



## The Punjab Affiliated Colleges (Security of Service of Employees) Act, 1974

Act 23 of 1974

**Keyword(s):**  
Educational Tribunal, Educational Institution

Amendments appended: 11 of 2008, 6 of 2022, 8 of 2023

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**THE PUNJAB AFFILIATED COLLEGES  
(SECURITY OF SERVICE OF EMPLOYEES), ACT 1974  
AS AMENDED UPTO 15-02-2008  
(Punjab Act No. 23 of 1974)  
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**An Act to provide for the security of services to employees of affiliated colleges.**

Be it enacted by the legislature of the State of Punjab in the in the Twenty-fifth Year of the Republic of India as follows:-

1. (1) This Act may be called the Punjab Affiliated Colleges (Security of Service) Act 1974.

(2) It extends to the whole of the State of Punjab.

2. **Definitions** In this Act, unless the context otherwise requires-

(a) "affiliated college" means a college associated with and admitted to the privileges of University constituted or established under any law for the time being in force but does not include a Government college or college established or maintained by such a University.

(aa) "aided post" means an aided post on the establishment of an affiliated college against which such a college gets grant-in-aid from the State Government from time to time.

(b) "Director" means the Director of Public Instruction, Public and includes any other officer authorized by the State Government to perform the functions of the Directors under this Act.

(c) "Educational Tribunal" means a Tribunal, constituted under section 7-A of this Act, which shall hear and decide the cases of disputes between the Management Committees" and the "employees", as defined in this Act and the Punjab Privately Managed Recognized Schools Employees (Security of Service) Act, 1979;

(d) "Managing Committee" means the Managing Committee of an affiliated College and includes a person or body of persons for the time being entrusted with the management of the affairs of an affiliated college.

(e) "employee" means a person in the employment of an affiliated College but does not include a work-charged employee; and

(f) "educational institution" means 'an affiliated college as defined in clause (a) of section 2 of this Act, and includes 'a privately managed recognized school' as defined in clause (g) of section 2 of Punjab Privately Managed Schools Employees (Security of Service) Act, 1979.'

2a. Period of Probation - An employee appointed against a vacancy likely to exist for more than one year shall remain on probation for a period of one year which may be extended from time to time.

2b. Suspension of employees - (1) No employee shall be placed under suspension unless;

34. Stipend means a subsistence allowance paid to a pupil, on certain conditions to enable or induce him to pursue a specified course of study.

35. Open Scholarship means a scholarship which is not restricted to any particular sect or class, and is awarded under rules of general application.

36. Deleted.

37. A School Meeting is continuous period of secular instruction. The minimum length of a school meeting shall be, in a primary school or department, at least one hour and a half; in all other schools and departments, minimum two hours. In no case may more than two school meetings be counted on the same day.

38. As many attendances are reckoned for each school meetings as here were pupils actually present at roll call and under instruction according to an approved time-table throughout the meeting or attending a public examination, during that day. Attendance may be counted on account of pupils on leave (a) to prepare for public examinations like Matric, plus one, plus two or (b) for Sports duly certified by the Head of the institution. The period of duty leave to be thus counted shall not in either case exceed ten days in a year.

39. The average attendance for any period is calculated by adding together the attendances, and dividing the number of school meetings for that period.

40. School Year means financial year viz. from 1st April to 31st March and accounts are submitted to the inspecting authority for the purpose of calculating grant-in-aid for any year viz. 1st April to 31st March.

41. The term "pay" whenever used in this publication has the meaning assigned to it in the Government Fundamental Rules.

Author's Note: This Fundamental Rules stand replaced by Civil Services Rules. According to Rule 2.44 of Punjab Civil Services Rules, Volume I, Part I the term "pay" includes the basic pay in the time scale being drawn by the employee plus Special Pay & Personal Pay & any other pay classed as Pay by special orders of Government (e.g. dearness pay for certain specified purposes).

41-A. A College Council is a body constituted for the purpose of consultation on matters concerning the teaching and discipline of a college.

## CHAPTER TWO

# Grants to Local Bodies

42-49 Deleted.

Author's Note: According to Rule 11 of Punjab Primary Education Act, 1960 it is the liability of the State Government to compensate for the introduction of free & compulsory education of scholars in private schools.

Despite this provision there is no bar on any Local Body Authority to pay grants to schools situated within the area administered by it as classified vide Education Department Memo No. Fr. 2 Ed-14 (HY) 53/9781, dated 28-8-1963.

## CHAPTER THREE

# Grants-in-aid Rules

Section 'A'—General

The rules in this chapter regulate the payment of grant-in-aid to recognised Primary/Upper Primary/Higher Secondary/Senior Secondary Schools on grant-in-aid list in the State. These rules are applicable from 1st December, 1967.

50. Objects of Grants: Sums of money are annually set apart from the State revenue to be expended under these rules in grant-in-aid for the purpose of encouraging and extending enterprises in General Education and improving the status of teachers working in the privately managed recognised schools in the state. Such grants are given only for purposes connected with secular instruction without reference to religious instruction.

51. Grants under Special Rules: Grants not provided for in these rules may be made under the orders of Government for special education and to colleges for general education.

\* Since all schools being run by Local Bodies have been provincialized with effect from 1-10-1957 this chapter becomes redundant.

52. Deleted.

53. Government's right to determine number of schools eligible for grant: The Government reserves to itself the right to determine the number of schools which shall receive grant-in-aid under these rules from time to time. The recognition of a school, permanent or provisional would not automatically entitle it to be placed on the grant-in-aid list of the Department. No school can claim grant-in-aid or its continuance as a matter of right.

54. Sanction of the Department: Whenever, under these rules, the order or sanction of the Department is required, it means, the order or sanction of the Director which should be obtained through the District Education Officer. Whenever the sanction/approval of the Circle Education Officer/District Education Officer is required, the Director has the power to revoke such sanction/approval.

55. Sanction of Government required in cases not provided for: No grant from public funds may be made, increased or withdrawn otherwise than provided in this chapter except with the previous sanction of Government.

56. Authority to inspect aided Schools: Any inspecting officer authorised for this purpose e.g., a member of the Education Committee constituted by the Government or authorised officer of the Punjab Education Board, District Magistrate of the district, or his representative or any Magistrate of 1st or 2nd Class may at any reasonable time, without notice, visit and inspect the school and such of its records as are required by the department to be maintained, provided that such officers excepting the officers of the education department, shall not inspect and comment upon the 'instructional efficiency of the schools and may record their remarks in the visitors' book.

57. Sources of Grants: Grants awarded under the rules of this chapter are payable from State Exchequer.

58. Forms of Grants: Grants are made in the form of 95% of the deficit of salary of the staff and provident fund in addition to fixed contingent expenses.

Notes—1. No grant is admissible to a school the total income of which from 'Fees' & 'Endowment' exceeds the expenditure.

(DPI Memo No. 2056-7/11-52-3-21740, dated 26-6-1952)

2. The question of any grant payable to a school which is self-sufficient does not arise now in view of adoption of Delhi pattern of grants, payable on the basis of deficit.

59. Correspondence with the Department: All correspondence with the department on the subject of grants-in-aid must be addressed to the District Education Officer concerned.

The Director of Public Instructions, Punjab shall be competent authority for sanctioning grant-in-aid to a school and placing a school on the grant-in-aid list. All the private aided schools of the state were brought on grant-in-aid list under the rules covered by Delhi Grant-in-aid Pattern;

#### 60. Section B—Conditions of Maintenance Grants.

Maintenance Grants: Maintenance grants are of the following kinds. Any or all of which may be earned in the school:—

(a) Staff grants.

(b) Provident fund grants.

(c) Contingent grants.

Only the schools recognised by the Punjab School Education Department and placed on grant-in-aid list would be eligible for grant-in-aid

61. Application for maintenance Grants: Application for maintenance grants for consideration in any given school year shall be addressed to the D.P.I. and submitted through the District Education Officer concerned on the prescribed forms (Appendix II) along with proforma 'F' and other relevant information required by the specified dates.

The District Education Officer will scrutinize all such applications and forward them to the concerned Circle Education Officer with his recommendations thereon. The Circle Education Officer shall examine the recommendations made by the District Education Officer and forward the claims of the schools to the Director of Public Instructions indicating the amount of grant payable in each case.

62. Conditions on which maintenance grants are given: The following are the conditions on which maintenance grants are given to recognised schools on grant-in-aid list.—

(a) Under the Delhi pattern of grant-in-aid list scheme, the managing committee of a school on grant-in-aid list shall be a registered body under the Societies Registration Act of 1869 and approved by the Department. Any change in the personnel of the committee shall be notified to the Department immediately through the District Education Officer concerned.

(1)

(b) The school shall have in its management committee some representatives of the Departments the teachers of the school and the parents of the students studying in that school. The total members of the Managing Committee of a school and the number of representatives shall be fixed by the Department from time to time and shall be binding on the management.

(c) The Managing Committee of the school shall ordinarily consist of members not below five and not exceeding 16 in number which shall include the following:

- (i) Principal of the school *ex officio*
- (ii) three members to be nominated by the Director, one of whom shall be an educationist, the other officer of the Department not below the rank of District Education Officer, the third should be one representative of the teachers of the school. In case the number of teachers is more than 10, there shall be two representatives. These representatives shall be appointed from amongst five senior most teachers, seniority to be determined on the basis of continuous service in the school by rotation on yearly basis. The representatives of teacher shall not hold any office of the managing committee.

(iii) The President or Chairman of the Parent Teacher Association of the school or his nominee or the President of local Panchayat/Municipal Committee.

**Note**—In case the number exceeds 16 according to the existing provisions of the constitution of a school, the representation of teachers will also increase proportionately on a managing Committee as determined by the Department.

(d) In case of managing committee having a number of schools under its management, local representation will be given to the teachers

\* See Annexure to this Chapter for Delhi pattern of Grants.

and the parents of a particular school on the central managing committee for dealing with the affairs of the said school. The District Education Officer concerned or his/her Deputy will be represented on the Managing Body.

(e) The Managing Committee of a school should fully satisfy the Department that it can pay its share of the salary of the teachers every month out of its own resources.

(f) The management of an aided school shall give to the Head of the school full freedom and authority for the academic work and internal administration including school discipline. No member of the staff of the school other than the Principal/Headmaster shall function as such.

(g) That the management shall agree to follow this Code and comply with other instructions and directions issued by the Department from time to time for providing Educational standards and efficiency of the school.

(h) That the school premises are sufficiently commodious, healthy, well lighted, ventilated and drained.

(i) That the school is supplied with sufficient and suitable furniture and equipment.

(j) That the staff is of good moral character and capable in point of number and attainments of conducting the work of the school efficiently.

**Note**—Under this rule, it will be open to the Department to order an enquiry into the conduct of any teacher employed in an aided school.

(k) That the organisation, discipline and tone are satisfactory, that the instruction is given in accordance with approved time table and syllabi and that the text books used are authorised by the Department/Board.

(l) That the fees, fines and funds levied and concessions allowed are in accordance with the rates approved by the Department.

(m) that admission, and attendance registers, a log book and accounts of income from all sources including subscription, endowments, fees, grants etc. and of expenditure are maintained in forms approved by the Department; that the accounts are submitted annually to the Department on demand and that these registers and the acquittance rolls of the staff and the files of vouchers for all contingent expenditure are made available to the Education Officer when called for.

(n) that the inter-school rules are observed.

(o) that all Informations and returns called for by the Department are duly furnished.

(p) that the school in all its departments recognised or unrecognised, is open to inspection.

(q) that the books and periodicals purchased for use in the school are approved by the Department.

(r) that in the case of a school receiving grant-in-aid, a provident fund is established and properly administered in accordance with the standard Provident Fund Rules (Appendix III).

(s) that the rules of this Code are fully complied with.

(t) Every aided school shall have in reserve fund an amount not less than indicated below or as required from time to time under the provision of the Code. The reserve fund shall be deposited in an approved nationalised Bank or Post Office and shall be pledged to the District Education Officer concerned. In case of any default of the management for the payment of salary to the staff or the misuse of grant sanctioned by the Department, this reserve fund shall be the first charge for making any recovery or payment to be made to the teachers direct by the Department.

**High/Senior Secondary School :**

Up to 500 pupils	Rs. 10,000
501 to 750	Rs. 12,000
751 to 1,000	Rs. 15,000
above 1,000	Rs. 20,000

**(u) School Fund :**

Every school on grant-in-aid list shall have school fund in which all the income from fees fines, admission fee, late certificate fees and the grants received from the Government will be deposited in the post office or a nationalised bank. The withdrawal shall be made by the manager of the school only. The school will maintain another account in the name of the manager in which income from other sources, like donations, contributions by the public and income from properties of the school shall be deposited. The amount shall be used for the improvement of the school and also to meet the share of the management towards the salary of staff. Both these accounts shall be open to audit by the Department.

63. Refusal of Grants : Schools or Departments granted recognition from a date later than 30th November, 1967 would not be entitled to the grant-in-aid.

64. Partial refusal of grants : Grants may be made to one Department of the school and refused to another Department. Provided that a school which receives grants in any department shall observe rules laid down in Article 62 in all departments.

65-66. Deleted

**67. Mode of payment of grants :**

(a) Normally, the grants are paid after a year. Government may disburse the amount of grant payable to the Manager/Correspondent on quarterly basis. Government may also pay grant in advance for a quarter, but in that case the grant for the next quarter (the grant for the last quarter of the year) will only be released when the grant-in-aid papers complete in all respects, are received by the Department and the Department is further satisfied that the advance grant has been utilised for the purpose for which it was paid. At the end of financial year, the school shall be required to submit a final statement of income and expenditure along with the grant-in-aid papers on prescribed forms for making final adjustment. The grant for the first quarter of the financial year shall not be released unless post fixation sanction of the Department is supplied by the school.

