

6. Notwithstanding any thing contained in the foregoing paragraphs, the appointing authority may require a Government employee to retire after he attains the age of 55 years on three months' notice without assigning any reason. This will be in addition to the provisions already contained in rule 5.32 of the Punjab C.S.R., Volume II, to retire an officer who has completed 10 years qualifying service and will normally be exercised to weed out unsuitable employees after they have attained the age of 55 years. A Government employee may also, after attaining the age of 55 years, voluntarily retire after giving three months' notice to the appointing authority.

7. Detailed instructions for regulating the period between the date of compulsory retirement of the Government employees who have already attained the age of compulsory retirement and the date they are permitted to resume duty by the appointing authority under paragraph 2 above, and other conditions, will follow.

8. The orders shall apply to all Government employees in the integrated State.

9. Necessary amendments to the rules will be issued separately, in due course.

10. These orders issue in consultation with the Finance Department,—*vide* their U.O. No. 723-(2)-FRI-63, dated the 8th March, 1963 and U.O. No. 3736-FRI-63, dated the 28th March, 1963.

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[Published in the PUNJAB GOVERNMENT GAZETTE, Legislative Supplement Ordinary, dated the 31st May, 1963]

### PART III

## HOME DEPARTMENT

### NOTIFICATION

The 23rd May, 1963

**No. G.S.R. 123/Const./Art. 309/63.**—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and all other powers enabling him in this behalf, and in supersession of all the corresponding rules issued in this behalf, and in force for the time being, the Governor of Punjab is pleased to make the following rules

for regulating the appointment and conditions of service of persons appointed to the Punjab State (Class IV) Service:—

Short title,  
commence-  
ment and  
application.

1. (1) These rules may be called the Punjab State (Class IV) Service Rules, 1963.

(2) They shall come into force from the date of their publication in the PUNJAB GOVERNMENT GAZETTE.

(3) They shall not apply to any person for whose appointment and conditions of service special provision is made by or under any law for the time being in force.

Definitions.

2. In these rules, unless the context otherwise requires—

(a) "Direct appointment" means an appointment made otherwise than by promotion within the service or by transfer of an official already in the service of the Government of a State or the Government of India.

(b) "Government" means the Punjab Government in the Administrative Department;

(c) "Head of Department" means the authority as defined in rule 2.25 of the Punjab Civil Services Rules, Volume I, Part I, and includes any other authority who is specially appointed by the Government to exercise the powers of a Head of Department for the purposes of these rules.

(d) "Head of Office" means the authority as defined in rule 2.26 of the Punjab Civil Services Rules, Volume I, Part I; and

(e) "Service" means the Punjab State (Class IV) Service.

Authorities  
empowered  
to make  
appoint-  
ments.

3. All appointments to posts in the Service shall be made by the Heads of Departments and Heads of Offices, as the case may be; provided that the Heads of Departments or the Heads of Offices may delegate these powers to their subordinate officers in respect of appointments to posts in their offices, for the purpose of this rule.

Notionality  
and  
domicile.

4. (i) No person shall be appointed to the Service, unless he is—

(i) a citizen of India, or

(ii) a subject of Sikkim, or

- (iii) a subject of the State of Pondichery, or
- (iv) a person of Indian origin, who has migrated from Pakistan with the intention of permanently settling in India :

Provided that, subject to the issue of a certificate of eligibility in his favour, a subject of Nepal or a Tibetan who came over to India before the 1st January, 1962, with the intention of permanently settling in India, may also be appointed to any post in the service :

Provided further that a candidate belonging to category (iii) or (iv) above must be a person in whose favour a certificate of eligibility had been given by the competent authority, and if he belongs to category (iv) the certificate of eligibility will be valid only for a period of one year from the date of his appointment beyond which he can be retained in service only if he has become a citizen of India.

(2) A candidate in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the recruiting authority on his furnishing proof that he has applied for the certificate and he may also provisionally be appointed subject to the necessary certificate being given to him by the competent authority.

5. No person shall be recruited to the Service by direct appointment unless he—

- (a) produces certificates of character from two responsible persons, not being his relatives, who are well acquainted with him in private life ;
- (b) is not less than 16 years and not more than 35 years of age on the date of appointment ; Age and other qualifications.
- (c) has not more than one wife living and in the case of a woman, is not married to a person already having a living wife :

Provided that the Government may, if satisfied that there are special grounds for doing so, exempt any person from the operation of this clause ; and

- (d) possesses the requisite knowledge of the regional



languages and of English as may be prescribed by the Government from time to time :

Provided that the appointing authority may, if it is of the opinion that the candidate is otherwise fit to discharge his duties satisfactorily, relax any of the qualification prescribed under this clause.

