

Copy of letter No. 4576-GII-58/34387, dated 12th November, 1958 from the Chief Secretary to Government Punjab, addressed to all Heads of Departments etc. etc.

Subject : Punjab Public Service Commission (Limitation of Functions) Regulations, 1955.

I am directed to address you on the subject noted above and to say that some of the departments had represented to Government that the period of three months laid down in Clause (d) of Regulation 3 of the Punjab Public Service Commission (Limitation of Functions) Regulations, 1955 is rather short as the Commission often take much longer to recommend candidates for posts notified to them and that this period should be extended. The consensus of opinion of the Administrative Departments favoured the extension of this period to six months.

2. The Punjab Public Service Commission were consulted in the matter and they have expressed the opinion that delay occurs more often in the Government departments themselves than with the Commission. The Commission ascribe this delay to two main reasons :—

- (a) The departments do not forward their requisitions to the Commission immediately they make temporary appointments. In some cases even a copy of the appointment order is not endorsed to the Commission for their information. While in some cases the term of three months appointment is actually allowed to expire before a reference is made to the Commission although the instructions contained in Punjab Government letter No. 2939-G-54/21013, dated the 7th April, 1954, are quite clear on this point;
- (b) More often than not, incomplete or defective requisitions are sent by the departments with the result that the Commission are compelled to make back references which again are not replied to promptly by the departments. Sometimes replies to these back references are delayed by as much as two months.

3. The Commission have brought specific instances to the notice of the Government to support their view.

4. Government have considered the matter while appreciating both points of view, Government observe that Regulation 3(D) is intended to cover those cases in which vacancies arise suddenly and not these in which they occur on account of normal incidence of service, e.g., retirement which can always be foreseen. It is, therefore, of some importance that this provision should be used only when it is really necessary. Taking everything into account, Government have decided that no change in the present position need be effected just yet. Even the present time limit may prove workable if the departments take sufficient care. The departments are therefore, advised to see :—

- (i) that requisitions are sent to the Commission as soon as a vacancy occurs or at the very latest as soon as a temporary appointment is made;
- (ii) that a copy of the appointment order is endorsed to the Commission for their information, whenever a temporary appointments takes place;
- (iii) that requisitions sent to the Commission are complete in all respects and free from defects so that back reference becomes necessary.
- (iv) that if and when a back reference is received by them from the Commission it is promptly attended to.

5. Much delay will be cut down if these instructions are complied with.

6. These instructions should be strictly carried out and results watched. If necessary the position will be reviewed after a suitable interval.

7. These instructions will also cover recruitment through the Subordinate Services Selection Board.