

Copy of Punjab Government Circular letter No. 88-4GSI-66/9554, dated 21st April, 1966 from the Chief Secretary to Government, Punjab to all Heads of Departments, etc., etc.

*Subject :—Concessions to civilian employees and others who join military service during the Emergency.*

1 am directed to invite your attention to Punjab Government circular letter No. 7477-4GS-63/24400, dated the 8th July, 1963 on the subject noted above, and point out that since its issue a number of further instructions have been sent to you. It has, therefore, been considered desirable to issue a consolidated circular embodying all the existing instructions on the subject as also the provision of the Punjab National Emergency (Concession) Rules, 1965.

2. *Definition.*—For the purposes of these instructions the expression 'Military service' means, as given in rule 2 of the Punjab National Emergency (Concession) Rules, 1965, enrolled or commissioned service in any of the three wings of the Indian Armed Forces (including service as a warrant officer) rendered by a person during the period of operation of the Proclamation of Emergency made by the President under Article 352 of the Constitution of India on the 26th October, 1962, or such other service as may hereafter be declared specifically as military service for the purpose of these instructions. Any period of military training followed by military service shall also be reckoned as military service.

3. *Relieving of civilian employees joining the Armed forces.*—(i) In relaxation of the existing instructions persons selected for the Armed Forces shall be relieved immediately without any requirement of giving one month's notice or depositing of one month's pay in lieu thereof.

*No. 860-7GS-63/2576, dated the 19th January, 1963.*

(ii) A candidate, who having been given a stipend after entering into an agreement that he would on the completion of his training or on passing the prescribed test or examination and on demand by the Government serve under them for a prescribed period, leaves the training service in the course of his training service, is discharged or dismissed from training/service for misconduct, is required to pay a specified amount of damages to the Government. However, if such a candidate is selected for military service he shall be relieved, for joining such service, without being required to refund any money or pay any damages in terms of the agreement.

*No. 13257-4GS-63/34397, dated 16th September, 1963.*

(iii) Government employees who have executed bonds requiring them to serve Government for a certain period of time shall on being selected for Military service, be released forthwith notwithstanding the bonds entered into by the and further, military service shall be taken to count towards the satisfaction of the bonds, which shall be regarded as discharged as soon as military service equal to the remaining period of the bond has been completed.

*No. 14312-4GS-63/35932, dated 23rd September, 1963.*

4. *Treatment of transit period in the case of civil Government employees permitted to take up Military Service.*—(i) In the case of civil Government employees, who are permitted to take up military service, the period between the date of their release from civil posts and the date on which they report themselves for training/duty to the military authorities shall be treated as duty in their civil posts, during which they should be entitled to civil rates of pay and allowance.

*No. 7477-4GS-63/24400, dated 8th July, 1963.*

(ii) The transit period will not be treated as duty if the Government employees avails himself of the leave during the period and he will be allowed to draw only the civil leave salary of this period. The transit period shall not in any case exceed the joining time admissible under the rules applicable to the civil Government employee concerned.

(iii) The disbursement of pay and allowances to the persons concerned for such period will be made by the Defence authorities and necessary debits in respect thereof will be raised subsequently against the civil department concerned.

(iv) Similarly at the time of release of the persons concerned from military service, the

5. *Period of Military training?— How it is to be treated.*— (i) The successful period of military training followed by military service will be reckoned as approved military service for all purposes.

*No. 7477-4GS-63/24400, dated 8th July, 1963*

(ii) If any State Government employee who is a candidate for Emergency Commission withdraws, except for reasons beyond his control, from the training or fails to accept Commission when offered on the completion of the training, he will be liable to refund the cost of tuition, food and clothing and pay and allowances, as may be decided upon by the Government of India. Besides, in the case of permanent State Government employee the entire period of absence from the civil employment on this account shall be treated as leave without pay and in the case of a temporary State Government employees he shall not be taken back in civil employment.

(iii) During the period of military training the State Government employees will continue to receive pay and allowances of the posts which they were holding before being released for such training irrespective of whether or not a lien is retained on that post. In addition they will be entitled to benefits of increments and promotion which may become due during this period.

