

ਚਰਚਤਰ ਪ੍ਰਮਾਣ ਸਕੱਤਰ ਵਿੱਤ
ਡਾਇਰੀ ਨੰ: 5763
ਮਿਤੀ: 4/9/12

GOVERNMENT OF PUNJAB
DEPARTMENT OF FINANCE
(Finance Pension Policy & Coordination)

ਡਾ: ਨੰ: ਨਿ.ਸ./ਸੰ.ਸ.ਵਿ/407
ਮਿਤੀ: 10/9/12

Sub: Revival/Creation of new posts and re-structuring of government departments

1. The Finance Department has issued following instructions on the subject cited above -

(1) DO No. FD/DEFRI-02/658 dated 13/5/2002 - Ban on recruitments - A

complete ban on recruitments was imposed. Posts lying vacant and which were likely to fall vacant due to retirement or any other reasons were deemed to have been abolished. Posts which have thus been abolished could be revived only with the approval of the Council of Ministers after seeking the advice of Finance Department. Requisitions placed with PPSC and Subordinate Services Selection Board or Departmental Selection Committee were to be withdrawn.

(2) UO NO. FD/DEFRI-02/670 dated 17/5/2002 - Restructuring of

Government Departments - Departments to identify posts which have become redundant and initiate necessary steps to abolish them and re-adjust surplus employees in the same department/other departments. Departments were asked to complete the exercise for re-structuring.

(3) DO No. 12/63/2003-5PP-2/2154 dated 10/2/2004 - Revival of posts -

Revival and creation of posts were to be considered after completion of re-structuring exercise. However, posts could be revived in exceptional case after the recommendation of Officers Committee, Group of Ministers and finally the decision of Council of Ministers.

(4) UO No. 5/41/2009-5FPPC/1526 dated 22/12/2009 - Restructuring and re-

organization of Government Departments - The Finance Department asked the administrative departments to send proposals for re-structuring/re-organization of departments by 31/3/2010. The departments were asked to consider creation /abolition of posts and conversion of temporary posts into regular posts/consider for abolition. The re-structuring proposals were to be considered by the Officers of Committee and thereafter the administrative departments were required to seek the approval of Council of Ministers after obtaining comments of Department of Personnel and Department of Finance.

2. The departments were required to complete the restructuring exercise by 31/3/2010. However, large numbers of proposals are being received from time to time for creation and revival of posts etc. There is also confusion regarding the procedure to be adopted for creation of new posts. Besides, there are large numbers of temporary posts which have continued from year to year with the approval of Finance Department. This takes some time and employees posted against temporary posts don't get their salaries for the first 2-3 months of the financial year in time. It is therefore necessary to issue fresh instructions so that the departments can carry out requisite exercise.

3. In supersession of all previous instructions on the subject, it has been decided to issue comprehensive revised instructions in the matter. These instructions would apply to –

- (1) Creation of new posts and the recruitment against these posts
- (2) Revival of posts and recruitment against them.
- (3) Conversion temporary posts into permanent ones.
- (4) Abolition and transfer of posts
- (5) Fresh recruitment against existing vacancies or new vacancies
- (6) Re-structuring / Re-organization of the government departments.

4. There are large number of temporary posts in the Department of Education, Police and Health. The Finance Department while allowing continuation during 2012-13 has clearly stipulated that departments would either get these posts converted into permanent ones or get them abolished. It is again re-iterated that Department of Finance would not entertain any proposal for continuation of temporary posts during the year 2013-14 and it is therefore important that all the Administrative Departments send the requisite proposals in time for the necessary approvals of Council of Ministers by 31/3/2013.

4. As explained in para 4 of the instructions dated 22/12/2009, administrative department must submit their proposal giving details on the following items -

- (a) An existing Organization Chart of the Department along with sanctioned posts and vacancies at different levels.
- (b) The proposed Organization Chart after re-structuring with the target to be achieved over a period of 5-15 years.
- (c) Based on this Targeted Organisation Structure, the immediate requirement of redeployment, re-training etc.
- (d) Nil or minimum proposed recruitment after taking into account (b) and (c) above.
- (e) A background note containing scope of duties, tasks of Department and work load norms, steps to increase productivity & introduce I.T., so as to justify staffing pattern proposed.

5. The procedure for creation of new posts/revival of posts, recruitment against these posts and conversion of temporary posts into permanent ones etc. would be as follows –

- (i) Administrative Department would submit its proposals to the Department of Personnel.
- (ii) Department of Personnel would place the matter before the Officers Committee headed by the Chief Secretary with their comments. The members would be –
 - (a) Chief Secretary Chairman
 - (b) Principal Secretary Finance Member
 - (c) Administrative Secretary Member
 - (d) Head of the Department Member
 - (e) Secretary Personnel Convener
- (iii) Administrative Departments would thereafter obtain the comments of Department of Finance as per Rules of Business. [Rule 31 (a)]
- (iv) The Administrative Department would thereafter seek the approval of the Council of Ministers. Advice of Department of Finance, Personnel and the recommendations of Officers Committee would be re-produced in the memo of Council of Ministers.

Satish Chandra

(Satish Chandra)

Principal Secretary Finance

To

All the Financial Commissioners /
Principal Secretaries / Administrative Secretaries /
Secretary, Heads of the Departments, Commissioners of
Divisions and all the Deputy Commissioners,
Government of Punjab.

U.O. No. 5/41/2009-5FPPC/ 982

Dated 30-8-2012