

created as per the procedure prescribed for this purpose by Government. At the same time, staff has become surplus in some of the departments as a result of the restructuring exercise undertaken or because of the changing job requirements. Government have considered the matter and decided that the surplus staff of the departments may be adjusted in various departments, wherever there is requirement of such staff, by dedeploying the available surplus staff available with the surplus pool created by the Govt. Any department proposing to fill up any sanctioned vacant posts available with the department after the completion of restructuring exercise or other requisite formalities required as per instructions issued by the Govt. from time to time to fill up any vacant post, shall in the first instance convey their requirements to the Department of Personnel (in Redeployment Cell) before initiating any process of recruitment. The departments will be able to fill up posts by fresh recruitment only after obtaining a No Objection Certificate from the Department of Personnel (in the Redeployment Cell). It is, therefore, decided that 'No Objection Certificate' be obtained from the Department of Personnel in the Redeployment Cell) before initiating any process of recruitment. These instructions shall also apply in cases where recruitment process for filling up all vacant posts has already been initiated but the appointment letters have not been issued. Any violation of these instruction will be viewed seriously by the Government.

Copy of Punjab Government circular letter No.7/30/07-5PP1/12796 dated 6th November, 2007 from the Department of Personel, addressed to all the Head of Departments etc. in the State of Punjab.

Subject : *Regarding financial benefits to Junior Assistants under Assured Career progression Scheme on 4, 9 and 14 years of service.*

Sir/Madam,

I am directed to refer to this department circular letter No. 7/60/2006-5PPI/15963 dated 3.11.2006, on the subject noted above and to say that this department has been receiving reference from various departments for advice, as to in which scale the benefit of Annual Increment is to be given to the employees, in the Cadre of Clerks who have been designated as Junior Assistants in the pay scale of Rs. 4400-7000, on completion of 4-9-14 years of service. The matter was taken up with the Department of Finance. Now the matter has been decided in consultation with the Department of Finance. The clarification in this regard is given as under :-

“ਏ.ਸੀ.ਪੀ. ਸਕੀਮ ਜੋ ਕਿ ਪੱਤਰ ਨੰ: 7/60/2006-5ਪੀਪੀ1/5963, ਮਿਤੀ 3.11.2006 ਰਾਹੀਂ ਜਾਰੀ ਕੀਤੀ ਗਈ ਹੈ, ਨੂੰ ਕਲਰਕ/ਸੀਨੀਅਰ ਕਲਰਕਾਂ/ਜੂਨੀਅਰ ਸਹਾਇਕਾਂ ਦੇ ਕੇਸ ਵਿੱਚ ਲਾਗੂ ਕਰਨ ਲਈ, ਪ੍ਰਸ਼ੋਨਲ ਵਿਭਾਗ ਦੇ ਪੱਤਰ ਨੰ:7/149/2001-5ਪੀਪੀ/7785, ਮਿਤੀ 25.5.2006 ਅਤੇ ਪੱਤਰ ਨੰ: 7/25/2003-5ਪੀਪੀ/3586, ਮਿਤੀ 5.10.2006 ਵਿੱਚ ਦਰਜ ਉਪਬੰਧ ਲਾਗੂ ਰਹਿਣਗੇ ਭਾਵੇਂ ਕਿ ਉਹ ਪ੍ਰੋਟੈਕਟਿਵ ਸਕੇਲ ਦੀ ਕੈਟਾਗਰੀ ਨਾਲ ਸਬੰਧਤ ਹੋਣ ਜਾਂ ਫਿਰ ਮਿਤੀ 1.1.1996 ਨੂੰ ਜਾਂ ਉਸ ਤੋਂ ਬਾਅਦ ਅਤੇ ਮਿਤੀ 3.11.2006 ਤੋਂ ਪਹਿਲਾਂ ਬਤੌਰ ਜੂਨੀਅਰ ਸਹਾਇਕ ਡੈਜੀਗਨੇਟ ਹੋਏ ਹੋਣ।

2. This issues with the concurrence of the Department of Finance conveyed vide their I.D. 1/82/98-4FP2/879 dated 13.8.2007.

Copy of Punjab Government circular letter No.3/18/07-2PP2/13576, dated 24th November, 2007 from the Department of Personel, addressed to all the Head of Departments etc. in the State of Punjab.

Subject : *Regarding unauthorised communication of confidential/secret information.*

Sir/Madam,

I am directed to invite your attention to the subject cited above and to say that it has been observed by Government that various individuals attach photo copies of confidential file noting/orders, connected to their