

CHAPTER 14

PAY, SPECIAL PAY, HONORARIUM, JOINING TIME AND ALLOWANCE

Copy of letter No. 10/116/88-FPI/4160. dated 7th April, 1989, from the Govt. of Punjab, Department of Finance, Personnel I Branch to the Chief Engineer, SYL (Design), Irrigation Works, Punjab, Chandigarh and others.

14.70 Revision of scales of pay of the Work-charged employees of the Department of Irrigation and Power.

It is to refer to the subject cited above and to convey the sanction of the President of India to the revision of the scales of pay of the various categories of posts borne on the work-charged establishment in the Department of Irrigation and Power with effect from 1st January, 1986, as per details given in the Annexure.

2. The pay in the revised scales shall be fixed under the provisions of the Punjab Civil Services (Revised Pay) Rules, 1988, issued,—vide Punjab Government Notification No. 10/7/88-FPI/8299, dated the 9th September, 1988, as amended from time to time and clarificatory instructions already issued or to be issued from time to time in this behalf in respect of all work-charged employees of the Department of Irrigation and Power.

3. The employees whose scales of pay have been revised with this letter, shall exercise option in terms of rules 5 and 6 of the Punjab Civil Services (Revised Pay) Rules, 1988, within a period of four months from the date of issue of this letter.

(No. 10/116/88-FPI/4160, dated Chandigarh, the 7th April, 1989).

ANNEXURE

GOVERNMENT OF PUNJAB

DEPARTMENT OF FINANCE

(FINANCE PERSONNEL I BRANCH)

Statement showing the existing and the revised scales of pay of various categories of posts on the work-charged side in the Department of Public Works (Irrigation Branch)

Serial No.	Designation of the Post	No. of posts	Existing pay scale	Revised pay scale	Remarks
1	2	3	4	5	6
			Rs.	Rs.	
1.	Earthwork Mistry/Work Mistry ..	361	400--600	950--1,800	
2.	Mate/Coolie Mate	351	300--430	750--1,350	
3.	Beldar ..	8,634	300--430	750--1,350	
4.	Gate-keeper ..	24	300--430	750--1,350	
5.	Surveyor ..	101	400--600	950--1,800	
6.	Regulation Beldar ..	158	300--430	750--1,350	
7.	Gauge Reader ..	134	300--430	750--1,350	
8.	Dak Runner ..	9	300--430	750--1,350	
9.	Telephone Attendant ..	35	300--430	750--1,350	
10.	Boatman/Head Boatman ..	12	300--430	750--1,350	
11.	Greaser ..	78	300--430	750--1,350	
12.	Chowkidar ..	1,033	300--430	750--1,350	
13.	Mali ..	39	300--430	750--1,350	
14.	Artificer ..	7	400--600	950--1,800	
15.	Bricklayer ..	6	300--430	750--1,350	
16.	Plumber-cum-Electrician ..	16	400--600	950--1,800	
17.	Painter ..	28	400--600	950--1,800	
18.	Cartman ..	3	300--430	750--1,350	
19.	Head Jamadar ..	10	325--495	810--1,440	

1	2		3	4	5
				Rs.	Rs.
20.	Naib-Jamadar	..	10	300--430	750--1,350
21.	Hammerman	..	6	300--430	750--1,350
22.	Jeep Driver	..	37	400--600	950--1,800
23.	Assistant Foreman	..	48	400--600	950--1,800
24.	Tool Operator	..	5	400--600	950--1,800
25.	Sweeper	..	151	300--430	750--1,350
26.	Fitter	..	608	300--430	750--1,350
27.	Chargeman Elect.	..	1	400--600	950--1,800
28.	Time-keeper	..	10	400--600	750--1,350
29.	Rest Reliever	..	1	300--430	950--1,800
30.	Heavy Fitter	..	1	300--430	750--1,350
31.	Board Attendant/Switch Board Attendant	..	4	400--600	950--1,800
32.	Cleaner	..	35	300--430	750--1,350
33.	Trolleyman	..	2	300--430	750--1,350
34.	Welder	..	394	400--600	950--1,800
35.	Pump Operator/Attendant	..	249	400--600	950--1,800
36.	Carpenter	..	253	400--600	950--1,800
37.	Lift Operator	..	1	400--600	950--1,800
38.	Tube-well Operator	..	3	400--600	950--1,800
39.	Ferro Printer/Attendant/ Azo Operator	..	1	400--600	950--1,800
		..	2		
40.	Ferro khalasi	..	2	400--600	950--1,800
41.	Sweeper-cum-Chowkidar	..	6	300--430	750--1,350
42.	Pump Driver	..	19	400--600	950--1,800
43.	Store Munshi	..	123	400--600	950--1,800
44.	Store Attendant	..	4	300--430	750--1,350
45.	Chowkidar-cum-Cook	..	3	300--430	750--1,350
46.	Gangman	..	1	300--430	750--1,350

1	2	3	4	5	6
			Rs.	Rs.	
48.	Slinger	.. 36	300--430	750--1,350	
49.	T-Mate	.. 2,106	300--430	750--1,350	
50.	Mechanic	.. 652	400--600	950--1,800	
51.	Foreman/Heavy Duty/ Light Duty	.. 5	510--940	1,350--2,400	
52.	Assistant Foreman	.. 13	400--600	950--1,800	
53.	Dragline Operator	.. 14	510--940	1,350--2,400	
54.	Chargeman	.. 111	400--600	950--1,800	
55.	Tractor Operator	.. 14	400--600	950--1,800	
56.	Helper Gangman	.. 2	300--430	750--1,350	
57.	Time Clerk	.. 104	400--600	950--1,800	
58.	Chargeman Elec.	.. 6	510--940	1,350--2,400	
59.	Dozzer Operator	.. 110	400--600	950--1,800	
60.	Blacksmith	.. 9	400--600	950--1,800	
61.	Turner	.. 98	400--600	950--1,800	
62.	Chargemen Moulder	.. 2	510--940	1,350--2,400	
63.	Chargeman Driller	.. 2	510--940	1,350--2,400	
64.	Supervisor	.. 447	400--600	950--1,800	
65.	Chowkidar for Machinery	.. 67	300--430	750--1,350	
66.	Showel Operator	.. 30	510--940 450--800	1,350--2,400 1,200--2,100	
67.	Showel Operator Elect.	.. 3	510--940 450--800	1,350--2,400 1,200--2,100	
68.	Crane Operator	.. 37	510--940 450--800	1,350--2,400 1,200--2,100	
69.	Dragline Operator	.. 1	510--940 450--800	1,350--2,400 1,200--2,100	
70.	Foreman Drilling and Grouting	.. 2	510--940 450--800	1,350--2,400 1,200--2,100	
71.	Foreman Heavy Earth moving Machinery	.. 1	510--940 450--800	1,350--2,400 1,200--2,100	

