

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

Subject:- Regarding Framing/Amendment of "Departmental Service Rules.

All the Administrative Departments (ADs) refer the matter of formulation/amendments in their respective Service Rules to the Department of Personnel. The recent restructuring of various Departments and the emphasis of the Govt. to fill up the vacant posts at the earliest has brought urgency to the finalization of the Service Rules in all ADs. It is seen that many times the proposal by the various ADs are incomplete or not in consonance with the Guidelines/Rules in this regard. Hence, it is felt that the requisite instructions dealing with the issue be compiled and circulated for the information and benefit of all the ADs.

2. Administrative Secretary/Head of Departments are thus requested to ensure that the proposal regarding framing/amendments of 'Service Rules' of the ADs is **complete in all respect and is in accordance with** the Letter No.6780-DSSII(2)-73, 5<sup>th</sup> November,1973 (Annexure-I), Letter No.9/23/91-4PPI/8259, dated 09.06.1994 (Annexure-II) and Letter No. 17/01/2021-4PPI/370, Dated 20.06.2022(Annexure-III).

3. Further, in order to assist the ADs in resolving their queries. The following **dedicated staff** has been deputed by the Department of Personnel :-


Sr. No.	Name, Designation & contact No.	email ID
1	Smt. Rajvinder Kaur, Superintendent, PP-1 Branch, Mob. No. 9914400197	pp1.branch.personnel@punjab.gov.in
2	Sh. Sandeep Kaushal, Senior Assistant, PP-1 Branch, Mob. No. 9417972285	pp1.branch.personnel@punjab.gov.in

A **time slot from 2.30 PM to 4.00 PM every Thursday** has been fixed wherein any Department can send their officials for discussion/clarification/assistance without any prior appointment.

4. The Department of Personnel has also compiled a list of **"FREQUENTLY COMMITTED MISTAKES"** by various ADs while sending their proposals. All ADs may pay special attention to them before sending their proposals to the Department of Personnel.(Annexure-IV)

5. You are also **requested to depute a Nodal Officer** for finalization of matters regarding to the 'Service Rules' of your department mentioning Name, Phone No., email ID of the Nodal Officer. A copy of the same may also be sent to the Department of Personnel.

I assure you that the Department of Personnel shall make all efforts to assist you in finalization of the Service Rules of your department at the earliest.

  
Under Secretary, Personnel

To

All Special Chief Secretaries,  
Additional Chief Secretaries,  
Financial Commissioner's/Principal Secretaries and  
Administrative Secretaries to the Government of Punjab.

I.D.No.17/01/2021-4PP1(PF)/ 722

Dated, Chandigarh the 15-12-2022

Copy of U.O. Circular letter No. 6786-DSSII(2)-73, dated the 5th November, 1973, from the Chief Secretary to Government, Punjab to all Administrative Secretaries to Government etc., etc.

**Subject:** Framing/Amendment of service rules for each class of service/posts under the Punjab Government—Revised Model Service Rules.

Will the Financial Commissioners and all the Administrative Secretaries to Government, Punjab, kindly refer to the subject noted above ?

2. The Model Service Rules, 1965 regulating the recruitment and the conditions of service of persons appointed to services and posts, except class IV, under the Punjab Government were circulated to all Administrative Departments in 1966 to serve as guiding principles for framing/amending the Service Rules in terms of Constitutional provisions. Taking note of the new factors which have taken place since 1966 and in appreciation of the latest law as enunciated by various courts, the Model Service Rules referred to above, have been revised in consultation with the Law Department. A copy of the revised Model Service Rules, is enclosed.

3. It need not be emphasised that the Model Service Rules should invariably be adopted for purposes of framing various service rules by the departments except with such variations as may be called for in view of the nature, peculiarities and the special requirements of the service concerned. This would ensure a uniform approach in service matters and avoid infirmities in various rules as



Model Service Rules reflect uniform policy of Government on various aspects of services. Further the procedure laid down,—vide U.O. circular letter No. 6029-GS-60, dated 21st June, 1960, the essential parts of which are reproduced below for facility of reference, needs to be followed meticulously while processing the cases of framing/amending the service rules at various levels :—

- (1) After the Service Rules have been drafted by a Department, the draft should be sent for comments to Finance Department, Chief Secretary (in Services II Branch) and the Public Service Commission simultaneously. The Finance Department will consult the Accountant-General, Punjab as and when considered necessary.
- (2) The authorities mentioned above shall return the draft rules with their comments within a period of twenty-one days from the date of receipt unless this period is extended to a definite number of days in view of the complicated and extensive nature of rules. If comments are not furnished within the prescribed period referred to, it may be presumed that the organization concerned does not have any comments to offer.
- (3) On the receipt of comments the Administrative Department instead of referring back the points of difference, if any, to the authorities concerned, shall make up its mind as to how to resolve these differences and send proposals in the form of a draft rules to the Legal Remembrancer to Government, Punjab, for necessary vetting.
- (4) After Legal Remembrancer has vetted draft rules as stated above the Administrative Secretary concerned should put up the proposal along with the final vetted draft rules to the Council of Ministers for their approval in terms of item 2 of Schedule to Rules 5 and 11 of the Rules of Business of Government of Punjab and while doing so he shall point out with reasons in



brief, in a tabular statement where the proposals of the A.D., run counter to the advice received from various authorities referred to above.

- (5) After the draft rules have been approved by the Council of Ministers, these shall be notified in the Government Gazette. Ten copies of the rules/amendments when printed shall be supplied to Chief Secretary (in Services II Branch) for record.

4. It is also brought to their notice that despite repeated instructions to the Departments in regard to early revision of old rules and finalisation of new in respect of all such services/posts, as are not presently covered by any rules, the progress made in this regard has not been satisfactory. It is, therefore, requested that necessary instructions may be issued to the departments under their control (under intimation to Services II Department) to finalise the framing of service rules for each class of service/posts without any further delay. Progress in this behalf may kindly be watched by maintaining a liaison at the Secretariat/Administrative Department level.

5. The receipt of this letter may please be acknowledged.

**MODEL SERVICE RULES, 1973 REFLECTING  
GENERAL POLICY OF GOVERNMENT**

(name)

Department

Notification

The

19

No. GSR/Const./Art. 309, 187, 234/19.—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Punjab is pleased to make the following rules regulating the recruitment, and the conditions of service of persons appointed to \_\_\_\_\_(name of the Service), namely :—

1. (1) These rules may be called the \_\_\_\_\_  
\_\_\_\_\_ (name of Service) Rules, 197 .

Short title,  
comment  
and  
application.



(2) These shall come into force at once.

(3) These shall apply to all the posts specified in Appendix "A" to these rules.

