

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

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01/10/2022 to 31/12/2022

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**Government of Punjab
Department of Personnel
(P.P-3 Branch)**

Subject:- Policy for Welfare of Adhoc, Contractual, Temporary Teachers (Nation Builders) and other employees in School Education Department.

Principal Secretary, Department of School Education kindly refer to the above cited subject.

2. Various appointments to 'Group C' and 'Group D' level posts, have been made on contract/temporary basis on the basis of imminent requirement and exigencies of Service. Some of such employees have now put in a period of ten (10) years of Service and more with the Government of the State of Punjab and they have given their prime years of life in Service of the State. The work and nature of duties on which they are discharging Service are still subsisting. There is a lot of uncertainty in their minds regarding their future as most of them have become over age for employment. The nature and process of their engagement at the initial stage may not have been strictly same as that of regular employees under the Service Rules. The Government is of the opinion that now at this stage, to relieve them or to replace them in this capacity in Service with another set of people would be unjustified and improper. Thus, being a Welfare State and to protect the interest of these contractual/ temporary employees, the Government is formulating the present policy, under Article 162 read with entry 41 of list-II of the Seventh Schedule to the Constitution of India, to ensure that such employees do not suffer from uncertainty and harassment and to grant them a security of tenure. The Government has taken a policy decision to continue such desirous suitable employees, who fulfill the eligibility conditions, in service till the age of fifty-eight (58) years by placing them in a special cadre. The present policy is being framed only in relation to 'Group C' and 'Group D' posts of administrative departments and Entities of the Government of the State of Punjab and the Government has decided to implement the same in the Department of School Education for the time being.

3. The provisions of the policy are as under :-

"1. In this policy, unless the context otherwise requires;-

(a) 'Beneficiary Employee' means those employees working against

'Group C' and 'Group D' level posts who fulfill the eligibility conditions specified in clause 2 of policy and on applying under this policy is considered for grant of benefits specified under the present policy;

- (b) 'Special Cadre' shall mean a separate dying cadre created by the Government for purposes of placing the Beneficiary Employees in engagement till the age of fifty-eight (58) years and a beneficiary employee will hold the post in this cadre on which he is placed as a measure personal to him, and shall carry the post with him, which post shall be abolished when the employee working against such post is relieved upon attaining the age of fifty-eight (58) years or earlier, as the case may be, for whatever reason;
- (c) 'Competent Authority' means the authority competent to appoint a person on the post, under the relevant Service Rules, governing the service conditions of such post in the administrative department;
- (d) 'Department' means any Department of the Government of Punjab.
- (e) 'Entity' means and includes any Statutory or Non Statutory bodies, Boards, Corporations, Forums, Public Sector Undertakings, Municipalities, Commissions, Authorities, Societies, Autonomous Bodies including any other State instrumentalities created, funded and substantially managed by the Government;
- (f) 'Government' means the Government of the State of Punjab.
- (g) 'Group C' and 'Group D' posts means the posts notified by the Department of Personnel, Government of Punjab from time to time; and
- (h) 'Service Rules' mean all relevant, general or specific rules governing recruitment, services conditions, of the cadre post in the Department, including the Punjab Civil Services Rules and other rules, policies and instructions of the Government of Punjab, amended from time to time.

2. Eligibility Conditions essential for consideration for grant of benefits under the present policy;-

The employees, who fulfill the following conditions will be considered for placement in the special cadre created under this policy upon making an application in accordance with this policy; namely:-

- (a) The applicant should have worked on adhoc, contractual, daily

wages, work charged or temporary basis for a continuous period of minimum ten years till the issuance of present policy;

- (b) The applicant must have the requisite qualifications and experience for the post in terms of relevant Service Rules, if any, at the time of placement in the Special Cadre; and
- (c) The work and conduct of the applicant must have remained satisfactory as per the assessment of the department or employer during the period of ten (10) years service.

Note :-

- (i) For calculation a period of ten years, the employee must have worked for a period of minimum 240 days in each of these ten calendar year.
- (ii) Notional breaks will not be considered while calculating a period of ten years.

3. The policy shall not be applicable to a person who-

- (a) has been engaged in an honorary capacity, or on a part time basis; or
- (b) has already attained the age of superannuation or has already resigned on his own or has not been retained by the Department; or
- (c) has been engaged on outsourced basis; or
- (d) is on an incentive based engagement; or
- (e) does not possess the requisite qualifications and experience for the post prescribed under the Service Rules, if any, at the time of placement in the Special Cadre; or
- (f) has been engaged or continues in Service on account of any interim order(s), direction(s) of any Court or Tribunal; or
- (g) has been convicted of any offence involving moral turpitude or charges have been framed against him in a Court of Law relating to such offence.

4. Placement of Beneficiary Employees in a special cadre till attaining the age of fifty-eight (58) years-

For the purpose of grant of continuation to the contractual/adhoc/temporary employees etc. and giving them security of tenure, subject to good work and conduct, till the age of fifty-eight (58) years, they will be placed on a post, which shall not be a cadre post, by creating special cadre of posts personal to them in the rank that they are

working on and the said posts will be carried by them on whichever post they are consequently placed and would stand automatically abolished when they are relieved on attaining the age of fifty-eight (58) years.

