

Copy of Punjab Government Circular letter No. 3734-IGSII-65/17769, dated the 27th May, 1965, from the Chief Secretary to Government, Punjab, to all Heads of Departments etc., etc.

*Subject:—*Fixation of tenure of Secretaries/Heads of Departments Deputy and Under-Secretaries/Commissioners/Deduty Commissioners.

I am direct to invite a reference to Punjab Government letter No. 3451-IGSII-65/1390, dated the 29th/30th April, 1965, regarding tenure of Heads of Departments and to say that Government have further decided that the tenure of the following classes of posts should be as under:—

- (1) Secretaries and Heads of Departments and Commissioners ... 5 years

The tenure to start from the beginning of the fourth year of the current plan and terminate at the end of the third year of the next-plan.

- (2) Deputy Commissioners ... 3—4 years

- (3) Deputy Secretaries ... 3 years

- (4) Under-Secretaries ... 2 years

2. Although the tenures mentioned above will be the normal rule, so that officers in the field and the Secretariat circulate adequately yet in any special circumstances an officer after holding the post of a Secretary/Deputy Under-secretary may have to posted in some other department in the Secretariat also, after completion of this tenure in one Department, on account of exigencies of public service. However, special care will have to be taken generally that Officers should circulate in the field and Secretariat reasonably.

3. It is requested that these instructions should be properly observed and any exception should be made only in compelling circumstances when exigencies of public service so demand.