

No. 3/10/2010-5FP2/ 722

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

Dated, Chandigarh, the 1st Dec. 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.

Accounts Branch
Diary No. 3008
Dated 12/12/11

Subject: - Grant of Secretariat allowance for certain categories of employees working in the Punjab Civil Secretariat and equivalent Offices.

Sir/Madam,

I am directed to invite a reference to Government letter No.3/10/2010-5FP2/459-464, dated 13.10.2010 and to say that the Governor of Punjab is pleased to revise the Secretariat Allowance admissible to the following categories of employees working in the Punjab Civil Secretariat and equivalent offices, as under:-

Sr. No.	Name of Category	Revised Secretariat Allowance w.e.f. 1.10.2010	Revised Secretariat Allowance w.e.f. 1.12.2011
1.	Superintendent Grade-1	1200/-	1500/-
2.	Private Secretary	1200/-	1500/-
3.	Personal Assistant	600/-	800/-
4.	Superintendent Grade-2	600/-	800/-
5.	Senior Assistant	480/-	600/-
6.	Senior Scale Stenographer	480/-	600/-

2. This decision shall be applicable to the above noted categories of employees working in the Punjab Vidhan Sabha Secretariat, Financial Commissioner's Secretariat, Punjab Raj Bhawan, Legal Remembrancer's Office and Punjab Public Service Commission.

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

Yours faithfully,

Jasbir Kaur

(Jasbir Kaur)

Under Secretary Finance

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Endst.No.3/10/2010-5FP2/ 723

Dated, Chandigarh the 1st Dec. 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.

Jasbir Kaur
Under Secretary Finance

Endst.No.3/10/2010-5FP2/ 724

Dated, Chandigarh the

A copy each is forwarded for information to:

- (i) The Chief Secretary to Government of Punjab, Chandigarh.
- (ii) All the Financial Commissioners, Principal Secretaries and the Administrative Secretaries to Government of Punjab, Chandigarh.
- (iii) The Resident Commissioner, Punjab, Punjab Bhawan, Copernicus Marg, New Delhi.
- (iv) The Secretary to Government, Punjab, Department of Legal and Legislative Affairs, Chandigarh.

Santosh Malhotra
Superintendent

Endst.No.3/10/2010-5FP2/ 725

Dated, Chandigarh the 1st Dec. 2011

A copy each is forwarded to all the District Treasury Officers/Treasury Officers in the State for information and necessary action.

Santosh Malhotra
Superintendent

Endst.No.3/10/2010-5FP2/ 726

Dated, Chandigarh the 1st Dec. 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.
- (iii) The Director (E&G) Ministry of Finance, Department of Expenditure, Pay Research Unit, New Delhi.

Santosh Malhotra
Superintendent

INTERNAL DISTRIBUTION

- (i) Directorate of Finance Resources and Economic Intelligence.
- (ii) All the Branches of the Department of Finance.

No.3 /10/10-5FP2/ 786-91

GOVERNMENT OF PUNJAB
DEPARTMENT OF FINANCE
(FINANCE PERSONNEL-2 BRANCH)

Dated, Chandigarh, the 15th December, 2011

To

1. Additional Secretary, Secretariat Administration,
Punjab Civil Secretariat,
Chandigarh.
2. Under Secretary (Administration),
Financial Commissioners' 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.

Subject: - Conversion of Secretariat Allowance into Secretariat Pay.

I am directed to invite a reference to Government letter No. 3/10/10-5FP2/459-464, dated 13th October, 2010 and the subsequent letters issued on the subject cited above and to say that the Governor of Punjab is pleased to decide that the Secretariat Allowance admissible to various categories of employees working in Punjab Civil Secretariat and equivalent offices shall be converted into Secretariat Pay with effect from the 1st December, 2011. The Secretariat Pay admissible under these orders shall be treated as part of basic pay for all intents and purposes including calculation of various types of allowances and pensionary benefits.