It is clarified herein that these employees will not be placed in the regular cadre of sanctioned posts in the service under the statutory service rules and will form a special cadre of posts created especially for them.

5. Creation of Posts:

Necessary number of category-wise posts in the Service of the State Government and its entities equal to number of the persons to be regularized shall be deemed to have been created and sanctioned in case sufficient number of posts are not available:

Provided that such deemed to have been created and sanctioned posts in excess of the already sanctioned posts shall be posts personal to the incumbent and shall stand abolished on the vacation of the post by the incumbent.

6. Process for placing a person against a post in the special cadre under this policy-

(a) The process of placement of beneficiary employee, subject to clauses 2 and 3 of this Policy, shall commence on the submission of the Application Form by an employee seeking placement under this Policy. The Application Form, as specified in Schedule-A of this Policy shall be submitted to the Administrative Department or Entity within a period of three (3) months from the date of coming into force of this Policy:

Provided that in case the Department or Entity is satisfied that the person was prevented by sufficient cause from making the application within the said period of three (3) months, it may entertain the application within a further period of three (3) months but not thereafter. Such person shall, however, be placed in the Special Cadre from the date his application is accepted;

(b) Application form must be accompanied with all required documents as prescribed and incomplete application form shall be liable to be summarily rejected.

(c) After the application form has been submitted by the person, within the time period as prescribed under sub- clause (a), same shall be processed by the Department or Entity concerned by verifying the information provided in the Application Form including but not limited to his credentials, eligibility, service records etc. On being found eligible and suitable in the said verification by the Department, the name of such person shall be mentioned in a separate register to be maintained by the Department or Entity for each category of post. The register shall be prepared and maintained as prescribed in Schedule-B of this Policy;

(d) The Department or Entity shall draw a list of the persons found suitable as above and who are to be placed in the Special Cadre, on the basis of seniority, in the following manner: -

(i) the seniority list of the persons in each Department or Entity for each post shall be prepared separately by the Administrative Department or Entity concerned on the basis of the length of Service on that post from initial engagement of adhoc, temporary, contractual basis etc;

(ii) where two or more persons were engaged under the same recruitment process on the same post, their seniority shall be determined as follow:

(a) if such initial engagement is subject to any process for determination of merit and merit list was prepared, then their seniority shall be determined in accordance of their merit;

(b) if two or more persons are having the same merit, the person who is older in age shall be senior to a younger person; and

(c) if no merit list was prepared at the time of initial engagement, person older in age shall be senior to a younger person.

(e) Person whose name has been entered in the register as per seniority determined in the manner above, will be placed against the relevant post in the special cadre by passing the general or specific order(s) by the competent authority;

(f) After carrying out this exercise, all Departments and Entities shall

prepare and submit their respective lists of eligible persons whose services have been placed in the special cadre to the Department of Finance, Government of Punjab.

- (g) The order(s) to be passed by the Department or Entity with regard to placement of beneficiary employee, either by way of general or special order(s), such order must contain the reference of this Policy.

7. Service conditions of beneficiary employees-

The beneficiary employees, who are being placed in special cadre posts and will be allowed to continue in service till attaining the age of fifty-eight (58) years, will be subject to the following service conditions, namely:-

- (a) They would not form a part of regular cadre of posts under the Service Rules. They will be placed only against the posts created in the special cadre. They will be treated as a fresh appointees from the date of passing of their order of placement in the special cadre;
- (b) They shall not be entitled to any such other benefits like seniority, experience etc. from the initial date of his joining or his engagement from any other retrospective date, before the date of passing of general or special order of their placement under this policy;
- (c) They will be subjected to the rigors of the Government Employees (Conduct) Rules, 1966 to regulate their conduct in relation to the matters provided in those rules;
- (d) They will be allowed to continue subject to their work and conduct remaining satisfactory. In case of any complaint of act of omission or commission amounting to misconduct against them, they will be dealt with under the Punjab Civil Services (Punishment and Appeal) Rules, 1970 which shall be applied for procedural purposes only;
- (e) They will be granted salary, pay and allowances as determined by the Department of Finance, Government of Punjab; and
- (f) So far as the placement on the next higher post and other aspects, which have not been touched upon in the present policy, the same would be clarified later on by issuing of proper amendments or instructions.

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8. The Department or Entity concerned shall however not be precluded from filling the available sanctioned posts on regular basis as per requirement from time to time.

9. No Department or Entity shall, from the date of coming into effect of this policy, further engage any person on adhoc, contractual, daily wages, work charged, temporary basis, without specifically recording reasons and taking a prior approval from the Government. These engagements would be permissible for an engagement for pre-defined period or tenure and requirement of manpower having specialized skills either for the Central or the State Government Schemes, requirement under the Disaster Management Act, 2005 or on account of official exigencies:

Provided that such employment on adhoc, contractual, daily wages, work charged, temporary basis, shall not continue after the expiry of the purpose of the engagement or scheme, completion of the task or expiry of pre-defined period whichever is earlier.

Provided further that where the period of contract of the contractual employees have expired but the assigned task has not been completed or contract for specific purpose is still needed, then the Department or Entity may continue the existing contract, after the approval of the Council of Ministers.

