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PART III

GOVERNMENT OF PUNJAB

**DEPARTMENT OF ANIMAL HUSBANDRY, FISHERIES AND
DAIRY DEVELOPMENT**

NOTIFICATION

The 11th May, 2021

No. G.S.R. 42/Const./Art. 309/2021.- 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 conditions of service of the persons appointed to the Punjab Animal Husbandry (Group-A) Service, namely:-

RULES

1. Short title, commencement and application.- (1) These rules may be called the Punjab Animal Husbandry (Group-A) Service Rules, 2021.

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

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

(b) 'Government' means the Government of the State of Punjab in the Department of Animal Husbandry, Fisheries and Dairy Development; and

(c) 'Service' means the Punjab Animal Husbandry (Group-A) Service.

(2) 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.- All 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 authorized 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 that post in Appendix 'B'.

(3) Appointment to the Service by promotion, except for the post of Director, shall be made on seniority-cum-merit basis, but no person shall have any right to claim promotion on the basis of seniority alone. In case of the post of Director, the promotion shall be made on merit -cum- seniority basis.

7. Departmental examination.- Every person appointed to the post in the Service, unless he has already done so, has to pass such departmental examination as may be specified by the Government 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 the Service against an order as specified in rule 15 of 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 Punjab Civil Veterinary Department Subordinate Service Rules, 1933, the Punjab Animal Husbandry (State Service Class II) Rules, 1981, the Punjab Animal Husbandry (Non-Ministerial) Class III Service Rules, 1992, the Punjab Animal Husbandry (Class I) Service Rules, 1996 and the Punjab Animal Husbandry (Group-A) Service Rules, 2014, 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 and the Department of Finance, shall decide the same.

APPENDIX 'A'

[See rules 1(3), 3 and 5]

Serial No.	Designation of the post	Number of posts			Scale of pay (Pay Band + Grade Pay) (in rupees)	Scale of pay (in rupees) for the member of Service recruited on or after 17.07.2020
		Perma- nent	Tempo- rary	Total		
1	2	3	4	5	6	7
I-ADMINISTRATIVE CADRE						
1.	Director	1	-	1	37400-67000+10000	-
2.	Joint Director	5	-	5	37400-67000+8700	-
3.	Deputy Director	38	-	38	15600-39100+7600	-
4.	Assistant Director/ Senior Veterinary Officer	154	-	154	15600-39100+6600	-
5.	Veterinary Officer	1508	-	1508	15600-39100+5400	47,600/-
II- FEED AND FODDER DEVELOPMENT CADRE						
6.	Fodder Develop- ment Officer	1	-	1	15600-39100+ 6600	-
7.	Agriculture Development Officer	10	-	10	15600-39100+5400	Scale of pay to be defined in concurrence with the Department of Finance, Punjab prior to recruitment.
III- STATE ACCOUNTS SERVICES						
8.	Deputy Controller (Finance and Accounts)	1	-	1	As per Department of Finance (Treasury and Accounts), Punjab.	-
9.	Assistant Controller (Finance and Accounts)	1	-	1	As per Department of Finance (Treasury and Accounts), Punjab.	-

IV-MINISTERIAL STAFF (Head Office Cadre)						
10.	Establishment Officer	1	-	1	15600-39100+ 5400	-
11.	Planning Officer	1	-	1	15600-39100 + 5400	-
12.	Superintendent Grade-I	3	-	3	15600-39100+ 5400	-
V-STATISTICAL CADRE						
13.	Deputy Director (Statistics)	1	-	1	15600-39100+6600	-
VI-INFORMATION TECHNOLOGY CADRE						
14.	System Manager	1	-	1	As per Department of Governance Reforms and Public Grievances.	

APPENDIX 'B'

(See rule 6)

Serial No.	Designation 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
I-ADMINISTRATIVE CADRE					
1.	Director	-	Hundred percent	-	From amongst the Joint Directors, who have an experience of working as such for a minimum period of two years. Or From members of the Service, who have got at least twenty-eight years of regular service, including the Service rendered as Joint Director or Deputy Director or Assistant Director / Senior Veterinary Officer or

					Veterinary Officer, taken together, and who have successfully completed the probation period as required.
2.	Joint Director	-	Hundred percent	-	From amongst the Deputy Directors, who have an experience of working as such for a minimum period of two years.
					Or
					From members of the Service, who have got at least twenty-six years of regular service, including the service rendered as Deputy Director or Assistant Director/ Senior Veterinary Officer or Veterinary Officer, taken together, and who have successfully completed the probation period as required.
3.	Deputy Director	-	Hundred percent	-	From amongst the Assistant Directors / Senior Veterinary Officers, who have an experience of working as such for a minimum period of four years.
					Or
					From members of the Service, who have got at least twenty-four years of regular service, including the service rendered as Assistant Director/ Senior Veterinary Officer or Veterinary Officer, taken together, and who have

					successfully completed the probation period as required.
4.	Assistant Director/ Senior Veterinary Officer	-	Hundred percent	-	From amongst the Veterinary Officers, who have an experience of working as such for a minimum period of ten years; and who have passed the departmental examination as mentioned in rule 7.
5.	Veterinary Officer	Hundred percent	-	(i) Should possess Bachelor's Degree in Veterinary Science and Animal Husbandry from a University recognized by the Veterinary Council of India; and (ii) should be registered with the Punjab Veterinary Council.	-

II-FEED AND FODDER DEVELOPMENT CADRE

6.	Fodder Development Officer	-	Hundred percent	-	From amongst the Agriculture Development Officers who have an experience of working as such for a minimum period of five years.
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7.	Agriculture Development Officer	Hundred percent	-	B.Sc. Agriculture from a recognized University.	-
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III- STATE ACCOUNTS SERVICES

8.	Deputy Controller (Finance and Accounts)	To be deputed by the Department of Finance, Punjab.	To be deputed by the Department of Finance, Punjab.	To be deputed by the Department of Finance, Punjab.	To be deputed by the Department of Finance, Punjab.
9.	Assistant Controller (Finance and Accounts)	To be deputed by the Department of Finance, Punjab.	To be deputed by the Department of Finance, Punjab.	To be deputed by the Department of Finance, Punjab.	To be deputed by the Department of Finance, Punjab.

IV- MINISTERIAL STAFF (Head Office Cadre)

10.	Establishment Officer	-	Hundred percent	-	From amongst the Planning Officer or Superintendents Grade –I or Superintendents Grade –II, who have an experience of working as such for a minimum period of five years, taken together, in the Directorate of Animal Husbandry, Punjab.
11.	Planning Officer	-	Hundred percent	-	From amongst the Superintendents Grade –I or Superintendents Grade –II, who have an experience of working as such for a minimum period of three years, taken together, in the Directorate of Animal Husbandry, Punjab.

12.	Superintendent Grade-I	-	Hundred percent	-	From amongst the Superintendents Grade-II, who have an experience of working as such for a minimum period of two years in the Directorate of Animal Husbandry, Punjab.
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V-STATISTICAL CADRE

13.	Deputy Director (Statistics)	-	Hundred percent	-	From the Statistical Officer working in the Department of Animal Husbandry, Punjab, who has an experience of working as such for a minimum period of four years.
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VI- INFORMATION TECHNOLOGY CADRE

14.	System Manager (IT)	To be deputed by the Department of Governance Reforms and Public Grievances, Punjab.	To be deputed by the Department of Governance Reforms and Public Grievances, Punjab.	To be deputed by the Department of Governance Reforms and Public Grievances, Punjab.	To be deputed by the Department of Governance Reforms and Public Grievances, Punjab.
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Appendix 'C'

(See rule 8)

Serial No.	Designation of the post	Nature of penalty or order	Authority empowered to impose penalty or pass order	Appellate authority
1	2	3	4	5

I-ADMINISTRATIVE CADRE

1.	Director	(a) Minor penalties and (b) Major penalties	Minister In charge	Chief Minister
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II-ADMINISTRATIVE CADRE

2.	Joint Director			
3.	Deputy Director	(a) Minor penalties		
4.	Assistant Director/ Senior Veterinary Officer	and	Secretary in charge	Minister in charge
5.	Veterinary Officer	(b) Major penalties		
6.	Fodder Development Officer			
7.	Agriculture Development Officer			

III-STATE ACCOUNTS SERVICES

8.	Deputy Controller (Finance and Accounts)	(a) Minor penalties		
9.	Assistant Controller (Finance and Accounts)	and (b) Major penalties	As applicable	As applicable

IV-MINISTERIAL STAFF (Head Office Cadre)

10.	Establishment Officer	(a) Minor penalties and		
11.	Planning Officer	(b) Major penalties	Secretary in charge	Minister in charge
12.	Superintendent Grade-I			

V-STATISTICAL CADRE

13.	Deputy Director (Statistics)	(a) Minor penalties and (b) Major penalties	Secretary in charge	Minister in charge
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VI-INFORMATION TECHNOLOGY CADRE

14.	System Manager	(a) Minor penalties and (b) Major penalties	As applicable	As applicable
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Appendix 'D'

(See rule 9)

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

Notification

The 4May, 1994

NO. G.S.R.33/Const./Art.309/94.- 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 general and common conditions of service of persons appointed to ¹[Group 'A', Group 'B' and Group 'C'] services in connection with the affairs of the State of Punjab, namely:-

1. Short title, commencement and application :-

- (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.
- (2) They shall come into force at once.
- (3) They shall apply to all the posts in ¹[Group 'A', Group 'B' and Group 'C'] services in connection with the affairs of the State of Punjab.

2. Definitions.- In these rules, unless the context otherwise requires,-

- a) "appointing authority" means an appointing authority specified as such in the Service Rules made under article 309 of the constitution of India in respect of any service or Post in connection with the affairs of the State of Punjab ;
- b) "Board" means the subordinate Service Selection board, Punjab or any other authority constituted to perform its functions;
- c) "Commission" means the Punjab Public Service Commission;
- d) "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;

¹Amended vide Punjab Government Notification No. G.S.R. 115/Const./Art.309/Amd.(6)/2001, dated 18th December, 2001.

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- e) “Government” means the Government of the State of Punjab in the Department of Personnel and Administrative Reforms;
 - f) “recognised university or institution” means,-
 - i) any university or institution incorporated by law in any of the State of India; or
 - ii) any other university or institution, which is declared by the Government to be recognised university or institution for the purposes of these rules.
 - g) ¹[“Service” means any Group ‘A’ service, Group ‘B’ service and Group ‘C’ service constituted in connection with the affairs of the State of Punjab as per scales given in the Appendix;]
 - h) “Service Rules” means the service rules made under article 309 of the Constitution of India regulating the recruitment and conditions of service other than the general and common conditions of service of persons appointed to any service or post in connection with the affairs of the State of Punjab; and
- ²[(i) (i) “War hero” means a defence services personnel, or a para-military forces personnel, who is a bona fide resident of Punjab State and has been killed or discharged from above service on account of disability suffered by him on or after 1st January, 1999, while fighting in a war declared so by the Government of India, in operations in Kargil or any other sector in J & K in the on going conflict with Pakistan or in any other operations which may be notified by the State Government to have been undertaken for preserving the unity and integrity of the Country; or
- (ii) a defence service personnel or a para-military forces personnel who was a bona fide resident of Punjab State and was posthumously decorated with Param Vir Chakra, Mahavir Chakra or Vir Chakra; provided that,-
 - (a) In exceptional instances, the cases of such War Heroes may also be covered, with the prior approval of the Department of Personnel who through not bona fide residents Punjab State are yet closely connected to the State of Punjab;
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¹Amended vide Punjab Government Notification No. G.S.R. 115/Const./Art.309/Amd.(6)/2001, dated 18th December, 2001.

² Substituted vide Punjab Government Notification No. G.S.R. 34/Const./Art.309/Amd.(7)/2003, dated 12th July, 2003.

- (b) In the case of War Heroes, falling in the category (ii) above, the benefits to be given by the State Government will be restricted only to first generation dependent members/next of the kin.

Note:- The Government reserves the right to include any other category of Awardees for the purpose of providing employment to the category of War Heroes, as may be notified.]

