COMPENDIUM OF RULES

&

REGULATIONS FOR DISTRICT EDUCATION OFFICES
FOREWORD

The overall goal of Canada Pakistan Basic Education Project is to improve the quality and delivery of basic education in Pakistan, especially for the female population, and to increase access to education by disadvantaged groups. Along with improvements in Teacher Education, the project is also focusing on Institutional Strengthening at various levels including districts Multan and Lodhran for effective planning and implementation. In this regard, the compilation of the rules, policies and system regulations by the Government of the Punjab is being considered a timely and effective intervention contributing to smooth and efficient course of work at office level. Owing to the inconvenient accessibility to notifications and policies, staff have been facing difficulties in managing routine office tasks. The main objective to compile the Compendium is to facilitate the incumbents of Punjab Education department in consultation and reference process regarding government policies on any concerned issue. The Compendium encompasses issues related to the official rules and policies including administrative and financial issues, inquiries, recruitment, transfer, and pension policies etc., compiled in a logical sequence.

The project engaged senior personnel's from the Punjab Education Department during the compilation process. The compiled version was thoroughly and vigilantly reviewed by Punjab Education Department officials and other high ranking officials from the Government of the Punjab. The project has facilitated the whole process through Institutional Strengthening Team (IST) under the supervision Technical Advisor, Institutional Strengthening. Though meticulous care has been taken while compiling all the related information to ensure its legitimacy, however please feel free to communicate any ideas to improve the document.

I want to thank and congratulate all the personnel who worked painstakingly for the compilation of the related information and at the same time making it an authenticated material. It is hoped that the compiled document will be used as a reference to smoothly perform day to day official tasks at district education offices of Multan and Lodhran in particular and all over Punjab province in general.

Dr. Mohammad Amjad Saqib
Project Director
Canada Pakistan Basic Education Project
ACKNOWLEDGEMENTS

“All the praises and thanks be to Allah, the lord of the "Alamin" (Mankind, Jinns, and all that exists).”

(Verse 1, Al-Fatiha)

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My sincere thanks to CPBEP team especially Dr. Mohammad Amjad Saqib, Project Director (CPBEP) and Ms. Huma Mirza Technical Advisor for Teacher Education (CPBEP) for their continuous support and motivation in the accomplishment of the task. I would also like to thank CPBEP team members especially Mr. Afzaal Rana, Ms. Sidra Fatima Minhas, Ms. Ayesha Kabeer and Mr. Tahir Irfan who have given their best in reviewing, compiling and finalizing the draft.

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COMPENDIUM OF RULES & REGULATIONS
FOR DISTRICT EDUCATION OFFICES
MULTAN & LODHRAN
# Table of Contents

**FORWARD** .................................................................................................................................................. 7  
**ACKNOWLEDGMENTS** ................................................................................................................................. 9  

**UNIT 1: EXAMINATION SYSTEMS** .................................................................................................................. 11  
| SUBJECT: | EXAMINATION REFORMS AND INTERNAL ASSESSMENT SYSTEM | 11  
| SUBJECT: | CONDUCT OF 5TH CLASS CENTRAL EXAMINATION 2004 | 12  
| SUBJECT: | EXAMINATION REFORMS | 14  
| SUBJECT: | 5TH CLASS EXAMINATION OF NFBE SCHOOLS | 15  
| SUBJECT: | EXAMINATION REFORMS AND INTERNAL ASSESSMENT SYSTEM | 16  
| SUBJECT: | PROMOTION POLICY MIDDLE STANDARD EXAMINATION, 2004 & REGISTRATION BY BISE | 16  
| SUBJECT: | EXAMINATION REFORMS | 17  
| SUBJECT: | AWARD OF MERIT SCHOLARSHIPS TO STUDENTS IN SCHOOLS ON THE BASIS OF 5TH AND 8TH CLASS EXAMINATIONS | 17  
| SUBJECT: | RESULT CRITERIA OF 5TH AND 8TH CLASS EXAMINATION FOR THE YEAR 2005 | 19  
| SUBJECT: | RE-CHECKING OF ANSWER BOOKS EXAMINATION CLASS V & VIII 2005 | 20  
| SUBJECT: | 5TH & 8TH CLASS EXAMINATION 2006-2007 | 22  
| SUBJECT: | DATE SHEET FOR THE EXAMINATIONS OF CLASS 5TH, 8TH MATRIC AND FA/FSC.2006 | 22  

**UNIT 2: FINANCIAL BENEFITS FOR THE TEACHERS** ......................................................................................... 28  
| SUBJECT: | UPGRADATION OF THE POST OF ASSISTANT AND SUPERINTENDENTS (NON-Secretariat Offices) | 28  
| SUBJECT: | REVITALIZATION OF THE CRITICAL SERVICE INSTITUTIONAL RESPONSE TO SECTARIAN VIOLENCE AGAINST GOVT. OFFICIALS | 29  
| SUBJECT: | PAYMENT OF FOUR MONTHS SALARY TO THE FAMILY OF A CIVIL SERVANT WHO DIES WHILE IN SERVICE | 30  
| SUBJECT: | REVISION OF PAY SCALES AND FRINGE BENEFITS OF CIVIL EMPLOYEES (BS 1-22) OF FEDERAL GOVERNMENT (2001) | 31  
| SUBJECT: | ENHANCEMENT OF ORDRLY ALLOWANCE | 33  
| SUBJECT: | GRANT OF COMPUTER ALLOWANCE TO COMPUTER PERSONNEL | 34  
| SUBJECT: | COMPLAINT N. 2493/2004 OF ADVISOR-1.96/04 | 35  
| SUBJECT: | SUBMISSION OF PENSION CASES OF RETIRED OFFICERS BS-11 TO BS-20 WHO ARE WORKING ON DEPUTATION AUTONOMOUS/ SAMI AUTONOMOUS BODIES AND VARIOUS OFFICE OTHER THAN EDUCATION DEPARTMENT | 36  
| SUBJECT: | FINANCIAL ASSISTANCE TO THE FAMILY OF A CIVIL SERVANT WHO DIES WHILE IN SERVICE | 36  
| SUBJECT: | FINANCIAL ASSISTANCE TO THE FAMILY OF A CIVIL SERVANT WHO DIES WHILE IN SERVICE | 37  
| SUBJECT: | REMOVAL OF ANOMALIES DUE TO REVISION OF PAY SCALES IN 2005 | 38  
| SUBJECT: | FINANCIAL ASSISTANCE TO THE FAMILY OF A CIVIL SERVANT WHO DIES WHILE IN SERVICE | 40  

**NOTIFICATION** ................................................................................................................................. 25  
**SUBJECT:** PENSION CASES OF RETIRED OFFICERS BS-11 TO BS-20 WHO ARE WORKING ON DEPUTATION AUTONOMOUS/ SAMI AUTONOMOUS BODIES AND VARIOUS OFFICE OTHER THAN EDUCATION DEPARTMENT.
UNIT 3: FINANCE DEPARTMENTAL NOTIFICATIONS AND PAY SCALES .................................................. 41

SUBJECT: GRANT OF COST OF LIVING ALLOWANCE @ 7% ................................................................. 41
SUBJECT: GRANT OF ADHOC RELIEF TO CIVIL SERVANTS DRAWING PAY IN BS 1-16 .................. 43
SUBJECT: GRANT OF SPECIAL ADDITIONAL ALLOWANCE ................................................................. 44
SUBJECT: GRANT OF SPECIAL RELIEF ALLOWANCE ................................................................. 45
SUBJECT: GRANT OF AD-HOC RELIEF (5) 15% OF BASIC PAY ........................................................ 47
SUBJECT: GRANT OF SPECIAL RELIEF ALLOWANCE @ 15% .......................................................... 48
SUBJECT: INCLUSION OF ADHOC RELIEF OF RS. 300/- IN PENSION ............................................... 49
SUBJECT: REVISION OF BASIC PAY SCALES AND FRINGE BENEFITS OF CIVIL EMPLOYEES (BS-1-22) OF PUNJAB GOVERNMENT .................................................................................................. 50
SUBJECT: REVISION OF BASIC PAY SCALES, ALLOWANCES, AND PENSION 2005 OF CIVIL EMPLOYEES OF PUNJAB GOVERNMENT (BPS-1 TO 22) .................................................................................................................. 61

ANNEXURE TO FINANCE DEPARTMENT’S NOTIFICATION NO. FD.PC.2-1/2005, DATED: 16-07-2005 .................................................................................................................................................. 67

POINT-TO-POINT PAY SCALES FROM 01-07-2005 OF GOVERNMENT OF EMPLOYEES .................. 69

SUBJECT: REVISION OF BASIC PAY SCALES AND ALLOWANCES- 2007 OF CIVIL EMPLOYEES OF PUNJAB GOVERNMENT (BS-1 TO 22) .................................................................................................. 71

REVISED BASIC PAY SCALE W.E.F. 01-07-2007 .................................................................................... 75

NOTIFICATION NO. S.O (S-III)-2-16/2007 ................................................................................................ 77

NOTIFICATION ........................................................................................................................................ 78
NOTIFICATION ........................................................................................................................................ 79
NOTIFICATION ........................................................................................................................................ 81
NOTIFICATION ........................................................................................................................................ 83
NOTIFICATION ........................................................................................................................................ 85
NOTIFICATION ........................................................................................................................................ 87
NOTIFICATION ........................................................................................................................................ 88
NOTIFICATION ........................................................................................................................................ 90
NOTIFICATION ........................................................................................................................................ 91
NOTIFICATION ........................................................................................................................................ 92

SUBJECT: UP-GRADATION OF CLERICAL POSTS .............................................................................. 95

NOTIFICATION ........................................................................................................................................ 97

ANNEXURE ‘D’ REFERRED TO RULE 15.2 ................................................................................................ 99

UNIT 4: DTE GUIDE BOOK .................................................................................................................. 100

1. PROTOTYPE OF A CLUSTER TRAINING AND SUPPORT CENTER (CTSC) .................................... 100
2. JOB DESCRIPTION - DISTRICT TEACHER EDUCATOR (DTE) ...................................................... 103

Context .................................................................................................................................................. 103
Selection Criteria and Qualifications of DTEs ....................................................................................... 103
Overall Responsibility ............................................................................................................................ 104
Major Tasks of a DTE ............................................................................................................................ 104
Specific Responsibilities of a DTE ........................................................................................................ 105
Terms and Conditions .......................................................................................................................... 106
Training ............................................................................................................................................... 106

3. PROCESS OF MENTORING AND TEACHER SUPPORT: SOME GUIDELINES ...................... 106

4. ESSENTIAL FEATURES OF AN EFFECTIVE CLUSTER TRAINING AND SUPPORT CENTER ................................................................................................................... 110
SUBJECT: DISCIPLINARY ACTION AGAINST MR. MUHAMMAD SHRAF, EX-PTC TEACHER, GOVT. ZIRYAB PRIMARY SCHOOL, BAGHBAN PURA, LAHORE .......................................................... 234
SUBJECT: ENTITLEMENT OF FULL PAY IN RESPECT OF GOVERNMENT SERVANTS UNDER SUSPENSION .......................................................... 234
SUBJECT: DROPPAGE OF ENQUIRY PROCEEDINGS AGAINST THE TEACHERS .......... 235
SUBJECT: DEPARTMENTAL ENQUIRIES .................................................................. 236
SUBJECT: GUIDELINES/ PROCEDURES FOR TAKING ACTION UNDER THE PUNJAB REMOVAL FROM SERVICE (SPECIAL POWERS) ORDINANCE, 2000 .......................................................... 237
SUBJECT: IMPOSITION OF MAJOR PENALTY OF REDUCTION TO A LOWER PAY SCALE TO A CIVIL SERVANT BY THE AUTHORITIES UNDER PCS (E&D) RULES; 1975. 1999 AND PUNJAB REMOVAL FROM SERVICE (SPECIAL POWERS) ORDINANCE, 2000 .................................................................. 238
SUBJECT: DISPOSAL OF COMPLAINTS / ALLEGATIONS RECEIVED IN THE GOVERNMENT DEPARTMENTS / OFFICES AGAINST PUBLIC SERVANTS .......................................................... 241
SUBJECT: EXPEDITIOUS COMPLETION OF INQUIRY CASES WITHIN THE TIME LIMIT PRESCRIBED IN THE PUNJAB CIVIL SERVANTS EFFICIENCY AND DISCIPLINE) RULES, 1975/1999 AND PUNJAB REMOVAL FROM SERVICE (SPECIAL POWERS) ORDINANCE, 2000 .......................................................... 241
SUBJECT: ACCEPTANCE OF RESIGNATION DURING PENDENCY OF ENQUIRY PROCEEDINGS E&D RULES / PRSO 2000 .......................................................... 242
PUNJAB REMOVAL FROM SERVICE (SPECIAL POWERS) ORDINANCE, 2000 (IV OF 2000) .......................................................... 243
SUBJECT: GUIDELINES/PROCEDURE FOR TAKING ACTION UNDER THE PUNJAB REMOVAL FROM SERVICE (SPECIAL POWERS) ORDINANCE .......................................................... 260
PUNJAB EMPLOYEES EFFICIENCY, DISCIPLINE AND ACCOUNTABILITY ACT, 2006 ........ 262

UNIT 8: RECRUITMENT POLICIES (REGULAR & CONTRACT IN EDUCATION DEPARTMENT) .................................................................................................................................. 273
DEPARTMENT SELECTION COMMITTEE AT DISTRICT LEVEL FOR BS-1 TO BS-10 .................................................................. 273
DEPARTMENT SELECTION COMMITTEE AT DISTRICT LEVEL FOR BS-11 AND ABOVE .................................................................. 274
SUBJECT: RECRUITMENT AGAINST THE VACANT POSTS ON REGULAR BASIS .................................................................. 275
SUBJECT: RECRUITMENT POLICY CLARIFICATIONS .................................................................................................................................. 277
SUBJECT: QUOTAS IN RECRUITMENT .................................................................. 279
SUBJECT: RE-EMPLOYMENT POLICY OF RETIRED GOVERNMENT SERVANTS/ARMY PERSONNEL .................................................................................................................................. 279
SUBJECT: RECRUITMENT OF EDUCATORS ON CONTRACT BASIS .................................................................. 282
SUBJECT: RECRUITMENT POLICY- 2004 .................................................................. 282
SUBJECT: RECRUITMENT POLICY .................................................................. 292
SUBJECT: AMENDMENT IN THE PUNJAB EDUCATION DEPARTMENT (SCHOOL EDUCATION RECRUITMENT RULES, 1987 .................................................................. 294
PUNJAB EDUCATION DEPARTMENT (EDUCATION MANAGEMENT CADRE) RULES. 1999 ........ 296
THE PUNJAB EDUCATION DEPARTMENT (SCHOOL WING MINISTERIAL POSTS) SERVICE RULES, 1989 .................................................................. 298
SUBJECT: APPOINTMENT OF DISTRICT EDUCATION COORDINATORS .................................................................. 303
SUBJECT: POLICY FOR RECRUITMENT OF ENGLISH TEACHERS FOR PRIMARY SCHOOLS .................................................................. 309
SUBJECT: POLICY FOR RECRUITMENT OF GRADUATE ENGLISH TEACHERS .................................................................. 310
SUBJECT: RECRUITMENT OF GRADUATE TEACHERS .................................................................. 311
<table>
<thead>
<tr>
<th>Subject</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regularization of Graduate English Teachers</td>
<td>311</td>
</tr>
<tr>
<td>Regularization of Graduate English Teachers</td>
<td>313</td>
</tr>
<tr>
<td>Recruitment Policy (2005-06) for Recruitment of Educators in Govt.</td>
<td></td>
</tr>
<tr>
<td>Schools on Contract Basis</td>
<td></td>
</tr>
<tr>
<td>Qualification</td>
<td></td>
</tr>
</tbody>
</table>

| 8. Recruitment of Disabled Persons                                     | 315  |

<table>
<thead>
<tr>
<th>Unit 9: District Government</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Action Against Teachers Recruited on Contract Basis</td>
<td>319</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unit 10: School Management Committee/School Council</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Involvement of Students, Teachers and Parents in the Educational</td>
<td>337</td>
</tr>
<tr>
<td>Activities at the Primary and Middle Level</td>
<td></td>
</tr>
<tr>
<td>Provincial Conference of Directors, D.E.O Primary Education in Punjab,</td>
<td></td>
</tr>
<tr>
<td>April 17, 1995</td>
<td></td>
</tr>
<tr>
<td>Utilization of Funds Through S.M.C.</td>
<td>340</td>
</tr>
<tr>
<td>Making the Zero Enrolment School Functional</td>
<td>342</td>
</tr>
<tr>
<td>Membership</td>
<td>344</td>
</tr>
<tr>
<td>Frogh-E-Taleem Fund Setting up of School Management Committees</td>
<td>347</td>
</tr>
<tr>
<td>Friends of School</td>
<td>348</td>
</tr>
<tr>
<td>Constitution of School Councils (SCS)</td>
<td>350</td>
</tr>
<tr>
<td>Instructions by the Minister for Education</td>
<td>354</td>
</tr>
<tr>
<td>Financial Procedure for School Councils to Incurl Expenditure on Infra-</td>
<td></td>
</tr>
<tr>
<td>Structural Improvements in Schools up to RSJ.00.00/-</td>
<td>356</td>
</tr>
<tr>
<td>Financial Procedure for School Council</td>
<td>356</td>
</tr>
<tr>
<td>Rationalization and Unification of Students Funds</td>
<td>357</td>
</tr>
<tr>
<td>Usage of Farough-E-Taleem Fund</td>
<td>358</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unit 11: Tuition Fees and School Funds</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Fees</td>
<td>360</td>
</tr>
<tr>
<td>Admission Fee and Grant of 10% Fee Concession to the Students</td>
<td>361</td>
</tr>
<tr>
<td>Admission Fee/Tuition Fee</td>
<td>361</td>
</tr>
<tr>
<td>Enhancement of Fee</td>
<td>362</td>
</tr>
<tr>
<td>Clarification of Re-admission Fee Charges</td>
<td>364</td>
</tr>
<tr>
<td>Compulsory Tuition in Government Educational Institutions</td>
<td>365</td>
</tr>
<tr>
<td>Concession in Rail Fares for Students</td>
<td>365</td>
</tr>
<tr>
<td>Free Education in Government Schools up to Class X</td>
<td>366</td>
</tr>
<tr>
<td>Rationalization and Unification of Students Funds</td>
<td>367</td>
</tr>
<tr>
<td>Tuition Fee Charged during Summer Vacations by Private Schools</td>
<td>369</td>
</tr>
<tr>
<td>Fee Rate Notified by City District Government Lahore</td>
<td>370</td>
</tr>
<tr>
<td>Extra Fee Charged</td>
<td>370</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unit 12: The Punjab Government Servants Housing Foundation Act 2004</th>
<th>371</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Punjab Government Servants Housing Foundation Act 2004</td>
<td></td>
</tr>
</tbody>
</table>
SUBJECT: ACCOUNTING PROCEDURE FOR PUNJAB GOVERNMENT SERVANTS’ HOUSING SUBSCRIPTION FUND ......................................................................................................................................................................................... 375

UNIT 13: ACRS .................................................................................................................................................................................................................................................. 380

SUBJECT: CHART FOR INITIATING, COUNTERSIGNING AND COMMUNICATION OF ADVERSE REMARKS OF ANNUAL CONFIDENTIAL REPORTS IN RESPECT OF OFFICERS /OFFICIALS OF THE EDUCATION DEPARTMENT .......................................................................................................................................................................................................................................................................................... 380

SUBJECT: MISSING ACRS .................................................................................................................................................................................................................................................................................. 383

SUBJECT: INITIATING/COUNTERSIGNATURES OF ACRS ................................................................................................................................................................................................................................................................................. 384

SUBJECT: COUNTERSIGNATURES OF ACRS OF THE OFFICERS WORKING IN AUTONOMOUS COLLEGES IN PUNJAB .............................................................................................................................................................................................................................................................................................. 385

SUBJECT: INSTRUCTIONS ABOUT CONFIDENTIAL REPORTS .................................................................................................................................................................................................................................................................................. 386

SUBJECT: INSTRUCTIONS FOR FILLING UP THE ACR FORMS .................................................................................................................................................................................................................................................................................. 386

SUBJECT: COMPLETION OF ACRS AND COMMUNICATION OF DIVERSE REMARKS FOR THE YEAR 2003 ..................................................................................................................................................................................................................................................................................................... 388

SUBJECT: ANNUAL CONFIDENTIAL REPORTS (ACRS) /PERFORMANCE EVALUATION REPORTS (PERS) OF DDOS (BS-17/18) BELONGING TO EX-PCS/DMG CADRES ..................................................................................................................................................................................................................................................................................................... 390

UNIT 14: TRANSFER POLICIES ................................................................................................................................................................................................................................................................................................................. 391

TRANSFER POLICY - TWO YEARS BEFORE RETIREMENT ...................................................................................................................................................................................................................................................................................................... 391

SUBJECT: TRANSFER POLICY ................................................................................................................................................................................................................................................................................................................. 391

SUBJECT: RECRUITMENT AND TRANSFER POLICY OF THE EDUCATION DEPARTMENT .................................................................................................................................................................................................................................................................................................................. 394

SUBJECT: POSTING/TRANSFER POLICY OF THE EDUCATION DEPARTMENT (SCHOOL) 2000 395

SUBJECT: TRANSFER POLICY OF THE HIGHER EDUCATION DEPARTMENT ..................................................................................................................................................................................................................................................................................................... 400

SUBJECT: POSTINGS/TRANSFERS ......................................................................................................................................................................................................................................................................................................................... 402

SUBJECT: RELAXATION OF BAN ON POSTING/TRANSFERS OF TEACHING STAFF ..................................................................................................................................................................................................................................................................................................... 403

SUBJECT: CONDUCT OF LOCAL GOVERNMENT ELECTIONS -2005-OBSERVANCE OF COMPLETE BAN ON POSTINGS / TRANSFERS ..................................................................................................................................................................................................................................................................................................... 404

SUBJECT: AN ON POSTINGS /TRANSFERS IN THE EDUCATION DEPARTMENT ..................................................................................................................................................................................................................................................................................................... 405

SUBJECT: LIFTING OF THE BAN ON THE POSTING / TRANSFER IN THE EDUCATION DEPARTMENT (SCHOOL WING) ..................................................................................................................................................................................................................................................................................................... 406

SUBJECT: BAN ON RECRUITMENT—MANNER OF SUBMISSION OF SUMMARIES SEEKING RELAXATION OF THE BAN ..................................................................................................................................................................................................................................................................................................... 406

SUBJECT: CONDUCT OF LOCAL GOVERNMENT ELECTIONS, 2005 OBSERVANCE OF COMPLETE BAN ON POSTINGS / TRANSFERS ..................................................................................................................................................................................................................................................................................................... 407

SUBJECT: TRANSFERS/POSTINGS IN THE EDUCATION DEPARTMENT, SCHOOL SIDE -LIFTING OF BAN FROM THE 16TH DECEMBER. 2005 TILL 31ST DECEMBER. 2005 ..................................................................................................................................................................................................................................................................................................... 408

SUBJECT: STRICT BAN ON POSTINGS/ TRANSFERS IN THE EDUCATION DEPARTMENT ..................................................................................................................................................................................................................................................................................................... 408

SUBJECT: LIFTING OF BAN ON POSTINGS / TRANSFERS IN THE EDUCATION DEPARTMENT (SCHOOL WING) ..................................................................................................................................................................................................................................................................................................... 409

SUBJECT: LIFTING OF BAN ON TRANSFER CASES UNDER WED-LOCK POLICY ..................................................................................................................................................................................................................................................................................................... 410

SUBJECT: INSTRUCTIONS REGARDING AFRESH NOC’S (RELIEVING/RECEIVING) DISTRICTS IN CONNECTION WITH INTER DISTRICT TRANSFERS (BS-M5) UNDER WEDLOCK POLICY ..................................................................................................................................................................................................................................................................................................... 410

SUBJECT: LIFTING OF BAN ON TRANSFER OF REGULAR EMPLOYEES OF EDUCATION DEPARTMENT ..................................................................................................................................................................................................................................................................................................... 411

SUBJECT: LIFTING OF BAN ON INTER DISTRICT TRANSFERS OF REGULAR EMPLOYEES ..................................................................................................................................................................................................................................................................................................... 411

SUBJECT: BAN OF POSTING/ TRANSFERS ..................................................................................................................................................................................................................................................................................................... 412

SUBJECT: SHUN ERRATIC/LOAN BASIS POSTING OF TEACHERS UP TO BS-17 ..................................................................................................................................................................................................................................................................................................... 412
SUBJECT: ERRATIC POSTINGS................................................................. 413

UNIT 15: PUNJAB PRIVATE EDUCATIONAL INSTITUTION (PROMOTION AND REGULATION) ORDINANCE, 1984 ............................................................... 414

AN ORDINANCE ...................................................................................... 414
THE PUNJAB PRIVATE EDUCATIONAL INSTITUTIONS (PROMOTION AND REGULATION) RULES, 1984 ................................................................. 417
NOTIFICATION ........................................................................................ 421
SUBJECT: ENHANCEMENT OF REGISTRATION FEE FOR PRIVATELY MANAGED EDUCATION INSTITUTIONS IN PUNJAB ................................................................. 423
SUBJECT: REGISTRATION OF PRIVATELY MANAGED SCHOOLS ................................................................. 424
SUBJECT: COUNTERSIGNATURE OF SCHOOL LEAVING CERTIFICATES OF PRIVATELY MANAGED (REGISTERED) SCHOOLS ................................................................. 425
SUBJECT: DEPOSIT OF RECEIPTS UNDER HEAD “1251000- EDUCATION” ................................................................. 426
SUBJECT: ENHANCEMENT OF REGISTRATION FEE FOR PRIVATELY MANAGED EDUCATION INSTITUTIONS IN PUNJAB ................................................................. 427
SUBJECT: PREPARATION OF ACTION PLAN FOR COLLECTION OF RECEIPT ACCOUNT OF ENHANCEMENT OF REGISTRATION FEE FOR PRIVATELY MANAGED EDUCATIONAL INSTITUTION IN PUNJAB ................................................................. 429
SUBJECT: REGISTRATION OF THE PRIVATELY MANAGED INSTITUTIONS ................................................................. 430
SUBJECT: CONSTITUTION OF NEW COMMITTEE FOR REGISTRATION PRIVATE SCHOOL DISTRICT D.GKHAN ................................................................. 431
SUBJECT: PRIVATELY MANAGED INSTITUTIONS FUNCTIONING WITHOUT REGISTRATION OR AFFILIATION WITH THE CONCERNED BOARDER UNIVERSITY ................................................................. 431
SUBJECT: TUITION FEE CHARGED DURING SUMMER VACATIONS BY PRIVATE SCHOOLS ................................................................. 431
SUBJECT: EXTRA FEE CHARGED ................................................................ 432
SUBJECT: FEE RATE NOTIFIED BY CITY DISTRICT GOVERNMENT, LAHORE ................................................................. 432

UNIT 16: PUNJAB ESTACODE BOOK VIII (PUNJAB GENERAL PROVIDENT FUND RULES, 1978) ................................................................. 434

CHAPTER-I ......................................................................................... 435
Part I—General .................................................................................. 435
PART II- CONSTITUTION OF THE FUND ................................................................. 436
Part III—Nominations .......................................................................... 437
Part IV-Subscribers’ Accounts ................................................................ 438
Part V-Conditions and rates of subscriptions ................................................. 438
Part VIII—Advances from the Fund .............................................................. 441
Part IX — Payments towards insurance policies and family pensions funds ................................................................. 446
Part X-Final withdrawal of accumulations in the fund ................................................. 454
Part XI - Procedure Rules ........................................................................ 457
CHAPTER-II: THE PUNJAB CONTRIBUTORY PROVIDENT FUND RULES ................................................................. 458
Part I- General .................................................................................. 458
Part II — Constitution and Management of the Fund ................................................. 459
Part III - Nominations .......................................................................... 460
PART IV — Subscriber’s Account ................................................................ 461
PART V — Conditions and rates of subscriptions ................................................. 461
PART IV – Subscriber’s Account..................................................................... 462
PART V - Conditions and rates of subscriptions ................................................................. 462
Part VI - Realization of subscriptions ................................................................................ 464
Part VIII - Interest .............................................................................................................. 465
Part IX — Advances from the Fund .................................................................................... 466
Part X — Payments towards insurance policies and family pension funds .................... 469
Part XI- circumstances in which Accumulations are payable ........................................... 475
PART XII -Deductions. ....................................................................................................... 476
Part XIII – Payment .......................................................................................................... 477
Part XIV - Pensionable service. ......................................................................................... 478
Part XV-Procedure ............................................................................................................ 478
APPENDIX I ..................................................................................................................... 479
APPENDIX II .................................................................................................................... 484
APPENDIX III .................................................................................................................. 485
APPENDIX IV .................................................................................................................. 486
APPENDIX V .................................................................................................................... 487
FORMS ............................................................................................................................ 488
ANCILLARY INSTRUCTIONS .......................................................................................... 505

UNIT 17: NOTIFICATION FOR MULTAN AND LODHRAN ................................................. 522
CITY DISTRICT GOVERNMENT, MULTAN ....................................................................... 522
SUBJECT: EMAIL ADDRESS OF CITY DISTRICT NAZIM TO MONITOR PROGRESS OF ALL DISTRICT DEPARTMENTS ......................................................... 523
SUBJECT: OPENING OF UTILITY STORES .................................................................... 524
SUBJECT: INVESTMENT IN NATIONAL SAVINGS ............................................................ 525
OFFICE OF THE CITY DISTRICT NAZIM MULTAN ........................................................ 526
OFFICE OF THE DISTRICT COORDINATION OFFICER, MULTAN .............................. 528
SUBJECT: SOLIDARITY DAY WITH KASHMIRIES ON 5TH FEBRUARY, 2007 .............. 529
SUBJECT: SOLIDARITY DAY WITH KASHMIRIES ON 5TH FEBRUARY, 2007 .............. 529
SUBJECT: KASHMIR SOLIDARITY DAY - 5 FEBRUARY, 2007 ....................................... 531
WORLD NO TOBACCO PAY “SMOKE-FREE ENVIRONMENTS” ...................................... 532
OFFICE OF THE DISTRICT COORDINATION OFFICER, MULTAN .............................. 533
SUBJECT: ACTIVITIES OF VOICE OF AMERICA (VOA) .................................................. 534
SUBJECT: ACTIVITIES OF VOICE OF AMERICA (VGA) .................................................. 535
SUBJECT: LIBRARY RATES FOR LIBRARIES AND INSTITUTIONS FOR THE PERIOD 1ST APRIL, 2007 TO 30TH JUNE, 2007 ................................................................. 536
SUBJECT: LIBRARY RATES FOR LIBRARIES AND INSTITUTIONSOS FOR THE PERIOD 01ST APRIL 2007 TO 30™ JUNE 2007 ................................................................. 537
SUBJECT: PERMISSION OR NGOs TO WORK IN THE INSTITUTIONS OF EDUCATION DEPARTMENT ........................................................................................................ 539
SUBJECT: ESTABLISHMENT OF 875 EARLY CHILDHOOD EDUCATION CENTERS IN PUNJAB540
SUBJECT: DETERMINATION OF SANCTIONED STRENGTH OF DISTRICT GOVT. ............... 541
SUBJECT: INSTRUCTIONS REGARDING CRITICAL MEDIA REPORTS .............................. 543
SUBJECT: CELEBRATION OF WORLD POPULATION DAY ON JULY 11,2007 .................. 543
SUBJECT: INSTRUCTIONS REGARDING CRITICAL MEDIA REPORTS .............................. 544
SUBJECT: INSTRUCTIONS ON ADMISSIONS OF BOYS & GIRLS IN PRIMARY SCHOOLS ..... 545

SEMIOTICS

LOCAL EXECUTING AGENCY
SUBJECT: INSTRUCTIONS ON ADMISSIONS OF BOYS & GIRLS IN PRIMARY SCHOOLS ...... 545
DIRECTORTE OF PUBLIC INSTRUCTION (EE) PUNJAB LAHORE.................................................. 546
SUBJECT: RECONCILATION OF ACCOUNTS OF DISTRICT/ CITY DISTRICT GOVERNMENTS ... 546
SUBJECT: AEHTRAM HUQADDAS TAHREEER-O-TASVEER MUQAHAT MUQADDASA................. 549

CIVIL SERVANTS RULES: RULE 17-A A PUNJAB CIVIL SERVANTS (APPOINTMENT & CONDITIONS OF SERVICE) RULES, 1974 RULES OF BUSINESS ................................................... ................................................ 555
SUBJECT: BENEFIT OF GIVING JOB TO ONE CHILD OF A GOVERNMENT SERVANT WHO DIES WHILE IN SERVICE OR IS DECLARED INVALIDATED/INCAPACITATED FOR FURTHER SERVICE555
SUBJECT: BENEFIT OF GIVING JOB TO ONE CHILD OF A GOVERNMENT SERVANT WHO DIES WHILE IN SERVICE OR IS DECLARED INVALIDATED / INCAPACITATED FOR FURTHER SERVICE556
SUBJECT: AMENDMENT IN THE PUNJAB CIVIL SERVANTS (APPOINTMENT & CONDITIONS OF SERVICE) RULES, 1974 ................................................... ................................................ 558
SUBJECT: DISABLED PERSONS (EMPLOYMENT & REHABILITATION) ORDINANCE, 1981..... 561
SUBJECT: RELAXATION OF RULES AND REGULATIONS OF SERVICES.................................. 562
SUBJECT: AUSTERITY MEASURES.......................................................................................... 562
SUBJECT: DELEGATION OF POWERS.................................................................................. 564
SUBJECT: RETIREMENT /PENSION/LEAVE ENCASHMENT AND DEATH LEAVE UP TO BS. 17 .. 565
THE PUNJAB CIVIL SERVANTS (AMENDMENT) .................................................................. 566
SUBJECT: PROMOTION/PROFORMA PROMOTION TO HIGHER POSTS-DATE OF EFFECT OF PROMOTION-AMENDMENT IN PUNJAB CIVIL SERVANTS ACT, 1974.............................. 567
SUBJECT: AMENDMENT IN THE PUNJAB GOVERNMENT RULES OF BUSINESS, 1974 WITH REFERENCE TO GENDER REFORM ACTION PLAN (GRAP) ................................................... .......................................................... 569
SUBJECT: EXTENSION IN THE PERIOD OF APPLICATION OF GENERAL RELAXATION IN UPPER AGE LIMIT FOR INITIAL RECRUITMENT IN BS-1 TO 17 ................................................................. 571
SUBJECT: RULE OF BUSINESS GOVERNING INTERACTION OF PROVINCIAL GOVERNMENTS WITH INDIA............................................................................................................ 572
SUBJECT: RULES OF BUSINESS GOVERNING INTERACTION OF PROVINCIAL GOVERNMENTS WITH INDIA............................................................................................................ 572
SUBJECT: GUIDELINES FOR ATTENDANCE OF DIPLOMATIC NCTIONS/RECEPTIONS AND OTHER INTERACTION WITH FOREIGN DIPLOMATIC MISSIONS IN PAKISTAN................................................................. 573
SUBJECT: RULES OF BUSINESS GOVERNING INTERACTION OF PROVINCIAL GOVERNMENTS WITH INDIA............................................................................................................ 574
SUBJECT: PROFORMA PROMOTION POLICY ........................................................................ 574
SUBJECT: APPOINTMENTS ON ACTING CHARGE BASIS ..................................................... 575
NOTIFICATION.................................................................................................................... 576
Unit 1: Examination Systems


SUBJECT: EXAMINATION REFORMS AND INTERNAL ASSESSMENT SYSTEM

Kindly refer to the instructions issued earlier from the office of Special Secretary (Schools) bearing No. PS/SSS/EDU/MISGD/2002/28/980 dated 22nd March, 2002.

2. Some difficulties in connection with implementation of the Continuous Assessment System were reported by the field formations and other stakeholders. Therefore a Committee of Senior Educationists was constituted by the Education Department to evaluate the rationalize the scheme. The Committee conducted a study and submitted its report/ with the approval of Chief Minister, following changes/ adjustments are made:-

1. Fail/Pass System will be revived and operated in conjunction with the internal assessment system with four stages (3 Quarterly and One Annual Examination.
2. There will be no annual fail/pass examination system, except continuous internal assessment system, for promotion to the next class up to class 3rd. However, passing of annual examination will be essential from class 4 fro promotion to class 5 and onward.
3. The students would be assessed continuously according to the guidelines of Continuous Assessment System. However, only 3 quarterly and one annual report would be prepared and conveyed to the students and their parents.
4. Weight age of objective and subjective components in the quarterly and annual examination will be rationalized as under:
   Objective component = 40% (True False, Multiple Choice, Matching, Completion)
   Subjective = 60% (40%) short answers, Restricted essay 60%
   Descriptive/narrative form)
5. A students will be detained in a class if she/he does not pass the aggregate of the three quarterly assessments and the annual examination separately. The Head teacher may arrange a resist examination with in 30 days after the annual examination result for those students who fail in the annual examination.
6. All students of class 5 in public and private schools, who desire to seek admission in class 6th in a Government Schools, shall sit in the central examination conducted under the control and administration of EDO (Education). Students who pass the central examination would be eligible for admission in 6th class in Government Schools. Scholarship will be awarded on the basis of the said examination.
7. All students of class 8 in a Government or Private School shall have to sit in the Middle Standard Examination administrated and conducted by EDO (Education). The result of Middle Standard Examination will be used for the purpose of admission in class 9th in a Government School and award of scholarship.
8. In the central examinations of 5th & 8th Class (Middle Standard Examination) all the subject will be tested separately. Question papers of each subject will consist of 40% objective and 60% subjective questions.
9. The result of 5th (Central Examination) and 8th class (Middle Standard Examination) will be published at the District level. The Result Cards shall be sent to the schools by the EDO (Education).

10. Model question papers for all levels (IV-XII) will be circulated to the schools for guidance by the DPI (for I-VIII) and Chairman BISE (IX-XII).

11. The material and budget, for the conduct of examination/assessment will be, provided to the Head Teacher according to enrolment @ Rs.5/- per student subject to budgetary allocation.

12. Schools will not be allowed to receive any paper money/examination fee/charges of progress report.

13. Monitoring and Evaluation Cell will be established in each district to check the implementation of Continuous Assessment System and annual examination. The Cell will also check at least 10% of the schools annually to assess the performance, of the teachers and learning achievements of students of all classes.

14. Awareness campaign for the parents and other stakeholders would be arranged through the electronic and print media.

3. These amendments in the Continuous Assessment System will be implemented with immediate effect.

4. You are therefore, urged kindly to ensure necessary arrangements to properly implement the amended Continuous Assessment Scheme in conjunction fail/pass system.

sd/-

(Hassan Nawaz Tarar)
Special Secretary (Schools)

Copy of letter NO.710/ X-I dated 17-11-2003 from Executive District Officer (EDU), City District Government, Lahore to all the District Education Officers (EE-M/W) in City District Government, Lahore.

SUBJECT: CONDUCT OF 5TH CLASS CENTRAL EXAMINATION 2004

It is to inform you that 5th Class Central Examination, 2004 will be conducted by you in the month of February, 2004. The following instructions be observed strictly in order to ensure, fair, smooth and transparent conduct of Examination:-

1. This Examination is compulsory to the students of Government Privately managed, Ex-MCL, Non-formal Community and Junior Model Schools.

2. All the students of Glass 5th in Public and Private Schools who desire to seek admission in Class 6th in a Government School shall sit in the Central Examination conducted under the control and administration of Education Department. Students who pass the Central Examination would be eligible for admission in 6th Class in Government Schools.

3. Scholarship will be awarded on the basis of said Examination.
4. In 5th Class Central Examination, all the Subjects will be tested separately. Question papers of each subject will consist of 40% objective and 60% subjective questions.

5. The result of 5th Class Central Examination will be published at District level. The Result Cards shall be sent to the schools / Private Candidates.

6. Model Question Papers will be circulated to the Schools for guidance very shortly by this office.

7. Admission Forms, Questions Papers, Answer Sheets, Stationery and other related material will be provided by this office All the DEO will assist this office for distribution and collection of Admission Forms etc:

8. All the DEO will be responsible to carry out all over monitoring for conduct of Examination under their jurisdiction.

9. Date Sheet to conduct the Examination will be issued later on.

10. Candidates are allowed to appear in the English Medium or Urdu Medium but they have to point out in their Admission Forms by Red Ink.

11. “C” List will be prepared only for private candidates separately for Boys & Girls.

12. Charges of Examination Fee will not be allowed.

13. To obtain pass marks in Islamiyat, Nazra Quran is compulsory for Muslim Students.

If only candidate is failed in any one compulsory subject i.e Mathematics, Urdu, Islamiyat, he/she will be considered as fail. If any candidate is failed in any two optional subjects out of remaining three subjects, i.e. General Science and Drawing, Social Studies, he/she will be considered as fail. English is not a Compulsory subject.
Copy of letter NO.SO (A-II) 8-5/2002, Government of the Punjab, Education Department, (School-Wing), dated 27th January, 2004 addressed to all concerned.

SUBJECT: EXAMINATION REFORMS

Reference this department’s letter of even number dated 04-10-2003, on the subject cited above

1. After deliberations and consultations with educationists and experts, it has been decided to introduce part-wise examination system with full subjects for classes IX & X. The following changes/adjustments in the examination system have been made.

A Secondary School Certificate Examination (Classes IX & X):

1. Examinations of classes IX and X will examination to be new system.
2. The current X and IX classes will complete their cycle under the existing system (Continuous Assessment System without pass/fail) by March 2004 and March, 2005 respectively. In case a student studying under this system secures ‘F’ grade or below or is marked ‘absent’ in a subject, he or she will be allowed two chances to improve the grade in that specific subject. However, the examination in such cases will be taken from the same course as the student is currently studying.
3. Current students of class X who have already appeared in their final examination of class IX in March, 2003, but have secured ‘F’ grade or below or have been marked ‘absent’ in a subject will be allowed to appear again in these subjects. However, the examination will be restricted to the course content originally covered by the students. Such candidates will be allowed only two chances for this purpose.
4. For the next academic session for class IX (commencing April, 2004), full subjects will be introduced in class IX and subsequently in class X (commencing April, 2005). Courses of subjects will, however, be bifurcated in two parts by Punjab Text Book Board i.e. part-I for class IX and part-II for class X. The first examination for class IX under this revised system will be held in March/April, 2005 and for class X in March/April, 2006.
5. In the new examination system, a student will be allowed two chances to reappear in a subject if he or she fails in that subject. In case the student fails in more than two subjects, he or she shall have to reappear in all the subjects.
6. Practical examination of the subjects will not be bifurcated in order to avoid wastage of time and resources. A composite practical examination will be held as part of examination for class X.
7. 33% (1/3rd) choice will be given in the subjective portion of each subject in the examinations to be held from 2005 onwards. However, the subjective portion will cover all aspects of the syllabus and choice in 1/3rd of the questions will be in from the alternative questions.
8. For the purpose of splitting the subjects in two parts i.e. for classes IX and X, subject Committees with representation from Punjab Text Book Boards of Intermediate & Secondary Education etc. are being set up separately to make recommendations.
B Central Examination (Class V) and Middle Standard Examination (Class VIII)

1. No fee for examination of class V and class VIII will be charged from the candidates of Government Schools. However, private sector schools will pay examination fee @ Rs.50/- per candidate for class VIII and Rs.25/- per candidate for class V.

2. The cost of conducting the examinations of class V and class VIII in the public sector schools will be met by the Government and funds for this purpose will be placed at the disposal of Executive District Officers (Education).

3. The results of class V examination and class VIII examination will be used for the purpose of admissions in class VI and class IX respectively in public sector schools and for award of scholarship as already decided vide reference of even number dated 4-10-2003.

sd/-
(Hassan Nawaz Tarar)
Special Secretary (Schools)

SUBJECT: 5TH CLASS EXMINATION OF NFBE SCHOOLS

Central exam of 5th class has been scheduled to take place toward the end of February 2004 and examination fee is being charged from students appearing from private schools. The literacy department has received information from DEO (Lit) and NGO that the students of NFBE schools are also being charged examination fee for class V examination. It would be appreciated if the students of Non Formal Basic Education Schools (NFBE) are treated at par with Government school students as has always been done before. Further more, Ute racy department has submitted a summary to the Chief Minister requesting therein that NFBE students may be exempted from any kind of examination fee.

In the meanwhile you are requested to admit all the NFBE students appearing in 5th class central examination without charging any fees from them.

Sd/-
(Ghulam Abbas Sargana)
Additional Secretary

Copy of letter NO.SO (A-II) 8-5/2002, Government of the Punjab, Education Department, (School Wing) dated 13-04-2004 addressed to all concerned.
SUBJECT: EXAMINATION REFORMS AND INTERNAL ASSESSMENT SYSTEM


It is pointed out that difficulties are being faced by the parents / students, seeking admission in Class-VI and IX as a result of instructions contained in para-2 (vi) & (vii) of above quoted letter. The implementation of the decision for the current year is, therefore, held in abeyance, Admissions in class 6th and 9th may therefore be granted as per previous rules / regulations.

sd/-
(Maj. (Retd) ZIA Qadir Ghumman)
Deputy Secretary (Academic)

Copy of letter NO.SO (A-II) 8-5/2002, Government of the Punjab, Education Department, (School-Wing), dated 08th June 2004 addressed to the Punjab Boards Committee of Chairmen, and all the Executive District Officers (Edu), in the Punjab.

SUBJECT: PROMOTION POLICY MIDDLE STANDARD EXAMINATION, 2004 & REGISTRATION BY BISE

In continuation to this Department's letter of even number dated April 13, 2004 the system of pass/fail has been revived for the current year to minimize the failures and help the weak students. As one time policy (for year 2004 only) Following Group wise criteria for promotion in the middle standard examination will be observed.

<table>
<thead>
<tr>
<th>Group</th>
<th>Subjects</th>
<th>Passing Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Urdu, Mathematics and Islamiyat (3 subjects)</td>
<td>02 subject to be passed</td>
</tr>
<tr>
<td>2</td>
<td>Social Studies, General Science, Arabic and 01 optional subject (4 subjects)</td>
<td>03 subject to be passed</td>
</tr>
</tbody>
</table>

Results will be revised within 15 days and intimated to the Head Teachers and Candidates, admission and registration with receptive BISE.

Chairman, Punjab Boards Committee of Chairmen will issue in the date registration up to 30th June 2004, without late fee for the students promoted on the revised formula. Coverage in the media may also be ensured for the information of General Public.

sd/-
(Muhammad Imtiaz Tajwar)
Special Secretary (Schools)
SUBJECT: EXAMINATION REFORMS

In continuance to this department's letter of even number dated 27th January 2004 on the subject noted above.

It has been observed with concern that difficulties are being faced by the Absentee / "F" grade students in certain subjects / overall grade seeking admissions in Higher Secondary Schools /Colleges due to no fail/ Pass system introduced vide our above quoted letter. To address the issue following amendments may please be incorporated in para A, part-ii of our above quoted letter.

"F-grade candidates are eligible to get admission in 1st Year as per merit Policy with respective Institution provided he/she improves his/her F-Grade in subject/subjects/overall grade before taking his/her Intermediate Examination failing which his/her registration will stand cancelled"

Keeping in view the above-mentioned amendments, absented “F” Grade candidates are allowed to submit their admission form for SSC supplementary examination 2004 as per the following schedule.

- with Single Fee = till 26th July 2004
- with Double Fee = till 29th July 2004
- with Triple Fee. = till 2nd August 2004

Chairman, Punjab Boards Committee of Chairman, Gujranwala will issue necessary instructions to all the BISE for extension in the registration schedule, and will also arrange wide coverage in the media for the information of general public. DPFs (Colleges & SE/Director CPP) will also issue necessary instructions to all concerned through the fastest means.

(Maj Zia Qadir Ghumman)
Deputy Secretary (Acad)
2. Each Executive District Officer (Education) is required to announce the result of scholarship holders on merit according to the number of available scholarships in the district by 22nd March 2003.
3. No student/candidate will be detained in 5th class on the result of above Scholarship Examination, even if he/she fails to clear the said examination or does not obtain scholarship.
4. The number of scholarship in each district for 5th and 8th class examination will remain the same as were allocated during last years.
5. As far as students from privately managed schools are concerned, it would be at their discretion to appear their students in scholarship examination. Such schools can nominate only bonafide students of class 5th and 8th respectively.
6. No money or fee will be collected from any student in the name of 5th and 8th class scholarship examination. All expenses in this respect will be kept at minimum level and borne by the District Government from their own budgets.
7. The Model Question Papers for 5th and 8th class merit scholarship examination were handed over to all the District Education Officers (SE).
8. Each District will prepare its own question papers in the light of Model Question papers given for guidance to each District Education Officer (SE) on 18.1.2003.
9. Smooth conduct of scholarship examination, maintenance of law & order and proper monitoring will be maintained by the District Government to ensure fool proof arrangements required for implementation of this scheme.
10. EDO concerned will ensure secrecy throughout examination till the announcement of results. Marking will be done in marking centers designated by the EDO (Education) concerned in an absolutely fair manner.

DPI (SE) Punjab, Lahore

GOVERNMENT OF THE PUNJAB
EDUCATION DEPARTMENT
(SCHOOLS WING)
Lahore, the 21st October, 2004.

NOTIFICATION

No. SO(A-II)8-5/2002. In partial modification of this Department letter of even number dated 27th January 2004, the policy regarding Primary Standard and Middle Standard Examinations for the Academic Session 2004-05 is clarified as under:

(a) **Primary Standard Examination (Class-V)**
   i. Students of Government Primary Schools, Middle Schools, High Schools and Higher Secondary Schools shall be required to take the Primary Standard Examination.
   ii. Students of private schools, registered as Primary Schools, shall be required to appear in the Primary Standard Examination,
iii. Students of private schools, registered as Middle or High Schools, may appear in the Primary standard Examination, on an optional basis, for scholarship purposes.

(b) **Middle Standard Examination (Class-VIII)**
iv. Students of Government Middle, High & Higher Secondary Schools shall be required to take the Middle Standard Examination.

v. Students of private schools, registered as Middle Schools, shall be required to appear in the Middle Standard Examination.

vi. Students of private schools, registered as High or Hither Secondary Schools may appear in the Middle Standard Examination, on an optional basis, for scholarship purpose;

vii. Admission to Class-IX in public sector schools shall be given on the basis of the result of the Middle Standard Examination.

(c) **Fee**

viii. No fee will be charged from the candidates of Government Schools for Primary and Middle Standard Examination;

ix. Students of private schools shall be charged an examination fee of Rs.25/- for Primary Standard and Rs.50/- for Middle Standard Examination;

(d) The Primary Standard and Middle Standard Examinations will be conducted consecutively in the 3-4th week of February 1st week of March 2005. A uniform date sheet for the entire Province will be issued by DPI (EE), Punjab.

(e) The result of both the examinations will be declared by 31st March, 2005.

(f) The last date for submission of examination forms for both Primary & Middle Standard Examinations is 15th December, 2004.

Sd/-

SECRETARY EDUCATION

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Copy of letter NO. SO(A-II)8-5/2002, Government of the Punjab, Education Department (School Wing) dated Lahore, March 14th. 2005 addressed to all the Executive District Officers in Punjab.

**SUBJECT:** RESULT CRITERIA OF 5™ AND 8™ CLASS EXAMINATION FOR THE YEAR 2005

The examinations of the 5th and 8th class have been conducted smoothly and the results are under preparation. In order to ensure uniformity, following criteria will be observed for the year 2005.

**Examination Class-V**

i. Candidate who does not qualify in any two subjects will be considered successful.

ii. Ten grace marks overall in other subjects will be awarded for record purposes.
Examination Class-VIII

1. A candidate who does not qualify in any two subjects will be considered successful. Ten grace marks overall will be awarded to a candidate for record purposes.
2. Apart from the above following points will also be observed:
   i. The fail subject will be starred.
   ii. There will be following two categories of passing students,
      a. A student passing in all subjects will be declared "PASS' and endorsed in the result sheet accordingly.
      b. The student who fail in two subjects and pass with grace marks will be considered "PROMOTED" and an entry to this effect made in the result card
3. The entry of original result i.e. number of students failing/passing with grace marks will be entered into dossier of LC, AEO and Dy, DEO, in case of primary school results.
4. The result of failures and promotes with grace marks and results with star will be reflected in the dossier of teacher concerned, Headmaster/Headmistress and DEO in case of 8th class results.
5. Extra coaching will be rendered for the students falling in category of "Promoted" at Sr. 2-ii(b) by the teachers and Headmaster / Headmistress of the respective institution, Evaluation of teachers for making significant improvement of students will be undertaken subsequently, which will be farther entered into respective dossiers of Teacher and Management Officer/Officials.
6. The results should be completed by 20th March, 2005 positively and conveyed to the schools by the evening of 30th March, 2005 for announcement on 31st March, 2005 by 10.00 O'clock.
7. All the EDO's will hold a press conference on 30th IV March 2005, giving the broad outlines of the results.
8. As regard the results of the private students the same will be dispatched through registered mail by 28th March, 2005.
9. A focal person with telephone number will be nominated to answer the queries of the public. All the above activities will be coordinated personally by the EDO (Ed) and a successful announcement of the result will be intimated to this Department.

(Muhammad Imtiaz Tajwar)
Special Secretary (Schools)

Copy of letter No.2568/G.II, dated 6-4-2005 from DPI (EE) Punjab, Lahore, addressed to all the Executive District Officers (Edu) in the Punjab.

SUBJECT:- RE-CHECKING OF ANSWER BOOKS EXAMINATION CLASS V & VIII 2005

Reference to Govt. No. SO (A-II) 8-5/2002 (P) (A), dated April 02,2005 the Education Department has approved Re-Checking of Answer Books-Examination Class V & VIII2005 on the terms and conditions given below.
You are requested to implement the mentioned directive within your jurisdiction please.

A. Re-Checking is allowed but no re-marking on depositing Rs. 100/- per paper.
B. The Total Marks obtained, unmarked portions of Answer books be re-examined.
C. The Candidate be allowed to see his Answer Books but not any representative.
D. A Clerical mistake in tabulation be corrected on application by Head of Institute/Private candidate himself without depositing any Amount as per fee.
E. In case Answer Book of any candidate is lost/ misplaced in the office, marginal marks subject to aggregate in other papers be added.

Director (A&G)

____________________

Government of the Punjab
Education Department
(School Wing)
Lahore, the 9th April 2005.

NOTIFICATION

1. NO.SO(A-II) 8-5/2002. Policy regarding the primary standard (Class V) and middle standard examinations (Class VIII) was issued vide this Department notification of even number dated 21 October 2004, under which students of primary schools registered as middle or high schools and private schools registered as high of higher secondary schools were given the option to appear in the above examination on optional basis for scholarship purposes only.

2. The examinations have been successfully completed and the results have been announced. Large number of representations are being received and number of Executive District Officer (Education) have conveyed a waiver of disturbance on account of admission in Class VI and IX from the students of registered private schools.

3. In order to address the problem and look after the interests of students/parents, it has been decided by the competent authority to all the admission in Class VI and IX to such students of registered private schools, who have not taken the examination of Class V and VIII 2005 conducted by EDO (Education) for one year in Govt. Schools.

4. The relaxation is only applicable for the admission in Class VI & IX for the academic session 2005.

5. The competent authority has also decided that all the Private Institutions be warned & further informed that no relaxation will be given in the future examinations.

Special Secretary (Schools)
Education Department
SUBJECT: 5TH & 8TH CLASS EXAMINATION 2006-2007

Please refer to your note submitted to the Special Secretary (Schools), on the subject noted above.

1. I am directed to inform you that the instructions issued for the conduct of examination on the subject vide our below quoted letters would remain effective for the examination being conducted for the year 2006-2007 as well:

2. Prior to the approval of Action Plan, you are directed to submit Model Papers based upon the instructions given under Bloom's Taxonomy, at the earliest. The Question Paper shall be based upon the new Model Paper to be prepared under above mentioned taxonomy. Besides Action Plan to the extent of activities up to the appointment of distributor Inspector/Resident Inspector is approved. However, the date's for the conducting of 5th/8th examinations will be given subsequently.

3. This may be treated as most urgent.

(HEDAYAT HUSSAIN)
SECTION OFFICER (A-II)

SUBJECT: DATE SHEET FOR THE EXAMINATIONS OF CLASS 5TH, 8TH MATRIC AND FA/FSC.2006

I am directed to inform you that Punjab Inter Board Committee meeting held under the chairmanship of Minister for Education on 15-12-2005 has unanimously decided that examinations for 5th, 8th, Matric and FA/F.Sc. 2006 will be held as per following schedule:-
INSTRUCTION REGARDING CONDUCT OF EXAMINATION
CLASS V&VIII 2006

1. Director Public Instruction (EE) Punjab, will act as provincial head
   i. He will observe all instructions/Direction the Government / Department issues accordingly.
   ii. Issue uniform date sheet with the approval of Special Secretary Schools Punjab.
   iii. Preserve No. of candidates. Details of Examination centers and the gazette for both the examinations with him for further necessary action.
   iv. Supervise the whole process of conduct.

2. Executive District Officer (Education).
   - Will be the executive head of examining cell within district.
   - Will abide by all instructions issued by the Government / Department.
   - Work as district head and chair the district co-ordination committee to conduct examinations.

District Co-ordination Committee.
- All District Education Officers (SE/EE-M&F) will act as member of co-ordination committee.

Examination Centers.
- The coordination committee will approve lists of Examination Centers subject to the fact that:
  a. Every candidate be provided chance to take examination in the nearest possible examination center.
  b. Every center be established subject to availability of accommodation. Hall, Rooms, Furniture. Light and air enough.
c. No more than 200 candidates be put in one center in general as the weather is likely to be hot if the candidates are more than 200 for any specific reason the R.I may ensure full responsibility to provide all facilites mentioned at as per (b) above.
d. One invigilator be posted for 40 candidates.

Provision / receipt of material

- All material regarding examination will be packed and sealed properly under the supervision of Executive District Officer (Edu) concerned.
- The same will be issued center wise one day before the conduct of first paper and it will be properly ensured that no center may remain pending.
- The answer books will be issued separately through the distributing officer as per feasible to maintain secrecy.
- Every Resident Inspector will be responsible to ensure return the solved answer books to proper centers established for marking at time in properly packed and sealed bundles on daily basis.

Marking

Cluster centers will be established to ensure completion of the task well in time in proper standardized way under officers Grade-17 and above.

Head examiners will be no less than officers grade 17 regular while each sub examiner be teaching the relevant subject to the class and having experience not less than five years.

Data feeding and office work may be started w.e.f. the earlier receipt of admission forms and it may go up to establishment of result side by side.

Tentative lists of centers including names of schools. Number of candidates per school and gazette class V & VIII (in hard and soft copy) be supplied i.e. one to Special Secretary Schools Punjab and other to Director Public Instruction (EE) separately for each examination.

DIRECTOR (A&G)
FOR DIRECTOR PUBLIC INSTRUCTION (EE)
PUNJAB, LAHORE.

________________________
GOVERNMENT OF THE PUNJAB,
Education Department,
Dated 16th January, 2006
NOTIFICATION

No. SO (Schools) (PEC) 1-1/2006, Governor of the Punjab is pleased to constitute and establish Punjab Examination Commission consisting of a Governing Council on the following composition with immediate effect:

i. An eminent educationist in the Punjab who is held in the Chairperson highest esteem by Government and the community to be nominated by the Chief Minister

ii. Secretary, Education Department, Government of the Punjab. Member

iii. Special Secretary (Schools) Education Department, Member

iv. Programme Director, PMIU / PESRP Member

v. Programme Director, DSD Member

vi. Chairman, Punjab Textbook Board/CRDC Member

vii. Director, IER, University of the Punjab Member

viii. One leading private sector Education entrepreneur to be nominated by the Chief Minister Member

ix. One leading industrialist based in Punjab to be nominated by the Chief Minister. Member

x. One eminent banker to be nominated by the Chief Minister Member

xi. A leading private sector, IT Professional / CEO to be nominated by the Chief Minister Member

xii. CEO, Punjab Examinations Commission Member

2. The Commission shall have a Secretariat consisting of a Chief Executive Officer (CEO) and such other staff as notified by Secretary Education from time to time. The said secretariat shall start functioning from the date of appointment of its Chief Executive Officer.

3. Functions of the Commission will be as follows:

i. Conduct of examinations presently not entrusted to Boards of Intermediate & Secondary Education.

ii. Research in the sphere of examinations.

iii. Use of such research.


Terms of reference of the Governing Council will be as follows:

i. Provide advocacy for the Punjab Examination Commission's mission to government, industry, commerce, the Education profession and the community in the Punjab.

ii. Provide guidance and advice on all policy matters relating to the Punjab Examination Commission's mission.

iii. Approve the Punjab Examination Commission's annual and three years budget.

iv. Approve the Punjab Examination Commission's annual research programme.

v. Promote public discussion on the Commission's policy orientated research relating to monitoring, evaluating, and improving:

a. the quality and relevance of elementary education.
b. And the efficiency and effectiveness of the delivery of elementary education services and products on the basis of evidence drawn from rigorous assessment and examination processes.

SECRETARY EDUCATION

Copy of letter No. 233 PA/D(A&G1 Directorate of Public Instruction (EE) Punjab, Education Complex, 9-Hall Road, Lahore, dated 17.05.2006, addressed to the all Executive District Officers (Edu), in Punjab.

SUBJECT: PROMOTION POLICY EXAMINATION CLASS VIII 2006

With reference to the meetings of Assistant Directors/Registrar Departmental Examination in the offices of EDOs (Edu) held on 15.05.2006 in this Directorate and subsequent meeting dated 16.05.2006 with the Special Secretary (Schools) of both the DPIs (SE/EE) on account of subject matter. Criteria notified vide No. SO (A-II) 8-5/2002, dated 08.06.2004 issued by the Education Department for promoting students Class VIII, 2006 to next class IX is as under:-

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Urdu, Maths, Islamiyat (3 subjects)</td>
<td>Any two subjects to be passed</td>
</tr>
<tr>
<td>2</td>
<td>Social Studies, Science, Arabic &amp; Elective Subjects (4 subjects)</td>
<td>Any three subjects to be passed</td>
</tr>
</tbody>
</table>

You are further directed to prepare result accordingly and submit the same not later than 22.05.2006 and provide the following information to this Directorate through Fax (No, 042-7235251) on the prescribed proforma as under:-

<table>
<thead>
<tr>
<th>Result Class VIII 2006 District</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total No. of Candidates</td>
</tr>
<tr>
<td>Total No. of Candidates passed</td>
</tr>
<tr>
<td>Pass percentage</td>
</tr>
</tbody>
</table>

Result will be declared after receipt of above said information and approval of the undersigned.

Sd/-
Director Public Instruction (EE)
Punjab, Lahore.
NOTIFICATION

SO(S-IV), 3-22/06. Examinations of 5th & 8th Classes for the year 2007 planned by Punjab Examination commission were meant to assess the Students Learning Abilities and their Achievement Level in the respective Grades. The purpose of these Examinations is to collect and analyze data for improvement in curriculum and teacher development.

2. Education Department after due consideration of the prevailing situation has decided as under:

a. All the students of grade V and Grade VIII will be promoted to next higher classes immediately on the basis of internal continuous assessment by the respective heads of institutions.

b. For purpose of award of internal Merit Scholarship for the academic year 2007-08, Special Examination of the existing 5th & 8th class students who wish to compete for scholarship will be arranged at district level by the concerned Executive district Officers (Education) in the mid of September 2007 after wised publicity. Internal Merit scholarship shall be awarded by the respective competent Authority in the district on the basis of result of this Examination strictly on merit and in accordance with the instructions already issued by the department.

Dated Lahore, the 21st July, 2007

SPECIAL SECRETARY (SCHOOLS)

No. & Date Even:

Copy forwarded for information and necessary action to:

1. The PS to Chief Secretary, Govt. of the Punjab, Lahore
2. The PS to Minister for Education, Punjab, Lahore
3. The PS to Secretary Education, Govt. of the Punjab, Lahore
4. The Ps to special Secretary (Schools), Govt. of the Punjab, Lahore
5. The Chief Executive Officer, PEC, Wahdat Colony, Lahore
6. All the Chairman, BISE’s in the Punjab
7. The Programme Director, PMIU, Lahore
8. The Programme Director, Directorate of staff Development, Lahore
9. The Programme Officer, UNICEF, 24-C, Model Town, Lahore
10. The Director general Public Relations, Lahore
11. The director Public Instruction (SE/EE) Punjab, Lahore
12. The Station director, Pakistan Broad, Casting Corporation, Lahore
13. All the District Nazims in the Punjab
14. All the District Coordination Officers, in the Punjab
15. All the Executive District Officers (Education) in the Punjab
16. All the Heads of Public and Private Schools in the Punjab
17. PA to all the Additional Secretaries, Education Department

SECTION OFFICER (SE-IV)
Unit 2: FINANCIAL BENEFITS FOR THE TEACHERS

Copy of letter NO.FD.PC-29-10/77 PT.II, Government of the Punjab, Finance Department, dated 25th May, 1987

SUBJECT: UPGRADATION OF THE POST OF ASSISTANT AND SUPERINTENDENTS (NON-SECRETARIAT OFFICES)

Sir,

I am directed to state that consequent upon the upgradation of the post of Supdt, from BS-15 to BS-16 in the Punjab w.e.f 25-5-1986 references have been received from various quarters seeking clarifications with respect to the status in terms of classification of these posts as non-gazetted or gazetted.

2. The classification of services and posts as gazetted and non-gazetted has since been dispensed with under Rule 5 of the Punjab Civil Servants (Change in Nomenclature of Services and abolition of Classes) Rules, 1974. However, in order to dispel ambiguities in this respect it is clarified that:-

a. The officials who have been given BS-16 by move-over or those who get BS-16 as selection grade and are allowed BS-17 by move-over, shall continue to draw they salaries through pay bills used for government servants formerly classified as non-gazetted,

b. Where the posts have been placed/ upgraded to BS-16 on regular basis, the incumbents will draw their salaries on pay bills used by the category of government servants formerly classified as gazetted officers.

This letter is being issued in consultation with the S GAD & I Department.

Sd/-
(Manzar Hayat)
Section Officer (Pay Commission)

A Copy of letter No. SOR, IH-2-28/90, dated 20-10-1992 received from the section Officer (R-III), Govt. of the Punjab, SGA & I Department addressed to all concerned. ________________.

NOTIFICATION

In exercise of the powers conferred on him under Section 23 of the Punjab Civil Servants act; 1974 (VIII of 1974) and in Super session or the Notification bearing even number dated 1-6-1990 the Governor of the Punjab is pleased to direct that notwithstanding the method of recruitment to the post
of Junior Clerk prescribed in the respective service recruitment rules of various departments in Punjab, twenty per cent posts of junior Clerks shall be filled in by promotion from amongst the employees of all categories from BS-1 to 4 employed in the respective office/department / functional unit, who are otherwise eligible for appointment to the post.

By Order of the Governor of the Punjab
Jewan Khan
Additional Chief Secretary

Government of the Punjab
Services and General Administration Department

Order
No. SOG-IV-508/91. in continuation of this department order of even No. dated 09-04-92, is hereby accorded to the enhancement of the percentage of selection grade from 20% to 33% to the posts of Frash, Mali, Head Mali, Water Carrier, Chowkidar, Gate Messenger, Gate Keeper Sanitary worker/ Sweeper and Head Jamadar to one grade higher to their Basic Pay scales detailed below with immediate effect:

<table>
<thead>
<tr>
<th>Name of the Post</th>
<th>Existing Pay Scale</th>
<th>Selection Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frash</td>
<td>BS-1</td>
<td>BS-2</td>
</tr>
<tr>
<td>Mali</td>
<td>BS-1</td>
<td>BS-2</td>
</tr>
<tr>
<td>Head Mali</td>
<td>BS-2</td>
<td>BS-3</td>
</tr>
<tr>
<td>Water Carrier</td>
<td>BS-1</td>
<td>BS-2</td>
</tr>
<tr>
<td>Gate Messenger</td>
<td>BS-1</td>
<td>BS-2</td>
</tr>
<tr>
<td>Gate Keeper</td>
<td>BS-2</td>
<td>BS-3</td>
</tr>
<tr>
<td>Sanitary Worker/ Sweeper</td>
<td>BS-1</td>
<td>BS-2</td>
</tr>
<tr>
<td>Head Jamadar</td>
<td>BS-2</td>
<td>BS-3</td>
</tr>
<tr>
<td>Chowkidar</td>
<td>BS-1</td>
<td>BS-2</td>
</tr>
</tbody>
</table>

Addition Chief Secretary

Dated: 30-11-93

NO.FDSR.I-3-6/2001
GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT
Dated Lahore, the 27th October, 2001

SUBJECT: REVITALIZATION OF THE CRITICAL SERVICE INSTITUTIONAL RESPONSE TO SECTARIAN VIOLENCE AGAINST GOVT. OFFICIALS
Sir,

I am directed to refer to the subject noted above and to say that the Government has decided to allow the following package to the families of those Government Servants whose death takes place due to sectarian violence against Government Servants:

i. **ACCOMMODATION**
   The family of the deceased government servant shall be allowed to continue living in the government accommodation till the deceased would have reached the age of superannuation had his demise not taken place. In case the family of the deceased is not living in Government owned house, the family shall be allotted a government owned/hired house or paid a monthly allowance at the prescribed rate for hiring a house at the option of the family of the deceased.

ii. **PENSION**
    Full pension shall be allowed to the bereaved family. Full family pension shall continue till the children of the deceased attain the age of maturity i.e. 18 years.

iii. **LUMPSUM GRANT**
    An amount of Rs.0.5 million shall be paid to the family of the deceased government servant within a period of 30 days of the death.

iv. **EMPLOYMENT**
    Either the spouse or one child of the deceased government servant shall be given employment in the government provided she/he is qualified for the post,

v. **EDUCATION**
    Free education shall be provided to the children of the deceased up to the age of 25 years.

vi. **HEALTH**
    Free health facilities shall be provided to the family of the deceased up to the age of 25 years. The above package is in addition to the other benefits likely to accrue to the family of the deceased such as G.P Fund, Group Insurance, financial assistance from Benevolent Fund etc.

(RIAZ AHMED)
SECTION OFFICER (SR-I)

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Copy of Govt. letter No.FDSR.I.3-2/99, dated 1-7-2002 of Finance Department Govt. of the Punjab, received from Under Secretary (General-1) Govt. of the Punjab, Education Department, Lahore addressed to all concerned.

**SUBJECT:** PAYMENT OF FOUR MONTHS SALARY TO THE FAMILY OF A CIVIL SERVANT WHO DIES WHILE IN SERVICE

Sir,

I am directed to refer to the subject noted above and to say that the Government of the Punjab has been pleased to decide that in case of in service death of a civil servant, his/her family shall hence
forth be allowed 4 (four) months salary (pay last drawn plus allowances) from the date his/her death. This will be in addition to other benefits admissible to the family of a deceased civil servant under rules.

2. The administrative Departments/Appointing Authorities will issue sanction in individual cases and the expenditure will be met out of the sanctioned budget grant.

(MUNAWAR Q ADEER)
DEPUTY SECRETARY (SR)

Govt. of Pakistan Finance Division
(Regulation wing)
NO-F-I (6) Imp/2000-387
Islamabad, the 1st March, 2002

To

The Secretary,
Finance Department,
Government of Punjab, Lahore

SUBJECT: REVISION OF PAY SCALES AND FRINGE BENEFITS OF CIVIL EMPLOYEES (BS 1-22) OF FEDERAL GOVERNMENT (2001)

I am directed to refer to your letter No.FD.PR. 12-5/99, dated 21-2-2002 on the above subject and to say that advance increments have been discontinued w.e.f 1-12-2001 However, the Officials/Officers who have acquired higher qualification before 1-12-2001 an entitled to advance increments.

(Abdul Sattar Sadiq)
Deputy Secretary (R-II)

NOTIFICATION

No .SO.P-IV (S & GAD) 2001 (WF) Pt-I In exercise of the powers conferred upon him under Section 7 of the Punjab, Government Servants Benevolent Fund ordinance,1969 (XIV of 1960), the Governor of the Punjab is pleased to direct that in the Punjab Government Servants Benevolent Fund part-I (Disbursement) Rules, 1965, the following further amendments/substitutions/additions shall be made namely:-

AMENDMENTS

In the Punjab Government Servants Benevolent Fund part-I (Disbursement) Rules 1965, in Rule 3, the following substitutions shall be made in clause (e) shall be added to under:-Rule
3(a) MARRIAGE GRANT:
For the marriage of each daughter:

i. To a Government servant while in service and for 15 years after his/her retirement  Rs. 25,000/-

ii. To the family of a retired Govt. Servant in case his/her death occurs within 15 years of retirement for the un-expired period of 15 years from the date of retirements  Rs. 30,000/-

iii. To the family of a Govt. Servant who dies while in service with no time limit  Rs. 30,000/-

iv. To an invalidated retired Govt. Servant for 15 years from the date of retirement. In case of his/her death within 15 years of retirement to his/her family for the un-expired period of 15 years from the date of retirement.  Rs. 30,000/-

Rule 3(b) Funeral Grant:

i. On the death of a Government Servant  Rs. 10,000/-

ii. On the death of a dependent member of the family of a Government Servant.  Rs. 10,000/-

Rule 3(c) Educational Scholarships

i. Primary to Matric level  Rs. 5,000/-

ii. F.A/B.A and equivalent classes and Diploma Classes  Rs. 14,000/-

iii. M.A and equivalent classes. BDS, MBBS B.Sc (Engg) DVM, B.Sc (hons) Agri B. Pharmacy etc M.Phil and Ph.D.  Rs. 16,000/-

Provided that:-

i. In case of children of Govt. Servants who die during Service/ Invalided retired Govt. servants studying in special Educational Institutions, Scholarship will be admissible from primary level till completion of their education up to three Children studying in Govt. Educational Institutions as are affiliated with/recognized by Government Educational Institutions without the condition of marks.

ii. In case of children of in service and retired Govt. Servants Scholarship will be admissible for post Matric classes up to two children studying in Govt. Educational Institutions or such private educational Institutions as are affiliated with/rec6gnized as by Government Educational Institutions. The Student must have passed the examination of lower/previous class securing 50% marks.

Rule 3(d) Monthly Grant

<table>
<thead>
<tr>
<th>Class</th>
<th>Monthly Grant</th>
</tr>
</thead>
<tbody>
<tr>
<td>BS-16 &amp; 17</td>
<td>Rs. 3500/- P.M</td>
</tr>
<tr>
<td>BS-18 &amp; 19</td>
<td>Rs. 6000/- P.M</td>
</tr>
<tr>
<td>BS-20 &amp; above</td>
<td>Rs. 8000/- P.M</td>
</tr>
</tbody>
</table>

Rule 3(e) Farewell Grant:

Amount equal to last basic pay:
NOTIFICATION

No. SOP-IV (S & GAD) 2001 (WF) Pt-II. In exercise of the powers conferred upon him under Section 7 of the Punjab, Government Servants Benevolent Fund ordinance, 1960 (XIV of 1960), the Governor of the Punjab is pleased to direct that in the Punjab Government Servants Benevolent Fund part-II (Disbursement) Rules, 1966, the following further amendments/substitutions/additions shall be made namely:-

AMENDMENTS

In the Punjab Government Servants Benevolent Fund part-II (Disbursement) Rules 1966, in Rule 4, the following substitutions shall be made in clause 4(a), (b), (c) and (d): Rule 4(a) MARRIAGE GRANT:

<table>
<thead>
<tr>
<th>Clause</th>
<th>Amendment</th>
</tr>
</thead>
<tbody>
<tr>
<td>4(a)</td>
<td>For the marriage of each daughter:</td>
</tr>
<tr>
<td>i.</td>
<td>To a Government servant while in service and for 15 years after his/her retirement: Rs. 6,000/-</td>
</tr>
<tr>
<td>ii.</td>
<td>To the family of a retired Govt. Servant in case his/her death occurs within 15 years of retirement for the un-expired period of 15 years from the date of retirements, Rs. 8,000/-</td>
</tr>
<tr>
<td>iii.</td>
<td>To the family of a Govt. Servant who dies while in service with no time limit, Rs. 8,000/-</td>
</tr>
<tr>
<td>iv.</td>
<td>To an invalidated retired Govt. Servant for 15 years from the date of retirement. In case of his/her death within 15 years of retirement to his/her family for the un-expired period of 15 years from the date of retirement, Rs. 8,000/-</td>
</tr>
</tbody>
</table>

Rule 4(b) Funeral Grant:

<table>
<thead>
<tr>
<th>Clause</th>
<th>Amendment</th>
</tr>
</thead>
<tbody>
<tr>
<td>i.</td>
<td>On the death of a Government Servant                                       Rs. 4,000/-</td>
</tr>
<tr>
<td>ii.</td>
<td>On the death of a dependent member the family of a Government Servant,     Rs. 4,000/-</td>
</tr>
<tr>
<td>iii.</td>
<td>On the death of a non-gazette Govt. Servant after retirement              Rs. 4,000/-</td>
</tr>
</tbody>
</table>

Rule 4(c) Educational Scholarships:

<table>
<thead>
<tr>
<th>Clause</th>
<th>Amendment</th>
</tr>
</thead>
<tbody>
<tr>
<td>i.</td>
<td>Primary to Matric level                                                   Rs. 15,00/-</td>
</tr>
<tr>
<td>ii.</td>
<td>F.A/B.A and equivalent classes and Classes                                 Rs. 3,000/-</td>
</tr>
<tr>
<td>iii.</td>
<td>M.A and equivalent classes, BDS, MBBS B .Sc (Engg) DVM, B .Sc (hons) Agri B .Pharmacy etc M .Phil and Ph .D. Rs. 6,000/-</td>
</tr>
</tbody>
</table>
Provided that:-

iv. In case of children of Govt. Servants who die during Service/ Invalided retired Govt. Servants in receipt of monthly grant from Benevolent Fund and Special Children of Govt. servants studying in special Educational Institutions, Scholarship will be admissible from primary level till completion of their education up to three Children studying in Govt. Educational Institutions as are affiliated with/recognized by Government Educational Institutions without the condition of marks.

v. In case of children of in service and retired Govt. Servants Scholarship will be admissible for post Matric classes up to two children studying in Govt. Education Institutions as are affiliated with/recognized as are affiliated with/recognized by Government Educational Institutions. The Student must have passed the examination of lower/previous class securing 50% marks.

Rule 4d) Monthly Grant:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>BS-1 to 10</td>
<td>Rs. 1300/- P.M</td>
</tr>
<tr>
<td>BS-11 to 16</td>
<td>Rs. 1700/- P.M</td>
</tr>
</tbody>
</table>

(Non-Gazette)

NOTE: The revised/new rates of Marriage Grant, Funeral Grant, Monthly Grant and Farewell Grant shall be effective from 1-1-2002, while revised criteria /new rates of educational scholarships shall be applicable from the academic year, 2001-2002.

Date: 16-03-2002

By order of Governor of the Punjab

CHIEF SECRETARY
GOVERNMENT OF THE PUNJAB
Government of the Punjab
Finance Department
Dated Lahore, the 1st December-03

To

All Administrative Secretaries to
Government of the Punjab Lahore

SUBJECT: ENHANCMENT OF ORDERLY ALLOWANCE

I am directed to refer to this Department's circular letter on even number dated 27-4-1998 on the subject cited above and to that Governor of the Punjab in pleased to revise the rate of Orderly Allowance from Rs.1000/- per month to Rs.2375/- per month with effect from 1-7-2003 to the entitled officers who opt for the Orderly Allowance in lieu of Residence Orderly.
2. The term and condition for grant to the above allowance will remain the same as are applicable at present.

Sd/-
(Rukhsana Nadeem Bhutta)
DEPUTY SECRETARY (PC)


SUBJECT: GRANT OF COMPUTER ALLOWANCE TO COMPUTER PERSONNEL

I am directed to refer to para-14 of this Department's letter No. FDJ 1/2001 dated 22-10-2001 on the above mentioned subject and to say that Governor of the Punjab has been pleased to approve that Computer Allowance presently admissible to Key punch Operators/Key Punch Verifying Operators/Data Entry Operators at rate of Rs. 450/- per month may be enhanced to Rs. 750/- per month with immediate effect. Other terms & conditions for grant of this Allowance will remain unchanged.

Expenditure involved will be met out of the existing budget of the Departments concerned.

(Muzaffar Ahmad)
Addl: Finance Secretary

Copy of letter No.SO.(PII) 17-1/89, Government of the Punjab, Health Department, dated Lahore, the 10th March, 2005 addressed to all the Administrative Secretaries, Government of the Punjab and all the District Coordination Officers in the Punjab.

SUBJECT: COMPLAINT N. 2493/2004 OF ADVISOR-1.96/04

Kindly refer to the letter No. ADV-1 /POP/96/84, dated Nil received from Advisor-I Office of Provincial Ombudsman Punjab on the subject noted above (copy enclosed).

It is clarified that Homeo and Tibbi medicines charges to the employees of the Government Departments and their attached Department and subordinate Offices cannot be reimbursed under the existing Medical Attendance Rules till the Pharmacopoeia for non-Allopathic Medicines is finalized and promulgated.

You are requested to circulate the information to all the concerned to avoid hardship about reimbursement of non-Allopathic Medicines charges.

(Dr. Siddique Padhar)
Under Secretary (P)
To

1. The Vice Chancellor,
   University of Education,
   Wahdat Colony, Lahore
2. All the District Coordination Officer,
   In the Punjab,
3. All the Executive District Officer (Edu)
   In the Punjab,

SUBJECT: SUBMISSION OF PENSION CASES OF RETIRED OFFICERS BS-11 TO BS-20
WHO ARE WORKING ON DEPUTATION AUTONOMOUS/ SAMI AUTONOMOUS BODIES AND VARIOUS OFFICE OTHER THAN EDUCATION DEPARTMENT

It has been noticed by this Department in the past that the pension of retired officers in BS-19 to BS-20 who are working in Autonomous/Semi Autonomies bodies other offices other than Education Department are sent direct to this Department and are not routed through the Director Public Instruction (SE) Punjab, Lahore. This practice causes necessary delay in the finalization of Pension cases due to the reason that most of the cases are not found properly prepared.

2. In the light of the above mentioned facts, you are requested to please prepare the pension cases of retired officers very carefully and submit through Director Public Instruction (SE) Punjab, Lahore. The pension cases sent direct to this Department will not be entertained.

Sd/-

SECTION OFFICER (G-IV)

NO, FD, SR, I/3-10-2004
GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT
Dated Lahore the 10th November, 2004

SUBJECT: FINANCIAL ASSISTANCE TO THE FAMILY OF A CIVIL SERVANT WHO DIES WHILE IN SERVICE

Sir,
I am directed to refer to the above-mentioned subject and to say that in order to provide financial relief to the families of civil servants who expire during service Administrative Departments, in absence of any criteria, recommend ex-gratia grants certain cases, leaving an impression of disparity. More over, only a few families have been allowed financial assistance. Need has, therefore, been felt to provide an umbrella cover to all bereaved families to meet the financial problems that crop up after the death of the only earning hands. Accordingly to bring ad-hoc dispensation within the frame-work of a prescribed policy, the competent authority has been pleased to approve with immediate effect criteria for grant of financial assistance to the families of civil servants who expire during service as under

<table>
<thead>
<tr>
<th>BS</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-4</td>
<td>Rs 200,000</td>
</tr>
<tr>
<td>5-10</td>
<td>Rs 300,000</td>
</tr>
<tr>
<td>11-15</td>
<td>Rs 400,000</td>
</tr>
<tr>
<td>16-17</td>
<td>Rs 500,000</td>
</tr>
<tr>
<td>18-19</td>
<td>Rs 800,000</td>
</tr>
<tr>
<td>20 &amp; above</td>
<td>Rs 1,000,000</td>
</tr>
</tbody>
</table>

This will be in addition to other benefits admissible to the family of a deceased civil servant under rules.
3. Administrative Departments/Appointing Authorities will issue sanction in individual cases. All the cases initiated by or under process in the Administrative Departments may be disposed accordingly.
4. Expenditure involved will be met out of the exiting budget grant of the Administrative Departments/District Movements. However, in case additional funds are required, the case will be referred to Finance Department for provision of funds with justifications.

Your obedient servant,

(MUZAFFAR AHMAD)
ADDL: FINANCE SECRETARY(R)

Copy of letter No. FD. SR. 1/3-10/2004, Government of the Punjab, Finance Department, dated 01-06-2006, addressed to all concerned.

SUBJECT: FINANCIAL ASSISTANCE TO THE FAMILY OF A CIVIL SERVANT WHO DIES WHILE IN SERVICE

I am directed to refer to the Policy instructions issued vide this Department's notification of even number dated 10th November, 2004 and to say that due to some ambiguity in para-3 of the, said notification some clarifications have been sought from different quarters with respect to date of effectiveness of the Policy. It is accordingly clarified that:-
a. The Policy was notified on 10-11-2004 and takes effect prospectively from that date onwards.

b. Deceased civil servants, who expired before issue of this notification are not covered by this Policy. The financial assistance sanctioned in their favour were in the nature of ex-gratia grants-in-aid approved by the competent authority on case to case basis, without prejudice. There was no concept of extension of the Policy to back dated cases.

2. In order to remove any ambiguity in para-3 of the said notification the sentence that “All the cases initiated by or under process in the Administrative Departments may be disposed of accordingly” may please be deemed deleted.

3. Further necessary action may kindly be taken accordingly.

Sd/-
(MUZAFFAR AHMAD)
ADDL: FINANCE SECRETARY(R)

From
Mr. Azmat Ali Ranjha,
Finance Secretary

To
1. All Administrative Secretaries to Government of the Punjab
2. The Principal Secretary to Governor, Punjab, Lahore
3. The Principal Secretary to Chief Minister, Punjab, Lahore
4. The Military Secretary to Governor, Punjab, Lahore
5. All District Nazims in the Punjab
6. All District Coordination Officers in the Punjab
7. All Heads of Attached Departments, Govt. of the Punjab
8. The Registrar, Lahore High Court, Lahore
9. All District and Sessions. Judges in the Punjab
10. The Secretary, Punjab Public Service Commission, Lahore
11. The Secretary, Punjab Provincial Assembly, Lahore
12. The Chief-Pilot, VIP Flights, Lahore
13. The Director General Audit & Accounts (Works), Lahore
14. The Provincial Director, Local Fund Audit, Punjab, Lahore

SUBJECT: REMOVAL OF ANOMALIES DUE TO REVISION OF PAY SCALES IN 2005

I am directed to refer to the above-mentioned subject and to say that cases of some anomalies relating to revision of Pay-Scales in 2005 referred to this Department have been examined in consultation with the Federal Government. In suppression of this Department's letter No. FD(PC)2-1/2005(700/05), dated 01-07-2006, the following decision's/clarifications have been made:-
A. Benefit of Annual increment on Notional Basis:

2. All government servants who have exhausted or may exhaust the relevant existing pay scales shall be allowed the benefit of annual increment beyond the existing scope of the pay scales with effect from 01-12-2005 subject to the following conditions:

i. There will be no presumptive benefit on account of the aforesaid increment prior to 01-12-2005, therefore; no arrears shall be allowed prior to this date.

ii. The increment may be treated as personal pay, subject to the condition, that the employee concerned has put in six months or more service, which counts for an annual increment unless withheld under the rules.

iii. The amount of the personal pay may not be reduced, and shall be treated as part of the pay scale of the concerned government servant for the purpose of fixation of pay, computation of pension and recovery of House Rent etc.

B. Admissibility of Special Additional Allowance, Special Relief Allowance & Adhoc Relief to Government Servants on their Repatriation from Foreign Posting

3. The Special Additional Allowance Special Relief Allowance and Ad-hoc Relief Allowance: sanctioned vide Nos. FD(PC)2-2/89, dated 27-07-1999, FD(PC)2-1/2003 dated '11-07-2003 and TD(PC)2-1/2004 dated 21-07-2004 respectively, frozen in terms of paras-5 & 6 of the Revision of Pay-Scales, 2005, shall be respectively admissible to government servants on their repatriation from foreign posting at the frozen levels, which would have otherwise been admissible to them had they not been posted abroad.

Your obedient servant,

(RUKKSANA NADEEM BHUTTA)
DEPUTY SECRETARY (PC)

NO. & DATE EVEN

A copy is forwarded for information and necessary action to:

1. The Accountant General Punjab, Lahore.
2. All District Accounts Officers in the Punjab.

(TARIQ MUHAMMAD MIRZA)
SECTION OFFICER (PC)

To

1. All Administrative Secretaries to Government of the Punjab
2. All Heads of Attached Departments in the Punjab
3. All District Co-ordination Officers in the Punjab
4. The Principal Secretary to Governor, Punjab
5. The Military Secretary to Governor Punjab, Lahore
6. The Principal Secretary to Chief Minister, Punjab Lahore
7. The Secretary to Provincial Assembly, Punjab, Lahore
8. The Secretary Punjab Public Service Commission, Lahore
9. The Registrar, Lahore High Court, Lahore
10. All District and Sessions Judges in the Punjab
11. The Director General Audit and Accounts (Works) Lahore
12. The Director Generation Audit, Punjab, Lahore

SUBJECT: FINANCIAL ASSISTANCE TO THE FAMILY OF A CIVIL SERVANT WHO DIES WHILE IN SERVICE

Sir,

I am direct to refer to the above mentioned subject and to say that to order to provide financial relief to the families of civil servants who expire during service Administrative Departments, absence of any criteria, recommend ex-gratis grants in certain cases, leaving an impression of disparity more over, only a few families have been allowed financial assistance. Need has, therefore, been felt to provide an umbrella cover to all bereaved families to met the financial problems that crop up after the death work of a prescribed policy, the competent authority has been pleased to approve with immediate effect a criteria for grant of financial assistance to the families of civil servants who expire during service as under:

<table>
<thead>
<tr>
<th>BS</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 4</td>
<td>Rs. 200,000</td>
</tr>
<tr>
<td>5 – 10</td>
<td>Rs. 300,000</td>
</tr>
<tr>
<td>11 – 15</td>
<td>Rs. 400,000</td>
</tr>
<tr>
<td>16 – 17</td>
<td>Rs. 500,000</td>
</tr>
<tr>
<td>18 – 19</td>
<td>Rs. 800,000</td>
</tr>
<tr>
<td>20 &amp; above</td>
<td>Rs. 1,000,000</td>
</tr>
</tbody>
</table>

This will be in addition to other benefits admissible to the family of a deceased civil servant under rules.

3. Administrative Departments/ Appointing Authorities will issue sanction in individual cases. All the cases initiated by or under process in the Administrative Departments may be disposed accordingly.

4. Expenditure involved will be met out of the existing budget grant of the Administrative Departments/ District Governments. However, in case additional funds are required the case will be referred to Finance Department for provision of funds with justifications.

You obedient servant,

(MUZAFFAR AHMAD)
ADDL: FINANCE SECRETARY
UNIT 3: FINANCE DEPARTMENTAL NOTIFICATIONS AND PAY SCALES

No. FD. PC2-2/95
Government of the Punjab
Finance department

Dated Lahore, the 10th August 1995

From:
Mr. Amin Ullah Ch.
Secretary to Government

To,
1. All the Administrative Secretaries to Government of the Punjab
2. All Heads of Attached Department in the Punjab
3. The Registrar, Lahore High Court Lahore
4. All the Commissioners of Divisions in the Punjab
5. All the Deputy Commissioners and Distt. And Sessions Judges in the Punjab
6. The Secretary to Governor, Punjab, Lahore
7. The Military Secretary to Governor, Punjab, Lahore
8. The Secretary, Punjab Provincial Assembly, Lahore
9. The Chief Pilot, VIP Flight, Lahore
10. The Provincial Director, Local Fund Audit, Lahore

SUBJECT: GRANT OF COST OF LIVING ALLOWANCE @7%

Sir,

I am directed to refer to the subject noted above and to state that Governor of the Punjab has been pleased to grant cost of Living Allowance @ 7% of Basic Pay with effect from 01-06-1995 to all employees in BPS-1 to BPS-22 till further orders.

The above allowance:

a. Will be classified as compensatory allowance and will not be subject to Income Tax.
b. Will be admissible during leave and entire period of leave preparatory to retirement except during extra ordinary leave.
c. Will not be treated as part of enrolments for the purposes of calculation of pension and recover/ of House Rent.
d. Will not be admissible to employees posted/ deputed outside the country.
e. Will be admissible during the period of suspension.
f. Will be accommodated within the budgetary allocation for the year 1995-96 by the respective department and no supplementary grants will be given on this account.

Yours obedient servant,
(ATTA MUHAMMAD KHAN)
Deputy Secretary (P.C.)

NO. & DATE EVEN

A copy is forwarded for information and necessary action to:
1. The Accountant General, Punjab, Lahore
2. All District Accounts Officers in the Punjab

(MUHAMMAD YAQOOB)
Section Officer (P.C.)

NO. & DATE EVEN

A copy forwarded for information to:
1. The Finance Secretary, Government of Sindh, Karachi
2. The Finance Secretary, Government of N.W.F.P., Peshawar
3. The Finance Secretary, Government of Balochistan, Quetta
4. The Finance Secretary, Azad Govt. of the State of Jammu & Kashmir, Muzaffarabad
5. The Regulation Wing of Finance Division, Government of Pakistan, Islamabad

(MUHAMMAD YAQOOB)
Section Officer (P.C.)

__________________________________________________________________

No. FD-PC-2-1/97
GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT

Dated: the 15th March 1997

To

1. All Administrative Secretaries to Government of the Punjab
2. All Heads of Attached Departments in the Punjab
3. All Commissioners of Divisions in the Punjab
4. All Deputy Commissioners and District and Sessions Judges in the Punjab
5. The Registrar, Lahore High Court, Lahore
6. The Secretary to Governor Punjab, Lahore
7. The Military Secretary to Governor Punjab, Lahore
8. The Secretary Punjab Public Service Commission, Lahore
9. The Secretary Provincial Assembly, Punjab, Lahore
10. The Chief Pilot, VIP Flight, Lahore
11. The Provincial Director, Local Fund Audit, Punjab Lahore
12. The Secretary to Chief Minister, Punjab, Lahore
SUBJECT: GRANT OF ADHOC RELIEF TO CIVIL SERVANTS DRAWING PAY IN BS 1-16

Sir,

I am directed to refer to the subject noted above and to say that Governor of the Punjab has been pleased to grant adhoc relief @ Rs. 300/- p.m. to all civil servants in BS 1-16 w.e.f. 01-03-1997 inclusive of those who are in BS-17 by virtue of move over till further order.

2. The above increase:
   i. Will not be treated as a part of emoluments for the purpose of recovery of house rent;
   ii. Will be admissible for the entire period of leave including leave preparatory to retirement;
   iii. Will not be admissible during extraordinary leave
   iv. Will not be admissible to civil servants posted abroad.

Your obediently servant,

(BASHIR AHMAD CHAUDHRY)
Deputy secretary (P.C.)

NO. & DATE EVEN

A copy is forwarded for information and necessary action to:
1. The Accountant General, Punjab, Lahore and
2. All District Accounts Officers in the Punjab

(MUHAMMAD YAQOOB)
Section Officer (P.C.)

A copy forwarded for information to:
1. The Finance Secretary, Government of Sindh, Karachi
2. The Finance Secretary, Government of N.W.F.P., Peshawar
3. The Finance Secretary, Government of Balochistan, Quetta
4. The Finance Secretary, Azad Govt. of the State of Jammu & Kashmir, Muzaffarabad
5. The Regulation Wing of Finance Division, Government of Pakistan, Islamabad

(MUHAMMAD YAQOOB)
Section Officer (P.C.)

No. FD-PC-2-2-1/99
GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT
Dated Lahore, the 27th July 1999
SUBJECT: GRANT OF SPECIAL ADDITIONAL ALLOWANCE

Sir,

I am directed to refer to the subject noted above and to say that the Governor of the Punjab has been pleased to grant Special Additional Allowance to all civil servants with effect from 1-7-1999 and till further orders, as under;

<table>
<thead>
<tr>
<th>Pay Scale</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>BPS 1-16</td>
<td>25%</td>
</tr>
<tr>
<td>BPS 17-22</td>
<td>20%</td>
</tr>
</tbody>
</table>

2. This allowance will be regulated as under:
   a. It will not be subject to Income Tax
   b. It will be admissible during leave and entire period of leave preparatory to retirement except during extraordinary leave.
   c. It will not be treated as part of emoluments for the purposes of calculation of Pension and recovery of House Rent.
   d. It will not be admissible to the employees posted/deputed abroad from the country.
   e. It will be admissible during the period of suspension.

(MIAN MUHAMMAD YOUSAF)
Deputy Secretary (P.C.)

NO. & DATE EVEN

A copy is forwarded for information and necessary action to:
1. The Accountant General, Punjab, Lahore and
2. All District Accounts Officers in the Punjab
SECTION OFFICER (P.C.)

NO. & DATE EVEN

A copy forwarded for information to:
1. The Finance Secretary, Government of Sindh, Karachi
2. The Finance Secretary, Government of N.W.F.P., Peshawar
3. The Finance Secretary, Government of Balochistan, Quetta
4. The Finance Secretary, Azad Govt. of the State of Jammu & Kashmir, Muzaffarabad

SECTION OFFICER (P.C.)

_____________________

No. FD-PC-2-1/2003

GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT

Dated Lahore, the 11th July 2003

From:
Mr. Salman Siddique,
Finance Secretary

To
1. All Administrative Secretaries to Government of the Punjab
2. All District Nazims in the Punjab
3. The Registrar, Lahore High Court, Lahore
4. All District Co-ordination Officers in the Punjab
5. All Heads of Attached Departments, Govt. of the Punjab
6. All District and Sessions Judges in the Punjab
7. The Military Secretary to Governor, Punjab, Lahore
8. The Secretary, Punjab Public Service Commission, Lahore
9. The Secretary Provincial Assembly, Punjab, Lahore
10. The Chief Pilot, VIP Flight, Lahore
11. The Provincial Director, Local Fund Audit, Punjab Lahore

SUBJECT: GRANT OF SPECIAL RELIEF ALLOWANCE

Sir,

I am directed to state that the Governor of the Punjab has been pleased to sanction a “Special Relief Allowanced @ 15% of the basic pay per month to all civil servants in BPS-1 to 22 with effect from 1st July, 2003 till further orders.

2. The amount of this Allowance:
   i. will be subject to Income Tax ;
ii. will be admissible during leave and entire period of LPR except during extraordinary leave;
iii. will not be treated as part of emoluments for the purpose of calculation of Pension/gratuity and recovery of House Rent;
iv. will not be admissible to the employees during the tenure of the posting/deputation abroad.

3. The above relief would be accommodated within the budgetary allocations for the year 2003-2004 by the respective Administrative Departments/District Governments and no supplementary grants would be demanded on this account.

Yours obedient servant,

(RUKHSANA NADEEM BHUTTA)
DEPUTY SECRETARY (PC)
For Finance Secretary

No. & Date Even
A copy is forwarded for information and necessary action to:
1. The Accountant General, Punjab, Lahore
2. All District Accounts Officers in the Punjab

(TARIQ MUHAMMAD MIRZA)
SECRETARY OFFICER (PC)

No. & Date Even
A copy is forwarded for information to:
1. The Principal Secretary to Governor Punjab, Lahore
2. The Principal Secretary to Chief Minister Punjab, Lahore
3. The Finance Secretary, Government of Sindh, Karachi
4. The Finance Secretary, Government of NWFP, Peshawar
5. The Finance Secretary, Government of Balochistan, Quetta
6. The Finance Secretary, Azad Government of the State of Jammu & Kashmir, Muzaffarabad
7. The Joint Secretary (Regulations Wing), Finance Division, Government of Pakistan, Islamabad
8. All the Additional Secretaries/Deputy Secretaries/Section Officers, Government of the Punjab, Finance Department.
9. The PS to Finance Secretary, Government of the Punjab, Lahore.

(TARIQ MUHAMMAD MIRZA)
SECTION OFFICER (PC)
From: Mr. Salman Siddique
Finance Secretary

To
1. All Administrative Secretaries to Government of the Punjab.
2. All District Nazims in the Punjab.
3. The Registrar, Lahore High Court, Lahore.
4. All District Co-ordination Officers in the Punjab.
5. All Heads of Attached Departments in the Punjab.
6. All District & Sessions Judges in the Punjab.
7. The Military Secretary to Governor Punjab, Lahore.
8. The Secretary, Punjab Provincial Assembly, Lahore.
9. The Secretary Punjab Public Service Commission, Lahore.
10. The Chief Pilot, VIP Flights, Lahore.
11. The Provincial Director, Local Fund Audit, Lahore.

SUBJECT: GRANT OF AD-HOC RELIEF (5) 15% OF BASIC PAY

Sir,

I am directed to state that the Governor of the Punjab has been pleased to sanction Ad-hoc Relief @ 15% of the basic pay per month to all the civil servants in DS-1 to BS-22, contingent paid staff and retired civil servants re-employed against civil posts in Basic Pay Scales on standard terms and conditions of contract appointment with effect from 1st July, 2004 till further orders.

2. The amount of this Ad-hoc Relief:
   i. will be subject to Income Tax;
   ii. will be admissible during leave and entire period of LPR % except during extra ordinary leave;
   iii. will not be treated as part of emoluments for the purpose of calculation of Pension/gratuity and recovery of House Rent;
   iv. will not be admissible to employees during the tenure of their posting/deputation abroad.

3. The above relief would be accommodated within the budgetary allocation for the year 2004-05 by the respective Administrative Departments/District Governments and no supplementary grants would be demanded on this account.

Your obedient servant,

(MUZAFFAR AHMAD)
ADDL: FINANCE SECRETARY (REG)

NO. & DATE EVEN

A copy is forwarded for information and necessary action to:
1. The Accountant General, Punjab, Lahore.
2. All District Accounts Officers in the Punjab.

(TARIQ MUHAMMAD MIRZA)
SECTION OFFICER (PC)
NO. & DATE EVEN.

A copy is forwarded for information to: -

1. The Principal Secretary to Governor, Punjab, Lahore.
2. The Principal Secretary to Chief Minister, Punjab, Lahore.
3. The Finance Secretary, Government of Sindh, Karachi.
4. The Finance Secretary, Government of Balochistan, Quetta;
5. The Finance Secretary, Government of NWFP, Peshawar.
7. The Joint Secretary (Regulations), Finance Division, Government of Pakistan, Islamabad.
8. All Additional Secretaries/ Deputy Secretaries/ Section Officers, Government of the Punjab, Finance Department.
9. The Private Secretary to Finance Secretary, Government of the Punjab, Finance Department.

(TARIQ MUHAMMAD MIRZA)
SECTION OFFICER (PC)

OFFICE F THE ACCOUNTANT GENERAL PUNJAB LAHORE
No. TM-1/2-3A(iv)/2002-03/2462       Dated: 07-08-2003

To,

The Secretary
Govt. of the Punjab
Finance Department
Lahore.

SUBJECT:   GRANT OF SPECIAL RELIEF ALLOWANCE @15%

Special Relief Allowance @15% of the basic pay per month was sanctioned w.e.f 01-07-2003 to all civil servants in BPS-1 to 22, vide Govt. of the Punjab, Finance Department, Circular Letter No. FD.PC-2-1/2003, dated 11-07-2003. In this context, some doubts, given infra, have been felt:

i. As to whether or not it would be admissible to the contract appointees of the Punjab Govt.

ii. As to whether or not it would be admissible to the pensioners of the Punjab Govt. re-employed in the Departments/ offices of the Punjab Government.

2. This office presumes that the above allowance shall be admissible to the contract appointees of the Punjab, appointed on or before 01-07-2003, whose contract appointment is made in a Basic Pay Scale (either on initial of BPS or otherwise) @15% of their basic pay. In cases where contact appointment has been made on consolidated monthly pay (inclusive of all allowances), the said allowance shall not be admissible to them, unless specifically allowed by the Finance Department along with the formula to calculate the said allowance (on their consolidated pay, inclusive of all allowances)
3. In case of re-employed pensioners of the Punjab Govt. appointed on or before 01-07-2003, (on fixes 1 pay or in a BPS) the said allowance shall not be admissible unless specifically allowed by the Finance Department.
4. It is, therefore, requested that necessary clarification may please be issued to this office and all concerned enabling this office to proceed further in the matter.
5. Matter most urgent

Addl Accountant General (PM)

OFFICE OF THE ACCOUNTANT GENERAL PUNJAB LAHORE
No. TM-1/2-3A(iv)/03-04/2463 Dated: 07-08-2003

A copy is forwarded for information and necessary action to:

i. All District Accounts officers in the Pb/Try Officer Lahore
ii. All Officers in the main Office
iii. All Sections in the Main Office
iv. I.C.O (for kind information of Accountant General Pb.)
v. Master file (TM-1)

Addl Accountant General (PM)

No. FD, PC, 2-1/97
Government of the Punjab
Finance Department
Dated Lahore the 2nd March, 2006

1. All Administrative Secretaries to Government of the Punjab.
2. The Principal Secretary to Governor, Punjab, Lahore
3. The Military Secretary to Governor, Punjab Lahore
4. The Principal Secretary to Chief Minister, Punjab, Lahore
5. All heads of Attached Departments in the Punjab
6. All District Nazims in the Punjab
7. All District Co-ordination Officers in the Punjab
8. The Secretary Provincial Assembly, Punjab, Lahore
9. The Secretary, Punjab public Service Commission, Lahore
10. The Registrar, Lahore High Court, Lahore
11. All District and Sessions Judges in the Punjab
12. The Director General, Audit and Accounts (Works), Lahore
13. The Director General, Audit, Punjab, Lahore
14. The Chief Pilot, VIP Flight Lahore

SUBJECT: INCLUSION OF ADHOC RELIEF OF RS. 300/- IN PENSION

Sir,

I am directed to refer to this Department's letter of even number dated 15th March, 1997 regarding grant of Adhoc Relief to civil servants and to say that of Judgment of Supreme Court of Pakistan in civil petition No. 3403/2001 dated 01-08-2003. It has been decided to treat Adhoc Relief of Rs. 300/- reckonable towards pension for those retired employees in BPS 1-16 (including those who
were BPS-17 by virtue of move over) who were in receipt of Adhoc Relief at the time of their retirement.

Your obedient servant,

(TARIQ MUHAMMAD MIRZA)
SECTION OFFICE (PC)

NO. & DATE EVEN

A copy is forwarded for information and necessary action to:
1. The Accountant General Punjab, Lahore,
2. All District Accounts Officers/ Treasury Officers in the Punjab

(TARIQ MUHAMMAD MIRZA)
SECTION OFFICE (PC)

NO. FD.PC-2-1/2001
GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT
Dated Lahore the 22nd October, 2001

From:

Mr. Salman Siddique
Finance Secretary

To
1. All Administrative Secretaries to Government of the Punjab
2. The Secretary to Governor, Punjab, Lahore
3. All Heads of Attached Departments, Govt. of the Punjab
4. All District Co-ordination Officers in the Punjab
5. The Registrar Lahore High Court, Lahore
6. All District and Sessions Judges in the Punjab
7. The Military Secretary to Governor, Punjab, Lahore
8. The Secretary Punjab Public Service Commission, Lahore
9. The Secretary to Provincial Assembly, Punjab, Lahore
10. The Chief Pilot, VIP Flight, Lahore
11. The Provincial Director, Local Fund Audit, Punjab, Lahore

SUBJECT: REVISION OF BASIC PAY SCALES AND FRINGE BENEFITS OF CIVIL EMPLOYEES (BS-1-22) OF PUNJAB GOVERNMENT

Sir,

I am directed to state that the Governor of the Punjab has been pleased to sanction with effect from 1st December, 2001, a Scheme of the Basic Pay Scales, Allowances and Pension, 2001 for the employee of Government of the Punjab in BPS-1 to BPS-22 as detailed below:-
PART-1: BASIC PAY SCALES AND ALLIED MATTERS

1. **Basic Pay Scales**
   
   The existing basic pay scale and the revised basic pay scales are shown in Annexure-I of this letter. The Revised Basic Pay Scales shall replace the Existing Basic Pay Scales, 1994 and shall be effective from 1\textsuperscript{st} December 2001.

2. **Discontinuation of Allowances**
   
   The following allowances shall cease to be payable on introduction of the revised pay scales w.e.f. 1-12-2001:–
   
   i. Cost of Living Allowance to BS-1 to BS-22 @ 7\% of basic pay
   
   ii. Adhoc relief of Rs. 300/- p.m. and Rs. 100/- p.m. to BS-1 to 16 (inclusive of BPS-17 by virtue of Move Over).
   
   iii. Secretariat/ Personal Allowance

3. **Social Additional Allowance**
   
   Special Additional Allowance shall be frozen at the level drawn as on date of issue of this order.

4. **Initial Fixation of Pay**
   
   He shall fix pay of the employees in service on 30-11-2001 at the stage in the revised pay scales that is as many stages above the minimum as the stage occupied above the minimum of the 1994 Basic Pay Scale.

5. **Pay Fixation on Promotion**
   
   The existing provisions regulating the fixation of pay in case of promotion from lower to a higher post shall continue to apply.

6. **Selection Grade and Move Over**
   
   Selection Grade in the scheme of Basic pay Scales and Move Over scheme shall stand discontinued w.e.f. the date of issue of this circular letter.

7. **Pay Fixation of Employees in selection Grade and those who have Moved Over to Higher Scale**
   
   Pay of an existing employee drawing pay by mover over shall be fixed with reference to the pay scale of the post for the time being held by him. In case the employee was drawing pay in a selection grade his pay will be fixed in the Selection Grade pay Scale. The stage of fixation will be arrived at after allowing increments on national basis in the original scale of the post or the Selection Grade, in 1994 Basic Pay Scales, up to the point of existing pay. Pay of the employees will then be fixed at the relevant stage in the revised Pay Scales, 2001.
Example-I:
Assistant, BS-11 Selection Grade, BS-15, Moved Over BS-16 and in receipt of Pay of Rs. 5490, pay will be fixed in BS-15 i.e. Selection Grade pay scale at Rs. 8320 as under:

<table>
<thead>
<tr>
<th>1994 Scale</th>
<th>Stage 15</th>
<th>Stage 16</th>
<th>Stage 17</th>
<th>Stage 18</th>
<th>Stage 19</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4845</td>
<td>5022</td>
<td>5199</td>
<td>5376</td>
<td>5553</td>
</tr>
<tr>
<td>2001 Scale</td>
<td>7260</td>
<td>7525</td>
<td>7790</td>
<td>8055</td>
<td>8320</td>
</tr>
</tbody>
</table>

Example-II:
Pay fixation of an employee in BS-11 who has moved over to BS-14 and is in receipt of basic pay of Rs. 4480/- will be fixed after allowing national increments in BS-11 of 1994 Basic pay Scales upto the stage of basic pay drawn. Pay in revised BPS-11 will be fixed at the corresponding stage of Rs. 6790/- as under:

<table>
<thead>
<tr>
<th>BS-11 1994 Pay Scale</th>
<th>Stage 15</th>
<th>Stage 16</th>
<th>Stage 17</th>
<th>Stage 18</th>
<th>Stage 19</th>
<th>Stage 20</th>
<th>Stage 21</th>
<th>Stage 22</th>
<th>Stage 23</th>
<th>Stage 24</th>
</tr>
</thead>
<tbody>
<tr>
<td>3465</td>
<td>3581</td>
<td>3697</td>
<td>3813</td>
<td>3929</td>
<td>4045</td>
<td>4161</td>
<td>4277</td>
<td>4393</td>
<td>4509</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BS-11 2001 Pay Scale</th>
<th>Stage 15</th>
<th>Stage 16</th>
<th>Stage 17</th>
<th>Stage 18</th>
<th>Stage 19</th>
<th>Stage 20</th>
<th>Stage 21</th>
<th>Stage 22</th>
<th>Stage 23</th>
<th>Stage 24</th>
</tr>
</thead>
<tbody>
<tr>
<td>5215</td>
<td>5390</td>
<td>5565</td>
<td>5470</td>
<td>5915</td>
<td>6090</td>
<td>6265</td>
<td>6440</td>
<td>6615</td>
<td>6790</td>
<td></td>
</tr>
</tbody>
</table>

Example III:
Pay fixation of an employee in BS-5 who has moved over to BS-11 and is in receipt of basic pay of Rs. 3465/- will be fixed after allowing notional increments in BS-5 of 1994 BPS upto the stage of basic pay drawn. Since basic pay of Rs. 3465/- is beyond the 30 stages in notional BS-5, (1994 BPS) & resultantly more than the 30 stage is at Rs. 5300/- The difference of Rs. 200/- (Rs. 530095100) will be personal to him as under:-

<table>
<thead>
<tr>
<th>BS-5 1994</th>
<th>Stage 30</th>
<th>Stage 31</th>
<th>Stage 32</th>
</tr>
</thead>
<tbody>
<tr>
<td>1994</td>
<td>3380</td>
<td>3446</td>
<td>3512</td>
</tr>
<tr>
<td>2001</td>
<td>5100</td>
<td>5200</td>
<td>5300</td>
</tr>
</tbody>
</table>

In such cases future increments upto a maximum of 3 years will also be allowed as personal to such employees.

8. Date of Increment
Annual increment shall continue to be admissible subject to the existing conditions, on the 1st December each year.

9. Special Pays/ Allowances for Offices
The Special Pays/ Allowances sanctioned to offices as percentage of Pay shall be discontinued on the introduction of revised pay scales w.e.f. 1-12-2001 and adjusted in future increments.

10. **Advance increments**

The existing scheme of advance increments is discontinued w.e.f. 1-12-2001. A fresh scheme, if any will be introduced in due course.

**PART-II: ALLOWANCES**

11. **Conveyance Allowance**

The rates of Conveyance Allowance and motorcycle/ Motorcar maintenance allowance presently fixed with reference to pay drawn shall be increased and related to Basic Pay Scales as under:

<table>
<thead>
<tr>
<th>Sr.No.</th>
<th>Existing</th>
<th>Revised</th>
</tr>
</thead>
<tbody>
<tr>
<td>i.</td>
<td>Civil Servants in BS-16 and above and maintaining a motor care not registered fro commercial purpose Rs. 355/- p.m.</td>
<td>BS-16 (Gazetted) and above Rs. 620/- p.m.</td>
</tr>
<tr>
<td>ii.</td>
<td>Civil Servants drawing pay of Rs. 3240/- p.m. and above other than those at (i) above. Rs. 193/- p.m.</td>
<td>BS 11 and above Rs. 340/- p.m.</td>
</tr>
<tr>
<td>iii.</td>
<td>Civil Servants drawing pay of Rs. 1688/- p.m. and above but less than Rs. 3240/- p.m. and maintaining Motorcycle/ scooter, Rs. 130/- p.m.</td>
<td>BS-1 to 10 maintaining Motor Cycle/ Scooter. Rs. 230/- p.m.</td>
</tr>
<tr>
<td>iv.</td>
<td>Others Rs. 96/- p.m.</td>
<td>BS-1 to 10 Rs. 170/- p.m.</td>
</tr>
</tbody>
</table>

12. **Daily Allowance**

Daily Allowance rates presently fixed with reference to pay drawn shall be increased and related to Basic Pay Scales as under:

<table>
<thead>
<tr>
<th>BPS</th>
<th>Special Rates Per Day (Rs.)</th>
<th>Ordinary Rates Per Day (Rs.)</th>
</tr>
</thead>
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<tr>
<td>1-4</td>
<td>110</td>
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<td>5-11</td>
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<td>12-16</td>
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<td>17-18</td>
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<tr>
<td>19-20</td>
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<tr>
<td>21-22</td>
<td>550</td>
<td>450</td>
</tr>
</tbody>
</table>

13. **Medical Allowance**

Medical Allowance to employees in BS 1-15 shall be increased from Rs. 90/- p.m. to Rs. 160/- p.m.

14. **Computer Allowance**

The Computer Allowance shall be increased subject to the existing conditions of admissibility as under:-
15. **Special Pays/ Allowances**

All the Special Pays and Allowances admissible on certain posts as percentage of Pay are revised subject to the following limits.

<table>
<thead>
<tr>
<th>Revised</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>a.</strong> Special Pays/ Allowances sanctioned @ 20% and above of Pay.</td>
</tr>
<tr>
<td><strong>b.</strong> Special Pays/ Allowances sanctioned @ 10% - 19% of Pay</td>
</tr>
<tr>
<td><strong>c.</strong> Special Pays/ Allowances sanctioned @ 5% - 9% of Pay</td>
</tr>
</tbody>
</table>

**PART-III: PENSION AND COMMUTATION**

16. **Pension**

The Government has made the following reforms in pension/ commutation scheme w.e.f. 1-12-2001 in respect of civil pensioners of the Punjab Government.

- **a.** Commutation Table shall be replaced by the new Commutation Table of Annexure-II to this circular.
- **b.** Commutation upto 40% of gross pension shall be admissible at the option of the pensioner.
- **c.** The additional benefit of 2% - 10% for extra years of service after completion of 30 years of qualifying service in respect of civil pensioners shall be discontinued.
- **d.** The increase in pension @ 20% -25% to Civil Pensioners allowed vide this Department’s letter No. FD.SR.III-4-72/99, dated 27-07-1999 shall be discontinued.
- **e.** The benefit of restoration of surrendered portion of pension in lieu of commutation/ gratuity shall be withdrawn.
- **f.** In future, the increase in pension to the pensioners shall be allowed on net pension instead of gross pension.
- **g.** All the pensioners shall be allowed an increase in net pension (inclusive of dearness increases allowed in the past) as follows:

<table>
<thead>
<tr>
<th>Increase in net pension</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>a.</strong> Pensioners who retired prior to the introduction of 1991 Basic Pay Scales.</td>
</tr>
<tr>
<td><strong>b.</strong> Pensioners who retired prior to the introduction of 1994 Basic Pay Scales but on or after the introduction of 1991 Pay Scales.</td>
</tr>
<tr>
<td><strong>c.</strong> Pensioners who retired on or after the introduction of 1994 Basic Pay Scales and up to the date of introduction of revised Basic Pay Scales i.e. 1-12-2001</td>
</tr>
</tbody>
</table>
17. **Option**

   a. All the existing civil employees (BPS 1 to 22) of the Provincial Government shall within 45 days from the date of issue of this circular letter, exercise an option in writing, addressed to the Audit Office concerned in the case of employees in BPS 16 and above and to the DDO concerned in the case of employees in BPS 15 and below, either to draw pay in the existing Basic Pay Scales of 1994 or in the Revised Basic Pay Scales and Pension. Commutation Scheme 2001 as specified in this circular letter. Option once exercised shall be final.

   b. An existing employee as aforesaid, who does not exercise and communicate such an option within the prescribed time limit, shall be deemed to have opted to be governed by the Revised Basic Pay Scales, Pension and Commutation Scheme, 2001.

18. The government servant who will retire w.e.f. 1-7-2001 shall be given the benefit of revised pay scales on presumptive basis discounted by 5% increase in pension if availed, subject to the condition that all those who may like to avail this benefit should opt for the entire package i.e. revised schemes of Basic Pay Scales as contained in Part-I of this circular letter and revised package of pensioners contained in Part-III of this letter.

19. All existing rules/orders on the subject shall be deemed to have been modified to the extent indicated above. All existing rules/orders not so modified shall continue in force under this scheme.

**Anomalies**

20. An Anomalies Committee will be set up in the Finance Department (Regulation Wing), Government of the Punjab, to resolve the anomalies if any, arising in the implementation of this order.

Your obedient servant,

(MIAN MUHAMMAD YOUSAF)
ADDITIONAL FINANCE SECRETARY (REG:)

**No. & Date Even**

A copy is forwarded for information and necessary action in:

1. The Accountant General, Punjab, Lahore.
2. All District Accounts Officers in the Punjab.

**No. & Date Even**

A copy is forwarded for information to:

1. Finance Secretary, Government of Sindh, Karachi.
2. Finance Secretary, Government of NWFP, Peshawar.
3. Finance Secretary, Government of Balochistan, Quetta.
5. Regulation Wing Finance Division, Government of Pakistan, Islamabad.

MUHAMMAD IMRAN
STATISTICAL OFFICER (PC)
## ANNEXURE-I TO FINANCE DEPARTMENT’S LETTER NO.FD.PC.2-1/2001
DATED 22\textsuperscript{ND} OCTOBER, 2001

### EXISTING AND REVISED PAY SCALES

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<thead>
<tr>
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## ANNEXURE-II TO FINANCE DEPARTMENT’S LETTER NO. FD.PC.2-1/2001
DATED 22ND OCTOBER, 2001

### EXISTING AND REVISED PAY SCALES

#### COMMUTATION TABLE

<table>
<thead>
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<th>Age next Birthday</th>
<th>No. of years Purchased</th>
<th>Age next Birthday</th>
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Revised Basic Pay Scales 2001 Effective From 01-12-2001
### Conveyance

<table>
<thead>
<tr>
<th>BS-15 to 22 (M/Car)</th>
<th>Old</th>
<th>New</th>
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<tr>
<td>Pay above Rs. 3240/-</td>
<td>Rs. 193</td>
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<td>Pay above Rs. 1688/-</td>
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<td>Others</td>
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### Spl Pay / Allowance (Revised)

- **20% and above**
  - On existing up to Rs. 2000/-
- **55% to 99%**
  - On existing up to Rs. 1000/-

### DAILY ALLOWANCE

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<td>200</td>
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</table>

### IMPORTANT ALLOWANCES

- **7%**
  - w.e.f. 01-06-95
- **25%**
  - (Up to BS-19)
  - w.e.f. 01-01-95
- **20%**
  - (BS 17 to 22)
  - Do

- **Rs. 300/-** (Up to BS-16)
  - w.e.f. 01-03-97
- **Rs. 100/-** (Up to BS-16)
  - w.e.f. 01-01-2000
- **Rs. 200/- (Q. Pay)**
  - w.e.f. 11-11-86

### Computer Allowance

- **Existing Rates**
- **Revised Rates**

### Medical Allowance

- **Enhanced From, Rs. 90 to Rs. 160/-**
- **NO Advance Increments W.E.F. 01-12-2001**
No. FD.PC-2-1/2005
GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT

Dated Lahore, the 16th July, 2005

From:

Mr. Salman Siddique
Principal Secretary (Finance & Taxation)
Finance Secretary

To

1. All Administrative Secretaries to Government of the Punjab;
2. The Principal Secretary to Governor, Punjab, Lahore
3. The Principal Secretary to Chief Minister, Punjab, Lahore;
4. The Military Secretary to Governor, Punjab, Lahore
5. All District Coordination Officers in the Punjab
6. All Heads of Attached Departments, Government of the Punjab;
7. The Registrar, Lahore High Court, Lahore
8. All District and Session Judges in the Punjab
9. The Secretary, Punjab Public Service Commission, Lahore
10. The Secretary, Punjab Provincial Assembly, Lahore
11. The Chief Pilot, VIP Flights, Lahore.
12. The Director General Audit & Accounts (Works), Lahore.
13. The Provincial Director, Local Fund Audit, Punjab, Lahore

SUBJECT: REVISION OF BASIC PAY SCALES, ALLOWANCES. AND PENSION 2005 OF CIVIL EMPLOYEES OF PUNJAB GOVERNMENT (BPS-1 TO 22)

Sir,

I am directed to state that the Governor of the Punjab has been pleased to sanction the revision of Basic Pay Scales, Allowances and Pension - 2005 for civil employees of the Government of the Punjab in BPS-1 to BPS-22, with effect from 01-07-2005, as detailed below:

PARTI: BASIC PAY SCALES

2. Basic Pay Scales:
The revised Basic Pay Scales, 2005 shall replace the existing Basic Pay Scales, 2001 as shown in the Annexure.

3. Fixation of Pay of the Existing Employees:
i. The basic pay of an employee in service on 30.6.2005 shall be fixed in the revised Basic Pay Scale on point-to-point basis i.e. at the stage corresponding to that occupied by him above the minimum of 2001 Basic Pay Scales.
ii. The corresponding stage for fixation of basic pay in the aforesaid manner in respect of an employee whose pay was fixed beyond the maximum of the relevant scale as a result of discontinuation of move over policy under the 2001 Basic Pay Scales scheme shall be determined on notional extension basis i.e. by treating the amount of personal pay drawn by him on 30th June, 2005, as part of his basic pay scale and the amount beyond the maximum of the prescribed stage in the revised Basic Pay Scales, shall be allowed as personal pay.

4. Annual Increment:

Annual increment shall continue to be admissible subject to the existing conditions, on 1st of December each year. However, the first annual increment of existing employees in Basic Pay Scales, in which their pay is fixed on 01-07-2005, shall accrue on the 1st December 2005.

PART-II: ALLOWANCES

5. Special Additional Allowance:

Special Additional Allowance shall continue to be admissible at frozen level on existing conditions.

6. Special Relief Allowance and Adhoc Relief:

Special Relief Allowance and Adhoc Relief sanctioned with effect from 1.7.2003 and 1.7.2004 respectively shall, stand frozen at the level of their admissibility as on 30.6.2005 and the amount shall continue to be admissible to the entitled recipients till further orders but it will cease to be admissible to new entrants joining Government service on or after 1.7.2005 as well as to those employees to whom it was ceased to be admissible under the existing conditions.

7. House Rent Allowance:

House Rent Allowance shall be admissible with reference to the revised Basic Pay Scales, 2005 subject to the existing conditions.

8. Medical Allowance:

Medical Allowance shall be admissible Rs.425/- p.m. subject to the existing conditions.

9. Conveyance Allowance:

a) Conveyance Allowance shall be admissible on revised rates as follows:

<table>
<thead>
<tr>
<th>BPS</th>
<th>RATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-4</td>
<td>Rs. 340/- pm</td>
</tr>
<tr>
<td>5-10</td>
<td>Rs. 460/- pm</td>
</tr>
<tr>
<td>11-15</td>
<td>Rs. 680/-pm</td>
</tr>
<tr>
<td>16-20</td>
<td>Rs.1240/- pm</td>
</tr>
</tbody>
</table>

b) Conveyance Allowance @ Rs.1240/- per month shall also be admissible to those BPS-21 & 22 officers who are not sanctioned official vehicle.
10. Other Special Pays/Special Allowances:

The rates of Special Pays and Special Allowances shall be revised as detailed below:

i) Entertainment Allowance:

<table>
<thead>
<tr>
<th>BPS</th>
<th>Existing</th>
<th>Revised</th>
</tr>
</thead>
<tbody>
<tr>
<td>19</td>
<td>Nil</td>
<td>Rs.500/- pm</td>
</tr>
<tr>
<td>20</td>
<td>Rs.480/- pm</td>
<td>Rs.600/- pm</td>
</tr>
<tr>
<td>21</td>
<td>Rs.525/- pm</td>
<td>Rs.700/- pm</td>
</tr>
<tr>
<td>22</td>
<td>Rs.725/- pm</td>
<td>Rs.975/- pm</td>
</tr>
</tbody>
</table>

ii) Daily Allowance:

<table>
<thead>
<tr>
<th>BPS</th>
<th>Existing</th>
<th>Revised</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Ordinary</td>
<td>Special</td>
</tr>
<tr>
<td></td>
<td>Ordinary</td>
<td>Special</td>
</tr>
<tr>
<td>1-4</td>
<td>80/-</td>
<td>110/-</td>
</tr>
<tr>
<td>5-11</td>
<td>100/-</td>
<td>120/-</td>
</tr>
<tr>
<td>12-16</td>
<td>180/-</td>
<td>200/-</td>
</tr>
<tr>
<td>17-18</td>
<td>320/-</td>
<td>350/-</td>
</tr>
<tr>
<td>19-20</td>
<td>400/-</td>
<td>450/-</td>
</tr>
<tr>
<td>21-22</td>
<td>450/-</td>
<td>550/-</td>
</tr>
</tbody>
</table>

Special rates shall also be allowed at Muzaffarabad & Mirpur AJ&K in addition to those places at which special rates are already admissible.

iii) Transportation/Mileage Allowance:

<table>
<thead>
<tr>
<th>Transportation</th>
<th>Existing</th>
<th>Revised</th>
</tr>
</thead>
<tbody>
<tr>
<td>i) Motor Car</td>
<td>Rs.1.20/- per k.m.</td>
<td>Rs.2/- per k.m.</td>
</tr>
<tr>
<td>ii) Motor Cycle /Scooter</td>
<td>Rs.0.40/- per k.m.</td>
<td>Rs.1/- per k.m.</td>
</tr>
</tbody>
</table>

Mileage Allowance

<table>
<thead>
<tr>
<th>Mileage Allowance</th>
<th>Existing</th>
<th>Revised</th>
</tr>
</thead>
<tbody>
<tr>
<td>i) Personal Car/Taxi</td>
<td>Rs.3/- per km.</td>
<td>Rs.5/- per km.</td>
</tr>
<tr>
<td>ii) Motor Cycle/ Scooter</td>
<td>Rs.1/- per km.</td>
<td>Rs.2/- per km.</td>
</tr>
<tr>
<td>iii) Bicycle/Animal back/foot</td>
<td>Rs.0.75/- per km.</td>
<td>Rs.1/- per km.</td>
</tr>
<tr>
<td>iv) Public Transport</td>
<td>Rs.0.3/- per km (BPS-6 &amp; below)</td>
<td>Rs.1/- per km (BPS-7 &amp; above).</td>
</tr>
<tr>
<td>Govt. servants in BPS-17 and those in receipt of pay of Rs.5400 &amp; above</td>
<td>Govt. servants in BPS-17 &amp; above</td>
<td></td>
</tr>
</tbody>
</table>
### Carriage of Personal/ Effects on transfer/ Recruitment

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate 1</th>
<th>Rate 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paisa 0.148 per km per kg (or 2.96 paisa per km per unit of 20 kg.)</td>
<td>Rs.0.008 per km per kg</td>
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</table>

### iv. Qualification Pay:

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Existing</th>
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</thead>
<tbody>
<tr>
<td>i) SAS Accountant</td>
<td>Rs.200/- pm</td>
<td>Rs. 400/- pm</td>
</tr>
<tr>
<td>ii) Part-III (ICMA/ ICWA)</td>
<td>Nil</td>
<td>Rs! 400/- pm</td>
</tr>
<tr>
<td>iii) ICMA/ICWA</td>
<td>Nil</td>
<td>Rs.1200/- pm</td>
</tr>
<tr>
<td>iv) Chartered Accountant</td>
<td>Nil</td>
<td>Rs.1300/pm</td>
</tr>
<tr>
<td>v) Staff College/ NDC</td>
<td>Rs.750/- pm</td>
<td>Rs.1000/- pm</td>
</tr>
<tr>
<td>vi) Advanced Course in NIPA</td>
<td>Rs.200/- pm</td>
<td>Rs. 500/- pm</td>
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</tbody>
</table>

### v. Senior Post Allowance:

<table>
<thead>
<tr>
<th>BPS</th>
<th>Existing</th>
<th>Revised</th>
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</thead>
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<tr>
<td>20</td>
<td>Rs.850/- pm</td>
<td>Rs.1100/- pm</td>
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<td>21</td>
<td>Rs.925/- pm</td>
<td>Rs.1200/- pm</td>
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<tr>
<td>22</td>
<td>Rs.1200/- pm</td>
<td>Rs.1600/- pm</td>
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### vi. Deputation/ Addl. Charge Allowance:

<table>
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<th>Allowance</th>
<th>Existing</th>
<th>Revised</th>
</tr>
</thead>
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<tr>
<td>Deputation Allowance</td>
<td>@ 20% of the minimum of the pay scale of the deputationist irrespective of the pay scale of the post against which he is working on deputation</td>
<td>@ 20% of the Basic Pay subject to maximum of Rs. 6000/- pm</td>
</tr>
<tr>
<td>Additional Charge Allowance</td>
<td>@20% of basic pay upto a maximum of Rs. 1100/- pm</td>
<td>@ 20% of the Basic pay subject to maximum of Rs. 6000/- pm</td>
</tr>
</tbody>
</table>

### vii. Uniform Allowance

<table>
<thead>
<tr>
<th>Uniform Allowance</th>
<th>Existing</th>
<th>Revised</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nurses up to BS-16</td>
<td>Rs. 150/- pm</td>
<td>Rs. 300/- pm</td>
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</table>

### viii. PSP Uniform Allowance:

<table>
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<th>Uniform Allowance</th>
<th>Existing</th>
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</thead>
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<tr>
<td></td>
<td>Rs. 250/- pm</td>
<td>Rs. 1200/- pm</td>
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ix. Special Pay to PSs/ Pas:

<table>
<thead>
<tr>
<th>Private Secretaries to Ministers/ Chief Secretary/ Chairman, P&amp;D Board/ ACS:</th>
<th>Existing</th>
<th>Revised</th>
</tr>
</thead>
<tbody>
<tr>
<td>i. From the Cadre of Private Secretaries in BS-16</td>
<td>Rs. 300/- pm</td>
<td>Rs. 400/- pm</td>
</tr>
<tr>
<td>ii. From other sources in BS-17</td>
<td>Rs. 375/- pm</td>
<td>Rs. 500/- pm</td>
</tr>
<tr>
<td>Private Secretaries to Secretaries</td>
<td>Rs. 225/- pm</td>
<td>Rs. 300/- pm</td>
</tr>
<tr>
<td>Pas to Ministers</td>
<td>Rs. 150/- pm</td>
<td>Rs. 200/- pm</td>
</tr>
<tr>
<td>Pas to Chief Secretary/ ACS/ Secretaries/ Addl. Secretaries</td>
<td>Rs. 120/- pm</td>
<td>Rs. 160/- pm</td>
</tr>
</tbody>
</table>

x. Instructional Allowance

<table>
<thead>
<tr>
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<th>Revised</th>
</tr>
</thead>
<tbody>
<tr>
<td>20% of the Basic Pay subject to maximum of Rs. 2000/- per month</td>
<td>i. 20% of the Basic pay subject to the maximum of Rs. 5000/- per month to those instructions imparting in service training to the officers in BPS-17 and above ho are already in receipt of this allowance.</td>
</tr>
<tr>
<td>ii. 20% of the Basic Pay subject to the maximum of Rs. 3000/- pm to those instructors imparting in service training to the employees up to BS-16, who are already in receipt of this allowance.</td>
<td></td>
</tr>
</tbody>
</table>

xi. Washing Allowance for Police Force

<table>
<thead>
<tr>
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<th>Revised</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rs. 50/- pm</td>
<td>Rs. 100/- pm</td>
</tr>
</tbody>
</table>

The Integrated Allowance @ Rs.150/- pm shall be admissible to Naib Qasids, Qasids, Daftaries, Farashes, Chowkidars, Sweepers and Sweepresses, w.e.f. 1.7.2005. The Washing Allowance and Dress Allowance admissible to Naib Qasids, Farashes, Chowkidars, Sweepers and Sweepresses shall stand abolished under this scheme.