10. Any person engaged by any Department or Entity under clause 9 as above, shall not be entitled to claim regularization/placement under this policy.

This policy shall supersede all previous instructions/policies issued regarding regularization of services of employees/ workers."

4. This policy is issued as per the decision of the Council of Ministers meeting held on 05.09.2022 conveyed vide letter no. 1/96/2022-1Cabinet/4325 dated 07.09.2022.

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Additional Secretary Personnel

To
Principal Secretary to Govt. of Punjab
Department of School Education.

I.D. No.11/07/2022-4PP3/ 850

Dated Chd 07-10-2022

I.D. No. 11/07/2022-4PP3/ 851

Dated Chd 07-10-2022

A copy is forwarded to All Special Chief Secretaries/ Additional Chief Secretaries/ Financial Commissioners/ Principal Secretaries & Administrative Secretaries to Govt. of Punjab for their information.

To

All Special Chief Secretaries/ Additional Chief Secretaries/
Financial Commissioners/ Principal Secretaries
& Administrative Secretaries to Govt. of Punjab.

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Additional Secretary Personnel

I.D. No. 11/07/2022-4PP3/ 852

Dated Chd 07-10-2022

A copy is forwarded to Deputy Secretary, Co-ordination with reference to their letter no.1/96/2022-1Cabinet/4325 dated 07.09.2022 for their information.

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Additional Secretary Personnel

Schedule-A

Application Form

(A) PERSONAL DETAILS:-

- (a) Name of the Applicant
- (b) Date of birth
- (c) Residence:-
 - (i) Permanent
 - (ii) Correspondence
- (d) Name of Department/Entity in which working
- (e) iHRMS code (if any)
- (f) Educational Qualifications:-
 - (i) On the date of initial engagement
 - (ii) At present
- (g) Length of service in the Department/Entity
- (h) Any break in service:- Give details
- (i) Post against which engaged by Department/Entity
- (j) Mode of engagement:-
 - (i) By open competitive exam, if yes
copy of result, if have attach
 - (ii) By interview
 - (iii) Any other means
- (k) Any FIR/Departmental Enquiry/Conviction/ Trial in Court

Signature of Applicant

Date

Place

(B) OFFICE DETAIL

- (a) Name of the Department/Entity
- (b) iHRMS code of the Applicant
- (c) Mode of engagement:-
 - (i) By open competitive exam.
If yes, attach copy of result (if available)
 - (ii) By interview
 - (iii) Any other means
- (d) Length of service in Department/Entity
- (e) Any break in service
- (f) Type of engagement in Department/Entity
- (g) Engagement against sanctioned or not
- (h) Engagement against Group 'C' or 'D'

Handwritten mark

Handwritten mark

(i) Education qualification on the date of
engagement whether as per the qualification
for the post mentioned in Service Rules or not.

(j) Any FIR/Departmental Enquiry/Conviction/Trial in Court

Signature

N

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PART III

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

NOTIFICATION

The 28th October, 2022

No. G.S.R.72 /Const./Art.309/Amd.(22)/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 Civil Services (General and Common Conditions of Service) Rules, 1994, namely :-

RULES

1. (1) These rules may be called the Punjab Civil Services (General and Common Conditions of 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 Civil Services (General and Common Conditions of Service) Rules, 1994, in rule 17, in the first proviso, for the words "Provided that where a person", the following shall be substituted, namely: -

"Provided that no person shall be appointed to any post in Group- 'C' service unless he has passed a qualifying test of Punjabi Language equivalent to Matriculation standard with at least fifty per cent marks, to be conducted by 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 where a person".

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

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PUNJAB GOVT. GAZ., NOVEMBER 7, 2022
(KRTK 16, 1944 SAKA)

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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.

2695/11-2022/Pb. Govt. Press, S.A.S. Nagar

ਨੰ: 3/21/2009-2ਪੀ.ਪੀ.2/ 436

ਪੰਜਾਬ ਸਰਕਾਰ
ਪ੍ਰਸ਼ੋਨਲ ਵਿਭਾਗ
(ਪ੍ਰਸ਼ੋਨਲ ਪਾਲਿਸੀ-2 ਸ਼ਾਖਾ)

ਸੇਵਾ ਵਿਖੇ

ਪੰਜਾਬ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀ;
ਡਵੀਜਨਾਂ ਦੇ ਕਮਿਸ਼ਨਰਜ਼,
ਰਜਿਸਟਰਾਰ, ਪੰਜਾਬ ਅਤੇ ਹਰਿਆਣਾ ਹਾਈਕੋਰਟ,
ਜ਼ਿਲ੍ਹਾ ਅਤੇ ਸੈਸ਼ਨ ਜੱਜ;
ਪੰਜਾਬ ਰਾਜ ਦੇ ਸਮੂਹ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰਜ਼; ਅਤੇ
ਸਮੂਹ ਸਬ ਡਵੀਜਨਲ ਮੈਜਿਸਟਰੇਟ।

