



The Punjab Gazette

PUBLISHED BY AUTHORITY

LAHORE, SATURDAY, NOVEMBER 1, 1986

PROVINCIAL ASSEMBLY OF THE PUNJAB

NOTIFICATION

Dated LAHORE, the 1st November, 1986

No. PAP/Adm/86/30, In exercise of the powers conferred by clause (3) of Article 87 read with Article 127 of the Constitution of the Islamic Republic of Pakistan, hereinafter referred to as the Constitution, the Speaker, Provincial Assembly of the Punjab, with the approval of the Governor of the Punjab, is pleased to make the following rules to regulate the recruitment, and the conditions of service, of persons appointed to the secretarial staff of the Provincial Assembly of the Punjab, namely:-

PART-I - PRELIMINARY

1. Short title and commencement:- (1) These rules may be called the Provincial Assembly of the Punjab Secretariat (Recruitment and Conditions of Service) Rules, 1986.

(2) They shall come into force at once.

2. Definitions:- (1) In these rules, unless there is anything repugnant in the subject or context -

- (a) "ad hoc appointment" means appointment of a duly qualified person made otherwise than in accordance with the prescribed method of recruitment, pending recruitment in accordance with such method;
- (b) "appointing authority" means the authority competent to make an appointment under rule 10;
- (c) "deputation" means the temporary transfer or loan of the services of an officer from or to the Secretariat to or from any office outside the Secretariat;
- (d) "employee" means a person appointed to a post;
- (e) "Provincial Secretariat" means the Departments of the Provincial Government of the Punjab when referred to collectively;
- (f) "Finance Committee" means the Finance Committee of the Provincial Assembly constituted under Article 88, read with Article 127 of the Constitution;

- (g) "post" means a post in the Secretariat;
- (h) "Schedule" means a Schedule to these rules;
- (i) "Secretary" means the Secretary of the Provincial Assembly, and includes any person for the time being performing the duties of the Secretary;
- (j) "Secretariat" means the Secretariat of the Provincial Assembly of the Punjab; and
- (k) "Provincial Assembly" means the Provincial Assembly of the Punjab.

(2) All words and expressions used but not defined in these rules shall, unless the context otherwise requires, have the meanings assigned to them in the Constitution.

PART-II

THE SECRETARIAT

3. Secretariat. - There shall be a separate Secretariat headed by the Secretary.

4. Strength and composition of the Secretariat. - (1) The Secretariat shall have -

- (a) the permanent posts specified in the First Schedule; and
- (b) temporary posts specified in the Second Schedule and such other temporary posts as may, from time to time, be sanctioned.

(2) The power to create posts in all grades, temporarily or permanently, shall vest in the Speaker:

Provided that no post in grade 17 or above shall be created for a period exceeding six months, except after consultation with the Finance Committee.

(3) The Speaker may, by order, direct that his power under sub-rule (2) may, in such circumstances and under such conditions, if any, as may be specified in the direction, be exercisable also by the Secretary.

(4) When a post is created permanently or temporarily, but not for a specified period, or is abolished, consequential amendment shall be made in the First Schedule or, as the case may be, the Second Schedule.

PART-III

RECRUITMENT

5. Methods of recruitment: - (1) Recruitment to a post or class of posts may be made by one or more of the following methods, namely: -

- (a) by promotion of a person employed in the Secretariat;
- (b) by transfer on deputation of a person serving outside the Secretariat in connection with the affairs of the Province; and
- (c) by direct recruitment.

(2) The Speaker may, from time to time, by general or special order:-

(a) specify the method or methods by which recruitment to a post or class of posts shall be made; and

(b) specify the percentage of vacancies to be filled by each method.

(3) Where a percentage has been specified under sub-rule (2), for departmental promotions and direct recruitment, promotion against the posts reserved for departmental promotion shall be made first and posts reserved for direct recruitment shall be filled later.

(4) Notwithstanding anything contained in these rules:-

(a) short term vacancies reserved for direct appointment may be filled by any other method of recruitment prescribed in these rules; and

(b) if no suitable person is available for promotion or transfer, the vacancy may be filled by direct appointment.

6. Recruitment by promotion:- (1) Promotion to a post may be made:-

(a) in the case of 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.

(2) Appointment to posts from one grade to another and from one category of posts to another within a grade shall be made on the recommendations of a Departmental Promotion Committee, consisting of not less than three members, to be constituted:-

(a) in the case of posts in B-17 and above by the Speaker; and

(b) in the case of all other posts, by the Secretary.

(3) No employee shall have any claim for promotion as a matter of right.

7. Recruitment by transfer:- (1) Appointment to a post in B-17 and above by transfer shall be made on a tenure basis for a maximum period of three years which may, from time to time, be extended by the appointing authority.

