



The Punjab (Civil Services) Delegation of Powers Rules, 1983

C O N T E N T S

Sr.#	Description	Page
1.	Short title and commencement	
2.	Definitions	
3.	Powers of appointing authorities	
4.	Powers of other authorities	
5.	Powers of the appointing authorities specified in the Appendix .	
6.	Powers of Chief Secretary	
7.	Powers of Administrative Department.	
8.	Powers of Head of Departments and other subordinate authorities.	

GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT

NOTIFICATION

Dated Lahore the 22nd November, 1983

No. FD/SRI-7-2/82. In exercise of the powers conferred on him by Article 241 of Constitution of the Islamic Republic of Pakistan read with Provincial Constitution Order, 1981 (CMLA's order 1 of 1981) the governor of the Punjab is pleased to make the following Rules, namely THE PUNJAB, (CIVIL SERVICES) DELEGATION OF POWERS RULES, 1983.

1. Short title and commencement

- (1) These rules may be called the Punjab (Civil Services) **Delegation of Powers Rules, 1983.**
- (2) They shall come into force with immediate effect.

2. Definitions

In these rules, unless the context otherwise requires the following expressions shall have the meanings hereby respectively assigned to them, that is to say:

- a) "Appendix" means an appendix to these rules;
- b) "Chief Secretary" means the Chief Secretary to Government;
- c) "Government" means the Government of the Punjab.

3. Powers of appointing authorities

All appointing authorities shall have the powers indicated in Appendix "A" in respect of the Government servants whom they are competent to appoint.

4. Powers of other authorities

- a) The authorities competent to transfer suspend and take other disciplinary action against a Government servant shall have the powers indicated in Appendix B in respect of the Government servants whom they are competent to transfer, suspend or take other disciplinary action.
- b) The authorities declared as controlling officers by the administrative department shall have the powers of controlling officers in respect of civil servants for whom they have been declared as such.

5. The authorities specified in column 2 of Appendix 'C' shall have the powers of the appointing authority shown in column 3 of the said Appendix in respect of such Government servants under their administrative control as are indicated in column 4 thereof.

6. Powers of Chief Secretary

The Chief Secretary shall, in addition to the powers vested in him under rules 3 and 4, have the powers indicated in Appendix D.

7. Powers of the Administrative Department

The Administrative Department shall exercise the powers in column 2 of Appendix 'E' to the extent mentioned in column 3. In addition, the Administrative Secretaries shall have powers in respect of ministerial establishment employed/posted in the respective secretariat departments with regard to the following items mentioned in Appendix 'A' subject to the conditions specified in column 3 thereof against each item:

Sr. No. in Appendix 'A'	Nature of powers
8-9	Increment
10-11	Honorarium and fee
18	<i>Additional pay (in accordance with the Finance Department's instructions on the subject)</i>
18-19	Leave
20-22	Pension
23-26	Traveling allowance
27-28	Joining time

8. The Heads of Attached Departments and other subordinate authorities mentioned in column 3 of Appendix 'F' shall exercise powers in the cases detailed in column 2 to the specified column 4.

9. Powers to be in supersession of existing powers

The powers delegated under these rules shall be in supersession of the powers delegated under any rule, order, notification or instrument in force in the Punjab. Where,

however, these rules make no provisions, the delegations in force immediately before the issue of these rules will continue to remain in force.

10. The West Pakistan (Civil Services) Delegation of Powers Rules, 1962 are hereby repealed.

BY ORDER OF THE GOVERNOR OF
THE PUNJAB
Secretary to Government of The
Punjab, Finance Deptt.

Appendix 'A'
Rule 3
POWERS OF APPOINTING AUTHORITY

Sr. No.	Nature of powers	Extent of powers
---------	------------------	------------------

Powers of appointment

1. Powers to appoint a government servant Full power in a vacant post in a substantive or officiating capacity.
2. Power to appoint government servant Full powers in an officiating capacity or substantively at two or more posts at one time.

Headquarters

3. Power to declare a government servant's Full power headquarters.

Sphere of duty

4. Power to define limits of a government Full powers servant's sphere of duty.

Medical certificate

5. Power to dispense with production of Full powers in medical certificate on appointment. individual cases

Lien

6. Power to suspend a lien. Full powers
7. Power to transfer a lien. Full powers

Increments

8. Powers to allow period spent on extraordinary leave to count for increments. Full powers, provided the leave was taken on account of illness or any other cause beyond the control of government servant.
9. Power to declare that the service in a lower grade or post shall not count for increment where the degraded government servant is returned. Full powers.