3. Nationality, domicile and character of person appointed to the Service.-

- (1) No person 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 day of January, 1962 with the intention of permanently settling in India; or
 - (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India:

Provided that a person belonging to any of the categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been given by the Government of Punjab in the Department of Home Affairs and Justice.

- (2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or the Board, as the case may be, on his furnishing proof that he has applied for the certificate but he shall not be appointed to the service unless the necessary certificate is given to him by the Government of Punjab in the Department of Home Affairs and Justice.
- (3) No person shall be recruited to the service by direct appointment, unless he produces,-
 - (a) 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;
and

- (b) An affidavit to the effect that he was never convicted for any criminal offence involving moral turpitude and that he was never dismissed or removed from service of any State Government or of Government of India, or of any Public Sector Undertaking.

4. Disqualification.- No person;-

- (a) who has entered into or contracted a marriage with a person having 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, 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.

5. Age.- ¹[(1) No person shall be recruited to the Service by direct appointment, if he is less than eighteen years or is more than thirty seven years of age in the case of technical and non-technical posts on the first day of January of the year immediately preceding the last date, fixed for submission of applications by the Commission or the Board, as the case may be.]

Provided that where different lower and upper age limits have been specifically prescribed for posts in the Service Rules, these limits shall be made applicable for appointment to such posts:

Provided further that the upper age limit may be relaxed up to forty-five years in the case of persons already in the employment of the ²[Punjab Government, or any Board, Corporation, Commission or Authority under it,] other State Government or the Government of India:

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.

¹Amended vide Punjab Government Notification No. G.S.R. 20/Const./Art.309/Amd.(10)/2010, dated 24th May, 2010.

²Amended vide Punjab Government Notification No. G.S.R. 85/Const./Art.309/Amd.(19)/2016, dated 20th December, 2016.

- (2) In the case of ex-servicemen, the upper age limit shall be such as has been prescribed in the Punjab Recruitment of Ex-servicemen Rules, 1982, as amended from time to time.
- (3) In the case of appointment on compassionate grounds on priority basis, the upper age, limit shall be such as may be specifically fixed by the Government from time to time.

¹[(4) In the case of appointment of a War-hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, the upper age limit shall be such as may be specifically fixed by the Government from time to time.]

²[**5A. Increase in upper age limit.-** Notwithstanding anything contained in rule 5, on and with effect from the commencement of the Punjab Civil Services (General and Common Conditions of Service) Amendment Rules, 2010, where in any other Service rules, or in Government instructions, the upper age limit for appointment to any Service or for any category or persons, if different from thirty-five years, it shall be deemed to have been increased by two years.]

6. Qualification etc.- Subject to the provisions of these rules, the number and character of posts, method of recruitment and educational qualifications and experience for appointment to a post or posts in a Service and the departmental examination, if any, shall be such as may be specified in the Service Rules made for that Service;

¹{Provided that where appointment of ³[Group 'A' or Group 'B'] non-technical post is offered to a war-hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be graduation from a recognised university. Such person who is offered ³[Group 'A' or Group 'B' or Group 'C'] non-technical post, shall not, however, be required to possess experience of technical or non-technical post at the time of his initial appointment. }

¹Amended vide Punjab Government Notification No. G.S.R. 81/Const./Art.309/Amd.(II)/99, dated 15th November, 1999.

²Rule 5A after rule 5 was inserted vide Punjab Government Notification No. G.S.R. 20/Const./Art.309/Amd.(10)/2010, dated 24th May, 2010.

³Amended vide Punjab Government Notification No. G.S.R. 115/Const./Art.309/Amd.(6)/2001, dated 18th December, 2001.

7. Probation.- (1) A person appointed to any post in the service shall remain on probation for a period of ¹[three] years, if recruited by direct appointment and one year if appointed 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 any case of an appointment by transfer, any period of work on an 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;
 - (c) any period of officiating appointment to the Service shall be reckoned as period spent on probation; and
 - (d) any kind of leave not exceeding six months, during or at the end of period of probation, shall be counted towards the period of probation.
- (2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory or if he has failed to pass the departmental examination, if any, prescribed in Service Rules within a period not exceeding ²[one] and a half years from the date of appointment, 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 appointed 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.

¹Amended vide Punjab Government Notification No. G.S.R. 56/Const./Art.309/Amd.(18)/2016, dated 5th September, 2016.

²Amended vide Punjab Government Notification No. G.S.R. 1/Const./Art.309/Amd.(14)/2015, dated 23rd February, 2015.

- (3) On the completion of the period of probation of a person, the appointing authority may –
- (a) if his work and conduct has in its opinion been satisfactory-
 - (i) confirm such person, from the date of his appointment or from the date he completes his period of probation satisfactorily, if he is not already confirmed; or
 - (ii) declare that he has completed his probation satisfactorily, if he is already confirmed; or
 - (b) if his work or conduct has not been in its opinion, satisfactory or if he has failed to pass the departmental examination, if any, specified in the Service Rules-
 - (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;
 - (ii) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the period of probation as specified in sub-rule (1):

¹[Provided that the total period of probation including extension, if any, shall not exceed four years, recruited by direct appointment and three years if appointed otherwise.]

- 8. Seniority-** The seniority inter se of persons appointed to posts in each cadre of a Service shall be determined by the length of continuous service on such post in that cadre of the Service.

Provided that in the case of persons recruited by direct appointment who join within the period specified in the order of appointment or within such period as may be extended from time to time by the appointing authority subject to a maximum of four months from the date of order of appointment the order of merit determined by the Commission or the Board, as the case may be, shall not be disturbed:

Provided further that in case a person is permitted to join the post after the expiry of the said period of four months in consultation with the Commission or the Board, as the case may be, his seniority shall be determined from the date he joins the post:

¹Amended vide Punjab Government Notification No. G.S.R. 44/Const./Art.309/Amd.(20)/2014, dated 04th October, 2017.

Provided further that in case any person of the next selection has joined a post in the cadre of the concerned Service before the persons referred to in the preceding proviso joins, the person so referred shall be placed below all the persons of the next selection who join within the time specified in the first proviso:

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

- (a) a person appointed by the direct appointment shall be senior to a person appointed otherwise;
- (b) a person appointed by promotion shall be senior to a person appointed by transfer;
- (c) in the case of persons appointed by promotion or transfer, the seniority shall be determined according to the seniority of such persons in the appointments from which they were promoted or transferred; and
- (d) in the case of persons appointed by transfer from different cadres their seniority shall be determined according to pay, preference being given to a person 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 these appointments and if the length of service is also the same, an older person shall be senior to a younger person:

¹[Provided further that in the case of persons recruited by direct appointment in the same cadre obtaining equal marks during same selection process, their inter-se-seniority shall be determined on the basis of their age. That is, an older person shall be senior to the younger person.]

Note: - Seniority of persons appointed on purely provisional basis or on ad hoc basis shall be determined as and when they are regularly appointed keeping in view the dates of such regular appointment.

9. Liability of members of Service to transfer- A member of a Service may be transferred to any post whether included in any other service or not, on the same terms and conditions as specified in rule 3.17 of the Punjab Civil Service Rules, Volume-I, Part I.

¹Amended vide Punjab Government Notification No. G.S.R. 56/Const./Art.309/Amd.(17)/2016, dated 19th January, 2016.

- 10. Liability to serve-** A member of Service shall be liable to serve at any place, whether within or out of the State of Punjab, on being ordered so to do by the appointing authority.
- 11. Leave, Pension and other matters-** In respect of pay, leave, pension and all other matters not expressly provided for in these rules, a member of Service shall be governed by such rules and regulations as may have been or may hereafter be adopted or made by the competent authority.
- 12. Discipline, penalties and appeals-** (1) In the matter of discipline, punishment and appeals, a member of a 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 specified in rules 5 of the Punjab Civil Service (Punishment and Appeal) Rules, 1970 and the appellate authority thereunder in respect of the Government employee shall be such as may be specified in the Service Rules.
- 13. Liability for vaccination and re-vaccination-** Every member of a Service shall get himself vaccinated or re-vaccinated when Punjab Government so directs by a special or general order.
- 14. Oath of allegiance-** Every member of a 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.

¹[14A. Minimum Educational and other Qualifications for appointment to the post of Senior Assistant by –

Direct Appointment	Promotion
No person shall be given direct appointment to the post of Senior Assistant under the Punjab Government unless he –	From amongst the clerks, who have an experience of working as such for a minimum period of ² [four years].
(i) Possesses the Bachelor's Degree from a recognised University or Institution; and	
(ii) Qualifies in the competitive test specified by the appointing authority from time to time; and	

¹Rule 14A was inserted vide Punjab Government Notification No. G.S.R. 7/Const./Art.309/Amd.(15)/2015, dated 15th March, 2015.

²Amended vide Punjab Government Notification No. G.S.R. 31/Const./Art.309/Amd.(21)/2019, dated 13th September, 2019.

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- (iii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer Information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.

- (2) The person so appointed as Senior Assistant in terms of Provisions of sub-rule (1), shall have, before his appointment, ¹[passed a test in English and Punjabi, respectively,] typewriting on computer to be conducted by the Board or the appointing authority or the Department of Information Technology, as the case may be, at a speed of thirty words per minutes:

Provided that where appointment of Group 'B' non-technical post is offered to a War Hero, who has been discharged from Defense Services or dependent member of his family under the instructions issued in this behalf by the Government, the educational qualifications to be possessed by such person shall be Graduate from a recognized University or Institution. However, such person shall not be required to qualify the test in Punjabi type-writing as Provided in sub-rule (2).

¹Amended vide Punjab Government Notification No. G.S.R. 69/Const./Art.309/Amd.(16)/2015, dated 24th December, 2015.

¹[15. Minimum Educational and other qualifications:-

- (1) (i) No person shall be given direct appointment to the post of Clerk under the Punjab Government unless he possesses the Bachelor's Degree from a recognized University or Institution; and
(ii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India;

- (2) The person so appointed as Clerk in terms of the provisions of sub-rule (1), shall have, before his appointment, ²(passed a test in English and Punjabi, respectively, on computer), to be conducted by the Board or the appointing authority or the Department of Information Technology as the case may be, at a speed of thirty words per minute.”.

Provided that where appointment of Group 'C' non-technical post is offered to a War Hero, who has been discharged from Defence Services or department member of his family under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be Graduate form a recognized University or Institution. However, such person shall not be required to qualify the test in Punjabi type-writing as specified in sub-rule (2).]

¹Rule 15 was Substituted, vide Punjab Government Notification No. G.S.R. 12/Const./Art.309/Amd.(9)/2009, dated 10th February, 2009.

Rule 15 was amended and sub rule (3) was omitted vide Punjab Government Notification No. G.S.R. 59/Const./Art.309/Amd.(13)/2011, dated 17th August, 2011.

²Amended vide Punjab Government Notification No. G.S.R. 69/Const./Art.309/Amd.(16)/2015, dated 24th December, 2015.

¹[15A Minimum Educational and other Qualifications for appointment to the post of Senior Scale Stenographer by-

Direct Appointment	Promotion
No person shall be given direct appointment to the post of Senior Scale Stenographer under the Punjab government unless he—	(i) From amongst the Junior Scale Stenographers, who have an experience of working as such for a minimum period of one year.
(i) Possesses the Bachelor's Degree from a recognised University or Institution; and	Provided that if the Junior Scale Stenographer is not available then from amongst the Steno typists, who have an experience of working as such for a minimum period of ² [four years]; and
(ii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-	(ii) Qualifies in a stenography test in four paras (two in Punjabi and two in English language) counting 250 words each as follows:-
(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and	(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and
(b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at a speed of 12 words per minute.	(b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at
(iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualified the test for appointment as Senior Scale Stenographer.	

¹Rule 15A was inserted vide Punjab Government Notification No. G.S.R. 7/Const./Art.309/Amd.(15)/2015, dated 15th March, 2015.

²Amended vide Punjab Government Notification No. G.S.R. 31/Const./Art.309/Amd.(21)/2019, dated 13th September, 2019.

