

No. 3/10/10-5FP2/ 835

12  
Main Branch  
File No. 3342  
Dated 29/12/11

Government of Punjab  
Department of Finance  
(Finance Personnel Branch-2)

Dated, Chandigarh, the 23<sup>rd</sup> December, 2011.

To,

- (1) Additional Secretary, Secretariat Administration,  
Punjab Civil Secretariat, Chandigarh.
- (2) Under Secretary (Administration),  
Financial Commissioner's Office, Punjab,  
Chandigarh.
- (3) Legal Remembrancer, Punjab,  
Chandigarh.
- (4) Secretary to Hon'ble Governor, Punjab,  
Punjab Raj Bhawan,  
Chandigarh.
- (5) Secretary, Punjab Vidhan Sabha,  
Chandigarh.
- (6) Secretary, Punjab Public Service Commission,  
Patiala.
- (7) Director, Financial Resources & Economic Intelligence, Punjab,  
Chandigarh.

Subject: - Grant of Special Pay to certain categories of employees is working in the Punjab Civil Secretariat and equivalent offices.

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Sir/Madam,

I am directed to invite a reference to the subject cited above and to say that the Governor of Punjab is pleased to decide that the following categories of posts in the Punjab Civil Secretariat and equivalent offices shall be entitled to Special Pay at the rates mentioned below:-

Sr. No.	Name of posts	Rate per mensem (in Rupees)
1	Junior Scale Stenographer	400
2	Senior Scale Stenographer	600
3	Personal Assistant	800
4	Private Secretary	1000
5	Secretary/Minister	1200
6	Special Secretary/Minister	1200

2. The Special Pay admissible under these orders shall be treated as part of basic pay for all intents and purposes.

3. This decision shall also be applicable to the above noted categories of employees working in the Punjab Vidhan Sabha Secretariat, Financial Commissioner's Secretariat, Punjab Raj Bhawan, L.R.'s Office, PPSC and DFREI.

4. Other terms and conditions for grant of Secretariat Pay shall remain unchanged.

5. These orders shall come into force w.e.f. 1.12.2011.

The Punjabi version of these orders will follow in due course.

29/12/11  
S.P. 29/12/11  
R7

Yours faithfully,

Jasbir Kaur  
(JASBIR KAUR)  
Under Secretary Finance

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No. 3/10/10-5FP2/ 836 Dated, Chandigarh, the 23<sup>rd</sup> December, 2011

A copy each is forwarded for information to:

- (i) The Principal Accountant General (Audit), Punjab, Chandigarh.
- (ii) The Principal Accountant General (Accountant and Entitlement), Punjab, Chandigarh.

*Jaspreet Kaur*  
Under Secretary Finance

No. 3/10/10-5FP2/ 837 Dated, Chandigarh, the 23<sup>rd</sup> December, 2011

A copy each is forwarded for information to:

- (i) The Chief Secretary to Government of Punjab, Chandigarh.
- (ii) The Financial Commissioner (Revenue) Punjab, Chandigarh.

*Manish Arora*  
Superintendent

No. 3/10/10-5FP2/ 838 Dated, Chandigarh, the 23<sup>rd</sup> December, 2011

A copy each is forwarded for information to:

- (i) The Secretary to Government of Himachal Pradesh, Department of Finance, Shimla.
- (ii) The Finance Secretary, Chandigarh Administration, Chandigarh.

*Manish Arora*  
Superintendent

Internal Distribution:

- (i) Directorate of Finance Resources and Economic Intelligence.
- (ii) Director, Treasuries & Accounts, Punjab, Chandigarh.
- (iii) All the Branches of the Department of Finance.