

No. 4163-2GS-69/18043

From

The Chief Secretary to Government, Haryana.

To

- (i) All Heads of Departments, The Commissioner, Ambala Division; all Deputy Commissioners; and all Sub-Divisional Officers.
- (ii) The Registrar, Punjab and Haryana High Court and all District and Sessions Judges in Haryana.

Dated Chandigarh, the 23rd July, 1969

Subject :—Incentives to Government employees for outstanding work.

Sir,

I am directed to invite a reference to Haryana Government circular letter No. 5678-2GS-68/32776, dated the 27th December, 1968, on the subject noted above, and to clarify as under :—

- (i) These instructions will only relate to the appreciation letters issued on the basis of the annual confidential reports for the year 1968-69 and onwards. The reward should be calculated on the basis of the total emoluments for the month in which appreciation letter is issued.
- (ii) Seven days special casual leave will be in addition to normal casual leave and its record will be kept in the casual leave account.
- (iii) The special casual leave may be enjoyed during the financial year in which letter of appreciation is issued, and will lapse if not so availed of.
- (iv) The special casual leave earned by an employee on the basis of the appreciation letter issued to him should be available to him for as many times as the appreciation letter is issued to him.
- (v) The employee will be entitled to duty pay, as special casual leave will be in the nature of casual leave.
- (vi) To calculate 10 per cent of the total emoluments to which the employee is entitled, the components that may be taken into consideration should be his pay, special pay, dearness pay, dearness allowance and other compensatory allowances but excluding house rent allowance.
- (vii) The reward should be treated as honorarium. Honorarium payable to a gazetted Officer upto Rs. 100 may be paid by the Head of Office without an authority from the Accountant General,—vide exception (ii) of rule 22 of the Punjab Treasury Rules, Vol. I.
- (viii) The honorarium of 10 per cent emoluments may be disbursed on receipt of letter of appreciation. It need not be linked with any journey which may be performed during or after the special casual leave.
- (ix) The 10 per cent emoluments need not be dependent on a journey to be performed by the employee. He may or may not perform the journey.
- (x) There need be no restriction on the area in which special leave may be enjoyed by the employee and he should be free to travel within or outside the State.

Yours faithfully,

(Sd/-)

Deputy Secretary Political and Service;
for Chief Secretary to Government, Haryana.