000</td>
<td>Definition of Freedom Fighters for the grant of various concessions/facilities by the State Government.</td>
<td>147—148</td>
</tr>
<tr>
<td>79.</td>
<td>No. 5264-F&amp;PO(7)/2000/10670, Dated 7-11-2000</td>
<td>Implementation of recommendations of Anomaly Committee.</td>
<td>150</td>
</tr>
<tr>
<td>80.</td>
<td>No. 7000/1/1-F&amp;PO(7)-2000/10606, Dated 5-12-2000</td>
<td>Second Amendment to the Punjab Civil Services (Revised Pay) Rules, 1998.</td>
<td>151—155</td>
</tr>
<tr>
<td>81.</td>
<td>No. 3045-HII(2)-2000/24809, Dated 22-12-2000</td>
<td>Appointment of the Labour Commissioner, U.T. Chandigarh as Chief Inspector under the aforesaid Act, for the U.T., Chandigarh. (ii) Appointment the following Officers/Officials of the Labour Department, U.T., Chandigarh as Inspectors.</td>
<td>156</td>
</tr>
<tr>
<td>82.</td>
<td>No. 3595-HII(2)-2000/24853, Dated 22-12-2000</td>
<td>Notification regarding appointment of Officers/Officials of the Labour Department Union Territory, Chandigarh as Inspectors under Section 28 of the Contract Labour (Regulation and Abolition) Act, 1970.</td>
<td>156-157</td>
</tr>
<tr>
<td>84.</td>
<td>37/1/27-UTFII(14)-2001/1588-90, Dated 1-3-2001</td>
<td>Entitlement for travel by air by the Punjab Government Employees.</td>
<td>160—162</td>
</tr>
<tr>
<td>Sr. No.</td>
<td>Number and date of Government Instructions</td>
<td>Subject</td>
<td>Page No.</td>
</tr>
<tr>
<td>--------</td>
<td>------------------------------------------</td>
<td>--------------------------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>85.</td>
<td>No. 7000/1/48-F&amp;PO(7)-2001/2336, Dated 23-3-2001</td>
<td>&quot;XVI-Statistical Cell&quot; against Serial No. 3 with effect Research Officer the revise scale on Punjab Pattern with effect from 1st January, 1986.</td>
<td>163-164</td>
</tr>
<tr>
<td>86.</td>
<td>No. 37/1/26-UTFII(14)-2001/2390-93, Dated 26-3-2001</td>
<td>Punjab Services Medical Attendance Rules, 1940—Reimbursement facilities to Punjab Government Employees and Pensioners.</td>
<td>164-165</td>
</tr>
<tr>
<td>87.</td>
<td>No. 7000/1/1-F&amp;PO(7)-2001/2894—97, Dated 10-4-2001</td>
<td>Revision the pay scale of the post of Senior Radiographer of Health &amp; Family Welfare, Chandigarh Administration w.e.f. 1-1-1996 on Punjab pattern.</td>
<td>166-167</td>
</tr>
<tr>
<td>88.</td>
<td>No. 7000/1/1-F&amp;PO(7)-2001/3664-65, Dated 4-5-2001</td>
<td>Regarding giving opportunity to the employees who have been promoted between 1-1-1996 to 19-5-1998 and intend to give revised option—Adoption of Punjab Government Circular No. 6/11/2000-1-FPI2/1870 to 1874, dated 26-2-2001.</td>
<td>167-169</td>
</tr>
<tr>
<td>89.</td>
<td>No. 180 (GOI)-F&amp;PO(6)/2001/3721, Dated 8-5-2001</td>
<td>Position regarding vacant posts in UTs—information required by Ministry of Finance, Department of Expenditure.</td>
<td>169</td>
</tr>
<tr>
<td>90.</td>
<td>No. 15039/75/99-Plg. Cell, Dated 1-3-2001</td>
<td>Position regarding vacant posts in UTs—information required by Ministry of Finance, Department of Expenditure.</td>
<td>170</td>
</tr>
<tr>
<td>91.</td>
<td>No. 7(3)E.Coord)/99, Dated 23-10-2000</td>
<td>Review and filling of Vacant Posts.</td>
<td>171</td>
</tr>
<tr>
<td>93.</td>
<td>No. 7(4)E. Coord(1)/2001, Dated 27-3-2001</td>
<td>Economy in Administrative expenditure—Guidelines for Abolition of posts.</td>
<td>173</td>
</tr>
<tr>
<td>94.</td>
<td>No. 7000/1/90-F&amp;PO(7)/2001/4254-58, Dated 23-5-2001</td>
<td>Revision of the pay scale of the post of the Associate Superintendent, Punjab Engineering College, Chandigarh w.e.f. 1-1-1996 on Punjab pattern.</td>
<td>173—175</td>
</tr>
<tr>
<td>95.</td>
<td>No. 6/138/98-1FP-II/6763, Dated 21-6-2000 No. 7000/1/1/F&amp;PO (7)/2001/5947, Dated 23-7-2001</td>
<td>Removal of Anomaly by stepping up the pay of Senior Government employee drawing less pay than their Juniors.</td>
<td>175-178</td>
</tr>
<tr>
<td>Sr. No.</td>
<td>Number and date of Government Instructions</td>
<td>Subject</td>
<td>Page No.</td>
</tr>
<tr>
<td>---------</td>
<td>------------------------------------------</td>
<td>---------</td>
<td>----------</td>
</tr>
<tr>
<td>98.</td>
<td>No. 7/1/97-FP1/7189, Dated 4-9-2001 &lt;br&gt; No. 7000/1/F&amp;PO(7)-2001/7950, Dated 27-9-2001</td>
<td>Bifurcation of cadre of clerks.</td>
<td>182-183</td>
</tr>
<tr>
<td>99.</td>
<td>No. 10357-HIII(7)-2001/19075, Dated 11-10-2001</td>
<td>Constitute a Recruitment Committee for filling up posts of Lecturers on contractual basis in the Government College of Art, Chandigarh</td>
<td>183-184</td>
</tr>
<tr>
<td>100.</td>
<td>No. 3862-1H(7)-2001/23030, Dated 10-12-2001</td>
<td>Regarding reservation to Ex-servicemen.</td>
<td>184—185</td>
</tr>
<tr>
<td>101.</td>
<td>No. 36012/58/92 Estt. (SCT), Dated 1-12-1994</td>
<td>Reservation available for Ex-servicemen in Groups B, C and specified categories Groups B posts/Services under the Central Government Revised procedure for filling the vacancies</td>
<td>185-186</td>
</tr>
<tr>
<td>102.</td>
<td>No. 7000/1/1-F&amp;PO (7)-2001/9679—84, Dated 14-12-2001</td>
<td>Fourth amendment to the Punjab Civil Services (Revised Pay) Rules, 1998.</td>
<td>187-188</td>
</tr>
<tr>
<td>103.</td>
<td>No. 7000/-F&amp;PO (7)/2001/8—13, Dated 1-1-2002</td>
<td>Adoption of Notification dated 22nd October, 2001 to substitute/insert in the fifth schedule of the Chandigarh Administration under the Head Law and Prosecution.</td>
<td>189-190</td>
</tr>
<tr>
<td>104.</td>
<td>No. 7000/1/3-F&amp;PO (7)/2001/191, Dated 8-1-2002</td>
<td>Instructions regarding fixation of pay of an employee on his promotion where the functional pay scale of the feeder post and functional scale of the promotion post are identical.</td>
<td>191</td>
</tr>
<tr>
<td>105.</td>
<td>No. 1/37/2001-2PR(FD), Dated 4-12-2001</td>
<td>Instructions regarding fixation of pay of an employee on his promotion where the functional pay scale of the feeder post and functional scale of the promotion post are identical.</td>
<td>191-192</td>
</tr>
<tr>
<td>106.</td>
<td>No. 7000/2/2-F&amp;PO (7)/2001/219—24, Dated 9-1-2002</td>
<td>Revision of pay scales of different categories of Punjab Engineering College, Chandigarh.</td>
<td>193—195</td>
</tr>
<tr>
<td>108.</td>
<td>No. 13011/22/2001-Finance-II, Dated 22-11-2001/7-11-2001</td>
<td>All Statutory/Organisations/Commissions/Penels etc.</td>
<td>196</td>
</tr>
</tbody>
</table>

