

**Punjab Civil Servants  
(Appointment & Conditions  
of Service) Rules, 1974**

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**GOVERNMENT OF THE PUNJAB  
SERVICES AND GENERAL ADMINISTRATION DEPARTMENT**

**NOTIFICATION**

The 24<sup>th</sup> August 1974

No. SOR-III-1-5/74 – In exercise of the powers conferred by Section 23 of the Punjab Civil Servants Act, 1974, the Governor of the Punjab is pleased to make the following rules, namely:-

**THE PUNJAB CIVIL SERVANTS  
(APPOINTMENT AND CONDITIONS OF SERVICE) RULES, 1974**

**PART I – GENERAL**

1. (1) These rules may be called the Punjab Civil Servants (Appointment and Conditions of Service) Rules, 1974.

(2) They shall come into force at once.

(3) They shall apply to all civil servants.

**Definitions –**

2. (1) 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) “All-Pakistan Unified Grades” has the same meaning as in All Pakistan Services (Change in Nomenclature) Rules, 1973;

(b) “Appointing Authority” in relation to a post means the person authorized under rule 6 to make appointment to the post;

(c) “Autonomous or Semi-autonomous Organization” means an organization set up under a law by the Government as a unit separate from the formal departmental organization;

(d) “Board” means a Selection Board and includes a Provincial Selection Board;

(e) “Commission” means the Punjab Public Service Commission;

(f) \* “Committee” means a Departmental Promotion Committee or a Selection Committee;

(g) “Department” has the same meaning as in the Punjab Government Rules of Business, 1974;

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\*Substituted vide Notification No. SOR.III(S&GAD)2-122/89 dated 20.12.1989. (History of amendment is available at page 16).

- (h) "Functional Unit" means a group of posts or a part of such group sanctioned as a separate unit in or under a Department;
- (i) "Grade" has the same meaning as in the Punjab Civil Servants (Change in Nomenclature of Services and Abolition of Classes) Rules, 1974; and
- (j) "Post" means a post in connection with the affairs of the Province.

(2) Words and expressions used but not defined shall bear the same meanings as they bear in the Punjab Civil Servants Act, 1974.

3. (1) Appointment to posts shall be made by promotion, transfer or initial recruitment, as may be prescribed by the Government in relation to the posts in a grade from time to time:

@Provided that where as a result of retrenchment in, or re-organization of a Government Department/office or an Autonomous or Semi-Autonomous Organization set up by the Government, certain posts or cadres are abolished and Government decides, by a special order, to absorb persons rendered surplus in consequence thereof, such persons may be absorbed against such posts in such manner and on such terms and conditions as may be determined by the Government;

▲Provided further that absorption shall be made on the recommendation of:

- a) the Commission, for all posts in and above BS-16 and such other posts in BS-11 to 15, initial recruitment to which is notified by the Government to be made on the recommendation of the Commission; and
- b) the Committee constituted by the Chief Minister or an officer authorized by him in that behalf, for all other posts.

Provided further that for purposes of seniority, persons absorbed as above shall be treated as having been appointed by initial recruitment with effect from the date they take over charge in the absorbing functional unit/cadre.

\*Provided further that where no equivalent post is available, he may be offered a lower post in such manner and subject to such conditions, as may be prescribed and where such civil servant is appointed to a lower post, the pay being drawn by him in the higher post immediately preceding his appointment to a lower post shall remain protected.

(2) Appointments by promotion or transfer shall be made in accordance with Part-II and by initial recruitment in accordance with Part-III of these rules.

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@Added vide No. SOR.III-2-21/87 dated 17.02.1988.

▲Proviso substituted vide Notification No. SOR-III(S&GAD)-2-32/88 dated 24.07.2007.

\*Added vide Notification No. SOR.III.2-32/88 dated 19.09.2001.

(3) The appointment shall be made from among such persons possessing such qualifications and fulfilling such other conditions as may be prescribed by the Government from time to time.

\*4. (1) The Government may constitute such Selection Boards and Selection/Promotion Committees to make selection for appointment by initial recruitment, promotion or transfer for posts, as may be specified by the Government from time to time.

(2) The composition, functions and responsibilities for such Boards and Committees and the procedure to be observed by such Boards and Committees shall be determined by the Government.

(3) The Government in relation to various posts for which a Committee and a Board have concurrent jurisdiction, shall, by general or special order, specify the post for which selection shall be made by a Committee or Board.

5. Where an appointing authority other than the Chief Minister does not accept the recommendation of a committee or a board, it shall record reasons thereof and obtain orders of next higher authority and act accordingly.

\*6. Notwithstanding anything to the contrary contained in any service rules, the authorities competent to make appointment to various posts shall be as follows:

<b>Posts</b>	<b>Appointing Authorities</b>
(i) BS-19 and above	Chief Minister
(ii) BS-18	A) Chief Minister for posts included in Schedule-IV to the Punjab Government Rules of Business, 1974. B) For other posts: (a) Chief Secretary for a post of Deputy Secretary, District Officer and an equivalent post of the Provincial Management Service; (b) Administrative Secretary for a post in a Department; (c) Chairman of the Commission for a post in the Commission; and (d) <sup>Δ</sup> Chairman of the Technical Education and Vocational Training Authority for an employee of the Government transferred to the Technical Education and Vocational Training Authority.
(iii) BS-16 & 17	(a) Administrative Secretary for posts in the Department concerned; (b) Advocate General for posts in his office; (c) Chairman of the Commission for posts in the Commission;

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\*Substituted vide Notification No. SOR.III(S&GAD) 2-15/87(II) dated 14.05.2004. (History of amendment is available at page 16).

\*Rule 6 amended vide Notification No.SOR-III(S&GAD)1-15/2003-P dated 09.09.2010. (History of amendment is available at page 20).

<sup>Δ</sup>The words "Chief Operating Officer" substituted with the word "Chairman" vide Notification No. SOR-III(S&GAD)1-15/2003(P) dated 17.10.2011.



- (d) Inspector General of Police for the posts of Deputy Superintendents of Police;
- (e) <sup>Δ</sup>Chairman of the Technical Education and Vocational Training Authority for Government employees transferred to the Technical Education and Vocational Training Authority; and
- (f) Any other authority, prescribed as appointing authority, for posts in BS-16, in the relevant service/recruitment rules.

(iv) BS-1 to 16                      Respective authorities exercising such powers immediately before the commencement of these rules or such authorities as may hereafter be empowered.

7. (1) A person appointed to a post in a grade against a substantive vacancy shall remain on probation for a period of two years, if appointed by initial recruitment, and for a period of one year, if appointed otherwise; provided that the appointing authority may extend the period of probation by a further period not exceeding two years in all.

**Explanation-** Officiating service and service spent on deputation to a corresponding or a higher post may be allowed to count towards the period of probation.

(2) No person shall be confirmed in a post unless he has successfully completed such training and passed such departmental examination as may be prescribed.

(3) If no orders have been made by the day following the completion of the initial probationary period, the period of probation shall be deemed to have been extended.

(4) Subject to the provisions of sub-rule (2) above, if no orders have been made by the day on which the maximum period of probation expires, the probationer shall be deemed to have been confirmed in his appointment from the date on which the period of probation was last extended or may be deemed to have been so extended.

\*Provided that in case of grant of extraordinary leave during the period of probation of two years, the name of the person will be removed from the seniority list and placed on a static list with no claim to promotion, seniority or confirmation for the period he remained on EOL.

(5) A probationer, who has satisfactorily completed his period of probation against a substantive vacancy, shall be confirmed with effect from the date of his continuous appointment in such a vacancy:

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<sup>Δ</sup>The words "Chief Operating Officer" substituted with the word "Chairman" vide Notification No. SOR-III(S&GAD)1-15/2003(P) dated 17.10.2011.

\*Proviso added, after Rule 7(4) vide Notification No. SOR.III-2-52/99 dated 20.11. 2001.

Provided that where the period of his probation has been extended under the provisions of sub rule (1) of this rule, the date of confirmation shall, subject to the other provisions of this rule, be the date on which the period of a probation was last extended.

•7-A. Lien.– Notwithstanding anything in any other rules, a confirmed civil servant shall acquire lien against the substantive post held by him when he is relieved as a consequence of his selection against some other post, cadre or service in the service of Pakistan, and he shall retain his lien in the relieving department until he is confirmed in the said other post, cadre or service or for a maximum period of three years whichever is earlier and the said period of lien shall in no case be extended.

8. The seniority inter se of persons appointed to posts in the same grade in a functional unit shall be determined:

(1) \*(a) In the case of persons appointed by initial recruitment, in accordance with the order of merit, assigned by the selection authority:

Provided that the persons, selected for appointment to the grade in an earlier selection shall rank senior to the persons selected in a later selection;

Provided further that for the purpose of determination of inter se seniority of persons selected through the Combined Competitive Examination, marks obtained by the persons in the Combined Competitive Examination, evaluation marks obtained by the persons in training and marks obtained in the final passing out examination conducted by the Commission shall have weightage as may be prescribed.

(b) In the case of persons appointed otherwise, with reference to the dates of their continuous appointment in the grade; provided that if the date of continuous appointment in the case of two or more persons appointed to the grade is the same, the older if not junior to the younger in the next below grade, shall rank senior to the younger person.

**Explanation I**– If a person junior in a lower grade is promoted to a higher grade on ad hoc basis, in the public interest, even though continuing later permanently in the higher grade, it would not adversely affect the interest of his seniors in the fixation of his seniority in the higher grade.

**Explanation II**– If a person junior in a lower grade is promoted to higher grade by superseding his senior and subsequently the latter is also promoted, the promoted first shall rank senior to the one promoted subsequently.

**Explanation III**– Subject to the provisions of rule 14 of these rules, a junior appointed to a higher grade shall be deemed to have superseded his senior only if both the junior and the senior were considered for the higher grade and the junior was appointed in preference to the senior.

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•Added vide Notification No. SOR-III(S&GAD)1-25/2002 dated 03.01.2011.

\*Sub-rule (1), paragraph (a) substituted vide Notification No. SOR-III(S&GAD)1-12/2000(P) dated 17.05.2012. (History of amendment is available at page 22).

(2) The seniority of the persons appointed by initial recruitment to the grade vis-à-vis those appointed otherwise shall be determined with reference to the date of continuous appointment to the grade; provided that if two dates are the same, the person appointed otherwise shall rank senior to the person appointed by initial recruitment; provided further that inter se seniority of person belonging to the same category will not be altered.

**Explanation-** In case a group of persons is selected for initial appointment at one time, the earliest date on which any one out of the group joined the service will be deemed to be the date of appointment of all persons in the group. Similarly in case a group of persons is appointed otherwise at one time in the same office order the earliest date on which any one out of the group joined the service will be deemed to be the date of appointment of all persons in the group. And the persons in each group will be placed with reference to the continuous date of appointment as a group in order of their inter se seniority.

(3) Notwithstanding the provisions of this rule, the seniority lists already prepared in accordance with the rules applicable immediately before the commencement of these rules shall be construed as seniority lists for the respective new grades in respect of persons already in service and amendments therein shall continue to be made in accordance with those rules to settle inter se seniority disputes among them.

\*Provided further that in case of extraordinary leave without pay beyond 05 years, the name of the person to whom such leave is granted will be removed from the seniority list and placed on a separate static list with no claim to promotion or to seniority over any junior who may be promoted during this period and his name will be brought back on the seniority list only after he resumes duty on return and his seniority shall be determined after deducting the period he remained on EOL beyond 5 years. If approved for promotion he will not regain his seniority.

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\*Proviso added, after Rule 8(3) vide Notification No. SOR.III-2-52/99 dated 20.11.2001.

**PART-II**  
**APPOINTMENT BY PROMOTION,**  
**TRANSFER OR DEPUTATION**

9. ~~\*(1)~~ Appointments by promotions or transfer to posts in various grades shall be made on the recommendations of the appropriate Committee or Board.

~~\*(2)~~ Omitted

10. Only such persons as possess the qualifications and meet the conditions laid down for the purpose of promotion or transfer to a post shall be considered by the Selection Authority.

**\*10-A. Appointment on acting charge basis –**

(1) Appointment on acting-charge basis may be made in the manner hereinafter prescribed.

♥(2) The appointing authority may fill a post reserved for departmental promotion by appointing on acting-charge basis, the most senior civil servant of the cadre or service concerned, who possesses at least three fourth of the prescribed length of service or the experience for the post or both, as the case may be, and is otherwise eligible for promotion except for the prescribed length of service and the experience.

(3) Where the appointing authority is satisfied on report of the selecting authority that no suitable officer is available to fill a post in a grade 17 and above reserved under the rules to be filled by initial recruitment and it is expedient not to allow the post to remain unfilled, it may appoint to that post on acting-charge basis the most senior officer eligible for promotion to that post.

(4) No appointment on acting charge basis shall be made against a post which is likely to remain vacant for period of less than six months.

(5) No appointment on acting charge basis shall be made without the recommendations of the Departmental Promotion Committee or the Provincial Selection Board as the case may be, but such appointment shall not be deemed to have been made on regular basis for any purpose nor shall confer any right for regular appointment.

**@10-B. Appointment on current charge basis –**

(1) Where a post is likely to remain vacant for a period of less than ♦one year and the appointing authority does not consider it expedient to make an appointment on ad hoc basis, it may appoint the senior most civil servant, who in the

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\*Sub-rule (2) omitted and in sub-rule 1 brackets and figure “(1)” also omitted vide Notification No. SOR-III(S&GAD)-1-25/2002 dated 15.05.2006.

\*Added vide Notification No. SOR.III-1-14/75 dated 26.02.1983.

♥Substituted vide Notification No. SOR-III(S&GAD) 1-25/2002 dated 26.05.2007.

@Substituted vide Notification No. SOR.I(S&GAD)16-32/94 dated 04.09.1994. (Previous version of the rule is available at page 23).

♦The words “six months” substituted with the words “one year” in sub-rule (1) and (2) vide Notification No. SOR.III-2-58/97 dated 09.09.1999.

opinion of the appointing authority, is eligible and suitable for promotion under the relevant rules, on current charge basis.

(2) An appointment made on current charge basis shall come to an end on appointment of a person on regular basis or on the expiry of ♦one year, whichever is earlier.

\*\*11. Appointment by transfer may be made if transfer is prescribed in the relevant service rules as a method of appointment to such post:

(i) from one functional unit to another functional unit if the person holds an appointment on regular basis in the same basic scale and rank as that of the post to which appointment by transfer is proposed to be made provided he possesses the qualifications prescribed for initial recruitment to such posts; or

(ii) from amongst persons holding appointments in Federal Government and other provinces of Pakistan if the person fulfills conditions of appointment to the post to which he is transferred and satisfies such other conditions as may be laid down by the Government in this respect:

Provided that persons holding posts in All Pakistan Unified Grades may be appointed by transfer to a certain number of posts as may be determined from time to time.

12. Until the rules laying down the qualifications and other conditions for the purposes of promotion are made, no person shall be promoted to a post in higher grade on regular basis unless he has passed such test as may be specified by the appointing authority to be conducted by the selection authority:

Provided that the Government may dispense with the requirement of passing the test in relation to such posts as may be specified.

### 13. **Appointment by promotion on officiating basis**

(i) Where a post falls vacant as a result of deputation, ♦posting outside cadre, leave, suspension or appointment on acting-charge basis of the #(~~regular~~) incumbent or is reserved under the rules to be filled by transfer, if none is available for transfer, the appointing authority may make appointment by promotion against such post on officiating basis:

♦Provided that a post reserved for regular promotion, on deferment of a civil servant due to any reason, may be filled by promotion on officiating basis.

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♦The words “six months” substituted with the words “one year” in sub-rule (1) and (2) vide Notification No. SOR-III-2-58/97 dated 09.09.1999.

\*\*Substituted vide Notification No. SOR-III-1-14/75 dated 17.10.1993. (Previous version of the rule is available at page 23).

\*Inserted vide Notification No. SOR-III(S&GAD)1-14/75 (P) dated 26.10.1992. (History of amendment is available at page 23).

#Deleted vide Notification No. SOR-III-1-14/75 dated 23<sup>rd</sup> July 1990.

♦Proviso added vide Notification No. SOR-III(S&GAD)1-25/2002 dated 22.03.2007.

(ii) No person shall be promoted on officiating basis unless he possesses the qualifications and experience prescribed for the post and his promotion as such is approved by the chairman of the appropriate selection authority.

(iii) An officiating promotion shall not confer any right of promotion on regular basis but shall be liable to be terminated as soon as a person becomes available for promotion on regular basis.

(iv) Officiating promotion shall be made on the same terms and conditions as to pay as are prescribed for regular appointment by promotion.

\*14. All persons holding posts in the same functional unit who possess the minimum qualifications and experience prescribed for a higher post reserved for departmental promotion, shall be eligible to compete for promotion in the manner and subject to the conditions as may be prescribed.

\*\*14-A. Out of turn promotion.

Omitted.

†15. **Deputation.**— (1) A person in the service of an autonomous or semi-autonomous organization or Federal Government, or other Provinces, or Gilgit-Baltistan, or Azad Jammu & Kashmir, who possesses minimum educational qualification, experience or comparable length of service prescribed for the post, shall be eligible for appointment, on deputation, to the said post for a period not exceeding three years at a time, on such terms and conditions as the Government, in consultation with the lending Government or organization, may determine.

(2) Subject to any other rule or order of the Government, a civil servant, who fulfills the conditions and is considered suitable, may be sent on deputation, for a period not exceeding three years, to an autonomous or semi-autonomous organization or Federal Government, or other Provinces, or Gilgit-Baltistan or Azad Jammu & Kashmir, on such terms and conditions, as the appointing authority, in consultation with the borrowing Government or organization, may determine.

(3) The borrowing Government or organization shall make pension contribution in respect of a civil servant for the period he remains on deputation.

(4) A civil servant on deputation shall be treated to have been repatriated on the completion of the period of deputation, initial or extended, and such a civil servant shall immediately report back for duty to his parent department, and any delay on his part shall be construed as ‘willful absence from duty’.

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\*Substituted vide Notification No. SOR-III-1-14/75 dated 28.07.1987. (Previous version of the rule is available at page 24).

\*\*Rule 14-A, omitted vide Notification No. SOR-III(S&GAD) 1-25/2002 dated 02.11.2007.

†Rule 15 substituted vide Notification No. SOR-III(S&GAD)1-25/2002 dated 13.05.2011. (Previous version of the rule is available at page 24).

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(5) A civil servant who fulfills the conditions and is considered suitable may, on the recommendations of the Special Selection Board for Deputation Abroad, be sent on deputation abroad.

(6) The maximum period of deputation abroad of a civil servant shall ordinarily be three years but it may, on the request of the civil servant or his employer and in sole discretion of the Government, be extended up to two years.

(7) A civil servant on deputation with an international organization at an office of the organization in Pakistan shall be deemed to be on deputation abroad for the purposes of sub-rule (6).

**PART-III**

**INITIAL APPOINTMENT**

♦16. Initial recruitment to the posts in Grade 16 and above and such other posts in BS-11 to BS-15 as are notified by the Government, except those which, under the Punjab Public Service Commission (Functions) Rules, 1978, do not fall within the purview of the Commission or which are specified to be filled without reference to the Commission, shall be made on the basis of the examination or test conducted by the Commission.

17. Initial appointment to all posts in grades 1 and above except those filled under rule 16, shall be made on the basis of examination or test to be held by the appropriate committee or the board, as the case may be, after advertisement of the vacancies in newspapers, or in the manner to be determined by the Government.

@@ 17.A. Notwithstanding anything contained in any rule to the contrary, whenever a civil servant dies while in service or is declared invalidated/incapacitated for further service, one of his unemployed children \*\*or his widow/wife may be employed by the Appointing Authority against a post to be filled under rules 16 and 17 for which he/she possesses the prescribed qualification and experience and such child \*\*or the widow/wife may be given 10 additional marks in the aggregate by the Public Service Commission or by the appropriate Selection Board or Committee provided he/she otherwise qualifies in the test/examination and/or interview for posts in BS-6 and above.

Provided further that one child \*\*or widow/wife of a Government servant who dies while in service or is declared invalidated/incapacitated for further service shall be provided a job against posts in BS-1 to 5 \*and the posts of Junior Clerks (BS-7) in the department in which the deceased Government servant was working, without observance of formalities prescribed under the rules/procedure. Provided such child \*\*or the widow/wife is otherwise eligible for the post.

#18. (1) A candidate for initial appointment to a post must possess the prescribed educational qualifications and experience and also, except as provided in the rules framed for the purpose of relaxation of age limit, must be within the age limit as laid down for the post:

Provided that experience, where prescribed, would include equivalent experience, to be determined by the Government in a profession or in the service of an autonomous or semi-autonomous organization or a private organization.

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♦Substituted vide Notification No. SOR.III-1-14/75 dated 20.05.2001. (Previous version of the rule is available at page 25).

@@Substituted vide Notification No. SOR.III-2-42/92 dated 28.08.1993. (Previous version of the rule is available at page 25).

\*\*The words "or his widow/wife", "or widow/wife" and "the widow/wife" added respectively, vide Notification No. SOR-III-2-42/92(P-II) dated 12.04.2003.

\*Words "and the posts of Junior Clerks (BS-7)" inserted vide Notification No. SOR-III(S&GAD)2-10/2006 dated 05.01.2008.

#Rule 18 was renumbered as 18(1) and sub-rule (2) was added vide Notification No. SOR.III-1-14/75 dated 01.04.1976.



(2) (i) Where recruitment is to be made on the basis of a written examination, age shall be reckoned as on the first of January of the year in which the examination is proposed to be held; and

(ii) in other cases, as on the last date fixed for submission of applications for appointment.

\*19. (1) No person shall be appointed to a post unless he is a citizen of Pakistan, provided that this restriction may be relaxed by Government in suitable cases.

(2) No person, who has married a foreign national, shall be appointed to a post:

Provided that the Government, in its sole discretion and for reasons to be recorded, may relax this restriction in case of a person who has married a citizen of a country recognized for the purpose by the Federal Government.

20. Vacancies in various posts shall be filled from persons domiciled in the Province of the Punjab in accordance with merit; provided that for a period not exceeding \*\*20 years from the commencing day of Constitution of the Islamic Republic of Pakistan, such posts may be reserved for persons domiciled in such areas as may be specified.

21. A candidate for appointment must be in good mental and bodily health and free from any physical defect likely to interfere with the discharge of his duties. A candidate who after such medical examination as Government may prescribe is found not to satisfy these requirements shall not be appointed.

#21.A (1) No person, not already in Government service, shall be appointed to a post unless he produces a certificate of character from the Principal Academic Officer of the academic institution last attended and also certificates of character from two responsible persons not being his relatives who are well acquainted with his character and antecedents.

(2) Notwithstanding anything in sub rule (1) an appointment by initial recruitment shall be subject to the verification of character and antecedents of the candidate or the person appointed to the satisfaction of the appointing authority.

♥(3) Alteration in the date of birth.

The date of birth once recorded at the time of joining Government service shall be final and thereafter no alteration in the date of birth of a civil servant shall be permissible.

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\*Rule 19 was renumbered as 19(1) and sub rule (2) was added vide Notification No. SOR.III-1-14/75 dated 01.04.1976, which was substituted vide Notification No. SOR-III(S&GAD)1-13/2011, dated 09.06.2011. (Previous version of the rule is available at page 26).

\*\*Substituted for the figure "10" vide Notification No. SORIV(S&GAD)15-3/86 dated 03.06.1986.

#Added vide Notification No. SOR.III-1-14/75 dated 01.04.1976.

♥Added vide Notification No. SOR.III-1-14/75 dated 15.11.2000. (Also reflected in Punjab Financial Rules (Rule 7.3)).

\* (4) The appointing authority shall complete the process of appointment within one hundred and ninety days from the date of issue of recommendations by the Punjab Public Service Commission and no request for extension in the joining time as specified in the offer of appointment shall be entertained.

(5) If a person to whom offer of appointment has been issued fails to join his post within the period specified in the said offer of appointment, his selection shall automatically stand cancelled.

**#21.B. Change of Name.-** (1) At any time during service, the Chief Minister, in case of an Administrative Secretary, and the Administrative Secretary in all other cases may accept the change of the name of a civil servant on the basis of the change effected in the academic records and the computerized national identity card issued under the National Database and Registration Authority Ordinance 2000 (*VIII of 2000*) of such a civil servant:

Provided that the change of the name of a female civil servant as a result of her marriage or divorce, may be accepted only on the basis of the change effected in the computerized national identity card.

(2) A change of name in terms of sub-rule (1) shall be duly notified.

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\*After sub-rule (3), sub-rules (4) and (5) added vide Notification No. SOR-III(S&GAD)-1-25/2002 dated 22.10.2006.

#Added vide Notification No. SOR.III-1-7/2011 dated 21.03.2011.

**PART-IV**

**AD HOC APPOINTMENTS**

22. (1) When a post is required to be filled, the appointing authority shall forward a requisition to the selection authority immediately after decision is taken to fill the post.

(2) After forwarding a requisition to the selection authority, the appointing authority may, if it considers necessary in the public interest, fill the post on ad hoc basis for a period not exceeding \*one year pending nomination of a candidate by the selection authority:

Provided:

- (1) the vacancy is advertised properly in the newspapers;
- (2) the appointment is made of a person duly qualified in accordance with the provisions of the rules and orders applicable to the post;
- (3) the selection is made on the basis of merit determined by objective criteria;
- (4) the appointment order certifies that a requisition has been sent to the selection authority; and
- (5) the appointment is made subject to revocation at any time by the competent authority;

Provided further that ad hoc appointment shall not confer any right on the persons so appointed in the matter of regular appointment to the same post nor the service will count towards seniority in the grade.

@(3) Deleted.

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\*Substituted for the words "six months" vide Notification No. SOR.III-1-39/78 dated 14.06.1982.

@ Deleted vide Notification No. SOR.III-1-14/75 dated 11.03.1975. (Previous version of the rule is available at page 26).

**PART-V**

**RELAXATIONS**

23. \*The Chief Minister may, for special reasons to be recorded in writing, relax any of the rules in any individual case of hardship, to the extent prescribed by him.

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\*Substituted vide Notification No. SOR.III-1-14/75 dated 20.12.1993. (Previous version of the rule is available at page 26).

## **HISTORY OF AMENDMENTS AND ORIGINAL VERSION OF RULES**

### **Rule 2 (f)**

Original Version of Rule 2 (f):

“2. (f) “Committee” means a Departmental Promotion Committee or a Departmental Selection Committee”

The above original version was substituted vide Notification No. SOR.III-16/86 dated 17.02.1987 as under:

“Committee” means a Departmental Promotion Committee, a Departmental Selection Committee or a Recruitment Advisory Committee.

The substitution made vide Notification No. SOR-III-1-16/86, dated 17.02.1987 was withdrawn vide Notification No. SOR-III-1-16/86 dated 20.04.1988. Consequently, original version was restored which was again substituted vide Notification No. SOR.III(S&GAD)2-122/89 dated 20.12.1989.

### **Rule 4**

The whole Rule 4 consisting of 9 sub-rules was substituted vide Notification No. SOR-III (S&GAD)2-122/89 dated 20.12.1989. Amendments made from time to time in the 9 sub-rules are detailed below:

Original version of Sub-Rule (1) of Rule 4:

“4 (1) In each Department or Office of the Government, there shall be one or more Departmental Promotion Committees and Departmental Selection Committees.”

After the full stop at the end of Rule 4 (1) the following words were added vide Notification No. SOR-III-1-16/86 dated 17.02.1987.

Provided that there shall be one Recruitment Advisory Committee at District level for all departments.

The above addition was withdrawn vide Notification No. SOR-III-1-16/86 dated 20.04.1988. Thereafter through another amendment made vide Notification No. SOR-III-2-35/89 dated 15.05.1989 a proviso was added below the sub-rule (1) of Rule, 4, as under:

Provided that there shall be one Departmental Selection Committee at District level for purposes of making recruitment to district cadre posts in BS-1-15 of all departments.

### **Sub-rule 2**

The original version of sub-rule (2) is given hereunder:

(2) There shall be a Provincial Selection Board and such other Selection Boards as may be constituted by Government from time to time.

**Sub-rule 3**

Original version of Sub-Rule (3) of Rule 4:

4. (3) Each such Committee or Board shall consist of at least three members one of whom shall be appointed as Chairman.

After the full stop at the end of sub rule (3) of Rule 4 the following words were added vide Notification No. SOR-III-1-16/86 dated 17.02.1987.

Provided that the Recruitment Advisory Committee shall be constituted as may be notified by the Government from time to time.

The sub-rule (3) was substituted vide Notification No. SOR-III-1-16/86 dated 10<sup>th</sup> June, 1987 as under:

- (3) Each such Committee or Board shall consist of at least three members, except in the case of Recruitment Advisory Committee, one of whom shall be appointed as Chairman.

**Sub-rule 4**

Original version of sub-rule (4) of rule 4 is as under:

- (4) The composition of such Committees and Boards and the procedure to be observed by such Committees and Boards shall be determined by Government.

**Sub-rule 5**

Original version of sub-rule 5 of rule 4 is as under:

- (5) The appointing authority or its representative shall be ex-officio member of the Board making selection.

**Sub-rule 6**

Original version of Sub-Rule 6 of rule 4 is as under:

- (6) A Departmental Promotion Committee shall make selection for appointment by promotion or transfer to posts in or under a Department or Office for which it is constituted in Grades 18 and below.

This Sub-rule 6 was substituted vide Notification No. SOR-III-1-39/78 dated 10.07.1981, as below:

“(6) A Departmental Promotion Committee shall make selection for appointment by promotion or transfer to posts in or under a Department or Office for which it is constituted in Grade 17 and below.”

This sub-rule was again substituted vide Notification No. SOR-III-2.25/86 dated 21.09.1986 as under:

(6) A Departmental Promotion Committee shall make selection for appointment by promotion, or transfer to posts in or under a Department or Office for which it is constituted in BPS 16 and 17 and also for posts in BS-18 other than those included in Schedule-IV of Punjab Government Rules of Business, 1974.

**Sub-rule 7**

Original version of Sub-Rule 7 of Rule 4 is given hereunder:

(7) A Departmental Selection Committee shall make selection for appointment by initial recruitment to posts in or under a Department or Office for which it is constituted in Grades 15 and below and such other posts in Grades 16 and above as may be specified to be filled without reference to the Commission under rule 5 of the Punjab Public Service Commission (Functions) Rules, 1974.

The above Sub-Rule 7 was substituted vide No. SOR-III-1-39/78 dated 10.07.1981:

A Departmental Selection Committee shall make selection for appointment by initial recruitment to posts in or under a Department or Office for which it is constituted in Grade 15 and below.

The following words were added after deleting the full stop after the word below vide Notification No. SOR-III-2-23/86 dated 08.05.1987:

“and the post of Superintendent in non-Secretariat office.”

After the full stop appearing at the end of sub-rule (7) the following addition was made vide Notification No. SOR-III-1-16/86, dated 17.02.1987:

“Recruitment Advisory Committee shall make recommendations for appointment by initial recruitment to all posts in BS-1 to BS-6 in the district cadres of all departments. Recommendations of the Recruitment Advisory Committee shall be of advisory nature and the respective appointing authorities may issue appointment orders as per recommendations of these Committees.”

The above addition made vide Notification No. SOR-III-1-16/86 dated 17.02.1987 was withdrawn through Notification NO. SOR-III-1-16/86 dated 20.04.1988.

A proviso to this sub-rule was added vide Notification No. SOR-III-2-35/89, dated 15.05.1989 as under:

Provided that the Departmental Selection Committees at district level headed by the Deputy Commissioner concerned shall make selection for appointment by initial recruitment to all district cadre posts in BS-1-15 of all departments.

**Sub-rule 8**

Original version of Sub-Rule 8 of Rule 4 is given hereunder:

(8) A Selection Board shall make selection for appointment by initial recruitment, transfer or promotion to all posts in Grades 15 and below and such other posts in Grade 16, 17 and 18 as may be specified to be filled without reference to the Commission under rule 5 of the Punjab Public Service Commission (Functions) Rules, 1974.

The above version was substituted as below vide Notification No. SOR-III-1-39/78 dated 10.07.1981.

The Provincial Selection Board shall make selection for appointment-

1. by promotion and transfer to posts in Grade 18 and above ; and
2. by initial recruitment to such posts in Grade 16 and above as may be specified to be filled without reference to the Commission under rule 5 of the Punjab Public Service Commission (Functions) Rules, 1978; and

The above mentioned clause (I) was substituted as under vide Notification No. SOR-III-2-25/86 dated 21<sup>st</sup> September, 1986:

“By promotion and transfer to posts in BS-19 and above and for posts in BS-18 included in the schedule IV of the Punjab Government Rules of Business, 1974.”

Through an amendment made vide Notification No. SOR-III-1-12/87 dated 27.06.1987, the word “and” appearing after semicolon in clause (2) above was deleted and the following provision was added thereunder:

~~(and~~ Provided that any of the functions of the Provincial Selection Board may be entrusted by the Government to any Selection Board constituted under clause (2) above.)

The above notification No.SOR.III-1-12/87 dated 27<sup>th</sup> June, 1987 was superseded vide Notification No. SOR.III.2-20/86, dated 19<sup>th</sup> October, 1987 and it was given effect from 21.08.1986. The word “and” appearing in clause (2) after semi-colon was again deleted through this amendment:

~~and~~ Provided that any of the functions of the Provincial Selection Board may be entrusted by the Government to any Selection Board constituted under clause (2) above.”

### **Sub-rule 9**

Original version of Sub-rule 9 of Rule 4 which was deleted vide Notification No. SOR-III-1-39/78 dated 10.07.1981:

(9) The Provincial Selection Board shall make selection for appointment -

(i) by promotion and transfer to posts in Grades 19 and above and such other posts in Grade 18 as may be specified; and



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(ii) by initial recruitment to such posts in Grades 19 and above as may be specified to be filled without reference to the Commission under rule 5 of the Punjab Public Service Commission (Functions) Rules, 1974.

Moreover, sub-rule 10 was re-numbered as sub-rule (9) vide Notification No. SOR-III-1-39/78 dated 10.07.1981. The original version of sub-rule (10), which was re-numbered is given below:

(10) The Government, in relation to various posts for which a Committee and a Board have concurrent Jurisdiction, shall, by general or special order, specify the post for which selection will be made by a Committee or a Board.

Previous history of whole Rule 4 which was amended vide Notification No. SOR.III(S&GAD)2-15/87(II) dated 14.05.2004:

4. (1) The Government may constitute Selection Committees to make selection for appointment by initial recruitment and Departmental Promotion Committees to make selection for appointment by promotion or by transfer for posts as may be specified by the Government from time to time.

(2) There shall be a Provincial Selection Board and such other selection boards as may be constituted by Government from time to time.

(3) The composition of such committees and board and the procedure to be observed by such committees and boards shall be determined by Government.

(4) The Provincial Selection Board shall make selection for appointment:-

- i) By promotion and transfer to posts in BS-19 and above and for posts in BS-18 included in the Schedule-IV of the Punjab Government Rules of Business, 1974;
- ii) By initial recruitment to such posts in BS-16 and above as may be specified to be filled without reference to the Commission under Rule 5 of the Punjab Public Service Commission (Functions) Rules, 1978; provided that any of the functions of the Provincial Selection Board may be entrusted by the Government to any selection board constituted under sub-rule (2) above; and

(5) The Government in relation to various posts for which a committee and a board have concurrent jurisdiction, shall, by general or special order, specify the post for which selection will be made by a committee or a board.

**Rule 6**

Original version of Rule 6:

6. The authorities competent to make appointment to various grades shall be as follows:

Grades	Appointing Authority
Grade 16 and above	Government

Grade 1-15

Respective authorities exercising such powers immediately before the commencement of these rules or such authorities as may thereafter be empowered.

The above Rule 6 was substituted vide Notification No. SOR.IV(S&GAD) 15-4/85 dated 24.12.1985 as under:

6. Notwithstanding anything to the contrary contained in any service rules, the authorities competent to make appointment to various posts shall be as follows:

<u>Posts</u>	<u>Appointing Authority</u>
i) BPS 19 and above	Chief Minister
ii) BPS 18	Chief Minister for posts included in Schedule-IV of Punjab Government Rules of Business, 1974 and the administrative secretaries concerned in other cases.
iii) BPS 16 & 17	Administrative secretaries concerned.
iv) BPS 1-15	Respective authorities exercising such powers immediately before the commencement of these rules or such authorities as may hereafter be empowered.

Entries at Sr. No. (i) and (ii) above are still operative. However, entries at (iii) and (iv) below the heading 'Posts' were substituted vide Notification No. SOR.III-2-23/86 dated 8.05.1987 as under:

iii)	BPS-16 and 17 (except posts of superintendent in non-secretariat offices).
iv)	BPS-1 to 15 and BPS-16 posts of superintendent in non-secretariat offices.

Thereafter, entries mentioned above at Sr. No. iii and iv were again substituted vide Notification No. SOR.III-2-23/86 dated 24.06.1990 as given as under:

iii)	BPS-16 and 17
iv)	BPS-1 to 16

Original version of ii) and iii) in the table of Rule 6 which was substituted vide Notification No. SOR.III.1-9/89 dated 20.08.1998 as under:

Chief Minister for posts included in Schedule-IV of Punjab Government Rules of Business, 1974 and the Administrative Secretaries concerned in other cases.

Administrative Secretary concerned or the Chairman of the Commission for posts in the Commission except such posts in BS-16 for which any other authority is prescribed as appointing authority in the relevant service/recruitment rules relevant to a Department or the Commission.

**Rule 6** again amended vide Notification No.SOR-III (S&GAD)1-15/2003-P dated 09.09.2010. Previous version of the rule is as under:

6. Notwithstanding any thing to the contrary contained in any service rules, the authorities competent to make appointment to various posts shall be as follows:

<u>Post</u>	<u>Appointing Authority</u>
(i) BS-19 and above	Chief Minister.
@(ii) BS-18	A) Chief Minister for posts included in Schedule-IV to the Punjab Government Rules of Business, 1974. @@B) For other posts: (a) Chief Secretary for a post of Deputy Secretary, District Officer and an equivalent post of the Provincial Management Service; (b) Administrative Secretary for a post in a Department; (c) <sup>Δ</sup> Chairman of the Commission for a post in the Commission; and (d) Chairman of Technical Education and Vocational Training Authority for an employee of the Government transferred to the Technical Education and Vocational Training Authority.
##(iii) BS-16 & 17	(a) Administrative Secretary for posts in the Department concerned; (b) Advocate General for posts in his office; (c) Chairman of the Commission for posts in the Commission; (d) Inspector General of Police for the posts of Deputy Superintendents of Police; (e) <sup>Δ</sup> Chairman of Technical Education and Vocational Training Authority for Government employees transferred to Technical Education and Vocational Training Authority; and (f) Any other authority, prescribed as appointing authority, for posts in BS-16, in the relevant service/recruitment rules.
** (iv) BS-1 to 16	Respective authorities exercising such powers immediately before the commencement of these rules or such authorities as may hereafter be empowered.

### **Rule 8**

Previous version of sub-rule (1) of rule 8, paragraph (a), which was substituted vide Notification No. SORIII(S&GAD)1-12/2000(P) dated 17.05.2012:

@Clause (ii) substituted vide Notification No. SOR.III.1-15/2003 dated 26.06.2003.

@@Sub clause (B) substituted vide Notification No. SOR.III(S&GAD)2-15/87 dated 22.03.2008.

<sup>Δ</sup>For the words "Chief Operating Officer" the words "Chairman shall be substituted vide Notification No. SOR-III(S&GAD)1-15/2003(P) dated 17.10.2011.

##Clause (iii) substituted vide Notification No.SOR.III(S&GAD)1-15/2003 dated 26.06.2010.

<sup>Δ</sup>For the words "Chief Operating Officer" the words "Chairman shall be substituted vide Notification No. SOR-III(S&GAD)1-15/2003(P) dated 17.10.2011.

\*\*Substituted vide Notification No. SOR.III-2-23/86 dated 24.06.1990.

In the case of persons appointed by initial recruitment, in accordance with the order of merit, assigned by the selection authority provided that persons selected for appointment to the grade in an earlier selection shall rank senior to the persons selected in a later selection;

**Rule 10**

Rule 10-B substituted vide Notification No. SOR.I(S&GAD)16-32/94 dated 04.09.1994. Text of previous version of Rule 10-B substituted vide Notification No. SOR.III-1-14/75 dated 26.02.1983 is given below:

**10-B Appointment on current-charge basis –**

(1) Where a post is likely to remain vacant for a period of less than six months and the appointing authority does not consider it expedient to make an appointment on ad hoc basis, it may appoint any civil servant to that post on current charge basis.

(2) An appointment made on current-charge basis shall come to an end on appointment of a person on regular basis or on the expiry of six months whichever is earlier.

**Rule 11**

**Appointments by transfer may be made:**

(i) from one functional unit to another functional unit if the person holds an appointment on a regular basis in the same grade as that of the post to which appointment is proposed to be made; or

(ii) from amongst persons holding appointments in Federal Government and other provinces of Pakistan if the person fulfills conditions of appointment to the post to which he is transferred and satisfies such other conditions as may be laid down by the Government in this respect:

Provided that persons holding post in All Pakistan Unified Grades may be appointed by transfer to a certain number of posts as may be determined from time to time.

The above rule was substituted vide Notification No. SOR.III-1-14/75 dated 17.10.1993.

**Rule 13**

Original version of Rule 13:

13. (1) No person shall be promoted on ad hoc basis unless he possesses the qualifications for the post and his appointment as such is approved by the chairman of the appropriate selection authority.

(2) An ad hoc promotion shall terminate on the expiry of six months from the date of promotion or on the date regular promotion is ordered, whichever is earlier.

The above mentioned rule 13 comprising two sub rules was substituted vide Notification No. SOR.IV-1-14/75 dated 12.03.1985 by four clauses as under:

(i) Where a post falls vacant as a result of deputation, leave or appointment on acting-charge basis of the regular incumbent or is reserved under the rules to be filled by transfer, the appointing authority may make appointment by promotion against such posts on officiating basis.

However, the above mentioned clause 1 was again substituted vide Notification No. SOR.III-1-14/75 (P) dated 10.01.1990.

#### **Rule 14**

Original version of Rule 14 which was substituted vide Notification No. SOR.III (SGA&ID) 1-14/75 dated 28.07.1987:

14. (1) All persons holding posts in a functional unit in the same grade who possess the minimum qualifications and experience prescribed for promotion shall be eligible to compete for promotion and take part in the test to be held for the purpose.

(2) A person who fails in the test and is not promoted on the basis of competitive merit, shall be deemed to have been superseded by his juniors who are promoted provided that inter se seniority of the officers thus promoted shall be maintained on promotion:

Provided that a person, who was not able to take part in the test due to reasons, beyond his control, may be permitted in writing one more change by the appointing authority and, if so allowed, shall retain his inter se seniority on promotion if he does not fail in a special test, which may be held for the purpose, or the next regular test, following the previous test in which he did not appear. In any other case a person not appearing in the test shall be deemed to have failed in the test and has been superseded.

#### **Rule 15**

Original version of Rule 15, which was substituted vide Notification No. SOR.III-1-25/2002 dated 14.09.2002.

15. (1) A person in the service of an autonomous or semi-autonomous organization who possesses minimum educational qualifications, experience or, comparable length of service prescribed for the post shall be eligible for appointment to the said post on deputation, for a period not exceeding three years at a time, on such terms and conditions as may be sanctioned by the Government in consultation with the lending organization.

(2) Subject to any rules or orders on the subject issued by the Government, a civil servant who fulfills the conditions and is considered suitable may be sent on deputation to an autonomous or semi-autonomous organization, established by law, on such terms and conditions as may be decided by appointing authority in consultation with the borrowing organization.

Provided that leave and pension contributions shall invariably be made by the borrowing organization.

Previous version of Rule 15 which was again substituted vide Notification No. SOR.III (S&GAD) 1-25/2002 dated 13.05.2011:

15. (1) A person in the service of an autonomous or semi-autonomous organization or Federal Government or other provinces, who possesses minimum educational qualifications, experience or, comparable length of service prescribed for the post shall be eligible for appointment to the said post on deputation, for a period not exceeding three years at a time, on such terms and conditions as may be sanctioned by the Government in consultation with the lending organization.

(2) Subject to any rules or orders on the subject issued by the Government, a civil servant who fulfills the conditions and is considered suitable may be sent on deputation for a period not exceeding three years to an autonomous or semi-autonomous organization established by law or to Federal Government or other province on such terms and conditions, as may be decided by appointing authority in consultation with the borrowing organization.

Provided that pension contribution shall invariably be made by the borrowing organization;

Provided further that a civil servant sent on deputation shall automatically be treated as repatriated after completion of normal or extended period of deputation and any delay on the part of deputationist in reporting back to his parent department shall be considered as an absence from duty

#### **Rule 16 (1)**

Initial recruitment to the posts in grade 16 and above and such other posts in BS-11 to 15 as are referred to it by the Chief Minister, except those which under the Punjab Public Service Commission (Functions), Rules 1978 do not fall within the purview of the commission or which are specified to be filled without reference to the commission, shall be made on the basis of examination or test conducted by the Commission.

#### **Rule 16 (2)**

Notwithstanding anything contained in any rule to the contrary, whenever a civil servant dies while in service and during the performance of the duty, any one of his children may be employed by the Government against a post for which he possesses the prescribed qualifications and experience without observance of the procedure laid down in rules 16 (1) and 17 *ibid*.

Original version of Rule 16(1) substituted by Notification No. SOR.III-2-2/91 dated 24.03.1996 is as under:

16 (1). Initial appointment to the posts in Grade 16 and above, except those which, under the Punjab Public Service Commission (Functions) Rules, 1978, do not fall within the purview of the Commission or which are specified to be filled without reference to the Commission, shall be made on the basis of examination or test conducted by the Commission.

@(2) Deleted.

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@Sub rule (2) was deleted vide Notification No. SOR.IV(S&GAD) 15-2/86 dated 25.12.1987.

**Rule 17-A**

Notwithstanding anything contained in any rule to the contrary, whenever a civil servant dies while in service or is declared invalidated/incapacitated for further service, any one of his unemployed children, if any, may be employed by the Appointing Authority against a post to be filled under rules 16 and 17 for which he/she possesses the prescribed qualifications and experience and such child may be given 10 additional marks in the aggregate by the Public Service Commission or by the appropriate Selection Board or Committee, provided he/she otherwise qualifies in the test, examination and/or interview.

**Rule 19**

Original version of Rule 19(2) substituted, vide Notification No. SOR-III(S&GAD)1-13/2011, dated 09.06.2011 is as under:

(2) No person, who has married a foreign national shall be appointed to a post; provided that this restriction may be relaxed by Government in case of a person who has married a citizen of India \*or citizen of Bangladesh.

**Rule 22 (3)**

Original version of sub rule (3) of Rule 22 which was deleted vide Notification No. SOR-III(S&GAD) 1-14/86 dated 11.03.1975:

22. (3) Governor may, for special reasons, relax any of these conditions in any individual case.

**Rule 23**

Rule 23 was added in these rules as below vide Notification No. SOR.III 1-14/75 dated 11.03.1975:

“23. Government may, for special reasons, relax any of the rules in any individual case”.

This rule was substituted vide Notification No. SOR.III 1-14/75 dated 06.02.1978, as under:

“Government may, for special reasons to be recorded in writing, relax any of the rules in any individual case of hardship to the extent prescribed by Government.”

This rule was further substituted vide Notification No. SOR.III-1-14/75 dated 14.10.1993 as under:

“23. The Governor may for special reasons to be recorded in writing and after consultation with the PPSC, relax any of the rules in any individual case or hardship to the extent prescribed by him.”

This rule was again substituted vide Notification No. SOR.III-1-14/75 dated 14.10.1993 as under:

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\*In Rule 19(2), words “or citizen of Bangladesh” added vide Notification No. SOR. IV(S&GAD) 1-9/96 dated 28<sup>th</sup> October 1997.

“23. The Chief Minister may, for special reasons to be recorded in writing, relax any of the rules in any individual case of hardship, to the extent prescribed by him.”