(b) The staff grant may be paid in advance quarterly but the other type of grants like contingent grant will not be paid in advance, but will be paid at the end of the financial year, in one instalment.

(c) The expenditure on staff grant shall take into consideration the pay of the staff, other allowances admissible as per government rules, at the rates fixed by the Government from time to time and the management's share of G.P. Fund contribution.

(d) The grant-in-aid for pay, other allowances & management contribution of G.P. Fund will be admissible upto 95% of the deficit of approved expenditure over approved income and the remaining 5% shall be paid by the management regularly. The grant can be scaled down in view of the inefficiency shown by a school or a teacher or teachers thereof. (See notes under Article 58 also)

(e) The staff shall be paid regularly by the management by the 7th of the following month for which it is due and this salary of the staff shall be paid in full by crossed cheques in full.

(f) Every head of institution shall submit by the 10th of every month to the District Education Officer concerned, a certificate to the effect that full disbursement of salaries has been made to the staff for the preceding month.

In case of any serious default by the management in the payment of salary to its staff, the department may pay its share of the salary direct to the staff. In that case the amount so paid shall be deemed to have been given to the institution concerned as grant-in-aid earned for that period.

(g) Deductions for the contributory provident fund shall be made @ 10% and the Government will reimburse only the management's share upto 95%.

(h) In case of any addition of a section or the introduction of any new subject, grant-in-aid shall only be admissible with the prior approval of the Department.

(i) If the number of students in a subject or a section falls below 40 and 30 respectively no grant-in-aid will be admissible for staff teaching that section/group/subject. The deduction in this connection will be made on proportionate basis.

(j) All other grants like contingent grant will be paid according to the scales/rates prescribed by the Department from time to time.

(k) Grants may be suspended or withdrawn at any time by the department if the tone, discipline, organisation or instruction is unsatisfactory or if the management, staff or pupils take part in any agitation/activity which has or is likely to have an adverse effect on the tone and discipline of the school or if any of the conditions of recognition and grant-in-aid in this code are not fulfilled.

(l) All other conditions under Article 62 of the Punjab Education Code will also be operative for purpose of grant-in-aid.

68. Deleted.

69. Staff Grants: (i) Staff grants shall be at the rate of 95% of the pay paid and shall be admissible on account of teachers holding certificates/diplomas/degrees awarded by the Punjab Education Department or Universities in the State or any other diploma/certificate awarded by another Department of the Punjab State or of any other State or University provided the certificate/diploma/degree is recognised by Punjab Government.

Post fixation schools: (a) All aided schools shall employ an adequate number of qualified/trained teaching staff and other non-teaching qualified unqualified/untrained norms prescribed by the Department. The pay of the staff according to the teachers and staff shall not be admissible charge for the assessment of grant-in-aid of the school, unless exemption for the same has already been given by the Department.

(b) The post fixation of every school shall be done by Department every year in the beginning of the school session, on the basis of the average admission of the preceding year.

Note.—Until post-fixation is done and implemented in schools, their staff strength as it stood on 30th November, 1967 shall remain frozen and no grant shall be admissible on the additional staff employed after that date.

(c) The qualifications for the teaching personnel will be the same as fixed by the Department from time to time, in respect of their counterparts in Government institutions.

(d) The number of periods taught by each teacher will be according to the institutions issued by the Department. In case, a teacher teaches less number of periods than the prescribed number, his grant-in-aid shall be proportionately reduced.



the education department. This extension will be re-employment on the basic salary in the admissible grade :

Provided that such extension shall be admissible on year to year basis upto five years only after the age of superannuation (i.e. upto the age of 63 years) and shall be subject to the conditions that :—

- (a) a resolution has been passed by the managing Committee of the school in favour of the teacher in this behalf.
- (b) the teacher produces a certificate of medical fitness from a registered medical practitioner as in case of fresh appointment.
- (c) the performance of the teacher and his conduct have been rated as good by the managing Committee of the school.

(iii) In every such case of retention a regular application for the continuance of the teacher and the grant to be renewed each year, shall be made by the management of the school to :—

- (a) The District Education Officer concerned in respect of a teacher other than a master.
- (b) The Circle Education Office concerned in respect of a master through District Education Officer.
- (c) The Director of Public Instructions (Schools), Punjab in respect of lecturer/headmaster/principal through District Education Officer.

(iv) The whole or a part of the grant of the school shall be disallowed in the event of contravention of the provision of this rule.

70. Accuracy of Teachers' Acquittance Rolls : The teachers' acquittances rolls shall show the exact amount paid to and received by each teacher as pay, and any deductions must be shown separately. The whole of the maintenance grant may be withheld by the Department for breach of this rule.

71. Exclusion of undesirable person as teachers : The Department may exclude from employment in any recognised school a teacher whose certificate has been withdrawn or who has been after due enquiry, declared by the Director unfit to be a teacher.

(e) All the privately managed schools shall have uniform scales of pay and D.A. etc. as prescribed by the Department from time to time.

(f) Persons rendering gratuitous service will not be liability of the Department for grant-in-aid purpose.

(g) The staff employed beyond the sanctioned norm shall not be the liability of the Department for the grant-in-aid purpose.

(h) Expenditure on a person employed after the age of superannuation will not be admitted for grant-in-aid except with the prior approval of the Department. Extension beyond superannuation may be granted, for a maximum period of 5 years on year to year basis. This re-employment will be on the basic salary in the admissible grade.

(i) Qualified staff employed on part-time basis will be entitled to the grant-in-aid in proportion to the time spent for teaching work.

(j) Expenditure on the Manager working on salary basis will not be admitted for grant-in-aid purpose.

(k) The non-teaching staff holding, qualifications not less than those prescribed by the Department and working against posts sanctioned/approved by the Department will also be admissible for grant-in-aid purpose.

The strength of such staff as it stood on 30th November, 1967 shall also remain frozen.

Pay fixation of staff : The pay of the teaching staff working in privately managed aided schools shall be fixed in accordance with Civil Service Rules and other instructions issued by the Government from time to time.

Service Conditions : The service conditions of the staff working in the privately managed schools will be determined by the provisions in Appendix XXVII and XXVIII of this code as amended from time to time and a legislation in any enacted.

(ii) No. grant-in-aid shall be allowed under this Article on account of a teacher who has attained the age of fifty-eight years except in a case where there are exceptional reasons for a teacher's extension in service after that age and necessary sanction is accorded by the competent authority of

72. Minimum services required for staff grants : The minimum weekly period of actual secular instruction required to qualify a teacher for full staff grant shall be not less than that laid down from time to time for a teacher of a similar grade in a Government school. Staff grants shall be reduced or may be disallowed on account of teachers not fulfilling these conditions and of teachers whose work is not satisfactory.

73. In particular elective subjects : No grant will be admissible on account of that portion of work of a teacher which is devoted to teaching a section of pupils less than 30, nor on account of a teacher employed to teach an elective subject newly added to the curriculum of a school unless previous sanction of the department has been obtained to the addition of such elective subject.

74. Total grant admissible : The total grant payable to a school shall not exceed 95% of the excess of approved expenditure on tuition over the income from fees, calculated on the basis of the rates prescribed by the Department.

Note - For the purpose of this rule, income from fees shall include income derived from tuition fees including fines of all kinds and fee from admission, re-admission and late certificate fees.

75. Approved Expenditure : Approved expenditure on tuition includes expenditure on :—

(a) Establishment—

(i) Teaching staff including contribution of the management towards approved provident funds, maintained in accordance with the standard provident fund rules (Appendix III).

(ii) Ten per cent of the total emoluments of a teacher put on additional jobs such as a part time clerk/librarian outside normal hours of duty where there is no whole time person for that particular job.

(iii) Non-teaching whole-time and part-time staff including clerks, laboratory attendants and class-IV employees as per norms laid down by the department from time to time.

(iv) Salary of a whole time Band Master for ten months (excluding period of vacation) in the grade fixed by the Government from time to time.

(v) No. grant is allowed on the salary of a clerk who remained in school beyond the age of superannuation.

(b) Contingency—

Contingencies in accordance with a scale approved by the department.

76. Approved estimated expenditure : Deleted.

77. Deleted.

78. Inspecting Officers may reduce or disallow expenditure : The District/Circle Education Officer is empowered for the purpose of assessing the grant to a school to reduce or disallow an expenditure which is obviously lavish or extravagant, whether on account of contingencies or manials or on account of teachers who, in the opinion of the District/Circle Education Officer are paid excessive pay or whose time is uneconomically spent in teaching very small classes, or which is inadmissible under these rules; or which is in excess of the maximum which may from time to time be laid down by the Department.

No. grant-in-aid shall be made in respect of un-approved sections added to the existing classes.

79. Deleted.

80. Boarding House Grant : Deleted.

81. Grant How paid: Except when otherwise stated, grants are annual grants and take effect from the 1st of April to 31st March of the succeeding year. Grants are payable to the manager or correspondent and shall, subject to allotments made under article 50, ordinarily be paid in quarterly instalments, each equal to approximately one-fourth of the total amount due and assessed by the department after consideration of the assessment made by the District Education Officer.

If a school in respect of which a grant is payable ceases to be maintained, the grant in respect thereof shall cease to be payable from the date on which such school ceases to be maintained.

82. Continuance allocation and withdrawal of grants : The continuance, enhancement, reduction, suspension or withdrawal of grants depends generally on the condition of the school as ascertained by the District Education Officer.

83. Discontinuance and withdrawal of Grants : (a) No grant-in-aid shall be paid in respect of unapproved sections added to the existing classes.

(b) If a school/department in respect of which grant is payable ceases to be maintained, the grant in respect thereof shall cease to be payable from the date on which such school/department ceases to be maintained.

(c) If it appears that attendance registers are not trustworthy.

(d) The number pupils on rolls and the average attendance in any aided school should not be allowed to fall below the standard or number prescribed by the Department from time to time for a school. A proportionate reduction may be made in the grant-in-aid, payable under these rules if the school, meetings during a school year fall short of 370 or the number determined by the Department from time to time.

84. Power of the Department regarding grants : Grants may under the orders of the Department, be reduced, suspended or withdrawn at any time if the tone, discipline, organisation of instruction is unsatisfactory or for any other serious reason, provided that before such action is taken, an enquiry at which the school authority shall be allowed a full opportunity of expansion, shall be made by the Department, the result of which shall be communicated to the correspondent. If the defects are capable of immediate or early removal, the school authority shall on the first occasion be allowed a reasonable time to be fixed by the Department, within which to remedy them and if they are remedied to the satisfaction of the Department, the grant shall not be reduced or withheld.

Grants are liable to be withdrawn from a school, if the management or the staff of the school take part in agitation directed against the authority of Government or disseminate opinions tending to excite feelings of disloyalty or dissatisfaction against Government or enmity and hatred between different classes. Grants will not be withdrawn under this provision without giving opportunity to the school authority concerned to show cause why the grants should not be withdrawn.

Government reserves to itself the right, anything in the rules of this Code notwithstanding to refuse or withdraw any grant at its entire discretion.

89. Deleted.

90 to 95. Section C Grants to Elementary Schools Deleted.

### SECTION E--REGISTERS AND RETURNS

96 to 104--Grants for Buildings and Appliances Deleted.

Registers to be maintained

105. Every school receiving a grant shall provide out of school funds

(a) a copy of the latest edition of the Punjab Education Code.

(b) a register of attendance (Appendix IV).

(c) a register of admission and withdrawal (Appendix V).

(d) a register of statistics (as laid down by the department from time to time).

(e) a log-book.

(f) acquisition rolls of staff, class IV servants and of scholarship holders.

(g) a register of school property (Appendix XI).

(h) a register of library books (Appendix XII).

(i) a visitors book (in secondary schools only).

(j) a register of private tuition.

(k) Any other register/record laid down by the department.

All registers shall be maintained in forms approved by the Department. Accounts shall be kept, and be made available to the inspecting officers showing the details of income from fees and of the expenditure entered in the register of statistics.



PUNJAB  
EDUCATION  
CODE

By  
A.S. CHOPRA

Rs. 75/-

**PART I**

DEPARTMENT OF LEGAL AND LEGISLATIVE AFFAIRS, PUNJAB

**Notification**

The 15th February, 2008

**No. 11-Leg./2008.**—The following Act of the Legislature of the State of Punjab received the assent of the Governor of Punjab on the 7th February, 2008, and is hereby published for general information :—

**THE PUNJAB AFFILIATED COLLEGES (SECURITY OF SERVICE)  
AMENDMENT ACT, 2007**

(Punjab Act No. 11 of 2008)

AN

ACT

*further to amend the Punjab Affiliated Colleges (Security of Service) Act, 1974.*

BE it enacted by the Legislature of the State of Punjab in the Fifty-eighth Year of the Republic of India as follows :—

1. (1) This Act may be called the Punjab Affiliated Colleges (Security of Service) Amendment Act, 2007. Short title and commencement.
- (2) It shall come into force at once.
2. In the Punjab Affiliated Colleges (Security of Service) Act, 1974 (hereinafter referred to as the principal Act), for the words “College Tribunal” wherever occurring, the words “Educational Tribunal” shall be substituted. Amendment in Punjab Act 23 of 1974.
3. In the principal Act, in section 2,—
  - (i) for clause (c), the following clause shall be substituted, namely:—Amendment in section 2 of Punjab Act 23 of 1974.

“(c) “Educational Tribunal” means a Tribunal, constituted under section 7-A of this Act, which shall hear and decide the cases of disputes between the “Management Committees” and the “employees”, as defined in this Act and the Punjab Privately Managed Recognised Schools Employees (Security of Service) Act, 1979 ;
  - (ii) in clause (d), at the end, the word “and” shall be omitted; and
  - (iii) in clause (e), at the end, for the word and sign “employee.”, the words and sign “employee; and” shall be substituted, and thereafter, the following clause shall be added, namely :—

“(f) “educational institution” means ‘an affiliated college’ as defined in clause (a) of section 2 of this Act, and

includes 'a privately managed recognised school' as defined in clause (g) of section 2 of the Punjab Privately Managed Schools Employees (Security of Service) Act, 1979."

