

No. 10566-IGSI-65/

From

The Chief Secretary to Government Punjab.

To

All Heads of Departments, Reistrar, Punjab High Court, Commissioners of Divisions, District and Session Judges, Deputy Commissioners and Sub Divisional Officers (Civil) in the Punjab.

Dated Chandigarh, the 26th November, 1965.

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

Sir,

I am directed to invite your attention to the instructions contained in Punjab Government circular letter No. 4752-IGS(1)-65/14567, dated 7th May, 1965, on the subject cited above and to say that Government have noticed a tendency on the part of the reporting authorities to recommend advance increments indiscriminately at the time of recording the annual confidential reports, without even mentioning the remarks on which these recommendations are based. With a view to ensuring that the spirit of the instructions on the subject that only in real and exceptional circumstances should the advance increments be granted, is preserved. It has been decided that the competent authority shall make out separate cases, for this purpose, and shall not incorporate recommendations, in this regard in the annual confidential reports, which if so incorporated shall in future be ignored. On the receipt of such cases the departments shall with reference to the past and the present performance of the officer who has been recommended advance increments; and in the light of his overall record of work, first satisfy themselves about the appropriateness of the recommendations and thereafter refer the case, as necessary and in accordance with the prescribed procedure, to the Chief Secretary (in the General Services (I) Branch) for being put up to the Officers Committee for final decision.

2. The cases where reporting authorities have incorporated recommendations for the grant of advance increments in the annual confidential reports recorded already, should be carefully screened by the Administrative Departments on the lines suggested in the forgoing paragraph and then submitted if necessary to the Chief Secretary (in the General Services I Branch) in accordance with the prescribed procedure.

3. These instructions may please be brought to the notice of all concerned for strict compliance.

Yours faithfully,

Sd/-  
BALAKRISHAN  
23-11-65

Deputy Secretary General Admn.  
for Chief Secretary to Govt Punjab.

A copy is forwarded for information and necessary action to:—

All the Financial Commissioners, Punjab, All the Administrative Secretaries to Govt. Punjab. The Secretaries/Private Secretaries/Personal Assistants to the Chief Minister/Ministers/Ministers of State/Deputy Ministers/Chief Parliamentary Secretary.