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**A consultancy firm to provide help for the problems of govt. employees & retired pensioners
PERFORMA (ENGLISH CAPITAL LETTERS) Writ Regarding DDO Benefit Case**

Name	
Father's Name	
Designation	
School Name	
Date Of Birth	
Aadhar Card No.	
Date Of Appointment	
Date Of Regular	
Date Of Retirement	
DDO Period	
Mobile Number	
Whats App Number	
Email Address	
Residence Address	
Signature	

Important Points:-

1. In case of middle school, write the name of complex school.
2. In case of elementary school, write the name of B.P.E.O. Block.
3. In case of female, write the name of husband in address.
4. Send one copy of performa by whatsapp and one by post.
5. Write tehsil and distt. name in school and residence address.
6. Send one copy of Aadhar Card by whatsapp and one by post.

Paytm Payment Mobile Number:- 9915031482
Google Pay Payment Mobile Number:- 9915031482
PhonePe Payment Mobile Number:- 9915031482

State Bank of India Budhlada
Distt. Mansa(Punjab)
Current A/c No.39453963229
In Favour of: Krishana Consultancy
IFSC Code: SBIN0050050
Whatsapp No - 98157-13297

POWER OF ATTORNEY

In the Court of

..... [Plaintiff/Appeallant
Complainant
Petitioner

VERSUS

..... [Defendant
Respondent,
Accused

KNOW ALL to whom these present shall come that I/We undersigned appoint

for the in the above mentioned case to do all the following acts deeds and things or any of them that is to say :-

1. To act appear and plead in the above mentioned case in the court or any other Court in which the same may be tried or heard in the execution or in any stage of its progress until its final decision.
2. Present pleading appeals letter patent appeal cross objection or petitions for execution review, revisions withdrawal compromise or other petitions or affidavit or other documents as shall deemed necessary or advisable for the prosecution of the said case in all its stage.
3. To file and take back documents and to file application for restoration there of in case it is dismissed in default.
4. To withdraw or compromise the said case or submit for arbitration any difference or disputes that shall arise touching or in any manner relating to the said case.
5. To deposit draw any receive money and grant receipt there of and to do all other acts and things which may be necessary to be done for the progress and in the case of prosecutions of said case.
6. To employee and other legal practitioner authorising him to exercise the power and authorities hereby conferred on the advocate whenever he may think fit to do so.

And I/We hereby agree to ratify whatever the Advocate or his substitute shall do in the promises.

And I/We hereby agree not to hold the Advocate or his substitute responsible for the result of said for hearing case in consequence from the court when the said case is called up or for any negligence of the said Advocate or his substitute.

And I/We hereby agree that in the event of whole or any part of fee agreed by me to be paid to the Advocate, remaining unpaid he shall be entitled to withdraw from the prosecution of the said case until the same is paid if any costs are allowed for an adjournment the advocate would be entitled to the same.

IN WITNESS WHERE OF I/We agree to set my/our hands to the represent the contents of which have been explained to understand by me/us this the

.....day..... 20.....

(Signature or Thumb Impression of client)

Accepted :

No.6/47/2011/1FPII/521

GOVERNMENT OF PUNJAB
DEPARTMENT OF FINANCE
(FINANCE PERSONNEL-II BRANCH)

Dated, Chandigarh, the 20th July, 2011

To

All the Heads of the Departments,
Registrar, Punjab & Haryana High Court,
All the Commissioners of Divisions,
All the Deputy Commissioners and
All the Sub-Divisional Officers (Civil)
in the State of Punjab.

Subject: - Fixation of pay of a Government employee on appointment to a post involving the assumption of duties and responsibilities of greater importance.

Sir/Madam,

I am directed to invite a reference to the subject cited above and to say that a clarification has been asked for from the Department of Finance regarding fixation of pay of a Government employee who is appointed to a post involving the assumption of duties and responsibilities of greater importance on or with effect from the date of coming into force of the Punjab Civil Services (Revised Pay) Rules, 2009.

2. After careful examination of the matter, it has been decided that the pay of a Government employee, who is appointed to a post involving the assumption of duties and responsibilities of greater importance, on or with effect from the date of coming into force of the Punjab Civil Services (Revised Pay) Rules, 2009 as amended vide Government Notification No. 5/10/09-5FPI/339, dated the 29th July, 2009, shall be fixed in the same manner as laid down in rule 11 of the aforesaid rules for fixation of pay in the case of promotion from one grade pay to another.

3. It has been further decided that in the case of a Government employee who stands appointed to a post involving the assumption of duties and responsibilities of greater importance, during the period from the first day of January, 2006 to the date preceding the date of issue of these instructions, the option prescribed in clause (ii) of the rule 11 of the Punjab Civil Services (Revised Pay) Rules, 2009, may be exercised within a period of three months from the date of issue of these orders.

