

ਨੰ:5/25/94-5ਪੀ.ਪੀ.3/3228, ਮਿਤੀ 17.3.2002, ਨੰ: 5/25/94-5ਪੀ.ਪੀ.3/1986, ਮਿਤੀ 31.1.2003 ਅਤੇ ਨੰ: 5/25/94-5ਪੀ.ਪੀ.3/8355, ਮਿਤੀ 31.3.2004 ਵੱਲ ਦਿਵਾਉਂਦੇ ਹੋਏ ਆਪ ਨੂੰ ਸੂਚਿਤ ਕਰਾਂ ਕਿ ਇਸ ਮਾਮਲੇ ਤੇ ਪੁਨਰ ਵਿਚਾਰ ਕੀਤਾ ਗਿਆ ਹੈ ਅਤੇ ਫੈਸਲਾ ਲਿਆ ਗਿਆ ਹੈ ਕਿ ਹਦਾਇਤਾਂ ਮਿਤੀ 31.3.2004 ਦੇ ਪੈਰਾ-2 ਦੇ ਭਾਗ (ੳ) ਅਤੇ (ੲ) ਅਤੇ ਪੈਰਾ 5 ਵਿੱਚ ਦਿੱਤੀਆਂ ਹਦਾਇਤਾਂ ਨੂੰ ਵਾਪਸ ਇਸ ਸ਼ਰਤ ਤੇ ਲਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਪੰਜਾਬ ਰਾਜ ਦੇ ਭਾਖੜਾ ਬਿਆਸ ਮੈਨੇਜਮੈਂਟ ਬੋਰਡ ਵਿਚ 55 ਸਾਲ ਦੀ ਉਮਰ ਉਪਰੰਤ ਪ੍ਰਤੀਨਿਯੁਕਤੀ ਤੇ ਰਹਿਣ ਲਈ ਕਰਮਚਾਰੀ/ਅਧਿਕਾਰੀ ਇਕ ਲਿਖਤੀ ਵਚਨ ਦੇਣਗੇ ਕਿ ਉਹ ਪੈਨਸ਼ਨ ਦੇ ਲਾਭ ਉਨ੍ਹਾਂ ਤਨਖਾਹ ਦਰਾਂ ਤੇ ਭੱਤਿਆਂ ਦੇ ਆਧਾਰ ਤੇ ਕਲੇਮ ਕਰਨਗੇ, ਜੋ ਉਹ ਭਾਖੜਾ ਬਿਆਸ ਮੈਨੇਜਮੈਂਟ ਬੋਰਡ ਵਿਚ ਪ੍ਰਤੀਨਿਯੁਕਤੀ ਤੇ ਨਾ ਜਾਣ ਦੀ ਸ਼ਰਤ ਵਿੱਚ ਆਪਣੇ ਪਿਤਰੀ ਵਿਭਾਗ ਵਿੱਚ ਪ੍ਰਾਪਤ ਕਰਦੇ। ਇਸ ਤੋਂ ਇਲਾਵਾ ਅੱਗੇ ਪ੍ਰਤੀਨਿਯੁਕਤੀ ਤੇ ਜਾਣ ਵਾਲੇ ਕਰਮਚਾਰੀਆਂ ਸਬੰਧੀ ਇਹ ਸ਼ਰਤ ਉਨ੍ਹਾਂ ਦੀਆਂ ਟਰਮਜ਼ ਐਂਡ ਕੰਡੀਸ਼ਨਜ਼ ਵਿੱਚ ਸ਼ਾਮਲ ਕੀਤੀ ਜਾਵੇ।

2. ਇਹ ਹਦਾਇਤਾਂ ਵਿੱਚ ਵਿਭਾਗ ਵੱਲੋਂ ਉਨ੍ਹਾਂ ਦੇ ਅੰ:ਵਿ:ਪੱ:ਨੰ:2/19/2001-ਐਫ.ਪੀ.1/363, ਮਿਤੀ 22.5.2006 ਅਤੇ ਅੰ:ਵਿ:ਪੱ:ਨੰ:2/19/2001-ਐਫ.ਪੀ.1/783, ਮਿਤੀ 13.9.2006 ਰਾਹੀਂ ਦਿੱਤੀ ਪੂਰਵ ਪ੍ਰਵਾਨਗੀ ਅਨੁਸਾਰ ਜਾਰੀ ਕੀਤੀਆਂ ਜਾ ਰਹੀਆਂ ਹਨ।

