

**Government of Punjab
Department of Personnel
(PP-3 Branch)**

Subject: Regarding the 'Policy for Welfare of Adhoc, Contractual, Daily Wage, Work Charged and Temporary employees.'

Special Chief Secretaries/Additional Chief Secretaries/Financial Commissioners/
Principal Secretaries /Administrative Secretaries to the Government of Punjab, kindly refer to the
above-cited subject.

- (1.0) Policy dated 16.05.2023 was issued by Department of Personnel, which relates to providing security of tenure (up to 58 years) to employees, who have completed a minimum of 10 years' service as Adhoc, Contractual, Daily Wage, Work Charged or Temporary employees. The employees who fulfil the conditions laid down in the said Policy, will be placed by the ADs, in a Special Cadre to be established for such employees. The last date for submission and verification of applications has been extended up to 15.10.2023 and 20.10.2023 respectively.
- (2.0) All the ADs are requested to send their proposals to the Finance Department (up to 12.10.2023) for fixation of pay, salary, allowances, leave provisions, annual increments etc in respect of employees taken/to-be-taken in the Special Cadre. Finance Department will devise a proforma, including but not limited to the above-mentioned points for eliciting this information and circulate it to all the ADs by 06.10.2023.
- (3.0) A committee is being constituted for the purpose of freezing the generic terms of appointment for the employees to be put in the Special Cadre by the various ADs. The committee will consist of representatives of Department of Personnel, Department of Finance and representative of the concerned AD.
- (4.0) The ADs may refer issues related to generic terms of appointment to the above committee and get them resolved positively between 13.10.2023 and 30.10.2023. Such requests may be sent to PP-3 Branch of Department of Personnel (Room No. 16, 6th Floor, Punjab Civil Secretariat-1) or at pp3branch@gmail.com. The committee will assign time to the ADs for discussion and resolution of the issue(s) (except the issues mentioned under (2.0) above, which may be taken up directly with the FD), flagged by the ADs.(Note: Representative of the concerned AD may be called by the committee for discussions, as and when deemed fit by it).



Secretary Personnel

To

All Special Chief Secretaries/Additional Chief Secretaries/Financial Commissioners/
Principal Secretaries /Administrative Secretaries to the Government of Punjab.

ID No 11/7/2022-4PP3/ 440

Dated Chd 05.10.2023

ID No 11/7/2022-4PP3/ 441

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A copy is forwarded to Principal Secretary Finance, Punjab, for information and necessary action.



Secretary Personnel