

Copy of circular letter No. 7441-5GS-60/41343, dated the 10th November, 1960, from the Chief Secretary to Government, Punjab, to all Heads of Department etc., etc.

---

**Subject :—Absorption of Government employees whose services are terminated for want of vacancies.**

---

I am directed to address you on the subject noted above and to say that it has been brought to the notice of Government that whenever services of candidates recruited through the Subordinate Services Selection Board are terminated for want of vacancies, intimation to that effect is not sent in time to the Board with the result that arrangements to absorb them in other Departments cannot be made by the due date and it causes break in their service. In this connection, it is pointed out that it is regarded as very essential that full particulars of such candidates should be supplied to the Board, well in advance and the Departments should feel no difficulty in following this practice as they can visualize the dates of retrenchment of such officials much before the crucial date. In view of this, I am to request you kindly to ensure that in future adequate steps in this behalf are taken so that unnecessary hardship is not caused to the officials concerned, and proper arrangements are made by the Board in time for their absorption in other Department if possible without any break in their service.

2. The receipt of this communication may please be acknowledged.