ਮਿਤੀ,ਚੰਡੀਗੜ੍ਹ: 17/11/22

ਵਿਸ਼ਾ:- ਪੰਜਾਬ ਸਿਵਲ ਸੇਵਾਵਾਂ (ਸਜਾ ਅਤੇ ਅਪੀਲ) ਨਿਯਮਾਂਵਲੀ, 1970 ਅਧੀਨ ਕੀਤੀ ਜਾਂਦੀ
ਪੜਤਾਲ ਲਈ ਪੜਤਾਲੀਆਂ ਅਫਸਰਾਂ ਦਾ ਨਵਾਂ ਪੈਨਲ ਗਠਿਤ ਕਰਨ ਬਾਰੇ।

ਸ਼੍ਰੀਮਾਨ/ਸ਼੍ਰੀਮਤੀ ਜੀ,

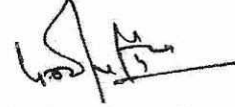
ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਦੇ ਸਬੰਧ ਵਿੱਚ ਇਸ ਵਿਭਾਗ ਦੇ ਗਸਤੀ ਪੱਤਰ ਨੰ: 3/21/2009-2ਪੀਪੀ2/1057091/1 ਮਿਤੀ 05.09.2017, ਪੱਤਰ ਨੰ: 3/21/2009-2ਪੀਪੀ2/1188585/1 ਮਿਤੀ 19.03.2018, ਪੱਤਰ ਨੰ: 3/21/2009-2ਪੀਪੀ2/1224382/1 ਮਿਤੀ 02.05.2018, ਪੱਤਰ ਨੰ: 3/21/2009-2ਪੀਪੀ2/1275446/1 ਮਿਤੀ 19.07.2018, ਪੱਤਰ ਨੰ: 3/21/2009-2ਪੀਪੀ2/1381103/1 ਮਿਤੀ 26.12.2018, ਪੱਤਰ ਨੰ: 3/21/2009-2ਪੀਪੀ2/1507551/1 ਮਿਤੀ 24.06.2019 ਅਤੇ ਪੱਤਰ ਨੰ: 3/21/2009-2ਪੀਪੀ2/1587458/1 ਮਿਤੀ 01.10.2019 ਵੱਲ ਧਿਆਨ ਦਿਵਾਉਂਦੇ ਹੋਏ ਮੈਨੂੰ ਇਹ ਕਹਿਣ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਪੰਜਾਬ ਸਿਵਲ ਸੇਵਾਵਾਂ (ਸਜਾ ਅਤੇ ਅਪੀਲ) ਨਿਯਮਾਂਵਲੀ, 1970 ਅਧੀਨ ਕੀਤੀ ਜਾਣ ਵਾਲੀ ਪੜਤਾਲ ਲਈ ਮੌਜੂਦਾ ਪੈਨਲ (ਨਾਲ ਨੱਥੀ ਲਿਸਟ) ਦੀ ਥਾਂ ਤੇ ਹੇਠ ਦਰਸਾਏ ਰਿਟਾਇਰਡ ਅਧਿਕਾਰੀਆਂ ਦਾ ਨਵਾਂ ਪੈਨਲ ਹੋਵੇਗਾ:-

ਲੜੀ ਨੰ:	ਨਾਮ
1	ਸ਼੍ਰੀ ਐਮ.ਪੀ.ਸਿੰਘ, ਆਈ.ਏ.ਐਸ. (ਰਿਟਾਇਰਡ)
2	ਸ਼੍ਰੀ ਧਰਮ ਪਾਲ ਗੁਪਤਾ, ਆਈ.ਏ.ਐਸ. (ਰਿਟਾਇਰਡ)
3	ਸ਼੍ਰੀ ਰਮੇਸ਼ ਚੰਦਰ ਨਈਅਰ, ਆਈ.ਏ.ਐਸ. (ਰਿਟਾਇਰਡ)
4	ਸ਼੍ਰੀ ਸੁਰਜੀਤ ਸਿੰਘ ਢਿੱਲੋਂ, ਆਈ.ਏ.ਐਸ. (ਰਿਟਾਇਰਡ)
5	ਡਾ. ਅਰਵਿੰਦਰ ਸਿੰਘ, ਆਈ.ਏ.ਐਸ. (ਰਿਟਾਇਰਡ)
6	ਸ਼੍ਰੀ ਜਗਜੀਤ ਪੁਰੀ, ਆਈ.ਏ.ਐਸ. (ਰਿਟਾਇਰਡ)
7	ਸ਼੍ਰੀ ਬਲਵਿੰਦਰ ਸਿੰਘ, ਆਈ.ਏ.ਐਸ. (ਰਿਟਾਇਰਡ)

