

ਡਾਇਰੈਕਟਰ ਸਿੱਖਿਆ ਵਿਭਾਗ (ਸੈਸਿ), ਪੰਜਾਬ, ਐਸ.ਏ.ਐਸ. ਨਗਰ
ਚੌਥੀ ਮੰਜਿਲ, ਈ ਬਲਾਕ, ਪੰਜਾਬ ਸਕੂਲ ਸਿੱਖਿਆ ਬੋਰਡ ਕੰਪ. ਮੋਹਾਲੀ
(ਕੋਆਰਡੀਨੇਸ਼ਨ ਸ਼ਾਖਾ)

ਸੇਵਾ ਵਿਖੇ

1. ਸਮੂਹ ਜਿਲ੍ਹਾ ਸਿੱਖਿਆ ਅਫਸਰ (ਸੈਸਿ), ਪੰਜਾਬ।
2. ਸਮੂਹ ਪ੍ਰਿੰਸੀਪਲ/ਸਕੂਲ ਮੁੱਖੀ, ਪੰਜਾਬ।
(ਵੈਬਸਾਈਟ ਰਾਹੀਂ)

ਮੀਮੋ ਨੰ: 15/44-2019 ਕੋ (1)/2020 86757

ਮਿਤੀ: 11 .03.2020

ਵਿਸ਼ਾ:

Instructions relating to:

- (i) Temporary posts;
- (ii) Recruitment against vacant posts;
- (iii) Revival of posts; - clarification w.r.t. Creation of Posts and Restructuring of Administrative Department.

ਹਵਾਲਾ:

ਪੰਜਾਬ ਸਰਕਾਰ, ਵਿੱਤ ਵਿਭਾਗ (ਵਿੱਤ ਪੈਨਸ਼ਨ ਪਾਸਿਲੀ ਅਤੇ ਤਾਲਮੇਲ ਸ਼ਾਖਾ) ਦਾ
ਪੱਤਰ ਨੰ: 5/41/2009-5ਐਫ.ਪੀ.ਪੀ.ਸੀ./287 ਮਿਤੀ 14.02.2020

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਹਵਾਲਾ ਅਧੀਨ ਪੱਤਰ ਦੀ ਕਾਪੀ ਆਪ ਨੂੰ ਇੰਨ ਬਿੰਨ ਪਾਲਣਾ

ਹਿੱਤ ਭੇਜੀ ਜਾਂਦੀ ਹੈ।

ਸਹਾਇਕ ਡਾਇਰੈਕਟਰ (ਕੋ. ਸ਼ਾਖਾ)
11.3.2020

ਪਿੱ. ਅੰ. ਨੰ: ਉਕਤ

ਮਿਤੀ. 11 .03.2020

ਉਤਾਰਾ ਹੇਠ ਲਿਖਿਆ ਨੂੰ ਇੰਨ ਬਿੰਨ ਪਾਲਣਾ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ:-

1. ਪੀ.ਆਰ.ਓ./ਸਕੱਤਰ ਸਕੂਲ ਸਿੱਖਿਆ, ਪੰਜਾਬ (ਸੂਚਨਾ ਹਿੱਤ)
2. ਸਹਾਇਕ ਡਾਇਰੈਕਟਰ (ਸਪ੍ਰ-1,2,3,4,5, ਵੋਕ, ਸੇ-3)
3. ਰਜਿਸਟਰਾਰ ਸਿੱਖਿਆ ਵਿਭਾਗ ਅਤੇ ਸਹਾਇਕ ਰ.ਸਿ.ਵਿਭਾਗ।

ਸਹਾਇਕ ਡਾਇਰੈਕਟਰ (ਕੋ. ਸ਼ਾਖਾ)
11.3.2020



5/41/2009-5FPPC/287

GOVERNMENT OF PUNJAB
DEPARTMENT OF FINANCE
(FINANCE PENSION POLICY & COORDINATION BRANCH)

52392 MS/1
27.2.2020

Dated, Chandigarh, the 14.02.2020

To

- Q
- 26/2/2020
- MS (2) 27/2/2020
- 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.

