

219-7-25-
Grant of advance increments to
Government servants for -
(17) outstanding work.

GOVERNMENT OF MAHARASHTRA
General Administration Department.
Circular No. SRV-1076-XIII.

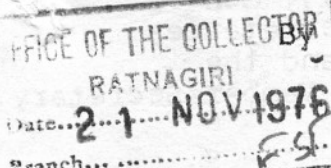
Sachivalaya, Bombay-400 032, Dated the 28th October 1976.

READ:- Government Circular, General Administration
Department, No. SRV 1069-D, dated the 26th June 1970. ✓
Government Circular, General Administration Department
No. SRV 1071-D, dated the 20th March 1971. ✓
Government Circular, General Administration Department
No. SRV 1071-D, dated the 14th January 1972. ✓
Government Resolution, General Administration
Department No. SRV 1072-D, dated the 11th February, 1974. ✓
Government Circular, General Administration Department
No. SRV 1072-D, dated the 11th February 1974. ✓

CIRCULAR:- In the Government Circulars and Government
Resolutions referred to above, instructions have been issued
regarding grant of advance increments to Government servants
belonging to Class II, Class III and Class IV by way of an incentive
for outstanding work. Orders have also been issued for setting up
two Special Committees, one for Class II Government servants and
the other for Class III and IV Government servants, for considering
proposals for the grant of advance increments. Instructions were
also given for judging outstanding work and Heads of Departments
and Heads of Offices also were asked to formulate proposals for the
grant of advance increments in the light of these instructions.

2. In view of the detailed orders issued, Government had
expected that proposals would be received for the grant of advance
increments in large number of cases. Contrary to these expectations
only a few proposals have been received so far. This may be due to
the fact that the relevant orders have not been brought to the notice
of the Heads of Departments and Offices. Government has, therefore,
decided to draw the attention of all the Heads of Departments and
Heads of Offices to these orders and to advise them to ensure that
the cases of Government servants under them who have done outstanding
work in the manner described in the relevant instructions do not go
unnoticed.

3. Government has also decided that with a view to ensuring
that decisions on proposals for the grant of advance increments are
taken quickly. The Heads of Departments and Heads of Offices should
send their proposals to the General Administration Department
directly with a copy to their administrative departments of the
Secretariat. The latter should furnish their remarks on the proposals
to the General Administration Department within a fortnight.



order and in the name of the Governor of Maharashtra,

W.R. GHONGE,
Under Secretary to Government.

To

(18)

All Departments of the Secretariat,
All other Heads of Departments and Heads of Offices
under the several Departments of the Secretariat.

ACCOMPANIMENTS TO GOVERNMENT CIRCULAR, GENERAL ADMINISTRATION
DEPARTMENT NO. SRV 1076-XIII, DATED THE 28th OCTOBER 1976.

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Grant of advance increments to
Government servants for
outstanding work -
Setting up of Committees to
scrutinise proposals in respect of -

GOVERNMENT OF MAHARASHTRA
General Administration Department.
Resolution No. SRV 1072 - D.
Sachivalaya, Bombay-400 032, Dated the 11th February 1974.

R E S O L U T I O N

Instructions have been issued in Government Circulars, General Administration Department, No. SRV 1071-D, dated the 26th June 1970, 20th March 1971 and 14th January 1972, regarding grant of advance increments to Government servants by way of incentive for outstanding work. It has now been decided by Government that Government servants whose work is found to be outstanding for three years should be held eligible for one advance increment and those whose work is found to be outstanding for five years should be held eligible for two advance increments. For scrutiny of the proposals for grant of advance increments, Government is pleased to set up the following Special Committees-

Special Committee for Class II Government servants -

The Committee will consist of Chief Secretary as Chairman, three other Secretaries to be nominated by the Chief Secretary as Members and the Deputy Secretary, General Administration Department as Member-Secretary.

Special Committee for Class III and Class IV Government servants.

The Committee will consist of Secretary(personal), General Administration Department, as Chairman, three Deputy Secretaries to be nominated by the Secretary(personal) as Members and the Under Secretary, General Administration Department, as Member-Secretary.