(2) In any exceptional case, the Secretariat may, after consultation with the Provincial Government, revert an officer to his parent department to which he belongs or his original post before the expiry of the period of his tenure.

8. Appointment by direct recruitment:- (1) Appointment by direct recruitment to posts in B-17 and above shall be made upon the recommendations of a Selection Committee, consisting of not less than three members, to be constituted by the Speaker.

(2) Appointment by direct recruitment to posts other than those referred to in sub-rule (1) shall be made upon the recommendations of a Recruitment Committee, consisting of not less than three members, to be constituted by the Secretary.

9. Qualification, etc. for appointment: The qualification, experience and age for appointment to various categories of posts by departmental promotion or otherwise shall be:-

- (a) the same as are required for appointment to the corresponding posts in the Provincial Secretariat subject to such modifications, variations or exceptions as the Speaker may, from time to time, by order, specify; and
- (b) the qualifications, experience and age required for appointment to any post which has no corresponding post in the Provincial Secretariat shall be such as the Speaker may specify.

10. **Appointing authority:-** Appointment to all posts in B-17 and above shall be made by the Speaker and appointment to all other posts shall be made by the Secretary or by any other officer of the Secretariat authorised by the Secretary in this behalf.

11. **Probation:-** (1) An initial appointment to a post, not being an ad hoc appointment, shall be on probation for a period of two years, or for such lesser period as may be determined by the appointing authority:

Provided that the appointing authority may, for good and sufficient reasons to be recorded in writing, extend the period of probation or terminate it before two years.

(2) If, in the opinion of the appointing authority, the work or conduct of an employee on probation is unsatisfactory or shows that he is unlikely to become efficient, such authority may order that -

- (a) his probation be extended for such period not exceeding one year, as he may think fit; or
- (b) if he was appointed to such post by direct recruitment, be discharged; or
- (c) if he was appointed to such post by promotion or transfer, be reverted to the post from which he was promoted or transferred and against which he holds a lien; or
- (d) if there be no such post, be discharged.

(3) On the satisfactory completion of the period of probation, the appointing authority may confirm a probationer in his appointment provided a clear vacancy exists.

(4) If no action is taken under sub-rule (2) or sub-rule (3), the period after the prescribed period of probation shall be treated as temporary engagement until further orders.

(5) Any person appointed to a post by promotion or transfer may also be placed on probation in accordance with the provisions of sub-rule (1).

(6) Where, in respect of any post, the satisfactory completion of the period of probation includes the passing of an examination, test or course, a person appointed on probation to such post who, before the expiry of the original or extended period of his probation, fails to pass such examination or test or to successfully complete the course, may -

- (a) if he was appointed to such post by direct recruitment, be discharged; or
- (b) if he was appointed to such post by promotion or transfer, be reverted to the post from which he was promoted or transferred and against which he holds a lien; or
- (c) if there be no such post, be discharged;

Provided that, in the case of initial appointment to a post, an employee shall not be deemed to have completed his period of probation satisfactorily until his character and antecedents have been varified as satisfactory in the opinion of the appointing authority.

12. Conditions of service, etc. - The terms and conditions of service, including recruitment policy, eligibility for appointment to a post, rank, status, seniority, promotion, termination of service, conduct, efficiency, discipline, pay, leave, superannuation, pension, gratuity, provident fund, benevolent fund, group insurance, right of appeal or representation and other privileges of an employee, shall be governed by the provisions for the time being in force and applicable to the employees holding corresponding posts in the Provincial Secretariat, subject to such modifications, variations or exceptions, if any, as the Speaker may, from time to time, by order specify.

13. Relaxation of rules. - Where the Speaker is satisfied that the operation of any provision of these rules causes undue hardship in any particular case, he may, with the approval of the Finance Committee, by order, dispense with, or relax the requirements of that provision to such extent and subject to such conditions as he may consider necessary for dealing with the case in a just and equitable manner.

PART - IV - RE-EMPLOYMENT

14. Re-employment. - (1) A retired employee shall not ordinarily be re-employed in the Secretariat unless such re-employment is necessary in the public interest and is made with the prior approval of the authority next above the appointing authority:

Provided that, where the appointing authority is the Speaker, such re-employment may be ordered with the approval of the Finance Committee.

(2) Subject to the provisions of sub-section (1) of section 3 of the Ex-Government Servants (Employment with Foreign Governments) (Prohibition) Act, 1966, an employee may, during leave preparatory to retirement, or after retirement from service, seek any private employment:

Provided that, where employment is sought by an employee on leave preparatory to retirement or within two years of the date of his retirement, he shall obtain the prior approval of the appointing authority for the post from which he retired from service.