2. It has been further decided that Secretariat Pay admissible to the employees posted in the Punjab Civil Secretariat or equivalent offices from other departments or cadres not belonging to the Secretariat Services, shall be drawn by them only during the period of their posting in the Punjab Civil Secretariat or equivalent offices and the Secretariat Pay drawn by them shall also be treated as part of basic pay for all intents and purposes including calculation of various types of allowances. However, in their case, Secretariat Pay shall NOT be treated as

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pay for the purpose of calculation of pensionary benefits even if they retire from government service at any time during the period of their posting in the Punjab Civil Secretariat or equivalent offices.

3. These orders shall come into force with effect from the 1st December, 2011.
4. Punjabi version of these orders shall follow in due course.

Yours faithfully,

Jasbir Kaur
(JASBIR KAUR)

Under Secretary Finance

No. 3 /10/10-5FP2/ 792-93 Dated, Chandigarh, the 15th December, 2011.

A copy each is forwarded to:-

- (i) The Principal Accountant General (Audit) Punjab, Chandigarh.
- (ii) The Principal Accountant General (A&E), Punjab, Chandigarh.

Jasbir Kaur
Under Secretary Finance

No. 3 /10/10-5FP2/ 794-97 Dated, Chandigarh, the 15th December, 2011

A copy each is forwarded to:-

- (i) The Chief Secretary to Government of Punjab, Chandigarh.
- (ii) Financial Commissioner (Revenue) Punjab, Chandigarh.
- (iii) The Secretary to Government of Punjab, Department of General Administration, Chandigarh.
- (iv) The Secretary to Government, Punjab, Department of Legal and Legislative Affairs, Chandigarh.

Santosh Malhotra
Superintendent

No. 3 /10/10-5FP2/ 798-99 Dated, Chandigarh, the 15th 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.

Santosh Malhotra
Superintendent

No. 3 /10/10-5FP2/ 800-02 Dated, Chandigarh, the 15th December, 2011

A copy is forwarded to all the District Treasury Officers / Treasury Officers in the State for information and necessary action.

Santosh Malhotra
Superintendent

INTERNAL DISTRIBUTION:

No. 3/10/10-5FP2/803

Account No. 290
Diary No. 3339
Dated 29/12/11

GOVERNMENT OF PUNJAB
DEPARTMENT OF FINANCE
(FINANCE PERSONNEL BRANCH-2)

Dated, Chandigarh, the 15th December, 2011

To

The Additional Secretary, Secretariat Administration,
Punjab Civil Secretariat,
Chandigarh.

Subject:- Conversion of Secretariat Allowance into Secretariat Pay.

Sir,

I am directed to invite a reference to the subject cited above and to say that the Secretariat Allowance admissible vide Government letter No. 3/10/10-5FP2/459-464, dated 13th October, 2010 and No.3/5/2009-5FP2/325 dated 16th June 2011 to the S.A.S. personnel posted in the Punjab Civil Secretariat and equivalent offices shall also be converted into Secretariat Pay subject to the conditions laid down in Government letter No. 3/10/10-5FP2/786-91 dated 15th December, 2011.

2. It has been further decided that Secretariat Pay admissible under these orders to the following categories of S.A.S. personnel shall be enhanced further as under:-

Sr. No.	Name of the post	Revised Rate of Secretariat Pay per month (in Rupees)
1.	Assistant Controller (F&A)	1500
2.	Section Officer (S.A.S)	1000

3. These orders shall come into force with effect from the 1st December, 2011.

Yours faithfully,

Jasbir Kaur
(JASBIR KAUR)

Under Secretary Finance

Dated, Chandigarh, the 15th December, 2011.

A copy each is forwarded to:-

The Principal Accountant General (Audit) Punjab, Chandigarh.
(ii) The Principal Accountant General (A&E)), Punjab, Chandigarh.

Jasbir Kaur
Under Secretary Finance

Dated, Chandigarh, the 15th December, 2011.

A copy each is forwarded to:-

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

Santosh Malhotra
Superintendent

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S.A.S.
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No. 3/10/10-5FP2/804

No. 3/10/10-5FP2/805

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No. 3 /10/10-5FP2/ 806

Dated, Chandigarh, 15th the December, 2011

A copy is forwarded to the Director, Treasuries & Accounts, Punjab, Chandigarh for information and necessary action please.

Santarn muller
Superintendent

No. 3 /10/10-5FP2/ 801

Dated, Chandigarh, 15th the 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.