4. In the principal Act, in section 6,—

- (a) in clause (ii), at the end, the word 'and' shall be omitted ; and
- (b) in clause (iii), at the end, for the word and sign "charge.", the words and sign "charge; and" shall be substituted, and thereafter, the following clause shall be added, namely :—  
“(iv) to an employee, who is not working on an aided post.”.

Amendment in section 6 of Punjab Act 23 of 1974.

5. In the principal Act, for section 7-A, the following section shall be substituted, namely :—

“7-A (1) The State Government may, by notification, in the Official Educational Gazette, constitute one or more Educational Tribunals for such area or areas, as may be specified in such notification.

Substitution of section 7-A of Punjab Act 23 of 1974.

- (2) Each Educational Tribunal shall consist of a Chairman and two members, out of whom, one shall be from amongst the persons, who have administrative background and the other from amongst the persons, who have academic background.
- (3) The Chairman and the members of an Educational Tribunal, shall be appointed by the State Government in consultation with the Chief Justice of the Punjab and Haryana High Court.
- (4) A person shall not be qualified for appointment as Chairman of an Educational Tribunal, unless he has been a Judge of the High Court.
- (5) A person shall not be qualified for appointment as a member of an Educational Tribunal from the category of persons, having administrative background, unless he has been an officer of the State Government, not below the rank of a Principal Secretary to Government of Punjab.
- (6) A person shall not be qualified for appointment as a member of an Educational Tribunal from the category of persons, having academic background, unless he has been a Principal of College for a minimum period of one year.

- (7) If a vacancy, other than on account of temporary absence, occurs in the office of the Chairman, the State Government shall appoint another person in accordance with the provisions of this section to fill the vacancy, and the proceedings may be continued before the Educational Tribunal from the stage at which, the vacancy is filled.
- (8) The State Government shall make available to an Educational Tribunal such staff, as may be necessary in the discharge of its functions under this Act.
- (9) All expenses incurred in connection with an Educational Tribunal, shall be borne by the State Government.
- (10) The Educational Tribunal shall have power to regulate its own procedure in all matters arising out of the discharge of its functions including the place or places at which, it shall hold its sittings :
- Provided that the State Government, may, specify any place or places, where the Educational Tribunal shall hold its sittings.
- (11) The Educational Tribunal shall, for the purposes of disposal of an application made under this Act, have the same powers, as are vested in an appellate court by the Code of Civil Procedure, 1908. An Educational Tribunal shall also have the power to stay the operation of any order, appealed against, on such terms, as it may think appropriate.
- (12) The Educational Tribunal shall have jurisdiction to hear all cases of disputes between the 'Managing Committees' and the 'employees', as defined in this Act, and the Punjab Privately Managed Recognised Schools Employees (Security of Service) Act, 1979.
- (13) The order of the Educational Tribunal shall be final."

HARBANS SINGH,

Additional Secretary to Government of Punjab,  
Department of Legal and Legislative Affairs.

**PART I**

**GOVERNMENT OF PUNJAB**

DEPARTMENT OF LEGAL AND LEGISLATIVE AFFAIRS, PUNJAB

**NOTIFICATION**

The 7th January, 2022

**No.6-Leg./2022.-** The following Act of the Legislature of the State of Punjab received the assent of the Governor of Punjab on the 30th day of December, 2021, is hereby published for general information:-

**THE PUNJAB AFFILIATED COLLEGES (SECURITY OF SERVICE)  
AMENDMENT ACT, 2021**

**(Punjab Act No. 6 of 2022)**

AN

ACT

further to amend the Punjab Affiliated Colleges (Security of Service) Act, 1974.

BE it enacted by the Legislature of the State of Punjab in the Seventy-second Year of the Republic of India, as follows:-

1. (1) This Act may be called the Punjab Affiliated Colleges (Security of Service) Amendment Act, 2021. Short title and Commencement.

(2) It shall come into force on and with effect from the date of its publication in the Official Gazette.

2. In the Punjab Affiliated Colleges (Security of Service) Act, 1974 (hereinafter referred to as the principal Act), in section 2,- Amendment in section 2 of Punjab Act 23 of 1974.

- (i) in clause (e), at the end, the word "and" shall be omitted; and
- (ii) in clause (f), at the end, for the figure and sign "1979.", the figure, sign and word "1979; and" shall be substituted and thereafter, the following clauses shall be added, namely:-

"(g) "Administrator" means the officer appointed by the Administrative Secretary to Government of Punjab, Department of Higher Education to manage the affairs of the affiliated college; and

(h) "mismanagement" means managing the affairs in a way which leads to violation(s) of the regulations of the University Grants



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Commission or its successor regulatory body or bodies, as adopted by the State Government, or of the regulations prescribed by the concerned University or of the grant-in-aid scheme or any other law or the directions of the State Government and includes,-

- (i) failure to comply with the conditions of affiliation laid down by the University; or
- (ii) misappropriation or misapplication of grants or funds received from the State Government, Government of India or through any of its instrumentalities or students; or
- (iii) failure to take appropriate action under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (Central Act No. 14 of 2013), despite having been called upon to do so or failure to take appropriate steps for the protection of the victim under the said Act; or
- (iv) taking pecuniary benefits by the members of the Managing Committee; or
- (v) taking actions which may defeat the national agenda of inclusive education; or
- (vi) violation of any other law applicable to the affiliated college."

Amendment in section 6 of Punjab Act 23 of 1974.

3. In the principal Act, in section 6,-
- (a) in clause (ii), for the sign ";", the sign and word "; and" shall be substituted;
  - (b) in clause (iii), for the words and sign "charge; and", the word and sign "charge." shall be substituted; and
  - (c) clause (iv) shall be omitted.

Amendment in section 7-A of Punjab Act 23 of 1974.

4. In the principal Act, in section 7-A,-
- (i) for sub-section (3), the following sub-section shall be substituted, namely:-  
"(3) The Chairman of an Educational Tribunal, shall be appointed by the State Government in consultation with the Chief Justice of the Punjab and Haryana High Court. The members of an Educational Tribunal shall be appointed by the State Government."; and

- (ii) after sub-section (13), the following sub-section shall be added, namely:-

"(14) Every order made by the Tribunal shall be enforced by it in the same manner as if it were a decree made by the court in a suit before it, and the provisions of Order XXI of the First Schedule to the Code of Civil Procedure, 1908, shall apply."

5. In the principal Act, after section 7-B, the following section shall be inserted, namely:-

Insertion of  
new section in  
Punjab Act 23  
of 1974.

"7-C. The Administrative Secretary to Government of Punjab,  
Suspension of Managing  
Committee. (i) on the recommendation of the University to which  
the college is affiliated; or

(ii) on being satisfied that a case of mismanagement  
is made out against the affiliated college, after  
reasons to be recorded in writing, suspend the Managing Committee  
of such affiliated college for one year in the first instance, and  
appoint an Administrator:

Provided that the tenure of suspension may be extended by  
one year at a time."

**S.K. AGGARWAL,**

Principal Secretary to Government of Punjab,  
Department of Legal and Legislative Affairs.

**PART III**  
**GOVERNMENT OF PUNJAB**  
DEPARTMENT OF EXCISE AND TAXATION  
(EXCISE AND TAXATION-2 BRANCH)

**NOTIFICATION**

The 5th January, 2022

**No. G.S.R. 03/Const./Art.309/2022.-** In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules to, regulate the recruitment and conditions of Service of the persons appointed to the Punjab Excise and Taxation Commissioner's Office (Head Office, Ministerial Staff) (Group-C) Service, namely: -

**RULES**

- 1. Short title, commencement and application.-** (1) These rules may be called the Punjab Excise and Taxation Commissioner's Office (Head Office, Ministerial Staff) (Group-C) Service Rules, 2022.
  - (2) They shall come into force on and with effect from the date of their publication in the Official Gazette.
  - (3) They shall apply to all the posts specified in the Appendix 'A'.
- 2. Definitions.-** In these rules, unless the context otherwise requires;
  - (a) "Appendix" means an Appendices appended to these rules;
  - (b) "Commissioner" means the Taxation Commissioner, Punjab;
  - (c) "Government" means the Government of the State of Punjab in the Department Excise and Taxation; and
  - (d) "Service" means the Punjab Excise and Taxation Commissioner's Office (Head Office, Ministerial Staff) (Group-C) Service.
- 3. Number and character of Posts.-** The Service shall comprise the posts specified in Appendix 'A'.

Provided that nothing in these rules shall affect the inherent right of the Government of Punjab to add or to reduce the number of such posts or to create new posts with different designations and scales of pay either permanently or temporarily.
- 4. Appointing Authority.-** All appointments to the Service shall be made by the Commissioner.

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- 5. Method of appointment and qualifications.-** (1) All appointments to the Service shall be made in the manner specified in Appendix 'B':
- Provided that if no suitable candidate is available for appointment to the Service by promotion and by direct appointment, the appointment to the Service shall be made by way of transfer of person holding an analogous post under the State Government or Government of India.
- (2) No person shall be appointed to a post in the Service unless he possesses the qualification and experience as specified against that post in Appendix 'B'.
- (3) The appointment to the Service by promotion shall be made on seniority-cum-merit basis but no person shall have any right to claim promotion on the basis of seniority alone.
- 6. Pay of members of the Service.-** The members of the Service shall be entitled to such scales of pay, as may be authorised by the Department of Finance, Government of Punjab from time to time. The scales of pay at present in force in respect of the members of the Service are given in Appendix "A".
- 7. Seniority.-** Every member of the Service appointed through direct recruitment as Clerk, Clerk(Legal), Clerk(Accounts) and Clerk (I.T.), the seniority of these posts shall be common and other conditions are applicable mentioned in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.
- 8. Discipline, Punishment and Appeal.-** (1) In the matter of discipline, punishment and appeal, the member of a Service shall be governed by the Punjab Civil Service (Punishment and Appeal) Rules, 1970 as amended from time to time.
- (2) The authority, empowered to impose penalties as mentioned in rule 5 of the Punjab Civil Service (Punishment and Appeal) Rules, 1970 and the Appellate Authority thereunder in respect of the members of the Service, shall be as specified in Appendix 'C'.
- 9. Application of the Punjab Civil Service (General and Common Conditions of Service), Rules, 1994.-** (1) In respect of the matters which are not specifically provided in these rules, the members of the Service shall be governed by the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.

(2) The Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, at present in force, are contained in Appendix 'D'.

- 10. Repeal and saving.-** The Punjab Excise and Taxation Commissioner's Office (State Service, Class III) Rules, 1954 in so far as they are applicable to the members of the Service are hereby repealed:

Provided that any order issued or any action taken under the rules so repealed shall be deemed to have been issued or taken under the corresponding provisions of these rules.

- 11. Interpretation.-** If any question arises as to the interpretation to these rules, the Government of Punjab in consultation with the Department of Personnel shall decide the same.

**APPENDIX- 'A'**

**(See rules 1 (3), 3 and 6)**

Serial No.	Name of the Post	Number of posts			Scale of the Pay	Scale of the pay for the member of the service recruited on or after 17.07.2020
		Perma- nent	Tempo- rary	Total		
1	2	3	4	5	6	7
1	Junior Scale Stenographer	12	0	12	10300-34800+3600	29200/- (Level-5)
2	Steno Typist	15	0	15	10300-34800+3200	21700/- (Level-5)
3	(a) Clerk	48	0	63	10300-34800+3200	19900/-
	(b) Clerk (Legal)	03				(Level-5)
	(c) Clerk (Accounts)	06				
	(d) Clerk (I.T.)	06				
4	Librarian	01	0	01	N.A	25500/-

**APPENDIX 'B'**

(See rule 5)

Serial No.	Name of the Post	Percentage of appointment by		Qualification and experience for appointment by	
		Direct appointment	Promo-tion	Direct appointment	Promotion
1	2	3	4	5	6
1	Junior Scale Stenographer	Twenty five percent	Seventy-five percent	As specified in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994 as amended time to time.	From amongst the steno typists who have an experience of working as such for a minimum period of three years and who qualify a test in English and Punjabi Stenography conducted by the Commissioner at the speed to be specified by the Government from time to time.
2.	Steno Typist	Hundred percent	-	As specified in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994 as amended time to time.	----
3 (a)	Clerk	Eighty five percent	Fifteen percent	As specified in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994 as amended time to time.	i. From amongst the employees of Group-C i.e. Restorer and telephone operator (whose pay scale is less than the pay

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scale of clerk)  
having an  
experience of  
working as such  
for a minimum  
period of five years  
or Group-D  
employees(i.e.  
Jamadar, Record-  
Lifter, Chowkidar,  
Chowkidar-cum-  
Mali, Mali, Peon,  
Daftri, Sweeper,  
Chowkidar-cum-  
Sweeper,  
Electrician, and  
Photostate  
Machine Operator)  
having an  
experience of  
working as such  
for a minimum  
period of five years  
and minimum  
educational  
qualification of  
matriculation with  
punjabi subject.

- ii. Qualifies a typing  
test in English and  
Punjabi language  
on computer to be  
conducted by the  
competent  
authority or  
Department of



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information  
Technology at a  
speed of thirty  
words per minute.

iii. The probation shall  
be cleared only  
when, he possesses  
a course of at least  
one hundred and  
twenty hours with  
hands on  
experience in the  
use of personal  
computer or  
Information  
Technology in  
Office Productivity  
applications or  
Desktop publishing  
applications from  
Government  
recognised  
institution or a  
reputed institution,  
which is ISO 9001  
Certified.

