

THE PUNJAB TEXTBOOK BOARD EMPLOYEES SERVICE REGULATIONS, 1980

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TEXT

THE PUNJAB TEXTBOOK BOARD EMPLOYEES SERVICE REGULATIONS, 1980

[25th July, 1981]

NOTIFICATION

No. Estt.(S.R.)/80—In exercise of the powers conferred by Section 24 of the Punjab Textbook Board Ordinance No.XLI of 1962, as amended by Ordinance, 1971, the Punjab Textbook Board, with the approval of the Government of the Punjab, Education Department,—*vide* Memo. No. S.O. (B) 1-54/81, dated 16th July, 1981, is pleased to make the following Regulations, namely :—

"The Punjab Textbook Board Employees Service Regulations".

General:--

1. (1) These Regulations may be called "The Punjab Textbook Board Employees Service Regulations, 1980".

(2) They shall come into force at once.

(3) They shall apply to all employees of the Punjab Textbook Board.

2. Definition:--

1) In these Regulations, unless the context otherwise requires the following expressions shall have the meanings hereby respectively assigned to them, that is to say—

a) "APPOINTING AUTHORITY" in relation to a post means the person authorized to make appointment to the post under these Regulations.

b) "BOARD" means the Punjab Textbook Board.

c) "CHAIRMAN" means the Chairman of the Punjab Textbook Board.

d) "COMMITTEE" means the Promotion Committee or Selection Committee.

e) "CONTROLLING AUTHORITY" means the authority as specified in Regulation 2 (d) of the Punjab Textbook Board Ordinance, 1952. read with Punjab Textbook Board (Punjab Amendment) 1971.

f) "EMPLOYEE" means an employee of the Punjab Textbook Board, but does not include –

i) Person on deputation to the Board from Provincial Government of the Government of Pakistan or an Autonomous or Semi-Autonomous Organization.

ii) A person who is employed on work-charge basis or who is paid from contingencies.

iii) A person who is employed on contract basis.

g) "FUNCTIONAL UNIT" means a group of posts or a part, of* these Regulations, sanctioned as a separate Unit.

h) "GRADE" has the same meaning as in the Punjab Civil Servants (changes in nomenclature of services and abolition of classes)Rules, 1974

i) "GOVERNMENT" means the Government of the Punjab.

j) "POST" means a post sanctioned by the Competent Authority in connection with the affairs of the Board.

k) "SCHEDULE" means Schedule appended to these Regulations

l) "SERVICE" means the service of the Punjab Textbook Board.

2) Words and expressions used but not defined, shall bear the same meaning as they bear in the Punjab, Textbook Board Ordinance*, 1962, (as amended in 1971)and Punjab Civil Servants Act, 1974.

3. 1) Appointment to post shall be made by promotion, transfer or initial recruitment, as specified in the schedule*.

2) Appointment by promotion or transfer shall be made in accordance with part (II) and by initial recruitment in accordance with Part (III) of these Regulations.

3) Appointment shall be made from amongst such persons possessing such qualifications and fulfilling such other conditions as are specified in the schedule or as may be prescribed by the Board from time to time.

4. 1) There shall be one or more Promotion Committees or Selection Committees to be constituted by the appointing authority.

2) Each Selection Committee shall consist of at least three members, one of whom shall act as Chairman of the Committee.

5. The authority competent to make appointments to various grades shall be as specified in Column 4 of the Schedule.

6. 1) A person appointed to a post in a grade against a substantive vacancy shall remain on probation for a period of two years if appointed by initial recruitment and for a period of one year if appointed otherwise; PROVIDED that the Appointing Authority may extend the period of probation by a further period not exceeding two years in all.

Explanation—

Service spent on deputation to a corresponding or a higher post may be allowed to count towards the period of probation.

2) No person shall be confirmed in a post unless he has successfully completed such training and passes such departmental examination as may be prescribed by the Board from time to time.

3) If no orders have been made by the date following the completion of initial probation period, the period of probation shall be deemed to have been extended.

4) Subject to the Provision of the Clause (2) above, if no orders have been made by the day on which the maximum period of probation expires, the probationer shall be deemed to have been confirmed in his appointment from the date on which the period of probation was last extended or may be deemed to have been so extended.

5) A probationer, who has satisfactorily completed his period of probation against a substantive vacancy, shall be confirmed w.e.f. the date of his continuous appointment in such a vacancy.

Provided that where the period of his probation has been extended under the Provision of Clause (1) of these Regulations, the date of confirmation shall, subject to other Provisions these Regulations, be the date on which the period of his probation was last extended.

6) If the work and conduct of an employee during the period of probation has been unsatisfactory, the appointing authority may without notice, notwithstanding that the period of probation has not expired, dispense with his services, if he has been appointed by initial recruitment; and if he has been appointed otherwise, revert him to his former post or if there be no such post, dispense with his service.

7) There shall be no confirmation against any temporary post or temporary appointment.

7 (1) The seniority interse of persons appointed to posts in the same grade in a Functional Unit shall be determined:—

(a) The case of persons appointed by initial recruitment, in accordance with the order of merit, assigned by the Selection Committee, provided that persons selected for appointment to the grade in an earlier selection shall rank senior to the persons selected in a later selection ; and

(b) In the case of persons appointed otherwise, with reference to the dates of their continuous appointment in the grade; provided that if the date of continuous appointment in the case of two or more persons appointed to the grade is the same, the older if not junior to the younger in the next below grade, shall rank senior to the young person.

Explanation(I)—If a person junior in a lower grade is promoted to a higher grade on adhoc basis, in the public interest, even though continuing later permanently in the higher grade, it would not adversely affect the interest of his seniors in the fixation of his seniority in the higher grade.

Explanation (II)—If a person Junior in a lower grade is promoted to higher grade by superseding his senior and subsequently the latter is also promoted, the one promoted first shall rank senior to the one promoted subsequently.

Explanation (III)—Subject to the provisions of Regulation 14 of these Regulations, a junior appointed to a higher grade shall be deemed to have superseded his senior only if both the junior and the senior were considered for the higher grade and the junior was appointed in preference to the senior.

(2) The seniority of the persons appointed by initial recruitment to the grade vis-a-vis those appointed otherwise shall be determined with reference to the date of continuous appointment to the grade provided that if two dates are the same, the person appointed otherwise shall rank senior to the person appointed by initial recruitment; provided further that interse seniority of persons belonging to same category shall not be altered.