1	2	3	4	5	6
			Rs.	Rs.	
72.	Foreman Special Elec. Showel Operator	7	510--940 450--800	1,350--2,400 1,200--2,100	
73.	Foreman Special H.E.M.	9	510--940 450--800	1,350--2,400 1,200--2,100	
74.	Asstt. Foreman Spl. and Fabrication	2	510--940 450--800	1,350--2,400 1,200--2,100	
75.	Asstt. Foreman Spl. Auto	4	510--940 450--800	1,350--2,400 1,200--2,100	
76.	Asstt. Foreman Spl. Pumping	3	510--940 450--800	1,350--2,400 1,200--2,100	
77.	Asstt. Foreman Spl. Gates and Gearing	1	510--940 450--800	1,350--2,400 1,200--2,100	
78.	Asstt. Foreman Spl. Elect. Control	2	510--940 450--800	1,350--2,400 1,200--2,100	
79.	Asstt. Foreman Tractor	5	510--940 450--800	1,350--2,400 1,200--2,100	
80.	Asstt. Foreman Spl. Electric	20	510--940 450--800	1,350--2,400 1,200--2,100	
81.	Asstt. Foreman Spl. Showel/ Dragline Opt.	3	510--940 450--800	1,350--2,400 1,200--2,100	
82.	Chargeman Gr. I, Spl. H' & M	9	510--940 450--800	1,350--2,400 1,200--2,100	
83.	Chargeman Spl. Elect. Gr. I	3	510--940 450--800	1,350--2,400 1,200--2,100	
84.	Chargeman Spl. Elect.	1	510--940 450--800	1,350--2,400 1,200--2,100	
85.	Asstt. Foreman Elect.	1	450--800	1,200--2,100	
86.	Track Hust Cleaning Mechanic Operator	2	400--600	950--1,800	
87.	Silt Observer	87	400--600	950--1,800	
88.	Sounding Attendant	12	300--430	750--1,350	
89.	Bus Conductor	23	400--600	950--1,800	
90.	Asstt. Halwai	1	400--600	950--1,800	

1	2	3	4	5	6
			Rs.	Rs.	
92.	Lineman	125	400--600	950--1,800	
93.	Fitter	9	400--600	950--1,800	
94.	Fitter Pipe & Pumping	41	400--600	950--1,800	
95.	Fitter reinforcement	1	400--600	950--1,800	
96.	Structure Fitter	10	400--600	950--1,800	
97.	Auto Electrician	26	400--600	950--1,800	
98.	Pump Operator	5	400--600	950--1,800	
99.	Foreman Spl. Electrical	4	510--940 450--800	1,350--2,400 1,200--2,100	
100.	Chargeman Spl. Elect. Gr. I	4	510--940 450--800	1,350--2,400 1,200--2,100	
101.	Blacksmith	11	400--600	950--1,800	
102.	Mechanic Diesel	18	400--600	950--1,800	
103.	Chargeman Miscellaneous	245	400--600	950--1,800	
104.	Chargeman Folding	1	400--600	950--1,800	
105.	Air Compressor Operator	52	400--600	950--1,800	
106.	Helper	36	300--430	750--1,350	
107.	Storeman	45	300--430	750--1,350	
108.	Surveyor	101	400--600	950--1,800	
109.	Research Asstt.	2	570--1,080 (for diploma- holder)	1,500--2,640 (for diploma- holder)	
110.	Asstt. Foreman Spl.	3	400--600 570--1,080	950--1,800 1,500--2,640	
111.	Meter Reader	3	400--600	950--1,800	
112.	Earthwork Mistry	18	400--600	950--1,800	
113.	Fireman	52	400--600	950--1,800	
114.	Compressure Operator	52	400--600	950--1,800	
115.	Pattern Maker	1	400--600	950--1,800	
116.	Lab. Asstt.	68	400--600	950--1,800	
117.	Machine Operator	1	400--600	950--1,800	

1	2	3	4	5	6
			Rs.	Rs.	
118.	Cycle Swar	.. 1	300--430	750--1,350	
119.	Part-time Sweeper	.. 2	300--430	750--1,350	
120.	Silt Analyst	.. 5	400--600	950--1,800	
121.	Operator	.. 100	400--600	950--1,800	
122.	Discharge Spilling Attendant	.. 10	300--430	750--1,350	
123.	Helper	.. 36	300--430	750--1,350	
124.	Foreman Spl. Elect. Control	.. 9	450--800	1,200--2,100	
125.	White Washer	.. 2	300--430	750--1,350	
126.	Supervisor Technician	.. 1	510--800	1,200--2,100	
127.	Petrol Man	.. 10	300--430	750--1,350	
128.	Dari Man	.. 2	300--430	750--1,350	
129.	Asstt. Lab. Attendant	.. 152	300--430	750--1,350	
130.	Mixer Operator	.. 22	400--600	950--1,800	
131.	Plumber	.. 25	400--600	950--1,800	
132.	Silt Analyst	.. 5	400--600	950--1,800	
133.	Generator Operator	.. 2	400--600	950--1,800	
134.	Rigger	.. 28	400--600	950--1,800	
135.	Spot Man	.. 20	400--600	950--1,800	
136.	Dumy Man	.. 5	400--600	950--1,800	
137.	Turner	.. 4	400--600	950--1,800	
138.	Helper to Plumber	.. 1	300--430	750--1,350	
139.	Helper to Mason	.. 5	300--430	750--1,350	
140.	Telephone Attendant	.. 12	300--430	750--1,350	
141.	Turner Chargeman	.. 5	400--600	950--1,800	
142.	Chargeman Heavy Plant	.. 17	510--940	1,350--2,400	
143.	Mason	.. 74	400--600	950--1,800	
144.	Lift Operator	.. 2	400--600	950--1,800	
145.	Driver Three-wheeler	.. 1	400--600	950--1,800	
146.	Asstt. Driller	.. 3	510--940	1,350--2,400	