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| <p>(iv) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.</p> <p style="text-align: center;">OR</p> <p>Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.</p> | <p>typewriter/computer) at a speed of 12 words per minute.</p> <p>(iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the Stenography test in both the languages shall be considered to have qualified the test for promotion as Senior Scale Stenographer.</p> |
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¹[16. **Minimum Educational and other Qualifications for appointment to the post of Steno-typist or Junior Scale Stenographer-** No person shall be given direct Appointment to the post of Steno-typist or Junior Scale Stenographer under the Punjab Government, unless he-

- (a) Possesses Bachelor's Degree from a recognised University or Institution; and
- (b) Qualifies a test in Punjabi Stenography to be held by the Board or by the appointing authority at a speed specified by the Government from time to time; and
- (c) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer Information Technology in Office Productivity applications or Desktop Publishing applications from Government recognised institutions or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer information Technology Course equivalent

¹Amended vide Punjab Government Notification No.G.S.R. 12/Cons./Art.309/Amd(9)/2009 dated 10th February, 2009.

to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.]

¹[17. **Knowledge of Punjabi Language** – No person shall be appointed to any post in any service by Direct appointment unless he has passed Matriculation examination with Punjabi as one of the compulsory or elective subjects or any other equivalent examination in Punjabi language, which may be specified by the Government from time to time:

Provided that where a person is appointed on compassionate grounds on priority basis under the instructions issued in this behalf by the Government from time to time, the person so appointed shall have to pass an examination of Punjabi language equivalent to Matriculation standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of six months from the date of his appointment:

Provided further that where educational qualifications for a post in any service are lower than the Matriculation standard, then the person so appointed shall have to pass an examination of Punjabi language equivalent to Middle standard:

Provided further that where a War Hero, who has been discharged from defense services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, is appointed under the instructions issued in this behalf by the Government, the person so appointed will not be required to possess aforesaid knowledge of Punjabi Language:

Provided further that where a ward of Defence Service Personnel, who is a bona fide resident of Punjab State, is appointed by direct appointment, he shall have to pass an examination of Punjabi Language equivalent to Matriculation Standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of two years from the date of his appointment.]

¹Rule 17 was Substituted vide Punjab Government Notification No.G.S.R.97/Const./Art.309/Amd.(5)/2001 dated 4th September 2001

¹[18. Promotion to Ground 'A' and Group 'B' Services

- (1) (a) For promotion to the post as Head of Department would be decided strictly on the basis of merit-cum-seniority as per the instructions issued by the Government from time to time. The minimum bench mark for promotion for such post would be 'Very Good'. The officer who is graded as 'Outstanding' would supersede the officer graded as 'Very Good'.
- (b) For promotion to post falling in Group 'A' other than Head of Department, the minimum benchmark will be 'Very Good' as per as instructions issued by the Government from time to time. There shall be no supersession on the basis of merit.
- (c) For promotion to post falling in Group 'B', the minimum benchmark will be 'Good' and there shall be no supersession on the basis of merit.
- (2) **Debarring for consideration for promotion of a Government employee who refuses to accept promotion** – In the event of refusal to accept promotion by a member of a service, he shall be debarred by the appointing authority from consideration for promotion for all the consecutive chances which may occur in future within a period of two years from the date of such refusal to accept promotion:
- Provided that in a case where the appointing authority is satisfied that a member of a service has refused to accept promotion under the circumstances beyond his control, it may exempt such a member for reasons to be recorded therefor in writing from the operation of this rule.]
- 19. Power to relax** - Where the government is of the opinion that it is necessary to expedient so to do, it may by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.
- Provided that the provisions relating to educational qualifications and experience, if any, shall not be relaxed.
- 20. Over riding effect-** The provisions of these rules shall have effect notwithstanding anything contrary contained in any rules for the time being in force for regulating the recruitment and conditions of service for appointment to public service and posts in connection with the affairs of the State.
- 21. Interpretation** – If any, question arises as to the interpretation of these rules, the Government shall decide the same.
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¹ Rules 18 was Substituted vide Punjab Government Notification NO.G.S.R.117/Const./Art309/Amd.(7)/2001, dated 18th December, 2001

"APPENDIX"

(See rule 2)

Group 'A' : Posts in initial entry revised scales of pay having a maximum of Rs.11,660 or more; Provided that all existing Class I posts irrespective of the monetary limits of the pay scales shall be placed in Group 'A'.

Group 'B' : Posts in initial entry revised scales of pay with maximum ranging between Rs. 10,640 to 11,659;

Group 'C' : Posts in initial entry revised scales of pay with maximum ranging between Rs. 5,160 to 10,639;

A.S. CHATTHA,

Chief Secretary to Government of Punjab.

VIJAY KUMAR JANJUA,Additional Chief Secretary to Government of Punjab,
Department of Animal Husbandry, Fisheries and
Dairy Development.

Appendix was inserted vide Punjab Government Notification NO.G.S.R.115/Const./Art.309/Amd.(6)/2001, dated 18th December, 2001

PART III

GOVERNEMENT OF PUNJAB

**DEPARTMENT OF ANIMAL HUSBANDRY, FISHERIES AND
DAIRY DEVELOPMENT**

NOTIFICATION

The 11th May, 2021

No. G.S.R. 43/Const./Art. 309/2021.- 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 conditions of service of the persons appointed to the Punjab Animal Husbandry (Group-B) Service, namely:-

RULES

- 1. Short title, commencement and application.** – (1) These rules may be called the Punjab Animal Husbandry (Group-B) Service Rules, 2021.
(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.-** (1) In these rules, unless the context otherwise requires,-
 - (a) 'Appendix' means an appendix appended to these rules;
 - (b) 'Director' means the Director, Animal Husbandry Department, Punjab;
 - (c) 'Government' means the Government of the State of Punjab in the Department of Animal Husbandry, Fisheries and Dairy Development; and
 - (d) 'Service' means the Punjab Animal Husbandry (Group-B) Service.

(2) 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.-** All 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 authorized 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 that 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. **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 the Service against an order as specified in rule 15 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970, shall be as per Appendix 'C'.

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- 8. 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'.
- 9. Repeal and savings.-** The Punjab Animal Husbandry Class III (Ministerial) Service Rules, 1988 and the Punjab Animal Husbandry (Non-Ministerial) Class III Service Rules, 1992, 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.
- 10. Interpretation.-** If any question arises as to the interpretation of these rules, the Government in consultation with the Department of Personnel and the Department of Finance, shall decide the same.

APPENDIX 'A'

[See rules 1(3), 3 and 5]

Serial No.	Designation of the post	Number of posts			Scale of pay (Pay Band + Grade Pay) (in rupees)	Scale of pay (in rupees) for the member of Service recruited on or after 17.07.2020
		Perma- nent	Tempo- rary	Total		
1	2	3	4	5	6	7
I- STATE ACCOUNTS SERVICES						
1.	Section Officer	1	-	1	-	As per Department of Finance (Treasury and Accounts), Punjab.
II-STATISTICAL CADRE						
2.	Statistical Officer	1	-	1	10300-34800+5000	-
3.	Technical Assistant	1	-	1	10300-34800+4600	-
4.	Statistical Supervisor (Statistical Assistant)	14	-	14	10300-34800+4400	-
III-MINISTERIAL STAFF (Head Office Cadre)						
5.	Superintendent Grade-II	8	-	8	10300-34800+ 4800	-

6.	Personal Assistant	1	-	1	10300-34800+ 4800	-
7.	Senior Assistant	41	-	41	10300-34800+ 4400	35,400/-
8.	Senior Scale Stenographer	2	-	2	10300-34800 + 4400	35,400/-
IV- MINISTERIAL STAFF (Subordinate Office Cadre)						
9.	Superintendent Grade-II	30	-	30	10300-34800+ 4800	-
10.	Senior Assistant	60	-	60	10300-34800 + 4400	35,400/-
V- Non-Ministerial (Subordinate Office Cadre)						
11.	District Veterinary Inspector	22	-	22	10300-34800+ 4800	-
VI- INFORMATION TECHNOLOGY CADRE						
12.	Assistant Manager (IT)	2	-	2	As per Department of Governance Reforms and Public Grievances, Punjab.	
13.	Technical Assistant (IT)	2	-	2	As per Department of Governance Reforms and Public Grievances, Punjab.	
VII- Legal Cadre						
14.	Superintendent Grade-II (Legal)	1	-	1	10300-34800+ 4800	-
15.	Legal Assistant	1	-	1	10300-34800+ 4200	35,400/-
16.	Senior Assistant (Legal)	6	-	6	10300-34800+ 4400	35,400/-

APPENDIX 'B'

(See rule 6)

Serial No.	Designation 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
I-STATE ACCOUNTS SERVICES					
1	Section Officer (SAS)	To be deputed by the Department of Finance, Punjab.	To be deputed by the Department of Finance, Punjab.	To be deputed by the Department of Finance, Punjab.	To be deputed by the Department of Finance, Punjab.

II-STATISTICAL CADRE

2	Statistical Officer	-	Hundred percent	-	(i) Should possess a Bachelor's degree in Economics or Statistics or Mathematics or Commerce ; (ii) Should possess at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity application or Desktop Publishing applications from a Government recognized institution, which is ISO 9001, Certified.
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OR

Possess a Computer Information Technology course equivalent to "O" level

					certificate of the Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India; and (iii) should have atleast three years experience as Technical Assistant or Statistical Assistant, taken together, in the Department of Animal Husbandry, Punjab.
3.	Technical Assistant	-	Hundred percent	-	From amongst the Statistical Supervisors (Statistical Assistants) who have an experience of working as such for a minimum period of two years.
4.	Statistical Supervisor - (Statistical Assistant)		Hundred percent	-	From amongst the Junior Field Investigators, working under the control of the Director, who have an experience of working as such for a minimum period of four years.
III-MINISTERIAL STAFF (Head Office Cadre)					
5.	Superintendent Grade-II	-	Hundred percent -		From amongst the Senior Assistants who have an experience of working as such for a minimum period of eight years in the Directorate of Animal Husbandry, Punjab.
6.	Personal Assistant	-	Hundred percent -		From amongst the Senior Scale Stenographers, who have an experience of working as such for a minimum period of five years.

7.	Senior Assistant	Twenty five percent	Seventy five percent	As specified in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.	As specified in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.
8.	Senior Scale Stenographer	In case no suitable person is available for appointment by promotion	Hundred percent	As Specified in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.	As specified in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.
IV-MINISTERIAL STAFF (Subordinate Office Cadre)					
9.	Superintendent Grade-II	-	Hundred percent	-	From amongst the Senior Assistants who have an experience of working as such for a minimum period of six years in the Subordinate Office cadre.
10.	Senior Assistant	Twenty five percent	Seventy five percent	As specified in the Punjab	As specified in the Punjab Civil Services (General and

				Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.	Common Conditions of Service) Rules, 1994, as amended from time to time.
V- Non-Ministerial (Subordinate Office Cadre)					
11.	District Veterinary Inspector	-	Hundred percent	-	From amongst the Senior Veterinary Inspectors or Veterinary Inspectors who have atleast twenty years service, including the service rendered as Senior Veterinary Inspector or Veterinary Inspector.
VI-INFORMATION TECHNOLOGY CADRE					
12.	Assistant Manager (IT)	To be deputed by the Governance Reforms and Public Grievances, Punjab.	To be deputed by the Governance Reforms and Public Grievances, Punjab.	To be deputed by the Governance Reforms and Public Grievances, Punjab.	To be deputed by the Department of Governance Reforms and Public Grievances, Punjab.
13.	Technical Assistant (IT)	To be deputed by the Governance Reforms and Public Grievances, Punjab.	To be deputed by the Governance Reforms and Public Grievances, Punjab.	To be deputed by the Governance Reforms and Public Grievances, Punjab.	To be deputed by the Department of Governance Reforms and Public Grievances, Punjab.
VII- Legal Cadre					
14.	Superintendent Grade-II (Legal)	-	Hundred percent	-	From the Legal Assistant or Senior Assistants (Legal) who

					have an experience of working as such for a minimum period of six years, taken together, or having an experience of atleast twelve years in the Legal cadre in the Department of Animal Husbandry, Punjab.
15.	Legal Assistant	Hundred percent	-	(i) Should have a degree in law of recognized university; (ii) should have atleast two years experience at the Bar; and (iii) should qualify a competitive test to be conducted by the recruiting authority; and other conditions applicable as per the Punjab Civil Services (General and Common Conditions	Nil

				of Service) Rules, 1994, as amended from time to time.	
16.	Senior Assistant (Legal)	Fifty percent	Fifty percent	(i) Should have a degree in law of a recognized university; (ii) should have atleast two years experience at the Bar; and (iii) should qualify a competitive test to be conducted by the recruiting authority; and other conditions applicable as per the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.	From amongst the Clerks (legal) who have an experience of working as such for a minimum period of four years.