6. *Maximum age-limit and minimum qualifications.*— (i) According to rule 3 of the Punjab Government National Emergency (Concessions) rules, 1965 (a) The maximum age-limit prescribed for appointment to any service or post shall be relaxed in favour of a person who has rendered Military service to the extent of his military service, provided he produces a certificate from the competent authority that he had rendered continuous military service for a period of not less than six months and was discharged because of demobilisation or reduction not more than three years prior to the date of his registration at an employment exchange of the date his application for employment under the Government.

(ii) A person who has become disabled while in military service shall also be entitled to exclude from his age the period from the date he was disabled up to the date of his application for appointment to any service or post under the Government or till the end of the present emergency, whichever is shorter.

(iii) In case a person who has rendered military service does not possess the minimum qualifications prescribed for any service or post, he shall be deemed to possess these qualifications if the appointing authority certifies that such a person has acquired by experience or otherwise qualifications equivalent to those prescribed for that service or post.

(iv) Whenever it is felt that retired defence personnel would prove useful, army experience should be prescribed as a special qualification while sending requisition to the Punjab Public Service Commission or the Subordinate Services Selection Board.

*No. 9364-4GS-65/34804, dated 19th October, 1965*

7. *Pay and Allowances.*— (i) The State Government employees who are permitted to join Military service will be entitled to draw during the military service, the civil rates of pay and allowances admissible to them from time to time, or military rates of pay and allowances, whichever are higher. In the case of those joining as J.C. Os/Other Ranks, however, the civil rates of pay and allowances which would have been admissible to them from time to time, will be reduced by Rs. 25 per mensem on account of free rations.

*No. 7477-4GS-63/24400, dated 8th July, 1963.*

(ii) Comparable civil posts will automatically stand created in the respective departments for such periods for which a part or whole of the expenditure on pay and allowances is borne by the State Government in respect of State Government employees who are on military service to under military training.

*No. 7477-4GS-63/24400, dated 8th July, 1963.*

(iii) Payment of salaries, etc., to Civilian Government employees who have joined the army during the present emergency shall be made through Money Order at Government expense in relaxation of Rule 2.24 of P.F.R. Volume, I.

*No. 4322-4GS-64/2984, dated 29th April, 1964;*

(iv) Civil Government employees who on reversion from Military service are promoted to higher posts in their parent department/office with retrospective effect from earlier dates will be eligible for the difference between the civil pay and allowances and the military pay and allo-

actual promotion in their parent department/office provided that all the conditions precedent to the grant of benefit under the next below rule are fulfilled to the extent necessary.

No. 8848-4GSI-65/32592, dated 6th October, 1965.

8. *Reservation of posts.*— (1) As from 25th February, 1963, the date of the issue of the original instructions, no direct recruitment on a substantive basis, will be made to any service, post, except the engineering and the medical services, under the Punjab Government except with the sanction of the Government and for special reasons to be recorded by the Administrative Department concerned. This restriction will cover all substantive posts becoming available during the period from the 25th February, 1963 to the 5th April, 1964 as also 20 per cent of the permanent vacancies becoming available from the 6th April, 1964, except in the engineering and medical services in which case the reservation would be to the extent of 50 per cent. Recruitment made on temporary basis during this period will not entitle any employee to being made permanent in preference to those who have joined military service. Recruitment to the Punjab Civil Services will not, however, be affected.

No. 1922-II-4GS-63/7798, dated 25th Feb., 1963. No. 7477-4GS-63/24400, dated 8th July, 1963. No. 9651-4GSI-65/34691, dated 19th Oct., 1965.

(2) Government employees who join military service during the present emergency should on their return be absorbed in posts for which they possess the necessary qualifications. If the vacancies which have either been reserved for them or have not been filled on a substantive basis, are not sufficient to absorb them the requisite number of suitable additional posts should be created for that purpose.

No. 3068-4GSI-64/10930, dated 6th April, 1964.