11. The following allowances in respect of civil employees shall stand abolished under this scheme:

<table>
<thead>
<tr>
<th>Name of Allowance</th>
<th>Present Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>i. Cash Handling Allowance</td>
<td>Rs.25/- to Rs.75/- pm.</td>
</tr>
<tr>
<td>ii. Telecom Allowance</td>
<td>Rs.150/-pm.</td>
</tr>
<tr>
<td>iii. Copier/Photo stat Allowance</td>
<td>Rs.50/- pm.</td>
</tr>
</tbody>
</table>
PART-III: PENSION

12. Commutation shall be admissible up to a maximum of 35% of Gross Pension, at the option of the pensioner. Admissibility of monthly pension shall be increased from the existing 60% to 65% of Gross Pension.

13. An increase @ 10% shall be allowed on the amount of pension being drawn by the existing pensioners as well as to those civil employees who would draw pension under the revised Basic Pay Scales, 2005.

14. The increases allowed on pension @ 15% and 8% w.e.f. 1.7.2003 and 1.7.2004 respectively shall not be admissible to the civil employees who would draw pension under the revised Basic Pay Scales, 2005.

Option:

15. a) All the existing civil employees (BS-1 to 22) of the provincial government shall, within 60-days from the date of issue of this notification, exercise an option in writing and communicate it to the Accountant General Punjab/District Accounts Office/DDO concerned, as the case may be either to continue to draw salary in the existing Basic Pay scales, in which he is already drawing or in the revised Basic Pay Scales, and pension/commutation scheme, 2005 as specified in this notification. Option once exercised shall be final.

b) An existing employee as aforesaid, who does not exercise and communicate such an option within the specified time limit, shall be deemed to have opted for the revised Basic Pay Scales - 2005.

16. All existing rules/orders on the subject shall be deemed to have been modified to the extent indicated above. All existing rules/orders not so modified shall continue to be in force under this scheme.

Anomalies:

17. An Anomaly Committee shall be set up in the Finance Department (Regulations Wing) to resolve the anomalies if any, arising in the implementation of the revised Basic Pay Scales-2005.

Your obedient servant.

(RUKHSANA NADEEM BHUTTA)
DEPUTY SECRETARY (PC)

NO. & DATE EVEN
A copy is forwarded for information and necessary action to:-
1. The Accountant General, Punjab, Lahore.
2. All District Accounts Officers in the Punjab.

(TARIQ MUHAMMAD MIRZA)
SECTION OFFICER (PC)
NO. & DATE EVEN
A copy is forwarded for information to:-
1. Finance Secretary, Government of Sindh, Karachi.
2. Finance Secretary, Government of NWFP, Peshawar.
3. Finance Secretary, Government of Balochistan, Quetta.
5. Regulation Wing, Finance Division, Government of Pakistan, Islamabad.

(TARIQ MUHAMMAD MIRZA)
SECTION OFFICER (PC)

ANNEXURE TO FINANCE DEPARTMENT'S NOTIFICATION NO. FD.PC.2-1/2005,
DATED: 16-07-2005

<table>
<thead>
<tr>
<th>EPS</th>
<th>Existing Pay Scales - 2001</th>
<th>Revised Pay Scales - 2005</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Incr</td>
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<tr>
<td>1</td>
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<td>3</td>
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<td>75</td>
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<td>2040</td>
<td>85</td>
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<td>5</td>
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<td>6</td>
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<td>8</td>
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<tr>
<td>EPS</td>
<td>Min</td>
<td>Incr</td>
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<tr>
<td>-----</td>
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</tr>
<tr>
<td>9</td>
<td>2410</td>
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<td>10</td>
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<tr>
<td>18</td>
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<tr>
<td>19</td>
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<tr>
<td>20</td>
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<td>950;</td>
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<tr>
<td>21</td>
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</tr>
<tr>
<td>22</td>
<td>17440</td>
<td>1250</td>
</tr>
</tbody>
</table>
CIDA

CPBEP A-030979
BUILDING KNOWLEDGE RESOURCES FOR QUALITY EDUCATION

POINT-TO-POINT PAY SCALES FROM 01-07-2005 OF GOVERNMENT OF EMPLOYEES

SEMIOTICS

Districts Education Management Handbook

69
LOCAL EXECUTING AGENCY


<table>
<thead>
<tr>
<th>CID</th>
<th>CPBEP A-030979</th>
</tr>
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**BUILDING KNOWLEDGE RESOURCES FOR QUALITY EDUCATION**

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<td>8</td>
<td>9375.00</td>
</tr>
</tbody>
</table>

*Districts Education Management Handbook*
From
Mr. Sohail Ahmad
Finance Secretary

To
1. All Administrative Secretaries to Government of the Punjab.
2. The Principal Secretary to Governor, Punjab, Lahore.
3. The Military Secretary to Governor, Punjab, Lahore.
4. The Principal Secretary to Chief Minister, Punjab, Lahore.
5. All Heads of Attached Departments in the Punjab.
6. All District Nazims in the Punjab.
7. All District Co-ordination Officers in the Punjab.
8. The Secretary, Provincial Assembly, Punjab, Lahore.
9. The Secretary, Punjab Public Service Commission, Lahore.
10. The Registrar, Lahore High Court, Lahore.
11. All District and Sessions Judges in the Punjab.
12. The Director General, Audit & Accounts (Works), Lahore.
13. The Director General, Audit, Punjab, Lahore.

SUBJECT: REVISION OF BASIC PAY SCALES AND ALLOWANCES-2007 OF CIVIL EMPLOYEES OF PUNJAB GOVERNMENT (BS-1 TO 22)

Sir,

I am directed to state that the Governor of the Punjab has been pleased to sanction Revision of Basic Pay Scales and Allowances for civil employees of the Government of the Punjab in BPS-1 to BPS-22, with effect from 1.7.2007, as detailed below:

PART-I - BASIC PAY SCALES

Basic Pay Scales

The revised Basic Pay Scales, 2007 -hall replace the existing Basic Pay Scales, 2005 as shown in the Annexure to this notification.

Fixation of Pay of the Existing Civil Servants

i. The basic pay of an employee in service as on 30-06-2007 shall be fixed in the Revised Basic Pay Scale on point to point basis i.e. at the stage corresponding to that occupied by him above the minimum of Basic Pay Scales, 2005.

ii. In case of Personal Pay being drawn by an employee as part of his basic pay beyond the maximum of his scale on 30-06-2007, he will continue to draw such pay in the Revised Basic Pay Scales, 2007 at the revised rates.
c. Fixation of pay of the Existing Contract Employees:

i. Contract employees whose appointments have been made in the prescribed pay scales of the posts and are drawing salary in the Basic Pay Scales, 2005, their pay shall be fixed in the Revised Basic Pay Scales, 2007 with effect from 01-07-2007 in the prescribed manner.

ii. An increase at the rate of 15% on initial of the pay shall be allowed to the contractual appointees as “Special Allowance” who are in receipt of pay package slightly higher than the standard pay package prescribed under the contract Appointment Policy dated 29-12-2004.

iii. Contract employees who have been allowed Special Pay Package with lucrative pay (i.e. pay considerably higher than the pay scale of the post including Special House Rent Allowance/ Utility charges etc) shall continue to be governed by the existing terms and conditions as laid down in the document of their contract appointment.

d. Annual Increment

Annual increment shall continue to be admissible subject to the existing conditions, on 1st of December each year. However, the first annual increment of existing employees in basic pay scales, in which their pay is fixed on 01-07-2007, shall accrue on 1st December 2007.

PART-II- ALLOWANCES

e. Special Additional Allowance, Special Relief Allowance and Ad-hoc Relief

The Special Additional Allowance, Special Relief Allowance and Ad-hoc Relief shall continue to be admissible at frozen level on existing conditions.

f. Dearness Allowance

Dearness Allowance @ 15% sanctioned w.e.f. 1-7-2006 shall stand frozen at the level of its admissibility as on 30.6.2007 and the amount shall continue to be admissible to the entitled recipients until further orders but it will not be admissible to new entrants joining Government service on or after 01-07-2007.

2. All existing rules/orders on the subject shall be deemed to have been modified to the extent indicated above. All existing rules/orders not so modified shall continue to be in force under this scheme.

Your obedient servant,

(Rukhsana Nadeem Bhutta)
Deputy Secretary (PC)

No. & Date Even

A copy is forwarded for information and necessary action to:

1. The Accountant General, Punjab, Lahore
2. All District Accounts Officers/ Treasury Officers in the Punjab

(Tariq Muhammad Mirza)
Section Officer (PC)
No. & Date Even

A copy is forwarded for information to:
1. Finance Secretary, Government of Sindh, Karachi
2. Finance Secretary, Government of NWFP, Peshawar.
3. Finance Secretary, Government of Balochistan, Quetta.
5. Regulation Wing, Finance Division, Government of Pakistan, Islamabad

(Tariq Muhammad Mirza)
Section Officer (PC)
## ANNEXURE

ANNEXURE TO FINANCE DEPARTMENT’S NOTIFICATION

<table>
<thead>
<tr>
<th>BPS</th>
<th>Min</th>
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<td>10600</td>
<td>10500</td>
<td>10400</td>
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</tr>
</tbody>
</table>

The governor of the Punjab has been pleased to approve the following structure for uplift and upward mobility of Secondary school Teachers (Male & Female) in Punjab w.e.f. 01-09-2007 as per ratio given below:

<table>
<thead>
<tr>
<th>Category of Teachers</th>
<th>Initial Level</th>
<th>Level -I</th>
<th>Level-II</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Pay Scale</td>
<td>Ratio of</td>
<td>Pay Scale</td>
</tr>
<tr>
<td></td>
<td></td>
<td>posts</td>
<td></td>
</tr>
<tr>
<td>Secondary School Teachers (SST)</td>
<td>Bs-16</td>
<td>50%</td>
<td>BS-17</td>
</tr>
</tbody>
</table>

2. The award of higher scales will be subject to the following conditions:

   (i) The higher scales will be allowed on the recommendations of the District Selection Committee on the basis of satisfactory performance of the teachers during the last 3 years provided that no regular enquiry is pending against the incumbents.

   (ii) The total number of posts for each level of higher scale/ upward mobility will be fixed by the respective EDOs (Education) on the basis of working strength of teachers as on 01-09-2007 and shall be notified by him.

   (iii) The number of posts at each level of higher scale worked out on the prescribed ratio approved under this notification shall automatically stand upgraded.

   (iv) The seniority list shall be maintained at district level strictly on the basis of the date of regular appointment as per rules presently in vogue.

   (v) The orders for the award of higher scales shall be issued by the respective appointing authorities on the recommendations of District Selection committee.

   (vi) The award of their grade will be considered as personal scale to the incumbents. No premature increment will be admissible at the time of pay fixation in higher grade.

   (vii) The teachers will continue to hold the same posts on award of next scale. However placement in the next higher scale will be differentiated with level-12 and Level-II teachers.

   (viii) The award of higher scale shall not exceed from the number of posts notified by the EDO (Edu) for each level within the District.

   (ix) The inter-se seniority of teachers in their respective category shall remain intact and the incumbents shall move from one step to higher and then next higher with reference to their inter seniority.

   (x) The award of higher scales under this scheme will not create any right to claim higher posts. The appointment/promotion against higher posts against in-service quota shall remain intact under the existing rules/instructions already in practice.

3. Necessary amendments in the Recruitment Rules/ criteria will be carried out by the respective authorities wherever required.
No. & Date Even

A copy for information and necessary action to:
1. The Accountant General Punjab, Lahore
2. All District Accountants Officer in the Punjab

SECTION OFFICER (PC)
FINANCE DEPARTMENT

No. & Date Even

A copy is forwarded for information and necessary action to:
1. The Principal Secretary to Governor Punjab, Lahore
2. The Principal Secretary to the Chief Minister Punjab, Lahore
3. The PS to Chief Secretary, Govt. of the Punjab
4. The PS to the Minister of Education, Punjab, Lahore
5. The PS to the Secretary Regulation of S&GAD Punjab, Lahore
6. The PS to Secretary Education, Govt. of the Punjab
7. The PS to Special secretory (School) Govt. of the Punjab
8. The DPI (SE/EE) Punjab, Lahore
9. The Programme Director PMIU, PESRP, Lahore
10. The Programme Director DSD, Lahore
11. All Zila Nazims in the Punjab
12. All District coordination Officers in the Punjab
13. All EDOs (Education) in the Punjab
14. All District Education Officers (SE/EE M&W) in the Punjab
15. All the Deputy DEOs (EE) (Male & Female) in the Punjab
16. The Section Officer (PC), Govt. of the Punjab, Finance Department

UNDER SECRETARY (S-III)

GOVERNMENT OF THE PUNJAB
EDUCATION DEPARTMENT
(SCHOOLS WING)

Dated Lahore, the 24th September, 2007

NOTIFICATION

No. SO(S-III)-2-16/2007. The Governor of the Punjab has been pleased to sanction one special increment to the existing school teachers from primary to higher level working in the educational institutions as well as working against administrative posts in School Education Department in their respective pay scales w.e.f. 01-12-2007. The special increment will be in addition to the normal annual increment.

SPECIAL SECRETARY (SCHOOLS)
No. & Date Even

A copy for information and necessary action to:
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SECTION OFFICER (PC)
FINANCE DEPARTMENT

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16. The Section Officer (PC), Govt. of the Punjab, Finance Department

UNDER SECRETARY (S-III)

GOVERNMENT OF THE PUNJAB
EDUCATION DEPARTMENT
(SCHOOLS WING)
Dated Lahore, the 24th September, 2007

NOTIFICATION

No. SO(S-III)-2-16/2007. The Governor of the Punjab has been pleased to enhance the rates of Charge Allowance of Head Teachers w.e.f. 01-09-2007 as detailed below:

<table>
<thead>
<tr>
<th>Sr.</th>
<th>Category of Head Teacher</th>
<th>Revised Rate of Charge Allowance per month</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Head Teacher (Senior most PST of Primary School (M&amp;F))</td>
<td>Rs. 250/-</td>
</tr>
<tr>
<td></td>
<td>Headmasters/ Headmistress of Elementary Schools (M&amp;F)</td>
<td>Rs. 350/-</td>
</tr>
<tr>
<td>---</td>
<td>-----------------------------------------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>2.</td>
<td>Headmaster/ Headmistress, Senior Headmaster/ Senior Headmistress of Govt. High Schools, Central Model Schools &amp; Principal, Govt. Comprehensive School (Male &amp; Female)/ Technical High School</td>
<td>Rs. 600/-</td>
</tr>
<tr>
<td>3.</td>
<td>Principal of Higher Secondary Schools and Principal GCETs (M&amp;F)</td>
<td>Rs. 750/-</td>
</tr>
</tbody>
</table>

2. All previous notification in this regard may be deemed modified to that extent accordingly.

**SPECIAL SECRETARY (SCHOOLS)**

No. & Date Even

A copy for information and necessary action to:

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2. All District Accountants Officer in the Punjab

**SECTION OFFICER (PC)**
**FINANCE DEPARTMENT**

No. & Date Even

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6. The PS to Secretary Education, Govt. of the Punjab
7. The PS to Special secretary (School) Govt. of the Punjab
8. The DPI (SE/EE) Punjab, Lahore
9. The Programme Director PMIU, PESRP, Lahore
10. The Programme Director DSD, Lahore
11. All Zila Nazims in the Punjab
12. All District coordination Officers in the Punjab
13. All EDOs (Education) in the Punjab
14. All District Education Officers (SE/EE M&W) in the Punjab
15. All the Deputy DEOs (EE) (Male & Female) in the Punjab
16. The Section Officer (PC), Govt. of the Punjab, Finance Department

**UNDER SECRETARY (S-III)**
NOTIFICATION

No. S.O (S-III)-2-16/2007. The Governor of the Punjab has been pleased to approve the following structure for uplift and upward mobility of School Teachers of Elementary School Teachers (Est English) (Male & Female) in Punjab w.e.f. 01-09-2007 as per ratio given below.

<table>
<thead>
<tr>
<th>Category of Teachers</th>
<th>Initial Level</th>
<th>Level-I</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary school Teachers (English)</td>
<td>BS-14</td>
<td>50% BS-15</td>
</tr>
</tbody>
</table>

2. The nomenclature of Graduate English Teacher is hereby changed as Elementary School Teacher (English).

3. The posts of EST (English) will be shifted from Primary School to Elementary/High/Higher Secondary School along with incumbents with one post, each in the above mentioned institutions. The EDO (Edu) of the concerned district will issue the orders of shifting of posts along with incumbents immediately.

4. The award of higher scales will be subject to the following conditions:-

   (i) The higher scales will be allowed on the recommendations of the District Selection Committee on the basis of satisfactory performance of the teachers during the last 3-years provided that no regular enquiry is pending against the incumbents.

   (ii) The total number of posts for each level of higher scale / upward mobility will be fixed by the respective EDOs (Education) on the basis of working strength of teachers as 01-09-2007 and shall be notified by him.

   (iii) The number of posts at each level", of higher scale worked out on the prescribed ratio approved under this notification shall automatically stand-up-graded.

   (iv) The seniority list shall be maintained at district level strictly on the basis of the date of regular appointment as per rules presently in vogue.

   (v) The orders for the award of higher scales shall be issued by the respective appointing authorities on the recommendations of District Selection Committee.

   (vi) The award of higher grade will be considered as personal scale to the incumbents. No premature increment will be admissible at the time of pay fixation in the higher grade.

   (vii) The teachers will continue to hold the same posts on award of next scale. However, placement in the next higher scale will be differentiated with Level-I

   (viii) The award of higher scale shall not exceed from the number of posts notified by the EDO (Edu) for each level within District.

   (ix) The award of higher scales under this scheme will not create any right to claim higher post. The appointment/ promotion against higher posts against in-service quota shall remain intact under the existing rules/ instructions already in practice.
4. Necessary amendments in the Recruitment Rules/ Criteria will be carried out by the respective authorities wherever required.

SPECIAL SECRETARY (SCHOOLS)

No. & Date Even

A copy for information and necessary action to:
1. The Accountant General Punjab, Lahore
2. All District Accountants Officer in the Punjab

SECTION OFFICER (PC)
FINANCE DEPARTMENT

No. & Date Even

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7. The PS to Special secretary (School) Govt. of the Punjab
8. The DPI (SE/EE) Punjab, Lahore
9. The Programme Director PMIU, PESRP, Lahore
10. The Programme Director DSD, Lahore
11. All Zila Nazims in the Punjab
12. All District coordination Officers in the Punjab
13. All EDOs (Education) in the Punjab
14. All District Education Officers (SE/EE M&W) in the Punjab
15. All the Deputy DEOs (EE) (Male & Female) in the Punjab
16. The Section Officer (PC), Govt. of the Punjab, Finance Department

UNDER SECRETARY (S-III)

GOVERNMENT OF THE PUNJAB
EDUCATION DEPARTMENT
(SCHOOLS WING)

Dated Lahore, the 24th September, 2007
NOTIFICATION

No.S.O (S-III)-2-16/2007. The Governor of the Punjab has been pleased to approve the following structure for uplift and upward mobility of Primary School Teachers (Male & Female) in Punjab w.e.f. 01.09.2007 as per ratio given below:-.

STRUCTURE FOR UPWARD MOBILITY

<table>
<thead>
<tr>
<th>Category of Teachers</th>
<th>Initial Level</th>
<th>Level-I</th>
<th>Level- II</th>
<th>Level -III</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Pay Scale</td>
<td>Ratio of</td>
<td>Pay Scale</td>
<td>Ratio of</td>
</tr>
<tr>
<td></td>
<td>posts</td>
<td>posts</td>
<td>posts</td>
<td>posts</td>
</tr>
<tr>
<td>Primary School Teachers</td>
<td>BS-07</td>
<td>50%</td>
<td>BS-09</td>
<td>34%</td>
</tr>
</tbody>
</table>

2. The nomenclature of PTC Teacher is hereby changed as Primary School Teacher (PST).

3. The award of higher scales will be subject to the following conditions:-

   (i) The higher Scales will be allowed on the recommendations of the District Selection Committee on the basis of satisfactory performance of the teachers during the last 3-years provided that no regular enquiry is pending against the incumbents.

   (ii) The total number of posts for each level of higher scale / upward mobility will be fixed by the respective EDOs (Education) on the basis of working strength of teachers as on 01-9-2007 and shall be notified by him. The posts of working Learning Coordinators will be added in the working strength of PSTs in the respective tehsil.

   (iii) The number of posts at each level of higher scale worked out on the prescribed ratio approved under this notification shall automatically stand up-graded.

   (iv) The seniority list shall be maintained strictly on the basis of the date of regular appointment as per rules presently in vogue. The seniority list of PSTs shall be maintained at Tehsil level.

   (v) The orders for the award of higher scales shall be issued by the respective appointing authorities on the recommendations of District Selection Committee.

   (vi) The award of higher grade will be considered as personal scale to the incumbents. No premature increment will be admissible at the time of pay fixation in the higher grade.

   (vii) The teachers will continue to hold the same posts on award of next scale. However, placement in the next higher scale will be differentiated with Level-I, Level-II and Level-III teachers.

   (viii) The award of higher scale shall not exceed from the number of posts notified by the EDO (Edu) for each level within Tehsil.

   (ix) The existing benefit of award of higher scale on the basis of higher qualification to the teachers admissible under any notification or order shall remain intact and shall not be affected by this scheme. However such award of higher scale shall be personal to the teacher having no effect on the seniority.

   (x) The timer seniority of teachers shall remain intact and the incumbents shall move from one step to higher and then next higher with reference to their interest seniority.
(xi) The designation of Learning Coordinator is hereby changed, as PST. The existing Learning Coordinator having BS-II on regular basis will be adjusted in level-11 (BS-11) above the PSTs. The Learning Coordinators working on their own pay and grade will be placed in initial level in order of their date of appointment as PST.

(xii) The award of higher scales under this scheme will not create any right to claim higher post. The appointment/promotion against higher posts against in-service quota shall remain intact under the existing, rules/instructions already in practice.

(xiii) Existing pay scales availed by the teachers on the basis of higher qualification or by any other means will not be affected by this scheme and their scales will remain protected. However award of higher scales / movement from one level to higher level shall be on the basis of seniority.

Example:– If a primary teacher is drawing pay in BS-9 by virtue of F.A (2nd Division) qualification but he is not entitled to the award of BS-9 at level-II on the basis of seniority. He will remain in initial level but will continue to draw his pay in BS-9.

4. Necessary amendments in the Recruitment Rules/Criteria will be carried out by the respective authorities wherever required.

SPECIAL SECRETARY (SCHOOLS)

No. & Date Even

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6. The PS to Secretary Education, Govt. of the Punjab
7. The PS to Special secretary (School) Govt. of the Punjab
8. The DPI (SE/EE) Punjab, Lahore
9. The Programme Director PMIU, PESRP, Lahore
10. The Programme Director DSD, Lahore
11. All Zila Nazims in the Punjab
12. All District coordination Officers in the Punjab
13. All EDOs (Education) in the Punjab
14. All District Education Officers (SE/EE M&W) in the Punjab
15. All the Deputy DEOs (EE) (Male & Female) in the Punjab
16. The Section Officer (PC), Govt. of the Punjab, Finance Department

UNDER SECRETARY (S-III)

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GOVERNMENT OF THE PUNJAB
EDUCATION DEPARTMENT
(SCHOOLS WING)

Dated Lahore, the 24th September, 2007

NOTIFICATION

SO (SE-JH)-2-16/2007. The Governor of the Punjab has been pleased to approve the scheme to offer new contract to the Senior Science Math Teachers (SSMTs) and Junior Science Math Teachers (JSMTs) after expiry of their contract on 31-12-2007 as Educators which will be operative w.e.f. 01-01-2008 on the following conditions:-

a) Senior Science Math Teacher (SSMTs) (MS-16)

(i) SSMTs having the qualification of M.Sc in Physics, Chemistry, Bio or Maths will be adjusted as SSE (SC) while the other master degree holders will be adjusted as SSE (Arts)
(ii) SSMTs having the qualification of B.Sc will be adjusted as SESE (Sc) while the BA degree holders will be adjusted as SESE (Arts). Their posts shall stand down graded in BS-14.
(iii) The contract of SSMTs not falling in category (i) and (ii) above will be extended for the period of three years as SSMT during which they will have to acquire the requisite qualification for category (i) or (ii) above.

b) Junior Science Math Teachers (JSMTs) (BS-14)

(i) JSMTs having the qualification of M.Sc in Physics, Chemistry, Bio or Maths will be adjusted as SSE(Sc) while the other Master degree holders will be adjusted as SSE (Arts). Their present posts shall stand up-graded to BS-16.
(ii) JSMTs having the qualification of B.Sc will be adjusted as SESE (Sc) while B.A degree holders will be adjusted as SESEs (Arts).
(iii) The contract of JSMTs not falling in category (i) and (ii) above will be extended for the period of three years as JSMT during which they will have to acquire the requisite qualification for category (i) or (ii) above.
2. Their pay in their respective pay scales will be regulated as per Para XIII-(i), a, b, c & d of S&GAD Notification No. DS (O&M)5-3/2004/Contract/M&F) dated 29.12.2004.

**Pay fixation**

Their pay will be fixed presumptively, in the relevant pay scale on initial stage w.e.f. their date of appointment and then by adding periodical increments on notional basis upto 01-09-2007. The changes in the pay revision Rules from time to time will be kept in view while fixing the pay accordingly. No arrears prior to 1-9-2007 will be admissible.

<table>
<thead>
<tr>
<th>Presumptive Pay of SSMT in BS-16 on the date of appointment (if appointed on 05-09-1999)</th>
<th>01-12-2000</th>
<th>01-12-2001</th>
<th>01-12-2001 (Revision of Pay Scales)</th>
<th>01-12-2002</th>
<th>01-01-2003</th>
<th>01-12-2004</th>
<th>01-07-2005 (Revision of Pay scales)</th>
<th>01-12-2005</th>
<th>01-12-2006</th>
<th>01-07-2007 (Revision of Pay)</th>
<th>01-09-2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>2535</td>
<td>2732</td>
<td>2929</td>
<td>4395</td>
<td>4690</td>
<td>4985</td>
<td>5280</td>
<td>6075</td>
<td>6415</td>
<td>6755</td>
<td>7780</td>
<td>7780</td>
</tr>
</tbody>
</table>

**SPECIAL SECRETARY (SCHOOLS)**

A copy for information and necessary action to:

1. The Accountant General Punjab, Lahore
2. All District Accountants Officer in the Punjab

**SECTION OFFICER (PC)**
**FINANCE DEPARTMENT**

A copy is forwarded for information and necessary action to:

1. The Principal Secretary to Governor Punjab, Lahore
2. The Principal Secretary to the Chief Minister Punjab, Lahore
3. The PS to Chief Secretary, Govt. of the Punjab
4. The PS to the Minister of Education, Punjab, Lahore
5. The PS to the Secretary Regulation of S&GAD Punjab, Lahore
6. The PS to Secretary Education, Govt. of the Punjab
7. The PS to Special secretary (School) Govt. of the Punjab
8. The DPI (SE/EE) Punjab, Lahore
9. The Programme Director PMIU, PESRP, Lahore
10. The Programme Director DSD, Lahore
11. All Zila Nazims in the Punjab
12. All District coordination Officers in the Punjab
13. All EDOs (Education) in the Punjab
14. All District Education Officers (SE/EE M&W) in the Punjab
NOTIFICATION

No. SO(S-III)-2-16/2007. The Governor of the Punjab has been pleased to sanction Mobility Allowance @ Rs. 450/- P.M. w.e.f. 01-09-2007 to all the School Teachers working in schools or against administrative posts who are not provided official vehicles, at the places other than the areas of 9 big cities where conveyance allowance is already admissible.

SPECIAL SECRETARY (SCHOOLS)

A copy for information and necessary action to:
1. The Accountant General Punjab, Lahore
2. All District Accountants Officer in the Punjab

No. & Date Even

A copy is forwarded for information and necessary action to:
1. The Principal Secretary to Governor Punjab, Lahore
2. The Principal Secretary to the Chief Minister Punjab, Lahore
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16. The Section Officer (PC), Govt. of the Punjab, Finance Department

UNDER SECRETARY (S-III)

GOVERNMENT OF THE PUNJAB
EDUCATION DEPARTMENT
(SCHOOL WING)

Dated, Lahore the 24th September, 2007

NOTIFICATION

NO (SE-III)-2-I 6/2007. The Governor of the Punjab has been pleased to approve the conversion of Pay Package into corresponding Pay Scale for all the categories of Educators w.e.f. 01-09-2007 as mentioned below-

a) Pay Package of Elementary School Educators will be converted into BS-09.
b) Pay Package of Senior Elementary School Educators will be converted into BS-14. e) Pay Package of Secondary School Educators will be converted into BS-16.

The pay of Educators in their respective pay scale will be regulated as per Para XIII-(i), a,b,c & d of S&GAD Notification No.DS (O&M)5-3/2004/Contract/M&F) dated 29-12-2004.

Pay fixation

The pay of an Educator will be fixed presumptively in the relevant pay scale on initial stage w.e.f. his date of appointment and then by adding periodical increments on notial basis upto 01-09-2007. The changes in the pay revision Rules from time to time will be kept in view while fixing his pay accordingly. No arrears prior to 01-09-2007 will be admissible.

Example:- (a) The pay of an Elementary School Teacher (ESE) who was appointed on 05.9.2002 will be fixed in BS-09 as under:-

<table>
<thead>
<tr>
<th>Presumptive Pay in BS-09 on the date of appointment of appointed on 05-09-2002</th>
<th>01-12-2002</th>
<th>01-12-2003</th>
<th>01-12-2004</th>
<th>01-12-2005 (Revision of Pay Scales)</th>
<th>01-12-2006</th>
<th>01-07-2007 (Revision of Pay Scales)</th>
<th>01-09-2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>2410</td>
<td>2410</td>
<td>2555</td>
<td>2700</td>
<td>3100</td>
<td>3265</td>
<td>3430</td>
<td>3945</td>
</tr>
</tbody>
</table>
BUILDING KNOWLEDGE RESOURCES FOR QUALITY EDUCATION

SPECIAL SECRETARY (SCHOOLS)

No. & Date Even

A copy for information and necessary action to:

1. The Accountant General Punjab, Lahore
2. All District Accountants Officer in the Punjab

SECTION OFFICER (PC)
FINANCE DEPARTMENT

No. & Date Even

A copy is forwarded for information and necessary action to:

1. The Principal Secretary to Governor Punjab, Lahore
2. The Principal Secretary to the Chief Minister Punjab, Lahore
3. The PS to Chief Secretary, Govt. of the Punjab
4. The PS to the Minister of Education, Punjab, Lahore
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15. All the Deputy DEOs (EE) (Male & Female) in the Punjab
16. The Section Officer (PC), Govt. of the Punjab, Finance Department

UNDER SECRETARY (S-III)
NOTIFICATION.

NO (SE-III)-2-I 6/2007. The Governor of the Punjab has been pleased to enhance the rate of Science Teaching Allowance w.e.f. 01-09-2007 for Science Teachers, teaching science subjects to the Secondary classes from Rs. 200/- P.M. to Rs. 600 PM. Other conditions in this regard will remain the same.

SPECIAL SECRETARY (SCHOOLS)

A copy for information and necessary action to:
1. The Accountant General Punjab, Lahore
2. All District Accountants Officer in the Punjab

SECTION OFFICER (PC)
FINANCE DEPARTMENT

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14. All District Education Officers (SE/EE M&W) in the Punjab
15. All the Deputy DEOs (EE) (Male & Female) in the Punjab
16. The Section Officer (PC), Govt. of the Punjab, Finance Department

UNDER SECRETARY (S-III)
NOTIFICATION

NO (SE-III)-2-I 6/2007. The Governor of the Punjab has been pleased to sanction Qualification Allowance w.e.f. 01-09-2007 on acquiring/possessing higher academic qualification as mentioned below:

<table>
<thead>
<tr>
<th>Category of Teacher</th>
<th>For B.A/B.Sc.</th>
<th>For M.A/M.Sc.</th>
<th>For M.Phil</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary School Teachers</td>
<td>Rs. 400/- P.M.</td>
<td>Rs. 600/- P.M.</td>
<td>Rs. 1200/- P.M.</td>
</tr>
<tr>
<td>Elementary School Teachers (All categories)</td>
<td>--</td>
<td>Rs. 600/- P.M.</td>
<td>Rs. 1200/- P.M.</td>
</tr>
<tr>
<td>Secondary School Teachers (All categories/AEOs)</td>
<td>--</td>
<td>--</td>
<td>Rs. 1200/- P.M.</td>
</tr>
<tr>
<td>Subject Specialist/ Senior Subject specialist/ Headmasters/ Sr HM/ Principal (M&amp;F)</td>
<td>--</td>
<td>--</td>
<td>Rs. 1200/- P.M.</td>
</tr>
</tbody>
</table>

2. The above mentioned allowance will be subject to the following conditions:

i. Qualification allowance for MA/M.Sc will be granted on acquiring the degrees in the following school subject i.e. Urdu, English, Islamiat, Pak Studies, Physics, Chemistry, Zoology, Botany, Mathematics, History, Arabic and MCS from recognized institutions.

ii. Qualification Allowance admissible for lower qualification will be substituted on admissibility of such allowance on the basis of next higher qualification.

iii. This Qualification Allowance will not be admissible to the teachers who are already in receipt of any kind of benefit of higher qualification either in shape of advance increments or higher pay scales.

SPECIAL SECRETARY (SCHOOLS)

No. & Date Even

A copy for information and necessary action to:
1. The Accountant General Punjab, Lahore
2. All District Accountants Officer in the Punjab

SECTION OFFICER (PC)
FINANCE DEPARTMENT
NOTIFICATION

NO (SE-III)-2-I 6/2007. The Governor of the Punjab has been pleased to approve the following structure for uplift and upward mobility of Elementary school teachers of various categories (Male & Female) in Punjab w.e.f. 01-09-2007 as per ratio given below:
STRUCTURE FOR UPWARD MOBILITY

<table>
<thead>
<tr>
<th>Category of Teachers</th>
<th>Initial Level</th>
<th>Level I</th>
<th>Level II</th>
<th>Level III</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Pay Scale</td>
<td>Ratio of Posts</td>
<td>Pay Scale</td>
<td>Ratio of Posts</td>
</tr>
<tr>
<td>Elementary School Teachers (All categories Except EST (English))</td>
<td>BS-09</td>
<td>50%</td>
<td>BS-12</td>
<td>34%</td>
</tr>
</tbody>
</table>

2. The nomenclature of different teaching posts of Elementary level is hereby changed as under:

<table>
<thead>
<tr>
<th>Sr.</th>
<th>Existing nomenclature of the Post</th>
<th>Changed Nomenclature of the post</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>S.V. Teacher EST (Vernacular)</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>O.T Teacher EST (Oriental)</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Drawing Master EST (Drawing)</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Arabic Teacher EST (Arabic)</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>PET EST (Physical)</td>
<td></td>
</tr>
</tbody>
</table>

3. The award of higher scales will be subject to the following conditions:
   i. The higher scales will be allowed on the recommendations of the District Selection Committee on the basis of satisfactory performance of the teachers during the last 3 years provided that no regular enquiry is pending against the incumbents.
   ii. The total number of posts for each level of higher scale/upward mobility will be fixed by the respective EDOs (Education) on the basis of working strength of teachers in respective category as on 1-9-2007 and shall be notified by him.
   iii. The number of posts at each level of higher scale in the respective category of teachers worked out on the prescribed ratio approved under this notification shall automatically stand up-graded.
   iv. The seniority lists shall be maintained at district level strictly on the basis of (his date of regular appointment in the respective category as per rules presently in vogue.
   v. The orders for the award of higher scales shall be issued by the respective appointing authorities on the recommendations of District Selection Committee.
   vi. The award of higher grade will be considered as personal scale to the incumbents. No premature increment will be admissible at the time of pay fixation in the higher grade.
   vii. The teachers will continue to hold the same posts an award of next scale. However, placement in the next higher scale will be differentiated with Level I, Level II and Level III teachers.
   viii. The award of higher scale shall not exceed from the number of posts notified by the EDO (Edu) for each level in the respective category within district.
   ix. The existing benefit of award of Higher scale on the basis of higher qualification to the teachers admissible under any notification or order shall remain intact and shall not be affected by this scheme. However such award of higher scale shall be personal to the teacher having no effect on the seniority of the respective category of teachers.
x. The inter-se seniority of teachers in their respective category shall remain intact and the incumbents shall move from one step to higher and then teacher with reference to their inter-se seniority.

xi. The award of higher scales under this scheme will not create any right to claim higher post. The appointment/promotion against higher posts against in-service quota shall remain intact under the existing rules/instructions already in practice.

xii. Existing pay scales availed by the teachers on the basis of higher qualification or by any other means will not be affected by this scheme and their scales will remain protected. However, award of higher scales/movement from one level to higher level shall be on the basis of seniority.

Example:

Example 1: If an elementary level teacher is drawing his pay in BS-14 by virtue of B.A (2nd Division) but he is not entitled to award of higher scale on the basis of seniority, he will remain in initial level but will continue to draw his pay in BS-14.

Example 2: If an EST teacher is drawing pay in BS-14 but on the basis of his seniority, he is entitled to BS-15 in Level III, he will be given stepwise scale i.e. bs-9, 12, 14 & 15.

4. Necessary amendments in the Recruitment Rules/criteria will be carried out by the respective authorities wherever required.

SPECIAL SECRETARY (SCHOOLS)

No. & Date Even

A copy for information and necessary action to:

1. The Accountant General Punjab, Lahore
2. All District Accountants Officer in the Punjab

SECTION OFFICER (PC)
FINANCE DEPARTMENT

No. & Date Even

A copy is forwarded for information and necessary action to:

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2. The Principal Secretary to the Chief Minister Punjab, Lahore
3. The PS to Chief Secretary, Govt. of the Punjab
4. The PS to the Minister of Education, Punjab, Lahore
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14. All District Education Officers (SE/EE M&W) in the Punjab
15. All the Deputy DEOs (EE) (Male & Female) in the Punjab
16. The Section Officer (PC), Govt. of the Punjab, Finance Department

UNDER SECRETARY (S-III)

No. FD. PC-32-7/2007
GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT

Dated Lahore, the 10th September, 2007

From
Mr. Sohail Ahmad,
Finance Secretary

To
1. All Administrative secretaries to Government of the Punjab
2. The Principal Secretary to Governor, Punjab, Lahore
3. The Principal Secretary to Chief Minister, Punjab, Lahore
4. The Military Secretary to Governor, Punjab, Lahore
5. All District coordination Officers in the Punjab
6. All District Nazims in the Punjab
7. All Heads of Attached Departments, Government of the Punjab
8. The Registrar, Lahore High Court, Lahore
9. All District and Sessions Judges in the Punjab
10. The Secretary, Punjab Public Service Commission, Lahore
11. The secretary, Punjab Provincial Assembly, Lahore
12. The Director General Audit & Accounts (Works), Lahore
13. The Provincial Director, Local Fund Audit, Punjab, Lahore
14. The Chief Pilot, VIP Flights, Lahore

SUBJECT: UP-GRADATION OF CLERICAL POSTS

Sir,

I am directed to state that the Governor of the Punjab has been pleased to approve
up-gradation of the clerical posts with effect from 01-07-2007 as detailed below:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Designation</th>
<th>Existing BPS</th>
<th>Upgraded BPS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Junior Clerk</td>
<td>BPS-5</td>
<td>BPS-7</td>
</tr>
<tr>
<td>2</td>
<td>Senior Clerk</td>
<td>BPS-7</td>
<td>BPS-9</td>
</tr>
<tr>
<td>3</td>
<td>Assistant/ Head Clerk</td>
<td>BPS-11</td>
<td>BPS-14</td>
</tr>
</tbody>
</table>

The incumbents of the upgraded posts will also stand upgraded and their pay will be fixed at the stage next above their basic pay in their lower pay scales.

2. The Governor of the Punjab has also been pleased to approve that employees from BS-1 to BS-4 would move one scale up in their respective pay scales with effect from 1st July, 2007.

3. Necessary amendments in the existing Service Rules of the ministerial posts mentioned above shall be carried out by the Administrative Departments in consultation with the Regulations Wing of S&GAD in accordance with the laid down procedure.

4. As a special dispensation, the annual increment falling due on 1st December, 2007 shall be admissible to the above mentioned employees in the upgraded pay scales.

Your obedient servant,

(RUKHSANA N Adeem BHUTTA)
DEPUTY SECRETARY (PC)

No. & Date Even:

A copy is forwarded for information and necessary action to:

1. The Accountant general, Punjab, Lahore.
2. All District Accounts Officers/ Treasury Officers in the Punjab.

No. & Date Even:

A copy is forwarded for information to:

1. Finance Secretary, Government of Sindh, Karachi.
2. Finance Secretary, Government of NWFP, Peshawar.
3. Finance Secretary, Government of Balochistan, Quetta
4. Finance Secretary, Azad Govt. of the State of Jammu & Kashmir, Muzaffarabad.
5. Regulation Wing, Finance Division, Government of Pakistan, Islamabad.

TARIQ MUHAMMAD M IRZA
SECTION OFFICER (PC)
GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT

NOTIFICATION

The 2nd October, 2006

No. FD(FR)II-7/87. In exercise of the powers conferred upon him under Article 110 of the Constitution of the Islamic Republic of Pakistan, 1973, the governor of the Punjab is pleased to direct that in the Punjab Financial Rules, Volume I, the following further amendments shall be made:

Amendments:

In the said rules:

(i) sub-rule 2 of rule 15 shall be substituted by the following:

(ii) Purchase and acquisition of stores.

15.2.(a) The purchases of articles required for the public service whether of indigenous origin or of otherwise shall be made by the Departments through their respective purchase agencies. The purchase Manual issued by the Services and General Administration Department, shall be applicable.

b. Subject to the provisions of sub-rule (a) above and note 3 and 4 under rule 8.3, the officers of various categories mentioned in the First Schedule to the Delegation of Financial Powers Rules, 2006 may make direct local purchase from within the country (not involving expenditure of foreign exchange) as authorized from time to time.

These powers would be available for:

(i) An article of store or a class of similar articles of stores;

(ii) During a prior of one year unless the requisite stores are controlled or covered by a Rate and Running Contract or are of such a special nature as cannot easily be procured or are exempted under special or general order of government or by any other officer authorized on their behalf.

(iii) If the value of proposed purchase is beyond the prescribed financial competence of local powers during the financial year, sanction of competent authority possessing the requisite local powers shall be required. Each sanction of expenditure shall carry the total amount of sanctions made during the year.

c. Purchases should be made in the most economical manner; when stores are purchased from the open market the system of open competitive tender should as far as possible be adopted and the purchases should be made from the lowest tender unless there are many special reasons to the contrary which should be recorded in writing.
d. The instructions regarding inviting tenders, clearance and forwarding of comported stores, submitting of necessary documents to the liaison officer and recopying of the impress placed at his disposal as contained in the said purchase Manual, should be strictly adhered to.

Note: - Further, instructions for purchase and acquisition of stores are given in Annexure-D to this chapter and

ii. In Chapter XV, Annex-D shall be substituted by the following.
ANNEXURE ‘D’ REFERRED TO RULE 15.2

While making purchases, the following instructions should be observed in addition to these given in chapter XV of these rules:

a. Unless a rate or running contract exists for the supply of the articles or unless the value of the order to be placed is small, or unless there are sufficient reasons, which should be recorded in writing to indicate that it is not in the public interest to call for tenders (such reasons to be confirmed by the next superior controlling authority within one week after the decision), purchases should be made by inviting tenders and tenders should be obtained by:
   (i) Advertisement (open tender)
   (ii) Direct invitation to a limited number of firms (limited tender); and
   (iii) invitation to one firm only (single tender or proprietary purchase)

b. The open tender system i.e. invitation to tender by public advertisement should be followed in all cases where the expenditure exceeds the local purchase powers of a sanctioning authority.

c. For the local purchase limited tender system (viz Notices for bids shall be sent to the registered Firms/ Suppliers) should be adopted subject to the following conditions:
   (i) It does not involve foreign exchange;
   (ii) If the value of proposed purchase is beyond the prescribed financial competence of local powers during the financial user sanction of competent authority possessing the requisite local powers shall be required. Each sanction of expenditure shall bear the total amount of sanctions made during the year.

d. The ‘single tender’ system may be adopted for small orders, or when the articles required are of a proprietary character and competition is not considered necessary.

e. A ‘small order’ shall mean an order the total value of which does not exceed Rs. 10,000/-

f. In all such cases, however the purchasing office should considered whether it would not be feasible to effect purchases through Purchase Manual or to avail of the running/ rate contract entered into by the competent authority, under Purchase Manual.

BY ORDER OF THE GOVERNOR OF THE PUNJAB
SECRETARY FINANCE

No. & Date Even:

A copy is forwarded for information and necessary action to:

1. The principal secretary to the Governor, Punjab, Lahore
2. The Principal secretary to Chief Minister, Punjab, Lahore
3. The Additional Secretary/ Staff Officer to the Chief Secretary, Punjab, Lahore
4. All Administrative Secretaries to the Government of the Punjab
5. All Heads of Attached Departments, Govt. of the Punjab.
UNIT 4: DTE GUIDE BOOK

Qualities of a Good Mentor
(A mentor is an affectionate friend who grooms the mentee/ LQT)

- Is a model of a continuous learner
- Is persistent and committed
- Is empathetic and collegial
- Is effective in different interpersonal contexts
- Recognizes the power of acceptance of Mentee/ LQT
- Works in a team for better pedagogical practices
- Strives for professional development of the Mentee/ LQT

DTE Oath

I ______________________________________ as of today dated ____________ commit to be a teacher educator for life. I am honor to be a compassionate guide and mentor to my fellow teachers. I pledge to discharge my duties in the most professional and ethical manner. I am willing to dedicate myself for the cause of quality learning in public schools throughout my professional career and beyond.

1. PROTOTYPE OF A CLUSTER TRAINING AND SUPPORT CENTER (CTSC)

Definition of CTSC

Core Functions
- To undertake training needs analysis (TNA) of primary school teachers
- To implement in-service training courses, workshops, and a host of other teacher development activities within the CPD framework
- To provide follow-ups, mentoring and pedagogical support to PSTs
- To coordinate with various service providers of teacher education, local education officers, and other key stakeholders
- To provide feedback and data to DTSCs and DSD.

Physical Facilities
The host school will allocate two rooms for operating the CTSC, one of which will be used as an office and the other for conducting training courses and professional meetings. It is expected that the CTSC has the required space for setting up an office for the DTEs (District Teacher Educators) which is the basic requirement.
<table>
<thead>
<tr>
<th>Equipment and Supplies</th>
<th>Each center will be provided with the following:</th>
</tr>
</thead>
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<tr>
<td></td>
<td>• Books (one set)</td>
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<tr>
<td></td>
<td>• One computer</td>
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<td></td>
<td>• One printer</td>
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<td></td>
<td>• One OHP with screen</td>
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<tr>
<td></td>
<td>• Science lab equipment</td>
</tr>
<tr>
<td></td>
<td>• Seating arrangement for at least 30 teachers and center staff</td>
</tr>
<tr>
<td></td>
<td>• Four wooden and one iron cupboards</td>
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<tr>
<td></td>
<td>• One telephone</td>
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<td></td>
<td>• One water cooler</td>
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<tr>
<td></td>
<td>• One white board and two soft boards</td>
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<td>• Ceiling fan</td>
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<td></td>
<td>• Tube lights</td>
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<td></td>
<td>• Desert cooler</td>
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<td></td>
<td>• Exhaust fan</td>
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<tr>
<td>Staff</td>
<td>The number of DTEs to be posted at a cluster center may vary, keeping in view the number of teachers to be mentored through that cluster center.</td>
</tr>
<tr>
<td>Supervision of the Center</td>
<td>• DSD</td>
</tr>
<tr>
<td></td>
<td>• Teacher Educator (TE)</td>
</tr>
<tr>
<td></td>
<td>• Head of CTSC</td>
</tr>
<tr>
<td>Monitoring and Evaluation</td>
<td>• District Education Administration (EDO, DEO, AEO)</td>
</tr>
<tr>
<td></td>
<td>• District Monitoring Officials (DMO, MEO and MEA)</td>
</tr>
<tr>
<td></td>
<td>• Teacher Educator (TE)</td>
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<tr>
<td>Quality Assurance</td>
<td>• DSD (QA)</td>
</tr>
<tr>
<td></td>
<td>• GCET/DTSC</td>
</tr>
<tr>
<td>Reporting Lines</td>
<td>Each CTSC will work under the administrative control of its respective Head of DTSC</td>
</tr>
<tr>
<td>Budget</td>
<td>Operational budget for CTSC will be provided through the respective Head of DTSC</td>
</tr>
<tr>
<td>Role of Head of Cluster Center</td>
<td>The CTSC head is expected to supervise all training and mentoring activities within his/her cluster. He/she is further expected to facilitate the work of DTEs by extending institutional and professional support. The CTSC should not be seen in terms of physical space only. Instead, the CTSC has a major role to play; by becoming a lead and/or exemplary school in matters of effective teaching and learning, sharing best practices with schools within the cluster, providing a communication link with DSD, assisting DTEs in testing new ideas and materials for instructional improvement, and lastly managing funds allocated for cluster level activities. It would be the responsibility of a CTSC head to:</td>
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<td>• Make all appropriate arrangements to ensure smooth functioning of the CTSC.</td>
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<td></td>
<td>• Allocate two rooms for the cluster related activities; one room for the establishment of the office of the DTEs and the other for training related activities.</td>
</tr>
<tr>
<td></td>
<td>• To receive joining reports of DTEs and endorse their copies to the Heads of the District Training and Support Centers (DTSC) concerned.</td>
</tr>
<tr>
<td></td>
<td>• To allocate/distribute the schools to be visited and teachers to be</td>
</tr>
</tbody>
</table>
mentored by each DTE and to guide them about their work. (The DTEs have already been instructed that, to start with, they have to mentor only the least qualified primary school teachers (having qualification less than B.A. B.Ed and working in stand alone schools) posted in the schools attached with a cluster. However, all teachers of the attached schools will join in for the professional day activities at the CTSC.

- To ensure that DTEs posted at the CTSC periodically update the list of the schools attached with the CTSC and the teachers posted therein on prescribed form (CTSC Form-5).

- Help the DTEs in developing their monthly work plans (CTSC Form-1) and ensure their submission a week before the start of every month to the EDO (Education), DMO and the Head of DTSC concerned.

- Help in the preparation of monthly progress reports (CTSC Form-2) by the DTEs and ensure their submission by 6th of every month to the Head of DTSC.

- Deal with the administrative matters of DTEs including maintenance of attendance record, grant of casual leave and payment of salary etc.

- To facilitate mentoring process through coordination and supervision.

- To help develop working relationship between DTEs and Heads of the schools attached with the cluster.

- To ensure maintenance of proper record of the teachers of the attached schools and that of activities organized at the CTSC through DTE.S.

- To share training related material, instructional resources and information of common interest with other schools of the cluster.

- Initiate ACRs of DTEs and submit these to the Head of DTSC for countersignatures.

- To facilitate necessary arrangements for the meetings / activities at the CTSO for the professional development day.

- To review and evaluate monthly progress of DTEs and submit a report to the DTSC head about overall training / mentoring activities managed by the CTSC during the month.

- To ensure safe custody, proper maintenance and adequate use of all equipment /books /records etc. provided/available at the center for the training purposes.

- To keep the DTSC head informed about any major developments/issues pertaining to teacher development and / or work of the DTEs posted at the CTSC.

- To seek advice/help from the DTSC Head, as and when required.

- To facilitate work of the monitoring officers/officials.

<table>
<thead>
<tr>
<th>Salary/Pay Package for DTE</th>
<th>They will draw their salary as per their last Pay Certificate issued by District Accounts Officers or Accountant General Punjab, as the case may be.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>They will draw Rs. 3000/- as an incentive pay allowance and Rs. 1500/- as mobility allowance (These allowances will not be included in their pension).</td>
</tr>
</tbody>
</table>

| ACR | Their ACRs / PERs will be initiated by the respective Head of CTSC and countersigned by the Head of DTSC concerned. |
2. JOB DESCRIPTION - DISTRICT TEACHER EDUCATOR (DTE)

Context

Government of the Punjab has launched a major initiative, the Punjab Education Sector Reform Program (PESRP), with the primary objective of enhancing access to and improving the quality of education. The program recognizes that the goal of quality education cannot be achieved without improving professional competence, motivation and accountability of teachers. To this end, DSD has developed a conceptual framework for Continuous Professional Development (CPD) of teachers. The framework provides a vision for teacher development in Punjab and argues for a major shift in the ways teachers have been educated and trained over the years. It broadens the scope of teacher development from mere “teacher training” to “continuous professional development” for quality learning. The framework combines in-service training of teachers (INSET) with follow-ups, in-class teacher support, mentoring, monitoring, accountability, incentives, and teacher career growth - these measures were previously not included in the teacher development efforts introduced in Punjab.

DSD has adopted a decentralized approach for effective implementation of the CPD framework. All CPD activities for teachers will be organized and executed at the district level in line with the government’s policy of devolution. Support networks will be created to provide in-service training, follow-ups, pedagogical support and mentoring to the primary school teachers. Accordingly, each district has been divided into clusters of schools. The number of schools /teachers to be attached with a certain cluster center may vary as per field requirements; the principle of staying within a radius of 15 kms would be adhered to facilitate mobility of the trainers. The number of cluster centers to be established in a district may be determined as per strength and location of PSTs in the district. At places where enough number of secondary or higher secondary schools is not available, middle / other suitable schools may be made cluster centers. These centers will be called Cluster Training and Support Centers (CTSCs). The number of DTEs to be posted at a cluster centre may vary keeping in view the number of teachers to be mentored through that cluster centre. Research has shown that professional support system for teachers must be designed around the actual needs and experiences of teachers. It also suggests that teachers can be best supported by experienced classroom teachers. For this reason, DSD has decided to recruit DTEs from the teachers currently serving in public schools.

Selection Criteria and Qualifications of DTEs

The DTEs will be drawn from the regular teaching cadre. The selection of DTEs will be carried out by DSD with the assistance of the District Education Department. The DTEs will draw their salary from the Provincial Government. The following criteria will be used for selection of DTEs:

- Minimum academic/professional qualification required to become a DTE is B.A. B.Ed. Nonetheless, preference will be given to those who have M.A. M.Ed, followed by those with M.A. B.Ed.
- SSTs (BS 16) will be given preference in the selection process, however, teachers from other categories will also be considered, if they meet other selection criteria.
- DTEs should have at least 5 years of teaching experience. Those who have taught at the primary level will be given preference.
- Preference will be given to Science and Mathematics teachers but where these teachers are not available, Arts teachers will be considered. Under no circumstances, both DTEs will be Arts teachers since at least one of the two DTEs should be a Science or a Maths teacher.
- Teachers more than 45 years of age shall not be eligible to apply for a DTE position.
- To ensure balance between the teaching and training needs, up to two DTEs may be selected from a school provided that the selection committee is satisfied that it would not affect the quality of teaching, and in this regard student-teacher ratio in the respective school will be given due consideration.
- Teachers serving in secondary or higher secondary schools will be considered for DTE posts, but where the teachers meeting the above requirements are not available, then teachers serving in elementary or primary schools may also be considered.

Overall Responsibility

The overall responsibility of a DTE will be to promote the quality of student learning by providing on-site and on-going professional support to his/her fellow primary school teachers and by implementing teacher development programs under overall supervision of DSD. The DTE should aim at building capacity of the teachers in the feeder schools to the extent that teacher development activities are institutionalized at the individual school level where teachers themselves initiate, plan and implement activities to enhance their own learning and child learning, at times with external support as and when the need arises.

On a day-to-day basis, the DTE will collaborate with the CTSC head and will also coordinate with the heads of schools within the cluster. He/she needs to build rapport with head/head designates of the feeder schools as without their support and active involvement, the DTE will not be able to accomplish his/her teacher training and support activities. The head or head designate must be informed of training and mentoring schedules. The heads should be properly informed about the mentoring, follow-ups and support that a DTE provides to the teachers at the individual level.

On a wider level, a DTE should coordinate with other governmental, nongovernmental and private institutions that may be operating to enhance the quality of education within the cluster area. Since Government of Punjab has issued orders requiring all institutions - public or private - to consult and collaborate with DSD in matters related to teacher training, proper coordination with all the stakeholders at the local level will help minimize duplication of efforts and wastage of resources, and build partnership amongst such organizations/institutions.

The main responsibilities to be performed by a DTE can be divided into three major areas i.e., training, mentoring, and coordination as detailed below:

Major Tasks of a DTE

Tasks to be undertaken as a Trainer:

1. To assess and identify professional development needs of primary school teachers within the cluster;
2. To organize in-service training courses for the teachers as per identified needs within the overall CPD framework;
3. To work with the head teachers to plan and organize school-based in-service training (INSET) and other professional development activities.

Tasks to be undertaken as a Mentor:

1. To prepare teachers for their professional development;
2. To undertake visits to classrooms to provide on-site, in-class pedagogical support to teachers;
3. To assist teachers to identify their classroom problems and seek solutions thereof with the help of their colleagues and the DTE concerned;
4. To set performance standards or goals for each teacher in the cluster and assist teachers in achieving these standards or goals;
5. To promote collegiality amongst teachers and encourage them to share available instructional resources;
6. To identify best performing teachers within the cluster and groom them to become future mentors/trainers;
7. To motivate the teacher that he/she comes to the classroom prepared, manages the class properly, uses child-centered training methods, prepares and uses appropriate teaching materials, checks homework regularly and applies appropriate assessment methods for timely feedback and learning assistance;
8. To ensure that students with learning difficulties are identified and suitable remedial teaching is provided;
9. To ensure that every student has the Opportunity-to-Learn (OtL) in the classroom;
10. To create a supportive and non-threatening professional environment so that teachers are willing to share their problems with the DTE and their colleagues.

Tasks to be performed as a Coordinator:
1. To coordinate with the head of CTSC, heads of schools within the cluster, local - education authorities and other stakeholders/providers of teacher education;
2. To organize meetings of head teachers for exchange of ideas and experiences and seek solutions to any problems;
3. To encourage teachers to create subject-based professional associations where teachers discuss issues and matters concerning their professional work;
4. To assist head teachers of the schools attached with the CTSC in creating appropriate teaching-learning environment.

Specific Responsibilities of a DTE

1. To visit and provide professional support to one teacher/mentee per day. A second teacher/mentee may be covered during the same day only under specific instructions of CTSC or DTSC head concerned.
2. To plan and conduct Professional Development Day (to be notified by the Education Department in due course) every month on which all PSTs will gather at their respective CTSCs. DTEs will review the activity of the whole month and will also help the PSTs to develop lesson plans. PSTs will keep a record of the concepts and ideas learnt on PD days in the PST Log Book provided to them.
3. To participate in training courses and other professional development activities organized by DSD or other institutions designated by DSD.
4. To seek professional advice from the CTSC head and/or Teacher Educator (TE) concerned to address any problems or difficulties faced while providing pedagogical support to the teachers.
5. To maintain records of professional events and advice given to the individual teacher within the cluster.
6. To devise a work plan, in consultation with CTSC head, on CTSC Form 1 (Monthly Work Plan) to schedule visits to the primary schools attached to his/her CTSC.
7. The DTE will prepare a monthly progress report as per CTSC Form-2. To complete record of mentoring he/she will also prepare CTSC Form-3 Part-1 (DTE Form for supporting the Mentee/LQT in the classroom) and CTSC Form-3 Part- II (Annual Evaluation of Mentee's/LQT's progress). This record would be checked by the CTSC Head, Teacher Educators, DM0 and/or their representatives from time to time.

8. To collaborate with the Teacher Educators (Coordination and Implementation), (Quality Assurance, Monitoring and Evaluation) and (Planning and Course / Event Organization), for training and mentoring purposes.

9. To route his/her service matters to the DTSC through CTSC Head concerned.

Terms and Conditions

- A DTE will be posted simply by transferring him/her from his/her present place of posting.
- He/she will continue to be governed by all government rules as applicable to all government servants.
- He/she will draw his/her salary as per his/her last Pay Certificate issued by Accounts Officers/Accountant General Punjab.
- He/she will draw Rs. 3000/- as an incentive pay allowance and Rs. 1500/- as mobility allowance. These allowances will not be included in his/her pay for pension.
- The seniority of a DTE will remain intact within his/her parent cadre and he/she would be considered for promotion on his/her turn.
- The DTE will work under the administrative control of his/her respective head of CTSC.

Training

After completion of the selection process, the DTEs will participate in a two-week initial training course specifically designed to familiarize them with their new roles and responsibilities. More specifically, the training will help enhance their understanding and skills in the modern methods of teaching, lesson planning, mentoring and a host of other areas. Following the training, the DTEs will be deployed in their respective cluster centers where they will be engaged in training/mentoring activities as listed above. Subsequently, the DTEs will receive follow-up training and will be certified as District Teacher Educators.

3. PROCESS OF MENTORING AND TEACHER SUPPORT: SOME GUIDELINES

It should be said at the outset that the goal of professional development is to accelerate child learning. It should focus on changing classroom practices—especially on changing how teachers teach and how children learn. Changing these practices requires a long-term relationship with the individual teacher, understanding of the learner and classroom context, joint planning and collaborative work with the teacher, and continuous support to the teacher. While we try to recommend a few guidelines to the DTEs, we should recognize the complexity involved in mentoring - changing teaching learning practices in classrooms for improved learning. Since teacher mentoring and support cannot be separated from student learning, it is essential that the DTEs are made aware of the prevailing gaps in student learning. The matter can be addressed by gathering, analyzing and using data on student learning for supporting teachers. It is not the intention to suggest that the DTEs should undertake research studies on student learning, rather the intent is that DTEs should monitor formally or informally the status of student learning in schools by assessing improvement in the pedagogical skills of the teachers. Though some of the relevant issues have already been discussed, the major
components of the process of mentoring and teacher support through a DTE are being highlighted below:

1. As a DTE, you are expected to prepare a monthly work plan (schedule of activities) in advance in consultation with the CTSC head. The work plan should indicate what you will be doing on each working day of the month. As a DTE, your primary job is to provide on-site support and mentoring to teachers. The work plan should show the names of schools and teachers that you will be supporting. The work plan form i.e. CTSG Form-1 - Monthly Work Plan of DTE, is appended at the end of this guidebook. The work plan thus prepared would be forwarded to the DTSC head by the CTSC head. The DTSC head would be responsible for forwarding the same to the EDO (Education) and the DM0 for coordination and monitoring. The teachers/schools you will be visiting should also be informed in advance of your upcoming visits. The DTEs working under the same CTSC will work jointly when training courses and professional development meetings are organized. But, when schools and teachers will be visited for the purpose of providing mentoring, the DTEs will have their own individual plans.

2. As a DTE, you will be engaged in a number of activities pertaining to professional development of teachers. You will need to maintain a record of such activities on day-to-day basis. Use CTSC Form 2 - Monthly Progress Report of DTE, for this purpose. This form needs to be sent to the DTSC head at the end of each month after counter-signatures of the CTSC head. This form will indicate whether training/mentoring activities are taking place as planned/scheduled or otherwise.

3. There are multiple ways of developing and supporting teachers, and DSD intends to use all possible means and modalities of teacher development gradually. You as a DTE should build your understanding of various possibilities of teacher development and use them where appropriate. The various means and modalities of teacher development are displayed in the Figure on next page.
4. It needs to be emphasized that the school heads play a major role in teacher development. Therefore, once you are placed in a cluster center, try to build and maintain rapport with all the head teachers of cluster schools with a view to informing them about the CPD program. Explain your role and the various activities that you will be carrying out as a DTE. The head teachers can render valuable support in facilitating continuous professional development of the teachers.

5. In accordance with the training plans chalked out by the DSD, the DTEs will be conducting short in-service training courses for primary school teachers in their respective cluster centers from time to time. The duration of these in-service training sessions is kept short so that teachers are not absent from their schools for a long period of time. Apart from such trainings, the PSTs in a cluster would be regularly meeting every month at the CTSC for the Professional Development Day activities. This will be supplemented by follow-ups, mentoring sessions, peer coaching etc. Additionally, teachers will be supported through regular supply of lesson plans and instructional materials.

6. As soon as you arrive at the school, please have a short meeting with head designate/teacher and gain access to work with his/her teacher. You need to find out from the teacher what is being taught, who is being taught, what materials are being used, and whether there is a lesson plan for the lesson. Moreover, you also need to get general information about the student population in the classroom (in terms of their learning ability, motivation level, and socio-economic status) from the teacher.

7. While every classroom teacher needs training and support, for practical purposes prioritization will be carried out in identifying/recommending teachers for classroom support. To begin with, classroom support/mentoring will be provided to the primary school teachers having qualification less than B.A. B.Ed, working in standalone schools (termed as Least Qualified Teachers (LQT’s)/mentees). You may seek the head teacher's help in identifying such teachers. It should be mentioned that while every primary school teacher will participate in the
in-service training course and will receive lesson plans and other support materials provided by DSD, teacher follow-up and mentoring will be targeted to LQT’s.

8. Each day you will be visiting and providing professional support to only one LQT/mentee. You may cover a second teacher/mentee during the same day only under specific instructions of CTSC or DTSC head concerned.

9. Before you enter into the classroom to observe a teacher at work, build rapport with him/her. Be courteous and polite. Make it clear to the teacher/mentee that you are there not to monitor or judge, but to support and help. A DTE has no administrative role in day to day functioning of schools and management of PSTs. It is vital to create a trusting and non-threatening climate for mentoring purposes.

10. During your classroom observation, focus on three aspects: (a) clarity of content, (b) teaching skills, and (c) classroom management skills. Sit at the back of the classroom. Do not interrupt the teacher and students. Let the teacher do his/her work. Record your observations and identify areas of support during this time. Once the day's teaching is over, have a professional discussion (approx. 30-60 Minutes) with the mentee/teacher in the presence of head teacher with a view to providing him/her professional support to develop teaching skills. Use CTSC Form-3 Part-I -DTE Form for Supporting the Mentee/LQT in the Classroom for providing structure of the discussion for the meeting. Use the same form in your subsequent visits so that you will be able to observe whether there has been any improvement in your mentee's work. Each teacher is to be observed between 6 to 9 times in a year depending upon the number of mentees/LQT’s assigned to you. Only after multiple observations, a mentee's strengths and weaknesses can be assessed.

11. For continuous professional development of PSTs, a cluster-wide monthly follow-up session in the shape of Professional Development (PD) Day (to be notified by the Education Department) will be organized at each CTSC. During this session, the mentor/DTE collaborates with the teachers to address their professional development needs. Teachers will meet at their respective cluster centers to participate in professional development meetings, share ideas and experiences with teacher colleagues, participate in in-service sessions that are directly linked to their classroom problems, consult with the mentors, read professional journals or teacher support materials available. You will need to know how to conduct professional development meetings (e.g., agenda setting, setting up the meeting room, chairing the session, presenting issues, ensuring that every one present is actively engaged, managing differences, agreeing, recording, and documenting deliberations, following-up on previous meetings, summing up). A physical gathering of people does not automatically lead to productive work and with your facilitation, organization and communication skills you can turn the physical gathering into a productive work group. On the Professional Development Day, the CTSC Head will fill CTSC Form 4 - Report on Professional Development Day. The CTSC Head will also assess the two DTEs according to CTSC Form 4 Part-II -Assessment of DTE's Performance on Professional Development Day, and record the attendance of PSTs on CTSC Form 4 Part-III - Attendance Sheet for Professional Development Day. A PST Log Book is provided which is to be maintained by every PST. This Log Book will be used by PSTs to reflect upon the concepts / ideas developed on the PD day(s).

12. By working closely with the teacher and observing him/her at work, the mentor should be able to identify teachers’ professional development needs. There will be areas of support that cannot be handled locally. Such areas must be communicated to DTSC through CTSC on the prescribed format. (CTSC Form-2 - Monthly Progress Report of DTE). If, for instance, teachers find it difficult to teach a particular concept, it needs to be reported. The DSD will
develop new modules and materials based on field-based information and these materials will be made available to the DTEs.

13. Teachers will also participate in a variety of activities in relation to their professional development, which need to be recorded. Use (a) CTSC Form 5 - Data Record of Schools, Primary School Teachers (PSTs) and Least Qualified Teachers (LQT’s), assigned to DTEs and CTSCs, and (b) Attendance Sheet of PSTs trainings, to record teacher participation in CPD activities. The CTSC Form-6 - Monthly Report to Head of DTSC will show the total number of days/hours spent by teachers in their professional development, including the amount of materials/modules they received.

14. At the end of the year, you will be required to fill CTSC Form 3 Part II - Annual Evaluation of Mentee's Progress based on the observations you made on the 6-9 copies of CTSC Form 3 Part-I - DTE Form for Supporting the Mentee/LQT in the Classroom. The head of the primary school will also record his/her comments on the part-II of the same form on the competence level of the Mentee/LQT. Following the review, you and the head need to make a decision. If a teacher is found having gained basic competence in the areas mentored during the year (as mentioned on Form 3 Part-II - Annual Evaluation of the Mentee's Progress) and the teacher moves to the next level in the professional development cycle. If there is no evidence of improved competence in some areas, the teacher will be asked to go through all or some aspects of the mentoring process during the next year.

Please remember that follow-up is crucial in teacher development. Research on professional development has shown that without follow-up activities, very few participants use new knowledge and/or skills. Very often, teachers are so caught up in their daily activities that when they return to school from their training, many things taught to them during the training are just forgotten and never used in classrooms. In order to address this issue, follow-ups can be organized through trainings or classroom observations by DTEs. The purpose of classroom observation and school visits is to ensure that skills acquired are being used. However, follow-up visits by DTEs are not always possible. Therefore, alternate creative methods of follow-up may be tried such as engaging the school heads in the follow-up process. The heads can observe the classroom and give feedback. The second option is to ask the participants to make a plan during the training indicating which of the newly acquired skills they will be using in their classrooms once they are back in schools. Often, self-initiated follow-ups are effective. Follow-up may be provided through professional meetings. Another way to provide follow-ups is to establish peer support groups. These groups can meet informally to share their experiences or work on specific problems. One important element in the training transfer is peer pressure. Teachers often do not use new skills or materials because their colleagues in the same school or elsewhere are not using them. The use of peer pressure may motivate teachers to be creative and competitive.

4. ESSENTIAL FEATURES OF AN EFFECTIVE CLUSTER TRAINING AND SUPPORT CENTER

ESSENTIAL FEATURES OF AN EFFECTIVE CLUSTER TRAINING AND SUPPORT CENTER

a. The center is centrally located so that it is within the reach of head teachers and teachers within the cluster and also they are within the reach of DTE.
b. The DTE is known by all as a professionally competent and dedicated person. He/she is known by teachers as an excellent teacher.
c. The cluster center has resources that are useful and directly applicable to classrooms.
d. The DTE is skilled in planning and organizing in-service training courses for teachers and in providing and organizing follow-up support and mentoring.
e. The DTE has prepared and distributed his/her monthly work plan and activities are undertaken as scheduled.
f. The activities that are carried out by the cluster center have direct relevance and application to teachers’ day-to-day work in classrooms.
g. The DTE has in collaboration with the heads of schools and teachers identified and used all possible measures of developing teachers – peer coaching, school-based mentoring, visit to other classrooms, preparation and distribution of teacher support materials, use of self-initiated professional development activities, formation of subject teachers’ associations, professional development day meetings etc.
h. There is sufficient space and resources at the CTSC for teachers and school heads to conduct professional development day meetings every month.
i. The DTE is in constant contact with the educational authorities at the district and sub-district levels and also with the stakeholders/providers engaged in teacher development.
j. The cluster center has a complete database of teachers and it is updated as things progress.
k. There is an effective and efficient communication linkage between the CTSC and the DTSC.
l. The head teacher of CTSC is committed to the cause of continuous professional development of teachers.

TIPS FOR THE MENTORING PROCESS

Things to do:

Prior to classroom observation

Before you enter the classroom, make sure that the following activities have been carried out:

a. Short meeting with the head teacher
b. Knowing about the teacher as a person and as a professional
c. Explaining the purpose of visit
d. Finding out from the teacher what is being taught, who is being taught, what materials are being used, and whether there is a lesson plan for the lesson
e. General information about the student population in the classroom (in terms of their learning ability, motivation level, socio-economic status)

During classroom observation

While in the classroom, sit as a non-participant observer at the back and concentrate on the following activities:

• Teacher planning and preparedness
• Preparing children for learning
• Relating lesson to previous learning
• Teacher enthusiasm
• Classroom management
• Use of textbooks and other curriculum materials
• Availability of textbooks and other learning materials with the students
• Classroom dynamics
• Teacher-student relationship and relationship amongst students
• Use of teaching-learning materials
• Use of child-centered, activity-based and interactive methods
• Praise, encouragement and support
• Student engagement in learning tasks
• Opportunity-to-learn
• Student assessment
• Identification of children with learning difficulties
• Feedback and remedial teaching
• Homework assignment
• Time management
• Level of student learning

After classroom observation

Once the day's teaching is over, have a professional discussion (approx. 30-60 Minutes) with the mentee/teacher in the presence of head teacher with a view to providing him/her professional support to develop teaching skills. The following procedure may be followed to have a fruitful meeting:

• To start with, encourage the teacher to reflect on his/her performance in the class and identify the areas where he/she needs further support.
• Appreciate the teacher identifying his/her weak areas and acknowledging the need for professional support.
• Identify areas where teacher might need further improvement, as per your assessment
• Supplement your professional support through demonstrations, if required.
• Make a plan with the teacher to work on the areas requiring further improvement

Follow-up Visit

• Review with the teacher the progress made on the improvement plan finalized during the previous visit.
• Identify areas where the teacher still requires improvement
• Suggest ways and means to ensure continuous professional development of the teacher.
Log Book
(To be filled in and maintained by every Primary School Teacher)

Name of Primary School Teacher (PST) _____________________________
Name of PST School _____________________________________________
Name of the CTSC ___________________________ _____________________
Name of your DTE ___________________________ Signature of PST _________

Professional Development Days (PD Days)
(Please fill in the columns below)

<table>
<thead>
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<th>Sr.No.</th>
<th>Date</th>
<th>Topic of Lesson</th>
<th>Attended by me</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<td></td>
<td>Yes</td>
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<tr>
<td>2.</td>
<td></td>
<td></td>
<td>Yes</td>
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<td>3.</td>
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<td>Yes</td>
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<td>4.</td>
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<td>Yes</td>
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<td>5.</td>
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<td>Yes</td>
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<td>6.</td>
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<td>Yes</td>
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<td>7.</td>
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<td>Yes</td>
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<td>8.</td>
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<td>Yes</td>
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<tr>
<td>9.</td>
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<td>Yes</td>
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</tbody>
</table>

Out of a total of 9 I attended P D Days

Instructions
- The log book will be filled in by each PST after the PD Days session every month. The purpose is to make the teacher record and reflect upon the concepts/ideas learnt on the PD Day.
- Please bring this booklet to the CTSC on every PD Day meeting.
- Use your comments for discussion at the opening session of the PD Day.
<table>
<thead>
<tr>
<th>PD Day-1, Date ____________</th>
<th>Topic of Lesson ______________________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The two new ideas I learnt at the PD day session were:</td>
<td></td>
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<tr>
<td>• ______________________________________________________</td>
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<tr>
<td>• ______________________________________________________</td>
<td></td>
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<tr>
<td>2. The Two new ideas I used in my classroom were:</td>
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<tr>
<td>• ______________________________________________________</td>
<td></td>
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<tr>
<td>• ______________________________________________________</td>
<td></td>
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<tr>
<td>3.(a) The two ideas I wanted to use but could not include in my classroom teacher were:</td>
<td></td>
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<tr>
<td>• ______________________________________________________</td>
<td></td>
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<tr>
<td>• ______________________________________________________</td>
<td></td>
</tr>
<tr>
<td>(b) I could not use the above ideas in my teaching because:</td>
<td></td>
</tr>
<tr>
<td>• ______________________________________________________</td>
<td></td>
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<tr>
<td>• ______________________________________________________</td>
<td></td>
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<tr>
<td>4. Any other comments/ observations:</td>
<td></td>
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<tr>
<td>• ______________________________________________________</td>
<td></td>
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<tr>
<td>• ______________________________________________________</td>
<td></td>
</tr>
<tr>
<td>PD Day-2, Date ____________</td>
<td>Topic of Lesson __________________________</td>
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<tr>
<td>----------------------------</td>
<td>-------------------------------------------</td>
</tr>
</tbody>
</table>

1. The two new ideas I learnt at the PD day session were:
   - ______________________________________________________
   - ______________________________________________________

2. The Two new ideas I used in my classroom were:
   - ______________________________________________________
   - ______________________________________________________
   - ______________________________________________________

3. (a) The two ideas I wanted to use but could not include in my classroom teacher were:
   - ______________________________________________________
   - ______________________________________________________

(b) I could not use the above ideas in my teaching because:
   - ______________________________________________________
   - ______________________________________________________

4. Any other comments/ observations:
   - ______________________________________________________
   - ______________________________________________________
   - ______________________________________________________
**PD Day-3, Date ______________
Topic of Lesson ________________________**

1. The two new ideas I learnt at the PD day session were:
   
   - __________________________________________________
   
   - __________________________________________________

2. The two new ideas I used in my classroom were:
   
   - __________________________________________________
   
   - __________________________________________________

3.(a) The two ideas I wanted to use but could not include in my classroom teacher were:
   
   - __________________________________________________
   
   - __________________________________________________

   (b) I could not use the above ideas in my teaching because:
   
   - __________________________________________________
   
   - __________________________________________________

4. Any other comments/ observations:
   
   - __________________________________________________
   
   - __________________________________________________
<table>
<thead>
<tr>
<th>PD Day-4, Date ____________</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Topic of Lesson ____________</td>
<td></td>
</tr>
</tbody>
</table>

1. The two new ideas I learnt at the PD day session were:
   - ________________________________________________________________
   - ________________________________________________________________

2. The two new ideas I used in my classroom were:
   - ________________________________________________________________
   - ________________________________________________________________

3.(a) The two ideas I wanted to use but could not include in my classroom teacher were:
   - ________________________________________________________________
   - ________________________________________________________________

(b) I could not use the above ideas in my teaching because:
   - ________________________________________________________________
   - ________________________________________________________________

4. Any other comments/observations:
   - ________________________________________________________________
   - ________________________________________________________________
**PD Day-5, Date ______________**

**Topic of Lesson ___________________________**

1. The two new ideas I learnt at the PD day session were:
   - • _______________________________________________________________________
   - • _______________________________________________________________________

2. The Two new ideas I used in my classroom were:
   - • _______________________________________________________________________
   - • _______________________________________________________________________
   - • _______________________________________________________________________

3.(a) The two ideas I wanted to use but could not include in my classroom teacher were:
   - • _______________________________________________________________________
   - • _______________________________________________________________________

(b) I could not use the above ideas in my teaching because:
   - • _______________________________________________________________________
   - • _______________________________________________________________________

4. Any other comments/ observations:
   - • _______________________________________________________________________
   - • _______________________________________________________________________
<table>
<thead>
<tr>
<th>PD Day-6, Date ______________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Topic of Lesson ______________________________</td>
</tr>
</tbody>
</table>

1. The two new ideas I learnt at the PD day session were:
   - ______________________________________________________
   - ______________________________________________________

2. The Two new ideas I used in my classroom were:
   - ______________________________________________________
   - ______________________________________________________
   - ______________________________________________________

3. (a) The two ideas I wanted to use but could not include in my classroom teacher were:
   - ______________________________________________________
   - ______________________________________________________

   (b) I could not use the above ideas in my teaching because:
   - ______________________________________________________
   - ______________________________________________________

4. Any other comments/ observations:
   - ______________________________________________________
   - ______________________________________________________
<table>
<thead>
<tr>
<th>PD Day-7, Date ____________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Topic of Lesson ____________</td>
</tr>
</tbody>
</table>

1. The two new ideas I learnt at the PD day session were:
   - 
   - 

2. The Two new ideas I used in my classroom were:
   - 
   - 

3.(a) The two ideas I wanted to use but could not include in my classroom teacher were:
   - 
   - 

   (b) I could not use the above ideas in my teaching because:
   - 
   - 

4. Any other comments/ observations:
   - 
   - 
<table>
<thead>
<tr>
<th>PD Day-8, Date ____________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Topic of Lesson ____________</td>
</tr>
</tbody>
</table>

1. The two new ideas I learnt at the PD day session were:
   - ____________________________
   - ____________________________

2. The Two new ideas I used in my classroom were:
   - ____________________________
   - ____________________________

3.(a) The two ideas I wanted to use but could not include in my classroom teacher were:
   - ____________________________
   - ____________________________

   (b) I could not use the above ideas in my teaching because:
   - ____________________________
   - ____________________________

4. Any other comments/ observations:
   - ____________________________
   - ____________________________
<table>
<thead>
<tr>
<th>PD Day-9, Date ____________</th>
<th>Topic of Lesson ________________________________________________</th>
</tr>
</thead>
</table>

1. The two new ideas I learnt at the PD day session were:
   - ____________________________________________________________
   - ____________________________________________________________

2. The Two new ideas I used in my classroom were:
   - ____________________________________________________________
   - ____________________________________________________________
   - ____________________________________________________________

3. (a) The two ideas I wanted to use but could not include in my classroom teacher were:
   - ____________________________________________________________
   - ____________________________________________________________

   (b) I could not use the above ideas in my teaching because:
   - ____________________________________________________________
   - ____________________________________________________________

4. Any other comments/ observations:
   - ____________________________________________________________
   - ____________________________________________________________
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Planned Activity</th>
<th>Name of Mentee/ LQT (if applicable)</th>
<th>Venue/ Name of School to be visited (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Mentoring</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Professional Development Day (Please mention topic of the lesson)</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Training of PSTs (Give detail)</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Other Training Events</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td>Office work (Please give detail of the work planned for the day)</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Any other (Please state clearly the relevant activity).</td>
<td></td>
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</tr>
</tbody>
</table>

**Instructions**
- Complete this work plan for the coming month by the 15th of each month, in consultation with CTSC Head.
- DTE is expected to do the mentoring work on 22 days in a month.
- CTSC Head will countersign and forward the form to the DTSC Head by 20th of every month
- DTSC head will be responsible for forwarding the work plan of DTEs of EDO (Edu) and DMO before 30th of every month.
- Focus on support of the Least Qualified Teachers (LQT’s/ Mentees)* while preparing work plan.
- In the last two columns, mention the names of teachers and schools that are to be visited and supported.
- On monthly profession day, inform all Mentees/ LQT of your planned visits for the coming month.
- Display a copy of the work plan prominently on the wall of the CTSC room.

*(SSTs having less than BA/B.Ed qualification and working in stand alone Primary Schools)
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Work Plan (Must be finalized by 15th of every month)</th>
<th>Planned Activity</th>
<th>Name of Mentee/ LQT (if applicable)</th>
<th>Venue/ Name of School to be visited (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Mentoring</td>
<td></td>
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</tr>
<tr>
<td></td>
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<td></td>
<td>Professional Development Day (Please mention topic of the lesson)</td>
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<td></td>
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<td></td>
<td>Training of PSTs (Give detail)</td>
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<td>Other Training Events</td>
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<td>Office work (Please give detail of the work planned for the day)</td>
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<td></td>
<td>Any other (Please state clearly the relevant activity).</td>
<td></td>
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</tbody>
</table>

**Column I**  | **II**  | **III**  | **IV**  | **V**
---|---|---|---|---
23rd | | | | |
24th | | | | |
25th | | | | |
26th | | | | |
27th | | | | |
28th | | | | |
29th | | | | |
30th | | | | |
31st | | | | |

DTE signature ___________________________ Date ___________________________

CTSC Head signature ______________________ Date ___________________________

*Total target of Mentees/ LQT’s for mentoring

CTSC head is advised to retain one copy of this work plan with him/herself for office record and display it clearly at the CTSC office.

C.C to:
- Executive District Officer (Edu.)
- District monitoring Officer (D.M.O.)
- Teacher Educator (T.E) concerned
**CTSC Form-2**

**Monthly Progress Report by DTE**
*(To be prepared by DTE)*

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Work Plan (Please refer to Form CTSC-1)</th>
<th>Changes in Planned Activity, if applicable (if you performed a different activity then planned, as mentioned in column III, please fill in column VI and VII)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Planned Activity (Same as CTSC Form-1, Column III)</td>
<td>Name of Mentee/ LQT (If applicable)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Mentoring</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Professional Development Day (Please mention topic of the lesson)</td>
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<td>• Training of PSTs (Give detail)</td>
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<td></td>
<td>• Other Training Events</td>
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<td></td>
<td></td>
<td>• Office work (Please give detail of the work planned for the day)</td>
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<td></td>
<td></td>
<td>• Any other (Please more clearly the relevant activity)</td>
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</tr>
<tr>
<td>Column I</td>
<td>II</td>
<td>III</td>
<td>IV</td>
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<td>15</td>
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</tbody>
</table>

**Instructions**

a. Fill in this form daily and submit the original to CTSC Head on the last working day of the month.
b. Please retain a copy for your record.
c. CTSC Head will add comments, countersign it, and retain one copy for his/her office record and forward the form to DTSC Head.
d. Please record total number of planned and actual activities at the end of the month in the given boxes.
<table>
<thead>
<tr>
<th></th>
<th>Mentoring</th>
<th>Professional Development Day</th>
<th>Training of PSTs</th>
<th>Other Training Events</th>
<th>Office Work</th>
<th>Any other</th>
</tr>
</thead>
<tbody>
<tr>
<td>16</td>
<td></td>
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<td>31</td>
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</tr>
</tbody>
</table>

Total as planned (in days)  
Total as actual (in days)
COMMENTS OF DTE

1. Please identify two main areas for PSTs’ professional support (based on Form CTSC-3)
   •
   •

2. Please identify two main areas where you need professional support
   •
   •

Signature ______________________ Date ______________________

Comments of CTSC Head

• Please comment upon management issues as follows
  • Profession Development Day
  • Mentoring
  • Out of [ ] working days, DTE met you on [ ] working days in the month
  • Is the DTE doing his work as scheduled? Yes [ ] No [ ]
  • Is the DTE maintaining up to date record? Yes [ ] No [ ]
  • Any other comments ____________________________________________________________

Name & Designation ______________________ Signature __________ Date ____________
# Booklet for Progress Report of Mentee/ LQT

For the Year ______________

*(Please maintain a separate booklet for every Mentee/ LQT)*

Name of Mentee/ LQT________________________________ ________________________________________  Male   Female

Academic Qualification ______________________________________________________________ (Tick appropriate box)

Name of School and address ________________________________________________________

Name of DTE _______________________________________ ___________ Name of CTSC __________________________ ________________

Visit Number 1 2 3 4 5 6 7 8 9

Date of Visit

This booklet contains CTSC Form-3, nine copies of Part-I and one copy of Par-II
### Guidelines for DTEs for Supporting the Primary School Teachers (CTSC Form-3)

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Area of Support</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Scheme of work/ Talimi Calendar</td>
<td>Please make sure that the teacher has a scheme of work/ Talimi calendar. Guide him/ her how to follow and use it.</td>
</tr>
<tr>
<td>2.</td>
<td>Lesson Plan</td>
<td>Using the BFM structure of lesson plan, please guide and support the teacher in preparing his/her lesson for delivery in the classroom. If needed, demonstrate how to apply BFM structure of lesson plan. (It is preferable that the PSTs follow the written lesson plan exactly. If not so, they must deliver their teaching at least in accordance with structure of the lesson plan)</td>
</tr>
<tr>
<td>3.</td>
<td>Activity-based teaching and learning</td>
<td>Please guide and support the teacher how he/she can involve students in learning activities and give examples of learning activities like story telling, role play, pair and group work either verbal or through demonstration. Refer to examples given in BFM.</td>
</tr>
<tr>
<td>4.</td>
<td>Use of support material</td>
<td>Please guide the teacher to use support materials like a blackboard. Also encourage the teacher to develop and use low cost/ no cost materials (e.g. use of newspapers, marbles and empty packets of milk/ juice etc.)</td>
</tr>
<tr>
<td>5.</td>
<td>Interaction with students</td>
<td>Please guide and encourage the teacher to make individuals connections/ interaction with majority of the students, for example by applying questioning answering techniques and by giving individuals attention, support, feedback and encouragement to students individually.</td>
</tr>
<tr>
<td>6.</td>
<td>Classroom management</td>
<td>Please guide and support the teacher on how to manage the classroom. Please focus in particular on students’ seating arrangements, which should be appropriate to the learning activities.</td>
</tr>
<tr>
<td>7.</td>
<td>Students’ assessment</td>
<td>Please support and guide the teacher on how questions can be made meaningful, relevant to the topic and asked in proper sequential order as given in the BFM lesson plans. Give examples</td>
</tr>
<tr>
<td>8.</td>
<td>Home work</td>
<td>Please guide and support the teacher in how to assign home work which consolidates the lesson taught in the classroom, how to check home work regularly and provide feedback to students.</td>
</tr>
</tbody>
</table>

### Instructions

a. Please read these guidelines carefully before filling CTSC Form-3 in order to provide meaningful and relevant support to the teacher.  
b. Please concentrate on the identified areas of support only.

c. As soon as you arrive at the school please have a short meeting with the Head Designate/ Head teacher.  
d. Please concentrate on the identified areas of support only.  
e. After discussion fill in the form and get it countersigned, commented by the Head Designate/ Head Teacher.
CTSC Form-3 Part-I
DTE Form for Supporting the Mentee/ LQT in the Classroom

(To be filled in by DTE on every visit)

<table>
<thead>
<tr>
<th>Sr. #</th>
<th>Areas of Support</th>
<th>I have supported the teacher as follows</th>
<th>In my next session I will focus on</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Scheme of work (Talimi Calendar)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Lesson Plan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Activity-based teaching and learning</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Use of support material (Black board, Low cost/ no cost materials)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Interaction with students</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Classroom management</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Purpose of this form**
- g. To make you conscious of your responsibilities as friendly guide of the mentee/ LQT
- h. To make you think of different ways of supporting the mentee/ LQT
- i. To provide structure to your discussion with the mentee/ LQT and the Head teacher after the classroom observation.

**Note:** Please consult the head teacher and refer to the attached guidelines to fill this form adequately. Fill this form after a whole day’s observation of the mentee/ LQT and after discussion with mentee/ LQT.
<table>
<thead>
<tr>
<th>Sr. #</th>
<th>Areas of Support</th>
<th>I have supported the teacher as follows</th>
<th>In my next session I will focus on</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.</td>
<td>Students’ assessment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Home work</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Name of DTE ______________________________ Signature of DTE ______________________ Date ______________ ________

Comments of the Head Designate/ Head teacher after discussion with the DTE

___________________________________________________
___________________________________________________
___________________________________________________

Name of CTSC __________________________ Name of Head Designate/ head Teacher of school __________________ Signature and Date _____________
CTSC Form-3 Part-I
DTE Form for Supporting the Mentee/ LQT in the Classroom
(To be filled in by DTE on every visit)

<table>
<thead>
<tr>
<th>Sr. #</th>
<th>Areas of Support</th>
<th>I have supported the teacher as follows</th>
<th>In my next session I will focus on</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Scheme of work (Talimi Calendar)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Lesson Plan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Activity-based teaching and learning</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Use of support material (Black board, Low cost/ no cost materials)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Interaction with students</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Classroom management</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Name of DTE** __________________________

**Name and address of CTSC** __________________________

**Visit No. (for mentoring)** __________   **Date** __________

**Purpose of this form**

d. To make you conscious of your responsibilities as friendly guide of the mentee/ LQT
e. To make you think of different ways of supporting the mentee/ LQT
f. To provide structure to your discussion with the mentee/ LQT and the Head teacher after the classroom observation.

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</tr>
<tr>
<td>8.</td>
<td>Home work</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Name of DTE ______________________________ Signature of DTE ______________________ Date ______________ ________

Comments of the Head Designate/ Head teacher after discussion with the DTE
_________________________________________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________________________________

Name of CTSC ______________________________ Name of Head Designate/ head Teacher of school __________________ Signature and Date _______________
CTSC Form-3 Part-I
DTE Form for Supporting the Mentee/ LQT in the Classroom
(To be filled in by DTE on every visit)

**Areas of Support**

<table>
<thead>
<tr>
<th>Sr. #</th>
<th>Areas of Support</th>
<th>I have supported the teacher as follows</th>
<th>In my next session I will focus on</th>
</tr>
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<td>Classroom management</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Purpose of this form**

a. To make you conscious of your responsibilities as a friendly guide of the mentee/ LQT
b. To make you think of different ways of supporting the mentee/ LQT
c. To provide structure to your discussion with the mentee/ LQT and the Head teacher after the classroom observation.

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<tr>
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<tr>
<td>8.</td>
<td>Home work</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Name of DTE ______________________________ Signature of DTE ______________________ Date ______________________

Comments of the Head Designate/ Head teacher after discussion with the DTE
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Name of CTSC ___________________________ Name of Head Designate/ head Teacher of school __________________ Signature and Date ________________
## CTSC Form-3 Part-II
### Annual Evaluation of mentee's/ LQT's Progress
(To be prepared by the DTE)

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Number of planned visits for the Mentee/ LQT</td>
<td>Number of actual visits</td>
</tr>
<tr>
<td>2</td>
<td>As a DTE my on-site support to the Mentee/ LQT was well received</td>
<td>Yes [ ] No [ ] If No, please provide details _________________________</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Please tick the relevant box)</td>
</tr>
<tr>
<td>3</td>
<td>The mentee/ LQT showed visible progress during the year</td>
<td>Yes [ ] No [ ] If No, please provide details _________________________</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Please tick the relevant box)</td>
</tr>
<tr>
<td>4</td>
<td>The mentee/ LQT needs further mentoring in the following areas (Please tick the relevant areas)</td>
<td>Scheme of work [ ] Lesson Plan [ ] Activity based teaching and learning [ ] Use of support material (Black board, low cost/ no cost material) [ ] Interaction with students [ ] Classroom management [ ] Students assessment [ ] Home work [ ]</td>
</tr>
<tr>
<td>5</td>
<td>The mentee/ LQT does not need any further mentoring (Please tick if no mentoring is necessary)</td>
<td>[ ]</td>
</tr>
<tr>
<td></td>
<td>Comments of Head Teacher/ Head Designate (to be filled in by the Head Designate)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Name of Head Designate/ Head Teacher (Mentee’s/ LQT school)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Name of DTE ____________________________ Signature ___________________ Date ________________</td>
<td></td>
</tr>
</tbody>
</table>
CTSC Form-4
Report on Professional Development Day (PDD)

Held on _________________

Topic of lesson ______________________________

Name of CTSC ____________________________________
Name of CTSC Head _______________________________
Tehsil _________________________ District ____________
Name of DTE –1 ___________________________________
Name of DTE-II ___________________________________

Total number of PSTs in the cluster Male [ ] Female [ ]
Number of PST who attended Male [ ] Female [ ]

Instructions

a. Part-I will be used for assessment of CTSC while Part II for assessment of DTEs on professional
development day and Part III will show the attendance of PSTs.

b. Title page, Part I and part II of this report will be filled in by the CTSC Head on the Professional
Development Day. However, Part III of this form will be filled in by the DTE concerned.

c. CTSC Head will use this form to evaluation the performance of DTEs and to record the attendance of
PSTs.

d. The PSTs will be divided into two groups and allocated to both the DTEs. The same PSTs will stay wit
their respective DTE for the entire duration of the academic year.

e. Once the report is completed, CTSC Head will send it to the DTSC Head, and keep one copy for office
record.

f. A separate CTSC Form-4 will be filled for each PDD.
### Part I Assessment of CTSC Performance on PDD

Please indicate if the following tasks entrusted to CTSC Heads were adequately accomplished during PDD:

<table>
<thead>
<tr>
<th>Task</th>
<th>Yes/No</th>
<th>If No, please explain why?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Proper space for training was made available</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Seating arrangements were appropriate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Training area was clean and welcoming</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Stationery was provided and distributed to the participants</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Refreshment was given to the participants</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Suggestions of CTSC Head for improvement in management of PDD

---

### Part II Assessment of DTEs’ Performance on PDD

Please rate DTEs individually, based on the following scoring scale:

- Good = 3
- Satisfactory = 2
- Poor = 1

<table>
<thead>
<tr>
<th>Activity</th>
<th>Score (1, 2 or 3)</th>
<th>DTE-I</th>
<th>DTE-II</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Arrival of DTE at the CTSC was well in time.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Training materials were efficiently distributed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. AV aids (if available) were effectively used</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Additional resources (No cost/ Low cost) were arranged and used effectively</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. DTE was able to maintain discipline during training</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Record keeping of PDD (Attendance and checking of Log Books of PSTs)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please assess the DTEs’ overall performance as per above scoring; Please tick the relevant box.

<table>
<thead>
<tr>
<th>DTE-I</th>
<th>DTE-II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Good (15-18)</td>
<td>Good (15-18)</td>
</tr>
<tr>
<td>Satisfactory (10-14)</td>
<td>Satisfactory (10-14)</td>
</tr>
<tr>
<td>Poor (1-8)</td>
<td>Poor (1-8)</td>
</tr>
</tbody>
</table>

Please indicate the problems faced by DTE-I and/or areas of improvement for DTE-I

1. 
2. 
3. 

Please indicate the problems faced by DTE-2 and/or areas of improvement for DTE-2

1. 
2. 
3. 

Signature of CTCS Head ______________________
CTSC Form-5

Data record of Schools, Primary School Teachers (PSTs) and Least Qualified Teachers (LQT's)

(To be filled in by DTE)

Cluster Centre Code _______________ Tehsil _____________ District ______________

Name of the DTE ____________________________

<table>
<thead>
<tr>
<th>Sr. No. of School</th>
<th>Name &amp; EMIS Code of the School</th>
<th>Stand alone</th>
<th>Gender</th>
<th>**LQT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Yes</td>
<td>No</td>
<td>Male (M)</td>
</tr>
</tbody>
</table>

Tick the appropriate column

Note: Please fill the names of the schools and those of the LQT's (PSTs) assigned to you, as per provided lists of PSTs immediately after distribution of work by the CTSC Head, and update this information every three months.
<table>
<thead>
<tr>
<th>Sr. No. of School</th>
<th>Name &amp; EMIS Code of the School</th>
<th>Stand alone</th>
<th>Gender</th>
<th>**LQT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Yes</td>
<td>No</td>
<td>Male (M)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Tick the appropriate column

Total No. of schools assigned: [ ]
Total no. of PSTs assigned: [ ]
Total no. of LQT’s assigned: [ ]

*CNICN: Computerized National Identity Care Number
**LQT/Mentee is a PST having qualification less than B.A/B.Ed and working in a stand-alone school

Note: Photocopy of the form may also be used to meet additional requirement.
CTSC Form-6
Monthly Report to head of DTSC for the Month of ___________ 2007/2008 (Circle one)

(To be filled by CSC Head)

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Training and Mentoring activities managed by the CTSC during the month</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Professional Development (PD) Day</td>
</tr>
<tr>
<td></td>
<td>Topic ___________________________________________________________ Date __________________</td>
</tr>
<tr>
<td></td>
<td>No. of participants expected No. of participants attended Percentage of participation</td>
</tr>
<tr>
<td></td>
<td>(Please consult attendance sheet of Professional Development Day, CTSC Form-4 Part-III)</td>
</tr>
</tbody>
</table>

2. School visits of DTEs for mentoring of PSTs (Please consult CTSC Form-2 submitted by both DTEs)
   - Total number of mentees in the CTSC
   - Number of teachers scheduled for mentoring during the month
   - Actual number of teachers mentored during the month
   - Percentage of teachers actually mentored during the month
   - No. of teachers who could not be mentored during the month

<table>
<thead>
<tr>
<th>DTE-I</th>
<th>DTE-II</th>
</tr>
</thead>
</table>

3. Primary School Teachers (PSTs) training if held during the month (Please consult Attendance Sheet of PST training)
   - PST training was held during the month Yes No (If yes, please fill in the following) Training date from __________ to __________
   - Total No. of training days
   - Total No. of training hours
### 4. Please indicate areas where your DTEs need capacity building: (Please fill in these columns after discussion with the DTEs and in the light of their comments in CTSC Form-2)

<table>
<thead>
<tr>
<th>DTE-I</th>
<th>DTE-II</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 5. Please give your assessment of DTEs on the basis of Training of PSTs, if any held: professional Development Day, or any other activity carried out at the CTSC

<table>
<thead>
<tr>
<th>DTE-1</th>
<th>DTE-2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training of PSTs</td>
<td>Training of PSTs</td>
</tr>
<tr>
<td>Good</td>
<td>Good</td>
</tr>
<tr>
<td>Satisfactory</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>Poor</td>
<td>Poor</td>
</tr>
</tbody>
</table>

### 6. Suggestions of Head of the CTSC for improved functioning of the CTSC

<table>
<thead>
<tr>
<th>Suggestions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Signature of the CTSC Head** ______________________  **Date** ______________________
1. Local executing agency

2. Building Knowledge Resources for Quality Education

3. Compendium

4. Role of Head Teacher and Lesson Planning

5. Assessment of students learning preparing and using assessment tools

6. Interaction with Head Teachers and Solo Taxonomy Part 2

7. Preparing and using low cost and no cost Materials
با نظر یاتم چیکت کاری اور اسکالر

Assessing and Checking Home Work

Using Activity based teaching learning methods

Classroom Management and Final Assessment of Students

![Diagram](image-url)
Local Executing Agency

BUILDING KNOWLEDGE RESOURCES FOR QUALITY EDUCATION

Semiotics Compendium

Page 145

1. A research methodology involving the study of the transmission and interpretation of messages through various forms of communication.

2. The knowledge resources for quality education are being developed by the local executing agency. This involves the creation of educational materials and the training of teachers and educators.

3. The local executing agency is working closely with the government and international organizations to ensure the effective implementation of the knowledge resources.
4. جبہ آپ کا سکول کا دوڑ کر ہو تو اپسے سے پڑھے بغیر اور اس کے ساتھ فہرست اور اطلاعات کا سامنا کر کے آپ کے وقت میں معلومات جمع کریں۔

5. آپ کے وقت کا مختلف اور آپ کا وقت نظر نہیں کے جب تک معلومات جمع کریں۔

6. جب تک معلومات جمع کریں۔

7. دوAIN آپ کا کوآیک Least qualified استاد کے لئے قانون نوعیتی کے ساتھ چھوٹے بھی اور ان کے بطور کے اور آپ کا وقت نہیں کے جب تک معلومات جمع کریں۔

8. معلومات کے دوران تیزی سے یاد کر کے یاد کرنا چاہئے ہو۔

9. کورس دیتی کی طرف سے مہیا کے جی بی آئی کے طرف کے کورس دیتی کی طرف کے DTEs کو اس کو اپنے اکثریت کے مکمل تعلیم اور تربیتی کے

10. ان کے کورس دیتی کی طرف سے DTEs کو اس کا حامی کرنا۔

11. ان کے کورس دیتی کی طرف سے DTEs کو اس کا حامی کرنا۔
<table>
<thead>
<tr>
<th>Level</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Preliminary Needs Assessment (TNA)</strong></td>
</tr>
<tr>
<td>2</td>
<td><strong>Continued Professional Development (CPD)</strong></td>
</tr>
<tr>
<td>3</td>
<td><strong>Mentoring</strong></td>
</tr>
<tr>
<td>4</td>
<td><strong>System Evaluation</strong></td>
</tr>
</tbody>
</table>

**CTSC (Comprehensive Technical Support Centre)**

- **DTE (District Training Institute)**
- **TNA (Technical Needs Assessment)**
- **CPD (Continued Professional Development)**
- **Mentoring**
- **System Evaluation**
5. قائمہ 1: DTE کے لئے عموم کے لئے میٹرک کے پرائمر گروپ

6. قائمہ 2: DTE کے لئے عموم کے لئے پرائمر گروپ

7. قائمہ 3: استاد (Mentee) کے لئے عموم کے لئے پرائمر گروپ

8. قائمہ 4: پرائمر گروپ کے لئے فائنل (Final) میٹرک

9. قائمہ 5: سکول ہاﺅس کے لئے فائنل (Final) میٹرک

10. قائمہ 6: DTSC کے لئے فائنل (Final) میٹرک

DTE کے لئے عموم کے لئے پرائمر گروپ
Dear DTE designate,

It gives me immense pleasure to welcome you as a new member of the team of Directorate of Staff Development (DSD). I hope that you already know that the Government of the Punjab has assigned DSD the role of an apex organization, solely responsible for teacher development in the province. Accordingly, this Directorate is vigorously pursuing the objective of developing a knowledgeable, committed, motivated, competent and ethically sound cadre of educational personnel to ensure delivery of quality education in government schools. With a view to achieving the said goal, the Continuous Professional Development (CPD) Framework has been prepared, which has been duly approved by the Chief Minister, Punjab. Under the CPD framework, in the first phase DSD organized training for about 62,000 Primary School Teachers (PSTs) in 12 Districts in December 2006. In the second phase of implementation, another 1,15,091 PSTs would now be trained through you during 20 to 25th of August 2007, at CTSCs of the remaining 23 Districts.

2. I take this opportunity to remove certain doubts and unfounded apprehensions about the CPD programme and the career of the teachers joining as DTEs. In this context, I would like to reiterate that:

a. As a DTE you will not be on contract but will continue to be a permanent government servant.
b. After finalization of the selection and initial training process, you will simply be transferred against the post of DTE, which would not change your status as a "civil servant" in any mariner. Therefore, you will continue to be governed by all government rules.
c. You will continue to draw your salary as per your Last Pay Certificate (LPC). However, in addition you will be paid Rs.4500/- as incentive plus mobility allowance.
d. Your seniority will remain intact in your parent cadre and you will continue to be considered for promotion on your turn. In case of your promotion up to BS-16, you will continue to work as DTE and for actualization of your promotion you need not to be transferred/d allocated.
e. Last but not the least, your stay with DSD is likely to provide you with numerous opportunities of professional growth and incentives, which may include training within the country and abroad.

3. For your convenience and record, we are again, circulating approved terms and conditions for the DTEs. We expect that, as a member of the core-team of DSD, you will work with total commitment and enthusiasm for promoting the cause of quality education. As an agent of change, you can make a difference in your area of posting. This would not merely be serving for a national cause; it would also give you immense job satisfaction. I wish you all the best.

4. In case you still have any questions or queries, please feel free to contact Mr. Muhammad Shahid, Assistant Director (RPM), DSD on 0333-4269152 or 042-7494847 or send us an email message at dsdpunjab@gmail.com

With best regards,

Sincerely,

(Dr. Rukhsana Zia)
Program Director
The District Teacher Education – designate

**Directorate of Staff Development**
Wahdat Colony Lahore


1. All District Nazims in the Punjab;
2. All District Coordination Officers in the Punjab;
3. All Executive District Officers (Education) in the Punjab;
4. All District Monitoring Officers in the Punjab;
5. All Heads of District Training & Support Centers (DTSCs) in 35 districts of Punjab;

Subject: **TERMS AND CONDITIONS FOR THE DISTRICT TEACHER EDUCATORS (DTEs)**

On the recommendations of the Directorate of Staff Development Punjab (DSD), the Education Department has, vide order No. SO (TRG) 2-15/2003 dated March 31, 2007, approved the following terms and conditions for the District Teacher Educators (DTEs):

a. They are posted as DTEs simply by transferring them from their present place of posting;
b. They will draw their salary as per their Last Pay Certificate issued by the Accounts Officer/Accountant General Punjab;
c. They will draw Rs. 3000/- as an incentive pay allowance and Rs. 1500/- as mobility allowance;
d. These allowances will not be included in their pay for their pension;
e. Their seniority will remain intact within their parent cadre and they would be considered for promotion on their turn;
f. They will continue to be governed by all government rules as applicable to all government servants;
g. They would work under administrative control of their respective Heads of the DTSCs;
h. Their ACRs/PERs will be initiated by the Heads of CTSC concerned and countersigned by the Heads of DTSC concerned.

2. The DTSCs heads in the 12 districts, namely: Kasur, Okara, Attock, Gujrat, Faisalabad, Rajanpur, Mianwali, Sargodha, Sheikhupura, Muzaffargarh, R.Y. Khan and Mandi Baha-ud-Din, where the DTEs have already been placed, are requested to circulate this information amongst all the heads of CTSCs and the DTEs within their respective districts.

(Dr. Rukhsana Zia)
Program Director

CC to:

1. Additional Director, DSD;
2. Program Director PMIU-PESRP;
3. P.S. to Secretary Education, Government of the Punjab;
4. P.S. to Special Secretary (School), Education Department, Government of the Punjab
5. All Deputy Directors, DSD
6. All Regional Program Managers, DSD
The District Educator - designate

From

The District Monitoring Officer,
Multan

To

Executive District Officer (Education),
Multan

No. SSPMIU-2-29/06/DMO/DCO dated: 10/06/2006

SUBJECT: INSPECTION OF COMPUTER LABS ESTABLISHED UNDER I-T, / COMPUTER SCIENCE TEACHERS AND COMPUTER LABS PROJECT. PUNJAB, LAHORE

After visits of 16 high schools including both for boys and girls in the district it has been found that following deficiencies are there in the computer labs which need immediate attention:

1. 3-phase meters need to be installed and it is also to be ensured that there should be a separate electric cable of 7/44 from meter to computer labs.
2. Stock registers needs to be completed.
3. It should be ensured that these computer labs should be functional in all respect after summer vacations.
4. I.T. teachers should be sent to the schools where computer labs have been established but no teacher has been yet posted.

The following is the list of schools where above mentioned issues are to be settled immediately:

i. Govt. High School, Ayyazabad Maral, Multan.
iii. Govt. High School Islamia, Aam Khas Bagh, Multan.
iv. Govt. High School Islamia, Doulat Gate, Multan.
v. Govt. Girls High School Makhdoom Rashid.
ix. Govt. Girls High School Chah Bohar Wala, Railway Road.
CC:

1. The District Coordination Officer, Multan.
2. Mr. Ahmed Javed Qazi, Deputy Director (M&E), PMIU, Lahore.
3. Malik Bashir Ahmad, District Officer (Secondary), Multan.
UNIT 5: LEAVE RULES 1981

GOVERNMENT OF TOE PUNJAB
FINANCE DEPARTMENT

NOTIFICATION

The 13th July, 1981

No.F.D.SR-111-1 -85/78—In exercise of the powers conferred by section 23 of the Civil Servants Act, 1974, the Governor is pleased to make the following rules, namely: -

1. Short title, application and commencement

   (1) These rules may be called the Revised Leave Rules, 1981.

   (2) They shall apply to all civil servants other than those who were employed before the first day of July, 1978, and opted not to be governed by the Revision of Leave Rules issued under the Finance Department's Circular Letter No.FD.SR-III-1 -85/78, dated 5th November, 1978.

   (3) They shall come into force at once.

2. When leave earned— (1) All service rendered by a civil servant qualifies him to earn leave in accordance with these rules but shall not be earned during the period of leave.

   (2) Any period spent by a civil servant in foreign service qualifies him to earn leave provided that contribution towards leave salary is paid to the Government on account of such period.

3. Earning and accumulation of leave— (1) A civil servant shall earn leave only on full pay which shall be calculated at the rate of four days for every calendar month of duty rendered and credited to the leave account as "Leave on full pay".

   (2) Duty period of fifteen days or less in a calendar month shall be ignored and that of more than fifteen days shall be treated as full calendar month for the purpose of calculation of earned leave.

   (3) If a civil servant proceeds on leave during a calendar month and returns from it during another calendar month and the period of duty in either month is more than fifteen days, the leave to be credited for both the incomplete months shall be restricted to that admissible for one full calendar month only.

   (4) There shall be no maximum limit on the accumulation of such leave.

4. Civil Servants in Vacation Department—
(1) A civil servant in Vacation Department may earn leave on full pay:—

(a) When he avails himself of full vacation in a calendar year at the rate of one day for every calendar month of duty rendered:

(b) When during any year he is prevented from availing himself of the full vacation as for a civil servant in a non-vacation department for that year; and

(c) When he avails himself of only a part of the vacation—as in (a) above plus such proportion of: thirty days as the number of days of vacation not taken bears to the full vacation.

(2) The provisions under rule 3(2-4) shall also be applicable in the case of civil servants of a Vacation Department.

5. Leave on full pay follows—The maximum period of leave that may be granted at one time shall be as follows

a. Without medical certificate 120 days
b. With medical certificate 180 days
c. On medical certificate from leave account, in entire service.

Note—Under Leave Rules, 1955, leave 'on half average pay could be converted into leave on full pay on the strength of Medical Certificate upto a maximum of twelve months in terms of leave on full pay in the whole service. The account of this kind of leave was separately maintained in the leave account under the said Rules. Such leave availed of by the civil servants' before the introduction of these rules, shall be debited against the maximum limit of 365 days fixed under this rule.

6. Leave on half pay— (1) Leave on full pay may, at the option of the civil servant, be converted into leave on half pay, the debit to the leave account will be at the rate of one day of the former for every two days of the latter, fraction of one half counting as one full day's leave on full pay.

(2) The request for conversion of leave-referred to in sub-rule (1) shall be specified by the civil servant in his application for the grant of leave.

(3) There shall be no limit on the grant of leave on half pay so long as it is available by conversion in the Leave account.

7. Leave to be applied etc., in terms of days—have shall be applied for, expressed and sanctioned, in terms of days.

8. Carry forward of existing leave— All leave at credit in the account of a civil servant on the first day of July, 1978, shall be carried forward and expressed in terms of leave on full pay and the leave account such cases shall, with effect from the first day of July, 1978, or in the case of a civil servant who was on leave on at date, with effect from the date of his return from leave, be recast as under:-
(i) Leave of full pay—
   (a) 1 month  30 days
   (b) 1 day 1 day
(ii) Leave on half pay—
   (a) 1 month 15 days
   (b) 2 days 1 day

Note—factions, if any, shall be ignored.

9. Extraordinary leave (leave without pay)—

(1) Extraordinary leave without pay may be granted on any ground up to a maximum period of five years at a time, provided that the civil servant to whom such leave is granted, has been in continuous service for a period of not less than ten years, and, in case a civil servant has not completed ten years of continuous service extraordinary leave without pay for a maximum period of two years may be granted if the discretion of the head of his office:
   Provided that the maximum period of five years shall be reduced by the period of leave, in full pay or half pay, if granted in combination with the extraordinary leave.
(2) Extraordinary leave up to a maximum period prescribed under sub-rule (1) may be granted, subject to the conditions stated therein, irrespective of the fact whether a civil servant is a permanent or a temporary employee.

10. Recreation leave—. Recreation leave may be granted for fifteen days once in a financial year, the debit to the leave account may, however, be ten days leave on full pay:

   Provided that such leave shall not be admissible to a civil servant in a vacation department.

   Note—Casual leave (as Recreation Leave) shall however continue to be granted for 10 days only subject to other conditions under the Government instructions.

11. Leave not due— (1) Leave not due may be granted on full pay, to be offset against leave to be earned in future, for a maximum period of three hundred and sixty-five days in the entire period of service, subject to the condition that during the first five years of service- it shall not exceed ninety days in all.

   (2) Such leave may be converted into leave on half pay.

   (3) Such leave shall be granted only when there are reasonable chances of the civil servant resuming duty on the expiry of the leave.

   (4) Such leave shall be granted sparingly and to the satisfaction of the sanctioning authority but it shall not be admissible to temporary civil servants.

12. Special leave— (1) A female civil servant, on the death of her husband, may be granted special leave on full pay, when applied for, for a period not exceeding one hundred and thirty days.
(2) Such leave shall not be debited to her leave account.

(3) Such leave shall commence from the date of death of her husband and for this purpose she will have to produce death certificate issued by the competent authority either along-with her application for special leave or, if that is not possible, the said certificate may be furnished to the leave sanctioning authority separately.

13. Maternity leave— (1) Maternity leave may be granted on full pay, outside the leave account, to a female civil servant to the extent of ninety days in all from the date of its commencement (as specified in the application for leave) or forty-five days from the date of her confinement, whichever be earlier.

(2) Such leave may not be granted for more than three times in the entire service of a female civil servant except in the case of a female civil servant employed in a vacation department who may be granted maternity leave without this restriction.

(3) For confinements beyond the third one, female civil servant (in a non-Vacation Department) would have to take leave from her leave account.

(4) The spells of maternity leave availed of prior to the coming into force of these rules shall be deemed to have been taken under these rules.

(5) Maternity leave may be granted in continuation of, or in combination with, any other kind of leave, including extraordinary leave as may be due and admissible to a female civil servant.

(6) Leave salary to be paid during maternity leave shall be regulated as for other leave, in accordance with the existing instructions of the Government.

(7) The leave salary to be paid during maternity leave will, therefore, remain un-affected even if an increment accrues during such leave and the effect of such an increment will be given after the expiry of maternity leave, in the event of resumption of duty by such female civil servant.

14. Disability leave— (1) Disability leave may be granted, outside the leave account on each occasion, up to a maximum of seven hundred and twenty days on such medical advice as the head of office may consider necessary, to a civil servant, other than a civil servant in part-time service, etc., disabled by injury, ailment or disease contracted in course or in consequence of duty or official position.

(2) The leave salary during disability leave shall be equal to full pay for the first one hundred and eighty days and on half pay for the remaining period.

15. Leave ex-Pakistan— (1) Leave ex-Pakistan may be granted on full pay to a civil servant who applies for such leave or who proceeds abroad during leave, or takes leave while posted abroad or is otherwise on duty abroad, and makes a specified request to that effect.

(2) The leave pay to be drawn abroad (in foreign currency) shall be restricted to a maximum of three thousand rupees per month.
(3) The leave pay shall be payable in Sterling if such leave is spent in Asia other than Pakistan and India.

(4) Such leave pay (in foreign currency) shall be payable for the actual period of leave spent abroad subject to a maximum of one hundred and twenty days at a time.

(5) The civil servants appointed after the 17th May, 1958, shall draw their leave salary in rupees in Pakistan irrespective of the country where they happen to spend their leave.

(6) Grant of leave ex-Pakistan will be regulated and be subject to the same limits and conditions as prescribed in roles 5, 6 and 9.

16. Leave preparatory to retirement—(1) The maximum period up to which a civil servant may be granted leave preparatory to retirement shall be three hundred and sixty-five days.

(2) Such leave may be taken, subject to availability, either on full pay or partly on full pay and partly on half pay, or entirely on half pay, at the discretion of the civil servant.

17. Encashment of refused leave preparatory to retirement—(1) If, in case of retirement on superannuation *(or voluntary retirement on completion of thirty years qualifying service) a civil servant cannot, for reasons of public service be granted leave preparatory to retirement duly applied for in sufficient time, he will in lieu thereof, be granted lumpsum leave pay for the leave refused to him subject to a maximum of one hundred and eighty days leave on full pay.

(2) Such leave can be refused partly and sanctioned partly but the cash compensation shall be admissible for the actual period of such leave so refused not exceeding one hundred and eighty days.

3) The payment of leave pay in lieu of such refused LPR may be made to the civil servant either in lumpsum at the time of retirement or may, at his option be drawn by him month-wise for the period of leave so refused.

(4) For the purpose of lumpsum payment in lieu of such refused leave, only the "Senior Post Allowance" will be included in "Leave Pay" so admissible.

(5) In case a civil servant on leave preparatory to retirement dies before completing one hundred and eighty days of such leave, his family shall be entitled to lumpsum payment equal to the period falling short of one hundred and eighty days.

18. Power to refuse leave preparatory to retirement, etc. — (1) Ordinarily, leave preparatory to retirement en superannuation, shall not be refused.

(2) All orders refusing leave preparatory to retirement to a civil servant and recalling a civil servant from leave preparatory to retirement shall be passed only by the authorities specified below:-

i. For civil servants of Grade 17 and above Chief Secretary Personally

ii. For civil servants of Grade 16 and below Secretary of the
Concerned personally
Administrative Deptt.

(3) The authorities specified in sub-rule(2) shall not delegate these powers to
any other authority.

(4) All proposals regarding refusal of such leave to an officer of Grade 17 and above shall
be referred to the Chief Secretary, with detailed justification at least three months before an officer is
due to proceed on such leave.

Note: Rule 17 & 18 may be read with Finance Department's circular letters at pages 31 to
37.

19. In-service death— (1) In case a civil servant dies, or is declared permanently
incapacitated for further service while in service by a Medical Board, a lumpsum payment equal to
leave pay upto one hundred and eighty days out of the leave to his credit shall be made to his family
as defined for the purposes of family pension or, as the case may be, to the civil servant.

(2) For the purpose of lumpsum payment under sub-rule (1), only the "Senior Post
Allowance will be included in the "leave Pay" so admissible. (These orders shall take effect from
16th Sept.,1985.)

20. Reasons need not be specified, etc.— (1) It shall not be necessary to specify the
reasons for which leave has been applied so long as that leave is due and admissible to a civil
servant.

(2) Leave applied for on medical certificate shall not be refused:

Provided that the authority competent to sanction leave may, at its discretion, secure a second
medical opinion by requesting the Civil Surgeon or Medical Board, as the case may be, to have the
applicant medically examined.

21. Leave when starts and ends—Instead of indicating whether leave starts or ends in the
forenoon or afternoon, leave may commence from the day following that on which a civil hands over
the charge of his post and may end on the day preceding that on which he resume duty.

22. Re-call from leave, etc.—(1) If a civil servant is re-called to duty compulsorily with the
personal approval of the head of his office from leave of any kind that he is spending away from his
headquarters, he may be granted a single return fare plus Daily Allowance as admissible on tour from
the station where he is spending* his leave to the place where he is required to report- for duty.

(2) In case, the civil servant is re-called to duty at headquarters and his remaining leave
is cancelled, the fare then admissible shall be for one-way journey only.

(3) If the return from leave civil servant is entitled to no concession.

23. Over stay after sanctioned leave, etc. — (1) Unless, the leave of- a civil servant is
extended, by the head of his office, a civil servant who remains absent after the end of his leave shall

*Substituted vide No.FD-SR-II-2-100/87 dated 1st Feb,1988. Original version is available at serial
No.1, Page 31.
not be entitled to any remuneration for the period of such absence, and without prejudice to any
disciplinary action that may be "taken against him, double the period of such absence shall be debited
against his leave account.

(2) Such debit shall, if there is insufficient credit in the leave account, be adjusted against "future earning.

24. Any type of leave may be applied for A civil servant may apply, for any type of leave
which is due and admissible to him and it shall not be refused on the ground that another type of leave
should be taken in the particular circumstances, "for example, a civil servant may apply for
extraordinary leave or leave on half-pay even if leave on full pay is otherwise due and admissible to
him, or he may proceed on extraordinary leave followed by leave on half-pay and full-pay rather than
that on full pay, half pay and without pay.

25. Combination of different types of leave, etc-One type of leave may be, combined with
joining time or with any other type of Leave otherwise admissible to the civil servant:

Provided that leave preparatory to retirement shall not be combined with any other kind of
leave.

26. Civil Servant on leave not to join duty without permission before its expiry— Unless
he is permitted to do so by the authority which sanctioned his leave, a civil servant on leave may not
return to duty before the expiry of the period of leave granted to him.

27. Leave due may be granted on abolition of post, etc. —(1) When a post is abolished,
leave due to the civil servant/ whose services are terminated inconsequence thereof, shall be granted
without regard to the availability of a post for the period of leave.

(2) The grant of leave in such cases shall, so long as he does not attain the age of
superannuation, be deemed automatically to have also extended the duration of the post and the
tenure of its incumbent.

28. Manner of handing-over charge when proceeding on leave, etc.— (1) A civil servant
proceeding on leave shall hand over the charge of his post, and if he is in Grade 16 and above, ho
shall, while handing over charge of the post, sign the charge relinquishment report.

(2) If leave ex-Pakistan has been sanctioned on medical grounds, the civil servant shall
take abroad with him a copy of the medical statement of his case.

29. Assumption of charge on return from leave, etc.— (1) A civil servant, on return from
leave, shall report for duty to the authority that sanctioned his leave and assume charge of the post to
which he is directed by that authority unless such direction has been given to him in advance.

(2) In case he is directed to take charge of a post at a station other than that from where
he proceeded on leave, travel expenses as on transfer shall be payable to him.

30. Accounts Offices to maintain leave account— (1) Leave account in respect of a civil,
servant shall be maintained as part of his Service Book.
(2) The Accounts Offices shall maintain the leave "accounts of civil servants of whom they were maintaining the accounts immediately before the coming into force of these rules.

31. Leave to lapse when civil servant quits service— All leave at the credit of a civil servant shall lapse when he quits service.

32. Pay during leave— (1) Leave pay admissible during leave on full pay. shall be the greater of:

(a) The average, monthly pay earned during the twelve complete months immediately preceding the month in which the leave begins; and
(b) The pay/drawn on the day immediately before the beginning of the leave.

(2) When leave on half-pay is taken, the amounts calculated under clauses (a), and, (b) of sub-rule (1) shall be halved to determine the greater of the two rates.

33. Leave earned by civil servant employed in non-continuous establishment— (1) A civil servant employed in a non-continuous Establishment may be granted only earned leave and disability leave, as admissible to, and subject to the conditions laid down for, a civil Servant employed in a continuous establishment and no other kind of leave shall be admissible to such civil servant.

(2) A civil servant who is transferred from a non-continuous establishment to a continuous establishment and vice versa shall carry forward the balance of earned-leave at his credit on the date of his transfer.

Explanation in this rule, "non-continuous establishment "means an establishment which does not function throughout the year and "continuous establishment" means an establishment which functions throughout the year.

34. Quarantine leave— (1) Quarantine leave is in the nature of extra, casual, leave and a substitute shall normally not be employed during the absence of a civil servant on such leave:

Provided that where the exigencies of service are compelling, the head of the office may employ a substitute for reasons to be recorded in writing.

(2) A civil servant may be granted quarantine leave outside his leave account to the extent that his authorized medical attendant recommends and the period of such leave shall be treated as duty with full pay and allowances of the post held by him at the time of proceeding on leave.

35. Leave application, its sanction, etc,— (1) Except where otherwise stated, an application for leave or for an extension of leave must be made to the head of office where a civil servant is employed and, in the case of the head of office, to the next above administrative authority and the extent of leave due and admissible shall be stated in the application.

(2) An audit report shall not be necessary before the leave is sanctioned.

(3) When a civil servant submits a medical certificate for the grant of leave, it shall be, by an authorized medical attendant in the form attached to these rules.
(4) Leave as admissible to a civil servant under these rules may be sanctioned by the head of Administrative Department, Attached Department, Office or any other officer authorized by him to do so and, when so required, leave shall be notified in the official Gazette.

(5) In cases where all the applications for leave cannot, in the interest of public service, be sanctioned to run simultaneously, the authority, competent to sanction leave shall, in deciding the priority of the applications, consider:

(i) whether, and how many applicants can, for the time being, best be spared;
(ii) whether any applicants were last re-called compulsorily from leave; and
(iii) whether any applicants were required to make adjustment in the timing of their leave on the last occasion.

*36. Hospital Leave and Study Leave—Subject to these rules, the provisions regarding Hospital Leave and Study Leave contained in the C.S.R. (Punjab) shall continue to apply to the civil servants.

*36. Hospital Leave and Study Leave— Subject to these rules, the provisions regarding Hospital Leave and Study Leave contained in the C.S.R. (Punjab) shall continue to apply to the civil servants.
FORM-I

FORM OF MEDICAL CERTIFICATE

(Signature of Applicant)

MEDICAL CERTIFICATE. FOR CIVIL SERVANTS-RECOMMENDED FOR LEAVE OR EXTENSION

I, __________________________, after careful personal examination of the case, hereby certify that whose signature is given above, is suffering from __________ and I consider that a period of absence from duty with effect from __________ is absolutely necessary for the restoration of his health.

Dated, the ________

Government Medical Attendant
FORM-II

APPLICATION FOR LEAVE

Note:- Item 1 to 9 must be filled in by all applicants. Item 12 applies only in the case of Government servants of Grade 16 and above.

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<tr>
<td>1</td>
<td>Name of applicant.</td>
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<td>2</td>
<td>Leave -Rules-applicable.</td>
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<td>Post held.</td>
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<td>4</td>
<td>Department or Office’</td>
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<td>5</td>
<td>Pay</td>
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<td>6</td>
<td>House Rent Allowance; Conveyance Allowance or other Compensatory Allowances drawn, in the present post.</td>
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<td>7</td>
<td>(a) Mature of leave applied for.</td>
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<td>8</td>
<td>(b) Period of leave in days.</td>
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<td>9</td>
<td>(c) Date of commencement.</td>
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<td>10</td>
<td>Particular Rule/Rules under which leave is admissible.</td>
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<td>11</td>
<td>(a) Date of return from last leave.</td>
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<td>12</td>
<td>(b) Nature of leave</td>
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<td>13</td>
<td>(c) Period of leave in days</td>
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Dated

Signature of applicant

10. Remarks and recommendation of the Controlling Officer.

11. Certified that leave applied for is admissible under necessary conditions are fulfilled.

Dated

Signature
Designation

12. Report of Audit Officer

Dated

Signature
Designation

13. Orders of the sanctioning authority certifying that on, the expiry of leave the-applicant is likely to return to the same post carrying the compensatory allowances being drawn by him.

Dated

Signature
Designation.
FORM OF LEAVE ACCOUNT UNDER REVISED LEAVE RULES, 1981

Leave Account of Mr./Miss/Mrs. ____________________________

Date of commencement of service ___________________________

Date of attaining the age of superannuation ____________________

<table>
<thead>
<tr>
<th>Government/Department served under</th>
<th>Period of duty</th>
<th>Leave earned on full pay 4 days each calendar month</th>
<th>Leave at credit (column 21 + 6)</th>
<th>Period</th>
<th>LEAVE TAKEN</th>
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<td>In terms of half pay</td>
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Total leave (Column 10 + 11 + 12 + 14 + 15 + 17 + 19)

Balance on 1-7-1978, return from leave (Column 20 + 21 + 22 + 23)

Remarks

Attestation

Local Executing Agency

Compendium

164
EXPLANATORY INSTRUCTIONS FOR FILLING UP

THE LEAVE ACCOUNT FORM

1. This leave account will be maintained for all civil servants of the Provincial Government who were in service on the 1st July, 1978 including those who were on leave on that date and have not opted to retain the existing leave rules and all others who entered service on or after 1st July, 1978.

2. All leave at credit in the account of a civil servant who was in service on the 1st July, 1978, shall be converted in terms of leave on full pay at the following rates :-

   (i) L.F.P.
      (a) 1 month  30 days
      (b) 1 day     1 day

   (ii) L.H.P.
      (a) 1 month  15 days
      (b) 2 days   1 day

   (Fractions if any to be ignored).

3. The leave account shall commence with an opening entry "due on 1st July, 1978" or in the case of a civil servant, who was on leave on 1st July, 1978 with effect from the date of his return from leave. For the purpose of computing the leave at credit, the service upto 30th June, 1978 will be taken into account. The leave, due in terms of leave on full pay in days will be noted in Column No. 21.

4. (1) In calculating the leave earned on full pay at the rate of 4 days for every calendar month the duty period of 15 days or less in a calendar month shall be ignored and those of more than 15 days shall be treated as a full calendar month for the purpose. If a civil servant proceeds on leave during a calendar month and returns from it during another calendar month and the period of duty in either month is more than 15 days, the leave to be credited to both the incomplete months will be restricted to that admissible "for one full calendar month only. There shall be no maximum limit on accumulation of this leave.

   (2) The provision (1) above will not apply to a vacation department. In its case, a civil servant may earn leave on full pay. (a) when he avails himself of full vacation in a calendar year at the rate of one day for every calendar month of duty rendered (b) when during any year he is prevented from availing himself of the full vacation as for a civil servant in a non-vacation department for that year, and (i) when he avails himself of only a part of the vacation as in (a) above plus such proportion of thirty days as the number of days of vacation not taken bears to the full vacation.

5. (a) Leave on full pay may be converted into leave on half pay at the option of the civil servant, the debit to the leave account will be at the rate of one day of the former for every two days of the latter, fraction of one half counting as one full day's leave on full pay. The request for such conversion shall be specified by the civil servant in his application for the grant of leave.

   (b) There shall be no limit on the grant of leave on half pay so long as it is available by conversion in the leave account.
6. L.P.R. on full pay will be noted in column No.10 while that on half pay in column No.13 and 14.

7. Leave not due may be granted on full pay to be offset against leave to be earned in future for a maximum period of 365 days in the entire period of service subject to the condition that during the first five years of service it shall not exceed 90 days in all. Such leave may be converted into leave on half pay. It shall be granted only when there are reasonable chances of the civil servant resuming duty.

8. The grant of Special Leave, Maternity Leave, Disability Leave, Extraordinary Leave, payment of leave pay for refused LPR up to a maximum of 180 days, lump sum payment equal to full pay up to 180 days out of leave at credit made to the family of a Government servant whose death occurs while in service, Seaman Sick Leave, Departmental Leave, Study Leave, Hospital Leave and Quarantine Leave shall be noted in column No. 22. Maternity Leave other than three times in entire service shall, however, be debited to the relevant column of the leave account.

