

THE SIND GOVERNMENT GAZETTE

KARACHI, THURSDAY, APRIL 22, 1976.

THE SIND CIVIL SERVANTS (ADVANCE INCREMENTS) RULES, 1976

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GOVERNMENT OF SIND SERVICES AND GENERAL ADMINISTRATION DEPARTMENT (REGULATION WING)

Karachi, the 13th April, 1976

NOTIFICATION

No.S.O.IX-REG(S&GAD)2/F/1-75.— In exercise of powers conferred by section 26 of the Sind Civil Servants Act, 1973, the Government of Sind are pleased to make the following rules, namely:—

1. (1) These rules may be called the Sind Civil Servants (Advance Increments) Rules, 1976. **Short title and commencement.**
- (2) They shall come into force at once.
2. (i) "Advisory Committee" means a Committee specified in column 5 of the Appendix; **Definitions.**
- (ii) "Appendix" means the Appendix to these rules;
- (iii) "Form" means the form appended to these rules;
- (iv) "Initiating Authority" means an initiating authority specified in column 3 of the Appendix for civil servants mentioned against such authority in column 2 thereof;
- (v) "Recommending Authority" means a recommending authority specified in column 4 of the Appendix for civil servants mentioned against such authority in column 2 thereof;

(vi) "Sanctioning Authority" means a sanctioning authority specified in column 6 of the Appendix for civil servants mentioned against such authority in column 2 thereof.

3. (1) Notwithstanding anything contained in any other rules, for the time being in force, and subject to these rules, no civil servants other than those mentioned in column 2 of the Appendix shall be eligible for grant of advance increments.

Grant of Advance Increment.

(2) One advance increment shall ordinarily be granted to a time but in exceptional cases two advance increments may be allowed.

4. (1) Except where advance increment is admissible at the time of first appointment in a post on account of higher or exceptional qualifications or experience, no advance increment shall be granted until a civil servant has completed at least five years of service including the period of probation, if any.

Conditions for eligibility.

(2) No advance increment shall be granted to a civil servant—

- (i) in his existing grade within three years of his promotion to that grade;
- (ii) where he gets one advance increment, during three years next following;
- (iii) where he gets two advance increments, during five years next following;
- (iv) who has received an adverse confidential report within three years of such report.

5. Subject to rule 4 a civil servant borne on personal staff of an officer or a person holding an office shall not be recommended by that officer or person for advance increment unless he, has worked continuously for a period of two years with such officer or person and is the only person from the personal staff who has been recommended for advance increment during the same financial year.

Increments to Personal Staff.

6. (1) A Recommending Authority may, on its own motion or on the motion of an Initiating Authority, recommend a civil servant to the appropriate Advisory Committee.

**Recommendations
for Advance
Increments.**

(2) The recommendation under sub-rule (1) shall be made in Form A-1 and thirty copies thereof shall be forwarded to the Advisory Committee alongwith a list giving names of the recommended civil servants in the order of priority.

7. (1) The Advisory Committee shall, on receipt of recommendation under rule 6, assess the suitability of the civil servants for grant of advance increments.

**Assessment of
Suitability.**

(2) The Advisory Committee shall, for the purpose of assessing the suitability for grant of advance increments, take into consideration—

- (i) reputation for integrity;
- (ii) behaviour with public;
- (iii) amenability to discipline;
- (iv) speed of output;
- (v) quality of output;
- (vi) punctuality; and
- (vii) results achieved on account of his contribution:

Provided that for assessing the suitability of—

- (a) lecturers, the criterion shall be works published in local or international journals of recognized standing as may be notified for this purpose after approval of the Secretaries Committee;
- (b) head-masters of Secondary Schools, the criterion shall be the results of the students of the school in IX and X Class and performance in inter-school sports and debates; and

(c) medical officers, the criterion shall be service in rural areas.

(3) The Advisory Committee shall in no case select more than five percent of the total number of civil servants in each grade for grant of advance increments during any financial year:

Provided that for the purpose of determining such number of civil servants, a civil servant to whom two advance increments have been granted at a time shall be counted as two civil servants:

Provided further that if the number of civil servants in any grade in a office or Department is less than twenty, the ratio of five percent shall be multiplied by the number of years after which at least one civil servant in that office or Department can be considered for grant of advance increments.

(4) The Advisory Committee shall forward its recommendations to the Sanctioning Authority who shall issue necessary sanction as it deems fit.

(5) The sanctioning authority shall not make any change in selection made by the Advisory Committee except with prior concurrence of Government in the Services and General Administration Department:

Provided that a civil servant who has become disqualified or in-eligible for grant of advance increment may be dropped.

8. The advance increment granted under sub-rule (2) of rule 3 at any time of a financial year shall take effect from 1st day of December of that year and shall be in addition to the increment otherwise due from such date:

**Commencement
of Advance
Increment.**

Provided that where grant of advance increment is given retrospective effect the advance increment shall take effect from 1st day of December, of the financial year for which it is granted.

