

**Copy of Punjab Government ID No. 7/56/99-5PPI/8014, dated 27th June, 2000 from the Department of Personnel, addressed to all the Financial Commissioners/Principal Secretaries and Administrative Secretaries to the Government of Punjab and a copy to all the Heads of Departments etc. in the State of Punjab.**

**Subject :- Removal of anomalies in the pay scales of Junior Engineers and grant of Career Progression – Class-II status and designation as Assistant Engineer to Junior Engineers in the State.**

All the Financial Commissioners, Principal Secretaries and Administrative Secretaries to the Government of Punjab, may kindly refer to the subject cited.

2. The matter regarding removal of Anomalies in the pay scales of Junior Engineers in the existing revised pay scale of Rs. 5800-9200 and grant of Class-II status and designation as Assistant Engineer on completion of 16 years of service has been engaging the attention of the State Government for some time past. On the recommendations of a Committee of Administrative Secretaries, the State Government has decided to extend the benefit of 'Career Progression' to the Junior Engineers as under :-

- (i) After a service of 8 years in a post in the same 'Cadre', a Junior Engineer in the existing Revised Pay Scale of Rs. 5800-9200 in the State, who is not promoted to the next higher level on account of non-availability of a vacancy at such higher level or due to non-existence of a promotional level in the 'Cadre', shall be granted next higher scale in the hierarchy of Pay Scales given in column No. 3 of the 'First Schedule' annexed to the Punjab Civil Services (Revised Pay) Rules, 1998 (hereinafter referred to as the Rules, 1998) i.e. shall be granted next higher scale of Rs. 6400-10640 with same designation;
- (ii) On the grant of higher pay scale in sub-para (i) above, the pay of the employee shall be fixed at the next higher stage i.e. his pay shall be stepped up to ensure benefit of atleast one increment at the time of such placement in the higher scale so allowed 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 a qualifying service of 12 months;
- (iii) After a service of 16 years in a post in the same 'Cadre', a Junior Engineer in the scale of Rs. 6400-10640 in the State, if he still continues in the same post, shall be granted next higher scale of Rs. 7220-11320 with Class-II Gazetted status and designation of Assistant Engineer. 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 and his pay shall be fixed as mentioned in sub para (ii) above.
- (iv) With the grant of Class-II Gazetted status and designation of Assistant Engineer, there will be no addition to the 'Cadre strength' of Junior Engineers/Assistant Engineers.
- (v) The Officials placed in the higher scale and the officials granted status of Assistant Engineer as above will continue to discharge the same duties and exercise the same powers.

3. Pay of an employee shall be fixed subject to the provisions of Revised Pay Rules notified from time to time. If the promotion of an employee to higher post occurs after having got placement in higher

scale under these instructions, benefit of only one increment instead of two increments normally admissible on promotion shall be given in fixing his pay in the scale of the promotional post.

4. (a) Where an employee has already completed more than 8 years but less than 16 years of service and has availed benefit of placement under the instructions bearing No. 7/37/98-5PPI/12851, dated 25th September, 1998, he shall be placed in the scale of Rs. 6400-10640 with effect from the date of implementation of these decisions without benefit of any increment i.e. his pay shall be fixed at the same stage in the higher scale since he has received one progression on placement to the next higher pay scale under the 'Assured Career Progression Scheme' i.e. under the instructions dated 25th September, 1998 (ibid);
- (b) Where an employee has already completed 16 years of service and has already been allowed the benefit of placement in higher scale and proficiency Step-up under the 'Assured Career Progression Scheme' in view of the instructions bearing No. 7/37/98-5PPI/12851, dated 25.9.1998 as on the date of implementation of these decisions or who has been allowed a revised equivalent of Rs. 7220-11320 under the Punjab Civil Services (Revised Pay) Rules, 1998, as a measure personal to him, he shall be placed in the Revised Pay Scale of Rs. 7220-11320 with Class-II Gazetted status and granted designation of 'Assistant Engineer' without benefit of any increment i.e. his pay shall be fixed at the same stage in the higher scale so allowed under these instructions.