Explanation—In case a group of persons is selected! for initial appointment at one time, the earliest date on which any one out of the group joined the service will be deemed to be the date of appointment of all persons in the group. Similarly in case a group of persons is appointed otherwise at one time in the same order, the earliest date on which any one of the group joins the service shall be deemed to be the date of appointment of all persons in group. And the persons in each group will be placed with reference to the continuous date of appointment as a group in order of their interse seniority.

(3) Notwithstanding the provisions of Clause I and Clause II an employee confirmed with effect from an earlier date shall become senior to an employee confirmed with effect from a later date.

PART-II APPOINTMENT BY PROMOTION, TRANSFER OR DEPUTATION

8 1) Appointments by promotions or transfer to posts in various grades shall be made on recommendations of the appropriate Committee.

2) Promotion including proforma promotion shall not be claimed as a matter of right by any employee.

9 Only such persons, who possess the qualifications and meet the conditions laid down for the purpose of promotion or transfer to a post, shall be considered by the appropriate Committee.

10 A person in the service of Government or an Autonomous or Semi-Autonomous Organization, who possesses the minimum educational qualifications, experience or length of service prescribed for a post, shall be eligible for appointment to the said post on deputation in the Board in accordance with the policy prescribed by Government.

Provided that leave, pension or G.P.Fund Contributions shall invariably be paid by the borrowing organization.

PART III INITIAL APPOINTMENT

11 1) Initial appointment to posts in grade-16 and above, shall be made on the basis of examination/test or interview conducted by the appropriate Committee, after advertisement of the vacancies in the Newspapers.

(2) Initial appointment to all posts in grades **1** to **16** shall be made on the basis of examination/test or interview to be held by the appropriate Committee, either after advertisement of the Vacancies in Newspapers or after reference to the Employment Exchange.

12 1) A candidate for initial appointment to a post must possess the educational qualifications and experience and must be within the age limits prescribed in the

Schedule, provided that—

- (i) In suitable cases for reasons to be recorded in writing, the appointing authority may relax the upper age limit upto a maximum of 5 years and the Controlling Authority may relax the upper age limit beyond 5 years.
- (ii) the restriction regarding age shall not apply to a candidate who is an employee of the Board in some other capacity; and
- (iii) experience, where prescribed, would include equivalent experience, in a profession or in the service of an Autonomous or Semi-Autonomous Organization.

- 2) (i) Where recruitment is to be made on the basis of a written examination, age shall be reckoned as on the first of January of the year in which the examination is proposed to be held ; and
(ii) in other cases, as on the last date fixed for submission of applications for appointment.

13. No person shall be appointed to a post unless he is a citizen of Pakistan and domiciled in Punjab, provided that this restriction may be relaxed by Controlling Authority in suitable cases.

14. No candidate shall be given appointment unless he is in good mental and bodily health and free from any physical defect likely to interfere with the discharge of his duties.

15. During appointment if an employee ceases to have good mental and bodily health and the appointing authority is satisfied that he is not discharging his duties satisfactorily on account of indifferent health, his services may be dispensed with after serving him with a three months' notice or on payment of three months' pay in lieu of the notice.

16. (1) No person, not already in the service of the Board, shall be appointed to a post unless he produces certificates of character from two responsible persons not being his relatives, who are well acquainted with his character and antecedents and certificate of character from the head of the academic institution last attended, where applicable.

(2) Notwithstanding, anything in Clause (1) an appointment by initial recruitment shall be subject to verification of character and antecedents of the candidate to the satisfaction of the appointing authority.

17. Where the interest of the Board so requires, a person may be appointed on contract, with a period not exceeding three years at a time on terms and conditions to be specified in the contract: against a specified post.

PART –IV RETIREMENT AND TERMINATION OF SERVICES

18. An employee may resign from service by giving one month's notice or by depositing with the Board one month's pay in lieu thereof ; provided that if the notice falls short of one month, the employee shall have to deposit pay for the period falling short of one month.

19. Except otherwise provided in the terms of appointment, the service of an employee in temporary employment or appointed on *ad-hic* basis shall be liable to termination on 15 days' notice or on payment of pay in lieu thereof.

20. In the event of a post being abolished or the post in a group of the same grade being reduced in number, the services of the junior employee in such a group shall be terminated after giving such employee thirty days' notice or pay in lieu thereof

21. An employee of the Board shall retire from service —

- (i) after he has completed 25 years' service qualifying for pension or other retirement benefits, as the competent authority may direct; or
(ii) where no direction is given under Regulation I, on the completion of the 60th year of his age.

Explanation —

In this Regulation the competent authority means the appointing authority or a person duly authorized by the appointing authority in that behalf not being a person lower in rank to the employee concerned.

PART V "APPLICATION" OF GOVERNMENT RULES

22. 1) Subject to the provisions of the Ordinance, these Regulations and the Schedule* the following Rules, as amended from time to time, shall apply *mutatis mutandis* to the employees of the Board :—

- i. The West Pakistan Government Servants (Conduct) Rules, 1986.
ii. Punjab Civil Servants (E & D) Rules, 1975.
iii. Revised Leave Rules for Civil Servants under the Punjab Government, 1978.

- iv. Punjab Civil Services Rules.
- v. Punjab Travelling Allowances Rules, 1978.
- vi. Punjab Financial Rules, 1973.
- vii. West Pakistan (Civil Services) Delegation of Powers Rules, 1962.
- viii. Punjab Civil Servants Pay Revision Rules, 1977. Provided that-
 - a. Any reference to a Government servant or Civil Servant shall be construed to be a reference to the employees of the Board.
 - b. Any reference to the Head of Department shall be construed to be a reference to the Chairman of the Board.
 - c. Any reference to Secretary of the Government shall be construed to be a reference to the Board of Directors.
 - d. Any reference to the Government shall be construed to be a reference to the Controlling Authority.
 - e. The Controlling Authority, the Board of Directors and the Chairman may by general or special order delegate to any officer or officers of the Board, any of these powers under these rules, subject, where necessary, to such conditions as may be specified.

2) (a) Where a right to prefer an appeal or apply for review in respect of any order relating to the terms and conditions of the service is allowed to an employee by any of the rules mentioned in Regulation 22 such appeal or application shall be made except as may otherwise be prescribed under the relevant rules, within sixty days of the communication to him of such order.

(b) Where no provision for appeal or review exists in respect of any order an employee aggrieved by any such order, may except where such order is made by the Controlling Authority, make a representation against it to the authority next above the authority which made the order.

PART VI

ADHOC APPOINTMENTS AND COMBINATION OF CHARGES

23 (1) When a post is required to be filled the appropriate authority shall take steps for calling of applications and for setting up a Selection Committee immediately after a decision is taken to fill the post.

(2) After the action mentioned in Clause (1) is taken, the appointing authority may, if he considers necessary in the public interest, fill the post on *ad hoc* basis for a period not exceeding six months pending nomination of candidate by the Selection Committee.

24. (1) No person shall be appointed on *ad hoc* basis unless he possesses the qualifications laid down for the post.

(2) An *ad hoc* appointment shall terminate on the expiry of six months from the date of the promotion or on the date regular appointment is ordered whichever occurs earlier.

25. (1) Subject to other conditions as laid down under the relevant Rules, the Chairman may, in the public interest, allow any employee of the Board to hold one or more additional charges for a period not exceeding four months and may also allow additional pay ;

(2) Where additional charge is intended to exceed four months, concurrence of the Board of Directors shall invariably be obtained.

PART VII

26. The Competent Authority may in individual cases of hardship or where public interest so requires, and for reasons to be recorded in writing, relax the provision of any of these Regulations except Regulation 13.

SCHEDULE

ADMINISTRATION (A)

Sr. No.	Functional Group	Name of Post	Existing Pay scale	Appointing authority	Minimum qualification	Method of Recruitment	Age for initial recruitment	
							Min.	Max.
1.	Do	Chairman	NPS-20	Government	----	By temporary transfer of service from Govt. Departments / Autonomous Bodies	--	--
2.	Do	Secretary	NPS-18	Government	----	By temporary transfer of grade 18 Officer of general administration line and having experience of general administration in Govt. Departments	--	--
3.	Do	Deputy Secretary	NPS-18	Board	----	By promotion from amongst Assistant Secretaries or by temporary transfer of service from Govt. Departments	--	--
4.	Do	Assistant Secretaries	NPS-17	Board	Graduate with 3 years' experience (For direct recruits only)	50% by promotion from Superintendents /other equivalent posts and 50% by direct recruitment	20 year	26 year
5.	Do	Librarian	NPS-17	Board	M.A. in library Science	By promotion from Assistant Librarian having at least 5 years' service as such or by direct recruitment if no such person is available.	20 year	30 year
6.	Do	Public relation officer	NPS-17	Board	Graduate with diploma in Journalism having practical experience of at least 5 years	By direct recruitment	18 year	25 year
7.	Administration (A)	Textbook Examiner	NPS-16	Board	M.A. 2nd Division or B.A. 1st Division with experience in publication work	By direct recruitment or by temporary transfer of service from Govt. Department	22 year	30 year
8.	Do	Superintendents	NPS-15	Board	--	By promotion from amongst Assistants	--	--

9.	Do	Personal Assistants /Sr. Scale Stenographer	NPS-15	Board	--	By promotion from amongst Jr. Scale Stenographers	--	--
10	Do	Estate officer	NPS-15	Board	--	By promotion from amongst Suitable Superintendents	--	--
11	Administration (A)	Sub-Engineer	NPS-15	Board	--	By temporary transfer from Govt. Departments or Autonomous Bodies	--	--
12	Do	Assistants	NPS-12	Board	--	By promotion from amongst Senior Clerks or by temporary transfer of service from Government Department or Autonomous Bodies	--	--
13	Do	Jr. Scale Stenographer	NPS-12	Board	Matriculation 2 nd Div. 5 years experience of sound typing/shorth and knowledge (For direct recruits only)	By promotion from amongst Stenotypists who qualified their practical tests or by direct recruitment	--	--
14	Administration (A)	Godown Keeper	NPS-11	Board	--	By transfer of a suitable person from amongst assistants in the Board	--	--
15	Do	Assistant Librarian	NPS-11	Board	B.A. with diploma in Library Science	By direct recruitment	18 year	25 year
16	Do	Stenotypist	NPS-10	Board	Matriculation 2 nd Div. Shorthand 80 w.p.m. typing 35 w.p.m.	By direct recruitment	18 year	25 year
17	Do	Senior Clerk	NPS-7	Board	--	By promotion from amongst Jr. Clerks who have at least 5 years' experience of typing and office working	--	--
18	Administration (A)	Caretaker	NPS 7	Chairman	---	By transfer from amongst Sr. clerks	--	--
19	Do	Telepho	NPS-7	Chairman	Matriculation	By direct	18	25

.		ne Operato r			with 2 nd Div. with working experience of 5 years	recruitment	year	year
20	Do	Junior Clerks	NPS-6	Chairman	Matriculation with 2 nd div with speed of 30 wpm in Urdu/ English	By direct recruitment	18 year	25 year
21	Do	Electrici an	NPS-5	Chairman	Matriculation with 2 nd div with 5 years' experience in electricity work	By direct recruitment	20 year	30 year
22	Adminis tration (A)	Gestetn er Operato r	NPS-5	Chairman	Matriculation with working knowledge of duplicating machine	By direct recruitment	20 year	30 year
23	Do	Head Driver	NPS-4	Chairman	Literate having 5 years' experience of driving, holding LHV/LTV license with adequate knowledge of maintenance of motor vehicles	Either by direct recruitment or by promotion from amongst the drivers	20 year	30 year
24	Do	Driver	NPS-3	Chairman		By direct recruitment	18 year	25 year
25	Do	Jamada r (Head office)	NPS-	Chairman	--	By promotion from amongst the Peons having at least 5 years' experience as such	--	--
26	Do	Daftri	NPS-	Chairman	Middle/primar y passed	By direct recruitment	18 year	25 year
27	Do	NaibQa sid	NPS-	Chairman	Literate	By direct recruitment	18 year	25 year
28	Do	Frash/ Waterm an	NPS-	Chairman	Literate	By direct recruitment	18 year	25 year
29	Do	Mali	NPS-	Chairman	Literate with working knowledge of grounding	By direct recruitment	18 year	30 year
30	Do	Chowki dar	NPS-1	Chairman	Literate with experience of	By direct recruitment	20	40