# **ANCILLARY INSTRUCTIONS**

**THE PUNJAB CIVIL SERVANTS  
(APPOINTMENT AND CONDITIONS OF  
SERVICE) RULES, 1974**

**FRAMING OF SERVICE/RECRUITMENT RULES**

No. SOR-III(S&GAD)6-14/2009

Dated the 12<sup>th</sup> November, 2009

NOTIFICATION

The Chief Minister, Punjab has been pleased to re-constitute the Service Rules Committee (SRC) in the Regulations Wing, S&GAD, with immediate effect, as under:

- |       |   |                      |
|-------|---|----------------------|
| (i)   | Secretary (Regulations)<br>S&GA Department  | Chairman             |
| (ii)  | Secretary Punjab Public Service<br>Commission (PPSC)  | Member               |
| (iii) | Deputy Secretary (Regulation)<br>Law & P.A. Department  | Member               |
| (iv)  | Deputy Secretary (PC)<br>Finance Department   | Member               |
| (v)   | Representative of the<br>Administrative Department  | Member               |
| (vi)  | Under Secretary/Section Officer<br>(Regulations-III) S&GA Department  | Secretary/<br>Member |
| (vii) | Committee may co-opt a technical expert<br>working in any Government Department<br>or a representative of the concerned University. | Member               |

2. This supersedes the Regulations Wing, S&GAD's letter bearing No. SOR-III-2-6/91 dated 24.02.1992.

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No. SOR.III-1-2/76  
Dated the 29<sup>th</sup> December 1981

Subject: **PROCEDURE FOR SUBMISSION OF CASES TO SERVICE RULES COMMITTEE**

I am directed to say that the procedure for submission of cases to the Service Rules Committee in respect of framing of service rules and amendments thereto circulated vide this department's letter of even number, dated the 22<sup>nd</sup> November, 1979 is not being followed by most of the departments with the result that unnecessary delay occurs in the finalization of their proposals. The manner and procedure for sending proposals for framing of service rules for posts which have no rules and making amendments in the existing rules is reiterated below for strict observance:

- 1) All proposals for framing of new service rules and amendments in the existing rules should be accompanied by a working paper (ten copies) explaining the background and justification for the proposal particularly where existing rules are required to be amended. As already emphasized in this department circular of even number dated 7<sup>th</sup> October, 1981 it is requested that while sending proposals for framing of new service rules and making amendments in the existing rules the qualifications proposed for appointment to the posts should suit the requirements of the job. Change in existing ratios of requirement between direct appointees and promotees should also not be disturbed unless absolutely necessary in the public interest.
- 2) In addition to above the following documents (ten copies each) may also be sent to this Department:
  - (i) For new service rules:
    - (a) A schedule at \*Annexure-I duly completed.
    - (b) A list of duties of the post in the pro forma at \*\*Annexure-II
    - (c) Piecemeal proposals for framing of service rules shall not be entertained. The administrative departments are requested to furnish a certificate that service rules for all posts in the functional unit have been framed and no post is left out.
    - (d) Organizational chart of the department/office in which the post/posts are located indicating the number of sanctioned posts at each level in the organization.
  - ii) For amendments in the existing service rules—
    - (a) A comparative statement showing the existing provisions of the relevant service rules and the proposed amendments @(Annexure-III)
    - (b) A copy of the existing service rules.
    - (c) A list of duties of the post in the pro-forma at Annexure-II.
    - (d) Organizational Chart of the department/office in which the post is located indicating the number of posts at all levels in the organization.

2. In order to make firm commitments on behalf of the administrative departments sponsoring proposals for framing of service/recruitment rules or making amendments thereto, the administrative secretary or the head of attached department concerned should attend the meeting of Service Rules Committee. In case of their inability to attend the meeting a representative of administrative department, not below

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\*See page No.30.

\*\*See page No.31.

@See page No.31.

the rank of a Deputy Secretary, fully conversant with the proposals, should attend the meeting and should be in a position to make firm commitment on behalf of the administrative secretary concerned. It may kindly be impressed upon the representatives of administrative departments who attend the meetings that discussions of the committee should be kept strictly confidential till finalization of the recommendations of the committee. It may also be ensured that the proposals are thoroughly examined from all angles before these are sent for submission to the Service Rules Committee.

3. The Service Rules Committee has decided that the proposals received from departments for framing of new service rules or amendments in the existing rules, if deferred for want of relevant information required by the Committee, or absence of the representative of administrative department concerned from the meeting without prior intimation, shall be removed from the agenda of the Committee till receipt of a further reference from the administrative department concerned. Draft Notification (in triplicate) based on the recommendations of the Committee should be forwarded to Regulations Wing of S&GAD within a week of the receipt of the minutes of the Service Rules Committee so that the rules can be notified without unnecessary delay.

4. The existing service rules, which were notified prior to the coming into force of Punjab Civil Servants Act, 1974, should be brought in conformity with the requirements of the said Act, in a consolidated form on the prescribed schedule including therein all the existing as well as new posts in all grades falling in a functional unit.

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**Annexure-I**

**SCHEDULE  
(For new posts)**

Name of Deptt.	Functional unit	Name of post with grade	Appointing Authority	Minimum qualification for appointment		Method of recruitment	Age for initial recruitment		Examination, training and other conditions required for confirmation
				Initial recruitment	Promotion		Min.	Max.	
1	2	3	4	5	6	7	8	9	10

**Annexure-II**  
**JOB DESCRIPTION**

1. Title/description of the post with grade.
2. Duties of the post.
3. Number of posts in the Grade and Functional Unit.
4. Number of posts in the next below tier in the functional unit.
5. Number of posts in the next above tier in the functional unit.

**Annexure-III**  
**SCHEDULE**  
**(For existing posts)**

Name of the post with Department \_\_\_\_\_

Qualification for appointment				Age for initial recruitment						
By initial recruitment or transfer		Promotion		Minimum		Maximum		Method of recruitment		Reasons for amendment
Existing	Proposed	Existing	Proposed	Existing	Proposed	Existing	Proposed	Existing	Proposed	

No. SOR.III-1-2/76  
Dated the 13<sup>th</sup> September 1982

Subject: PROCEDURE FOR SUBMISSION OF CASES TO SERVICE RULES COMMITTEE

I am directed to say that the Service Rules Committee has decided that in future proposals for framing of Service Rules or amendments therein should be accompanied by, besides other documents, working papers signed by the Administrative Secretary concerned. Proposal received without all the necessary documents will not be considered by the Committee.

Subject: SUBMISSION AND REPRESENTATION OF PROPOSALS REGARDING FRAMING OF/AMENDMENT IN SERVICE RULES BY ADMINISTRATIVE DEPARTMENTS FOR CONSIDERATION OF SERVICE RULES COMMITTEE

I am directed to refer to the above subject and to state that it has been noticed that Administrative Departments forward proposals for framing of or amendment in service rules without bringing the same to the notice of the Minister Incharge. Approval for such proposals by the Minister Incharge is necessary. Administrative Departments, therefore, should forward all proposals for framing of or amendment in service rules after getting approval of the Minister Incharge.

2. The Chairman of the Service Rules Committee/ACS Punjab has also taken notice of the fact that officers representing the Departments are not well prepared. I am directed to request that only officers fully conversant with the proposal and position of existing rules, who can make commitment on behalf of administrative department, should be deputed to attend the meeting.

3. These instructions may kindly be noted for compliance.

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No. SOR.III-2-11/74

Dated the 21<sup>st</sup> September 1982

Subject: FRAMING OF SERVICE RULES FOR THE WORK CHARGED ESTABLISHMENT SINCE REGULARIZED

In 1972 Government had decided that the contingencies paid staff engaged by Government should be converted into regular establishment over a period of two years from the financial year 1972-73. Most of the work-charged establishment has, therefore, been regularized, but there are still several categories who, do not fall within the definition of civil servant as given in the Punjab Civil Servants Act, 1974. Section 2 of the Act defines a civil servant as a person who is a member of a civil service of the province or who holds office in connection with the affairs of the province but does not include a person who is a "worker" or "workman" as defined in the Factories Act, 1934 or the Workmen's Compensation Act, 1923. Service Rules for such employees cannot, therefore, be framed under the Punjab Civil Servants Act, 1974. For obvious reasons, they cannot at the same time be left without determination of terms and conditions of their appointments to service. Government has, therefore, decided that the terms and conditions of service should be prescribed even in respect of its employees who are not civil servants in the form of administrative instructions indicating the qualifications, experience, method of recruitment and age limits which should be expected of the applicants for appointment to such posts. Guidance may be had in this regard from the provisions of West Pakistan Industrial and Commercial (Standing Orders) Ordinance, 1968 as well as of Industrial Relations Ordinance, 1969.

2. All Administrative Departments are accordingly requested to kindly prescribe the terms and conditions of appointment and service of all non-civil servants employees under their administrative control. The matter should be given Top Priority and copies of instructions issued in this regard be supplied to this Department within a fortnight.

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No. SOR.I-9-5/74  
Dated the 8<sup>th</sup> April 1974

Subject: QUALIFICATIONS, ETC., FOR POSTS AS ARE NOT COVERED  
BY THE EXISTING SERVICE/RECRUITMENT RULES

I am directed to say that despite the clarification conveyed in para 2 of this Department's letter No. SORI(S&GAD-16-2/71 (Policy), dated the 18<sup>th</sup> August, 1971, some Administrative Departments have advertised the posts or placed requisitions with the Punjab Public Service Commission for the posts which are not covered by any of the existing Service/Recruitment Rules and have specified the qualifications by themselves. This has resulted in anomalies. As already explained, a proposal for framing of Service/Recruitment Rules or an amendment in any of the existing Rules, remains a proposal unless it has gone through the entire process and has been formally promulgated by the orders of the Chief Minister. Normally, therefore, no post which is not covered by any of the Service/Recruitment Rules should be advertised nor a request in respect of such a post be placed with the Punjab Public Service Commission. Where this may not be possible, in cases of extreme urgency, the Administrative Departments are requested to obtain clearance from this Department with regard to qualifications for a post not covered by any of the existing rules, whether it is to be advertised by the Administrative Department itself or a requisition for it is to be placed with Public Service Commission.

2. I am to request that observance of these instructions may kindly be ensured in future.

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No. SOR.I(S&GAD)-16-77/77  
Dated the 31<sup>st</sup> December 1977

Subject: PLACING OF REQUISITION WITH THE PUBLIC SERVICE  
COMMISSION

I am directed to invite your attention to the \*ban imposed by the Finance Department on filling vacancies in view of financial stringency and to say that the Public Service Commission has pointed out that the Departments continue to place requisitions for filling vacancies without obtaining clearance from the Finance Department. Similarly, requisitions are placed with the Commission for filling posts which are not covered by any Service Rules. Such requests obviously result in embarrassing situations for the Commission and also create unnecessary frustration among the selected candidates who find that their appointments are not possible

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\*Ban imposed by Finance Department was subsequently removed hence obtaining exemption from Finance Department is no longer required.

either due to Finance Departments ban on filling vacancies or on account of absence of Service Rules. It is requested that requests for recruitment should not be made to the Commission unless exemption has been obtained from the Finance Department and concurrence of S&GAD has been sought to fill the posts in the absence of Service Rules, as provided in S&GAD's letter No. SORI (S&GAD)9-5/74, Dated 8<sup>th</sup> April, 1974. The Public Service Commission will not entertain any requisitions for selection of candidates against vacancies in the absence of clearance certificates from the aforesaid Departments.

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No. SOXII(S&GAD)5-10/62  
Dated the 6<sup>th</sup> March 1963

In exercise of the powers conferred by sub-clause (b) of clause (2) of Article 178 of the Constitution of the Islamic Republic of Pakistan, the Governor of West Pakistan is pleased to authorize the High Court of West Pakistan to make rules prescribing the terms and conditions of service of the ministerial establishment of the Courts subordinate to the High Court of West Pakistan and of the process — servers in those courts, subject to the condition that the rules shall require the previous approval of the Governor.

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No. SOR.III-2-56/89  
Dated the 16<sup>th</sup> August 1989

Subject: EQUIVALENCE OF QUALIFICATIONS

I am directed to say that in recruitment rules for various posts relevant qualifications for appointment stand specified. In some of these rules along with specific qualifications the words or “equivalent qualifications” also appear. At times the Public Service Commission does not have adequate information about equivalence of qualifications possessed by the candidates who apply for such jobs advertised by the Commission and it becomes difficult for the Commission to determine eligibility or otherwise of the candidates.

2. In order to cope with such situations, it has been decided that in cases specific qualifications stand laid down in the recruitment rules, the Punjab Public Service Commission should not entertain equivalent qualifications unless it is specifically mentioned as such in the rules but if it is so mentioned in the rules, the Administrative Department should specify such qualifications through a notification so that the Punjab Public Service Commission is not misled.

3. All Administrative Departments are requested to kindly do the needful at once under intimation to all concerned.



NOTIFICATION

In exercise of the powers conferred upon him under Section 23 of the Punjab Civil Servants Act, 1974, the Governor of the Punjab is pleased to order as under:

- 1) In the service/recruitment rules of various categories of posts of all Administrative Departments framed under the section ibid, after the prescribed qualification, the following shall be added:

“or any other equivalent qualification as may be determined by the Government”

- 2) A Qualification Equivalence Determination Committee (QEDC) is constituted for each Administrative Department with the following composition:

- |       |   |             |
|-------|---|-------------|
| (i)   | Administrative Secretary  | Chairperson |
| (ii)  | Secretary, PPSC   | Member      |
| (iii) | Representative of the Regulations Wing, S&GAD, not below the rank of a Deputy Secretary                             | Member      |
| (iv)  | Representative of the Education Department not below the rank of a Deputy Secretary                                 | Member      |
| (v)   | Representative of the relevant field or fields from the concerned University to be nominated by Secretary Education | Member      |

- 3) The QEDC is authorized under the section ibid to consider and approve cases for determination of equivalent qualification for a specific post/category of posts on a reference made either by the Administrative Department itself or the Punjab Public Service Commission.

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**RELAXATION OF RULES**

No. SOR.I(S&GAD)-9-1/73 (A)

Dated the 1<sup>st</sup> October 1973

Subject: RELAXATION OF THE CONDITION OF MINIMUM AGE LIMIT

I am directed to refer to this Department's circular letter No. SOIV (S&GAD) 9-12/64 (Policy), dated the 20<sup>th</sup> May, 1969, enjoining that no person should be appointed in Government service who does not fulfill the conditions about the minimum age limit without first obtaining the approval of this Department, and to say that the question of appointment of persons below the age of 18 years in service has been further considered in consultation with the Law Department. Entry into service and terms and conditions thereof are basically contractual in nature and a contract with a minor is void ab initio. It will, therefore, not be possible to hold a minor accountable for his acts. In view of this legal position, it has been decided that minors should in no case be taken in service and their cases for relaxation of the condition of minimum age limit will not be considered.

2. Minimum age limit in different Service Rules is prescribed keeping in view the required maturity of the person for a particular job and relaxation cases cannot be entertained except in very special circumstances. Exceptional cases for relaxation of lower age limit in the case of persons who are above 18 years but below the minimum age prescribed in the relevant rules should, therefore, continue to be referred to the Service, General Administration and Information Department.

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No. SORI(S&GAD) 9-454/87

Dated the 16<sup>th</sup> March 1988

Subject: EX-POST FACTO RELAXATION OF THE SERVICE RULES

It has come to the notice of the Chief Minister Punjab that the appointing authorities make appointments of persons who do not fulfill the conditions of appointment such as age without obtaining the requisite relaxation of rules from the competent authority before making such appointments. The competent authorities including the Chief Minister are, therefore, asked to allow ex-post facto relaxation of rules. Such course of action which amounts to violation of rules is being adopted by the departments as a matter of routine and the competent authorities are presented with fait accompli. It has, therefore, been decided that all proposals involving violation of law and irregularities may be proceeded against under the Efficiency and Discipline Rules. Consequently no proposal for post-facto relaxation of rules shall be entertained by this Department in future.

## **RELAXATION OF UPPER AGE LIMIT RULES**

### **NOTIFICATION**

The 10<sup>th</sup> January 1962

No. SOXII(S&GAD)2-34/61-In pursuance of the Presidential Proclamation of the seventh day of October, 1958, and in exercise of all powers enabling him in that behalf, the Governor of ~~\*(the West Pakistan)~~ the Punjab is pleased to make the following rules, namely:

1. (1) The rules may be called ~~\*(the West Pakistan)~~ The **Punjab Delegation of Powers (Relaxation of Age) Rules, 1961.**

(2) They shall apply in respect of all the services and posts under the Government of ~~\*(West Pakistan)~~ the Punjab, except such services and posts as may be specified by Government by notification in the official gazette.

(3) They shall come into force at once.

2. Notwithstanding anything to the contrary contained in any service or recruitment rules in force in ~~\*(West Pakistan)~~ the Punjab or in any part thereof, the authorities and officers specified in column 2 of the Schedule annexed to these rules may, for reasons to be recorded, relax up to ~~\*\*~~(the extent mentioned in column 4) the maximum age limit prescribed for recruitment to any post or service specified against such authority or officer in column 3 of the Schedule.

3. The powers conferred under these rules shall be in addition to and not in derogation or powers to relax age qualifications delegated or conferred under any other rules or orders for the time being in force in ~~\*(West Pakistan)~~ the Punjab.

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\*The words "The West Pakistan" were substituted by the words "The Punjab" vide Notification No.SORI(S&GAD)-9-36/81 dated 3<sup>rd</sup> August 1988.

\*The words "The West Pakistan" were substituted by the words "The Punjab" vide Notification No.SORI(S&GAD)-9-36/81 dated 3<sup>rd</sup> August 1988.

\*\* Amended, vide Notification No.SORI(S&GAD)9-36/81 dated 10<sup>th</sup> November 1981.

♣The words "The West Pakistan" were substituted by the words "The Punjab" vide Notification No.SORI(S&GAD)-9-36/81 dated 3<sup>rd</sup> August 1988.

**\*SCHEDULE**

Sr. No.	Authorities competent to relax maximum age prescribed for recruitment	Services and posts in respect of which relaxation is permissible.	Limit up to which age can be relaxed
1	2	3	4
1.	Administrative Secretary	All the services and posts meant for initial recruitment	Up to 5 years across that board, to appear as part of advertisement
2.	District Coordination Officers	All the services and posts meant for initial recruitment falling under the domain of District Government	Up to 5 years, across the board, to appear as part of advertisement

Note: The authorities specified in column 2 above shall relax the prescribed upper age limit upto 3 years across the board for female candidates, over and above any age relaxation mentioned in column 4 and it shall appear as part of advertisement.

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No. SORI(S&GAD) 9-36/81  
Dated the 27<sup>th</sup> July 1999

Subject: RELAXATION IN UPPER-AGE LIMIT

I am directed to refer to the subject noted above and to state that consequent upon the amendment in the schedule appended to the Punjab Delegation of Powers (Relaxation of Age) Rules, 1961, vide S&GAD Notification of even No. dated 21<sup>st</sup> June, 1999, the general relaxation in the upper age limit by 5 years in respect of the vacancies in BS-1 to 15, under the administrative control of the Punjab Government and autonomous bodies, excluding the Police Department, vide this department's circular letter No. SORI(S&GAD)9-3/92 dated 9<sup>th</sup> May, 1994 is hereby withdrawn.

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No. SORI(S&GAD) 9-36/81  
Dated the 11<sup>th</sup> September 1999

Subject: THE PUNJAB DELEGATION OF POWERS (RELAXATION OF AGE) RULES, 1961 AS AMENDED UP TO 21.06.1999

I am directed to refer to the subject noted above and to state that according to the entry at Sr. No. (ii) of the schedule appended to the Punjab Delegation of Powers (Relaxation of Age) Rules, 1961, as amended up to 21.06.1999, the Administrative Secretaries, are empowered to grant relaxation up to 8 years in

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\*Schedule substituted vide Notification No. SORI(S&GAD) 9-36/81 dated 21.05.2012.

upper age limit in cases where a “highly qualified” candidate applies for a particular post to be specified by them, within their respective Departments.

2. A question has arisen as to how the qualifications, higher than those prescribed in the service rules for a particular post, should be co-related with the acceptability of request for the grant of relaxation of upper age limit in terms of the above said rules.

3. The matter has been examined in the Regulation Wing of the S&GAD and it has been decided as under:

- a) Posts may be identified by the Administrative Secretaries for which job related higher qualification is considered expedient for efficient disposal of the business assigned to the holder of the post.
- b) These should normally not include the posts of clerical/ministerial and official nature in BS-1 to BS-16.
- c) Only those posts be identified as might be highly technical/professional and would need to be manned by holders of competitive professional qualifications.

4. As regards classification of higher qualification for the purpose of recruitment to the aforesaid posts, it may be clarified that:

- a. Only job-oriented higher qualification as would add excellent to the profession would be considered for the purpose of relaxation in upper age limit.
- b. The criterion of job-oriented higher qualifications may be left to the discretion of the administrative secretary concerned. These could be M. Phil, LLM, LL.D, PhD or FRCS/FCPS, etc. in relation to the posts in the relevant fields.
- c. Up to a maximum of 8 years, prescribed in the schedule, as aforesaid, the number of years which should normally be spent in pursuing those studies, subject to satisfaction of the competent authority, may be subtracted from the age of the candidate to determine his age limit for the post applied for.

These qualifications should be instrumental in improving performance on the job leading to excellence. Mere higher academic qualification prescribed under recruitment/service rules of the post shall not entitle a candidate to relaxation of age under this category. The difference between a highly qualified person and a person holding higher qualification need to be appreciated.

5. The above instructions may kindly be brought to the notice of all concerned for compliance.

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## NOTIFICATION

The 1<sup>st</sup> April 1976

No.SOR-III-9-1/72-In exercise of the powers conferred by section 23 of the Punjab Civil Servants Act, 1974, the Governor of the Punjab is pleased to make the following rules to relax the upper age limit prescribed for recruitment to various posts namely:

1. a) These rules may be called the **Punjab Civil Servants Recruitment (Relaxation of Upper Age Limit) Rules, 1976.**

b) These rules shall apply to the recruitment of all posts.

c) They shall come into force at once.

2. **Definitions**-In these rules, unless the context otherwise requires:

i) "Schedule Castes" means the castes, races or tribes or parts of groups within castes, races or tribes declared to be schedule castes under any law in force in the Punjab or so declared by Government for the purposes of various services/Recruitment Rules and;

ii) "Under-developed Area" means the Baluch Area of D.G. Khan District and such other areas as Government may declare to be under-developed areas for the purposes of various services/Recruitment Rules.

\*iii) "Disabled person" means a person who, on account of injury, disease or congenital deformity, is handicapped for under taking any gainful profession or employment in order to earn his livelihood, and includes a person who is blind, deaf, physically handicapped or mentally retarded:

Provided that only such disabled persons should be eligible to be considered for job reserved for disabled persons, who are duly registered with the Employment Exchange of the area and have been declared to be disabled and fit for work of a particular job by the Provincial Council as defined in Section 5 of Disabled Persons (Employment and Rehabilitation) Ordinance, 1981.

3. Notwithstanding anything to the contrary contained in any rules applicable to any post or service:

♦i) Omitted.

\*\*ii) In the case of a person whose services under Government have been terminated for want of vacancy the period of service already rendered

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\* Added vide Notification No. SORI(S&GAD)-9-252/88 dated 25.03.1989.

♦ Omitted vide Notification No.SORI(S&GAD)9-36/81 dated 04.11.2006.

\*\* Amended vide Notification No.SORIII-9-1/72 dated 30.04.1979.

by him shall for the purposes of upper age limit under any rule, be excluded from his age; and

- \*iii) In the case of Ex-Defence Forces officers/personnel, the entire period of service rendered by them in the Defence Forces, subject to a maximum of 10 years, shall, for the purposes of upper age limit for appointment under any rule, be excluded from their age.
- ◆iv) Omitted.
- v) In the case of a candidate already working as a Government servant, the period of his continuous service as such shall for the purpose of upper age limit prescribed under any service rules, of the post for which he is a candidate, be excluded from his age.

#Provided the upper-age limit shall not exceed 35 years for recruitment to any post to be filled in on the recommendations of the Punjab Public Service Commission ##on the basis of the combined competitive examination.

●Omitted

- @vi) In case of a disabled person as defined in rule 2 (iii) above the maximum upper age limit prescribed in the Service/Recruitment Rules, for appointment to a post, shall be raised by 10 years.
- ♥vii) In case of employees of Afghan Refugees Organization, who are bona fide residents of Punjab, for the period of their service already rendered by them in the Organization or for the period of ten years whichever is less shall for the purpose of upper age limit under any rule be excluded from the age.
- ◆viii) In case of children, ♠of his widow/wife of deceased/invalidated/incapacitated Government servants who apply for Government service under rule 17-A of the Punjab Civil Servants (Appointment & Conditions of Service) Rules, 1974, the maximum upper age limit prescribed in the Service/Recruitment Rules for appointment to post, shall be raised by 5 years.
- \*ix) The Appointing Authority may grant relaxation in upper age, upto a maximum period of ten years to the children or widow/wife of a Civil

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\*Substituted vide Notification No.SOR-I-9-1/2000 (P-I), dated 11.09.2004.

◆Omitted vide Notification No.SORI(S&GAD)9-36/81 dated 04.11.2006.

#Added vide Notification No.SOR-III-2-87/90 (I) dated 24.09.1992.

##Added vide Notification No.SOR-III-2-53/92 (P) dated 08.03.1993.

•Proviso omitted vide Notification No. SOR-I (S&GAD)-9-10/2003 dated 04.08.2008.

@ Added vide Notification No.SORI(S&GAD)9-252/88 dated 25.03.1989.

♥ Added vide Notification No. SORI(S&GAD)9-36/81 dated 13.05.1993.

◆ Added vide Notification No. SORI(S&GAD)9-1/2000 dated 01.08.2000.

♠ Added vide Notification No. SORI(S&GAD)9-1/2000 (P-I) dated 16.10.2006.

\* Added vide Notification No. SORI(S&GAD)9-1/2000 (P-I) dated 16.10.2006.

Servant, who dies while in service or is declared invalidated/ incapacitated for further service.

4. The Punjab Services Recruitment (Relaxation of Upper age Limit for candidates belonging to Schedule Castes and Under-developed Areas), Rules, 1973, are hereby repealed.

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No. SOR.I (S&GAD) 9-3/92  
Dated the 9<sup>th</sup> May 1994

Subject: RELAXATION IN UPPER-AGE LIMIT

I am directed to state that Governor of the Punjab is pleased to grant general relaxation in the upper-age limit by five years in respect of all the candidates for vacancies in BS-1 to BS-15 under the administrative control of the Punjab Government and Autonomous bodies excluding the Police Department.

2. The above position may kindly be brought to the notice of all concerned for information and necessary action.

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No. SOR.I(S&GAD) 9-252/88  
Dated the 20<sup>th</sup> October 1998

Subject: 10 YEARS AGE RELAXATION FOR THE DISABLED PERSONS

I am directed to invite your kind attention to rule 3(vi) of the Punjab Civil Servants Recruitment (Relaxation of Upper Age Limit) Rules, 1976, amended vide Notification No. SORI(S&GAD) 9-252/88 dated 25.03.1989 which provides as under:

“In case of a disabled person as define in rules 2(iii) of the rules ibid, the maximum upper age limit prescribed in the Service/Recruitment Rules, for appointment to a post, shall be raised by 10 years”.

2. I am to request you to ensure strict implementation of the provision of disabled persons (Employment & Rehabilitation) Ordinance, 1981 and highlight the above mentioned provisions of Relaxation of Upper Age Limit in employment of disabled persons in the advertisements for recruitment.

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No. SORI(S&GAD) 9-36/81  
Dated the 27<sup>th</sup> July 1999

Subject: RELAXATION IN UPPER-AGE LIMIT

I am directed to refer to the subject noted above and to state that consequent upon the amendment in the schedule appended to the Punjab Delegation of Powers (Relaxation of Age) Rules, 1961, vide S&GAD notification of even number dated 21<sup>st</sup> June, 1999, the general relaxation in the upper age limit by five years in respect of the vacancies in BS-1 to 15, under the administrative control of the Punjab



Government and autonomous bodies, excluding the Police Department, vide this department's circular letter No. SORI(S&GAD) 9-3/92 dated 9<sup>th</sup> May, 1994 is hereby withdrawn.

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No. SORI(S&GAD) 9-6/2003  
Dated the 13<sup>th</sup> May 2003

Subject: RECRUITMENT POLICY – GRANT OF GENERAL RELAXATION  
IN UPPER-AGE LIMIT

I am directed to invite your kind attention to the latest recruitment policy of the Punjab Government circulated vide this Department's circular letter No. SOR-III-2-15/2003 dated 5<sup>th</sup> May, 2003 and to state that the Governor of the Punjab has been pleased to grant general relaxation in upper age limit by five years in respect of all the posts falling in BS-1 to BS-17 under the administrative control of the Punjab Government and its autonomous/semi-autonomous bodies/institutions subject to the following conditions:

- i) This relaxation would be a one time dispensation which will be valid up to 31.12.2004 for all kind of recruitments. During this time, the powers of the Administrative Secretaries delegated vide schedule appended to the Punjab Delegation of Powers (Relaxation of Age) Rules, 1961 as amended vide S&GAD notification No. SORI(S&GAD) 9-36/81 dated 21.06.1999, shall be held in abeyance.
- ii) The above concession in upper age limit shall, however, not be applicable in case of Police Department, as already decided by the Cabinet in 1990.
- iii) The above general relaxation has been granted across the board and shall appear as a part of advertisement in order to obviate the necessity of individual approaching the various authorities for granting age relaxation.
- iv) The above general relaxation shall not be applicable to contract appointments. The Departments concerned may undertake necessary course of action in this respect as per provisions of Recruitment Policy.

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No. SORIV(S&GAD) 10-1/2003  
Dated the 14<sup>th</sup> July 2005

Subject: EXTENSION IN THE PERIOD OF APPLICATION OF GENERAL  
RELAXATION IN UPPER-AGE LIMIT FOR INITIAL RECRUITMENT  
IN BS-1 TO 17

Kindly refer to the Recruitment Policy – 2004 circulated vide letter of even number dated 17.09.2004, vide which five years general relaxation in upper age limit for recruitment against posts in BS-1-17 was granted and the said relaxation was valid up to 30.06.2005.

2. It is informed that the Chief Minister has now been pleased to grant extension in the period of application of five year relaxation in upper age limit

across the board, for initial appointment against all categories of posts in BS-1 to 17 (except Police Force) as under:

- i. This relaxation would be valid up to 30.06.2005 or till finalization of recruitment process under Phase-II, whichever is earlier. During this time, the application of Punjab Delegation of Powers (Relaxation of Age) Rules, 1961 shall be held in abeyance.
- ii. This concession in upper age limit shall however, not be granted in the case of recruitment in Police Force.
- iii. In all cases, age relaxation shall be given across the board and shall appear as apart of the advertisement and shall not be allowed in individual cases. This will obviate the necessity of individuals approaching various authorities for getting age relaxation.
- iv. Where the upper age limit for a post to be filled on contract basis has been enhanced by the department (as against the age limit prescribed in the service rules) no relaxation in the upper age limit shall be allowed.
- v. Where contract appointments are made in accordance with the existing service rules and the age limit prescribed thereunder, 5 years relaxation in upper age limit shall be granted across the board, as explained at serial no. (iii) above.

3. In addition to the above, it is once again reiterated that Chief Minister has been pleased to impose ban on recruitment and recruitment against posts can only be made after obtaining relaxation of ban on a summary to be submitted through Regulations Wing, S&GAD. It is further pointed out that all recruitments shall be made on contract basis as per provisions of Contract Appointment Policy of the Government, unless regular appointment has been allowed against specific category of posts by the Chief Minister, on a summary/case moved by the Department concerned, through the Regulations Wing, S&GAD.

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## **SELECTION BOARDS/COMMITTEES**

No. SOR.III(S&GAD)2-15/87(I)

Dated the 14<sup>th</sup> May 2004

### **NOTIFICATION**

In pursuance of the provisions of Rule 4 of the Punjab Civil Servants (Appointment and Conditions of Service) Rules, 1974 and in supersession of all previous notifications in this regard, the Governor of the Punjab is pleased to constitute the following Boards/Committees for making selection/promotion to various posts:

#### **I. PROVINCIAL SELECTION BOARD-I (PSB-I)**

##### **a) COMPOSITION**

The Provincial Selection Board-I shall consist of:

i)	Chief Secretary.	Chairman
ii)	Additional Chief Secretary.	Member
iii)	Senior Member Board of Revenue.	Member
iv)	Chairman Planning & Development Board.	Member
v)	Member Punjab Public Service Commission.	Member
vi)	Secretary Home.	Member
vii)	Secretary Finance.	Member
**viii)	Secretary Regulations, S&GAD.	Member
ix)	Secretary of the Department to which the post relates.	Member
x)	Additional Inspector General of Police (Special Branch).	Member
@xi)	Secretary MPDD.	Member
xii)	Secretary (Services), Services & General Administration Department.	Member/ Secretary

##### **#b) RESPONSIBILITIES/PURVIEW**

The Provincial Selection Board-I shall make recommendations for appointment by promotion to all posts in BS-19 and above, except the posts in BS-19 in the Health and Education Departments and the Technical Education and Vocational Training Authority with respect to employees of the Government who are transferred to the Technical Education and Vocational Training Authority under the Punjab Technical Education and Vocational Training Authority Ordinance, 1998.

##### **c) QUORUM**

Presence of at least seven members shall be necessary to validate the proceedings of the Provincial Selection Board-I.

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\*\*Secretary Regulations, S&GAD, added as a Member PSB-I vide Notification No. SOR.III(S&GAD)2-15/87 (I) dated 26.07.2004.

@ Added vide Notification No. SOR.III-2-15/87(P-I) dated 21.01.2009.

#Substituted vide Notification No. SOR.III(S&GAD)2-15/87 dated 22.03.2008.

d) **DECISION**

The decision of the meeting shall be by majority vote and in case of equality of votes, the Chairman shall have the casting vote.

e) **MINUTES**

Minutes of the meeting shall be recorded by the Secretary Services and approved by the Chief Secretary/Chairman of the Board.

**II. PROVINCIAL SELECTION BOARD-II (PSB-II)**

a) **COMPOSITION**

The Provincial Selection Board-II shall consist of:

(i)	Additional Chief Secretary.	Chairman
(ii)	Secretary Finance	Member
(iii)	Secretary Regulations, Services & General Administration Department.	Member
(iv)	Secretary of the Administrative Department concerned.	Member
@@(v)	Member Punjab Public Service Commission.	Member
@(vi)	Secretary MPDD.	Member
(vii)	Secretary (Services), Services & General Administration Department.	Member/ Secretary

#b) **RESPONSIBILITIES/PURVIEW**

Provincial Selection Board-II shall make recommendations for:

- (i) Appointment by promotion to all posts in BS-19 in the Health and Education Departments and the Technical Education & Vocational Training Authority with respect to the employees of the Government who are transferred to the Technical Education & Vocational Training Authority under the Punjab Technical Education & Vocational Training Authority Ordinance, 1998;
- (ii) Appointment by promotion to posts of Deputy Secretaries and District Officers and equivalent posts of the Provincial Management Service;
- (iii) Appointment by promotion to any other posts, that may be assigned to the Provincial Selection Board-II by the Provincial Selection Board-I; and
- (iv) Grant of move-over from BS-19 to BS-20.

c) **QUORUM**

Presence of at least four members shall be necessary to validate the proceedings of Provincial Selection Board-II.

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@@ Added vide Notification SOR.III(S&GAD)2-15/87 (I) dated 08.06.2006.

@ Added vide Notification No. SOR.III-2-15/87(P-I) dated 21.01.2009.

#Substituted vide Notification No. SOR.III(S&GAD)2-15/87 dated 22.03.2008.

d) **DECISION**

The decision of the meeting shall be by majority vote and in case of equality of votes, the Chairman shall have the casting vote.

e) **MINUTES**

Minutes of the meeting shall be recorded by the Secretary Services and approved by the Additional Chief Secretary/Chairman of the Board.

**III. DEPARTMENTAL PROMOTION COMMITTEE (DPC)**

a) **COMPOSITION**

The Departmental Promotion Committee shall consist of:

- i) Secretary or Addl. Secretary of the Department. Chairman
- ii) Representative of Regulations Wing of Services & General Administration Department. Member  
(not below the rank of Section Officer).
- iii) Deputy Secretary (Admin) of the Department. Member
- iv) Head of the Attached Department or office, Member in case of posts in the Attached Department or a subordinate office.

b) **RESPONSIBILITIES/PURVIEW**

The Departmental Promotion Committee shall make recommendations for:

- (1) Appointment by promotion to posts in BS-16, 17 and 18, in or under a department, except:
  - i) The posts included in Schedule-IV of the Punjab Government Rules of Business, 1974.
  - ii) Specific posts for which any other Committee is constituted by the Government, separately.
- (2) Move-over to BS-16, 17, 18 and 19.

c) **QUORUM**

Presence of all members of the Committee shall be necessary to validate the proceedings of Departmental Promotion Committee.

d) **DECISION**

The decision of the meeting shall be by majority vote and in case of equality of votes, the Chairman shall have the casting vote.

e) **MINUTES**

Minutes of the meeting shall be recorded by the Deputy Secretary (Admin) of the Department concerned and signed/approved by all the members and Chairman of the Committee.

**##IV. DEPARTMENTAL PROMOTION COMMITTEE FOR TECHNICAL EDUCATION & VOCATIONAL TRAINING AUTHORITY (TEVTA)**

a) **COMPOSITION**

- |      |   |          |
|------|---|----------|
| i)   | △Chairman, TEVTA.   | Chairman |
| ii)  | Head of the concerned Wing of TEVTA.  | Member   |
| iii) | Manager HRM.  | Member   |
| iv)  | Representative of the Industries Department not below the rank of Deputy Secretary. | Member   |
| v)   | Representative of the S&GAD not below the rank of Deputy Secretary.                 | Member   |

b) **RESPONSIBILITIES/PURVIEW**

The Committee shall make recommendations for:

- i) Appointment by promotion to the posts in BS-16, 17 and 18, in respect of the Government employees transferred to TEVTA under the provisions of TEVTA Ordinance.
- ii) Move-over to Government employees transferred to TEVTA, in BS-16, 17, 18 and 19.

c) **QUORUM**

Presence of at least four members, including representatives of Regulations Wing of Services & General Administration Department and Industries Department, shall be necessary to validate the proceedings of the Committee.

d) **DECISION**

The decision of the meeting shall be by majority vote and in case of equality of votes, the Chairman shall have the casting vote.

e) **MINUTES**

Minutes of the meeting shall be recorded by the head of the relevant wing of TEVTA and shall be signed/approved by all the members and Chairman of the Committee

**◆V. Deleted.**

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##Substituted vide Notification No. SOR-III(S&GAD)1-15/2003(P) dated 20.10.2010.

△The words “Chief Operating Officer” substituted with the word “Chairman” vide Notification No. SOR-III(S&GAD)1-15/2003(P) dated 17.10.2011.

◆The existing provisions at Sr. No. V regarding constitution of DPC for promotion of DSPs deleted vide Notification No. SOR-III(S&GAD)2-15/87 dated 22.11.2004.

**VI. DEPARTMENTAL SELECTION/PROMOTION COMMITTEES AT PROVINCIAL LEVEL FOR POSTS IN BS-1 TO 15**

**a) COMPOSITION**

The Committee shall consist of:

- |     |  |          |
|-----|--|----------|
| i)  | Appointing Authority.  | Chairman |
| ii) | Two officers of the Department to be nominated by the Administrative Deptt. with the approval of Minister In-charge. | Member   |

**b) RESPONSIBILITIES/PURVIEW**

Departmental Selection/Promotion Committee shall make recommendations for:

- i) Appointment by initial recruitment to all the posts in BS-1-15 in or under the Department or Office, at the Provincial level, except the posts in BS-11-15 which fall within the purview of Punjab Public Service Commission.
- ii) Appointment by promotion to respective posts in BS-1-15.
- iii) Grant of move-over up to BS-15 to the employees of the Department or office at the Provincial level.

**c) QUORUM**

Presence of all the members shall be necessary to validate the proceedings.

**d) DECISION**

The decision of the meeting shall be by majority vote and in case of equality of votes, the Chairman shall have the casting vote.

**e) MINUTES**

Minutes of the meeting shall be recorded by the Department/Office concerned and approved/signed by all members of the Committee.

**VII. DEPARTMENTAL SELECTION/PROMOTION COMMITTEE NO. I AT DISTRICT LEVEL**

**a) COMPOSITION**

The Committee shall consist of:

- |      |   |          |
|------|---|----------|
| i)   | District Co-ordination Officer.                                   | Chairman |
| ii)  | Executive District Officer concerned.                             | Member   |
| iii) | Executive District Officer (F&P).                                 | Member   |
| iv)  | Appointing Authority concerned (if other than the EDO concerned). | Member   |

- v) One member to be nominated by the Administrative Department concerned with the approval of Minister Incharge. Member
- vi) District Officer concerned. Member/Secretary

**b) RESPONSIBILITIES/PURVIEW**

Departmental Selection/Promotion Committee No. I shall make recommendations for:

- i) Appointment by initial recruitment to all posts in BS-11-15 in or under a Department or Office at the District level, except the posts in BS-11-15 which fall within the purview of Punjab Public Service Commission.
- ii) Appointment by promotion to the following posts in or under a Department or Office at the district level:
  - a) All posts in BS-11-15.
  - b) BS-16 and 17 posts in the office of District Coordination Officer.
  - c) BS-16 posts of Secondary School Teacher and Superintendent of Education Department.
  - d) Any other BS-16 and 17 posts, that fall within the purview of District Government, as per service rules of the relevant posts.
- iii) Grant of move-over in BS-11 to 15 and BS-16 and 17 to the employees mentioned at serial No. ii (b), (c) and (d).

**c) QUORUM**

Presence of at least five members including the representative of the department shall be necessary to validate the proceedings of the Committee.

**d) DECISION**

The decision of the meeting shall be by majority vote and in case of equality of votes, the Chairman shall have the casting vote.

**e) MINUTES**

Minutes of the meeting shall be recorded by the Secretary and shall be signed/approved by all the members and Chairman of the Committee.

**VIII. DEPARTMENTAL SELECTION/PROMOTION COMMITTEE NO. II AT DISTRICT LEVEL**

**a) COMPOSITION**

The Committee shall consist of:

- i) Executive District Officer concerned. Chairman



- |      |   |                      |
|------|---|----------------------|
| ii)  | Executive District Officer (Finance & Planning) or his representative not below the rank of BS-17.            | Member               |
| iii) | District Officer (Coordination).  | Member               |
| iv)  | Appointing Authority concerned (if other than the EDO concerned).   | Member               |
| v)   | One member to be nominated by the Administrative Department concerned with the approval of Minister Incharge. | Member               |
| vi)  | District Officer concerned.   | Member/<br>Secretary |

**b) RESPONSIBILITIES/PURVIEW**

Departmental Selection/Promotion Committee No. II shall make recommendations for:

- i) Appointment by initial recruitment to all the posts in BS-1-10 in or under the relevant Department or Office, at the District level.
- ii) Appointment by promotion for respective posts in BS-2 to 10.
- iii) Move-over up to BS-10 to employees in or under the relevant Department or office, at the District level.

**c) QUORUM**

Presence of at least five members including the representative of the department shall be necessary to validate the proceedings of the Committee.

**d) DECISION**

The decision of the Committee shall be by majority vote and in case of equality of votes, the Chairman shall have the casting vote.

**e) MINUTES**

Minutes of the meeting shall be recorded by the Secretary of the Committee and shall be signed/approved by all the members and Chairman of the Committee.

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No. SOR.III (S&GAD)1-27/2008  
Dated the 11<sup>th</sup> January, 2009

**NOTIFICATION**

In pursuance of the provisions of Rule 4 of the Punjab Civil Servants (Appointment and Conditions of Service) Rules, 1974 and in continuation of this Department's Notification No. SOR-III(S&GAD)2-15/87 (II), dated 14.05.2004, the Governor of the Punjab is pleased to constitute the following Selection/Promotion Committee for making recruitment/promotion of subordinate staff in the newly established offices of the Divisional Commissioners:-

**DEPARTMENTAL SELECTION/PROMOTION COMMITTEE**  
**AT COMMISSIONER'S OFFICE**

(a) **COMPOSITION**

- |       |                             |                      |
|-------|-----------------------------|----------------------|
| (i)   | Commissioner.               | Chairman             |
| (ii)  | Additional Commissioner.    | Member               |
| (iii) | Director (Dev & Finance).   | Member               |
| (iv)  | Assistant Commissioner (G). | Member/<br>Secretary |

(b) **RESPONSIBILITIES/PURVIEW**

The Departmental Selection/Promotion Committee shall make recommendations for:

- (i) Appointment by initial recruitment to all posts in BS-1 to 16 in or under the Commissioner's office; and
- (ii) Appointment by promotion for respective posts in BS-2 to 16.

(c) **QUORUM**

Presence of all the members shall be necessary to validate the proceedings of the Committee.

(d) **DECISION**

The decision of the Committee shall be by majority vote and in case of equality of vote the Chairman shall have the deciding vote.

(e) **MINUTES**

Minutes of the meeting shall be recorded by the Secretary of the Committee and shall be signed/approved by all the members and Chairman of the Committee.

**The above Notification was superseded with the following Notification bearing No.SOR-III(S&GAD)1-9/2011 Dated 20<sup>th</sup> July, 2011**

No.SOR-III(S&GAD)1-9/2011

Dated 20<sup>th</sup> July, 2011

NOTIFICATION

In pursuance of the provisions of Rule 4 of the Punjab Civil Servants (Appointment & Conditions of Service) Rules, 1974, and in continuation to this Department's notification No.SOR.III(S&GAD)2-15/87(I), dated 14.05.2004, the Governor of the Punjab is pleased to constitute the following Selection/Promotion Committee for making selection/promotion against various posts under the Commissioner/Collector of the District/Assistant Commissioner:

(I) **DEPARTMENTAL SELECTION/PROMOTION COMMITTEE AT DIVISIONAL LEVEL**

- |      |                                    |          |
|------|------------------------------------|----------|
| (i)  | <b>COMPOSITION</b>                 |          |
| (i)  | Commissioner concerned.            | Chairman |
| (ii) | Additional Commissioner (Revenue). | Member   |

- (iii) One Officer in BS-18 or above to be nominated by the Administrative Department with the approval of the Minister In-charge. Member
- (iv) Additional Commissioner (Coordination). Member/Secretary

**(ii) RESPONSIBILITIES/PURVIEW**

The Departmental Selection/Promotion Committee at Divisional level shall make recommendations for:

- (i) Appointment by initial recruitment to all the posts in BS-1 to 15 under the Commissioner concerned except the posts in BS-11 to BS-15 which fall within the purview of the Punjab Public Service Commission.
- (ii) Appointment by promotion to the respective posts in BS-2 to 16.

**(iii) QUORUM**

Presence of all the members shall be necessary to validate the proceedings of the Committee.

**(iv) DECISION**

The decision of the meeting shall be by majority vote and in case of equality of votes, the chairman shall have the casting vote.

**(v) MINUTES**

Minutes of the meeting shall be recorded by the Secretary and shall be signed/approved by all the members and Chairman of the Committee.

**(II) DEPARTMENTAL SELECTION/PROMOTION COMMITTEE AT DISTRICT LEVEL**

**(i) COMPOSITION**

- (i) Collector of the District concerned. Chairman
- (ii) Appointing Authority concerned (If other than the Collector of the District concerned). Member
- (iii) One officer in BS-17/18 to be nominated by the Administrative Department with the approval of the Minister Incharge. Member
- (iv) Assistant Commissioner (Revenue) office of Member

- the Commissioner concerned.
- (v) Additional Collector Member  
of the District concerned /Secretary

**(ii) RESPONSIBILITIES/PURVIEW**

The Departmental Selection/Promotion Committee at District level shall make recommendations for:-

- (i) Appointment by initial recruitment to all the posts in BS-1 to 14 under the Collector of the District/ Assistant Commissioner concerned except the posts in the BS-11 to BS-14 which fall within the purview of the Punjab Public Service Commission.
- (ii) Appointment by promotion to respective posts in BS-2 to 14.

**(iii) QUORUM**

Presence of all the members shall be necessary to validate proceedings of the Committee.

**(iv) DECISION**

The decision of the meeting shall be by majority vote and in case of equality of votes, the chairman shall have the casting vote.

**(v) MINUTES**

Minutes of the meeting shall be recorded by the Secretary of the Committee and shall be signed/approved by all the members and Chairman of the Committee.