**Copy of Punjab Government circular letter No. 7/60/06-5PP1/15863, dated 3rd November, 2006 from the Department of Personnel, addressed to all the Heads of the Department etc. in the State of Punjab.**

**Subject :- Assured Career Progression scheme on completion of 4, 9 and 14 years of service in a cadre.**

**Sir/Madam,**

I am directed to invite a reference to the subject cited above and to state that the matter regarding grant of Assured Career Progression scheme on completion of 4, 9 and 14 years of service in a cadre has been engaging the attention of the State Government of some time past. The Governor of Punjab is pleased to grant "Assured Career Progression Scheme" on completion of 4, 9 and 14 years of service in a cadre w.e.f. 1.11.2006 as follows :

2. This scheme is optional. An existing employee "including employee having less than four year service" will have the option either to continue in the existing Assured Career Progression scheme after a service of 8,16,24 and 32 years or to opt 4, 9 and 14 years "Assured Career Progression Scheme". An employee who wants to opt this scheme will have to exercise an option within two months from the date of issue of this letter along with an undertaking in the enclosed proforma through a sworn affidavit that he wants to accept this scheme effective from 1.11.2006 and will not claim any arrears. Service in a cadre rendered by an employee in the same post before 1.11.2006 shall count for the purposes of grant of benefit under this scheme.

3. (a) After a service of 4, 9 and 14 years in a post or posts in the same cadre (herein after referred to as the same post) and service rendered in the same post in different Government Departments, who is not promoted to a higher level on account of not availability of a vacancy or not existence of a promotional avenue in the cadre, shall be granted the pay scale, which is next, higher in a hierarchy of pay scales given in the column 3 of the first schedule of annexed to Revised Pay Rules, 1998. On placement in the next higher scale in the hierarchy of pay scales after a service of 4,9 and 14 years, the pay of an employee shall be fixed at the next higher stage in the pay 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 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 in higher scale.

(b) An employee who has completed four years service but less than 8 years service in a cadre will be placed in next higher scale in the hierarchy of pay scales and his pay will be fixed at next higher stage. If the pay so fixed is less than the minimum of higher scale than his pay will be fixed at the minimum of higher scale.



The next increment in such cases will be given after qualifying service of 12 months in the higher scale.

(c) An employee who has rendered 4 years of service but less than 9 years of service in the cadre and has availed benefit of placement in the next higher scale in the hierarchy or pay scales after eight years of service shall get nothing as he has already availed benefit of one increment and placement in the next higher pay scale under the existing Assured Career Progression scheme 8,16,24 and 32 years of service. *hierarchy*

(d) An employee who has completed 9 years of service but less than 14 years of service in a cadre in the same post and availed one placement in the next higher scale in the hierarchy of pay scales under the existing Assured Career Progression scheme after a service of 8 years shall be placed in the next higher scale in the hierarchy of pay scales and his pay shall be fixed at the next higher stage in that pay scale.

(e) An employee who has completed 14 years of service in a cadre but less than 16 years in the same post and availed one placement in the next higher scale in the hierarchy of pay scales under the existing Assured Career Progression scheme after a service of 8 years shall be allowed two placements in the next higher scale in the hierarchy of scales i.e. After 9 years and 14 years service and his pay shall be fixed at the next higher stage in that each pay scale.

(f) An employee who has completed 16 years of service in a cadre but less than 24 years of service in the same post and has availed one placement in higher scale in the hierarchy of pay scale and one benefit of proficiency step-up under the existing Assured Career Progression scheme shall be placed in the next two higher scales in the hierarchy of pay scales with benefit of one increment only and his pay shall be fixed at the next stage in the pay scales.

(g) An employee who has completed 24 years of service in a cadre and has already availed benefit of one placement in the higher scale in the hierarchy of pay scales and two Proficiency Step-ups under ACP scheme after 8, 18/16 and 24 years of service, he shall only be allowed two placements in the next higher scale in the hierarchy of Pay Scale without any benefit of increment as he has already availed benefit of three increments i.e. one on placement and two Proficiency step ups under the existing schemes. *higher*

4. (a) An employee shall be entitled to a maximum of three placements in the next higher scales in the hierarchy of pay scales with benefit of one increment each at every placement under this scheme. An employee who opts for this scheme but has already availed benefit of two placements in the higher scales in the hierarchy of pay scales after 8 and 32 years and two proficiency step ups after 16 and 24 years of service in a cadre under the existing Assured Career Progression scheme of 8,16,24,32 years of service will have to less benefit of one increment granted after 32 years of service and his pay will be refixed with w.e.f. 1.11.2006 accordingly. *higher* *Proficiency*