8	ਸ੍ਰੀ ਏ.ਐਨ.ਜਿੰਦਲ, ਜੱਜ, ਪੰਜਾਬ ਅਤੇ ਹਰਿਆਣਾ ਹਾਈਕੋਰਟ (ਰਿਟਾਇਰਡ)
9	ਸ੍ਰੀ ਬੀ.ਸੀ.ਗੁਪਤਾ, ਵਧੀਕ ਜ਼ਿਲ੍ਹਾ ਅਤੇ ਸੈਸ਼ਨ ਜੱਜ (ਰਿਟਾਇਰਡ)
10	ਸ੍ਰੀ ਬੀ.ਆਰ. ਬਾਂਸਲ, ਵਧੀਕ ਜ਼ਿਲ੍ਹਾ ਅਤੇ ਸੈਸ਼ਨ ਜੱਜ (ਰਿਟਾਇਰਡ)
11	ਸ੍ਰੀ ਬੀ.ਐਮ.ਬੇਦੀ, ਜ਼ਿਲ੍ਹਾ ਅਤੇ ਸੈਸ਼ਨ ਜੱਜ (ਰਿਟਾਇਰਡ)
12	ਸ੍ਰੀ ਨੀਰਜ ਕੁਮਾਰ ਗੁਪਤਾ, ਪੀ.ਸੀ.ਐਸ. (ਰਿਟਾਇਰਡ)
13	ਸ੍ਰੀ ਸੰਜੀਵ ਕੁਮਾਰ, ਪੀ.ਸੀ.ਐਸ. (ਰਿਟਾਇਰਡ)
14	ਸ੍ਰੀ ਗੁਰਦੀਪ ਸਿੰਘ, ਪੀ.ਸੀ.ਐਸ. (ਰਿਟਾਇਰਡ)
15	ਸ੍ਰੀ ਜਸਪਾਲ ਸਿੰਘ, ਪੀ.ਸੀ.ਐਸ. (ਰਿਟਾਇਰਡ)

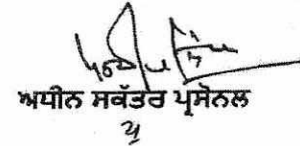
2. ਇਸ ਤੋਂ ਇਲਾਵਾ ਮੌਜੂਦਾ ਪੜਤਾਲੀਆਂ ਅਫਸਰ ਇਸ ਪੱਤਰ ਦੇ ਜਾਰੀ ਹੋਣ ਦੀ ਮਿਤੀ ਤੋਂ ਪਹਿਲਾਂ ਸੇਪੀਆਂ ਪੜਤਾਲਾਂ ਦੀ ਪੜਤਾਲ ਰਿਪੋਰਟ ਸਬੰਧਤ ਵਿਭਾਗ/ਦਫਤਰ ਨੂੰ ਇਸ ਪੱਤਰ ਦੇ ਜਾਰੀ ਹੋਣ ਦੀ ਮਿਤੀ ਤੋਂ ਹਰ ਹਾਲਤ ਵਿੱਚ ਤਿੰਨ ਮਹੀਨੇ ਦੇ ਅੰਦਰ-ਅੰਦਰ ਮੁਕੰਮਲ ਕਰਕੇ ਸੌਂਪਣਗੇ ਅਤੇ ਇਸ ਸਮੇਂ ਵਿੱਚ ਹੋਰ ਵਾਧਾ ਨਹੀਂ ਕੀਤਾ ਜਾਵੇਗਾ। ਇਹ ਸਮਾਂ ਉਨ੍ਹਾਂ ਨੂੰ ਤਿੰਨ ਮਹੀਨੇ ਦੇ ਨੋਟਿਸ ਵਜੋਂ ਵੀ ਤਸੱਬਰ ਹੋਵੇਗਾ।

ਵਿਸ਼ਵਾਸਪਾਤਰ



ਅਧੀਨ ਸਕੱਤਰ ਪ੍ਰਸ਼ੋਨਲ
ੳ

ਇਸ ਦਾ ਇੱਕ ਉਤਾਰਾ ਸਮੂਹ ਵਿਸ਼ੇਸ਼ ਮੁੱਖ ਸਕੱਤਰ/ਵਧੀਕ ਮੁੱਖ ਸਕੱਤਰ/ਵਿੱਤੀ ਕਮਿਸ਼ਨਰ/ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ ਅਤੇ ਸਕੱਤਰ ਨੂੰ ਸੂਚਨਾ ਅਤੇ ਅਗਲੇਰੀ ਯੋਗ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ।



ਅਧੀਨ ਸਕੱਤਰ ਪ੍ਰਸ਼ੋਨਲ
ੳ

ਸੇਵਾ ਵਿਖੇ

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

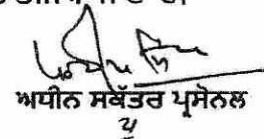
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ਮਿਤੀ,ਚੰਡੀਗੜ੍ਹ: 17/11/22

ਪਿੰ:ਅੰ:ਨੰ: 3/21/2009-2ਪੀ.ਪੀ.2/ 438-450

ਮਿਤੀ,ਚੰਡੀਗੜ੍ਹ: 17/11/22

ਇਸ ਦਾ ਇੱਕ ਉਤਾਰਾ ਨਾਲ ਨੱਥੀ ਲਿਸਟ ਅਨੁਸਾਰ ਮੌਜੂਦਾ ਪੈਨਲ ਦੇ ਪੜਤਾਲੀਆਂ ਅਧਿਕਾਰੀਆਂ ਅਤੇ ਨਵੇਂ ਨਿਯੁਕਤ ਪੜਤਾਲੀਆਂ ਅਧਿਕਾਰੀਆਂ ਨੂੰ ਸੂਚਨਾ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ।