(ix)
<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Number and date of Government Instructions</th>
<th>Subject</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>109.</td>
<td>No. 7(6)/E.Coord. 1/2001, Dated 31-10-2001</td>
<td>Filling up of posts—Clarification regarding.</td>
<td>197</td>
</tr>
<tr>
<td>112.</td>
<td>No. 42 (GOI)-F&amp;PO (5)/2002/2015—2019, Dated 14-3-2002</td>
<td>Constitution a Standing Finance Committee relating to the Plan Schemes/Works involving expenditure of more than Rs. 1.50 cores.</td>
<td>200-201</td>
</tr>
<tr>
<td>113.</td>
<td>No. 34/2/51/IH (7)/2002/8979-80, Dated 7-5-2002</td>
<td>Ban on Smoking in Public Places.</td>
<td>201</td>
</tr>
<tr>
<td>116.</td>
<td>No. 358 F&amp;PO (6)/2002/5199-92, Dated 4-6-2002</td>
<td>Filling up of posts. -Continuation of temporary posts-clarification regarding.</td>
<td>213</td>
</tr>
<tr>
<td>Sr. No.</td>
<td>Number and date of Government Instructions</td>
<td>Subject</td>
<td>Page No.</td>
</tr>
<tr>
<td>--------</td>
<td>------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>117</td>
<td>No. U-15036/1/2001-CHD, Dated 21-3-2002</td>
<td>Delegation of Powers for Creation of posts etc.</td>
<td>214</td>
</tr>
<tr>
<td>118</td>
<td>No. 2/8/2001-PIC, Dated 16-5-2001</td>
<td>Optimisation of Direct Recruitment to Civilian Course.</td>
<td>215-216</td>
</tr>
<tr>
<td>119</td>
<td>Home Department Order, Dated 2-8-2002</td>
<td>Reduce the rates of stamp duty on conveyance as also on mortgage deed with possession in the whole of Union Territory, Chandigarh with immediate effect.</td>
<td>217-218</td>
</tr>
<tr>
<td>120</td>
<td>No. F&amp;PO (6)/2002/7428, Dated 27-8-2002</td>
<td>(i) Filling up of direct recruitment vacancies.</td>
<td>219</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(ii) Continuation of temporary posts.</td>
<td></td>
</tr>
<tr>
<td>121</td>
<td>No. 28/24/94-IH(7)-2002, Dated 28-8-2002</td>
<td>Filling up of Class-III posts by enhancing quota from 10% to 15% from amongst Class-IV employees.</td>
<td>220</td>
</tr>
<tr>
<td>122</td>
<td>No. 28/24/94-IH(7)/13943, Dated 5-7-1994</td>
<td>Avenue of Promotion for Group ‘D’ employees</td>
<td>221—223</td>
</tr>
<tr>
<td>123</td>
<td>No. 1173-(GOI)-HIII (5)/2002/16624, Dated 29-8-2002</td>
<td>Declares the place specified in the Schedule below to be &quot;Prohibited Place&quot; for the purposes of the said Act.</td>
<td>223-224</td>
</tr>
<tr>
<td>124</td>
<td>No. 22011/2/99-Estt. (A), Dated 21-11-2002</td>
<td>Instructions on sealed cover procedure-Applicability to review DPC-clarification regarding.</td>
<td>224-225</td>
</tr>
<tr>
<td>125</td>
<td>No. 1104-F&amp;PO (6)/2002/9785, Dated 9-12-2002</td>
<td>(i) Filling up of direct recruitment vacancies.</td>
<td>225</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(ii) Continuation of temporary posts.</td>
<td></td>
</tr>
<tr>
<td>126</td>
<td>No. F&amp;PO(6)/2002/7428, Dated 27-8-2002</td>
<td>(i) Filling up of direct recruitment vacancies.</td>
<td>226</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(ii) Continuation of temporary posts.</td>
<td></td>
</tr>
<tr>
<td>127</td>
<td>No. H III(5)-2002/1244, Dated 21-1-2003</td>
<td>The Administrator, U.T., Chandigarh declares the place specified in the schedule below to be “Prohibited Place” for the purpose of the said Act.</td>
<td>227</td>
</tr>
<tr>
<td>128</td>
<td>No. 28/1/94-IH(7)-2002/3764, Dated 26-2-2003</td>
<td>Regarding reduction of period of commuted leave on medical grounds from 30 days to 15 days.</td>
<td>227–229</td>
</tr>
<tr>
<td>129</td>
<td>No. HIII(5)-2003/3781, Dated 26-2-2003</td>
<td>Grant/enhance the ex-gratia relief/assistance to the persons adversely affected as a result of terrorist violence/action by security forces acting in aid of civil power in U.T., Chandigarh bases on the Punjab Pattern.</td>
<td>230-231</td>
</tr>
<tr>
<td>Sr. No.</td>
<td>Number and date of Government Instructions</td>
<td>Subject</td>
<td>Page No.</td>
</tr>
<tr>
<td>---------</td>
<td>-------------------------------------------</td>
<td>---------</td>
<td>----------</td>
</tr>
<tr>
<td>131.</td>
<td>No. 04 (GOI)-FII (120)-2003/1808-10, Dated 24-3-2003</td>
<td>Special benefits in cases of death and disability in service-payment/revision of disability pension/pension-recommendations of the 5th Central Pay Commission.</td>
<td>233—234</td>
</tr>
<tr>
<td>132.</td>
<td>No. 25014/6/2002-AIS(II), Dated 9-8-2002</td>
<td>Special benefits in cases of death and disability in service-payment/revision of disability pension/family pension-recommendations of the 5th Central Pay Commission.</td>
<td>234-235</td>
</tr>
<tr>
<td>133.</td>
<td>No. 7000/11/10-F&amp;PO(7)/2003/2301—6, Dated 9-4-2003</td>
<td>Grant of higher pay scale of Rs. 2,000—3,500 to Smt. Renuka Singhal, Microbiologist, Punjab Engineering College, Chandigarh.</td>
<td>235-236</td>
</tr>
<tr>
<td>137.</td>
<td>No. 28/4/94-IH(7)-2003/7859, Dated 28-4-2003</td>
<td>LTC facility-regarding.</td>
<td>239-240</td>
</tr>
<tr>
<td>138.</td>
<td>No. 71 (GOI)-IH(4)/2003/9929, Dated 26-5-2003</td>
<td>Grant of L.T.C. to the Officers working on deputation with the Chandigarh Administration-suspension regarding.</td>
<td>241</td>
</tr>
<tr>
<td>140.</td>
<td>No. 7000/1/-F&amp;PO (7)/2003/5685-87, Dated 3-9-2003</td>
<td>Fixation of pay on promoted of the employees promoted up to 20th January, 2003 and subsequently.</td>
<td>243-244</td>
</tr>
<tr>
<td>141.</td>
<td>No. IH (5)/2003/16718, Dated 5-9-2003</td>
<td>Filling up the vacancy of U.D.C. on deputation basis in Depts Recovery Tribunal, Chandigarh.</td>
<td>245—247</td>
</tr>
<tr>
<td>Sr. No.</td>
<td>Number and date of Government Instructions</td>
<td>Subject</td>
<td>Page No.</td>
</tr>
<tr>
<td>---------</td>
<td>-------------------------------------------</td>
<td>-------------------------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>143</td>
<td>No. F&amp;PO (5)/2006/6049-50, Dated 3-10-2006</td>
<td>Re-delegation of Financial Powers to Administrator, Union Territory, Chandigarh.</td>
<td>249-250</td>
</tr>
<tr>
<td>144</td>
<td>No. F&amp;PO (5)/2006/6051—55, Dated 3-10-2006</td>
<td>Constitution of Standing Finance Committee.</td>
<td>251-252</td>
</tr>
<tr>
<td>145</td>
<td>No. 28/7/94-IH(7)-2003/21515, Dated 20-11-2003</td>
<td>LTC facility-regarding.</td>
<td>252—254</td>
</tr>
<tr>
<td>146</td>
<td>No. 2027 (GOI)-HIII(6)-2003/21788, Dated 25-11-2003</td>
<td>Disposal of complaints-regarding.</td>
<td>254</td>
</tr>
<tr>
<td>148</td>
<td>No. 9198-IH(7)-2003/21846, Dated 25-11-2003</td>
<td>Regarding details of officers/officials handling sensitive/public dealing work with a stay of more than 3 years.</td>
<td>255-256</td>
</tr>
<tr>
<td>149</td>
<td>No. IH(8)-2003/23106, Dated 11-12-2003</td>
<td>General Elections to Gram Panchayat-2003, Union Territory, Chandigarh-regarding ban on transfer, Posting etc.</td>
<td>256-257</td>
</tr>
<tr>
<td>150</td>
<td>No. 7000/1/1/-F&amp;PO(7)-2003/8262, Dated 31-12-2003</td>
<td>Change in the nomenclature of the posts of Senior Medical Officer (Ayurveda) and Senior Medical Officer (Homeo).</td>
<td>257-258</td>
</tr>
<tr>
<td>151</td>
<td>No. 2805 (GOI)-HIII (6)/2003/602, Dated 13-1-2004</td>
<td>Improving Vigilance Administration Increasing Transparency in Procurement/Sale etc.</td>
<td>259</td>
</tr>
<tr>
<td>152</td>
<td>No. 98/ORD/1, Dated 18-12-2001</td>
<td>Improving Vigilance Administration Increasing Transparency in Procurement/Sale etc.</td>
<td>259-260</td>
</tr>
<tr>
<td>153</td>
<td>No. 28/26/95-1H(7)-2003 Dated 3-2-2004</td>
<td>Consultation with Ministry of External Affairs in advance while taking initiative relating to foreign policy-instructions of Prime Minister.</td>
<td>261-262</td>
</tr>
<tr>
<td>154</td>
<td>No. 62-UTFII(12)-2004/706-10, Dated 5-2-2004</td>
<td>Punjab Services (Medical Attendance) Rules, 1940-simplification of procedure regarding medical reimbursement to the Punjab Government employees/Pensioners and their eligible dependant.</td>
<td>262—263</td>
</tr>
<tr>
<td>156</td>
<td>No. 13015/3/2002-Estt. (L), Dated 12-1-2003</td>
<td>Non-Invalidation of a Government servant who has been permanently incapacitated from Government service on account of mental or physical disability—Information regarding.</td>
<td>265-266</td>
</tr>
<tr>
<td>157</td>
<td>No. RA/SWD/2004/553, Dated 13-2-2004</td>
<td>Regarding clearance of Backlog for the posts reserved for scheduled caste.</td>
<td>267</td>
</tr>
<tr>
<td>Sr. No.</td>
<td>Number and date of Government Instructions</td>
<td>Subject</td>
<td>Page No.</td>
</tr>
<tr>
<td>---------</td>
<td>------------------------------------------</td>
<td>---------</td>
<td>----------</td>
</tr>
<tr>
<td>158</td>
<td>No. 145 (GOI)-HIII(6)-2004/2803, Dated 19-2-2004</td>
<td>Difference of opinion between CBI and Administrative Authorities.</td>
<td>268</td>
</tr>
<tr>
<td>159</td>
<td>No. SW/Older Persons/2K4/606, Dated 20-2-2004</td>
<td>Issue concerning the welfare of Older Persons.</td>
<td>269</td>
</tr>
<tr>
<td>161</td>
<td>No. 34/85-IH(7)-2004/2954, Dated 20-2-2004</td>
<td>Special Recruitment Drive to clear the Backlog of vacancies reserved for Scheduled Caste and OBCs-Both for direct recruitment as also for promotion.</td>
<td>270</td>
</tr>
<tr>
<td>162</td>
<td>No. 35-UTFII(12)-2004/2187—92, Dated 7-4-2004</td>
<td>Merger of 50% of Dearness Allowance/Dearness Relief with basic pay/pension to Central Government Employees/pensioners with effect from 1-4-2004.</td>
<td>270—272</td>
</tr>
<tr>
<td>163</td>
<td>No. F. No. 105/1/2004-IC, Dated 1-3-2004</td>
<td>Merger of 50% of Dearness Allowance/Dearness Relief with basic pay/pension to Central Government Employees/pensioners with effect from 1-4-2004.</td>
<td>272</td>
</tr>
<tr>
<td>164</td>
<td>No. 4867-HIII(5)-2004/6260-61, Dated 12-4-2004</td>
<td>Regarding relief to the victims of fire and natural calamities etc. in the U.T., Chandigarh.</td>
<td>273</td>
</tr>
<tr>
<td>165</td>
<td>No. 7/4/2001-ER-II/5003, Dated 12-7-2001</td>
<td>Relief for loss of crop on account of fire.</td>
<td>273—274</td>
</tr>
<tr>
<td>166</td>
<td>No. 2/6/2001-ER-II/10340, Dated 26-11-2001</td>
<td>Instructions regarding relief for persons effective by cyclone, brought earthquake, fire flood and hailstorm</td>
<td>275—279</td>
</tr>
<tr>
<td>167</td>
<td>No. 7000/4/4-F&amp;PO(7)-2004/3098, dated 2-6-2004</td>
<td>Merger of 50% Dearness Allowance/Dearness Relief with basic pay/pension to Government Employees/Pensioners w.e.f. 1st April, 2004</td>
<td>279-280</td>
</tr>
<tr>
<td>168</td>
<td>No. 3/2/97-FP.I/4035, dated 1-6-2004</td>
<td>Merger of 50% Dearness Allowance/Dearness Relief with basic pay/pension to Government Employees/Pensioners w.e.f. 1st April, 2004</td>
<td>280-281</td>
</tr>
<tr>
<td>169</td>
<td>No. 1996-IH(7)/2004/13607, Dated 23-7-2004</td>
<td>Merger of isolated categories of posts which carry distinct nomenclature in the regular Ministerial Cadre.</td>
<td>282</td>
</tr>
<tr>
<td>170</td>
<td>No. 98 (GOI)-UTFII(12)-2004/4282—84, Dated 23-7-2004</td>
<td>Introduction of New Pension Scheme-Modification of scheme for grant of temporary status.</td>
<td>282-283</td>
</tr>
<tr>
<td>172</td>
<td>No. S.O., Dated 28-7-2004</td>
<td>Notification regarding Industrial Dispute Act, 1914 (14 of 1947).</td>
<td>284</td>
</tr>
<tr>
<td>Sr. No.</td>
<td>Number and date of Government Instructions</td>
<td>Subject</td>
<td>Page No.</td>
</tr>
<tr>
<td>--------</td>
<td>----------------------------------------</td>
<td>---------</td>
<td>---------</td>
</tr>
<tr>
<td>173.</td>
<td>No. 1940-UTFII(12) 4631—33, Dated 6-8-2004</td>
<td>Grant of Non-refundable GP Fund for the settlement/establishment of his/her own children business and for visiting Haj Yatra to Group A, B, C and D Officers/Officials.</td>
<td>285—288</td>
</tr>
<tr>
<td>174.</td>
<td>No. 7000/1/18-FD&amp;PO (7)/2004/4683—86, Dated 9-8-2004</td>
<td>Revision of pay scale of the post of Technician Dental of Health Department, Chandigarh Administration.</td>
<td>288-289</td>
</tr>
<tr>
<td>175.</td>
<td>No. 1009 (GOI)-HIII (95)/2004 15717, Dated 24-8-2004</td>
<td>Using of place for pioneering the Research Associated with snow and ice by the snow and avalanche Study Establishment Research Development Centre Him Pariser, Plot No. 1, Sector 37-A, Chandigarh.</td>
<td>290</td>
</tr>
<tr>
<td>176.</td>
<td>No. 6478-IH(10)-2004/16394, Dated 6-9-2004</td>
<td>Framing of Recruitment Committee for filling up of the post of Assistant Professors on contract basis.</td>
<td>290—291</td>
</tr>
<tr>
<td>177.</td>
<td>No. 2114-UTFII(12)/2004/5946-48, Dated 22-9-2004</td>
<td>Reimbursement of Medical Expenses incurred by the Punjab Government Employees/Pensioners on the treatment of complicated chronic diseases as out door patients policy regarding.</td>
<td>292</td>
</tr>
<tr>
<td>181.</td>
<td>No. 727-HIII(5)/2004/18669, Dated 11-10-2004</td>
<td>Amendment in the Rule of Punjab Stamp Rules, 1934 as applicable to the Union Territory, Chandigarh.</td>
<td>299—300</td>
</tr>
<tr>
<td>182.</td>
<td>No. 28/54-IH(7)-2004/21670-72, Dated 30-11-2004</td>
<td>Regarding consolidated contractual amount to the persons appointed on whole time on contractual basis in the Union Territory of Chandigarh.</td>
<td>300-301</td>
</tr>
<tr>
<td>183.</td>
<td>No. 320-F&amp;PO(6)/2004/8776, Dated 28-12-2004</td>
<td>Ceiling of 33% of budgeted expenditure in last quarter.</td>
<td>301-302</td>
</tr>
<tr>
<td>185.</td>
<td>No. 28/46/97-IH(7)-2005/5239, Dated 24-3-2005</td>
<td>Issue of ‘No Objection Certificate’ for grant of passport facility to Central/State Governments Officials and employees of statutory body and public sector undertaking.</td>
<td>303-304</td>
</tr>
<tr>
<td>Sr. No.</td>
<td>Number and date of Government Instructions</td>
<td>Subject</td>
<td>Page No.</td>
</tr>
<tr>
<td>--------</td>
<td>---------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>186.</td>
<td>VI/401/40/83, Dated 9-7-2007</td>
<td>Regarding 'No Objection Certificate’ for grant of passport facility to Central/State Governments Officials and employees of statutory bodies and public sector undertaking.</td>
<td>304</td>
</tr>
<tr>
<td>187.</td>
<td>No. 28/59-IH(7)/2005/6145, Dated 8-4-2005</td>
<td>Ex-India Leave-Clarification thereof.</td>
<td>305</td>
</tr>
<tr>
<td>188.</td>
<td>No. 28/6/94-IH(7)/2005/7187, Dated 28-4-2005</td>
<td>Allowing of departmental candidates to complete with the candidates sponsored by the Employment Exchange/ through open market for filling up various posts.</td>
<td>305—306</td>
</tr>
<tr>
<td>189.</td>
<td>No. 7240-IH(7)-94/895, Dated 14-1-1994</td>
<td>Allowing of Department candidates to compete with the candidates sponsored by he Employment Exchange for filling up various posts.</td>
<td>306-307</td>
</tr>
<tr>
<td>190.</td>
<td>No. 1141-IH(7)/2005/9037, Dated 25-5-2005</td>
<td>Filling up of vacancies of direct recruitment.</td>
<td>307</td>
</tr>
<tr>
<td>195.</td>
<td>No. 28/1/17/94-IH(9)/2005/10607, Dated 16-6-2005</td>
<td>Regarding extension of benefit of merger of Dearness Allowance equal to 50% of the Minimum of the scale of pay (Dearness Pay) in respect of all daily wage workers.</td>
<td>311</td>
</tr>
<tr>
<td>196.</td>
<td>No. 28/1/17/94-1H(7)/2002/13001, Dated 5-7-2002</td>
<td>Regarding payment of wages to the daily wagers in the Union Territory, Chandigarh.</td>
<td>311-312</td>
</tr>
<tr>
<td>197.</td>
<td>No. 34/55-IH(7)/2005/11146, Dated 24-6-2005</td>
<td>Classification of posts under the Union Territory Administration-Criteria thereof-regarding.</td>
<td>312</td>
</tr>
</tbody>
</table>
PREFACE

In this manual an attempt has been made in bringing together at one place important orders and instructions issued from time to time by the Chandigarh Administration in the Home and Finance Department for the convenience of officials of the Administration. This book contains the important circulars issued on various subjects, but this is in no way a comprehensive list of all the circulars. Nothing contained in it should be taken to have superseded any of the existing instructions or as an authoritative interpretation of any rule or order on the subject. Where necessary, original instructions should also be consulted and referred to.

While every care and precautions have been taken in compiling this Manual, if any error or omission is noticed in this compilation, it may be brought to the notice of the Department of Personnel of the Chandigarh Administration.

SANJAY KUMAR,
Chandigarh : Home Secretary,
The 23rd May, 2008 Chandigarh Administration.
No. 28/26/95-IH(7)-2003/
CHANDIGARH ADMINISTRATION
DEPARTMENT OF PERSONNEL
Chandigarh, dated the 3rd February, 2004

To

All the Administrative Secretaries
And Head of Departments/Officers/Corporation/
Boards, Chandigarh Administration.

Subject : Consultation with Ministry of External Affairs in advance while taking initiative relating to foreign policy—Instructions of Prime Minister.

Sir/Madam,

I am directed to refer you on the subject noted above and to enclose herewith a copy of letter No. 15039/55/2003-Plg. Cell, dated 17th September, 2003 from the Under Secretary (Plg. Cell.), Government of India, Ministry of Home Affairs, New Delhi alongwith a copy of its enclosures, for information and strict compliance.

Your faithfully,

Superintendent Personnel,
for Home Secretary,
Chandigarh Administration.

No. 15039/55/2003-Plg. Cell
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
New Delhi, dated 17th September, 2003

To

Ms. Shailja Chandra,
Chief Secretary,
Government of NCT of Delhi,
Delhi Secretariat, I.P. Estate,
New Delhi

Shri Virendra Singh,
Adviser to the Administrator,
U.T., Chandigarh,
Chandigarh

Dr. R. Padmanabhan
Chief Secretary,
Government of Pondicherry,
Pondicherry

Shri Arun Mathur,
Administrator,
Daman & Diu Secretariat,
Daman

Shri Pradeep Singh
Chief Secretary,
Adaman & Nicobar Islands,
Secretariat
Port Blair

Shri K. S. Mehra,
Administrator,
Lakshadweep,
Kavaratti

Subject : Consultation with Ministry of External Affairs in advance while taking initiative relating to foreign policy—Instructions of Prime Minister.

Sir,

I am directed to circulate herewith a copy of PM’s D.O. letter dated 11th August, 2003, advising that the Ministry of External Affairs be consulted in advance while taking initiatives relating to our foreign policy for information and strict compliance.

Your faithfully
No. P/39/Dy. PM-03
PRIME MINISTER
DEPARTMENT OF PERSONNEL

New Delhi, dated 11th August, 2003

Dear Minister

It has come to my notice that some Ministries of the Government are taking initiatives which have a bearing on the conduct of India’s foreign relations without prior consultation with the Ministry of External Affairs. The Allocation of Business, Rules entrust the conduct of relations with foreign countries in the Ministry of External Affairs and these should be scrupulously followed in the interest of proper coordination and optimal conduct of our foreign policy.

I would like to reiterate that all Ministries of the Government and members of the Council of Ministers should strictly observe the Allocation of Business Rules and ensure that in all substantive policy matters, issues concerning India’s projection or representation abroad and initiatives involving foreign governments, the Ministry of External Affairs should be consulted in advance.

I trust that instances of Ministries acting in infringement of Allocation of Business Rules will not occur in the future. Wherever there are unresolved differences in perception, they may be brought to my attention or placed before the concerned Cabinet Committee for decision.

With regards.

Your faithfully,

(A. B. Vajpayee)

To
Members of the Council of Ministers

No. 62/UTFII(12)-2004/706
Chandigarh Administration
FINANCE DEPARTMENT
Chandigarh, dated the 5th February, 2004.