Honorarium and fee

10. Power to permit a government servant to receive honorarium up to Rs. 1000 or up to Rs. 2000 in a year. Full powers subject to Finance Deptt's instructions on the subject and provided the service rendered does not fall within the course of the ordinary duties of the government servant.
11. Power to permit a government servant to receive honorarium or fees from the Pakistan or the Punjab Public Service Commission, Universities or Boards of Secondary Education in connection with the examinations held by these institutions. Full powers
12. Power to permit a government servant to undertake the writing of books and that where the appointing authority is not government, prior approval of the administrative secretary shall be obtained. Full powers, provided

Additional pay

13. Power to grant additional pay where charge of more than one independent post is held by an officer. Full power in accordance with the following principles:
- i) Where a Government servant is formally appointed to the additional post and he discharges full duties of that post, additional pay should not exceed 20 per cent of the presumptive pay of the additional post for the first four months and 10% for the period beyond four months. Provided that where the additional

post is a higher post, the Government servant may be allowed as additional pay the difference between the pay admissible to him in the higher post and his pay in the lower post if that be more beneficial to him.

ii) Where a Government servant holds the current charge of an additional post, the additional pay should not exceed 10 % of the presumptive pay of the additional post.

iii) Duration of the dual charge shall be limited to 8 months.

Note: In the cases of civil servants on deputation with autonomous/semi autonomous bodies, the chief executive of the body will have full powers to grant additional pay subject to the above principles.

Foreign Service

- | | |
|--|--|
| 14. Power to transfer a Government servant to and fix his pay in foreign service. | Full powers subject to the provision of Punjab Civil Servants Act, 1974 and the deputation policy issued by the Finance Department as amended from time to time. |
| 15. Power to decide the date of reversion of a Government servant after returning from foreign service. | Full powers. |
| 16. Power to order in any individual case that a Government servant outside his own cadre but in his own line should be given such promotion as he would have got, had he not gone on foreign service. | Full powers in accordance with the rules, instructions issued from time to time. |

Leave

- | | |
|---|-------------|
| 17. Power to declare that the former service of a Government servant re-employed otherwise than after superannuation shall count for leave in whole or in part. | Full powers |
|---|-------------|

18. Power to permit a Government servant to accept other employment during leave Preparatory to retirement. Full powers in accordance with rules.

19. Power to allow all kinds of leave except study leave. Full powers subject to the conditions that:

i) This power shall be exercised only in cases where leave salary admissible in foreign exchange is payable up to a maximum of six weeks at a time.

ii) In case of grant of leave ex-Pakistan to officials drawing pay in basic pay scales 1-15 in any department/office prior approval of the head of the attached department/regional office concerned shall be obtained before the leave is granted by the competent authority.

<u>Sr.#</u>	<u>Posts</u>	<u>Sanctioning Authority</u>
	* (ii)(a)	
(i)	Officers holding posts:	
	a) Administrative Secretaries including ACS, Chairman P&D Board and Chairman Governor's Inspection Team.	Chief Minister/ Governor
	b) Senior Member/ Member Board of Revenue, Punjab.	-do-
	c) Heads of Attached Departments.	-do-
	d) Heads of Autonomous Bodies.	-do-
	e) Deputy Inspector General of Police.	-do-
	f) Senior	-do-

- Superintendent of Police/
Superintendents of Police in the Districts.
- (ii)** a) District Coordination Officer Chief Secretary
- b) Officers of BS-18 & above belonging to APUG (SG/DMG/ PSP) ex-PCS, ex-PSS and PP cadres.
Such delegation of power will however, exclude the officers working against posts mentioned at serial No.(i) above.
- (iii)** Officers of BS-17, belonging to DMG, ex-PCS and ex-PSS. Additional Chief Secretary
- (iv)** BS-17 and above officers belonging to the Department concerned. Administrative Secretary concerned.
- Such delegation of powers will, however, exclude the officers working against posts mentioned at Serial No.(i) above.
- (v)** Officers belonging to Provincial Police up-to BS-18 (up-to 90 days). Inspector General of Police.

Such delegation of powers will,

however, exclude
the officers
working against
posts of SSP and
SP in the District.

iii) The Chief Justice or a senior judge of the Lahore High Court empowered by the Chief Justice in this behalf may grant such leave to judicial officers up to and including the level of additional district and sessions judge and district and sessions judge.

iv) The Inspector General of Police may grant such leave to all gazetted officers below the rank of deputy inspector general of police in case the leave vacancy is to be left unfilled or could be filled without direct recruitment or promotion. He will also have the power to sanction leave on average pay for rest and recreation up to 1 month to officers of the status of superintendent of police and above to the level of deputy inspector general of police.