1	2		3	4	5	6
				Rs.	Rs.	
147.	Asstt. Regulation Jamadar	..	5	300--430	750--1,350	
148.	Regulation Jamadar	..	1	300--430	750--1,350	
149.	Regulation Beldar	..	67	300--430	750--1,350	
150.	Canal Petrol	..	240	300--430	750--1,350	
151.	Meter Reader	..	3	400--600	950--1,800	
152.	Workshop Operator	..	3	450--800	1,200--2,100	
153.	Transport Driver	..	5	400--600	950--1,800	
154.	Recorder	..	10	400--600	950--1,800	
155.	Tester	..	10	400--600	950--1,800	
156.	Observer	..	10	400--600	950--1,800	
157.	Pipe Fitter Gr. II	..	1	400--600	950--1,800	
158.	Pipe Fitter Gr. I	..	1	450--800	1,200--2,100	
159.	Elec.-cum-W/Man	..	12	400--600	950--1,800	
160.	Tractor Operator	..	14	400--600	950--1,800	
161.	Plantation Daroga	..	6	350--525	830--1,470	
162.	Sounding Mistry	..	2	325--495	810--1,440	
163.	Regulation Beldar	..	67	300--430	750--1,350	
164.	Ward Servant	..	10	300--430	750--1,350	
165.	Bhisti	..	8	300--430	750--1,350	
166.	Workshop Gangman	..	1	300--430	750--1,350	
167.	Chairman	..	10	300--430	750--1,350	
168.	Securityman Petrol	..	2	300--430	750--1,350	
169.	Oilman	..	3	300--430	750--1,350	
170.	Pump Attendant/Head Attendant	..	20	300--430	750--1,350	
171.	Boat Jamadar	..	5	300--430	750--1,350	
172.	Precision Instrument Mech.	..	2	570--1,000	1,410--2,460	
173.	Equipment Mech.	..	5	450--800	1,200--2,100	
174.	Asstt. Store Holder	..	5	400--600	950--1,800	
175.	Sewing Teacher	..	2	400--600	950--1,800	

1	2	3	4	5	6
			Rs.	Rs.	
176.	Reclamation Asstt.	15	400--600	950--1,800	
177.	Appl. Mech.	5	400--600	950--1,800	
178.	Pressure Pipe Mistry	2	400--600	950--1,800	
179.	Chargeman Overhaul	7	400--660	950--1,800	
180.	Elect. Cable Jointer	5	400--600	950--1,800	
181.	Ganger	20	300--430	750--1,350	

14.71 Implementation of the recommendations of the Third Punjab Pay Commission--Casual Leave.

It is to address you on the subject cited above and to say that in pursuance of the recommendation of the Third Punjab Pay Commission, the President of India is pleased to decide that all women employees in service shall be entitled to 20 days casual leave every year irrespective of number of years of service put in by them.

2. Necessary amendment in the relevant rule is being made separately.

(No. 10/11/88-FPI/7751, dated Chandigarh, the 22nd August, 1989).

Copy of letter No. 10/1/88-FPI/10152, dated 23rd November, 1989 from Government of Punjab, Département of Finance, Finance Personnel I Branch to the Financial Commissioner and Secretary to Government of Punjab, Department of Irrigation and Power and others.

14.72 Implementation of the recommendations of the Third Punjab Pay Commission--Project Allowance.

It is to refer to this Department's Circular letter No. 2088-BNE(3)80/10661, dated the 20th November, 1980, regarding the grant of Project Allowance to the staff and Officers working on the Projects of the Irrigation Department, and to State that in pursuance of the recommendations of the Third Punjab pay Commission, the President of India is pleased to sanction the Project Allowance at the revised rates to the employees of the Irrigation Department working at Thein Dam Project and having their Headquarters at Shahpur Kandi/Thein Dam site. The revised rates as indicated

below shall be payable with effect from the 1st December, 1989 :--

Pay Ranges	Rates of Project Allowance per mensem (Rs.)
Basic Pay below Rs. 950	75
Basic Pay of Rs. 950 and above but below Rs. 1,500	150
Basic Pay of Rs. 1,500 and above but below Rs. 2,000	225
Basic Pay of Rs. 2,000 and above but below Rs. 3,000	300
Basic Pay of Rs. 3,000 and above	375

2. The President of India is further pleased to decide that the employees working in other places where Project Allowance is being given at present would be entitled to Project Allowance at 50% of the rates at which the employees of Thein Dam Project would be entitled with effect from the 1st December, 1989, till the rationalisation is done on the basis of the recommendations of the Committee constituted by the Department of Personnel and Administrative Reforms for identifying areas having extremely difficult conditions of living.

3. The grant of Project Allowance will be subject to the condition that the employees in receipt of Project Allowance shall not be entitled to any other local compensatory allowance (e.g. rural area allowance).

(No. 10/1/88-FP I/10152, dated Chandigarh, the 23rd November, 1989).

14.73 Implementation of the recommendations of the Third Punjab Pay Commission--Rural Area Allowance.

It is to refer to Punjab Government circular letter No. 10/7/88-FPI/8011, dated the 30th August, 1988, on the subject cited above, and to say that the Government has decided that the condition of having place of residence in rural area for the grant of rural area allowance should be treated to have been withdrawn.

(No. 10/11/88-FPI/10429, dated Chandigarh, 30th November, 1989).

14.74 Implementation of the recommendations of the Third Punjab Pay Commission--City Compensatory Allowance and Special

Compensatory Allowance to the Punjab Government employees posted at Delhi.

Your attention is invited to the subject cited above to say that in pursuance of the recommendations of the Punjab Pay Commission, the President of India is pleased to decide that the rates of City Compensatory Allowance admissible to the Punjab State Government employees posted in various agencies of the State Government at Delhi shall stand revised to the same rates as the Chandigarh Compensatory Allowance admissible to the employees posted at Chandigarh and Sahibzada Ajit Singh Nagar (District Ropar), that is, at the rate of Rs. 100 per month for all pay ranges with effect from 1st September, 1988.

2. The President of India is further pleased to decide that the rates of Special Compensatory Allowance admissible to the Class III and IV employees in terms of this Department's circular letter No. 6650-5FR/20769, dated the 3rd September 1975, shall stand revised to double the rates of Chandigarh Compensatory Allowance, that is, to Rs. 200 per month for all pay ranges (of Class III and IV employees only) with effect from 1st December, 1989. The grant of Special Compensatory Allowance in addition to the City Compensatory Allowance mentioned in paragraph 1 above, shall be subject to the following conditions :-

- (i) Service staff like that of the Hospitality Department and the Drivers required to reside on the Punjab Government Kapurthala/Nabha Estates should be given the rent free accommodation without the special compensatory allowance;
- (ii) such of the personnel of the Punjab Government who voluntarily avail these rent of accommodation at a rate of 5% of their pay in any of the Punjab Government residences in Delhi will not be given a Special Compensatory Allowance;
- (iii) those availing themselves of Government accommodation at 5% of their pay, will not be given Special Compensatory Allowance.

3. These allowances will be admissible on the same conditions on which Chandigarh Compensatory Allowance is admissible to the Punjab Government employees posted at Chandigarh.

