

Copy of Letter No.3130-E-56/13476, dated the 2th April, 1956, from the Chief Secretary to Government. , Punjab to all Heads of-Departments etc., etc.

*Subject: - Clerical Grades.*

I am directed to invite a reference to Punjab Govt. F.D. Letter Nos. 9602-FR-54/7742 dated 7-12-54 and 68 F.R.-55/1228 dated the 19.2.55 on the subject noted above and to say that it has been reported that on the introduction of a unified scale of Rs. 60-4-80/-5-120/5-175 for clerks some departments are experiencing difficulty in fixing the seniority between the previous senior and Junior clerks. This question has been considered on consultation with the Finance Department and it is felt that a uniform policy in regard to fixation of seniority should be followed in all departments. It has therefore, been decided that the seniority of senior and Junior clerks in the unified scale should be fixed in the following order:—

- (1) Permanent senior Clerks.
- (2) Officiating Senior Clerks.
- (3) Permanent Junior Clerks.
- (4) Officiating Junior Clerks.

The Seniority of Clerks in your department should therefore, be fixed according to this decision. If, however there are any cases in which the above mentioned decision involves special hardship those cases should be considered on merits keeping in view that decision.