*v & vi) Appointing authorities concerned may grant all kinds of leave, except Study Leave to the employees in BS-1 to BS-16.

**vii) District Co-ordination Officer concerned may sanction leave Ex-Pakistan for Hajj or Umrah under the provisions of the Revised Leave Rules, 1981 to such provincial employees whose appointing authority is provincial level officers (Head of Attached Department or Administrative Department). He shall inform the Head of Administrative Department/ Attached Department in this regard.

Pension

20. Power to sanction pension in accordance with the rules.

i) Full powers, provided The Accountant General, Punjab or other Account officers concerned certifies that the pension is admissible

ii) The Lahore High Court may sanction the pension of judicial officers up to the rank of district and sessions judge.

** Executive District Officers of Education and Health Department may sanction pension of Civil servants drawing pay in basic pay scale No. 17 and below in accordance with rules provided the Audit office concerned certifies that the pension is admissible.

* iv) Additional secretary, Govt. of the Punjab, in the Punjab Civil Sectt. may sanction pension in respect of officers in BS-18 and above subject to the condition that if any reduction is involved, orders of the appointing authority shall be obtained.

21. Powers to sanction commutation of pension under the rules.	Ditto
22. Power to count military service towards pension.	Full powers

Traveling Allowance

23. Power to declare a particular Government servant to be entitled to railway accommodation of higher class permitted for his grade in the case of a particular journey.	Full powers, subject to a quarterly return in respect of all such cases being furnished to F.D.
24. Power to disallow traveling allowance for journey to attend obligatory examination if it is considered that the candidate has culpably neglected preparation for it.	Full powers.
25. Power to sanction traveling allowance for Government servant compelled to answer a civil case or criminal charge in connection with official duties.	Full powers.
26. Power to grant exemption from the rule limiting the drawl of halting allowance	Full powers for a period not exceeding

* Added vide Finance Department Notification No.FD/SR-I-7/82 dated 17.08.1987

for a halt on a tour to a period of 10 days.

30 days at full rates
& for period beyond
30 days at half rates.

Joining time

27. Power to extend joining time.

Up to 30 days

28. Power to permit the calculation of joining time by a route other than that which travellers habitually use.

Full powers.

Appendix 'B'
Rule 4
POWERS OF OTHER AUTHORITY

Sr. No.	Nature of powers	To whom delegated	Extent of powers
Transfer of charge			
1	Power to allow making or taking over charge at a place other than the headquarters of government servant being relieved.	Transferring authority	Full powers
2.	Power to permit either the relieved or relieving government servant not to be present at the time of handing or taking over charge.	Transferring authority	Full powers

Pay and allowance

3.	Power to fix the pay and allowance of the government servant reduced in rank as penalty up to maximum of the pay of the lower posts.	Authority competent to inflict punishment other than removal and dismissal.	Full powers.
4.	Power to fix the emoluments of a government servant during suspension in accordance with the rules.	Suspending authority.	Full powers.

Leave

- | | | | |
|----|--|------------------------|-------------|
| 5. | Power to decide in doubtful or inequitable cases which Government servant shall be held to have been incharge and to whom the pay of the post for Friday or holiday shall be paid. | Transferring Authority | Full powers |
|----|--|------------------------|-------------|

Travel Allowance

- | | | | |
|------|--|---|--------------|
| * 6. | Power to sanction the Controlling Officer absence of Government servant on duty beyond the sphere of duty. | | Full powers, |
| | . | (i) Provided that the absence does not extend beyond 30 days and
(ii) approval of the next higher authority is obtained if the Government servant claiming the traveling allowance is himself the controlling officer. | |
| 7. | Power to decide whether particular absence from headquarters is absence from duty and that the govt. servant in question should be treated as on tour. | Transferring authority | Full powers. |
| 8. | Power to restrict duration or frequency of tours. | | -do- |
| 9. | Power to certify that the journey by motor car or motor cycle between places connected by railway was performed in public interest. | -do- | -do- |

* Substituted vide Finance Department notification No. FD/SRI-7-/81 dated 27.05.1985.

- | | |
|---|---|
| 10. Power to sanction traveling Controlling allowance to a Government officer servant for journeys to attend conferences held by Government while on leave. | Full powers provided that the approval of the next higher authority is obtained if the Government claiming that traveling allowance is himself the controlling officer. |
| 11. Power to sanction traveling Suspending allowance in cases where a authority but no daily suspended Government allowance servant is required by the should be allowed. suspending authority to make a journey for the purpose of attending a departmental enquiry. | Full powers |

Appendix 'C'
Rule 5
Concurrent powers of the specified authorities
and of appointing authority

Sr.