(No. 3/3/88-5FPI/11165, dated Chandigarh, the 27th December 1989).

14.75 Implementation of the recommendations of the Third Punjab Pay Commission--Special Pay.

Your attention is invited to circular letter No. 10/7/88-FPI/1978, dated the 30th August, 1988, issued by this Department, on the subject noted above,--*vide* which the existing rate of special pay, wherever already attached with the existing scale of pay of a post, has been doubled subject to a maximum of Rs. 500, with effect from the 1st January, 1986, or the date from which special pay has been sanctioned, whichever is later, and by way of illustration, the revised rates of special pay of certain categories of posts have been given in the Annexure to the circular letter.

2. The special pay as so doubled includes (1) the special pay or a part of special pay granted in lieu of a separate higher time-scale, and (2) the special pay granted on account of arduous nature of duties. The special pay or a part of special pay in lieu of a separate higher time-scale is normally granted only when the scales of pay of the higher post and the lower post are the same or identical. Under Note 9 to clause (c) below rule 4.4 of the Punjab Civil Services Rules, Volume I, Part I, special pay granted in lieu of a separate higher time-scale and drawn for a period of three years is treated as part of basic pay for the purposes of fixation of pay on promotion to a higher post. Thus whereas some of the employees get the benefit of special pay in lieu of a higher time scale while getting next promotion, others not having completed three years do not get this benefit.

3. It has now been decided that where a Government employee is appointed or promoted to a higher post involving assumption of duties and responsibilities of greater importance than those attached to the lower post held by him and the time-scales of both the higher and the lower posts are the same or identical, his initial pay in the time-scale of the higher post shall be fixed allowing him the benefit of promotion increment(s). With the coming into force of this provision the special pay or a part of special pay in lieu of a separate higher time-scale attached to any post shall stand abolished and such a post shall be treated as a higher post in relation to a lower post which carries the same or identical time-scale without having attached to it the element of special pay or a part of special pay in lieu of a separate higher time-scale. In order, however, to prevent hardship to the existing incumbents getting special pay or a part of special pay in lieu of a separate higher time-scale, it has been decided that a Government employee holding a post with which special pay or part of special pay in lieu of a separate higher time-scale was attached shall continue to draw such special pay or a part of special pay in lieu of a separate higher time-scale and it shall be taken into account while fixing his pay

on promotion to a higher post. Orders in respect of the aforesaid decisions have been issued,-- vide Department of Finance Notification No. 6/45/89-FPII/359, dated the 11th January, 1990, effective from the date of issue. Vide another Notification No. 3/1/1/90-IFCD/355, dated the 11th January, 1990, issued by the Department of Finance, Note 9 to clause (c) and the clarification thereunder of rule 4.4 of Punjab Civil Service Rules, Volume I, Part I (which provides for treating the special pay granted in lieu of a separate higher time-scale drawn for a period of three years as part of basic pay for the purposes of fixation of pay on promotion to a higher post) has been omitted.

4. In the light of the position explained above, it is clarified that with effect from the 11th January, 1990, the element of special pay or part of special pay granted in lieu of a separate higher time-scale attached to any post stands abolished/excluded from the special pay at double rates and consequently the Annexure to the circular letter No. 10/7/88-FPI/7978, dated the 30th August, 1988, attached by way of illustration, shall stand modified as per revised illustrative Annexure (now added) which shall be made applicable for appointment/promotion against the posts with which special pay is attached and this special pay shall be purely on account of arduous nature of duties.

(No. 6/45/89-FPII/430, dated the 15th January, 1990)

ANNEXURE

Sr. No.	Posts	Existing Special Pay (on account of arduous nature of duties)	Revised Special Pay (on account of arduous nature of duties)
1	2	3	4
		Rs	Rs
1.	Junior Scale Stenographers	30	60
2.	Senior Scale Stenographers (in Secretariat and those attached with Heads of the Departments only)	40	80
3.	Personal Assistants	50	100
4.	Superintendent Grade I (in Secretariat Offices)	100	200
5.	Establishment Officers in Directorates	50	100
6.	Private Secretaries	100 and additional Special Pay of Rs. 50	300
7.	Drivers in Secretariat offices	150	300
8.	Supervisors Staff Car Section of Secretariat and Ministers' Car Section	150 and additional Special pay of Rs. 50	400
9.	Chief Librarian of Punjab Civil Secretariat and Central State Library, Patiala	100	200

Clarification.—The special pay or a part of special pay granted in lieu of a separate higher time scale attached with the posts of (1) Head Mali, Head Chowkidar, Jamadar, Daftri and Record

Lifter, as clarified,--vide Department of Finance circular letter No. 9/16/80-FR(1), dated the 30th May, 1980, (2) Stenotypists as mentioned in Note 9 below rule 4.4 of the Punjab Civil Services Rules, Volume I, Part I, (3) Superintendents Grade II/Personal Assistants in the Punjab Civil Secretariat/Financial Commissioners' Office and in the Punjab Vidhan Sabha and Raj Bhawan as sanctioned/clarified,--vide Department of Finance circular letter No. 30/11/80-9FR/5161, dated the 4th June, 1981, etc., shall stand abolished with effect from the 11th January, 1990, in respect of the employees posted on these or other such posts on or after this date. The pay of the employees posted on or other such posts from lower posts carrying the same or identical time-scale without having attached to them the element of special pay or a part of special pay in lieu of separate higher time-scale shall be fixed as per provisions contained in the Punjab Civil Services (Revised Pay) (First Amendment) Rules, 1990. However, at the initial (first) appointment to these posts, no special pay in lieu of a separate higher time-scale shall be allowed.

(Sd.)

Superintendent,
Finance Personnel Branch II.

CHAPTER 15

TRAVELLING ALLOWANCE

15.64 Implementation of the recommendations of Third Punjab Pay Commission--Local Travelling Allowance.

It is to address you on the subject cited above and to say that in pursuance of the recommendations of Third Punjab Pay Commission, the President of India has been pleased to sanction the "Local Travelling-cum-Miscellaneous Allowance" to all Class 'D' employees at the rate of rupee thirty per mensem. This allowance will be given only to those employees who are not eligible for flat rates of Local Travelling Allowance.

2. The amount will include cycle allowance already given to class IV employees.

3. The decision contained in this circular letter shall be effective from the 1st December, 1989.

(No. 10/1/88-FPI/10144, dated Chandigarh, the 23rd November, 1989)

15.65 Implementation of the recommendations of Third Punjab Pay Commission--Local Travelling Allowance.

It is to refer to Finance Department letter No. 10/1/88-FPI/10144, dated the 23rd November, 1989, on the subject cited above, and to say that the words "Class 'D' employees" occurring in the fifth line may be read as "Group 'D' employees". It is further clarified that "Group 'D' employees" are those employees the maximum of whose pay scale is less than Rs. 1,800 (rupees one thousand and eight hundred).