5. Service rendered by an employee in a 'Cadre' against the post of a Junior Engineer before the issue of these instructions shall count for the purposes of these decisions.

6. The entire service adjudged as satisfactory from entry scale of Junior Engineers' onwards shall be taken into consideration. For reckoning the period of service, only the service rendered from the date of assignment of seniority in the Cadre of Junior Engineers and which counts for increment shall be taken into consideration. The procedure for assessing the work and conduct for placement in the higher scale shall be the same as is applicable to a case of promotion. The placement in the higher scale shall be allowed only to those 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 available reports atleast two are 'good'. For all the remaining years the benchmark may be 'Average'.

7. The case for placement to the next higher scale shall be taken-up atleast three months before the due date. For a case becoming eligible before the 30th June of a financial year, the Annual Confidential Reports upto the 31st March of the preceding year only shall be considered.

8. In case an employee is found unsuitable for the grant of higher scale on a particular date, his case will be reviewed thereafter for the grant of benefits under these instructions on year to year basis and he will be granted that benefit from the date when he is found suitable for the same. The suitability for this purpose shall be determined after taking into consideration the Annual Confidential Reports of the employee concerned upto the 31st March of each year.

9. Non-grant of benefits under these instructions shall not be considered as a punishment under the Punjab Civil Services (Punishment and Appeal) Rules, 1970.

10. Competent Authority for the grant of benefits under these instructions shall be the same as in the case of promotion. Representations/Appeals etc. against the order of non-grant shall also be in the same

manner as in the case of promotion.

11. The decisions contained in these instructions will primarily be implemented in the Department of Public Works i.e. Irrigation, P.W.D. (B&R), Public Health and other connected departments where the Junior Engineers have been allowed a Revised Pay Scale of Rs. 5800-9200. In the Departments where specific higher/different pay scale structure has been allowed the decisions contained in these instructions shall not be applicable. The Boards of Directors of various PSUs' and managements of other entities, including local bodies, may consider the cases of JEs' for similar decisions.

12. The decisions contained in these instructions will take effect from the date of issue of these instructions.

13. For interpretation/clarification of these decisions/instructions the Department of Personnel in consultation with the Department of Finance shall be the final authority.

14. They are requested to implement the decisions contained in these instructions after observing necessary formalities i.e. framing/amending their service Rules etc.

15. This issues with the concurrence of the Department of Finance as conveyed by them vide their I.D. No. 1/32/2000-FPI, dated 23.6.2000.

**ਪ੍ਰਸ਼ੋਨਲ ਵਿਭਾਗ, ਪੰਜਾਬ ਵਲੋਂ ਜਾਰੀ ਗਏ ਪੱਤਰ ਨੰ: 9/12/2K-4ਪੀ.ਪੀ.I/9068, ਮਿਤੀ 19 ਜੁਲਾਈ, 2000 ਦੀ ਕਾਪੀ ਜੋ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀਆਂ ਆਦਿ ਨੂੰ ਸੰਬੰਧਤ ਹੈ।**

**ਵਿਸ਼ਾ :-** ਕਾਡਰ ਵਿਚ ਇੱਕ-ਇੱਕ ਜਾਂ ਦੋ ਦੋ ਆਸਾਮੀਆਂ ਲਈ ਅਲੈਗੇਟ ਸੇਵਾ ਨਿਯਮ ਬਣਾਉਣ ਦੀ ਬਜਾਏ ਉਨ੍ਹਾਂ ਨੂੰ ਮੌਜੂਦਾ ਸੇਵਾ ਨਿਯਮਾਂ ਵਿਚ ਸ਼ਾਮਲ ਕਰਨ ਬਾਰੇ।

