

Copy of Circular letter No. 643-AS II-61/8010, dated the 6th March, 1961 from the Chief Secretary to Government Punjab, to All Heads of Departments, etc. etc.

*Subject* :—Fixation of pay of new entrants.

It has come to the notice of Government that at times the question of fixation of pay of new persons appointed to various services/ posts is decided long after the appointment. The short time involved in making references and back reference is understandable but the delay of several months is neither just nor desirable. This not only causes considerable hardship to the persons concerned but also places the Finance Department in a difficult situation as they are sometimes forced to agree to fixing pay at higher rates when a reference is made to them after several months of the appointment.

2. I am, therefore, to request you to impress on all concerned that the cases relating to pay fixation should not be allowed to drag on at a leisurely pace and that due promptitude and despatch should be shown in dealing with such matters at all levels.