2. This supersedes the Notification bearing No.SOR-III(S&GAD)1-27/2008, dated 11.01.2009.

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No. SOR.III(S&GAD)2-15/87  
Dated the 22<sup>nd</sup> November 2004

**NOTIFICATION**

In pursuance of the provisions of Article 165 of Police Order 2002 read with Rule 4 of the Punjab Civil Servants (Appointment and Conditions of Service) Rules, 1974 the Governor of the Punjab is pleased to constitute the following Departmental Promotion Committee/Promotion Board for promotion of Police Officers of the Provincial Police:

**I) DEPARTMENTAL PROMOTION COMMITTEE FOR PROMOTION TO THE POST OF DEPUTY SUPERINTENDENT OF POLICE (BS-17)**

a) **COMPOSITION**

The Committee shall consist of:

- |      |  |                      |
|------|--|----------------------|
| i)   | Additional Inspector General of Police, Punjab.  | Chairman             |
| ii)  | Deputy Inspector General of Police, (Headquarters), Punjab.  | Member               |
| iii) | Deputy Inspector General of Police, (Estt.), Punjab.   | Member/<br>Secretary |
| iv)  | A representative of the Home Department, not below the rank of Deputy Secretary.                   | Member               |
| v)   | A representative of the Regulations Wing, S&GA Department, not below the rank of Deputy Secretary. | Member               |

b) **RESPONSIBILITIES/PURVIEW**

The Committee shall make recommendations for appointment by promotion to the posts of Deputy Superintendent of Police (BS-17).

c) **QUORUM**

Presence of at least four members including the representative of Home Department and Regulation Wing of S&GAD, shall be necessary to validate the proceedings of the Committee.

d) **DECISION**

The decision of the meeting shall be by majority vote and in case of equality of votes, the Chairman shall have the casting vote.

e) **MINUTES**

Minutes of the meeting shall be recorded by the Deputy Inspector General of Police (Establishment) and shall be approved/signed by all the members and Chairman of the Committee.

f) **APPROVAL**

The recommendation of the Committee shall be submitted to the appointing authority i.e., Inspector General of Police/Provincial Police Officer, for approval.

g) **ISSUANCE OF NOTIFICATION**

After approval, the notification shall be issued by the office of Inspector General of Police/Provincial Police Officer.

II) **DEPARTMENTAL PROMOTION BOARD FOR PROMOTION TO THE POST OF SUPERINTENDENT OF POLICE (BS-18)**

a) **COMPOSITION**

The Board shall consist of:

- |       |  |                      |
|-------|--|----------------------|
| i)    | Inspector General of Police, Punjab.   | Chairman             |
| ii)   | Additional Inspector General of Police, Punjab.                                      | Member               |
| iii)  | Additional Inspector General of Police, (Special Branch), Punjab.                    | Member               |
| iv)   | Deputy Inspector General of Police, (Establishment), Punjab.                         | Member               |
| v)    | Deputy Inspector General of Police, (Headquarters), Punjab.                          | Member/<br>Secretary |
| vi)   | A representative of the Home Department, not below the rank of Addl. Secretary.      | Member               |
| vii)  | A representative of Regulations Wing, S&GAD, not below the rank of Addl. Secretary.  | Member               |
| viii) | A representative of the Services Wing, S&GAD not below the rank of Deputy Secretary. | Member               |

b) **RESPONSIBILITIES/PURVIEW**

The Board shall make recommendations for appointment by promotion to the posts of Superintendent of Police (BS-18).

c) **QUORUM**

Presence of at least six members including the representative of Services and Regulation Wing of S&GAD shall be necessary to validate the proceedings of the Board.

d) **DECISION**

The decision of the meeting shall be by majority vote and in case of equality of votes, the Chairman shall have the casting vote.

e) **MINUTES**

Minutes of the meeting shall be recorded by the Deputy Inspector General of Police (Headquarters) and shall be approved/signed by all the members and Chairman of the Committee.

f) **APPROVAL**

The recommendation of the Committee shall be submitted to the appointing authority i.e., Chief Minister through the Services Wing of S&GAD.

g) **ISSUANCE OF NOTIFICATION**

After approval, the promotion notification shall be issued by the Services Wing of S&GAD.

2. The Governor of Punjab is further pleased to amend/modify this department's notification No. SOR.III(S&GAD)2-15/87(I) dated 14<sup>th</sup> May, 2004 as under:

i) The existing provision under Sr. No. 1 (b) (ii) i.e. Responsibilities/Purview of PSB-I is substituted as under:

“Appointment by promotion to posts in BS-18, included in Schedule-IV of the Punjab Government Rules of Business, 1974, except Superintendent of Police.”

ii) The existing provision at Sr. No. V regarding constitution of Departmental Promotion Committee for promotion of Deputy Superintendent of Police is deleted.

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## **APPOINTMENTS**

No. SOR-III-2-28/90

Dated 25<sup>th</sup> May 1993

In exercise of the powers conferred on him under section 23 of the Punjab Civil Servants Act, 1974 (*VIII of 1974*) and in supersession of the notification bearing even number dated 20.10.1992, the Governor of the Punjab is pleased to direct that notwithstanding the method of recruitment to the post of Junior Clerk prescribed in the respective service/recruitment rules of various departments in Punjab, twenty percent posts of Junior Clerks shall be filled in by promotion from amongst the employees of all categories from BS-1 to BS-4 employed in the respective office/department/functional unit, who are otherwise eligible for appointment to the post. If none is available for promotion then by initial recruitment.

No. SOR.III-1-22/90

Dated the 1<sup>st</sup> September 1993

In exercise of the powers conferred on him by Section 23 of the Punjab Civil Servants Act, 1974 (*VIII of 1974*), the Governor of the Punjab is pleased to direct that notwithstanding anything contained to the contrary in any other rules, 20% of vacancies in the cadre of Jr. Clerk, Driver, Naib Qasid, Mali, Farrash, Water Carrier and Chowkidar in all Government Departments shall stand reserved for the children of such Government servants in BS-1-5, who are either still serving in the respective Department/Cadre or had retired from the said Department/Cadre in BS-1-5. The eligibility criteria for selection for the reserved posts would be as follows:

<u>Nomenclature of Post</u>	<u>Criteria for Selection</u>
Junior Clerk (BS-5)	All the posts of Junior Clerks falling in this quota will be filled strictly on merit as per Recruitment Policy in vogue.
Driver (BS-4)	Only those candidates who possess valid driving license shall be eligible for the post of Driver. All eligible candidates shall be administered a driving test by the respective Departmental Selection Committees. Those performing better would be selected.
Naib Qasid/Mali/ Farrash/Water Carrier/Chowkidar (BS-1)	The length of service of the parent whose son is a candidate shall be sole criteria for determining the inter se merit of the applications.

If none is available for appointment against the reserved quota, these posts shall be filled up through direct recruitment on the basis of open merit.



No. SOR.III-1-22/90  
Dated the 4<sup>th</sup> June 1997

Subject: RESERVATION OF 20% OF THE VACANCIES FOR THE CHILDREN  
OF GOVERNMENT SERVANTS WORKING/RETIRED IN BS-1 TO 5

I am directed to refer to this department's Notification of even number dated 01.09.1993, according to which 20% of the vacancies in the cadre of Junior Clerk, Driver, Naib Qasid, Mali, Water Carrier and Chowkidar in all Government departments shall stand reserved for the children of such Government Servants in BS-1-5, who are either still serving in all the respective departments/cadre or had retired from the said departments/cadre in BS-1-5.

2. The above quota stood also reserved for employees' children working in BS-1-5 in the respective Departments vide letter No. SOR.III-2-1/94 dated 30.07.1996. The other category of retired employees in BS-1-5 who were also beneficiary of the notification mentioned at para 1 above was inadvertently omitted from circular letter dated 30.07.1996. There is confusion about the interpretation of notification/instructions issued in this behalf. A number of Government Departments have approached the Regulations Wing, Services & General Administration Department, for necessary clarification, i.e., whether 20% vacancies in BS-1-5 have been reserved for children of Government Servants, who are still serving in the respective departments or it also includes those officials who had since retired from service. It is clarified that children of Government employees who are either serving in respective departments/cadre or had retired from the said department shall be equally eligible for the 20% of the vacancies reserved for the children of Government servants in BS-1 to 5.

3. I am, therefore, to request that this clarification may kindly be brought to the notice of all concerned for information, necessary action and strict compliance, accordingly.

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No. SOR-IV(S&GAD)9-1/2003  
Dated the 17<sup>th</sup> January 2004

Subject: RESERVATION OF 20% OF THE VACANCIES FOR THE CHILDREN  
OF GOVERNMENT SERVANTS SERVING/RETIRED IN BS-1 TO 5

I am directed to say that under S&GAD Department's circular letter No. SOR.III/1-22/90 dated 01.09.1993, 20% of vacancies in BS-1 to 5 have been reserved for the children of such Government servants in BS-1 to 5 who are either serving in the respective Department or had retired from the said Department, subject to the fulfillment of other conditions.

2. A question has arisen whether 20% quota is applicable to one or more son/daughter of the employees in BS-1 to 5. This issue has been examined in the Regulations Wing and it is clarified as under:

- i) Only one child of a Government servant can avail the benefit of employment under 20% quotas reserved in BS-1 to 5 for the children of Government employees in BS-1 to 5.
- ii) For this purpose an affidavit may be obtained from the concerned employee that none of his children has previously been appointed under the said quota.

3. It is requested that the above clarification may be brought to the notice of all appointing authorities for strict compliance.

\_\_\_\_\_ No. SOR-IV(S&GAD)9-5/2008  
Dated the 28<sup>th</sup> October 2008

Subject: RESERVATION OF 20% OF THE VACANCIES OF SPECIFIC CATEGORIES FOR THE CHILDREN OF GOVERNMENT SERVANTS WORKING/RETIRED IN BS-1 TO 5

I am directed to invite your attention towards para 12 of Recruitment Policy -2004 which states that posts against 20% quota fixed for the children of serving/retired Government employees in BS-1 to 5 as prescribed vide notification dated 01.09.1993 (against specific categories of posts) are to be filled in only at the time of making general recruitment through advertisement. It has been noted with concern that some of the departments, while making recruitment, do not publicize the vacancies against this quota.

2. I have, therefore, been directed to request you to kindly ensure that posts against this quota are filled after proper advertisement.

\_\_\_\_\_ No. SOR-III(S&GAD)2-74/2008  
Dated the 21<sup>st</sup> August 2009

### NOTIFICATION

In exercise of the powers conferred upon him by Section 23 of the Punjab Civil Servants Act, 1974 (*VIII of 1974*), in partial modification of Notification No. SOR.III-1-22/90 dated 01.09.1993, the Governor of the Punjab is pleased to direct that 20% vacancies in the cadre of Junior Clerk, Patwari, Driver, Naib Qasid, Mali, Frash, Water Carrier and Chowkidar in all Government Departments shall stand reserved for the children of such Government servants in BS-1-5 and Junior Clerks/Patwaris (previously in BS-5 now upgraded to BS-7), who are either serving in the respective department/cadre or have retired. The eligibility criteria for selection to the reserved posts shall be as follows:

<b>Nomenclature of post</b>	<b>Criteria for selection</b>
Junior Clerk (BS-7)	All the posts of Junior Clerks falling in this quota shall be filled strictly on merit as per recruitment policy in vogue.
Patwari (BS-7)	All the posts of Patwaris falling in the quota shall be filled strictly on merit as per recruitment policy in vogue.

Driver (BS-4)	Only those candidates who possess valid driving license shall be eligible for the post of Driver. Respective Departmental Selection Committees shall conduct driving tests of all eligible candidates.
Naib Qasid/Mali/Frash/Water Carrier/Chowkidar (BS-1)	The length of service of the parent whose son is a candidate shall be the sole criteria for determining inter se merit of the candidates.

Provided that:

- i) Only one child of a Government servant can avail the benefit of employment under 20% reserved quota for the children of above mentioned categories of Government employees in BS-1-5 including Junior Clerks/Patwaris (BS-7). For this purpose, an affidavit shall be obtained from the concerned employees that none of his children has previously been appointed under the said quota;
- ii) The vacancies shall be filled through the respective Departmental Recruitment Committees at the time of general recruitment;
- iii) The District cadre posts will be filled from amongst the candidates having the domicile of that district; and
- iv) If none is available for appointment against the reserved quota, the post shall be filled through direct recruitment on open merit.

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No. SOR-III(S&GAD)2-74/2008  
Dated the 5<sup>th</sup> November 2011

### **NOTIFICATION**

In exercise of the powers conferred upon him by Section 23 of the Punjab Civil Servants Act, 1974 (*VIII of 1974*), and in supersession of Notification No. SOR.III-2-74/2008 dated 21.08.2009, Governor of the Punjab is pleased to direct that 20% vacancies in the cadre of Junior Clerk, Patwari, Driver, Beldar, Naib Qasid, Mali, Frash, Water Carrier and Chowkidar in all Government Departments shall stand reserved for the children of such Government servants in BS-1-5 and Junior Clerks (BS-7) and Patwaris (BS-9), who are either serving in the respective department/cadre or have retired. The eligibility criteria for selection to the reserved posts shall be as follows:

<b>Nomenclature of post</b>	<b>Criteria for selection</b>
Patwari (BS-9)	All the posts of Patwaris falling in the quota shall be filled strictly on merit as per recruitment policy in vogue.
Junior Clerk (BS-7)	All the posts of Junior Clerks falling in this quota shall be filled strictly on merit as per recruitment policy in vogue.
Driver (BS-4)	Only those candidates who possess

	valid driving license shall be eligible for the post of Driver. Respective Departmental Selection Committees shall conduct driving tests of all eligible candidates.
Beldar (BS-1)	The basic criteria for recruitment to the post of Beldar shall be- a) height 5'.6" or above; b) chest 33" or above; c) test of Kassi work; d) racing test; and e) swimming test.
Naib Qasid/Mali/Frash/Water Carrier/Chowkidar (BS-1)	The length of service of the parent whose son is a candidate shall be the sole criteria for determining inter se merit of the candidates.

Provided that:

- i) only one child of a Government servant can avail the benefit of employment under the said quota for the children of Government employees in BS-1-5 including Junior Clerks (BS-7)/Patwaris (BS-9): for the purpose, an affidavit shall be obtained from the concerned employees that none of his children has previously been appointed under the said quota;
- ii) the vacancies shall be filled through the respective Departmental Recruitment Committees at the time of general recruitment;
- iii) the District cadre posts will be filled from amongst the candidates having the domicile of that district; and
- iv) if none is available for appointment against the reserved quota, the post shall be filled through direct recruitment on open merit.

No. SOR.III-2-42/92  
Dated the 18<sup>th</sup> February 1997

**Subject: BENEFIT OF GIVING JOB TO ONE CHILD OF A GOVERNMENT SERVANT WHO DIES WHILE IN SERVICE OR IS DECLARED INVALIDATED/INCAPACITATED FOR FURTHER SERVICE**

I am directed to refer to say that under the provision to Rule 17-A of the Punjab Civil Servants (Appointment and Conditions of Service) Rules, 1974, whenever a Government servant dies while in service or is declared invalidated/incapacitated for further service, one of his unemployed children shall be provided a job against posts in BS-1 to 5 in the department in which the deceased Government servant was serving, without observance of formalities prescribed under rules/procedure provided such child is otherwise eligible for the post.

2. A question has arisen whether this benefit under the statutory provision of rules can be availed of in case a ban on recruitment has been imposed by Government. The case was examined in consultation with the Law and Parliamentary Affairs Department who have advised that ban on recruitment is not

applicable against statutory provision of rules referred to above, nor the right of the child of a deceased Government servant under Rule 17-A of the rules *ibid* should be abridged by such order.

3. I am to request that this clarification may be brought to the notice of all appointing authorities under your administrative control for strict compliance.

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No. SOR-III(S&GAD) 2-42/92(P-I)  
Dated the 26<sup>th</sup> March 2004

Subject: AMENDMENT IN THE PUNJAB CIVIL SERVANTS  
(APPOINTMENT AND CONDITIONS OF SERVICE) RULES, 1974

I am directed to refer to letter No. Estt.II/1-18/98-PPSC/383, dated 22.12.2003 received from Punjab Public Service Commission, on the subject noted above in which advice regarding grant of ten additional marks under Rule 17-A of the Punjab Civil Servants (Appointment and Conditions of Service) Rules, 1974 was sought.

2. The issue has been examined in detail in consultation with Punjab Public Service Commission, Finance Department and Law and Parliamentary Affairs Department, and the following guidelines are hereby issued with respect to grant of additional marks under rule 17-A of the rules *ibid*:

- i) The spirit of Rule 17-A is to provide relief to the family of a deceased or invalidated or incapacitated civil servant by providing employment to the widow/wife or one child of the said civil servant provided that he/she is otherwise eligible for the post applied for.
- ii) Rule 17-A provides that "such child may be given 10 additional marks in the aggregate by the Punjab Public Service Commission or the relevant board or committee". From the wording of the rule it is clear that it is not necessary to award full ten marks in each case. Only such marks should be awarded, (subject to a maximum of 10 marks), which are necessary to cover the shortfall in the aggregate to make such candidate eligible for appointment.
- iii) A person who may have applied under Rule 17-A, but who qualifies purely on merit, should not be awarded any additional marks and his selection should be made on merit and not under rule 17-A.
- iv) The purpose of awarding additional marks is only to facilitate the selection of the child or widow or wife of the deceased/invalidated person to alleviate the financial problems of the family. This concession is not meant for granting undeserved seniority on the merit list. Therefore, as mentioned above, bare minimum marks should be awarded only to the extent it is necessary to facilitate their selection. As such, persons awarded extra marks and selected under Rule 17-A shall always be placed at the bottom of the merit list.

3. I am further directed to request that the above guidelines may kindly be brought into the notice of all concerned for compliance.

Subject: APPOINTMENT UNDER RULE 17-A OF THE PUNJAB CIVIL SERVANTS (APPOINTMENT & CONDITIONS OF SERVICE) RULES, 1974 – DATE OF EFFECTIVENESS OF THE RULE

I am directed to refer to the subject noted above and to state that a question has arisen as to whether or not the benefit of Rule 17-A is extendable to the child/wife/widow of a civil servant who died in service or was declared invalidated before the introduction of Rule 17-A of Punjab Civil Servants (Appointment & Conditions of Service) Rules, 1974.

2. After due consultation with Law & Parliamentary Affairs Department, it is clarified that the benefit of Rule 17-A is extendable to a child/wife/widow of a civil servant who died in service or was declared invalidated/incapacitated even before the promulgation of Rule 17-A in 1993, as there is nothing in the said rule to suggest that it would apply only where the parents/husband of a candidate died after coming into force of this rule. Rule 17-A has created a right in favour of a child/widow/wife of a deceased/incapacitated civil servant, irrespective of the date of death/incapacitation of the civil servant while in service.

3. It is further clarified that in order to avail the benefit under the rule *ibid*, the child/widow/wife of the deceased/incapacitated civil servant must otherwise be eligible for appointment against a specific post i.e., he/she must have the requisite qualification, experience, age limit, etc., as prescribed for the post.

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No. SOR-IV(S&GAD)10-1/2003,  
Dated the 20<sup>th</sup> July 2005

Subject: GENERAL INSTRUCTIONS REGARDING APPLICATION OF BAN ON RECRUITMENT UNDER RULE 17-A OF THE PCS (A&CS), 1974, AND VARIOUS QUOTAS

Kindly refer to the subject cited above.

2. A question has arisen as to whether ban on recruitment is applicable to appointment under Rule 17-A of the Punjab Civil Servants (Appointment and Conditions of Service) Rules, 1974, and various quotas as mentioned in Recruitment Policy – 2004. The issue has been examined in the Regulations Wing, S&GAD, and it is observed that under rule 17-A, relief to the family of a deceased or invalidated/incapacitated civil servant by providing employment to the widow/wife or one child of the said civil servant for which he/she possesses the prescribed qualification and experience, has been provided. Under the rule *ibid*, this special dispensation has the following two categories requiring different application vis-à-vis application of ban on recruitment.

- i) **For posts in BS-1 to 5**  
Rule 17-A of the rules *ibid* provides that one child or widow/wife of a Government servant who dies while in

service or is declared invalidated/incapacitated for further service, shall be provided a job against posts in BS 1 to 5 in the department in which the deceased Government servant was working without observance of formalities prescribed under the rules/procedure provided such child is otherwise eligible for the post.

Since in such cases appointment in BS 1 to 5 is mandatory and is to be made without observance of formalities prescribed under the rules, therefore, ban on recruitment shall not be applicable in such cases.

ii) **For posts in BS-6 and above**

In case of appointments against posts in BS-6 and above, the rule ibid provides that one of the unemployed child or widow/wife of a Government servant who dies while in service or is declared invalidated/incapacitated for further service, who possesses the prescribed qualification and experience may be given 10 additional marks in the aggregate by Punjab Public Service Commission or by the appropriate selection board or committee provided he/she otherwise qualifies in the test/examination and/or interview. This means that the additional marks can only be granted while general recruitment in the relevant posts is being made.

As such, appointment under Rule 17-A in this category can only be made when general recruitment is made and general recruitment can be made when there is no ban on recruitment. As such, ban on recruitment shall be applicable in case of appointment in BS-6 and above unless the ban is relaxed for general recruitment against any category of posts.

3. The following quotas have been provided in the Recruitment Policy – 2004:

- i) 2% quota for disabled persons as per notification No. SOR.III-2-86/97 dated 28.01.1999, and in keeping with instructions issued vide No. SOR.IV (S&GAD)7-1/2003, dated 15.04.2004.
- ii) 5% quota for women as prescribed vide notification No.SOR-III-1-35/93, dated 17.04.2002.
- iii) 20% quota of posts in BS-1 to 5 for the children of serving/retired Government employees in BS-1 to 5, as prescribed vide notification No. SOR-III.1-22/90 dated 01.09.1993. This quota has been prescribed only for the cadres of Junior Clerk, Driver, Naib Qasid, Mali, Frash, Water Carrier and Chowkidar in all Government departments for the children of Government servants in BS-1 to 5.

The posts reserved for above quotas are to be filled only at the time of making general recruitment through advertisement, under the Recruitment Policy as and when ban on recruitment is lifted. As such, ban on recruitment is applicable on appointments against the above categories of posts.

4. All the Administrative Departments/Appointing Authorities are advised to follow the above instructions while making recruitments under Rule 17-A of the Punjab Civil Servants (Appointment and Conditions of Service) Rules, 1974 or under various quotas, as mentioned in para 3 above.

NO.SOR-III(S&GAD)2-10/2007  
Dated Lahore the 20<sup>th</sup> August 2007

Subject: APPOINTMENT UNDER RULE 17-A OF THE PUNJAB CIVIL SERVANTS (APPOINTMENT AND CONDITIONS OF SERVICE) RULES, 1974

I am directed to invite your kind attention to Rule 17-A of the Punjab Civil Servants (Appointment and Conditions of Service) Rules, 1974, which reads as under:

“17.A. Notwithstanding anything contained in any rule to the contrary, whenever a civil servant dies while in service or is declared invalidated/incapacitated for further service, one of his unemployed children or his widow/wife may be employed by the Appointing Authority against a post to be filled under Rules 16 and 17 for which he/she possesses the prescribed qualification and experience and such child or the widow/wife may be given 10 additional marks in the aggregate by the Public Service Commission or by the appropriate Selection Board or Committee provided he/she otherwise qualifies the test/examination and/or interview for posts in BS-6 and above.

Provided further that one child or widow/wife of a Government servant who dies while in service or is declared invalidated/incapacitated for further service shall be provided a job against posts in BS-1 to 5 and the posts of Junior Clerks (BS-7) in the department in which the deceased Government servant was working, without observance of formalities prescribed under the rules/procedure. Provided such child or the widow/wife is otherwise eligible for the post.”

2. A question has arisen that if both the husband and wife are in Government service and die during service, whether or not the benefit of provision of job under Rule 17-A ibid can be availed by two children of the deceased civil servants.

3. It is hereby clarified that if both the husband and wife are in Government service and both die during service, the benefit of provision of employment under Rule 17-A of the rule ibid may be extended to one unemployed child of the deceased husband and one unemployed child of the deceased wife.



4. The above clarification may be brought to the notice of all concerned for their information and compliance.

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NO.SOR-III(S&GAD)2-10/2007  
Dated Lahore the 22<sup>nd</sup> October 2007

Subject: APPOINTMENT UNDER RULE 17-A OF THE PUNJAB CIVIL SERVANTS (APPOINTMENT AND CONDITIONS OF SERVICE) RULES, 1974–CLARIFICATION REGARDING PROVISION OF JOB TO WIFE/CHILDREN IN CASE DECEASED EMPLOYEE HAD TWO OR MORE WIVES

I am directed to invite your kind attention to Rule 17-A of the Punjab Civil Servants (Appointment and Conditions of Service) Rules, 1974, which reads as under:

“17.A. Notwithstanding anything contained in any rule to the contrary, whenever a civil servant dies while in service or is declared invalidated/incapacitated for further service, one of his unemployed children or his widow/wife may be employed by the Appointing Authority against a post to be filled under rules 16 and 17 for which he/she possesses the prescribed qualification and experience and such child or the widow/wife may be given 10 additional marks in the aggregate by the Public Service Commission or by the appropriate Selection Board or Committee provided he/she otherwise qualifies the test/examination and/or interview for posts in BS-6 and above.

Provided further that one child or widow/wife of a Government servant who dies while in service or is declared invalidated/incapacitated for further service shall be provided a job against posts in BS-1 to 5 and the posts of Junior Clerks (BS-7) in the department in which the deceased Government servant was working, without observance of formalities prescribed under the rules/procedure. Provided such child or the widow/wife is otherwise eligible for the post.”

2. A question has arisen that where a deceased civil servant had more than one wife and the family does not agree on the point as to which of the two wives or their children are to be considered for appointment under the said rule.

3. The matter has been examined and it is clarified that:

- (i) In case there are two wives of a deceased civil servant, the first wife or her children (1<sup>st</sup> family) are entitled to get employment under Rule 17-A. If no one from the first wife and her children (1<sup>st</sup> family) applies for the job, the right of appointment shall be available to the second wife or her children (second family).
- (ii) The concerned Appointing Authority shall satisfy himself about the number of families, family members and eligibility of the applicant for the post.

4. The above clarification may be brought to the notice of all concerned for their information and strict compliance please.

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No. SOR-III(S&GAD)2-10/2006

Dated 26<sup>th</sup> January 2008

Subject: AMENDMENT IN RULE 17-A OF THE PUNJAB CIVIL SERVANTS (APPOINTMENT AND CONDITIONS OF SERVICE) RULES, 1974 – CLARIFICATION REGARDING APPOINTMENT ON CONTRACT BASIS

Consequent upon upgradation of the posts of Junior Clerk from BS-5 to 7, Rule 17-A of the Punjab Civil Servants (Appointment and Conditions of Service) Rules, 1974 was amended vide Notification No. SOR-III (S&GAD)2-10/2006 dated 05.01.2008 to include the post of Junior Clerk (BS-7) in the rules ibid which reads as under:

“17-A. Notwithstanding anything contained in any rule to the contrary, whenever a civil servant dies while in service or is declared invalidated/incapacitated for further service, one of his unemployed children or his widow/wife may be employed by the Appointing Authority against a post to be filled under rules 16 and 17 for which he/she possesses the prescribed qualification and experience and such child or the widow/wife may be given 10 additional marks in the aggregate by the Public Service Commission or by the appropriate Selection Board or Committee provided he/she otherwise qualifies the test/examination and/or interview for posts in BS-6 and above.

Provided further that one child or widow/wife of a Government servant who dies while in service or is declared invalidated/incapacitated for further service shall be provided a job against posts in BS-1 to 5 and the posts of Junior Clerks (BS-7) in the department in which the deceased Government servant was working, without observance of formalities prescribed under the rules/procedure. Provided such child or the widow/wife is otherwise eligible for the post.”

2. It is also brought to the notice of all concerned that the Government has generally shifted from regular to contract mode of recruitment in view of the changing management practices and to achieve the goals of good governance in public sector departments/organizations. It is also clarified that the provisions of Rule 17-A of the Punjab Civil Servants (Appointment and Conditions of Service) Rules, 1974 were made applicable in respect of recruitment to be made under the Contract Appointment Policy. Attention is invited to amendment made in the Contract Appointment Policy vide circular letter No. DS (O&M)5-3/2004/Contract(MF) dated 05.08.2006, which, inter alia, provides as under:

“(ii) The provision of rule 17-A of the Punjab Civil Servants (Appointment and Conditions of Service) Rules, 1974 and the relevant instructions/guidelines issued in this behalf from time to

time shall be applicable mutatis mutandis for employment of one of the unemployed children, wife/widow of a civil servant who dies while in service or is declared invalidated/incapacitated, under the policy.

**Explanation:** The nature of employment so provided shall be dependent on the mode of recruitment viz. contract or regular, as may be decided by the Government in respect of a particular post.”

3. It is, therefore, reiterated that job against the posts in BS-1 to 5 and Junior Clerk (BS-7) can be provided to a child or widow/wife of a Government servant who dies while in service or is declared invalidated/incapacitated for further service on contract basis under the Contract Appointment Policy.

4. All concerned are, therefore, requested to implement the above instructions in letter and spirit.

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No. SOR-III(S&GAD)2-10/2007-P

Dated 6<sup>th</sup> July 2010

Subject: CLARIFICATION REGARDING BENEFITS ADMISSIBLE UNDER RULE 17-A OF THE PUNJAB CIVIL SERVANTS (APPOINTMENT & CONDITIONS OF SERVICE), RULES, 1974

Kindly refer to the subject noted above.

2. In case of civil servant who dies while in service or is declared invalidated/incapacitated for further service, one of his unemployed children or widow/wife are facilitated in securing employment under Rule 17-A of the Punjab Civil Servants (Appointment & Conditions of Service) Rules, 1974 as under:

- (i) Given 10 additional marks in the aggregate by the Punjab Public Service Commission or by the appropriate Selection Board or Committee provided he/she otherwise qualifies in the test/examination and/or interview for posts in BS-6 and above.
- (ii) Provided a job against posts in BS-1 to 5 and the posts of Junior Clerks (BS-7) in the department in which the deceased Government servant was working, without observance of formalities prescribed under the rules/procedure. Provided such child or the widow/wife is otherwise eligible for the post.

3. Rule 17-A of the Punjab Civil Servants (Appointment and Conditions of Service) Rules, 1974, reads as under:

“17.A. Notwithstanding anything contained in any rule to the contrary, whenever a civil servant dies while in service or is declared invalidated/incapacitated for further service, one of his unemployed children or his widow/wife may be employed by the Appointing Authority against a post to be filled under rules 16 and 17 for which he/she possesses the prescribed qualification and experience and such child or the widow/wife may be given 10 additional marks in the aggregate by the Public Service Commission or by the appropriate Selection Board or Committee

provided he/she otherwise qualifies in the test/examination and/or interview for posts in BS-6 and above.

Provided further that one child or widow/wife of a Government servant who dies while in service or is declared invalidated/incapacitated for further service shall be provided a job against posts in BS-1 to 5 and the posts of Junior Clerks (BS-7) in the department in which the deceased Government servant was working, without observance of formalities prescribed under the rules/procedure. Provided such child or the widow/wife is otherwise eligible for the post.”

4. The question regarding admissibility of benefits under rule 17-A to the married children of the deceased/incapacitated/invalidated civil servants has been under active consideration of the Government of the Punjab. In this behalf, it is clarified that the benefit of grant of 10 additional marks or provision of job in terms of Rule 17-A of the Punjab Civil Servants (Appointment and Conditions of Service) Rules, 1974 shall be available irrespective of the fact whether the child is married or not.
5. The above instructions may be implemented in letter and spirit.

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No. SOR.IV(S&GAD) 1-3/84  
Dated the 4<sup>th</sup> November 2002

Subject: STREAMLINING OF PROCEDURE AND SYSTEM FOR SELECTION  
OF CANDIDATES THROUGH PUNJAB PUBLIC SERVICE  
COMMISSION

I am directed to invite a reference to this department's circular letter of even number dated 30.07.1984 and 23.07.1997, on the subject noted above and to state that it has been observed with concern that the Punjab Public Service Commission receives requisitions for various posts, other than those which are to be filled in on the basis of Combined Competitive Examination/Competition Examination from the Administrative Departments in piecemeal against the specified schedule i.e. 1<sup>st</sup> July to 31<sup>st</sup> December each year. This causes delay in the recruitment process besides creating difficulties in planning the program of tests/interviews according to the fixed schedule.

2. The schedule for placing the requisitions with the Commission as laid down in this Department's letter referred to above is reproduced below:
  - a) Requisitions for competitive examinations should be sent by 1<sup>st</sup> September of each year so as to enable the Commission to invite applications by December and hold examination in February;
  - b) All Administrative Departments should forward their requisitions for filling vacant posts other than those filled through competitive examination from 1<sup>st</sup> July to 31<sup>st</sup> December each year so that the Commission may process them in a planned programmed;
  - c) The Administrative Departments may, in exceptional circumstances, forward their requisitions between 1<sup>st</sup> January

to 1<sup>st</sup> May after obtaining approval of the Chief Secretary/  
Additional Chief Secretary;

- d) No requisition should be sent to Commission during the period from 1<sup>st</sup> May to 1<sup>st</sup> July so that this period is utilized by the Commission to clear the backlog and plan for the future.

3. The time schedule for placing requisitions for such posts with the Punjab Public Service Commission is also envisaged in Regulation No. 4 of the Punjab Public Service Commission Regulations 1992. The text of the aforesaid Regulation was circulated to all concerned in Punjab Estacode, Volume II, 1996 for information and guidance.

4. You are, therefore, requested kindly to observe the timeframe as laid down in the PPSC Regulations, 1992, read with policy of the Government, in letter and spirit. It may also be ensured that the requisitions are placed with the Commission in a consolidated manner well in time for speedy selection.

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No.SOR.IV(S&GAD)1-3/84  
Dated the 26<sup>th</sup> March 2004

Subject: STREAMLINING OF PROCEDURE AND SYSTEM FOR SELECTION OF  
CANDIDATES THROUGH PUNJAB PUBLIC SERVICE COMMISSION

I am directed to refer to this Department's circular letter of even number dated 23.07.1997 and 04.11.2002 on the subject noted above and to state that the Chairman, Punjab Public Service Commission has pointed out certain causes leading to delays in the selection process in the Commission, as highlighted below:

- i) Requisitions received from the Departments are incomplete and back references made by the Commission to the Department take a lot of time which results in inordinate delays.
- ii) The requisitions placed with the Commission by the Departments do not indicate whether prior approval of the Finance Department has been obtained where the posts are to be filled in on regular basis.
- iii) The requisitions placed also do not indicate whether the relaxation required under Section 4 of the Punjab Public Service Commission (Functions) Rules for contract appointment has been obtained.

2. The Commission has further observed that it is the primary function of the requisitioning Department to ensure that the requisition is complete in all respects including the relaxation of rules accorded by the competent authority.

3. The Punjab Public Service Commission has decided that in future the Commission, on receiving of requisitions, will process the cases on the assumption that the requisite permission/authority required under law/rules has been duly secured. The responsibility of ensuring that this is so, will be with the requisitioning

Department and the Commission instead of involving itself with a second scrutiny will proceed with the advertisement and other consequential steps for selection.

4. I am, therefore, directed to convey the desire of the Chief Minister to consider the above observations of the Chairman, PPSC, Lahore carefully and ensure that no lapse on the part of requisitioning Department occurs while sending the requisitions to the Punjab Public Service Commission so as to avoid delay in the selection process as well as other complications which may arise after the completion of selection process.

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No. SOR-III (S&GAD) 1-25/2002  
Dated the 30<sup>th</sup> November 2006

Subject: EXTENSION IN JOINING TIME ON FRESH APPOINTMENT

I am directed to refer to this department's notification of even number dated 22.10.2006, whereby the following sub-rules have been added to Rule 21-A, after sub-rule (3), of the Punjab civil Servants (Appointment and Conditions of Service) Rules, 1974:

- “(4) The appointing authority shall complete the process of appointment within one hundred and ninety days from the date of issue of recommendations by the Punjab Public Service Commission and no request for extension in the joining time as specified in the offer of appointment shall be entertained.
- (5) If a person, to whom offer of appointment has been issued, fails to join his post within the period specified in the said offer of appointment, his selection shall automatically stand cancelled.”

2. The above amendments in the rules have been made because of the reason that often the appointing authorities have been found unable to finalize the process of appointment within a period of six months and resultantly the option of asking for a substitute from the Commission under Regulation No. 69 of the Punjab Public Service Commission Regulations, 2000 is exhausted, as for recommending substitutes, the merit list prepared by the Punjab Public Service Commission remains valid for six months from the date of issue of recommendations. There was no time limit on the respective appointing authorities to finalize the process of appointment of selectees of the Punjab Public Service Commission. Moreover, the recommendees kept on seeking unnecessary extension in joining time on one pretext or the other, which not only delayed the appointment process but also defeated the very purpose of recruitment.

3. I am, therefore, further directed to request you kindly to ensure that the process of appointment is completed within a period not exceeding 180 days positively from the date of issue of recommendations of the Commission and no request for extension in joining time as specified in the offer of appointment should be entertained. The provisions of sub-rules (4) & (5) of Rule 21-A of the PCS (A&CS) Rules, 1974 may suitably be made the part of the offer of appointment, so as to adhere to the new provisions of Rule 21-A *ibid* in letter and spirit.

Subject: ABSORPTION OF SURPLUS STAFF

I am directed to say that absorption of the staff rendered surplus as a result of retrenchment in or reorganization of a Government department/office or autonomous or semi-autonomous organizations set up by the Government is now a recognized mode of recruitment as per sub-rule (1) of rule 3 of the Punjab Civil Servants (Appointment and Conditions of Service) Rules, 1974 as amended vide this department's Notification No. SOR.III-2-21/87 dated 17<sup>th</sup> February 1988. This mode cannot, however, be resorted to unless the conditions laid down in the rule are fulfilled.

2. Absorption of the surplus staff through the S&GAD would be in the nature of transfer from the S&GAD because the staff in the surplus pool is on the strength of this Department. However, placement of staff in the surplus pool of S&GAD cannot be decided at the level of concerned administrative department alone. It needs approval of the Chief Minister through S&GAD. Absorption is a special dispensation in the existing legal framework which has to be made in a standard uniform manner in order to ensure that conditions of absorption and service in the absorbing departments/offices are also uniform.

3. I am to request that in future a decision involving placement of staff rendered surplus due to any re-organization of a department or abolition of posts in the surplus pool of S&GAD should be taken with the concurrence of this department and it may please be ensured that absorption of surplus staff is arranged only in accordance with the manner laid down in rule referred to at para 1 above.

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No. SOR.III-2-21/87  
Dated the 28<sup>th</sup> September 1988

O R D E R

Having been authorized by the Chief Minister, in pursuance of proviso below sub-rule (1) of Rule 3 of the Punjab Civil Servants (Appointment and conditions of Service) Rules, 1974, following committee is hereby constituted for purposes of making recommendations for absorption of surplus persons to posts in BS-15 and below:

@1.	Additional Chief Secretary, S&GAD	Chairman
2.	Dy. Secretary (Reg.) S&GAD	Member
3.	Dy. Secretary (SR), F.D.	Member
4.	Deputy Secretary (Personnel), S&GAD	Member
5.	Deputy Secretary (Welfare), S&GAD	Member/ Secretary

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@Revised vide Order No.SOR.III.2-21/87 dated 30.04.1997.

**NOTIFICATION**

In exercise of the powers conferred on him by Section 23 of the Punjab Civil Servants Act, 1974 (*VIII of 1974*), the Governor of the Punjab is pleased to direct that notwithstanding anything contained to the contrary in the method of recruitment prescribed in all the service/recruitment rules, 5% of the total number of posts will be reserved for women, where both male/female are eligible for such recruitment.

2. The reservation of vacancies referred to above will not apply to:
- a) Vacancies reserved for recruitment on the basis of competitive examinations to be conducted by Punjab Public Service Commission.
  - b) Recruitment made by promotion or transfer in accordance with the relevant rules.
  - c) Short-term vacancies likely to last for less than six months.
  - d) Isolated posts in which vacancies occur only occasionally, and
  - e) Vacancies reserved for women for which, qualified candidates are not available; these vacancies shall be treated as unreserved and filled on merit.

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No. SOR.I(S&GAD)16-4/85  
Dated the 14<sup>th</sup> March 1985

Subject: DISABLED PERSONS (EMPLOYMENT & REHABILITATION)  
ORDINANCE, 1981

I am directed to refer to notification No. SOR-III-1-3/39/79 dated 28<sup>th</sup> December 1983 amending various sets of Service/Recruitment Rules to provide the allocation of 1% of the total number of posts in various Departments to disabled persons in compliance with the Disabled Persons (Employment & Rehabilitation) Ordinance 1981. It is clarified that this does not affect the right of the disabled persons to compete on merit for vacancies other than the reserved vacancies. A disabled person in terms of the Disabled Person (Employment & Rehabilitation) Ordinance 1981, who applies for open merit vacancy and is not selected, shall also be eligible for selection against a reserved vacancy for which he shall have to compete with other disabled candidates, if any.

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No. SOR.I(S&GAD)16-4/85  
Dated the 31<sup>st</sup> March 1985

Subject: DISABLED PERSONS (EMPLOYMENT & REHABILITATION)  
ORDINANCE, 1981

I am directed to refer to this Department's circular letter No. SORI (S&GAD) 16-4/85 dated 14<sup>th</sup> March, 1985 on the subject noted above.



2. In order to ensure proper implementation of the provisions of the Disabled Persons (Employment & Rehabilitation) Ordinance 1981 and rules made thereunder, the following instructions are issued for guidance of all concerned:

- i) Vacancies reserved for disabled persons will be filled through the normal process of selection.
- ii) All disabled persons possessing requisite qualifications and experience would be eligible to compete for posts in Grade-16 and above where selection is made by the Punjab Public Service Commission and in Grade-15 and below where selection is made by the Department concerned.
- iii) The disabled persons appearing in open competition for non-reserved vacancies will be selected purely on the basis of merit.
- iv) The disabled persons desirous of getting appointment against the reserved vacancies will first get themselves registered with the Employment Exchange of the area as disabled persons under section 12 of the aforesaid ordinance.
- v) Those disabled persons who are registered with the employment exchanges of the area as disabled persons will appear before the District Assessment Board constituted by the Social Welfare Department under Section 12(2) of the Ordinance to obtain a disability assessment certificate.
- vi) Only those persons shall be eligible to be considered for jobs reserved for disabled persons who are duly registered with the employment exchange of the area and have been declared by the Assessment Board to be disabled and fit for work.
- vii) The disabled persons desirous of getting employment shall attach registration and assessment certificate with their applications.
- viii) The selection of disabled persons for posts against 1% quota will only be made from amongst the disabled persons duly registered as such.
- ix) Recruitment of able-bodied persons will not be made against posts reserved for the disabled persons.
- x) Every department, while placing requisition with Public Service Commission/Employment Exchange for recruitment, will indicate specifically the number of posts which are available for the disabled. The selection authority would ensure that 1% quota reserved for the disabled persons is adhered to while inviting applications/recommending candidates for posts in BS-16 and above including posts to be filled up through competitive examination.

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No. SOR.III-2-86/97  
Dated the 28<sup>th</sup> January 1999

In exercise of the powers conferred on him by Section 23 of the Punjab Civil Servant Act, 1974 (*VIII of 1974*), the Governor of the Punjab is pleased to make the following amendment namely:

**AMENDMENT**

In the S&GAD's Notification No. SOR-III-1-39/79 dated 28.12.1983 for the words "One percent" appearing in the first line of "Note", the words "Two percent" shall be substituted.

Subject: 12<sup>TH</sup> MEETING OF THE NATIONAL COUNCIL FOR THE REHABILITATION OF DISABLED PERSONS (NCRDP) ON 18<sup>TH</sup> APRIL, 1998 – 10 YEARS AGE RELAXATION FOR EMPLOYMENT OF DISABLED PERSONS

In continuation of this Department's letter of even No. dated 20<sup>th</sup> October 1998 on the above subject, I am directed to enclose herewith a copy of letter No. F.1-5/97-NCRDP dated 01.01.1998 from Social Welfare and Special Education Division (National Council for the Rehabilitation of Disabled Persons), Government of Pakistan, Islamabad for compliance.

2. You are requested to indicate the provisions of the general relaxation of 10 years upper age limit and 2% quota for disabled persons in future advertisement.

3. It may, however, be noted that this upper age limit shall not exceed 35 years for recruitment to any post included in the PCS Combined Competitive Examination as envisaged in Notification No. SOR.III-2-87/90 (I) dated 29<sup>th</sup> September 1992.

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COPY OF LETTER NO. F.1-5/97-NCRDP DATED 01.01.1998

Subject: 12<sup>TH</sup> MEETING OF THE NATIONAL COUNCIL FOR THE REHABILITATION OF DISABLED PERSONS (NCRDP) ON 18<sup>TH</sup> APRIL, 1998 – 10 YEARS AGE RELAXATION FOR EMPLOYMENT OF DISABLED PERSONS

The undersigned is directed to say that the Federal and Provincial Governments have allowed 10 years age relaxation in the upper age limit for recruitment of disabled persons. It is requested that all Miniseries/Divisions, Provincial Governments, Federal Public Service Commission and Provincial Public Services Commissions may ensure that this provisions as well as 2% quota are indicated in all advertisements for vacancies in future. It is also requested that copies of such advertisements may be sent to National Council for the Rehabilitation of Disabled Persons (NCRDP) for information and necessary action.

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No. SOR.III-2-86/97  
Dated the 26<sup>th</sup> April 2000

Subject: IMPLEMENTATION OF THE DISABLED QUOTA OF 2% UNDER THE DISABLED PERSON (EMPLOYMENT AND REHABILITATION) ORDINANCE, 1981

I am directed to refer to this department's letter No. SOR.I (S&GAD) 16-4/85 dated 31.03.1985, on the subject noted above and to say that in order to ensure proper implementation of the provisions of Disabled Persons (Employment and Rehabilitation) Ordinance, 1981, a detailed procedure has been prescribed and circulated to all concerned. Instances have, however, come to the notice of Government that the procedure regarding recruitment against disabled persons quota of 2% (initially it was 1% and subsequently raised to 2%) is not being observed. For facility of reference, the salient features of the letter under reference are reproduced:

- i) Vacancies reserved for disabled persons will be filled through the normal process of selection.
- ii) All disabled persons possessing requisite qualification and experience would be eligible to compete for posts in Grade-16 and above where selection is made by the Punjab Public Service Commission and in Grade-15 and below where selection is made by the Department concerned.
- iii) The disabled persons appearing in open competition for non-reserved vacancies will be selected purely on the basis of merit.
- iv) The selection of disabled persons for posts against 2% quota will only be made from amongst the disabled persons duly registered as such.
- v) Recruitment of able-bodied persons will not be made against posts reserved for the disabled persons.
- vi) Every department, while placing requisition with Public Service Commission for recruitment, will indicate specifically the number of posts which are available for the disabled persons. The selection authority would ensure that 2% quota reserved for the disabled persons is adhered to while inviting applications and recommending candidates for posts in BS-16 and above, including posts to be filled up through competitive examination.

2. Government has taken a serious view of this lapse. It is, therefore, emphasized that it is the requirement of law that while placing requisition with the Public Service Commission/Selection Authorities concerned, for recruitment to different posts, it will be indicated specifically in the requisitions that the disabled persons quota is being observed as per prescribed share.

3. I am, therefore, directed to reiterate that it is the responsibility of all the appointing authorities to strictly observe the provisions of law in the letter and spirit.

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No.SOR-IV(S&GAD) 7-1/2003

Dated the 15<sup>th</sup> April 2004

Subject: INSTRUCTIONS REGARDING RECRUITMENT OF DISABLED PERSONS AGAINST 2% QUOTA — IMPLEMENTATION OF CHIEF MINISTER'S ANNOUNCEMENT MADE ON THE INTERNATIONAL DAY FOR DISABLED

Kindly refer to the instructions issued from time to time on the subject noted above vide this Department's circular letters No.SOR-I(S&GAD)16-4/85, dated 14.03.1985, 31.03.1985, SOR-III(S&GAD)2-86/98 dated 26.04.2000 and Notification No.SOR-III-2-86/98 dated 28.01.1999.

