

Copy of Punjab Government Circular letter [No. 13531 IGS 61, dated 20th November, 1961, from the Chief Secretary to Government Punjab to all Heads of Departments, etc. etc.]

Subject :—Conversion of temporary posts/departments into permanent ones—General Policy relating to

Ever since the last World War there has been a huge expansion in the temporary staffs employed by Government. This process has been further accelerated since Independence, when apart from the Rehabilitation problem which required special and at times gigantic organisation, the State has been interesting itself in bigger and bigger programmes of development and many special projects. The result is that today a large number of employees are employed on a temporary basis. This situation naturally is the cause of pressure on the part of the employees to have their posts made permanent and occasions marked difference of opinion between Administration and Finance. Therefore, there is need to get the matter on a firm policy footing. On the other hand, Government's long-term need for particular posts must demand on the duties of these posts and the future programmes connected with the particular type of experience involved. Any rigid policy may well mean that Government commits itself to carrying large staffs some of which it may, in fact, not require.

2. In these circumstances, whereas a fairly well defined policy is desirable, it is also believed that it must provide some degree of safeguard to meet with particular unusual circumstances. Instead of piecemeal cases coming up to Government with regard to making staffs of particular departments permanent, the following general procedure has been decided upon :—

A. Temporary posts in permanent departments.

3. (1) There should be a review with regard to all posts which have existed for three years or over, every year between the months of May—July when there is relatively less pressure of Budget work. The Administrative Secretary will make a list of temporary posts which have existed for three years and send proposals for their permanance by the end of May to the Chief Secretary who may depute one of his Deputy Secretaries to deal with these cases. The proposals will then be processed through a Committee of officers comprising the senior Financial Commissioner as Chairman, the Chief Secretary, the Planning Secretary, the Finance Secretary and the Secretary of the Administrative Department concerned. This Committee will meet during June according to the needs of the situation. The Deputy Secretary concerned will act as Secretary of this Committee. Where technical posts are involved, the Secretary of the Administrative Department will be at liberty to get the assistance and presence of such technical officers as he wishes. This Committee of officers will after discussion make recommendations as to which posts should be made permanent. These recommendations will then be put up to the Council of Ministers during the July for final decision.

(2) Where a post has existed for five years or more the general practice will be that these posts should be made permanent automatically. The Administrative Secretary concerned would, therefore, take necessary action in consultation with the Finance Department. In order, however, to provide some safe guard where the Finance Department specifically objects to making posts permanent, the matter should be referred to the same [Committee as is mentioned at (1) above, through the Chief Secretary to Government, Punjab by the end of May each year. The Committee will again make suitable recommendations to the Cabinet whose decisions will be final.

B. Temporary Departments

4. In these departments all posts will be temporary unless the Government has specifically made certain posts permanent, as has been done in the Civil Supplies and Rehabilitation Departments. The problem of temporary departments is much more difficult than that of merely temporary posts, since it is debatable whether the whole activity in which the department is involved is to continue or not. Here also, the following procedure has been provided for review :—

(1) The same Committee of officers as has been mentioned above should review the position of all temporary departments which have been in existence for five years or above and should make appropriate recommendations to the Cabinet whose decision would be final. The Administrative Department will initiate this review by the end of May, each year with justification as to making the organisation per-

- (2) Where a temporary organisation has existed for ten years or above it should automatically be made permanent. Here again, however, where the Finance Department has special reasons against following this practice in regard to a particular organisation, the matter should be considered by the Committee of officers at the initiative of the Finance Department, who will send its proposal by the end of May each year and appropriate recommendations made to the Cabinet whose decisions would be final.

To enable the Finance Department to send up its proposal in time, the Departments should, on demand by the Finance Departments, make available to the Finance Department a detailed note giving the history of the Department ever since its inception and a justification for its being made permanent.

5. The above arrangements represent an *ad hoc* solution which is not too grave in risks to Government and at the same time would offer reasonable chances of longterm security to employees. The recent decision of Government, following the recommendation of the Pay Commission, that all temporary service followed by confirmation should be counted towards pension will certainly help employees, as one of the difficulties previously was that temporary service counted towards pension only to the extent of 50%. The new rules *plus* the arrangements mentioned above would substantially meet the employees needs and demands.

6. As these arrangements provide for review during May—July each year, they will not interfere with current practice in regard to posts suggested for permanence through the Budget 1962-63. The usual procedure will apply to such cases.