

Copy of letter No. 8348-GII-59/3051, dated the 12th January, 1960 from the Chief Secretary to Government, Punjab to all Heads of Departments, etc. etc.

**Subject :—**Appointments made by the departments on temporary basis.

I am directed to invite a reference to sub-para 4(ii) of Punjab Government letter No. 4576-GII-58/34387, dated the 11th/12th November, 1958, according to which the Departments are required to endorse a copy of the appointment order to the Public Service Commission/Subordinate Services Selection Board, for their information whenever a temporary appointment is made. It has, however, been brought to the notice of Government that these instructions are not being complied with in their letter and spirit and the Departments continue to retain unqualified/unapproved candidates even on receipt of the recommendations from the Commission/Board. Government view this state of affairs as seriously irregular and take this opportunity to make it clear to the Departments that they are authorised to make temporary appointments so that the Government work does not suffer. This course cannot be resorted to when suitable candidates are available with the Commission/Board. In future effective steps should, therefore, be taken to ensure that unqualified hands are not retained when suitable candidates have been recommended by the Commission/Board.

2. Further to ensure that all cases of temporary appointments are brought to the notice of the Commission/Board. I am request you to furnish them with monthly returns, in addition to normal intimation, in the enclosed proforma indicating all temporary appointments made without their approval. Returns for a particular month should be forwarded to the Commission/Board by the 7th of the following month. Any omission on the part on the Department will be treated a serious irregularity.

Statement for the Month of \_\_\_\_\_ showing the First Appointments made with out reference to Public Service Commission/Subordinate Services Selection Board

Office \_\_\_\_\_

Particulars in respect of the person appointed/ promoted or transferred			Particular in respect of the post filled		Nature of appointment		Remarks
Name	Appointment held under Government, if any, prior to appointment to the post mentioned in column 4 and 5		(a) Name of post (b) Classification (if the post has not been classified this should be stated)	Is the post— (a) permanent or (b) temporary or (c) a tenure post. If temporary state period for which sanctioned and if this period is likely be extended	Whether it is direct appointment, transfer or promotion. Give the date from which appointment took effect	Whether it is permanent or temporary or officiating if temporary or officiating state the period for which the person appointed is likely to hold the post)	Authority under which the appointment was made without reference to the Commission/Board
	(a) Name of post	(a) Whether the post held was permanent or temporary					
	(b) Classification	(b) If permanent was it held in a substantive or officiating capacity					
1	2	3	4	5	6	7	8