

No. 15055-IGS-61/44784.

From

Shri E. N. Mangat Rai, I.C.S.,
Chief Secretary to Government, Punjab.

To

All Heads of Departments, the Registrar Punjab High Court, Commissioners of Ambala, Patiala and Jullundur Divisions, District and Sessions Judges and all Deputy Commissioners in the Punjab.

Dated, Chandigarh, the 15th December, 1961.

Subject : Training of Clerks-initial Recruitment of Clerks on an Apprenticeship Basis.

Sir,

I am directed to invite a reference to Punjab Government circular letter No. 8522-GS-61/27256, dated the 1st August, 1961, on the subject noted above, and to clarify as follows :—

- (i) Apprenticeship instructions are applicable to all clerical posts of typists, steno-typist, stenographers, store-keeper, librarian, etc., carrying the same/identical scale of pay of a clerk.
- (ii) The training of two months at a stipend of Rs. 40.00 p.m. is necessary for all clerks, whether recruited by the Departments themselves or through the Local Employment Exchanges or the Subordinate Services Selection Board, Punjab and also in cases where the posts are taken out of the purview of the Subordinates Services Selection Board, Punjab, on a temporary or a regular basis.
- (iii) All clerks recruited after issue of the instructions on the 1st August, 1961, must work on a stipend of Rs. 40.00 p.m. once for two months irrespective of whether they have had any experience before. On a second time appointment as a clerk elsewhere, the person will get normal pay of the post.
- (iv) When a person subsequently recruited as a regular clerk through the Subordinate Services Selection Board, Punjab and he has already had the apprenticeship training for two months on a stipend of Rs. 40.00 p.m. as a temporary hand, he need not be required to undergo that training again and should be paid full pay.
- (v) Clerks appointed by transfer from other departments will get full pay provided their experience as clerks before appointment by transfer is not less than two months. Cases of appointment by promotion are, however, exempted from the operation of the instructions.

2. I am further to add that as already mentioned in para 3 of the letter dated the 1st August, 1961 under reference, the clerks to be appointed under this scheme will not strictly be taken as apprentices within the meaning of rule 2.6 of the Punjab Civil Services Rules, Volume I, Part I. Accordingly, they will be treated as normal temporary clerks for purposes of leave, etc. the only difference being that their leave salary will be admissible on the basis of the stipend paid to them. They will otherwise be treated as full-fledged Government servants.

Yours faithfully,

Deputy Secretary General Administration,
for Chief Secretary to Govt., Punjab.

No. 15055-1—GS-61/44785 dated Chandigarh, the 15th Dec., 1961.

A copy is forwarded to the Accountant General, Punjab, Simla, for information, with reference to his letter No. TMH-5-7/61-62/Vol. I/1403, dated the 23rd Sept., 1961.

By order,
Sd/- J. R. Dhillon,
Under Secretary to Govt. Punjab

No. 15055-IGS-61/44786 dated, Chandigarh, the 15th Dec., 1961.

A copy is forwarded to the Secretary, Subordinate Services Selection Board, Punjab, for information and necessary action in continuation of Punjab Govt. endst. No. 8522-IGS-61/27258 dated the 1st August, 1961.

By order,

Deputy Secretary General Administration,
for Chief Secretary to Govt., Punjab.

Copies are forwarded for information to :—

1. Financial Commissioner, Development, Punjab.
2. Financial Commissioner, Punjab.
3. Financial Commissioner, Revenue, Punjab.
4. All Administrative Secretaries to Govt., Punjab, in continuation of this Department U. O. No. 8522-GS-61, dated the 1st August, 1961.

Deputy Secretary General Administration,
for Chief Secretary to Govt., Punjab.

To

1. Financial Commissioner, Development, Punjab.
2. Financial Commissioner, Punjab.
3. Financial Commissioner, Revenue, Punjab.
4. All Administrative Secretaries to Govt., Punjab.

U.O. No. 15055-IGS-61 dated Chandigarh, the 15th Dec., 1961.

Copies are forwarded to the Secretaries to the Chief Minister/Finance Minister/Revenue Minister/Industries Minister and Community and Development Minister, Private Secretaries/Personal Assistants to Ministers, Deputy Ministers and Chief Parliamentary Secretary for information of the Chief Minister, Ministers, Deputy Ministers and Chief Parliamentary Secretary in continuation of this department U.O. No. 8522-GS-61, dated the 1st August, 1961.

Deputy Superintendent General Services,
for Chief Secretary to Govt., Punjab.

To

As above.

U.O. No. 15055-IGS-61, dated, Chandigarh, the 15th Dec., 1961.