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Grant of advance increments to
Government servants for outstanding
work -

GOVERNMENT OF MAHARASHTRA
General Administration Department.
Circular No. SRV-1078/CN.11-79/VIII.
Mantralaya, Bombay-400 032, Dated the 5th December 1979.

- READ:- (1) Government Circular, General Administration Department, No. SRV-1076-XIII, dated the 28th October 1976.
- (2) Government Resolution, General Administration Department, No. SRV-1077/CN.88/78-VIII, dated the 4th December 1979.

CIRCULAR:- In Government Circular, General Administration Department, No. SRV-1076-XIII, dated the 28th October 1976, the orders regarding the grant of advance increments to Government servants belonging to Class-II, Class-III and Class-IV by way of an incentive for outstanding work were brought to the notice of all Heads of Departments and Offices, and they were asked specially to ensure that the scheme is systematically operated in all Government Departments and the cases of Government servants who have done outstanding work do not go unnoticed. In spite of these orders, it has been observed that the instructions contained in those orders are not being followed by all Departments.

2. The Special Committee appointed for scrutinizing the proposals for the grant of advance increments for outstanding work to Class-III and Class-IV Government servants observed in its meeting, that the proposals for the grant of advance increments are received from a few Departments only and, even among those departments there was considerable disparity in the number of proposals received from various Heads of Departments. This showed, in the Committee's opinion, that the orders regarding the grant of advance increments were not being systematically followed by all Departments and that the indifference shown by some Departments about implementing the scheme is liable to result in the cases of some deserving Government servants going by default. The Committee, therefore, made certain recommendations to Government in regard to the steps to be taken for effective and systematic implementation of the scheme.

3. Government has also since decided that the powers to grant the advance increments to all Class-IV employees and to the Class-III employees outside Mantralaya should be delegated to the respective Heads of Departments. The necessary orders in that regard have been issued separately under Government Resolution, General Administration Department, No. SRV-1077/CN.127/79-VIII, dated the 4th December 1979.

4. On careful consideration of the recommendations of the Special Committee and in view of the orders regarding delegation

of powers referred to above, Government is now pleased to direct as follows :—

- (1) All Administrative Departments should ensure that the orders contained in Government Circular, General Administration Department, No. SRV-1076-XIII, dated the 28th October 1976 are brought again to the notice of all Heads of Departments and Offices under their control, and are also followed in the Administrative Department proper.
- (2) The cases which are not covered by the delegated powers and are, therefore, required to be referred to the General Administration Department should be processed in the manner indicated below —
 - (i) The Administrative Departments should ensure that each Head of Department submits his proposals by the prescribed date and that, in case he has no names to recommend, he sends a 'Nil' report.
 - (ii) In order to ensure objectivity in the formulation of the proposals, each administrative Department should set up a Committee consisting of :
 - (a) the senior-most Deputy/Joint Secretary in the Department, to act as Chairman,
 - (b) one more Deputy Secretary in the Department nominated by the Secretary of the Department,

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 - (c) two Under Secretaries in the Department nominated by the Secretary.

This Committee should examine the proposals in respect of the Department proper as well as all proposals received from the Heads of Departments under the control of that Department and submit its recommendations to the Secretary of the Department.
 - (iii) The proposals approved by the Secretary should be forwarded to the General Administration Department in two batches, the first batch containing proposals in respect of employees in the Mantralaya proper and the second batch containing proposals in respect of the employees outside the Mantralaya. The first batch should be sent so as to reach the General Administration Department not later than the 30th June each year; and the second batch should be sent so as to reach the General Administration Department not later than the 30th September of the same year.

- (iv) All proposals must be accompanied by up-to-date Confidential Record Files and 7 copies of the proforma containing the citation in respect of each employee. While preparing the citation, care should be taken to see that the statements made therein tally fully with the confidential record of the employee concerned, and that there are no discrepancies between the citation and the Confidential Record.
- (v) The Special Committee constituted by the General Administration Department should hold two meetings every year, one in the month of August and the other in the month of October, to consider the proposals in respect of the Mantralaya employees and those outside the Mantralaya respectively.
- (3) The proposals received in the General Administration Department so far should be returned to the Administrative Departments concerned. The proposals which can be sanctioned by the Heads of Departments under the delegated powers should be returned by the Administrative Departments to the Heads of Departments concerned. The remaining proposals should be re-examined by the Administrative Departments in accordance with the procedure indicated above and in the light of the latest Confidential Reports and those which are found fit for being referred to the General Administration Department should be forwarded to this Department along with the fresh proposals, if any, by the 30th June, 1980 or the 30th September, 1980, as the case may be.

By order and in the name of the Governor of Maharashtra,

V.A. KOTESHWAR,
Deputy Secretary to Government.

The Secretary to the Governor,
The Private Secretary to the Chief Minister,
*The Prothonotary and Senior Master, High Court, Bombay,
*The Registrar, High Court (Appellate Side), Bombay,
*The Registrar, Office of the Lokayukta and Upa-Lokayukta, Bombay,
The Accountant General, Maharashtra I, Bombay,
The Accountant General, Maharashtra II, Nagpur,
The Pay and Accounts Officer, Bombay,
The Resident Audit Officer, Bombay,
All Heads of Departments and Heads of Offices under the several Departments of the Mantralaya,
The Finance Department,
All Other Departments of the Mantralaya.

*By letter.