2. Proposals for grant of advance increments should be submitted by the Heads of Departments to their respective Administrative Departments of the Secretariat along with the up-to-date Confidential Record files of the Government servants who are proposed for the grant of advance increments. The Administrative Departments in turn should refer the proposals with their recommendations to the General Administration Department for submission to the Special Committee concerned. In deciding whether the work of a Government servant is outstanding or not, Heads of Departments should take into consideration the instructions issued in Government Circular, General Administration Department, No. SRV 1071-D, dated the 14th January 1972 as further amplified in Government Circular, General Administration Department, No. SRV 1072-D, dated the 11th February 1974.

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

K.P. NADKARNI,
Deputy Secretary to the Government of Maharashtra.

Grant of advance increments to
Government servants for outstanding
work.

GOVERNMENT OF MAHARASHTRA
General Administration Department.
Circular No. SRV 1072-D.
Sachivalaya, Bombay-400 032, Dated the 11th February 1974.

CIRCULAR OF GOVERNMENT

Orders regarding the constitution of Special Committees for examining the proposals for grant of advance increments to Government servants for outstanding work have been issued in Government Resolution, General Administration Department No. SRV 1072-D, dated the 11th February 1974. Government is now pleased to issue the following instructions and procedure for scrutiny of proposals for grant of advance increments. These instructions are in amplification of the instructions which were issued in Government Circular, General Administration Department, No. SRV 1071-D, dated the 11th January 1972.

2. It is essential that names of only those Government servants whose work is really outstanding are recommended for grant of advance increments. Utmost care should, therefore, be taken to see that even border-line cases are weeded out. Instructions issued

in Government Circular, General Administration Department, No. SRV-1071-D, dated the 14th January 1972, may be taken into consideration while deciding whether the work of a Government servant is outstanding or not.

3. Proposals for grant of advance increments should be submitted by the Heads of Departments to their respective Administrative Departments. Such proposals should be personally scrutinised by the Secretary of the Administrative Department and recommended to the General Administration Department for submission to the respective Special Committees only after he is fully satisfied that they deserve consideration. Similarly, the proposals for grant of advance increments to Government servants working in the Administrative Department itself should also be personally scrutinised by the Secretary and referred to the General Administration Department for submission to the respective Special Committees only after he is satisfied that they deserve consideration.

4. The Special Committees will examine the proposals submitted to them by the Administrative Departments and make recommendation to Government. While formulating their recommendations, the Heads of Departments may consider the following instances as indicating outstanding work.

- (a) remarks made by the Reporting Officer consistently in the Confidential Reports to the effect that the person concerned deserves accelerated promotion.
- (b) whether the person concerned has been responsible for throwing up new ideas or evolving new procedures which have materially contributed to the improvement of the functions of Governmental machinery.
- (c) whether the employee has positively contributed to increase in Government revenue or reduction in Government expenditure.
- (d) whether the employee has been found to be consistently submitting analysing notes displaying a keen and incisive mind dealing with problems in a concise and comprehensive manner.
- (e) whether the employee has been mainly responsible for toning up the general administration in his office which was earlier known to be in a mess and whether there has been an all round increase in the efficiency of the office.
- (f) whether the employee has done something even involving danger to his person, in his zest to put in dedicated work for the Government, thus enhancing the prestige of the Government on the eyes of the public at large.

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- (g) whether the employee has shown particular initiative or drive or originality which is not ordinarily noticed even amongst good workers.
- (h) whether the employee is generally found to be an especially sincere and dedicated worker devoted to the welfare of the people and the task before him with single minded devotion and committed to the implementation of the Government policies.

5. The instances of outstanding work cited above are not exhaustive. It will be open for the Heads of the Departments and the Special Committees to base their recommendations on some other instances also.

6. Departments of the Secretariat may now proceed with the work of processing the proposals for grant of advance increments.

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

K.P. NADKARNI,
Deputy Secretary to the Government of Maharashtra.
