

5th

MANUAL

**The rules, regulations,
instructions, manuals
and records, used for
discharging of functions**

The following rules, regulations, instructions, manuals and records are used in the Hospitality Department for discharge of functions: -

- a) Punjab Civil Services Rules,**
- b) Punjab Financial Rules.**
- c) Punjab Punishment & Appeal Rules**
- d) Annual Administrative Report**

Punjab Civil Services Rules,

**GOVERNMENT OF PUNJAB
DEPARTMENT OF GENERAL ADMINISTRATION
(HOSPITALITY WING)**

Notification

The 18th March, 1987

No. G.S.R.29/Const/Art.309/87.-In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Punjab is pleased to make the following rules regulating the recruitment and the conditions of service of persons appointed to the Punjab Hospitality (Class-II) Service, namely:-

1. **Short title and application-**(1) These rules may be called the Punjab Hospitality (Class II) Service Rules, 1987.
(2) They shall apply to all the posts specified in Appendix 'A' to these rules.
2. **Definitions:-** In these rules, unless the context otherwise requires.-
 - (a) 'Commission means the Punjab Public Service Commission.
 - (b) '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.

- (c) 'Director' means the Director of Hospitality, Punjab.
- (d) 'Government means the Government of the state of Punjab in the Department of General Administration.
- (e) 'Recognized university' or 'institution' means.
 - (i) any university or institution incorporated by law in any of the States of India;
 - (ii) the Punjab, sind or Dacca University in the case of degrees or diplomas obtained as a result of examinations held by these Universities before the 15h August, 1947; or
 - (iii) any other university or institution which is recognized by the Government for the purpose of these rules; and
- (f) 'Service' means the Punjab Hospitality (Class-II) service.
- (3) **Number and Character of posts-** The Service shall comprise the posts shown in Appendix' A' to these rules:

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

4. Nationality, domicile and character of candidates appointed to service- (1) No candidate shall be appointed to the Service unless he is,

- (a) a citizen of India; or
- (b) a citizen of Nepal; or
- (c) a subject of Bhutan; or

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

Provided that a candidate belonging to any of the categories (b), (c), (d) and (e)

Shall be a person in whose favour a certificate of eligibility has been issued by the Government of Punjab in the department of Home Affairs and Justice.

- (2) A candidate in whose case, a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the commissioner or other recruiting authority of the Government, but he will not be given an appointment till eligibility certificate is issued in his favour by 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 produces:-
 - (a) Certificate of character from the Principle academic officer of the university, college, school or institution last attended, if any, and similar certificates from two responsible persons not being his relatives, who are well acquainted with him in his private life and are unconnected with his university, college, school or institution; and
 - (b) 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 of any State Government of India or any Public Sector undertaking.

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

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

6. **Age.-** No persons shall be recruited to the service by direct appointment if he is less than twenty one years of age or is more than thirty years age on the first day of January immediately preceding the last date fixed by the Commission for submission of applications or unless he is within such range of minimum and maximum age limits as may be specifically fixed by the Punjab Government, from time to time:

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

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

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

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

7. **Appointing authority .-** All appointment to the service shall be made by the Government.

8. Method of appointment and qualifications.-(1) Appointment to the services shall be made by promotion from amongst the Supervisors and Assistants working under the control of the Director, who have an experience of working for a minimum period of five years on either or both of the aforesaid posts.

Provided that if no suitable person is available for appointment by promotion, appointment to the service shall be made by direct appointment.

Provided further that if no suitable person is also available for recruitment by direct appointment, appointment to the service shall be made by transfer, of and official working in other Departments of the Punjab Government, other State Governments of the Government of India.

(2) No person shall be recruited to the service by direct appointment unless he is a Graduate of a recognized University and possesses Diploma in Hotel Management and catering from a recognized institution.

(3) Appointment to the service by promotion shall be made by selection on seniority-cum-merit basis and no person shall be entitled to claim promotion on the basis of seniority alone.

(4) No person shall be recruited to the Service by direct appointment unless he possesses knowledge of Punjabi language of Matriculation standard or its equivalent.

9. Probation of persons appointed to service.-(i) Persons appointed to the service shall remain on probation for a period of two years if recruited by direct appointment and one year if recruited otherwise.-

Provided.-

(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 the case of an appointment by transfer any period of work in equivalent or higher rank, prior to the 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 shall be reckoned as period spent on probation but no person who has not officiated shall on the completion of the prescribed period of probation be entitled to be confirmed, unless he is appointed against a permanent vacancy;
- (d) any kind of leave not exceeding six months availed of by an employee during or at the end of the period of probation shall be countable 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, it may:-

If such person is recruited otherwise,-

- (i) Revert him to his former post; or
 - (ii) Deal with him in such other manner as the terms and conditions of his previous appointment permit.
- (3) On the completion of the period of probation of a person, the appointing authority may.-

- (a) if his work and conduct has in its opinion been satisfactory.-
 - (i) Confirm such person from the date of his appointment, if appointed against a permanent vacancy; or
 - (ii) Confirm such person from the date from which a permanent vacancy occurs, if appointed against a temporary vacancy, or

(iii) declare that he has completed his probation satisfactorily if there is no permanent vacancy, or

(b) If his work or conduct has not been, in its opinion, satisfactory,-

(i) dispense with his services, if appointed by direct appointment or if appointed otherwise revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment may permit, or

(ii) extend his period of probation and thereafter pass such orders as it would 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 three years .