PART - V - MISCELLANEOUS

15. Residuary powers. - All matters not specifically provided for in these rule or in the provisions referred to in rule 12 and all questions relating to the detailed working of these rule shall be regulated in accordance with such orders as the Speaker may make.

16. Interpretation. - All questions relating to the interpretation of these rules shall be referred to the Speaker whose decision thereon shall be final.

17. Repeal. - The following rules, in their application to the Province of the Punjab, are hereby repealed:-

i) The West Pakistan Provincial Assembly Secretariat (Secretary, Deputy Secretaries and Assistant Secretaries) Recruitment Rules, 1965; and

ii) The West Pakistan Provincial Assembly Secretariat Ministerial Service Recruitment Rules, 1967.

By Order of the Speaker,

Provincial Assembly of the Punjab

SALEEM AKHTAR RANA

Secretary,

Provincial Assembly of the Punjab

FIRST SCHEDULE

PERMANENT POSTS IN THE SECRETARIAT
OF THE PROVINCIAL ASSEMBLY OF THE PUNJAB

(See Rule 4)

Sr. No.	Name of Post	No. of posts	Pay Scale
1	2	3	4
1.	Secretary	1	BPS-20
2.	Deputy Secretary	1	BPS-18 plus Special Pay @ Rs. 275/- p. m.
3.	Staff Officer to Mr Speaker	1	BPS-18 plus Special Pay @ Rs. 275/- p. m.
4.	English Reporters	4)	BPS-18 plus Special Pay @ Rs. 150/- p. m. for the Reporter designated as Chief Reporter.
5.	Urdu Reporters	10)	
6.	Assistant Secretaries	4	BPS-17
7.	Estate Officer	1	BPS-17
8.	Private Secretary to Mr Speaker	1	BPS-17 plus Special Pay @ Rs. 250/- p. m. (the Special Pay will be admissible only for the period he works with the Speaker).
9.	Superintendents	6	BPS-16
10.	Librarian	1	i) BPS-16 for B.A./B.Sc. with Diploma in Library Science. ii) BPS-17 for those possessing Master's Degree in Library Science.
11.	Head Translator	1	BPS-16
12.	Editor of Debates	1	BPS-16
13.	Personal Assistants/ Senior Scale Stenographers	4	BPS-15 with 25% posts in the Selec- tion Grade of BPS-16

1	2	3	4
14.	Stenographers	7	BPS-12
15.	Watch & Ward Officer	1	BPS-11 with 20%
16.	Assistants	17	posts in BPS-14.
17.	Senior Translators	3	BPS-11
18.	Junior Translators	8	BPS-8
19.	Photographer	1	BPS-8
20.	Proof Readers	2	BPS-6
21.	Senior Clerks	13	BPS-6
22.	Telephone Operators	4	BPS-6
23.	Junior Clerks	44	BPS-5
24.	Watch & Ward Assistants	16	BPS-5
25.	Drivers	8	BPS-4 with 50% posts in BPS-6.
26.	Daftries	8	BPS-2
27.	Despatch Rider	1	BPS-2
28.	Head Sweeper	1	BPS-2
29.	Head Mali	1	BPS-2
30.	Door Keepers	6	BPS-1
31.	Lift Attendants	2	BPS-1
32.	Bearers	2	BPS-1
33.	Sweepers	19	BPS-1
34.	Frashes	15	BPS-1
35.	Malles	11	BPS-1
36.	Bahishties	4	BPS-1
37.	Chowkidars	9	BPS-1
38.	Naib Qasids	37	BPS-1

SECOND SCHEDULE

TEMPORARY POSTS IN THE SECRETARIAT OF THE
PROVINCIAL ASSEMBLY OF THE PUNJAB

(See Rule 4)

A. Temporary Posts for whole year.

<u>Sr. No.</u>	<u>Name of the Post</u>	<u>Number of the Posts</u>
	<u>Grade-9</u>	
1.	Technical Assistant	1
	<u>Grade-5</u>	
2.	Operators(Sound)	2
	<u>Grade-1</u>	
3.	Naib Qasid	1
4.	Bath-Room Attendants	4

B- Temporary Posts only for the sessions of the Provincial Assembly.
(for the period from two days before the commencement of each & every
session upto two days after the termination of each session).

<u>Sr. No.</u>	<u>Name of Post</u>	<u>Number of the Posts</u>
	<u>Grade -5</u>	
1.	Junior Clerk	2
	<u>Grade -2</u>	
2.	Daftri	1
	<u>Grade -1</u>	
3.	Cloak Room Attendants	2
4.	Telephone Attendants	6
5.	Naib Qasid	14
6.	Frash	8
7.	Sweeper	8
8.	Gate Messengers	2