2. According to the provisions of Disabled Persons (Employment & Rehabilitation) Ordinance, 1981, 2% quota of the posts has been reserved for disabled persons. It has been observed with concern that the Departments are not giving due importance to this important provision of law, despite numerous instructions on the issue, with the result that disabled persons remain deprived of their legal rights. The Chief Minister, Punjab, during a function organized by the Special Education Department to celebrate National Day for Disabled on 03.12.2003 has taken a serious view of that and has been pleased to desire that employment of disabled persons must be ensured against 2% quota reserved for them under the Disabled Persons (Employment & Rehabilitation) Ordinance, 1981.

3. I am, therefore, directed to request that the following instructions on the subject may strictly be complied with for making recruitments against the disabled quota:
- i. All Administrative Departments shall carry out a comprehensive exercise regarding the existing number and percentage of disabled employees working in various cadres in the departments, subordinate offices, district Governments and autonomous bodies, etc.
  - ii. After carrying out the above exercise, the Administrative Department shall calculate 2% quota for the disabled, only against the posts reserved for initial recruitment as recruitment against this quota can only be made against the posts reserved for initial recruitment.
  - iii. It is for the department concerned to decide the category of posts to be earmarked for the purpose, depending on the nature of work of the post and whether such work can be performed by a disabled person. As such, it is not necessary to apply this quota to each category of posts and the quota is to be determined on the basis of total number of vacancies meant for initial recruitment in the department.
  - iv. Vacancies reserved for disabled persons will be filled on merit through the normal process of selection i.e., after proper advertisement of posts and the candidates must fulfill the criteria of qualification, etc., as provided in the service rules for the post.
  - v. Intimation of vacancies advertised under 2% disabled quota must be provided to all the relevant District Employment Exchanges in order to enable them to assist the disabled persons registered with them to apply for suitable jobs.
  - vi. The disabled persons desirous of getting appointment against the reserved vacancies will first get themselves registered with the Employment Exchange of the area as disabled persons, under Section 12 of the Ordinance *ibid*.
  - vii. Those disabled persons who are registered with the Employment Exchange of the area, as disabled persons, will appear before the District Assessment Board constituted by the Social Welfare Department under Section 12(2) of the Ordinance *ibid*, to obtain a disability assessment certificate.
  - viii. Only those disabled persons shall be eligible to be considered for the jobs reserved for disabled persons who are duly registered with the Employment Exchange of the area and have been declared by the Assessment Board to be disabled but fit for the jobs applied for.
  - ix. The disabled persons desirous of getting employment shall attach registration and assessment certificates with their applications.
  - x. All disabled persons possessing the prescribed qualifications and experience, as provided in the service rules and the registration and assessment certificates, would be eligible to compete, among themselves, for posts reserved for disabled quota and their selection shall be made on merit by the relevant Selection Committees or PPSC, as the case may be.

- xi. Recruitment of able-bodied persons will not be made against posts reserved for the disabled persons. The selection of disabled persons for the posts against 2% quota will only be made from amongst the disabled persons duly registered as such.
- xii. Disabled persons appearing and qualifying in open competition for non-reserved vacancies, will be selected purely on merit and not against the posts reserved for disable quota.
- xiii. Every department, while placing requisition with the Punjab Public Service Commission for recruitment or while advertising the posts, specifically indicate the number of posts which are available for the disabled. The Selection Committee/Authority shall ensure that 2% quota reserved for the disabled persons is adhered to while inviting applications/recommending candidates for various posts including posts to be filled up through competitive examination.
- xiv. According to Rule 3 (iv) of the Punjab Civil Servants (Relaxation of Upper age Limit) Rules, 1976, the maximum upper age limit prescribed in the Service/Recruitment Rules for appointment to a post shall be raised by 10 years, for disabled persons, to be appointed against quota for the disabled.
- xv. The Directorate of Labour Welfare and Directorate of Social Welfare at the provincial level and EDO (Community Development) along with D.O. (Labour Welfare), DO (Social Welfare) and Managers, District Employment Exchanges, at the district level, shall remain vigilant and coordinate with all Government and private establishments, to ensure that the 2% quota of jobs reserved for disabled persons under the law is strictly being adhered to by all concerned.

4. It is requested that all Administrative Departments, subordinate offices, autonomous bodies, district offices, etc., must follow the above instructions in letter and spirit and ensure that the Chief Minister's directions regarding employment of disabled persons against 2% quota are strictly implemented.

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No.SOR-IV(S&GAD)10-1/2003  
Dated the 20<sup>th</sup> December 2006

Subject: INSTRUCTIONS REGARDING RECRUITMENT OF DISABLED PERSONS AGAINST TWO PERCENT (2%) QUOTA OMBUDSMAN PUNJAB ANNUAL REPORT 2005

I am directed to refer to the subject noted above and to state that the Provincial Ombudsman, in his Annual Report 2005, has, inter alia, pointed out that under Section 10 of the Disabled Persons (Employment and Rehabilitation) Ordinance, 1981, an establishment/department has to employ disabled persons at the rate of not less than two percent of their total establishment. The S&GAD, in consultation with Law & P.A. Department, had clarified in 1989 that it is for the concerned organization to decide the categories of posts to be earmarked for the purpose and that it is not necessary to apply this quota to each category of posts. Further detailed instructions were issued by the S&GAD vide No. SOR-III-2-86/97 dated 24.06.2000 and No. SOR-IV (S&GAD) 7-4/2003 dated 15.04.2004. All the administrative departments were required to calculate two percent quota against posts reserved for initial recruitment and then to identify categories of posts to be

earmarked for recruitment of the disabled. The Ombudsman has further observed that from the complaints received in this office, it has been noted that instead of specifying the number of category of posts reserved for recruitment of disabled persons, a vague statement is made in the advertisement that two percent posts are reserved for the disabled. Whereas, in fact, two percent of the advertised posts may not even come to one post. Resultantly, the object of making the reservation remained unfulfilled.

2. Under the circumstances, I am directed to request all the Administrative Departments/Attached Departments/Autonomous Bodies/Semi-Autonomous Bodies, of Government of the Punjab, to ensure implementation of the instructions circulated on the subject from time to time. This Department may be furnished the requisite details of the posts reserved and 2% quota for disabled persons on the enclosed proforma at an early date.

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No.SOR-III(S&GAD)1-35/93  
Dated the 23<sup>rd</sup> October, 2009

NOTIFICATION

In exercise of the powers conferred on him by section 23 of the Punjab Civil Servants Act, 1974 (*VIII of 1974*), the Governor of the Punjab is pleased to direct that notwithstanding anything contained to the contrary in the method of recruitment prescribed in all the services/recruitment rules, 5% of the total number of posts will be reserved for Minorities (Non-Muslims) as defined in the Article 260(3)(b) of the Constitution of Islamic Republic of Pakistan, 1973.

2. The reservations of vacancies referred to above will not apply to:

- (i) vacancies reserved for recruitment on the basis of competitive examination to be conducted by the Punjab Public Service Commission;
- (ii) recruitment made by promotion or transfer in accordance with the relevant rules;
- (iii) short term vacancies likely to last for less than six months;
- (iv) isolated posts in which vacancies occur only occasionally; and
- (v) vacancies reserved for Minorities for which qualified candidates are not available. These vacancies shall be treated as unreserved and filled on merit.

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No.SOR-III(S&GAD)1-35/93  
Dated, the 27<sup>th</sup> March, 2010

NOTIFICATION

In exercise of the powers conferred under section 23 of the Punjab Civil Servants Act, 1974 (*VIII of 1974*), and in supersession of Notification No.SOR-III(S&GAD)1-35/1993, dated 23.10.2009, the Governor of the Punjab is pleased to direct that notwithstanding anything contained in the method of recruitment prescribed in all the services/recruitment rules, 5% quota shall be reserved for Minorities (Non-Muslims) as defined in the Article 260(3)(b) of the Constitution of the Islamic Republic of Pakistan, 1973 against the total number of posts advertised in future, including the posts to be filled on the basis of competitive examination to be conducted by the Punjab Public Service Commission. However, all the conditions prescribed under the respective service rules shall continue to apply.

2. The reservations of vacancies referred to above will not apply to:
- (i) appointment made by promotion or transfer in accordance with the relevant rules;
  - (ii) short term vacancies likely to last for less than six months;
  - (iii) isolated posts in which vacancies occur only occasionally; and
  - (iv) vacancies reserved for Minorities for which qualified candidates are not available. These vacancies shall be treated as unreserved and filled on merit.

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No. SOX.II-2-145/59  
Dated the 9<sup>th</sup> March 1960

Subject: CHANGE IN NAME

A question has arisen as to what procedure should be adopted before Government servant is allowed to change his name. It has been decided that the Government servant desiring to change his name should notify that fact in two leading newspapers of the province and send copies of these notices to the head of his department. The authorities competent to accept the change of name should be the Heads of the Attached Departments in their respective jurisdictions. In case of Class I officers, Government in the administrative department would be the competent authority.

2. On receipt of the copies of the proper notices, the competent authority should recognize the change in the name and make the necessary alteration in the gradation and civil lists and other official documents. Intimation should also be sent to the respective audit authorities in the case of gazetted Government servants for making a similar alteration in the history of service and other documents maintained by him.

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No. SOXII(S&GAD)2-59/62  
Dated the 7<sup>th</sup> September 1962

Subject: CHANGE IN NAME

I am directed to refer to Government of West Pakistan, Services and General Administration Department's circular No. SOX.II-2-145/59 dated the 9<sup>th</sup> March, 1960 and to say that Government has decided that in the case of female Government servants who have to change their names as a result of marriage or divorce, it would not be necessary to notify the facts in two newspapers as laid down in the instructions contained in the circular letter referred to above. All that is necessary in such cases is that the female Government servants should apply to their heads of department who will obtain the order of the heads of attached department concerned. After the change in name has been finally agreed to, all relevant records should be corrected with meticulous care in order to avoid confusion later.

Subject: CHANGE IN NAME BY GOVERNMENT SERVANTS

I am directed to refer to this department circular letter No. S.O.XII-2-145/59, dated the 9<sup>th</sup> March, 1960, on the subject noted above and to say that Government has decided that the regional heads of departments will also be competent to accept the change of name by an official serving under them in accordance with the procedure prescribed in the circular referred to above.

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No. SOR.II(S&GAD)6-4/75  
Dated 4<sup>th</sup> September, 1975

Subject: ALTERATIONS IN THE RECORDED DATE OF BIRTH  
OF GOVERNMENT SERVANTS

I am directed to refer to the circular letter No. 20076(H)Gaz., dated 4<sup>th</sup> August, 1928, in which it was laid down that a declaration of age made by a Government servant at the time of or for the purpose of entry into Government service shall be deemed to be conclusive unless he applied for the correction of his date of birth within two years of the date of entry into service. It was further laid down that Government servants, who were then in service, could, if necessary, apply for correction of recorded date of birth within one year of the issue of that communication.

2. This policy was further reconsidered by the Government in the year 1954, and vide its circular letter No. 4375-54/Gaz, dated 30<sup>th</sup> September, 1954, the then Punjab Government held the view that it was incumbent upon a Government servant to ascertain his correct date of birth and to produce proper proof in support thereof at the time when first entry to that effect was made in the Government record and that no subsequent alteration should be permitted to be made therein. It was, therefore, decided that applications from Government servants for change in the recorded date of birth should not at all be entertained in future and that they should be rejected straightway.

3. It has, however, come to the notice of Government that above policy is not being followed strictly by certain departments and applications are being entertained for the correction of the recorded date of birth, in some cases, even, at a time when the officials are due to superannuate. This is not only in violation of the above policy of the Government but also results in delaying their pension cases.

4. I am, therefore, to request you to ensure that the above instructions are strictly followed and case/cases of exceptional nature only may be sent to this department, with full justification, for obtaining the orders of the Chief Minister for the relaxation of the rules in their behalf. I am to request further that these instructions may kindly be brought to the notice of all concerned for strict compliance.



Subject: ALTERATION IN THE RECORDED DATE OF BIRTH  
OF GOVERNMENT SERVANTS

I am directed to refer to this department's circular letter No. SOR.II (S&GAD) 6-4/75 dated 04.09.1975, on the above subject.

2. Para 1 of Annexure-B of Rule 7.3 of Punjab Financial Rules, Vol. I, envisages that in regard to date of birth a declaration made at the time of, or for the purpose of entry into Government service, shall be deemed to be conclusive unless he applies for correction of his age as recorded within two years from the date of his entry into Government service. Government, however, reserves the right to make a correction in the recorded age of a Government servant at any time against the interest of that Government servant when it is satisfied that the age recorded in his service book or in the history of services of a gazetted Government servant is incorrect and has been so recorded with the subject that the Government servant may derive some unfair advantage therefrom. It is incumbent on a Government servant to ascertain his date of birth and to produce proper proof in support thereof at the time of his first entry into Government service. No request for correction/alteration in the recorded date of birth should be entertained at all if made after two years of date of entry into service.

3. It has been observed that the provisions of rules and instructions issued from time to time are not being followed with the result that cases for change in the recorded date of birth of officials/officers are referred to Government even after their superannuation. According to note 2 of rule 7.3 of Punjab Financial Rules Vol. I, correction in the date of birth recorded in the service record of a Government servant cannot be made without the sanction of Government in case of officers in BS-16 and above and of the head of department or the commissioner of a division in the case of ministerial and subordinate employees. Against every such correction a note has to be made of the number and the date of the order authorizing it and a copy of the order has to be placed on record.

4. It has been observed that the Audit Department refuses to admit change in the date of birth of retired Government servants even if that is disadvantageous to them. In order to avoid hardship to the employees who have already retired and in whose record the date of birth is found to have been changed, it is clarified that the date of birth originally recorded should be admitted as the real date of birth irrespective of any evidence to the contrary. In cases where the original date is not legible, sanction of Government in S&GAD must be obtained after fixing responsibility for mutilation of the original entry and furnishing full justification for acceptance of the change. The officers in charge of offices and departments who have custody of service record of the employees working under them must examine service books/rolls of all employees under their charge and ensure that change in question, if any, is taken care of well before the retirement of the concerned employees and necessary action is taken against the persons responsible for tampering with official record. The above officers shall, henceforth, be held personally responsible for unauthorized change of entries in such record.

5. The above instructions should be brought to the notice of all concerned.

**Subject: ALTERATION IN THE RECORDED DATE OF BIRTH  
OF GOVERNMENT SERVANTS**

I am directed to refer to instructions issued from time to time on the above subject and to say that it has been observed that in a large number of cases of former work charged employees, brought into regular establishment in 1972 and 1973 as a matter of general policy, the question of change in their date of birth is raised after their retirement resulting in delay in finalization of their pension cases. Although service record of such temporary employment was not required, to be maintained service books were prepared in a large number of cases but particulars, such as age, were recorded therein without any proper verification. Such verification became necessary at the time of conversion of work charged employment into regular establishment. Formal methods of verification of age on the basis of medical opinion or documentary evidence in the nature of school leaving certificate or military discharge certificate, etc., indicated dates of birth different from the earlier dates recorded in a casual manner. Since change in date of birth of Government servants is not allowed after two years of entry into service the audit offices ask for sanction for such change before authorizing payment of pensionary benefits. Since this unnecessarily delays settlement of the pensionary claims, it has been decided in consultation with the Finance Department, that in future sanction of Government to change in date of birth of former work charged Government servants, if made, should be presumed to have been granted. The pension cases of such retired employees should not be held up on account of change in the date of birth. The date recorded after conversion of their work charged employment into regular establishment should be admitted as the correct date of birth. It is requested that all Audit Officers under your administrative control may be instructed accordingly.

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No. SOR.IV(S&GAD)6-7/84

Dated 11<sup>th</sup> December, 1985

**Subject: ALTERATION IN THE RECORDED DATE OF BIRTH  
OF GOVERNMENT SERVANTS**

I am directed to refer to this Department's letter of even No. dated 13<sup>th</sup> November, 1984 and to say that instructions were issued that where the original date of birth recorded in the Service Book of a Government Servant is not legible, sanction of Government in S&GA Department must be obtained after fixing responsibility for mutilation of the original entry and furnishing full justification for acceptance of change. It was further desired that officer incharge of an office or department who have custody of service record of employees working under them must examine service books/service rolls of all employees under their charge and ensure that the change, if any, is taken care of well before retirement of the persons concerned and necessary action is taken against the persons responsible for tampering with official record.

2. It has been observed that the number of such cases referred to this Department is on the increase and it is always claimed that responsibility for the change cannot be fixed. In order to avoid belated references, it has been decided that all Heads of offices who have the custody of service books/service rolls must record a certificate in the first week of January every year in every service book to the effect that they have personally examined the service book/service roll and have found these in order. Such certificates

should be pasted in the service books/service rolls from the last page onwards. Any Head of Office not complying with these instructions should be reported against for the failure by his successor to the next higher authority for appropriate action.

3. The above instructions should be brought to the notice of all concerned.

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No. SOR.II(S&GAD)8-57/71  
Dated the 21<sup>st</sup> October 1971

Subject: POLICY REGARDING POSTING OF OFFICERS TO THEIR HOME DISTRICTS

I am directed to refer to the late Government of West Pakistan circular letter No. SOXII(S&GAD)-8-6/64, dated 19<sup>th</sup> April, 1966, on the subject noted above, and to say that by now all the displaced persons must have settled permanently at one place or another Government have, therefore, decided to withdraw with immediate effect the concession regarding the change of domicile allowed to them by the aforesaid circular letter. From now onwards the domicile of a Government servant, as declared by him at the time of entry into Government service, or accepted by Government under the circular referred to above, should be treated as final throughout his service career and no subsequent change in his domicile should be recognized for the purpose of terms and conditions of service including his allocation and liability to transfer.

2. As a citizen of Pakistan, a Government servant may change his domicile according to the law and rules made thereunder, but such a change will not be reflected in his service record. There will be only one exception to this general rule which has already been provided in para 7 of Appendix-4 to the Civil Services Rules (Punjab), Volume-I, Part-II, which is reproduced below:

“After marriage a woman acquires the domicile of her husband if she had not the same domicile before, and her domicile during the marriage follows, the domicile of her husband:

Provided that, if the husband and wife are separated by the order of a competent court, or if the husband is undergoing a sentence of transportation, the wife becomes capable of acquiring an independent domicile.”

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No. SOR.II(S&GAD)8-54/73  
Dated the 15<sup>th</sup> June 1973

Subject: CHANGE OF DOMICILE BY CANDIDATES APPLYING FOR ENTRY INTO GOVERNMENT SERVICE

I am directed to refer to this Department's Circular letter No. SOR-II (S&GAD) 8-57/71 dated the 21<sup>st</sup> October, 1971, in which a firm policy was laid down that the domicile declared by a person at the time of entry into service will be treated as final throughout his service career and no subsequent change would be recognized or reflected in his service record. These instructions apply to serving Government servants, but there is no restriction on candidates, applying for different jobs, that the domicile declared while applying on an earlier opportunity will not be allowed to be changed. Instances have come to the notice of Government that certain candidates applied for a vacancy allocated to a particular zone and produced domicile certificate from that zone. They were not selected. Subsequently, a vacancy

allocated to the other zone was advertised and the same persons again offered themselves as candidates from that zone on the strength of a domicile certificate from one of the districts in the zone.

2. Government is of the view that if this practice is allowed on the part of candidates it would tend to defeat the very object of zonal allocation of vacancies. The aim of allocating vacancies to a particular zone is to ensure that bona fide residents of that zone get adequate representation in Government service. It has therefore, been decided that the domicile declared by a candidate while applying for one job will be considered final and he will not be allowed to produce a different domicile certificate for another job.

3. The same principle would apply in the case of candidates who have obtained the benefit of domicile in case of admissions to educational/professional institutions. If a particular domicile was declared for the purpose it would be treated as final when the candidate seeks employment in Government service.

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No. SOR.IV(S&GAD)8-57/71

Dated the 14<sup>th</sup> July 1982

Subject: CHANGE OF DOMICILE AFTER ENTRY INTO GOVERNMENT SERVICE

I am directed to refer to this Department's Circular letter No. SOR-II (S&GAD)8-57/71, dated the 21<sup>st</sup> October, 1971 and No. SOR-II(S&GAD)8-54/73 dated 15<sup>th</sup> June, 1973 and to reiterate that the domicile of a Government servant as declared by him and accepted by Government at the time of his entry into Government service should be treated as final throughout his service career and no subsequent change in his domicile should be recognized for the purpose of terms and conditions of service, including his liability to transfer. However, in view of the recent changes in the administrative setup leading to creation of new Administrative Divisions and Districts, it has been decided that change in the service record of Government servants as regards domicile may be allowed subject to the following conditions. These instructions may kindly be brought to the notice of all Government servants under your administrative control:

- 1) the concession would be available only to those Government servants who hail from, and have declared domicile of, any of the Districts, whose boundaries have undergone change on account of setting up of new Districts.
- 2) the concession is available only for a period of four months from the date of this letter, within which the affected Government servants can obtain and produce new domicile certificates duly issued by the District Magistrate concerned, in accordance with the relevant rules for purposes of seeking change in their record of service as regards domicile. Any request for change in domicile beyond this time limit would not be entertained.

Subject: CHANGE OF DOMICILE AFTER ENTRY INTO GOVERNMENT SERVICE

I am directed to refer to this department's circular of even number dated 14.07.1982 on the subject noted above.

2. According to existing policy the domicile of a Government servant as declared by him and accepted by Government at the time of his entry into Government service shall be treated as final throughout his career and no subsequent change in it is recognized for the purpose of terms and conditions of service including his liability to transfer. In the letter under reference, change in service record of Government servants as regards domicile was allowed on account of changes in the administrative setup leading to creation of new civil divisions and districts in 1982 subject to condition that the above concession was extended only to those Government servants who hailed from and had declared domicile of any of the districts whose boundaries had undergone change on account of setting up of new districts and who applied within four months of the issue of policy letter dated 14.07.1982. The affected Government servants are allowed to obtain and produce new domicile certificates duly issued by the District Magistrate concerned in accordance with the relevant rules for purposes of seeking change in their record of service as regards domicile.

3. The new districts of Khanewal and Chakwal have since been set up and these have started functioning with effect from 01.07.1985. The Government servants who hail from and have declared their domicile of any of the above districts are also allowed to avail of the concession for change of their domicile within four months from the issue of this letter. Any request for change in domicile after this time limit would not be entertained.

4. In future, however, as and when new divisions or districts are created, the concession for change in domicile will be available to the affected Government servants during four months from the date of functioning of the new districts.

5. The above instructions may kindly be brought to the notice of all Government servants under your administrative control.

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No. SOR.IV(S&GAD)8-57/71

Dated the 20<sup>th</sup> December 1994

Subject: CHANGE OF DOMICILE AFTER ENTRY INTO GOVERNMENT SERVICE

I am directed to refer to this department's circular letter of even number dated 23.09.1985 on the subject noted above.

2. According to the existing policy the domicile of a Government servant as declared by him and accepted by Government at the time of his entry into Government service shall be treated as final throughout his service career. In the

letter under reference, change in service record of Government servants as regards domicile was allowed on account of territorial re-arrangements as a result of the creation of new Civil Divisions and Districts within four months of the issue of policy letter under reference.

3. The time limit prescribed for change in domicile affected those Government servants who did not apply within the prescribed time and their service record could not be updated as per factual position on ground. It has, therefore, been decided to waive off the condition of four months prescribed in the policy letter under reference. The affected Government servants should produce their domicile certificates duly issued by the District Magistrate concerned in accordance with the relevant rules immediately so that necessary changes may be made in their service record.

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No. SOR.III-2-53/77  
Dated the 28<sup>th</sup> March 1978

Subject: VERIFICATION OF CHARACTER & ANTECEDENTS OF  
CANDIDATES ON FIRST APPOINTMENT UNDER THE  
PUNJAB GOVERNMENT

Reference this Department's circular No. E&A(S&GAD) 13(12)/60 dated 15.08.1960, forwarding herewith Attestation Form for verification of character & antecedents of candidates for employment under the Provincial Government.

2. According to sub-rule (2) of Rule 21-A of the Punjab Civil Servants (Appointment & Conditions of Service) Rules, 1974, an appointment by initial recruitment shall be subject to the verification of character & antecedents of the candidate of the person appointed to the satisfaction of the appointing authority.

3. It has been observed that in a large number of cases the antecedents & character of fresh employees against various posts in the province are not verified from police before their appointments. The matter has been re-examined and it is considered necessary that antecedents & character of the candidates to be appointed should be verified before their appointments. Legally it can be difficult to throw out a person after appointment on an adverse report as bona fides of such a report could be challenged. In order, therefore, to provide a safeguard against undesirable persons having access to official secrets, it has been decided to get the character & antecedents of the candidates verified before their induction into office.

4. As regards the Agencies whose verification should be accepted it has been decided that such cases should be referred to District Police and Special Branch of the Provincial Police simultaneously on the prescribed form already supplied with this Department's circular referred to above. There is no necessity of such a verification from F.I.A. because that will put unnecessary restraint on the employers & delay the process of appointment.

No. SOR.IV(S&GAD)-5-16/84

Dated the 18<sup>th</sup> April 1984

Subject: MEDICAL CERTIFICATE OF FITNESS ON FIRST  
ENTRY INTO GOVERNMENT SERVICE

I am directed to say that rules 3.2 to 3.6 of the Civil Service Rules (Punjab), Vol. I, Part-I require production of medical certificate of fitness on first entry into Government service. A question has arisen as to whether a Government servant who was medically found fit on his first appointment should again furnish medical certificate of fitness on his appointment to another post within or outside his parent department. According to note 3, below rule 3.2 of the rules ibid, a temporary Government servant who has already produced medical certificate in one office, should not, if transferred to another office without break in his service, be required to produce fresh certificate. All appointing authorities are, therefore, advised not to insist on the production of medical certificate of fitness on subsequent appointments in cases where a Government servant has already produced medical certificate on his first entry into Government service provided that there is no break in his service.

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No. SOR.III-2-87/88

Dated the 25<sup>th</sup> July 1989

Subject: VERIFICATION OF CHARACTER & ANTECEDENTS OF  
CANDIDATES ON FIRST APPOINTMENT UNDER THE  
PUNJAB GOVERNMENT

In continuation of this department's circular letter No. SOR.III-2-53/77 dated 28.03.1978, I am directed to state that under the existing procedure of finally selected candidates on their first appointment in the Punjab Government are referred to the district police and Special Branch of the Provincial Police simultaneously on the prescribed form already supplied with this department's circular referred to above. It has now been decided with the approval of the Chief Minister that the District Police/Special Branch of the Provincial Police should be instructed to return the documents duly verified within 30 days positively. Suitable instructions may be issued to all concerned under intimation to this department.

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No. SOR.III-2-87/88

Dated the 7<sup>th</sup> August 1989

Subject: MEDICAL EXAMINATION OF THE CANDIDATES SELECTED  
FOR APPOINTMENT AGAINST PROVINCIAL POSTS

I am directed to refer to your letter No. E&A (Health) 2-56/88, dated 26.01.1989, on the above subject and to say that it has been decided that the

procedure for medical examination required under Rule 21 and 21-A of the Punjab Civil Servants (Appointment and Conditions of Service) Rules, 1974, shall be as under:

“The authority for medical examination of the candidate selected for appointment against Government posts, may be decentralized and Medical Superintendents of District Headquarters hospitals may be authorized to conduct this examination. Finally selected candidates may be directed to appear before such authorized medical officers and obtain certificate of fitness before reporting for appointment. The Medical Superintendents of District Headquarters hospitals may further be directed to fix first Monday of every month for such medical examination.”

2. I am to request that necessary instructions in this behalf may kindly be issued to all concerned under intimation to this department immediately.

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No. SOR.III-2-3/94  
Dated the 12<sup>th</sup> February 1994

Subject: PRODUCTION OF MEDICAL CERTIFICATE ON FIRST  
APPOINTMENT OF A CIVIL SERVANT

I am directed to refer to the above subject and to state that instances have come to the notice of the Government in which candidates/persons on their first entry in Government service have been allowed to join duty without production of Medical Fitness certificate duly issued by the competent authority. Such civil servants are allowed to obtain the requisite certificate at a later stage on expiry of considerable period of time.

2. In this connection, attention is invited to Rule 21 of the Punjab Civil Servants (Appointment & Conditions of Service) Rules, 1974 which provides that a candidate for appointment must be in good mental and bodily health and free from any physical defect likely to interfere in the discharge of his duties.

3. I am to emphasize that the practice of joining the candidates without medical fitness certificate being inconsistent with the rules and instructions referred to above may be discouraged and in no case a candidate be allowed to join his assignment without the requisite medical certificate.

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No. SOR.III.2-47/99  
Dated the 3<sup>rd</sup> August 1999

Subject: VERIFICATION OF CHARACTER AND ANTECEDENTS

I am directed to draw your attention to Rule 21(2) of the Punjab Civil Servants (Appointment and Conditions of Service) Rules, 1974, which lays down that appointment by initial recruitment shall be subject to the verification of character and antecedents of the candidates to the satisfaction of the appointing authority.



2. Federal Government has reported that a person convicted in a criminal case succeeded in getting appointment in a Government department. It implied that departments do not carefully follow the provisions of Rule 21(2) of the rules ibid while making appointments to various posts. The procedure for getting the antecedents of candidates verified is laid down in this department's letter No. SOR.III-2-53/77 dated 28.03.1978. Non-observance of the rules and the procedure has resulted in an embarrassing situation for the Government.

3. I am to emphasize that all the administrative departments under the Punjab Government should follow the provisions of Rule 21(2) of the rules ibid and in the instructions referred to above in true letter and spirit.

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No. SOR.II(S&GAD)-2-21/71  
Dated the 16<sup>th</sup> June 1971

Subject: PRIOR CONCURRENCE OF FINANCE DEPARTMENT IN RESPECT OF  
TERMS AND CONDITIONS TO BE OFFERED TO OFFICERS  
APPOINTED ON CONTRACT BASIS IN GOVERNMENT DEPARTMENT

I am directed to say that a case has recently come to the notice of the Governor in which some difference of opinion cropped up between the Finance Department and an Administrative Department over the terms and conditions to be offered to an officer appointed on contract basis. The Governor has been pleased to observe that the whole dispute has arisen because of the fact that at the time of making the original offer, prior consultation with the Finance Department was not made. The Governor has directed that in future before making any such offer, which should be strictly in accordance with the rules, prior concurrence of the Finance Department should be obtained so that there is no confusion later on. I am to request that this directive may kindly be brought to the notice of all concerned for guidance and strict compliance.

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No. SOR.III-6-4/94  
Dated the 31<sup>st</sup> August 1994

Subject: STATUS OF LEAVE GRANTED FROM THE DATE OF AVAILING

I am directed to refer to the subject noted above and to say that a question has arisen as to the status of leave from the date of availing. It has been observed that in such cases the officers assumed entire discretion to determine the date of commencement of leave. Some civil servants take weeks or months to avail leave from the date of sanction, and sometimes the leave is never availed. This practice frustrates the whole process of making alternative arrangements during the sanctioned leave.

2. The matter has been considered. It may be emphasized that the option to determine the date of commencement of leave exercised by the applicant is subject to the approval of the leave sanctioning authority. Sanctioning of leave, therefore, includes the sanctioned period of leave including the date of its commencement and

expiry. According to Rule 21 of the Revised Leave Rules, 1981, leave commences from the date of availing on which a civil servant hands over the charge of this post and ends on the day proceeding on which he assumes duty. These dates are, therefore, required to be mentioned in the leave sanctioning order explicitly.

3. I am, therefore, to clarify that the above procedure may be followed carefully so that the dates of commencement and ending of the leave are in the knowledge of the leave sanctioning authorities, so as to avoid unpredictable conditions for making alternative arrangements during the period of leave and for arranging the posting of civil servants returning from leave. These instructions may also be brought to the notice of all leave sanctioning authorities for compliance.

No. SOR-IV (S&GAD)10-1/2003

Dated the 22<sup>nd</sup> July 2005

Subject: POLICY FOR SERVICE ELIGIBILITY IN RESPECT OF PEOPLE WITH HBsAg & HCV POSITIVE

Kindly refer to the subject cited above.

2. Rule 21 of the Punjab Civil Servants (Appointment & Conditions of Service) Rules, 1974 requires that a candidate for appointment in Government service must be in good mental and bodily health free from any physical defect likely to interfere with the discharge of his duty. Recently, a question has arisen as to whether or not a person suffering from Hepatitis B or C is medically fit. An experts committee was constituted in the Health Department to propose the policy for fitness of the candidates for Government service suffering from Hepatitis B/C. The committee has made the following recommendations:

Type	Cases		
1.	HbsAg Anti HCV LFTs PCR Abd. USG	Positive Positive Normal Negative Normal	Fit for Entry into Service
2.	HbsAg Anti HCV LFTs PCR Abd. USG	Positive Positive Abnormal Negative Normal	Fit for Entry into Service
3.	HbsAg Anti HCV LFTs PCR Abd. USG	Negatives Negatives Abnormal Negative Normal	Fit for Entry into Service
4.	HbsAg Anti HCV LFTs PCR Abd. USG	Positive Positive Normal Positive Normal	Should be deferred and treatment be advised and come back when patient is sero-negative (6-12 months)

5.	HbsAg Anti HCV LFTs PCR Abd. USG	Positive Positive Abnormal Positive Normal	Should be deferred and treatment be advised and come back when patient is sero-negative (6-12 months)
6.	HbsAg Anti HCV LFTs PCR Abd. USG	Positive Positive Abnormal Positive Abnormal	UNFIT

3. All departments are accordingly requested to ensure that a person at the time of entry into Government service is not suffering from the type of Hepatitis B/C, the carrier of which has been declared medically unfit in keeping with the above instructions. For implementation of the decision, the medical examiners are required to also give their recommendations about fitness or otherwise of the candidate in respect of the said disease on the medical fitness certificate.

No. SOR-III(S&GAD)2-8/2009

Dated 2<sup>nd</sup> August 2010

Notification

In supersession of this department's Notification bearing No. SOR-III (S&GAD)2-8/2009 dated 26.01.2010 and pursuant to the provisions of rule 16 of the Punjab Civil Servants (Appointment & Conditions of Service) Rules, 1974 read with rule 3 of the Punjab Public Service Commission (Functions) Rules, 1978, the Governor of the Punjab is pleased to direct that the initial recruitment to posts in BS-11 to BS-15 in respect of the following departments and the departments attached to them, shall be made on the recommendations of Punjab Public Service Commission:

- a) Services & General Administration Department
- b) Revenue Department
- c) Finance Department
- d) Police Department

2. The Governor of the Punjab is further pleased to direct that initial recruitment to the following posts in BS-11 to BS-15 in the Departments/Attached Departments mentioned hereunder shall also made on the recommendations of Punjab Public Service Commission:

Sr. No.	Name of Posts	Departments/Attached Departments
1.	Assistant Superintendent, Jail	Inspector General of Prisons, Punjab
2.	Assistant Food Controller	Food Department
3.	Food Grain Inspector	Food Department
4.	Excise & Taxation Inspector	Excise & Taxation Department

5.	Sub-Engineer	Irrigation & Power, Communication & Works, HUD&PHE Department
6.	Inspector Cooperative Societies	Cooperatives Department
7.	Ziladar	Irrigation & Power Department

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## **AD HOC APPOINTMENT**

No. SOR.I(S&GAD)16-14/64 (Policy)

Dated the 21<sup>st</sup> February 1970

**Subject: COUNTING OF THE AD HOC APPOINTMENT TOWARDS  
MINIMUM EXPERIENCE PRESCRIBED FOR A POST**

I am directed to refer to para 3(x) of this Department's letter No. SOIV(S&GAD)-16-14/64 (Policy) dated 1<sup>st</sup> October, 1969, regarding ad hoc appointments, in which the existing instructions about ad hoc experience were summarized. Some references have been received whether this amounts to modification of the earlier policy laid down in this Department's letter No. SOXII-(S&GAD)-2-38/66, dated 30<sup>th</sup> March, 1967, on the subject noted above. It is explained that the intention is not to revise the policy. As already laid down, the ad hoc appointment period will count as experience for the purpose of fulfilling the requirements of the Service Rules. Ad hoc experience in a junior post of a person subsequently selected by the Commission should be taken into consideration when determining his eligibility for a senior post or the same post. This would, however, be subject to the provision that his seniors in the service are not ruled out as ineligible on the ground of shortage of experience. I am to request that these instructions may be noted for future guidance.

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No. SOR.I(S&GAD)16-6/80-Part-II

Dated the 14<sup>th</sup> October 1981

**Subject: REQUESTS FOR THE GRANT OF EXTENSIONS IN AD HOC  
APPOINTMENTS**

The proposals for extensions in ad hoc appointments are referred to this Department for Governor's approval in relaxation of rule 22 of the Punjab Civil Servants (Appointment & Conditions of Service) Rules, 1974 long after the expiry of the terms of ad hoc appointments. Even at that stage the references received in this connection are not always complete which necessitate repeated back references delaying the matter still further. The Governor has taken a serious notice of this state of affairs and has directed that such cases must be initiated well before the expiry of the initial or extended period of ad hoc appointment. The main points on which information must be supplied to this department for submission of such cases to the Governor (now Chief Minister) are indicated below for guidance:

- i) Nomenclature of service/recruitment Rules;
- ii) Date of submission of requisition to the Commission;
- iii) The last date for receipt of applications by the Commission/other Selection authority.
- iv) Date of making ad hoc appointment.
- v) Date of expiry of initial period of 6 months ad hoc appointment;
- vi) If the ad hoc appointment has to be continued for more than one year whether approval of the Commission has been obtained under proviso (a) to rule 4 (ii) of the Punjab Public Service Commission

(Functions) Rules, 1978 for extension of ad hoc appointment beyond 6 months.

2. It is requested that the foregoing information should invariably be provided while referring such cases to this Department.

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No. SOR.I(S&GAD)16-25/82  
Dated the 5<sup>th</sup> March 1983

Subject: EXTENSION OF AD HOC APPOINTMENTS

I am directed to refer to this Department circular No. SORI(S&GAD)16-6/80-Part-II dated 14<sup>th</sup> October, 1981 and to say that the proposals for extension in ad hoc appointments are referred to this Department for Governor's approval in relaxation of rule 22 of the Punjab Civil Servants (Appointment & Conditions of Service) Rules, 1974 long after the expiry of the term of ad hoc appointment. The Governor has taken a serious notice of it and directed that all Departments must send such cases for extension of ad hoc appointments at least two months earlier than the expiry date, so that all necessary formalities can be completed in time and salaries of the ad hoc appointees are not held up.

2. It is requested that the above mentioned instructions may be brought to the notice of all concerned for strict compliance.

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No. SOR.I(S&GAD)1-4/85  
Dated the 25<sup>th</sup> August 1985

Subject: EXTENSION OF AD HOC APPOINTMENTS

Please refer to para 1 (II) of D.O. of even number, dated 07.07.1985 regarding extension in ad hoc appointments. The Chairman, Punjab Public Service Commission, has pointed out that while processing the cases for such extension, the Administrative Departments commit the following irregularities:

- a) Under the rules, the Administrative Departments are competent to make ad hoc appointments for only one year. However, requests for further extension in ad hoc appointments are generally received by the Commission long after the initial period of one year has expired. Retention of ad hoc officers beyond one year without approval of the Commission in such cases cannot be presumed.
- b) Requests for further extension of ad hoc appointment beyond one year are sometimes received after the Commission has already nominated candidates for regular appointment against the vacancies occupied by ad hoc appointees. The law does not allow the Commission to extend ad hoc appointments after it has recommended candidates for regular appointment against the same vacancies. Under Rule 4 (ii) (a) of PPSC (Functions) Rules, 1978, the Commission's approval for extension in ad hoc appointment is subject to the condition that "the Commission had failed to nominate a candidate." The Commission can, therefore, approve extension in ad hoc appointment only up to the date on which

it has nominated a candidate for regular appointment against the same vacancy.

- c) Extension cases are sometimes received incomplete without the requisite data in the proforma prescribed by the Commission for this purpose. The Commission is unable to process extension cases properly without this data. This results in further correspondence with the Departments and delays the case unnecessarily. Therefore, the Administrative Departments must send extension cases along with the prescribed proforma. Further, the entries in the proforma must be carefully checked and the proforma must be signed by the Appointing Authority or someone duly authorized in this behalf.

2. You are requested to please ensure that the requirements of law and the procedure laid down by the Commission is strictly observed in future. It may be pointed out that ad hoc appointments automatically terminate after the permission period and the appointing authorities become personally liable to pay salary to the ad hoc appointees continued beyond the authorized period.

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No. SOR.II(S&GAD)3-23/96

Dated the 10<sup>th</sup> September 1996

Subject: REGULARIZATION OF AD HOC APPOINTMENT - EFFECT ON SENIORITY POSITION ETC.

I am directed to refer to the subject noted above and to say that instances have come to the notice that in some Departments, the services of an official are regularized w.e.f. the date of his ad hoc appointment in response to the Chief Minister's directive etc. The Directive of the Chief Minister is implemented inadvertently without bringing to his notice the implications, adverse effects on other employees and the position of judicial verdicts of the Honourable Courts on the subject. The Honourable Supreme Court of Pakistan in their judgments PLD 1991 SC-226 & PLD SC 35, have held that ad hoc appointment cannot be regularized to the detriment of the other civil servants. Seniority being a vested right, cannot be altered except as provided in the rules. Therefore, it cannot be fixed in relaxation of relevant rules because it amounts to giving undue benefit of seniority to the juniors.

2. Accordingly, it has been decided that the Competent Authorities should refrain from granting undue benefit of seniority by regularizing the ad hoc appointment of an official from the date of his ad hoc appointment. If it is intended to regularize the ad hoc appointment of an official it should invariably be made after advertising the post and following prescribed procedure of recruitment in the light of principle of law enunciated by the Honourable Supreme Court of Pakistan referred to above.

3. I am, therefore, to request you that the above instructions may kindly be brought to the notice of all concerned for strict compliance.

No. SOR.I(S&GAD)16-12/85

Dated the 3<sup>rd</sup> June 1997

Subject: UNAUTHORIZED EXTENSION OF AD HOC APPOINTMENTS

I am directed to invite attention of all concerned to this Department's D.O. letter No. SORIV(S&GAD)1-4/85 and to say that extension in ad hoc appointments beyond one year to the incumbents of posts within the purview of Punjab Public Service Commission are being made by Government Departments without approval of the Punjab Public Service Commission in violation of the above instructions.

2. The Punjab Public Service Commission has brought to the notice of the Government that certain departments do not forward such cases to the Commission rather circumvent the provisions through break in the period of ad hoc appointment to continue the same endlessly.

The text of instructions issued on 25.08.1985 is reproduced below for strict compliance:

- a) Under the rules, the Administrative Departments are competent to make ad hoc appointments for one year only. However, requests for further extension in ad hoc appointment are generally received by the Commission long after the initial period of one year has expired. Retention of ad hoc officers beyond one year without approval of the Commission is illegal. Approval of the Commission in such cases cannot be presumed.
- b) Requests for further extension of ad hoc appointments beyond one year are sometimes received after the Commission has already nominated candidates for regular appointments against the vacancies occupied by ad hoc appointees. The law does not allow the Commission to extend ad hoc appointments after it has recommended candidates for regular appointments against the same vacancies. Under Rule 4 (ii)(a) of PPSC (Functions) Rules, 1978, the Commission's approval for extension in ad hoc appointment is subject to the condition that the Commission had failed to nominate a candidate. The Commission can, therefore, approve extension in ad hoc appointment only up to the date on which it has nominated a candidate for regular appointment against the same vacancy.
- c) Extension cases are sometimes received incomplete without the requisite data in the proforma prescribed by the Commission for this purpose. The Commission is unable to process extension cases properly without this data. This results in further correspondence with the Departments and delays the case unnecessarily. Therefore, the Administrative Departments must send extension cases along with the prescribed proforma. Further, the entries in the proforma must be carefully checked and the proforma must be signed by the Appointing Authority or someone duly authorized in this behalf.

3. Attention is also invited to this Department's circular letter No. SORI(S&GAD)16-1/85 dated 9<sup>th</sup> February, 1991 under which a Model Offer of ad hoc appointment along with an affidavit was enclosed. It is requested to kindly ensure



that no ad hoc appointment is allowed to continue beyond the period prescribed in Rule 22 of the Punjab Civil Servants (Appointment & Conditions of Service) Rules, 1974.

4. It is, therefore, requested to please ensure that the requirements of law and the procedure laid down in the instructions issued by this department from time to time are strictly observed in future.

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No. SOR-III-2-1/94(P)  
Dated the 27<sup>th</sup> August 1997

Subject: AD HOC APPOINTMENTS TO POSTS IN BS-1 TO BS-15

I am directed to refer to this Department's circular letter of even No. dated 29<sup>th</sup> December, 1994 regarding ad hoc appointments.

2. The matter has been examined under the relevant provisions of the Punjab Civil Servants (Appointment & Conditions of Service) Rules, 1974. The provisions of Rule 22 of the Rules *ibid*, make it incumbent on the appointing authority to send a requisition to the Punjab Public Service Commission before making ad hoc appointments to posts in BS-16 and above falling within the purview of the Commission. This implies that there is no provision for ad hoc appointments against the posts in BS-1 to BS-15, because the Appointing Authority for such posts is also the Chairman of the Departmental Selection Committee. It does not appear logical that the Appointing Authority, which is also Chairman of Departmental Selection Committee, should send a requisition to himself for making ad hoc appointments to posts in BS-1 to BS-15. The process of making ad hoc appointments is normally resorted to when completion of procedural formalities for regular appointments is likely to delay the matter. There is a difference in recruitment procedure for ad hoc and regular appointments to posts in BS-16 and above. There is no such difference for posts in BS-1 to BS-15. The Departmental Selection Committee can meet any time, convenient to it, for making selection on regular basis even at a short notice. Thus, there is no question or need for making ad hoc appointments to posts in BS-15 and below.

3. I am, therefore, to request you that in future regular appointments should only be made through the respective Departmental Selection Committees after observing the procedure and the provisions of service/recruitment rules.

4. I am to request you further that these instructions may be brought to the notice of all Appointing Authorities under your administrative control for guidance/compliance.

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No. SORI(S&GAD) 16-2/97  
Dated the 12<sup>th</sup> May 1998

Subject: REGULARIZATION OF SERVICE OF STAFF WORKING ON  
CONTRACT/AD HOC BASIS

I am directed to refer to the subject cited above and to state that the Chief Minister was pleased to constitute a committee to examine the existing procedure

regarding regularization of services of ad hoc/contract employees and to remove irritants, if any, keeping in view the principle of law annunciated by the Supreme Court of Pakistan in Human Rights case No. 104 of 1992, vide their order dated 19.01.1993 that no appointment on regular basis should be made without properly advertising the vacancies and converting ad hoc appointments into regular appointments and also the spirit of Article 25 of the Constitution of Pakistan.

2. The committee, after due deliberations, made the following recommendations:
  - i) Any deviation from the existing legal framework, to regularize the service of ad hoc/contract employee by denying the right to compete for Government jobs to other eligible candidates will not only be violative of the Constitution but also defeat the concepts of fair play and equity.
  - ii) All posts held by ad hoc/contract employees should be advertised and filled on regular basis through the Punjab Public Service Commission under the extent of law/rules. Ad hoc/Contract appointees may compete with others on equal footing.
  - iii) All departments should forecast number of vacancies likely to become available in the next 12 to 18 months and place a requisition with the PPSC in time. This will minimize the need for making ad hoc appointments.
3. The above recommendations of the Committee were approved by the Chief Minister.
4. You are, therefore, requested kindly to bring the contents of the above instruction to the notice of all concerned for information and compliance.

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## **PROMOTION**

No. SO(S)-18-3/70  
Dated the 28<sup>th</sup> October 1979

**Subject: PREPARATION OF SELECT LIST IN THE ADMINISTRATIVE  
DEPARTMENTS/ATTACHED DEPARTMENTS**

Keeping in view the number of vacancies available and the number of vacancies that are likely to arise between one meeting of the Provincial Selection Board and other, all departments have already been directed to have select lists duly approved by the Board so that vacancies can be filled in as and when these occur.