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

\*(a) 'Board' means the Subordinate Services Selection Board, Punjab;

\*(b) 'Commission' means the Punjab Public Service Commission;

(\*To be retained according to requirement of the Service).

(c) 'direct appointment' means an appointment made otherwise than by promotion or by transfer of a person already in the service of Government of India or of a State Government;

(d) 'Government' means the Government of the State of Punjab in the \_\_\_\_\_ (name) Department;

(e) 'Service' means the (name of the Service).

(2) Words and expressions used in these rules but not defined shall have the meaning assigned to them in the Punjab General Clauses Act, 1898.

3. The Service shall comprise the posts shown in Appendix 'A' to these rules :

Number and  
Character  
of posts.

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



Nationality,  
domicile and  
character of  
candidates  
appointed in  
Service.

4. (1) No candidate shall be appointed to the Service unless he is—

- (a) a citizen of India; or
- (b) a citizen of Nepal; or
- (c) a subject of Bhutan; or
- (d) a Tibetan refugee who came over to India before the 1st January, 1962 with the intention of permanently settling in India; or
- (e) a person of Indian origin who has migrated from Pakistan, Burma, Shri Lanka and East African countries of Kenya, Uganda and the United Republic of Tanzania (formerly Tanganyika and Zanzibar) with the intention of permanently settling in India:

Provided that a candidate belonging to categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

(2) A candidate in whose case, a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or the Board or other recruiting authority of the Government and he may also provisionally be appointed subject to the necessary certificate being given to him by the Government of India.

(3) No person shall be recruited to any Service by direct appointment, unless he produces a certificate of character from the principal academic officer of the university, college, school, or institution last attended, if any; and similar certificates from two responsible



persons, not being his relatives who are well-acquainted with him in his private life and are unconnected with his university, college, school or institution.

5. No person—

- (a) who has entered into or contracted a marriage with a person having a spouse living, or
- (b) who having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the service:

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

6. (1) No person shall be recruited to the Service <sup>Age.</sup> by direct appointment if he is less than seventeen years old or is more than twenty-seven years of age on the date of ~~of~~ or unless he is within such range of minimum and maximum age as may be specifically fixed by Government from time to time :

Provided that the condition of upper age limit may be relaxed up to 45 years in the case of a person already in employment of the Punjab Government, other State Governments, or the Government of India:

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

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

(2) In the case of Demobilized Armed Forces Personnel, the upper age-limit shall be such as has been prescribed in the (name of the rule) Rules.



Appointing  
Authority.

7. The appointment to the Service shall be made by \_\_\_\_\_ (Authority to be indicated in respect of each post or Service, as the case may be).

Method of  
Appointment

8. Appointment to the Service shall be made in the following manner, namely :—

- (i) \_\_\_\_\_ per cent by direct recruitment;
- (ii) \_\_\_\_\_ per cent by promotion from amongst \_\_\_\_\_;
- (iii) by transfer if a suitable candidate is not available by the afore-mentioned two methods.

Probation  
of persons  
appointed to  
service.

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

Provided that—

- (a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;
  - (b) in the case of an appointment by transfer, any period of work in equivalent or higher rank, prior to appointment to the Service may, in the discretion of the appointing authority, be allowed to count towards the period of probation; and
  - (c) any period of officiating appointment to the Service shall be reckoned as period spent on probation, but no person who has so officiated shall, on the completion of the prescribed period of probation, be entitled to be confirmed, unless he is appointed against a permanent vacancy.
- (2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory, it may—
- (a) if such person is recruited by direct appointment, dispense with his services, or revert him



to a post on which he held lien prior to his appointment to the Service by direct appointment; and

- (b) if such person is recruited otherwise,
  - (i) revert him to his former post; or
  - (ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.

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

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

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

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

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

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

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

- (ii) extend his period of probation and thereafter pass such orders as it could 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.

10. The seniority *inter-se* of members of the Service shall be determined by the length of continuous service on a post in the Service : Seniority of members of Service.



Provided that where there are different cadres in a Service the seniority shall be determined separately for each cadre;

Provided further that in the case of members recruited by direct appointment, the order of merit determined by the Commission, the Board or other recruiting authority, as the case may be, shall not be disturbed in fixing the seniority:

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

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

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



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

Liability of members of Service to transfer.

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

Liability to serve.

13. In respect of pay, leave, pension and all other matters not expressly provided for in these rules, the members of the Service shall be governed by such rules and regulations as may have been or may hereafter be adopted or made by the competent authority under the Constitution of India or under any law for the time being in force made by the State Legislature and the rules made thereunder.

Leave, pension and other matters.

14. (I) In the matter of discipline, punishment and appeals, members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970 as amended from time to time.

Discipline, Penalties and appeals.

(II) The authority, empowered to impose penalties under the Punjab Civil Services (Punishment and Appeal) Rules, 1970 and the appellate authority thereunder in respect of the members of the Service shall be as specified in appendix 'B' to these rules.

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

Liability for vaccination and re-vaccination.

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

Oath of allegiance.

17. 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.

Powers to relax.



Appeal and  
Saving.

18. (Name of the rules to be repealed) are hereby repealed :

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

19. If any question arises as to the interpretation of the rules, the Chief Secretary shall decide the same.

Secretary to Government,  
Punjab,  
.....Department.

(Revised Model Service Rules, 1973)

APPENDIX 'A'

(See rule 3)

Serial No.	Designation of the post	Number of posts			Scale of Pay
		Permanent	Temporary	Total	
1	2	3	4	5	6



(Revised Modern Service Rules, 1973)

## APPENDIX 'B'

(See rule 14)

Serial No.	Designation of the official	Nature of *penalty/or @ order	Authority empowered to impose penalty or pass order	Appellate Authority
1	2	3	4	5

\*in terms of  
Rule 5 of  
Punishment &  
Appeal Rules, 1970.

@in terms of Rule 15  
of Punishment &  
Appeal Rules, 1970.