Method of  
appointment.

6. (1) Posts in the service shall be filled—
- (a) in the case of posts carrying the grades of Rs. 30— $\frac{1}{2}$ —35.
    - (i) by direct appointment ; or
    - (ii) by transfer or deputation of an official already in the service of the Government ; and
  - (b) in the case of other posts in the Service carrying higher grades—
    - (i) by direct appointment ; or
    - (ii) by promotion from the officials working in the next lower grades ; or
    - (iii) by transfer or deputation of an official already in the service of the Government :

Provided that in the case of an appointment by promotion, the appointing authority shall satisfy itself about the capability of the official to perform the duties of the posts for which he is selected.

(2) The appointing authority shall ensure that the grounds of ignoring a senior official in favour of a junior one are invariably recorded in writing and the proportion fixed by it for filling up the posts by promotion and otherwise is maintained.

(3) When any vacancy occurs or is about to occur in the Service, the Head of Department or the Head of Office, as the case may be, shall determine the manner in which it shall be filled keeping in view the proportion fixed under clause (2) above.

(4) No official shall have any claim to appointment by promotion or transfer as of right.



7. The Service shall comprise the posts classified as Class IV, within the meaning of rule 1.2 of Punjab Civil Service Rules, Volume I, Part I, and nothing in these rules shall affect the inherent right of the Government to make additions or reductions in the cadre of the Service either permanently or temporarily.

Number  
and charac-  
ter of posts.

8. (1) Persons appointed to the Service shall remain on probation for a period of two years :

Probation of  
member of  
the service.

Provided that —

- (a) any period, after appointment to the Service, spent on deputation on a corresponding or a higher post shall count towards the period of probation fixed under this rule ;
  - (b) in the case of an appointment by transfer, any period of work in similar rank or above, prior to appointment to the Service may, at the discretion of the Government, be allowed to count towards the period of probation fixed under this rule ; and
  - (c) an officiating appointment in the Service shall be reckoned as a period spent on probation but no member who has thus officiated shall, on the completion of the prescribed period of probation, be entitled to be confirmed, unless he is appointed against a permanent post.
- (2) If the work or conduct of a person appointed to the Service during the period of probation is, in the opinion of the appointing authority, not satisfactory, it may—
- (a) dispense with his services, if recruited by direct appointment ; or
  - (b) if recruited otherwise—
    - (i) revert him to his former post ; or
    - (ii) deal with him in such other manner as the terms and conditions of his previous appointment permit.
- (3) On the completion of the period of probation of a person, the appointing authority may—
- (a) if he was appointed against a permanent vacancy confirm such person from the date of his appointment or if he was not so appointed,,

confirm him from any date following such appointment from which a permanent vacancy exists ; or

- (b) if there is no permanent vacancy, declare that he has completed his probation satisfactorily ; or
- (c) if his work or conduct has, in its opinion, not been satisfactory, (i) dispense with his services, if recruited by direct appointment ; or (ii) if recruited otherwise revert him to his former post, or (iii) deal with him in such other manner as the terms and conditions of his previous appointment permit ; or
- (d) extend his period of probation and thereafter pass such orders as it would have passed on the expiry of the first period of probation :

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

9. The seniority *inter se* of members of the Service holding the posts in the same grade, shall be determined with reference to the date of their appointment to such posts :

Provided that after joining they have continuously served on such posts ; and

Provided further that if two or more members are appointed in the same grade on the same date, their seniority shall be determined as follows —

- (a) a member recruited by direct appointment shall be senior to a member recruited otherwise ;
- (b) a member recruited by promotion shall be senior to a person recruited by transfer ;
- (c) in the case of members who are recruited by promotion seniority shall be determined according to their seniority in the appointments from which they are promoted ;
- (d) in the case of members recruited by transfer from the same office, seniority shall be determined according to seniority in the appointments previously held in that cadre ;

(e) in the case of members who are recruited by transfer from different departments or offices of the Government, seniority shall be determined according to pay preference being given to a member who was drawing a higher rate of pay in his previous appointment and if the rate of pay drawn be the same, an older member shall be senior to a younger member ; and

(f) in the case of members recruited by direct appointment seniority shall be determined by their age, an older member being senior to a younger member :

Provided that in the case of members recruited by direct appointment the order of merit, if any, drawn up at the time of the selection shall not be disbursed and persons recruited as a result of an earlier selection shall be senior to those appointed as a result of a subsequent selection :

Provided further that in the case of members whose period of probation is extended under rule 7, the date of appointment for the purposes of this rule shall be deemed to have been deferred to the extent the period of probation is extended.