(No. 10/1/88-FPI/10739, dated Chandigarh, the 11th December, 1989)

15.66 Refund of cancellation and reservation charges on account of un-used railway tickets.

Your attention is invited to this Department's Circular letter No. 9403-FR(1)-59/17321, dated the 8th December, 1959 (incorporated as Para 15.32 of the Manual of Instructions of Department of Finance 1984-Edition), wherein, it has been laid down that the cancellation charges (excluding reservation charges) on unused rail tickets (including A.C. tickets) would be refunded by the appropriate Railway

Authority to the Government employee if the official rail journey was cancelled solely due to official reasons and the claim is duly supported by a certificate from his Controlling Officer that the journey had to be cancelled solely due to official reasons. The matter has been considered further and it has been decided that where an official journey by train is cancelled in public interest, cancellation and reservation charges shall be reimbursed to the Government employee directly by the Department/Office concerned. In similar circumstances these charges in respect of members of family of the Government servant shall also be reimbursed by the same authority.

2. The amount of cancellation and reservation charges reimbursed to a Government employee may be preferred by the claimants in T.A. Bill form and debited to the same head to which his travelling allowance is charged.

3. The claim for reimbursement may be met by the Administrative Department themselves without reference to the Finance Department. It is for them to decide, in consultation with the Controlling Officers concerned, whether or not the cancellation of the journey was due to official reasons and in public interest.

4. No refund of 'Agency Charges' should be made as a Government employee who books his journey through a 'Travel Agency', does so for his own convenience.

5. The above instructions may kindly be brought to the notice of all concerned for compliance.

(No. 3/14/88-2FPIV/251, dated Chandigarh, the 27th March, 1990)

CHAPTER 18

ARREARS CLAIMS

18.28 Review of the pay scale of Punjab Government employees in pursuance of the recommendations of the Third Punjab Pay Commission--drawal of arrears on account of pay revision, etc.

Your attention is invited to circular letter No. 1/11/88-FB-I/8226, dated the 7th September, 1988, issued by the Department of Finance which required all the Heads of Departments, *inter-alia*, to take into account the recommendations of the Third Punjab Pay Commission as accepted by the Government while formulating the proposals for the Revised Estimates, 1988-89, and the Budget Estimates, 1989-90. Thereafter, instructions were issued to all Heads of Departments,--*vide* circular letters No. 2/11/89-FPI/1513, dated the 3rd February, 1989 and No. 2/11/89-FPI/2293, dated the 24th February, 1989, that the arrears bills on account of revision of pay might be prepared and drawn by the 15th March, 1989. A clarification was issued,--*vide* circular letter No. 2/11/89-FPI/3235, dated the 13th March, 1989, that the circulars, dated the 3rd February, 1989, and the 24th February 1989, might be deemed to have been issued in relaxation of the provisions of paragraphs 3.11 and 5.1 of the Standing Orders issued by the Department of Finance (Treasuries and Accounts Branch),--*vide* No. I/M-452(6)(II)/88-(AI)T&A/16647, dated the 5th December, 1988, and it was requested that the arrears on account of the revision of scales of pay might be drawn during the month of March, 1989, and compliance of the instructions be ensured.

2. It has come to the notice of the Department of Finance that it has not been possible in quite a few Departments to fix the pay of the employees in the revised scales of pay and to draw the arrears bills before the 31st March, 1989. Immediate steps may now be taken to draw the arrears of pay by the 30th April, 1989. If any difficulty is still being experienced in making the payment on schedule, the matter may be reported to this Department through the Administrative Department concerned, with necessary details and specific proposals.

(No. 2/11/89-FPI/4342, dated Chandigarh, the 12th April, 1989)

CHAPTER 20
MISCELLANEOUS

20.73 Reconciliation of department figures of expenditure with the office of the Accountant General (Accounts and Entitlement) Punjab, for the year 1988-89.

Your attention is invited to the circulars issued by the Department of Finance on the subject cited above, particulars of which are noted in the Margin, the latest having been issued, vide circular No. 5/28/87-4FBI/421, dated the 10th of January, 1989 and to state that the Accountant General (Accounts and Entitlement) Punjab has again requested the State Government to impress upon the departmental officers to attend to and complete the reconciliation work regularly every month.

2. Para 12.19 of the Punjab Budget Manual vests in the Heads of Departments the primary responsibility for arranging reconciliation of expenditure figures with the office of the Accountant General. The Heads of Departments and the Accountant General are made jointly responsible for reconciling differences and correcting misclassifications. Further any misclassification is to be communicated to the Head of Department by the Accountant General and the former will pass them on through the Controlling Officer to the disbursing officer with the necessary orders for correction.

3. Para 12.20 depicts the importance of reconciliation. The reconciliation of departmental figures with the figures booked in the office of the Accountant General has two objectives viz :-

- (i) to ensure that the departmental accounts are sufficiently accurate to secure efficient departmental financial control and
- (ii) to ensure the accuracy of the accounts maintained in the Accounts Office from which the final published accounts are compiled.

4. Despite the provisions with the Punjab Budget Manual and the instructions issued from time to time as noted in the Margin, the Accountant General, Punjab still has pointed out that the reconciliation of departmental figures of expenditure is not being done regularly by the Departments. He has further pointed out that the reconciliation work is continuing in arrears. It is therefore, very necessary that the reconciliation of departmental figures with those booked in the office of the Accountant General is carried out periodically on a regular basis.

5. You are, therefore, requested to follow the above instructions and get the outstanding reconciliation of expenditure figures upto the month of January, 1989 due to be completed on the 20th March, 1989. A statement indicating the Department(s) which have not yet reconciled departmental figures with the figures of the Accountant General, Punjab for the year 1988-89 is appended (Appendix).

6. Now the reconciliation work may be got completed, at the earliest, under intimation to the Administrative Department concerned and the Accountant General, Punjab to whom the copies of this letter are being endorsed as also the Department of Finance.