ਗਸਤੀ ਪੱਤਰ ਨੰ: 9/23/91-4ਪੀਪੀ/8259, ਮਿਤੀ 9 ਜੂਨ, 1994 ਵੱਲੋਂ ਪ੍ਰਸ਼ੋਲ ਅਤੇ ਸੁਧਾਰ ਵਿਭਾਗ ਵੱਲ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀ ਆਦਿ।

ਵਿਸ਼ਾ: ਪੰਜਾਬ ਸਿਵਲ ਸੇਵਾਵਾਂ (ਆਮ ਅਤੇ ਸਾਂਝੀਆਂ ਸੇਵਾ ਸ਼ਰਤਾਂ) ਨਿਯਮ, 1994 ਦੀ ਬਣਤਰ ਬਾਰੇ।

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਆਪ ਨੂੰ ਸੰਬੰਧਨ ਅਤੇ ਕਹਿਣ ਦੀ ਸੇਫ਼ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਪੰਜਾਬ ਸਰਕਾਰ ਅਧੀਨ ਸੇਵਾਵਾਂ ਅਤੇ ਅਸਾਮੀਆਂ, ਦਰਜਾ-4 ਨੂੰ ਛੱਡ ਕੇ, ਵਿਰੁਧ ਨਿਯੁਕਤ ਹੋਏ ਵਿਅਕਤੀਆਂ ਦੀ ਭਰਤੀ ਅਤੇ ਸੇਵਾ ਸ਼ਰਤਾਂ ਨੂੰ ਨਿਯਮਤ ਕਰਨ ਲਈ ਮਾਡਲ ਸੇਵਾ ਨਿਯਮ, 1973, ਮਾਰਗ ਦਰਸ਼ਕ ਲੀਹਾਂ ਦੇ ਤੌਰ ਤੇ ਸਾਰੇ ਪ੍ਰਬੰਧਕੀ ਵਿਭਾਗਾਂ ਨੂੰ ਸੰਵਿਧਾਨਿਕ ਉਪਬੰਧਾਂ ਅਨੁਸਾਰ ਸੇਵਾ ਨਿਯਮ ਬਨਾਉਣ/ਸੋਧ ਕਰਨ ਲਈ ਗਸਤੀ ਪੱਤਰ ਨੰ: 6780-ਡੀ.ਐਸ.ਐਸ.-11(2)-73, ਮਿਤੀ 5 ਨਵੰਬਰ, 1973 ਦੁਆਰਾ ਸਰਕੂਲੇਟ ਕੀਤੇ ਗਏ ਸਨ। ਇਹ ਵੀ ਤਾਕੀਦ ਕੀਤੀ ਗਈ ਸੀ ਕਿ ਮਾਡਲ ਸੇਵਾ ਨਿਯਮਾਂ ਨੂੰ ਵਿਭਾਗਾਂ ਵਲੋਂ ਭਿੰਨ-ਭਿੰਨ ਸੇਵਾ ਨਿਯਮ ਬਨਾਉਣ ਦੇ ਮੰਤਵ ਲਈ ਇੰਨ-ਬਿੰਨ ਅਪਣਾਇਆ ਜਾਵੇ, ਜਵਾਬੇ ਉਥੇ ਜਿਥੇ ਕਿਤੇ ਸਬੰਧਤ ਸੇਵਾ ਦੀ ਪ੍ਰਕਿਰਤੀ, ਵਿਸ਼ੇਸ਼ਤਾਵਾਂ ਅਤੇ ਉਸ ਦੀਆਂ ਖਾਸ ਲੋੜਾਂ ਦੇ ਸਨਮੁੱਖ ਕਿਸੇ ਤਬਦੀਲੀ ਦੀ ਲੋੜ ਹੋਵੇ। ਛੇਤੀ ਤੋਂ ਛੇਤੀ ਸੇਵਾ ਨਿਯਮਾਂ ਨੂੰ ਬਨਾਉਣ ਜਾਂ ਸੋਧਣ ਲਈ

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ਸਰਕਾਰ ਵੱਲੋਂ ਵਿਭਾਗਾਂ ਨੂੰ ਸਮੇਂ ਸਮੇਂ ਤੇ ਹਦਾਇਤਾਂ ਕੀਤੀਆਂ ਜਾਂਦੀਆਂ ਰਹੀਆਂ ਹਨ, ਪ੍ਰੰਤੂ ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ ਦੇ ਬਾਵਜੂਦ ਪ੍ਰਗਤੀ ਧੀਮੀ ਰਹੀ ਹੈ।

2. ਤੀਜੇ ਪੰਜਾਬ ਤਨਖਾਹ ਕਮਿਸ਼ਨ ਨੇ ਇਸ ਬਾਰੇ ਹੇਠ ਅਨੁਸਾਰ ਸਿਫਾਰਸ਼ਾਂ ਕੀਤੀਆਂ ਸਨ :-

"It may be advisable to notify the general set of rules regarding all common matters excluding qualifications and method of recruitment etc. covering all the services under the State Government. These general rules may have over-riding application. The departments would then need only to notify the annexures relating to qualifications, method of recruitment and punishing authorities. This procedure will ensure uniformity besides being expeditious."