10. Seniority of members of service- The seniority inter se of members of the service shall be determined by the length of continuous service on a post in the service.

Provided that in the case of members recruited by direct appointment who join within the period specified in the order of appointment or within such period as may from time to time be extended by the appointing authority subject to a maximum of four months from the date of order of appointment the order of merit determined by the commission, or other recruiting authority of the Government, as the case may be, shall not be disturbed;

Provided further that in case a candidate is permitted to join the service after the expiry of the said period of four months in consultation with the commission or other recruiting authority of the Government, as the case may be, his seniority shall be determined from the date he joins the service;

Provided further that in case any candidate of the next selection has joined the service before the candidate referred to in the preceding proviso joins, the candidate so referred shall be placed below all the

candidates of the next selection who join within the time specified in first proviso;

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

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

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

11. Liabilities of members of service to transfer.- A member of the service may be transferred by the Government any post, whether included in any other service or not on the same terms and conditions as are specified in rule 3.17 of the Punjab Civil Services rules, Volume-1, Part-1.

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

13. Leave, Pension and other matters-. In respect of pay, leave, pension and all other matters not expressly provided for in these rules,, the members of the service shall be governed by such law, rules and

regulations as may have been or may hereafter be adopted or made by the competent authority.

14. Pay of members of service.- A member of the service shall be entitled to such scales of pay, as may be authorized by the Government 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' to these rules.

15. Discipline, Penalties and Appeals.- (1) In the matter of discipline, punishment and appeals, the members of the 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 specified in rule 5 of the Punjab Civil Service (Punishment and Appeal) Rule, 1970 and the appellate authority there under in respect of the members of the Service shall be as specified in Appendix 'B' to these rules.

(3) The authority competent to hear an appeal against an order specified in rule 15 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970. other than an order imposing any of the penalties mentioned in Appendix 'B' to these rules shall be the Government.

16. Liability for vaccination and re-vaccination.- Every member of the service shall get himself vaccinated or re-vaccinated, when Government so directs by a special or general order.

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

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

Provided that the provisions relating to qualifications and experience shall not be relaxed.

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

APPENDIX 'A'
(See Rules 1 (3) , 3 and 14)

S.No.	Designation of the Post	Scale of pay in rupees
1	2	3
1.	Assistant Director	825-25-850-30-1000/-40-1200/50-1400-60-1580.

APPENDIX 'A'
(See Rules 1 5)

S. No.	Designation of the Post	Nature of penalty	Authority empowered to impose penalty or pass order	Appellate authority
1	2	3	4	5
1.	Assistant Director	Minor penalties	Director	Government Government
		(i) Censure ;		
		(ii) Withholding of his promotion;	Director	
		(iii) recovery from his pay of the whole or part of any pecuniary loss caused by him to Government by negligence or breach of	Director	Government

orders.

- (iv) Withholding of increments of pay ;

Major penalties:-

Director

Government

- (v) Reduction to a lower stag in the time-scale of pay for a specified period with further directions as to whether or not the Government employee will earn increments of pay during the period of such reduction and whether on the expiry of such period the reduction will or will not have the effect of postponing the further increments of his pay.

Government

- (vi) Reduction to a lower time – scale of pay, grade post or service which shall be ordinarily be a bar to the promotion of the Government employees to the time scale of pay, grade, post or service from which he was reduced, with or without further directions regarding conditions of

restoration to the grade or post of service from which the Government employees was reduced and his seniority and pay on such restoration to that grade, post or service;

- (vii) Compulsory retirement,
- (viii) Removal from service which shall not be a disqualification for future employment under the Government
- (ix) Dismissal from service which shall ordinarily be a disqualification for future employment under the Government

Government

Government

Government

P.H.VAISHNAV,
Chief Secretary to Government Punjab

GOVERNEMENT OF PUNJAB
DEPARTMENT OF GENERAL ADMINISTRATION
(HOSPITALITY WING)

Notification

The 21st July, 1987

No. G.S.R. 60/const./Art.309 Amd. (1)/87.- 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 President of India is pleased to make the following rules further to amend the Punjab Hospitality (Class II) service Rules, 1987, namely;-

1. (i) These rules may be called the Punjab Hospitality (Class-II) First Amendment Service Rules, 1987.

(ii) They shall be deemed to have come into force with effect from the 27th day of March, 1987.

