

**FINANCE, EXCISE & TAXATION DEPARTMENT.**

**NO: B1/5-8/99-2000/FD**

**Dated Peshawar, the 8th June, 2000.**

Subject:- **ADJUSTMENT OF SURPLUS POOL EMPLOYEES.**

I am directed to refer to the subject noted above and to state that the subject issue was discussed in a meeting held on 1st May, 2000 under the Chairmanship of Minister for Finance, Excise & Taxation, Planning, Environment & Development and Local Government, NWFP. In order to facilitate the adjustment of surplus employees in various departments, the following decisions were taken:-

- i. The Services & General Administration Department Would maintain centralized pool for further adjustment of employees of all Government Departments;
- ii. The employees would continue to draw salaries from the respective departments;
- iii. The employees once adjusted by the S&GAD should have to accept the new responsibilities. In case of refusal, services of such employees should be dispended with as per provision of the rules;
- iv. All the departments where there is no ban, should obtain prior clearance from the S&GAD for filling up the vacant posts;
- v. Education , Health, Police and Prisons Departments have been exempted from the ban on fresh recruitment vide circular letter of even number dated 31<sup>st</sup> August, 1998.They would adjust surplus staff against vacant posts instead of recruitment;
- vi. All the departments including those which have been exempted from the ban on initial recruitment are directed that newly created posts and posts got revived may be filled in after obtaining NOC from the S&GAD.
- vii. To facilitate the adjustment of surplus employees in a judicious manner, all the departments are directed to supply the following particulars of all the surplus direct to the Secretary, Services and General Administration Department under intimation to the Budget Officers concerned in Finance Department:-

- Name.
- Father's Name.
- Designation
- Department.

- Domicile.
- Date of appointment against present post.