ਉਪਰੋਕਤ ਸਥਿਤੀ ਨੂੰ ਮੁੱਖ ਰੱਖਦਿਆਂ ਇਹ ਵਿਭਾਗ ਆਮ ਸੇਵਾ ਨਿਯਮ ਬਨਾਉਣ ਬਾਰੇ ਵਿਚਾਰ ਕਰਦਾ ਰਿਹਾ ਹੈ, ਜਿਨ੍ਹਾਂ ਵਿਚ ਮਾਡਲ ਸੇਵਾ ਨਿਯਮ, 1973, ਵਿਚ ਸ਼ਾਮਲ ਸੇਵਾ ਦੀਆਂ ਸਾਂਝੀਆਂ ਸ਼ਰਤਾਂ ਨੂੰ ਅਤੇ ਸਰਕਾਰ ਵੱਲੋਂ ਸਮੇਂ ਸਮੇਂ ਜਾਰੀ ਕੀਤੀਆਂ ਹਦਾਇਤਾਂ/ਨੋਟੀਫਿਕੇਸ਼ਨਾਂ ਵਿਚ ਉਮਰ, ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦਾ ਗਿਆਨ, ਕਲਰਕ, ਸਟੈਨੋ-ਟਾਈਪਿਸਟ ਗ੍ਰੇਡ-2, ਜੂਨੀਅਰ ਸਕੇਲ ਸਟੈਨੋਗ੍ਰਾਫਰ ਗ੍ਰੇਡ-2 (ਨੋਟੀਫਿਕੇਸ਼ਨ ਨੰ: 2/29/90-ਵਿ.ਪੁ.-1/5254, ਮਿਤੀ 15 ਜੂਨ, 1990) ਦੀਆਂ ਅਸਾਮੀਆਂ ਵਿਰੁਧ ਸਿੱਧੀ ਭਰਤੀ ਲਈ ਮਿਥੀਆਂ ਵਿਚਿਅਕ ਅਤੇ ਦੁਜੀਆਂ ਯੋਜਤਾਵਾਂ, ਠਵੀਂ ਵਿੱਧੀ ਅਧੀਨ ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਪੱਕਾ ਕਰਨ ਅਤੇ ਵਿਭਾਗੀ ਪ੍ਰੀਖਿਆ ਆਦਿ ਦੀਆਂ ਸ਼ਰਤਾਂ ਨੂੰ ਵੀ ਸ਼ਾਮਲ ਕੀਤਾ ਗਿਆ ਹੋਵੇ। ਪੰਜਾਬ ਲੋਕ ਸੇਵਾ ਕਮਿਸ਼ਨ, ਵਿੱਤ ਵਿਭਾਗ ਦੀ ਸਲਾਹ ਨਾਲ ਇਸ ਵਿਭਾਗ ਵੱਲੋਂ ਮਾਮਲੇ ਨੂੰ ਪੂਰੀ ਤਰ੍ਹਾਂ ਵਿਚਾਰਨ ਉਪਰੰਤ ਪੰਜਾਬ ਸਿਵਲ ਸੇਵਾਵਾਂ (ਆਮ ਅਤੇ ਸਾਂਝੀਆਂ ਸੇਵਾ ਸ਼ਰਤਾਂ) ਨਿਯਮ, 1994, ਨੂੰ ਨੋਟੀਫਿਕੇਸ਼ਨ ਨੰਬਰ ਜੀ.ਐਸ.ਆਯੂ.-33/ਕੰਨਸਟ/ਆਰਟ-309/94, ਮਿਤੀ 4 ਮਈ, 1994 ਦੁਆਰਾ ਜਾਰੀ ਕੀਤਾ ਗਿਆ ਹੈ। ਜੇ ਕਿ ਪੰਜਾਬ ਸਰਕਾਰ ਦੀ ਬਜਟ ਮਿਤੀ 13 ਮਈ, 1994 ਵਿਚ ਪ੍ਰਕਾਸ਼ਤ ਕੀਤੇ ਗਏ ਹਨ। ਇਨ੍ਹਾਂ ਨਿਯਮਾਂ ਦੀ ਇਕ ਕਾਪੀ ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ ਲਈ ਨਾਲ ਠੇਕੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ। ਵਿਸ਼ੇਸ਼ ਏਲਚੀ ਗਾਰੀ ਉਚਿਤ ਮੰਗ ਪੱਤਰ ਗਾਰੀ ਇਸ ਵਿਭਾਗ (ਕਮਰਾ ਨੰ: 19, ਮੰਜਿਲ 6, ਪੰਜਾਬ ਸਿਵਲ ਸਕੱਤਰੇਤ, ਚੰਡੀਗੜ੍ਹ) ਤੋਂ ਵਾਧੂ ਕਾਪੀਆਂ ਪ੍ਰਾਪਤ ਕੀਤੀਆਂ ਜਾ ਸਕਦੀਆਂ ਹਨ। ਇਹ ਨਿਯਮ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਮਾਮਲਿਆਂ ਨਾਲ ਸਬੰਧਤ ਸਾਰੀਆਂ ਦਰਜਾ-1, ਦਰਜਾ-2 ਅਤੇ ਦਰਜਾ-3 ਅਸਾਮੀਆਂ ਤੇ ਲਗੂ ਹਨ। ਦਰਜਾ-4 ਸੇਵਾਵਾਂ ਦੇ ਕੇਸ ਵਿਚ ਪੰਜਾਬ ਰਾਜ (ਦਰਜਾ-4) ਸੇਵਾ ਨਿਯਮ, 1963 ਲਗੂ ਹਨ। ਪੰਜਾਬ ਸਿਵਲ ਸੇਵਾਵਾਂ (ਆਮ ਅਤੇ ਸਾਂਝੀਆਂ ਸੇਵਾ ਸ਼ਰਤਾਂ) ਨਿਯਮ, 1994 ਦੇ ਨਿਯਮ 20 ਅਧੀਨ ਇਨ੍ਹਾਂ ਨਿਯਮਾਂ ਦੇ ਉਪਬੰਧਾਂ ਦਾ ਪੰਜਾਬ ਰਾਜ ਦੇ ਮਾਮਲਿਆਂ ਨਾਲ ਸਬੰਧਤ ਸੇਵਾਵਾਂ ਅਤੇ ਅਸਾਮੀਆਂ (ਦਰਜਾ-1, ਦਰਜਾ-2 ਅਤੇ ਦਰਜਾ-3 ਅਸਾਮੀਆਂ) ਤੇ ਨਿਯੁਕਤੀ



ਲਈ ਭਰਤੀ ਅਤੇ ਸੇਵਾ ਦੀਆਂ ਸ਼ਰਤਾਂ ਨਿਯਮਤ ਕਰਨ ਲਈ ਲਾਗੂ ਨਿਯਮਾਂ ਵਿਚ ਵਿਰੋਧੀ ਉਪਬੰਧ ਹੋਣ ਦੇ ਬਾਵਜੂਦ ਪ੍ਰਭਾਵ ਹੋਵੇਗਾ। ਦੂਸਰੇ ਸ਼ਬਦਾਂ ਵਿਚ, ਇਨ੍ਹਾਂ ਨਿਯਮਾਂ ਦੀ ਉਦਰ-ਗਾਈਡਿੰਗ ਐਪਲੀਕੇਸ਼ਨ ਹੋਵੇਗੀ। ਇਨ੍ਹਾਂ ਨਿਯਮਾਂ ਦੇ ਨਿਯਮ 15, 16, 18 ਨੂੰ ਛੱਡ ਕੇ ਬਾਕੀ ਸਾਰੇ ਨਿਯਮ, ਮਾਡਲ ਸੇਵਾ-ਨਿਯਮ, 1973 ਦੇ ਅਧਾਰਤ ਹਨ। ਨਿਯਮ 15 ਅਤੇ 16 ਰਾਜ ਸਰਕਾਰ ਦੇ ਸਾਰੇ ਵਿਭਾਗਾਂ ਵਿਚ ਕਲਰਕ/ਸਟੈਨੋਟਾਈਪਿਸਟਾਂ ਗ੍ਰੇਡ-2/ਜੂਨੀਅਰ ਸਕੇਲ ਸਟੈਨੋਗਰਾਫਰਾਂ ਗ੍ਰੇਡ-2 ਦੀਆਂ ਅਸਾਮੀਆਂ ਦੀ ਨਿਯੁਕਤੀ ਲਈ ਘਟੇ-ਘੱਟ ਵਿਦਿਅਕ ਅਤੇ ਹੋਰ ਯੋਗਤਾਵਾਂ ਨਿਰਧਾਰਤ ਕਰਦੇ ਹਨ। ਨਿਯਮ 18, ਅਜਿਹੇ ਕਰਮਚਾਰੀ ਨੂੰ ਜੋ ਪਦ ਉਨਤੀ ਪ੍ਰਵਾਨ ਕਰਨ ਤੋਂ ਇਨਕਾਰ ਕਰਦਾ ਹੈ, ਭਵਿੱਖ ਵਿਚ ਮਿਥੇ ਸਮੇਂ ਲਈ ਪਦ ਉਨਤੀ ਲਈ ਵਿਚਾਰਨ ਤੋਂ ਵਾਂਝਿਆਂ ਕਰਨ ਨਾਲ ਸਬੰਧਤ ਹੈ। ਅਜਿਹੇ ਮਾਮਲਿਆਂ ਨੂੰ ਨਜਿਠਦੇ ਸਮੇਂ ਇਨ੍ਹਾਂ ਵਿਸ਼ੇਸ਼ ਨਿਯਮਾਂ ਨੂੰ ਧਿਆਨ ਵਿਚ ਰੱਖਿਆ ਜਾਵੇ। ਇਹ ਵੀ ਧਿਆਨ ਰੱਖਿਆ ਜਾਵੇ ਕਿ ਇਨ੍ਹਾਂ ਨਿਯਮਾਂ ਦੇ ਨਿਯਮ 18 ਅਧੀਨ ਕਲਰਕ/ਸਟੈਨੋਟਾਈਪਿਸਟ ਗ੍ਰੇਡ-2 ਅਤੇ ਜੂਨੀਅਰ ਸਕੇਲ ਸਟੈਨੋਗਰਾਫਰ ਗ੍ਰੇਡ-2 ਦੀਆਂ ਅਸਾਮੀਆਂ ਤੇ ਨਿਯੁਕਤੀ ਲਈ ਮਿਥੀਆਂ ਵਿਦਿਅਕ ਅਤੇ ਹੋਰ ਯੋਗਤਾਵਾਂ ਵਿਚ ਢਿੱਲ ਦੇਣੀ ਸੰਭਵ ਨਹੀਂ ਹੈ। ਇਸ ਲਈ ਢਿੱਲ ਦੇਣ ਬਾਰੇ ਕੋਈ ਕੇਸ ਇਸ ਵਿਭਾਗ ਨੂੰ ਨਾ ਭੇਜਿਆ ਜਾਵੇ।

