

No. 4857-4GSII-72/28344

From

The Chief Secretar to Government, Haryana

To

- (i) All Heads of Departments;  
the Commissioner, Ambala Division;  
All Deputy Commissioners and  
All Sub Divisional Officers.
- (ii) The Registrar,  
Punjab and Haryana High Court and  
All District and Sessions Judges in Haryana.

Dated Chandigarh, the 26th September, 1972.

**Subject :—** Grant of advance increments to Govt. employees who improve their qualifications by further study within the Country or abroad.

Sir,

I am directed to refer to the instructions contained in Composite Punjab Govt. letter No. 961-4GS-62/5593, dated 16-2-1962, relating to grant of advance increments/rapid promotions to officers who go abroad to improve their qualifications and to say that in view of better educational facilities, both technical and non-technical, now being available within the country, the Govt. after due consideration have decided that instructions referred to above should be made applicable to cases of improvement in qualifications by study/training within the country also. For this purpose instructions on the subject have been revised and action in further should be taken on the lines indicated below :—

- (i) The scale on which the advance increments will be given in all departments should be as follows :—

Diploma of at least one year	One advance increment
Master's Degree	Two advance increments
Doctorate	Three advance increments

Only those diploma/degree which are higher than the prescribed minimum qualifications for the posts, should be considered for grant of advance increments and no distinction should be made between technical and non-technical diplomas/degree.

- (ii) Advance increments should be given for only such recognised diplomas/degrees from recognised institutions which involve study for more than one year and which are obtained on the basis of examinations and not otherwise. Further the diplomas/degree should be such as are considered by the Govt. to be directly beneficial to the efficiency of the Govt. employee concerned in his particular post or line.
- (iii) Only those Diplomas/degree should be considered in this context which are obtained after availing of study leave or a leave of the kind due. If the period of study is treated as duty and full pay is drawn for it, then advance increments will not be allowed.
- (iv) Only those higher qualifications which have been obtained by the employee concerned after his entry into Government service should be considered while deciding upon the question of grant of advance increment.

2. In order to avoid the necessity of taking a decision as to which degree/diploma qualifies an employee for advance increment, every time when a new case comes up, all Heads of Depts. are advised to prepare a list of diplomas/degrees in accordance with the criteria mentioned above and to forward it to the Administrative Secretary concerned. This

3. These instructions shall be applicable from the date of their issue, and earlier case which merit grant of advance increments should be decided in accordance with instructions applicable heretofore. Further more, as these instructions shall be applicable to all employees of the State Government, if in any particular Department a separate policy for grant of advance increments on attaining higher qualifications within the country or abroad is already in existence the same should be modified accordingly and nothing should remain which is contradictory to these instructions.

4. No reference in such cases will henceforth be necessary to the Officers' Committee Cabinet Sub Committee.

Sd/  
Deputy Secretary, General Administration,  
for Chief Secretary to Government, Haryana