

Copy of letter No. 5096-GII-57/70813, dated the 12th August, 1957, from the Chief Secretary to Government, Punjab, to all Heads of Departments, etc., etc.

Subject:—Recruitment through Subordinate Services Selection Board, Punjab.

In order to avoid unnecessary expenditure to Government, in-convenience to candidates for different posts in the purview of the Subordinate Services Selection Board, as also to meet the demands of the Departments for staff promptly, the Board have, in the end of each calendar year, been requesting the Departments to send in estimates of their requirements of staff for the succeeding financial year. The Departments, it has been observed, have not been giving due attention to such requests from the Board and had either kept quiet, or given too high or too low estimates of their demands, without visualising the consequences, this laxity on their part entailed. The Board had, in such cases either to readvertise the posts and undergo the whole process of making selections with extra expenses to the State and work to its staff or tell the selected candidates that they had no appointments to offer to them, thus putting them to inconvenience and exposing themselves to avoidable public criticism.

2. I am to make it clear that Government take a strong exception to such practices on the part of the Departments and will hold the heads of the Departments personally responsible for such lapses in future. Government do realise that in some cases it may not be possible to anticipate the demands correctly, but such cases cannot be many and they feel that if the following two classes of anticipated vacancies are kept in consideration, it would not be difficult to formulate exact demands:—

- (a) Vacancies due to retirements in the year.
- (b) Vacancies on account of approved schemes.

The Departments must also work out the number of anticipated vacancies on account of schemes that are in the process of sanction and intimate to the Board, with clear remarks that the posts are likely to be created and an intimation about their being created or turned down finally, will be sent to the Board promptly.