Appendix 'C'

(See rule 7)

Serial No.	Designation of the post	Nature of penalty or order	Authority empowered to impose penalty or pass order	Appellate authority
1	2	3	4	5
I-STATEACCOUNTSSERVICES				
1.	Section Officer (SAS)	(a) Minor penalties and (b) Major penalties	As applicable	As applicable
II-STATISTICALCADRE				
2.	Statistical Officer	(a) Minor penalties and		
3.	Technical Assistant	(b) Major	Secretary	Minister in
4.	Statistical Supervisor (Statistical Assistant)	penalties	in charge	charge
III- MINISTERIALSTAFF (Head Office Cadre)				
5.	Superintendent Grade-II	(a) Minor penalties and		
6.	Personal Assistant	(b) Major	Secretary	Minister in
7.	Senior Assistant	penalties	in charge	charge
8.	Senior Scale Stenographer			
IV- MINISTERIALSTAFF (Subordinate Office Cadre)				
9.	Superintendent Grade-II	(a) Minor penalties and	Secretary in charge	Minister in charge
10.	Senior Assistant	(b) Major penalties		
V- Non-Ministerial (Subordinate Office Cadre)				
11.	District Veterinary Inspector	(a) Minor penalties and (b) Major penalties	Secretary in charge	Minister in charge

VI-INFORMATION TECHNOLOGY CADRE

12.	Assistant Manager (IT)	(a) Minor penalties and	As applicable	As applicable
13.	Technical Assistant (IT)	(b) Major penalties		

VII- Legal Cadre

14.	Superintendent Grade-II (Legal)	(a) Minor penalties and	Secretary in charge	Minister in charge
15.	Assistant (Legal)	(b) Major penalties		
16.	Senior Assistant (Legal)			

Appendix 'D'

(See rule 8)

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

The 4May, 1994

NO. G.S.R.33/Const./Art.309/94.- 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 general and common conditions of service of persons appointed to ¹[Group 'A', Group 'B' and Group 'C'] services in connection with the affairs of the State of Punjab, namely:-

1. Short title, commencement and application :-

- (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.
- (2) They shall come into force at once.
- (3) They shall apply to all the posts in ¹[Group 'A', Group 'B' and Group 'C'] services in connection with the affairs of the State of Punjab.

2. Definitions.- In these rules, unless the context otherwise requires,-

- a) "appointing authority" means an appointing authority specified as such in the Service Rules made under article 309 of the constitution of India in respect of any service or Post in connection with the affairs of the State of Punjab ;
- b) "Board" means the subordinate Service Selection board, Punjab or any other authority constituted to perform its functions;
- c) "Commission" means the Punjab Public Service Commission;
- d) "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;

¹Amended vide Punjab Government Notification No. G.S.R. 115/Const./Art.309/Amd.(6)/2001, dated 18th December, 2001.

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- e) “Government” means the Government of the State of Punjab in the Department of Personnel and Administrative Reforms;
- f) “recognised university or institution” means,-
- i) any university or institution incorporated by law in any of the State of India; or
 - ii) any other university or institution, which is declared by the Government to be recognised university or institution for the purposes of these rules.
- g) ¹[“Service” means any Group ‘A’ service, Group ‘B’ service and Group ‘C’ service constituted in connection with the affairs of the State of Punjab as per scales given in the Appendix;]
- h) “Service Rules” means the service rules made under article 309 of the Constitution of India regulating the recruitment and conditions of service other than the general and common conditions of service of persons appointed to any service or post in connection with the affairs of the State of Punjab; and
- ²[(i) (i) “War hero” means a defence services personnel, or a para-military forces personnel, who is a bona fide resident of Punjab State and has been killed or discharged from above service on account of disability suffered by him on or after 1st January, 1999, while fighting in a war declared so by the Government of India, in operations in Kargil or any other sector in J & K in the on going conflict with Pakistan or in any other operations which may be notified by the State Government to have been undertaken for preserving the unity and integrity of the Country; or
- (ii) a defence service personnel or a para-military forces personnel who was a bona fide resident of Punjab State and was posthumously decorated with Param Vir Chakra, Mahavir Chakra or Vir Chakra; provided that,-
- (a) In exceptional instances, the cases of such War Heroes may also be covered, with the prior approval of the Department of Personnel who through not bona fide residents Punjab State are yet closely connected to the State of Punjab;
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¹Amended vide Punjab Government Notification No. G.S.R. 115/Const./Art.309/Amd.(6)/2001, dated 18th December, 2001.

² Substituted vide Punjab Government Notification No. G.S.R. 34/Const./Art.309/Amd.(7)/2003, dated 12th July, 2003.

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- (b) In the case of War Heroes, falling in the category (ii) above, the benefits to be given by the State Government will be restricted only to first generation dependent members/next of the kin.

Note:- The Government reserves the right to include any other category of Awardees for the purpose of providing employment to the category of War Heroes, as may be notified.]

3. Nationality, domicile and character of person appointed to the Service.-

- (1) No person 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 day of January, 1962 with the intention of permanently settling in India; or
 - (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India:

Provided that a person belonging to any of the categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been given by the Government of Punjab in the Department of Home Affairs and Justice.

- (2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or the Board, as the case may be, on his furnishing proof that he has applied for the certificate but he shall not be appointed to the service unless the necessary certificate is given to him by the Government of Punjab in the Department of Home Affairs and Justice.
- (3) No person shall be recruited to the service by direct appointment, unless he produces,-
- (a) 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;
and

- (b) An affidavit to the effect that he was never convicted for any criminal offence involving moral turpitude and that he was never dismissed or removed from service of any State Government or of Government of India, or of any Public Sector Undertaking.

4. Disqualification.- No person;-

- (a) who has entered into or contracted a marriage with a person having 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, 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.

5. Age.- ¹[(1) No person shall be recruited to the Service by direct appointment, if he is less than eighteen years or is more than thirty seven years of age in the case of technical and non-technical posts on the first day of January of the year immediately preceding the last date, fixed for submission of applications by the Commission or the Board, as the case may be.]

Provided that where different lower and upper age limits have been specifically prescribed for posts in the Service Rules, these limits shall be made applicable for appointment to such posts:

Provided further that the upper age limit may be relaxed up to forty-five years in the case of persons already in the employment of the ²[Punjab Government, or any Board, Corporation, Commission or Authority under it,] other State Government or the Government of India:

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.

¹Amended vide Punjab Government Notification No. G.S.R. 20/Const./Art.309/Amd.(10)/2010, dated 24th May, 2010.

²Amended vide Punjab Government Notification No. G.S.R. 85/Const./Art.309/Amd.(19)/2016, dated 20th December, 2016.

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- (2) In the case of ex-servicemen, the upper age limit shall be such as has been prescribed in the Punjab Recruitment of Ex-servicemen Rules, 1982, as amended from time to time.
 - (3) In the case of appointment on compassionate grounds on priority basis, the upper age, limit shall be such as may be specifically fixed by the Government from time to time.

¹[(4) In the case of appointment of a War-hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, the upper age limit shall be such as may be specifically fixed by the Government from time to time.]

²[5A. **Increase in upper age limit.**- Notwithstanding anything contained in rule 5, on and with effect from the commencement of the Punjab Civil Services (General and Common Conditions of Service) Amendment Rules, 2010, where in any other Service rules, or in Government instructions, the upper age limit for appointment to any Service or for any category or persons, if different from thirty-five years, it shall be deemed to have been increased by two years.]

6. Qualification etc.— Subject to the provisions of these rules, the number and character of posts, method of recruitment and educational qualifications and experience for appointment to a post or posts in a Service and the departmental examination, if any, shall be such as may be specified in the Service Rules made for that Service;

¹{Provided that where appointment of ³[Group ‘A’ or Group ‘B’] non-technical post is offered to a war-hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be graduation from a recognised university. Such person who is offered ³[Group ‘A’ or Group ‘B’ or Group ‘C’] non-technical post, shall not, however, be required to possess experience of technical or non-technical post at the time of his initial appointment. }

¹Amended vide Punjab Government Notification No. G.S.R. 81/Const./Art.309/Amd.(II)/99, dated 15th November, 1999.

²Rule 5A after rule 5 was inserted vide Punjab Government Notification No. G.S.R. 20/Const./Art.309/Amd.(10)/2010, dated 24th May, 2010.

³Amended vide Punjab Government Notification No. G.S.R. 115/Const./Art.309/Amd.(6)/2001, dated 18th December, 2001.

7. Probation.- (1) A person appointed to any post in the service shall remain on probation for a period of ¹[three] years, if recruited by direct appointment and one year if appointed 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 any case of an appointment by transfer, any period of work on an 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;
 - (c) any period of officiating appointment to the Service shall be reckoned as period spent on probation; and
 - (d) any kind of leave not exceeding six months, during or at the end of period of probation, shall be counted towards the period of probation.
- (2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory or if he has failed to pass the departmental examination, if any, prescribed in Service Rules within a period not exceeding ²[one] and a half years from the date of appointment, 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 appointed 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.

¹Amended vide Punjab Government Notification No. G.S.R. 56/Const./Art.309/Amd.(18)/2016, dated 5th September, 2016.

²Amended vide Punjab Government Notification No. G.S.R. 1/Const./Art.309/Amd.(14)/2015, dated 23rd February, 2015.

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

- (a) if his work and conduct has in its opinion been satisfactory-
 - (i) confirm such person, from the date of his appointment or from the date he completes his period of probation satisfactorily, if he is not already confirmed; or
 - (ii) declare that he has completed his probation satisfactorily, if he is already confirmed; or
- (b) if his work or conduct has not been in its opinion, satisfactory or if he has failed to pass the departmental examination, if any, specified in the Service Rules-
 - (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;
 - (ii) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the period of probation as specified in sub-rule (1):

¹[Provided that the total period of probation including extension, if any, shall not exceed four years, recruited by direct appointment and three years if appointed otherwise.]

8. Seniority- The seniority inter se of persons appointed to posts in each cadre of a Service shall be determined by the length of continuous service on such post in that cadre of the Service.

Provided that in the case of persons recruited by direct appointment who join within the period specified in the order of appointment or within such period as may be extended from time to time by the appointing authority subject to a maximum of four months from the date of order of appointment the order of merit determined by the Commission or the Board, as the case may be, shall not be disturbed:

Provided further that in case a person is permitted to join the post after the expiry of the said period of four months in consultation with the Commission or the Board, as the case may be, his seniority shall be determined from the date he joins the post:

¹Amended vide Punjab Government Notification No. G.S.R. 44/Const./Art.309/Amd.(20)/2014, dated 04th October, 2017.

Provided further that in case any person of the next selection has joined a post in the cadre of the concerned Service before the persons referred to in the preceding proviso joins, the person so referred shall be placed below all the persons of the next selection who join within the time specified in the first proviso:

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

- (a) a person appointed by the direct appointment shall be senior to a person appointed otherwise;
- (b) a person appointed by promotion shall be senior to a person appointed by transfer;
- (c) in the case of persons appointed by promotion or transfer, the seniority shall be determined according to the seniority of such persons in the appointments from which they were promoted or transferred; and
- (d) in the case of persons appointed by transfer from different cadres their seniority shall be determined according to pay, preference being given to a person 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 these appointments and if the length of service is also the same, an older person shall be senior to a younger person:

¹[Provided further that in the case of persons recruited by direct appointment in the same cadre obtaining equal marks during same selection process, their inter-se-seniority shall be determined on the basis of their age. That is, an older person shall be senior to the younger person.]

Note: - Seniority of persons appointed on purely provisional basis or on ad hoc basis shall be determined as and when they are regularly appointed keeping in view the dates of such regular appointment.