2. In the recent meeting of the Provincial Selection Board, a number of officers have been approved and their names have been placed on the select list. It may not be possible to anticipate as to when a particular vacancy is likely to arise. In between, the officer may earn a couple of reports. These reports may be good/bad or average, but must be taken into consideration by the competent authority in each case before a particular officer is promoted to the next higher grade. For example, if a particular officer was approved to be placed on select list in the meeting held by the Provincial Selection Board in October 1979 and the vacancy occurs in May 1980, the annual confidential report for the year 1979 and for the remaining period (if it is due), must be taken into account before his actual promotion takes place.
3. In case of any doubt or ambiguity in relation to the promotion of a particular officer in any department, a reference may be made to the Services & General Administration Department for clarification and guidance.
4. These orders take immediate effect.

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No. SO(S)18-98/94  
Dated the 5<sup>th</sup> January 1988

**Subject: INSTRUCTIONS FOR PREPARATION OF WORKING PAPER &  
OTHER DOCUMENTS RELATING TO PROMOTION OF OFFICERS  
IN BPS-18 & ABOVE AND MOVE OVER TO BPS-19 AND ABOVE  
FOR PLACING BEFORE THE PROVINCIAL SELECTION BOARD**

I am directed to refer to subject noted above and to say that despite instructions issued from time to time (as detailed in letters indicated in the \*footnote) the Administrative Departments continue to forward incomplete working papers to the S&GAD for consideration by the Provincial Selection Board with the result that most of the working papers have to be referred back to the Department time and again for the removal of deficiencies. The promotion/move-over cases are thus delayed causing dissatisfaction among the affected officers.

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\* (i) No. SO(S)18-98/84 dated 12.11.1984. (ii) No. SO(S)18-98/84 dated 24.12.1984. (iii) No. SO(S)18-98/84 dated 03.09.1985. (iv) No. SO(S) 18-98/84 dated 11.11.1985. (v) No. SO(S)18-1/86 dated 08.01.1986. (vi) No. SO(S) 18-1/86 dated 29.01.1986. (vii) No. SO(S) 18-98/84 dated 07.04.1986. (viii) No. SO(S) 18-98/84 dated 30.03.1987.

2. I am, therefore, once again to request you to kindly enquire that in future the working papers and related documents, being forwarded to the S&GAD for consideration by the Provincial Selection Board are prepared strictly in accordance with the standing instructions in the matter.
3. I am further to request that the cases forwarded after 31<sup>st</sup> March must contain the ACRs for the last calendar year duly reflected in the synopsis of ACRs of the officers concerned.
4. It may also be mentioned that only those working papers will be included in the agenda of the meeting of the Provincial Selection Board, which are received in the S&GAD before the issuance of notice of the meeting.
5. I am, therefore, to request you to kindly ensure that the working paper and other documents being forwarded to the S&GAD for consideration by the Provincial Selection Board are prepared strictly in accordance with the guidelines issued from time to time on the subject.
6. Complete set of the instructions is enclosed for ready reference.

**Annexure-A**

(Name of the Department in block letters)

**WORKING PAPERS**

Subject: \_\_\_\_\_

**Nomenclature of the proposals in block letters**

1. Brief history and justification as to how and when the post has fallen vacant/created.
2. Rules applicable (relevant portion of the rules to be reproduced).
3. Panel of Government servants proposed to be considered for promotions strictly according to the notified seniority list (not according to the tentative seniority list).  
*It should indicate definite recommendations for promotion or otherwise in respect of each officer proposed in the panel with reasons.*
4. **CERTIFICATES**
  - i) There is no seniority dispute of the officers proposed for consideration for promotion. Authenticated gradation/seniority list has been appended.
  - ii) The proposal has the approval of the minister/adviser (in case there is no minister/adviser, the secretary of the department is to give the approval).

- iii) That 10% of the vacancies have been kept vacant for ex-servicemen as required by the standing instructions contained in S&GAD letter No. SI.2-61/78 dated 15.11.1982.

5. It should be signed by the Administrative Secretary.

Note: Gradation/Seniority list should be authenticated by the Administrative Secretary.

**Annexure-I**  
**PARTICULARS OF THE OFFICERS ACCORDING TO  
THE SENIORITY, WHOSE CASES ARE TO BE CONSIDERED  
BY THE PROVINCIAL SELECTION BOARD**

Sr. No.	Name(s) of the officer(s) and present posting with date(s)	Qualification	Cadre/BPS and date of promotion to present scale	Length of service in each grade: 17 18 19	Whether any enquiry is pending - details should be separately given in Annex-II	Eligibility	Recommendation of the Deptt./ Minister
1	2	3	4	5	6	7	8

Note: Proforma should be signed by an officer not below the rank of Deputy Secretary.

**Annexure-II**  
**DETAILS AND UP-TO-DATE POSITION OF INQUIRIES**

Name of the officer with designation	Gist of the charges	Date of approval of authority for initiating action	Present position of inquiry	Approximate time required for completion of inquiry
1	2	3	4	5

Note: Proforma should be signed by an officer not below the rank of Deputy Secretary.

**Annexure-III**  
**DETAILS OF PUNISHMENT AWARDED AND  
RETIREMENT/REINSTATEMENT**

Name of the officer with designation	Date and details of the penalty imposed	Charges on which the inquiry was conducted	Charges which were ultimately proved	Date & summary of reasons for retirement of officers. (copy of the order to be attached)	Date and summary of reasons for reinstatement and authority which ordered reinstatement (copy of the order to be attached in addition)
1	2	3	4	5	6

Note: Proforma should be signed by an officer not below the rank of Deputy Secretary.

**Annexure-IV**  
**C.R. DOSSIER/SYNOPSIS**

According to rules the officers whose cases are placed before the Provincial Selection Board are generally incomplete. In some cases reports for the last three to four years are not on record. The character rolls of the officers should be complete and up to date. Proper justification/reasons must be furnished for missing reports both in C.R. dossier and the synopsis (instructions on this subject issued by the S&GAD may be heeded).

SYNOPSIS

The synopses of Character Roles of the officers prepared by the A.D. are lop-sided. It does not indicate whether the adverse remarks were communicated and if so whether they were represented against and expunged. The correctness of the synopsis of Character Rolls are not certified. It is, therefore, requested to ensure that:

- 1) Character Rolls of the officers concerned are complete. Proper justification must be furnished if reports for the past years are missing.
- 2) In the column 'adverse remarks', it should be clearly indicated;
  - i) Whether the adverse remarks were communicated.
  - ii) Date of communication of adverse remarks.
  - iii) Whether adverse remarks were represented against.
  - iv) Final result of representation against adverse remarks.  
The above information should be furnished immediately below the adverse remarks and underlined.
  - v) Name and designation of officers recording the good/adverse remarks should be clearly mentioned.
  - vi) Correctness of synopsis should be certified by an officer not below the rank of Deputy Secretary.
  - vii) Ten cyclostyled copies of synopsis, etc., should be prepared and furnished to this Department.
  - viii) If the adverse remarks have been expunged, these should not at all be projected in the synopsis of the C.R. Dossier of the officer.

The specimens for preparation of synopsis of the C.R. Dossiers of the officers and certificate about adverse remarks and no adverse remarks are given below:

SYNOPSIS OF THE CHARACTER ROLL DOSSIER OF

Mr. \_\_\_\_\_

(for whole of the service)

Date of birth \_\_\_\_\_

Educational  
Qualification \_\_\_\_\_

Date of entry  
into Government  
service \_\_\_\_\_

Year Period of ACR	Post held	Assessment for integrity	General assessment	Good remarks	Adverse remarks	Assessment for fitness for promotion
1	2	3	4	5	6	7

- Note: 1) Indicate page of the C.R. Dossier in column 5 & 6 for each remarks.  
2) Name and designation of the reporting officer and the countersigning officer should be clearly mentioned.  
3) It should be signed by an officer not below the rank of Deputy Secretary of the Department.

**SPECIMEN NO. I**

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Certified that the following adverse remarks are recorded in the enclosed synopsis of ACRs.

Year	Adverse remarks (Page No.)	Communicated or not. Result of communication (Page No.)
1	2	3

Signature  
Deputy Secretary concerned  
of the Administrative Department  
or officer of equal status.

**SPECIMEN NO. II**

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Certified that there are no adverse remarks in the enclosed synopsis of the ACRs.

Signature  
Deputy Secretary concerned  
of the Administrative Department  
or officer of equal status.

No.SOR-III-2-21/91  
Dated the 11<sup>th</sup> March 1993

Subject: SUCCESSFUL COMPLETION OF IN-SERVICE TRAINING FOR PROMOTION OF ENGINEERS FROM BS-17 AND ABOVE UP TO BS-20

I am directed to refer to the subject cited above and to say that the Chief Minister has been pleased to approve that successful participation in a regular training course conducted by the Government Engineering Academy, Punjab, will be a pre-condition for promotion of engineers from BS-17 and above up to BS-20 working in the departments of Irrigation and Power, Communication and Works, HP&EP, LG&RD, Agriculture, I&MD and Labour & Manpower.

2. The course will provide training in management and administration and professional skills to the engineers. The decision of linking of training with promotion is in line with the policy of Government of the Punjab to re-equip civil servants with the latest concepts/techniques of civil administration and professional skills at all levels.

3. The pre-condition of linkage of training with the promotion will take effect from 01.07.1994.

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No .SOR-II(S&GAD)2-145/2001  
Dated the 22<sup>nd</sup> December 2001

Subject: SUCCESSFUL COMPLETION OF IN-SERVICE TRAINING FOR PROMOTION OF ENGINEERS FROM BS-17 & ABOVE UP TO BS-20

I am directed to invite your attention to Regulations Wing of S&GAD letter No. SOR-III(S&GAD)2-21/91, dated 11.03.1993 on the subject noted above wherein it was indicated that the successful participation in a regular training course conducted by the Government Engineering Academy, Punjab would be a pre-condition for promotion of Engineers from BS-17 and above up to BS-20.

2. However, it has been observed that while submitting working papers/proposals for promotion of Engineers to higher grades, the departments ignore this aspect. Needless to say that this provision stands approved and conveyed by the competent authority and cannot be ignored by the PSB and the DPC while determining fitness/suitability.

3. In view of the above, I am directed to request that the proposal of your Departments to be placed before the Departmental Promotion Committee should clearly indicate whether the officer concerned belonging to Engineering cadre has successfully completed the requisite training from the Engineering Academy Punjab or not.

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No. SOR.II(S&GAD)2-17/2002  
Dated the 4<sup>th</sup> June 2004

Subject: MANDATORY TRAINING COURSES FOR PROMOTION

The Governor of the Punjab is pleased to approve the following training courses shall be mandatory for promotion of officers to the next higher rank:

- (i) National Management Course at Pakistan Administrative Staff College for officers of ex-PCS, ex-PSS and PMS for their promotion from BS-20 to BS-21.
- (ii) Advance Course in Public Sector Management at National Institute of Public Administration for officers of ex-PCS, ex-PSS and PMS for their promotion from BS-19 to BS-20.
- (iii) 10 weeks Common Training Course at Management and Professional Development Department for officers of ex-



- PCS, ex-PSS and PMS for their promotion from BS-18 to BS-19.
- (iv) 8 weeks Common Training Course at Management and Professional Development Department for officers of ex-PCS, ex-PSS and PMS for their promotion from BS-17 to BS-18.
  - (v) 6 weeks Common Training Course at Management and Professional Development Department for Ministerial Staff (BS-16) and Tehsildars (BS-16) for their promotion to BS-17 posts of Provincial Management Service (PMS).
  - (vi) 6 weeks Training Course in Revenue Administration at Management & Professional Development Department for Niab Tehsildars and Ministerial Staff for their promotion as Tehsildars.
2. Nominations for all the above mentioned training courses shall be made by the relevant departments strictly in accordance with seniority.
3. Course modules shall be prepared by the Management and Professional Development Department in consultation with the S&GAD and Board of Revenue by 31.08.2004.
4. S&GAD's Services and Administration Wings and Board of Revenue will start preparing lists of officers for undergoing training which will be forwarded to the Management and Professional Development Department by 31.10.2004.
5. Management and Professional Development Department shall start the said training courses by 01.01.2005. A training calendar will also be prepared and circulated well in advance.
6. Condition of successful completion of relevant training courses for promotion to next higher scale shall be mandatory. However, it will be enforced with effect from 01.07.2005 for Sr. No. (iii) to (v) above.

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No. SOR.II(S&GAD)2-17/2002

Dated the 13<sup>th</sup> May 2005

Subject: MANDATORY TRAINING COURSES FOR PROMOTION –  
EXEMPTION FROM TRAINING

In continuation of this department's notification No. SOR-II(S&GAD)2-17/2002, dated 4<sup>th</sup> June 2004, regarding mandatory training courses for promotion, it is clarified that:

- a) All those who have attained the age of 56 years before 13.05.2005 and all those who had completed the mandatory period for serving in a training institution before 13.05.2005 shall be exempted from the training courses prescribed in the above mentioned notification.
- b) Any individual who attained or attains the age of 56 years on or after 13.05.2005 shall not be exempted. Similarly, any individual who completed or completes the mandatory period of serving in a training institution on or after 13.05.2005 shall not be exempted.

2. Above instructions/clarifications may kindly be brought to the notice of all concerned for their information and necessary action.

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No.SOR-II(S&GAD)2-17/2002  
Dated the 27<sup>th</sup> July 2009

Subject: MANDATORY TRAINING COURSES FOR PROMOTION—  
EXEMPTION FROM TRAINING

In partial modification of this department's circular letter No.SOR-II (S&GAD)2-17/2002, dated 13.05.2005 Chief Minister Punjab has been pleased to exempt the Officers of PMS (ex-PCS and ex-PSS) of BS-19 and BS-20 who have attained the age of 58 years or above on 19.06.2009 from the following Mandatory Training Courses for their promotion to BS-20 and BS-21, respectively:

- (i) National Management Course (NMC) at Pakistan Administrative Staff College.
- (ii) Advance course in Public Sector Management (now Senior Management Course) (SMC) at National Institute of Public Administration.

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No.SOR-III(S&GAD)1-10/2007  
Dated the 15<sup>th</sup> March 2010

NOTIFICATION

In exercise of the powers conferred on him under section 23 of the Punjab Civil Servants Act, 1974 (*VIII of 1974*), the Governor of the Punjab is pleased to direct that notwithstanding anything contained to the contrary in the respective service/recruitment rules/notification/orders prescribing mandatory training for promotion against various posts in different Departments of Government of the Punjab, the officers who have attained the age of 58 years shall stand exempted from the mandatory requirement of training for promotion w.e.f. the date of issuance of this notification.

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No. SOR.III-6-18/84  
Dated the 22<sup>nd</sup> August 1985

Subject: MINUTES OF THE MEETING OF DEPARTMENTAL PROMOTION  
COMMITTEES

I am directed to invite your attention to this Department's Notification No. SOR-III-6-16/80 dated the 18<sup>th</sup> June 1980, on the above subject and to say that it has been observed that the minutes of the meetings are issued without authentication by the representative of the S&GA Department attending meetings of the Departmental Promotion Committee. The minutes sometimes do not reflect the views of S&GA Department. It has been decided that in future the decisions of Departmental Promotion Committee contained in un-authenticated minutes shall not be considered to have the concurrence of this Department. A copy of the authenticated minutes should also be supplied to S&GA Department before issuance of orders on the basis of these minutes. I am to request that the above procedure should be strictly observed in future.

2. Kindly acknowledge receipt of the letter.

Subject: HOLDING OF DEPARTMENTAL PROMOTION COMMITTEE MEETINGS

I am directed to say that it has been observed with concern that in most of the cases, examination of cases carried out and recommendations made by the Departmental Promotion Committees have been found lacking in assessment and appraisal. In one of the meetings of the DPC of a department, an officer was deferred for promotion on the ground that his whereabouts were not traceable and, after only one year, his case for promotion was recommended without bringing on record any justification as to where was the officer during the period he was not traced out? The Department replied that in fact his record was not available. When questioned as to what action was taken against the officers/officials who misplaced his record and how the record was recovered, the Department could not give any cogent reasons/reply.

2. Chief Secretary Punjab has taken a serious notice of such lapses on the part of the Departmental Promotion Committees. He has directed that the Departmental Promotion Committees, while examining the cases of promotions, move-overs, proforma promotions, etc., should carefully and minutely look into all relevant facts and details of the cases. Reasons should be explained in the minutes with regard to delayed processing of the cases, deferments and supersessions, etc. The Chief Secretary expects visible improvements in the performance of the DPCs. The performance of the DPCs will of course, depend upon the flawless working papers meant to be prepared by the departments concerned. The working papers, deficient in necessary details, will affect performance of the DPCs.

3. The above instructions may please be brought to the notice of all concerned for meticulous compliance.

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No.SOR.II(S&GAD)9-1/91(P)

Dated the 16<sup>th</sup> April 2003

Subject: HOLDING OF DEPARTMENTAL PROMOTION COMMITTEE  
MEETINGS

I am directed to say that it has been observed that Departments fix meetings of Departmental Promotion Committees at a very short notice. The working papers are not attached with the meeting notice and provided to Regulations Wing at the eleventh hour. This situation causes embarrassment for this Department, as the cases cannot be examined in detail. Furthermore, the officers of this Department remain engaged in unscheduled Departmental Promotion Committee meetings, which adversely affect the routine work of the Regulations Wing, S&GAD.

2. It is, therefore, informed that following instructions for holding Departmental Promotion Committee meetings may be observed in letter and spirit:

- i) The meeting notice should be addressed to Secretary (Regulations) and not to the Section Officer, Deputy Secretary or Additional Secretary.

- ii) The meeting notice along with working paper should be sent to the Regulations Wing at least 10 days before the meeting.
- iii) The working paper should be prepared keeping in view this Department's circular letter No. SOS-18-98/94, dated 5<sup>th</sup> January, 1988. Incomplete/ deficient working paper shall not be discussed and the Representative of Regulations Wing shall not attend such meeting.
- iv) Agenda items to be discussed in the meeting should be clearly spelt out in the notice.
- v) Promotion cases should not be placed before the Departmental Promotion Committee as ex-agenda items, at the last moment.

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No.SOR.II(S&GAD)9-1/91(P)

Dated the 27<sup>th</sup> February 2009

Subject: HOLDING OF DEPARTMENTAL PROMOTION COMMITTEE  
MEETINGS

I am directed to refer to this department's letter of even number dated 16.04.2003 on the subject noted above.

2. It has been observed that Departments fix meetings of Departmental Promotion Committees at a very short notice. The working papers are not attached with the meeting notice and provided to Regulations Wing, S&GAD at the eleventh hour. This situation causes embarrassment for this Department as the cases cannot be examined in detail. Furthermore, the officers of this Department remain engaged in unscheduled Departmental Promotion Committee meetings which adversely affects the routine work of the Regulations Wing, S&GAD.

3. It is, therefore, informed that following instructions for holding Departmental Promotion Committee meetings may be observed in letter and spirit:

- i) The meeting notice should be addressed to Secretary (Regulations) and not to the Section Officer, Deputy Secretary or Additional Secretary.
- ii) The meeting notice along with working paper duly signed by the Deputy Secretary concerned, should be sent to the Regulations Wing at least 10 days before the meeting.
- iii) The working paper should be prepared keeping in view this Department's circular letter No. SOS-18-98/94, dated 05.01.1988, incomplete/deficient working paper shall not be discussed and Representative of Regulations Wing, shall not attend such meeting.
- iv) Agenda items to be discussed in the meeting should be clearly spelt out in the notice.
- v) Promotion cases should not be placed before the Departmental Promotion Committee as ex-agenda items, at the last moment.

4. It is, therefore, again requested that these instructions may kindly be brought to the notice of all concerned for strict compliance.

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Subject: PROMOTIONS

I am directed to refer to para 3 (iv) (c) of this Department's circular letter No. SOIV(S&GAD)-16-14/64 (Policy), dated the 1<sup>st</sup> October, 1969, which provides that the selection of an officer for promotion to a higher post should be based strictly on the service record. An impression appears to have widely gained ground that only the last three years record is relevant for determining an officer's fitness for promotion and not much weight is to be attached to the reports earned by him in the previous years. Government would like to clarify that the impression is not correct. The assessment of an officer should be based on his entire service record and not only on a portion of it. It is, however, in the discretion of the assessing authority to give greater weight to the more recent reports, but the older reports should not be completely ignored and should be taken into consideration for an overall evaluation of the service record.

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No. SOR.I(S&GAD)-5-2/75

Dated the 11<sup>th</sup> February 1975

Subject: IMPLEMENTATION OF ADMINISTRATIVE REFORMS—  
CLARIFICATION OF THE CONCEPT OF PROMOTION

I am directed to say that a number of Civil Servants have submitted representations demanding promotion to higher grades in a manner not permissible under the law. The correct position is, therefore, clarified below for the information and guidance of all concerned:

- 1) Promotion was and continues to be a 'method of recruitment' as would appear from sub-section (2) of Section 2 of the Punjab Civil Servants Act, 1974, reproduced below:

“2) For the purpose of this Act, an appointment whether by promotion or otherwise, shall be deemed to have been made on regular basis if it is made in the prescribed manner.”

Since promotion is a method of recruitment, it has never been treated as a right. Also the method of recruitment (as would appear from the text of sub-section (2) quoted above read with definition of “prescribed” in sub-section (1)(g) of Section 2 *ibid*) has to be prescribed by rules. Thus no appointment by promotion or otherwise can be made under the Act unless the method of recruitment and other conditions of appointment are first prescribed by the rules (rules here include old or new rules framed or continued under Section 23 of the Act *ibid*).

- 2) All old service rules prescribed conditions (i) of appointment to posts and (ii) of service of persons appointed thereto. Same position

continues under the new system because no one can be appointed to Civil service without a post. The Act *ibid* and rules framed thereunder deal primarily with conditions of appointment to posts (either isolated or as part of grade, cadres or services) and secondarily with conditions of service of persons appointed thereto. The new functional units being created in place of old cadres on the basis of job descriptions will also comprise posts in various grades. Methods of recruitment and qualifications etc. will be prescribed separately for posts in each grade in a functional unit. There is, therefore, no scope for appointment by promotion to a grade without posts either under the old rules or the new rules already notified or being framed for various functional units as said above.

- 3) No appointment by the method of promotion or otherwise can be made to a National Scale of Pay (even if called a grade) for the simple reason that appointment has to be made against a post as otherwise there will be no valid agreement. It is by virtue of appointment to a post that person concerned is completed and such person becomes entitled to the terms and conditions of service. There is no such thing as “promotion to a Scale or Grade”. Such phraseology suggests as if promotion connotes raise in pay and status only. This is not correct. As said above, promotion is method of recruitment to a post and raise in pay and status is an incidence of appointment by this method to a higher post.
- 4) A person can be appointed to a grade provided there are distinct posts in a grade and there is a vacancy. The word ‘grade’ is used (instead of post) when it is not convenient to name a post in the grade or when the grade consists of posts (of equal level) with different nomenclatures as for examples in the case of former CSP or PCS. In no case, however, can a person be appointed to an empty grade i.e. a mere scale of pay or a grade without specified posts of the same level. If this principle is violated, a phenomena like “personnel inflation” will occur i.e. there will be appointees to a grade without posts. It is to avoid such a situation that the definition of grade given in the rules (vide Punjab Civil Servants (Change in Nomenclature of Services and Abolition of Classes) Rules, 1974), does not recognize movement to the next higher scale as promotion unless appointment is made to a post with higher responsibilities.
- 5) A higher post is not the same post with an additional higher National Pay Scale. A higher post is a post with higher responsibilities including those of supervision and control over the lower posts. Equal and similar posts are always placed at the same level of responsibility. Their methods of recruitment and qualifications are also same. Mere attachment of higher scale of pay with the lower posts does not result in their up-gradation unless (i) all the posts in higher and lower grade in that particular functional unit are regarded on the basis of job descriptions, and (ii) posts for the higher scale are specified in the rules with

separate qualifications and method of recruitment. If higher and lower posts are treated to be merged without regard to levels of responsibility and similarity of job descriptions, there will remain no scope for separate qualifications, methods of appointment or reversion to lower posts with consequent complex, legal and administrative repercussions.

2. You are requested to make appointments by the method of promotion in accordance with the position clarified above. This may also kindly be brought to the notice of all concerned for information and guidance.

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No. SOR.III-6-3/74  
Dated the 5<sup>th</sup> October 1975

Subject: REQUIREMENT OF PASSING TEST FOR REGULAR PROMOTION UNDER THE PUNJAB CIVIL SERVANTS (APPOINTMENT & CONDITIONS OF SERVICE) RULES, 1974

In pursuance of decision contained in para 1 (I) of SGA&I Department's circular No. SOR-III-6-3/73 dated 2<sup>nd</sup> April 1975 promotion to any post below Grade 16 is not subject to any test.

2. Most of the Departments have since applied for relaxation of rule 12 of Punjab Civil Servants (Appointment And Conditions of Service) Rules, 1974, to dispense with the requirement of passing test for promotion to certain posts in Grade 16 and 17 on the grounds that:

- i) The officials concerned are of advanced age;
- ii) The officials concerned have put in more than 20/25 years of service;
- iii) The officials of advanced age with more than 20/25 years of service have already appeared in various tests during their service and have also undergone the prescribed training at various stages;
- iv) Promotions are being made to posts in Grade 18 and above through duly constituted Selection Boards and no tests are prescribed. In view of general exemption from pre-promotion tests in respect of all posts below Grade 16, only promotion to certain posts in Grade 16 & 17 were subject to pre-promotion tests.

3. Keeping in view the representations of various departments and other related aspects, it has been decided to grant general exemption from pre-promotion test in relation to all posts in Grade 16 and above. Promotions to posts below Grade 16 are already exempted from these tests.

4. The suitability of candidates for promotion to the above mentioned posts/grades shall be determined on the basis of seniority cum fitness with particular reference to fitness for higher responsibilities.

5. It is requested that the above mentioned decision of Government may be brought to the notice of all concerned under your administrative control.

Subject: REQUIREMENT OF PASSING TEST FOR REGULAR PROMOTION UNDER THE PUNJAB CIVIL SERVANTS (APPOINTMENT AND CONDITIONS OF SERVICE) RULES, 1974

Please refer to SGA&I Department circular No. SOR-III-6-3/73, dated 2<sup>nd</sup> April, 1975 and circular No. SOR-III-6-3/73 dated 5<sup>th</sup> October 1975 on the subject noted above.

2. The decision in the aforesaid circulars seems to have been interpreted to mean that all tests prescribed in the Service Rules have been dispensed with. This is not correct.

3. The test mentioned in Rule 12 of the Punjab Civil Servants (Appointment & Conditions of Service) Rules, 1974, is an additional selection test to be held in the manner and with the legal consequence detailed in Rule 14 of the Punjab Civil Servants (Appointment and Conditions of Service) Rules, 1974.

4. Although the circulars mentioned in para 1 above grant exemption from tests prescribed under Rule 12 and Rule 14 of the Punjab Civil Servants (Appointment and Conditions of Service) Rules, 1974, this exemption is without prejudice to the provisions of other Rules which prescribed other test or examinations such as departmental examinations during probation, proficiency tests, qualifying tests etc. These examinations/tests are still required to be conducted in accordance with existing rules/instructions and are not in any way affected by exemption granted vide circulars mentioned in para 1 above.

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No. SOR.I(S&GAD)-16-70/77

Dated the 17<sup>th</sup> May 1982

Subject: OFFICIATING ARRANGEMENTS AGAINST POSTS PENDING REGULAR APPOINTMENT

I am directed to refer to this Department's circular letter of even number dated 23.07.1979 on the subject noted above and to state that it has been observed that stop-gap arrangements are still being made by posting members of next below cadres against higher posts in their own pay and scale. Once such postings are made the concerned officials represent for grant of pay of the post and such requests are passed on by the Administrative Departments to the Finance Department for concurrence. Since such arrangements are not envisaged by law, the Administrative Departments and appointing authorities under their administration should keep the following instructions in mind before any stop-gap arrangement is made. The appointing authorities shall be held personally responsible for posting of any person against a higher post in disregard to these instructions:

- i) appointment to higher post in own pay and grade has no meaning in law;
- ii) appointment to higher posts even as a stop-gap arrangement should be made with the approval of the Appointing Authority i.e. Administrative



Secretary for posts in grade 17 and Chief Secretary for posts in grade 18 and Governor for posts in grade 19 and above;

- iii) in case where appointment to higher posts is not possible for one reason or the other the senior-most eligible officer should be given additional charge of the higher post instead of appointing him to the said higher post.

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No. SOR.IV (S&GAD)1-14/75

Dated the 28<sup>th</sup> April 1985

Subject: APPOINTMENT BY PROMOTION ON OFFICIATING BASIS

I am to refer to S&GAD Notification No. SOR.IV(S&GAD)1-14/75 dated 12<sup>th</sup> March, 1985 amending Rule 13 of the Punjab Civil Servants (Appointment & Conditions of Service) Rules, 1974, copy of which has been sent to all departments under endorsement of even number dated 14<sup>th</sup> March, 1985. According to the amended Rule 13 (ii) *ibid*, no person shall be promoted on officiating basis unless he possesses the qualifications and experience prescribed for the post and his promotion as such is approved by the chairman of appropriate selection authority. Under rule 9 (1) of the Punjab Civil Servants (Appointment & Conditions of Service) Rules, 1974, appointments by promotions or transfer to posts in various grades shall be made on the recommendations of the appropriate committee or board. Officiating promotion has all the attributes of regular promotion, except that it is for a specified period and is temporary in nature. It is, therefore, clarified that all promotions on officiating basis should be made on the recommendations of the appropriate selection authority.

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No. SOR.I(S&GAD) 16-70/77

Dated the 17<sup>th</sup> August 1988

Subject: OFFICIATING ARRANGEMENTS AGAINST POSTS PENDING  
REGULAR APPOINTMENT

I am directed to refer to this department's circular letter No. SORI(S&GAD)16-70/77, dated 17.05.1982 on the subject noted above and to say that it has been pointed out that Junior Officers are being posted against higher posts in their own pay and grade and this is followed by requests from the respective administrative departments to Finance Department for allowing pay of the post.

2. Appointment to higher posts in own pay and grade has no meaning in law. Detailed instructions on the subject have already been issued vide this department's letter referred to above. It has, however, been observed that some appointing authorities are not adhering to these instructions. Since this course of action is violative of law and rules, it is requested that the instructions on the subject may be brought to the notice of all concerned for strict compliance. Violation of the instructions should be taken seriously and appropriate steps should be taken to arrest the tendency of deviations from law, rules and instructions.

No. SORI(S&GAD) 16-70/77-1

Dated the 1<sup>st</sup> May 2000

Subject: OFFICIATING ARRANGEMENTS AGAINST POSTS PENDING  
REGULAR APPOINTMENT

I am directed to refer to this department's letter of even number dated 17.05.1982, wherein the following instructions were issued:

- i) appointment to higher post in own pay and grade has no meaning in law;
- ii) appointment to higher posts even as a stop-gap arrangement should be made with the approval of the Appointing Authority i.e. Administrative Secretary for posts in grade 17 and Chief Secretary for posts in grade 18 and Governor for posts in grade 19 and above;
- iii) in case where appointment to higher posts is not possible for one reason or the other the senior-most eligible officer should be given additional charge of the higher post instead of appointing him to the said higher post.

2. The Accountant-General Punjab has intimated that instances have come to the notice that Administrative Secretaries/Appointing Authorities are making appointments against the higher posts in own pay and grade and are not adhering to the instructions circulated vide this department's circular letter referred to above. This course of action is violative of the provisions of Section 16 of the Punjab Civil Servant Act, 1974 and the instructions referred to above.

3. In view of the above, I am directed to draw you attention to the said instructions on the subject wherein it has been clearly stated that appointment to a higher post in own pay and grade has no meaning in law, therefore, this practice should be discontinued. A post, as soon as becomes available, should be filled up in accordance with the method prescribed under the relevant service/recruitment rules. In case it may not be possible to do so for one reason or other, stop-gap appointments should be made only in accordance with the procedure laid down for the respective category of the vacancy under the relevant provisions of the Punjab Civil Servants (Appointment and Conditions of Service) Rules, 1974 i.e. rules 10-A, 10-B and 13 of the Rules *ibid*.

4. These instruction may kindly be brought to the notice of all concerned for strict compliance.

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No. SOR.II(S&GAD)4-18/96

Dated the 26<sup>th</sup> May 2003

Subject: PROMOTION ON OFFICIATING BASIS

I am directed to refer to the subject cited above and to state that under the provisions of rule 13 of Punjab Civil Servants (Appointment and Conditions of Service) Rules, 1974, officiating promotion is made where posts fall vacant as a result of deputation, posting outside cadre, leave, suspension or appointment on acting charge

basis of the incumbent or is reserved under the rules to be filled by transfer. If none is available for transfer then by officiating promotion. It has, however, been observed by the Regulations Wing of S&GAD that a number of SNE vacancies are being filled on the basis of officiating promotion which is in violation of rule 13 of the rule *ibid*. The Administrative Departments are, therefore, advised as under:

- i) No officiating promotion may be made against SNE vacancies. Promotions should be made on regular basis against the posts keeping in view the quota reserved for promotion in the relevant service rules.
- ii) In case where promotions on officiating basis against SNE posts have already been made, such cases may be reviewed and only those employees may be considered for promotion on regular basis where promotion quota in the relevant service rules exists. The rest of the employees who have been promoted on officiating basis against the posts of initial recruitment may be demoted forthwith.
- iii) In future, SNE vacancies may be included in the number of posts of the relevant cadre in the first instance and thereafter the same may be filled in through initial recruitment or promotion on regular basis, as the case may be, strictly in accordance with the prescribed service rules.

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No. SOR.IV(S&GAD)1-14/75(P)  
Dated the 21<sup>st</sup> May 1984

Subject: APPOINTMENT ON ACTING CHARGE/CURRENT CHARGE BASIS

I am directed to refer to this department's Notification No. SOR.III-1-14/75 dated 26.02.1983, endorsed to you vide even number dated 1<sup>st</sup> March 1983, on the subject noted above.

2. A question has arisen as to whether a civil servant on his appointment on Acting Charge/Current Charge basis can be presumed to have assumed full duties and responsibilities of the post to which he is appointed and can exercise all statutory, financial and administrative powers vested in the regular incumbent of the post. The provisions of Section 16 of the Punjab Civil Servant Act, 1974 envisage payment of full salary of the post to which he is appointed, except in case of 'Acting' or 'Current' charge arrangements for which a separate manner of payment of emoluments has been prescribed by the Finance Department. When a person is allowed full benefits of a post, he is expected to perform all duties and responsibilities of the same. Exercise of statutory, administrative or financial power is in fact the most important responsibility and a person holding a post should be bound to undertake this responsibility.

3. In view of the above position, it has been decided in consultation with Law and Finance departments that a civil servant on his appointment to a post on acting charge or current charge basis shall assume full duties and responsibilities of the post and can exercise all statutory, administrative and financial powers vested in a regular or permanent incumbent of that post.

Subject: APPOINTMENT ON ACTING CHARGE/CURRENT CHARGE BASIS

I am directed to say that according to the provisions of Rule 10-B of Punjab Civil Servants (Appointment & Conditions) of Service Rules, 1974, where a post is likely to remain vacant for a period of less than six months and the appointment on ad hoc basis, it may appoint the senior most civil servant, who in the opinion of the appointing authority, is eligible and suitable for promotion under the relevant rules, on current charge basis. An appointment made on current charge basis shall come to an end on appointment of a person on regular basis or on the expiry of six months, whichever is earlier. Such appointments are made for a short term purely as a stop-gap arrangement and at times when the administrative department cannot leave the posts unfilled.

2. The Supreme Court of Pakistan in civil appeals No. 179-187/95, 923/94 and 188 to 190/95 has observed that continuance of acting charge or current charge appointments for a number of years is negation of the spirit of instructions and rules. It has, therefore, been desired that where such appointments are made in public interest, should not continue indefinitely and every effort be made to fill the posts through regular appointments, in shortest possible time.

3. I am, therefore, to request you that the observations of the Supreme Court of Pakistan, which have also been circulated/endorsed by the Federal Government, may be brought to the notice of all concerned for strict compliance.

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No. SOR.III-2-58/97

Dated the 24<sup>th</sup> July 1999

Subject: APPOINTMENT ON ACTING CHARGE/CURRENT CHARGE BASIS

I am directed to refer to this department's circular letter of even number dated 03.11.1997 on the subject noted above wherein attention was invited to the observations made by the Supreme Court of Pakistan in civil appeals No. 179-187/95, 923/94 and 188 to 190/95 that continuance of Acting Charge or Current Charge appointments for a number of years is negation of the spirit of rules. It was, therefore, desired that where such appointments are made in public interest, these should not continue indefinitely and every effort be made to fill in such posts through regular appointment in shortest possible time.

2. Accountant General, Punjab, has reported that the above instructions are not being followed by the appointing authorities while making appointments on current charge basis. The current charge appointments are being made against the same posts after a gap of One or Two days, which is against the provision of rule 10-B ibid and need to be regularized with the approval of the competent authority.

Subject: APPOINTMENT ON CURRENT CHARGE BASIS

I am directed to invite your attention to the instructions issued on the subject cited above, vide this Department's circular letter No. SOR.III.2-58/97 dated 03.11.1997 and 24.07.1999, in which it was clarified that where a post is likely to remain vacant for a period of less than six months and the appointing authority does not consider it expedient to make an appointment on ad hoc basis, it may appoint the senior most civil servant, who in the opinion of the appointing authority, is eligible and suitable for promotion under the relevant rules on current charge basis. An appointment made on current charge basis shall come to an end on appointment of a person on regular basis or on the expiry of six months whichever is earlier. Such appointments are made for a short term purely as a stop-gap arrangement and at times when the administrative department cannot leave the posts un-filled.

2. The Supreme Court of Pakistan in Civil Appeals No. 179-187/95, 923/94 and 188 to 190/95 observed that continuance of acting charge or current charge appointments for a number of years amount to negation of the spirit of the rules and instructions issued thereunder.

3. The Accountant General, Punjab has reported that the provisions of Rule 10-B of the Punjab Civil Servants (Appointment and Conditions of Service) Rules, 1974 and the instructions issued thereunder are not being followed by the appointing authorities while making appointments on current charge basis. The current charge appointments are being made against the same posts after a gap of one day or two days, which is against the provision of Rule 10-B of the rules *ibid*. Such appointments on current charge basis beyond the period of six months (now one year) need to be regularized with the prior approval of the competent authority i.e. Governor Punjab in relaxation of the said rules.

4. It has been observed that the appointing authorities are also making appointment on current charge basis against the posts, which are not covered by the service/recruitment rules. The criteria for appointment against these posts on current charge basis has to be got approved from the S&GAD on the analogy of the qualifications prescribed for similar posts. In such cases the concurrence of S&GAD (Regulations Wing) does not appear to have been obtained.

5. All such appointments made in violation of the provisions of rule 10-B of the Punjab Civil Servants (Appointment & Conditions of Service) Rules, 1974 and extensions thereof so granted by the appointing authorities are thus irregular and cannot be subscribed by the Regulation Wing for their regularization.

6. I have, therefore, been directed to emphasize once again that while making appointments on current charge basis, the appointing authorities should adhere to the provision of Rule 10-B of the Punjab Civil Servants (Appointment & Conditions of Service) Rules, 1974 and other instructions issued thereunder strictly so as to avoid

any inconvenience likely to be faced by the Administrative Departments as a result of violation of rule 10-B of the rules *ibid*.

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NO.SOR-II(S&GAD)3-18/2006

Dated the 19<sup>th</sup> August 2006

Subject: APPOINTMENTS ON ACTING CHARGE BASIS

I am directed to refer to the subject noted above and to state that an appointment on acting charge basis can be made under Rule 10-A of the Punjab Civil Servants (Appointment and Conditions of Service) Rules, 1974. Sub-rule (2) of rule 10-A *ibid* provides that:

“Where the appointing authority considers it to be in the public interest to fill a post reserved under the rules for departmental promotion and the most senior civil servant belonging to the cadre or service concerned who is otherwise eligible for promotion does not possess the specified length of service, the authority may appoint him to that post on acting charge basis.”

2. It has been observed that the appointments made on acting charge basis are continued for an indefinite long period instead of promoting the incumbents on regular basis after completion of their requisite length of service which entails certain financial as well as administrative complications.

3. In view of the above, it is requested that the competent authorities should ensure that the cases of officers/officials promoted on acting charge basis are processed for promotion on regular basis immediately after completion of the requisite length of service in order to avoid complications and unwarranted litigation.

4. These instructions may kindly be brought to the notice of all concerned for strict compliance.

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S.OXII(S&GAD)3-2/66

Dated 7<sup>th</sup> October 1968

Subject: ORDER FOR REVERSION – EFFECT OF GRANT OF LEAVE TO AN OFFICIAL BEFORE JOINING THE LOWER POST

I am directed to say that instances have come to the notice of Government where Government servants officiating in higher posts, who are under orders of reversion to lower posts and where Government servants under orders of suspension, with a view to avoid implementation of the orders of reversion/suspension have proceeded on leave without formally handing over the charge of the post from which they are to be reverted/suspended. This practice is not only highly undesirable but also not permitted by the service rules, which specially provide that leave cannot be claimed as of right, and that a Government servant who absents himself from his duty without permission of the competent authority is liable to have his absence treated as absence from duty without leave. In order to put a stop to such undesirable practice, Government is pleased to direct that in future any Government servant in respect of whom an order of reversion or suspension has been passed, and who, after

the date of issue of such order, proceeds on leave of whatever nature, whether with or without permission, shall be deemed to have been reverted or suspended, as the case may be, from the date of service of the order or the date on which the order is notified in the official gazette, whichever is earlier. In such cases, a gazette notification should also issue about the non-gazetted officials. Government desires that a clause to this effect should invariably be added to every order of reversion/suspension.

2. This department's circular letter No. SOXII(S&GAD)3-2/66, dated 8<sup>th</sup> February, 1966, is hereby withdrawn.
3. This shall please be brought to the notice of all concerned.

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No. SOIV(S&GAD)-1-75/67(Policy)  
Dated the 7<sup>th</sup> January 1969

Subject: PROMOTION OF AN OFFICER TO A HIGHER POST DURING THE  
PENDENCY OF INVESTIGATION REGARDING ALLEGED CORRUPTION  
AND DISCIPLINARY PROCEEDINGS

I am directed to state that the instructions contained in this Department's Circular letter No. SOXII(S&GAD)-5-16/62, dated the 7<sup>th</sup> September, 1962 and No. SOIV(S&GAD)-1-75/67(Policy), dated the 18<sup>th</sup> January, 1968 are further elaborated.

2. The nature of allegations against a Government Servant may be taken into consideration for deciding suitability for promotion to the higher rank, if the case against him has reached the following stages:
  - a) A case has been registered by the Police or Anti-Corruption Establishment against a Government servant relating to corruption or some other criminal offence.
  - b) The Anti-Corruption Council, having the jurisdiction in each case, has passed an order that a departmental enquiry should be instituted.
  - c) If the Appointing Authority has passed an order under rule 6(ii) of the West Pakistan Government Servants (Efficiency and Discipline) Rules, 1960, that formal enquiry should be hold and has decided that the allegations, established would call for a major penalty.
3. If the authority is of the view that the allegations, if established, would call for a minor penalty, then such an enquiry may be ignored for the purpose of withholding of promotion of a person, who is otherwise suitable for it.
4. These instructions may be brought to the notice of all concerned for strict compliance.

No. SOIV(S&GAD)-1-75/67(Policy)

Dated 14<sup>th</sup> February 1969

Subject: PROMOTION OF AN OFFICER TO A HIGHER POST DURING THE PENDING OF INVESTIGATION REGARDING ALLEGED CORRUPTION AND DISCIPLINARY PROCEEDINGS

In a case submitted to the Governor of West Pakistan for promotion of officers facing enquiries, the Governor has been pleased to direct that the Policy laid down in the S&GAD Circular letter No. SOIV(S&GAD)-1-75/67(Policy), dated 7<sup>th</sup> January, 1969 should be treated as the guidelines along which the promotion cases of officers facing enquiries should be examined by the Administrative Departments in future. It has also been noticed by the Governor that in a number of cases the enquiries have been delayed for nearly five years. The Agencies concerned may be directed to finish the enquiries within three months. Necessary orders may be taken either to drop the enquiries or to register cases within a month on receipt of reports.

2. I am, therefore, to request that the directions of the Governor should please be brought to the notice of all concerned for strict compliance.

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No. SOR.III-1-14/75(P)

Dated the 5<sup>th</sup> October 1987

Subject: PROMOTION FROM LOWER TO HIGHER POSTS

I am directed to refer to the above mentioned subject and to point out that Section 8 of the Punjab Civil Servants Act, 1974, reads as under:

“A civil servant possessing such minimum qualifications as may be prescribed shall be eligible for promotion to a higher post for the time being reserved under the rules for departmental promotion in the service or cadre to which he belongs.”

Section 4 of the Punjab Civil Servants Act, 1974 provides that:

“Appointments to a civil service of the province or to a civil post in connection with the affairs of the Province, shall be made in the prescribed manner by the Governor or any person authorized by him in that behalf.”

2. Rule 14 of the Punjab Civil Servants (Appointment & Conditions of Service) Rules, 1974, as amended vide Notification No. SOR.III-1-14/75, dated 28<sup>th</sup> July 1987, reads as under:

“All persons holding posts in the same functional unit who possess the minimum qualifications and experience prescribed for a higher post reserved for departmental promotion, shall be eligible to compete for promotion in the manner and subject to the conditions as may be prescribed.”



3. Service/Recruitment rules framed prior to enforcement of Punjab Civil Servants Act, 1974, are valid subject to consistency with the Punjab Civil Servants Act, 1974. As laid down in the provisions quoted above, promotions from lower to higher posts can, therefore, be made only of persons holding posts in the same functional unit. Any promotion not fulfilling the above requirement would, therefore, be violative of Rule 14 of the Punjab Civil Servants (Appointment & Conditions of Service) Rules, 1974 and would not be legally sustainable.

4. Attention is invited to para 4 of circular letter No. SOR.III-1-2/76, dated 29<sup>th</sup> December, 1981 wherein it was stressed that the existing service rules which were notified prior to coming into force of Punjab Civil Servants Act, 1974 should be brought in conformity with the requirement of the said Act in a consolidated form on the prescribed schedule including therein all the existing as well as new posts in all grades falling in a functional unit.

5. I am, therefore, to remind that it may kindly be ensured that service/recruitment rules in respect of all posts are revised to be in conformity with rule 14 of the Punjab Civil Servants (Appointment and Conditions of Service) Rules, 1974 and no promotions are made on the basis of rules notified prior to promulgation of Punjab Civil Servants Act, 1974 which are inconsistent with the existing law.

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No. SOR.IV(S&GAD)14-14/87  
Dated the 5<sup>th</sup> October 1987

Subject: PROMOTION FROM LOWER TO HIGHER POSTS

I am directed to say that a question has arisen as to when a civil servant not found fit for promotion and superseded due to indifferent record of service, should be reconsidered for promotion by the respective selection authority.

2. Reference in this respect is invited to Section 8 of the Punjab Civil Servants Act, 1974 which provides that a civil servant possessing such minimum qualification, as may be prescribed, shall be eligible for promotion to a higher post for the time being reserved under the rules for departmental promotion in the service or cadre to which he belongs.

3. Rule 10 of the Punjab Civil Servants (Appointment & Conditions of Service) Rules, 1974 provides that such persons as possess qualifications and meet the conditions laid down for promotion shall be considered by the Selection Authority. A civil servant is, therefore, entitled to be considered for promotion on the basis of seniority every time that selection is made for promotion. However, for administrative convenience and practical reasons a civil servant who has been superseded by his junior may be reconsidered after he has earned another ACR because reconsideration before that on the basis of same record would be meaningless.

No. SORI(S&GAD)16-70/77  
Dated the 6<sup>th</sup> November 1995

Copy of letter No. 14(8)/92-R.I, dated 24<sup>th</sup> September, 1995 of Joint Secretary,  
Government of the Pakistan, Cabinet Secretariat, Establishment Division,  
Islamabad.

#### UNAUTHORIZED APPOINTMENT TO HIGHER POSTS

I am directed to refer to Establishment Division's instructions/clarifications issued from time to time, the last being O.M. No. 14 (I)/92-R.I dated 11.01.1993, advising, among others, the Provincial Governments not to make appointments of officers to higher posts without their formal promotion or containing the prior approval of the competent (i.e. appointment) authority. Despite this, instances have come to the notice of the Establishment Division where the concerned Provincial Governments have posted DMG/PSP/Sectt. Group officers against higher posts without observing the laid down formalities.

