

No. 961-4 GS 62/5593

From

E. N. Mangat Rai,  
Chief Secretary to Government, Punjab.

To

All Heads of Departments, the Registrar, Punjab High Court,  
the Commissioners of Divisions. All District and Sessions  
Judges and Deputy Commissioners in the Punjab.

Dated : Chandigarh, the 16th February, 1962.

**Subject** — Grant of advance increments/rapaid promotions to officers who go abroad to improve their qualifications.

Sir,

I am directed to inform you that the question of evolving a uniform policy as regards granting advance increments and adequate promotion to such officers as go abroad for training or to improve their qualifications has been considered by Government. At present these cases are decided individually and no uniform practice is followed. The officers are generally allowed the grades for which they held prescribed qualifications or at best a few advance increments and this too after considerable waste of time and effort. On the other hand, on their return from abroad, they are sometimes offered much more alluring terms by private firms and concerns and therefore, in most cases they prefer to join private service rather than enter into Government Service. Some of them even return to the foreign countries where they have had their training as they can get more lucrative employments there. With a view to make full use of the valuable training and technical education received by them in foreign lands, for public purposes, it is felt that they should be provided adequate incentive to continue or join service under the State Government and ensured within our limited resources as much satisfaction as possible so that they give their best to the Government and the people of the State.

2. It has now been decided to lay down the following procedure for deciding cases of grant of advance increments and promotions to such personnel:—

1. Where an officer has been abroad and improved his qualifications Government will consider on the merits of the individual case the grant of up to ten increments to him on his return. The claimant however should fulfil the following conditions :—
  - (i) his work with Government must be from good to very good; and
  - (ii) the additional qualification or experience achieved must be considered by Government as directly beneficial to his efficiency or competency in his particular line or job.
2. While taking a final decision consideration will also be given to the following factors :—
  - (i) Whether the officer has improved his qualifications or experience at personal sacrifice or substantially at Government expense. In the former case, he would merit more consideration than in the latter; and
  - (ii) Whether the officer during the period of his training and experience has given a good account of himself or not. In the former case, he would merit more consideration.
3. To cover a few rather exceptional cases which may arise where the officer concerned has achieved some degree of unique distinction or where his previous record and experience with Government has been altogether unusual and he has added

4. In order to ensure that such cases are decided without delay and the officers are not left in suspense for a long period, the Administrative Secretary concerned will put up a considered proposal within one month of the return of the officers and after obtaining the approval of the Minister concerned will refer the matter to a Committee comprising of the Chief Secretary the Finance Secretary and the Administrative Secretary concerned who will make their recommendation to a Cabinet Sub Committee consisting of the Chief Minister the finance Minister and the Minister Incharge of the department to which the officer whose case is under examination belongs within one month of the receipt of the proposal from the Administrative Department. The Cabinet Sub-Committee will also take final decision in the matter within one month at the latest from the receipt of the recommendation.
  5. Similar procedure will also be observed in regard to cases of grant of unusual and rapid promotion mentioned at III above; but the Secretariat Committee in that case will comprise besides the officers mentioned already the Senior Financial Commissioner, the Planning Secretary and Chief Engineer of the P. W. D. most nearly concerned with the type of work involved or the other technical head concerned.
  6. In the interest of uniformity and quick disposal the Secretariat Committee, in due course endeavour to fix norms for each department separately laying down qualifications etc. to be recognised and the number of increments to be allowed for acquiring such qualifications.
3. I am further to state that for submission of such cases to the Committees referred to above the Administrative Department should send a complete self contained memorandum summary of service record along with the personnel file of the officer and other relevant documents which have a bearing on the subject;
4. This issues in consultation with the Finance Department vide their U. O. advice No. 459-FRII-62, dated the 16th January, 1962.
5. The receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-  
E. N. MANGAT RAI  
Chief Secretary to Government, Punjab.