

ਦਫਤਰ ਡਾਇਰੈਕਟਰ ਸਿੱਖਿਆ ਵਿਭਾਗ (ਸੈਸਿ), ਪੰਜਾਬ, ਐਸ.ਏ.ਐਸ. ਨਗਰ
(ਕੋਆਰਡੀਨੇਸ਼ਨ ਸ਼ਾਖਾ)

ਸੇਵਾ ਵਿਖੇ

ਸਮੂਹ ਜਿਲ੍ਹਾ ਸਿੱਖਿਆ ਅਫਸਰ (ਸੈਸਿ)
ਪੰਜਾਬ

ਮੀਮੋ ਨੰ: 15/1-2019 ਕੋ (1)/225547

ਮਿਤੀ: 7 .08.2019

ਵਿਸ਼ਾ: ਵੱਖ ਵੱਖ ਵਿਭਾਗਾਂ ਵੱਲੋਂ ਪ੍ਰਾਪਤ ਪੱਤਰ/ਸਰਕੂਲਰ/ਹਦਾਇਤਾਂ
ਸਬੰਧੀ।

ਹਵਾਲਾ: ਪੰਜਾਬ ਸਰਕਾਰ, ਸਿੱਖਿਆ ਵਿਭਾਗ (ਸਿੱਖਿਆ-3 ਸ਼ਾਖਾ) ਦਾ ਪੱਤਰ ਨੰ:
10/18/2018-4ਸਿ3/1505038/1 ਮਿਤੀ 20.06.2019

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਹਵਾਲਾ ਅਧੀਨ ਪੱਤਰ ਰਾਹੀਂ ਹੇਠ ਅਨੁਸਾਰ ਪ੍ਰਾਪਤ
ਪੱਤਰ/ਸਰਕੂਲਰ/ਹਦਾਇਤਾਂ ਆਪ ਨੂੰ ਇੰਨ ਬਿੰਨ ਪਾਲਣਾ ਹਿੱਤ ਭੇਜੇ ਜਾਂਦੇ ਹਨ:-

ਲੜੀ ਨੰ:	ਵਿਭਾਗ ਦਾ ਨਾਮ	ਪ੍ਰਾਪਤ ਪੱਤਰ ਦਾ ਨੰਬਰ
1.	Department of Finance (Finance Pension Policy and Coordination Branch)	5/41/2009-5FPPC/1297 dated 06.06.2019

ਨੱਥੀ: ਉਕਤ ਅਨੁਸਾਰ

ਜ.ਨੰ. 8.19
ਸਹਾਇਕ ਡਾਇਰੈਕਟਰ (ਕੋ.ਸ਼ਾਖਾ)

ਪਿੱਠ.ਅੰ.ਨੰ: ਉਕਤ

ਮਿਤੀ .07.2019

1. ਉਤਾਰਾ ਦਫਤਰ ਡਾਇਰੈਕਟਰ ਸਿੱਖਿਆ ਵਿਭਾਗ (ਸੈਸਿ), ਪੰਜਾਬ ਵਿਖੇ ਸਮੂਹ
ਅਧਿਕਾਰੀ/ਸ਼ਾਖਾ ਮੁੱਖੀਆਂ ਨੂੰ ਇੰਨ ਬਿੰਨ ਪਾਲਣਾ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ।
2. ਇਹ ਹਦਾਇਤਾ ਵਿਭਾਗ ਦੀ ਵੈਬਸਾਈਟ www.ssapunjab.org ਤੇ ਵੀ
ਉਪਲਬੱਧ ਹਨ

ਜ.ਨੰ. 8.19
ਸਹਾਇਕ ਡਾਇਰੈਕਟਰ (ਕੋ.ਸ਼ਾਖਾ)



No. 5/41/2009-5FPPC/ 1297

GOVERNMENT OF PUNJAB
DEPARTMENT OF FINANCE

(FINANCE PENSION POLICY AND COORDINATION BRANCH)

Dated, Chandigarh the 06.06.2019

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To

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13/11/19

- 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.

SMG

Subject: Instructions relating to:(i)Temporary posts;
(ii) Recruitment against vacant posts and
(iii) Revival of Posts.

Sir/Madam,

This 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 upto 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 upto 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.

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ਦਫ਼ਤਰ ਸਰ ਤਰ ਸਕੂਲ ਸਿੱਖਿਆ ਪੰਜਾਬ
ਆਨ ਕਾਇਨ ਡਾਇਰੀ ਨੰ. 332995
ਮਿਤੀ 14/6/19

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- 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

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- 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 drawal 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,

Sangit

Deputy Secretary Finance

No.5/41/2009-5FPPC/ 1298

Dated,Chandigarh the 06.06.2019

A copy is forwarded to the The Chief Secretary to the Government, Punjab for his information , please.

Sangit

Deputy Secretary Finance

No.5/41/2009-5FPPC/ 1299

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.

Sangit
Deputy Secretary Finance

[Signature]