					work as such		year	year
31	Do	Security guards	NPS-1	Chairman	Do	Do	20	40
							year	year
32	Do	Sweeper	NPS-1	Chairman	Do	Do	20	40
							year	year
33	Do	Chief Audit and Accounts Officer	NPS-18	Board	---	By temporary transfer of an officer of grade 18 from the office of the Auditor General of Pakistan (Accountant General of Punjab)	--	--
34	Do	Accountant	NPS-15	Board	B.Com or B.A. with S.A.S (for direct recruits only)	By direct recruitment or by temporary transfer of service from the Govt. Departments	18	25
							year	year
35	Do	Cashier	NPS-12	Board	--	By transfer from amongst the Assistants	---	--
36	Academic Wing	Directors	NPS-19	Government	--	By temporary transfer of service from the Govt. departments	--	--
37	Do	Editors in Chief	NPS-18	Board	Ph.D with 5 years' experience or M.A. 2 nd Di with 10 years teaching experience	i) By transfer from amongst Sr. Subject Specialists ii) By temporary transfer of service from Govt. Departments if no suitable person is available iii) If no suitable person from amongst Sr. Subject Specialist or Govt employee is available; direct recruitment	--	--
							25	45
							year	year
38	Academic wings	Sr. Subject Specialists	NPS-18	Board	--	By promotion from amongst subject specialists or if no such person is available by direct recruitment	25	45
							year	year
39	Do	Child Psychol	NPS-18	Board	M.Sc. psychology	By direct recruitment	25	40

		ogist			with special expertise in child Psychology		year	year
40	Do	Sr. Research Officer	NPS-18	Board	--	By promotion from amongst Research officers or by temporary transfer of service from Govt. Deptts. if no suitable person is available	--	--
41	Do	Research Officer	NPS-17	Board	--	By promotion from amongst Research Assistants or if no suitable person is available, by temporary transfer of service from Govt. Departments	--	--
42	Do	Subject Specialist/ Editor	NPS-17	Board	M.A. 2 nd Div with 5 years' experience	By direct recruitment or temporary transfer of service from Govt. Departments	18 year	25 Year
43	Academic Wings	Artist	NPS-17	Board	M.A. Fine Arts or diploma from National College of Arts, Lahore, with 5 years Arts experience	By promotion from Artist/photographer or by direct recruitment if no such person is available.	18 years Relaxable in deserving cases upto 40 years	25 years
44	Do.	Artist/Photographer	NPS-16	Board	Do.	By direct recruitment	Do	Do
45	Do.	Statistician	NPS-16	Board	M.A. Statistics or M.A. Maths or B.A/B.Sc. 2 nd division with Maths plus 5 years research experience	By direct recruitment	20 years	30 Years
46	Academic Wings	Proof Reader	NPS-15	Board	M.A/M.Sc 2 nd Div. in related subjects or B.A/B.Sc with 5 years' experience	By direct recruitment	18 years relaxable in	25 years

47	Do	Research Assistant	NPS 14	Board	M.A Education	By direct recruitment	deserving cases upto 40 years	20 years	30 years
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PUNJAB TEXTBOOK BOARD, LAHORE

[The 27th March, 1982]

NOTIFICATION

No. G-81/3-Estt. (Pension)—In exercise of the powers under Regulations 16(2) of the Punjab Textbook Board's Ordinance No. XLI of 1962 as amended, the Governor of the Punjab is pleased to declare that the provisions of the Provident Fund Act of 1925 (Act No. XIX of 1925) shall apply to the Provident Fund maintained under Section 5 (2) of the Punjab Textbook Board Employees' Pension Regulations, 1981.

No.G-SI/3-Estt. (Pension)—In exercise of powers conferred under Section 24 of the Punjab Textbook Board's Ordinance No. XLI of 1962 as amended up-to-date and with the approval of the Government of the Punjab,—vide letter No. SO (Boards) 1-54/81, dated March 25, 1982, the Punjab Textbook Board, Lahore, make the following Regulations namely :—

THE PUNJAB TEXTBOOK BOARD, EMPLOYEES PENSION REGULATIONS, 1981

1. The Regulations may be called the Punjab Textbook Board Employees' Pension Regulations, 1981.

2. These Regulations shall come into force at once.

3. (1) In these Regulations unless the context otherwise requires, the following expressions shall have the meaning hereby respectively assigned to them, that is to say

- a) "Board" means the Punjab Textbook Board, Lahore.
- b) "Competent Authority" in relation to an employee or class of employees, means the authority competent to make appointment to the post.
- c) "Employee" means an employee of the Punjab Textbook Board, but shall not include a person who:—
 - i. is paid from the contingency or borne on work charged establishment; and
 - ii. Engaged on contract which contains no stipulation for pension; and
 - iii. Holds a post which has been declared by competent authority to be non-pensionable.
- d) "Medical Authority" means an authority appointed to conduct medical examination of the Board's servants for the purpose of granting invalid pension, extraordinary pension or commutation of pension.
Provided that the authority shall consist of not less than two Medical Officers to be appointed by the Competent Authority.
- e) "Service" means service rendered in the Punjab Textbook Board and shall include such period of service as has been rendered on a pensionable post in the Government immediately before joining the Board's service ;

Provided that there is no break in the continuity of the service.

(2) The words and expressions used but not defined shall bear the same meanings as they bear in the West Pakistan Textbook Board's Ordinance, 1962, as amended from time to time, the West Pakistan Civil Service Pension Rules, as amended from time to time and the Punjab Textbook Board's Employees Service Regulations, 1980.

4 Extent of Application—(1) Unless in any case it be otherwise expressly provided ; these Regulations shall apply to the employees who :—

- i. enter the service of the Board on or after coming into force of these Regulations and
- ii. were in such service immediately before coming into force of these Regulations, unless they opt to be governed by the existing Contributory Provident Fund Rules applicable to them.

(2) These Regulations shall not apply to : —

- a) Government servants deputed for service to the Board for specified period or persons whose services have been obtained on loan from the Government or any Agency or a statutory body ; and
- b) Such employees or class of employees as the competent authority may specify in this behalf.