4. Necessary amendment(s) in the rules will be made in due course.

5. Punjabi version of these orders will follow in due course.

Yours faithfully,

Jasbir Kaur
(JASBIR KAUR)

Under Secretary Finance (J)

JK

Contd on page-2

No. 6/47/2011-1FP11/ 522

Dated, Chandigarh, the 20th July, 2011.

A copy is forward for information to:-

- (i) The Principal Accountant General (Audit) Punjab, Chandigarh.
- (ii) The Principal Accountant General (A&E), Punjab, Chandigarh.

Jashir Kola
Under Secretary Finance (J)

No. 6/47/2011-1FP11/ 523

Dated, Chandigarh, the 20th July, 2011.

A copy is forward for information to:-

- (i) The Chief Secretary to Government of Punjab, Chandigarh.
- (ii) All the Financial Commissioners, Principal Secretaries and the Administrative Secretaries to Government of Punjab, Chandigarh.
- (iii) The Resident Commissioner, Punjab, Punjab Bhawan, Copernicus Marg, New Delhi.

Santosh Malhotra
Superintendent

No. 6/47/2011-1FP11/ 524

Dated, Chandigarh, the 20th July, 2011.

A copy is forward to all the District Treasury Officer/Treasury Officers in the State for information and necessary action.

Santosh Malhotra
Superintendent

No. 6/47/2011-1FP11/ 525

Dated, Chandigarh, the 20th July, 2011

A copy is forward for information to:-

- (i) The Secretary to Government of Himachal Pradesh, Department of Finance, Shimla.
- (ii) The Finance Secretary, Chandigarh Administration, Chandigarh.
- (iii) The Director (E.G), Government of India, Ministry of Finance, Department of Expenditure, (Pay Research Unit), New Delhi.

Santosh Malhotra
Superintendent

INTERNAL DISTRIBUTION:

- (i) Directorate of Financial Resources and Economic Intelligence.
- (ii) All the Branches of the Department of Finance.

ਦਫ਼ਤਰੀ ਜਿਲਾ ਸਿਖਿਆ ਅਫ਼ਸਰ (ਸੈ.ਸਿ) ਕਪੂਰਥਲਾ

ਹੁਕਮ ਨੰਬਰ:- 40442-45

ਮਿਤੀ 18/12/2013

ਮਾਨਯੋਗ ਹਾਈ ਕੋਰਟ ਵਿੱਚ ਦਾਇਰ ਸਿਵਲ ਰਿੱਟ ਪਟੀਸ਼ਨ ਨੰਬਰ:- 8853 ਆਫ 2013 ਸ੍ਰੀ ਬੂਟਾ ਸਿੰਘ
 ਰਿਟ: ਲੈਕਚਰਾਰ ਪੰਜਾਬੀ ਤੇ ਹੋਰ ਬਨਾਮ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਫੈਸਲੇ ਅਤੇ ਇਸ ਦਫ਼ਤਰ ਦੇ ਮੂੰਹ ਬੋਲਦੇ ਹੁਕਮ ਨੰਬਰ:-
 ਏ-7/2013/40210-213 ਮਿਤੀ 29.8.2013 ਦੀ ਨਿਰੰਤਰਤਾ ਵਿੱਚ ਉਪੋਕਤ ਪਟੀਸ਼ਨ ਵਿੱਚ ਪਟੀਸ਼ਨਰ ਨੰਬਰ:- 41
 ਸ੍ਰੀ ਮਤੀ ਜਸਵਿੰਦਰ ਕੌਰ ਲੈਕਚਰਾਰ ਬਾਇਓ ਸ.ਕੈ.ਸ.ਸ.ਸ. ਫਗਵਾੜਾ (ਹੁਣ ਰਿਟ: ਪ੍ਰਿੰਸੀਪਲ) ਦੇ ਸਮਾਂ 14.2.06 ਤੋਂ
 21.01.10 ਤੱਕ ਬਤੌਰ ਡੀ.ਡੀ.ਓ ਕੰਮ ਕਰਨ ਤੇ ਉਹਨਾਂ ਦੀ ਤਣਖਾਹ ਹੇਠ ਲਿਖੇ ਵੇਰਵੇ ਅਨੁਸਾਰ ਫਿਕਸ ਕੀਤੀ ਜਾਂਦੀ ਹੈ:-
 ਗ੍ਰੇਡ ਬਤੌਰ ਲੈਕਚਰਾਰ 10300----34800/ + 4800/-
 ਗ੍ਰੇਡ ਬਤੌਰ ਪ੍ਰਿੰਸੀਪਲ 15600----39100/ + 6600/-