To
All Head of Departments/Officer
Chandigarh Administration.

Subject: Punjab Services (Medical Attendance) Rules, 1940—Simplification of procedure regarding Medical Reimbursement to the Punjab Government employees/pensioners and their eligible dependents.

Sir/Madam,

I am directed to refer to this Administration’s circular No. 571-FII(6)-2002/4070, dated 7th May, 2002, on the subject noted above and to forward herewith a copy of letter No. 12/57/2000-5HBV/ 27931, dated 18th November, 2003 along with a copy of earlier letter of Punjab Government dated 27th June, 2002, Department of Health and Family Welfare Chandigarh, for information and necessary action.

Your faithfully,

Superintendent Finance II,
for Finance Secretary,
Chandigarh Administration.

A copy, with a copy of its enclosure, is forwarded to all Administrative Branches, Chandigarh Administration for information and necessary action.

Superintendent Finance II,
for Finance Secretary,
Chandigarh Administration.


A copy alongwith its enclosure, is forwarded to the:
(ii) Accountant General (A&E) Punjab, Chandigarh.
(iii) Accountant General (Audit) Punjab, Chandigarh.
(iv) Treasury Officer, Central Treasury, Chandigarh.

Superintendent Finance II,
for Finance Secretary,
Chandigarh Administration.


A copy alongwith its enclosure is forwarded to the:
(i) State Bank of India, Sector 17, Chandigarh.
(ii) State Bank of Patiala, Sector 17, Chandigarh.
(iii) Punjab National Bank, Sector 17, Chandigarh.
(iv) Central Bank of India, Sector 17, Chandigarh.
(v) Bank of India, Sector 17, Chandigarh.
(vi) United Commercial Bank, Sector 17, Chandigarh.

Superintendent Finance II,
for Finance Secretary,
Chandigarh Administration.


A copy, with a copy of its enclosure, is forwarded to the Secretary, U.T. Pensioners Welfare Association, H. No. 2940, Sector 37-C, Chandigarh for information.

Superintendent, Finance II,
for Finance Secretary,
Chandigarh Administration.
No. 12/53/2000-HDV/27931
GOVERNMENT OF PUNJAB
DEPARTMENT OF HEALTH AND FAMILY WELFARE
(HEALTH-V BRANCH)
dated, Chandigarh the 18th November, 2003.

To

All the Heads of the Departments,
Registrar, Punjab and Haryana High Court,
Commissioners of Divisions,
District & Session Judges, Deputy Commissioners,
All Civil Surgeons in the State and,
Principals of Government Medical/Dental Colleges,
Amritsar, Patiala, Faridkot.

Subject : Punjab Services (Medical Attendance) Rules, 1940—Simplification of procedure regarding medical reimbursement to the Punjab Government employees/Pensioners and their eligible dependents.

Sir,

I am directed to invite your attention towards para No. 4 & 5 of the Government Circular letter No. 12/53/2000-5HBV/2119, dated the 23rd January, 2002, vide which it was decided that in respect of the treatment/procedures, the rates of which have been fixed by the D.H.S., in his letter No. PMH(I)Pb-97/11821–11921, dated 23rd December, 1997 or any other subsequent circular letter issued on the subject neither it will be necessary to take prior approval of the District Medical Board/State Medical Board nor it will be necessary to send Medical claims of such treatment to the District Medical Boards/State Medical Board for ex-post facto approval after having obtained such treatment from Private Hospital/Institutes within and out-side the State. On reconsideration of this matter, it has been decided to withdraw the instructions contained in para No. 4 & 5 of the circular letter referred to above with immediate effect. After this decision, the treatment taken by the Government employees/Pensioners and their eligible dependents from the private Hospitals/Institutions within and outside the State and Medical reimbursement claims of such treatments will be disposed of in accordance with the procedure laid down in para 1(b) of circular letter No. 12/139/94-5HBV/5152-54, dated the 13th February, 1995 and other prevalent instructions on the subject, issued prior to 23rd January, 2002.

2. These instructions may kindly be brought to the notice of all Employees/Officers/Pensioners for information and compliance.

3. These instructions have been issued in accordance with the advise conveyed by the Department of Finance, vide its I.D. No. 8/39/2000-5FEII/1254, dated the 7th June, 2002.

Your faithfully,

(J. R. Bansal),
Under Secretary Health (B).

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

Under Secretary, Health (B).
To

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


A copy is forwarded to the following for information and necessary action:

1. Finance Secretary, Chandigarh Administration, U.T., Chandigarh.
3. Accountant General (Audit), Punjab, Chandigarh.
4. Accountant General (Revenue), Punjab, Punjab Bhawan, New Delhi.
5. Director, Health Services, Punjab, Chandigarh.
6. Director, Pension and Pensioners Welfare, Punjab, Chandigarh.
7. All the Treasury Officers in the State.
8. Registrar, Panjab University, Chandigarh.

Under Secretary Health (B).

A copy is forwarded to the Principal Secretary to the Government of Punjab, Department of Finance (Finance Expenditure-II Branch), w.r. their I.D. No. 8/139/2000-5HBV/1254, dated 7th June, 2002 for information.

Under Secretary Health (B)

To

The Principal Secretary to the
Government of Punjab,
Department of Finance (F.E. II Branch).


No. 13015/3/2002-Estt. (L)

GOVERNMENT OF INDIA
MINISTRY OF PERSONNEL, P.G. & PENSIONS
DEPARTMENT OF PERSONNEL & TRAINING


OFFICE MEMORANDUM

Subject: Non—invalidation of a Government servant who has been permanently incapacitated from Government service on account of mental or physical disability—Information regarding.
The Ministry of Social Justice and Empowerment (Disabilities Div.) has amended Section 47 of the Persons with Disabilities Act, 1995 and under the amended provisions.

(1) No establishment shall dispense with or reduce in rank an employee who acquires a disability during his service and the employee who has acquired disability if is not suitable for the post he was holding, could be shifted to some other post with the same pay scale and service benefits. In case it is not possible to adjust him against any post, he may be kept on supernumerary post until a suitable post is available or he attains the age of superannuation, whichever is earlier.

(2) No promotion shall be denied to a person merely on the ground of his disability.

Provided that the appropriate Government may having regard to the type of work carried on in any establishment, by Notification and subject to such conditions, if it may be specified in such Notification, exempt any establishment from the position of this section.

In view of the aforesaid position, the position of Rule 20(2) of C.C.S. Rules, 1972 shall be as under :

(a) if he is on duty, shall not be invalidated from service during his service period.

(b) if he is already on leave, the period of leave or an extension thereafter to the extent permissible under sub-rule (1) of this rule and even beyond that may be granted as per relevant rule(s).

(3) Amendment in Rule 20(2) is being carried out on the above lines.

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

(D. R. CHATTOPADHAY),
Under Secretary to the Govt. of India.

To

All Ministeries/Departments of Government of India etc.
Endorsements as per Standard List.

CHANDIGARH ADMINISTRATION
SOCIAL WELFARE DEPARTMENT


A copy is forwarded to All Heads of Departments/Boards/Corporations, Chandigarh Administration, with a request to comply with the instructions of Government of India’s letter dated 19th January, 2004 in letter and spirit.

Research Officer,
for Director Social Welfare,
Chandigarh Administration.
From

The Director, Social Welfare,
Chandigarh Administration.

To

All the Head of Departments
(including Boards and Corporations),
Chandigarh Administration.

Dated Chandigarh, the 13th February, 2004

Subject : Regarding clearance of Backlog for the posts reserved for Scheduled Castes.

Sir/Madam,

I am to refer to this office letter No. RA/CB/2K4/57, dated 8th January, 2004 whereunder your attention was invited on the decision of the Apex Court conveyed by the Department of Personnel, Chandigarh Administration vide letter No. 27/4/94-IH(7)-2003/23827, dated 23rd December, 2003 regarding benefit of reservation for SC/ST/OBC in Civil Posts and Service under the Chandigarh Administration and a request was made to clear the backlog posts reserved for SCs in direct recruitment as well as in promotions. The matter was discussed in the last meeting of Senior Officers Conference held on 19th December, 2003 and it was felt that in view of the decision of the Apex Court, backlog in all departments functioning under the control of Chandigarh Administration including Boards and Corporations should be cleared at the earliest.

You are, therefore, requested to intimate the latest position of number of posts in the backlog as on 31st January, 2004 and number of posts filled up during the last year as this issue is likely to be discussed in the forthcoming Senior Officer’s Conference to be held on 24th February, 2004. The above information must reach this office by 20th February, 2004 through the dealing Assistant.

It may be treated as most urgent.

Your faithfully,

Director, Social Welfare,
Chandigarh Administration.
From

The Home Secretary-cum-
Chief Vigilance Officer,
Chandigarh Administration

To

All the Administrative Secretaries/
Head of Departments/Boards/Corporations,
Chandigarh Administration

Memo No. 145(GOI)-HIII(6)-2004/2803
Dated, Chandigarh the 19th February, 2004

Subject : Difference of opinion between CBI and Administrative Authorities.

Kindly refer to the subject noted above.

2. A copy of letter No. 003/DSP/9, dated 8th January, 2004 received from the Deputy Secretary,
Government of India, Central Vigilance Commission, New Delhi is sent herewith for information and
necessary action.

Joint Secretary (Vigilance),
for Home Secretary-cum-CVO,
Chandigarh Administration.

Confidential

NO. 003/DSP/9
GOVERNMENT OF INDIA
CENTRAL VIGILANCE COMMISSION
Satakta Bhawan, Block ‘A’,
GPO Complex, INA,
New Delhi-110 023
Dated the 8th January, 2004.

Office Order No. 1/1/04

To

All Chief Vigilance Officers

Subject : Difference of opinion between CBI and Administrative Authorities.

Sir/Madam,

The Commission has decided that where there is difference of opinion between the Deptt./
organisation and the CBI in cases where the latter have recommended prosecution under PC Act etc.,
the Commission would hold a joint meeting with the representatives of CBI and concerned Deptt./
organisation. In such a meeting the CVO of the Deptt./organisation should take a brief from the disciplinary
authority in this regard. However if the DA wishes to attend the joint meeting the Commission has no
objection to it.

2. CVOs may bring this to the notice of all concerned Disciplinary Authorities.

(Anjana Dube),
Deputy Secretary.
From

The Director, Social Welfare,
Chandigarh Administration

To

All Heads of Department,
(except noted in the margin)
Chandigarh Administration

Memo No. SW/Older Persons/2k4/606
Dated, Chandigarh the 20th February, 2004

Subject : Issue concerning the Welfare of Older Persons.

Reference this office memo No. SW1/Older Persons/2003/9, dated 1st January, 2004 and subsequent reminder dated 28th January, 2004 on the subject noted above.

You are requested to furnish a status report on the Point pertaining to your department to this office at the earliest for its onward transmission to the Government of India.

Research Officer,
for Director, Social Welfare,
Chandigarh Administration.

No. 34/85/IH(7)-2004/2953
Chandigarh Administration
Department of Personnel


To

All the Administrative Secretaries
and Heads of Departments/Offices,
Chandigarh Administration

All Heads of Boards/Corporations
Under the control of
Chandigarh Administration.


Sir/Madam,

I am directed to refer to this Administration’s letter No. 518-GOI-IH(7)-97/20493, dated 2nd September, 1997 on the subject noted above, whereby a copy of Government of India, Ministry of Home Affairs letter No. 15039/71/97.Plg. Cell, dated 6th August, 1997 alongwith a copy of Department of Personnel and Training’s O.M. No. 36012/2/96-Estt.(Res.), dated 2nd July, 1997 together with its enclosures, were forward for strict compliance of the instructions contained therein. It was further directed to send a report confirming that the required rosters have been prepared and the details thereof to be supplied. It has been represented by the Chandigarh Schedule Caste Welfare Co-ordination Committee, Chandigarh that the roster are not being maintained in any department of the Union Territory Administration. It has accordingly reiterated that the instructions issued vide letters under reference are complied with strictly. A compliance report for maintaining the required roster with details thereof may be supplied within month to this department.

Your faithfully,

Joint Secretary Personnel,
for Home Secretary,
Chandigarh Administration.

To
All the Administrative Secretaries/
Heads of Departments/Offices,
Chandigarh Administration

Subject: Special Recruitment Drive to clear the backlog of vacancies reserved for Scheduled Castes and OBCs—Both for direct recruitment as also for promotion.

Sir/Madam,

I am directed to refer to this Administration’s letter No. 9879-IH(7)-2003/10, dated 1st January, 2003, on the subject noted above whereby decision of this Administration was conveyed that a special recruitment drive for filling up the vacant posts reserved Scheduled Castes in all categories of posts both in Direct Recruitment as well as in promotion quota should be carried out by each department and the result thereof may be furnished to the Social Welfare Department, Chandigarh Administration and to the Department of Personnel, Chandigarh Administration. This issue has also been discussed in the Senior Officers’ Conference and is being reiterated/reviewed periodically. After the judgment of the Hon’ble Supreme Court in SLP No. 4684 of 2001 necessary instructions have been issued by the Chandigarh Administration, Department of Personnel letter No. 27/4/94-IH(7)-2003/23354, dated 16th December, 2003 and letter No. 27/4/94-IH(7)-2003/23827, dated 23rd December, 2003, widening the scope of eligible candidates under the reserved categories. It is therefore hoped that reserved vacancy now shall be filled up by the departments expeditiously.

2. You are requested to kindly take necessary steps for filling up the backlog vacancies reserved for Scheduled Castes/OBCs by carrying out a special recruitment drive and the status alongwith the action taken report may be furnished to this department immediately.

Yours faithfully,

Joint Secretary Personnel,
for Home Secretary,
Chandigarh Administration.

No. 35-UTF II(12)-2004/2187

From
The Finance Secretary,
Chandigarh Administration

To
All Heads of Departments/Offices/Institutions
Chandigarh Administration.

Dated Chandigarh, the 7th April, 2004

Subject: Merger of 50% of Dearness Allowance/Dearness Relief with basic pay/pension to Central Government employees/Pensioner’s w.e.f. 1st April, 2004.

Sir,

The Administrator, Union Territory, Chandigarh is pleased to adopt the letter F. No. 105/1/2004-IG, dated 1st March, 2004, Government of India, Ministry of Finance, Department of Expenditure,
New Delhi, on the subject noted above (copy enclosed) in favour of U.T. Pensioners who retired before 1st April, 1991.

Yours faithfully,
Superintendent Finance II,
for Finance Secretary,
Chandigarh Administration.

No. 35-UTFII(12)-2004/2188, Dated the 7th April, 2004.

A copy is forwarded to the Joint Secretary to the Government of India, Ministry of Finance, Department of Expenditure, New Delhi, for information, with reference to his letter F. No. 105/1/2004-IC, dated 1st March, 2004.

Superintendent Finance II,
for Finance Secretary,
Chandigarh Administration.

No. 35-UTFII(12)-2004/2189, Dated the 7th April, 2004.

A copy, with a copy of its enclosure, is forwarded to all Administrative Branches of Chandigarh Administration Secretariat, for information & necessary action.

Superintendent Finance II,
for Finance Secretary,
Chandigarh Administration.

No. 35-UTFII(12)-2004/2190, Dated the 7th April, 2004.

A copy, with a copy of its enclosure, is forwarded to the :
(ii) Accountant General (A&E), Haryana, Chandigarh.
(iii) Treasury Officer, Central Treasury, Chandigarh.

for information and necessary action.

Superintendent Finance II,
for Finance Secretary,
Chandigarh Administration.


A copy, with a copy of its enclosure, is forwarded to the Manager :
(i) State Bank of India, Sector 17, Chandigarh.
(ii) Punjab National Bank, Sector 17, Chandigarh.
(iii) Central Bank of India, Sector 17, Chandigarh.
(iv) Bank of India, Sector 17, Chandigarh.
(v) United Commercial Bank, Sector 17, Chandigarh.
(vi) State Bank of Patiala, Sector 22, Chandigarh.

for information and necessary action.