9. When a Government servant applies for leave column 2 to 7 shall be filled in showing the period of duty up to the date preceding that on which a Government servant intends to go on leave. The full calendar months to be noted in column 5 shall be worked out on the lines indicated in para 4 above.

10. When a Government servant returns from leave, column 8 to 23 shall be filled in according to the nature of leave. If leave not due to is availed of, the minus balance to be shown in column No. 21 should be written in red ink.
UNIT 6: PENSION RULES

Punjab Civil Services Pension Rules, 1963
(Pension Rules)

CHAPTER I: GENERAL

2[1.1. Short title: These rules may be called the Punjab Civil Services Pension Rules].

1.2. Commencement: These rules shall have effect from the 14th October, 1955.

2[1.3. Extent of application: (1) Subject to the provisions of rule 1.5, unless in any case it be otherwise expressly provided these rules shall apply to all government servants under the rule-making control of the Government of the Punjab.]


1.5. These rules shall not apply to
i. Government servants paid from contingencies or borne on Work-charge Establishment;
ii. Government servants engaged on contract which contains no stipulation for pension under these rules;
iii. any person for whose appointment and conditions of service, special provision is made by or under any law for the time being in force;
iv. any Government servant or class of Government servants who may be excluded by a competent authority from the application of these rules;
vi. any person whose whole-time is not retained for public service but is merely paid for work done, such as Government Pleaders and Law Officers not debarred from private practice;
vii. any person who is not paid from the provincial consolidated fund, but is paid from, a fund held by Government as a Trustee, or from a local fund or is remunerated by fees for the grant of a. tenure of land or of any other source of revenue or of a right to collect money.

1.6. Definitions: (i) Unless expressly specified otherwise in these rules, terms defined in Chapter I of the Punjab Travelling Allowance Rules have the same meaning when used in these rules.

(ii) Pension: Except when the term 'pension' is used in contradistinction to gratuity, pension includes gratuity.


(v) Ordinary Pension: Ordinary pension means pensions other than extraordinary pension


(vi) **Full Pension**: Full pension means the amount of ordinary pension admissible including 4[commuted portion of the pension, if any].

1.7. In any case where pension or gratuity is not admissible under these rules, a competent authority may grant a pension which will, not save in most exceptional circumstances, exceed Rs. 5[300] a month or a gratuity not exceeding the equivalent value of that amount; provided that the general spirit of the rules is observed.

1.8. (a) Good conduct is an implied condition of every kind of pension. Government may withhold or withdraw a pension or any part of it if the pensioner be convicted of serious crime or be found to have been guilty of grave misconduct either during or after the completion of his service:

Provided that before any order to this effect is issued, the pension sanctioning authority shall give full opportunity to the pensioner vindicate his position.

(b) Government reserves to themselves the right of recovery from the pension of Government pensioner on account of losses found in judicial or departmental proceedings to have been caused to Government by the negligence, or fraud of such Government pensioner during his service:

Provided that such departmental proceedings shall not be instituted after more than a year from the date of retirement of the Government pensioner.

(c) In case the amount of pension granted to a Government servant afterwards found to be in excess of that to which he is entitled under the rules, he shall be called, upon to refund such excess.

1.9. No pension may be granted to a Government servant dismissed or removed for misconduct, corruption, subversive activities or inefficiency, but if he deserves special consideration he may be granted a compassionate allowance not exceeding 2/3rd of the pension which would have been admissible to him had he retired on invalid pension.

1.10. Any of these rules may for reasons to be recorded in writing be relaxed in individual cases by a competent authority if it is satisfied that a strict application of the rules will cause hardship to the individual.

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CHAPTER II: SERVICE QUALIFYING FOR PENSION

2.1. Conditions of Qualifications: The service of a Government servant does not qualify for pension unless it conforms to the following three conditions:

First: The service must be under Government.
Second: The service must not be non-pensionable
Third: The service must be paid by Government from the Provincial Consolidated Fund.
Note: (1) [Omitted vide Notification No. F.D.(S.R^III)-4-1/89, dated 1st March, 1992].
Note: (2) Service rendered after retirement on superannuation pension/retiring pension shall not count for pension or gratuity.

2.2. Beginning of Service: Subject to any special rules, the service of a Government servant begins to qualify for pension when he takes over charge of the post to which he is first appointed.

2.3. Temporary and officiating service: Temporary and officiating service shall count for pension as indicated below:--
   i. Government servants borne on temporary establishment who have rendered more than five years continuous temporary service shall count such service for the purpose of pension or gratuity; and
   ii. temporary and officiating service followed by confirmation shall also count for pension or gratuity.

2.4. Service in a temporary post on abolition of a permanent post: If a permanent post on which a Government servant holds a lien, is abolished under circumstances entitling him to get a compensation pension or gratuity, his service thereafter in a temporary post under Government qualifies for pension.

2.5. Apprentices and probationers: (1) One-half of the period of apprenticeship qualifies for pension.
   (2) The service of a probationer who is subsequently confirmed in a permanent post without interruption qualifies for pension.

2.6. Training: The time spent by a Government servant in an approved training shall count as service qualifying for pension.

Note: The period of training before actual appointment to Government service shall not count for pension.

2.7. Leave: All leave (other than 'extraordinary' leave) counts as qualifying service for purpose of pension.

2.8. Military service: (1) Military pensionable service rendered after attaining the age of 20 years, which terminates before a pension has been earned in respect of it, when followed by civil pensionable service, counts as part of such service provided that any bonus or gratuity received in lieu
of pension on or since discharge from military service shall be refunded in lump sum or in monthly instalments not exceeding 36. The military service of the individual concerned and the amount of gratuity paid to him should be verified by reference to the Controller of Military Accounts.

(2) Persons who joined Armed Forces on or after the outbreak of World War II and rendered whole-time satisfactory service in Government Forces under the British Rule in India and Pakistan and were appointed in a civil pensionable post on or before the 18th July, 1949 shall be allowed to count such War service not extending five years rendered between the 3rd September, 1939, and the 1st April, 1946 after attaining the age of 20 years for purposes of Civil Pension and they shall not be required to refund military bonus or gratuity.

(3) Service rendered in the Armed Forces by an officer inducted in Basic Pay Scale-17 on regular basis shall count towards civil pension.

(4) Service rendered in the Armed Forces by an officer of the rank of Major and equivalent inducted in Basic Pay Scale-18 after retiring from the Armed Forces on completion of the prescribed age or service shall not count towards, civil pension. Such officer shall continue to draw his military pension and his service in the civil post shall count towards gratuity or pension, as the case may be.

2.9. Deputation: Time spent by a Government servant, holding pensionable post on deputation to (1) another Government, (2) foreign service or (3) service in a temporary or non-pensionable post under Government counts for pension as if it were a time spent under the Government.

2.10. Suspension: If a Government servant is suspended from service pending enquiry into his conduct, the period of suspension counts for pension if it is immediately followed by reinstatement, regardless of the fact whether the government servant was or was not allowed full pay and allowances for the period of suspension. However, if the period of suspension is treated as extraordinary leave, it shall not count for pension.

2.11. Forfeiture of past service: A Government servant forfeits his past service in the following cases:-

a. Resignation of a post unless it is to take up another post service in which counts for pension;

b. Removal or dismissal from service;

c. Absence from duty without leave.

Note (1): The authority which sanctions the pension may commute retrospectively periods of absence without leave into extraordinary leave.

Note (2): In case of a civil servants, who was the proper concurrence of the competent authority, leaves service under the Government of Punjab and seeks absorption/employment under an autonomous, semi-autonomous/local body, where service is pensionable, the Government if it is so requested, will be liable to share pensionary liability for the period of service rendered by such civil servant under the Government in accordance with the Government rules.

8. Sub-rule (3) & (4) added vide Notification No. F.D. (SR-III)-4-1/89, dated 1st March, 1992
2.12. Condonation of interruptions and deficiencies: (1) The Administrative Department may for purposes of pension condone all gaps between periods of service of a Government servant. Provided that the gaps are not due to any fault or wilful act of the government servant, like unauthorized absence, resignation or removal from service.

10[Note (1): Condonation of interruption in service with a view to allowing past non-qualifying temporary/officiating service to qualify for pension/gratuity under rule 2.3 is not permissible. Condonation of interruptions for pension/gratuity in temporary/officiating service is permissible only where the broken period of temporary/officiating service is qualifying, i.e. if exceeds five years or is followed by confirmation. Where neither condition is fulfilled, Condonation of interruption is not permissible. To make it more clear, the following illustrations are given:-

First illustration: A government servant has the following broken spells of temporary/officiating service:-

i. 5 years and one month followed by break.
ii. 3 years followed by break.
iii. 6 years.

First and third spells are qualifying under rule 2.3 'and, therefore, can be counted (as 11 years and one month qualifying service). The second spell of service being not qualifying will not count and will be treated as a part of gap in between the first and the third spell of service.

Second illustration: A government servant has the following broken spells of temporary/officiating service:-

i. 5 years and one month followed by break.
ii. 3 years followed by break.
iii. 4 years and 5 months.

Only the first spell is qualifying. The second and third spells are not qualifying. Therefore, neither of the two gaps can be condoned.

Third illustration: A government servant has the following broken spells of temporary/officiating service:-

i. 5 years and one month followed by break.
ii. 3 years followed by break.
iii. One year followed by confirmation. The second spell are qualifying and the gap in between them can be condoned as in the case of the first illustration.

Note (2): An interruption in service due to removal on account of retrenchment of the post shall be deemed to have been condoned. The period of such interruption shall not, however count as service qualifying for pension”.

(a) A deficiency of six months or less in the qualifying service of a government servant shall be deemed to have been condoned.
(b) A deficiency of more than six months but less than a year may be condoned by the Administrative Department if both the conditions mentioned below are satisfied:-

i. If the government servant dies while in service or retires under circumstances beyond his control, such as becoming invalid or on abolition of his permanent post and his eventual selection for discharge, and, but for such contingency, he would have completed another year of qualifying service; and

ii. the service rendered by the government servant was meritorious.

(c) A deficiency of one full year or more shall not be condoned.

Explanation: Deficiency in service can be condoned under this rule at any stage in service upto the 30th year. For instance, a deficiency of six months are less, will be deemed to have been condoned so as to make 4 years and 6 months qualifying service as 5 years qualifying service, 9 years and 6 months qualifying service as 10 years qualifying service and 29 years and six months qualifying service as 30 years qualifying service. Similarly, 25 years and 3 months qualifying service can be treated as 26 years qualifying service through condonation of deficiency of 9 months by the Administrative Department under clause (b) of sub-rule (2) above.]
CHAPTER III: DIFFERENT KINDS OF ORDINARY PENSION AND CONDITIONS FOR THEIR GRANT

1. Classifications of Pensions: Pensions are divided into four classes:
   a. Compensation Pension,
   b. Invalid Pension,
   c. Superannuation Pension,
   d. Retiring Pension.

   Note: [Omitted vide Notification No. F.D.1S.R-///) 4-7/89, dated 1st March, 1992].

3.2. Compensation pension: If a permanent Government servant is selected for discharge owing to the abolition of his permanent post or owing to a change in the nature of the duties of that post, he shall, unless he is appointed to another post the conditions of which are deemed to be at least equivalent to those of his own, have the option
   a. of taking any "compensation pension and/or gratuity to which he may be entitled for the service, he has already rendered; or
   b. of accepting another post or transfer to another establishment even on a lower pay, if offered and continuing to count his previous service for pension.

3.3. Invalid Pension: (1) An invalid pension is awarded on his retirement from Government service, before reaching the age of superannuation to a Government servant who by bodily or mental infirmity is permanently incapacitated for further service on production of a medical certificate prescribed in sub-rule (3).

   (2) A government servant who wishes to retire on invalid pension, should apply to his Head of Office or Department/Attached Department who should direct him to present himself before a Medical Board or an Invaliding Committee or a Medical Officer for obtaining a medical certificate of incapacity for further service in the following form:

   "Certified that I (we) have carefully examined A.B. son of CD. a...........in the.......His age is by his own statement.......years . I (we) consider A,B., to be completely and permanently incapacitated for further service of any kind (or in the department to which he belongs) in consequence of........(here state disease or cause).

   Note (1): If the incapacity does not appear to be complete and permanent the certificate should be modified accordingly and the following addition should be made:--

   I am (we) are of opinion that A.B. is fit for further service of a less laborious character than that which he has been doing (or may after resting for........months, be fit for further service of a less laborious character than that which has been doing).

   Note (2): A medical certificate from a Medical Board or an invaliding Committee shall be required in the case of a gazetted Government servant.
Note (3): A government servant who has submitted a medical certificate of incapacity for further service should be invalided for service on receipt of the medical certificate, or from the date of expiry of leave if already on leave, or has been granted leave as a special case.

11[3.4. Superannuation Pension: A superannuation pension is granted to a government servant who retires on attaining the age of 60 years.]

3.5. Retiring Pension: A retiring pension is granted to a Government servant, who not being eligible for superannuation pension-

i. Opt to retire after 25 years qualifying service or such less time as may for any special class of government servant be prescribed; or
ii. is compulsorily retired, by the competent authority, after 25 years qualifying service;
iii. is compulsorily retired from service by the authority competent to remove him from service on grounds of inefficiency, misconduct or corruption.

12[Note (1): Subject to the provisions of the Essential Services Maintenance Act, government servants shall have the right to retire on a retiring pension after completing 25 years qualifying service; provided that a government servant, who intends to retire before attaining the age of superannuation, shall, at least three months before the date on which he intends to retire, submit a written intimation to the authority which appointed him, indicating the date on which he intends to retire. Such an intimation, once submitted, shall be final; provided that if a government servant withdraws his application for voluntary retirement, or modifies the date of such retirement, before its acceptance by the competent authority, the application or the date of retirement shall be deemed have been withdrawn or modified, as the case maybe.

Note (2): The right given under Note (1) shall not be available to a government servant against whom departmental or judicial proceedings are pending.

Note (3): A Government servant can ask for retirement only after completion of 25 years qualifying service. A government servant proceeding on retiring pension shall, unless he has been retired under the Efficiency and Discipline Rules, have the right to avail of such leave preparatory to retirement as may be admissible to him. However, the L.P.R. shall not be allowed to him until he has completed 25 years of qualifying service qualifying for pension. If a government servant proceeds on LPR before actually completing 25 years of qualifying service, he may be deemed to have proceeded on retirement with effect from the date he completes 25 years of qualifying service, and the leave enjoyed by him before completion 25 years of service may be treated as leave of the kind due to him.]


CHAPTER IV: AMOUNT OF ORDINARY PENSIONS

SECTION I

General

4.1. (1) The amount of pension that may be granted is determined by length of completed years of qualifying service of a Government servant as set forth in rule 4.4.

(2) Pension is fixed in rupees and should be calculated to the nearest paisa.


4.3. If a Government servant has held more than one post, in respect of each of which, if he had held it separately and alone, pension would have been admissible to him, the pension admissible to him is the sum of the several pensions which would have been admissible to him if he had held each post separately and alone 13[...].

SECTION II

Amount of full Pension

4.4. Amount of full pension: (1) After a qualifying service of not less than 10 years, full superannuation, retiring, invalid or compensation pension may be granted in accordance with the scale laid down in the following table:

PENSION TABLE

<table>
<thead>
<tr>
<th>Completed years of qualifying service.</th>
<th>Scale of pension expressed as fraction of average emoluments.</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>70/300</td>
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<tr>
<td>11</td>
<td>77/300</td>
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<tr>
<td>12</td>
<td>84/300</td>
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<td>13</td>
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<td>28</td>
<td>196/300</td>
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<tr>
<td>29</td>
<td>203/300</td>
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<tr>
<td>30 or above</td>
<td>210/300</td>
</tr>
</tbody>
</table>

Provided that no full pension (inclusive of increases in and indexation of pension sanctioned from time to time) shall be less than Rs. 300 per month.

(2) If, for a pensioner qualifying service of 30 years or more, the amount of pension calculated under sub-rule (1) above falls short of the amount of pension (inclusive of adhoc increase, dearness increase, special dearness increase and additional dearness increase sanctioned with effect from 1st June, 1973, 1st August, 1973, 8th June, 1974 and 7th April, 1975 respectively) that would have been admissible under the Pension Rules and rates sanctioned in the Finance Department's circular letter No. SO(SR)-V-257/67, dated 27th April, 1967, as amended from time to time, or exceeds it by less than Rs. 45, the amount of pension shall be so increased as to make such difference one of Rs. 45. Where the qualifying service is less than 30 years, but not less than 10 years, proportionate reduction at the rate of Rs. 1.50 for each year short of 30 years shall be made while working out the amount of minimum increase mentioned above.

(3) In case the qualifying service of a government servant is more than 30 years, a benefit, to the extent of 2% of his full pension for each completed extra year of service beyond 30 years, shall be allowed subject to a maximum of 10% of the full pension.

Note: For the purpose of this sub-rule, only the completed years of qualifying service beyond 30 years shall be taken into account.

(4) The term "average emoluments" means--

a. the last pay/emoluments drawn at the time of retirement if the post from which the Government servant has retired has been held by him on a regular basis; and

b. in other cases, the average of the pay that the Government servant drew, or would have drawn, had he not been on leave with leave salary or on joining time or under suspension which is not adjudged as a penalty during the last twelve months of service. If during the last twelve months of his service a Government servant has been absent from duty on leave without pay, or has been under suspension as a kind of penalty, the periods so spent shall be disregarded in the calculation of the average emoluments and an equal period before the twelve months shall be included; provided that in case the pay of a Government servant is reduced, otherwise than as a penalty under the Government Servants (Efficiency and Discipline) Rules, the average pay, at the option of the pensioner, be calculated on the basis of the emoluments admissible during the last three years of service.

Note (1): Service in autonomous or semi-autonomous body: The pay drawn by a Government servant in an autonomous or semi-autonomous body, the authorized capital of which is wholly subscribed by the federal and/or a provincial government, in a post, appointment to which is, by law, required to be made and the salary of which is required to be fixed by the federal or a provincial government, shall be treated as pay drawn in government service.

Note (2): The term “average emoluments” also includes the senior posts allowance (where admissible) and, except for the purpose of calculating the amount of pension under sub-rule (2) above, the indexed pay.

Note (3): The term "pay" does not include the pay drawn by a Government servant in foreign service or additional pay for performance of additional duties of another post.

SECTION III

(A) Gratuity and Pension Benefits


14[(2) (a) If a government servant retires or is selected for discharge owing to the abolition of
his permanent post, after completing qualifying service of 5 years or more but less than 10 years, he
may be granted a gratuity not exceeding one month's pay for each year of qualifying service, subject
to a maximum of Rs. 12,500/-:

Provided that if the retirement is due to invalidation, or if the Government servant dies in
service, the rate of gratuity shall be 1 ½ months pay for each year of qualifying service, subject to a
maximum of Rs. 12,500/-

(b) A Government servant in pensionable service, who is not employed in a substantive
capacity, may be granted pension or gratuity as the case may be, in accordance with the provisions of
rule 4.4, if he retires from service, or if he is discharged, after completion of qualifying service of 25
years or more owing to the abolition of his post or replacement by a 'qualified' candidate. If such a
Government servant is discharged after completing 10 years or more but less than 25 years qualifying
service, he may be granted, 3 gratuity not exceeding one month's pay for each completed year of
qualifying service subject to a maximum of Rs. 25,000/-.

(3) In the event of death of a Government servant who has rendered qualifying service for 10 years or
more:-

(a) if he dies before retirement, his family shall be paid (i) a gratuity equal to the
commuted value of one-fourth of his full pension calculated as in sub-rule (5) on the
basis of age next birth day of the deceased, and, in addition, (ii) pension at the rate of
50% of the full pension for a period of 10 years;

(b) if he dies after but within 10 years of retirement, payment shall be made to his family at the
rate of 50% of his pension (net or full, as the case may be) for the un-expired period of 10 years:

Provided that the family pension granted under clauses (a) and (b) above shall not be less
than Rs. 150/- per month.

(4) Notwithstanding anything contained in sub-rule (3) above and rule 4.10, if the beneficiary
of family pension is the widow or widows of the deceased Government servant/pensioner, the family
pension, irrespective of the date of death of the Government servant/pensioner, shall be paid to the
widow(s) for life or until re-marriage. In the event of death of the widow, her family pension shall be
divided equally among the surviving sons not above 24 years and unmarried daughters of the
decreed Government servant/pensioner from the deceased widow.

15[(5) In the event of death before retirement pension for the purposes of this rule shall be
calculated as if the Government servant retired on invalid pension on the date of his death, but shall
be admissible from the day following the death of the Government servant.

Note (1): [Deleted vide Notification No. FD.(S.R.W 4-1/89, dated 1st March 1992].
Note (3): Gratuity payable under sub-rule (3)(a) of this rule should be worked out on the fraction of rupee of the surrendered pension calculated to the nearest paisa.
Note (4): Anticipatory pension will also be admissible to the family of the Government servant in the event of his death before retirement. In such cases the gratuity admissible to the family under sub-rule (3)(a) of this rule will be calculated on 25 percent of the amount of pension on which the anticipatory pension to the family is based.
Note (5): This rule will also apply to the compassionate allowance.


(B) Gratuity

4.7. (1) The term “family” for the purpose of payment of gratuity under this section shall include the following relatives of the Government servants-

a. Wife or wives, in the case of a male Government servant;
b. Husband in the case of a female Government servant;
c. Children of the Government servant;
d. Widow or widows and children of a deceased son of the Government servant.

Note (i): A child means a legitimate child or an “adopted child” if under the personal law of the Government servant concerned adoption is legally recognized as conferring the status of a natural child.

Note (ii): If it is proved that the wife has been judicially separated from the Government servant or has ceased under the customary law of the community to which she belongs to be entitled to maintenance, she will no longer be deemed to be a member of the family unless the Government servant has himself intimated in writing to the Accounts Officer/Head of the Office that she will continue to be so regarded.

Note (iii) In the case of a female Government servant, if the wife intimates in writing to the Accounts Officer/Head of the Office that her husband should not be included as a member of the family, then he will no longer be considered a member of the family unless subsequently she cancels in writing her intimation excluding him.

(2) A Government servant may, as soon as he/she completes 5 years qualifying service make nomination conferring on one or more members of his/her family, or if he/she has no family, on one or of more persons, the right to receive any gratuity that may be sanctioned under rule 4.6 and any gratuity which having become admissible to him/her has not been paid to him/her before death.

Explanation: It is not mandatory for a Government servant to make a nomination.

(3) A nomination in favour of a person not a member of the family made when the Government servant had a family shall lapse on the Government servant acquiring family.
(4) If a Government servant nominates more persons than one under sub-rule (2) above, he/she shall specify in the nomination the amount or share payable to each nominee in such manner as to dispose of the whole amount of the gratuity mentioned therein.

(5) A Government Servant may provide in a nomination-(a) in respect of any specified nominee, that in the event of his/her pre-deceasing the Government Servant the right conferred upon that nominee in sub-rule (2) above shall pass to such other member or members of the Government Servant's family as may be specified in the nomination;

(b) that the nomination shall become void in the event of the happening a contingency specified therein.

(6) Every nomination shall be in Form I (Pen.), or Form 2 (Pen) as may be appropriate in the circumstances of the case.

(7) A Government Servant may, at any time, cancel a nomination by sending a notice in writing to the appropriate authority, and send a fresh nomination, if he/she so desires, along-with such notice.

(8) Immediately on the death of a nominee in respect of whom no special provision has been made in the nomination under sub-rule (5) (a) above or on the occurrence of any event by reason of which the nomination becomes void by reason of sub-rule (3) or sub-rule (5) above, the Government Servant shall send to the appropriate authority a notice in writing formally cancelling the nomination together with a fresh nomination, if any.

(9) Every nomination made, and every notice of cancellation given by a Government Servant under this rule shall be sent by the Government Servant to his/her Accounts Officer as well as to the Appointing Authority in the case of a Gazetted Officer and to the Head of his/her office in the case of a non-gazetted officer Immediately on receipt of a nomination from a non-gazetted Government Servant, the Head of the Office shall countersign it indicating the date of receipt and keep it in his custody.

(10) Every nomination made and every notice of cancellation given by a Government Servant shall to the extent that it is valid take effect from the date on which it is received by the authority mentioned in sub-rule (9) above.

4.8. When the amount of gratuity has become payable it shall be the duty of the Accounts Officer to make payment according to the following procedure:

a. The amount of the gratuity or any part thereof to which the nomination relates, shall become payable to his/her nominee or nominees in the proportion specified in the nomination;

b. If nomination relates only to a part of the amount of the gratuity, the part to which it does not relate shall be distributed equally only among the members of the family other than the nominees;

c. If no valid nomination subsists, the whole amount of the gratuity shall become payable to the members of his/her family in equal shares:

Provided that in case of (b) or (c) above no share shall be payable to:

i. Sons who have attained the age of 24 year;

ii. Sons of a deceased son who have attained the age of 24 years

iii. Married daughters whose husbands are alive, and
iv. Married daughters of a deceased son where husbands are alive:

if there is any member of the family other than those specified in sub-clauses (i), (ii), (iii) and (iv) above:

Provided further that the widow or widows and the child or children of a deceased son shall receive between them in equal parts only the share which that son would have received if he had survived that Government Servant and had been exempted from the operation of the first Proviso.

d. When the Government Servant leaves no family and the whole or part of the gratuity is not covered by a valid nomination the amount of gratuity shall be payable to the following surviving relatives, if any, of the Government Servant in equal shares:

1. brothers below the age of 21 years;
2. Unmarried and windowed sisters
3. father; and
4. mother

Note: In the absence of any other eligible claimant gratuity would be payable to the sons and daughters of the deceased Government Servant in equal shares even if the sons are over 24 years old and the daughters are married and their husbands are alive.

(C) Family Pension

4.9. No gratuity will be payable by government after the death of a Government Servant if he/she does not leave a valid nomination or a family as defined in sub-rule (1) of rule 4.7 or an eligible-dependent relative or relatives specified in clause (d) of rule 4.8.

4.10. (1) Family for the purpose of payment of family pension shall be as defined in sub-rule (1) of rule 4.7. It shall also include the Government Servant's relatives mentioned in clause (d) of rule 4.8.

2. (A) A family pension sanctioned under this section shall be allowed as under:

a. To the widow of the deceased, if the deceased is a male Government servant, or to the husband, if the deceased is a female Government servant.

b. If the Government servant had more than one wife, and the number of his surviving widows and children does not exceed 4, the pension shall be divided equally among the surviving widows and eligible children. If the number of surviving widows and children together is more than 4, the pension shall be divided in the following manner, viz. each surviving widow shall get 1/4th of the pension and the balance (if any) shall be divided equally among the surviving eligible children. Distribution in the above manner shall also take place whenever the Government servant leaves behind surviving children of a wife that has predeceased him in addition to the widow and her children, if any.

c. In the case of a female Government servant leaving behind children from a former marriage in addition to her husband and children by her surviving husband, the amount of pension shall be divided equally among the husband and all eligible children. In case the total number of beneficiaries exceeds four, the husband shall be allowed 1/4th of the pension and the remaining amount distributed equally among the eligible children.
ii. Failing a widow or husband, as the case may be, the pension shall be divided equal among the surviving sons not above 24 years and unmarried daughters.

Note: In working out the share of the various heirs under sub-clause (A)(/i) and (ii), the amount should be calculated to he nearest paisa.

iii. Failing (i) and (ii), to the eldest widowed daughter;

iv. Failing (i) to (iii), to the eldest widow of a deceased son of the Government servant;

v. Failing (i) to (iv), to the eldest surviving son of a deceased son of the Government servant;

vi. Failing (i) to (v), to the eldest unmarried daughter of a deceased son of the Government servant;

vii. Failing these, to the eldest widowed daughter of a deceased son of the Government servant.

(B) If the family pension is not payable under clause (A), may be granted:--

i. to the father;

ii. failing the father, to the mother;

iii. failing the father and the mother, to the eldest surviving brother below the age of 21 years;

iv. Failing (i) to (iii) to the eldest surviving unmarried sister, if the eldest sister married or dies then the next eldest.

v. Failing (i) to (iv) to the eldest surviving widowed sister;

(3) No family pension shall be payable under this section-

a. to an unmarried female member of a Government servant's family in the event of her marriage;

b. to a widowed female member of a Government servant's family in the event of her re-marriage;

c. to the brother of a Government servant on his attaining the age of 21 years;

d. to a person who is not member of a Government servant's family.

(4) A family pension awarded under this section shall not payable to more than one member of a Government servant's family at the same time except as provided for in sub-clause (A)(/i) and (ii) of sub-rule (2) above.

(5) (a) If the pension ceases to be granted before the expiry of the period for which it is admissible on death or marriage of the recipient of on account of other causes, to person falling under sub-clauses (A)(/i) and (if) of sub-rule (2) above, the amount shall be granted to other recipients in equal shares.

(b) If a family pension awarded under the section other than that mentioned in clause (A)(/i) or (if) of sub-rule (2) of this rule ceases to be payable before the expiry of the period upto which it is admissible on account of death or marriage of the recipient or other causes, it shall be regretted to the person next fewer in order mentioned in sub-rule (2).

(6) Government shall have discretion to make such modification in the mode of allotment or conditions of tenure set forth in sub-rules (2) to (5) above as they may consider desirable to suit the special circumstances of the beneficiaries.
(7) A family pension sanctioned under this section shall be payable in addition to any extraordinary pension or gratuity that may be granted to the members of a Government servant's family under any other rules in force for the time being.

(8) Future good conduct of the recipient is an implied condition of every grant of a family pension under this section.

(D) General

4.11. (7) The rules which apply to the grant of ordinary pension to Government servants shall also apply in respect of gratuity and pension that may be sanctioned in favour of their families under this section in so far as such rules are not inconsistent with the provisions of this section.

(ii) Government shall have the right to effect recovery from such gratuity or pension in the same circumstances as recoveries can be effected from ordinary pension and gratuity granted to Government servants.

(iii) A gratuity or pension to the family may be sanctioned under this section by the authority competent to sanction pension to the Government servant concerned after giving due regard to the provisions of Rule 4.2.

Note (1): Cases decided by Government before the publication of these rules will not be re-opened.

Note (2): The sanctioning authority may allow the payment of family pension and or shares of gratuity admissible to minor children of a deceased Government servant to their mother. In case the mother is not alive or was judicially separated from the Government servant in his lifetime, the sanctioning authority may nominate any suitable person to be the guardian of such minor children for the purpose of receiving payment of pension and/or shares of gratuity on their behalf. In case the deceased Government servant was a female, the sanctioning authority may under similar circumstances allow the payment of pension and/or shares of gratuity of minor children of the deceased to their father, or if the father be not alive to such guardian as may be appointed by the sanctioning authority.
CHAPTER V: APPLICATIONS FOR GRANT OF PENSION

5.1. All authorities dealing with applications for pensions under these rules should bear in mind that delay in the payment of pensions involves peculiar hardship. It is essential to ensure, therefore, that a Government servant begins to receive his pension on the date on which it becomes die.

5.2. The responsibility for initiation and completion of pension papers is that of the Head of Department/Attached Department concerned in the case of 16[government servants holding posts in BPS-16 and above], and of the Head of Office Concerned in the case of 17[government servants in BPS-1 to 15]. The action should be initiated one year before a Government servant is due to retire, 18[and pension papers complete in all respects should be sent to the audit officer six months before the date of retirement], so that pension may be Sanctioned a month before the date of his retirement provided that:

   i. in case in which the date of retirement cannot be foreseen 6 months in advance, the Government servant may be asked to submit his pension application immediately after the date of his retirement is known, and

   ii. a Government servant proceeding on leave preparatory to retirement in excess of 6 months may be asked to submit his application at the time of proceeding on such leave.

18th “Government instructions:

(i) Checking and maintenance of service books: (a) One of the main reasons for delay in the timely sanction of pensions is incomplete entries and lack of prescribed periodic checks of the Service Books. To avoid delay due to this cause, it has been decided that the Department should, where the workload so justifies, exclusively designate a whole time officer for supervising the maintenance of service books. In any case, the responsibility in this respect should be clearly defined and assigned. The entries in the service books should be clearly made, verified and attested by the officers so designated. Officer next above the designated officer or the head of an office, where he is the designated Officer himself, should record an annual certificate in the service book in token of the correctness of the entries made therein.

   (b) The service book should be got verified from the audit office immediately after the 10th and 24th year of service of the official concerned. On the basis of these annual certificates recorded as instructed in sub-para (a) above, the head of the office should also record a consolidated certificate in respect of the entire, service period in the following form:--

   Service........................................From..................to............... 
   verified from.................................................................

17. Words added ibid.

There is no known disqualifying spell during the above service except as detailed below:-
(The period and nature of spell(s) to be indicated)
1. .................................................................
2. .................................................................
3. .................................................................
This certificate should also be recorded before submission of the case to the audit office as laid down above. The audit office shall accept it as proof of verification of service.

(c) The service book should be maintained the duplicate, the duplicate copy being kept in the custody, of the government servant. Entries in the duplicate service book shall, as far as possible, be made simultaneously with those in the original service book. However, this duplicate service book would serve as a means of contemporary evidence, if needed.

(d) In the case of transfer of a government servant, the original service book, duly completed to the date of transfer, should be sent to new head of the department/office and a copy of the entries relating to the office from which transfer taken place shall be maintained in that office: a certificate to this effect shall invariably be recorded in the covering letter under which the service book is transferred.

(ii) Review of delayed cases: Every Head of the Department should review the position in respect of outstanding pension cases every 3 months and furnish a statement of outstanding cases including the cases 'of anticipatory pensions, together with the reasons for delay and the remarks of the Accountant-General/District Accounts Officer, to the Pension Cases Disposal Committee.

(iii) Action in respect of condonation of interruptions and deficiencies in service under rules 2.12 should be completed by the head of the department/competent authority before forwarding pension papers to the audit office.

5.3. (1) The following certificate shall be recorded by the Government servant in the pension application-

"I hereby declare that I have neither applied for nor received any pension or gratuity in respect of any portion of the service included in this application and in respect of which pension or gratuity is claimed herein, nor shall I submit an application hereafter without quoting a reference to this application and to the order which may be passed thereon."

(2) [Omitted vide Notification No. F.D.-S.R-II- 4-1/89, dated 1st March, 1992].

(3) All periods of leave, suspension etc., which are not reckoned as service qualifying for pension shall be carefully recorded on the form.

(4) If the application is for an invalid pension, the requisite medical certificate shall be attached to the application.

5.4: (1) After completing the application in the manner prescribed in the preceding rule it shall be forwarded along-with the necessary ‘documents to the Audit Officer through the authority empowered to sanction the pension.

(2) The applicant for pension/gratuity shall submit the last pay certificate and no demand certificate as soon as possible after the submission of the application for pension/gratuity 19[...]

Note (1): Payment of pension should not be held up for want of "No Demand Certificate”. It is not necessary to enclose the "No Demand Certificate" with the pension papers when they are sent to the audit office. The head of the department should, while initiating action on pension papers, simultaneously notify to the Estate Officer or other agencies which are likely to prefer a demand, to

20. Ins. ibid.
verifying the position in respect of any demand outstanding against the official concerned within a period of not more than 3 months and to keep a close supervision of the current demands. The department should also send the requisite certificate to the Audit Office 15 days before the prescribed date of issue of PPO. In case of failure of the department to send such certificate before the prescribed date of issue of PPO it should be presumed that there is no demand against the retiring government servant and the PPO should be issued. The department should, however, obtain an undertaking from the government servant concerned that the outstanding dues, if any, would be paid by him from his pension provided such demands are preferred within one year from the date of his retirement.

Note (2): Audit shall not insist on the prior recovery of pension and/or leave salary contributions in respect of government servants who, before their retirement, had served in Autonomous or Semi-autonomous or local bodies under the control of Provincial Government and in whose case necessary contributions were to be made by those bodies. Such recoveries shall be made separately by the Audit. In case recoveries are not made within a reasonable time, the matter should be brought into notice of the Government.

Note: The power to admit service verified under this clause may be exercised by all authorities empowered to sanction pension.

5.5, (1) The non-gazetted service of a Government servant in the application form shall be verified by the Head of Office concerned from official records, for example service book or roll, pay bill or acquaintance rolls, etc.

(2) If it be found impossible to verify the service otherwise, a written statement of the applicant shall be taken on plain paper, and such collateral evidence as may be procurable shall be collected, for instance, certificates given by an officer to a subordinate on his leaving the office and the testimony of contemporary Government servants.

Note: The power to admit service verified under this clause may be exercised by all authorities empowered to sanction pension.

(3) In cases where some portion of pensionable service was rendered in India but certificate of local verification of service was not recorded in the service book for any particular period, steps shall be taken to verify that service from available records, if any, such as personal files, gradation lists, pay bills, acquaintance rolls, etc. Where none of the records are available, a written statement of the Government servant concerned should be taken on a plain paper accompanied by the testimony of contemporary Government servants as in sub-rule (2) above. Such declaration should be placed on record in service book in lieu of local verification for service for that period.

(4) Where no official evidence, for example service book, in respect of service rendered in India is available, an indemnity Bond shall be obtained from the person concerned for refund of any amount which might later on be found to have been paid to him in excess.

(5) The head of Office/Department/Attached Department concerned shall then arrange with the application all the documents relied upon for the verification of non-gazetted service claimed in such manner that they can be conveniently consulted, and forward them together with the Government servant's service book or service roll, as the case may be, and the statement in the second page of...
the pension application form duly completed up to date (and the last pay certificate, if necessary) through the authority empowered to sanction the pension to the Audit Officer.

5.6. On receipt of the pension papers the Audit Officer shall apply the requisite checks. If in cases in which the authority competent to sanction the pension has recorded its provisional recommendation under sub-rule (3) or rule 5.4, the Audit Officer finds that the claim is in order, he shall prepare the pension payment order forthwith, but shall not issue in more than a 21[...] in advance of the date on which the Government servant is due to retire, intimating the "fact-of issue to the authority. In other cases he shall certify as to the correctness of the calculations of service and pension and return the pension papers to the authority competent to sanction the pension with a report on the claim for pension and the rules applicable to the case. He shall retain the last pay certificate unless the pension is to be paid in an other circle of audit in which case he shall forward the certificate to the Audit Office of that circle along-with a copy of the orders sanctioning the pension.

5.7. (1) A pension/gratuity which is certified by the Audit Officer shall be sanctioned by the authority competent to sanction the pension.

(2) The audit officer shall issue the pension/gratuity payment order to the treasury officer who is to pay the pension/gratuity.

(3) The pension/gratuity payment order shall, as a rule, be issued-
   i. in the case of normal retirement, one month before retirement, and
   ii. in the case of pre-mature, voluntary or compulsory retirement or death, within three months of the date of the event

5.8. Date of commencement of pension: Apart from special orders, an ordinary pension is payable from the date on which the pensioner ceases to be in Government service. A gratuity (other than anticipatory gratuity) shall be paid in a single sum;

5.9. Place of payment: A pension/gratuity is payable in rupees at any Government Treasury in Pakistan.
CHAPTER VI: ANTICIPATION PENSION/GRATUITY

6.1. When a government servant is likely to retire before his pension can be finally assessed and sanctioned in accordance with the rules, the authority competent to sanction pension may sanction an anticipatory pension equal to the full pension as calculated by pension sanctioning authority.

Note (1): The authority responsible for sanctioning the pension and the Audit Officer concerned should finalize the pension case quickly so that there is no excess payment and, if any, it is adjusted as quickly as possible.

Note (2): Where the pension papers are not verified by the Audit Officer till one month before the retirement of the government servant, action as in this rule shall be taken by the pension sanctioning Authority.

6.2. The payment of anticipatory pension shall be made only after the declaration given in Form 5 (Pen.) has been obtained duly signed from the retiring Government servant.

6.3. The authority sanctioning pension shall ensure that pension is finally sanctioned as soon as possible.

6.4. The letter sanctioning the anticipatory Pension in Form 5 (Pen.) shall be addressed by the sanctioning authority to the Audit Officer. A copy of the sanctioning letter shall also be endorsed to the retiring Government servant and the Treasury Officer of the Treasury at which the pension is to be drawn.

This letter will constitute sufficient authority for drawl of anticipatory pension at the Treasury in question pending finalization of the pension case. The pension payment orders appended to such letter should be dealt with in accordance with the instructions contained in West Pakistan Subsidiary Treasury Rules and a register of anticipatory pension payment order maintained in the same form prescribed for regular pension.

Note: Before forwarding pension papers to the Audit Officer for scrutiny, the sanctioning authority should enter brief particulars of the case in Register to be maintained specially for this purpose. The register should indicate the name of the Government servant due to retire, the date of his retirement and the amount of pension due to him as per details passed on the Audit Officer.

6.5. If the authority competent to sanction pension considers it likely that in case contemplated in Rule 6.1 above the Government servant would be entitled to a gratuity, one-sixth of 65 per cent of the amount of such probable gratuity should, upon a similar declaration be disbursed to him monthly for a maximum period of six months until the amount is finally settled. Rules 6.2 to 6.4 above would mutatis mutandis apply in such cases.

6.6. The payment of the anticipatory pension/gratuity shall be arranged so that it is not delayed beyond the first day of the month following the month in which the Government servant is due to retire.

6.7. If, upon the completion of regular investigation, it be found that pension thus summarily assigned differs from the pension finally settled, the difference must be adjusted in the first subsequent payment. Further, if anticipatory gratuity proves to be larger than the amount found actually due upon completion of the enquiries, the Government servant shall be required to refund any excess actually paid to him.

CHAPTER VII: GRANT OF PENSIONARY BENEFITS TO DISPLACED GOVERNMENT SERVANTS


CHAPTER VIII: COMMUTATION OF CIVIL PENSIONS

8.1. A competent authority may sanction the commutation for lump sum payment of a portion not exceeding one-half 25[...] of any pension which has been or is about to be granted under these rules.

8.2. (1) An application for commutation should be submitted in Part-I of form 6 (Pen) through the Head of the Office in which the applicant is or was employed or if he is or was himself the Head of the Office through the Head of the Department/Attached Department.

(2) The Heads of the Office or the Head of the Department/Attached Department shall forward the application to the Accounts Officer who is reporting on the title to his pension if he is still in service, or if pension has already been sanctioned, to the Accounts Officer of the area in which the treasury from which the pensioner draws his pension is situated.

(3) the Accounts Officer shall complete Part -II of Form 7 (Pen.) without delay and transmit it to the authority competent to sanction the Commutation.

(4) If application for commutation is submitted within a period of one year from the date of retirement of the Government Servant the commutation shall not be subject to medical certification. In such cases, the Accounts Officers shall, at their own, authorize payment of commuted value of pension to the pensioners without asking for administrative sanction. In other cases of commutation of pension, the provisions of rules 8.3 to 8.9 shall be followed.

(5) In the case of pre-mature retirement on medical grounds the requirement of medical examination shall not be waived, even if the application for commutation is submitted within one year of the date of retirement.

8.3. (1) the authority competent to sanction commutation shall thereupon accord its administrative sanction in Part III of Form 6 (Pen.) and transmit to the applicant on Form 7 (Pen.) a certified copy of the Accounts Officer certificate contained in Part II of Form 6 (Pen.) of lump sum payable on commutation in the event of his being reported by the proper medical authority to be fit subject for commutation and one copy of Form 8 (Pen.), Part I of which is to be filled in by the applicant before his medical examination and handed to the medical authority.

(2) The sanctioning authority shall further instruct the applicant to appear for examination before the said medical authority within three months from the date of its order, or if he has applied for commutation in advance on the date of his retirement within three months of the date, but in no case earlier than the actual date of retirement.

(3) The sanctioning authority shall forward to the Health Department in original the completed Form 6 (Pension) together with a copy of Form 8 (Pen.) and an extra copy of Part III of that form; and if the applicant has been granted an invalid pension, or has previously commuted any portion of his pension or declined to accept commutation on the basis of an addition of years to his actual age, or has been refused commutation on medical grounds, copies of the previous medical reports or statements of his case.

8.4. The Health Department shall arrange for the medical examination of the applicant by the proper medical authority at the nearest available station to the named by the applicant in Part I of Form 6 (Pen.) and as early as possible within the period prescribed and inform the applicant direct. The form and other documents should be transmitted by the Health Department to the examining medical authority.

Note: The term medical authority means:

i. the Standing Medical Board or the Standing Invaliding Committee in the case of Gazetted Government servants and also in the case of non-Gazetted Government servants drawing pay not less than Rs. 400 at the time of retirement; and

ii. the Medical Superintendent/District Health Officer in the Case of all other non-Gazetted Government servants.

8.5. (1) The medical authority after obtaining from the applicant, a statement in Part I of form 8 (Pen.) (which must be signed in its presence) shall subject him to strict examination, enter the results in Part II and complete the certificate contained in Part III of Form 8 (Pen.) and in the case of non-Gazetted Government servants other than those specially exempted by Government, obtain in its presence the left hand thumb and finger impressions.

(2) If the examination so conducted by a single medical officer the applicant shall himself pay the Medical Officer's fee for examination.

If he is examined by a medical board or committee he shall pay a fee of Rs. 4 into a Government treasury and make over the receipt for the fee to the Medical Board or Committee before examination together with an additional fee of Rs. 12 in cash to be retained and divided by the members of the Board or the Committee, as the case may be, among themselves.

Note: No fee will be payable for medical examination in case the full pension, of the applicant does not or is not likely to exceed Rs. 100 per mensum.

(3) The medical authority shall without delay forward the completed Form 6 (Pen.) and 8 (Pen.) in original to the Accounts Officer who gave the certificate contained in Part II of Form 6 (Pen.), regarding the Commutation amount admissible to the applicant, and certified copy of ; the completed form 8 (Pen.) to the sanctioning authority. A certified copy, of the medical certificate in Part III of Form 8 (Pen.) should be given to the applicant on the spot after medical examination.

8.6. If the medical examination does not take place within the period prescribed in the sanctioning order, or if the applicant does not appear for examination before the medical authority within the prescribed period, the sanctioning authority may renew administrative sanction for a further period of three months without obtaining a fresh application for commutation of pension. The applicant may withdraw his application, by written notice dispatched at any time before the medical examination is due to take place, but his option shall expire on his appearance before a medical authority; provided that if the medical authority directs that his age for the purpose of commutation shall be assumed to be greater than his actual age, the applicant may withdraw his application by written notice dispatched within two weeks from the date on which he received intimation of the revised sum payable on
commutation, or, if the sum is already stated in the sanctioning order, within two weeks from the date on which he receives intimation of the finding of the medical authority, if the applicant does not withdraw in writing his application within the period of two weeks prescribed above, he shall be assumed to have accepted the sum offered.

8.7. (a) Subject to the provisions contained in rule 8.8. and to the withdrawal of an application under rule 8.6, the commutation shall become absolute, that is, the title to receive the commuted portion of the pension shall cease and the title to receive the commuted value shall accrue on the date on which the medical authority signs the medical certificate.

27[(b) In cases where a pensioner asks for commutation of pension by applying to the Accounts Officer concerned within one year of his retirement, the commutation will become absolute on the date of application for commutation made to the Accounts Officer and the title to receive the commuted portion of pension will case on and from that date.]

8.8. If the applicant makes any statement found to be false within his knowledge or wilfully suppresses any material fact in answer to any question written or oral put to him in connection with his medical examination the sanctioning authority may cancel the sanction at any time before payment is actually, made; and such a statement of suppression may be treated as grave misconduct for the purpose of rule 1.8.

8.9. (1) The Accounts Officer on receipt of the completed form 6 (Pen.) and 8 (Pen) shall arrange forthwith for the payment of the appropriate commuted value and for the corresponding reduction of the pension. He shall also forward to the disbursing officer Form 8 (Pen.) containing the signature and thumb and finger impressions of non-Gazetted Government servants, taken in the presence of the medical authority, with instructions that they should be verified with those received with the pension payment order.‘

(2) If the applicant on receipt of the sanctioning order withdraws the application within the period prescribed in rule 8.6 he should intimate his intention in writing to the Accounts Officer direct and to the sanctioning authority simultaneously.

(3) The payment of the commuted value shall be made in rupees in Pakistan as expeditiously as possible but in the case of an impaired life no payment shall be made till either a written acceptance of the commutation has been received or the period within which the application for the commutation may be withdrawn has expired, whatever the date of actual payment, the amount paid and the effect upon the pension shall be the same if the commuted value is paid on the date on which commutation became absolute, the amount drawn shall be deducted from the amount payable in commutation.

8.10. If a pensioner, part of whose pension has been commuted, dies on or after the date on which the commutation became absolute but before receiving the commutation value, this value shall be paid to his family or eligible relatives in the same manner as gratuity is payable under rules 4.7 and 4.8.


8.11. (a) The lump sum payable on commutation shall be calculated in accordance with the table of present values given below:

27. Existing rule renumbered as sub-rule (a) and sub-rule (b) Inst. vide Notification No. F.D.(SR-
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</tr>
<tr>
<td>46</td>
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<td>76</td>
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<tr>
<td>47</td>
<td>25.4444</td>
<td>77</td>
<td>6.8496</td>
</tr>
<tr>
<td>48</td>
<td>24.5816</td>
<td>78</td>
<td>6.4818</td>
</tr>
<tr>
<td>49</td>
<td>23.7301</td>
<td>79</td>
<td>6.1287</td>
</tr>
<tr>
<td></td>
<td></td>
<td>80</td>
<td>5.7901</td>
</tr>
</tbody>
</table>

28[(b) A Government servant retiring after attaining the age of 60 years shall be allowed a commuted value of pension as applicable at the age of 60 years instead of 61 years, if he applies for commutation while in service.]

29[(8.12, (a) The commuted portion of pension to the extent of 1/4th of full pension shall be restored to the pensioners on completion of the number of years for which commuted value is paid.)

   (b) In restoring the commuted portion of pension under -sub-rule (l) the fraction of a year mentioned in the Commutation Table which is less than six months shall be ignored and that of six months or more shall count as one year.
   (c) In the case of a pensioner who had surrendered 1/4th of his full pension for gratuity under the rules applicable to him at the time of his retirement, the amount surrendered for gratuity (i.e. 1/4th of full pension) shall be restored on completion of the period for which the gratuity was paid. The rate of gratuity shall be divided by 12 to arrive at the period for which the gratuity was paid. For example, if a pensioner had received gratuity at the rate of Rs. 160 for each rupee surrendered, his period of gratuity would work out to 13.33 years.
   (d) A pensioner, who had surrendered 1/4th of his full pension for commutation and 1/4th for gratuity, shall be entitled to the restoration of commuted portion of his pension only at the expiry of the period for which the commutation was allowed.

   Note: The benefit of restoration of 1/4th of full pension surrendered for gratuity or commutation is not admissible in the case of family pension.

CHAPTER IX: RE-EMPLOYMENT OF GOVERNMENT PENSIONERS

SECTION I

Re-employment of Civil Pensioners

9.1. When a person who was formerly in Government employ obtains re-employment, whether temporarily; or permanently in Government service or in the service of a local fund, it shall be incumbent on him to declare to the appointing authority the amount of any gratuity, bonus or full pension (inclusive of 1/4th of the surrendered portion or commuted portion of the pension) originally granted to him in respect of the previous employment.

9.2. The amount of wound or other extraordinary pension sanctioned under these rules and a wound or injury or disability pension or a disability addition to pension awarded under the military rules shall not be taken into account when fixing the pay during re-employment.


their pay is fixed in accordance with the principles laid down by Government from time to time for fixation of pay and allowances of Government pensioner re-employed in Government Departments. If in special circumstances any departure is proposed to be made, the orders of the Chief Executive of the authority should be obtained and the reasons for which the relaxation is made recorded in writing.

Time of retirement or the posts held by them otherwise than in a substantive capacity if held for a period of one year before retirement.]

31[(3) Re-employment of retired government servants shall be made in posts carrying basic pay scales equivalent to the basic pay scales of the posts held by them substantively at the

Note (1) : A Government servant who has retired from regular establishment on superannuation or retiring pension cannot be re-employed on work-charged establishment or contingent establishment except on public grounds and in accordance with the 32[...] Rules in this Chapter 32]


9.5. The pay of government pensioners re-employed 33[under the government or under a government owned/controlled autonomous/semi-autonomous body or corporation] shall be fixed in accordance with the principles laid down below:-

(i) (a) Where a retired government servant is re-employed under the government or under a government owned/controlled autonomous/semi-autonomous body or corporation on completion of 30 years pensionable service, his initial pay shall be fixed at the minimum of the pay scale of the post in which he is re-employed;

b. a re-employed government servant would earn increments under the normal rules;

c. In addition to pay as indicated in clause (a), full pension shall be admissible to the re-employed government servant;

d. In case a re-employed government servant is promoted to a higher post, his pay shall be fixed in such a manner as if he was a serving government servant.

ii. The pay of retired government servants other than those covered by clause (i) shall be fixed in the manner indicated below:

(1) Where the post on which the pensioner is re-employed (hereinafter referred to as "the post") carries fixed pay, he shall be allowed the pay of the post less pension.

(2) Where the post on which the pensioner is re-employed carries a time scale of pay.

a. If the substantive pay last drawn by the pensioner before retirement was less than the minimum of the scale of the post, he shall be allowed the minimum of the scale less pension;

b. If the substantive pay last drawn was more than the minimum but less than the maximum of the scale of the post, he shall be allowed the pay fixed at the stage in the scale corresponding to the pay last drawn or, if there be no such stage, at the next lower stage in the scale, less pension;


c. If the substantive pay last drawn was more than the maximum of the scale of the post, he shall be allowed the pay fixed at the maximum less pension; and
d. A re-employed pensioner will earn increments in all cases where his pay has been fixed in a time scale at a stage lower than the maximum.

3. In case a re-employed pensioner is promoted to a higher post, his pay shall be fixed in such a manner as if he was a serving government servant and he shall be allowed the pay so fixed less pension.

4. In case a re-employed pensioner had been drawing officiating pay in a particular pay scale for a continuous period of three years or more higher than his substantive pay, the officiating pay drawn before retirement may be treated as substantive pay for the purpose of this rule.

iii. Where the post on which the pensioner is re-employed carries special pay, the special pay shall be allowed to him in addition to the pay fixed under clause (i) or (ii) above.

(iv) The word 'Pension' in this rule means the pension before commutation.

Note (1): In the case of a person who retired from Government service on Contributory Provident Fund basis the amount received by him as Government contribution (bonus) plus interest thereon and special contribution (gratuity), if any, shall be taken as the commuted value of pension and the amount on which that commuted value is due shall be treated as pension for the purpose of fixing his pay on re-employment.

Note (2): In the case of a person who received gratuity only on retirement the amount of gratuity shall be treated as commuted value of pension, and his pay on re-employment shall be fixed on that basis.

Note (3): The authority competent to sanction re-employment of a Government pensioner is also competent to fix his pay and allowances in accordance with the principles laid down in this rule. In case it is desired to give any higher emoluments in relaxation of the provisions of this rule, the question of fixation of pay shall be the concurrence of the Finance Department.

Note (4): Ordinarily, pension of a re-employed pensioner shall not be held in abeyance and shall be allowed to him as a separate item in addition to the pay that is fixed for him.

Note (5): The authority re-employing a Government pensioner shall supply the following information to the Audit Office concerned along-with orders of re-employment:

1. Number of P.P.O. and the Treasury at which pension is drawn.
2. Scale of pay of the post in which re-employed.
3. Rate of pay fixed.
4. If pension has not been sanctioned, the estimated amounts of full pension.

Note (6): If the pension of re-employed person does not exceed fifty rupees a month, it shall not be taken into account in fixing his pay and allowances and 34[...], where the amount of pension exceeds fifty rupees a month, only so much of such pension as is in excess of fifty rupees a month, shall be taken into account in fixing his pay.

SECTION II

Re-employment of Military Pensioners

35(9.6. (a) In the case of officers of Armed Services, re-employment shall be made on contract in accordance with the instructions contained in the Federal Establishment Division's Office Memorandum No. 14/5/78-D-III, dated 10th February, 1980, in the case of civil posts and in the light of orders issued in pursuance of the Federal Establishment Division's office Memorandum No. 14/5/78-D-III, dated the 11th February, 1980, in the case of autonomous bodies, for this purpose, equivalent pay scale in the civil post shall be determined according to the following formula:

<table>
<thead>
<tr>
<th>Defence Service Rank</th>
<th>Equivalent Basic Pay Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major-General and equivalent</td>
<td>BPS-21 or 22 at discretion at the Government.</td>
</tr>
<tr>
<td>Brigadier and equivalent</td>
<td>BPS-20</td>
</tr>
<tr>
<td>Colonel and Lt.-Colonel (with 18 to 20 years commissioned service) and equivalent. Major and equivalent Captain and equivalent and Lieutenant and Second Lieutenant and equivalent.</td>
<td>BPS-19</td>
</tr>
</tbody>
</table>

(b) When a retirement military officer of the rank of Major and equivalent or above is re-employed under the Provincial Government or under an autonomous body in accordance with sub-rule (a), his pay shall be fixed at the minimum of the equivalent basic pay scale in which re-employment is made and, in addition, full service pension as admissible under the rules shall be paid.

c. When retired junior commissioned officers, non-commissioned officers and other ranks are re-employed under the Provincial Government or autonomous/semi-autonomous bodies, they should be asked to exercise and option whether they would like to be re-employed on contract or on permanent basis. The option once exercised shall be final.

d. On re-employment, the pay of junior commissioned officers, non-commissioned officers and other ranks shall be fixed at the minimum of the pay scale of the post on which they are re-employed. In addition, they will be entitled to draw their service pension. However, in the case of those who have opted for re-employment on contract under sub-rule (b) service rendered under the Government or in an autonomous/semi-autonomous body shall not qualify for a second pension. Those re-employed on permanent basis shall be entitled to civil pension/gratuity is permissible under the rules of the employing agency.

SECTION III

Commercial Employment after Retirement

9.7. If a pensioner who immediately before retirement was 36[holder of a post in BPS-16 or above] wishes to accept any commercial employment in a Pakistani Firm or Company with whom he had to deal with in his official capacity during the two years prior to his retirement or in any other Firm or Company located in Pakistan or outside before the expiry of two years from the date of his retirement, he should obtain the previous sanction of Government to such acceptance. No pension shall be payable to him if he accepts, commercial employment without such sanction in respect of any period for which he is so employed or such longer period as government may direct.

Provided that such a Government servant permitted by the appropriate authority to take up a particular form of Commercial employment during his leave preparatory to retirement, shall not be required to obtain subsequent permission for his continuance in such employment after retirement.
Note (1): In this rule ‘commercial employment’ means employment, in any capacity including that of an Agent, under a Company or Firm, and includes also a directorate of such Company and a partnership of such Firm.

Note (2): The term ‘Firm’ in this rule includes an individual engaged in trading or in a Commercial, Industrial, Agricultural, Financial or Professional business.

SECTION IV

Employment under a Government outside Pakistan after Retirement

9.8. If a pensioner who immediately before retirement was holder of a post in BPS-16 or above] wishes to accept any employment, under a Government outside Pakistan he should obtain the previous sanction of Government to such acceptance. No pension shall be payable to a pensioner who accepts such employment without proper permission, in respect of any period for which he is so employed or such longer period as Government may direct:

Provided that a Government servant permitted by the appropriate authority to take up a particular form of employment under a Government outside Pakistan during leave preparatory to retirement shall not be required to obtain subsequent permission for “his continuance in such employment after retirement”

Note: For the purpose of this rule employment under a Government outside Pakistan shall include employment under a local authority or corporation or any other institution or organization which functions under the supervision control of a Government outside Pakistan.

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38[ANNEXURE

(Referred to in Rule 9.6)

No. 14/5/78-D-III
GOVERNMENT OF THE PUNJAB
Cabinet Secretariat
(Establishment Division)

Rawalpindi, the 10th February, 1980.

OFFICE MEMORANDUM

SUBJECT: INDUCTION/RE-EMPLOYMENT OF OFFICERS OF ARMED FORCES OF PAKISTAN IN CIVIL POSTS.

The undersigned is directed to state that the question of institutionalizing the induction and re-employment of officers of the Armed Forces of Pakistan in civil posts has been under consideration for sometime past. The President has now been pleased to decide that induction of officers of the Armed Forces of Pakistan and their re-employment, as the case may be, shall be regulated by the following instructions:
PART I

2. Induction of young officers of Armed Forces of Pakistan upto 8 years commissioned service in civil posts shall be made in accordance with Part II.

3. Induction of officers of the rank of Major or equivalent who may retire or may have retired on completion of the prescribed age or service limit shall be made in accordance with Part-III.

4. Re-employment of officers of the rank of Major or equivalent who may retire or may have retired before completion of the prescribed age or service limit and of retired officers of the rank of Lieutenant-Colonel and above equivalent shall be made in accordance with Part IV.

PART II

5. Young officers of the Armed Forces upto 8 years of commissioned service will be eligible for induction in grade-17 on regular basis upto 10% of the annual direct recruitment vacancies in the special occupational group's direct recruitment to which is made through the combined competitive examination held by the F.P.S.C. annually.

6. Induction will be made through the High-Powered Selection Board constituted by the President for the purpose. The High Powered Selection Board will also determine the occupational groups to which the officers are allocated. For this purpose, each Service Chief may be asked to recommend by the 30th June every year names of officers for induction in grade-17 in various groups, keeping in view their educational qualifications and experience. For each vacancy, a panel of preferably 3 officers may be recommended. The recommendations will be scrutinized by the Ministry of Defence before they are placed before the Board.

7. Officers inducted in various groups will be adjusted against vacancies allocated to the Province or Provinces to which they belong.

8. The officers will be appointed on regular basis and the probation period shall be deemed to have been waived. On appointment to the civil post, the officers will sever their connection with the Armed Forces.

9. The officers will receive the same training as is given to the probationers appointed on the results of the competitive examination held by the F.P.S.C. and will be required to pass completely the prescribed examinations during or on conclusion of the training. Their promotion to the higher grade will be governed by normal rules, and will be subject to the further condition that they have completely passed the prescribed examinations during or on conclusion of the training.

10. The inducted officers will count their seniority from the year in which they are inducted, recruits of the same year retaining their seniority inter se. They will be placed above the competitioners of the year with whom they receive the training.

11. (a) The pay of the inducted officers in civil grade will be fixed on the basis of their pay in the substantive rank or temporary rank, if held for one year.

(b) Service rendered in Armed Forces will count towards civil pension.

12. The officers of the rank of Major and equivalent who may retire or may have retired on completion of the prescribed age or service limit will be eligible for induction in grade-18 on regular basis upto 10% of the annual vacancies in the various groups and cadres in that grade, as may be specified.

13. Induction will be made through the High Powered Selection Board in accordance with the procedure laid down in para 6.

14. In selecting officers for induction, provincial quotas will be kept in view.

15. The inducted officers will count seniority in the grade in which they are inducted from the date of their induction.

16. The pay of inducted officers will be fixed in the civil grade on the basis of their pay of the substantive rank or temporary rank, if held for one year.

17. The inducted officers will continue to draw their military pension. It shall be deducted from the civil pay. In addition to the military pension, the officers will be entitled to a civil pension on their retirement from civil employment if they have completed the prescribed qualifying service (i.e. 10 years of minimum service). They will be entitled to receive gratuity if they have rendered more than 5 years and less than 10 years of service in the civil post.

PART IV

18. Officers of the rank of Major/equivalent who retire or may have retired before completion of the prescribed age or service limit and officers of the rank of Lieutenant-Colonel and above and equivalent who may retire or may have retired either after completion of prescribed service or age limit or before such completion will be eligible for re-employment on contract for 3 to 5 years, renewable upto the age of 60, upto the maximum of 10% of annual vacancies in various groups and cadres, as may be specified, on the terms and conditions mentioned hereinafter.

19. Re-employment will be made in grade equivalent to their substantive rank, or temporary rank, if held for one year, in accordance with the army rank-civil grade equivalence formula already approved by the President. However, the officers will be eligible for being considered for a subsequent contract in higher grade.

20. Re-employment on contract basis will be made through the High Powered Selection Board which will also determine the group or cadre in which re-employment is to be made. The procedure for selection will be the same as prescribed in para 6.

21. In selection officers for re-employment provincial quotas will be kept in view.

22. Re-employment on contract in various grades shall be made by the authorities competent to make appointment to these grades in accordance with rule 6 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973.

23. The re-employed officers will be eligible for such training as is given to their civilian counterparts.
24. Re-employed officers will not have any seniority and will not be placed on the regular gradation list.

25. Pay of the re-employed officers of Armed Forces, who retired on completion of the prescribed age or service limit and who are re-employed in civil posts on contract basis in grades equal to the substantive rank or temporary rank, if held for one year, may be fixed at the minimum of the grade in which re-employment is made and full service pension should be paid in addition. Pay of the re-employed officers who retired before completion of the prescribed age or service limit and who are re-employed on contract basis will be fixed under the normal rules issued by the Ministry of Finance from time to time for fixation of pay of retired Government Servants including retired military personnel re-employed under the Government of Pakistan and in autonomous bodies. In both the cases, service rendered on civil side shall not qualify for a second pension.

26. The Armed Forces officers re-employed on contract shall be liable to serve anywhere within or outside Pakistan, in any post under the Federal Government or Provincial Government or local authorities or a corporation or body set up or established by such Government provided that nothing contained in this paragraph shall apply to an officer re-employed specifically to serve in a particular area or region and further provided that where such an officer is required to serve in a post other than the post in which he has been re-employed, his terms and conditions of service as to his pay shall not be less favourable than those to which he would have been entitled if he had not been so required to serve.

27. Termination of contract either on expiry or otherwise will be done through the High Powered Selection Board. For this purpose, the Ministry, Division, Department or office concerned will make a reference to the High Powered Selection Board through the Establishment Division sufficiently in advance or the date on which the contract period is due to expire or proposed to be terminated. The High Powered Selection Board shall consider whether the contract shall be extended or terminated, as the case may be. The recommendations of the Board will be submitted to the authority competent to re-employ the officer on contract which pass such orders as it may deem appropriate.

28. In case no orders are received by the date on which contractual period is due to expire, the contract shall be deemed to have been extended until further orders.

29. The conduct of re-employed contract officers shall be regulated by rules, made or deemed to have been made, or instructions issued, by Government or a prescribed authority as for civil servants under Section 15 of the Civil Servants Act.

30. A re-employed contract officer shall be liable to disciplinary action and penalties in accordance with the rules made or deemed to have been made under Section 16 of the Civil Servants Act.

31. The Armed Forces officer re-employed on contract shall be governed by the leave rules contained in the Finance Division O.M. No. 2-1(2)-Rev.-l/78, dated the 21st September 1978. However, provisions contained in paras 3(ii) arid (iii), 5, 6, 10,11 and 17 shall not apply.

32. The leave at the credit of an officer shall be carried forward in case a contract is extended without any interruption. However, all leaves at the credit of an officer shall lapse on the date of final expiry or termination of the contract.
33. The officer will be entitled to T.A. on tour and transfer and to medical attendance and treatment on the scale applicable to civil servants of corresponding grade.

34. Where a right to prefer an appeal or apply for review in respect of any order relating to the terms and conditions of his service is provided to an officer of Armed Forces re-employed on contract under any rules made applicable to him, such appeal or application shall, except as may be otherwise prescribed, be made within thirty days of the date of such order.

35. Where no provision for appeal or review exists under the rules in respect of any order or class of orders, a re-employed officer aggrieved by any such order may, within thirty days of the communication to him of such order, make a representation against it to the authority next above the authority which made the order.

36. The existing officers of the category mentioned in this part who has already been appointed on contract in civil posts shall be eligible to elect terms and conditions specified in this part. They shall be required to give their option either to elect their existing conditions of appointment or to elect the terms and conditions laid down in this part for the remaining period of their contract. The option shall be given within two months of the date of issue of this O.M. They will be brought on the terms and conditions laid down in this part with effect, from 23rd December, 1979, the date on which the President was pleased to approve the scheme. Those who fail to submit their option by the prescribed date shall be deemed to have selected their existing terms and conditions. Option shall be final.

PART V

37. Any major difficulties in implementing these decisions will be resolved by reference to a committee comprising Establishment Secretary, Finance Secretary and Law Secretary. The reference will be made through the Establishment Division who will initially examine it and in case they are unable to remove the difficulty, the matter will be placed before the Committee.

38. This Office Memorandum issues with the concurrence of the Ministry of Finance,

Syed Jalal Haider Zaidi
Secretary
OFFICE MEMORANDUM

SUBJECT: INDUCTION/RE-EMPLOYMENT OF OFFICERS OF ARMED FORCES OF PAKISTAN IN AUTONOMOUS BODIES UNDER FEDERAL GOVERNMENT

The undersigned is directed to state that the question of institutionalizing the induction and re-employment of officers of Armed Forces of Pakistan in civil posts had been under consideration for some time past. The President has now been pleased to decide that induction of officers of the Armed Forces of Pakistan and their re-employment, as the case may be, shall be regulated by the instructions as are laid down in the Establishment Division O.M. No. 14/5/78-D-II, dated 10-2-1980, a copy of which is enclosed. The President has also been pleased to decide that these instructions will also apply, mutatis mutandis in the corporations and other autonomous bodies set up by the Federal Government or working under their administrative control.

2. All Ministries/Divisions are requested to advice the corporations and other autonomous bodies under their administrative control to draw instructions for induction or re-employment of officers of Armed Forces of Pakistan in various posts in the corporations on the lines of the instructions contained in the enclosed office memorandum and issue them with the approval of the competent authority.

3. A compliance report may be sent to the Establishment Division in respect of the corporations and other autonomous bodies under the administrative control of the Ministry concerned so as to reach the Establishment Division by the 31st March, 1980.

(S. I. H. ZAIDI)
Secretary.

CHAPTER X: EXTRAORDINARY PENSION

10.1. (a) The rules of this chapter apply to all persons in civil employ of the Provincial Government, (including servants serving in civil or military capacity with a Military, Naval or Air Force, whether their employment is permanent, temporary or casual and whether remunerated by fixed pay or by piece work rates; provided that in case of a person to whom the Workman's Compensation Act, 1923, applies.

(1) An award shall be paid under the provisions of this chapter only if the authority competent to sanction it considers that the compensation payable under the Act is in the particular case inadequate; and

(2) the amount of award paid to any such person shall not exceed the difference between the amount otherwise admissible under the rules of this chapter and the amount of compensation payable under the Act.

(b) Pay for the purpose of this chapter means the pay which a person was drawing (or in case he was serving in a military capacity with a military force, the pay which he would have drawn if
he remained in civil employ), on the date of his death or injury, provided that in the case of a pension remunerated by piece-work rates, pay means the average earning of the last six months ending with the date of his death or injury.

10.2. The extraordinary pension may be granted to a Government servant even if he is not invalidated from service as a result of the disability on account of which the award is made. The grant of extraordinary pension to a Government servant is no bar to the grant of any ordinary civil pension or gratuity for which he may be eligible under the rules.

10.3. Every grant of extraordinary pension under this Chapter is subject to the provision of rule 1.8.

10.4. In case where considerable delay has occurred in applying for an extraordinary pension, the grant, if any, will take effect only from the date of the report by the Medical Board, or, in the case of family pension from such date as the sanctioning authority may decide. Otherwise the grant may be made with effect from the date of wound, injury or death. The family pension granted to a posthumous child should commence from the date of his/her birth.

10.5. No extraordinary pension shall be sanctioned by a competent authority except with the prior concurrence of Finance Department:

Provided that notwithstanding anything contained in these rules, the Inspector-General of Police may, without the prior concurrence of the Finance Department sanction extraordinary pension in case of any member of the Police Force who is killed in action on duty.

10.6. An injury/disability pension to a Government servant, or in case or his death, a family pension may be sanctioned under any of the following conditions on the merits of each case.

A Government servant, who receives injury (including wound) or is killed

i. while serving in a civil capacity with a Military, Naval or Air Force,

ii. while serving in a military capacity with a military, naval or air force,

iii. while performing any particular duty which has the effect of increasing his liability to injury beyond the ordinary risk of the post which he holds.

41. 10.6-A. (a) Disability pension and gratuity shall be allowed at the following scale:-

<table>
<thead>
<tr>
<th>Class of injury</th>
<th>Pension</th>
<th>Gratuity</th>
<th>Children's Pension</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>20% of pay subject to a maximum of Rs. 600/- and a minimum of Rs. 100 P.M (note. After death it will devolve on the widow)</td>
<td>6 months pay</td>
<td>5% of pay, subject to a maximum of Rs. 100/- and a minimum of Rs. 50 per child</td>
</tr>
<tr>
<td>A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>15% of pay subject to a maximum of Rs. 450 and a minimum of Rs. 75 P.M.</td>
<td>Nil</td>
<td>4% of pay subject to a maximum of Rs. 80 and minimum of Rs. 40 per child.</td>
</tr>
<tr>
<td>C</td>
<td>15% of pay subject to a maximum of Rs. 450 and a minimum of Rs. 75 P.M.</td>
<td>Nil</td>
<td>Nil</td>
</tr>
</tbody>
</table>

b. The classification of disability and the criteria for determining whether these were attributable to service have been detailed in the Annexure to this Chapter.

10.7. For extraordinary family pension, the provisions of ordinary family pension shall be applicable in the extent that they are not inconsistent with rules in this Chapter.

10.8. (a) When a claim for any injury pension or family pension arises, the Head of the Department/Attached Department/Office in which the injured or deceased Government servant was employed shall forward the claim

6. Paralegia or hemiplegia.
7. Lunacy
8. Very severe facial disfigurement.
9. Advanced cases of incurable disease.
10. Wounds, injuries or diseases resulting in a disability due to which a person becomes incapacitated.
11. Emasculation.

Note: Wounds, injuries or disease, of limb resulting in damage of nerves, joints, or muscles making the whole of limb useless would mean loss of that limb. Cases in which a partial function is retained will not be included in this class. However, if the partial retention of function does not help in walking in case of leg or does not help in holding and object even with partial efficiency, it should be considered as total loss of function. Those cases will also be included in this class where the earning capacity of the Government servant has been totally impaired due to the invaliding disability. CLASS 'B'

1. Loss of a thumb or at least three fingers of hand.
2. Partial loss of one or both feet at or beyond tarsometatarsal joint.
3. Loss of vision of one eye.

CLASS 'C'

1. Limited restriction of movement of joint due to injuries.
2. Disease of a limb restricting performance of duties. General Note: When the wound, injury or illness causing the disability is not entered in the above Schedule, the disability shall be assessed by the Medical Board at the classification most closely corresponding to those given above.

PART II
PRINCIPLES AND PROCEDURE FOR DETERMINING ATTRIBUTABILITY TO SERVICE OF DISABILITY

(A) Casualties due to Wound or Injury-

(1) It should be established in such cases that the cause of casualty was the result of duty in service. Where the injury resulted from the risk inherent in service attributability will be conceded. An individual will be deemed to be in the performance of duty when

i. he is physically present in his headquarters

ii. he is travelling on leave at Government expense;
iii. when travelling to or from duty (e.g., from residence to place of duty and back but not whilst he is in his residence)

iv. whilst travelling on duty, i.e. where it is established that but for the duty he would not have been travelling at all.

5. Disability, resulting from purely personal acts, such as shaving or similar private pursuits, would not normally be treated as attributable to service.

6. Disability resulting from violence provoked by performing of duty will be viewed as attributable to service unless the circumstances of the case warrant a different conclusion.

7. If circumstances are such that service played no part in the causation of disability, attributability will not be conceded.

Illustration: If a person driving a motor-cycle, etc., on duty, collides with a truck the injury received may be attributed to service but if he is out for a walk and sustains injury from a passing truck, his case will not qualify for the concession.

(B) Casualties due to Disease

a. The cause of disability resulting from a disease will be regarded as attributable to service only when it is directly due to risks which may be recorded as peculiar to the circumstances of duty in service determining attributability in such cases due regard should be paid to the question whether service in a particular region, or of a particular type, involved exposure to exceptional risk of contraction of, or infection by, a disease, as well as to the actual circumstances of the case.

b. Attributability will not be conceded if, though contracted during the period of actual performance of duty, the disease, is in the opinion of the medical authorities concerned, due to risks which cannot be regarded as peculiar to such duty in service.

c. Where a disease or its aggravation resulted from the risk of duty, attributability/aggravation will be conceded.

d. All cases of tuberculosis and bronchial asthma will be accepted as attributable to or aggravate by service where the medical opinion is in favour of the acceptance.

e. Attributability/aggravation in all cases of cardiac disease will be determined in accordance with the guidelines mentioned at the end of this part.

f. Where medical or other supporting documents are incomplete, cases will be dealt with on merits with due regard to medical opinion and other evidence.

Guidelines for determining attributability/aggravation in cases of cardiac disease.

1. There are many pre-disposing factors which may precipitate an attack of coronary occlusion. No single factor can be pinpointed as being responsible for such an attack. It is therefore, not easy to lay any hard and fast rule for warding attributability/aggravation in such cases. For the guidance of medical and administrative authorities some of the facts which may precipitate the attack of heart disease are enumerated below:-

a. Physical Exertion: Coronary occlusion is known to have precipitated during or immediately following physical exertion. Physical exertion may not necessarily be of an unusual character i.e. lifting of a heavy trunk/bundle, pushing a stalled vehicle or an up-hill climbing has in many instances been followed by an attack of coronary occlusion. The
effects of exertion are worse if the individual is unduly fatigued, has lack of sleep or is under emotional stress.\textsuperscript{1} Attributability will be conceded if a person undergoing stress and strain, pressure and counter pressure by virtue of the nature of his duties develops psychiatric problem.

b. \textit{Emotional Strain}: The occurrence of coronary disease in persons who had been under an unusually severe and protracted emotional strain points to a probable relationship between the two. Separation from families, uncongenial atmosphere, frequent moves, all add to mental strain and psychological trauma.

2. The question of attributability/aggravation of heart disease on occurrence in otherwise a normal individual who is subject to the above-mentioned factors, will, therefore, have to be considered and decided in the light of known history and merits of each case.

3. While dealing with such cases due precaution will be exercised by all concerned to carefully bring out detailed merits of the case as award of attributability/aggravation depends on their candid opinion.
From

Mr. Sohail Ahmad
Finance Secretary

To

1. All Administrative Secretaries to Government of the Punjab.
2. The Principal Secretary to Governor, Punjab, Lahore.
3. The Military Secretary to Governor, Punjab, Lahore.
4. The Principal Secretary to Chief Minister, Punjab, Lahore.
5. All Heads of Attached Departments in the Punjab.
6. All District Nazims in the Punjab.
7. All District Co-ordination Officers in the Punjab.
8. The Secretary, Provincial Assembly, Punjab, Lahore.
9. The Secretary, Punjab Public Service Commission, Lahore.
10. The Registrar, Lahore High Court, Lahore.
11. All District and Sessions Judges in the Punjab.
12. The Director General, Audit & Accounts (Works), Lahore.
13. The Director General, Audit, Punjab, Lahore.

SUBJECT: GRANT OF INCREASE IN PENSION OF CIVIL PENSIONERS OF PUNJAB GOVERNMENT

Sir,

I am directed to state that the Governor of the Punjab has been pleased to grant increase in pension to civil pensioners with effect from 01-07-2007, at the following rates:

a. Pensioners who retired prior to 01-07-1997! 20%
b. Pensioners who retired between 01-07-1997 to 30-06-2007. 15%

2. For the purpose of admissibility of increase in pension sanctioned in this notification the term 'Pension' means 'Pension being drawn'.

3. The increase will also be admissible on family pension granted under the Pension Rules of the Government of the Punjab as well as on the Compassionate Allowance if being drawn by any pensioner.

4. If the gross pension sanctioned by Government of the Punjab is shared with any Government in accordance with the Rules of the Government of the Punjab, the amount of increase in pension will...
be apportioned between the Government of the Punjab and the other Government concerned on proportionate basis.

5. The increase in pension sanctioned in this notification will not be admissible on Special Additional Pension allowed in lieu of pre-retirement Orderly Allowance.

6. In case of re-employed pensioners, the increase in pension sanctioned in this notification shall not be admissible to them during the period of their re-employment.

7. The benefit of increase in pension sanctioned in this notification will also be admissible to those civil pensioners of the Punjab Government who are residing abroad (other than those residing in India and Bangladesh) who retired on or after 15.8.1947 and are not entitled to or are not in receipt of pension increase under the British Government's Pension (Increase) Acts. The payment will be made at the applicable rate of exchange.

Your obedient servant,

(MUZAFFAR AHMAD)
ADDL: FINANCE SECRETARY (REG)

NO. & DATE EVEN

A copy is forwarded for information and necessary action to:-
1. The Accountant General, Punjab, Lahore.
2. All District Accounts Officers/Treasuries Officers in the Punjab.
3. The Regional Heads, National Bank of Pakistan, Eastern Zone/Western Zone, Lahore.

SECTION OFFICER (SR-III)

NO.& DATE EVEN

A copy is forwarded for information to: -
1. Finance Secretary, Government of Sindh, Karachi.
2. Finance Secretary, Government of NWFP, Peshawar.
3. Finance Secretary, Government of Balochistan, Quetta.
5. Regulation Wing, Finance Division, Government of Pakistan, Islamabad.

SECTION OFFICER (SR-III)
UNIT 7: DEPARTMENTAL INQUIRIES

GOVERNMENT OF WEST PAKISTAN
SERVICES AND GENERAL ADMINISTRATION DEPARTMENT

NOTIFICATION
The 30th July, 1962

No. PRC. 5-8 / 62-In exercise of the powers conferred on him by Article 178 of the constitution of the Republic of Pakistan, the Governor of West Pakistan is pleased, in suppression of the West Pakistan Education Department, Delegation of Powers Rules, 1958, to make the following rules providing for delegation of powers to officers of the Education Department, namely:-

THE WEST PAKISTAN EDUCATION DEPARTMENT

DELEGATION OF POWERS RULES, 1962

1. (1) These rules may be called the West Pakistan Education Department, Delegation of Powers Rules, 1962.

(2) They shall come into force at once.

2. (1) Notwithstanding any provision to the contrary contained in any service rules for the time being in force in the province or any part thereof, the authorities for the purposes of appointment, appeal, punishment, transfer and controlling travelling allowance in respect of each person holding a post mentioned in column 2 of the Schedule annexed hereto shall be such as are specified against the post of such person in column 3 to 9 of the said schedule.

(2) An authority empowered under these rules to impose penalties on the holder of a post shall be competent to impose such penalties on every person holding such post whether such person was appointed by such authority or not.


___________________

GOVERNMENT OF THE PUNJAB
SERVICES, GENERAL ADMINISTRATION
AND INFORMATION DEPARTMENT

NOTIFICATION
The 5th March, 1974

No. SOR (SGA & ID) 15-1 / 71-In exercise of the powers conferred by Article 241 of the constitution of the Islamic Republic of Pakistan, the Governor of the Punjab is pleased to direct that in the West Pakistan, Education Department, Delegation of Powers Rules, 1962, hi their application to the Province of the Punjab, for the existing schedule, the schedule annexed hereto shall be substituted:-
### CHART (E&D)

<table>
<thead>
<tr>
<th>S. #</th>
<th>Name of Post</th>
<th>Appointing Authority</th>
<th>Authority competent to suspend, reduce in rank, retire compulsorily, remove or dismiss</th>
<th>Authority competent towards other punishment</th>
<th>Appellate Authority in case of suspension, reduction in rank, Compulsorily retirement, removal or dismissal</th>
<th>Appellate Authority in respect of other punishment</th>
<th>Transferring Authority</th>
<th>Controlling Officer for travelling allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Director Public Instruction</td>
<td>Government</td>
<td>Government</td>
<td>Government</td>
<td>Director Public Instruction</td>
<td>Government</td>
<td>Government</td>
<td>Director Public Instruction</td>
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<tr>
<td>2</td>
<td>Director of Education</td>
<td>Government</td>
<td>Government</td>
<td>Director Public Instruction</td>
<td>Government</td>
<td>Government</td>
<td>Director Public Instruction</td>
<td>Director Public Instruction</td>
</tr>
<tr>
<td>3</td>
<td>Deputy Directors of Education/District Education Officers and Officers of Equivalent Status</td>
<td>Government</td>
<td>Government</td>
<td>Director Public Instruction</td>
<td>Government</td>
<td>Government</td>
<td>Director Public Instruction</td>
<td>Director Public Instruction</td>
</tr>
<tr>
<td>4</td>
<td>Principals of Degree Colleges and Professors / Associate Professors</td>
<td>Government</td>
<td>Government</td>
<td>Director Public Instruction</td>
<td>Government</td>
<td>Government</td>
<td>Director Public Instruction</td>
<td>Next Higher Authority</td>
</tr>
<tr>
<td>5</td>
<td>Principals of Intermediate Colleges / Assistant Professors and Equivalent Posts</td>
<td>Government</td>
<td>Government</td>
<td>Director Public Instruction</td>
<td>Government</td>
<td>Government</td>
<td>a). Director Public Instruction b). Director of Education within the Division</td>
<td>Director Public Instruction</td>
</tr>
<tr>
<td>6</td>
<td>Gazetted Officers of Grade</td>
<td>a. Administrative Branch</td>
<td>Government</td>
<td>Government</td>
<td>Director Public Instruction</td>
<td>Government</td>
<td>Government</td>
<td>a. Director public institution b). Director of Education within the Division</td>
</tr>
<tr>
<td></td>
<td>b. Collegiate Branch</td>
<td>a. Government b. Divisional Director of Education concerned, Principal Govt. College, Lahore within their</td>
<td>Government</td>
<td>Divisional Director of Education concerned/Principal Govt. College, Lahore within their respective jurisdiction</td>
<td>----</td>
<td>Director Public Instruction</td>
<td>a. Director Public Instruction b). Director of Education within the Division</td>
<td>Next Higher Authority</td>
</tr>
<tr>
<td>7. GAZETTED OFFICERS OF GRADE 16</td>
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</tr>
<tr>
<td>a). Director</td>
<td>Divisional Director of Education concerned / Principal Govt. College, Lahore within their respective jurisdiction</td>
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<tr>
<td>Director of Education</td>
<td>Divisional Director of Education concerned / Principal Govt. College, Lahore within their respective jurisdiction</td>
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<tr>
<td>Director Public Instruction</td>
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<td>Director of Education</td>
<td>Director of Education</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>8. NON-GAZETTED EDUCATIONAL STAFF</th>
</tr>
</thead>
<tbody>
<tr>
<td>a). Teaching (Schools) and Administrative Posts borne on Divisional Cadre (Senior English Teacher)</td>
</tr>
<tr>
<td>i). For Men's Section Deputy Director Schools of the Division concerned. Deputy Directress of the division concerned.</td>
</tr>
<tr>
<td>ii). For Women's Section Deputy Director Schools of the Division concerned. Deputy Directress of the division concerned.</td>
</tr>
<tr>
<td>Deputy Director Schools of the Division concerned. Deputy Directress of the division concerned.</td>
</tr>
<tr>
<td>District Education Officer</td>
</tr>
<tr>
<td>Director of Education Concerned</td>
</tr>
<tr>
<td>District Education Officer</td>
</tr>
<tr>
<td>District Education Officer</td>
</tr>
</tbody>
</table>
### Building Knowledge Resources for Quality Education

**Directress of the Division concerned.**

<table>
<thead>
<tr>
<th>Position</th>
<th>Area of Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Education Officer</td>
<td>b). Teaching and Administrative Posts borne on District Cadre (Junior English Teacher, Classical and Vernacular and Primary Teachers Certificate holders).</td>
</tr>
<tr>
<td>District Education Officer</td>
<td>Deputy Director (Colleges) of the Division concerned.</td>
</tr>
<tr>
<td>District Education Officer</td>
<td>Deputy Director (Colleges) of the Division concerned.</td>
</tr>
<tr>
<td>Deputy Director Schools of the Division concerned.</td>
<td>Deputy Director Schools for Men and Deputy Directress for women of the Division concerned.</td>
</tr>
<tr>
<td>District Education Officer</td>
<td>Deputy Director (Colleges) of the Division concerned.</td>
</tr>
<tr>
<td>Deputy Director (Colleges) of the Division concerned.</td>
<td>Deputy Director (Colleges) of the Division concerned.</td>
</tr>
<tr>
<td>Principal College</td>
<td>Principal of the College</td>
</tr>
<tr>
<td>Deputy Director (Colleges) of the Division concerned.</td>
<td>i). Deputy Director (Colleges) of the Division concerned, ii). Principal Govt. College Lahore in respect of his College.</td>
</tr>
<tr>
<td>Principal of the College</td>
<td>i). Director of Education concerned</td>
</tr>
<tr>
<td>Deputy Director (Colleges) of the Division concerned.</td>
<td>i). Director of Education of the Division concerned</td>
</tr>
<tr>
<td>Principal of the College</td>
<td>ii). Director of Education concerned</td>
</tr>
<tr>
<td>Deputy Director (Colleges) of the Division concerned.</td>
<td>ii). Director of Education concerned</td>
</tr>
<tr>
<td>Principal of the College</td>
<td>Deputy Director (Colleges) of the Division concerned.</td>
</tr>
<tr>
<td>Deputy Director (Colleges) of the Division concerned.</td>
<td>District Education Officer</td>
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<tr>
<td>Deputy Director (Incharge Administration) in the Division</td>
<td>District Education Officer</td>
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<tr>
<td>Deputy Director (Incharge Administration) in the Division</td>
<td>District Education Officer</td>
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<tr>
<td>Deputy Director (Incharge Administration) in the Division</td>
<td>Head of Institution</td>
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</tbody>
</table>

**9. a). Non-teaching Superior Establishment borne on Divisional Cadre attached to Colleges.**

<table>
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<tr>
<th>Position</th>
<th>Area of Responsibility</th>
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<tbody>
<tr>
<td>Deputy Director (Colleges) of the Division concerned.</td>
<td>i). Deputy Director (Colleges) of the Division concerned.</td>
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<tr>
<td>Deputy Director (Colleges) of the Division concerned.</td>
<td>i). Deputy Director (Colleges) of the Division concerned, ii). Principal Govt. College Lahore in respect of his College.</td>
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<tr>
<td>Principal College</td>
<td>Principal College</td>
</tr>
<tr>
<td>Deputy Director (Colleges) of the Division concerned.</td>
<td>i). Deputy Director (Colleges) of the Division concerned, ii). Principal Govt. College Lahore in respect of his College.</td>
</tr>
<tr>
<td>Deputy Director (Colleges) of the Division concerned.</td>
<td>Principal of the College</td>
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<tr>
<td>Principal of the College</td>
<td>Principal of the College</td>
</tr>
<tr>
<td>Deputy Director (Colleges) of the Division concerned.</td>
<td>i). Deputy Director of Education concerned</td>
</tr>
<tr>
<td>Principal of the College</td>
<td>ii). Director of Education concerned</td>
</tr>
<tr>
<td>Deputy Director (Colleges) of the Division concerned.</td>
<td>i). Director of Education of the Division concerned</td>
</tr>
<tr>
<td>Principal of the College</td>
<td>i). Director of Education of the Division concerned</td>
</tr>
<tr>
<td>Deputy Director (Colleges) of the Division concerned.</td>
<td>ii). Director of Public Instruction</td>
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<tr>
<td>Principal of the College</td>
<td>ii). Director of Public Instruction</td>
</tr>
<tr>
<td>Deputy Director (Colleges) of the Division concerned.</td>
<td>i). Director of Education concerned</td>
</tr>
<tr>
<td>Principal of the College</td>
<td>ii). Director of Public Instruction against the Order of the Principal Govt. College, Lahore.</td>
</tr>
<tr>
<td>Deputy Director (Colleges) of the Division concerned.</td>
<td>i). Director of Education concerned</td>
</tr>
<tr>
<td>Principal of the College</td>
<td>ii). Director of Public Instruction against the Order of the Principal Govt. College, Lahore.</td>
</tr>
<tr>
<td>Deputy Director (Colleges) of the Division concerned.</td>
<td>District Education Officer</td>
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<tr>
<td>Deputy Director (Incharge Administration) in the Division</td>
<td>Deputy Director (Incharge Administration) in the Division</td>
</tr>
</tbody>
</table>

**10. MINISTERIAL STAFF**

<table>
<thead>
<tr>
<th>Position</th>
<th>Area of Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deputy Director (Incharge Administration) in the Division</td>
<td>a). Ministerial Staff attached to</td>
</tr>
<tr>
<td>Deputy Director (Incharge Administration) in the Division</td>
<td>Deputy Director (Incharge Administration) in the Division</td>
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<tr>
<td>Deputy Director (Incharge Administration) in the Division</td>
<td>Deputy Director (Incharge Administration) in the Division</td>
</tr>
</tbody>
</table>
| Deputy Director (Incharge Administration) in the Division | Deputy Director (Incharge Administ
### 11. GRADE 1 – 2 STAFF

<table>
<thead>
<tr>
<th>Grade 1 – 2 Staff</th>
<th>Provincial Directorate</th>
<th>Provincial Directorate</th>
<th>Provincial Directorate</th>
<th>Provincial Directorate</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>b)</strong> Ministerial Staff on the strength of- (i). Divisional Directorate, (ii). Colleges, (iii). Other Institutions</td>
<td>Deputy Director (Incharge Administration) in the Divisional Directorate</td>
<td>Director of Education concerned</td>
<td>Director of Education concerned</td>
<td>Director of Education concerned</td>
</tr>
<tr>
<td></td>
<td>District Education Officer</td>
<td>District Education Officer</td>
<td>Next Higher Authority</td>
<td>Next Higher Authority</td>
</tr>
<tr>
<td><strong>v)</strong> District Offices and Institutions subordinate thereto.</td>
<td>District Education Officer</td>
<td>District Education Officer</td>
<td>Next Higher Authority</td>
<td>District Education Officer</td>
</tr>
<tr>
<td></td>
<td>Head of the Office/ Institution concerned</td>
<td>Head of the Office/ Institution concerned</td>
<td>Head of the Office/ Institution concerned</td>
<td>Head of the Office/ Institution concerned</td>
</tr>
</tbody>
</table>

Note: “Deputy Director (Colleges)” includes “Deputy Director By order of the Governor of the Punjab Schools) and (Colleges) where there is no separate Deputy Director (Colleges)"

S. Afzal Aghaz  
Chief Secretary to Govt. of the Punjab
SUBJECT: COMPETENT AUTHORITY UNDER THE PUNJAB REMOVAL FROM SERVICE (SPECIAL POWERS) ORDINANCE, 2000 AS AMENDED IN 2001 FOR EMPLOYEES IN BS-1 TO 16

1. Divisional Directors (Education Schools) and Deputy Directors (Education Schools), appointing authorities in respect of class - IV employees, ministerial staff and Teaching staff have been substituted with Executive District Officer (Edu). In this regard Govt. of the Punjab, Services and General Administration Department Vide Notifications No. SOR - III-1-9/2001, dated August 08, 2002 (copies attached) have amended Education Department (School Wing Ministerial Post) Service Rules, 1989 and Education department (School Education) Recruitment Rules, 1987.

2. I am directed to reiterate that appointing authorities are also competent authorities under Section 3 of the Punjab Removal from Service (Special Powers) Ordinance, 2000 as amended in 2001 in respect of officials in BS-1 to 16 working under their control.

3. I am further directed to advise all the Appointing Authorities of such officials (BS-1 to 16) to exercise powers of Competent Authority under the Punjab Removal from Service (Special Powers) Ordinance, 2000 as amended in 2001 as per schedules "A" & "B" attached where required to proceed against such delinquent officials under the said ordinance.

4. Executive District Officers (Education) are directed to circulate these instructions to all the Principals, Sr. Headmasters, Sr. Headmistresses, Headmasters and Headmistresses of all Higher Secondary Schools, Comprehensive High Schools, Central Model Schools, Pilot Secondary Schools, Junior Model Schools and High Schools falling within their Districts.

UNDER SECRETARY (E & D - 1)

GOVERNMENT OF THE PUNJAB
SERVICES, GENERAL ADMINISTRATION
AND INFORMATION DEPARTMENT

NOTIFICATION
Dated: Lahore, the 8th August, 2002

No. SOR III - 1 - 9 / 2001 - In exercise of the powers conferred on him by section 23 of the Punjab Civil Servants Act, 1974 (VIII of 1974), the Governor of the Punjab is pleased to direct that in the Punjab Education Department (School Education) Recruitment Rules, 1987, the following amendment shall be made, namely:

AMENDMENT

In the schedule, the existing entries against Serial No.7 in column No. 4 shall be substituted as under:-

"EXECUTIVE DISTRICT OFFICER (EDUCATION)"

By Order of the Governor of the Punjab
Mian Mohammad Jamil
Additional Chief Secretary
<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of Post</th>
<th>Appointing Authority under Education Department (School Education) Recruitment Rules, 1987 as amended Vide Notification No. SORHI-1-9/2001 dated 08-08-2002</th>
<th>Competent Authority</th>
<th>Appellate Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Secondary School Teachers in BS-16 and those holding other equivalent posts</td>
<td>Executive District Officer (Education)</td>
<td>Executive District Officer (Education)</td>
<td>District Coordination Officer</td>
</tr>
<tr>
<td>2</td>
<td>Elementary School Teachers (General, Technical, Agriculture, Home Economics) (BS-9)</td>
<td>District Education Officer (M/W-EE)</td>
<td>District Education Officer (M/W-EE)</td>
<td>Executive District Officer (Education)</td>
</tr>
<tr>
<td>3</td>
<td>Senior Vernacular Teacher (BS-9)</td>
<td>District Education Officer (M/W-EE)</td>
<td>District Education Officer (M/W-EE)</td>
<td>Executive District Officer (Education)</td>
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<tr>
<td>4</td>
<td>Oriental Teacher (BS-9)</td>
<td>District Education Officer (M/W-EE)</td>
<td>District Education Officer (M/W-EE)</td>
<td>Executive District Officer (Education)</td>
</tr>
<tr>
<td>5</td>
<td>Arabic Teacher (BS-9)</td>
<td>District Education Officer (M/W-EE)</td>
<td>District Education Officer (M/W-EE)</td>
<td>Executive District Officer (Education)</td>
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<tr>
<td>6</td>
<td>Drawing Master (BS-9)</td>
<td>District Education Officer (M/W-EE)</td>
<td>District Education Officer (M/W-EE)</td>
<td>Executive District Officer (Education)</td>
</tr>
<tr>
<td>7</td>
<td>Physical Education Teacher (BS-9)</td>
<td>District Education Officer (M/W-EE)</td>
<td>District Education Officer (M/W-EE)</td>
<td>Executive District Officer (Education)</td>
</tr>
<tr>
<td>8</td>
<td>Learning Coordinator (BS-11)</td>
<td>District Education Officer (M/W-EE)</td>
<td>District Education Officer (M/W-EE)</td>
<td>Executive District Officer (Education)</td>
</tr>
<tr>
<td>9</td>
<td>Primary School Teacher (BS-7), (PTC)</td>
<td>Deputy District Education Officer (M/W-EE)</td>
<td>Deputy District Education Officer (M/W-EE)</td>
<td>District Education Officer (M/W-EE)</td>
</tr>
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</table>

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Under Secretary (E & D-I)
Government of the Punjab
School Education Department
<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of Post</th>
<th>Appointing Authority under Education Department (School Wing Ministerial Post) Service Rules, 1989 as amended Vide Notification No. SOR HI-1-9/2001 dated 08-08-2002</th>
<th>Competent Authority</th>
<th>Appellate Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Superintendent (BS-16)</td>
<td>i). Director (Admin) o/o. DPI (SE) for the posts in the office of DPI (SE and EE) ii). Executive District Officer (Education) for the posts in the respective District</td>
<td>i). Director (Admin) o/o. DPI (SE) for the posts in the office of DPI (SE and EE) ii). Executive District Officer (Education) for the posts in the respective District</td>
<td>i). Addl. DPI (SE) for the posts in the office of DPI (SE and EE) ii). District Coordination Officer</td>
</tr>
<tr>
<td>2</td>
<td>Junior Clerk (BS-5)</td>
<td>i). Director (Admin) o/o. DPI (SE) for the posts in the office of DPI (SE and EE) ii). Executive District Officer (Education) for the posts in the respective District</td>
<td>i). Director (Admin) o/o. DPI (SE) for the posts in the office of DPI (SE and EE) ii). Executive District Officer (Education) for the posts in the respective District</td>
<td>i). Addl. DPI (SE) for the posts in the office of DPI (SE and EE) ii). District Coordination Officer</td>
</tr>
<tr>
<td>3</td>
<td>Senior Scale Stenographer (BS-15)</td>
<td>i). Director (Admin) o/o. DPI (SE) for the posts in the office of DPI (SE and EE) ii). Executive District Officer (Education) for the posts in the respective District</td>
<td>i). Director (Admin) o/o. DPI (SE) for the posts in the office of DPI (SE and EE) ii). Executive District Officer (Education) for the posts in the respective District</td>
<td>i). Addl. DPI (SE) for the posts in the office of DPI (SE and EE) ii). District Coordination Officer</td>
</tr>
<tr>
<td>4</td>
<td>Assistant / Head Clerk/Estate Incharge (BS-II)</td>
<td>i). Director (Admin) o/o. DPI (SE) for the posts in the office of DPI (SE and EE) ii). Executive District Officer (Education) for the posts in the respective District</td>
<td>i). Director (Admin) o/o. DPI (SE) for the posts in the office of DPI (SE and EE) ii). Executive District Officer (Education) for the posts in the respective District</td>
<td>i). Addl. DPI(SE) for the posts in the office of DPI (SE and EE) ii). District Coordination Officer</td>
</tr>
<tr>
<td>5</td>
<td>Senior Clerk (BS-7)</td>
<td>i). Director (Admin) o/o. DPI (SE) for the posts in the office of DPI (SE and EE) ii). Executive District Officer (Education) for the posts in the respective District</td>
<td>i). Director (Admin) o/o. DPI (SE) for the posts in the office of DPI (SE and EE) ii). Executive District Officer (Education) for the posts in the respective District</td>
<td>i). Addl. DPI(SE) for the posts in the office of DPI (SE and EE) ii). District Coordination Officer</td>
</tr>
<tr>
<td>6</td>
<td>Stenographer (BS-12)</td>
<td>i). Director (Admin) o/o. DPI (SE) for the posts in the office of DPI (SE and EE) ii). Executive District Officer (Education) for the posts in the respective District</td>
<td>i). Director (Admin) o/o. DPI (SE) for the posts in the office of DPI (SE and EE) ii). Executive District Officer (Education) for the posts in the respective District</td>
<td>i). Addl. DPI (SE) for the posts in the office of DPI (SE and EE) ii). District Coordination Officer</td>
</tr>
<tr>
<td>7</td>
<td>Store Keeper (BS-7)</td>
<td>Executive District Officer (Education)</td>
<td>Executive District Officer (Education)</td>
<td>District Coordination Officer</td>
</tr>
<tr>
<td>No.</td>
<td>Position</td>
<td>Executive District Officer (Education)</td>
<td>Executive District Officer (Education)</td>
<td>District Coordination Officer</td>
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</tr>
<tr>
<td>8</td>
<td>Assistant Store Keeper (BS-5)</td>
<td>Executive District Officer (Education)</td>
<td>Executive District Officer (Education)</td>
<td>District Coordination Officer</td>
</tr>
<tr>
<td>9</td>
<td>Librarian (BS-16)</td>
<td>Executive District Officer (Education)</td>
<td>Executive District Officer (Education)</td>
<td>District Coordination Officer</td>
</tr>
<tr>
<td>10</td>
<td>Assistant Librarian (BS-8)</td>
<td>Executive District Officer (Education)</td>
<td>Executive District Officer (Education)</td>
<td>District Coordination Officer</td>
</tr>
<tr>
<td>11</td>
<td>Library Clerk</td>
<td>Executive District Officer (Education)</td>
<td>Executive District Officer (Education)</td>
<td>District Coordination Officer</td>
</tr>
<tr>
<td>12</td>
<td>Daftri</td>
<td>i). Extra Assistant Director (Estt.) o/o. DPI (SE) for post in the office of DPI (SE and EE) ii). Executive District Officer (Education) for the posts in his office</td>
<td>i). Extra Assistant Director (Estt.) o/o. DPI (SE) for post in the office of DPI (SE and EE) ii). Executive District Officer (Education) for the posts in his office</td>
<td>i). Director (Admn) o/o. DPI (SE) ii). District Coordination Officer</td>
</tr>
<tr>
<td>13</td>
<td>Daftri in DEO (SE/M/W-EE) Office</td>
<td>District Education Officer (M/W-EE / SE) concerned.</td>
<td>District Education Officer (M/W-EE / SE) concerned.</td>
<td>Executive District Officer (Education)</td>
</tr>
<tr>
<td>14</td>
<td>Naib Qasid / Baildar / Chowkidar / Waterman / Mali / Security Guard OR Equivalent Post in the Office of DPI (SE/EE)</td>
<td>Extra Assistant Director (Estt.) o/o. DPI (SE) for post in the office of DPI (SE and EE)</td>
<td>Extra Assistant Director (Estt.) o/o. DPI (SE) for post in the office of DPI (SE and EE)</td>
<td>Director (Admn) o/o. DPI (SE)</td>
</tr>
<tr>
<td>15</td>
<td>Naib Qasid / Baildar / Chowkidar / Waterman / Mali / Security Guard OR Equivalent Post in EDO (Education) Office</td>
<td>Executive District Officer (Education)</td>
<td>Executive District Officer (Education)</td>
<td>District Coordination Officer</td>
</tr>
<tr>
<td>16</td>
<td>Naib Qasid / Baildar / Chowkidar / Waterman / Mali / Security Guard OR Equivalent Post in DEO(SE/M/W-EE) Offices</td>
<td>District Education Officer concerned.</td>
<td>District Education Officer concerned.</td>
<td>Executive District Officer (Education)</td>
</tr>
<tr>
<td>17</td>
<td>Naib Qasid / Sanitary Worker / / Baildar / Chowkidar / Waterman / Mali / Security Guard (BS-I) OR Equivalent Post in Higher Secondary Schools / Comprehensive High School / Centre Model School / Pilot Secondary School / Junior Model School / Elementary Colleges / High Schools</td>
<td>Head of Institution concerned</td>
<td>Head of Institution concerned</td>
<td>District Education Officer concerned.</td>
</tr>
<tr>
<td>18</td>
<td>Naib Qasid / Sanitary Worker / / Baildar / Chowkidar / Waterman / Mali / Security Guard (BS-I) OR Equivalent Post in Middle / Primary School and in Offices of Dy. DEO(EE-MAV), AEO (EE-M/W)</td>
<td>Deputy District Education Officer concerned.</td>
<td>Deputy District Education Officer concerned.</td>
<td>District Education Officer concerned.</td>
</tr>
</tbody>
</table>

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Under Secretary (E & D - 1), Government of the Punjab
School Education Department
GOVERNMENT OF THE PUNJAB
SERVICES AND GENERAL ADMINISTRATION DEPARTMENT

NOTIFICATION
Dated Lahore, the 30th August, 2003

No. SOR IV(S&GAD) 13-8/77, In exercise of the powers conferred by Article 241 of the constitution of the Islamic Republic of Pakistan, the Governor of the Punjab is pleased to direct that in the West Pakistan, Education Department, Delegation of Powers Rules. 1962, in their application to the Province of the Punjab, for the existing schedule annexed hereto shall be substituted:-

By Order of the Governor of the Punjab
Hafeez Akhtar
Chief Secretary
Schedule (See Rule 2), Part – A Dated: 30-08-2003
Authorities Under Punjab Civil Servants (E&D) Rules, 1975 (Teaching/Ministerial Staff)

<table>
<thead>
<tr>
<th>Sr.#</th>
<th>Name of Post</th>
<th>Appointing Authority</th>
<th>Authority competent to suspend, reduce in rank, retire compulsorily remove or dismiss under E&amp;D Rules, 1975</th>
<th>Authority competent towards other punishment under E&amp;D Rules, 1975</th>
<th>Appellate Authority in case of suspension, reduction in rank, Compulsorily retirement, removal or dismissal under E&amp;D Rules, 1975</th>
<th>Appellate Authority in respect of other punishment in under E&amp;D Rules, 1975</th>
<th>Transferring Authority</th>
<th>Controlling Officer for travelling allowance</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Director public instruction (SE/EE)</td>
<td>Government</td>
<td>Government</td>
<td>Government</td>
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<td>Government</td>
<td>Director Public Instruction (SE/EE)</td>
</tr>
<tr>
<td>2</td>
<td>ADPIs (SE/EE), Directors (Admn M&amp;F), Directors (P&amp;B) in the offices of DPIs (SE/EE)</td>
<td>Government</td>
<td>Government</td>
<td>Government</td>
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<td>Government</td>
<td>Director Public Instruction (SE/EE)</td>
</tr>
<tr>
<td>4</td>
<td>Principals of HSS/ Comp./ Sr. HMs of Central Model/ Pilot/ Tech and GHSS</td>
<td>Government</td>
<td>Government</td>
<td>Government</td>
<td>Government</td>
<td>Government</td>
<td>DCO concerned/ District Nazim</td>
<td>EDO (Education) concerned</td>
</tr>
<tr>
<td>5</td>
<td>SSS of GCETs, Comp. &amp; HSS</td>
<td>Government</td>
<td>Government</td>
<td>Government</td>
<td>Government</td>
<td>Government</td>
<td>i. DPI (SE) for subject specialist working in GCETs ii. DCO for SS working in Comp. &amp; HSS</td>
<td>i. V. C. University of Education Lahore (GCETs) ii. EDO (Education) for SS working in Comp. &amp; SS</td>
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## Gazetted Officers of Grade 17

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<tr>
<td>4. Assistant Director</td>
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<td></td>
<td>i). DPI (SE/EE) in their offices ii). DCO in the District</td>
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<tr>
<td>Subject Specialist/ HM/HMS</td>
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## Gazetted Officers of Grade 16

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<tr>
<td>5. DPE</td>
<td>EDO (Edu) concerned</td>
<td>EDO (Edu) concerned</td>
<td>EDO (Edu) concerned</td>
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<tr>
<td>Librarian</td>
<td>EDO (Edu) concerned</td>
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<td>DCO concerned</td>
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</tr>
<tr>
<td>AEO/SST</td>
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<td>EDO (Edu) concerned</td>
<td>EDO (Edu) concerned</td>
<td>DCO concerned</td>
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## Non-Gazetted Educational Staff

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<tbody>
<tr>
<td>6. Learning Coordinator BS-11</td>
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<tr>
<td>EST (G), EST (Tech), EST(Agri),</td>
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<tr>
<td>EST (H.Eco), SV, DM, OT, PET, AT,</td>
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<tr>
<td>etc.</td>
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<td>PTC</td>
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## Ministerial Staff

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<td>7. Extra Assistant Director (B&amp;A)</td>
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<tr>
<td>Supdt., Sr. Scale Steno, Steno,</td>
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<tr>
<td>Assistant, Head Clerk, Estate</td>
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## Compendium

219
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<th>Role Details</th>
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<th>EDO (Edu) concerned</th>
<th>Government</th>
<th>DCO concerned</th>
<th>DCO Concerned</th>
<th>EDO (Edu) concerned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incharge, Sr. Clerk, Jr. Clerk, Store Keeper, Assistant Store Keeper etc. working in the DPI (SE/EE) GCEs.</td>
<td></td>
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<tr>
<td>Extra Assistant Director (B&amp;A) etc.</td>
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<td>EDO (Edu) concerned</td>
<td>Government</td>
<td>DCO concerned</td>
<td>DCO Concerned</td>
<td>EDO (Edu) concerned</td>
</tr>
<tr>
<td>Supdt., Sr. Scale Steno, Steno, Assistant, Head Clerk, Estate Incharge, Sr. Clerk, Jr. Clerk, Store Keeper, Assistant Store Keeper etc. working in the offices of EDO (Edu)</td>
<td>EDO (Edu) concerned</td>
<td>EDO (Edu) concerned</td>
<td>EDO (Edu) concerned</td>
<td>DCO concerned</td>
<td>DCO concerned</td>
<td>EDO (Edu) concerned</td>
<td>EDO (Edu) concerned</td>
</tr>
<tr>
<td>Supdt., Sr. Scale Steno, Steno, Assistant, Head Clerk, Estate Incharge, Sr. Clerk, Jr. Clerk, Store Keeper, Assistant Store Keeper etc. working in the offices of DEO (SL/M-W-EE) &amp; Dy. DEO</td>
<td>EDO (Edu) concerned</td>
<td>EDO (Edu) concerned</td>
<td>EDO (Edu) concerned</td>
<td>DCO concerned</td>
<td>DCO concerned</td>
<td>EDO (Edu) concerned</td>
<td>DCO (SE/EE-M-W) concerned</td>
</tr>
<tr>
<td>Assistant, Head Clerk, Estate Incharge, Sr. Clerk, Jr. Clerk, Store Keeper, Assistant Store</td>
<td>EDO (Edu) concerned</td>
<td>EDO (Edu) concerned</td>
<td>EDO (Edu) concerned</td>
<td>DCO concerned</td>
<td>DCO concerned</td>
<td>EDO (Edu) concerned</td>
<td>DCO (SE) concerned</td>
</tr>
<tr>
<td>Grade 1-2 Staff</td>
<td>Assistant Director (Admin) O/o. DPI (SE/EE)</td>
<td>Assistant Director (Admin) O/o. DPI (SE/EE)</td>
<td>Assistant Director (Admin) O/o. DPI (SE/EE)</td>
<td>Director (Admin) O/o. DPI (SE/EE)</td>
<td>Director (Admin) O/o. DPI (SE/EE)</td>
<td>Director Public Instruction (SE/EE)</td>
<td>Director Public Instruction (SE/EE)</td>
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</tr>
<tr>
<td>Class -IV Staff working in BS 1-2 in the O/o. DPI (SE/EE)</td>
<td>EDO (Edu) concerned</td>
<td>EDO (Edu) concerned</td>
<td>EDO (Edu) concerned</td>
<td>DCO concerned</td>
<td>DCO concerned</td>
<td>EDO (Edu) concerned</td>
<td>EDO (Edu) concerned</td>
</tr>
<tr>
<td>Class -IV Staff working in BS 1-2 in the O/o. EDO (Edu)</td>
<td>DEO (SE/EE-M-W) concerned</td>
<td>DEO (SE/EE-M-W) concerned</td>
<td>DEO (SE/EE-M-W) concerned</td>
<td>EDO (Edu) concerned</td>
<td>EDO (Edu) concerned</td>
<td>EDO (Edu) concerned</td>
<td>DEO (SE/EE-M-W) concerned</td>
</tr>
<tr>
<td>Class -IV Staff working in BS 1-2 in all the GCETs, Secondary, HSS, Comp, Pilot, Central Model and Technical High Schools etc.</td>
<td>Head of Institution concerned</td>
<td>Head of Institution concerned</td>
<td>Head of Institution concerned</td>
<td>i). VC University of Education, Lahore for the staff working in GCETs. ii). DEO (SE) concerned for the staff working all type of Secondary and HSS.</td>
<td>i). VC University of Education, Lahore for the staff working in GCETs. ii). DEO (SE) concerned for the staff working all type of Secondary and HSS.</td>
<td>i). EDO (Edu) for the staff working in GCETs (within) Districts. ii). DPI (SE) for the staff working in GCETs (Inter District). iii). EDO (Edu) concerned for the staff working in all types of Secondary and HSS.</td>
<td>i). VC University of Education, Lahore for the staff working in GCETs. ii) Head of Institutions</td>
</tr>
<tr>
<td>Class -IV Staff working in BS 1-2 in the O/o. of Dy. DEO and Elementary / Primary Schools.</td>
<td>Dy. DEO (M/W-EE) concerned</td>
<td>Dy. DEO (M/W-EE) concerned</td>
<td>Dy. DEO (M/W-EE) concerned</td>
<td>DEO (M/W-EE) concerned</td>
<td>DEO (M/W-EE) concerned</td>
<td>EDO (Edu) concerned</td>
<td>Dy. DEO (M/W-EE) concerned</td>
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Schedule (See Rule 2) Part B Date: 30-08-2003

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of Post</th>
<th>Appointing Authority</th>
<th>Authority competent to suspend, reduct m rank, retire compulsorily, remove or dismiss under E&amp;D Rules,1999</th>
<th>Authority competent towards other punishment E&amp;D Rules,1999</th>
<th>Appellate Authority in case of suspension, reduction in rank, Compulsorily retirement, removal or dismissal under E&amp;D Rules, 1999</th>
<th>Appellate Authority in respect of other punishment under E&amp;D Rules, 1999</th>
<th>Transferring Authority</th>
<th>Controlling Officer for travelling allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Director Public Instruction (SE/EE)</td>
<td>Government</td>
<td>Government</td>
<td>Government</td>
<td>Government</td>
<td>Government</td>
<td>Director Public Instruction (SE/EE)</td>
<td>Director Public Instruction (SE/EE)</td>
</tr>
<tr>
<td>2</td>
<td>ADPIs (SE/EE) Directors (Admn M&amp;F), Directors (P&amp;B) in the offices of DPIs (SE/EE)</td>
<td>Government</td>
<td>Government</td>
<td>Government</td>
<td>Government</td>
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<td>Government</td>
<td>Director Public Instruction (SE/EE)</td>
</tr>
<tr>
<td></td>
<td>Principals of HSS/ Comp./ Sr. Hms of Central Model/Pilot/ Tech and GHSS</td>
<td>Government</td>
<td>Government</td>
<td>Government</td>
<td>Government</td>
<td>DCO concerned /District Nazim</td>
<td>EDO (Education) concerned</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SSS of GCETs, Comp. &amp; HSS</td>
<td>Government</td>
<td>Government</td>
<td>Government</td>
<td>Government</td>
<td>(i)DPI(SE) for subject specialist working in GCETs (ii) DCO for SS working in Comp. &amp; HSS</td>
<td>i).V.C University of Education Lahore (GCETs) (ii)EDO(Edu) for SS working in Comp. &amp;HSS</td>
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<tr>
<td><strong>Gazetted Officers of Grade 17</strong></td>
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<td><strong>Gazetted Officers of Grade 16</strong></td>
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<td>5. DPE</td>
<td>EDO (Edu) concerned</td>
<td>EDO (Edu) concerned</td>
<td>Enquiry Officer.</td>
<td>DCO concerned</td>
<td>EDO (Edu) concerned</td>
<td>DCO concerned</td>
<td>EDO (Edu) concerned</td>
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<tr>
<td>Librarian</td>
<td>EDO (Edu) concerned</td>
<td>EDO (Edu) concerned</td>
<td>Enquiry Officer.</td>
<td>DCO concerned</td>
<td>EDO (Edu) concerned</td>
<td>DCO concerned</td>
<td>EDO (Edu) concerned</td>
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<tr>
<td>AEO/SST</td>
<td>EDO (Edu) concerned</td>
<td>EDO (Edu) concerned</td>
<td>Enquiry Officer.</td>
<td>DCO concerned</td>
<td>EDO (Edu) concerned</td>
<td>DCO concerned</td>
<td>EDO (Edu) concerned</td>
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<tr>
<td><strong>Non-Gazetted Educational Staff</strong></td>
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<tr>
<td>6. Learning Coordinator BS-11</td>
<td>District Education Officer (M-W/EE) concerned</td>
<td>District Education Officer (M-W/EE) concerned</td>
<td>Enquiry Officer.</td>
<td>EDO (Edu) concerned</td>
<td>DEO (M/VV-EE) concerned</td>
<td>DCO concerned</td>
<td>District Education Officer (SE/M-W/EE) concerned</td>
<td></td>
</tr>
<tr>
<td>EST(G), EST (Tech), EST(Agr), EST(REco), SV, DM, OT, PET, AT, etc.</td>
<td>District Education Officer (M-W/EE) concerned</td>
<td>District Education Officer (M-W/EE) concerned</td>
<td>Enquiry Officer.</td>
<td>EDO (Edu) concerned</td>
<td>DEO (M-W/EE) concerned</td>
<td>EDO (Edu) concerned</td>
<td>District Education Officer (SE/M-W/EE) concerned</td>
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<tr>
<td>PTC</td>
<td>Dy. District Education Officer (M-W/EE) concerned</td>
<td>District Education Officer (M-W/EE) concerned</td>
<td>Enquiry Officer.</td>
<td>EDO (Edu) concerned</td>
<td>EDO (Edu) concerned</td>
<td>EDO (Edu) concerned</td>
<td>Dy. District Education Officer (SE/M-W/EE) concerned</td>
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<td><strong>Ministerial Staff</strong></td>
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<td>7. Extra Assistant Director (B&amp;A) etc.</td>
<td>Government</td>
<td>Government</td>
<td>Enquiry Officer.</td>
<td>Government</td>
<td>Government</td>
<td>Director Public Instruction (SE/EE)</td>
<td>Director Public Instruction (SE/EE)</td>
<td></td>
</tr>
<tr>
<td>Supdt., Sr. Scale Steno, Steno, Assistant, Head Clerk, Estate Incharge, Sr. Clerk, Jr. Clerk, Store</td>
<td>Director Administer Public Instruction (SE/EE)</td>
<td>Director Administer Public Instruction (SE/EE)</td>
<td>Inquiry Officer</td>
<td>Director Public Instruction (SE/EE)</td>
<td>Addl: DPI (SE) O/o. Director Public Instruction (SE/EE)</td>
<td>DPI (SB) O/o. Director Public Instruction (SE/EE)</td>
<td>Director Administration (SE/EE).</td>
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<tr>
<td>GRADE 1 - 2 STAFF</td>
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<tr>
<td>Class - IV Staff</td>
<td>Assistant Director (Admn) O/o. DPI (SE/EE)</td>
<td>Assistant Director (Admn) O/o. DPI (SE/EE)</td>
<td>Enquiry Officer</td>
<td>Director (Admn) O/o. DPI (SE/EE)</td>
<td>Director (Admn) O/o. DPI (SE/EE)</td>
<td>Director Public Instruction (SE/EE)</td>
<td>Director Public Instruction (SE/EE)</td>
<td></td>
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<tr>
<td>Class - IV Staff</td>
<td>EDO (Edu)</td>
<td>EDO (Edu)</td>
<td>Enquiry Officer</td>
<td>DCO concerned</td>
<td>EDO (Edu)</td>
<td>EDO (Edu)</td>
<td>EDO (Edu)</td>
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</tr>
<tr>
<td>Class-IV Staff working in BS 1-2 in the O/o. of Dy.DEO (M/W-EE) concerning</td>
<td>Dy.DEO (M/W-EE) concerning</td>
<td>Enquiry Officer.</td>
<td>Dy.DEO (M/W-EE) concerning</td>
<td>Dy.DEO (M/W-EE) concerning</td>
<td>EDO (Edu) concerning</td>
<td>Dy.DEO (M/W-EE) concerning</td>
<td>EDO (Edu) concerning</td>
<td>Dy.DEO (M/W-EE) concerning</td>
</tr>
<tr>
<td>Class-IV Staff working in BS 1-2 in all the GCETs, Secondary, HSS, Comp, Pilot, Central Model and Technical High Schools etc.</td>
<td>Head of Institution concerned</td>
<td>Head of Institution concerning</td>
<td>Enquiry Officer.</td>
<td>i). VC University of Education, Lahore for the staff working in GCETs. ii). DEO (SE) concerned for the staff working all type of Secondary and HSS.</td>
<td>Head of Office / Institution concerned</td>
<td>i). EDO (Edu) for the staff working in GCETs. (within) Districts. ii). DPI (SE) for the staff working in GCETs. (Inter District). iii). EDO (Edu) concerned for the staff working in all types of Secondary and HSS.</td>
<td>i). VC University of Education Lahore for the staff working in GCETs. ii). Head of Institution</td>
<td></td>
</tr>
</tbody>
</table>
PUNJAB ACT XXXII OF 1950

This Act of the Governor was first published in the Punjab Gazette (Extraordinary issue) dated November 21, 1950.

An Act to provide for the eradication of malpractices in connection with 1 (Universities and Boards of Intermediate and Secondary Education) Examinations

Preamble

WHEREAS it is expedient to provide for the eradication of certain malpractices in connection with examination held by the 2 (Universities and Board of Intermediate and Secondary Education).

AND WHEREAS the Governor of the Punjab has, in pursuance of a proclamation 3, issued by the Governor-General of Pakistan under Section 92-A of the Government of India Act, 1935, issued on behalf of the Governor-General all powers vested in or exercisable by if the Provincial Legislature;

NOW THEREFORE, in exercise of the powers so assumed, the Governor of the Punjab is hereby pleased to enact as follows:-

1. Short Title, extent and commencement
   i. This Act may be called the 4 (Universities and Boards of Intermediate and Secondary Education) Malpractices Act, 1950.
   ii. It shall extend to 5 (whole of the Province of West Pakistan, except the Tribal Areas)
   iii. It shall come into force at once.

2. Definitions
   In this Act, unless there is anything repugnant to the subject or context:-
   a. "abetment" shall have the meaning assigned to it in the Pakistan Penal Code
   b. "answer book" means the document containing the answer or answers as given by a candidate during an examination to the questions or questions contained in the question paper meant for the said examination and includes a part of an answer book;

   [bb] "Board" means a Board of Intermediate and Secondary Education established under any law for the time being in force in West Pakistan;
   c. "Candidate" means a person who has applied for admission to an examination or has appeared as an examinee at any such examination;
   d. "employee" means any person employed by 2 (a University or Board) for the purpose of examining candidates for the grant of certificates, diplomas or degrees;

1. Subs, by W.P. Ordinance XVI of 1966, s.2, for the word "University "
2. Subs, ibid, s.3, for the words "University of the Punjab "
3. It was issued on 24th January, 1949 and stood revoked on 5th April, 1951
4. Subs, by W.P. Ordinance XVI of 1966, s.4 (1), for the words "Punjab Universities"
5. Subs, ibid, s.4 (ii) for the word "Punjab"
1. Ins. by W.P. Ordinance XVI of 1966, s.5(i)
2. Sub. Ibid, s.5 (ii), for the words "The University "

SEMIOTICS
LOCAL EXECUTING AGENCY

Compendium
226
(f) "examiner" means a person appointed by (a University__________ Board for the purpose of examining and assessing the answer books of a candidate or us through a written or oral examination and award marks therefore, and includes a posses appointed to check the standard of marking such examiner and instructing him in assessing the marks to be awarded by him.

(g) "premature disclosure of a question or question paper" means a disclosure of a question or any of the questions contained in a question paper before the time at which the question or the question paper containing the question has to be communicated to a candidate in accordance, with the procedure prescribed by the University 3 (or the Board concerned);

(h) "question paper" means a document containing the question or questions to be put at an examination for being answer by the candidate; and

(i) "University" means a University established under any law for the time being in force in West Pakistan.

3. Punishment for Malpractices

Whoever is guilty of

i. Premature disclosure of a question or question paper knowing that such question or question paper is to be put or act at any examination written or oral; or

ii. replacement of an answer book or any portion thereof; or

iii. awarding with dishonest motive marks more less than the marks deserved by a candidate if the person doing so is an examiner; or

iv. recording in any document with dishonest motive marks more or less than the marks awarded to candidate by the examiner concerned, if the person doing so is other than the examiner; or

v. supplying to a candidate during his examination answer to a question contained in the question paper or a question put or to be put at an oral examination; or

vi. mutilation, alteration, interpolation or erasure in any certificate or other document or any record maintained by a 1 (a University or Board) or in any manner using or causing to be used a certificate/ document or record knowing that it is so mutilated, altered, interpolated or erased, or

vii. divulging or procuring information pertaining to 2 (a University a Board examination papers, answer books, examiners, conduct of examination, fictitious roll numbers, examination results or any information incidental thereto; or

viii. falsification of official examination results by any means including substitution of answer books, mutilation, alteration or falsification of 3 (University or Board records); or

ix. impeding the progress of examination at any examination center by any means whatsoever; or

x. assaulting or threatening any person in charge of an examination center or any other person employed in connection with an examination; or

xi. approaching or influencing any 1*** employee to act corruptly or dishonestly in the conduct of any examination declaration of any examination result, at marking of papers, or obtaining secret information relating to any examination; or

xii. attempting or abetting the commission of any of the aforesaid acts; or shall be punished with imprisonment for a term which may extend to one year or with fine which may extend to Rs. 1,000 or both.|

1. Subs, by W.P. Ordinance XVI of 1966, s.5 (iv), for the original Clause I

2. Subs, ibid, s.6 (a), for the words "The University"
3. Subs, ibid, s.6 (b) for the words “University records”

2[4. Offence to be cognizable and bail-able

Notwithstanding any provision contained in the Code V of 1898 of Criminal Procedure, 1898, or any other law for the time being in force, an offence under this Act shall be cognizable by the police only on a report made, in the case of an offence relating to a University or an examination held or to be held by a University, by the Registrar of the University of such other officer of the University as may be specially authorized by him in this respect in writing, and in the case of an offence relating to a Board or an examination held or to be held by a Board, by the Chairman of the Board or such other officer of the Board as may be specially authorized by him in this respect in writing, and every such offence shall be bailable).

3[5. Unpublished records to be Privileged documents

No employee shall give evidence of any fact relating to unpublished records of the University or Board employing him or produce any document pertaining to the affairs of such University or Board except in the case of University records or documents pertaining to the affairs of the University, with the previous written sanction of the Vice-Chancellor or the Registrar of the University, and in the case of Board records or documents pertaining to the affairs of the Board; of the Chairman of the Board and Vice-Chancellor, the Registrar or the Chairman, as the case may be, may give or withhold such permission in his discretion).

1[6. Official information not to be asked for by Courts from University and Board employees

No employee shall be compelled to give evidence in any court of law of communications made to him or information his possession which comes to his knowledge by reason of his employment by a University or Board, except, in the case of a University employee, with the previous written sanction of the Vice-Chancellor or the Registrar of such University, and in the case of an employee of a Board, with the previous written sanction of the Chairman of the Board, and such Vice-Chancellor, Registrar or Chairman, as the case may be, may give or withhold such sanction in his discretion).

1. The word “University” omitted by WP. Ordinance XVI of 1966, s.6 (c)
2. Subs, ibid, s.7, for the original section 4."
3. Subs, ibid, s.8, for the original section 5."
1. Subs, by W.P. Ordinance XVI of 1966, s.9,for the original Section-6

Copy of letter No. SO (Schools) 3-6/80 (Pt-III), Government of the Punjab, Education Department, dated 11-12-1986 addressed to the Director of Education (Schools), Lahore Division, Lahore

SUBJECT: PERMISSION TO APPEAR IN THE B.ED EXAMINATION OF REGISTERED SCHOOL TEACHERS

Please refer to your letter No, 25801/6-4, dated 11-12-1986, on the subject noted above.
2. As you are aware that the law of the re-cognized Private Institution has since been repealed under the reinforcement of new law titled, "The Punjab Private Educational Institutions (Promotion and Regulation) Rules/Ordinance 1984". As such the Institutions registered under this law shall be deemed to be re-cognized by the Government. The University may, therefore, amend their rules regulation and the students/teachers belonging to the registered Institutions may be allowed the same facilities "as were allowed by the University to the students/teachers of affiliated Institutions.

Sd/-
(Muhammad Sharif Mian)
Section Officer (Schools)
BOARD OF THE INTERMEDIATE AND SECONDARY, EDUCATION

NOTIFICATION No.2/94
04-01-1994

All the concerned are hereby informed that the Board in its meeting dated 4-1-94 has decided to adopt the following directions of the controlling authority of Board vide letter No SO (Boards) 1-30/92 dated 4-1-1994.

1. To comply with the decision announced by the High Court regarding "Grant of grace marks" and should take parental action/jurisdiction to provide relief to the other students who are also affected under this category.

2. The amendment adopted by the Boards will remain affective for the students who registered/enrolled themselves from the date of amendment/adoption of these rules/regulations by the respective Board of Intermediate and Secondary Education.

(Khalid Ali Bhatti)
Secretary

GOVERNMENT OF THE PUNJAB
LAW & PARLIAMENTARY AFFAIRS DEPARTMENT

NOTIFICATION
16th February 1999

No. LEGIS; 3 (V) 99- The following Ordinance Promulgated by the Governor of the Punjab is hereby published for general information: -

THE PUNJAB UNIVERSITIES AND BOARDS OF INTERMEDIATE AND SECONDARY EDUCATION MALPRACTICES (AMENDMENT) ORDINANCE 1999.

PUNJAB ORDINANCE NO.V OF 1999

AN ORDINANCE

Further to amend the Punjab Universities and Boards of Intermediate and Secondary Education Malpractices Act, 1950.

Whereas it is expedient further to amend the Punjab Universities and Board of Intermediate and Secondary Education Malpractices Act, 1950 for the purposes hereinafter appearing;

And whereas the Provincial Assembly of the Punjab is not in session and the Governor of the Punjab is satisfied that circumstances exist which render it necessary to take immediate action;

Now therefore in exercise of the powers conferred upon him under Article 128 (2) of the Constitution, the Governor of Punjab is pleased to promulgate the following Ordinance:-
1. **Short title and commencement:-**

(1) This Ordinance may be called the Punjab Universities and Boards of intermediate and Secondary Education Malpractices (Amendment) Ordinance, 1999.

(2) It shall come into force at once.

