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No.DS(O&M)5-3/2004/Contract/MF
GOVERNMENT OF THE PUNJAB
SERVICES AND GENERAL ADMINISTRATION
DEPARTMENT (O&M WING)

Dated, Lahore the 22nd August, 2005

To

1. All Provincial Ministers, Punjab.
2. The Principal Secretary to Governor, Punjab.
3. The Principal Secretary to Chief Minister, Punjab.
4. The Senior Member, Board of Revenue, Punjab.
5. The Chairman, Planning & Development Board, Punjab.
6. The Principal Secretary Finance, Excise & Taxation, Punjab.
7. The Additional Chief Secretary, Punjab.
8. All the Administrative Secretaries in the Punjab.
9. The Provincial Police Officer, Punjab.
10. The Registrar, Lahore High Court, Lahore.
11. All District Nazims in the Punjab.
12. All District Coordination Officers in the Punjab.
13. All Heads of Attached Departments in the Punjab.
14. All Heads of Autonomous Bodies in the Punjab.
15. The Secretary, Punjab Public Service Commission, Lahore.
16. The Registrar, Punjab Service Tribunal, Lahore.
17. The Chairman, Chief Minister's Inspection Team, Lahore.
18. The Accountant General, Punjab, Lahore.
19. All District Accounts Officers in the Punjab.

SUBJECT AMENDMENTS IN THE CONTRACT APPOINTMENT POLICY

In pursuance of this department's circular No.DS(O&M)5-3/2004/Contract/(MF) dated 29.12.2004 the Government of Punjab generally shifted from regular mode of appointment to the contract mode wherein a comprehensive Contract Appointment Policy was issued with the approval of the Chief Minister, Punjab to cover various aspects of contract appointment. Since notification of the said Policy, some issues have emerged as its natural corollary. To resolve these issues, the following amendments have been made with the approval of the Chief Minister, Punjab:-

- i. The Contract Appointment Policy dated 29.12.2004 shall prevail across the board in supersession of all policies of contract appointment, earlier framed by the Administrative Departments separately. However, where the departments find sufficient justification in favour of the terms and conditions under their own policy, they may place the case before the Contract Appointment Regulations Committee, which after deliberation may submit the case to the Chief Minister through Finance Department for final orders.
- ii. Where contract employees were appointed in the prescribed pay scale of the post prior to the issuance of the Policy on 29.12.2004, the terms and conditions prescribed in para 3(XIII)(i) of this Policy shall automatically become applicable, as under these terms, 30% of the minimum of pay scale is allowed as social security benefit in lieu of pension.
- iii. Where contract appointments were made on fixed pay or pay which is less or equal or slightly higher than the pay scale of the post, the departments concerned should bring such appointments within the framework of the Contract Appointment Policy *ibid* and the terms and

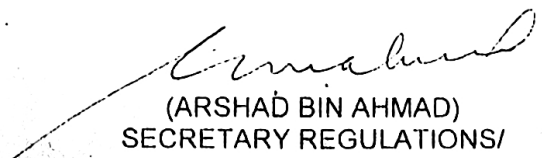
Amended
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conditions of such employees may be refixed in accordance with para 3(XIII)(i) of the Policy dated 29.12.2004, after getting approval of the Finance Department.

iv. Where contract appointees have been offered considerably handsome pay packages, the same may continue and considered to be appointments made under para 3(XIII)(i) of the Policy *ibid*.

v. Appointing authorities may be allowed in terms of para XIV(iv) of the Policy *ibid*, to grant extension in contract period at their own level without seeking prior approval of the Chief Minister in each case. However, in cases where the Chief Minister is the appointing authority, his approval would remain mandatory as already required under the Contract Appointment Policy *ibid*.

2. The above policy guidelines/clarifications may be read in addition to those already circulated earlier on 29.11.2004.


(ARSHAD BIN AHMAD)
SECRETARY REGULATIONS/
DIRECTOR GENERAL (O&M)

NO. & DATE EVEN.

A copy each is forwarded for information to:-

1. The Chief Secretary, Punjab.
2. The Secretary Service, Government of the Punjab, S&GAD.
3. The Secretary (I&C), Government of the Punjab, S&GAD.


(ARSHAD BIN AHMAD)
SECRETARY REGULATIONS/
DIRECTOR GENERAL (O&M)