

ANNEXURE

STENOGRAPHY ASSISTANCE AT VARIOUS LEVELS

Serial No.	Rank of the Officer	Decision of Government
1	2	3
(a)	Chief Secretary to Government, Punjab	Secretary, Private Secretary and Personal Assistant
(b)	(i) Financial Commissioners (ii) Director General of Police (iii) Secretary to Government (iv) Special Secretary to Government (v) Additional Secretary to Government	Private Secretary and Personal Assistant
(c)	(i) Joint Secretary to Government (ii) Heads of Departments (iii) Chief Engineers (iv) Inspectors General of Police (v) Deputy Commissioners (vi) All District and Sessions Judges	Personal Assistant
(d)	(i) Deputy Inspectors General of Police (ii) All Senior Superintendents of Police (iii) Superintendents of Police (iv) Deputy Secretaries to Government (v) Additional Deputy Commissioners (vi) Additional Directors (vii) Joint Directors (viii) Under Secretaries to	Senior Scale Stenographer

1	2	3
(ix) Special Secretaries to Ministers/Secretaries to Ministers/Secretary to Chief Secretary	}	Senior Scale Stenographer
(x) Superintending Engineers	}	Senior Scale Stenographer
(xi) Additional District and Sessions Judges	}	Senior Scale Stenographer
(e) (i) Sub-Divisional Magistrates	}	Junior Scale Stenographer
(ii) Senior Sub Judges	}	Junior Scale Stenographer
(iii) Chief Judicial Magistrates	}	Junior Scale Stenographer
(iv) Deputy Directors	}	Junior Scale Stenographer
(v) District Heads of various Departments	}	Junior Scale Stenographer
(vi) Sub-Judges	}	Junior Scale Stenographer
(vii) Judicial Magistrates	}	Junior Scale Stenographer
(viii) Executive Magistrates	}	Junior Scale Stenographer
(ix) Assistant Directors	}	Junior Scale Stenographer
(f) Superintendents Grade I in the Punjab Civil Secretariat	}	Junior Scale Stenographer/ Stenotypist
(g) (i) Private Secretaries	}	Steno-typist
(ii) Superintendents Grade I in the field	}	Steno-typist

NIRMAL SINGH BANWAIT,

Superintendent,

Finance Personnel I Branch.

20.81 Implementation of the recommendations of Third Punjab Pay Commission--Fixation of norms of Personal staff.

Your attention is invited to this Department letter No. 10/1/88/FPI/10148, dated the 23rd November, 1989 on the subject cited above, and to say that the proposals with regard to the creation/upgradation of the posts of personal staff (Stenographers, Personal Assistants, Private Secretaries, etc.) are being sent to the Depart-

ment of Finance in individual cases. Attention is also invited to the Department of Finance I.D. No. 16/55/89-FGC, dated the 16th October, 1989 (copy enclosed) addressed to the Chief Secretary, the Financial Commissioners and the Administrative Secretaries to Government, Punjab. It is requested that the consolidated proposals in respect of the entire Department, indicating complete financial implications in accordance with the instructions, dated the 16th October, 1989, may please be sent to this Department through the Administrative Departments concerned so that the proposal of each Department could be examined in one lot and necessary provision for funds be made in the Revised Estimates, 1989-90, and the Budget Estimates, 1990-91.

(No. 10/1/88-FPI/11012, dated the 20th December, 1989).

GOVERNMENT OF PUNJAB

DEPARTMENT OF FINANCE

(Finance General Coordination Branch)

Subject.—Working out of financial implication for the proposals relating to the creation of posts.

All the Branch Officers and Superintendents of Finance Expenditure Branches may kindly refer to the subject cited above.

2. All the Administrative Departments have been requested to work out the financial implication of their proposals for the creation of posts as per provisions under rule 7.6 and 7.7 of Punjab Financial Rules, Volum I. Copy of the circular letter is enclosed. All the Finance Expenditure Branches should ensure that the proposals received from the Administrative Department in their respective Branches, are in accordance with the rules.