9. Liability of members of Service to transfer- A member of a Service may be transferred to any post whether included in any other service or not, on the same terms and conditions as specified in rule 3.17 of the Punjab Civil Service Rules, Volume-I, Part I.

¹Amended vide Punjab Government Notification No. G.S.R. 56/Const./Art.309/Amd.(17)/2016, dated 19th January, 2016.

- 10. Liability to serve-** A member of Service shall be liable to serve at any place, whether within or out of the State of Punjab, on being ordered so to do by the appointing authority.
- 11. Leave, Pension and other matters-** In respect of pay, leave, pension and all other matters not expressly provided for in these rules, a member of Service shall be governed by such rules and regulations as may have been or may hereafter be adopted or made by the competent authority.
- 12. Discipline, penalties and appeals-** (1) In the matter of discipline, punishment and appeals, a member of a 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 specified in rules 5 of the Punjab Civil Service (Punishment and Appeal) Rules, 1970 and the appellate authority thereunder in respect of the Government employee shall be such as may be specified in the Service Rules.
- 13. Liability for vaccination and re-vaccination-** Every member of a Service shall get himself vaccinated or re-vaccinated when Punjab Government so directs by a special or general order.
- 14. Oath of allegiance-** Every member of a 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.

¹[14A. Minimum Educational and other Qualifications for appointment to the post of Senior Assistant by –

Direct Appointment	Promotion
No person shall be given direct appointment to the post of Senior Assistant under the Punjab Government unless he –	From amongst the clerks, who have an experience of working as such for a minimum period of 3 [four years].
(i) Possesses the Bachelor's Degree from a recognised University or Institution; and	
(ii) Qualifies in the competitive test specified by the appointing authority from time to time; and	

¹Rule 14A was inserted vide Punjab Government Notification No. G.S.R. 7/Const./Art.309/Amd.(15)/2015, dated 15th March, 2015.

²Amended vide Punjab Government Notification No. G.S.R. 31/Const./Art.309/Amd.(21)/2019, dated 13th September, 2019.

- (iii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer Information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.

- (2) The person so appointed as Senior Assistant in terms of Provisions of sub-rule (1), shall have, before his appointment, ¹[passed a test in English and Punjabi, respectively,] typewriting on computer to be conducted by the Board or the appointing authority or the Department of Information Technology, as the case may be, at a speed of thirty words per minutes:

Provided that where appointment of Group 'B' non-technical post is offered to a War Hero, who has been discharged from Defense Services or dependent member of his family under the instructions issued in this behalf by the Government, the educational qualifications to be possessed by such person shall be Graduate from a recognized University or Institution. However, such person shall not be required to qualify the test in Punjabi type-writing as Provided in sub-rule (2).

¹Amended vide Punjab Government Notification No. G.S.R. 69/Const./Art.309/Amd.(16)/2015, dated 24th December, 2015.

¹[15. Minimum Educational and other qualifications:-

- (1) (i) No person shall be given direct appointment to the post of Clerk under the Punjab Government unless he possesses the Bachelor's Degree from a recognized University or Institution; and
(ii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India;

- (2) The person so appointed as Clerk in terms of the provisions of sub-rule (1), shall have, before his appointment, ²(passed a test in English and Punjabi, respectively, on computer), to be conducted by the Board or the appointing authority or the Department of Information Technology as the case may be, at a speed of thirty words per minute.”.

Provided that where appointment of Group 'C' non-technical post is offered to a War Hero, who has been discharged from Defence Services or department member of his family under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be Graduate form a recognized University or Institution. However, such person shall not be required to qualify the test in Punjabi type-writing as specified in sub-rule (2).]

¹Rule 15 was Substituted, vide Punjab Government Notification No. G.S.R. 12/Const./Art.309/Amd.(9)/2009, dated 10th February, 2009.

Rule 15 was amended and sub rule (3) was omitted vide Punjab Government Notification No. G.S.R. 59/Const./Art.309/Amd.(13)/2011, dated 17th August, 2011.

²Amended vide Punjab Government Notification No. G.S.R. 69/Const./Art.309/Amd.(16)/2015, dated 24th December, 2015.

¹[15A Minimum Educational and other Qualifications for appointment to the post of Senior Scale Stenographer by-

Direct Appointment	Promotion
No person shall be given direct appointment to the post of Senior Scale Stenographer under the Punjab government unless he—	(i) From amongst the Junior Scale Stenographers, who have an experience of working as such for a minimum period of one year.
(i) Possesses the Bachelor's Degree from a recognised University or Institution; and	Provided that if the Junior Scale Stenographer is not available then from amongst the Steno typists, who have an experience of working as such for a minimum period of ² [four years]; and
(ii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-	(ii) Qualifies in a stenography test in four paras (two in Punjabi and two in English language) counting 250 words each as follows:-
(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and	(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and
(b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at a speed of 12 words per minute.	(b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at
(iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualified the test for appointment as Senior Scale Stenographer.	

¹Rule 15A was inserted vide Punjab Government Notification No. G.S.R. 7/Const./Art.309/Amd.(15)/2015, dated 15th March, 2015.

²Amended vide Punjab Government Notification No. G.S.R. 31/Const./Art.309/Amd.(21)/2019, dated 13th September, 2019.

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|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>(iv) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.</p> | <p>typewriter/computer) at a speed of 12 words per minute.</p> |
| OR | |
| <p>Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.</p> | <p>(iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the Stenography test in both the languages shall be considered to have qualified the test for promotion as Senior Scale Stenographer.</p> |
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¹[16. **Minimum Educational and other Qualifications for appointment to the post of Steno-typist or Junior Scale Stenographer-** No person shall be given direct Appointment to the post of Steno-typist or Junior Scale Stenographer under the Punjab Government, unless he-

- (a) Possesses Bachelor's Degree from a recognised University or Institution; and
- (b) Qualifies a test in Punjabi Stenography to be held by the Board or by the appointing authority at a speed specified by the Government from time to time; and
- (c) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer Information Technology in Office Productivity applications or Desktop Publishing applications from Government recognised institutions or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer information Technology Course equivalent

¹Amended vide Punjab Government Notification No.G.S.R.12/Cons./Art.309/Amd(9)/2009 dated 10th February, 2009.

to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.]

¹[17. **Knowledge of Punjabi Language** – No person shall be appointed to any post in any service by Direct appointment unless he has passed Matriculation examination with Punjabi as one of the compulsory or elective subjects or any other equivalent examination in Punjabi language, which may be specified by the Government from time to time:

Provided that where a person is appointed on compassionate grounds on priority basis under the instructions issued in this behalf by the Government from time to time, the person so appointed shall have to pass an examination of Punjabi language equivalent to Matriculation standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of six months from the date of his appointment:

Provided further that where educational qualifications for a post in any service are lower than the Matriculation standard, then the person so appointed shall have to pass an examination of Punjabi language equivalent to Middle standard:

Provided further that where a War Hero, who has been discharged from defense services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, is appointed under the instructions issued in this behalf by the Government, the person so appointed will not be required to possess aforesaid knowledge of Punjabi Language:

Provided further that where a ward of Defence Service Personnel, who is a bona fide resident of Punjab State, is appointed by direct appointment, he shall have to pass an examination of Punjabi Language equivalent to Matriculation Standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of two years from the date of his appointment.]

¹Rule 17 was Substituted vide Punjab Government Notification No.G.S.R.97/Const./Art.309/Amd.(5)/2001 dated 4th September 2001

¹[18. Promotion to Ground 'A' and Group 'B' Services

- (1) (a) For promotion to the post as Head of Department would be decided strictly on the basis of merit-cum-seniority as per the instructions issued by the Government from time to time. The minimum bench mark for promotion for such post would be 'Very Good'. The officer who is graded as 'Outstanding' would supersede the officer graded as 'Very Good'.
 - (b) For promotion to post falling in Group 'A' other than Head of Department, the minimum benchmark will be 'Very Good' as per as instructions issued by the Government from time to time. There shall be no supersession on the basis of merit.
 - (c) For promotion to post falling in Group 'B', the minimum benchmark will be 'Good' and there shall be no supersession on the basis of merit.
- (2) **Debarring for consideration for promotion of a Government employee who refuses to accept promotion** – In the event of refusal to accept promotion by a member of a service, he shall be debarred by the appointing authority from consideration for promotion for all the consecutive chances which may occur in future within a period of two years from the date of such refusal to accept promotion:
- Provided that in a case where the appointing authority is satisfied that a member of a service has refused to accept promotion under the circumstances beyond his control, it may exempt such a member for reasons to be recorded therefor in writing from the operation of this rule.]
- 19. Power to relax** - Where the government is of the opinion that it is necessary to expedient so to do, it may by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.
- Provided that the provisions relating to educational qualifications and experience, if any, shall not be relaxed.
- 20. Over riding effect-** The provisions of these rules shall have effect notwithstanding anything contrary contained in any rules for the time being in force for regulating the recruitment and conditions of service for appointment to public service and posts in connection with the affairs of the State.
- 21. Interpretation** – If any, question arises as to the interpretation of these rules, the Government shall decide the same.
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¹ Rules 18 was Substituted vide Punjab Government Notification NO.G.S.R.117/Const./Art309/Amd.(7)/2001, dated 18th December, 2001

"APPENDIX"

(See rule 2)

Group 'A' : Posts in initial entry revised scales of pay having a maximum of Rs.11,660 or more; Provided that all existing Class I posts irrespective of the monetary limits of the pay scales shall be placed in Group 'A'.

Group 'B' : Posts in initial entry revised scales of pay with maximum ranging between Rs. 10,640 to 11,659;

Group 'C' : Posts in initial entry revised scales of pay with maximum ranging between Rs. 5,160 to 10,639;

A.S. CHATTHA,

Chief Secretary to Government of Punjab.

VIJAY KUMAR JANJUA,

Additional Chief Secretary to Government of Punjab,
Department of Animal Husbandry, Fisheries and
Dairy Development.

Appendix was inserted vide Punjab Government Notification NO.G.S.R.115/Const./
Art.309/Amd.(6)/2001, dated 18th December, 2001

PART III

GOVERNEMENT OF PUNJAB

**DEPARTMENT OF ANIMAL HUSBANDRY, FISHERIES AND
DAIRY DEVELOPMENT**

NOTIFICATION

The 11th May, 2021

No. G.S.R. 44/Const./Art. 309/2021.- 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 conditions of service of the persons appointed to the Punjab Animal Husbandry (Group-C) Service, namely:-

RULES

- 1. Short title, commencement and application.-** (1) These rules may be called the Punjab Animal Husbandry (Group-C) Service Rules, 2021.
 - (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.-** (1) In these rules, unless the context otherwise requires,-
 - (a) 'Appendix' means an appendix appended to these rules;
 - (b) 'Director' means the Director Animal Husbandry, Department Punjab;
 - (c) 'Government' means the Government of the State of Punjab in the Department of Animal Husbandry, Fisheries and Dairy Development; and
 - (d) 'Service' means the Punjab Animal Husbandry (Group-C) Service.(2) 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.-** All appointments to the Service shall be made by the Director.
5. **Pay of members of the Service. -** The members of the Service shall be entitled to such scales of pay, as may be authorized 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 qualifications and experience, as specified against that 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. **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 the Service against an order as specified in rule 15 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970, shall be as per Appendix 'C'.

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- 8. 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'.
- 9. Repeal and savings.-** The Punjab Animal Husbandry Class III (Ministerial) Service Rules, 1988 and the Punjab Animal Husbandry (Non-Ministerial) Class III Service Rules, 1992, 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.
- 10. Interpretation.-** If any question arises as to the interpretation of these rules, the Government in consultation with the Department of Personnel and the Department of Finance, shall decide the same.

