

Copy of Punjab Government order No. 8/3/98-6PPH/12103, dated 10th Sept., 1998 from the Department of Personnel and Administrative Reforms, and a copy to all the Financial Commissioners/Principal Secretaries and Administrative Secretaries to the Government of Punjab and all the Heads of Departments etc. in the State of Punjab.

In continuation of Punjab Government order No. 8/1/98-6PP3/6695, dated 18th May, 1998, the Governor of Punjab is pleased to define the term 'Anomaly', for processing the representations from the State Government employees regarding anomalies arising from the revised pay scales notified after considering the recommendations of the Fourth Punjab Pay Commission, as under :-

- a) Where the Head of the Department is of the opinion that the vertical/horizontal relativities have been disturbed as a result of the Fourth Punjab Pay Commission report in a manner leading to grave dis-satisfaction and adverse impact on efficiency;
- b) Where the Head of the Department is of the opinion that any recommendation is in contravention of the principle or the policy enunciated by the Fourth Punjab Pay Commission itself without the Commission assigning any reason;
- c) Where the maximum of the revised scale is less than the amount at which one is entitled to be fixed except in those cases where the same is as a result of modified fixation formula adopted by the Government; and
- d) Where the amount of revised allowance is less than the existing rate.

Copy of Punjab Government circular letter No. 7/37/98-5PPI/12851, dated 25th Sept., 1998 from the Department of Personnel and Administrative Reforms, addressed to all the Heads of Departments etc. in the State of Punjab.

Subject :- *Implementation of the recommendations of the Fourth Punjab Pay Commission under "Assured Career Progression Scheme".*

Sir/Madam,

I am directed to address you on the Subject cited above and to say that after careful consideration of the recommendations of the Fourth Punjab Pay Commission with regard to "Assured Career Progression Scheme" the Governor of Punjab is pleased to decide as follows.

2. These decisions shall be effective from 1-1-1996 and apply to all categories of the State Government employees governed by the Punjab Civil Services (Revised Pay) Rules, 1998 (hereinafter referred as the Rules, 1998) except in respect of the following :-

- i) Such categories of employees who have been allowed three or more grade structure of pay scales under the Rules, 1998;
- ii) Categories of employees for whom benefit of career progression is/was already available under any Rules and instructions notified earlier.

In case an employee who has opted to get his pay fixed from a date after 1-1-1996 under Rule 6 of the Rules 1998, these decisions will be applicable from the date opted for by him. Such employee may give a fresh option in writing 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. Service rendered in the same post before 1-1-1996 or the date opted for by an employee shall count for the purposes of these decisions subject to the conditions stated hereinafter.

3. i) After a service of 8 years in a post or posts in the same 'Cadre' (hereinafter referred as the same post) an employee, who is not promoted to the next higher level on account of non-availability of a vacancy at such higher level or non-existence of a promotional level in the 'Cadre' shall be granted the pay scale which is next higher in the heirarchy of pay scales given in Column No. 3 of the 'First Schedule' annexed to Rules, 1998. If on 1-1-1996 or the date opted under Rule 6 of Rules, 1998 an employee becomes entitled to a higher pay scale on account of protection under the said rules he shall be granted such higher pay scale.
- ii) On the grant of higher pay scale as in sub-para (i) above the pay of the employee shall be fixed at the next higher stage in the master scale and he shall be allowed next increment from the date he would have earned his next increment had he continued in the lower pay scale. If the minimum of the higher scale is higher than the stage arrived at, his pay shall be fixed at such minimum and next increment shall be allowed after qualifying service of 12 months.
- iii) A proficiency Step-up shall be granted to such an employee after 16 years of service and a Second Proficiency Step-up shall be granted after 24 years of service if the employee still continues in the same post. Service rendered by an employee in the lower and higher pay scale granted as per (i) above shall be reckoned as service in the same post for this purpose.
- iv) In case an employee continues to serve in the same post even after 32 years of service he shall be placed in the next higher pay scale in the heirarchy of pay scales as indicated in Column 3 of the 'First Schedule' annexed to the Rules, 1998 and his pay shall be fixed as mentioned in sub para (ii) above.
- v) Pay of an employee who was in service before 1-1-1996 shall be first fixed in the revised pay scale admissible to him under Rules, 1998 and then regulated as under :-
 - a) An employee who has rendered 8 years but less than 16 years service in the same post and has availed benefit of one proficiency step-up under the existing instructions shall be placed in the higher scale without benefit of any increment i.e. his pay will be fixed at the same stage in the master scale, since he has received one progression and has received accumulated benefit at the time of the pay fixation in lower revised scale. He shall be treated to have been placed in the higher scale on the date he was given the proficiency step-up. He shall be eligible for futher benefits under this scheme as per (iii) and (iv) above.
 - b) An employee who has completed 16 years of service but less than 18 years of service in the same post and has been allowed benefit of one proficiency step-up under the existing instructions shall be placed in the higher scale after giving him benefit of one increment. He shall be deemed to have been placed in the higher scale after 8 years service and granted first proficiency step-up after 16 years service. He shall be eligible for second proficiency step-up and grant of higher pay scale as per (iii) and (iv) above.