10. Members of the Service shall be entitled to such scales of pay as may be sanctioned from time to time for the posts to which they are appointed. pay of members of the Service.

11. In respect of leave, pension and other cognate matters not specifically mentioned in these rules, the members of the service shall be governed by the Punjab Civil Services Rules or such other rules as are from time to time framed or issued under the proviso to Article 309 of the Constitution of India. Leave, Pension, etc.

12. Every member of the service shall be liable to transfer under the orders of the appointing authority prescribed in rule 3 from posts within their respective classes of appointment to other posts in the Department and also anywhere within the jurisdiction of such authority. Liability to transfer.

13. (1) In matters relating to discipline, penalties and appeals, members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1952 : Authorities empowered to impose penalties and right of appeal.



Provided that the nature of penalties which may be imposed the authority empowered to impose such penalties and the appellate authority shall, subject to the provisions of any law or rules made under Article 309 of the Constitution of India, be as specified in Appendix 'A' to these rules ;

(2) the authority competent to pass an order reducing or withholding the maximum pension admissible under the rules governing pension and terminating the appointment otherwise than upon reaching the age fixed for superannuation and the appellate authority shall be as specified in Appendix 'B' to these rules.

Liability for  
vaccination  
and revacci-  
nation.

14. Every member of the Service shall have himself vaccinated or revaccinated when the Government so directs by a special or general order.

Oath of  
allegiance.

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

Power to  
relax.

16. Where the Government is satisfied that the operation of any of the rules causes undue hardship in any particular case, it may, by order, dispense with or relax the requirements of that rule to such extent and subject to such conditions as it may consider necessary for dealing with the case in a just and equitable manner.

## APPENDIX 'A'

[See Rule 13 (I)]

Designation of officials	Appointing authority	Nature of penalty	Authority empowered to impose penalty	Appellate authority
All Class IV servants employed in Government Department	Head of Department concerned	(a) Censure ; (b) Withholding of increments or promotion ; (c) Recovery from pay of whole or part of any pecuniary loss caused to Government by negligence of breach of order ; (d) Reduction to a lower post or time scale or to a lower stage in a time scale ; (e) Suspension ; (f) Removal from Service which does not disqualify for future employment ; (g) Dismissal from service which ordinarily disqualifies from future employment	Head of Department concerned	Government
All Class IV Servants employed in Government Offices	Head of Office concerned	All the above penalties from (a) to (g)	Head of office concerned	Head of Department concerned

## APPENDIX 'B'

[See Rule 13 (2)]

Designation of officials	Appointing Authority	Name of Order	Authority empowered to pass original orders	Appellate authority
All Class IV Servants employed in Government Department	Head of Department Concerned	(i) Reducing the maximum amount of ordinary pension admissible under the rules governing pensions  (ii) Termination of appointment otherwise than upon reaching the age fixed for superannuation	Head of Department concerned	Government
All Class IV servants employed in Government Offices	Head of Office concerned	Above orders (i-ii)		

**Copy of U.O. Circular letter No. 5142-3GS-63, dated 25th May, 1963 from the Chief Secretary to Government, Punjab to All the Administrative Secretaries to Government, Punjab.**

*Subject.*— Grant of extension in service and re-employment of Government servants both gazetted and non-gazetted after the age of retirement.

The existing instructions as contained in para 2 (vii) of this Department un-official circular No. 9246-GII-57, dated the 8th January, 1958, are that cases for re-employment/continued re-employment/grant of extension in service should reach the Administrative Secretary at least three months before the crucial date i.e., the date of superannuation or the date on which the term of re-employment/grant of extension in service expires. It has been observed that this time limit does not provide sufficient time for the cases being scrutinised and processed, properly. It has, therefore, been decided that in future all cases of re-employment/continued re-employment/grant of extension



PUNJAB GOVERNMENT (SERVICES DEPARTMENT)

Notification

The 31st May, 1972

No. G.S.R.48/Const./Art.309/Amd.(1)/72.—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules further to amend the Punjab State (Class IV) Service Rules, 1963, namely :—