(I.D. No. 16/55/89-FGC, dated, Chandigarh, the 16th October, 1989).

Subject.—Working out of financial implication for the proposals relating to the creation of posts.

All the Financial Commissioners and Administrative Secretaries of the Government of Punjab, may please refer to the subject.

2. Proposals for creation of posts are received in the Department of Finance from various Administrative Department for concurrence but it has been observed that the financial impli-

cations involved, are not worked out in accordance with the provisions contained in rule 7.6 and 7.7 of Punjab Financial Rules, Volume I.

"Rule 7.6 lays down that such proposals should be accompanied by a proposition statement in duplicate in PFR Form 3. The details to be shown in the proposition statement will be determined by the following principles :--

- (i) The proposition statement should relate strictly to the section or part of the office affected by the proposals. As regards the other parts or sections of the office, neither details nor figures of total cost need be included.
- (ii) Where a section consists of Loth Class IV non-gazetted employees, details need be given only of the Class affected, if a saving of labour will result from the adoption of this procedure.
- (iii) The rules as to details set out in Rule 7.5 should be observed.

Rule 7.7 of the PFR Volume I lays down that where the pay of any post existing or proposed rises from a minimum to a maximum by periodical increments, the average monthly cost and not the actual or the commencing cost, must be given. The average monthly cost in such cases should be calculated in accordance with the formula mentioned under the rule 7.7 *ibid*.

3. It is, therefore, requested that before sending proposals for the creation of posts to the Department of Finance, the financial implications of their proposals be worked out as per provision under Rule 7.6 and 7.7 of Punjab Financial Rules, Volume I.

(No. 16/55/89-FGC, dated, Chandigarh, the 16th October, 1989).

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

It is to address you on the subject cited above and to state that in pursuance of the recommendations of the Third Punjab Pay Commission, the norm for providing stenography assistance to the officers of various levels were circulated, - *vide* Department of Finance letter No. 10/1/88-FPI/10148, dated the 23rd November, 1989. In this Department letter No. 10/1/88-FPI/11012, dated the 20th December, 1989, it was pointed out that the proposals with regard to the creation/upgradation of the posts of personal

staff (Stenographers, personal Assistants, Private Secretaries, etc.) were being sent to the Department of Finance in individual cases and it was requested that a consolidated proposal in respect of the entire Department indicating complete financial implications in accordance with the instructions issued by this Department,--*vide* I.D. No. 16/55/89-FGC, dated the 16th October, 1989 be sent to this Department through the Administrative Department concerned so that the proposal of each Department could be examined in one lot and necessary provision for funds be made in the Revised Estimates, 1989-90, and the Budget Estimates, 1990-91. Further,--*vide* this Department's letter No. 10/1/88-FPI/1018, dated the 2nd February, 1990, it was again pointed out that the proposal with regard to the creation/upgradation of the posts of personal staff were not being sent to this Department in accordance with the instructions issued with this Department circular letter, dated the 20th December, 1989, referred to above, and you were again requested that consolidated proposals with respect to the entire department, indicating the existing number of posts of personal staff/stenos in various categories, proposals for the creation/upgradation of the posts and financial implications as per provisions of Rules 7.6 and 7.7 of the Punjab Financial Rules, Volume I, should be sent to this Department (in the concerned Expenditure Branch).

2. In view of the position explained above, it is evident that the norms for providing personal staff to the Officers have been fixed recently and proposals with regard to the creation/upgradation of the posts in accordance with the norms now prescribed by Government are to be sent to the Department of Finance for concurrence. It has come to the notice of Government that in spite of clear instructions issued in this behalf, the posts of personal staff as per revised norms now fixed have been created by the Departments themselves without getting the posts created/upgraded as envisaged in the instructions referred to above. This is a financial irregularity and will be reviewed seriously in audit also as the departments are not competent to create/upgrade any post without the approval of the Department of Finance. You are, therefore, requested to look into the matter and ensure that no post is created/upgraded in accordance with the revised norms without the approval of the Department of Finance. In case, the creation/upgradation of any post has been done inadvertently by your Department without the approval of the Department of Finance, the same may be cancelled immediately and proposal be sent to this Department through the Administrative Department concerned. The responsibility for not taking action in such cases will entirely rest upon you.

