

No. 183-2GS-69/1625

From

The Chief Secretary to Government, Haryana.

To

(1) All Heads of Departments, Commissioner Ambala Division, All Deputy Commissioners and all Sub Divisional Officers in Haryana.

(2) The Registrar,  
Punjab and Haryana High Court and  
All District & Sessions Judges in Haryana.

Dated : Chandigarh, the 22nd January, 1969.

**Subject :—Grant of advance increments to Government employees upto class II level for doing work of exceptional merit.**

Sir,

I am directed to refer to the composite Punjab Government letter No. 4752-IGS(I)-65/14567, dated 7th May 1965 (copy enclosed) on the subject noted above and to say that with a view to simplifying the procedure of granting advance increments it has been decided that the recommendations of the Heads of Departments for the grant of advance increments to Govt. officials upto class II level only for doing work of exceptional merit will, henceforth, be considered and decided by the committee comprising the Finance Secretary, the concerned Administrative Secretary and the Head of the Department.

2. I am further to state that for the facility of consideration of such cases by the Committee referred to above the Administrative Department should send six copies of complete and self contained memorandum summary of service record alongwith the personal file(s) of the official concerned and other documents which may have a bearing on the subject. The principles, for the grant of advance increments, however, remain as the present and Government instructions in regard to them should continue to be followed. In this connection, attention is particularly invited to the instruction contained in the composite Punjab Government letter No. 10566-IGS(I)-65, dated the 26th November, 1965 (copy enclosed).

All cases at present pending with the departments may be submitted to the Secretary to Government, Haryana, Finance Department. Cases which have already been referred to the Chief Secretary to Government, Haryana (in General Services Branch) will be passed on to him for consideration by the said Committee.

Cases of class I officers will continue to be referred to the Chief Secretary to Government, Haryana (in General Services Branch) as heretofore.

Yours faithfully,

Sd/-

Deputy Secretary Political & Services,  
or Chief Secretary to Government, Haryana.