Apart from that all such appointments are irregular, such an act amounts to granting 'shoulder promotion' to officers who have yet to be formally promoted. Since such promotions are generally based on expediency, it is not common that junior officers are appointed to higher posts despite the availability of senior officers. This further leads to demoralization among the senior officers and also adversely affects the discipline in service ranks.

The above position was further highlighted in the meeting held in the Establishment Division on 07.08.1995, which was also attended by the Provincial Government's representatives in order to emphasize the negative aspects of 'shoulder promotion', besides the irregularity aspects, especially in view of the increasing trend among the Provincial Governments to resort to the posting of junior officers against higher posts.

In order to ensure proper compliance of these instructions, the Auditor-General of Pakistan is also being requested to direct the Accountants General of the respective provinces not to issue Last Pay Certificate in cases of 'shoulder promotion' notifications unless the Establishment Division's prior clearance has been obtained.

The Provincial Governments are once again advised that instructions contained in this Division's above referred O.M. may be strictly observed while considering appointments to higher posts and to avoid making 'shoulder promotions'. It must also be ensured that in the case of Police Officers, they are not allowed to wear higher ranks unless their promotions are duly notified by the Establishment Division.

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No. SI.16-12/1996  
Dated the 21<sup>st</sup> May 1996

Copy of letter No. PF. (406)/E.5 (DMG) dated 25<sup>th</sup> April, 1996 from  
Section Officer (E.5) (DMG) Government of Pakistan, Cabinet Secretariat  
(Establishment Division), Islamabad.

Subject: APPOINTMENT OF OFFICERS AGAINST HIGHER POSTS

I am directed to say that the Provincial Governments have resorted to the practice of appointing junior officers to higher posts in their own pay and scale. Reference is invited to the posting of Mr. Nadir H. Memon (DMG, BS-18) as Project Director (BS-19). Then this involves posting of officers in autonomous/semi- autonomous organizations under the Provincial Government the approval of the Finance Division is required in respect of terms and conditions of deputation on which such appointments are made. In a number of cases referred to the Finance Division for this purpose, that Division has objected to the practice of appointing junior officers against higher posts. It has thus become difficult to get the approval of the Finance Division in these cases.

2. In view of the above the Provincial Governments are advised to appoint APUG officers against the posts corresponding to their pay scales in future.

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No. SOR-II(S&GAD) 2-127/2001  
Dated the 2<sup>nd</sup> April 2003

Subject: PROMOTION OF CIVIL SERVANT TO HIGHER POST DURING LPR

I am directed to refer to the subject noted above and to inform that an issue has been raised whether a civil servant who has proceeded on LPR can be promoted to higher post or otherwise.

2. It is clarified that a civil servant remains a civil servant till his date of retirement for all intents and purposes and, therefore, he can be considered for promotion. However, during LPR, promotion cannot be actualized on notional basis. For assumption of charge, the civil servant will have to be recalled for duty under Rule 22 of the Revised Leave Rules, 1981 to actualize his promotion. It is further clarified that actualization of promotion would not affect his date of retirement if he is availing LPR in case of premature retirement on 25 years qualifying service.

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NO.SOR-II(S&GAD)2-65/2005  
Dated the 7<sup>th</sup> June 2005

Subject: PROMOTION/PROFORMA PROMOTION TO HIGHER POSTS –  
DATE OF EFFECT OF PROMOTION – AMENDMENT IN PUNJAB  
CIVIL SERVANTS ACT, 1974

I am directed to refer to the subject noted above and to state that according to the prevailing policy of the Government of the Punjab, promotion is granted to serving civil servants with immediate effect and not from the date of occurrence of

vacancy. Promotion is not granted to a retired civil servant as he does not remain a civil servant after retirement, though proforma promotion may be granted to retired civil servant from the date of promotion of his junior, provided that the retired civil servant was promoted to the rank during his service.

2. To further strengthen the provisions of the policy regarding the date of effect of promotion, the Government of Punjab has now made the following amendments in Punjab Civil Servants Act, 1974, through notification No. PAP-Legis-2(18)/2005/721 dated 15.04.2005. The salient features of the amendment are as under:

i. In section 2 of the Act, definitions of promotion and proforma promotion have been added as under:

- (g-a) “proforma promotion” means predating of promotion of civil servant or retired civil servant with effect from the date of regular promotion of his junior, for the purpose of fixation of pay and payment of arrears as may be prescribed;
- (g-b) “promotion” means appointment of a civil servant to a higher post in the service or cadre to which he belongs;

ii. Existing section 8 has been substituted as under:

8. Promotion –

- (1) A civil servant shall be eligible to be considered for appointment by promotion to a post reserved for promotion in the service or cadre to which he belongs in a manner as may be prescribed; provided that he possesses the prescribed qualifications.
- (2) Promotion including proforma promotion shall not be claimed by any civil servant as of right.
- (3) Promotion shall be granted with immediate effect and be actualized from the date of assumption of charge of the higher post, and shall in no case be granted from the date of availability of post reserved for promotion.
- (4) A civil servant shall not be entitled to promotion from an earlier date except in the case of proforma promotion.
- (5) A retired civil servant shall not be eligible for grant of promotion; provided that he may be considered for grant of proforma promotion as may be prescribed.
- (6) A post referred to in sub-section (1) may either be a selection post or a non-selection post to which promotion shall be made as follows:
  - (a) in the case of a selection post, on the basis of selection on merit; and
  - (b) in the case of a non-selection post, on the basis of seniority-cum-fitness.

3. It is requested that while processing and deciding the cases of promotion and proforma promotion of civil servants and retired civil servants, guidance should be sought from the provisions of the above amendment in the Punjab Civil Servants Act, 1974, as well as the Punjab Government’s Proforma Promotion Policy issued vide circular No. SOR-II(S&GAD) 2-59/78, dated 19.04.2003.

Subject: COUNTING OF SERVICE RENDERED AGAINST HIGHER POST  
UNDER SECTION 9 OF THE CIVIL SERVANTS ACT, 1974

I am directed to state that every civil servant is liable to serve anywhere within or outside the Province against any post under section 9 of the Punjab Civil Servants Act, 1974, which reads as under:-

“9. Posting and transfers: Every civil servant shall be liable to serve anywhere within or outside the province in any post under the Government of the Punjab or the Federal Government or any provincial Government or a Local authority or a corporation or a body set up or established by any such Government:

Provided that, where a civil servant is required to serve in a post outside his service or cadre, his terms & conditions of service as to his pay shall not be less favourable than those to which he would have been entitled if he had not been so required to serve.”

2. A point has been raised as to how the service rendered by a civil servant posted against a higher post under section 9 of the Punjab Civil Servants Act, 1974 would be counted for the purpose of promotion to higher post of the said civil servant.

3. The matter has been examined in the Regulations Wing, S&GAD. It has been observed that according to section 4 of the Punjab Civil Servants Act, 1974, all appointments are required to be made in the prescribed manner, i.e., on the recommendations of the appropriate Departmental Promotion/Selection Committee(s) or Board(s), as the case may be and with the approval of the designated appointing authorities followed by a notification promoting such civil servant to a higher post.

4. Section 9 of the Punjab Civil Servants Act, 1974 is a liability provision i.e., a civil servant is liable to serve against any post, which may be equivalent or higher than the post held by the incumbent. Promotion to a higher post or grant of temporary charge of a higher post are two different entities. Legally, a person is not in a higher grade until his promotion to the higher post is duly notified and charge of the higher post is formally assumed by him.

5. It has, therefore, been decided to clarify that service rendered by a civil servant against a higher post under section 9 of the Punjab Civil Servants Act, 1974 cannot be treated at par with the service rendered by a regularly promoted officer in the higher post for the purpose of promotion to the next higher grade.

6. This may kindly be brought to the notice of all concerned.

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**Subject: APPOINTMENT OF AN OFFICER OF LOWER GRADE TO A POST  
OF HIGHER GRADE AND GRANT OF PAY OF THE HIGHER POST**

In pursuance of Finance Division's Office Memorandum No. F.8(4)R-2/97-1204/09 dated 24.02.2009, Government of the Punjab has decided that pay of the higher post will be admissible to civil servants during the period of appointment on higher post subject to the following conditions:

- i) The officer has been appointed on the higher post by the authority competent to make appointment on that post.
- ii) The officer is fully qualified in every respect to be appointed to that higher post.
- iii) The officer discharges all the duties and responsibilities of the higher post independently and severed all connections with his lower post.
- iv) The pay of the higher post will be fixed presumptively w.e.f. the date the officer assumes charge of the higher post and it will include the increments of the pay scale of the higher post for the period of higher post appointment on that post. In such cases premature increment shall not be admissible. However, the officer will be entitled to the arrears of pay and allowances from the date he assumes the charge of the higher post. This concession shall be admissible w.e.f. 16.12.2009. Any claim of arrears of pay and allowances pertaining to a period prior to this date shall not be entertained.
- v) On relinquishment of charge of the higher post or on transfer or on regular promotion to that higher post, the pay will be re-fixed with reference to original scale of pay of the post, held by the officer and increments carried (if any) on higher post will count for increments in his original scale as per provisions of Rule 4.4.(a)(i) of CSR, Punjab, Vol-I, Part-I.
- vi) The pay of the higher post shall not be counted for the calculation of emoluments towards the pension.
- vii) The pay of the higher post will be given only with the concurrence of Finance Department.

2. All Administrative Departments are advised that only those cases may be referred to Finance Department which are covered under sub-paras (i) to (iii) of para-1 above and pay of the concerned officers may be fixed/re-fixed in terms of sub-para (iv) to (vi) of para-1 above after obtaining prior concurrence of the Finance Department.

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Subject: EFFECT OF FOREGOING OF PROMOTION ON SENIORITY/PROMOTION

I am directed to refer to the subject noted above and to inform that a question has been raised whether a civil servant can forego his promotion or otherwise. The matter was examined and it is clarified that as laid down in Rule 3 (1) of the Punjab Civil Servants (Appointment and Conditions of Service) Rule, 1974 promotion is a mode of appointment, therefore, a civil servant after issuance of promotion notification, can refuse to accept the promotion. However, on such refusal he shall stand superseded and will be treated like any civil servant superseded on other accounts.

2. This issues with the approval of competent authority.

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No.SOR-II(S&GAD)4-47/2009

Dated the 28<sup>th</sup> May 2009

Subject: DETERMINATION OF STATUS OF DEGREES ISSUED BY  
AL-KHAIR, PRESTON AND OTHER PRIVATE UNIVERSITIES

The Chief Secretary, Punjab constituted a committee headed by the Additional Chief Secretary in order to prepare guidelines for promotion of the officers/officials working in Government Departments who have acquired degrees from Al-Khair, Preston and other Private Universities. The matter was considered in a meeting of the committee held on 18.04.2009. A copy of the Minutes of the meeting is enclosed for your kind information and further necessary action.

#### **MINUTES OF MEETING**

**DETERMINATION OF STATUS OF DEGREES ISSUED BY  
AL-KHAIR, PRESTON AND OTHER PRIVATE UNIVERSITIES**

A meeting of the committee, constituted on 18.02.2009 by the Chief Secretary, Punjab on the above subject was held on 18.04.2009 in order to consider and decide policy guide lines for promotion of the officers/officials working in Government of the Punjab who have acquired degrees from Al-Khair, Preston and other private universities. The meeting was attended by the following:

1. Mr. Javed Aslam, (In Chair)  
Additional Chief Secretary.
2. Mr. Babar Hassan Bharwana,  
Secretary,  
Irrigations & Power Department.
3. Mr. Muhammad Zafar Iqbal,  
Additional Secretary,  
HUD&PHE Department.
4. Mr. Shakeel Ahmad,  
Additional Secretary,  
C&W Department.

5. Ms. Shahida Javed,  
Deputy Secretary,  
Higher Education Department.
6. Mr. Muhammad Suhail Shahzad,  
Deputy Secretary (General),  
Irrigations & Power Department.
7. Mr. Mohsin Ahmad,  
Director, HEC.
8. Mr. Muhammad Akram Tahir,  
UET, Lahore.
9. Mr. Faqir Muhammad Irfan,  
Director (Admin.),  
Punjab University, Lahore.
10. Prof. Dr. M. Amin
11. Muhammad Ilyas,  
Secretary Regulations.

2. The Committee was apprised that at present private universities are operating through their campuses in various districts of Punjab such as Lahore, Gujranwala, Faisalabad, Sargodha, Rawalpindi, Sialkot, Bahawalpur, Multan, Muzaffargarh & Rahimyar Khan. However, on 12<sup>th</sup> September 2005, the Higher Education Commission on its website, declared these campuses as unlawful through its website being operating beyond their territorial jurisdiction.

3. The Secretary Irrigation and Power Department pointed out that recently the Hon'ble Lahore High Court, Lahore has passed the following orders dated 04.03.2009 on writ petition No.14915/2008 titled M/s. Nadeem Khaliq, Sub Engineer and others V/S Secretary I&P;

“To take into consideration the seniority position of the petitioners as well as similarly placed persons, extend the benefit of current charge of the higher grade to those who are entitled for the same till the arrival of the selectees of the PPSC against the direct quota and fill the post of promotee quota through regular promotion and that too through the process of DPC. This exercise be completed within a period of two months from today.”

4. Additional Chief Secretary, Punjab asked the representative of the Education Department for her opinion on the degrees obtained by the officers/officials from different private universities who are now demanding their promotion on the basis of these degrees. The representative of Education Department categorically mentioned that the Education Department has very clear policy and they had tendered advice to different departments on similar issues. According to her, various universities are operating sub campuses in Punjab without approval of the Education Department, Government of the Punjab and respective public sector universities of the region. The charter of private universities neither allow establishing and operating sub campus of the university outside territorial limit of the said university nor it allows any affiliation to any other institution for conducting academic courses on behalf of private university. The representative emphasized that the private universities have no concurrence of Education Department, Government



of the Punjab or respective university of the Government of the Punjab for operating the sub campuses or affiliated campuses under question.

5. The representatives of Punjab University and University of Engineering and Technology Lahore endorsed the views of the Education Department and also added that private universities have not obtained any NOC from their universities to operate sub campuses. The public sector universities offer full time studies for Bachelors Degree in Engineering discipline. The students from Government sector are enrolled to these courses on full time basis and for that purpose they need to obtain study leave to attend the classes. No part time classes are available for Bachelors Degrees in Engineering. They also explained that their universities do not issue degrees of their own campuses unless accompanied by transcripts in order to determine the validity of the courses attended by the students.

6. The participants raised concern about the future of such students who have obtained degrees from private universities by attending classes at their sub campuses and the same have been verified by the Higher Education Commission. The Additional Chief Secretary, Punjab invited representative of HEC for his opinion about the issue. The representative presented the following point of view before the committee:

- (i) The involvement of private sector at tertiary level of education was a new concept in Pakistan.
- (ii) Universities/Degree Awarding institutions were given charters with an idea to operate at locations within one city but exploiting the provisions of law, they started affiliating institutions in far and wide areas of the country.
- (iii) There was no law to contain such an operation except for provisions specifying the academic jurisdiction of public sector universities in the region.
- (iv) The Commission sought opinion from Ministry of Law, Justice & Human Rights and response received vide letter No.1165/2001 dated 15.12.2001 clearly declared that any university chartered in a province for operation in other provinces through affiliation or campuses is required to get permission from concerned Provincial Education Department.
- (v) The HEC conducted survey of illegal affiliations by private universities and published lists in its website as well as in national Press.
- (vi) By continuous persuasion from HEC, many universities have mended their business and agreed to cease operations through illegal affiliations and campuses like Sarhad University closed down its all illegal distance education centers in Punjab, Mohiuddin Islamic University de-affiliated many educational institutions, Preston University, Kohat made agreement not to enroll any further students except where permission from concerned Provincial Government is obtained. While Preston University and others have agreed to work within the ambit of legal framework, corrective measures for operation of Al-Khair University are expected shortly.
- (vii) The HEC is the sole regulatory body of higher education in country, authorized to recognize degrees and it is under this mandate that the Commission is making a framework for enforcing Al-Khair University not only to have its own campus in AJ&K but also to restrict its operations within its academic jurisdiction i.e. AJ&K.

7. The Additional Chief Secretary, Punjab observed that the law does not provide any benefit to stakeholders who are ignorant about law. The sub campuses or affiliated campuses of the private universities which are operating without NOC in jurisdiction of a public sector university and without NOC of the Education Department of Government of the Punjab are illegal even according to their own charter. HEC has already published a list of such illegal campuses for awareness of the stakeholders. Therefore, no benefit can be extended to degree holders of private universities who have attended classes in illegal sub-campuses.

8. After deliberations, the committee unanimously agreed that the cases of officers/officials who acquired higher qualification from the private universities need to be considered on case to case basis for promotion and other service matters and the Administrative Departments should verify the following conditions from the record that:

- a) The officers/officials have obtained study leave or leave of the kind due from the competent authority to proceed for classes for acquiring higher qualification.
- b) The officers/officials have presented degrees along with transcripts of their studies and role of attendance, issued by the University/ recognized Campus of the University.
- c) The campus he/she attended was located within territorial jurisdiction of the private university and it was not a sub campus or affiliated campus of the private university being operated in jurisdiction of a public sector university without its NOC as well as NOC of the Education Department, Government of the Punjab.

9. The above mentioned decisions shall be circulated to all concerned departments of the Government of the Punjab to streamline mechanism of promotion of officers/officials on the basis of degrees acquired from the private universities.

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No. SOR.II(S&GAD)2-49/2010

Dated the 19<sup>th</sup> March 2010

Subject: PROMOTION

I am directed to refer to this Department's letter No. SOR-I(S&GAD) 16-2/69 (Policy), dated \*08.06.1971 on the subject noted above, which provides that promotion to higher posts should be based on total service record.

2. It has been noticed that promotion process is being delayed mainly due to the reason that service record of officials/officers is incomplete. Instructions for writing of PERs provide that the process of completion of PERs of officials/officers should be completed within the month of January each year and every Administrative Department is also required to furnish a certificate to S&GAD in this regard.

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\* See page 110.

3. It may be pointed out that it has been decided in the Administrative Secretaries meeting held on 05.03.2010 that all vacant posts meant for promotion quota be filled by 30.06.2010.

4. In order to assess suitability of an official/officer, total service record is required. It is, however, in the discretion of the assessing authority to give more weightage to the service record/PERs for the last five to seven years. In order to ensure completion of promotion process by 30.06.2010, it has been decided that assessing authorities may assess suitability of an official/officer on the basis of service record for the last five to seven years, if the service record for the past period is not available due to no fault on the part of concerned official/officer and there are valid reasons to ignore the service record for the past service. It shall, however, be a one time dispensation and shall not absolve the respective authorities to ensure completion of service record as early as possible.

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**PROFORMA PROMOTION**

No. SOR.II-2-52/73  
Dated the 16<sup>th</sup> October 1973

Subject: GRANT OF PROFORMA PROMOTION

I am directed to address you on the subject noted above and to say that in the past the practice has been that when an official was given promotion from an assumed date, benefit of service was given for fixation of pay while arrears of pay were allowed only for the period during which he actually performed the duties of the higher post. Some officials who were given war service benefit including proforma promotion to higher posts claimed arrears of pay for the entire period through a writ petition in the High Court which was granted. Appeal filed by Government against the decision of the High Court has been dismissed by the Supreme Court. The ruling of the Court is that if an official is wrongfully prevented from performing the duties of the higher posts, he must be given arrears of salary. When an official is notionally promoted from an earlier date, there is an implied admission that he was improperly deprived of his promotion on the due date. The claims for arrears of salary should, therefore, be accepted in such cases.

2. As a result of the decision of the Supreme Court, the following issues have cropped up:

- a) Whether the arrears of pay should be granted only to the persons who obtained a decree from the Court or to all the officials who were granted proforma promotion, whether because of war service benefit or otherwise; and
- b) What should be the future policy of Government regarding grant of proforma promotion.

3. As regards the first issue, Government are of the view that concerned officials should not be forced to start mere formal litigation to get dues. The decision of the Court, in the strict sense, helps only the parties before the Court but since a clear precedent has been created by the Supreme Court in one case, the other officials who were granted proforma promotion in similar circumstances are also sure to succeed with additional cost to the Government. It has, therefore, been considered advisable to admit all such claims as a matter of principle.

4. As regards the second issue, since in view of the Supreme Court's ruling that arrears of salary must be given even for the period of proforma promotion, it will have to be ensured that proforma promotion is given only in cases where it is justified on compulsive grounds as illustrated in the subsequent paragraphs.

Proforma promotion is generally granted in the typical cases mentioned below:

- i) The seniority of two officials is in dispute. The senior official is promoted on due date but subsequently the junior official establishes his claim of seniority by obtaining a favourable decision from Government or the Civil Services Appellate Tribunal;

- ii) The official is under suspension or facing a departmental inquiry on serious charges and, therefore, his promotion is deferred. Eventually he is exonerated of the charges and he has to be given proforma promotion from the date on which he would otherwise have been promoted.
- iii) An official is considered unfit for promotion because of adverse remarks in his Character Roll. Subsequently, he succeeds in getting the remarks expunged and claims proforma promotion; and
- iv) In very rare cases an official might be ignored for promotion due to clerical error or plain negligence.

5. In the (i), (ii) and (iv) type of cases, proforma promotion would be justified provided it could be held on the basis of service record and performance of the official that he would certainly have been promoted on the due date but for the circumstances that he was incorrectly treated as junior or was facing a departmental inquiry or was overlooked. In such cases his fitness for promotion should not be considered in isolation but in comparison with other officials, who would have been considered along with him. Proforma promotion should be granted only when the grounds constituting merit are certain and the fitness of the official for promotion in comparison with other officials is beyond doubt.

6. As regards expunction of adverse remarks (item-iii), instructions have already been issued, vide this department's circular letter No. SOR.III(S&GAD)-14-2/72 dated 9<sup>th</sup> June, 1973, that only one representation will lie and the decision taken on it would be absolutely final. The representation has to be submitted not later than one month from the communication of adverse remarks. Proforma promotion should be given only if the supersession of the official was based entirely on the adverse remarks which were later on found to be unmerited and, therefore, expunged. If there were any other factors going against the officials or the adverse remarks were only partially expunged, proforma promotion should not be granted.

7. It may be added that promotion is not a legal right and, therefore, claims for proforma promotion are not enforceable through courts of Law, but once proforma promotion is granted it will not be possible to withhold the arrears of salary. Special care should, therefore, be exercised at the time of ordering proforma promotion.

8. I am to request that these instructions may kindly be brought to the notice of all concerned under your administrative control for strict compliance.

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No. SOR.II(S&GAD)2-52/73  
Dated the 29<sup>th</sup> November 1975

Subject: GRANT OF PROFORMA PROMOTION

I am directed to invite a reference to this department's circular letter of even number dated the 16<sup>th</sup> October, 1973 on the subject noted above and to say that in para 7 thereof it was clarified that proforma promotion cannot be claimed as a legal right enforceable through courts of law, but once proforma promotion is granted the arrears of salary cannot be withheld. The departments were, therefore, asked to exercise special care at the time of ordering proforma promotion.

2. Instances have come to the notice of the Finance Department where proforma promotions have been ordered in disregard of the above clarification. In certain cases proforma promotions are reported to have been allowed merely because the vacancies were available from an earlier date. After ordering proforma promotion in such cases, Finance Department was approached to fix the pay, etc. of the officials concerned from a date several years before they took over charge of the promotion posts. In this way the Finance Department was confronted with a fait accompli.

In the circumstances, it is requested that —

- a) promotion cases should be examined periodically for obtaining the orders of the competent authority well in time and the Section/Branches dealing with such cases should not be allowed to sit over these cases; and
- b) promotion should invariably be ordered from the date of orders. The authorities concerned should then make up their mind whether the promotion has to be given from an earlier date, strictly on the basis of the conditions laid down in the circular letter of 16th October, 1973. They should then get a post created from the Finance Department before issue of orders. Even if it is not necessary to create a post, prior approval of the Finance Department should be obtained.

3. Instructions contained in this department's circular letter of even number, dated the 17<sup>th</sup> December, 1974, to the effect that proposals for creation of supernumerary posts should be referred to the Finance Department after proforma promotion has been granted by the competent authority are hereby modified to the extent as in para 3(b) above.

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No. SOR.II(S&GAD)2-59/78  
Dated the 4<sup>th</sup> March 1979

Subject: GRANT OF PROFORMA PROMOTION

I am directed to refer to this department circular letters No. SOR.II(S&GAD)2-52/73 dated the 16<sup>th</sup> October, 1983 and SOR.II(S&GAD)-2-52/73 dated 29<sup>th</sup> November, 1975 on the subject noted above and to say that as clarified therein, proforma promotion cannot be claimed as of right but once it is granted the arrears of salary cannot be withheld. The typical categories of cases in which proforma promotion could be allowed were also mentioned therein. The departments were simultaneously requested to exercise utmost care at the time of ordering proforma promotion. It was also laid down that promotion cases should be examined periodically for obtaining the orders of the competent authority well in time and that promotion should invariably be ordered from the date of orders.

2. It has now been decided that henceforth requests for proforma promotion should not be considered & promotion should invariably be ordered with immediate effect. Promotion authorities should exercise due care while taking decisions about supersession of persons to avoid hardship in genuine cases.

No. SOR.II(S&GAD)2-59/78

Dated the 11<sup>th</sup> October 1980

Subject: GRANT OF PROFORMA PROMOTION

I am directed to refer to this department's circular letter of even number dated 4<sup>th</sup> March, 1979 on the subject noted above and to say that henceforth claims for proforma promotion may be examined on merits by the concerned promotion board/committee and if recommended by the board or committee, the matter may be referred to this department for final approval.

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No. SOR.IV(S&GAD)15-3/84

Dated the 7<sup>th</sup> November 1984

Subject: GRANT OF PROFORMA PROMOTION

I am directed to refer to this department's letter No. SOR.II(S&GAD)2-52/73, dated 29.11.1975 on the subject noted above.

2. A question has arisen whether while considering a Government servant for promotion assessment of his fitness for promotion should be determined on the basis of his ACRs up to the date from which proforma promotion is proposed to be allowed or total record up to the date of consideration of the case should be examined.

3. The matter has been examined and it has been decided that in order to be fair only such record should be considered as would have been available up to the date of proforma promotion because in such case the fact which needs determination is whether the employee was fit for promotion on the given previous date. Subsequent record should not prejudice such assessment. The question of any anomalies arising out of this should not, rather cannot, arise because first of all the concerned Government servant has to be promoted with immediate effect on the basis of total record. If he is not so promoted, the question of proforma promotion would not arise.

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No. SOR.II(S&GAD)2-59/78

Dated the 1<sup>st</sup> March 1990

Subject: GRANT OF PROFORMA PROMOTION

I am directed to refer to the subject noted above and to say that proforma promotion is allowed in order to rectify a mistake and restore established legal right of a Government servant. It always involves payment of arrears of Government servants. It always involves payment of arrears of pay and allowances. The employee granted proforma promotion gets such arrears without actually performing the duties of the higher post. It is apparently for these reasons that proforma promotion has to be restricted only to the cases where a junior person has been regularly promoted to a higher post in preference to the senior who is unduly deprived of promotion on his turn. Extension of this benefit to seniors in case of appointment of juniors on acting or current charge, officiating promotion and other

stop-gap arrangement is not permissible because such arrangements are made in exigencies of service and do not affect seniority of the seniors. This position may please be brought to the notice of all concerned with a clear direction that stopgap arrangements should be made if absolutely necessary and only when regular promotion cannot be made.

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No. SOR.II(S&GAD)2-59/78  
Dated the 26<sup>th</sup> September 1991

Subject: SUBMISSION OF SUMMARIES TO THE CHIEF MINISTER THROUGH  
S&GAD FOR PROFORMA PROMOTION/ RELAXATION OF RULES

I am directed to refer to this department's circular letter No. SOR.I (S&GAD) 16-3-/89, dated 20.07.1991 on the subject noted above and to state that while submitting the summary regarding proforma promotion to the Regulations Wing, the following documents (in duplicate) kindly may invariably be forwarded to this department:

1. Summary (in duplicate).
2. Working paper and minutes of the DPC meeting in which the official concerned and his junior were considered and the senior was not cleared for promotion
3. Regular promotion order of junior official on the post against which proforma promotion is being claimed by senior official.
4. Working paper and minutes of the DPC meeting in which the official concerned was cleared for promotion.
5. Regular promotion orders of the official concerned on the post against which proforma promotion is being claimed by the senior official.
6. Seniority list (duly notified) at the relevant time.
7. Working paper and minutes in which the official was recommended for proforma promotion.
8. Any other relevant documents.

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No. SOR.II(S&GAD)2-59/78  
Dated the 30<sup>th</sup> July 1992

Subject: SUBMISSION OF SUMMARIES TO THE CHIEF MINISTER THROUGH  
S&GAD FOR PROFORMA PROMOTION/ RELAXATION OF RULES

I am directed to refer to this department's circular letter of even number dated 26.09.1991 on the subject noted above and to say that it has been observed that Administrative Departments do not forward self-contained references along with relevant documents for advance/approval. In this regard, it is requested that the following information/documents should be sent while making reference to the Regulation Wing:

1. Background of the case in detail.
2. Copies of working papers and minutes of all the meetings of the DPC/PSB related to the case.



3. Promotion orders of the respective official as well as his junior.
4. Copies of the relevant orders of the competent authority regarding exoneration/expunction of adverse remarks etc. if any, according to which causes of deferment were removed.
5. Copies of seniority lists issued from time to time, duly notified, clearly showing the seniority position of officials as well as their seniors and juniors. Tentative seniority lists/extract of seniority list and un-authenticated lists will not be acceptable.
6. Promotion orders of five officials seniors to the respective official and those of five juniors with the clarification that promotion was made in the prescribed manner and in accordance with the seniority position.
7. It may be clarified that the respective junior was promoted in the prescribed manner and was not given undue benefit.

2. The cases received from the Administrative Departments without containing the above information/documents would be returned back and in case the A.D. fails to furnish the requisite information/documents within a period of two months. It shall be presumed that it is not interested to pursue the matter further as such the case shall be filed.

3. The above instructions may kindly be brought to the notice of all concerned for compliance.

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No. SOR.II(S&GAD)2-59/78  
Dated the 3<sup>rd</sup> December 1996

Subject: SUBMISSION OF SUMMARIES TO THE CHIEF MINISTER THROUGH  
S&GAD FOR PROFORMA PROMOTION/RELAXATION OF RULES

I am directed to refer to this department's circular letter of even number dated 30<sup>th</sup> July, 1992, on the subject noted above and to say that it has been observed that Administrative Departments while forwarding summary for Chief Minister for obtaining his approval for the grant of proforma promotion do not annex the necessary documents for the examination of the case in proper perspective. The cases of proforma promotion are examined thoroughly by the Regulations Wing before obtaining the approval of the Chief Minister.

2. It is, therefore, requested that the following information/documents should invariably be sent while making reference to the Regulations Wing:

- i) Background of the case in detail.
- ii) Copies of working papers and minutes of all the meetings of the DPC/PSB relating to the case.
- iii) Promotion order of the respective official/officer as well as next junior/juniors.

- iv) Copy of the relevant orders of the competent authority regarding exoneration/expunction of adverse remarks etc. and appropriate orders removing other causes of deferment.
- v) Copies of notified seniority lists issued from time to time, duly notified, clearly showing the seniority positions of officials/officers as well as their seniors and juniors.
- vi) Promotion orders of five officials/officers senior to the respective civil servants and those of five juniors with the clarification that promotion was made in the prescribed manner and in accordance with the seniority position.
- vii) It may be clarified that the respective junior was promoted in the prescribed manner and was not given undue benefit.

3. The cases received from the Administrative Departments without the above information/documents would be returned and in case the Administrative Departments fail to furnish the requisite information/documents within a period of two months it shall be presumed that they are not interested to pursue the matter further and as such the case shall be filed.

4. The above instructions may kindly be brought to the notice of all concerned for strict compliance.

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No. SOR.II(S&GAD)2-59/78  
Dated the 1<sup>st</sup> October 1998

Subject: SUBMISSION OF SUMMARIES TO THE CHIEF MINISTER  
THROUGH S&GAD FOR PROFORMA PROMOTION

I am directed to refer to this department's circular letter of even number dated 30.07.1992 on the subject noted above. The letter under reference maintained that grant of proforma promotion to Civil Servants, in accordance with the policy notified by S&GAD required approval of the Chief Minister. After the issue was thoroughly examined and recommended by Regulations Wing of S&GAD. The Chief Minister has been pleased to decentralize the powers to grant proforma promotion by empowering the respective appointing authorities to approve/notify such promotion. The following procedure shall henceforth be observed:

- 1. Proforma promotion cases of Officers whose promotions under the existing rules (i.e. officers in grade-19 and above and those of BS-18 included in Schedule-IV of the Rules of Business, 1974), may continue to be submitted to Chief Minister for approval after these have been examined and subsequently cleared by the Provincial Selection Board headed by the Chief Secretary.
- 2. Cases of Officers BS-18 (other than those mentioned in para-1 above) after proper scrutiny by the Departmental Promotion Committee and Regulations Wing of S&GAD, would be finally

approved by the Chief Secretary. Proforma promotion will then be notified by the Administrative Secretary concerned.

3. Cases of Officer of BS-17, after clearance by the appropriate Departmental Promotion Committee and the Regulations Wing of S&GAD will be approved and notified by the Administrative Secretary concerned.
4. Cases of officials up to BS-16 on clearance by the Departmental Promotion Committee and scrutiny of the Regulations Wing of S&GAD will be approved and notified by the Appointing Authority concerned.

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## ***RETIREMENT***

COPY OF GOVERNMENT OF PAKISTAN, CABINET SECRETARIAT  
(ESTABLISHMENT DIVISION) RAWALPINDI, O.M. NO. 8/22/75-CL,  
DATED 26.02.1976.

### OFFICE MEMORANDUM

Subject: NOTIFYING RETIREMENT OF AN OFFICER ATTAINING THE  
AGE OF SUPERANNUATION

It has come to the notice of Establishment Division that in some cases no notification was issued regarding retirement of the officer who retired from service on attaining the age of superannuation, i.e. the age of 58 years. The absence of a notification regarding their retirement led to delay in payment of their pension and other dues. The matter has, therefore, been considered by the Establishment Division and the undersigned is directed to say that while a notification may not be necessary in the case of officers who attain the age of superannuation for retiring them from service, it is necessary to notify the retirement of such officers to all concerned for the recovery of dues from the officers if any, and to facilitate payment of pension and other dues of the officer. The Ministries/ Divisions are, therefore, requested to ensure that retirement of officers working under them are notified well in time even if the officer concerned does not take leave preparatory to retirement. In case the retiring officer is on deputation with the Ministry/Division or with any of their attached Department/Subordinate office and the orders regarding his retirement are to be issued by his parent Ministry/Department, that Ministry/Department may please be informed of the due retirement of the officer so that they may issue notification regarding his retirement.

2. All concerned under the Ministries/Divisions may please be informed accordingly.

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No. SORI(S&GAD) 10-8/83

Dated the 17<sup>th</sup> June 1984

Subject: OVERSTAY IN SERVICE OF SUPERANNUATED OFFICIALS

I am directed to refer to the subject noted above and to say that the Government has noted with serious concern that employees, including lower subordinate staff are allowed to continue in service even beyond the age of their superannuation.

2. There being no concept of extension under the existing law, a retired employee can only be re-employed for a specified period with the approval of the Governor according to policy instruction noted in the \*footnote. The cases of officials retained without such approval are referred to S&GAD long after irregularity has been committed, as a result of which the concerned employee becomes liable to surrender the salary drawn by him during the period of

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\*No. SORI(S&GAD) 10-1/71 dated 05.11.1974.

unauthorized overstay in service. Post facto approval to treat such period as re-employment is sought by the departments in order to save the concerned employee from the recovery of salary drawn during the period of overstay. Since a large number of these cases involve financial hardship to low paid retired employees, the proposals tantamount to virtually presenting the Governor with fait accompli.

3. I am directed to request you to please take serious notice of this practice and ensure that no civil servant is allowed to stay in service beyond the age of superannuation. In order to avoid oversight, it is imperative that besides duplicate service books, a master list/register containing the service particulars is maintained by every appointing authority of all employees in respect of whom he is the appointing authority. It has further been decided that orders of retirement should invariably be issued to take effect from the due date. It would help timely preparation of pension papers if orders to superannuation retirement are issued one year in advance of the actual date with the clarification that they will take effect on the due date which must be mentioned. The appointing authority shall be considered personally responsible for omission in this respect, if any.

4. It is requested that this may be brought to the notice of all concerned for information and strict compliance.

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No. SORI(S&GAD) 10.25/89  
Dated the 26<sup>th</sup> October 1989

Subject: OVERSTAY IN SERVICE OF SUPERANNUATED OFFICIALS

I am directed to refer to this department's letter No. SORI (S&GAD) 10-8/83 dated 17<sup>th</sup> June, 1984 on the above subject and to say that Section 12 of the Punjab Civil Servants Act, 1974 provides that a civil servant shall retire from service on such date after he has completed 10 years of service qualifying for pension or other retirement benefits as the competent authority may, in the public interest, directs and if no such direction is given by the competent authority then on completion of sixtieth year of his age.

2. Section 13 of the act provides that a civil servant shall not be re-employed unless such re-employment is necessary in the public interest and is made, except where the appointing authority is Governor, with the prior approval of the authority next above the appointing authority, in order to regulate exercise of discretion, in this behalf, by the authorities competent to approve re-employment, instructions have been issued vide this department's letter No. SORI(S&GAD) 10-1/71, dated 15.11.1974, that all proposals regarding re-employment shall be processed through the Selection Board/Advisory Board for re-employment and final orders of the Chief Minister shall be obtained by this department irrespective of grade/status of the post against which re-employment is to be made. As per instructions contained in this department's letter No. SORI(S&GAD) 10.01.1971, dated 06.10.1980, such proposals should be referred to this department at least six weeks before the date of retirement of the civil servant if it is proposed to retain him in service.

3. Instances have come to the notice of the Government that retired officers/officials continue/or are allowed to continue to perform their official duties beyond superannuation despite the above mentioned statutory provisions. It is,

therefore, clarified that a retired official can neither hold a post nor legally perform duties thereof unless re-employed by a formal order with the approval of the competent authority i.e. Chief Minister.

4. I am to request that it may be ensured that no retired officer/official shall be allowed to perform his official duties after the date of his retirement and the immediate supervisory officer will be held responsible for any violation in this respect. It should be ensured by the respective authorities that the officer/officials, on their retirement, must invariably relinquish or hand over the charge, as the case may be, and no request or proposal for re-employment, not yet finally approved by the competent authority and formally notified, will be an excuse to delay relinquishing or handing over the charge of the post held by such officers/officials.

5. These instructions may kindly be brought to the notice of all concerned for strict compliance.

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No. SO(S-VII)COORD/Misc.1/80  
Dated the 12<sup>th</sup> April 1990

Subject: RETIREMENT OF CIVIL SERVANTS UNDER THE PROVISIONS OF  
PUNJAB CIVIL SERVANTS ACT, 1974

I am directed to say in supersession of all previous letters, the Second Review Committee has been reconstituted with the following composition to consider representations submitted by officers retired under Section 12 (ii) of the Punjab Civil Servants Act, 1974, by administrative departments:

1)	Chief Secretary, Punjab	Chairman
2)	Sr. Member BOR, Punjab, Lahore	Member
3)	Addl. Chief Secretary, Punjab, Lahore	Member
4)	Home Secretary, Punjab	Member
5)	Secretary (Services), S&GAD	Member/Secretary

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No. SORI(S&GAD) 1-74/2006  
Dated the 20<sup>th</sup> December 2006

Subject: OMBUDSMAN PUNJAB ANNUAL REPORT 2005 –  
OVERSTAYING IN SERVICE AFTER SUPERANNUATION

I am directed to refer to this department's circular letter No. SORI(S&GAD) 10-8/83 dated 17.06.1984 on the subject and to state that the Provincial Ombudsman in his Annual Report 2005, has, inter alia, pointed out that instances have come to notice where officials in lower scales are not retired on attaining the age of superannuation on the basis of date of birth entered in their service books. Whereas, it is the responsibility of the Head of Office under Rule 5.2 of the Pension Rules to initiate pension case of employees in BS-1 to 15, one year before the date of superannuation. Heads of the Offices should, therefore, have the dates of birth of the employees ascertained and lists of dates of superannuation also prepared so that their pension cases are initiated one year before superannuation.

*Punjab Estacode 2013*

Needless to say that overstay of the employee beyond the age of superannuation results in delay in payment of pension because the audit insists that the amount drawn as salary after the date of superannuation should be recovered. Moreover, having actually worked for the period, the concerned officials claim pay.

2. I am, therefore, directed to request all concerned to issue orders of retirement on superannuation well before the date of retirement and strictly follow rule 5.2 of the Pension Rules, in order to avoid the complication referred to above.

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**RE-EMPLOYMENT**

No. SORI(S&GAD)10-1/71

Dated the 6<sup>th</sup> October 1980

Subject: RE-EMPLOYMENT OF CIVIL SERVANTS AFTER THE AGE OF SUPERANNUATION

I am directed to refer to this department's letter No. SORI(S&GAD)10-1/71 dated 1<sup>st</sup> September, 1979 on the subject cited above and to say that proposals for re-employment of retired officers continue to be referred to this department without proper justification at very late stage.

2. The Governor of the Punjab has taken serious notice of this state of affairs and has directed that administrative secretaries and heads of departments must foresee retirements and take steps to plan and train substitutes sufficiently in advance to enable them to take over on the exit of the retiring civil servants. He has been further pleased to direct that in future while submitting proposals for re-employment of civil servants the reasons for not preparing for the relief of the outgoing officers should invariably be stated. Such proposal should be referred to S&GAD at least six weeks before the date of retirement of a civil servant if it is proposed to retain him in service.

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No. SORI(S&GAD)10-1/71  
Dated the 6<sup>th</sup> December 1982

Subject: RE-EMPLOYMENT OF GOVERNMENT SERVANTS AFTER THE AGE OF SUPERANNUATION

I am directed to refer to policy instructions contained in this department's circular letters given in the @footnote on the above subject and to say that the question as to whether a Government servant to whom LPR has been refused should be recommended for re-employment after superannuation on the same post, has been considered and it has been decided that as a policy no re-employment beyond superannuation may be initiated since period of refused LPR provided ample time to find out replacement of the superannuating officer/official. In exceptional cases, however, where such re-employment is inevitable, the administrative department may forward the proposal/recommendation to the S&GAD with specific reasons for the proposal.

2. It is requested that this may be brought to the notice of all concerned for information and strict compliance.

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@No.SORI(S&GAD) 10-1/71 dated 20.06.1972, 05.11.1974, 11.08.1975, 01.10.1976, 22.12.1976, 09.01.1978, 01.09.1979, 08.02.1979, 06.10.1980, 14.09.1981 & SORI(S&GAD) 10-4/78 dated 08.04.1978.



Subject: RE-EMPLOYMENT OF SPECIALISTS IN FINANCE

Please refer to the subject cited above.

2. In order to manage the budgetary and financial affairs of the District Governments, it has been decided to re-employ on contract basis, retired Government servants having expertise in the financial management work pertaining to the District Governments.

3. The District Coordination Officers in the Punjab are authorized to re-employ one officer on contract basis, in BS-17 or BS-18, from the retired officers of Finance Department, the Treasuries and Local Fund Audit Department as well as the Pakistan Audit Department. The re-employment of these retired officers shall enable the capacity building of the offices of EDO (Finance). The contractual re-employment shall be initially for a period of one year as per relevant rules and at the minimum of the pay scale of the last pay drawn by them.

4. The expenditure involved shall be met from the budgetary allocations against one of the following posts available in the District Budget:

- |    |   |         |
|----|---|---------|
| 1. | District Officer (Budget & Finance)     | (BS-18) |
| 2. | Deputy District Officer (Budget & Exp.) | (BS-17) |
| 3. | District Officer (Accounts)             | (BS-18) |
| 4. | Deputy District Officer (Accounts)      | (BS-17) |

5. It is reiterated that only one retired officer shall be employed in each district in the prescribed manner. Copy of the standard form of contract employment is enclosed for guidance.

6. It is further clarified that in the event of none of the posts mentioned in para 4 being vacant, the concerned District Government may repatriate an officer to its parent department, thereby creating the requisite vacancy.

7. However, if the District Governments are of the opinion that there is no need for re-employing an officer, they may continue to work with the officers already assigned to them.

## **SENIORITY**

S&GAD Memo No. SOXII-2-96/59

Dated the 24<sup>th</sup> December 1959

Subject: DETERMINATION OF SENIORITY OF OFFICIALS WHO ARE  
ALLOWED TO WITHDRAW THEIR RESIGNATION

A question has been arisen whether a Government servant who resigned and has subsequently been allowed to withdraw his resignation, should be assigned seniority and given other benefits which would have accrued to him had he not resigned.

2. When a resignation tendered by a Government servant has been accepted and the acceptance has been communicated to him it becomes final. There can be no question of allowing him to withdraw the resignation.

3. Where a Government servant who has tendered resignation withdraws it before it is accepted by the competent authority, or where, after the acceptance but before the acceptance is communicated to him, he is allowed to withdraw the resignation, he continues in the post held by him without a break and the question of re-fixation of his seniority, etc., does not arise.

4. Where an appellate authority finds that the resignation was not tendered voluntarily or that it is otherwise null and void. The appellate authority may reinstate the Government servant concerned. On reinstatement the Government servant shall be regarded as having continued in service throughout.

5. If a Government servant, whose resignation has been accepted and communicated to him, is appointed to Government service thereafter, such appointment shall be regarded as a fresh appointment. The seniority, pension, leave etc. of such a Government servant shall be fixed in accordance with the rules applicable to him as if this appointment was his first appointment, to Government service.

6. There may, however, be cases in which it may not be fair to treat such a re-employed Government servant as a new recruit. It is proposed to give him any benefit in relaxation of the rules, the orders of the Government should invariably be obtained.

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No. SORII(S&GAD) 4-11/83

Dated the 4<sup>th</sup> June 1984

Subject: CONDITIONAL ACCEPTANCE OF RESIGNATION

I am directed to invite your attention to this department's memo No. SOXII (S&GAD)2-96/59, dated 24.12.1959 under which instructions were issued regarding determination of seniority of officials who are allowed to withdraw their resignation. It has been noticed that competent authorities sometimes accept resignation conditionally which creates complications afterwards when the civil servant whose resignation is accepted, comes forward with a request to withdraw the resignation on

the ground that it had not become final due to non-fulfillment of the condition. There is no concept of conditional acceptance of resignation and even if there was one, it could not be intended to allow the official tendering resignation to leave service without fulfilling the condition of acceptance. He cannot obviously be allowed the double advantage of acceptance of resignation without meeting the condition and later on claiming non-acceptance on grounds of his own lapse. It is clarified that the resignation should in no circumstances be accepted conditionally. The decision should be definite and final about acceptance or rejection of the resignation and the decision must be taken and communicated within the period of notice.

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No. SOXII(S&GAD)-2-39/62

Dated the 7<sup>th</sup> September 1962

Subject: DETERMINATION OF SENIORITY OF OFFICIALS TRANSFERRED  
FROM ONE CADRE TO ANOTHER

I am directed to say that Government has decided that the seniority of officials who are transferred from one group cadre to another should be determined in the manner indicated below:

- a) If the transfer from one cadre to another is in the exigencies of public service, the Government servant should be considered to be on deputation from the original group cadre.
- b) In case of persons who want to change their domicile and go to a different group cadre on their own request, the Government servant concerned should get the lowest position in the cadre to which he seeks the transfer.

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No SOXII(S&GAD) 3-9/66

Dated the 2<sup>nd</sup> June 1966

Subject: DETERMINATION OF SENIORITY OF OFFICIALS TRANSFERRED  
FROM ONE CADRE TO ANOTHER

I am directed to refer to this department's letter No. SOXII(S&GAD), 2-39/62 dated the 7<sup>th</sup> September, 1962 on the subject noted above, and to say that an issue has arisen about the scope of application of these instructions. The instructions were intended for those Government servants who are temporarily transferred in stray cases from one region to another in the exigencies of public service. They continue to belong to the parent sub-cadres and are on deputation for a specific period. They have eventually to revert to the parent sub-cadres of the region to which they belong; the second category related to transfers at request.

