दृढ़ एवं दीर्घकालिक मिलिनग विभाग (मैमि), भंग-सर, श्रीमण्डल-मैमि. भंग (व्यवस्थित नियम)

मेंहा हिंदी

महान मिलिनग मिलिनग अधिकारी (मैमि) पंचायत भंग

भीमें ही: 15/1-2019 देव (1)/225547
भीम: 7.08.2019

दिशा: दृढ़ एवं दीर्घकालिक मिलिनग हस्ताक्षर पृष्ठ-पृष्ठ/पादपुर्ण/उपादिकण मस्तिष्की।

उद्देश्य: पंचायत मस्तिष्की, मिलिनग विभाग (मिलिनग-पृष्ठ) का पंथ ही: 10/18/2018-4सम3/1505038/1 भीम 20.06.2019

दृढ़ एवं दीर्घकालिक मिलिनग हस्ताक्षर हस्ताक्षर पृष्ठ-पृष्ठ/पादपुर्ण/उपादिकण पाठ ही दृढ़ एवं दीर्घकालिक मिलिनग हस्ताक्षर दृष्टि देने के लिए तकनीकी।

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लेखी: दृढ़ अभिकारी

शास्त्री 8.19

मलागत दृढ़कालिक (व्य.स्थान)

पिंड.म.ह: दृढ़

1. दृढ़कालिक दृढ़कालिक मिलिनग विभाग (मैमि), भंग-सर, श्रीमण्डल-साध्य महान मिलिनग अधिकारी/भंग के ही दृष्टि देने के लिए
2. विभाग उपद्वार विभाग छोटे हैवमान्यटी www.ssapunjab.org है की है।

पिंड.म.ह: दृढ़

शास्त्री 8.19

मलागत दृढ़कालिक (व्य.स्थान)
To

i) All Special Chief Secretaries, Additional Chief Secretaries, Financial Commissioners, Principal Secretaries & Administrative Secretaries to Govt. of Punjab.

ii) All Heads of the Departments of the State;

iii) All Commissioners of Divisions,

iv) All Deputy Commissioners & District & Sessions Judges and;

v) The Registrar, Punjab and Haryana High Court, Chandigarh;

vi) Secretary, Punjab Vidhan Sabha.

Subject: Instructions relating to:

(i) Temporary posts;

(ii) Recruitment against vacant posts and

(iii) Revival of Posts.

Sir/Madam,

This issue issues in supersession of the instructions issued vide letter no. 5/41/2009-5FPPC/982, Dated 30/08/12 and all other instructions/clarifications issued on the matters contained in these instructions.

2. 'Temporary posts' - Creation, Continuation, Conversion and Abolition:

a) Rule 2.46 of the Punjab Civil Services Rules Vol- 1,Part-1 defines 'Permanent Post' as a post carrying definite rate of pay and sanctioned without limit of time.

b) Rule 2.58 of the Rules ibid defines a 'Temporary Post' as a post carrying a definite rate of pay sanctioned for a limited period of time. Temporary posts shall, therefore, be the posts which have been created for a limited period. The temporary posts shall be filled only by way of contract appointment and shall not in any case be filled on regular basis.

c) The permanent posts do not require concurrence of the Department of Finance every financial year for its continuation whereas temporary posts created for a specified period of time shall require prior approval of the Department of Finance for its continuation beyond the period up to which it has been approved by the Department of Finance

d) For creation & thereafter the continuation of temporary post, the Administrative Department shall send a detailed proposal to the Department of Finance outlining justification for its creation/continuation and the time period up to which the post/continuation is further required, In case of continuation of post, the proposal must be sent at least 2 months prior to the expiry of the time period for which such a post(s) has been approved.

e) No recruitment, whatsoever, shall be made by any Administrative Department on any post anticipating the approval of Department of Finance.
f) In case, the specific approval of Department of Finance is not issued prior to the expiry of time period of approval of such post(s), the post shall be deemed to be abolished on the date of expiry of time-period.

