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**GOVERNMENT OF PUNJAB**  
**DEPARTMENT OF PUBLIC WORKS**

Notification

The 6<sup>th</sup> May, 1983

No. G.S.R.52/Const./Art.309/83. – In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Punjab is pleased to make the following rules regulating the recruitment to, and the conditions of service of persons appointed to, the Punjab Public Works Department (Public Health Circle) State Service, Class III, namely:-

1. Short title, commencement and application. – (1) These rules may be called the Punjab Public Works Department (Public Health Circle) State Service Class III Rules, 1983.
  - (2) They shall come into force at once.
  - (3) They shall apply to all the posts specified in Appendix "A" to these rules.
2. Definitions. – In these rules unless the context otherwise requires, -
  - (a) 'Board means the Punjab Subordinate Service Selection Board or any other authority appointed to discharge its functions;
  - (b) 'Chief Engineer' means the Chief Engineer, Punjab, Department of Public Works (Public Health Branch);
  - (c) 'Circle' means the area under the control of a Superintending Engineer;
  - (d) 'direct appointment' means an appointment made otherwise than by promotion or by transfer of an official already in the service of Government of India or of a State Government'
  - (e) 'Government' means the Government of Punjab in the Department of Public Works;
  - (f) 'Service' means the Punjab Public Works Department (Public Health Circle) State Service Class III; and
  - (g) 'recognised university' means-

- (i) any university incorporated by law in any of the State of India;  
or
- (ii) the Punjab Sind or Dacca University, in the case of a degree or diploma obtained as a result of examinations held by these universities before the 15<sup>th</sup> August, 1947; or
- (iii) any other university which is recognised by the Government for the purpose of these rules.

3. Number and character of posts – The Service shall comprise the posts shown in Appendix 'A' to these rules;

Provided that nothing in these rules shall affect the inherent right of the Government to add to or reduce the number of such posts or to create new posts with different designations and scales of pay whether permanently or temporarily.

4. Nationality, domicile and character of candidates appointed to Services. –

(1) No candidate shall be appointed to the Service unless he is –

- (a) a citizen of India, or
- (b) a citizen of Nepal, or
- (c) a subject of Bhutan, or
- (d) a Tibetan refugee, who came over to India before the 1<sup>st</sup> January, 1962, with the intention of permanently settling in India, or
- (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar) Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India:  
Provided that a candidate belonging to categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

(2) A candidate in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or

the Board and he may also provisionally be appointed subject to the necessary certificate being given to him by the Government of India.

(3) No person shall be recruited to the Service by direct appointment, unless he produces a certificate of character from the principal academic officer of the university, college, school or institution last attended, if any, and similar certificates from two responsible persons not being his relatives who are well acquainted with him in his private life and are unconnected with his university, college, school or institution.

5. Disqualification. – No person –

(a) who has entered into or contracted a marriage with a person having a spouse living; or

(b) who having a spouse living has entered into or contracted a marriage with any person;

shall be eligible for appointment to the Service;

Provided that the Government may if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

6. Age. - (1) No person shall be recruited to the Service by direct appointment if he is less than eighteen years or more than twenty-seven years of age on the first day of ..... January immediately preceding the last date fixed for receipt of applications or unless he is within such range of minimum and maximum age as may be specifically fixed by Government from time to time.

Provided that the condition of upper age limit may be relaxed upto forty-five years in the case of a person already in employment of the Punjab Government, other State Government, or the Government of India:

Provided further that the appointing authority may for reasons to be recorded in writing relax the upper age limit for a category or class of persons:

Provided further that in the case of candidates belonging to the Scheduled Castes and other Backward Classes, the upper age limit, shall be such as may be fixed by Government from time to time.

(2) In the case of a Demobilised Armed Forces personnel, his age at the time of joining military service or training prior to the commission, as the case may be, shall be the determining factor for the purposes of this rule and if at that time he was within the age limits prescribed in this rule he shall be considered to be within the age limits for recruitment to the Service.

7. Appointing authority. All appointments to the Service shall be made by Superintending Engineer concerned to the Circle excepting that of Superintendent. Grade-II who shall be appointed by the Chief Engineer.

8. Method of appointments and qualifications. – (I) No person shall be appointed to any post in the Service unless he possesses the qualifications and experience mentioned against that post in Appendix 'B' to these rules.

