

7-23-72  
Advance Increments

Grant of - for outstanding work.

**GOVERNMENT OF MAHARASHTRA**  
General Administration Department.

Circular No. SRV-1071 - D.

Sachivalaya, Bombay-32(BR), Dated the 14th January 1972.

C I R C U L A R

Instructions have been issued in Government Circulars, General Administration Department, No.SRV-1069-D, dated the 26th June, 1970 and No.SRV 1071-D, dated the 20th March, 1971, regarding grant of advance increments by way of incentive for outstanding work. It was left to the discretion of the Heads of Departments to determine whether the work of a Government servant is outstanding or not. On the suggestion of some Heads of Departments, the question of laying down some guidelines for determining "outstanding work" was considered by Government. As already stated in the earlier Circular, it is not feasible to lay down any specific criteria in the matter. The following instructions may, however, be borne in mind while recommending grant of advance increments for outstanding work.

Whether the work of a Government servant is outstanding should be judged after carefully watching his work for a series of years and after careful assessment of his overall performance and record of work supported by specific cases or instances of outstanding work. Mere good record would not constitute outstanding work. There must be something positively outstanding in comparison to others.

P.T.O.

Proposals for grant of advance increments for outstanding work should be submitted by Heads of Departments to their respective Administrative Departments of the Secretariat which in turn may process them in consultation with the General Administration Department and the Finance Department. It is desirable that such proposals are scrutinised in the Administrative Departments at the highest level before they are finalised.

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

(7)

MALATI TAMBAY-VAIDYA,  
Deputy Secretary to the Government of Maharashtra.

To

The Secretary to the Governor,  
The Private Secretary to the Chief Minister,  
The Prothonotary and Senior Master, High Court, Bombay (By letter),  
The Registrar, High Court, Bombay (By letter),  
All Heads of Departments and Heads of Offices under the several  
Departments of the Secretariat,  
The Finance Department,  
All other Departments of the Secretariat.

*h.w. file*

*for Colln. R. gini*

262  
T/Cy

OFFICE OF THE COLLECTOR,  
RATNAGIRI.

Date 3 FEB 1972

Branch 1.30

1) F.S.O. Sawant

No. RSF. II. 262 of 1972  
18-2-1972

Copy forwarded for information and guidance to -

- 1) J. S. S. (Call)
- 2) S. G. S. (Call) *Sanatwal*
- 3) Asst. Colln. R. gini (W.C.S.)
- 4) S/P. Sup. Colln. R. gini (W.C.S.) *S. K. R. gini*