9. *Counting of Military service for seniority, promotion, increment, leave and pension.*— The period spent on approved military service shall count for seniority, promotion, increment, leave (subject to the procedure in paragraph (12) and pension in the civil appointment). The employees concerned will be entitled to *pro forma* promotion in their parent departments under the 'next below' rule and also to seniority in higher posts to which they would otherwise have been entitled if they had not proceeded on military service.

No. 7477-4GS-63/24400, dated 8th July, 1963.

10. *Promotion.*— (i) Where promotion is to be made on the basis of seniority-cum-fitness or selection on merit, the case of a civil Government employees should be considered in his turn. For this purpose unless the military authorities have specifically intimated anything against the civilian employee, it should be presumed that they have nothing adverse to report.

No. 8848-4GSI-65/3259, dated 6th Oct., 1965. No. 8848-4GSI-65/41890, dated 3rd January, 1966.

(ii) This procedure will also apply to cases where passing of any departmental examination(s) is a condition precedent to promotion to the grade concerned and a civil Government employee had passed such examination(s) before proceeding on military service.

(iii) In the cases referred to at (i) and (ii) above, if the decision to promote a civil Government employee in his turn cannot be taken up at the appropriate time and an assessment of his performance after reversion to the parent department/office is considered necessary for the purpose, he should be allowed *pro forma* promotion on reversion from military service. If he is adjudged fit for promotion within one year of such reversion, then he should be promoted to the grade concerned from the date he would have been so promoted in his turn had he not proceeded on military service. To provide for such promotion, a sufficient number of persons promoted to that grade should be kept on an officiating basis if necessary, so that they could be reverted in the event of promotion of the persons returning from military service.

(iv) In cases where the passing of any departmental examination(s) is a condition precedent for a particular promotion/increment, a civil Government employee who had not already passed such examination(s) before taking up military service, should stand exempted from passing such a test for the period of the Military Service and for such period thereafter as would normally have been allowed to him to pass such a test but for proceeding on military service provided that if a similar test has been passed by him while on military service, he will be exempted altogether from passing such a test.

(v) In cases where civil Government employees are eligible for promotion in their parent

on military service should be allowed on his reversion to the parent department/office as many chances to compete at such an examination as would have been available to him but for his joining military service and given the necessary age and length of service relaxations for this purpose.

If he competes successfully at the first/second/third, etc., available opportunities he should be deemed to have passed the examination at the first/second/third, etc., occasion he would have appeared had he not joined military service, should be assigned rank at the bottom of the corresponding Select List and should be promoted retrospectively with effect from the date from which he would have been promoted on the basis of such Rank.

For the purpose of reckoning available opportunity an examination notified within three months from the date of joining the civil post by the Government employee after return from military service may be ignored unless he actually appears at it.

Where the names of two or more Civil Government employees are so added to the same Select List, their *inter se* ranking will be in the order of their merit as the competitive examination if they are selected for inclusion in the Select List on the result of the same competitive examination. If, however, names of two or more civil, Government employees are added to the same Select List on the basis of different examinations, their *inter se* ranking will be determined by the Government in consultation with the Punjab Public Service Commission.

*Note.*—Where promotion is to be made with the approval of the Punjab Public Service Commission under the relevant rules, it would be obtained before a civil Government employee who is covered by these orders, is promoted.

11. *Probation and confirmation.*—(i) Temporary/officiating civil Government employees would be eligible for confirmation in their civil posts, while they are away on military service.

No. 8848-4GSI-65/dated 6th Oct., 1965.

(ii) In cases where passing of any departmental examination(s) is not a condition(s) precedent to confirmation in the civil post, a civil Government employee should be considered for confirmation in his turn. For this purpose, unless the military authorities have specifically intimated anything against the civilian employee it should be presumed that they have nothing adverse to report.

No. 10357-4GSI-65/1377, dated 27th Jan., 1966.