Superintendent Finance II,
for Finance Secretary,
Chandigarh Administration.
Subject: Merger of 50% of Dearness Allowance/Dearness Relief with basic pay/pension to Central Government employees/pensioners w.e.f. 1st April, 2004.

The Fifth CPC in para 105.11 of their Report had recommended that ‘D.A. should be converted into Dearness Pay each time the CPI Increases by 50% over the base index used by the last Pay Commission.

2. This recommendation of Fifth CPC has been considered and the President is pleased to decide that, with effect from 1st April, 2004, D.A. equal to 50% of the existing basic pay shall be merged with the basic pay and shown distinctly as Dearness Pay (DP) which would be counted for purposes like payment of allowances, transfer grant, retirement benefits, contribution to GPF, Licence Fee, monthly contribution for CGHS, various advances etc. The entitlements for LTC, TA/DA while on tour and transfer and government accommodation shall however, continue to be governed on the basis of the basic pay alone without taking into account Dearness Pay. In case of existing pensioners. Dearness Relief equal to 50% of the present pension will, w.e.f. 1st April, 2004, be merged with pension and shown distinctly as Dearness Pension. Dearness Allowance/Dearness Relief converted into Dearness Pay/Dearness Pension respectively would be deducted from the existing rate of Dearness Allowance/Dearness Relief.

3. To ensure that pensioners retiring between 1st April, 2004 to 31st January, 2005 do not face any loss in fixation of pension, as a special dispensation in their case, DA equal to 50% of the basic pay would be treated as basic pay for purposes of computation of pension in respect of basic pay received by them prior to 1st April, 2004. Consequently, element of dearness pension will exist only for pensioners retired/retiring from Government of India up to 31st March, 2004.

4. Insofar as the persons serving in the Indian Audit & Accounts Department are concerned, these orders issue after consultation with the Comptroller & Auditor General of India.

(SUSHAMA NATH),
Joint Secretary to the Government of India.
CHANDIGARH ADMINISTRATION
HOME DEPARTMENT
Order

The Administrator, Union Territory, Chandigarh is pleased to adopt the Punjab Government instructions contained in their Letters No. 7/4/2001-ER-II/5003, dated 12th July, 2001 and No. 2/6/2001-ER-II/10340, dated 26th November, 2001 regarding relief to the victims of fire and Natural Calamities etc. in the Union Territory, Chandigarh.

R.S. GUJRAL, IAS,
Chandigarh : Home Secretary,

Chandigarh Administration.

A copy alongwith copies of Punjab Government letters No. 7/4/2001-ER-II/5003, dated 12th July, 2001 and No. 2/6/2001-ER-II/10340, dated 26th November, 2001 is forwarded to the following for information and necessary action :

(1) Finance Secretary, Chandigarh Administration.
(2) Inspector General of Police, U.T., Chandigarh.
(3) Deputy Commissioner, U.T., Chandigarh.
(4) Accountant General (Audit) and Sub-Office, U.T., Chandigarh.

Joint Secretary Home,
for Home Secretary,
Chandigarh Administration.

Endst. No. 4867-HIII(5)-2004/6261, Dated, Chandigarh, the 12th April, 2004.
A copy is forwarded to the Director (Delhi), Govt. of India, Ministry of Home Affairs, New Delhi, for information.

Joint Secretary Home,
for Home Secretary,
Chandigarh Administration.

GOVERNMENT OF PUNJAB
DEPARTMENT OF REVENUE AND REHABILITATION
(EMERGENCY RELIEF BRANCH)

To

All the Commissioners
and Deputy Commissioners,
in the State of Punjab.

Memo No. 7/4/2001-ER-II/5003
Chandigarh, dated 12th July, 2001

Subject : Relief for loss of crop on account of fire.

1. Relief for loss of crop/property on account of fire was being provided by the State Government till 14th July, 1997 when the Revenue Department,—vide its memo No. 5/70/97-ER-IV/4815, dated 14th July, 1997 stopped it with effect from 1st April, 1997.

2. The State Government has reconsidered the issue in view of a number of cases of crop loss due to fire in the Districts. The Punjab State Electricity Board,—vide its instructions No. 28435/
29030/GB-348, dated 5th May, 2001 has made provision for grant of relief for crop loss on account of fire caused by electrical short circuit/faults. The District authorities would forward such cases to the Electricity Board. The State Government will provide relief @ Rs. 3,000 per acre for mature standing/harvested crop destroyed on account of fire caused by lightening or any other cause subject to the following terms and conditions:

(a) The cause of fire should be other than electrical faults/short circuit.
(b) The fire cases would be reported promptly and the Circle Revenue Officer would verify such cases after a spot visit preferably within 48 hours. He would satisfy himself about the cause of fire, the condition of crop and the extent of damage. The Sarpanch, Village Panch and Nambardars etc. and owners of adjoining fields would be associated with the verification. Other factors like requisitioning the service of fire brigade could also be taken into account while making the verification.
(c) The relief @ Rs. 3,000 per acre would be provided for completely destroyed mature standing/harvested crop.
(d) The relief for maximum of 10 acres per Khatauni would be provided.
(e) These instructions would cover the cases of fire loss occurring after 10th July, 2001.

The other conditions for grant of relief would be the same as in the case of crop loss due to floods.

(SATISH CHANDRA),
Secretary to Government Punjab,
Revenue & Rehabilitation Department.

A copy is forwarded to the Principal Secretary Finance, Punjab, for information.

A copy is forwarded for information and necessary action to the:
1. Accountant General, Punjab (Audit/A&E) Chandigarh.
2. Officer on Special Duty (Rules).

A copy is forwarded to Additional Secretary to Government of India, Ministry of Agriculture, Department of Agriculture & Cooperation, Krishi Bhawan, New Delhi for information and necessary action.

A copy is forwarded to PSCM (for kind information of the Chief Minister).
GOVERNMENT OF PUNJAB
DEPARTMENT OF REVENUE
(EMERGENCY RELIEF BRANCH)

To

1. All the Commissioners of Divisions in the State.
2. All the Deputy Commissioners in the State.

Memo No. 2/6/2001-ER-II/10340
Chandigarh, dated : the 26th November, 2001

Subject : Instructions regarding relief for persons affected by cyclone, drought, earthquake, fire, flood and hailstorm.

Keeping in view the guidelines received from Government of India, Government have decided to revise the norms of relief of various items for the grant of relief for loss by natural calamities as detailed below :

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Items</th>
<th>Norms</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Gratuitious Relief</strong> :</td>
<td></td>
</tr>
<tr>
<td>(a)</td>
<td><em>Ex-Gratia</em> payment to families of deceased persons.</td>
<td>Rs. 50,000 per deceased.</td>
</tr>
<tr>
<td>(b)</td>
<td><em>Ex-Gratia</em> payment for loss of a limb or eyes.</td>
<td>Rs. 25,000 per person. (The Gratuitous relief for loss of limb etc. should be extended only when the disability is more than 40% and certified by a Government doctor or doctors from panel approved by the Government.)</td>
</tr>
<tr>
<td>(c)</td>
<td>Grievous injury requiring hospitalisation for more than a week.</td>
<td>Rs. 5,000 per person.</td>
</tr>
<tr>
<td>(d)</td>
<td>Relief for the old, infirm and destitute, children,</td>
<td>Rs. 20 per adult.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rs. 10 per child, per day.</td>
</tr>
<tr>
<td>(e)</td>
<td>Clothing and utensils for families whose houses have been washed away.</td>
<td>Rs. 500 for clothing and Rs. 500 for utensils per family</td>
</tr>
<tr>
<td>2</td>
<td><strong>Supplymentary Nutrition</strong></td>
<td>Rs. 1.05 per day per head as per ICDS norms.</td>
</tr>
<tr>
<td>3</td>
<td><strong>Assistance to small and marginal farmers for :</strong></td>
<td></td>
</tr>
<tr>
<td>(a)</td>
<td>Desiliting etc.</td>
<td>25% and $31\frac{1}{3}$% to small farmers and marginal farmers respectively on the basis of NABARD pattern subject to ceiling of Rs. 5,000 per hectare.</td>
</tr>
</tbody>
</table>
(b) Removal of debris in hill Norms already fixed by the State Government may continue from the next financial year, no relief will be given on account of “no crops sown” due to floods, water logging or any other reasons.

(c) Desilting/Restoration/Repair or fish farms National Bank for Agriculture and Rural Development (NABARD)

(d) Relief on account of damage to standing/ harvested crops.

National Bank for Agriculture and Rural Development (NABARD)

(e) Less of substantial portion of land caused by landslide, avalanche, change of course of rivers. Rs. 10,000 per hectare

4 Employment Generation :

(Only to meet additional requirements As per Jawahar Gram Samridhi after taking into account, funds available Yojana norms. under plan Scheme viz., JRY, IJRY, EAS, etc.

5 Animal Husbandary :

Assistance to small and marginal farmers/ agricultural labourers :-

(a) For replacement of drought animals, milch animals or animals for livelihood

(i) Rs. 4,000 per buffalo/bullock/ crossbreed cow.

(ii) Rs. 2,000 per Desi Cow.

(iii) Rs. 800 per goat/sheep/pig.

(iv) Rs. 4,000 per horse/camel.

(v) Rs. 2,000 per Mule/Donkey/ Poney.

(b) For provision of fodder/fodder concentrate. Large animals - Rs. 12.00 per day

Small animals-Rs. 6.00 per day.

(c) Procurement, storage and movement of fodder As per assessment by NCCF/State

State Level Committee.

(d) Movement of useful cattle to other areas As per assessment by NCCF/State

Level Committee.

(Natural Calamities Contingency Fund)
6 Assistance to Fishermen:

(a) For repair/replacement of boats, nets and damaged or lost.

Subsidy will be provided for other equipments subject to ceilings on subsidy per family as per SGSY pattern.

- Boat
- Dagour-Canoe
- Catamaran
- Nets

(b) Input subsidy for fish seed farm.

Rs. 2,000 per hectare.

7 Assistance to artisans in handicrafts sector by way of subsidy for repair/replacement of damaged equipments:

(a) Traditional Crafts—

(i) For damaged equipments

Rs. 1,000 per person.

(ii) For raw material

Rs. 1,000 per persons.

(b) For Handloom Weavers—

(i) Repair/replacement of loom equipments and accessories.

Rs. 1,000 per loom.

(ii) Purchase of yarn and other materials

Rs. 1,000 per loom.

8 Assistance for repair/restoration of damaged houses:

(a) Fully damaged houses—

(i) Pucca House

Rs. 10,000 per house.

(ii) Kuchha House

Rs. 6,000 per house.

(b) Severely damaged houses—

(i) Pucca House

Rs. 2,000 per house.

(ii) Kuchha House

Rs. 1,200 per house.

(c) Marginally Damaged Houses—

Rs. 800 per house.

9 Emergency supply of drinking water including transportation of drinking water in urban areas

To be assessed by State Level Committee for CRF.

10 Provision of medicines, disinfectants insecticides for prevention of outbreak of epidemics

To be assessed by the State Level Committee.

11 Medical care for cattle and poultry against epidemics

-Do-

12 Evacuation of people affected/likely to be affected

-Do-
13 Hiring of boats for carrying immediate relief and saving life.

14 Provision for temporary accommodation, food, clothing, medical care etc. of people affected/evacuated.

15 Air dropping of essential supplied.

16 Repair/restoration of immediate nature of the damaged infrastructure relating to communication, power, public, health, drinking water supply, primary education and community owned assets in the social sector.

17 Replacement of damaged medical equipment and lost medicines of Government hospitals/health centres.

18 Operational cost (of POL only) for Ambulance Service, Mobile Medical Teams and temporary dispensaries.

19 Cost of clearance of debris.

20 Draining off flood water in affected areas.

21 Cost of search and rescue measures.

22 Disposal of dead bodies/careasses.

23 Training to core multidisciplinary groups of the State Officers drawn from different cadres—expenditure to be met from CRF.

2. The above norms shall be applicable in respect of the damage caused on or after 22nd October, 2001.

The other terms and conditions for grant of relief to affected persons will remain the same as laid down in the previous instructions issued by Government from time to time.

(Sd.) . . .,

Deputy Secretary to Government of Punjab,
Revenue Department.


A copy is forwarded to the Principal Secretary, Finance, Punjab for information in continuation of this Department I.D. No. 7/17/2001-ER-II/9780, dated 29th October, 2001,—vide which the minutes of the meeting held on 22nd October, 2001 under the Chairmanship of Chief Secretary, Punjab were sent to him.

(Sd.) . . .,

Deputy Secretary to Government of Punjab,
Revenue Department.
No. 7000/4/4-F&PO(7)-2004/3098
CHANDIGARH ADMINISTRATION
FINANCE DEPARTMENT
(Accounts Branch)
The 2nd June, 2004

To
All the Head of Departments/Offices/Institutions,
Chandigarh Administration.

Subject: Merger of 50% Dearness Allowance/Dearness Relief with basic pay/ pension to Government Employees/pensioners w.e.f. 1st April, 2004.

Sir/Madam,

I am directed to address you on the subject noted above and to say that the Government of Punjab, Department of Finance (Finance Personnel-I Branch),—vide their letter No. 3/2/97-FP.I/4035 to 4039, dated 1st June, 2004 has decided that w.e.f. 1st April, 2004 Dearness Allowance equal to 50% of existing pay shall be converted into Dearness Pay, which shall count as pay for the purpose of all allowance, retirement benefits, contribution to GPF and license fee. It shall not count for transfer grant, which is presently not admissible in the case of Punjab Government employees and advances; entitlements for LTC, TA/DA while on tour etc. and Government accommodation which shall continue to be governed on the basis of basic pay alone without taking into account Dearness Pay.

In pursuance of Government of Letter No. 14012/2/88-CHD, dated 13th January, 1992, read with Home Department letter No. 8846-IH(4)-92/19636, dated 28th October, 1992, the Administrator, Union Territory, Chandigarh is pleased to adopt the aforementioned letter, dated 1st June, 2004 (copy
enclosed) in respect of U.T. Employees and deputationists from Punjab Government, working in the Union Territory, Chandigarh, strictly on the same terms and conditions as mentioned therein except the mode of payment, which would be in cash.

Yours faithfully,

(Sd.) . . .

Finance and Planning Officer,
for Finance Secretary,
Chandigarh Administration.


A copy is forwarded to the :

(i) Accountant General (Audit), Punjab and U.T., Chandigarh ;
(ii) Treasury Officer, Central Treasury, U.T., Chandigarh for information..

(Sd.) . . .

Finance and Planning Officer,
for Finance Secretary,
Chandigarh Administration.


A copy, alongwith a copy of letter of Government of Punjab, Department of Finance (Finance Personnel I Branch), issued,—vide No. 3/2/97-FP-I/4035 to 4039, dated 1st June, 2004 is forwarded to the Finance Secretary (in Finance-II Branch), for information and taking appropriate action.

(Sd.) . . .

Finance and Planning Officer,
for Finance Secretary,
Chandigarh Administration.

No. 3/2/97-FP.I/4035

GOVERNMENT OF PUNJAB

DEPARTMENT OF FINANCE
(FINANCE PERSONNEL-1 BRANCH)

The 1st June, 2004

To

All Head of Departments
Commissioners of Divisions,
Registrar, High Court of Punjab and Haryana,
District and Sessions Judges ; and
Deputy Commissioners in the State.

Subject : Merger of 50% Dearness Allowance/Dearness Relief with basic pay/ pension to Government employees/pensioners w.e.f. 1st April, 2004.