2. In the Punjab Hospitality (class II) Service Rules, 1987, in rule 9, clause (a) of sub-rule (2) shall be renumbered as clause (b) thereof and before clause (b) as so renumbered; the following clause shall be inserted, namely

“(a) If such person is recruited by direct appointment, dispense with his services or revert him to a post on which he held lien prior to his appointment to the service by direct appointment; or’

P.H.VAISHNAV,
Chief Secretary to Government Punjab

GOVERNMENT OF PUNJAB
DEPARTMENT OF GENERAL ADMINISTRATION
(HOSPITALITY WING)

Notification

The 12th January, 1988

No. G.S.R.10/Const/Art.309/88.-In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the President of India is pleased to make the following rules regulating the recruitment and the conditions of service of persons appointed to the Punjab Hospitality Department (Class-I) Service, namely:-

3. Short title and application-(1) These rules may be called the Punjab Hospitality (Class I) Service Rules, 1988.
(2) They shall apply to all the posts specified in Appendix 'A' to these rules.
4. **Definitions:-** In these rules, unless the context otherwise requires.-
 - (a) 'Commission means the Punjab Public Service Commission.
 - (b) '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.
 - (c) 'Director' means the Director of Hospitality, Punjab.
 - (d) 'Government means the Government of the state of Punjab in the Department of General Administration (Hospitality Wing)
 - (e) 'Recognized university' or 'recognized institution means.
 - (j) any university or institution incorporated by law in any of the States of India;
 - (iv) any other university or institution which is recognized by the Government for the purpose of these rules; and

(f) 'Service' means the Punjab Hospitality Department (Class-I) service.

(4) **Number and Character of posts-** The Service shall comprise the posts shown in Appendix 'A' to these rules:

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

4. **Nationality, domicile and character of candidates appointed to service-** (1) No candidate shall be appointed to the Service unless he is,

(f) a citizen of India; or

(g) a citizen of Nepal; or

(h) a subject of Bhutan; or

(i) A Tibetan refugee who came over to India before the 1st day of January, 1962 with the intention of permanently settling in India; or;

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

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

(2) A candidate in whose case, a certificate of eligibility is necessary may be admitted to an examination or interview

conducted by the commissioner or other recruiting authority of the Government, as the case may be, but he will not be given appointment till the necessary certificate of eligibility is issued to him by the Government of Punjab in the Department of Home Affairs and Justice.

(3) No person shall be recruited to any service by direct appointment unless he produces;-

(a) Certificate of character from the Principle academic officer of the university, college, school or institution last attended, if any, and similar certificates from two responsible persons not being his relatives, who are well acquainted with him in his private life and are unconnected with his university, college, school or institution; and

(b) An affidavit to the effect that he was never convicted for any criminal offence and that he was never dismissed or removed from service of any State Government or Government of India or any Public Sector undertaking.

5. **Disqualifications for appointment** .- No person-

(a) Who has entered into or contracted a marriage with a person having a spouse living; or

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

8. **Age.-** No persons shall be recruited to the service by direct appointment if he is less than twenty one years old or is more than thirty years of age on the first day of January of the year immediately preceding the last date fixed for submission of applications or unless he is within such range of minimum and maximum age limits as may be specifically fixed by the Government of Punjab, from time to time:

Provided that the condition of upper age limit may be relaxed upto forty-five years in the case of a person already in employment in the Punjab Government, other state Government or the Government of India.

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

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

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

9. **Appointing authority.** – The appointment to the service shall be made by the Government.

8. **Qualifications and Mode of Appointment** -(1) Appointment to the services shall be made in the following manner, namely :-

(a) in the case of Director,-

by promotion from amongst the Deputy Director who have an experience of working as such for a minimum period of eight years;

Provided that if no suitable person is available for appointment by promotion, appointment to the Service shall be made by direct recruitment of a person possessing the following qualifications:-

- (i) Graduate of a recognized University.
- (ii) Should have passed Punjabi upto Matric standard or its equivalent;
- (iii) Diploma in Hotel Management of a recognized institution; and

- (iv) At least eight years experience in Five Star Hotel in a senior managerial capacity;

Provided further that if no suitable person is also available for recruitment by direct appointment, appointment to the Service shall be made by transfer of an, official working in other departments of Punjab Government, other State Governments or the Government of India possessing the following qualifications:-

- (i) Graduate of recognized University;
- (ii) Should have passed Punjabi upto Matric standard or its equivalent;
- (iii) Should have at least eight years experience of having worked in a Five Star Hotel or a Government Catering Organization in a senior managerial capacity not below the rank of a Class 1 Officer.

Provided that if the Government considers it expedient an Officer belonging to the Selection Grade of Punjab Civil Services (executive) or to the Indian Administrative Services in the senior scale may also be appointed as Director.

Appointment to the service by promotion shall be made on the basis of seniority-cum-merit basis and no person shall be entitled to claim promotion as of right on the basis of seniority alone.

(b) in the case of Deputy Director,-

by promotion from amongst the Assistant

Directors working under the control of the Director who have an experience of working as such for a minimum period of five years.

Provided that if no suitable person is available for appointment by promotion, appointment to the post shall be made by direct appointment of a person possessing the following qualifications:-

- (i) Graduate of a recognized University;
- (ii) Should have passed Punjabi upto Matric standard or its equivalent;
- (iii) Diploma in Hotel Management from recognized institution,

And

- (iv) at least eight years experience in a Five Star Hotel or a Government Catering Organization, in a managerial capacity:

Provided further that if no suitable person is also available for recruitment by direct appointment, appointment to the service shall be made by transfer of an official working in other departments of the Punjab Government other State Government or the Government of India possessing the following qualifications:-

- (i) Graduate of a recognized University;
- (ii) Should have passed Punjabi upto Matric standard or its equivalent;
- (iii) Should have at least eight years experience of having worked in a Five Star Hotel or Government Catering Organization in some managerial capacity not below the rank of a Class II Officer.