(b) The procedure for assessing the work and conduct for placement in the higher scale shall be the same as applicable to the case of promotion. The placement in higher scale shall be allowed only to these employees whose overall service record during the span of satisfactory service, is adjudged as 'Good' and the employee is otherwise suitable for promotion 'Good' record shall mean that more than 50% Annual Confidential Reports are good and out of last three years reports at least two should be 'Good'. For all the remaining years the benchmark may be 'Average'.

(c) On placement in next higher scale under this scheme, an employee would continue to do the same work with same designation and there will no need to creation of any separate post(s) and the employee shall remain on the strength of the same cadre.

(d) In case an employee, placed in higher scale in the hierarchy of scale under this scheme in getting pay more than the maximum of higher scale in that case his pay will be fixed at next higher stage in the master scale. *higher*



(e) An employee who is dismissed or is under suspension or on leave will be allowed to exercise his option under this scheme within two months from the date he/she joins duty.

(f) If the higher scale is not granted on account of unsuitability, it shall not be considered as 'Punishment under the Punjab Civil Services (Punishment and Appeal) Rules, 1970. Competent Authority for grant of higher pay scale shall be the same as in the case of promotion. Representations/Appeals against the non-grant of higher pay scale under this scheme shall also lie in the same manner as in the case of Promotion.

(g) As a necessary corollary to this decision the existing system of Assured Career Progression Scheme shall undergo a change to the extent indicated above. Other existing conditions governing the grant of Proficiency step-up(s)/ACP scheme already notified shall continue to be applicable mutatis mutandis in accordance with the above orders. The cases of ACP/proficiency step-up, which fell due prior to 1.11.2006, shall be settled according to the then prevalent instruction.

(h) For interpretation/clarification of the decisions contained in the circular letter of the Department of Personnel in consultation with the Department of Finance shall be final authority.

(i) The benefit gained by an employee under the existing scheme will be adjusted in the proposed scheme.

(j) The competent authority for the grant of placement in the next higher scale and step up of increment(s) shall be the same as in the case of promotion.

This issues with the concurrence of the Department of Finance conveyed vide their I.D. 1180-F OSD(L)FD dated 31.10.2006.

### FORM OF UNDERTAKING

(Referred to in para 2)

I, \_\_\_\_\_  
hereby opt the career progression scheme on completion of 4, 9, 14 years of service in a cadre notified by the Government vide notification No. \_\_\_\_\_ dated \_\_\_\_\_  
with effect from 1.1.2006.

I further undertake that I shall not claim any arrear on this account.

Signature

Name

Designation

Department/Office in which employed

ਪ੍ਰੋਸੈਨਲ ਵਿਭਾਗ, ਪੰਜਾਬ ਵੱਲੋਂ ਜਾਰੀ ਗਸ਼ਤੀ ਪੱਤਰ ਨੰ: 3/54/91/2ਪੀ.ਪੀ2-16023 ਮਿਤੀ 7 ਨਵੰਬਰ, 2006 ਦੀ ਕਾਪੀ ਜੋ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀਆਂ ਆਦਿ ਨੂੰ ਸੰਬੋਧਿਤ ਹੈ।

ਵਿਸ਼ਾ : ਪੰਜਾਬ ਸਿਵਲ ਸੇਵਾਵਾਂ (ਦੰਡ ਅਤੇ ਅਪੀਲ) ਨਿਯਮਾਂਵਲੀ 1970 ਅਧੀਨ ਰਿਟਾਇਰਡ ਅਧਿਕਾਰੀਆਂ ਦਾ ਬਤੌਰ ਪੜਤਾਲੀਆ ਅਧਿਕਾਰੀ ਨਿਯੁਕਤ ਕਰਨ ਬਾਰੇ।

ਸ਼੍ਰੀਮਾਨ/ਸ਼੍ਰੀਮਤੀ ਜੀ,

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਦੇ ਸਬੰਧ ਵਿੱਚ ਇਸ ਵਿਭਾਗ ਦੇ ਗਸ਼ਤੀ ਪੱਤਰ ਨੰ: 3/54/91/2ਪੀਪੀ2/2609, ਮਿਤੀ 25.2.99 ਵੱਲ