5 Exercise of Option—(1) The employees referred to in Clause (i) of Regulations 4 may opt for these Regulations within a period of six months from the issue of these Regulations. The option shall be communicated in writing to the Secretary of the Board, who shall acknowledge its receipt. An employee who fails to exercise the option within the stipulated period shall be deemed to have exercised his option for these Regulations. The option once exercised shall be final, provided that an employee who at the time of option of these Regulations is out of Pakistan or is on leave may exercise his option within four months from the date of resuming his duties in the Board. If he does not exercise his option within the prescribed limit he shall be deemed to have accepted the pensionary benefits.

(2) An employee mentioned in Clause (1) of Regulation 4, opting for these Regulations, shall have to surrender the employer's share of Provident Fund alongwith interest accrued thereon before coming into force of these Regulations. The share of the balance at the credit of an employee which has been subscribed by him shall be transferred to the G.P. Fund Account of the employee along with the amount of interest accrued thereon and the provisions of Contributory Provident Fund Rules shall cease to be applicable to him.

Explanation:- An employee can opt either for these Regulations or for the existing Contributory Provident Fund Rules. He shall not be allowed to opt for existing Contributory Provident Fund Rules for a part of his service and for these Regulations for the remaining part thereof.

6 The pension shall be sanctioned by the competent authority in accordance with the procedure laid down in West Pakistan Civil Service Pension Rules, 1963 (as amended from time to time) as applicable to Punjab Government Servants.

7 Classification of Pensions—Save as otherwise provided in these Regulations an employee shall be entitled to such kind of pension or pensions and of such amount and subject to such conditions and limitations as is admissible to a Government Servant of the equivalent or comparable grade in pensionable service of the Government of the Punjab under the provision of the Punjab Civil Service Pension Rules, as amended from time to time and in the application of the Punjab Civil Service Pension Rules an employee shall be deemed to be a Government Servant.

8 Pension Fund—There shall be maintained a Pension Fund to the credit whereof shall be placed :—

- (a) the amount contributed by the Board to the Provident Fund Accounts of the Board servants who have under the Regulations opted for pension system and
- (b) such contribution per month for every Board servant as would have been payable by the Board under the Provident Fund system.

9. Appeal against Orders—If any employee is aggrieved by an order passed under Regulations, he may appeal to the authority competent to have heard the appeal if he were removed or dismissed from the Board service immediately before his retirement, and the provisions of the rules, regulating appeals for removal or dismissal shall apply mutatis mutandis to appeals under this Regulation.

10 Investment of Surplus Funds—If the amount in Pension Fund is surplus to the requirement for the purposes of pension, the surplus funds may be invested with the previous sanction of the Board, in such manner as may be necessary but in accordance with the Government policy on the subject and if the Pension Fund is running short of the requirements for the purposes of pension, the Board may raise its contribution to the Pension Fund under Clause (b) of Regulation 8 to such extent as may be specified.

11 Payment of Pension—All pensions shall be paid out of the Pension Fund maintained under Regulations.

12 Anticipatory Pension—All formalities for the grant of pension shall be completed as expeditiously as possible, so that the Board servant retiring on pension starts getting his pension

regularly within three months of his retirement; provided that, if due to unavoidable circumstances such period is to be exceeded, the authority competent to grant the pension shall sanction anticipatory pension for the interim period.

M.S. ZAMAN

Secretary, Punjab Textbook Board, Lahore.

IN PURSUANCE OF PENSION REGULATIONS FOR THE EMPLOYEES OF THE BOARD INTRODUCED WITH EFFECT FROM 27th MARCH, 1982, THE FOLLOWING INSTRUCTIONS ARE ISSUED FOR OPENING AND MAINTENANCE OF (i) PENSION FUND (ii) GENERAL PROVIDENT FUND

These instructions issued in pursuance of Section 5(2) and 8 of the Pension Regulations 1981.

2. The share of the Board as well as of the employees in the CP. Fund as existing on 30th June, 1982, shall be ascertained and calculated in the following manner :

SHARE OF PENSION FUND

1. Amount available in Employee's CP. Fund Accounts on 30th June, 1982.
2. Add non-refundable advance for the purchase of Land and Insurance, if any.
3. Add other Advances, if any.
4. Total
5. Amount to be transferred to Pension Fund=i of total at Sr. No. 4 above.

SHARE OF GENERAL PROVIDENT FUND

1. $\frac{1}{2}$ of total (at Sr. No. 4 above).
 2. Less refundable and non-refundable advance, if any.
 3. Net amount to be transferred to General Provident Fund.
3. These calculations shall be further scrutinized, verified or adjusted, if found necessary, at any later stage.

PENSION FUND ACCOUNTS

4. The amount of contributory Provident Fund converted into Pension Fund shall be withdrawn from the U.B.L. Personal Accounts of the employees and deposited into National Saving Centre, Gulberg Main Market, Lahore in the following manner :—

(1) Khaas Deposit Account = Total amount of Pension Fund
minus Rs. 1,00,000.

(2) Savings Account= Rs. 1,00,000

5 Further contribution of the Board toward Pension Fund (beginning from July, 1982) shall be deposited into Savings Account of the Pension Fund referred to above.

6 After every six months, the balance in the Savings Bank Account shall be reviewed and the amount exceeding Rs. 2,00,000 shall be transferred to Khaas Deposit Account from the Savings Bank Account.

7 The amount of Pension becoming due to the employees of the Board including gratuity, amount of commutations etc. shall also be paid from the Savings Bank Account of the Pension Fund.

GENERAL PROVIDENT FUND ACCOUNTS

8. Similarly the Accounts of Contributory Provident Fund converted into General Provident Fund shall be withdrawn from U.B.L. Personal Accounts and deposited into the National Savings Centre, Gulberg Main Market, Lahore, as under : —

(1) Khaas Deposit Account = Total amount of General Provident
Fund minus Rs. 2,00,000.

(2) Savings Account= Rs. 2,00,000

9. The employees' contributions towards General Provident Fund as well as the amount of refund of General Provident Fund advances shall be credited to the Savings Bank Account of the General Provident Fund referred to above.

10 Henceforth, the General Provident Fund advances to the employees shall be paid from the Savings Account of the General Provident Fund. Any amount found recoverable from the individual employee in connection with Contributory Provident Fund, at any later stage shall be deducted from the Savings Account of the General Provident Fund.