9. Probation of persons appointed to Service.-

(i) Persons appointed to the Service shall remain on probation for a period of two years, if recruited by direct appointment and one year if recruited otherwise.

Provided 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 the case of an appointment by transfer, any period of work in 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, and
 - (c) any period of officiating appointment to the service shall be reckoned as period spent on probation, but no person who has so officiated shall on the completion of the prescribed period of probation, be entitled to be confirmed unless he is appointed against a permanent vacancy;
 - (d) leave of any kind not exceeding six months availed of during or at the end of probation period should be counted towards probation period.
- (2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory, it may,-
- (a) If such person is recruited by direct appointment, dispense with his services, 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 recruited
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 has been satisfactory.-

(i) Confirm such person from the date
of his appointment if appointed
against a permanent vacancy or

(ii) Confirm such person from the
date from which a permanent
vacancy occurs, if appointed
against a temporary vacancy, or

(iii) Declare that he has completed his
probation satisfactorily, if there is
no permanent vacancy, or

(b) If his work or conduct has not been, in its
opinion, satisfactory,-

(i) dispense with his services, if appointed by
direct appointment if appointed otherwise,
revert him to his former post, or deal with him
in such manner as the terms and conditions of
his previous appointment may permit; or

(ii) extend his period of probation and thereafter pass such orders as it could have passed on the expiry of the period of probation specified in sub-rule(1):

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

10.Seniority of members of Service.- The seniority, inters se of members of the service shall be determined by the length of continuous service in each cadre on a post in that cadre of the service;

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

Provided further that in case a candidate is permitted to join the Service after the expiry of the said period of four months in consultation with the Commission or other recruiting authority of the Government as the case may be, his seniority shall be determined from the date he joins the service:

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

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

(a) a member recruited by direct appointment shall be senior to a member recruited otherwise;

(b) a member appointed by promotion shall be senior to a member appointed by transfer;

(c) in the case of members appointed by promotion or transfer seniority shall be determined according to the seniority of such members in the appointments from which they were promoted or transferred; and

(d) in the case of members appointed by transfer from different cadres, their seniority shall be determined according to pay, preference being given to a member who was drawing a higher rate of pay in the previous appointment and if the rates of pay drawn are also the same, then by their length of service in these appointments and if the length of such service is also the same, an older member shall be senior to the younger member.

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

11. Liability of Members of Service to transfer.- A member of the service may be transferred by the Government to any post, whether included in any other service or not on the same terms and conditions as are specified in rule 3.17 of the Punjab Civil Services Rules, Volume 1 Part I.

12. Liability to serve.- A member of the Services shall be liable to serve at any place,

whether within or out of the State of Punjab, on being ordered to do so by the Government.

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

14. **Pay of members of Service.**- The members of the Service shall be entitled to such scales of pay, as may be authorized by the Government 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' to these rules.

15. **Discipline, Penalties and Appeals.**- (1) In the matter of discipline, punishment and appeal, the members of the 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 specified in rule 5 of the Punjab Civil Services (Punishment and appeal) Rules, 1970 in respect of the members of the service shall be the government.

(3) The authority competent to hear an appeal against the orders specified in rule 15 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970, other than an order imposing any of the penalties specified in such rule (s) shall be the Government.

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

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

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

Provided that the provisions relating to qualifications and experience shall not be relaxed.

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

APPENDIX 'A'

S.No.	Designation of the Post	Scale of pay in rupees
1	2	3
1.	Director	1,400-60-1,700/ 75-2,000
2.	Deputy Director	1,200, 50-1,400/ 60, 1,700/75- 1,850

P.H.VAISHNAV,
Chief Secretary to Government, Punjab

GOVERNMENT OF PUNJAB

DEPARTMENT OF GENERAL ADMINISTRATION

(HOSPITALITY WING)

Notification

The 9th November, 1987.

No. G.S.R. 86/ Const./ Art. 309/87 :-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 President of India is pleased to, make the following rules regulating the recruitment, and the conditions of service of persons appointed to the Punjab Hospitality (Class III) service" namely :-

1. **Short title and application.**-(1) These rules may be called the Punjab Hospitality (Class III) Service Rules, 1987.

(2) They shall apply to the posts Specified in Appendix- 'A' to these rules.

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

(a) 'Board' means the Punjab Subordinate Services Selection Board

or any other authority. Constituted to perform its functions

(b) '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;

(c) 'Director' means the Director of Hospitality, Punjab

(d) 'Government' means the Government of the State of

Punjab in the Department of General Administration ;

(e) 'Recognized University' or 'Institution' means,-

(i) any university or institution-on incorporated by law in any of the States of India ;

(ii) the Punjab, Sind or Dacca University in the Case of degrees or diploma obtained as a result of examinations: held by these universities before the 15th day of August, 1947; or

(iii) any other university or institution which is recognised by the Government for the purposes of these rules ; and

(f) 'Service' means the Punjab Hospitality (Class. III). Service.