Santarn muller
Superintendent

INTERNAL DISTRIBUTION:

- (i) Directorate of Financial Resources and Economic Intelligence.
- (ii) All Branches in the Department of Finance.

No. 3/10/10-5FP2/ 8/8

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

Dated, Chandigarh, the 27th 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.

Accounts Branch
Diary No. 3286
Date: 27/12/11

Subject: - Enhancement of Secretariat Pay admissible to certain categories of employees working in the Punjab Civil Secretariat and equivalent offices.

Sir/Madam,

I am directed to invite a reference to No.3/10/10-5FP2/459-64, dated 13.10.2011 and No. 3/10/10-5FP2/786-91, dated 15.12.2011 on the subject cited above, I am directed to say that the Governor of Punjab is pleased to decide further that the Secretariat Pay admissible to the following categories of posts in the Punjab Civil Secretariat and equivalent offices shall be enhanced as under:-

Sr. No.	Name of posts	Rate per mensem (in Rupees)
1.	Joint Secretary	2500
2.	Deputy Secretary	2500
3.	Under Secretary	2500
4.	Senior Special Secretary/Minister	2500
5.	Special Secretary/Minister	2500
6.	Secretary/Minister	2500
7.	Senior Law Officer	2500
8.	Deputy Controller (F&A)	2500
9.	Superintendent Grade-I	2000
10.	Private Secretary	2000
11.	Assistant Controller (F&A)	2000

2. This decision shall be applicable to the above noted categories of employees working in the Punjab Vidhan Sabha Secretariat, Financial Commissioner's Secretariat, Punjab Raj Bhawan, Legal Remembrancer's Office and Punjab Public Service Commission.

3. Other terms and conditions for grant of Secretariat Pay shall remain unchanged. These orders shall come into force w.e.f. 1.12.2011.

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

Yours faithfully,

Jasbir Kaur
(IASBIR KAUR)
Under Secretary Finance

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Endst.No.3/15/2011-5FP2/819

Dated, Chandigarh the 21st 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.

Jashbir Kaur
Under Secretary Finance

Endst.No.3/15/2011-5FP2/820

Dated, Chandigarh the 21st 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.

Jeankesh Arora
Superintendent

Endst. No.3/15/2011-5FP2/821

Dated, Chandigarh the 21st 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.

Jeankesh 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.

No. 3/10/10-5FP2/839

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

Dated, Chandigarh, the 23rd December, 2011.

To,

- 9/1/2012
- (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: - Enhancement of Secretariat Pay admissible to certain categories of employees working in the Punjab Civil Secretariat and equivalent offices.

Sir/Madam,

I am directed to invite a reference to Government letter No.3/10/10-5FP2/459-64, dated 13.10.2011 and No. 3/10/10-5FP2/786-91, dated 15.12.2011 on the subject cited above and to say that the Governor of Punjab is pleased to decide further that the Secretariat Pay admissible to the following categories of posts in the Punjab Civil Secretariat and equivalent offices shall be enhanced as under:-

Sr. No.	Name of posts	Rate per mensem (in Rupees)
1.	Clerk	400
2.	Steno-Typist	400
3.	Junior Assistant	500
4.	Junior Scale Stenographer	500
5.	Senior Assistant	900
6.	Senior Scale Stenographer	900
7.	Superintendent Grade-2	1200
8.	Personal Assistant	1200
9.	Section Officer (S.A.S)	1300
10.	Additional Secretary	2500
11.	Special Secretary	2500

2. 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 D'FREL.

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3. Other terms and conditions for grant of Secretariat Pay shall remain unchanged.
4. These orders shall come into force w.e.f. 1.12.2011.
5. The Punjabi version of these orders will follow in due course.

Yours faithfully,

Jasbir Kaur
(JASBIR KAUR)
Under Secretary Finance

Endst.No.3/10/10-5FP2/ 840

Dated, Chandigarh the 23rd 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.

Jasbir Kaur
Under Secretary Finance

Endst.No.3/10/10-5FP2/ 841

Dated, Chandigarh the 23rd 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.

Ramesh Arora
Superintendent

Endst.No.3/10/10-5FP2/ 842

Dated, Chandigarh the 23rd 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.

Ramesh 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.