(iii) Where the decision to confirm a civil Government employee in his turn, during his absence on Military service, cannot be taken at the appropriate time and an assessment of his performance after his reversion to the parent department/office is considered necessary for the purpose, a permanent vacancy in the grade concerned should be kept reserved for him. On reversion from military service, if he is adjudged fit for confirmation, within one year from such reversion, then he should be confirmed in that vacancy from the date he would have been so confirmed in his turn, if he had not proceeded on Military service.

(iv) The procedure set out at (ii) and (iii) above will also apply to cases where passing of any departmental examination(s) is a condition precedent to confirmation and the Government employee concerned had already passed such examination(s) before joining Military service.

(v) In cases where passing of any departmental examination(s) is a condition precedent to confirmation, a civil Government employee, who had not already passed the prescribed examination(s) before taking up military service should not be confirmed in the civil post while he is away on military service. In order to safeguard his interest, a permanent vacancy in the grade concerned should be kept reserved for him on reversion from military service he should be required to pass the prescribed examination(s) for this purpose he should be allowed to take as many chances as he might have missed because of joining Military service. If he passes the examination(s) within those chances and he is otherwise eligible, and is considered fit for confirmation then he should be confirmed in the civil post from the date he would have been so confirmed if he had passed the examination(s) in corresponding chance but for his taking up military services.

(vi) The above procedure will apply also to persons recruited on probation against permanent civil posts or who are appointed to officiate in higher posts 'on trial' and are permitted to take up military service during their probationary/trial period.

## (ANNEXURE A)

Copy of Office Memorandum No. 35/16/63, Est. (B), dated the 10th May, 1963, from the Deputy Secretary to the Government of India, Ministry of Home Affairs, New Delhi-11-to all State Governments, etc., etc.

**Subject :—**Treatment of transit period in the case of Civil Government servants permitted to take up military service.

It has been decided in consultation with the Ministry of Finance that in the case of Civil Government servants, who are permitted to take up military service during the present emergency, the period between the date of their release from civil posts and the date on which they report themselves for training/duty to the military authorities shall be treated as duty in their civil posts during which they should be entitled to civil rates of pay and allowances.

2. The transit period will not be treated as duty if the Government servant avails himself leave during the period and he will be allowed to draw only the civil leave salary for this period. The transit period shall not in any case exceed the joining time admissible under the rules applicable to the Civil Government servants concerned.

3. The disbursement of pay and allowances to the persons concerned for such periods shall be made by the Defence authorities and necessary debits in respect thereof will be raised subsequently against the civil department concerned.

4. Similarly, at the time of the persons concerned from military service the period between the date of their release and date on which they report for duty in their parent civil department shall be treated as duty in civil posts to which they may be appointed on such reversion and they will be allowed to draw pay and allowances of those posts during that period.

5. The Ministry of Finance, etc., are requested to extend these orders, if they have no objection, to the corporations and public undertakings under them. Copies of the orders issued may please be sent to this Ministry.

6. In so far as the persons serving in the Indian Audit and Accounts Departments are concerned these orders have been issued after consultation with the Comptroller and Auditor General of India.



- (5) The leave accounts of temporary Government servants who will be governed fully by the leave rules of the Armed Forces during the period of military service, will also be frozen. They will neither earn any leave under the civil leave rules during the period of military service nor will they be allowed any pecuniary benefit in respect of the leave at their credit on the date of transfer to military service. The leave at their credit in the frozen leave account will, however, be carried forward and made available to them on their reversion to the civil departments.
- (6) Quasi-permanent Government servants will be treated on par with temporary Government servants in the matter of leave on their transfer to military service.

The leave salary will not be paid by the Defence Department in respect of the Civil Government servants transferred to military service during the present emergency, but leave salary in respect of leave actually taken while in military service will be paid from Defence Estimates. Similarly, pensionary charges of the Civil Government servants need not also be allocated between the civil and defence departments and the liability for pension of the Government employees in question relating to the period of military service during the present emergency will be borne by the Civil Department.

*No. 8498-GS-64/31056, dated 8th September, 1964.*

13. *Lien.*— (1) State Government employees who are permitted to join military service during the Emergency will be seconded for military duty. Liens will be retained on the posts held substantively.

