Haryana Government

General Administration Department

General Services-I Branch

No. 16/3/2009-IGSI

Chandigarh 23rd July, 2012

To

1. All the Administrative Secretaries to Government of Haryana.

2. All the Heads of Departments, Commissioners, Ambala, Hisar, Rohtak and Gurgaon Divisions.

3. The Registrar, Punjab and Haryana High Court.

Subject: Regarding up-gradation of the post of Personal Assistant to that of Private Secretary in the Directorates.

Sir/Madam,

I am directed to invite your attention to the circular letter of even No. dated 31.5.2011 vide which Government had introduced a uniform policy which aims at providing more promotional avenues to Personal Staff (Jr. Scale Stenographer, Sr. Scale Stenographer and Personal Assistant) to some extent. Under this policy only those officers who are in the rank of Commissioner/Special Secretary and working as Head of Department(s) including non I.A.S. officers and are in the Pay Scale of Rs.37400-67000+10000 GP will be entitled for the post of a Private Secretary in the scale of Rs. 9300-34800+ 4200 Grade Pay.

2. However, while issuing above referred letter dated 31st May, 2011, special pay of Rs. 200/- could not be incorporated inadvertently. Accordingly, the letter dated 31st May, 2011 is amended to the extent that the upgraded post of Private Secretary with the Head of the Department shall also carry a special pay of Rs. 200/-with effect from 31st May, 2011 i.e. the date of issuance of the said instructions.

Yours faithfully

Under Secretary General Administration
for Chief Secretary to Government Haryana.

A copy is forwarded to the Principal Secretary to Government Haryana, Finance Department (in F.G.–I Br.) with reference to his U.O. NO. 12/7/2010-IFG-1/ (10), dated 16.6.2010 for information.

Under Secretary General Administration,
for Chief Secretary to Government Haryana.

To

The Principal Secretary to Government Haryana,
Finance Department (In F.G.-I Branch).

U.O. NO. 16/3/2009-1GS1

Dated 23rd July, 2012.