

Advance increment - grant of
for outstanding work -

GOVERNMENT OF MAHARASHTRA
General Administration Department.
Circular No. SRV-1071/D.

Sachivalaya, Bombay-32(BR), Dated the 20th March 1971.

CIRCULAR OF GOVERNMENT

Instructions have been issued in Government Circular, General Administration Department, No.SRV-1069-D, dated the 26th June 1970 (Printed on reverse) regarding grant of advance increments by way of incentive for outstanding work. A question has been raised as to what should be the criterion for determining outstanding work. It will be difficult to lay down any specific criteria for the purpose of determining outstanding work and recommending grant of advance increments. There will be very few cases of the type. Any definition, guide lines or criteria for determining the outstanding work will necessarily restrict the scope of such cases and there is also a risk of these being applied in a routine manner. It will be the discretion of the competent officer to judge the outstanding work of any particular person after watching his work carefully for a series of years. Government, however, desires to impress on all Heads of Departments etc. that they should exercise their discretion in such cases very carefully. They should satisfy themselves that the grant of advance increments is recommended on the basis of really outstanding work. The recommendation should also be supported by specific cases or instances of outstanding work.

2. The Secretariat Departments should decide the cases of grant of advance increments with reference to Government Circular, General Administration Department No.SRV-1069-D, dated the 26th June 1970, referred to above in consultation with the General Administration Department and the Finance Department.

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

A.N. BATBYAL,
Deputy Secretary to the Government of Maharashtra,
General Administration Department.

To

The Secretary to the Government

ACCOMPANIMENT TO GOVERNMENT CIRCULAR, GENERAL ADMINISTRATION DEPARTMENT
NO.SRV-1071/D, DATED THE 20TH MARCH 1971. (2)

...

Advance increments - grant of -
for outstanding work.

GOVERNMENT OF MAHARASHTRA
General Administration Department
Circular No. SRV 1069-D.
Sachivalaya, Bombay-32(BR), Dated the 26th June 1970.

CIRCULAR OF GOVERNMENT

The Administrative Reorganisation Committee in its report on the 'Personnel Administration' has recommended that in the case of cadres upto and inclusive of Class II Service, Government servants should be allowed advance increment by way of an incentive for outstanding work subject only to the following two conditions :-

- (a) Not more than two advance increments may be granted at a time;
- (b) The advance increments may not be granted more than once in five years to the same person.

2. Government has accepted the above recommendation of the Administrative Reorganisation Committee and is pleased to direct that subject to the two conditions (a) and (b) mentioned in paragraph 1 above, cases regarding the grant of advance increments to Government servants for outstanding work may be recommended to Government by the Heads of Departments. As such advance increments would be by way of an incentive for outstanding work, they should be recommended only after careful assessment of the overall performance and record of work of the Government servant concerned.

3. This Circular issues with the concurrence of the Finance Department vide its un-official reference No.8189/1247-Unit-I, dated the 30th April 1970.

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

M.K. GUPTA,
Under Secretary to the Government of Maharashtra,
General Administration Department.