Sir/Madam,

I am directed to invite your attention to the subject noted above and to say that following decision of Government of India in this regard the matter regarding merger of Dearness Allowance/ Dearness Relief equal to 50% of pay with basic pay/pension in case of Punjab Government employees/ pensioners has been under consideration of the State Government. The Governor of Punjab is
pleased to decide that w.e.f. 1st April, 2004 Dearness Allowance equal to 50% of existing pay shall be converted into Dearness Pay, which shall count as pay for the purpose of all allowances, retirement benefits, contribution to G.P.F. and license fee. It shall not count for transfer grant which is presently not admissible in the case of Punjab Government employees and advances; entitlements for LTC, TA/DA while on tour etc. and Government accommodation which shall continue to be governed on the basis of basic pay alone without taking into account Dearness Pay. In case of existing pensioners, Dearness Allowance/Dearness Relief equal to 50% of the present pension shall w.e.f. 1st April, 2004 be merged with pension and shown distinctly as Dearness Pension. The Dearness Pension shall be taken into consideration for old age Allowance but not for travelling concession admissible after every two years. Dearness Allowance/Dearness Relief converted into Dearness Pay/Dearness Pension respectively would be deducted from the existing rates of Dearness Allowance/Dearness Relief.

2. To ensure that pensioners retiring between 1st April, 2004 to 31st January, 2005 do not face any loss in fixation of pension, as a special dispensation in their case, D.A. equal to 50% of the basic pay shall be treated as basic pay for purpose of computation of pension in respect of basic pay received by them prior to 1st April, 2004. Consequently element of Dearness Pension will exist only for pensioners retired/retiring from Government of Punjab up to 31st March, 2004.

3. Amounts becoming due to serving employees during the period 1st April, 2004 to 30th June, 2004 shall be credited to their G.P.F. accounts. Payments due with effect from 1st July, 2004, shall be made in cash. Amounts due to pensioners shall, however be paid in cash.

Yours faithfully,

(Sd.) . . .

(B. B. SETHI),
Under Secretary Finance(s),


A copy each alongwith a spare copy in forwarded to :-

(i) The Accountant General (Audit), Punjab, Chandigarh; and

(ii) The Accountant General (Accounts and Entitlement), Punjab, Chandigarh.

(Sd.) . . .
Under Secretary Finance (S)
No. 1996 IH (7)–2004/13607
CHANDIGARH ADMINISTRATION
DEPARTMENT OF PERSONNEL
Chandigarh dated, the 23rd July, 2004

To

(1) All the Administrative Secretaries,
   Chandigarh Administration.

(2) All Heads of Departments/Offices/
   Institutions/Boards/Corporations,
   Chandigarh Administration.

Subject: Merger of isolated categories of posts which carry distinct nomenclature in the regular ministerial cadre.

Sir/Madam,

I am directed to address you on the subject noted above and to forward herewith a copy of Punjab Government’s letter No. 1/35/90/1JCM/180, dated 15th April, 1991, whereby the Punjab Government has decided that the merger of ex-cadre isolated posts will be done on the principles of merger i.e. taking into account the total length of service of the officials concerned on such isolated ex-cadre posts. Accordingly, it has been decided by the Chandigarh Administration to adopt the instructions mentioned in the above said letter in respect of the employees of Union Territory, Chandigarh. The above instructions of the Punjab Government may please be brought to the notice of all the employees working under your control, for information and necessary action.

Yours faithfully,

(Sd.) . . .,

Joint Secretary, Personnel,
for Home Secretary,
Chandigarh Administration.

No. 98–(GOI)–UTF II(12)–2004/4282

From

The Finance Secretary,
Chandigarh Administration.

To

All Heads of Departments/Offices/Institutions,
Chandigarh Administration.

Subject: Introduction of New Pension Scheme—Modification of Scheme for grant of temporary status.

Sir,

I am directed to refer you, on the subject noted above and to enclose a copy of letter No. 49014/1/2004–Estt. (C) dated 26th April, 2004 received from the Government of India, Ministry of Personnel, Punjab Grievances and Pensions, Department of Personnel and Training, New Delhi, for information and necessary action. These instructions are adopted in favour of Central Government Employees.

Yours faithfully,

(Sd.) . . .,

Superintendent Finance II,
for Finance Secretary,
Chandigarh Administration.


(Sd.) . . . ,
Superintendent Finance II,
for Finance Secretary,
Chandigarh Administration.

No. 98–(GOI)–UTF II (12)–2004/4284, Dated, the 23rd July, 2004.

A copy, with a copy of its enclosure, is forwarded to All Administrative Branches of Chandigarh Administration Branches of Chandigarh Administration Secretariat, for information and necessary action.

(Sd.) . . . ,
Superintendent Finance II,
for Finance Secretary,
Chandigarh Administration.

No. 49014/1/2004-Estt. (C)

GOVERNMENT OF INDIA
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS
DEPARTMENT OF PERSONNEL AND TRAINING
New Delhi-110001 dated the 26th April, 2004

OFFICE MEMORANDUM

Subject : Introduction of New Pension Scheme–Modification of Scheme for grant of temporary status.

The undersigned is directed to say that the scheme for grant of temporary status and regularization of casual workers in Central Government Offices formulated in pursuance of the judgment dated 16th February, 1990 of the Central Administrative Tribunal Principal Bench in the case of Raj Kamal and Others vs. Union of India has been reviewed in the light of introduction of New Pension Scheme in respect of persons appointed to the Central Government Service on or after 1st January, 2004 and it has been decided to modify the scheme as under :—

(i) As the new pension scheme is based on defined contributions, the length of qualifying service for the purpose of retirement benefits has lost its relevance, no credit of casual service, as specified in para 5(v), shall be available to the casual labourers on their regularization against Group ‘D’ posts on or after 1st January, 2004.

(ii) As there is no provision of General Provident Fund in the new pension scheme, it will not serve any useful purpose to continue deductions towards G.P.F. from the existing casual employees, in terms of para 5(vi) of the scheme for grant of temporary status. It is, therefore, requested that no further deductions towards General Provident Fund shall be effected from the casual labourers with effect from 1st January, 2004 onwards and the amount lying in their General Provident Fund Accounts, including deductions made after 1st January, 2004, shall be paid to them.
2. The existing Guidelines contained in this Department’s OM No. 49014/2/86-Estt.(C), dated 7th June, 1988 may continue to be followed in the matter of engagement of casual workers in the Central Government Offices.

(Sd.) . . .,
(Smt. Pratibha Mohan),
Director.

To

All Ministeries/Departments of Government of India and their Attached and Subordinate Offices.

Copy to :

2. Union Public Service Commission, New Delhi.
5. All Union Territory Administration.
6. Lok Sabha/Rajya Sabha Secretariat.
7. Secretary, Staff Side National Council (JMC), Feroze Shah Road, New Delhi.

(Sd.) . . .,
(SMT. PRATIBHA MOHAN),
Director.


GOVERNMENT OF INDIA/BHARAT SARKAR
MINISTRY OF LABOUR AND EMPLOYMENT/SHRAMAVAM ROZGAR, MANTRALAYA

Notification

Dated, New Delhi, the 28th July, 2004

S.O.________________________._In exercise of the powers conferred by section 39 of the Industrial Disputes Act, 1947 (14 of 1947), the Central Government hereby directs that the powers of the State Government in regard to the Union Territory of Chandigarh exercisable by it under section, 3, 10-A, sub-section (5) of section 12, sections 17, 33-B, sub-section (1) of section 34 and 36-A of the said Act be exercisable also by the Secretary (Labour) of the Chandigarh Administration.

(Sd.) . . .,
(J. P. PATTI),
Joint Secretary,
No. 1940–UTF II (12)–2004/4631

From

The Finance Secretary,
Chandigarh Administration.

To

All Heads of Departments/Offices/Institutions,
Chandigarh Administration.

Dated, Chandigarh, the 6th August, 2004.

Subject :— Grant of Non-Refundable G. P. Fund for the settlement/establishment of his/her own children business and for visiting Haj Yatra to Group A,B,C and D Officers/Officials.

Sir/Madam,

The Government of Punjab, Finance Department (Finance, Pension Policy and Coordination Branch), Chandigarh,—vide their letter No. 6/185/2003–6EPPC/4758, dated 12th July, 2004 (copy enclosed) has issued instructions on the above said subject. The Administration, Union Territory, Chandigarh is pleased to adopt the said letter in favour of Union Territory employees.

Yours faithfully,

(Sd.) . . .,
Superintendent Finance II,
for Finance Secretary,
Chandigarh Administration.


A copy, alongwith a copy of its enclosure is forwarded to All the Administrative Branches of Chandigarh Administration Sectt. for information and necessary action.

(Sd.) . . .,
Superintendent Finance II,
for Finance Secretary,
Chandigarh Administration.


A copy, alongwith a copy of its enclosures is forwarded to the :—

(i) Accountant General (A&E), U.T., Chandigarh;
(ii) Accountant General (Audit), Punjab, Chandigarh;
(iii) Treasury Officer, Central Treasury, U.T., Chandigarh.

for information and necessary action.

(Sd.) . . .,
Superintendent Finance II,
for Finance Secretary,
Chandigarh Administration.
The Administrator, Union Territory, Chandigarh is pleased to revise the pay scale of the post of Technician (Dental) of Health Department, Chandigarh Administration with effect from 1st January, 1996 on Punjab Pattern as per Notification of the Punjab Government issued,—vide No. 7/1/97-EPI/7370, dated 19th May, 1998.

In Chandigarh Administration, Finance Department Notification No. F&PO(7)-98/12503, dated 18th September, 1998 read with No. 1005-F&PO(7)-99/8884 to 8888, dated 4th August, 1999 and 1005-F&PO(7)-99/11011 to 11014, dated 1st October, 1999 under Head-12 Health, the following entry shall be inserted after Serial No. 19 :—
Sr. No. | Name of the Category/post | Existing pay scales in Rs. | Revised Pay Scale
--- | --- | --- | ---
20 | Technician (Dental) | Rs. 950—1,800 | Rs. 4,020—6,200

Chandigarh, dated the 29th July, 2004.

KARAN A. SINGH, IAS,
Finance Secretary,
Chandigarh Administration.

No. 7000/1/18-FD&PO(7)-2004/4683 Dated, the 9th August, 2004.

A copy is forwarded to the Deputy Secretary to the Government of India, Ministry Home Affairs, New Delhi for information.

(Sd.) . . .,
Finance & Planning Officer,
for Finance Secretary,
Chandigarh Administration.

No. 7000/1/18-FD&PO(7)-2004/4684, Dated, the 9th August, 2004.

A copy is forwarded to the Director Health Services, Chandigarh Administration for information and necessary action.

(Sd.) . . .,
Finance & Planning Officer,
for Finance Secretary,
Chandigarh Administration.

No. 7000/1/18-FD&PO(7)-2004/4685, Dated, the 9th August, 2004.

A copy is forwarded to the:


(ii) Accountant General (Audit), Haryana and Chandigarh Chandigarh for information.

(Sd.) . . .,
Finance & Planning Officer,
for Finance Secretary,
Chandigarh Administration.

No. 7000/1/18-FD&PO(7)-2004/4686, Dated, the 9th August, 2004.

A copy is forwarded to the Treasury Officer, Central Treasury, U.T., Chandigarh for information and necessary action.

(Sd.) . . .,
Finance & Planning Officer,
for Finance Secretary,
Chandigarh Administration.
HOME DEPARTMENT

Notification

The 24th August, 2004

No. 1009-GOI-HIII(5)-2004/15717.—Whereas the place specified in the Schedule below is a place used for pioneering the research associated with Snow and Ice," by the Snow and Avalanche Study Establishment Research Development Centre, Him Parisar, Plot No. 1, Sector 37-A, Chandigarh;

And whereas the complex houses extremely sensitive maps/documents and the building is also an elite institution of Ministry of Defence;

And whereas the information with respect thereto, or the destruction or obstruction thereof, or interference therewith in the said place would be useful to an enemy.

Now, therefore, in pursuance of the provisions of sub-clause (d) of clause (8) of Section 2 of the Indian Official Secrets Act, 1923 (XIX of 1923), read with the Government of India, Ministry of Home Affair’s notification bearing No. 21/25/67-Roll-II, dated 22nd September, 1967 and with the approval of the Joint Director, Vigilance and Security, Government of India, Ministry of Defence, Defence Research and Development Organisation, Directorate of Security and Vigilance, New Delhi, conveyed,—vide their letter No. DVS/01/0001/M/06, dated the 30th June, 2004, the Administrator, Union Territory, Chandigarh, hereby declares the place specified in the Schedule below to be "Prohibited Place" for the purposes of the said Act and directs that a copy of this notification be affixed on the gates of the said place in English, Hindi and Punjabi:

SCHEDULE

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of Place</th>
<th>Teshil</th>
<th>District</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Snow and Avalanche Study Establishment Research Development Centre, Him Parisar, Plot No. 1, Sector 37-A, Chandigarh</td>
<td>Chandigarh</td>
<td>Chandigarh</td>
</tr>
</tbody>
</table>

R. S. GUJRAL, I.A.S.,
Home Secretary,
Chandigarh Administration.

From
The Home Secretary,
Chandigarh Administration.

To
The Principal,
Govt. College of Art,
Chandigarh.


Subject: Framing of Recruitment Committee for filling up of the posts of Assistant Professors on contract basis.

Approval is hereby accorded to constituted of Recruitment Committee for filling up of the posts of Assistant Professors on contract basis of following Members :-

1. Home Secretary, Chandigarh Administration Chairman
2. Joint Secretary-cum-Head of Department Member
   Govt. College of Art, Chandigarh
3. Principal, Govt. College of Art, Chandigarh Member
4. Principal, Chandigarh College of Architecture, Member
   Chandigarh.

Joint Secretary, Technical Education,
for Home Secretary,
Chandigarh Administration.

CHANDIGARH ADMINISTRATION

HOME DEPARTMENT

Order

In supersession of this Administration order dated 5th November, 1995, issued,—vide Endst. No. 21/2/12/90-HIII(7)-20740, dated 15th November, 1995, a Purchase Committee comprising the following members is hereby re-constituted in respect of Govt. College of Art, Chandigarh.

1. Joint Secretary, Home-cum-Head of the Department, Govt. College of Art, Chandigarh Chairman
2. Principal, Member
   Govt. College of Art, Chandigarh
3. Senior Lecturer, Member
   Govt. College of Art, Chandigarh
4. Section Officer, Member
   (Finance Department)
   Chandigarh Administration.

R. S. GUJRAL, I.A.S.,
Chandigarh :
Home Secretary,
Chandigarh Administration.


A copy is forwarded to the following for information and necessary action :

(i) Joint Secretary, Home-cum-Head of the Department, Govt. College of Art, Chandigarh
(ii) Principal, Govt. College of Art, Chandigarh.
(iii) Senior Lecturer, Govt. College of Art, Chandigarh.
(iv) Section Officer (Finance Department), Chandigarh Administration.

Joint Secretary, Home
for Home Secretary,
Chandigarh Administration.
No. 2114-UTF II(12)-2004/5946

From

The Finance Secretary,
Chandigarh Administration.

To

All Head of Departments/Officers/Institutions,
Chandigarh Administration.

Dated Chandigarh, the 22nd September, 2004

Subject: Reimbursement of medical expenses incurred by the Punjab Government Employees/Pensioners on the treatment of Complicated Chronic Diseases as out-door patients-policy regarding.

Sir,

The Punjab Government, Department of Health & Family Welfare, (Health-Branch),—vide their letter No. 12/77/2000-5HBV/13137, dated 21st July, 2004 (copy enclosed) have issued instructions on the above said subject. The Administrator, Union Territory, Chandigarh, is pleased to adopt the said letter in favour of U.T. Employees/Pensioners who retired on or after 1st April, 1991.