ਅਧੀਨ ਸਕੱਤਰ ਪ੍ਰਸ਼ੋਨਲ
ੳ

1.	ਸ੍ਰੀ ਬੀ.ਆਰ.ਬਾਸਲ, ਵਪੀਕ ਜਿਲ੍ਹਾ ਅਤੇ ਸੈਸਨ ਜੱਜ (ਰਿਟਾ.), ਹਾਊਸ ਨੰ:1020, ਸੈਕਟਰ-16, ਪੰਚਕੁਲਾ (ਹਰਿਆਣਾ) Mob. No. 98550-93935	Empanelled vide Deptt. of Personnel's Circular letter No. 3/21/2009-2PP2/283641/1 dated 8.08.2014
2.	ਸ੍ਰੀ ਬੀ.ਸੀ.ਗੁਪਤਾ, ਵਪੀਕ ਜਿਲ੍ਹਾ ਅਤੇ ਸੈਸਨ ਜੱਜ (ਰਿਟਾ.), ਹਾਊਸ ਨੰ: 601, ਫੇਜ਼-2, ਮੁਹਾਲੀ Mob. No. 94173-77001	-Do-
3.	ਸ੍ਰੀ ਅਮਰਜੀਤ ਸਿੰਘ ਕਟਾਰੀ, ਵਪੀਕ ਜਿਲ੍ਹਾ ਅਤੇ ਸੈਸਨ ਜੱਜ (ਰਿਟਾ.), ਕੋਠੀ ਨੰ: 145, ਫੇਜ਼ 3ਬੀ-1, ਸੈਕਟਰ-60, ਅਜੀਤਗੜ੍ਹ-160059. ਮੋਬਾਇਲ ਨੰ: 98141 12041	-Do-
4.	ਡਾ. ਵੀ.ਕੇ. ਬਾਸਲ, ਐਲ.ਐਲ.ਐਮ.ਪੀ.ਐਚ.ਡੀ., FICA, ਮਕਾਨ ਨੰ: 248, ਸੈਕਟਰ-37, ਚੰਡੀਗੜ੍ਹ ਮੋਬਾਇਲ ਨੰ: 98150 74916.	Empanelled vide Deptt. of Personnel's Circular letter No. 3/21/2009-2PP2/318647/1 dated 29.09.2014
5	ਸ੍ਰੀ ਆਰ.ਸੀ.ਨਈਅਰ, ਆਈ.ਏ.ਐਸ.(ਰਿਟਾ.), ਮਕਾਨ ਨੰ: 2169, ਸੈਕਟਰ 21-ਸੀ, ਚੰਡੀਗੜ੍ਹ। mobile No.9872210949	Empanelled vide Deptt. of Personnel's Circular letter No. 3/21/2009-2PP2/185 dated 16.12.2014
6	ਸ੍ਰੀ ਸੁਰਜੀਤ ਸਿੰਘ ਚਿੱਠਾ, ਆਈ.ਏ.ਐਸ.(ਰਿਟਾ.) ਮਕਾਨ ਨੰ: 2572, ਸੈਕਟਰ-37 ਸੀ, ਚੰਡੀਗੜ੍ਹ। ਮੋਬਾਇਲ ਨੰ:98140-92225	-Do-
7	ਸ੍ਰੀ ਐਮ.ਐਸ.ਰੱਠੂ, ਐਡੀਸ਼ਨਲ ਡਿਸਟ੍ਰਿਕਟ ਐਂਡ ਸੈਸਨ ਜੱਜ (ਰਿਟਾ.), ਮਕਾਨ ਨੰ: 1529, ਸੈਕਟਰ-11 ਡੀ, ਚੰਡੀਗੜ੍ਹ। ਮੋਬਾਇਲ ਨੰ: 98148 21529.	-Do-
8	ਸ੍ਰੀ ਮਨਜੀਤ ਸਿੰਘ, ਪੀ.ਸੀ.ਐਸ-1, ਡਿਪਟੀ ਰਜਿਸਟਰਾਰ (ਰਿਟਾ.), ਮਕਾਨ ਨੰ: 1740, ਫੇਜ਼ -7, ਐਸ.ਏ.ਐਸ.ਨਗਰ (ਮੋਹਾਲੀ)। ਮੋਬਾਇਲ ਨੰ: 98784 01740	Empanelled vide Deptt. of Personnel's Circular letter No. 3/21/2009-2PP2/691126/1-3 dated 17.2.2016
9	ਡਾ.ਅਰਵਿੰਦਰ ਸਿੰਘ, ਆਈ.ਏ.ਐਸ(ਰਿਟਾ.), 366/1, ਸੈਕਟਰ-44 ਏ, ਚੰਡੀਗੜ੍ਹ ਮੋਬਾਇਲ ਨੰ:9417100555	Empanelled vide Deptt. of Personnel's Circular letter No. 3/21/2009-2PP2/1057091/1 dated 5.9.2017
10	ਸ੍ਰੀ ਗੁਰਦੀਪ ਸਿੰਘ, ਪੀ.ਸੀ.ਐਸ(ਰਿਟਾ.), ਮਕਾਨ ਨੰ:2700, ਸੈਕਟਰ-79, ਐਸ.ਏ.ਐਸ.ਨਗਰ (ਮੋਹਾਲੀ) ਮੋਬਾਇਲ ਨੰ:98889-87006	Empanelled vide Deptt. of Personnel's Circular letter No. 3/21/2009-2PP2/1057091/1 dated 5.9.2017

