



**Personnel and Administrative
Reforms (S) Department,
Secretariat, Chennai-600 009.**

Letter No.13400/S/2007- 6, Dated 11.09.2009

**From
K.N. Venkataramanan, I.A.S.,
Secretary to Government,**

**To
All Secretaries to Government, Chennai-9.
All Departments of Secretariat, Chennai-9.
All Heads of Departments including District Collectors/
District Judges and District Magistrates.
The Secretary, Tamil Nadu Public Service
Commission, Chennai-2.
The Registrar, High Court, Chennai-104.**

Sir,

**Sub: Public Services – Preparation of Panel for Promotion
Guidelines – Effect of punishment of stoppage of
increment – Clarification issued – Amendment to the
clarification – Reg.**

- Ref: 1. Letter No.28790/S/2001-1, Personnel and
Administrative Reforms (S) Department,
dated.05.07.2001.**
- 2. From the Secretary, Tamil Nadu Public Service
Commission, Chennai-2. Letter No.5215/DPD-
A5/2004, dated.27.12.2004.**
- 3. Government Letter No.18667/S/2007-1,
Personnel and Administrative Reforms (S)
Department, dated.28.04.2006.**
- 4. From the Secretary, Tamil Nadu Public Service
Commission, Letter No.4287/DPD-A4/2007,
dated.22.10.2007.**

The clarifications issued in the Government letter third cited regarding the effect of punishment on stoppage of increment are hereby cancelled.

2. It has been clarified in the Government letter first cited, that an order imposing any punishment including withholding of increment takes effect from the date on which the said order is communicated to Government servant


concerned. In that case, this does not mean that the punishment will be over after expiry of the period reckoning from the date of receipt of the orders of punishment. The punishment will continue till the actual period of punishment is completed. Currency of punishment is therefore continued till the punishment is over.

3. With a view to make the intention clear, it is hereby clarified that the currency of punishment (including withholding of increment) begins when the punishment order is communicated to the concerned Government servant and concludes when the actual period of punishment is over.

"For example, an official was awarded with a punishment of stoppage of increment for one year on 10.04.2005 and the order was communicated to the individual on the same day. Since his normal increment is first day of April, the punishment can be implemented only from 01.04.2006. He is eligible to attain his next increment only on 01.04.2007. However the currency of punishment begins on 10.04.2005 and concludes on 31.03.2007".

4. The above procedure may be followed uniformly in all such cases.

Yours faithfully,


for Secretary to Government.
20/9/09

Copy to:

All Officers / All Sections of Personnel and Administrative
Reforms Department, Secretariat, Chennai -9.