Your faithfully,

Superintendent Finance II,
for Finance Secretary,
Chandigarh Administration.

No. 2114-UTF II(12)-2004/5947, Chandigarh, dated the 22nd September, 2004

A copy, with a copy of its enclosures is forwarded to All Administrative Branches, Chandigarh Administration Secretariat, for information and necessary action.

Superintendent Finance II,
for Finance Secretary,
Chandigarh Administration.

No. 2114-UTF II(12)-2004/5948, Chandigarh, dated the 22nd September, 2004

A copy, alongwith a copy of its enclosures, is forwarded to the :—

(i) Accountant General (A&E), Punjab, Chandigarh;
(ii) Accountant General (A&E), Punjab and U.T. Sub-Officer, Chandigarh;
(iii) Accountant General (Audit) Haryana, Chandigarh;
(iv) Treasury Officer, Central Treasury, Chandigarh.

for information and necessary action.

Superintendent Finance II,
for Finance Secretary,
Chandigarh Administration.
No. 12/77/2000-5HBV/13137

Government of India
Department of Health & Family Welfare
(Health-V Branch)


To

All Heads of Departments,
Commissioners of Divisions,
Registrar, Punjab & Haryana High Court, Chandigarh,
District & Sessions Judges, Deputy Commissioners in the State,
All Civil Surgeons in the State; and
Principals Govt. Medical/Dental Colleges,
Amritsar, Faridkot and Patiala.

Subject: Reimbursement of medical expenses incurred by the Punjab Government Employees/Pensioners on the treatment of Complicated Chronic Diseases as out-door patients-policy regarding.

Sir,

I am directed to invite your attention towards Govt's letter No. 12/69/98-5HBV/21329–33, dated the 1st September, 2000 and letter No. 12/77/2000-5HBV/28432–35, dated the 19th November, 2001, on the subject noted above,—vide which reimbursement of expenses incurred on out-door treatment of Complicated Chronic Disease listed in Annexure ‘A’ was allowed and two more disease was added to the list at Annexure ‘A’ respectively and to say that after the issue of the above instructions employees/pensioners represented to the Government for addition of some more diseases to the list of Complicated Chronic Diseases, to remove the condition laid down in clause (i) of para No. 1 of letter dated 1st September, 2000, referred to above that no reimbursement will be allowed if the expenditure on the treatment of Complicated Chronic Diseases does not exceed Rs. 6000 per annum and also to increase the period of validity of Complicated Chronic Diseases Certificate. The representations have been considered and the Government has decided as under :-

(i) To add 9 diseases to the list (Annexure ‘A’ of letter dated 1st September, 2000) at Sr. No. 16 to 24 after Sr. No. 15 as follows :-

16. Intractable esistant Epilepsy.
17. Chronic Glucoma.
18. Ulcerative Colitis.
20. Obstructive Sleep Apnea Syndrome.
22. Hypothyroidism.
23. Secondary Adrenal Insufficiency; and
24. Diabetes mallitus Type-2
(ii) To remove the condition laid down in clause (i) of para No. 1 of the instructions dated the 1st September, 2000, that no reimbursement will be allowed if the expenditure on the treatment of Complicated Chronic Diseases does not exceed Rs. 6000 per annum.

In view of this decision full reimbursement will be allowed in respect of the treatment of Complicated Chronic Diseases to the employees/pensioners subject, however, to the proviso of clause (ii) of para No. 1 of instructions dated the 1st September, 2000. The expenditure incurred on in-admissible items, shall also continue to be excluded as per existing rules/instructions.

The clarifications contained in sub-paras No. (1) and (4) of Para No. 1 of the instructions issued,—vide letter No. 12/69/98-5HBV/25705-08, dated the 9th October, 2001 will stand modified accordingly.

(iii) To increase period of validity of Complicated Chronic Diseases Certificate from 1 year to 3 years.

2. The decision regarding reimbursement of expenses, incurred on out-door treatment of the diseases mentioned in clause (i) and decisions contained in clauses (ii) and (iii) of Para No. 1 above, will be effective prospectively, that is, from the date of issue of this letter.

3. these instructions may kindly be brought to the notice of all concerned for information/compliance.

4. These instructions are issued with the concurrence of the Department of Finance (Finance Personnel-1 Branch), conveyed,—vide its I.D. No. 5/22/97-FPI/2285, dated the 9th March, 2004 and I.D. No. 5/22/97-FPI/914, dated the 6th July, 2004.

Your faithfully,

(Sd.) . . .,
(Ravi Parkash Pruthi)
Under Secretary, Health.

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

(Sd.) . . .,
(Ravi Parkash Pruthi)
Under Secretary, Health.

To

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

A copy is forwarded to the following for information and necessary action:

1. Finance Secretary, Chandigarh Administration, U.T., Chandigarh.
3. Accountant General (Audit), Punjab Chandigarh.
5. Director, Health Services, Punjab, Chandigarh.
7. All the treasury officers in the State; and
8. Registrar, Panjab University, Chandigarh.

(Sd.) . . .,
(Ravi Parkash Pruthi)
Under Secretary Health.

A copy is forwarded to the Principal Secretary to Government of Punjab, Department of Finance (Finance Personnel-1 Branch), w.r.t. his I.D. No. 5/22/97-FP1/914, the dated 6th July 2004 for information.

(Sd.) . . .,
(Ravi Parkash Pruthi)
Under Secretary Health.

To
The Principal Secretary to
Government of Punjab,
Department of Finance (F.P.-1 Branch)

No. 225 F&PO(6)-2004/6372
CHANDIGARH ADMINISTRATION
FINANCE DEPARTMENT
Order
Dated, Chandigarh, the 6th October, 2004

Subject : Regarding guidelines on expenditure management-Fiscal prudence and austerity.


Recently Government of India, Ministry of Finance have revised guidelines on expenditure management-Fiscal prudence and austerity,—vide O.M. No. 15041/1/2004-Bgt-II, dated 30th September, 2004 (copy enclosed). These guidelines/instructions on austerity/economy in expenditure may be strictly enforced in the departments under your control.

In terms of these directions of Govt. of India, there is a 10% mandatory cut in Budget allocation for non-plan, non-salary items in expenditure, including OTA/honorarium. No proposal for re-appropriation of funds to augment these heads of expenditure would be allowed by the Administration. A 10% cut in consumption and allocation of funds for expenditure on POL and travel is also imposed.

These are effective from 1st October, 2004.

KARAN A. SINGH,
Finance Secretary,
Chandigarh Administration.
To

All the Administrative Secretaries,
Chandigarh Administration.

All the Head of Departments
Chandigarh Administration.

U.O. No. 225-F&PO(6)-2004/6373, dated, Chandigarh the 6th October, 2004
Endorsement No. F&PO(5)-2003/6741, Chandigarh, dated the 20th October, 2003
Endorsement No. 225-F&PO(6)-2004/6374, dated the 6th October, 2004

A copy is forwarded to the Chairpersons/Managing Directors of Boards/Corporations under the Chandigarh Administration for information and necessary action.

Finance Secretary,
Chandigarh Administration.

Endorsement No. 225-F&PO(6)-2004/6375, dated the 6th October, 2004

A copy is forwarded to the Treasury Officer, Central Treasury, Chandigarh for information and immediate necessary action.

Finance Secretary,
Chandigarh Administration.

BY FAX

MOST IMMEDIATE
BUDGET MATTER

No. 15041/2004-Bgt-II
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
New Delhi, dated the 30th September, 2004

To

Shri J.K. Dadu,
Secretary (Finance),
U.T., Admn. of Daman & Diu,
Daman.

Shri J.K. Dadu,
Secretary (Finance),
U.T. Admn. of Dadra & Nagar Haveli,
Silvassa.

Shri Sandeep Kumar,
Secretary (Finance),
U.T. Admn. of Lakshadweep,
Kavaratti.

Shri K. Avtar Singh,
Secretary (Finance),
U.T. Admn. of Chandigarh,
Chandigarh.
Shri Punit Kumar Goyal,
Secretary (Finance),
U.T. Admn. of Andaman & Nicobar Islands,
Porblair.

Subject: Regarding guidelines on expenditure management—Fiscal prudence and austerity.

Sir,

I am directed to forward herewith a copy of the O.M. No. 7(5)/E-Coord/2004, dated 24th September, 2004 received from Ministry of Finance, Department of Expenditure on the subject cited above for information and strict compliance.

Yours faithfully,

(Pooran Chand),
Under Secretary to the Govt. of India.

F. No. 7(5)/E-Coord/2004

GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF EXPENDITURE
New Delhi, the 24th September, 2004

OFFICE MEMORANDUM

Subject: Guidelines on expenditure management—Fiscal prudence and austerity.

In supersession of this Departments O.Ms. dated 17th June, 1996, 20th August, 1998, 5th August, 1999, 24th September, 2000 and 10th October, 2001 on the subject cited above, the following austerity measures shall take effect from 1st October, 2004:

(i) All on going programmes and schemes, both Plan and non-Plan, should be carefully reviewed, scrutinized and evaluated to determine their continued relevance. This exercise should be taken up immediately and completed before the end of this calendar year.

(ii) Deviations of expenditure from the prescribed budgetary ceilings should not be allowed. FAs should personally ensure that unauthorized expenditure above the appropriations is not incurred in any circumstances.

(iii) It should be ensured that all profit-making PSEs declare a minimum dividend on equity of 20% or a minimum dividend pay out of 20% of post-tax profits, whichever is higher. The minimum dividend pay out in respect of Oil, Petroleum, Chemical and other infrastructure sectors should be 30% of post-tax profits.

(iv) All profit making companies must also consider issuing bonus shares to the Government.

(v) All profit making Joint Venture companies should be asked to make concerted efforts to give a dividend of 20% on Government equity holding.

(vi) Other non-tax receipts should be revised so that at least the cost of the services is recovered.
(vii) Budget formulation should lay greater emphasis on explicit recognition of the revenue constraints and a realistic projection of the budgetary allocations required for various projects/schemes and there must be rigid adherence to budgetary ceilings. All procedures laid down for incurring both Plan and Non-Plan expenditure on schemes should be followed scrupulously. In view of the severe constraints on resources, additional funds to any Ministry or Department shall not be provided at the revised estimate stage, except in rare and exceptional circumstances.

(viii) No fresh financial commitments should be made on items which are not provided for in the budget approved by Parliament.

(ix) There have been cases of Ministries releasing funds to autonomous bodies year after year despite the fact that there are substantial balances with them remaining unutilised and kept in deposit with the banks. The Ministries should complete a detailed review of all such cases by 31st October, 2004 and pending such a review, the Ministries are advised not to release funds in such cases. The responsibility for regulating release of funds in these cases will rest with the Financial Advisers (FAs).

(x) Most autonomous bodies are given 100% deficit grants. These shall be reduced in a graded manner by 5% in successive years. i.e. to 95% in the first year, 90% in the second year and so on, in respect of such bodies which have the potential of raising resources.

(xi) Timely repayment of loans provided by the Government to the PSUs and payment of fees/charges on Government Guarantees should also be monitored by the FAs.

(xii) There shall be a mandatory 10% cut in the budgetary allocation for non-plan, non-salary expenditure, including OTA/honorarium. No re-appropriation of funds to augment these heads of expenditure would be allowed. Austerily must be reflected in furnishing of offices/offices at residences. The expenditure limit prescribed for these purposes shall be strictly enforced.

(xiii) Utmost economy should be exercised in use of staff cars and other official vehicles. In accordance with the ceiling prescribed at Sl. No. (xii), there shall be a 10% cut in the consumption and allocation of funds for expenditure on POL and travel.

(xiv) Foreign travel should be restricted to unavoidable official engagements. There shall be a ban on foreign travel for Study Tours, Seminars, Workshops etc. funded by the Government of India except for annual and other formal meetings of bilateral/multilateral bodies viz. IMF, World Bank, WHO, ILO, Joint Commissions, etc. Size of official delegations, where foreign travel is unavoidable, shall be restricted to the bare minimum.

(xv) The rate of per diem allowance for travel abroad to all countries and for all categories, officials/non-officials belonging to Government, autonomous institutions and PSUs shall continue to be depressed by 25% as at present.

(xvi) Utmost austerity will be observed in organizing conferences/seminars/workshops. All grants being given for such purposes would be reviewed by Department of Expenditure.
(xvii) Ban on creation of Plan and Non-Plan posts will continue. Any unavoidable proposals for the creation of plan posts including Groups ‘B’, ‘C’ and ‘D’ posts shall continue to be referred to the Ministry of Finance (Department of Expenditure) for approval.

(xviii) Every Ministry/Department shall undertake a review of all the posts which are lying vacant in the Ministry/Department and in the Attached and Subordinate Offices, in consultation with the Ministry of Finance (Department of Expenditure). FAs will ensure that the review is completed in a time bound manner (and, in any event, not later than 31st October, 2004) and full details of vacant posts in their respective Ministries etc., are available. Till the review is completed, no vacant posts shall be filled up except with the approval of the Ministry of Finance (Department of Expenditure).

(xix) Implementation of existing instructions concerning abolition of posts should be ensured.

(xx) Purchase of new vehicles is banned until further orders. Exceptions will be allowed only for meeting the operational requirements of Defence, Central Para Military Forces, etc. New vehicles shall not be purchased even in replacement of condemned vehicles. Hiring of private vehicles from outside shall be limited to the number of vehicles condemned.

2. Secretaries to the Government of India and Financial Advisers are requested to ensure strict compliance of the above Instructions.

(D. SWARUP)
Secretary to the Government of India.

To

1. All Secretaries to the Government of India (By Name)
2. All FAs (By Name)
3. All Heads of Public Sector Enterprises

HOME DEPARTMENT

Notification

The 11th October, 2004

No. 727-HIII(5)-2004/18669.—In exercise of the powers conferred by Section 74 of the Indian Stamp Act, 1899 (Central Act No. 2 of 1899) and all other powers enabling him in this behalf, the Administrator, Union Territory, Chandigarh, is pleased to make the following rules further to amend the Punjab Stamps Rules, 1934, as applicable to the Union Territory, Chandigarh published with Punjab Government notification No. 993-E & S, dated the 14th February, 1934, namely :—

1. (1) These rules may be called the Punjab Stamp (Chandigarh 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 Stamp Rules, 1934, as applicable to the Union Territory, Chandigarh, in rule 34, in sub-rule (iii), for the existing Schedule, the following Schedule shall be substituted; namely:

"SCHEDULE

(a) Vendors holding ordinary licences to sell stamps;

<table>
<thead>
<tr>
<th>Description of Stamps</th>
<th>Rates of Discount (In rupees)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foreign Bill, Share Transfer, Notarial and Insurance Stamps</td>
<td>Two per cent</td>
</tr>
<tr>
<td>Hundi Stamps, Impressed Stamp Papers and Special Adhesive Stamps</td>
<td></td>
</tr>
</tbody>
</table>

R. S. GUJRAL,
Home Secretary,
Chandigarh Administration.

FINANCE DEPARTMENT
Notification
The 11th October, 2004

No. 22/2/176-UTFI(3)-2004/6450.—In exercise of the powers conferred by sub-section (1) of Section 7(A) of the Capital of Punjab (Development and Regulation) Act, 1952, the Chief Administrator, Union Territory, Chandigarh, with the previous approval of the Administrator, Union Territory, Chandigarh, hereby applies the provisions of Section 424-A of the Punjab Municipal Corporation Act, 1976 as extended to the Union Territory, Chandigarh by the Punjab Municipal Corporation Law (Extension to Chandigarh) Act, 1994 (Act No. 45 of 1994) to the Union Territory, Chandigarh with immediate effect.

KARAN A. SINGH,
Finance Secretary,
Chandigarh Administration.