11	ਸ੍ਰੀ ਜੇ. ਆਰ. ਸਿੰਘਣਾ, ਵਧੀਕ ਜਿਲ੍ਹਾ ਅਤੇ ਸੈਸਨ ਜੱਜ (ਰਿਟਾ.), ਮਕਾਨ ਨੰ:1258, ਸੈਕਟਰ-34ਸੀ, ਚੰਡੀਗੜ੍ਹ ਮੋਬਾਈਲ ਨੰ:98726-69152	-Do-
12	ਸ੍ਰੀ ਜਗਜੀਤ ਪੁਰੀ, ਆਈ.ਏ.ਐਸ (ਰਿਟਾ.), ਮਕਾਨ ਨੰ:106 ਏ, ਸੈਕਟਰ-21, ਪੰਚਕੂਲਾ ਮੋਬਾਈਲ ਨੰ:98159-68709	-Do-
13	Sh. Birinder Singh, ਜਿਲ੍ਹਾ ਅਤੇ ਸੈਸਨ ਜੱਜ (ਰਿਟਾ.), ਹਾਊਸ ਨੰ:585, ਸੈਕਟਰ-10ਬੀ, ਚੰਡੀਗੜ੍ਹ ਮੋਬਾਈਲ ਨੰ:98140-17999	Empanelled vide Deptt. of Personnel's Circular letter No. 3/21/2009-2PP2/1188585/1, dated 19.3.2018
14	ਸ੍ਰੀ ਬੀ.ਐਮ.ਬੇਦੀ, ਜਿਲ੍ਹਾ ਅਤੇ ਸੈਸਨ ਜੱਜ (ਰਿਟਾ.), ਕੋਠੀ ਨੰ:22, ਸੈਕਟਰ-4, ਪੰਚਕੂਲਾ ਮੋਬਾਈਲ ਨੰ:80543-81862	Empanelled vide Deptt. of Personnel's Circular letter No. 3/21/2009-2PP2/1224322/1, dated 2.5.2018
15	ਸ੍ਰੀ ਏ.ਐਨ.ਜਿੰਦਲ, ਰਿਟਾਇਰਡ ਜੱਜ, ਪੰਜਾਬ ਅਤੇ ਹਰਿਆਣਾ ਹਾਈਕੋਰਟ, # ਨੰ:12, ਸੈਕਟਰ-15, ਪੰਚਕੂਲਾ ਮੋਬਾਈਲ ਨੰ:8528300000	Empanelled vide Deptt. of Personnel's Circular letter No. 3/21/2009-2PP2/1275446/1, dated 19.7.2018
16	ਸ੍ਰੀ ਆਰ.ਸੀ.ਬਾਸਲ, ਰਿਟਾਇਰਡ ਜਿਲ੍ਹਾ ਅਤੇ ਸੈਸਨ ਜੱਜ, ਹਰਿਆਣਾ, # ਨੰ:917, ਸੈਕਟਰ-9, ਪੰਚਕੂਲਾ ਮੋਬਾਈਲ ਨੰ:9530670005	Empanelled vide Deptt. of Personnel's Circular letter No. 3/21/2009-2PP2/1275446/1, dated 19.7.2018
17	ਸ੍ਰੀ ਚੇਅਰ ਸਿੰਘ ਬੇਦੀ, ਰਿਟਾਇਰਡ ਜਿਲ੍ਹਾ ਅਤੇ ਸੈਸਨ ਜੱਜ, ਕੋਠੀ ਨੰ:2826, ਫੇਜ਼-7, ਮੁਹਾਲੀ ਮੋਬਾਈਲ ਨੰ:9417364876	Empanelled vide Deptt. of Personnel's Circular letter No. 3/21/2009-2PP2/1381103/1, dated 26.12.2018
18	ਸ੍ਰੀ ਬਲਵਿੰਦਰ ਸਿੰਘ, ਰਿਟਾਇਰਡ ਆਈ.ਏ.ਐਸ., ਕੋਠੀ ਨੰ:16, ਫੇਜ਼-9, ਸੈਕਟਰ-63, ਮੁਹਾਲੀ ਮੋਬਾਈਲ ਨੰ:9417030033	Empanelled vide Deptt. of Personnel's Circular letter No. 3/21/2009-2PP2/1507551/1, dated 24.6.2019
19	ਸ੍ਰੀ ਐਨ.ਐਸ.ਬਰਾਲ, ਪੀ.ਸੀ.ਐਸ (ਰਿਟਾਇਰਡ), ਕੋਠੀ ਨੰ:110, ਆਈ.ਏ.ਐਸ/ਪੀ.ਸੀ.ਐਸ. ਸੋਸਾਇਟੀ, ਨਿਉ ਚੰਡੀਗੜ੍ਹ, ਮੁੱਠਾਪੁਰ, ਜਿਲ੍ਹਾ ਮੁਹਾਲੀ, ਪੰਜਾਬ ਮੋਬਾਈਲ ਨੰ:9815388534	Empanelled vide Deptt. of Personnel's Circular letter No. 3/21/2009-2PP2/1587458/1, dated 01.10.2019

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, 5th 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.

