

Copy of Punjab Government Circular letter No. 8770-GS-60/31537, dated 31st August, 1960 from the Chief Secretary to Government, Punjab to all Heads of Departments, etc., etc.

Subject :—Amendment to the form of requisition to be sent by the departments to the Punjab Public Service Commission for recruitment to various posts.

Sir,

I am directed to address you on the subject cited above and to say that against column 3(B) of the form of requisition to be sent by the Departments to the Punjab Public Service Commission for recruitment to various posts, the following information is required to be given, if the post to be advertised is temporary:—

- (a) When it was sanctioned;
- (b) The period for which it has been sanctioned.

2. It is, however, not possible to furnish this information in respect of posts which are included in the Schedule of New Expenditure for the next financial year and requisition for the filling up of which is sent to the Commission before the voting of the Budget Estimates. The reason is that at the time of sending such a requisition, the number and date of the Government order containing the sanction and the period of this sanction are not available and it is not known whether the provision made in the Schedule of New Expenditure will be voted by the Legislature. The result is that in such cases the Departments have to wait till the necessary provisions included in the Budget Estimates is voted by the Legislature and the grant is communicated to them. This causes unnecessary delay in filling the post(s) and undertaking the Scheme(s) from the very beginning of the financial year.

3. The matter has been examined in consultation with the Punjab Public Service Commission with a view to overcoming the difficulty. According to the revised budgetary procedure, provision for creation/continuance of temporary posts is made in the Schedule of New Expenditure after administrative approval to that effect has been issued with the concurrence of the Finance Department. This is treated as financial sanction to the extent the funds are voted by the Legislature. In view of this it has been decided that once provision for any post(s) has been admitted for inclusion in the Schedule of New Expenditure, it should not be necessary for the departments concerned to wait till the passing of the Budget to communicate their requirements of staff to the Punjab Public Service Commission. Instead it will be sufficient for the purposes of the Commission if the following statement is made by the departments concerned against item 3(B)(a) and (b) :—

“Administrative approval/financial sanction in regard to the post(s) in question has been accorded”.

4. I am accordingly, to request that the above procedure should invariably be followed while sending requisitions to the Commission in respect of temporary posts, if it is desired to initiate action to fill up such posts in advance of the passing of the Budget by the State Legislature.