11 Instructions regarding payment of interest on G.P. Fund to the employees shall be issued separately.

M.S. ZAMAN
Secretary

**RE-ORGANIZATION OF THE PUNJAB TEXTBOOK
BOARD, LAHORE.**

No.2 Policy Re-organization. In pursuance of the approval of the recommendations of the Re-organization Committee constituted by him, the Chairman has ordered the re-organization of the office of the Board as under :

1. Humanities Wing
2. Technical Wing
3. Establishment and Administration Wing
4. Field, Coordination and Research Wing
5. Budget and Accounts Branch
6. Paper Procurement and Distribution Branch
7. Audit Branch
8. Art Cell
9. Record Room
10. Library

A detailed job description of officers/officials is given in Annexure 'A'.

The orders shall come into force with effect from the 17th July, 1982. In the meanwhile the Heads of Branches will frame lists of duties of various officials working under them. Instructions will be issued to the officials of the Humanities and Technical Wings to receive the record/files from the officials of the Publication Wing concerning their assignments. The officials of the Publication Wing will prepare 3 lists of the record countersigned by the Superintendents of Publication I and II and will number the pages of the files both correspondence and noting portions separately. One list of the files; documents will be deposited with the Assistant Secretary Publication (Raja Abdul Hamid) while the remaining two lists will be retained by the officials taking over and handing over the charge of files of the Publication Wing.

MUHAMMAD YAQUB
Secretary

ANNEXURE 'A'**A. Chairman:-**

Under the Ordinance, the Chairman, being the Chief Executive of the Organization, will in addition to the powers and duties mentioned in the Ordinance, be exercising the final authority for :—

- a) approval of the routine Work wherever and whenever required and needed.
- b) payments according to the approved budget provisions.
- c) planning, programming and policy-making of the various functional aspects of the Board.
- d) the functioning of Establishment/Administration Branch, Field Branch, Paper Procurement/Paper Accounts Branch, Budget & Accounts Branch and correspondence with the Provincial/Federal Government on policy matters and important issues.
- e) giving approval/sanctions, as the case may be to the schemes submitted to him by the Directors, Secretary, C.A.O. and other officers of the Board under the various budgetary heads.
- f) approving registration of publishers, printers, wholesale agents appointed under the approved rides ; allocation of publishing and printing work to the publishers and printers according to the policy of the Government/Board and visits to any textbook market in the Province.

B. Director (Technical):-

- a) He will be responsible for all aspects and stages of preparation of manuscripts, production of textbooks and research work of his respective wing dealing with the subjects of General Science, Physics, Chemistry, Mathematics, Biology, Home Economics, Agro-Tech.Studies arid Vocational Subjects, Teachers Guide Books on the various subjects, textbooks for English Medium Schools pertaining to Science/ Technical Subjects, Teachers Training etc.
- b) He will also be responsible for :
 - i) appointment of authors, editors, reviewers, scrutinizers etc. with the final approval of the Chairman/Board according to the existing rules.
 - ii) timely production, publication, availability of textbooks of his assignment throughout the Province.
 - iii) organizing research activities with the help of the team of Subject Specialists and Senior Subject Specialists and Research Officer and arranging publication of educational journals, research papers and supplementary readers etc.
 - iv) issuing on the recommendations of concerned Senior Subject Specialist/Editor-in-Chief.
 - a) print order
 - b) according approval to the dummy copies
 - c) Clearance certificates prior to the release order on the recommendations of the Subject Specialist and or Editor-in-Chief.

Director (Humanities):-

- a) will be responsible for all aspects and stages of preparation of manuscripts, production of textbooks and research work of his respective wing dealing with all textbooks on languages, Social Studies, Arabic, Islamiyat, History, Geography, Economics, Physical Education, textbooks for English Medium Schools and Teachers Training (P.T.C/C.T.) Education and allied disciplines.
- b) He will also be responsible for :

- i. appointment of authors, editors, reviewers, scrutinizers etc. with the final approval of the Chairman/Board according to the existing rules.
- ii. timely production, publication, availability of textbooks of his assignment throughout the Province.
- iii. organizing research activities with the help of the team of Subject Specialists and Senior Subject Specialists and Research Officer and arranging publication of educational journals, research papers and supplementary readers etc.
- iv. Issuing on the recommendations of concerned Senior Subject Specialist/Editor-in-Chief.
 - a) print order.
 - b) according approval to the dummy copies.
 - c) clearance certificates prior to the release order on the recommendations of the Subject Specialists and or Editor-in-Chief.

D. Secretary:-

As outlined in the first schedule of the Punjab Textbook Board Ordinance.

Deputy Secretary:-(attached with Director)

The Deputy Secretary attached with each of the two Directors will be responsible for carrying out the orders of the Chairman, Director concerned and for the management and supervision, at middle management level, in respect of :

- a) issuing appointment letters to authors, editors, translators, reviewers etc.
- b) recommending payment of remuneration to panels of authors, editors, etc.
- c) execution of agreements with publishers and printers, calculation and receipt of royalty and security from the publishers and issue of allocation letters to the publishers and printers.
- d) correspondence with the publishers and different agencies with regard to timely production and prompt completion of formalities according to the scheduled programme chalked out for the publication and production of books.
- e) recommending payment of royalties to authors.
- f) designing of lay-out and printing specifications with reference to cost factors in co-ordination with the Sr. Subject Specialist/ EIC concerned.
- g) assessment of the copies required during an academic session.
- h) calculation of the requirement of printing and cover paper and issue of paper permits.
- i) *Calculation and fixation of price of textbooks, issue of release/ sale order after completion of all formalities.*
- j) *Working out schedule for publication and printing of books in co-ordination with counterpart in other wing.*

Deputy Secretary (Field/Co-ordination):-

- a) To supervise all the duties connected with the distribution and marketing of textbooks which would include appointment of wholesale agents, rotation of positives, checking of printing progress and printing stocks, safe-guard against piracy/over-printing.
- b) To co-ordinate the activities of the different functional units of the Board in respect of policies/schemes, as directed by the Chairman for approval by the Board/Controlling Authority.
- c) To maintain files of correspondence with the Ministry of Education, Provincial Government and other agencies regarding policy issues as directed by the Chairman.
- d) To arrange visits/tours to various District and Tehsil Headquarters, when required, to check the supply position and to see whether the prescribed books are being used.