No. 28/54-IH(7)-2004/21670
CHANDIGARH ADMINISTRATION
DEPARTMENT OF PERSONNEL
The 30th November, 2004

To
All the Administrative Secretaries/
Heads of Departments/Offices
Institutions/Board/Corporation,
Chandigarh Administration.

Subject : Regarding consolidated contractual amount to the persons appointed on whole time on contractual basis in the Union Territory of Chandigarh.

Sir/Madam,

I am directed to address you on the subject noted above and to invite your attention to this Administration’s letter No. 3242-IH(7)-2003/20269, dated 31st October, 2003,—vide which it was clarified that the Instructions for fixing the consolidated amount to be paid to contractual staff as per
the basic pay + D.A. are only indicative for one time fixation of the contractual emoluments and there is no question of revision of D.A. or payment of D.A. separately for the contractual employees as their contractual emoluments are fixed at a lumpsum amount at the time of their contractual appointment.

2. It is further clarified that in case the contract is renewed, the consolidated contractual amount will be fixed according to the minimum of the scale + D.A. effective at the time of revision of the contract.

Yours faithfully,

Joint Secretary Personnel.

Endorsement No. 28/54-IH(7)-2004/21671, dated the 30th November, 2004.

A copy is forwarded to the following for information and necessary action:—

(i) The Director Technical Education, Chandigarh Administration.


Joint Secretary Personnel.

Endorsement No. 28/54-IH(7)-2004/21672, dated the 30th November, 2004.

A copy is forwarded to the Finance Department, in continuation of this Administration's letter referred to above for information and necessary action.

Joint Secretary Personnel.

No. 320 F&PO(6)-2004/8776

CHANDIGARH ADMINISTRATION

FINANCE DEPARTMENT
(ACCOUNTS BRANCH)

The 28th December, 2004

To

All the Administrative Secretaries,
Chandigarh Administration.

All the Heads of Departments,
Chandigarh Administration.

All the Heads of Offices,
Chandigarh Administration.

Subject: Ceiling of 33% of budgeted expenditure in last quarter.

Sir,

I am directed to refer to this Administration Order No. F&PO(6)-2004/5377, dated 30th August, 2004 regarding implementation of Fiscal Responsibility and Budget Management Act, 2003. The Ministry of Home had categorically directed that not more than 33% of the Budgetary allocation would be spent in the last quarter ending March 2005. Accordingly you are requested to keep a very close
watch over the budget and expenditure trend and to ensure that not more than 33% of the Budgetary allocation is spent in the last quarter of the financial year. This would mean 67% of the Budgetary allocation in the year 2004-05 should be spent by 31st December, 2004 for which the sanctions and bills are to be submitted to the Treasury before 31st December, 2004.

In some cases, where some funds in the grant are operated by the PWD (Engineering Department), the expenditure trend is required to be watched, so as to limit it to 33% in the last quarter.

It is once again requested that the special attention be paid to the aspect of evenly phasing of expenditure during the year to avoid expenditure of more than 33% of the Budgetary allocations.

Yours faithfully,

Joint Secretary Finance,
for Finance Secretary,
Chandigarh Administration.

Endorsement No. 320 F&PO(6)-2004/8777, dated the 28th December, 2004

A copy is forwarded to the Treasury Officer, Central Treasury Chandigarh for information and necessary action.

Joint Secretary Finance,
for Finance Secretary,
Chandigarh Administration.

No. 7(4)E-Coord./2000

GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF EXPENDITURE
New Delhi, The 10th October, 2001

Office Memorandum

Subject: Guidelines for Expenditure Management—Fiscal Prudence and Austerity.

This Department,—vide its O.M. of even number dated 24th September, 2000 issued instructions on the subject cited above. Item (iii) related to ban on purchase of new vehicles for a period of one year. The matter regarding continuation of ban has been examined and it has been decided that the ban on purchase of additional vehicles will continue. However, Ministries/Departments may purchase new vehicles in replacement of maturely and prematurely condemned vehicles in consultation with their FA subject to the conditions as laid down in this Ministry's O.M. No. 3(5) E.II(A)/92, dated 8th September, 1993, and keeping in view the following:—

(i) The vehicle is replaced with a fuel efficient vehicle of the same category.

(ii) Specific provision has been made for the replacement of the vehicle in Budget for the year without any re-appropriations.

(iii) The recommendations of the Expenditure Reforma Commission on staff cars contained in their 10th Report ; Part VII ; Para 7.46 covering certain significant issues in the management of Non-Plan expenditure. (Extracts enclosed)
2. Subject to the above modifications, all other economy instructions contained in the O.M. of even number, dated 24th September, 2000 will continue to be in force.

Hindi version will follow.

(P. N. THAKUR)
Director.

1. All Secretaries to the Government of India.
2. All FAs (By name)
3. All Chief Secretaries of State Governments.
4. All Heads of Public Sector Enterprises.

Extracts of Para 7.46 of the Tenth Report (Part VII) of the Expenditure Reforms Commission

The present system of government owning cars and employing regular drivers who are full time government servants leads to excessive expenditure, by way of maintenance and repair charges, salary perquisites and pension of the drivers etc. compared to the cost of hiring vehicles. Purchase of new cars may therefore be banned; as and when old cars are condemned, the requirements as far as officials are concerned, be met by taking cars on hire. In fact, informal studies show that if all the costs of operating and maintaining staff cars, including the overtime and other allowances of drivers etc., are factored in, it would be more economical to hire vehicles.

No. 28/46/97-IH(7)-2005/5239

CHANDIGARH ADMINISTRATION
DEPARTMENT OF PERSONNEL
The 24th March, 2005

To

All the Administrative Secretaries
and Heads of Departments/Offices/
Institute/Board/Corporation in
Chandigarh Administration.

Subject : Issue of 'No Objection Certificate' for grant of passport facility to Central State Government officials and employees of statutory body and public sector undertakings.

Sir/Madam,

I am directed to forward a copy of letter No. VI/401/40/83, dated 9th July, 2002 from the Director (PV), Government of India, Ministry of External Affairs (CPV Division), New Delhi, to the address of all State Governments & Union Territories, on the subject noted above, for information and necessary action.

2. You are requested to bring the contents of the above said letter to the notice of all employees working under your control for compliance.

Your's faithfully,
Superintendent Personnel,
For Home Secretary,
Chandigarh Administration.
Endorsement No. 28/46/97-IH(7)-2005/5240, dated the 24th March, 2005

A copy alongwith its enclosures is forwarded to the Joint Secretary (U.T.), Government of India, Ministry of Home Affairs, North Block, New Delhi for information.

Superintendent Personnel,
For Home Secretary,
Chandigarh Administration.

No. VI/401/40/83
MINISTRY OF EXTERNAL AFFAIRS
(CPV DIVISION)
New Delhi, the 9th July, 2007

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 Undertakings.

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 employees and had noted that by making NOC obligatory the passport system was placing the government employees at a disadvantage vis-a-vis an ordinary citizen. It was also noted that obtaining an NOC for a 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 Rights of a citizen, the insistence on an NOC in case of government servants 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 a 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 an action i.e. pendency of a disciplinary enquiry on grave charges etc. apart from advising the RPO 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 officials 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 instructions.

5. This issues in partial modification of this Ministry’s O.M. of even No. dated 14th June, 1985 on the above subject.

(A. K. SHARMA)
Director (PV).

1. All Ministries and Departments.
2. All State Governments and Union Territories.
3. Bureau of Public Enterprises, Ministry of Finance, with the request that the above instructions may be brought to the knowledge of various Public Sector Undertakings.
4. DP & AR, New Delhi.
To

All the Administrative Secretaries/
Heads of Departments/Heads of Offices/
Chandigarh Administration.

Subject : Ex-India Leave-Clarification thereof.

Sir/Madam,

I am directed to address you on the subject noted above and to say that the Administrator,
Union Territory, Chandigarh, in exercise of the powers conferred by sub-section (1) of Section 3 of
the Chandigarh (Delegation of Powers) Act, 1987 has directed,—vide notification No. 28/1/29/92-
IH(7)-1766, dated 24th January, 1992 that any power, authority or jurisdiction or any duty which the
Adviser to the Administrator may exercise or discharge by or under the provisions of any law, rules
or regulations as are applicable in the Union Territory, Chandigarh, by virtue of the Chandigarh
Administration, Home Department, notification bearing No. LD-88/1302, dated 25th February, 1988,
on the date of this notification, shall be exercised and discharged by the authorities to the extent
mentioned in the Schedule annexed thereto. This Administration has been receiving requests for
clarification with regard to grant of Ex-India Leave to the officers/officials of the Chandigarh
Administration. The matter has been considered and it has been decided that the Ex-India leave will
be granted at the following levels :—

(i) Group-C & D at the level of the Administrative Department.

(ii) Group-B at the level of the Adviser to the Administrator.

(iii) Group-A at the level of the Administrator.

The above decision may kindly be got noted from all concerned for following the same.

Your's faithfully,

Joint Secretary Personnel.

To

(1) All the Administrative Secretaries
Chandigarh Administration.

(2) All Heads of Departments/Offices/Institutions/
Boards/Corporations, Chandigarh Administration.

Subject : Allowing of departmental candidates to complete with the candidates
sponsored by the Employment Exchange/through open market for filling up
various posts.

Sir/Madam,

I am directed to address you on the subject noted above and to invite your attention to letter
No. 7249-IH(7)-94/895, dated 14th January, 1994 (copy enclosed), issued by the Department of
Personnel of this administration. This administration has been receiving requests for clarification with
regard to allowing of departmental candidates to compete with the candidates sponsored by the Employment Exchange/through open market for filling up various posts in the Department of the Chandigarh Administration. The matter has been considered in the light of Government of India, Department of personnel and Training's instructions and it is clarified that the departmental candidates may be allowed to compete along with candidates from the Employment Exchange/open market up to the age of 40 years for Group 'C' posts in the case of General candidates and 45 years in the case of SCs and STs. This concession will be subject to the usual conditions that the direct recruitment posts in Group 'C' posts are in the same line or allied cadres and a relationship could be established that service rendered in the post will be useful for efficient discharge of the duties in the other categories of posts. This concession will be extended to departmental candidates for appointment to Group 'D' posts also subject to the same condition. It is also clarified that the age relaxation up to 40/45 years, as the case may be, for appointment to Group 'C' and Group 'D' posts will be available only to those departmental candidates who have rendered at least three years continuous service under Government.

2. The criteria laid down in the Model Recruitment Rules issued by this administration from time to time for age for direct recruitment mentioned in Clause 7 of the Annexure attached to shall stand modified to that extent.

Your's faithfully,

Joint Secretary Personnel,
for Home Secretary,
Chandigarh Administration.

No. 7240-IH(7)-94/895

CHANDIGARH ADMINISTRATION
DEPARTMENT OF PERSONNEL
The 14th January, 1994

To

(1) All Administrative Secretaries,
Chandigarh Administration.

(2) All Heads of Departments/Offices
in Chandigarh Administration.

Subject: Allowing of departmental candidates to compete with the candidates sponsored by the Employment Exchange for filling up various posts.

Sir,

I am directed to refer to Chandigarh Administration, Department of Personnel's letter No. 28/1/36/93/IH(7)/11442, dated 21st June, 1993 which provides that the departmental candidates can compete with the candidates sponsored by the Employment Exchange for posts filled by direct recruitment in the same department in which the employees are working provided they fulfill the age and educational qualifications prescribed for the post in question under the recruitment rules and no preferential treatment is to be given to such departmental candidates.
2. It has further been decided that the departmental candidates may be allowed to compete with the nominees of Employment Exchange for appointment to Group ‘C’ & ‘D’ posts filled by direct recruitment up to 45 years of age subject to usual condition that the Group ‘C’ & ‘D’ posts to which direct recruitment is being made are in the same line or allied cadres and that a relationship could be established that service rendered in the post will be useful for efficient discharge of the duties in other categories of posts. The question of determining the same line of allied cadres is, however, left to be decided by the concerned Head of Department and this concession will be available for the posts under the control of the same department only.

Your’s faithfully,

Under Secretary Personnel.


A copy is forwarded to all Heads of Branches in Chandigarh Administration Secretariat for information & necessary action.

Under Secretary Personnel.

No. 1141-IH(7)-2005/9037

CHANDIGARH ADMINISTRATION

DEPARTMENT OF PERSONNEL

The 25 May, 2005

To

(1) All Administrative Secretaries,
Chandigarh Administration.

(2) All Heads of Departments/Offices/Institutions/
Boards/Corporations under the
Chandigarh Administration.

Subject : Filling up of vacancies of direct recruitment.

Sir/Madam,

During the discussions held in the meeting of the Screening Committee, it has come to the notice that a large number of vacancies of direct recruitment arising in different departments, have not been got filled up by the departments within a year of vacancies. As per the Government of India's instructions, posts which remain vacant for more than a year are considered automatically abolished. All the departments should therefore initiate cases of filling up of the posts timely, so that the posts are not abolished. The requests for the meeting of the Screening Committee should be sent by the departments as and when the vacancies arise in their departments.

Your's faithfully,

Joint Secretary Personnel,
for Home Secretary,
Chandigarh Administration.
CHANDIGARH ADMINISTRATION
DEPARTMENT OF PERSONNEL
Chandigarh, dated the 31st May, 2005

To

(i) All Administrative Secretaries
   Chandigarh Administration.

(ii) Heads of Departments/Offices/Boards/
    Corporations in Chandigarh Administration.

Subject :- CCCS (LTC) Rules, 1988—Extension of the grace period of Home Town LTC block years 2002-2003

Sir/Madam,

I am directed to address you on the subject noted above and to forward here-with a copy of office memorandum No. 31011/1/2005-Estt. (A), dated 18th January, 2005 from the Director to Government of India, Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training), New Delhi, whereby the Government of India have decided that the Government Servant who were eligible for the home town leave travel concession for the block years 2002-2003 or leave travel concession to visit to any place in India for the block years 2002—2005, in lieu of home town block years 2002-2003 and who could not avail it within the grace period up to 31st December, 2004, may be allowed to avail this facility up to 30th June, 2005, in relaxation of the CCS (LTC) Rules, 1988. The above mentioned decision of Government of India has been extended to the deputaitonists working in the Chandigarh Administration who are governed by Central Rules and it may be brought to the notice of all officials/officers working under your control for information.

Yours faithfully,

(Sd.) .  .  .
Joint Secretary Personnel,
for Home Secretary,
Chandigarh Administration.

No. 3101 1/1/2005-Estt. (A)

GOVERNMENT OF INDIA
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES & PENSIONS
(DEPARTMENT OF PERSONNEL & TRAINING)

******

New Delhi, the 18th January, 2005

OFFICE MEMORANDUM

Subject :- CCS (LTC) Rules, 1988—Extension of the grace period of Home Town LTC block years 2002-2003

Sir,

The undersigned is directed to say that a proposal was made to this Department that the grace period expired on 31st December, 2004 for availing home town leave travel concession for the block years 2002-2003 may be extended beyond 31st December, 2004 on the ground that some Government servants could not avail the same due to the effect of natural calamities in certain States.
2. The matter has been considered in consultation with the Ministry of Finance and it has been decided that the Government servants who were eligible for the home town leave travel concession for the block year 2002-2003 or leave travel concession to visit to any place in India for the block year 2002—2005 in lieu of home town block year 2002-2003 and who could not avail it within the grace period up to 31st December, 2004, may be allowed to avail facility up to 30th June, 2005, in relaxation of the CCS (LTC) Rules, 1988.

3. Ministry of Finance etc. are requested to give the above decision wide publicity and to bring it to the notice of all entitled Government servants.

(Sd.) . . . ,,  
(HARI KUMAR), 
Director.

To

All Ministries/Departments of the Government of India,  
(As per standard list)

Copy to :-

2. Union Public Service Commission, New Delhi.
5. All Union Territory Administrations.
6. Lok Sabha/Rajya Sabha Secretariat.
8. All Officers and Sections of Ministry of Personnel, Public Grievances and Pensions and Ministry of Home Affairs.

