

No.7/84/98-5PPI/4426  
Government of Punjab  
Department of Personnel  
(Personnel Policies I Branch)  
Dated Chandigarh, the 17th April,2000

To

All the Heads of Departments,  
Commissioners of Divisions,  
Registrar, Punjab Haryana High Court,  
District and Session Judges,  
Deputy Commissioner; 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 unrevised 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 23<sup>rd</sup> 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 with effect from 1<sup>st</sup> 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 16<sup>th</sup> 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 from 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 1<sup>st</sup> 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 contained 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 at least 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 marks 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 fulfill 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 upto the last day of the year shall be taken up for consideration before the end of the month of October. The Annual Confidential Report upto the 31<sup>st</sup> March of the relevant year may be taken as the base. Record of work/conduct/other events like starting of an enquiry etc. up to 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. Representation/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 cases of pay fixation/placement 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 the circular letter the Department of Personnel in consultation with the Department of Finance shall be the final authority.

13. This issues with the concurrence of the Department of Finance as conveyed by them, -vide their I.D.No.1/24/98-FPI/ dated 11th April, 2000. Consequently the orders issued,- vide Finance Department letter No.1/82/98-FPI/10946, dated 23rd September,1998, stand withdrawn.

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 Chandigarh, the 17<sup>th</sup> April,2000 A copy is forwarded to the following for information and necessary action:-

- 1) The Accountant General (Accounts and 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 Commissioner,  
Principal Secretaries and Administrative Secretaries to the  
Government  
of Punjab for information and necessary action.

Sd/-

(Megh Raj)

Additional Secretary Personnel.