*No. 7477-4GS-63/24400, dated 8th July, 1963*

(2) If a person is successful in a competitive test for a service/post, but has already taken up military service before the result is announced, his appointment will be made to the service/post concerned and he will be considered as having been seconded for military duty, with effect from the date of such appointment.

*No. 7477-4GS-63/24400, dated 8th July, 1963*

14. *Provident Fund.*— State Government employees who proceed on military duty will retain their right of liability, as the case may be, of subscribing in accordance with the rules of the Fund concerned, to any Provident Fund of which they are members. In case, however, a State Government employee was not a subscriber to any Provident Fund before transfer to military duty, he will be called upon to become a member of the D.S.O.P./A.F.P.P. Fund after completion of one year's continuous service from the date of his appointment on the civil side.

15. *Accommodation.*— State Government employees who are permitted to join military service will be allowed to retain, for their families, the Government residential accommodation allotted to them on payment of rent at 10 percent of their pay on civil posts.

*No. 7477-4GS-63/24400, dated 8th July, 1963*

16. *Temporary Government Employees.*— Temporary State Government employees, who after release from military service are absorbed in the post from which they proceeded on military service or are appointed to posts with equivalent or similar grades, will be treated in the same manner as permanent State Government employees in respect of pay, seniority and pension on their return, irrespective of whether or not the post on which they were working at the time of their joining the military service continued to remain in existence during the period of their military service. Temporary State Government employees who do not return to the same post or to a post in an equivalent or similar grade shall be treated as if he did not hold any post under the Government prior to his joining military service.

*No. 7477-4GS-63/24400, dated 8th July, 1963.*

17. *Concessions admissible to the family members of serving, disabled or killed military Personnel.*— The families of all State Government employees on military service will be entitled to medical facilities on the same footing as families of officers who continue in comparable civil posts.

In relaxation of the instructions on the subject the maximum age for entry into Government service in the case of the wives of serving military personnel shall be 45 years provided they are otherwise eligible for the posts in question.

*No. 19982-3GS-62/45960, dated 27th December, 1962*

The maximum age for entry into Government service in the case of widows of military personnel who are killed and in the case of wives of those who are disabled while in military service shall be 45 years provided they are otherwise eligible for the posts in question.

*No. 15717-4GS-63/47723, dated 31st December, 1963*

Widows of deceased servicemen and wives of those who become disabled will be considered sympathetically for civil employment provided they fulfil the minimum qualifications prescribed for the service/post applied for by them.

*No. 7477-4GS-63/2440-0, dated 8th July, 1963*

Children of deceased/disabled servicemen will be considered sympathetically for civil employment if they fulfil the qualification of the service/post applied for by them.

18. *Special provision for Engineering and Medical Students.*- With a view to encouraging engineering students to volunteer for Short Service Regular Commissions, it has been decided that pre-final and final year students of Engineering Colleges in the Punjab shall be appointed as Temporary Assistant Engineers in the relevant branches of the State Public Works Department from the dates of the grant of Provisional Short Service Regular Commissions to them, and they should be deemed to have been seconded to military duty from the said dates. Special posts should be created for this purpose if sufficient vacancies are not available for the appointment of such persons as Temporary Assistant Engineers within the sanctioned cadres of the various branches of the Department. Where such candidates have been appointed against the vacancies within the cadre, the Administrative Department will be competent to create a comparable number of posts for making purely temporary appointments against them. On their release from military service, these persons will be absorbed in the posts on which they were originally appointed and the officials temporarily appointed against these posts will be liable to reversion or discharge.

*No. 3068-4GSI-64/10932, dated 6th April, 1964*

In case the Provisional Short Service Regular Commission is terminated for reasons of (i) failure to qualify at the degree or diploma examination (ii) lack of medical fitness and (iii) failure to join the pre-Commission training at the Indian Military Academy or to complete it successfully, the appointment as Temporary Assistant Engineer will be liable to termination from the date of the termination of the Provisional Short Service Regular Commission and no benefit will be allowed for the period that their lien with the State Government was retained. Moreover, in the event of the extension of the Provisional Short Service Regular Commission for any period without pay, the civil rates of pay and allowances in the post of Temporary Assistant Engineers will not be admissible.