4. ਉਕਤ ਨਿਯਮਾਂ ਦੇ ਨਿਯਮ 6 ਵਿਚ ਇਹ ਉਪਬੰਧ ਹੈ ਕਿ ਇਨ੍ਹਾਂ ਨਿਯਮਾਂ ਦੇ ਉਪਬੰਧਾਂ ਦੀ ਬਰਤ ਅਧੀਨ ਅਸਾਮੀਆਂ ਦੀ ਗਿਣਤੀ ਅਤੇ ਰੁਪ, ਸੇਵਾ ਦੀਆਂ ਅਸਾਮੀਆਂ ਤੇ ਨਿਯੁਕਤੀ ਲਈ ਭਰਤੀ ਦਾ ਤਰੀਕਾ, ਵਿਦਿਅਕ ਯੋਗਤਾਵਾਂ ਅਤੇ ਤਜਰਬਾ, ਅਤੇ ਵਿਭਾਗੀ ਪ੍ਰੀਖਿਆ, ਜੇਕਰ ਕੋਈ ਹੋਵੇ, ਅਜਿਹੇ ਹੋਣਗੇ ਜਿਹੜੇ ਕਿ ਉਸ ਸੇਵਾ ਲਈ ਬਣਾਏ ਸੇਵਾ ਨਿਯਮਾਂ ਵਿਚ ਮਿਥੇ ਹੋਣਗੇ। ਇਸ ਲਈ ਉਕਤ ਨਿਯਮਾਂ ਦੇ ਇਸ ਉਪਬੰਧ ਅਨੁਸਾਰ ਅਸਾਮੀਆਂ ਦੀ ਗਿਣਤੀ ਅਤੇ ਰੁਪ, ਨਿਯੁਕਤੀ ਅਧਿਕਾਰੀ, ਭਰਤੀ ਦਾ ਤਰੀਕਾ, ਨਿਯੁਕਤੀ ਲਈ ਵਿਦਿਅਕ ਯੋਗਤਾਵਾਂ ਅਤੇ ਤਜਰਬਾ, ਵਿਭਾਗੀ ਪ੍ਰੀਖਿਆ, ਜੇਕਰ ਕੋਈ ਹੋਵੇ, ਅਤੇ ਦੰਡ ਅਤੇ ਅਪੀਲ ਅਧਿਕਾਰੀਆਂ ਸਬੰਧੀ ਨਿਯਮ, ਸਬੰਧਤ ਪ੍ਰਬੰਧਕੀ ਵਿਭਾਗਾਂ ਵਲੋਂ ਆਪਣੇ ਅਧੀਨ ਆਉਂਦੀਆਂ ਅਸਾਮੀਆਂ ਬਾਰੇ ਭਾਰਤ ਦੇ ਸੰਵਿਧਾਨ ਦੇ ਅਨੁਛੇਦ 309 ਅਧੀਨ ਇਸ ਵਿਭਾਗ ਦੀ ਸੂਚਨਾ ਅਧੀਨ ਤੁਰੰਤ ਬਣਾਏ ਜਾਣ, ਜਿਥੇ ਕਿ ਅਜੇ ਤੱਕ ਵੀ ਇਹ ਨਹੀਂ ਬਣਾਏ ਗਏ ਹਨ। ਇਸ ਬਾਰੇ ਪ੍ਰਗਤੀ ਰਿਪੋਰਟ ਹਰ ਮਹੀਨੇ ਦੀ 7 ਤਾਰੀਖ ਤੀਕ ਇਸ ਵਿਭਾਗ ਨੂੰ ਭੇਜੀ ਜਾਇਆ ਕਰੇ।

ਇਸ ਗਸ਼ਤੀ ਪੱਤਰ ਦੀ ਪਹੁੰਚ ਰਸੀਦ ਭੇਜੀ ਜਾਵੇ।



ਪੰਜਾਬ ਸਰਕਾਰ  
ਪ੍ਰਸੈਨਲ ਵਿਭਾਗ  
(ਪ੍ਰਸੈਨਲ ਪਾਲਿਸੀਜ਼-1 ਸ਼ਾਖਾ)