(2) All appointments to the Service shall be made in the following manners, namely:-

(a) In the case of Superintendent, Grade II –

(i) 75% by promotion from amongst Superintendent, Grade IV, and

(ii) 25 – by transfer or deputation of an official already in Government service.

(b) In the case of Superintendent, Grade IV by promotion from amongst the Accounts Clerk/Assistants and Stenographers.

(c) In the case of Accounts Clerks and Assistants,-

(i) By promotion from amongst the Clerks, Senior Clerks or Ledger Keeper, Meter Clerks, or

(ii) By transfer if a suitable candidate is not available by the method specified in item (i).

(d) In the case of Stenographers, -

- (i) 75% by promotion from amongst the Steno-typists; and
  - (ii) 25% by direct appointment; or
  - (iii) By transfer if a suitable candidate is not available by the afore mentioned – two – methods.
- (e) In the case of Steno-typists –
- (i) 25% by promotion from amongst Clerks; and
  - (ii) 75% by direct appointment; or
  - (iii) by transfer if a suitable candidate is not available by the aforementioned two methods.
- (f) In the case of Clerks/Ledger Keepers/Meter Clerks –
- (i) 90% by direct appointment; and
  - (ii) 10% by promotion from amongst Class IV employees; or
  - (iii) by transfer if a suitable candidate is not available by the afore mentioned two methods.

(3) All appointments to the Service by promotion shall be made on the basis of seniority-cum-merit and no person shall be entitled to claim promotion on the basis of seniority alone.

9. Probation of persons appointed to Service. – (1) Persons appointed to a post in the Service shall remain on probation for a period of two years, if recruited by direct appointment and one year, if recruited otherwise:

Provided that –

- (a) any period after such appointment spent on deputation on a corresponding or a higher post shall count towards the period of probation;
- (b) in the case of an appointment by transfer any period of work in equivalent of higher rank, prior to appointment to the Service may in the discretion of the appointing authority be allowed to count towards the period of probation; and

(c) any period of officiating appointment to the Service shall be reckoned as period spent on probation, but no person who has so officiated shall, on the completion, be entitled to be confirmed, unless he is appointed against a permanent vacancy.

(2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory, it may-

(a) if such person is recruited by direct appointment, dispense with his services, or revert him to a post on which he held lien prior to his appointment to the Service by direct appointment; and

(b) If such person is recruited otherwise,

(i) revert him to his former post; or

(ii) deal with him in such other manner as the terms and conditions of his previous appointment permit.

(3) On the completion of the period of probation of a person, the appointing authority may-

(a) If his work or conduct has in its opinion, been satisfactory,

(i) confirm such person from the date of his appointment, if appointed against a permanent vacancy; or

(ii) confirm such person from the date from which a permanent vacancy occurs, if appointed against a temporary vacancy; or

(iii) declare that he has completed his probation satisfactorily if there is no permanent vacancy; or

(b) If his work or conduct has not been, in its opinion satisfactory,

(i) dispense with his services, if appointed by direct appointment or if appointed otherwise, revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment may permit; or

(ii) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the period of probation as specified in sub-rule (1):

Provided that the total period of probation. Including extension, if any, shall not exceed three years.

10. Seniority of members of Service: - (1) The seniority interest of members of the Service, in each cadre shall be determined by the length of continuous appointment on a post in that cadre of the Service:

Provided that in the case of a member recruited by direct appointment who joins within the period specified in the order of appointment or within such period as may from time to time be extended by the appointing authority subject to a maximum of four months from the date of order of appointment, the order of merit determined by the commission or the Board, as the case may be, shall not be disturbed:

Provided further than in case any candidate is permitted to join the Service after the expiry of the said period of four months in consultation with the Commission or the Board, as the case may be his seniority shall be determined from the date he joins the Service:

Provided further that in case any candidate of the next selection has join the Service before the candidate referred to in the preceding provision joins, the candidate so referred shall be placed below all the candidates who join within the time specified in the first proviso:

Provided further that in the case of two or more members appointed on the same date, their seniority shall be determined as follows:-



(a) a member recruited by direct appointment shall be senior to a member recruited otherwise;

(b) a member appointed by promotion shall be senior to a member appointed by transfer;

(c) in the case of members appointed by promotion or transfer, seniority shall be determined according to the seniority of such members in the appointments from which they were promoted or transferred; and

(d) in the case of members appointed by transfer from different cadres, their seniority shall be determined according to pay, preference being given to a member who was drawing a higher rate of pay in his previous appointment, and if the rates of pay drawn are also the same, then by their length of service in those appointments; and if the length of such service is also the same an older member shall be senior to a younger member.

