No. G.S.R.____/Const./Art.309/2020. In exercise of the powers 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 regulating the recruitment and conditions of service of persons appointed to the Department of Water Supply and Sanitation Punjab, Ministerial Staff (Group C - Head Office) Service:

RULES

1. Short title, commencement and application: –
   (a) These Rules shall be called the Department of Water Supply and Sanitation Punjab, Ministerial Staff (Group C - Head Office) Service Rules, 2020.
   (b) These Rules shall come into force on and with effect from the date of their publication in the Official Gazette.
   (c) These Rules shall apply to all posts specified in Appendix "A".

2. Definitions: – In these Rules, unless the context otherwise provides:
   (a) 'Appendix' means an Appendix appended to these Rules;
   (b) '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;
   (c) 'Field Office' means any office other than Head Office;
   (d) 'Government' means the Government of the State of Punjab in the Department of Water Supply and Sanitation;
   (e) 'Head Office' means HoD office currently located at SAS Nagar and Patiala, of Department of Water Supply and Sanitation, Punjab.
   (f) 'HoD' means the Head of the Department, Punjab, Department of Water Supply and Sanitation as appointed by Government of Punjab.
   (g) 'Service' means the Department of Water Supply and Sanitation Punjab, Ministerial Staff (Group C - Head Office) Service;

Provided that words and expressions used but not defined in these Rules, shall have the same meaning as respectively assigned to them in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.
3. **Number and character of posts:** The Service shall comprise the posts specified in Appendix ‘A’

   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. **Appointing Authority:** Appointments to the Service shall be made by the Head of the Department.

5. **Pay of the members of the Service:** The members of the Service shall be entitled to such scales of pay as may be authorized by the Department of Finance from time to time. The scales of pay at present, in force, in respect of the members of the Service are given in Appendix ‘A’.

6. **Method of Appointment, Qualification and Experience:**

   (a) All Appointments to the Service shall be made in the manner specified in Appendix ‘B’;

   Provided that if no suitable candidate is available for appointment to the Service by promotion or by direct appointment, the appointment to the Service may be made by transfer as per Rule 10 of these Rules or deputation from within the department from Field Office Cadre;

   Provided further that if no suitable candidate is available for appointment to the Service by transfer/deputation from within the department i.e. from Field Cadre also, then appointment to the Service may be made by deputation/transfer of a person holding analogous regular post in Punjab Government or any of its Board or Corporation, Commission or Authority under it.

   (b) No person shall be appointed to a post in the Service unless he/she possesses the qualification and experience as specified against the post in Appendix ‘B’.

   (c) Appointment to the Service by promotion shall be made on seniority-cum-merit basis but no person shall have any right to claim promotion on the basis of seniority alone.

7. **Probation:** All members of the service shall remain on probation as per Punjab Civil Services (General and Common Conditions of Service) Rules, 1994 as amended from time to time.

8. **Training:** All members of the service shall have to undergo the prescribed mandatory induction and mid-career training as notified by the department from time to time.

9. **Duties and Responsibilities:** Duties and responsibilities of the members of service shall be as specified by the department from time to time.
10. **Change of Cadre**: The members of the Service may be given option to change his/her cadre from Head office to Field or Field to Head Office with the condition that his/her seniority shall be determined from the date he/she joins such Cadre.

11. **Discipline, Punishment and Appeal**:
   (a) In the matters of discipline, punishment and appeal, the members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time.
   (b) The authority empowered to impose penalties as specified in Rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970, in respect of the members of the Service, shall be as per Appendix 'C'.

12. **Application of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994**:
   (a) In respect of the matters, which are not specifically provided in these Rules, the members of the Service shall be governed by the provisions of Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.
   (b) The Punjab Civil Services (General and Common Conditions of Service) Rules, 1994 at present in force, are contained in Appendix 'D'.

13. **Repeal and saving**: The Punjab, Department of Public Works, Public Health Branch, Chief Engineer’s Offices (Class III Ministerial) Service Rules, 1988 are hereby repealed; Provided that any order issued or any action taken under the Rules so repealed, shall be deemed to have been issued or taken under the corresponding provisions of these Rules.

14. **Interpretation**: If any question arises as to the interpretation of these Rules, the Government, in consultation with the Department of Personnel, shall decide the same.

JASPREET TALWAR  IAS
Principal Secretary to Government of Punjab, Department of Water Supply and Sanitation.
### APPENDIX- 'A'

[See Rule 1(c), 3 and 5]

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of Post</th>
<th>No. of posts</th>
<th>Scale of Pay (In Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Permanent</td>
<td>Temporary</td>
</tr>
<tr>
<td>1</td>
<td>Steno-typist</td>
<td>16</td>
<td>NIL</td>
</tr>
<tr>
<td>2</td>
<td>Clerk</td>
<td>69</td>
<td>NIL</td>
</tr>
</tbody>
</table>
APPENDIX- 'B'
(See Rule 6)

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of the post</th>
<th>Percentage for appointment by</th>
<th>Qualification and experience for appointment by</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Direct Appointment</td>
<td>Promotion</td>
</tr>
<tr>
<td>1</td>
<td>Steno-typist</td>
<td>100 Percent</td>
<td>--</td>
</tr>
</tbody>
</table>
| 2       | Clerk            | 85 Percent            | 15 Percent | As per Punjab Civil Services (General and Common Conditions of Service) Rules, 1994 as amended from time to time. | From amongst the Drivers, MTS/ Peons/ Daftri/ Jamadar, Chowkidars and Sweepers who:-
  a) Are Matriculates from a recognised School Education Board;
  b) Have a regular experience of working for a minimum period of 5 years in Field Cadre; and
  c) Have passed the type test conducted by the Appointing Authority in Punjabi and English Language at such speed as may be specified by Department of Personnel from time to time. |
### APPENDIX ‘C’
[See Rule 11(a) & (b)]

<table>
<thead>
<tr>
<th>Serial No.</th>
<th>Name of the Post</th>
<th>Nature of Penalty</th>
<th>Authority empowered to impose penalty</th>
<th>Appellate Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Steno-Typist</td>
<td>Major and Minor Penalties as provided in Punjab Civil Services (Punishment and Appeal) Rules, 1970</td>
<td>Head of the Department</td>
<td>Administrative Secretary</td>
</tr>
<tr>
<td>2</td>
<td>Clerk</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>