3. Number and Character of posts.- The Service shall comprise the posts:

Specified in Appendix 'A' to these rules :

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 designations and scales of pay, whether permanently or temporarily

4. Nationality, Domicile and character of candidates appointed to Service.-(1) No candidate shall be appointed to the service unless he is,-

(a) a citizen of India ; or

(b) a citizen of Nepal ;or

(c) a subject of Bhutan ;. or

(d) a Tibetan refugee who Came over to India before the 1st day of January, 1962, with the intention of permanently settling in India ; or .

- (e) a person of Indian origin who has migrated from Pakistan, Burma Sri Lanka and East African countries of Kenya, Uganda, the United Republic of Tenzania (formerly Tanganyika arid Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently Settling in India :

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

(2) A candidate in whose case, a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Board, but he shall not be appointed to the Service, unless a certificate of eligibility is issued 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 produces, -

(a) a certificate of character from the principal academic officer of the university, college, school or institution last attended, if any, and similar, certificates from two responsible persons, not being his relatives who are well acquainted with him in his private life and are unconcerned with his university, college, school or institution ; and

(b) an affidavit to the effect that he was never convicted for any criminal offence and that he was never dismissed or removed from service of any State Government or of Government of India

5. Disqualifications.-No person,-

(a) Who has entered into or contracted a marriage with a person having a spouse living; or

(b) who having a spouse living has entered into or contracted a

marriage with any person;

Shall be eligible for appointment to the Service

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

6. Age.- No person shall be recruited, to the Service by direct appointment, if he is less than eighteen years old or more than thirty years of age on the 1st, January; immediately proceeding. The last date fixed by the Board for submission of applications or unless he is within such range, of minimum or maximum age limits as may be specifically fixed by the Punjab Government from time to time :-

Provided that:-

- (i) in the case of persons already in the service of Government of India or a State Government, the upper age limit for appointment to the Service shall be forty five years ; and
- (ii) in the case of members of Scheduled Castes and Backward Classes the upper age limit shall be such as may be fixed by the Punjab Government from time to time.

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

7. Appointing authority.-All appointments to the Service shall be made by the Director.

8. Method of appointment and qualifications.-(1) Appointment to the Service shall be made in the manner specified in Appendix 'B' to these rules :

Provided that if no suitable candidate is available for appointment to the post in the Service by direct appointment or by promotion, as the case may be, such a post shall be filled in by transfer. .

(2) No person shall be appointed to any post in the Service unless he possesses the qualifications and experience specified against that post in Appendix 'B' to these rules :

Provided that if any post in the Service is filled in by transfer, the qualifications specified for direct appointment shall apply.

(3) All appointments to the Service by promotion shall be made by selection on seniority-cum-merit basis and no person shall be entitled to claim promotion on the basis of seniority alone.

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

Provided that in case the minimum educational qualifications for any post to be filled in by direct appointment are less than Matriculation examination, the standard of knowledge of Punjabi language shall be lowered accordingly.

9. Probation of persons appointment to Service:- A person appointed to any post in the Service remain on probation for a period of two years by direct appointment and one year if recruited otherwise.-

Provided that :-

- (a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count toward the period of probation ;
- (b) in the case of an appointment by transfer, any period of work

in equivalent or higher post prior to appointment to the Service may, in the discretion of the appointing authority be allowed to count toward the period of probation;

(c) any period of officiating appointment to the Service shall be reckoned as a period spent on probation, but no person who has so officiated shall, on the Completion of the prescribed period of probation be entitled to be confirmed unless he is appointed against a permanent vacancy and

(d) leave of any kind not exceeding six months availed of during or at the end of probation period shall be counted towards the probation period.

(2) If, in the opinion of the appointing authority the work or conduct of a person during the period of probation is not satisfactory, it may-

(a) if such person is recruited by direct appointment, dispense with his services or revert him to the post on which he held lien prior to his appointment to the Service by direct appointment; and

(b) If such person is recruited otherwise-

(i) revert him to his former post, or,

(ii) deal with him in such other manner as the terms and conditions of his previous appointment permit.

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

(a) if his work and conduct has, in its opinion, been satisfactory,-

(i) confirm such person from the date of his appointment; if appointed against a permanent vacancy; or

(ii) Confirm such person from the Date from which a permanent vacancy occurs, if appointed against a temporary vacancy;

(iii) declare that he has completed his period of probation satisfactorily, if there is no permanent vacancy; Or

(b) if his work or conduct has not been in its opinion satisfactory,-

(i) Dispense With his services, if recruited 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 orders as it could have passed on the expiry of the period of probation specified in sub- rule (1) :

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

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

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

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

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

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

(a) a member recruited by direct appointment shall be senior to a member recruited otherwise

(b) a member appointed by promotion shall be senior to a member appointed by transfer;

(c) in the case of members appointed by promotion or transfer seniority shall be determined according to the seniority of such members in the appointments from which they were promoted or, transferred

as the case may be and

(d) in the case of members appointed by transfer from different cadres, the seniority shall be determined according to pay, preference being given to a member who was drawing a higher rate of pay in his previous appointment and if the rates of pay drawn are also the same then by their length of service in those appointments and if the length of such service is also the same and older member shall be senior to a younger member.

