

(Published in the Punjab Government Gazette Legislative Supplement Ordinary, dated the 27th December, 1963)

PART III

Punjab Government
Notification

The 14th October, 1963

No. G.S.R 305/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, the Governor of Punjab is pleased to make the following rules regulating the recruitment and conditions of service of persons appointed to the Punjab Civil Secretariat (State Service Class II) namely:-

- 1 (i) These rules may be called the Punjab Civil Secretariat Class II Rules, 1963 (State Short title and Commencement.)
- (ii) They shall come into force from the date of their publication in the Punjab Government Gazette.
- 2 In these rules, unless the context otherwise requires. -
Definitions.
 - (a) "Commission" means the Punjab Public Service Commission.
 - (b) "direct recruitment" means recruitment made otherwise than by promotion or by transfer of an official already in service of a State Govt. or of the Union Government.
 - (c) "Government" means the Punjab Government in the Administrative Department; and
 - (d) "Service" means the Punjab Civil Secretariat (State Service, Class II).
- 3 The service shall be comprised of the posts shown in appendix 'A' to these rules in two separate groups mentioned therein; Number & Character of post

Provided that nothing in this rule shall affect the right of Govt. posts to make additions to or reduction in any group of the service either permanently or temporarily.
- 4 The posts included in the Service will be in the scale of pay with special pay, if any given in appendix 'A' to these rules Pay attached to the post.
- 5 Appointments to the Service shall be made

by Government after such consultation with the Commission as may be necessary.

Appointing Authority.

6. (I) No person shall be appointed to the service unless he is:-

Nationality, Domicile and Character of candidates.

- (a) a citizen of India, or
- (b) a subject of Sikkim, or
- (c) a subject of Nepal or
- (d) a subject of Bhuttan or

(e) a Tibetan refugee who came over to India before the 1st January 1962 with the intention of permanently settling in India, or

(f) a person of Indian origin who has migrated from Pakistan with the intention of permanently settling in India.

Provided that a candidate belonging to categories

(c), (d), (e) and (f) is a person in whose favour a certificate of eligibility has been given by the competent authority and if he belongs to category (f) the certificate of eligibility will be issued for a period of one year, after which such a candidate will be retained in service subject to his having acquired Indian citizenship.

(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 any other 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.

(3) No person shall be appointed to the Service by direct recruitment 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.

7 No person shall be appointed to the Service Unless :-

- (i) in the case of a man, he has not more than one wife living and
- (ii) in the case of a woman she is not married to a person already having a wife living.

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

8 (1) The posts in the Service shall be filled in the following manner

- (a) In the case of Superintendent other than the Superintendent in the press branch :- (i) By promotion from amongst Deputy Superintendents, Assistant in charge and Assistants who are members of the Punjab Civil Secretariat (State Service, Class III) with minimum experience of one year as a Deputy Superintendent or a total experience of 10 years as an Assistant; or
- (ii) by direct recruitment or by transfer or deputation of an official already in Government Service holding a ministerial posts.

Provided that appointment in this manner will be made only in exceptional circumstances, namely when it becomes necessary to appoint a person with technical or specialised experience or qualifications to one of the posts included in the Service and when a person considered suitable is not available for promotion within the Civil Secretariat.

- (b) In the case of Superintendent, Press branch :- (i) By promotion from amongst Senior Translators, who are members of the Punjab Civil Secretariat (State Service, Class III) or
- (ii) by direct recruitment or by transfer or deputation of an official already in Government service holding a ministerial post.

Provided that appointment in this manner will be made only in exceptional circumstances namely when it becomes necessary to appoint a person with technical or specialised experience or qualifications to one of the posts included in that service and when a person considered suitable is not available for promotion within the Civil Secretariat.

(c) In the case of Private Secretaries :- (i) By promotion from amongst Personal Assistants or Senior Scale Stenographers who are members of the Punjab Civil Secretariat (State Service, Class III) with a minimum experience of one year as a personal Assistant or a total experience of 8 years as a Senior Scale stenographer or

(ii) by direct recruitment or by transfer or deputation of an official already in Government service holding a ministerial post ;

Provided that appointment in this manner will be made only in exceptional circumstances, namely when it becomes necessary to appoint a person with technical or specialised experience or qualifications to one of the posts included in the service and when a person considered suitable is not available for promotion within the Civil Secretariat.