Pandey Jyoti
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



ਨੰ: 5/01/2022-1ਪੀ.ਪੀ.1/ 729

ਪੰਜਾਬ ਸਰਕਾਰ
ਪ੍ਰਸੋਨਲ ਵਿਭਾਗ
(ਪ੍ਰਸੋਨਲ ਪਾਲਿਸੀਜ਼-1 ਸ਼ਾਖਾ)

ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ: 20-12-2022

ਸੇਵਾ ਵਿਖੇ

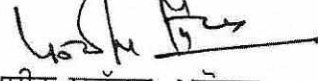
ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀ,
ਡਵੀਜ਼ਨਾਂ ਦੇ ਕਮਿਸ਼ਨਰ,
ਰਜਿਸਟਰਾਰ, ਪੰਜਾਬ ਅਤੇ ਹਰਿਆਣਾ ਹਾਈਕੋਰਟ,
ਸਮੂਹ ਜਿਲ੍ਹਾ ਤੇ ਸੈਸ਼ਨ ਜੱਜ,
ਸਮੂਹ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ ਅਤੇ
ਸਮੂਹ ਉਪ-ਮੰਡਲ ਮੈਜਿਸਟਰੇਟ।

ਵਿਸ਼ਾ:- ਅਸਾਮੀਆ ਦੇ ਵਰਗੀਕਰਣ ਸਬੰਧੀ।

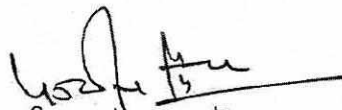
ਸ਼੍ਰੀਮਾਨ/ ਸ਼੍ਰੀਮਤੀ ਜੀ,

ਮੈਨੂੰ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਆਪ ਨੂੰ ਸੰਬੋਧਤ ਕਰਨ ਅਤੇ ਇਹ ਸੂਚਿਤ ਕਰਨ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਵਿੱਤ ਵਿਭਾਗ ਵੱਲੋਂ ਨੋਟੀਫਿਕੇਸ਼ਨ ਨੰ; No. 09/01/2021-5FP1/671 ਮਿਤੀ 05.07.2021 ਰਾਹੀਂ ਪੰਜਾਬ ਸਿਵਲ ਸੇਵਾਵਾਂ(ਰਿਵਾਇਜ਼ਡ ਪੇਅ) ਨਿਯਮ, 2021 ਜਾਰੀ ਕੀਤੇ ਜਾ ਚੁੱਕੇ ਹਨ। ਇਸ ਨੋਟੀਫਿਕੇਸ਼ਨ ਦੇ SCHEDULE[See rules 3(e)(f)&(g)] ਵਿੱਚ ਅਸਾਮੀਆ ਦੇ ਵਰਗੀਕਰਣ ਸਬੰਧੀ ਸਥਿਤੀ ਦਰਸਾਈ ਗਈ ਹੈ। ਸਰਕਾਰ ਵੱਲੋਂ ਫੈਸਲਾਂ ਕੀਤਾ ਗਿਆ ਹੈ ਕਿ ਅਸਾਮੀਆ ਦੇ ਵਰਗੀਕਰਣ ਸਬੰਧੀ ਇਸ ਨੋਟੀਫਿਕੇਸ਼ਨ ਦੇ SCHEDULE[See rules 3(e)(f)&(g)] ਵਿੱਚ ਦਰਸਾਏ ਅਨੁਸਾਰ ਕਾਰਵਾਈ ਕੀਤੀ ਜਾਵੇ।

ਆਪ ਜੀ ਦਾ ਵਿਸ਼ਵਾਸਪਾਤਰ


ਅਧੀਨ 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।


ਅਧੀਨ ਸਕੱਤਰ, ਪ੍ਰਸੋਨਲ

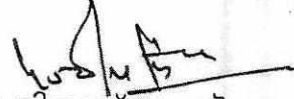
ਸੇਵਾ ਵਿਖੇ

ਸਮੂਹ ਵਿਸ਼ੇਸ਼ ਮੁੱਖ ਸਕੱਤਰ, ਵਧੀਕ ਮੁੱਖ ਸਕੱਤਰ;
ਵਿੱਤੀ ਕਮਿਸ਼ਨਰਜ਼/ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ;
ਅਤੇ ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ।

ਅੰ.ਵਿ.ਪੱ.ਨੰ.:5/01/2022-1ਪੀ.ਪੀ.1/ 730

ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ 20-12-2022

ਇਸ ਦਾ ਇੱਕ ਉਤਾਰਾ ਵਿੱਤ ਵਿਭਾਗ ਨੂੰ ਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਜੀ ਦੀ ਪ੍ਰਧਾਨਗੀ ਹੇਠ ਮਿਤੀ
1.12.2022 ਨੂੰ ਰੋਏ ਮੀਟਿੰਗ ਦੇ ਹਵਾਲੇ ਵਿੱਚ ਸੂਚਨਾ ਅਤੇ ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ।


ਅਧੀਨ ਸਕੱਤਰ, ਪ੍ਰਸ਼ੋਨਲ

ਸੇਵਾ ਵਿਖੇ

ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ,
ਵਿੱਤ ਵਿਭਾਗ।

ਅੰ.ਵਿ.ਪੱ.ਨੰ.:5/01/2022-1ਪੀ.ਪੀ.1/ 731

ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ 20-12-2022