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

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

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

13. Leave, Pension and other matters.- In respect of pay, leave, pension and all other matters not expressly provided for in

these rules, the members of the Service shall be governed by such law, rules and regulations as may have been or may hereafter be adopted or made by the competent authority.

14. Pay of members of Service.-(The members of the Service shall be entitled to such scales of pay, as may be authorized by the Government 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' to these rules.

15. Discipline, penalties and 'appeals.' (1) In the matter of disciplines punishment and appeals, the members of the 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 specified 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' to these rules.

(3) The authority competent to hear an appeal against the orders specified in rule 15 of the Punjab Civil Services (Punishment and Appeals) Rules, 1970 other than an order imposing any of the penalties as specified in Appendix 'C' to these' rules, shall be the Government.

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

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

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

persons:

Provided that the provisions relating to qualifications and experience shall not be relaxed. . . .

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

20. Repeal and saving.- The Punjab Hospitality Organization State Service Class III Rules, 1966, in so far as these are applicable to the members of the Service, are hereby repealed.

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

APPENDIX 'A'
(See Rules 1 (3) , 3 and 14)

S.No	Designation of the Post	Scale of pay in rupees
1	2	3
1.	Supervisor/Assistant	600-20-700/25-850/30-1,000-40-1,120
2.	Accountant	570-15-600/20-700/25-850/30-1,000-40-1,080
3.	Senior Scale Steno-grapher	600-20-700/25-850/30-1,000-40-1,120+ Rs. 40 as Special pay
4.	Steno-typist	400-10-450/15-525/-15-600+Rs.25 as Spl.Pay
5.	Clerk	400-10-450/15-525/-15-600
6.	Telephone Operator/Telephone Attendant/Telephone Operator-cum-Receptionist	400-10-450/15-525/-15-600
7.	Steward	400-10-450/15-525/-15-600-20-660 + Rs. 50 as Spl.Pay
8.	Butler	400-10-450/15-525/-15-600- Rs. 50 as Spl. Pay
9.	Head English Cook	400-10-450/15-525/-15-600-20-660 + Rs.
10.	Senior Indian Cook/	400-10-450/15-525/-15-600
11.	Assistant English Cook	400-10-450/15-525/-15-600
12.	Halwai	400-10-450/15-525/-15-600
13.	Security Guard	400-10-450/15-525/-15-600
14.	Driver	400-10-450/15-525/-15-600+ 50 as spl. Pay for one post
15.	Refrigerator Mechanic-cum-Electrician	400-10-450/15-525/-15-600

APPENDIX 'B'
(See Rules 8)

S. No.	Designation of the Post	Percentage of recruitment by		Qualification & experience	
		Direct appointment	Promotion	Direct appointment	Promotion
1	2	3	4	5	6
1.	Supervisor/Assistant	25 Percent	75 Percent	Graduate of a recognized University	From a Attendant cum- Re any one three ye
2.	Accountant	..	100 Percent	(i) Graduate of recognized University; (ii) Should have atleast five years experience in accounts matters and (iii) Preferably diploma holder in hotel reception and book- keeping of a recognized institution	From an Operator having a these po
3.	Senior Scale Stenographer	..	100 percent	(i) Graduate of a recognized university (ii) Should have passed test in stenography in Punjabi as well as in English languages at a speed of one hundred words per minute and sixty words per minute respectively to be transcribed at the speed of twenty words per minute respectively (four mistakes to be ignored)	From an three ye Working Punjabi hundred Respect words p ignored)
4.	Steno-typist	..	100 Percent	(i) Graduate of Second Class Intermediate of a recognized University or First Class Matriculate or its equivalent;	From an as such in Steno at the s at the s percent

				(ii) Should pass the test in stenography held by the Board in Punjabi language at the speed of eighty words per minute to be transcribed at the speed of fifteen words per minute (Eight percent mistakes to be ignored).	
5.	Clerk	90 percent	10 percent	(i) Graduate or Second Class Intermediate of a recognized University or First Class Matriculate or its equivalent; (ii) Should have passed typewriting test in Punjabi language held by the Board at such speed as may be specified by the Director from time to time.	From an... control... knowled... and exp... minimum... test in P... fied by t...
6.	Telephone Operator/ Telephone Attendant/ Telephone Operator- cum-Receptionist	100 Percent	..	(i) Graduate or Second Class Intermediate of a recognized University or First Class Matriculate or its equivalent; ii) Should be trained as Operator in the operation of the PBX and PABX and should have an experience of working, as such for a minimum period of two years in a Government Office or a Govt. Undertaking or in an institute of good repute.	
7.	Steward	..	100 Percent	(i) Matriculate or its equivalent; (ii) Should be able to speak and understand English,	From an... as such...