ਮਿਤੀ	ਬਤੌਰ ਲੈਕਚਰਾਰ (ਡੀ.ਡੀ.ਓ) ਪਹਿਲਾਂ ਕਰਵਾਈ ਤਨਖਾਹ			ਮੌਜੂਦਾ ਫਿਕਸ ਕੀਤੀ ਤਨਖਾਹ			ਵਿਸ਼ੇਸ਼ ਕਥਨ
	ਪੇ ਇੰਨ ਪੇ ਪੈਬੈਂਡ	ਗ੍ਰੇਡ ਪੇ	ਕੁੱਲ ਬੇਸਿਕ ਪੇ	ਪੇ ਇੰਨ ਪੇ ਬੈਂਡ	ਗ੍ਰੇਡ ਪੇ	ਕੁੱਲ ਬੇਸਿਕ ਪੇ	
14.02.06 ਤੋਂ 31.10.06	18650	6600	25250	17900	6600	24500	ਬਤੌਰ ਡੀ.ਡੀ.ਓ ਉਚੇਰੀ ਜਿੰਮੇਵਾਰੀ ਦੀ ਤਰੱਕੀ
1.11.06 ਤੋਂ 31.12.06	18650	6600	25250	17900	6600	24500	9 ਸਾਲਾ ਏ.ਸੀ.ਪੀ ਬਤੌਰ ਲੈਕਚਰਾਰ 14 ਸਾਲਾ ਏ.ਸੀ.ਪੀ ਬਤੌਰ ਲੈਕਚਰਾਰ
1.1.07 ਤੋਂ 31.1.07	19290	6600	25890	17900	6600	24500	ਬਤੌਰ ਲੈਕਚਰਾਰ ਸਲਾਨਾ ਤਰੱਕੀ
1.2.07 ਤੋਂ 31.12.07	19290	6600	25890	18640	6600	25240	ਬਤੌਰ ਡੀ.ਡੀ.ਓ ਸਲਾਨਾ ਤਰੱਕੀ
1.1.08 ਤੋਂ 31.1.08	20020	6600	26620	18640	6600	25240	ਬਤੌਰ ਲੈਕਚਰਾਰ ਸਲਾਨਾ ਤਰੱਕੀ
1.2.08 ਤੋਂ 31.12.08	20020	6600	26620	19400	6600	26000	ਬਤੌਰ ਡੀ.ਡੀ.ਓ ਸਲਾਨਾ ਤਰੱਕੀ
1.1.09 ਤੋਂ 31.1.09	20770	6600	27370	19400	6600	26000	ਬਤੌਰ ਲੈਕਚਰਾਰ ਸਲਾਨਾ ਤਰੱਕੀ
1.2.09 ਤੋਂ 31.12.09	20770	6600	27370	20180	6600	26780	ਬਤੌਰ ਡੀ.ਡੀ.ਓ ਸਲਾਨਾ ਤਰੱਕੀ
1.1.10 ਤੋਂ 21.1.10	21540	6600	28140	20180	6600	26780	ਬਤੌਰ ਲੈਕਚਰਾਰ ਸਲਾਨਾ ਤਰੱਕੀ
22.1.10 ਤੋਂ 14.2.10	21540	4800	26340	21540	4800	26340	ਡੀ.ਡੀ.ਓ. ਪਾਵਰਾਂ ਉਪਰੰਤ ਬਤੌਰ ਲੈਕਚਰਾਰ
15.2.10	0	0	0	22340	6600	28940	ਪਦ ਉੱਨਤੀ ਬਤੌਰ ਪ੍ਰਿੰਸੀਪਲ
1.2.11	0	0	0	23210	6600	29810	ਸਲਾਨਾ ਤਰੱਕੀ
1.2.12	0	0	0	24110	6600	30710	ਸਲਾਨਾ ਤਰੱਕੀ
1.2.13	0	0	0	25040	6600	31640	ਸਲਾਨਾ ਤਰੱਕੀ

ਮਿਤੀ 31.5.2013 ਨੂੰ ਸੇਵਾ ਮੁਕੱਤ ਹੋ ਗਏ।

ਜਿਲਾ ਸਿਖਿਆ ਅਫ਼ਸਰ (ਸੈ.ਸਿ),
ਕਪੂਰਥਲਾ

ਪਿੱਠ ਅੰਕਣ ਨੰਬਰ:- ਉਕਤ

ਉਤਾਰਾ ਹੇਠ ਲਿਖਿਆ ਨੂੰ ਸੂਚਨਾ ਅਤੇ ਯੋਗ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ।

- 1) ਜਿਲਾ ਖਜਾਨਾ ਅਫ਼ਸਰ ਕਪੂਰਥਲਾ / ਖਜਾਨਾ ਅਫ਼ਸਰ ਫਗਵਾੜਾ ।
- 2) ਮਹਾਂ ਲੇਖਕਾਰ ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।
- 3) ਪ੍ਰਿੰਸੀਪਲ ਸ.ਸ.ਸ.ਸ. (ਕੰ) ਫਗਵਾੜਾ ।
- 4) ਸਬੰਧਤ ਰਿਟਾਇਰੀ।

ਜਿਲਾ ਸਿਖਿਆ ਅਫ਼ਸਰ (ਸੈ.ਸਿ),
ਕਪੂਰਥਲਾ