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(b)	Clerk (Legal)	Hundred percent	-	i. Should be a Law Graduate from a recognized University or Institution; ii. Qualifies a competitive test to be held by the recruiting authority; and iii. Qualifies a test in Punjabi and English typing to be held by
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				the recruiting authority at the speed of thirty words per minute or at such speed as may be specified by the Punjab Government from time to time and other conditions applicable as per the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.
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(c)	Clerk (Accounts)	Hundred percent	-	<p>i. Should be a Graduate in commerce from a recognized University or Institution;</p> <p>ii. Qualifies a competitive test to be held by the recruiting authority; and</p> <p>iii. Qualifies a test in Punjabi and English typing to be held by the recruiting authority at the speed of thirty words per minute or at such speed as may be specified by the Punjab Government from time to time and other conditions applicable as per the Punjab Civil Services (General and Common</p>
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				Conditions of Service) Rules, 1994, as amended from time to time.
(d)	Clerk(I.T.)	Hundred percent	-	i. Should be a Graduate in Computer Application/ information Technology/ Computer Science/ Computer Engineering/ Computer Technology from a recognized University or Institution; ii. Qualifies a competitive test to be held by the recruiting authority; and iii. Qualifies a test in Punjabi and English typing to be held by the recruiting authority at the speed of thirty words per minute or at such speed as may be specified by the Punjab Government from time to time and other conditions applicable as per the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.

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Librarian	100 percent	-	Should Possess a degree in Library Science from a recognized University or Institution.	-----
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**APPENDIX 'C'**

**(See rule 8)**

Serial No.	Name of Post	Nature of *Penalty or @ Order	Authority empowered to impose penalty or pass order	Appellate Authority
1	2	3	4	5
1	Junior Scale Stenographer	Major/Minor	Taxation Commissioner	Secretary-In-Charge
2	Steno Typist	Major/Minor	Taxation Commissioner	Secretary-In-Charge
3	Clerk, Clerk (Legal), Clerk (Accounts) and Clerk (I.T.)	Major/Minor	Taxation Commissioner	Secretary-In-Charge
4	Librarian	Major/Minor	Taxation Commissioner	Secretary-In-Charge

\* In term of the Rule 5 of Punishment and Appeal Rules, 1970  
and In term of the Rule 15 of Punishment and Appeal Rules, 1970

**APPENDIX 'D'**

(See rule 9)

***Punjab Civil Services (General and Common Conditions of Service) Rules, 1994***

***Published vide Notification No. G.S.R.33/Const./Art.309/94, dated 4.5.1994***

**Last Updated 13th September, 2019**

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**GOVERNMENT OF PUNJAB**

**DEPARTMENT OF PERSONNEL**

(Personnel Policies I-Branch)

**No. G.S.R.33/Const./Art.309/94.-** In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and all other powers enabling in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and general and common conditions of service of persons appointed to Group 'A', Group 'B' and Group 'C' services in connection with the affairs of the State of Punjab, namely: -

**1. Short title, commencement and application.-** (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.

(2) They shall come into force at once.

(3) They shall apply to all the posts in Group 'A', Group 'B' and Group 'C' services in connection with the affairs of the State of Punjab.

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

- (a) "*appointing authority*" means an appointing authority specified as such in the Service Rules made under article 309 of the Constitution of India in respect of any service or Post in connection with the affairs of the State of Punjab.
- (b) "*Board*" means the Subordinate Service Selection Board, Punjab or any other authority constituted to perform its functions;
- (c) "*Commissioner*" means the Punjab Public Service Commission;
- (d) "*direct appointment*" means an appointment made otherwise than by promotion or by transfer of a person already in the service of Government of India or of a State Government;
- (e) "*Government*" means the Government of the State of Punjab in the Department of Personnel and Administrative Reforms;
- (f) "*recognised university or institution*" means, -
  - (i) any university or institution incorporated by law in any of the State of India; or

- (ii) any other university or institution, which is declared by the Government to be recognised university or institution for the purposes of these rules;
- (g) "*Service*" means any Group 'A' Service, Group 'B' Service and Group 'C' Service constituted in connection with the affairs of the state of Punjab as per scales given in the Appendix.
- (h) "*Service Rules*" means the service rules made under article 309 of the Constitution of India regulating the recruitment and conditions of service of persons appointed to any service or post in connection with the affairs of the State of Punjab; and
- (i) (i) "War hero" means a defence services personnel, or a para-military forces personnel, who is bona fide resident of Punjab State and has been killed or discharged from service on account of disability suffered by him on or after 1st January, 1999, while fighting in a war declared so by Government of India, in operations in Kargil or any other sector in J and K in the on going conflict with Pakistan or in any other operations which may be notified by the State Government to have been undertaken for preserving the unity and integrity of the Country; or
- (ii) a defence service personnel or a para-military forces personnel who was a bona fide resident of Punjab State and was posthumously decorated with Parmvir Chakra, Mahavir Chakra or Vir Chakra;

provided that,-

- (a) In exceptional instances, the cases of such War Heroes may also be covered, with the prior approval of the Department of Personnel who though not bona fide residents of Punjab State are yet closely connected to the State of Punjab;
- (b) In the case of War Heroes, falling in the category (ii) above, the benefits to be given by the State Government will be restricted only to first generation dependent members/next of the kin.

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

**3. Nationality, domicile and character of person appointed to the Service.-** (1) No person shall be appointed to the Service unless he is, -

- (a) a Citizen of India; or
- (b) a Citizen of Nepal; or
- (c) a Subject of Bhutan; or

- 
- (d) a Tibetan refugee who came over to India before the 1st day of January, 1962 with the intention of permanently settling in India; or
  - (e) a person of India origin who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India;

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

(2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or the Board, as the case may be, on his furnishing proof that he has applied for the certificate but he shall not be appointed to the service unless the necessary certificate is given to him by the Government of Punjab in the Department of Home Affairs and Justice.

(3) No person shall be recruited to the service by direct appointment, unless he produced,-

- (a) a certificate of character from the principal academic officer of the university, college, school or institution last attended, if any, and similar certificate from two responsible persons not being his relatives, who are well acquainted with him in his private life and are unconnected with his university, college, school or institution; and
- (b) An affidavit to the effect that he was never convicted for any criminal offence involving moral turpitude and that he was never dismissed or removed from service or any State Government or of Government of India, or of any Public Sector Undertaking.

**4. Disqualification.-** No person :-

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

Provided that the Government, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

**5. Age.-** (1) No person shall be recruited to the Service by direct appointment, if he is less than eighteen years or is more than thirty years of age in the case of non-technical posts and



thirty-five years in the case of technical posts on the 1st day of January of the year immediately preceding the last date fixed for submission of applications by the Commission or the Board, as the case may be, or unless he is within such range of minimum and maximum age limits as may be specifically fixed by the Government from time to time:

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

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

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

(2) In the case of ex-servicemen, the upper age limit shall be as has been prescribed in the Punjab Recruitment of Ex-servicemen Rules, 1982, as amended from time to time.

(3) In the case of appointment on compassionate grounds on priority basis, the upper age limit shall be such as may be specifically fixed by the Government from time to time.

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

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

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

Provided that where appointment of Group 'A' or Group 'B' non-technical post is offered to a war-hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, under the instructions issued in this behalf by the Government, the educational qualification

to be possessed by such person shall be graduation from a recognised university. Such person who is offered Group 'A' or Group 'B' or Group 'C' nontechnical post, shall not, however, be required to possess experience of technical or nontechnical post at the time of his initial appointment.

**7. Probation.-** (1) A person appointed to any post in the service shall remain on probation for a period of two years, if recruited by direct appointment and one year if appointed otherwise:

Provide that -

- (a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;
  - (b) in any case of an appointment by transfer, any period of work on an equivalent or higher rank, prior to appointment to the Service, may in the discretion of the appointing authority, be allowed to count towards the period of probation;
  - (c) any period of officiating appointment to the Service at the end of period of probation, shall be counted towards the period of probation.
  - (d) any kind of leave not exceeding six months, during or at the end of period of probation, shall be counted towards the period of probation.
- (2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory or he has failed to pass the departmental examination, if any, prescribed in Service Rules within a period not exceeding two and a half years from the date of appointment, it may, -
- (a) if such person is recruited by direct appointment dispense with his service, or revert him to a post on which he held lien prior to his appointment to the Service by direct appointment; and
  - (b) if such person is appointed otherwise -
    - (i) revert him to his former post; or
    - (ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.
- (3) On the completion of the period of probation of a person, the appointing authority may-
- (a) if his work and conduct has in its opinion been satisfactory -
    - (i) confirm such person, from the date of his appointment or from the date he completes his period of probation satisfactorily, if he is not already confirmed; or
    - (ii) declare that he has completed his probation satisfactorily, if he is already confirmed; or
  - (b) if his work or conduct has not been in its opinion, satisfactory or if he has failed

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to pass the departmental examination, if any, specified in the Service Rules-

- (i) dispense with his services, if appointed by direct appointment or if appointed otherwise revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment may permit;
- (ii) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the period of probation as specified in sub-rule (1):

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

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

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

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

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

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

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and if the length of service is also the same, an older person shall be senior to a younger person.

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

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

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

**10. Liability to serve.-** A member of Service shall be liable to serve at any place, whether within or out of the State of Punjab, on being ordered so to do by the appointing authority.

**11. Leave, Pension and other matters.-** In respect of pay, leave, pension and all other matters not expressly provided for in these rules, a member of Service shall be governed by such rules and regulations as may have been or may hereafter be adopted or made by the competent authority.

**12. Discipline, penalties and appeals.-** (1) In the matter of discipline, punishment and appeals, a member of Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970 as amended from time to time.

(2) The authority empowered to impose penalties specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970 and the appellate authority thereunder in respect of the Government employee shall be such as may be specified in the Service Rules.

**13. Liability for vaccination and re-vaccination.-** Every member of a Service shall get himself vaccinated or re-vaccinated when Punjab Government so directs by a special or general order.

**14. Oath of allegiance. -** Every member of a Service unless he has already done so, shall be required to take oath of allegiance to India and to the Constitution of India as by law established.

**14A. Minimum Educational and other Qualifications for appointment to the post of Senior Assistant by.-**

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**Direct Appointment**

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**Promotion**

No person shall be given direct appointment to the post of Senior Assistant under the Punjab Government, unless he-

From amongst the clerks, who have an experience of working as such for a minimum period of [four years].

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(i) Possesses the Bachelor's Degree from a recognized University or Institution; and

(ii) Qualifies in the competitive test specified by the appointing authority from time to time;

and

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

OR

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

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

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

**15. Minimum educational and other Qualifications.-** (1) (i) No person shall be given direct appointment to the post of Clerk under the Punjab Government unless he possesses the Bachelor's Degree from a recognized University or Institution; and

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

OR

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

(2) The person so appointed as Clerk in terms of sub-rule (1) shall have to qualify a test in Punjabi typewriting to be conducted by the Board or by the appointing authority at the speed of thirty words per minute within a period of one year from the date of his appointment.

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

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

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**Direct Appointment**

No person shall be given direct appointment to the post of Senior Scale Stenographer under the Punjab Government unless he-

- (i) Possesses the Bachelor's Degree from a recognized University or Institution; and  
(ii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-

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**Promotion**

(i) From amongst the Junior Scale Stenographers, who have an experience of working as such for a minimum period of one year:

Provided that if the Junior Scale Stenographer is not available then from amongst the Steno-typists, who have an experience of working as such for a minimum period of [four years]; and

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(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and

(b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/ computer) at a speed of 12 words per minute.

(ii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-

(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and

(b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at a speed of 12 words per minute.

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(iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualified the test for appointment as Senior Scale Stenographer".

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(iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualified the test for promotion as Senior Scale Stenographer.

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

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OR

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

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**16. Minimum educational and other qualifications for appointment to the post of Steno-typist Grade-II or Junior Scale Stenographer Grade-II.** - No person shall be appointed by direct appointment to a post of a Steno-typist Grade-II, or a Junior Scale Stenographer Grade-II under the Punjab Government, unless he -

- (a) is Matriculate in Second Division or has passed Senior Secondary Part-II examination from a recognised university or institution; and
- (b) qualifies a test in Punjabi Stenography to be held by the Board or by the appointing authority at a speed to be specified by the Government from time to time.
- (c) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from Government recognized institution or a reputed institution, which is ISO 9001, certified.

OR

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

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

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

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

Provided further that where a War Hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or



dependent member of his family, is appointed under the instructions issued in this behalf by the Government, the person so appointed will not be required to possess aforesaid knowledge of Punjabi Language:

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

**18. Promotion to Group 'A' and Group 'B' Services.-** (1) (a) For promotion to the post as Head of Department would be decided strictly on the basis of merit-cum-seniority as per the instructions issued by the Government from time to time. The minimum benchmark for promotion for such post would be 'Very Good'. The officer who is graded as 'Outstanding' would supersede the officer grades as 'Very Good'.

(b) For promotion to post falling in Group 'A' other than Head of Department, the minimum benchmark will be 'Very Good' as per instructions issued by the Government from time to time. There shall be no supersession on the basis of merit.

(c) For promotion to post falling in Group 'B', the minimum benchmark will be 'Good' and there shall be no supersession on the basis of merit.

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

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

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

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

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

**21. Interpretation.-** If any, question arises as to the interpretation of these rules, the Government shall decide the same.

**A. VENU PRASAD,**

Additional Chief Secretary (Taxation)

to Government of Punjab,

Department of Excise and Taxation.

**PART III**

**GOVERNMENT OF PUNJAB**

DEPARTMENT OF EXCISE AND TAXATION  
(EXCISE AND TAXATION-2 BRANCH)

**NOTIFICATION**

The 5th January, 2022

**No. G.S.R. 4/Const./Art.309/2022.-** In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, and all other powers enabling in this behalf, the Governor of Punjab is pleased to make the following rules to regulate the recruitment and conditions of Service of persons appointed to the Punjab Excise and Taxation Commissioner's Office (Head Office, Ministerial Staff), (Group-B) Service, namely:-

**RULES**

**1. Short title, commencement and application.-** (1) These rules may be called the Punjab Excise and Taxation Commissioner's Office (Head Office, Ministerial Staff) (Group-B) Service Rules, 2022.