				<p>Hindi and Punjabi languages;</p> <p>(iii) Should have a diploma certificate of a recognized Catering Institute; and</p> <p>(iv) Should have an experience of working in a hotel or restaurant of good repute as Steward for a minimum period of one year.</p>	
8.	Butler	..	100 Percent	<p>(i) Should know the job of Butler;</p> <p>(ii) Should be able to speak and understand English, Hindi and Punjabi language; and</p> <p>(iii) Should have a diploma certificate of a recognized Catering Institution.</p>	From an working experier posts' fo
9.	Head English Cook	..	100 percent	<p>(i) Should be able to read and Write English, Hindi and Punjabi languages;</p> <p>(ii) Should be able to prepare complete range of continental dishes and Indian food;</p> <p>(iii) Should be able to prepare both vegetarian and non-vegetarian items;</p> <p>(iv) Should have a diploma or certificate in cooking of a recognized Catering Institution;-</p>	From an experien five Yea

				(v) Should have an experience of working in a hotel or restaurant of good repute for a minimum period of five years.	
10.	Senior Indian Cook/	..	100Percent	<p>(i)Should be able to read and write English Hindi and Punjabi language;</p> <p>(ii) Should be able to prepare Indian food and non-vegetarian items; and</p> <p>(iii)Should have a diploma, certificate in cooking of a recognized Catering Institution;</p> <p>OR</p> <p>(iv) Should have an experience of working as such in a hotel or restaurant of goods repute.</p>	From a and Mis having a these po
11.	Assistant English Cook	..	100per cent	<p>(i) Should be able to read and write English, Hindi, and Punjabi Languages;</p> <p>(ii)Should be able to prepare complete range of continental dishes and Indian food;</p> <p>(iii) Should be able to prepare both non-vegetarian and vegetarian items; and</p> <p>(iv) Should have a diploma or certificate in cooking of a recognized Institute: or should have an experience of working such for a minimum period of five years in a hotel or restaurant of good repute.</p>	From a and Mis having a these po (ii) Sho continer
12.	Halwai	..	100 percent	(i) Should be able to read	(i)From

				<p>and write Punjabi English, Hindi, and Languages;</p> <p>(ii) Should be able to prepare all types sweet of best quality, and</p> <p>(iii) Should have an experience of working as Halwai for a minimum period of three years in some restaurant of good repute.</p>	<p>control</p> <p>for mini</p> <p>(ii) Sho</p>
13.	Security Guard	100percent	..	<p>(i) Should be an Ex-Serviceman with good record of service; and (ii) Should be Middle pass or its equivalent.</p>	
14.	Driver	25 percent	75 per cent	<p>(i) Matriculate or its equivalent;</p> <p>(ii) Should have an experience of driving heavy or light vehicles for a minimum period of three years; and</p> <p>(iii) Should possess a driving license.</p>	<p>From an</p> <p>Director</p> <p>minimum</p> <p>licence.</p>
15.	Refrigerator Mechanic-cum-Electrician	100 percent	..	<p>(i) Matriculate;</p> <p>(ii) Diploma of IT.I. in Refrigeration; and</p> <p>(iii) Should have at least two years experience in refrigeration mechanic in some registered firm or institute of repute.</p>	

GOVERNMENT OF PUNJAB

**DEPARTMENT OF GENERAL
ADMINISTRATION**

(HOSPITALITY WING)

Notification

The 3rd February, 1994

**No. G. S. R. 8/Const./Art. 309 Amd. (1)
/94.-** In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules further to amend the Punjab Hospitality (Class III) Service Rules, 1987, namely:-

1. (i) These rules may be called the Punjab Hospitality (Class III) First Amendment Service Rules, 1994.

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

2. In the Punjab Hospitality (Class III) Service Rules, 1987 (hereinafter referred to as the said rules), in rule 15, for sub-rule (2), the following sub-rule shall be substituted, namely:-

“(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 members of

the Service shall be the Director
and the Government
respectively.".

3. In the said rules, for Appendix 'A', the
following Appendix shall be substituted, namely:-

APPENDIX 'A'
(See Rules 1 (2) , 3 and 14)

S. No.	Designation of the Post	Scale of pay in rupees
1	2	3
1.	Superintendent Grade II	2000-60-2060-70-2550-75-3000-100-3500
2.	Supervisor/Senior Assistant/Senior Assistant (Accounts)	1800-50-2000-60-2060-70-255-75-3000-100-3200
3.	Senior Scle Stenographer	1800-50-2000-60-2060-70-2550-75-3000-100-3200-+ 80/-Spl.Pay.
4.	Steward	1200-40-1320-45-1500-50-2000-60-2060-70-2130-+ 100/-Spl.Pay.
5.	Head Eng. Cook	1200-40-1320-45-1500-50-2000-60-2060-70-2130
6.	Refrigerator Mechanic-Cum-Electrician	1200-40-1320-45-1500-50-2000-60-2060-70-2130
7.	Driver	1020-35-1150-40-1320-45-1500-50-2000-60-2060-70-2130-+ 100/-Spl.Pay
8.	Butler	950-35-1160-40-1320-45-1500-50-1800-+ 100/-Spl.Pay
9.	Steno-typist	950-35-1160-40-1320-45-1500-50-1800-+ 50/-Spl.Pay (with Initial Start of Rs. 1000/-)
10.	Clerk	950-35-1160-40-1320-45-1500-50-1800-(with Initial Start of Rs. 1000/-)
11.	Telephone Attendant/ Telephone Operator Telephone Operator -cum Receptionist	950-35-1160-40-1320-45-1500-50-1800-(with Initial Start of Rs. 1000/-)
12.	Security Guard	950-35-1160-40-1320-45-1500-50-1800-
13.	Assistant English Cook	950-35-1160-40-1320-45-1500-50-1800-
14.	Senior Indian Cook/ Indian Cook/Cook	950-35-1160-40-1320-45-1500-50-1800-
15.	Halwai	950-35-1160-40-1320-45-1500-50-1800-