- (1) (i) These rules may be called the Punjab State (Class IV) Service (First Amendment) Rules, 1972.  
(ii) They shall come into force at once.
- (2) In the Punjab State (Class IV) Service Rules, 1963 (hereinafter referred to as the said rules) in rule 6, for the words and figures "Rs 30— $\frac{1}{2}$ —35" the words and figures "70—2—80/3—95" shall be substituted.
- (3) In the said rules, in rule 13 for the figures "1952" the figures "1970" shall be substituted.
- (4) In the said rules, for rule 16, the following rule shall be substituted, namely :—  
"Where the Government is of the opinion that it is necessary or expedient so to do, it may by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect of any class or category of persons.
- (5) In the said rules for Appendix "A" the following Appendix shall be substituted, namely :—

**"APPENDIX 'A' "**  
[See Rules 13 (1) ]

Designation of officials	Appointing authority	Nature of penalty	Authority empowered to impose penalty	Appellate authority
All Class IV employees	Head of Department concerned	(i) Censure ; (ii) withholding of his promotion ; (iii) recovery from his pay of the whole or part of any pecuniary loss caused by him to the Government by negligence or breach of orders ; (iv) withholding of increments of pay ;	Head of Department concerned	Government



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Designation of officials	Appointing authority	Nature of penalty	Authority empowered to impose penalty	Appellate authority
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(v) reduction to a lower stage in the time scale of pay for a specified period, with further directions as to whether or not the Government employee will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay;

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

(vii) Compulsory retirement ;

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

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Designation of officials	Appointing authority	Nature of penalty	Authority empowered to impose penalty	Appellate authority
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(ix) dismissal from service which shall ordinarily be a disqualification for future employment under the Government.

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All Class IV employees	Head of office concerned	All the above penalties from (i) to (ix)	Head of office concerned	Head of Department concerned
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R. S. TALWAR,  
Chief Secretary to Government, Punjab.



**GOVERNMENT OF PUNJAB**  
**DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE**  
**PERFORMS**  
**(GENERAL ESTABLISHMENT BRANCH)**

**Notification**

The 14th August, 1984

No. G.S.R 73/Const./Art.309/Amd(2)/84.—In exercise of the power conferred by the proviso to article 309 of the Constitution of India and all other powers enabling him in this behalf, the President of India is pleased to make the following rules further to amend the Punjab State (Class IV) Service Rules, 1963, namely :—

1. (1) These Rules may be called the Punjab State (Class IV) Service (First Amendment) Rules, 1984.

(2) They shall come into force on and with effect from the date of publication of this notification in the official Gazette.

2. In the Punjab State (Class IV) Service Rules, 1963, (hereinafter referred to as the said rules), in rule 5, for clause (d) and the proviso thereto, the following shall be substituted, namely:—

“(d) possesses the requisite knowledge of Punjabi and English languages and such other additional academic qualifications and experience as may be specified by the Government from time to time.”.

3. In the said rules, for rule 16, the following rule shall be substituted, namely:—

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

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

K. D. VASUDEVA,

Chief Secretary to Government of Punjab.



3. In the said rule, in rule 5, in clause (d) in the proviso for the words and sign "this clause.", the following shall be substituted, namely :--

**"this clause :**

Provided further that where appointment to the Service is offered to a war-hero who has been discharged from defence services or para-military forces, on account of disability suffered by him or his widow or dependent member of his family, under the instructions issued in this behalf by the Government, such person shall not be required to possess the requisite knowledge of regional languages and of English as may be prescribed by the Government from time to time. Such persons shall also be not required to possess experience even on technical posts."

R.S. MANN,

Chief Secretary to Government of Punjab.



GOVERNMENT OF PUNJAB  
DEPARTMENT OF PERSONNEL  
(PERSONNEL POLICIES-III BRANCH)

**Notification**

The 11th January, 2000

**No. G.S.R.8/Const./Art.309/Amd.(3)/2000.**--In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules further to amend the Punjab State (Class IV) Service Rules, 1963, namely :--

**RULES**

1. (1) These rules may be called the Punjab State (Class IV) Service (First Amendment) Rules, 2000.

(2) They shall be deemed to have come into force on and with effect from the 1st day of January, 1999.

2. In the Punjab State (Class IV) Service Rules, 1963 (here-in-after referred to as the said rules), in rule 2, after Clause (e), the following clause shall be added, namely :--

"(f) "War hero" means a defence services personnel or a para-military forces personnel, who is a *bona fide* resident of Punjab State and is killed or discharged from the above service on account of disability suffered by him while fighting for defending the border of the Country in Kargil sector of the State of Jammu and Kashmir or fighting for the country in any other sector or similar operation on or after the first day of January, 1999 which may be notified by the State Government as undertaken for preserving the unity and integrity of the motherland. However, in exceptional cases the cases of those war heroes can also be covered under this definition who, though not *bona fide* residents of Punjab State, but are yet closely connected to the State of Punjab. In such exceptional cases, the express approval of the Department of Personnel and Administrative Reforms will be mandatory."



