

5. It is requested that the instructions issued by the Government (in Welfare Department) may be implemented in letter and spirit.

*Copy of Punjab Government circular letter No. 7/14/88-5PPI/16200, dated 1st September, 1989, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.*

*Subject.-- Clarification in respect of grant of Proficiency Step-ups.*

In continuation of Punjab Government instructions issued, —*vide* circular letter No.7/14/88-5PPI/2269/18527, dated 1st December, 1988 and subsequent letter No.7/14/88-5PPI/14688, dated 9th August, 1989, regarding the grant of Proficiency Step-ups, I am directed to say that various departments/offices have raised certain points for clarification in respect of grant of Proficiency Step-up the procedure for which was laid down in the letter, dated 1st December, 1988. The matter has been considered in detail in consultation with the Department of Finance and the following clarifications are given on the various points:-

### Points

1. (a) Whether placement of an employee in the senior scale/selection grade envisages fixation of pay as governed by the Punjab Civil Services Rules, Volume I, Part I ?

(b) Whether an employee (in the ordinary scale of pay) drawing pay less than the minimum of the senior scale/selection grade when placed in the senior scale/selection grade in a period less than eight years will loss the benefit of Proficiency Step-up though he has not been promoted to a higher post in the official heirarchy.

### Clarification

1. (a) On placement in the senior scale/selection grade the pay of the employee is regulated in accordance with the relevant provisions contained in the Punjab Civil Services Rules, Volume I, Part I.

(b) As per provision contained in paragraph 1(7) of the instructions issued by the Department of Personnel and Administrative Reforms, —*vide* its circular letter No. 7/14/88-5PP(I)(2269)/18527, dated the 1st December, 1988, an employee will be eligible for proficiency increment(s) only if he has not gained any enhancement in his basic pay, except by way of annual increments and fixation of pay as a result of

OR

Some Assistants drawing Rs. 750 or Rs. 775 in the scale of pay of Rs. 600--1120 were placed in the senior scale of Assistant of Rs. 800--1400 and their pay was fixed at Rs. 800, i.e. at the minimum of the scale of Rs. 800--1,400. Thus, on placement they got the benefit of one or two increments on getting the minimum of the senior scale. Are they eligible for PROP on completion of eight years' or eighteen years' total service as Assistant ?

OR

A clerk drawing basic pay of Rs. 1,000 with six years of service was placed in the senior scale of Rs. 1,200--2,100 w.e.f. 1st April, 1988. His basic pay was fixed at Rs. 1,200, i.e. the minimum of the senior scale in the revised scale. Whether he is eligible for Proficiency Step-up after completing 8 years' service in the senior scale or his entire service from the date of his appointment as Clerk is to be counted for the same as in the former case he had already been allowed financial benefit ?

2. An official worked in the higher scale for about two years and was reverted due to non-availability of post or some other reason. Subsequently, he was promoted in the higher scale after the lapse of about six months. Whether his period for the grant of Proficiency Step-up is to be calculated from

revision of pay scales from time to time. Thus, in case the pay in the senior scale/selection grade is fixed at the minimum, whereby one gets the benefit of one or more increment(s) the service rendered against the post prior to the date of such fixation of pay will not be counted for the purposes of grant of Proficiency Step-up(s). However, the period of eight or eighteen years' service will further be reckoned for the purpose of grant of Proficiency Step-up(s) from the start of placement in the senior scale/selection grade.

2. For reckoning the period of eight or eighteen years, the entire service, including the past service, in a higher cadre will be counted, and the period of service on the lower post will be excluded for this purpose.

his regular appointment or he is also eligible for the benefit of his past service in the higher scale ?

3. A Senior Clerk from 1st January, 1978, was promoted as Assistant on 14th September, 1983 and was reverted as Senior Clerk on 9th March, 1984. Whether the entire period of his service from 1st January, 1978, should be counted for the purposes of grant of Proficiency Step-up in the post of Senior Clerk in the same manner as the service in a higher post (here Assistant) is also counted for increment in a lower post under rule 4.9(c)(i) of the Punjab Civil Services Rules, Volume I, Part I ?

3. The period during which he gained enhancement in his basic pay on promotion to the post of Assistant will not be counted for the purposes of grant of Proficiency Step-up in the post of (Senior) Clerk.