APPENDIX 'A'

[See rules 1(3), 3 and 5]

Serial No.	Designation of the post	Number of posts			Scale of pay (Pay Band + Grade Pay) (in rupees)	Scale of pay (in rupees) for the member of Service recruited on or after 17.07.2020
		Perma- nent	Tempo- rary	Total		
1	2	3	4	5	6	7
I-MINISTERIAL STAFF (Head Office Cadre)						
1.	Junior Scale Stenographer	3	-	3	10300-34800 + 3600	29,200/-
2.	Steno-typist	1	-	1	10300-34800 + 3200	21,700/-
3.	Clerk	39	-	39	10300-34800 + 3200	19,900/-
4.	Restorer	2	-	2	5910-20200 + 2400	-
5.	Driver	6	-	6	5910-20200 + 2400	To be filled through outsourcing.
II-MINISTERIAL STAFF (Subordinate Office Cadre)						
6.	Junior Scale Stenographer	10	-	10	10300-34800 + 3600	29,200/-
7.	Steno-typist	20	-	20	10300-34800 + 3200	21,700/-
8.	Clerk	135	-	135	10300-34800 + 3200	19,900/-
9.	Driver	53	-	53	5910-20200 + 2400	To be filled through outsourcing.
III-LEGAL CADRE						
10.	Clerk (Legal)	7	-	7	-	19,900/-
IV - NON MINISTERIAL STAFF (Subordinate Office Cadre)						
11.	Veterinary Inspector	2010	-	2010 (Out of the above posts, 87 posts of	10300-34800 + 3600	29,200/-

						Veterinary Inspectors, who have atleast ten years experience of working as such, will be Senior Veterinary Inspectors.
12.	Poultry Inspector	7	-	7	10300-34800 + 3600	Scale of pay to be defined in concurrence with the Department of Finance, Punjab prior to recruitment.
13.	Senior Laboratory Technician	2	-	2	5910-20200 + 2800	-
14.	Junior Field Investigator	26	-	26	5910-20200 + 2400	-
15.	Milk Recorder	22	-	22	5910-20200 + 2400	Scale of pay to be defined in concurrence with the Department of Finance, Punjab prior to recruitment.
16.	Livestock Supervisor	4	-	4	5910-20200 + 2400	-Do-
17.	Machine Operator	2	-	2	5910-20200 + 2400	-Do-
18.	Auto Clave Operator/ Machine Operator	2	-	2	5910-20200+2400	-Do-

19.	Enumerator / Computer / Puncher	26	-	26	5910-20200+1900	-Do-
20.	Poultry Store-keeper	1	-	1	5910-20200+1900	-Do-
21.	Incubator Operator	1	-	1	5910-20200+1900	-Do-
22.	Laboratory Technician	25	-	25	5910-20200+1900	19,900/-
23.	Laboratory Assistant	103	-	103	5910-20200+1900	Scale of pay to be defined in concurrence with the Department of Finance, Punjab prior to recruitment.
24.*	Electrician/ Electrician-Cum- Liquid Nitrogen Plant Operator / Hot Air Oven Operator	7	-	7	5910-20200+1900	-
25.*	Tractor Driver	5	-	5	5910-20200+2400	-
26.*	Radiographer	1	-	1	5910-20200+2400	-
27.*	Horseman	1	-	1	5910-20200+1900	-
28.*	Cattle Catcher	3	-	3	5910-20200+1900	-
29.*	Pump House Mechanic	1	-	1	5910-20200+1900	-
30.*	Refrigerator Mechanic	1	-	1	5910-20200+1900	-
31.*	Film Projector Operator	1	-	1	5910-20200+1900	-
32.*	Tubewell Operator	3	-	3	5910-20200+1900	-

Note:-*Posts are declared as dying cadre as per Council of Ministers' decision dated 30.12.2020.

APPENDIX 'B'

(See rule 6)

Serial No.	Designation 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
I-MINISTERIAL STAFF (Head Office Cadre)					
1.	Junior Scale Stenographer	Fifty percent	Fifty percent	As specified in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.	From amongst the Steno-typist (s) of Head Office cadre who have an experience of working as such for a minimum period of four years and who qualify a test in Stenography in Punjabi and English languages to be conducted by the Director at a speed of hundred and sixty words per minute respectively to be transcribed at a speed of twenty and fifteen words per minute respectively (eight percent mistakes to be ignored).
2.	Steno-typist	Fifty percent	Fifty percent	As specified in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994,	From amongst the Clerks of Head Office cadre who have an experience of working as such for a minimum period of four years and who qualify a test in stenography in Punjabi language to be conducted by the Director at a speed of eighty words per minute to be

				as amended from time to time.	transcribed at a speed of fifteen words per minute (eight per cent mistakes to be ignored).
3.	Clerk	Eighty five percent	Fifteen percent	As specified in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.	From amongst Group 'C' employees whose scale of pay is less than that of a Clerk or Group 'D' employees, who have an experience of working on any Group 'C' post or Group 'D' post or both for a minimum period of five years in the Directorate of Animal Husbandry, Punjab, who are Matriculates or its equivalent with Punjabi and qualify a type test in Punjabi and English on computer at a speed of thirty words per minute to be conducted by the Director.
4.	Restorer	-	Hundred percent	-	From amongst Group 'D' employees working in the Directorate of Animal Husbandry, Punjab, who are Matriculates or its equivalent with Punjabi and who have an experience of working as such for a minimum period of five years in Head Office cadre.
5.	Driver	Hundred percent	-	(i) Light Vehicle Driving License ; and	These posts will be filled through outsourcing.

(ii) Knowledge
of Punjabi
language
up to Middle
standard.

II- Ministerial Staff (Subordinate Office Cadre)

6.	Junior Scale Stenographer	Fifty percent	Fifty percent	As specified in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.	From amongst the Steno- typist(s) of Subordinate Office cadre who have an experience of working as such for a minimum period of four years and who qualify a test in Stenography in Punjabi and English languages to be conducted by the Director at a speed of hundred and sixty words per minute respectively to be transcribed at a speed of twenty and fifteen words per minute respectively (eight percent mistakes to be ignored).
7.	Steno-typist	Fifty percent	Fifty percent	As specified in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.	From amongst the Clerks of Subordinate office cadre who have an experience of working as such for a minimum period of four years and who qualify a test in stenography in Punjabi language to be conducted by the Director at a speed of eighty words per minute to be transcribed at a speed of fifteen words per minute (eight per cent mistakes to be ignored).

8.	Clerk	Eighty five percent	Fifteen percent	As specified in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.	From amongst Group 'C' employees whose scale of pay is less than that of a Clerk or Group 'D' employees, who have an experience of working on any Group 'C' post or Group 'D' post or both for a minimum period of five years in the Subordinate Office cadre and other institutions of the Animal Husbandry Department, Punjab who are Matriculates or its equivalent with Punjabi and qualify a type test in Punjabi and English on computer at a speed of thirty words per minute to be conducted by the Director.
9.	Driver	Hundred percent	-	(i) Light Vehicle Driving License ; and (ii) Knowledge of Punjabi language up to Middle standard.	These posts will be filled through outsourcing.
III-Legal Cadre					
10.	Clerk (Legal)	Hundred percent	-	(i) Should have a degree in law of a recognized university or	-

institution;
(ii) Should
qualify a
competitive
test to be
conducted
by the
recruiting
authority; and
(iii) Should
qualify a type
test in Punjabi
and English
to be
conducted
by the
recruiting
authority at
the speed of
thirty words
per minute
or at such
speed as
may be
specified
by the Punjab
Government
from time
to time and
other
conditions
applicable
as per the
Punjab Civil
Services

(General and
Common
Conditions
of Service)
Rules, 1994,
as amended
from
time to time.

IV - Non Ministerial Staff (Subordinate Office Cadre)

11.	Veterinary Inspector	Hundred percent	-	(i) 10 + 2 with Physics, Chemistry and Biology subjects from a recognized University/ Board; and (ii) Should possess a diploma in Veterinary Science and Animal Health Technology of two years duration or its equivalent from any recognized university: Provided that the candidates who are currently	-
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				enrolled in diploma in Veterinary Science and Animal Health Technology or the candidates who have obtained diploma in Veterinary Science and Animal Health Technology with 10+2 in Biology/Math, Physics, Chemistry and English, shall also be eligible for appointment to the post of Veterinary Inspector.	
12.	Poultry Inspector	Eighty five percent	Fifteen percent	(i) B.Sc. with Zoology as one of the Subjects. or B.Sc. Zoology; and (ii) One year training	From amongst the Poultry Store-keepers, who have an experience of working as such for a minimum period of five years.

				course or diploma related with Poultry from any recognized university.	
13.	Senior Laboratory Technician	-	Hundred percent	-	From amongst the Laboratory Technicians, who have an experience of working as such for a minimum period of four years.
14.	Junior field Investigator	-	Hundred percent (i) Fifty percent from Enumerators, Punchers, Computers; and (ii) Fifty percent from Milk Recorders.	-	From amongst Enumerators, Computers, Punchers and Milk Recorders, who have an experience of working as such for a minimum period of four years.
15.	Milk Recorder	Hundred percent	-	(i) Should possess a Bachelor's degree in Economics or Statistics or Mathematics or Commerce; and (ii) Should Possess at	-

least one
hundred and
twenty hours
course with
hands on
experience in
the use of
Personal
Computer or
Information
Technology in
Office
Productivity
applications or
Desktop
Publishing
applications
from a
Government
recognized
institution or a
reputed
institution,
which is ISO
9001, Certified.
Or
Possess a
Computer
Information
Technology
course
equivalent to
"O" level
certificate of
the

				Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.	
16.	Livestock Supervisor	Hundred percent	-	(i) 10 + 2 with Physics, Chemistry and Biology subjects from a recognized University/ Board; and (ii) Should possess diploma in Veterinary Science and Animal Health Technology of two years duration or its equivalent from any recognized University: Provided that the candidates who are currently	-

enrolled in
diploma in
Veterinary
Science and
Animal Health
Technology or
the candidates
who have
obtained
diploma in
Veterinary
Science and
Animal Health
Technology
with 10+2 in
Biology/Math,
Physics,
Chemistry and
English, shall
also be eligible
for
appointment to
the post of
Livestock
Supervisor.

17.	Machine Operator	Hundred percent	-	(i) Matric or 10+2; and (ii) Two years certificate in Refrigeration from an Industrial Training Institute;	-
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				(iii) Persons having experience in air conditioning, refrigeration or cold storage will be given preference.
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18.	Auto Clave Operator/ Machine Operator	Hundred percent	-	(i) Matric or 10+2; and (ii) Two years' Certificate in Mechanical Trade from an Industrial Training Institute; (iii) Persons with knowledge of running and maintenance of bulk sterilizer, electrical or steam heaters in the case of Auto Clave Operators will be given preference.
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19.	Enumerator/ Computer/Puncher	Hundred percent	-	(i) Should possess a	-
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Bachelor's
degree in
Economics or
Statistics or
Mathematics or
Commerce;
and
(ii) Should
possess at least
one hundred
and twenty
hours course
with hands on
experience in
the use of
Personal
Computer or
Information
Technology in
Office
Productivity
applications or
Desktop
Publishing
applications
from a
Government
recognized
institution or a
reputed
institution,
which is ISO
9001, Certified.
OR
Possess a

				Computer Information Technology course equivalent to "O" level Certificate of the Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.	
20.	Poultry Store- keeper	Hundred percent	-	(i) B.Sc. with Zoology as one of the subjects. OR B.Sc. Zoology; and (ii) Minimum six months training course related with Poultry from any recognized university.	-
21.	Incubator Operator	Hundred percent	-	(i) Matric Second Division or 10+2 with Physics and Chemistry, and	-

				(ii)Two years Industrial Training Institute Course in Electrical trade.	
22.	Laboratory Technician	Fifty percent	Fifty percent	(i)B.Sc. Biology, Micro- biology/ Biotechno- logy from a recognized University; and (ii) Should possess at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or information Technology in Office Productivity applications or Desktop Publishing applications from a	From amongst Laboratory Assistants who have an experience of working as such for a minimum period of four years.

