

Copy of Punjab Government Circular letter No. 55-GII-59/1344, dated 3rd January, 1959 from th Chief Secretary to Government, Punjab 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.

I am directed to refer to Punjab Government letter No. 1707-GII(C) 58/9255, dated the 1st April 1958, on the subject cited above, where the procedure for referring cases of unsuitable officers intended to be compulsorily retired, to the Standing Committee was laid down and to say that whenever an Administrative Department sends up a case of compulaory retirement to the Standing Committee of compulsory retirement for consideration, the Administrative Department concerned should send a complete self-contained memorandum along with the show-cause notice, the explanation of the officer/official concerned, a complete statement showing the full service record of the officer, his personal file and all other relevant documents, e.g., advice of Public Service Commission, etc., which have a bearing on the subject. Six sets of all these documents (except the actual peronal file which may be forwarded in original) will be required for the members of the Standing Committee and the Secretary of the Committee. Administrative Department's own memorandum as finalized by them, with the relevant documents will be put up to the Standing Committee for consideration along with the comments of the Secretary to the Committee, if necessary.

(2) Its receipt may please be acknowledged.

Copy of Circular letter No. 3741-8GS-63/9352, dated the 19th March, 1963 from Shri Saroop Krishan, I.C.S., Finance Commission, Planning and Additional Chief Secretary to Government, Punjab, addressed to all Heads of Departments, etc. etc.

*Subject.*—Revised System of Earned Leave, Holidays and Working Hours.

In continuation of Punjab Government letter No. 7365-GS-60/30440, dated the 29th August, 1960 on the subject noted above, I am directed to clarify that in the matter of earned leave all temporary employees whether appointed for a period of less than six months or more will unless there are specific conditions in the terms of their appointment to the contrary, be governed by leave rules applicable to temporary employees as contained in Part C of Section III of Chapter VIII of the Punjab Civil Services Rules, Volume I, Part I.

2. These instructions are brought to the notice of all concerned for guidance. The receipt of this communication may also be acknowledged.