Deputy Secretary (Paper):-

He will work under the supervision of the Secretary and will:—

- a) manage the paper godowns and get these insured against fire, rains, pilferage or other damages and place the paper in proper stackings in a classified order.
- b) put up the annual requirement of the printing paper and cover paper on the basis of:-
 - i. the stock position as available in the paper godowns.
 - ii. figures and the data given by the Technical and Humanities Wings with regard to consumption of paper in the ensuing academic year.
 - iii. the paper donated by the **UNESCO/UNICEF**. Ministry of Education and other donating agencies
- c) maintain year-wise stock and issue registers for each, category of paper separately.
- d) suggest to the Board the ways and means for utilizing the damaged paper, if any, and arrange to dispose of wooden planks, baton paper, patri or scrap according to the approved policy.
- e) submit to the Secretary monthly statements showing the paper received and stock in hand and the paper released to the publishers and printers.
- f) ensure that the paper in the godowns is properly placed and promptly protected against insects and make necessary arrangements in this respect.
- g) suggest to the Secretary the measures and mechanism for the fixation of sale price of the various types of paper.
- h) reconcile the stock and sale register with the record maintained by the banks and submit quarterly detailed statement on the basis of reconciling exercises, in case of any discrepancy, he will report the matter to the Secretary with remedial suggestions.
- i) manage timely loading and un-loading of paper at the godowns by adopting all possible means.
- j) undertake annually the stock-taking in the last week of June each year and submit his report by 31st July.

Deputy Secretary (Budget & Accounts):-

He will work under the direct supervision of the Secretary. He will be responsible for

- a) Preparation of Budget Estimates for each financial year along-with the statement of excesses and surrenders.
- b) maintenance and checking of :—
 - i. Cash Books.
 - ii. Publishers royalty accounts with details of receivable Bank Guarantees.
 - iii. Authors' royalty accounts with details of amounts paid and amounts payable.
 - iv. Classified register of expenditure viz-a-viz budget provisions.
- c) maintenance of securities accounts and personal ledger accounts.
- d) maintenance of CP. Fund/G.P. Fund/Pension Fund Accounts.
- e) maintenance of advance register showing the details of deductions and balances to be recovered and maintenance of PFR, 21 and 22.
- f) maintenance of register showing registration fee of printers publishers, proofreading charges, legal fee.
- g) preparation of monthly financial statements and trial balance.
- h) reconciliation of
 - (i) monthly financial statements with Bank accounts,
 - (ii) Board's accounts with paper accounts.
 - (iii) Cash books with the Bank Statements.
- i) maintenance of Sales Depot's Accounts with regard to the expenditures and sale proceeds.
- j) Preparation of pay rolls and scrutiny of expenditure vouchers.
- k) submission of monthly expenditure and income statements.

- l) communication of the details of receivables and payables to the concerned branches for timely recovery/payment,
- m) suggesting better deposit-schemes/plans.
 - i. Nomenclature of posts.
 - ii. Grades.
 - iii. Names of the working employees.
 - iv. Whether confirmed or officiating or temporary vacant.

Deputy Secretary (Establishment):-

He will work under the Secretary and will be responsible for :—

- a) maintenance of the estate,
- b) maintenance of establishment registers showing the following details :
 - i. Nomenclature of posts.
 - ii. Grade.
 - iii. Names of the working employees.
 - iv. Whether confirmed or officiating or temporary.
 - v. Vacant
 - vi. Date of retirement
 - v. Date of retirement.
- c) maintenance of service books in order to ensure that entries regarding increments, confirmation, leave availed, pensionary benefits etc. are complete in all respects.
- d) preparing complete seniority list of the various categories of staff with necessary details.
- e) maintenance of personal files, properly indexed with complete referencing.
- f) maintaining a manual of job specifications of all categories of employees and arranging notifications of the amendments made from time to time in the duty list.
- g) maintaining complete record of the old files, diary registers, stock registers and other important documents of registration deed of various sections of the estate.
- h) maintaining of complete Bio-data of officers in NPS 17 and above.
- i) maintenance of inventories regarding office furniture, equipment, vehicles, cycles/motor-cycles and undertaking annual stock-taking in the last week of June each year and submit the report by 31st July.
- j) execution of bonds on prescribed forms by the concerned employees for the purpose of granting various advances and follow-up action.

Assistant Secretary (Paper):-

He will work under the supervision of Deputy Secretary (Budget and Accounts) and will be responsible for :—

- a) maintenance of independent and classified accounts for each category of paper separately.
- b) preparing monthly financial statements, trial balance and will submit final Paper Accounts at the end of financial year, but not later than 31st July.
- c) reconciling the paper accounts with Bank statements and with the stock registers maintained at the Paper Godowns and submit quarterly statement to the Deputy Secretary (B & A).
- d) maintaining the Paper Accounts with the help of his Assistant who will be doing routine book-keeping work under his personal guidance.

Assistant Secretary (Sales and Marketing)

He will work under the Deputy Secretary (Field and Coordination) and will be responsible for :—

- a) arranging sales of the printed stock of Board's publications at the Sales Depot.
- b) maintaining up to-date record of copies received and sold.
- c) submitting periodical reports to the Chairman through the Deputy Secretary (Field and Co-ordination).
- d) studying the local market with a view to anticipating shortage of books.
- e) keeping an eye over the distribution system and suggesting ways and views to improve it.

Assistant Secretary (Field):-

He will work under the Deputy Secretary (Field) and will be responsible for :—

- a) doing all the field work for both the Wings.
- b) maintaining complete record regarding rotation of printing material amongst the printers/publishers.
- c) collection of field reports/data, sales and stock figures and watching availability position.
- d) visiting educational institutions, publishers and printers and wholesale agents, appointed at the District and Tehsil Headquarters in order to detect over-printing, piracy as and when required.
- e) submitting reports regarding the quality of books produced and released in the market and the public complaints in this connection.
- f) maintaining printing progress statements for submission to the Deputy Secretary (Co-ordination and Field)/Humanities and Technical Wings.