Note: - Seniority of members appointed on purely provisional basis shall be determined as and when they are regularly appointed keeping in view the date of such regular appointment.

11. Liability of members of Service to transfer. – A member of Service may be transferred by the Government to any post, whether included in any other Service or not, on the same terms and conditions as are specified in rule 3.17 of the Punjab Civil Services Rules Volume I, Part-I.

12. Liability to Service. – A member of the Service shall be liable to serve at any place, whether within or out of the State of Punjab, on being ordered to do so by the appointing authority.

13. Leave, pension and other matters. – In respect of pay, leave, pension and all other matters not expressly provided for in these rules, the member of the

Service shall be governed by such law and rules or regulations as may have been or may hereafter be adopted or made by the competent authority.

14. Discipline, Penalties and Appeal. – (1) In the matter of discipline, punishment and appeal, and members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, and the appellate authority there under in respect of the members of the Service shall be as specified in Appendix 'C' to these rules.

(2) The authority empowered to impose penalties as specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970, and the appellate authority there under in respect of the members of the Service shall be as specified in Appendix 'C' to these rules.

(3) The authority competent to hear an appeal against an order specified in rule 15 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970, and other imposing any of the penalties mentioned in Appendix 'C' to these rules, shall be the Government.

15. Liability for vaccination and re-vaccination – Every member of the Service shall get himself vaccinated or re-vaccinated when Government so directs by a special or general order.

16. Oath of allegiance. – Every member of the Service, unless he has already done so, shall be required to take oath of allegiance to India, and to the Constitution of India as by law established.

17. Power to relax. – Where the Government is of opinion that it is necessary or expedient so to do, it may by order, for reasons to be recorded in writing relax any of the provisions of these rules with respect to any class or category of persons:

Provided that the provisions relating to educational qualifications and experience shall not be relaxed.

18. Interpretation. – If any question arises as to the interpretation of these rules, the Government shall decide the same.

19. Repeal and Savings. – The Punjab Public Works Subordinate Services (Buildings and Roads Branch) Rules, 1934, published with Punjab Government Notification No. 1455-E, dated 30<sup>th</sup> January, 1934 are hereby repealed:

Provided that any order issued or any action taken under the rules 20 repealed shall be deemed to have been issued or taken under the corresponding provision of these rules.

#### APPENDIX 'A'

[See rules 1(3) and 3]

Sr. No.	Designation of Post	No. of posts			Pay Scale
		Permanent	Temporary	Total	
1.	Superintendent Grade-II	5	3	8	800-25-580-30-1,000/ 40-1, 200/50-1,400
2.	Superintendent Grade-IV	21	20	41	620-20-7,00/25-850/ 30-1,000/40-1,400
3.	Stenographer	5	4	9	570-15-600-20-700/ 25-850, 30-1,080/40-1,080
4.	Accounts Clerk/ Assistant	63	76	139	Ditto
5.	Senior Clerk (S.D.C)	19	15	34	510-15-600/20-700/ 25-800
6.	Steno-typists	75	57	132	400-10-450/15-525 plus Rs. 25 Special Pay
7.	Clerks	318	279	597	400-10-450/15-525
8.	Ledger Keeper	--	1	1	400-10-450/15-525
9.	Meter Clerk	5	6	11	400-10-450/15-525

**APPENDIX 'B'**

Sr. No.	Name of the Post	Minimum Educational and other qualifications for			Minimum Experience required for		
		By promotion	By Direct appointment	By transfer/ deputation	Promotion	Direct appointment	Transfer/deputation
<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>
1.	Superintendent Grade-II	Matriculate of a recognised University or its equivalent	--	Graduate of a recognised University or its equivalent	Should have an experience of working as Superintendent Grade-IV for a period of five years	--	Should have an experience of working as Superintendent Grade-II for a minimum period of 2 years or on an equivalent post in the Government of India or other State Government
2.	Superintendent Grade-IV	Matriculate of a recognised University or its equivalent	--	--	Should have an experience of working on any one or more on the posts of Accounts clerk and Assistant and Stenographer for a minimum period of 4 years	--	--

