

Copy of letter No. 5752-IGS-1/65/14567, dated the 7th May, 1965 from the Chief Secretary to Govt. Punjab to all Heads of Departments.

Subject :— Grants of advance increments to Government employees for doing work of exceptional merit.

I am directed to address you on the subject noted above and to say that question of laying down a policy for the grant of advance increments to Government employees in recognition of work of exceptional merit, has been under consideration of the Government for some time past. After careful consideration of the whole matter and in the interest of uniformity it has been decided that in future all cases for the grant of advanced increments to Government employees for doing work of exceptional merit will be considered and decided by the Committee comprising the Senior most Financial Commissioner, Chief Secretary, Finance Secretary and the Administrative Secretary concerned.

2. I am further to state that with a view to facilitate the consideration of such cases by the committee referred to above, the Administrative Department should send seven copies of complete and self contained memorandum, summary of service record along with the Personal File (s) of the official concerned and other documents which may have bearing on the subject.

3. All cases at present pending with the departments may be submitted to the Chief Secretary to Government Punjab (in General Services.(1) Branch) in accordance with the procedure laid down in the preceding para for consideration by the said Committee.

4. The receipt of this letter may kindly be acknowledged.