(2) When any vacancy occurs or is about to occur in the service, the appointing authority shall determine in what manner such vacancy shall be filled.

(3) Appointment to any post by promotion shall be made strictly on the basis of seniority-cum-merit and no person shall be entitled to claim promotion on the basis of seniority alone.

Probation 9. (I) Persons appointed to the service shall remain on probation for a period of two years, if appointed by direct recruitment.

recruitment and one year, if appointed otherwise :-

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 these rules;
- (b) in the case of an appointment by transfer, any period of work in equivalent or higher post, prior to appointment to the Service may, at the discretion of the appointing authority 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 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, during the period of probation, the work or conduct of a person appointed to the Service, is, in the opinion of the appointing authority, not satisfactory it may:-

- (a) dispense with his services, if he was appointed by direct recruitment; or
- (b) if he was appointed 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) On if he was appointed against a permanent vacancy confirm such person from the date of his appointment or
- (b) If he was appointed against a temporary vacancy, confirm such person from the date from which a permanent vacancy exists, or
- (c) If there is no permanent vacancy, declare that he has

completed his probation satisfactorily; or

d) If his work or conduct has, in its opinion, not been satisfactory dispense with his services, if he was appointed by direct recruitment; or if he was 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 permit; or

(e) 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.

y.10 (1) The seniority interse of the members of the Service holding the same class of post in either of the two groups shown in Appendix 'A' to these rules, shall be determined separately in that very group by the date of their continuous appointment in the service.

Provided that in the case of members appointed by direct recruitment the order of merit determined by the Commission shall not be disturbed and persons appointed as a result of an earlier selection shall be senior to those appointed as a result of subsequent selection;

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

(a) a members appointed by direct recruitment shall be senior to a member appointed otherwise,

(b) a member appointed by promotion shall be senior to a person 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:- 1 This rule shall not apply to person appointed on purely provisional basis pending their passing the qualifying test.

Note:- 2 In the case of members whose period of probation is extended under rule 9 of these rules, the date of appointment for the purpose of this rule shall be deemed to have been deferred to the extent the period of probation is extended.

(2) The post of Superintendent, Press branch, being an isolated post, will not be reckoned for seniority amongst the other Superintendents.

11. In respect of leave, pension and other cognate 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 framed by the competent authority under Article 309 of the Constitution of India of any law or rules made thereunder.

12.(1) The matters relating to discipline, punishment and appeals members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal Rules 1952) as amended from time to time, provided that the nature of penalties which may be imposed, the authority empowered to impose such penalties and the

appellate authority shall be subject to the provisions of any law or rules made under Article 309 of the Constitution of India, be as specified in Appendix 'B' to these rules.

(2) The authority competent to pass an order under Clause (c) and (d) of rule 10 of the said Punjab Civil Services (Punishment and Appeal) Rules, 1952 and the appellate authority, shall be as specified in Appendix 'B' to these rules.

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

14 Every member of the Service shall be liable to transfer under the orders of Government to any other office or department under the administrative control of the Punjab Government whether located within the State of Punjab or at any other place in India.

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.

16. Where Government is satisfied that the operation of any of these rules causes undue hardship in any particular case, it may, by an 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 rules 3 and 4)

No.	Designation of Post	Number of posts (Permanent)	Pay per mensem	Remarks
1	2	3	4	5

Rs

GROUP I

Superintendent (also called section officer)	57	350-25-500/ 30-650.
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Note:-57 posts of Superintendents include one post of Superintendent Office of the Military Secretary to Governor and one post of Superintendent, Press Branch.

Group II

Private Secretaries to the Governor, the Ministers and the Chief Secretary to Govt. Punjab.	8	350-25-500/ 30-650
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APPENDIX 'B'

(See rule 12)

Designation of official.	Nature of penalty	Punishing Authority.	Appellate Authority.
1	2	3	4
1 Superintendents (including the Superintendent Press Branch)	(a) Censure, or (b) Withholding of increments or promotion including stoppage at an efficiency bar, or.	Chief Secretary.	Government.
2 Private Secretaries	(c) reduction to a lower stage in a time scale, or. (d) recovery from pay of the whole or part of any pecuniary loss caused to Govt. by negligence, or breach of order; or) (e) Suspension or (f) removal from the Service which does not disqualify from future employment, or (g) dismissal from the Service which ordinarily disqualifies from further employment; or) h) reducing the maximum pension admissible under the rules governing pension; or (i) termination of appointment otherwise than on reaching the age fixed for superannuation.	G O V E R N M E N T	

Explanation :- The discharge :-

- (a) of a person appointed on probation during or at the end of the period of probation; or
- (b) of a person appointed to hold a temporary appointment on the expiration of the period of appointment does not amount to removal or dismissal.