				Government recognized institution or reputed institution, which is ISO 9001, certified. Or Possess a Computer Information Technology course equivalent to "O" level certificate of the Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.	
23.	Laboratory Assistant	Fifty percent	Fifty percent	(i) 10 + 2 with Physics, Chemistry and Biology/ Mathematics from a recognized University or Board; and	From amongst the Laboratory Attendants (re- designated as Multipurpose Veterinary Workers) who are Matriculates with Physics and Chemistry, as one of the subjects and who have an experience of working as such for a minimum period

				(ii) Should	of four years.
				possess a	
				diploma in	
				Medical	
				Laboratory	
				Technology of	
				two years from	
				a recognized	
				University.	
				Or	
				Should have	
				obtained	
				diploma in	
				Medical	
				Laboratory	
				Technician of	
				three years	
				from a	
				recognized	
				University	
				after passing	
				Matriculation	
				with Science	
				examination	
				followed by	
				one year work	
				experience	
				after diploma	
				on or before	
				publication of	
				these rules.	
24.	Electrician/ Electrician-Cum- Liquid Nitrogen	Hundred percent	-	(i) Matric or 10+2; and	-

				Plant Operator /	(ii) Two years
				Hot Air Oven	electrician
				Operator	certificate
					from an
					Industrial
					Training
					Institute;
					(iii) Persons
					having one
					year
					experience in
					the
					maintenance
					or repairing of
					electrical
					goods of fans
					machinery or
					knowledge of
					handling and
					working of
					Industrial
					ovens will be
					given
					preference.
25.	Tractor Driver	Hundred percent	-	(i) Should	-
				be able to	
				read and write	
				Punjabi	
				Language;	
				(ii) Should	
				Possess a valid	
				tractor driving	
				licence; and	
				(iii) Should	

				have knowledge of tractor repairs.	
26.	Radiographer	Hundred percent	-	(i) Matric with Physics and Chemistry from recognized institute; and (ii) Two years' Diploma in Radiographer from recognized institute.	-
27.	Horseman	Hundred	-	(i) Matric; and (ii) Proficiency in horse riding	-
28.	Cattle Catcher	Hundred percent	-	(i) Matric; Preference will be given to Ex-service- man.	-
29.	Pump House Mechanic	Hundred percent	-	(i) Matric; and (ii) One year experience in handling of tubewells or handling of	-

				pump machines.	
30.	Refrigerator Mechanic	Hundred percent	-	(i) Matric with Physics and Chemistry or 10+2 with Physics and Chemistry; and (ii) Two years' Certificate in Air Conditioning or Refrigeration from an Industrial Training Institute.	-
31.	Film Projector Operator	Hundred percent	-	(i) Matric or 10+2; and (ii) Should possess a license of Cinematography Operator; (iii) Persons having practical experience in film projecting will be given preference.	-
32.	Tubewell Operator	Hundred percent	-	(i) Matric; and	-

(ii) One year
experience
in handling
of tubewells
or handling
of pump
machines.

Appendix 'C'
(See rule 7)

Serial No.	Designation of the post	Nature of penalty or order	Authority empowered to impose penalty or pass order	Appellate authority
1	2	3	4	5
I- Ministerial Staff (Head Office Cadre)				
1.	Junior Scale Stenographer	(a) Minor penalties and		
2.	Steno-typist	(b) Major	Director	Secretary
3.	Clerk	penalties		in charge
4.	Restorer			
5.	Driver			
II- Ministerial Staff (Subordinate Office Cadre)				
6.	Junior Scale Stenographer	(a) Minor penalties and		
7.	Steno-typist	(b) Major	Director	Secretary
8.	Clerk	penalties		in charge
9.	Driver			
III- Legal Cadre				
10.	Clerk Legal	(a) Minor penalties and (b) Major penalties	Director	Secretary in charge

IV-Non Ministerial Staff (Subordinate Office Cadre)

11.	Veterinary Inspector			
12.	Poultry Inspector			
13.	Senior Laboratory Technician			
14.	Junior field Investigator			
15.	Milk Recorder			
16.	Livestock Supervisor			
17.	Machine Operator	(a) Minor penalties		
18.	Auto Clave Operator/ Machine Operator	and		
19.	Enumerator / Computer / Puncher	(b) Major penalties	Director	Secretary in charge
20.	Poultry Store-keeper			
21.	Incubator Operator			
22.	Laboratory Technician			
23.	Laboratory Assistant			
24.	Electrician/Electrician-Cum- Liquid Nitrogen Plant Operator / Hot Air Oven Operator			
25.	Tractor Driver			
26.	Radiographer			
27.	Horseman			
28.	Cattle Catcher			
29.	Pump House Mechanic			
30.	Refrigerator Mechanic			
31.	Film Projector Operator			
32.	Tubewell Operator			

Appendix 'D'

(See rule 8)

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

Notification

The 4May, 1994

NO. G.S.R.33/Const./Art.309/94.- 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 general and common conditions of service of persons appointed to ¹[Group 'A', Group 'B' and Group 'C'] services in connection with the affairs of the State of Punjab, namely:-

1. Short title, commencement and application :-

- (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.
- (2) They shall come into force at once.
- (3) They shall apply to all the posts in ¹[Group 'A', Group 'B' and Group 'C'] services in connection with the affairs of the State of Punjab.

2. Definitions.- In these rules, unless the context otherwise requires,-

- a) "appointing authority" means an appointing authority specified as such in the Service Rules made under article 309 of the constitution of India in respect of any service or Post in connection with the affairs of the State of Punjab ;
- b) "Board" means the subordinate Service Selection board, Punjab or any other authority constituted to perform its functions;
- c) "Commission" means the Punjab Public Service Commission;
- d) "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;

¹Amended vide Punjab Government Notification No. G.S.R. 115/Const./Art.309/Amd.(6)/2001, dated 18th December, 2001.

-
- e) “Government” means the Government of the State of Punjab in the Department of Personnel and Administrative Reforms;
 - f) “recognised university or institution” means,-
 - i) any university or institution incorporated by law in any of the State of India; or
 - ii) any other university or institution, which is declared by the Government to be recognised university or institution for the purposes of these rules.
 - g) ¹[“Service” means any Group ‘A’ service, Group ‘B’ service and Group ‘C’ service constituted in connection with the affairs of the State of Punjab as per scales given in the Appendix;]
 - h) “Service Rules” means the service rules made under article 309 of the Constitution of India regulating the recruitment and conditions of service other than the general and common conditions of service of persons appointed to any service or post in connection with the affairs of the State of Punjab; and
- ²[(i) (i) “War hero” means a defence services personnel, or a para-military forces personnel, who is a bona fide resident of Punjab State and has been killed or discharged from above service on account of disability suffered by him on or after 1st January, 1999, while fighting in a war declared so by the Government of India, in operations in Kargil or any other sector in J & K in the on going conflict with Pakistan or in any other operations which may be notified by the State Government to have been undertaken for preserving the unity and integrity of the Country; or
- (ii) a defence service personnel or a para-military forces personnel who was a bona fide resident of Punjab State and was posthumously decorated with Param Vir Chakra, Mahavir Chakra or Vir Chakra; provided that,-
 - (a) In exceptional instances, the cases of such War Heroes may also be covered, with the prior approval of the Department of Personnel who through not bona fide residents Punjab State are yet closely connected to the State of Punjab;
-

¹Amended vide Punjab Government Notification No. G.S.R. 115/Const./Art.309/Amd.(6)/2001, dated 18th December, 2001.

² Substituted vide Punjab Government Notification No. G.S.R. 34/Const./Art.309/Amd.(7)/2003, dated 12th July, 2003.

- (b) In the case of War Heroes, falling in the category (ii) above, the benefits to be given by the State Government will be restricted only to first generation dependent members/next of the kin.

Note:- The Government reserves the right to include any other category of Awardees for the purpose of providing employment to the category of War Heroes, as may be notified.]

3. Nationality, domicile and character of person appointed to the Service.-

- (1) No person 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 day of January, 1962 with the intention of permanently settling in India; or
 - (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India:

Provided that a person belonging to any of the categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been given by the Government of Punjab in the Department of Home Affairs and Justice.

- (2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or the Board, as the case may be, on his furnishing proof that he has applied for the certificate but he shall not be appointed to the service unless the necessary certificate is given to him by the Government of Punjab in the Department of Home Affairs and Justice.
- (3) No person shall be recruited to the service by direct appointment, unless he produces,-
 - (a) 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;
and

- (b) An affidavit to the effect that he was never convicted for any criminal offence involving moral turpitude and that he was never dismissed or removed from service of any State Government or of Government of India, or of any Public Sector Undertaking.

4. Disqualification.- No person;-

- (a) who has entered into or contracted a marriage with a person having 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, 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.

5. Age.- ¹[(1) No person shall be recruited to the Service by direct appointment, if he is less than eighteen years or is more than thirty seven years of age in the case of technical and non-technical posts on the first day of January of the year immediately preceding the last date, fixed for submission of applications by the Commission or the Board, as the case may be.]

Provided that where different lower and upper age limits have been specifically prescribed for posts in the Service Rules, these limits shall be made applicable for appointment to such posts:

Provided further that the upper age limit may be relaxed up to forty-five years in the case of persons already in the employment of the ²[Punjab Government, or any Board, Corporation, Commission or Authority under it,] other State Government or the Government of India:

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.

¹Amended vide Punjab Government Notification No. G.S.R. 20/Const./Art.309/Amd.(10)/2010, dated 24th May, 2010.

²Amended vide Punjab Government Notification No. G.S.R. 85/Const./Art.309/Amd.(19)/2016, dated 20th December, 2016.

- (2) In the case of ex-servicemen, the upper age limit shall be such as has been prescribed in the Punjab Recruitment of Ex-servicemen Rules, 1982, as amended from time to time.
- (3) In the case of appointment on compassionate grounds on priority basis, the upper age, limit shall be such as may be specifically fixed by the Government from time to time.

¹[(4) In the case of appointment of a War-hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, the upper age limit shall be such as may be specifically fixed by the Government from time to time.]

²[5A. **Increase in upper age limit.**- Notwithstanding anything contained in rule 5, on and with effect from the commencement of the Punjab Civil Services (General and Common Conditions of Service) Amendment Rules, 2010, where in any other Service rules, or in Government instructions, the upper age limit for appointment to any Service or for any category or persons, if different from thirty-five years, it shall be deemed to have been increased by two years.]

6. Qualification etc.— Subject to the provisions of these rules, the number and character of posts, method of recruitment and educational qualifications and experience for appointment to a post or posts in a Service and the departmental examination, if any, shall be such as may be specified in the Service Rules made for that Service;

¹{Provided that where appointment of ³[Group ‘A’ or Group ‘B’] non-technical post is offered to a war-hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be graduation from a recognised university. Such person who is offered ³[Group ‘A’ or Group ‘B’ or Group ‘C’] non-technical post, shall not, however, be required to possess experience of technical or non-technical post at the time of his initial appointment. }

¹Amended vide Punjab Government Notification No. G.S.R. 81/Const./Art.309/Amd.(II)/99, dated 15th November, 1999.

²Rule 5A after rule 5 was inserted vide Punjab Government Notification No. G.S.R. 20/Const./Art.309/Amd.(10)/2010, dated 24th May, 2010.

³Amended vide Punjab Government Notification No. G.S.R. 115/Const./Art.309/Amd.(6)/2001, dated 18th December, 2001.

7. Probation.- (1) A person appointed to any post in the service shall remain on probation for a period of ⁴[three] years, if recruited by direct appointment and one year if appointed 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 any case of an appointment by transfer, any period of work on an 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;
 - (c) any period of officiating appointment to the Service shall be reckoned as period spent on probation; and
 - (d) any kind of leave not exceeding six months, during or at the end of period of probation, shall be counted towards the period of probation.
- (2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory or if he has failed to pass the departmental examination, if any, prescribed in Service Rules within a period not exceeding ³[one] and a half years from the date of appointment, 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 appointed 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.

¹Amended vide Punjab Government Notification No. G.S.R. 56/Const./Art.309/Amd.(18)/2016, dated 5th September, 2016.

²Amended vide Punjab Government Notification No. G.S.R. 1/Const./Art.309/Amd.(14)/2015, dated 23rd February, 2015.

- (3) On the completion of the period of probation of a person, the appointing authority may –
- (a) if his work and conduct has in its opinion been satisfactory-
 - (i) confirm such person, from the date of his appointment or from the date he completes his period of probation satisfactorily, if he is not already confirmed; or
 - (ii) declare that he has completed his probation satisfactorily, if he is already confirmed; or
 - (b) if his work or conduct has not been in its opinion, satisfactory or if he has failed to pass the departmental examination, if any, specified in the Service Rules-
 - (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;
 - (ii) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the period of probation as specified in sub-rule (1):

¹[Provided that the total period of probation including extension, if any, shall not exceed four years, recruited by direct appointment and three years if appointed otherwise.]

