

Existing Class-III Rules

PUNJAB GOVT.GAZ., Sept 2,1988 (BHDR 11, 1910 SAKA) 717

DEPARTMENT OF PLANNING

Notification

The 19th August,1988

No G.S.R. 81/ Const./Art.309/ 88- In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the President of India is pleased to make the following rules regulating the recruitment, and the conditions of service of persons appointed to the Punjab State planning Board (Class-III) Services, namely:-

RULES

1. (1) **Short title and application** .-These rules may be called the Punjab State Planning Board (Class-III) Service Rules, 1988.

(2) They shall apply to the posts specified in Appendix "A"
2. **Definition** .- In these rules, unless the context otherwise requires , -
 - (a) "Appendix" means an Appendix to these rules;
 - (b) 'Board' means the Subordinate Services Selection Board, Punjab or any other authority constituted or appointed to perform its functions;
 - (c) "Direct appointment means an appointment made otherwise than by promotion or by transfer of a person already in the service of Government of India or of a State Government ;
 - (d) "Government means the Government of the State of Punjab;
 - (e) 'Head of the Department means an officer not below the rank of a Joint Secretary to Government of Punjab in the Department of Planning notified as such by the Government;
 - (f) recognised University or Institution means :-
 - (i) any university incorporated by law in any of the States of India ;or
 - (ii) in the case of a degree or diploma obtained as a result of an examination held before the 15th August, 1947, the Punjab, Sind or Dacca university ; or
 - (iii) any other University which is recognised by the State Government for the purpose of these rules; and
 - (g) 'Service' means the Punjab State Planning Board (Class-III) Service

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 to or reduce the number of such posts or to create new posts with different designations and scales of pay whether permanently or temporarily.

4. **Nationality, domicile and character of candidates appointed to Service.**-

(1) No candidate shall be appointed to the Service unless he is :-

- (a) a Citizen of India; or
- (b) a Citizen of Nepal; or
- (c) a subject of Bhutan; or
- (d) a Tibetan refugee who came over to India before the 1st 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, East African Countries of Kenya , Uganda and the 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 candidate belonging to any of the categories (a), (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 candidate in whose case, a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Board, but he shall not be given an appointment until the necessary certificate of eligibility is given in his favour 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 :-

- (a) produces a certificate of character from the principal academic officer of the university, college, school or the 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) produces an affidavit to the effect that he was never convicted for any criminal offence and that he was never dismissed or removed from service of any State Government or Government of India :-

5. **Disqualifications.**- No person :

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

Provided that the Government may, if satisfied that such a 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 that person from the operation of this rule.

6. **Age.**- (1) No person shall be appointed to any post in the Service by direct appointment, if he is less than twenty one years of age or is more than thirty five years of age in the case of Technical Assistant and eighteen years of age or is more than thirty years of age in the case of other posts on the 1st day of January immediately preceding the last date fixed for receipt of applications or unless he is within such range of minimum and maximum age limits as may be specifically fixed by Government of Punjab from time to time.

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

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

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

Note :- For age limits in case of recruitment of ex-servicemen, the provisions of rule 6 of Punjab Recruitment of Ex-servicemen Rules, 1982, shall apply.

7. **Appointing authority.**- All appointments to the Service shall be made by the Head of the Department .

8. **Method of appointment and qualifications .-**

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 by promotion or by direct appointment, as the case may be, appointment to the Service shall be made by transfer of a person holding a similar or identical post under Punjab Government, a 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 specified against that post in Appendix 'B' .

(3) All appointments 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 .

(4) No person shall be recruited to any post in the service by direct appointment unless he possesses knowledge of Punjabi language of Matriculation standard or its equivalent or passes test in Punjabi language of Matriculation standard to be held by such authority as may be specified by Government of Punjab in this behalf from time to time .

Provided that in case where the minimum educational qualifications for appointment to a post in the Service have been specified less than Matriculation Standard, the knowledge of Punjabi language shall be lowered accordingly.