GOVERNMENT OF PUNJAB  
DEPARTMENT OF PERSONNEL  
(PERSONNEL POLICIES-III BRANCH)

Notification

The 23rd January, 2003

No. G.S.R. 3/Const/Art. 309/Amd. (4)/2003.—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules further to amend the Punjab State (Class-IV) Service Rules, 1963, namely :—

RULES

1. (1) These rules may be called the Punjab State (Class-IV) Service (First Amendment), Rules, 2003.

(2) They shall come into force on and with effect from the date of their publication in the official Gazette.

2. In the preamble, for the bracket, word and figure “(Class-IV)”, the bracket, word and letter “(Group-D)” shall be substituted.

3. In the Punjab State (Class-IV) Service Rules, 1963 (hereinafter referred to as the said rules), for the bracket, word and figure “(Class-IV)” wherever occurring, the bracket, word and letter “(Group-D)” shall be substituted.

4. In the said rules, in Rule 5,—

(i) in clause (b),—

(a) for the word and sign “appointment;”, the word and sign “appointment:” shall be substituted ;

(b) the following provisos shall be added, namely :—

Provided that in the case of ex-servicemen, the upper age limit shall be such as has been prescribed in the Punjab Recruitment of Ex-servicemen Rules, 1982, as amended from time to time ;

Provided further that in the case of appointment on compassionate grounds on priority basis, the upper age limit shall be such as may be specifically fixed by the Government from time to time :



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

Provided further that the upper age limit may be relaxed up to forty-five years in the case of persons already in the employment of the Punjab Government, other State Government or Government of India.”; and

(ii) For clause (d), the following clause shall be substituted, namely :—

“(d) has passed examination of Middle Standard with Punjabi Language as one of the subjects from a recognised educational institution :

Provided that the educational qualification shall be fifth standard with Punjabi Language in the case of a person appointed to the service on compassionate grounds, as a dependant of deceased Government employee :

Provided further that the condition of educational qualification shall not apply to a person appointed to the service—

- (i) in the case of blind person ;
- (ii) in the case of widow appointed on compassionate grounds ; and
- (iii) in case of riot/terrorist affected person(s) ;
- (iv) in the case of a person appointed to the service as a sweeper :

Provided further that where appointment to the service is offered to a war hero who has been discharged from defence services or para-military forces, on account of disability suffered by him or his widow or dependant member of his family, under the instructions issued in this behalf by the Government, such person shall not be required to possess the requisite knowledge of regional languages and of English as may be prescribed by the Government from time to time. Such persons shall also be not required to possess experience even on technical posts.”

Y. S. RATRA,

Chief Secretary to Government of Punjab,

ਨੰ: 1/6/2016-4ਪੀ.ਪੀ.1/ 854730 /1



ਪੰਜਾਬ ਸਰਕਾਰ  
ਪ੍ਰਸ਼ੋਨਲ ਵਿਭਾਗ  
(ਪ੍ਰਸ਼ੋਨਲ ਪਾਲਿਸੀਜ਼-1 ਸ਼ਾਖਾ)

ਸੇਵਾ ਵਿਖੇ

ਪੰਜਾਬ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁਖੀ,  
ਡਵੀਜ਼ਨਾਂ ਦੇ ਕਮਿਸ਼ਨਰਜ਼,  
ਰਜਿਸਟਰਾਰ, ਪੰਜਾਬ ਅਤੇ ਹਰਿਆਣਾ ਹਾਈਕੋਰਟ,  
ਜਿਲ੍ਹਾ ਅਤੇ ਸੈਸ਼ਨਜ਼ ਜੱਜ,  
ਸਮੂਹ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰਜ਼ ਅਤੇ  
ਸਮੂਹ ਉਪ ਮੰਡਲ ਮੈਜਿਸਟਰੇਟ (ਸਿਵਲ)।

ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ: 5-10-2016

ਵਿਸ਼ਾ :- ਪੰਜਾਬ ਰਾਜ (ਗਰੁੱਪ-ਡੀ) ਸੇਵਾ ਨਿਯਮ 1963 ਦੇ ਰੂਲ 8(1) ਵਿੱਚ (ਪਰਖਕਾਲ ਦਾ ਸਮਾਂ 2 ਸਾਲ ਤੋਂ ਵਧਾ ਕੇ 3 ਸਾਲ ਕਰਨ ਬਾਰੇ) ਵਿੱਚ ਸੋਧ ਕਰਨ ਸਬੰਧੀ।

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ਸ਼੍ਰੀਮਾਨ ਜੀ/ਸ਼੍ਰੀਮਤੀ ਜੀ,

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਆਪ ਜੀ ਨੂੰ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਗਜ਼ਟ ਵਿੱਚ ਛਪੀ ਅਧਿਸੂਚਨਾ ਨੰ: G.S.R.66/Const./Art.309/Amd.(5)/2016, ਮਿਤੀ 26 ਸਤੰਬਰ, 2016, ਦੀ ਕਾਪੀ ਸੂਚਨਾ ਅਤੇ ਅਗਲੇਰੀ ਕਾਰਵਾਈ ਹਿਤ ਭੇਜੀ ਜਾਂਦੀ ਹੈ ਅਤੇ ਬੇਨਤੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਇਸ ਦੇ ਤੱਥ ਆਪਣੇ ਅਧੀਨ ਦਫ਼ਤਰਾਂ ਦੇ ਸਮੂਹ ਅਧਿਕਾਰੀਆਂ/ਕਰਮਚਾਰੀਆਂ ਦੇ ਧਿਆਨ ਵਿੱਚ ਲਿਆਉਣ ਦੀ ਖੋਚਲ ਕੀਤੀ ਜਾਵੇ।

3. ਇਸ ਦੀ ਪੰਗੁਚ ਰਸੀਦ ਭੇਜੀ ਜਾਵੇ।

ਵਿਸ਼ਵਾਸਪਾਤਰ,

ਉੱਪ ਸਕੱਤਰ, ਪ੍ਰਸ਼ੋਨਲ

ਇਸ ਦਾ ਇਕ ਉਤਾਰਾ (ਸਮੇਤ ਨੋਟੀਫਿਕੇਸ਼ਨ ਮਿਤੀ 26 ਸਤੰਬਰ, 2016 ਦੀ ਕਾਪੀ) ਸਮੂਹ ਵਿੱਤੀ ਕਮਿਸ਼ਨਰਜ਼/ਪ੍ਰਮੁੱਖ ਸਕੱਤਰਾਂ ਅਤੇ ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰਾਂ ਨੂੰ ਸੂਚਨਾ ਅਤੇ ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ ਹਿਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ।

ਉੱਪ ਸਕੱਤਰ, ਪ੍ਰਸ਼ੋਨਲ

ਸੇਵਾ ਵਿਖੇ

ਸਮੂਹ ਵਿੱਤੀ ਕਮਿਸ਼ਨਰਜ਼/ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ  
ਅਤੇ ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ।

ਅੰ.ਵਿ.ਪੱ.ਨੰ: 1/06/2016-4ਪੀ.ਪੀ.1/ 854730/2

ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ: 5-10-2016



**PART III**

**GOVERNMENT OF PUNJAB**  
**DEPARTMENT OF PERSONNEL**  
(Personnel Policies-1 Branch)

**NOTIFICATION**

The 26th September, 2016

**No.G.S.R.66/Const./Art.309/Amd.(5)/2016.**-In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules further to amend the Punjab State (Group-D) Service Rules, 1963, namely:-

**RULES**

1. (1) These rules may be called the Punjab State (Group-D) Service (Amendment) Rules, 2016.  
(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.
2. In the Punjab State (Group-D) Service Rules, 1963, in rule 8, in sub-rule (1), for the word "two", the word "three" shall be substituted.

**SARVESH KAUSHAL,**  
Chief Secretary to Government of Punjab.

ਨੰ: 1/2/2017-1ਪੀ.ਪੀ.1/1441161/1  
ਪੰਜਾਬ ਸਰਕਾਰ  
ਪ੍ਰਸੋਨਲ ਵਿਭਾਗ  
(ਪ੍ਰਸੋਨਲ ਪਾਲਿਸੀਜ਼-1 ਸ਼ਾਖਾ)

ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ: 15/3/19

ਸੇਵਾ ਵਿਖੇ

ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀ,  
ਰਜਿਸਟਰਾਰ, ਪੰਜਾਬ ਅਤੇ ਹਰਿਆਣਾ ਹਾਈਕੋਰਟ,  
ਡਵੀਜ਼ਨਾਂ ਦੇ ਕਮਿਸ਼ਨਰ,  
ਸਮੂਹ ਜਿਲ੍ਹਾ ਤੇ ਸੈਸ਼ਨਜ ਜੱਜ ਅਤੇ  
ਪੰਜਾਬ ਰਾਜ ਦੇ ਸਮੂਹ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ, ਉਪ ਮੰਡਲ ਅਫਸਰ(ਸਿਵਲ)।

ਵਿਸ਼ਾ:- ਪੰਜਾਬ ਰਾਜ (ਗਰੁੱਪ-ਡੀ) ਸੇਵਾ ਨਿਯਮ 1963 ਦੇ ਨਿਯਮ 8 ਵਿੱਚ ਸੋਧ ਕਰਨ ਸਬੰਧੀ।

ਸ਼੍ਰੀਮਾਨ/ ਸ਼੍ਰੀਮਤੀ ਜੀ,

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਆਪ ਜੀ ਨੂੰ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਗਜ਼ਟ ਵਿੱਚ ਛਪੀ ਅਧਿਸੂਚਨਾ ਨੰ: G.S.R.7/Const./Art.309/Amd.(6)/2019 ਮਿਤੀ 11 ਫਰਵਰੀ, 2019, ਦੀ ਕਾਪੀ ਸੂਚਨਾ ਅਤੇ ਅਗਲੀ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜੀ ਜਾਂਦੀ ਹੈ ਅਤੇ ਬੇਨਤੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਇਸ ਦੇ ਤੱਥ ਆਪਣੇ ਅਧੀਨ ਦਫਤਰਾਂ ਦੇ ਸਮੂਹ ਅਧਿਕਾਰੀਆਂ/ਕਰਮਚਾਰੀਆਂ ਦੇ ਧਿਆਨ ਵਿੱਚ ਲਿਆਉਣ ਦੀ ਖੋਚਲ ਕੀਤੀ ਜਾਵੇ।

ਆਪ ਜੀ ਦਾ ਵਿਸ਼ਵਾਸਪਾਤਰ

Haahat

ਉਪ ਸਕੱਤਰ, ਪ੍ਰਸੋਨਲ

ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ 15/3/19

ਪਿ.ਅੰ.ਨੰ.: 1/2/2017-1ਪੀ.ਪੀ.1/1441161/2-3

ਇਸ ਦਾ ਉਤਾਰਾ ਹੇਠ ਲਿਖਿਆ ਨੂੰ ਸੂਚਨਾ ਅਤੇ ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ:-

- 1) ਪ੍ਰਮੁੱਖ ਮਹਾਲੇਖਾਕਾਰ(ਆਡਿਟ), ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।
- 2) ਪ੍ਰਮੁੱਖ ਮਹਾਲੇਖਾਕਾਰ(ਲੇਖਾ ਤੇ ਹੱਕਦਾਰੀ), ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।

Haahat

ਉਪ ਸਕੱਤਰ, ਪ੍ਰਸੋਨਲ

ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ 15/3/19

ਪਿ.ਅੰ.ਨੰ.: 1/2/2017-1ਪੀ.ਪੀ.1/1441161/4

ਇਸ ਦਾ ਇੱਕ ਉਤਾਰਾ ਮੁੱਖ ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ ਮੁੱਖ ਮੰਤਰੀ, ਪੰਜਾਬ ਜੀ ਨੂੰ ਸੂਚਨਾ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ।

Haahat

ਉਪ ਸਕੱਤਰ, ਪ੍ਰਸੋਨਲ

ਇਸ ਦਾ ਇੱਕ ਉਤਾਰਾ ਸਮੂਹ ਵਿਸ਼ੇਸ਼ ਮੁੱਖ ਸਕੱਤਰ, ਵਧੀਕ ਮੁੱਖ ਸਕੱਤਰ, ਵਿੱਤੀ ਕਮਿਸ਼ਨਰ, ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ ਅਤੇ ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰਾਂ ਨੂੰ ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ।

Haahat

ਉਪ ਸਕੱਤਰ, ਪ੍ਰਸੋਨਲ

ਸੇਵਾ ਵਿਖੇ

ਸਮੂਹ ਵਿਸ਼ੇਸ਼ ਮੁੱਖ ਸਕੱਤਰ, ਵਧੀਕ ਮੁੱਖ ਸਕੱਤਰ, ਵਿੱਤੀ ਕਮਿਸ਼ਨਰ,  
ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ ਅਤੇ ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ।