(No. 5/28/87-4FBI/4592, dated, Chandigarh, the 26th/28th April, 1989)

POSITION OF RECONCILIATION AS ON 20TH MARCH, 1989

Sr. No.	Head of A/c	Name of Head	Month upto which reconciliation done during 1988-89
1.	2011	State Legislature	12/88
2.	2012	Governor	12/88
3.	2013	Council of Ministers :-	
		(i) Principal Secretary to Council of Ministers	12/88
		(ii) Dev. Commissioner and Secretary to Government Punjab	Not done at all
		(iii) State Transport Commissioner	Not done at all
4.	2053	District Administration :-	
		(i) Financial Commissioner Revenue	12/88
		(ii) Home Secretary to Government Punjab	Not done at all
5.	2054	Treasury and Accounts:-	
		(i) D.D.Os. of Training Institute (under Minor Head '003')	Ditto
		(ii) Local Fund (Under Minor Head '098')	Ditto
		(iii) Other Minor Heads	Ditto

Sr. No.	Head of A/c	Name of Head	Month upto which reconciliation done during 1988-89
6.	2059	Public Works	6/88
7.	4059	C.G. on Public Works	12/88
8.	2035	Collection of other taxes on property and Capital transaction	Nil Exp.
9.	2015	Elections	8/88
10.	2039	State Excise	9/88
11.	2040	Sales Tax	9/88
12.	2041	Taxes on vehicles	8/88
13.	2051	Public Service Commission	8/88
14.	2052	Secretariat General Services	9/88
15.	2056	Police	12/88
16.	2057	Supplies and disposals	8/88
17.	2058	Printing and Stationery	8/88
18.	4058	C.O. on Printing and Stationery	1/89
19.	2014	Administration of Justice :	
		(i) High Court	6/88
		(ii) Advocate General	9/88
		(iii) Legal Remembrancer	11/88
		(iv) Director of Prosecution	11/88
		(v) Administration General and Official Trustee	Not done at all
20.	2029	Land Revenue :	
		(i) Director of Land Records	12/88
		(ii) F.C. Office	7/88

Sr. No.	Head of A/c	Name of Head	Month upto which reconciliation done during 1988-89
21.	2030	Stamps and Registration: (i) F.C. Office	Not done at all
		(ii) I.G. of Registration, Punjab	Ditto
22.	2031	Collection of Estate Duty Taxes on Wealth and Gift Tax	Nil Expdr.
23.	2020	Collection of Taxes on Income and expenditure	Ditto
24.	2045	Other Taxes and Duties on Commodi- ties and Services (Chief Electrical Inspector)	8/88
25.	2047	Other Fiscal Services	Not done at all
26.	2048	Appropriation of reduction in avoidance of debt	Nil expenditure
27.	2049	Interest Payments	Not done at all
28.	2056	Jails	10/88
29.	2070	Other Administrative Services:	
		(i) Gazetted Statistical	Not done at all
		(ii) Hospitality Department	9/88
		(iii) Vigilance Bureau	9/88
		(iv) Chief Director, Vigilance	12/88
		(v) Financial Commissioner	Not done at all
		(vi) Home Guards	1/89
		(vii) State Lotteries	11/88
		(viii) Land Acquisition Collector	1/89
30.	2075	Misc. General Services:-	
		(i) Punjab State Lotteries	11/88
		(ii) President Sikh Gurudwaras Tribunal	12/88
		(iii) Commissioner, Gurudwaras Election	Not done at all

Sr. No.	Head of A/c	Name of Head	Month upto which reconciliation done during 1988-89
31.	4047	C.O. on Other Fiscal Services	Nil expenditure
32.	4075	C.O. on Misc. General Services	Nil expenditure
33.	4070	C.O. on other Administrative Services	Nil expenditure
34.	2402	Soil and Water Conservation	12/88
35.	2406	Forestry and Wild Life	10/88
36.	2408	Food Storage and Warehousing	Nil Expenditure
37.	2501	Special Programme for Rural Development	Not done at all
38.	2853	Non-Ferrous Mining and Metallurgical Industries	7/88
39.	3435	Ecology and Environment	Nil Expenditure
40.	3454	Census Surveys and Statistics	6/88
41.	3475	Other General Economic Services	6/88
42.	4402	C.O. on Soil and Water Conservation	Nil expenditure
43.	4406	C.O. on Forestry and Wild life	Ditto
44.	4408	C.O. on Food Storage and Warehousing	6/88
45.	4853	C.O. on Non-Ferrous Mining and Metallurgical Industries	Nil expenditure
46.	5475	C.O. on other General Economic Services	Ditto
47.	2405	Fisheries	Not done at all
48.	2425	Cooperation	9/88
49.	2505	Rural Employment	4/88

Sr. No.	Head of A/c	Name of Head	Month upto which reconciliation done during 1988-89
50.	2515	Other Rural Development Programmes	6/88
51.	2575	Other Special Areas Programme	Nil Expenditure
52.	3053	Civil Aviation	9/88
53.	3054	Roads and Bridges	Nil Expenditure
54.	3055	Road Transport	12/88
55.	3275	Other Communication Services	Nil Expenditure
56.	3075	Other Transport Services	Nil Expenditure
57.	3452	Tourism	9/88
58.	3604	Compensation and Assignment to Local Bodies and Panchayati Raj Inst.	Not done at all
59.	4405	C.O. on Fisheries	Nil Expenditure
60.	4425	C.O. on Co-operation	Not done at all
61.	4515	C.O. on other Rural Development Programme	Nil Expenditure
62.	4575	C.O. on other Special Areas Programmes	Nil Expenditure
63.	5053	C.O. on Civil Aviation	Ditto
64.	5054	C.O. on Roads and Bridges	Ditto
65.	5055	C.O. on Roads Transport	12/88
66.	5075	C.O. on other Transport Services	Nil Expenditure
67.	5275	C.O. on other Communication Services	Ditto
68.	2701	Major and Medium Irrigation	12/88

Sr. No.	Head of A/c	Name of Head	Month upto which reconciliation done during 1988-89
69.	2702	Minor Irrigation	12/88
70.	2711	Flood Control	12/88
71.	2801	Power	12/88
72.	2810	Non conventional sources of Energy	12/88
73.	2851	Village and Small Industries	12/88
74.	2852	Industries	12/88
75.	2875	Other Industries	12/88
76.	2885	Other Outlay on Industries and Minerals	12/88
77.	3451	Secretariat Economic Services	12/88
78.	4701	C.O. on Irrigation	12/88
79.	4711	C.O. on Flood Control Project	12/88
80.	4702	C.O. on Minor Irrigation	12/88
81.	4801	C.O. on Power Projects	12/88
82.	4851	C.O. on Village and Small Industries	12/88
83.	4855	C.O. on Telecommunication and Electronic Industries	12/88
84.	4875	C.O. on Other Industries	12/88
85.	4885	C.O. on Industries and Minerals	12/88
86.	2401	Crop Husbandary	12/88
87.	2403	Animal Husbandry	10/88
88.	2404	Dairy Development	12/88