According to the existing service rules of the P.S.E. Class II, a candidate is eligible for appointment as Temporary Assistant Engineer only if he possesses a degree in civil, mechanical or electrical engineering, but this qualification will be deemed to have been relaxed in favour of persons appointed as Temporary Assistant Engineers on the grant of Provisional Short Service Regular Commission. In order however to ensure that the persons who have already joined the armed forces in the corps of Engineers, Signals and Electrical and Mechanical Engineers after obtaining degrees from engineering colleges in the State are not placed at a disadvantage *vis-a-vis* pre-final and final year students such persons, on their release from military service shall be absorbed against the reserved vacancies in the engineering service in the relevant branches of the State Public Works Department and should have priority absorption over the persons who joined while still pre-final and final year students.

The concessions contained in this paragraph will also apply *mutatis mutandis* to medical students of the medical institutions in Punjab.

19. *Ex-servicemen and members of the Territorial Army*- (a) The maximum age-limits prescribed for civil employment under the Punjab State will be relaxed in their favour and the period of their approved military service will be excluded in counting their age for this purpose provided

- (i) they produce a certificate from the military authorities that they had continuous military service for a period not less than six months and were discharged because of demobilisation/reduction not more than three years prior to the date of their registration at an Employment Exchange of the date of application for employment, under the State Government; and
- (ii) they fulfil the qualifications other than those in respect of age prescribed for the service/post applied for by them, save that if the competent authority certifies that a person who had rendered approved military service has acquired by experience or otherwise qualifications equivalent to those prescribed for the service/post, it may in his case relax the minimum qualifications prescribed for such post.

(b) The period of approved military service will count for increments, seniority and pension in the civil employment as under :—

- (i) *Increments* :—The period a person has spent on approved military service after he attained the minimum age for entry prescribed for the service/post to which he is appointed will count for increments in the post to which he is appointed if such appointment is so an incremental scale. Where no age is prescribed the minimum age will be as laid down in rules 3.9, 3.10 and 3.11 of the Punjab Civil Services Rules, Volume II.

This concession will, however, be admissible on first appointment and not on subsequent appointments which might follow resignation, etc., from the first appointment. In the case, however of a person who joins a second or subsequent post on transfer and who has not already availed of the concession the concession will be admissible but only such benefit will be allowed to him as would have been admissible to him in the post to which he was appointed first.

- (ii) *Seniority* :—An ex-servicemen who is appointed to a civil service will be assigned a place in the cadre of such service which will be fixed with due regard to his age and the period allowed to be deducted under b(i) above and will, as nearly as may be, correspond with the place which he would have been assigned if the Emergency had not intervened and he had qualified in the normal way.

- (iii) *Pension* :—Approved military service will count towards pension only in the case of appointment to a permanent civil post and subject to the following conditions :—

- (1) the ex-servicemen concerned should not have earned a pension under the military rules in respect of the service in question ;
- (2) in the case of the service/posts in respect of which a minimum age is fixed for recruitment military service rendered below that age will not be allowed to count for pension;
- (3) the bonus or gratuity paid in respect of military service by the defence authorities will have to be refunded to the State Government ; and
- (4) the break between the military service and the civil service will be condoned provided the break does not exceed one year. Breaks exceeding one year and not exceeding three year may also be condoned in exceptional cases under the orders of the Government.

20. *Disabled Ex-servicemen and families of those killed in Action.*—In addition to 19(a), ex-servicemen who become disabled while in military service will also be entitled to exclude from their age the period, from the time they were disabled up to the date of their application for appointment or until the of the Emergency, whichever is earlier.

No. 7477-4GS-63/24400, dated 8th July, 1963.

(b) Disabled ex-servicemen are entitled to all the concessions which are admissible to ex-servicemen in the matter of relaxation of the minimum qualifications prescribed for a service or post and in other respects as set out above. Preference will be given to ex-servicemen on account of their experience and training while in military service. The standards of physical fitness in the case of disabled ex-servicemen in aspect of posts in which the disability will not interfere in the discharge of the duties of the posts will be relaxed.