ਸੇਵਾ ਵਿਖੇ,

1. ਵਿਸ਼ੇਸ਼ ਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ,  
ਸਹਿਕਾਰਤਾ ਵਿਭਾਗ।
2. ਵਧੀਕ ਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ,  
ਖੇਤੀਬਾੜੀ ਤੇ ਕਿਸਾਨ ਭਲਾਈ ਵਿਭਾਗ।
3. ਵਧੀਕ ਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ,  
ਪਸ਼ੂ ਪਾਲਣ, ਮੱਛੀ ਪਾਲਣ ਅਤੇ ਡੇਅਰੀ ਵਿਕਾਸ ਵਿਭਾਗ।
4. ਵਧੀਕ ਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ,  
ਆਬਕਾਰੀ ਤੇ ਕਰ ਵਿਭਾਗ।
5. ਵਧੀਕ ਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ,  
ਵਣ ਤੇ ਜੰਗਲੀ ਜੀਵ ਸੁਰੱਖਿਆ ਵਿਭਾਗ।
6. ਵਧੀਕ ਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ,  
ਵਿੱਤ ਵਿਭਾਗ।
7. ਵਿੱਤੀ ਕਮਿਸ਼ਨਰ, ਪੰਜਾਬ ਸਰਕਾਰ,  
ਮਾਲ ਵਿਭਾਗ।
8. ਵਧੀਕ ਮੁੱਖ ਸਕੱਤਰ-ਕਮ ਵਿੱਤੀ ਕਮਿਸ਼ਨਰ ਪੰਜਾਬ ਸਰਕਾਰ,  
ਪੇਂਡੂ ਵਿਕਾਸ ਤੇ ਪੰਚਾਇਤ ਵਿਭਾਗ।
9. ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ,  
ਖੁਰਾਕ ਸਿਵਲ ਸਪਲਾਈ ਤੇ ਖਪਤਕਾਰ ਮਾਮਲੇ ਵਿਭਾਗ।
10. ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ,  
ਸਿਰਤ ਤੇ ਪਰਿਵਾਰ ਭਲਾਈ ਵਿਭਾਗ।
11. ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ,  
ਉਚੇਰੀ ਸਿੱਖਿਆ ਵਿਭਾਗ।
12. ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ,  
ਮਕਾਨ ਉਸਾਰੀ ਤੇ ਸ਼ਹਿਰੀ ਵਿਕਾਸ ਵਿਭਾਗ।
13. ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ,  
ਗ੍ਰਹਿ ਮਾਮਲੇ ਅਤੇ ਨਿਆਂ ਵਿਭਾਗ।
14. ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ,  
ਸਥਾਨਕ ਸਰਕਾਰ ਵਿਭਾਗ।
15. ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ,  
ਮੈਡੀਕਲ ਸਿੱਖਿਆ ਅਤੇ ਖੋਜ ਵਿਭਾਗ।
16. ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ,  
ਉਰਜਾ ਵਿਭਾਗ।
17. ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ,  
ਜੇਲ੍ਹਾਂ ਵਿਭਾਗ।
18. ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ,  
ਸਕੂਲ ਸਿੱਖਿਆ ਵਿਭਾਗ।
19. ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ,  
ਸਮਾਜਿਕ ਸੁਰੱਖਿਆ, ਇਸਤਰੀ ਤੇ ਬਾਲ ਵਿਕਾਸ ਵਿਭਾਗ।
20. ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ,  
ਸਮਾਜਿਕ ਨਿਆਂ ਅਧਿਕਾਰਤਾ ਤੇ ਘੱਟ ਗਿਣਤੀ ਵਿਭਾਗ।

- 21. ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ,  
ਤਕਨੀਕੀ ਸਿੱਖਿਆ ਤੇ ਉਦਯੋਗਿਕ ਸਿਖਲਾਈ ਵਿਭਾਗ।
  - 22. ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ,  
ਜਲ ਸਰੋਤ ਵਿਭਾਗ।
  - 23. ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ,  
ਜਲ ਸਪਲਾਈ ਤੇ ਸੈਨੀਟੇਸ਼ਨ ਵਿਭਾਗ।
  - 24. ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ,  
ਸਾਇੰਸ ਤਕਨਾਲੋਜੀ ਤੇ ਵਾਤਵਰਨ ਵਿਭਾਗ।
- ਮੀਮੋ ਨੰ: 17/01/2021-4ਪੀ.ਪੀ.1/ 370  
ਮਿਤੀ,ਚੰਡੀਗੜ੍ਹ: 20/06/2022

ਵਿਸ਼ਾ:- ਰੀ-ਸਟਰਕਚਰਿੰਗ ਉਪਰੰਤ ਵਿਭਾਗੀ ਨਿਯਮਾਂ ਦੀ ਬਣਤਰ/ਸੋਧ ਕਰਨ ਸਬੰਧੀ।

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਦੇ ਸਬੰਧ ਵਿੱਚ।

2. ਵਿਸ਼ਾ ਅੰਕਿਤ ਮਾਮਲੇ ਸਬੰਧੀ ਰਾਜ ਵਿੱਚ ਆਰੰਭੀ ਗਈ ਭਰਤੀ ਪ੍ਰੀਕ੍ਰਿਆ ਵਿੱਚ ਗਰੁੱਪ-ਏ, ਗਰੁੱਪ-ਬੀ ਅਤੇ ਗਰੁੱਪ-ਸੀ ਦੀਆਂ ਆਸਾਮੀਆਂ ਦੀ ਭਰਤੀ ਕੀਤੀ ਜਾਣੀ ਹੈ ਜਿਸ ਲਈ ਵਿਭਾਗੀ ਨਿਯਮਾਂ ਦੀ ਬਣਤਰ/ਸੋਧ ਕਰਨਾ ਅਤਿ ਜਰੂਰੀ ਹੈ। ਵੱਖ-ਵੱਖ ਪ੍ਰਬੰਧਕੀ ਵਿਭਾਗਾਂ ਵਲੋਂ ਉਨ੍ਹਾਂ ਦੇ ਵਿਭਾਗੀ ਨਿਯਮਾਂ ਦੀ ਬਣਤਰ/ਸੋਧ ਕਰਨ ਲਈ ਤੇਜੀ ਲਿਆਉਣ ਲਈ ਪ੍ਰਸ਼ੇਨਲ ਵਿਭਾਗ ਵਲੋਂ ਹੇਠ ਦਰਸਾਈ ਮੀਟਿੰਗ ਸੂਚੀ ਅਨੁਸਾਰ ਉਪ ਸਕੱਤਰ, ਪ੍ਰਸ਼ੇਨਲ ਜੀ ਦੀ ਪ੍ਰਧਾਨਗੀ ਹੇਠ ਕਾਨਫਰੰਸ ਰੂਮ, ਕਮਰਾ ਨੰ: 17, ਛੇਵੀਂ ਮੰਜਿਲ, ਪੰਜਾਬ ਸਿਵਲ ਸਕੱਤਰੇਤ-1 ਵਿਖੇ ਮੀਟਿੰਗਾਂ ਕਰਨਾ ਨਿਸ਼ਚਿਤ ਕੀਤਾ ਗਿਆ ਹੈ ਤਾਂ ਜੋ ਵੱਖ-ਵੱਖ ਵਿਭਾਗਾਂ ਵਲੋਂ ਪਹਿਲਾਂ ਭੇਜਿਆਂ ਗਈਆਂ ਤਜਵੀਜਾਂ ਤੇ ਪ੍ਰਸ਼ੇਨਲ ਵਿਭਾਗ ਵਲੋਂ ਵੀ ਵਿਭਾਗੀ ਨਿਯਮਾਂ ਦੀ ਬਣਤਰ/ਸੋਧ ਸਬੰਧੀ ਪ੍ਰਵਾਨਗੀ ਦੇਣ ਸਬੰਧੀ ਕਾਰਵਾਈ ਸਮੇਂ-ਸਿਰ ਮੁਕੰਮਲ ਕੀਤੀ ਜਾ ਸਕੇ:-