- 8. Seniority-** The seniority inter se of persons appointed to posts in each cadre of a Service shall be determined by the length of continuous service on such post in that cadre of the Service.

Provided that in the case of persons recruited by direct appointment who join within the period specified in the order of appointment or within such period as may be extended from time to time by the appointing authority subject to a maximum of four months from the date of order of appointment the order of merit determined by the Commission or the Board, as the case may be, shall not be disturbed:

Provided further that in case a person is permitted to join the post after the expiry of the said period of four months in consultation with the Commission or the Board, as the case may be, his seniority shall be determined from the date he joins the post:

¹Amended vide Punjab Government Notification No. G.S.R. 44/Const./Art.309/Amd.(20)/2014, dated 04th October, 2017.

Provided further that in case any person of the next selection has joined a post in the cadre of the concerned Service before the persons referred to in the preceding proviso joins, the person so referred shall be placed below all the persons of the next selection who join within the time specified in the first proviso:

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

- (a) a person appointed by the direct appointment shall be senior to a person appointed otherwise;
- (b) a person appointed by promotion shall be senior to a person appointed by transfer;
- (c) in the case of persons appointed by promotion or transfer, the seniority shall be determined according to the seniority of such persons in the appointments from which they were promoted or transferred; and
- (d) in the case of persons appointed by transfer from different cadres their seniority shall be determined according to pay, preference being given to a person 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 these appointments and if the length of service is also the same, an older person shall be senior to a younger person:

¹[Provided further that in the case of persons recruited by direct appointment in the same cadre obtaining equal marks during same selection process, their inter-se-seniority shall be determined on the basis of their age. That is, an older person shall be senior to the younger person.]

Note: - Seniority of persons appointed on purely provisional basis or on ad hoc basis shall be determined as and when they are regularly appointed keeping in view the dates of such regular appointment.

- 9. Liability of members of Service to transfer-** A member of a Service may be transferred to any post whether included in any other service or not, on the same terms and conditions as specified in rule 3.17 of the Punjab Civil Service Rules, Volume-I, Part I.
-

¹Amended vide Punjab Government Notification No. G.S.R. 56/Const./Art.309/Amd.(17)/2016, dated 19th January, 2016.

- 10. Liability to serve-** A member of Service shall be liable to serve at any place, whether within or out of the State of Punjab, on being ordered so to do by the appointing authority.
- 11. Leave, Pension and other matters-** In respect of pay, leave, pension and all other matters not expressly provided for in these rules, a member of Service shall be governed by such rules and regulations as may have been or may hereafter be adopted or made by the competent authority.
- 12. Discipline, penalties and appeals-** (1) In the matter of discipline, punishment and appeals, a member of a 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 specified in rules 5 of the Punjab Civil Service (Punishment and Appeal) Rules, 1970 and the appellate authority thereunder in respect of the Government employee shall be such as may be specified in the Service Rules.
- 13. Liability for vaccination and re-vaccination-** Every member of a Service shall get himself vaccinated or re-vaccinated when Punjab Government so directs by a special or general order.
- 14. Oath of allegiance-** Every member of a 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.

¹[14A. Minimum Educational and other Qualifications for appointment to the post of Senior Assistant by –

Direct Appointment	Promotion
No person shall be given direct appointment to the post of Senior Assistant under the Punjab Government unless he –	From amongst the clerks, who have an experience of working as such for a minimum period of 3 [four years].
(i) Possesses the Bachelor's Degree from a recognised University or Institution; and	
(ii) Qualifies in the competitive test specified by the appointing authority from time to time; and	

¹Rule 14A was inserted vide Punjab Government Notification No. G.S.R. 7/Const./Art.309/Amd.(15)/2015, dated 15th March, 2015.

²Amended vide Punjab Government Notification No. G.S.R. 31/Const./Art.309/Amd.(21)/2019, dated 13th September, 2019.

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- (iii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer Information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.

- (2) The person so appointed as Senior Assistant in terms of Provisions of sub-rule (1), shall have, before his appointment, ¹[passed a test in English and Punjabi, respectively,] typewriting on computer to be conducted by the Board or the appointing authority or the Department of Information Technology, as the case may be, at a speed of thirty words per minutes:

Provided that where appointment of Group 'B' non-technical post is offered to a War Hero, who has been discharged from Defense Services or dependent member of his family under the instructions issued in this behalf by the Government, the educational qualifications to be possessed by such person shall be Graduate from a recognized University or Institution. However, such person shall not be required to qualify the test in Punjabi type-writing as Provided in sub-rule (2).

¹Amended vide Punjab Government Notification No. G.S.R. 69/Const./Art.309/Amd.(16)/2015, dated 24th December, 2015.

¹[15. Minimum Educational and other qualifications:-

- (1) (i) No person shall be given direct appointment to the post of Clerk under the Punjab Government unless he possesses the Bachelor's Degree from a recognized University or Institution; and
- (ii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India;

- (2) The person so appointed as Clerk in terms of the provisions of sub-rule (1), shall have, before his appointment, ²(passed a test in English and Punjabi, respectively, on computer), to be conducted by the Board or the appointing authority or the Department of Information Technology as the case may be, at a speed of thirty words per minute.”.

Provided that where appointment of Group 'C' non-technical post is offered to a War Hero, who has been discharged from Defence Services or department member of his family under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be Graduate form a recognized University or Institution. However, such person shall not be required to qualify the test in Punjabi type-writing as specified in sub-rule (2).]

¹Rule 15 was Substituted, vide Punjab Government Notification No. G.S.R. 12/Const./Art.309/Amd.(9)/2009, dated 10th February, 2009.

Rule 15 was amended and sub rule (3) was omitted vide Punjab Government Notification No. G.S.R. 59/Const./Art.309/Amd.(13)/2011, dated 17th August, 2011.

²Amended vide Punjab Government Notification No. G.S.R. 69/Const./Art.309/Amd.(16)/2015, dated 24th December, 2015.

¹[15A Minimum Educational and other Qualifications for appointment to the post of Senior Scale Stenographer by-

Direct Appointment	Promotion
No person shall be given direct appointment to the post of Senior Scale Stenographer under the Punjab government unless he—	(i) From amongst the Junior Scale Stenographers, who have an experience of working as such for a minimum period of one year.
(i) Possesses the Bachelor's Degree from a recognised University or Institution; and	Provided that if the Junior Scale Stenographer is not available then from amongst the Steno typists, who have an experience of working as such for a minimum period of ² [four years]; and
(ii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-	(ii) Qualifies in a stenography test in four paras (two in Punjabi and two in English language) counting 250 words each as follows:-
(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and	(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and
(b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at a speed of 12 words per minute.	(b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at
(iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualified the test for appointment as Senior Scale Stenographer.	

¹Rule 15A was inserted vide Punjab Government Notification No. G.S.R. 7/Const./Art.309/Amd.(15)/2015, dated 15th March, 2015.

²Amended vide Punjab Government Notification No. G.S.R. 31/Const./Art.309/Amd.(21)/2019, dated 13th September, 2019.

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| <p>(iv) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.</p> <p style="text-align: center;">OR</p> <p>Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.</p> | <p>typewriter/computer) at a speed of 12 words per minute.</p> <p>(iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the Stenography test in both the languages shall be considered to have qualified the test for promotion as Senior Scale Stenographer.</p> |
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¹[16. **Minimum Educational and other Qualifications for appointment to the post of Steno-typist or Junior Scale Stenographer-** No person shall be given direct Appointment to the post of Steno-typist or Junior Scale Stenographer under the Punjab Government, unless he-

- (a) Possesses Bachelor's Degree from a recognised University or Institution; and
- (b) Qualifies a test in Punjabi Stenography to be held by the Board or by the appointing authority at a speed specified by the Government from time to time; and
- (c) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer Information Technology in Office Productivity applications or Desktop Publishing applications from Government recognised institutions or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer information Technology Course equivalent

¹Amended vide Punjab Government Notification No.G.S.R.12/Cons./Art.309/Amd(9)/2009 dated 10th February, 2009.

to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.]

¹[17. **Knowledge of Punjabi Language** – No person shall be appointed to any post in any service by Direct appointment unless he has passed Matriculation examination with Punjabi as one of the compulsory or elective subjects or any other equivalent examination in Punjabi language, which may be specified by the Government from time to time:

Provided that where a person is appointed on compassionate grounds on priority basis under the instructions issued in this behalf by the Government from time to time, the person so appointed shall have to pass an examination of Punjabi language equivalent to Matriculation standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of six months from the date of his appointment:

Provided further that where educational qualifications for a post in any service are lower than the Matriculation standard, then the person so appointed shall have to pass an examination of Punjabi language equivalent to Middle standard:

Provided further that where a War Hero, who has been discharged from defense services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, is appointed under the instructions issued in this behalf by the Government, the person so appointed will not be required to possess aforesaid knowledge of Punjabi Language:

Provided further that where a ward of Defence Service Personnel, who is a bona fide resident of Punjab State, is appointed by direct appointment, he shall have to pass an examination of Punjabi Language equivalent to Matriculation Standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of two years from the date of his appointment.]

¹Rule 17 was Substituted vide Punjab Government Notification No.G.S.R.97/Const./Art.309/Amd.(5)/2001 dated 4th September 2001

¹[18. Promotion to Ground 'A' and Group 'B' Services

- (1) (a) For promotion to the post as Head of Department would be decided strictly on the basis of merit-cum-seniority as per the instructions issued by the Government from time to time. The minimum bench mark for promotion for such post would be 'Very Good'. The officer who is graded as 'Outstanding' would supersede the officer graded as 'Very Good'.
- (b) For promotion to post falling in Group 'A' other than Head of Department, the minimum benchmark will be 'Very Good' as per as instructions issued by the Government from time to time. There shall be no supersession on the basis of merit.
- (c) For promotion to post falling in Group 'B', the minimum benchmark will be 'Good' and there shall be no supersession on the basis of merit.

- (2) **Debarring for consideration for promotion of a Government employee who refuses to accept promotion** – In the event of refusal to accept promotion by a member of a service, he shall be debarred by the appointing authority from consideration for promotion for all the consecutive chances which may occur in future within a period of two years from the date of such refusal to accept promotion:

Provided that in a case where the appointing authority is satisfied that a member of a service has refused to accept promotion under the circumstances beyond his control, it may exempt such a member for reasons to be recorded therefor in writing from the operation of this rule.]

- 19. Power to relax** - Where the government is of the opinion that it is necessary to expedient so to do, it may by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

Provided that the provisions relating to educational qualifications and experience, if any, shall not be relaxed.

- 20. Over riding effect-** The provisions of these rules shall have effect notwithstanding anything contrary contained in any rules for the time being in force for regulating the recruitment and conditions of service for appointment to public service and posts in connection with the affairs of the State.

- 21. Interpretation** – If any, question arises as to the interpretation of these rules, the Government shall decide the same.
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¹ Rules 18 was Substituted vide Punjab Government Notification NO.G.S.R.117/Const./Art309/Amd.(7)/2001, dated 18th December, 2001

"APPENDIX"

(See rule 2)

Group 'A' : Posts in initial entry revised scales of pay having a maximum of Rs.11,660 or more; Provided that all existing Class I posts irrespective of the monetary limits of the pay scales shall be placed in Group 'A'.

Group 'B' : Posts in initial entry revised scales of pay with maximum ranging between Rs. 10,640 to 11,659;

Group 'C' : Posts in initial entry revised scales of pay with maximum ranging between Rs. 5,160 to 10,639;

A.S. CHATTHA,

Chief Secretary to Government of Punjab.

VIJAY KUMAR JANJUA,Additional Chief Secretary to Government of Punjab,
Department of Animal Husbandry, Fisheries and
Dairy Development.

Appendix was inserted vide Punjab Government Notification NO.G.S.R.115/Const./
Art.309/Amd.(6)/2001, dated 18th December, 2001