2. On the other hand, certain transfers were ordered as a result of re-organization. Each department has been split up into a number of regions for the purpose of decentralization. Each region has its own sub-cadres so far as Class-II and other lower classes of services are concerned. As a result of re-organization, persons have been assigned to different regions permanently. They are not liable to

revert. In such cases, the instructions issued in the above quoted letter will not be applied. Such persons will get their seniority from the date of continuous officiation in a particular grade and will not be placed at the lowest position in a sub-cadre.

3. The integration of West Pakistan, merger of Karachi and the re-organization of sub-cadres of different services were done not to suit the requirement of individual Government servants but in the public interest which needed radical changes. It was, therefore, essential that the seniority of persons concerned should be saved and the continuity of service should not be broken.

4. Under the circumstances these instructions cannot apply to situations like the integration of West Pakistan, merger of Karachi and the administrative re-organization of different services and departments. I am to request that these instructions may be brought to the notice of all concerned.

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No SOR-II(S&GAD) 2-36/68

Dated the 8<sup>th</sup> January 1969

Subject: DETERMINATION OF SENIORITY OF STAFF RENDERED  
SURPLUS ON THE EVE OF RE-ORGANIZATION

I am directed to say that the question how the seniority of the staff rendered surplus from various departments of the provincial Government on the eve of re-organization of 1962 and absorbed in different departments should be determined, has been engaging the attention of Government for sometime. It has now been decided that the permanent/temporary officials who were rendered surplus should be treated as direct recruits in the departments in which they are absorbed and their seniority should be determined in accordance with the order of merit assigned by the Public Service Commission, Selection Board or the appointing authority, as the case may be. The previous service rendered by them in the abolished department will count only towards leave and pension. Government realize that it will cause some hardship if a senior official is assigned a lower order of merit than a person who was junior to him in the original department. In such a case the commission/selection board/appointing authority may ordinarily assign such a position to the senior official in the order of merit as would be in consonance with his seniority in the original department.

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No. SOR.II(S&GAD) 3-39/73

Dated the 23<sup>rd</sup> November 1974

Subject: FIXATION OF SENIORITY OF OFFICIALS REPATRIATED TO  
PUNJAB FROM OTHER PROVINCES

I am directed to say that in pursuance of decision of the Governor's Conference, a number of Punjab domiciled officials have been repatriated to Punjab from Balochistan. The question of fixation of seniority of such officials in their new cadres, pending consideration for some time past, has now been decided by the Government. Their seniority should be determined and fixed in accordance with the principles stated in paragraph 2 of this letter.

2. The officials repatriated from Balochistan can be divided into following two broad categories:

- i) Those who were initially recruited in Balochistan; and
- ii) Those who were recruited on West Pakistan basis or in the Punjab area but were later on transferred to Balochistan either on account of their general liability to be transferred anywhere or on the formation of regional cadres.

In the case of category (i), the integration formula should be applied, i.e. their seniority should be fixed with reference to the date of continuous officiation in a particular grade. As regards (ii) above, the integration formula will apply subject to the condition that if the officials are reabsorbed in the same cadre and rank in which they were recruited, they shall regain their original position of seniority but if any official was promoted on regular basis during his stay in Balochistan, he shall not be reverted to the lower rank and his seniority shall be fixed in his promotion grade according to the integration formula.

**Illustration —**

If “A” and “B” were recruited as Assistant Engineers on the recommendation of West Pakistan Public Service Commission and “A” was placed higher in the order of merit and remained in Punjab while “B” was allocated to Balochistan, then if “B” comes back to Punjab as an Assistant Engineer, he should be placed immediately below “A” in the seniority but if he was promoted as XEN by the Balochistan Government on regular basis and “A” still continues to be an Assistant Engineer then the seniority of “B” should be fixed with other XENs in Punjab according to date of continuous officiation in this grade and not with Assistant Engineers. The same will hold true if the position of the two officials in reversed i.e. the Punjab official though junior got promoted while the Balochistan official remained in the same rank.

3. These instructions will not apply in individual cases where the officials concerned had/have been transferred to Punjab from Balochistan and other provinces at their own request. Such officials are treated as fresh recruits for purposes of seniority and shall be governed by orders issued separately in each case.

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Government of Pakistan  
Cabinet Secretariat  
(Establishment Division)  
No. F.1/22/89-R.4  
Dated the 11<sup>th</sup> June 1989

Subject: COUNTING OF ARMED SERVICE TOWARDS PAY AND SENIORITY

I am directed to refer to your letter No. SOR.II(S&GAD) 4-8/88, dated the 25<sup>th</sup> May, 1989 on the above subject and to say that the compulsory service in the Armed Forces Ordinance, 1971 was promulgated on 03.12.1971. Section 9-A which was inserted in the Ordinance ibid in 1978 vide Notification No. 24 (1)/78-Pab., dated 28.01.1978, reads as under:

“Section 9-A Concession to medical practitioners released from service with the Armed forces:

Notwithstanding anything contained in any other law for the time being in force, a medical practitioner who, following his release from service with the armed forces after having rendered satisfactory service under this ordinance for a period of not less than two years enters employment of the Federal Government or a provincial Government shall be entitled to count towards his seniority in such employment the period of service rendered by him under this ordinance and to his pay in such employment being fixed after giving him credit for the service so rendered.”

2. In 1984, vide Notification No. 17 (1)/84-Pub., dated 04.10.1984, the above quoted concession, which was earlier allowed to the Medical Practitioners, only, was also extended to other essential persons. The Essential Personnel (Registration) Ordinance 1948 includes the engineers such as Engineer Civil, Electrical, Mechanical and Wireless etc. in the category of essential personnel.

3. Accordingly, the concession envisaged in Section 9-A of the Ordinance *ibid* is equally admissible to those engineers who enter employment of the Federal Government or a provincial Government after rendering satisfactory service not less than two years in the Armed Forces under the ordinance *ibid*.

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No. SORII(S&GAD) 3-20/88  
Dated the 9<sup>th</sup> September 1989

Subject: SENIORITY OF OFFICER APPOINTED ON ACTING CHARGE BASIS

I am directed to refer to the subject noted above and to state that a question has arisen about the principle of determination of seniority of a senior person appointed on acting charge basis due to lack of prescribed length of service under rule 10 (a) of the Punjab Civil Servants (Appointment and Conditions of Service) Rules, 1974 vis-à-vis his junior who is promoted on regular basis on the ground that he fulfills the condition of having rendered service prescribed for promotion.

2. The matter has been examined and it is clarified that since acting charge appointment is made with the approval of the appropriate Selection Authority, even if such appointment of a senior is followed by regular promotion of the junior, it cannot be termed as supersession of the former in terms of Rule 8 of the Punjab Civil Servants (Appointment and Conditions of Service) Rules, 1974. The senior can be considered to have been superseded only if he is considered along with the junior for regular promotion, as distinct from appointment on current, acting or additional charge and the junior is promoted in preference to the senior on the basis of merit. It has, therefore, been decided that the senior persons otherwise fit for regular promotion, appointed to higher post in temporary arrangement on current charge, acting or additional charge on the ground of lack of requisite service or experience in the line, shall on regular promotion be allowed the benefit of same seniority in the higher post as enjoyed by him in the lower post.

No. SOR.II(S&GAD) 2-25/93

Dated the 15<sup>th</sup> January 1995

Subject: RESTORATION OF SENIORITY AND GRANT OF PROFORMA PROMOTION

I am directed to refer to the subject noted above and to say that instances have come to the notice that the Provincial Selection Board/Departmental Promotion Committee for promotion due to reason that their Character Rolls are incomplete or service record is not available. Subsequently, on the availability of their record, they are promoted with immediate effect. According to the provisions of Section 7(2) of the Punjab Civil Servants Act, 1974, the seniority is assigned from the date of regular appointment. In the light of Explanation III below Rule 8(I)(b) of the Punjab Civil Servants (Appointment and Conditions of Service) Rules, 1974, the question of loss of seniority only arises if the senior is superseded and the junior is promoted in preference to the senior.

2. The Supreme Court of Pakistan in Civil Appeals Nos. 452 to 457 of 1986 of Government of the Punjab vs Rao Shamsher Ali Khan and others has clarified that inter se seniority in such cases is determined under section 7 (4) of the Punjab Civil Servants Act, 1974 which lays down that seniority of a civil servant in relation to other civil servants belonging to the same service or cadre shall be determined in a manner as may be prescribed. This manner of determination of seniority has been prescribed as per provisions of Rule 8 of the Punjab Civil Servants (Appointment and Conditions of Service) Rules, 1974, referred to above.

3. Therefore, it has been decided to clarify for the information of all concerned that seniority of a civil servant, being a vested right, cannot be relegated to a lower position unless he is superseded and his junior is promoted in preference to him in terms of Explanation III below sub rule (I) (b) of Rule 8 of the Punjab Civil Servants (Appointment and Conditions of Service) Rules, 1974. It means that a civil servant, who is deferred for promotion and is subsequently promoted, would regain his original seniority automatically. In the light of the decision of the Supreme Court of Pakistan, referred to above in such cases, proforma promotion would not be necessary for restoration of original seniority. However, the cases of proforma promotion for financial benefit would continue to be processed as laid down in this Department's circular letter No. SOR.II (S&GAD)2-52/73 dated 16<sup>th</sup> October, 1973.

4. You are requested kindly to bring the contents of this letter to the notice of all concerned for information.

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No. SORII(S&GAD) 3-7/97

Dated the 30<sup>th</sup> June 1997

Subject: DELETION OF NAME FROM THE SENIORITY LIST

It has been noticed that some departments/appointing authorities delete the names of the officers/officials from the seniority lists immediately after their selection against higher posts reserved for initial recruitment through the Punjab Public Service Commission/Selection Authority. This practice is against the spirit of

rules and causes inconvenience not only to the concerned officers/officials but also to the departments/organizations as it leads to litigation.

2. It is pointed out that seniority of a civil servant is regulated under Section 7 of the Punjab Civil Servants Act, 1974 read with Rule 8 of the Punjab Civil Servants (Appointment & Conditions of Service) Rules, 1974. The appointing authorities have been invested with the powers to circulate seniority list from time to time under the law/rules *ibid*. As per Rule 3.15, 3.16 & 3.17 of Civil Services Rules (Punjab) Vol.I Part-I, the name of a civil servant, holding lien against a substantive post can only be struck off from a seniority list if he acquires lien against another post.

3. It is, therefore, requested that appointing authorities may be advised to follow the prescribed procedure as laid down in Rule 3.15, 3.16 & 3.17 of the Civil Services Rules (Punjab) Vol. I, while deleting names of officers who are selected against higher posts by Punjab Public Service Commission/Selection Authorities.

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## **TRANSFERS**

No. SOR.II-8-63/73  
Dated the 9<sup>th</sup> January 1975

Subject: INTER-PROVINCIAL TRANSFERS

I am directed to say that after the allocation of officials to various provinces on the dissolution of West Pakistan it became necessary to absorb a number of Punjab domiciled persons in the province who were repatriated from Balochistan in accordance with the decision of the Governor's Conference. The process of repatriation has since come to an end but requests for repatriation are still being received. In this behalf it may be pointed out that no request for repatriation can be entertained now unless a person is able to establish his claim as a service right.

2. The Government of Punjab has also allowed inter-provincial transfers on compassionate grounds or otherwise in a few cases subject to the specific condition that the person coming on transfer from the other province shall get seniority from the date of joining the respective cadre in Punjab. The Government has now decided as a matter of policy that no request for transfer to Punjab should be entertained and in exceptional cases where such transfer may have to be made the following procedure and principles shall be followed:

- i) No request for inter-provincial transfer should be entertained direct. It should be routed through the Government of the province where the official is at present serving.
- ii) On receipt of the recommendation it shall first be ascertained by the S&GAD whether a vacancy is available in Punjab in the corresponding cadre and whether it can be filled by the method of transfer.
- iii) If relaxation of rules is not involved and a vacancy is reported to be available, the proposal will be examined on merits and if it is decided to order inter-provincial transfer, the following principles will be followed:
  - a) The appointment in Punjab will be treated as fresh appointment for purposes of seniority. The official concerned will, therefore, get seniority from the date of joining. Prior consent of the official will be obtained in writing;
  - b) The provincial Government whose official is transferred shall share proportionate pensionary liability for service rendered by the official concerned under that Government. Prior agreement in this behalf will be obtained; and
  - c) The pay of the concerned official shall be protected.

3. Cases of seniority, pay and pension of the persons already absorbed in Punjab on transfer (and not on repatriation) from other provinces should be dealt with, if not already done, in accordance with the principles stated above. Cases of

persons absorbed on "repatriation" will be decided in accordance with the instructions already issued vide this department's circular letter No. SOR. II(S&GAD)3-39/73, dated 23<sup>rd</sup> November, 1974.

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No. SOR.IV-8-25/78  
Dated the 28<sup>th</sup> May 1979

Subject: INTER-PROVINCIAL TRANSFERS

I am directed to refer to this department's letter No. SOR.II (S&GAD) 8-63/73, dated 9<sup>th</sup> January 1975 and to say that according to para 2(3)(b) thereof prior agreement of the transferring province to bear proportionate pensionary liability is a necessary pre-condition for inter-provincial transfers from other provinces to Punjab. It has now been decided in consultation with the Finance Department that in the event of inter-provincial transfer of a Government servant the liability to share proportionate pension for the period of service rendered by the official concerned under the transferring Government automatically devolves on the transferring Government. Prior agreement of the transferring province is, therefore, not necessary.

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No. SOR.IV-8-63/73  
Dated the 11<sup>th</sup> May 1982

Subject: INTER-PROVINCIAL TRANSFERS OF GOVERNMENT SERVANTS  
FROM OTHER PROVINCES TO THE PUNJAB AND VICE VERSA

I am directed to refer to para 2 of this department's circular letter No. SOR.II (S&GAD) 8-63/73, dated the 9<sup>th</sup> January 1975 on the subject and to lay down the modified procedure and principles for inter-provincial transfers of Government servants from the Punjab to other province and vice versa as follows:

- 1) As a policy, no request for transfer of a Government servant from other provinces to the Punjab should ordinarily be entertained. However, requests for Government servants for permanent transfer from the Punjab to other provinces may be processed by the administrative department concerned with its counterpart in the other provinces directly without routing through the S&GAD.
- 2) In exceptional cases where the request of a person holding appointment under Federal Government or in another province of Pakistan for appointment by transfer in the Punjab is received, properly channelized and with the recommendations of the Government of the Province where the official is at present serving, the same may be entertained by the administrative department concerned and scrutinized and processed in accordance with the guidelines given below:
  - a) In view of Rule 20 of the Punjab Civil Servants (Appointment and Conditions of Service) Rules, 1974 only those persons can be appointed by transfer in a post/service under the Punjab Government who are domiciled in this province. For this purpose, the domicile which a person had declared at the time of first entry in

Government service shall form the basis because as laid down in the S&GAD letter No. SOR.II (S&GAD) 8-54/73 dated 15<sup>th</sup> June, 1973 subsequent change of domicile as a means for seeking the inter-provincial transfer is not admissible. However, in case of a female Government servant, who, by virtue of para 7 of appendix 4 to the Civil Services Rules (Punjab) Vol. I Part-II acquires the domicile of her husband from the date of her marriage and follows the domicile of her husband during the marriage, exception can be made if authentic documentary proof (such as *Nikah-Nama* in case of Muslims or Marriage Certificate in case of others) is furnished.

- b) It should always be ensured that a vacancy is available in the corresponding cadre in the Punjab where the person desirous of transfer can be absorbed/accommodated, without relaxation of rules. Rule 11(ii) of the Punjab Civil Servants (Appointment and conditions of Service) Rules, 1974 provides legal coverage for inter-provincial transfers, the provisions of which should carefully be observed.
- c) No inter-provincial transfer should be allowed to a post which, under the rules, is required to be filled in “by promotion”.
- d) It must always be ensured that the persons holding appointment in Federal Government or other province and desirous of appointment, by transfer in the Punjab:
  - i) Is not facing any departmental enquiry or enquiry by the Anti-Corruption Establishment.
  - ii) Prior consent in writing is obtained that the official concerned will not claim any transfers TA/DA and transfer grant (which it may be mentioned is not ordinarily admissible in a case of transfer on request).
  - iii) Consent in writing of the official is obtained. Where necessary, to accept posting anywhere in the Punjab without insisting for a posting of his own choice.
- e) In a case covered by Rule 11(ii) of the Punjab Civil Servants (Appointment and Conditions of Service) Rules, 1974 which does not involve relaxation of any other rule, the inter-provincial transfer may be allowed by the Administrative Department itself in consultation with its counterpart in other province, on the following terms and conditions:
  - i) The appointment of the concerned official in the Punjab will be treated as fresh appointment for purposes of seniority and accordingly, he will get seniority from the date of joining in the Punjab;

- ii) Only pay of the concerned official shall be protected;
- iii) As the inter-provincial transfer is to be allowed at the request of the official, he will not be entitled to any transfer, TA/DA and transfer grant;
- iv) The pensionary liability will be shared between the concerned provincial Government and the Punjab Government, in accordance with the standing "Agreement" as contained in Appendix-4 to the Punjab Financial Rules, Volume-II.

2. No reference in this respect may in future be made to S&GAD. The current cases awaiting finalization will be returned to the administrative departments for further processing in accordance with the restriction/guidelines given above.

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No. SOR.IV-8-25/78  
Dated the 19<sup>th</sup> August 1998

Subject: INTER-PROVINCIAL TRANSFERS AND TRANSFER OF FEDERAL GOVERNMENT EMPLOYEES TO PUNJAB AND CLAIMS FOR PROTECTION OF PAY, ETC., IN THE LIGHT OF PROVISION OF RULE 11 OF THE PUNJAB CIVIL SERVANTS (APPOINTMENT AND CONDITION OF SERVICE) RULES, 1974 AS AMENDED VIDE NOTIFICATION NO. SOR.III-1-14/75, DATED 17.10.1993

Kindly refer to the policy letter No. SOR.II-8-63/73, dated 09.01.1975 which lays down the procedure of transfer of officials/officers from other Provinces to Punjab and vice-versa in the light of decisions made in the Governor's Conference as a result of dissolution of One Unit. This procedure was modified dated 11.05.1982 to the extent that the Inter-Provincial Transfer could be allowed if the case is covered under Rule 11 of the Punjab Civil Servants (Appointment & Conditions of Service) Rules, 1974 and further amended by Notification No. SOR.III-1-14/75 dated 17.10.1993.

2. In the light of existing provision of Rules *ibid* inter-provincial transfer is only admissible if, transfer, stands prescribed as a method of appointment in the relevant service rules of the respective posts against which the official is proposed to be transferred. It is thus clear that an official from other Province/Federal Government cannot be appointed by transfer against a post under the Punjab Government if service rules of the post do not contain any provision for appointment by 'Transfer'.

3. Instances have come to the notice that Inter-Provincial Transfers are still being made by the respective departments in violation of the provision of Rules *ibid* leading to submission of claims for protection of pay, etc. It is apprehended that either the provision of Rules *ibid* as amended vide Notification dated 17.10.1993 are not within the knowledge of competent authorities or the same are not being interpreted in right perspective.

4. It is, therefore, re-iterated that the provision of Rule 11 of the Punjab Civil Servants (Appointment and Conditions of Service) Rules, 1974 as amended vide Notification No. SOR.III-1-14/75, dated 17.10.1993, may be brought to the notice of all concerned for strict compliance.

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**MISCELLANEOUS**

No. SORI(S&GAD)-1-25/71

Dated the 8<sup>th</sup> September 1971

**OBITUARY NOTICES IN THE PUNJAB GAZETTE**

I am directed to say that the question of adopting a uniform procedure for the issue of 'obituary notifications' on the death of Government officers has been under consideration of Government. \*The following instructions are accordingly laid down:

- i) An obituary notification should be issued on the death of an officer holding the rank equivalent to Deputy Secretary or higher.
- ii) The notification should be drafted and issued by the department concerned. The draft notification should be submitted to the Administrative Secretary concerned for approval as soon as possible after the event takes place, particularly in the case of accident.
- iii) In cases of other gazetted Government servants in which the circumstances of an officer's death appear to the Head of the Attached Department concerned to justify issuance of a notification should be submitted to the Administrative Secretary concerned for his orders. Orders should also be obtained in the case of gazetted Government servants, who at the time of their death, were serving under the Government of Pakistan in an appointment equivalent to or superior to that of Deputy Secretary.
- iv) The obituary notification should be issued in an extraordinary issue of the gazette, which should be black-edged.
- v) The form of notification should generally be as follows:  
  
There should be three paragraphs; first one containing the announcement of the death of officer; the second giving a brief account of his career with suitable appreciation of the service rendered by him; and the third, expressing condolence on behalf of Government (specimen attached).
- vi) The above orders apply only to the officers who die while still on the active list. No obituary notice is required to be issued in regard to retired officers.
- viii) The fact of demise of gazetted Government servant not covered by the foregoing instructions (who dies while still on the active list) should be notified indicating his name, service, department where working at the time and date of his death.

2. These instructions do not preclude Administrative Secretaries from supplying, on request, to the Press, information regarding the history of services

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\*Revised instructions issued vide Notification No. SOR-I(S&GAD)17-19/2004 dated 31.08.2006.

rendered by officers, who die while on the active list and in respect of whom 'obituary notifications' are not published in the gazette.

**SPECIMEN**

GOVERNMENT OF THE PUNJAB  
-----DEPARTMENT  
Dated Lahore the -----

**OBITUARY NOTIFICATION**

No.----- . Government of the Punjab announces with sorrow the sad demise of -----(Name along with designation)-----  
-----on ----- (Date) -----.

2. Mr.------(Name)----- served the Government of the Punjab for ----- years in various important positions.

3. Government of the Punjab extends its heartfelt condolences to the family of the deceased officer.

SECRETARY TO GOVERNMENT OF THE PUNJAB  
-----DEPARTMENT

**NO. & DATE EVEN:**

A copy is forwarded for information and necessary to:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

DEPUTY SECRETARY

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No. SORI(S&GAD)1-93/72  
Dated the 5<sup>th</sup> December 1972

Subject: CONSIDERATION OF CASES OF GOVERNMENT SERVANTS WHO  
HAVE FILED CIVIL SUITS

I am directed to refer to this department's letter No. SOXXX (S&GAD) 2-112/66 dated the 13<sup>th</sup> October, 1966 (reproduced on page 709 of the Establishment Manual, Volume-III) in which it was laid down that all rules and regulations, especially those which concern the service rights should be interpreted and applied fairly in order to dispense justice to the persons concerned and to say that even if a civil suit or a civil petition may have been filed by Government servants in courts of law against Government for redress of their grievances, cases of such Government servants should continue to be considered and the grievances removed if the merits of their cases so warrant. A civil suit or a civil petition does not preclude such redress.

2. In this connection, I am also to invite attention to this department's letter No. S-VIII-3-18/65 dated the 21<sup>st</sup> May, 1965, as subsequently amended (reproduced on page 501 of the Establishment Manual, volume II) in which the cause of litigation by Government servants against Government has been traced to injudicious administrative decisions in service matter e.g., promotions reversions, screening and the like. It was, therefore, suggested that all doubtful cases of interpretation of service and rules and matters relating to the rights and interests of members of service should be referred to SGA&I Department who will, if it considers necessary, also consult the Law Department. I am to request that these instructions may always be kept in view when taking decisions in service matters of intricate nature.

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No. SORI(S&GAD) 1-72/74  
Dated the 28<sup>th</sup> December 1974

Subject: LITIGATION AGAINST GOVERNMENT

I am directed to refer to this department's communication and to say that it has been emphasized, time and again that the executive functionaries of Government should be careful in passing orders to see that the orders are not without jurisdiction or offend against the principles of natural justice, equity and good conscience. For this purpose, the executive functionaries have been advised to refresh their knowledge of the relevant law every time they are to pass orders in order to be sure that the requirements of law are complied with and also to keep themselves abreast of the latest developments in case law. Unfortunately, things have not improved appreciably, so far. In this connection, I am to point out that apart from any other departmental action that may be taken against the executive functionaries for the defectiveness of the relevant administrative action, the trying courts will not refrain from burdening the persons, responsible for illegal actions with costs of litigation and where the courts so direct, the costs of litigation will have to be borne by the civil servant concerned from his own pocket.

2. I am to request that these instructions may be brought to the notice of all concerned for information and guidance, so that they exercise extra vigilance at the time of passing executive orders.

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No. SC-13-25/59(CSP)  
Dated the 25<sup>th</sup> March 1961

Subject: LIABILITY OF GOVERNMENT SERVANTS OCCUPYING FREE  
ACCOMMODATION TO PAY MUNICIPAL TAXES

There appears to be some misunderstanding regarding the liability of Government servants occupying rent-free accommodation to pay municipal taxes. It is hereby clarified that except where it is expressly provided otherwise, charges on account of water supply sanitation etc., which are payable to the municipal committee or other body, are the liability of the Government servant concerned and have to be recovered from him. The position is the same as regards the charges in respect of electricity consumed and municipal taxes in respect of services rendered other than the property tax or house tax.



No. SC-18-20/59(CSP)  
Dated the 17<sup>th</sup> April 1962

Subject: ASSESSMENT OF INCOME TAX ON RENT-FREE HOUSE

I am directed to say that under the existing rules relating to the payment of income tax, all officers enjoying the privilege of rent-free accommodation have to pay income tax on this item. Accordingly, this privilege must be mentioned in the income tax assessment statement submitted by the officers enjoying rent-free accommodation.

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No. SO.XII-1-151/57  
Dated the 29<sup>th</sup> October 1960

Subject: SHOW CAUSE NOTICE IN CASES WHERE GOVERNMENT  
SERVANT IS DE-CONFIRMED

Government have had under consideration for some time the question whether a Government servant whom it is proposed to de-confirm in order to rectify an administrative error, should be allowed an opportunity to show cause against such action.

2. As a general rule, person duly confirmed cannot be de-confirmed, as confirmation confers upon such a person a right to hold the appointment in a permanent capacity, and he can be deprived of such a right by means of de-confirmation only if confirmation had been brought about by misrepresentation, bona fide mistake, or breach of rules or laws regulating confirmation. De-confirmation for one or more of these reasons does not mount to a penalty and is to be treated as occurring in the normal course of service, and therefore, it is not a legal necessity to serve a show cause notice upon a person proposed to be reconfirmed in such circumstances. Nevertheless, it is considered desirable that the Government servant concerned should be afforded such opportunity, and the representation if any, submitted by him should be taken into consideration before taking a final decision.

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No. SOR.II(S&GAD)2-81/71  
Dated the 18<sup>th</sup> August 1971

Subject: INTIMATION OF ADDRESS OF GOVERNMENT SERVANTS TO  
THE  
PARENT DEPARTMENTS

I am directed to say that a case has come to the notice of Government in which whereabouts of an officer who was away from the country on official business were not known to his Administrative Department. Government feels that if the assignment of a Government servant requires him to be constantly on tour, it may not be possible for him to keep the Administrative Department informed of his whereabouts but if he is staying at one station or even at different stations for long periods, he should, intimate his address to his parent department.

2. I am, therefore, to request that all concerned under you may kindly be informed accordingly and whenever a Government servant is due to proceed abroad on official

assignment, he should be required to note this again, before his departure from the country.

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No. SOR.II-10-1/78  
Dated the 7<sup>th</sup> March 1978

Subject: PROVIDING SUBSTITUTE FOR GOVERNMENT SERVANT  
PROCEEDING ON LONG LEAVE

The following decision has been taken in the conference held by Martial Law Administrator Public Zone "A" with Deputy Martial Law Administrators, Commissioners and Deputy Inspectors General of Police:

"Whenever a Government servant proceeds on long leave his substitute should be immediately provided. Sanction leave should commence on the arrival of replacement. This should be rigidly enforced."

2. All Administrative Secretaries and other officers concerned are requested to ensure that this decision is implemented properly.
3. In this connection attention is invited to S&GAD's circular letter No. E&A (S&GAD) 13(21)/64, dated 13.02.1967 (copy below) wherein it has been stipulated that substitute should be provided in leave vacancies the duration of which is three months or more and in other cases internal arrangements should be made.
4. Please acknowledge receipt.

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Copy of letter No. E&A (S&GAD) 13(21)/64, dated 13.02.1967 from the Additional Chief Secretary to Government of West Pakistan, S&GAD to all Administrative Secretaries to Government of West Pakistan regarding  
Departmental Promotion Leave Vacancies

I am directed to refer to the Services & General Administration Department's letter of even number dated 20.08.1964 on the subject noted above, and to say that in view of the continuing ban on the filling of vacancies of less than 03 month's duration (vide memorandum No. O&M-III-4-11/63(2), dated 30.05.1963 and No. O&M-III-4-11/63(3)/65, dated 01.08.1965), substitute will be provided by the Services and General Administration Department only in leave vacancies the duration of which is 03 months or more. In other cases, internal adjustment should be made by the Department.

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COPY OF LETTER ADDRESSED TO DISTRICT ACCOUNTS OFFICER  
T. T. SINGH FROM THE OFFICE OF  
THE ACCOUNTANT GENERAL PUNJAB, LAHORE  
No. TS-I/H-3-4/87-88/10019 dated 16.04.1988

Subject: LEAVE SALARY/LEAVE ARRANGEMENTS

Please refer to your letter U.O. No. D/o/TTS/ADMN/HM/190 dated 03.04.1988, on the subject noted above.

2. Form STR 23 used for claiming the leave salary of establishment does not contain the column for noting down budget allotment as it's the case of contingent bills (Form STR 30 and 32) and Establishment T.A. bill (For STR 27). As such, the Audit Office is not in a position to check the availability of budget grant/funds for the purpose of drawl of leave salary. However, the Drawing and Disbursing Officer is required to see that the expenditure is within the sanctioned budget grant and if it is exceeded or is likely to exceed, he should take prompt steps to obtain additional appropriation. In this connection, a reference is also invited to Rule 17.15 of PFR (Vol-I) which provides that no Government servant may, without previously obtaining an extra appropriation incur expenditure in excess for the amount provided for expenditure and when a Government servant exceeds the annual appropriation, he may be held responsible for the excess.

3. As regards the percentage of filling up of posts vacated on account of proceeding of Civil servant on long leave for more than three months, in case of Punjab Government employees, and more than 02 months, in case of Federal Government employees, it is stated that no percentage has been prescribed in this regard. However, in offices having their own leave reserve, no officiating arrangement is permissible to be made against leave vacancies – vide para 102 of the Manual of D.A. Sections Part .I. In case of cadres having no leave reserve, the audit is required to see that the number of men drawing duty pay (substantive and officiating) does not exceed the sanctioned scale.

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No. FD. SR.II-2-46/88  
Finance Department  
Dated the 21<sup>st</sup> August 1988

Subject: LEAVE SALARY/LEAVE ARRANGEMENT

Kindly refer to your letter No. TM-I/H-3-4/88-89/13, dated 11.07.1988 on the subject noted above.

2. The views of the A.G. Punjab expressed in his letter No. TM-I/H-3-4/87-88/10019, dated 16.04.1988 to the District Accounts Officer T.T. Singh are hereby confirmed.

3. Provision for leave salary is not required to be shown in the bill notwithstanding the fact that under the Chart of New Classification, leave salary is now classified under the Head “83000-Other Allowances-03800-Leave Salary”.

4. As regard officiating arrangements in leave vacancies, the position expressed by the A.G. is correct. In offices having Leave Reserve, officiating arrangements are not permissible. Where there is no leave reserve, these arrangements are permissible and Government has not prescribed any percentage of leave vacancies against which officiating arrangements can be made.

No. SOR.III-2-19/96  
Dated the 14<sup>th</sup> July 1996

Subject: ABANDONMENT OF USE OF WORD “SAHIB” WITH DESIGNATION  
OR NAMES OF PUBLIC SERVANTS

I am directed to refer to the above subject and to say that in a recent meeting of the Provincial Assembly, the Speaker with the consensus of the House ruled that the word “Sahib” shall **not** be used with the name or designation of any Government servant in official communications and it should be scrupulously avoided in the material connected with the Assembly Business.

2. I am to request that the above directions may be brought to the notice of all concerned for strict compliance.

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No. SOR-I(S&GAD)17-4/2003  
Dated the 7<sup>th</sup> January 2006

Subject: SUBMISSION OF CASES TO REGULATIONS WING, S&GAD FOR  
ADVICE

I am directed to refer to the subject noted above and to state that it has been observed with concern that often the Administrative Departments, while seeking advice from the Regulations Wing, S&GAD do not observe the procedure as laid down in Rule 13 of the Punjab Government Rules of Business, 1974, read with para 5.13 of the Manual of Secretariat Instructions and fail to make out a self-contained case duly supported by relevant documents. It has been observed that the references received in the Regulations Wing for advice are very sketchy, sans necessary documents and do not spell out the specific points of issue on which advice of the Regulations Wing is required. At times hypothetical propositions are sent for obtaining advice.

2. There are innumerable instances where the Administrative Departments simply forward copies of references received from the lower formations for obtaining advice without properly examining such cases at their own level and without firming up their own point of view. Consequently such deficiencies not only create hindrances in examining the cases, as back references have to be made to the administrative departments for soliciting full facts, highlighting issues involved and copies of necessary relevant documents for their proper examination but also result in inordinate delay in tendering advice by the Regulations Wing, S&GAD.

3. I am, therefore, directed to request that references may be made to the Regulations Wing in the following manner:

- i. The reference should be self-contained, duly supported by necessary relevant documents.
- ii. The points of issue on which advice is required should be clearly spelt out.
- iii. When a case is referred back to an Administrative Department for furnishing certain documents/information, the same may be

provided to the Regulations Wing expeditiously in accordance with the time schedule prescribed in Appendix-B of para 1.10 of the Manual of Secretariat Instructions, so as to ensure prompt disposal of the case.

- iv. The Administrative Department's own viewpoint along with justification/reasons should be incorporated in terms of rule 13 of the Punjab Government Rules of Business, 1974 read with para 5.13 of the Manual of Secretariat Instructions.

4. The Administrative Departments are requested to bring the above instructions to the notice of all attached departments and organizations working under their administrative control for their information and strict compliance.

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No. Gen: 6-2/2010(P)/1469  
Law & Parliamentary Affairs Department  
Dated the 22<sup>nd</sup> April, 2010

Subject: FILING OF CIVIL REVISIONS/CIVIL APPEALS/CIVIL PETITIONS  
FOR LEAVE TO APPEAL

Kindly refer to the subject noted above.

2. It has been observed that due care is not being taken by the concerned functionaries in the Departments/Organizations in processing of cases for filing appeals/CPLAs, etc. resultantly, the cases become time-barred causing serious loss to the Government exchequer. I am, therefore, directed to request you kindly to exercise strict vigilance over the officers and staff deputed to process court cases. Following guidelines are given to avoid delay in this respect while forwarding cases to Solicitor, Punjab for obtaining sanction for filing the subject appeals:

- 1) Request of the Administrative Department/Competent Authority may be forwarded at least 15 days prior to expiry of time limitation. If the case is time-barred then explanation/reasons along with action taken against the delinquent officer/official by fixing the responsibility may also be forwarded for making a request to the court for condonation of delay;
- 2) The opinion of Law Officers regarding fitness for filing of Appeal/ Revision/ICA/CPLA or otherwise may also accompany;
- 3) The Head of the Department/Sanctioning Authority while forwarding the sanction letter will furnish complete record, para-wise comments, brief history of the case and certified copies;
- 4) All the Law Officers of the Departments will not file Written Statements/Written Replies/Appeals/Revisions without prior vetting of concerned District Attorney with further direction to send the copy of above to Solicitor Office;
- 5) District Attorney, Lahore/Law Officers will not file any Written Statement/Reply of Appeal/Revision/Application without getting prior vetting of the same from Solicitor Office; and
- 6) All the District Attorneys/Law Officers, at the time of filing of written statement, will suggest defence evidence/oral as well as documentary in writing to the Administrative Department with a

copy of the same to Solicitor Office so that it may have sufficient time to examine the same.

3. Above instructions may kindly be implemented in letter and spirit.

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No. Gen:6-48/2010/885  
Law & Parliamentary Affairs Department  
Dated the 2<sup>nd</sup> March 2011

Subject: GOVERNMENT LITIGATION & PRIVATE COUNSEL

I am directed to refer to the subject and to state that instructions on the management of litigation by or against the Government are contained in the Law Department's Manual. The said instructions have, from time to time, been reiterated and supplemented through additional instructions. However, it has been noticed that, at times, Government departments do not observe the said instructions and do not assign the importance and priority to Government litigation. That, in turn, results in serious administrative difficulties/consequences and even financial loss. Without being exhaustive, the following lapses/irregularities have been noticed:

- (a) Government litigation is not assigned the priority it merits: it is not handled, represented, monitored and supervised at an appropriately senior level, and is quite often left to the discretion and judgment of relatively lower formations.
- (b) At times, the Law Officer conducting a case in a court on behalf of the Government does not promptly convey to the Administrative department orders of the court and, if necessary, his opinion whether or not the order may be challenged in the higher forum; and, if so, on what grounds.
- (c) If and when a legal action is filed against a Government department, or an order is passed against it, the department does not take immediate and effective steps to defend the case or to challenge the order in the higher forum in accordance with the procedure on the subject.
- (d) A reference made to Solicitor's department does not contain full facts of the case and the claim of the other side. Moreover, it is not supported by the requisite documents, including copies of the plaint, petition or appeal or the decision to be assailed. Precise grounds of defence or appeal are also not mentioned. Back references on that account cause unnecessary delays and, at times, the period of limitation expires in the meanwhile.
- (e) The Government is as much bound by the law of limitation as any other person, and is required to approach the court within the prescribed period of limitation. However, cases are referred to Solicitor's department at the nick of time, denying fair opportunity to that department and the concerned Law Officer of the Advocate General's office or District Attorney's office to examine the case and

to have timely action. Many a time, a reference is made long after the expiry of the period of limitation.

- (f) The courts take serious notice of the delay in filing proceedings, and insist that for purposes of condoning the delay, each day of delay is explained on the basis of cogent reasons, and appropriate disciplinary action is taken against the persons responsible for the delay. However, in time-barred cases, the departments either do not forward such an explanation or a brief note in vague and general terms is appended. Moreover, no action is taken against the delinquent employees. Obviously in such a case, either further proceedings cannot be filed or, if filed, they may be summarily dismissed on the ground of limitation.
- (g) Reports, comments, replies and written statements are not carefully prepared or are not filed within the time allowed by the courts/tribunals.
- (h) Effective and timely assistance at an appropriate level is not rendered to the District Law Officers, Solicitor's department and Advocate General's office for the preparation and defence of cases.
- (i) Funds for petty expense on the preparation of a case are not promptly arranged by the concerned department.
- (j) Some departments/statutory or autonomous bodies proceed to engage private Advocates at public expense in utter disregard of the procedure prescribed for the purpose.

2. The Chief Minister has taken a serious note of the lapses/irregularities and has been pleased to order as under:

#### MANAGEMENT OF LITIGATION

- (a) The Secretary of a department shall be primarily responsible for the effective management of litigation pertaining to his department. The Secretary shall himself monitor the litigation at regular intervals but at least once in a fortnight, shall maintain a record of his observations/ directions, and shall oversee the implementation thereof.
- (b) At times, a case is filed in a court/tribunal against various departments/functionaries; however, most of them are pro forma respondents. In such an eventuality, the department primarily concerned with the matter shall be responsible to defend the case on behalf of all the respondent departments and may file replies, comments and written statements on behalf of the respondents in consultation with the said other departments.
- (c) The Secretary of each department shall nominate an Additional Secretary or an officer of comparable rank as Litigation Officer for

the department. His name and other particulars shall be notified to the field offices of that department, Solicitor's department, Advocate General's office and Law & Parliamentary Affairs Department. Any change of the Litigation Officer shall likewise be notified without delay.

- (d) Under the general supervision and control of the Secretary, the Litigation Officer shall be responsible for the effective management, monitoring and supervision of Government litigation. He shall ensure that the department is represented in the courts by a senior officer who is fully conversant with the facts of the case.
- (e) The Litigation Officer shall ensure that for purposes of preparation and defence of a case, funds for petty expense are immediately provided and the department is represented at an appropriate level in the Advocate General's Office, Solicitor's department and District Attorney's Office. However, the Secretary shall personally contact the Advocate General in important and complex cases, or if the Advocate General so requires.
- (f) The Litigation Officer shall maintain a computerized record of all the cases relating to the department and shall ensure that time-line in respect of a case is strictly observed and comprehensive replies, comments and written statements are filed in the courts/tribunals on time.
- (g) The reports, comments, replies or written statements shall be filed in the courts/tribunals after they have been approved/vetted by the Advocate General's office in case of Superior Courts and by the District Attorney concerned in case of other courts/tribunals.
- (h) Sanction from Solicitor's Department is essential for the defence of a case or for filing an appeal or a petition at public expense. For the purpose, if and when a case is filed against the Government, the department concerned should immediately refer the matter to the Solicitor's department for appropriate advice/sanction. Similarly, when a case is decided against the Government, the department concerned should consider whether or not the decision is to be challenged in the higher court/tribunal and should immediately refer the matter to the Solicitor's department for advice/sanction. In case of emergency, however, a copy of the reference may simultaneously be endorsed to the Advocate General or the concerned District Attorney office for provisional defence of the case in anticipation of the sanction from the Solicitor.
- (i) A reference made to Solicitor's department either for the defence of a case or for filing an appeal or a petition shall contain full facts of the case, the claim of the other side, and the precise grounds of defence/appeal. All the relevant documents, including a copy of the petition, plaint or appeal and a certified copy of the decision to be challenged should be annexed with the reference and should be



immediately sent to the Solicitor's department and, in any case, at least 20 days before the expiry of the period of limitation or the date fixed for hearing.

- (j) The period of limitation for filing an Intra Court Appeal in the High Court is 20 days from the date of the decision, and there is no requirement of filing a certified copy. So in case a decision is proposed to be challenged through an ICA, Solicitor's department should be approached maximum within 48 hours from the date of the order.
- (k) As a general rule, proceedings should be initiated in the courts within the period of limitation. However, in case of any delay, the case may immediately be forwarded to the Solicitor's department along with an explanation of each day of delay, cogent reasons in support of condonation, and a statement of the action initiated against the employees responsible for the delay.
- (l) Timely advice from Solicitor's department may be obtained in a case of threatened litigation.
- (m) If there is a difference of opinion between a department and Solicitor's department, the department may refer the case to the Law and Parliamentary Affairs Department for appropriate advice.
- (n) The concerned Law Officer of the Advocate General's office or, as the case may be, the District Attorney concerned shall promptly convey to the department concerned orders of the court for compliance. He will also transmit to the said department a copy of such order at the earliest. If a case is decided against the Government, the said Law Officer/ District Attorney shall furnish his opinion to the concerned department whether or not the order may be challenged in the higher forum; and, is so, on what grounds.
- (o) Lack of diligence and proper care in matters relating to Government litigation and any lapse, irregularity or unwarranted delay shall be construed as 'misconduct' and appropriate disciplinary action shall be initiated under the relevant law.

#### PRIVATE COUNSEL

- (p) Advocate General's office is primarily responsible for the conduct of Government litigation in the superior courts, and Solicitor's department/District Attorney's offices, in the subordinate courts/tribunals. As a rule, all the Government departments must conduct litigation through Advocate General's Office or, as the case may be, Solicitor's department/District Attorneys' offices.
- (q) Any difficulty or lapse experienced by a department with regard to the conduct of cases though the said office/department must be

promptly brought to the notice of the Advocate General or, as the case may be, the Solicitor for necessary remedial action.

- (r) As a rare exception, a department may propose to engage a private counsel if there is sufficient justification in view of the special nature, or circumstances of the case. The reference for the purpose should:
  - (i) contain cogent reasons and special circumstances justifying the engagement of a private counsel, and an explanation as to why in the opinion of the department the case cannot be handled by the Advocate General's office or, as the case may be, by the Solicitor's department/District Attorney's office;
  - (ii) be accompanied by all the documents necessary for the examination of the case;
  - (iii) include a panel of three private advocates, in order of priority, mentioning the lump sum fee proposed to be paid to each of them; and
  - (iv) a certificate that the funds for the purpose are readily available.
- (s) The reference mentioned at (r) shall be sent to the Law & Parliamentary Affairs Department well before time so that sufficient opportunity is available to take appropriate decision in the matter.
- (t) On receipt of a reference for the engagement of a private counsel for the superior courts, the Law & Parliamentary Affairs Department shall refer the matter to the Advocate General for his advice/recommendations.
- (u) The Law & PA Department will take further necessary action in the light of the proposal of the department and the advice/recommendations of the Advocate General. If the circumstances of a case so justify, the said Department may obtain orders of the Chief Minister.
- (v) A statutory/autonomous body shall ordinarily conduct court cases through its Legal Advisor(s). If, however, the circumstances justify the appointment of a special counsel, it may forward the case to the Law & Parliamentary Affairs Department for appropriate decision. The provisions of para (r) and para (s) above shall be applicable to such a reference.
- (w) No department/body shall engage a private counsel in anticipation of the approval in the prescribed manner.
- (x) An engagement of a private counsel, except in the manner given above, shall be construed as 'misconduct' on the part of the person responsible for it, and appropriate disciplinary proceedings under the relevant law shall be initiated. Notwithstanding any such action, the professional fee payable to such a private counsel shall be borne by the officer(s) concerned.

3. These Instructions supersede all previous instructions on the subject.
4. I am directed to request you kindly to circulate the above instructions to all concerned and ensure compliance.

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No. SO(I&C)5-19/2011 (Misc.)

Dated the 9<sup>th</sup> July 2011

Subject: CORRESPONDENCE WITH THE OFFICE OF THE ADVOCATE  
GENERAL PUNJAB

The office of the Advocate General, Punjab performing important functions of handling litigations and legal proceedings concerning Provincial Government in the Superior Courts. In order to facilitate the office of the Advocate General, following instructions may be complied with in letter and spirit:

- i) All correspondence with the office of the Advocate General, Punjab shall be in writing containing precise information regarding a case;
  - ii) Departments/Attached Departments shall promptly respond to the correspondence from the office of the Advocate General;
  - iii) In case any time line is indicated for any information required by the office of the Advocate General, the departments shall adhere to the time line;
  - iv) All correspondence by the Advocate General shall be responded to by the very same officers to whom it is addressed. If the officer is not available due to service exigencies, then the next senior officer shall make such correspondence with the endorsement that the correspondence has the approval of competent authority;
  - v) In case, the Advocate General has to appear personally in a case in the Superior Courts, the Head of Department/concerned authority shall personally assist the Advocate General in preparation of that case.
2. This issues with the approval of the Competent Authority.

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No.SO(Cab-I)7-2/2011

Dated the 4<sup>th</sup> June, 2011

Subject: ENGAGEMENT OF EMINENT PROFESSIONALS FROM PRIVATE  
SECTOR ON HONORARY BASIS

I am directed to refer to the subject cited above and to intimate that the Competent Authority has approved the engagement of eminent professionals/experts from private sector on honorary basis for a short period (upto six months) to deal with the challenging problems faced by the public for their solutions. To attract and ensure optimum utilization of the services of private sector professionals/experts in the public sector on honorary basis, the following policy guidelines shall be followed:

- (i) Each department should review its functions listed in the Punjab Government Rules of Business, 2011 and evaluate its strengths

and weaknesses in its core areas. After proper need analysis, identify the problem areas and the extent of help/cooperation required from the private sector;

- (ii) Carry out a survey of professionals who could render assistance as and when required by the Government Departments;
- (iii) The experts in the Private Sector would continue to serve their organizations and may provide their services to Government Departments on part time basis. They, therefore, may be provided proper environment by allocation of a room with necessary equipment and staff out of existing resources and sanctioned strength of the Department. They may also be provided pick and drop service by the user Department;
- (iv) Professionals/experts from the private sector may be engaged for short periods (upto six months) and not for long periods;
- (v) The high level experts/professionals from the private sector shall be engaged with approval of the Chief Minister on the recommendations of the committee already notified for the purpose under the chairmanship of Chief Secretary, Punjab;
- (vi) The experts from Private Sector may be engaged for specific tasks after framing of TORs with clear deliverables; and
- vii) Since, there is no mechanism for engagement of high level experts/professional is available in the Punjab Government Rules of Business, 2011. Therefore, the I&C Wing, S&GAD will be requested for making necessary amendment in the Rules of Business through Law Department after approval of the recommendations of the Committee by the Chief Minister, Punjab.