21. The concessions contained in the forgoing Paragraphs will not have the effect of reducing in extent the following concessions but where the two sets of concessions operate in the same respect the higher of the two will be admissible : -

No. 7477-4GS-63/24400, dated 8th July, 1963

- (i) the concessions given to ex-servicemen and their families by the Government of India;
- (ii) the concessions given to students, who join military service, by the Education Department and/or the Universities concerned; and
- (iii) the concessions which may be allowed by different Departments to their employees proceeding on military service.

22. The procedure for adjustment of pay and provident fund on civil Government servants who are permitted to take up military service during the present emergency will be as under : —

- (i) The Defence authorities will while communicating the final selection to a Civil Government servant, indicate the name and address of the Military Unit/formation to which details of pay and allowances, etc., of the Civil Government servants should be communicated by the Civil Departments.
- (ii) As soon as the Civil Government servant is struck off the civil posts, his Administrative Officer (in the case of Non-Gazetted personnel), or the Accounts Officer (in the case of the Gazetted personnel), shall forward his last pay certificate and Gazette Notification or Office Order or Pt. II Order to the head of the Establishment to which the individual is expected to report for training/service. In the case of the personnel selected for grant of Emergency Commission, the Last Pay Certificate, has to be forwarded to the Commandant of the Officer's Training School and in case of personnel selected for J.C.Os/ORs' appointments it has to be forwarded to the Pay and Accounts Officer (Other Ranks) concerned through the Commandant of the Training Centre/Unit. Character Rolls or Service Book of the individuals are not to be forwarded to the Military Departments.

The civil employer or the Accounts Officer (in the case of Gazetted personnel) concerned will endorse on the last pay certificate that the provisions of the Government of India, Office Memorandum No. 1/4/63/D (Pay/services), dated the 20th March, 1963 have been extended to their personnel.

No. 11028—4 GSI-65/41429 dated 1st January, 1966

- (iii) In the case of personnel selected for Emergency Commission the Commandants of the training centres will pay during the training period to the civil Government servants net civil pay and allowances as are indicated in the Last Pay Certificates. They will make a further deduction of Rs. 25 from the pay and allowance on account of food expenses. Such payments during the training period will be a charge on the Civil services Estimates, reduced by the amount of any training allowance admissible under the Defence Rules. Credits for the amounts deducted from pay on account of Provident Fund, advances, etc., noted on Last Pay Certificate would, however be afforded to the Civil Accountant-General concerned. After the completion of training and on grant of Commissions, these documents of the individuals concerned will be forwarded to the Controller of Defence Accounts (Officers). From the date of grant of the Commission, the officer will start drawing military pay and allowance or civil pay and allowances, whichever are higher. The Controller of Defence Accounts (Officers) will raise debits against the Civil Accountant-General for the excess of civil pay and allowances over military pay and allowance and afford credits to him for the recoveries made on account to Provident Fund advances, etc., as noted on Last Pay Certificate.
- (iv) In the case of J.C.Os./O Rs. etc., the commandants of the Training Centre/Units shall pay to the civil Government servants either the civil pay and allowances reduced by Rs. 25 or the military pay and allowances, whichever are higher. In case the military pay and allowance is higher, the civil pay and allowance will be paid as a credit to the civil Government servant's account.

afford credits to him for the recoveries made on account of Provident Fund advances, etc., as noted on Last Pay Certificate.

Note :—Payment of civil pay and allowances made to the civil Government servants under sub-paia (iii) or (iv) above will be recovered monthly or quarterly, as and when the payments are made. The debits will be passed on by the C.D.A. (O) or C.D.A. (ORs.) as the case may be to the Civil Accountant General concerned duly supported also by statement showing the details of payment made and recoveries effected during the pre-commission training period and the excess (if any) of civil pay and allowances over military pay and allowances/credits for the net amounts due/payable on account of Provident Fund etc.