(Sd.) . . . ,,  
(HARI KUMAR)
Director

No. 28/1/34-IH(7)/2005/9913

CHANDIGARH ADMINISTRATION
DEPARTMENT OF PERSONNEL
Chandigarh, dated the 6th June, 2005

To

(i) All Administrative Secretaries 
   Chandigarh Administration.

(ii) Heads of Departments/Offices/Boards/
   Corporations in Chandigarh Administration.

Subject :- Implementation of the Supreme Court guidelines in the case of Vishakha versus State of Rajasthan on prevention of Sexual harassment of women in work place.

Sir/Madam,

I am directed to address you on the subject noted above and to forward herewith a copy of notification dated 2nd February, 1999 of Government of Punjab, Department of Personnel (Personnel, Policy Branch-II) whereby Punjab Government has amended the Government Employees (Conduct) Rules, 1966 by inserting a
new Rule (Rule 22-A prohibition of Sexual harassment of working women). According, a copy of the Punjab Government Notification dated 2nd February, 1999 is enclosed for your information and necessary action.

You are requested kindly to bring the above amendment to the notice of all employees working under your control for their information and compliance.

Yours faithfully,

(Sd.) . . .

Joint Secretary Personnel,
for Home Secretary,
Chandigarh Administration.

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

Notification

The 2nd February, 1999

No. G.S.R.8/Const./Arts 187, 309 and 318/Amd.(5)/99.—In exercise of the powers conferred by the proviso C, article 309 and clause (b) of article 318 read with clause (3) of article 187 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Punjab, after consultation with the Speaker of the Punjab Vidhan Sabha, in so far as such consultation is necessary under the aforesaid provisions, is pleased to make the following rules further to amend the Government Employees (Conduct) Rules, 1966, namely :—

1. These rules may be called the Government Employees (Conduct) (First Amendment) Rules, 1999.

2. In the Government Employee (Conduct) Rules, 1966, after rule 22, the following rule shall be inserted, namely :

"22-A.—Prohibition of sexual harassment of working women,— (1) No Government employee shall indulge in any act of sexual harassment of any woman at her work place.

(2) Every Government employee who is incharge of a work place shall take appropriate steps to prevent sexual harassment to any woman at such work place.

Explanation—For the purpose of this rule 'sexual harassment' includes such unwelcome sexually determined behaviour, whether directly or otherwise, as—

(a) Physical contact and advances ;

(b) demand or request for sexual favours ;

(c) sexually coloured remarks ;

(d) showing any pornography ; or

(e) any other unwelcome physical, verbal or non-verbal conduct of a sexual nature."

R. S. MANN,
Chief Secretary to the Government of Punjab.
Chandigarh, dated the 16th June, 2005

To
All the Heads of Departments/Offices/Boards/
Corporations/Institutions,
Chandigarh Administration.

Subject :- Regarding extension of benefit of merger of Dearness Allowance equal to 50% of the minimum of the scale of pay (Dearness Pay) in to pay in respect of all daily wage workers.

Sir/Madam,

I am directed to address you on the subject noted above and to invite your attention to this Administration's letter No. 28/1/17/94-IH(7)/2002/13001, dated 5th July, 2002 (copy enclosed), vide which it was clarified that the payment of minimum of the scale of pay plus D.A. as revised from time to time may be paid to all the daily wage workers working in various departments/offices/boards/corporations/institutions in the Chandigarh Administration Secretariat with effect from 26th November, 1999. In terms of aforesaid decision of this Administration and Chandigarh Administration, Finance Department's letter No. 7000/4/4--F&PO(7)-2004/3098, dated 2nd June, 2004, it has been decided to extend the benefit of merger of Dearness Allowance equal to 50% of the minimum of the scale of pay into the pay (Dearness Pay) in respect of all daily wage workers in view of various courts' judgments as well as approval of the Government of India, with effect from 1st April, 2004. This benefit of conversion of Dearness Allowance into Dearness Pay at the minimum of the scale of pay is only for the purpose of calculation of Dearness Allowance and shall not count for any other purposes.

Yours faithfully,
(Sd.)  .  .  ,
Joint Secretary Personnel,
for Home Secretary,
Chandigarh Administration.

Chandigarh, dated the 5th July, 2002

To
All the Administrative Secretaries and
Heads of Departments/Offices/Boards/Corporations/
Institutions in the Chandigarh Administration.

Subject :- Regarding payment of wages to the daily wagers in the Union Territory of Chandigarh.

Sir/Madam,

In pursuance of order dated the 26th November, 1999, passed by the Hon'ble Central Administrative Tribunal, Chandigarh Bench, Chandigarh in O.A. No. 1000/CH/91 titled as Tangmani and Others versus Union of India and others, further orders of Tribunal dated 6th December, 2001 and order dated 13th November, 2000
passed by the Hon'ble Punjab and Haryana High Court in CWP No. 17650-C of 1999 titled as Union Territory, Chandigarh and another versus Sriniwasan and others, it is clarified that the payment of minimum of the scale of pay + D.A. as revised from time to time may be paid to all the daily wage workers working in various Departments/Offices/Boards/Corporation/Institutions in the Chandigarh Administration with effect from 26th November, 1999.

Yours faithfully,
(Sd.) . . .,

(ASHOK SANGWAN)
Joint Secretary Personnel.

No. 34/55/IH(7)/2005/11146
CHANDIGARH ADMINISTRATION
DEPARTMENT OF PERSONNEL
Chandigarh, dated the 24th June, 2005

To

All the Administrative Secretaries/
Heads of Departments/Offices/
Boards/Corporations,
Chandigarh Administration.

Subject :- Classification of posts under the Union Territory Administration—Criteria thereof-regarding.

Sir/Madam,

I am directed to address you on the subject noted above and to say that the Classification of Posts in Chandigarh Administration has remained to be on the Central Pattern even after the Conditions of Service of Union Territory of Chandigarh Employees Rules, 1992 having notified by the Government of India, Ministry of Home Affairs, New Delhi,—vide notification bearing No. 14012/2/88-CHD, dated 13th January, 1992. The matter has now been reconsidered in consultation with the Government of India and it has been opined by the Government of India,—vide letter No. U-13034/21/2004-CHD, dated 24th May, 2005 that classification of posts is a service condition. Accordingly the Administrator, U.T., Chandigarh is pleased to adopt the Punjab Government Communications I.D. No. 5/13/89-IPPI/11388, dated 8th September, 2000 and I.D. No. 5/13/89-IPPI/13759, dated 8th November, 2000 (copy inclosed) in respect of the employees of U.T., Chandigarh.

You are requested to bring these Guidelines/instructions to the notice of all employees working under your control for their information and compliance.

Yours faithfully,
(Sd.) . . .
Joint Secretary Personnel,
_for Home Secretary,
Chandigarh Administration.
ANNEXURE —I

No. 14012-2-88-CHD

GOVERNMENT OF INDIA/BHARAT SARKAR

MINISTRY OF HOME AFFAIRS/GRIH MANTRALAYA

Notification

New Delhi, the 13th January, 1992

G.S.R. .—In exercise of the powers conferred by the proviso to article 309 of the Constitution, the President hereby makes the following rules, namely :—

1. Short title and Commencement.—(i) These rules may be called the Conditions of Service of Union Territory of Chandigarh Employees Rules, 1992.

(ii) They shall be deemed to have come into force on the 1st April, 1991.

2. Conditions of Service of persons appointed to the Central Civil Services and posts under the administrative control of Administrator.—The conditions of service of persons appointed to the Central Civil Services and posts in Group A, B, C and D under the administrative control of the Administrator of Union Territory of Chandigarh shall, subject to any other provision made by the President in this behalf, be the same as the conditions of service of persons appointed to corresponding posts in Punjab Civil Services and shall be governed by the same rules and orders as are for the time being applicable to the latter category of persons :

Provided that in the case of persons appointed to the services and posts under the administrative control of the Administrator, Chandigarh, so long as they are drawing pay on the rates admissible to the corresponding categories of employees of the Government of Punjab, it shall be competent for the Administrator to revise their scales of pay from time to time so as to bring them at par with the scales of pay which may be sanctioned by the Government of Punjab from time to time to the corresponding categories of employees.

3. Repeal and Saving.—The conditions of service of Union Territory of Chandigarh Administration Employees Rules, 1966 and order for which provision has been made in rule 2, in so far as they are applicable to persons referred to above and are inconsistent with the provisions of these rules are hereby repealed :

Provided that :

(a) such repeal shall not affect the previous operation of the said rules or orders or anything done or any action taken thereunder.

(b) any proceedings under the said rules or orders pending at the time of commence of these rules, shall be continued and disposed of, as far as may be, in accordance with the provisions of these rules, and orders made applicable under rule 2.

EXPLANATORY MEMORANDUM

The employees of the Chandigarh Administration have made a demand for the grant of Punjab Pay Scales based on the Third Punjab Pay Commission's recommendations, instead of Central/Other Union Territory's pay scales granted to them with effect from 1st January, 1986.
As per the Conditions of Services of Union Territory of Chandigarh Employees Rules, 1966, the conditions of service of persons appointed to the Central Civil Services and posts in Groups A, B, C and D under the administrative control of the Administrator of the Union Territory of Chandigarh, shall, subject to any other provisions made by the President, are the same as the conditions of service of persons appointed to other corresponding Central Civil Services and posts and be governed by the same rules and orders as are for the time being applicable to the latter category of persons. The demand of the Union Territory employees has been considered carefully and it has been decided to grant the Punjab Pay Scales to the employees of the Union Territory Administration with effect from the 1st April, 1991 and also that they should be governed by the service conditions of the corresponding employees of the Government of Punjab. Since the Punjab Pay Scales have been adopted with effect from the 1st April, 1991. It would become necessary to give effect to these rules with retrospective effect. Accordingly, these rules have been given retrospective effect from the 1st April, 1991. It is certified that the retrospective effect being given to these rules will not adversely affect any employee to whom these rules shall apply.
GOVERNMENT OF PUNJAB

DEPARTMENT OF PERSONNEL
(Personnel Policies-1-Branch)

Subject :- Implementation of the recommendations of the fourth Punjab Pay Commission-Classification of posts-criteria thereof.

All the Financial Commissioners, Principal Secretaries and Administrative Secretaries to the Government of Punjab may kindly refer to Punjab Government instructions bearing I.D. No. 11/7/78-IPP, dated 26th June, 1984 (Copy published in Manual of Instructions on service matters volume-II at page 491), on the subject noted above.

2. With the revision of scales of pay with effect from 1st January, 1996 the criteria for the classification of posts previously laid down,—vide instructions dated 26th of June, 1984 referred to above has been reviewed and it has been decided that classification should be determined on the basis of the following norms :—

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. 10640 to 11659.

Group C : Posts in initial entry revised scales of pay with maximum ranging between Rs. 5160 to Rs. 10639

Group D : Posts carrying initial entry revised scales of pay the maximum of which is less than Rs. 5160.

3. It has also been decided that the officials placed in Group A only shall be given the gazetted status :

Provided that all those posts, which presently are in Class-I and II (Gazetted but henceforth will fall in Group B shall continue to have the gazetted status).

4. Decisions contained in these instructions shall be applicable with immediate effect and the Administrative Departments may take necessary action to notify the change in grouping 'A', 'B', 'C' and 'D' instead of Class-I, II, III and IV and as gazetted/non-gazetted status through appropriate amendments in the service Rules as per the above criteria.

5. Necessary amendments in Punjab Civil Service Rules shall also be carried out in due, course by the Department of Finance.

6. This issues with the concurrence of the Department of Finance as conveyed by them,—vide their I.D. No. 17/1/99, dated 21st of August, 2000.

(Sd.) . . .,

(R. L. MEHTA),
Additional Secretary Personnel.
To

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

I.D. No. 5/13/89-IPPI/11388, dated Chandigarh the 8th September, 2000

Endorsement No. 5/13/98-IPPI/11389, dated Chandigarh, the 8th September, 2000

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

(Sd.) . . .,

Additional Secretary Personnel.

Endorsement No. 5/13/98-IPPI/11390, dated Chandigarh, the 8th September, 2000

A copy is forwarded to the Accountant General (A&E), Punjab, Chandigarh and Accountant General (Audit), Punjab, Chandigarh along with a copy signed in ink and one hundred spare copies, for information.

(Sd.) . . .,

Additional Secretary Personnel.

Endorsement No. 5/13/98-IPPI/11391, dated Chandigarh, the 8th September, 2000

A copy is forwarded to all the Special Secretaries, Additional Secretaries, Joint Secretaries, Deputy Secretaries and Under Secretaries to Government Punjab for information and necessary action.

(Sd.) . . .,

Additional Secretary Personnel.

TRUE COPY

ADVOCATE
GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL
(Personnel Policies-1-Branch)

Subject :- Implementation of the recommendations of the 4th Punjab Pay Commission-Classification of Service-criteria thereof.

All the Financial Commissioners, Principal Secretaries and Administrative Secretaries to the Government of Punjab may kindly refer to Punjab Government instructions bearing I.D. No. 5/13/98-IPPI/11388, dated 8th September, 2000 on the subject cited above,—vide which revised criteria for classification of service has been laid down. In para 3 of these instructions, it has also been provided that the officials placed in Group 'A' only shall be given the Gazetted status with a further provisions that all those posts, which presently are in Class I and II (Gazetted) but henceforth will fall in Group 'B' shall continue to have the Gazetted status.

2. Provisions under para 3 of the above instructions dated the 8th September, 2000 have been reconsidered and it has been decided to do away with the Gazetted status completely and have a grouping based purely on pay scales as brought out in Para 2 of the said instructions.

3. The powers of attestation here-to-fore exercised by Gazetted officers would henceforth be exercised by all Group 'A' and 'B' Officers. This change in classification may necessitate amendments in various rules and regulations and action to suitably amend the same may be taken expeditiously.

(Sd.) . . . ,

(R. S. MANN),
Chief Secretary to the Government of Punjab.

To
All the Financial Commissioners,
Principal Secretaries and Administrative,
Secretaries to Government Punjab.
I.D. No. 5/13/98-IPPI/13759, dated Chandigarh the 8th November, 2000
Endorsement No. 5/13/98-IPPI/13760, dated Chandigarh, the 8th November, 2000

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

(Sd.) . . . ,

Additional Secretary Personnel.

Endorsement No. 5/13/98-IPPI/13761, dated Chandigarh, the 8th November, 2000

A copy is forwarded to the Accountant General (A&E), Punjab Chandigarh and Accountant General (Audit), Punjab, Chandigarh alongwith a copy signed in ink and one hundred spare copies, for information.

(Sd.) . . . ,

Additional Secretary Personnel
Endorsement No. 5/13/98-IPPI/13762, dated Chandigarh, the 8th November, 2000

A copy is forwarded to all the Special Secretaries, Additional Secretaries, Joint Secretaries, Deputy Secretaries and Under Secretaries to Government Punjab for information and necessary action.

(Sd.) . . . ,

Additional Secretary Personnel.

Endorsement No. 5/13/98-IPPI/13762, dated Chandigarh, the 8th November, 2000

A copy is forwarded for information and necessary action to:


(ii) The Chief Secretary, Chandigarh Administration, Chandigarh.

(iii) The Home Secretary, Chandigarh Administration, Chandigarh.

(iv) The Registrar, Punjab University, Chandigarh.

(v) The Registrar, Punjab Agricultural University, Ludhiana.

(vi) The Registrar, Punjab University, Patiala.

(vii) The Registrar, Guru Nanak Dev University, Amritsar.

(viii) The Director, Post Graduate Institute of Medical Education and Research, Chandigarh.

(Sd.) . . . ,

Additional Secretary Personnel.

TRUE COPY

ADVOCATE