Sr. No.	Head of A/c	Name of Head	Month upto which reconciliation done during 1988-89
89.	2416	Agricultural Financial Institutions	Nil Expenditure
90.	2435	Other Agricultural Programme	12/88
91.	2415	Agricultural Research and Education	11/88
92.	2506	Land Reforms	9/88
93.	4401	C.O. on Crop Husbandry	11/88
94.	4403	C.O. on Animal Husbandry	Nil Expenditure
95.	4404	C.O. on Dairy Development	Nil Expenditure
96.	4415	C.O. on Agricultural Research and Education	Nil Expenditure
97.	4435	C.O. on other Agricultural Programme	Nil Expenditure
98.	4416	Investments in Agricultural Financial Institutions	Nil Expenditure
99.	2202	General Education :	
		(i) Director, Public Instructions (Prim)	Not done at all
		(ii) Director, Public Instructions (Schools)	9/88
		(iii) Director, Public Instructions (Colleges)	9/88
		(iv) Director of Languages	9/88
100.	2203	Technical Education	9/88
101.	2204	Sports and Youth Welfare:	
		(i) Director of Public Instruction (Colleges)	Not done at all
		(ii) Director of Public Instructions (Schools)	Ditto
		(iii) Director, Youth Services	Ditto
		(iv) Director, Sports	Ditto

Sr. No.	Head of A/c	Name of Head	Month upto which reconciliation done during 1988-89
102.	4202	C.O. on Education, Sports, Art and Culture	12/88
103.	2205	Art and Culture	10/88
104.	2215	Water Supply and Sanitation	Not done at all
105.	2216	Housing	Ditto
106.	2220	Information and Publicity	Ditto
107.	2230	Labour and Employment	Ditto
108.	2236	Nutrition	Ditto
109.	2245	Relief on Natural Calamities	8/88
110.	2251	Secretariat Social Services	Not done at all
111.	2250	Other Social Services	Ditto
112.	3425	Other Scientific Research	Ditto
113.	4215	C.O. on Water Supply and Sanitation	Ditto
114.	4216	C.O. on Housing	Ditto
115.	4220	C.O. on Information and Publicity	Ditto
116.	4236	C.O. on Nutrition	Ditto
117.	4250	C.O. on other Social Services	Ditto
118.	5425	C.O. on other Scientific Research	Ditto
119.	2217	Urban Development:	
		(i) Chief Town Planner	10/88
		(ii) Director of Urban Estate	Not done at all
		(iii) Director of Local Government	Ditto
		(iv) Municipal Election	Ditto

Sr. Head No. of A/c	Name of Head	Month upto which reconciliation done during 1988-89
120. 2225	Welfare of Scheduled Castes, Scheduled Tribes and other Backward Classes	9/88
121. 2235	Social Security and Welfare:	
	(i) Director, Social Welfare	10/88
	(ii) Director, Sainik Welfare	11/88
	(iii) Director, Public Instructions (Colleges) and Director, Public Instructions (Schools)	Not done at all
	(iv) Director, Industries, Training	Ditto
	(v) Director, Prosecution and Litigation	Ditto
	(vi) Director, Health Services	Ditto
122. 3456	Civil Supplies	Ditto
123. 4217	C.O. on Urban Development	Ditto
124. 4225	C.O. on Scheduled Castes, Scheduled Tribes and other Backward Classes	Ditto
125. 4235	C.O. on Social Security and Welfare	Ditto
126. 2210	Medical and Public Health	4/88
127. 2211	Family Welfare	9/88
128. 4210	C.O. on Medical and Public Health	12/88
129. 4211	C.O. on Family Welfare	12/88
130. 5452	C.O. on Tourism	Not done at all

(Sd.) . . . ,

Accounts Officer, (T.M. II)

20.74 Grant of Bonus/Ex-gratia award to Punjab Government employees on deputation to the Public Sector Undertakings.

A reference is invited to Punjab Government circulars letter No. 5600-(5)-FR-68/15365, dated the 5th August, 1968 and No. 2606-8FR-75/22843, dated the 16th September, 1975, on the subject noted above, and to state that the matter has been reconsidered keeping in view the decision of the Government of India contained in Act No. 67 of 1985 amending the provisions of section 12 of the payment of Bonus Act, 1965, the President of India is pleased to raise the eligibility limit for payment of bonus/ex-gratia award from rupees one thousand six hundred to rupees two thousand five hundred per mensem, subject to the condition that the amount of bonus/ex-gratia award payable to an employee drawing salary exceeding rupees one thousand six hundred should be calculated as if his salary was rupees one thousand six hundred (instead of rupees seven hundred and fifty, as at present).

2. The Punjab Government circular letter No. 5600-5(FR)-68/15365, dated the 5th August, 1968 and No. 2606-8FR-75/22843, dated the 16th September, 1975 may be treated to have been modified to the above extent, other conditions as contained therein remaining the same.

3. These instructions shall be effective from the 7th November, 1985. However, cases decided prior to the issue of these instructions are not to be re-opened.

(No. 5/10/86-FPI/4906 dated Chandigarh, the 10th May, 1989).

20.75 Fixation of norms of Personal staff with the officers.

It is to state that in paragraph 11.25 of its Report (copy enclosed) the Third Punjab Pay Commission has framed certain general guidelines in respect of the norms of Personal Staff to be provided to various levels of Officers. For a detailed consideration of the issue, the existing position of Stenography Assistance made available to all the officers under the control of your Department may please be supplied to this Department by the 29th May, 1989 positively.

(No. 10/1/88-FPI/5263 dated 24th May, 1989)

THE EXTRACT TAKEN FROM CHAPTER II OF THIRD PUNJAB PAY
COMMISSION'S REPORT, PART-I

11.25 During the hearing of various associations, it has been pointed out to us that there is no definite fixed criteria

for sanctioning the posts of Personal Assistants/Senior Scale Stenographers etc. with various levels of officers. Several officers, particularly the Heads of Departments, have requested that they should be provided with Personal Assistants. At present only Senior Scale Stenographers are provided to the Heads of Departments. All other officers working in the Directorates and in the Field are provided with Junior Scale Stenographers or Steno-typists only. We have tried to formulate certain general guidelines for the purpose of creating and sanctioning posts of Personal Assistant/Senior Scale Stenographers etc. with various levels of officers. In our view, the basic criteria for providing stenography assistance to an officer has to be that the officer deals with disposal of judicial/quasijudicial matters or he deals with formulation/review of plans, policies and programmes or he deals with control and regulation of personnel matters or any other matters of similar nature involving dictation work. Once an officer fulfils this basic criterion, the question arises as to what level of stenography assistance should be provided to him. Regarding this issue we would like to observe that proficient stenographer not only renders a neat presentation of typed documents but also saves a lot of time of the officer as the latter does not have to go through the typed documents repeatedly for making corrections. Our approach has thus been rather liberal on this score. Keeping in view all relevant factors we have framed the following guidelines in this behalf :--

Level of Stenography Assistance	Rank of the officer
(a) Secretary, Private Secretary and Personal Assistant	(i) Chief Secretary to Government. (ii) Additional Chief Secretary to Government. (iii) Financial Commissioners. (iv) Any other officer of equivalent rank.
(b) Private Secretary and Personal Assistant	(i) Secretary to Government. (ii) Special Secretary to Government. (iii) Additional Secretary to Government. (iv) Any other officer of equivalent rank.