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

(No. 10/1/88-FPI/1506, dated, Chandigarh, the 20th February, 1990).

20.83 Implementation of the recommendations of the Third Punjab Pay Commission--Grant of eight days earned leave to the employees of the Vacation Departments.

It is to address you on the subject cited above and to say that as per provisions contained in rule 8.117(a) of Punjab Civil Services Rules, Volume I, Part I, the employees of Vacation Department are not entitled to any earned leave in respect of duty performed in any year in which the staff avails itself of full vacation. Now, in pursuance of the recommendations of the Third Punjab Pay Commission, the President of India is pleased to decide that the employees of Vacation Departments shall be entitled to eight days earned leave for every completed year spent on duty. The concession of earned leave of eight days shall not be admissible to such Government employees in respect of any year in which he is prevented from availing himself of the full vacation as he is entitled to the earned leave as is admissible to the employees of Non-Vacation Departments, as per provision of Rule 8.117(b) of the Punjab Civil Services Volume I, Part I. If any employee of the Vacation Department avails himself of a part of vacation the earned leave proportionately admissible to him under rule 8.117(b) together with eight days additional earned leave will not exceed the maximum earned leave admissible under rule 8.117(b). The benefit will accrue to the staff from the calendar year, 1990, i.e., from the 1st January, 1990.

2. Necessary amendment in the relevant rules will be made in due course.

(No. 10/36/89-4FPI/2033, dated Chandigarh, the 8th March, 1990).

20.84 Expeditious clearance of Plan Schemes 1990-91--Conversion of Plan Schemes into Non-Plan.

Please refer to the instructions contained in circular No. 4/12/90-PSPB-DD(PC)/90/1321, dated the 1st March, 1990 from the Department of Planning on the subject cited above where in it was advised that the proposals regarding Annual Plan 1990-91 be forwarded to the Department of Planning for their clearance

by the 7th March, 1990. The Department of Finance would consider the sanctioning of these Plan Schemes after the clearance of Planning Department.

2. Para 14.9 of Budget Manual lays down that the proposals for inclusion in the Plan should be examined in detail in the Department of Finance to ascertain the necessity of the Scheme; justification for the staff asked for the reasonableness of the provisions of funds for contingent expenditure and to ensure that strength of the posts/scales are in accordance with the norms fixed. Thus, scrutiny by the Department of Finance of all the schemes being included in the Plan is essential.

3. The Seventh Plan period will terminate on 31st March, 1990. That being so, all the schemes will have to be examined afresh for their inclusion in Annual Plan 1990-91. It is, therefore, requested that the Plan proposals may be submitted for consideration in the Department of Finance, after clearance from the Department of Planning, as under :-

(a) The spill over schemes from the previous plan which have been retained on plan side, may be sent forthwith to the Department of Finance so that the same can be formally cleared for next financial year. The requisite schedule and memo may also be sent alongwith the schemes. Such schemes may be sent, preferably, in one lot so that implementation can be taken up by the A.D. from April, 1990;

(b) Schemes which are being included in Annual Plan 1990-91 for the first time may be submitted for a through scrutiny with full details viz. merits of the scheme, justification of the staff, reasonableness of contingent expenditure, break up of expenditure etc. and requisite schedule and memoranda. Such schemes should be sent to this department immediately, as soon as possible, after clearance of the Planning Department.

4. Some of the schemes regarding conversion from plan to non-Plan are pending decision for want of receipt of certain information from the concerned Department. Such schemes alongwith requisite information asked for by the Department of Finance should be submitted to this Department without any further delay. It will not be possible for the Department to disburse the salaries for the month of March unless the proposals are cleared by the Department of Finance.

(No. 2/4/89-2FBI/2145, dated Chandigarh, the 9th March, 1990).

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,