3.	Accounts Clerk/ Assistant	Matriculate of a recognised University or its equivalent	--	Matriculate of a recognised University or its equivalent	Should have an experience of working on the post of Clerk/Senior Clerk/Ledger Clerk/Meter Clerk for a minimum period of eight years	--	Should have an experience of working on the post of Clerk/Senior Clerk/Ledger Clerk/Meter Clerk for a minimum period of eight years
4.	Stenographer	Qualifies departmental tests in stenography to be specified by the Chief Engineer	--	Graduate of recognised University or its equivalent and qualifies competitive test in stenography and type at the speed of 100 words per minute and 40 words per minute, respectively to be held by the Board	Graduate of recognised University or its equivalent	--	Should have an experience of working on the post of Stenographer for a minimum period of two years
5.	Steno-typists	Qualifies Departmental tests in stenography and type at the speed of 80 words per minute	--	Matriculate of a recognised University or its equivalent and qualified the test	Matriculate of a recognised University or its equivalent	--	Should have an experience of working on the post of Steno-typist for a minimum period of

		and 30 words per minute respectively		in stenography and type at the speed of 80 words per minute and 30 words per minute, respectively to be held by the Board.			two years
6.	Clerk/ Senior Clerk	Matriculate of a recognised University or its equivalent	--	Matriculate of a recognised University or its equivalent	Matriculate of a recognised University or its equivalent	Should have at least three years services as class IV employee	Should have at least two years service as Clerk
7.	Ledger Keeper	Matriculate of a recognised University or its equivalent	Ditto	Ditto	Ditto	Ditto	Ditto
8.	Meter Clerk		Ditto	Ditto	Ditto	Ditto	Ditto

**APPENDIX 'C'**

**[See rules 14(2)]**

<b>Sr. No.</b>	<b>Designation of the Post</b>	<b>Nature of Penalty</b>	<b>Authority empowered to impose penalty</b>	<b>Appellate Authority</b>
<b><u>1</u></b>	<b><u>2</u></b>	<b><u>3</u></b>	<b><u>4</u></b>	<b><u>5</u></b>
1.	Superintendent Grade-II	(i) Censure (ii) withholding of his promotion (iii) recovery from his pay of the whole or part of any pecuniary losses caused by him to Government by negligence or breach of orders. (iv) withholding of increments of pay (v) reduction to a lower stage in the time scale of pay for a specified period with further direction as to whether or not the Government employee will earn increments of pay during the period of such reduction and whether on the expiry of such period the reduction will or will not have the effect of postponing the future increments of his day (vi) reduction to a lower time scale of pay grade post or service which shall ordinarily be a bar to the promotion of the Government employee to the time scale of	Chief Engineer	Government

pay, grade, post of service from which he was reduced with or without further directions regarding conditions of restoration to the grade or post or service from which the Government employee was reduced and his seniority and pay of such restoration to that grade, post or service

(vii) compulsory retirement

(viii) removal from service which shall not be a disqualification for future employment under the Government

(ix) dismissal from service which shall ordinarily be a disqualification for future employment under the Government

2.	Superintendent Grade-IV	(i) Censure (ii) Withholding of his promotion	Superintending Engineer of the concerned circle	Chief Engineer
3.	Stenographer	(iii) recovery from his		
4.	Accounts Clerk/ Assistant	pay of the whole or part of any pecuniary		
5.	Senior Clerk (S.D.C)	losses caused by him to Government by		
6.	Steno-typists	negligence or breach of		
7.	Clerks	order		
8.	Ledger Keeper	(iv) withholding of		
9.	Meter Clerk	increments of pay (v) reduction to a lower stage in the time scale of pay for a specified period with further		



direction as to whether or not the Government employee will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay

(vi) reduction to a lower time scale of pay grade, post or service which shall ordinarily be a bar to the promotion of the Government employee to the time scale of pay, grade post or service from which he was reduced with or without further directions regarding conditions of restoration to the grade or post or service from which the Government employee was reduced, and his seniority and pay on such restoration to that grade post or service

(vii) compulsory retirement

(viii) removal from service which shall not be a disqualification for future employment under the Government

(ix) dismissal from service which shall

ordinarily be  
disqualification for  
future employment  
under the Government

V.K. Khanna,  
Secretary to Government, Punjab,  
Department of Public Works.

