

**Copy of:** Punjab Government Circular Letter No. 1055-G-51/1308, dated 23rd February, 1951 from the Chief Secretary to Government, Punjab, addressed to all Heads of Departments etc., etc.

**Subject :—Efficiency Bars.**

I am directed to invite a reference to paragraph 3 of the Punjab Government letter No. 3574-G-48/35863, dated the 5th July, 1948, on the subject noted above, in which it was *inter alia* pointed out that while stopping an officer at an efficiency bar under rule 4(ii) of the Punjab Civil Services (Punishment and Appeal) Rules, published with Punjab Government notification No. 6693-G-40/47845, dated the 26th November, 1940, it was not necessary to inform him in writing of the grounds on which it was proposed to take action against him. With the promulgation of rule 7-A, published with Punjab Government notification No. 7094-G-48/57526, dated the 25th October, 1948, the position has changed and it is now necessary before withholding an increment or promotion including stoppage at an efficiency bar, to afford an adequate opportunity to the Government servant concerned of making any representation that he may desire to make and such representation, if any, has to be taken into consideration before the order is passed. The requirements of this rule may, for sufficient reasons to be recorded in writing, be waived where there is difficulty in observing them and where they can be waived without injustice to the officer concerned. Government feel that the only case in which this rule may be waived is where the Government servant absconds and cannot, therefore, be called upon to submit his representation. I am, however, to make it clear that the orders contained in paragraph 3 of Punjab Government letter of the 5th July, 1948, referred to above should be deemed to have been modified by rule 7-A of the Punjab Civil Services (Punishment and Appeal) Rules and every Government servant upon whom it is proposed to impose any of the penalties referred to in clauses (i) (ii) or (iv) of rule 4 *ibid* should be afforded an opportunity to make a representation and such representation, if any, should be taken into consideration before passing orders in the matter.