2. **Substitution of Section 3 of Act XXXII of 1950:-**

In the Punjab Universities and Boards of Intermediate and Secondary Education Malpractices Act, 1950 (XXXII of 1950) hereinafter referred to as the said Act for section 3 the following shall be substituted:-

3. **Punishment for Malpractices etc:-**

(1) Whoever is guilty of

i. Possessing firearms or other implement capable of being used as weapon of offence in or around an examination center; or,

ii. Impersonating another who is a candidate for an examination; or

iii. Forging, mutilating, altering, erasing or otherwise tampering with any document connected with an examination or making undue use of such document; or

iv. Premature disclosure of a question or question paper knowing that such question or question paper is to be put or set at an examination written or oral; or

v. Replacement of an answer book or any portion thereof; or

vi. Recording in any document with dishonest motive marks more or less than the marks awarded to a candidate by the examiner concerned, if the person doing so is other than the examiner; or

vii. Mutilation, alteration, interpolation or erasure in any certificate or other document of any record maintained by a University or Board or in any manner using or causing to be used as certificate, document or record knowing that it is so mutilated altered, interpolated or erased; or

viii. Divulging or procuring information pertaining to a University or Board examination, papers, answer books, examiners, conduct of examinations, fictitious roll numbers, examination results or any information incidental thereto; or

ix. falsification of official examination, results by any means including substitution of answer books, mutilation, alteration or falsification of University or Board records; or

x. impeding the progress of examination at any examination center by any means whatsoever; or

xi. assaulting or threatening any person incharge of an examination center or any other person employed in connection with an examination; or

xii. attempting or abetting the commission of any of the aforesaid acts shall be punished with imprisonment for a term which may extend to three years and with fine which may extend to fifty thousand rupees.
(2) **Whoever is guilty of:**

i. making false representation in his admission form or any other document connected with an examination; or

ii. giving or receiving any assistance for solving any part of a question paper or allowing any other candidate to copy from his answer book or attempting to do so; or

iii. unauthorized copying or receiving assistance from any paper, book, note or other source for answering a question; or

iv. taking unauthorized the whole or a part of answer book or a continuation sheet or out of any examination center; or

v. awarding with dishonest motive marks more or less than the marks deserved by candidate. If the person doing so is an examiner; or

vi. supplying to a candidate during his examination answer to a question contained the question paper or a question paper or to be put at an oral examination; or

vii. approaching or influencing any employee to act corruptly or dishonestly in the conduct of any examination, declaration of any examination result; or marl papers or obtaining secret information relating to any examination; or

viii. attempting or abetting the commission of any of the aforesaid acts.

Shall be punished with imprisonment for a term which may extend to two with fine which may extend to twenty five thousand rupees or with both.

3 **Addition of section 3A in Act XXXII of 1950:-**

In the said Act the following section shall be added:-

3A. **General Provision:-**

1. The offences under section 3 (2) of this Ordinance may be tried summarily the provisions of the Code of Criminal Procedure 1898.

2. There shall be no appeal by a convicted person in cases which are tried and a sentence of fine not exceeding one thousand rupees only is passed in of an offence under this Ordinance.

4. **Amendment of section 4 of Act XXXII of 1950:-**

In the said Act in section 4

i. for the word “Registrar” the words “Vice Chancellor” shall be substituted; and

ii. for the words “and every offence shall be bailable” the words and the offences mentioned in section3 (1) shall be non-boilable while those mentioned in section (2) shall be boilable.

Shahid Hamid
Governor of the Punjab

Dated: 11th February, 1999
Copy of letter No. SORI(S&GAD)-14-1/67 (XIII), Dated-04-04-1970

SUBJECT: ANONYMOUS COMMUNICATIONS

I am directed to refer to this Department Letter No. S® 12-16/58-SOXIII, dated 6th February 1960 on the subject noted above, and to say that the matter has been remained. Ordinary an anonymous complaint should be destroyed by the receipts. But in these some specific allegation has been made having a ring of truth, a discreet enquiry may be made in such cases, if it is permitted by the appointing authority.

In the case of pseudonymous complaints the author of the complaint should be asked confirm it before initiating an enquiry. In case, it is not confirmed, such application should be treated as anonymous and destroyed.
Copy of letter No. 9/37-89/2653/Admn.I(2), dated 31-12-89 From DPI (Schools), Punjab Lahore addressed to Director of Education (Schools), Lahore Division, Lahore

SUBJECT: DISCIPLINARY ACTION AGAINST MR. MUHAMMAD ASHRAF, EX-PTC TEACHER, GOVT. ZIRYAB PRIMARY SCHOOL, BAGHBAN PURA, LAHORE

Reference to your Memo No. 24207/ Admin. I(M)-3, dated 05-12-89 on the subject mentioned above.

The Punjab Civil Servants (E &D) Rules, 1975 rotate around the Authority and authorized Officer clarified in sub rule 3 of the rule 2 of rules ibid. For facility of reference, the requisite provision is reproduced below:

“The various authorities empowered to award major punishment under the various Delegation of Powers Rules, shall in respect of civil servants to whom they are competent to award major punishment, exercise the powers of the authority, under these rules and the authorities empowered to award minor punishment under the said Delegation of Powers Rules are in respect of the civil servants to whom are competent to award minor punishment authorized to exercise the powers of “Authorized Officer” under these rules”

The appointing authority has to do nothing with the punishing authority in term of E & D Rules. Appointing Authority can be different from the punishing authority. Wherever this variation exists it shall not present any legal anomaly.

In the instant case, the powers of authority as well as authorized officer shall be exercised by the District education Office concerned in the light of the West Pakistan Education Delegation of Power Rules, 1962 notified by the Government vide letter No. SOR I (SGA&ID) 15-4/71 dated 5th March, 1974 irrespective of the fact whether the PTC Teacher was appointed by the Deputy District Education Officer at Tehsil Level.

Copy of letter NO. FD(FR)IV-17/93, Government of the Punjab, Finance Department, dated 1st March, 1994, addressed to the District & Session Judge, Muzaffargarh.

SUBJECT: ENTITLEMANT OF FULL PAY IN RESPECT OF GOVERNMENT SERVANTS UNDER SUSPENSION

I am directed to refer to your letter No166/RB.B.2, dated on the above subject and to state that in the light of the Judgment of Supreme Court of Pakistan in Shariat appeals No. 4 & 5 of 1991, the amendment make in Rule 7.2 of C.S.R. (Pb), Vol-I, vide this Department's Notification of even number, date 26-09-1993, shall take effect from 30th June, 1993.

(Maqsood Hussain)
Account Officer (FR)
GOVERNMENT OF THE PUNJAB
SERVICES AND GENERAL ADMINISTRATION DEPARTMENT

NOTIFICATION

Dated: Lahore, the 27th May, 1999.

No. SOR IV (S&GAD)13 - 2 / 99. In exercise of the powers conferred by section 23 of the Punjab Civil Servants Act, 1974 and notwithstanding anything contained in any Delegation of Powers Rules of any Department, the Governor of the Punjab is pleased to designate the following to be the authority under rule 2 (1) (B) of the Punjab Civil Servants (Efficiency and discipline) Rules, 1975:--

i. For officers in BS-20 and above Chief Minister
   ii. For officers in BS-19 Chief Secretary
   iii. For officers in BS-18 Administrative Secretary of the respective Department

By Order of the Governor of the Punjab

Tariq Saeed Haroon
Additional Chief Secretary

Copy of letter NO.SO (SE-I) 1-45 / 99, Government of the Punjab, Education Department, dated, 12th June, 1999, addressed to the Director Public Instruction(EE), Punjab Lahore.

SUBJECT: DROPPAGE OF ENQUIRY PROCEEDINGS AGAINST THE TEACHERS

Kindly refer to a meeting with the Chief Minister on 03 June, 1999 ( copy enclosed) wherein the Chief Minister was pleased to approve the proposal of the Education Department regarding droppage of proceeding against the teachers on account of the following:-

i. Overage,
   ii. 3rd. Divisioner Matric.
   iii. Subject to the condition that there was no ban in the recruitment policy for that particular year when the candidate was recruited,
   iv. Those validly appointed on C.M./E.M directives when the Govt. letter issued by the S&GAD was in operation.

3. Actions as deemed necessary may kindly be initiated to comply with the above directions,

(Sahibzada Saeed Ahmad)
Additional Secretary (Schools)
Copy of letter No. PA-DS(E&D)/2000 (85-OSDs), Education Department (Schools), dated 12-10-2000 addressed to DPI (SE/EE), Punjab, Lahore.

SUBJECT: DEPARTMENTAL ENQUIRIES

Chief Secretary has noted with great concern that while submitting the case for final orders to the authority of E&D Rules, 1999 are not strictly followed by the authorized officers and Department. In future while sending the case for final orders, following documents must be appended with the enquiry report:-

3. Copy of charge sheet and reply of the charge sheet submitted by the accused.
4. Copy of the statements of allegations if the enquiry under E&D Rules, 1975.
5. Copy of the Show Cause Notice served upon the accused before imposing minor penalty or recommending major penalty to the authority.
6. Reply of the accused to the Show Cause Notice.
7. List of hearing by the Authorized Officer/Enquiry Officer.
8. Copy of the order of minor penalty imposed by the authorized officer or by the enquiry officer in case of Rules, 1999.
9. Copy of the recommendations of the Enquiry Officer in case of major penalty.

Kind attention is invited to Rule 5 (2) of E&D Rules, 1999 which is reproduced as under-

In case the proceedings are to be initiated at the instance of a department/office or the Anti-Corruption Establishment, the draft charge sheet, list of witnesses, and other relevant material shall be sent to the authority before initiation of proceedings."

All the lower formation of the Education Department be directed to send the above documents while recommending departmental action to the Secretariat alongwith Grade of the accused officer which may be regular / officiating /acting charge if any. It has been further observed that the accused officers not collision with the enquiry officer tries to get the Departmental Enquiry linger on against them to wait for the date of their-retirement. It is further directed that the date of birth of the accused officer should also be mentioned in the request/reference while recommending Departmental action under E&D Rules against the proposed accused.

It has been further observed that the Departmental Enquiries are not completed within the prescribed period as contained in rule 6, 7 & 9 of E&D Rules, 1999. All the Enquiry Officers should be directed to comply with the above rules and complete the Departmental, Enquiries within the prescribed period failing which action under E&D Rules can also be taken against the delinquent Authorized Officers / Enquiry Officers.

These instructions should be further transmitted / communicated to all the OSD (Enquiries), all the Directors (EE/SE), and all those who deal with enquiries for strict compliance. All the above instructions should be complied with, in letter and spirit.
I am directed to refer to the above subject and to say that for the purpose of ensuring expeditious and orderly processing of cases under the Punjab Removal From Service (Special powers) Ordinance, 2000, the Governor of the Punjab is pleased to lay down the following procedure for processing the cases under the aforesaid Ordinance:-

i. Initiation of proceeding: The competent authority shall order initiation of proceedings against an officer of a Government / Organization or Corporation on the basis of his opinion that the Government servant or the corporation employee under him, has prima facie, ceased to be efficient or is involved in misconduct or corruption, warranting action against him under the Punjab Removal from Service( Special Powers) Ordinance, 2000. The opinion of the competent authority may be formed on the basis of personal knowledge of the competent authority, or on the basis of information placed before him or recommendation of the Anti Corruption Establishment.

ii. The subordinate office / ACE while submitting the case to the competent authority shall submit a report to the competent authority giving full facts of the case along with supporting documentary evidence provided that in cases where the competent authority is the Governor, the report shall be submitted to the Governor through the Secretary of the Administrative Department concerned.

iii. While submitting cases to the Governor for seeking his orders regarding initiation of proceedings under the aforesaid Ordinance, the summary should invariably contain a concise statement giving specific allegations, an proposal in regard to appointment and composition of Enquiry Officer/ Enquiry Committee,

iv. After approval of initiation of proceedings and appointment of Enquiry Officer / Committee under Section 5 of the Ordinance by the competent authority, the accused government servant or corporation employee, as the case may be, shall be conveyed a statement of allegations and order of appointment of Enquiry Officer/Committee. The Enquiry Officer/Committee shall submit its recommendations within the prescribed time (i.e. 30 days) to the competent authority. Provided that where the competent authority is the Governor, the Enquiry Officer / Committee shall submit its recommendations to the Governor through Secretary of the Administrative Department concerned.

2. It is requested that the above instructions may be brought to the notice of all concerned under your administrative control for strict compliance.

(Riaz Ahmad)
Secretary (Regulations)
Copy of Letter No. SO(E & D-I) 1-74 / 2001, dated 08-09-2001, received from the Under Secretary (E & D-I) Schools Education Department, Govt. of the Punjab, Lahore addressed to all the District Education Officer (SE), in the Punjab.


The Schools Education Department has been making optimum efforts to improve the standard / quality of Education being imparted to the students in the High / Higher Secondary Schools; Most of the Principals / Head of Institutions are also taking keen interest to achieve good results. The Govt. is also giving cash award to the best teachers / Head teachers encouraging them to further improve their performance. However, some Head teachers / teachers are yet not performing their duties properly which is evident from their class result below the Board or even less than 25 %.

2. The Education Minister has taken a very serious note of this poor performance in the Matric / F.A. / F.Sc. Examination. The Govt. has decided that the Principals / Senior Headmasters / Headmasters / Senior Headmistresses / Headmistresses of High and Higher Secondary Schools / Head of Institutions shall be proceeded against under the Punjab Removal from Service (Special Powers) Ordinance, 2000 if results of their students in Matric /F.A./F.Sc, examination remain below that of Secondary Board.

Please convey these instructions to all the Principals / Senior Headmasters/ Headmasters /Senior Headmistresses / Headmistresses of High and Higher Secondary Schools/ Head of Institutions under your control to perform their duty diligently honestly and with dedication ensuring better results of their pupils.

Under Secretary (E & D-I)


SUBJECT: IMPOSITION OF MAJOR PENALTY OF REDUCTION TO A LOWER PAY SCALE TO A CIVIL SERVANT BY THE AUTHORITIES UNDER PCS (E&D) RULES; 1975. 1999 AND PUNJAB REMOVAL FROM SERVICE (SPECIAL POWERS) ORDINANCE, 2000

Sir

I am directed to refer to the subject noted above and to state that a case has been come to the notice of this Department wherein certain officers were proceeded against under the Punjab
Removal from Service (Special Powers) Ordinance, 2000 on the charges of inefficiency and misconduct. The accused officers victimized with the imposition of major penalty of reduction to lower pay scale by the competent authority and necessary orders to this effect were issued by the Administrative Department. Subsequently, the Administrative Department also issued orders whereby the rank of the accused civil servants were reduced on the presumption that officers who have been awarded major penalty of reduction to lower pay scale are also reduced to lower post by implication.

2. Sub Section (c) of Section 3 of the Punjab Removal from Service (Special Powers) Ordinance, 2000, provides that:

"The competent authority, after enquiry by the enquiry officer or committee constituted under section 5 may, notwithstanding any thing contained in any law or terms and conditions of service of such person by order in writing dismiss or remove such person from service, compulsorily retire from service or reducing to lower post or pay scale."

3. The above provision of law, as evident from the text, indicates that reduction of lower post, reduction to lower pay scale, or independent provisions. The competent authority may in its own wisdom choose any of them to impose upon the accused civil servants. When the penalty is imposed, the lower authority has no jurisdiction to change the nature of penalty imposed by the competent authority. Any order reducing the accused to the lower post, if issued by the Administrative Department is without its jurisdiction and such order needs to be revised to restrict it to the penalty imposed by the competent authority. Imposition of penalty of reduction to the lower pay scale does not deprive the accused civil servant of his original status and his post does not fall vacant by implication.

4. This issue with the approval of governor Punjab.

(Sana Ullah Khan)
(Section Officer (REG. 1)

GOVERNMENT OF THE PUNJAB
SERVICES, GENERAL ADMINISTRATION DEPARTMENT

NOTIFICATION

Dated: Lahore, the 6th July, 2000

No. SOR IV (S&GAD) 13 - 8 / 77. In exercise of the powers conferred upon him under section 23 of the Punjab Civil Servants Act, 1974, read with Rule 2(l) (b) of the Punjab Civil Servants (Efficiency and Discipline Rules, 1975, the Governor of the Punjab is pleased to direct as follows:-

i. Special Secretary (Higher Education) and Special Secretary (Schools) shall be the "Authority" in respect of the officers in BS-18 holding posts in the respective wings of the Education Department of which they are incharge.

ii. Notwithstanding any thing to the contrary contained in any rules, orders or notification, the aforesaid Authorities shall be Authorities in relation to the cases under the Punjab Civil
Servants (Efficiency & discipline) Rules, 1975 pending immediately before the commencement of this notification against the officers mentioned in para (i) above.

By Order of the Governor of the Punjab
Tariq Saeed Haroon
Additional Chief Secretary
Copy of Letter No. SOR I(S&GAD)-81/2002, issued by the Government of the Punjab, Services and General Administration Department (Regulation Wing) dated 27th September, 2002, addressed to a concerned.

SUBJECT: DISPOSAL OF COMPLAINTS / ALLEGATIONS RECEIVED IN THE GOVERNMENT DEPARTMENTS / OFFICES AGAINST PUBLIC SERVANTS

I am directed to refer to the subject noted above and to state that it has been brought to the notice of this department that in most of the complaint cases, the complainants petitioners do not bother to join the enquiry proceedings or during the process of proceedings they come up with the statement that the complaint was lodged through misunderstanding and the same is withdrawn. Sometimes the complainants try to bribe the government officials to achieve their nefarious designs and in case of failure they become complainants. Such undesirable activities create a very unhappy and embarrassing situation for the government functionaries besides wastage of their time. This state of affairs warrants to that punitive action against such false complaints in the public interest as well as for the safety protection of honest government functionaries against baseless allegations.

2. In this connection, attention is invited to the instructions issued on the subject VI this department circular letter No. SORI(S&GAD)14-I/67, dated 24-03-80 and PA/AS(I&c) 127/80 dated 09-07-80 which provide guidelines for disposal of subject complaints. These instructions are reiterated below for information and strict compliance:-
   a. Complaints received through anonymous are pseudonymous sources should be ignored,
   b. Antecedents an credentials of a complaint should be verified before an enquiry is initiated against the officials concerned,
   c. No application containing allegations should be entertained unless the complainant owns the contents of his application and it is accompanied by an affidavit that all the facts stated therein are true, and if his affidavit is proved false, legal action should be taken against him, and
   d. The newspapers publishing allegations, which are proved to be baseless should be dealt with according to law.

(Sana Ullah Khan)
Section Officer (Regulation-1)

Copy of letter NO. I)S (M&E) I-I/84(Policy), Government of the Punjab, Services & General Administration, Department (O & M WING), dated 18th November; 2003.


The provincial Monitoring Cell has observed with grave concern that the inquiries under the Punjab Civil Servant (E&D) Rules, 1975/1999 and Punjab Removal from Service (Special Powers)
Ordinance, 2000 remain pending for long periods of time whereas the Rules/Law provide specific time limit for completion of inquiries. Thus, the provision of the relevant rules are not being followed in letter and spirit.

2. In order to ensure expeditious completion of disciplinary proceedings attention is invited to Rule 7 of the Punjab Civil Servants (Efficiency and Discipline) Rules, 1975/1999 and section 5 of Punjab Removal from Service ordinance 9Special Powers, 2000 which empowers the Inquiry Officers/Inquiry Committees to take effective measures to check the hampering of proceedings by the accused on the plea of illness or unauthorized absence. The Inquiry Officer/Inquiry Committee is also required to hear the case on day-to-day basis and no adjournment is to be granted except for special reasons to be recorded in writing under intimation to the competent authority. Further, the inquiry officer is required to complete the inquiry within 60 and 45 days under the provisions of Efficiency and Discipline Rules and Punjab Removal from Service Ordinance, 2000, respectively.

3. It is pointed out that the delay in completion of inquiry within the prescribed time limit reflects poorly on the efficiency and conduct of the inquiry officer committee as well as the authorized officer (if any). Thus, in extreme case of delay, such officers become liable to be proceeded against on the charge sheet inefficiency and misconduct and the same should also be reflected in the ACR.

4. I am, therefore, to request that the above instructions may kindly be brought to the notice of all concerned for strict compliance and in exceptional case of delay, disciplinary action may be initiated against the concerned inquiry officers in order to set an example that such delays/inefficiencies will not be left ignored or unpunished.

(Abdul Majeed)
Deputy Secretary (M&E)

Copy of Letter No. SOR I(S&GAD) 1-13/2004, issued by the Government of the Punjab, Services and General Administration Department (Regulation Wing) dated 16th March, 2004, addressed to all concerned.

SUBJECT: ACCEPTANCE OF RESIGNATION DURING PENDENCY OF ENQUIRY PROCEEDINGS E&D RULES / PRSO 2000

I am directed to refer to the subject noted above and to state that Administrative Departments approach the regulations wing, S&GAD, time and again to tender advice regarding the issue of acceptance of resignation of accused civil servants, during tendency of enquiry proceedings against them under Efficiency & Discipline Rules / Punjab Removal from Service (Special Powers) Ordinance 2000.

2. After having examined the matter thoroughly, the regulations wing sets-forth the following guide lines for taking necessary action by the Administrative Departments / competent authorities on the subject: -
i. Once disciplinary action is initiated by the competent authority, the same must reach its logical conclusion and resignation tendered by the accused, during the conduct or tendency of disciplinary / enquiry proceedings, should not be accepted. Only after the conclusion of disciplinary proceedings and issuance of final orders under the relevant laws / rules by the competent authority, necessary action regarding acceptance of resignation of the civil servant may be taken by the relevant appointing authority.

ii. Where the enquiry proceedings have not yet been formally started by the competent authority but certain charges have emerged against the accused civil servant which relate to serious misconduct such as embezzlement, causing financial loss to the government on account of his acts and omissions or otherwise the charges are of serious in nature, the resignation tendered by the accused should not be accepted without having started and completed the disciplinary action against him under the law / rules.

iii. Where the disciplinary proceedings have not yet been initiated by the competent authority and the charges are not of very serious nature and do not involve any loss to the government or any other individual e.g., absence from duty, Administrative Deptt/ Appointing Authorities may, in their discretion, accept resignation of the civil servant and disciplinary proceedings may not be initiated against him, if deemed appropriate.

(Sana Ullah Khan)
Section Officer (Reg-I)

PUNJAB REMOVAL FROM SERVICE (SPECIAL POWERS)
ORDINANCE, 2000 (IV OF 2000)

To provide for dismissal, removal, compulsory retirement from service, reduction to a lower post or pay scale and other penalties in respect of corrupt and inefficient persons in Government service and persons in Corporation service

No. Legis: 3(iv)/2000, dated 18th September, 2000.—The following Ordinance promulgated by the Governor of the Punjab is hereby published for general information:-

Whereas it is expedient to provide for dismissal, removal, compulsory retirement from service, reduction to lower post or pay scale and other penalties in respect of corrupt and inefficient persons in Government service and persons in Corporation service;

And Whereas the Provincial Assembly stands suspended in pursuance of the Proclamation of Emergency of the fourteenth day of October, 1999, and the Provisional Constitution Order No. 1 of 1999;

And Whereas the Governor of the Punjab is satisfied that circumstances exist which render it necessary to take immediate action;
Now, therefore, in pursuance of the Proclamation of Emergency of the fourteenth day of October 1999 and the Provisional Constitution (Amendment) Order No. 9 of 1999, on the instructions of the Chief Executive and in exercise of all powers enabling him in that behalf, the Governor of the Punjab is pleased to make and promulgate the following

Commentary

Allegation against respondent/ Patwari of fraud and forgery in the land revenue record against whom inquiry was pending. Transfer of enquiry on application of the respondent was ordered by the board of Revenue on the direction of the Punjab Revenue Minister. Validity, the Minister does not figure anywhere in the Punjab Removal from Service (Special Powers) Ordinance 2000 the impugned direction of the Revenue Minister and the impugned order of the board of revenue to transfer the inquiry were declared as without lawful authority and of no legal effect. The application made by the respondent was treated as representation by the learned Member, Board of Revenue who would consider the same in accordance with law Petition allowed.

The relevant provisions of the Ordinance show that appointment of Enquiry Officer or the Enquiry Committee is necessary before passing the final order of removal from service-The disputed show-cause notice is still at preliminary stage and after considering the replies of the petitioners if the competent authority comes to the conclusion that it is a case of taking further proceedings under the Ordinance, it will be required to constitute an Enquiry Committee or appoint an Enquiry Officer- Constitutional Petitions in the circumstances are rightly held to be pre-mature and dismissed as such- The impugned judgment does not suffer form any legal infirmity or illegality so as to warrant interference by this Court.

Petitioners’ employees of Police Department. Show cause notice, issuance of. Submission of replies to show cause notice. Without waiting for final orders of departmental authority petitioners approached High Court by Court petitions dismissed on account of bar under Art. 212. They could file appeal before Service Tribunal. The argument has no force. The civil servants in disciplinary proceedings will have to wait till a final order is passed before he could avail the legal remedy and in case any adverse order is passed, he could file an appeal before the Tribunal. Petitions dismissed.

Vires of Punjab Removable from Service (Special Powers) Ordinance, 2000 challenged on the ground that since the Punjab Civil Servants (E&D) Rules, 1975, were already in existence there was no justification for promulgation of the Ordinance. Validity. Legislative Authority was not precluded from promulgating any Legislative Authority was not precluded from promulgating any legislative measure even in the occupied filed. In any case, the Punjab Removal from Service (Special Powers) Ordinance, 2000, had brought within its fold the employees of the Corporations of the Punjab Government which otherwise provided a justification for the said Ordinance.

(1) **Short title, extent, commencement and application:** (1) This Ordinance may be called the Punjab Removal from Service (Special Powers) Ordinance, 2000.
(2) It extends to the whole of Punjab.
(3) It shall come into force at once^a^.
(4) It shall apply to persons in Government service and Corporation service.
COMMENTARY

Appellant by profession a Doctor also claiming to be a member of Pakistan Medical Association since 1988. For agitating against the policies of the Govt. the appellant was suspended on 4.10.2002, and subsequently Charge sheeted and the Departmental enquiry conducted against her, culminated into her dismissal from service. She assailed such orders of her dismissal in appeal before the Tribunal. It was held that the discussion of the case-law as cited would go a long way to show that the impugned order prohibiting the appellant from public demonstration against the policy of the Govt. in assembling and making speeches are not in accord with the fundamental rights enshrined in Articles 16, 17 and 19 of the Constitution of Pakistan, 1973. Held that: The appeal accepted and appellant reinstated in service. However the intervening period between her dismissal and reinstatement to be treated as leave of any kind due.6

Petitioner, Assistant Secretary in Society. Removal from Service. Appeal accepted by Tribunal. Reinstated in service. De novo inquiry. Adverse entries in ACRe, Operational area covers whole of Pakistan. President of Pakistan is President of Society. General principles of Society. Grievance redressal of. Delay, condonation of. As enumerated in the General Principles of Society its object and principal aims include the prevention and alleviation of the suffering with complete impartiality both at national and international level and to render voluntary aid to the sick and wounded of the armed forces in times of war in accordance with spirit and conditions of the Geneva Conference and the Treaties of Red Cross to which Pakistan was given its adhesion. The Act being an existing law, was amended by the Central Legislature/Parliament from time to time.

The Society cannot be treated as a person performing functions in connection with the affairs of the province. Therefore, the employees of the Society cannot be treated as civil servants of the province of Punjab by any stretch of imagination. They cannot invoke the jurisdiction of the Punjab' Service Tribunal merely on the ground that they are employed in the provincial branch of the Society. The impugned judgment of the Tribunal suffers from defect of jurisdiction. For the foregoing reasons, the C.P.S.L.A. No. 4155-L of 2002 filed by petitioner is dismissed whereas C.P.S.L.A. No. 333-L of 2003 filed by the respondent is converted into appeal and the same is allowed by condoning the delay for the reasons stated in C.M.A. No. 726-L of 2003. The impugned judgment dated 15.11.2002 passed by the Tribunal is set aside.

However, the petitioner may, if so advised, move the appropriate forum through appropriate proceedings, in accordance with law, for the redress of his grievance. The forum concerned shall give due consideration for condonation of delay occurred in pursuing, by the petitioner, his remedies before the Tribunal and this Court. Appeals partly allowed.7

2. Definitions. In this Ordinance, unless there is anything repugnant in the subject or context;

8[(a) "Chief Minister"] means the "Chief Minister" of the Punjab;"
11 [(aa) "competent authority" means, the "Chief Minister" and where, in relation to any person or class of persons, the "Chief Minister" authorizes any officer or authority, not being inferior in rank to the appointing authority prescribed for the post held by the person against whom action is proposed to be taken to exercise the powers of competent

1. KLR 2004 L&S.c., (Lah) 159
2. K.I.R. 2002 Sc (Pak) 74 = 2002 SCMR 805
3. 2002 PSC SC (Pak) 676
4. 2002 PLC 442
5. (The provisions of sub-clause (c) of sub-section (1) of section 3 and sub-section (5) of section 5 shall be deemed to have taken effect from the 18th September 2000.
authority under this Ordinance, that officer or authority, and in relation to an employee of a Court or a Tribunal functioning under the Punjab Government, the appointing authority or the Chairman or Presiding Officer of the Court or the Tribunal on being authorized by the appointing authority to exercise the powers of competent authority under this Ordinance;

(b) "misconduct" includes conduct prejudicial to good order or service discipline \(^{14}\) or contrary to the Punjab Government Servants Conduct Rules, 1966 for the time being in force or conduct unbecoming of an officer and a gentleman or involvement or participation for gain either directly or indirectly in industry, trade or speculative transactions or abuse or misuse of official position to gain undue advantage or assumption of such financial or other obligations in relation to private institutions or persons as may cause embarrassment in the performance of official duties or functions:

(a) "person in corporation service" means every person in the employment of a corporation, corporate body, authority, statutory body or other organization or institution set up, established, owned, managed or controlled by the Punjab Government, or by or under any law for the time being in force or a body or organization in which the Punjab Government has a controlling share or interest and includes the Chairman and the Managing Director, and the holder of any other office therein; and

(b) "person in Government service" includes every person who is a member of a Civil Service of the Province or who holds a civil post in connection with the affairs of the Province or any employee serving in any Court or Tribunal set up or established by the Punjab Government but does not include a Judge of the High Court or any Court subordinate to the High Court]

COMMENTARY

Vires of law could only be challenged on the ground of legislative incompetence or violation of any provision of the Constitution—High Court in view of various provisions of Provisional Constitution Order, 1999 was unable to find either the legislative in competency of the governor or violation of any provision of the Constitution because with the promulgation of Provisional Constitution Order No. I of 1999, and various orders issued by the Chief Executive the provisions of the Constitutions would be deemed to have been altered as even the power to amend the Constitution by the Chief Executive had been recognized by the Supreme Court Governor, in accordance with the provisions of Provisional Constitution Order No. I of 1999, was bound to act in accordance with the instructions of the Chief Executive, therefore, the promulgation of the Punjab Removal from Service (Special Powers) Ordinance (IV of 2000) by the governor was not in violation of Art. 128 of the Constitution. \(^{15}\)

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8. 20Q3PLRSC(Pak)1957
10. Word “Governor” shall be substituted vide The Punjab Removal from Service (Special Powers) (Amendment) Act, No. 8\(^{12}\) February 2003
11. Word “Governor” shall be substituted vide The Punjab Removal from Service (Special Powers) (Amendment) Act, No. 8\(^{10}\) February 2003
12. Clause (a) re-lettered as (aa) by Punjab Ordinance No. II of 2001, dated 16-5-2001
13. Word “Governor” shall be substituted vide The Punjab Removal from Service (Special Powers) (Amendment) Act, No. 8\(^{9}\) February 2003
14. Word “Governor” shall be substituted vide The Punjab Removal from Service (Special Powers) (Amendment) Act, No. 8* February 2003
Constitutional petition—Maintainability—Service matter—Employees of corporations—Show cause notice were issued to the petitioners under the provisions of Punjab Removal from Service (Special Powers) Ordinance, 2000—Such notice were assailed before High Court in exercise of Constitutional jurisdiction—Validity—Where on account of bar of Art. 212 of the Constitution the Constitutional petition was not maintainable, it was not necessary to examine the question as to the maintainability of Constitutional petition against a show-cause notice or the other grounds of attack—Petition was dismissed in circumstances.  

Constitutional petition—Maintainability—Employees of Corporation—Master and servant relationship—Provisions of Punjab Removal from Service (Special Powers) Ordinance, 2000—Effect—in case of the employees of Corporations (WASA, FDA or Social Security Institute etc), their service were not governed by any statutory rules and in case any action was taken against them, they could not invoke the Constitutional jurisdiction because their services were governed by the rule of master and servant—Remedy provided under the provisions of Punjab Removal from Service (Special Powers) Ordinance, 2000, was in the nature of an inroad on the principle of master and servant.

Constitutional petition—Maintainability—Suspension order—Validity—Provision of S.10 of Punjab Removal from Service (Special Powers) Ordinance, 2000 which was applicable to the case provided that appeal could be preferred to Punjab Service Tribunal under Punjab Service Tribunal Act. 1974—Petitioner, in circumstances could not challenge order of his suspension in Constitutional petition in view of bar under Art. 212 of Constitution of Pakistan (1973)—Suspension order or holding of inquiry against civil servant being step towards passing of final order, Constitutional petition was not maintainable against such interim order—Petitioner, if found guilty of change and some action was taken against him, he would have remedy to file appeal before the service Tribunal—High Court, in its Constitutional jurisdiction could not interfere in interim orders and Constitutional petition against suspension order which was an interim order was not maintainable.

3. Removal from service.—(1) Where, in the opinion of the competent authority, a person in Government or Corporation service, is

(b) inefficient, or has ceased to be efficient for any reason; or [is guilty of being habitually absent from duty without prior approval of leave]

(c) guilty of misconduct; or

(d) corrupt or may reasonably be considered as corrupt, because—

(i) he or any of his dependents or any other person, through him or on his behalf, is in possession of pecuniary resources or of property, for which he cannot reasonably account for and which are disproportionate to his known sources of income; or

(ii) he has assumed a style of living beyond his known sources of income; or

(iv) he has a reputation of being corrupt; or

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15. 2002 P L C (C.S.) 442.
17. 2002 I PLC(C.S.)442.
he has entered into plea-bargaining under any law for the time being in force and has returned the assets or gains acquired through corruption or corrupt practices voluntarily; or

(e) engaged, or is reasonably believed to be engaged, in subversive activities, and his retention in service is prejudicial to national security or he is guilty of disclosure of official secrets to any unauthorized person; or

(f) found to have been appointed or promoted on extraneous grounds in violation of law,

21[the competent authority, after inquiry by the inquiry officer or committee constituted under section 5, may, notwithstanding anything contained in any law or the terms and conditions of service of such person by order in writing, impose one or more of the following penalties:

(ii) Censure;

(iii) Withholding for a specific period, promotion or increment, otherwise than for unfitness for promotion, or financial advancement in accordance with the rules or orders pertaining to the service or post;

(iv) Reduction to a lower post or pay scale, or to a lower stage in a pay scale;

(v) Recovery from pay, pension or any other amount payable to him, the whole or a part of any pecuniary loss caused to the Government or the organization in which he was employed;

(vi) Compulsory retirement;

(vi) Removal from service; and

(vii) Dismissal from service.]

dismiss or remove such person from service, compulsorily retire from service or reduce him to lower post or pay scale, 22 [order recovery of the whole or any part of any pecuniary loss caused to Government by negligence or breach of orders] 23 [or recover from pay, pension or any other amount payable to him. the whole or a part of any pecuniary loss caused to the organization in which he was employed] or impose one or more minor penalties as prescribed in the Punjab Civil Servants (Efficiency & Discipline) Rules, 199 24[x x x x].

25[x x x x]

26[2(2) Before passing an order under sub-section (1), the competent authority shall:

(a) by order in writing, inform the accused of the action proposed to be taken with regard to him and the grounds of the action; and

(b) give him a reasonable opportunity of showing cause against that action within seven days or within such extended period as the competent authority may determine:

Provided that no such opportunity shall be given where the competent authority is satisfied that in the interest of security of Pakistan or any part thereof it is not expedient to give such opportunity:

18. 2002 I PLC(C/S.) 8J6.


22 Added vide Punjab Removal from Service (Special Powers) (Second Amendment) Ordinance No XX of September, 2001

23 Subs, the words "order recovery of the whole or any part of any pecuniary loss caused to Government by negligence or breach of orders" by the Punjab Ordinance (XI of 2002), dated 28.2.2002.


Provided further that no such opportunity shall be given where the accused is to be punished or removed from service or reduced in rank on the ground of having been convicted for an offence involving moral turpitude or financial irregularity which has led to a sentence of fine or of imprisonment or where the competent authority is satisfied for reasons to be recorded in writing that it is not reasonably practicable to give the accused an opportunity of showing cause.

(3) The dismissal or removal or premature retirement from service or reduction to lower post or pay scale of a person under subsection (1) shall not absolve such person from liability to any punishment to which he may be liable for an offence under any law committed by him while in service.

(4) Any penalty under this Ordinance shall not absolve such person from liability to any punishment to which he may be liable for an offence under any law, committed by him while in service.

(5) In case the amount due from any such person, cannot be wholly recovered from the pay, pension or any other amount payable to such person, the amount due shall also be recovered from such person under the law for the time being in force.

COMMENTARY

Appellants charged with culpable negligence, dereliction of duty, want of care and caution. Held: Responsible for proper fumigation resulting into wastage of wheat and thus loss to Govt. as a result of departmental inquiry all were removed from service. However on appeal the Service Tribunal altered the quantum of punishment from removal from service to reduction in pay and also to lower post—There against Deptt. filing leave to appeal. Held that: In the instant case admittedly respondents not guilty of the charge of misconduct or corruption. Therefore extreme penalty of removing them from service for the charge of inefficiency or negligence was on high side. Further held that: This Court were of the opinion that to meet the ends of justice learned Service Tribunal had rightly reduced the quantum of punishment. Instant petitions dismissed and leave declined.

FIR. Allegation of taking bribe by petitioner in name of presiding officer from a person whose relatives and son. Involving in murder case. Bribe offered further acquittal. Inquiry—Misconduct and corruption. Compulsory retirement. In the instant case enquiry officer was appointed by respondent No. 2, who after recording the evidence of both the parties and hearing them came to right conclusion that the petitioner was guilty of misconduct and of taking bribe in the name of judicial officer when the competent authority after hearing the petitioner passed the impugned order. We find no legal or factual infirmity in the impugned orders passed by respondents who on the contrary have taken a lenient view of compulsory retiring the petitioner, blessing him with all benefits, when charge of taking bribe in the name of Judicial Officer was an act which called for severe punishment against the petitioner. We also find that Service Tribunal has addressed to all the pleas of the petitioner correctly in accordance with law, therefore there appeared no ground for our interference. Respondent No. 1 also rightly, correctly and legally affirmed the decision of respondent No 2. Petition dismissed.

inquiry by an Inquiry Officer or Inquiry Committee as the case may be, in the light of the recommendations made in the said inquiry can award punishment to a person as provided under the Ordinance and before that can also put a person under suspension under section 4 of the Ordinance, in case an action is proposed to be taken against such a person under sub-section (1) of section 3 of the Ordinance.  

4. Suspension: A person against whom action is proposed to be taken under sub-section (1) of Section 3 may be placed under suspension if, in the opinion of the competent authority, suspension is necessary or expedient:

Provided that the competent authority may, in an appropriate case, for reasons to be recorded in writing, instead of placing such person under suspension, require him to proceed on such leave as may be admissible to him from such date as may be specified by the competent authority.

COMMENTARY

Employees of Federal Govt. controlling authority CBR Notification. Delegation of powers. Suspension of petitioners Notices Show-cause notice Jurisdiction Terms and conditions of civil servant. Service Laws. Service matters "Final Order", omission of Right of appeal Competent authority, exercise of powers by Inquiry The competent authority as a result of conclusion of an inquiry by an Inquiry Officer or Inquiry Committee, as the case may be, in the light of the recommendations made in the said inquiry can award punishment to a person as provided under the Ordinance and before that can also put a person under suspension under section 4 of the Ordinance, in case an action is proposed to be taken against such a person under sub-section (1) of section 3 of the Ordinance.

Show-cause notice. Issuance of when not mandatory. Conditions. Show-cause notice is issued when there is ambiguity and further clarification is essential for reaching to a final conclusion. Such notice will not be necessary unless it was mandatory and a legal requirement.

5. Power to appoint an Inquiry Officer or Inquiry Committee.— If the competent authority considers that an inquiry is necessary it shall, before passing an order under section 3, appoint an Inquiry Officer who, or inquiry Committee whose convener, shall be of a rank senior to that of the accused or if there are more than one accused, senior to all accused, to scrutinize the conduct of a person in Government service or a person in corporation service who is alleged to have committed any of the acts or omissions specified in section 3. In case two or more accused are to be proceeded against jointly, the competent authority for the accused senior most in rank shall be the competent authority in respect of all such accused for holding the inquiry jointly. The Inquiry Officer or, as the case may be, the Inquiry Committee shall]
(a) communicate to the accused the charges and statement of allegations specified in the order of inquiry passed by the competent authority;
(b) require the accused within seven days from the day the charge is communicated to him to put in a written defence;

29. 2004 I HVRSC (Pak) 189
30. 2001 PLR (R/pindi) W/(a)
31. 2001 PLR (R/pindi) W/(a)
33. 2001 PLR(R/pindi)9999(a)
(c) Enquire into the charge and may examine such oral or documentary evidence in support of the charge or in defence of the accused as may be considered necessary and the accused shall be entitled to cross-examine the witnesses against him; and

(d) hear the case from day to day—and no adjournment shall be given except for special-reasons to be recorded in writing and intimated to the competent authority.

35 Explanation:—The order of inquiry and the statement of allegations specified in the said order shall be signed, by the competent authority; provided that where the governor or the Chief Minister is the competent authority, the same may be signed by such officer as may be authorized in that behalf and such order and the statement of allegations so signed shall per se constitute the charge sheet for communication by the Inquiry Officer or the Inquiry Committee to the accused person; and

36 (2) In case two or more accused are to be proceeded against jointly, the competent authority for the accused senior most in rank shall be the competent authority in respect of all such accused and shall hold the inquiry jointly.

(3) Where the Inquiry Officer or as the case may be, the Inquiry Committee is satisfied that the- accused is hampering, or attempting to hamper, the progress of the inquiry he or it shall record a finding to that effect and proceed to complete the inquiry in such manner as he, or it, deems proper in the interest of justice.

(4) The Inquiry Officer or, as the case may be, the Inquiry Committee shall submit his, or its, findings and recommendations to the competent authority within [forty-five] days of the initiation of inquiry.

(5) The competent authority may dispense with the inquiry under sub-section (1) if it is in possession of sufficient documentary evidence against the accused or for reasons to be recorded in writing, it is satisfied that there is no need of holding an inquiry.

(6) Where a person who has entered into plea bargaining under any law for the time being in force, and has returned the assets or gains acquired through corruption or corrupt practices voluntarily, the inquiry shall not be ordered:

Provided that show-cause notice shall be issued on the basis of such plea bargaining to such person informing him of the action proposed to be taken against him and the grounds of such action requiring him to submit reply within fifteen days of the receipt of the notice. On receipt of the reply, the competent authority may pass such orders as it may deem fit.

[Provided further that if the authority considers that an inquiry is necessary, it shall appoint an inquiry officer who or inquiry committee whose convener, shall be of a rank senior to that of the accused or if there are more than one accused, senior to all the accused; and

36. Added new sub section (2) vide Punjab Removal from Service (Special Powers) (Third Amendment) Ordinance No. XXX of October, 2001
37. Substituted vide Ordinance dated 9-10-2002
38. 2001 PLR (R/pindi) 999(a)
COMMENTARY

Employees of Federal Govt. controlling authority CBR. Notification. Delegation of powers. Suspension of petitioners. Notices. Show-cause notice. Jurisdiction. Terms and conditions of civil servant. Service Laws. Service matters. "Final Order", omission of. Right of appeal. Competent authority, exercise of powers by Inquiry. The competent authority as a result of conclusion of an inquiry by an Inquiry Officer or Inquiry Committee, as the case may be, in the light of the recommendations made in the said inquiry can award punishment to a person as provided under the Ordinance and before that can also put a person under suspension under section 4 of the Ordinance, in case an action is proposed to be taken against such a person under sub-section (1) of section 3 of the Ordinance.38

6. Powers of the Inquiry Officer or Inquiry Committee.- (1) For the purpose of an inquiry under this Ordinance, the Inquiry Officer and the Inquiry Committee shall have the powers of a Civil Court trying a suit under the Code of Civil Procedure, 1908 (Act V of 1908), in respect of the following matters, namely:-

(a) summoning and enforcing the attendance of any person and examining him on oath;
(b) requiring the discovery and production of documents.
(c) receiving evidence on affidavits; and
(d) issuing commissions for the examination of witnesses or documents.

(2) The proceedings under this Ordinance shall be deemed to be judicial proceedings within the meaning of sections 193 and 228 of the Pakistan Penal Code (XLV of 1860).

7. Procedure to be followed by the Inquiry Officer or Inquiry Committee:— The Inquiry Officer or Inquiry Committee shall, subject to any rules made under this Ordinance, have power to regulate its own procedure, including the fixing of place and time of its sitting and deciding whether to sit in public or in private, and in the case of a corporate committee, to act notwithstanding the temporary absence of any of its members.

39[7-A. Procedure of inquiry against officers lent to other governments etc.—(1) Where the services of a government employee to whom this Ordinance applies are lent to any other government or to a local or other authority, in this Ordinance referred to as the borrowing authority, the borrowing authority shall have the powers of competent authority for the purpose of placing him under suspension or requiring him to proceed on leave and of instating proceedings against him under this Ordinance.

Provided that the borrowing authority shall forthwith inform the Authority which has lent its services, hereinafter referred to as the lending authority, of the circumstances leading to the order of his suspension or the commencement of the proceedings, as the case may be.

Provided further that the borrowing authority shall obtain prior approval of the government of the Punjab before taking any action under this Ordinance against a civil servant holding a post in basic pay scale 17 or above.

40. Substituted vide Ordinance dated 9-10-2002
42. Substituted vide Ordinance dated 9-10-2002
(2) If, in the light of the finding of the proceedings taken against a civil servant in terms of sub-section (1) above, the borrowing authority is of the opinion that any penalty should be imposed on him, it shall transmit to the lending authority the record of the proceedings and there-upon the lending authority shall take action as prescribed in this Ordinance.

(3) Notwithstanding anything to the contrary contained in sub-section (1) and (2) government may, in respect of certain civil servants or categories of civil servants, authorize the borrowing authority to exercise all the powers of authority under these circumstances.

8. Order to be passed upon a finding.—Every finding recorded by the Inquiry Officer or Inquiry Committee under section 5 shall, with the recommendation provided for in that section, be submitted to the competent authority and the competent authority may pass such orders thereon as it may deem proper in accordance with the provisions of this Ordinance.

[Provided that where the competent authority is satisfied the inquiry proceedings have not been conducted in accordance with the Ordinance or facts and merits of the case have been ignored, it may order initiation of de novo inquiry through a speaking order by giving reasons thereof within a period of 14 days.]

9. Representation and review.—(1) The person who has been awarded any penalty under this Ordinance may within fifteen days from the date of the communication of the order, prefer a representation to such officer or authority as the Chief Minister may designate:

Provided that where the order has been made by the Governor or the Chief Minister, such person may, within the aforesaid period, submit a review petition to the same authority which had passed the original order.

(2) The Authority empowered under sub-section (1) may, on consideration of the representation or, as the case may be, the review petition, and any other relevant material, confirm, set aside, vary or modify the order in respect of which such representation or review petition was made.

(3) A representation or review preferred under this section shall be made in the form of a petition, in writing, and shall set forth concisely the grounds of objection to the order appealed from and shall not contain disrespectful or improper language and shall be filed with the authority which passed the original order.

(4) The authority, receiving the representation or review under sub-section (3) shall within fifteen days, forward the same along with its comments, to the authority competent to decide the same.

9-A. Special powers.—(1) The competent authority or the authority to which a representation or review lies under this Ordinance, may call for and examine the record of any proceedings before any authority for purposes of satisfying as to the correctness, legality or propriety of any finding penalty or order recorded or passed and as to the regularity or any proceedings of such authority.

(2) On examining any record under this section such authority may direct the authority concerned to make further inquiry into the charges of which the accused was acquitted or discharged and may, in its discretion, exercise any or all the powers of an authority under section 9 of this Ordinance:
Provided that no order prejudicial to the accused person shall be passed under section unless such person has been given an opportunity to show cause against the proposed action:

Provided further that an order imposing punishment or exonerating the accused shall not be revised suo moto or otherwise after the lapse of a period of one year from the date of communication of the order of the competent authority and in case a representation or review is preferred from the date of communication of the order on such representation or review.

9-B. Appearance of a counsel. The accused person, at no stage of the proceedings under this Ordinance except proceedings under section 10, shall be represented by an advocate.]

COMMENTARY

Terms and conditions of civil servant. Service Laws. Service matters. "Final Order", omission of. Right of appeal. Competent authority, exercise of powers by. Inquiry. The competent authority as a result of conclusion of an inquiry by an Inquiry Officer or Inquiry Committee, as the case may be, in the light of the recommendations made in the said inquiry can award punishment to a person as provided under the Ordinance and before that can also put a person under suspension under section 4 of the Ordinance, in case an action is proposed to be taken against such a person under sub-section (1) of section 3 of the Ordinance.\(^44\)

Show-case notices were issued to the petitioners under the provisions of Punjab Removal from Service (Special Powers) Ordinance, 2002. Such notices were assailed before High Court in exercise of Constitutional jurisdiction. Validity. Where on account of bar of Art. 212 of the Constitution the Constitutional petition was not maintainable, it was not necessary to examine the question as to the amenability of Constitutional petition against a show-cause notice or the other grounds of attack. Petition was dismissed in circumstances.\(^45\)

10. Appeal: Notwithstanding anything contained in any other law for the time being in force, any person aggrieved by any final order under section 9 may within thirty days from the date of communication of the order, prefer an appeal to the Punjab Service Tribunal established under the Punjab Service Tribunals Act, 1974 (IX of 1974).

\(^{46}\)[Provided that if a decision on a representation or review petition under section 9 is not received within a period of sixty days, the affected person may file an appeal under this section within a period of thirty days of the expiry of the aforesaid period.]

COMMENTARY

The competent authority as a result of conclusion of an inquiry by an Inquiry Officer or Inquiry Committee, as the case may be, in the light of the recommendations made in the said inquiry can award punishment to a person as provided under the Ordinance and before that can also put a person under suspension under section 4 of the Ordinance, in case an action is proposed to be taken against such a person under sub-section (1) of section 3 of the Ordinance.

11. Ordinance to override other laws:- The provisions of this Ordinance shall have effect notwithstanding anything to the contrary contained in the Punjab Civil Servants Act, 1974 (VIII of 1974) and the rules made thereunder and any other law for time being in force.

\(^{44}\) Word "Governor" shall be substituted vide The Punjab Removal from service (Special Powers) Ordinance Act. No8"February 2003

\(^{44}\) 2001 PLR(R/pindi)999(a)

\(^{45}\) 2002 PLR 442
COMMENTARY

Petitioner served with show-cause notice. Notification. ACRs. Retirement. The statutory provision pressed into service has been rendered ineffective; the order being with a stigma regular inquiry should have preceded; the impugned order has been passed mechanically without application of independent mind; malafide of the Secretary for failure to oblige him and discriminatory qua the other similarly placed civil servants. With which we are not impressed because the former contention has been advanced in oblivion of the fact that the Punjab Civil Servants Act, 1974 still holds the field having neither been repealed nor rendered in-operative while the submission as to malafide apart from being merely a bald unsubstantiated assertion was not urged before the Service Tribunal, thus cannot be allowed to be canvassed at this juncture. Petition dismissed.46

Employees of a Corporation. Provisions of Art. 212 of the Constitution. Applicability. Where, by virtue of S.10 of Punjab Removal from Service (Special Powers) Ordinance, 2000, right of appeal has been provided to employees of Corporations of the Punjab Government against any final order passed under the provision of the Ordinance, in such cases as well the bar of jurisdiction as contained in Art. 212 of the Constitution is applicable as the jurisdiction of the Punjab Service Tribunal stands enlarged and extends to the grievance of the servants of the Corporations of the Punjab Government. Employees of Corporations were deemed to be civil servants for the purpose of Punjab Service Tribunals Act. 1974, and therefore, no separate declaration either in the Civil Servants Act, 1973 or in the Punjab Service Tribunals Act. 1974, was required to be made.47

Terms and conditions of civil servant. Service Laws. Service matters. "Final Order", omission of. Right of appeal. Competent authority, exercise of powers by. Inquiry. The competent authority as a result of conclusion of an inquiry by an Inquiry Officer or Inquiry Committee, as the case may be, in the light of the recommendations made in the said inquiry can award punishment to a person as provided under the Ordinance and before that can also put a person under suspension under section 4 of the Ordinance, in case an action is proposed to be taken against such a person under sub-section (1) of section 3 of the Ordinance.48

12. Proceedings under this Ordinance: All proceedings initiated on the commencement of this Ordinance in respect of matters and persons in service provided for in this Ordinance shall be governed by the provisions of this Ordinance and rules made thereunder [:]

27[Provided that the Provincial Government may, by notification in the official gazette, exempt any class or classes of employees of a corporation, a corporate body, authority, statutory body or other organization or institution set up, established, owned, managed or controlled by it or a body or organization in which it has a controlling share or interest from the provisions of this Ordinance and such class or classes of employees shall, notwithstanding anything contained in this Ordinance, be proceeded against and dealt with under the laws and rules applicable to such employees before the commencement of this Ordinance.]

46 Added vide Ordinance dated 9-10-2002
47 2001 PLR (R/pindi) 999(a)
48 2003 PSC SC (Pak) 234
49 2002 P L C (C.S.) 442.
COMMENTARY

Proceedings against civil servant under wrong provision of law. Effect. Civil Servant would not cease to be a civil servant and he would continue to be a civil servant for all purposes unless it had been established otherwise. Just because civil servant had been proceeded against under a wrong provision of law, would not affect his status as a civil servant.51

13. Pending proceedings to continue.- For the removal of doubts, it is hereby provided that all proceedings pending immediately before the commencement of this Ordinance against any person whether in Government service or corporation service under the Punjab Civil Servants Act, 1974 (VIII of 1974) and rules made thereunder, or any other law or rules, shall continue under the said laws and rules, and as provided thereunder.

COMMENTARY

Terms and conditions of civil servant. Service Laws. Service matters. "Final Order", omission of. Right of appeal. Competent authority, exercise of powers by. Inquiry. The competent authority as a result of conclusion of an inquiry by an Inquiry Officer or Inquiry Committee, as the case may be, in the light of the recommendations made in the said inquiry can award punishment to a person as provided under the Ordinance and before that can also put a person under suspension under section 4 of the Ordinance, in case an action is proposed to be taken against such a person under sub-section (1) of section 3 of the Ordinance.52

14. Pensionary benefits etc:- Notwithstanding anything contained in this Ordinance the payment of pension or other benefits to a person retired or reduced to a lower post or pay scale under this Ordinance shall, if admissible, be regulated in accordance with the law for the time being in force relating thereto.

29a[14-A. Indemnity. No suit, prosecution or other legal proceedings shall lie against the competent authority or an officer or authority authorized by it for any thing which is in good faith done on intended to the done under this Ordinance or the rules, instructions or directions made or issued hereunder.

14-B. Jurisdiction barred. Save as provided under this Ordinance, no order made or proceedings taken under this Ordinance, or the rules made thereunder by the competent authority or any officer or authority authorized by it shall be called in question in any Court and no injunction shall be granted by any Court in respect of any decision made or proceedings taken in pursuance of any power conferred by, or under, this Ordinance, or the rules made thereunder.]

15. Power to make rules.- The Governor may, by notification in the official Gazette make rules for carrying out the purposes of this Ordinance.

16. Removal of difficulties.- If any difficulty arises in giving effect to any of the provisions of this Ordinance, the 53 [Chief Minister] may make such Order, not inconsistent with the provisions of this Ordinance, as may appear to him to be necessary for the purpose of removing the difficulty.

51 2001 PLC (Karachi) 232 A
29 2001 PLR (R/pindi) 999(a)
NOTIFICATION

Notification No. SOR.III.1-33/94(A), Dated. 6th December, 2000: In exercise of the powers conferred by Section 2(a) of the Punjab Removal from Service (Special Powers) Ordinance, 2000, Governor of the Punjab has authorized the officers shown in Col-3, of the following tables to exercise the powers of the competent authority under section 9(1) of the said Ordinance, in respect of class of persons shown in Col-2 of tables:-

TABLE-I
For persons employed in the Punjab Government, in a post, or belonging to a service, group or cadre, in the Secretariat Departments controlled by Punjab Government.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Class of Persons</th>
<th>Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Holders of posts of Deputy Secretaries, Deputy Commissioners, Superintendents of Police in BS-18 and posts in BS-19.</td>
<td>Governor of Punjab</td>
</tr>
<tr>
<td>2</td>
<td>Holders of other posts in BS-18 and in BS-16and17.</td>
<td>Chief Secretary, Punjab</td>
</tr>
<tr>
<td>3</td>
<td>Holders of posts in BS-1 to 15 and equivalent.</td>
<td>An Officer next above the Officer or authority against whose order representation is preferred</td>
</tr>
</tbody>
</table>

TABLE-II
For persons in Government Service employed in an Attached Department or a Subordinate Office of the Provincial Government.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Class of Persons</th>
<th>Officers</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Holders of posts in BS-19.</td>
<td>Governor of Punjab.</td>
</tr>
<tr>
<td>2</td>
<td>Holders of posts in BS-16 to 18</td>
<td>Chief Secretary, Punjab</td>
</tr>
<tr>
<td>3</td>
<td>Holders of Posts in BS-1 to 15 and equivalent.</td>
<td>An Officer next above the Officer or authority, against who order representation is preferred.</td>
</tr>
</tbody>
</table>

53 Word “Governor” shall be substituted vide The Punjab Removal from service (Special Powers) (Amendment) Act, No. 8th February 2003
For persons in Corporation Service

Table - III

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Class of Persons</th>
<th>Officers</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Holders of posts in BS - 19.</td>
<td>Governor of Punjab.</td>
</tr>
<tr>
<td>2</td>
<td>Holders of posts in BS-16 to 18 and equivalent</td>
<td>Secretary, of the concerned Administrative Department</td>
</tr>
<tr>
<td>3</td>
<td>Holders of Posts in BS-1 to 15 and equivalent.</td>
<td>An Officer next above the Officer or authority, against who order representation is preferred.</td>
</tr>
</tbody>
</table>

**Explanation** BS in all the above tables means the Pay Scale originally sanctioned for the post and does not include Pay Scale of a person on account move-over.

**NOTIFICATION**

Notification No. SOR. III.1-33/94(B), dated 6th December, 2000.- In exercise of the powers conferred by Section 2(a) of the Punjab Removal from Service (Special Powers) Ordinance, 2000, Governor of the Punjab has authorized the officers shown in Col-3, of the following tables to exercise the powers of the competent authority under Section 3 of the said Ordinance, in respect of class of persons shown in Col-2 of tables:-

**TABLE-I**

(a) For persons employed in the Punjab Government in a post or belonging to a service, group or cadre, in the Secretariat Departments controlled by Punjab Government.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Class of persons</th>
<th>Officers authorized to exercise the powers of competent authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Holders of posts of Deputy Secretaries, Deputy Commissioners, Superintendents of Police in BS-18 and posts in BS-19 and above.</td>
<td>Governor of Punjab.</td>
</tr>
<tr>
<td>2</td>
<td>Holders of posts in BS-18 and posts in BS-16 and 17</td>
<td>Secretary of the concerned Administrative Department.</td>
</tr>
<tr>
<td>3</td>
<td>Holders of posts in BS-1 to 15.</td>
<td>An Officer not below the appointing authority to be notified by the Secretary of the concerned Administrative Department.</td>
</tr>
</tbody>
</table>
## TABLE-II

(b) For persons employed in an attached department or a subordinate office of the Punjab Government.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Class of persons</th>
<th>Officers authorized to exercise the powers of competent authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Holders of posts in BS - 19 and above</td>
<td>Governor of Punjab.</td>
</tr>
<tr>
<td>2</td>
<td>Holders of posts in BS-16 to 18</td>
<td>Secretary of the concerned Administrative Department.</td>
</tr>
<tr>
<td>3</td>
<td>Holders of Posts in BS-1 to 15.</td>
<td>An Officer not below the appointing authority to be authorized by the Head of Department.</td>
</tr>
</tbody>
</table>

## TABLE - III

(c) For persons in Corporation service.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Class of persons</th>
<th>Officer authorized to exercise the powers of competent authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Holders of posts in BS - 20 and above and equivalent</td>
<td>Governor of Punjab.</td>
</tr>
<tr>
<td>2</td>
<td>Holders of posts in BS-19 and equivalent</td>
<td>Chief Secretary</td>
</tr>
<tr>
<td>3</td>
<td>Holders of posts in BS-16 to 18 and equivalent.</td>
<td>Managing Director/Chief Executive Officer of the Organization by whatever name called</td>
</tr>
<tr>
<td>4</td>
<td>Holders of posts in BS-1 to 15 and equivalent.</td>
<td>An Officer not below the appointing authority to be authorized by the Chief Executive Officer of the Organization.</td>
</tr>
</tbody>
</table>

**Explanation.** BS in all the above tables means the Pay Scale originally sanctioned for the post and does not include Pay scale of a person on account of move-over.
To,

All Administrative Secretaries,
Government of the Punjab

SUBJECT: GUIDELINES/PROCEDURE FOR TAKING ACTION UNDER THE PUNJAB REMOVAL FROM SERVICE (SPECIAL POWERS) ORDINANCE

Sir,

I am directed to refer to the above subject and to say that for the purpose of ensuring expeditious and orderly processing of case under the Punjab Removal from Service (Special Powers) Ordinance, 2000, the Governor of the Punjab is pleased to lay down the following procedure for processing of cases under the aforesaid Ordinance:

(i) **Initiation of proceedings:** The competent authority shall order initiation of proceedings against an Officer of Government Organization or Corporation on the basis of his opinion that the Government servant or the Corporation employee under him has *prima facie*, ceased to be efficient or is involved in misconduct or corruption, warranting action against him under the Punjab Removal from Service (Special Powers) Ordinance, 2000. The opinion of the competent authority may be formed on the basis of personal knowledge of the competent authority, or on the basis of information placed before him or recommendation of the anti-corruption establishment.

(ii) The subordinate office/A.C.E. while submitting the case to the competent authority shall submit a report to the competent authority giving full facts of the case alongwith supporting documentary evidence, provided that in cases where the competent authority is the Governor, the report shall be submitted to the Governor through the Secretary of the Administrative Department concerned.

(iii) While submitting cases to the Governor for seeking his orders regarding initiation of proceedings under the aforesaid Ordinance, the summary should invariably contain a concise statement giving specific allegations, and proposal in regard to appointment and composition of Inquiry Officer/Committee.

(iv) After approval of initiation of proceedings and appointment of Inquiry Officer/Committee under Section 5 of the Ordinance by the competent authority the accused government servant or corporation employee, as the case be, shall be conveyed a statement of allegations and order of appointment of inquiry officer/committee shall submit its recommendations within the prescribed time (i.e. 30 days) to the competent authority.
Provided that where the competent authority is the Governor, the Inquiry Officer/committee shall submit its recommendation to the governor through the Secretary of the Administrative Department concerned.

2. It is requested that the above instructions may be brought to the notice of all concerned under your administrative control for strict compliance.
PUNJAB EMPLOYEES EFFICIENCY, DISCIPLINE AND ACCOUNTABILITY ACT, 2006

ACT XII OF 2006

(17th October, 2006)

An Act to provide for proceedings against the employees in government and corporation service in relation to their efficiency, discipline and accountability.

No. PAP-Legis-2(32)/2005/871. The Punjab Employees Efficiency, Discipline and Accountability Bill 2005, having been passed by the Provincial Assembly of the Punjab on 23 October 2006, and assented to by the Governor of the Punjab on 13 October 2006, is hereby published as an Act of the Provincial Assembly of the Punjab.

Preamble. Whereas it is expedient and necessary in the public interest and for good governance to provide measures for improvement of efficiency, discipline and accountability of employees in government and corporation service and matters connected therewith or ancillary thereto;

It is hereby enacted as follows:-

1. Short title, extent, commencement and application. (1) this Act may be called the Punjab Employees Efficiency, Discipline and Accountability Act, 2006.

3. It extends to the whole of the Punjab
4. It shall come into force at once
5. it shall apply to;
6. employees in government service
7. employees in corporation service and
8. retired employees of government and corporation service provided that proceedings under this act are initiated against them during their service or within one year of their retirement.

2. Definitions. In this Act, unless there is anything repugnant in the subject or context:

a. “accused” means a person who is or has been an employee and against whom action is initiated under this Act;
b. Appellate authority means the authority next above the competent authority to which an appeal lies against the order of the competent authority
c. Appointing authority in relation to an employee or class of employees’ means an appointing authority declared or notified as such by an order of the Government or organization of under the rules, etc., as may be applicable to such employee or class of employees.
d. “charge” means allegations framed against the accused pertaining to acts of omission or commission cognizable under this Act;
e. Chief Minister means the Chief Minister of the Punjab
f. Competent authority means
   i. The Chief Minister; or
   ii. In relation to any employee or class of employees, any officer or authority authorized by the Chief Minister to exercise the powers of competent authority
under this Act; provided that such officer or authority shall not be inferior in rank to the appointing authority prescribed for the post held by the employee against whom action is to be taken; or

iii. In relation to an employee of a tribunal or court functioning under that Government the appointing authority or the chairman or presiding officer of such tribunal or court, as the case may be, authorized by the appointing authority to exercise the powers of competent authority under this Act:

Provided that where two or more employees are to be proceeded against jointly, the competent authority in relation to senior most employee in rank shall be the competent authority in respect of all the accused:

Provided further that where the competent authority, other than the Chief Minister, has any interest in the result of proceedings under this Act, and does not desire to act as competent authority due to personal reasons, he shall not proceed with the case and shall report the matter to the next higher authority who shall authorize another officer of the corresponding rank and status to act as the competent authority in a specific case.

(g) Corruption means

i. Accepting or obtaining or offering any gratification or valuable thing directly or indirectly, other than legal remuneration, as a reward for doing or for bearing to do any official act; or

ii. Dishonestly or fraudulently misappropriating or indulging in embezzlement or misusing Government property or resources; or

iii. Possession of pecuniary sources or property by an employee or any of his dependents or any other person, through him or on his behalf, which cannot be accounted for and which are disproportionate to his known sources of income; or

iv. Maintaining standard of living beyond known sources of income; or

v. Having a reputation of being corrupt; or

vi. Entering into plea bargain under any law for the time being in force and return the assets or gains acquired through corruption or corrupt practices, voluntarily.

(h) “employee” means a person:

i. In the employment of a corporation, corporate body, autonomous body, authority, statutory body or any other organization or institution set up, established, owned, managed or controlled by the Government, by or under any law for time being in force or a body or organization in which the Government has a controlling share or interest and includes the chairman and the chief executive, and the holder of any other office therein; and

ii. In government service or who is a member of a civil service of the province or who holds a civil post in connection with the affairs of the province or any employee serving in any court or tribunal, set up or established by the Government, but does not include a Judge of the High Court or any court subordinate to the High Court, or any employee of such courts;

(i) “Government” means the Government of the Punjab.

(j) “hearing officer” means an officer, senior in rank to the accused, appointed by any authority competent to appoint hearing officer, to afford an opportunity of personal hearing to the accused on behalf of the authority concerned;

(k) “inefficiency” means failure to:

i. Efficiently perform functions assigned to an employee in the discharge of his duties; or

ii. Qualify departmental examination in three consecutive attempts.
“inquiry committee” means a committee of two or more officers, headed by a convener, as may be appointed by the competent authority under this Act;

“inquiry officer” means an officer appointed by the competent authority under this Act;

i. conduct prejudicial to good order or service discipline; or
ii. conduct contrary to the conduct rules, for the time being in force; or
iii. conduct unbecoming of an officer and a gentleman; or
iv. involvement or participation for gain directly or indirectly, in industry, trade or speculative transactions by abuse or misuse of official position to gain undue advantage or assumption of such financial or other obligations in relation to private institutions or persons, as may compromise the performance of official duties or functions; or
v. any act to bring or attempt to bring outside influence directly or indirectly to bear on the Governor, the Chief Minister, a Minister, or any other authority in respect of any matter relating to the appointment, promotion, transfer, punishment, retirement or other conditions of service; or
vi. making appointment or promotion or having been appointed or promoted on extraneous grounds in violation of any law or rules; or
vii. absence from duty without prior approval of leave; or
viii. acquittal by a court of law as a result of compounding of an offence involving moral turpitude or affecting human body; or
ix. conviction for an offence by a court of law;

"prescribed" means prescribed by rules made under this Act; and

"section" means section of this Act.

3. Grounds for Proceedings and Penalty. An employee shall be liable to be proceeded against under this Act, if he is:-

i. inefficient or has ceased to be efficient for any reason: or
ii. guilty of misconduct; or
iii. guilty of corruption or is reasonably considered to be corrupt or
iv. engaged or is reasonably believed to be engaged in subversive activities, and his retention in service is prejudicial to national security, or is guilty of disclosure of official secrets to any unauthorized persons prejudicial to national security, or is guilty of disclosure of official secrets to any unauthorized person.

 iv. any act to bring or attempt to bring outside influence directly or indirectly to bear on the Governor, the Chief Minister, a Minister, or any other authority in respect of any matter relating to the appointment, promotion, transfer, punishment, retirement or other conditions of service; or
v. making appointment or promotion or having been appointed or promoted on extraneous grounds in violation of any law or rules; or
vi. absence from duty without prior approval of leave; or
vii. acquittal by a court of law as a result of compounding of an offence involving moral turpitude or affecting human body; or
viii. conviction for an offence by a court of law;

Penalties. (1) The competent authority may, notwithstanding anything contained in any law or the terms and conditions of service of the accused, by an order in writing, impose one or more of the following penalties, namely:-

(a) Minor penalties:-

i. censure;
ii. withholding of increment or increments, for a specific period, subject to a maximum of five years;
iii. fine not exceeding basic pay of one month;
iv. reduction to a lower stage or stages in pay scale, subject to a maximum of five stages; and
v. withholding of promotion for a specific period, subject to a maximum of five years; provided that this period shall be counted from the date when a person junior to the accused is considered for promotion and is promoted on regular basis for the first time;
(b) Major penalties:--
   i. recovery from pay, pension or any other amount payable to the accused, the whole or a part of any pecuniary loss caused to the Government or the organization in which the was employed, and if the amount due from any such person cannot be wholly recovered from the pay, pension or any other amount payable to him, such amount shall be recovered under the law for the time being in force;
   ii. reduction to a lower post and pay scale from the substantive or regular post for a specific period subject to a maximum of five years;
   iii. forfeiture of past service for a specific period subject to a maximum of five years;
   iv. compulsory retirement;
   v. removal from service; and
   vi. dismissal from service; and

(c) Penalties after retirement:--
   iii. recovery from pension or any other amount payable to the accused, of pecuniary loss caused to the Government or the organization in which he was employed, and if the amount due from any such person cannot be wholly recovered from the pension or any other amount payable to him, such amount shall be recovered under the law for the time being in force.

(2) Dismissal from service under this Act shall disqualify the employee for future employment under the Government or under any organization to which the provisions of this Act apply.

(3) Any penalty under this Act shall not absolve an employee or accused from liability to any punishment to which he may be liable for an offence, under any law, committed by him-while in service.

5. Initiation of proceedings. (1) If on the basis of its own knowledge or information placed before it, the competent authority is of the opinion that there are sufficient grounds for initiating proceedings against an employee under this Act, it shall either:
   a. proceed itself against the accused by issuing a show cause notice under section 7 and, for reasons to be recorded in writing, dispense with the inquiry:
      Provided that no opportunity of showing cause or personal hearing shall be given where:--
      i. the competent authority is satisfied that in the interest of security of Pakistan or any part thereof, it is not expedient to give such an opportunity; or
      ii. any employee has entered into plea bargain under any law for the time being in force or has been convicted of the charges of corruption which have led to a sentence of fine or imprisonment; or
      iii. an employee is involved in subversive activities; or
      iv. it is not reasonably practicable to give such an opportunity to the accused; or
   (b) get an inquiry conducted into the charge or charges against the accused, by appointing an inquiry officer or an inquiry committee, as the case may be, under section 10:
      Provided that the competent authority shall dispense with the inquiry where:
      i. an employee has been convicted of any offence other than corruption by a court of law under any law for the time being in force; or
      ii. an employee is or has been absent from duty without prior approval of leave:
      Provided further that the competent authority may dispense with the inquiry where it is in possession of sufficient documentary evidence against the accused or, for reasons
to be recorded in writing, he is satisfied that there is no need to hold an inquiry.

(2) The orders of inquiry or the show cause notice, as the case may be, shall be signed by the competent authority; provide that where the Chief Minister is the competent authority, the same shall be signed by such officer as may be authorized by him in this behalf.

6. Suspension. An employee against whom action is proposed to be initiated under section 5 may be placed under suspension for a period of ninety days if in the opinion of the competent authority, suspension is necessary or expedient, and if the period of suspension is not extended for a further period of ninety days within thirty days of the expiry of initial period of suspension, the employee shall be deemed to be reinstated:

Provided that the continuation of the period of suspension shall require the prior approval of the competent authority for each period of extension.

7. Procedure where inquiry is dispensed with. If the competent authority decides that it is not necessary to hold an inquiry against the accused under section 5, it shall:

a. inform the accused by an order in writing, of the grounds for proceeding against him, clearly specifying the charges therein, along with apportionment of responsibility and the penalty or penalties proposed to be imposed upon him;

b. give him a reasonable opportunity of showing cause against the proposed action, within seven days of receipt of the order or within such extended period as the competent authority may determine.

c. On receipt of reply of the accused within the stipulated period or after the expiry thereof, if no reply is received, determine whether the charge or charges have been proved against the accused or not:

Provided that after receipt of reply to the show cause notice from the accused, the competent authority, except where the Chief Minister himself is the competent authority, shall decide the case within a period of ninety days, excluding the time during which the post held by the competent authority remained vacant due to certain reasons.

Provided further that if the competent authority does not decide the case within the prescribed period of ninety days, the accused may file an application before the appellate authority for early decision of his case, which may direct the competent authority to decide the case within a specified period.

d. Afford an opportunity of personal hearing either itself or through the hearing officer, before passing any order of penalty under clause (f) if it is determined that the charge or charges have been proved against him; provided that the hearing officer shall only be appointed where the competent authority is of the rank of Secretary to Government of the Punjab or above;

e. Exonerate the accused, by an order in writing, if it is determined that the charge or charges have not been proved against him; and

f. Impose any one or more penalties mentioned in section 4, by an order in writing, if the charge or charges are proved against the accused:

Provided that:

i. Where charge or charges of grave corruption are proved against an accused, the penalty of dismissal from service shall be imposed, in addition to the penalty of recovery, if any; and

ii. Where charge of absence from duty for a period of more than one year is proved against the accused, the penalty of compulsory retirement or removal or dismissal from service shall be imposed upon the accused.
8. **Action in case of conviction or plea bargain under any law.** Where an employee is convicted by court of law or has entered into plea bargain or has been acquitted by a court of law as a result of compounding of an offence involving moral turpitude or affecting human body under any law for the time being in force, the competent authority, after examining facts of the case, shall:

   a. dismiss the employee, where he has been convicted of charges of corruption or has entered into plea bargain and has returned the assets or gains acquired through corruption or corrupt practices voluntarily; or
   b. proceed against the employee under section 7, where he has been convicted of charges other than corruption; or
   c. proceed against the employee under section 9, where he has been acquitted by a court of law as a result of compounding of an offence involving moral turpitude or affecting human body.

9. **Procedure to be followed by competent authority where inquiry is necessary.** (1) if the competent authority decides that it is necessary to hold an inquiry against the accused under section 5, it shall pass an order of inquiry in writing, which shall include:-

   a. appointment of an inquiry officer or an inquiry committee; provided that the inquiry officer or the convener of inquiry committee, as the case may be shall be of a rank senior to the accused and where two or more accused are proceeded against jointly, the inquiry officer or the convener of the inquiry committee shall be of a rank senior to the senior most accused;
   b. the grounds for proceeding, clearly specifying the charges along with apportionment of responsibility;
   c. appointment of the departmental representative y designation; and
   d. direction to the accused to submit written defence to the inquiry officer or the inquiry committee, as the case may be, within seven days of the date of receipt of orders or within such extended period as the competent authority may determine.

2. The record of the case and the list of witnesses, if any, shall be communicated to the inquiry officer or the inquiry committee, as the case may be, along with the orders of inquiry.

10. **Procedure to be followed by inquiry officer or inquiry committee.** (1) On receipt of reply of the accused or on expiry of the stipulated prior if no reply is received from the accused, the inquiry officer or the inquiry committee, as the case may be, shall inquire into the charges and may examine such oral or documentary evidence in support of the charge or in defence of the accused as may be considered necessary and where any witness is produced by one party, the other party shall be entitled to cross examine such witness.

2. If the accused fails to furnish his reply within the stipulated period, or extended period, if any, the inquiry officer or the inquiry committee, as the case may be, shall proceed with the inquiry ex parte.

3. The inquiry officer or the inquiry committee, as the case may be, shall hear the case from day to day and no adjournment shall be given except for reasons to be recorded in writing, in which case it shall not be of more than seven days.

4. Where the inquiry officer or the inquiry committee, as the case may be, is satisfied that the accused in hampering or attempting to hamper the progress of the inquiry, he or it shall administer a warning and if, thereafter, he or it is satisfied that the accused is acting in disregard to the warning, he
or it shall record a finding to that effect and proceed to complete the inquiry in such manner as may be deemed expedient in the interest of justice.

5. If the accused absents himself from the inquiry on medical grounds, he shall be deemed to have hampered or attempted to hamper the progress of the inquiry, unless medical leave, applied for by him, is sanctioned on the recommendation of a Medical Board; provided that the competent authority may, in its discretion, sanction medical leave up to seven days without recommendation of the Medical Board.

6. The inquiry officer or the inquiry committee, as the case may be, shall submit his or its report, containing clear findings as to whether the charge or charges have been proved or not and specific recommendations regarding exoneration or, imposition of penalty or penalties, to the competent authority within sixty days of the initiation of inquiry.

Provided further that the inquiry shall not be vitiated merely on the grounds of non-observance of the time schedule for completion of inquiry.

Provided further that the recommendations of the inquiry officer or the inquiry committee, as the case may be, shall not be binding on the competent authority.

11. Powers of the inquiry officer or inquiry committee. (1) For the purpose of an inquiry under this Act, the inquiry officer and the inquiry committee shall have the powers of a civil Court trying a suit under the Code of Civil Procedure, 1908 (Act v of 1908), in respect of the following:

a. Summoning and enforcing the attendance of any person and examining him on oath;

b. Requiring the discovery and production of documents, and receiving evidence on affidavits; and

c. Issuing commissions for the examination of witnesses or documents.

2. The proceedings under this Act shall be deemed to be judicial proceedings within the meaning of sections 193 and 228 of the Pakistan Penal Code, 1860 (Act XLV of 1860).

12. Duties of the departmental representative. The departmental representative shall perform the following duties, namely:

a. render full assistance to the inquiry officer or the inquiry committee or hearing officer or the authority concerned, as the case may be, during the proceedings where the shall be personally present and fully prepared with all the relevant record relating to the case, on each date of hearing;

b. cross-examine the witnesses produced by the accused and with permission of the inquiry officer or inquiry committee, as the case may be, the prosecution witnesses in case of their turning hostile; and

c. rebut the grounds of defence offered by the accused before the hearing officer or the authority concerned.

13. Order to be passed by the competent authority on receipt of report from the inquiry officer or inquiry committee. (1) On receipt of the report from the inquiry officer or inquiry committee, as the case may be, the competent authority shall examine the report and the relevant case material and determine whether the inquiry has been conducted in accordance with the provisions of this Act.
2. If the competent authority is satisfied that the inquiry has been conducted in accordance with the provisions of this Act, it shall further determine whether the charge or charges have been proved against the accused or not.

3. Where the charge or charges have not been proved, the competent authority shall exonerate the accused by an order in writing.

4. Where the charge or charges have been proved against the accused, the competent authority shall issue a show cause notice to the accused by which it shall:
   a. inform him of the charges proved against him and the penalty or penalties proposed to be imposed upon him by the inquiry officer or inquiry committee;
   b. give him reasonable opportunity of showing cause against the penalty or penalties proposed to be imposed upon him and to submit as to why one or more of the penalties as provided in section 4 may not be imposed upon him and to submit additional defence in writing, if any, within seven days of the receipt of the notice, before itself or the hearing officer, as the case may be;
   c. indicate the date of personal hearing or appoint a hearing officer to afford an opportunity of personal hearing on his behalf; provided that the hearing officer shall only be appointed where the competent authority is of the rank of Secretary to the Government of the Punjab or above.
   d. provide a copy of the inquiry report to the accused; and
   e. direct the departmental representative to appear, with all the relevant record, on the date of hearing before himself or the hearing officer, as the case maybe.

5. After affording personal hearing to the accused or on receipt of the report or the hearing officer, the competent authority shall, keeping in view the findings and recommendations of the inquiry officer or inquiry committee, as the case may be, facts of the case and defence offered by the accused during personal hearing, by an order in writing:
   i. Exonerate the accused; or
   ii. Impose any one or more of the penalties specified in section 4;
   Provided that:
   i. where charge or charges of grave corruption are proved against an accused, the penalty of dismissal from service shall be imposed, in addition to the penalty of recovery, if any; and
   ii. where charge of absence from duty for a period of more than one year is proved against the accused, the penalty of compulsory retirement or removal or dismissal from service shall be imposed upon the accused.

6. Where the competent authority is satisfied that the inquiry proceedings have not been conducted in accordance with the provisions of this Act or the facts and merits of the case have been ignored or there are other sufficient grounds it may, after recording reasons in writing, either remand the inquiry to the inquiry officer or the inquiry committee, as the case may be, with such directions as the competent authority may like to give, or may order a de novo inquiry.

7. After receipt of inquiry report, the competent authority, except where the Chief Minister himself is the competent authority, shall decide the case within a period of ninety days, excluding the time during which the post held by the competent authority remained vacant due to certain reasons.
8. If the case is not decided by the competent authority within the prescribed period of ninety days, the accused may file an application before the appellate authority for early decision of his case, which may direct the competent authority to decide the case within a specified period.

14. Personal hearing. (1) The authority affording personal hearing or the hearing officer, on receiving an order of his appointment shall, by an order in writing, call the accused and the departmental representative, along with relevant record of the case, to appear before him for personal hearing on the fixed date and time.

2. After affording personal hearing to the accused, the authority or the hearing officer shall, in relation to the case and the contention of the accused during the hearing, record his remarks in writing and in case of hearing officer, submit a report to the authority so appointed him which shall include:

   i. summary of the inquiry report where inquiry was conducted under section 10, or summary of the defence offered by the accused to the show cause notice under section 7, or grounds of appeal or review filed under section 16, as, the case may be;
   ii. summary of defence offered by the accused during the hearing, if any; and
   iii. views of the departmental representative, if any.

15. Procedure of inquiry against officers lent to other governments, etc. (1) Where the services of an employee are transferred or lent to any other government, department, corporation, corporate body, autonomous body, authority, statutory, body or any other organization or institution, hereinafter referred to as the borrowing organization, the competent authority for the post against which such employee is posted in the borrowing organization may:
   a. suspend him under section 6; and
   b. initiate proceedings against him under this Act:

   Provided that the borrowing organization shall forthwith inform the lending organization of the circumstances leading to the order of his suspension and the commencement of the proceedings:

   Provided further that the borrowing organization shall obtain prior approval of the lending organization before taking any action under this Act, against an employee holding a post in Basic Pay Scale 17 or above.

2. If, in the light of the findings of the proceedings taken against the accused in terms of sub-section (1), the borrowing organization is of the opinion that any penalty may have to be imposed on him, it shall transmit the record of the proceedings to the lending organization, and the competent authority in the lending organization shall thereupon take action against the accused under section 13.

3. Notwithstanding anything to the contrary contained in sub-sections (1) and (2), the Chief Minister may in respect of certain employees or class of employees, authorize any officer or authority in the borrowing organization to exercise all the powers of competent authority under this Act.

16. Departmental appeal and review. (1) An accused who has been awarded any penalty under this Act may, except where the penalty has been imposed by the Chief Minister, within thirty days from the date of communication of the order, prefer departmental appeal directly to the appellate authority.
Provided that where the order has been passed by the Chief Minister, the accused may, within the aforesaid period, submit a review petition directly to the Chief Minister.

2. The authority empowered under sub-section (1) shall call for the record of the case and comments on the points raised in the appeal from the concerned department or office, and on consideration of the appeal or the review petition, as the case may be, by an order in writing.

   a. Uphold the order of penalty and reject the appeal or review petition; or
   b. Set aside the orders and exonerate the accused; or
   c. Modify the orders and reduce or enhance the penalty; or
   d. Set aside the order of penalty and remand the case to the competent authority, where it is satisfied the inquiry officer or inquiry committee, as the case may be, have not been conducted in accordance with the provisions of this Act, or the facts and merits of the case have been ignored, with the directions to either hold a de novo inquiry or to rectify the procedural lapses or irregularities in the proceedings:
      Provided that where the appellate or review authority proposes to enhance the penalty, it shall by an order in writing:
      i. inform the accused of the action proposed to be taken against him and the grounds of such action; and
      ii. give him a reasonable opportunity to show cause against the action and afford him an opportunity of personal hearing either itself or through a hearing officer; provided that the hearing officer shall only be appointed where the appellate or the review authority is of the rank of Secretary to the Government of the Punjab or above.

3. An appeal or review preferred under this section shall be made in the form of a petition, in writing, and shall set forth concisely the grounds of objection to the impugned order in a proper and temperate language.

17. Revision. (1) The Chief Minister, Chief Secretary or the Administrative Secretary or any other appellate authority may call for the record of any proceedings within one year of the order of exoneration or imposition of a penalty, passed by the competent authority or the order of appellate authority, as the case may be, for the purpose of satisfying himself as to the correctness, legality or propriety of such proceedings or order.

2. On examining the record of the case, such authority may:

   i. uphold the orders of the competent authority or the appellate authority, as the case may be; or
   ii. order the competent authority to hold de novo inquiry; or
   iii. impose or enhance a penalty or penalties:
      Provided that no order, prejudicial to the accused, shall be passed under this section unless the accused has been given a reasonable opportunity of showing cause against the proposed action and an opportunity of personal hearing.

18. Appearance of counsel. The accused, at no stage of the proceedings under this Act, except proceedings under section 19, shall be represented by an advocate.

19. Appeal before Punjab Service Tribunal. (1) Notwithstanding anything contained in any other law for the time being in force, any employee aggrieved by any final order passed under section 16 or
section 17 may, within thirty days from the date of communication of the order, prefer an appeal to the Punjab Service Tribunal established under the Punjab Service Tribunals Act, 1974 (Pb. Act, IX of 1974).

2. If a decision on a departmental appeal or review petition, as the case may be, filed under section 16 is not received within a period of sixty days of filing thereof, the affected employee may file an appeal in the Punjab Service Tribunal within a period of thirty days of the expiry of the aforesaid period, where after, the authority with whom the departmental appeal or review is pending, shall not take any further action.

20. Act to override other laws. The provisions of this Act shall have effect notwithstanding anything to the contrary contained in any other law for the time being in force.

21. Proceedings under this Act. Subject to this Act, all proceedings initiated against the employees having retired or in service, shall be governed by the provisions of this Act and the rules made there under;

Provided that in case of retired employee, the proceedings so initiated against him shall be finalized not later than two years of his retirement.

2. The competent authority may, by an order in writing, impose one or more penalties specified in clause (c) of section 4, if the charge or charges are proved against the retired employee.

22. Indemnity. No suit prosecution or other legal proceedings shall lie against the competent authority or any other authority for anything done or intended to be done in good faith under this Act or the rules, instructions or direction made or issued thereunder.

23. Jurisdiction barred. Save as provided under this Act, no order made or proceedings taken under this Act, or the rules made there under, shall be called in question in any court and no injunction shall be granted by any court in respect of any decision so made or proceedings taken in pursuance of any power conferred by or under this Act, or the rules made thereunder:

24. Power to make rules. The Government may, by notification in the official Gazette, make rules for carrying out the purposes of this Act.

25. Removal of difficulties. If any difficulty arises in giving effect to any of the provisions of this Act, the Chief Minister may such order, not inconsistent with the provisions of this Act, as may appear to him to be necessary for the purpose of removing that difficulty.


2. Notwithstanding the repeal of the Punjab Removal from Service (Special Powers) Ordinance, 2000 (Ord. IV of 2000), all proceedings pending immediately before the commencement of this Act against any employee under the said repealed Ordinance or under the Punjab Civil Servants Act, 1974 (Pb. Act, VIII of 1974), and the rules made thereunder, or any other law or rules shall continue under that law and rules, in the manner provided thereunder.
UNIT 8: RECRUITMENT POLICIES (REGULAR & CONTRACT IN EDUCATION DEPARTMENT)

IMMEDIATE THROUGH SP. MESSENGER

GOVERNEMTN OF THE PUNJAB EDUCATION DEPARTMENT (SCHOOL WING)

NOTIFICATION

NO. SO (A-II) 8-5/2002(P-I), In pursuance of the decision taken in 9th Inter-Provincial Education Ministers’ meeting. The new academic session in all the school/colleges of Punjab shall start from 28-08-2006.

Dated Lahore the 30th Jan. 2006

Government of the Punjab, Services & General Administration Department (Regulations wing)

NOTIFICATION
Dated Lahore the 26th May, 2003

No.SOR-IH-2-46/99. In Super-session of this Department's Notification of even number dated 06.11.2002 and in partial modification of the Recruitment Policy circulated vide this Department's letter No.SOR-HI-2-15/2003, dated 05.05.2003, the Governor of the Punjab is pleased to constitute the following Departmental Selection Committees for initial appointments to posts in BS-1 to BS-10 and BS-11 and above, at the district level, for posts falling outside the purview of Punjab Public Commission.

DEPARTMENT SELECTION COMMITTEE AT DISTRICT LEVEL FOR BS-1 TO BS-10

1. Executive District Officer concerned Chairman
2. Executive District Officer (F&P) Member
3. District Officer (Coordination) Member
4. Appointing Authority concerned (If other than the EDO concerned) Member
5. Additional Secretary or Deputy Secretary of the concerned Administrative Department  
6. District Officer concerned Secretary/ Member

DEPARTMENT SELECTION COMMITTEE AT DISTRICT LEVEL FOR BS-11 AND ABOVE

1. District Coordination Officer concerned Chairman
2. Executive District Officer concerned Member
3. Executive District Officer (F&P) Member
4. Appointing Authority concerned Member  
   (If other than the EDO concerned)
5. Additional Secretary or Deputy Secretary of the concerned Administrative Debarment Member
6. District Officer concerned Secretary/ Member

The above Committees (excluding the members at Serial No.5) shall also function as Department Promotion Committees for posts in the District in the following manner:
   i. The Committees headed by EDO shall make recommendations for promotions against posts upto BS-10 in the District.
   ii. The Committee headed by the DCO shall make recommendations for promotions to the following posts in the District.
      a. BS-11 to BS-15
      b. BS-16 and 17 posts in the DCO office.
      c. BS-16 posts of SST and Superintendent of Education Department.
      d. Any other BS-16 and 17 post that falls within the purview of District Government as per service rules of the relevant post.
   iii. All the promotions shall be made in accordance with the prescribed service rules.

By order of the Governor of the Punjab  
Additional Chief Secretary

To No. FD(PC)2-2-2003  
Government of the Punjab  
Finance Department  
July 4, 2003

To
The Secretary (Regulation)  
Government of the Punjab,  
S&GA Department,  
Lahore.
SUBJECT: RECRUITMENT AGAINST THE VACANT POSTS ON REGULAR BASIS

Sir,

I am directed to refer to the meeting held under the chairmanship of Chief Secretary on 02.07.2003 and to state that the department-wise detail of the posts to be filled on regular basis is given below:-

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Department</th>
<th>Name of the posts</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Agriculture</td>
<td>Tractor Driver Field Assistant Crop Reporter Drilling Supervisor (Hand) Sub Engineer/Training Supervisor Unit Supervisor/Well Supervisor/ Supervisor(all diploma holders posts)</td>
</tr>
<tr>
<td>2.</td>
<td>Board of Revenue*</td>
<td>Patwari Kanugo/Girdawar Naib Tehsidar/Distt.Kanugo Tehsil</td>
</tr>
<tr>
<td>3.</td>
<td>C&amp;W</td>
<td>Tubewell Operator Draftsman and Sub Engineer Head Draftsman Sub Divisional Officer</td>
</tr>
<tr>
<td>4.</td>
<td>Cooperative</td>
<td>Sub Inspector inspector Cooperative/ Inspectors</td>
</tr>
<tr>
<td>5.</td>
<td>Excise &amp; Taxation</td>
<td>Excise Constable Excise Head Constable Excise and Taxation Inspector Assistant Excise and Taxation Officer Excise and Taxation Officer</td>
</tr>
<tr>
<td>6.</td>
<td>Food</td>
<td>Food Grain Supervisor Food Grain Inspector Assistant Food Controller And Rationing Controller/Storage and Enforcement Officer.</td>
</tr>
<tr>
<td>7.</td>
<td>Forest</td>
<td>Forest Guard Forester Forest Ranger Sub Divisional Officer</td>
</tr>
<tr>
<td>8.</td>
<td>I&amp;P</td>
<td>Patwari Naib Ziledar Ziledar Sub Engineer Sub Divisional Officer</td>
</tr>
<tr>
<td>9.</td>
<td>Local fund Audit</td>
<td>Auditor Audit Officer Assistant Director (Audit)</td>
</tr>
</tbody>
</table>
2. However, if the Administrative Departments feel that some other post is required to be filled on regular basis, they may refer the matter on case-to-case basis with full justification to the Finance Department. The rest of the posts may be filled on contract basis in accordance with the current policy of the government.

Your obedient servant,

(RUKHSANA NADEEM BHUTTA)
DEPUTY SECRETARY (PC)

No.SOR-III(S&GA)2-I/5/2003
Government of the Punjab
Services & General Administration
Department (Regulation Wing)

Dated Lahore, the 7th July, 2003
SUBJECT: RECRUITMENT POLICY CLARIFICATIONS

Please refer to this Department's letter of even number dated 24.06.2003 vide which it was requested that the recruitment process be withheld till 30th June, 2003, in order to enable the Government to resolve/clarify various issues, especially that of contract/regular appointments.

2. Following clarifications are made with respect to various aspects of the Recruitment Policy, issued vide letter of even number dated 05.05.2003:-

   i. Recruitment to be made on contract or regular basis

      a. the Finance Department vide its letter No.E&A(FD)12-7/2003(P) dated 02.06.2003 conveyed that all the recruitments under the new Recruitment Policy may be made in the contract mode to the extent possible and that prior permission of the Finance Department may be obtained in cases where it is not possible to make recruitments in contract mode.

      b. Finance Department has now given Departments-wise detail of the posts which are to be filled on regular basis vide letter No.FD(PC)2-.2/2003, dated 04.07.2003 (copy enclosed). The Administrative Departments may, therefore, make appointments on regular basis against the specific posts indicated by the Finance Department. However, if the Department feels that some other posts are required to be filled on regular basis they should refer the matter with full justification to the Finance Department for seeking prior concurrence.

      c. The rest of the posts should be filled on contract basis. If the Administrative Department intends to fill the vacancy, on contract basis, in accordance with the existing pay scale and the qualification prescribed in the service rules for the post, then the Department may proceed with the process of recruitment and thereafter get the terms and conditions of contract appointment approved from the Finance Department. On the other hand, if the Department intends to make contract appointments with pay package and qualifications etc., other than those prescribed for the post, then the Department must seek prior approval of the Finance Department and the Chief Minister, in such cases.

   ii. REPRESENTATION OF ADMINISTRATIVE DEPARTMENT IN THE DEPARTMENTAL SELECTION COMMITTEES AT THE DISTRICT LEVEL.

      This department's letter No.SO.III-2-46/99, dated 26.05.2003 specifies that the Additional Secretary or Deputy Secretary of the concerned Department shall be a member of the Departmental Selection Committees at the District level, however, a number of departments have indicated that the number of officers of the rank of Additional Secretary and Deputy Secretary was not sufficient to represent the Department in 34 districts.

      It has, therefore, been decided that the Administrative Departments may nominate any officer in BS-18 and above, as member of the Department Selection Committee at the District Level. The Departments are therefore advised to nominate their representatives for the Departmental Selection Committees and indicate the same to the District Coordination Officers Executive District Officers concerned, immediately.

   iii. AGE RELAXATION

      In the Recruitment Policy, circulated vide No.SOR.III-2-15/2003, dated 05.05.2003 and this Department's circular No.SORI(S&GAD)9-6/2003, dated 13.05.2003, 5 years age relaxation in
upper age limit has been allowed across the board for all posts in BS-1 to BS-17 (except police). However it was stated that for contract appointments the departments may make their own policy regarding the upper age limits. In this respect it is clarified that:

i. In case where the upper age limit for a post has been enhanced by the Department, (as against the age limit prescribed in the service rules in the terms and conditions for contract appointment, no relaxation in the upper age limit shall be allowed.

ii. In case where contract appointments are made in accordance with the existing service rules and the age limit prescribed there under, 5 years relaxation in upper age limit shall be granted across the board, as per policy.

iv. POSTS AGAINST WHICH RECRUTIMENT IS TO BE MADE
The Department-wise detail of the posts against which recruitment is to be made in the first phase has been clearly specified in Annex-H of the Recruitment Policy circulated vide letter of even number dated 05.05.2003. The departments are, therefore, required to convey the detailed breakup of these posts to the Districts. Attached Departments, Autonomous Bodies etc. in order to enable them to make recruitments accordingly. The DCOs/EDOs etc., must obtain the detail of the posts from the concerned Administrative Departments before proceeding with the recruitment process.

v. SELECTION CRITERIA
Selection criteria have been clearly specified in the Recruitment Policy however, it has been stated that departments may change the criteria for specific posts, if required. Various offices have approached the Regulations Wing suggesting changes in the criteria. It is clarified that any change in the selection criteria is to be made by the Administrative Departments concerned therefore, clarifications/suggestions in this respect should be addressed to the Administrative Departments concerned.

vi. AMENDMENTS IN SERVICE RECRUTIMENT RULES/APPOINTING AUTHORITIES
As a result of devolution of powers to be District level, the nomenclature of various posts has changed, which has necessitated requisite amendments in the service rules, especially with respect to the nomenclature of the appointing authorities for various posts. Regulations Wing has time and again requested the Administrative Departments to get their service rules amended. All the Administrative Departments must ensure that necessary amendments in this respect are made in the relevant service rules immediately, otherwise their recruitment process will be delayed.

3. All the Administrative Departments are requested to commence the recruitment process with immediate effect, in accordance with the provisions of the Recruitment Policy circulated vide letter of even number dated 05.05.2003 and the above clarifications. The recruitment process, against the specified posts must be completed by 20th September 2003.

Sd/-
RASHIDA MALIK
Secretary (Regulations)

To
All the Executive District Officers (Education)
City District Govt. Lahore

SUBJECT: QUOTAS IN RECRUITMENT

Kindly refer to recruitment policy, 2003 on the subject noted above. The following quotas already provided under various notifications may be observed while making recruitments to various posts:-

i. 2% quota for disabled persons as prescribed vide notification No.SOR-IH-2-86/97, dated 28.01.1999.
ii. 5% quota for women as prescribed vide Notification No.SOR-IH-I-35/93, dated 17.04.2002.
iii. 20% quota of posts in BS-1 to BS-5 for the children of serving /retired Government employees in BS-1 to BS-5 as prescribed vide Notification No.SOR-m.I-22/90, dated 01.09.1993.

St-
District Officer (HRM)
City District Government
Lahore

SUBJECT: RE-EMPLOYMENT POLICY OF RETIRED GOVERNMENT SERVANTS/ARMY PERSONNEL

In order to streamline the procedure regarding re-employment of retired Government servants/Army personal, the Chief Minister has desired that in future all cases of re-employment on contract must be examined by the Provincial Re-employment Board/Provincial Re-employment Committee in accordance with the policy and the recommendation of the Board/Committee should then be submitted for orders of the Chief Minister.

2. The Administrative Departments shall observe the following guidelines, while processing the cases for re-employment of retired personnel:-

i. RE-EMPLOYMENT TO BE GENERALLY AVOIDED

   i. Section 13(1) of the Punjab Civil Servants Act, 1974 provides that a retired person shall not be re-employed under the Government unless such re-employed is necessary in the public interest.
   ii. No Department or Authority shall re-employ, or move summary to the Chief Minister for re-employment, of a retired Government servant, without placing the case before the Provincial Re-employment Board/Committee, as the case may be.
iii. Re-employment after the age of superannuation/retirement shall generally be discouraged and shall only be made in very exceptional circumstance where:-
   a. Suitable officer to replace the retiring officer is not available.
   b. There-employment does not cause promotion blockade, even if re-employment is proposed against an ex-cadre post.
   c. The retired officer is a highly competent person with distinction in his professional field.
   d. Retention of the retiring officer for a specific period, is in the public interest.

iv. Re-employment shall not be allowed to retired officers beyond this age of 63 years.

v. Re-employment shall not be allowed to person who have been, or may be, retired on or after completion of 25 years service qualifying for pension,

vi. The period of re-employment shall not exceed three years.

ii. CONSTITUTION OF RE-EMPLOYMENT BOARD /COMMITTEE

The following Re-employment Board/Committee are constituted for making recommendations regarding re-employment of retired personnel:-

i. PROVINCIAL RE-EMPLOYMENT BOARD FOR POSTS IN BS-18 & ABOVE
   a. Chief Secretary Chairman
   b. Additional Chief Secretary Member
   c. Secretary Finance Member
   d. Secretary Law & Parliamentary Affairs Member
   e. Secretary Regulations Member
   f. Secretary of the Department to which the post relates Member
   g. Secretary Services Member/Secretary

ii. PROVINCIAL RE-EMPLOYMENT COMMITTEE FOR POSTS IN BS-1 TO BS-17
   a. Additional Chief Secretary Chairman
   b. Secretary Finance Member
   c. Secretary Law & Parliamentary Affairs Member
   d. Secretary Regulations Member
   e. Secretary of the concerned Department Member
   f. Secretary Services Member/Secretary

iii. PROCEDURE FOR PROCESSING OF CASES FOR RE-EMPLOYMENT

1. The proposals for re-employment to be placed before the re-employment Board/Committee shall be duly signed by the Secretary of the Administrative Department concerned and approved by the Minister Incharge and sent to S&GAD(Services Wing)

2. Where Chief Minister is Minister Incharge of a Department the case may first i.e. referred to Provincial Re-employment Board/Committee by the respective Administrative Department and thereafter, it may be sent to Chief Minister for final approval.

3. The working Paper to be submitted to Provincial Re-employment Board should contain following information/certificates:-
   a. Complete history of service of the officer
b. CR synopsis/dossier of the officer.
c. Detail of extraordinary qualities/capabilities of the concerned officer which necessitate his/her re-employment.
d. Certificate to the effect that no promotion will be blocked (even if the re-employment is recommended against ex-cadre post).
e. Certificate to the effect that no suitable officer is available for filling the vacancy.
f. Detail of in-service officers in the line, who could be promoted/posted against the post, (if any), along with their service record/CR Dossier.
g. Detailed reasons for not preparing for the replacement/relief of the retiring officer.
4. The minutes/recommendations of the Board/Committee shall be recorded by the Services Wing of S&GAD and issued after the approval of the Chairman of the Board/Committee.
5. The recommendations of the Board/Committee shall be placed before the Chief Minister for approval, irrespective of the scale of the post.
6. For posts in BS-1 to 17, the relevant Department shall move summary for the Chief Minister for his approval as per recommendations of the Re-employment Committee.
8. For posts in BS-18 and above, the Services Wing of S&GAD shall move summary for the Chief Minister, as per recommendations of the Re-employment Board.
9. The terms and conditions of reemployment on contract shall be settled by the Administrative Department in consultation with the Finance Department.

iv. APPLICATION OF THE PROVISIONS OF THIS POLICY

1. The provisions of the policy shall apply to all cases of re-employment of retired civil/Government servants.
2. cases of re-employment of Army Officers against posts in BS-18 & above shall also be processed in accordance with the above instructions and placed before the Re-employment Board for consideration before submitting the case to the Chief Minister. 3 The provisions of this policy shall not be applicable in the case of appointments against the posts of Chairman/Members of the Punjab Services Tribunal and the Punjab Public Service Commission.
3. This issues with the approval of the Chief Minister Punjab. All the Administrative Departments/Authorities are requested to ensure strict compliance of this policy, at all levels.
4. The existing instructions issued from time to time on the subject shall be treated as with drawn. However, the Government instructions issued vide Finance Department's circular letter No.SO(B&E-)Mise.14/2001, dated 23-10-2001 shall remain intact, till further orders.

Sd/-
(RASHIDA MALIK)
SECRETARY (REGULATIONS)

NO.SO(S-IV)-2-34/2003
GOVERNMENT OF THE PUNJAB
EDUCATION DEPARTMENT
Dated Lahore, the 31st December 2003.
1. All the District Coordination Officers in the Punjab.
2. All the Executive District Officers (Edu) in the Punjab.

**SUBJECT:** RECRUITMENT OF EDUCATORS ON CONTRACT BASIS

Kindly refer to the Recruitment Policy (2003) for recruitment of Educators on contract basis, already circulated to you vide this Department's letter of even No. dated 23-8-2003According to para 7(vii) of this policy. Selected candidates will be issued letters of agreement by the respective Appointing Authority offering them a contract job. However, if a selected candidate fails to join duty within the permissible time, his selection for the school/post shall be cancelled and he candidate next in the merit list will be sent an offer/agreement letter.

2. The school specific merit will valid till the end of current academic year and in case top candidate in the merit list does not join with in time or vacates the post, the next person will automatically come up and get appointed. Hence, there is no room for fresh applications/interviews till the end of the current academic year.

3. However, it has been noticed with concern that some districts are violating the Government's instructions in this regard and are conducting fresh interviews where a selected candidate fails to join his/her duty within stipulated time. This fresh recruitment is contrary to Government's policy guidelines as the next person in merit should automatically come up and get appointed till the end of current academic year.

4. It is therefore, reiterated not to conduct fresh interviews to such like cases and resort to the standing lists of candidates. The violators would to held personally responsible for any deviation from the policy of the Provincial Government.

Sd-

(DR.ISMAT TAHIRA)
ADDITIONAL SECRETARY (SCHOOL)

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Copy of letter No.SOR-IV (S&GAD) 10-1/2003, Government of the Punjab, Services & General Administration Department (Regulations Wing) dated 17th September, 2004 addressed to all Concerned.

**SUBJECT:** RECRUITMENT POLICY- 2004

One of the major objectives of the Government is to provide maximum job opportunities to the unemployed youth. However, in the government sector, posts have to be filled essentially in accordance with requirement, to achieve the objectives of good governance and efficient service delivery. Under the Recruitment Policy dated 05-05-2003, recruitment in all Government departments and autonomous institutions was initiated after a long period of ban on recruitment. The Administrative Departments were allowed to make recruitment against more than 26,000 posts out of over 100,000
vacant posts. The process of recruitment under Phase-1 has been completed and against 26,000 posts, recruitments were made against around 23,000 posts.

2. The successful completion of recruitment under Phase-1 confirms the Government's commitment to improving the standards of service delivery in all Government sectors by providing best available human resources through merit-based recruitments.

3. The Government now intends to launch Phase-II of recruitment. The Recruitment Policy has been reviewed keeping in view the changed scenario especially the shift of emphasis on contract appointments and the issues/problems confronted during Phase-2. A more comprehensive policy has accordingly been prepared and is hereby issued in super session of the Policy issued vide No.SOR.III-2-15/2003 dated 05-05-2003 and circular letter No. No.SOR.III-2-15/2003 dated 07-07-2003.

4. LEGAL POSITION
   i. Section 4 of the Punjab Civil Servants Act, 1974 provides that appointments to a civil service of the province or to a civil post in connection with the affairs of the province shall be made in the prescribed manner.
   ii. Rule 3 (1) of the Punjab Civil Servants (Appointment and Conditions of Service) Rules, 1974 provides that appointment to posts shall be made by promotion, transfer or initial recruitment, as may be prescribed.
   iii. Rule 16 of the Punjab Civil Servants (Appointment and Conditions of Service) Rules, 1974 provides that initial recruitment on regular basis to the posts in BS-16 and above and such other posts in BS-11 to BS-15, as are notified by the Government, shall be filled on the recommendations of the Punjab Public Service Commission.
   iv. Under Rule 17 of the rules ibid, the posts which do not fall within the purview of Punjab Public Service Commission, are to be filled by the appropriate committees/board.
   v. Rule 17 of the Punjab Civil Servants (Appointment and Conditions of Service) Rules, 1974 requires that initial recruitment against all posts in BS-1 and above shall be made on merit after advertisement of vacancies in newspapers.
   vi. Appointment to posts reserved for initial recruitment can be made either on regular or on contract basis.

5. RECRUITMENT ON REGULAR BASIS

Recruitment on regular basis is made under the provisions of the Punjab Civil Servants Act, 1974, Punjab Civil Servants (Appointment & Conditions of Service) Rules 1974 and relevant Service Rules of the posts in the following manner:

i. Initial recruitment on regular basis to all posts in BS-16 and above is made on the recommendations of the Punjab Public Service Commission.
ii. (a) As per notification No. SOR-III(S&GAD)M4/75, dated 24.07.04, initial recruitment on regular basis to all posts in BS-11 to 15 of the following departments/attached departments shall be made on the recommendations of the Punjab Public Service Commission:

   i. Services & General Administration
   ii. Revenue
   i. Finance
   ii. Police.

b. Initial recruitment on regular basis to the following posts in the departments/attached departments mentioned against each shall also be made on the recommendations of the Punjab Public Service Commission.
6. **RECRUITMENT ON CONTRACT BASIS**

The Government has generally shifted from regular mode of appointment to contract mode in view of the changing management practices and to achieve the goals of good governance in the public sector departments/organizations. The Departments are therefore, advised to adhere to the following guidelines while making appointments on contract basis.

i. Under the provisions of Rule 4 of the Punjab Public Service Commission (Functions) Rules, 1978, contract appointments are excluded from the purview of the PPSC. However, the Departments should generally prefer the channel of PPSC even for contractual appointment against posts, which otherwise fall within the purview of PPSC under Para 5 (i) & (ii), by seeking relaxation of Rule 4 ibid from the Chief Minister.

ii. The Service Rules applicable to various posts shall be applicable also in case of appointment on contract basis. If, however, the Service Rules for a post have not been framed, the departments are advised to get them framed in consultation with the Regulations Wing of S&GAD and with approval of the Chief Minister, before commencing the recruitment process.

iii. Where Service Rules for posts to be filled on contract basis are not available or where the Department intends to adopt qualifications etc different from those provided in the Service Rules, comprehensive criteria regarding proposed qualification, experience, age, appointing authority etc, may be got approved from the Chief Minister after consultation with the Regulations Wing.

iv. Generally, the period of initial contract appointment shall be between three to five years extendable as per provisions of the prevailing contract appointment policy.

v. Terms and conditions of contract appointment shall be settled by the Administrative Department in consultation with the Finance Department in accordance with the provisions of prevailing contract appointment policy. However, in all contracts, it shall be clearly provided that the services of the contract employee are liable to be terminated on one month's notice, without assigning any reason.

7. **DETERMINATION OF POSTS TO BE FILLED ON REGULAR OR CONTRACT BASIS**

i. A Contract Appointment Regulation Committee (CARC) has been notified vide No.SOR, IV (S&GAD) 12.2/2004, dated 16.04.2004 in the Regulations Wing with representatives from Punjab Public Service Commission, Finance Department and the Department concerned, which is required to determine as to whether various categories posts shall be filled on regular or contract basis.
ii. If the departments intend to fill the posts on contract basis in the pay scale prescribed in the service rules, the case need not be referred to the Regulations Wing and only the terms and conditions of contract appointment maybe got approved from the Finance Department.

iii. If, however, the departments intend to fill the posts on regular basis on contract basis with pay package different from the pay scale of the post of qualification etc, different from those prescribed in the service rules, a comprehensive case must be referred to the Regulation Wing for consideration by the Contract Appointment Regulation Committee, before commencing the recruitment process.

MERIT BASED RECRUITMENT

a. All posts shall be advertised properly in at least two leading newspapers, as per rules.

b. No relaxation of qualification, experience, physical criteria etc, as provided in the relevant service rules shall be allowed, except as prescribed under the rules.

c. The relevant Selection Committees shall ensure that recruitments are made strictly on merit and in accordance with the rules, selection criteria and other provisions of this policy.

ELIGIBILITY FOR APPOINTMENT

i. Article 27 of the Constitution of Islamic Republic of Pakistan provides that no citizen, otherwise qualified for appointment in the Service of Pakistan (which includes Federal as well as Provincial Service) shall be discriminated against in respect of any such appointment on the ground of race, religion, caste, sex, residence or place of birth.

ii. Article 27 (2) of the Constitution provides that the Provincial Government may prescribe the condition of residence in the province prior to appointment against any post under the provincial Government or authority.

iii. Rule 20 of the Punjab Civil Servants (Appointment and Conditions of Service) Rules, 1974 requires that posts in connection with the affairs of the province shall be filled from persons domiciled in the province of Punjab, in accordance with merit.

iv. From the above provisions of Constitution/law it is clear that all persons who are domiciled in Punjab are eligible for appointment on merit against any post in any department, attached department, autonomous body, district government, etc, provided they are otherwise eligible i.e. they meet the criteria/requirements of qualification, experience, age limit, etc, as provided in the service rules for the post.

v. The existing regular/confirmed Government servants are eligible for appointment on contract basis and the issues regarding their lien etc, to their permanent substantive posts shall be dealt with under the provisions of the prevailing Contract Appointment Policy.

vi. Under Section 13(1) of the Punjab Civil Servants Act, 1974, a retired Government servant is not eligible for appointment either on regular or on contract basis. Thus all categories of retired Government servants are not eligible for initial appointment against Government posts except under the provisions of Re-employment Policy. The various kinds of retirement are explained as under-

a. Retirement on attaining the age of superannuation i.e. 60 years under Section 12 (I)(ii) of the Punjab Civil Servants Act, 1974.

b. Compulsory retirement under Section 12(1) of the Act ibid after completion of 20 years service.
d. Retirement on grounds of invalidation under rule 3.3 of Punjab Civil Service Pension Rules.
e. Optional retirement after completion of prescribed qualifying service for pension, under Rule 3.5 of the pension Rules.
vii. Retired armed forces personnel are eligible for appointment on merit only at the time of making general recruitment through advertisement against civil posts, provided they are otherwise eligible for appointment, under the rules.

SELECTION COMMITTEES FOR RECRUITMENT

The following Selection Committees shall make recommendations for the Posts at the Provincial/District level, which are out of the purview of Punjab Public Service Commission.

a. Departmental Selection Committees at Provincial Level

i. Appointing Authority  
   (Where Chief Minister is the Appointing Authority the Administrative Secretary concerned will be the Chairman of the Committee).

ii. Two officers of the Department to be Member nominated by the Administrative Department with the approval of Minister in charge.

iii. One officer of S&GAD to be nominated by the Regulations Wing (only for posts in BS-16 and above).

However, in cases where departments find that the said committees are not relevant to their peculiar circumstances, they may get their own committees constituted after obtaining approval of the Chief Minister, routing the matter through Regulations Wing, S&GAD.

b. Department Selection Committees at District Level for Posts in BS-11 And Above

i. District Coordination Officer  
   Chairman

ii. Executive District Officer Concerned  
   Member

iii. Executive District Officer (F&P)  
   Member

iv. Appointing Authority concerned (if other than the EDO concerned)  
   Member

v. One member to be nominated by the Administrative Department with the Approval of Minister Incharge.  
   Member

vi. District Officer concerned  
   Member/Secretary

c. Departmental Selection Committees at District Level for Posts in Bs-1 to 10

i. Executive District Officer concerned  
   Chairman

ii. Executive District Officer (F&P)  
   Member

iii. District Officer (Coord)  
   Member

iv. Appointing Authority concerned (if other than the EDO concerned)  
   Member

v. One member to be nominated by the Administrative Department with the Approval of Minister Incharge.  
   Member

vi. District Officer concerned  
   Member/Secretary
SELECTION CRITERIA FOR APPOINTMENT

The following criteria shall be observed for selection against posts in B-1 to BS-5 to 10 and BS-11 & above:

A. Criteria for Posts in BS-1 to 4

| Total Marks | 100 | Maximum Marks | 50 |

i. Educational Qualification

a. Where prescribed minimum qualification is literate.

<table>
<thead>
<tr>
<th>Educational Qualification</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Literate</td>
<td>30</td>
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<tr>
<td>Primary</td>
<td>35</td>
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<tr>
<td>Middle</td>
<td>40</td>
</tr>
<tr>
<td>Matric</td>
<td>50</td>
</tr>
</tbody>
</table>

b. Where prescribed minimum qualification is Primary.

<table>
<thead>
<tr>
<th>Educational Qualification</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Literate</td>
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<td>Middle</td>
<td>40</td>
</tr>
<tr>
<td>Matric</td>
<td>50</td>
</tr>
</tbody>
</table>

c. Where prescribed minimum qualification is Middle

<table>
<thead>
<tr>
<th>Educational Qualification</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Middle</td>
<td>35</td>
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<tr>
<td>Matric</td>
<td>40</td>
</tr>
<tr>
<td>Intermediate</td>
<td>50</td>
</tr>
</tbody>
</table>

d. Where prescribed minimum qualification is Matric.

<table>
<thead>
<tr>
<th>Educational Qualification</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matric</td>
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<tr>
<td>Intermediate</td>
<td>45</td>
</tr>
<tr>
<td>Bachelor</td>
<td>50</td>
</tr>
</tbody>
</table>

ii. Experience in the Relevant Field

(Over and above the experience prescribed in the service rules)

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<thead>
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<th>Experience</th>
<th>Marks</th>
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</thead>
<tbody>
<tr>
<td>One year</td>
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</tr>
<tr>
<td>Two years</td>
<td>07</td>
</tr>
<tr>
<td>Three years</td>
<td>10</td>
</tr>
</tbody>
</table>

iii. Interview

| Marks | 40 |

B. Criteria for Posts in BS-5 to 10

i. Educational Qualification

a. Where prescribed minimum qualification is Matric/equivalent

<table>
<thead>
<tr>
<th>Grade</th>
<th>A+</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
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<td>45</td>
<td>40</td>
<td>35</td>
<td>30</td>
<td>25</td>
</tr>
</tbody>
</table>

b. Where prescribed minimum qualification is Intermediate/equivalent

<table>
<thead>
<tr>
<th>Grade</th>
<th>A+</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
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<tbody>
<tr>
<td>Inter</td>
<td>67%</td>
<td></td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>Matric</td>
<td>33%</td>
<td>33</td>
<td>15</td>
<td>13</td>
<td>11</td>
<td>10</td>
</tr>
<tr>
<td>Bachelor</td>
<td>30%</td>
<td>17</td>
<td>15</td>
<td>13</td>
<td>11</td>
<td>10</td>
</tr>
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</table>

c. Where prescribed minimum qualification is bachelor degree/equivalent.

<table>
<thead>
<tr>
<th></th>
<th>1st Div.</th>
<th>2nd Div.</th>
<th>3rd Div.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor</td>
<td>50%</td>
<td>25</td>
<td>23</td>
</tr>
<tr>
<td>Intermediate</td>
<td>33%</td>
<td>17</td>
<td>15</td>
</tr>
<tr>
<td>Matric</td>
<td>17%</td>
<td>08</td>
<td>07</td>
</tr>
</tbody>
</table>

ii. Higher Qualification in the Relevant Field

Next above the qualification prescribed under the rules:

<table>
<thead>
<tr>
<th></th>
<th>Maximum Marks 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. One stage higher</td>
<td>05</td>
</tr>
<tr>
<td>2. Two stages higher</td>
<td>07</td>
</tr>
<tr>
<td>3. Three stages higher</td>
<td>10</td>
</tr>
</tbody>
</table>

iii. Interview

Maximum Marks 10

**CRITERIA FOR POSTS IN BS-11 & ABOVE**

Total Marks 100

i. Educational Qualification

Maximun Marks 60

a. Where prescribed minimum qualification is Matric/equivalent

<table>
<thead>
<tr>
<th>Grade</th>
<th>Matric</th>
<th>A</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
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<tr>
<td>C</td>
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</tr>
<tr>
<td>E</td>
<td>30</td>
<td></td>
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</tbody>
</table>

b. Where prescribed minimum qualification is Intermediate/equivalent

<table>
<thead>
<tr>
<th>Grade</th>
<th>Intermediate</th>
<th>A</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>67%</td>
<td>40</td>
<td>37</td>
<td>33</td>
<td>27</td>
<td>23</td>
<td>20</td>
</tr>
<tr>
<td>A</td>
<td>60%</td>
<td>37</td>
<td>33</td>
<td>27</td>
<td>23</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>57%</td>
<td>33</td>
<td>27</td>
<td>23</td>
<td>20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>47%</td>
<td>27</td>
<td>23</td>
<td>20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>37%</td>
<td>23</td>
<td>20</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>27%</td>
<td>20</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

c. Where prescribed minimum qualification is bachelors degree/equivalent.

<table>
<thead>
<tr>
<th></th>
<th>1st Div.</th>
<th>2nd Div.</th>
<th>3rd Div.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor</td>
<td>50%</td>
<td>30</td>
<td>28</td>
</tr>
<tr>
<td>Intermediate</td>
<td>33%</td>
<td>20</td>
<td>18</td>
</tr>
<tr>
<td>Matric</td>
<td>17%</td>
<td>10</td>
<td>09</td>
</tr>
</tbody>
</table>

d. Where prescribed minimum qualification is master degree/equivalent.

<table>
<thead>
<tr>
<th></th>
<th>1st Div.</th>
<th>2nd Div.</th>
<th>3rd Div.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Masters</td>
<td>50%</td>
<td>30</td>
<td>28</td>
</tr>
<tr>
<td>Bachelors</td>
<td>25%</td>
<td>15</td>
<td>14</td>
</tr>
<tr>
<td>Intermediate</td>
<td>17%</td>
<td>10</td>
<td>09</td>
</tr>
<tr>
<td>Matric</td>
<td>08%</td>
<td>5</td>
<td>4</td>
</tr>
</tbody>
</table>

ii. Higher Qualification in the Relevant Field

Maximum Marks 15

Next above the qualification prescribed under the rules:

<table>
<thead>
<tr>
<th></th>
<th>Maximum Marks 15</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 1st position</td>
<td>05</td>
</tr>
<tr>
<td>2. 2nd position</td>
<td>03</td>
</tr>
<tr>
<td>3. 3rd position</td>
<td>02</td>
</tr>
</tbody>
</table>

iii. Interview

Maximum Marks 20

Note 1: In all the three above mentioned categories, 5 additional marks shall be awarded to Hafiz-e-Quran/Ex Servicemen.
Note 2: Departments may change the selection criteria for specific specialized posts, if required, but the criteria must be clearly elaborated in order to ensure transparency in the selection process and should be got approved from the Chief Minister.

12. QUOTAS IN RECRUITMENT

The following quotas have already been provided under various notification and shall continue:


ii. 5% quota for women as prescribed vide notification No. SOR-III-1-35/93, dated 17-04-2002.

iii. 20% quota of posts in BS-1 to 5 for the children of serving/retired government employees in BS-1 to 5, as prescribed vide notification No. SOR-III. 1-22/90, dated 01.09.1993.

Explanation: The posts reserved for quotas mentioned above are to be filled only at the time of making general recruitment through advertisement, under the Recruitment Policy.

13. STEPS OF RECRUITMENT PROCESS

i. Administrative Secretary and the Appointing Authority shall periodically update the detail of available vacancies, especially prior to recruitment and ensure that recruitment is made against clear-cut vacancies, after accounting for vacancies occurring due to leave, deputation etc.

ii. Before advertising the posts, it shall be ensured that there is no bar on recruitment and recruitments shall be made only against posts for which specific approval has been granted either under the Recruitment Policy or by the Chief Minister.

iii. Appointing Authority shall advertise the posts in at least two notional dailies indicating the qualification, etc. as prescribed in the Service' Rules of the post.

iv. At least 15 days time, from the date of advertisement, shall be given for submission of applications.

vi. After detailed scrutiny of the applications, the eligible candidates shall be issued call letters for test/interview, as the case may be

vii. The relevant Selection Committee shall conduct test/interview and recommend suitable candidates for appointment, strictly on the basis of merit/selection criteria, to the appointing authority.

viii. The Appointing Authority, shall issue offer of appointments to the candidates recommended by the Selection Committee, clearly indicating the terms, and conditions of such appointment.

ix. The terms and conditions of contract appointment must be prepared as per provisions of Contact Appointment Policy and got approved from Finance Department before issuing offers of appointment.

x. Appointing Authority shall issue appointment/posting orders after the acceptance of offer and after ensuring that all the codal formalities have been fulfilled.

xi. All the candidates shall be required to produce National Identity Card domicile certificate and transcripts of qualifications, in original, at the time of interview.

xii. The Selection Committees shall ensure that the certificates/degrees of candidates are genuine and have been obtained from recognized, institutions.
14. RECRUITMENT IN AUTONOMOUS BODIES
   ii. The provisions of this Policy shall be applicable to recruitments in Autonomous Bodies. However, if the Selection Committees at para 10 above are not relevant to their peculiar requirements and circumstances, they may constitute their own Selection Committees with the approval of their governing body/competent authority.
   iii. If the departments feel that autonomous bodies should be allowed recruitment as per their requirements and should not be linked with the recruitment Policy per se, e.g. public sector universities and autonomous health institutions, etc. the departments may obtain approval of the Chief Minister for allowing recruitments in the autonomous bodies/institutions as per their own requirements, on a summary to be routed through the Regulations Wing.
   iv. The provisions regarding merit-based recruitment, eligibility for appointment criteria for selection, preference for contractual appointments shall be applicable to the autonomous institutions.
   v. The Departments shall keep a record of all recruitments made in autonomous bodies/institutions attached with them and provide consolidated information to the Regulations Wing so that the figures may be incorporated into the overall number of posts against which recruitments have been made in the Provincial Departments/Organizations.
   vi. The Departments must always send consolidated information pertaining to all autonomous bodies and avoid furnishing the same in piecemeal manner.

15. RECRUITMENT IN DEVELOPMENT PROJECT
   i. There is no restriction/ban on recruitment against posts duly approved in the development projects as per Finance Department’s letter No. Exp (G) 11-9/99, dated 31.07.1999.
   ii. Recruitment against all project posts shall invariably be made on contract basis.
   iii. The instructions/guidelines and selection criteria, etc, given in this policy shall be equally applicable for recruitment against project posts.
   iv. Recruitment against posts sanctioned in development projects shall be made in accordance with the Service Rules already prescribed for similar posts. If no Service Rules for the post exist, then the Department shall determine the qualification, experience, age limit, appointing authority etc, and get the same approved from the Chief Minister after consultation with the Regulations Wing.
   v. The Departments must intimate the Regulations Wing about the recruitments to be made in the development projects prior to initiating the recruitment process so that the number of posts against which recruitment is made is incorporated in the overall number of posts against which recruitments have been made in the Provincial Departments/Organizations.

16. RELAXATION IN UPPER AGE LIMIT FOR INITIAL RECRUITMENT IN BS-01 TO 17
   i. 05 years relaxation in upper age limit shall be allowed, across the board, for all categories of posts in BS-1 to 17.
   ii. This relaxation would be valid up to 30-06-2005, for all kinds of recruitments. During this time, the application of Punjab Delegation of Powers (Relaxation of Age) Rules, 1961 shall be held in abeyance.
   iii. This concession in upper age limit shall however, not be granted in the case of Police Department, as already decided by the Cabinet in 1990.
   iv. In all cases, age relaxation shall be given across the board as per above provisions and shall appear as a part of the advertisement and shall not be allowed in individual cases.
This will obviate the necessity of individuals approaching various authorities for getting age relaxation.

**RELAXATION IN CASE OF CONTRACT APPOINTMENTS**

1. In case where the upper age limit for a post to be filled on contract basis has been enhanced by the Department (as against the age the existing service rules and the age limit prescribed there under, 5 years relaxation in upper age limit shall be granted across the board, as per policy given above at para 16 (a) to (d).

17. **RECRUITMENT COMPLAINTS REDRESSAL CELL**

   ii. All Departments shall constitute Recruitment Complaints Redressal Cells headed by an officer not below the rank of Additional Secretary (Deputy Secretary in case of Departments where post of Additional Secretary does not exist). All complaints regarding violation of any provision of the Recruit Policy shall be dealt with by these cells.

   iii. On receipt of complaints, the Incharge of the Cell shall immediately inform the Secretary concerned and the Minister Incharge about the complaint, who shall decide as to whether the complaint is genuine and merits probe.

   iv. If the complaint is considered frivolous, the same may be filed. If it is found genuine, an inquiry may be ordered to ascertain as to whether or not the recruitment was made in a transparent manner on merit in accordance with the provisions of the Recruitment Policy. On receipt of the inquiry report, if no irregularity is found, the recruitment may be allowed to stand.

   v. Where serious irregularities and violation of merit is found to have been committed, the Department may scrap the recruitment process, after the approval of the Chief Minister provided that appointment orders have not been issued.

   vi. Where appointment orders on regular or contract basis have already been issued and later it is determined that such appointments were made in violation of merit/selection criteria, etc, further action may be taken in accordance with law and terms and conditions of contract.

   vii. Departments should take disciplinary action against the persons responsible for committing irregularities in recruitment process.

18. **RECRUITMENTS TO BE MADE IN PHASE-II**

   i. Under phase-H of the recruitment process, 38,219 posts shall be filled by the departments, including attached departments, subordinate offices/institutions, autonomous bodies, district offices, etc.

   ii. The Department-wise breakup of the posts against which recruitment is to be made under Phase-II is given in Annexure I.

   iii. The departments are required to convey detailed breakup of the posts to the Districts, Attached Departments/Autonomous Bodies, etc, in order to enable them to make recruitments against posts, specifically allocated to them.

   iv. DCOs/EDOs and Heads of Attached Departments/Autonomous Bodies must obtain the details of the posts allocated to them from the concerned administrative departments before proceeding with the recruitment process.

   v. All departments are required to complete the recruitment process under Phase-II against posts allocated to them latest by 31.03.2005.
vi. The Departments must provide the progress of recruitment process to the Regulations Wing, on quarterly basis as under, on the proforma given at moments.

<table>
<thead>
<tr>
<th>For the quarter ending</th>
<th>To be provided by</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. 31-12-2004</td>
<td>15-01-2005</td>
</tr>
<tr>
<td>b. 31-03-2005</td>
<td>15-04-2005</td>
</tr>
</tbody>
</table>

19. These issues with the approval of the Chief Minister Punjab. AH the Administrative Department/Authorities are requested to ensure strict compliance of this policy at all levels.

(RASHIDA MALIK)
SECRETARY REGULATIONS

No. E&A (FD)12-7/2003(P)
Government of the Punjab
Finance Department
Dated Lahore, the 2nd June, 2003

SUBJECT: RECRUITMENT POLICY


I am directed to inform that all the recruitments under the new Recruitment Policy may be made in the contract mode to the extent possible. Prior permission of the Finance Department may please be obtained in cases where it is not possible to make recruitments in contract mode.

Sd-
(Dr. Shujat Ali)
Additional Secretary (Budget)

GOVERNMENT OF THE PUNJAB
SERVICES, GENERAL ADMINISTRATION
AND INFORMATION DEPARTMENT

NOTIFICATION
Dated: Lahore, the 25th. May, 1993

No. SOR III -1 - 12 A92 - In exercise of the powers conferred on him by section 23 of the Punjab Civil Servants Act, 1974 (VIII of 1974), the Governor of the Punjab is pleased to direct that in the Punjab Education Department (School Education) Recruitment Rules, 1987, the following amendment shall be made, namely :-
AMENDMENT

In the schedule against serial No 7, for the existing entry under column 7, the following shall be substituted:

a. 50 % of the posts shall be filled by initial recruitment provided that:
   i. 75 % from amongst the science graduates for appointment in the subjects of Mathematics, Science and Biology.
   ii. 25 % from amongst graduates in arts subjects.

b. 50 % posts shall be filled from amongst in-service teachers possessing prescribed qualification for initial recruitment for the post of Secondary School Teacher provided that:
   i. 85 % of the posts shall be allocated for teachers in arts subjects.
   ii. 15 % of the posts shall be allocated for teachers of Mathematics, Science and Biology. If none is available then from the in-service teachers in arts subjects.

Note: Only those candidates will be eligible for recruitment who are bonafide residents of the district where the vacancies exist.

By Order of the Governor of the Punjab

Jiwan Khan
Additional Chief Secretary

GOVERNMENT OF THE PUNJAB
SERVICES, GENERAL ADMINISTRATION
AND INFORMATION DEPARTMENT

NOTIFICATION
Dated: Lahore, the 23rd December, 1996

No. SOR III —1—20 / 95 - In exercise of the powers conferred on him by section 23 of the Punjab Civil Servants Act, 1974 (VIII of 1974), the Governor of the Punjab is pleased to direct that in the Punjab Education Department (School Education) Recruitment rules, 1987, the following amendment shall be made, namely:

AMENDMENT

In the schedule in column No. 7, against Serial No. 2 of column 3, the full stop at the end of existing entry shall be substituted by a colon and thereafter the following proviso shall be added:

“Provided further that in case the person directly inducted in BS-18 had previous service in line in BS-17 or below, the minimum length of service shall be counted as prescribed in the schedule annexed to the Punjab Civil Servants Minimum Length of Service for Promotion Rules, 1989.”