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No. SO(Cab-I) 7-2/2011  
Dated the 4<sup>th</sup> June, 2011

Notification

The Competent Authority has been pleased to constitute the following Committee for the selection of high-level experts/professionals from the private sector on honorary basis:

i.	Chief Secretary, Punjab	Convener
ii.	Additional Chief Secretary	Member
iii.	Chairman, P&D Board	Member
iv.	Secretary Finance	Member
v.	Secretary (Services), S&GAD	Member
vi.	Secretary (Regulations), S&GAD	Member
vii.	Secretary of the concerned Department	Member/Secretary

2. The Committee shall frame TORs for engagement of experts/professionals from private sectors for short term (upto six months) and put up its recommendations for approval of Chief Minister, Punjab.

Subject: CONDUCT OF BUSINESS BY THE COMMITTEES FOR THE NATIONAL ASSEMBLY: EXAMINATION OF ISSUES/MATTERS EXCLUSIVELY WITHIN THE DOMAIN OF THE PROVINCES AND SUMMONING OF THE PROVINCIAL FUNCTIONARIES IN CONNECTION WITH SUCH ISSUES/MATTERS

I am directed to refer to the subject cited above and to state that instances have come to the fore whereby some of the committees of the Senate of Pakistan or the National Assembly of Pakistan summon provincial functionaries in connection with such issues and matters as are exclusively within the legislative and executive domain of the Provinces.

2. The Government of the Punjab has recently taken a constitutional and legal position in the matter and conveyed the same to the Secretary, National Assembly of Pakistan through letter of even No. dated 20.09.2011 (copy enclosed). Earlier, similar position was conveyed to Secretary, Senate of Pakistan vide letter dated 19.02.2011.

3. All the administrative departments of the Government of the Punjab are hereby informed that in such like situation the concerned department (s) themselves may take and communicate their position in light of the above mentioned letters.

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No. SO(CAB-II) 11-2/2011

Dated 20<sup>th</sup> September 2011

Subject: CONDUCT OF BUSINESS BY THE COMMITTEES FOR THE NATIONAL ASSEMBLY: EXAMINATION OF ISSUES/MATTERS EXCLUSIVELY WITHIN THE DOMAIN OF THE PROVINCES AND SUMMONING OF THE PROVINCIAL FUNCTIONARIES IN CONNECTION WITH SUCH ISSUES/MATTERS

Kindly refer to the subject.

2. It has been observed in the recent past that some of the Committees of the National Assembly undertake examination of the issues and matters which are otherwise exclusively within the legislative and executive domain of the Provinces, and summon provincial functionaries in connection with such issues and matters. The practice impinges on the federal structure and is seriously detrimental to the provincial autonomy largely augmented under the Constitution (Eighteenth Amendment) Act 2010. In any case, it is unconstitutional.

3. Earlier, a few Standing Committees of the Senate also took up certain matters which were wholly within the domain of the Provincial Government, and summoned a few provincial functionaries in connection with such matters. As the said Committees had no lawful authority to take up or examine any such matter, the constitutional and legal position was brought to the notice of the Senate Secretariat

vide letter No. SO (Cab-II)11-2/2011 dated 19.02.2011 \*(copy enclosed). The views of Government of the Punjab were endorsed by the Ministry of Law, Justice and Human Rights and the matter was settled.

4. The said legal and constitutional position is also brought to your kind notice; viz.-

- (a) The structure of our Constitution is Federal where the Federation and the Provinces are autonomous/sovereign within the assigned spheres. The mutual relations are based on the principle of coordination and not of subordination. The Federal Government, housed in different Ministries/Divisions, is responsible to the Parliament (Senate and National Assembly) and its Committees in terms of Article 91(6) of the Constitution read with the relevant Rules of Procedure of each House. However, the Provincial Government and its Departments are responsible to the Provincial Assembly and its Committees under Article 130(6) of the Constitution read with the Rules of Procedure of the Provincial Assembly of the Punjab and not to the National Assembly or its Committees.
- (b) Rule 47 of the Federal Government Rules of Business 1973 provides that Standing or ad-hoc Committees may be constituted by the Assembly or the Senate to advise the Divisions concerned on the general administrative policy or on a special problem. This provision also makes it further clear that although a Standing Committee of the National Assembly has jurisdiction relating to the affairs of a Division/Ministry of the Federal Government, it cannot extend its jurisdiction to the Provincial matters.
- (c) Thus, under the existing Federal Scheme envisaged by the Constitution, the Provincial Government and its various Departments are not responsible or accountable to the National Assembly or its Committees. As a necessary corollary, the Committees of the National Assembly have no jurisdiction or lawful authority to examine or review any matter exclusively or to summon any provincial functionary in connection with such matters.
- (d) However, if information from the Provincial Government on any issue of national interest is required, the same may be obtained through the concerned Ministries/Divisions of the Federal Government.

5. The constitutional and legal position mentioned above requires serious consideration in the larger interest of the Federation and the supremacy and sanctity of the Constitution.

6. The competent authority, in the circumstances, has directed the undersigned to request you kindly to place the matter before Hon'ble Speaker of National Assembly with a request that the above constitutional and legal position may be brought to the notice of all the Committees of the National Assembly.

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\*See page 173.

Subject: MEETING OF THE COMMITTEE ON RULES OF PROCEDURE AND PRIVILEGES

I am directed to refer to letter No. F.22 (1)2011-Com-I dated 11.02.2011 on the subject noted above.

2. With reference to the Privilege Motion No. 11 (68)/2011-M moved by Senator Muhammad Jahangir Badar and other Senators, the following constitutional and legal position is brought to your kind notice:

- (i) The structure of our Constitution is Federal and subject to the Constitution, the Federation and the Provinces are autonomous/sovereign with the assigned spheres. Their mutual relations are based on the principle of coordination and not of subordination. While the Federal Government housed in different Ministries/Division, is responsible to the Parliament (National Assembly and Senate) and its Committees in terms of Article 91(6) of the Constitution read with the relevant Rules of Procedure of each House, the Provincial Government and its Departments are responsible to the Provincial Assembly and its Committees under Article 130(6) of the Constitution read with the Rules of Procedure of the Provincial Assembly of the Punjab.
- (ii) The Senate's Standing Committee on Sports is established under rule 140(1) of the Rules of Procedure and Conduct of Business in Senate, 1988. Rule 140(2) explicitly provides that a Standing Committee shall deal with the subjects assigned under the rules for the allocation and transaction of business of the Government to the Ministry with which it is concerned. The word "Government" has been defined in rule 2(1) of the rules ibid as the Federal Government. A combined reading of the said provisions leads to the conclusion that whereas the Senate's Committee may review plans and programmes of the Ministry of Sports of the Federal Government, it has no jurisdiction to do so in respect of the plans and programmes of the Provincial Government.
- (iii) Rule 47 of the Federal Government Rules of Business, 1973 provides that Standing or ad-hoc Committees may be constituted by the National Assembly or the Senate to advise the Divisions concerned on the general administrative policy or a special problem. The provision also makes it further clear that although a Standing Committee of the Senate has jurisdiction relating to the affairs of a Division/Ministry of the Federal Government, it cannot extend its jurisdiction to the Provincial matters.
- (iv) Thus, under the existing Federal scheme envisaged by the Constitution, the Provincial Government and its various Departments are responsible or accountable to the Senate or its Committees. As a necessary corollary, the Committees of the Senate have no jurisdiction or authority to examine or review any matter exclusively allocated to the Provinces.

- (v) Agenda item No. 1 of the Standing Committee's meeting dated 24.02.2011 was a matter within the exclusive provincial domain, and the jurisdiction of the Senate's Committee did not extend to review the said matter.
- (vi) Sports Department, Government of the Punjab, brought the constitutional and legal position to your notice vide letter No. SO (B&A)5-157/2010 dated 23.01.2011, in response to the meeting notice received by the Government of the Punjab vide letter No. F.2(21)2011/Com-II dated 18.01.2011. It was pointed out that the Senate Committee on Sports did not have jurisdiction to review plans, etc., of the Provincial Government. It was also intimated that if some information from the Provincial Government was required, the same might be obtained through the concerned Division of the Federal Government.

3. The constitutional and legal position mentioned above requires serious consideration in the larger interest of the Federation and the supremacy and sanctity of the Constitution. Government of the Punjab is of the view that its officers have not breached any privilege of the Senators or the Senate of Pakistan by contesting the jurisdiction of the Standing Committee on Sports to summon the officers/officials of the Provincial Government in order to review the plans, etc., of the Provincial Government.

4. In view of the above, the matter may kindly be placed before the Chairman Senate and is deemed appropriate, legal opinion of the constitutional issues raised in this letter may be obtained from the Ministry of Law, Justice and Parliament Affairs of the Federal Government. In the meanwhile, further proceedings on the Privilege Motion may kindly be suspended.

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No. FD.SR-I/3-5/2011  
Finance Department  
Dated 1<sup>st</sup> December, 2011

Subject: IMPLEMENTATION OF GENERAL RECOMMENDATIONS  
CONTAINED IN OMBUDSMAN PUNJAB ANNUAL REPORT, 2010

I am directed to refer to the subject noted above and to state that the office of the Ombudsman Punjab, Lahore has issued the annual report, 2010 for implementation. The relevant portion of the said report containing general recommendations reads as under:

**PAYMENT OF FINANCIAL ASSISTANCE ON THE  
DEATH OF A SERVING GOVERNMENT EMPLOYEE**

“..... Many complaints are received by the office of Ombudsman regarding delay in the payment (lump sum) of financial assistance to widows/families in cases of in-service death of Government employees. The complaints are usually filed by the families of low paid Government employees. It has been observed that lump sum payment of financial assistance is promptly made to families in cases involving senior civil servants i.e. those who were in BS-19



and above. Financial assistance is in the nature of a first aid for a bereaved family. Any delay in the payment of financial assistance aggravates the misery being faced by the bereaved family. The main factor responsible for delay in the payment of financial assistance is reported to be the non availability of budget. It is recommended that in the first place, sufficient amount of budget should be provided every year for payment of financial assistance in cases of in service death and secondly, institutionalized arrangements be made for payment of financial assistance immediately after the death even when the budget provision was yet to be made.”

2. Considering the above, it is advised that funds on account of financial assistance for death in service may be demanded s part of budget estimates, in order to avoid delays in payment to the bereaved family. Further necessary action may be taken accordingly at the time of budget preparation for next financial year 2012-13.

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No. SO(CAB-III)1-18/2012  
Dated 14<sup>th</sup> November, 2012

Subject: CIRCULAR

I am directed to refer to the subject cited above and to enclose herewith copy of circular No. DR(J)/2012-CJ dated 10.11.2012 issued by the Deputy Registrar (Judicial), Supreme Court of Pakistan, Islamabad, for information and compliance in letter and spirit.

Circular No. DR(J)/2012-CJ dated 10.11.2012 issued by the Deputy Registrar  
(Judicial), Supreme Court of Pakistan, Islamabad

Competent Authority had earlier directed that the practice of filing reports/in Court during hearing of the case should be stopped and in future no report/document shall be received/filed in court and the same should be filed in the office, as per rules before the date fixed for hearing of the case, so that, after scrutiny, the same could be placed before the Hon’ able Judges for perusal will in time. Therefore, accordingly circulars dated 30.09.2010 and 29.03.2011 were issued, however, it has been observed that the direction given in these circulars is not being complied with in letter and spirit.

2. Competent Authority has also directed that in future the Court Associates will not receive any document in the Court Room except Caveats, Enter Appearances, Power of Attorney and Letters of Authority in the cases fixed on the same date before the same Bench.

3. All concerned are, therefore, once again directed to ensure strict compliance of the same.

## DEPARTMENTAL EXAMINATION REGULATIONS/RULES

### NOTIFICATION

Dated Lahore 17<sup>th</sup> May, 2012

No.SOR-III(S&GAD)1-12/2000(P). In exercise of the powers conferred under section 23 of the Punjab Civil Servants Act, 1974, Governor of the Punjab is pleased to make the following rules:

1. **Short title and commencement.**– (1) These rules may be cited as the PMS (Probationers) Training, Final Passing Out Examination and Seniority Rules 2012.

(2) They shall come into force at once.

(3) They shall apply to PMS (BS-17) officers appointed pursuant to the recommendations of the Commission made on or after the commencement of these rules.

2. **Definitions.**– (1) In these rules:

- (a) “competent authority” means Chief Secretary to the Government;
- (b) “commission” means the Punjab Public Service Commission;
- (c) “evaluation” means any exercise or test approved by the Government or the training institution, which is intended to test the probationer in a field of training during the training programme;
- (d) “examination” means final passing out examination for PMS (Probationers) appointed through the combined competitive examination;
- (e) “Government” means Government of the Punjab;
- (f) “prescribed” means as prescribed by the Training Institution;
- (g) “probationer” means a person appointed to a post through the combined competitive examination of the Commission;
- (h) “Schedule” means a Schedule attached to these rules;
- (i) “subject” means a subject specified in the Schedule-I;
- (j) “subjects & syllabus of training institution” means subjects and syllabus as prescribed by the training institution;
- (k) “syllabus” means the syllabus as provided in the Schedule-II; and
- (l) “training institution” means Management & Professional Development Department (MPDD) or any other place where training is imparted under these rules.

3. **Training programme and evaluation.**– (1) A probationer shall undergo training in a training institution at such place and for such period as the Government may specify.

(2) A probationer shall qualify every test to the satisfaction of the head of the training institution.

(3) A probationer shall be required to qualify the evaluation of the training institution.

4. **Duration of training programme.**– (1) A probationer shall undergo the following training and attachments as part of training programme:

- |     |  |              |
|-----|--|--------------|
| (a) | period of training at a training institution | six months   |
| (b) | period of secretariat attachment             | one month    |
| (c) | period of field attachment                   | three months |

(2) After the attachments mentioned in sub-rule (1), a probationer shall submit report in the training institution about his learning in the field.

5. **Effect of un-satisfactory completion of training programme.**– (1) If on the conclusion of the training programme, the performance or conduct of the probationer is rated as un-satisfactory by the head of the training institution, the Government shall require such probationer to undergo such further training as it deems fit.

(2) If a probationer is prevented by sickness or any other adequate cause from completing a training programme to the satisfaction of the head of training institution, the Government shall require him to undergo such further training as it deems fit.

6. **Bond.**– (1) A probationer shall before commencement of the training, execute a surety bond (with one surety) for each amount as the competent authority may prescribe, undertaking that he would refund the amount of the surety bond and all other amounts paid to him or spent in connection with his training in the event of his failing to complete the training or resigning from his service during the period of training or within three years after training.

(2) A probationer who applies for any other job through proper channel after approval of the competent authority may be exempted from the condition of refunding the amounts mentioned in sub-rule (1).

7. **Conduct of examination.**– (1) The Commission shall conduct the examination in the subjects given in Schedule-I as per syllabus provided in Schedule-II.

(2) The examination under these rules shall be held twice a year on such dates as the Commission may notify.

8. **Number of attempts.**– (1) A probationer shall be eligible to appear in three successive examinations in the initial two years of his appointment, beginning from the examination to be held immediately after completion of his training.

(2) A probationer who fails to qualify in the three attempts allowed under sub-rule (1), shall not be allowed to appear in a subsequent examination.

- (3) The condition mentioned above shall not apply to a probationer:
- (a) who is on training abroad with the approval of the competent authority; and
  - (b) who is on medical leave as per provisions of the Revised Leave Rules, 1981.

(4) Subject to the provisions of sub-rule (3), the absence from the passing out examination without permission of the Government shall be deemed to be a failure to qualify in that examination and shall be counted towards the chance availed by him.

9. **Qualifying standard.**– The qualifying standard for the examination(s) under these rules shall be forty five percent of marks in each paper and fifty percent marks in the aggregate.

10. **Grace marks.**– An officer who qualifies in seven papers in one attempt shall be allowed five grace marks in the eighth.

11. **Answer.**– Except where otherwise specified, all the questions shall be attempted in English.

12. **Exemption.**– No one shall be entitled to any exemption from the examination under these rules on any ground whatsoever including professional or higher qualification.

13. **Withholding of increments.**– (1) A probationer who fails to qualify in the examination shall have his increments withheld until he qualifies such examination.

(2) The absence from final passing out examination without permission of the Government shall be deemed to be a failure to qualify in that examination and shall be counted towards the chance availed by him.

14. **Action by the Government.**– (1) A probationer who fails to comply with the provisions of these rules, or to obey any orders which he may receive from the Government, or from the head of the training institution or from any faculty member of such training institution or an officer under whom he is receiving training or who neglects his probationary studies, or is guilty of conduct unbecoming of an officers shall, subject to notice of an opportunity of hearing, be liable to discharge from service or such other action as the Government may consider appropriate.

(2) A probationer who fails to qualify the examination in three attempts shall be discharged from service under section 5 of the Punjab Civil Servants Act 1974 (*VIII of 1974*).

15. **Travelling allowance.**– An officer shall, in respect of journey which he may undertake for appearance in the examination, be entitled to travelling allowance as admissible under the Travelling Allowance Rules.

16. **Seniority.**– (1) The seniority of the probationers shall be determined by the Government after the examination.

(2) For purposes of determining the inter se seniority of the PMS probationers the marks obtained in the combined competitive examination, evaluation marks obtained in the training institution and the marks obtained in the examination shall have the following weightage:

(a)	Combined Competitive Examination;	50%
(b)	Evaluation by Training Institution; and	25%
(c)	Final Passing Out Examination.	25%

17. **Repeal.**– The Punjab Extra Assistant Commissioners (Probationers) Training Rules 1993 are hereby repealed.

SCHEDULE – I

Sr. No.	Paper No.	Subject	Maximum Marks allocated	Maximum Time	Whether the paper is to be answered with the help of books
1.	I	Office Management & Communication Skills	100	3 hours	No
2.	II	Service Matters	100	3 hours	Yes
3.	III	Public Administration	100	3 hours	No
4.	IV	Constitutional Structure of Pakistan	100	3 hours	Constitution of Pakistan, Punjab Government Rules of Business, 2011, Rules of Procedure of the Provincial Assembly of the Punjab, would be allowed
5.	V	Economics and Financial Management	100	3 hours	Bare text of rules would be provided / allowed.
6.	VI	Civil and Criminal Law	100	3 hours	Bare Acts allowed
7.	VII	Local Government System	100	3 hours	Bare Acts and Rules allowed
8.	VIII	Revenue Law	100	3 hours	Bare Acts allowed

**SCHEDULE -II**

**(SYLLABUS)**

**Paper-I**  
**Office Management & Communication Skills**

Marks 100

Course Outline

Part-A

(40 Marks)

Office Management - an overview and basic components:

- (i) Managerial skills (leadership, decision making, motivation, managing team etc.).
- (ii) Effective communication and presentation skills.
- (iii) Handling of Official Papers/Filing System.
- (iv) Forms of official communication (Official Letter, D.O Letter, U.O, Memorandum, Notifications, etc).
- (v) Managing /conducting meetings.
- (vi) Minimizing stress.

Reference Books: (i) Essential Manager Manual by Robert Haller and Tim Hindle.  
(ii) Manual of Secretariat Instructions.

Part-B

(60 Marks)

Noting and Drafting:

- (i) Summary writing: for Chief Minister, Governor, Cabinet & Council of Common Interests.
- (ii) Noting and drafting: exercises.
- (iii) Preparation of briefs and notes (for CS, meetings, etc.).
- (iv) Drafting of Legal Instruments such as comments and replies in writ petitions/human rights cases, etc. written statements, agreements, MoUs, Bills and rules.

Note: No reference material shall be provided in the examination.

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**Paper-II**  
**Service Matters**

Marks 100

Course Outline

- (a) The Constitution of the Islamic Republic of Pakistan: Articles 4, 25, 27, 212 & 240 to 242.
- (b) The Punjab Civil Servants Act 1974.
- (c) The Punjab Service Tribunals Act 1974.
- (d) The Punjab Government Servants (Conduct) Rules 1966.
- (e) The Punjab Employees Efficiency Discipline and Accountability Act 2006.
- (f) The Punjab Civil Servants (Appointment and Conditions of Service) Rules 1974.
- (g) The Punjab Delegation of Powers (Relaxation of age) Rules 1961 & 1976.

- (h) The Contract Appointment Policy 2004.
- (i) The Re-employment Policy 2003.
- (j) The Promotion Policy 2010.
- (k) Instructions regarding Performance Evaluation Reports.

Note: Reference material shall be provided in the examination

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**Paper-III**  
**Public Administration**

Marks 100

Course Outline

Part-A Public Administration (Marks 40)

Public Administration in the 21<sup>st</sup> Century

- (a) Context of Public Administration.
- (b) Role of Govt: direct involvement vs regulations.
- (c) Public Administration and Civil Service.
  - (i) Concept of Good Governance.
  - (ii) Transparency, information and role of media in public sector.
  - (iii) Improving administrative integrity – ethics and responsiveness in service.
  - (iv) Public policy formulation and implementation.

Reference Book: To serve and To preserve by ADB

Part-B Administrative Law (Marks 60)

- (a) Introduction to the Administrative law.
- (b) Finality of administrative action: constitutional and ordinary ouster clauses: principles.
- (c) Administrative discretion: meaning, need and principles.
- (d) Delegated legislation: meaning and necessity, established principles and grounds of review.
- (e) Principles of Natural Justice: hearing and bias.
- (f) Judicial Review: meaning, importance and grounds.
- (g) Fundamental Rights: Articles 7-28 and 232-233 of the Constitution of the Islamic Republic of Pakistan.

Note: No reference material shall be provided in the examination

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**Paper-IV**  
**Constitutional Structure of Pakistan**

Marks 100

Course Outline

- Part-A The Executive:
- a) The Constitution of the Islamic Republic of Pakistan.

- i. Preamble.
  - ii. General: Articles 1-5.
  - iii. Principles of Policy: Articles 29-49.
  - iv. The President: Articles 41-49.
  - v. The Federal Government: Articles 90-99.
  - vi. The Provincial Governor: Articles: 101-105.
  - vii. The Provincial Government: Articles 129-140.
  - viii. Administrative Relations between Federation and Provinces: Articles 145-159.
  - ix. Elections: Articles 213-226.
- b) The Punjab Government Rules of Business 2011: Rules 1-32, 46-49 & the Schedules.
- c) Rules of Procedure of the Provincial Assembly of the Punjab 1997:
- i. The Chief Minister: rules 17-23.
  - ii. Governor's Address to the Assembly: rules 39-41.
  - iii. Questions: Articles 42-61.
  - iv. Calling Attention Notice: rules 62-67.
  - v. Privileges: rules 68-79, 180-181.
  - vi. Adjournment Motions: rules 80-88.
  - vii. Government Assurances: rule 182.
  - viii. Reports to be laid before the Assembly: rules 128-133.
- d) Ombudsman: jurisdiction and importance: The Punjab Office of the Ombudsman Act 1997.

Part-B                      The Legislature

- a)                      The Constitution of the Islamic Republic of Pakistan:
- i. The Parliament: Articles 50-69, 70-77.
  - ii. Federal Ordinances: Article 89.
  - iii. Provincial Assembly: Articles 106-117.
  - iv. Provincial Ordinances: Article 128.
  - v. Distribution of Legislative and Executive Powers: Articles 97, 137, 141-144, & Fourth Schedule.
  - vi. Islamic Provisions: Articles 227-231.
- b) The Punjab Government Rules of Business 2011: rules 33-43 & 45.
- c) Rules of Procedure of the Provincial Assembly of the Punjab:
- i. Legislative Procedure: rules 89-127.
  - ii. Standing Committees: rules 148-175.

Part-C                      The Judiciary

- The Constitution of the Islamic Republic of Pakistan: Articles 4, 175-211.



- Original and Advisory Jurisdiction of the Supreme Court.
- Writ Jurisdiction: Articles 184 and 199 of the Constitution of the Islamic Republic of Pakistan.
- Introduction to ICA and CPLA.
- Suo motu/human rights jurisdiction.

Note: The Constitution of Pakistan, the Punjab Government Rules of Business 2011 and the Provincial Assembly of the Punjab Rules of Procedure 1997 shall be provided in the examination.

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**Paper-V**  
**Economics and Financial Management**

Marks 100

Course Outline

Part-A Economics: (40 Marks)

1. Overview of Economy of Pakistan.
2. Basic Concepts of Micro & Macro Economics.
3. Economic Development & Economic Growth including Human Development Index Approach.
4. Monetary & Fiscal Policies with emphasis on inflation:
  - (i) Definition and objectives of Monetary Policy.
  - (ii) Definition and objectives of Fiscal Policy.
  - (iii) Inflation and its types.
5. Concept of Poverty and Poverty Alleviation Strategy in Pakistan:
  - (i) Poverty, factors responsible.
  - (ii) Causes of poverty.
  - (iii) Poverty Alleviation Strategy in Pakistan.
  - (iv) Poverty Alleviation Strategy in the Punjab.

Part-B Financial Management: (Marks 60)

1. Importance, rules governing financial discipline, consequences of financial indiscipline etc.
2. Financial provisions in 1973 Constitution (Articles 118,119,169, 170).
3. Civil Service Rules (PUNJAB) VOLUME-I
  - (a) FINANCIAL MANAGEMENT

General Concept: Chapter-I [extent of application] 1.1 & 1.2

Chapter -II [Definitions]

Chapter-III [General Conditions of Service]

3.2,3.7,3.12,3.13,3.24

Pay: Chapter-IV [4.4,4.13,4.18, 4.21].

Additions to pay: Chapter-V [5.3,5.5,5.8,5.16,5.22,5.38,5.39,5.49].

Joining time: Chapter-1& 9.1 to 9.18.

Deputation policy: Issued by the Punjab Government Finance Department Revised Leave Rules, 1981.

- (b) Punjab Treasury and Sub-Treasury Rules (Financial Handbook No. 1).

Treasury Rules (Punjab) and the Subsidiary Treasury Rules issued there under:

What is Treasury and Sub-Treasury.

Treasury rules (Punjab) including:

- Chapter-I General System of Control over Treasuries: (Part-I)
- Payment of Revenues of the Province into the Public Account: (Part-II)
- Custody of Moneys relating to or standing in the Punjab (Part-III)
- Account of the Province. (Part-IV)
- Withdrawals of moneys from the Public Account. (Chapter-IV)
- Transfer of money standing in the Public account. (Chapter-V)

- (c) The Punjab Delegation Power Rules 2006 (Financial hand Book No. 2).

General Principles and Rules including:

- Pay, Allowance etc. of establishment. (Chapter-II)
- Contingencies. (Chapter-VII)
- Loan and advances. (Chapter-VIII)
- Bills and Remittances. (Chapter-X)
- Deposits & Operation of Assignment A/Cs as introduced through an amendment in Rule 4.154 (A) of Punjab Subsidiary Treasury Rules. (Chapter-XI)
- Welfare schemes of Government Servants (Benevolent Funds, Group Insurance etc.). (Chapter-XII)

4. Purchase Procedure under PPRA Rules, 2009 (Purchase Manual, Purchase Officers, Types of Tenders, Purchase under Foreign Aided Projects).
5. Duties and functions of D.D.Os.
6. Budget making at Provincial and Local level (Regular Budget, SNE, supplementary budget, development budget).
7. Audit and settlement of audit objections.

Note: Bare text of rules shall be provided in the examination.

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**Paper-VI**  
**Civil and Criminal Law**

Marks 100

Course Outline

Part-A

(40 marks)

- (a) Background and importance of Cr.P.C.
- (b) The Code of Civil Procedure 1908:sections 9-12, 16- 21, 24-A, 35, 35-A, 51, 79-82, 89AA, 96, 99, 104, 114, 115, 141,151 & Orders 2, 4-9, 17, 21, 23, 27, 27-A, 39 & 47.

**Punjab Estacode 2013**

- (c) The Punjab General Clauses Act 1956.
- (d) The Limitation Act 1908: sections 12-25.

Part-B

(40 marks)

- (a) Background and importance of P.P.C.
- (b) The Constitution of the Islamic Republic of Pakistan: 6, 9-10, 10A, 12-14 & 45.
- (c) The Pakistan Penal Code 1860: sections 6-52A, 76-106, 120A, 120-B, 121-124-A, 141-171, 268, 290, 293-294, 294-A, 294-B.
- (d) The Criminal Procedure Code 1898: Sections 6-27, 42-67, 106-126-A, 133-148, 153-154, 173-174, 174-A, 175-176, 260-264, 491-495.

Part-C

(20 marks)

- (a) Background and importance of Qanun-e-Shahadat Order 1984.
- (b) Qanun-e-Shahadat Order 1984: Articles 3, 6-9, 17, 72-85.

Note: Bare Acts shall be provided in the examination

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**Paper-VII**  
**Local Government System**

Marks 100

Course Outline

1. Local Government System
  - i) Concept of Local Government System.
  - ii) Worldwide experience.
  - iii) Local Government System in Pakistan, background.
2. Punjab Local Government Ordinance, 2001
  - a) Functions and powers of:
    - (i) District Governments.
    - (ii) Tehsil /Town Municipal Administrations.
    - (iii) Union Administrations.
    - (iv) Recent amendments/role of Local Government.
    - (v) Merits/demerits and success/failure of Local Government System in the Punjab.
  - b) Punjab Local Government Commission.
  - c) Citizen Community Boards (CCB)
  - d) Local Government Finance.
3. The Punjab Local Government Property Rules, 2003.
4. The Punjab District Government Rules of Business, 2001.
5. The Punjab Local Government (Taxation) Rules, 2001.
6. Muslim Family Laws Ordinance, 1969.
7. Child Marriage Act.
8. Wasteful Expenditure Act.

Note: Bare Act and rules shall be provided in the examination.

**Paper-VIII**

**REVENUE LAW**

Total Marks 100

Course Outline

1. The Punjab Land Revenue Act, 1967 (Act XVII of 1967) and Land Revenue Rules, 1968.
2. The Punjab Alienation of Land Act, 1900 (XIII of 1900)
3. Punjab Land Administration Manual: Chapters I, II, IV, IX, XIII to XX and XXII.
4. Punjab Land Records Manual (second edition): Chapter 7 & 18.
5. The Punjab Consolidation of Holdings Ordinance, 1960 (VI of 1960).
6. The Punjab Agricultural Income Tax, 1997 (I of 1997).
7. The Registration Act, 1908 (XVI of 1908) and the Registration Rules.
8. The Stamps Act, 1899 (II of 1899).
9. Douie's Settlement Manual (5th Edition, 1961): Chapter-I (Introductory), Book-I, Book-II (Chapters VII, IX, XII & XIII) and Book-III (Chapter XV, XVI, XVII & XVIII).
10. The Colonization of Government Lands (Punjab) Act, 1912 (V of 1912).
11. Land Acquisition Act, 1894.
12. Important concepts of:
  - (a) Law of Inheritance
  - (b) Pre-emption
13. Punjab Tenancy Act, 1884.

Note: Bare Acts shall be provided in the examination.



NOTIFICATION

Dated Lahore 17<sup>th</sup> May, 2012

No.SOR-III(S&GAD)1-12/2000(P). In exercise of the powers conferred under section 23 of the Punjab Civil Servants Act, 1974 (*VIII of 1974*), Governor of the Punjab is pleased to make the following rules:

1. **Short title and commencement.**– (1) These rules may be cited as the Punjab Departmental Examination Rules 2012.

(2) They shall come into force at once.

\* (3) They shall apply to the officers of DMG (BS-17) posted in the Punjab, Ex-PCS [BS-17 & 18 (Selection Grade)], Ex-PSS [BS-17 & 18 (Selection Grade)], existing PMS Officers inducted on the recommendations of the Punjab Public Service Commission (PPSC) before 17.05.2012 or those appointed through promotion from amongst Tehsildars, Superintendents, Private Secretaries and Naib Tehsildars.

2. **Definitions.**– In these rules:

(a) “competent authority” means Chief Secretary to Government of the Punjab;

(b) “Commission” means the Punjab Public Service Commission;

(c) “examination” means a Departmental Examination conducted under these rules;

(d) “probationer” means a person appointed to a post in accordance with the relevant rules;

(e) “Schedule” means a Schedule attached to these rules;

(f) “subject” means a subject specified in the Schedules; and

(g) “syllabus” means the syllabus as provided in the Schedules.

3. **Conduct of examination.**– (1) The Commission shall conduct the examinations.

(2) Examination shall be held twice a year on such dates as the Commission may notify.

4. **Number of attempts.**– (1) ♦A probationer shall be eligible to appear in three successive examinations in two years of his appointment, beginning from the examination to be held immediately after his appointment or training.

(2) A probationer who fails to qualify in the three attempts allowed under sub-rule (1) shall not be allowed to appear in a subsequent examination and shall be deemed to have failed to qualify the examination.

(3) Any candidate failing in one or more subject(s) in the departmental examination held under the repealed rules or regulations shall be required to appear in the said subject(s) in an examination under these rules.

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\*Sub-rule (3) of Rule 1, substituted vide Notification No. SOR-III(S&GAD)1-12/2000(P), dated 25.06.2012.

♦Sub-rule (1) of Rule 4, substituted vide Notification No. SOR-III(S&GAD)1-12/2000(P), dated 25.06.2012.

- (4) A probationer who availed any number of chances under the repealed rules shall only avail the remaining chance(s) under these rules.
- (5) The absence from departmental examination without permission of the Government shall be deemed to be a failure to qualify in that examination and shall be counted towards the chance availed by him.
- ♥(6) The conditions mentioned in this rule shall not apply to a probationer who is on:
- (a) training abroad with the approval of the competent authority; and
  - (b) medical leave as per provisions of the Revised Leave Rules, 1981.
5. **Qualifying standard.**– The qualifying standard for an examination under these rules shall be forty five percent of the maximum marks in each subject, and fifty percent marks in the aggregate.
6. **Grace marks.**– A probationer who passes seven of the eight papers in one attempt shall be allowed maximum five grace marks in the eighth paper.
7. **Option for answering the questions.**– (1) Except where otherwise specified, a probationer shall attempt all the papers in English.
- (2) Notwithstanding anything in sub-rule (1), a Tehsildar/ Naib Tehsildar may attempt any paper in Urdu.
8. **Exemptions.**– (1) Subject to the provisions of sub-rules (2) & (3), no one shall be entitled to any exemption from the examination under these rules on any ground whatsoever including professional or higher qualification.
- (2) A DMG officer, who qualified the departmental examination while posted out of the Punjab, shall not be required to take the examination under these rules and such examination shall be deemed to be the departmental examination under these rules.
- (3) A DMG officer, who has already qualified any of the paper in any departmental examination while posted out of the Punjab shall not be required to appear in such papers again, but shall qualify the remaining papers under these rules.
9. **Traveling allowance.**– An officer shall, in respect of journey which he may undertake for appearance in the examination, be entitled to Traveling Allowance as admissible under the Traveling Allowance Rules.
10. **Repeal.**–The Punjab (Section Officers) (Departmental Examinations) Regulations 1975, the Punjab Departmental Examination Regulations, 2005 and the Punjab Departmental Examination Rules 2008 are hereby repealed.

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♥After sub-rule (5) of Rule 4, sub-rule (6) inserted vide Notification No. SOR-III(S&GAD)1-12/2000(P), dated 25.06.2012.

## SCHEDULE – I

Sr. No.	Paper No.	Subject	Maximum Marks allocated	Maximum Time	Whether the paper is to be answered with the help of books
1.	I	Office Management & Communication Skills	100	3 hours	No
2.	II	Service Matters	100	3 hours	Yes
3.	III	Public Administration	100	3 hours	No
4.	IV	Constitutional Structure of Pakistan	100	3 hours	Constitution of Pakistan, Punjab Government Rules of Business, 2011, Rules of Procedure of the Provincial Assembly of the Punjab, would be allowed.
5.	V	Economics and Financial Management	100	3 hours	Bare text of rules would be provided / allowed.
6.	VI	Civil and Criminal Law	100	3 hours	Bare Acts allowed
7.	VII	Local Government System	100	3 hours	Bare Acts and Rules allowed.
8.	VIII	Revenue Law	100	3 hours	Bare Acts allowed.

**SCHEDULE-II**

**SYLLABUS**

Paper-I Office Management & Communication Skills (Marks 100)

Part-A (Marks 40)

Office Management - an overview and basic components

- i) Managerial skills (leadership, decision making, motivation, managing team etc.).
- ii) Effective communication and presentation skills.
- iii) Handling of official papers/filing system.
- iv) Forms of official communication (official letter, D.O letter, U.O Memorandum, Telex, Notifications etc).
- v) Managing /conducting meetings.
- vi) Minimizing stress.

Reference Books: (i) Essential Manager Manual by Robert Haller and Tim Hindle.  
(ii) Manual of Secretariat Instructions.

Part-B (Marks 60)

Noting and Drafting:

- i. Summary writing: for Chief Minister, Governor, Cabinet & Council of Common Interests.
- ii. Noting and drafting: exercises.
- iii. Preparation of briefs and notes (for CS, meetings, etc.).
- iv. Drafting of legal Instruments such as Comments and replies in writ petitions/human rights cases, etc. written statements, agreements, MoUs, Bills and rules.

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**Paper-II**

**Service Matters**

(Marks 100)

- (a) The Constitution of the Islamic Republic of Pakistan: Articles 4, 25, 27, 212 & 240 to 242.
  - (b) The Punjab Civil Servants Act 1974.
  - (c) The Punjab Service Tribunals Act 1974.
  - (d) The Punjab Government Servants (Conduct) Rules 1966.
  - (e) The Punjab Employees Efficiency Discipline and Accountability Act 2006.
  - (f) The Punjab Civil Servants (Appointment and Conditions of Service) Rules 1974.
  - (g) The Punjab Delegation of Powers (Relaxation of age) Rules 1961 & 1976.
  - (h) The Contract Appointment Policy 2004.
  - (i) The Re-employment Policy 2003.
  - (j) The Promotion Policy 2010.
  - (k) Instructions regarding Performance Evaluation Reports.
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**Paper-III**  
**Public Administration**

(Marks 100)

Part-A

Public Administration

(Marks 40)

Public Administration in the 21st Century

- (a) Context of Public Administration.
- (b) Role of Govt: direct involvement vs regulations.
- (c) Public Administration and Civil Service.
  - (i) Concept of Good Governance.
  - (ii) Transparency, information and role of media in public sector.
  - (iii) Improving administrative integrity – ethics and responsiveness in service.
  - (iv) Public policy formulation and implementation.

Reference Books: To serve and To preserve by ADB.

Part-B

Administrative Law

(Marks 60)

- (a) Introduction to the Administrative law.
- (b) Finality of administrative action: constitutional and ordinary ouster clauses: principles.
- (c) Administrative discretion: meaning, need and principles.
- (d) Delegated legislation: meaning and necessity, established principles and grounds of review.
- (e) Principles of Natural Justice: hearing and bias.
- (f) Judicial Review: meaning, importance and grounds.
- (g) Fundamental Rights: Articles 7-28 and 232-233 of the Constitution of the Islamic Republic of Pakistan.

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**Paper-IV**  
**Constitutional Structure of Pakistan**

(Marks 100)

Part-A

The Executive

- a) The Constitution of the Islamic Republic of Pakistan
  - i. Preamble.
  - ii. General: Articles 1-5.
  - iii. Principles of Policy: Article 29-49.
  - iv. The President: Articles 41-49.
  - v. The Federal Government: Articles 90-99.
  - vi. The Provincial Governor: Articles: 101-105.
  - vii. The Provincial Government: Articles 129-140.
  - viii. Administrative Relations between Federation and Province: Articles 145-159.
  - ix. Elections: Article 213-226.
- b) The Punjab Government Rules of Business 2011: rules 1-32, 46-49 & The Schedules.

- c) Rules of Procedure of the Provincial Assembly of the Punjab 1997:
- i. The Chief Minister: rules 17-23.
  - ii. Governor's Address to the Assembly: rules 39-41.
  - iii. Questions: Articles 42-61.
  - iv. Calling Attention Notice: rules 62-67.
  - v. Privileges: rules 68-79, 180-181.
  - vi. Adjournment Motions: rules 80-88.
  - vii. Government Assurances: rule 182.
  - viii. Reports to be laid before the Assembly: rules 128-133.
- d) Manual of Secretariat Instructions.
- e) Ombudsman: jurisdiction and importance: The Punjab Office of the Ombudsman Act 1997.

Part-B

The Legislature

- a) The Constitution of the Islamic Republic of Pakistan:
- i. The Parliament: Articles 50-69, 70-77.
  - ii. Federal Ordinances: Article 89.
  - iii. Provincial Assembly: Article 106-117.
  - iv. Provincial Ordinances: Article 128.
  - v. Distribution of Legislative and Executive Powers: Articles, 97, 137, 141-144, & Fourth Schedule.
  - vi. Islamic Provisions: Articles 227-231.
- b) The Punjab Government Rules of Business 2011: rules 33-43 & 45.
- c) Rules of Procedure of the Punjab Assembly of the Punjab:
- i. Legislative Procedure: rules 89-127.
  - ii. Standing Committees: rules 148-175.

Part-C

The Judiciary

- The Constitution of the Islamic Republic of Pakistan: Articles 4, 175-211;
  - Original and Advisory Jurisdiction of the Supreme Court;
  - Writ Jurisdiction: Articles 184 and 199 of the Constitution of the Islamic Republic of Pakistan;
  - Introduction to ICA and CPLA; and
  - Suo motu/human rights jurisdiction.
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**Paper-V**  
**Economics and Financial Management** (Marks 100)

Part-A Economics (Marks 40)

1. Overview of Economy of Pakistan.
2. Basic Concepts of Micro & Macro Economics.
3. Economic Development & Economic Growth including Human Development Index Approach.
4. Monetary & Fiscal Policies with emphasis on inflation:
  - (i) Definition and objectives of Monetary Policy.
  - (ii) Definition and objectives of Fiscal Policy.
  - (iii) Inflation and its types.
5. Concept of Poverty and Poverty Alleviation Strategy in Pakistan:
  - (i) Poverty, factors responsible.
  - (ii) Causes of poverty.
  - (iii) Poverty Alleviation Strategy in Pakistan.
  - (iv) Poverty Alleviation Strategy in the Punjab.

Part-B Financial Management (Marks 60)

1. Importance, rules governing financial discipline, consequences of financial indiscipline etc.
2. Financial provisions in 1973 Constitution (Articles 118,119,169, 170).
3. CIVIL SERVICE RULES (PUNJAB) VOLUME-I
  - (a) FINANCIAL MANAGEMENT

General Concept: Chapter-I [extent of application] 1.1 & 1.2  
Chapter -II [Definitions]  
Chapter-III [General Conditions of Service]  
3.2,3.7,3.12,3.13,3.24

Pay: Chapter-IV [4.4,4.13,4.18, 4.21]

Additions to pay: Chapter-V  
[5.3,5.5,5.8,5.16,5.22,5.38,5.39,5.49]

Joining time: Chapter-1& 9.1 to 9.18

Deputation policy: Issued by the Punjab Government Finance Department.

Revised Leave Rules, 1981.

- (b) Punjab Treasury and Sub-Treasury Rules (Financial Handbook No. 1).

Treasury Rules (Punjab) and the Subsidiary Treasury Rules issued there under:

What is Treasury and Sub-Treasury.

Treasury rules (Punjab) including: (Part -I)

- Chapter-I General System of Control over Treasuries: (Part-II)
- Payment of Revenues of the Province into the Public Account: (Part-II)
- Custody of Moneys relating to or standing in the Punjab (Part-III)
- Account of the Province. (Part-III)
- Withdrawals of moneys from the Public Account. (Chapter-IV)
- Transfer of money standing in the Public account. (Chapter-V)

(c) The Punjab Delegation Power Rules 2006 (Financial hand Book No. 2).

General Principles and Rules including:-

- Pay, Allowance etc. of establishment. (Chapter-II)
  - Contingencies. (Chapter-VII)
  - Loan and advances. (Chapter-VIII)
  - Bills and Remittances. (Chapter-X)
  - Deposits & Operation of Assignment A/Cs (Chapter-XI) as introduced through an amendment in Rule 4.154 (A) of Punjab Subsidiary Treasury Rules.
  - Welfare schemes of Government Servants (Benevolent Funds, Group Insurance etc.). (Chapter-XII)
4. Purchase Procedure under PPRA Rules, 2009 (Purchase Manual, Purchase Officers, Types of Tenders, Purchase under Foreign Aided Projects).
  5. Duties and functions of D.D.Os.
  6. Budget making at Provincial and Local level (Regular Budget, SNE, supplementary budget, development budget).
  7. Audit and settlement of audit objections.

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**Paper-VI**  
**Civil and Criminal Law** (Marks 100)

Part-A  
(Marks 40)

- (a) Background and importance of Cr.P.C.
- (b) The Code of Civil Procedure 1908: sections 9-12, 16- 21, 24-A, 35, 35-A, 51, 79-82, 89AA, 96, 99, 104, 114, 115, 141,151 & Orders 2, 4-9, 17, 21, 23, 27, 27-A, 39 & 47.
- (c) The Punjab General Clauses Act 1956.
- (d) The Limitation Act 1908: sections 12-25.

Part-B (Marks 40)

- (a) Background and importance of P.P.C.

**Punjab Estacode 2013**

- (b) The Constitution of the Islamic Republic of Pakistan: 6, 9-10, 10A, 12-14 & 45.
- (c) The Pakistan Penal Code 1860: sections 6-52A, 76-106, 120A, 120-B, 121-124-A, 141-171, 268, 290, 293-294, 294-A 294-B.
- (d) The Criminal Procedure Code 1898: Sections 6-27, 42-67, 106-126-A, 133-148, 153-154, 173-174, 174-A, 175-176, 260-264, 491-495.

Part-C

(Marks 20)

- (a) Background and importance of Qanun-e-Shahadat Order 1984.
- (b) Qanun-e-Shahadat Order 1984: Articles 3, 6-9, 17, 72-85.

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**Paper-VII**

**Local Government System**

(Marks 100)

- 1. Local Government System
  - i) Concept of Local Government System.
  - ii) Worldwide experience.
  - iii) Local Government System in Pakistan, background.
- 2. Punjab Local Government Ordinance, 2001
  - a) Functions and powers of:
    - (i) District Governments.
    - (ii) Tehsil /Town Municipal Administrations.
    - (iii) Union Administrations.
    - (iv) Recent amendments/role of Local Government.
    - (v) Merits/demerits and success/failure of Local Government system in the Punjab.
  - b) Punjab Local Government Commission.
  - c) Citizen Community Boards (CCB)
  - d) Local Government Finance.
- 3. The Punjab Local Government Property Rules, 2003.
- 4. The Punjab District Government Rules of Business, 2001.
- 5. The Punjab Local Government (Taxation) Rules, 2001.
- 6. Muslim Family Laws Ordinance, 1969.
- 7. Child Marriage Act.
- 8. Wasteful Expenditure Act.

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**Paper-VIII**

**Revenue Law**

(Marks 100)

- 1. The Punjab Land Revenue Act, 1967 (Act XVII of 1967) and Land Revenue Rules, 1968.
- 2. The Punjab Alienation of Land Act, 1900 (XIII of 1900).
- 3. Punjab Land Administration Manual: Chapters I, II, IV, IX, XIII to XX and XXII.
- 4. Punjab Land Records Manual (second edition): Chapter 7 & 18.
- 5. The Punjab Consolidation of Holdings Ordinance, 1960 (VI of 1960).

6. The Punjab Agricultural Income Tax, 1997 (I of 1997).
  7. The Registration Act, 1908 (XVI of 1908) and the Registration Rules.
  8. The Stamps Act, 1899 (II of 1899).
  9. Douie's Settlement Manual (5<sup>th</sup> Edition, 1961): Chapter-I (Introductory), Book-I, Book-II (Chapters VII, IX, XII & XIII) and Book-III (Chapter XV, XVI, XVII & XVIII).
  10. The Colonization of Government Lands (Punjab) Act, 1912 (V of 1912).
  11. Land Acquisition Act, 1894.
  12. Important concepts of:
    - a) Law of Inheritance
    - b) Pre-emption
  13. Punjab Tenancy Act, 1884.
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