Level of Stenography Assistance	Rank of the officer
(c) Personal Assistant	<ul style="list-style-type: none"> (i) Joint Secretaries to Government. (ii) Heads of Departments. (iii) Chief Engineers. (iv) Deputy Commissioners. (v) All District and Sessions Judges. (vi) All Senior Superintendents of Police. (vii) Deputy Secretaries to Government. (viii) Any other officer of equivalent rank.
(d) Senior Scale Stenographer	<ul style="list-style-type: none"> (i) Additional Deputy Commissioners. (ii) Additional Directors. (iii) Joint Directors. (iv) Under-Secretaries to Government. (v) Additional District and Sessions Judges. (vi) Sub Divisional Magistrates. (vii) Senior Sub-Judges. (viii) Chief Judicial Magistrates. (ix) Superintending Engineers. (x) Any other Officer of equivalent rank.
(e) Junior Scale Stenographer	<ul style="list-style-type: none"> (i) Deputy Directors. (ii) District Heads of various Departments. (iii) Sub-Judges. (iv) <i>Judicial Magistrates.</i>

Level of Stenography Assistance	Rank of the officer
	(v) Executive Magistrates.
	(vi) Assistant Directors.
	(vii) Any other officer of equivalent rank.
	(viii) Superintendents Grade-I in the Punjab Civil Secretariat.
(f) Steno-typist	(i) Superintendent Grade-I in the Field.
	(ii) Superintendent Grade-II.
	(iii) Any other officer of equivalent rank.

20.76 Implementation of Plan Schemes--financial clearance by the Department of Finance.

Please refer to the instructions contained in the Department of Finance circular letter No. 4/5/87-6FPC, dated the 4th June, 1987 on the subject. In paragraph 3 of this letter it was stated that keeping in view the provisions contained in para 14.9 of the Punjab Budget Manual, proposals for the financial clearance of the Technically New Schemes (in the Plan Budget) are not required to be sent to the Department of Finance and can be cleared by the Administrative Department concerned, subject to the condition that :--

- (i) the Plan Scheme is continuing for the last one year;
- (ii) the scheme has been included in the Annual Plan by the Department of Planning and appears in the Plan Budget as such; and
- (iii) there is no change in the norms, contents/amount and objectives of the scheme.

2. Cases, however, continue to be referred to the Department of Finance because of the condition that there should be no change in norms, content, amount and objectives, and some change invariably takes place in the 'amount' because of normal increases in salaries due to increments and D.A. instalments, and contingencies etc. After due consideration it has been decided that if there is any change in the amount provided for the scheme,

as a result of any normal increases in pay scales, the grant of annual increments, the release of additional D.A. instalments etc. or normal increase in contingencies (Say within 5 to 10%) etc. then the scheme need not be referred to the Department of Finance for clearance. If there is a change in amount due to any other factors, however, the clearance of Department of Finance will be necessary. All other conditions remain as before.

(No. 2/4/89-2FBI/7769, dated 28th August, 1989)

20.77 Disbursement of pay and allowances and pensions for the month of October, 1989 on the 24th October, 1989.

It is to address you on the subject noted above and to say that due to apprehension of indefinite strike w.e.f. the 26th October, 1989 by the employees of the State Bank of India, the President of India is pleased to direct that in relaxation of the provisions of rule 5.1 of the Punjab Financial Rules, Volume-I, the pay and allowances for the month of October, 1989 of all the Punjab Government employees (both gazetted and non-gazetted) and pensions of the pensioners for this month may be drawn and disbursed on the 24th October, 1989.

2. It is requested that necessary action may be taken accordingly.

(No. 4/19/89-1FPIV/860-859 dated Chandigarh, the 19th October, 1989).

20.78 Diversion of staff.

It is refer to the subject and to say that the Accountant General, Punjab, has brought to the notice of Government that many departments often divert posts sanctioned for field offices to the headquarters on a regular continuing basis. This has also been noticed by the Staff Inspection Units during the course of the work studies conducted by it. It will be appreciated that an official so diverted can neither be treated on tour nor as having been transferred and cannot, therefore, have a defined status as per existing instructions. In case diversion of staff is essential due to increase of work, you are advised to approach to the Staff Inspection Directorate through your Administrative Department for an assessment of the work load and the creation of more posts at the headquarters if necessary, by reducing posts at the field level.

2. The above instructions should be adhered to meticulously.

(No. 6-ISIU(3)-89/1248 dated 20th October, 1989)

20.79 Payment of salary and other entitlements through the Banks--Supplying of break-up thereof.

Your attention is invited to rule 7.12-A(vi) of the Punjab Financial Rules, Volume-I, as amended,--vide this Department's Notification No. 2/4/2FCD-87/4740, dated the 16th May, 1988, whereby, the Drawing & Disbursing Officers are required to issue slips in Form 'D' showing the break-up of the monthly salary and other entitlements of the officers, whose salary etc., is disbursed through the Banks by the issue of cheques. It has however, been brought to the notice of this Department that the requisite monthly slips are not being supplied to the concerned offices by the Drawing and Disbursing Officers with the result that officers are not in a position to know the break-up of their salary. It is requested that the Drawing and Disbursing Officers functioning under your control may be instructed to ensure that the requisite slips containing the break-up of the monthly salary and other entitlements are supplied to the concerned officers by them in form 'D', as required by the rules.

(No. 4/25/89-1FPIV/964 dated 23rd November, 1989).

20.80 Implementation of the recommendations of Third Punjab Pay Commission--Fixation of norms of personal staff.

It is to address you on the subject cited above and to say that in pursuance of the recommendations of Third Punjab Pay Commission, the President of India has been pleased to decide that the Stenography assistance at various levels shall be as per Annexure enclosed. The Stenotypists attached to the Private Secretaries will attend to miscellaneous duties including diary and despatch work.

(No. 10/1/88-FPI/1048, dated Chandigarh, the 23rd November, 1989).