

Copy of U.O. circular letter No. 6029-GS-60 dated 21st June, 1960 from the Chief Secretary to Government Punjab, to all Administrative Secretaries to Government, Punjab.

Subject :—Recruitment and conditions of Services Rules relating to various Departments of the Punjab State-Procedure for finalization of Services Rules.

Will All Administrative Secretaries to Government, Punjab, please refer to Punjab Government U.O. reference.

No. 4886-G-52, dated the 21st July, 1952 on the subject noted above ?

2. The procedure laid down in this reference for the consideration, amendment, etc. of Service Rules of the various Departments has been found to be extremely cumbrous and it takes a very long time to change a set of rules. The question of simplifying this Procedure with a view to reduce the time factor has been engaging the attention of Government. After careful consideration it has been decided that in future, the existing procedure should be replaced by the following :—

- (i) After the Services Rules have been drafted by a Department, the draft should be sent for comments to the Finance Department, Chief Secretary (In General Services Branch) and the Public Service Commission simultaneously instead of referring to them one after the other as at present. The Finance Department will consult the Accountant-General, Punjab as and when considered necessary. The authorities mentioned above shall return the draft rules with their comments within a period of twentyone days from the days from the date of receipt. This period shall be adhered to rigidly by these authorities except in cases where the changes are complicated and extensive in which event it will be the duty of the referring Department to extend the period of 21 days to a definite number of days above this. This period should be indicated when the first reference is made ; otherwise it must be assumed that the period is 21 days. If comments are not furnished within the prescribed period, it may be presumed that the organisations referred to do not have any comments to offer.
- (ii) In the event of the comments received from the authorities concerned, being contradictory to each other apart from being contradictory to the original proposals, the Administrative Department, instead of referring back the points of difference to the authorities concerned, shall make up its mind as to how to resolve these differences and put up proposals finally to the Council of Ministers after the Legal Remembrancer to Government, Punjab, has done the necessary vetting. While submitting its final proposal to the Council of Ministers for their approval, it shall point out in a tabulated statement where its proposals run counter to the advice received from the various authorities referred to above.
- (ii) After the draft rules have been approved by the Council of Ministers these shall be notified in the Government Gazette. Ten copies of the rules/amendments when printed shall be supplied to Chief Secretary (In General Services Branch) for record.