Artist:-

Art Cell will work as one functional unit, but for the convenience of the Technical and Humanities Wings specific duties of the Artists working in the Cell are out-lined below :

Artists will work under the direct supervision of the concerned Editor-in-Chief and will be responsible for : —

- a) preparation of title designs illustrations/drawing work for the books of his respective wing.
- b) issuing advice regarding the improvement/modifications of art work in the books so as to better the production standard of the art work.
- c) communicating the cost of design work through Editor-in-Chief to the concerned Deputy Secretary, prepared by him, for recovery from the publishers concerned.
- d) issuing advice to the academic staff, Editor-in-Chief with regard to the approval of the design work prepared by the publisher/printer.
- e) check the dummy copies as well as the copies received for sale order and recommend approval/release, if upto the required standard.
- f) positives and printing material to be maintained through the staff attached with the Art Cell for the purpose.

Research Officer:-

He will work under the direct supervision of the Director concerned and will be responsible for :—

- a) collection of feed-back data from various agencies/quarters in connection with the academic problems.
- b) designing the research exercise referred to him by the Subject Specialists. He will conduct the research in collaboration with the academic staff of the Board.
- c) compiling and co-coordinating the research findings resulting from research exercises.

Note- Each Branch In charge (Deputy Secretary/Assistant Secretary) will prepare a detailed duty list of the employees working under him and submit the same to the respective Director or the Secretary as the case may be.

Job description of the Editor-in-Chief:-

The Editor-in-Chief, basically being a Senior Subject Specialist, will take care of all the responsibilities mentioned in the job Description of the Senior Subject Specialist concerning his subject. In addition he will be responsible for the following assignments : —

- a) To supervise and co-ordinate the work of all the Subject Specialists/Senior Subject Specialists working in his respective Wing.
- b) To supervise the work of the Artist attached with him.
- c) To supervise and guide the Proof Reading Cell in order to ensure smooth operation of proof reading.
- d) To co-ordinate and manage the academic exercises undertaken from time to time.
- e) The Editor-in-Chief/Subject Specialists shall work in coordination with Art Cell for designing/lay-out etc.
- f) Maintenance of proof reading and proof reading charges registers.

Job description of the Senior Subject Specialist:-

- a) To study the curriculum relating to his subject as and when received from the Federal Curriculum Wing or the Provincial Research and Development Centre.
- b) To work out plans for the preparation of the manuscript in conformity with the curriculum.
- c) To recommend the authors/editors/reviewers etc. in accordance with the prevalent rules.
- d) To participate in the meetings of authors in order to ensure proper projection of the curriculum in the manuscripts.
- e) To co-ordinate the activities of the authors in order to ensure uniformity of style and approach.
- f) To edit the manuscripts
- g) To guide Artists in respect of preparation of Art work which shall correspond to content material?
- h) To finalize the manuscripts in the light of recommendations of Review Committee.
- i) To make the manuscripts press-worthy detailing instructions for the publishers and the printers in co-ordination with the Deputy Secretary concerned.
- j) To read the proofs of the calligraphed and composed matter in order to recommend print order.
- k) To check dummies with a view to verifying that the content-material is in conformity with the one on which print order was given and then recommend acceptance/rejection as necessary.
- l) To conduct checking of the printed stock in order to ensure quality control.
- m) To check specimen copies and recommend release of the books if found in order.
- n) To design and conduct research exercises regarding the content-material of the textbooks in association with the Research Officer.
- o) To study and examine criticism received from various quarters.
- p) To represent the Board as and when required on various committees constituted by the Government from time to time for the development of curriculum and evaluation of content-material of the books.
- q) To participate in work-shops and seminars as and when required.

Job description of the Subject Specialist:-

In case of the discipline where no Senior, Senior Subject Specialist is available, the Subject Specialist will take care of all the assignments mentioned in the job description of the Senior Subject Specialist. As regards the discipline whether the Senior Subject Specialist is also

available, the Subject Specialist will work under the guidance of his senior partner. He will not only assist the Senior Subject Specialist, but also work in a separate and well-defined sphere of activities as suggested by the Senior Subject Specialist and duly approved by the Director concerned.

Job description of the Assistant Subject Specialist:-

- a) To conduct thorough proof-reading in accordance with the schedule.
- b) To conduct technical proof reading and point out the faults through established symbols and specifications.
- c) While conducting subject proof reading, to point out the discrepancies between the proofs and the original material to the Subject Specialists/Senior Subject Specialist concerned.
- d) To assist the Subject Specialist/Senior Subject Specialist in the preparation of record copies of the press copies.
- e) To compare the positives/art work printings, illustration with the content-material of the latest edition of the book.

**BASIC FACTS ABOUT THE PUNJAB
TEXTBOOK BOARD, LAHORE**

- ✧ The West Pakistan Textbook Board was established in July, 1962 under the West Pakistan Textbook Board Ordinance, 1962 and the Punjab Textbook Board came into being under the West Pakistan Textbook Board (Punjab Amendment) Ordinance, 1971 (Punjab Ordinance No V of 1971).
- ✧ After the re-creation of Provinces, the Punjab Textbook Board has been functioning as the successor authority in the Punjab.
- ✧ It consists of a Chairman, two whole-time Directors, two ex-officio Directors and supporting staff.
- ✧ The Board is an autonomous organization. The Governor or his representative acts as its controlling authority.
- ✧ The income of the Textbook Board is derived solely from 12% royalty on textbooks and interest on fixed deposits.
- ✧ The annual budget of the Board is about Rs. 4 crores.
- ✧ The Board is responsible for production of Textbooks for Classes I to XII, Teacher's Guide Books, books for polytechnic institutions, primary teachers course, textbooks for the deaf and dumb research studies and supplementary readers etc. The number of titles produced this year is 309.
- ✧ The total number of copies printed and distributed annually is about 50 millions.
- ✧ 75% of the publication work is allocated to private publishers. Out of the remaining, 10 % is allocated to philanthropic organizations like the Anjuman Himayat-e-Islam and 15% is undertaken directly by the Board.
- ✧ The cost of textbook production has gone up by 130% but by strict economy measures the Board increased the prices of textbooks by an average of 24% only.
- ✧ The Punjab Textbook Board has increased royalty of authors from 1% to 3%.
- ✧ The proof-reading Cell of the Board has been enlarged to ensure that books are published error-free.
- ✧ The Art Cell of the Board is responsible for effecting quality control over art-work in the Textbooks
- ✧ The Pricing Committee ensures that while the publisher gets his legitimate profit, the price of the book remains as low as possible.