ਸ਼੍ਰੀਮਾਨ/ਸ਼੍ਰੀਮਤੀ ਜੀ,

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਮੈਨੂੰ ਇਹ ਲਿਖਣ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਵਿਭਾਗਾਂ ਵਿਚ ਵੱਖ-ਵੱਖ ਕਾਡਰਾਂ ਦੀਆਂ ਇੱਕ-ਦੁੱਕਾ ਆਸਾਮੀਆਂ ਹੁੰਦੀਆਂ ਹਨ ਜਿੰਨਾਂ ਦੇ ਸੇਵਾ ਨਿਯਮ ਬਣਾਉਣ ਵਿਚ ਮੁਸ਼ਕਲ ਆਉਂਦੀ ਹੈ ਕਿ ਇਨ੍ਹਾਂ ਆਸਾਮੀਆਂ ਲਈ ਵੱਖਰੇ ਸੇਵਾ ਨਿਯਮ ਬਣਾਏ ਜਾਣ ਜਾਂ ਕੋਈ ਹੋਰ ਤਰੀਕਾ ਅਪਣਾਇਆ ਜਾਵੇ। ਕਈ ਵਿਭਾਗਾਂ ਵਲੋਂ ਜਿਥੇ ਕਿਤੇ ਕਾਡਰ ਵਿਚ ਇੱਕ ਜਾਂ ਦੋ ਆਸਾਮੀਆਂ ਹੀ ਹਨ, ਦੇ ਸੇਵਾ ਨਿਯਮ ਬਣਾਉਣ ਬਾਰੇ ਤਜਵੀਜ਼ਾਂ ਵੀ ਪ੍ਰਾਪਤ ਹੋਈਆਂ ਸਨ। ਇਨ੍ਹਾਂ ਤਜਵੀਜ਼ਾਂ ਤੇ ਵਿਚਾਰ ਕੀਤਾ ਗਿਆ ਅਤੇ ਪਿਛੇ ਜਿਹੇ ਅਜਿਹੀਆਂ ਤਜਵੀਜ਼ਾਂ ਨੂੰ ਪ੍ਰਵਾਨਗੀ ਵੀ ਦਿੱਤੀ ਗਈ। ਭਾਵੇਂ ਹਰ ਇੱਕ ਆਸਾਮੀ ਲਈ ਸੇਵਾ ਨਿਯਮ ਬਣਾਏ ਜਾਣੇ ਜ਼ਰੂਰੀ ਹਨ ਪਰ ਜਿੱਥੇ ਕਿਤੇ ਕੇਵਲ ਇੱਕ ਜਾਂ 2 ਆਸਾਮੀਆਂ ਦਾ ਕਾਡਰ ਹੈ, ਉਥੇ ਸੇਵਾ ਨਿਯਮ ਵੱਖਰੇ ਤੌਰ ਤੇ ਬਣਾਉਣੇ ਉਚਿਤ ਨਹੀਂ ਜਾਪਦੇ। ਸਾਰੇ ਵਿਭਾਗਾਂ ਵਿਚ ਦਰਜਾ-1, 2, 3 ਅਤੇ 4 ਦੀਆਂ ਆਸਾਮੀਆਂ ਲਈ ਸੇਵਾ ਨਿਯਮ ਬਣੇ ਹੋਏ ਹਨ ਅਤੇ ਇਹ ਮਹਿਸੂਸ ਕੀਤਾ ਗਿਆ ਹੈ ਕਿ ਇੱਕ-ਦੁੱਕਾ ਆਸਾਮੀਆਂ ਲਈ ਵੱਖਰੇ ਸੇਵਾ ਨਿਯਮ ਬਣਾਉਣ ਦੀ ਬਜਾਏ ਉਨ੍ਹਾਂ ਨੂੰ ਸੰਬੰਧਤ ਕਾਡਰ ਵਿਚ ਸ਼ਾਮਲ ਕੀਤਾ ਜਾਵੇ। ਪੰਜਾਬ ਸਿਵਲ ਸੇਵਾਵਾਂ (ਆਮ ਅਤੇ ਸਾਂਝੀਆਂ ਸੇਵਾ ਸ਼ਰਤਾਂ) ਨਿਯਮ, 1994 ਦੇ ਉਪਬੰਧ ਸਾਰੀਆਂ ਆਸਾਮੀਆਂ ਤੇ ਲਾਗੂ ਹਨ ਅਤੇ ਕੇਵਲ ਭਰਤੀ ਦੇ ਤਰੀਕੇ, ਵਿਦਿਅਕ ਯੋਗਤਾ, ਤਜਰਬਾ, ਵਿਭਾਗੀ ਇਮਤਿਹਾਨ, ਜੇ ਕੋਈ ਹੋਵੇ, ਆਦਿ ਦੋ ਹੀ ਉਪਬੰਧ ਵੱਖਰੇ ਸ਼ਾਮਲ ਕਰਨੇ ਹੁੰਦੇ ਹਨ। ਕਈ ਵਿਭਾਗਾਂ ਵਲੋਂ ਦਰਪੇਸ਼ ਔਕੜਾਂ ਦੇ ਸਨਮੁੱਖ ਉਪਰੋਕਤ ਅਨੁਸਾਰ ਸੇਵਾ ਨਿਯਮਾਂ ਦੀ ਬਣਤਰ ਬਾਰੇ ਇਹ ਫੈਸਲਾ ਲਿਆ ਗਿਆ ਹੈ ਕਿ ਇੱਕ-ਦੁੱਕਾ ਆਸਾਮੀਆਂ ਲਈ ਵੱਖਰੇ ਸੇਵਾ ਨਿਯਮ ਬਣਾਉਣ ਦੀ ਬਜਾਏ ਉਨ੍ਹਾਂ ਨੂੰ ਸੰਬੰਧਤ ਕਾਡਰ ਵਿਚ ਹੀ ਸ਼ਾਮਲ ਕੀਤਾ ਜਾਵੇ। ਉਦਾਹਰਣ ਦੇ ਤੌਰ ਤੇ ਜਿਵੇਂ ਲਬਾਟਰੀ ਅਟੈਂਡੈਂਟ ਦੀ ਆਸਾਮੀ (ਸਿੰਚਾਈ ਵਿਭਾਗ) ਦਰਜਾ-3 ਦੀ ਆਸਾਮੀ ਹੈ, ਇਹ ਮੌਜੂਦਾ ਦਰਜਾ-3 ਨਿਯਮਾਂ ਵਿਚ ਸ਼ਾਮਲ ਕਰਨੀ ਹੈ ਅਤੇ ਨਿਯਮਾਂ ਦਾ ਟਾਈਟਲ ਮੌਜੂਦਾ ਹੀ ਰਹੇਗਾ, ਬਦਲਣ ਦੀ ਲੋੜ ਨਹੀਂ ਹੈ। ਪਰ ਇਹ ਸੁਨਿਸ਼ਚਤ ਕੀਤਾ ਜਾਵੇ ਕਿ ਇਨ੍ਹਾਂ ਆਸਾਮੀਆਂ ਲਈ ਭਰਤੀ ਦਾ ਤਰੀਕਾ, ਵਿਦਿਅਕ ਯੋਗਤਾਵਾਂ, ਤਜਰਬਾ, ਤਨਖਾਹ ਸਕੇਲ ਆਦਿ ਦੇ ਉਪਬੰਧ ਇਸ ਤਰੀਕੇ ਨਾਲ ਸ਼ਾਮਲ ਕੀਤੇ ਜਾਣ ਜਿੰਨਾਂ ਦਾ ਦੂਸਰੀਆਂ ਆਸਾਮੀਆਂ ਤੇ ਕਿਸੇ ਵੀ ਤਰ੍ਹਾਂ ਦਾ ਅਸਰ ਨਾ ਪਵੇ। ਅਜਿਹਾ ਨਾ ਹੋਵੇ ਕਿ ਭਵਿੱਖ ਵਿਚ ਕੋਈ ਕਾਨੂੰਨੀ ਉਲਝਣ ਪੈਦਾ ਹੋ ਜਾਵੇ। ਇਨ੍ਹਾਂ ਆਸਾਮੀਆਂ ਨੂੰ ਮੌਜੂਦਾ ਸੇਵਾ ਨਿਯਮਾਂ ਵਿਚ ਸ਼ਾਮਲ ਕਰਨ ਲਈ ਉਹੀ ਤਰੀਕਾ ਅਵਣਾਇਆ ਜਾਣਾ ਹੈ ਜਿਹੜਾ ਕਿ ਸੇਵਾ ਨਿਯਮਾਂ ਵਿਚ ਸੋਧ ਬਾਰੇ