- c) An employee who has completed 18 years of service in the same post and has been allowed benefit of two proficiency steps-up under the existing instructions shall be placed in the higher scale without benefit of increment by adjusting this proficiency step-up granted after 8 years of service. He shall be notionally treated to have been placed in the higher pay scale after 8 years and granted first proficiency step-up after 16 years. He shall be eligible for second proficiency step-up and placement in higher scale when he completes 24 years and 32 years in the same post.
 - vi) If an employee is promoted to the next higher promotional post in the regular way at any time before one of the benefits under this scheme becomes due, the grant of such benefits shall stand postponed accordingly and shall be granted after completion of service of 8 years in such promotional post. If the promotion of an employee to higher post occurs after having got placement in higher scale of the proficiency step-up/steps-up under this scheme, the benefit of only one increment instead of two increments normally admissible on promotion shall be given in fixing his pay in the scale of pay of the promotional post;
 - vii) An employee shall be entitled to a maximum of two placements in higher scale and a maximum of two proficiency step-up in his entire service career under this scheme.
- 4.
- i) Placement in higher scale and proficiency steps-up under this policy shall be granted only to those employees whose overall service record is adjudged as 'good'. If a departmental test is prescribed or acquisition of higher qualification is a pre-requisite for promotion to the higher level then only those employees who clear such test or acquire such qualifications would be eligible for benefits under this scheme;
 - ii) On placement to the next higher scale under this scheme an employee would continue to do the same work with same designation. There will be no need for creation of any separate posts etc. and the employee shall remain on the strength of the same cadre.
 - iii) The Competent Authority for grant of benefits under this scheme shall be the same as in the case of promotion. Representations/Appeals against the grant of higher pay scale/proficiency steps-up under this scheme shall also lie in the same manner as in the case of promotion.
 - iv) As a necessary corollary to this decision the existing system of proficiency step-up(s) shall undergo a change to the extent indicated above. Other existing conditions governing the grant of proficiency step-up(s) already notified shall continue to be applicable mutatis mutandis in accordance with the above orders. The cases of proficiency steps-up which fell due prior to 1-1-1996 or the date opted for by an employee shall be settled according to the then prevalent instructions.
 - v) All senior/selection grades sanctioned to the categories of employees to whom these orders apply shall stand abolished with effect from the date of implementation of this decision.

5. For interpretation/clarification of the decisions contained in this circular letter the Department of Personnel and Administrative Reforms in consultation with the Department of Finance, shall be final authority.

6. This issues with the concurrence of the Department of Finance as conveyed by them vide their I.D. No. 7/2/98-FP1/1814, dated 14-9-1998 and I.D. No. 7/2/98-FP 1, dated 15-9-1998.

Copy of Punjab Government circular letter No. 3/30/98-2PPII/12856, dated 27th Sept., 1998 from the Department of Personnel and Administrative Reforms, addressed to all the Heads of Departments etc. in the State of Punjab.

Subject :- *Strike by the members of the Punjab State Ministerial Services Union.*

Sir/Madam,

I am directed to refer to the subject noted above and to say that some Government employees have gone on pendown strike from the 15th of September, 1998 onwards. Pen-down strike is strike for all intents and purposes and necessary action is to be taken against the strikers in accordance with the instructions issued vide letter No. 3/67/90-2PP II/6367, dated the 23rd April, 1993 of this Department. The principle of 'No work, No Pay' is to be strictly followed while dealing with the striking employees. It is made clear that the striking employees are to be paid salary only for the days they were present in office and actually worked. It will be the personal responsibility of D.D.O.'s to ensure that the salary for the month of September, 1998 which is to be disbursed on the 29th and 30th instant is drawn and paid only for the days the employees were present in office and attended to office work. Those who were on pen down strike are not to be paid salary for the days they were on such a strike. D.D.O.'s will also record a certificate to this effect on the pay bills for the month of September, 1998.

2. These instructions may be brought to the notice of all concerned for strict and meticulous compliance.

3. The receipt of this letter may please be acknowledged.

Copy of Punjab Government circular letter No. 3/30/98-2PPII/12859, dated 27th Sept., 1998 from the Department of Personnel and Administrative Reforms, addressed to all the Divisional/Deputy Commissioners etc. in the State of Punjab.

Subject :- *Strike by the members of the Punjab State Ministerial Services Union.*

Sir/Madam,

I am directed to refer to the subject noted above and to say that some employees on the call of the Punjab State Ministerial Services Union have gone on pen-down strike since the 15th Sept., 98. Such a strike is illegal, uncalled for and unwarranted. Some of the employees of this union are also reported to be inciting other non-striking employees to resort to strike, thereby obstructing the normal functioning in government offices. Government has taken a serious view of the same and has decided to deal firmly with all such employees for these acts of indiscipline and violation of law.

2. You are, therefore, requested to ensure that such employees who do not want to join the strikers are not compelled to join them and to personally ensure that Government offices in your jurisdiction function normally and inconvenience is not caused to general public. These instructions may kindly be brought to the notice of all concerned for strict and meticulous compliance.