ਮਿਤੀ	ਸਮਾਂ	ਸਥਾਨ	ਮਿਤੀ/ ਵਿਭਾਗਾਂ ਦੀ ਸੂਚੀ ਜਿਨ੍ਹਾਂ ਵਲੋਂ ਨਿਯਮਾਂ ਦੀ ਬਣਤਰ/ਸੋਧ ਸਬੰਧੀ ਮੀਟਿੰਗ ਕੀਤੀ ਜਾਣੀ ਹੈ।
21.06.2022	ਸਵੇਰੇ 9.30 ਵਜੇ ਤੋਂ ਬਾ.ਦੁ. 1.30 ਵਜੇ ਤੱਕ	ਕਮੇਟੀ ਰੂਮ ਪੰਜਾਬ ਸਿਵਲ ਸਕੱਤਰੇਤ-1	ਸੂਚੀ ਵਿੱਚ ਦਰਸਾਏ ਲੜੀ ਨੰ: 1 ਤੋਂ 5 ਤੱਕ ਵਿਭਾਗ
22.06.2022	-ਉਹੀ-	ਕਮੇਟੀ ਰੂਮ ਪੰਜਾਬ ਸਿਵਲ ਸਕੱਤਰੇਤ-1	ਸੂਚੀ ਵਿੱਚ ਦਰਸਾਏ ਲੜੀ ਨੰ: 6 ਤੋਂ 10 ਤੱਕ ਵਿਭਾਗ
23.06.2022	-ਉਹੀ-	ਕਮੇਟੀ ਰੂਮ ਪੰਜਾਬ ਸਿਵਲ ਸਕੱਤਰੇਤ-1	ਸੂਚੀ ਵਿੱਚ ਦਰਸਾਏ ਲੜੀ ਨੰ: 11-15 ਤੱਕ ਵਿਭਾਗ
24.06.2022	-ਉਹੀ-	ਕਮੇਟੀ ਰੂਮ ਪੰਜਾਬ ਸਿਵਲ ਸਕੱਤਰੇਤ-1	ਸੂਚੀ ਵਿੱਚ ਦਰਸਾਏ ਲੜੀ ਨੰ: 16-20 ਤੱਕ ਵਿਭਾਗ
27.06.2022	-ਉਹੀ-	ਕਮੇਟੀ ਰੂਮ ਪੰਜਾਬ ਸਿਵਲ ਸਕੱਤਰੇਤ-1	ਸੂਚੀ ਵਿੱਚ ਦਰਸਾਏ ਲੜੀ ਨੰ: 21-24 ਤੱਕ ਵਿਭਾਗ

3. ਇਸ ਤੋਂ ਇਲਾਵਾ ਇਹ ਵੀ ਲਿਖਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਜੇਕਰ ਕਿਸੇ ਵਿਭਾਗ ਨੂੰ ਵਿਭਾਗੀ ਨਿਯਮਾਂ ਦੀ ਬਣਤਰ/ਸੋਧ ਸਬੰਧੀ ਕਿਸੇ ਸਪਸ਼ਟੀਕਰਨ ਦੀ ਲੋੜ ਹੋਵੇ ਤਾਂ ਸਿੱਧੇ ਤੌਰ ਤੇ ਪੀ.ਪੀ.-1 ਸਾਖਾ ਵਿੱਚ ਵਲੋਂ ਹਰ ਵੀਰਵਾਰ ਨੂੰ ਦੁ.ਬਾ. 2.30 ਵਜੇ ਤੋਂ 4.00 ਵਜੇ ਤੱਕ ਸੰਪਰਕ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ।

4. ਇਸ ਨੂੰ ਪਰਮ ਅਗੇਤ ਦਿੱਤੀ ਜਾਵੇ ਜੀ।

ਅਧੀਨ ਸਕੱਤਰ, ਪ੍ਰਸ਼ੇਨਲ  
20.6.22



15 13"

Checklist for examining Departmental Rules draft form various departments.

1. Wording of the Rules 1-10 as per the draft laid down (Copy attached).
2. Appendix A (As per FD letter dated 06.06.2019 and 17.07.2020). Other than this No. of post sanctioned by FD are depicted in the Rules.
3. Appendix B (As per existing Rules) and qualifications as per similar posts under various departments.
4. Appendix C ( As per Rule 7 " Discipline, Punishment and appeal")
5. Statement of objectives as per the Instructions dated 05.11.2014.
6. Appendix D (Up-to-date Copy of Punjab Civil Services (General and Common Conditions of Service) Rule, 1994. (To be provided by the PP-1 Branch)
7. Complete Noting copy of the approval of the Minister-Incharge as Competent Authority of the Department.
8. Approval of FD and PPSC regarding amendment and framing of Rules.
9. Notified Copy of the Existing Rules.



PUNJAB GOVT GAZ... , 2022

( , 1944 SAKA)

GOVERNEMENT OF PUNJAB

DEPARTMENT OF

NOTIFICATION

The \_\_\_\_\_, 2022

No. G.S.R. \_\_\_\_\_/Const./Art.309/2022.-- In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and all other powers enabling in this behalf, the Governor of Punjab is pleased to make the following rules, regulating the recruitment and common conditions of services of the persons appointed to the \_\_\_\_\_  
namely :--

RULES

1. **Short title, commencement and application.--**

(1) These rules may be called \_\_\_\_\_  
\_\_\_\_\_, 2022.

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

(3) They shall apply to the posts specified in Appendix 'A'.

2. **Definitions.-** (i) In these rules, unless the context otherwise requires,-

(a) 'Appendix' means an appendix appended to these rules;

(b) "Administrative Secretary, where ever appearing in these rules, means the Special Chief Secretary / Additional Chief Secretary/ Financial Commissioner/Principal Secretary/Secretary, whosoever is the administrative head of the Department."