9. **Probation of persons appointed to Service**.- (I) Persons appointed to the Service shall remain on probation for a period of two years, if appointed by direct appointment and one year if appointed otherwise:

Provided that :-

- (a) any period, after appointment, to the service spent on deputation on a corresponding or a higher post shall count towards the period of probation;
- (b) In the case of an appointment by transfer, any period of work in equivalent or higher rank, prior to appointment to the Service may at the discretion of the appointing authority be allowed to count towards the period of probation;
- (c) an officiating appointment to the Service shall be reckoned as period spent on probation, but no person who has thus officiated shall, on the completion of the prescribed period of probation, be entitled to be confirmed unless he is appointed against a permanent post; and
- (d) leave of any kind not exceeding six months availed of at the end or during the 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 appointed to the Service during the period of probation is not satisfactory it may:-

- (a) if such person is appointed by direct appointment, dispense with his service, or revert him to a post on which he held lien prior to his appointment to the service by direct appointment; and
- (b) If appointed otherwise:-
 - (i) revert him to his former post; or
 - (ii) deal with him in such manner as the terms and conditions of his previous appointment permit.

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

- (a) if his work and conduct has, in its opinion, been satisfactory:-
 - (i) Confirm such person from the date of his appointment if appointed against a permanent vacancy ; or
 - (ii) confirm such person from the date from which a permanent vacancy occurs if appointed against a temporary vacancy; or
 - (iii) declare that he has completed his probation satisfactorily if there is no permanent vacancy ; or
- (b) If his work or conduct has not been in its opinion, satisfactory -
 - (i) dispense with his services if appointed by direct appointment or if appointed otherwise revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment permit or
 - (ii) Extend his period of probation and thereafter pass such order as it could have passed on the expiry of the period of probation specified in sub rule(1):

Provided that the total period of probation, including extension, if any, shall not exceed three years.

10. **Seniority of members of service** .- The seniority interse of members of the service in each cadre shall be determined by the length of continuous service on a post in that cadre of the Service:-

Provided that in the case of member recruited by direct appointment who join within the period specified in the order of appointment or within such period as may from time to time be extended 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 Board shall not be disturbed:

Provided further that in the case of candidate who is permitted to join the service after the expiry of the said period of four months in consultation with the Board, his senior shall be determined from the date he joins the Service:

Provided further that in case any candidate of the next selection has joined the Service before the candidate referred to in the preceding proviso joins, the candidate so referred shall be placed below all the candidates of the next selection who join within the time specified in the first proviso,

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

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

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

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

12. **Liability to Serve** .- A member of the service shall be liable to serve at any place, whether within or out of the State of Punjab on being ordered to do so by the appointing authority.
13. **Leave, Pension and other matters** .- In respect of pay, leave, pension and all other matters not expressly provided for in these rules, the members of the service shall be governed by such law, rules and regulations as may have been or may hereafter be adopted or made by the competent authority.
14. **Pay of members of Service** .- The members of service shall be entitled to such scales of pay, as may be authorised by the Government from time to time. The scale of pay at present in force in respect of the members of service are given in Appendix 'A' to these rules.
15. **Discipline, punishment and appeals**.- (I) In the matter of discipline, punishment and appeals, the members of the service shall be governed by the Punjab Civil Services (Punishment and Appeals) Rules, 1970 as amended from time to time.

(2) The authority empowered to impose penalties specified in rule 5 of the Punjab Civil Services (Punishment and Appeals) Rules, 1970 and the Appellate authority there under in respect of the members of the service shall be as specified in Appendix 'C'

(3) The authority competent to pass an order as specified in rule 15 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970 other than an order imposing any of these penalties specified in Appendix 'C' and the appellate authority there under in respect of the members of the Service shall be as specified in Appendix 'D'.
16. **Liability for vaccination and re-vaccination**.- Every member of the Service shall get himself vaccinated or re-vaccinated when Government so directs by a special or general order.
17. **Oath of allegiance** .- Every member of the service , unless he has already done so, shall be required to take oath of allegiance to India and to the Constitution of India as by law established.
18. **Power to relax** .- Where the Government is of the opinion that it is necessary or expedient so to do, it may by order for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons:

Provided that the provisions relating to educational qualifications and experience, shall not be relaxed.
19. **Interpretation** .- If any question arises as to the interpretation of these rules, the Government shall decide the same.