Sub: Instructions relating to:

- ② 25
8/2
- (i) Temporary posts;
 - (ii) Recruitment against vacant posts;
 - (iii) Revival of posts; - clarifications w.r.t Creation of Posts and Restructuring of Administrative Departments.

Sir/Madam,

MS

This is in continuation of the instructions issued by the Department of Finance vide its letter No. 5/41/2009/5FPPC/1297 dated 06.06.2019 and letter No. 5/41/2009/5FPPC/1555 dated 09.08.2019 read with Department of Personnel letter no. 11/15/2017-1PP3(P.F)/1293708/1 dated 09.08.2018 on the subject noted above.

2. The above said letter dated 06.06.2019 clearly and explicitly provided that it is in supersession of the instructions issued vide letter No. 5/41/2009-5FPPC/982, dated 30.08.2012 and all other instructions/clarifications issued on the matters contained in these instructions. The necessary corollary is that the matters not contained in these instructions dated 06.06.2019 are to be governed as per the earlier instructions dated 30-08-2012.
3. The procedure for 'Creation of posts' and 'Restructuring of Administrative Departments' now therefore, for the convenience of Administrative Departments is laid down as follows:
- (a) Administrative Department must submit its proposal for 'Creation of posts' and 'Restructuring of the Department' with the following details to the Department of Finance:

- i) Mandate of Administrative Department and its offices as per Allocation of Business Rules 2007, Government of Punjab, No- 1/5/2002-GC (2) 4007, dated 03.08.2009 (Amended as time to time).
- ii) An existing organization chart of the Department along with sanctioned posts and vacancies at different levels.
- iii) The proposed organization chart after re-structuring with targets to be achieved over a period of 5-15 years.
- iv) Based on this Targeted Organization Structure, the immediate requirement of re-deployment, re-training, etc.
- v) Nil or minimum proposed recruitment after taking into account (iii) and (iv) above.
- vi) A background note giving complete justification of proposed staffing pattern which should contain following information regarding the Department/office:
 - (1) scope of duties;
 - (2) tasks of Department / office;
 - (3) work load norms; and
 - (4) steps to increase productivity and introduce IT.
 - (5) Information giving details of the number of existing sanctioned posts, number of posts filled, the proposed addition/deletion of the posts and the resulting strength alongwith consequent increase/decrease in the financial burden be enclosed with the proposal in the shape of a statement.

(b) The Administrative Department thereafter shall submit its proposal to the Department of Personnel within 6 weeks of the advice of Department of Finance for presentation of the same before the 'Officers Committee' headed by the Chief Secretary. The said proposal shall incorporate the advice of Department of Finance and its comments thereupon, if any.

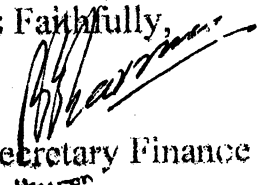
(c) The Administrative Department shall thereafter seek the approval of the Council of Ministers in the case of 'Creation of Posts' and 'Restructuring of the Department'.

4. **The instructions issued vide letter no. 05/41/2009-5FPPC/2162-2165 dated 20.12.2019 by the Department of Finance , stand withdrawn.**

5. Meticulous compliance of these instructions may please be ensured.

6. Receipt of this communication may please be acknowledged at IWDMS/ office.

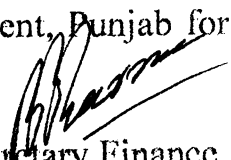
Yours Faithfully,


Under Secretary Finance

No. 5/41/2009-5FPPC/288

Dated, Chandigarh the 14.02.2020

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


Under Secretary Finance

No. 5/41/2009-5FPPC/289

Dated, Chandigarh the 14.02.2020

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.
- 6 All PA/PS/SSS in the Department of Finance.
- 7 All Superintendents in the Department of Finance.


Under Secretary Finance

No. 5/41/2009-5FPPC/290

Dated, Chandigarh the 14.02.2020

A copy of the above is forwarded to Director, Public Enterprises and Disinvestment Department of Finance, Vit-te-Yojna Bhawan, Plot No. 02, Sector-33, Chandigarh for information and further necessary action.


Under Secretary Finance