(c) 'Government' means the Government of the State of Punjab in the \_\_\_\_\_

(d) 'Service' means the \_\_\_\_\_

(ii) The words and expressions used, but not defined in these rules, shall have the same meaning as respectively assigned to them in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.



3. **Number and Character of posts.**- The Service shall comprise the posts specified in Appendix 'A'.

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

4. **Appointing Authority.**- Appointments to the Service shall be made by the Government.

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

6. **Method of Appointment, Qualifications and Experience** :-

- (1) All Appointments to the Service shall be made in the manner specified in Appendix 'B':

Provided that if no suitable candidate is available for appointment to the Service by promotion or by direct appointment, the appointment to the Service may be made by transfer of a person holding an analogous post under the State Government or Government of India.

- (2) No person shall be appointed to a post in the Service, unless he possesses the qualification and experience, as specified against the post in Appendix "B".
- (3) Appointment to the Service by promotion shall be made on seniority-cum-merit basis, but no person shall have any right to claim promotion on the basis of seniority alone.

7. **Departmental Examination.**- Every person appointed to the post of \_\_\_\_\_ Unless he has already done so, has to pass Departmental Examination as may be prescribed by the government from time to time and as per the provision laid down in the Punjab Civil Services (General and Common Condition of Service) Rules, 1994 as amended from time to time.

8. **Discipline, Punishment and Appeal** -

(1) In the matters of discipline, punishment and appeal, the members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time.

(2) "The authority empowered to impose penalties as specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970, and the appellate authority thereunder in respect of the member of Service against an order as specified in the Punjab Civil Services (Punishment and Appeal) Rules, 1970 shall be as per Appendix 'C'."



**9. Application of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994**

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

**10. Repeal and Savings**

The \_\_\_\_\_ Rules, in so far as they are applicable to the members of the Service, are hereby repealed.

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

**11. Interpretation**

If any question arises as to the interpretation of these rules, the Government in consultation with the Department of Personnel, shall decide the same.

APPENDIX 'A'

[See rules , and ]

Sr.No	Name of the post	Number of posts		Scale of the pay	Scale of the pay for the member of the Service recruited on or after 17.07.2020
		Permanent	Total		
1	2	3	4	5	6

APPENDIX 'B'

[See rule ]

Sr. No.	Name of the Post	Percentage of appointment by		Qualification and experience for appointment by	
		Direct Appointment	Promotion	Direct Appointment	Promotion
1	2	3	4	5	6

APPENDIX 'C'

[See Rule 8 ]

Serial No	Name of the Post	Nature of *Penalty/or @ Order	Authority empowered to impose penalty or pass order	Appellate Authority
1	2	3	4	5

\* in term of the Rules 5 of Punishment & Appeal Rules, 1970

@ in terms of the Rule 15 of Punishment & Appeal Rules, 1970

APPENDIX 'D'

**Up-to-date copy of Punjab Civil Services (General and Common Conditions of Service) Rules, 1994**

ਨੋਟ:- ਇਸ ਵਿਭਾਗ ਦੀ ਰਦਾਇਤਾਂ ਮਿਤੀ 05.11.2014 ਅਨੁਸਾਰ ਸੇਧ ਸਬੰਧੀ ਤਬਦੀਲੀ ਦੇ ਕਾਰਨ ਐਨੋਟੇਟਿਡ ਫਾਰਮ ਵਿੱਚ ਤੁਲਨਾਤਮਕ ਵੇਰਵਾ (ਮੌਜੂਦਾ ਉਪਬੰਧ, ਤਜਵੀਜ਼ਤ ਉਪਬੰਧ ਅਤੇ ਤਬਦੀਲੀ ਦੇ ਕਾਰਨ) Statement of Objective ਤਿਆਰ ਕਰਕੇ ਭੇਜੇ ਜਾਣ:-

**ਤੁਲਨਾਤਮਕ ਵੇਰਵਾ (Statement of Objective)**

ਲੜੀ ਨੰ:	ਆਸਾਮੀ ਦਾ ਨਾਂ	ਮੌਜੂਦਾ ਨਿਯਮਾਂ ਵਿੱਚ ਉਪਬੰਧ	ਤਜਵੀਜ਼ਤ ਨਿਯਮਾਂ ਵਿੱਚ ਉਪਬੰਧ	ਤਬਦੀਲੀ ਜੇਕਰ ਕੋਈ ਹੋਵੇ ਤਾਂ ਉਸ ਦੀ ਉਚਿਤਤਾ/ ਮੰਤਵ ਦਾ ਵੇਰਵਾ
1	2	3	4	5



**FREQUENTLY COMMITTED MISTAKES BY AD'S WHILE SENDING PROPOSALS FOR FRAMING AND AMENDMENTS OF SERVICE RULES**

- (1) The wording of the proposed draft rules usually have discrepancies such as Spelling mistakes, Missing/incomplete provisions, proper symmetry/numbering of rules, unattested drafts etc.
- (2) At the time of sending proposals for the formation/amendment of service rules by the departments, the copy of the existing service rules is not sent alongwith and sometimes the copy that is sent is not legible/readable. This causes inconvenience and unnecessary delay while processing the case.
- (3) In most of the cases, the Nomenclature of posts, number of posts, pay scales against the posts in Appendix A are not as per the approval of the Finance Department.
- (4) The percentage of direct recruitment and promotion of posts in Appendix B is not clearly mentioned. Sometimes the educational qualifications and experience prescribed for direct recruitment and promotion are not clearly indicated as per the qualification/pay scale of the post.
- (5) Appendix C does not give proper details of Punishing authority and Appellate Authority. Due to this, it becomes difficult to regulate the services of officers/employees according to the Punishment and appeal rules.
- (6) The comparative statement prepared regarding the justification of the formulation/amendment of the service rules is not clearly mentioned and sometimes no justification is given at all.
- (7) The step by step process for formulation/amendment in service rules is not followed, that is:-
  - (i) The Draft Rules are sent without obtaining the approval of Minister in charge.
  - (ii) Proposals are sent without obtaining the concurrence from the Finance Department and Punjab Public Service Commission.
  - (iii) Incomplete proposals without necessary documentations
- (8) The biggest hurdle in the formulation/amendments of service rules is that Administrative Department does not respond in time to the observations of the personnel department.
- (9) Restructuring of several departments under the State Government has been completed, according to which some new posts have been created, old posts have been abolished and the hierarchy of the department has changed. After restructuring, the notification regarding the number of vacancies is not issued by the administrative departments and the draft notification is sent to this office for formulation/amendment in service rules. Therefore, it is necessary for the administrative departments that the draft notification for formulation/amendment of service rules shall be sent to this department only after the notification in regard to restructuring has been issued.