

dishonest collusion with his subordinate. The intention of Government is that the truth about subordinates should be known to reporting officer and brought to the notice of higher authorities. This would not, however, justify the entering of ill-considered remarks based on inadequate observation.

*Copy of Punjab Government circular letter No. 7/14/88/5PPI/(2269)/18527, dated 1st December, 1988, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.*

*Subject.--Implementation of the recommendations of the Third Punjab Pay Commission--Proficiency Step-up (PROP).*

I am directed to address you on the subject cited above and to say that, on careful consideration of the recommendations of the Third Punjab Pay Commission regarding proficiency step-up (PROP), the President of India is pleased to decide as follows:--

- (1) Subject to suitability, besides the regular annual increment, one additional increment on each occasion on completion of 8 years' and 18 years' service on or after 'the appointed day' [as defined in Punjab Civil Services (Revised Pay)] Rules, 1988, published in Punjab Government Gazette (Extra.) on 13th September, 1988 against a post, in the form of proficiency step-up(s), shall be granted to all the Punjab Government employees except the Members of the Punjab Civil Service (Executive Branch), Deputy Superintendents of Police and Members of the Punjab Forest Service Class II;
- (2) In adjudging the suitability for the proficiency step-up(s), the procedure for assessing the work and conduct to be satisfactory as applicable to a case of promotion, shall be followed and it shall be given only if the employee is found suitable for the same. An employee, who is not considered fit for a proficiency step-up(s), that is, whose assessment of work and conduct is below the requisite standard, shall not be given the additional increment(s) but his regular increment if otherwise due, shall be released as usual;
- (3) In case an employee is found unsuitable for the grant of proficiency step-up(s) on a particular date, his case will be reviewed thereafter for the grant of

that step-up on year to year basis and he will be granted that step-up on and from the date when he is found suitable for the same. The suitability for this purpose shall be determined after taking into consideration the ACRs of the employee up to the 31st March of the preceding year;

- (4) Non-grant of proficiency step-up(s) on account of unsuitability shall not be considered as a punishment under the Punjab Civil Services Punishment and Appeal Rules, 1970;
- (5) The competent authority for the grant of proficiency step-up(s) shall be the same as in the case of promotion. Representation/Appeal etc., against the order of non-grant shall also be in the same manner as in case of promotion;
- (6) The case for the grant of proficiency step-up(s) shall be taken at least three months before the due date. For a case becoming eligible before the 30th June of a financial year, the annual confidential reports up to the 31st March of the preceding year only should be considered;
- (7) For reckoning the period of 8 and 18 years, the entire service in the time scale, senior scale and selection grade (of mere placement and not involving fixation of pay at higher level) etc., wherever available in a cadre, shall be counted. If an employee joins a scale at a stage higher than the minimum as a result of promotion or otherwise, his proficiency step-up(s) would stand postponed by a number of years equal to the number of increments already covered by him from the minimum of the scale at the time of initial fixation of pay in the scale. That the step-up is related to the number of years of service in a particular scale and if an employee's pay is fixed by process of promotion at the sixth stage of a scale, he will be entitled to earn a step-up in that scale only after 8 years. If an employee serves in a scale of pay for more than 18 years 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, he would be granted two step-up(s) in his emoluments.
- (8) Pay fixation on promotion to a higher post shall be regulated according to rule 8 of the Punjab Civil Services (Revised Pay) Rules, 1988. Thus, if an

employee has been/is promoted to a higher post after having got one or two proficiency step-up(s), his pay in the scale of promotion post shall be fixed by giving him the benefit of only one increment.

- (9) As a necessary corollary to this decision, the existing institution of efficiency bars is abolished. But the cases of efficiency bars, which fell due prior to 1st January, 1986, would be settled according to the then prevalent rules/instructions.

2. The proficiency step-up(s) shall be admissible only from the appointed day that is only after the fixation of pay of the employee concerned in the revised pay scale under the Punjab Civil Services (Revised Pay) Rules, 1988.

3. This issues with the concurrence of the Department of Finance conveyed,-- *Vide* I.D. No. 10/44/88-FPI/3521, dated 25th November, 1988.

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

*Copy of Punjab Government circular letter No. 3/32/88-2PPII/18889, dated 6th December, 1988, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments, etc. etc.*

*Subject.--Expeditious finalisation of departmental enquiries against Government employees.*

I am directed to invite your attention to Punjab Government instructions No. 3624-GS-61/14507, dated 21st April, 1961, on the subject noted above and to say that in spite of issue of detailed instructions emphasising speedy disposal of cases of departmental inquiries against Government employees, there are serious delays resulting at times in prolonged suspension of the officials and often defeating the very purpose for which the inquiry has been ordered. To make the whole process of departmental inquiries time bound revised instructions are issued hereunder :--

1.2 The authority ordering disciplinary proceedings shall invariably decide, at the outset, whether investigations are likely to be so complicated as to require the services of a special investigating agency, and thereafter order action. During the course