- (2) They shall come into force on and with effect from the date of their publication in the Official Gazette.
- (3) They shall apply to all the posts, specified in the Appendix 'A'.

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

- (a) "Appendix" means an Appendices appended to these rules;
- (b) "Government" means the Government of the State of Punjab in the Department Excise and Taxation; and
- (c) "Service" means the Punjab Excise and Taxation Commissioner's Office (Head Office, Ministerial Staff), (Group-B) Service.

**3. Number and character of posts.-** The Service shall comprise the posts specified in Appendix "A":

Provided that nothing in these rules shall affect the inherent right of the Government to add or to reduce the number of such posts or to create new posts with different designation and scales of pay either permanently or temporarily.

**4. Appointing Authority.-** All appointments to the Service shall be made by the Government.

**5. Method of appointment, qualifications and experience.-**(1) All Appointments to the Service shall be made in the manner specified in Appendix 'B':

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Provided that if, no suitable candidate is available for appointment to the Service by promotion and by direct appointment, the appointment to the Service shall be made by way of transfer of person holding an analogous post under the Government of Punjab or Government of India.

(2) No person shall be appointed to a post in the Service, unless he possesses the minimum qualifications and experience specified against that post in Appendix 'B'.

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

**6. Pay of members of the Service.-** (1) The members of the Service shall be entitled to such scales of pay as may be authorised by the Department of Finance, Government of Punjab from time to time.

(2) The scales of pay at present in force in respect of the members of the Service are given in Appendix 'A'

**7. Discipline, Punishment and Appeal.-** (1) In the matter of discipline, punishment and appeal, the member of a Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970 as amended from time to time.

(2) The authority, empowered to impose penalties as mentioned in Rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules 1970 and the Appellate Authority there under in respect of the members of the Service, shall be specified in Appendix 'C'.

**8. Application of the Punjab Civil Services (General and Common**

**Conditions of Service) Rules, 1994.-** (1) In respect of the matter which are not specifically provided in these rules, the members of the Service shall be governed by the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.

(2) The Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, at present in force are contained in Appendix 'D'.

**9. Repeal and saving.-** The Punjab Excise and Taxation Commissioner's Office (State Service, Class III) Rules, 1954 in so far as they are applicable to the members of the Service are hereby repealed:

Provided that any order issued or any action taken under the rules so repealed, shall be deemed to have been issued or taken under the corresponding provisions of these rules.

**10. Interpretation.-** If any question arises as to the interpretation to these rules, the Government of Punjab in consultation with the Department of Personnel shall decide the same.

**APPENDIX- 'A'**

[See rules 1 (3), 3 and 6]

Ser- ial No.	Name of the Post	Number of posts			Scale of the Pay	Scale of the pay for the member of the service recruited on or after 17.07.2020
		Perma- nent	Tempo- rary	Total		
1	2	3	4	5	6	7
1	Superintendent Grade-II	11	0	11	10300-34800+4800	N.A
2	Personal Assistant	06	0	06	10300-34800+4800	N.A
3	Senior Assistant	47	0	47	10300-34800+4400	35400/- (Level-6)
4	Senior Scale Stenographer	13	0	13	10300-34800+4400	N.A
5	Legal Assistant	02	0	02	-	35400/- (Level-6)

**APPENDIX 'B'****[See rule 5]**

Serial No.	Name of the Post	Percentage of appointment by		Qualification and experience for appointment by	
		Direct appointment	Promotion	Direct appointment	Parmotion
1	2	3	4	5	6
1	Superintendent. Grade-II	-	Hundred percent	---	From amongst the Senior Assistants who have an experience of working as such for a minimum period of five years.
2	Personal Assistant	-	Hundred percent	---	From amongst the Senior Scale Stenographers who have an experience of working as such for a minimum period of four years.
3	Senior Assistant	Twenty Five Percent	Seventy Five Percent	As specified in the 'Punjab Civil Services (General and Common Conditions of Service) Rules, 1994' as amended time to time.	From amongst the clerks, clerk(Legal), clerk (Accounts), clerk (I.T.),Junior Assistants who have an experience of working as specified in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994 as amended time to time.

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4	Senior Scale Stenographer	-	Hundred Percent	-	As specified in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994 as amended time to time.
5	Legal Assistant	Hundred percent	-	Should possess second class degree in law from a recognized University or Institution and should have practiced at the Bar for a minimum period of two years or should have an experience of working on a legal post for a minimum period of two years.	-

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**APPENDIX 'C'**

(See rule7)

<b>Serial No.</b>	<b>Name of Post</b>	<b>Nature of *Penalty or @ Order</b>	<b>Authority empowered to impose penalty or pass order</b>	<b>Appellate Authority</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1.	Superintendent Grade-II	Major/Minor	Secretary-In-Charge	Minister-In-Charge
2.	Personal Assistant	Major/Minor	Secretary-In-Charge	Minister-In-Charge
3.	Senior Assistant	Major/Minor	Secretary-In-Charge	Minister-In-Charge
4.	Senior Scale Stenographer	Major/Minor	Secretary-In-Charge	Minister-In-Charge
5.	Legal Assistant	Major/Minor	Secretary-In-Charge	Minister-In-Charge

\* In term of the Rules of 5 of Punishment and Appeal Rules, 1970

and In term of the Rules of 15 of Punishment and Appeal Rules, 1970



**APPENDIX 'D'**

(See rule 8)

***Punjab Civil Services (General and Common Conditions of Service) Rules, 1994***  
***Published vide Notification No. G.S.R.33/Const./Art.309/94, dated 4.5.1994***

**Last Updated 13th September, 2019**

**GOVERNMENT OF PUNJAB**  
**DEPARTMENT OF PERSONNEL**  
(Personnel Policies I-Branch)

**No. G.S.R.33/Const./Art.309/94.-** In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and all other powers enabling in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and general and common conditions of service of persons appointed to Group 'A', Group 'B' and Group 'C' services in connection with the affairs of the State of Punjab, namely: -

**1. Short title, commencement and application.-** (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.

(2) They shall come into force at once.

(3) They shall apply to all the posts in Group 'A', Group 'B' and Group 'C' services in connection with the affairs of the State of Punjab.

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

- (a) "*appointing authority*" means an appointing authority specified as such in the Service Rules made under article 309 of the Constitution of India in respect of any service or Post in connection with the affairs of the State of Punjab.
- (b) "*Board*" means the Subordinate Service Selection Board, Punjab or any other authority constituted to perform its functions;
- (c) "*Commissioner*" means the Punjab Public Service Commission;
- (d) "*direct appointment*" means an appointment made otherwise than by promotion or by transfer of a person already in the service of Government of India or of a State Government;
- (e) "*Government*" means the Government of the State of Punjab in the Department of Personnel and Administrative Reforms;
- (f) "*recognised university or institution*" means, -
  - (i) any university or institution incorporated by law in any of the State of India; or

- (ii) any other university or institution, which is declared by the Government to be recognised university or institution for the purposes of these rules;
- (g) "*Service*" means any Group 'A' Service, Group 'B' Service and Group 'C' Service constituted in connection with the affairs of the state of Punjab as per scales given in the Appendix.
- (h) "*Service Rules*" means the service rules made under article 309 of the Constitution of India regulating the recruitment and conditions of service of persons appointed to any service or post in connection with the affairs of the State of Punjab; and
- (i) (i) "War hero" means a defence services personnel, or a para-military forces personnel, who is bona fide resident of Punjab State and has been killed or discharged from service on account of disability suffered by him on or after 1st January, 1999, while fighting in a war declared so by Government of India, in operations in Kargil or any other sector in J and K in the on going conflict with Pakistan or in any other operations which may be notified by the State Government to have been undertaken for preserving the unity and integrity of the Country; or
- (ii) a defence service personnel or a para-military forces personnel who was a bona fide resident of Punjab State and was posthumously decorated with Parmvir Chakra, Mahavir Chakra or Vir Chakra;

provided that,-

- (a) In exceptional instances, the cases of such War Heroes may also be covered, with the prior approval of the Department of Personnel who though not bona fide residents of Punjab State are yet closely connected to the State of Punjab;
- (b) In the case of War Heroes, falling in the category (ii) above, the benefits to be given by the State Government will be restricted only to first generation dependent members/next of the kin.

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

**3. Nationality, domicile and character of person appointed to the Service.-** (1) No person shall be appointed to the Service unless he is, -

- (a) a Citizen of India; or
- (b) a Citizen of Nepal; or
- (c) a Subject of Bhutan; or
- (d) a Tibetan refugee who came over to India before the 1st day of January, 1962

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with the intention of permanently settling in India; or

- (e) a person of India origin who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India;

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

(2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or the Board, as the case may be, on his furnishing proof that he has applied for the certificate but he shall not be appointed to the service unless the necessary certificate is given to him by the Government of Punjab in the Department of Home Affairs and Justice.

(3) No person shall be recruited to the service by direct appointment, unless he produced,-

- (a) a certificate of character from the principal academic officer of the university, college, school or institution last attended, if any, and similar certificate from two responsible persons not being his relatives, who are well acquainted with him in his private life and are unconnected with his university, college, school or institution; and
- (b) An affidavit to the effect that he was never convicted for any criminal offence involving moral turpitude and that he was never dismissed or removed from service or any State Government or of Government of India, or of any Public Sector Undertaking.

**4. Disqualification.-** No person : -

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

Provided that the Government, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

**5. Age.-** (1) No person shall be recruited to the Service by direct appointment, if he is less than eighteen years or is more than thirty years of age in the case of non-technical posts and thirty-five years in the case of technical posts on the 1st day of January of the year immediately

preceding the last date fixed for submission of applications by the Commission or the Board, as the case may be, or unless he is within such range of minimum and maximum age limits as may be specifically fixed by the Government from time to time:

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

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

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

(2) In the case of ex-servicemen, the upper age limit shall be as has been prescribed in the Punjab Recruitment of Ex-servicemen Rules, 1982, as amended from time to time.

(3) In the case of appointment on compassionate grounds on priority basis, the upper age limit shall be such as may be specifically fixed by the Government from time to time.

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

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

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

Provided that where appointment of Group 'A' or Group 'B' non-technical post is offered to a war-hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be graduation from a recognised university. Such person

who is offered Group 'A' or Group 'B' or Group 'C' nontechnical post, shall not, however, be required to possess experience of technical or nontechnical post at the time of his initial appointment.

**7. Probation.-** (1) A person appointed to any post in the service shall remain on probation for a period of two years, if recruited by direct appointment and one year if appointed otherwise:

Provide that -

- (a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;
  - (b) in any case of an appointment by transfer, any period of work on an equivalent or higher rank, prior to appointment to the Service, may in the discretion of the appointing authority, be allowed to count towards the period of probation;
  - (c) any period of officiating appointment to the Service at the end of period of probation, shall be counted towards the period of probation.
  - (d) any kind of leave not exceeding six months, during or at the end of period of probation, shall be counted towards the period of probation.
- (2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory or he has failed to pass the departmental examination, if any, prescribed in Service Rules within a period not exceeding two and a half years from the date of appointment, it may, -
- (a) if such person is recruited by direct appointment dispense with his service, or revert him to a post on which he held lien prior to his appointment to the Service by direct appointment; and
  - (b) if such person is appointed otherwise -
    - (i) revert him to his former post; or
    - (ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.
- (3) On the completion of the period of probation of a person, the appointing authority may-
- (a) if his work and conduct has in its opinion been satisfactory -
    - (i) confirm such person, from the date of his appointment or from the date he completes his period of probation satisfactorily, if he is not already confirmed; or
    - (ii) declare that he has completed his probation satisfactorily, if he is already confirmed; or
  - (b) if his work or conduct has not been in its opinion, satisfactory or if he has failed

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to pass the departmental examination, if any, specified in the Service Rules-

- (i) dispense with his services, if appointed by direct appointment or if appointed otherwise revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment may permit;
- (ii) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the period of probation as specified in sub-rule (1):

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

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

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

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

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

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

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

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

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

**10. Liability to serve.-** A member of Service shall be liable to serve at any place, whether within or out of the State of Punjab, on being ordered so to do by the appointing authority.

**11. Leave, Pension and other matters.-** In respect of pay, leave, pension and all other matters not expressly provided for in these rules, a member of Service shall be governed by such rules and regulations as may have been or may hereafter be adopted or made by the competent authority.

**12. Discipline, penalties and appeals.-** (1) In the matter of discipline, punishment and appeals, a member of Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970 as amended from time to time.

(2) The authority empowered to impose penalties specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970 and the appellate authority thereunder in respect of the Government employee shall be such as may be specified in the Service Rules.

**13. Liability for vaccination and re-vaccination.-** Every member of a Service shall get himself vaccinated or re-vaccinated when Punjab Government so directs by a special or general order.

**14. Oath of allegiance. -** Every member of a Service unless he has already done so, shall be required to take oath of allegiance to India and to the Constitution of India as by law established.

**14A. Minimum Educational and other Qualifications for appointment to the post of Senior Assistant by-**

**Direct Appointment**

No person shall be given direct appointment to the post of Senior Assistant under the Punjab Government, unless he-

(i) Possesses the Bachelor's Degree from a recognized University or Institution; and

(ii) Qualifies in the competitive test specified by the appointing authority from time to time;

and

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

OR

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

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

**Promotion**

From amongst the clerks, who have an experience of working as such for a minimum period of [four years].