By Order of the Governor of the Punjab
Tanveer Ahmad
Additional Chief Secretary
GOVERNMENT OF THE PUNJAB
SERVICES, GENERAL ADMINISTRATION
AND INFORMATION DEPARTMENT

NOTIFICATION
Dated: Lahore, the 1st. February, 1997

No. SOR III-1-20/89 – In exercise of the powers conferred on him by section 23 of the Punjab Civil Servants Act, 1974 (VIII of 1974), the Governor of the Punjab is pleased to direct that in the Punjab Education Department (School Education) Recruitment Rules, 1987, the following amendment shall be made, namely:-

AMENDMENT

In the schedule, for the existing entries against Serial No. 8 (Primary School Teacher), in column No. 5, the following shall be substituted :-

"F.A. / F.Sc. with Primary Teacher Certificate from a recognized Institute"

By Order of the Governor of the Punjab
Tanveer Ahmad
Additional Chief Secretary

Copy of letter No. PA / D.S.(S) Misc / 97, Government of the Punjab, Education Department, Dated 12th March, 1997 From Pervaiz Sultan, Deputy Secretary (Schools) addressed to D.P.I.(SE/EE), directors of Education (SE/EE) and D.E.O.(SE/EE- M/F) in the Punjab.

SUBJECT: AMENDMENT IN THE PUNJAB EDUCATION DEPARTMENT (SCHOOL EDUCATION) RECRUITMENT RULES. 1987

Kindly refer to the subject noted above.

2. The Punjab Education Department (School Education) Recruitment Rules, 1987, have been amended to the extant that qualification for the post of PTC Teacher has been enhanced from "Matric with PTC Certificate" to "F.A. / F.Sc. with Primary Teacher Certificate from a recognized Institute".

3. This may be brought to the notice of all concerned.
GOVERNMENT OF THE PUNJAB
SERVICES, GENERAL ADMINISTRATION
AND INFORMATION DEPARTMENT

NOTIFICATION
Dated: Lahore, the 8th August, 2002.

No. SORII - 1 - 9/2001 - In exercise of the powers conferred on him by section 23 of the Punjab Civil Servants Act, 1974 (VIII of 1974), the Governor of the Punjab is pleased to direct that in the Punjab Education Department (School Education) Recruitment Rules, 1987, the following amendment shall be made, namely:-

AMENDMENT
In the schedule; the existing entries against Serial No. 7 in column No. 4 shall be substituted as under:-

"EXECUTIVE DISTRICT OFFICER (EDUCATION)"

By Order of the Governor of the Punjab
Mian Mohammad Jamil
Additional Chief Secretary

GOVERNMENT OF THE PUNJAB
SERVICES, GENERAL ADMINISTRATION
AND INFORMATION DEPARTMENT

NOTIFICATION
Dated: Lahore, the 8th August, 2002

No. SOR III - 1 - 9/2001 - In exercise of the powers conferred on him by section 23 of the Punjab Civil Servants Act, 1974 (VIII of 1974), the Governor of the Punjab is pleased to direct that in the Punjab Education Department (School Education) Recruitment Rules, 1987, the following amendment shall be made, namely :-

AMENDMENT
In the schedule for the existing entries against Serial No. 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14 and 16 in column No. 4, the words "Deputy Director (Admin.) concerned for the post in respective Division" shall be substituted as under:-

"EXECUTIVE DISTRICT OFFICER (EDUCATION)"

In the schedule against Serial No. 6 in column No. 3, the following words shall be inserted.

"Estate Incharge"

By Order of the Governor of the Punjab
Mian Mohammad Jamil
Additional Chief Secretary
GOVERNMENT OF THE PUNJAB
SERVICES, GENERAL ADMINISTRATION
AND INFORMATION DEPARTMENT

NOTIFICATION
Dated, Lahore, the 3rd August, 1999

No. SOR III —1 — 13/98 — In exercise of the powers conferred on him under section 23 of the Punjab Civil Servants Act, 1974 (VIII of 1974), the Governor of the Punjab is pleased to frame the Punjab Education Department (Education Management Cadre) Service Rules, 1999, namely:-

PUNJAB EDUCATION DEPARTMENT (EDUCATION MANAGEMENT CADRE) RULES. 1999

1. These Rules may called Punjab Education Department (Education Management Cadre) Rules 1999.
2. They shall come into force at once.
3. These rules shall be exclusive of service rules of other cadres in Education Department and any previous notification pertaining to promotion of the teaching cadre would not apply.
4. Initially the post of Dy. District Education Officer (EMC), Dy. Director (EMC)/District Education Officer (EMC) and above will be filled in 100% by initial recruitment as a one time exercise till 01-01-2001. Thereafter vacancies so occurring in BS-18 and above would be filled in by promotion only in the manner as indicated in the schedule annexed to these rules.
   i. On appointment to the post of Assistant Director (SE/EE) / Assistant Education Officer (SE/EE) the selectee will have to serve in the District of his first posting till he earns promotion in the next grade.
   ii. On promotion to the post of Dy. DEO (SE/EE) he will have to serve in the Division of his first posting till his promotion to the next grade.
   iii. On promotion to the post of Dy. Director (SE/EE) / DEO (SE/EE) he will have to serve anywhere in the province.

The appointing authorities, minimum qualification, method of recruitment and age limits for various posts in the Education Management Cadre shall be as given in the schedule (annexed).

By Order of the Governor of the Punjab
Tariq Saeed Haroon
Additional Chief Secretary

Schedule 03-08-1999

<table>
<thead>
<tr>
<th>Name of Department</th>
<th>Functional Unit</th>
<th>Name of Post</th>
<th>Appointing Authority</th>
<th>Minimum Qualifications for Appointment by</th>
<th>Method of Recruitment</th>
<th>Age for Initial Recruitment</th>
<th>Examination/Training and other conditions required for confirmation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education Department (Schools)</td>
<td>Education Management Cadre (Schools)</td>
<td>i. Director (SE/EE) / Addition al DPI</td>
<td>Chief Minister</td>
<td>M.A/M.Sc. (2nd Div.) with at least 20 years experience in Administration / Academics.</td>
<td>----</td>
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</tr>
</tbody>
</table>

* By initial recruitment.

By selection on merit on the basis of performance in accordance with the job description of the post from among officers of EMC in BwS-19 with such
<table>
<thead>
<tr>
<th>Name of Department</th>
<th>Function &amp; Unit</th>
<th>Name of Post</th>
<th>Appointing Authority</th>
<th>Minimum Qualifications for Appointment by</th>
<th>Method of Recruitment</th>
<th>Age for Initial Recruitment</th>
<th>Examination/Training and other conditions required for confirmation</th>
</tr>
</thead>
<tbody>
<tr>
<td>(SE/EE) (EMC BSD-20)</td>
<td>-do-</td>
<td>Chief Minister</td>
<td>M.A/ M.Sc. (2nd Div.) with at least 15 years experience in Administration/ Academics. Preference may be given to holders of Master Degree in Administrative Sciences and other Education subjects.</td>
<td>----</td>
<td>*i. By 40 45 ------ initial recruitment. ii. By selection on merit on the basis of performance in accordance with the job description of the post from among EMC officers in BS-18 with such length of service as prescribed under the minimum length of service for promotion rules, 1989. Note: Govt. may, for the purpose prescribe any type of evaluation test including written/oral test.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(SE/EE) (EMC BS-18)</td>
<td>-do-</td>
<td>Admin Secretary</td>
<td>M.A/M.Sc. (2nd Div.) with at least 10 years experience in Administration/ Academics. Preference may be given to holders of Master Degree in Administrative Sciences and other Education subjects.</td>
<td>----</td>
<td>*i. By 30 40 ------ initial recruitment. ii. By selection on merit on the basis of performance in accordance with the job description of the post from among EMC officers in BS-17 having such length of service as prescribed under the minimum length of service for promotion rules, 1989. Note: Govt. may, for the purpose prescribe any type of evaluation test including written/oral test.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| (SE/EE) (EMC BS-17) | -do-            | Admin Secretary | M.A/M.Sc. (2nd Div.) with at least 3 years Academic/Administrative experience. Preference may be given to holders of Master Degree in Administrative Sciences and other Education subjects. | ---- | *By 24 30 ------ initial recruitment. *The method of initial recruitment shall be valid upto 01-01-2001 for all posts. Note: The Notification was withdrawn later on.
GOVERNMENT OF THE PUNJAB
SERVICES, GENERAL ADMINISTRATION
AND INFORMATION DEPARTMENT

NOTIFICATION
Dated, Lahore, the 12th January, 1990.

No. SOR III - 1 - 23 / 87 - In exercise of the powers conferred on him under section 23 of the Punjab Civil Servants Act, 1974 (VIII of 1974), the Governor of the Punjab is pleased to make the following rules, namely:

THE PUNJAB EDUCATION DEPARTMENT (SCHOOL WING MINISTERIAL POSTS) SERVICE RULES, 1989

1. These rules shall be called the Punjab Education Department (School Wing Ministerial Posts) service Rules, 1989.
2. They shall come into force at once.
3. The method of recruitment, minimum qualifications, age limits, and other matters related thereto for the posts are shown in the schedule annexed.
4. The West Pakistan Education Department (Ministerial and sun-ordinate) Service Rules, 1963 shall stand repealed to the extent of being inconsistent with these rules.

By Order of the Governor of the Punjab
Perviaz Masood
Additional Chief Secretary

SCHEDULE 12-01-1990

<table>
<thead>
<tr>
<th>Name of Department</th>
<th>Functional Unit</th>
<th>Name of Post</th>
<th>Appointing Authority</th>
<th>Minimum Qualifications for Appointment by</th>
<th>Method of Recruitment</th>
<th>Age for Initial Recruitment</th>
<th>Examination/ Training and other conditions required for confirmation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education Department</td>
<td>School Education Ministerial posts</td>
<td>1 Assistant Director Admin. Secretary</td>
<td>i. 30% by promotion on seniority-cum-fitness basis from amongst Extra Assistant Directors, Registrars (Departmental Exam/ Officer Incharge) (B&amp;A)/ Student Welfare Officers and Progress Officers in the functional unit and ii. 70% by posting of officers of equivalent status from amongst the teaching cadre of school wing.</td>
<td></td>
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</tr>
<tr>
<td>Name of Department</td>
<td>Functional Unit</td>
<td>Name of Post</td>
<td>Appointing Authority</td>
<td>Minimum Qualifications for Appointment by</td>
<td>Age for Initial Recruitment</td>
<td>Examination/Training and other conditions required for confirmation</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Initial Recruitment OR Transfer</td>
<td>Promotion</td>
<td>Min</td>
<td>Max</td>
</tr>
<tr>
<td>2. Extra Assistant Director/Registrars (Departmental Exam/Officer Incharge) (B &amp; A)/Student Welfare Officers and Progress Officers</td>
<td>-do-</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>3. Superintendent</td>
<td>Dy. Director Administration for the posts in office of DPI.(S)/Dy. Director (Admin.) concerned for posts in respective Division.</td>
<td>-do-</td>
<td>Matric A speed of 25 WPM in English Typewriting. Note: Preference shall be given to those division who know Urdu Typewriting at a speed of 25 WPM</td>
<td>By promotion on seniority-cum-fitness basis from amongst Superintendents in the Office of DPI (S)/Sub-ordinate offices/Institution in the “schools” Functional unit.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Junior clerk</td>
<td>-do-</td>
<td></td>
<td></td>
<td>By initial Recruitment</td>
<td>18</td>
<td>25</td>
<td>------</td>
</tr>
<tr>
<td>5. Sr. Scale Stenographer</td>
<td>-do-</td>
<td></td>
<td>1. Graduate or equivalent qualifications from a recognized university, 2. a speed of 10Q/40WP.M. in English shorthand / Typing respectively.</td>
<td>By promotion on seniority-cum-fitness basis as under: a. In case of post of Sr. Scale Stenographer in DPI (S) office, from amongst stenographers in the DPI (S) Office, and b. In the case of post of Sr. Scale Stenographer in Division from amongst Stenographers in the respective Division.</td>
<td>18</td>
<td>25</td>
<td>------</td>
</tr>
<tr>
<td>Name of Department</td>
<td>Functional Unit</td>
<td>Name of Post</td>
<td>Appointing Authority</td>
<td>Minimum Qualifications for Appointment by</td>
<td>Method of Recruitment</td>
<td>Age for Initial Recruitment</td>
<td>Examination/Training and other conditions required for confirmation</td>
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<tr>
<td>6. Assistant / Head clerk</td>
<td>-do-</td>
<td>Degree from recognized University</td>
<td>1. 25% by initial recruitment. 2. 75% promotion on seniority cum fitness as under: a). In case of post of Assistant / Head clerk in DPI (S) Office from amongst Sr. Clerks of DPI(S) office: and b). In case post of assistant/head clerk in Division, from amongst Sr. Clerks in the respective Division with at least three years service as such.</td>
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<tr>
<td></td>
<td>- do -</td>
<td>By promotion on seniority cum fitness basis as under:- a), in case of post of senior clerk in DPI(S) office from amongst Junior Clerks/ Store keepers in DPI(S) office: and b), in case post of senior clerk in Division, from amongst Jr. Clerks / Store keepers in the respective Division with at least two years service as such.</td>
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<tr>
<td>8. Stenographer</td>
<td>Dy. Director Administration for the posts in office of D.P.I.(S)/Dy. Director (Admin.) concerned for posts in respective division.</td>
<td>1. Intermediate or equivalent qualifications from a recognized board. II. a speed of 90/40 W.P.M. in English Short hand/Type writing respectively. Note: Preference shall be given to those who know Urdu Short Hand/Typewriting at a speed of 60/25 W.P.M. respectively.</td>
<td>By initial recruitment. 18 25 -----</td>
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<tr>
<td>9. Store Keeper</td>
<td>- do-</td>
<td>Matriculation</td>
<td>By promotion on seniority cum fitness basis from amongst Assistant Store Keepers in the functional unit.</td>
<td></td>
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<tr>
<td>10. Assistant Store Keeper</td>
<td>- do-</td>
<td>Matriculation</td>
<td>By initial 18 25 — recruitment.</td>
<td></td>
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</tr>
<tr>
<td>11. Librarian</td>
<td>- do-</td>
<td>1. Degree from recognized University. 2. Diploma in Library Science.</td>
<td>By promotion 18 25 — on seniority cum fitness from Assistant Librarians having Diploma in Library Science. If non is available then by initial recruitment.</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Name of Department</td>
<td>Functional Unit</td>
<td>Name of Post</td>
<td>Appointing Authority</td>
<td>Minimum Qualifications for Appointment by Initial Recruitment OR Transfer</td>
<td>Promotion</td>
<td>Method of Recruitment</td>
<td>Age for Initial Recruitment</td>
</tr>
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<tr>
<td></td>
<td></td>
<td>12. Assistant Librarian</td>
<td>-do-</td>
<td>1. F.A./ F.Sc. from a recognized Board. 2. Certificate in Library Science from a recognized institution.</td>
<td>Initial</td>
<td></td>
<td>18 25</td>
</tr>
<tr>
<td></td>
<td></td>
<td>14. Daftri in DPI(S)/Division</td>
<td>Extra Assistant Director (Estt.) concerned in DPI(S)/respective division.</td>
<td>By promotion 18 25 — on seniority cum fitness basis from amongst Naib Qasids (Middle Pass) in respective office i.e. DPI(S)/Division. If non is available for promotion then by initial recruitment.</td>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td>15. Daftri in District office</td>
<td>District Education Officer concerned.</td>
<td>By promotion 18 25 — on seniority cum fitness basis from amongst Naib Qasids working in District Offices. If non is available for promotion then by initial recruitment.</td>
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<tr>
<td></td>
<td></td>
<td>16. Naib Qasid/Baildar/Chowkidar/Waterman/Mali (BS-1) or equivalent post in Division/DPI's office</td>
<td>Extra Assistant Director (Estt.) concerned in DPI(S)/Division concerned</td>
<td>By initial 18 40 ————</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>17. Naib Qasid/Baildar/ Sanitary worker/ Mali (BS-1) or equivalent post in District Offices</td>
<td>District Education Officer concerned</td>
<td>By initial 18 40 ————</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>18. Naib Qasid/Baildar/ Sanitary worker/ Mali/ Security Guard (BS-1) or other equivalent posts in Higher Secondary Schools/ Comprehensive High Schools/ Central Model School/ Pilot Secondary Schools/Junior Model Schools/Elementary Colleges/High Schools</td>
<td>Head of institution concerned</td>
<td>By initial 18 40 ————</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name of Department</td>
<td>Functional Unit</td>
<td>Name of Post</td>
<td>Appointing Authority</td>
<td>Minimum Qualifications for Appointment by Initial Recruitment</td>
<td>Method of Recruitment</td>
<td>Age for Initial Recruitment</td>
<td>Examination/Training and other conditions required for confirmation</td>
</tr>
<tr>
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</tr>
<tr>
<td>19. Naib Qasid/ Baildar/ Chowkidar/ Sanitary worker/ Mali/ Waterman/ Security Guards (BS-1) or other equivalent posts in Middle Schools/ Primary School</td>
<td>Deputy District Education Officer concerned</td>
<td>By initial Recruitment</td>
<td>18</td>
<td>40</td>
<td>--</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
GOVERNMENT OF THE PUNJAB
EDUCATION DEPARTMENT

NOTIFICATION

No. S.O. (CONFDL:S) 1-1/90. It is notified that in accordance with the provisions of the Punjab Education (School Education), Recruitment Rules, 1987, the Chief Minister has been pleased to order that:

i. 33% posts of Subject Specialists in each individual subject shall be calculated separately for that particular subject and shall be filled in by initial recruitment through Punjab Public Service Commission or duly constituted Selection Board(s) as the case may be.

ii. The posts of Subject Specialists to be filled in by promotion from amongst SSTs with requisite qualifications shall not exceed 67% of the total number of posts in each individual subject which shall be calculated separately for that particular subject. Consequently it has further been decided that:

a. The posts falling to the promotion quota which cannot be filled in by promotion because of non-availability of suitable and qualified SSTs shall be filled in by initial recruitment after relaxation of the relevant rule with the approval of the competent Authority.

b. 33% posts of Headmasters and Headmistresses calculated on the basis of total number of posts of Headmasters and Headmistresses respectively shall also be filled in by the initial recruitment through Punjab Public Service Commission/

2. These decisions shall apply with respect to total strength of the concerned posts.

Dated Lahore, the 5th June, 1990

Tariq Sultan
Education Secretary

SUBJECT: APPOINTMENT OF DISTRICT EDUCATION COORDINATORS

The District Education Coordinators have been posted as in charge officers for all matters relating to School Education Department in all the Districts. They, have started functioning in this capacity as per policy of the government, and have been entrusted with the supervision of all the functions relating to delivery of educational services within their respective districts of jurisdiction. They are therefore, also responsible for ensuring proper implementation of the government policy in letter and spirit.

2. It is therefore, hereby directed that no correspondence/ communication both upwards and downwards should by-pass this essential tier of school administration in the field. Any laxity in this
regard would be considered to be a violation of policy and will therefore be dealt with according to rules.

(UBAID RABBANI)
Special Secretary Education (Schools)
GOVERNMENT OF THE PUNJAB  
SCHOOL EDUCATION DEPARTMENT  
Dated Lahore the 16th December, 2000

ORDER

NO.SO (SE-I) 1-73/98-F District Education Coordinators are hereby assigned the following responsibilities/powers till further order:

A. ADMINISTRATIVE

i. Posting plan of teaching staff in a district shall be discussed in monthly meeting of DEOs and DDEOs in a District chaired by the concerned DEC. Transfer/posting of the teachers and clerical staff approved by this committee shall be implemented by the concerned transferring authority by issuing orders within three days of such approval.

ii. DEC may recommend posting/transfer of non-teaching staff and officers holding charge of administrative posts. The officer competent to transfer shall give due consideration and hereby to such recommendations while making transfers of AEOs, DDEOs and DEOs.

ABSENTEEISM: - DEC shall carry out surprise visits of schools less than 10 days a month to check absenteeism of staff in schools falling in their respective jurisdictions. Staff so found absent from duty without prior sanction of leave shall be reported to the concerned controlling authority for initiating disciplinary proceedings which shall be completed within a period not exceeding 60 days. Outcome of such proceedings shall be communicated to Directors and DPIs. DPIs will furnish monthly consolidated statement to the Special Secretary Education by 10th of each month.

iv. The other aspects to be covered during these inspections are available physical facilities, quality of instructions by teachers, learning by students, dropouts and any other. These shall be reported to the concerned controlling authority.

v. During visit of schools they shall also hold meetings, with local community for improvement of education and attaining 100% enrolment of school going children (5-9 years). They may make recommendation for providing enabling environment for completion of education up to grade-5 by all students who have been admitted.

vi. During school inspection they shall also hold meetings with the School Councils to make these effective and meaningful.

vii. They shall ascertain posts lying vacant on administrative side i.e. AEO, DDEO, Headmaster/Headmistress and DEO and make suitable recommendations as follows:- In respect of:

a. AEO to Director Elementary Education.

b. DDEO to DPI (Elementary/Secondary) Punjab and

c. DEO to Special Secretary Education

a. Headmaster/ headmistress of:

i. Primary School to DDEO,

ii. Middle/Elementary School to Director Elementary Education,

iv. High School to Director Secondary Education


ix. They shall ensure salaries of staff in a District is disbursed correctly and timely by the concerned DDO to the teaching as well as non-teaching staff. Any discrepancy or deviation that occurs may be reported to the Special Secretary Education.

x. DEO in a district shall route their applications for leave through the concerned DEC.
B. EXECUTION OF DEVELOPMENT SCHEMES

i. DEC shall prepare educational development plans for their Districts to be completed within a period of three years. This Programme may further be sub divided into time targeted achievable annual plans. Such plans may be submitted to the Special Secretary Education by end of December, 2000.

ii. They shall monitor quantitatively and qualitatively on ground implementation of on-going development schemes. Lists of development schemes shall be provided to them by the Secretariat and they will furnish report regarding progress on monthly basis.

iii. DEC shall prepare requirement of M&R of school buildings and Education Department offices. They shall ensure that M&R Funds are utilized by the School Councils in a proper manner.

iv. DEC shall identify new sites for the opening of new schools and up-gradation of existing ones for inclusion in the next ADP, by end of January, 2001.

v. The DEC shall represent the School Education Department in the District Development Committees (instead of the present practice of representation by DEO (EE) & DEO(SE).

Sd/-
SPECIAL SECRETARY (SCHOOLS)

GOVERNMENT OF THE PUNJAB
SCHOOL EDUCATION DEPARTMENT

ORDER
NO.SO (SE-I) 1-15/2001 Governor of the Punjab has been pleased to order the transfer of following officers with immediate effect:-

a. All the Divisional Directors (SE/EE)
b. All the Deputy Directors (M/F-SE/EE)

2. All the above officers are hereby relieved from their duties w.e.f 31-01-2001 A.N and directed to report to Director Public Instructions (SE) Punjab for further adjustment in the teaching institutions against available vacant posts.

Dated Lahore the 31st January, 2001

Sd/-
SPECIAL SECRETARY EDUCATION (S)
NOTIFICATION

No. SOR-III - 1-4/2003. In exercise of the powers conferred upon him under section 23 of the Punjab Civil Servants Act 1974 (V III of 1974) the Governor of the Punjab is pleased to direct that the following rules shall be made:-

1. Short title extent and commencement. (1) These rules may be called the Punjab Civil Servants (Minimum Length of Service for Promotion) Rules 2003.
   (2) They shall apply to all civil servants.
   (3) They shall come into force at once.

2. Minimum length of promotion. The minimum length of service required for promotion from lower post or scale to a higher post or scale shall be as prescribed in the schedule annexed herewith:
   Provided that where minimum length of service prescribed in the relevant service rules of any service / cadre is more than prescribed under these rules then the minimum length of service prescribed in the relevant service rules shall apply.

3. Repeal The Punjab Civil Servants Minimum Length of Service for Promotion Rules 1989 are hereby repealed.

Schedule
(see rule 2)

1. Where initial recruitment has taken place in Basic Scale – 17:
   i. For posts in Basic Scale-18 5 years service against posts in Basic Scale-17
   ii. For posts in Basic Scale-19 12 years service against posts in Basic Scale-17 and above, of which at least 5 years service should be in Basic Scale-18
   iii. For posts in Basic Scale-20 17 years service against posts in Basic Scale-17 and above of which at least 3 years service should be in Basic Scale-19
   iv. For posts in Basic Scale-21 22 years against posts in Basic Scale-17 and above of which at least 2 years of service should be in Basic Scale-20

2. Where initial recruitment has taken place in Basic Scale-18:
   i. For posts in Basic Scale-19 7 years service against post sin Basic Scale-18
   ii. For posts in Basic Scale-20 12 years service against posts in Basic Scale-18 and above of which at least 3 years service should be in Basic Scale-19
   iii. For posts in Basic Scale-21 17 years service against posts in Basic Scale 18 and
above of which at least 2 years service should be in Basic Scale-20

3. Where initial recruitment has taken place in Basic Scale-19
   i. For posts in Basic Scale-20 5 years service against posts in Basic Scale-19
   ii. For posts in Basic Scale-21 10 years service against posts in Basic Scale-19 and above of which at least 2 years service should be in Basic Scale-20

4. Where initial recruitment has taken place in Basic Scale-20
   For posts in Basic Scale-21 5 years service against posts in Basic Scale-20.

   1. Where initial appointment of person was made to posts in Basic Pay Scale 16 or below one half of the service in Basic Pay Scale 16 and one fourth in Basic Pay Scale 15 and below shall be counted as service in Basic Pay Scale 17 for computing length of service for the purpose of promotion only to Basic Pay Scale 18, 19 or 20.

   2. Experience of working in a post on current charge, acting charge and officiating basis under the provisions of the Punjab Civil Servants (Appointment & Condition of Service) Rules 1974 shall be counted for the purposes of promotion to higher scales.

   3. The minimum length of service prescribed under these rules or the minimum length of service prescribed under the relevant service rules of various cadres whichever is more shall be applicable.
SUBJECT: POLICY FOR RECRUITMENT OF ENGLISH TEACHERS FOR PRIMARY SCHOOLS

Reference Telephonic Talk of A.D.P.I(EE) Punjab, Lahore dated 02-04-1994, on the subject cited above.

It is requested that the following policy for recruitment of English Teachers for Primary Schools may please be followed strictly:-

1. The Teachers will be designated as Elementary English Teachers and will have no seniority rights till regularly appointed under the Punjab Civil Servants Acts/Rules, 1973
2. The appointing Authority will be the respective District Edu. Officers.
3. The appointments will be made through 100% initial recruitment.
4. Age limit for the Male Teacher would be between 18-35 years and for female Teachers 18-50 years.
5. English Teachers proposed to be recruited under the project would have minimum qualification of a Second Division Bachelor's Degree. M.A/ M.Sc also eligible for recruitment in BS-14(fixed) till they acquire professional qualification.
6. Preference will be given to candidate shaving CT/B.Ed. qualifications,
7. Teachers will be recruited in Basic Scales No. 14 for trained graduate as and BS-II (fixed) for untrained graduates.
8. The recruitment will be made on the basis of District as a Cadre.
9. The teachers will be non-transferable from their station of first posting during the project period.
10. The recruitment will be made on merit as per instructions of the Government contained in the recruitment policy. It is further requested that all the District Education of officer (M&F) EE working under your administrative control may also be instructed accordingly.

Director (Admn),

Copy of letter T.P.NO. 3iQ0/ADMN(M&F) dated: 7/4/1904 from DPI (EE) Punjab the Directors of Elementary Education in the Punjab.

SUBJECT: POLICY FOR RECRUITMENT OF ENGLISH TEACHERS FOR PRIMARY SCHOOLS

REFERENCE TELEPHONIC TALK OF A.D.P.I. (EE) PUNJAB LAHORE DATED 2-4-1994 ON THE SUBJECT NOTED ABOVE.

IT IS REQUESTED THAT THE FOLLOWING POLICY FOR RECRUITMENTS OF ENGLISH TEACHERS FOR PRIMACY SCHOOLS MAY PLEASE BE FOLLOWED STRICTLY:-
3. THE APPOINTMENTS WILL BE MADE THROUGH 100% INITIAL RECRUITMENT.
1. THE APPOINTING AUTHORITY WILL BE THE RESPECTIVE DISTRICT EDUCATION OFFICERS.
2. AGE LIMIT FOR THE MALE TEACHER WOULD BE BETWEEN 18-35 YEARS AND FOR FEMALE TEACHERS 10-50 YEARS.
3. ENGLISH TEACHERS PROPOSED TO BE RECRUITED UNDER THE PROJECT WOULD HAVE MINIMUM QUALIFICATION OF A SECOND DIVISION BACHELOR DEGREE. M.Sc. ALSO ELIGIBLE FOR RECRUITMENT IN BS. 14 (FIXED) TILL THEY ACQUIRE PROFESSIONAL QUALIFICATION
4. PREFERENCE WILL BE GIVEN TO CANDIDATES RAVING CT/B.ED QUALIFICATIONS.
5. TEACHERS WILL BE RECRUITED THE BA&IS SCALE NO. 14 FOR TRAINED GRADUATES AND BS-11 (FDGED) FOR UNTRAINED GRADUATES.
6. THE RECRUITMENT WILL BE MADE ON THE BASIS OF DISTRICT AS A CADRE.
7. THE TEACHERS WILL BE NON TRANSFERABLE FROM THE STATION OF FIRST POSTING DURING THE PROJECT PERIOD.
8. THE RECRUITMENT WILL BE MADE ON MERIT AS FOR INSTRUCTIONS OF THE GOVERNMENT CONTAINED IN THE RECRUITMENT POLICY.
9. THESE POSTS MAY GOT BE ADVERTISED IN DAILY NEWS PAPERS AT DIVISIONAL LEVEL.

IT IS FURTHER REQUESTED THAT ALL THE DISTRICT EDUCATION OFFICERS (M&F) (EE) WORKING UNDER YOU ADMINISTRATIVE CONTROL MAY ALSO BE INSTRUCTED ACCORDINGLY.

Copy of letter NO.PA/ASP 8433 /94, Government of the Punjab, Education Department, dated July 17, 1994 addressed to Qazi Afaq Hussain, Additional Secretary (Estt.), Education Department, and Mr. Mukhtar Ahmad Sheikh, Director Public Instruction (EE) G8-B New Muslim Town, Lahore.

SUBJECT: RECRUITMENT OF GRADUATE ENGLISH TEACHERS

Kindly find enclosed herewith the copies of the Aid Memory Punjab SAPP (Education) June 14-20, 1994, Special Mission Aid Memorie, the draft appointment letter proposed as per Para 10 of the Aid Memoire and the recruitment/training action plan for the graduate teachers. The following actions are solicited:

i. Processing arid handing over of the letter to ADPI(EE) for getting approval of the letter from the World Bank.
ii. Initiation of actions as per the training/ recruitment plan, Para 8 of the Air Memoir would be the policy on the minimum qualifications of the graduate teachers.
2. List of the eligible schools as per Para 4 of the Aid Memoir has already been handing over to DPI(EE) by Provincial Coordinator EMIS, may kindly ensure action as per the above getting clearance of Education Secretary.

3. An early action is requested.

(Javed Mahmood)
Additional Secretary (Planning)

Copy of letter No, D.O. NO. SO(F.A)II-59/94 Government of the Punjab, Education Department dated 01-8-1995 from Additional Secretary Planning.

SUBJECT: RECRUITMENT OF GRADUATE TEACHERS

1. In a wrap-up meeting held on 31-07-95 with the World Bank Mission the above subjected issue came up for discussion and the Mission reiterated strict adherence to the criteria laid down for recruitment of such teachers.

2. As intimated earlier the trained Graduate Teachers must possess minimum academic qualification of B.A 2nd Division plus B.Ed or C.T. However for females the minimum qualification is relaxable only in the areas where trained female Graduate Teachers are not available. No deviation and departure from this condition is permissible.

3. It is requested that the process of recruitment of Graduate Teachers may kindly be finalized urgently with strict adherence to condition given in Para 2, above to avoid complications in SAP disbursements.

With regards.

(Abid Saeed)

SUBJECT: REGULARIZATION OF GRADUATE ENGLISH TEACHERS

In order to implement the judgment of Supermen Court of Pakistan dated 28.03.2003, in Civil Petition's No. 127,4178,4179 and 4180-1-2002, instructions were issued vide No. SO(S-IV)4-21/2004 dated 14-01-2004 and a committee was constituted by the Chief Secretary Punjab regarding regularization of Graduate Teachers. The committee in its meeting held on 06-03-2004 finalized its’ recommendations. In the light of the recommendations, the Service Rules have been framed by the Service Rules Committee and have been notified accordingly vide notification No. SOR-III (S&GAD) 1-13/2004 dated 28-7-2004, Consequently all Graduate English Teachers are to be treated as Civil Servants for all intents and purposes in terms of Punjab Civil Servants (Appointment & Conditions of Service) Rules,1974 read with Punjab Education Department (School Education) Recruitment Rules, 1987 w.e.f. their date of joining, respectively. Therefore, all the Appointing/Competent Authorities are directed to take following actions immediately:-
1. Graduate English Teachers will be treated as regular appointees from the date of their joining subject to fulfillment of prescribed professional qualifications. They will be entitled for all service benefits as well, financial benefits as admissible to a civil servant.

2. Service of only such Graduate English Teachers will be regularized who are presently in continuous service from the date of their appointment.

3. Appointment Authorities will issue formal notification of regularization of all Graduate English Teachers in their respective Districts with the prior approval of respective Departmental Selection/ Promotion Committees, as per policy, rules and laid down criteria: presenting a proper Working Paper before the Committee.

4. Posting/ transfers of Graduate English Teachers will be governed by the Transfer Policy of the Education Department in vogue.

5. The seniority of Graduate English Teachers will be maintained separately and district-wise. Each District will prepare and issue separate seniority list respectively. The English teachers will have to lose seniority at the time of inter-district transfer.

6. Those Graduate English Teachers who were proceeded against under E&D Rules or any other rules/law and have been removed/ dismissed from service cannot be considered for regularization.

2. The process of regularization of Graduate English Teachers shall be completed within month from the date of issuance of this letter.

(MUHAMMAD IMTIAZ TAJWAR)
SPECIAL SECRETARY (SCHOOLS)
Copy of letter No. 4/PA/D(Admn), dated 1.1.2005, from DPI (EE), addressed to the all EDOs (Edu), and DEOs (M&F-EE) in Punjab.

SUBJECT: REGULARIZATION OF GRADUATE ENGLISH TEACHERS.

Please refer to Govt. of the Punjab, Education Department letter No.SO(S-IV) 2-31/2004 dated 23.12.2004 to your address and copy endorsed to this Directorate as well on the subject cited above.

You are requested to go through the contents of the Govt. letter carefully and complete the exercise with regard to regularization of Graduate English Teachers strictly in accordance with Government directions, rules and policy.

The said exercise should be transparent, fair and without any bungling and completed within the prescribed time limit.

Any irregularity or departure from rules in this respect will be viewed seriously, the defaulter's will be taken to task as may be deemed fit under the relevant rules,

The copies of regularization orders be provided to this Directorate in duplicate for onward submission to the quarter concerned.

Sd/-

Director (Admn)
For Director Public Instruction (EE)
Punjab, Lahore.

Dated Lahore, the 10th December, 2005

1. All District Nazims in Punjab
2. All District Coordination Officers in Punjab.
3. All the Executive District Officers (Education) in Punjab.

SUBJECT: RECRUITMENT POLICY (2005-06) FOR RECRUITMENT OF EDUCATORS IN GOVT. SCHOOLS ON CONTRACT BASIS

The Government of the Punjab has approved recruitments against 19722 vacant posts of teaching staff during the year 2005-06, in relaxation of ban on recruitments. Category-wise, gender-wise and school specific break-up of teaching posts to be filled in District LAHORE is given at Annex-A.

2. Following Recruitment Policy with upgraded academic/professional qualifications and increased pay package for making school specific appointment of Educators on contract basis is circulated. The policy focuses on availability of teachers in every school, increase in enrolment, eliminate absenteeism and improving quality of education in public level schools. The policy is guided by the principles of merit, transparency, fool proof selection process and fair competition:
1. **Nomenclature/ Qualification/ Revised Salary Package**

**TABLE-A**

<table>
<thead>
<tr>
<th>Category Of Schools</th>
<th>Nomenclature Of Posts</th>
<th>Qualification</th>
<th>Monthly Salary</th>
<th>Annual Increase on Satisfactory Performance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Academic</td>
<td>Professional</td>
<td></td>
</tr>
<tr>
<td>Primary</td>
<td>Elementary School Educator</td>
<td>B.A/B.Sc./B.Com.</td>
<td>PTC or CT, or B.Ed or M.Ed, or M.A. (Edu)</td>
<td>Rs. 5000/- per month</td>
</tr>
<tr>
<td>Elementary / Middle</td>
<td>Senior Elementary School Educator (Science)</td>
<td>B.Sc (Physics-Maths/ Physics-Chemistry/ Chemistry-Botany/ Botany-Zoology/ Math s A+B), OR BS. Ed</td>
<td>CT or B.Ed or M.Ed, or M.A. (Edu)</td>
<td>Rs. 5500/- per month</td>
</tr>
<tr>
<td></td>
<td>Senior Elementary School Educator (Arts)</td>
<td>B.A/B.Sc./B.Com.</td>
<td>CT or B.Ed or M.Ed, or M.A. (Edu)</td>
<td>Rs. 5500/- per month</td>
</tr>
<tr>
<td>High</td>
<td>Secondary School Educator (Science)</td>
<td>M.Sc. (Physics/chemistry/biology/Botany/Zoology/Math) OR M.S.Ed</td>
<td>Relaxation has been given in the professional qualification. Now B.Ed/ M.Ed/ M.A. Education will be considered as an additional qualification only and the candidates possessing such qualification will be awarded additional marks</td>
<td>Rs. 6500/- per month with professional qualification. Rs. 6000/- per month without professional qualification</td>
</tr>
<tr>
<td></td>
<td>Secondary School Educator (English)</td>
<td>M.A (English)</td>
<td>B.Ed or M.Ed or M.A (Edu)</td>
<td>Rs. 6500/- per month</td>
</tr>
<tr>
<td></td>
<td>Secondary School Educator (Arts)</td>
<td>M.A/M.Sc/M.Com</td>
<td>B.Ed. or M.Ed or M.A (Edu)</td>
<td>Rs. 6500/- per month</td>
</tr>
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</table>

2. **Terms and conditions of contract appointment**

(i) Recruitment of Educators shall be made in contract mode under the specific terms & conditions as stated in the Agreement Letter for each post.

- Elementary School Educator : Annex-B
- Senior Elementary School Educator : Annex- C & C-I
(Arts/Science).
  (ii) The recruitments/appointments shall be school specific and the appointees shall be non transferable.
  (iii) The contract employee shall have no right to demand or claim any change in terms & conditions of the agreement.

3. **Allocation of Posts to schools in districts**
   (i) Allocation of posts for every District has been finalized in coordination with the Programme Director PMIU. District-wise school specific break-up is at Annex A.
   (ii) Advertisement will be issued by the Chairman of the District Selection Committee as per the approved format Annex-E.

4. **Eligibility Criteria**

**QUALIFICATION**
- Minimum academic and professional qualification for each post shall be as reflected in Table-A.

5. **Age Limit**
- Minimum age of a candidate should be 20 years and maximum age 45 years, on the date of advertisement of the post.

6. **Experience**
- In addition to the marks for academic / professional qualifications there shall be 5 maximum marks for teaching experience as regular teacher in Government Schools or Municipal Corporation Schools. One mark will be given for each complete year of teaching experience. Only certificates of experience issued by Head Teacher and countersigned by concerned DEO shall be acceptable.

7. **Female candidates**
  (ii) Female candidates will also be eligible to apply of the posts of ESE and SESE falling in boy's schools. However, boys schools where female candidates fall on merit will continue to remain under the administrative control of EO (M-EE)

8. **Recruitment of disabled persons**
(i) 2% statutory quota of the total posts being allocated for each category shall be observed and inter se merit order of disabled candidates shall be first prepared separately at district level according to the criteria prescribed for other candidates and grading in interview, for the available number of vacancies for disabled.

(ii) Minimum required academic and professional qualification for disabled candidates shall be the same as reflected in Table-A. The age limit will also be the same as prescribed for other candidates.

(iii) After completion of merit lists selected disabled candidates will be given first right to choose a school for appointment and the posts filled by disabled persons will not be available for other candidates.

(iv) Disabled candidates shall apply to the concerned DEOs on the prescribed form separately for each post and school. They will, however, also attach disability certificate issued by a competent Medical Board.

(v) Under disabled quota, Blind, Deaf and Dumb candidates will not be eligible to compete for these posts as they are unable to teach at primary/middle level. They have better opportunities to serve in Special Educational Institutions.

9. Selection/Recruitment Committee

Following Recruitment Committee is constituted:-

<table>
<thead>
<tr>
<th>(a)</th>
<th>District Coordination Officer</th>
<th>Chairman</th>
</tr>
</thead>
<tbody>
<tr>
<td>(b)</td>
<td>Executive District Officer (Edu)</td>
<td>Member</td>
</tr>
<tr>
<td>(c)</td>
<td>Executive District Officer (F&amp;P)</td>
<td>Member</td>
</tr>
<tr>
<td>(d)</td>
<td>District Education Officer (concerned)/</td>
<td>Member/Secretary Appointing Authority</td>
</tr>
<tr>
<td></td>
<td>Nominee of Provincial Government</td>
<td>Member</td>
</tr>
</tbody>
</table>

(ii) The Selection Committee will be responsible for conducting the selection process, evaluating the applications and interviewing the candidates and determining their merit according to the prescribed criteria of eligibility and grading.

(iii) For Elementary School Educators including those to be recruited in new primary schools and Senior Elementary School Educators, District Education Officer (Elementary Education-Male/Female) shall be the appointing authorities and as such will be Member / Secretary of the relevant Selection Committee.

(iv) For Secondary School Educators, District Education Officer (SE) shall be the appointing authority and shall act as Member / Secretary of the Selection Committee.

(v) The appointing authority will issue offer of appointment on approved format to successful candidates on the recommendations of the Selection Committee.

(vi) In case of non existence of Offices of DEOs (Secondary Education/Elementary Education), EDO(Education) will be authorized to issue appointment letters, being incharge of Education Department in the District.

10. Procedure for Processing of Applications

(i) To make recruitment process smooth, foolproof and ensure transparency and merit, EDO Education of the District concerned will establish Recruitment Cell for monitoring and scrutiny of applications.

(ii) A standard advertisement for Elementary School Educators, Senior Elementary School Educators and Secondary School Educators is at Annex-E. The advertisement will be
issued by the concerned DCO/Chairman Selection Committee clearly indicating category wise and school wise vacancies to be filled. It will be widely publicized in the leading national and local newspapers.

Old

Provincial Account No. 1 (Non-Food)
1000000 Non Tax-Receipts
1250000 Social Services Receipts
1251000 Education
1251800 Education others- Application Charges for recruitment as Educators.

New

C- Non Tax-Revenue
C028- Social Services
C028018- Others - Application Charges for recruitment as Educators.

As advised by the Finance Department, the respective District Governments will get printed the requisite number of forms according to their local requirements on the approved format already circulated vide this Department's letter No. SO(S-IV)2-34/2003 dated 23.8.2003 and may then claim reimbursement of the said expenditures from the Finance Department through Education Department on "actual expenditure" basis. The application forms shall be machine-numbered and of different colours to be determined by the respective District Government for different categories of Educators.

(v) School specific applications shall be received in the offices of the respective District Education Officers. However, they will be registered and recorded separately for each category of post and school.

(vi) The Recruitment Committee will interview eligible candidates and prepare a merit list for each post and each school separately. There will be no linkage of merit of one school with that of the other.

(vii) Selected candidates will be issued letter of agreements by the respective appointing authority offering them a contract job. However, if a selected candidate fails to join duty within the permissible time his selection for the school / post shall be cancelled and next in the merit list will be sent an offer / agreement letter.

(viii) The Recruitment / Selection Committee will be responsible for completing the whole recruitment process and evaluation of the candidates for determining their merit / ranking in a fair and transparent manner.

(ix) The recruitment process will be conducted according to the time schedule given in Annexure-F and completed by 15.02.2006.

11. Selection / Ranking Criteria

(i) To determine the merit/ranking of eligible candidates, marks shall be awarded to each candidate as per weight assigned to the academic and professional qualifications in Annex-G. Marks will be allocated on production of valid/authentic certificates/degrees of only recognized institutions/ Boards/ Universities.
(ii) To the candidates holding more than one professional qualification, marks will be awarded for the most beneficial qualification.

(iii) To ensure retention of teachers in schools a candidate, interested in employment as Educator belonging to the same Village will be awarded Ten Extra Marks as compared to other candidates. If no candidate is available in the Village where the school is situated then this award will be extended to the candidates belonging to same Ward, Union Council, Markaz/Police Station and tehsil respectively where the school is situated. To ensure that this facility is enjoyed by a right candidate he/she will annex a certificate along with application showing that he/she is bona fide resident of Village, Ward, Union Council, Markaz/Police Station and tehsil duly attested by the Nazim Union Council.

(iv) Merit list of eligible candidates shall be prepared after interview on the basis of total numbers secured by the eligible candidates.

12. **Interview**

   There shall be 5 maximum marks for interview which would be awarded by the Recruitment Committee to the candidates on the basis of fair assessment of their performance.

13. **Third Party Validation**

   To check the validity of recruitment a third party evaluation will be conducted soon after the recruitment process is completed.

14. **Suggestions for improvement**

   After completion of the present recruitment phase District Coordination Officers (Chairmen Selection Committees) would, based on experience, send a detailed report along with their recommendations for further improvements to the Education Department Schools.

3. The recruitment process must be completed by 25.02.2006 and the appointees are made available in the schools as early as possible as the academic session would be at peak.

(MUHAMMAD IMTIAZ TAJWAR)
SPECIAL SECRETARY (SCHOOLS)

No. & Date Even:

Copy forwarded for information and necessary action to:

1. All the District Education Officers (SE) in the Punjab.
2. All the District Education Officers (M-EE) in the Punjab.
3. All the District Education Officer (W-EE) in the Punjab.
4. All the District Accounts Officers in the Punjab.

(MUHAMMAD IMTIAZ TAJWAR)
SPECIAL SECRETARY (SCHOOLS)
To

1. All the District Education Officers (M-EE) in the Punjab
2. All the District Education Officers (W-EE) in the Punjab

Memo No. 9/1-205/2833/Admn (Eng) Dated: 15-04-2005

SUBJECT: ACTION AGAINST TEACHERS RECRUITED ON CONTRACT BASIS

Instances have come to the notice of this Directorate that teachers recruited on contract basis are being proceeded against under Punjab Removal from Service Act, 2003 on account of various allegations. This practice is contrary to the contract policy.

The performance of teacher recruited on contract basis shall be assessed/ evaluated on the basis of:

i. Increase in enrolment
ii. Decrease in dropout
iii. Quality of learning of students
iv. Evaluation/ assessment of student, Learning Achievement
v. Punctuality
vi. Discipline

If any teacher makes breach/ violation of his / her contract, he/ she is liable to be terminated by giving simple notice as per terms and condition of his/her contract i.e.

"the contract of appointment shall be liable to termination on one month noticed or payment of one month salary in lieu thereof by either side without assigning any reason"
You are hereby requested that teachers recruited on contract basis may be terminated by giving them only notice, if they committed violation of their contract. There is no need at all to initiate proceedings against them under Punjab Removal from Service Act, 2003.

(Ch. Ghulam Hasan Shakir)
Acting Director Public Instruction (EE)
Director (Admn) Punjab, Lahore

Endt. No. 2834

Copy forwarded for information and necessary action to:
1. PS to Secretary Education, Government of the Punjab, Lahore
2. PS to special Secretary Schools, Education department, Govt. of the Punjab, Lahore
3. The All the Executive District Officers (Edu) in the Punjab
4. The District Education Officer (W-EE) Mianwali, with reference to her order No. 792/Admn-II, dated 01-04-2005.

(Ch. Ghulam Hasan Shakir)
Acting Director Public Instruction (EE)
Director (Admn) Punjab, Lahore
UNIT 9: DISTRICT GOVERNMENT

2.0. ORGANIZATION AND FUNCTIONS OF EDUCATION DEPARTMENT

District Nazim in the chief Executive of the district according to the devolution plan. Similarly
office of the District coordination Officer is the nucleus of administrative coordination somewhat similar
to chief secretary at the provincial level. Executive district officers have similar position as the
secretaries of administrative departments at provincial level.

2.1 ORGANOGRAM OF EDUCATION DEPARTMENT AT DISTRICT LEVEL
2.2 ROLES AND FUNCTIONS IN EDUCATION AT THE DISTRICT LEVEL

2.2.1 Roles and functions of District Nazim

District Nazim is the chief executive of his/her district/ He/ she has no specific role to play and functions to discharge except approving the matters related to his/her level, playing leadership role in policy matters and advancing his/her vision for the advancement of education in his/her district. District Nazim is also responsible for the posting transfer of officers of B.S 19 and above.

2.2.2 Roles and Functions of D.C.O. in Education

D.C.O. is the official head of the district administration and in that capacity he/she is also the administrative head of the education department at district level.
D.C.O. is responsible for the postings and transfers of the employees of education department working in B.S.11 to BS. 18.

2.2.3 Roles and Functions of District Assembly.

b. District Assembly approves district level education policy prepared by E.D.O. education and submitted through D.C.O. and Zila Nazim.
c. District Assembly approves budget for the education department prepared by E.D.O.(Education ) and recommended by the D.C.O. and Zila Nazim.
d. District Assembly may constitute a standing committee on education comprising of its members and persons of eminence in education to monitor and guide educational activities in the district.

2.2.4 Roles and Functions of E.D.O. Education (General).

ii. Assist the D.C.O. in formulation of policies regarding education and bring to the notice of D.C.O. the cases which are required to be submitted to the Zila Nazim under the role.
iii. Duly execute the sanctioned policy.
iv. Be the official head of Education offices in the district and be responsible for their efficient administration and discipline and for the proper conduct of business assigned to these offices.
v. Submit all proposals for the by-laws to the Zila council through D.C.O. and Zila Nazim.
vi. Be responsible to the D.C.O. for the proper conduct of business of the district education offices and keep him informed about the working of these offices.

vii. Where a Zila Nazim's orders appear to involve a departure from rules, regulations or government policy, resubmit the case to the Zila Nazim inviting his attention to the relevant rules, regulations or Government policy and if the Zila Nazim still disagrees with the EDO, the EDO through DCO shall refer the case to the provincial local Govt. commission for decision.
viii. Subject to any general or specific orders of the government in this behalf, issue standing orders specifying the cases or other classes of cases, which may be disposed of by an officer subordinate to the EDO.
ix. Be responsible for the careful observance of these rules in education offices of the district.

While submitting a case for the orders of Zila Nazim or DCO, it shall be the duty of the E.D.O. to suggest a definite line of action.
2.2.4. **Rules and Function of E.D.O. (Education) specific to Education**

1. To implement the Education policy of the District Government.
2. To convey the instructions of the Government to the subordinate offices and to the institutions, and to see that they are fully carried out.
3. Providing all sorts of data with regard to the schools to the D.P.I. (EE).
4. Exercise administrative control over the officers/officials work within his/her jurisdiction.
5. Guiding the inspection/supervisory staff to keep an eye on the progress of education.
6. Helping and supervising all the officers/officials and the Institutions in the district.
7. Guiding the field staff in all education and academically matters.
8. Adjustment of officials BS 1-10 within the district.
9. Promoting the cause of education to its standard consistent with the demands of the country and needs of the times.
10. Helping in the organization of in-service training courses of teachers at various levels of Education.
11. Co-ordinating the work of all the Tehsil in the district.
12. Providing facilities to the field staff to keep them aware of the modern trends of Education in the advanced countries.
13. To see that each Institution in the district has all the facilities necessary to impart effective purposeful and meaningful education.
14. To provide and distribute funds for development of the educational institutions with regard to the building, purchase of materials and students welfare.
15. To award all kinds of scholarships for which Government is the awarding agency.
16. To recruit teachers/officials on the recommendations of recruitment committee and with concurrence of DCO/Zila Nazim.
17. To help and guide the field staff in finding out the talented students for the award of scholarships.
18. To hold class 5th and 8th examinations in the district.
19. General supervision to promote efficiency of work in the subordinate offices and institutions in the district.
20. Planning and development of various schemes within the district.
21. Inspection and supervision of (Privately managed schools).
22. Reports and Enquiries.
23. Assemble Business.
24. Overall control, guidance and help to the attached offices and institutions.
25. To organize sports on school.
26. To promote audio-visual programmes.

2.2.5. **Roles and Functions of D.E.O.s (EE) Male and Female in Education**

District Education officers (Elementary education) are the main organs of E.D.O. (Education) for the management and supervision of Elementary Education at the district level.

Roles and Functions of The District Education Officers (D.E.O's)

The District Education officers occupy a very strategic and sensitive position in the District Education Department. Consequently, the D.E.O's tend to be the most exhaustively deployed
officers in the District and therefore their offices would tend to harbour more problems and omissions than most other offices. Duties and functions of the D.E.O's include the following:

a. **Administrative**

- To delegate appropriately office management responsibilities to competent A.E.O's and other secretarial staff. At the moment many D.E.O's spend over 45% of their time on matters related to office records, office efficiency and correspondence.
- Supervision of all the A.E.O's in the District and making sure that they have up-to-date information about school programmes, staffing, etc.
- Collection and dissemination of data and information of all aspects of the schools in the District.
- Personally inspecting the schools in the District at least once in a year; to examine the school records, quality of teaching, pupil attendance, the school facilities, classroom climate etc.
- To ensure adequate motivation of teachers: by giving proper attention to the problems of their salaries, compensation, leave, in-service training, self-improvement programmes, accommodation (particularly female teachers), transportation, allowance, etc.
- Having regular meetings with the Headmasters/Headmistresses of the schools in the District to acquaint himself/herself with their problems and to convey to them the decisions and developments at the provincial or Divisional levels.
- Communicating and discussing the District Schools issues and problems with the E.D.O. (Education), the district authorities, the parents etc.
- Treating cases of litigation (court cases on school buildings, infringements, employees, claims etc.) expeditiously.

**General**

1. Establishment Clerical.
2. Establishment class IV
3. Courses.
4. Stationery
5. Complaints Ministerial staff etc.
6. Assembly Questions.
7. Mise. Assignment - change of date of birth, Books etc.
8. Pension.
10. Statistics.
11. Departmental Examinations.
12. Private Schools.
13. Tree Plantation.
14. All other work of general nature.

b. **Accounts and finance: Function of Accounts Branch**

- Supervision of the work of the budget branch.
• Enquiry cases pertaining to the financial irregularities committed by the various officers/officials working in the division.
• Advice on the cases of the other branch.
• Review of Audit and Inspection reports of the various institutions in the district.
• Dealing with the cases of the Public Accounts committee.
• Clearance of arrears of pay of the teaching and non-teaching staff.
• Preparation and budget estimates 1st and 2nd lists of excesses and surrenders.
• Checking the District Accounts and ensuring adequate control of the accounts staff.
• Controlling the budget of the district, pertaining to his/her section and meeting regularly with the budget officers at district level.
• Ensuring that A.E.O's and central Headmasters collect and disburse teachers’ salaries appropriately.
• Holding regular meetings with the District Purchase Committee (this committee would be unnecessary in a less centralized system); and making sure that purchases are approved on time and as needed.
• Cross checking all the bills and making sure that they tally with the financial provisions, allocations and regulations.

c. Planning and Developmental

• Preparing Development Programmes for Schools in the District. Such a programme should spell out what type of schools is needed; which should be closed opened, expanded or upgraded etc., the category of staff available and needed resources, etc.
• Selection of sites for new school buildings, and ensuring appropriate negotiations for acquisition of the land and/or building;
• Maintenance of existing buildings and plant.
• Supervision of on-going development projects in the district.
• Providing missing facilities to schools within the limits of budget.

d. Academic

• Ensuring that the school syllabus, course outlines, schemes of work etc. are properly drawn by the teachers with the A.E.O's supervising these in the light of Dastoor-ul-amal.
• Setting up appropriate (approved) lists of textbooks and other pupil learning materials and supervising their free distribution or supply (where applicable).
• Making frequent sample checks on the schools to convince himself/herself of the quality of instruction and rewarding or correcting as appropriate.
• Encouraging the teachers to develop themselves and organizing for study leave, in service workshop, seminars etc. for the teachers in the district.
• Encouraging pupil academic growth and development through the award of scholarships interschool competitions, etc.
• Personally giving short talks or seminars to teachers and thus asserting academic leadership.

2.2.6. Roles and Functions of DDEOs

Deputy District Education officers (M/F) reporting to their respective D.E.O’s (M/F) work at the level of Tehsil. D.D.E.O’s have almost similar functions and roles to perform at Tehsil-level as the DEOs perform at district level. D.D.E.O’s are assisted by Assisted Education officers
(AEOs) who work at the level of Markaz. DDEOs can transfer primary school teachers within Tehsil. DEOs are DEO of their Tehsil concerned.

2.2.7. **Roles and Functions of AEOs**

A.E.O’s are at the bottom of educational hierarchy responsible for the management of primary schools. Their functions include the following:

1. Inspection of schools. They are responsible to conduct at least two summary inspections and one in-depth annual inspection of all primary schools under their jurisdiction.
2. Drawing and disbursing of salaries of the elementary school teachers under their control.
3. Monitoring of schools including teachers’ attendance, students enrolment, school building, including missing facilities.
4. Recommendations for:
   a. Opening of new schools.
   b. Up gradation of schools.
5. Collection of school data.
6. Any other business / duty assigned by be department / Govt. from time to time.

2.2.8. **Roles and Functions of Centre Headmaster**

School falling within a radius of 10 kilometres form a cluster. A big school located in the centre is nominated as the centre school. Head teacher of that the centre school is assigned the duty of centre Headmaster.

a. Holds monthly meetings of the all the school teachers included in the cluster to:
   ii. Complete the register work and school record.
   iii. Discuss issues and problems related to curriculum, textbooks, classroom teaching and individual academic difficulties of the teachers,
   iv. Arrange training lectures if possible.
   b. This forum of centre school provides opportunity of disbursement of salary to teachers.
   c. Forwards leave applications of teachers to A.E.O. and provides substitute teachers if needed.
   d. Provides local leadership to cluster school-teachers.

2.2.9. **Rules and Functions of Head-teacher of an Elementary or a Primary School.**

Head teacher of an elementary school or a primary school is instructional leader of his/her school. He/She supervises instruction, ensures teachers’ and students’ attendance, works for the enhancement in enrolment rate and decrease in the drop out rate, keeps close liaison with the community for the welfare of the school through school council and ensures that all school going children are enrolled in the school. He/She’ keeps close liaison with the centre headmaster/headmistress and willingly complies all the instructions given by the AEO from time to time. He/She keeps the school record up to date and ready for the inspecting officers and provides up to date school information to the AEO on monthly basis. He / She keeps check on the implementation of curriculum according the Dastoor-ul-Amal proposed and approved by the education department. He/She also keeps up to date record of continuous assessment of students.
Duties of Registrar Departmental Examinations

1. Conduct of following Departmental Examinations,
   iii. Middle Standard Examination.
   iv. Class 5th examination.
2. Appointment of Paper setter for all the 11 departmental examination.
3. Getting the question papers set by the paper setters for all the a/m departmental examinations.
4. Proof reading of the questions papers.
5. Proper maintenance of question papers and keeping secrecy of examination.
6. Filling of question papers for dispatch to the centers of examinations.
7. Dispatch of question papers of all the departmental examinations.
8. Working as Head examiner in respect of those examinations where single examiners are appointed.
9. Supervision of tabulation, scrutiny and announcement of result of all the departmental examinations.
10. Safe custody of answer book of single examiners in which R.D.I, works as Head examiner.
11. All secret work of the examination branch.
12. Appointment of Superintendents / Assistant Superintendents / Sub-Examiners of all the departmental examinations.
13. Signing of all kinds of bills of the examination for presentation to the accountant general, Punjab, Lahore.
14. Issuance of authority letters for payment to the personnel engaged in connection with the departmental examinations.
15. Signing of Roll No. Slips of all the departmental examinations.
16. Re-checking of scripts of all the departmental examinations.
17. Signing of all original and duplicate certificates of all the departmental examinations.
18. To conduct the meeting of unfair means committee.
19. Signing of official dak of the examination branch.
20. Over all control of the examination branch.

Duties of The Assistant Director (Phy: Education)

1. Physical Education.
2. To arrange the reception of dignities from outside the district.
3. Scouting
4. Red Crescent
5. Any other assigned by the D.E.
6. Students’ Problems.
7. Press cuttings.

Textbooks and SRMs
Policy Regarding Textbooks

According to the new textbooks policy announced by the Federal Ministry of Education:

b. Textbooks will be developed by private publishers.
c. Initial approval will be accorded by the Punjab Textbook Board after review of the manuscripts by reviews committees constituted by the Board.
d. Final approval and no objection certificate to textbook series of the Private Publishers will be issued by the curriculum wing Ministry of Education Islamabad.
e. A provincial committee appointed by the Punjab Education Department will select series of textbooks published by private publishers for enforcement and use in Govt. schools.
f. Govt. of the Punjab, Education Department will purchase textbooks selected by the above-mentioned committee and supply to the elementary schools free of cost.
g. Private schools will be free to adopt any textbook series approved by the Punjab Textbook Board and curriculum wing MOE Islamabad.
h. According to the Government policy, no school, public or private, is authorized to use any textbook series not falling in the list of approved textbook series published by the private publishers.
i. Government schools are not authorized to use guidebook, help books or test papers of any kind.
j. Schools authorities violating the policy and rules regarding textbooks etc. shall be liable to disciplinary action under E & D rules.

**Supplementary Reading Materials (SRMs)**

b. Supplementary reading materials (SRMs) are meant to enrich the students' knowledge, information and vocabulary.
c. Government has initiated the supply of SRMs to school libraries through special funding.
d. School authorities can also purchase SRMs published by the private publishers and approved by the Government from time to time.
e. SRMs are usually closely linked with the curriculum and are graded according to the grade level or intellectual level of students.
f. School authorities are required to provide opportunities to the students to study SRMs either during special library period provided in the timetable or during leisure period at home.
g. School authorities are also encouraged to monitor the use of SRMs by the students at school level and by the supervisory staff at system level. E.D.O., DEOs, DDEOs and AEOs are expected to monitor the use of SRMs during their school visits.

**Teaching Kits**

b. Schools have been provided primary teaching kit at primary level and science kit at middle (elementary) school level.
c. Teachers are required to use the said kits in their classroom instructions.
d. EDO, DEOs DDEOs and AEOs are expected to monitor the use of teaching kits by the teachers in their classroom instruction. They are also required to encourage teachers and provide them on-the-job training support to use the teaching kits.

19.0. **Public Relations and Inter Departmental Collaborations**

19.1. **Relations with General Public and Parents**

b. Education department is a public service department.
c. Functionaries of the education department should have cordial relations with the community they are serving.
d. EDO (Edu) DEOs, DDEOs and AEOs may identify persons of social importance parallel to their level of responsibility and should have at least personal acquaintance. They should develop mechanism to be aware of public sentiments about education at their level.

19.2. Relations with Politicians and Public Representatives

b. Politicians and public representatives at district, provincial and national level are very important people.

c. Educational Managers at the district level should have respectable relations with these persons.

d. EDO or DEOs may arrange special briefing sessions in their offices or in some school regarding educational achievements, educational issues and problems at the district level to win support and a positive attitude of these persons towards education, teachers and educational managers.

19.3. Inter-Departmental Collaborations

a. Teachers and education staff is sometimes involved in activities of national importance like national census, preparation of voter lists, conduct of elections and conduct of public examinations.

b. EDO (Edu) and DEOs should have very close liaison with the heads of departments requiring services of teachers and other education staff in fulfilling their task.

c. EDO (Edu) and DEOs may convince the heads of departments seeking support from the teachers and other education staff to evolve a mechanism and decide such a time frame that instructional work of the school is not affected.

d. EDO (Edu) and DEOs should provide complete protection to the education staff from high handedness of other departments and should also negotiate payment of remunerations and its timely payment.

e. Leaving the education staff to the mercy of other departments lowers job satisfaction of teachers, lowers their morale and lowers prestige and respect of education managers at the district level. Situation of this kind always results in bad discipline and lower standard of education in schools.
NOTIFICATION

NO.SO (SAP) 1-27 (2) /96; Government of the Punjab, Education Department has decided to establish District Education Authority to improve, implement and monitor the developmental policies, programmes and schemes with a view to improve the present working conditions of the Education Department, to achieve the objective of universal literacy and education for all in the districts of Rawalpindi, Sargodha, Faisalabad, Gujranwala, Lahore, Multan, Bahawalpur and D.G Khan

A) COMPOSITION OF DISTRICT EDUCATION AUTHORITY (DEA)

1. One MNA/Senator from the concerned district to be nominated by Chief Minister. Chairman
2. DEO(SE) Secretary/Executive Member
3. One MPA from the concerned district to be nominated by Chief Minister. Member
4. Chairman District Council Member
5. Additional Deputy Commissioner (General) Member
6. District Account Officer Member
7-8. DEO (EE) Male and Female Member
9. Executive Engineer Buildings Department Member
10-12. Three representatives of CBO/NGO in the field of education working in the concerned district, to be nominated by the Government. Member
13-15. Three eminent educationists belonging to the concerned district to be nominated by the Government. Member

B) FUNCTIONS OF THE DISTRICT EDUCATION AUTHORITY (DEA)

1. To involve and strive for development of institutional capacity building of the elementary, secondary and higher secondary schools in the district.
2. To manage and supervise the existing elementary, secondary schools in the district.
3. To monitor and coordinate the activities working of school Management Committees in respective maintenance and repair of school buildings, the purchase learning material & procurement of furniture etc. at the local level.
4. To liaise and develop interaction and linkage between the public and private educational institutions with a view to achieve sustainable private and public self governance.
1. To monitor the enforcement of Compulsory Primary Education Act, 1994 suggestions for implementation adaptation, enforcement mechanisms and amendments if necessary.
2. To monitor enforcement of rules, regulations and instructions regarding educational system.
3. To ensure the smooth functioning of private educational institutions with a view to achieve better facilities.
C) **FINANCING/BUDGETING**

1. The amount sanctioned for repair of the building/educational institution would be spent under the instructions of District Education Authority.
2. The re-appropriation of funds would be done on the recommendations of the District Education Authority.
3. Resource generation and to recommend the enhancement of user charges wherever necessary.
   1. To raise funds through the help of community for enhanced quality inputs for SMC.

D) **PLANNING & DEVELOPMENT**

1. To initiate, manage and supervise educational planning and developmental activities/schemes.
2. The following Committee has been constituted for the selection of sites under SAP schemes.
   (i) Deputy Commissioner
   (ii) District Education Officers (Male & Female)
   (iii) MPA concerned
3. DEA will periodically review and monitor the EMIS survives & reports in respect of educational infrastructure and provision of better facilities.

E) **ADMINISTRATION**

1. District Education Authority may recommend transfer or propose to initiate disciplinary action against any employee of the Education Department Working in the elementary, secondary and higher secondary schools to the competent authority on the following grounds.
   (i) Decreased enrolment
   (ii) Increased dropouts.
   (iii) Poor quality instructions, academic assessment and learning achievement.
   (iv) Participative environment and discipline.
2. The District Education Authority shall meet at least once a month. At least 5 members including at least two non-official members will constitute the quorum for the conduct of meeting and decision-making on the principle of majority.
3. To ensure regular inspections & visits by DEOs, DDEOs, AEOs & LCs of educational institutions and development projects/programmes as per directions of the Government.

Dated Lahore the **November 26**

Shahzad Qaiser
Education Secretary
NOTIFICATION

No.SO (S-IV) DEA/98 In supersession of Govt. notification NO.SO (SAPI-27 (2)/96 dated November 26th, 1997, the following notification is hereby promulgated with immediate effect. Government of the Punjab, Education Department has decided to establish District Education Authority to improve, implement and monitor the developmental policies, programmes and schemes with a view to improve the present working conditions of the Education Department, to achieve the objective of universal literacy and education for all in the districts of Rawalpindi, Sargodha, Faisalabad, Gujranwala, Lahore, Multan, Bahawalpur and D.G.Khan.
A) COMPOSITION OF DISTRICT EDUCATION AUTHORITY (DEA)

1. One MNA/Senator from the concerned district to be nominated by Chief Minister. CHAIRMAN
2. DEO(SE) Secretary/ Executive
3. One MPA from the concerned district to be nominated by Chief Minister. Member
4. Chairman District Council Member
5. Additional Deputy Commissioner (General) Member
6. District Account Officer Member
7-8. DEO (EE) Male and Female Member
9. Executive Engineer Buildings Department Member
10-12. Three representatives of CBO/NGO in the field of education working in the concerned district, to be nominated by the Government. Member
13-15. Three eminent educationists belonging to the concerned district to be nominated by the Government Member

B) FUNCTIONS OF THE DISTRICT EDUCATION AUTHORITY (DEA)

1. To involve and strive for development of institutional capacity building of the elementary, secondary and higher secondary schools in the district.
2. To manage and supervise the existing elementary, secondary schools in the district.
3. To monitor and coordinate the activities working of school Management Committee in respective maintenance and repair of school buildings, the purchase learning material & procurement of furniture etc. at the local level.
4. To liaise and develop interaction and linkage between the public and private educational institutions with a view to achieve sustainable private and public set governance.
5. To monitor the enforcement of Compulsory Primary Education Act, 1994 suggestion for implementation adaptation, enforcement mechanisms and amendments necessary.
6. To monitor enforcement of rules, regulations and instructions regarding education system.
7. To ensure the smooth functioning of private educational institutions with a view achieve better facilities.

C) FINANCING/BUDGETING

1. The amount sanctioned for repair of the buildings/educational institution would spent under the instructions of District Education Authority.
2. The re-appropriation of funds would be done on the recommendations of District Education Authority.
3. Resource generation and to recommend the enhancement of user charges where necessary.
4. To raise funds through the help of community for enhanced quality inputs SMCs.

D) PLANNING & DEVELOPMENT

1. To initiate manage and supervise educational planning and developing activities/schemes.
2. The following Committee has been constituted for the selection of sites under schemes.
   (i) Deputy Commissioner
   (ii) District Education Officers (Male & Female)
(iii) MPA concerned

3. DEA will periodically review and monitor the EMIS survives & reports in respect of educational infrastructure and provision of better facilities.

E) ADMINISTRATION

1. District Education Authority shall transfer employees of Education Department within the respective district and may propose transfer to the Government outside the district.

2. The District Education Authority shall initiate disciplinary action against any employee of the Education Department working in the elementary, secondary and higher secondary schools to the competent authority on the following grounds.
   (i) Decreased enrolment
   (ii) Increased dropouts.
   (iii) Poor quality instructions, academic assessment and learning achievement.
   (iv) Participative environment and discipline.

3. The District Education Authority shall meet at least once a moth. At least 5 members including at least two non-official members will constitute the quorum for the conduct of meeting and decision-making on the principle of majority.

4. To ensure regular inspections & visits by DEOs, DDEOs, AEOs & LCs of educational institutions and development projects/programmes as per directions of the Government.

5. District Education Authority will also act as District Recruitment Committee for the posts of Education Department as and when the Government authorizes recruitment for them.

Dated Lahore the
February 16th, 1998
Shahzad Qaiser
Education Secretary

GOVERNMENT OF THE PUNJAB
LAW & PARLIMENTARY AFFAIRS DEPARTMENT

NOTIFICATION
10th July 1999

No Legis: 3 (XXXIV)/99- The following Ordinance promulgated by the Governor of the Punjab is hereby published for general information: -

THE PUNJAB DISTRICT EDUCATION AUTHORITIES ORDINANCE 1999 PUNJAB ORDINANCE NO XXXIV OF 1999
AN ORDINANCE
to provide for the constitution of District Education Authorities

Preamble: Whereas it is expedient to provide for the establishment of District Education Authorities.

And whereas the Provincial Assembly of the Punjab is not in session and the Governor of the Punjab is satisfied that circumstances exist which render immediate action necessary.
Now therefore in exercise of the powers conferred upon him under Article 128 of the Constitution, the Governor of the Punjab is pleased to promulgate the following Ordinance: -

1. **Short Title and Commencement: -**
   
   (1) This Ordinance may be called the Punjab District Education Authorities Ordinance, 1999.
   
   (2) It shall come into force at once and shall be deemed to have taken effect on the day. The Punjab District Education Authorities Ordinance 1999 (XIV of 1999) stands repealed under Article 128 (2) of the Constitution.

2. **Incorporation: -**
   
   (1) The Government may establish such number of District Education Authorities as it may deem fit.
   
   (2) An Authority shall be known by such name as may be assigned to it by the Government.
   
   (3) An Authority shall be a body corporate having perpetual succession with power to acquire and hold property and to contract and shall sue and be sued by the said name.

3. **Functions: -**
   
   The Authority shall perform such functions in the field of education as may be assigned to them by the Government.

4. **Constitution of the Authority: -**
   
   (1) An Authority shall consist of such number of members out of whom one shall be its Chairman as the Government may determine.
   
   (2) A non-official member shall unless otherwise directed by the Government shall hold office for a term of three years.
   
   (3) No act or proceeding of the Authority shall be invalid merely on the ground of the existence of any vacancy or defect in the constitution of the Authority.

5. **Chief Executive Officer : -**
   
   (1) The Government shall appoint a Chief Executive Officer of the Authority on such terms and conditions as not withstanding anything contained in any law the Government may determine.
   
   (2) The Chief Executive Officer shall exercise such powers and perform such functions as may be prescribed.

6. **Appointment of Officers and Employees: -**
   
   The Government may appoint such persons in the service of the Authority as may be necessary on such terms and conditions, as notwithstanding anything contained in any law it may determine.

7. **Committees: -**
   
   The Authority may constitute such Committees, as it may deem necessary for giving effect to the provisions of the Ordinance.
8. **Delegation:** -
The Authority may delegate to any person any of its functions.

9. **Funds:** -
   1) There shall be a fund to be known by the name of the Authority which shall vest in the Authority and to which shall be credited all sums received by the Authority.
   2) The fund shall be kept in such custody and shall be utilized and regulated in such manner as may be prescribed.

10. **Budget Audit and Accounts:** -
    The budget of the Authority shall be approved and its accounts shall be maintained and audited in such manner as may be prescribed.

11. **Public Servants:** -
    All persons acting or purporting to act in pursuance of any provision of this ordinance shall be deemed to be public servants within the meaning of section 21 of the Pakistan Penal Code, 1861.

12. **Rules:** -
    The Government may make rules for carrying out the purposes of this Ordinance.

13. **Regulations:** -
    The Authority may make regulations, not inconsistent with the provisions of this Ordinance and the rules, for carrying out the purposes of this Ordinance.
UNIT 10: SCHOOL MANAGEMENT COMMITTEE/SCHOOL COUNCIL

Copy of letter No.S.O (S&B) 2-3/75 dated 9th June, 1975 received from Secretary Education addressed to all concerned.

ORDER

In pursuance of Para 15.5 (d) of the Education policy 1972-80 heads of all High Schools/Colleges in the Punjab are here -by directed to set up advisory councils in their institutions forthwith. The constitution of the Advisory council shall be as follows:-

HIGH SCHOOL ADVISORY COUNCIL:

1. Headmaster of the Institution. Chairman
2. Two Senior Most teachers one each from the Faculties of Arts and Science. Members
3. Two best all round students of the school. Members
4. Four guardians to be elected by them from among themselves. Members
5. One retired Educationist to be nominated by the head of the Institution. Members

One of the two members from the teachers of the Institution as at serial No.2 above shall act as Secretary to the Council and perform such duties as are assigned to him.

COLLEGE ADVISORY COUNCIL:

1. Principal of the Institution. Chairman
2. Two senior most lecturers one each from the Faculties of Arts and Science. Members
3. Two senior most Assistant professors one each from the Faculties of Arts and Science. Members
4. President and General Secretary of the College Students Union Members
5. Best Sportsman and best all round student of the College. Members
6. Five guardians to be elected by them from among themselves. Members
7. One retired Educationist to be nominated by the head of the Institution. Members

One of the two members from the Lecturers of the Institution as at serial No.2 above shall act as Secretary to the Council and perform such duties as are assigned to him.

PROCEDURE:

1. The Advisory Council shall meet once in two months or as and when the head of the institution may summon.
2. Office bearers of the students union for their term; the guardians will hold office for a term of two years provided their wards remain on the role on the institution.
3. The members will work in honorary capacity.

FUNCTIONS:

The functions of the council would be:-

1. To work the improvement of the institution
2. To elicit community support for the institution
3. To provide liaison between the students, teachers and parents
4. To receive and manage funds which may be donated to the institution by the old boys and the community.
5. To promote atmosphere conducive to learning in the institution
6. To promote extra curricular activity in the institution
7. To promote social and community work by the teachers and the students.

Copy of letter No. PS/ES/324 /95, Government of the Punjab Education Department, dated 19-3-1995 addressed to DPI(SE/EE, all Director of Education (SE/EE) and all DEOs (M&F-EE/SE) in the Punjab.

SUBJECT: INVOLVEMENT OF STUDENTS, TEACHERS AND PARENTS IN THE EDUCATIONAL ACTIVITIES AT THE PRIMARY AND MIDDLE LEVEL.

On the directions of the Chief Minister, Punjab, the government has assured a policy of massive community participation for the promotion of especially the primary education as well as support for middle level. In this regard, it is considered important to involve the three important components viz Teachers, Parents and Students. In non-formal activities A calendar of events to organize the community at the local level is being proposed. This will keep on involving the local community throughout the year in healthy community participation with a clear aim of conveying the message of popularization of education. The calendar can be adjusted to suit local conditions. The schools and local administration will require to organize innovative activity at the school and village level to keep the students active and to keep on bringing the parents and teachers together.

2. In this regard, the first exercise directed by the government was the organizing of Educational Melas at all Tehsil Headquarters before the month of Ramzan. According to the information conveyed by the District Education Officers, these educational Melas have been successful in promoting the message of the government of “Education for All”.

3. You are requested to organize yourself adequately at the district level both the female and male sector and start implementing the non-formal community participation.

4. Calendar of events for the year is attached.

(YOUSAF KAMAL)
SECRETARY EDUCATION
Copy of letter NO. 2982/PA dated. 27-07-95 from DPI(EE) Punjab Lahore addressed to all Directors of Elementary Education, District Education Officers (M&F) (EE), Deputy District Education Officers (M&F) (EE), and Assistant Education Officers (M&F) (EE) Punjab.


Mr. Yousaf Kamal, Secretary, Government of the Punjab, Education Department, Lahore as a consequence of provincial conference of Directors, D.E.O primary Education in Punjab, April 17, 1995 has issued following directions.

1. Whenever Education Officers go on tour and visit educational institutions, they should highlight their activity in the local media through press releases and news items.
2. School Calendar has been prepared and furnished to the Educational Management. This school calendar is suggestive and prescriptive. The idea behind it is to keep school active throughout the year. Director of Education, District Education Officers and School Heads can add to the school calendar in the light of their social environment. For example local Melas and Urs gathering can be utilized for the promotion of education.
3. Survey of school going aged children should be conducted thoroughly and with precision. This information will form a backbone for further planning of educational facilities. This information should be highly reliable and should be corrected updated from time to time.
4. The school management committees have been constituted but they do not seem to be active. There are cases that even the primary schools teachers are not aware of such committees. These committees should have a real entity and should meet very frequently to discuss local issues and problems of primary education.
5. District Management has been requested to talk about education whenever Officers are on the tour of the district. DEO should stay in close contact with the district management.
6. Campaign for the implementation of compulsory primary Education Act has not become a movement so far. Education Management at all levels is directed to convert this campaign into movement.
7. D.E.O’s and their lower formations are directed to encourage the formation of NGO for the promotion of education. Further they are to educate such NGO in achieving educational objectives.
8. District Education Officers are directed to keep close contact with the Deputy Commissioner. In a very near future the Chief Minister Punjab is going to call division wise meeting of Commissioners, Deputy Commissioner, Director of Education and District Education Officers on the subject of Compulsory Primary Education. All the concerned are requested to be prepared for this meeting.
9. Concept of adopted schools is very important. Adopted schools should be those which are disadvantaged and are located in neglected areas so that any efforts put in these schools are visible and exemplary for other schools.
10. Schools with no teacher and no children should be activated to use, by appointing teachers and opening admission to the children.
11. Where there is problem of over crowding, the strategies of 2nd shift should be adopted.
12. Punjab Compulsory Primary Education Act is being rendered into Urdu. This Urdu version of the Act should be given wide publicity.

13. Tree plantation should be given due importance. Every student should be encouraged to plant a tree in the name of his/her mother or some dear one. This will encourage the children to take care of plants with love and attachment.

14. Educational Managers of all levels are to supply reliable data to EMIS, Punjab and whenever there is a change in the data it should be reported immediately to EMIS in Lahore.

(DR. SARDAR MUHAMMAD MIAN)
DIRECTOR PUBLIC INSTRUCTION (EE)
PUNJAB, LAHORE

Copy of letter No SO 24-1/97 (F-AID) dated 07-11-1997 Govt. of the Punjab, Education Department and Director Public Instruction (EE) Punjab, Lahore Endst NO.13865/AD (G) dated 29-11-1997.

SUBJECT: UTILIZATION OF FUNDS THROUGH S.M.C.

As you are aware that the deptt has placed the funds for the procurement of instructional Material, Repair of the school and purchase of furniture at the disposal of Deputy Commissioner of the respective districts for further placement in the S.M.C account with express condition to complete the revamping exercises. (Copies of the reference) Instructions were also issued by this Deptt vide this letter even No. dated 30-9-97 to have close liaison with the Deputy Commissioner, Account Officers for the placement of functions the respective place of Deputy Commissioner (Copy enclosed) No feed back from any quarter has been received from the field functionaries. It would kindly be appreciated that Deputy Commissioner have many other works to do besides SMC. It is basically in the interest of Education Department to get every formality completed well in time.

Keeping in view the position explained above, kindly let this department know the latest position on the following points within One Week without fail.

1. List of schools that has been made available to DCs. It should be ensured that this list tally with the schools list given to this deptt with certificate already sent by Director Planning.

2. That revamping exercise of above schools has been completed and a certificate on prescribed Performa(copy enclosed) has been given by each Deputy Commissioner.

3. Funds are made available in the PLA of Deputy Commissioner concerned.

4. Ensure that sufficient No. of cheque books are made available to each Deputy Commissioner by DAOs.

Further to it the following instructions may be issued to the lower formation that:

a) The funds would be utilized separately on M&R and procurement of Instructional Material.

b) No funds would be utilized until the training of SMCs is Completed.
c) Funds would be utilized as per instructions laid down in the SMCs booklet.

d) Funds would be utilized on items as per attached list. However, the funds on Instructional Material would not increase Rs-1500 per classroom. The Instructional Material would be produced on need basis only and with the item (M&R and Instructional Material) would be cover judiciously from within the allocation.

It may be assigned High Priority and instructions be issued to the lower formalities/formation under intimation to this Deptt. All D.E.O’s/ DY. DEOs and A.E.O’s would personally be held responsible in case any lapse DPI(EE) and Director at Divisional level would ensure that complete monitoring of above exercise through meetings on regular basis. The department may also be kept informed of the progress.

(MAZHAR ALI KHAN)
Addl: Sec (Planning)
SUBJECT: MAKING THE ZERO ENROLMENT SCHOOL FUNCTIONAL

A number of primary schools in the province have been found with zero enrolment during the recent survey of ghost schools conducted by the Pakistan Army and examination of record by the Scrutiny Committees. Since the exercise has now been completed and an authentic database would soon be available with the Education Department, it has become imperative to make these schools functional. There may however be a number of zero enrolment schools which because of their isolated location are not easily accessible. Such schools may be difficult to make operational in the foreseeable future. It may not be possible to lay down any specific criterion as the situation at various places considerably differs. The District Education Officers (EE) will visit the school personally and decide whether a certain school can be made functional or not. The DEO will record his reasons for making this decision. In case it is not feasible to make it operational the following course of action is to be adopted.

a) The school is to be abolished. However the orders to this effect are to be passed by the Provincial government. A list of such schools may be prepared and sent to the secretary Elementary Education through dpi (EE)

b) The posts of the schools thus purported to be abolished shall be abolished at once, whereas the staff shall be transferred to those schools where sanctioned posts are available but working staff is not available. This may be covered in the exercise of "Rationalization of Staff"

Note:- The above guidelines can also be applied to the following categories:-
1. Closed Schools*
2. Non Functional Schools
3. Re-opened Schools

MAKING THE ZERO ENROLMENT SCHOOL FUNCTIONAL

The Education Department has formulated a mechanism for this purpose. The instructions that follow are be read very carefully and implemented strictly.

1. The numbers of Schools Management Committees of zero enrolment schools shall be replaced. This exercise shall be completed within two weeks from the receipt of these instructions. The new committees shall be constituted in accordance with the instructions already issued on the subject. They shall, then, be asked to utilize all their resources to achieve the goal of maximum enrolment of students in the schools. The targets mentioned below are being set for village with different population. Each SMC is to be assigned one of the following targets for enrolment.

<table>
<thead>
<tr>
<th>Village Population</th>
<th>Enrolment Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 500</td>
<td>50</td>
</tr>
<tr>
<td>500-1000</td>
<td>100</td>
</tr>
<tr>
<td>1000-1500</td>
<td>150</td>
</tr>
<tr>
<td>1500-2000</td>
<td>200</td>
</tr>
<tr>
<td>2000-2500</td>
<td>250</td>
</tr>
</tbody>
</table>
An SMC which achieves the target or a percentage thereof shall be rewarded as follows:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Reward</th>
</tr>
</thead>
<tbody>
<tr>
<td>60%</td>
<td>Commendation certificates to all the SMC member to be given by the DEO.</td>
</tr>
<tr>
<td>75%</td>
<td>Commendation certificates for each member to be given by the Directors of Education.</td>
</tr>
<tr>
<td>90%</td>
<td>Commendation certificates for each member of the SMC to be given by the Director of Education (EE)</td>
</tr>
<tr>
<td>100%</td>
<td>Commendation certificates for each member of the SMC to be given by the Deputy Commissioners</td>
</tr>
<tr>
<td>100%+</td>
<td>Commendation certificates for each member of the SMC to be given by the Commissioners</td>
</tr>
</tbody>
</table>

The SMC shall hold their meeting on monthly basis. Each member shall work for enrolment of students according to the figure worked out proportionately e.g. if 50 students are to be enrolled and there are nine members (including the head teacher/chairman), each member shall work for enrolment of 6 students. His/her performance evaluation shall be maintained in a separate register, mentioning therein the name and class of the student along with date of admission. The reward for each member, shall be given on the basis of his/her individual performance but only if the collective/total enrolment in the school is at least 60%.

Likewise, an incentive package involving service rewards, is being announced for the head teachers/headmasters of zero enrolment schools. All the targets have been fixed for

**HEAD TEACHERS**

The head teachers of zero enrolment schools shall be given special rewards according to the level of enrolment achieved. However their efforts in this context, shall have to be verified by all the member of the SMCs. The minimum tenure of a head teacher in the school shall be 3 years.

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Reward</th>
</tr>
</thead>
<tbody>
<tr>
<td>60%</td>
<td>Commendation certificate by DEO.</td>
</tr>
<tr>
<td>75%</td>
<td>Commendation certificate by Director and entry in the ACR.</td>
</tr>
<tr>
<td>90%</td>
<td>Commendation certificate by DPI, plus entry in the ACR.</td>
</tr>
<tr>
<td>100%</td>
<td>Commendation certificate by Secretary Education and entry in the ACR.</td>
</tr>
<tr>
<td>100%+</td>
<td>Commendation certificate by Secretary Education, entry in the ACR along with honorarium.</td>
</tr>
</tbody>
</table>

All the targets have been fixed for one year. If a declining trend is witnessed later on in the level of enrolment achieved, the SMC members shall be replaced.

The population of each village shall be obtained by the DEO from the District Census Office and he/she shall provide it to the DY, DEO, AEO and head teacher concerned for the purpose of fixing the targets of enrolment. The DY, DEO shall provide the target figure to the DEO, Director and DPI.

**MASJID MAKTAB**

Those MASJID MAKTABS which have enrolment less than twenty students are to be merged with the nearest Middle or Primary School or High School with a Primary Section.
MGER OF TWIN SCHOOLS

It has also come to notice that two or more separate schools are functioning in the same premises. Such schools are to be recommended for merger. If all the schools are primary, the name of the one established earlier will remain while the others will lose their entity. The staff then according to Teacher/Student ratio has to be rationalized.

In case where MASJID MAKTAB (MM) is functioning in the premises or in vicinity of regular Middle or Primary School, the MM will be merged with regular school.

In case where one is a Middle and the other a Primary School, the Primary School will be merged into Middle and that name shall be retained. The staff shall then be rationalized according.

NOTE:- A meticulous record of all this has to be kept to avoid any confusion and problems for the staff.

Report on the implementation of these instructions should reach the Secretariat by the 31st July, 1998.

(ZAFAR MAHMOOD)
Secretary Education (Elementary)

GOVERNMENT OF THE PUNJAB
EDUCATION DEPARTMENT

NOTIFICATION

CONSTITUTION OF COMMITTEES TO IMPLEMENT SAPP NO.SO(SAP) 2-2/94 The following committees are constituted to ensure community participation in implementation of SAPP in particular and to carry out school development activities in general:

1. SCHOOL MANAGEMENT COMMITTEE

There shall be a School Management Committee (SMC) for each Primary and Elementary School in Punjab. Constitution and functions of the committee shall be as follows:

A. MEMBERSHIP
1. Head Teacher Member/ Secretary of the Committee
2. Teachers other than Head Teacher (Not more than three) Member
3. Learning coordinator Concerned Member
4. Representative of the parents nominated or elected by parents Member
5. 3 notables of the area including councillor if he belongs to the village town area where the educational institution is located Member
6. retired persons of any department (not more than three) Member

B. FUNCTIONS
1. Increasing enrolment and motivate parents to send their sons/daughters in schools.
2. Decreasing and ultimately alienating drop outs
3. Managing all the affairs of the school
4. Exercising check on the absenteeism of the teachers and ensuring their regular attendance.
5. Supervision of the teachers that they are imparting classroom instruction properly.
6. To generate funds in order to meet requirements of the school to make self-supporting. Those who are unable to cash may help in kind or in the form of labour etc.
7. To manage the budget received from the Government.
8. To organize the educational, social and co-curricular activities in the school.
9. Regular academic supervision of the teachers at least to see that they are teaching regularly.
10. To arrange educational staff it required for the school by local funds as far as possible.
11. To motivate educated persons to come to school and help the teachers in organizing class room instructions and other activities of the school during the time when such educated persons are free. This will be considered a social service without any honoraria.
12. To attract good teachers to work in their schools by looking after their genuine needs/requirements. To provide proper incentive in the shape of residential accommodation if they belong to a place other than the one where school is located.
13. Protection of school property by repairing and maintaining its property, stopping encroachment and not allowing stray animals to enter the school.

C. SCHOOL DEVELOPMENT PLAN

The School Management Committees will prepare school development programmers for their respective schools. These plans will be developed in May to June, 1995. Funds required for their programme will be indicated. The Committees will also indicate the source of funding including funds from Government and tapping of other local resources.

D. IMPLEMENTATION

The implementation of the programme through the Committees will start during 1995-96.

E. ROLE OF PROMOTERS

Promoters will be recruited along with Graduate Primary School Teachers to increase enrolment and check drop out in areas where the schools do not have sufficient enrolment to justify a Graduate PST. These promoters will also be associated in motivating the communities to work for the betterment of school. Promoters will closely work with SMS to put the Committee into gear.

Nomination of the Member/ Checks and Balances

In order to strengthen the role of School Management Committee support of the supervisory staff is essential. The role of the Committee will be assigned officially and will be binding on the teachers as well as Supervisory and Administrative Staff. Right from the AEO up to Director everybody will monitor the progress of the Committees. If there are any problems, the same will be sorted out by the Supervisory and Administrative Staff. DEO will evaluate the working of Committees with the help of DY, DEOs.

If any member is not taking proper interest in the work of committee, he will be replaced by another member. Non official members of the committee will be nominated by DEO with the help of DY, DEO, AEO and the Head Teacher of the School. They will take proper care in selecting the members and would ensure that all sections of population are properly represented.
The Committees will be given full role in all the affairs of the school including the checks on regular attendance of the teachers and to ensure that they are teaching them in the beginning some problems like teachers not obeying the Committee may arise. The President or Secretary of the Committee will report such matters to AEO in the first instance. AEO may receive reports about the irregular attendance of the teachers.

He/she will have to take proper action within 10 days of the receipt of such complaints from the president or Secretary of the Committee taking proper care to see the genuineness of complaints. A Performa will be developed by EMIS Punjab on which AEO will submit a quarterly report to DY DEO on such matters indicating the action taken. The DY. DEO will be fully responsible for proper functioning of the monitoring mechanism. He/She will also check the working of 50% of such Committees in a year and will ensure that the actions were taken by the Supervisory tiers against defaulting teachers and he/she will take necessary measures to develop proper confidence in the committee so that ultimately these committees can work independently and the work load with regard to these committees on supervisory and administrative staff is decreased considerably. DEO will check 20% of the cases of malfunctioning of the teachers as complained by the Committees and Directors will check 5% cases in the manner prescribed above.

2. SCHOOL REPAIR COMMITTEE

(a) MEMBERSHIP

Same membership as indicated in case of school Management Committee.

(b) FUNCTIONS

Functions of the committee shall also include the management of annual routine repair as well as special repair. The promoter along with Learning Coordinator will be particularly responsible to keep the committee going.

(c) FUNDINGS

Funds for these repairs will be provided by Government on sharing basis i.e. 50% funds by the Government and 50% by the community by way of donations a levy of Rs. 5 per child per month could be introduced on Voluntary basis.

(d) ACCOUNTS

A Committee of three including head teacher and 2 non official numbers will be responsible for keeping the accounts of income and expenditure accounts of any materials donated, free labour or other services provided to ascertain the type and extent of community support.

(e) EVALUATION

i. Monthly progress reports to be submitted personally by DEO
ii. Bi-monthly meeting of Directors with DPI (EE)
iii. Mid term evaluation March-April, 1995
iv. Final report from each District  
End of May, 1995

(f) MONITORING

i. Monthly progress report will be submitted by DEO to the Directors and then to the DPI (EE) office

ii. Bi-monthly meetings of the Directors with DPI (EE)

iii. Mid term evaluation  
March-April, 1995

iv. Final report from each District  
End of May, 1995

The Divisional Directors and the District Education Officers are required to have these committees constituted under their personal supervision and report on the names of the committee members to this Secretariat through the DPI (EE) Punjab before 31st October, 1994.

Dated Lahore, the 26th Sept, 1994  
(JAVED MAHMOOD)  
Additional Secretary

Copy of the letter No.S.O (A-I)7-21/81 Govt. of the Punjab, Education Department, dated 6th August, 1995.

SUBJECT: FROGH-E-TALEEM FUND SETTING UP OF SCHOOL MANAGEMENT COMMITTEES.

1. In order to enable the schools to change their affairs better and to a spirit of self help, the Government of the Punjab has decided to establish a School Management Committee for each school W.E.F, 1-7-1995.

2. The composition and mandate of this committee will be as follows.

(a) COMPOSITION OF SCHOOL MANAGEMENT COMMITTEE

1. Headmaster/Headmistress/Principal  
Chairman

2. Second Master/Mistress/Sr. S.S  
Secretary

3. Senior Teacher  
Member

4. Three prominent figures/parents  
Member Philanthropists of the area  
(To be nominated by the Headmaster/Headmistress/Principal)

(b) ROLE OF MANAGEMENT COMMITTEE

School Management Committee is authorized to incur the expenditure out Farogh-e-Taleem Fund on the following activities only and will maintain record for audit.

i. Establishing Textbook Banks.
iv. Financial assistance to talented and needy students subject to resources.

3. In order to enable the school Management Committee to perform its functioning effectively and usefully, the Government has decided to set up a Farogh-e-Taleem Fund and has allowed the school to charge the students at the following rates.

1. Rs. 1/- from 4\textsuperscript{th} & 5\textsuperscript{th} class students per month.
2. Rs.5/- from 6\textsuperscript{th} to 12\textsuperscript{th} class students per month.

4. The School Management Committee will also be authorized to raise funds through donations from philanthropist.

5. The School Management Committee will be expected to maintain an account of the receipts & expenditure including items received in kind in a transparent manner which will be open to regular audit, as well as special audit.

6. Farogh-e-Taleem Fund mentioned above shall have no bearing on any other charges. Funds etc. being paid/ contributed by the students. These shall continue to be charged independently of the tuition/ admission fee.

(Muhammad Zaman)
Under Secretary (Acad-I)

Copy of letter No.SO(A-II) 24-2/2000, dated 12-03-2000 from Government of the Punjab, Education Department (Schools), Lahore addressed to Director of Public Instruction (S.E), Punjab, Lahore.

SUBJECT: FRIENDS OF SCHOOL

The Governor has been pleased to direct that each school must look for friend/friends with an objective to form a body of such philanthropists/social workers/ volunteers who are infused with an urge to serve the nation by making investment in terms of time, energies, ideas and cash for achieving excellence.

Please pass this message on to all the head teachers working within your purview and personally monitor the implementation under intimation to Education Department on monthly basis.

Sd/-
(Ghulam Abbass Sargana)
Deputy Secretary (Acad)
NOTIFICATION

CONSTITUTION OF SCHOOL CONSULTING (SCs) IN SECONDARY AND HIGHER SECONDARY SCHOOLS

NO.SO (S-I) 2-5/2000, in order to ensure community participation and to carry out school developments activities, School Education Department in pursuance of Punjab Cabinet decision dated March, 2,2000 has decided to re-structure the existing SMCs and re-name them as School Council.

2. Constitution and functions of the School Council shall be as follows:-

(a) MEMBERSHIP

1. Head Teacher
2. 5 Parents
3. 4 Retires soldiers/ Govt. Servant
4. Lambardar
5. All other persons making substantial contributions
6. I school teacher (to be selected as secretary of the Council be the Head Teacher)

(b) FUNCTION

1. School Council would serve as a check on absenteeism.
3. Use Government funds in a proper manner.
4. Purchase furniture and equipment etc.
5. Raise local resources.
6. Bring enhancement enrolment and reduction drop outs.

(c) SELECTION PROCEDURE

The School Council will be selected by teams constituted by the Deputy Commissioners to work under the Supervision of Assistant Commissioners. A separate team shall be constituted for each markaz consisting of:-

1. Project Manger, LG&RD Department.
2. Senior Most Headmaster/Headmistress in the Markaz.
4. Circle Revenue officer.
5. Assistant Education Officer (Male/Female)

The teams will consult the Head teacher, and retired. Govt. Servants, graduates of the village, retired defence service personal parents of school going children and the Lambardar in a Jalsa-e-Aam. All member of School Council shall be female in case of Girls Schools.
(d) **SCHOOL FUNDS**

Every school shall have a school fund to be jointly operated by the Chairperson and one member to be selected from amongst the private members of the Council. Allocations from the fund shall be decided by the School Council and the fund shall be audited as prescribed. The fund shall consist of:-

1. Funds donated by the community with 100% matching grant to be provided by the Government.
2. Funds paid by the students except Fee
3. Non-salary budget of the school.

(e) **USE OF SCHOOL FUND**

The School fund shall be utilized on the following-

1. Provision of free textbooks/ stationery to the needy students.
2. Education stipends to be needy.
4. Recruitment of teachers on contract basis where necessary.
5. Provision of missing facilities such as electricity, water pump toilets, boundary wall etc.
6. Purchase of instructional material including computers.
7. Any other related purpose with the approval of the District Education Coordinator.

4. The District Education Officer (SE) are directed to have these councils constituted under the supervision of the concerned Deputy commissioner and extend all possible help to complete this exercise by April 30,2000. Report on completion of exercise be sent to the Secretariat through the DPI (SE) Punjab, before April, 30,2000.

Dated. Lahore the April 6, 2000                      (Azhar H. Shamim)
Special Secretary (School)

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GOVERNMENT OF THE PUNJAB
SCHOOL EDUCATION DEPARTMENT

NOTIFICATION

CONSTITUTION OF SCHOOL COUNCILS (SCS)

No. US(F-aid)24-I/99. where as, vide Notification No. SO(SAP) 2-2/94, dated September, 26th 1994 School Management Committees (SMCs) were constituted for Elementary and Primary schools in Punjab to ensure community participation in implementation of SAP in particular and to carry out school development activities in general:-.
2. And whereas, in pursuance of Punjab Cabinet decision dated March 2, 2000, The Government has decided to re-structure the existing SMCs and re-name them as School Council(s).

3. Therefore, the Word School Management Committee (SMCs) wherever appearing in Grant No. 15-40000-Social Services-41000- Education-41500-Primary Education 002-Govt, Elementary Schools Object-60000 transfer payment 640000 grants 64200 Local bodies-64203 Grant in aid to SMCs for M&R of Elementary & Primary Schools-64204 Grant in aid for Instructional Material to Elementary & Primary schools Male & Female in the Punjab during the Financial Years 1997-98, 1998-99 and 1999-2000 shall stand substituted as School Councils (SCs) and shall hereinafter be operated by the School Council (SC).

4. Constitution and functions of the School Council shall be as follows:-

(a) **MEMBERSHIP**

1. Head Teacher Chairperson
2. 5 Parents Member
3. 2 retired Soldiers/ Govt. Servants Member
4. Lambardar Member
5. All other persons making substantial contribution to the school fund Member
6. I School teacher (to be selected by the Head Teacher) Secretary

(b) **FUNCTIONS**

1. School Council would serve as a check on absenteeism.
3. Use of government funds.
4. Purchase of furniture and equipment etc.
5. Raising local resources.

(c) **SELECTION PROCEDURE**

The School Council will be selected by teams constituted by the Deputy Commissioners these teams shall work under the supervision of Assistant Commissioners. A separate team shall be constituted for each Markaz consisting of:-

1. Project Manager, LG &RD Department,
3. Circle Revenue Officer.
4. Assistant Education Officer (Male/Female)

The teams will consult the Head teachers and retired government servants, graduates of the village, retired defence service personnel, parents of school going children and the Lambardar in a Jalsa-e-Am. All members of SC shall be female in case of Girls Schools.
(d) SCHOOL FUND

Every School shall have a school fund to be jointly operated by the Chairperson and one member to be selected from amongst the private members of the Council. Allocations from the fund shall be decided by the School Council and the fund shall be audited as prescribed. The fund shall consist of:-

1. Funds donated by the community with 100% matching grant 'to be provided by the Government.
2. Funds paid by the students except fees
3. Non-salary budget of the school.

(e) USE OF SCHOOL FUND

The school fund shall be utilized on following:-

1. Provision of free textbooks/stationery to the needy students.
2. Education stipends to the needy.
4. Recruitment of teachers on contract basis where necessary.
5. Purchase of instructional material including computers.
6. Provision of missing facilities such as electricity, water pump, toilets, boundary wall etc.
7. Any other related purpose with the approval of the District Education Coordinator.

5. The District Education Officers (M&F-EE) are directed to have these councils constituted under the supervision of the concerned Deputy Commissioner and extend all possible help to complete this exercise by April 15, 2000. Report on completion of exercise be sent to this Secretariat through the DPI (EE) Punjab, before April 20, 2000.

Dated Lahore the April 6, 2000

Azhar-H-Shamim
Special, Secretary (Schools)

GOVERNMENT OF THE PUNJAB
EDUCATION DEPARTMENT
December 30, 2003

NOTIFICATION

NO. US(F.Aid)24-l/99 Re-constitution/re-activation of the School Councils is being conducted under the Punjab Education Sector Reform Programme. The district governments will observe the following guidelines with regard to re-constitution/re-composition of the School Councils.

1. School Councils can be set up for all schools, however these guidelines are for Primary and Middle schools only.
2. The functions of the School Council will include ensuring Teacher attendance and improvement in the overall quality of Schooling.
3. The membership of a School Council shall not be less than seven.
4. Parents shall constitute the majority-more than 50%-of the members of the School Councils. Mothers will represent parents in girls schools.
5. The Headmaster/Teacher in charge of the school shall be the co-chair and the co-signatory.
6. The School Council must meet at least once in a quarter (i.e. a minimum of four times a year)
7. The School Council shall have a given sum placed at its disposal by the Punjab Education Sector Reform Programme through the district government, with which among other expenditures, needs of the school can be met in respect of urgent repairs, procurement and maintenance of additional facilities, small works, and charges pertaining to a temporary recruitment or replacement of teachers.
8. The School Council shall supervise the distribution of text books that are to be provided free of cost up to class V under the Punjab Education Sector Reform Programme.
9. The performance of these School Councils will be monitored by the Provincial Government and the respective District Government

Khushnood Akhtar Lashari
Secretary Education

GOVERNMENT OF THE PUNJAB
EDUCATION DEPARTMENT

NOTIFICATION

NO.SO(A-II) 1 -13/2004.Chief Minister, Punjab has been pleased to approve the proposal of constitution and regulation of School Councils exclusively for Lahore District under the Chairmanship of District Nazim, City District Government, Lahore, as a pilot project for a period of one year. The City District Government, Lahore will observe the following guidelines with regard to constitution and regulation of School Councils in respect of devolved schools of District, Lahore:-

1. The school councils will be run as a pilot project in Lahore District and a decision will be made for their continuation or otherwise after one year on the basis of their efficiency in terms of improvement of conditions in the schools.
2. The U/C Nazim will head School Councils of high schools as Chairman. The U/C Nazim, however, will not in any case, head more than three schools. In all other schools, he will recommend a notable of the area for notification as chairperson of the School Council by the CDGL. In case of Girls Schools, a lady will be notified as the Chairperson of the School Council.
3. All cheques will be signed by the heads of Schools (headmasters/ Principals) on the advice of the school councils.
4. In case of adopted schools, the head of the institution will be Chairperson of the school council while the representative of the concerned NGO will be the co-signatory for purposes of expenditure.
5. In case of any dispute between the chairperson of the School Council and the head of the institution, the same will be referred, in writing, to concerned District Education Officer whose decision will be final.
6. Rules of Business for Regulation & Functioning of School Councils (in Urdu) are enclosed.

(Sahid Rashid)
Secretary Education


SUBJECT: INSTRUCTIONS BY THE MINISTER FOR EDUCATION

Minister for Education has desired that the following actions may be taken immediately.
School Councils should meet once a week on regular basis and would do the following things.
   a) They would ensure maximum enrolment under Universal Primary Education Project,
   b) School councils will assess the efforts of teachers of the respective schools for the enrolment under UPE.
   c) School Councils will make maximum efforts for generating the finances for the school from the local community so as to meet the demands of deserving students for providing them textbooks and uniforms.
   d) District Education Co-coordinators will make thorough visits of UPE Districts to see that Vacancies of teachers in these District filled in. They will immediately take up the case with concerned DPI and the Secretary Education (Schools) for filling in the Vacancies where exists.

All the Directors of Education and District Education Coordinators are also directed to convey these Instructions to the District Education Officers/Deputy District Education Officers/Assistant Education Officers for strict compliance.

(Ubaid Rubbani)
Acting Special Secretary Education (Schools)

No, PS/CS-680/2004/1573
Dated Lahore, the 7 July, 2004

To

All District Nazims in Punjab

The Provincial Government has embarked upon an ambitions agenda to revamp, modernize and balance its Education sector. For this purpose certain major initiatives are underway through the Chief Minister’s Education Sector Reforms Program. These include:
1. Provision of a sizable annual sum to the districts for bridging the missing infrastructure in schools.
2. Provision of monthly stipend to girl students of Middle School Classes in fifteen low literacy districts.
3. Provision of free textbooks to students from Kachi till Class 5th in the fifteen program year, this activity is being enhanced to cover students up to Class 8th during the second year.
4. Restructuring of the Punjab Education Foundation.
5. Recruitment of new teachers on facility based contracts.
6. Teacher training.
7. Revamping of school councils.
8. An awareness campaign to sensitize the public about educational issues and Program interventions.

2. All these initiatives are primarily aimed at improving quality, access and governance of the Education system. Such a colossal task sometime requires addressing issues, which have remained neglected for a long time and one such issue is the lack of a proper financial support system for the Mosque and Primary schools.

3. As you would be aware, these schools do not have an adequate annual budget. Whatever meager provision is made in the Districts Primary Education Budget on the non-salary side either specimen budget for these schools, which is annexed to this letter. The amount mentioned there in is the barest minimum that a Masque or a Primary school requires to keep it functioning through the year. This budget can help only if it reaches the school in time for which the most efficient mode is through its direct placement in the concerned School Councils bank account. The Education Department has recently issued general guidelines for the formation and functioning of these councils. In addition, the Finance Department has also issued a notification wherein these councils have been empowered to incur expenditure up to Rs. Two Hundred Thousand per annum (copies of the guidelines and the notification are also being annexed for your guidance).

1. You would recall that in the “Terms of Partnership” signed by your district with the Chief Minister’s Education Sector reforms program, one of the performance indicators relates to the districts own non-salary budget. This indicator will figure significantly in the financial allocation to your district for the second year of the Program (Fiscal year 2004-05). You are therefore advised to make an adequate provision in your Primary Education Sector non-salary budget for Schools in the district. An analysis of your budget will show that this step has more to do with financial realignment than allocation of new resources. The overall increase in the districts Primary Education Sector Budget would remain in between 2 to 6%. The making of this provision will not only qualify your district to receive additional grant from PESRP for the second year but also help revitalize your school system. Thanking for your cooperation in this regard.

(Kamran Rasool)
Chief Secretary
Copy of letter from Government of the Punjab, Finance Department, dated, the 7th January, 2004 addressed to the Chairman, Planning & Development Board, Punjab, Lahore, the Secretary to Government of the Punjab, Education Department, and the Project Director, Punjab, Education Sector Reform Programme, Programme Monitoring & Implementation Unit,

SUBJECT:-- FINANCIAL PROCEDURE FOR SCHOOL COUNCILS TO INCUR EXPENDITURE ON INFRA-STRUCTURAL IMPROVEMENTS IN SCHOOLS UP TO RSJ.00.000/-

I am directed to refer to the subject cited above, and to enclose a copy of the financial procedure formulated by the Finance Department in the matter of incurrence of expenditure by the School Councils on infra-structural improvements and other expenditures up to Rs.2,00,000/-. In this regard consultation was also done with the Accountant General Punjab who, however, suggested that such operations may be done in the Government mode a position which is not acceptable to the donor. The AG(Pb) has been informed accordingly.

This procedure is, therefore, being notified as such by the Finance Department

(Muhammad Zubair)
Chief Inspector of Treasuries

FINANCIAL PROCEDURE FOR SCHOOL COUNCIL

Following financial procedure shall be observed by the School Council (SC) in the respective District Government;

SOURCE OF FUNDING:

(i) The funds to the School Council shall be transferred from PCF A/C No 1 to Account IV of respective District Government as a tied budgeted grant-in-aid.
(ii) The District Governments shall be required to budget the allocation for each
(iii) Each School Council shall maintain a commercial bank account to be jointly operated by the Head Master of the School and a designated member of School Council.
(iv) The Executive District Officer (Education) of the respective District Government shall accord financial sanction for the transfer of funds from the District Account IV to the bank account of the School Council by the DAO without any pre-audit etc.

FINANCIAL PROCEDURE:

1) The funds shall only be spent by the School Council on the purposes as prescribed including minor civil works up to Rs. 200,000/-
2) All expenditure shall be incurred with the prior approval of the School Council.
3) All purchases / execution of work shall be carried out by the School Council in a transparent and economical manner.

4) The Head Master, on behalf of the School Council, shall maintain the accounts of receipts and expenditure on a simple cash book in the prescribed format (Annex - A).

5) The cash book and allied details / vouchers shall be verified and approved by the School Council in a special meeting on a 6 monthly basis by 15th January and 15th July.

6) The vouched accounts shall be subject to inspection by the functionaries of the Education Department and to third party validation.

7) The expenditure of the School Council shall not be subject to the provision of financial Rules / Purchase Procedure of the Government.

8) The expenditure on Civil Works shall be market based and shall be incurred by exercising general financial prudence.

Copy of letter No, NO.SO.(A-II) 2-5/2003-Dated 07th September 2004 received from Government of the Punjab, Education Department (school wing) addressed to DPI (EE/SE) and all the EDOs (Edu) in the Punjab.

SUBJECT: RATIONALIZATION AND UNIFICATION OF STUDENTS FUNDS

Taking notice of huge amounts lying unspent on account of student funds in] the schools, the Chief Minister, Punjab has been pleased to approve the merger of all funds (including fine fund) in the one head namely "Farough-e-Taleem Fund". He has been further pleased in decide that these funds be utilized for the welfare of students through school councils respectively.

Following guidelines may be followed in letter and spirit. The consolidated amount as given below will only be charged per student per month in be notified as Faroogh-e-Taleem Fund for both Male & Female Schools:

<table>
<thead>
<tr>
<th>Sr.#</th>
<th>Student level</th>
<th>New proposed rates per Student per month.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>High school level (Class 9th &amp; 10th)</td>
<td>Rs.7.00</td>
</tr>
<tr>
<td>2.</td>
<td>Middle Class level (Class 6th to 8th)</td>
<td>Rs.6.00</td>
</tr>
<tr>
<td>3.</td>
<td>Primary School level (Class 4th to 5th)</td>
<td>Rs.1.00</td>
</tr>
</tbody>
</table>

a. The existing balance of funds including the fine fund will be utilized for the welfare of the students as per policy laid down at (Annex-A).

b. The expenditure will be incurred through school councils, whose minutes of the meeting will be kept on record for justification of expenditure.

c. The Head of the Institution should maintain a record of receipt and expenditure of the funds for audit, which will be carried out by the audit department on yearly basis.

d. The rates mentioned at Para 2 above will remain effective for a period of 3 years and no increase/decrease will be affected without the prior approval of Education Department.
As regard enhancement in the Fine Fund (from Rs, 0.25 per absence to Rs. 1.00 absence) being charged from the High and Middle School students. Chief Minister; has desired that the issue would be considered next year after substandard improvement in educational infrastructure is completed.

Financial powers already laid down in the financial regulation will be adhered to strictly.

All expenditure out of Faroogh-e-Taleem fund may only be incurred after observing all codal and procedural formalities.

Any other collection apart from the rate of funds allowed at Para 2 above in any form from the students is strictly disallowed.

A unified account "Faroogh-e-Taleem Fund" may be opened/operated in the name of Head Teacher and expenditure incurred with the approval of school Council.

DPI (SE & EE) will also carry out necessary scrutiny during their tour programme and will also devise a system of check & balance.

The above instructions will be implemented forthwith in letter and spirit and a progress report submitted for information to this Department.

Sd/-

(MAJ® ZIA QADIR GHUMMAN)
DEPUTY SECRETARY (ACAD)

Annex-A

NO.SO(A-II) 2-5/2003
GOVERNMENT OF THE PUNJAB
EDUCATION DEPARTMENT
(SCHOOLS WING)

USAGE OF FAROGH-E-TALEEM FUND

(To be expended by Head of the Institution after observing all codal and procedural formalities) with approval of school council.

1. Purchase of Science Equipments of all types.
2. Purchase and repair of Sports Articles of all types.
3. Expenses to hold games contests, Refreshment of Players, Conveyance Expenses of sports, Accommodation and meals expenses for sports.
4. Minor work of Play Ground (Cleanliness & level etc if required), availability of water for ground.
6. Expenditure of Examinations "printing of question papers, purchase of duplicating machine and related material.
8. Installation of telephone (internet subject to Computer Science 9th 10th, ICS classes).
9. Purchase of Geometry Box, Charts, Maps, Black Board/White Boards, Duster, Display Boards.
10. Purchase of Plants for Tree Plantation/Flower Pots.
11. Expenses for holding of competitions of Co-Curricular Activities i.e. Drama, Debates, Speech, Essay Writing etc.
12. Expenses of Students & Class Incharge for trips, to Historical and geographical places, (no subscription will be taken from students).
13. Fee for Scouting/Girl Guiding, Expenses of related items and accommodation of Students, Incharge Teacher, Headmaster,
14. Purchase of Medicines.
15. Appointment of Doctor & Dispenser as part time,
16. Treatment of Poor and deserving students.
17. Purchase of sanitation related articles.
18. Health related Charts
19. Weight machine
20. Holding of Parents Day expenses
21. National & Islamic celebration days expenses
22. Furniture of Library and related items
23. Annual Prize Distributing Ceremony expenses
24. Educational distinction and sports prizes
25. First Aid and related articles
26. Articles relating to cleanliness in the school
27. Purchase of equipment relating First Aid
28. Books for deserving poor students, stationary, purchase of Uniform and shoes, payment of fee etc
29. Purchase of optical and toys for poor students
30. Purchase of seeds and plants for school ground and other ordinary purchase.
31. Help for Students of SOS Village and Hospital.
32. Prize in form of articles (Towels/Vests) or prize bonds on occasions like Eid Milad-ul-Nabi/ Pakistan Day etc.
33. Printing of Certificates etc, for giving to students on the above occasions.
34. Expenditure required in form of repair etc. in the libraries/purchase of fans, curtains and any other type of expenditure required in the libraries.
35. Binding of Books of libraries.

Any other types of expenditure required for the welfare of the students and upkeep of the school with permission of school council.
UNIT 11: TUITION FEES AND SCHOOL FUNDS

Copy of Letter NO.PA/AFS/ 3050/ 84 dated 23rd July, 1984 received from the Acting Secretary, Government of the Punjab, Finance Department; Lahore addressed to the Secretary, Government of the Punjab, Education Department, Lahore and the Secretary, Government of the Punjab, Health Department, Lahore.

SUBJECT: TUITION FEES

As you are aware, the Government on account of its growing commitment to the spread of Education has been, over the years, enhancing allocations to this sector, During 1984-85, a sum of Rs.321.70 crores has been provided though the non-development budget and a record allocation of Rs.40.89 crores through the Annual Development programme, while there is 200% increase in the allocation of funds to the Education Sector since 1977, the Government considers this far from adequate. It is only reasonable, therefore, that the responsibility for development expansion, qualitative improvement of our Education facilities is shared. It has, consequently, been decided to revise the existing Tuition Fees. The additional resources thus generated will no doubt be only a very small fraction of what the Govt. is itself spending on Education. The Tuition Fee now being prescribed though nominal is symbolic in the over all efforts to improve facilities and the quality of Education. Similarly, the revised rates are only a fraction of the Tuition Fees being charged by private schools.

2. Though the new rates are nominal and bear no equivalence to the cost of Educational Facilities being provided in our Educational Institutions, this must not be extended to the economically depressed section of the student community. Accordingly, the Head of the Institutions are authorized to grant exemption from the operation of these rates, to a maximum extent of 10% of total enrolment. This will be an additional inability for poor and deserving students, i.e. over and above annual allocation of Rs.2 crores for scholarships made by the Government and Rs.6 crores available for scholarships from Zakat Funds. Scheme for Qarz-e-Hasna is also under consideration.

3. The rates of Tuition Fee, in partial modification of all earlier instructions issued in the past, shall be:-

<table>
<thead>
<tr>
<th>Educational Level/course</th>
<th>Monthly Rate of Tuition Fee</th>
<th>Educational Level/course</th>
<th>Monthly Rate of Tuition Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary</td>
<td>Rs.1.00</td>
<td>Middle</td>
<td>Rs.3.00</td>
</tr>
<tr>
<td>High</td>
<td>Rs.6.00</td>
<td>F.A</td>
<td>Rs.15.00</td>
</tr>
<tr>
<td>F.Sc</td>
<td>Rs.20.00</td>
<td>B.A</td>
<td>Rs.20.00</td>
</tr>
<tr>
<td>B.Sc</td>
<td>Rs.25.00</td>
<td>M.A</td>
<td>Rs.25.00</td>
</tr>
<tr>
<td>M.Sc</td>
<td>Rs.30.00</td>
<td>B.Tech (Hones)</td>
<td>Rs.25.00</td>
</tr>
<tr>
<td>B.Tech (Pass)</td>
<td>Rs.25.00</td>
<td>Diploma (Plot)</td>
<td>Rs.25.00</td>
</tr>
</tbody>
</table>
Copy of letter No. S.O.(COLL) 7-21/81-IV, dated 4-11-1990, from Under Secretary (Colleges), Government of the Punjab, Education Department, addressed to DPI (Schools) and DPI (COLL), Punjab Lahore.

SUBJECT:- ADMISSION FEE AND GRANT OF 10% FEE CONCESSION TO THE STUDENTS

Kindly refer to your Memo No. 16896/S-I Dated 13-10-90, on the subject cited above.

7. Since no fee is charged from the students of Primary Schools level, they should also be considered exempted from the Ro-Admission fee.

3. The Headmasters are empowered to grant fee concession up to 10% of the total enrolment as already allowed vide Finance Department letter No. S.O. (EXP)(Edu), 11-3/90, dated 9-6-90. The concession to the teachers son and brothers concession category considered a separate category in addition to the power of 10% fee concession by the Headmasters.

4. All concerned be informed accordingly.

Sd/-
(Jaffar Hussain)
Under Secretary (Colleges)

Copy of letter NO.SO (A-I) A-7-12/ 81-IV Government of the Punjab, Education Department, dated 6th August, 1995 addressed to Director Public Instruction (C/SE) Punjab, and Director Technical Education, Punjab, Lahore.

SUBJECT: ADMISSION FEE/TUITION FEE

Reference this Department's letter NO.SO (A-I) SA-7-12/81 -IV, dated 18th June, 1990, on the subject noted above.

2. The Government has decided that with effect from 1-7-1995, the rates of admission fee, tuition fee, for different educational institutions and classes shall be as under:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Classes</th>
<th>Admission Fee Rs.</th>
<th>Tuition Fee Per Month Rs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>F.A</td>
<td>80</td>
<td>85</td>
</tr>
<tr>
<td>2</td>
<td>F.Sc</td>
<td>65</td>
<td>30</td>
</tr>
<tr>
<td>3</td>
<td>B.A</td>
<td>225</td>
<td>40</td>
</tr>
<tr>
<td>4</td>
<td>B.Sc</td>
<td>175</td>
<td>35</td>
</tr>
<tr>
<td>5</td>
<td>M.A</td>
<td>325</td>
<td>65</td>
</tr>
<tr>
<td>6</td>
<td>M.Sc</td>
<td>275</td>
<td>60</td>
</tr>
</tbody>
</table>
2. As at present, Heads of Institutions shall be authorized to grant total or partial exemption from tuition fee up to a maximum extent of 10% of total enrolment.

3. The rates of tuition fee, admission fee, etc. mentioned above shall have no bearing on any other charges, funds etc. being paid / contributed by the students. These shall continue to be independently of the tuition/ admission fee/ College welfare Fund etc.

sd/-

Under Secretary (Acad-I)

Copy of letter NO.SO (A-I) 7-21/ 81-IV, Government of the Punjab, Education Department, dated 30th September, 1996 addressed to Director Public Instruction (EE) Punjab, Lahore.

SUBJECT: ENHANCEMENT OF FEE

Reference this Department's letter of even No. dated 6th August, 1995, on the subject noted above, the Government has decided that w.e.f 1-7-1996, the rates of tuition fee for different educational institutions and classes shall be as under:-

<table>
<thead>
<tr>
<th>GENERAL EDUCATION</th>
<th>Rs. 10.00 per month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes 6th to 8th</td>
<td></td>
</tr>
<tr>
<td>Classes 9th to 10th</td>
<td>Rs. 15.00 per month</td>
</tr>
<tr>
<td>Classes F.A./1.Com</td>
<td>Rs. 45.00 per month</td>
</tr>
</tbody>
</table>
As at present, Heads of Institutions shall be authorized to grant total or partial exemption from tuition fee up to a maximum of 10% of total enrolment.

3. The rates of tuition fee mentioned above shall have no bearing on any other charges, funds etc. being paid/contributed by the students. These shall continue to be charged independently of the tuition/ Admission Fee/ College Welfare Fund etc.

(Muhammad Zaman)
Under Secretary (A-I)

To

All the Executive District Officers (Edu), In the Punjab

Memo .NO 19356 /G-II Dated 15-10 /2002
SUBJECT: CLARIFICATION OF RE-ADMISSION FEE CHARGES


According to Govt. of the Punjab, Education Department Notification No. SO (A-I) SA-7-12/99-IV, dated 6-8-1995 it is clarified that re-admission fee for all level in schools and colleges is Rs.50/- (copy enclosed).

sd/-
Addl: Director Public Instruction (SE)
Punjab, Lahore.

GOVERNMENT OF THE PUNJAB
EDUCATION DEPARTMENT

ORDER

NO. SO (A-I) 7-21/81-IV. In partial modification of this Department's letter NO. SO (A-I) SA.7-12/81-IV, dated 6th August, 1995 and NO .SO (A-I) 7-21/81-IV dated 09-09-1996, the Government has decided that:

(a) No tuition fee will be charged from students of Government schools up to class X from 1-4-2003 onwards,
(b) No re-admission fee will be charged from students in Government schools up to class X from 1-4-2003 onwards.

sd/-
Sibtain Fazal Halim
Secretary Education

06th February 2003
To All Principals / Headmasters / Headmistresses in District Lahore City.

SUBJECT: COMPULSORY TUITION IN GOVERNMENT EDUCATIONAL INSTITUTIONS

Reference Letter No. So (E&D-I)1-166 / 2000 Government of the Punjab Department (Schools) dated, 12-2-2001 on the subject noted above.

The School Education Department has been issuing instructions from time to time prohibiting paid tuition during working hours or after school hours by the school teachers. It has come to the notice of the Government that these instructions are not being followed and the teaching staff as well as some head of institutions are compelling students to undergo compulsory tuition in Government institutions during working hours. Sometimes, parents/ students are feared to undertake this practice on the pretext of extra guidance. It is money making device on the part of the teaching staff.

2. Both of DPIs, all the District Education Coordinators, and all the District Education Officers (SE/ EE-Male and Female) are directed to issue necessary instructions immediately that any kind of private and paid tuition during working hours either inside or outside the premises of Government Educational Institutions is firmly prohibited. In case extra teaching guidance is required, it may be organize on voluntary basis without charging any tuition fee and it must be in the knowledge of the head of the Institution.

3. Any instance of violation of these instructions will be viewed seriously and action under E&D Rules, 1999 will be taken against the defaulter which may entail imposition of penalties prescribed under Rule 4 of the rule ibid.

sd/-
District Education Officer (SE)
Lahore City.


SUBJECT: CONCESSION IN RAIL FARES FOR STUDENTS

It has been observed that most of the Heads of the Educational Institutions are issuing student Concession Forms which is a money value document in regular manner. The concession forms are handed over to the unauthorized persons to misuse this facility. In order to check the misuse the procedure for issuing concession/voucher forms is being revised and the new procedure to adopt with immediate effect is as under:

1. The concession book (CM-124) shall not be issued to any Educational Institution. The students shall apply for concession to their respective heads of institution who will prepare a list along with the particulars of the student i.e. sex, age, school, identity card number and the destination station where the student desires to travel. This shall be sent to the Commercial Branch of the Divisional Superintendent's office/ Extra Divisional office i.e. Asstt. Operating officers office The concession form will then be prepared in these offices and signed by an Assistant officer. The Concession from i.e. CM-
124 (Revised) which at present is being signed by the Head Master / Principal / Head of School / College / Institution shall now be signed by an Assistant officer on behalf of the Divisional Superintendent. This will be valid for obtaining concession ticket from the booking / reservation offices.
2. The institutions are required to send attested specimen signature of the Head of the Department to the Divisional Superintendent office / Extra Divisional offices for record. No request for issuing concession CM-124 shall be accepted if it contains signatures other than the specimen provided to the Railway Administration. Any change in signatures shall be intimated immediately.
3. The concession ticket will be issued from the station where educational Institution is situated for example, if a college situated in Lahore then the concession ticket be issued from Lahore only and not from Gujranwala or any other station.
4. If a concession form (CM-124) is issued without observing above formalities, the dealing staff will be directly responsible and the differences in actual fare and the amount of concession will be debited to them.
5. The concession will be issued to the students only during vacations.
6. The Educational Institutes be asked to return the unutilized concession forms to the concerned Divisional Superintendent immediately.
7. The concession form shall be prepared same day by the staff at Divisional office and be handed over to the representative of the institution.

Kindly convey the instructions to the concerned Secretary Education to circulate to all the Educational Institutions in the province. The Divisional Commercial officer shall ensure that these instructions are fully implemented.

sd/-
Muhammad Junaid Qureshi

Copy of letter NO S.O (A-I) 7-21 / 81 -IV Government of the Punjab, Education Department, dated 20th, May, 2003 addressed to all District Coordination Officers and Executive District Officers, (Education) in the Punjab.

SUBJECT: FREE EDUCATION IN GOVERNMENT SCHOOLS UP TO CLASS X

I am directed to invite your attention to this Department's Order of even number dated 6th, February, 2003 on the cited subject and to intimate to you that the instructions issued vide the afore mentioned letter concerning waiver off tuition and re-admission fee is applicable to all Governments and as well as Municipal Schools in the Punjab.

1. Strict compliance of the instructions is requested.

sd/-
(Zubair Ahmad Shad)
Section Officer (A-I)
Copy of letter No, NO.SO.(A-II) 2-5/2003 Dated 07th September 2004 received from Government of the Punjab, Education Department (school wing) addressed to DPI (EE/SE) and all the EDOs (Edu) in the Punjab

SUBJECT: RATIONALIZATION AND UNIFICATION OF STUDENTS FUNDS

Taking notice of huge amounts lying unspent on account of student funds in the schools, the Chief Minister, Punjab has been pleased to approve the merger of all funds (including fine fund) in the one head namely "Farough-e-Taleem Fund". He has been further pleased in decide that these funds be utilized for the welfare of students through school councils respectively.

Following guidelines may be followed in letter and spirit. The consolidated amount as given below will only be charged per student per month in be notified as Faroogh-e-Taleem Fund for both Male & Female Schools:-

<table>
<thead>
<tr>
<th>Sr.#</th>
<th>Student level</th>
<th>New proposed rates per Student per month.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>High school level (Class 9th &amp; 10th)</td>
<td>Rs.7.00</td>
</tr>
<tr>
<td>2.</td>
<td>Middle Class level (Class 6th to 8th)</td>
<td>Rs.6.00</td>
</tr>
<tr>
<td>3.</td>
<td>Primary School level (Class 4th to 5th)</td>
<td>Rs.1.00</td>
</tr>
</tbody>
</table>

a. The existing balance of funds including the fine fund will be utilized for the welfare of the students as per policy laid down at (Annex-A).
b. The expenditure will be incurred through school councils, whose minutes of the meeting will be kept on record for justification of expenditure.
c. The Head of the Institution should maintain a record of receipt and expenditure of the funds for audit, which will be carried out by the audit department on yearly basis.
d. The rates mentioned at Para 2 above will remain effective for a period of 3 years and no increase/decrease will be affected without the prior approval of Education Department.
e. As regard enhancement in the Fine Fund (from Rs. 0.25 per absence to Rs. 1.00 per absence) being charged from the High and Middle School students. Chief Minister has desired that the issue would be considered next year after substandard improvement in educational infrastructure is completed.
f. Financial powers already laid down in the financial regulation will be adhered to strictly.
g. All expenditure out of Faroogh-e-Taleem fund may only be incurred after observing all codal and procedural formalities.
h. Any other collection apart from the rate of funds allowed at Para 2 above in any form from the students is strictly disallowed.
i. A unified account "Faroogh-e-Taleem Fund" may be opened/operated in the name of Head Teacher and expenditure incurred with the approval of school Council.
j. DPI (SE & EE) will also carry out necessary scrutiny during their tour programme and will also devise a system of check & balance.

The above instructions will be implemented forthwith in letter and spirit and a progress report submitted for information to this Department.

Sd/-

(MAJ® ZIA QADIR GHUMMAN)
DEPUTY SECRETARY (ACAD)
ANNEX-A

NO.SO(A-II) 2-5/2003
Government OF THE PUNJAB
Education Department,
(SCHOOLS WING)

USAGE OF FAROGH-E-TALEEM FUND

(To be expended by Head of the Institution after observing all codal and procedural formalities) with approval of school council.

1. Purchase of Science Equipments of all types.
2. Purchase and repair of Sports Articles of all types.
3. Expenses to hold games contests, Refreshment of Players, Conveyance Expenses of sports, Accommodation and meals expenses for sports.
4. Minor work of Play Ground (Cleanliness & level etc if required), availability of water for ground.
8. Installation of telephone (internet subject to Computer Science 9th 10th, ICS classes).
9. Purchase of Geometry Box, Charts, Maps, Black Board/White Boards, Duster, Display Boards.
10. Purchase of Plants for Tree Plantation/Flower Pots.
11. Expenses for holding of competitions of Co-Curricular Activities i.e. Drama. Debates, Speech, Essay Writing etc.
12. Expenses of Students & Class Incharge for trips, to Historical and geographical places, (no subscription will be taken from students).
13. Fee for Scouting/Girl Guiding , Expenses of related items and accommodation of Students, Incharge Teacher, Headmaster,
14. Purchase of Medicines.
15. Appointment of Doctor & Dispenser as part time.
16. Treatment of Poor and deserving students.
17. Purchase of sanitation related articles.
19. Weight machine.
20. Holding of Parents Day expenses.
21. National & Islamic celebration days expenses.
22. Furniture of Library and related items.
23. Annual Prize Distributing Ceremony expenses.
24. Educational distinction and sports prizes.
25. First Aid and related articles.,
26. Articles relating to cleanliness in the school.
27. Purchase of equipment relating First Aid.
28. Books for deserving poor students, stationary, purchase of Uniform and shoes, payment of fee etc.
29. Purchase of optical and toys for poor students.
30. Purchase of seeds and plants for school ground and other ordinary purchase.
31. Help for Students of SOS Village and Hospital.
32. Prize in form of articles (Towels/Vests) or prize bonds on occasions like Eid Milad-ul-Nabi/Pakistan Day etc.
33. Printing of Certificates etc, for giving to students on the above occasions.
34. Expenditure required in form of repair etc. in the libraries/purchase of fans, curtains and any other type of expenditure required in the libraries.
35. Binding of Books of libraries.
37. Any other types of expenditure required for the welfare of the students and upkeep of the school with permission of school council.