Secretary to Government, Punjab
Department of Planning

APPENDIX 'A'
(See rules 1(2) and (3))

Serial No.	Designation of post	Number of posts			Scale of Pay
		Permanent	Temporary	Total	
1	2	3	4	5	6
1.	Planning Officer	1	-	1	Rs. 800-25-850-30-1000/40-1200/50-1400 plus Rs. 50 as Special Pay per mensem.
2.	Personal Assistant	7	3	10	Rs. 800-25-850/30-1000/40-1200/50-1400 plus Rs. 100 as Special Pay per mensem.
3	Senior Scale Stenographers	2	2	4	Rs. 600-20-700/25-850/30-1000/40-1120.
4.	Junior Scale Stenographers	9	3	12	510-15-600/20-700/25-850/30-880.
5.	Steno-typists	12	13	25	Grade-I- Rs. 510-15-600/20-700/25-880 plus Rs. 25 as Special Pay. Grade-II- Rs. 400-10-450/15-525/15-600 Plus Rs. 25 as Special Pay (50 percent Stenotypists Grade-I and 50 percent Stenotypists Grade-II).
6.	Technical Assistants	9	9	18	Rs.700-25-850/30-1000/40-1200 . M.A. 1st. Class to start at Rs. 725.
7.	Senior Librarian	.	1	1	Rs.700-25-850/30-1000/40-1200 .
8.	Librarian	.	1	1	Rs.570-15-600/20-700/25-850/30-1000/40-1080.
9.	Assistants	3	3	6	Rs.600-20-700/25-850/30-1000/40-1120. 20 % Selection Grade of Rs. 700-25-850/30-1000/40-1200.
10.	Clerks/ Typists	5	6	11	Rs. 510-15-600/20-700/25-800 (Senior Clerks) Rs. 400-10-450/15-525/15-600 (Clerks). (50 percent Clerks and 50 percent Senior Clerks)
11.	Drivers	1	2	3	(i) Rs. 400-10-450/15-525/15-600/20-660. plus Rs. 150 as Special Pay. (ii) Rs. 510-15-600/20-700/25-

					800. plus Rs. 150 as Special Pay for Selection Cadre Posts.
12.	Duplicating Operators	1	1	2	Rs. 400-10-450/15-525/15-600.

APPENDIX 'B'

(See rule 8)

Serial No.	Designation of the post	Percentage of appointment by		Qualification and experience for appointment by _____	
		Permo-tion	Direct recruit-ment	Promotion	Direct recruitment
1	2	3	4	5	6
1.	Planning Officer	100 percent	Nil	From amongst the Assistants who have an experience of working as such for a minimum period of ten years.	
2.	Personal Assistants	100 percent	Nil	From amongst the Senior Scale Stenographers who have an experience of working as such for a minimum period of five years.	
3.	Senior Scale Stenographers	60 percent	40 per cent	(i) From amongst the Junior Scale Stenographers who have an experience of working as such for a minimum period of one year ; and (ii) should qualify test in Stenography both in English and Punjabi languages to be conducted by the Head of the Department at such speed as may be specified from time to time.	(i)Should be a graduate or Second Class Intermediate of a recognised university or First Class Matriculate or its equivalent ; and (ii) Should qualify test in stenography both in Punjabi and English languages to be conducted by the Board at such speed as may be specified from time to time.
4.	Junior Scale Stenographers	60 percent	40 per- cent	(i)From amongst the steno-typists who have an experience of working as such for a minimum period of one year; and (ii)Should qualify test in stenography both in	(i) Should be Graduate or Second Class Intermediate of a recognised University or First Class Matriculate or its equivalent ;

