

1148/24/4/113

No.34/55-IH(7)-2018/ 8560
Chandigarh Administration
Department of Personnel

Chandigarh, dated the 19-04-2018

To

All the Administrative Secretaries/
Heads of Departments/Offices/Boards/Corporations
Chandigarh Administration

Subject: Extension in service to the employees for two years on attaining the age of superannuation i.e. 58/60 years.

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Sir/Madam,

I am directed to address you on the subject noted above and to state that as per provision of rule 3.26 of the Punjab Civil Services Rules, Volume-I, Part-I, the Service of a Government employee or a class of Government employees may be extended for a period of 2 years on yearly basis, subject, however, to giving an option within a period of three (3) months before the date of retirement by the Government employee, who seeks extension. It has been observed that the cases of extension in service beyond superannuation are not submitted well in time to the competent authority for taking decision.

The matter has been considered and it has been decided that the cases of extension in service beyond superannuation of officers/officials should be processed well in time as per provision of rule 3.26 of the Punjab Civil Services Rules, Volume-I, Part-I/instructions issued in this regard from time to time and case complete in all respects be submitted **at least 30 days** prior to the superannuation to the competent authority for decision so that final order can be issued before the date of superannuation.

These instructions may be brought to the notice of all concerned for strict compliance. Non-compliance of the instructions would be viewed seriously.


Yours faithfully,


Superintendent Personnel
For Secretary Personnel
Chandigarh Administration

Endst. No. 34/55-IH(7)-2018/ 8561

Dated: 19-04-2018

A copy is forwarded to all the Administrative Branches of the Chandigarh Administration Secretariat for similar action.


Superintendent Personnel
For Secretary Personnel
Chandigarh Administration

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GOVERNMENT OF MEDICAL COLLEGE & HOSPITAL, SECTOR 32, CHANDIGARH.

(Hospital Building, Sector 32-B, Chandigarh-160 030, Ph. No. 0172-2665253-60, Fax No. 0172-2608488)


(ESTABLISHMENT BRANCH-IV)

E3 MAY 2018

Endst. No. GMCH-E-IV-EA3/2018/ 14618

Dated, Chandigarh the,

A copy of letter No. 34/55-IH(7)-2018/8560 dated 19.04.2018 titled "Extension in service to the employees for two years on attaining the age of superannuation i.e. 58/60 years" received from the Personnel Department, Chandigarh Administration, Chandigarh Administration is forwarded to the System Analyst/IT Centre, GMCH, Chandigarh with the request to e-circulate/email to all the HODs and Branches for this Institute for information and further action in the matter.


26/4/2018
Superintendent (Estt-IV)

Encls:- As above