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

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**15. Minimum educational and other Qualifications.-** (1) (i) No person shall be given direct appointment to the post of Clerk under the Punjab Government unless he possesses the Bachelor's Degree from a recognized University or Institution; and

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

OR

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

(2) The person so appointed as Clerk in terms of sub-rule (1) shall have to qualify a test in Punjabi typewriting to be conducted by the Board or by the appointing authority at the speed of thirty words per minute within a period of one year from the date of his appointment.

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

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

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

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Senior Scale Stenographer". have qualified the test for promotion as Senior Scale Stenographer.

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

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OR

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

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**16. Minimum educational and other qualifications for appointment to the post of Steno-typist Grade-II or Junior Scale Stenographer Grade-II.** - No person shall be appointed by direct appointment to a post of a Steno-typist Grade-II, or a Junior Scale Stenographer Grade-II under the Punjab Government, unless he -

- (a) is Matriculate in Second Division or has passed Senior Secondary Part-II examination from a recognised university or institution; and
- (b) qualifies a test in Punjabi Stenography to be held by the Board or by the appointing authority at a speed to be specified by the Government from time to time.
- (c) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from Government recognized institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer information Technology Course equivalent to 'O' level

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certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.

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

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

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

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

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

**18. Promotion to Group 'A' and Group 'B' Services.-** (1) (a) For promotion to the post as Head of Department would be decided strictly on the basis of merit-cum-seniority as per the instructions issued by the Government from time to time. The minimum benchmark for

promotion for such post would be 'Very Good'. The officer who is graded as 'Outstanding' would supersede the officer grades as 'Very Good'.

- (b) For promotion to post falling in Group 'A' other than Head of Department, the minimum benchmark will be 'Very Good' as per instructions issued by the Government from time to time. There shall be no supersession on the basis of merit.
- (c) For promotion to post falling in Group 'B', the minimum benchmark will be 'Good' and there shall be no supersession on the basis of merit.

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

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

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

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

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

**21. Interpretation.-** If any, question arises as to the interpretation of these rules, the Government shall decide the same.

**A. VENU PRASAD,**  
Additional Chief Secretary (Taxation)  
to Government of Punjab,  
Department of Excise and Taxation.

**PART III**

**GOVERNMENT OF PUNJAB**

DEPARTMENT OF EXCISE AND TAXATION

(EXCISE AND TAXATION-2 BRANCH)

**NOTIFICATION**

The 5th January, 2022

**No. G.S.R. 5/Const./Art.309/2022.-** In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, and all other powers enabling in this behalf, the Governor of Punjab is pleased to make the following rules to regulate the recruitment and the conditions of Service of the persons appointed to the Punjab Excise and Taxation Department (Subordinate Offices) (Group-B) Service, namely.-

**RULES**

**1. Short title, commencement and application.-** (1) These rules may be called the Punjab Excise and Taxation Department (Subordinate Offices) (Group-B) Service Rules, 2022.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

(3) They shall apply to all the posts specified in Appendix 'A'.

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

(a) "Appendix" means appendices appended to these rules;

(b) "Commissioner" means the Taxation Commissioner, Punjab;

(c) "Government" means the Government of the State of Punjab in the Department of Excise and Taxation; and

(d) "Service" means the Punjab Excise and Taxation Department, (Subordinate Offices) (Group-B) Service.

**3. Number and character of posts.-**The Service shall comprise the posts specified in Appendix 'A':

Provided that nothing in these rules shall affect the inherent right of the Government to add or to reduce the number of such posts or to create new posts with different designation and scales of pay, either permanently or temporarily.

**4. Appointing Authority.-**All appointments to the Service shall be made by the Government.

**5. Method of appointment, qualification and experience.-** (1) The appointment to the service shall be made in the manner specified in Appendix 'B'.

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Provided that if no suitable candidate is available for appointment to the service by promotion and by direct appointment, such post shall be filled in by transfer of a person holding an analogous post under the State Government or Government of India.

(2) No person shall be appointed to a post in the Service, unless he possesses the qualifications and experience specified against that post in Appendix 'B'.

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

**6. Pay of member of the Service.-** (1) The members of the Service shall be entitled to such scales of pay as may be authorized by the Department of Finance, Government of Punjab from time to time.

(2) The scales of pay at present in force in respect of the members of the Service are given in Appendix 'A'.

**7. Discipline, Punishment and Appeals.-** (1) In the matter of discipline, punishment and appeal, the member of a Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970 as amended from time to time.

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

**8. Application of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.-**(1) In respect of the matter which are not specifically provided in these rules, the members of the Service shall be governed by the provisions of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.

(2) The Punjab Civil Services (General and Common Conditions of Service) Rules 1994, at present in force, are contained in Appendix 'D'

**9. Repeal and saving.-**The Punjab Excise and Taxation Department Subordinate Offices (Ministerial Class-III) Service Rules, 1964 in so far they are applicable to the members of the Service are hereby repealed:

Provided that any order issued or any action taken under the rules so repealed, shall be deemed to have been issued or taken under the corresponding provisions of these rules.

**10. Interpretation.-** If any question arises as to the interpretation of these rules, the Government in consultation with the Department of Personnel shall decide the same.



**APPENDIX- 'A'**

**(See rules 1 (3), 3 and 6)**

Serial No.	Name of the Post	Number of posts			Scale of the Pay	Scale of the pay for the member of the service recruited on or after 17.07.2020
		Perma- nent	Tempo- rary	Total		
1	2	3	4	5	6	7
1	Superintendent, Grade-II	35	--	35	10300-34800+4800 G.P	N.A
2	Senior Assistant	77	--	77	10300-34800 +4400 G.P	35400 (Level-6)
3	Senior Scale Stenographer	20	--	20	10300-34800 +4400 G.P	N.A
4	Accountant	18	--	18	10300-34800 +4400 G.P	35400 (Level-6)

**APPENDIX 'B'****(See rule 5)**

Serial No.	Name of the Post	Percentage of appointment by		Qualification and experience for appointment by	
		Direct appointment	Promo-tion	Direct appointment	Parmotion
1	2	3	4	5	6
1.	Superintendent Grade-II	--	Hundred percent	----	From amongst the Senior Assistants and Accountants who have an experience of working of either or both the posts for a minimum period of five years.
2	Senior Assistant	Twenty Five Percent	Seventy Five Percent	As Specified in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994 as amended from time to time.	From amongst clerks, clerks (Legal) clerks (Accounts) and Junior Assistants who have an experience of working as specified in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994 as amended from time to time.
3	Senior -Scale Stenographer	---	Hundred Percent	---	As specified in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994 as amended from time to time.

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4	Accountant	Twenty Five Percent	Seventy Five Percent	(i) From amongst the persons who are Bachelor of Commerce of a recognized university or its equivalent and who have qualified in the competitive test held by the competent Authority.  (ii) Possesses at least one hundred and twenty hour course with hands on experience in the use of Personal or Information Technology in Office productivity application or Desktop Publishing application from a Government recognized institution, which is ISO 9001, certified.  OR  Possesses a Computer information Technology equivalent to 'C' Level certificate of Department of Electronics Accreditation of Computer Courses (DOEACC) of Government of India.	From amongst clerks, clerks (Legal) clerks (Accounts) and Junior Assistants who have an experience of work on either or both the posts for a minimum period of four years.
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**APPENDIX 'C'****(See rule7)**

Serial No.	Name of Post	Nature of *Penalty or @ Order	Authority empowered to impose penalty or pass order	Appellate Authority
1	2	3	4	5
1	Superintendent, Grade-II	Major/Minor	Secretary-In-Charge	Minister-In-Charge
2	Senior Assistant	Major/Minor	Secretary-In-Charge	Minister-In-Charge
3	Senior Scale Stenographer	Major/Minor	Secretary-In-Charge	Minister-In-Charge
4	Accountant	Major/Minor	Secretary-In-Charge	Minister-In-Charge

\* In term of the Rule 5 of Punishment & Appeal Rules, 1970  
and In term of the Rule 15 of Punishment & Appeal Rules, 1970

**APPENDIX 'D'**

(See rule 8)

***Punjab Civil Services (General and Common Conditions of Service) Rules, 1994***  
***Published vide Notification No. G.S.R.33/Const./Art.309/94, dated 4.5.1994***

**Last Updated 13th September, 2019**

**GOVERNMENT OF PUNJAB**  
**DEPARTMENT OF PERSONNEL**  
(Personnel Policies I-Branch)

**No. G.S.R.33/Const./Art.309/94.-** In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and all other powers enabling in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and general and common conditions of service of persons appointed to Group 'A', Group 'B' and Group 'C' services in connection with the affairs of the State of Punjab, namely: -

**1. Short title, commencement and application.-** (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.

(2) They shall come into force at once.

(3) They shall apply to all the posts in Group 'A', Group 'B' and Group 'C' services in connection with the affairs of the State of Punjab.

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

- (a) "*appointing authority*" means an appointing authority specified as such in the Service Rules made under article 309 of the Constitution of India in respect of any service or Post in connection with the affairs of the State of Punjab.
- (b) "*Board*" means the Subordinate Service Selection Board, Punjab or any other authority constituted to perform its functions;
- (c) "*Commissioner*" means the Punjab Public Service Commission;
- (d) "*direct appointment*" means an appointment made otherwise than by promotion or by transfer of a person already in the service of Government of India or of a State Government;
- (e) "*Government*" means the Government of the State of Punjab in the Department of Personnel and Administrative Reforms;
- (f) "*recognised university or institution*" means, -
  - (i) any university or institution incorporated by law in any of the State of India; or

- 
- (ii) any other university or institution, which is declared by the Government to be recognised university or institution for the purposes of these rules;
  - (g) "*Service*" means any Group 'A' Service, Group 'B' Service and Group 'C' Service constituted in connection with the affairs of the state of Punjab as per scales given in the Appendix.
  - (h) "*Service Rules*" means the service rules made under article 309 of the Constitution of India regulating the recruitment and conditions of service of persons appointed to any service or post in connection with the affairs of the State of Punjab; and
  - (i) (i) "War hero" means a defence services personnel, or a para-military forces personnel, who is bona fide resident of Punjab State and has been killed or discharged from service on account of disability suffered by him on or after 1st January, 1999, while fighting in a war declared so by Government of India, in operations in Kargil or any other sector in J and K in the on going conflict with Pakistan or in any other operations which may be notified by the State Government to have been undertaken for preserving the unity and integrity of the Country; or
  - (ii) a defence service personnel or a para-military forces personnel who was a bona fide resident of Punjab State and was posthumously decorated with Parmvir Chakra, Mahavir Chakra or Vir Chakra;

provided that,-

- (a) In exceptional instances, the cases of such War Heroes may also be covered, with the prior approval of the Department of Personnel who though not bona fide residents of Punjab State are yet closely connected to the State of Punjab;
- (b) In the case of War Heroes, falling in the category (ii) above, the benefits to be given by the State Government will be restricted only to first generation dependent members/next of the kin.

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

**3. Nationality, domicile and character of person appointed to the Service.-** (1) No person shall be appointed to the Service unless he is, -

- (a) a Citizen of India; or
- (b) a Citizen of Nepal; or
- (c) a Subject of Bhutan; or

- (d) a Tibetan refugee who came over to India before the 1st day of January, 1962 with the intention of permanently settling in India; or
- (e) a person of India origin who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India;

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

(2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or the Board, as the case may be, on his furnishing proof that he has applied for the certificate but he shall not be appointed to the service unless the necessary certificate is given to him by the Government of Punjab in the Department of Home Affairs and Justice.

(3) No person shall be recruited to the service by direct appointment, unless he produced,-

- (a) a certificate of character from the principal academic officer of the university, college, school or institution last attended, if any, and similar certificate from two responsible persons not being his relatives, who are well acquainted with him in his private life and are unconnected with his university, college, school or institution; and
- (b) An affidavit to the effect that he was never convicted for any criminal offence involving moral turpitude and that he was never dismissed or removed from service or any State Government or of Government of India, or of any Public Sector Undertaking.

**4. Disqualification.-** No person : -

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

Provided that the Government, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

**5. Age.-** (1) No person shall be recruited to the Service by direct appointment, if he is less than eighteen years or is more than thirty years of age in the case of non-technical posts and thirty-five years in the case of technical posts on the 1st day of January of the year immediately preceding the last date fixed for submission of applications by the Commission or the Board, as the case may be, or unless he is within such range of minimum and maximum age limits as may be specifically fixed by the Government from time to time:

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

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

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

(2) In the case of ex-servicemen, the upper age limit shall be as has been prescribed in the Punjab Recruitment of Ex-servicemen Rules, 1982, as amended from time to time.

(3) In the case of appointment on compassionate grounds on priority basis, the upper age limit shall be such as may be specifically fixed by the Government from time to time.

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

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

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



be specified in the Service Rules made for that Service:

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

**7. Probation.-** (1) A person appointed to any post in the service shall remain on probation for a period of two years, if recruited by direct appointment and one year if appointed otherwise:

Provide that -

- (a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;
- (b) in any case of an appointment by transfer, any period of work on an equivalent or higher rank, prior to appointment to the Service, may in the discretion of the appointing authority, be allowed to count towards the period of probation;
- (c) any period of officiating appointment to the Service at the end of period of probation, shall be counted towards the period of probation.
- (d) any kind of leave not exceeding six months, during or at the end of period of probation, shall be counted towards the period of probation.

(2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory or he has failed to pass the departmental examination, if any, prescribed in Service Rules within a period not exceeding two and a half years from the date of appointment, it may, -

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

- (3) On the completion of the period of probation of a person, the appointing authority may-
- (a) if his work and conduct has in its opinion been satisfactory -
    - (i) confirm such person, from the date of his appointment or from the date he completes his period of probation satisfactorily, if he is not already confirmed; or
    - (ii) declare that he has completed his probation satisfactorily, if he is already confirmed; or
  - (b) if his work or conduct has not been in its opinion, satisfactory or if he has failed to pass the departmental examination, if any, specified in the Service Rules-
    - (i) dispense with his services, if appointed by direct appointment or if appointed otherwise revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment may permit;
    - (ii) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the period of probation as specified in sub-rule (1):

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

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

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

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

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

- (a) a person appointed by direct appointment shall be senior to a person appointed otherwise;

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

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

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

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

**10. Liability to serve.-** A member of Service shall be liable to serve at any place, whether within or out of the State of Punjab, on being ordered so to do by the appointing authority.