				Punjabi and English languages to be conducted by the Head of Department at such speed as may be specified from time to time.	and (ii) Should qualify test in Stenography both in Punjabi and English languages to be conducted by the recruiting authority at such speed as may be specified from time to time.
5.	Steno-typists	40 percent	60 percent	(i) From amongst the Clerks/Typists who have an experience of working as such for a minimum period of one year ; and (ii) Should qualify test in Stenography both in English and Punjabi languages to be conducted by the Head of the Department at such speed as may be specified from time to time	(i) Should be Graduate or Second Class Intermediate of a recognised University or First Class Matriculate or its equivalent ; and (ii) Should qualify test in Stenography both in Punjabi and English languages to be conducted by the recruiting authority at such speed as maybe specified from time to time.
6.	Technical Assistant	..	100 percent	..	(i) Should have a Master's Degree (with at least 50 percent marks) of a recognised University in Economics, Mathematics, Agricultural Economics or Commerce with Statistics as one of the papers or Masters degree (with at least 50 percent marks) of a recognised University in Statistics;

					<p>Provided that preference shall be given to a person having an experience in collection, compilation and analysis of Statistical data in a Government office or a recognised institution on a post identical or similar to Statistical Assistant in the Economic and Statistical Organisation of the Government of Punjab for a minimum period of one year ; or Should have a Master's Degree (with less than 50 percent marks) of a recognised University in Economics or Mathematics or Agricultural Economics or Commerce with Statistics as one of the papers or Master's Degree (with less than 50 per cent marks) of a recognised University in Statistics; and (ii) Should possess an experience of collection, compilation and analysis of statistical data in a Government office or a recognised institution on a post identical or similar to</p>
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					Statistical Assistant in the Economic and Statistical Organisation of the Government of Punjab for a minimum period of three years.
7.	Senior Librarian	100 percent	..	From amongst the librarians who have an experience of working as such for a minimum period of three years.	..
8.	Librarian	..	100 percent	..	Should be a graduate with Degree in library Science from a Recognised university .
9.	Assistants	75 percent	25 percent	(i)From amongst the clerks/ typists who have an experience of working as such for a minimum period of five years ; and (ii) Should qualify the test specified in the Punjab State Assistant Grade Examination Rules, 1984.	(i)Should be a graduate of a recognised university; (ii)Should possess atleast five years experience as clerk; and (iii)Should qualify the competitive test to be conducted by the Board.
10.	Clerks/ Typists	10 percent	90 percent	From amongst Class-III employees whose pay scales are less than the clerks/ typists and from amongst Class IV employees working in the Punjab State Planning Board who are Matriculates or its	Should be Graduate or second class Intermediate of a recognised University or first class Matriculate or its equivalent with knowledge of

				equivalent and who possess the knowledge of Punjabi type-writing at a speed of thirty words per minute and who have an experience of working on any Class-III or Class-IV post for a minimum period of five years.	Punjabi typewriting at a speed of thirty words per minute.
11.	Driver	..	Hundred percent	..	(i)Should possess Light Vehicle Driving Licence ; (ii)knowledge of Punjabi Language of Primary standard ; and (iii) Experience of driving cars for a minimum of four years .
12.	Duplicating Operator	Hundred percent	..	From amongst Class IV employees working in the Punjab State Planning Board, who have an experience of working as such for a minimum period of three years.	

DEPARTMENT OF PLANNING
(PLANNING BRANCH)

Notification

The 22nd August, 1996

No. G.S.R. 57/Const./Art. 309/Amd(1)/96.-In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules further to amend the Punjab State Planning Board (Class III) Service Rules, 1988, namely :-

RULES

1. These rules may be called Punjab State Planning Board (Class III) Service (First Amendment) Rules, 1996.
2. In the Punjab State Planning Board (Class III) Service Rules, 1988, in APPENDICES A, B, C and D under the heading "Designation of Post", against Serial No. 6, for the words "Technical Assistant", the word "Assistant Research Officer" shall be substituted.

GOKUL PATNAIK,
Secretary to Government, Punjab,
Department of Planning.