Copy of letter No.SO. (A-II) 1-19/2004, dated: 30-03/2004 issued by the Deputy Secretary (Academic) Government of the Punjab, Education Department (School Wing) to the D.P.I (SE/EE), Punjab, Lahore, & all the Executive District Officers (Education) in the Punjab.

SUBJECT: TUITION FEE CHARGED DURING SUMMER VACATIONS BY PRIVATE SCHOOLS

It has been observed with concern that, the tuition fee of entries summer vacations i.e. 3 months is collected at the beginning of summer vacation by the private schools. It results into extra financial burden on the parents. The names of the students unable to pay the tuition fee collectively in advance is also struck off which not only adds to the agony of the parents but also puts extra financial burden of re-admission fee/fine etc.

1. The Government has taken a serious view of the above situation and has decided that, the tuition fee for the summer vacation period will also be charged on monthly basis. It will lessen the hardship and extra financial burden on the parents and also enable them to pay the tuition fee in time.
2. It is therefore, directed that the policy may be given wide publicity through Print Electronic media, and strict disciplinary action, including de-registration of the school/institution failing to abide by the Government policy may be

(Maj ® Zia Qadir Ghuman)
Deputy Secretary (Academic)
Copy of letter NO. SO(A-II)!-19/2004, Government of the Punjab, Education Department (Schools Wing) dated the 16 June. 2004 addressed to the Executive District Officer (Education), Lahore.

SUBJECT: FEE RATE NOTIFIED BY CITY DISTRICT GOVERNMENT LAHORE

In continuation to this department’s letter of even number dated 04th June, 2004 and your memo No. 8125/Acad. 1, dated 7-6-2004 on the subject noted above.

It is pointed out that tuition fee being charged by Schools having English Medium Classes is against the free Education policy of the Government of the Punjab. The notification No. 1755/Acad. 1. dated 11-04-2002 issued in this respect by the District Government also does not carry the sanction/concurrence of the Government of the Punjab. It is, therefore directed that the above quoted notification may be withdrawn forthwith under intimation to this Department and fee collected from the date of declaration of free Education be returned to the students.

(Maj © Zia Qadir Ghumman)
Deputy Secretary (Acad)

Copy of letter No.1193 /Acad: dated: 21-07/2004 issued by the Executive District Officer (Edu.) City District Govt. Lahore addressed to all the District Education Officers (Schools) Lahore.

SUBJECT: EXTRA FEE CHARGED

In continuation of our previous letter No. 4430 / Acad, dated 22.04.2003.

You are once again requested to circulate all the Heads of Institutions that they should charge only that amount from students which has been duly approved by the Government. All Heads of Institutions are required to display outside the school in bold alphabets that no tuition fee is being charged from students, must also indicate (Class-wise) the amount which is being charged from students in term of various funds for the information of parents in particular and public in general.

Assistant Director (Acad)
UNIT 12: The Punjab Government Servants Housing Foundation Act 2004

THE PUNJAB GOVERNMENT SERVANTS HOUSING FOUNDATION ACT 2004

This Act was passed by the Punjab Assembly on 23 February 2004; assented to by the Governor of the Punjab on 9 March 2004; and, was published in the Punjab Gazette (Extraordinary), dated 10 March 2004,

(Pb.ActX of 2004) [10 March 2004]
An Act to provide for the establishment of Housing Foundation for the Government servants,

Preamble.-Whereas it is expedient to establish the Punjab Government Servants Housing Foundation in order to Introduce a scheme for providing houses on no profit no loss basis to Government servants on their retirement, or to their families in case of death during service and to make provisions for matters connected therewith or ancillary thereto.

It is hereby enacted as follows:-

1. Short title, extent, commencement and application.-(1) This Act may be called the Punjab Government Servants Housing Foundation Act 2004.
   (2) It extends to the whole of the Province of the Punjab.
   (3) It shall come into force at once but shall take effect on such date as may be notified by the Government in the official Gazette.
   (4) It shall apply to all Government servants.

2. Definitions In this Act, unless there is anything repugnant in the subject or context, the following expressions shall have the meanings hereby respectively assigned to them, that is to say:-
   (a) "Board" means the Board of Directors of the Foundation;
   (b) "family" in relation to a Government servant means his or her relations in the following order:-
      (i) wife, wives or husband, as the case may be;
      (ii) children, if residing with and wholly dependent upon him or her;
      (iii) parents, sisters and minor brothers, if residing with and wholly dependent upon him or her;
   (c) "foundation" means the Punjab Government Servants Housing Foundation established under this Act;
   (d) "fund" means the fund established under this Act;
   (e) "Government" means the Government of the Punjab;
   (f) "Government servant" means a person holding a Government post and includes-
      (i) a person who is a member of a civil service of the Province of the Punjab; or
      (ii) a person who holds any civil post of any scale of pay from BS-1 to BS-22, in connection with the affairs of the Province; or
      (iii) a member of the Civil Service of Pakistan who, while serving under the Provincial Government, has opted to become a member of the Foundation and satisfies such other conditions as may be prescribed:
Provided that such a person is not employed on contract or on work-charge basis, or is paid from contingencies;

(g) "member" means a Government servant who is a member of the Foundation; (h) "prescribed" means prescribed by the rules made under this Act;

(i) "regulations" means the regulations framed under section 22 of this Act; and

(j) "rules" means the rules made under section 21 of this Act.

3. Establishment of the Foundation.- (l) As soon as may be after the commencement of this Act, the Government shall establish a foundation.

(2) The Foundation shall be a body corporate, having perpetual succession and a common seal with power, subject to the provisions of movable and immovable and may sue and be sued by the said name.

(3) The Government may, from time to time, transfer state or nazul land, free of cost, to be utilized for the purpose for which the foundation is established.

4. Board of Directors.- (1) The Foundation shall have a Board of Directors comprising the following:

(a) Chief Secretary to the Government of the Punjab; Chairman/Director

(b) Additional Chief Secretary to the Government of the Punjab; Director

(c) Chairman, planning and Development Board Punjab; Director

(d) Senior Member, Board of Revenue, Punjab; Director

(e) Secretary to Government of the Punjab, Finance, Urban Development and Public health Engineering Department; Director

(f) Secretary to Government of the Punjab, Housing, Urban Development and Public health Engineering Department; Director

(g) three civil servants of the Punjab, one representing the civil servants from BS-1 to BS-17 to be appointed by the Government for a specified period; Directors

(h) three other persons as may be appointed by the Government for a specified period; and Directors

(i) Managing Director of the Foundation Director/Secretary

(2) Six Directors including at least three ex-officio Directors shall constitute quorum in a meeting of the Board.

(3) Decisions shall be taken by the Board by simple majority and the Chairman shall have the casting vote in case of equality of votes.

5. Removal of a Director.- (1) A director, not being an ex-officio Director, shall hold office during the pleasure of the Government.

(2) Government may remove any such Director during the tenure of his office in the prescribed manner.

6. Casual vacancy.- Any vacancy caused due to the death, resignation or removal of a Director, other than an ex-officio Director, shall be filled in by the Government through appointment of another person as Director and such appointee shall, subject to the provisions of section 4, hold such office for the unexpired period of the term of his predecessor.

8. Power and functions of the Board.- Subject to the provisions of this Act, the Board shall exercise such powers and take such measures as may be necessary for carrying out the purposes of this Act, including-

(a) to take steps for the establishment of a Fund in the manner hereinafter provided, for carrying out the purposes of the Foundation including incurring of expenditure and investment of money;
(b) to arrange, purchase or acquire land, wherever necessary, within the Province of the Punjab;
(c) to develop the land for the purpose of setting up residential colonies and units with provisions for market and social, recreational, educational, health or other activities necessary for the benefit and welfare of the members and their families;
(d) To prepare a master plan for the development of land in order to construct houses, flats, quarters or dwelling units for ultimate transfer to the members in accordance, with the provisions of this Act and the rules;
(e) to create organizations and employ such persons as may be necessary for running affairs of the Foundation;
(f) to exercise control over the housing schemes and look after the operation and maintenance of all essential services;
(g) to receive such fees and other user charges as may be prescribed;
(h) to sell or dispose of assets, movable or immovable, of the Foundation in such a manner as may be determined by the Board; to appoint employees and determine their terms and conditions of service;
(i) To authorize spending from the fund;
(j) To do such acts as are ancillary and incidental to the above functions.

8. **Management**- Executive authority and management of the Foundation shall vest in the Board.
9. **Committees**.- The Board may constitute such committees as may be necessary for carrying out the purposes of this Act.
10. **Managing Director**.-(1) There shall be a Managing Director of the Foundation who shall also be the chief executive of the Foundation.
    (2) The Managing Director shall be appointed by the Board with the approval of the Government for a specified term.
    (3) The Managing Director shall exercise such powers and perform such functions as may be determined by the Board.
    (4) The Managing Director shall hold office during the pleasure of the Board.
    (5) The Managing Director shall cease to hold office in the manner as may be prescribed.
11. **Annual progress report**.- (1) The Foundation shall prepare an annual progress report at the end of each financial year.
    (2) This report shall be submitted in a meeting of the Board, whenever such meeting takes place after the preparation of the report.
12. **Establishment of fund**.- (1) As soon as may be, after the commencement of this Act, the Foundation shall arrange establishment of a fund with the help and assistance of the Government.
    (2) The fund shall consist of-
        (a) Such grants as may, from time to time, be made by the Government;
        (b) Other contributions and donations by private or public organizations;
        (c) Such loans and advances as may be obtained from financial institutions with the help of the Government wherever necessary;
        (d) Contributions made by members from time to time;
        (e) Income and profits from investments from various sources;
        (f) Fees or other user charges;
        (g) Amounts received from sale or disposal of assets of the Foundation; and
        (h) All other sums received by the Foundation and income from any other source.
    (3) The monies credited to the fund shall be kept in such custody as may be prescribed.
13. **Membership of the Foundation.-**
   (1) A Government servant may become member of the Foundation in the manner as prescribed in the rules.
   (2) A member shall be liable to pay such monthly contribution as may be determined by the Board from time to time.

14. **Termination of membership.-** Membership of a Government servant may be terminated by the Board in the manner as prescribed in the rules.

15. **Manner of collection of contributions and maintenance of accounts.-**
   (1) All monthly contributions shall be deducted at source from the salary of the member concerned by the Accountant General or the District Accounts Officers, as the case may be, within whose jurisdiction the disbursement of salary is made to that member.
   (2) The Accountant General Punjab shall allocate a separate sub head for deduction of contributions from the pay bills of the Government servants and pass on the credit to the Foundation regularly within one month of such deduction.
   (3) The Foundation shall maintain separate account in respect of each member and be responsible to ensure that the amounts of contributions paid by the member or deducted from his pay bills by the Accountant General or the District Accounts Officer, as the case may be, have been received and accounted for in the books of, the Foundation.

16. **Disposal of residential units.-** Subject to provisions of this Act, the Foundation shall dispose of the residential units in favour of its members at the time of their retirement, or in favour of their families in case of death during service;
   Provided that in case the number of residential units exceeds the above requirement, the same may be disposed of in favour of other members in the manner as may be prescribed.

17. **Location, categorization, allocation and price of residential units.-**
   (1) The housing schemes shall be carried out at locations as may be determined by the Board but initially a scheme shall be started at Lahore as a pilot project at one or more suitable places and when the housing schemes are commenced at other locations a member may be given three options of preference of the locations of his choice.
   (2) A member shall be allocated by the Board, a residential unit of a particular category, keeping in view his seniority, date of retirement or any other deserving special circumstance.
   (3) Price of each residential unit or each category of residential units shall be determined by the Board.
   (4) All payments made by a member shall be updated annually at the rate of mark-up, as may be determined by the Board from time to time.
   (5) Possession of a residential unit shall not be delivered unless the price of the unit is paid in full.
   (6) A member shall not alienate the allocated residential unit for a prescribed period.

18. **Budget and audit.-** The budget of the Foundation shall be approved and its accounts shall be audited in the manner as may be prescribed.

19. **Directions by Government-** The Foundation shall, in discharging its functions, act and be guided by such directions as the Government may give to it from time to time.

20. **Public servants.-** All persons acting or purporting to act in pursuance of any provision of this Act, shall be deemed to be public servants as defined in section 21 of the Pakistan Penal Code, 1860 (XLV of 1860).

21. **Power to make rules.-** Government may make rules for carrying out the purposes of this Act.

22. **Power to make regulations.-** Subject to the provisions of this Act and the rules, the Board may frame regulations to give effect to the provisions of this Act.
SUBJECT: ACCOUNTING PROCEDURE FOR PUNJAB GOVERNMENT SERVANTS’ HOUSING SUBSCRIPTION FUND

I am directed to refer to the subject noted above and to enclose the procedure for effecting deductions and accounting of subscriptions from eligible members under the Punjab Government Servant's Housing Foundation Act, 2004. This procedure has been formulated in consultation with the Accountant General, Punjab and vetted by the controller General of Accounts.

2. In pursuance of Sections 12 & 15 of the Punjab Government Servants’ Housing Foundation Act, 2004, and pending formulation of rules and regulations provided under Sections 21 & 22 ibid, the following procedure is prescribed in the matter of effecting monthly deductions from the eligible members of the Foundation for credit to the Subscription Fund, its custody and maintenance of accounts.

1. ELIGIBILITY TO CONTRIBUTE TO THE SUBSCRIPTION FUND

All Government Servants, defined in Section 2(f) ibid, who subject to eligibility, opt to become the members of the Foundation, in the prescribed manner, shall be required to compulsorily subscribe to the Subscription Fund on monthly basis as per the rates of monthly subscription applicable to the different categories, detailed hereunder, from time to time in accordance with the relevant scale/group. The rate of subscription during a financial year shall be uniform.

i. Group I  BS 1 to 4
ii. Group II  BS 5 to 7
iii. Group III  BS 8 to 12
iv. Group IV  BS 13 to 16
v. Group V  BS 17 to 18
vi. Group VI  BS 19 to 22

2. PROVISION OF PARTICULARS/INFORMATION

The Punjab Government Servants Housing Foundation shall notify the Accountant General Punjab/the respective District Accounts officer, the Tehsil/Town Accounts Officer or the Union Accountant, as the case may be; about the particulars of each member of the Foundation required to contribute to the Fund, while serving with the audit jurisdiction of these functionaries respectively, Such members shall also be allotted a distinct computerized account number for the purpose of maintaining the account of each subscriber.

The information/particulars as aforementioned, in the prescribed proforma (Annex-I) shall be signed by a notified functionary of the Foundation, whose specimen signatures shall be provided to the AG (Punjab)/DAOs / TAOs /UAs and each DDO of the non-gazetted members of the Foundation.

3. AT SOURCE MONTHLY DEDUCTIONS

The Accountant General (Punjab)/respective DAO/TAO/UA shall be responsible for making at source deduction, at the prescribed rate, from the monthly pay of each eligible member Government servant falling in the audit/administrative jurisdictions of these offices respectively in the following manner:
a) Deductions at Lahore
The Accountant General (Punjab) shall effect monthly deduction from the salary of each government servant (gazetted/non-gazetted) contributing to the Fund, at the prescribed rates for each category, through the computerized payroll, following the receipt of necessary computer change in his office, in the prescribed manner. Such deductions shall be made from all member) Government servants serving with the affairs of the province as well as the City District Government, Lahore and drawing salaries from Account Nos. 1 and IV respectively. At the end of the month, the aggregate deductions made shall be consolidated by the AG Punjab / DAO under the following heads of the Public Account:

<table>
<thead>
<tr>
<th>Major Head</th>
<th>Minor Head</th>
</tr>
</thead>
<tbody>
<tr>
<td>3000000 Deposit &amp; Reserves (B- Not bearing interest)</td>
<td>3600000 Other Deposits</td>
</tr>
<tr>
<td>(New) Detailed Head</td>
<td></td>
</tr>
<tr>
<td>3601044 Contribution to Punjab Government Servants Housing Foundation from member civil servants of the Punjab Government serving the Provincial Government.</td>
<td></td>
</tr>
<tr>
<td>3601045 Contribution to Punjab Government Servants Housing Foundation from member civil servants of the Punjab Government serving the District Governments.</td>
<td></td>
</tr>
<tr>
<td>3601046 Contribution to Punjab Government Servants Housing Foundation from member civil servants of the Punjab Government serving the TMAs.</td>
<td></td>
</tr>
<tr>
<td>3601047 Contribution to Punjab Government Servants Housing Foundation from member civil servants of the Punjab Government serving the Union Administrations.</td>
<td></td>
</tr>
</tbody>
</table>

However, such gazetted members who draw salary on pay bills shall be required to attach a schedule with the monthly pay-bill in the prescribed form (Annex-II). The DDOs in such cases shall append the schedule with the manual pay bills of the non-gazetted establishment. Deductions made from all such members shall be aggregated by the AG/DAOs in the prescribed manner. The deductions of CDGL member civil servants (aggregated amount) shall be credited to the Provincial Public Account (Account No.1) by issuing advice to the State Bank of Pakistan, Lahore by the Accountant General Punjab, per contra debit to the CDGL Fund (Account No.IV).

b. Deductions at District Headquarters other than Lahore

i) The District Accounts Officers, who operate computerized payrolls, shall also make deductions on account of monthly contributions to the Subscription Fund from each subscriber through the payrolls in Account No. 1 & IV as the case may be, for employees of the provincial or the district Government. The procedure as applicable in the AG (Punjab), as against Para-3 (a) above, shall mutates-mutandis apply for such deductions in districts?

ii) The District Accounts Officers who authorize salaries on pay bills shall effect deductions from each member Government servant from the respective monthly pay bills
(gazetted/non-gazetted), wherefore, each gazetted government servant/DDO shall be required to attach a schedule (Annex-I) with such bills containing the following particulars of each employee.
b) Name/Parentage
c) Designation
d) Individual Relationship Number on which all his/her deductions will be accounted for.
e) Rate of monthly subscription as admissible to each employee.

The deductions so effected and credited to the Detailed Head 3601045 shall be aggregated and transfer credited to the head of account mentioned in para 3(a) ante, i.e. Detailed Head 3601044, by issuing an advice by the District Accounts Officers to the State Bank of Pakistan/National Bank of Pakistan, as the case may be, per contra debit to the respective District Fund (Account No. IV).

c. Deductions from Member Government Servants working in Tehsil/Town Municipal Administrations/Union Administrations

The Tehsil/Town Accounts Officer/Union Accountant shall ensure at source deduction of the Housing Subscription Fund from the salaries in respect of the civil servants of the Punjab Government serving the TMAs/UAs, who opted to become members and details of which shall be provided to them by the Foundation. The TAO (Finance) and the Union Accountant shall deposit the amount of such deductions in Government treasury through Challan Form 32-A, indicating the respective Detailed Head. After completing the above steps, they shall be required to notify the AG (Punjab)/Treasury Office, Lahore in case of Town Municipal Administrations/Union Administration in Lahore and the respective DAO in case of other TMAs/UAs (other than Lahore) of all deductions deposited as above, for a particular month, alongwith a copy of the receipted challan whereunder the aggregate deduction were so deposited in the SBP/NBP. The Challan shall be supported by a detailed statement showing the name of each employee, alongwith his designation, individual relationship number and rate of monthly deduction, beside indicating the month to which these deductions relate. This information should concerned DAO/AG (Punjab) Lahore following month to which such deductions relate.

d. Deductions from Member Government Servants on Deputation/Foreign Service

The member civil servants who are serving outside the Province and drawing their salaries from source other than General Revenue shall be responsible to deposit their contribution in cash at the Government Treasury through Challan Form 32-A, detailing therein the respective Detailed Head and the month of contribution, by the 5th of the following month.

4. MAINTENANCE OF ACCOUNTS

i) The Accountant General Punjab in case of Lahore, and the respective District Accounts Officer in case of other districts, shall be responsible for maintenance of accounts of monthly deductions made from member Government servants serving at Lahore and other districts in the respective formations discussed in paras 3(a) to 3(d) above.

ii) The Accounts shall be maintained in the same manner mutatis-mutandis as done for GP Fund deductions from civil servants.

iii) For this purpose, a separate section/cell will be created in the office of the AG Punjab/each DAO which, with the approval of the Controller General of Accounts, shall be manned by officer/official (data-entry operator) deputed by, the PGSHF. This dedicated officer shall be responsible to.
a. Collecting aggregate figure of monthly deductions made towards the Subscription Fund from the Accounts Section of the AG Punjab/DAO respectively.

b. Collecting details of monthly deduction in case of each subscriber. Such details shall be obtained from the pay rolls/computer slips/schedules of such deductions.

c. The information at (a) & (b) above shall be reconciled with each other.

d. All such details shall be booked in a Broad Sheet Department-wise.

e. Collections made through local governments (TMAs & UAs) shall also be aggregated and accounted for in the same manner, as done for deduction made for Government servants serving in districts/district governments.

v) The Housing Subscription Fund Accounting System shall contain, in respect of all Foundation members, the following information:

i) National identity number,

ii) Name & parentage of members,

iii) Pay scale,

iv) Designation,

v) Date of joining Government service,

vi) Date of birth,

vii) District of posting, and

viii) Domicile

vi. The Housing Fund Accounting System shall contain, in respect of subscription payments, the following information:

i. The month-wise subscription payments,

ii. Date of posting of individual monthly subscriptions, and

iii. Total subscription payment of each member,

RECONCILIATION OF DEDUCTIONS & THEIR REPORTING TO AG PUNJAB BY THE DAO

In their monthly Cash Account sent to the AG, the DAOs shall include the aggregate amount credited to Detailed Heads 3601044, 3601045, 3601046 and 3601047 for inclusion in Monthly Civil Accounts.

6. MANNER OF REPORTING RECEIPTS TO THE FOUNDATION BY THE ACCOUNTANT GENERAL, PUNJAB.

The deduction of subscription of the Housing Subscription Fund at the Treasury/DAO/AG level would be consolidated by the AG Punjab in its Monthly Civil Accounts and shall be reported to the Foundation by way of an extract called Housing Subscription Fund Receipt by not later than every 25th of the succeeding month. This extract shall indicate lump-sum deductions, DAO/Treasury-wise, as well as the amount deducted by the Accountant General, Punjab at its own end.

7. RECOGNITION OF SUBSCRIPTION PAYMENTS

The subscription of members shall be recognized as receipts after the money has been deposited in the bank account by the Foundation subsequent to its drawl from the AG. When a subscription from a member is by way of a Treasury Challan, the recognition shall occur after its inclusion in the Cash Account of the AG/DAO.

8. REMITTANCE OF DEDUCTION/WITHDRAWAL

Withdrawal of such amount by the Foundation shall be subject to presentation of a bill, alongwith sanction, accorded by the competent authority. Sanction for drawl on bill will be signed by MD or GM (Finance) of the Foundation, as specified by the Govt. of Punjab through a Notification in the prescribed manner.

9. MONITORING & REPORTING PROCEDURE
There shall be located in each district (depending upon the number of members), a Data Entry Operator who would, on a monthly basis, generate an independent set of record relating to Housing Subscription Fund, as well as other information that would assist in updating members' individual record. Such record and information shall be compiled from the schedules and other connected records available with the DAO/Treasury/AG and shall be reported at the end of each month in the prescribed form and manner to the Foundation to enable its central compilation and subsequent reconciliation with the AG Punjab at the beginning of the succeeding month.

10. INTERNAL AUDIT
Teams of PGSHF will carry out internal audit and random physical verification of records at the district level periodically.

11. RECONCILIATION OF ACCOUNTS
By the 25th of every month, the previous month's consolidated figure of receipts, as reported by the Accountant General, Punjab (refer para 6 above) shall be reconciled with the accounts being centrally maintained by the Foundation.

12. CHANGE IN SCALE-GROUP OF MEMBERS
As soon as a member moves from one scale-group to another, the deduction applicable to such higher category shall be made by the Accountant General Punjab/DAO/TMA as the case may be. The AG/DAO shall intimate such a change in member's scale-group to the Housing Fund section, located in the Foundation's Head Office at Lahore, on a prescribed proforma (Annex-Hi). The AG/DAO shall ensure that the Pay Slip issued to a gazetted employee upon change in his/her scale-group indicates change in the rate of Housing Subscription Fund deduction, if any, according to current monthly Housing Fund subscription rates. The delegated officer in the Housing Fund section shall post the changes in scale-group of members in the Housing Fund Accounting System, upon receipt from the competent authority.

13. TRANSFER/DEPUTATION OF MEMBERS TO OTHER DISTRICTS/ENTITIES
In case of transfer of a member from one department to another, within or to a different district, full monthly subscription shall be deducted from the pay bill by the Accounts Officer of the Department where he has been transferred. In case of promotion of a member from one scale-group to a higher scale group, full monthly subscription shall be deducted according to that higher scale-group.

14. SUBSCRIPTION PAYMENTS DURING LEAVE
Full monthly subscription from a member while on earned leave with leave salary shall be deducted. Subscription from a member on extra-ordinary leave shall not be compulsory, However, a member on extra ordinary leave may choose to contribute towards his/her Housing Subscription Fund, in which case the contribution shall be by way of demand draft to the Foundation.

15. EXCEPTION HANDLING
In case of an error in respect of member in the housing Fund Deduction Schedule, the Foundation may keep the money in a separate head known as the Exception Head. Such money would be transacted to the account of the individual after further verification.

(MUHAMMAD ZUBAIR)
CHIEF INSPECTOR OF TREASURIES
UNIT 13: ACRs

Copy of Memo No. SO(S&I) S-23 / 83 dated 30th June, 1985, from the Secretary Government of the Punjab, Education Department, Lahore addressed to the Director Public Instruction (Schools), Punjab, Lahore and others etc.

SUBJECT: CHART FOR INITIATING, COUNTERSIGNING AND COMMUNICATION OF ADVERSE REMARKS OF ANNUAL CONFIDENTIAL REPORTS IN RESPECT OF OFFICERS /OFFICIALS OF THE EDUCATION DEPARTMENT

Reference to the correspondence resting with the subject cited above.
2. A schedule pertaining to the different cadres of the Education Department for initiating of Annual Confidential Reports, countersigning, communication and expunction of adverse remarks had been approved by the regulation wing, SGA & ID. A copy of the same is enclosed is for further communication to all concerned in the Department for strict compliance.

(Muhammad Yousaf)
Section Officer (S&I)
<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Designation of Post</th>
<th>Initiating Authority</th>
<th>Countersigning Authority &amp; Custodian of ACRs</th>
<th>Second Countersigning Authority and Custodian</th>
<th>Authority for communication of Adverse Remarks</th>
<th>Authority for Expunction of Adverse Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Director Public Instruction (Schools)</td>
<td>Education Secretary</td>
<td>Chief Secretary</td>
<td>Secretary / Additional Secretary Services, SGA &amp; 1 Deptt.</td>
<td>Deputy Director (Admn) and Director Public Instruction (Schools) in case of Deputy Director (Admn)</td>
<td>Additional Chief Secretary</td>
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<td>2</td>
<td>Divisional Director (Schools)</td>
<td>Director Public Instruction (Schools)</td>
<td>Education Secretary</td>
<td>---</td>
<td>Deputy Secretary concerned</td>
<td>Additional Chief Secretary</td>
</tr>
<tr>
<td>3</td>
<td>Deputy Director in Provincial Directorate</td>
<td>Director Public Instruction (Schools)</td>
<td>Education Secretary</td>
<td>Deput Director (Admn) and Director Public Instruction (Schools)</td>
<td>Education Secretary</td>
<td>Additional Chief Secretary</td>
</tr>
<tr>
<td>4</td>
<td>Deputy Director in Divisional Directorate / District Education Officer / Principal Comprehensive High School / Principal Elementary College / Headmaster Central Model School / Technical High School, Faisal Abad</td>
<td>Director of Education (Schools)</td>
<td>Director Public Instruction (Schools)</td>
<td>Deputy Director (Admn) Directorate of Public Instruction (Schools)</td>
<td>Education Secretary</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Assistant Director / Junior Assistant Director / Senior Research Officer / Research Officer / Progress Officer / Statistical Officer in Provincial Directorate.</td>
<td>Deputy Director Concerned</td>
<td>Director Public Instruction (Schools)</td>
<td>Deputy Director (Admn)</td>
<td>Education Secretary</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Assistant Director / Junior Assistant Director / Senior Research Officer / Research Officer / Progress Officer / Statistical Officer and Registrar Departmental examinations of Divisional Directorate.</td>
<td>Deputy Director Concerned</td>
<td>Director of Education (Schools)</td>
<td>Deputy Director (Admn) Directorate of Education Schools.</td>
<td>Director Public Instruction (Schools)</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Headmasters / Headmistresses / Deputy District Education Officer</td>
<td>District Education Officer</td>
<td>Director of Education (Schools)</td>
<td>Deputy Director (Admn) Directorate of Education Schools.</td>
<td>Director Public Instruction (Schools)</td>
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<tr>
<td>8</td>
<td>Subject Specialists</td>
<td>Principal, Head of the Institution</td>
<td>Director of Education (Schools)</td>
<td>Deputy Director (Admn) Directorate of Education Schools.</td>
<td>Director Public Instruction (Schools)</td>
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<tr>
<td>9</td>
<td>Assistant Education Officer / Supervisor</td>
<td>Deputy District Education Officer</td>
<td>District Education Officer</td>
<td>---</td>
<td>District Education Officer</td>
<td>Deputy Director (Admn) Divisional Directorate.</td>
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<tr>
<td>10</td>
<td>All Categories of teachers SST, EST, SV, OT, DM, PET, Librarian and PTS, PTC, Arabic Teacher in Elementary College / Comprehensive / Central Model / Technical / Pilot / Normal / High School</td>
<td>Head of Institution</td>
<td>District Education Officer</td>
<td>District Education Officer</td>
<td>Deputy Director (Admn) Directorate of Education Schools.</td>
<td></td>
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<tr>
<td>11</td>
<td>Headmaster / SST in Middle School</td>
<td>Deputy District Education Officer</td>
<td>District Education Officer</td>
<td>Assistant Director (Admn) Directorate of Education (Schools)</td>
<td>Deputy Director (Admn) Directorate of Education Schools.</td>
<td></td>
</tr>
<tr>
<td>Sr. No.</td>
<td>Designation of Post</td>
<td>Initiating Authority</td>
<td>Countersigning authority &amp; Custodian of ACRs</td>
<td>Second Countersigning Authority and Custodian</td>
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<tr>
<td>12.</td>
<td>EST, PET, OT, DM, SV, PTC and Arabic Teacher in Middle School</td>
<td>Head of Institution</td>
<td>Deputy District Education Officer</td>
<td>Deputy District Education Officer</td>
<td>District Education Officer</td>
<td>District Education Officer</td>
</tr>
<tr>
<td>13.</td>
<td>PTC teachers in Primary Schools / Resource Person</td>
<td>Assistant Education Officer</td>
<td>Deputy District Education Officer</td>
<td>---</td>
<td>Deputy District Education Officer</td>
<td>District Education Officer</td>
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<tr>
<td>14.</td>
<td>Superintendent in Provincial / Divisional Directorate</td>
<td>Assistant Director Concerned</td>
<td>Deputy Director (Admn)</td>
<td>Assistant Director (Admn)</td>
<td>Director Public Instruction (Schools) in case of Provincial Directorate &amp; Director of Education (Schools) in case of Divisional Directorate</td>
<td>Director of Education (Schools)</td>
</tr>
<tr>
<td>15.</td>
<td>Officer Incharge (Budget &amp; Accounts) / Students welfare Officer / Superintendent in the Office of District Education Officer</td>
<td>District Education Officer</td>
<td>Deputy Director (Admn)</td>
<td>Deputy Director (Admn)</td>
<td>Director of Education (Schools)</td>
<td>Director of Education (Schools)</td>
</tr>
<tr>
<td>16.</td>
<td>Assistant / Senior Clerk / Junior Clerk in Provincial / Divisional Directorate</td>
<td>Superintendent concerned</td>
<td>Assistant Director concerned</td>
<td>Assistant Director (Admn)</td>
<td>Deputy Director (Admn)</td>
<td>Deputy Director (Admn)</td>
</tr>
<tr>
<td>17.</td>
<td>Assistant / Senior Clerk / Junior Clerk in the Office of District Education Officer</td>
<td>Superintendent concerned</td>
<td>Deputy District Education Officer</td>
<td>Assistant Director (Admn) in Divisional Directorate of Schools</td>
<td>Deputy Director (Admn) Directorate of Education (Schools)</td>
<td>Deputy Director (Admn) Directorate of Education (Schools)</td>
</tr>
<tr>
<td>18.</td>
<td>Assistant / Senior Clerk / Junior Clerk in the Office of Deputy District Education Officer</td>
<td>Deputy District Education Officer</td>
<td>District Education Officer</td>
<td>Assistant Director (Admn) in Divisional Directorate</td>
<td>Deputy Director (Admn) Directorate of Education (Schools)</td>
<td>Deputy Director (Admn) Directorate of Education (Schools)</td>
</tr>
<tr>
<td>19.</td>
<td>Junior Clerk / Senior Clerk attached with Assistant Education Officer</td>
<td>Assistant Education Officer</td>
<td>Deputy District Education Officer</td>
<td>Assistant Director (Admn) in Divisional Directorate</td>
<td>Deputy Director (Admn) Directorate of Education (Schools)</td>
<td>Deputy Director (Admn) Directorate of Education (Schools)</td>
</tr>
<tr>
<td>20.</td>
<td>Assistant / Head Clerk / Senior Clerk / Junior Clerk / Store Keeper / Junior Lecturer Assistant / Laboratory Assistant / Cashier / Accountant in Institution like High / Normal / Pilot School.</td>
<td>Head of Institution</td>
<td>District Education Officer</td>
<td>Assistant Director (Admn) in Divisional Directorate</td>
<td>Deputy Director (Admn) Directorate of Education (Schools)</td>
<td>Deputy Director (Admn) Directorate of Education (Schools)</td>
</tr>
<tr>
<td>21.</td>
<td>Assistant / Head Clerk / Senior Clerk / Junior Clerk / Store Keeper / Junior Lecturer Assistant / Cashier / Accountant in Govt. Comprehensive /Technical / Central Model / Elementary Institution.</td>
<td>Head of Institution</td>
<td>Deputy Director (Admn) in Divisional Directorate</td>
<td>Assistant Director Directorate of Education</td>
<td>Director of Education (Schools)</td>
<td>Director of Education (Schools)</td>
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<tr>
<td>22.</td>
<td>Stenographer</td>
<td>The Officer with whom attached</td>
<td></td>
<td></td>
<td>Deputy Director (Admn)</td>
<td>Next Higher Authority</td>
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<tr>
<td>23.</td>
<td>Film Projectionist / Audio Visual Aid Instructor in the Divisional Directorate</td>
<td>Assistant Director concerned</td>
<td>Deputy Director concerned</td>
<td>Assistant Director (Admn)</td>
<td>Director of Education (Schools)</td>
<td>Director of Education (Schools)</td>
</tr>
</tbody>
</table>
Copy of D.O. letter No. 1/1/91-PD, dated 22-08-91 from Joint Secretary, Establishment Division, Cabinet Secretariat, Govt. of Pakistan/Islamabad, to the Chief Secretary, Government of the Punjab.

SUBJECT: MISSING ACRS

Under the standing instructions contained in para 2.30 of the booklet "A Guide to Performance Evaluation" the ACR of all officers of the Federal Government are required to reach the Establishment Division by the 31 January each year. Despite timely reminders this schedule is not followed by some ministries / Divs. Provincial Govts. Besides other reasons, the delay is also attributed to the submission of part -1 of the form of ACR, which is required to be filled in by the individual officer. One motive behind the delay could be to avoid initiation of ACRs by the Reporting/ Countersigning Officers not considered favourable to the Officer, for various reasons.

2. In order to eliminate delay in initiating of ACRs it has been decided that all the officers reported upon should submit of the ACR forms in time, duly filled and keep a record to this effect to absolve themselves of the responsibility. The Reporting / Countersigning Officers must also consider it their duty to initiate countersigning the reports and ensure that reports are not delayed as they affect the disposal of cases relating to transfer, promotion, training and Move-over of Officers.

I shall be grateful if the contents of this letter are brought to the notice of all officers working in your Ministry / Division for strict compliance.

Copy of letter No. SOR IV (S&GAD) 14-3/91, dated 24-08-91 received from Deputy Secretary (Regulation), Govt. of the Punjab, Services General Administration Department & Information Department addressed to all concerned.

Subject: ASSESSMENT OF AVERAGE REPORTS FOR PROMOTION PURPOSE OF CIVIL SERVANTS.

I am directed to state that the competent selection committee / Provincial Selection Board may come across cases where a civil servant has been rated as average in the column of the ACR pertaining to the overall grading even though his/her performance is reported upon as good in the other columns and the remarks contained in the "pen picture" and "assessment of performance" column also support this position. In order to resolve this discrepancy it has now been decided by the Competent Authority that when a Government employee is rated as "average" by the reporting officer under the overall assessment column consecutively over a number of years, the Departmental Promotion Committee / Selection Board should give due consideration to the entries in all other columns in his/her ACRs as also suitably upraise the "Open picture" in order to make a rational judgment in regard to the employees promotion / move over to a higher post or scale.

It has also been decided that where an officer receives two consecutive average reports the same should be brought to the notice of the civil servant concerned in an advisory capacity enabling him to improve his quality of work.

I am to request that the above instructions may brought to the notice of all concerned for guidance/compliance.

(Inam-ul-Haq)
Deputy Secretary (Regulation)
Copy of letter No. SOR. IV(S&GAD) 14-28/93 dated 28-12-93 received from Govt. of the Punjab, Education Department Lahore addressed to the Director Public Instructions (SE), Punjab, Lahore endorsed by D.P.I. (SE) Punjab, Lahore vide No. 1/1-93/481/Admn. I (I) dated 12-01-94.

SUBJECT: INITIATING/COUNTERSIGNATURES OF ACRS

I am directed to refer to the subject noted above and to state that the provincial Selection Board in its meeting held in November 1993 took a serious view which considering the following points:-

1. The overall grading in ACRs usually is not in consonance with the pen picture and assessment of performance.
2. In some cases, full name and designation along with signature and date are not legible entered by the reporting Officers/Countersigning Officers.
3. In some cases of provincial officers, the Reporting Officer do not give their definite assessment about the integrity of the officers to be reported: and
4. The outstanding performance or below average performance (adverse) is not justified and reflected in the pen picture and assessment of performance.

You are requested to ensure that all the authorities under your administrative control comply with the instructions relating to the writing of confidential report, so that the lapses mentioned above do not other in future.

(Ghulam Nabi Minhas)
Section Officer (R-IV)

DIRECTORATE OF PUBLIC INSTRUCTIONS (SE) PUNJAB, LAHORE

To
All the Executive District Officers (Education)
In the Punjab.

Memo No. 22415/AC(C-III) Dated: 12-12/2002

SUBJECT: INITIATION/ COUNTERSIGNING OF ACRS FOR THE YEAR 2002

The calendar year 2002 is going to end shortly/Annual Confidential Report of all the employees are to be initiated and countersigned by the competent authorities.

According to the Government instructions this process is to be completed by the end of January each year and the ACRs. are to be tagged in personal file of each employee.

Under the circumstances stated above you are requested to issue instructions to all the lower formation to complete this assignment within the scheduled time limit.
This Directorate is trying to finalize all the promotion / Move over and selection grade cases from BS-16 onward. Resultantly ACRs upto 2002 would be required for consideration of such cases. Hence, it is expected that the above assignment should be given the importance. For guidance a schedule of reporting and countersigning officers is attached for ready reference.

Director (Administration)
For Director Public Instruction (SE)
Punjab, Lahore

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Category of teachers/officials under report</th>
<th>Reporting officer</th>
<th>Countersigning officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Principal Higher Secondary Schools / Comprehensive Schools</td>
<td>EDO (Edu), concerned</td>
<td>DCO, concerned</td>
</tr>
<tr>
<td>2</td>
<td>Senior Headmaster/ Senior Headmistress/ Headmaster/ Headmistress High Schools</td>
<td>DEO(SE), concerned</td>
<td>EDO (Edu), concerned</td>
</tr>
<tr>
<td>3</td>
<td>Subject Specialist/ Senior Subject Specialist of Higher Secondary Schools / Comprehensive Schools</td>
<td>Principal concerned</td>
<td>EDO (Edu), concerned</td>
</tr>
<tr>
<td>4</td>
<td>Deputy Headmaster/ Deputy Headmistress</td>
<td>Senior Headmaster /Senior Headmistress concerned</td>
<td>DEO(SE), concerned</td>
</tr>
<tr>
<td>5</td>
<td>SSTs, working in Secondary Schools</td>
<td>Head of Institution concerned</td>
<td>DEO(SE), concerned</td>
</tr>
<tr>
<td>6</td>
<td>SSTs, working in Elementary Schools/ Community Model Schools and AEOs</td>
<td>Deputy DEO concerned</td>
<td>DEO(EE), concerned</td>
</tr>
<tr>
<td>7</td>
<td>SSTs, working in Junior Model Schools</td>
<td>Headmistress concerned</td>
<td>DEO(W-EE) concerned</td>
</tr>
<tr>
<td>8</td>
<td>Assistant Directors / B&amp;A Officers / RDE &amp; Other Equivalent Officers working in the O/o. EDO (Edu)</td>
<td>EDO (Edu), concerned</td>
<td>DCO, concerned</td>
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<tr>
<td>9</td>
<td>Superintendents working in the O/o. EDO(Edu)</td>
<td>Assistant Director, concerned</td>
<td>EDO (Edu), concerned</td>
</tr>
<tr>
<td>10</td>
<td>Officer Incharge (B&amp;A) / Student Welfare Officer / AEp / Superintendent &amp; other Equivalent officers working in the O/o. DEOs</td>
<td>DEO concerned</td>
<td>ED (Edu), concerned</td>
</tr>
</tbody>
</table>

A copy of Govt. letter No. S.O (CE-V) 1-24 / 2002, dated 27-11-2002 received from Section Officer (CE-V), Govt. of the Punjab Education Department (Higher Education), Lahore

SUBJECT: COUNTERSIGNATURES OF ACRS OF THE OFFICERS ORKIING IN AUTONOMOUS COLLEGES IN PUNJAB

Please refer to the subject cited above. Instances have come to the notice of the Education Department that the ACRs initiated by the Head of Autonomous Colleges/ Institutions are being sent for countersignatures by the next higher
authorities. The matter has been considered and it is clarified that the ACRs initiated or countersigned by the Head autonomous colleges/ institution are not required for countersignatures of the next higher authority. The ACR thus initiated shall be considered final.

Section Officer (CE-V)

To
All the Principals (Male& Female)
In the Punjab

Memo.No.4121/A.D(Admn) Dated 08-3-2003

SUBJECT: INSTRUCTIONS ABOUT CONFIDENTIAL REPORTS

In continuation of instructions about Annual Confidential Reports in the Punjab Estacode, the Director Public Instructions (Colleges), Punjab has desired that the reporting officers/ Principals must keep the following points in mind while writing ACRs of the officers reported upon:

1. There should be exquisite consonance and coherence in writing of ACRs. It should not be self contradictory. Each column in every part of the ACRs should supplement each other.
2. Adverse remarks in the ACRs should be logically substantiated with documentary proofs subsequently.
3. Proper counselling, if made, should be on record.
4. Pen picture should be clear and direct.
5. "The work of the Reporting Officer should be assessed by the Higher Authority on the quality of his reporting" "Para-19 (Instructions about confidential Reports from: Punjab Estacode)"

In discreet and irresponsible entries recorded by the Reporting Officer if not justified/ will be reflected in the ACRs of the Reporting Officer.

Director (Admn)
For Director Public Instruction(C)
Punjab Lahore

Copy of letter No. SO (C-H) 5-2 / 93-1103, Government of the Punjab, Services & General Administration Department, Section (confidential-II) dated 31st July, 2003 addressed to all Administrative Secretaries and DCOs in the Punjab.

SUBJECT: INSTRUCTIONS FOR FILLING UP THE ACR FORMS

I am directed to refer to the subject noted above and to state that it has been observed that while assessing the performance of the officers, the instruction for filling up the ACR forms are not
strictly adhered to by the Reporting / Countersigning Officers. In consequence thereof, reporting on the work and conduct, in marked by assessment entailing deviation from these instructions. In a number of cases, the remarks recorded by the Reporting Officer/ Countersigning Officers were found lacking objectivity and were not true reflection of the work and conduct of the officers reported upon during a particular period. Ostensibly, such remarks smack of personal liking and disliking. In this regard attention is invited to the following instructions for filling up the ACR Forms:-

(i) "ACR is the most important record for the assessment of an officer. At the same time quality of ACR is a measure of the competence of the Reporting Officer and Countersigning Officer. It is, therefore, essential that utmost care is exercised by all Reporting and Countersigning Officers"

(ii) "The Reporting and Countersigning Officer should be:-

(b) as objective as possible; and

(c) clear and direct, not ambiguous or evasive in their remarks

(iii) "Vague impressions based on inadequate knowledge or isolated incidents should be avoided".

Attention is also invited to the following instructions about confidential Reports:-"19- Instructions for reporting officers:- Annual Confidential Reports is an assessment of the conduct and the quality of the work that a government servant has performed during the calendar year. On this assessment depend important decisions such as promotion or suitability for different appointments. It is imperative that the report should be written impartially. It should be forth sight and unambiguous. Particularly the work of reporting officer should also be assessed by the higher authority on the quality of his reporting". “30- Manner of writing the reports:- The opinion expressed should be the result of careful consideration, no personal bias, ire or favouritism should colour the report. The reporting officer should be in a position to justify his views, if called upon to do so".

2. The ACR is very important document reflecting the person's work and conduct for the period under report. The ACRs are taken into consideration by the selection Board or Departmental promotion Committee for determining suitability or otherwise of the employees concerned for promotion to higher grade. Any personal aversions to the subordinates should not colour the ACRs as the same may scuttle the career prospects of the officers during any scrutiny made for career progression of the officers / officials concerned.

3. It has, therefore been felt imperative that assessment in the ACRs should be performance based and personal prejudices must not be allowed to colour the report. The remarks inconsistent with overall grading assigned by the Reporting Officer and countersigning officers and the remarks admitting quality of interpretational simultaneously likely to be construed as advisory or adverse may be avoided for all intents and purposes. Since the reporting of assessment of work and conduct of an officer/official in his ACR is critically crucial for his career planning, utmost care and caution may be exercised by the concerned ROs and COs in a manner that the same may focus primarily on the proficiency, output and performance coupled with integrity of the person being reported upon.

4. In view of the above, I am further directed to reiterate the urgency to adhere to the ACR instructions for filing up the ACR forms in letter and spirit. In this regard, the above observations may also be accorded due consideration while recording assessment of the persons being reported upon and brought to the notice of all concerned.

(Mohis Abbass Shakir)
Section Officer (C-II)
SUBJECT: COMPLETION OF ACRS AND COMMUNICATION OF DIVERSE REMARKS FOR THE YEAR 2003

1. I am directed to refer to Para 3 of the Instructions about writing the Annual Confidential Reports and to say that Annual Confidential Reports on the work and conduct of civil servants are not written and countersigned within the time schedule (Annex-Overleaf) and prescribed time limit for this purpose is not strictly adhered to. by reporting and countersigning authorities, consequently many cases of promotion of government servants are deferred by the competent authorities due to incomplete ACRs. The officers / Officials suffer for no fault of their own. The piece-meal consideration of cases of concerned civil servants for promotion leads to frustration amongst them and tends to encourage litigation which is not desirable.

2. It is, therefore, requested that all Reporting / Countersigning Authorities under your administrative control may kindly be instructed to strictly follow the prescribed time schedule for writing / countersigning ACRs of civil servants. It may kindly be ensured that all the confidential reports are completed and placed on the Character Rolls within the prescribed time limit. A certificate should reach Regulation Wing of S&GAD in the first week of February 2004. The defaulting authorities shall be brought to the notice of government for appropriate disciplinary action.

Section Officer (Reg-IV)

ANNEXTURE

TIME SCHEDULE FOR COMPLETION OF THE PROCESS OF WRITING OF ACRs.

1) The officer to be reported upon should submit the ACR form after completing para-1 to the reporting officer on 1st day of January.

2) The Reporting Officer should record his remarks in appropriate parts by the end of 1st week of January and send the report to the Countersigning Officer by 8th January.

3) The Countersigning Officer should record his remarks by the end of second week of January and pass on the report to the 2nd Countersigning officer if any, by 16th January.

4) The final Countersigning officer should also record his remarks within one week.

5) Report writing should be completed within the month of January.

GOVERNMENT OF THE PUNJAB
SERVICES & GENERAL ADMINISTRATION DEPARTMENT

Dated Lahore the 25th May 2005.
NOTIFICATION

NO. SOR. IV (S&GAD) 14-13/04. The amendments in ACR Chart of S&GAD circulated vide letter No. SOR.IV (S&GAD) 14-24/87 Dated 18.04.1989 as proposed by the Confidential wing of Services & General Administration Department regarding Serial Nos 6-A, 7&9 were considered in the meeting of the inter Departmental committee held under the Chairpersonship of Additional Secretary (Regulations), S&GAD Department on 25-02-05. The instant amendments as duly approved by the said-committee are hereby notified as under:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of the Post</th>
<th>Initiating Authority</th>
<th>First Countersigning Authority</th>
<th>Second Countersigning Authority</th>
<th>Authority for communication of adverse remarks</th>
<th>Authority for expunction of adverse remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>6/A</td>
<td>Special Secretary</td>
<td>Admin. Secretary of the Department.</td>
<td>Chief Secretary</td>
<td>Chief Minister</td>
<td>Secretary (Services) S&amp;GAD.</td>
<td>Chief Minister.</td>
</tr>
<tr>
<td>7.</td>
<td>Addl. Secretary</td>
<td>Admin. Secretary or Special Secretary under whom the officer has been working.</td>
<td>Chief Secretary or Admin. Secretary where Special Secretary is the Initiating Authority.</td>
<td>Chief Secretary where Admin. Secretary is the 1st Countersigning Authority.</td>
<td>Secretary (Services) S&amp;GAD.</td>
<td>-do-</td>
</tr>
<tr>
<td>9.</td>
<td>Deputy Secretary</td>
<td>Addl: Secretary or Special Secretary or Admin. Secretary under whom the officer has been working.</td>
<td>The Chief Secretary or Admin Secretary or Special Secretary under whom the initiating officer is working, as the case may be.</td>
<td>Chief Secretary where the report is 1st countersigned by the Admin. Secretary or Admin. Secretary where the report is 1st countersigning by the Special Secretary.</td>
<td>-do-</td>
<td>The authority next above the last countersigning authority.</td>
</tr>
</tbody>
</table>
CORRECTION SLIP NO. 30 to the Booklet entitled "Instructions about Confidential Reports" issued under letter No. S(R)3542/4-8/65-SOXHI, dated 12.02.1968:-

"Under Para 66, the following new sub Para (v) shall be added:

“In case the reporting or countersigning officer has been dismissed/removed from service, the authority next higher to the officer(s) so dismissed/removed i.e. reporting/countersigning officer may initiate the report provided he/she has seen the performance of the civil servant to be reported upon for a minimum period of three months. If no countersigning officer or the officer next higher to the countersigning officer is available, who has seen the work of the officer/official to be reported upon, a suitable note to this effect may be recorded in the CR Dossier of the official/official concerned".

SECRETARY REGULATIONS

Copy of letter NO.SO(ADMN-I) 1-1/2006, Government of the Punjab, Services & General Administration Department, dated 05.01.2006, addressed to the all concerned.

SUBJECT: ANNUAL CONFIDENTIAL REPORTS (ACRS) / PERFORMANCE EVALUATION REPORTS (PERS) OF DDOS (BS-17/18) BELONGING TO EX-PCS/DMG CADRES.

1. Kindly refer to the subject noted above.
2. I am directed to invite your attention to para: 2 of the Instructions about Confidential Reports wherein it has been emphasized that the Confidential Reports for the preceding year should be completed within the month of January each year. According to the time schedule laid down in this regard, the ACRs shall be initiated in the first week of January by the Initiating Authority and forwarded to the higher authority in the same week. The higher authority shall give its remarks within one week and send the same to the 3rd authority, which shall also record its views within a week. As per para 3 of the instructions about Confidential Reports it is responsibility of the final authority to ensure prompt writing of Confidential Reports. Despite these clear instructions and repeated reminders from Government on the subject, this aspect is not usually assigned due importance. Consequently the ACRs of several officers specially those belonging to Ex-PCS/DMG Cadres have not been recorded for the last so many years with the result that the cases of promotion career planning of the Government servants have unnecessarily been delayed.
3. Keeping in view the importance of the matter, I have been directed to request you to forward the Confidential Reports/PERs for the year 2005 complete in all respects in favour of the officers of the rank/status of DDO's belonging to Ex. PCS/DMG Cadres to this Department by 28th February, 2006. The ACRs for the previous years/periods if not already recorded may also be got completed and forwarded to the undersigned within the stipulated date.

Sd/-

(ABDUL RAUF)
SECTION OFFICER (ADMN-I)
UNIT 14: TRANSFER POLICIES

Copy of letter No. SI 1-11/78, dated 4th September, 1982 from government of the Punjab, SGA&I, Department, Lahore addressed to all concerned.

TRANSFER POLICY - TWO YEARS BEFORE RETIREMENT

I am directed to refer to this Department letter No. SO (Coord) 1-3/79, dated 16th March, 1980, on the Transfer Policy circulated by the Government of the Punjab, Services General Administration and Information Department, vide circular letter, referred to above, rule 19 shall be substituted as below:-

Officers/Officials due to retire on attaining the age of superannuating in two years will be given a choice of their last posting. This choice will be either for the station or for the post, but not for both. The authority competent to order transfer will, so far as possible, honour the choice of the officer/official but will not be bound to do so. In particular, lucrative appointments will not be given, especially to officers/officials of ill repute.

Copy of letter NO.SO (SE) 1-1/87, Government of the Punjab, Education Department, dated 27-8-1987, addressed to all concerned of Education Department.

SUBJECT: TRANSFER POLICY

The Chief Minister, Punjab has been pleased to approve the following Transfer / Posting Policy in the Education Department:-

A Common to Teachers of all Categories:

1. Transfers would normally be made during the summer vacations expect in case of manning the posts in the newly established/ upgraded institutions. However, there would be no bar on the transfers required to be made on administrative/ disciplinary/ compassionate grounds;
2. Transfer on administrative/ disciplinary/ compassionate grounds would order by the competent authority with the prior approval in writing of the next higher authority
3. Subject to the availability of vacancies, the teachers would be posted in the institutions located closest to their place of residence.
4. Teachers who return from study leave/ deputation abroad would, as far as possible, be posted at the station from where they proceeded oil study leave / deputation.
5. If the number of female teachers seeking their posting at a particular station is larger than the number of vacancies available at that station, the priority would be accorded in the following order-
A) Widows with children.
B) Married women with children.
C) Others.

6. As far as possible the husband and wife would be posted at the same station if both of them are in Government Service.

7. Mutual transfers would be allowed subject to the condition that both the antidotes are in the same discipline / subject e.g. Lecturer in English would be eligible for mutual transfer viz-a-viz another Lecturer in English and a Science teacher will replace only a Science teacher.

8. Within two years immediately preceding the date of superannuating, the teachers would not be transferred from their places of posting unless considered necessary on administrative / disciplinary / compassionate grounds or if so requested by the concerned officer.

9. The minimum tenure at one station would be 3 years except in cases where the transfer is ordered on administrative/ disciplinary/ compassionate grounds, or on the request of the concerned officer, or when it has been necessitated on account of promotion/ demotion of the concerned officer.

10. The teacher who forego their promotion would not be considered for the same within next 3 years.

11. The officers/teachers re-employed after having superannuated would not be posted as Heads of the institutions/ Heads of the Department. They would be assigned teaching (non-administrative) jobs.

B. Transfer to attractive area

The cities where the House Rent Allowance is admissible at the rate of 45% of the initial nay shall be attractive and the transfer to the institutions located there in would be ordered on the basis of the following considerations:

1. As far as possible the fold Medallist or those having Ph.D, M. Phil, Degrees would be given posting of their choice. Those with the longest stay in the un-attractive area would get the first preference provided their results have generally been above the Board/ University average and their service record has been unblemished.

2. The teachers/ Lecturers posted at important/ big stations showing bad results (below Board/ University average) for two years would be posted out so as to give a chance to those serving in small towns/ rural areas who are desirous of shifting to attractive stations.

C. School Teachers / Administrators:

1. Teachers/ Headmasters with excellent performance would not be transferred expect on their own choice. In fact Government would encourage such teachers to get integrated with the local community and play constructive role as the change-agents.

2. Preferably the relatively senior female SST, would be posted as Headmasters of the Middle Schools.

3. In case of non-availability of senior female SST, those having less than five years experience would also be eligible for posting as Headmistresses of Girls Middle Schools.
4. Only those SST who have a minimum of five years experience would be eligible for being posted as Assistant Education Officers at Marked level. No one would be posted as AEO in the Marked of his domicile. AEO would have only one tenure which would not be more than four years after which they would be posted as teachers in the relevant grades. Those AEO who have already done tenure of four years would be immediately replaced.

5. Deputy District Education Officers (Male) would not be posted within their home districts. Deputy District Education Officers (Female) may be posted within their home districts but would not be posted as In Charge of their home Sub-Division. DY.DEO would have a three years tenure. Those DY.DEO who show good performance during their first tenure of three years may get another tenure of three years. No officer, however, would serve as DY.DEO for a period of more than six years.

6. The posting of District Education Officers would be made after careful scrutiny of their post performance and only those officers who are know for their integrity, officers and qualities of head and heart would be given the charge of the districts. The following further considerations would be kept in view while selecting the officers to be posted as DEO:-
   (A) The previous administrative experience.
   (B) Clean record of service (Pendency of departmental/ Anti Corruption enquiry would render the officer ineligible for Posting as DEO)
   (C) The results achieved be the institutions where the concerned Officer had served as Headmaster.

7. The criteria laid down in respect of DEO would also be applicable for determining the suitability of officers for their posting as Deputy Directors (Administration) in the office of Director Education/ Director Public Instruction.

8. Deputy Directors (Administration) posted in the Directorates of Education would seek the prior approval of the concerned Director before ordering the postings and transfers of the staff/ teachers for which they may be competent under the relevant rules.

D. College Education

1. Direct ^elected as Assistant Professors/ Professors, Principals would initially be posted in the institution located in the small towns/ rural areas where they would have to stay for at least two years.

2. The transfers to the institutions with post graduate disciplines would be invariably made in consultation with the concerned Principals.

E. Special Education

1. The transfers of the teachers of the Directorate of Special Education would be made in the month of November. There would be a ban on transfers from 1st December to 31st October of the next year, which is the academic session of these institutions.

2. The Chief Minister has been further pleased to desire that the new Transfer Policy should be implemented in lettered spirit and in one go. Any breach or violation of the policy will be dealt with severely with exemplary punishment.

Sd/-
(Nazir Ahmad Chaudhry)
Addl: Education Secretary (Estt)
Copy of letter NO.SO (CE-II) 1-32/89, Government of the Punjab, Education Department., dated 14-9-1989, addressed to all concerned.

SUBJECT: RECRUITMENT AND TRANSFER POLICY OF THE EDUCATION DEPARTMENT

The Chief Minister, Punjab has been pleased to approve the following recruitment and transfer policy for the teaching staff of the Education Department:-

A) COLLEGIATE BRANCH RECRUITMENT

1. Adhoc appointments shall not be made at all. Instead the selections through the prescribed method will be made very frequently so as to keep the process going all the time. Even the pending orders for ad hoc appointments shall not be implemented and shall be referred back to the quarters / authorities concerned for review.
2. No relaxation will be granted in the procedures and qualifications except as provided under the rules.
3. The practice of making appointments of the junior ones to higher posts on "own pay and grade" should be stopped forthwith as it causes disgruntlement to the seniors and administrative problems for the Department.
4. Those selected specifically as "Principals" will not be posted as "Professors" "Assistant Professors" etc, because posted of the Principals (especially those in the districts) remain vacant for years on end but those selected for the same manœuvre to stage a come back to the cities as "Professors" and "Assistant Professors" there by defeating the very purpose of the scheme under which they were selected specifically as "Principals" of Degree and Intermediate Colleges.

POSTING AND TRANSFERS

5. Female selectees (in the rank of lecturer) of a division will be posted preferably in the stay of her domicile and if no post is available, than in the same district.
6. Direct-selectees as Assistant Professors and Professors will be posted any where in the province, especially in the areas where the scarcity is acute. Efforts will be made to post the females selectees within their divisions of domicile subject to availability of vacancies in the relevant subjects/rank.
7. Erratic adjustments shall not be made, such as:-
   a. Against irrelevant subjects.
   b. Against higher/lower ranks.
   c. On loan basis from one place/ institution to the other.
   d. One one's own pay and grade.

   Even the pending directives / orders, if any, shall also not be Implemented. Those may be returned to the Govt. with necessary classifications.

8. The transfers of teaching staff within a division up to the level of an Assistant professor will be the Deputy Director of Education (Colleges) The Director Public Instruction (Colleges) will be
empowered to make inter or inter-divisional transfers of teaching staff up to the level of an Assistant Professor (BS-18)

9. Posting and transfers of the reaching staff of the level of a professor (BS-19) and of those holding administrative posts of the level of Deputy Director and a Principal of Degree College (BS-19) or above will be made by the Government.

10. The tenure for an administrative post/viz. Director Public Instruction (Colleges) director of Education (College) Deputy Director, Assistant Director and Principal etc will be 3 years.

________________________________________

Copy of letter No.SO (SE-I) 1-75/2000, Government of the Punjab, Education Department, (Schools), dated: 04-07-2000 addressed to all concerned.

SUBJECT: POSTING/TRANSFER POLICY OF THE EDUCATION DEPARTMENT (SCHOOL) 2000

Owing to Various administrative and structural reforms introduced in the department the policy governing posting/transfer at different echelons has outlived its utility. Naturally in such an event some of the features/provisions of the policy with specific reference to eligibility and criteria were required to be revised The Minister for Education Punjab, has therefore, been pleased to approve the following Posting/Transfer Policy for Education Department (Schools) 2000. this new policy which is given below shall be implemented with immediate effect and it shall be in supper cession of the previous Posting/Transfer policy of 1987.

2. The posting/transfer policy of the education department (school) 2000 is based on self-assessment and will enable the applicants to determine their own eligibility. Marks will-be given to applicants keeping in view the academic results, service rendered in far-flung area and periphery, seniority, wedlock basis, disability and compassionate grounds, as under:-

i. Performance/Academic results = 25 marks
ii. Service in far flung or Zone 'B' = 20 marks
iii. Seniority = 15 marks
iv. Wedlock basis = 20 marks
v. Compassionate grounds = 20 marks

Total = 100 marks

3. Since it is merit-based policy, maximum weight age has been given to performance/academic results. Further details about allocation of marks are given as under:

i) Performance/ Academic Results 25 marks

<table>
<thead>
<tr>
<th>Grade</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>80% or above</td>
<td>25</td>
</tr>
<tr>
<td>70% to 79%</td>
<td>20</td>
</tr>
<tr>
<td>60% to 69%</td>
<td>10</td>
</tr>
<tr>
<td>50% to 59%</td>
<td>5</td>
</tr>
</tbody>
</table>
The average of four immediately preceding/previous Examination/years will be considered.

ii) **Service in Far Flung Area**  = 20 marks

1. For each year served in areas falling in Zone ‘B’ the applicant shall get 5 marks.
2. For each year served in periphery area the applicant shall get 2 marks. The total marks shall, however remain 20.

iii) **Seniority**  = 15 marks

For each year served in the same substantive grade the applicant shall get three (3) marks subject to maximum of 15 marks.

iv) **Wedlock basis**  = 20 marks

The applicant shall be eligible to get 20 marks, if he/she applies Transfer on wedlock basis.

v) **Compassionate Grounds**  = 20 marks

1. If the applicant is a widow, she will get 15 marks subject to production of death certificate of her husband.
2. A disabled/sick applicant shall get 15 marks.
3. The spouse of disabled/sick applicant shall be eligible to get 10 marks.
4. The maximum marks shall, however, not exceed 20.
5. In case of disability / sickness a certificate from the Standing Medical Board would be required.

4. PTC/EST/PET/DM/SV/OT/AT etc, will have minimum tenure of one academic session; They shall however be liable to transfer any time due to unsatisfactory performance on administrative grounds.

5. The senior most PTC teachers with good service record of at least five years at his/her credit will be posted as Learning Coordinator. The tenure of posting will be four years subject to his/her satisfactory performance.

6. Headmaster/Headmistress of Elementary Schools will have minimum tenure of one academic session. They shall however be liable to transfer any time due to unsatisfactory, performance or on administrative grounds. While making posting/transfers of Headmaster/Headmistress of Middle Schools, following criteria will be observed:-

   i) Senior SST with minimum of 5 years teaching experience.
   ii) If regular incumbent is not available, especially in remote areas, Senior EST having at least five years experience would be posted
   iii) Seniority along with a good service record will be the sole Criteria for the job
   iv) Preferably from the same tehsil/district.

7. AEO will have a minimum of four years tenure in his/her whole career; subject to his/her satisfactory performance. The tenure at one station shall however, not exceed two years. Senior most SST of the District would be posted as AEO. However, he/she will not be posted at
his/her residential Marked/Union Council Orders of posting would be issued by the DE (EE) after mutual discussion with DE (SE).

8. Senior most officers in BS-18 (Regular) will be eligible for posting as Deputy DEO (male) (Elementary and Secondary) and will not be posted within their home districts. Deputy DEO (F) will be posted within their home district, but not posted as in charge of that Sub-Division. They will, however, serve for maximum tenure of three years in total or two tenures of minimum one year each which ever is earlier. Clean record of service (tendency of departmental/anti-corruption inquiries would render the officer in-eligible for posting of DY, DEO)

9. Senior most officers of BS-19 (regular) would be posted as DEO/ Deputy Director (Admin). However, DEO shall not be posted in his/her own district. The set criteria for the selection would be observed strictly. DEO (EE) (SE) must be senior most in his/her jurisdiction. His/her tenure will be three years subject to satisfactory performance. The following consideration would be kept in view while selecting the officers to be posted as DEO:-

i) The previous administrative experience.
ii) Clean record of service (tendency of departmental/anti Corruption inquiry would render the officer ineligible for posting of DEO)
iii) The posting of DEO and Deputy DEO would be made after careful scrutiny of there past performance and only those officers who are known for their integrity and efficiency would be given the charge of the districts
iv) The results achieved by the institution where the concerned Officer has served as Headmaster.

10. Subject Specialists/SSS will not be posted against the administrative posts till the completion of ten years teaching tenure. Headmaster/headmistress senior headmaster /headmistress will also not be eligible for their posting as Subject Specialists/Senior Subject Specialists prior to ten years experience at their credit.

11. Deputy Headmaster/Headmistress/Principal of High/Higher Secondary School will have four years tenure subject to their satisfactory performance.

12. The aforementioned rules/guideline will be followed in case of teaching staff of DSD/PITE/GECT/ etc.

13. The ministerial staff such as junior clerks/senior clerks/assistants/ stenographers /Superintendents/ Extra Assistant Directors etc. will have three years tenure of service at one office/station.

14. Erratic adjustments shall not be made such as:-

a) Against irrelevant subjects.
b) Against higher ranks.
c) On loan basis from one place/institution to the other.
d) On one's own pay and grade.
e) Even the pending directives/orders, if any, shall also not be implemented. These may be returned to the Government with necessary clarifications.:
15. Disabled teachers, duly verified by Board, would not be transferred except on administrative grounds or on promotion.

16. On selection through PPSC the officers will be provided with a list of vacancies required to be filled in and asked to indicate their preference in order of priority. Their merit determined by the PPSC along with their order of preference will be the sole criterion in deciding their place of posting.

On promotion the following criterion will be adopted:

a) A Promotee shall be posted in his existing institution of posting if a regular higher post is vacant irrespective of his seniority vis a vis other promotees.

b) In case no higher post is available in the same institution and a Regular vacancy exists within the city of the existing posting of the promotee, he shall be adjusted there.

c) Promotees left out after the exercise indicated at (a) & (b) above will be adjusted as close to their home station as possible subject to existence of regular vacancies in their respective subjects or vacant post of Principals.

18. Erratic postings already in vogue will be gradually rectified in the following manners:

a) Whenever a regular selectees of PPSC is available.

b) Adjustments/transfers of fresh promotees.

c) Readjustments/conversions as a result of rationalization exercise.

d) Re-adjustment of erratic posting against regular posts.

19. Normal tenure for an administrative post viz: Director Public Instruction (SE/EE), Director of Education (SE/EE), DEO (SE/EE) Deputy Director/ Deputy DEO (SE/EE) and Assistant Director etc, will be 3 years subject to satisfactory-performance.

20. Transfer subject to conditions spelt out in the above paras will normally be made during the summer vacations except in case of filling the post in the newly established/upgraded institutions. However, there would be no bar on the transfer required to be made on administrative/disciplinary grounds, on promotion and of those awaiting posting.

21. Mutual transfers will be allowed by the competent authority subject to the condition that both the candidates are in the same subject/discipline and after obtaining comments from respective Principals/Headmasters/Headmistresses who will indicate reasons for adverse recommendation if the request is not supported.

22. Posting against administrative posts will be made after careful scrutiny of performance, integrity, efficiency and professional competence.

23. Single teachers in a subject will not be transferred unless a substitute is available.

24. Period in case of officers whose services are placed at the disposal of DPI (SE/EE) or the Department will be limited to three months. In very exceptional circumstances it will be extended with approval of the Government.
25. The post-wise list of transferring authority, appellate authority and next higher authority is given below:

<table>
<thead>
<tr>
<th>Name of Post</th>
<th>Basic Scale</th>
<th>Transferring Authority</th>
<th>Appellate Authority</th>
<th>Next Higher Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTC/J.V</td>
<td>BS-7</td>
<td>DY.DEO within Tehsil</td>
<td>DEO concerned</td>
<td>Divisional Director concerned</td>
</tr>
<tr>
<td>EST/S.V/A.T/V.T/D.M/PET</td>
<td>BS-9 / BS-14</td>
<td>DEO concerned within district</td>
<td>Divisional Director concerned</td>
<td>DPI concerned</td>
</tr>
<tr>
<td>SST</td>
<td>BS-16</td>
<td>DEO concerned within district</td>
<td>Divisional Director concerned</td>
<td>DPI concerned</td>
</tr>
<tr>
<td>S.S/Headmaster/Headmistress</td>
<td>BS-17</td>
<td>Director of Education (SE) concerned within division</td>
<td>DPI (SE)</td>
<td>Secretary Education</td>
</tr>
<tr>
<td>S.S.S/Sr. Headmaster/Sr. Headmistress</td>
<td>BS-18/19</td>
<td>Director of Education (SE) concerned within division</td>
<td>DPI(SE)</td>
<td>Secretary Education</td>
</tr>
<tr>
<td>DY.DEO/DEO</td>
<td>BS-18/19</td>
<td>DPI concerned</td>
<td>Special Secretary Education (Schools)</td>
<td>Secretary Education</td>
</tr>
<tr>
<td>Director of Education</td>
<td>BS-19</td>
<td>Governor</td>
<td></td>
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</tr>
<tr>
<td>DPI/ADPI</td>
<td>BS-20</td>
<td>Governor</td>
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sd/-
(Arshad Mahmood)
Section Officer (SE-I)
SUBJECT: TRANSFER POLICY OF THE HIGHER EDUCATION DEPARTMENT

The Minister for Education Punjab has been pleased to approve the following transfer policy for the Higher Education Department.

In super session of earlier orders on the subject and to further streamline the existing transfer policy and bringing it in greater consonance with the objectives of transparency merit based equal opportunity and equitable mobility between rural and urban institutions following guidelines have been approved by the competent authority for strict observance in transfer matters and will be effective immediately.

1. On initial selection by PPSC as Lecturers the successful candidate will be provided with a list of vacancies required to be filled in and asked to indicate their preference in order of policy. Their merit determined by the PPSC along with their order of preference will be the sole criteria in deciding their place of posting. This method will also apply to other selectees including direct selectees at as Assistant Professor Associate Professor and Professor etc.

2. On promotion the following criterion will be adopted:-
   a) A promotee shall be posted in his existing institution of posting if a regular higher post is vacant irrespective of his seniority vis a vis other promotees.
   b) In case no higher post is available in the same institution and a Regular vacancy exists within the city of the existing posting of the promotee he shall be adjusted there.
   c) In case of (a) & (b) above seniority will be considered only Where promotees exceed vacancies separately in each case and in same order.
   d) Promotees left out after the exercise indicated at (a) & (b) above Will be adjusted as close to their home station as possible subject to existence of regular vacancies in their respective subjects or vacant post of Principals.

3. At all Divisional stations other than Lahore Divisional Directors and in case of Lahore, the Department will maintain a running subject-wise list of all applicants requesting for transfer to these stations. Decision regarding who is to be posted will be taken after according marks and preparing merit list of each subject as per following formula.
   a) For each year served in Lahore or any Division 2 Headquarters Deputation leave awaiting posting etc
   b) For each year served at a District Headquarter other than the Headquarter.
   c) For each year served in institutions other 4 places indicated above. In case of the among candidates (equal marks) seniority will be The deciding factor

4. Performance of teaching staff/heads of institution particularly those at Divisional Headquarters will be monitored aurally and those producing below average results of Board/University will be posted out to the periphery notwithstanding any consideration with the criterion in pare 3 above laid down for consideration of posting from periphery to Divisional Headquarters, additional 5 marks will be granted to those posted in
colleges located at other than Divisional Headquarters producing not below average results Board/University.

5. The transfers of college teaching staff with in a division up to the level of an Assistant professor will to made by the Director of Education (Colleges) to the exclusion of DPI (C). The Director Public Instruction (Colleges) will be competent to make intra-divisional transfer of teaching staff up to the level of Assistant professor (BS-18). Provision of this clause will not be applicable to Lahore Metropolitan Area. Where posting & transfer will continue to be made by the Government.

6. Erratic adjustments shall not be made, such as:-
   a) Against irrelevant subjects.
   b) Against higher / lower ranks.
   c) On loan basis from one place / institution to the other.
   d) One's own pay and grade.

7. Erratic postings already in vogue will be gradually rectified in the following manner.
   a) Whenever regular selectee of PPSC are appointed.
   b) Adjustments/transfers of fresh promotees.
   c) Re-adjustments/conversions as a result of rationalization exercise
   d) Re-adjustment of erratic against regular posts.

8. Posting and transfer of the teaching staff of the level of Associate professor, and professor (BS-19 & BS-20) and of those holding administrative posts of the level of Deputy Director and above and Principals of all College will continue to be made by the Government as per existing procedure.

9. Normal tenure for an administrative post/viz: Director Public Instruction (Colleges), Director of Education (Colleges) Deputy Director and Assistant Director etc, will be not more than 3 years subject to satisfactory performance and administrative convenience.

10. Transfers subject to conditions spelt out in the above par as will normally be made during the Summer Vacations except in case of filling the posts in the newly established/upgraded institutions. However, there will be no ban on the transfers required to be made on administrative / disciplinary / compassionate grounds, on promotion and of those waiting posting irrespective of the time of year or extent of tenure/time served in positions held. Likewise vacancies occurring as a result of retirement, death etc, will continue to be filled round the year.

11. Subject to the criteria indicated above and all other things being equal preference will be given to husband and wife for posting at the same station if both of them are in Govt. Service. In case of either of spouse being an employee of Department other than Education that Department/ organization will also have equal responsibility for keeping the couple at one station. However, it will not be allowed as a pretext for seeking transfer to Lahore or other attractive stations. Husband and wife can be untied at any station where relevant posts may be available.

12. Mutual transfer may be allowed by the competent authority subject to the conditions that both the candidates are in the same subject / discipline and after obtaining comments from respective Principals who will indicate reasons for adverse recommendation if the request is not supported. Such requests however would not be binding on the competent authority and will not be claimed as a matter of right.

13. Within two years immediately preceding the date of superannuation, the teachers would not be transferred form their places of posting unless considered necessary on administrative / disciplinary/ compassionate grounds.
14. Posting against administrative posts will be made after careful scrutiny of performance, integrity, efficiency and professional competence.
15. Single teachers in a subject will not be transferred unless a substitute is available.
16. Period in case of officers whose services are placed as the disposal of DPI (C) or the department will be limited to three months. In very exceptional circumstances it will be extended with approval of the government.
17. Cases of compassionate grounds and of extreme hardship such as terminal illness, serious disability etc, will be decided on the recommendations of a committee comprising the following and subject to availability of regular vacancy:-
   Additional Secretary (Estt.)    Chairman
   Deputy Secretary (Estt.)        Member
   Director Admn. DPI (C)          Member
18. In case of any ambiguity / difficulty faced by the field formations in implementation of this policy, the matter will be referred to the Special Secretary Higher Education Department.

sd/-
(Sajjad Saleem Hotiana)
Additional Secretary (Establishment)

Copy of letter No.SO (SE-I) 1-141/2000, Government of the Punjab, Education Department Schools) dated Lahore 14th September, 2000 addressed to the DPI (EE/SE), Punjab, Lahore and the District Education Coordinators, Punjab.

SUBJECT: POSTINGS/ TRANSFERS

Reference on the subject noted above.

2. It has been decided that:-
   i) Both the DPIs and all the DEOs are hereby directed to strictly implement the Posting/Transfer Policy, 2002 in letter and spirit.
   ii) The DPI and all the DEO are hereby requested to invite applications for postings/transfers from all interested school teachers and others up to 25th September, 2000, tabulate them, have them examined by Three Member Committee at relative levels in accordance with the criteria laid-down in new transfer/posting policy and afterwards the competent transferring authority should pass orders.
   iii) Constitute a three members committee which may be directed to examine the posting/transfers ordered after the promulgation of the new posting/transfer policy, 2000.
   iv) All such postings/transfers made in violation of the new policy be cancelled by the respective transferring authorities and report be submitted to the Secretary Education Up to 1st October, 2000.
v) The DPIs/DEOs may communicate to the Secretary Education, the names of officers who ordered postings/transfers in violation of new postings/transfers policy, so that their explanation could be called as desired by the Minister Education.

3. I have been directed to request you to please take further necessary action accordingly and submit implementation report as mentioned above.

Sd/-

SECTIONOFFICER (SE-I)


SUBJECT: RELAXATION OF BAN ON POSTING/TRANSFERS OF TEACHING STAFF


The ban on postings and transfers imposed by the Government was done in line with our policy of not shifting teachers during the currency of the academic sessions. As far as District Governments are concerned, they are at liberty to take a decision in this respect in accordance with their local conditions/district policy. Wherever the District Government considers it appropriate to effect postings and transfers during the academic session in public interest, they may do so in their own good judgment.

(SIBTAN FAZAL HALIM)
SECRETARY EDUCATION
No. Sl. 16-27/2001
SERVICES & GENERAL ADMINISTRATION DEPARTMENT
SECTION (SECTION S-I)
Dated Lahore, the 7th July, 2005

To
1. All Administrative Secretaries to Government of the Punjab.
2. All District Coordination Officers in the Punjab.
3. All District Police Officers in the Punjab.

SUBJECT: CONDUCT OF LOCAL GOVERNMENT ELECTIONS -2005-OBSERVANCE OF COMPLETE BAN ON POSTINGS / TRANSFERS

The schedule for Local Government Elections 2005 has been announced by the Hon'able Chief Election Commissioner on 30.6.2005. To ensure free, fair and transparent elections, the following directions of the Chief Election Commissioner to the Provincial Government have been communicated as under-

"Hon'ble Chief Election Commissioner has desired me to request you kindly to ensure personally that in pursuance of the above provisions of the Constitution, District Coordination Officers, District Police Officers and other officers of the Provincial Government - extend full assistance to the District Returning Officers, Returning Officers and Assistant Returning Officers appointed for forthcoming elections to Local Government Institutions.

The Hon'ble Chief Election Commissioner has further desired that in the interest of free and fair elections and to avoid any misgivings, transfers of civil and police officers may not be made in the Province till the completion of the process of elections.

You will appreciate that holding of free, fair and transparent elections will be possible only if peaceful and tranquil atmosphere is provided at the polling stations and in the areas. The Provincial Government should, therefore, chalk out a comprehensive plan, well in advance, for maintaining law and order during pre and post-election period and particularity on the polling day. The services of Armed Forces may be requisitioned, wherever required, in the aid of civil authorities for maintaining peaceful environment during elections."

2. The above instruction are to be followed in letter & spirit and no posting / transfer should be made under any pretext during the currency of Election schedule.

3. All Administrative Secretaries, DCOs and DPOs etc. must ensure that the above ban is not violated on the pretext of back dated postings / transfers. Any officer found guilty of issuing pre-dated posting and transfer orders shall stand personally liable and will be proceeded against under the PRSO 2000. All postings and transfers orders issued before the announcement of election schedule, which have not been materialized it far, shall be frozen.

4. The above instructions should be strictly observed and all concerned must ensure that the forthcoming Local Government Elections are held in transparent manner in accordance with the instructions of the Chief Election Commissioner and no indiscretion vis-a-vis posting & transfer is exhibited by public functionaries due to which the integrity of the Election process is compromised.
5. These instructions should be communicated to all concerned under your administrative control for strict compliance.

(ANWAR AHMAD KHAN)
SECRETARY (SERVICES)

Copy of letter No.SO(SE-I) 1-43/2005, Government of the Punjab, Education Department, dated 14.4.2005, from Secretary Education, addressed to the all DCOs, Punjab and EDOs Punjab.

SUBJECT: AN ON POSTINGS /TRANSFERS IN THE EDUCATION DEPARTMENT


2. It has been observed that the teachers/officers of Education Department most of time are concerned for their posting/transfers at the stations of their choice and convenience instead of performing their prime duty of teaching at the cost of Education of children. Moreover frequent and unnecessary transfers of teachers, officers and heads of institutions adversely affect the continuity of Educational Programmes, development projects and academic sessions. To check this trend, ban was imposed on all postings/transfers of officers / officials belonging to the Education Department including Higher Education and School Education by the Chief Minister on 2.4.2004 without any exception and on any grounds whatsoever.

3. The ban imposed by the Chief Minister Punjab shall remain enforced and no Postings/transfers in the Education Department, both on School as well as Higher Education side shall be undertaken during the academic session for the sole purpose of uninterrupted Education of the students and to ensure that Educational activities do not come to stand still, and all handing/taking over takes place within the summer vacations. Immediately after reopening of the educational institutions, ban will automatically stand re-imposed. Ban shall therefore be lifted at the start of summer vacations.

4. All the Chief Minister's directives regarding postings/transfers including those where even ban has been relaxed action have been frozen and no posting/transfer on what so ever grounds should therefore be made till further orders.

-Sd-
(JAVAID ASLAM)
SECRETARY EDUCATION
Copy of letter No.SO(SE) 1-43/2005, dated 29.6.2005, Government of the Punjab, Education Department, from Special Secretary Schools, addressed to the all DCOs and all EDOs (Edu) in the Punjab.

SUBJECT: LIFTING OF THE BAN ON THE POSTING / TRANSFER IN THE EDUCATION DEPARTMENT (SCHOOL WING)

In continuation of this Department's letter of even number dated 14.4.2005 (copy enclosed), it is convey that the Chief Minister has been pleased to relax the ban on all postings/transfers in the Education Department with immediate effect.

2. The postings/transfers will be made in the following manner:-

   a) The category of teachers i.e. PTC/AT/SV/JV/EST/PET shall not be transferred from one district to another district. However, they can be transferred against a vacant post within district by the District authority empowered for this.
   b) Inter-district transfers (from one district to another) of all the gazetted officers shall be made by the Education Department.
   c) Intra-district transfers (within district) shall be made by the District Coordination Officers and Executive District Officers (Education) as per District Government Rules of Business.
   d) The transfers of any contract appointee including Graduate English Teachers shall not be made. The transfer of Graduate English teachers will be effective after two months when the regularization process in the entire province is completed.
   e) No. T.A/D.A. will be granted to any employee while implementing the orders noted above. This would be noted in the formal orders issued by the respective authorities.

3. The ban shall stand re-imposed on 20th August, 2005.

(MUHAMMAD IMTIAZ TAJWAR)
SPECIAL SECRETARY (SCHOOLS)

Copy of letter No. SOR. IV(S&GAD) 10-1/2003, Government of the Punjab, Services & General Administration Department (Regulations Wing), dated 2-7-2005, from Secretary Regulations, addressed to Additional Chief Secretary, Senior Member Board of Revenue, All Administrative Secretaries and Provincial Police Officer, in the Punjab.

SUBJECT: BAN ON RECRUITMENT—MANNER OF SUBMISSION OF SUMMARIES SEEKING RELAXATION OF THE BAN

Kindly refer to this Department's letter of even number dated 18.05.2005 whereby all the departments were requested to ensure that all the summaries on the subject of recruitment are routed through the Regulations of S&GAD.
It has been observed that the departments are still submitting the summaries to the Chief Minister for seeking relaxation of ban without routing them through Regulations Wing of Services and General Administration Department, which deals with the subject of recruitment and is presently updating and consolidating the vacancy position of all the departments.

3. According to Rule 13 of the Government of the Punjab, Rules of Business, 1974 under the head "Consultation among Departments", it has been clearly provided that when the case concerns more than one department, the department incharge shall be responsible for consulting the other Departments and the case shall not be submitted to the Chief Minister until it has been considered by all the relevant departments.

4. It reiterated that the practice of submission of summaries on the subject of recruitment without routing them through Regulations Wing of S&GAD is not only violative of the Rules of Business but also gives rise to a lot of confusion, besides rendering this Wing unable to consolidate the overall number of posts against which recruitments have been allowed/made in various departments/organizations.

5. It is, therefore, once again requested to kindly ensure that all the summaries on the subject of recruitment are routed through the Regulations Wing of S&GAD in order to avoid the violation of the rules ibid as well as any consequent anomaly/disparity.

(RASHIDA MALIK)
SECRETARY REGULATIONS

Copy of letter No. SI. 16-27/2001, dated 13-07-2005, from Secretary (Services), Government of the Punjab, Services & General Administration Department, Section (Services-I) addressed to all Administrative Secretaries to Government, All DCOs, and all DPOs in the Punjab.

SUBJECT: CONDUCT OF LOCAL GOVERNMENT ELECTIONS, 2005 OBSERVANCE OF COMPLETE BAN ON POSTINGS / TRANSFERS

In continuation of this Department's letter No. SI. 16-27/2001 dated 07-07-2005 following clarifications are made for all concerned:

a. Provincial level transfers / postings in Punjab Civil Secretariat and of Heads of attached Departments Heads of Autonomous Bodies are not subject to ban
b. Transfers / postings of Civil Servants in Medical colleges faculty art also not covered under the ban.
c. Education Department is exempted from this ban only if OSDs/ awaiting posting are posted against vacant posts.

(ANWAR AHMAD KHAN)
SECRETARY (SERVICES)
Copy of letter NO.SO (SE-I) 1.43/2005, dated 21.11.2005, from Special Secretary Schools, addressed to all the DCOs and all the EDOs in Punjab.

SUBJECT: TRANSFERS/POSTINGS IN THE EDUCATION DEPARTMENT, SCHOOL SIDE - LIFTING OF BAN FROM THE 16TH DECEMBER, 2005 TILL 31ST DECEMBER, 2005

In continuation of this Department’s letter of even number dated 29.6.2005, it is conveyed that the Chief Minister Punjab has been pleased to relax the ban on transfers/postings in Education Department, School side, from the 16th December, 2005 till 31st December, 2005, during the winter vacations, subject to following conditions:

i) All postings/transfers would be subject to tenure policy approved by the Provincial Cabinet in its meeting held on 6.10.2004 and no immature transfer shall be allowed for posting of officers/officials minimum tenure will be one year as approved by the Cabinet. The instructions issued by the S&GAD in this regard vide letter No. SLI-1/2003 dated 18.1.2005 shall be followed letter and spirit.

ii) Inter district postings/transfers of PTC/OT/AT/SV/JV/EST/PET from one district to another district shall not be allowed.

iii) Inter-district postings/transfers of teachers other than mentioned in (ii) above, shall also be subject to tenure policy NOC for inter-district will be issued by the District Governments subject to completion of minimum prescribed tenure of one year.

iv) Chief Minister's directives with regard to postings/transfers pending with the Department and the District Governments shall be given preference subject to observance of above criteria.

v) Transfers/postings of the officers of management cadre will be carried out at the level of Provincial, Education Department.

vi) Transfers of contract appointees shall not be made. The transfer of Graduate English Teachers (GETs) within district will be subject to regularization by the competent authority.

vii) No. T.A/D.A. will be granted to any employee while implementing the orders noted above. This would be noted in the formal orders issued by the respective authorities.

2. The District Governments are directed to go ahead on postings/transfers subject to adherence to the criteria given above. However, it is to reiterate that transfers/postings shall be taken in hand from the 16th December, 2005 till 31st December, 2005. The ban shall stand re-imposed on 01.01.2006 till further orders.

(MUHAMMAD IMTIAZ TAJWAR)
SPECIAL SECRETARY (SCHOOLS)

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Copy of letter NO.S.O. (SE-I), 1-43/2005, Government of the Punjab, Education Department, (School wing), dated 18-01.2006, addressed to the all EDOs (Edu) in Punjab and addressed to DPIs (SE/EE).

SUBJECT: STRICT BAN ON POSTINGS/ TRANSFERS IN THE EDUCATION DEPARTMENT

Please refer to the subject noted above.
2. Reports are being received in the Department that in some of the districts back dated posting and transfer orders are being issued. As earlier conveyed on telephone to the EDOs. (Education) and DCOs, it is once again reiterated that Chief Minister Punjab has re-imposed ban on postings and transfers in the Education Department from the 24\textsuperscript{th} December, 2005, without any exception.

3. It may therefore be ensured that no back dated posting and transfer orders are issued or implemented by any of the officer of Education Department. In case of any violation, the officers responsible will be proceeded against under the relevant rules.

Sd/-

(CAPT. ® ZAHID SAEED)
SPECIAL SECRETARY (SCHOOLS)

Copy of letter No. SO(SE-1)1-43/2005, Government of the Punjab, Education Department (School Wing), dated 19-12-2005, addressed to DPI(SE-EE).

SUBJECT: LIFTING OF BAN ON POSTINGS / TRANSFERS IN THE EDUCATION DEPARTMENT (SCHOOL WING)

The ban has been lifted on postings/transfers in the Education Department (School Wing) from 16-12-2005 to 31-12-2005 and detailed policy guide lines in this regard already stand circulated vide this Department's letter of even number dated 21-11-2005.

2. It is to intimate that all the cases involving inter-district postings /transfers of Secondary School Teachers (SSTs), Ministerial staff and Class-IV employees of the Education Department, (Schools) will be undertaken by the DPIs falling in their ambit, subject to issuance of NOCs by both the relieving and recipient District Governments, verification of service record and tenure policy. No TA/DA will be paid to the Government officers/officials who are being transferred on self request.

3. A list of such cases received in the Education Department is forwarded for disposal on merit as per policy on or before 31-12-2005.

This issues with the approval of Special Secretary (Schools).

DEPUTY SECRETARY (EE)
Copy of letter No. SO(S-IV) 7-34/06, dated 26-01-2006, Government of the Punjab, Education Department, (School Wing), addressed to the all DCOs and all the EDOs (Edu) in Punjab.

SUBJECT: LIFITING OF BAN ON TRANSFER CASES UNDER WED-LOCK POLICY

Chief Minister Punjab has given exemption of ban on postings/transfers in cases of inter-district transfer of PTC Teachers and other district cadre regular employees falling under Wed-Lock Policy of the Punjab Government. The Educators and all other contract appointees are not covered under this policy as their appointments are school contract appointees are not covered under this policy, as their appointments are school specific.

2. District Governments are therefore given go ahead to process the cases which fall under wed-lock, subject to following conditions:
   i) He/She is in continuous service and no enquiry is pending against him/her.
   ii) Issuance of NOCs by both the relieving and recipient District Governments;
   iii) Verification of service record.
   iv) A certificate that transferee teacher will have no objection on placing at the bottom of the seniority list of the District where he will be shifted/posted.

While forwarding the cases falling under wed-lock policy to the Education Department it must be ensured that both wife and husband are in government service as the ability of inter-district transfer is purely on wed-lock basis.

Sd/-
DEPUTY SECRETARY (E.E)

No. & Dated Even:

A copy is forwarded for information to:

1. PS to Education Secretary, Govt of the Punjab.
2. The DPI(SE/EE) Punjab, Lahore with the request to forwarded all such cases falling under wed-lock policy to the Education Department.

Sd/-
DEPUTY SECRETARY (E.E)

Copy of letter NO.SO (S-III) 01-MISC/2006, dated 02.02.2006, Government of the Punjab, Education Department, (School Wing), addressed to the DPI(SE/EE) Punjab.

SUBJECT: INSTRUCTIONS REGARDING AFRESH NOC’S (RELIEVING/RECEIVING) DISTRICTS IN CONNECTION WITH INTER DISTRICT TRANSFERS (BS-M5) UNDER WEDLOCK POLICY

I am directed to refer to the subject noted above.
You are requested to provide afresh No Objection Certificates of the incumbents alongwith complete cases under consideration for Inter District Transfers (BS- 1-15) under Wed Lock Policy. The NOCs from the relieving district must be issued maximum six (6) months prior to the applying date and in case of receiving district NOC must be not old than three (3) months.

Sd/-

SECTION OFFICER(S-III)

Copy of letter NO.SO (SEI) 1-43/2006, Government of the Punjab, Education Department (School Wing), dated 22-08-2006, addressed to all DCOs in Punjab and all EDOs (Edu) is Punjab and endorsed to DPI (SE/EE) Punjab, Lahore

SUBJECT:  LIFITING OF BAN ON TRANSFER OF REGULAR EMPLOYEES OF EDUCATION DEPARTMENT

I am directed to refer to the subject noted above and to state that Govt. of the Punjab Education Department, (School Wing) has lifted ban on all category of regular employees (Teaching / Non-Teaching under following conditions:-

i) The transfer / posting will be made under tenure policy.
ii) The transfer/posting will be made subject to the condition that the transeree is not involved in any assignment under the Election Commission of Pakistan.
iii) No erratic posting be made under any circumstances.
iv) No temporary attachments/adjustments be allowed.

2. You are directed to take further necessary action in the regard.

Sd/-

SECTION OFFICER (SE-I)

Copy of letter NO.SO (SEI) 1-43/2005, Government of the Punjab, Education Department (School Wing), dated 01-09-2006, addressed to the Director Public Instruction (SE/EE) Punjab, Lahore

SUBJECT:  LIFITING OF BAN ON INTER DISTRICT TRANSFERS OF REGULAR EMPLOYEES

I am directed to refer to this Department's letter of even number dated 22-08-2006 on the subject cited above and to inform you that competent authority has only empowered the administrative
Department to undertake inter-district transfer of teaching and non-teaching employees of Education Department. No other office has been allowed to issue inter-district transfer orders.

2. You are requested to follow the above instructions in letter and spirit.

Sd/-
SECTION OFFICER (SE-I)

Copy of letter NO.SO (S-VI) 2-34/06, Government of the Punjab, Education Department, School Wing, dated 08-09-2006, addressed to all DCOs in Punjab and all EDOs (Edu) in Punjab and copy Endt. To DPI (SE/EE) Punjab, Lahore

SUBJECT: BAN OF POSTING/TRANSFERS

I am directed to refer to the subject noted above and to state that Govt. of the Punjab, Education Department, (School Wing) has imposed complete ban on all kinds of Postings/ transfers with immediate effect.

Sd/-
(AMEER SAFDAR MALIK)
SECTION OFFICER (SE-IV)

Copy of letter No. 1236/Admn F-I, dated 1.2.2005, from DPI (SE), addressed to the all EDOs (Edu) and DEOs in Punjab.

SUBJECT: SHUN ERRATIC/LOAN BASIS POSTING OF TEACHERS UP TO BS-17

It has been observed with deep concern that the District Administration is posting Subject Specialists (BS-17) as Headmasters, Headmistresses / Dy: DEOs (M&F) OR subject Specialists of one subject against the post of any other subject in violation of the service rules, 1989 reproduced below:-

"Subject Specialists shall not be eligible for posting as Headmasters / Headmistresses / Dy: DEOs unless they have served as Subject Specialists for a period of ten years. Similarly Headmasters / Headmistresses."

The word "Shall" used in the rules denote that it is mandatory to follow without ifs and buts.
More so, the Honorable Supreme Court has passed verdict in a case titled "Human Rights" Numbering 313/93 coupled with chain of decisions of Honourable High Court including decision dated 18-05-2004 in Wirt Petition No. 17529/2003, regarding erratic/Loan base posting of teaching staff.

In case of any violation of rule and law, the issuing authority will solely be responsible for all the consequences.

Sd/-

(MUHAMMAD SAFDARJANG KHAN)
DIRECTOR PUBLIC INSTRUCTION (SE)
PUNJAB, LAHORE

Copy of letter No. SO (S-V) 1-33/2003, Government of the Punjab, Education Department (school wing), dated 19.05.2006, addressed to the all DCOs and all EDOs (Edu) in Punjab

SUBJECT: ERRATIC POSTINGS

It has been observed with deep concern that some of the District Authorities are making postings / transfers without keeping in view the status of the post as identified by the Govt. of the Punjab Education Department vide Notification No. SO(SE-I) 1.5/02 dated 10.01.2004, causing problems in adjusting the teachers / officers on their promotion from BS-17 to BS-20. Similarly the Subject Specialists are being posted as Headmaster/ Headmistresses / Dy. DEO's and Vice versa without fulfilling the condition of serving for 10 years as such as prescribed in the recruitment rules and transfer policy 2000 or the Subject Specialists are being posted / adjusted against the posts not matching with their subjects. The context of recruitment rules 1989 is reproduced below:-

Subject Specialists shall not be eligible for posting as Headmasters / Headmistresses / Deputy District Education Officers unless they have served as Subject Specialists for a period of ten years. Similarly Headmasters / Headmistresses."

The word "Shall" used in the above quoted rule denotes that it is mandatory to follow without ifs and buts.

More so, the Apex Supreme Court has passed verdict in a case titled "Human Rights" Numbering 313/93 coupled with chain of decisions of Honourable High Court including decision dated 18-05-2004 in Wirt Petition No. 17529/2003, regarding erratic/ Loan base posting of teaching staff.

You are requested to ensure the postings / transfers of all the officers in commensurate with their regular grade / subject / cadre and strict compliance of rules / policy be observed. The existing erratic / mismatch postings be rectified under intimation to the Secretariat.

Sd/-

SPECIAL SECRETARY (SCHOOLS)
UNIT 15: PUNJAB PRIVATE EDUCATIONAL INSTITUTION (PROMOTION AND REGULATION) ORDINANCE, 1984

GOVERNMENT OF THE PUNJAB
EDUCATION DEPARTMENT

AN ORDINANCE

To provide for the promotion and regulation of private educational institutions.

Preamble

WHEREAS, it is expedient to promote and regulate the setting up and management of private educational institutions in the Punjab.

NOW, THEREFORE, in pursuance of the proclamation of 5th day of July, 1977, read with the Laws (Continuance in Force) Order, 1977 (CMLA Order No. I of 1977), and the Provisional Constitution Order, 1981 (CMLA order No. I of 1981), the Governor of the Punjab is pleased to make and promulgate the following Ordinance.

1. Short title and Commencement:

(1) This Ordinance may be called The Punjab Private Educational Institutions (Promotion and Regulation) Ordinance, 1984.
(2) It extends to the whole of the Punjab.
(3) It shall come into force at once.

2. In this Ordinance, unless the context otherwise requires:-

(1) "Board" means a Board of Education established under any law for the time being in force.
(2) "College" means a college preparing students for intermediate, degree or post-degree level education in any system of education or medium of instruction;
(3) "Government" means Government of the Punjab;
(4) "Institution" means a privately managed college or school or an institution notified as such by the Government;
(5) "Incharge" in relation to an institution means and includes every owner, headmaster, principal, manager or incharge of administration or of teaching and any person responsible for the management and conduct of the affairs of an institution, by whatever name called;
(6) "Prescribed" means prescribed by rules made under this Ordinance;
(7) "Privately managed" means not owned or managed by a local body or by the Government or by the Federal Government or by a body set up or controlled by either of the Government;
(8) "Registering Authority" means an officer appointed or authorized by rules to exercise all or any of the powers of the Registering Authority under this Ordinance;
(9) "Rules" means the rules made under this Ordinance;
(10) "School" means: -
   a. a school, by whatever name called, preparing students from pre-primary to high 
   school education level;
   b. any other institution imparting vocational, commercial, technical or other specialized 
   education leading to a degree, diploma or a certificate recognized by Government, 
   University or a Board of Education; or
   c. an institution for the handicapped; and
(11) "University" means a University established under any law for the time being in force.

3. All institutions to be registered — No institution shall be run unless it is registered in 
   accordance with the provisions of this Ordinance and the rules; 
   Provided that an institution in existence on the commencing day half apply for registration within ninety 
   days from that day and may continue to function without registration until the application to disposed 
   of.

4. Exemptions: The Government may, by notification, exempt any institution from the of this 
   Ordinance.

5. District Committee The Government shall, by notification, constitute a District Committee in 
   each district comprising of at least five members to perform such functions and in such manner as 
   may be prescribed.

6. Application for registration —
   (1) The incharge of an institution may make an application for registration of an institution to 
   such officer and in such form as may be prescribed.
   (2) The officer receiving an application shall forthwith forward the same to the District 
   Committee which, after making such enquiry about such matters as may be prescribed, 
   shall submit its report with its recommendations to the Registering Authority within sixty 
   days of the receipt of the application under-sub-section (1)
   (3) The Registering Authority shall, after considering the report of the District Committee and 
   after such further enquiry as may be necessary if satisfied that the conditions prescribed 
   for granting registration are fulfilled, issue a Registration Certificate.
   (4) No order for refusing to grant a certificate of registration shall be made without giving the 
   application an opportunity of being heard and without recording reasons therefore.

7. Conditions of Registration- An institution shall comply with such Conditions of registration 
   including payment of fees as may be prescribed.

8. Inspection —
   (1) The Registering Authority or an officer authorized by Government may inspect any 
   institution and may give directions to require compliance with the conditions prescribed for 
   registration.
   (2) The directions under sub-section (1) shall be communicated to the Incharge of the 
   institution through an order and such person shall comply with the same within such time 
   as may be specified therein.

9. Cancellation of Registration- A certificate of registration granted under section 6 may be 
   cancelled by the Registering Authority after giving an opportunity of being heard to the incharge of the 
   institution if: -
(i) There is a contravention of any of the provisions of this Ordinance or, the rules: Provided that in case of a minor default, which can be easily remedied, opportunity may be given to remove the default within a time specified in the order and if it is not removed within the time so specified, cancellation shall follow;
(ii) The incharge of the institution has failed within the period specified to comply with any direction issued under the provisions of this Ordinance or the rules; and
(iii) The institution has ceased to exist.

10. Appeal — Any person aggrieved by an order made under sections 6, 8 or 9, may within thirty days of the date of receipt of the order, prefer an appeal to such authority as may be prescribed and the decision of the appellate authority in appeal shall be final.

11. Penalties
(1) Subject to the provisions of section 3 whoever continues to run an institution without registration or after refusal or cancellation of registration shall be punished with fine which may extend to one hundred rupees for each day during which the contravention continues.
(2) Where the contravention continues for a period of three months, the institution shall be liable to closure by the Registering Authority:
Provided that no order under sub-section (2) shall be made without giving to the incharge of the institution an opportunity of being heard.

12. Cognizance offence
No court shall take cognizance of an offence punishable under this Ordinance except upon a complaint in writing made by the Registering Authority or an officer authorities by it in this behalf and no court inferior to that of a Magistrate of the First Class shall try any such offence.

13. Power to make rules
Government may make rules to carry out the purposes of this Ordinance.

14. Repeal
The Punjab Registration of Unrecognized Educational Institutions Ordinance, 1962 (W.P. XI of 1962), is hereby repealed.
Dated Lahore, the 11 August, 1984

Sd/-
Lt. Gen. Ghulam Jilani Khan
Governor of the Punjab

GOVERNMENT OF THE PUNJAB
EDUCATION DEPARTMENT
NOTIFICATION

Dated Lahore; the 15th August 1984

No. So (Schools) 3-6/80 — In exercise of the powers conferred upon him by section 13 of the Punjab Private Educational Institutions (Promotion and Regulation) Ordinance, 1984 (Ordinance No. IV of 1984), the Governor of the Punjab is pleased to make the following rules, namely:
THE PUNJAB PRIVATE EDUCATIONAL INSTITUTIONS (PROMOTION AND REGULATION) RULES, 1984

1. Short Title and Commencement
   (1) These rules may be called the Punjab Private Educational Institutions (Promotion and Regulation) Rules, 1984.
   (2) They shall come into force at once.

2. Definitions
   In these Rules, unless there is anything repugnant in the subject or context:-
   (a) "Form" means a form appended to these rules.
   (b) "Ordinance" means the Punjab Private Educational Institution (Promotion and Regulation) Ordinance, 1984; and (c). "Schedule" means a schedule attached to these rules.

3. Registering Authority
   The following officers shall be the Registering Authority in relation to
   (a) a College, the Director Public Institution (Colleges), Punjab;
   (b) a Technical, Commercial, Vocational, Polytechnic Institutes, the Director, Technical Education Punjab;
   (c) Institutions for the handicapped, the Director Special Education Punjab; and
   (d) A High, Middle, Primary and Pre-Primary School, the Director of Education (Schools) of the division in which the institution exists or is proposed to be located.

4. Application for Registration
   An application for registration of an institution under section 4 of the Ordinance shall be made in Form 'A' of Schedule I.

5. Fees for Registration of Institution
   The registration fees for institutions shall be as follows:-
   (a) Degree and Inter Colleges Rs. 1,000
   (b) Technical Commercial, Vocational Institutions Rs. 1,000
   (c) Educational Institutions for the handicapped Rs. 100
   (d) High Schools Rs. 500
   (e) Pre-Primary, Primary and Middle Schools Rs. 100

6. Payment of Registration Fee
   The Registration fee shall be deposited with the State Bank of Pakistan, or the District Treasury and the paid "Treasury Challan" shall be attached to the application.

7. Certificate of Registration
   The Certificate of Registration to be granted by the Registering Authority under the Ordinance shall be in From 'B' of Schedule 1.

8. Appellate Authority
   The following will be the appellate authorities for the' purposes of hearing appeals under section 10 of the Ordinance:-
   (a) In case of colleges The Government.
   (b) In case of Technical Commissioner of the Division
        Vocational and where the institution is situated
        Commercial Institutions or is proposed to be located.
   (c) In all other cases Deputy Commissioner of the District
        where the institution is or is proposed to be located.

9. Application for Registration
   Application for registration of the institution shall be made to the District Education Officer of the district in which the institution is or is proposed to be located.

10. Procedure for the District Committee
   (1) The District Committee on receiving a application for registration of an institution, shall forthwith proceed to determine the correctness of the facts mentioned in the application and after such
enquiry an verification as it may deem necessary, send its report with its recommendation to the Registration Authority; and

(2) The report shall be made and signed by not less than three Members of the District Committee.

11. **Matters to be enquired by the District Committee** The District Committee may make enquiries about the following matters when the application for registration is presented to it, namely: -

(a) The textbooks which are prescribed or approved by the Government University, Board, Competent authority or Agency under the administrative control of Government, are being or shall be used, by the Institution;

(b) The syllabi, curricula, courses of studies or books being used or to be used for preparing students for examinations conducted by a foreign educational agency contain nothing repugnant to Islam or the national ideology;

(c) The employees of the institution are employed through written agreement;

(d) The institution is suitably located;

(e) The premises, accommodation, furniture, equipment and the staff is sufficient for the enrolment or the proposed enrolment, and

(f) A foreign national is not employed in the institution without prior approval of the Government.

12. **Condition for Registration** Besides the matter mentioned in rule 11, the Registration of the institution shall be governed by the following conditions:

i. The teaching staff shall in no manner either by sign or word of mouth or writing or any other means propagate anything repugnant to Islam and ideology of Pakistan,

ii. The fees and other charges levied, shall not be fixed or raised beyond reasonable limits,

iii. Essential record and registers shall be maintain in a manner as provided in schedule II.

iv. The institution shall notify, through a prospectus, before the commencement of each academic year, the details of facilities, subject or instructions, qualifications of teaching staff, fees and other charges,

v. The institution shall furnish such information or statements as may be required from time to time by Government or the Registering Authority,

vi. The incharge and the employees of an institution bear good moral character, are solvent and have not been convicted of any offence involving moral turpitude.

By order of the Governor of the Punjab

Sd/-

AHMAD SADIQ
Secretary to Government of the Punjab
Education Department,

SCHEDULE-1

FROM ‘A’

Application for Registration of a Private Educational Institution
1. Name of the Educational Institution.
2. Postal Address with telephone No. (if any)
3. Date of establishment of the institution.
4. Level and type of the institution.
5. Examinations for which students are prepared.
6. Number of examinees in each of the last three examinations conducted by a local/foreign Board or Government agency.
7. Whether managed by a registered body/individual/Association or persons/Trust/Corporate Body.
8. Name, designation and full address of the Incharge of the Educational Institution.
9. If managed by an individual, his name, occupation and full address.
10. If not managed by an individual, names, occupation and address of the members/partners/directors/trustees (as the case may be), (please attach a copy of the constitution/memorandum and Articles of Association/Trust Deed of rules and bye-laws of such body as the case may be)
11. Number/proposed number of classes with sections,
12. Enrolment/proposed enrolment section-wise.
13. Medium of Instruction.
14. Whether the institution will conduct classes in the morning of evening or both.
15. Names, qualifications, pay and allowances of each members proposed members of the teaching and non-teaching staff including part-time staff.
16. Tuition Fees/Proposed Tuition Fees (class-wise) and rate of Admission Fee/Proposed Fees. (Please attach prospectus and calendar of the Institution)
17. Details of assets of the Institution.
18. Location and full details of the building of the Institutions with scaled maps.
19. Whether the building is rented or owned by the Institution.
20. Whether the building is used for any other purpose during or after the working hours of the Institution.
21. Details of playgrounds sports and recreational facilities provided
22. Details of Science Laboratories, laboratory equipment, teaching learning aids and library.
23. Additional information if any.

SCHEDULE-II

LIST OF REGISTERS TO BE MAINTAINED BY PRIVATE EDUCATIONAL INSTITUTIONS

1. Cash Register indicating receipts and payments in cash.
2. Aquittance Roll indicating payment of wages, salaries, etc.
3. Stock Register indicating list of furniture, equipment, books and teaching and learning aids.
4. Admission and Withdrawal Register of Students.
5. Property Register indicating properties, their use, income there from.
6. Inspection Book showing inspection notes and indicating action taken thereon.
7. Income and Expenditure Register.
8. Examination Register showing performance of students in internal examinations.
9. Teachers Attendance Register.
11. Conduct and Punishment Register.
4. **Application for Registration** An application for registration of an institution under section 4 of the Ordinance shall be made in Form ‘A’ of Schedule I.

5. **Fees for Registration of Institution** The registration fees for institutions shall be as follows:-

(a) Degree and Inter Colleges Rs. 1,000  
(b) Technical Commercial, Vocational Institutions Rs. 1,000.  
(c) Educational Institutions for the handicapped Rs. 100  
(d) High Schools Rs. 500  
(e) Pre-Primary, Primary and Middle Schools Rs. 100

6. **Payment of Registration Fee:** The Registration fee shall be deposited with the State Bank of Pakistan, or the District Treasury and the paid “Treasury Challan” shall be attached to the application.

7. **Certificate of Registration:** The Certificate of Registration to be granted by the Registering Authority under the Ordinance shall be in Form ‘B’ of Schedule 1.

8. **Appellate Authority** The following will be the appellate authorities for the purposes of hearing appeals under section 10 of the Ordinance: -

(a) In case of colleges The Government  
(b) In case of Technical Commissioner of the Division Vocational and where the institution is situated Commercial Institutions or is proposed to be located.  
(c) In all other cases Deputy Commissioner of the District where the institution is or is proposed to be located.

9. **Application for Registration** Application for registration of the institution shall be made to the District Education Officer of the district in which the institution is or is proposed to be located.

10. **Procedure for the District Committee** (1) The District Committee on receiving an application for registration of an institution, shall forthwith proceed to determine the correctness of the facts mentioned in the application and after such enquiry and verification as it may deem necessary, send its report with its recommendation to the Registration Authority; and  
(2) The report shall be made and signed by not less than three Members of the District Committee.

11. **Matters to be enquired by the District Committee** The District Committee may make enquiries about the following matters when the application for registration is presented to it, namely:-

(a) The textbooks which are prescribed or approved by the Government, University, Board, Competent authority or Agency under the administrative control of Government, are being or shall be used, by the Institution;  
(b) The syllabi, curricula, courses of studies or books being used or to be used for preparing students for examinations conducted by a foreign educational agency contain nothing repugnant to Islam or the national ideology;  
(c) The employees of the institutions are employed through written agreement;  
(d) The institution is suitably located;  
(e) The premises, accommodation, furniture, equipment and the staff is sufficient for the enrolment or the proposed enrolment, and  
(f) A foreign national is not employed in the institution without prior approval of the Government.
12. **Condition for Registration** Besides the matter mentioned in rule 11, the Registration of the institution shall be governed by the following conditions:-
   
i. The teaching staff shall in no manner either by sign or word of mouth or writing or any other means propagate anything repugnant to Islam and ideology of Pakistan,
   
ii. The fees and other charges levied, shall not be fixed or raised beyond reasonable limits,
   
iii. Essential record and registers shall be maintain in a manner as provided in schedule II.

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**FORM "B"**

GOVERNMENT OF THE PUNJAB, EDUCATION DEPARTMENT

Registration No.................................... Dated, the……………………………………
Certified that..................................... ................................................……… ………
located at......................................... .................................................…… ………….
run by............................................. .................................................…… ………….
has been registered with the Punjab Private Education Institutions (Promotion and Regulation) Ordinance, 1984

___________________________________________________ ___________________________

under Section 6 of the Punjab Private Educational Institutions (Promotion and Regulation) Ordinance, 1984.

Signature
Registering Authority
Official Seal

Dated......................................

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GOVERNMENT OF THE PUNJAB, EDUCATION DEPARTMENT

**NOTIFICATION**

No.SO(A.I) 2-1/85-92 (C). In exercise of the powers conferred on him under section 13 of the Punjab Private Educational Institutions (Promotion an Regulation) Ordinance, 1984 (IV of 1984), the Governor of the Punjab is pleased to order that the following amendments shall be made in the Punjab Private Educational Institutions (Promotion and Regulation) Rules, 1984:-
AMENDMENTS

In the Punjab Private Educational Institutions (Promotion and Regulation) Rules, 1984, after rule 12, the following new rules 12-A shall be added:-

12-A. The following shall be the additional conditions for the registration of an institution of education for the training of teachers:

a) the institution shall have a spacious campus and building including:
   i. a staff room, a conference room and an administrative block;
   ii. a common room and canteen for students; and
   iii. a playground of the size of a hockey / football or a cricket ground;

b) the fees and other charges collected from a student shall not exceed Rs.500/- per month.

c) the institution shall have its own laboratory - practicing school upto secondary school level and the minimum number of students in the said school shall be 300.

d) the institution shall have the physics, chemistry and biology laboratories properly equipped and having spacing capacity of 20 sq.ft. per students;

e) the institution shall have its own library with at least 5000 books and at least 5 volumes of each text book relating to the subjects being taught in the institution and recommended by the University;

f) the institution shall employ on regular basis a qualified Librarian, a Director of Physical Education and staff qualified as M.A/M.Sc. with B.Ed. / M.Ed or MA Education.

g) the institution shall have service rules for the staff at par with those of their counterparts in Government service and shall pay their salaries through crossed cheques;

h) the work-load of the teachers shall be as specified in the Punjab Education Code and the number of students in each section shall not exceed 40;

i) the institution shall supply to the Education Department a quarterly statement indicating the qualifications and salary of the staff;

j) the institution may have its branches at different placed in the same city or in different cities, but each branch shall be treated as a separate unit and shall require separate registration;

k) the institution shall be equipped with teaching resource units such as film projectors, teaching aids and equipments, overhead projectors and photocopiers;

l) the registration fee for the institution shall be Rs. 10,000/- and the fee for inspection to be paid to the Registering Authority shall be Rs.5,000/-;

m) the institution shall deposit Rs. 2.00 lac as security with the Registration Authority; and

n) the institution shall admit only bonafide students and shall maintain a correct record of their attendance."

Dated Lahore, the 18th December, 1995

Sd/-

TASNEEM NOORANI
EDUCATION SECRETARY
GOVERNMENT OF THE PUNJAB,
EDUCATION DEPARTMENT,

Dated Lahore, the 24th August, 1998.

To

1. The Director Public Instruction (C), Punjab, Lahore.
2. The Director Public Instruction (SE), Punjab, Lahore.
3. The Director Public Instruction (EE), Punjab, Lahore.
4. The Director Technical Education, Punjab, Lahore

SUBJECT: ENHANCEMENT OF REGISTRATION FEE FOR PRIVATELY MANAGED EDUCATION INSTITUTIONS IN PUNJAB.

Government of the Punjab, Education Department has decided that w.e.f 01.07.1998. the following rates of registration fee for privately managed Institution and annual inspection fee of these institution will be as under:-

<table>
<thead>
<tr>
<th>Sr.No.</th>
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<th>Annual Inspection Fee.</th>
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<td>2.</td>
<td>High School/Higher Secondary School</td>
<td>Rs. 7,000/-</td>
<td>Rs. 1,000/-</td>
</tr>
<tr>
<td>3.</td>
<td>Elementary School</td>
<td>Rs. 5,000/-</td>
<td>Rs. 500/-</td>
</tr>
</tbody>
</table>

Sd/-
(MUHAMMAD ZAMAN)
UNDER SECRETARY (F-AID)

GOVERNMENT OF THE PUNJAB
EDUCATION DEPARTMENT,
Dated Lahore, the 10th September, 2001

NOTIFICATION

No.PA/ASG/887/2001, In exercise of the powers conferred upon him by Section 13 of the Punjab Private Educational Institutions (Promotion and Regulation) Ordinance, 1984 (Ordinance No. IV of 1984), Governor of the Punjab is pleased to make following amendments in sub-rules (a) and (d) of rule 3 and sub-rules (a) and (c) of rule 8 of the Punjab Private Education Institutions (Promotion and

AMENDMENTS

i. In sub rule (a) of rule 3 the words "The Director of Public Instruction (Colleges), Punjab" shall be substituted by the words "Executive District Officer (Education) of the District in which the institution exists or is proposed to be located".

ii. In sub rule (d) of rule 3 the words "Director of Education (Schools) of the Division shall be substituted by the words "Executive District Officer (Education) of the District".

iii. In sub-rule (a) of rule 8 the words "The Government" shall be substituted by the words" District Coordination Officer of the district in which the institution exists or is proposed to be located".

iv. In sub-rule (c) of rules 8 the words "Deputy Commissioner" shall be substituted by the words "District Coordination Officer".

BY THE ORDER OF THE GOVERNOR OF PUNJAB

SIBTAIH FAZAL HALIM
SECRETARY EDUCATION.

Copy of letter No.L5592/G-4, dated 8-7-1993 from Director of Education, (S) Lahore Division, Lahore addressed to all the District Education Officers (Male & Female) in Lahore Division.

SUBJECT: REGISTRATION OF PRIVATELY MANAGED SCHOOLS

It has come to the notice of this Directorate that the privately managed schools do not fulfil the conditions of employment resulting in unnecessary complications. You are, therefore, directed to please check the following points/documents while visiting the privately managed schools applying for registration.

1. No under age teacher (less than 18 years) is employed.
2. Whether the written agreement has been made between the employee and the employer.
3. A copy of terms and conditions be seen Photocopy of the same be provided to this Directorate along with your report.

A certificate to this effect that the above observations are fulfilled by the management of the institution while recommending the case for registration

CERTIFICATE

Certified that:-
1. No untrained teacher i.e. less than 18 years has been appointed by the management in the institutions.
2. Written agreement has been seen and found correct.
3. The terms and conditions are found correct.

Deputy Director (Admn-M)

Copy of letter No:1953/G-4 dated 13-11-1993 from Director of Elementary Education, Lahore Division, Lahore addressed to all DEOs (M/F)Lahore Division.

SUBJECT: COUNTERSIGNATURE OF SCHOOL LEAVING CERTIFICATES OF PRIVATELY MANAGED (REGISTERED) SCHOOLS

A large number of students turn up to this Directorate for getting their school leaving certificates countersigned for changing schools within the District or Inter Distt: re-admissions. In the past this Directorate has been countersigning on the basis of Registration record only available in this office. In many cases staff statements from Registered schools were not available, this Directorate felt difficult in ascertaining the authorized signature of the Head of Institution.

It is proposed that each District now may maintain record of all Registered Middle and Primary School in their jurisdiction, have a staff statement for each school and countersign the school leaving certificate after checking the school Admission & Withdrawal Register of the school concerned with the copy of school Registration certificate, if the change of School is Inter District/Divisional/provincial, the countersigned certificate be forwarded to this Directorate for further action.

The above instructions should be complied with strictly.

Deputy Director (Admn:

Copy of letter No. US (BUDGET) I-II/96 (KW), Government of the Punjab, Education Department, dated 4th November. 1996.

SUBJECT: DEPOSIT OF RECEIPTS UNDER HEAD "1251000- EDUCATION"

I am directed to refer to the subject noted above and to say that while examining the receipt statements received from our lower formation and statement of Civil Accounts of A.G. office it has been observed that the Education Receipts are not being deposited in the proper heads of accounts, as mentioned below which creating many difficulties for the department when receipt figures are reconciled with the Accountant General Punjab:-

1251101 - Government Arts Colleges.
In view of the above it is requested, kindly to look into the matter personally and ensure that education receipts are being deposited in the proper heads of accounts as mentioned above by the heads of Colleges/ Schools/ Institutions under your jurisdiction.

Under Secretary (Budget)
Education Department

Copy of letter No. 9427/G-I dated 9-19-998 from DPI (EE) Punjab addressed to all the Directors of Elementary Education in the Punjab

SUBJECT: ENHANCEMENT OF REGISTRATION FEE FOR PRIVATELY MANAGED EDUCATION INSTITUTIONS IN PUNJAB

With the reference letter No ..SO (A-P) 7-21/01 Government of the Punjab Education Department dated 24-08-1998 on the subject noted above.

Government of the Punjab, Education Department has decided that w .e .f 1-7-1998, the following rates of registration fee for privately Managed Institution and annual inspection, fee of these institution will be as under:-

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<td>High School/Higher Secondary School</td>
<td>Rs.7000/-</td>
<td>Rs.1000/-</td>
</tr>
<tr>
<td>3.</td>
<td>Elementary School</td>
<td>Rs.5000/-</td>
<td>Rs.500/-</td>
</tr>
</tbody>
</table>

You are requested to inform all the District Education Officers (Male & Female) in the Division.

Director (A&G)
Copy of letter NO.SO (Budget) 1-11/98 (KW), Government of the Punjab, Education Department, dated 10/12th September, 1998

SUBJECT: PREPARATION OF ACTION PLAN FOR COLLECTION OF RECEIPTION ACCOUNT OF ENHANCEMENT OF REGISTRATION FEE FOR PRIVATELY MANAGED EDUCATIONAL INSTITUTION IN PUNJAB

Reference this Department's letter No. SO (A-I) 7-21/81 dated 24-08-98 on the subject cited above.

Govt. of the Punjab Education department has decided that w.e.f. 01-07-98, the following rules of Registration Fee for Privately Managed Institution and Annual Inspection Fee of these institution will be charged.

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<td>Elementary Schools</td>
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In view of the above, it is requested to prepare separately an action plan district wise/month wise in the light of above revised rates along with number of Institution college/schools. Total amount to be realized during the year 1998-99 as Provincial Receipts may also be indicted this information must reach in this department within fortnight positively.

Under Secretary (Budget)
MINISTER FOR EDUCATION
PUNJAB
Dated 10-04-2000

To
Secretary Education, Punjab

It has come to my notice that so many privately managed institutions are functioning without Registration or affiliation with the concerned Board or University. They are destroying the carrier of the students.

Direct all the EDO's in Punjab to check the record of Registration and institution is functioning without Registration or affiliation with the concerned Board or University.

Settle all the pending cases of Registration and provide the list of privately managed, Unregistered Institutions (Category Wise) with date of opening and remarks to this Ministry within three Weeks.
GOVERNMENT OF THE PUNJAB
EDUCATION DEPARTMENT
Dated Lahore, the 10th September, 2001

NOTIFICATION

No. PA/ASG/887/2001. In exercise of the powers conferred upon him by Section 13 of the Punjab Private Educational Institutions (Promotion and Regulation) Ordinance, 1984 (Ordinance No. IV of 1984), Governor of the Punjab is pleased to make following amendments in sub-rules (a) and (d) of rule 3 and sub-rules (a) and (c) of rule 8 of the Punjab Private Educational Institutions (Promotion and Regulation) Rules, 1984.

AMENDMENTS

i. In sub rule (a) of rule 3 the words. "The Director of Public Instruction (Colleges), Punjab" shall be substituted by the words "Executive District Officer (Education) of the District in which the institution exists or is proposed to be located".

ii. In sub rule (d) of rule 3 the words. "Director of Education (Schools) of the Division" shall be substituted by the words "Executive District Officer (Education) of the District".

iii. In sub rule (a) of rule 8 the words. "The Government" shall be substituted by the words "District Coordination Officer of the District in which the institution exists or is proposed to be located".

iv. In sub rule (c) of rule 8 the words. "Deputy Commissioner" shall be substituted by the words "District Coordination Officer".

By the Order of the Governor Of Punjab
Sibtain Fazal Halim
Secretary Education

MINISTER FOR EDUCATION
PUNJAB
Dated 10-04-2000

To

Secretary Education, Punjab

It has come to my notice that so many privately managed institutions are functioning without Registration or affiliation with the concerned Board or University. They are destroying the carrier of the students.

Direct all the EDO's in Punjab to check the record of Registration and institution is functioning without Registration or affiliation with the concerned Board or University. Settle all the pending cases of Registration and provide the list of privately managed Unregistered Institutions (Category Wise) with date of opening and remarks to this Ministry within three Weeks.
A certificate also must be provided to this Ministry that no privately managed High school, Higher Secondary school, Inter College and Degree college (male/female) is functioning without Registration and affiliation with the concerned Board or University.

Main Imran Masood
Minister for Education Punjab

To
All the Directors of Elementary Education in the Punjab

Memo. No. 3593 / D/A.B Dated 18-04/2000

SUBJECT: REGISTRATION OF THE PRIVATELY MANAGED INSTITUTIONS

Your attention is invited to the Punjab Private Education Institutions (Promotion & Regulation) Ordinance 1984 notified vide No. LGIS, 3 (4) /81, dated 12-8-84 concerning promotion and regulation of the set up and management of Private educational Institutions in the Punjab Section 3 of this ordinance reads as under: “No institution shall be run unless it is registered in accordance with the provisions of the Ordinance and the rules.”

Similarly, as per section II who ever continues to institution without registration or after refusal or cancellation of registration, shall be punished with fine which may extend to Rs. 100/- for each day during which contravention continues and where the contravention continues for a period of 3 months the institution shall be liable to closure by registering Authority.

In this context, it has come to the notice of this Directorate that a number of privately managed educational institutions (Schools etc) are functioning in the province without registration. All the more, some of them are misusing their registration.

Accordingly, you are here by directed to please make survey of such institutions issue them show cause notices as per proviso to section If or the Ordinance and proceed further as per provisions of the Ordinance in the rules.

Detailed compliance report in this behalf along with list of these institution should reach this office within days, at the earliest.

(Muhammad Ahmad Bhatti)
Directorate Public Instructions (EE)
Punjab, Lahore
GOVERNMENT OF THE PUNJAB
EDUCATION DEPARTMENT
Dated Lahore, the 10th September, 2001

NOTIFICATION

No. PA/ASG/887/2001. In exercise of the powers conferred upon him by Section 13 of the Punjab Private Educational Institutions (Promotion and Regulation) Ordinance, 1984 (Ordinance No. IV of 1984), Governor of the Punjab is pleased to make following amendments in sub-rules (a) and (d) of rule 3 and sub-rules (a) and (c) of rule 8 of the Punjab Private Educational Institutions (Promotion and Regulation) Rules, 1984.

AMENDMENTS

i. In sub rule (a) of rule 3 the words "The Director of Public Instruction (Colleges), Punjab" shall be substituted by the words "Executive District Officer (Education) of the District in which the institution exists or is proposed to be located".

ii. In sub rule (d) of rule 3 the words "Director of Education (Schools) of the Division" shall be substituted by the words "Executive District Officer (Education) of the District".

iii. In sub rule (a) of rule 8 the words "The Government" shall be substituted by the words "District Coordination Officer of the District in which the institution exists or is proposed to be located".

iv. In sub rule (c) of rule 8 the words "Deputy Commissioner" shall be substituted by the words "District Coordination Officer".

By the Order of the Governor Of Punjab
Sibtain Fazal Halim
Secretary Education

__________________

Copy of letter No. SO (A-II) 2-4/99, dated 26-12-2002, received from Govt. of Punjab, Education Department, Lahore addressed to the Director of a Public Instruction (SE), Punjab, Lahore

SUBJECT: CONSTITUTION OF NEW COMMITTEE FOR REGISTRATION PRIVATE SCHOOL DISTRICT D.GKHAN

Kindly refer to Your Memo No. 17676/ ADPI, dated 13-9-2002, on the subject cited above.

The Executive District Officer (Education), concerned is empowered to register the Institution within the District in which the institution exists or is proposed to be located and from a committee for registration of Institution in consultation with the District Coordinator Officer concerned.

Section Officer (Acad-II)
Copy of letter NO.SO (A-II) 3-9/2003, Government of the Punjab, Education Department, dated April 15, 2003 addressed to all the Executive District Officers (Edu), in Punjab.

SUBJECT: PRIVATELY MANAGED INSTITUTIONS FUNCTIONING WITHOUT REGISTRATION OR AFFILIATION WITH THE CONCERNED BOARD OF UNIVERSITY

I am directed to enclose a copy of letter No. PS/EM/485/03, dated 40-04-2003 received from Minister for Education Punjab, on the subject noted above.

1. The Minister for Education, Punjab has informed that it has come to his notice that so many privately managed institutions are functioning without Registration or affiliation with the concerned Board or University. They are destroying the carrier of the students.

2. The Minister for Education, Punjab has desired you to check the record of Registration and affiliation of all such institution to ensure that no privately managed institution is functioning without Registration or affiliation with the concerned Board or University. Settle all the pending cases of Registration and provide the list of privately managed unregistered Institutions (category wise) with date of opening and remains to this department within two days. A certificate also must be provided to this Department that no privately managed High School, Higher Secondary School is functioning without Registration and with the concerned Board or University.

You are requested to furnish the requisite information within two days positively for the kind information of Minister for Education, Punjab.

Sd/-
Section Officer (Acad-II)

Copy of letter No.S.O. (A-II) 1-19/2004, dated: 30-03/2004 issued by the Deputy Secretary (Academic) Government of the Punjab, Education Department (School Wing) to the D.P.I (SE/EE), Punjab, Lahore, & all the Executive District Officers (Education) in the Punjab.

SUBJECT: TUITION FEE CHARGED DURING SUMMER VACATIONS BY PRIVATE SCHOOLS

It has been observed with concern that, the tuition fee of entries summer vacations i.e. 3 months is collected at the beginning of summer vacation by the private schools. It results into extra financial burden on the parents. The names of the students unable to pay the tuition fee collectively in advance is also struck off which not only adds to the agony of the parents but also puts extra financial burden of re-admission fee/fine etc.

1. The Government has taken a serious view of the above situation and has decided that, the tuition fee for the summer vacation period will also be charged on monthly basis It will lessen the hardship and extra financial burden on the parents and also enable them to pay the tuition fee in time.
2. It is therefore, directed that the policy may be given wide publicity through Print Electronic media, and strict disciplinary action, including de-registration of the school/institution failing to abide by the Government policy may be

(Maj ® Zia Qadir Ghuman)
Deputy Secretary (Academic)

Copy of letter No. 1193 / Acad. dated: 21-07/2004 issued by the Executive District Officer (Edu.) City District Govt. Lahore addressed to all the District Education Officers (Schools) Lahore.

SUBJECT: EXTRA FEE CHARGED

In continuation of our previous letter No. 4430 / Acad, dated 22.04.2003.

You are once again requested to circulate all the Heads of Institutions that they should charge only that amount from students which has been duly approved by the Government. All Heads of Institutions are required to display outside the school in both alphabets that no tuition fee is being charged from students, must also indicate (Class-wise the amount which is being charged from students in term of various funds for the information of parents in particular and public in general.

Assistant Director (Acad)

Copy of letter NO.SO(A-II)1-19/2004, Government of the Punjab, Education Department (Schools Wing) dated the 16 June. 2004 addressed to the Executive District Officer (Education), Lahore.

SUBJECT: FEE RATE NOTIFIED BY CITY DISTRICT GOVERNMENT, LAHORE

In continuation to this department's letter of even number dated 04th June, 2004 and your memo No. 8125/Acd. 1, dated 7-6-2004 on the subject noted above.

