

Copy of No. 4718- 2GS-II-77/17173 dated, Chandigarh the 20th June, 1977 from the Chief Secretary to Govt. Haryana to all Heads of Departments etc. etc.

Subject :—Grant of personal pay to Govt. servants who improve their qualifications by further study within the country and abroad.

I am directed to refer to the instructions contained in this Department letter No. 4857- GSII-72/28344, dated 26-9-1972, letter No. 6452-2GSII-74/28173, dated the 26th November, 1974 and letter No. 434-2GS-II-75/21469 dated 17-7-75 on the subject noted above and to say that the Government has further considered the matter and, in supersession of the aforesaid instructions, taken the following decisions :—

1. Personal pay shall be granted to all employees, who improve their qualifications after joining Govt. service, if the qualification(s) so acquired from a recognised University is/are higher than the minimum qualifications prescribed for the post on which they were recruited at the time of entry into Govt. service, in accordance with the scales and conditions laid down in the succeeding paragraphs/sub-paragraphs :—

- (i) Personal pay admissible for acquiring each of the following qualifications shall be equal to the amount of increment(s) mentioned against each qualifications :—

(a) Diploma of at least one years duration	One increment
(b) Law degree or post graduate	Two increments
(c) Doctorate or Post Doctorate qualifications	Four increments

Provided that the maximum benefit will not exceed the equivalent of four increments.

- (ii) Govt. employees who have acquired the aforesaid qualifications after 26-9-1972 (i.e. whose result as declared on or after the said date) shall be eligible for the benefit of personal pay with effect from the date of declaration of the result of the examination concerned and those who had improved their educational qualifications before 26-9-1972 (i.e. whose result was declared before the said date) shall be eligible for the benefit of personal pay with effect from the date of issue of these instructions. In either of the two type of cases, thereto of increment for the purpose of calculating the amount of personal pay shall be taken to be that which was last drawn prior to the date of eligibility.
- (iii) No benefit shall not be given for such of these qualifications as had already been acquired by the Govt. employee before joining Govt. service.
- (iv) This benefit shall not be admissible to ad hoc employees.
- (v) If, say, a graduate Govt. servant is appointed to another post for which the minimum qualifications is post-graduation and he subsequently acquires a post graduate degree, he shall not be entitled to this benefit of personal pay. This principle will be applicable to all such cases.
- (vi) According to the present instructions, graduate Clerks/Steno-typists/ Junior Scale Stenographers are entitled to the benefit of two advance increments with effect from 1-2-69. The amount of these advance increments will not be taken into account while computing the personal pay according to (i) above.
- (vii) A Committee of the Administrative Secretary and the Head of the Department concerned shall be formed for deciding cases under this scheme. This committee shall consider the question of granting personal pay to a Govt. employee and decide to grant it provided that at least half the annual reports earned during the five years preceding the date of eligibility were at least average. In case the record of an employee does not justify grant of a personal pay from the date of eligibility personal pay will be given to him with effect from a subsequent date when the aforesaid criterion of record is fulfilled.
- (viii) The benefit of personal pay shall be extinguished after five years from the date from

(ix) This benefit will be available to a Govt. employee only once during his entire service. For example, if a person has availed himself of this benefit on the basis of his having acquired a post-graduate degree, he cannot claim the benefit again if he acquires a law degree later.

(x) This benefit of personal pay will not be available to Class-I Officers. However, if a Class-II, Officer acquires such a qualifications and becomes eligible for the grant of personal pay, this benefit will cases on his becoming a Class-I Officer.

This issues with the concurrence of the Finance Department conveyed vide their U.O. No. 4994-4 FR-& 77, dated 9-5-77.

Office of the Director of Agriculture, Haryana, Chandigarh.

Endst. No. 51155/5-383-E-III Dated, Chandigarh the 28-7-77.

A copy is forwarded to the :—

All Head Assistants/Senior Auditor of this directorate. All sub Offices of this Department, for information and necessary action.