

Copy of letter No. 4776-3GS(I)-64/15823, dated the 19th/21st May, 1964, from the Chief Secretary to Government, Punjab to all Heads of Departments, etc., etc.

**Subject :—Age of compulsory retirement-raising of.**

I am directed to invite reference to para 6 of Punjab Government letter No. 5410-3GS-63/11926, dated the 28th March, 1963, according to which the appointing authority may require a Government employee to retire after he attains the age of 55 years on 3 months notice without assigning any reason. In order to ensure uniformity in the operation of this provision and also equitable treatment in all cases, it has been decided to observe the following criteria and procedure for the purpose.

- (i) Six months before a Government employee attains the age of 55 years, his record should be carefully examined by the appointing authority, and a provisional judgement formed as to whether he should be retired on attaining the age of 55 years. This decision should be made well in advance so that in the event of retirement being finally decided upon, a notice could be given to the Government employee concerned, at least 3 months before the date on which he is to attain the age of 55 years and his retirement, given effect to at that age.
- (ii) When the appointing authority has reasonable cause to believe that a Government employee is lacking in integrity, it would be appropriate to consider him for premature retirement, irrespective of an assessment of ability or efficiency in work.
- (iii) In a case in which a Government employee's integrity is not in doubt but his physical or mental condition is such as to make him inefficient for further service, it would be appropriate to consider him for premature retirement.
- (iv) A Government employee who has been assessed as "average" should not be retired at the age of 55 years. The test whether a Government employee should be allowed to continue upto the age of 58 years should not, for obvious reasons, be as rigorous as the one applied in consideration when extension in service is allowed beyond the age of superannuation otherwise the power to grant extension would have been sufficient and there would have been no need to raise the age of retirement itself. In considering whether an officer/official falls below the average standard, the question may sometimes arise as to whether he should be judged with reference to the requirements of his substantive grade or those of the grade in which he has been officiating. It is not unusual, for instance, for a Government employee who has earned good reports in his substantive grade to prove inadequate in his officiating grade. Ordinarily his fitness to continue in service upto the age of 58 years may be judged in relation to his substantive grade, and if he is good enough for that grade but not for the higher grade in which he has been officiating, he may be reverted to his substantive grade but retained in service. There may be difficulties when a Government employee has been officiating in a higher grade for a long time and it appears unlikely that he would put his heart into his work after reversion. This, however, is a question on which no hard and fast rules can be laid down and each case will have to be considered on its own merits.
- (v) Once it is decided to retain Government a employee beyond the age of 55 years he should be allowed to continue upto the age of 58 without any fresh review unless this is justified by any exceptional reasons, such as his subsequent work or conduct or the state of his physical health, which may make earlier retirement clearly desirable. It is felt that in order that a Government employee who is cleared for continuance at a stage of attaining the age of 55 years may settle down to another three years of work with a sense of security and those working under him accept his control and discipline without any reservation an annual review between the age of 55 years and 58 years would not be desirable.

2. Government further observe as under in continuation of Punjab Government letter No. 18790-3 GS(1)-64/5569, dated the 19th February, 1964 :—

- (a) Government employees who are permitted to resume duty under para 2 of Punjab Government circular letter No. 5410-2GS-62/11926, dated the 28th March, 1963 on account of extension of age of superannuation from 55 to 58 years, should be allowed actual expenses incurred by them on travelling both ways, subject to the condition that these should in no case exceed the amount of travelling allowance, ordinarily admissible under the Rules to such employee without prejudice to their claim to T.A. on final retirement at the age of 58 years in conformity with Government instructions contained in Punjab Government letter No. 9219-FR(1)60/1625, dated the 9th February, 1961.

compulsory retirement of a Government employee (at 55 years) and the date on which he was permitted to resume duty, would be treated as leave of the kind due. A point has been raised as to how the leave preparatory, to retirement already availed of by such a Government employee would be treated. In this connection it is stated that the leave preparatory to retirement already enjoyed in such cases will have to be re-classified as earned leave upto the extent of 120 days and the balance as half pay leave. The remaining gap upto the date of joining if any, will also have to be covered by the grant of half pay leave or extraordinary leave as the case may be, in terms of Punjab Government circular letter referred to above.

These orders issues in consultation with the Finance Department vide their U.O. reference No. 2298-IFRI-64, dated the 13th/14th April, 1964 and No. 3467-(5)-FRII-64 dated the 7th/8th April, 1964,

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