OR

An official working as Assistant on 1st January, 1986, was reverted as Clerk in 1987. Whether he is eligible for Proficiency Step-up in the scale of Clerk after completing 8 years' service including the service he rendered as Assistant in the higher scale ?

4. An employee had completed 8 years' service prior to or on 1st January, 1986 and was promoted subsequently to higher post. He opted for the revised scale from a date later than 1st January, 1986 and reverted to the lower post subsequently. For the grant of Proficiency whether the period spent on higher post will be taken into consideration or not ?

4. An employee who completed 8 years' service prior to or on 1st January, 1986, is eligible for Proficiency step-up only from the appointed day that is only after the fixation of pay of the employee in the revised scale of pay under the Punjab Civil Services (Revised Pay) Rules, 1988. The period spent on higher post during which he gained enhancement in his basic pay will not be counted for

the purpose of grant of Proficiency Step-up in the lower post.

5. Whether the period of service on the post of Superintendent Grade II on regular basis can be counted for the purpose of reckoning 8 years' and 18 years' service for granting Proficiency Step-up(s) as Assistant ?

5. The period of service on the post of Superintendent Grade II on regular basis during which he gains by way of getting special pay in lieu of a separate higher time-scale and which period is counted for all the consequential benefits of experience for the higher post and the fixation of pay on promotion in accordance with the relevant provisions contained in the Punjab Civil Services Rules, Volume I, Part I, etc., does not count for the purposes of reckoning 8 years' and 18 years' service for granting Proficiency Step-up(s) as Assistants.

6. An employee was appointed on *ad hoc* basis wherein he had put in 3 years of service. Subsequently, he was appointed on regular basis. For the grant of Proficiency whether the period of 8/18 years is to be taken from the date of his appointment on *ad hoc* basis or from the date he joined on regular basis as appointed by the Subordinate Services Selection Board/Departmental Selection Committee/Punjab Public Service Commission etc.

6. The period of eight or eighteen years is to be reckoned from the date of appointment on regular basis. Service rendered on *ad hoc* basis is not to be counted for the purposes of grant of Proficiency Step-up(s).

7. In the Technical Education Department, the different posts of Assistants and Accounts Clerks are in the same scale and in the same cadre. Should service against both the posts be counted jointly for the

7. The entire service of an employee who has served in different posts in the same cadre and in the same scale counts for purposes of grant of Proficiency Step-up(s), because during this service he has

purposes of grant of proficiency Step-up(s) ?

8. Can the entire service of an employee who has served in the posts in the same/different cadres the pay scales of which are the same/identical be counted for the purposes of grant of Proficiency step-up(s) ?

9. Whether an employee who has served in a cadre for more than 18 years and was not promoted/considered for promotion to a higher post due to non-fulfilment of the requisite qualifications/experience despite the fact that an opportunity was available or he himself forgoes promotion offered to him is eligible for the grant of Proficiency Step-ups after completing 18 years of service or not ?

not gained any enhancement in the basic pay.

8. The entire service of an employee who has served in the post or posts in the same/different cadre(s) the pay scale(s) of which is/are the same/identical counts for the purposes of grant of Proficiency Step-up(s), because during this service he has not gained any enhancement in his basic pay.

9. An employee who has not been promoted/considered for promotion to a higher post due to non-fulfilment of the requisite qualifications/experience for the higher post is eligible for grant of Proficiency Step-ups, because with his existing qualifications/experience no promotional opportunity is available to him. An employee who himself forgoes promotion offered to him is not eligible for the grant of Proficiency Step-ups, because Proficiency Step-ups are given only when an employee serves in a scale of pay and is not promoted to a higher scale on account of lack of promotional opportunities or non-availability of a vacancy in the promotional scale.

*Copy of Punjab Government circular letter No. 18/16/89-2PPI/16799, dated 15th September 1989, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.*

*Subject.—Grant of government employment in the State Service Class II posts, on priority basis to the members of the families of private citizens, killed in Delhi riots of 1984 and killed by terrorists in the State of Punjab.*

I am directed to invite your attention to Punjab Government circular letter No. 18/14/86--5PP (1703)/5964, dated the 24th