

GENERAL ADMINISTRATION DEPARTMENT
GENERAL SERVICES-II BRANCH
No. 10/43/2006 -3GSII

Chandigarh, dated the 15th July, 2010.

To

1. All the Financial Commissioners and Principal Secretaries/Commissioners and Secretaries to Government of Haryana.
2. All Heads of Departments and Divisional Commissioners, Rohtak, Ambala, Hisar and Gurgaon Divisions.
3. The Registrar, Punjab and Haryana High Court, Chandigarh.
4. All the Deputy Commissioners and Sub Divisional Officers (Civil) in the State of Haryana.
5. All the Managing Directors of Boards/Corporations/ Public Undertaking of the State of Haryana.
6. All the Registrars of the Universities of the State.

Subject: **Grant of Advance Increment to Government Employees for doing work of exceptional merit.**

Sir/Madam,

I am directed to invite your attention to the Haryana Government circular letters No. 5752-1/GS-1/65/14567, dated 7th May, 1965, 182-2GS-69/1625 dated 22nd January, 1969 and 2211-4GSII-71/13813 dated 11th June, 1971 on the subject noted above.

The issue of granting the advance increments to the government employees for doing work of exceptional merit was under consideration of the Government for quite some time. Now, after consideration the Government has decided to grant advance increments to its officials/officers on the following conditions:-

1. A person who has already got two or more advance increment(s) in the past should not be granted the same in future.
2. The maximum age for the grant of advance increment(s) should be 55 years.
3. The official should have earned at least 70% 'Outstanding reports'. None of his ACRs during entire service should be "Average" or 'Below Average'. His integrity should never have been doubted.
4. He should have never been punished either under Rule 7 or under Rule 8 of the Punishment & Appeal Rules, 1987 and no charge sheet should be pending against him.
5. The advance increment should not be granted on one or more isolated incidents as the entire service record is the criteria for grant of advance increment.
6. The Advance Increment will be given with the next due date of increment.
7. An advance increment is given for a specific time i.e. till date of next increment and an additional increment is given till the date of retirement of the employee.
8. Those employees who are getting additional increments wrongly due to misinterpretation of advance increment as additional increment; henceforth these increments shall be merged into the normal increments but no recovery shall be affected.

You are requested to bring these instructions to the notice of all concerned and to take further necessary action accordingly.

Yours faithfully,

Hans Raj Sonu
Under Secretary, Protocol;

for Chief Secretary to Government, Haryana. (R)

15/07



SSD (Protocol)
(Signature)