9. No honorarium shall be admissible to a civil servant for a period of eighteen months if he gets one advance increment and three years if he gets two advance increments from the date of such increments. **Eligibility for honorarium.**

**SAEED AHMED QURESHI,
Chief Secretary to Government
of Sind.**

**FORM A—1
(See rule 6)**

1. The Name of the Advisory Committee.
2. Name of the Civil Servant.
3. Present Designation.
4. Office where he is working.
5. Pay, Scale and Grade of the post
He is holding.
6. Academic Qualifications.
7. Date of Birth.
8. Date of Entry in Service.
9. Date of Appointment in the Present
Grade.
10. Date of Last Promotion received.

11. Method of appointment to the present post.
 - (a) initial appointment.
 - (b) Promotion.
 - (c) Transfer.
 - (d) Deputation from another Government or Body.
 - (e) Contract.
12. Did he receive any honorarium during last three years, Give Details.
13. Whether recommended for one or two advance increments.
14. The justifications for grant of advance increment.

Signature of Initiating Authority.

**TO BE FILLED IN THE RECOMMENDING AUTHORITY
ASSESSMENT OF THE CIVIL SERVANT**

Characteristics	Very Good	Good	Satisfactory
1. Reputation for Integrity.			
2. Behaviour with Public			
3. Amenability to discipline			
4. Speed of Output	..		
5. Quality of Output	..		
6. Punctuality in attendance	..		
7. Results achieved on account Of his contribution.	..		

It is certified that: —

- (i) he has not received any adverse remarks in the A.C.R. during the last three years and that no minor or major penalty was imposed upon him during this period;
- (ii) he has not been promoted to a higher grade during the last three years;
- (iii) he was not sanctioned at one time two advance increments during the last five years;
- (iv) he was not allowed one advance increment during the last three years;
- (v) he has put in more than five years service;
- (vi) his character roll alongwith Synopsis for the last five years is enclosed;
- (vii) 5% of the total strength of the posts of this category is equal to—
- (viii) In case of personal staff only: -

he has served with the Officer for more than two years and is the only person recommended for advance increment by that Officer.

In case of Lecturers only—

He has made sufficient contribution in his subject. Details of some of his work published in local and foreign journals are given in the statement enclosed.

For Head Master only—

The results of the School Examination of IX and X Class during his time were good. The performance of the students in the school sports and debates was also fine.

For Medical Officers only—

The Officer has worked satisfactorily for two years in rural area.

Signature of Recommending Authority.

Views of the Advisory Committee.

Orders of Sanctioning Authority.

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APPENDIX

(See *SUB-RULE (ii) of Rule 2*)

S. No.	Grade No.	Initiating Authority	Recommending Authority	Advisory Committee	Sanctioning Authority
1	2	3	4	5	6
1.	(1) Grade 16 to 17 (2) Section Officer in the Secretariat. (3) Assistants Chief in the Planning and Development Department.	Immediate Supervising Officer of Grade 18 or above.	Secretary of the Department	Provincial Committee No.1 consisting of (a) Chief Secretary Chairman (b) All Administrative Secretaries Members (c) Deputy Secretary (Reg.) S&GA Department Secretary	Chief Secretary
2.	Grades 5 to 15 in the Headquarter Office of Heads of Attached Departments headed by an officer of Grade 21 or above	Do.	Head of Attached Department	Provincial Committee No.2 consisting of— (1) Chief Secretary Chairman (2) Heads of Attached Deptts. Member concerned. (3) Secretaries of the concerned Member Departments. (4) Deputy Secretary (Reg.) Secretary S&GA Department	Chief Secretary
3.	Grade 5 to 15, in the Secretariat	Do.	Secretary of the Department where the Civil Servant is working.	Provincial Committee No.3 consisting of— (1) Secretary S&GA Deptt. Chairman (2) Secretaries of all Administrative Departments or their representatives, not below the rank of Deputy Secretary Members (3) Deputy Secretary (G) S&GA Department. Secretary	Secretary Services and General Admn: Department

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1	2	3	4	5	6
4	Grade 5 to 15 in the Head Offices of the Heads of Attached Deptts other than those mentioned at Sr. No.2 Regional Heads in Grade 20 and Heads of Offices in Grade 20.	Immediate Supervising Officer of Grade 18 or above.	Heads of attached Departments or Regional Heads of Head Offices as the Case may be.	Departmental Committee consisting of— (1) Secretary of the Departments Concerned. Chairman (2) Heads of Attached Departments Regional Heads and Heads of of Offices concerned. Member (3) Add. Secy. if any of the Department Member (4) Deputy Secy. (Admn) of the Department Secretary	Secretary of the Department.
5.	Grade 5 to 15 in all Offices except those mentioned at Sr. Nos.2 to 4 and Grades 5 to 10 in Head Offices of Regional and Divisional Head other than those mentioned at Sr. No.4.	Do.	Appointing Authority	Divisional Committee consisting of— Commissioner Chairman All Regional and Divisional Heads of Departments concerned. Members Additional Commissioner concerned. Secretary.	(i) Secretary of the Department (ii) Regional Head if in Grade 20 (iii) Heads of attached Departments