**11. Leave, Pension and other matters.-** In respect of pay, leave, pension and all other matters not expressly provided for in these rules, a member of Service shall be governed by such rules and regulations as may have been or may hereafter be adopted or made by the competent authority.

**12. Discipline, penalties and appeals.-** (1) In the matter of discipline, punishment and appeals, a member of Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970 as amended from time to time.

(2) The authority empowered to impose penalties specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970 and the appellate authority thereunder in respect of the Government employee shall be such as may be specified in the Service Rules.

**13. Liability for vaccination and re-vaccination.-** Every member of a Service shall get himself vaccinated or re-vaccinated when Punjab Government so directs by a special or general order.

**14. Oath of allegiance. -** Every member of a Service unless he has already done so, shall be required to take oath of allegiance to India and to the Constitution of India as by law established.

**14A. Minimum Educational and other Qualifications for appointment to the post of Senior Assistant by.-**

<b>Direct Appointment</b>	<b>Promotion</b>
No person shall be given direct appointment to the post of Senior Assistant under the Punjab Government, unless he-	From amongst the clerks, who have an experience of working as such for a minimum period of [four years].

(i) Possesses the Bachelor's Degree from a recognized University or Institution; and

(ii) Qualifies in the competitive test specified by the appointing authority from time to time; and

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

OR

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

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

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

**15. Minimum educational and other Qualifications.-** (1) (i) No person shall be given direct appointment to the post of Clerk under the Punjab Government unless he possesses the Bachelor's Degree from a recognized University or Institution; and

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

OR

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

(2) The person so appointed as Clerk in terms of sub-rule (1) shall have to qualify a test in Punjabi typewriting to be conducted by the Board or by the appointing authority at the speed of thirty words per minute within a period of one year from the date of his appointment.

Provided that where appointment of Group 'C' non-technical post is offered to a War Hero, who has been discharged from Defence Services or dependent member of his family, under the instructions issued in this behalf by the Government, the educational qualifications

to be possessed by such person shall be Graduate from a recognized University or Institution. However, such person shall not be required to qualify the test in Punjabi type-writing as specified in sub-rule (2).

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

<b>Direct Appointment</b>	<b>Promotion</b>
No person shall be given direct appointment to the post of Senior Scale Stenographer under the Punjab Government unless he-	(i) From amongst the Junior Scale Stenographers, who have an experience of working as such for a minimum period of one year:
(i) Possesses the Bachelor's Degree from a recognized University or Institution; and	Provided that if the Junior Scale Stenographer is not available then from amongst the Steno-typists, who have an experience of working as such for a minimum period of [four years]; and
(ii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-	
(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and	(ii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-
(b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at a speed of 12 words per minute.	(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and
	(b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at a speed of 12 words per minute.

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(iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualified the test for appointment as Senior Scale Stenographer".

(iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualified the test for promotion as Senior Scale Stenographer.

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

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OR

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

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**16. Minimum educational and other qualifications for appointment to the post of Steno-typist Grade-II or Junior Scale Stenographer Grade-II.** - No person shall be appointed by direct appointment to a post of a Steno-typist Grade-II, or a Junior Scale Stenographer Grade-II under the Punjab Government, unless he -

- (a) is Matriculate in Second Division or has passed Senior Secondary Part-II examination from a recognised university or institution; and
- (b) qualifies a test in Punjabi Stenography to be held by the Board or by the appointing authority at a speed to be specified by the Government from time to time.
- (c) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from Government recognized

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institution or a reputed institution, which is ISO 9001, certified.

OR

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

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

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

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

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

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

**18. Promotion to Group 'A' and Group 'B' Services.-** (1) (a) For promotion to the post



as Head of Department would be decided strictly on the basis of merit-cum-seniority as per the instructions issued by the Government from time to time. The minimum benchmark for promotion for such post would be 'Very Good'. The officer who is graded as 'Outstanding' would supersede the officer grades as 'Very Good'.

(b) For promotion to post falling in Group 'A' other than Head of Department, the minimum benchmark will be 'Very Good' as per instructions issued by the Government from time to time. There shall be no supersession on the basis of merit.

(c) For promotion to post falling in Group 'B', the minimum benchmark will be 'Good' and there shall be no supersession on the basis of merit.

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

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

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

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

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

**21. Interpretation.-** If any, question arises as to the interpretation of these rules, the Government shall decide the same.

**A. VENU PRASAD,**

Additional Chief Secretary (Taxation)

to Government of Punjab,

Department of Excise and Taxation.

**PART III**

**GOVERNMENT OF PUNJAB**

**DEPARTMENT OF EXCISE AND TAXATION**

**(EXCISE AND TAXATION-2 BRANCH)**

**NOTIFICATION**

The 5th January, 2022

**No. G.S.R. 6/Const./Art.309/2022.**-In exercise of the power conferred by the proviso to Article 309 of the Constitution of India and all other powers enabling in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and the conditions of Service of the persons appointed to the Punjab Excise and Taxation Department Subordinate Offices (Ministerial) (Group-C) Service, namely.-

**RULES**

- 1. Short title, commencement and application.**- (1) These rules may be called the Punjab Excise and Taxation Department Subordinate Offices (Ministerial) (Group-C) Service Rules, 2022.  
(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.  
(3) They shall apply to all the posts, specified in Appendix 'A'.
- 2. Definitions.**-In these rules unless the context otherwise requires,-
  - (a) "Appendix" means appendices appended to these rules;
  - (b) "Commissioner" means the Taxation Commissioner, Punjab;
  - (c) "Government" means the Government of the State of Punjab in the Department of Excise and Taxation; and
  - (d) "Service" means the Punjab Excise and Taxation Department, Subordinate Offices (Ministerial) (Group C) Service.
- 3. Number and Character of Posts.**- The Service shall comprise the posts specified in Appendix 'A':

Provided that nothing in these rules shall affect the inherent right of the Government to add or to reduce the number of such posts or to create new posts with different designation and scales of pay, either permanent or temporarily.
- 4. Appointing Authority.**- All Appointments to the Service shall be made by the Taxation Commissioner.
- 5. Method of Appointment and Qualification.**-(1)All appointments to the Service shall

be made in the manner specified in Appendix 'B'.

Provided that if no suitable candidate is available for appointment to the Service by promotion and by direct appointment, the appointment to the Service shall be made by transfer of person holding an analogous post under the State Government or Government of India.

(2) No person shall be appointed to any post in the Service unless he possesses the qualification and experience as specified against that post in Appendix 'B'.

(3) The appointment to the service by promotion shall be made on seniority-cum-merit basis but no person shall have any right to claim promotion on the basis of seniority alone.

6. **Pay of the members of the Service.**- The members of the Service shall be entitled to such scales of pay, as may be authorized by the Department of Finance Government of Punjab from time to time. The scales of pay at present in force in respect of the members of the Service are given in Appendix 'A'.
7. **Seniority.**- Every member of the Service appointed through direct recruitment as clerk, clerk (Legal), clerk (Accounts), the seniority of these posts shall be common and other conditions are mentioned in Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.
8. **Discipline, Punishment and Appeal.**- (1) In the matter of discipline, punishment and appeals, the member of a Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970 as amended from time to time.  
(2) The authority, empowered to impose penalties as mentioned in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970 and the Appellate Authority there under in respect of the member of the Service, shall be as specified in Appendix 'C'
9. **Repeal and saving.**- The Punjab Excise and Taxation Department Subordinate Offices (Ministerial Class-III) Service Rules, 1964 in so far as they are applicable to the members of the Service are hereby repealed:

Provided that any order issued any action taken under the rules so repealed, shall be deemed to have been issued or taken under the corresponding provisions of these rules.

10. **Application of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.**- (1) In respect of the matter which are not specifically provided in these rules, the members of the service shall be governed by the provisions of the

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

(2) The Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, at present in force, are contained herewith in Appendix 'D'

**11. Interpretation.-** If any question arises as to the interpretation of these rules, the Government of Punjab, in consultation with the Department of Personnel shall decide the same.

**APPENDIX- 'A'**

**(See rules 1 (3), 3 and 6)**

Serial No.	Name of the Post	Number of posts			Scale of the Pay	Scale of the pay for the member of the service recruited on or after 17.07.2020
		Perma- nent	Tempo- rary	Total		
1	2	3	4	5	6	7
1.	Junior Scale Stenographer	46	--	46	10300-34800+3600 G.P	29200 (Level-5)
2.	Steno-Typists	165	--	165	10300-34800+3200 G.P	21700 (Level-5)
3.	(a) Clerks	535		603	10300-34800+3200	19900 (Level-5)
	(b) Clerks (Legal)	40	--		G.P	
	(C) Clerks (Accounts)	28				

**APPENDIX 'B'**  
**(See rule 5)**

Serial No.	Name of the Post	Percentage of appointment by		Qualification and experience for appointment by	
		Direct appointment	Promotion	Direct appointment	Parmotion
1	2	3	4	5	6
1.	Junior-Scale Stenographer	Twenty five Percent	Seventy five Percent	As specified in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994 as amended time to time.	From amongst the steno typists who have an experience of working as such for a minimum period of three years and who qualify a test in English and Punjabi Stenography conducted by the Commissioner at a speed to be specified by the Government from time to time.
2.	Steno-Typist	Hundred Percent	--	(As specified in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994 as amended time to time.	--
3. (a)	Clerk	Eighty five Percent	Fifteen Percent	As specified in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994 as amended time to time.	i) From amongst the Group-D employees, having an experience of working as such for a minimum period of five years and minimum educational qualification

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- (b) Clerk (Legal)
- I. Should possess a degree in Law from a recognized university or institution.
- II. Qualifies a competitive test to be held by the recruiting authority; and
- III. Qualifies a test in Punjabi and English typing to be held by the recruiting authority at the speed of thirty words per minute or at such speed as may be specified by the Punjab Government from time to time and other conditions applicable as per the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994 as amended time to time.
- of matriculation (with Punjabi), subject to the conditions of minimum qualification to the post of Clerk (Legal) and Clerk (Accounts) respectively.
- (ii) Qualifies a typing test in English and Punjabi language on computer to be conducted by the competent authority or Department of Information Technology at a speed of thirty words per minute.
- (iii) The probation shall be cleared only after possessing a course of at least one hundred and twenty hours typing with hands on experience in the use of personal computer or Information Technology in Office Productivity applications or Desktop publishing applications from Government
- 
- (c) Clerk (Accounts)
- I. Should possess a degree of Commerce from a recognised institution or a reputed institution, which is ISO 9001



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a recognized Certified.

University or  
Institution.

II. Qualifies a  
competitive test to  
be held by the  
recruiting  
authority; and

III. Qualifies a test in  
Punjabi and  
English typing to  
be held by the  
recruiting authority  
at the speed of  
thirty words per  
minute or at such  
speed as may be  
specified by the  
Punjab  
Government from  
time to time and  
other conditions  
applicable as per  
the Punjab Civil  
Services (General  
and Common  
Conditions of  
Service) Rules,  
1994 as amended  
time to time.

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**APPENDIX 'C'**

**(See rule 8)**

Serial No.	Name of Post	Nature of *Penalty or @ Order	Authority empowered to impose penalty or pass order	Appellate Authority
1	2	3	4	5
1	Junior Scale Stenographer	Major and Minor	Taxation Commissioner.	Secretary- In-Charge
2	Steno-Typists			
3	Clerk Clerk (Legal) Clerk (Accounts)			

\*in term of the Rule 5 of punishment & Appeal Rules, 1970

and in terms of the Rule 15 of Punishment & Appeal Rules, 1970

**APPENDIX 'D'**

(See rule 10)

***Punjab Civil Services (General and Common Conditions of Service) Rules, 1994***  
***Published vide Notification No. G.S.R.33/Const./Art.309/94, dated 4.5.1994***

**Last Updated 13th September, 2019**

**GOVERNMENT OF PUNJAB**

**DEPARTMENT OF PERSONNEL**

(Personnel Policies I-Branch)

**No. G.S.R.33/Const./Art.309/94.-** In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and all other powers enabling in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and general and common conditions of service of persons appointed to Group 'A', Group 'B' and Group 'C' services in connection with the affairs of the State of Punjab, namely: -

**1. Short title, commencement and application.-** (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.

(2) They shall come into force at once.

(3) They shall apply to all the posts in Group 'A', Group 'B' and Group 'C' services in connection with the affairs of the State of Punjab.

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

(a) "*appointing authority*" means an appointing authority specified as such in the Service Rules made under article 309 of the Constitution of India in respect of any service or Post in connection with the affairs of the State of Punjab.