No. 11028-4GSI-65/41429, dated 1st January, 1966.

- (v) For purposes of determining whether civil pay and allowances are higher than military pay and allowances, the following elements shall be taken into account from Civil and Military Pay Code :—

Civil Pay Code	Military Pay Code	
	For J.C.Os/O. Rs. etc.	For Officers
As far as State Government employees who proceed on military duty are concerned pay and allowances will include all types of pays mentioned in rule 2.44 of the Punjab Civil Services Rules, Volume I, Part I (including special pay on tenure posts)	Pay including Rank Pay, Badge Pay, G. S. Pay, Good Conduct Pay, length of service increments, special pay and dearness allowance	Pay including Acting rank Pay K.N.A., S.D.A. and Dearness Allowance

- (vi) All local and compensatory allowances shall be regulated in accordance with the provisions of the Military Pay Code applicable at the place of posting. Hazard pay high altitude allowances, field area concession and other benefits peculiar to military service shall be payable separately in accordance with military rules.
- (ii) The Civil Administrative Officer in the case of the non-Gazetted personnel and Civil Accounts Officer in the case of the Gazetted personnel, shall communicate to the Controller of Defence Accounts (Officers) in the case of personnel selected for Emergency Commissions and to the Commandants of Regimental Centres in the case of personnel selected for J.C.O./ORs., appointments, all office orders and administrative decisions including those relating to *proforma* promotion under the 'Next below Rule' which might have a bearing on the pay and allowances of the individuals. All increments in the civil scales for these personnel shall continue to be granted as a matter of course, unless a report from the military authorities is received indicating any punishments having the effect of stoppage of increments or pay and allowances. The crossing of the efficiency bar in the civil scale will not be allowed as a matter of course but on the basis of the up-to-date record of service.
- (vii) The civil Government servant will continue as member of the Provident Fund to which he was subscribing before taking over military duties. Contribution to the fund will be deducted by the Military authorities and credits for recoveries made will be afforded by the civil accounts authorities concerned for adjustment in their books. (In the case of class IV) Government servants an intimation in respect of the credit will also have to be sent to the parent office). In case any Government servant was not a subscriber of any Provident Fund before transfer to Military duty, he shall be called upon to become a member of the D.S.O.P./A.F.P.P. Fund after completion of one year's continuous service from the date of his appointment on the civil side.

23. Procedure for making entries regarding pay, allowances, etc., in the service books and leave accounts of Civilian Government employees permitted to take up military service during the present emergency would be as follows :—

(1) *Entries in service Books regarding pay and allowances drawn in military service.*—In accordance with para 22 (vii) where Government employees are entitled to draw civil rates of pay and allowances during military service, the entry regarding the grant of increments, including crossing of efficiency bar shall be made by the civil authorities at appropriate time indicating that sanction to the crossing of efficiency bar has been given where such efficiency bar is involved. Where Government servants are allowed military rates of pay and allowances the entries shall be made by the civil authorities after obtaining necessary information from the military authorities.

(2) *Entries regarding leave availed of during military service—*

“As temporary and quasi-permanent Government employees will be fully covered by the military leave rules during the military service and will not earn any leave under the civil leave rules, the question of making any entry in their civil leave account/service book does not arise. In the case of permanent Government Employees who earn leave under the civil leave rules during their military services and are allowed to carry forward the unavailed of leave on their reversion to civil Department, the entries in their civil leave account/service book shall be made by the civil authorities after their reversion to the civil appointment.”

(3) *Recording of the certificate of verification of service in the service books—*

“As the record of service of officers permitted to take up military service during the present emergency will be kept by the military authorities, in one form or the other and also their pay and allowances will be disbursed by them, there is no need of recording certificates of verification of service in the service books by the civil authorities concerned in respect of the period of military service. The necessary verification for this period will be done by the military authorities. On reversion of such officers to the civil appointments, a suitable note of this verification having been done by the military authorities should, however, be recorded by the civil authorities in the service book of the officer on the basis of the facts supplied by the military authorities.