No.	All heads of attached departments as listed in the rules.	All powers shown in Appendix 'A' except the powers enumerated against Sr. No. 1 to 5, 7, 9, 10, 13, 14, 17 and 19.	Officers drawing pay in BS 16 and 17.
2.	Electric inspector.	-do-	Officers drawing pay in BS-16
3.	Executive District Officer.	1.Power to grant leave up to 3 months when a substitute is not required.	Officers drawing pay in BS-17 and below.
4.	Executive District Officer Health.	2. Powers indicated against Sr. No. 29 of Appendix 'A'.	-do-
5.	Secretary (Estt.) Board of Revenue, Punjab.	-do-	Ministerial staff of the Board of Revenue.
6.	Director, Livestock Farms, Punjab.	All powers shown in Appendix 'A' except the powers enumerated against Sr.Nos. 1 to 5, 7, 8, 9, 10, 13, 14, 16, 17 and 19.	Officers drawing pay in BS-16.
* 7.	Principal K.E.M. College, Lahore.	-do-	All holders of teaching posts in KEMC Lahore.

* Added vide Finance Department Notification No. FD(SR-I)7-1/88 dated 10.07.1989

Appendix 'D'**Rule 6****Additional powers of chief secretary**

Sr. No	Nature of Powers	Extent of powers
1	<p style="text-align: center;">Leave</p> <p>Power to accept an officiating government servants reasons for not occupying the house placed at his disposal by the permanent incumbent while on leave or transfer.</p>	Full powers.
2.	<p style="text-align: center;">Traveling allowance</p> <p>Power to grant traveling allowance to person not in government service for attending commissions of enquiry and performing obligatory function in an honorary capacity.</p>	Full powers.

Appendix 'E' (See Rule 7)

Sr. No	Nature of Powers	Extent of powers
1.	Power to sanction in remission of rent when a building is declared inhabitable by the XEN Buildings Department.	Full powers.
2.	Power to grant compensation to Government servants for the accidental loss of their property.	Up to a limit of Rs. 2,000 or a month's pay of the Government servant concerned whichever is less.
3	Power to sanction the acceptance of fees by Police constables who are placed incharge of cattle-pounds attached to police station.	Full powers.
4	Power to sanction the undertaking of work for which a fee is offered.	Full powers where the fee involved exceeds Rs 1000 this being the aggregate amount during a financial year in each of recurring fee.
5.	Power to direct that the whole or part of a fee for work done during the time, which would otherwise be spent in the performance of official duties be paid to the Govt. servant.	Full powers subject to the Finance Department's instructions on the subject.
6.	Power to declare that the former service of a reinstated Government servant shall not count for leave in whole or in part.	Full powers
7.	Power to direct in any case otherwise than is laid down in Rules 8.28 and 8.29 of C.S.R.	Full powers
9.	Power to grant a government servant honorarium up to Rs. 1000 in a year and fee up to Rs. 2000 in a year.	Full powers
10.	Power to extend leave overstayed.	Full powers when the period overstayed exceeds 14 days out of Pakistan and 7 days in Pakistan.
	Power to decide in case of doubt whether a particular Government servant is serving in a vacation department.	Full powers.

Appendix 'F'
(See Rule 8)

Sr.No.	Nature of powers	To whom	Extent of powers	
2.	Power to grant or permit a Government servant to receive honorarium or fee. Power to sanction the undertaking of work for which a fee is offered.	Heads of Attached Departments -do-	For sums not exceeding Rs. 500 this being the aggregate during a financial year in the case of a recurring fee. Where the fee involved does not exceed Rs. 1000 this being the aggregate amount during a financial year in each case of recurring fee.	Provided that in all cases the service rendered does not fall within the course of the ordinary duty of the government servant.
3.	Power to extend leave overstayed.	The authority granting the leave.	Up to 14 days out of Pakistan, 7 days in Pakistan.	
4.	Power to grant or permit the medical officers incharge of hospitals and dispensaries to receive an honorarium for conducting medical inspection of school children.	Director of Public Instructions Punjab.	At the rate of Rs. 16 per hundred boys examined.	
5.	Power to grant or permit the staff of the Education Department other than that in the Secretariat to receive honorarium for working as examiner or for marking papers in connection with examinations.	-do-	Full powers	