(b) "*Board*" means the Subordinate Service Selection Board, Punjab or any other authority constituted to perform its functions;

(c) "*Commissioner*" means the Punjab Public Service Commission;

(d) "*direct appointment*" means an appointment made otherwise than by promotion or by transfer of a person already in the service of Government of India or of a State Government;

(e) "*Government*" means the Government of the State of Punjab in the Department of Personnel and Administrative Reforms;

(f) "*recognised university or institution*" means, -

(i) any university or institution incorporated by law in any of the State of India; or

- 
- (ii) any other university or institution, which is declared by the Government to be recognised university or institution for the purposes of these rules;
  - (g) "*Service*" means any Group 'A' Service, Group 'B' Service and Group 'C' Service constituted in connection with the affairs of the state of Punjab as per scales given in the Appendix.
  - (h) "*Service Rules*" means the service rules made under article 309 of the Constitution of India regulating the recruitment and conditions of service of persons appointed to any service or post in connection with the affairs of the State of Punjab; and
  - (i) (i) "War hero" means a defence services personnel, or a para-military forces personnel, who is bona fide resident of Punjab State and has been killed or discharged from service on account of disability suffered by him on or after 1st January, 1999, while fighting in a war declared so by Government of India, in operations in Kargil or any other sector in J and K in the on going conflict with Pakistan or in any other operations which may be notified by the State Government to have been undertaken for preserving the unity and integrity of the Country; or
  - (ii) a defence service personnel or a para-military forces personnel who was a bona fide resident of Punjab State and was posthumously decorated with Parmvir Chakra, Mahavir Chakra or Vir Chakra;

provided that,-

- (a) In exceptional instances, the cases of such War Heroes may also be covered, with the prior approval of the Department of Personnel who though not bona fide residents of Punjab State are yet closely connected to the State of Punjab;
- (b) In the case of War Heroes, falling in the category (ii) above, the benefits to be given by the State Government will be restricted only to first generation dependent members/next of the kin.

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

**3. Nationality, domicile and character of person appointed to the Service.-** (1) No person shall be appointed to the Service unless he is, -

- (a) a Citizen of India; or
- (b) a Citizen of Nepal; or
- (c) a Subject of Bhutan; or
- (d) a Tibetan refugee who came over to India before the 1st day of January, 1962 with the intention of permanently settling in India; or

- (e) a person of India origin who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India;

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

(2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or the Board, as the case may be, on his furnishing proof that he has applied for the certificate but he shall not be appointed to the service unless the necessary certificate is given to him by the Government of Punjab in the Department of Home Affairs and Justice.

(3) No person shall be recruited to the service by direct appointment, unless he produced,-

- (a) a certificate of character from the principal academic officer of the university, college, school or institution last attended, if any, and similar certificate from two responsible persons not being his relatives, who are well acquainted with him in his private life and are unconnected with his university, college, school or institution; and
- (b) An affidavit to the effect that he was never convicted for any criminal offence involving moral turpitude and that he was never dismissed or removed from service or any State Government or of Government of India, or of any Public Sector Undertaking.

**4. Disqualification.-** No person :-

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

Provided that the Government, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

**5. Age.-** (1) No person shall be recruited to the Service by direct appointment, if he is less than eighteen years or is more than thirty years of age in the case of non-technical posts and thirty-five years in the case of technical posts on the 1st day of January of the year immediately

preceding the last date fixed for submission of applications by the Commission or the Board, as the case may be, or unless he is within such range of minimum and maximum age limits as may be specifically fixed by the Government from time to time:

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

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

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

(2) In the case of ex-servicemen, the upper age limit shall be as has been prescribed in the Punjab Recruitment of Ex-servicemen Rules, 1982, as amended from time to time.

(3) In the case of appointment on compassionate grounds on priority basis, the upper age limit shall be such as may be specifically fixed by the Government from time to time.

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

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

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

Provided that where appointment of Group 'A' or Group 'B' non-technical post is offered to a war-hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, under the instructions issued in this behalf by the Government, the educational qualification

to be possessed by such person shall be graduation from a recognised university. Such person who is offered Group 'A' or Group 'B' or Group 'C' nontechnical post, shall not, however, be required to possess experience of technical or nontechnical post at the time of his initial appointment.

**7. Probation.-** (1) A person appointed to any post in the service shall remain on probation for a period of two years, if recruited by direct appointment and one year if appointed otherwise:

Provide that -

- (a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;
  - (b) in any case of an appointment by transfer, any period of work on an equivalent or higher rank, prior to appointment to the Service, may in the discretion of the appointing authority, be allowed to count towards the period of probation;
  - (c) any period of officiating appointment to the Service at the end of period of probation, shall be counted towards the period of probation.
  - (d) any kind of leave not exceeding six months, during or at the end of period of probation, shall be counted towards the period of probation.
- (2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory or he has failed to pass the departmental examination, if any, prescribed in Service Rules within a period not exceeding two and a half years from the date of appointment, it may, -
- (a) if such person is recruited by direct appointment dispense with his service, or revert him to a post on which he held lien prior to his appointment to the Service by direct appointment; and
  - (b) if such person is appointed otherwise -
    - (i) revert him to his former post; or
    - (ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.
- (3) On the completion of the period of probation of a person, the appointing authority may-
- (a) if his work and conduct has in its opinion been satisfactory -
    - (i) confirm such person, from the date of his appointment or from the date he completes his period of probation satisfactorily, if he is not already confirmed; or
    - (ii) declare that he has completed his probation satisfactorily, if he is already confirmed; or
  - (b) if his work or conduct has not been in its opinion, satisfactory or if he has failed

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to pass the departmental examination, if any, specified in the Service Rules-

- (i) dispense with his services, if appointed by direct appointment or if appointed otherwise revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment may permit;
- (ii) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the period of probation as specified in sub-rule (1):

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

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

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

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

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

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



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

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

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

**10. Liability to serve.-** A member of Service shall be liable to serve at any place, whether within or out of the State of Punjab, on being ordered so to do by the appointing authority.

**11. Leave, Pension and other matters.-** In respect of pay, leave, pension and all other matters not expressly provided for in these rules, a member of Service shall be governed by such rules and regulations as may have been or may hereafter be adopted or made by the competent authority.

**12. Discipline, penalties and appeals.-** (1) In the matter of discipline, punishment and appeals, a member of Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970 as amended from time to time.

(2) The authority empowered to impose penalties specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970 and the appellate authority thereunder in respect of the Government employee shall be such as may be specified in the Service Rules.

**13. Liability for vaccination and re-vaccination.-** Every member of a Service shall get himself vaccinated or re-vaccinated when Punjab Government so directs by a special or general order.

**14. Oath of allegiance. -** Every member of a Service unless he has already done so, shall be required to take oath of allegiance to India and to the Constitution of India as by law established.

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**14A. Minimum Educational and other Qualifications for appointment to the post of Senior Assistant by.-**

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**Direct Appointment**

No person shall be given direct appointment to the post of Senior Assistant under the Punjab Government, unless he-

**Promotion**

From amongst the clerks, who have an experience of working as such for a minimum period of [four years].

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(i) Possesses the Bachelor's Degree from a recognized University or Institution; and

(ii) Qualifies in the competitive test specified by the appointing authority from time to time; and

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

OR

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

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

Provided that where appointment of Group 'B' non-technical post is offered to a War Hero, who has been

discharged from Defence Services or dependent member of his family under the instructions issued in this behalf by the Government, the educational qualifications to be possessed by such person shall be Graduate from a recognized University or Institution. However, such person shall not be required to qualify the test in Punjabi type-writing as provided in sub-rule (2).

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**15. Minimum educational and other Qualifications.-** (1) (i) No person shall be given direct appointment to the post of Clerk under the Punjab Government unless he possesses the Bachelor's Degree from a recognized University or Institution; and

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

OR

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

(2) The person so appointed as Clerk in terms of sub-rule (1) shall have to qualify a test in Punjabi typewriting to be conducted by the Board or by the appointing authority at the speed of thirty words per minute within a period of one year from the date of his appointment.

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

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

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

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the test for appointment as Senior Scale Stenographer".

both the languages shall be considered to have qualified the test for promotion as Senior Scale Stenographer.

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

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OR

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

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**16. Minimum educational and other qualifications for appointment to the post of Steno-typist Grade-II or Junior Scale Stenographer Grade-II.** - No person shall be appointed by direct appointment to a post of a Steno-typist Grade-II, or a Junior Scale Stenographer Grade-II under the Punjab Government, unless he -

- (a) is Matriculate in Second Division or has passed Senior Secondary Part-II examination from a recognised university or institution; and
- (b) qualifies a test in Punjabi Stenography to be held by the Board or by the appointing authority at a speed to be specified by the Government from time to time.
- (c) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from Government recognized institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer information Technology Course equivalent to 'O' level

certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.

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

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

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

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

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

**18. Promotion to Group 'A' and Group 'B' Services.-** (1) (a) For promotion to the post as Head of Department would be decided strictly on the basis of merit-cum-seniority as per

the instructions issued by the Government from time to time. The minimum benchmark for promotion for such post would be 'Very Good'. The officer who is graded as 'Outstanding' would supersede the officer grades as 'Very Good'.

- (b) For promotion to post falling in Group 'A' other than Head of Department, the minimum benchmark will be 'Very Good' as per instructions issued by the Government from time to time. There shall be no supersession on the basis of merit.
- (c) For promotion to post falling in Group 'B', the minimum benchmark will be 'Good' and there shall be no supersession on the basis of merit.

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

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

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

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

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

**21. Interpretation.-** If any, question arises as to the interpretation of these rules, the Government shall decide the same.

**A. VENU PRASAD,**  
Additional Chief Secretary (Taxation)  
to Government of Punjab,  
Department of Excise and Taxation.



**PART I**

**GOVERNMENT OF PUNJAB**

DEPARTMENT OF LEGAL AND LEGISLATIVE AFFAIRS, PUNJAB

**NOTIFICATION**

The 14th December, 2023

**No. 8-Leg./2023.-** The following Act of the Legislature of the State of Punjab received the assent of the Governor of Punjab on the 29th day of November, 2023, is hereby published for general information:-

**THE PUNJAB AFFILIATED COLLEGES (SECURITY OF SERVICE)  
AMENDMENT ACT, 2023  
(Punjab Act No. 8 of 2023)**

AN

ACT

further to amend the Punjab Affiliated Colleges (Security of Service) Act, 1974 with a view to streamline the working of the Educational Tribunal and to bring the provisions regarding thereto, in conformity with the provisions governing the working of the Central or State Administrative Tribunals.

BE it enacted by the Legislature of the State of Punjab in the Seventy-fourth year of the Republic of India as follows:-

1. (1) This Act may be called the Punjab Affiliated Colleges (Security of Service) Amendment Act, 2023. Short title and commencement.
- (2) It shall come into force on and with effect from the date of its publication in the Official Gazette.
2. In the Punjab Affiliated Colleges (Security of Service) Act, 1974, (hereinafter referred to as principal Act), in section 7-A,- Amendment in section 7-A of Punjab Act No. 23 of 1974.
  - (a) for sub-section (7), the following sub-section shall be substituted, namely:-
    - "(7) (i) If a vacancy, other than on account of temporary absence, occurs in the office of the chairman or a member, the State Government shall appoint another person in accordance with provisions of this

section to fill the vacancy.

- (ii) Subject to the provisions of sub-section (15), the Chairman and at least one other member or in the case of the vacancy in the office of Chairman, two members shall constitute proper quorum of the Educational Tribunal:

Provided that if the office of the Chairman is vacant otherwise than on account of a temporary vacancy, the member appointed under sub-section (3) read with sub-section (5), shall exercise the powers of the Chairman during the period of such vacancy.

- (iii) No proceedings of the Educational Tribunal shall be invalid merely on account of a vacancy in the office of the Chairman or a member.";
- (b) in sub-section (11), for the words, signs and figures "Code of Civil Procedure, 1908.", the words, signs and figures "Code of Civil Procedure, 1908, including the power of review of its own order." shall be substituted;
- (c) for sub-section (13) the following sub-section shall be substituted, namely:-  
"(13) Subject to the power of review of its own orders, the orders of the Educational Tribunal shall be final."; and
- (d) for sub-section (14), the following sub-section shall be substituted, namely:-  
"(14) (i) Where any amount is due from any person under an order made by the Educational Tribunal, the person entitled to the amount may make an application to the Educational Tribunal and the Educational Tribunal may order the bank account of the person from whom such amount is recoverable to be attached and direct the concerned bank to stop all payments out of the bank account so attached.  
(ii) If the person from whom the amount is due or recoverable fails or omits to make the payment of the dues to the person entitled to receive such amount within three months from the date of attachment, the Educational Tribunal may direct the bank to deposit the amount due out of the balance available in the bank account

attached under clause (i) to be paid to the party entitled thereto and on deposit of such amount the attachment shall stand vacated.

- (iii) If the Educational Tribunal deems it not practicable or convenient to recover the amount, due from a person, under the clauses (i) and (ii), it may issue a certificate for the said amount to the Collector of the district and the Collector shall proceed to recover the amount in the same manner as arrears of land revenue.
- (15) (i) Notwithstanding anything contained in this section, the Chairman may constitute Benches consisting of the Chairman and one member or of two members to be called Double Benches or of a Chairman or of a member to be called Single Benches, and assign or reassign or transfer between Benches such cases or class or classes of cases, to such benches by passing general or special orders and such Benches shall exercise jurisdiction, powers and authority of the Educational Tribunal.
- (ii) The quorum of the Full Bench of the Educational Tribunal shall be regulated in terms of sub-section (7).
- (iii) If at any stage of the hearing of a case or matter a Single Bench deems fit and makes a reference to the Chairman that the case or matter is of such a nature that it ought to be heard by the Full Bench or another Single Bench, the Chairman may transfer such case or matter to such other Single Bench or Full Bench as the Chairman may deem fit.
- (iv) If a case is transferred from one Bench to another Bench, proceedings before such other bench shall continue from the stage at which they are received."

3. In the principal Act, after section 7-C, the following section shall be inserted, namely:-

"7-D. The Educational Tribunal shall have, and exercise, the same jurisdiction, Power to punish powers and authority in respect of contempt of itself as for contempt. a High Court has and may exercise and, for this purpose,

Insertion of  
new section  
7-D in Punjab  
Act No. 23 of  
1974.

the Provisions of the Contempt of Courts Act, 1971 (70 of 1971), shall have effect subject to the modification that the references therein to a High Court shall be construed as including a reference to the Educational Tribunal."

**MANDEEP PANNU,**  
Principal Secretary to Government of Punjab,  
Department of Legal and Legislative Affairs.