(NO. 14262-EI-63)

SAROOP KRISHAN
Planning Commissioner and
Additional Chief Secretary to Govt. Pb.

PART III

Punjab Government/Establishment.

Notification

The 15th October, 1966

No. C.S.R 246/Const/Art. 309 And. (I)/66:- 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 President of India is pleased to make the

following rules further to amend the Punjab Civil Secretariat (State Service, Class II) Rules, 1963, namely :-

1 These rules may be called the Punjab Civil Secretariat (State Service, Class II (First Amendment) 1966

2 In the Punjab Civil Secretariat (State Services, Class II) Rules 1963, in rule 8 in Sub rule (I) in clause (a) for sub-clause (i) the following shall be substituted namely:-

"(i) By promotion from amongst Assistant Section Officers and such Deputy Superintendents, Assistant in charge and Assistants members of the Punjab Civil Secretariat (State Service, Class III) with minimum experience of one year as a Deputy Superintendent or a total experience of ten years as an Assistant.

Explanation I. For the purposes of this sub clause, the total experience of an Assistant Section Officer shall be computed by counting one year's service of an Assistant Section Officer as equivalent to one and a half year's service of an Assistant.

Explanation II The number of the posts of Superintendents and Section Officers available for promotion from amongst Assistant Section Officers shall bear the same proportion to the total number of such posts as the Branches manned by Assistant section Officers

and section Officers bear to the number of Branches manned by Assistants and Superintendents, the method of promotion to vacancies available in such proportion being that persons, other than Assistant Section Officers, shall be promoted first and the Assistant Section Officers shall be promoted thereafter and so on.

No. 7925-EI 66

R. N. Chopra
Additional Chief Secretary to Govt. Punjab.

Subject:

Adaptation of Service Rules.

A copy each of the following notifications is enclosed for information and guidance:-

1

NO. GSR-62/Const. /309/68, dated the 14th August, 1968, relating to the Punjab Civil Secretariat (State Service Class II) Haryana 1st Amendment) Rules, 1968.

2

No. GS R-63/Const./309/68, dated the 14th August, 1968, relating to the Punjab Civil Secretariat (State Service Class III) (Haryana 1st Amendment) Rules, 1968

Sd/
Superintendent Establishment I
for Assistant Secretary to Government, Haryana,
Secretariat Establishment.

To

All the Officers on Special Duty/
Superintendents/Section Officers/
Deputy Superintendents/ Heads of Branches in
the Haryana Civil Secretariat.

U.O. No. 5548-EI-68, dated Chandigarh 15th Sept. 1968.

Published in the Haryana Government Gazette Legislative Supplement, dated the 20th August, 1968)

Part III

Haryana Government
Home Department (Establishment)

Notification

the 14th August, 1968

No. GS R-62/Const/30 9/68- In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, read with section 89 of the Punjab Reorganisation Act, 1966 and all other powers enabling him in this behalf, the Governor of Haryana hereby makes the following rules further to amend the Punjab Civil Sectt. (State Service Class II) Rules, 1963, namely:-

- 1 (i) These rules may be called the Punjab Civil Secretariat (State Service Class II) (Haryana First Amendment) Rules, 1968.
- 2) They shall be deemed to have come into force on the 1st day of November, 1966.
- 2 In the Punjab Civil Secretariat (State Service Class II) Rules, 1963, in rule 2, rule 3 and rule 14 for the word "Punjab" wherever occurring the word "Haryana" shall be substituted.
- 3 In the sa-id rules, for Appendix 'A' the following Appendix shall be substituted, namely:-

No.	Designation of post	No of scale of pay posts (permanent	Remarks
1	Superintendents (also called Section Officers)	32	Rs. 350-25-500/30-650
2	Pri-vate Secretaries to the Ministers and the Chief Secretary to Government, Haryana.	6	Rs. 350-25-500/50-650"

Note-32 posts of Superintendents include one post of Superintendent, Press Branch.

SAROOP KRISHAN,
Chief Secretary to Govt. Haryana.