g) The cases where existing temporary posts are being continued as on 31st March, 2019 for a period of more than 5 years shall either be considered for conversion into permanent posts or be abolished forthwith by the Administrative Department. However, in all cases, the temporary posts lying vacant as on 31st March 2019 shall be abolished by the Administrative Department.

h) In cases where the temporary posts are being considered for conversion into permanent posts, the Administrative Department shall submit a detailed proposal for the conversion of such temporary posts into permanent ones with full justification by 31/07/2019. In case no proposal for such conversion is received from the Administrative Department to the Department of Finance by 31/07/2019, it shall be presumed that the Administrative Department does not require such temporary posts and thereafter such temporary posts shall not be available on HRMS for the purpose of payment of salary. Non disbursement of salary against such posts shall be the sole responsibility of Administrative Department / Head of Department concerned.

i) Henceforth the Departmental Service Rules shall have only the sanctioned permanent posts. Temporary posts created for a limited period of time, shall not be notified in the said Departmental Rules. Administrative Departments are requested to notify the requisite amendment in their rules by 30/09/2019.

3. Recruitment against Vacant posts

a) A direct recruitment post lying vacant for any reason for a period of more than 1 year, unless recruitment process has been initiated with the prior approval of Department of Finance, shall be deemed to have been abolished.

b) The direct recruitment posts lying vacant for a period of more than one year as on 31st March, 2019 shall be deemed to have been abolished in case the recruitment process, i.e., advertisement to fill up such posts has not been issued by the competent authority by 31/03/19. It is also clarified that initiation of file for filling up the direct recruitment posts by the Administrative Department shall not be construed to mean the initiation of recruitment process for filling up such a post.

c) The Administrative Department shall thereafter carry out an exercise on 1st April every year to identify direct quota post/posts lying vacant for a period of more than one year as on 31st March of the preceding year and the Administrative Department shall issue the necessary order for the abolition of these posts.

d) This condition, shall, however, not apply to priority appointments made on compassionate grounds in accordance with the policy/instructions issued by the Department of Personnel.

e) These instructions shall also not apply in case of vacancies of promotion quota, i.e., posts to be filled by promotion only even if they remain vacant for a period of more than one year.
4. **Revival of Posts:-**

a) The Administrative Department (AD) seeking revival of posts shall send a detailed proposal to Department of Finance with complete justification.

b) The Department of Finance may, after considering the matter give approval for the revival of posts without taking the matter to the Officers Committee.

c) However, cases where a large number of posts are to be revived, the Department of Finance may refer the matter to the Officers Committee, if it deems fit.

d) The Administrative Departments shall, also ensure a prior approval of the Council of Ministers, after the approval of Officers Committee/Department of Finance, as the case may be, before initiating the recruitment process to fill up these posts.

5. It is again reiterated that the Administrative Departments shall ensure the prior approval of Department of Finance in each and every case before any recruitment process is initiated for filling up the posts.

6. These instructions would also apply to the Public Sector Undertakings and other Autonomous Bodies of the Government of Punjab, Corporations/Boards/Commissions/Societies/Tribunals/Cooperative Institutions/Institutions of Panchayati Raj and local government departments.

7. Meticulous compliance of these instructions may please be ensured. Any deviation from these policy guidelines will be viewed seriously and the concerned appointing authority and the Drawing and Disbursing Officer will be held personally responsible for drawing of salary in respect of any post(s) which have not been approved by the Department of Finance.

8. Receipt of this Communication may please be acknowledged at IWDMS.

Yours Faithfully,

Deputy Secretary Finance

No.5/41/2009-5FPPC/12-98 Dated, Chandigarh the 06.06.2019

A copy is forwarded to the following for information and necessary action:-

1. Accountant General (A&E), Punjab, Sector-17, Chandigarh;
2. Accountant General (Audit), Punjab, Chandigarh;
3. Finance Secretary, Chandigarh Administration (U.T.), Chandigarh;
4. Director, Treasury & Accounts, Punjab, Finance and Planning Bhawan, Sector-33, Chandigarh, and
5. All District Treasury Officers in the State of Punjab.

Sanjay
Deputy Secretary Finance