**GOVERNMENT OF PUNJAB**  
**DEPARTMENT OF PERSONNEL**  
**(PERSONNEL POLICIES BRANCH-I)**

**Notification**

The 18<sup>th</sup> December, 2001

No. G.S.R. 115/Const./Art. 309/Amd.(6)/2001.-In exercise of the power conferred by the proviso to Article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules further to amend the Punjab Civil Services (General and Common Conditions of Service Rules, 1994, namely:-

**RULES**

1. (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service (Second Amendment) Rules, 2001.  
(2) They shall be deemed to have come into force on and with effect from the 8<sup>th</sup> day of September, 200.
2. In the preamble of the Punjab Civil Service (General and Common Conditions of Service) Rules, 1994, for the figures, sign and words "Class I,

Class II, Class III", the sign and words "Group 'A' Group 'B' and Group 'C' shall be substituted.

3. In the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, (hereinafter referred to as the said rules), for the figures, signs and words "Group 'A', Group 'B' and Group 'C' be substituted respectively.

4. In the said rules in rule 2, for clause (g), the following shall be substituted, namely:-

"(g)" Service means any Group 'A'. Service, Group 'B' Service and Group 'C' Service constituted in connection with the affairs of the State of Punjab as or scales .....

**GOVERNMENT OF PUNJAB**  
**DEPARTMENT OF PERSONNEL**  
**(PERSONNEL POLICIES BRANCH-I)**

**Notification**

The 18<sup>th</sup> December, 2001

No. G.S.R. 115/Const./Art. 309/Amd.(6)/2001.-In exercise of the power conferred by the proviso to Article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Punjab is pleased to rescind the Notification No. G.S.R. 19/Const./Art.309/62, dated the 20<sup>th</sup> January, 1962 containing the Punjab Services (Appointment by Promotion) Rules, 1962 with effect from the 6<sup>th</sup> day of September, 2001.

N.K.Arora  
Chief Secretary to Government of Punjab.

**GOVERNMENT OF PUNJAB**  
**DEPARTMENT OF PERSONNEL**  
**(PERSONNEL POLICIES BRANCH-I)**

**Notification**

The 18<sup>th</sup> December, 2001

No. G.S.R. 117/Const./Art. 309/Amd.(7)/2001.-In exercise of the power conferred by the proviso to Article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules further to amend the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, namely:-

**RULES**

1. (i) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) (Third Amendment) Rules, 2001.  
(ii) They shall be deemed to have come into force on and with effect from the 6<sup>th</sup> day of September 2001.
2. In the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, for rule 18, the following shall be substituted, namely:-  
"18. Promotion to Group 'A' and Group 'B' Services. – (1) (a) For promotion to the post as Head of Department would be decided strictly on the basis of merit-cum-seniority as per the instructions issued by the Government from time to time. The minimum be mark for promotion for such post would be 'Very Good'. The officer who is graded as 'Outstanding' would supersede the officer graded as 'Very Good'.  
(b) For promotion to post falling in Group 'A' other than Head of Department, the minimum bench mark will be 'Very Good' as per the

instructions issued by the Government from time to time. There shall be no supersession on the basis of merit.

(c) for promotion to post falling in Group 'B'. the minimum bench mark will be 'Good' and there shall be no supersession on the basis of merit.

(2) Debarred for consideration for promotion of a Government Employee who refuses to accept promotion. – In the event of refusal to accept promotion by a member of a service, he shall be debarred by the appointing authority from consideration for promotion for all the consecutive chances which may occur in future within a period of two years from the date such refusal to accept promotion:

Provided that in a case where the appointing authority is satisfied that a member of a service has refused to accept promotion under the circumstances beyond his control it may exempt such a member for reasons to be recorded there for in writing from the operation of this rule."

N.K. ARORA

Chief Secretary to the Government of Punjab.