It is pointed out that tuition fee being charged by Schools having English Medium Classes is against the free Education policy of the Government of the Punjab. The notification No. 1755/Acad. 1 dated 11-04-2002 issued in this respect by the District Government also does not carry the sanction/concurrence of the Government of the Punjab. It is, therefore directed that the above quoted notification may be withdrawn forthwith under intimation to this Department and fee collected from the date of declaration of free Education be returned to the students.

(Maj ® Zia Qadir Ghumnan)
Deputy Secretary (Acad)
## Fee Schedule for Registration and Affiliation

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Type of the Institution</th>
<th>Function</th>
<th>Registration Fee</th>
<th>Inspection Fee</th>
<th>Affiliation Fee</th>
<th>Authorities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Registration Fee</td>
<td>Inspection Fee</td>
<td>Registration Fee</td>
<td>Authorized Authority</td>
</tr>
<tr>
<td>1.</td>
<td>Degree Colleges</td>
<td>B.A/B.Sc B.Com, B.Com /BC S M.A./ M.Com</td>
<td>1,000/- One Year</td>
<td>10,000/-</td>
<td>D.P.I Colleges</td>
<td>30,000/-</td>
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<td>Per Degree, Punjab University</td>
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<tr>
<td>2.</td>
<td>Technical Vocational Handicraft &amp; Commercial Colleges</td>
<td>D.Com, DTI, DCHF, DSF, DAE etc (Certificate)</td>
<td>10,000/-</td>
<td>Technical Education Vocational Training Authority (TEVTA)</td>
<td>5,000/-</td>
<td>8,750/-Per Diploma</td>
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<td>Punjab Board of Technical Education</td>
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<tr>
<td>3.</td>
<td>Intermediate Colleges</td>
<td>F.A, F.Sc., I.CS, I.COM (Certificate)</td>
<td>10,000/-</td>
<td>E.D.O Education</td>
<td>5,000/-</td>
<td>95,000/-Refundable</td>
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<td>Board of Inter &amp; Sec. Education</td>
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<tr>
<td>4.</td>
<td>High School</td>
<td>Metric 9th &amp; 10th (Certificate)</td>
<td>7,000/-</td>
<td>E.D.O Education</td>
<td>5,000/-</td>
<td>35,000/-Refundable</td>
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<td>Board of Inter &amp; Sec. Education</td>
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<tr>
<td>5.</td>
<td>Middle/Primary School</td>
<td>Prep. to 8th (Certificate)</td>
<td>500/- One year</td>
<td>E.D.O Education</td>
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</table>

(TEVTA) Technical Education & Vocational Training Authority, 71-C-2 Gulberg III, Lahore.

The Registration Fee and Inspection Fee shall be deposited with the State Bank of Pakistan and National Bank of Pakistan under Head of A/C mentioned below:

**Head of A/C. for General Education**

1251-800 Education – Others – Registration Fee of private Educational Institutions. The receipted “Treasury Challan Form”, will be attached with the application.

**Head of A/C. for Technical Education**

12164681 Technical Education – Others – Registration Fee of Private Educational Institutions. The receipted “Treasury challan form”, will be attached with application.
UNIT 16: PUNJAB ESTACODE BOOK VIII
(PUNJAB GENERAL PROVIDENT FUND RULES, 1978)

CONTENTS

<table>
<thead>
<tr>
<th>Sr.No.</th>
<th>Particulars</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>CHAPTER I</td>
</tr>
<tr>
<td>2.</td>
<td>General</td>
</tr>
<tr>
<td>3.</td>
<td>Constitution of the fund</td>
</tr>
<tr>
<td>4.</td>
<td>Nominations</td>
</tr>
<tr>
<td>5.</td>
<td>Subscribers’ accounts</td>
</tr>
<tr>
<td>6.</td>
<td>Conditions and rates of subscriptions</td>
</tr>
<tr>
<td>7.</td>
<td>Realization of subscriptions</td>
</tr>
<tr>
<td>8.</td>
<td>Interest</td>
</tr>
<tr>
<td>9.</td>
<td>Advances from the fund</td>
</tr>
<tr>
<td>10.</td>
<td>Payment towards insurance policies an family pensions funds</td>
</tr>
<tr>
<td>11.</td>
<td>Final withdrawal of accumulations in the fund</td>
</tr>
<tr>
<td>12.</td>
<td>Procedure rules</td>
</tr>
<tr>
<td>13.</td>
<td>CHAPTER II</td>
</tr>
<tr>
<td>14.</td>
<td>General</td>
</tr>
<tr>
<td>15.</td>
<td>Constitution and management of the fund</td>
</tr>
<tr>
<td>16.</td>
<td>Nominations</td>
</tr>
<tr>
<td>17.</td>
<td>Subscriber’s account</td>
</tr>
<tr>
<td>18.</td>
<td>Conditions and rates of subscriptions</td>
</tr>
<tr>
<td>19.</td>
<td>Realization of subscriptions</td>
</tr>
<tr>
<td>20.</td>
<td>Contribution by Government</td>
</tr>
<tr>
<td>21.</td>
<td>Interest</td>
</tr>
<tr>
<td>22.</td>
<td>Advances from the fund</td>
</tr>
<tr>
<td>23.</td>
<td>Payment towards insurance policies an family pensions funds</td>
</tr>
<tr>
<td>24.</td>
<td>Circumstances in which accumulations are payable</td>
</tr>
<tr>
<td>25.</td>
<td>Deductions</td>
</tr>
<tr>
<td>26.</td>
<td>Payment</td>
</tr>
<tr>
<td>27.</td>
<td>Pensionable service</td>
</tr>
</tbody>
</table>
APPENDIXES

28. Appendix-I
29. Appendix-II
30. Appendix-III
31. Appendix-IV
32. Appendix-V
33. Forms
34. Ancillary instructions

CHAPTER-I

THE PUNJAB GENERAL PROVIDENT FUND RULES

In exercise of the powers conferred by Section 23 of the Punjab Civil Servants Act, 1974 and in super-session of the rules contained in Chapter XIII of C.S.R.(PB), Volume II the Governor of the Punjab is pleased to make the following rules namely:-

THE PUNJAB GENERAL PROVIDENT FUND RULES

Part I—General

1.1. (a) These rules may be called the Punjab General Provident Fund Rules, 1978.
(b) They shall come into force at once.

1.2. (1) In these rules-
(a) "Accounts Officer" means such officer as may be appointed in this behalf by the Auditor-General of Pakistan;
(b) Except where otherwise expressly provided emoluments means pay leave salary or subsistence grant as defined in the Civil Service Rules (Punjab), Volume I;
(c) "Family” means-
(I) in the case of a male subscriber, the wife or wives and children of a subscriber, and the widow, or widows, and children of a deceased son of the subscriber; provided that if a subscriber proves that his wife has been judicially separated from him or has ceased under the customary law of the community to which she belongs to be entitled to maintenance she shall henceforth be deemed to be no longer a member of the subscriber's family in matters to which these rules relate, unless the subscriber subsequently indicates by express notification in writing to the Accounts Officer that she shall continue to be so regarded;
(ii) In the case of a female subscriber, the husband and children of a subscriber, and the widow or widows and children of a deceased son of a subscriber.

Provided that if a subscriber by notification in writing to the Accounts Officer expresses her desire to exclude her husband from her family, the husband shall henceforth be deemed to be no
longer a member of the subscriber's family in matters to which these rules relate, unless the subscriber subsequently cancels formally in writing her notification excluding him.

(Explanation 2—An adopted child shall be considered to be a child only when the Accounts Officer, or if any doubt arises in the mind of the Accounts Officer, the Solicitor to Government, Punjab, is satisfied that under the law applicable to the subscriber adoption is legally recognized as conferring the status of a natural child.)

(Explanation 3—In a case in which a person has given his child in adoption to another person and if, under the law applicable to the adaptor, adoption is legally recognized as conferring the status of a natural child, such a child shall for the purposes of these rules be considered as excluded from the family of the 'natural father').

(i) "Fund" means the General Provident Fund;
(ii) "leave" means any variety of leave recognized by the Civil Services Rules (Punjab);
(iii) "Year" means a financial year;
(iv) "Continuous Service" means service which includes all kinds of leave with or without pay and foreign service.

(2) Any other expression used in these rules which is defined either in the Provident Fund Act, XIX of 1925 (reproduced in Appendix 1) or in the Civil Services Rules (Punjab), Volume 1, Part 1 is used in the sense therein defined.

(3) Nothing in these rules shall be deemed to have the effect of terminating the existence of the General Provident Fund as heretofore existing or of constituting any new Fund.

PART II- CONSTITUTION OF THE FUND.

1.3. The Fund shall be maintained in Pakistan in rupees (2)

1.4. All Government servants in permanent, temporary or officiating service (including probationary service) shall be eligible to joining the fund.

Provided that a Government servant subscribing to a Contributtor) *Provident Fund shall not be eligible to join this Fund.

1.5. (1) (a) A Government servant who has completed 2 years' continuous service shall subscribe to the Fund compulsorily.
(c) Government servant who has been re-employed for more than 2 years, shall subscribe to the Fund compulsorily and those re-employed for 2 years or less shall be allowed to join the Fund as optional subscriber.
(d) In the case of re-employed personnel whose pension on re-employment is wholly or partly held in abeyance, the rate of subscription shall be determined on the basis of pay actually receivable from Government ignoring the amount of pension drawn separately.
(e) A Government servant appointed on contract whose contract does not provide for subscription to the Fund may be given the option to join the Fund as compulsory subscriber.

(2) Any other Government servant may at his option join the Fund.
1.6. (1) Government servant who exercises the option allowed by rule 1.5 (2) may discontinue subscription to the Fund at any time, but his right to the renewal of subscription shall lapse if he discontinues subscribing, more than three times.


(2) If a Government servant discontinues subscribing to the Fund, his right to resume subscription lapses under sub-rule (1). He shall be subject to the rights and liabilities of a subscriber to the Fund, and he shall not be allowed to finally withdraw his deposits except on the happening of one of the contingencies provided for in rule 1.33, 1.34 and 1.35.

(3) Once a subscriber has applied for the payment of the amount in the Fund under sub-rule (c) of rule 1.33 he shall not have the option to withdraw his application even if he is retained in service beyond the age of his superannuation.

Part III—Nominations

1.7. (1) A subscriber shall, as soon as may be after joining the Fund, send to the Accounts Officer, a nomination conferring on one or more persons the right to receive the amount that may stand to his credit in the Fund, in the event of his death before that amount has become payable, or having become payable has not been paid:

Provided that if, at the time of making the nomination, the subscriber has a family the nomination shall not be in favour of any person other than members of his family.

(Explanation - A declaration made by a Muslim subscriber in favour of his adopted child should not be accepted, as adoption is not recognized by Islamic Law.)

(2) If a subscriber nominates more than one person under sub-rule (1), he shall specify in the nomination the amount or share payable to each of the nominees in such manner as to cover the whole of the amount that may stand to his credit in the Fund at any time

(3) Every nomination shall be in such one of the Forms P.F. 1, 1-A, 1-B, or 1-C, as is appropriate in the circumstances.

(4) A subscriber may at any time cancel a nomination by sending a notice in writing to the Accounts Officer:

Provided that the subscriber shall, along with such notice, send a fresh nomination made in accordance with the provisions of sub-rule (1) to (3).

(5) Without prejudice to the provisions of sub-rule (4), a subscriber shall along with every nomination made by him under this rule send to the Accounts Officer a contingent notice of cancellation which shall be in such one of the Forms P.F. 2 or 2-A as is appropriate in the circumstances.

(6) Immediately on the occurrence of any event by reason of which the contingent notice of cancellation referred to in sub-rule (5) becomes operative and the nomination to which that
notice relates consequently stands cancelled, the subscriber shall send to the Accounts Officer a fresh nomination made in accordance with the provisions of sub-rule (1) to (3).

(7) Every nomination made, and every notice of cancellation given by a subscriber, shall, to the extent it is valid, take effect on the date on which it is received by the Accounts Officer.

(8) Nothing in sub-rule (1) to (3) shall be deemed to invalidate, or to require the replacement by a nomination there under of a nomination duly made before, and subsisting on the date of *(promulgation of these rules):

Provided that in respect of every such nomination, the subscriber shall as soon as may be after the said date send to the Accounts Officer a contingent notice of cancellation in such one of the Forms P.F. 2 or 2-A as is appropriate in the instances.

Part IV-Subscribers’ Accounts

1.8. An account shall be prepared in the name of each subscriber and shall show the amount of his subscriptions with interest thereon calculated as prescribed in sub-rule(2)ofRule1.3.

Part V-Conditions and rates of subscriptions.

1.9. (1) Except as provided in rule 1.6 a subscriber shall subscribe monthly to the Fund except during a period of suspension:

(1st proviso deleted vide notification No. FD/SRI-2-3/83 (Prov) dated 02.04.1989. Previous version is available at Sr. No. 3 page 105).

**Provided that a subscriber on re-instatement after a period passed under suspension shall pay the arrears of subscription for the period of suspension in one sum or, at his option, in monthly instalments equal to the amount of his monthly subscription.


(3) No deduction of the monthly subscription shall be made from the pay bill of a subscriber for the month in which his application under sub-rule (c) of rule 1.33 is made.

Substituted for the words "this notification" vide notification No FD/SRI-2-3/83 (Prov) dated 02.04 1989


(Explanation -A civilian Government servant when called to army service, including employment in the Army in Pakistan Reserve of Officers, will continue to subscribe to the Fund in accordance with these rules. Subscription to the Fund will be optional in the case of those who may be employed in Military service out of Pakistan. *(While in Military employ subscription to the Fund will be calculated according to the basic pay scale to which he would have been entitled had he continued in civil employ).
1.10.(1) The subscription shall be at a fixed rate for every government servant as given in the following table:-

<table>
<thead>
<tr>
<th>Basic Pay Scale</th>
<th>* Rate of monthly subscription Rs</th>
</tr>
</thead>
<tbody>
<tr>
<td>B-1</td>
<td>50</td>
</tr>
<tr>
<td>B-2</td>
<td>85</td>
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<td>B-3</td>
<td>85</td>
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<td>1040</td>
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<td>B-22</td>
<td>1120</td>
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</tbody>
</table>

For the purposes of sub-rule (1), the basic pay scale of a subscriber shall be the scale to which he was entitled on the first day of June of the preceding year.

If the subscriber was on deputation in Pakistan or abroad on the first June of the preceding year, his basic pay scale shall, for the purpose of sub-rule (1), be the scale to which he would have been entitled had he not been on deputation.

In the case of a subscriber who was not in government service on the 1st June of the preceding year, the basic pay scale, for the purposes of sub-rule (1), shall be the scale to which he was entitled on the first day of his service or, if he joined the Fund for the first time under the operation of rule 1.5 on a date subsequent to the first day of his service, the scale to which he was entitled on such subsequent date.

Provided further that Government servants who are re-employed retirement shall be entitled to a rate of interest as admissible to other Government servants from time to time. Those entitled to the rate of interest at 4% before retirement will not be entitled to the same rate on re-employment.

@ Substituted vide notification No. FD/SRI-2-3/83 (Prov) dated 02.04.1989. Previous version available at Sr. No. 7 of page 104
"(b) In addition to the interest mentioned in clause (a) of this sub-rule, an amount equal to 30% the amount of interest calculated according to the prescribed method shall also be credited to the account of the subscriber for each year.

(2) Interest shall be credited with effect from the last day in each year in the following manner:-

i) on the amount at the credit of a subscriber on the last day of the preceding year, less any sums withdrawn during the current year - interest for twelve months;

ii) on sums withdrawn during the current year - interest from the beginning of the current year up to the last day of the month preceding the month of withdrawal;

iii) on all sums credited to the subscribers' account after the last day of the preceding year - interest from the date of deposit up to the end of the current year;

iv) the total amount of interest shall be rounded to the nearest whole rupee (fifty paisa counting as the next higher rupee):

Provided that when the amount standing at the credit of a subscriber has become payable, interest shall thereupon be credited under this clause in respect only of the period from the beginning of the current year or from the date of deposit, as the case may be up to the date on which the amount standing at the credit of the subscriber became payable.

(3) In this rule, the date of deposit shall, in the case of a recovery from emoluments, be deemed to be the first day of the month in which it is recovered; and in the case of an amount forwarded by the subscriber shall be deemed to be the first day of the month of receipt, if it is received by the Accounts Officer before the fifth day of that month, but if it is received on or after the fifth day of that month the first day of the next succeeding month.

(4) In addition to any amount to be paid under rule 1.32, 1.33 or 1.34, interest thereon up to the end of the month preceding that in which the payment is made, shall be payable to the person to whom such amount is to be paid:

Provided that where the Accounts Officer has intimated to that person (or his agent) a date on which he is prepared to make payment in cash or the end of the month preceding the date so intimated, or the date of posting the cheque as the case may be.

Provided further that if the person entitled to the payment does not send an application in that behalf within six months of the date on which the amount standing to the credit of the subscriber has become payable. Interest shall not be payable beyond the end of the sixth month after the month in which the amount became payable.

The interest already credited to the subscriber's account in such cases should be readjusted by debit to his Provident Fund Account by contra-credit to the object "("61000-Interest" or head "1130000-Interest") according as the amount of interest was originally credited to the subscriber's account during the current year or previous years.

(6) The interest on amounts which under sub-rule (3) of rule 1.12, sub-rule (5) of rule 1.19, sub-rule (3) of rule 1.22, sub-rule (4) of rule 1.24, sub-rule (1) of rule 1.26, sub-rule 1 and 2 of rule 1.27, rule 1.23 or rule 1.33 are replaced at the credit of the subscriber in the Fund shall be calculated at such rates as may be successively prescribed under sub-rule (1) of this rule and so far as may be in the manner described in this rule.
**Explanation I**—When a subscriber is "(dismissed, removed or compulsorily retired)" from the service of Government but has appealed against his (dismissal, removal or compulsory retirement), the balance at his credit shall not be paid over to him until final orders confirming the decision are passed on his appeal. Interest shall however, be paid on the balance up to the end of the month preceding that in which such orders are passed.

**Explanation 2**—No interest shall be allowed on the amount recovered on account of the General Provident Fund subscription in excess of the actual amount due.)

When the excess payment of subscription is adjusted by short payments in subsequent months, interest should be allowed for the latter months on the full amount due, the balance having been already received in the former months.

Part VIII—Advances from the Fund.

1.14. (1) A temporary advance may be granted to the subscriber from the amount standing to his credit in the Fund at the discretion of the competent authority subject to the following conditions:—

(a) No advance shall be granted unless sanctioning authority is satisfied that the applicant's pecuniary circumstances justify it, and that it will be expended on the following object or objects and not otherwise:

i. to pay expenses incurred in connection with the prolonged illness of the applicant or applicant's spouse or any person actually dependent upon the applicant;

ii. to pay for the overseas passage for reasons of health or education of the applicant or any person actually dependent on him;

iii. to pay obligatory expenses on a scale appropriate to the applicant's status in connection with the marriages, funerals or ceremonies which by his religion it is incumbent on him to perform;

iv. to purchase a plot of land for the construction of a house or to purchase a house or to construct one for the occupation of the subscriber himself or his family on a piece of land owned by the subscriber or to make additions to or alterations in an existing house owned by the subscriber, whether or not constructed or purchased with a house building advance;

v. to purchase a conveyance (car, scooter, motorcycle or bicycle);

vi. to meet other expenditure which is considered by the sanctioning authority to be essential and unavoidable.

**Explanation-A** temporary advance may be granted to the subscriber for the performance of Haj.)

Note: - In case falling under item (i) above, advances may by granted by the sanctioning authority to pay debts incurred; provided an application is made within a reasonable time after the event to which t relates. What is a reasonable time will be determined on the merits of each case. Advances to pay debts incurred in cases falling under item (ii) and (iii) require the sanction of Government.
(b) The sanctioning authority shall record in writing its reasons for granting the advances:

Provided that if the reason is of a confidential nature, it may be communicated to the Accounts Officer personally and/or confidentially.

(c) An advance other than that covered by clause (a) (iv) and (v) shall not except for special reasons to be recorded in writing by the sanctioning authority:-

(v) exceed three months pay or half the amount at the credit of the subscriber in the Fund whichever is less; or

(vi) unless the amount already advanced does not exceed two thirds of the amount admissible under clause (c) (i), be granted until at least twelve months after the final repayment of all previous advances together with interest thereon:

Provided that the above conditions shall not be relaxed in the case of an advance falling under clause (a) (vi) above:

*(Provided further that in no case the second advance shall be granted before the final repayment of the previous advances together with interest thereon;

Provided further that a second non-refundable advance shall not be granted until a period of one year has elapsed since the drawl of the previous advance.)*

(d) an advance under clause (a) (iv) shall be subject to the following special conditions:-

i) Advance shall in no case exceed twenty four months pay to the subscriber or eighty per cent of the amount at the credit of the subscriber in the Fund, whichever is less;

ii) Advance granted for construction of a house shall be paid in two equated instalments;

iii) If the first instalment is not utilized for the purpose of construction of the house within eight months of its drawl, it shall be refunded unless the sanctioning authority extends this period;

iv) For the purpose of drawl of the second instalment the subscriber shall be required to give under his hand a certificate to the effect that he has actually utilized the first instalment in the construction of the house.

v) The subscriber shall not dispose of the house purchased on constructed with an advance from the Fund until the advance has been repaid or the subscriber retires from government service;

vi) Recovery shall be made at the rate of seven per cent of the subscriber’s pay commencing from the fourth issue of pay after the first instalment of the advance is drawn.

vii) In case a subscriber also draws or has drawn a house building advance from Government, the recovery on account of the advance from the Fund shall commence immediately after the advance obtained from government has been fully repaid with interest thereon.

(e) i) An advance for the purchase of care, scooter/ motor cycle or a bicycle shall not exceed:

In the case of care 12 months pay of the subscriber or half the balance at his credit in the Fund whichever is less;
In the case of a bicycle four months pay of the subscriber or half the balance at his credit in the Fund, whichever is less.

ii) The subscriber shall give under his hand a certificate to the effect that he has actually utilized the advance for the purchase of the conveyance for which the advance was applied for.

iii) The subscriber shall not dispose of the conveyance so purchased unless the advance has been repaid or the subscriber retires from Government service.

iv) In all cases in which the conveyance is sold before the advance has been fully repaid with interest, the sale proceeds must be applied, so far as may be necessary, towards the repayment of any outstanding balance.

v) The recovery shall be made at the rate of seven percent of the subscriber’s pay commencing from the fourth issue of a pay after the drawl of the advance.

vi) Advance drawn from conveyance (i.e. balance thereof) shall become non-refundable on the subscriber attaining the age of 50 years.

(2) In fixing the amount of an advance the sanctioning authority shall pay due regard to the amount at the credit of the subscriber in the Fund.

**Explanation 1:** In sanctioning advances the instructions given in Appendix I and III should be carefully observed by the authority competent to sanction the advances.

**Explanation II:** The authorities competent to grant advances under this rule are given in Appendix [v].

1.15. After a subscriber has attained the age of fifty years, the competent authority may, in its discretion, grant him an advance for any of the purposes specified below subject to the conditions mentioned against each purpose:-

a) For construction of a house on a piece of land owned by the subscriber or to make additions to or alteration in an existing house owned by him.

(I) The advance shall mutatis mutandis be governed by the same terms and conditions as applicable to an advance under clause (a) (iv) of sub rule (1) of rule 1.14.

Provided that, subject to condition (3) no recovery of the advance shall be made from the subscriber and the amount advanced shall be treated as part of the final payment of the amount standing at the credit of the subscriber when the final payment becomes due. (2) The first instalment of the advance shall be drawn only after an agreement is executed between the subscriber and the Governor in Form P.F.9. (3) In case the house is sold or otherwise alienated by the subscriber without repayment of the advance and before his retirement from service, the subscriber shall forthwith repay into the Fund the entire amount of the advance together with the interest accrued thereon, in a lump sum.

(b) For purchase of a house for his residence.

(1) The amount of the advance shall not exceed eighty per cent of the amount standing to his credit in the fund.

(2) Subject to conditions (1), (3) and (4) the advance shall, mutatis mutandis, be governed by the same terms and conditions as applicable to an advance under sub rule(a).

(3) In case the house is not purchased within three months of the drawl of the advance the subscriber shall forthwith
repay into the Fund the entire amount of the advance together with the interest accrued thereon, in a lump sum. 

(4) The Advance may be drawn in full at once but satisfactory evidence shall be produced before the Audit Officer to show that the Advance for the purchase of the house has been spent within three months of its drawl. This can be done by showing to the Audit Officer a duly executed receipt for the amount paid. 

(5) The advance shall be drawn only after an agreement is executed between the subscriber and the Governor in Form P.F.10. 

1) The amount of the advance shall not exceed eighty percent of the amount standing at his credit in the Fund. 

(2) Subject to condition (1) the advance shall mutatis mutandis be governed by the same terms and conditions as applicable to an advance under sub rule(a). 

Provided that the advance may be drawn in lump sum if so desired by the subscriber. 

(3) The advance shall be drawn only after an agreement is executed by the subscriber and the Governor in form P.F.11. 

@((1) The amount of the advance shall not exceed 12 months pay of the subscriber or 80 per cent of the amount “standing to his credit in the Fund whichever is more). 

(2) No recovery of an advance under this clause shall be made from the subscriber and the amount shall be treated as part of the final payment of the amount standing at the credit of the subscriber when the final payment becomes due. 

(c) For purchase of agricultural land from Government. 

(d) For any of the following purposes. Namely
i. to defray expense in connection with the prolonged illness of the subscriber of a member of his family actually dependent upon him. 

ii. To pay for the overseas passage of the subscriber for reasons of health or for the performance of Haj. 

iii. To pay for the overseas passage for reasons of education of any member of the subscriber’s family actually dependent on him and such other lump sum expenditure as admission or advance tuition fees of any such members 

iv. To pay obligatory expenses on a scale appropriate to the subscriber’s status in connection with funerals or ceremonies which by his religion it is incumbent upon him to perform on in connection with the marriage of any member of his family actually dependent on him.
1.16. When a subscriber has attained the age 50 years, he may draw an advance from his Provident Fund Account up to 60% of the amount standing to his credit on non-refundable basis without assigning any reason.

1.17. *(i) When a subscriber has attained the age of 55 years, the competent authority may, in its discretion, grant a special retirement advance or advances subject to the condition that—
   i) The amount of advance on each occasion shall not exceed 80 percent of the balance at the subscribers credit;
   ii) A period of one year has elapsed since the drawal of the previous advance.)

2. No recovery of an advance granted under this rule shall be made from the subscriber and the amount advanced shall be treated as part of the final payment of the amount standing at his credit when the final payment becomes due.

1.18 *(1) The competent authority may in its discretion, grant an advance for the construction of a house on non-refundable basis to a subscriber *(whose G.P. Fund is not interest bearing and) who has attained the age of 45 years. The rule shall also be applicable to such of the subscribers who have already incurred a liability to discharge to a financial institution in connection with the construction of their house.

   (2) The advance shall mutates mutandis be governed by the terms and conditions applicable to an advance under sub-rules (a) and (b) of Rule 1.15.

9. *(1) An advance shall be recovered from the subscriber in such number of equal monthly instalments as the sanctioning authority may direct, but such number shall not be less than twelve unless the subscriber so elects, or in any case more than thirty six. A subscriber may at his option, repay more than one instalment in a month. Such instalment shall be a number of whole rupees, the amount of the advance being raised or reduced, if necessary, to admit of the fixation of such instalments.

(2) Recovery shall be made in the manner prescribed in rule 1.12 for the realization of subscriptions, and shall commence on the first occasion after the advance is made on which the subscriber draws pay, or remuneration on foreign service, for a full month. Recovery shall not be made except with the subscriber's consent, while he is (on leave of) in receipt of subsistence grant and may be postponed on the subscriber's written request, by the sanctioning authority during the recovery of an advance of pay granted to the subscriber.

(Explanation 1 — The expression "advance of Pay" includes any ordinary advance of pay granted under the relevant rules, such as the rule 10.25 (a) and (f) of the Punjab Financial Rules Volume I, but does not include advances for the building or repair of house or for the purchase of a conveyance.)

(4) (a) After the principal of the advance has been fully repaid, interest shall be paid thereon at the rate of one-fifth per cent of the principal for each month or broken portion of a month during the period between the drawl and complete repayment of the principal.

Provided that Muslim subscribers whose deposits in the Fund carry no interest shall not be required to pay into the Fund any additional instalments on account of interest on advance granted to them from the Fund.

(b) Interest shall ordinarily be recovered in one instalment in the month after complete repayment of the principal; but, if the period referred to in sub-rule 4 (a) exceeds twenty months, interest may, if the subscriber so desires, be recovered in two equal monthly instalments. The method of recovery shall be that prescribed in sub-rule (2).

Payments shall be rounded to the nearest rupee in the manner described in clause (i v) of sub-rule (2) of rule 1.13.

(5) If an advance has been granted to a subscriber and drawn by him and the advance is subsequently disallowed before repayment is completed, the whole or balance of the amount withdrawn, shall, with interest at the rate provided in rule 1.13 forthwith be re-paid by the subscriber to the Fund, or in default be ordered by the Accounts Officer to be recovered by deduction from the emoluments of the subscriber by instalments or otherwise as may be directed by the sanctioning authority:

Provided that Muslim subscribers whose deposits in the Fund carry no interest shall not be required to pay any interest.

(6) Recoveries made under this rule shall be credited as they are made to the subscriber's account in the Fund.

Part IX — Payments towards insurance policies and family pensions funds.

1.20. Subject to the conditions hereinafter contained in rule 1.21 to 1.36:-
(a) (i) subscriptions to a family pension fund approved in this behalf by the competent authority; or
(ii) payments towards a policy of life insurance; may, at the option of a subscriber, be substituted in whole or part for subscription due to the Fund;

(b) the amount of subscription with interest thereon standing to the credit of a subscriber in the Fund may be withdrawn to meet:-
   i) a payment towards a policy of life insurance;
   ii) the purchase of a single payment insurance policy;
   iii) the payment of a single premium or subscription to a family pension fund approved in this behalf by the competent authority:

Provided that no amount shall be withdrawn (I) before the details of the proposed policy have been submitted to the Accounts Officer and accepted by him as suitable, or (2) to meet any payment
or purchase made or effected more than twelve months before the withdrawal; or (3) in excess of the
amount required to meet a premium or subscription actually due for payment within six months of the
date of withdrawal:

Provided further that payment towards an educational endowment policy may not be
substituted for subscription to the Fund and that no amount may be withdrawn to meet any payment or
purchase in respect of such a policy if that policy is due for payment in whole or part before the
subscriber's age of normal superannuation:

whole rupee.

Provided further that amounts withdrawn shall be rounded to the Note I—See also Explanation
No. 4 below rule 1.24 (3).

1.21.(1) If the total amount of any subscriptions of payments substituted under sub-rule (a) of
rule 1.20 is less than the amount of the *(minimum)* subscription payable to the Fund
under rule 1.10 (i) the difference shall be rounded to the nearest rupee in the manner
provided in clause (iv) of sub rule (2) of rule 1.13 and paid by the subscriber as a
subscription to the Fund.

Note.- The period, for which the difference referred to in this rule should be calculated
for the purpose of affecting the recovery should be one financial year. Any amount of
subscription to a family pension fund or of payments towards a policy of life insurance
in excess of the *(minimum)* amount of subscription payable into the General
Provident Fund in any financial year should not be set off against any difference
payable under this rule in respect of any other financial year.

(2) If the subscriber withdraws any amount standing to his credit in the Fund for any of
the purpose specified in sub-rule (b) of rule 1.20 he shall, subject to his option under
sub-rule (a) of that rule, continue to pay to the Fund, the subscription payable under
rule 1.10:

Provided that no subscription shall be payable by a Government servant who in exercise of
the option allowed by rule 1.6 (1) has ceased to subscribe to the Fund.

*Deleted vide notification No. FD/SRI-2-3/83 (Prov) dated 02.04.1989. © Deleted vide notification No. FD/SRI-2-

1.22(1) Subscriber who desires to substitute a subscription or payment under sub-rule (a) of
rule 1.20 may reduce his subscription to the Fund accordingly:

Provided that the subscriber shall:-

(a) intimate to the Accounts Officer on his pay bill or by letter the fact of, and reason for, the
reduction;
(b) send to the Accounts Officer, within such period, as the Accounts Officer may require
receipts or certified copies of receipts in order to satisfy the Accounts Officer that the amount
by which the subscription has been reduced was duly applied for the purposes specified in sub-rule (a) of rule 1.20.

(2) A subscriber who desires to withdraw any amount under sub-rule (b) of rule 1.20 shall:-

(a) intimate the reason for the withdrawal to the Accounts Officer by letter;
(b) make arrangements with the Accounts Officer for the withdrawal; and
(c) send to the Accounts Officer, within such period as the Accounts Officer may require, receipts or certified copies of receipts in order to satisfy the Accounts Officer that the amount withdrawn was duly applied for the purposes specified in sub-rule (b) of that rule.

(3) The Accounts Officer shall order the recovery of any amount by which subscriptions have been reduced or of any amount withdrawn, in respect of which he has not been satisfied in the manner required by clause (b) of sub-rule (1) and sub-clause (c) of sub-rule (2) with interest thereon at the rate provided in rule 1.13 from the emoluments of the subscriber, and place it to the credit of the subscriber in the Fund.

1.23. (1) The Government shall not make any payment on behalf of subscribers to Insurance Companies nor take steps to keep a policy alive.

(2) A policy to be acceptable under these rules shall be one effected by the subscriber himself on his own life and shall (unless it is a policy effected by a male subscriber which is expressed on the face of it to be for the benefit of his wife, or of his wives and children, or any of them) be such as may be legally assigned by the subscriber to the Governor of the Punjab.

(Explanation-1 - A policy on the joint lives of the subscriber and the subscriber's wife or wives or husband shall be deemed to be a policy on the life of the subscriber for the purposes of this clause.)

(Explanation-2 - A policy which has been assigned to the subscriber's wife or wives shall not be accepted unless either the policy is first re-assigned to the subscriber or the subscriber and his wife both join in an appropriate assignment.)

(3) The policy may not be affected for the benefit of any beneficiary other than the wife or wives or husband of the subscriber or the wife or wives or husband, and children of the subscriber or any of them.

1.24. (1) The policy, within three months after the first withholding of a subscription or withdrawal from the Fund in respect of the policy; or in the case of an insurance company whose headquarters are outside Pakistan, within such further period as the Accounts Officer, if he is satisfied by the production of the completion certificate (interim receipt), may fix, shall:-

(a) unless it is a policy effected by a male subscriber which is expressed on the face of it to be for the benefit of the wife or wives of the subscriber, or if his wife or wives and children, or any of them, except an Endowment Policy of the usual type, be assigned to the Governor of the Punjab as security for the payment of any sum which may become payable to the Fund under rule 1.29 and delivered to the Accounts Officer, the assignment being made by
endorsement on the policy in Form P.F. 3 or Form P.F. 4 or Form P.F. 5 according as the policy is on the life of the subscriber or on the joint lives of the subscriber and the subscriber's wife or wives or husband or the policy has previously been assigned to the subscriber's wife or wives;

(b) if it is a policy effected by a male subscriber which is expressed on the face of it to be for the benefit of the wife or wives of the subscriber, or of his wife or wives and children or any of them, be delivered to the Accounts Officer.

(2) The Accounts Officer shall satisfy himself by reference to the Insurance Company, where possible, that no "(prior) assignment of the policy exists.

(Explanation -- A policy on the life of a subscriber which is not expressed on the face of it to be for the benefit of his wife or wives, or his wife or wives and children or any of them and which has been assigned to his wife or wives may be accepted under sub-rule (1) (a) provided the wife or wives joins in the assignment in favour of the Governor. The assignment in such a case shall be made out in Form P.F. 4 the words "the joint assured" in that form being omitted. The question of re-assignment of such a policy in a case in which the assured dies before the date of maturity of the policy and before his retirement should be referred for the orders of Government together with the policy.)

(3) Once a policy has been accepted by an Accounts Officer for the purpose of being financed from the Fund, the terms of the policy shall not be altered, nor shall the policy be exchanged for another policy without the prior consent of the Accounts Officer to whom details of the alterations or of the new policy shall be furnished.

(Explanation 1 i)—When a subscriber proposes to convert a policy which has been assigned to the Governor of the Punjab into a paid up policy it should first be ascertained whether the Insurance Company intends to issue a new document. If it does, the policy should be re-assigned to the subscriber in the following form namely:-

"I________________Accountant-General, acting on behalf of the Governor of the Punjab, hereby reassign unto____________________the within policy of assurance".

The new policy should be assigned to the Governor of the Punjab and handed over to the Accounts Officer.

If the company proposes to convert the policy into a paid-up by means of an endorsement thereon to that effect, the policy should either be handed to the subscriber for transmission to the Insurance Company or be sent direct by the Accounts Officer, but in either case with a request that the policy when so endorsed by the Company be returned direct to the Accounts Officer. If there is thereby a radical change in the benefits derivable under the policy a memorandum may be required to be endorsed and signed by the Accounts Officer as well as the subscriber acknowledging the altered position.

ii) In the case of paid-up policies it is necessary to see that the paid up value of the policy is not less than the amount of the premia diverted from the Fund. The amount of interest which should have accrued on such premia had they been left in the Fund should not be taken into account in the calculation. If the paid up value is less than the total of the sums withdrawn from the Fund for premium payments, not including interest, the subscriber should forthwith be required to pay the difference into the Fund. Any profits stated by the Company to have accrued on the policy up to the date of its conversion, should however,
be taken into account in calculating the difference, only if the company is prepared to guarantee the profits by making an entry on the policy.

iii) In the case of a policy assigned to the Governor of the Punjab which a subscriber wants to surrender the policy may be re-assigned to the subscriber for the purpose of the surrender, on the condition that he pays the surrender value of the policy in to his Fund Account, and if the surrender value be less than the total of the sums diverted form the Fund for premium payments and interest thereon, that he also repays the difference into the Fund. In other words such? cases should be treated like those of lapsed policies, and the Fund Account has to be restored to what it would have been had the premia not been paid out of it.

iv) In cases both of paid up and surrendered policies in which it is considered that the recovery in a single instalment of the difference to be paid into the Fund Account will cause hardship to the individual concerned, recovery should be effected in such number of instalments, not exceeding 36 as the Head of the Department, may, with the concurrence of the Accounts Officer, decide. If recovery is made in instalments interest will not be charged in the case of paid up policies even for the period of actual recovery but interest at the usual rate will be charged for this period in the case of surrendered policies.

(Explanation 2—The provisions of Explanation 1 above cover cases for final surrender of policies and not of exchange of policies. Accordingly, a holder of a policy assigned to Government who desires to improve his position by replacing one policy by a better one should be permitted to do so subject to the following conditions being observed, namely:-

i) The new policy should carry the same or a larger amount of insurance.
ii) The premium in respect of the new policy should not be more than the premium paid in respect of the old policy.
iii) The new policy should mature within the same year as the old policy.
iv) The new policy should be in force on the date on which original policy is surrendered.)

(Explanation 3- A policy of Life Insurance may be converted into an extended term policy if a government servant who has taken out a policy of life insurance may find after payment of premium for a certain number of years that he is unable to continue further payments. In such an event, certain insurance companies allow an option to the assured to convert the policy into an extended term policy on terms and conditions which are generally laid down at the back of the policy. The features peculiar to such an extended term policy are viz:-

i) that the assured is covered for a specified period beyond the date from which he ceases to pay premia;
ii) that the company foregoes all future premia on the policy;
iii) that the company undertakes to pay the assured the full amount of the policy only in the event of his death within the extended period; and
iv) that, if the assured survives that period, he is entitled to receive nothing from the company; in certain circumstances only a very nominal amount.)

(Explanation 4-Certain Insurance Companies issue policies on the "term assurance" scheme, some of the features peculiar to which are given below:-

i) If the assured dies within the specified period, assurance money becomes payable but if he outlives that period no payment is made;
ii) No surrender value is allowed at any time; and
iii) The policy holder is given the option during the currency of the policy of taking out a fresh policy under any other plan issued by the company concerned. This is restricted to endowment/Assurance policies in certain companies—without being required to pass a medical examination. The premium payable and other conditions attaching to the new policies, however, are the same as for a fresh entrant at his age at the time of exercising the option, the only tangible benefit obtained being that the company is bound to issue him a policy irrespective of the state of his health.

As these policies partake, in essential of the features of the extended term policies referred to in Explanation 3 above, it is undesirable that they should be allowed to be financed from Provident Funds. Such policies should, therefore, be accepted under these Rules.

(Explanation 5—The provisions of Explanation 2 above contemplate the surrender of a policy or the substitution of a better policy in another office. In many cases in which it is to the advantage of a policyholder to replace his policy by a policy in another and better office the policy which is to be replaced may not be entirely surrendered. Insurance companies allow as an alternative to the surrender of the existing policy a fully paid up policy for a reduced sum insured as a quid pro quo for premiums paid prior to discontinuance of further premiums. The existing policy remains in force as paid up policy and constitutes part insurance cover of addition to the sum insured under the new policy. Thus as a result of the replacement transaction, the policy holder holds insurance in two offices partly in the old and partly in the new office. If the total amount of insurance cover given by the two policies be the same or larger than the amount of insurance given by the old policy prior to the discontinuance of premiums there under the first of the conditions set out in the Explanation referred to above should be regarded as satisfied.

(4) If the policy is not assigned and delivered, or delivered, within the said period of three months or such further period as the Accounts Officer, may, under sub-rule (1), have fixed, any amount withheld or withdrawn from the Fund in respect of the policy shall, with interest thereon at the rate provided in rule 1.13, forthwith be paid or repaid as the case may be, by the subscriber to the Fund or, in default be ordered by the Accounts Officer to be recovered by deduction from the emoluments of the subscriber by instalments or otherwise, as may be directed by the authority competent to sanction the G.P. Fund Advance.

(5) Notice of assignment of the policy shall be given by the subscriber to the Insurance Company, and the acknowledgment of the notice by the Insurance Company shall be sent to the Accounts Officer within three months of the date of assignment.

(Explanation 1—Subscribers should send notices of the assignment to the Insurance company in duplicate accompanied in cases in which the notice has to be sent to a Company in U.K. or Ireland, by a remittance of five shillings, which is the fee for the acknowledgment authorized by the policies of Assurance Act, 1867.)

(Explanation 2—Subscribers who proceed to U.K. or Ireland on quitting the service should note that under the English Stamp Law assignment or reassignment are required to be stamped within 30 days of their first arrival in those countries, otherwise penalty will be incurred under Stamp Act, and difficulties may arise when the policy matures for payment.)

1.25 The subscriber shall not during the currency of the policy draw any bonus, the drawl of which during such currency is optional under the terms of the policy or deposit the cash value of the accrued bonus with the company to accumulate at interest. The amount of any bonus which under the
terms of the policy the subscriber has no option to refrain from drawing during its currency shall be paid forthwith into the Fund by the subscriber or in default recovered by deduction from his emoluments by instalments or otherwise as may be directed by the authority competent to grant an advance under sub-rule (1) of rule 1.14.

"L.26.(1) Save as provided by rule 1.30 when the subscriber:
(a) quits the service; or
(b) has proceeded on leave preparatory to retirement and applies to the Accounts Officer for reassignment or return of the policy; or
(c) while on leave has been permitted to retire or declared by a competent medical authority to be unfit for further service and applies to the Accounts Officer for reassignment or return of the policy; or
(d) pays or repays to the Fund the whole of any amount withheld or withdrawn from the Fund for any of the purposes mentioned in clause (ii) of sub-rule (a) of rule 1.20 and clauses (i) and (ii) of sub-rule (b) of that rule with interest thereon at the rate provided in rule 1.13;

the Accounts Officer shall—

(i) if the policy has been assigned to the Governor of the Punjab under rule 1.24, reassign the policy in Part I of Form P.F. 7 to the subscriber or to the subscriber and the joint assured as the case may be and make it over to the subscriber together with a signed notice of the reassignment addressed to the Insurance Company;
(ii) if the policy has been delivered to him under clause (b) of sub-rule (1) of rule 1.24 make over the policy to the subscriber:

Provided that if the subscriber after proceeding on leave preparatory to retirement or after being while on leave permitted to retire or declared by a competent medical authority to be unfit for further service returns to duty any policy so reassigned or made over shall if it has not matured or been assigned or charged or encumbered in any way be again assigned to the Governor of the Punjab and delivered to the Accounts Officer or again be delivered to the Accounts Officer as the case may be in the manner provided in rule 1.24 and thereupon the provisions of these rules shall, so far as may be, again apply in respect of the policy:

Provided further that if the policy has matured or been assigned or charged or encumbered in any way the provisions of sub-rule (4) of rule 1.24 applicable to a failure to assign and deliver a policy shall apply.

(2) Save as provided by rule 1.30 when the subscriber dies before quitting the service, the Accounts Officer shall—

(i) If the policy has been assigned to the Governor of the Punjab under rule 1.24 reassign the policy in part II of Form P.F.7 to such person or persons as may be legally entitled to receive it, and shall make over the policy to such person or persons together with a signed notice of the reassignment addressed to the Insurance Company;

(ii) If the policy has been delivered to him under clause (b) of sub-rule (1) of rule 1.24 make over the policy to the beneficiary, if any, or, if there is no beneficiary to such person or persons as may be legally entitled to receive it.
1.27.(1) If a policy assigned to the Governor of the Punjab under rule 1.24 matures before the subscriber quits the service, or if a policy on the joint lives of a subscriber and the subscriber's wife or wives or husband, assigned under the said rule falls due for payment by reason of the death of the subscriber's wife or wives or husband, the Accounts Officer, shall save as provided by rule 1.30 proceed as follows:

i) If the amount assured together with the amount of any accrued bonuses is greater than the whole of the amount withheld or withdrawn from the fund, in respect of the policy with interest thereon at the rate provided in rule 1.13, the Accounts Officer shall re-assign the policy in the Form P.F. 8 to the subscriber or to the subscriber and the joint assured as the case may be and make it over to the subscriber who shall immediately on receipt of the policy moneys from the Insurance Company pay or repay to the Fund the whole of any amount withheld or withdrawn with interest, and in default, the provisions of sub-rule (4) or rule 1.24 applicable to a failure to assign and deliver a policy shall apply; and

ii) if the amount assured together with the amount of any accrued bonuses is less than the whole of the amount withheld or withdrawn with interest the Accounts Officer shall realize the amount assured together with any accrued bonuses and shall place the amount so realized to the credit of the subscriber in the Fund.

2. Save as provided by rule 1.30 if a policy delivered to the Accounts Officer under clause (b) of sub-rule (1) of rule 1.24 matures before the subscriber quits the service the Accounts Officer shall make over the policy to the subscriber:

Provided that if the interest in the policy of the wife or wives of the subscriber, or of his wife or wives and children or any of them, as expressed on the face of the policy, expires when the policy matures, the subscriber, if the policy moneys are paid to him by the Insurance Company, shall immediately on receipt thereof pay or repay to the Fund either:

(i) the whole of any amount withheld or withdrawn from the Fund in respect of the policy with interest thereon at the rate provided in rule 1.13; or

(ii) an amount equal to the amount assured together with any accrued bonuses; whichever is less, and, in default the provisions of sub-rule (4) of rule 1.24 applicable to a failure to assign and deliver a policy shall apply.

1.28. If the interest of the subscriber in the family pension fund ceases, in whole or part, from any cause whatsoever, the provident fund account of the subscriber shall forthwith be reimbursed by the amount of the refund secured by the subscriber from the family pension fund, which amount shall, in default of reimbursement, be deducted from the subscriber's emoluments by instalments or otherwise, as may be directed by the authority competent to grant an advance under sub-rule (1) of rule 1.14.

1.29. If the policy lapses, or is assigned otherwise than to the Governor of the Punjab under rule 1.24, charged or encumbered the provisions of sub-rule (4) of rule 1.24 applicable to a failure to assign and deliver a policy shall apply.

1.30. If the Accounts Officer receives notice of:-

(a) an assignment (otherwise than an assignment to the Governor of the Punjab under rule 1.24); or

(b) a charge or encumbrance on; or

(c) an order of Court restraining dealings with the policy or any amount realized thereon.
The Accounts Officer shall not:-

(i) reassign or make over the policy as provided in rule 1.26; or
(ii) realize the amount assured by the policy or reassign or make over the policy as provided in rule 1.27, but shall forthwith refer the matter to Government.

1.31 Notwithstanding anything contained in these rules if the sanctioning authority is satisfied that money drawn as an advance from the fund under sub-rule (1) of rule 1.14 or withheld or withdrawn from the Fund under sub-rule (a) or (b) of rule 1.20 has been utilized for a purpose other than that for which sanction was given to the drawl, withholding or withdrawal of the money, the amount in question shall with interest at the rate provided in rule 1.13, forthwith be repaid or paid as the case may be, by the subscriber to the Fund, or in default be ordered to be recovered by deduction in one sum from the emoluments of the subscriber, even if he be on leave. If the total amount to be repaid, or paid as the case may be, be more than half the subscriber's emoluments recoveries shall be made in monthly instalments of moieties of his emoluments till the entire amount recoverable be repaid or paid as the case maybe, by him.

Note - The term 'emoluments' as used in this rule does not include subsistence grant.

Part X-Final withdrawal of accumulations in the fund

1.32. When a subscriber quits the service, the amount standing to his credit in the Fund shall become payable to him:


Provided that, a subscriber, who has been dismissed *(, removed or compulsorily retired) from the service and is subsequently reinstated in the service, shall if required to do so by Government, repay any amount paid to him from the Fund in pursuance of this rule, with interest thereon at the rate provided in rule 1.13 n the manner provided in the proviso to rule 1.33. The amount so repaid shall credited to his account in the Fund;

Provided further that a subscriber shall on application made by him be permitted to withdraw finally the amount standing to his credit in the Fund twelve months before his retirement.

1.33. When a subscriber

(a) as proceeded on leave preparatory to retirement, or, if he is employed in a vacation department, on leave preparatory to retirement combined with vacation; or
(b) while on leave, has been permitted to retire or been declared by a competent medical authority to be unfit for further service; or
(c) desires payment within six months before his retirement;

the amount standing to his credit in the Fund shall, upon application made by him in that behalf to the Accounts Officer, become payable to the subscriber:

Provided that the subscriber, if he returns to duty, shall if required to do so by Government, repay to the Fund, for credit to his account the whole or part of any amount paid to him from the Fund in pursuance of this rule with interest thereon at the rate provided in rule 1.13 in cash or securities, or partly in cash and partly in securities by instalments or otherwise, by recovery from his emoluments or otherwise, as may be directed by the authority competent to grant an advance under sub-rule (I) of rule 1.14.
1.34. On the death of a subscriber before the amount standing to his credit has become payable (see Appendix V) or where the amount has become payable, before payment has been made:

(i) When the subscriber leaves a family:

a. If a nomination made by the subscriber in accordance with the provisions of rule 1.7 in favour of a member or members of his family subsists, the amount standing to this credit in the Fund or the part thereof to which the nomination relates shall become payable to his nominee or nominees in the proportion specified in the nomination;

b. If no such nomination in favour of a member or members of the family of the subscriber subsists, or if such nomination relates only to a part of the amount standing to his credit in the Fund, the whole amount or the part thereof to which the nomination does not relate, as the case may be, shall, not with standing any nomination purporting to be in favour of any person or persons other than a member or members of his family, become payable to the members of his family in equal shares.

Note:- A posthumous child of the deceased or the posthumous child of a son of the deceased who, had he been alive would have been entitled to a share of the sum at the subscriber's credit shall be treated as a member of the family provided the existence (en ventre desamere) of the posthumous child is brought to the notice of the disbursing officer.

Provided that no share shall be payable to:

(1) sons who have attained legal majority;

(2) sons of a deceased son, who have attained legal majority;

(3) married daughters whose husbands are alive;

(4) married daughters of a deceased son whose husbands are alive;

If there is any member of the family other than those specified in clauses (1), (2), (3) and (4):

Provided further that the widow or widows and the child or children of a deceased son shall receive between them in equal parts only the share which that son would have received if he had survived the subscriber and had been exempted from the provisions of clause (1) of the first proviso;

(ii) When the subscriber leaves no family if a nomination made by him in accordance with the provisions of rule 1.7 in favour of any person or persons subsists, the amount standing to his credit in the Fund or the part thereof to which the nomination relates, shall become payable to his nominee or nominees in the proportion specified in the nomination.

1.35. (1) When the amount standing to the credit of a subscriber in the fund becomes payable it shall be the duty of the Accounts Officer to make payment, as provided in section 4 of the Provident Funds Act 1925 (see Appendix 1).

(2) If the person to whom, under these rules any amount or policy is to be paid, assigned, or re-assigned, delivered is a lunatic, for whose estate a manager has been appointed in this behalf under the Lunacy Act, 1912, the payment or reassignment or delivery will be made to such manager and not to the lunatic.
(3) (a) If the person to whom, under these rules, any amount is to be paid is a minor of whose property a guardian has been regularly appointed, the payment of such amount shall be made to such guardian. If no such guardian has been appointed, the Accounts Officer empowered under sub-rule (1) to make the payment, may pay such amount to the mother of the minor.

Where the mother of the minor:-

(i) is not alive;
(ii) was, in the life-time of the subscriber, judicially separated from him;
(iii) has remarried; or
(iv) is or has become disqualified or otherwise unsuitable;

the Accounts Officer may pay such amount to any suitable person nominated by the Head of Office of deceased subscriber in consultation with the Deputy Commissioner.

(b) Where the subscriber was a female, the Accounts Officer, in applying the above provisions, mutatis mutandis, may make payment to the father of the minor or to such other person as may be appointed a guardian.

(c) Where the guardian is any person other than the mother, father, paternal grandfather, uncle, brother or sister of the minor, the guardian shall be required to execute an indemnity bond, with two sureties, indemnifying government against any claim which may subsequently be made.

(4) Any person who desires to claim payment under this rule shall send a written application in that behalf to the Accounts Officer. Payment of amounts withdrawn shall be made in Pakistan only. The persons to whom the amounts are payable shall make their own arrangements to receive payment in Pakistan.

(Explanation - When the amount, standing to the credit of a subscriber, has become payable under rule 1.32, 1.33 and 1.34 the Accounts Officer shall authorize prompt payment of that portion of the amount standing to the credit of a subscriber in regard to which there is no dispute or doubt, the balance being adjusted as soon after as may be.)

1.36(a) If a Government servant, who is a subscriber to any other Government Provident Fund, which is a non-contributory Provident fund, is permanently transferred to pensionable service under the Punjab Government, the amount of the subscriptions, together with interest thereon standing to his credit in such other fund at the date of transfer shall with the consent of the other government concerned, if any, be transferred to his credit in the Fund.

(b) If a Government servant, who is a subscriber to the State Railway Provident Fund or the Contributory Provident Fund (Pakistan) or a Provincial Contributory Provident Fund, is permanently transferred to pensionable service under the Punjab Government and elects or is required to earn pension in respect of such pensionable service:-

i. the amount of subscriptions, with interest thereon standing to his credit in such Contributory Provident Fund at the date of transfer shall, with the consent of the other government, if any, be transferred to his credit in the Fund;

ii. the amount of government contributions with interest thereon standing to his credit in such Contributory Provident Fund shall, with the consent of the other government, if any, be repaid to government and credited to provincial revenues; and
iii. he shall in exchange be entitled to count towards pension such part of the period during which he subscribed to such Contributory Provident Fund as the competent authority may determine.

1.37. If a subscriber to the Fund is subsequently admitted to the benefits of the Punjab Contributory Provident Fund Rules the amount of his subscription, together with interest thereon shall be transferred to the credit of his account in the Punjab Contributory Provident Fund.

Part XI - Procedure Rules

1.38. All sums paid into the Fund under these rules shall be credited in the books of Government to an account named "The General Provident Fund". Sums of which payment has not been taken within six months after they become payable under these rules shall be transferred to "Deposits" at the end of the year and treated under the ordinary rules relating to deposits.

1.39. When paying a subscription in Pakistan either by deduction from emoluments or in cash; a subscriber shall quote the number of his account in the Fund, which shall be communicated to him by the Accounts Officer. Any change in the number shall similarly be communicated to the subscriber by the Accounts Officer.

1.40(1) Before the expiry of the third month of every financial year, the Accounts Officer shall send to each subscriber a statement of his account in the fund showing the opening balance as on the 1st July of the preceding year), the total amount credited or debited during the year, the total amount of interest credited as on the 30th June of the year and the closing balance on that date. The Accounts Officer shall attach to the statement of account an enquiry whether the subscriber;

(a) desires to make any alteration in any nomination made under rule 1.7;
(b) has acquired a family in cases where the subscriber has made no nomination in favour of a member of his family under the proviso to sub-rule (1) of rule 1.7.

(2) Subscribers should satisfy themselves as to the correctness of the annual statement, and errors if any, should be brought to the notice of the Accounts Officer within six months from the date of receipt of the statement.

(3) Where any subscription made by a subscriber to his provident fund has not been shown or credited in the account by the Accounts Officer, such subscription shall be credited to the account of the subscriber on the basis of:

i. Certificate of fund deduction by the Audit Officer/ Treasury Officer/ Distt. Accounts Officer in the case of government servants in basic Pay Scales 16 & above):


**Substituted for the words "Officers (National pay Scales No. 16 and above)", vide notification No. FD/SRI-2-3/83 (Prov) dated 02-04-1989

ii. Certificate of fund deduction by the drawing & Disbursing Officer in the case of (government servants in basic Pay Scales 1 to 15)

(4) The Accounts Officer shall, if required by a subscriber, inform the subscriber once, but not more than once, in a year of the total amount standing to his credit in the Fund at the end of the last month for which his account has been written up.
In exercise of the powers conferred by Section 23 of the Punjab Civil Servants Act, 1974 and in supersession of the rules contained in Chapter XIV of Civil Services Rules (Punjab) Vol. II the Governor of the Punjab is pleased to make the following rules, namely:--

CHAPTER-II: THE PUNJAB CONTRIBUTORY PROVIDENT FUND RULES

Part I- General

(a) These rules may be called the Punjab Contributory Provident Fund Rules, 1978.
(b) These shall come into force at once.

12.2. (1) In these rules, unless there is anything repugnant in the subject or context:

(i) "Accounts Officer" means the Accountant-General, Punjab;
(ii) "Emoluments" means pay, leave salary, or subsistence grant, as defined in the Civil Services Rules (Punjab), Volume I and includes any wage so paid by Government to employees not remunerated by fixed monthly pay; and
(iii) "Family" means:

a. in the case of a male subscriber, the wife or wives and children of a subscriber, and the widow, or widows and children of a deceased son of the subscriber:

Provided that if a subscriber proves that his wife or wives has or have been judicially separated from him or has ceased under the customary law of the community to which he belongs to be entitled to maintenance she shall henceforth be deemed to be no longer a member of the subscriber's family in matters to which these rules relate unless the subscriber subsequently indicates by express notification in writing to the Accounts Officer that she shall continue to be so regarded;

b. in the case of female subscriber, the husband and children of the subscriber, and the widow or widows and children of a deceased son of the subscriber:

Provided that if a subscriber by notification in writing to the Accounts Officer expresses her desire to exclude her husband from her family, the husband shall henceforth be deemed to be no longer a member of the subscriber's family in matters to which these rules relate, unless the subscriber subsequently cancels formally in writing her notification excluding him.

(Explanation 1--"Children" means legitimate children!)

(Explanation 2— An adopted child shall be considered to be a child only when the Accounts Officer, or if any doubt arises in the mind of the Accounts Officer, Solicitor to Punjab Government is satisfied that under the law applicable to the subscriber, adoption is legally recognized as conferring the status of a natural child.)

(iv) "Leave" means any variety of leave recognized by the Services Rules (Punjab);
(v) "Fund" means the Punjab Contributory Provident Fund; and
(vi) "Year" means a financial year.
Any other expression employed in these rules which is defined either in the Provident Funds Act, 1925 (XIX of 1925) (See Appendix No.I), or in the Civil services Rules (Punjab) is used in the sense therein defined.

Part II — Constitution and Management of the Fund

2.3. The Fund shall be administered by Government and shall be maintained in rupees in Pakistan.

2.4. (I) These rules apply to every non-pensionable Government servant under the control of the Punjab Government who:-

(a) had been admitted, before these rules came into force, to the benefits of a special or contributory provident fund maintained by Government; or

(b) may be, or may have been, admitted by the competent authority to the Fund after these rules came into force:

Provided that these rules shall not apply to any such servant between whom and the Government an agreement subsists in respect of a provident Fund, other than an agreement providing for the application to him of these rules, and, in the case of an agreement so providing, these rules shall apply subject to the terms of such agreement;

Provided further that these rules shall not apply to temporary Government servants engaged for specific work or for a definite period.

(Explanation 1—A Government servant counting service for pension in any post shall not be allowed to be governed by these rules.)

(Explanation 2—A permanent Government servant whose conditions of service provide that he shall subscribe to the Punjab Contributory Provident Fund shall be held to have been admitted to the Fund.)

(2) Every servant of Government to whom these rules, apply shall be a subscriber to the Fund.

(3) The balance at the credit of any servant of Government in any such Fund as is referred to in clause (a) of sub-rule (1) should, with effect from the date on which these rules came into force, be transferred to his credit in the Fund.

(4) If a Government servant admitted to the benefit of the Fund was previously a subscriber to any Government non-Contributory Provident Fund, the amount of his subscriptions in the non-Contributory Provident Fund, together with interest thereon, shall be transferred to his credit in the Fund.

(5) The amount standing at the credit of an employee of a local body in the Provident Fund established and maintained by the local body concerned shall on the provincialisation of his service be transferred to his credit in the Punjab Contributory Provident Fund, in the event of his being admitted to the benefits of the Fund. The balances so carried forward shall carry interest as for new subscribers.
(6) A Contract Officer appointed after 23rd December 1957 who is eligible to the benefit of the Contributory Provident Fund shall be made to subscribe to the Fund compulsorily.

Part III - Nominations

2.5. (1) A subscriber shall, as soon as may be after joining the Fund, send to the Accounts Officer a nomination conferring on one or more persons the right to receive the amount that may stand to his credit in the Fund, in the event of his death before that amount has become payable, or having become payable, has not been paid:
Provided that if at the time of making the nomination, the subscriber has a family, the nomination shall not be in favour of any person other than one or more members of his family.

(2) If a subscriber nominates more than one person under sub-rule (1), he shall specify in the nomination the amount or share payable to each of the nominees in such manner as to cover the whole of the amount that may stand to his credit in the Fund at any time.

(3) Every nomination shall be in such one of the Forms P.F.I, 1-A, 1-B, or 1-C as is appropriate in the circumstances.

(4) A subscriber may at any time cancel a nomination by sending a notice in writing to the Accounts Officer:
Provided that the subscriber shall, along with such notice send a fresh nomination made in accordance with the provisions of sub-rule (1) to (3).

(5) Without prejudice to the provisions of sub-rule (4), a subscriber shall, along with every nomination made by him under this rule, send to the Accounts Officer a contingent notice of cancellation which shall be in such one of the Forms P.F.2 or 2-A as is appropriate in the circumstances of his case.

(6) Immediately on the occurrence of any event by reason of which the contingent notice of cancellation referred to in sub-rule (5) becomes operative and the nomination to which that notice relates consequently stands cancelled, the subscriber shall send to the Accounts Officer a fresh nomination made in accordance with the provisions of sub-rule (1) to (3).

(7) Every nomination made, and every notice of cancellation given by a subscriber shall, to the extent that it is valid, take effect on the date on which it is received by the Accounts Officer.

(8) Nothing in sub-rules (1) to (3) shall be deemed to invalidate or to require the replacement by a nomination made there under, of a nomination duly made before and subsisting on the date of (promulgation of these rules):
Provided that in respect of every such nomination, the subscriber shall as soon as may be after the said date send to the Accounts Officer a contingent notice of cancellation in such one of the Form P.F.2 or 2-A as is appropriate the circumstances:
Provided that a nomination made under this sub-rule shall be deemed to have been duly made in accordance with these rules only for so long as the subscriber has no family.
(9) If a subscriber at any time acquires a family, he shall send to the Accounts Officer a nomination as provided in sub-rule (2) and, if he has under sub-rule (3) nominated any person other than a member of his family, he shall formally cancel the previous nomination.

(10) A subscriber may be in his nomination distribute the amount that may stand to his credit in the Fund amongst his nominees at his own discretion.

(11) A nomination may be cancelled by a subscriber provided that it is replaced at the same time by any other nomination which is permitted to be made under this Rule.

(12) A nomination shall take effect to the extent that it is valid on the date on which it is received by the Accounts Officer.

(13) On the death of a nominee a subscriber shall make a fresh nomination.

*Substituted for the words "this notification" vide notification No. FD/SRI2-3/83 (Prov) dated 02.04.1 989

PART IV — Subscriber’s Account

2.6. An Account shall be opened in the name of each subscriber, in which shall be credited:-

   i) the subscriber's subscription;
   ii) contribution made under rule 2.11 by Government to his account;
   iii) interest as provided by rule 2.12 on subscriptions; and
   iv) interest, as provided by rule 2.12 on contributions.

PART V — Conditions and rates of subscriptions

2.7. (1) Every subscriber shall subscribe monthly to the Fund when on duty or on foreign service.

   (2) A subscriber may, at his option, not subscribe during leave.

   (3) The subscriber shall intimate his election not to subscribe during leave in the following manner-

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a) If he is a Government servant who draws his own pay bills, by making no deduction on account of subscription in his first pay bill drawn after proceeding on leave:

b) If he is not a Government servant who draws his own pay bill, by written communication to the head of his office before he proceeds on leave.
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Failure to make due and timely intimation shall be deemed to constitute an election to subscribe.

The option of a subscriber intimated under this sub-rule shall be final.

Note: See also explanation below rule 1.9 of Punjab General Provident Fund Rules.

2.8. (1) The amount of subscription shall be fixed by the subscriber himself, subject to the following conditions
(a) It shall be expressed in whole rupees;
(b) It may be any sum, so expressed, not less than 8-1/3 per cent of his emoluments.

(2) For purpose of sub-rule (1) the emoluments of a subscriber shall be-

(5) Without prejudice to the provisions of sub-rule (4), a subscriber shall, along with every nomination made by him under this rule, send to the Accounts Officer a contingent notice of cancellation which shall be in such one of the Forms P.F.2 or 2-A as is appropriate in the circumstances of his case.

(6) Immediately on the occurrence of any event by reason of which the contingent notice of cancellation referred to in sub-rule (5) becomes operative and the nomination to which that notice relates consequently stands cancelled, the subscriber shall send to the Accounts Officer a fresh nomination made in accordance with the provisions of sub-rule (1) to (3).

(7) Every nomination made, and every notice of cancellation given by a subscriber, shall, to the extent that it is valid, take effect on the date on which it is received by the Accounts Officer.

(8) Nothing in sub-rules (1) to (3) shall be deemed to invalidate or to require the replacement by a nomination made there under, of a nomination duly made before and subsisting on the date of promulgation of these rules:

Provided that in respect of every such nomination, the subscriber, shall as soon as may be after the said date send to the Accounts Officer a contingent notice of cancellation in such one of the Form P.F.2 or 2-A as is appropriate in the circumstances:

Provided that a nomination made under this sub-rule shall be deemed to have been duly made in accordance with these rules only for so long as the subscriber has no family.

(9) If a subscriber at any time acquires a family, he shall send to the Accounts Officer a nomination as provided in sub-rule (2) and, if he has under sub-rule (3) nominated any person other than a member of his family, he shall formally cancel the previous nomination.

(10) A subscriber may in his nomination distribute the amount that may stand to his credit in the Fund amongst his nominees at his own discretion.

(11) A nomination may be cancelled by a subscriber provided that it is replaced at the same time by any other nomination which is permitted to be made under this Rule.

(12) A nomination shall take effect to the extent that it is valid on the date on which it is received by the Accounts Officer.

(13) On the death of a nominee a subscriber shall make a fresh nomination.

PART IV – Subscriber’s Account

i) the subscriber’s subscription
ii) contribution made under rule 2.11 by Government to his account;
iii) interest as provided by rule 2.12 on subscriptions; and
iv) interest, as provided by rule 2.12 on contributions.

PART V - Conditions and rates of subscriptions

2.7. (1) Every subscriber shall subscribe monthly to the Fund when on duty or on foreign service.
(2) A subscriber may, at his option, not subscribe during leave.
(3) The subscriber shall intimate his election not to subscribe during leave in the following manner:
   (a) If he is a Government servant who draws his own pay bills, by making no deduction on account of subscription in his first pay bill drawn after proceeding on leave;
   (b) If he is not a Government servant who draws his own pay bill, by written communication to the head of his office before he proceeds on leave.

Failure to make due and timely intimation shall be deemed to constitute an election to subscribe.

The option of a subscriber intimated under this sub-rule shall be final.

Note:- See also explanation below rule 1.9 of Punjab General Provident Fund Rules.

2.8. (1) The amount of subscription shall be fixed by the subscriber himself, subject to the following conditions:
   (a) It shall be expressed in whole rupees;
   (b) It may be any sum, so expressed, not less than 8-1/3 per cent of his emoluments.

(2) For purpose of sub-rule (1) the emoluments of a subscriber shall be-
   (a) In the case of a subscriber who was in Government service on the 30th June of the preceding year, the emoluments to which he was entitled on that date; provided as follows:
      i. if the subscriber was on leave on the said date and elected not to subscribe during such leave or was under suspension on the said date, his emoluments shall be the emoluments to which he was entitled on the first day after his return to duty;
      *Substituted for the words "this notification" vide notification No. FD/SR12-3/83 (Prov) dated 02.04.1989.
      ii) if the subscriber was on deputation out of Pakistan on the said date or was on leave on the said date and continues to be on leave, his emoluments shall be the emoluments to which he would have been entitled had he been on duty in Pakistan;
      iii) if the subscriber joined the Fund for the first time on a day subsequent to the said date, his emoluments shall be the emoluments to which he was entitled on such subsequent date.
   (b) In the case of a subscriber who was not in Government service on the 30th June of the preceding year, the emoluments to which he was entitled on the first day of his service or, if he joined the Fund for the first time on a date subsequent to the first day of his service the emoluments to which he was entitled on such subsequent date.

Provided that if the emoluments of the subscriber are of fluctuating nature, they shall be calculated in such manner as the competent authority may direct.

(3) The subscriber shall intimate the fixation of the amount of his monthly subscription in each year in the following manner :-

(a) if he was on duty on the 30th June of the preceding year by the deduction which he makes in this behalf from his pay bill for that month;
(b) if he was on leave on the 30th June of the preceding year and elected not to subscribe during such leave; or was under suspension on that date, by the deduction which he makes in this behalf from his first pay bill after his return to duty;
(c) if he entered Government service for the first time during the year, or joins the Fund for the first time by the deduction which he makes in this behalf, from his pay bill for the month during which he joins the Fund;
(d) if he was on leave on the 30th June of the preceding year and continues to be on leave and has elected to subscribe during such leave, by the deduction which he causes to be made in this behalf from his salary bill for that month;
(e) If he was on foreign service on the 30th June of the preceding year, by the amount credited by him into the treasury on account of subscription for the month of July in the current year;
(f) if his emoluments are of the nature referred to in the proviso to sub-rule (2), in such manner as the competent authority may direct.

(4) The amount of subscription so fixed shall remain unchanged throughout the year:

Provided that if a subscriber is on duty for a part of a month and on leave for the remainder of that month, and if he has elected not to subscribe during leave, the amount of the subscription payable shall be proportionate to the number of days spent on duty in the month.

Note: *(see also sub rule 1 below rule 1.10 of Punjab General Provident Fund Rules)*

**(5)** The amount of subscription originally fixed by a subscriber is not to be varied during the course of the year on account of any increase or decrease in his rate of pay which may ultimately be found to be due in respect of the 30th June preceding.

2.9. When a subscriber is transferred to foreign service or sent on deputation out of Pakistan he shall remain subject to the rules of the Fund in the same manner as if he were not so transferred or sent on deputation.

@Substituted for the words "in Pakistan or abroad" vide notification FD/SRI-2-3/83 (Prov) dated 02.04.1989.

Part VI - Realization of subscriptions

2.10. (1) When emoluments are drawn @(from a government treasury in Pakistan or through a Pakistan Embassy abroad), recovery of subscriptions and of the principal and interest of advances shall be made from the emoluments themselves.

(2) When emoluments are drawn from any other source, the subscriber shall forward his dues monthly to the Accounts Officer.
2.11.(1) Government shall, with effect from the 30th June of each year, make a contribution to the account of each subscriber:

Provided that if a subscriber quits the service or dies during a year, contribution shall be credited to his account for the period between the close of the preceding year and the date of the casualty.

(2) The contribution shall be such percentage of the subscriber's emoluments drawn on duty during the year or the period, as the case may be, as has been or may be prescribed by the competent authority by general or special order.

(Explanation 1-The contribution to be paid by Government to the account of a subscriber admitted to the Fund, shall, be fixed at 8-1/3 per cent (1/12th) of the subscriber's emoluments.]

(Explanation 2-In the case of an officer transferred from service under a private body to service under Government or from one Government department to another, the Government contribution should where there is no provision to the contrary in the Contributory Provident Fund Rules of the officer concerned, be based on the pay which he would have drawn but for his transfer and not on the pay drawn by him from time to time after transfer.]

(3) If a subscriber is on deputation out of Pakistan, the emoluments which he would have drawn had he been on duty in Pakistan shall, for the purpose of this rule, be deemed to be emoluments drawn on duty.

(4) Should a subscriber elect to subscribe during leave, his leave salary shall, for the purposes of this rule, be deemed to be emoluments drawn on duty unless otherwise directed by the competent authority.

(5) The amount of any contribution payable in respect of a period of foreign service shall, unless it is recovered from the foreign employer, be recovered by government from the subscriber.

(6) The amount of contribution payable shall be rounded to the nearest whole rupee (50 paisas counting as the next higher rupee).

Part VIII - Interest

2.12.(1) Government shall pay to the credit of the account of a subscriber interest, at such rate as the competent authority may from time to time prescribe for the payment of interest on subscriptions to the General Provident Fund, on the amount at his credit in the fund.

(2) Interest shall be credited with effect from the 30th June of each year in the following manner:-

i. on the amount at the credit of the subscriber on the 30th June of the preceding year, less any sums withdrawn during the current year interest for twelve months.

ii. on sums withdrawn during the Current year - interest from the 1st July of the current year up to the last day of the month, preceding the month of withdrawal;

iii. on all sums credited to the subscriber's account after the 30th June of the preceding year - interest from the date of deposit up to the 30th June of the current year;

iv. the total amount of interest shall be rounded to the nearest rupee in the manner provided in sub-rule (2) of rule 2.11.
Provided that when the amount standing at the credit of a subscriber becomes payable, interest shall thereupon be credited under this sub-rule in respect only of the period from the beginning of the current year or from the date of deposit as the case may be up to the date on which the amount standing at the credit of the subscriber became payable.

(3) For the purpose of this rule the date of deposit shall, in the case of recoveries from emoluments, be deemed to be the first day of the month in which they are recovered and in the case of amounts forwarded by the subscriber shall be deemed to be the first day of the month of receipt, if they are received by the Accounts Officer before the fifth day of that month, or if they are received on or after the fifth day of that month, the first day of the next succeeding month.

(4) In addition to any amount to be paid under rule 2.29 interest thereon up to the end of the month preceding that in which payment is made or up to the end of the six months after the month in which such amount became payable whichever of these periods be less, shall be payable to the person to whom such amount is to be paid:

Provided that no interest shall be paid in respect of any period after the date which the Accounts Officer has intimated to that person or his agent as the date on which he is prepared to make payment in cash or if he pays by cheque after the date on which the cheque in that person's favour is put in the post.

(5) Interest shall not be credited to the account of a Muslim subscriber if he informs the Accounts Officer that he does not wish to receive it; but if he subsequently asks for interest it shall be credited with effect from the 1st July of the year in which he asks for it.

(Explanation - When a subscriber intimates in writing his intention to forego interest already accrued on his deposits in the Provident Fund, the interest should be withheld and credited to government revenues.

The interest already credited to the subscriber's account in such cases should be re-adjusted by debit to his Account by contra-credit to the head "60000--Transfer Payments--61000--Interest--61600--Other Payments" or "1100000-Income from Property and Enterprises-130000-Interest — I 139800— Others") according as the amount of interest was originally credited to the subscriber's account during the current year or previous years.

(6) The interest on amount which under sub-rule (3) of rule 2.18 or sub-rule (4) of rule 2.20 or sub-rule (1) of rule 2.21 or sub-rule (1) or sub-rule (2) of rule 2.22 or rule 2.25 or rule 2.26 are replaced at the credit of the subscriber in the Fund, shall be calculated at such rates as may be successively prescribed under sub-rule (1) of this rule and so far as may be in the manner described in this rule.

(Explanation — The provisions of Explanations 1 and 2 below rule 1.13 of Punjab General Provident Fund Rules apply mutatis mutandis in respect of subscriptions to the Punjab Contributory Provident Fund.)

Part IX — Advances from the Fund

2.13.(1) A temporary advance may be granted to a subscriber from the amount standing to his credit in the Fund at the discretion of the authority, specified in sub-rule (2). subject to the following conditions:-
(a) No advance shall be granted unless the sanctioning authority is satisfied that the applicant's pecuniary circumstances justify it, and that it will be expended on the following object or objects and not otherwise:—

(i) To pay expenses incurred in connection with prolonged illness of the applicant or applicant's spouse or any person actually dependent upon the applicant;

(ii) to pay for the overseas passage for reason of health or education of the applicant or any person actually dependent on him:

(iii) to pay obligatory expenses on a scale appropriate to the applicant's status in connection with the marriages funerals or ceremonies which by his religion it is incumbent on him to perform:

(iv) to purchase a house or to construct one, for the occupation of the subscriber himself or his family, on a piece of land owned by the subscriber, or to make additions to or alterations in an existing house owned by the subscriber, whether or not constructed or purchased with a house building advance: and

(v) to meet other expenditure which is considered by the sanctioning authority to be essential and unavoidable.

(Explanation 1—A temporary advance may be granted to the subscriber for the performance of Haj.)

(Explanation II — In cases falling under item (i) above, advances may be granted by the sanctioning authority to pay debts incurred, provided an application is made within a reasonable time after the event to which it relates. What is a reasonable time will be determined on the merits of case. Advances to pay the debts incurred in cases falling under item (ii) and (iii) require the sanction of Government.)

(b) An advance other than that covered by clause (a) (iv) shall not, except for special reasons to be recorded in writing by the sanctioning authority, exceed three months pay and shall in no case exceed the amount of subscriptions and interest thereon standing to the credit of the subscriber in the Fund.

(c) An advance shall not except for special reasons to be recorded in writing by the sanctioning authority, be granted until at least twelve months after the final repayment of all previous advances together with interest thereon, unless the amount already advanced does not exceed two thirds of the amount admissible under clause (b):

Provided that the above conditions shall not be relaxed in the case of advances failing under clause (a) (v) above.

(d) The sanctioning authority shall record in writing its reasons for granting the advance:

Provided that if the reason is of a confidential nature, it may be communicated to the Accounts Officer personally and/or confidentially.

(e) An advance under sub-clause (iv) of clause (a) shall be subject to the following special conditions:—
i) The advance shall in no case exceed twenty four month's pay of the subscriber or eighty per cent of the amount at the credit of the subscriber in the Fund, whichever is less:

   ia) Advance for the purchase of a house shall be drawn only after an agreement is executed between the subscriber and the Governor in Form P.F.12.

   ii) Advance granted for construction of a house shall be paid in two equated instalments;

      ""lia) First instalment of the advance for construction of a house shall be drawn only after an agreement is executed between the subscriber and the Governor in Form P.F.13.

   iii) If the first instalment is not utilized for the purpose of construction of the house within eight months of its drawl, it shall be refunded, unless the sanctioning authority extends this period;

   iv) For the purpose of drawl of the second instalment, the subscriber shall be required to give under his hand a certificate to the effect that he has actually utilized the first instalment on the construction of the house;

   v) The subscriber shall not dispose of the house purchased or constructed with an advance from the Fund until the advance has been repaid or the subscriber retires from Government service; and

   vi) Recovery shall be made at the rate of seven per cent of the subscriber's pay commencing from the fourth issue of pay after the first instalment of the advance is drawn.

Note - In case a subscriber also draws or has drawn a house-building advance from the employer, the recovery on account of the advance from the Fund shall commence immediately after the advance from the employer for building a house has been fully repaid with interest accrued thereon.

(2) The authority competent to grant an advance:-

(a) (i) exceeding three month's pay; or

   (ii) within twelve months of the final repayment of all previous advances together with interest thereon,

   shall be the authority competent to dismiss the subscriber; or in the case of a subscriber appointed by the Federal Government, the Punjab Government;

(b) In any case not specified in clause (a) shall be the authority competent to grant an advance of pay on transfer under rule 10.25 (a) of the Punjab Financial Rules, Volume 1.

(Explanation— An authority competent to sanction an advance of pay for himself on transfer cannot sanction an advance for himself under sub-rule 2(b). The authority competent to sanction an advance in such case will be the next higher administrative authority.)

1) An advance shall be recovered form the subscriber in such number of equal monthly instalments as the sanctioning authority may direct; but such number shall not be less than twelve unless the subscriber so elects, or in any case more than *(thirty six). A subscriber may, at his option, make re-payment in a smaller number of instalments than that prescribed. Each instalment shall be a number of whole rupees, the amount of the advance being raised or reduced, if necessary, to admit of the fixation of such instalments.
Recovery shall be made in the manner provided in rule 2.10 for the realization of subscriptions and shall commence on the first occasion after the advance is made on which the subscriber draws emoluments other than leave salary or subsistence grant, for a full month. Recovery shall not be made, except with the subscriber's consent while he is on leave or in receipt of subsistence grant, and may be postponed by the sanctioning authority during the recovery of an advance of pay granted to the subscriber.

(Explanation - For the purpose of recovery of an advance under this rule vacation combined with leave shall be treated as leave.)

(3) If more than one advance has been made to a subscriber, each advance shall be treated separately for the purpose of recovery.

(4) (a) After the principal of the advance has been fully repaid, interest shall be paid thereon at the rate of one-fifth per cent of the principal for each month or broken portion of a month during the period between the drawl and complete repayment of the principal:

Provided that Muslim subscribers whose deposits in the Fund carry no interest shall not be required to pay into the Fund any additional instalments on account of interest on advances granted to them from the Fund.

(b) Interest shall ordinarily be recovered in one instalment in the month after complete repayment of the principal; but if the period referred to in sub-rule 4(a) exceeds twenty months, interest may, if the subscriber so desires, be recovered in two equal monthly instalments. The method of recovery shall be that provided in sub-rule(2). Payments shall be rounded to the nearest rupee in the manner provided in sub-rule (6) of rule 2.11.

(5) If an advance has been granted to a subscriber and drawn by him and the advance is subsequently disallowed before repayment is completed, the whole or balance of the amount withdrawn, shall, with interest at the rate provided in rule 2.12 forthwith be repaid by the subscriber to the fund, or in default, be ordered by the Accounts Officer to be recovered by deduction from the emoluments of the subscriber by instalments or otherwise, as may be directed by the authority laid down in clause (a) of sub-rule (2) of rule 2.13:

Provided that Muslim subscribers whose deposits in the Fund carry no interest shall not be required to pay any interest.

(6) Recoveries made under this rule shall be credited, as they are made, to the account of the subscriber in the Fund.

Part X — Payments towards insurance policies and family pension funds

2.15. Subject to the conditions contained in rule 2.16 to 2.22—
(1) (i) subscriptions to a family Pension fund approved in this behalf by the competent authority;
(ii) payments towards an insurance policy, may, at the option of a subscriber, be substituted for the whole or part of subscriptions to the Fund.

(2) the amount of subscriptions with interest thereon standing to the credit of a subscriber in the Fund may be withdrawn to meet-

i) payments towards an insurance policy;
ii) purchase of a single payment insurance policy;
iii) payment of a single premium or subscriptions to a family fund approved in this behalf by the competent authority:

Provided that no amount shall be withdrawn (i) before the details of the proposed policy have been submitted to the Accounts Officer and accepted by him as suitable, or (ii) to meet any payment or purchase made or effected more than twelve months before the withdrawal; or (iii) in excess of the amount required to meet a premium or subscription actually due for payment within six months of the date of withdrawal:

Provided further those payments towards an educational endowment policy may not be substituted for subscriptions to the Fund and that no amounts may be withdrawn to meet any payment or purchase in respect of such a policy if that policy is due for payment in whole or part before the subscriber’s age of normal superannuation.

(3) Any amount withdrawn under sub-rule (2) (b) shall be paid in whole rupees only rounded to the nearest rupee in the manner provided in the last proviso to rule 1.20.

2.16.(1) If the total amount of any subscriptions or payments substituted under sub-rule (1) of rule 2.15 is less than the amount of the minimum subscription payable to the Fund under rule 2.8, the difference shall be rounded off to the nearest rupee in the manner provided in sub-rule (6) of rule 2.11 and paid by the subscriber as a subscription to the Fund.

(2) If the subscriber withdraws any amount standing to his credit in the Fund for any of the purposes specified in sub-rule (2) of rule 2.15, he shall, subject to his option under sub-rule (1) of that rule, continue to pay to the Fund the subscription payable under rule 2.8.

2.17.(1) A subscriber who desires to substitute a subscription or payment under sub-rule(l) of rule 2.15 may reduce his subscription to the Fund accordingly:

Provided that the subscriber shall-

(a) intimate to the Accounts Officer on his pay bill or by letter the fact of, and reason for the reduction;
(b) send to the Accounts Officer, within such period as the Accounts Officer may require receipts or certified copies of receipts in order to satisfy the Account Officer, that the amount by which the subscription has been reduced was duly applied for the purposes specified in sub-rule (1) of rule 2.15.

(2) A subscriber who desires to withdraw any amount under sub-rule (2) of rule 2.15 shall-

(a) intimate the reason for the withdrawal to the Accounts Officer by letter;
(b) make arrangements with the Accounts Officer for the withdrawal; and
(c) send to the Accounts Officer, within such period as the Accounts Officer may require receipts or certified copies of receipts in order to satisfy the Accounts Officer that the amount withdrawn was duly applied for the purposes specify in sub-rule (2) of rule 2.15.

(3) The Accounts Officer shall order the recovery of any amount by which subscriptions have been reduced, or any amount withdrawn, in respect of which he has not been satisfied in the manner required by clause (b) of sub-rule (1) and clause (c) of sub-rule(2), with interest thereof at the rate provided in rule 2.12, from the emoluments of the subscriber and place it to the credit of the subscriber in the Fund.

2.18. (1) Government will not make any payments on behalf of subscribers to insurance companies, nor take steps to keep a policy alive.

(2) It is immaterial what form the policy takes, provided that it shall be one effected by the subscriber himself on his own life, and shall

(unless it is a policy expressed on the face of it to be for the benefit of his wife or wives, or of his wife or wives and children, or any or them) be such as may be legally assigned by the subscriber himself to the Governor of the Punjab.

(Explanation 1—A policy on the joint lives of the subscriber and his wife or wives shall be deemed to be a policy on the life of the subscriber himself for the purpose of this sub-rule.)

(Explanation 2—A policy which has been assigned to the subscriber’s wife or wives shall not be accepted unless either the policy is first re-assigned to the subscriber or the subscriber and his wife or wives join in an appropriate assignment)

(3) The policy may not be effected for the benefit, of any beneficiary other than the wife or wives of the subscriber or his wife or wives and children or any of them.

2.19  (i) The policy, within three months after the first withholding of a subscription or withdrawal from the Fund in respect of the policy, or in the case of an insurance company whose headquarters are outside Pakistan within such further period as the Accounts Officer, if he is satisfied by the production of the completion certificate (interim receipt) may fix, shall

(a) unless it is a policy expressed on the face of it to be for the benefit of the wife or wives of the subscriber or of his wife or wives and children or any of them, be assigned to the Governor of the Punjab, as security for the payment of any sum which may become payable to the Fund under rule 2.21 and 2.22 and delivered to the Accounts Officer, the assignment being made by endorsement on the policy in Form P.F. 3 or Form P.F. 4 or Form P.F 5 or Form P.F. 6 according as the policy is on the life of the subscriber or on the joint lives of the subscriber and his wife or wives, or the policy has been assigned to the subscriber’s wife or wives or where a subscriber to the General Provident Fund who has effected an insurance policy under the rules of that Fund is admitted to the Punjab contributory Provident Fund.

(b) if it is a policy expressed on the face of it to be for the benefit of the wife or wives of the subscriber, or of his wife or wives and children, or any of them, be delivered to the Accounts Officer.
(2) The Accounts Officer shall satisfy himself by reference to the insurance company where possible, that no prior assignment of the policy exists.

(3) Once a policy has been accepted by an Accounts Officer for the purpose of being financed from the Fund, the terms of the policy shall not be altered nor shall the policy be exchanged for another policy without the prior consent of the Accounts Officer to whom details of the alteration or of the new policy shall be furnished.

"Note-The provisions of Explanation 1 to 5 under rule 1.24 (3) of the Punjab General Provident Fund Rules apply mutatis mutandis here also.

(4) If the policy is not assigned and delivered, or delivered, within the said period of three months or such further period as the Accounts Officer may under sub-rule (1) have fixed, any amount withheld or withdrawn from the Fund in respect of the policy shall, with interest thereon at the rate provided in rule 2.12, forthwith be paid or repaid, as the case may be, by the subscriber to the Fund or in default be ordered by the Accounts Officer to be recovered by deduction from the emoluments of the subscriber, by instalments, or otherwise, as may be directed by one of the authorities laid down in clause (a) of sub-rule (2) of rule 2.13.

(5) Notice of assignment of the policy shall be given by the subscriber to the insurance company, and the acknowledgment of the notice by the insurance company shall be sent to the Accounts Officer within three months of the date of assignment.

(Explanation 1-- A subscriber who is required to assign his policy to the Governor of the Punjab in accordance with clause (a) of sub-rule (1) may execute the prescribed form of assignment on the policy itself either in his own handwriting or in type or alternatively paste on the blank space provided for the purpose on the policy a typed or printed slip containing the endorsement. A typed or printed endorsement must be duly signed and if pasted on the policy initialed across all four margins.

(Explanation 2- Subscribers’ are advised to send notice of the assignment to the insurance company in duplicate. The policy itself, bearing the assignment endorsed thereon, need not be sent to the company, as insurance companies do not ordinarily require the production of the original instruments affective a policy holder’s title until the policy becomes a claim.

(Explanation 3— See also explanation No. 2 under rule 1.24 (5), of the Punjab General Provident Fund Rules.

2.20. The subscriber shall not during the currency of the policy draw any bonus the drawl of which during such currency is optional under the terms of the policy, and the amount of any bonus which under the terms of the policy the subscriber has no option to refrain from drawing during its currency shall be paid forthwith into the Fund by the subscriber or in default recovered by deduction from his emoluments by instalments or otherwise as the Governor may direct.

2.21. (i) Save as provided by sub-rule (3) of rule 2.23 when the subscriber-

(a) quits the service; or

(b) has proceeded on leave preparatory to retirement and applies to the Accounts Officer for re-assignment or return of the policy; or

(c) while on leave, has been permitted to retire or declared by competent medical authority to be unfit for further service and applies to the Accounts Officer for re-assignment or return of the policy; or
(d) pays or repays to the Fund the whole of any amount withheld or withdrawn from the Fund for any of the purpose mentioned in clause (ii) of sub-rule (1) of rule 2.15 and clauses (i) and (ii) of sub-rule (2) of rule 2.15 with interest thereon at the rate provided in rule 2.12.

the Accounts Officer shall-

(i) if the policy has been assigned to the Governor of the Punjab under rule 2.19, re-assign the policy in Part 1 of Form P.F. 7 to the subscriber or the subscriber and the joint assured as the case may be within one month from the date of application of the subscriber and make it over to the subscriber, together with the signed notice of the re-assignment addressed to the insurance company;

(ii) if the policy has been delivered to him under clause (b) of sub-rule (1) of rule 2.19 make over the policy to the subscriber:

Provided that, if the subscriber, after proceeding on leave preparatory to retirement or after being, while on leave, permitted to retire or declared by competent medical authority to be unfit for further service, returns to duty, any policy so re-assigned or made over shall, if it has not matured or been assigned or charged or encumbered in any way, be again assigned to the Governor of the Punjab and delivered to the Accounts Officer, or again be delivered to the Accounts Officer, as the case may be, in the manner provided in rule 2.19, and thereupon the provisions of these rules shall so far as may be, again apply in respect of the policy:

Provided further that, if the policy has matured or been assigned or charged or encumbered in any way, the provisions of sub-rule (4) of rule 2.19 applicable to a failure to assign and deliver a policy shall apply.

(2) Save as provided in sub-rule (3) of rule 2.23 when the subscriber dies before quitting the service, the Accounts Officer shall:-

(i) If the policy has been assigned to the Governor of the Punjab under rule 2.19 re-assign the policy in Part 11 of Form P.F. 7 to such person or persons as may be legally entitled to receive it, and shall make over the policy to such person or persons together with a signed notice of the re-assignment addressed to the insurance company;

(ii) if the policy has been delivered to him under clause (b) of sub-rule (1) of rule 2.19 make over the policy to the beneficiary, if any, or, if there is no beneficiary, to such person or persons as may be legally entitled to receive it.

2.22.(1) If a policy assigned to the Governor of the Punjab under rule 2.19 matures before the subscriber quits service, or if a policy on the joint lives of a subscriber and his wife or wives' assigned under the said rule, falls due for payment by reason of the wife's/ wives' death, the Accounts Officer shall, save as provided in sub-rule (3) of rule 2.23 proceed as follows:-

(i) if the amount assured together with the amount of any accrued bonuses is greater than the whole of the amount withheld or withdrawn from the fund in respect of the policy with interest thereon at the rate provided in rule 2.12, the Accounts Officer shall re-assign the policy in Form P.F. 8 to the subscriber or to the subscriber and the joint assured as the case may be, and make it over to the subscriber, who shall pay or repay to the fund the whole of any amount withheld or withdrawn with interest, and in default the provisions of sub-rule, (4) of rule 2.19 applicable to a failure to assign and deliver a policy shall apply;
(ii) if the amount assured together with the amount of any accrued bonuses is less than the whole of the amount withheld or withdrawn with interest, the Accounts Officer shall realize the amount assured together with any accrued bonuses and shall place the amount so realized to the credit of the subscriber in the Fund.

(2) Save as provided in sub-rule (3) of rule 2.23 if a policy delivers the Accounts Officer under-clause (b) of sub-rule (1), of rule 2.19 matures before the subscriber quits the service, the Accounts Officer shall make over the policy to the subscriber:

Provided that if the interest in the policy of the wife or wives of the subscriber, or of his wife or wives and children or any or them, as expressed on the face of the policy, expires when the policy matures, the subscriber if the policy moneys are paid to him by the insurance company, shall immediately on receipt thereof, pay or repay to the Fund either:-

i. the whole of any amount withheld or withdrawn from the Fund in respect of the policy with interest at the rate provided in rule 2.12; or

ii. an amount equal to the amount assured together with any accrued bonuses, whichever is less. and, in default, the provisions of sub-rule (4) of rule 2.19 applicable to a failure to assign and deliver a policy shall apply.

2.23(1) If the interest of the subscriber in the family pension fund ceases in whole or in part from any cause whatsoever, the provident fund account of the subscriber shall forthwith be reimbursed by the amount of the refund, if any, secured by the subscriber from the family pension fund, which amount shall, in default of reimbursement be deducted from the subscriber's emoluments by instalments or otherwise as Government may direct.

(2) If the policy lapses or becomes assigned otherwise than to the Governor of the Punjab under rule 2.19 charged or encumbered, the provisions of sub-rule (4) of rule 2.19 applicable to a failure to assign and deliver a policy shall apply.

(3) If the Accounts Officer receives notice of —

(a) an assignment (other than an assignment to the Governor of the Punjab under rule 2.19); or

(b) a charge or encumbrance on ; or

(c) an order of a Court restraining dealings with the policy or any amount realized thereon;

the Accounts Officer shall not •

(i) re-assign or make over the policy as provided in rule 2.21;

(ii) realize the amount assured by the policy or re-assign or make over the policy as provided in rule 2.22 but shall forthwith refer the matter to the Government.

2.24. Notwithstanding anything contained in these rules if the sanctioning authority is satisfied that money drawn as an advance from the Fund under sub-rule (1) of rule 2.13 or withheld or withdrawn from the Fund under sub rule (1) or (2) of rule 2.15 has been utilized for a purpose other than that for which sanction was given to the interest at the rate provided in rule 2.12, forthwith be repaid for paid, as the case may be, by the subscriber to the Fund, or in default be ordered to be recovered by deduction in one sum from the emoluments of the subscriber, even if he be on leave subscriber's
emoluments recoveries shall be made in monthly instalments of moieties of his emoluments, till the entire amount recoverable be repaid or paid, as the case may be, by him.

Note-The term 'emoluments' as used in this rule does not include subsistence grant.

Part XI- circumstances in which Accumulations are payable

2.25. When a subscriber quits the service, the amount standing to his credit in the Fund shall, subject to any deduction under rule 2.28 become payable to him:

Provided that a subscriber who has been dismissed *(removed or compulsorily retired) from the service and is subsequently reinstated in the service, shall, if required to do so by Government, repay any amount paid to him from the Fund in pursuance of this rule, with interest thereon at the rate provided in rule 2.12 in the manner provided in the proviso to rule 2.27. The amount so repaid shall be credited to his account in the Fund, the part of which represents his subscriptions and interest thereon, and the part which represents the Government contribution with interest thereon, being accounted for in the manner provided in rule 2.6:

Provided further that a subscriber shall on application made by him be permitted to withdraw finally the amount standing to his credit in the fund six months before his retirement.

2.26. When a subscriber-

(a) has proceeded on leave preparatory to retirement or if he is employed in a vacation department, on leave preparatory to retirement combined with the vacation; or
(b) While on leave, has been permitted to retire or, declared by a competent medical authority to be unfit for further service; or
(c) desires payment within six months before his retirement,

the amount of subscriptions and interest thereon standing to his credit in the Fund shall, upon application made by him in that behalf to the Accounts Officer become payable to the subscriber:

Provided that the subscriber, if he returns to duty, shall if required to do so by government, repay to the Fund, for credit to his account the whole or part of any amount paid to him from the Fund in pursuance of this rule, with interest thereon at the rate provided in rule 2.12 in cash or securities, or partly in cash and partly in securities, by instalments or otherwise, by recovery from his emoluments or otherwise, as government may direct.

2.27. Subject to any deduction under rule 2.23, on the death of a subscriber before the amount standing to his credit has become payable, or when the amount has become payable, before payment has been made-

(3) When the subscriber leaves a family-

(a) if a nomination made by the subscriber in accordance with the provisions of rule 2.5 in favour of a member or members of his family subsists, the amount standing to his credit in the Fund or the part thereof to which the nomination relates, shall become payable to his nominee or nominees in the proportion specified in the nomination;
(b) if no such nomination in favour of a member or members of the family of the subscriber subsists, or if nomination relates, only to a part of the amount standing to his credit in the
Fund, the whole amount or the part thereof to which the nomination does not relate, as the case may be, shall, notwithstanding any nomination purporting to be in favour of any person or persons other than a member or members of his family, become payable to the members of his family in equal shares:

Provided that no share shall be payable to-

i) sons who have attained legal majority;

ii) sons of a deceased son who have attained legal majority;

iii) married daughters whose husbands are alive;

iv) married daughters of a deceased son whose husbands are alive;


if there is any member of the family other than those specified in clauses (i) (ii),(iii)&(iv).

Provided also that the widow or widows and the child or children of a deceased son shall receive between them in equal parts only the share which that son would have received if he had survived the subscriber and had been exempted from the provisions of clause (i) of the first proviso.

(Explanation-Any sum payable under these rules to a member" of the family of a subscriber vests in such member under subsection (2) of section 3 of the Provident Funds Act, 1925 (See Appendix 1).

When the subscriber leaves no family, if a nomination made by him in accordance with the provisions of rule 2.5 in favour of any person or persons subsists, the amount standing to his credit in the Fund or the part thereof to which the nomination relates, shall become payable to his nominee or nominees in the proportion specified in the nomination.

(Explanation 1- When a nominee is a dependent of the subscriber as defined in clause (c) of section 2 of the Provident Funds Act, 1925, the amount vests in such nominee under sub-section (2) of section 3 of the Act.)

(Explanation 2- When the subscriber leaves no family and no nomination made by him in accordance with the provisions of rule 2.5 subsists, or if such nomination relates only to part of the amount standing to his credit in the Fund , the relevant provisions of clause (b) and of sub-clause (ii) of clause (e) of sub-section (1) of section 4 of the Provident Funds Act, 1925, are applicable to the whole amount or the part thereof to which the nomination does not relate.)

PART XII -Deductions.

2.28. Subject to the condition that no deduction may be made which reduces the credit by more than the amount of any contribution by government with interest thereon credited under rules 2.11 and 2.12, before the amount standing to the credit of a subscriber in the Fund is paid out of the Fund, the Government may direct the deduction there from and payment to itself of-
(a) any amount, if a subscriber has been dismissed from the service for grave misconduct: Provided that, if the order of dismissal is subsequently cancelled, the amount so deducted shall, on his reinstatement in the service, be replaced at his credit in the Fund;

(b) any amount, if a subscriber resigns his employment under Government within five years of the commencement thereof, otherwise than by reason of superannuation or a declaration by a competent medical authority that he is unfit for further service;

(c) any amount due under a liability incurred by the subscriber to government.

Part XIII – Payment

2.29.(I) When the amount standing to the credit of a subscriber in the Fund, or the balance thereof after any deduction under rule 2.28, becomes payable, it shall be the duty of the Accounts Officer, after satisfying himself, where no such deduction has been directed under that rule, that no deduction is to be made, to make payment as provided in section 4 of the Provident Funds Act, 1925.

(2) If the person to whom, under these rules, any amount or policy is to be paid, assigned, re-assigned or delivered is a lunatic for whose estate a manager has been appointed in this behalf under the Lunacy Act, 1912 the payment or re-assignment or delivery will be made to such manager, and not to the lunatic.

(3) If the person to whom under these rules any amount is to be paid is a minor, of whose property a guardian has been regularly appointed, the payment of such amount shall be made to such guardian. It no such guardian has been appointed, the Accounts Officer empowered under sub-rule (1) to make the payment, may pay such amount to the mother of the minor-

(i) is not alive;

(ii) was in the life-time of the subscriber, judicially separated from him;

(iii) has remarried; or

(iv) is or has become disqualified or otherwise unsuitable, the Accounts Officer may pay such amount to any suitable person nominated by the Head of Office of the deceased subscriber in consultation with the district authorities.

(b) Where the subscriber was a female, the Accounts Officer, in applying the above provisions mutatis mutandis, may make payment to the father of the minor or to such other person as may be appointed a guardian.

(c) Where the guardian is any, person other than the mother, father, paternal grand-father, uncle, brother or sister of the minor, the guardian shall be required to execute an indemnity bond, with two sureties, indemnifying government against any claim which may subsequently be made.

(4) Any person who desires to claim payment under this rule shall send a written application in that behalf to the Accounts Officer. Payment of amounts withdrawn shall be made in Pakistan only. The persons to whom the amounts are payable shall make their own arrangements to receive payment in Pakistan.

Note: When the amount standing to the credit of a subscriber has become payable under rules 2.26, 2.27 or 2.28 the Accounts Officer shall authorize prompt payment of that portion of the amount
standing to the credit of a subscriber in regard to which there is no dispute or doubt, the balance being adjusted as soon after as may be.

Part XIV - Pensionable service.

2.30.(1) If a subscriber is permanently transferred to pensionable service he shall, at his option, be entitled:
(a) to continue to subscribe to the Fund, in which case he shall not be entitled to any pension; or
(b) to earn pension in respect of such pensionable service, in which case, with effect from the date of his permanent transfer:
   i. he shall cease to subscribe to the Fund;
   ii. the amount of contribution by government with interest thereon, standing to his credit in the Fund shall be repaid to Government;
   iii. the amount of subscription together with interest thereon standing to his credit in the Fund shall be transferred to his credit in the General Provident Fund, to which thereafter he shall subscribe in accordance with the rules of that Fund.

(2) A subscriber shall communicate his option under sub-rule (1) by letter to the Accounts Officer within three months of the date of the order transferring him permanently to pensionable service; and if the communication is not received in the office of the Accounts Officer within that period, the subscriber shall be deemed to have exercised his option in the manner referred to in clause (a) of the said sub-rule.

Part XV-Procedure

2.31. All sums paid into the Fund under these rules shall be credited in the books of government to an account named “The Punjab contributory Provident Fund Account”. Sums of which payment is not taken within six months after they become payable under these rules shall be transferred to “Deposits” after the 30th June of the year and treated under ordinary rules relating to deposits.

2.32. When paying a subscription in Pakistan either by deduction from emoluments or in cash, a subscriber shall quote the number of his account in the Fund which shall be communicated to him by the Accounts Officer. Any change in the number shall similarly be communicated to the subscriber by the Accounts Officer.

2.33(1) Before the expiry of the third month of every financial year the Accounts Officer shall send to each subscriber a statement of the account in the Fund, showing the opening balance as on the 1st July, of the preceding year, the total amount credited or debited during the year, the total amount of interest credited as on the 30th June of the year and the closing balance on that date. The Account Officer shall attach to the statement of account an enquiry whether the subscriber:
   (i) desires to make any alteration in any nomination made under rule 2.5;
   (ii) has acquired a family (in cases where the subscriber has made no nomination in favour of a member of his family under proviso to sub-rule (1) of rule 2.5).

(2) Subscribers should satisfy themselves as to the correctness of the annual statement, and errors should be brought to the notice of the Accounts Officer within six months from the date of receipt of the statement.
(3) Where any subscription made by a subscriber to Contributory Provident Fund has not been shown or credited in the account by the Accounts Officer, such subscription shall be credited to the account of the subscriber on the basis of -

(i) certificate of fund deduction by the "Audit Officer/Treasury Officer/District Accounts Officer in the case of **(Government servants in Basic Pay Scale 16 and above); and

(ii) certificate of fund deduction by the Drawing and Disbursing officer in the case of (Government servants in Basic Pay Scale 1 to 15)

(4) The Accounts Officer shall, if required by a subscriber inform the subscriber once, but not more than once, in a year of the total amount standing to his credit in the Fund at the end of the last month for which his account has been written up.

APPENDIX I

(27th August, 1925)

AN ACT TO AMEND AND CONSOLIDATE THE LAW [RELATING TO GOVERNMENT AND OTHER PROVIDENT FUNDS.

Whereas it is expedient to amend and consolidate the law relating to Government and other Provident Funds; it is hereby enacted as follows:—

1. Short title, extent and commencement-

(1) This Act may be called provident Funds Act, 1925.

(2) It extends to the whole of Pakistan.

(3) It shall come into force on such date as the (Central Government) may, by notification in the (official gazette), appoint.

2. Definitions -- In this Act, unless there is anything repugnant in the subject or context:

(a) "Compulsory Deposit" means a subscription to, or deposit in, a Provident Fund which, under the rules of the Fund is not, until the happening of some specified contingency, repayable on demand otherwise than for the purpose of the payment of premia in respect of a policy of life insurance, or the payment of subscriptions or premia in respect of a family pension fund and includes any contribution **** and any interest or increment which has accrued under the rules of the fund on any such subscription, deposits, or contribution, and also any such subscription, deposits, contribution, interest or increment remaining to the credit of the subscriber or depositor after the happening of any such contingency.

(b) "Contribution" means any amount credited in a Provident Fund, by any authority administering the Fund by way of addition to, a subscription to, or deposit or balance at the credit of an individual account in, the Fund; and "contributory Provident Fund" means a Provident Fund the rules of which provide for the crediting of contributions;

(c) "dependent" means any of the following relatives of a deceased subscriber to, or a depositor in, a Provident Fund, namely, a wife or - wives, husband, parent, child, minor brother, unmarried sister and a deceased son's widow and child, and, where no parent of the subscriber or depositor is alive, a paternal grand-parent;
(d) "Government Provident Fund" means a Provident Fund, other than a Railway Provident Fund, constituted by the authority of (the Secretary of State, the Central Government, the Crown Representative or any Provincial Government) for any class or classes of (persons in the service of the state) or (of persons employed in educational institutions or employed by bodies existing solely for educational purposes), (and references in this Act to the government shall be construed accordingly);

(e) "Provident Fund" means a fund in which subscriptions or deposits of any class or classes of employees are received and held on their individual accounts, and includes any contributions **** and any interest or increment accruing on such subscriptions, deposits or contributions under the rules of the Fund;

(f) "Railway administration" means:—
   (i) any company administering a railway or tramway in (Pakistan)(under Pakistan Law), or under contract with the Government; or
   (ii) the Manager of any railway or tramway administered by the (Provincial Government) and includes, in any case referred to in sub-clause (ii) the (Provincial Government).

(g) "Railway Provident Fund" means a Provident Fund constituted by the authority of a railway administration for any class or classes of its employees.

(1) **Protection of compulsory deposits** — A compulsory deposit in any Government or Railway Provident Fund shall not in any way be capable of being assigned or charged and shall not be liable to attachment under any decree or order of any Civil, Revenue or Criminal Court in respect of any debt or liability incurred by the subscriber or depositor, and neither the Official Assignee nor any Receiver appointed under the Provincial Insolvency Act, 1920, shall be entitled to, or have any claim on, any such compulsory deposit.

(2) Any sum standing to the credit of any subscriber to, or depositor, in, any such Fund at the time of his decease and payable under the rules of the Fund to any dependant of the subscriber or depositor, or to such person as may be authorized by law to receive payment on his behalf, shall subject to any deduction authorized by this Act and, save where the dependant is the widow or child of the subscriber or depositor, subject also to the right of an assignee under an assignment made before the commencement of this Act, vest in the dependant, and shall, subject as aforesaid, be free from any debt or other liability incurred by the deceased or incurred by the dependant before the death of the subscriber or depositor.

3. Provisions regarding repayments of any Government or Railway Provident Fund the sum standing to the credit of any subscriber or depositor, or the balance thereof after the making of any deduction authorized by this Act, has become payable, the officer whose duty it is to make the payment shall pay the sum or balance as the case may be, to the subscriber or depositor, or if he is, dead, shall:

**Substituted, for the words "officers in National Pay Scale No. 16" vide notification No. FD/SRI-2-3/83 (Prov) dated 02.04.1989.
**Substituted for the words "Officials in National Pay Scales 1 to 15" vide notification No. FD/SRI-2-3/83 (Prov) dated 02.04.1989.
(a) If the sum or balance, or any part thereof, vests in a dependant under the provisions of section 3, pay the same to the dependant or to such person as may be authorized by law to receive payment on his behalf: or

(b) If the whole sum or balance, as the case may be, does not exceed five thousand rupees, pay the same, or any part thereof which is not payable under clause (a) to any person nominated to receive it under the rules of the Fund, or, if no person is so nominated, to any person appearing to him to be otherwise entitled to receive it; or

(c) in the case of any sum or balance or any part thereof, which is not payable to any person under clause (a) or clause (b) pay the same-

i. to any person nominated to receive it under the rules of the Fund, on production by such person of probate or letters of administration evidencing the grant to him of administration to the estate of the deceased or a certificate granted under the Succession Certificate Act, 1889, or under the Bombay Regulation VIII of 1827, entitling the holder thereof to receive payment of such sum, balance or part; or

ii. where no person is so nominated, to any person who produces such probate, letters or certificate,

Provided that, where the whole or any part of any sum standing to the credit of the subscriber or depositor has been assigned to any other person before the commencement of this Act, and notice in writing of the assignment has been received by the officer from the assignee, the officer shall, after making any deduction authorized by this Act and any payment due under clause (a) to or on behalf of the widow or widows or children of the subscriber or depositor:

i. if the subscriber or depositor or, if he is dead, the person to whom in the absence of any valid assignment the sum or balance would be payable under this sub-section gives his consent in writing, pay the sum or part or the balance thereof, as the case may be, to the assignee; or

ii. if such consent is not forthcoming, withhold payment of the sum, part or balance, as the case may be, pending a decision of a competent Civil Court as to the person entitled to receive it.

(2) The making of any payment authorized by sub-section (1) shall be full discharge to the Government or the Railway administration the case may be, from all liability in respect of so much of the sum standing to the credit of the subscriber or depository as is equivalent the amount so paid.

5. Rights of nominees, (i) Notwithstanding anything contained in any law for the time being in force or in any disposition, whether testamentary or otherwise by the subscriber to, or depositor, in, a Government or Railway Provident Fund of the sum standing to his credit in the Fund, or of any part thereof, any nomination, duly made in accordance with the; rules of the Fund which purports to confer upon any person the right to receive the whole or any part of such sum on the death of the subscriber or depositor occurring before the sum has become payable or before the sum, having become payable, has been paid, the said person shall, on the death as aforesaid of the subscriber depositor, become entitled, to the exclusion of all other persons, to receive such, sum or part thereof, as the case may be unless:
(a) such nomination is at any time varied by another nomination made in like manner or expressly cancelled by notice given in the manner and to the authority prescribed by those rules; or
(b) such nomination at any time becomes invalid by reason of the happening of some contingency specified therein, and if the said person predeceases the subscriber or depositor, the nomination shall so far as it relates to the right conferred upon the said person, become void and of no effect:

Provided that where provisions has been duly made in the nomination in accordance with the rules of the Fund, conferring upon some other person such right instead of the person deceased, such right shall, upon the decease as aforesaid of the said person, pass to such other person.

ii) Notwithstanding anything contained in the Succession Certificate Act, 1889, or the Bombay Regulation, VII of 1827, any (person who becomes entitled as aforesaid may be granted) a certificate under that Act or that Regulation, as the case may be, entitling him to receive payment of such sum or part, and such certificate shall not be deemed to be invalidated or superseded by any grant to any other person of probate or letters of administration to the estate of the deceased.

iii) The provisions of this section as amended by sub-section (1) of section 2 of the Provident Funds (Amendment) Act, 1946, shall apply also to all such nomination made before the date of the commencement of that Act.

Provided that the provisions of this section as so amended shall not operate to affect any case, in which before the said date any sum has been paid or has under rules of the Fund become payable in pursuance of any nomination duly made in accordance with those rules.

6. Power to make deductions – when the sum standing to the credit of any subscriber or depositor in any government or Railway Provident Fund which is a contributory Provident Fund becomes payable, there may, if the authority (specified in this behalf in the rules of the Fund) so directs, be deducted there from and paid to (Government or the Railway Administration, as the case may be).

(a) any amount due under a liability incurred by the subscriber or depositor to (Government or the Railway Administration), but not exceeding in any case the total amount of any contributions credited to the account of the subscriber or depositor and of any interest or increment which has accrued on such contribution.

(b) Where the subscriber or depositor has been dismissed from (his employment) for any reasons specified in this behalf in the rules of the Fund, or where he has resigned such employment within five years of the commencement thereof, the whole or any part of the amount of any such contributions, interest and increment.

7. Protection for acts done in good faith. — No suit or other legal proceeding shall lie against any person in respect of anything which is in good faith done or intended to be done under this Act.

8. Power to apply the Act to other Provident Funds: -

(1) The appropriate Government may, by notification in the official Gazette, direct that the provisions of this Act shall apply to any Provident Fund established for the benefit of its employees by any local authority within the meaning of the Local...
Authorities Loans Act, 1914, and, on the making of such declaration, this Act shall apply accordingly, as if such Provident Fund were a Government Provident Fund and such local authority were the Government.

(2) The appropriate Government, may, by notification in the official Gazette, direct that the provisions of this Act shall apply to any Provident Fund established for the benefit of the employees of any of the institutions specified in the Schedule, or of any groups of such institutions, and, on the making of such declaration, this Act shall apply accordingly, as if such Provident Fund were a Government Provident Fund and the authority having custody of the Fund were the Government.

Provided that section 6 shall apply as if the authority making the contributions referred to in that section were the Government.

(3) The appropriate Government may, by notification in the official Gazette and to the Schedule the name of any public institution (it) may deem fit, and any such addition shall take effect as if it had been made by this Act.

(4) In this section "the appropriate Government" means:-

(a) In relation to a cantonment authority, a port authority for a major port, and any institution which, or the objects of which appear to the central Government to fall within the third schedule to the constitution), the central Government; and

(b) In other cases, the Provincial Government.

Explanation – “The Provincial Government” in relation to an institution registered under the Societies Registration Act, 1860, means the Provincial government of the Province in which the Society is registered.

9. Savings as to estates of soldiers – Nothing in section 4 or section 5 shall apply to money belonging to any estate for the purpose of the administration of which the Regimental debts Act, 1893 applies.

APPENDIX II
(See Explanation I to rule 1.14)

The fund is designed solely for the protection of a subscriber's family against his sudden death, or if he scurvies until retirement, to provide both him and them with additional resources in his old age. Anything which interferes with a subscriber's normal accumulations detracts from these purposes and tends to defeat the true object of the fund. Rule 1.14 merely permits a temporary and wholly exceptional departure from the real purposes of the scheme, and unless it is strictly interpreted, there is danger that subscribers will come to regard the fund as an ordinary banking account, the existence of which absolves them from the necessity of providing for the normal incidents of life with the prudence which a private individual would exercise. The inevitable result, if this tendency is countenanced will be to discourage thrift, and to leave the subscriber with a depleted account at the time when it ought to be most helpful to him or his family. Sanctioning authorities ought therefore, to have no hesitation in resisting any attempt to use the fund as a cheap loan account, and in enforcing the altogether exceptional character of rule 1.14 as a provision to meet urgent needs which could not ordinarily have been certain demand upon his resources on account of doctor's bills, and it is only when the burden is exceptionally prolonged, or the necessity unusually grave and sudden, that he ought to think of making use of the provident fund for this object.

2. For the same reasons, a careful scrutiny should be applied to request for withdrawals on account of marriage or funeral expenses. Even where ceremonial expenditure, is by religious custom obligatory, its extent should nevertheless be limited by the resources of the family, and no subscriber should be enabled to enhance such expenditure on the strength of deposits in the fund. An advance from the fund can legitimately be made for obligatory ceremonial expenditure where no other resources exist but not in order to raise such expenditure to a more pretentious scale.

3. The intention of these instructions is not to limit the powers of the authorities competent to sanction withdrawals from the fund in case of absolute necessity, but the observance of the principles enunciated above is in the real interest of the body of subscriptions to the fund.
APPENDIX III

(See Explanation I to rule 1.14)

The expression “amount already advanced” appearing in sub-clause (ii) of clause (c) of rule 1.14 (1) should be taken as referring to the first advance that may be granted not exceeding two thirds of the amount admissible under sub clause (i) of clause (c) ibid. thus under sub-clause (ii) of clause (c) applies for a second advance (not exceeding the limit specified in that clause) within twelve months of the final repayment of the 1st advance or while it is still current, the authority who sanctioned the first advance will be competent to sanction the 2nd advance without a reference to higher authority. It is possible that the sum of the two advances may not exceed two thirds of the amount admissible under sub-clause (i) of clause (c) and that the individual subscriber may apply for a third advance within twelve months of the final repayment of the two previous advances or while one or both of them is still current. In such a cause it would be necessary for the original sanctioning authority to seek the sanction of the next higher administrative authority to the grant of the 3rd advance.
APPENDIX IV

(See Explanation II to rule 1.14)

GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT
NOTIFICATION

The 31st May, 1983

“The power to grant advances under rule 1.14 to 1.18
shall vest in the authorities and to the
extent indicated below:-

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of Authority</th>
<th>For and in respect of whom the powers are to be exercised</th>
<th>Extent of power</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>District/ divisional Heads/ regional Head of Departments/ head of attached Deps.</td>
<td>For the staff in and up to NPS 18 working under them.</td>
<td>Full powers in accordance with the provident fund rules</td>
</tr>
<tr>
<td>2.</td>
<td>Administrative Deptt.</td>
<td>For Officers in NPS-19 &amp; 20 working directly under the Administrative Deptt.</td>
<td>Ditto.</td>
</tr>
<tr>
<td>3.</td>
<td>Registrar, Lahore High Court</td>
<td>For the staff in and upto NPS-18 working in the High Court</td>
<td>Ditto.</td>
</tr>
<tr>
<td>4.</td>
<td>Chief Justice or the Sr. Judge/ Judges of the High court empowered by the chief Justice in this behalf</td>
<td>For judicial officers upto and including District and Sessions Judges.</td>
<td>Ditto.</td>
</tr>
<tr>
<td>5.</td>
<td>Executive Head/ managing Director of the Statutory Bodies Dy. Secretary in charge of Administration Additional Secretary Administrative Secretary Chief Secretary</td>
<td>For all the civil servants working on deputation with the respective statutory Bodies For staff in NPS 1 to 4 working in the secretariat. For staff in NPS 5 to 18 working in the Secretariat. For staff in NPS-19 working in the Secretariat. For staff in NPS-20 and above working in the Secretariat.</td>
<td>Full powers in accordance with the provident Fund Rules. Ditto. Ditto. Ditto. Ditto.</td>
</tr>
</tbody>
</table>

Note: Cases involving relations of G.P. Fund Rules, shall however, continue to be referred to the Finance Department through the Administrative Department concerned.
APPENDIX V
(See Rule 1.34)

Any sum payable under rule 1.34 to a member of the family of a subscriber west in such member under sub-section (2) of section 3 of the Provident Funds Act, 1925.

2. When a nominee is a dependent of the subscriber as defined in clause (c) of section 2 of the Provident Funds, Act, 1925 the amount vests in such nominee under sub-section (2) of section 3 of the Act.

3. When the subscriber leaves no family and no nomination made by him in accordance with the provisions of rule 1.7 subsists, or if such nomination relates only to part of the amount standing to his credit in the Fund, the relevant provisions of clause (b) and of sub-clause (ii) of clause (c) of sub-section (1) of section 4 of the Provident Funds Act, 1925, are applicable to the whole amount or the part thereof to which the nomination does not relate.

**FORMS**

**TABLE OF FORMS**

<table>
<thead>
<tr>
<th>Number</th>
<th>Rule in which referred</th>
<th>Description of Forms</th>
</tr>
</thead>
<tbody>
<tr>
<td>P.F. 1</td>
<td>1.7 (3) &amp; 2.5 (3)</td>
<td>Form of Nomination, when the subscriber has family.</td>
</tr>
<tr>
<td>2</td>
<td>1.7 (5) and 8 and 2.5 (5) and (8)</td>
<td>Form of Nomination when the subscriber has no family.</td>
</tr>
<tr>
<td>3 *</td>
<td>1.24(l)(a)&amp;2.19(l)(a)</td>
<td>Form of Assignment</td>
</tr>
<tr>
<td>4</td>
<td>-do-</td>
<td>-do-</td>
</tr>
<tr>
<td>5</td>
<td>-do-</td>
<td>-do-</td>
</tr>
<tr>
<td>6</td>
<td>2.19(1)(a)</td>
<td>Form of Assignment to be used in cases where a subscriber to the General Provident Fund who has effected an insurance policy under the rules of that fund is admitted to the Punjab Contributory Provident Fund.</td>
</tr>
<tr>
<td>7</td>
<td>1.26 (l)(d)(i) and 2.21 (l)(d)(i)</td>
<td>Form of Reassignment by the Governor of the Punjab.</td>
</tr>
<tr>
<td>8</td>
<td>1.27 (l)(i) and 2.22 (l)(i)</td>
<td>-do-</td>
</tr>
<tr>
<td>9</td>
<td>1.15 (a)</td>
<td>Form of Agreement.</td>
</tr>
<tr>
<td>10</td>
<td>1.15 (b)</td>
<td>-do-</td>
</tr>
<tr>
<td>11</td>
<td>1.15 (c)</td>
<td>-do-</td>
</tr>
<tr>
<td>12</td>
<td>2.13(1)(c)(ia)</td>
<td>-do-</td>
</tr>
<tr>
<td>13</td>
<td>2.13(l)(c)(iiia)</td>
<td>-do-</td>
</tr>
</tbody>
</table>
FORMS
FORMS OF NOMINATION
Form P. F. 1

(Referred to in Rules 1.7 (3) and 2.5 (3)

WHEN THE SUBSCRIBER HAS A FAMILY AND WISHES TO NOMINATE ONE MEMBER THEREOF

I hereby nominate the person mentioned below, who is a member of my family as defined in rule 1.2/2.2 of the Punjab General/Contributory Provident Fund Rules, to receive the amount that may stand to my credit in the Punjab General/Contributory Provident Fund, in the event of my death occurring before that amount has become payable, or having become payable has not been paid.

<table>
<thead>
<tr>
<th>Name and address of nominee</th>
<th>Relationship with subscriber</th>
<th>Age</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Dated this __________________ day of ______________ 19

_____________________________________________________

Signature of subscriber __________________

Two witnesses to signature-

1 _______________________

2 _______________________


Form P.F. 1-A.

(Referred to in Rules 1.7(3) and 2.5 (3)
WHEN THE SUBSCRIBER HAS A FAMILY AND WISHES TO NOMINATE
MORE THAN ONE MEMBER THEREOF

I hereby nominate the persons mentioned below, Who are members of my family as defined in rule 1.2/2.2 of the Punjab General/Contributory Provident fund Rules to receive the amount that may stand to my credit in the Punjab General/Contributory Provident Fund in the event of my death occurring before that amount has become payable, or having become payable has not been paid, and direct that the said amount shall be distributed among the said persons in the manner shown below against their names:

<table>
<thead>
<tr>
<th>Name and address of nominee</th>
<th>Relationship with subscriber</th>
<th>Age</th>
<th>*Amount or share of accumulation to be paid to each</th>
</tr>
</thead>
</table>

Dated this------------------day of----------------19

Signature of subscriber------

Two witness to signature — (1)----------------

*Note: This column should be filled in so as to cover the whole amount that may stand to the credit of the subscriber in the fund at any time.
Form P. F. 1-B

(Referred to in Rules 1.7(3) and 2.5 (3)
WHEN THE SUBSCRIBER HAS NO FAMILY AND WISHES
TO NOMINATE ONE PERSON

I, having no family as defined in rule 1.2/2.2 of the Punjab general contributory Provident Fund Rules, hereby nominate the person mentioned below to receive the amount that may stand to my credit in the Punjab general/ contributory Provident Fund in the event of my death, occurring before that amount has become payable or having become payable has not been paid.

<table>
<thead>
<tr>
<th>Name and address of nominee</th>
<th>Relationship with subscriber</th>
<th>Age</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Dated this __________________ day of ______________ 19

________________________________________________

Signature of subscriber ______________

Two witnesses to signature-

1____________________

2____________________
Form P.F.1-C

(Referred to in Rules, 1.7 (3) and 2.5 (3)
WHEN THE SUBSCRIBER HAS NO FAMILY AND WISHES TO NOMINATE
MORE THAN ONE PERSON

I, having no family as defined in rule 1.2/2.2 of the Punjab General contributory Provident Fund Rules, hereby nominate the persons mentioned below to receive the amount that may stand to my credit in the Punjab general/ contributory Provident Fund in the event of my death occurring before that amount has become payable, or having become payable, has not been paid, and direct that the said amount shall be distributed among the said persons in the manners shown below against their names;

<table>
<thead>
<tr>
<th>Name and address of nominee</th>
<th>Relationship with subscriber</th>
<th>Age</th>
<th>Amount or share of accumulation to be paid to each</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Dated this __________________ day of ______________ 19

________________________________________________

Signature of subscriber ______________

Two witnesses to signature-

1______________________

2______________________
Form of contingent notice of cancellation 
Form P.F.2

(Referred to the Rule 1.7(5) and (8) 2.5 (5) and (8)
WHERE NOMINATION IS IN FAVOUR OF ONE OR MORE MEMBERS
OF THE SUBSCRIBER’S FAMILY

Without prejudice to my right under clause (4) of rule 1.7/2.5 of the Punjab contributory Provident Fund Rules, to cancel the nomination made by me on ____________,
whenever I think fit, I hereby given notice that in the event of the person/any of the person nominated there under predeceasing me, or of my contracting a fresh marriage or of my marriage with my wife/any of my wives/my husband being dissolved by divorce or otherwise the said nomination shall forthwith stand cancelled.

Dated this __________________ day of ______________ 19

________________________________________________

Signature of subscriber ______________

Two witnesses to signature-

1 __________________________

2 __________________________
Form P.F. 2-A

(Referred to in rule 1.7(5) and (8) and 2.5 (5) and (8)

WHERE NOMINATION IS IN FAVOUR OF ONE OR MORE PERSONS NOT BEING MEMBERS OF THE SUBSCRIBER’S FAMILY

Without prejudice to my right under clause (4) of rule 1/7/2.5 of the Punjab General/ contributory Provident Fund Rules, to cancel the nomination made by me on ______________, whenever think fit, I hereby give notice that in the event of the person/ any of the persons nominated there under predeceasing me, or in the event of my hereafter acquiring a family as defined in rule 1.2/2.2 of the said rules, the said nomination shall forthwith stand cancelled.

Dated this ________________ day of _______________ 19

________________________________________________

Signature of subscriber ______________

Two witnesses to signature-

1 ________________________

2 ________________________
FORM P. F. 3
(Referred to in Rules 1.24 (1)(a) and 2.19 (1)(a)

Form of Assignments

I, A.B., of ________________ hereby assign unto the Governor of the Punjab the within policy of assurance as security for payment of all sums which under the rules 1.29/2.23 (2) of the Punjab General/ contributory Provident Fund Rules I may hereafter become liable to pay to that Fund.

I hereby certify that no prior assignment of the within policy exists.

Dated this _____________________ day of ___________ 19 _____________

Signature of Subscriber

One witness to signature

Station
FORM P.F.4
(Referred to in rules 1.24(1)(a) and 2.19(1)(a)
Form of Assignment

We, A.B. (the subscriber) of ___________________________ and C. D. (the joint assured) of ______________________ in consideration of the governor of the Punjab agreeing at our request to accept payments towards the within policy of assurance in substitution for the subscriptions payable by me the said A.B. to the Punjab general/ contributory Provident Fund or, as the case may be, to accept the withdrawal of the sum of Rs. ____________ from the sum to the credit of the said A.B. in the Punjab General/ Contributory Provident Fund for payment of the premium of the within policy of assurance, hereby jointly assign unto the said governor of the Punjab the within policy of assurance as security for payment of all sums which under rule 1.29/2.213 (2) of the Punjab General/ Contributory Provident Fund Rules the said A.B. may hereafter become liable to pay to that Fund.

We hereby certify that no prior assignment of the within policy exists.

Dated this ________________ day of _____________ 19

Station

Signature of Subscriber and the Joint assured
One witness to signature
Form P.F.5
(Referred to in Rules 1/24(1)(a) and 2.19(1)(a)
Form of Assignment

I.C.D, wife of A.B., and the assignee of the within policy, having at the request of A.B. the assure, agree to release my interest in the policy in favour of A.B., in order that A. B. may assign the policy to the Governor of the Punjab, who has agreed to accept payments towards the within policy of Assurance in substitution for the subscriptions payable by A.B., to the Punjab General /Contributory Provident Fund hereby at the request and by the direction of A.B. assign and I, the said A.B., assign and confirm unto the Governor of the Punjab the within policy of Assurance as security for payment of all sums which under rules 1.29/2.23 (2) of the rules of the said fund the said A.B. may hereafter become liable to pay to the Fund.

We hereby certify that no prior assignment of the within policy exists.

Dated this ________________ day of _____________ 19

Station

Signature of Subscriber and the Joint assured
One witness to signature
FORM P.F.6
(Referred to in Rule 2.-19 (1) (a)
Form of Assignment

(To be used in cases where a subscriber to the General Provident Fund has effected an insurance policy under the rules of that Fund is admitted to the Punjab Contributory Provident Fund)

I.A.B. of _______________ hereby further assign unto the Governor of the Punjab the existing within policy of assurance as security for payment of all sums which under sub-rule' (2) of rule 2.23 of the Punjab Contributory Provident Fund Rules I may hereafter become liable to pay to the Punjab Contributory Fund.

I hereby certify that except an assignment to the Governor of the Punjab as security for payment of all sums which I have become liable to pay under rule 1.21 of the Punjab General Provident Fund Rules, no prior assignment of the within policy exists.

Signature of Subscriber

One witness to signature
FORM P. F. 7

Form of Re-assignment by the Governor of the Punjab

PART I

(Referred to in Rules 1.26 (1)(d) (i) and 2.21 (1)(d)(i)

All sums which have become payable by the above named A.B/A.B and C.D. under rule 1.29/2.23 (2) of the Punjab General/ Contributory Provident Fund Rules having been paid and all liability for payment by him of any such sums in the future having ceased the Governor of the Punjab doth hereby re-assign the within policy of assurance to the said A.B/A.B and C.D.

Dated this _________________day of ____________19 __________

Executed by Accounts Officer (Signature Of the Fund for and on behalf of the governor of the Punjab the Accounts Officer)

Y Z
One witness who should add his designation and address

PART II

(Referred to in Rules 1.26(2)(i) and 2.21 (2)(i)

The above named A.B. having died on the __________ day of ______________19, the Governor of the Punjab doth hereby re-assign the within policy of assurance to C.D.

Dated this _________________day of ____________19 __________

Executed by Accounts Officer (Signature Of the Fund for and on behalf of the governor of the Punjab the Accounts Officer)

Y Z
One witness who should add his designation and address
FORM P.F. 8

(Referred to in Rules 1.27 (1)(i) and 2.22 (1)(i)

Form of Re-assignment by the governor of the Punjab

The Governor of the Punjab doth hereby re-assign the within policy

To the said ____________

A.B., A.B. and C.

Dated this ____________ day of ____________ 19_______

Executed by Accounts Officer (Signature
Of the Fund for and on behalf of the governor of the Punjab the Accounts
in the presence of Officer)

Y Z
One witness who should add his designation and address
FORM P.F.9
(Referred to in rule 1.15 (a)

FORM OF AGREEMENT

This indenture made the ___________ day of ___________ one thousand nine hundred and ___________ between ___________ (hereinafter called the subscriber, which expression shall include his heirs, executors administrators, legal representative, and assigns) of the one part and the governor of the Punjab (hereinafter called the Governor, which expression shall include his successors in office and assigns) of the other part.