ਪਿ.ਅੰ.ਨੰ.: 1/2/2017-1ਪੀ.ਪੀ.1/1441161/5

ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ 15/3/19

ਪਿ.ਅੰ.ਨੰ.: 1/2/2017-1ਪੀ.ਪੀ.1/1441161/6-10

ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ 15/3/19

ਇਸ ਦਾ ਉਤਾਰਾ ਹੇਠ ਲਿਖਿਆ ਨੂੰ ਸੂਚਨਾ ਅਤੇ ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ:

- 1) ਵਧੀਕ ਡਾਇਰੈਕਟਰ, ਅੰਦਰੂਨੀ ਪੜਤਾਲ ਸੰਸਥਾ(ਮਾਲ), ਸੈਕਟਰ-22 ਡੀ, ਚੰਡੀਗੜ੍ਹ।
- 2) ਪ੍ਰੀਖਕ, ਸਥਾਨਕ ਫੰਡ ਲੇਖਾ, ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।
- 3) ਰਾਜ ਦੇ ਸਮੂਹ ਡਿਪਟੀ ਕੰਟਰੋਲਰ(ਵਿੱਤ ਤੇ ਲੇਖਾ), ਅੰਦਰੂਨੀ ਪੜਤਾਲ ਸੰਸਥਾ, ਪੰਜਾਬ।
- 4) ਸਕੱਤਰ/ ਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ, ਚੰਡੀਗੜ੍ਹ।
- 5) ਰਾਜ ਦੇ ਸਮੂਹ ਜਿਲ੍ਹਾ ਖਜਾਨਾ ਅਫਸਰਾਂ/ਖਜਾਨਾ ਅਫਸਰ

Haahat

ਉਪ ਸਕੱਤਰ, ਪ੍ਰਸੋਨਲ

**PART III**

**GOVERNMENT OF PUNJAB**

**DEPARTMENT OF PERSONNEL  
(PERSONNEL POLICIES-1 BRANCH)**

**NOTIFICATION**

The 11th February, 2019

**No. G.S.R.7/Const./Art.309/Amd.(6)/2019.**— In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules further to amend the Punjab State (Group-D) Service Rules, 1963, namely :-

**RULES**

1. (1) These rules may be called the Punjab State (Group-D) Service (Amendment) Rules, 2019.  
(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.
2. In the Punjab State (Group-D) Service Rules, 1963, in rule 8,-
  - (i) in sub-rule (1), in the proviso, the following clause shall be inserted, namely:-

"(d) The above condition of three years probation, shall apply in the case of direct appointment. If an appointment is made in any other manner than the direct appointment, in that case the said period of probation shall be one year."
  - (ii) in sub-rule (3), for the existing proviso, the following proviso shall be substituted, namely:-

"Provided that the total period of probation (including extension, if any), shall not exceed,-
    - (i) four years, if recruited by direct appointment; and
    - (ii) three years, if appointed otherwise."

**KARAN AVTAR SINGH,**

Chief Secretary to Government of Punjab.





# Punjab Government Gazette

## EXTRAORDINARY

*Published by Authority*

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CHANDIGARH, MONDAY, NOVEMBER 7, 2022

(KARTIKA 16, 1944 SAKA)

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### LEGISLATIVE SUPPLEMENT

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**PART III**

**GOVERNMENT OF PUNJAB**  
DEPARTMENT OF PERSONNEL  
(PERSONNEL POLICIES-1 BRANCH)

**NOTIFICATION**

The 4th November, 2022

**No. G.S.R.75/Const./Art.309/Amd.(7)/2022.-** In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules further to amend the Punjab State (Group-D) Service Rules, 1963, namely :-

**RULES**

1. (1) These rules may be called the Punjab State (Group-D) Service (First Amendment) Rules, 2022.  
  
(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.
  
2. In the Punjab State (Group-D) Service Rules, 1963, in rule 5, in clause (d), in the first proviso, for the words "Provided that", the following shall be substituted, namely :-

“Provided that no person shall be appointed to any post in any service by direct appointment unless he has passed a qualifying test of Punjabi Language equivalent to Middle standard with at least fifty per cent marks, to be conducted by the respective recruitment agencies in addition to competitive examination. The test of Punjabi Language shall be a mandatory qualifying test and failure to secure a minimum of fifty per cent marks in Punjabi Language will disqualify the candidate for being considered in the final merit list of candidates to be selected irrespective of their scores or marks in other papers of the respective exam:

Provided further that".

**VIJAY KUMAR JANJUA,**  
Chief Secretary to Government of Punjab.