

ANNEXURE—II

(Published in the Punjab Government Gazette, Legislative Supplement, Ordinary, dated the 29th December, 1961)

PART. III
HOME DEPARTMENT

Notification

Dated the 26th December, 1961

No. G.S.R. 10 Const/Art 309/61.—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 promotion of Stenographers and Steno-Typists, in the Civil services of the State, to higher posts on clerical side, namely :—

1. (1) These rules may be called the Punjab Civil Services (Promotion of Stenographers and Steno-Typist) Rules 1961. *Short title extent and commencement.*
- (2) They shall apply to all Stenographers and Steno Typists of all the Department of the State excepting those of the Punjab Civil Secretariat the Punjab Legislative Council Secretariat and the Punjab High Court.
- (3) They shall come into force at once.
2. Stenographers and Steno-typists shall be eligible for promotion to the post of Assistant, Head Assistant, Deputy Superintendent or Superintendent, as the case may be, in accordance with the provisions herein after appearing. *Eligibility for Promotion.*
3. (1) In Offices where the scale of pay of Stenographers is indential to that of Assistants, the Stenographers shall, before becoming eligible for promotion to a higher post on the clerical side, have to :— *Promotion of Steno-graphers in offices where their scale of pay is identical to that of Assistants.*
 - (i) qualify in the departmental test prescribed for the post of Assistant; and
 - (ii) Work as Assistant for a period of two years on some existing vacancy or by sharing the work of an Assistant ; provided that—
 - (a) no Stenographer shall be allowed to take the test unless he has put in one year's service as Stenographer.
 - (b) Nothing in this sub-rule shall be deemed to require the Stenographers, who stand exempted from passing the test by virtue of the instructions already issued by the Government from time to time, to pass the Assistant's test prescribed in this sub-rule,
 - (c) no Stenographer will be put to work as an Assistant for the required period of two years, unless he has qualified in the test.

Explanation 1. The period during which a Stenographer has, before the date of issue of these rules, performed the duties of an Assistant whether in addition to his own duties or otherwise will be taken into consideration in computing the period of his training as Assistant.

Explanation 2. Where there is no available vacancy of the post of Assistant for imparting training to the Stenographer he shall be given at least one third of the work of some Assistant in addition to his own duties. The Assistant who is thus relieved of some of his work will in turn help the Stenographer in his routine duties.

(2) The seniority of the Stenographers, who successfully complete the period of two years training specified in sub-rule (1), *Vis-a-vis* Assistant, shall be determined by the dated of their continuous appointment against the post of stenographer or Assistant, as the case may be, and if the dates of their appointment be the same the one drawing higher pay shall be senior to the other

4. (1) In offices, where the scale of pay of Stenographers is lower than that of Assistants, the the Stenographers shall be eligible along-with Clerks for promotion to the post of Assistant, after they have qualified in the departmental test prescribed for the post of Assistant. On their appointment as Assistants they shall like other Assistants, be eligible, for promotion to higher posts on the clerical side, on the basis of their seniority in the Assistant Cadre. *Promotion of Stenographers in office where their scale of pay is lower than that of Assistants.*
 - (2) The inter-se-seniority of such Stenographers vis-a-vis Clerks shall be determined by the dates of their continuous appointment against the post of Stenographer or Clerk, as the case may be, and if the dates of their appointment be the same the older shall be senior to the younger.
 5. (1) The Junior Scale-Stenographers and Steno Typists shall, along-with Clerks, be eligible for promotion to the post of Assistant, after they have qualified in the test prescribed for the post of Assistants. On their appointment as Assistants they shall, like other Assistants be eligible for promotion to higher posts on the clerical side on the basis of their seniority in the Assistant cadre. *Promotion of Junior Scale Stenographer and Stenotypist.*
 - (2) The Inter-se-seniority of such Junior Scale-Stenographers and steno-tytsts vis-a-vis clerks shall be determined by the dates of their continuous appointment against the post of Junior Scale-Stenographer or Steno-typist or Clerk as the case may be, and if the dates of their appointment be the same, the older shall be senior to the younger.
 6. (1) In offices where there is no post of Assistant the Stenographers shall alongwith Clerks, be eligible for promotion to higher post on the clerical side. *Promotion of Stenographers in offices where there is no post of Assistant.*
- Provided that if the Clerks before being eligible for promotion to high posts are required to qualify in any departmental test, the Stenographers will also be required to qualify that test before becoming eligible for promotion.
- (2) The inter-se-seniority of Stenographers vis-a-vis clerks shall be determined by the dates of their continuous appointments as Stenographers or Clerks, as the case may be and if the dates of their appointment be the same the older shall be senior to the younger.
 7. Except for the purpose of promotion to higher posts on clerical side, the inter-se-seniority determined under sub-rule (2) of rule 4, sub rule (2) of rule 5 and sub rule (2) of rule 6, will not affect the seniority of persons in their respective cadres. *Seniority in respective cadre not to be disturbed.*
 8. The provisions of these rules shall have effect not withstanding anything to the contrary contained in any rules for the time being in force regulating the recruitment and conditions of service of persons appointment to public services and posts, in connection with the affairs of the State. *Overriding effect.*

E.N. Mangat Rai,

Chief Secretary to Government, Punjab.