4. In the said rules, in Appendix 'B'

(i) for Serial Nos. 1 and 2, and the entries relating thereto, the following shall be substituted, namely

APPENDIX 'B'

S. No.	Designation of the Post	Permanent of recruitment by		Qualifications and experience	
		Direct appointment	Promotion	Direction appointment	Promotion
1	2	3	4	5	6
1.	Superintendent Grade II	..	100 Percent	..	From amongst the Supervisor, Senior Assistants (Accounts) & Senior Scale Stenographers who have an experience of working on any one or more of these posts for minimum period of eight years.
2.	Supervisor, Senior Assistant & Senior Assistant (Accounts)	25 percent	75 percent	(i) Graduate of a recognized University (ii) Qualify in the competitive test to be held by the Board	From amongst the Steno-typists, Clerks Telephone Attendants, telephone Operators and Telephone Operators-cum-Receptions who have an experience of working on any

					one or more of these posts for a minimum period of five years and who have qualified the best prescribed in the Punjab State Assistant Grade Examination Rules, 1984.”
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(ii) (a) against Serial No.4, under column 5, for the entries relating to item (i), the following!" shall be substituted namely:-

"(i) Second Class Matriculate or Senior Secondary Part II of a recognized University or its equivalent.

(b) against Serial No.5, under column 5 for the entries relating to item (i), the following shall be substituted, namely-

(i) Second Class Matriculate: or Senior Secondary Part II of a recognized University or its equivalent. " ; and

(c) against Serial No.6, under column 5, for the entries relating to item (i) the following shall be substituted, namely :-

(i) Second Class Matriculate or Senior Secondary Part II of a recognized University or its equivalent."

5. In the said rules, Appendix 'C' shall be omitted.

AJIT SINGH, CHATHA,
Chief Secretary to Government of Punjab.

**GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL
(PERSONNEL POLICIES 1 BRANCH)**

Notification

The 10th February, 2009

No. G.S.R.12/Const/Art.309/Amd.(9)/2009.-In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules further to amend the Punjab Civil Services (General and Common conditions of Service) Rules, 1994, namely:-

1. (1) These rules may be called the Punjab Civil Services (General and Common conditions of Service) (1st Amendment) Rules, 2009.
- (2) They shall come into force with immediate effect.
2. In the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, (hereinafter referred to as the said rules), for rule 15, the following shall be substituted, namely:-

“ 15 Minimum Educational and other qualifications:-

1. (1) 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 atleast 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 Courses (D OEACC) 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.
- (3) In case, the person fails to qualify the said test within the period specified in sub-rule (2) he shall be allowed annual increment only with effect from the date he qualifies such test, but he shall not be paid any arrears for the period for which he could not qualify the said test :

Provided that where appointment to Group 'C' non-technical post is offered to a War Hero, who has been discharged from Defence Service 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 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)"

3. In the said rules, for rule 16, the following shall be substituted, namely:-
- “16. Minimum Educational and other Qualifications for appointment to the post of Steno-typist or Junior Scale Stenographer.-No person shall be given direct appointment to the post of Steno-typist or Junior Scale Stenographer under the Punjab Government, unless he:-
- (a) Possesses Bachelor's Degree from a recognized University or Institution; and
- (b) Qualified a test in Punjabi Stenography to be held by the Board or by the appointing authority at a speed specified by the Government from time to time; and
- © 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 o 'O' level certificate of Department of Electronics Accreditation of Computer Courses (DOBACC) of Government of India.”

R.I.Singh
Chief Secretary to Government of Punjab

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- i) There should be a provision for filling up class-III (Group-C) (Clerk) post by promotion from amongst the class-IV (Group-D) employees who possess a minimum educational qualification of matriculation (with Punjabi) and have a minimum of five years experience as such
- ii) There should be a provision for qualifying test in Punjabi type writing which should be equal to the one prescribed by the SSS Board for such post and it should be made essential to pass the test before a class-IV employees is considered eligible for promotion. The test may be held by the appointing authority or any such authority to whom the powers for doing so are delegated by the appointing authority.

iii) The service rules of all the Departments including those in which a provision for promotion of Class-IV (Group-D) employees to Class-III (Group-C) (Clerk) posts has already been made, should be amended in accordance with the aforesaid decision.

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