WHEREAS the subscriber has applied to the governor to grant him an advance of Rs.__________ out of the sum standing to the credit of the subscriber in the General Provident Fund (hereinafter referred to as Fund) under clause (a) of rule 1.15 of the Punjab General Provident Fund Rules (hereinafter referred to as the Rules) to enable him to defray the expenses of building a house on the piece of land bearing _________ situated in __________ district of ___________ containing ____ ________ more or less owned by, and now in the possession of ____________ the subscriber/ wife/husband/son (s) daughter(s) of the subscriber.

AND WHEREAS the governor has agreed to advance to the subscriber the said sum of Rs.__________ on the terms and conditions and in the manner laid down in the Rules and as hereinafter contained.

NOW IT IS HEREBY AGREED between the parties to this agreement that in consideration of the said sum of Rs.__________ advanced by the Governor to the subscriber by instalments as entered and received from time to time in the schedule hereto annexed the subscriber shall expend the full amount of the said advance towards the building of a house on the said piece of land at the earliest possible opportunity and if the actual amount so expended is less than the sum advanced the subscriber shall repay the difference into the Fund forthwith.

AND IT IS HEREBY FURTHER AGREED AND DECLARED that if the said piece of land or the house built thereon is sold or otherwise alienated by the owner without repaying the amount of the advance and before retirement of the subscriber from service, the subscriber shall forthwith repay into Fund the entire amount of the advance together with the interest accrued thereon in a lump sum.

In witness whereof the subscriber has hereunto set his hand the Day and year first above written.

Signed by the Subscriber in the presence of

1st Witness
Address: ______________________
Occupation ______________________

2nd Witness
Address _________________________
Occupation _______________________

Schedule

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Date</th>
<th>Amount of Installment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
This indenture made the ______________day of _______________ one thousand nine hundred and __________________ between __________________hereinafter called the subscriber, which expression shall include his heirs, executors administrators, legal representative, and assigns) of the one part and the governor of the Punjab (hereinafter called the Governor, which express shall include his successors in office and assigns) of the other part.

Whereas the subscriber has applied to the governor to grant him an advance of Rs.____________ out of the sum standing to the credit of the subscriber in the General Provident Fund (hereinafter referred to as Fund) under clause (b) of rule 1.15 of the Punjab General Provident Fund Rules (hereinafter referred to as the Rules) to enable him to defray the expenses of building a house on the piece of land bearing _________situated in __________district of ____________sub-registration district of _________containing _______more or less owned by, and now in the possession of ____________ the subscriber/ wife/husband/son (s) daughter(s) of the subscriber.

And whereas the governor has agreed to advance to the subscriber the said sum of Rs.__________ on the terms and conditions and in the manner laid down in the Rules and as hereinafter contained.

NOW IT IS HEREBY AGREED between the parties to this agreement that in consideration of the said sum of Rs._________________ advanced by the Governor to the subscriber by instalments as entered and received from time to time in the schedule hereto annexed the subscriber shall expend the full amount of the said advance towards the building of a house on the said piece of land at the earliest possible opportunity and if the actual amount so expended is less than the sum advanced the subscriber shall repay the difference into the Fund forthwith.

AND IT IS HEREBY FURTHER AGREED AND DECLARED that if the said piece of land or the house built thereon is sold or otherwise alienated by the owner without repaying the amount of the advance and before retirement of the subscriber from service, the subscriber shall forthwith repay into Fund the entire amount of the advance together with the interest accrued thereon in a lump sum.

In witness whereof the subscriber has hereunto set his hand the Day and year first above written.

Signed by the Subscriber in the presence of

1st Witness ______________________
Address: ______________________
Occupation ______________________

2nd Witness ______________________
Address: ______________________
Occupation ______________________

Schedule

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Date</th>
<th>Amount of Installment</th>
</tr>
</thead>
</table>
FORM P.F.11
(Referred to in rule 1.15 (c)
FORM OF AGREEMENT

This indenture made the _______________day of ______________ one thousand nine hundred and _______________ between _______________ (hereinafter called the subscriber, which expression shall include his heirs, executors, administrators, legal representatives, and assigns) of the one part and the governor of the Punjab (hereinafter called the Governor, which expression shall include his successors in office and assigns) of the other part.

WHEREAS the subscriber has applied to the governor to grant him an advance of Rs._____________ out of the sum standing to the credit of the subscriber in the General Provident Fund (hereinafter referred to as Fund) under clause (c) of rule 1.15 of the Punjab General Provident Fund Rules (hereinafter referred to as the Rules) to enable him to defray the expenses of building a house on the piece of land bearing _________situated in __________district of ____________sub-registration district of _________containing _________more or less owned by, and now in the possession of _________ the subscriber/ wife/husband/son(s) daughter(s) of the subscriber.

AND WHEREAS the governor has agreed to advance to the subscriber the said sum of Rs.__________ on the terms and conditions and in the manner laid down in the Rules and as hereinafter contained.

NOW IT IS HEREBY AGREED between the parties to this agreement that in consideration of the said sum of Rs._____________ advanced by the Governor to the subscriber by instalments as entered and received from time to time in the schedule hereto annexed the subscriber shall expend the full amount of the said advance towards the building of a house on the said piece of land at the earliest possible opportunity and if the actual amount so expended is less than the sum advanced the subscriber shall repay the difference into the Fund forthwith.

AND IT IS HEREBY FURTHER AGREED AND DECLARED that if the said piece of land or the house built thereon is sold or otherwise alienated by the owner without repaying the amount of the advance and before retirement of the subscriber from service, the subscriber shall forthwith repay into Fund the entire amount of the advance together with the interest accrued thereon in a lump sum.

In witness whereof the subscriber has hereunto set his hand the Day and year first above written.

Signed by the Subscriber in the presence of

1st Witness ______________________
Address: _________________________
Occupation _______________________

2nd Witness ______________________
Address: _________________________
Occupation _______________________

Schedule

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Date</th>
<th>Amount of Installment</th>
</tr>
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<tbody>
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</tbody>
</table>
FORM P.F.12
(Referred to in rule 2.13 (1)

FORM OF AGREEMENT

This indenture made the ______________day of _______________ one thousand nine hundred and _______________ between _________________ 9hereinafter called the subscriber, which expression shall include his heirs, executors administrators, legal representative, and assigns) of the one part and the governor of the Punjab (hereinafter called the Governor, which express shall include his successors in office and assigns) of the other part.

WHEREAS the subscriber has applied to the governor to grant him an advance of Rs.____________ out of the sum standing to the credit of the subscriber in the General Provident Fund (hereinafter referred to as Fund) under clause (iv) of rule 2.13(1)(a) of the Punjab General Provident Fund Rules (hereinafter referred to as the Rules) to enable him to defray the expenses of building a house on the piece of land bearing _______ ______ situated in ___________district of _______ sub-registration district of _______ containing _______ more or less owned by, and now in the possession of ___________ the subscriber/wife/husband/son(s) daughter(s) of the subscriber.

AND WHEREAS the governor has agreed to advance to the subscriber the said sum of Rs.__________ on the terms and conditions and in the manner laid down in the Rules and as hereinafter contained.

NOW IT IS HEREBY AGREED between the parties to this agreement that in consideration of the said sum of Rs.________________ advanced by the Governor to the subscriber by instalments as entered and received from time to time in the schedule hereto annexed the subscriber shall expend the full amount of the said advance towards the building of a house on the said piece of land at the earliest possible opportunity and if the actual amount so expended is less than the sum advanced the subscriber shall repay the difference into the Fund forthwith.

AND IT IS HEREBY FURTHER AGREED AND DECLARED that if the said piece of land or the house built thereon is sold or otherwise alienated by the owner without repaying the amount of the advance and before retirement of the subscriber from service, the subscriber shall forthwith repay into Fund the entire amount of the advance together with the interest accrued thereon in a lump sum.

In witness whereof the subscriber has hereunto set his hand the Day and year first above written.

Signed by the Subscriber in the presence of

1st Witness
Address:
Occupation

2nd Witness
Address
Occupation

Semiotics

LOCAL EXECUTING AGENCY

Compendium
503
FORM P.F.13
(Referred to in rule 2.13 (1)
FORM OF AGREEMENT

This indenture made the ______________day of _______________ one thousand nine hundred and ___________ between _________________ hereinafter called the subscriber, which expression shall include his heirs, executors administrators, legal representative, and assigns) of the one part and the governor of the Punjab (hereinafter called the Governor, which express shall include his successors in office and assigns) of the other part.

WHEREAS the subscriber has applied to the governor to grant him an advance of Rs.__________ out of the sum standing to the credit of the subscriber in the General Provident Fund (hereinafter referred to as Fund) under clause (1) of rule 2.13(1)(a) of the Punjab General Provident Fund Rules (hereinafter referred to as the Rules) to enable him to defray the expenses of building a house on the piece of land bearing __________situated in __________district of __________sub-registration district of ________ containing ___________ more or less owned by, and now in the possession of ____________ the subscriber/ wife/husband/son (s) daughter(s) of the subscriber.

AND WHEREAS the governor has agreed to advance to the subscriber the said sum of Rs.__________ on the terms and conditions and in the manner laid down in the Rules and as hereinafter contained.

NOW IT IS HEREBY AGREED between the parties to this agreement that in consideration of the said sum of Rs.__________ advanced by the Governor to the subscriber by instalments as entered and received from time to time in the schedule hereto annexed the subscriber shall expend the full amount of the said advance towards the building of a house on the said piece of land at the earliest possible opportunity and if the actual amount so expended is less than the sum advanced the subscriber shall repay the difference into the Fund forthwith.

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In witness whereof the subscriber has hereunto set his hand the Day and year first above written.

Signed by the Subscriber in the presence of

1st Witness ______________________
Address: ________________________
Occupation ______________________

2nd Witness ______________________
Address _________________________
Occupation _______________________

Schedule

<table>
<thead>
<tr>
<th>Sr. No.</th>
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</tr>
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<tbody>
<tr>
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<td></td>
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</tbody>
</table>
ANCILLARY INSTRUCTIONS

GOVERNMENT OF THE PUNJAB
Finance Department

Subject: REPLACEMENT OF EXISTING G. P. FUND SYSTEM BY PROVIDENT FUND BOND SYSTEM

I am directed to refer to the subject noted above and to state that there has been a general complaint that the existing General Provident Fund Scheme has not been working satisfactorily for some time in the past. The major problem has been that of missing credits and in spite of best efforts no satisfactory solution could be found for this problem. It has, therefore, been decided by the Government to change the existing General Provident Fund into a Provident Fund Bond System.

2. One of the important features of the new system will be a uniform fixed rate subscription for even' employee as given in Annexure. The new rates have been linked with the basic pay scales. The deduction from the pays of the employees on the basis of the new rates would be compulsory from the salary of June paid in July, 1986 and onwards. There will be no option to postpone subscription to this Fund either during leave of any kind or during the training period. In cases of suspension, recovery of arrears of subscription will be effected if re-in statement takes place.

3. Under the new scheme it would not be possible for an employee to subscribe at a higher rate. However, he can obtain bonds of an equivalent amount in excess of his normal annual subscription from the Bank through his own resources if he so desires.

4. The other details of the scheme would be circulated separately.
## ANNEXURE

**STATEMENT SHOWING UNIFORM RATE OF SUBSCRIPTION FOR PROVIDENT FUND BOND SYSTEM**

<table>
<thead>
<tr>
<th>Basic Scale No.</th>
<th>Minimum</th>
<th>Maximum</th>
<th>Mean</th>
<th>Minimum deduction at existing rate (on mean)</th>
<th>Proposed rate of monthly deduction</th>
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GOVERNMENT OF THE PUNJAB  
Finance Department  

Subject: **REPLACEMENT OF EXISTING G.P. FUND SYSTEM BY PROVIDENT FUND BOND SYSTEM**

1 am directed to refer to this Department's circular letter of even number dated 21st September, 1986 on the subject noted above and to enclose copies of Ministry of Finance, Govt. of Pakistan, office Memo. No.F(4)-Reg(7)/86 dated 10th July, 1986 and 24th July, 1986 for information and necessary action.
GOVERNMENT OF THE PAKISTAN
Finance Division
No.F. 1 (4)-Reg(7)/86, dated 10.7.1986.
(Regulation Wing-II)

Subject: REPLACEMENT OF EXISTING G.P. FUND SYSTEM
BY PROVIDENT FUND BOND SYSTEM

The undersigned is directed to refer to this Division's O.M. No. F.l(4)-Reg(7)/86, dated the 19th June, 1986, on the subject noted above, and to state that as full implementation of the P.F. Bond Scheme is likely to take some time, it has been decided that payment of the amount being deducted towards P.F. Bond Scheme from the salaries of the employees who shall retire during the current financial year (i.e. from 01.07.1986 to 30.06.1987) will be made to them along with the final payment of their G.P. Fund balances.

GOVERNMENT OF THE PAKISTAN
Finance Division
No.F. H4)-Reg(7)/86, dated 24.7.1986
(Regulation Wing-II)

Subject: REPLACEMENT OF EXISTING G.P. FUND SYSTEM
BY PROVIDENT FUND BOND SYSTEM

The undersigned is directed to refer to this Division's O.M. of even number dated the 10th July, 1986 on the subject noted above, and to state that the G.P. Fund advances and their recoveries may continue to be granted up to 30th June, 1987 under the existing rules and orders. The financing of Insurance Policies out of the fund will also be admissible up to 30.06.1987 where after payment on account of Policies premium from G.P. Fund will cease and such Policies would taken be financed through subscribes own resource.

GOVERNMENT OF THE PUNJAB
Finance Department
No. FD/SRI-2-1/87, dated 20.5.87

Subject: DISPENSING WITH PAYMENT AUTHORITY AND TIME LIMIT
FOR PAYMENT OF G.P. FUND BALANCES

Subject: DISPENSING WITH PAYMENT AUTHORITY AND TIME LIMIT FOR PAYMENT OF G.P. FUND BALANCES

Final payments of G.P. Fund should be made to subscribers on the basis of available balance in the Ledger Cards within seven days of the receipt of application. Issue of a payment authority by the Audit Office may be dispensed with if payment is to be made on the same station.

2. Payment authorities will, however, need to be issued by one audit circle to another and one District Accounts Officer to another where required.

3. Departments' Drawing and Disbursing Officers and Officers may henceforth be asked to submit bills for final withdrawal of G.P. Fund at the pre-audit counter of the Audit Office concerned together with G.P. Fund Form 10 and application. The bill will be completed by the Department/Drawing and Disbursing Officers/Officer with the help of the G.P. Fund balance shown in the latest Accounts Statement available with them. Necessary correction, if required in the amount of claim, will however, be made by the respective Audit Office/District Accounts Office and the claim passed for payment. An intimation of the balance/interest paid or still to be paid will also be issued by the Audit Office concerned to the Drawing and Disbursing Officers/Gazetted Officers for their information.

OFFICE OF THE ACCOUNTANT-GENERAL
PUNJAB, LAHORE.

Subject: DISPENSING WITH PAYMENT AUTHORITY AND TIME LIMIT FOR PAYMENT OF G.P.FUND BALANCES

1. Attention is invited to the O.O.No.Fd.I/AS-I-35/AG? Conf/1985/479, dated 7.9.19H5 (copy enclosed) on the above subject. Complaints are being received from various subscribers that the instructions contained in the said office order are not being observed strictly under which the Auditor-General of Pakistan has ordered offices to pay the available G.P.Fund balance within 7 days of the receipt of application from the subscriber, even without the issue of payment authority. The Accountant General, Punjab has taken very serious view of the delays caused and has ordered, that the instructions on the subject should be strictly observed by all District Accounts Officers and Fund Sections.

2. In order to avoid loss to Government in the shape of heavy interest which has to be paid to the subscribers in case of delay/time taken by various District Accounts Officers in transferring and consolidating the balance at one place, it is ordered that final payment of G.P.Fund accumulations should be paid within 7 days of the date of receipt of application for final payment at the station from where he retired.

3. A certificate to the effect that final payment of G.P.Fund balance is being made within 7 days from the date of receipt of application should be furnished by all to FD-I Coordination section on 1st of
each month and a note to this effect kept in the calendar of returns. Any departure from these orders if noticed, will be dealt with severely.

4. The receipt of this letter may please be acknowledge.

___________________________
GOVERNMENT OF THE PUNJAB
Finance Department

Subject: REPLACEMENT OF EXISTING G.P.FOND SYSTEM
BY PROVIDENT FUND BOND SYSTEM

1. I am directed to refer to para 3 of this department circular letter of even number dated 21st September, 1986 on the subject noted above wherein it has been stated that under the new scheme it would not be possible for an employee to subscribe at a higher rate. However, he can obtain Bonds of an equivalent amount in excess of his normal annual subscription from the Bank through his own resources if he so desires.

2. With regards the procedure to be followed for obtaining additional bonds it is clarified that matching subscription equal to the amount of annual subscription or less, but only in multiples of monthly subscription, not exceeding the amount of annual subscription, can be made by making payment by the subscriber himself to the State Bank of Pakistan or the National Bank of Pakistan in the month of May, only under the following Head of Account:

- 1000-Unfunded Debt.
- 15000-State Provident Fund.
- 1526-Providerit Fund Bonds.
- 1557-Provident Fund Bonds.

Two copies of the treasury challan will remain in the custody of the D.D.O until the issue of the bonds of the subscriber concerned.

3. Bonds to be issued against the matching subscription would be in different colours and bear a series different from the regular subscription bonds.

___________________________
GOVERNMENT OF THE PUNJAB
Finance Department
No.FD/SRI-2-3/83(Prov), dated 15.7.1987

Subject: RELANCEMENT OF EXISTING G. P. FUND SYSTEM
BY PROVIDENT FUND BOND SYSTEM
I am directed to refer to this department’s circular letter of even number dated 14.10.1986 on the subject noted above and to state that as complete implementation of P.F. bond Scheme is likely to take some more time, it has now been decided as follows:

i. Payment of the amount being deducted towards P. F. bond Scheme from the employees who shall retire during the period from 01-07-1986 to 30-06-1988 (if the said scheme is not fully enforced by that time) will be made to them along with the final payment of their G. P. Fund Balance.

ii. Grant of advance, recoveries thereof and the financing of insurance policies out of the G.P. Fund allowed up to 30-06-1987 now stands extended up to 31st May, 1988.

GOVERNMENT OF THE PUNJAB
Finance Department
No.FD/SRI-2-3/83(Prov), dated 15.09.1987

Subject: REPLACEMENT OF EXISTING G.P. FUND SYSTEM BY PROVIDENT FUND BOND SYSTEM

1. I am directed to refer to this Department’s letter of even number dated 21-09-1986 on the subject noted above and to state that consequent upon the revision of the basic pay scales with effect from 01-07-1987 it has been decided to revise the rates of subscription towards the provident fund bonds as shown in the Annexure. The deductions from the pays of the employees on the basis of the new rates shall be made in July, 1987 to be paid on 1st August, 1987 and onward.

2. There will be no option to postpone subscription to the above fund either during leave of any kind or during the training period. In cases of suspension recovery of arrears of subscription will be effected if reinstatement takes place.

GOVERNMENT OF THE PUNJAB
Finance Department
No.FD/SRI-2-1/95(Prov), dated 5th July, 1995

STATEMENT SHOWING UNIFORM RATE OF SUBSCRIPTION TOWARDS GENERAL PROVIDENT FUND FROM 1ST JULY, 1995

<table>
<thead>
<tr>
<th>Scale</th>
<th>Minimum</th>
<th>Maximum</th>
<th>Mean</th>
<th>Minimum subscription (on mean) at the rate shown in column</th>
<th>Rate of monthly subscription</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Rs. 1245</td>
<td>Rs. 1770</td>
<td>Rs. 1507.50</td>
<td>Rs. 45.23</td>
<td>Rs. 50</td>
<td>Minimum of subscription (on mean) will be as under:</td>
</tr>
<tr>
<td>B-1</td>
<td>Rs. 1275</td>
<td>Rs. 1935</td>
<td>Rs. 1605.00</td>
<td>Rs. 80.25</td>
<td>Rs. 85</td>
<td></td>
</tr>
<tr>
<td>B-2</td>
<td>Rs. 1320</td>
<td>Rs. 2070</td>
<td>Rs. 1695.00</td>
<td>Rs. 84.75</td>
<td>Rs. 85</td>
<td></td>
</tr>
<tr>
<td>B-3</td>
<td>Rs. 1360</td>
<td>Rs. 2230</td>
<td>Rs. 1795.00</td>
<td>Rs. 89.75</td>
<td>Rs. 90</td>
<td></td>
</tr>
</tbody>
</table>
GOVERNMENT OF THE PUNJAB
Finance Department
No.FD/SRI-2-3/83 (Prov) dated 1st Feb., 1988

Subject: **IMPROVEMENT IN THE G.P. FUND SCHEME**

I am directed to state that the General Provident Scheme was replaced by the Provident Fund Bond Scheme and fixed rate of subscription towards the Provident Fund Bond Scheme by each employee were notified vide this department's letter No. FD-SRl-2-3/83(Prov) dated 21-9-1986. These rates were further revised as a result of revision of basic pay scales with effect from 1-7-1987 vide this department's letter of even number dated 15-9-1987.

2. The Federal Government have intimated that while working out the details of the new system it was felt that in addition to the question of cost effectiveness, operation of the Provident Fund Bond Scheme was likely to entail practical difficulties- in its implementation. Therefore, after thorough review it has been decided that instead of introducing the Provident Fund Bond Scheme, its features may be introduced in the existing General Provident Fund Scheme which should be continued. Since the main idea behind the new G.P. Fund Scheme was to provide extra financial benefit to the Government servants, it has been decided to allow from the date of inception of the Scheme (1-7-1986) the additional benefit at 30% over and above the normal rate of profit payable to the Government servants under the existing G.P. Fund Scheme. Fixed rates of contribution will be retained and the subscribers will be allowed advance in a manner that only one advance will remain outstanding; at one time.
Subject:  IMPROVEMENT IN THE G.P. FUND SCHEME

1. I am directed to refer to this department's circular letter of even number dated 01.02.1988 and to enclose a copy of Federal Government's O.M.No.F. (5)-Reg(7)/87-1507 dated 20.12.1987 with enclosures on the subject noted above and to state that the clarifications made therein have been adopted by the Punjab Government.

2. I am directed to state that there may have been instances where Government servants at the end of last financial year deposited additional matching subscriptions permissible under the defunct Provident Fund Bond Scheme. It has been decided that such Government servants be given the option to either get a refund of the amount deposited or have the amount credited to their G.P.Fund accounts. Such amounts along with other G.P.Fund balance will be entitled to all the benefit allowed on the closing balance of G.P.Fund as on 30th June, 1987.

DEPARTMENT OF THE PAKISTAN
FINANCE DIVISION
No.F.(5)-Reg(7)/87-1507, dated 20.12.1987

Auditor General of Pakistan

SUBJECT:  IMPROVEMENT IN THE GENERAL PROVIDENT FUND SCHEME

I am directed to refer to your letter No. 1046Reg.II/ 16/C/87, dated the 9th December, 1987 (copy enclosed), on the above subject, and to state that the points made therein have been considered and the following decisions taken:-

i) The latest G.P.Fund advance sanctioned on or before the date of issue of this letter may be treated as the single outstanding advance and others be treated as non-refundable advances.

ii) The subscriptions towards the G.P.Fund will remain restricted only to the fixed monthly rates for the respective pay scales! Matching contribution in cash towards the fund will NOT be admissible now.

iii) The financing of insurance policies out of the G.P.Fund was made admissible up to 31st May, 1988. Henceforth, the payment on account of Insurance Premium from the fund will cease and such policies would be financed through subscribers' own resources.

iv) a) The annual rate of profit on the G.P.Fund may vary from year to year. Additional benefit of 30% over and above the normal rate of profit means 30% of the profit announced by the Government year to year. For example, normal profit declared by the Government for a certain year is 14%, the subscribers will get 14% plus 30% of 14%.
b) Additional benefit of 30% clarified above has been allowed w.e.f. 1st July, 1986. Normal rate of profit declared by the Government for the year 1985-86 will, therefore, apply on closing balances as on 30th June, 1986. Total G.P.Fund balance ((5.P.Fund balance including profit brought forward plus subscriptions towards P.F. Bonds during 1986-87) thus arrived at on 30th June, 1987 will be eligible for additional benefit. This will be the method for the subsequent years.

2. Necessary instructions may kindly be issued to all concerned in the matter-under intimation to this Division. It may also please be ensured that budgetary impact of the change is reflected in the Revised Estimate of 1987-88.

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Government of the Punjab
Finance Department
No. FD/SRI-2-3/83(Prov) dated 5th June, 1988

To the Accountant General Punjab

Subject: IMPROVEMENT IN THE GENERAL PROVIDENT FUND SCHEME

Reference your letter No. FD-1/AS/Prov1.GPF/22, dated 29-03-1988 on the subject noted above.

2. It is clarified that a second non-refundable advance is admissible but it will not be allowed until at least a period of one year has elapsed since the previous advance had been drawn.

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ORIGINAL VERSION OF RULES/ HISTORY OF AMENDMENTS

<table>
<thead>
<tr>
<th>Sr.No.</th>
<th>Rule</th>
<th>(1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>1.5</td>
<td>(b)A Government servant who has been re-employed after retirement on contract basis and allowed to subscribe to the General Provident Fund, shall, if he has begun to subscribe, be made compulsory subscriber to the General Provident Fund.</td>
</tr>
<tr>
<td>2.</td>
<td>1.6</td>
<td>Explanation below sub-rule (1), which was deleted vide notification No. FD/SR1-2-3/83 (Prov) dated 02.04.1989,. is given hereunder:-</td>
</tr>
</tbody>
</table>

**Explanation** —The words "except when on leave" used in this sub-rule have the effect of merely excluding from the limit of three occasions a subscriber who elects not to subscribe during leave under the first proviso to rule 1.9 (1). A subscriber, however, who have not so elected and desires to discontinue his subscription during currency of the leave, may do so; but such discontinuance will count towards the limit of three prescribed in the sub-rule ibid.

| 3.     | 1.9  | 1st Proviso which was deleted vide notification No. FD/SR1-2-3/83(Prov) dated 02.04.1989. |
Provided that a subscriber may, at his option, elect not to subscribe during leave, or if he is employed in a vacation department during vacation combined with leave.

4. 1.9 (1) 2nd Proviso which was substituted vide No.FD/SRI-2-3/83 (Prov) dated 02.04.1989:

Provided further that a subscriber on re-instalment after a period passed under suspension shall be allowed the option of paying in one sum, or in instalments, any sum not exceeding the maximum amount of arrears subscriptions permissible of that period.

5. 1.9 (1) Sub-rule (2) of Rule 1.9 which was deleted vide notification No. FD/SRI-2-3/83 (Prov) dated 02.04.1989:

The subscriber shall intimate his election not to subscribe during leave in the following manner-

a) If he is a Government servant who draws his own pay bills, by making no deduction on account of subscription in his first pay bill drawn after proceeding on leave;

b) If he is not a government servant who draws his own pay bills, by written communications to the head of his office before he proceeds on leave. Failure to make due and timely intimation shall be deemed to constitute an election to subscribe.

The option of a subscriber intimated under this rule shall be final.

6. 1.9 (3) Last sentence of explanation below sub-rule (3) of Rule (1.9)which was substituted vide notification No. FD/SRI-2-3/83 (Prov) dated 02.04.1989:

"while in Military employ, subscription to the Fund will be calculated on that portion of his total emoluments as defined in rule 1.10 (2) which he would have drawn had he continued in civil-employ."

7 1.10 It was substituted vide notification No.FD/SRI-2-3/83 (Prov) dated 02.04.1989:

(i) The amount of subscription shall be fixed by the subscriber himself subject to the following conditions:-

(a) It shall be expressed in whole rupees.

(b) Except in the case of Government servants, drawing pay in National Pay Scales 1&2 it may be any sum so expressed but not less than the rates as indicated below:-

<table>
<thead>
<tr>
<th>Pay range</th>
<th>Minimum rate of subscription</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i) Upto Rs. 500 P.M.</td>
<td>Six Paisa in the rupee</td>
</tr>
<tr>
<td>(ii) Rs. 501 to 1000 P.M.</td>
<td>Nine paisa in the rupee</td>
</tr>
<tr>
<td>(iii) Above Rs. 1000 P.M.</td>
<td>Twelve paisa in the rupee</td>
</tr>
</tbody>
</table>
The minimum rate of subscription in the case of Government servants drawing pay in National Scale 1 & 2 shall be one rupee P.M. They shall however, be allowed at their option, to subscribe to the Fund at the rates higher than one rupee per mensem,

(2) For the purposes of sub-rule (1) the emoluments of a subscriber shall be-

(a) in the case of a subscriber who was in Government service on the 30th June of the preceding year, the emoluments to which he was entitled on that date; provided as follows:-

i) If the subscriber was on leave on the said date and elected not to subscribe during such leave or was under suspension on the said date, his emoluments shall be the emoluments to which he was entitled on the first day after his return to duty;

ii) If the subscriber was on deputation out of Pakistan on the said date or was on leave on the said date and continued to be on leave and has elected to subscribe during such leave, his emoluments shall be the emoluments to which he would have been entitled had he been on duty in Pakistan;

iii) If the subscriber joined the Fund for the first time under the, operation of rule 1.5 on a day subsequent to the said date, his emoluments shall be the emoluments to which he was entitled on such subsequent date.

(b) In the case of a subscriber who was not in Government service on the 30th June of the preceding year, the emoluments to which he was entitled on the first day of his service or, if he joined the Fund for the first time under the operation of rule 1.5 on a date subsequent to the first day of his service, the emoluments to which he was entitled on such subsequent date.

(3) The subscriber shall intimate the fixation of the amount of his monthly subscription in each year in the following manner. -

(a) if he was on duty on the 30th June of the preceding year, by the deduction which he makes in this behalf from his pay bill for that month;

(b) if he was on leave on the 30th June of the preceding year and elected not to subscribe during such leave, or was under suspension on that date, by the deduction which he makes in this behalf from his first pay bill after his return to duty.

(c) If he has entered government service for the first time during the year, or, if he is compulsorily required to join the Fund from a particular date fund rule 1.5 or joins the fund for the first time, by the deduction which he makes in

(d) If he was on leave on the 30th June of the preceding year, and continues to be on leave and has elected to subscribe during such leave, by the deduction which he causes to be made in this behalf from his salary bill for that month.

e. if he was on foreign service on the 30th June of the preceding year, by the amount credited by him into the treasury on account of subscription for the month of July in the current year.
(4) The amount of subscription so fixed shall remain unchanged throughout the year:

Provided that if a subscriber is on duty for a part of a month and on leave for the remainder of that month and if he has elected not to subscribe during leave, the amount of the subscription payable shall be proportionate to the number of days spent on duty in the month.

1. The amount of subscription originally fixed by a subscriber is not to be varied during the course of the year on account of any increase or decrease in his rate of pay which may ultimately be found to be due in respect of the 30th June preceding.

2. If a subscriber dies during the course of a month, proportionate subscription should be recovered for that month, i.e., for the number of days during which he was alive in the month.

1.15(d) The amount of the advance shall not exceed four month's pay of the subscriber or twenty five percent of the amount standing at his credit in the Fund whichever is less.

1.17(1) When a subscriber has attained the age of fifty-five years, the competent authority may, in its discretion grant him a special retirement advance, not exceeding eighty percent of the amount standing to his credit in the Fund.

1.19.(2) Explanation II under sub rule (2) of rule 1.19 which was delete vide notification No.FD/SRI-2-3/83 (Prov) dated 02-04-1989

For the purpose of recovery of an advance under this rule, vacation combined with rule shall be treated as leave.

1.19 (3) If more than one advance has been made to a subscriber, each advance shall be treated separately for the purpose of recovery.
APPENDIX IV
(See Explanation II to rule 1.14)

1. The consent of the Finance Department is presumed to the exercise of the powers by the Administrative Departments concerned in the following cases:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Power</th>
<th>Delegated</th>
<th>Extent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>To sanction the grant to gazetted Government servants of temporary advances from their General Provident Fund Accounts.</td>
<td>All Depmts.</td>
<td>Subject to the condition laid down in Rule 1.14 and provided further: &lt;br&gt; a) that the amount of advance does not exceed three months pay or half the amount at the credit of subscriber in the Fund whichever is less; and &lt;br&gt; b) that a second advance is not granted within 12 months of the final repayment of the 1st advance if the amount of the advance first drawn exceeded two-thirds of the amount admissible under Clause (a) above.</td>
</tr>
</tbody>
</table>

2. The power to Grant advance under rule 1.14 has been delegated in the following cases:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Power</th>
<th>Delegated</th>
<th>Extent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>To sanction temporary advance to gazetted government servants serving under them.</td>
<td>Heads of department</td>
<td>Subject to the conditions laid down in Rule 1.14 and provided further: &lt;br&gt; a. that the amount of the advance does not exceed one month pay and &lt;br&gt; b. that a second advance is not granted until the lapse of 12 months from the date of repayment of all previous advance</td>
</tr>
<tr>
<td>2.</td>
<td>To grant temporary advance to non-gazetted Government servants (in receipt of Rs. 220 per mensum or over NPS 5 to 15)</td>
<td>Heads of department</td>
<td>Powers subject to the conditions laid down in Rule 1.4, and in Appendix to this chapter.</td>
</tr>
<tr>
<td>3.</td>
<td>To grant temporary advance to non-gazetted Government servants (in receipt of less than Rs. 220 per mensum NPS 2 to 4)</td>
<td>Heads of office</td>
<td>Powers subject to the conditions laid down in rule 1.4 and in Appendix to this chapter.</td>
</tr>
</tbody>
</table>

13. Original version of explanation to sub-rule (5) of rule 1.13.

Explanation when a subscriber intimates in writing his intention to forgo interest already accrued on his deposits in the Provident Fund, the interest should be withheld and credited to...
government revenues.

The interest already credited to the subscriber's account in such cases should be readjusted by debit to his Provident Fund Account by contra-credit to the head "22 — Interest" or "XX—Interest" according as the amount of interest was originally credited to the subscriber's account during the current year or previous years.

The figures and words "22-Interest" or "XX-Interest" appearing in the above explanation were substituted as follows:-
"1100—Income from property and enterprise—1130—Interest—1139—Others" which were further changed by the Finance Department in accordance with Chart of Classifications of Federal and Provincial governments Receipts and Disbursements issued by the Auditor General of Pakistan (Appendix 2 to the Accounts Code Volume 1 Third Edition) (Applicable w.e.f. 1.7.1988).

The following uniform rates of subscription towards General Provident Fund were substituted vide Notification No. SR.1-2-1/95, dated 5.7.1995.

<table>
<thead>
<tr>
<th>Basic Pay Scale</th>
<th>Rate of monthly subscription</th>
</tr>
</thead>
<tbody>
<tr>
<td>B-1</td>
<td>25</td>
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<tr>
<td>B-2</td>
<td>40</td>
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<tr>
<td>B-3</td>
<td>45</td>
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<td>B-4</td>
<td>45</td>
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<td>B-5</td>
<td>50</td>
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<td>B-6</td>
<td>50</td>
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<td>B-7</td>
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<td>B-8</td>
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<td>B-9</td>
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<td>B-21</td>
<td>550</td>
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<tr>
<td>B-22</td>
<td>600</td>
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</tbody>
</table>
Government of the Punjab  
Finance Department  

ACCOUNTANT-GENERAL, PUNJAB, LAHORE STATEMENT SHOWING UNIFORM RATE OF SUBSCRIPTION UNDER PROVIDENT FUND BOND SYSTEM

<table>
<thead>
<tr>
<th>Scale</th>
<th>Minimum</th>
<th>Maximum</th>
<th>Mean</th>
<th>Minimum deduction at existing rate (on mean) deduction</th>
<th>Proposed rate of monthly</th>
</tr>
</thead>
<tbody>
<tr>
<td>BI</td>
<td>600</td>
<td>860</td>
<td>730</td>
<td>21.90</td>
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<tr>
<td>B2</td>
<td>625</td>
<td>945</td>
<td>785</td>
<td>39.25</td>
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</tr>
<tr>
<td>B3</td>
<td>650</td>
<td>1030</td>
<td>840</td>
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<td>45</td>
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<td>675</td>
<td>1115</td>
<td>890</td>
<td>44.75</td>
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</tr>
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<td>700</td>
<td>1200</td>
<td>950</td>
<td>47.50</td>
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<td>B6</td>
<td>725</td>
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<td>53.00</td>
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<td>56.50</td>
<td>60</td>
</tr>
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<td>B9</td>
<td>830</td>
<td>1590</td>
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<td>60.50</td>
<td>60</td>
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<td>64.50</td>
<td>65</td>
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<td>970</td>
<td>2010</td>
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NO. FD.SR.I/2-1/95  
GOVERNMENT OF THE PUNJAB  
FINANCE DEPARTMENT  

Dated Lahore the 08th September, 2005

To

1) All Administrative Secretaries to Government of the Punjab.
2) The Principal Secretary to Governor, Punjab, Lahore.
3) The Principal Secretary to Chief Minister, Punjab, Lahore.
4) The Military Secretary to Governor, Punjab, Lahore.
5) All Heads of Attached Departments in the Punjab.
6) All District Nazims in the Punjab.
7) All District Co-ordination Officers in the Punjab.
8) The Secretary to Provincial Assembly, Punjab, Lahore.
9) The Secretary, Punjab Public Service Commission, Lahore.
10) The Registrar, Lahore High Court, Lahore.
11) All District and Sessions Judges in the Punjab.
12) The Director General, Audit & Accounts(Works), Lahore.
13) The Director General, Audit, Punjab, Lahore.
14) The Provincial Director, Local Fund Audit; Punjab, Lahore.
15) All Additional Secretaries/Deputy Secretaries in the Finance Deptt.

Subject:- **UNIFORM RATES OF SUBSCRIPTION TOWARDS GENERAL PROVIDENT FUND**

Sir,

1. I am directed to refer to this Department's circular letter of even number dated 19-11-2001 regarding uniform rates of subscription and to state that consequent upon the revision of basic pay scales for the civil employees of the Provincial Government vide Finance Department's circular letter No. FD.PC-2-1/2005 dated 16-07-2005, it has been decided to review the rates of subscription towards General Provident Fund as shown in column 5 of the Annexure to this circular letter. The deductions from the pay of employees on the basis of new rates shall be made in September to be paid on 1st October, 2005, until further orders.

2. There shall be no option to postpone subscription to the above fund either during leave (except extraordinary leave without pay) or during the training period.

Your obedient servant,

(RIAZ AHMED)
SECTION OFFICER (SR-I)

**No. & Date Even**

A copy is forwarded for information and necessary action to:

1. The Accountant General Punjab, Lahore.
2. All District Accounts Officers in the Punjab.
3. The Budget & Accounts Officer, Wildlife, Fisheries & Tourism Department, Lahore.

**No. & Date Even**

A copy is forwarded for information and necessary action to:

1. The Finance Secretary, Government of Sindh, Karachi.
2. The Finance Secretary, Government of NWFP, Peshawar.
3. The Finance Secretary, Government of Balochistan, Quetta.
4. The Finance Secretary, Government of AJ&K, Muzaffarabad.
5. All Additional Secretaries/ Deputy Secretaries/ under secretaries/ section Officers in Finance Department.

(ARIOZ AHMED)
SECTION OFFICER (SR-I)
STATEMENT SHOWING UNIFORM RATES OF SUBSCRIPTION TOWARDS GENERAL PROVIDENT FUND EFFECTIVE FORM 1ST SEPTEMBER, 2005 VIDE CIRCULAR LETTER NO. FDSR.1-2-1/95 DATED 08-09-2005

<table>
<thead>
<tr>
<th>BS</th>
<th>MINIMUM</th>
<th>MAXIMUM</th>
<th>MEAN</th>
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<td>1.</td>
<td>Rs. 2150/-</td>
<td>Rs. 4100/-</td>
<td>Rs. 3125/-</td>
<td>Rs. 100/-</td>
<td>Minimum rates of subscription (on mean) will be as under: -</td>
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<tr>
<td>2.</td>
<td>Rs. 2200/-</td>
<td>Rs. 4450/-</td>
<td>Rs. 3325/-</td>
<td>Rs. 170/-</td>
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<td>3.</td>
<td>Rs. 2275/-</td>
<td>Rs. 4825/-</td>
<td>Rs. 3550/-</td>
<td>Rs. 180/-</td>
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<td>4.</td>
<td>Rs. 2345/-</td>
<td>Rs. 5345/-</td>
<td>Rs. 3845/-</td>
<td>Rs. 190/-</td>
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<td>Rs. 2415/-</td>
<td>Rs. 5865/-</td>
<td>Rs. 4140/-</td>
<td>Rs. 210/-</td>
<td>BS-12-22  8.00%</td>
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<td>6.</td>
<td>Rs. 2485/-</td>
<td>Rs. 6235/-</td>
<td>Rs. 4360/-</td>
<td>Rs. 220/-</td>
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<td>7.</td>
<td>Rs. 2555/-</td>
<td>Rs. 6755/-</td>
<td>Rs. 4655/-</td>
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<td>8.</td>
<td>Rs. 2655/-</td>
<td>Rs. 7155/-</td>
<td>Rs. 4905/-</td>
<td>Rs. 250/-</td>
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<td>9.</td>
<td>Rs. 2770/-</td>
<td>Rs. 7720/-</td>
<td>Rs. 5245/-</td>
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<td>10.</td>
<td>Rs. 2865/-</td>
<td>Rs. 8415/-</td>
<td>Rs. 5640/-</td>
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<td>11.</td>
<td>Rs. 2980/-</td>
<td>Rs. 8980/-</td>
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<td>12.</td>
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<td>Rs. 9905/-</td>
<td>Rs. 6530/-</td>
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<td>Rs. 11815/-</td>
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<td>16.</td>
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<td>17.</td>
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<td>Rs. 22855/-</td>
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<td>19.</td>
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<td>20.</td>
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<td>21.</td>
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<td>Rs. 2190/-</td>
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<td>22.</td>
<td>Rs. 20055/-</td>
<td>Rs. 40215/-</td>
<td>Rs. 30135/-</td>
<td>Rs. 2410/-</td>
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</table>
UNIT 17: NOTIFICATION FOR MULTAN AND LODHRAN

CITY DISTRICT GOVERNMENT, MULTAN

No. EDO(CD) 1-6-2006
Dated: 27-05-2006

NOTIFICATION

It has been decided to hold “Mango Cultural, Business and Friendship Festival Multan-2006” under the auspices of City District Government, Multan and Malaysian Centre, Multan, with name, venue, date(s) and timings as under:-

1. Name: Mango Festival Multan-2006
2. Venue: Abdali Road, MCC Ground, Multan Arts Council, State Bank Auditorium & other suitable Places of Multan
3. Date(s): 2nd week of July, 2006.
4. Timings: from dawn to midnight

To hold the festival in a befitting, dignified and colorful manner committee/sub-committees, for different events/items, are constituted as under:

1. Mian Faisal Mukhtar
   City District Nazim, Multan.
2. Syed Iftikhar Babar
   DCO, Multan.
3. Mr. Abdul Ghaffar Bin Iskandar,
   Honourable Minister Counsellor,
   High Commission of Malaysia,
   ISLAMABAD

Patrons-in-Chief

RECEPTION COMMITTEE

1. Naib Zila Nazim
2. All Six (6) Town Nazims
3. EDO (Revenue)
4. DO (Revenue)
5. District Officer (Coord)

Chairman

Management Committee

1. Rai Arif Mansab,
   Town Nazim, Shah Rukne Alam Town.
2. EDO (CD),
4. EDO (Agriculture)
5. Mr. Javed ur Rehman,
   CEO, Malaysian Centre
6. Mir Tahir Zaidi,

Convener
Chairman/ Focal Person
Organizer
Co-Organizer
Co-Organizer
President, Board of Management Industrial Estate
7. President Multan Chamber of Commerce
8. Sahibzada Ibrahim, Advocate
9. Mr. Fayyaz ur Rehman, Project Associate
10. EDO (Revenue)
11. EDO (Education)
12. EDO (Health)
13. EDO (Works & Services)
14. EDO (Municipal Services)

From
The System/ Network Administrator
Multan

To
The City District Nazim
Multan

SUBJECT: EMAIL ADDRESS OF CITY DISTRICT NAZIM TO MONITOR PROGRESS OF ALL DISTRICT DEPARTMENTS

Respected Sir,

It is for your kind information that the your personal email address has been created which is citydistrictnazim_multan@yahoo.com and password is “abedel”. This email address should be used to monitor the progress of all District Departments. So please direct all the EDOs and town Officers to submit daily, weekly or monthly progress reports as desired on the above email address.

Sir, this email should also be used for the public to send complaints about any department in this way it is easy to solve the problem of the public.

Submitted for further necessary action please.

(Abdul Rauf)
System/ Network Administrator
Multan

From
The District Coordination Officer
Multan

To
The Deputy District Officers
Jalalpur Pirwala and Shujabad
District Multan

No. GB-3-3/2006/DEO Dated: 01/08/2006
SUBJECT: OPENING OF UTILITY STORES

Enclosed please find a copy of letter No. Estt. 24/2005/980, dated 22/07/2006 received from the Regional Manager, Utility Stores Corporation of Pakistan Multan Region on the subject noted above.

You are directed to comply and make arrangement for availability of space to open the utility stores at the earliest.

Deputy District Officer (Coord)
For District Coordination Officer
Multan

Copy to:
1. The Executive District Officer (Education) Multan
2. The District Officer (Rev) Multan
3. The Regional Manager Utility Stores Corporation of Pakistan (Pvt) Limited, Multan Region
4. P.S.O to City District Nazim, Multan

From
The District Coordination Officer,
Multan

To
1. All the Executive District Officers, District Multan.
2. All the Town Municipal Officers, District Multan.
3. The District Officer (Civil Defence), Multan.
4. The Director Public Relations, Multan.


SUBJECT: KASHMIR SOLIDARITY DAY - 5 FEBRUARY 2007

Enclosed please find copies of letter No. SO.CUL(INF)4-130/2606 dated 25-01-07, No. SO.CUL(INF)4-130/2006 dated 26-01-07 and letter No. SO.CUL(INF)4-130/2006 dated 26-01-07 received from the Government of the Punjab, Information, Culture & Youth Affairs Department, Lahore on the subject noted above.
You are requested to chalk out programmes to celebrate Kashmir Solidarity Day - 5 February 2007 as per government directions conveyed through above referred letters under intimation to this office immediately.

Deputy District Officer (Coord)
for District Coordination Officer,
Multan

CC:
1. PSO to City District Nazim, Multan.
2. PA to DCO, Multan.
From
Joint Director,
National Savings.
Multan

To
The Executive District Education Officer,
Multan.

SUBJECT: INVESTMENT IN NATIONAL SAVINGS

Dear Sir,

We are pleased to inform you that the Federal Government has allowed the following Institutional categories to invest in selective National Savings Schemes.

a. Registered Charities (non-profit bodies).
b. Public Sector Enterprises excluding Banks.
c. Private Educational & Health Institutions.
d. Employees Old Age Benefit Institutions (EOBIs).
e. Private Corporate Sector excluding Banks (Registered with SECP).
f. Non-Bank Financial Institutions (NBFIs) excluding Insurance Companies.

2. Since your prestigious institution also falls under the institutional categories qualifying for investment in National Savings Schemes, I would like to take this opportunity to make you count the benefits that you may derive from investing in National Savings Schemes.

3. Getting inspiration from the slogan "Unshakable Truest", National Savings Schemes offer an unmatchable blend of returns, security and liquidity. Thus your investments in National Savings Schemes now open up the vistas of augmenting your financial resources with truly attractive returns while ensuring that your principal is relatively safer than even before. With higher ease of liquidity you are always at liberty to have access to your investments. In addition to that National Savings Schemes can be used as a collateral for securing Finance from Banks, your institution can resort to this alternative to meet the institutional commitments without withdrawing your investment.

4. National Savings Schemes of varying maturities help you plan well in advance to allocate your investible funds according to your needs. We believe that for your investment needs both short term as well as long term National Savings Schemes is an ideal option and therefore, we look forward to having long term and beneficial relationship with your institution.

5. Should you require any further assistance regarding investment in National Savings Schemes please feel free to contact us.

With regards;

Yours sincerely,

(MALIK QADIR BAKHSH)
JOINT DIRECTOR
OFFICE OF THE CITY DISTRICT NAZIM MULTAN

Order:

WHEREAS, it has been desired by the Government of the Punjab, Home Department vide Notification No. SO(IS.11)1-1/2004 dated 15-11-2006 that there exists threat to the Law & Order situation, sectarian harmony and public peace in the province by sectarian militants and anti-social elements.

AND WHEREAS, sectarian strife and activities of anti-social elements arc suggestive of the fact that there is every likelihood of broach of peace in any part of the District.

AND WHEREAS, in my opinion, immediate prevention is necessary and there are sufficient grounds for proceeding under Section 144-Cr. P.C., 1898 and the direction hereinafter appearing are necessary in order to prevent disturbance of public peace & tranquillity.

NOW THEREFORE, I, FAISAL MUKHTAR CITY DISTRICT NAZIM MULTAN in exercise of the powers vested in me under section 144 CrPC, 1898, do hereby prohibited the following except religious functions/ Majale, arranged by different religious seats as earlier clarified vide Home department’s circular letter of even number dated 25th October, 2004.

1. Holding of processions by any political, religious and other organizations.
2. Assembly of more than 5 persons gathered in order to take out procession / protest of any sort.
3. Carrying out / display of arms even in concealed form by any person other than members of Armed Forces / Security Forces / Police on duty.
4. Spreading rumours and participating in anti-state / unlawful activities.
5. Publishing / carrying / distributing newspapers, hand bills, posters etc containing material creating hatred among different segments of the society.
6. Use of loudspeaker / amplifier without having prior permission from competent authority other than for Azan and Khutba (in Arabic) on Friday.

THIS ORDER shall take effect from 01/12/06 to 02/12/06.

NOT WITHSTANDING the expiry of this order, every thing done, action taken, obligation, liability, penalty or punishment incurred, investigation enquiry or proceedings against offenders in the Courts of the Magistrates having 1st-Class powers under Criminal Procedure Code, 1898 and their punishment in respect of the offences committed during the enforcement of this order shall be continued or launched as this order had not expired.

THIS ORDER shall be given vide publicity in Multan District by beat of drum, through press by publication in the officials gazette and affixing copies thereof on the Notice Boards of various Government Offices, Tehsil Municipal Officers, Market Committees, Police Stations.

Given under my hand and seal of the office 27/11/2006

(Faisal Mukhtar)
City District Nazim,
Multan
No. JB-1-15/2005/DCO       Dated: 02/12/2006

A copy is forwarded to for information and necessary action:

i. The Secretary, Govt. of the Punjab, Home Department, Lahore with the request to extend the period of Section 144 Cr.PC from 03/12/06 to 31/12/06.

ii. The District & Sessions Judge, Multan.

iii. The Deputy Inspector General of Police, Multan.

iv. All DCOs in the adjoining Districts.

v. The District Police Officer, Multan.

vi. The Superintendent, Govt. Printing Press, Punjab, Lahore,

vii. The Director Public Relation, Multan.

viii. All EDOs in the District Multan

ix. The District Attorney, Multan.

x. All TMOs in the District.

xi. The Station Director, Radio Pakistan, Multan.

(Faisal Mukhtar)
City District Nazim,
Multan
OFFICE OF THE DISTRICT COORDINATION OFFICER, MULTAN

ORDER

It has been decided that no driver of the City District Government Multan be allowed to park the official vehicle at his residence after office hours. All government vehicles should invariably be parked in the respective offices with suitable security measures. In case of non-compliance and consequently, any loss and damage, thereto, the concerned officer shall be held personally responsible and proceeded against under the law.

BY ORDER OF THE
DISTRICT COORDINATION OFFICER
MULTAN

No. AB-Misc-162/02 dated: 18/01/2007

A copy is forwarded for information and necessary action to:

1. All the Executive District Officers, District Multan
2. All Town Municipal Officers, District Multan
3. The Secretary DRTA, Multan
4. The District Officer (Civil Defence), Multan
5. The District Officer (Sports), Multan
6. PSO to City District Nazim, Multan
7. All concerned

DISTRIBUT OFFICER (COORD)
FOR DISTRICT COORDINATION OFFICER
MULTAN

From

The City District Nazim
Multan.

To

1. The District Coordination Officer, Multan
2. All Executive District Officers in Multan District

No. 598/PSO/CDN dated: 02/02/2007
SUBJECT: SOLIDARITY DAY WITH KASHMIRIES ON 5TH FEBRUARY, 2007

Please find enclosed copy of letter alongwith enclosure forwarded by the Government of the Punjab, Information, Culture & Youth Affairs Department, Lahore, on the subject cited above.

I am directed to request that the instructions contained in the attached letter may be complied with in letter and spirit and the actions taken in the matter may be intimated to this office.

The matter may be considered as MOST URGENT.

Personal Staff Officer
To City District Nazim,
Multan

NO. SOCEL (INF)4-130/2006
GOVERNMENT OF THE PUNJAB
INFORMATION, CULTURE AND YOUTH
AFFAIRS DEPARTMENT

Dated: Lahore, the 26th January, 2007

To

1. The Principal Secretary to Governor, Punjab, Lahore
2. The Principal Secretary to Chief Minister, Punjab, Lahore
3. The Private Secretary to Chief Secretary Punjab, Lahore
4. The Private Secretary to Additional Chief Secretary, Punjab, Lahore
5. All the Administrative Secretaries to the Government of the Punjab
6. All District Nazims in the Punjab
7. The Registrar, Lahore High Court, Lahore
8. All District Coordination Officers in the Punjab
9. All Heads of Attached Departments in the Punjab
10. All Heads of Autonomous Bodies in the Punjab
11. The Secretary, Punjab Provincial Assembly, Lahore
12. The Secretary, Punjab Public Service Commission, Lahore

SUBJECT: SOLIDARITY DAY WITH KASHMIRIES ON 5TH FEBRUARY, 2007

I am directed to state that the Special Committee of the Parliament on Kashmir has decided to observe Solidarity Day with Kashmiries on 5th February 2007 with favour and enthusiasm, keeping in view the sanctity of Moharram. The day should be observed on a non-traditional and non-bureaucratic manner, wherein a person of all walks of life and shades of shades of opinion should participate. All political parties of the country and social to organizations should be involved so that a
single message from Khyber to Karachi who determinate in support of the just struggle of our Kashmiri brethren. The Committee made follow recommendations:

i. The 5th February to be declared a holiday so that the people should actively participate in the activities of the day.
ii. Public rallies/ walks in all cities/ towns of the country.
iii. Public meetings/ seminars to commemorate the sacrifices made by the Kashmiries to throw away the Yoke of Indian Occupation.
iv. Debating competitions and quiz programmes in all educational institutions, so that the younger generation should also know about the Kashmir issue.
v. TV/ Radio to put up special programmes (films, dramas, talk shows) on Kashmir.
vi. Newspapers to give special coverage for the activities of the Solidarity Day and Kashmir Issue.
vii. District/ Tehsil administrations to chalk out programmes in coordination with the political leaders of all political parties and social organizations, especially Members of Kashmir Committee.
viii. Members of the Kashmir Committee to coordinate with all the political parties to make the program a success.

2. I will be appreciated if instructions are issued to the attached departments autonomous bodies/ organizations under your administrative control in this regard Coordination Officers may also be nominated for coordinating the programmes of the day, under intonation to Secretary Kashmir Committee, National Assembly Secretariat Islamabad. His contact numbers are as under:

    Tel: 051-9206542, Fax: 051-9208933

SAJEELA NAVEED
Deputy Secretary (Admn)
Ph: 9211987, 9211517

No. & date even:

A copy is forwarded or information and necessary action to:

1. The Executive Director, Lahore Arts Council, Lahore
2. The Director, Lahore Museum Lahore
3. The Director General, Archaeology, Punjab, Lahore
4. The Director General Public Relations, Punjab, Lahore
5. The Executive Director, Punjab Council of the Arts, Lahore
6. The Director, Punjab Institute of Language Art & Culture, Lahore
7. The Director, Bahawalpur Museum, Bahawalpur
8. The Director, Bazm-e-Iqbal, 2-Club Road, Lahore
9. The Director, Board of Advancement of Literature, Lahore
10. The General Manager, PTV, Lahore
11. The Regional Director, Radio Pakistan, Lahore
12. The PSO to Secretary, IC and YA Department.
No. & date even:

A copy is forwarded for information to:
1. The Secretary Kashmir Committee, National Assembly Recruitment, Islamabad
2. Deputy Secretary A/K, Government of Pakistan, Kashmir Affairs and Northern Areas Division, Islamabad.

SAJEELA NAVEED
Deputy Secretary (Admin)
Ph: 9211987, 9211517

NO. SOCU (INF) 4-130/2006
GOVERNMENT OF THE PUNJAB
INFORMATION, CULTURE AND YOUTH AFFAIRS DEPARTMENT
Dated: Lahore, the 26th January, 2007

To
1. All Zila Nazims in the Punjab.
2. All District Coordination Officers in the Punjab.

SUBJECT: KASHMIR SOLIDARITY DAY - 5 FEBRUARY, 2007

Kashmir Solidarity Day is scheduled to be observed on 5th February, 2007 at national level.
2. In this connection, following programmes have been approved by the Chief Minister, Punjab:-
   • Rallies and processions to be organized at Provincial Capitals to be addressed by the respective Chief Minister and all District Nazims.
   • Solidarity Walks will be led at the Provincial capitals at the District headquarters.
   • Debates and declamation contests in schools and colleges.
   • Photographic exhibitions on Kashmir.
3. You are requested to please formulate programmes accordingly in consultation with respective Nazims. You are further requested that top priority may be attached to make this day a successful event for highlighting Kashmir Struggle.
4. Any clarification in this regard may be sought from this office.

(MUHAMMAD ABRAR ALAM)
SECTION OFFICER (CULTURE)
Copy forwarded to:

Deputy Secretary A/K, Government of Pakistan, Kashmir Affairs Northern Areas Division, Islamabad.

To

Mr. Iftikhar Hussain Khan
District Coordination Officer
District Multan

WORLD NO TOBACCO DAY 2007 "SMOKE-FREE ENVIRONMENTS"

Dear Sir,

Tobacco addiction is a global Epidemic that is increasingly ravaging families & communities that can least afford its toll of disability, disease, lost productivity and death. The scientific evidence leaves no doubt: 100% smoke-free environments are the only proven way to adequately protect the Health of all people from the devastating effects of second-hand tobacco smoke. Several countries & hundreds of sub-national & local jurisdictions have reached this conclusion and successfully implemented laws that require almost all indoor workplaces & public places to be 100% smoke-free. These jurisdictions report large & immediate Health benefits, showing that Smoke-free Environments are feasible & realistic in a variety of contexts. The tobacco industry continues to put profits before life and before the health of future generations.

Now, as nations have begun to fight back with a global strategy, and some countries begun to turn the course of the epidemic, tobacco companies continue to launch new weapons in the form of products disguised to appear less harmful and more attractive, Honest accurate information on tobacco product ingredients, toxicant deliveries, and health effects is scarce for many of these products. Fortunately, tobacco control professionals learnt valuable lessons about the tobacco industry approaches from the experiences and successes as well as failures of 20th century tobacco control efforts.

Global public health also has the strength of the combined forces of the United Nations and its Member States through the World Health Organization’s Framework Convention on Tobacco Control - the WHO FCTC, a powerful tool to combat tobacco and the challenging approaches of its industry. Government of Pakistan has passed a No Smoking Ordinance on October 15, 2002 as well as Punjab Government made legislation for No Smoking at public places through an Ordinance on March 10, 2003, which is suppose to be implemented through Districts Nazims & DCOs with assistance of District Police Department.

The purpose of World No Tobacco Day 2007 is to focus on the dangers of using tobacco, the business practices of tobacco companies, what WHO is doing to fight the Tobacco Epidemic and what people around the world can do to protect the right to Health & Healthy living for themselves & for future generations. The slogan reads as follows:
"Smoke-free Environments"

It will be highly appreciated if you advise District Health & Education Departments as well as other concerned departments for joining people and organizations around the world to celebrate "World No Tobacco Day 2007", by implementing Ordinances & legislation of No Smoking, raising awareness, through Faculty, Doctors, Teachers, Nurses, Paramedical Staff & Students and promote "SMOKE-FREE ENVIRONMENTS" at public places.

With best regards,

Yours sincerely,

(M. Ismatullah Chauclhry)
WHO Operations Officer Punjab

Copy for:

H.E. Dr. Khalif Bile Mohamud, 
WHO Country Representative Pakistan (Sitara-e-Quaid-e-Azam)
Mr. Faisal Mukhtar, District Nazim, Multan
Dr. Javed Hassan Ajmi, EDO Health, District Multan
Dr. Imtiaz Paracha, DOH, District Multan

OFFICE OF THE DISTRICT COORDINATION OFFICER, MULTAN

ORDER

In order to make a constant contact with the public at large and to minimize their problems within the shortest possible time all the Executive District Officers and District Officers of City District Government, Multan are directed to remain present in their respective offices from 11:00 AM to 12:00 Noon for meetings with the general public. Tours and meeting in this period of time may be avoided.

Dated: 10-04-2007

BY ORDER OF THE
DISTRICT COORDINATION OFFICER
MULTAN

A copy is forwarded for information to the:

1. All Executive District Officers, District Multan
2. All District Officers, District Multan
3. PSO to City District Nazim, Multan
4. P.A. to DCO, Multan

District Officer (Coord)
For District Coordination Officer
Multan
From

The District Coordination Officer
Multan

To

1. The SSP (Special Branch), Multan
2. The SSP (Operation), Multan
3. All Executive District Officer, District Multan
4. All District Officers, District Multan
5. All Deputy District Officers (Rev.) District Multan
6. All Town Municipal Officers, district Multan


SUBJECT: ACTIVITIES OF VOICE OF AMERICA (VOA)

Enclosed please find a copy of letter No. S.O. (IS-II)-3-3/2007 dated 16/04/07 received from Home Department, Government of the Punjab, Lahore on the subject noted above.

You are requested to comply with the instructions received from the Government in letter and spirit and necessary action may be taken in the matter accordingly.

District Officer (Coord)
For District Coordination Officer
Multan

No. & Date Even

A copy is forwarded for information to:

1. The Section Officer (IS-II) Government of the Punjab, Home Department, Lahore
2. PSO to City District Nazim, Multan

_________________________________
**NO. SO(IS-II)3-3/2007**

**GOVERNMENT OF THE PUNJAB**

**HOME DEPARTMENT**

Dated Lahore the 16th April, 2007

To

1. The Provincial Police Officer, Punjab, Lahore.
2. All District Coordination Officers, in the Punjab.

**SUBJECT: ACTIVITIES OF VOICE OF AMERICA (VOA)**

1. Please refer to the above subject.
2. According to a source report, Voice of America (VOA) has established different clubs of its listeners from Pakistan and is collecting their particulars through a prescribed form. Two clubs namely Minhaj Listeners and Tehreek Listeners Club have been identified so far.
3. It is apprehended that the technique is being employed for spotting/cultivating individual residing in important sensitive areas.
4. The following actions are required to be taken by the respective authorities:-
   a. It is suggested that people living in sensitive areas be indoctrinated/alerted against such activity. Especially, Government Servants may be routinely advised to refrain from membership of such clubs etc.
   b. The District Governments/District Police may identify such listeners/clubs.
   c. The DCOs are required to take up this issue in District Intelligence Coordination Committees.
5. It is requested that necessary action in the matter may be taken in the matter accordingly, under intimation to this department, at the earliest.

**SECTION OFFICER (I.S-II)**

**HOME DEPARTMENT**

C.C:

1. PS to Home Secretary
2. PS to Special Secretary
NO.SO(A-IV)9-21/2004
GOVERNMENT OF THE PUNJAB
EDUCATION DEPARTMENT
(HIGHER EDUCATION WING)

Dated Lahore, the 2nd May, 2007

To
The Director Public Instruction (Colleges)
Punjab, Lahore
The Director Public Instruction (SE)
Punjab, Lahore
The Director Public Instruction (EE)
Punjab, Lahore

SUBJECT: LIBRARY RATES FOR LIBRARIES AND INSTITUTIONS FOR THE PERIOD
1ST APRIL, 2007 TO 30TH JUNE, 2007

I am directed to enclose herewith a copy of letter No. F.5-3/2007-P&R dated 16th April, 2007 from Director Generation/ Convener, Government of Pakistan, Ministry of Education, Department of Libraries (Library Rates Committee). National Library of Pakistan, Islamabad, on the subject cited above for information./ further necessary action accordingly, if any.

SECTION OFFICER (A-IV)

Encl: (As above)

CC to:
Ch. Muhammad Nazir, Director General / Convener, Government of Pakistan, Ministry of Education, Department of Libraries, (Library Rates Committee). National Library of Pakistan, Constitution Avenue, Islamabad w/r to his abovementioned letter.
NO.F.5-3/2007-P&R

To

The Accountant General
Pakistan Revenues,
G-8/4,
ISLAMABAD

SUBJECT: LIBRARY RATES FOR LIBRARIES AND INSTITUTIONS FOR THE PERIOD 01ST APRIL 2007 TO 30TH JUNE 2007

Sir,

The Library Rates Committee, constituted by Ministry of Education with the approval of Finance Division, Government of Pakistan vide their U.O. No.919-R. 12/86, dated 06-7-1986 and Finance Division's subsequent U.O. No.4(4)Exp.III/2002-525, dated 26-7-2003, has determined the following schedule for conversion and discount for purchase of books /journals and other library materials by the libraries and institutions in Pakistan for the period 1st April 2007 to 30th June 2007.


<table>
<thead>
<tr>
<th>Currency</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. Dollar</td>
<td>60.81</td>
</tr>
<tr>
<td>British Pound Sterling</td>
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</tr>
<tr>
<td>Australian Dollar</td>
<td>47.84</td>
</tr>
<tr>
<td>Swedish Krona</td>
<td>8.64</td>
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<tr>
<td>Swiss Franc</td>
<td>49.71</td>
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<tr>
<td>Indian Rupee</td>
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<tr>
<td>Saudi Rial</td>
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<tr>
<td>Singapore Dollar</td>
<td>39.77</td>
</tr>
<tr>
<td>Euro</td>
<td>80.22</td>
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</table>
LIBRARY RATES FOR:

A) IMPORTED PUBLICATIONS

<table>
<thead>
<tr>
<th>NAME OF CURRENCY</th>
<th>GENERAL BOOKS (MARK-UP 13%+ 6% W. II. TAX)</th>
<th>SUBSCRIPTIONS TO CURRENT JOURNALS (MARK-UP 15%+ 6% W. II. TAX)</th>
<th>PUBLICATIONS OF LEARNiNG BODIES (MARK-UP 18% + 6% W. II. TAX)</th>
<th>BACK VOLUMES OF JOURNALS (MARK-UP 1 8% + 6% W. II. TAX)</th>
<th>DISCOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. Dollar</td>
<td>72.37</td>
<td>73.58</td>
<td>75.41</td>
<td>75.41</td>
<td></td>
</tr>
<tr>
<td>British Pound Sterling</td>
<td>140.84</td>
<td>143.21</td>
<td>146.76</td>
<td>146.76</td>
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<tr>
<td>Australian Dollar</td>
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<td>57.89</td>
<td>59.32</td>
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</tr>
<tr>
<td>Swedish Krona</td>
<td>10.28</td>
<td>10.45</td>
<td>10.71</td>
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</tr>
<tr>
<td>Swiss Franc</td>
<td>59.15</td>
<td>60.15</td>
<td>61.64</td>
<td>61.64</td>
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</tr>
<tr>
<td>Indian Rupee</td>
<td>1.67</td>
<td>1.69</td>
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<tr>
<td>Saudi Rial</td>
<td>19.30</td>
<td>19.62</td>
<td>20.11</td>
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<tr>
<td>Singapore Dollar</td>
<td>47.32</td>
<td>48.12</td>
<td>49.31</td>
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<td></td>
</tr>
<tr>
<td>Euro</td>
<td>95.4.6</td>
<td>97.07</td>
<td>99.47</td>
<td>99.47</td>
<td></td>
</tr>
</tbody>
</table>

B) PAKISTANI PUBLICATIONS:

- Local Text Books Produced by Text Book Boards, publications of Federal and Provincial Governments and non-profitable special publications.
- The Holy Quran (Text only)
- General Books
- Fiction including drama

(a) No Discount

(b) No discount

(c) 15% More discount is negotiable on purchase of ten or more copies.

C) SPECIAL LIBRARY MATERIALS/ AUDIO-VISUAL MATERIALS:

Rates as in Category A (iii) above depending upon the rates of discount allowed by the foreign suppliers. Taxes/duties shall be paid actual. The educational institutions, which are exempted from such duties, can claim refund.

3. The booksellers/suppliers will supply the original editions and show the natural prices in foreign currency as well as Pak. Rupees on the bills. The following certificate duly signed by the booksellers will be given on the bills:

"Certified that the prices charged are correct. If any "discrepancy" at any stage is found, we undertake to refund the excess payment made to us. It is further certified that the publications listed in the bill are original authorized editions/reprint and not pirated ones, it is further certified that the titles supplied are not remainders".
4. The booksellers/suppliers will provide on demand the original or authenticated photocopies of foreign publisher’s invoices up to 20% or foreign publisher’s catalogues of publications/library materials listed in bill whenever so requested for price verification.

5. If the books/library materials ordered by libraries and institutions are available in stock, the rates will be charged according to the schedule prevailing at the time of placing confirmed order. If an import order is placed the supplier will intimate the approximate date of delivery and will also mention that the rates will be charged according to the schedule prevailing at the time of delivery.

6. As the subscription of journals/periodicals/society publications and CD-ROM database are not a one-time payment, so the same may be paid in advance in case of extreme necessity provided subscribing agency is reputable and gives undertaking to refund the amount paid in case of failing to supply in to.

7. Postal/forwarding charges on supply of books/library materials, both foreign and local shall be borne by the booksellers.

8. Since the books/library materials can be purchased according to standards schedule rates from any bookseller in the country, tenders need not to be called.

9. It was felt that the payments of the booksellers are delayed by some institutions. They are requested that the outstanding bills of the booksellers may be settled in time.

10. The rates letter will be displayed by all booksellers at a prominent place in their shops showrooms.

NOTE: - These Library Rates are available on the website www.nlp.gov.pk
E-Mail. ghyour_hussain@hotmail.com

(CH. MUHAMMAD NAZIR)
DIRECTOR GENERAL/CONVENER
Phone: 051-9214523
Fax: 051-9221375

_______________________

To,

1. The District Education Officer (SE) Multan
2. The District Education Officer (EE-W) Multan
3. The District Education Officer (EE-W) Multan

Memo No. 6920/P.A

Dated: 23/05/2007

SUBJECT: PERMISSION OR NGOs TO WORK IN THE INSTITUTIONS OF EDUCATION DEPARTMENT
It has come to the notice of this office that some NGOs are organizing different activities in the educational institution according to their own agendas, without the prior permission of Education Department/Competent Authority with ultimately result in ill performance of students.

It is, therefore, directed that the activities of all such NGOs should be stopped forth with. Furthermore, not be indulging in any kind of activities with any NGO in future without bringing into the notice of the undersigned/prior permission of the undersigned.

These instructions may be brought to the notice of all concerned.

Executive District Officer (Edu.)
Multan

Endt. No. 6921/P. A.

Copy also forwarded to all the Head so institutions (male and Female) in Multan District for information and strict compliance.

Executive District Officer (Edu.)
Multan

SUBJECT: ESTABLISHMENT OF 875 EARLY CHILDHOOD EDUCATION CENTERS IN PUNJAB

Your personal and immediate attention is invited to this officer letter No. 125-127/Literacy, dated 15-11-06 and its continuation No. 150-152/Literacy, dated 20-11-06 No. 326-328/Literacy, dated 26-01-07 and No. 741-743/ Literacy, dated 11-06-07 on the subject noted above.

It is once again requested that the requisite list of feasible girls elementary schools may please be sent to this office within two days positively for onward submission to the higher authorities.

Executive District Officer (Literacy)
Multan
No. & dated even:

Copy for information to:
1. The Secretary, Govt. of the Punjab, Literacy and NFBE Department, 135-Shadman-II, Lahore
2. The District Coordination Officer, Multan

To

1. The District Education Officer (SE), Multan
2. The District Education Officer (EE Male) Multan
3. The District Education Officer (EE Female) Multan
4. The Deputy Directress, Govt. M. C. Schools, Multan
5. The District Officer Sports, Multan
6. The Deputy D.E.O (EE-M) Shujabad (M. C. Schools) Charges

SUBJECT: DETERMINATION OF SANCTIONED STRENGTH OF DISTRICT GOVT.

Consequent upon the establishment of District Government necessary sanctioned strength is to be determined up to data.

It is therefore, requested that required information data on the proforma enclosed of your own office/ subordinate may kindly be submitted as early as possible. While submitting, it may be ensured that correct and accurate figures are incorporated and apparently, a certificate to this effect should also be recorded.

It is again requested that the same may kindly be expedited within shortest possible time.

Personal attention may be devoted to this urgent task.

Executive District Officer (Edu.)
Multan
## SANCTIONED STRENGTH AS IT STAND ON 31-01-2001

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Name of Local Executing Agency</th>
<th>No of Post (Regular)/ SNE/(MAY BE INDICATED SEPARATELY)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1. S. N. E.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Regular</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Principal</th>
<th>Headmaster/ Headmistree</th>
<th>SSS</th>
<th>SS</th>
<th>DPE</th>
<th>SST</th>
<th>EST</th>
<th>DM</th>
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<tbody>
<tr>
<td>BS-20</td>
<td>BS-19</td>
<td>BS-19</td>
<td>BS-20</td>
<td>BS-19</td>
<td>BS-17</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**II. NUMBER OF POST REFLECTED TO DISTRICT GOVERNMENT W.E.F. 01-02-2001 (ON THE ABOVE MENTIONED PROFORMA)**

**Note:**
1) The District Education Officer should indicate institution-wise/ Abstract of District.
2) Number to posts converted as SSE, SES, ESE (Institution/ DEO wise)
3) The District Education Officer (EE-Male & Female) may submit DDO Markaz/ Tehsil wise.
4) If any other except the claim posts is in existence may be included.
5) Any kid to posts without budget may be shown separately.
From
The District Coordination Officer
Multan

To
All the Executive District Officers in District Multan
All Town Municipal Officers in District Multan
The Director Public Relations Multan
The District Officer (Civil Defence) Multan
All the Dy. District Officers (Revenue) in District Multan

No. GB@2-27/2007/DGO. Dated: 29-06-2007

SUBJECT: INSTRUCTIONS REGARDING CRITICAL MEDIA REPORTS

Enclosed please find a copy of letter No. 496/07 dated 18-06-2007 received from the Chief Secretary Punjab on the subject noted above.
You are directed to comply with the directions/advice and take immediate necessary action.

Dy. District Officer (Coord)
For District Coordination Officer
Multan

To
The EDO, Education
Multan

SUBJECT: CELEBRATION OF WORLD POPULATION DAY ON JULY 11, 2007

It is a mailer of great pleasure for me to request your honour's to participate on the World Population Day on July 11, 2007 which is being celebrated with national Zeal and Fervor. In this regard a WALK starling from Qala Kohna Qasim Bagh (from Cafe Arafat Multan to Jinnah Hall Ghanta Ghar, Multan) at 09:00 A.M. sharp followed by a Seminar at Jinnah. Hall. Multan commencing at 09:30 Hours has been arranged.
Your kind honour is, therefore, requested to grace these promising occasions with your participation.

(MUHAMMAD QASTM QURESHI)
District Population Welfare Officer,
MULTAN
SUBJECT: INSTRUCTIONS REGARDING CRITICAL MEDIA REPORTS

It is stated that these days, negative news are appearing in the Print Media against local gov't's performance which are not responded by the district heads of devolved departments in a timely and effective manner. This practice is spoiling the image of District and provincial Governments. The Chief Secretary Punjab in his letter No.496/2007 dated 18.6.2007 has expressed his deep concern over the matter that timely responses are not extended to press to show correct position. He has stressed to expedite the clarification or contradiction of negative news to press.

The Director Information Multan has setup a strategy in this regard that is placed as below:-

All press clippings comprising negative news will be brought into the notice of D.C.O Multan as well as to concerned EDO, the same day. While the EDO/DO after going through it, will send his clarification or contradiction to the office of Director Information Multan lying at 56-Hassan Parwana Colony, nearby Chowk Dera Adda Multan, the same day by 5.P.M who will issue a reasonable news story to Print/Electronic Media to highlight the correct position.

Your co-operation will be highly appreciated in this regard.

Director Public Relations,
Government of the Punjab,
Multan Region, Multan

Copy to:
The District Co-ordination Officer, Multan
SUBJECT: INSTRUCTIONS ON ADMISSIONS OF BOYS & GIRLS IN PRIMARY SCHOOLS

There had been some queries from field formations regarding admissibility of admissions of boys in the Girls Schools, and vice versa at Primary level. The matter has been examined in the light of various instructions issued from time to time.

2. Presently, in majority of urban area schools boys are granted admission in girl’s schools at primary level and vice versa. However, in rural areas such practice is less common. Consequently, students of primary level have to cover long distances to reach their schools. This also adds to problems of their parents, in rural areas.

3. It is, therefore, decided there shall be no restriction to get admission in boys primary schools and vice versa, if desired by the parents. However, separate streams of schools for boys & girls shall continue to exist as usual.

SECTION OFFICER (SE-IV)

C.C.

1. PS to Secretary Education
2. PS to Special Secretary (Schools)

GOVERNMENT OF THE PUNJAB EDUCATION DEPARTMENT (School Wing)
students of primary level have to cover long distances to reach their schools. This also adds to problems of their parents, in rural areas.

3. It is, therefore, decided there shall be no restriction to get admission in boys primary schools and vice versa, if desired by the parents. However, separate streams of schools for boys & girls shall continue to exist as usual.

Sd/-
SECTION OFFICER (SE-IV)

DIRECTORTE OF PUBLIC INSTRUCTION (EE) PUNJAB LAHORE.

Copy forwarded for information and necessary action to:-

1. All DCOs / EDOs (Edu) in Punjab.
2. All DEOs (M&F-EE) in Punjab with directions to ensure implementation under clear desire of the parents and also to provide No. of Boys / Girls admitted in same school class wise / Schools wise to this Directorate.
3. PS to Special Secretary (Schools) with reference to his No.SEO(SE-IV)2-34/06(CRC)(Ombudsman) Govt. of the Punjab Education Department(School Wing), Lahore.
4. PA to DPI (EE) Punjab, Lahore.
5. All Directors / Assistant Directors in this Directorate.
6. Office file

_____________________________________________________________________

From
The Executive District Officer (F&P)
Multan

To
Additional Secretary (Budget)
Govt. of the Punjab
Finance Department,
Lahore

SUBJECT: RECONCILIATION OF ACCOUNTS OF DISTRICT/ CITY DISTRICT GOVERNMENTS

Kindly refer to letter No. So/TT/12-02-2007 dated 25-07-2007 from Chief Inspector of treasuries, on the subject noted above.
As per directions issued vide your aforementioned letter, a meeting was held on 17-07-2007 in the Committee Room of the office of District Coordination Officer, Multan.

A copy of minutes of said meeting is enclosed for further necessary action.

Executive District Officer (F&P)
Multan

No. & Date even

A copy is forwarded to:
1. The Chief Inspector of treasuries, Govt. of Punjab Finance Department, Lahore
2. All EDO's of City District Government Multan for necessary compliance please.
3. The District Account Officer 1-3
4. The representative of State Bank of Pakistan.

Executive District Officer (F&P)
Multan

MINUTES OF MONTHLY MEETING REGARDING RECONCILIATION OF ACCOUNTS OF CITY DISTRICT GOVERNMENT, MULTAN HELD ON 17-07-2007 AT 11.00 A.M. UNDER THE CHAIRMANSHIP OF DISTRICT COORDINATION

The list of participants is enclosed.

In pursuance of Finance Department's instructions contained in Chief Inspector of Treasuries letter No. SO (TT) 12-2/2007, dated 25-05-2007; monthly meeting to review (he status of reconciliation was held in the meeting room of District Coordination Officer's office. It was started with the recitation from the Holy Quran. The chair welcomed the participants and briefed that the financial discipline was to be maintained with the joint efforts of all Executive District Officers, State Bank authorities & the District Accounts Office, keeping in view the Law & Rules. Executive District Officer (Finance & Planning) was declared focal person. He further told that the daily cash balance position of District Government was to be compared with State Bank for which the system was to workout to improve the efficiency.

Malik Naeem Ahmed, District Accounts Officer - 1, Multan deposed that manual system had been ceased and the payment of all sorts are now being made through cheques.

Mr. Muhammad Azam Arshad, Deputy Director, District Government Audit, Multan briefed the participants about the management of new system.

It was decided unanimously that the schedules of payment to be issued to all departments would be obtained from District Accounts Office through authorized personals of each Executive District Officer (names of them would be duly informed to District Officer (Accounts)) on 11th of the following month which would be tallied with the cash books of offices and the acceptance certificates would be issued to District Account Office with a copy to District Officer (Accounts). In case discrepancies are found the District Accounts Officer would be informed for remedial measures. The reconciliation should be completed by 15th of each month and reconciled statements be furnished to the office of District Officer (Accounts) by the target dates fixed for the departments mentioned below:
On query by the chair, all the Executive District Officers & District officers stated that they had no problems due to proper streamlining of the system and the cooperation of District Accounts Office.

Mr. Naveed Ahmad, District Accounts Officer - II, Multan informed the participants that the District Government budget is based on Drawing & Disbursing Officer (D.D.O) system who are allotted D.D.O. code. Upon that the District Accounts Officers were advised by Executive District Officer (Finance & Planning) that the Drawing & Disbursing Officers to whom separate budget had not been allocated, might not be entertained unless the requisite code was allotted by, District Accounts Officer.

The Chair directed the Executive District Officers to adhere to the Finance & Planning Department’s observations so that the lacunae be rectified.

The strategy of District Accounts Officer was appreciated for evolving a system in which none of the departments had any complaint. The District Accounts, Officer- I, Multan offered to extend cooperation to all the departments in all the matters relating to his office. He said that system was to be introduced by which the review of departmental expenditure would be shown on Internet. It was stated that Executive District Officer (Finance & Planning) exercised firstly in Punjab by preparation of format of payment schedule for showing day-to-day transaction, which was appreciated & hoped that the same would facilitate the departments.

The District Coordination Officer paid thanks to all the participants with (he expectations to depict a good picture of the system.

<table>
<thead>
<tr>
<th>Sr.#</th>
<th>Name of Department/ Office</th>
<th>Target Date Fixed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Executive District Officer (Education)</td>
<td>15&lt;sup&gt;15&lt;/sup&gt;</td>
</tr>
<tr>
<td>2</td>
<td>Executive District Officer (Health)</td>
<td>16&lt;sup&gt;16&lt;/sup&gt;</td>
</tr>
<tr>
<td>3</td>
<td>Executive District Officer (Literacy)</td>
<td>16&lt;sup&gt;16&lt;/sup&gt;</td>
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<tr>
<td>4</td>
<td>Executive District Officer (Agriculture)</td>
<td>17&lt;sup&gt;17&lt;/sup&gt;</td>
</tr>
<tr>
<td>5</td>
<td>Executive District Officer (Information Technology)</td>
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</tr>
<tr>
<td>6</td>
<td>Executive District Officer (Community Development)</td>
<td>17&lt;sup&gt;17&lt;/sup&gt;</td>
</tr>
<tr>
<td>7</td>
<td>Executive District Officer (Municipal Services)</td>
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<td>8</td>
<td>Executive District Officer (Finance &amp; Planning)</td>
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<td>9</td>
<td>Executive District Officer (Revenue)</td>
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<td>10</td>
<td>District Coordination Officer</td>
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</tr>
<tr>
<td>11</td>
<td>District Officer (Human Resource Management)</td>
<td>19&lt;sup&gt;19&lt;/sup&gt;</td>
</tr>
</tbody>
</table>
All Town Municipal Officers  
In District Multan  

No. JB-1-42/Misc/2006/DCO  
Dated: 07/08/2006

SUBJECT: AEHTRAM MUQADDA TAHREER-O-TASVEER MUQAMAT MUQADDASA

Enclosed please find a copy of letter dated 25-07-2006 received from Mr. Zafar Iqbal Idara Aehtram Muqaddas Tahreer-I-Tasveer Muqamat Muqaddasa on the subject noted above for perusal and necessary action.

Dy. District Officer (Coord)  
For District Coordination Officer  
Multan
BUILDING KNOWLEDGE RESOURCES FOR QUALITY EDUCATION

SEMIOTICS

Compendium

550

LOCAL EXECUTING AGENCY
Idara Aehtram Muqaddas Tahreer-o-Tasveer Muqamat Muqaddasa
Trust (Registered) Telephone: 4842134

A-166, Street No. 2, Chishtia Abad
Indora Rawalpindi (Pakistan)

VAQAF PROJECT
uran Pak Paper Mill & Printing Complex
arwazgi, 7Km. Khirabad Nizam Pur
oad, Distt. Nowshera, N.W.F.P.

جواب

بندب

 duas

ردوصد کا تعلیمی نیاز بھی پوری کرنے میں مدد کے لئے مذکر کہا ہے۔ بھیجی گئی آدمی جو کہا ہے جس کے نام کے لئے مذکر کہا ہے جس کی آدمی۔ بھیجی گئی آدمی جو کہا ہے جس کی آدمی۔ بھیجی گئی آدمی جو کہا ہے جس کی آدمی۔ بھیجی گئی آدمی جو کہا ہے جس کی آدمی۔ بھیجی گئی آدمی جو کہا ہے جس کی آدمی۔ بھیجی گئی آدمی جو کہا ہے جس کی آدمی۔ بھیجی گئی آدمی جو کہا ہے جس کی آدمی。

کرکے اور دوسرے باتوں سے سخت کر کے کہا کہ اگر اور دوسرے باتوں سے سخت کر کے کہا کہ اگر اور دوسرے باتوں سے سخت کر کے کہا کہ اگر اور دوسرے باتوں سے سخت کر کے کہا کہ اگر اور دوسرے باتوں سے سخت کر کے کہا کہ اگر اور دوسرے باتوں سے سخت کر کے کہا کہ اگر اور دوسرے باتوں سے سخت کر کے کہا کہ اگر اور دوسرے باتوں سے سخت کر کے کہا کہ اگر اور دوسرے باتوں سے سخت کر کے کہا کہ اگر اور دوسرے باتوں سے سخت کر کے کہا کہ اگر اور دوسرے باتوں سے سخت کر کے کہا کہ اگر اور دوسرے باتوں سے سخت کر کے کہا کہ اگر اور دوسرے باتوں سے سخت کر کے کہا کہ اگر اور دوسرے باتوں سے سخت کر کے کہا کہ اگر اور دوسرے باتوں سے سخت کر کے کہا کہ اگر اور دوسرے باتوں سے سخت کر کے کہا کہ اگر اور دوسرے باتوں سے سخت کر کے کہا کہ اگر اور دوسرے باتوں سے سخت کر کے کہا کہ اگر اور دوسرے باتوں سے سخت کر کے کہا کہ اگر اور دوسرے باتوں سے سخت کر کے کہا کہ اگر اور دوسرے باتوں سے سخت کر کے کہا کہ اگر اور دوسرے باتوں سے سخت کر کے کہا کہ اگر اور دوسرے باتوں سے سخت کر کے کہا کہ اگر اور دوسرے باتوں سے سخت کر کے کہا کہ اگر اور دوسرے باتوں سے سخت کر کے کہا کہ اگر اور دوسرے باتوں سے سخت کر کے کہا کہ اگر اور دوسرے باتوں سے سخت کر کے کہا کہ اگر اور دوسرے باتوں سے سخت کر کے کہا کہ اگر اور دوسرے باتوں سے سخت کر کے کہا کہ اگر اور دوسرے باتوں سے سخت کر کے کہا کہ اگر اور دوسرے باتوں سے سخت کر کے کہا کہ اگर اور دوسرے باتوں سے سخت کر کے کہا کہ اگر اور دوسرے باتوں سے سخت کر کے کہا کہ اگر اور دوسرے باتوں سے سخت کر کے کہا کہ اگر اور دوسرے باتوں سے سخت کر کے کہا کہ اگر اور دوسرے باتوں سے سخت کر کے کہا کہ اگر اور دوسرے باتوں سے سخت کر کے کہا کہ اگر اور دوسرے باتوں سے سخت کر کے کہا کہ اگر اور دوسرے باتوں سے سخت کر کے کہا کہ اگر اور دوسرے باتوں سے سخت کر کے کہا کہ اگر اور دوسرے باتوں سے سخت کر کے کہا کہ اگر اور دوسرے باتوں سے سخت کر کے کہا کہ اگر اور دوسرے باتوں سے سخت کر کے کہا کہ اگر اور دوسرے باتوں سے سخت کر کے کہا کہ اگر اور دوسرے باتوں سے سخت کر کے کہا کہ اگر اور دوسرے باتوں سے سخت کر کے کہا کہ اگر اور دوسرے باتوں سے سخت کر کے کہا کہ اگر اور دوسرے باتوں سے سخت کر کے کہا کہ اگر اور دوسرے باتوں سے سخت کر کے کہا کہ اگر اور دوسرے باتوں سے سخت کر کے کہا کہ اگر اور دوسرے باتوں سے سخت کر کے کہا کہ اگر اور دوسرے باتوں سے سخت کر کے کہا کہ اگر اور دوسرے باتوں سے سخت کر کے کہا کہ اگر اور دوسرے باتوں سے سخت کر کے کہا کہ اگر اور دوسرے باتوں سे
BUILDING KNOWLEDGE RESOURCES FOR QUALITY EDUCATION

LOCAL EXECUTING AGENCY
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SEMIOTICS

LOCAL EXECUTING AGENCY

Compendium

553
BUILDING KNOWLEDGE RESOURCES FOR QUALITY EDUCATION

LOCAL EXECUTING AGENCY

Compendium

554
CIVIL SERVENTS RULES: RULE 17-A PUNJAB CIVIAL SERVANTS (APPOINTMENT & CONDITIONS OF SERVICE) RULES, 1974 RULES OF BUSINESS

NOTIFICATION

No. SOR-III-2-42/92. In exercise of the powers conferred on him under Section 23 of the Punjab Civil Servants’ Act 1974 (VIII of 1974), the Governor of the Punjab is pleased to direct that in the Punjab Civil Servants (Appointment and Conditions of Service) Rules, 1974, the following further amendment shall be made, namely.

AMENDMENT

For rule 17-A the following shall be substituted:-

"17-A Notwithstanding anything contained in any rule to the contrary, whenever a Civil Servant dies while in service or is declared invalidated/incapacitated for further service, one of his unemployed children, may be employed by the Appointing Authority against a post to be filled under rules 16 and 17 for which he/she possesses the prescribed qualification and experience and such child may be given 10 additional marks in the aggregate by the Public Service Commission, or by the appropriate Selection Board or Committee provided he/she otherwise qualifies in the test/examination and/or interview for posts in BS-6 and above:

Provided farther that one child of a Government servant who dies while in service or is declared invalidated/incapacitated for further service shall be provided a job against posts BS 1 to 5 in the Department in which the deceased Government servant was working, without observance of formalities prescribed under the rules/procedure. Provided such child is otherwise eligible for the post”.

By Order of Governor of the Punjab

JIWAN KHAN
Additional Chief Secretary

Copy of letter NO.SOR.III. 2-42/92, Government of the Punjab, Services & General Administration, Department, dated 18th February, 1997. addressed to all concerned.

SUBJECT: BENEFIT OF GIVING JOB TO ONE CHILD OF A GOVERNMENT SERVANT WHO DIES WHILE IN SERVICE OR IS DECLARED INVALIDATED/INCAPACITATED FOR FURTHER SERVICE
I am directed to refer to say that under the provision to Rule 17-A of the Punjab Civil Servants (Appointment and Conditions of Service) Rules, 1974, whenever a Government servant dies while in service, or is declared invalidated/incapacitated for further service, one of his unemployed children shall be provided a job against posts in BS-1 to 5 in the Department in which the deceased Government servant was serving, without observance of formalities prescribed under rules/procedure provided such child is otherwise eligible for the post.

A question has arisen whether this benefit under the statutory provision of rules can be availed of in case a ban on recruitment has been imposed by Government. The case was examined in consultation with the Law and Parliamentary Affairs Department who have advised that ban on recruitment is not applicable against statutory provision of rules referred to above, nor the right of the child of a deceased Government servant under Rule 17-A of the rules ibid would be abridged by such order.

I am to request that this clarification may be brought to the notice of all appointing authorities under your administrative control for strict compliance.

(Muhammad Daud Iqbal)
Section Officer (R.III)

Copy of letter No. SO.III, 2-42’92 (P), Government of the Punjab, Services General Administration & Information Department, (Regulation Wing), dated Lahore, the 22nd September, 1998 addressed to all concerned

SUBJECT: BENEFIT OF GIVING JOB TO ONE CHILD OF A GOVERNMENT SERVANT WHO DIES WHILE IN SERVICE OR IS DECLARED INVALIDATED / INCAPACITATED FOR FURTHER SERVICE

I am directed to refer to this Department's letter of even number dated 18-02-1997 on the subject noted above which clarified that ban on recruitment imposed by the Government shall not be applicable to the statutory provision of rule 17-A of me Appointment & Conditions of Service) Rules, 1974, wherein it has been laid down that where ever a civil servant dies while in service or is declared invalidated/incapacitated for further service, one of his child shall be provided a job against post in BS 1 to BS 5 in the Department in which the deceased Civil Servant was serving.

One the other hand, according to the instructions issued by the Welfare wing of SGA&I Department, every Department is supposed to intimate the vacancies to the Welfare Wing, so that surplus staff if any available, should be accommodated against such vacancies in the first instance and N.O.C. from the said wing shall be obtained for filling up vacancies.

A question has, therefore, arises as to whether such N.O.C. from the Welfare wing is required in the case where benefit under Rule 17-A referred to above is being extended. It is clarified that such N.O.C. shall not be required in the case of employment of one child of a Government Servant who dies while in service or is declared invalidated for further service.
You are, therefore, requested that this clarification may kindly be brought to the notice of all concerned for compliance.

(Muhammad Daud Iqbal)
Under Secretary (R-III)

Government of the Punjab
Services and General Administration Department
Dated Lahore the 1st August, 2000

NOTIFICATION

No. SOR(S&GAD)9-1/2000. In exercise of the powers conferred upon him under Section-23 of the Punjab Civil Servants Act, 1974 (VIII of 1974), the Governor of the Punjab is pleased to direct that in the Punjab Civil Servants Recruitment (Relaxation of Upper Age Limit) Rules, 1976, the following further amendment shall be made, namely:-

Amendment

In rule after clause vii, the following clause shall be added:-
(viii) In the case of children of deceased/invalidated/incapacitated Government servants who apply for Government service under rule 17-A of the Punjab Civil Servants (Appointment & Conditions of Service) Rules, 1974, the maximum upper age limit prescribed in the Service/Recruitment Rules for appointment to a post, shall be raised by 5 years.

By Order of the Governor of Punjab
Additional Chief Secretary

Government of the Punjab
Services and General Administration Department
Dated Lahore, the 12th April, 2003

NOTIFICATION

SOR-III-2-42/92(P-II). In exercise of the powers conferred upon him under Section-23 of the Punjab Civil Servants Act, 1974 (VIII of 1974), the Governor of the Punjab is pleased to direct that in
the Punjab Civil Servants (Appointment and Conditions of Service) Rules, 1974 the following further amendments shall be made:

**AMENDMENTS**

In rule 17-A-

i) after the word "children" the words and oblique "or his widow/wife" shall be inserted;

ii) after the word child and before the word "may" occurring for the second time, the words and oblique " or the widow wife" shall be inserted;

iii) in the proviso, after the word " child" and before the word "of" occurring for the first time, the words and oblique " or widow/wife" shall be inserted; and

iv) in the proviso, after the word "child" and before the word / "is" occurring for the Second time, the words and oblique " or the widow/ wife" shall be inserted;

By Order of the Governor of Punjab
Mian Muhammad Jamil
Additional Chief Secretary

Copy of letter NO. SOR.III (S&GAD) 2-42/92 (P-I), Government of the Punjab, S&GA Department (Regulations), dated 24th March 2004 addressed to all concerned.

**SUBJECT: AMENDMENT IN THE PUNJAB CIVIL SERVANTS (APPOINTMENT & CONDITIONS OF SERVICE) RULES, 1974**

I am directed to refer to letter No.Estt.II/l-18/98-PPSC/383,dated 22.12.20 received from Punjab Public Service Commission on the subject noted above which advice regarding grant of additional marks under Rule 17-A of the Punjab Civil Servants (Appointment & Conditions of Service) Rules 1974 was sought.

1. The issue has been examined in detail in consultation with Punjab Public Service Commission Finance Department and Law and Parliamentary Affairs Department and the following guidelines are hereby issued with respect to grant of additional many under rule 17-A of the rules ibid:-

   (i) The spirit of Rule 17-A is to provide relief to the family of a deceased invalidated or incapacitated civil servant by providing employment to the widow/wife or one child of the said civil servant provided that he/she otherwise eligible for the post applied for.

   (ii) Rule 17-A provides that "such child may be given 10 additional marks in the aggregate by the Punjab Public Service Commission or the relevant board committee" From the wording of the rule, it is clear that it is not necessary award full ten marks in each case. Only such marks should be awarded subject to a maximum of 10 marks) which are necessary to cover the shortfall in the aggregate to mark such candidate eligible for appointment.

   (iii) A person who may have applied under Rule 17-A but who qualifies purely on merit, should not be awarded any additional marks and his selection should be made on merit and not under rule 17-A.
(iv) The purpose of awarding additional marks is only to facilitate the selection of the child or widow or wife of the deceased/ininvalided person to alleviate the financial problems of the family. This concession is not meant for granting undeserved seniority on the merit list. Therefore as mentioned above, bare minimum marks should be awarded only to the extent it is necessary to facilitate their selection. As such persons awarded extra marks and selected under Rule 17-A shall always be placed at the bottom of the merit list.

2. I am further directed to request that the above guidelines may kindly be brought into the notice of all concerned for compliance.

(Ghulam Yaseen)
Section Officer (Regulations-III)

Copy of letter NO.SORIII(S&GAD)3-4/2004 Government of the Punjab, Services & General Administration, Department, (Regulation Wing), dated 12th January, 2005.


I am directed to refer to the subject noted above and to state that a question has arisen as to whether or not the benefit of Rule 17-A is extendable to the child/wife/widow of a civil servant who died in service or was declared invalidated before the introduction of Rule 17-A of Punjab Civil Servants (Appointment & Conditions of Service) Rules, 1974.

1. After due consultation with Law & Parliamentary Affairs Department, it is clarified that the benefit of Rule 17-A is extendable to a child/wife/widow of a civil servant who died in service or was declared invalidated/incapacitated even before the promulgation of Rule 17-A in 1993, as there is nothing in the said rule to suggest that it would apply only where the parents/husband of a candidate died after coming into force of this rule. Rule 17-A has created a right in favour of a child/widow/wife of a deceased/incapacitated civil servant, irrespective of the date of death/incapacitation of the civil servant while in service.

2. It is further clarified that in order to avail the benefit under the rule ibid, the child/widow/wife of the deceased/incapacitated civil servant must otherwise be eligible for appointment against a specific post i.e. he/she must have the requisite qualification, experience, age limit etc, as prescribed for the post.

Kashif Manzoor
Section Officer (Reg.III)
NOTIFICATION

No. SORIH-9-72 - In exercise of the powers conferred by Section 23 of the Punjab Civil Servants Act, 1974, the Governor of the Punjab is pleased to make the following rules to relax the upper age limit prescribed for recruitment to various posts, namely:-

1. (a) These rules may be called the Punjab Civil Servants Recruitment (Relaxation of Upper Age Limit) Rules, 1976.
   (b) These rules shall apply to the recruitment of all posts.
   (c) They shall come into force at once.

2. Definition - In these rules, unless the context otherwise requires:
   (i) "Schedule Castes" means the castes, races or tribes, or parts of groups within castes, races, or tribes declared to be schedule castes under any law enforce in the Punjab or so declared by Government for the purposes of various Service/Recruitment Rules; and
   (ii) "Under-developed Area" means the Baluch Area of Dera Gazi Khan District and such other areas as Government may declare to be under-developed areas for the purposes of various Service/Recruitment Rules.

3. Notwithstanding anything to the contrary contained in any rules applicable to any post or service:-
   (i) in the case of the applicants from Scheduled Castes and Under-developed Areas, for a period of 10 years with effect from the commencing day of the interim constitution of the Islamic Republic of Pakistan, the upper age limit shall be relaxed by 3 years;
   (ii) in the case of a person whose services under Government have been terminated for want of vacancy the period of service already rendered by him shall, for the purposes of upper age limit under any rules, be excluded from his age; and
   (iii) in the case of Ex-defence personnel, the interval between the date of their release from the Defence Forces of Pakistan, including the Mujahid Force and the date of re-employment in a Civil Department subject to a maximum of seven years and the whole of the period of a service rendered by them in such Forces shall, for the purposes of upper age limit under any rule, be excluded from their age.

4. The Punjab Civil Service Recruitment (Relaxation of Upper Age Limit) for candidates' belonging to Scheduled Castes and Under-developed Areas), Rules, 1973, are hereby repealed.

By Order of the Governor of Punjab,

Sarfraz Hasan
Additional Chief Secretary,
Copy of letter from Additional Secretary (Regulations), dated 31st March, 1985, addressed to all Administrative/Attached Department etc and all Chairman of Autonomous Bodies/Semi-Autonomous/Corp, etc.

SUBJECT: DISABLED PERSONS (EMPLOYMENT & REHABILITATION) ORDINANCE, 1981

I am directed to refer to this Department's circular letter No.SORI(S&GAD) 16-4/83 dated 14th March, 1985, on the subject noted above.

In order to ensure proper implementation of the provisions of the disable Persons (Employment & Rehabilitation) Ordinance, 1981 and rules made there under the following instructions are issued for guidance of the all concerned:

i) Vacancies reserved for disable persons will be filled through the normal process of selection.

ii) All disabled persons possessing requisite qualifications and experience would be eligible to compete for posts in GradeO16 and above where selection is made by the Punjab Public Service Commission and in Grade-15 and below where selection is made by the Department concerned.

iii) The disabled persons appearing in open competition for non-reserved vacancies will be selected purely on the basis of merit.

iv) The disabled persons desirous of getting appointment against the reserved vacancies will first get themselves registered with the Employment Exchange of the area as disabled persons under Section 12 of the aforesaid ordinance.

v) Those disabled persons who are registered with the Employment Exchange of the areas as disabled persons will appear before the District Assessment Board constituted by the Social Welfare Department under assessment certificate.

vi) Only those persons shall be eligible to be considered for jobs reserved for disabled persons, who are duly registered with the Employment Exchange of the area and have been declared by the Assessment Board to be disabled and fit for work.

vii) The disabled persons desirous of getting employment shall attach registration and assessment certificates with their application, and the selection of disabled persons for posts against 1% quota will only be made from amongst the disabled persons duly registered as such.

viii) Recruitment of able-bodied persons will not be made against posts reversed for the disabled persons.

Public Service Commission/Employment Exchange for recruitment will indicate specifically the number of posts which are available for the disabled. The Selection authority would ensure that 1% quota reserved for the disabled persons is adhered to while inviting applications/recommending candidates for posts in BPS-16 and above including posts to be filled up through competitive examination.

(Shakhawat Ali)
Additional Secretary (Regulations)
Copy of letter No: SO RI (S&G AD) 6-25 / 91 dated 17-7-1994 received from The Services General Administration and Information Deptt: Govt. of the Punjab, Lahore addressed to this Directorate.

SUBJECT: RELAXATION OF RULES AND REGULARISATION OF SERVICES

1. I am directed to refer to the subjects noted above and to state that references are being received from the Administrative Departments for regularizing the services of the contract employees. Appointments on regular basis are admissible only after advertising. The vacancies in the prescribed manner and observances of all other conditions for appointment as laid down in the relevant Recruitment Rules for the specific posts read with relevant provisions of the Punjab Civil Servants (Appointment and Conditions of services) Rules, 1974.

2. Accordingly, it is clarified that persons working on contract out of contingencies or on work charge basis, can be appointed only by requiring them to complete for the jobs as and when such jobs are advertised and they are selected in the prescribed manner. The relaxation of age, if warranted and admissible under the rules, may be granted by the competent authority.

3. These instructions may kindly be adhered to in letter and spirit and brought to the notice of all concerned.

Yours obediently servant

Sd/-

(INAM UL HAQ)
DEPUTY SECRETARY (REGULATION)

No. Exp(G) 11 11/98.
GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT
Dated Lahore, the 13th June, 1998

SUBJECT: AUSTERITY MEASURES

Sir,

I am directed to refer to the subject noted above and to state that for promotion of self reliance the Government has to lead by example and adopt a strictly austere working environment leading to major economy in the expenditure. The provincial Cabinet has, therefore, approved enforcement of the following austerity measures with immediate effect.
Austerity Measures

1. Stringent economy measures, of which some are detailed below, will be adopted to effect maximum reduction in Government expenditure. Salaries. Pensions. Debt servicing. Purchase of medicines, necessary M&R, flood protection, relief measures and ADP schemes shall be exempted from this general restriction. However, expenditure on these should also follow the general spirit of self-reliance and austerity.

2. The practice of allocating funds to unfunded schemes shall be stopped forth with.

3. No durable goods, including Venice’s, shall be premised elder development schemes Enveloped cassias however be referred to the Finance Department by the Administrative Department with the prior approval of the Minister In charge.

4. No official function shall be arranged in a hotel. However, for “State Delegations” where essential a function may be held in a hotel with the prior approval of the Chief Minister.

5. Expenditure on POL shall be reduced by half by a more economic use of vehicles and withdrawing vehicles from those not entitled and allowing use only to specifically authorized officers. There shall be strict monitoring of use of official transport and of prescribed limits of petrol consumption.

6. Consumption of electricity on the basis of units consumed shall be reduced 50% by applying suitable checks. Air conditioners shall be withdrawn from all government officers who are not entitled to this facility. However, in cases where 4 or more officers agree to share office accommodation and computers, they may be allowed the use of Air-conditioner. Authorized Air-conditioner shall be switched off 20 minutes before leaving office. No electric equipment / appliance will be kept “on” while the room is empty.

Annexure -A

LIMITS ON RESIDENTIAL TELEPHONES

<table>
<thead>
<tr>
<th>Category</th>
<th>Officers</th>
<th>Prescribed Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>a</td>
<td>Chief Secretary, Senior Member: BOR Additional Chief Secretary, Chairman P&amp;D Board, Secretaries Home, Finance, Secretary to Chief Minister, Inspector</td>
<td>No Limit</td>
</tr>
<tr>
<td>b</td>
<td>General of Police and Commissioner of Civil Defence.</td>
<td>1000 local calls/m.</td>
</tr>
<tr>
<td>c</td>
<td>Chairman CMIT, Secretary Health Secretary to Governor, Military Secretary to Governor, DIGs in Ranges.</td>
<td>800 local calls / m.</td>
</tr>
<tr>
<td>d</td>
<td>Members Board of Revenue Secretaries to Government (Other then those mentioned at (a) &amp; (b) above). Deputy Commissioners, I.G. (Prisons)</td>
<td>600 local calls / m.</td>
</tr>
<tr>
<td>e</td>
<td>Additional Secretaries. SSP/SP of a district, Assistant Commissioners and Additional Deputy Commissioners (General), Additional S.P. posted in a district, Heads of Attached Department. Regional &amp; Divisional Heads of the Departments other then those covered above. Deputy Secretaries to Government SDPOs.</td>
<td>400 local calls / m.</td>
</tr>
<tr>
<td>f</td>
<td>All other officers</td>
<td>No call</td>
</tr>
</tbody>
</table>
NOTIFICATION
Dated Lahore, the 15th November 2000

NO, SOR-m-1-14/75 In exercise of the powers conferred on him under section 23 of the Punjab Civil servants Act, 1974(VIII of 1974), the Governor of the Punjab is pleased to make the following further amendment in the Punjab civil Servants (Appointment and Conditions of Service) Rules, 1974, namely:-

AMENDMENT
After Rule 21-A(2), the following new rule shall be inserted:- 2 l-A-(3).
Alteration in the date of birth.

"The date of birth once recorded at the time of joining Government service shall be final and there-after no alteration in the date of birth of a civil servant shall be permissible."

BY ORDER OF THE GOVERNOR OF THE PUNJAB
TARIQ FAROOQ
ADDITIONAL CHIEF SECRETARY

Copy of letter No. FDSR 17-I/2001, Government of the Punjab,, Finance Department, dated 8th May, 2001 addressed to the Additional Secretary (General),Government of the Punjab, Education Department (Schools)

SUBJECT: DELEGATION OF POWERS


2. In continuation of this Department's letter of even number dated 24-04-2001 on the subject noted above. Finance Deptt: has observed that as per provisions against Sr. No. (I) of Appendix-C of the Punjab (Civil services) Delegation of powers Rules, 1983, Heads of Attached Department can sanction pension to those officers of the Education Department who retired from service in BPS 16 & 17, Accordingly you are requested to issue necessary instructions to your Heads of Attached Departments to dispose off the pension cases of said categories of officers. As regards the other
issues. Education Department is expected to initiate a summary expeditiously as already asked vide this Department's letter referred to above.

SECTION OFFICER (SR-I)

GOVERNMENT OF THE PUNJAB
EDUCATION DEPARTMENT (SCHOOLS)

NOTIFICATION

NO. S. O(G-IV) 17-02/2001: As per advice of Finance Department, contained in letter No. FD-SR 17-1/2001 dated 8-5-2001, all Heads of Attached Departments in Education are competent to sanction the pension of officers BS-16 & 17 as per provision against Sr. No. (i) of appendix of the Punjab (Civil Services) Delegation of Powers Rules, 1983 (A copy of F.D. advice annexed).

Dated Lahore

Spl. Secretary Education (Schools)

Copy of letter No.864/Admn. I(2), dated. 9-1/-2001 from DPI (SE) addressed to all the Executive District Officer, (Education) Punjab.

SUBJECT: RETIREMENT /PENSION/LEAVE ENCASHMENT AND DEATH LEAVE UP TO BS. 17

According to the Notification No. FDSRJ-13/-2001 dated 22-09-2001 issued by Education Department, the Executive District Officer (Education) have been authorized to finalize pension cases of officers up to BS-17. Accordingly the Executive District Officer (Education) has to issue Retirement Notification, finalization of pension cases, sanction of leave Encashment and sanction to final payment of G.P. Fund to the retiring officer.

DIRECTOR (ADMINISTRATION)
NOTIFICATION

No. SO.CAB-1/2-1/94, In exercise of the powers conferred by article 139 of the Constitution of Islamic Republic of Pakistan, 1973 read with rule 3 sub-rule (3) of the Punjab Government Rules of Business, 1974, the Governor of the Punjab is pleased to direct that in the Punjab Government Rules of Business, 1974, the following further amendments shall be made:

AMENDMENTS

In Schedule-II, under the heading SOCIAL WELFARE, WOMEN DEVELOPMENT AND BATTUL MAL DEPARTMENT: in the sub-heading 'WOMEN DEVELOPMENT WING'—

(a) for the entries (i) and (ii), the following shall be substituted:

CHIEF SECRETARY
GOVERNMENT OF THE PUNJAB

PROVINCIAL ASSEMBLY OF THE PUNJAB
NOTIFICATION
15 April 2005

No. PAP-Legis-2(18)/2005/721. The Punjab Civil Servants (Amendment) Bill 2005, having been passed by the Provincial Assembly of the Punjab on 4 April 2005, and assented to by the Governor of the Punjab on 13 April 2005, is hereby published as an Act of the Provincial Assembly of the Punjab.

THE PUNJAB CIVIL SERVANTS (AMENDMENT)

ACT 2005
ACT III OF 2005

[First published, after having received the assent of the Governor of the Punjab, in the Gazette of the Punjab (Extraordinary) dated 15 April 2005.]

An Act
further to amend the Punjab Civil Servants Act, 1974.

Preamble.- Whereas it is expedient further to amend the Punjab Civil Servants Act, 1974 (VIII of 1974), for the purposes hereinafter appearing,
It is hereby enacted as follows:-

1. Short title and commencement.- (1) This Act may be called the Punjab Civil Servants’ (Amendment) Act 2005.
   (2) It shall come into force at once,

2. Amendment in section 2 of Act VIII of 1974.- In the said Act, in section 2, after clause (g), the following new clauses (g-a) and (g-b) shall respectively be added:-
   "(g-a) "proforma promotion" means predating of promotion of civil servant or retired civil servant with effect from the date of regular promotion of his junior, for the purpose of fixation of pay and payment of arrears as may be prescribed,
   (g-b) "promotion" means appointment of a civil servant to a higher post in the service or cadre to which he belongs."

3. Amendment in section 8 of Act VIII of 1974.- In the said Act, section 8 shall be substituted by the following:-
   "8-Promotion,-
   (1) A civil servant shall be eligible to be considered for appointment by promotion to a post reserved for promotion in the service or cadre to which he belongs in a manner as may be prescribed; provided that he possesses the prescribed qualifications.
   (2) Promotion including proforma promotion shall not be claimed by any civil servant as of right.
   (3) Promotion shall be granted with immediate effect and be actualized from the date of assumption of charge of the post, and shall in no case be granted from the date of availability of post reserved for promotion.
   (4) A civil servant shall not be entitled to promotion from an earlier date except in the case of proforma promotion.
   (5) A retired civil servant shall not be eligible for grant of promotion; provided that he may be considered for grant of proforma promotion as may be prescribed.
   (6) A post referred to in sub-section (1) may either be a selection post or a non-selection post to which promotion shall be made as follows:-
      a. in the case of a selection post, on the basis of selection on merit; and
      b. in the case of non-selection post, on the basis of seniority-cum-fitness."

SAEED AHMAD
Secretary

Copy of letter No.SOR-II(S&GAD) 2-65/2005, Government of the Punjab, Services and General Administration Department (Regulations Wing), dated 7th June, 2005 addressed to all the concerned.

SUBJECT: PROMOTION/PROFORMA PROMOTION TO HIGHER POSTS-DATE OF EFFECT OF PROMOTION-AMENDMENT IN PUNJAB CIVIL SERVANTS ACT, 1974

I am directed to refer to the subject noted above and to state that according to the prevailing
policy of the Government of Punjab, promotion is granted to serving civil servants with immediate effect and not from the date of occurrence of vacancy. Promotion is not granted to a retired civil servant as he does not remain a civil servant after retirement though proforma promotion may be granted to a retired civil servant from the date of promotion of his junior, provided that the retired civil servant was promoted to that rank during his service.

2. To further strengthen the provisions of the policy regarding the date of effect of promotion, the Government of Punjab has now made the following amendments in Punjab Civil Servants Act, 1974. through notification No. PAP-Legis-2(18)/2005/721 dated 15.04.2005 (copy enclosed). The salient features of the amendment are as under:-

   i. In section 2 of the Act, definitions of promotion and proforma promotion have been added as under:-

   "(g-a) "proforma promotion" means predating of promotion of civil servant or retired civil servant with effect from the date of regular promotion of his junior, for the purpose of fixation of pay and payment of arrears, as may be prescribed, (g-b) "promotion" means appointment of a civil servant to a higher post in the service or cadre to which he belongs."

   ii. Existing Section 8 has been substituted as under:-

   "8. Promotion - (1) A civil servant shall be eligible to be considered for appointment by promotion to a post reserved for promotion in the service or cadre to which he belongs in a manner as may be prescribed, provided that he possesses the prescribed qualifications.

   (2) Promotion including proforma promotion shall not be claimed by any civil servant as of right.

   (3) Promotion shall be granted with immediate effect and be actualized from the date of assumption of charge of the higher post, and shall in no case be granted from the date of availability of post reserved for promotion.

   (4) A civil servant shall not be entitled to promotion from an earlier date except in the case of proforma promotion.

   (5) A retired civil servant shall not be eligible for grant of promotion as may be prescribed.

   (6) A post referred to in sub section (1) may either be a selection post or a non-selection post to which promotion shall be made as follows:-

   (a) in the case of a selection post, on the basis of selection on merit; and

   (b) in the case of non-selection post, on the basis of seniority-cum-fitness.

3. It is requested that while processing and deciding the cases of promotion and proforma promotion of civil servants and retired civil servants, guidance should be sought from the provisions of the above amendment in the Punjab Civil Servants Act, 1974, as well as the Punjab Government’s Proforma Promotion Policy issued vide circular no. SOR-II (S&GAD) 2-59/78, dated 19.04.2003.

(RASHIDA MALIK)
SECRETARY REGULATIONS
__________________________
Copy of letter No. SO (G) 5-4/2004-GRAP, Government of the Punjab, Social Welfare Women Development and Baitul Maal Department, dated 8th June 2005 addressed to all the concerned.

SUBJECT: AMENDMENT IN THE PUNJAB GOVERNMENT RULES OF BUSINESS, 1974 WITH REFERENCE TO GENDER REFORM ACTION PLAN (GRAP)

Kindly refer to this Department's letter No.SO(G)5-4/2004- GRAP dated 30.7-2005, on the subject noted above.

In order to bring about changes in the scheduled-II of Govt. of the Punjab Rules of Business 1974 pertaining to Women Development Department, a Summary for Governor on the subject matter has been routed through S&GAD and Law Department; Copy of the Draft Summary and Notification is enclosed for your information.

For accomplishing gender mainstreaming in the true sense of the word, the line departments ought to have the machinery and the tools to accomplish the task. The line departments would be required to:

- Conduct a gender analysis of all policies, programs, legislation and projects
- Ensure the integration of gender equality perspective in all future programmes and projects
- Collect and make available sex disaggregated data. Evaluate and report quarterly on progress made towards achieving gender goals.

These responsibilities of the Department would be formalized through the following amendments in the Rules of Business of the line departments.

Proposed Amendments in Rules of Business of the Line Departments

- Ensuring implementation and compliance of national policies, international commitments, covenants, and conventions (as adopted by Pakistan) for improving the status of women and achieving gender equality,
- Publication of an annual report describing
- Comparative date of past three financial years regarding the status of women in the sectors for which the Department is directly responsible,
- Intended targets and goals for next financial year.

You are kindly requested to take necessary action for the above stated amendments in the Punjab Government Rules of Business pertaining to your Department as the matter already been decided by the Provincial Cabinet on 20/5/2004 (copy enclosed).

SECTION OFFICER (G)
NOTIFICATION

No. SOR.IV (S & GAD) 1-6/90. In exercise of the powers conferred upon him under section 23 of the Punjab Civil Servants Act, 1974 (VIII of 1974), the Governor of the Punjab is pleased to direct that in the Punjab Government Servants (Conduct) Rules, 1966, the following further amendments shall be made:

AMENDMENTS

1. rule 11 and 11-A shall be omitted.
2. In rule 12.
   (i) in sub-rule (1), after the word "Government" occurring for the third time and before the word "through", the words "in the prescribed proforma" shall be added.
   (ii) sub-rule (2) shall be substituted by the following:
        "Every Government Servant shall submit to the Government in the prescribed proforma through the usual channel, an annual declaration of income, assets and expenses for the financial year ending on 30th June, showing any increase or decrease of property as shown in the declaration under sub-rule (1) for the last annual return, as the case maybe" and
   (ii) after sub-rule (2) so substituted, the following new sub-rule (3) shall be added
        (3) declaration of Assets Proforma shall be opened in the concerned section each year and entered into relevant database".

CHIEF SECRETARY
GOVERNMENT OF THE PUNJAB

NOTIFICATION

No. SO.CAB-l/2-1/94. In exercise of the powers conferred by article 139 of the Constitution of Islamic Republic of Pakistan, 1973 read with rule 3 sub-rule (3) of the Punjab Government Rules of Business, 1974, the Governor of the Punjab is pleased to direct that in the Punjab Government Rules of Business, 1974, the following further amendments shall be made:

AMENDMENTS

In Schedule-II, under the heading SOCIAL WELFARE, WOMEN DEVELOPMENT AND BATTULMAL DEPARTMENT:
in the sub-heading 'WOMEN DEVELOPMENT WING'-

(a) for the entries (i) and (ii), the following shall be substituted :-

CHIEF SECRETARY
GOVERNMENT OF THE PUNJAB

Copy of letter No. SOR-IV (S&GAD) 10-1/2003, Government of the Punjab, Services & General administration Department (Regulations wing), dated Lahore, the 14th July 2005, from Secretary Regulations, addressed to all concerned.

SUBJECT: EXTENSION IN THE PERIOD OF APPLICATION OF GENERAL RELAXATION IN UPPER AGE LIMIT FOR INITIAL RECRUITMENT IN BS-1 TO 17

Kindly refer to the Recruitment Policy - 2004 circulated vide letter of even number dated 17.09.2004, vide which five years general relaxation in upper age limit for recruitment against posts in BS-1-17 was granted and the said relaxation was valid upto 30.06.2005.

2. It is informed that the Chief Minister has now been pleased to grant extension in the period of application of five-year relaxation in upper age limit, across the board, for initial appointment against all categories of posts in BS-1 to 17 (except Police Force) as under:
   i. This relaxation would be valid upto 30.06.2006 or till finalization of recruitment process under Phase-II, whichever is earlier. During this time, the application of Punjab Delegation of Powers (Relaxation of Age) Rules, 1961 shall be held in abeyance.
   ii. This concession in upper age limit shall however, not be granted in the case of recruitment in Police Force.
   iii. In all cases, age relaxation shall be given across the board and shall appear as a part of the advertisement and shall not be allowed in individual cases. This will obviate the necessity of individuals approaching various authorities for getting age relaxation.
   iv. Where the upper age limit for a post to be filled on contract basis has been enhanced by the Department (as against the age limit prescribed in the service rules) no relaxation in the upper age limit shall be allowed.
   v. Where contract appointments are made in accordance with the existing service rules and the age limit prescribed thereunder, 5 years relaxation in upper age limit shall be granted across the board, as explained at serial no (iii) above/

3. In addition to the above, it is once again reiterated that Chief Minister has been pleased to impose ban on recruitment and recruitment against posts can only be made after obtaining relaxation of ban on a summary to be submitted through Regulations Wing, S&GAD. It is further pointed out that all recruitments shall be made on contract basis as per provisions of Contract Appointment Policy of the Government unless regular appointment has been allowed against specific category of posts by the Chief Minister, on a summary/case moved by the Department concerned, through the Regulations Wing, S&GAD.

(RASHIDA MALIK)
SECRETARY REGULATIONS
Copy of letter No. AS(G)/CMS/05/OT-5/, Chief Minister’s Secretariat, Punjab, dated 24.01.2006.

SUBJECT: RULE OF BUSINESS GOVERNING INTERACTION OF PROVINCIAL GOVERNMENTS WITH INDIA

Please find enclosed a copy of letter No.F.2-2/95-Min.I dated 06.01.2006 addressed to the Chief Secretary by the Cabinet Secretary, Government of Pakistan, Islamabad on the subject cited above.

2. Chief Minister, Punjab has desired that the relevant rules/instructions on the subject may kindly be circulated to the members of the Cabinet and all Administrative Secretaries for information and strict compliance.

Sd/-
(G.M. Sikander)
Principal Secretary to Chief Minister

Copy of letter No. SO(CAB-I) 12-3/2004 dated 16.02.2006 Government of the Punjab, Services and General Administration Department, addressed to all the concerned.

SUBJECT: RULES OF BUSINESS GOVERNING INTERACTION OF PROVINCIAL GOVERNMENTS WITH INDIA

I am directed to refer to the subject noted above and to state that the Cabinet Division, Government of Pakistan, Islamabad vide its communication No.F.2-2/95-Min.I, dated 06.01.2006 (copy enclosed) has informed that the Federal Government has observed that direct contact between political functionaries of certain countries has been taken without regard to procedure laid down in the Rules. Direct invitations have been accepted and also given at high political level. It has also been noticed that mutual visits and MOUs between various educational institutions are being planned without keeping the Ministry of Foreign Affairs in the loop. In some cases, specific advice of the Foreign Office is not being observed.

2. Accordingly, attention is invited to rule 13 of the Federal Government Rules of Business, 1973 which provides that the Ministry of Foreign Affairs should be consulted on all matters which affect foreign policy of Pakistan on the conduct of its foreign relations. At the same, the instructions/guidelines for attendance of diplomatic functions/receptions and other interaction with foreign diplomatic missions in Pakistan circulated vide D.O. letter No. 2-6/98-Min.I, dated 25th May, 2000 (copy enclosed) are reiterated. Hence, Government of the Punjab has been requested to ensure that while contacting Foreign Governments/Missions the rules/instructions in the matter are kept in view and adhered to strictly.

3. Chief Minister, Punjab vide his communication bearing No. AS (G) CMS/05/OT-5/110135, dated 24.01.2006 (copy enclosed) has desired that the relevant rules/instructions mentioned above, be followed in letter and spirit.

Sd/-
(MIAN HABIB KHALID HABIB)
SECTION OFFICER (CABINET-I)
SUBJECT: GUIDELINES FOR ATTENDANCE OF DIPLOMATIC ACTIONS/RECEPTIONS AND OTHER INTERACTION WITH FOREIGN DIPLOMATIC MISSIONS IN PAKISTAN

The Ministry of Foreign Affairs has observed that in diplomatic functions and receptions the number of Cabinet members is more than the recommended representation of the Government of Pakistan. That Ministry has, therefore, requested the Cabinet Division to bring the relevant guidelines on the subject again to the notice of all concerned for compliance. In this regard, attention is invited to the following guidelines for attending diplomatic functions and receptions and for other interaction with foreign diplomatic missions in Pakistan.

i) The primary channel of communication for any contact with foreign diplomatic missions in Islamabad and other countries should be the Ministry of Foreign Affairs and Pakistan’s missions abroad. This is necessary to enable the Foreign Office and Pakistan’s missions abroad to effectively monitor and follow up developments regarding Joint Ministerial commissions - (JMCs) and Joint Economic Commissions (JECs) or directives issued consequent to various bilateral visits.

ii) unless the principle of reciprocity so warrants, the President and the Chief Executive may not attend the National Day or any other reception hosted by a foreign diplomatic mission; 

iii) as a general rule, the principle of reciprocity may be observed in determining the level of attendance in all receptions hosted by a foreign diplomatic mission.

iv) requests for calls on the President and the Chief Executive by the Heads of foreign Missions/visiting dignitaries should be routed/processed through the Foreign Office only. This practice is followed universally and is in accordance with the dignity of the office. It will also help to establish and maintain the principle of reciprocity about the frequency of access granted at the level of Heads of State or Government of the host country to our ambassadors abroad;

v) Cabinet members may not entertain any direct invitation from the diplomatic missions and should consult the Chief of Protocol in the Ministry of Foreign Affairs for acceptance or otherwise. The Chief of Protocol will be guided by the level and extent of our bilateral ties with the country sending the invitation.

vi) One or two Federal Ministers may be nominated by the Foreign Office to represent the Government of Pakistan on these receptions, by rotation;

vii) Services Chiefs may send their representatives to these receptions rather than attending personally; and

viii) Government officials may follow the exiting procedure whereby they are required to seek permission of their respective heads of departments.

In addition, the following guidelines should be kept in view in respect interaction with diplomatic missions:-

a) attendance at private dinners and lunches hosted by the diplomatic missions may not be accepted by the Cabinet members themselves. Such invitations should be brought to the notice of the -Chief of Protocol in the Ministry of Foreign Affairs who would advise the Cabinet members about their acceptance or otherwise. It is, however, important that the Cabinet members may accept such invitations only from the embassies relevant to their field of work. Frequent participation by the Cabinet members in such functions, particularly
when those are not purpose-oriented, would be against their personal esteem and dignity;

b) Cabinet members may meet the representatives of foreign missions relevant to their field of work directly. A representative of the Foreign Office should invariably be invited on such occasions. The working level for the purposes of interaction with foreign missions in Ministries other than the Ministry of Foreign Affairs should be Joint Secretary or equivalent; and

c) all meetings between Cabinet members and foreign representatives may be minted by an officer of the concerned Ministry to ensure full and authentic record of the meeting. In all cases, the minutes of such meetings should be formally conveyed to the concerned territorial desk of the Ministry of Foreign Affairs.

Dr. Masurna Hasan

Copy of letter No., Government of the Pakistan, Cabinet Division (Post Code No. 44000), dated 06.01.2006.

SUBJECT: RULES OF BUSINESS GOVERNING INTERACTION OF PROVINCIAL GOVERNMENTS WITH INDIA

It has come to the notice of the Federal Government that direct contact between political functionaries of certain countries has been taken without regard to procedures laid down in the Rules. Direct invitations have been accepted and also given at high political level. It has also been noticed that mural visits and MOUs between various educational institutions are being loaned without keeping the Ministry of Foreign Affairs in the some cases, specific advice of the Foreign Office is not being observed.

2. Accordingly attention is invited to rule 13 of the Rules of Business, 1973 which provided that the Ministry of Foreign Affairs should be consulted on all matters which affect foreign policy of Pakistan on the conduct of its foreign relations. At the same time, instructions conveyed earlier vide D.O letter No, 2-6/98-Min-I, dated 25th May, 2000 are reiterated (copy annexed).

3. I shall be grateful to the Government of the Punjab to ensure that while contacting Foreign Governments/Missions, the rules/instructions on the subject are kept in view and adhered to strictly.

Sd/-
(SYED YASIN AHMAD)

Copy of letter No. SOR-II(S&GAD)2-59/78, Government of the Punjab Services & General Administration, Department (Regulations Wing), dated 20.05.2006, addressed to all concerned.

SUBJECT: PROFORMA PROMOTION POLICY

The cases in which the Proforma Promotion can be granted have been enumerated at sub para (III) of para 2 of the Proforma Promotion Policy circulated vide No. SOR-II (S&GAD) 2-59/78, dated 19-04-2003.
2. The Proforma Promotion Policy is, however, silent about a situation where a senior was conditionally recommended for promotion while his junior was recommended for promotion to the same such unconditionally in the PSB meeting the senior could not fulfil the condition even after a lapse of 11 months from the date of his clearance by the Provincial Selection Board, the junior assumed the charge immediately after the issuance of promotion notification. The senior would have otherwise become eligible for grant of proforma promotion had he been deferred instead of conditional promotion. The senior had to assume the charge of the higher post after 11 months of the promotion of his junior, with immediate effect, thus losing the financial benefits for the period and had to seek relief from the judicial para.

3. In order to cater for the cases arising out of conditional promotion of civil servants by PSB/DPC, the competent authority, in partial modification of the Proforma Promotion Policy has been pleased to allow addition of the following sub-clause in para 2 (III) (a) of the Proforma Promotion Policy:

"v). In cases where on the recommendation of a PSB/DPC, a senior is conditionally cleared for promotion and is able to assume charge of a higher post only after he fulfils the condition and, in the meantime, the junior (cleared for regular promotion) in the same meeting assumes charge of the higher post; the senior in consequence of the fulfillment of the condition, shall be entitled for proforma promotion from the date the junior is promoted."

4. The above instructions should be brought to the notice of all concerned.

Sd/-

(SYED ASHIQ HUSSAIN SHAH)
SECTION OFFICER (REG-II)

Copy of letter No. SOR.II (S&GAD)3-18/2006, Government of the Punjab, Services and General Administration, Department (Regulations Wing), dated 19.08.2006, addressed to all concerned.

SUBJECT: APPOINTMENTS ON ACTING CHARGE BASIS

I am directed to refer to the subject noted above and to state that an appointment on acting charge basis can be made under Rule 10-A of the Punjab Civil Servants (Appointment and Conditions of Service) Rules, 1974. Sub-rule (2) of rule 10-A ibid provides that:-

"Where the appointing authority considers it to be in the public interest to fill a post reserved under the rules for Department promotion and the most senior civil servant belonging to the cadre or service concerned who is otherwise eligible for promotion does not possess the specified length of service, the authority may appoint him to that post on acting charge basis."

2. It has been observed that the appointments made on acting charge basis are continued for an indefinite long period instead of promoting the incumbents on regular basis after completion of their requisite length of service which entails certain financial as well as administrative complications.
3. In view of the above, it is requested that the competent authorities should ensure that the cases of officers/officials promoted on acting charge basis are processed for promotion on regular basis immediately after completion of the requisite length of service in order to avoid complications and unwarranted litigation.

4. These instructions may kindly be brought to the notice of all concerned for strict compliance.

Sd/-

DEPUTY SECRETARY (REG)

Government of the Punjab
Finance Department Dated Lahore
The 01st December, 2005

NOTIFICATION

No. FDSR 1-31-3/2000 in exercise of the powers conferred on him under Section 23 of the Punjab Civil Servants Act, 1974, the Governor of the Punjab is pleased to direct that in the Punjab (Civil Services) Delegation of Power Rules 1983, the following amendments shall be made namely:-

AMENDMENTS

In Appendix-A for the entries against Sr. No. 19 at clause (ii) (v) and (vi) the following shall be substituted:-

<table>
<thead>
<tr>
<th>Appendix / Sr. No.</th>
<th>Nature of Powers</th>
<th>Extent of Powers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appendix - A /Sr. No. 19</td>
<td>&quot;Leave&quot;</td>
<td>Appointing authorities concerned may grant all kinds of leave, except Study Leave to the employees in BS-1 to BS-16</td>
</tr>
</tbody>
</table>

By Order of the Governor of the Punjab

SALMAN SIDDIQUE
Principal Secretary (Finance & Taxation)