

Copy of Punjab Government Circular letter No. 1707-G II(C)-58/9255 dated 1st April, 1958 from the Chief Secretary to Government, Punjab, addressed to all Heads of Departments etc., etc.

**Subject :—**Finding ways and means to deal with unsuitable officers in a more expeditious manner than at present.

Sir,

I am directed to refer to Punjab Government letter No. 5980-G-II(C)-57/10/10778, dated the 19th June, 1957, on this subject where it was decided that no one should be finally retired from service under the instructions contained in Punjab Government letter dated the 29th June, 1955, till the actual amendment of rule 5.32 of the Punjab Civil Services Rules, Volume II, has been carried out. Necessary amendment of rule 5.32 *ibid* has since been made,—*vide* Punjab Government notification, dated the 30th September, 1957, a copy of which was endorsed to all Head of the Departments,—*vide* Punjab Government endorsement No. 6755-FR-I-57/10285, dated the 30th September, 1957. Action can now, therefore, be taken against officers/officials found unsuitable for retention in service after considering their record of service and reputation according to the instructions contained in Punjab Government letter No. 8562-G-55/16922, dated the 29th June, 1955.

2. Government have also decided that in order to ensure fair and objective consideration of such cases, a regular procedure should be prescribed. Accordingly a Committee to be called the Standing Committee for Compulsory Retirement, to screen all cases of compulsory retirement has been set up, and orders will be found in Punjab Government notification No. 1707-G-II(C)-58/9257, dated the 1st April, 1958, which has been endorsed to all Heads of Departments separately. Following procedure should be followed in referring cases to the Standing Committee :—

*In the case of gazetted Government servants*

- (i) A case against a gazetted Government servant should first be thoroughly dealt with in the Administrative Department concerned. They will examine the personal file of the officer concerned, consider his reputation and serve him with a notice and call an explanation from him. In case they come to a tentative decision that the compulsory retirement of the officer is necessary, they will refer the case to the Punjab Public Service Commission for advice. On receipt of the Commission's advice, the case will then be put up to the Chief Secretary for consideration by the Standing Committee for Compulsory Retirement. After the Standing Committee have given their recommendation, the case will be routed to the Cabinet through the Minister concerned.

*In the case of non-gazetted Government servants*

- (ii) The Head of Department and the administrative Department should complete all preliminaries. When a case is completed in all respects, e.g., the serving of a show cause notice, calling for an explanation, etc., and the Administrative Department proposes to take action under the amended rule, the matter will be referred to the Standing Committee for their advice. It will not be necessary in the case of non-gazetted Government servants to refer the matter to the Council of Ministers. In case where the case does not have to go the Minister concerned, the decision of the Standing Committee should be final, but where the case is required to go the Minister it should be submitted to him with the recommendation of the Standing Committee.

Instructions contained in Punjab Government letter No. 8562-G-55/16922, dated the 29th June, 1955, should be deemed to have been modified to the extent indicated in this letter.

3. I am to request that these instructions may be brought to the notice of all officers/officials working under you and necessary action may now be taken in appropriate cases.